

City of Rancho Santa Margarita California

Adopted Operating Budget & Capital Improvement Plan



2018-2019

TABLE OF CONTENTS

Introduction

| | |
|---|------|
| Budget Transmittal Letter | i |
| City Council and City Officials | iii |
| Community Profile | iv |
| Demographic Information | v |
| Organization Chart by Department Function | vi |
| Organization Chart by City Employees and Contract Staff | vii |
| Personnel Summary – City Employees and Contract Staff..... | viii |

Budget Summaries

| | |
|---|----|
| Schedule of Fund Balance – All Funds | 2 |
| Revenue Summary – All Funds | 5 |
| Estimated Revenues – Detail of All Funds | 6 |
| Appropriations Summary – All Funds | 9 |
| Fund Summaries: | |
| General Fund | 10 |
| Gas Tax Fund | 11 |
| Measure M Fund | 12 |
| Air Quality Improvement Fund | 13 |
| CA Law Enforcement Equipment Program Fund | 14 |
| Local Park Trust Fund | 15 |
| Supplemental Law Enforcement | 16 |
| PEG Fee Fund | 17 |
| Capital Projects Fund | 18 |
| RSM PFA Debt Service Fund | 19 |
| Summary of Expenditures by Account Group | 20 |
| Summary of Expenditures by Dept/Division | 21 |
| Schedule of Interfund Transfers | 22 |

General Government

| | |
|---------------------------------------|----|
| City Council | 26 |
| City Manager | 29 |
| City Attorney | 31 |
| City Clerk | 33 |
| Human Resources/Risk Management | 36 |

Finance

| | |
|------------------------|----|
| Non-Departmental | 40 |
| Finance | 41 |

Police Services

| | |
|-----------------------|----|
| Police Services | 46 |
| Animal Control | 47 |

Development Services

Planning 53

Building and Safety 54

Public Works

Public Works 58

Street Maintenance 59

Street Lighting 60

Building Maintenance 61

Community Services

Community Services 67

Capital Improvement Plan

Capital Improvement Plan 72

Capital Projects & Special Funds Comparison 74

Seven-Year Capital Improvement Program 76

Capital Improvement Program Project Map 80

Appendices

Basis of Accounting 81

Budgetary Control 81

Long-Term Debt 81

Basis of Revenue Estimates 82

Glossary of Terms 84

Appropriations Limit 86

Resolution Establishing the Appropriations Limit for FY 2018/19 87

Resolution Adopting the Operating Budget for FY 2018/19 90

Index 92

Introduction

City of Rancho Santa Margarita, California

INTRODUCTION





CITY OF RANCHO SANTA MARGARITA

22112 El Paseo • Rancho Santa Margarita • California 92688-2824
949.635.1800 • fax 949.635.1840 • www.cityofrsm.org

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

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 | LT. 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

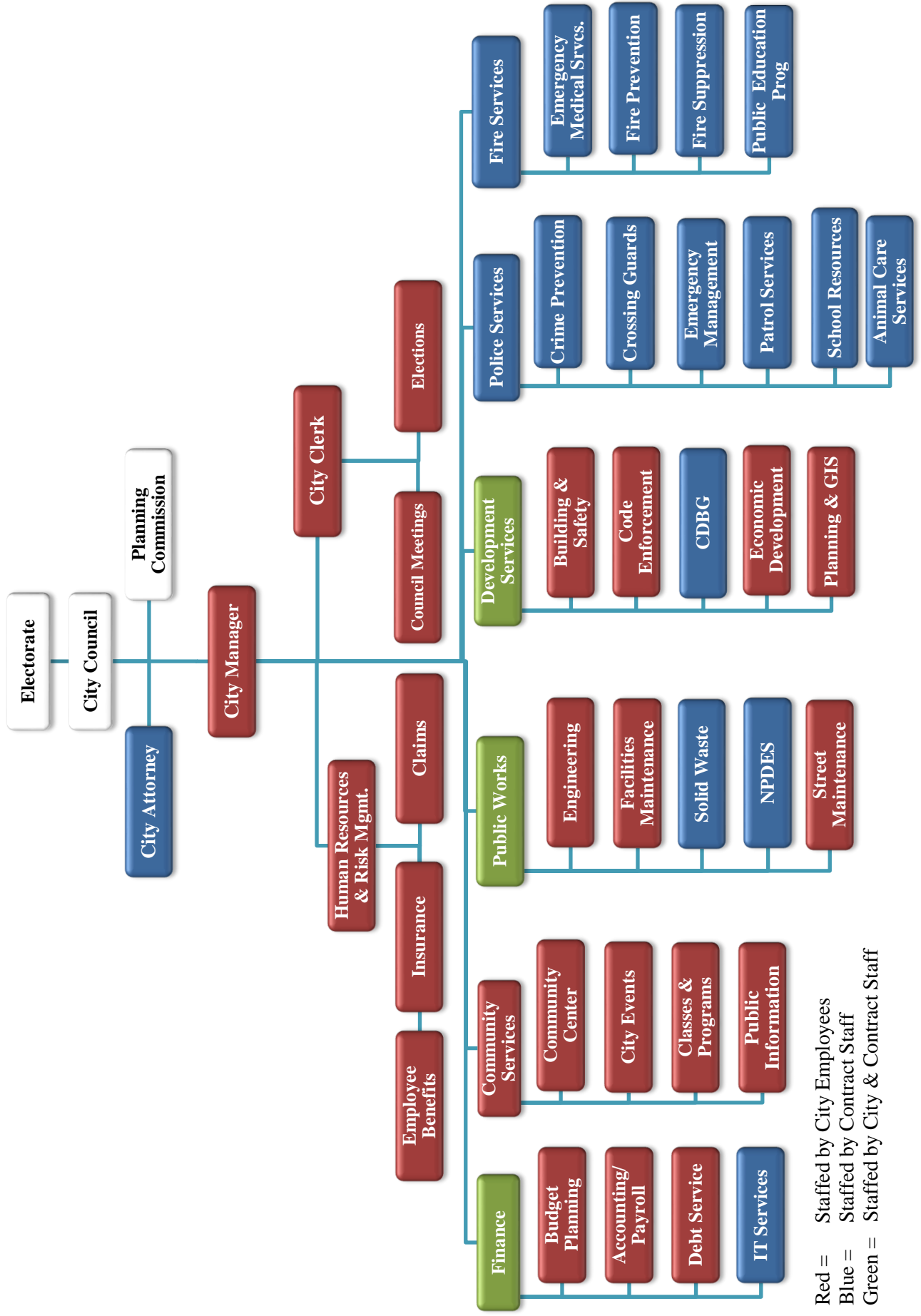
Demographic Information Federal Census Data

| | 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 |

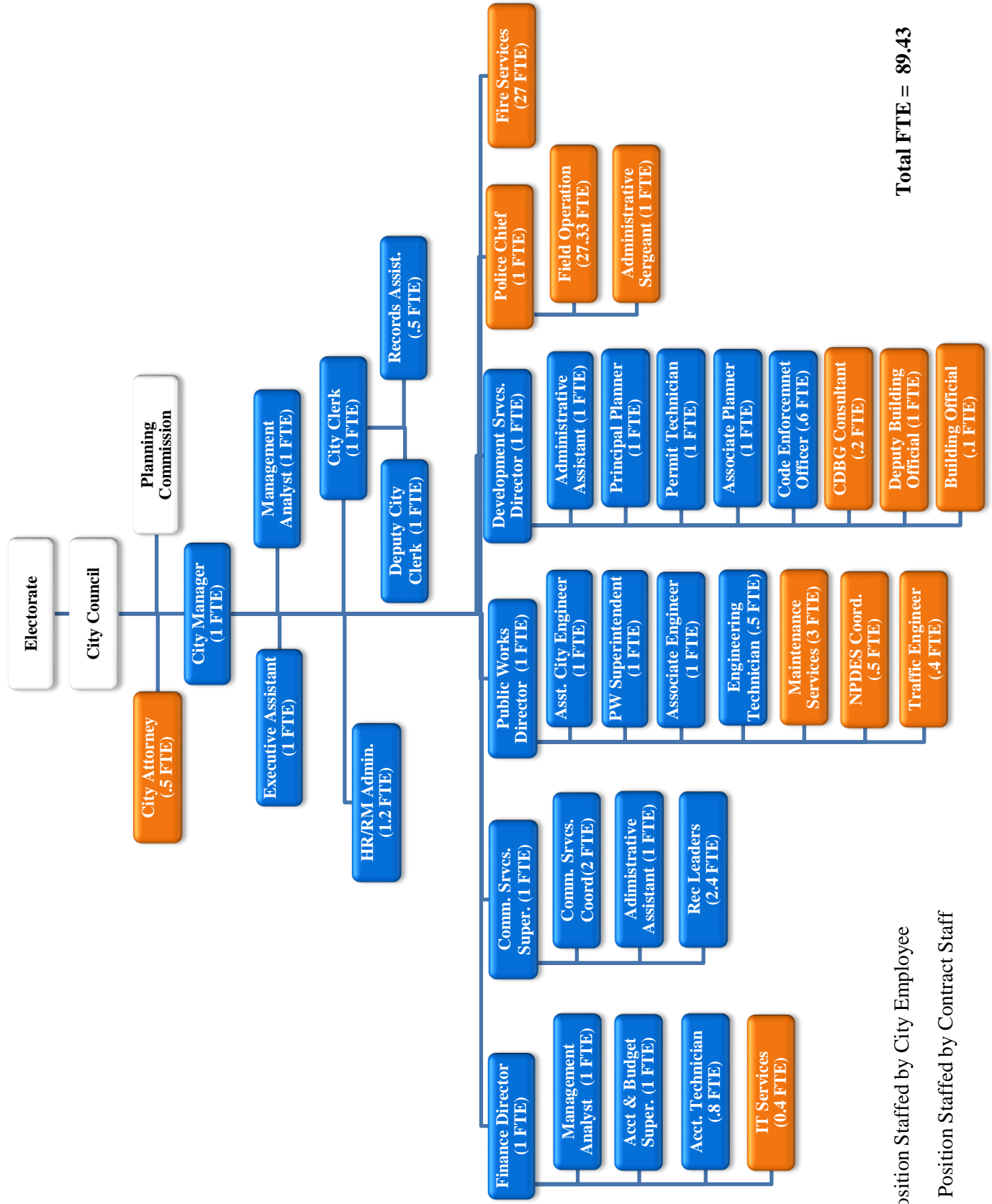
- (1) As of 4/10/10 census data release. **Estimated population as of 1/1/18 is 49,329**
Per the California Department of Finance, Demographic Research Unit.
- (2) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates 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



