



City of Rancho Santa Margarita

California

Adopted Operating Budget &
Capital Improvement Plan

2020-2021

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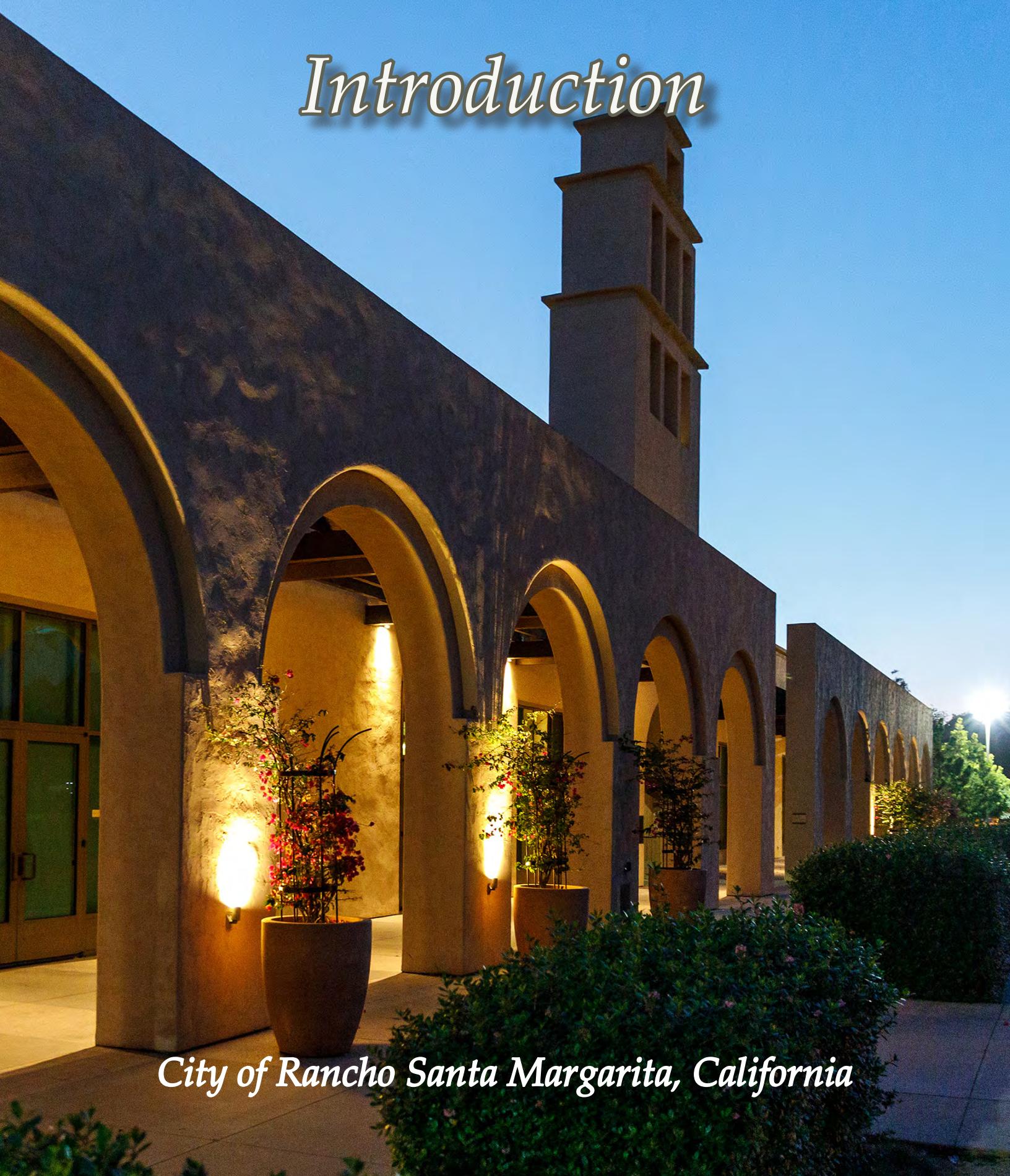
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Introduction



City of Rancho Santa Margarita, California



CITY OF RANCHO SANTA MARGARITA

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June 30, 2020

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year 2020-21 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 2020-21 Adopted Budget; however, the budget reflects significant reductions throughout, due to the impacts of the continuing COVID-19 public health crisis. The resources allocated through the Capital Improvement Program have been set at a level to ensure continued maintenance of the City's critical infrastructure. Overall, this budget demonstrates the City Council's fiscal responsibility and commitment to prudent stewardship of the public treasury, particularly during this time of a public health emergency.

The Fiscal Year 2020-21 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, has been balanced with the use of Emergency Reserve funds of \$500,000. These funds have been included to balance and offset additional revenue loss in the coming year due to the State's Stay-at-Home orders, resulting in significant temporary business closures. Major General Fund revenues are estimated to decline by 3.88 percent, almost completely attributable to lower anticipated sales tax revenue due to the closing of businesses, as well as a decline in Community Services program and rental revenue due to social distancing restrictions. However, the City is experiencing higher growth in property tax and property tax in-lieu of VLF. 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, and public works. Community Services has been reduced by over 50% based on the closure of the Bell Tower Regional Recreation Center (BTRCC) until January 2021. The closure is planned based on information available at the time the budget was prepared and may change as restrictions are lifted, and the ability to provide services in a safe and cost-effective manner returns. Approximately 55 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 parking citation services, Animal Control and Crossing Guard Services. The FY 2020-21 proposed OCSD contract is projected to be 1.30% higher than the prior year; however, this small increase is due to a recalculation of retirement costs using a weighted method. It is anticipated that future contract increases will be higher based on the County Board of Supervisor's approval of OCSD salary and benefits increases. Although the City has experienced higher costs in the area of Public Safety, the overall City's expenditure budget was reduced by approximately \$1.4 million dollars due to lower projected revenues especially in the area of Sales Tax. These cuts were made throughout the department budgets, with the largest impacts to Community Services and costs related to the BTRCC.

Mayor

Bradley J. McGirr

Mayor Pro Tempore

L. Anthony Beall

Council Member

Anne D. Figueroa

Council Member

Carol A. Gamble

Council Member

Jerry Holloway

City Manager

Jennifer M. Cervantez

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; for instance, in prior years, salary and benefit costs accounted for approximately 18% of the General Fund. However, due to the circumstances surrounding the COVID-19 restrictions on gatherings and physical distancing requirements, resulting in the temporary closure of the BTRCC, the budget reflects a reduction in both full-time and part-time staff within the Community Services Division. It is anticipated that, as restrictions are lifted, the City will be able to staff back up and provide BTRCC programs, rentals, and events to the residents of the City of Rancho Santa Margarita.

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 \$21.3 million at fiscal year-end. However, that doesn't take into consideration the impacts of the State's State-at Home orders that went into effect during FY 2019-20. Any impacts to the City's financials realized in FY 2019-20, although anticipated to be minimal, will have a direct impact on the projected fund balance for FY 2020-21. The General Fund reserve, including operating, emergency and restricted categories, totals \$19,172,074, which reflects a decrease from the prior year due to lower projected General Fund revenues, a nominal use of reserves for Capital Improvement Projects, and for the first time, the use of emergency reserve funds. This use of reserves totals \$665,000, which includes the use of Emergency Reserves of \$500,000, as well as certain CIP projects.

The refinancing of the Certificates of Participation for the Civic Center buildings that was completed in fiscal year 2012-13 continues to yield an annual savings of approximately \$102,000 per year. 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 positive long-term outlook.

Capital Improvement Program

This year's Capital Improvement Program is mostly comprised of maintenance and repair projects, as well as a special project that will bring a new recreational amenity to Central Park. Twelve projects totaling \$6,352,000 are planned for Fiscal Year 2020-21, a decrease of \$1,506,000 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 \$6,352,000, \$165,000, or 3 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$165,000 has been appropriated towards the Annual Slurry Seal project, the close-out of the Upper Oso habitat restoration project, and the first phase of the HVAC system replacement at City Hall and the Bell Tower. Other major projects with the CIP budget include road maintenance, the Central Park Splash Pad, and the Bridge Hinge Repair project.

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 2020-21 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 get through the uncertainty of these unprecedented times. Although this budget has been significantly impacted by the COVID-19 health crisis, it was prepared with the intent to continue the deliver essential services to residents and businesses in a prudent and fiscally responsible manner that captures the City Council's original vision and direction.

Respectfully submitted,



Jennifer M. Cervantez
City Manager

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CITY OF RANCHO SANTA MARGARITA

CITY COUNCIL

MAYOR	BRADLEY J. MCGIRR
MAYOR PRO TEM	L. ANTHONY BEALL
COUNCIL MEMBER	ANNE D. FIGUEROA
COUNCIL MEMBER	CAROL A. GAMBLE
COUNCIL MEMBER	JERRY HOLLOWAY

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	L.T. JOHN McCULLOCH
COMMUNITY SERVICES SUPERVISOR	WENDI REDINGTON

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

COMMUNITY PROFILE

Date of Incorporation	January 1, 2000
Location	South Orange County, California
Form of Government.....	Council – Manager
Population (1)	48,793
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 1/1/20
(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
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Median Age:	36
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Number of Households:	16,665
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Average Household Size:	2.87
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Average Family Size:	3.33
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Home-Ownership Rate	71%
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Total Workforce	24,812
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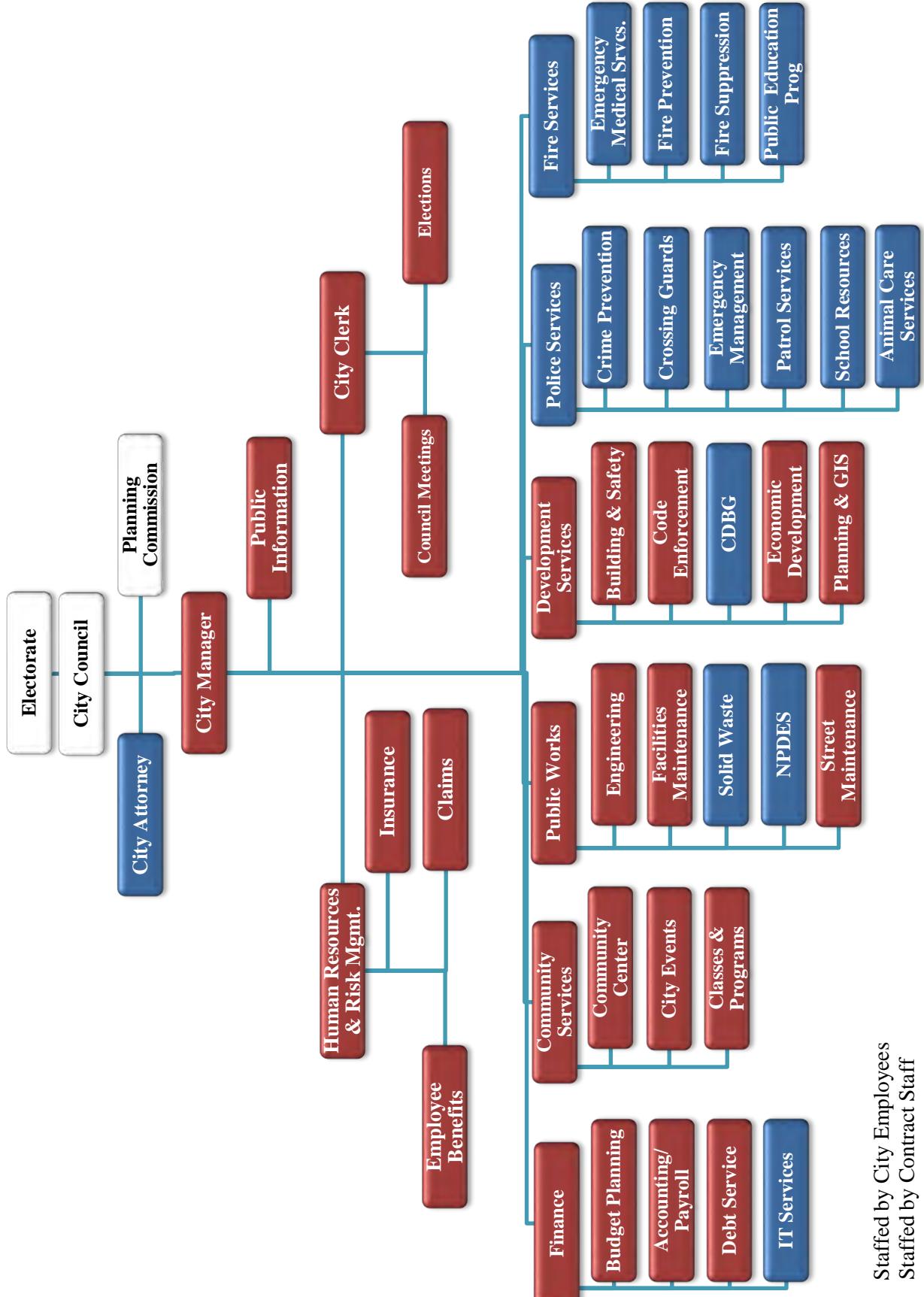
Race:	
Asian	8.9
Black	1.6
Hispanic	18.6
White	67.0
Other	3.9

Sex:	
Female	51.1
Male	48.9

- 1) As of 4/10/10 census data release. **Estimated population as of 1/1/20 is 48,793** per the California Department of Finance, Demographic Research Unit. As of the printing of this document, the new census information for the year 2020 wasn't available.
- 2) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates for 2010, and 2020 published in this report might be noticeably different from the previous year estimates.

As of May 2020, total unemployment was 12.3%

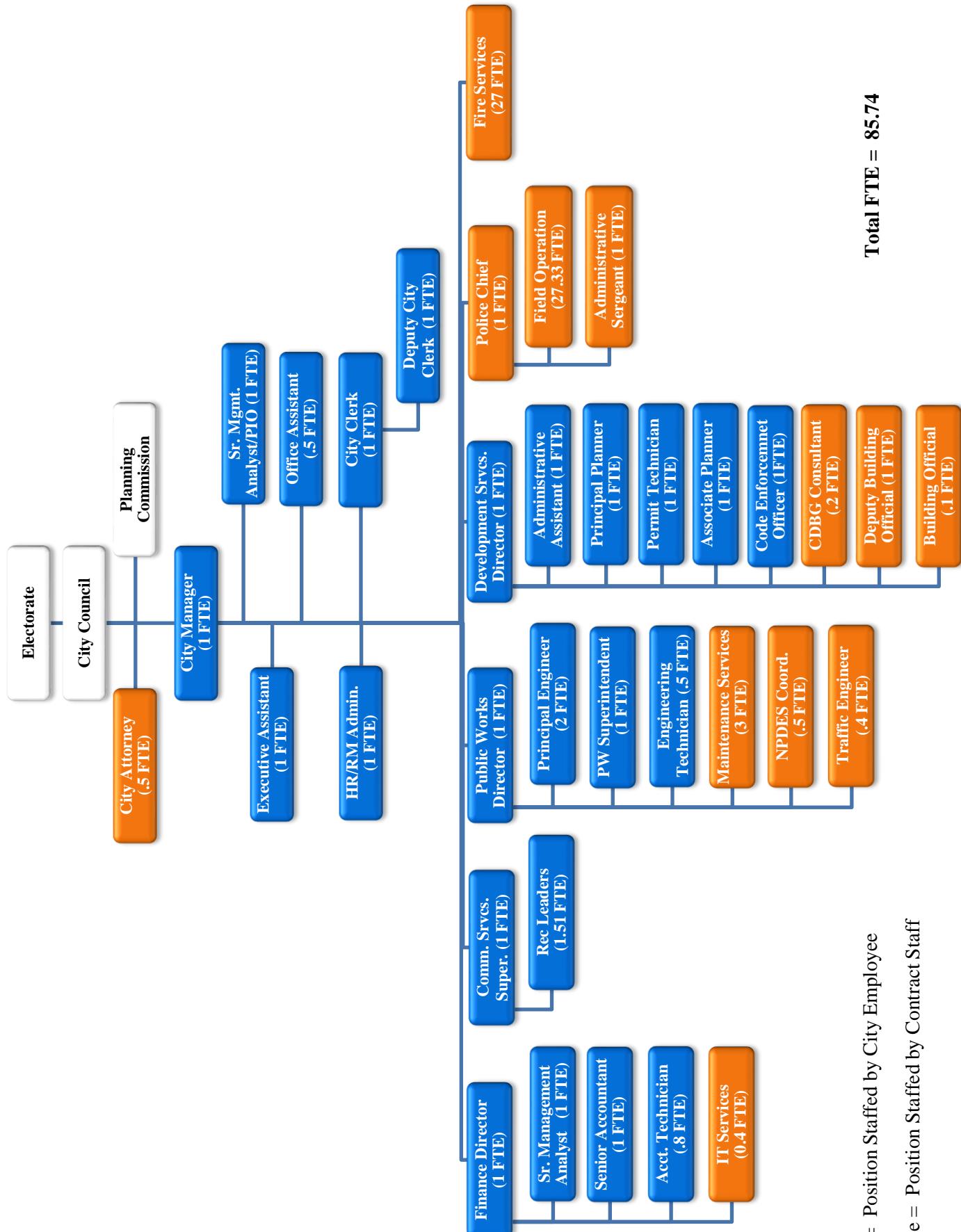
City of Rancho Santa Margarita
 ORGANIZATION CHART BY DEPARTMENT FUNCTION
 as of Fiscal Year 2020-2021



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

City of Rancho Santa Margarita

ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF as of Fiscal Year 2020-2021



City of Rancho Santa Margarita
City Employees and Contract Staff Summary

FY 2020/21

Full Time Equivalent Positions
City Staff Contract Staff

<u>City Manager:</u>	City Manager	1.00
	Executive Assistant	1.00
	Senior Management Analyst/Public Information Officer	1.00
	Office Assistant	0.50
	City Clerk	1.00
	Deputy City Clerk	1.00
	HR / Risk / Emergency Management	1.00
<u>City Attorney:</u>	City Attorney	0.50
<u>Finance:</u>	Finance Director	1.00
	Senior Management Analyst	1.00
	Senior Accountant	1.00
	Accounting Technician	0.80
	IT Services	0.40
<u>Community Services:</u>	Community Services Supervisor	1.00
	Recreation Leaders	1.51
<u>Police Services:</u>	Police Chief	1.00
	Administrative Sergeant	1.00
	Field Operations	27.33
<u>Development Services:</u>	Development Services Director	1.00
	Administrative Assistant	1.00
	Principal Planner	1.00
	Associate Planner	1.00
	Permit Technician	1.00
	Code Enforcement	1.00
	Building Official	0.10
	Deputy Building Official	1.00
	CDBG Consultant	0.20
<u>Public Works:</u>	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
<u>Fire Services:</u>	Field Operations	27.00
<u>TOTAL</u>	23.31	62.43

Budget Summaries



City of Rancho Santa Margarita, California

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

Description	Fund Balance 06/30/16	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2017	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2018
General Fund - 100	19,622,909	17,670,377	19,739,101	17,554,185	19,764,525	18,604,721	18,713,989
Special Revenue Funds:							
Gas Tax - 210	1,792,713	953,398	1,583,800	1,162,311	1,301,022	1,508,178	955,155
Measure M - 212	221,828	694,170	791,586	124,412	709,875	491,238	343,049
Air Quality Improvement - 214	132,503	62,990	25,443	170,050	64,685	1,457	233,278
Traffic Congestion Relief - 218	-	-	-	-	55,415	-	55,415
Local Park Trust Fund - 220	1,030,572	580,417	166,849	1,444,140	212,289	193,766	1,462,663
Supplemental Law Enforce - 222	99,309	130,099	116,296	113,112	141,412	106,735	147,789
PEG Fees - 224	759,199	128,906	60,261	827,844	10,230	157,734	680,340
RMRA - 226	-	-	-	-	-	-	-
Subtotal-Special Revenue Funds	4,036,124	2,549,980	2,744,235	3,841,869	2,494,928	2,459,108	3,877,689
Capital Projects Fund - 410	204,377	3,199,037	3,399,793	3,621	2,609,973	2,420,778	192,816
<u>RSM DEBT SERVICE</u>							
RSM PFA Debt Svc. Fund - 530	1,515,534	747,639	736,338	1,526,835	734,952	2,261,673	114
GRAND TOTAL - ALL FUNDS	25,378,944	24,167,033	26,619,467	22,926,510	25,604,378	25,746,280	22,784,608

