

*City of*  
**Rancho Santa Margarita**  
*California*

**2021-2022**



**Adopted Operating Budget &  
Capital Improvement Plan**



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# Introduction



*Rancho Santa Margarita*  
*California*





## CITY OF RANCHO SANTA MARGARITA

22112 El Paseo • Rancho Santa Margarita • California 92688-2824  
949.635.1800 • fax 949.635.1840 • [www.cityofrsm.org](http://www.cityofrsm.org)

June 30, 2021

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year 2021-22 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. Restoring quality service to the community and facilitating economic recovery is the primary objective of the policies and expenditure allocations of the Fiscal Year 2021-22 Adopted Budget. The resources allocated through the Capital Improvement Program have been set at a level to ensure continued maintenance and improvement 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 as the City moves beyond the recent public health emergency.

The Fiscal Year 2021-22 Adopted Budget is comprised of two primary funds, the General Fund and the Capital Improvement Projects Fund. The General Fund, which is the City's main operating fund, is balanced with a structural surplus of \$1,365,145; however, much of the surplus is based on the receipt of and ability to expend American Rescue Plan Act (ARPA) funds. These funds have been allocated towards costs associated with the re-opening of the Bell Tower Regional Community Center (BTRCC). Major General Fund revenues are estimated to increase by 14.12 percent with the incorporation of the ARPA funds. However, when you factor out the ARPA funds, the General Fund revenue reflects a growth of 6.97 percent. Sales tax is anticipated to have a strong recovery during the fiscal year. The City continues to experience growth in property tax and property tax in-lieu of VLF; although, the Orange County Assessor's Office increased the property tax roll by 1.036%, which is below the maximum allowable increase of 2%.

### 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 and Building Maintenance reflect significant increases as expenditures have been budgeted at pre-pandemic levels in order to re-establish services at the Bell Tower Regional Community Center (BTRCC) beginning July 1, 2021. Approximately 52 percent of the City's General Fund expenditures are allocated toward the law enforcement contract with the Orange County Sheriff's Department (OCSD). Other public safety costs include parking citation services, Animal Control and Crossing Guard Services, which equate to approximately four percent of the General Fund. The FY 2021-22 OCSD contract is projected to be 3.97% higher than the prior year. It is anticipated that future contract increases may be higher based on the approval of future OCSD salary and benefits increases by the County Board of Supervisors. Although FY 2021-22 reflects a significant increase in expenditures, especially in the areas Public Safety and the Community Center, the City is also projecting higher revenues and the ability to use ARPA funds to offset costs in FY 2021-22; therefore, no notable reductions to the budget were implemented.

Many of the City's other municipal services are also contracted out to private consulting firms, resulting in a lower-than-average percentage of the budget allocated to personnel costs; for instance, in most years, salary and benefit costs accounted for approximately 18% of the General

Fund. Due to the circumstances surrounding the COVID-19 restrictions on gatherings and physical distancing requirements, resulting in the temporary closure of the BTRCC, the FY 2020-21 budget reflected a reduction in both full-time and part-time staff within the Community Services Division. The current budget reflects an increase compared to the prior year as the City begins to offer 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 \$27.3 million at fiscal year-end and includes ARPA funds of \$2.5 million. The General Fund reserve, including operating, emergency and restricted categories, totals \$22,851,129, which reflects an increase from the prior year due to higher projected General Fund revenues as the economy recovers from the pandemic, as well as a nominal use of reserves for Capital Improvement Projects. This use of reserves totals \$339,700 which includes the purchase of a police motorcycle, 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. Twenty-two projects totaling \$5,089,000 are planned for Fiscal Year 2021-22, which is an increase 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 \$5,089,000, \$305,000, or 6 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$305,000 has been appropriated towards the Traffic Signal Enhancement project, the close-out of the Upper Oso habitat restoration project, and replacement of the City Hall Digital Carillon System. Other major projects with the CIP budget include road maintenance, the Central Park Splash Pad, HVAC unit upgrades at City Hall and the BTRCC, as well as additional bridge projects.