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

| | | FY 2018/19 | |
|---|---------------------------------|--------------------------------|----------------|
| City of Rancho Santa Margarita | | Full Time Equivalent Positions | |
| City Employees and Contract Staff Summary | | City Staff | Contract Staff |
| <hr/> | | | |
| <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 |
| TOTAL | | 27.00 | 62.43 |
| <hr/> | | | |

Budget Summaries

City of Rancho Santa Margarita, California

CITY HALL



BUDGET SUMMARIES

RANCHO

SANTA MARGARITA

This page intentionally left blank.

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 |
| <u>RSM DEBT SERVICE</u> | | | | | | | |
| 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

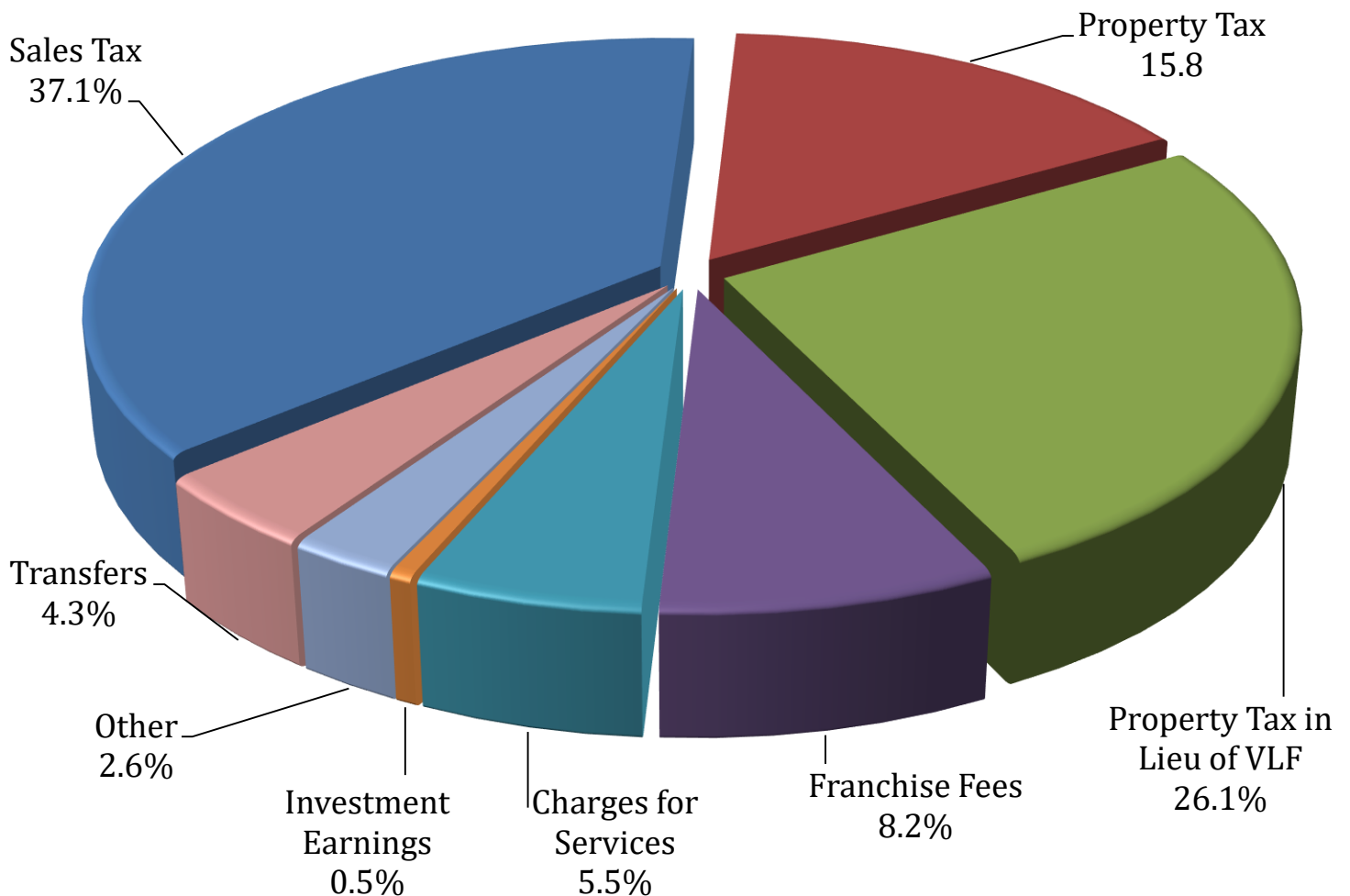
| Revenues & Interfund Transfers | Expenditures & Interfund Transfers | Fund Balance 6/30/2017 | Estimated Revenues & Interfund Transfers | Estimated Expenditures & Interfund Transfers | Estimated Fund Balance 06/30/18 | Projected Revenues & Interfund Transfers | Projected Expenditures & Interfund Transfers | 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 | -----FY 2017/18----- AMENDED BUDGET | 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 |
| <u>SPECIAL REVENUE FUNDS</u> | | | | | | |
| 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

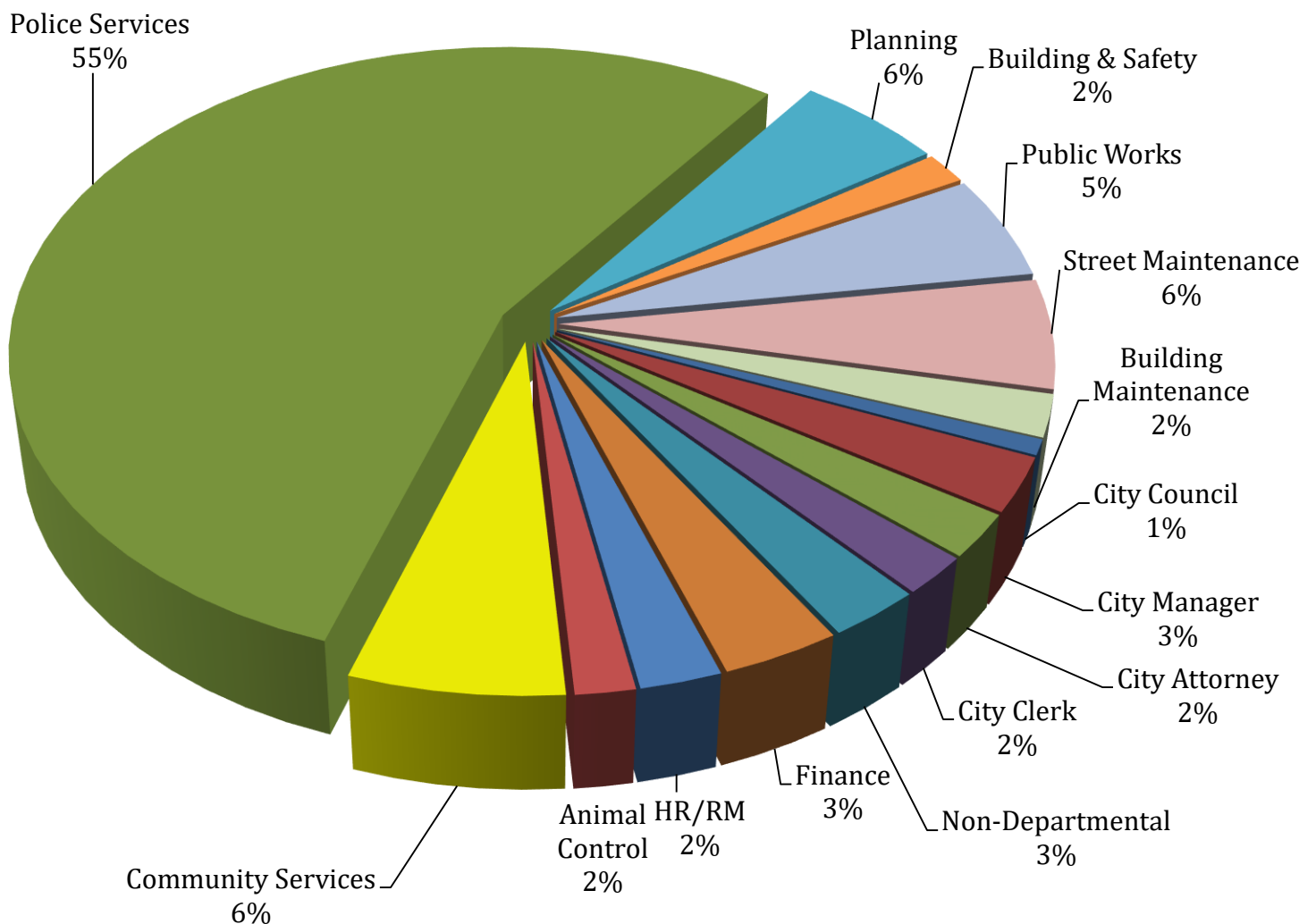
| | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- AMENDED BUDGET | YEAR-END ESTIMATE | FY 2018/19 ADOPTED BUDGET |
|---|----------------------|----------------------|----------------------|---|----------------------|---------------------------------|
| 214 AIR QUALITY 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 CLEEF 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 |
| <u>RSM DEBT SERVICE FUND</u> | | | | | | |
| 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

| | FY 2014/15 | FY 2015/16 | FY 2016/17 | -----FY 2017/18----- | | FY 2018/19 |
|---------------------------------------|-------------------|-------------------|-------------------|----------------------|-------------------|-------------------|
| DESCRIPTION | ACTUAL | ACTUAL | ACTUAL | AMENDED BUDGET | YEAR-END ESTIMATE | ADOPTED BUDGET |
| <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 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | | | | AMENDED BUDGET | YEAR END ESTIMATE | |
| 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 | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | | | | AMENDED BUDGET | YEAR END ESTIMATE | |
| GAS TAX - Street Lighting | 279,147 | 271,604 | 261,639 | 280,008 | 280,008 | 280,008 |
| Transfers to General Fund | | | | | | |
| 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 | <u>1,527,475</u> | <u>833,548</u> | <u>1,583,800</u> | <u>2,309,247</u> | <u>1,802,479</u> | <u>2,798,978</u> |

