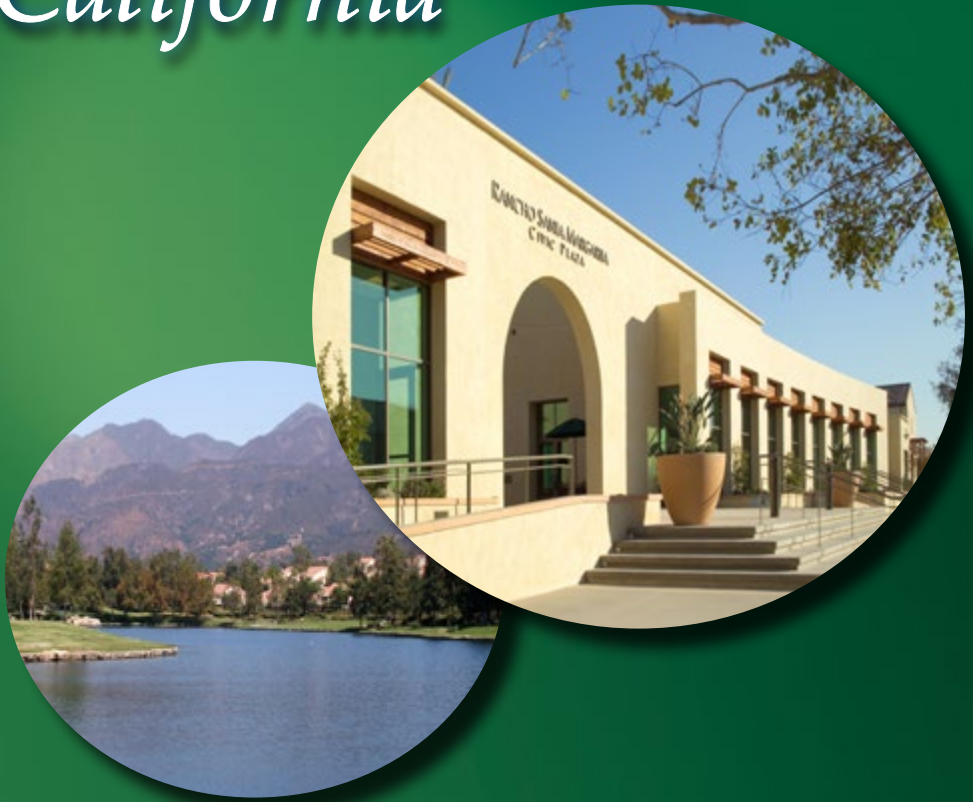


# *City of Rancho Santa Margarita California*



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



# **2019-2020**

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# *Introduction*



*City of Rancho Santa Margarita, California*





## 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, 2019

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year 2019-20 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 2019-20 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 2019-20 Adopted Budget is comprised of two primary funds, the General Fund and the Capital Improvement Projects Fund. The General Fund, which is the City's main operating fund, is balanced with a structural surplus of \$207,644. Major General Fund revenues are estimated to grow by 3.15 percent, mostly attributable to higher growth in property tax and investment earnings. 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 54 percent of the City's General Fund expenditures are for public safety. Public Safety costs are primarily comprised of the contract with the Orange County Sheriff's Department (OCSD) for law enforcement services, but also includes Animal Control Services and Crossing Guard Services. The FY 2019-20 proposed OCSD contract is projected to be 2.35% higher than the prior year; however, the County is currently in salary and benefit negotiations which will have an impact on the overall cost of the contract. The City included an additional cost estimate in the Police Services budget to help accommodate potential contract adjustments. These negotiations will have a direct impact on the law enforcement contract's projected costs in the upcoming years. Although the City has experienced higher costs, especially in the area of Public Safety, the City is also projecting higher revenues in FY 2019-20; therefore, 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 22 full-time and 12 part-time employees, accounting for a uniquely low 18 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 \$20.1 million at fiscal year-end. The General Fund reserve, including operating, emergency and restricted categories, totals \$18,853,917, which reflects a slight increase from the prior year due to higher projected General Fund revenues and a nominal use of reserves for specific one-time and planned expenditures. This use of reserves totals \$1,134,000, which includes expenditures for the noticing and final approval of the General Plan Update, as well as several CIP projects.

**Mayor**  
Jerry Holloway

**Mayor Pro Tempore**  
Bradley J. McGirr

**Council Member**  
L. Anthony Beall

**Council Member**  
Anne D. Figueroa

**Council Member**  
Carol A. Gamble

**City Manager**  
Jennifer M. Cervantez

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-eight projects totaling \$7,858,000 are planned for Fiscal Year 2019-20, an increase of \$2,687,000 from the previous Fiscal Year. A significant number of these projects utilize special revenue funds such as Gas Tax, AQMD, Highway Bridge Program funds, Local Park Trust Funds or Measure M funds. Of the \$7,858,000, \$1,124,000, or 14 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$1,124,000 has been appropriated towards various CIP projects. These projects encompass continued maintenance, the Vista Drive Street Repair project, reporting of the 80-acre habitat restoration project, El Paseo Corridor Enhancements, 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, the Central Park Splash Pad 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 2019-20 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 .....	JERRY HOLLOWAY
MAYOR PRO TEM .....	BRADLEY J. MCGIRR
COUNCIL MEMBER .....	L. ANTHONY BEALL
COUNCIL MEMBER .....	ANNE D. FIGUEROA
COUNCIL MEMBER .....	CAROL A. GAMBLE

## CITY OFFICIALS

CITY MANAGER/CITY TREASURER.....	JENNIFER CERVANTEZ
FINANCE DIRECTOR .....	STEFANIE TURNER
PUBLIC WORKS DIRECTOR/CITY ENGINEER .....	BRENDAN DUGAN
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) .....	48,960
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 1/1/19

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller



## City of Rancho Santa Margarita

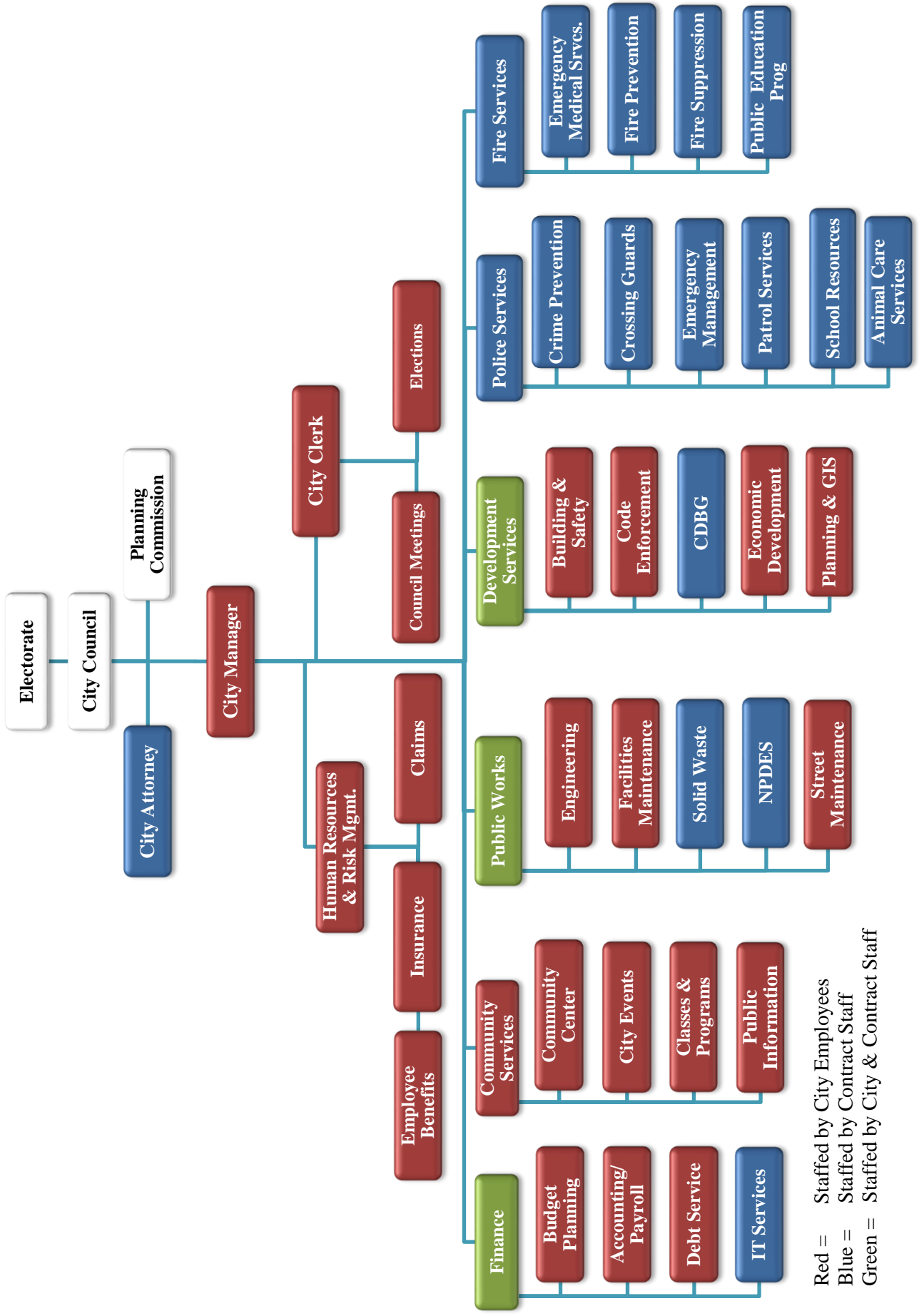
### Demographic Information Federal Census Data

	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

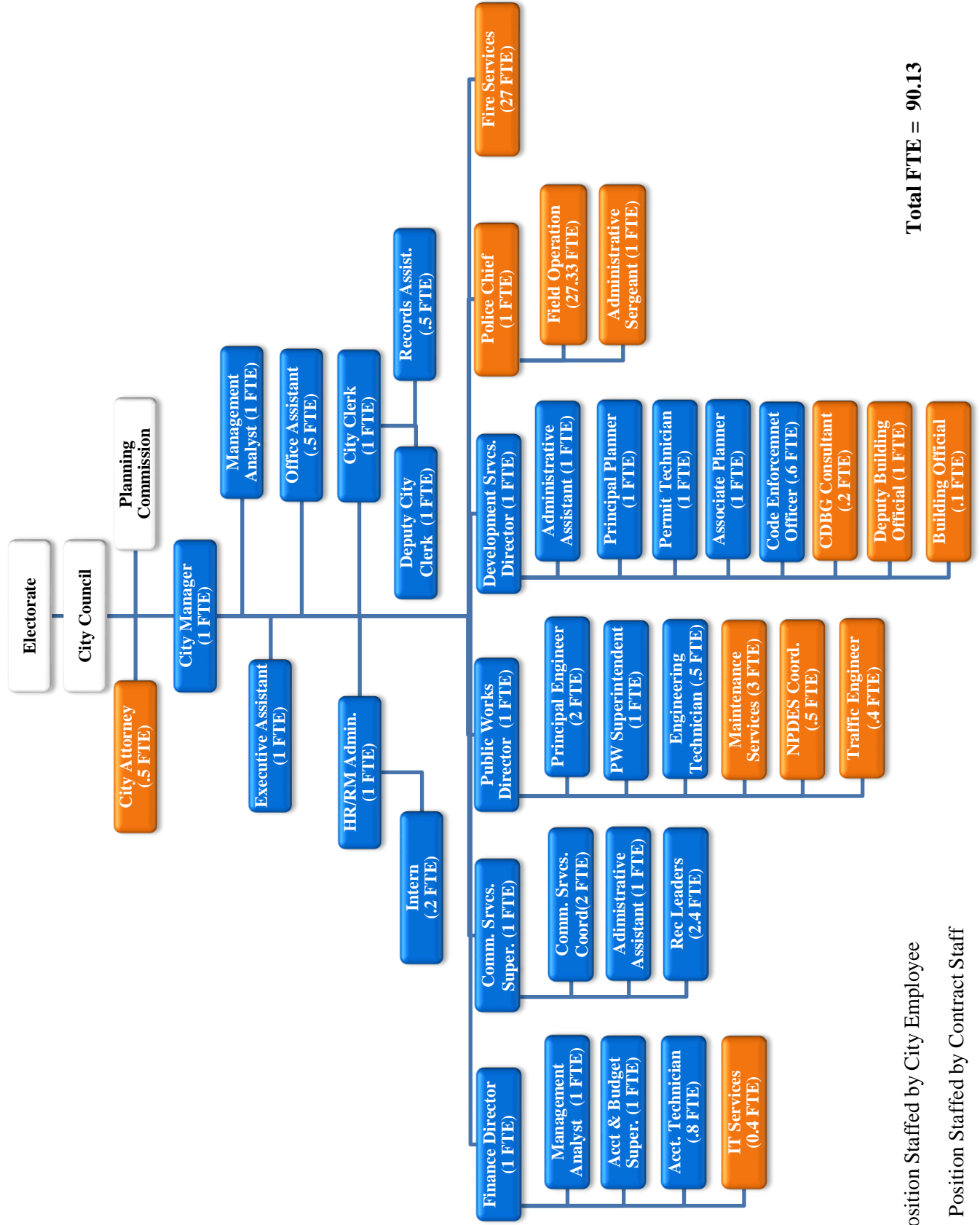
- (1) As of 4/10/10 census data release. **Estimated population as of 1/1/19 is 48,960**  
Per the California Department of Finance, Demographic Research Unit.
- (2) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates for 2010, and 2019 published in this report might be noticeably different from the previous year estimates.

As of May 2019, total unemployment was 2.1%

City of Rancho Santa Margarita  
**ORGANIZATION CHART BY DEPARTMENT FUNCTION**  
as of Fiscal Year 2019-2020



City of Rancho Santa Margarita  
**ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF**  
as of Fiscal Year 2019-2020



Blue = Position Staffed by City Employee

Orange = Position Staffed by Contract Staff

**Total FTE = 90.13**

		<b>FY 2019/20</b>	
City of Rancho Santa Margarita		Full Time Equivalent Positions	
City Employees and Contract Staff Summary		City Staff	Contract Staff
<b><u>City Manager:</u></b>	City Manager	1.00	
	Executive Secretary	1.00	
	Management Analyst (CM)	1.00	
	Office Assistant	0.50	
	City Clerk	1.00	
	Deputy City Clerk	1.00	
	Records Assistant	0.50	
	HR/RiskManagement Administrator	1.20	
	Intern	0.20	
<b><u>City Attorney:</u></b>	City Attorney		0.50
<b><u>Finance:</u></b>	Finance Director	1.00	
	Management Analyst	1.00	
	Accounting & Budget Supervisor	1.00	
	Accounting Technician	0.80	
	IT Services		0.40
<b><u>Community Services:</u></b>	Community Services Supervisor	1.00	
	Community Services Coordinator	2.00	
	Administrative Assistant	1.00	
	Recreation Leaders	2.40	
<b><u>Police Services:</u></b>	Police Chief		1.00
	Administrative Sergeant		1.00
	Field Operations		27.33
<b><u>Development Services:</u></b>	Development Services Director	1.00	
	Administrative Assistant	1.00	
	Principal Planner	1.00	
	Associate Planner	1.00	
	Permit Technician	1.00	
	Code Enforcement	0.60	
	Building Official		0.10
	Deputy Building Official		1.00
	CDBG Consultant		0.20
<b><u>Public Works:</u></b>	Public Works Director	1.00	
	Principal Engineer	2.00	
	Engineering Technician	0.50	
	Traffic Engineer		0.40
	Public Works Superintendent	1.00	
	NPDES Coordinator		0.50
	Maintenance Services		3.00
<b><u>Fire Services:</u></b>	Field Operations		27.00
<b>TOTAL</b>		<b>27.70</b>	<b>62.43</b>



# *Budget Summaries*



*City of Rancho Santa Margarita, California*

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

Description	Fund Balance 06/30/15	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/16	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2017
<b>General Fund - 100</b>	18,167,249	17,940,681	16,485,021	19,622,909	17,670,377	19,739,101	17,554,185
<b>Special Revenue Funds:</b>							
Gas Tax - 210	1,594,903	1,031,358	833,548	1,792,713	953,398	1,583,800	1,162,311
Measure M - 212	221,203	693,667	693,042	221,828	694,170	791,586	124,412
Air Quality Improvement - 214	165,983	63,338	96,818	132,503	62,990	25,443	170,050
Traffic Congestion Relief - 218	-	-	-	-	-	-	-
Local Park Trust Fund - 220	1,032,522	4,755	6,705	1,030,572	580,417	166,849	1,444,140
Supplemental Law Enforce - 222	109,554	115,150	125,395	99,309	130,099	116,296	113,112
PEG Fees - 224	590,117	169,664	582	759,199	128,906	60,261	827,844
RMRA - 226	-	-	-	-	-	-	-
Subtotal-Special Revenue Funds	3,714,282	2,077,932	1,756,090	4,036,124	2,549,980	2,744,235	3,841,869
<b>Capital Projects Fund - 410</b>	102,905	2,077,269	1,975,797	204,377	3,199,037	3,399,793	3,621
<b><u>RSM DEBT SERVICE</u></b>							
<b>RSM PFA Debt Svc. Fund - 530</b>	1,509,121	738,550	732,137	1,515,534	747,639	736,338	1,526,835
<b>GRAND TOTAL - ALL FUNDS</b>	23,493,557	22,834,432	20,949,045	25,378,944	24,167,033	26,619,467	22,926,510

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

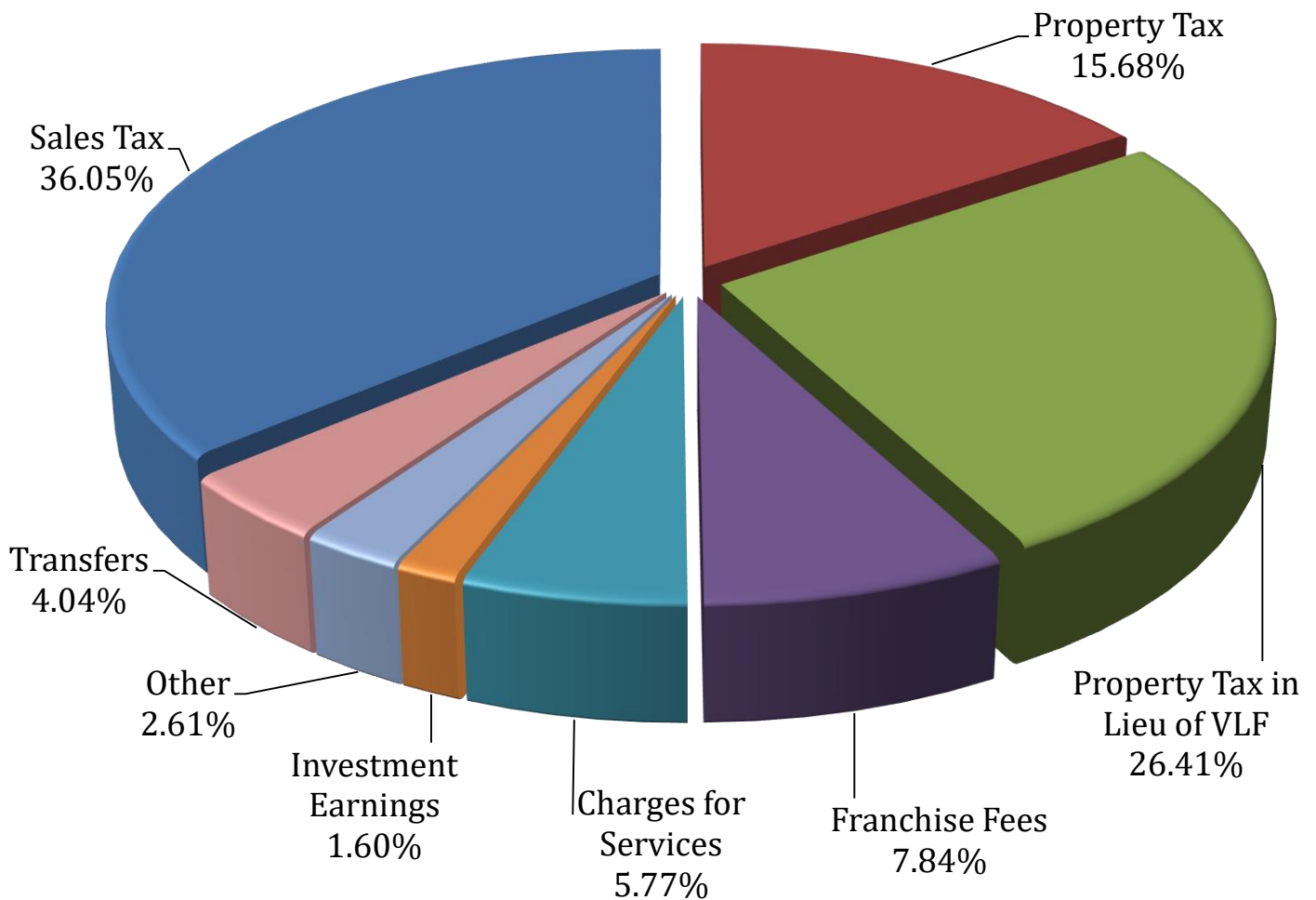
Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2018	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/19	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/20
19,764,525	18,604,721	18,713,989	19,645,207	18,578,923	19,780,273	18,819,982	19,746,338	18,853,917
1,301,022	1,508,178	955,155	1,929,983	2,485,708	399,430	1,244,608	1,601,688	42,350
709,875	491,238	343,049	728,831	640,278	431,602	761,797	1,187,232	6,167
64,685	1,457	233,278	60,000	239,308	53,970	60,000	90,000	23,970
55,415	-	55,415	55,628	-	111,043	55,628	165,000	1,671
212,289	193,766	1,462,663	-	145,804	1,316,859	-	1,155,000	161,859
141,412	106,735	147,789	100,000	122,941	124,848	100,000	137,060	87,788
10,230	157,734	680,340	-	-	680,340	-	10,000	670,340
-	-	-	863,215	803,874	59,341	816,476	855,000	20,817
2,494,928	2,459,108	3,877,689	3,737,657	4,437,913	3,177,433	3,038,509	5,200,980	1,014,962
2,609,973	2,420,778	192,816	2,951,045	2,951,045	192,816	7,858,000	7,858,000	192,816
734,952	2,261,673	114	727,723	727,723	114	735,138	735,138	114
25,604,378	25,746,280	22,784,608	27,061,632	26,695,604	23,150,636	30,451,629	33,540,456	20,061,809