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 2021-22 budget, and we appreciate the City Council's careful consideration and adoption of the City's spending plan for the coming year. With this budget, Rancho Santa Margarita is poised to continue the delivery of essential services to residents and businesses in a prudent and fiscally responsible manner that captures the City Council's vision and direction.

Respectfully submitted,



Jennifer M. Cervantez  
City Manager

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# CITY OF RANCHO SANTA MARGARITA

## CITY COUNCIL

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

## CITY OFFICIALS

|   |                      |
|---|----------------------|
| CITY MANAGER/CITY TREASURER.....          | JENNIFER CERVANTEZ   |
| FINANCE DIRECTOR .....                    | STEFANIE TURNER      |
| PUBLIC WORKS DIRECTOR/CITY ENGINEER ..... | BRENDAN DUGAN        |
| PLANNING/COMMUNITY DEV. DIRECTOR .....    | CHERYL KUTA          |
| CITY CLERK .....                          | AMY DIAZ             |
| CITY ATTORNEY .....                       | GREGORY E. SIMONIAN  |
| CHIEF OF POLICE SERVICES .....            | CPT. MIHAELA KENNEDY |
| 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) .....                            | 48,183  |
| Incorporation Election, November 2, 1999:       |   |
| Registered Voters (2) .....                     | 21,656  |
| Voter Turnout (2) .....                         | 26.9%   |
| Number of Parcels (3) .....                     | 16,509  |
| 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 1/1/21  
(2) - Source: County of Orange  
(3) - Source: Orange County Auditor-Controller

## City of Rancho Santa Margarita

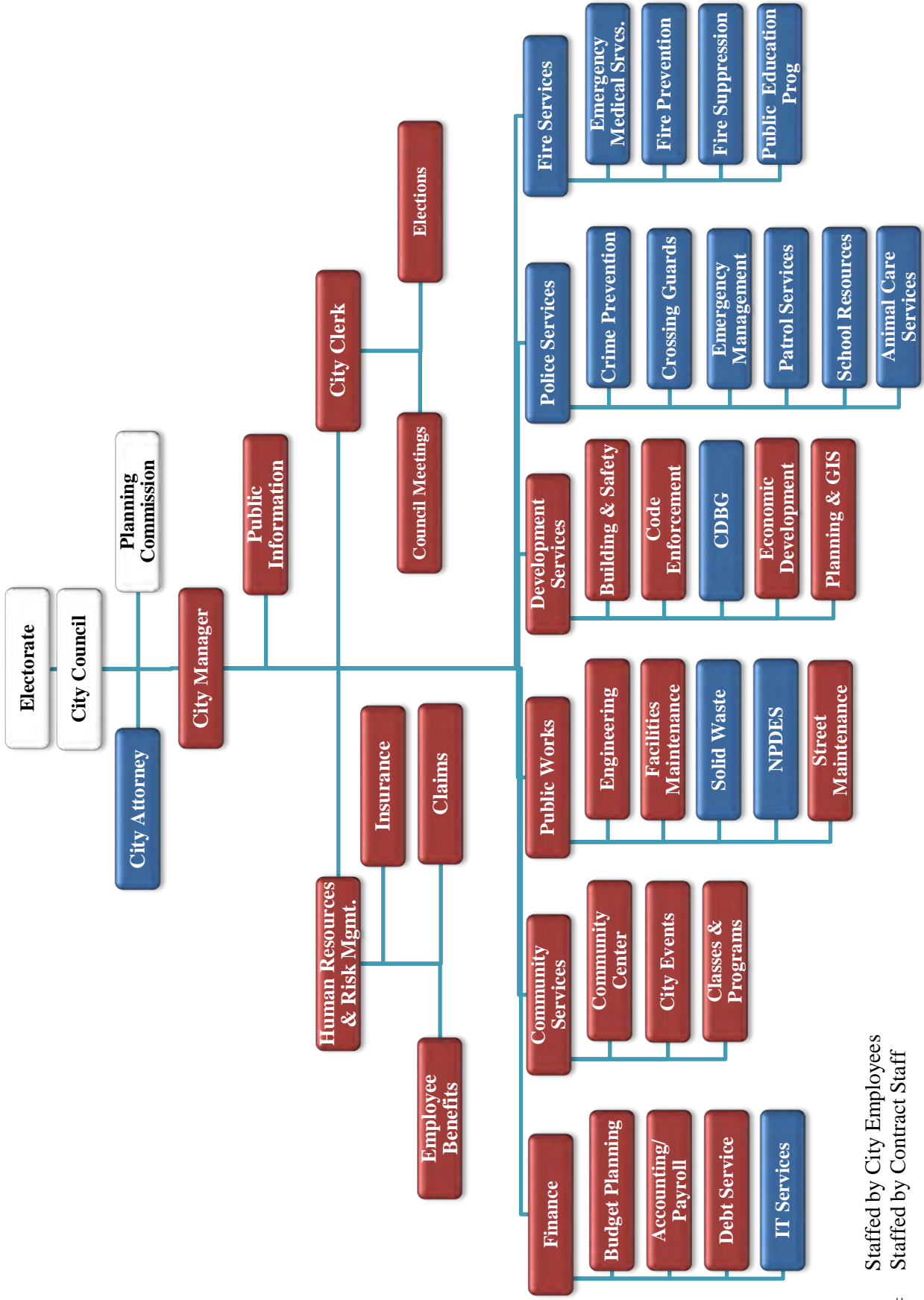
### Demographic Information Federal Census Data