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 | <u>770,879</u> | <u>693,042</u> | <u>791,586</u> | <u>710,743</u> | <u>618,431</u> | <u>753,607</u> |

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 | <u>94,257</u> | <u>96,818</u> | <u>25,443</u> | <u>20,000</u> | <u>20,000</u> | <u>240,000</u> |

Fund Expense Summary
CA LAW ENFORCEMENT EQUIPMENT PROGRAM 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 | |
| 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 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | | | | AMENDED BUDGET | YEAR END ESTIMATE | |
| SUPPLEMENTAL LAW ENFORCEMENT | | | | | | |
| Additional Police Services | 108,999 | 125,395 | 116,296 | 130,809 | 130,809 | 122,941 |
| TOTAL SUPPLEMENTAL LAW | <u>108,999</u> | <u>125,395</u> | <u>116,296</u> | <u>130,809</u> | <u>130,809</u> | <u>122,941</u> |

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 ADOPTED BUDGET |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | | | | AMENDED BUDGET | YEAR END ESTIMATE | |
| PEG FEE | | | | | | |
| Public Education Grant Expenditures | 2,035 | 582 | 60,261 | 280,000 | 154,596 | - |
| TOTAL PEG FEE | <u>2,035</u> | <u>582</u> | <u>60,261</u> | <u>280,000</u> | <u>154,596</u> | <u>-</u> |










Fund Expense Summary
CAPITAL PROJECTS 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 |
| <u>CAPITAL PROJECTS FUND</u> | | | | | | |
| Annual Slurry Seal Program | 325,287 | 83,011 | 545,633 | 385,000 | 307,200 | 400,000 |
| 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 | 315,000 |
| Esperanza Restriping | - | - | 72,561 | - | - | - |
| Median Hardscape Renovations | 35,705 | 87,496 | 163,582 | 273,000 | 273,000 | 240,000 |
| 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 | - | 75,000 |
| Circulation Element Update | - | - | - | - | - | - |
| 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 | 5,000 |
| Traffic Signal Enhancements | - | - | 42,472 | 60,000 | 59,910 | 80,000 |
| 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 | 630,000 |
| SMP Bridge (Eastbound) | - | - | - | - | - | - |
| Annual Concrete - Sidewalk Repairs | 66,610 | 55,603 | 53,328 | - | - | 69,000 |
| Alma Aldea Bulbout Installation | (20) | - | - | - | - | - |
| ADA Curb Ramp Installation | 264,303 | 63,484 | 85,873 | 123,000 | 111,620 | 165,000 |
| Trabuco Mesa Bulbout 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 | - | 90,000 |
| Chiquita Ridge Habitat Restoration | 1,780,900 | 186,574 | 221,011 | 207,000 | 207,000 | 215,000 |
| 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 | 225,000 |
| Dog Park Renovations | - | - | 166,849 | 102,681 | 97,320 | - |
| CCTV Inspection of Storm Drain System | - | - | - | 210,000 | 6,000 | 204,000 |
| 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 |
|---|-------------------------|-----------------------|-----------------------|-----------------------|-------------------------|---------------------------------|
| | | | | AMENDED BUDGET | YEAR END ESTIMATE | |
| <u>RSM PFA DEBT SERVICE FUND</u> | | | | | | |
| Debt Service Payment | 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 PFA DEBT SERVICE | <u>1,584,640</u> | <u>732,137</u> | <u>736,338</u> | <u>734,838</u> | <u>2,261,673</u> | <u>727,838</u> |

SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

| | | 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 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 | | | | | | | |
| <i>SLESF FUND Police Services</i> | | 108,999 | 125,395 | 116,296 | 130,809 | 130,809 | 122,941 |
| <i>GAS TAX FUND Street Lighting</i> | | 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

| | | | | | -----FY 2017/18----- | | |
|--------------------------|---------------------------------------|------------|------------|------------|----------------------|-----------|------------|
| FUND | | FY 2014/15 | FY 2015/16 | FY 2016/17 | AMENDED | YEAR END | FY 2018/19 |
| | | ACTUAL | ACTUAL | ACTUAL | BUDGET | ESTIMATE | ADOPTED |
| | | | | | | | BUDGET |
| 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

General Government

| | 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 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 |
| 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 | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|------------------------------|---------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <u>CITY COUNCIL</u> | | | | | | | | |
| EXPENDITURES | | | | | | | | |
| PERSONNEL | | | | | | | | |
| | 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 |
| OPERATIONS | | | | | | | | |
| | 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 | 31,730 | 20,468 | 21,889 | 5,100 | 5,100 | 15,000 |
| | 700.028 | PS - Public Relations | 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 |
| FUNDING SOURCES | | | | | | | | |
| | 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 | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|--------------------------------|---------|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <u>CITY MANAGER</u> | | | | | | | | |
| <i>EXPENDITURES</i> | | | | | | | | |
| <i>PERSONNEL</i> | | | | | | | | |
| | 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 |
| <i>TOTAL PERSONNEL (3 FTE)</i> | | | 311,823 | 380,194 | 443,232 | 457,914 | 460,444 | 496,046 |
| <i>OPERATIONS</i> | | | | | | | | |
| | 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 | - | - | - | - | - |
| <i>TOTAL OPERATIONS</i> | | | 17,477 | 5,884 | 4,406 | 3,275 | 3,280 | 2,950 |
| <i>TOTAL EXPENDITURES</i> | | | 329,300 | 386,078 | 447,638 | 461,189 | 463,724 | 498,996 |
| <i>FUNDING SOURCES</i> | | | | | | | | |
| | 100 | General Fund | 329,300 | 386,078 | 447,638 | 461,189 | 463,724 | 498,996 |
| <i>TOTAL FUNDING SOURCES</i> | | | 329,300 | 386,078 | 447,638 | 461,189 | 463,724 | 498,996 |

This page intentionally left blank.

Department Expense Summary
City Attorney Fund 100, Division 140

| ACCT | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|------------------------------|---------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <u>CITY ATTORNEY</u> | | | | | | | | |
| EXPENDITURES | | | | | | | | |
| OPERATIONS | | | | | | | | |
| | 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 |
| FUNDING SOURCES | | | | | | | | |
| | 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
City Clerk Fund 100, Division 160

| DIVISION | ACCT | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|----------------------------------|---------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <u>CITY CLERK</u> | | | | | | | | |
| 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 | | FY 2014/15 | FY 2015/16 | FY 2016/17 | -----FY 2017/18----- | YEAR-END | FY 2018/19 | |
|---|---------|------------------------------|----------------|----------------|----------------------|----------------|----------------|----------------|
| DIVISION | NUMBER | DESCRIPTION | ACTUAL | ACTUAL | ACTUAL | AMENDED BUDGET | ESTIMATE | 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



Finance

| | | FY 2014/15 | FY 2015/16 | FY 2016/17 | -----FY 2017/18----- | | FY 2018/19 |
|--------------------|------------------|------------------|------------------|------------------|----------------------|------------------|------------------|
| | | ACTUAL | ACTUAL | ACTUAL | AMENDED | YEAR-END | ADOPTED |
| | | | | | BUDGET | ESTIMATE | BUDGET |
| 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 | | <u>2,826,954</u> | <u>3,063,754</u> | <u>4,258,975</u> | <u>3,411,149</u> | <u>3,240,905</u> | <u>2,382,202</u> |



Finance
NON-DEPARTMENTAL/FINANCE

DESCRIPTION

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

ACCOMPLISHMENTS: FISCAL YEAR 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 | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|--------------------------------|---------|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <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
Finance Fund 100, Division 210

| DIVISION | ACCT NUMBER | 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>FINANCE</u> | | | | | | | | |
| <i>EXPENDITURES</i> | | | | | | | | |
| <i>PERSONNEL</i> | | | | | | | | |
| | 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 |
| <i>TOTAL PERSONNEL (3.8 FTE)</i> | | | 424,808 | 491,442 | 520,253 | 539,869 | 537,575 | 550,760 |
| <i>OPERATIONS</i> | | | | | | | | |
| | 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 |
| | | Subtotal | 5,180 | 6,990 | 7,632 | 9,155 | 9,155 | 11,322 |
| | 700.004 | Professional Services | 26,248 | 69,481 | 90,368 | 39,128 | 39,128 | 44,008 |
| <i>TOTAL OPERATIONS</i> | | | 31,428 | 76,471 | 98,000 | 48,283 | 48,283 | 55,330 |
| <i>TOTAL EXPENDITURES</i> | | | 456,236 | 567,913 | 618,253 | 588,152 | 585,858 | 606,090 |
| <i>FUNDING SOURCES</i> | | | | | | | | |
| | 100 | General Fund | 456,236 | 567,913 | 618,253 | 588,152 | 585,858 | 606,090 |
| <i>TOTAL FUNDING SOURCES</i> | | | 456,236 | 567,913 | 618,253 | 588,152 | 585,858 | 606,090 |

This page intentionally left blank.