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Revenues

### General Fund

Fiscal Year 2019-2020



City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
<b>100 GENERAL FUND</b>	<u>17,940,681</u>	<u>17,670,377</u>	<u>19,764,525</u>	<u>18,245,326</u>	<u>19,645,207</u>	<u>18,819,982</u>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX</b>	1,031,358	953,398	1,301,022	1,929,983	1,929,983	1,244,608
<b>212 MEASURE M</b>	693,667	694,170	709,875	728,831	728,831	761,797
<b>214 AIR QUALITY IMPROVEMENT</b>	63,338	62,990	64,685	60,000	60,000	60,000
<b>216 CA LAW ENFORCEMENT EQUIPMENT</b>	-	-	-	-	-	-
<b>218 TRAFFIC CONGESTION RELIEF</b>	-	-	55,415	-	55,628	55,628
<b>220 LOCAL PARK TRUST</b>	4,755	580,417	212,289	-	-	-
<b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>	115,150	130,099	141,412	100,000	100,000	100,000
<b>224 PEG FEE</b>	169,664	128,906	10,230	-	-	-
<b>226 ROAD MAINTENANC &amp; REHABILITATION</b>	-	-	-	833,414	863,215	816,476
<b><u>SUBTOTAL</u></b>						
<b>ALL SPECIAL REVENUE FUNDS</b>	<u>2,077,932</u>	<u>2,549,980</u>	<u>2,494,928</u>	<u>3,652,228</u>	<u>3,737,657</u>	<u>3,038,509</u>
<b><u>CAPITAL PROJECTS FUND</u></b>						
<b>410 CAPITAL PROJECTS FUND</b>	<u>2,077,269</u>	<u>3,199,037</u>	<u>2,609,973</u>	<u>5,866,000</u>	<u>2,951,045</u>	<u>7,858,000</u>
<b><u>RSM DEBT SERVICE FUND</u></b>						
<b>530 RSM PFA DEBT SERVICE FUND</b>	<u>738,550</u>	<u>747,639</u>	<u>734,952</u>	<u>727,838</u>	<u>727,723</u>	<u>735,138</u>
<b><u>SUBTOTAL</u></b>						
<b>ALL FUND TYPES</b>	<u>22,834,432</u>	<u>24,167,033</u>	<u>25,604,378</u>	<u>28,491,392</u>	<u>27,061,632</u>	<u>30,451,629</u>
<b><u>LESS INTERFUND TRANSFERS</u></b>	<u>3,306,077</u>	<u>4,509,192</u>	<u>4,785,289</u>	<u>7,365,829</u>	<u>5,164,687</u>	<u>6,633,050</u>
<b><u>GRAND TOTAL - ALL FUND TYPES</u></b>	<u>19,528,355</u>	<u>19,657,841</u>	<u>20,819,089</u>	<u>21,125,563</u>	<u>21,896,945</u>	<u>23,818,579</u>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
<b>100 GENERAL FUND</b>						
Property Tax	2,310,755	2,388,257	2,531,933	2,550,753	2,570,801	2,665,282
Sales Tax	5,599,595	6,669,064	6,658,452	6,742,329	6,940,270	6,784,699
Property Tax in Lieu of Sales Tax	1,209,747	-	-	-	-	-
Real Property Transfer Tax	333,339	362,285	355,744	310,000	282,886	285,715
Franchise Fees - Cable TV	833,350	768,554	742,529	769,453	747,847	749,000
Franchise Fees - Gas	70,423	63,374	65,617	66,437	60,870	61,631
Franchise Fees - Electricity	424,138	379,517	388,206	392,088	382,484	387,265
Franchise Fees - Refuse Collection	171,385	169,450	172,623	171,602	179,305	181,546
Motor Vehicle License Fee	19,821	21,734	25,583	22,281	22,281	23,974
Property Tax in Lieu of VLF	4,204,410	4,336,595	4,578,787	4,748,202	4,797,264	4,970,924
State Mandated Cost Reimburse	33,899	12,792	13,236	13,827	12,754	12,754
Beverage Container Recycling Grant	13,097	12,709	12,326	-	-	-
Building Permit Fees	470,449	400,637	526,182	317,364	375,007	331,007
Building-Plan Check Fees	157,994	95,577	70,747	90,000	84,954	96,370
Site Development Permits/Fees	5,525	4,193	8,161	6,209	9,148	9,262
Site Development Permits/Deposits	79,153	53,226	40,959	60,000	64,348	64,348
Planning - Plan Check Fees	39,807	39,625	49,397	39,900	50,659	50,659
Other Planning Revenues	3,575	3,150	6,379	62,457	63,294	8,036
CDBG Grant	68,306	78,723	57,041	98,410	98,410	96,160
Engineering Permits	59,890	83,792	42,718	57,320	61,109	61,873
AB933 - Recycling Grant	88,532	89,683	91,566	83,038	93,397	95,265
Waste Disposal Agreement Revenue	-	60,009	88,066	99,772	99,772	99,884
Solid Waste Diversion Permits	32,142	66,587	44,330	11,124	11,124	11,263
Court Fines	75,878	59,431	65,951	59,759	69,646	70,517
Parking Citation Revenue	78,916	69,318	62,613	72,000	77,926	78,900
Parking Citation - DMV	8,669	14,165	9,660	9,997	9,595	9,715
Miscellaneous Police Grants/Revenue	7,295	7,533	-	-	7,023	7,000
Passport Revenue	-	-	14,371	22,000	23,110	23,399
BTRCC Revenue - Misc.	1,599	1,624	1,664	1,200	600	608
Community Services Revenue	106,010	27,460	45,000	50,000	54,500	50,000
Advertising Income	6,650	6,523	520	1,053	-	-
BTRCC Program Revenue	263,199	252,975	275,561	240,000	259,364	250,000
BTRCC Rental Revenue	168,250	171,887	186,227	157,500	182,188	184,465
Senior Mobility Grant	25,529	26,399	27,005	27,488	27,488	28,579
Senior Mobility Voucher Revenue	3,833	135	1,578	500	-	500
Investment Earnings	79,408	109,750	225,462	99,250	380,515	300,515
Other Revenue	119,677	14,332	77,979	10,436	782,857	7,955
Transfer from Gas Tax Fund	234,441	206,128	220,279	227,970	235,064	234,680
Transfer from Measure M	531,995	543,184	453,238	523,607	498,039	526,232
Transfer from AQMD	-	-	-	30,000	29,308	-
Transfer from Debt Service Fund	-	-	1,526,835	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>17,940,681</b>	<b>17,670,377</b>	<b>19,764,525</b>	<b>18,245,326</b>	<b>19,645,207</b>	<b>18,819,982</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX FUND:</b>						
Gas Tax 2105 (Prop. 111)	275,084	273,167	259,119	292,784	292,884	332,855
Gas Tax 2106	182,424	181,082	174,821	151,765	151,866	172,591
Gas Tax 2107	336,179	360,477	344,269	412,091	412,208	468,462
Gas Tax 2107.5	6,000	6,000	6,000	6,470	6,000	6,000
Gas Tax 2103	224,558	122,373	190,385	227,647	227,799	258,888
Measure M - RMRA	-	-	284,786	833,414	833,414	-
Interest Income	7,113	10,299	14,422	5,812	5,812	5,812
Transfer from CIP	-	-	27,220	-	-	-
<b>TOTAL GAS TAX FUND</b>	<b>1,031,358</b>	<b>953,398</b>	<b>1,301,022</b>	<b>1,929,983</b>	<b>1,929,983</b>	<b>1,244,608</b>
<b>212 MEASURE M FUND:</b>						
Measure M (Local Turnback)	692,524	692,575	707,882	725,187	725,187	759,512
Interest Income	1,143	1,595	1,993	3,644	3,644	2,285
<b>TOTAL MEASURE M FUND</b>	<b>693,667</b>	<b>694,170</b>	<b>709,875</b>	<b>728,831</b>	<b>728,831</b>	<b>761,797</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
<b>214 AIR QUALITY IMPROVEMENT FUND:</b>						
AQMD (AB 2766)	62,455	61,955	62,264	59,672	59,672	59,672
Interest Income	883	1,035	2,421	328	328	328
<b>TOTAL AQMD FUND</b>	<b>63,338</b>	<b>62,990</b>	<b>64,685</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>218 TRAFFIC CONGESTION RELIEF FUND:</b>						
TCRF Funds	-	-	55,252	-	55,628	53,960
Interest Income	-	-	163	-	-	1,668
<b>TOTAL TCRF FUND</b>	<b>-</b>	<b>-</b>	<b>55,415</b>	<b>-</b>	<b>55,628</b>	<b>55,628</b>
<b>220 LOCAL PARK TRUST FUND:</b>						
Park Fees	-	571,310	190,436	-	-	-
Interest Income	4,755	9,107	21,853	-	-	-
<b>TOTAL LOCAL PARK TRUST FUND</b>	<b>4,755</b>	<b>580,417</b>	<b>212,289</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>						
Supplemental Law Enforcement	114,618	129,324	139,416	99,453	99,453	99,453
Interest Income	532	775	1,996	547	547	547
<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>115,150</b>	<b>130,099</b>	<b>141,412</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>224 PEG FEE FUND:</b>						
PEG Fees	166,670	124,004	10,441	-	-	-
Interest Income	2,994	4,902	(211)	-	-	-
<b>TOTAL PEG FEE FUND</b>	<b>169,664</b>	<b>128,906</b>	<b>10,230</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>226 ROAD MAINTENANCE &amp; REHABILITATION</b>						
Transfer from Gas Tax Fund	-	-	-	833,414	863,215	-
RMRA - Section 2032	-	-	-	-	-	808,311
Interest Income	-	-	-	-	-	8,165
<b>TOTAL RMRA FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>833,414</b>	<b>863,215</b>	<b>816,476</b>
<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>2,077,932</b>	<b>2,549,980</b>	<b>2,494,928</b>	<b>3,652,228</b>	<b>3,737,657</b>	<b>3,038,509</b>
<b>410 CAPITAL PROJECTS FUND</b>						
Transfer from General Fund	1,222,136	1,466,815	571,689	1,267,000	402,000	1,124,000
Transfer from Gas Tax Fund	327,503	1,116,033	1,021,646	1,487,000	1,107,421	1,087,000
Transfer from Measure M Fund	161,047	248,402	38,000	230,000	142,239	661,000
Transfer from Air Quality Improve.	96,818	25,443	1,458	210,000	210,000	90,000
Transfer from TCRF Fund	-	-	-	-	-	165,000
Transfer from Local Park Trust Fund	-	166,849	193,766	1,025,000	145,804	1,155,000
Transfer from RMRA Fund	-	-	-	804,000	803,874	855,000
HBP	160,993	44,677	147,314	500,000	28,707	2,353,000
Interest Income	754	(771)	1,681	-	-	-
CDBG Grant	73,118	131,589	277,342	111,000	111,000	134,000
APM	-	-	220,676	-	-	-
Project V	-	-	44,441	-	-	-
Project P TSSP	-	-	-	232,000	-	234,000
CTFP	34,900	-	91,960	-	-	-
<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>2,077,269</b>	<b>3,199,037</b>	<b>2,609,973</b>	<b>5,866,000</b>	<b>2,951,045</b>	<b>7,858,000</b>
<b><u>RSM DEBT SERVICE FUND</u></b>						
<b>530 RSM PFA DEBT SERVICE FUND:</b>						
Interest Income	6,413	11,301	3,794	-	-	-
Transfer from General Fund	732,137	736,338	731,158	727,838	727,723	735,138
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>738,550</b>	<b>747,639</b>	<b>734,952</b>	<b>727,838</b>	<b>727,723</b>	<b>735,138</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>22,834,432</b>	<b>24,167,033</b>	<b>25,604,378</b>	<b>28,491,392</b>	<b>27,061,632</b>	<b>30,451,629</b>
<b>LESS: INTERFUND TRANSFERS</b>	<b>3,306,077</b>	<b>4,509,192</b>	<b>4,785,289</b>	<b>7,365,829</b>	<b>5,164,687</b>	<b>6,633,050</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>19,528,355</b>	<b>19,657,841</b>	<b>20,819,089</b>	<b>21,125,563</b>	<b>21,896,945</b>	<b>23,818,579</b>

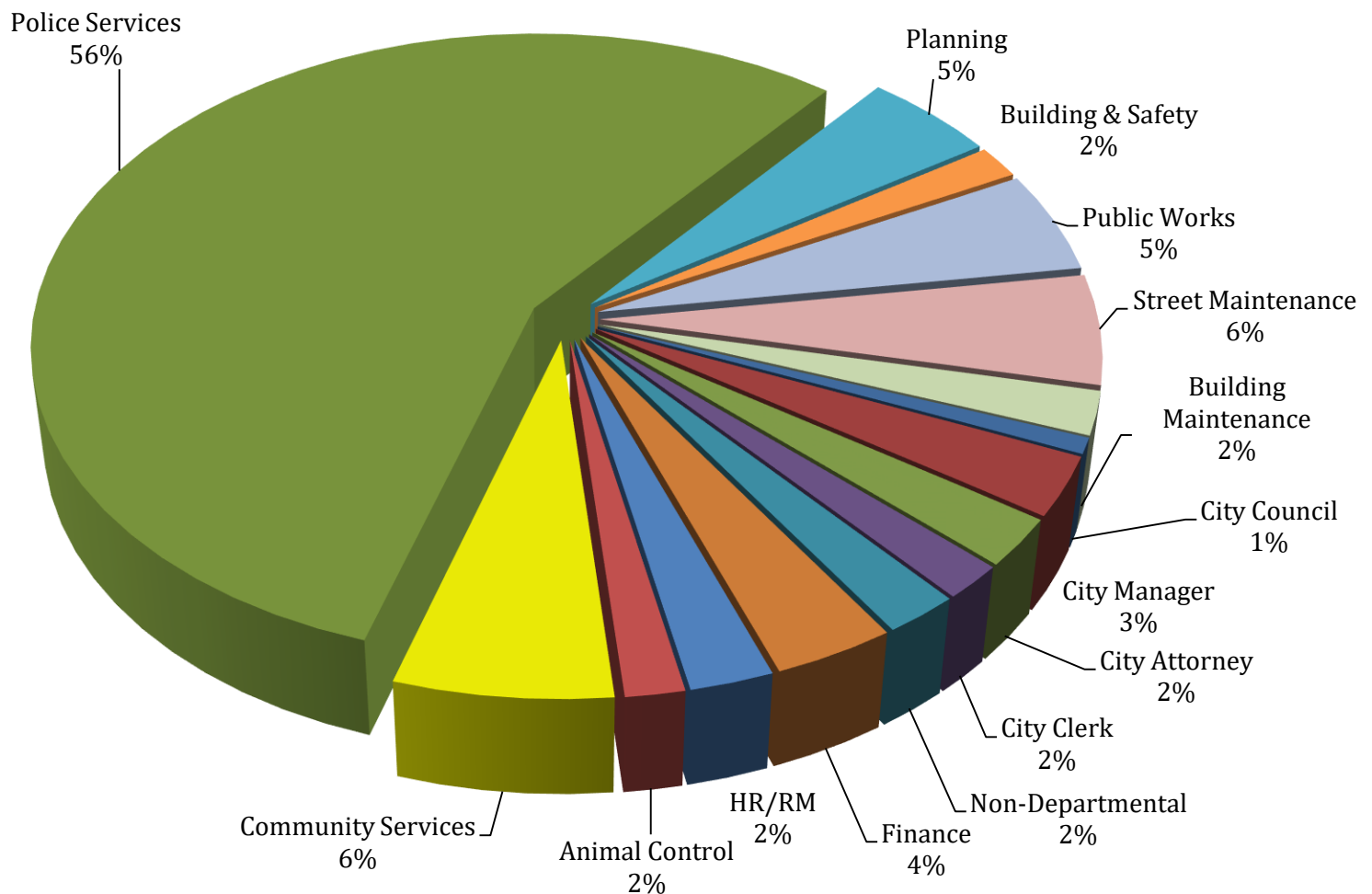


# City of Rancho Santa Margarita

## Summary of Operating Budgeted Expenditures

### General Fund

Fiscal Year 2019-2020



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

	FY 2015/16	FY 2016/17	FY 2017/18	-----FY 2018/19-----	FY 2019/20
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>					
City Council	140,469	150,245	131,204	140,921	145,761
City Manager	386,078	447,638	476,564	498,996	548,512
City Attorney	361,837	470,247	448,345	400,000	445,000
City Clerk	282,147	322,552	275,987	356,184	320,640
Non-Departmental	541,567	1,437,569	1,257,633	476,274	386,577
Finance	567,913	618,253	591,727	606,090	626,922
Human Resources/Risk Management	284,295	292,993	348,451	415,817	430,038
Police Services	7,316,939	8,845,028	9,096,759	9,623,749	10,052,670
Animal Control	123,517	683,637	310,272	305,631	305,631
Planning	772,339	762,036	766,230	1,024,254	861,495
Building	378,579	316,687	366,642	290,129	300,768
Public Works	1,008,303	871,111	848,591	951,626	936,787
Street Maintenance	980,318	985,717	927,876	1,000,634	1,010,279
Building Maintenance	300,422	307,034	329,092	385,046	398,294
Community Services	1,086,025	1,025,201	1,126,501	1,091,977	1,117,826
Transfer to Capital Projects Fund	1,222,136	1,466,815	571,689	1,267,000	1,124,000
Transfer to RSM PFA Debt Service Fund	732,137	736,338	731,158	727,838	735,138
<b>TOTAL GENERAL FUND</b>	<b>16,485,021</b>	<b>19,739,101</b>	<b>18,604,721</b>	<b>19,562,166</b>	<b>19,746,338</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
GAS TAX - Street Lighting	271,604	261,639	266,252	280,008	280,008
Transfer to General Fund	234,441	206,128	220,280	227,970	234,680
Transfer to RMRA Fund	-	-	-	833,414	-
Transfer to Capital Projects Fund	327,503	1,116,033	1,021,646	1,487,000	1,087,000
MEASURE M					
Transfer to General Fund	531,995	543,184	453,238	523,607	526,232
Transfer to Capital Projects Fund	161,047	248,402	38,000	230,000	661,000
AIR QUALITY IMPROVEMENT					
Transfer to General Fund	-	-	-	30,000	-
Transfer to Capital Projects Fund	96,818	25,443	1,457	210,000	90,000
TRAFFIC CONGESTION RELIEF					
Transfer to Capital Projects Fund	-	-	-	-	165,000
LOCAL PARK TRUST	6,705	-	-	-	-
Transfer to Capital Projects Fund	-	166,849	193,766	1,025,000	1,155,000
SUPPLEMENTAL LAW ENFORCE	125,395	116,296	106,735	122,941	137,060
PEG FEE	582	60,261	157,734	-	10,000
ROAD MAINTENANCE & REHABILITATION					
Transfer to Capital Projects Fund	-	-	-	804,000	855,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,756,090</b>	<b>2,744,235</b>	<b>2,459,108</b>	<b>5,773,940</b>	<b>5,200,980</b>
<b><u>CAPITAL PROJECTS FUND</u></b>					
Transfer to General Fund	-	-	27,220	-	-
Capital Outlay	1,975,797	3,399,793	2,420,778	5,866,000	7,858,000
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>1,975,797</b>	<b>3,399,793</b>	<b>2,420,778</b>	<b>5,866,000</b>	<b>7,858,000</b>
<b><u>RSM DEBT SERVICE FUNDS</u></b>					
RSM PFA DEBT SERVICE FUND	732,137	736,338	734,838	727,838	735,138
Transfer to General Fund	-	-	1,526,835	-	-
<b>TOTAL RSM DEBT SRVC. FUNDS</b>	<b>732,137</b>	<b>736,338</b>	<b>2,261,673</b>	<b>727,838</b>	<b>735,138</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>20,949,045</b>	<b>26,619,467</b>	<b>25,746,280</b>	<b>31,929,944</b>	<b>33,540,456</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>3,306,077</b>	<b>4,509,192</b>	<b>4,785,289</b>	<b>7,365,829</b>	<b>6,633,050</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>17,642,968</b>	<b>22,110,275</b>	<b>20,960,991</b>	<b>24,564,115</b>	<b>26,907,406</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
City Council	140,469	150,245	131,204	140,921	142,437	145,761
City Manager	386,078	447,638	476,564	498,996	500,208	548,512
City Attorney	361,837	470,247	448,345	400,000	439,928	445,000
City Clerk	282,147	322,552	275,987	356,184	325,687	320,640
Non-Departmental	541,567	1,437,569	1,257,633	476,274	451,050	386,577
Finance	567,913	618,253	591,727	606,090	612,911	626,922
Human Resources/Risk Management	284,295	292,993	348,451	415,817	386,808	430,038
Police Services	7,316,939	8,845,028	9,096,759	9,623,749	9,652,983	10,052,670
Animal Control	123,517	683,637	310,272	305,631	283,343	305,631
Planning	772,339	762,036	766,230	1,024,254	998,378	861,495
Building	378,579	316,687	366,642	290,129	309,736	300,768
Public Works	1,008,303	871,111	848,591	951,626	894,432	936,787
Street Maintenance	980,318	985,717	927,876	1,000,634	975,066	1,010,279
Building Maintenance	300,422	307,034	329,092	385,046	378,229	398,294
Community Services	1,086,025	1,025,201	1,126,501	1,091,977	1,098,004	1,117,826
Transfer to Capital	1,222,136	1,466,815	571,689	1,267,000	402,000	1,124,000
Transfer to RSM PFA Debt Service Fund	732,137	736,338	731,158	727,838	727,723	735,138
<b>TOTAL GENERAL FUND</b>	<b>16,485,021</b>	<b>19,739,101</b>	<b>18,604,721</b>	<b>19,562,166</b>	<b>18,578,923</b>	<b>19,746,338</b>

Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	271,604	261,639	266,252	280,008	280,008	280,008
Transfers to General Fund						
Public Works	144,273	121,750	136,389	141,690	148,784	141,380
Street Maintenance	90,168	84,378	83,891	86,280	86,280	93,300
Transfers to RMRA Fund	-	-	-	833,414	863,215	-
Transfers to Capital Projects Fund				-		-
Slurry Seal Program	83,011	545,633	267,295	400,000	400,000	120,000
Avenida De Las Flores Slurry Seal	-	-	-	165,000	165,000	-
Residential Overlay	130,551	95,977	(22,486)	145,000	127,994	185,000
Robinson Ranch Road Pavement Rehab	-	-	-	-	-	-
Antonio Pkwy. Pavement Rehab	3,763	2,733	178,043	-	-	-
Coto de Caza/La Promesa Pavement Rehab	-	199,427	247	-	-	-
SMP Pavement Rehabilitation	3,927	3,486	251,936	-	-	-
Avenida Empressa Pavement Rehabilitation	1,964	314	254,985	95,000	95,000	-
Esperanza Restriping	-	72,561	-	-	-	-
Median Hardscape Renovation	-	45,803	22,763	60,000	60,000	-
Melinda Road Median Improvements	-	-	-	-	-	85,000
Plano Trabuco Median Landscape Renovation	-	-	-	-	-	15,000
Traffic Signal Enhancement	-	-	13,711	-	-	25,000
Traffic Signal Battery Backup System	-	-	-	9,000	-	-
SMP Bridge Hinge Repair	13,703	45,456	(3,768)	65,000	3,645	306,000
Annual Concrete Repair	55,603	53,328	718	69,000	91,815	80,000
Alma Aldea Bulbout Installation	-	-	-	-	-	-
ADA Curb Ramp Installation	-	4,034	-	54,000	53,078	16,000
Verde Laguna Sidewalk Improvements	34,981	2,199	19,731	-	-	-
Emergency Vehicle Pre-emption (2&3)	-	-	-	6,000	2,000	-
Transit Planning Feasibility Study	-	7,833	(2,895)	-	-	-
Trash Reduction Catch Basin Inserts	-	30,347	1,380	-	-	-
Storm Drain System/Study	-	-	263	204,000	2,889	135,000
Auto Center Signage	-	6,902	39,463	-	-	-
Arroyo Vista Pavement Rehabilitation	-	-	-	45,000	20,000	-
La Promesa Slurry Seal	-	-	-	-	-	25,000
Citywide Red Curb Evaluation	-	-	-	66,000	66,000	-
Citywide Red Curb No Parking Signage	-	-	-	-	-	63,000
Traffic Signal Mod. Banderas/Esperanza	-	-	260	20,000	20,000	-
Los Alisos/Melinda Road Signal Upgrade	-	-	-	84,000	-	-
General STOP Line Location Corrective Striping	-	-	-	-	-	20,000
Protected Left Turn Study	-	-	-	-	-	12,000
<b>TOTAL GAS TAX FUND</b>	<b>833,548</b>	<b>1,583,800</b>	<b>1,508,178</b>	<b>2,828,392</b>	<b>2,485,708</b>	<b>1,601,688</b>

Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
MEASURE M						
Transfers to General Fund						
Street Maintenance	531,995	543,184	453,238	523,607	498,039	526,232
Transfers to Capital Projects Fund						
Slurry Seal Program	-	-	-	-	-	300,000
Antonio Pkwy. Slurry Seal	-	-	-	25,000	-	145,000
Residential Overlay	130,551	136,465	-	-	-	-
Avenida Empresa Pavement Rehabilitation	-	-	-	-	25,000	-
Median Hardscape Renovation	30,496	35,988	-	60,000	60,000	-
SMP Bridge Hinge Repair	-	-	-	65,000	-	-
Traffic Signal Enhancements	-	42,472	38,000	80,000	57,239	110,000
Avenida Banderas Traffic Signal Modification	-	33,477	-	-	-	-
Antonio Pkwy. Gateway Improvements	-	-	-	-	-	70,000
Speed Feedback Sign Consolidation	-	-	-	-	-	36,000
<b>TOTAL MEASURE M FUND</b>	<u>693,042</u>	<u>791,586</u>	<u>491,238</u>	<u>753,607</u>	<u>640,278</u>	<u>1,187,232</u>

Fund Expense Summary  
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to General Fund	-	-	-	30,000	29,308	-
Transfers to Capital Projects Fund						
SMP Signal & Equipment Upgrade	256	1,272	1,020		-	-
Antonio Pkwy. Signal & Equipment Upgrade	62,316	6,141	437	5,000	5,000	-
Los Alisos/Melinda Signal Equip. Upgrade	-	-	-	-	-	60,000
Trabuco Mesa School Signing & Striping	13,776	-	-		-	-
Speed Feedback Signs	20,470	18,030	-		-	-
Traffic Signal Battery Backup System	-	-	-	98,000	98,000	-
Emergency Vehicle Pre-emption	-	-	-	107,000	107,000	-
Traffic Calming Avenida de los Fundadores	-	-	-	-	-	30,000
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<u>96,818</u>	<u>25,443</u>	<u>1,457</u>	<u>240,000</u>	<u>239,308</u>	<u>90,000</u>



Fund Expense Summary  
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 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	-	-	2,346	225,000	12,000	255,000
Dog Park Renovations	-	166,849	97,500	-	-	-
BTRCC Ball Room Flooring	-	-	-	-	-	-
BTRCC Youth Lounge Courtyard	-	-	93,920	-	-	-
Splash Pad at Central Park	-	-	-	800,000	133,804	900,000
<b>TOTAL LOCAL PARK TRUST</b>	<u>6,705</u>	<u>166,849</u>	<u>193,766</u>	<u>1,025,000</u>	<u>145,804</u>	<u>1,155,000</u>

Fund Expense Summary  
SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	125,395	116,296	106,735	122,941	122,941	137,060
<b>TOTAL SUPPLEMENTAL LAW</b>	<u>125,395</u>	<u>116,296</u>	<u>106,735</u>	<u>122,941</u>	<u>122,941</u>	<u>137,060</u>

Fund Expense Summary  
PEG FEE FUND

DESCRIPTION	-----FY 2018/19-----					
	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	FY 2019/20 ADOPTED BUDGET
PEG FEE						
Public Education Grant Expenditures	582	60,261	157,734	-	-	10,000
<b>TOTAL PEG FEE</b>	<u>582</u>	<u>60,261</u>	<u>157,734</u>	<u>-</u>	<u>-</u>	<u>10,000</u>

Fund Expense Summary  
ROAD MAINTENANCE & REHABILITATION

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20
				AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
ROAD MAINTENANCE & REHABILITATION						
Transfers to Capital Projects Fund						
Avenida De Las Banderas Slurry Seal	-	-	-	-	-	200,000
Avenida de Las Flores Slurry Seal	-	-	-	400,000	400,000	55,000
Antonio Pkwy. Pavement Rehabilitation	-	-	-	-	-	600,000
Avenida Empresa Pavement Rehabilitation	-	-	-	404,000	403,874	-
<b>TOTAL ROAD MAINTENANCE &amp; REHAB.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>804,000</b>	<b>803,874</b>	<b>855,000</b>

Fund Expense Summary  
CAPITAL PROJECTS FUND










DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19		FY 2019/20
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>CAPITAL PROJECTS FUND</u></b>						
Transfer to Gas Tax Fund	-	-	27,220	-	-	-
Annual Slurry Seal Program	83,011	545,633	267,295	400,000	400,000	420,000
Antonio Pkwy. Slurry Seal	-	-	-	-	-	145,000
Avenida De Las Banderas Slurry Seal	-	-	-	-	-	200,000
Avenida de Las Flores Slurry Seal	-	-	-	565,000	565,000	-
La Promesa Slurry Seal	-	-	-	-	-	80,000
Annual Residential Overlay	261,102	232,442	(22,486)	145,000	127,994	185,000
Arroyo Vista Pavement Rehabilitation	-	-	-	45,000	20,000	-
Vista Drive Street Repair Project	-	-	-	695,000	40,000	655,000
Antonio Pkwy. Pavement Rehabilitation	3,763	2,733	298,773	-	-	600,000
Coto de Caza/La Promesa Pavement Rehab.	-	199,427	247	-	-	-
SM Pkwy. Pavement Rehabilitation	3,927	3,486	382,727	-	-	-
Avenida Empresa Pavement Rehabilitation	1,964	314	254,985	524,000	523,874	-
Esperanza Restriping	-	72,561	-	-	-	-
Median Hardscape Renovations	87,496	163,582	165,763	240,000	240,000	-
Melinda Road Median Improvements	-	-	-	-	-	85,000
Alicia Pkwy./SMP Gateway	202,726	-	-	-	-	-
Auto Center Drive Signage	-	6,902	39,463	-	-	-
Antonio Pkwy. Gateway Improvements	-	-	-	-	-	70,000
City Hall Landscaping Renovation	-	19,154	127,726	-	-	-
El Paseo Corridor Improvements	-	-	-	75,000	2,000	98,000
Plano Trabuco Median Landscaping Renovation	-	-	-	-	-	15,000
Citywide Red Curb Evaluation	-	-	-	66,000	66,000	-
SMP Signal & Equipment Upgrade	256	1,272	1,020	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	62,317	6,141	438	5,000	5,000	-
Traffic Signal Enhancements	-	42,472	51,711	80,000	57,239	135,000
Avenida Banderas Traffic Signal Modification	-	33,477	260	-	-	-
Traffic Signal Modification Banderas/Esperanza	-	-	-	20,000	20,000	-
Los Alisos/Melinda Road Signal Equipment Upg	-	-	-	316,000	-	294,000
Traffic Signal Battery Backup System	-	-	-	107,000	98,000	-
Traffic Calming Avenida de los Fundadores	-	-	-	-	-	30,000
SMP Bridge Hinge Repair	108,877	176,075	12,927	630,000	32,352	2,659,000
Annual Concrete - Sidewalk Repairs	55,603	53,328	718	69,000	91,815	80,000
ADA Curb Ramp Installation	63,484	85,873	102,093	165,000	164,078	150,000
Verda Laguna Sidewalk & Landscape	34,981	51,949	194,981	-	-	-
Transit Planning Feasibility	-	30,833	18,546	-	-	-
Building Improvements	693,918	916,569	1,037	-	-	-
City Hall Server Rm. Fire Suppression Sys.	-	3,755	33,487	-	-	-
City Hall & BTRCC Flooring/Carpeting	-	1,217	-	-	-	145,000
BTRCC / CDBG Funded	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	93,920	-	-	-
BTRCC Ball Room Flooring	-	37,893	-	-	-	-
City Hall / BTRCC Interior Painting	-	-	24,030	-	-	30,000
City Hall / BTRCC Stain & Seal Exterior Wood	-	-	30,491	-	-	-
City Hall / BTRCC Exterior Lighting	-	-	-	30,000	30,000	-
BTRCC Kichen Equipment Replacement	-	-	-	7,000	5,000	-
City Hall / BTRCC Renovation of Ledges	-	-	-	35,000	35,000	-
Chiquita Ridge Open Space Assessment	81,918	118,319	962	90,000	-	-
Chiquita Ridge Habitat Restoration	186,574	221,011	210,955	215,000	170,000	166,000
Emergency Vehicle Pre-Emption	-	-	-	113,000	109,000	-
Speed Feedback Signs	20,470	18,030	-	-	-	-
Trabuco Mesa School Signing & Striping	13,776	-	-	-	-	-
Skate Park Renovations.	-	-	2,346	225,000	12,000	255,000
Dog Park Renovations	-	166,849	97,500	-	-	-
Splash Pad at Central Park	-	-	-	800,000	133,804	900,000
Storm Drain (NPDES)	-	-	-	-	-	300,000
CCTV Inspection of Storm Drain System	-	-	263	204,000	2,889	-
Trash Reduction Catch Basin Inserts	-	121,389	1,380	-	-	-
Citywide Red Curb No Parking Signage	-	-	-	-	-	63,000
General STOP Line Location Corrective Striping	-	-	-	-	-	20,000
Protected Left Turn Study	-	-	-	-	-	12,000
Speed Feedback Sign Consolidation	-	-	-	-	-	36,000
City Hall & BTRCC Courtyard Gate	-	-	-	-	-	30,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>1,975,797</b>	<b>3,399,793</b>	<b>2,420,778</b>	<b>5,866,000</b>	<b>2,951,045</b>	<b>7,858,000</b>

Fund Expense Summary  
RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	-----FY 2018/19-----		FY 2019/20
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSM PFA DEBT SERVICE FUND</u></b>						
Debt Service Payment	732,137	736,338	734,838	727,838	727,723	735,138
Transfer to General Fund	-	-	1,526,835	-	-	-
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>732,137</b>	<b>736,338</b>	<b>2,261,673</b>	<b>727,838</b>	<b>727,723</b>	<b>735,138</b>



# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
<b>GENERAL FUND</b>							
	<b>SALARIES AND BENEFITS</b>	3,131,933	3,263,521	3,198,147	3,396,149	3,327,485	3,514,548
	% of total	19%	17%	17%	17%	18%	18%
	<b>LAW ENFORCEMENT CONTRACT</b>	6,868,349	8,387,426	8,711,446	9,233,335	9,256,626	9,612,836
	% of total	42%	42%	47%	47%	50%	49%
	<b>PROFESSIONAL SERVICES</b>	1,298,203	1,221,352	1,182,967	1,200,236	1,262,943	1,161,206
	% of total	8%	6%	6%	6%	7%	6%
	<b>OTHER CONTRACT SERVICES</b>	1,482,948	2,046,953	1,624,033	1,692,900	1,645,886	1,710,748
	% of total	9%	10%	9%	9%	9%	9%
	<b>OTHER SUPPLIES AND SERVICES</b>	1,372,707	1,283,405	1,468,997	1,606,979	1,550,022	1,667,311
	% of total	8%	7%	8%	8%	8%	8%
	<b>CAPITAL EXPENDITURES</b>	376,608	365,755	267,629	352,729	190,954	220,551
	% of total	2%	2%	1%	2%	1%	1%
	<b>DEBT SERVICE</b>	732,137	736,338	731,158	727,838	727,723	735,138
	% of total	4%	4%	4%	4%	4%	4%
	<b>MITIGATION</b>	-	967,536	848,655	85,000	84,344	-
	% of total	0%	5%	5%	0%	0%	0%
	<b>TRANSFERS/ ALLOCATIONS</b>	1,222,136	1,466,815	571,689	1,267,000	532,940	1,124,000
	% of total	7%	7%	3%	6%	3%	6%
Subtotal General Fund Expenditures		16,485,020	19,739,101	18,604,721	19,562,166	18,578,923	19,746,338
		100%	100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>							
	<b>SLESF FUND Police Services</b>	125,395	116,296	106,735	122,941	122,941	137,060
	<b>GAS TAX FUND Street Lighting</b>	271,604	261,639	266,254	280,008	280,008	280,008
	Subtotal Special Funds Expenditures	396,999	377,935	372,989	402,949	402,949	417,068
	<b>TOTAL OPERATING EXPENDITURES</b>	16,882,019	20,117,036	18,977,710	19,965,115	18,981,872	20,163,406

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
<b>GENERAL GOVERNMENT</b>							
110	City Council	140,469	150,245	131,204	140,921	142,437	145,761
120	City Manager	386,078	447,638	476,564	498,996	500,208	548,512
140	City Attorney	361,837	470,247	448,345	400,000	439,928	445,000
160	City Clerk	282,147	322,552	275,987	356,184	325,687	320,640
220	HR / Risk Management	284,295	292,993	348,451	415,817	386,808	430,038
	Subtotal	1,454,826	1,683,675	1,680,551	1,811,918	1,795,068	1,889,951
<b>FINANCE</b>							
170	Non-departmental	2,495,840	3,640,722	2,560,480	2,471,112	1,580,773	2,245,715
210	Finance	567,913	618,253	591,727	606,090	612,911	626,922
	Subtotal	3,063,753	4,258,975	3,152,207	3,077,202	2,193,684	2,872,637
<b>POLICE SERVICES</b>							
310	Police Services	7,316,939	8,845,028	9,096,759	9,623,749	9,652,983	10,052,670
320	Animal Control	123,517	683,637	310,272	305,631	283,343	305,631
	Subtotal	7,440,456	9,528,665	9,407,031	9,929,380	9,936,326	10,358,301
<b>DEVELOPMENT SERVICES</b>							
410	Planning	772,339	762,036	766,230	1,024,254	998,378	861,495
510	Building & Safety	378,579	316,687	366,642	290,129	309,736	300,768
	Subtotal	1,150,918	1,078,723	1,132,872	1,314,383	1,308,114	1,162,263
<b>PUBLIC WORKS</b>							
610	Public Works	1,008,303	871,111	848,591	951,626	894,432	936,787
620	Street Maintenance	980,318	985,717	927,876	1,000,634	975,066	1,010,279
640	Building Maintenance	300,422	307,034	329,092	385,046	378,229	398,294
	Subtotal	2,289,043	2,163,862	2,105,559	2,337,306	2,247,727	2,345,360
<b>COMMUNITY SERVICES</b>							
710	Community Services	1,086,025	1,025,201	1,126,501	1,091,977	1,098,004	1,117,826
	Subtotal	1,086,025	1,025,201	1,126,501	1,091,977	1,098,004	1,117,826
	Total General Fund Expenditures	16,485,020	19,739,101	18,604,721	19,562,166	18,578,923	19,746,338
<b>SPECIAL FUNDS</b>							
310	SLESF Police Services	125,395	116,296	106,735	122,941	122,941	137,060
630	GAS TAX FUND Street Lighting	271,604	261,639	266,254	280,008	280,008	280,008
	Total Special Funds Operating Expenditures	396,999	377,935	372,989	402,949	402,949	417,068
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>16,882,019</b>	<b>20,117,036</b>	<b>18,977,710</b>	<b>19,965,115</b>	<b>18,981,872</b>	<b>20,163,406</b>

# SCHEDULE OF INTERFUND TRANSFERS

FUND		-----FY 2018/19-----					FY 2019/20
		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
OPERATING TRANSFERS IN:							
100	Transfer from Gas Tax Fund	234,441	206,128	220,280	227,970	235,064	234,680
100	Transfer from Measure M Fund	531,995	543,184	453,238	523,607	498,039	526,232
100	Transfer from Air Quality Fund	-	-	-	30,000	29,308	-
100	Transfer from Debt Service Fund	-	-	1,526,835	-	-	-
210	Transfer from Capital Project Fund	-	-	27,220	-	-	-
226	Transfer from Gas Tax Fund	-	-	-	833,414	863,215	-
410	Transfer from General Fund	1,222,136	1,466,815	571,689	1,267,000	402,000	1,124,000
410	Transfer from Gas Tax Fund	327,503	1,116,033	1,021,646	1,487,000	1,107,421	1,087,000
410	Transfer from Measure M Fund	161,047	248,402	38,000	230,000	142,239	661,000
410	Transfer from Air Quality Fund	96,818	25,443	1,457	210,000	210,000	90,000
410	Transfer from Traffic Congestion Fund	-	-	-	-	-	165,000
410	Transfer from Local Park Trust Fund	-	166,849	193,766	1,025,000	145,804	1,155,000
410	Transfer from RMRA Fund	-	-	-	804,000	803,874	855,000
410	Transfer from PFA Capital Funds	-	-	-	-	-	-
530	Transfer from General Fund	732,137	736,338	731,158	727,838	727,723	735,138
TOTAL		3,306,077	4,509,192	4,785,289	7,365,829	5,164,687	6,633,050
OPERATING TRANSFERS OUT:							
100	Transfer to Capital Projects Fund	1,222,136	1,466,815	571,689	1,267,000	402,000	1,124,000
100	Transfer to RSM PFA Debt Service Fund	732,137	736,338	731,158	727,838	727,723	735,138
210	Transfer to General Fund	234,441	206,128	220,280	227,970	235,064	234,680
210	Transfer to RMRA Fund	-	-	-	833,414	863,215	-
210	Transfer to Capital Projects Fund	327,503	1,116,033	1,021,646	1,487,000	1,107,421	1,087,000
212	Transfer to General Fund	531,995	543,184	453,238	523,607	498,039	526,232
212	Transfer to Capital Projects Fund	161,047	248,402	38,000	230,000	142,239	661,000
214	Transfer to General Fund	-	-	-	30,000	29,308	-
214	Transfer to Capital Projects Fund	96,818	25,443	1,457	210,000	210,000	90,000
218	Transfer to Capital Projects Fund	-	-	-	-	-	165,000
220	Transfer to Capital Projects Fund	-	166,849	193,766	1,025,000	145,804	1,155,000
226	Transfer to Capital Projects Fund	-	-	-	804,000	803,874	855,000
410	Transfer to Gas Tax Fund	-	-	27,220	-	-	-
530	Transfer to General Fund	-	-	1,526,835	-	-	-
530	Transfer to Capital Projects Fund	-	-	-	-	-	-
TOTAL		3,306,077	4,509,192	4,785,289	7,365,829	5,164,687	6,633,050



# *General Government*



*City of Rancho Santa Margarita, California*

# General Government

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	140,469	150,245	131,204	140,921	142,437	145,761
120	City Manager	386,078	447,638	476,564	498,996	500,208	548,512
140	City Attorney	361,837	470,247	448,345	400,000	439,928	445,000
160	City Clerk	282,147	322,552	275,987	356,184	325,687	320,640
220	HR/Risk Management	284,295	292,993	348,451	415,817	386,808	430,038
TOTAL EXPENDITURES		<u>1,454,826</u>	<u>1,683,675</u>	<u>1,680,551</u>	<u>1,811,918</u>	<u>1,795,068</u>	<u>1,889,951</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 2018-19**

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 and presentations to participants in the Age Well Senior Services program.
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 median staining and traffic signal enhancements.
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 resolution establishing classes of regular employment, salary ranges, and benefits for Employees to ensure the City's competitiveness with surrounding agencies for recruitment and retention of employees.
8. Provided guidance and direction relating to the establishment of a pilot program to increase the effectiveness of street sweeping.
9. Reviewed Citywide on-street parking issues affecting the community.
10. Provided input and direction on the aesthetics and design elements of the approved Splash Pad at Central Park.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

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.