|                         | Fiscal Year<br>2010 <sup>(2)</sup> |
|-------------------------|------------------------------------|
| Population: (1) (2) (3) | 47,896                             |
| Median Age:             | 37.6                               |
| Number of Households:   | 16,665                             |
| Average Household Size: | 2.87                               |
| Average Family Size:    | 3.33                               |
| Home-Ownership Rate     | 71%                                |
| Total Workforce         | 24,812                             |
| Race:                   |                                    |
| Asian                   | 8.9                                |
| Black                   | 1.6                                |
| Hispanic                | 18.6                               |
| White                   | 67.0                               |
| Other                   | 3.9                                |
| Sex:                    |                                    |
| Female                  | 51.1                               |
| Male                    | 48.9                               |

- 1) As of 4/10/10 census data release. **Estimated population as of 1/1/21 is 48,183** per the California Department of Finance, Demographic Research Unit.
- 2) Due to the COVID-19 pandemic, the new census information for the year 2020 isn't available.
- 3) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates for 2010, and 2021 published in this report might be noticeably different from the previous year estimates.

As of June 2021, total unemployment was 5.3%

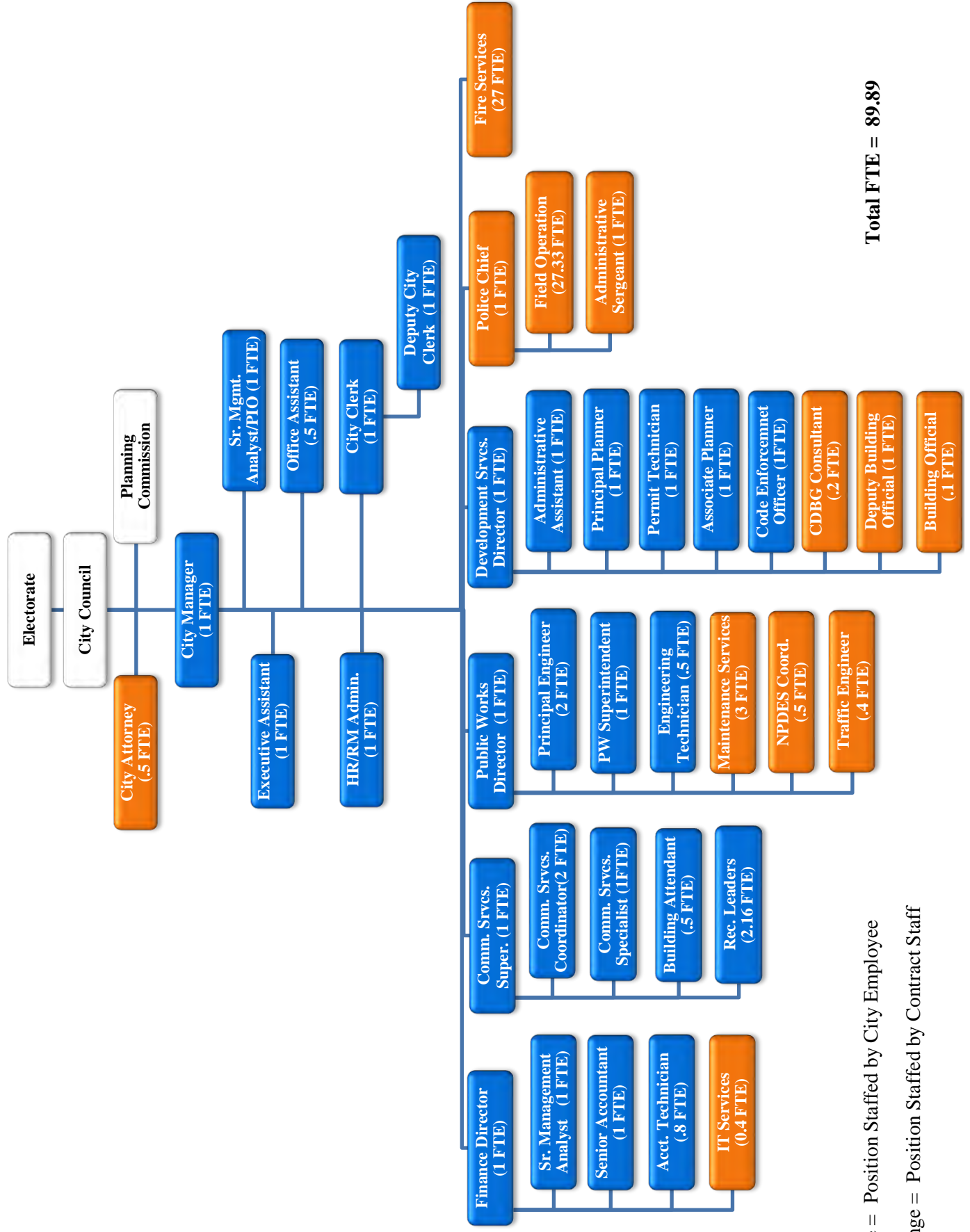
City of Rancho Santa Margarita  
**ORGANIZATION CHART BY DEPARTMENT FUNCTION**  
as of Fiscal Year 2021-2022



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 2021-2022



**Total FTE = 89.89**

Blue = Position Staffed by City Employee

Orange = Position Staffed by Contract Staff

| City of Rancho Santa Margarita            |  | FY 2021/22                     |                |
|---|--|--------------------------------|----------------|
| City Employees and Contract Staff Summary |  | Full Time Equivalent Positions |                |
|   |  | City Staff                     | Contract Staff |
| <b><u>City Manager:</u></b>               | 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                           |                |
| <b><u>City Attorney:</u></b>              | City Attorney  |                                | 0.50           |
| <b><u>Finance:</u></b>                    | Finance Director                                     | 1.00                           |                |
|   | Senior Management Analyst                            | 1.00                           |                |
|   | Senior Accountant                                    | 1.00                           |                |
|   | Accounting Technician                                | 0.80                           |                |
|   | IT Services  |                                | 0.40           |