Police Services

City of Rancho Santa Margarita, California



POLICE SERVICES

Police Services

| | | 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 |
|--------------------|-----------------------|----------------------|----------------------|----------------------|--|----------------------|---------------------------------|
| 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 | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|---------------------------------------|---------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <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 | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|------------------------------|---------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <u>ANIMAL CONTROL</u> | | | | | | | | |
| <i>EXPENDITURES</i> | | | | | | | | |
| <i>OPERATIONS</i> | | | | | | | | |
| | 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 | - | - | - |
| <i>TOTAL OPERATIONS</i> | | | 74,777 | 123,517 | 683,637 | 292,863 | 310,273 | 305,631 |
| <i>TOTAL EXPENDITURES</i> | | | 74,777 | 123,517 | 683,637 | 292,863 | 310,273 | 305,631 |
| <i>FUNDING SOURCES</i> | | | | | | | | |
| | 100 | General Fund | 74,777 | 123,517 | 683,637 | 292,863 | 310,273 | 305,631 |
| <i>TOTAL FUNDING SOURCES</i> | | | 74,777 | 123,517 | 683,637 | 292,863 | 310,273 | 305,631 |

This page intentionally left blank.

Development Services

City of Rancho Santa Margarita, California

DEVELOPMENT SERVICES



Development Services

| | | 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 |
|----------------------|-------------------|----------------------|----------------------|----------------------|--|----------------------|---------------------------------|
| 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 |
| TOTAL EXPENDITURES | | <u>993,466</u> | <u>1,150,918</u> | <u>1,078,723</u> | <u>1,231,521</u> | <u>1,182,427</u> | <u>1,248,705</u> |



Development Services
PLANNING/BUILDING AND SAFETY

DESCRIPTION

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

ACCOMPLISHMENTS: FISCAL YEAR 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

| DIVISION | ACCT | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|----------------------------------|---------|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <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 | | | 727,091 | 772,339 | 762,036 | 964,438 | 851,494 | 958,576 |
| 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

| DIVISION | ACCT | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|-------------------------------------|---------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <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 | FY 2015/16 | FY 2016/17 | -----FY 2017/18----- | | FY 2018/19 |
|-------------------------|-------------------------------------|------------------|------------------|----------------|----------------------|------------------|------------------|
| | | ACTUAL | ACTUAL | ACTUAL | AMENDED | YEAR-END | ADOPTED |
| | | | | | BUDGET | ESTIMATE | 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 | | <u>2,386,031</u> | <u>2,560,647</u> | <u>568,673</u> | <u>2,610,837</u> | <u>2,541,564</u> | <u>2,617,314</u> |



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
Public Works Fund 100, Division 610

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

Department Expense Summary
Building Maintenance Fund 100, Division 640

| ACCT | | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | -----FY 2017/18----- | | FY 2018/19 ADOPTED BUDGET |
|------------------------------------|---------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| DIVISION | NUMBER | | | | | AMENDED BUDGET | YEAR-END ESTIMATE | |
| <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 | - |
| <i>TOTAL OPERATIONS</i> | | | 281,862 | 300,422 | 307,034 | 357,102 | 353,017 | 385,046 |
| <i>TOTAL EXPENDITURES</i> | | | 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 |
| <i>TOTAL FUNDING SOURCES</i> | | | 281,862 | 300,422 | 307,034 | 357,102 | 353,017 | 385,046 |

This page intentionally left blank.

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----- AMENDED BUDGET | YEAR-END ESTIMATE | FY 2018/19 ADOPTED BUDGET |
|------------------------|----------------------|----------------------|----------------------|--|----------------------|---------------------------------|
| 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 | | FY 2014/15 | FY 2015/16 | FY 2016/17 | -----FY 2017/18----- | YEAR-END | FY 2018/19 | |
|----------------------------------|---------|---------------------------|------------------|------------------|----------------------|------------------|------------------|------------------|
| DIVISION | NUMBER | DESCRIPTION | ACTUAL | ACTUAL | ACTUAL | AMENDED BUDGET | ESTIMATE | ADOPTED BUDGET |
| <u>COMMUNITY SERVICES</u> | | | | | | | | |
| EXPENDITURES | | | | | | | | |
| PERSONNEL | | | | | | | | |
| | 512.000 | Salaries - Regular | 305,614 | 316,811 | 284,602 | 265,523 | 292,857 | 274,575 |
| | 515.000 | Temporary Personnel | 46,858 | 55,099 | 62,349 | 79,217 | 79,217 | 76,960 |
| | 521.000 | Medicare | 5,091 | 5,337 | 4,994 | 4,974 | 5,013 | 5,066 |
| | 522.000 | Retirement | 69,064 | 75,568 | 80,188 | 90,220 | 88,923 | 76,265 |
| | 523.000 | Unemployment Insurance | 4,261 | 3,984 | 3,583 | 2,352 | 2,584 | 2,352 |
| | 526.000 | FICA Cost | 2,561 | 2,517 | 3,646 | 4,911 | 4,911 | 4,772 |
| | 530.000 | Benefits | 43,052 | 43,407 | 45,301 | 73,008 | 46,547 | 75,408 |
| TOTAL PERSONNEL (6.4 FTE) | | | 476,501 | 502,723 | 484,663 | 520,205 | 520,052 | 515,398 |
| OPERATIONS | | | | | | | | |
| | 610.000 | Membership & Dues | - | 917 | 1,288 | 1,285 | 1,285 | 1,290 |
| | 611.000 | Training | 425 | 45 | 27 | 435 | 218 | 420 |
| | 612.000 | Travel/Conf/Meetings | 252 | 1,727 | 229 | 1,970 | 1,010 | 570 |
| | 614.000 | Newsletter/Class Schedule | 44,903 | 48,171 | 47,743 | 48,423 | 48,423 | 48,285 |
| | 618.001 | Community Support 2/5 | - | - | - | - | - | 2,500 |
| | 622.010 | Special Depart. Expense | 5,480 | 1,430 | 373 | - | 407 | 2,000 |
| | 623.000 | Printing | - | - | - | 2,000 | 1,000 | - |
| | 640.103 | Phones | 7,311 | 6,051 | 6,955 | 7,920 | 7,305 | 8,280 |
| | 674.000 | Senior Mobility Program | 34,550 | 22,712 | 5,394 | 27,022 | 55,388 | 27,488 |
| | 675.002 | NYE Event | 38,979 | 35,310 | 30,057 | 35,000 | 30,861 | 35,000 |
| | 675.005 | Summer Concert Series | 34,344 | 24,184 | 52,870 | 58,050 | 58,050 | 58,050 |
| | 675.007 | Patriot Day | 8,875 | 421 | 3,000 | 1,500 | 329 | 1,500 |
| | 675.101 | Programs | 151,886 | 177,851 | 164,878 | 168,000 | 178,026 | 168,000 |
| | 675.102 | Rental Expenses | 13,866 | 12,522 | 11,944 | 10,800 | 11,381 | 10,800 |
| | 675.103 | BTRCC Admin | 17,408 | 22,376 | 23,780 | 17,770 | 18,960 | 17,876 |
| | | Subtotal | 358,279 | 353,717 | 348,538 | 380,175 | 412,643 | 382,059 |
| | 675.001 | Youth Center | 120,000 | 120,000 | 120,000 | 120,000 | 120,000 | 120,000 |
| | 675.006 | Seniors Program | 72,404 | 71,558 | 72,000 | 72,000 | 72,000 | 74,520 |
| | 700.028 | PS - Public Relations | - | 38,027 | - | - | - | - |
| | | Subtotal | - | 38,027 | - | - | - | - |
| TOTAL OPERATIONS | | | 550,683 | 583,302 | 540,538 | 572,175 | 604,643 | 576,579 |
| 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 | 1,091,977 |
| FUNDING SOURCES | | | | | | | | |
| | 100 | General Fund | 556,990 | 614,787 | 538,333 | 612,789 | 664,385 | 615,436 |
| | 100 | Senior Mobility Grant | 24,798 | 25,529 | 26,399 | 27,022 | 27,022 | 27,488 |
| | 100 | GF - Com. Svcs. Revenue | 445,396 | 445,709 | 460,469 | 452,569 | 433,288 | 449,053 |
| TOTAL FUNDING SOURCES | | | 1,027,184 | 1,086,025 | 1,025,201 | 1,092,380 | 1,124,695 | 1,091,977 |

This page intentionally left blank.

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

This page intentionally left blank.