*City Council*  
(continued)

5. Strengthen relationships and partnerships in the community through collaborative, participatory efforts, and maintain ongoing involvement with and support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
6. Provide support and direction regarding aesthetic improvements throughout the community to remain competitive with surrounding communities.
7. Provide support and direction during the design and construction phase of the Splash Pad project at Central Park.

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

ACCT			FY 2015/16	FY 2016/17	FY 2017/18	-----FY 2018/19-----		FY 2019/20
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/12/2019
<b><u>CITY COUNCIL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	511.000	Salaries - Elected	27,810	26,767	27,810	27,810	27,810	27,810
	521.000	Medicare	403	388	403	403	403	403
	522.000	Retirement	3,448	3,321	3,448	3,448	3,448	3,448
	530.000	Benefits	88,340	85,854	91,407	94,260	95,200	97,500
<b>TOTAL PERSONNEL</b>			<b>120,001</b>	<b>116,330</b>	<b>123,068</b>	<b>125,921</b>	<b>126,861</b>	<b>129,161</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	14,564	14,855	4,036	14,000	14,576	15,600
	612.000	Travel/Conf/Meetings	842	195	140	1,000	1,000	1,000
	618.000	Council Support	2,812	4,789	1,860	-	-	-
	670.000	Community Support	2,250	2,050	2,100	-	-	-
		Subtotal	20,468	21,889	8,136	15,000	15,576	16,600
	700.028	PS - Public Relations	-	12,026	-	-	-	-
<b>TOTAL OPERATIONS</b>			<b>20,468</b>	<b>33,915</b>	<b>8,136</b>	<b>15,000</b>	<b>15,576</b>	<b>16,600</b>
<b>TOTAL EXPENDITURES</b>			<b>140,469</b>	<b>150,245</b>	<b>131,204</b>	<b>140,921</b>	<b>142,437</b>	<b>145,761</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	140,469	150,245	131,204	140,921	142,437	145,761
<b>TOTAL FUNDING SOURCES</b>			<b>140,469</b>	<b>150,245</b>	<b>131,204</b>	<b>140,921</b>	<b>142,437</b>	<b>145,761</b>



# *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 2018-19**

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 Public Works Director/City Engineer, Principal Engineer, Public Works Superintendent, Accounting Technician
  - Continued to represent the City in related discussions regarding the Countywide homelessness issue.
2. Provided leadership for the successful implementation of key capital improvement projects including:
  - Collaboration with SAMLARC on the development of a splash pad at Central Park.
  - Avenida Empresa Pavement Rehabilitation from Ave. de las Banderas to Santa Margarita Parkway
  - Traffic Signal Enhancement Project at Avenida Empresa and Santa Margarita Parkway
  - Completed the final phase of the multi-year Median Hardscape Renovation Project
  - Traffic Signal Modification at Ave. de las Banderas and Esperanza
  - City Hall and BTRCC Lighting Upgrades and Ledge Staining Projects
  - Annual Concrete Repair and ADA Curb Ramp Upgrade Projects
3. Expanded communication and public relations relating to City priorities, projects, programs and activities via several platforms, including:
  - Facebook (19% increase to 3,731 followers),
  - Twitter (13% increase to 2,609), and
  - Instagram (48% increase to 1,659 followers)

## *City Manager* (continued)

4. 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 as Chair of the OCFA City Managers' Budget and Finance committee and participated in the City Manager's OCFA Technical Advisory Committee Monitored and evaluated law enforcement contract cost increases and finalized the results of the 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 2019-20**

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. Chair the OCFA Budget and Finance committee and continue to participate on the City Manager's OCFA Technical Advisory Committee.
9. Serve as President of the Orange County City Manager Association (OCCMA) to build and enhance working relationships with colleagues throughout Orange County.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY MANAGER</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	329,256	381,362	408,731	382,561	418,743	427,890
	521.000	Medicare	4,762	5,553	6,033	5,519	5,812	6,177
	522.000	Retirement	23,215	28,493	29,868	50,402	53,738	51,149
	523.000	Unemployment Insurance	1,085	1,008	819	1,008	691	896
	530.000	Benefits	21,876	26,816	27,134	56,556	17,942	58,500
<b>TOTAL PERSONNEL (3 FTE)</b>			<b>380,194</b>	<b>443,232</b>	<b>472,585</b>	<b>496,046</b>	<b>496,926</b>	<b>544,612</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	50	54	382	50	382	-
	612.000	Travel/Conf/Meetings	4,484	3,613	3,597	2,900	2,900	2,900
	615.000	CM Discretionary Account	1,350	739	-	-	-	-
	622.010	Special Department Expense	-	-	-	-	-	1,000
		Subtotal	5,884	4,406	3,979	2,950	3,282	3,900
	700.001	Professional Services	-	-	-	-	-	-
<b>TOTAL OPERATIONS</b>			<b>5,884</b>	<b>4,406</b>	<b>3,979</b>	<b>2,950</b>	<b>3,282</b>	<b>3,900</b>
<b>TOTAL EXPENDITURES</b>			<b>386,078</b>	<b>447,638</b>	<b>476,564</b>	<b>498,996</b>	<b>500,208</b>	<b>548,512</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	386,078	447,638	476,564	498,996	500,208	548,512
<b>TOTAL FUNDING SOURCES</b>			<b>386,078</b>	<b>447,638</b>	<b>476,564</b>	<b>498,996</b>	<b>500,208</b>	<b>548,512</b>

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Department Expense Summary  
City Attorney Fund 100, Division 140

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY ATTORNEY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.003	Professional Services	348,433	469,618	448,345	400,000	434,892	425,000
	700.032	PS - Special Counsel	3,119	-	-	-	5,036	20,000
	700.039	PS - Building Expert	10,285	629	-	-	-	-
<i>TOTAL OPERATIONS</i>			<u>361,837</u>	<u>470,247</u>	<u>448,345</u>	<u>400,000</u>	<u>439,928</u>	<u>445,000</u>
<i>TOTAL EXPENDITURES</i>			<u>361,837</u>	<u>470,247</u>	<u>448,345</u>	<u>400,000</u>	<u>439,928</u>	<u>445,000</u>
<i>FUNDING SOURCES</i>								
	100	General Fund	<u>361,837</u>	<u>470,247</u>	<u>448,345</u>	<u>400,000</u>	<u>439,928</u>	<u>445,000</u>
<i>TOTAL FUNDING SOURCES</i>			<u>361,837</u>	<u>470,247</u>	<u>448,345</u>	<u>400,000</u>	<u>439,928</u>	<u>445,000</u>

# *General Government*

## **CITY CLERK'S OFFICE**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 2018-19**

1. Conducted the General Municipal Election on November 6, 2018.
2. Updated the Records Retention Schedule on January, 2019.
3. Managed and completed the City Records Destruction for 2017.
4. Reviewed and organized the Central File Room and TAB file system.
5. Coordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
6. Assisted the public and media in compliance with the Public Records Act.
7. Participated in the distribution of information through the City's website.
8. Managed the City Records Imaging projects including the scanning and migration of the City's building plans and vital records.
9. Provided community support through student recognitions, presentations, and certificates of recognitions.
10. Managed updates to the Rancho Santa Margarita Municipal Code.
11. 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.
12. Received re-certification as Passport Acceptance Agents to process Passports for the City.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

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

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY CLERK</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	226,503	230,241	228,326	208,518	226,214	219,253
	521.000	Medicare	3,277	3,322	3,294	3,000	3,259	3,156
	522.000	Retirement	21,401	22,526	22,221	29,378	27,065	28,109
	523.000	Unemployment Insurance	1,302	1,008	546	1,008	1,008	672
	530.000	Benefits	231	174	190	37,704	522	39,000
<b>TOTAL PERSONNEL (2.5 FTE)</b>			<b>252,714</b>	<b>257,271</b>	<b>254,577</b>	<b>279,608</b>	<b>258,068</b>	<b>290,190</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	778	540	485	560	490	1,280
	611.000	Training	1,285	400	-	-	-	1,300
	612.000	Travel/Conf/Meetings	1,087	1,282	1,154	-	35	600
	622.010	Special Dept. Expense	3,015	2,611	3,186	4,600	3,521	5,000
	622.011	Codification Supplements	3,375	5,087	6,391	7,500	4,200	7,500
	623.001	Mapping/Reproduction	4,069	5,091	3,356	4,000	2,000	4,000
	624.000	Legal Notices	14,905	17,430	5,856	12,000	9,936	5,000
	626.000	Books & Periodicals	108	108	108	55	55	120
	646.000	Maintenance & Repair	281	-	-	3,611	3,611	3,650
		Subtotal	28,903	32,549	20,536	32,326	23,848	28,450
	700.001	Professional Services	530	2,391	-	-	-	-
	700.002	Elections	-	29,345	874	42,750	42,750	-
	700.029	Election Language Assist.	-	996	-	1,500	1,021	2,000
		Subtotal	530	32,732	874	44,250	43,771	2,000
<b>TOTAL OPERATIONS</b>			<b>29,433</b>	<b>65,281</b>	<b>21,410</b>	<b>76,576</b>	<b>67,619</b>	<b>30,450</b>
<b>TOTAL EXPENDITURES</b>			<b>282,147</b>	<b>322,552</b>	<b>275,987</b>	<b>356,184</b>	<b>325,687</b>	<b>320,640</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	282,147	322,552	275,987	356,184	325,687	320,640
<b>TOTAL FUNDING SOURCES</b>			<b>282,147</b>	<b>322,552</b>	<b>275,987</b>	<b>356,184</b>	<b>325,687</b>	<b>320,640</b>

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

**DESCRIPTION**

The Human Resources, Risk, and Emergency Management Division works in the areas of recruitment, employee relations, training and development, performance management, classification and compensation, leave management, workers' compensation, special-event assessments, 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, and recommends risk-transfer mechanisms.

**ACCOMPLISHMENTS: FISCAL YEAR 2018-19**

1. Delivered the six-week Community Emergency Preparedness Academy (CEPA), which had 14 residents graduate in the Fall of 2018.
2. Pursued and recovered approximately \$17,000 from claims made on behalf of the City, typically from parties that have damaged City property.
3. Secured approximately \$16,000 in emergency management and risk management grants, which were used to fund an exterior video surveillance project at City Hall.
4. Managed City's emergency operations during August 2018 Holy Fire incident. Division worked with City staff and partner agencies to provide the public with information, and activate a shelter in Community Center.
5. Teamed with Public Works to finalize the installation of the grant-funded door-actuator project at the Community Center's south entrance.
6. Administered employee benefit programs, including the annual Benefits Fair, the 2019 Open Enrollment period, and participated on the EIA Employee Benefits Committee.
7. Organized annual employee Holiday Fest event, which celebrates the end of the year, recognizes employees for their service, and honors an Employee of the Year.
8. Represented the City on the Board of Directors for the Public Agency Risk Sharing Authority of California (PARSAC), the City's risk-sharing pool for general liability and workers' compensation.

**GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

1. Increase community-wide education and engagement on disaster preparedness. Consider adding Community Emergency Response Team (CERT) offering in addition to existing Community Emergency Preparedness Academy.
2. Pursue annual grant opportunities in risk and emergency management to fund risk assessment and upgrades in the City's Emergency Operation Center.
3. Coordinate training and development programs for departments or entire staff.
4. Review and update Personnel Policies & Procedures Manual as needed.
5. Transition to calendar year Employee Recognition Program with experiential rewards system.



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

ACCT		DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	87,765	112,359	121,420	135,083	131,284	143,663
	516.000	Leave Time Program	-	-	-	10,000	-	10,000
	521.000	Medicare	1,263	1,617	1,748	1,943	1,887	2,067
	522.000	Retirement	6,487	8,937	9,785	17,292	18,599	17,070
	523.000	Unemployment Insurance	868	336	273	672	672	448
	526.000	FICA Cost	-	-	-	-	155	-
	530.000	Benefits	11,767	17,204	18,347	18,852	19,385	19,500
<b>TOTAL PERSONNEL (1.2 FTE)</b>			<b>108,150</b>	<b>140,453</b>	<b>151,573</b>	<b>183,842</b>	<b>171,982</b>	<b>192,748</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	525	715	599	865	865	865
	611.000	Training	775	130	657	5,000	2,500	5,000
	612.000	Travel/Conf/Meetings	133	2,391	891	3,000	3,000	3,000
	622.010	Special Dept. Expense	2,020	6,523	(4,323)	2,745	1,780	3,350
	626.000	Books & Periodicals	490	181	234	500	500	500
	627.002	EOC Program	-	-	-	5,000	5,000	5,000
	665.000	Recruitment	1,054	1,108	26,601	2,000	10,542	4,000
	690.001	Insurance G/L	89,552	97,427	100,384	107,000	107,785	115,000
	690.002	Insurance W/C	47,954	22,010	48,839	59,290	47,658	50,000
	690.003	Insurance Property	19,444	16,952	18,108	20,000	19,884	21,000
	690.004	Insurance Other	700	700	750	775	750	3,775
	690.005	Insurance SIR	3,266	-	-	20,000	10,000	20,000
		Subtotal	165,913	148,137	192,740	226,175	210,264	231,490
	700.004	Professional Services	10,232	4,403	4,138	5,800	4,562	5,800
<b>TOTAL OPERATIONS</b>			<b>176,145</b>	<b>152,540</b>	<b>196,878</b>	<b>231,975</b>	<b>214,826</b>	<b>237,290</b>
<b>TOTAL EXPENDITURES</b>			<b>284,295</b>	<b>292,993</b>	<b>348,451</b>	<b>415,817</b>	<b>386,808</b>	<b>430,038</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	284,295	292,993	348,451	415,817	386,808	430,038
<b>TOTAL FUNDING SOURCES</b>			<b>284,295</b>	<b>292,993</b>	<b>348,451</b>	<b>415,817</b>	<b>386,808</b>	<b>430,038</b>

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# *Finance*



*City of Rancho Santa Margarita, California*

# Finance

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
FINANCE							
170	Non-departmental	2,495,840	3,640,722	2,560,480	2,471,112	1,580,773	2,245,715
210	Finance	567,913	618,253	591,727	606,090	612,911	626,922
TOTAL EXPENDITURES		<u>3,063,753</u>	<u>4,258,975</u>	<u>3,152,207</u>	<u>3,077,202</u>	<u>2,193,684</u>	<u>2,872,637</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 2018-19**

1. Prepared a structurally balanced budget for FY 2019-20.
2. Received the Government Finance Officers Association (GFOA) Financial Reporting Certificate of Excellence for the 2017-18 Comprehensive Annual Financial Report (CAFR).
3. Completed the FY 2017-18 City-wide Audit with no adjustments or deficiencies.
4. Finalized Administrative Regulations in compliance with the Uniform Guidance rules and regulations.
5. Issued an RFP for Information Technology Consulting Services through June 30, 2022.
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:
  - Installed new phone server modules and updated the phone software and phones for all of staff at City Hall and the Bell Tower Regional Community Center (BTRCC).
  - Purchased and installed a new server and Uninterrupted Power Supply (UPS) equipment at the BTRCC.
  - Began the City's website redesign which is slotted to be completed in December 2019.
  - Renewed postage machine lease with Pitney Bowes, and received a new postage machine with additional features, including postage tracking software.
  - Set up remote access between the City and Matrix in regards to the Audio Visual Sound System in the City Hall Council Chamber and the BTRCC.
9. Prepared annual Investment Policy review and update and renewed financial services contract with Fieldman Rolapp.
10. Recommended a City User Fee increase based on the Consumer Price Index (CPI), which was approved by City Council in April 2019 and effective July 1, 2019.

*Non-department/Finance*  
(continued)

11. Monitored the law enforcement contract overtime cost and vacancy credit monthly. Worked directly with police services to develop year-end projections and estimates.

**GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

1. Develop a balanced budget for Fiscal Year 2020-21.
2. Direct annual City-wide financial statement audit and submit 2018-19 CAFR to GFOA award program.
3. Refine software modeling for budget forecasting and long-term trend analysis.
4. Implement Caseware software to be used during the year-end closing of the City's financials and the preparation of the Comprehensive Annual Financial Report (CAFR).
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. Complete redesign to the City website and insure it is 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 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>NON-DEPARTMENTAL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	530.000	Benefits	7,410	7,767	8,222	7,980	8,218	8,280
<b>TOTAL PERSONNEL</b>			<b>7,410</b>	<b>7,767</b>	<b>8,222</b>	<b>7,980</b>	<b>8,218</b>	<b>8,280</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	6,123	6,088	6,239	6,410	6,383	6,560
	622.000	Office Supplies	20,613	19,729	22,230	22,000	22,000	22,000
	625.000	Postage	6,351	5,620	7,855	8,500	9,123	8,820
	627.000	EOC Supplies/Training	6,797	2,711	3,437	9,376	9,376	9,400
	636.001	Utilities-Telephone	30,883	31,257	30,669	33,216	29,300	33,228
	642.000	Equipment Leases	16,178	12,523	15,175	14,400	13,930	17,400
	663.000	Property Tax Admin. Costs	20,296	12,906	19,360	19,050	19,050	20,000
	664.000	LAFCO Reforms (AB 2838)	5,936	6,467	6,699	7,000	6,828	7,073
	690.000	Insurance	691	858	-	920	920	924
		Subtotal	113,868	98,159	111,664	120,872	116,910	125,405
	700.001	Prof. Svcs. - Admin.	5,106	1,660	28,126	6,670	6,764	7,983
	700.008	Prof. Svcs. - Computer	82,794	78,265	89,012	95,000	89,088	95,000
	700.017	Prof. Svcs. - Website	23,671	18,087	9,091	9,400	9,400	9,298
	700.022	PS - Financing Costs	2,000	2,000	2,000	2,000	2,000	2,000
	700.024	PS - Emergency Coord.	53,661	-	-	-	-	-
		Subtotal	167,232	100,012	128,229	113,070	107,252	114,281
<b>TOTAL OPERATIONS</b>			<b>281,100</b>	<b>198,171</b>	<b>239,893</b>	<b>233,942</b>	<b>224,162</b>	<b>239,686</b>
<b>TRANSFERS</b>								
	790.410	Transfer to Cap. Projects	1,222,136	1,466,815	571,689	1,267,000	402,000	1,124,000
		Subtotal	1,222,136	1,466,815	571,689	1,267,000	402,000	1,124,000
<b>MITIGATION</b>								
	802.000	Mit. Obligation - Tax Incr.	-	967,536	848,655	85,000	84,344	-
		Subtotal	-	967,536	848,655	85,000	84,344	-
<b>DEBT SERVICE</b>								
	790.530	Transfer to RSM PFA	732,138	736,338	731,158	727,838	727,723	735,138
<b>CAPITAL OUTLAY</b>								
	826.000	Equipment - Police	111,711	154,161	49,018	-	-	-
	832.000	GIS System	16,976	16,974	18,474	18,830	18,804	17,160
	841.001	Comp. Licenses/HW/SW	121,550	76,651	93,371	90,522	75,522	91,451
	990.000	Contingency	2,820	16,309	-	40,000	40,000	30,000
		Subtotal	253,057	264,095	160,863	149,352	134,326	138,611
<b>TOTAL EXPENDITURES</b>			<b>2,495,841</b>	<b>3,640,722</b>	<b>2,560,480</b>	<b>2,471,112</b>	<b>1,580,773</b>	<b>2,245,715</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	2,495,841	3,640,722	2,560,480	2,471,112	1,580,773	2,245,715
<b>TOTAL FUNDING SOURCES</b>			<b>2,495,841</b>	<b>3,640,722</b>	<b>2,560,480</b>	<b>2,471,112</b>	<b>1,580,773</b>	<b>2,245,715</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>FINANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	396,116	415,504	431,217	413,190	444,183	431,464
	515.000	Temporary Personnel	-	9,139	1,337	-	8,098	-
	521.000	Medicare	5,728	6,009	6,240	5,976	6,423	6,241
	522.000	Retirement	64,391	71,683	79,385	73,694	79,224	73,678
	523.000	Unemployment Insurance	1,736	1,344	1,428	1,344	1,344	1,008
	530.000	Benefits	23,471	16,574	17,506	56,556	18,309	58,500
<b>TOTAL PERSONNEL (3.8 FTE)</b>			<b>491,442</b>	<b>520,253</b>	<b>537,113</b>	<b>550,760</b>	<b>557,581</b>	<b>570,891</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,056	1,021	1,021	1,021	1,021	1,021
	611.000	Training	1,431	719	-	1,700	1,700	1,700
	612.000	Travel/Conf/Meetings	272	79	256	1,175	1,175	1,175
	622.010	Special Dept. Expense	3,536	5,031	2,629	6,135	6,135	6,135
	626.000	Books & Periodicals	695	782	765	1,291	1,291	1,265
		Subtotal	6,990	7,632	4,671	11,322	11,322	11,296
	700.004	Professional Services	69,481	90,368	49,943	44,008	44,008	44,735
<b>TOTAL OPERATIONS</b>			<b>76,471</b>	<b>98,000</b>	<b>54,614</b>	<b>55,330</b>	<b>55,330</b>	<b>56,031</b>
<b>TOTAL EXPENDITURES</b>			<b>567,913</b>	<b>618,253</b>	<b>591,727</b>	<b>606,090</b>	<b>612,911</b>	<b>626,922</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	567,913	618,253	591,727	606,090	612,911	626,922
<b>TOTAL FUNDING SOURCES</b>			<b>567,913</b>	<b>618,253</b>	<b>591,727</b>	<b>606,090</b>	<b>612,911</b>	<b>626,922</b>



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# *Police Services*



*City of Rancho Santa Margarita, California*

# Police Services

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
POLICE SERVICES							
310	Police Services	7,316,939	8,845,028	9,096,759	9,623,749	9,652,983	10,052,670
320	Animal Control	123,517	683,637	310,272	305,631	283,343	305,631
310	Police Services SLESF	125,395	116,296	106,735	122,941	122,941	137,060
TOTAL EXPENDITURES		<u>7,565,851</u>	<u>9,644,961</u>	<u>9,513,766</u>	<u>10,052,321</u>	<u>10,059,267</u>	<u>10,495,361</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, and assistance through the Trauma Intervention Program. The City contracts with the City of Mission Viejo for animal field services including animal licensing, sheltering and pet care/recovery.