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

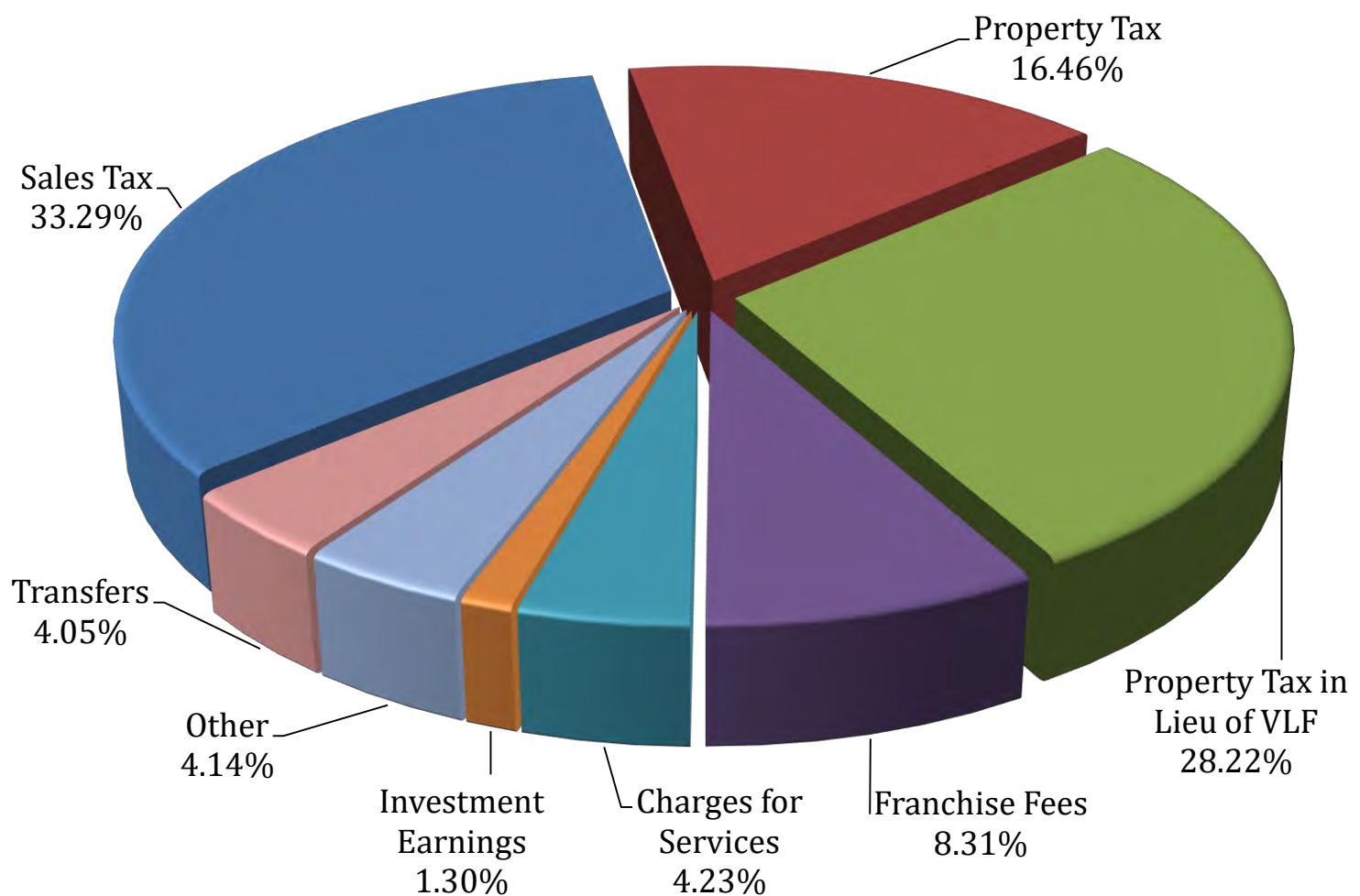
Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2019	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/20	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/21
19,890,470	17,982,481	20,621,978	19,128,581	19,597,939	20,152,620	18,089,175	19,069,721	19,172,074
984,241	1,239,309	700,087	1,093,519	1,011,372	782,234	1,167,296	1,666,731	282,799
767,202	648,018	462,233	681,833	1,056,232	87,834	652,515	489,872	250,477
70,226	46,364	257,140	60,000	216,000	101,140	60,000	54,000	107,140
57,569	-	112,984	55,042	131,000	37,026	-	34,000	3,026
37,826	67,785	1,432,704	-	125,000	1,307,704	-	1,200,000	107,704
153,474	126,634	174,629	100,000	123,060	151,569	100,000	142,539	109,030
17,298	3,339	694,299	-	-	694,299	-	44,211	650,088
939,571	658,239	281,332	815,469	646,500	450,301	846,658	900,000	396,959
3,027,407	2,789,688	4,115,408	2,805,863	3,309,164	3,612,107	2,826,469	4,531,353	1,907,223
2,124,115	2,112,774	204,157	3,713,770	3,713,770	204,157	6,352,000	6,352,000	204,157
728,265	727,838	541	735,097	735,097	541	731,638	731,638	541
25,770,257	23,612,781	24,942,084	26,383,311	27,355,970	23,969,425	27,999,282	30,684,712	21,283,995

City of Rancho Santa Margarita

Summary of Operating Budgeted Revenues

General Fund

Fiscal Year 2020-2021



City of Rancho Santa Margarita
Revenue Summary - All Funds

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET
<u>GENERAL FUND</u>							
100 GENERAL FUND	<u>17,940,681</u>	<u>17,670,377</u>	<u>19,764,525</u>	<u>19,890,470</u>	<u>18,819,982</u>	<u>19,128,581</u>	<u>18,089,175</u>
<u>SPECIAL REVENUE FUNDS</u>							
210 GAS TAX	<u>1,031,358</u>	<u>953,398</u>	<u>1,301,022</u>	<u>984,241</u>	<u>1,244,608</u>	<u>1,093,519</u>	<u>1,167,296</u>
212 MEASURE M	<u>693,667</u>	<u>694,170</u>	<u>709,875</u>	<u>767,202</u>	<u>761,797</u>	<u>681,833</u>	<u>652,515</u>
214 AIR QUALITY IMPROVEMENT	<u>63,338</u>	<u>62,990</u>	<u>64,685</u>	<u>70,226</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
216 CA LAW ENFORCEMENT EQUIPMENT	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
218 TRAFFIC CONGESTION RELIEF	<u>-</u>	<u>-</u>	<u>55,415</u>	<u>57,569</u>	<u>55,628</u>	<u>55,042</u>	<u>-</u>
220 LOCAL PARK TRUST	<u>4,755</u>	<u>580,417</u>	<u>212,289</u>	<u>37,826</u>	<u>-</u>	<u>-</u>	<u>-</u>
222 SUPPLEMENTAL LAW ENFORCEMENT	<u>115,150</u>	<u>130,099</u>	<u>141,412</u>	<u>153,474</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
224 PEG FEE	<u>169,664</u>	<u>128,906</u>	<u>10,230</u>	<u>17,298</u>	<u>-</u>	<u>-</u>	<u>-</u>
226 ROAD MAINTENANC & REHABILITATION	<u>-</u>	<u>-</u>	<u>-</u>	<u>939,571</u>	<u>816,476</u>	<u>815,469</u>	<u>846,658</u>
<u>SUBTOTAL</u>							
ALL SPECIAL REVENUE FUNDS	<u>2,077,932</u>	<u>2,549,980</u>	<u>2,494,928</u>	<u>3,027,407</u>	<u>3,038,509</u>	<u>2,805,863</u>	<u>2,826,469</u>
<u>CAPITAL PROJECTS FUND</u>							
410 CAPITAL PROJECTS FUND	<u>2,077,269</u>	<u>3,199,037</u>	<u>2,609,973</u>	<u>2,124,115</u>	<u>8,131,000</u>	<u>3,713,770</u>	<u>6,352,000</u>
<u>RSM DEBT SERVICE FUND</u>							
530 RSM PFA DEBT SERVICE FUND	<u>738,550</u>	<u>747,639</u>	<u>734,952</u>	<u>728,265</u>	<u>735,138</u>	<u>735,097</u>	<u>731,638</u>
<u>SUBTOTAL</u>							
ALL FUND TYPES	<u>22,834,432</u>	<u>24,167,033</u>	<u>25,604,378</u>	<u>25,770,257</u>	<u>30,724,629</u>	<u>26,383,311</u>	<u>27,999,282</u>
LESS INTERFUND TRANSFERS	<u>3,306,077</u>	<u>4,509,192</u>	<u>4,785,289</u>	<u>3,467,646</u>	<u>6,906,050</u>	<u>4,580,301</u>	<u>4,953,241</u>
GRAND TOTAL - ALL FUND TYPES	<u>19,528,355</u>	<u>19,657,841</u>	<u>20,819,089</u>	<u>22,302,611</u>	<u>23,818,579</u>	<u>21,803,010</u>	<u>23,046,041</u>

City of Rancho Santa Margarita
Revenues - Detail of All Funds

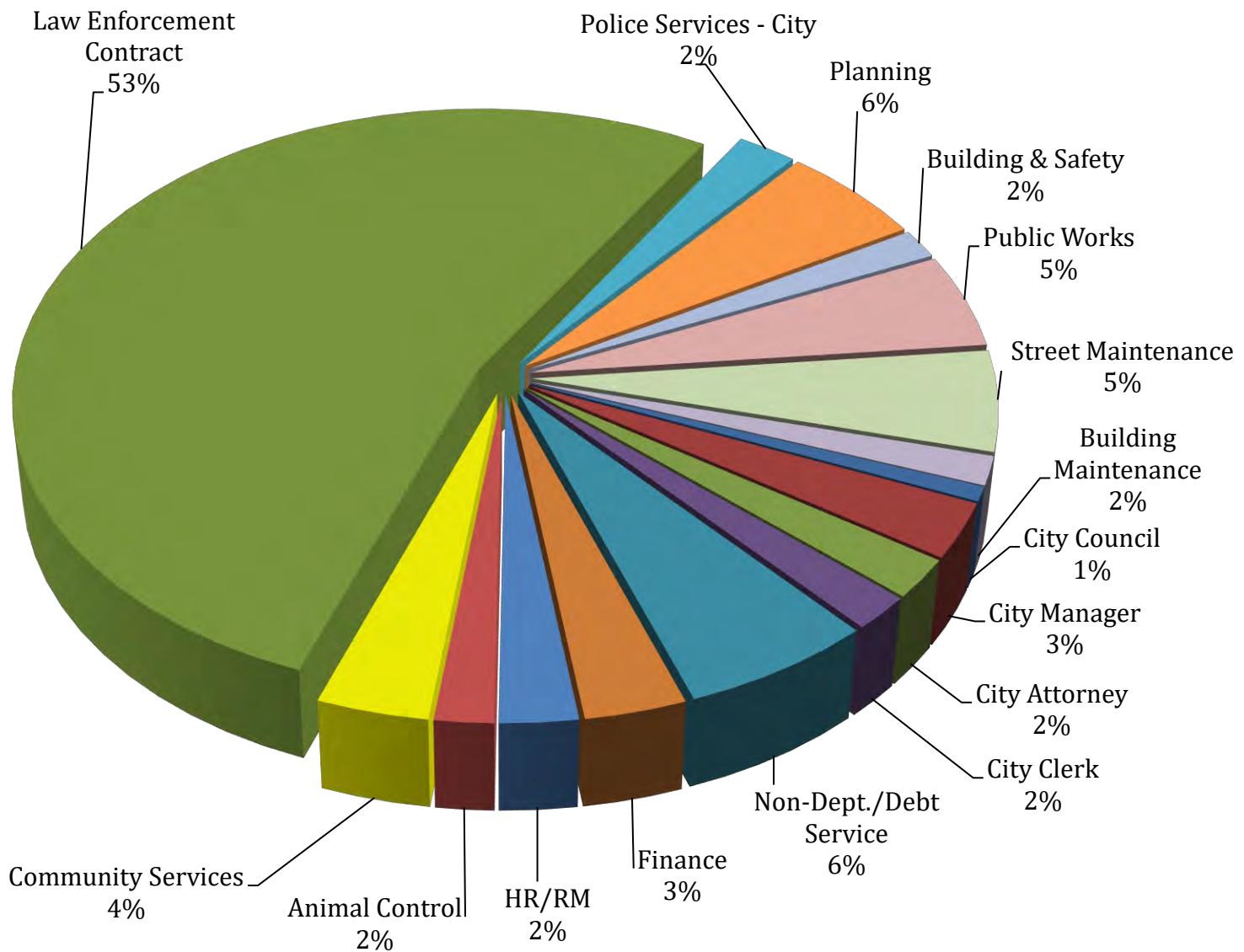
	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	AMENDED BUDGET	FY 2019/20 YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET
100 GENERAL FUND						
Property Tax	2,388,257	2,531,933	2,639,135	2,665,282	2,678,524	2,725,522
Sales Tax	6,669,064	6,658,452	7,109,635	6,784,699	6,896,018	6,022,641
Property Tax in Lieu of Sales Tax	-	-	-	-	-	-
Real Property Transfer Tax	362,285	355,744	262,145	285,715	312,291	250,000
Franchise Fees - Cable TV	768,554	742,529	715,634	749,000	674,231	675,000
Franchise Fees - Gas	63,374	65,617	60,870	61,631	70,365	71,068
Franchise Fees - Electricity	379,517	388,206	382,484	387,265	363,277	366,909
Franchise Fees - Refuse Collection	169,450	172,623	180,387	181,546	181,545	193,027
Franchise Fees - Refuse Agmnt Reimb.	-	-	-	-	-	100,000
Motor Vehicle License Fee	21,734	25,583	23,678	23,974	23,974	24,214
Property Tax in Lieu of VLF	4,336,595	4,578,787	4,797,263	4,970,924	4,967,588	5,104,196
State Mandated Cost Reimburse	12,792	13,236	13,827	12,754	14,461	14,967
Beverage Container Recycling Grant	12,709	12,326	12,506	-	-	13,000
Building Permit Fees	400,637	526,182	407,523	328,190	384,164	378,515
CASP Program Revenue	-	-	5,430	-	5,320	5,500
Zoning PC	-	-	6,738	-	29,842	15,369
Permit Imaging	-	-	2,069	-	7,584	7,812
Building-Plan Check Fees	95,577	70,747	79,325	96,370	80,275	82,683
Site Development Permits/Fees	4,193	8,161	6,428	9,262	9,262	3,250
Site Development Permits/Deposits	53,226	40,959	71,086	64,348	64,348	30,000
Massage Establishment Permit	-	-	-	-	-	3,220
Planning - Plan Check Fees	39,625	49,397	40,067	50,659	5,907	13,900
Other Planning Revenues	3,150	6,379	29,990	8,036	17,581	3,500
Local Early Action Planning grant (LEAP)	-	-	-	-	-	132,000
SB2 Grant Funding	-	-	-	-	-	25,000
CDBG Grant	78,723	57,041	65,525	96,160	96,160	168,300
Engineering Permits	83,792	42,718	66,913	61,873	69,791	57,508
AB933 - Recycling Grant	89,683	91,566	93,764	95,265	95,265	97,170
Waste Disposal Agreement Revenue	60,009	88,066	97,563	99,884	99,884	100,883
Solid Waste Diversion Permits	66,587	44,330	27,848	14,080	13,868	14,007
Court Fines	59,431	65,951	81,864	70,517	86,555	70,000
Parking Citation Revenue	69,318	62,613	76,721	78,900	130,549	115,000
Parking Citation - DMV	14,165	9,660	10,720	9,715	14,275	12,000
Miscellaneous Police Grants/Revenue	7,533	-	7,023	7,000	6,181	7,000
Passport Revenue	-	14,371	22,440	23,399	20,530	22,000
BTRCC Revenue - Misc.	1,624	1,664	300	608	100	-
Community Services Revenue	27,460	45,000	57,000	50,000	46,500	25,000
Advertising Income	6,523	520	-	-	-	-
BTRCC Program Revenue	252,975	275,561	233,766	250,000	216,430	61,177
BTRCC Rental Revenue	171,887	186,227	169,824	184,465	185,640	70,914
Senior Mobility Grant	26,399	27,005	28,842	28,579	28,579	24,630
Senior Mobility Voucher Revenue	135	1,578	-	500	-	-
Investment Earnings	109,750	225,462	461,284	300,515	343,774	235,690
Other Revenue	14,332	77,979	789,758	7,955	120,709	14,000
Transfer from Gas Tax Fund	206,128	220,279	213,074	234,680	241,002	242,731
Transfer from Measure M	543,184	453,238	510,713	526,232	526,232	489,872
Transfer from AQMD	-	-	29,309	-	-	-
Transfer from Debt Service Fund	-	1,526,835	-	-	-	-
TOTAL GENERAL FUND	17,670,377	19,764,525	19,890,470	18,819,982	19,128,581	18,089,175
SPECIAL REVENUE FUNDS						
210 GAS TAX FUND:						
Gas Tax 2105 (Prop. 111)	273,167	259,119	269,307	332,855	292,061	259,516
Gas Tax 2106	181,082	174,821	181,427	172,591	151,439	171,406
Gas Tax 2107	360,477	344,269	338,449	468,462	411,049	312,200
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
Gas Tax 2103	122,373	190,385	165,918	258,888	227,158	413,674
Measure M - RMRA	-	284,786	-	-	-	-
Interest Income	10,299	14,422	22,221	5,812	5,812	4,500
Transfer from CIP	-	27,220	919	-	-	-
TOTAL GAS TAX FUND	953,398	1,301,022	984,241	1,244,608	1,093,519	1,167,296
212 MEASURE M FUND:						
Measure M (Local Turnback)	692,575	707,882	758,220	759,512	679,548	651,315
Interest Income	1,595	1,993	8,982	2,285	2,285	1,200
TOTAL MEASURE M FUND	694,170	709,875	767,202	761,797	681,833	652,515

City of Rancho Santa Margarita
Revenues - Detail of All Funds

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	AMENDED BUDGET	FY 2019/20 YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET
214 AIR QUALITY IMPROVEMENT FUND:						
AQMD (AB 2766)	61,955	62,264	63,983	59,672	59,672	59,672
Interest Income	1,035	2,421	6,243	328	328	328
TOTAL AQMD FUND	62,990	64,685	70,226	60,000	60,000	60,000
218 TRAFFIC CONGESTION RELIEF FUND:						
TCRF Funds	-	55,252	55,629	53,960	53,374	-
Interest Income	-	163	1,940	1,668	1,668	-
TOTAL TCRF FUND	-	55,415	57,569	55,628	55,042	-
220 LOCAL PARK TRUST FUND:						
Park Fees	571,310	190,436	-	-	-	-
Interest Income	9,107	21,853	37,826	-	-	-
TOTAL LOCAL PARK TRUST FUND	580,417	212,289	37,826	-	-	-
222 SUPPLEMENTAL LAW ENFORCEMENT:						
Supplemental Law Enforcement	129,324	139,416	148,747	99,453	99,453	99,453
Interest Income	775	1,996	4,727	547	547	547
TOTAL SUPPL. ENFORCEMENT	130,099	141,412	153,474	100,000	100,000	100,000
224 PEG FEE FUND:						
PEG Fees	124,004	10,441	-	-	-	-
Interest Income	4,902	(211)	17,298	-	-	-
TOTAL PEG FEE FUND	128,906	10,230	17,298	-	-	-
226 ROAD MAINTENANCE & REHABILITATION						
Transfer from Gas Tax Fund	-	-	29,801	-	-	-
RMRA - Section 2032	-	-	904,605	808,311	808,154	841,458
Interest Income	-	-	5,165	8,165	7,315	5,200
TOTAL RMRA FUND	-	-	939,571	816,476	815,469	846,658
SUBTOTAL - ALL SPECIAL REVENUE	2,549,980	2,494,928	3,027,407	3,038,509	2,805,863	2,826,469
410 CAPITAL PROJECTS FUND						
Transfer from General Fund	1,466,815	571,689	351,400	1,124,000	943,000	165,000
Transfer from Gas Tax Fund	1,116,033	1,021,646	724,338	1,087,000	486,470	1,136,000
Transfer from Measure M Fund	248,402	38,000	137,305	661,000	530,000	-
Transfer from Air Quality Improve.	25,443	1,458	17,056	270,000	216,000	54,000
Transfer from TCRF Fund	-	-	-	165,000	131,000	34,000
Transfer from Local Park Trust Fund	166,849	193,766	67,785	1,155,000	125,000	1,200,000
Transfer from RMRA Fund	-	-	658,239	948,000	646,500	900,000
HBP	44,677	147,314	20,638	2,353,000	506,800	2,863,000
Interest Income	(771)	1,681	5,096	-	-	-
CDBG Grant	131,589	277,342	111,414	134,000	129,000	-
APM	-	220,676	30,844	-	-	-
Project V	-	44,441	-	-	-	-
Project P TSSP	-	-	-	234,000	-	-
CTFP	-	91,960	-	-	-	-
SUBTOTAL - CAPITAL PROJECTS	3,199,037	2,609,973	2,124,115	8,131,000	3,713,770	6,352,000
RSM DEBT SERVICE FUND						
530 RSM PFA DEBT SERVICE FUND:						
Interest Income	11,301	3,794	557	-	-	-
Transfer from General Fund	736,338	731,158	727,708	735,138	735,097	731,638
TOTAL RSM PFA DEBT SERVICE	747,639	734,952	728,265	735,138	735,097	731,638
SUBTOTAL - ALL FUND TYPES	24,167,033	25,604,378	25,770,257	30,724,629	26,383,311	27,999,282
LESS: INTERFUND TRANSFERS	4,509,192	4,785,289	3,467,646	6,906,050	4,580,301	4,953,241
GRAND TOTAL - ALL FUND TYPES	19,657,841	20,819,089	22,302,611	23,818,579	21,803,010	23,046,041