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----- AMENDED BUDGET | YEAR-END ESTIMATE | FY 2018/19 Proposed BUDGET |
|---|---|----------------------|----------------------|----------------------|--|----------------------|----------------------------------|
| <u>CAPITAL PROJECTS</u> | | | | | | | |
| <u>EXPENDITURES - CAPITAL OUTLAY</u> | | | | | | | |
| 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 Bulbout Installation | (20) | - | - | - | - | - |
| 934.007 | ADA Curb Ramp Installation | 264,303 | 63,484 | 85,873 | 123,000 | 111,620 | 165,000 |
| 934.008 | Trabuco Mesa Bulbout Improvements | (20) | - | - | - | - | - |
| 934.009 | Vereda Laguna Sidewalk & Landscape Renovation | - | 34,981 | 51,949 | 245,000 | 196,060 | - |
| 940.001 | Transit Planning Feasability 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 Kichen 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

| Fund 410, Division 900 | | | | | | -----FY 2017/18----- | | FY 2018/19 |
|------------------------|---|----------------------|----------------------|----------------------|-------------------|----------------------|--------------------|------------|
| ACCT NUMBER | DESCRIPTION | FY 2014/15 ACTUAL | FY 2015/16 ACTUAL | FY 2016/17 ACTUAL | AMENDED BUDGET | YEAR-END ESTIMATE | Proposed BUDGET | |
| 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 | 410 CIP | 210 GAS TAX | 212 MEASURE M | 214 AQMD | Total All Funds |
|-------------------|---|---------------|------------------|------------------|----------------|--------------------|
| FY 2017/18 | Estimated Revenue | 3,621 | 1,162,311 | 124,412 | 170,050 | 1,460,391 |
| 212-000-423.017 | RMRA | - | 1,356,923 | 708,144 | 60,000 | 2,125,067 |
| 212-000-423.017 | RMRA | - | 274,000 | - | - | 274,000 |
| 410-000-423.016 | APM | 274,000 | (274,000) | - | - | - |
| 410-000-423.013 | HBP | 255,580 | - | - | - | 255,580 |
| 410-000-423.014 | CDBG | 22,130 | - | - | - | 22,130 |
| 410-000-985.014 | CDBG | 261,620 | - | - | - | 261,620 |
| 410-000-485.020 | Project V | 23,000 | - | - | - | 23,000 |
| | Use of Park Funds | 191,320 | - | - | - | 191,320 |
| | Use of City Reserves for Chiquita Ridge Habitat Restoration Plan | 207,000 | - | - | - | 207,000 |
| | Use of City Reserves for Median Hardscape Renovation | 143,000 | - | - | - | 143,000 |
| | Use of City Reserves for City Hall Hardscape Renovation | 141,000 | - | - | - | 141,000 |
| | Use of City Reserves for City Hall / BTRCC Interior Painting | 60,000 | - | - | - | 60,000 |
| | Use of City Reserves for City Hall IT/Server Room Fire Suppression System | 34,130 | - | - | - | 34,130 |
| | Use of City Reserves for City Hall / BTRCC Stain & Seal Exterior Wood | 30,000 | - | - | - | 30,000 |
| | FY 17/18 Revenues Available for Capital Projects & St. Maint. | 1,642,780 | 1,356,923 | 708,144 | 60,000 | 3,767,847 |
| | Gas Tax Expenditure for Street Lighting | - | (280,008) | - | - | (280,008) |
| | Transfer to GF for Street Maintenance | (390,747) | (84,000) | (524,431) | - | (999,178) |
| | Transfer to GF for Public Works | - | (152,732) | - | - | (152,732) |
| | Transfer to CIP - Street Maintenance MOE | 390,747 | - | - | - | 390,747 |
| | Total Transfers from GF & Restricted Funds | - | (516,740) | (524,431) | - | (1,041,171) |
| | ACTUAL | BUDGET | | | | |
| 410-900-911.000 | Annual Slurry Seal Program | 307,200 | 385,000 | - | - | (307,200) |
| 410-900-913.007 | Antonio Pkwy. Pavement Rehab | 302,530 | 522,000 | - | - | (302,530) |
| 410-900-913.010 | SMP Pavement Rehabilitation | 400,770 | 578,000 | - | - | (400,770) |
| 410-900-913.011 | Avenida Empressa Pavement Rehabilitation | 330,000 | 330,000 | (56,000) | - | (330,000) |
| 410-900-915.000 | Median Hardscape Renovation | 273,000 | 273,000 | - | - | (273,000) |
| 410-900-916.002 | Auto Center Drive Signage | 46,980 | 80,000 | - | - | (46,980) |
| 410-900-918.002 | City Hall Landscaping Renovation | 141,000 | 180,000 | - | - | (141,000) |
| 410-900-918.003 | El Paseo Corridor Improvements | - | 60,000 | - | - | - |
| 410-900-921.003 | SMP Signal & Equipment Upgrade | 10,000 | 10,000 | - | (10,000) | (10,000) |
| 410-900-921.004 | Antonio Pkwy. Signal & Equipment Upgrade | 10,000 | 10,000 | - | (10,000) | (10,000) |
| 410-900-921.005 | Traffic Signal Enhancements | 59,910 | 60,000 | (21,910) | - | (59,910) |
| 410-900-931.004 | SMP Bridge Hinge Repair (Westbound) | 25,000 | 95,000 | (2,870) | - | (25,000) |
| 410-900-934.007 | ADA Curb Ramp Installation | 111,620 | 123,000 | - | - | (111,620) |
| 410-900-934.009 | Verde Laguna Sidewalk & Landscape | 196,060 | 245,000 | (46,060) | - | (196,060) |
| 410-900-951.007 | City Hall IT/Server Room Fire Suppression System | 34,130 | 49,000 | - | - | (34,130) |
| 410-900-951.013 | BTRCC Youth Lounge Courtyard Improvement | 70,000 | 70,000 | - | - | (70,000) |
| 410-900-951.015 | City Hall / BTRCC Interior Painting | 60,000 | 60,000 | - | - | (60,000) |
| 410-900-951.016 | City Hall / BTRCC Stain & Seal Exterior Wood | 30,000 | 30,000 | - | - | (30,000) |
| 410-900-952.001 | Chiquita Ridge Open Space Assessment | - | 90,000 | - | - | - |
| 410-900-952.002 | Chiquita Ridge Habitat Restoration | 207,000 | 207,000 | - | - | (207,000) |
| 410-900-940.001 | Transit Planning Feasibility Study | 26,000 | 26,000 | (3,000) | - | (26,000) |
| 410-900-970.004 | CCTV Inspection of Storm Drain System | 6,000 | 210,000 | (6,000) | - | (6,000) |
| 410-900-962.000 | Dog Park | 97,320 | 102,681 | - | - | (97,320) |
| 410-900-961.002 | Skate Park Renovations | 24,000 | 50,000 | - | - | (24,000) |
| | Total Capital Projects Expenditures | 2,768,520 | 3,845,681 | (94,000) | (20,000) | (2,768,520) |
| | Total Capital Expenditures & Street Maintenance | 4,838,471 | | | | |

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

| 6/30/2018 | Estimated Fund Balance | 410 CIP | 210 GAS TAX | 212 MEASURE M | 214 AQMD | Total All Funds |
|-------------------|--|--------------|----------------|------------------|---------------|--------------------|
| | | 3,621 | 990,754 | 214,125 | 210,050 | 1,418,547 |
| FY 2018/19 | Estimated Revenue | | | | | |
| 212-000-423.017 | RMRA | - | 1,096,569 | 728,831 | 60,000 | 1,885,400 |
| 212-000-423.017 | RMRA | - | 833,414 | - | - | 833,414 |
| 410-000-423.013 | HBP | 804,000 | (804,000) | - | - | - |
| 410-000-985.014 | CDBG | 500,000 | - | - | - | 500,000 |
| | TSSP | 111,000 | - | - | - | 111,000 |
| | Use of Park Funds | 232,000 | - | - | - | 232,000 |
| | Use of City Reserves for Chiquita Ridge Habitat Restoration Plan | 1,025,000 | - | - | - | 1,025,000 |
| | Use of City Reserves for Chiquita Ridge Open Space Assessment | 215,000 | - | - | - | 215,000 |
| | Use of City Reserves for Median Hardscape Renovation | 90,000 | - | - | - | 90,000 |
| | Use of City Reserves for El Paseo Corridor Improvements | 120,000 | - | - | - | 120,000 |
| | Use of City Reserves for City Hall/BTRCC Exterior Lighting | 75,000 | - | - | - | 75,000 |
| | Use of City Reserves for BTRCC Kitchen Equipment Replacement | 30,000 | - | - | - | 30,000 |
| | Use of City Reserves for City Hall/BTRCC Renovation of Ledges | 7,000 | - | - | - | 7,000 |
| | | 35,000 | - | - | - | 35,000 |
| | FY 18/19 Revenues Available for Capital Projects & St. Maint. | 3,244,000 | 1,125,983 | 728,831 | 60,000 | 5,158,814 |
| | Gas Tax Expenditure for Street Lighting | - | (280,008) | - | - | (280,008) |
| | Transfer to GF for budgeted purpose | - | - | - | (30,000) | (30,000) |
| | Transfer to GF for Street Maintenance | (390,747) | (86,280) | (523,607) | - | (1,000,634) |
| | Transfer to GF for Public Works | - | (141,690) | - | - | (141,690) |
| | Transfer to CIP - Street Maintenance MOE | 390,747 | - | - | - | 390,747 |
| | Total Transfers from GF & Restricted Funds | - | (507,978) | (523,607) | (30,000) | (1,061,585) |
| BUDGET | | | | | | |
| 410-900-911.000 | Annual Slurry Seal Program | 400,000 | (400,000) | - | - | (400,000) |
| 410-900-911.002 | Antonio Pkwy. Slurry Seal | (89,000) | - | (25,000) | - | (114,000) |
| 410-900-912.000 | Annual Residential Overlay | - | (180,000) | - | - | (180,000) |
| 410-900-913.011 | Avenida Empresa Pavement Rehabilitation | (315,000) | - | - | - | (315,000) |
| 410-900-915.000 | Median Hardscape Renovation | 240,000 | (60,000) | (60,000) | - | (240,000) |
| 410-900-918.003 | El Paseo Corridor Improvements | 75,000 | - | - | - | (75,000) |
| 410-900-921.004 | Antonio Pkwy. Signal & Equipment Upgrade | 5,000 | - | (80,000) | (5,000) | (80,000) |
| 410-900-921.005 | Traffic Signal Enhancements | 80,000 | - | - | - | (80,000) |
| 410-900-923.003 | Traffic Signal Battery Backup System | 107,000 | (9,000) | (65,000) | (98,000) | (107,000) |
| 410-900-931.004 | SMP Bridge Hinge Repair (Westbound) | 630,000 | (65,000) | - | - | (630,000) |
| 410-900-934.001 | Annual Concrete Repair | 69,000 | (69,000) | - | - | (69,000) |
| 410-900-934.007 | ADA Curb Ramp Installation | 165,000 | (54,000) | - | - | (165,000) |
| NEW | City Hall / BTRCC Exterior Lighting | 30,000 | - | - | - | (30,000) |
| NEW | BTRCC Kitchen Equipment Replacement | 7,000 | - | - | - | (7,000) |
| NEW | City Hall / BTRCC Renovation of Ledges | 35,000 | - | - | - | (35,000) |
| 410-900-952.001 | Chiquita Ridge Open Space Assessment | 90,000 | - | - | - | (90,000) |
| 410-900-952.002 | Chiquita Ridge Habitat Restoration | 215,000 | - | - | - | (215,000) |
| 410-900-954.005 | Emergency Vehicle Pre-emption (Phase 2&3) | 113,000 | (6,000) | - | (107,000) | (113,000) |
| 410-900-961.002 | Skate Park Renovations | 225,000 | - | - | - | (225,000) |
| 410-900-970.004 | CCTV Inspection of Storm Drain System | 204,000 | - | - | - | (204,000) |
| NEW | Arroyo Vista Pavement Rehabilitation | 45,000 | (45,000) | - | - | (45,000) |
| NEW | Avenida de Las Flores Slurry Seal | 565,000 | (165,000) | - | - | (565,000) |
| NEW | La Promesa Slurry Seal | 60,000 | (60,000) | - | - | (60,000) |
| NEW | Splash Pad at Central Park | 800,000 | - | - | - | (800,000) |
| NEW | Citywide Red Curb Evaluation | 66,000 | - | - | - | (66,000) |
| NEW | Traffic Signal Modification Banderas/Esperanza | 20,000 | (20,000) | - | - | (20,000) |
| NEW | Los Alisos/Melinda Road Signal Equipment Upgrade | 316,000 | (84,000) | - | - | (316,000) |
| | Total Capital Projects Expenditures | - | (1,487,000) | (230,000) | (210,000) | (5,171,000) |
| | Total Capital Expenditures & Street Maintenance | 3,244,000 | 1,125,983 | 728,831 | 60,000 | 5,158,814 |
| 6/30/2019 | Estimated Fund Balance | 3,621 | 121,759 | 189,349 | 30,050 | 344,776 |