### **ACCOMPLISHMENTS: FISCAL YEAR 2018-19**

1. Provided effective law enforcement services enabling the City to remain as one of the safest cities in Orange County for all Part 1 crimes per a population of 1000 residents.
2. Completed the recruitment and implementation of two (2) Homeless Liaison Officers (HLO) who work directly with the OCSD Homeless Outreach Team.
3. Completed the purchase of two (2) E-Ticket citation devices, and two (2) new LIDAR speed enforcement systems.
4. Continued training of new deputies and new Field Training Officers.
5. Continued an increase of traffic enforcement by educating residents and being responsive to resident requests related to traffic, including:
  - Traffic Safety programs, including roving traffic patrols and special enforcement requests at schools and residential areas.
6. Updated the City's Parking Citations to be in compliance with new regulations related to the ability to pay as a result of indigency.
7. Maintained RSM Police Services front counter with over 800 people coming to police services to ask questions, report incidents, obtain proof of correction citation sign-offs, and request vacation safety checks of residents' homes.
8. Conducted numerous "Officer Friendly" presentations, Senior Safety, and public presentations and Neighborhood Watch meetings including:
  - Presentations on safety and community interest topics such as: "Workplace Violence and Active Shooter" presentation, the "Protecting Yourself and Your Business Against Cyber Attacks", the "Homeless Outreach Response", the "Fire Safety and Prevention Seminar", the RSM Citizen's Academy.
  - Conducted Fraud-Scam-Crime Seminars at senior living communities and Bell Tower luncheons.
9. Continued with the public education campaign utilizing the City website, social media platforms and Neighborhood Watch programs.
10. Conducted tobacco enforcement and retailer education by use of the Tobacco Grant funds and by utilizing undercover personnel.
11. Provided significant interaction on school campuses by responding to law enforcement related events, participated in school campus safety and awareness plans, lockdown and shelter in place drills, and delivered presentations on suicide awareness, cyber bullying, internet safety and drug education.
12. Conducted a fire threat tabletop exercise with Capistrano Unified School District and SMCHS at the CUSD EOC.

## *Police Services*

(continued)

13. Police services coordinated another “Pumpkin Patch” giveaway to special needs students at several schools, participated in the Secret Santa giveaway, and supported the “Team Kids Challenge”.
14. Attended the annual Mayor’s meeting with school officials and outreach meetings with school principals, and participated in the Saddleback Valley Unified School District’s “Principal for a Day” event held at RSM Intermediate School.
15. Deputy Billinger received the Mothers Against Drunk Driving annual DUI enforcement award for removing 35 suspected drunk drivers from the streets of RSM.
16. Coordinated and participated in highly attended community events including Tip-A-Cop and Coffee with a Cop. The City of RSM won the award for the “Top Performing” TIP-A-Cop event out of all the OCSD contract cities.
17. Conducted two Special Olympic fundraisers at RSM restaurants: Wood Ranch and BJ’s Restaurant.
18. Provided security, additional staff, and police assistance at major City and private events, including: Rancho Family Fest, the Ride for Rwanda and SAMLARC’s 4<sup>th</sup> of July Star Spangled Spectacular.
19. Worked in cooperation with the DEA (Drug Enforcement Administration) in Operation “Drug Take-Back” allowing residents to turn in unwanted prescription medication.
20. Worked with the City to open and utilized the RSM Emergency Operations Center, setting up a Command Post for the Holy Fire and Holy Fire debris flow rain event.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

1. Provide exceptional and responsive law enforcement services to the 50,000 residents.
2. Continue to maintain consistent hours of operation at the Police Services counter.
3. Continue to monitor and ensure 5-minute or less Part 1 Crime response times.
4. Expand the Explorer program to assist at community events such as Rancho Family Fest, the Summer Concerts and the Samlarc 4<sup>th</sup> of July Star Spangled Spectacular.
5. Proactively address major issues that can adversely affect the quality of life within the City 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-Scam-Crime” seminars and “Workplace Violence and Active Shooter” presentations.
7. Increase public outreach by attending City sponsored events, increasing our social media presence and coordinating community events.
8. Manage the deployment of resources for maximum coverage and efficiency while working within the new overtime and vacancy credit parameters of the budget.
9. Increase CIRT Rifle program by training additional field personnel.
10. Increase DUI enforcement and train night personnel in use of RADAR/LIDAR systems in an attempt to increase traffic enforcement and improve traffic safety.
11. Conduct and coordinate Active Shooter Drills with Schools and the Orange County Intelligence community (OCIAC).

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

ACCT		FY 2015/16	FY 2016/17	FY 2017/18	-----FY 2018/19-----	YEAR-END	FY 2019/20	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATE	ADOPTED BUDGET
<b><u>POLICE SERVICES</u></b>								
<b>EXPENDITURES - PERSONNEL</b>								
	512.000	Salaries - Regular	68,520	83,580	577	-	-	-
	521.000	Medicare	991	1,206	8	-	-	-
	522.000	Retirement	17,015	18,859	108	-	-	-
	523.000	Unemployment Insurance	434	336	-	-	-	-
	530.000	Benefits	7,854	8,079	637	-	-	-
<b>TOTAL PERSONNEL</b>			<b>94,814</b>	<b>112,060</b>	<b>1,330</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATIONS</b>								
	612.000	Travel/Conf/Meetings	252	794	870	1,090	580	1,090
	622.010	Special Dept. Expense	4,764	6,028	4,037	7,030	3,548	5,790
	628.000	Uniforms	36	201	126	200	165	300
	642.000	Radio Maint. Contract	7,932	4,524	5,078	5,509	5,491	5,500
	646.000	Maintenance-Motorcycles	7,494	5,019	14,973	10,000	12,003	10,000
	646.003	Maintenance-Bicycles	-	-	-	200	-	200
	649.000	Fuel - Motorcycles	1,560	2,777	4,525	4,800	5,415	5,220
	649.002	Fuel - Autos	82,019	75,811	91,788	90,000	97,604	97,992
	670.000	Community Support	5,966	5,966	5,966	6,000	5,966	6,000
		<i>Subtotal</i>	<b>110,023</b>	<b>101,120</b>	<b>127,363</b>	<b>124,829</b>	<b>130,772</b>	<b>132,092</b>
	720.001	Law Enforcement Contract	<b>6,868,349</b>	<b>8,387,426</b>	<b>8,711,446</b>	<b>9,233,335</b>	<b>9,256,626</b>	<b>9,612,836</b>
	720.003	Crossing Guard	188,269	195,776	203,579	208,449	208,449	219,186
	720.006	Parking Citation Process.	39,906	34,693	25,905	30,000	30,000	30,600
	720.018	Automated Fingerprint ID	15,578	16,131	27,136	27,136	27,136	27,956
		<i>Subtotal</i>	<b>243,753</b>	<b>246,600</b>	<b>256,620</b>	<b>265,585</b>	<b>265,585</b>	<b>277,742</b>
<b>TOTAL OPERATIONS</b>			<b>7,222,125</b>	<b>8,735,146</b>	<b>9,095,429</b>	<b>9,623,749</b>	<b>9,652,983</b>	<b>10,022,670</b>
<b>CAPITAL OUTLAY</b>								
	826.000	Police Equipment	-	(2,178)	-	-	-	30,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>	<b>(2,178)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>TOTAL EXPENDITURES</b>			<b>7,316,939</b>	<b>8,845,028</b>	<b>9,096,759</b>	<b>9,623,749</b>	<b>9,652,983</b>	<b>10,052,670</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	7,146,151	8,694,581	8,958,535	9,481,993	9,488,793	9,910,914
	100	GF - Police Revenue	163,493	142,914	138,224	141,756	157,167	141,756
	100	Miscellaneous Grants	7,295	7,533	-	-	7,023	-
<b>TOTAL FUNDING SOURCES</b>			<b>7,316,939</b>	<b>8,845,028</b>	<b>9,096,759</b>	<b>9,623,749</b>	<b>9,652,983</b>	<b>10,052,670</b>
<b><u>POLICE SERVICES - SLESF</u></b>								
<b>EXPENDITURES - OPERATIONS</b>								
	646.004	SLESF-800 Mhz Maint.	8,400	10,005	7,340	11,958	11,958	13,255
	720.010	SLESF-Spec Enforcement	7,709	-	-	9,000	9,000	9,000
	826.001	SLESF-Police Equipment	537	-	-	-	-	5,000
	826.002	SLESF-MDC Maintenance	108,749	106,291	99,395	101,983	101,983	109,805
<b>TOTAL OPERATIONS</b>			<b>125,395</b>	<b>116,296</b>	<b>106,735</b>	<b>122,941</b>	<b>122,941</b>	<b>137,060</b>
<b>TOTAL EXPENDITURES</b>			<b>125,395</b>	<b>116,296</b>	<b>106,735</b>	<b>122,941</b>	<b>122,941</b>	<b>137,060</b>
<b>FUNDING SOURCES</b>								
	222	SLESF	125,395	116,296	106,735	122,941	122,941	137,060
<b>TOTAL FUNDING SOURCES</b>			<b>125,395</b>	<b>116,296</b>	<b>106,735</b>	<b>122,941</b>	<b>122,941</b>	<b>137,060</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>ANIMAL CONTROL</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	720.002	OC Animal Control Contract	123,517	143,025	4,932	-	-	-
	720.019	MV Animal Control Contract	-	145,780	305,340	305,631	283,343	305,631
	720.020	MV Animal Care Transition	-	394,832	-	-	-	-
<i>TOTAL OPERATIONS</i>			123,517	683,637	310,272	305,631	283,343	305,631
<i>TOTAL EXPENDITURES</i>			123,517	683,637	310,272	305,631	283,343	305,631
<i>FUNDING SOURCES</i>								
	100	General Fund	123,517	683,637	310,272	305,631	283,343	305,631
<i>TOTAL FUNDING SOURCES</i>			123,517	683,637	310,272	305,631	283,343	305,631

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# *Development Services*



*City of Rancho Santa Margarita, California*

# Development Services

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
DEVELOPMENT SERVICES							
410	Planning	772,339	762,036	766,230	1,024,254	998,378	861,495
510	Building & Safety	378,579	316,687	366,642	290,129	309,736	300,768
TOTAL EXPENDITURES		<u>1,150,918</u>	<u>1,078,723</u>	<u>1,132,872</u>	<u>1,314,383</u>	<u>1,308,114</u>	<u>1,162,263</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 2018-19**

1. The Development Services Department provided assistance to 1,956 people at the public counter.
2. The Building Division processed a variety of plan checks, permits and inspections:
  - conducted 146 plan checks
  - issued 1,422 building permits
  - performed 3,447 building inspections
  - responded to 133 building records requests.
3. The Planning Division:
  - processed 29 discretionary entitlements
  - issued 23 special event permits
  - conducted 10 Planning Commission meetings.
4. Code Enforcement:
  - opened and investigated 40 cases
  - closed 35 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.
  - 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.
6. Ongoing annual reporting and a comprehensive update to the City's General Plan activities for the fiscal year include:
  - Completed the 2018 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 General Plan Update Draft Environmental Impact Report (EIR) for a 60-day comment period.

## *Development Services*

(continued)

7. 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.
  - Implemented the FY 2018-19 Annual Action Plan for CDBG and prepared the FY 2019-20 Annual Action Plan.
  - Completed public outreach and drafting of the Local Hazard Mitigation Plan update
8. Building Division Accomplishments include:
  - Updated and modernized permitting software
  - Issued a Request for Proposal for Building and Safety Services and selected a Consultant
9. Participation in Regional Planning Activities include:
  - Orange County Council of Governments Technical Advisory Committee.
  - Participation in Regional Economic Development Activities through the Orange County Economic Development Working Group.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

1. Complete the comprehensive General Plan update.
2. Complete the Local Hazard Mitigation Plan and receive approval from the Federal Emergency Management Agency (FEMA)
3. Generate the 2019 General Plan Annual Progress Report and submit it to HCD.
4. Implement the FY 2019-20 Annual Action Plan for CDBG and prepare the FY 2020-21 Annual Action Plan.
5. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
6. Participate in Regional Economic Development Activities through the Orange County Economic Development Working Group.
7. Complete economic development activities such as continued participation with the RSM Chamber of Commerce and continued business attraction activities.
8. Participate in the International Council of Shopping Centers (ICSC) 2020 Recon and local conferences.
9. Update the City's Zoning Code to comply with 2018 FCC Order regarding small wireless facilities.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>PLANNING</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	421,959	419,942	440,062	445,149	486,180	463,692
	521.000	Medicare	6,074	6,044	6,335	6,415	6,954	6,684
	522.000	Retirement	59,614	44,609	48,631	66,549	63,480	54,990
	523.000	Unemployment Insurance	2,170	2,114	1,365	1,680	1,680	1,120
	530.000	Benefits	44,970	43,879	58,704	75,408	36,947	78,000
	<b>TOTAL PERSONNEL (4.6 FTE)</b>		<b>534,787</b>	<b>516,588</b>	<b>555,097</b>	<b>595,201</b>	<b>595,241</b>	<b>604,486</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,663	2,115	2,836	2,705	2,705	2,935
	611.000	Training	-	670	94	150	150	150
	612.000	Travel/Conf/Meetings	3,477	4,606	1,369	2,959	2,732	2,960
	617.000	Stipend - Commissioners	3,075	3,300	3,675	4,500	4,050	4,500
	622.010	Special Dept. Expense	-	304	151	845	952	845
	623.001	Mapping/Reproduction	-	-	-	300	150	300
	624.000	Legal Notices	3,832	-	-	3,000	3,000	3,000
	626.000	Books & Periodicals	218	246	280	349	274	349
		Subtotal	<b>12,265</b>	<b>11,241</b>	<b>8,405</b>	<b>14,808</b>	<b>14,013</b>	<b>15,039</b>
	677.000	PS - Hazard Mitigation Plan	-	-	-	65,678	-	10,610
	700.005	PS - Non-recoverable	13,125	12,946	-	-	-	-
	700.011	PS - Recoverable	2,439	1,194	378	10,000	56,493	10,000
	700.014	PS - Code Enforcement	2,286	3,840	4,314	2,400	2,400	2,400
	700.022	PS - CDBG	40,681	32,032	28,376	41,950	41,950	42,800
	700.023	Economic Development	45,581	46,484	48,785	60,200	46,094	66,800
	700.025	CDBG - Eligible Projects	-	8,530	-	25,000	25,000	21,250
	700.026	CDBG - Public Services	27,625	29,568	28,665	31,460	31,460	32,110
	700.027	PS-Recoverable Deposits	27,176	14,080	13,878	31,500	54,787	31,500
		Subtotal	<b>158,913</b>	<b>148,674</b>	<b>124,396</b>	<b>268,188</b>	<b>258,184</b>	<b>217,470</b>
	<b>TOTAL OPERATIONS</b>		<b>171,178</b>	<b>159,915</b>	<b>132,801</b>	<b>282,996</b>	<b>272,197</b>	<b>232,509</b>
<b>CAPITAL OUTLAY</b>								
	851.000	General Plan & Elements	66,374	80,504	78,122	131,557	130,940	10,000
	852.000	Comp. Zoning Code	-	5,029	210	14,500	-	14,500
	<b>TOTAL CAPITAL OUTLAY</b>		<b>66,374</b>	<b>85,533</b>	<b>78,332</b>	<b>146,057</b>	<b>130,940</b>	<b>24,500</b>
<b>TOTAL EXPENDITURES</b>			<b>772,339</b>	<b>762,036</b>	<b>766,230</b>	<b>1,024,254</b>	<b>998,378</b>	<b>861,495</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	575,972	583,118	604,293	616,338	526,511	631,758
	100	Use of General Fund Reserves	-	-	-	140,940	140,323	-
	100	CDBG Grant	68,306	78,723	57,041	98,410	98,410	87,800
	100	GF - Planning Revenues	128,061	100,195	104,896	168,566	233,134	141,937
<b>TOTAL FUNDING SOURCES</b>			<b>772,339</b>	<b>762,036</b>	<b>766,230</b>	<b>1,024,254</b>	<b>998,378</b>	<b>861,495</b>

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

ACCT		DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/12/2019
<b><u>BUILDING &amp; SAFETY</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	54,951	67,610	70,241	57,229	73,685	61,520
	521.000	Medicare	797	980	1,018	830	1,072	892
	522.000	Retirement	3,334	3,640	3,830	10,222	7,617	8,972
	523.000	Unemployment Insurance	434	336	273	336	336	224
	530.000	Benefits	12,333	1,130	1,142	18,852	1,136	19,500
<b>TOTAL PERSONNEL (1 FTE )</b>			<b>71,849</b>	<b>73,696</b>	<b>76,504</b>	<b>87,469</b>	<b>83,846</b>	<b>91,108</b>
<b>OPERATIONS</b>								
	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	306,730	242,991	290,138	202,500	225,810	209,500
		Subtotal	306,730	242,991	290,138	202,500	225,810	209,500
<b>TOTAL OPERATIONS</b>			<b>306,730</b>	<b>242,991</b>	<b>290,138</b>	<b>202,660</b>	<b>225,890</b>	<b>209,660</b>
<b>TOTAL EXPENDITURES</b>			<b>378,579</b>	<b>316,687</b>	<b>366,642</b>	<b>290,129</b>	<b>309,736</b>	<b>300,768</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	(249,996)	(176,667)	(230,287)	(114,871)	(141,883)	(118,232)
	100	GF - Building Revenue	628,575	493,354	596,929	405,000	451,619	419,000
<b>TOTAL FUNDING SOURCES</b>			<b>378,579</b>	<b>316,687</b>	<b>366,642</b>	<b>290,129</b>	<b>309,736</b>	<b>300,768</b>

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# *Public Works*



*City of Rancho Santa Margarita, California*



# Public Works

		FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
PUBLIC WORKS DEPARTMENT							
610	Public Works	1,008,303	871,111	848,591	951,626	894,432	936,787
620	Street Maintenance	980,318	985,717	927,876	1,000,634	975,066	1,010,279
630	GAS TAX FUND <i>Street Lighting</i>	271,604	261,639	266,254	280,008	280,008	280,008
640	Building Maintenance	300,422	307,034	329,092	385,046	378,229	398,294
TOTAL EXPENDITURES		<u>2,560,647</u>	<u>568,673</u>	<u>595,346</u>	<u>2,617,314</u>	<u>2,527,735</u>	<u>2,625,368</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 2018-19**

1. Issued permits for and inspected work in the Public Right of Way:
  - 82 Encroachment Permits,
  - 10 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 Senate Bill 1 (SB-1) or Road Repair and Accountability Act funds by providing all required documentation and reports to the State Controller's Office.
  - 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 and obtained E-76 for the construction phase for the Santa Margarita Parkways Bridge Hinge repair project.
  - Managed the contracts and performance of street maintenance, traffic signal maintenance, and street sweeping contractors. Launched a street sweeping pilot program to help clean the "worst ranked" streets in the City.
  - 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 and citations.
  - 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 notification signs to residents to remove cars from the street during 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.