City of Rancho Santa Margarita

Summary of Operating Budgeted Expenditures General Fund Fiscal Year 2020-2021



City of Rancho Santa Margarita
Appropriations Summary - All Funds

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	FY 2020/21 ADOPTED BUDGET
					AMENDED BUDGET	YEAR-END ESTIMATE
<u>GENERAL FUND</u>						
City Council	140,469	150,245	131,204	135,768	145,761	149,713
City Manager	386,078	447,638	476,564	505,525	548,512	547,804
City Attorney	361,837	470,247	448,345	490,867	465,000	444,514
City Clerk	282,147	322,552	275,987	306,483	320,640	310,833
Non-Departmental	541,567	1,437,569	1,257,633	406,989	386,577	342,952
Finance	567,913	618,253	591,727	604,821	626,922	648,033
Human Resources/Risk Management	284,295	292,993	348,451	368,615	430,038	381,252
Police Services	7,316,939	8,845,028	9,096,759	9,366,948	10,106,325	10,105,676
Animal Control	123,517	683,637	310,272	283,342	305,631	314,638
Planning	772,339	762,036	766,230	874,090	888,595	874,291
Building	378,579	316,687	366,642	329,000	300,768	355,954
Public Works	1,008,303	871,111	848,591	844,271	956,787	936,309
Street Maintenance	980,318	985,717	927,876	989,352	1,010,279	1,013,566
Building Maintenance	300,422	307,034	329,092	327,890	398,294	376,985
Community Services	1,086,025	1,025,201	1,126,501	1,069,411	1,117,826	1,117,322
Transfer to Capital Projects Fund	1,222,136	1,466,815	571,689	351,400	1,124,000	943,000
Use of Emergency Reserves	-	-	-	-	-	500,000
Transfer to RSM PFA Debt Service Fund	732,137	736,338	731,158	727,709	735,138	735,097
TOTAL GENERAL FUND	16,485,021	19,739,101	18,604,721	17,982,481	19,867,093	19,597,939
						19,069,721
<u>SPECIAL REVENUE FUNDS</u>						
GAS TAX - Street Lighting	271,604	261,639	266,252	272,097	280,008	283,900
Transfer to General Fund	234,441	206,128	220,280	213,074	234,680	241,002
Transfer to RMRA Fund	-	-	-	-	-	-
Transfer to Capital Projects Fund	327,503	1,116,033	1,021,646	754,138	1,087,000	486,470
MEASURE M						
Transfer to General Fund	531,995	543,184	453,238	510,713	526,232	526,232
Transfer to Capital Projects Fund	161,047	248,402	38,000	137,305	661,000	530,000
AIR QUALITY IMPROVEMENT						
Transfer to General Fund	-	-	-	29,308	-	-
Transfer to Capital Projects Fund	96,818	25,443	1,457	17,056	270,000	216,000
TRAFFIC CONGESTION RELIEF						
Transfer to Capital Projects Fund	-	-	-	-	165,000	131,000
LOCAL PARK TRUST	6,705	-	-	-	-	-
Transfer to Capital Projects Fund	-	166,849	193,766	67,785	1,155,000	125,000
SUPPLEMENTAL LAW ENFORCE	125,395	116,296	106,735	126,634	137,060	123,060
PEG FEE	582	60,261	157,734	3,339	10,000	-
ROAD MAINTENANCE & REHABILITATION						
Transfer to Capital Projects Fund	-	-	-	658,239	948,000	646,500
TOTAL SPECIAL REVENUE FUNDS	1,756,090	2,744,235	2,459,108	2,789,688	5,473,980	3,309,164
						4,531,353
<u>CAPITAL PROJECTS FUND</u>						
Transfer to General Fund	-	-	-	-	-	-
Capital Outlay	1,975,797	3,399,793	2,393,558	2,111,855	8,131,000	3,713,770
Transfer to Gas Tax Fund	-	-	27,220	919	-	-
TOTAL CAPITAL PROJECT FUND	1,975,797	3,399,793	2,420,778	2,112,774	8,131,000	3,713,770
						6,352,000
<u>RSM DEBT SERVICE FUNDS</u>						
RSM PFA DEBT SERVICE FUND	732,137	736,338	734,838	727,838	735,138	735,097
Transfer to General Fund	-	-	1,526,835	-	-	-
TOTAL RSM DEBT SRVC. FUNDS	732,137	736,338	2,261,673	727,838	735,138	735,097
						731,638
SUBTOTAL - ALL FUND TYPES	20,949,045	26,619,467	25,746,280	23,612,781	34,207,211	27,355,970
LESS INTERFUND TRANSFERS	3,306,077	4,509,192	4,785,289	3,467,646	6,906,050	4,580,301
GRAND TOTAL - ALL FUND TYPES	17,642,968	22,110,275	20,960,991	20,145,135	27,301,161	22,775,669
						25,731,471

Fund Expense Summary
GENERAL FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET
	AMENDED BUDGET	YEAR END ESTIMATE					
City Council	140,469	150,245	131,204	135,768	145,761	149,713	145,261
City Manager	386,078	447,638	476,564	505,525	548,512	547,804	558,562
City Attorney	361,837	470,247	448,345	490,867	465,000	444,514	400,000
City Clerk	282,147	322,552	275,987	306,483	320,640	310,833	350,115
Non-Departmental	541,567	1,437,569	1,257,633	406,989	386,577	342,952	390,895
Finance	567,913	618,253	591,727	604,821	626,922	648,033	588,696
Human Resources/Risk Management	284,295	292,993	348,451	368,615	430,038	381,252	454,038
Police Services	7,316,939	8,845,028	9,096,759	9,366,948	10,106,325	10,105,676	10,208,849
Animal Control	123,517	683,637	310,272	283,342	305,631	314,638	341,979
Planning	772,339	762,036	766,230	874,090	888,595	874,291	1,028,296
Building	378,579	316,687	366,642	329,000	300,768	355,954	295,875
Public Works	1,008,303	871,111	848,591	844,271	956,787	936,309	954,751
Street Maintenance	980,318	985,717	927,876	989,352	1,010,279	1,013,566	1,018,205
Building Maintenance	300,422	307,034	329,092	327,890	398,294	376,985	291,220
Community Services	1,086,025	1,025,201	1,126,501	1,069,411	1,117,826	1,117,322	646,341
Transfer to Capital Projects Fund	1,222,136	1,466,815	571,689	351,400	1,124,000	943,000	165,000
Use of Emergency Reserves	-	-	-	-	-	-	500,000
Transfer to RSM PFA Debt Service Fund	732,137	736,338	731,158	727,709	735,138	735,097	731,638
TOTAL GENERAL FUND	16,485,021	19,739,101	18,604,721	17,982,481	19,867,093	19,597,939	19,069,721

Fund Expense Summary
GAS TAX FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET
					AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	271,604	261,639	266,252	272,097	280,008	283,900	288,000
Transfers to General Fund							
Public Works	144,273	121,750	136,389	125,182	141,380	144,415	142,735
Street Maintenance	90,168	84,378	83,891	87,892	93,300	96,587	99,996
Transfers to RMRA Fund	-	-	-	29,800	-	-	-
Transfers to Capital Projects Fund	-	-	-	-	-	-	-
Slurry Seal Program	83,011	545,633	267,295	350,861	120,000	119,000	465,000
Avenida De Las Flores Slurry Seal	-	-	-	-	-	-	-
Residential Overlay	130,551	95,977	(22,486)	5,340	185,000	156,300	-
Robinson Ranch Road Pavement Rehab	-	-	-	-	-	-	-
Antonio Pkwy. Pavement Rehab	3,763	2,733	178,043	960	-	-	-
El Paseo Corridor Improvements	-	-	-	-	-	22,910	-
Coto de Caza/La Promesa Pavement Rehab.	-	199,427	247	-	-	-	-
SMP Pavement Rehabilitation	3,927	3,486	251,936	1,360	-	-	-
Avenida Empressa Pavement Rehabilitation	1,964	314	254,985	95,000	-	-	-
Esperanza Restriping	-	72,561	-	-	-	-	-
Median Hardscape Renovation	-	45,803	22,763	60,000	-	-	-
Melinda Road Median Improvements	-	-	-	-	85,000	16,000	-
Plano Trabuco Median Landscape Renovation	-	-	-	-	15,000	4,600	-
Traffic Signal Enhancement	-	-	13,711	-	25,000	-	-
Traffic Signal Battery Backup System	-	-	-	-	-	-	-
SMP Bridge Hinge Repair	13,703	45,456	(3,768)	11,356	306,000	65,660	371,000
Annual Concrete Repair	55,603	53,328	718	92,488	80,000	73,000	90,000
Alma Aldea Bulbout Installation	-	-	-	-	-	-	-
ADA Curb Ramp Installation	-	4,034	-	53,460	16,000	-	-
Verde Laguna Sidewalk Improvements	34,981	2,199	19,731	-	-	-	-
Emergency Vehicle Pre-emption (2&3)	-	-	-	2,000	-	-	-
Transit Planning Feasibility Study	-	7,833	(2,895)	-	-	-	-
Trash Reduction Catch Basin Inserts	-	30,347	1,380	-	-	-	-
Storm Drain System/Study	-	-	263	3,918	135,000	-	135,000
Auto Center Signage	-	6,902	39,463	-	-	-	-
Arroyo Vista Pavement Rehabilitation	-	-	-	-	-	-	-
La Promesa Slurry Seal	-	-	-	-	25,000	25,000	-
Citywide Red Curb Evaluation	-	-	-	37,993	-	-	-
Citywide Red Curb No Parking Signage	-	-	-	-	63,000	-	-
Traffic Signal Mod. Banderas/Esperanza	-	-	260	9,602	-	-	-
Los Alisos/Melinda Road Signal Upgrade	-	-	-	-	-	-	-
General STOP Line Location Corrective Striping	-	-	-	-	20,000	-	-
Protected Left Turn Study	-	-	-	-	12,000	4,000	-
Traffic Signal System Maintenance	-	-	-	-	-	-	65,000
Rancho/Plano Trabucco Rd Knuckle Enhancment	-	-	-	-	-	-	10,000
TOTAL GAS TAX FUND	833,548	1,583,800	1,508,178	1,239,309	1,601,688	1,011,372	1,666,731

Fund Expense Summary
MEASURE M FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET
					AMENDED BUDGET	YEAR END ESTIMATE	
MEASURE M							
Transfers to General Fund							
Street Maintenance	531,995	543,184	453,238	510,713	526,232	526,232	489,872
Transfers to Capital Projects Fund							
Slurry Seal Program	-	-	-	-	300,000	300,000	-
Antonio Pkwy. Slurry Seal	-	-	-	-	145,000	48,000	-
Residential Overlay	130,551	136,465	-	-	-	-	-
Avenida Empresa Pavement Rehabilitation	-	-	-	25,000	-	-	-
Median Hardscape Renovation	30,496	35,988	-	60,000	-	-	-
Plano Trabuco Median Landscape Renovation	-	-	-	-	-	2,500	-
Traffic Calming Avenida de los Fundadores	-	-	-	-	-	9,500	-
SMP Bridge Hinge Repair	-	-	-	-	-	-	-
Traffic Signal Enhancements	-	42,472	38,000	52,305	110,000	110,000	-
Avenida Banderas Traffic Signal Modification	-	33,477	-	-	-	-	-
Antonio Pkwy. Gateway Improvements	-	-	-	-	70,000	60,000	-
Speed Feedback Sign Consolidation	-	-	-	-	36,000	-	-
TOTAL MEASURE M FUND	693,042	791,586	491,238	648,018	1,187,232	1,056,232	489,872

Fund Expense Summary
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20		FY 2020/21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
AIR QUALITY IMPROVEMENT							
Transfers to General Fund	-	-	-	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	2,305	-	-	-
Los Alisos/Melinda Signal Equip. Upgrade	-	-	-	-	60,000	6,000	54,000
Trabuco Mesa School Signing & Striping	13,776	-	-	-	-	-	-
Speed Feedback Signs	20,470	18,030	-	-	-	-	-
Traffic Signal Battery Backup System	-	-	-	8,951	89,000	89,000	-
Emergency Vehicle Pre-emption	-	-	-	5,799	91,000	91,000	-
Traffic Calming Avenida de los Fundadores	-	-	-	-	30,000	30,000	-
TOTAL AIR QUALITY IMPROVEMENT	96,818	25,443	1,457	46,364	270,000	216,000	54,000

Fund Expense Summary
 TRAFFIC CONGESTION RELIEF FUND

DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20		FY 2020/21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
TRAFFIC CONGESTION RELIEF							
Transfers to Capital Projects Fund							
Storm Drain System/Study	-	-	-	-	165,000	131,000	34,000
TOTAL TRAFFIC CONGESTION RELIEF	-	-	-	-	165,000	131,000	34,000

Fund Expense Summary
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20		FY 2020/21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
LOCAL PARK TRUST							
Community Support	6,705	-	-	-	-	-	-
Transfers to Capital Projects Fund							
Canada Vista Park Restroom	-	-	-	-	-	-	-
Skate Park Renovations	-	-	2,346	13,809	255,000	-	-
Dog Park Renovations	-	166,849	97,500	407	-	-	-
BTRCC Ball Room Flooring	-	-	-	-	-	-	-
BTRCC Youth Lounge Courtyard	-	-	93,920	5,297	-	-	-
Splash Pad at Central Park	-	-	-	48,273	900,000	125,000	1,200,000
TOTAL LOCAL PARK TRUST	6,705	166,849	193,766	67,785	1,155,000	125,000	1,200,000

Fund Expense Summary
SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET
					AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT							
Additional Police Services	125,395	116,296	106,735	126,634	137,060	123,060	142,539
TOTAL SUPPLEMENTAL LAW	125,395	116,296	106,735	126,634	137,060	123,060	142,539

Fund Expense Summary
PEG FEE FUND

DESCRIPTION				-----FY 2019/20-----		FY 2020/21	
	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
PEG FEE							
Public Education Grant Expenditures	582	60,261	157,734	3,339	10,000	-	44,211
TOTAL PEG FEE	582	60,261	157,734	3,339	10,000	-	44,211

Fund Expense Summary
ROAD MAINTENANCE & REHABILITATION

DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	FY 2017/18	AMENDED	YEAR END	FY 2019/20-----	FY 2020/21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	BUDGET
ROAD MAINTENANCE & REHABILITATION								
Transfers to Capital Projects Fund								
Antonio Pkwy. Slurry Seal	-	-	-	-	-	103,000	-	-
Avenida De Las Banderas Slurry Seal	-	-	-	-	200,000	97,000	-	-
Avenida de Las Flores Slurry Seal	-	-	-	239,939	93,000	91,500	-	-
La Promesa Slurry Seal	-	-	-	-	55,000	55,000	-	-
Arroyo Vista Pavement Rehabilitation	-	-	-	-	-	-	600,000	-
Antonio Pkwy. Pavement Rehabilitation	-	-	-	-	600,000	300,000	300,000	-
Avenida Empresa Pavement Rehabilitation	-	-	-	418,300	-	-	-	-
TOTAL ROAD MAINTENANCE & REHAB.	-	-	-	658,239	948,000	646,500	900,000	

Fund Expense Summary
CAPITAL PROJECTS FUND

DESCRIPTION	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20----- AMENDED BUDGET	YEAR END ESTIMATE	FY 2020/21 ADOPTED BUDGET
CAPITAL PROJECTS FUND							
Transfer to Gas Tax Fund	-	-	27,220	919	-	-	-
Annual Slurry Seal Program	83,011	545,633	267,295	350,861	420,000	419,000	500,000
Antonio Pkwy. Slurry Seal	-	-	-	-	145,000	151,000	-
Avenida De Las Banderas Slurry Seal	-	-	-	-	200,000	97,000	-
Avenida de Las Flores Slurry Seal	-	-	-	239,939	93,000	91,500	-
La Promesa Slurry Seal	-	-	-	-	80,000	80,000	-
Annual Residential Overlay	261,102	232,442	(22,486)	5,340	185,000	156,300	600,000
Arroyo Vista Pavement Rehabilitation	-	-	-	-	-	-	-
Vista Drive Street Repair Project	-	-	-	25,551	655,000	654,000	-
Antonio Pkwy. Pavement Rehabilitation	3,763	2,733	298,773	960	600,000	300,000	300,000
Coto de Caza/La Promesa Pavement Rehab.	-	199,427	247	-	-	-	-
SM Pkwy Pavement Rehabilitation	3,927	3,486	382,727	1,360	-	-	-
Avenida Empresa Pavement Rehabilitation	1,964	314	254,985	538,300	-	-	-
Esperanza Restriping	-	72,561	-	-	-	-	-
Median Hardscape Renovations	87,496	163,582	165,763	214,934	-	-	-
Melinda Road Median Improvements	-	-	-	-	85,000	16,000	-
Alicia Pkwy./SMP Gateway	202,726	-	-	-	-	-	-
Auto Center Drive Signage	-	6,902	39,463	-	-	-	-
Antonio Pkwy. Gateway Improvements	-	-	-	-	70,000	60,000	-
City Hall Landscaping Renovation	-	19,154	127,726	-	-	-	-
El Paseo Corridor Improvements	-	-	-	2,214	98,000	120,910	-
Plano Trabuco Median Landscaping Renovation	-	-	-	-	15,000	7,100	-
Citywide Red Curb Evaluation	-	-	-	37,993	-	-	-
SMP Signal & Equipment Upgrade	256	1,272	1,020	-	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	62,317	6,141	438	2,305	-	-	-
Traffic Signal Enhancements	-	42,472	51,711	52,305	135,000	110,000	-
Avenida Banderas Traffic Signal Modification	-	33,477	260	9,602	-	-	-
Traffic Signal Modification Banderas/Esperanza	-	-	-	-	-	-	-
Los Alicos/Melinda Road Signal Equipment Upgrade	-	-	-	-	294,000	6,000	54,000
Traffic Signal Battery Backup System	-	-	-	8,951	89,000	89,000	-
Traffic Calming Avenida de los Fundadores	-	-	-	-	30,000	39,500	-
SMP Bridge Hinge Repair	108,877	176,075	12,927	55,676	2,659,000	572,460	3,234,000
Annual Concrete - Sidewalk Repairs	55,603	53,328	718	92,488	80,000	73,000	90,000
ADA Curb Ramp Installation	63,484	85,873	102,093	164,874	150,000	129,000	-
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	5,297	-	-	-
BTRCC Ball Room Flooring	-	37,893	-	-	-	-	-
City Hall / BTRCC Interior Painting	-	-	24,030	32	30,000	-	-
City Hall / BTRCC Stain & Seal Exterior Wood	-	-	30,491	32	-	-	-
City Hall / BTRCC Exterior Lighting	-	-	-	14,728	-	-	-
BTRCC Kitchen Equipment Replacement	-	-	-	4,660	-	-	-
City Hall / BTRCC Renovation of Ledges	-	-	-	25,000	-	-	-
Chiquita Ridge Open Space Assessment	81,918	118,319	962	-	-	-	-
Chiquita Ridge Habitat Restoration	186,574	221,011	210,955	184,247	166,000	166,000	30,000
Emergency Vehicle Pre-Emption	-	-	-	7,799	91,000	91,000	-
Speed Feedback Signs	20,470	18,030	-	-	-	-	-
Trabuco Mesa School Signing & Striping	13,776	-	-	-	-	-	-
Skate Park Renovations.	-	-	2,346	13,809	255,000	-	-
Dog Park Renovations	-	166,849	97,500	407	-	-	-
Splash Pad at Central Park	-	-	-	48,273	900,000	125,000	1,200,000
Storm Drain (NPDES)	-	-	-	3,918	300,000	131,000	169,000
CCTV Inspection of Storm Drain System	-	-	263	-	-	-	-
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	4,000	-
Speed Feedback Sign Consolidation	-	-	-	-	36,000	-	-
City Hall & BTRCC Courtyard Gate	-	-	-	-	30,000	25,000	-
Traffic Signal System Maintenance	-	-	-	-	-	-	65,000
City Hall Bell System Replacement	-	-	-	-	-	-	-
HVAC Unit Upgrades	-	-	-	-	-	-	100,000
Rancho Trabuco/Plano Trabuco Road Knuckle Enhancement	-	-	-	-	-	-	10,000
TOTAL CAPITAL PROJECTS FUND	1,975,797	3,399,793	2,420,778	2,112,774	8,131,000	3,713,770	6,352,000

Fund Expense Summary
RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20		FY 2020/21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<u>RSM PFA DEBT SERVICE FUND</u>							
Debt Service Payment	732,137	736,338	734,838	727,838	735,138	735,097	731,638
Transfer to General Fund	-	-	1,526,835		-	-	-
TOTAL RSM PFA DEBT SERVICE	732,137	736,338	2,261,673	727,838	735,138	735,097	731,638

SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET
GENERAL FUND						
SALARIES AND BENEFITS	3,263,521	3,198,147	3,315,461	3,514,548	3,533,643	3,249,008
% of total	17%	17%	18%	18%	18%	17%
LAW ENFORCEMENT CONTRACT	8,387,426	8,711,446	8,961,489	9,666,491	9,666,491	9,787,757
% of total	42%	47%	50%	49%	49%	51%
PROFESSIONAL SERVICES	1,221,352	1,182,967	1,235,991	1,181,206	1,203,827	1,122,384
% of total	6%	6%	7%	6%	6%	6%
OTHER CONTRACT SERVICES	2,046,953	1,624,033	1,656,868	1,710,748	1,729,608	1,771,544
% of total	10%	9%	9%	9%	9%	9%
OTHER SUPPLIES AND SERVICES	1,283,405	1,468,997	1,416,586	1,687,311	1,583,148	1,410,400
% of total	7%	8%	8%	8%	8%	7%
CAPITAL EXPENDITURES	365,755	267,629	232,634	247,651	166,094	831,990
% of total	2%	1%	1%	1%	1%	4%
DEBT SERVICE	736,338	731,158	727,709	735,138	735,097	731,638
% of total	4%	4%	4%	4%	4%	4%
MITIGATION	967,536	848,655	84,343	-	-	-
% of total	5%	5%	0%	0%	0%	0%
TRANSFERS/ ALLOCATIONS	1,466,815	571,689	351,400	1,124,000	980,031	165,000
% of total	7%	3%	2%	6%	5%	1%
Subtotal General Fund Expenditures	19,739,101	18,604,721	17,982,481	19,867,093	19,597,939	19,069,721
	100%	100%	100%	100%	100%	100%
SPECIAL FUNDS						
SLESF FUND Police Services	116,296	106,735	126,634	137,060	123,060	142,539
GAS TAX FUND Street Lighting	261,639	266,254	272,097	280,008	283,900	288,000
Subtotal Special Funds Expenditures	377,935	372,989	398,731	417,068	406,960	430,539
TOTAL OPERATING EXPENDITURES	20,117,036	18,977,710	18,381,212	20,284,161	20,004,899	19,500,260

SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET
GENERAL GOVERNMENT					AMENDED BUDGET	YEAR-END ESTIMATE	
110	City Council	150,245	131,204	135,768	145,761	149,713	145,261
120	City Manager	447,638	476,564	505,525	548,512	547,804	558,562
140	City Attorney	470,247	448,345	490,867	465,000	444,514	400,000
160	City Clerk	322,552	275,987	306,483	320,640	310,833	350,115
220	HR / Risk Management	292,993	348,451	368,615	430,038	381,252	454,038
	Subtotal	1,683,675	1,680,551	1,807,258	1,909,951	1,834,116	1,907,976
FINANCE							
170	Non-departmental	3,640,722	2,560,480	1,486,098	2,245,715	2,021,049	1,787,533
210	Finance	618,253	591,727	604,821	626,922	648,033	588,696
	Subtotal	4,258,975	3,152,207	2,090,919	2,872,637	2,669,082	2,376,229
POLICE SERVICES							
310	Police Services	8,845,028	9,096,759	9,366,948	10,106,325	10,105,676	10,208,849
320	Animal Control	683,637	310,272	283,342	305,631	314,638	341,979
	Subtotal	9,528,665	9,407,031	9,650,290	10,411,956	10,420,314	10,550,828
DEVELOPMENT SERVICES							
410	Planning	762,036	766,230	874,090	888,595	874,291	1,028,296
510	Building & Safety	316,687	366,642	329,000	300,768	355,954	295,875
	Subtotal	1,078,723	1,132,872	1,203,090	1,189,363	1,230,245	1,324,171
PUBLIC WORKS							
610	Public Works	871,111	848,591	844,271	956,787	936,309	954,751
620	Street Maintenance	985,717	927,876	989,352	1,010,279	1,013,566	1,018,205
640	Building Maintenance	307,034	329,092	327,890	398,294	376,985	291,220
	Subtotal	2,163,862	2,105,559	2,161,513	2,365,360	2,326,860	2,264,176
COMMUNITY SERVICES							
710	Community Services	1,025,201	1,126,501	1,069,411	1,117,826	1,117,322	646,341
	Subtotal	1,025,201	1,126,501	1,069,411	1,117,826	1,117,322	646,341
	Total General Fund Expenditures	19,739,101	18,604,721	17,982,481	19,867,093	19,597,939	19,069,721
SPECIAL FUNDS							
310	SLESF Police Services	116,296	106,735	126,634	137,060	123,060	142,539
630	GAS TAX FUND Street Lighting	261,639	266,254	272,097	280,008	283,900	288,000
	Total Special Funds Operating Expenditures	377,935	372,989	398,731	417,068	406,960	430,539
	TOTAL OPERATING EXPENDITURES	20,117,036	18,977,710	18,381,212	20,284,161	20,004,899	19,500,260

SCHEDULE OF INTERFUND TRANSFERS

FUND	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET
					AMENDED BUDGET	YEAR END ESTIMATE	
OPERATING TRANSFERS IN:							
100 Transfer from Gas Tax Fund	234,441	206,128	220,280	213,074	234,680	241,002	242,731
100 Transfer from Measure M Fund	531,995	543,184	453,238	510,713	526,232	526,232	489,872
100 Transfer from Air Quality Fund	-	-	-	29,308	-	-	-
100 Transfer from Debt Service Fund	-	-	1,526,835	-	-	-	-
210 Transfer from Capital Project Fund	-	-	27,220	919	-	-	-
226 Transfer from Gas Tax Fund	-	-	-	29,801	-	-	-
410 Transfer from General Fund	1,222,136	1,466,815	571,689	351,400	1,124,000	943,000	165,000
410 Transfer from Gas Tax Fund	327,503	1,116,033	1,021,646	724,338	1,087,000	486,470	1,136,000
410 Transfer from Measure M Fund	161,047	248,402	38,000	137,305	661,000	530,000	-
410 Transfer from Air Quality Fund	96,818	25,443	1,457	17,056	270,000	216,000	54,000
410 Transfer from Traffic Congestion Fund	-	-	-	-	165,000	131,000	34,000
410 Transfer from Local Park Trust Fund	-	166,849	193,766	67,785	1,155,000	125,000	1,200,000
410 Transfer from RMRA Fund	-	-	-	658,239	948,000	646,500	900,000
410 Transfer from PFA Capital Funds	-	-	-	-	-	-	-
530 Transfer from General Fund	732,137	736,338	731,158	727,708	735,138	735,097	731,638
TOTAL	3,306,077	4,509,192	4,785,289	3,467,646	6,906,050	4,580,301	4,953,241
OPERATING TRANSFERS OUT:							
100 Transfer to Capital Projects Fund	1,222,136	1,466,815	571,689	351,400	1,124,000	943,000	165,000
100 Transfer to RSM PFA Debt Service Fund	732,137	736,338	731,158	727,709	735,138	735,097	731,638
210 Transfer to General Fund	234,441	206,128	220,280	213,074	234,680	241,002	242,731
210 Transfer to RMRA Fund	-	-	-	-	-	-	-
210 Transfer to Capital Projects Fund	327,503	1,116,033	1,021,646	754,138	1,087,000	486,470	1,136,000
212 Transfer to General Fund	531,995	543,184	453,238	510,713	526,232	526,232	489,872
212 Transfer to Capital Projects Fund	161,047	248,402	38,000	137,305	661,000	530,000	-
214 Transfer to General Fund	-	-	-	29,308	-	-	-
214 Transfer to Capital Projects Fund	96,818	25,443	1,457	17,056	270,000	216,000	54,000
218 Transfer to Capital Projects Fund	-	-	-	-	165,000	131,000	34,000
220 Transfer to Capital Projects Fund	-	166,849	193,766	67,785	1,155,000	125,000	1,200,000
226 Transfer to Capital Projects Fund	-	-	-	658,239	948,000	646,500	900,000
410 Transfer to Gas Tax Fund	-	-	27,220	919	-	-	-
530 Transfer to General Fund	-	-	1,526,835	-	-	-	-
530 Transfer to Capital Projects Fund	-	-	-	-	-	-	-
TOTAL	3,306,077	4,509,192	4,785,289	3,467,646	6,906,050	4,580,301	4,953,241

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General Government



City of Rancho Santa Margarita, California

General Government

		FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	-----FY 2020/21-----	
					AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	150,245	131,204	135,768	145,761	149,713	145,261
120	City Manager	447,638	476,564	505,525	548,512	547,804	558,562
140	City Attorney	470,247	448,345	490,867	465,000	444,514	400,000
160	City Clerk	322,552	275,987	306,483	320,640	310,833	350,115
220	HR/Risk Management	292,993	348,451	368,615	430,038	381,252	454,038
TOTAL EXPENDITURES		1,683,675	1,680,551	1,807,258	1,909,951	1,834,116	1,907,976



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 2019-20

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 and ICSC ReCon.
4. Supported public safety programs with an emphasis on crime prevention and neighborhood watch programs as well as the extensive child safety programs and monthly 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 the El Paseo Corridor Enhancements 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.
8. Provided ongoing input and direction relating to the establishment of a pilot program to increase the effectiveness of street sweeping.
9. Provided input and direction on the aesthetics and design elements of the approved Splash Pad at Central Park.
10. Provided guidance and support for the City's emergency operations during COVID-19 crisis.
11. Provided leadership and guided policies and legislation to protect the City's interest at the Federal, State, and County levels.
12. Worked in cooperation with staff and various partner agencies during the COVID-19 response.

City Council
(continued)

GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

1. Provide leadership during the reopening and development process of COVID-19 policies, protocols.
2. Lead the City's recovery efforts for COVID-19 losses with business interruption and public and business assistance programs.
3. 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.
4. Sustain support of public safety programs with an increased focus on crime prevention outreach and education.
5. Continue to provide policy direction to ensure and increase financial stability and growth while addressing changing budgetary conditions due to the coronavirus health crisis.
6. Strengthen relationships and partnerships in the community through collaborative, participatory efforts, and maintain ongoing involvement with and support to the City's adopted 2nd Battalion, 5th Marines.
7. Provide support and direction regarding aesthetic improvements throughout the community to remain competitive with surrounding communities.
8. Provide support and direction during the construction phase of the Splash Pad project at Central Park.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/10/2020	
<u>CITY COUNCIL</u>								
EXPENDITURES								
PERSONNEL								
511.000	Salaries - Elected	26,767	27,810	28,274	27,810	27,002	27,810	
521.000	Medicare	388	403	410	403	394	403	
522.000	Retirement	3,321	3,448	3,448	3,448	3,323	3,448	
530.000	Benefits	85,854	91,407	95,295	97,500	94,824	97,500	
TOTAL PERSONNEL		116,330	123,068	127,427	129,161	125,543	129,161	
OPERATIONS								
610.000	Membership & Dues	14,855	4,036	7,576	15,600	23,530	15,600	
612.000	Travel/Conf/Meetings	195	140	765	1,000	640	500	
618.000	Council Support	4,789	1,860	-	-	-	-	
670.000	Community Support	2,050	2,100	-	-	-	-	
700.028	PS - Public Relations	21,889	8,136	8,341	16,600	24,170	16,100	
		12,026	-	-	-	-	-	
TOTAL OPERATIONS		33,915	8,136	8,341	16,600	24,170	16,100	
TOTAL EXPENDITURES								
		150,245	131,204	135,768	145,761	149,713	145,261	
FUNDING SOURCES								
100	General Fund	150,245	131,204	135,768	145,761	149,713	145,261	
TOTAL FUNDING SOURCES								
		150,245	131,204	135,768	145,761	149,713	145,261	

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 2019-20

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.
 - 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:
 - Annual Residential Slurry Seal Project (Zone 2)
 - Annual Residential Overlay (Calle Serra, Santa Catalina, San Ambrosio, San Nicholas)
 - Annual Concrete Repair Program
 - Americans with Disabilities Act (ADA) Curb Ramp Installation Project
 - La Promesa Slurry Seal (Antonio Parkway to Richard Reese Way)
 - Antonio Pkwy Slurry Seal (Santa Margarita Parkway to Avenida de Las Flores)
 - Vista Drive Street Repair
 - Traffic Signal Enhancements (Santa Margarita Parkway and Antonio Parkway, Antonio Parkway and Tijeras Creek)
 - El Paseo Corridor Enhancements (El Paseo and Richard Reese Way)
 - Melinda Median Extension (Design)
3. Expanded communication and public relations relating to City priorities, projects, programs, and activities via several platforms, including:
 - Facebook (16% increase to 4,332 followers),
 - Twitter (10% increase to 2,872), and
 - Instagram (65% increase to 2,872 followers)
 - Updated and re-designed City Web site.
4. Represented the City's interests on local, regional, and statewide issues, including:
 - Analyzed legislation and preparing correspondence in support or opposition as appropriate.

City Manager (continued)

- 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
- Continued to serve as senior facility official liaison to US State Department to allow citizens to apply for passports.

GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

1. Continue to represent the City's interests in local, regional, and statewide issues.
2. Continue to provide leadership and direction through the COVID-19 health crisis and resulting ramifications in the area of budget, staffing, recovery stages, and reopening protocols.
3. Issue additional Executive Orders as appropriate and modify existing orders during the COVID-19 pandemic.
4. Continue participation in meetings with Federal, State, and County officials regarding COVID-19 management and recovery.
5. Ensure the highest level of management over the City's contracts and consultants.
6. Continue to ensure strategic communication and public relations relating to City priorities, projects, programs, and activities.
7. Provide guidance and oversight for the implementation of capital improvement projects and infrastructure improvements, including:
 - Antonio Parkway Pavement Rehabilitation Project (Via Ladera to Avenida de Las Banderas)
 - Upper Oso Habitat Restoration
 - Splash Pad at Central Park
 - Citywide Storm Drain Master Plan
 - Plano Trabuco Median Landscaping Renovation (Design)
 - Antonio Parkway Gateway Improvements (Design)
 - City Hall/BTRCC Courtyard Gate
 - Traffic Calming at Avenida de Los Fundadores (design)
 - Los Alisos/Melinda Road Signal Equipment Upgrades
 - Santa Margarita Bridge Hinge Repair Project
8. Participate in additional economic development activities to assist businesses by providing opportunities for modifications such as expansion of outdoor dining to encourage new business and retain successful business in the community.
9. Review and identify service delivery options to ensure cost-effective and efficient services for the community.
10. Continue to familiarize the City with the County homelessness issue and participate in related discussions.
11. Chair the OCFA Budget and Finance committee and continue to participate in the City Manager's OCFA Technical Advisory Committee.
12. Complete extended term as President of the Orange County City Manager Association (OCCMA) to build and enhance working relationships with colleagues throughout Orange County while navigating through the COVID-19 pandemic.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET 6/10/2020	
		AMENDED BUDGET	YEAR-END ESTIMATE					
<u>CITY MANAGER</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	381,362	408,731	419,837	427,890	469,651	435,648	
521.000	Medicare	5,553	6,033	6,060	6,177	6,790	6,289	
522.000	Retirement	28,493	29,868	55,084	51,149	49,765	55,925	
523.000	Unemployment Insurance	1,008	819	672	896	1,092	700	
530.000	Benefits	26,816	27,134	18,290	58,500	16,415	58,500	
TOTAL PERSONNEL (3 FTE)		443,232	472,585	499,943	544,612	543,713	557,062	
OPERATIONS								
610.000	Membership & Dues	54	382	607	-	191	-	
612.000	Travel/Conf/Meetings	3,613	3,597	4,975	2,900	2,900	500	
615.000	CM Discretionary Account	739	-	-	-	-	-	
622.010	Special Department Expense	-	-	-	1,000	1,000	1,000	
700.001 Professional Services		Subtotal	4,406	3,979	5,582	3,900	4,091	
TOTAL OPERATIONS		4,406	3,979	5,582	3,900	4,091	1,500	
TOTAL EXPENDITURES								
FUNDING SOURCES								
100	General Fund	447,638	476,564	505,525	548,512	547,804	558,562	
TOTAL FUNDING SOURCES								

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET		
					AMENDED BUDGET		6/10/2020		
<u>CITY ATTORNEY</u>									
EXPENDITURES									
OPERATIONS									
700.003	Professional Services	469,618	448,345	420,594	425,000	404,799	400,000		
700.032	PS - Special Counsel	-	-	70,273	40,000	39,715	-		
700.039	PS - Building Expert	629	-	-	-	-	-		
TOTAL OPERATIONS		470,247	448,345	490,867	465,000	444,514	400,000		
TOTAL EXPENDITURES		470,247	448,345	490,867	465,000	444,514	400,000		
FUNDING SOURCES									
100	General Fund	470,247	448,345	490,867	465,000	444,514	400,000		
TOTAL FUNDING SOURCES		470,247	448,345	490,867	465,000	444,514	400,000		

General Government
CITY CLERK'S OFFICE

DESCRIPTION

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

ACCOMPLISHMENTS: FISCAL YEAR 2019-20

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

GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

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.
5. Identify long-term record storage solutions.

Department Expense Summary

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET 6/10/2020
<u>CITY CLERK</u>									
EXPENDITURES									
PERSONNEL									
512.000	Salaries - Regular	230,241	228,326	228,333	219,253	246,979	205,815		
521.000	Medicare	3,322	3,294	3,287	3,156	3,558	2,961		
522.000	Retirement	22,526	22,221	26,731	28,109	28,151	29,549		
523.000	Unemployment Insurance	1,008	546	617	672	865	350		
526.000	FICA Cost			127		7	-		
530.000	Benefits	174	190	215	39,000	155	39,000		
TOTAL PERSONNEL (2.5 FTE)		257,271	254,577	259,310	290,190	279,715	277,675		
OPERATIONS									
610.000	Membership & Dues	540	485	505	1,280	1,280	580		
611.000	Training	400	-		1,300	1,150	-		
612.000	Travel/Conf/Meetings	1,282	1,154	35	600	397	-		
622.010	Special Dept. Expense	2,611	3,186	4,329	5,000	4,063	5,800		
622.011	Codification Supplements	5,087	6,391	3,691	7,500	5,562	7,500		
623.001	Mapping/Reproduction	5,091	3,356	2,119	4,000	8,623	5,000		
624.000	Legal Notices	17,430	5,856	5,426	5,000	5,000	5,000		
626.000	Books & Periodicals	108	108	58	120	60	60		
646.000	Maintenance & Repair	-	-	611	3,650	3,511	-		
	Subtotal	32,549	20,536	16,774	28,450	29,646	23,940		
700.001	Professional Services	2,391	-		-	-	-		
700.002	Elections	29,345	874	29,378	-	472	47,000		
700.029	Election Language Assist.	996	-	1,021	2,000	1,000	1,500		
	Subtotal	32,732	874	30,399	2,000	1,472	48,500		
TOTAL OPERATIONS		65,281	21,410	47,173	30,450	31,118	72,440		
TOTAL EXPENDITURES									
		322,552	275,987	306,483	320,640	310,833	350,115		
FUNDING SOURCES									
100	General Fund	322,552	275,987	306,483	320,640	310,833	350,115		
TOTAL FUNDING SOURCES		322,552	275,987	306,483	320,640	310,833	350,115		

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, response, and recovery efforts; and recommends risk-transfer mechanisms.

ACCOMPLISHMENTS: FISCAL YEAR 2019-20

1. Debuted the City's six-week College Student Work Experience Program.
2. Pursued and recovered approximately \$20,000 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 COVID-19 purchases, and exterior video surveillance cameras at City Hall.
4. Supported City's emergency operations during COVID-19 incident. Division worked with Operational Area staff, and various partner agencies during the response.
5. Administered employee benefit programs, including the annual Benefits Fair, the 2020 Open Enrollment period, and participated on the EIA Employee Benefits Committee.
6. 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.
7. 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.