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 | | | | | | | | | | |
| | Street Maintenance Program | General Fund Reserves (MOE) | \$ 3,445 | \$ 391 | \$ 429 | \$ 525 | \$ 525 | \$ 525 | \$ 525 | \$ 525 |
| | Measure M | | \$ 3,845 | \$ 523 | \$ 554 | \$ 554 | \$ 554 | \$ 554 | \$ 554 | \$ 554 |
| | Gas Tax | | \$ 626 | \$ 86 | \$ 90 | \$ 90 | \$ 90 | \$ 90 | \$ 90 | \$ 90 |
| | TOTAL | | \$ 7,916 | \$ 1,000 | \$ 1,073 | \$ 1,169 | \$ 1,169 | \$ 1,169 | \$ 1,169 | \$ 1,169 |
| 1 | Annual Slurry Seal Program | Gas Tax | \$ 3,257 | \$ 400 | \$ 420 | \$ 441 | \$ 463 | \$ 486 | \$ 511 | \$ 536 |
| | | | \$ - | | | | | | | |
| | TOTAL | | \$ 3,257 | \$ 400 | \$ 420 | \$ 441 | \$ 463 | \$ 486 | \$ 511 | \$ 536 |
| 2 | Annual Slurry Seal: 410-900-911.000 | Gas Tax | \$ 1,680 | \$ 180 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 |
| | Annual Residential Overlay | | \$ - | \$ - | | | | | | |
| | TOTAL | | \$ 1,680 | \$ 180 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 |
| 3 | Annual Concrete Repair Program | Gas Tax | \$ 529 | \$ 69 | \$ 71 | \$ 73 | \$ 75 | \$ 78 | \$ 80 | \$ 82 |
| | | | \$ - | | | | | | | |
| | TOTAL | | \$ 529 | \$ 69 | \$ 71 | \$ 73 | \$ 75 | \$ 78 | \$ 80 | \$ 82 |
| 4 | Americans with Disabilities Act (ADA) Curb Ramp Installation Project | CDBG | \$ 111 | \$ 111 | | | | | | |
| | | Gas Tax | \$ 54 | \$ 54 | | | | | | |
| | TOTAL | | \$ 165 | \$ 165 | | | | | | |
| 5 | Avenida Empresa Pavement Rehabilitation | RMRA | \$ 593 | \$ 315 | \$ 278 | | | | | |
| | Limits: FY 17/18 (Phase 2 Bandares to Aventura) | | \$ - | | | | | | | |
| | TOTAL | | \$ 593 | \$ 315 | \$ 278 | | | | | |
| 6 | Arroyo Vista Pavement Rehabilitation | Gas Tax | \$ 1,335 | \$ 45 | \$ 430 | \$ 430 | \$ 430 | | | |
| | Limits: Avenida Empresa to end (Tijeras Creek Golf Club) | | \$ - | | | | | | | |
| | TOTAL | | \$ 1,335 | \$ 45 | \$ 430 | \$ 430 | \$ 430 | | | |
| 7 | Avenida de Las Flores Slurry Seal | RMRA | \$ 400 | \$ 400 | | | | | | |
| | Limits: Banderas to Antonio Parkway | Gas Tax | \$ 165 | \$ 165 | | | | | | |
| | TOTAL | | \$ 565 | \$ 565 | | | | | | |
| 8 | La Promesa Slurry Seal | Gas Tax | \$ 60 | \$ 60 | | | | | | |
| | Limits: La Promesa (Antonio to Richard Reece Way) | Measure M | \$ - | | | | | | | |
| | TOTAL | | \$ 60 | \$ 60 | | | | | | |
| 9 | Antonio Parkway Slurry Seal | RMRA | \$ 89 | \$ 89 | | | | | | |
| | Limits: Santa Margarita Parkway to Avenida de Las Flores | Measure M | \$ 25 | \$ 25 | | | | | | |
| | TOTAL | | \$ 114 | \$ 114 | | | | | | |
| 10 | Avenida de Las Banderas Slurry Seal | Gas Tax | \$ 264 | | \$ 264 | | | | | |
| | Limits: Avenida Empresa to Alma Aldea/Avenida de Las Flores | | \$ - | | | | | | | |
| | TOTAL | | \$ 264 | | \$ 264 | | | | | |
| 11 | Antonio Parkway Pavement Rehabilitation | Gas Tax | \$ 740 | | \$ 740 | | | | | |
| | Limits: Via Ladera to Ave de Las Banderas | | \$ - | | | | | | | |
| | TOTAL | | \$ 740 | | \$ 740 | | | | | |
| 12 | Trabuco Canyon Road Pavement Rehabilitation | Gas Tax | \$ 202 | | \$ 202 | | | | | |
| | Limits: Plano Trabuco Drive to City Limits | | \$ - | | | | | | | |
| | TOTAL | | \$ 202 | | \$ 202 | | | | | |
| 13 | Alas De Paz Overlay (Antonio Parkway to Plano Trabuco) | Gas Tax | \$ 785 | | \$ 785 | | | | | |
| | TOTAL | | \$ 785 | | \$ 785 | | | | | |
| 14 | Plano Trabuco Overlay (Alas de Paz to Santa Margarita Parkway) | Gas Tax | \$ 1,076 | | \$ 1,076 | | | | | |
| | Limits: Ave de Las Banderas to Avenida Empresa | | \$ - | | | | | | | |
| | TOTAL | | \$ 1,076 | | \$ 1,076 | | | | | |
| 15 | Gilberto & Esperanza Overlay | Measure M | \$ 165 | | | | \$ 165 | | | |
| | TOTAL | | \$ 165 | | | | \$ 165 | | | |