| <b><u>Community Services:</u></b>         | Community Services Supervisor                        | 1.00                           |                |
|   | Community Services Coordinator                       | 2.00                           |                |
|   | Community Services Specialist                        | 1.00                           |                |
|   | Building Attendant                                   | 0.50                           |                |
|   | Recreation Leaders                                   | 2.16                           |                |
| <b><u>Police Services:</u></b>            | Police Chief   |                                | 1.00           |
|   | Administrative Sergeant                              |                                | 1.00           |
|   | Field Operations                                     |                                | 27.33          |
| <b><u>Development Services:</u></b>       | Development Services Director                        | 1.00                           |                |
|   | Administrative Assistant                             | 1.00                           |                |
|   | Principal Planner                                    | 1.00                           |                |
|   | Associate Planner                                    | 1.00                           |                |
|   | Permit Technician                                    | 1.00                           |                |
|   | Code Enforcement                                     | 1.00                           |                |
|   | Building Official                                    |                                | 0.10           |
|   | Deputy Building Official                             |                                | 1.00           |
|   | CDBG Consultant                                      |                                | 0.20           |
| <b><u>Public Works:</u></b>               | Public Works Director                                | 1.00                           |                |
|   | Principal Engineer                                   | 2.00                           |                |
|   | Engineering Technician                               | 0.50                           |                |
|   | Traffic Engineer                                     |                                | 0.40           |
|   | Public Works Superintendent                          | 1.00                           |                |
|   | NPDES Coordinator                                    |                                | 0.50           |
|   | Maintenance Services                                 |                                | 3.00           |
| <b><u>Fire Services:</u></b>              | Field Operations                                     |                                | 27.00          |
| <b>TOTAL</b>                              |  | <b>27.46</b>                   | <b>62.43</b>   |