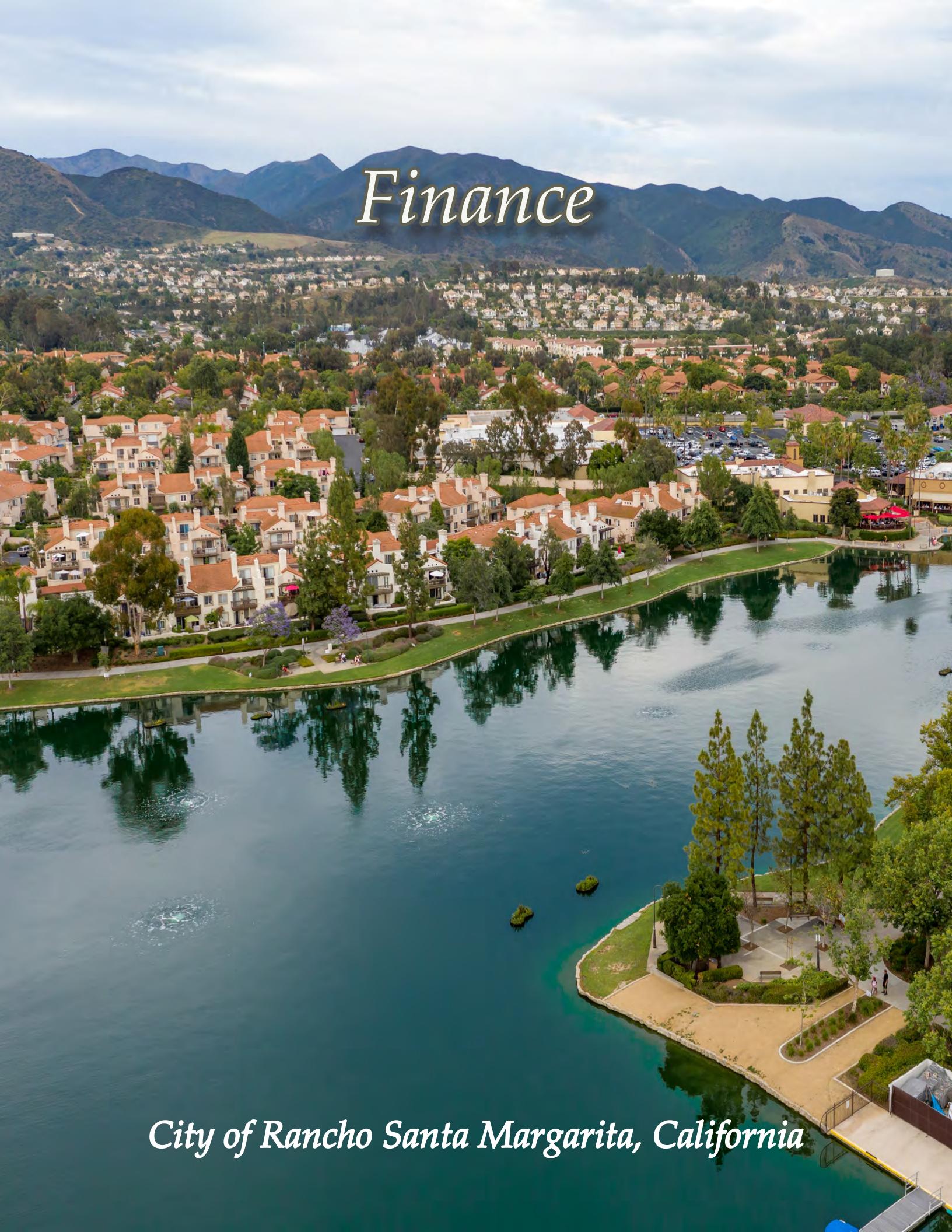
GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

1. Develop COVID-19 policies, protocols, and employee training for reopening.
2. Assist with the City's recovery efforts for COVID-19 losses with business interruption and public assistance programs.
3. Continue to offer Community Emergency Preparedness Academy.
4. Pursue grant opportunities in risk and emergency management to fund risk assessments, and COVID-19 upgrades at City facilities.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET 6/10/2020	
<u>HUMAN RESOURCES/RISK MANAGEMENT</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	112,359	121,420	131,315	143,663	139,603	139,944	
512.000	Salaries/Benefit Adjustments	-	-	-	-	-	-	
516.000	Leave Time Program	-	-	-	10,000	-	10,000	
521.000	Medicare	1,617	1,748	1,888	2,067	2,008	2,013	
522.000	Retirement	8,937	9,785	18,612	16,761	15,772	18,263	
523.000	Unemployment Insurance	336	273	224	448	1,123	175	
526.000	FICA Cost	-	-	-	309	-	-	
530.000	Benefits	17,204	18,347	18,922	19,500	19,676	19,500	
TOTAL PERSONNEL (1.2 FTE)		140,453	151,573	170,961	192,748	178,182	189,894	
OPERATIONS								
610.000	Membership & Dues	715	599	884	865	865	675	
611.000	Training	130	657	-	5,000	5,000	1,500	
612.000	Travel/Conf/Meetings	2,391	891	1,045	3,000	3,000	2,000	
622.010	Special Dept. Expense	6,523	(4,323)	1,336	3,350	3,350	23,000	
626.000	Books & Periodicals	181	234	141	500	500	500	
627.002	EOC Program	-	-	2,165	5,000	2,500	2,500	
665.000	Recruitment	1,108	26,601	11,462	4,000	2,505	4,000	
690.001	Insurance G/L	97,427	100,384	110,398	115,000	105,482	122,788	
690.002	Insurance W/C	22,010	48,839	45,583	50,000	37,846	48,021	
690.003	Insurance Property	16,952	18,108	19,884	21,000	23,633	28,360	
690.004	Insurance Other	700	750	750	3,775	2,200	3,000	
690.005	Insurance SIR	-	-	1,688	20,000	8,000	25,000	
700.004	Professional Services	Subtotal	148,137	192,740	195,336	231,490	194,881	
			4,403	4,138	2,318	5,800	8,189	
TOTAL OPERATIONS		152,540	196,878	197,654	237,290	203,070	264,144	
TOTAL EXPENDITURES		292,993	348,451	368,615	430,038	381,252	454,038	
FUNDING SOURCES								
100	General Fund	292,993	348,451	368,615	430,038	381,252	454,038	
TOTAL FUNDING SOURCES		292,993	348,451	368,615	430,038	381,252	454,038	

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An aerial photograph of Rancho Santa Margarita, California. The image shows a large, calm lake in the foreground, with a paved walkway and small green spaces along its edge. In the background, a dense residential area is built on a hillside, featuring numerous houses with red-tiled roofs and white exteriors. The town is surrounded by a range of mountains under a clear blue sky.

Finance

City of Rancho Santa Margarita, California

Finance

		FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET
FINANCE							
170	Non-departmental	3,640,722	2,560,480	1,486,098	2,245,715	2,021,049	1,787,533
210	Finance	618,253	591,727	604,821	626,922	648,033	588,696
TOTAL EXPENDITURES		4,258,975	3,152,207	2,090,919	2,872,637	2,669,082	2,376,229



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 2019-20

1. Prepared a structurally balanced budget for FY 2020-21 based on the impacts and constraints of the COVID-19 health crisis.
2. Received the Government Finance Officers Association (GFOA) Financial Reporting Certificate of Excellence for the 2018-19 Comprehensive Annual Financial Report (CAFR).
3. Completed the FY 2018-19 City-wide Audit with no adjustments or deficiencies.
4. Implemented Caseware software for use with the year-end closing of the City's financials and preparation of the Comprehensive Annual Financial Report (CAFR) for FY 2018-19.
5. Renewed State Mandated Cost Claim contract with MGT Consulting Group through June 30, 2025.
6. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
7. Transitioned duties to the Senior Accountant position due to the retirement of the Budget and Accounting Supervisor.
8. 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.
9. Implemented technology upgrades, including:
 - Completed the City's website redesign, and ensured it was compliant with Title II ADA regulations.
 - Renewed the copy machine lease with Toshiba, and received new copy machines with additional features and more efficient toner usage.
 - Updated PCs at City Hall with Windows 10.
 - Purchased new access points for better Wi-Fi coverage at City Hall and the Bell Tower Regional Community Center.
 - Increased internet speed to ensure that staff has remote access when needed.
10. Prepared annual Investment Policy review and update and renewed financial services contract with Fieldman Rolapp.

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 2020-21

1. Develop a balanced budget for Fiscal Year 2021-22 taking into consideration the ongoing effects of the COVID-19 crisis.
2. Direct annual City-wide financial statement audit and submit 2019-20 CAFR to GFOA award program.
3. Refine software modeling for budget forecasting and long-term trend analysis.
4. Manage and monitor the CARES Act funding issued by the Federal Government in response to the COVID-19 crisis.
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. Adopt a resolution that adjusts the City's user fee schedule based on the Consumer Price Index (CPI).
7. Monitor and report the financial changes due to the COVID-19 crisis to City Council, and propose changes to the budget as needed.

Department Expense Summary
Non-Departmental Fund 100, Division 170

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20		FY 2020/21 ADOPTED BUDGET			
		AMENDED BUDGET	YEAR-END ESTIMATE	6/10/2020						
<u>NON-DEPARTMENTAL</u>										
EXPENDITURES										
PERSONNEL										
530.000	Benefits	7,767	8,222	8,216	8,280	9,268	11,905			
TOTAL PERSONNEL		7,767	8,222	8,216	8,280	9,268	11,905			
OPERATIONS										
610.000	Membership & Dues	6,088	6,239	6,263	6,560	6,368	6,710			
622.000	Office Supplies	19,729	22,230	22,027	22,000	22,555	20,000			
625.000	Postage	5,620	7,855	6,864	8,820	7,038	8,030			
627.000	EOC Supplies/Training	2,711	3,437	4,841	9,400	3,234	9,280			
636.001	Utilities-Telephone	31,257	30,669	29,325	33,228	31,574	35,028			
642.000	Equipment Leases	12,523	15,175	12,921	17,400	13,496	16,848			
663.000	Property Tax Admin. Costs	12,906	19,360	16,422	20,000	17,000	20,000			
664.000	LAFCO Reforms (AB 2838)	6,467	6,699	6,828	7,073	7,073	7,304			
690.000	Insurance	858	-	1,567	924	1,570	1,600			
	Subtotal	98,159	111,664	107,058	125,405	109,908	124,800			
700.001	Prof. Svcs. - Admin.	1,660	28,126	7,357	7,983	7,183	8,500			
700.008	Prof. Svcs. - Computer	78,265	89,012	81,546	95,000	88,628	95,000			
700.017	Prof. Svcs. - Website	18,087	9,091	9,470	9,298	7,455	-			
700.040	PS - Financing Costs	2,000	2,000	2,000	2,000	2,000	2,000			
	Subtotal	100,012	128,229	100,373	114,281	105,266	105,500			
TOTAL OPERATIONS		198,171	239,893	207,431	239,686	215,174	230,300			
TRANSFERS										
790.410	Transfer to Cap. Projects	1,466,815	571,689	351,400	1,124,000	943,000	165,000			
790.500	Transfer to RSMNP									
	Subtotal	1,466,815	571,689	351,400	1,124,000	943,000	165,000			
MITIGATION										
802.000	Mit. Obligation - Tax Incr.	967,536	848,655	84,343	-	-	-			
	Subtotal	967,536	848,655	84,343	-	-	-			
DEBT SERVICE										
790.530	Transfer to RSM PFA	736,338	731,158	727,709	735,138	735,097	731,638			
CAPITAL OUTLAY										
826.000	Equipment - Police	154,161	49,018	-	-	-	-			
832.000	GIS System	16,974	18,474	18,804	17,160	19,060	19,675			
841.001	Comp. Licenses/HW/SW	76,651	93,371	88,195	91,451	84,450	84,015			
990.000	Contingency	16,309	-	-	30,000	15,000	45,000			
	Use of Emergency Reserves	-	-	-	-	-	500,000			
	Subtotal	264,095	160,863	106,999	138,611	118,510	648,690			
TOTAL EXPENDITURES		3,640,722	2,560,480	1,486,098	2,245,715	2,021,049	1,787,533			
FUNDING SOURCES										
100	General Fund	3,640,722	2,560,480	1,486,098	2,245,715	2,021,049	1,787,533			
TOTAL FUNDING SOURCES		3,640,722	2,560,480	1,486,098	2,245,715	2,021,049	1,787,533			

Department Expense Summary

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	AMENDED BUDGET	FY 2019/20 YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET 6/10/2020	
<u>FINANCE</u>									
EXPENDITURES									
PERSONNEL									
512.000	Salaries - Regular	415,504	431,217	443,172	431,464	501,645	403,725		
515.000	Temporary Personnel	9,139	1,337	8,098	-	-	-		
521.000	Medicare	6,009	6,240	6,407	6,241	7,008	5,830		
522.000	Retirement	71,683	79,385	79,234	73,678	66,073	62,400		
523.000	Unemployment Insurance	1,344	1,428	1,169	1,008	1,008	700		
530.000	Benefits	16,574	17,506	18,177	58,500	16,835	58,500		
TOTAL PERSONNEL (3.8 FTE)		520,253	537,113	556,257	570,891	592,569	531,155		
OPERATIONS									
610.000	Membership & Dues	1,021	1,021	1,021	1,021	1,016	305		
611.000	Training	719	-	-	1,700	334	500		
612.000	Travel/Conf/Meetings	79	256	167	1,175	570	875		
622.010	Special Dept. Expense	5,031	2,629	3,108	6,135	2,302	4,255		
626.000	Books & Periodicals	782	765	745	1,265	745	1,270		
700.004	Professional Services	7,632	4,671	5,041	11,296	4,967	7,205		
		90,368	49,943	43,523	44,735	50,497	50,336		
TOTAL OPERATIONS		98,000	54,614	48,564	56,031	55,464	57,541		
TOTAL EXPENDITURES		618,253	591,727	604,821	626,922	648,033	588,696		
FUNDING SOURCES									
100	General Fund	618,253	591,727	604,821	626,922	648,033	588,696		
TOTAL FUNDING SOURCES		618,253	591,727	604,821	626,922	648,033	588,696		

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Police Services



City of Rancho Santa Margarita, California

RANCHO

January 1, 2000

Police Services

		FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET
POLICE SERVICES							
310	Police Services	8,845,028	9,096,759	9,366,948	10,106,325	10,105,676	10,208,849
310	Police Services SLESF	116,296	106,735	126,634	137,060	123,060	142,539
310	Total Police Services	8,961,324	9,203,494	9,493,582	10,243,385	10,228,736	10,351,388
320	Animal Control - MV	683,637	310,272	283,342	305,631	314,638	341,979
TOTAL EXPENDITURES		9,644,961	9,513,766	9,776,924	10,549,016	10,543,374	10,693,367



Police Services
POLICE SERVICES/ANIMAL CARE AND CONTROL

DESCRIPTION

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

ACCOMPLISHMENTS: FISCAL YEAR 2019-2020

1. Provided effective law enforcement services ensuring the City remains as one of the safest cities in the State of California. Safewise.com ranked Rancho Santa Margarita as the second safest city in the State.
2. Completed the recruitment and training of a new motor officer.
3. Acquired and implemented a new motorcycle for the motor officer.
4. Successfully implemented a more robust traffic enforcement plan with the focus on pedestrian safety, traffic speeds and noise abatement.
5. Obtained grant funding and hosted a DUI checkpoint and multiple roving DUI enforcement activities.
6. Recruited and trained a new deputy to distribute information via the Police Services social media pages.
7. Successfully used two (2) Homeless Liaison Officers (HLO) to work with Mercy House, HCA and the OCSD Homeless Outreach Team to respond to issues with the transient population and the opening of the Joplin House run by the Illumination Foundation.
8. Successfully trained three new deputies for RSM Police Services.
9. Maintained RSM Police Services front counter allowing over 900 people to come to police services to ask questions, report incidents, obtain proof of correction citation sign-offs, and request vacation safety checks of residents' homes.
10. The Child Safety Deputy conducted numerous "Officer Friendly" presentations, Senior Safety presentations and Neighborhood Watch meetings.
11. Conducted numerous fraud prevention seminars at the senior living facilities and monthly "Lunch with the Law" seminars at the bell tower.
12. Continued with the public education campaign utilizing the City website, social media platforms and Neighborhood Watch programs.
13. Conducted numerous tobacco enforcement events at local retailers by utilizing undercover personnel. The enforcement was funded through the State of California Tobacco Grant.
14. 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.
15. Police services coordinated another "Pumpkin Patch" giveaway to special needs students at several schools, participated in the Secret Santa giveaway with two deserving families in RSM and supported the "Team Kids Challenge".
16. Hosted the annual Mayor's meeting with school officials and outreach meetings with school principals.

17. Participated in the Special Olympic fundraiser Wood Ranch Restaurant. The City of RSM won the award for the “Top Performing” TIP-A-Cop event out of all the OCSD contract cities, maintaining the community friendly award for the third year in a row.
18. Worked with event organizers to provide law enforcement services to Rancho Family Fest and the Good Dirt Ride.
19. Worked in cooperation with the DEA (Drug Enforcement Administration) for Operation “Drug Take-Back”, allowing residents to turn in unwanted prescription medication.
20. Successfully utilized Sheriff’s Department resources to respond to large protests within the city.
21. Fulfilled the police services contract while redeploying staffing resources to respond to the City Manager’s State of Emergency related to the spread of the COVID-19 and to the numerous protests launched throughout the city.

GOALS AND OBJECTIVES: FISCAL YEAR 2020-2021

1. Provide exceptional and responsive law enforcement services to the 50,000 residents in the City of Rancho Santa Margarita.
2. Continue to maintain consistent hours of operation at the Police Services front lobby to enable residents to speak with sworn personnel for ticket sign offs, reporting of incidents and general law enforcement inquiries.
3. Continue to monitor and ensure 5-minute or less Part 1 Crime response times.
4. Proactively address major issues that can adversely affect the quality of life within the City of Rancho Santa Margarita including addressing law enforcement’s response to homelessness, traffic issues and emerging crime trends.
5. Educate the public through OCSD sponsored events such as the “Stay Safe OC” campaign and “Fraud-Scam-Crime” seminars.
6. Increase public outreach by attending City sponsored events, increasing our social media presence and coordinating events such as Tip-a-Cop, Drug Take Back and the School Pumpkin Patch Giveaway for special needs students.
7. Manage the deployment of resources for maximum coverage and efficiency while working within the new overtime and vacancy credit parameters of the budget.
8. Increase Critical Incident Response Team rifle program by training additional field personnel.
9. Continue to implement traffic safety measures including DUI enforcement, speed enforcement and crosswalk/pedestrian safety enforcement for improved traffic safety.
10. Work with OCFA, County Emergency Services and City Emergency Personnel to enhance the City Emergency Operations response.
11. Work with schools as they re-open from the Covid-19 closures.
12. Maintain fiscal accountability while responding to issues including protests and Covid-19 emergency responses.

Department Expense Summary
Police Services Fund 100, Division 310

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET 6/10/2020	
<u>POLICE SERVICES</u>								
OPERATIONS								
612.000	Travel/Conf/Meetings	794	870	525	1,090	565	600	
622.010	Special Dept. Expense	6,028	4,037	5,598	5,790	4,322	4,540	
628.000	Uniforms	201	126	211	300	150	150	
642.000	Radio Maint. Contract	4,524	5,078	5,613	5,500	6,863	3,972	
646.000	Maintenance-Motorcycles	5,019	14,973	10,808	10,000	10,710	9,000	
646.003	Maintenance-Bicycles	-	-	185	200	185	200	
649.000	Fuel - Motorcycles	2,777	4,525	4,773	5,220	6,106	6,000	
649.002	Fuel - Autos	75,811	91,788	101,003	97,992	97,220	96,000	
670.000	Community Support	5,966	5,966	11,932	6,000	-	6,000	
	<i>Subtotal</i>	101,120	127,363	140,648	132,092	126,121	126,462	
720.001	Law Enforcement Contract	8,387,426	8,711,446	8,961,489	9,666,491	9,666,491	9,787,757	
720.003	Crossing Guard	195,776	203,579	201,399	219,186	218,689	243,019	
720.006	Parking Citation Process.	34,693	25,905	34,176	30,600	55,245	50,245	
720.018	Automated Fingerprint ID	16,131	27,136	29,236	27,956	27,958	25,835	
720.201	Contract Discount					(18,242)	(24,469)	
	<i>Subtotal</i>	246,600	256,620	264,811	277,742	283,650	294,630	
TOTAL OPERATIONS		8,735,146	9,095,429	9,366,948	10,076,325	10,076,262	10,208,849	
CAPITAL OUTLAY								
826.000	Police Equipment	(2,178)	-	-	30,000	29,414	-	
	TOTAL CAPITAL OUTLAY	(2,178)	-	-	30,000	29,414	-	
TOTAL EXPENDITURES		8,845,028	9,096,759	9,366,948	10,106,325	10,105,676	10,208,849	
FUNDING SOURCES								
100	General Fund	8,694,581	8,958,535	9,190,620	9,940,193	9,868,116	10,004,849	
100	GF - Police Revenue	142,914	138,224	169,305	159,132	231,379	197,000	
100	Miscellaneous Grants	7,533	-	7,023	7,000	6,181	7,000	
	TOTAL FUNDING SOURCES	8,845,028	9,096,759	9,366,948	10,106,325	10,105,676	10,208,849	
<u>POLICE SERVICES - SLESF</u>								
EXPENDITURES - OPERATIONS								
646.004	SLESF-800 Mhz Maint.	10,005	7,340	11,960	13,255	13,255	13,283	
720.010	SLESF-Spec Enforcement	-	-		9,000	-	9,000	
826.001	SLESF-Police Equipment	-	-	12,691	5,000	-	5,000	
826.002	SLESF-MDC Maintenance	106,291	99,395	101,983	109,805	109,805	115,256	
	TOTAL OPERATIONS	116,296	106,735	126,634	137,060	123,060	142,539	
TOTAL EXPENDITURES								
FUNDING SOURCES								
222	SLESF	116,296	106,735	126,634	137,060	123,060	142,539	
	TOTAL FUNDING SOURCES	116,296	106,735	126,634	137,060	123,060	142,539	

Department Expense Summary
Animal Control Fund 100, Division 320

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/10/2020	
<u>ANIMAL CONTROL</u>								
EXPENDITURES								
OPERATIONS								
720.002	OC Animal Control Contract	143,025	4,932	-	-	-	-	
720.019	MV Animal Control Contract	145,780	305,340	283,342	305,631	314,638	341,979	
720.020	MV Animal Care Transition	394,832	-	-	-	-	-	
TOTAL OPERATIONS		683,637	310,272	283,342	305,631	314,638	341,979	
TOTAL EXPENDITURES		683,637	310,272	283,342	305,631	314,638	341,979	
FUNDING SOURCES								
100 General Fund								
TOTAL FUNDING SOURCES		683,637	310,272	283,342	305,631	314,638	341,979	

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Development Services



City of Rancho Santa Margarita, California

Development Services

		FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	FY 2020/21 ADOPTED BUDGET
DEVELOPMENT SERVICES						
410	Planning	762,036	766,230	874,090	888,595	874,291
510	Building & Safety	316,687	366,642	329,000	300,768	355,954
	TOTAL EXPENDITURES	1,078,723	1,132,872	1,203,090	1,189,363	1,230,245
						1,324,171



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 and issues citations for violations of street sweeping parking restrictions. Economic Development functions focus on business attraction and retention.