## *Public Works*

(continued)

- Completed various maintenance tasks Citywide including weekly litter collection, patching of potholes, repair of damaged asphalt, and as needed sign replacement.
  - 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, such as the development for a Splash Pad at Central Park, which included legal research relating to easements and the Irrevocable Offer of Dedication.
  6. Held two successful electronic waste and document shredding events in November 2018 and June 2019.
  7. Participated in Santa Margarita Water District's annual educational festival and other local educational events regarding solid waste and water quality.
  8. Participated in regional meetings of the watershed management group, CalRecycle, and OCTA Technical Advisory Committee.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

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.
10. Develop a long term plan to expedite the delivery of more intersection in the Traffic Signal Enhancement Projects.

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

ACCT		DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/12/2019
<b><u>PUBLIC WORKS</u></b>								
<b><u>EXPENDITURES</u></b>								
<b><u>PERSONNEL</u></b>								
	512.000	Salaries - Regular	417,331	410,600	328,235	450,893	467,941	457,800
	512.001	Salaries - Allocated to CIP	-	-	-	(100,000)	(120,000)	(110,000)
	521.000	Medicare	6,287	7,316	6,702	6,499	5,944	6,599
	522.000	Retirement	62,545	75,929	68,063	55,232	42,407	50,201
	523.000	Unemployment Insurance	3,038	1,650	1,656	1,848	1,848	1,232
	530.000	Benefits	32,881	34,712	36,576	65,982	40,171	68,250
<b>TOTAL PERSONNEL (4.36 FTE )</b>			<b>522,082</b>	<b>530,207</b>	<b>441,232</b>	<b>480,454</b>	<b>438,311</b>	<b>474,082</b>
<b><u>OPERATIONS</u></b>								
	610.000	Membership & Dues	339	525	573	405	147	921
	611.000	Training	-	-	360	1,000	1,000	2,000
	612.000	Travel & Meetings	292	584	407	1,480	775	1,480
	622.010	Special Dept. Expense	1,217	813	928	1,520	842	1,910
	622.020	Underground Service Alert	356	434	498	500	515	1,000
	626.000	Books & Periodicals	216	-	-	600	300	500
	643.000	Storage Facility Rental	6,000	6,000	6,000	6,000	5,500	6,540
	650.000	Storm Water (NPDES)	220,800	158,933	179,412	211,775	185,187	207,960
	660.000	Solid Waste Management	8,183	16,584	28,615	37,772	35,419	37,006
	661.000	Landscape Maintenance	10,348	13,746	14,045	15,800	15,800	36,620
	661.001	Park Maintenance	8,963	5,081	11,183	14,580	14,580	16,908
		Subtotal	<b>256,714</b>	<b>202,700</b>	<b>242,021</b>	<b>291,432</b>	<b>260,065</b>	<b>312,845</b>
	700.006	PS - Non-recoverable	36,326	-	-	-	-	-
	700.013	PS - Recoverable	22,910	14,141	21,136	2,000	11,909	2,000
	700.015	PS - Traffic Engineering	113,094	105,758	115,768	120,420	127,519	120,420
		Subtotal	<b>172,330</b>	<b>119,899</b>	<b>136,904</b>	<b>122,420</b>	<b>139,428</b>	<b>122,420</b>
<b>TOTAL OPERATIONS</b>			<b>429,044</b>	<b>322,599</b>	<b>378,925</b>	<b>413,852</b>	<b>399,493</b>	<b>435,265</b>
<b><u>CAPITAL OUTLAY</u></b>								
	844.000	City Vehicle	25,351	-	-	30,000	29,308	-
	871.000	Speed/Volume Study	3,800	5,066	9,448	7,800	7,800	7,800
	872.001	Design - Local Projects	9,342	801	2,575	2,520	2,520	2,640
	874.000	Pavement Mgmt System	18,684	12,438	16,411	17,000	17,000	17,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>57,177</b>	<b>18,305</b>	<b>28,434</b>	<b>57,320</b>	<b>56,628</b>	<b>27,440</b>
<b>TOTAL EXPENDITURES</b>			<b>1,008,303</b>	<b>871,111</b>	<b>848,591</b>	<b>951,626</b>	<b>894,432</b>	<b>936,787</b>
<b><u>FUNDING SOURCES</u></b>								
	100	General Fund	670,531	503,167	433,251	528,682	450,938	538,311
	210	Gas Tax	144,273	121,751	136,389	141,690	148,784	141,380
	214	AQMD	-	-	-	30,000	29,308	-
	100	Waste Recycling Grant	88,532	89,683	91,566	83,038	93,397	84,076
	100	Waste Disposal Agreement	-	60,009	88,066	99,772	99,772	99,884
	100	Beverage Recycling Grant	13,097	12,709	12,326	-	-	-
	100	GF-Public Works Revenue	91,870	83,792	86,993	68,444	72,233	73,136
<b>TOTAL FUNDING SOURCES</b>			<b>1,008,303</b>	<b>871,111</b>	<b>848,591</b>	<b>951,626</b>	<b>894,432</b>	<b>936,787</b>

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

ACCT			FY 2015/16	FY 2016/17	FY 2017/18	-----FY 2018/19-----		FY 2019/20
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/12/2019
<b><u>STREET MAINTENANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	41,709	55,662	54,242	55,981	54,640	60,138
	521.000	Medicare	597	792	784	804	789	864
	522.000	Retirement	3,027	4,379	3,906	7,091	7,335	6,560
	523.000	Unemployment Insurance	434	168	381	168	112	112
	530.000	Benefits	-	-	3,422	9,426	9,752	9,750
<b>TOTAL PERSONNEL (.5 FTE )</b>			<b>45,767</b>	<b>61,001</b>	<b>62,735</b>	<b>73,470</b>	<b>72,628</b>	<b>77,424</b>
<b>OPERATIONS</b>								
	700.019	PS - Contract Admin	12,891	-	-	-	-	-
	720.000	Misc. Street Maintenance	92,041	85,201	72,110	95,604	95,604	95,775
	720.004	Street Maint. Contract	580,608	600,400	559,193	584,008	584,008	584,200
	720.007	Street Sweeping	90,168	84,377	83,890	86,280	86,280	93,300
	720.008	Traffic Signal Maintenance	112,478	95,050	109,136	113,892	92,801	112,140
	720.009	Special Repairs	-	15,459	(5,878)	-	(3,635)	-
	720.011	Traffic Improvements	4,432	3,979	3,139	4,980	4,980	5,040
	720.014	Street Maint - NPDES	41,933	38,832	41,661	40,000	40,000	40,000
	720.016	Bus Shelter Maintenance	-	1,418	1,890	2,400	2,400	2,400
		Subtotal	921,660	924,716	865,141	927,164	902,438	932,855
<b>TOTAL EXPENDITURES</b>			<b>980,318</b>	<b>985,717</b>	<b>927,876</b>	<b>1,000,634</b>	<b>975,066</b>	<b>1,010,279</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	358,155	358,156	390,748	390,747	390,747	390,747
	212	Measure M Fund	531,995	543,184	453,238	523,607	498,039	526,232
	210	Gas Tax Fund	90,168	84,377	83,890	86,280	86,280	93,300
<b>TOTAL FUNDING SOURCES</b>			<b>980,318</b>	<b>985,717</b>	<b>927,876</b>	<b>1,000,634</b>	<b>975,066</b>	<b>1,010,279</b>

Department Expense Summary  
Street Lighting Fund 210, Division 630

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>STREET LIGHTING</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	631.003	Utilities	271,604	261,639	266,254	280,008	280,008	280,008
<i>TOTAL OPERATIONS</i>			271,604	261,639	266,254	280,008	280,008	280,008
<i>TOTAL EXPENDITURES</i>			271,604	261,639	266,254	280,008	280,008	280,008
<i>FUNDING SOURCES</i>								
	210	Gas Tax Fund	271,604	261,639	261,639	280,008	280,008	280,008
<i>TOTAL FUNDING SOURCES</i>			271,604	261,639	261,639	280,008	280,008	280,008

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

ACCT			FY 2015/16	FY 2016/17	FY 2017/18	-----FY 2018/19-----		FY 2019/20
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/12/2019
<b><u>BUILDING MAINTENANCE</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	640.001	City Hall Elect/Water	57,321	59,837	64,070	75,000	71,499	76,560
	640.002	City Hall Facility Maint.	98,334	94,892	111,479	127,602	127,602	124,836
	640.101	BTRCC Utilities	52,323	59,735	64,363	73,800	70,484	74,940
	640.102	BTRCC Facility Maint.	85,382	86,372	87,982	103,644	103,644	116,958
	640.104	BTRCC Improvements	4,602	6,198	1,198	5,000	5,000	5,000
		Subtotal	297,962	307,034	329,092	385,046	378,229	398,294
	640.003	City Hall Facility Mgmt.	2,460	-	-	-	-	-
		Subtotal	2,460	-	-	-	-	-
<i>TOTAL OPERATIONS</i>			300,422	307,034	329,092	385,046	378,229	398,294
<i>TOTAL EXPENDITURES</i>			300,422	307,034	329,092	385,046	378,229	398,294
<i>FUNDING SOURCES</i>								
	100	General Fund	300,422	307,034	329,092	385,046	378,229	398,294
<i>TOTAL FUNDING SOURCES</i>			300,422	307,034	329,092	385,046	378,229	398,294

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# *Community Services*



*City of Rancho Santa Margarita, California*

# Community Services

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
COMMUNITY SERVICES						
710 Community Services	1,086,025	1,025,201	1,126,501	1,091,977	1,098,004	1,117,826
TOTAL EXPENDITURES	<u>1,086,025</u>	<u>1,025,201</u>	<u>1,126,501</u>	<u>1,091,977</u>	<u>1,098,004</u>	<u>1,117,826</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 2018-19**

1. Planned, promoted, and implemented events for a variety of audiences and in coordination with volunteers, community organizations, and businesses:
  - 18<sup>th</sup> Annual “Celebrating Family & Friends” event on New Year’s Eve with added entertainment including a magic, reptile, bubble, and juggling show.
  - Presented the Summer Concert series with approximately 20,000 attendees over six consecutive concerts, including a successful partnership with Rotary del Sol Beer and Wine Garden.
  - 14<sup>th</sup> Annual Flag Day ceremony, fostering relationships with the scouting community and American Legion Post 862
  - 4<sup>th</sup> 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 \$52,000 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, Smartphone Operation, and many other classes and activities
  - Registered over 180 aging adults in the Senior Mobility Program providing over 750 reliable and economical transportations 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. Continued to provide over 300 unique recreation classes for children and adults while adding new classes each quarter such as Swing Dance, Financial Strategies, Robotics Camp, Etiquette Classes.
5. Supported the City Adopted 2/5 Marines with Patriot Day, resource fair, homecomings, deployments, barracks event and volunteer programs.
6. Supported RSM Chamber of Commerce with administration items and events, assisted with membership campaign
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. Pursued opportunities and identified and offered free programs including:
  - Friends of Library Buster Balloon event

## *Community Services*

(continued)

- MemorialCare Metabolic Flexibility class for senior community
  - Alzheimer's seminar
  - Flu Shot clinic for ages 18 years and older
9. Supported Boys and Girls Club literacy program by providing volunteers with training space and rooms for the program.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2019-20**

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, Al-Anon, Blood Pressure Checks, Access shared-ride service
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 19<sup>th</sup> Annual "Celebrating Family & Friends" event.
  - Include an emphasis on City's 20<sup>th</sup> Birthday at midnight January 1st
  - 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 14<sup>th</sup> Annual City-hosted Summer Concert Series.
  - Assist with enhancing beer and wine garden to include a VIP area
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		DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19-----		FY 2019/20 ADOPTED BUDGET 6/12/2019
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>COMMUNITY SERVICES</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	316,811	284,602	291,538	274,575	300,981	287,979
	515.000	Part Time Personnel	55,099	62,349	72,970	76,960	87,996	78,884
	521.000	Medicare	5,337	4,994	5,261	5,066	5,348	5,288
	522.000	Retirement	75,568	80,188	90,361	76,265	69,563	74,956
	523.000	Unemployment Insurance	3,984	3,583	3,580	2,352	2,036	1,568
	526.000	FICA Cost	2,517	3,646	3,175	4,772	4,772	4,891
	530.000	Benefits	43,407	45,301	47,226	75,408	47,127	78,000
<b>TOTAL PERSONNEL (6.4 FTE)</b>			<b>502,723</b>	<b>484,663</b>	<b>514,111</b>	<b>515,398</b>	<b>517,823</b>	<b>531,566</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	917	1,288	1,279	1,290	1,290	1,303
	611.000	Training	45	27	75	420	210	420
	612.000	Travel/Conf/Meetings	1,727	229	335	570	480	570
	614.000	Newsletter/Class Schedule	48,171	47,743	48,224	48,285	48,285	45,390
	618.001	Community Support 2/5	-	-	194	2,500	2,500	2,500
	622.010	Special Depart. Expense	1,430	373	983	2,000	2,000	10,000
	640.103	Phones	6,051	6,955	7,557	8,280	8,331	8,412
	674.000	Senior Mobility Program	22,712	5,394	54,487	27,488	27,488	28,579
	675.002	NYE Event	35,310	30,057	29,778	35,000	29,011	32,000
	675.003	5K Fun Run Event	-	-	-	-	-	-
	675.005	Summer Concert Series	24,184	52,870	53,029	58,050	55,009	57,100
	675.007	Patriot Day	421	3,000	368	1,500	368	1,500
	675.101	Programs	177,851	164,878	183,537	168,000	181,555	175,000
	675.102	Rental Expenses	12,522	11,944	13,512	10,800	11,860	10,800
	675.103	BTRCC Admin	22,376	23,780	27,032	17,876	17,274	18,166
		Subtotal	<b>353,717</b>	<b>348,538</b>	<b>420,390</b>	<b>382,059</b>	<b>385,661</b>	<b>391,740</b>
	675.001	Youth Center	120,000	120,000	120,000	120,000	120,000	120,000
	675.006	Seniors Program	71,558	72,000	72,000	74,520	74,520	74,520
	700.028	PS - Public Relations	38,027	-	-	-	-	-
		Subtotal	<b>38,027</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATIONS</b>			<b>583,302</b>	<b>540,538</b>	<b>612,390</b>	<b>576,579</b>	<b>580,181</b>	<b>586,260</b>
<b>CAPITAL OUTLAY</b>								
	840.000	Furniture & Fixtures	-	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>1,086,025</b>	<b>1,025,201</b>	<b>1,126,501</b>	<b>1,091,977</b>	<b>1,098,004</b>	<b>1,117,826</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	614,787	538,333	590,524	614,736	628,364	511,674
	100	Senior Mobility Grant	25,529	26,399	27,005	27,488	27,488	28,579
	100	GF - Com. Svcs. Revenue	445,709	460,469	508,972	449,753	442,152	577,573
<b>TOTAL FUNDING SOURCES</b>			<b>1,086,025</b>	<b>1,025,201</b>	<b>1,126,501</b>	<b>1,091,977</b>	<b>1,098,004</b>	<b>1,117,826</b>





# *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 2018/19

1. Completed the design and construction of various street improvement projects including:
  - Avenida Empresa Pavement Rehabilitation Project
  - Annual Residential Overlay
  - Annual Residential Slurry Seal
  - Avenida de las Flores Slurry Seal
  - ADA Curb Ramp Installation Project
  - Annual Concrete Repair
2. Constructed improvements or renovations to the following City facilities:
  - Bell Tower Regional Community Center Outdoor Youth Lounge
  - City Hall/Bell Tower Regional Community Center Interior painting and exterior wood trim stain/seal project
  - City Hall/ Bell Tower Regional Community Center Exterior Lighting
  - Bell Tower Regional Community Center Kitchen Equipment Replacement
  - City Hall/ Bell Tower Regional Community Center Renovation of Ledges
  - Sealing and Staining the Colored Stamped Concrete in the Medians and Intersection Corners along Avenida Empresa and Antonio Parkway
3. Installed the following traffic improvements:
  - Avenida De Las Banderas and Esperanza Traffic Signal Modification
  - Santa Margarita Parkway and Avenida Empresa Intersection Traffic Signal Enhancements
  - Emergency Vehicle Pre-emption and Battery Backup System Phase 2 and Phase 3
4. Initiated Projects to be continued in FY 2019/20
  - Splash Pad at Central Park
  - Los Alisos and Melinda Road Signal Equipment Upgrade
  - Vista Drive Street Repair
  - Avenida Empresa Corridor Enhancements
  - Skate Park Improvements

## GOALS AND OBJECTIVES: FISCAL YEAR 2019-20

Public Works will implement 28 Capital Improvement Program projects for Fiscal Year 2019-20, totaling approximately \$7.86M, listed below. Additionally, the City will continue to seek grant opportunities and other one-time revenue sources for capital projects.

1. Nine street improvement/maintenance projects:
  - Annual Slurry Seal Project – Zone 2

## *Capital Improvement Program*

(continued)

- Annual Residential Overlay Project on Calle Serra, San Nicholas, and Santa Catalina residential streets
  - Annual Concrete Repair Program consisting of as needed repairs to sidewalk and curb and gutter Citywide
  - Americans with Disabilities Act (ADA) Ramp Improvements in conjunction with Residential Overlay and Avenida Empresa Pavement Rehabilitation Projects.
  - La Promesa Slurry Seal from Antonio Parkway to Richard Reese Way
  - Antonio Parkway Slurry Seal from Santa Margarita Parkway to Avenida de las Flores
  - Avenida de las Banderas Slurry Seal from Avenida Empresa to Alma Aldea
  - Antonio Parkway Pavement Rehabilitation from Via Ladera to Avenida de las Banderas
  - Vista Drive Street Repair from Robinson Ranch Road to Cul-de-sac
2. Four special projects:
- Habitat Restoration Project
  - Skate Park Renovation Project
  - Design and Construction of a Splash Pad in Central Park
  - Citywide Storm Drain Master Plan
3. Four landscaping/renovation projects:
- Traffic Signal Enhancements at Santa Margarita Parkway and Antonio and Antonio Parkway and Tijeras Creek
  - Plano Trabuco Median Landscape Renovation
  - Antonio Parkway Gateway Improvements
  - El Paseo Corridor Enhancements
4. Three City Hall and Bell Tower Regional Community Center projects:
- Interior Painting
  - Flooring and Carpeting Replacement
  - Courtyard Gate
5. Seven traffic improvement projects:
- General STOP Line Location Corrective Striping
  - Traffic Calming at Avenida de los Fundadores
  - Citywide Red Curb No Parking Signage Implementation
  - Los Alisos/ Melinda Road Signal and Equipment Upgrades
  - Protected Left Turn Study
  - Melinda Media Extension
  - Speed Feedback Sign Consolidation
6. One Bridge project:
- Begin Environmental Evaluations in Prepare for Construction of the Santa Margarita Parkway Bridge Hinge Repair Project