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 |
|---|--|---|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 16 | Comercio Pavement Rehabilitation Account: NEW | Measure M | \$ 258 | | | | \$ 258 | | | |
| | TOTAL | | \$ 258 | | | | \$ 258 | | | |
| 17 | Aventura Pavement Rehabilitation Limits: Avenida de Las Banderas to end (cul-de-sac) Account: NEW | Measure M | \$ 680 | | | | \$ 369 | \$ 311 | | |
| | TOTAL | | \$ 680 | | | | \$ 369 | \$ 311 | | |
| SPECIAL PROJECTS | | | | | | | | | | |
| 18 | Chiquita Ridge Habitat Restoration 82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan Account: 410-900-952.002 | General Fund Reserves | \$ 411 | \$ 215 | \$ 166 | \$ 30 | | | | |
| | TOTAL | | \$ 411 | \$ 215 | \$ 166 | \$ 30 | | | | |
| 19 | Chiquita Ridge Open Space Assessment Feasibility Study Account: 410-900-952.001 | General Fund Reserves | \$ 90 | \$ 90 | | | | | | |
| | TOTAL | | \$ 90 | \$ 90 | | | | | | |
| 20 | Splash Pad at Central Park Design and Construction Account: NEW | Park Fees | \$ 800 | \$ 800 | | | | | | |
| | TOTAL | | \$ 800 | \$ 800 | | | | | | |
| 21 | Skate Park Improvement Account: 410-900-961.002 | Park Fees | \$ 225 | \$ 225 | | | | | | |
| | TOTAL | | \$ 225 | \$ 225 | | | | | | |
| 22 | Citywide CCTV Inspection Of Storm Drain System Account: NEW | Measure M Gas Tax | \$ 204 | \$ 204 | | | | | | |
| | TOTAL | | \$ 204 | \$ 204 | | | | | | |
| 23 | Citywide Storm Drain Master Plan Update Study of Citywide Storm Drain System Account: NEW | Measure M | \$ 250 | | \$ 250 | | | | | |
| | TOTAL | | \$ 250 | | \$ 250 | | | | | |
| LANDSCAPE / RENOVATION PROJECTS | | | | | | | | | | |
| 24 | Median Hardscape Renovation Pressure wash and stain existing stamped concrete in medians (Remainder of City's Medians and Corners) Account: 410-900-915.000 | Measure M General Fund Reserves Gas Tax | \$ 60 | \$ 60 | | | | | | |
| | TOTAL | | \$ 240 | \$ 240 | | | | | | |
| 25 | Traffic Signal Enhancements LED upgrade, painting, bases, etc. at SMP/Antonio Account: 410-900-921.005 | Measure M | \$ 80 | \$ 80 | | | | | | |
| | TOTAL | | \$ 80 | \$ 80 | | | | | | |
| 26 | El Paseo Corridor Enhancements (Landscaping & Pole Enhancements) El Paseo from Santa Margarita Parkway to Richard Reese Way Account: 410-900-918.003 | General Fund Reserves | \$ 275 | \$ 75 | \$ 200 | | | | | |
| | TOTAL | | \$ 275 | \$ 75 | \$ 200 | | | | | |
| 27 | Plano Trabuco Median Landscaping Renovation Robinson Ranch Road to Dove Canyon Account: NEW | Gas Tax Measure M | \$ 50 | \$ 50 | | | | | | |
| | TOTAL | | \$ 100 | \$ 100 | | | | | | |
| 28 | Antonio Parkway Gateway Improvements Median Installation from Southerly City Limits to Bridge Account: NEW | General Fund Reserves CTFP-Tier 1 | \$ 814 | | \$ 80 | \$ 734 | \$ 150 | | | |
| | TOTAL | | \$ 964 | | \$ 80 | \$ 884 | | | | |
| CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS | | | | | | | | | | |
| 29 | Exterior City Hall and BTRCC Lighting Account: NEW | General Fund Reserves | \$ 30 | \$ 30 | | | | | | |
| | TOTAL | | \$ 30 | \$ 30 | | | | | | |
| 30 | BTRCC Kitchen Equipment Replacement Facility Maintenance Account: NEW | General Fund Reserves | \$ 7 | \$ 7 | | | | | | |
| | TOTAL | | \$ 7 | \$ 7 | | | | | | |

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 |
|-------------------------------------|--|-----------------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 31 | Renovation of City Hall/BTRCC Ledges Account: NEW | General Fund Reserves | \$ 35 | \$ 35 | | | | | | |
| | TOTAL | | \$ 35 | \$ 35 | | | | | | |
| 32 | Interior Painting - City Hall / BTRCC Facility Maintenance Account: NEW | General Fund Reserves | \$ 100 | | \$ 100 | | | | | |
| | TOTAL | | \$ 100 | | \$ 100 | | | | | |
| 33 | City Hall & BTRCC Flooring/Carpeting Account: 410-900-951.006 | General Fund Reserves | \$ 173 | | \$ 143 | \$ 30 | | | | |
| | TOTAL | | \$ 173 | | \$ 143 | \$ 30 | | | | |
| 34 | City Hall / BTRCC Roofing Renovation Facility Maintenance Account: NEW | General Fund Reserves | \$ 40 | | \$ 40 | | | | | |
| | TOTAL | | \$ 40 | | \$ 40 | | | | | |
| 35 | HVAC Unit Upgrades Facility Maintenance Account: NEW | General Fund Reserves | \$ 500 | | | \$ 500 | | | | |
| | TOTAL | | \$ 500 | | | \$ 500 | | | | |
| 36 | Sealcoat of City Hall & BTRCC Parking Lots Account: NEW | General Fund Reserves | \$ 20 | | | | \$ 20 | | | |
| | TOTAL | | \$ 20 | | | | \$ 20 | | | |
| TRAFFIC IMPROVEMENT PROJECTS | | | | | | | | | | |
| 37 | Antonio Parkway Signal and Equipment Upgrades Regional Traffic Signal Synchronization Program (in-kind match) Account: 410-900-921.004 | AQMD | \$ 5 | \$ 5 | | | | | | |
| | TOTAL | | \$ 5 | \$ 5 | | | | | | |
| 38 | Citywide Red Curb Evaluation Regional Traffic Signal Synchronization Program Account: NEW | Gas Tax | \$ 66 | \$ 66 | | | | | | |
| | TOTAL | | \$ 66 | \$ 66 | | | | | | |
| 39 | Traffic Signal Battery Backup System (Phase 3) Account: 410-900-923.003 | AQMD | \$ 98 | \$ 98 | | | | | | |
| | TOTAL | | \$ 98 | \$ 98 | | | | | | |
| 40 | Emergency Vehicle Pre-emption (Phase 3) Installation of traffic signal pre-emption equipment Account: 410-900.954.005 | AQMD | \$ 107 | \$ 107 | | | | | | |
| | TOTAL | | \$ 107 | \$ 107 | | | | | | |
| 41 | Traffic Signal Modification at Banderas and Esperanza Account: NEW | Gas Tax | \$ 113 | \$ 113 | | | | | | |
| | TOTAL | | \$ 113 | \$ 113 | | | | | | |
| 42 | Los Alisos / Melinda Road Signal and Equipment Upgrades Account: NEW | Gas Tax | \$ 20 | \$ 20 | | | | | | |
| | TOTAL | | \$ 20 | \$ 20 | | | | | | |
| 43 | General STOP Line Location Corrective Striping Citywide Account: 410-900- | TSSP | \$ 84 | \$ 84 | | | | | | |
| | TOTAL | | \$ 84 | \$ 84 | | | | | | |
| 44 | Santa Margarita Parkway Traffic Signal Cameras Install traffic signal cameras at various signalized intersections Account: 410-900-923.004 | AQMD | \$ 78 | \$ 78 | | | | | | |
| | TOTAL | | \$ 78 | \$ 78 | | | | | | |
| 45 | No Parking Signage on Santa Margarita Pkwy and Antonio Pkwy Refresh "No Parking" signs Account: 410-900- | Gas Tax | \$ 63 | | | \$ 63 | | | | |
| | TOTAL | | \$ 63 | | | \$ 63 | | | | |

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

(Attachment A)