ACCOMPLISHMENTS: FISCAL YEAR 2019-20

1. The Development Services Department provided assistance to 2,209 people at the public counter.
2. The Building Division processed a variety of plan checks, permits and inspections:
 - conducted 710 plan checks
 - issued 1,172 building permits
 - performed 2,298 building inspections
 - responded to 98 building records requests
3. The Planning Division:
 - processed 11 discretionary entitlements
 - issued 17 special event permits
 - conducted 9 Planning Commission meetings
4. Code Enforcement:
 - opened and investigated 50 cases
 - closed 40 cases
5. Notable Economic Development activities include the following:
 - Worked cooperatively with the RSM Chamber of Commerce through financial support and staff participation in Chamber activities
 - 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 update to the Land Use, Economic Development, Safety, Conservation Open Space, and Noise Elements of the General Plan
 - The General Plan Update was approved by the City Council on March 11, 2020
 - Completed the 2019 General Plan Annual Progress Report and submitted it to State Housing and Community Development Department (HCD)

Development Services

(continued)

7. Planning Division Accomplishments include:
 - Responded to inquiries and issues surrounding the Dove Canyon Plaza application for rezone
 - Completed Zoning Code update related to small wireless facilities
 - Completed Zoning Code update to amend the list of permitted uses and increase the allowable building height in the Business Park Zoning District
 - Continued to work cooperatively with Applied Medical on multiple building expansion projects
8. CDBG Accomplishments include:
 - Implemented the FY 2019-20 Annual Action Plan
 - Prepared an amendment to the FY 2019-20 Annual Action Plan for expenditure of additional funds received through the CARES Act
 - Prepared the 2020-2024 Consolidated Plan and FY 2020-21 Annual Action Plan
9. Building Division Accomplishments include:
 - Modified daily services to respond respect social distancing while continuing to provide essential building and safety services including: electronic plan check, new plan drop-off procedures, and virtual inspections
 - Responded to roof collapse in the business park to ensure all life-safety issues were addressed and implemented expedited review of shoring and repairs
10. 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 2020-21

1. Start and make significant progress on the General Plan Housing Element update
2. Complete annual review of the Local Hazard Mitigation Plan
3. Generate the 2020 General Plan Annual Progress Report and submit it to HCD
4. Implement the amended FY 2019-20 Annual Action Plan for CDBG to distribute CARES Act funding and prepare and implement the 2020-2024 Consolidated Plan and FY 2020-21 Annual Action Plan for CDBG
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 retention and attraction activities
8. Participate in the International Council of Shopping Centers (ICSC) 2021 Recon and local conferences
9. Update the City's Zoning Code to implement new State Law with respect to accessory dwelling units

Department Expense Summary
Planning Fund 100, Division 410

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET 6/10/2020	
		AMENDED BUDGET	YEAR-END ESTIMATE					
<u>PLANNING</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	419,942	440,062	487,176	463,692	521,455	495,015	
515.000	Temporary personnel	-	-	-	-	12,210	-	
521.000	Medicare	6,044	6,335	7,017	6,684	7,511	7,138	
522.000	Retirement	44,609	48,631	64,180	54,990	54,818	65,185	
523.000	Unemployment Insurance	2,114	1,365	1,161	1,120	1,218	875	
530.000	Benefits	43,879	58,704	37,921	78,000	48,114	97,500	
TOTAL PERSONNEL (4.6 FTE)		516,588	555,097	597,455	604,486	645,326	665,713	
OPERATIONS								
610.000	Membership & Dues	2,115	2,836	2,770	2,935	1,468	2,250	
611.000	Training	670	94	-	150	75	-	
612.000	Travel/Conf/Meetings	4,606	1,369	1,859	2,960	2,337	940	
617.000	Stipend - Commissioners	3,300	3,675	3,600	4,500	4,500	4,500	
622.010	Special Dept. Expense	304	151	2,197	845	442	895	
623.001	Mapping/Reproduction	-	-	-	300	150	300	
624.000	Legal Notices	-	-	250	3,000	1,500	1,500	
626.000	Books & Periodicals	246	280	-	349	264	250	
Subtotal		11,241	8,405	10,676	15,039	10,736	10,635	
677.000	PS - Hazard Mitigation Plan	-	-	55,661	10,610	14,260	-	
700.005	PS - Non-recoverable	12,946	-	-	-	-	-	
700.011	PS - Recoverable	1,194	378	128	10,000	-	10,000	
700.014	PS - Code Enforcement	3,840	4,314	2,400	2,400	2,400	2,400	
700.022	PS - CDBG	32,032	28,376	27,133	42,800	42,800	33,300	
700.023	Economic Development	46,484	48,785	41,555	66,800	42,661	57,248	
700.025	CDBG - Eligible Projects	8,530	-	6,108	21,250	21,250	25,000	
700.026	CDBG - Public Services	29,568	28,665	32,284	32,110	32,110	30,000	
700.027	PS-Recoverable Deposits	14,080	13,878	29,190	31,500	25,297	31,500	
Subtotal		148,674	124,396	194,459	217,470	180,778	189,448	
TOTAL OPERATIONS		159,915	132,801	205,135	232,509	191,514	200,083	
CAPITAL OUTLAY								
851.000	General Plan & Elements	80,504	78,122	71,500	37,100	37,031	132,000	
852.000	Comp. Zoning Code	5,029	210	-	14,500	420	30,500	
TOTAL CAPITAL OUTLAY		85,533	78,332	71,500	51,600	37,451	162,500	
TOTAL EXPENDITURES								
FUNDING SOURCES								
100	General Fund	502,614	526,171	589,494	623,030	644,002	649,126	
100	Use of General Fund Reserves	80,504	78,122	71,500	37,100	37,031	-	
100	Planning Grants	-	-	-	-	-	157,000	
100	CDBG Grant	78,723	57,041	65,525	96,160	96,160	168,300	
100	GF - Planning Revenues	100,195	104,896	147,571	132,305	97,098	53,870	
TOTAL FUNDING SOURCES		762,036	766,230	874,090	888,595	874,291	1,028,296	

Department Expense Summary
Building & Safety Fund 100, Division 510

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET 6/10/2020	
					AMENDED BUDGET	YEAR-END ESTIMATE		
<u>BUILDING & SAFETY</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	67,610	70,241	73,506	61,520	77,628	61,594	
521.000	Medicare	980	1,018	1,066	892	1,126	893	
522.000	Retirement	3,640	3,830	7,556	8,972	8,676	9,553	
523.000	Unemployment Insurance	336	273	224	224	193	175	
530.000	Benefits	1,130	1,142	1,136	19,500	558	19,500	
TOTAL PERSONNEL (1 FTE)		73,696	76,504	83,488	91,108	88,181	91,715	
OPERATIONS								
611.000	Training	-	-	-	100	-	100	
612.000	Travel/Conf/Meetings	-	-	-	60	-	60	
	Subtotal	-	-	-	160	-	160	
700.007	PS - Non-recoverable	-	-	-	-	-	-	
700.012	PS - Recoverable	242,991	290,138	245,512	209,500	267,773	204,000	
	Subtotal	242,991	290,138	245,512	209,500	267,773	204,000	
TOTAL OPERATIONS		242,991	290,138	245,512	209,660	267,773	204,160	
TOTAL EXPENDITURES		316,687	366,642	329,000	300,768	355,954	295,875	
FUNDING SOURCES								
100	General Fund	(176,667)	(230,287)	(172,085)	(123,792)	(151,231)	(194,004)	
100	GF - Building Revenue	493,354	596,929	501,085	424,560	507,185	489,879	
TOTAL FUNDING SOURCES		316,687	366,642	329,000	300,768	355,954	295,875	

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Public Works



City of Rancho Santa Margarita, California

Public Works

		FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET
PUBLIC WORKS DEPARTMENT							
610	Public Works	871,111	848,591	844,271	956,787	936,309	954,751
620	Street Maintenance	985,717	927,876	989,352	1,010,279	1,013,566	1,018,205
630	GAS TAX FUND <i>Street Lighting</i>	261,639	266,254	272,097	280,008	283,900	288,000
640	Building Maintenance	307,034	329,092	327,890	398,294	376,985	291,220
TOTAL EXPENDITURES		568,673	595,346	599,987	2,645,368	2,610,760	2,552,176



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 2019-20

1. Issued permits for and inspected work in the Public Right of Way:
 - 95 Encroachment Permits,
 - 30 Transportation/Oversized Load Permits,
 - 1 Film Permit.
2. Issued Engineering Permits:
 - 2 Grading Permit,
3. Engineering and Traffic Engineering Accomplishments include:
 - Inspected Bell Canyon Drainage Improvements.
 - Inspected numerous large utility infrastructure upgrades from various utility companies.
 - 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.
 - Began 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.
 - Maintained compliance with San Diego Regional Water Quality Control Board MS4 Permits.
 - Maintained compliance with all state-mandated solid waste disposal requirements.
 - Added new street lights to the intersection of El Paseo and Richard Reese Way.
4. On-going Facility and Street Maintenance includes:
 - Managed the contracts and performance of traffic signal maintenance, solid waste, and street sweeping contractors.
 - Continued to ensure removal of graffiti within 24 hours utilizing the Graffiti Hotline.
 - Performed on-going maintenance of City facilities and landscape areas.
 - Completed various maintenance tasks Citywide including weekly litter collection, patching of potholes, repair of damaged asphalt, and as needed sign replacement.
 - Installed new holiday décor around City Hall and the BTRCC during the December holiday season.

Public Works

(continued)

- Continued maintenance and oversight activities at the 82-acre habitat restoration area near Upper Oso Reservoir.
- 5. Completed and/or initiated numerous design projects that will be submitted for various grant-funding opportunities from various agencies.
- 6. Held one successful electronic waste/document shredding event in November 2019.
- 7. Participated in regional meetings of the watershed management group, CalRecycle, and OCTA Technical Advisory Committee.

GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

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. Final closeout 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. Seek Grant funding opportunities for future City construction projects.
11. Complete the bridge hinge repair construction project.
12. Complete the construction of the Splash Pad at Central Park.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET 6/10/2020					
					AMENDED BUDGET	YEAR-END ESTIMATE						
PUBLIC WORKS												
EXPENDITURES												
PERSONNEL												
512.000	Salaries - Regular	410,600	328,235	320,170	457,800	476,695	451,535					
512.001	Salaries - Allocated to CIP	-	-	-	(110,000)	(110,000)	(150,000)					
521.000	Medicare	7,316	6,702	6,393	6,599	6,884	6,508					
522.000	Retirement	75,929	68,063	43,039	50,201	45,867	52,739					
523.000	Unemployment Insurance	1,650	1,656	1,523	1,232	962	788					
530.000	Benefits	34,712	36,576	41,759	68,250	31,782	68,250					
TOTAL PERSONNEL (4.36 FTE)		530,207	441,232	412,884	474,082	452,190	429,820					
OPERATIONS												
610.000	Membership & Dues	525	573	147	921	688	-					
611.000	Training	-	360	-	2,000	120	-					
612.000	Travel & Meetings	584	407	35	1,480	35	-					
622.010	Special Dept. Expense	813	928	191	1,910	176	1,912					
622.020	Underground Service Alert	434	498	738	1,000	914	1,000					
626.000	Books & Periodicals	-	-	-	500	-	-					
643.000	Storage Facility Rental	6,000	6,000	6,000	6,540	8,750	7,020					
650.000	Storm Water (NPDES)	158,933	179,412	170,020	207,960	213,930	225,514					
660.000	Solid Waste Management	16,584	28,615	39,358	57,006	49,716	70,973					
660.001	Solid Waste Recycling	-	-	-	-	-	-					
660.002	Beverage Recycling Expenditures	-	-	1,666	-	1,762	1,800					
661.000	Landscape Maintenance	13,746	14,045	17,740	36,620	24,433	40,604					
661.001	Park Maintenance	5,081	11,183	12,817	16,908	20,507	33,508					
	Subtotal	202,700	242,021	248,712	332,845	321,031	382,331					
700.006	PS - Non-recoverable	-	-	-	-	-	-					
700.013	PS - Recoverable	14,141	21,136	23,976	2,000	21,735	-					
700.015	PS - Traffic Engineering	105,758	115,768	104,564	120,420	123,603	121,800					
	Subtotal	119,899	136,904	128,540	122,420	145,338	121,800					
TOTAL OPERATIONS		322,599	378,925	377,252	455,265	466,369	504,131					
CAPITAL OUTLAY												
844.000	City Vehicle	-	-	29,308	-	-	-					
871.000	Speed/Volume Study	5,066	9,448	7,970	7,800	750	3,800					
872.001	Design - Local Projects	801	2,575	-	2,640	-	-					
874.000	Pavement Mgmt System	12,438	16,411	16,857	17,000	17,000	17,000					
	TOTAL CAPITAL OUTLAY	18,305	28,434	54,135	27,440	17,750	20,800					
TOTAL EXPENDITURES												
FUNDING SOURCES												
100	General Fund	503,167	433,251	420,496	544,305	513,086	529,448					
210	Gas Tax	121,751	136,389	125,181	141,380	144,415	142,735					
100	Waste Recycling Grant	89,683	91,566	93,764	95,265	95,265	97,170					
100	Waste Disposal Agreement	60,009	88,066	97,563	99,884	99,884	100,883					
100	Beverage Recycling Grant	12,709	12,326	12,506	-	-	13,000					
100	GF-Public Works Revenue	83,792	86,993	94,761	75,953	83,659	71,515					
	TOTAL FUNDING SOURCES	871,111	848,591	844,271	956,787	936,309	954,751					

Department Expense Summary
Street Maintenance Fund 100, Division 620

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET		
					AMENDED BUDGET		6/10/2020		
<u>STREET MAINTENANCE</u>									
EXPENDITURES									
PERSONNEL									
512.000	Salaries - Regular	55,662	54,242	54,638	60,138	59,296	60,216		
521.000	Medicare	792	784	788	864	891	866		
522.000	Retirement	4,379	3,906	7,334	6,560	6,635	6,870		
523.000	Unemployment Insurance	168	381	112	112	87	88		
530.000	Benefits	-	3,422	9,765	9,750	9,857	9,750		
TOTAL PERSONNEL (.5 FTE)		61,001	62,735	72,637	77,424	76,766	77,790		
OPERATIONS									
700.019	PS - Contract Admin	-	-	-	-	-	-		
720.000	Misc. Street Maintenance	85,201	72,110	80,822	95,775	87,372	95,775		
720.004	Street Maint. Contract	600,400	559,193	559,153	584,200	584,200	584,200		
720.007	Street Sweeping	84,377	83,890	87,892	93,300	96,587	99,996		
720.008	Traffic Signal Maintenance	95,050	109,136	93,408	112,140	113,082	112,944		
720.009	Special Repairs	15,459	(5,878)	49,826	-	8,119	-		
720.011	Traffic Improvements	3,979	3,139	4,833	5,040	5,040	5,100		
720.014	Street Maint - NPDES	38,832	41,661	38,891	40,000	40,000	40,000		
720.016	Bus Shelter Maintenance	1,418	1,890	1,890	2,400	2,400	2,400		
	Subtotal	924,716	865,141	916,715	932,855	936,800	940,415		
TOTAL EXPENDITURES		985,717	927,876	989,352	1,010,279	1,013,566	1,018,205		
FUNDING SOURCES									
100	General Fund	358,156	390,748	369,820	390,747	390,747	428,337		
212	Measure M Fund	543,184	453,238	571,547	526,232	526,232	489,872		
210	Gas Tax Fund	84,377	83,890	47,985	93,300	96,587	99,996		
TOTAL FUNDING SOURCES		985,717	927,876	989,352	1,010,279	1,013,566	1,018,205		

Department Expense Summary
Street Lighting Fund 210, Division 630

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET 6/10/2020
<u>STREET LIGHTING</u>							
<i>EXPENDITURES</i>							
<i>OPERATIONS</i>							
631.003	Utilities	261,639	266,254	272,097	280,008	283,900	288,000
TOTAL OPERATIONS		261,639	266,254	272,097	280,008	283,900	288,000
TOTAL EXPENDITURES		261,639	266,254	272,097	280,008	283,900	288,000
<i>FUNDING SOURCES</i>							
210	Gas Tax Fund	261,639	261,639	272,097	280,008	283,900	288,000
TOTAL FUNDING SOURCES		261,639	261,639	272,097	280,008	283,900	288,000

Department Expense Summary
Building Maintenance Fund 100, Division 640

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET 6/10/2020
<u>BUILDING MAINTENANCE</u>							
<i>EXPENDITURES</i>							
<i>OPERATIONS</i>							
640.001	City Hall Elect/Water	59,837	64,070	64,934	76,560	70,324	76,908
640.002	City Hall Facility Maint.	94,892	111,479	118,097	124,836	128,584	113,785
640.101	BTRCC Utilities	59,735	64,363	61,572	74,940	61,319	38,052
640.102	BTRCC Facility Maint.	86,372	87,982	82,999	116,958	114,258	58,985
640.104	BTRCC Improvements	6,198	1,198	288	5,000	2,500	3,490
	Subtotal	307,034	329,092	327,890	398,294	376,985	291,220
640.003	City Hall Facility Mgmt.	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
TOTAL OPERATIONS		307,034	329,092	327,890	398,294	376,985	291,220
TOTAL EXPENDITURES		307,034	329,092	327,890	398,294	376,985	291,220
<i>FUNDING SOURCES</i>							
100	General Fund	307,034	329,092	327,890	398,294	376,985	291,220
TOTAL FUNDING SOURCES		307,034	329,092	327,890	398,294	376,985	291,220

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Community Services

A tall, rectangular bell tower made of dark stone or concrete. At the top, there are four large bells in a tiered arrangement. Below the bells, on the side of the tower, is a large, illuminated sign. The sign features the words "HAPPY" and "RSM" in yellow, with "20TH" written in a large, bold font in the center. The background of the sign is dark, and it is surrounded by numerous small, glowing yellow stars.

HAPPY
20TH
RSM

City of Rancho Santa Margarita, California

Community Services

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2020/21 ADOPTED BUDGET
COMMUNITY SERVICES						
710 Community Services	1,025,201	1,126,501	1,069,411	1,117,826	1,117,322	646,341
TOTAL EXPENDITURES	<u>1,025,201</u>	<u>1,126,501</u>	<u>1,069,411</u>	<u>1,117,826</u>	<u>1,117,322</u>	<u>646,341</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. Residents benefit from a variety of services for people of all ages, and abilities to come together in pursuit of positive leisure experiences. Recreation creates connections between people and their communities, and enhances the overall quality of life for Rancho Santa Margarita.

ACCOMPLISHMENTS: FISCAL YEAR 2019-20

1. Planned, promoted, and implemented events for a variety of audiences and in coordination with volunteers, community organizations, and businesses:
 - Celebrated the City's 20th Anniversary at the Annual "Celebrating Family & Friends" event on New Year's Eve with lots of entertainment and added features including a light show, and confetti canons to ring in the New Year.
 - Presented the six consecutive Summer Concerts with approximately 20,000 attendees including a successful Rotary del Sol Beer and Wine Garden.
 - Presented Annual Flag Day, Patriot Day, Veterans Day recognitions
 - Partnered with SAMLARC to support the Fall Family Festival
 - Worked with RSM Cares on a number of activities including the new RSM Arts program to inspire creativity through visual arts, dance and music.
2. Promoted the sponsorship program;
3. Engaged support of local businesses for support of community events.
4. Provided a variety of senior programs in partnership with Age Well Senior Services including: Lunch with the Law, Bocce Ball, Tai Chi, Yoga and Overall Body Fitness.
 - Managed Senior Mobility Program providing over 700 reliable rides to seniors.
 - 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.
5. Continued to provide over 250 unique recreation classes and activities for children and adults while adding new classes such as Photography, Comedy Night, Kinder Prep.
6. Supported the City Adopted 2/5 Marines-participated in homecomings, deployments, barracks event and holiday events and volunteer programs.
7. Offered 9 vaccination clinics and licensing opportunities with more than 700 cats and/or dogs receiving these services.
8. Supported Boys and Girls Club literacy program and special activities.

GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

1. Perform a seamless reopening transition of Bell Tower Regional Community Center.
2. Ensure all programs, services and events adhere to guidelines from OCHD.
3. Review and revise with the City Manager all activity waivers, registration system, instructor agreements, contracts, rental packet, facility use agreement, procedures to include new language to ensure the City is properly protected.
4. Rebuild program offerings that the BTRCC.
5. Maintain sponsorship program and engage businesses in events and programs.
6. Continue outreach and pursue opportunities to identify additional funding sources.
7. Continue to support RSM Chamber, RSM Cares, SAMLARC and other organizations.
8. Conduct a physical inventory at the BTRCC to account for City assets.