# Budget Summaries



*Rancho Santa Margarita*  
*California*

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

| Description                         | Fund<br>Balance<br>6/30/2017 | Revenues<br>& Interfund<br>Transfers | Expenditures<br>& Interfund<br>Transfers | Fund<br>Balance<br>6/30/2018 | Revenues<br>& Interfund<br>Transfers | Expenditures<br>& Interfund<br>Transfers | Fund<br>Balance<br>6/30/2019 |
|-------------------------------------|------------------------------|--------------------------------------|--|------------------------------|--------------------------------------|--|------------------------------|
| <b>General Fund - 100</b>           | 17,554,185                   | 19,764,525                           | 18,604,721                               | 18,713,989                   | 19,890,471                           | 17,982,481                               | 20,621,979                   |
| <b>Special Revenue Funds:</b>       |                              |                                      |  |                              |                                      |  |                              |
| Gas Tax - 210                       | 1,162,311                    | 1,301,022                            | 1,508,178                                | 955,155                      | 984,241                              | 1,239,309                                | 700,087                      |
| Measure M - 212                     | 124,412                      | 709,875                              | 491,238                                  | 343,049                      | 767,202                              | 648,018                                  | 462,233                      |
| Air Quality Improvement - 214       | 170,050                      | 64,685                               | 1,457                                    | 233,278                      | 70,226                               | 46,364                                   | 257,140                      |
| Traffic Congestion Relief - 218     | -                            | 55,415                               | -  | 55,415                       | 57,569                               | -  | 112,984                      |
| Local Park Trust Fund - 220         | 1,444,140                    | 212,289                              | 193,766                                  | 1,462,663                    | 37,826                               | 67,785                                   | 1,432,704                    |
| Supplemental Law Enforce - 222      | 113,112                      | 141,412                              | 106,735                                  | 147,789                      | 153,474                              | 126,634                                  | 174,629                      |
| PEG Fees - 224                      | 827,844                      | 10,230                               | 157,734                                  | 680,340                      | 17,298                               | 3,339                                    | 694,299                      |
| RMRA - 226                          | -                            | -                                    | -  | -                            | 939,571                              | 658,239                                  | 281,332                      |
| CARES - 228                         | -                            | -                                    | -  | -                            | -                                    | -  | -                            |
| ARP - 230                           | -                            | -                                    | -  | -                            | -                                    | -  | -                            |
| Subtotal-Special Revenue Funds      | 3,841,869                    | 2,494,928                            | 2,459,108                                | 3,877,689                    | 3,027,407                            | 2,789,688                                | 4,115,408                    |
| <b>Capital Projects Fund - 410</b>  | 3,621                        | 2,609,973                            | 2,420,778                                | 192,816                      | 2,124,115                            | 2,112,774                                | 204,157                      |
| <b><u>RSM DEBT SERVICE</u></b>      |                              |                                      |  |                              |                                      |  |                              |
| <b>RSM PFA Debt Svc. Fund - 530</b> | 1,526,835                    | 734,952                              | 2,261,673                                | 114                          | 728,265                              | 727,838                                  | 541                          |
| <b>GRAND TOTAL - ALL FUNDS</b>      | 22,926,510                   | 25,604,378                           | 25,746,280                               | 22,784,608                   | 25,770,258                           | 23,612,781                               | 24,942,085                   |