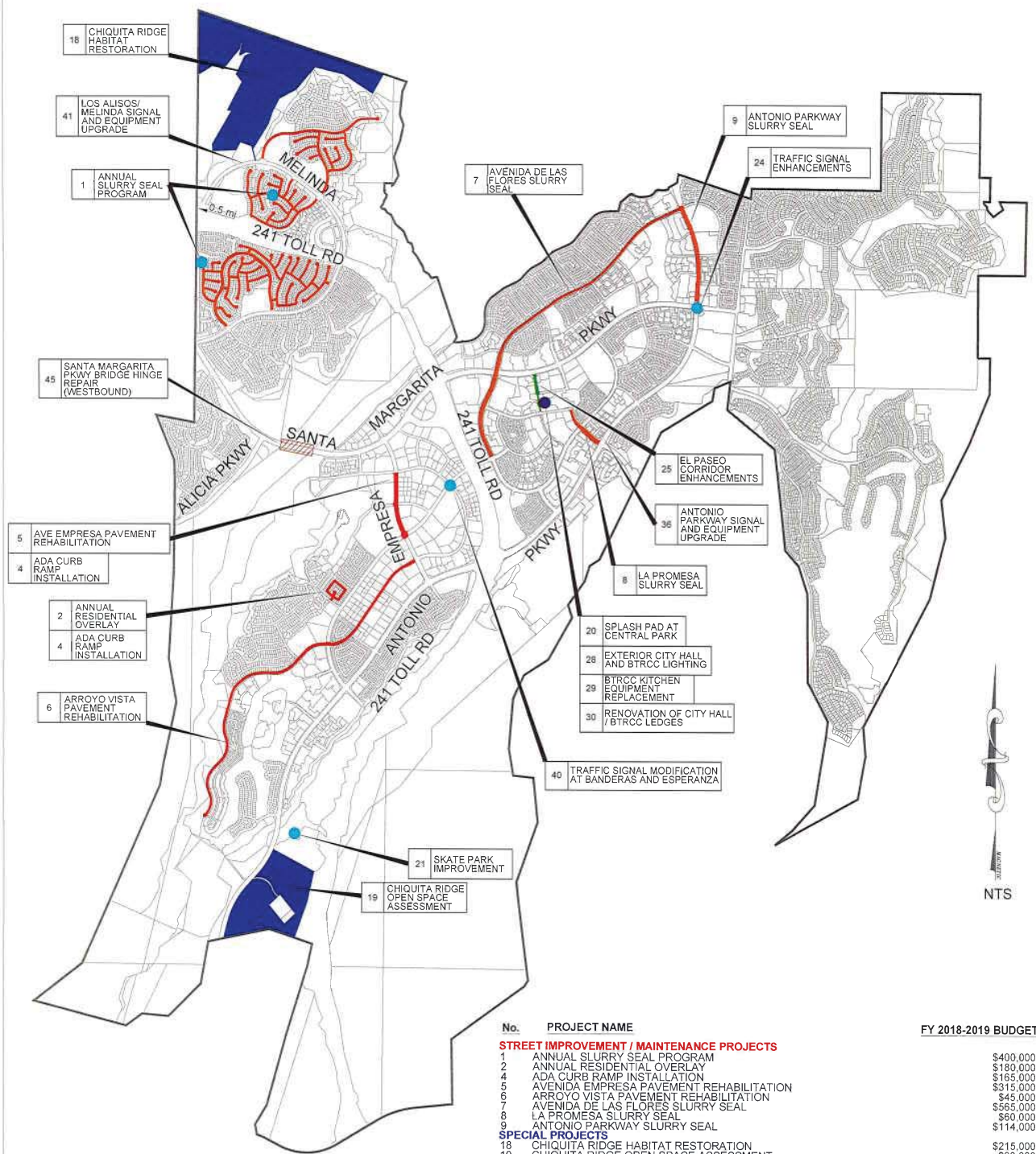
| No. | PROJECT DESCRIPTION | Fund Source | Total Estimated Cost (1,000's) | Year 1 18/19 | Year 2 19/20 | Year 3 20/21 | Year 4 21/22 | Year 5 22/23 | Year 6 23/24 | Year 7 24/25 |
|---|--|--------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| BRIDGE PROJECTS | | | | | | | | | | |
| 46 | SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound) (Design, Environmental, Construction) | HBP** | \$ 2,690 | \$ 500 | \$ 2,190 | | | | | |
| | | Gas Tax | \$ 350 | \$ 65 | \$ 285 | | | | | |
| | | Measure M | \$ 350 | \$ 65 | \$ 285 | | | | | |
| | Account: 410-900-931.004 | TOTAL | \$ 3,390 | \$ 630 | \$ 2,760 | | | | | |
| 47 | SANTA MARGARITA PKWY. BRIDGE (Eastbound) (Design, Environmental, Construction) | HBP** | \$ 1,270 | \$ 211 | \$ 1,059 | | | | | |
| | | Gas Tax | \$ 83 | \$ 14 | \$ 69 | | | | | |
| | | Measure M | \$ 103 | \$ 34 | \$ 69 | | | | | |
| | Account: | TOTAL | \$ 1,456 | \$ 259 | \$ 1,197 | | | | | |
| 48 | ANTONIO PKWY. BRIDGE (Design, Environmental, Construction) | HBP** | \$ 521 | \$ 101 | \$ 420 | | | | | |
| | | Gas Tax | \$ 34 | \$ 7 | \$ 27 | | | | | |
| | | Measure M | \$ 34 | \$ 7 | \$ 27 | | | | | |
| | Account: | TOTAL | \$ 589 | \$ 115 | \$ 474 | | | | | |
| SUBTOTAL CAPITAL PROJECTS EXPENDITURES | | | \$ 23,234 | \$ 5,171 | \$ 6,649 | \$ 6,076 | \$ 2,505 | \$ 1,124 | \$ 841 | \$ 868 |
| TOTAL CAPITAL PROJECTS & STREET MAINTENANCE EXPENDITURES | | | \$ 31,150 | \$ 6,171 | \$ 7,721 | \$ 7,245 | \$ 3,674 | \$ 2,293 | \$ 2,009 | \$ 2,037 |

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.

| CIP FUND EXPENDITURES (WITHOUT MAINTENANCE) | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|---------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 | 23/24 | 24/25 |
| Gas Tax | \$1,487 | \$2,544 | \$3,396 | \$1,245 | \$814 | \$841 | \$868 |
| RMRA | \$804 | \$278 | | | | | |
| Measure M | \$230 | \$619 | \$76 | \$819 | \$311 | \$0 | \$0 |
| 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 |
| TSSP | \$232 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL CAPITAL PROJECTS | \$5,171 | \$6,649 | \$6,076 | \$2,505 | \$1,124 | \$841 | \$868 |
| STREET MAINTENANCE | \$1,000 | \$1,073 | \$1,169 | \$1,169 | \$1,169 | \$1,169 | \$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 | \$ 283 | \$ 530 | \$ 20 | \$ - | \$ - | \$ - |
| TRAFFIC IMPROVEMENT PROJECTS | \$ 627 | \$ 98 | \$ 63 | \$ - | \$ - | \$ - | \$ - |
| BRIDGE PROJECTS | \$ 630 | \$ 3,019 | \$ 1,312 | \$ 474 | \$ - | \$ - | \$ - |
| CIP FUND EXPENDITURES SUBTOTAL | \$ 5,171 | \$ 6,649 | \$ 6,076 | \$ 2,505 | \$ 1,124 | \$ 841 | \$ 868 |



| 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 |
| 6 | ARROYO VISTA PAVEMENT REHABILITATION | \$315,000 |
| 7 | AVENIDA EMPRESA PAVEMENT REHABILITATION | \$45,000 |
| 7 | AVENIDA DE 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 | \$800,000 |
| 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 UPGRADES | \$5,000 |
| 40 | TRAFFIC SIGNAL MODIFICATION AT BANDERAS AND ESPERANZA | \$20,000 |
| 41 | LOS ALISOS/ MELINDA ROAD SIGNAL AND EQUIPMENT UPGRADES | \$316,000 |
| BRIDGE PROJECTS | | |
| 45 | SANTA MARGARITA PARKWAY BRIDGE HINGE REPAIR | \$630,000 |

| | | |
|--|--|-----------|
| CITYWIDE / CORRIDOR PROJECTS (NOT SHOWN ON MAP) | | |
| 3 | ANNUAL CONCRETE REPAIR PROGRAM (STREET IMPROVEMENT/ MAINTENANCE) | \$69,000 |
| 37 | MEDIAN HARDSCAPE RENOVATION (LANDSCAPE/ RENOVATION) | \$240,000 |
| 37 | RED CURB REVALUATION (TRAFFIC) | \$68,000 |
| 38 | TRAFFIC SIGNAL BATTERY BACKUP SYSTEM (PHASE 3) (TRAFFIC) | \$107,000 |
| 39 | EMERGENCY VEHICLE PRE-EMPTION (PHASE 3) (TRAFFIC) | \$113,000 |



FISCAL YEAR 2018/19 CAPITAL IMPROVEMENT PROGRAM PROJECT MAP

Appendices

City of Rancho Santa Margarita, California

APPENDICES



BASIS OF ACCOUNTING

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

BUDGETARY CONTROL

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

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

LONG-TERM DEBT

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

BASIS OF REVENUE ESTIMATES

The City of Rancho Santa Margarita provides many services to its residents such as law enforcement, fire protection, recreation and infrastructure maintenance and improvement (i.e., streets and storm drains, etc.). Provisions of such services are dependent on ongoing revenue. The following describes six (6) major sources of revenue to the City, representing 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 XIII B of the California Constitution required public entities in the State of California to set an annual appropriations limit; and

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

WHEREAS, an appropriations limit for Fiscal Year 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 XIII B requires the City Council to select the population and inflation factors for the year's appropriations limit calculation; and

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

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

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 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**

Budgeted Revenues 18-19

| | Proceeds of Taxes | Non-Proceeds of Taxes | Total |
|---|------------------------------|----------------------------------|--------------|
| GENERAL FUND | | | |
| 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 | 14,450,534 | 2,956,920 | 17,407,454 |
| 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 | - | 3,661,814 | 3,661,814 |
| Total Revenue | 14,450,534 | 6,618,734 | 21,069,268 |
| 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

INDEX

| | |
|---|------|
| Air Quality Improvement Fund | 13 |
| Animal Control | 47 |
| Appropriations Limit | 86 |
| Appropriations Summary – All Funds | 9 |
| Basis of Accounting | 81 |
| Basis of Revenue Estimates | 82 |
| Budget Transmittal Letter | i |
| Budgetary Control | 81 |
| Building Maintenance | 61 |
| Building & Safety | 54 |
| CA Law Enforcement Equipment Fund | 14 |
| Capital Improvement Plan | 72 |
| Capital Improvement Program Project Map | 80 |
| Capital Projects Fund | 18 |
| City Attorney | 31 |
| City Clerk | 33 |
| City Council | 26 |
| City Manager | 29 |
| City Officials | iii |
| Community Profile | iv |
| Community Services | 67 |
| Demographic Information | v |
| Estimated Revenues – Detail of All Funds | 6 |
| Finance | 41 |
| Fund Balance – All Funds | 2 |
| Gas Tax Fund | 11 |
| General Fund | 10 |
| Glossary of Terms | 84 |
| Human Resources/Risk Management | 33 |
| Interfund Transfers | 22 |
| Local Park Trust Fund | 15 |
| Long-Term Debt | 81 |
| Measure M Fund | 12 |
| Non-Departmental | 40 |
| Organization Chart by City Employees & Contract Staff | vii |
| Organization Chart by Department Function | vi |
| PEG Fee Fund | 18 |
| Personnel Summary – Contract & City Staff | viii |
| Planning | 53 |
| Police Services | 46 |
| Public Works | 58 |
| Resolution Establishing the Appropriations Limit for FY 18/19 | 87 |
| Resolution Adopting the Operating Budget for FY 18/19 | 90 |
| Revenue Summary – All Funds | 5 |
| RSM PFA Debt Service Fund | 19 |
| Seven-Year Capital Improvement Program | 76 |
| Street Lighting | 60 |
| Street Maintenance | 61 |
| Summary of Expenditures by Account Group | 20 |
| Summary of Expenditures by Department/Division | 21 |
| Supplemental Law Enforcement Fund | 16 |

City of Rancho Santa Margarita

California