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

ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	-----FY 2018/19----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2019/20 ADOPTED BUDGET
<b><u>CAPITAL PROJECTS</u></b>							
<b><u>EXPENDITURES - CAPITAL OUTLAY</u></b>							
790.210	Transfer to Gas Tax Fund	-	-	27,220	-	-	-
911.000	Annual Slurry Seal Program	83,011	545,633	267,295	400,000	400,000	420,000
911.002	Antonio Pkwy. Slurry Seal	-	-	-	-	-	145,000
911.003	Avenida De Las Banderas Slurry Seal	-	-	-	-	-	200,000
911.004	Avenida de Las Flores Slurry Seal	-	-	-	565,000	565,000	-
911.005	La Promesa Slurry Seal	-	-	-	-	-	80,000
912.000	Annual Residential Overlay	261,102	232,442	(22,486)	145,000	127,994	185,000
912.003	Arroyo Vista Pavement Rehabilitation	-	-	-	45,000	20,000	-
912.004	Vista Drive Street Repair Project	-	-	-	695,000	40,000	655,000
913.007	Antonio Pkwy. Pavement Rehabilitation	3,763	2,733	298,774	-	-	600,000
913.009	Coto de Caza/La Promesa Pavement Rehab.	-	199,427	247	-	-	-
913.010	SM Pkwy. Pavement Rehabilitation	3,927	3,486	382,727	-	-	-
913.011	Avenida Empresa Pavement Rehabilitation	1,964	314	254,985	524,000	523,874	-
913.012	Esperanza Restriping	-	72,561	-	-	-	-
915.000	Median Hardscape Renovation	87,496	163,582	165,763	240,000	240,000	-
915.003	Melinda Road Median Improvements	-	-	-	-	-	85,000
916.001	Alicia Pkwy./Santa Margarita Pkwy. Gateway	202,726	-	-	-	-	-
916.002	Auto Center Drive Signage	-	6,902	39,463	-	-	-
916.003	Antonio Parkway Gateway Improvements	-	-	-	-	-	70,000
918.002	City Hall Landscaping Renovation	-	19,154	127,726	-	-	-
918.003	El Paseo Corridor Improvements	-	-	-	75,000	2,000	98,000
918.004	Plano Trabuco Median Landscape Renovation	-	-	-	-	-	15,000
919.000	Citywide Red Curb Evaluation	-	-	-	66,000	66,000	-
921.003	SMP Signal & Equipment Upgrade	256	1,272	1,020	-	-	-
921.004	Antonio Pkwy. Signal & Equipment Upgrade	62,317	6,141	438	5,000	5,000	-
921.005	Traffic Signal Enhancements	-	42,472	51,711	80,000	57,239	135,000
921.006	Avenida De Las Banderas Traffic Signal Modification	-	33,477	260	-	-	-
921.007	Traffic Signal Modification Banderas/Esperanza	-	-	-	20,000	20,000	-
921.008	Los Alisos/Melinda Road Signal Equipment Upgrade	-	-	-	316,000	-	294,000
923.003	Traffic Signal Battery Backup System	-	-	-	107,000	98,000	-
923.005	Traffic Calming at Avenida de los Fundadores	-	-	-	-	-	30,000
931.004	SMP Bridge Hinge Repair	108,877	176,075	12,927	630,000	32,352	2,659,000
934.001	Annual Concrete - Sidewalk Repairs	55,603	53,328	718	69,000	91,815	80,000
934.007	ADA Curb Ramp Installation	63,484	85,873	102,093	165,000	164,078	150,000
934.009	Vereda Laguna Sidewalk & Landscape Renovation	34,981	51,949	194,982	-	-	-
940.001	Transit Planning Feasability Study	-	30,833	18,546	-	-	-
951.006	Building Improvements	693,918	916,569	1,037	-	-	-
951.007	City Hall IT/Server Room Fire Suppression System	-	3,755	33,487	-	-	-
951.008	City Hall & BTRCC Flooring/Carpeting	-	1,217	-	-	-	145,000
951.009	BTRCC / CDBG Funded	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	93,920	-	-	-
951.014	BTRCC Ball Room Flooring	-	37,893	-	-	-	-
951.015	City Hall / BTRCC Interior Painting	-	-	24,030	-	-	30,000
951.016	City Hall / BTRCC Stain & Seal Exterior Wood	-	-	30,491	-	-	-
951.016	City Hall / BTRCC Exterior Lighting	-	-	-	30,000	30,000	-
951.018	BTRCC Kitchen Equipment Replacement	-	-	-	7,000	5,000	-
951.019	City Hall / BTRCC Renovation of Ledges	-	-	-	35,000	35,000	-
952.001	Chiquita Ridge Open Space Assessment	81,918	118,319	963	90,000	-	-
952.002	Chiquita Ridge Habitat Restoration	186,574	221,011	210,955	215,000	170,000	166,000
954.004	Emergency Vehicle Pre-Emption	-	-	-	113,000	109,000	-
954.006	Speed Feedback Signs	20,470	18,030	-	-	-	-
954.008	Trabuco Mesa School Signing & Striping	13,776	-	-	-	-	-
961.002	Skate Park Renovations	-	-	2,346	225,000	12,000	255,000
962.000	Dog Park Renovation	-	166,849	97,500	-	-	-
965.000	Splash Pad at Central Park	-	-	-	800,000	133,804	900,000
970.000	Storm Drain System / Study	-	-	-	-	-	300,000
970.004	CCTV Inspection of Storm Drain System	-	-	263	204,000	2,889	-
970.005	Trash Reduction Catch Basin Inserts	-	121,389	1,380	-	-	-
919.001	Citywide Red Curb No Parking Signage	-	-	-	-	-	63,000
954.011	General STOP Line Location Corrective Striping	-	-	-	-	-	20,000
954.010	Protected Left Turn Study	-	-	-	-	-	12,000
954.009	Speed Feedback Sign Consolidation	-	-	-	-	-	36,000
951.020	City Hall / BTRCC Courtyard Gate	-	-	-	-	-	30,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,975,797</b>	<b>3,399,793</b>	<b>2,420,781</b>	<b>5,866,000</b>	<b>2,951,045</b>	<b>7,858,000</b>
<b>TOTAL EXPENDITURES</b>		<b>1,975,797</b>	<b>3,399,793</b>	<b>2,420,781</b>	<b>5,866,000</b>	<b>2,951,045</b>	<b>7,858,000</b>

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

Fund 410, Division 900				-----FY 2018/19-----		FY 2019/20	
ACCT NUMBER	DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
FUNDING SOURCES							
XXX	Use of City Reserves	-	-	-	1,267,000	402,000	1,124,000
100	Transfer From General Fund	1,222,137	1,466,816	571,689	-	-	-
210	Transfer From Gas Tax Fund	327,503	1,116,033	1,021,646	2,291,000	1,107,421	1,087,000
212	Transfer From Measure M Fund	161,047	248,402	38,000	230,000	142,239	661,000
214	Transfer From Air Quality Improve. Fund	96,818	25,443	1,458	210,000	210,000	90,000
218	Transfer From TCRF Fund	-	-	-	-	-	165,000
220	Transfer From Park Trust	-	166,849	193,766	1,025,000	145,804	1,155,000
226	Transfer From RMRA Fund	-	-	-	-	803,874	855,000
423.013	HBP	160,993	44,677	147,314	500,000	28,707	2,353,000
423.016	APM	-	-	220,676	-	-	-
470.001	Interest Income/Other	406	323	1,766	-	-	-
470.002	Unrealized Gain/Loss on Invest	347	(1,095)	(85)	-	-	-
485.014	CDBG Grant	73,118	131,589	277,343	111,000	111,000	134,000
485.019	CTFP	34,900	-	91,961	-	-	-
485.020	Project V	-	-	44,442	-	-	-
485.023	Project P TSSP	-	-	-	232,000	-	234,000
TOTAL FUNDING SOURCES		2,077,269	3,199,037	2,609,976	5,866,000	2,951,045	7,858,000

6/30/2018	Fund Balance	192,816	955,155	343,049	233,278	55,415	1,462,663	1,779,709
	Balance of Park Fees Fund @ 6/30/2018							
FY 2018/19	Estimated Revenue							
	Interest Income	-	-	-	-	-	-	-
	RMRA transfer balance from 6/30/2018 to Fund 226	-	-	-	-	-	-	-
410-000-423.013	HBP	28,707	(29,801)	-	-	-	-	28,707
410-000-485.014	CDBG	111,000	-	-	-	-	-	111,000
410-000-485.023	Project P TSSP	-	-	-	-	-	-	-
	Use of City Reserves for Vista Drive Street Repair	40,000	-	-	-	-	-	40,000
	Use of City Reserves for Chiquita Ridge Habitat Restoration Plan	170,000	-	-	-	-	-	170,000
	Use of City Reserves for Chiquita Ridge Open Space Assessment	-	-	-	-	-	-	-
	Use of City Reserves for Median Hardscape Renovation	120,000	-	-	-	-	-	120,000
	Use of City Reserves for El Paseo Corridor Improvements	2,000	-	-	-	-	-	2,000
	Use of City Reserves for City Hall/BTRCC Exterior Lighting	30,000	-	-	-	-	-	30,000
	Use of City Reserves for BTRCC Kitchen Equipment Replacement	5,000	-	-	-	-	-	5,000
	Use of City Reserves for City Hall/BTRCC Renovation of Ledges	35,000	-	-	-	-	-	35,000
	FY 18/19 Revenues Available for Capital Projects & St. Maint.	541,707	1,066,768	728,831	60,000	55,628	-	3,316,149
	Gas Tax Expenditure for Street Lighting	-	(280,008)	-	-	-	-	(280,008)
	Transfer to GF for budgeted purpose	(390,747)	-	-	(29,308)	-	-	(29,308)
	Transfer to GF for Street Maintenance	-	(86,280)	(498,039)	-	-	-	(975,066)
	Transfer to GF for Public Works	-	(148,784)	-	-	-	-	(148,784)
	Transfer to CIP - Street Maintenance MOE	390,747	-	-	-	-	-	390,747
	Total Transfers from GF & Restricted Funds	-	(515,072)	(498,039)	(29,308)	-	-	(1,042,419)

# CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2019	Estimated Fund Balance	410	210	212	214	218	220	226	Total
FY 2019/20	Estimated Revenue	CIP	GAS TAX	MEASURE M	AQMD	TCRF	Park Fees	RMRA	All Funds
	Interest Income	192,816	399,430	431,602	53,970	111,043	1,316,859	59,341	2,563,057
	HBP	-	1,244,608	761,797	60,000	55,628	-	816,476	2,938,509
	CDBG	2,353,000	-	-	-	-	-	-	-
	Project P TSSP	234,000	-	-	-	-	-	-	2,353,000
	Use of City Reserves for Vista Drive Street Repair	655,000	-	-	-	-	-	-	655,000
	Use of City Reserves for El Paseo Corridor Improvements	98,000	-	-	-	-	-	-	98,000
	Use of City Reserves for Chiquita Ridge Habitat Restoration Plan	166,000	-	-	-	-	-	-	166,000
	Use of City Reserves for City Hall/BTRCC Flooring & Carpeting	145,000	-	-	-	-	-	-	145,000
	Use of City Reserves for City Hall/BTRCC Interior Painting	30,000	-	-	-	-	-	-	30,000
	Use of City Reserves for City Hall/BTRCC Courtyard Gate	30,000	-	-	-	-	-	-	30,000
	FY 18/19 Revenues Available for Capital Projects & St. Maint.	3,845,000	1,244,608	761,797	60,000	55,628	-	816,476	6,783,509
	Gas Tax Expenditure for Street Lighting	-	(280,008)	-	-	-	-	-	(280,008)
	Transfer to GF for budgeted purpose	-	-	-	-	-	-	-	-
	Transfer to GF for Street Maintenance	(390,747)	(93,300)	(526,232)	-	-	-	-	(1,010,279)
	Transfer to GF for Public Works	-	(141,380)	-	-	-	-	-	(141,380)
	Transfer to CIP from General Fund	-	-	-	-	-	-	-	-
	Transfer to CIP - Street Maintenance MOE	390,747	-	-	-	-	-	-	390,747
	Total Transfers from GF & Restricted Funds	-	(514,688)	(526,232)	-	-	-	-	(1,040,920)
BUDGET									
410-900-911.000	Annual Slurry Seal Program	420,000	-	(300,000)	-	-	-	-	(420,000)
410-900-911.002	Antonio Pkwy. Slurry Seal	145,000	-	(145,000)	-	-	-	-	(145,000)
410-900-911.003	Avenida De Las Banderas Slurry Seal	200,000	-	-	-	-	-	(200,000)	(200,000)
410-900-911.005	La Promesa Slurry Seal	80,000	(25,000)	-	-	-	-	(55,000)	(80,000)
410-900-912.000	Annual Residential Overlay	185,000	(185,000)	-	-	-	-	-	(185,000)
410-900-912.004	Vista Drive Street Repair Project	655,000	(655,000)	-	-	-	-	-	(655,000)
410-900-913.007	Antonio Pkwy. Pavement Rehab	600,000	-	-	-	-	-	-	(600,000)
410-900-915.003	Melinda Road Median Improvements	85,000	-	-	-	-	-	-	(85,000)
410-900-916.003	Antonio Pkwy. Gateway Improvements	70,000	(85,000)	(70,000)	-	-	-	-	(70,000)
410-900-918.003	El Paseo Corridor Improvements	98,000	-	-	-	-	-	-	(98,000)
410-900-918.004	Piano Trabuco Median Landscaping Renovation	15,000	(15,000)	-	-	-	-	-	(15,000)
NEW	Citywide Red Curb No Parking Signage Implementation	63,000	(63,000)	-	-	-	-	-	(63,000)
410-900-921.005	Traffic Signal Enhancements	135,000	(25,000)	(110,000)	-	-	-	-	(135,000)
410-900-921.008	Los Alisos/Melinda Road Signal Equipment Update	294,000	-	-	(60,000)	-	-	-	(294,000)
410-900-923.005	Traffic Calming at Avenida de los Fundadores	30,000	-	-	(30,000)	-	-	-	(30,000)
410-900-931.004	SMP Bridge Hinge Repair (Westbound)	2,659,000	(306,000)	-	-	-	-	-	(2,659,000)
410-900-934.001	Annual Concrete Repair	80,000	(80,000)	-	-	-	-	-	(80,000)
410-900-934.007	ADA Curb Ramp Installation	150,000	(134,000)	-	-	-	-	-	(150,000)
NEW	General STOP Line Location Corrective Striping	20,000	(16,000)	-	-	-	-	-	(20,000)
NEW	Protected Left Turn Study	12,000	(12,000)	-	-	-	-	-	(12,000)
410-900-951.008	City Hall & BTRCC Flooring/Carpeting	145,000	-	-	-	-	-	-	(145,000)
410-900-951.015	City Hall / BTRCC Interior Painting	30,000	(30,000)	-	-	-	-	-	(30,000)
NEW	City Hall / BTRCC Courtyard Gate	30,000	(30,000)	-	-	-	-	-	(30,000)
410-900-952.002	Chiquita Ridge Habitat Restoration	166,000	-	-	-	-	-	-	(166,000)
410-900-961.002	Skate Park Renovations	255,000	-	-	-	-	(255,000)	-	(300,000)
410-900-970.000	Storm Drain System /Study	300,000	(135,000)	-	-	(165,000)	-	-	(900,000)
NEW	Splash Pad at Central Park	900,000	-	-	-	-	-	-	(900,000)
	Speed Feedback Sign Consolidation	36,000	-	(36,000)	-	-	-	-	(36,000)
	Total Capital Projects Expenditures	-	(3,845,000)	(661,000)	(90,000)	(165,000)	(1,155,000)	(855,000)	(7,858,000)
	Total Capital Expenditures & Street Maintenance	-	(1,087,000)	(661,000)	(90,000)	(165,000)	(1,155,000)	(855,000)	(7,858,000)
6/30/2020	Estimated Fund Balance	192,816	42,350	6,167	23,970	1,671	161,859	20,817	449,646

**Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2019/20 through 2025/2026**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 19/20	Year 2 20/21	Year 3 21/22	Year 4 22/23	Year 5 23/24	Year 6 24/25	Year 7 25/26
STREET IMPROVEMENT/MAINTENANCE PROJECTS										
	Street Maintenance Program	General Fund Reserves (MOE)	\$ 3,541	\$ 391	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525
		Measure M	\$ 3,848	\$ 526	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554
		Gas Tax	\$ 633	\$ 93	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90
		TOTAL	\$ 8,022	\$ 1,010	\$ 1,169	\$ 1,169	\$ 1,169	\$ 1,169	\$ 1,169	\$ 1,169
		Gas Tax	\$ 3,120	\$ 120	\$ 441	\$ 463	\$ 486	\$ 511	\$ 536	\$ 563
1	Annual Slurry Seal Program Zone 2	Measure M	\$ 300	\$ 300						
	Annual Slurry Seal: 410-900-911.000	TOTAL	\$ 3,420	\$ 420	\$ 441	\$ 463	\$ 486	\$ 511	\$ 536	\$ 563
2	Annual Residential Overlay	Gas Tax	\$ 1,685	\$ 185	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
		RMRA	\$ -							
	Account: 410-900-912.000	TOTAL	\$ 1,685	\$ 185	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
3	Annual Concrete Repair Program	Gas Tax	\$ 613	\$ 80	\$ 82	\$ 85	\$ 87	\$ 90	\$ 93	\$ 96
			\$ -							
	Account: 410-900-934.001	TOTAL	\$ 613	\$ 80	\$ 82	\$ 85	\$ 87	\$ 90	\$ 93	\$ 96
4	Americans with Disabilities Act (ADA) Curb Ramp Installation Project	CDBG	\$ 1,027	\$ 134	\$ 138	\$ 142	\$ 146	\$ 151	\$ 155	\$ 160
		Gas Tax	\$ 123	\$ 16	\$ 16	\$ 17	\$ 17	\$ 18	\$ 19	\$ 19
	Account: 410-900-934.007	TOTAL	\$ 1,149	\$ 150	\$ 155	\$ 159	\$ 164	\$ 169	\$ 174	\$ 179
5	La Promesa Slurry Seal	Gas Tax	\$ 25	\$ 25						
	Limits: La Promesa (Antonio to Richard Reese Way)	RMRA	\$ 55	\$ 55						
	Account: 410-900-911.005	TOTAL	\$ 80	\$ 80						
6	Antonio Parkway Slurry Seal	Measure M	\$ 145	\$ 145						
	Limits: Santa Margarita Parkway to Avenida de Las Flores		\$ -							
	Account: 410-900-911.002	TOTAL	\$ 145	\$ 145						
7	Avenida de Las Banderas Slurry Seal	Gas Tax	\$ -							
	Limits: Avenida Empresa to Alma Aldea/Avenida de Las Flores	RMRA	\$ 200	\$ 200						
	Account: 400-900-911.003	TOTAL	\$ 200	\$ 200						
8	Antonio Parkway Pavement Rehabilitation	RMRA	\$ 600	\$ 600						
	Limits: Via Ladera to Ave de Las Banderas		\$ -							
	Account: 410-900-913.007	TOTAL	\$ 600	\$ 600						
9	Vista Drive Street Repair	General Fund Reserves	\$ 655	\$ 655						
	Limits: Robinson Ranch Road to cul-de-sac (Construction Phase)		\$ -							
	Account: 410-900-913.007	TOTAL	\$ 655	\$ 655						
10	Arroyo Vista Pavement Rehabilitation	RMRA	\$ 860	\$ 430	\$ 430	\$ 430				
	Limits: Avenida Empresa to end (Tijeras Creek Golf Club)	Gas Tax	\$ 430							
	Account: 410-900-912.000	TOTAL	\$ 1,290	\$ -	\$ 430	\$ 430	\$ 430			
11	Antonio Parkway Pavement Rehabilitation	Gas Tax	\$ 676	\$ 676						
	Limits: Ave de Las Banderas to Avenida Empresa	Measure M	\$ 400	\$ 400						
	Account: NEW		\$ 1,076	\$ 1,076						
12	Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)	RMRA	\$ 785			\$ 785				
	Alas De Paz Overlay (Antonio Parkway to Plano Trabuco)		\$ -							
	Plano Trabuco Overlay (Alas de Paz to Santa Margarita Parkway)	TOTAL	\$ 785			\$ 785				
13	Gilberto & Esperanza Overlay	Measure M	\$ 165	\$ -	\$ -	\$ 165				
	Account: NEW		\$ 165			\$ 165				
14	Comercio Pavement Rehabilitation	Measure M	\$ 258	\$ 258		\$ 258				
	Account: NEW		\$ -							
	Aventura Pavement Rehabilitation	TOTAL	\$ 258			\$ 258				
15	Limits: Avenida de Las Banderas to end (cul-de-sac)	Measure M	\$ 680			\$ 369	\$ 311			
	Account: NEW		\$ -							
		TOTAL	\$ 680			\$ 369	\$ 311			

**Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2019/20 through 2025/2026**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 19/20	Year 2 20/21	Year 3 21/22	Year 4 22/23	Year 5 23/24	Year 6 24/25	Year 7 25/26
16	Trabuco Canyon Road Pavement Rehabilitation Limits: Plano Trabuco Drive to City Limits Account: NEW	RMRA	\$ 202			\$ 202				
			\$ -							
		TOTAL	\$ 202		\$ -	\$ 202				
		SPECIAL PROJECTS								
17	Chiquita Ridge Habitat Restoration 82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan Account: 410-900-952.002	General Fund Reserves	\$ 196	\$ 166	\$ 30					
			\$ -							
		TOTAL	\$ 196	\$ 166	\$ 30					
			\$ 900	\$ 900						
18	Splash Pad at Central Park Design and Construction Account: 410-900-965.000	Park Fees	\$ -							
			\$ 900	\$ 900						
		TOTAL	\$ 900	\$ 900						
			\$ 255	\$ 255						
19	Skatepark Improvement Project Construction Phase Account: 400-900-961.002	Park Fees	\$ -							
			\$ 255	\$ 255						
		TOTAL	\$ 255	\$ 255						
			\$ 135	\$ 135						
20	Citywide Storm Drain Master Plan Update Study of Citywide Storm Drain System Account: 400-900-970.000	Gas Tax	\$ 165	\$ 165						
		TORF	\$ 165	\$ 165						
		TOTAL	\$ 300	\$ 300						
		LANDSCAPE / RENOVATION PROJECTS								
21	Traffic Signal Enhancements LED upgrade, painting, bases, etc. at SMP/Antonio & Antonio/Tijeras Creek Account: 410-900-921.005	Measure M	\$ 110	\$ 110						
		Gas Tax	\$ 25	\$ 25						
			\$ 135	\$ 135						
			\$ 15	\$ 15						
22	Plano Trabuco Median Landscaping Renovation Robinson Ranch Road to Dove Canyon (Year 1 Design) Account: NEW	Gas Tax	\$ 100		\$ 100					
		Measure M	\$ 670	\$ 70	\$ 600					
			\$ -							
		TOTAL	\$ 115	\$ 15	\$ 100					
23	Antonio Parkway Gateway Improvements Median Installation from Southerly City Limits to Bridge (Year 1 Design) Account: NEW	Measure M	\$ 273	\$ 98	\$ 175					
			\$ -							
		TOTAL	\$ 670	\$ 70	\$ 600	\$ -				
			\$ 273	\$ 98	\$ 175					
24	El Paseo Corridor Enhancements (Landscaping & Poles) El Paseo from Santa Margarita Parkway to Richard Reese Way Account: 410-900-918.003	General Fund Reserves	\$ 273	\$ 98	\$ 175					
			\$ -							
		TOTAL	\$ 273	\$ 98	\$ 175					
		CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS								
25	Interior Painting - City Hall / BTRCC Facility Maintenance (BTRCC Year 1) Account: NEW	General Fund Reserves	\$ 100	\$ 30	\$ 70					
			\$ -	\$ -						
		TOTAL	\$ 100	\$ 30	\$ 70					
			\$ 145	\$ 145						
26	City Hall Flooring/Carpeting Account: 410-900-951.006	General Fund Reserves	\$ -	\$ -						
			\$ 145	\$ 145						
		TOTAL	\$ 145	\$ 145	\$ -					
			\$ 30	\$ 30						
27	City Hall/BTRCC Courtyard Gate Gate Installation at El Paseo end of atrium Account: NEW	General Fund Reserves	\$ -	\$ -						
			\$ 30	\$ 30						
		TOTAL	\$ 30	\$ 30	\$ -					
			\$ 500	\$ 500						
28	HVAC Unit Upgrades Facility Maintenance Account: NEW	General Fund Reserves	\$ 500	\$ 500						
			\$ -							
		TOTAL	\$ 500	\$ 500						
			\$ 20	\$ 20						
29	Sealcoat of City Hall & BTRCC Parking Lots Account: NEW	General Fund Reserves	\$ 20	\$ 20	\$ 20					
			\$ -							
		TOTAL	\$ 20	\$ 20	\$ 20					
		TRAFFIC IMPROVEMENT PROJECTS								
30	General STOP Line Location Corrective Striping Citywide Account: 410-900-	Gas Tax	\$ 20	\$ 20						
			\$ -							
		TOTAL	\$ 20	\$ 20						
			\$ 20	\$ 20						