Department Expense Summary
Community Services Fund 100, Division 710

ACCT DIVISION NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	-----FY 2019/20-----		FY 2020/21 ADOPTED BUDGET	
		AMENDED BUDGET	YEAR-END ESTIMATE				6/10/2020	
COMMUNITY SERVICES								
<i>EXPENDITURES</i>								
<i>PERSONNEL</i>								
512.000	Salaries - Regular	284,602	291,538	303,346	287,979	336,108	145,536	
515.000	Part Time Personnel	62,349	72,970	94,056	78,884	88,896	48,100	
521.000	Medicare	4,994	5,261	5,731	5,288	6,021	2,793	
522.000	Retirement	80,188	90,361	69,799	74,956	74,229	48,029	
523.000	Unemployment Insurance	3,583	3,580	2,886	1,568	2,677	678	
526.000	FICA Cost	3,646	3,175	4,789	4,891	5,670	2,982	
530.000	Benefits	45,301	47,226	46,276	78,000	28,589	39,000	
TOTAL PERSONNEL (6.4 FTE)		484,663	514,111	526,883	531,566	542,190	287,118	
<i>OPERATIONS</i>								
610.000	Membership & Dues	1,288	1,279	1,303	1,303	1,303	185	
611.000	Training	27	75		420	10	240	
612.000	Travel/Conf/Meetings	229	335	349	570	320	285	
614.000	Newsletter/Class Schedule	47,743	48,224	44,197	45,390	41,964	22,650	
618.001	Community Support 2/5	-	194	2,477	2,500	2,500	2,500	
622.010	Special Depart. Expense	373	983	130	10,000	10,000	-	
640.103	Phones	6,955	7,557	8,407	8,412	8,940	6,660	
674.000	Senior Mobility Program	5,394	54,487	18,002	28,579	28,579	24,000	
675.002	NYE Event	30,057	29,778	30,312	32,000	38,369	20,000	
675.005	Summer Concert Series	52,870	53,029	47,852	57,100	61,040	30,700	
675.007	Patriot Day	3,000	368	368	1,500	209	-	
675.101	Programs	164,878	183,537	163,727	175,000	157,476	42,824	
675.102	Rental Expenses	11,944	13,512	12,679	10,800	13,076	4,800	
675.103	BTRCC Admin	23,780	27,032	20,725	18,166	16,826	9,859	
Subtotal		348,538	420,390	350,528	391,740	380,612	164,703	
675.001	Youth Center	120,000	120,000	120,000	120,000	120,000	60,000	
675.XXX	Youth Center CDBG PSG	-	-	-	-	-	40,000	
675.006	Seniors Program	72,000	72,000	72,000	74,520	74,520	54,520	
675.XXX	Seniors Program CDBG PSG	-	-	-	-	-	40,000	
700.028	PS - Public Relations	-	-	-	-	-	-	
Subtotal		-	-	-	-	-	-	
TOTAL OPERATIONS								
<i>CAPITAL OUTLAY</i>								
840.000	Furniture & Fixtures	-	-	-	-	-	-	
TOTAL CAPITAL OUTLAY								
TOTAL EXPENDITURES								
<i>FUNDING SOURCES</i>								
100	General Fund	538,333	590,524	579,679	604,174	644,022	384,620	
100	Senior Mobility Grant	26,399	27,005	28,842	28,579	24,630	24,630	
100	CDBG-Public Service Grants	-	-	-	-	-	80,000	
100	GF - Com. Svcs. Revenue	460,469	508,972	460,890	485,073	448,670	157,091	
TOTAL FUNDING SOURCES		1,025,201	1,126,501	1,069,411	1,117,826	1,117,322	646,341	

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Capital Improvement Plan



City of Rancho Santa Margarita, California

CAPITAL IMPROVEMENT PROGRAM

DESCRIPTION

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

ACCOMPLISHMENTS: FISCAL YEAR 2019/20

1. Completed the design and construction of various street improvement projects including:
 - Vista Drive Street Rehabilitation Project
 - Annual Residential Overlay
 - Annual Residential Slurry Seal
 - Avenida de las Banderas Slurry Seal
 - La Promesa Slurry Seal
 - Antonio Parkway Slurry Seal
 - ADA Curb Ramp Installation Project
 - Annual Concrete Repair
2. Installed the following traffic improvements:
 - Santa Margarita Parkway and Antonio Parkway, and Antonio Parkway and Tijeras Creek Intersection Traffic Signal Enhancements
 - New Street Lights at intersection of El Paseo and Richard Reese Way
3. Initiated Projects to be continued in FY 2020/21
 - Splash Pad at Central Park
 - Antonio Parkway Pavement Rehabilitation Project
 - Upper Oso Habitat Restoration
 - Santa Margarita Bridge Hinge Repair Project

GOALS AND OBJECTIVES: FISCAL YEAR 2020-21

Public Works will implement 12 Capital Improvement Program projects for Fiscal Year 2019-20, totaling approximately \$6.35M, listed below. Additionally, the City will continue to seek grant opportunities and other one-time revenue sources for capital projects.

1. Five street improvement/maintenance projects:
 - Annual Slurry Seal Project – Zone 3
 - Annual Concrete Repair Program consisting of as needed repairs to sidewalk and curb and gutter Citywide
 - Trabuco Canyon Road/Plano Trabuco Road Knuckle Enhancement.
 - Antonio Parkway Pavement Rehabilitation from Via Ladera to Avenida de las Banderas
 - Arroyo Vista Pavement Rehabilitation from Avenida de Las Banderas to end (Tijeras Creek Golf Course)
2. Three special projects:
 - Upper Oso Habitat Restoration Project (closeout)
 - Central Park Splash Pad
 - Citywide Storm Drain Master Plan

Capital Improvement Program
(continued)

3. One City Hall and Bell Tower Regional Community Center projects:
 - HVAC Unit Upgrades
4. Two traffic improvement projects:
 - Los Alisos/ Melinda Road Signal and Equipment Upgrades
 - Traffic Signal Maintenance Project
5. One Bridge project:
 - 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 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2020/21 Proposed BUDGET						
		-----FY 2019/20-----											
CAPITAL PROJECTS													
EXPENDITURES - CAPITAL OUTLAY													
790.210	Transfer to Gas Tax Fund	-	27,220	919	-	-	-						
911.000	Annual Slurry Seal Program	545,633	267,295	350,570	420,000	419,000	500,000						
911.002	Antonio Pkwy. Slurry Seal	-	-	136	145,000	151,000	-						
911.003	Avenida De Las Banderas Slurry Seal	-	-	122	200,000	97,000	-						
911.004	Avenida de Las Flores Slurry Seal	-	-	239,939	93,000	91,500	-						
911.005	La Promesa Slurry Seal	-	-	33	80,000	80,000	-						
912.000	Annual Residential Overlay	232,442	(22,486)	5,340	185,000	156,300	600,000						
912.004	Vista Drive Street Repair Project	-	-	25,551	655,000	654,000	-						
913.007	Antonio Pkwy. Pavement Rehabilitation	2,733	298,774	960	600,000	300,000	300,000						
913.009	Coto de Caza/La Promesa Pavement Rehab.	199,427	247	-	-	-	-						
913.010	SM Pkwy. Pavement Rehabilitation	3,486	382,727	1,360	-	-	-						
913.011	Avenida Empresa Pavement Rehabilitation	314	254,985	538,300	-	-	-						
913.012	Esperanza Restriping	72,561	-	-	-	-	-						
915.000	Median Hardscape Renovation	163,582	165,763	214,934	-	-	-						
915.003	Melinda Road Median Improvements	-	-	-	85,000	16,000	-						
916.001	Alicia Pkwy./Santa Margarita Pkwy. Gateway	-	-	-	-	-	-						
916.002	Auto Center Drive Signage	6,902	39,463	-	-	-	-						
916.003	Antonio Parkway Gateway Improvements	-	-	-	70,000	60,000	-						
918.002	City Hall Landscaping Renovation	19,154	127,726	-	-	-	-						
918.003	El Paseo Corridor Improvements	-	-	2,214	98,000	120,910	-						
918.004	Plano Trabuco Median Landscape Renovation	-	-	-	15,000	7,100	-						
919.000	Citywide Red Curb Evaluation	-	-	37,993	-	-	-						
919.001	Citywide Red Curb No Parking Signage	-	-	-	63,000	-	-						
921.003	SMP Signal & Equipment Upgrade	1,272	1,020	-	-	-	-						
921.004	Antonio Pkwy. Signal & Equipment Upgrade	6,141	438	2,305	-	-	-						
921.005	Traffic Signal Enhancements	42,472	51,711	52,305	135,000	110,000	-						
921.006	Avenida De Las Banderas Traffic Signal Modification	33,477	260	-	-	-	-						
921.007	Traffic Signal Modification Banderas/Esperanza	-	-	9,602	-	-	-						
921.008	Los Alisos/Melinda Road Signal Equipment Upgrade	-	-	-	294,000	6,000	54,000						
923.003	Traffic Signal Battery Backup System	-	-	8,951	89,000	89,000	-						
923.005	Traffic Calming at Avenida de los Fundadores	-	-	-	30,000	39,500	-						
931.004	SMP Bridge Hinge Repair	176,075	12,927	55,676	2,659,000	572,460	3,234,000						
934.001	Annual Concrete - Sidewalk Repairs	53,328	718	92,488	80,000	73,000	90,000						
934.007	ADA Curb Ramp Installation	85,873	102,093	164,874	150,000	129,000	-						
934.009	Vereda Laguna Sidewalk & Landscape Renovation	51,949	194,982	-	-	-	-						
940.001	Transit Planning Feasibility Study	30,833	18,546	-	-	-	-						
951.006	Building Improvements	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	-	-	-	-	-	-						
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	5,297	-	-	-						
951.014	BTRCC Ball Room Flooring	37,893	-	-	-	-	-						
951.015	City Hall / BTRCC Interior Painting	-	24,030	33	30,000	-	-						
951.016	City Hall / BTRCC Stain & Seal Exterior Wood	-	30,491	33	-	-	-						
951.017	City Hall / BTRCC Exterior Lighting	-	-	14,728	-	-	-						
951.018	BTRCC Kitchen Equipment Replacement	-	-	4,660	-	-	-						
951.019	City Hall / BTRCC Renovation of Ledges	-	-	25,000	-	-	-						
951.020	City Hall / BTRCC Courtyard Gate	-	-	-	30,000	25,000	-						
952.001	Chiquita Ridge Open Space Assessment	118,319	963	-	-	-	-						
952.002	Chiquita Ridge Habitat Restoration	221,011	210,955	184,247	166,000	166,000	30,000						
954.005	Emergency Vehicle Pre-Emption/Phase 2 & 3	-	-	7,799	91,000	91,000	-						
954.006	Speed Feedback Signs	18,030	-	-	-	-	-						
954.008	Trabuco Mesa School Signing & Striping	-	-	-	-	-	-						
954.009	Speed Feedback Sign Consolidation	-	-	-	36,000	-	-						
954.010	Protected Left Turn Study	-	-	-	12,000	4,000	-						
954.011	General STOP Line Location Corrective Striping	-	-	-	20,000	-	-						
961.002	Skate Park Renovations	-	2,346	13,809	255,000	-	-						
962.000	Dog Park Renovation	166,849	97,500	407	-	-	-						
965.000	Splash Pad at Central Park	-	-	48,273	900,000	125,000	1,200,000						
970.000	Storm Drain System / Study	-	-	-	300,000	131,000	169,000						
970.004	CCTV Inspection of Storm Drain System	-	263	3,918	-	-	-						
970.005	Trash Reduction Catch Basin Inserts	121,389	1,380	-	-	-	-						
NEW	Traffic Signal System Maintenance	-	-	-	-	-	65,000						
NEW	City Hall Bell System Replacement	-	-	-	-	-	-						
NEW	HVAC Unit Upgrades	-	-	-	-	-	100,000						
NEW	Rancho Trabuco/Plano Trabuco Road Knuckle Enhancement	-	-	-	-	-	10,000						
TOTAL CAPITAL OUTLAY		3,399,793	2,420,781	2,112,775	8,131,000	3,713,770	6,352,000						
TOTAL EXPENDITURES		3,399,793	2,420,781	2,112,775	8,131,000	3,713,770	6,352,000						

CAPITAL IMPROVEMENT PLAN
Fund 410, Division 900

ACCT NUMBER	DESCRIPTION	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	AMENDED BUDGET	-----FY 2019/20----- YEAR-END ESTIMATE	FY 2020/21 Proposed BUDGET
FUNDING SOURCES							
XXX	Use of City Reserves	-	-	351,400	1,124,000	943,000	165,000
100	Transfer From General Fund	1,466,816	571,689	-	-	-	-
210	Transfer From Gas Tax Fund	1,116,033	1,021,646	724,338	1,087,000	486,470	1,136,000
212	Transfer From Measure M Fund	248,402	38,000	137,305	661,000	530,000	-
214	Transfer From Air Quality Improve. Fund	25,443	1,458	17,056	270,000	216,000	54,000
218	Transfer From TCRF Fund	-	-	-	165,000	131,000	34,000
220	Transfer From Park Trust	166,849	193,766	67,785	1,155,000	125,000	1,200,000
226	Transfer From RMRA Fund	-	-	658,239	948,000	646,500	900,000
423.013	HBP	44,677	147,314	20,638	2,353,000	506,800	2,863,000
423.016	APM	-	220,676	-	-	-	-
470.001	Interest Income/Other	323	1,766	3,485	-	-	-
470.002	Unrealized Gain/Loss on Invest	(1,095)	(85)	1,611	-	-	-
485.014	CDBG Grant	131,589	277,343	111,414	134,000	129,000	-
485.021	APM	-	-	30,844	-	-	-
485.019	CTFP	-	91,961	-	-	-	-
485.020	Project V	-	44,442	-	-	-	-
485.023	Project P TSSP	-	-	-	234,000	-	-
TOTAL FUNDING SOURCES		3,199,037	2,609,976	2,124,115	8,131,000	3,713,770	6,352,000

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

FY 2019/20		Estimated Revenue		Fund Balance	
410-000-423.013	Interest Income	-	1,093,519	681,833	55,042
410-000-485.014	HBG	-	-	-	-
410-000-485.023	CDBG Project P TSSP	-	-	-	-
	Use of City Reserves for Vista Drive Street Repair	654,000	-	-	-
	Use of City Reserves for El Paseo Corridor Improvements	98,000	-	-	-
	Use of City Reserves for Chiquita Ridge Habitat Restoration Plan	166,000	-	-	-
	Use of City Reserves for City Hall/BTRCC Flooring & Carpeting	-	-	-	-
	Use of City Reserves for City Hall/BTRCC Interior Painting	-	-	-	-
	Use of City Reserves for City Hall/BTRCC Courtyard Gate	25,000	-	-	-
		1,578,800	1,093,519	681,833	55,042
					815,469
					4,284,663
					(1,051,134)
	FY 18/19 Revenues Available for Capital Projects & St. Maint.				
	Gas Tax Expenditure for Street Lighting				
	Transfer to GF for budgeted purpose				
	Transfer to GF for Street Maintenance				
	Transfer to GF for Public Works				
	Transfer to CIP from General Fund				
	Transfer to CIP - Street Maintenance MOE				
	Total Transfers from GF & Restricted Funds				
		ACTUAL	BUDGET		
410-900-911.000	Annual Slurry Seal Program	419,000	420,000		
410-900-911.002	Antonio Pkwy. Slurry Seal	151,000	145,000		
410-900-911.003	Avenida De Las Banderas Slurry Seal	97,000	200,000		
410-900-911.004	Las Flores Slurry Seal (Carryover)	91,500	93,000		
410-900-911.005	La Promesa Slurry Seal	80,000	80,000		
410-900-912.000	Annual Residential Overlay	156,300	185,000		
410-900-912.004	Vista Drive Street Repair Project	654,000	655,000		
410-900-913.007	Antonio Pkwy. Pavement Rehab	300,000	600,000		
410-900-915.003	Melinda Road Median Improvements	16,000	85,000		
410-900-916.003	Antonio Pkwy. Gateway Improvements	60,000	70,000		
410-900-918.003	EIPaseo Corridor Improvements	120,910	98,000		
410-900-918.004	Plano Trabuco Median Landscaping Renovation	7,100	15,000		
410-900-919.001	Citywide Red Curb No Parking Signage Implementation	-	63,000		
410-900-921.005	Traffic Signal Enhancements	-	135,000		
410-900-921.008	Traffic Signal Equipment Update	110,000	294,000	Project P TSSP	
410-900-923.003	Los Altos/Melinda Road Signal Equipment Update	6,000	89,000		
410-900-923.005	Traffic Signal Battery Backup System (Carryover)	89,000			
410-900-931.004	Traffic Calming at Avenida de los Fundadores	39,500	30,000		
410-900-934.001	SMF Bridge Hinge Repair (Westbound)	572,460	2,659,000	HBP	
410-900-934.007	Annual Concrete Repair	73,000	80,000		
410-900-951.008	ADA Curb Ramp Installation	129,000	150,000	CDBG	
410-900-951.015	City Hall & BTRCC Flooring/Carpeting	-	145,000	Reserves	
410-900-951.020	Speed Feedback Sign Consolidation	-	30,000	Reserves	
410-900-952.002	Protected Left Turn Study	25,000	30,000	Reserves	
410-900-954.011	Chiquita Ridge Habitat Restoration	166,000	166,000	Reserves	
410-900-954.005	STOP Line Location Striping	-	20,000		
410-900-954.009	Emergency Vehicle Pre-emption System (Carryover)	91,000	91,000		
410-900-954.010	City Hall / BTRCC Interior Painting	-	36,000		
410-900-954.012	Protected Left Turn Study	4,000	12,000		
410-900-961.002	Chiquita Ridge Habitat Restoration	-	255,000		
410-900-965.000	STOP Line Location Striping	125,000	900,000		
410-900-970.000	Emergency Vehicle Pre-emption System (Carryover)	131,000	300,000		
	Total Capital Projects Expenditures	3,713,770	8,131,000	(125,000)	(125,000)
	Total Capital Expenditures & St. Maint./Reserves	3,713,770	8,131,000	(126,000)	(126,000)
					(3,713,770)

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

2018/19 Revenues Available for Capital Projects & St. Maint.

6/30/2021	Estimated Fund Balance
	204,156

Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2020/21 through 2026/2027

(Attachment A)

No.	PROJECT DESCRIPTION	Fund Source	Total Improvement/Maintenance Projects Cost (1,000's)	20/21	Year 1 21/22	Year 2 22/23	Year 3 23/24	Year 4 24/25	Year 5 25/26	Year 6 26/27	Year 7 26/27	Status
STREET IMPROVEMENT/MAINTENANCE PROJECTS												
	Street Maintenance Program	General Fund Reserves (MOE)	\$ 3,224	\$ 428	\$ 428	\$ 428	\$ 428	\$ 480	\$ 480	\$ 480	\$ 500	
	Measure M	General Fund Reserves	\$ 3,640	\$ 490	\$ 500	\$ 510	\$ 520	\$ 530	\$ 530	\$ 540	\$ 550	
	Gas Tax	General Fund Reserves	\$ 768	\$ 100	\$ 105	\$ 107	\$ 110	\$ 113	\$ 113	\$ 115	\$ 118	
	Annual Slurry Seal Program	TOTAL	\$ 7,632	\$ 1,018	\$ 1,033	\$ 1,045	\$ 1,110	\$ 1,123	\$ 1,135	\$ 1,168		
1	Zone 3	Gas Tax	\$ 3,322	\$ 465	\$ 420	\$ 441	\$ 463	\$ 486	\$ 511	\$ 536		
	General Fund Reserves	TOTAL	\$ 3,357	\$ 35								
	Annual Slurry Seal: 410-900-911.000	Gas Tax	\$ 690	\$ 90	\$ 93	\$ 95	\$ 98	\$ 101	\$ 104	\$ 107		
2	Account: 410-900-934.001	TOTAL	\$ 690	\$ 90	\$ 93	\$ 95	\$ 98	\$ 101	\$ 104	\$ 107		
3	Trabuco Canyon Rd./Piano Trabuco Rd. Knuckle Enhancement Project	Gas Tax	\$ 10	\$ 10								N
	Account: NEW		\$ 10	\$ 10								
4	Antonio Parkway Pavement Rehabilitation	RMRA	\$ 300	\$ 300								C
	Limits: Vía La Ladera to AVE de Las Banderas (crossover FY 19/20)	TOTAL	\$ 300	\$ 300								
5	Arroyo Vista Pavement Rehabilitation	RMRA	\$ 1,030	\$ 600	\$ 600	\$ 430						
	Gas Tax	Gas Tax	\$ 430		\$ 430							
	TOTAL	\$ 1,460	\$ 600	\$ 860								
6	Americans with Disabilities Act (ADA) Curb Ramp Installation Project	CDBG	\$ 906	\$ 140	\$ 144	\$ 149	\$ 153	\$ 158	\$ 162			P
	Gas Tax	Gas Tax	\$ 129		\$ 20	\$ 21	\$ 21	\$ 22	\$ 23	\$ 23		
	TOTAL	\$ 1,035		\$ 160	\$ 165	\$ 170	\$ 175	\$ 180	\$ 185			
7	Annual Residential Overlay	Gas Tax	\$ 1,500		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	P
	-	RMRA	\$ 1									
	TOTAL	\$ 1,500	\$ 250		\$ 250							
8	Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)	RMRA	\$ 785		\$ 785							P
	Alas De Paz Overlay (Antonio Parkway to Piano Trabuco)											
	Piano Trabuco Overlay (Alas de Paz to Santa Margarita Parkway)											
	Piano Trabuco Catch Basin and Sidewalk Repair Project											
9	Account: NEW											N
10	Antonio Parkway Pavement Rehabilitation	RMRA	\$ 180		\$ 180							P
	Limis: AVE de Las Banderas to Avenida Empresa	Measure M	\$ 200									
	Account: NEW											
11	Trabuco Canyon Rd Pavement Rehabilitation	RMRA	\$ 202									P
	Limis: Piano Trabuco Road to City Limits											
	Account: NEW											
12	Esperanza Overlay	RMRA	\$ 165									
	Account: NEW											
	TOTAL	\$ 165										
	SPECIAL PROJECTS											
13	Upper Oso Habitat Restoration Closeout	General Fund Reserves	\$ 30	\$ 30								C
	82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan											
	Account: 410-900-962.002	TOTAL	\$ 30	\$ 30								
14	Splash Pad at Central Park	Park Fees	\$ 1,200		\$ 1,200							C
	Construction											
	Account: 410-900-965.000	TOTAL	\$ 1,200									
15	Citywide Storm Drain Master Plan	Gas Tax	\$ 135		\$ 135							C
	Study of Citywide Storm Drain System	TCRF	\$ 34		\$ 34							
	Account: 400-900-970.000	TOTAL	\$ 169		\$ 169							
16	Skatepark Improvement Project	Park Fees	\$ 100		\$ 100							P
	Construction Phase											
	Account: 400-900-961.002	TOTAL	\$ 100		\$ 100							

Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2020/21 through 2026/2027

(Attachment A)

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 20/21	Year 2 21/22	Year 3 22/23	Year 4 23/24	Year 5 24/25	Year 6 25/26	Year 7 26/27	Status
LANDSCAPE / RENOVATION PROJECTS											
Measure M											
17	Traffic Signal Enhancements LED upgrade, painting, bases, etc. at Empresas/Antonio & Banderas/Antonio Account: 410-900-921.005	Measure M General Fund Reserves (MOE)	\$ 561	\$ 110	\$ 111	\$ 112	\$ 113	\$ 114	\$ 115	\$ 115	D
18	Plano Trabucco Median Landscaping Renovation Robinson Ranch Road to Dove Canyon (Construction) Account: 410-900-918.004	Gas Tax Measure M	\$ 736	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	D
19	Antonio Parkway Gateway Improvements Median Installation from Southern City Limits to Bridge (Year 1 Design) Account: 410-900-9136.003	Measure M Gas Tax	\$ 155	\$ 155	\$ 10	\$ 145	\$ 146	\$ 147	\$ 148	\$ 149	D
20	El Paso Corridor Enhancements (Landscape & Concrete Enhance.) El Paso from Santa Margarita Parkway to Richard Reese Way Account: 410-900-918.003	General Fund Reserves TOTAL	\$ 1,150	\$ 1,205	\$ -	\$ 55	\$ 600	\$ 600	\$ 550	\$ 550	P
CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS											
21	HVAC Unit Upgrades Facility Maintenance Account: NEW	General Fund Reserves TOTAL	\$ -	\$ 500	\$ 100	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	N
22	City Hall Bell System Replacement Facility Maintenance Account: NEW	General Fund Reserves TOTAL	\$ -	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	D
23	City Hall Flooring/Carpeting Facility Maintenance Account: 410-900-951.008	General Fund Reserves TOTAL	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	P
24	Sealcoat of City Hall & BTRCC Parking Lots Facility Maintenance Account: NEW	General Fund Reserves TOTAL	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	P
25	Interior Painting - City Hall & BTRCC Facility Maintenance Account: 410-900-951.005	General Fund Reserves TOTAL	\$ -	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	P
26	Exterior Wood Staining Project Facility Maintenance Account: 410-900-951.016	General Fund Reserves TOTAL	\$ -	\$ 35	\$ -	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	P
TRAFFIC IMPROVEMENT PROJECTS											
27	Los Alisos / Melinda Road Signal and Equipment Upgrades OCIA led corridor timing project (Finish construction) Account: 410-900-921.008	AQMD	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	C
28	Traffic Signal System Maintenance Safety improvements at Various Citywide Intersections (Construction) Account: NEW	Gas Tax TOTAL	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	N
29	Protected Left Turn Study Analyze the need for "green left turn arrows" at up to six intersections Account: 410-900-954.010	Gas Tax TOTAL	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	P
30	Speed Feedback Sign Consolidation Citywide Account: 410-900-954.009	Measure M TOTAL	\$ -	\$ 112	\$ -	\$ 12	\$ 12	\$ 12	\$ 12	\$ 100	P
31	Citywide Red Curb No Parking Signage Implementation Update "No Parking" signs and markings Account: 410-900-919.001	Gas Tax TOTAL	\$ 65	\$ 65	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	P
32	Traffic Calming at Avenida de los Fundadores Safety improvements at Lago Santa Margarita Entrance (Construction) Account: 410-900-923.005	Gas Tax AQMD TOTAL	\$ 350	\$ 350	\$ -	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	P
33	Melinda Median Extension Replace delinicators with median at Paseo Alegria Account: 410-900-915.003	Measure M TOTAL	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	P

Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2020/21 through 2026/2027

(Attachment A)

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 20/21	Year 2 21/22	Year 3 22/23	Year 4 23/24	Year 5 24/25	Year 6 25/26	Year 7 26/27	Status
BRIDGE PROJECTS											
34	<u>SANTA MARGARITA PKWY: BRIDGE HINGE REPAIR (Westbound)</u> (Design, Environmental, Construction)	HBP** Gas Tax	\$ 2,863 \$ 371	\$ 2,863 \$ 371							C
	Account: 410-900-931:004										
35	<u>SANTA MARGARITA PKWY: BRIDGE (Eastbound)</u> (Design, Environmental, Construction)	HBP** Gas Tax Measure M	\$ 3,234 \$ 1,270 \$ 103	\$ 3,234 \$ 211							P
	Account: NEW										
36	<u>ANTONIO PKWY: BRIDGE</u> (Design, Environmental, Construction)	HBP** Gas Tax Measure M	\$ 521 \$ 34 \$ 34	\$ 529 \$ 14 \$ 7							P
	Account: NEW										
	SUBTOTAL CAPITAL PROJECTS EXPENDITURES										
	TOTAL CAPITAL PROJECTS & STREET MAINTENANCE EXPENDITURES			\$ 21,449	\$ 6,352	\$ 4,585	\$ 4,350	\$ 2,729	\$ 1,160	\$ 1,194	\$ 1,229
				\$ 29,081	\$ 7,370	\$ 5,617	\$ 5,395	\$ 3,839	\$ 2,283	\$ 2,329	\$ 2,397

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.

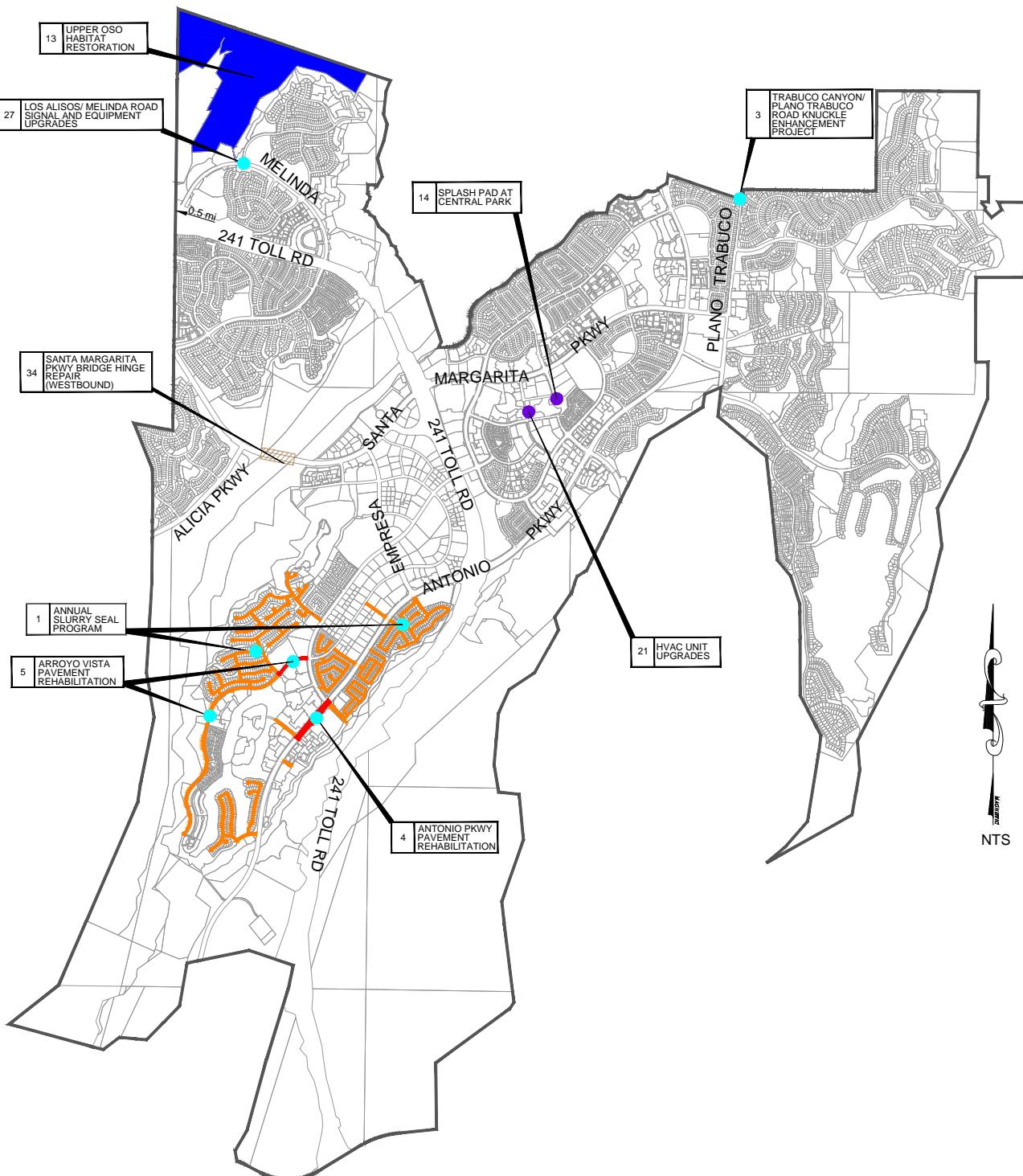
Project Deferred from Fiscal Year 2019-20
 Project Continued from Fiscal Year 2019-20
 New Project

D
C
N

Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2020/21 through 2026/2027

(Attachment A)

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 20/21	Year 2 21/22	Year 3 22/23	Year 4 23/24	Year 5 24/25	Year 6 25/26	Year 7 26/27	Status
CIP FUND EXPENDITURES (WITHOUT MAINTENANCE)											
Year 1											
20/21											
Year 2											
21/22											
Year 3											
22/23											
Year 4											
23/24											
Year 5											
24/25											
Year 6											
25/26											
Year 7											
26/27											
Project Advanced from Previous 7Yr. CIP											
Project Postponed to a later year											
No Change in Status from Previous 7Yr. CIP											
A											
P											
CIP FUND EXPENDITURES (WITHOUT MAINTENANCE)											
Gas Tax	\$1,136	\$1,844	\$1,728	\$1,410	\$859	\$857					
RMRA	\$900	\$1,215	\$826								
Measure M	\$0	\$439	\$387	\$139	\$113	\$114					
AQMD	\$54	\$0	\$0	\$0	\$0	\$0					
CDBG	\$0	\$140	\$144	\$149	\$153	\$158					
Park Fees	\$1,200	\$100	\$0	\$0	\$0	\$0					
CIP Balance Fund	\$0	\$0	\$0	\$0	\$0	\$0					
HBPI*	\$2,863	\$211	\$1,160	\$420	\$0	\$0					
Project P - TSSP	\$0	\$0	\$0	\$0	\$0	\$0					
CITFP-Tier 1	\$0	\$0	\$0	\$0	\$0	\$0					
General Fund Reserves	\$165	\$635	\$105	\$245	\$35	\$35					
TCRF	\$34	\$0	\$0	\$0	\$0	\$0					
TOTAL CAPITAL PROJECTS	\$6,352	\$4,584	\$4,350	\$2,382	\$1,160	\$1,194	\$1,229				
STREET MAINTENANCE	\$1,018	\$1,033	\$1,045	\$1,110	\$1,123	\$1,135	\$1,168				
TOTAL CAPITAL AND & STREET MAINTENANCE EXPENDITURES	\$7,370	\$5,617	\$5,395	\$3,472	\$2,283	\$2,329	\$2,397				
CATEGORY EXPENDITURES (WITHOUT MAINTENANCE)											
Year 1											
20/21											
Year 2											
21/22											
Year 3											
22/23											
Year 4											
23/24											
Year 5											
24/25											
Year 6											
25/26											
Year 7											
26/27											
STREET IMPROVEMENT/MAINTENANCE PROJECTS											
SPECIAL PROJECTS	\$1,500	\$2,748	\$1,977	\$1,348	\$1,012	\$1,045	\$1,079				
LANDSCAPE / RENOVATION PROJECTS	\$1,399	\$100	\$-	\$-	\$-	\$-	\$-				
CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS	\$-	\$210	\$891	\$872	\$148	\$149	\$150				
TRAFFIC IMPROVEMENT PROJECTS	\$100	\$600	\$70	\$35	\$-	\$-	\$-				
BRIDGE PROJECTS	\$119	\$667	\$100	\$-	\$-	\$-	\$-				
3,234	\$259	\$1,312	\$474	\$-	\$-	\$-	\$-				
CIP FUND EXPENDITURES SUBTOTAL	\$6,352	\$4,584	\$4,350	\$2,729	\$1,160	\$1,194	\$1,229				



No.	PROJECT NAME	FY 2020-2021 BUDGET
STREET IMPROVEMENT / MAINTENANCE PROJECTS		
1	ANNUAL SLURRY SEAL PROGRAM	\$535,000
3	TRABUCO CANYON/ PLANO TRABUCO ROAD KNUCKLE ENHANCEMENT PROJECT	\$10,000
4	ANTONIO PARKWAY PAVEMENT REHABILITATION	\$300,000
5	ARROYO VISTA PAVEMENT REHABILITATION	\$600,000
SPECIAL PROJECTS		
13	UPPER OSO HABITAT RESTORATION	\$30,000
14	SPLASH PAD AT CENTRAL PARK	\$1,200,000
21	HVAC UNIT UPDATES	\$100,000
TRAFFIC IMPROVEMENT PROJECTS		
27	LOS ALISOS/ MELINDA ROAD SIGNAL AND EQUIPMENT UPDATES	\$54,000
34	SANTA MARGARITA PARKWAY BRIDGE HINGE REPAIR (WESTBOUND)	\$3,234,000
CITYWIDE / CORRIDOR PROJECTS (NOT SHOWN ON MAP)		
2	ANNUAL CONCRETE REPAIR PROGRAM (MAINTENANCE)	\$90,000
15	CITYWIDE STORM DRAIN MASTER PLAN UPDATE (SPECIAL PROJECT)	\$169,000
28	TRAFFIC SIGNAL MAINTENANCE STUDY (TRAFFIC)	\$65,000



FISCAL YEAR 2020/21 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.

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 ("RSMPFA"), in the amount of \$11,230,000. Those bonds refunded the City's Certificates of Participation ("COPs"), reducing the City's debt service interest cost on the Civic Center construction financing from 4.73% to 2.83%, and lowering annual General Fund debt service by an average of approximately \$102,000 annually over the remaining 18 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 78.0% of the FY 2020-21 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

Appropriations Limit

History

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

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

Analysis

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

Fiscal Year	Appropriations Limit	Appropriations Subject to Limit	Difference
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
2020-21	\$21,231,476	\$13,606,411	\$7,625,065

RESOLUTION NO. 20-06-10-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RANCHO SANTA MARGARITA, CALIFORNIA,
ESTABLISHING THE APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2020/21

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

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

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

WHEREAS, an appropriations limit for Fiscal Year 2019/20 was approved on June 12, 2019; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2020/21 is based on the approved appropriations limit for Fiscal Year 2019/20, adjusted using appropriations limit factors for Fiscal Year 2020/21, as they relate to budgeted revenues to be received in Fiscal Year 2020/21; and

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

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

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

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 2020/21 shall be \$21,231,476 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 2020/21 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2020/21 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 10TH DAY OF JUNE 2020.



BRADLEY J. MCGIRR, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

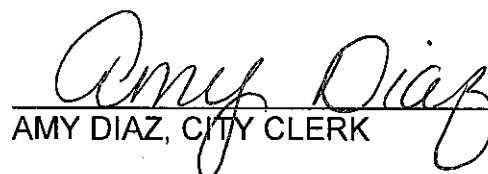
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 10th day of June, 2020, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)



AMY DIAZ, CITY CLERK

City of Rancho Santa Margarita

Gann Limit

FY 2020-21

GENERAL FUND

	Budgeted Revenues 20-21		
	Proceeds of Taxes	Non-Proceeds of Taxes	Total
Property Tax	2,725,522	-	2,725,522
Sales Tax	6,022,641	-	6,022,641
Real Property Transfer Tax	250,000	-	250,000
Franchise Fees-Cable TV	-	675,000	675,000
Franchise Fees-Gas	-	71,068	71,068
Franchise Fees-Electricity	-	366,909	366,909
Franchise Fees-Refuse Collect	-	193,027	193,027
Refuse Agreement Reimbursement		100,000	100,000
Motor Vehicle License Fee	-	24,214	24,214
Property Tax In-Lieu of VLF	5,104,196	-	5,104,196
State Mandated Costs Reimbursement	-	14,967	14,967
Beverage Container Recycling	-	13,000	13,000
Solid Waste Fees	-	2,631	2,631
State Building Permit Fees		200	200
CASP Program Revenue		5,500	5,500
Building Permit Fees	-	378,315	378,315
Zoning Plan Check		15,369	15,369
Permit Imaging		7,812	7,812
Bldg-Plan Check Fees	-	82,683	82,683
Site Development Permits	-	3,250	3,250
Site Development Deposits	-	30,000	30,000
Massage Establishment Permit	-	3,220	3,220
Planning-Plan Check Fees	-	13,900	13,900
Other Planning Revenues	-	3,500	3,500
Local Early Action Planning grant (LEAP)		132,000	132,000
SB2 Grant Funding		25,000	25,000
CDBG Grant	-	168,300	168,300
Engineering Permits	-	57,508	57,508
AB 939 Solid Waste Recycling	-	97,170	97,170
Waste Disposal Agrmt. Renenue	-	100,883	100,883
Solid Waste Diversion Permits	-	11,376	11,376
Court Fines	-	70,000	70,000
Parking Citation Revenue	-	115,000	115,000
Parking Citation Revenue - DMV	-	12,000	12,000
Miscellaneous Police Grants	-	7,000	7,000
Passport Revenue	-	22,000	22,000
Community Services Revenue	-	-	-
Sponsorships	-	25,000	25,000
BTRCC Program Revenue	-	61,177	61,177
BTRCC Rental Revenue	-	70,914	70,914
Misc. Revenue	-	14,000	14,000
Senior Mobility Grant	-	24,630	24,630
Investment Earnings	235,690	-	235,690
Total General Fund	14,338,049	3,018,523	17,356,572

SPECIAL REVENUE FUNDS

Gasoline	-	1,162,796	1,162,796
Interest	-	4,500	4,500
Measure M	-	651,315	651,315
Interest	-	1,200	1,200
Air Quality	-	59,672	59,672
Interest	-	328	328
SLESF	-	99,453	99,453
Interest	-	547	547
RMRA		841,458	841,458
Interest		5,200	5,200
CAPITAL PROJECTS FUND		2,863,000	2,863,000
Total Other Funds	-	5,689,469	5,689,469
Total Revenue	14,338,049	8,707,992	23,046,041

Appropriations Excluded From Limit

(731,638)

13,606,411

20,459,835

1.037715 (1)

21,231,476

7,625,065

(1) - Source - California Dept of Finance-County (1.0373 x 1.0004= 1.03771492)

RESOLUTION NO. 20-06-10-08

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 2020/21

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

WHEREAS, the City Manager of the City of Rancho Santa Margarita has submitted a Proposed Operating Budget and Capital Improvement Program Budget Plan for Fiscal Year 2019/20 to the City Council; and

WHEREAS, the City Council set June 10, 2020, as the date of the public hearing to consider the FY 2020/21 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 \$30,684,712 for Fiscal Year 2020/21 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 \$27,999,282 during FY 2020/21.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$84,015 for technology expenditures, reserves designated for council strategic are allocated in the amount of \$30,000 for Council strategic expenditures, reserves designated for infrastructure are allocated in the amount of \$135,000, and reserves designated from the emergency reserves are allocated in the amount of \$500,000. All of the above amounts are included in the balanced Fiscal Year 2020/21 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 2020-2021" 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 2020-2021" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 10TH DAY OF JUNE 2020.



BRADLEY J. MCGIRR, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

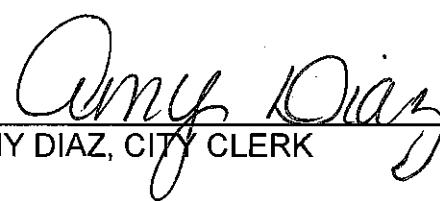
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 10th day of June, 2020, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)



AMY DIAZ, CITY CLERK

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City of Rancho Santa Margarita

California