**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2019/20 through 2025/2026**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 19/20	Year 2 20/21	Year 3 21/22	Year 4 22/23	Year 5 23/24	Year 6 24/25	Year 7 25/26	
31	Traffic Calming at Avenida de los Fundadores Safety Improvements at Lago Santa Margarita Entrance (yr 1 design) Account:	Gas Tax	\$ 305		\$ 305						
		AQMD	\$ 30	\$ 30							
		TOTAL	\$ 335	\$ 30	\$ 305						
32	Citywide Red Curb No Parking Signage Implementation Update "No Parking" signs and markings Account: 410-900-	Gas Tax	\$ 63	\$ 63							
			\$ -								
		TOTAL	\$ 63	\$ 63	\$ -						
33	Los Alisos / Melinda Road Signal and Equipment Upgrades OCTA led corridor timing project Account: 410-900-921.008	AQMD	\$ 60	\$ 60							
		Project P - TSSP	\$ 234	\$ 234							
		TOTAL	\$ 294	\$ 294	\$ -						
34	Protected Left Turn Study Analyze the need for "green left turn arrows" at up to six intersections Account: NEW	Gas Tax	\$ 12	\$ 12							
			\$ -								
		TOTAL	\$ 12	\$ 12	\$ -						
35	Melinda Median Extension Replace delineators with median at Paseo Alegria Account: NEW	Gas Tax	\$ 85	\$ 85							
			\$ -								
		TOTAL	\$ 85	\$ 85	\$ -						
36	Speed Feedback Sign Consolidation Citywide Account: NEW	Measure M	\$ 36	\$ 36							
			\$ -								
		TOTAL	\$ 36	\$ 36	\$ -						
BRIDGE PROJECTS											
37	SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound) (Design, Environmental, Construction) Account: 410-900-931.004	HBP**	\$ 2,353	\$ 2,353							
		Gas Tax	\$ 306	\$ 306							
			\$ -								
38	SANTA MARGARITA PKWY. BRIDGE (Eastbound) (Design, Environmental, Construction) Account:	HBP**	\$ 1,270	\$ 2,659							
		Gas Tax	\$ 83		\$ 211	\$ 1,059					
		Measure M	\$ 103		\$ 14	\$ 69					
39	ANTONIO PKWY. BRIDGE (Design, Environmental, Construction) Account:	HBP**	\$ 1,456		\$ 259	\$ 1,197					
		Gas Tax	\$ 521			\$ 101	\$ 420				
		Measure M	\$ 34			\$ 7	\$ 27				
		TOTAL	\$ 589			\$ 115	\$ 474				
SUBTOTAL CAPITAL PROJECTS EXPENDITURES											
			\$ 22,191	\$ 7,858	\$ 4,214	\$ 3,446	\$ 3,040	\$ 1,493	\$ 1,053	\$ 1,087	
TOTAL CAPITAL PROJECTS & STREET MAINTENANCE EXPENDITURES											
			\$ 30,213	\$ 8,868	\$ 5,383	\$ 4,615	\$ 4,209	\$ 2,662	\$ 2,221	\$ 2,256	

Notes:

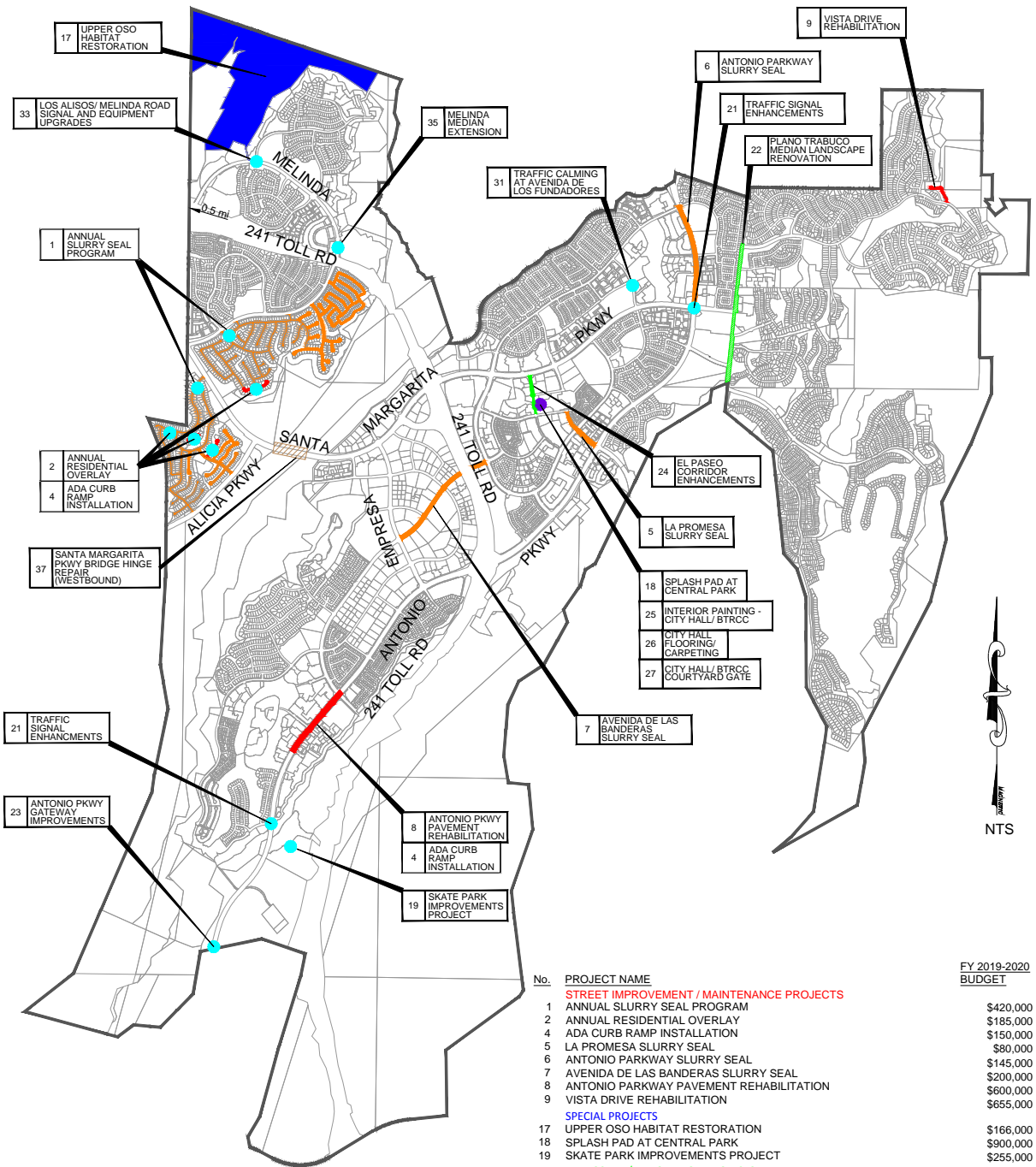
\*\* Federal HBP funds for WB SMP Bridge for Design is secured. Other HBP funding, such as for construction, is programmed/not authorized for expenditure.

Project Deferred from Fiscal Year 2018-19  
Project Continued from Fiscal Year 2018-19  
New Project  
Project Advanced from Previous 7Yr. CIP  
Project Postponed to a later year  
No Change in Status from Previous 7Yr. CIP



**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2019/20 through 2025/2026**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 19/20	Year 2 20/21	Year 3 21/22	Year 4 22/23	Year 5 23/24	Year 6 24/25	Year 7 25/26
<b>CIP FUND EXPENDITURES (WITHOUT MAINTENANCE)</b>										
			<b>Year 1 19/20</b>	<b>Year 2 20/21</b>	<b>Year 3 21/22</b>	<b>Year 4 22/23</b>	<b>Year 5 23/24</b>	<b>Year 6 24/25</b>	<b>Year 7 25/26</b>	
	Gas Tax		\$1,087	\$1,771	\$1,259	\$917	\$896	\$897	\$927	
	RMRA		\$855	\$430	\$987	\$430	\$0	\$0	\$0	
	Measure M		\$661	\$1,100	\$826	\$387	\$27	\$0	\$0	
	ACMD		\$90	\$0	\$0	\$0	\$0	\$0	\$0	
	CDBG		\$134	\$138	\$142	\$146	\$151	\$155	\$160	
	Park Fees		\$1,155	\$0	\$0	\$0	\$0	\$0	\$0	
	CIP Balance Fund		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	HBP**		\$2,353	\$0	\$211	\$1,160	\$420	\$0	\$0	
	Project P - TSSP		\$234	\$0	\$0	\$0	\$0	\$0	\$0	
	CTFP-Tier 1		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	General Fund Reserves		\$1,124	\$775	\$20	\$0	\$0	\$0	\$0	
	TCRF		\$165	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL CAPITAL PROJECTS</b>		<b>\$7,858</b>	<b>\$4,214</b>	<b>\$3,446</b>	<b>\$3,040</b>	<b>\$1,493</b>	<b>\$1,053</b>	<b>\$1,087</b>	
	<b>STREET MAINTENANCE</b>		<b>\$1,010</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	
	<b>TOTAL CAPITAL AND &amp; STREET MAINTENANCE EXPENDITURES</b>		<b>\$8,868</b>	<b>\$5,383</b>	<b>\$4,615</b>	<b>\$4,209</b>	<b>\$2,662</b>	<b>\$2,221</b>	<b>\$2,256</b>	
<b>CATEGORY EXPENDITURES (WITHOUT MAINTENANCE)</b>										
			<b>Year 1 19/20</b>	<b>Year 2 20/21</b>	<b>Year 3 21/22</b>	<b>Year 4 22/23</b>	<b>Year 5 23/24</b>	<b>Year 6 24/25</b>	<b>Year 7 25/26</b>	
	STREET IMPROVEMENT/MAINTENANCE PROJECTS		\$ 2,515	\$ 2,434	\$ 3,167	\$ 1,728	\$ 1,019	\$ 1,053	\$ 1,087	
	SPECIAL PROJECTS		\$ 1,621	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	
	LANDSCAPE / RENOVATION PROJECTS		\$ 318	\$ 875	\$ -	\$ -	\$ -	\$ -	\$ -	
	CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS		\$ 205	\$ 570	\$ 20	\$ -	\$ -	\$ -	\$ -	
	TRAFFIC IMPROVEMENT PROJECTS		\$ 540	\$ 305	\$ -	\$ -	\$ -	\$ -	\$ -	
	BRIDGE PROJECTS		\$ 2,659	\$ -	\$ 259	\$ 1,312	\$ 474	\$ -	\$ -	
	<b>CIP FUND EXPENDITURES SUBTOTAL</b>		<b>\$ 7,858</b>	<b>\$ 4,214</b>	<b>\$ 3,446</b>	<b>\$ 3,040</b>	<b>\$ 1,493</b>	<b>\$ 1,053</b>	<b>\$ 1,087</b>	



No.		PROJECT NAME	FY 2019-2020 BUDGET
STREET IMPROVEMENT / MAINTENANCE PROJECTS			
1		ANNUAL SLURRY SEAL PROGRAM	\$420,000
2		ANNUAL RESIDENTIAL OVERLAY	\$185,000
4		ADA CURB RAMP INSTALLATION	\$150,000
5		LA PROMESA SLURRY SEAL	\$80,000
6		ANTONIO PARKWAY SLURRY SEAL	\$145,000
7		AVENIDA DE LAS BANDERAS SLURRY SEAL	\$200,000
8		ANTONIO PARKWAY PAVEMENT REHABILITATION	\$600,000
9		VISTA DRIVE REHABILITATION	\$655,000
SPECIAL PROJECTS			
17		UPPER OSO HABITAT RESTORATION	\$166,000
21		SPLASH PAD AT CENTRAL PARK	\$900,000
19		SKATE PARK IMPROVEMENTS PROJECT	\$255,000
LANDSCAPE / RENOVATION PROJECTS			
22		TRAFFIC SIGNAL ENHANCEMENTS	\$135,000
22		PLANO TRABUCO MEDIAN LANDSCAPING RENOVATION	\$15,000
23		ANTONIO PARKWAY GATEWAY IMPROVEMENTS	\$70,000
24		EL PASEO CORRIDOR ENHANCEMENTS (LANDSCAPING & POLES)	\$98,000
CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS			
25		INTERIOR PAINTING - CITY HALL / BTRCC	\$30,000
26		CITY HALL FLOORING / CARPETING	\$145,000
27		CITY HALL / BTRCC COURTYARD GATE	\$30,000
TRAFFIC IMPROVEMENT PROJECTS			
31		TRAFFIC CALMING AT AVENIDA DE LOS FUNDADORES	\$30,000
33		LOS ALISOS / MELINDA ROAD SIGNAL AND EQUIPMENT UPGRADES	\$294,000
35		MELINDA MEDIAN EXTENSION	\$85,000
BRIDGE PROJECTS			
37		SANTA MARGARITA PARKWAY BRIDGE HINGE REPAIR (WESTBOUND)	\$2,659,000
CITYWIDE / CORRIDOR PROJECTS (NOT SHOWN ON MAP)			
3		ANNUAL CONCRETE REPAIR PROGRAM (MAINTENANCE)	\$80,000
20		CITYWIDE STORM DRAIN MASTER PLAN UPDATE	\$300,000
30		GENERAL STOP LINE LOCATION CORRECTIVE STRIPING (TRAFFIC)	\$20,000
32		CITYWIDE RED CURB NO PARKING SIGNAGE IMPLEMENTATION (TRAFFIC)	\$63,000
34		PROTECTED LEFT TURN STUDY (TRAFFIC)	\$12,000
36		SPEED FEEDBACK SIGN CONSOLIDATION (TRAFFIC)	\$36,000



## FISCAL YEAR 2019/20 CAPITAL IMPROVEMENT PROGRAM PROJECT MAP



# *Appendices*



*City of Rancho Santa Margarita, California*

## **BASIS OF ACCOUNTING**

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

## **BUDGETARY CONTROL**

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

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

## **LONG-TERM DEBT**

The City of Rancho Santa Margarita is not obligated in any manner for general obligation or special assessment bonded indebtedness. The sales tax mitigation agreement with the County of Orange pursuant to a Revenue Neutrality Agreement was previously dormant but has been triggered with the wind down of the "Triple Flip", therefore, payments towards the remaining balance were completed in Fiscal Year 2018-19. 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 seven (7) major sources of revenue to the City, representing 80.0% of the FY 2019-20 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.

**Road Maintenance and Rehabilitation Program:** Senate Bill 1 (SB 1) created the Road Maintenance and Rehabilitation Program to address deferred maintenance on the State Highway System and the local street and road system. The program established additional fuel taxes and vehicle fees which will generate new funding for roadways. A percentage of these funds will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code Section 2032, and are restricted for eligible road maintenance, rehabilitation, and critical safety projects on the local streets and roads systems.

**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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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



# Appropriations Limit

## History

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

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

## Analysis

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

<b>Fiscal Year</b>	<b>Appropriations Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Difference</b>
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
2019-20	\$20,459,835	\$14,271,997	\$6,187,838

RESOLUTION NO. 16-06-12-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA,  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2019/20

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 2018/19 was approved on June 13, 2018; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2019/20 is based on the approved appropriations limit for Fiscal Year 2018/19, adjusted using appropriations limit factors for Fiscal Year 2019/20, as they relate to budgeted revenues to be received in Fiscal Year 2019/20; 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 2019/20 shall be \$20,459,835 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 2019/20 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2019/20 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 12<sup>TH</sup> DAY OF JUNE 2019.

  
\_\_\_\_\_  
JERRY HOLLOWAY, 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 12<sup>th</sup> day of June, 2019, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

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

**City of Rancho Santa Margarita**  
**Gann Limit**  
**FY 2019-20**

**Budgeted Revenues 19-20**

**GENERAL FUND**

	<b>Proceeds of Taxes</b>	<b>Non-Proceeds of Taxes</b>	<b>Total</b>
Property Tax	2,665,282	-	2,665,282
Sales Tax	6,784,699	-	6,784,699
Real Property Transfer Tax	285,715	-	285,715
Franchise Fees-Cable TV	-	749,000	749,000
Franchise Fees-Gas	-	61,631	61,631
Franchise Fees-Electricity	-	387,265	387,265
Franchise Fees-Refuse Collect	-	181,546	181,546
Motor Vehicle License Fee	-	23,974	23,974
Property Tax In-Lieu of VLF	4,970,924	-	4,970,924
State Mandated Costs Reimbursement	-	12,754	12,754
Solid Waste Fees	-	2,817	2,817
State Building Permit Fees	-	5,560	5,560
Building Permit Fees	-	322,630	322,630
Bldg-Plan Check Fees	-	96,370	96,370
Site Development Permits	-	9,262	9,262
Site Development Deposits	-	64,348	64,348
Massage Establishment Permit	-	3,250	3,250
Planning-Plan Check Fees	-	50,659	50,659
Other Planning Revenues	-	4,786	4,786
CDBG Grant	-	96,160	96,160
Engineering Permits	-	61,873	61,873
AB 939 Solid Waste Recycling	-	95,265	95,265
Waste Disposal Agrmt. Renenue	-	99,884	99,884
Solid Waste Diversion Permits	-	11,263	11,263
Court Fines	-	70,517	70,517
Parking Citation Revenue	-	78,900	78,900
Parking Citation Revenue - DMV	-	9,715	9,715
Miscellaneous Police Grants	-	7,000	7,000
Passport Revenue	-	23,399	23,399
Community Services Revenue	-	1,108	1,108
Sponsorships	-	50,000	50,000
BTRCC Program Revenue	-	250,000	250,000
BTRCC Rental Revenue	-	184,465	184,465
Misc. Revenue	-	7,955	7,955
Senior Mobility Grant	-	28,579	28,579
Investment Earnings	300,515	-	300,515
<b>Total General Fund</b>	<b>15,007,135</b>	<b>3,051,935</b>	<b>18,059,070</b>

**SPECIAL REVENUE FUNDS**

Gasoline	-	1,238,796	1,238,796
Interest	-	5,812	5,812
Measure M	-	759,512	759,512
Interest	-	2,285	2,285
Air Quality	-	59,672	59,672
Interest	-	328	328
TCRF (AB2928)/ Prop 42	-	53,960	53,960
Interest	-	1,668	1,668
SLSF	-	99,453	99,453
Interest	-	547	547
RMRA	-	808,311	808,311
Interest	-	8,165	8,165

**CAPITAL PROJECTS FUND**

<b>Total Other Funds</b>	-	2,721,000	2,721,000
	-	5,759,509	5,759,509
<b>Total Revenue</b>	<b>15,007,135</b>	<b>8,811,444</b>	<b>23,818,579</b>

Appropriations Excluded From Limit

(735,138)

**NET APPROPRIATIONS SUBJECT TO LIMIT**

**14,271,997**

FY 2018-19 APPROPRIATIONS LIMIT

**19,644,365**

FY 2019-20 Appropriations Limit Factor

1.041512 (1)

**FY 2019-20 CALCULATED APPROPRIATIONS LIMIT**

**20,459,835**

**FY 2019-20 APPROPRIATIONS UNDER LIMIT**

**6,187,838**

(1) - Source - California Dept of Finance-County (1.0385 x 1.0029= 1.04151165)

RESOLUTION NO. 19-06-12-03

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 2019/20

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 12, 2019, as the date of the public hearing to consider the FY 2019/20 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 \$33,540,456 for Fiscal Year 2019/20 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 \$30,451,629 during FY 2019/20.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$91,451 for technology expenditures, reserves designated for council strategic are allocated in the amount of \$166,000 for Council strategic expenditures, reserves designated for facilities are allocated in the amount of \$205,000, and reserves designated for infrastructure are allocated in the amount of \$763,000. All of the above amounts are included in the balanced Fiscal Year 2019/20 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 2019-2020" 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 2019-2020" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 12<sup>TH</sup> DAY OF JUNE 2019.

  
\_\_\_\_\_  
JERRY HOLLOWAY, 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 12<sup>th</sup> day of June, 2019, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

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

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*City of Rancho Santa Margarita*

*California*