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

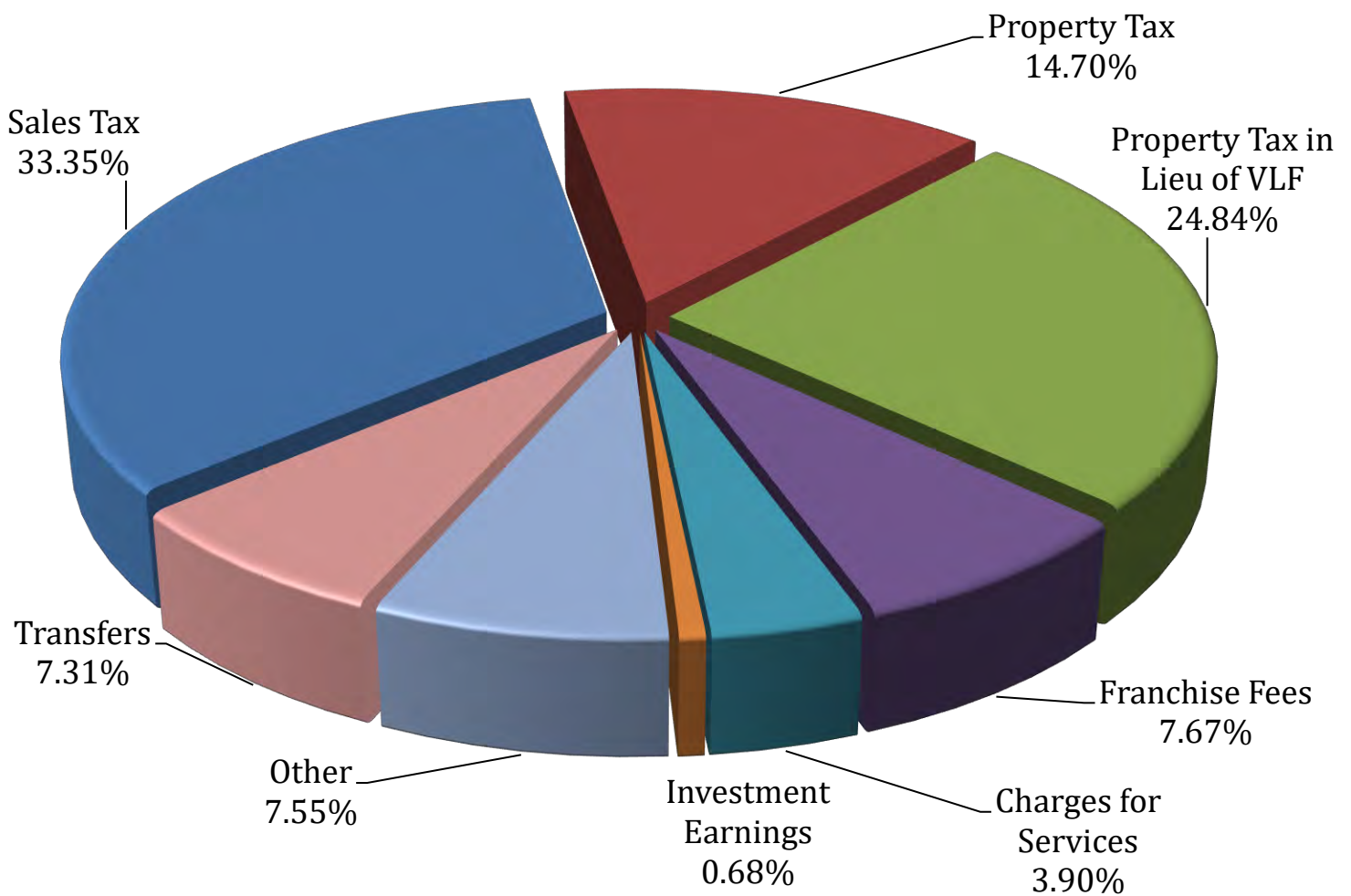
| Revenues<br>& Interfund<br>Transfers | Expenditures<br>& Interfund<br>Transfers | Fund<br>Balance<br>06/30/20 | Estimated<br>Revenues<br>& Interfund<br>Transfers | Estimated<br>Expenditures<br>& Interfund<br>Transfers | Estimated<br>Fund<br>Balance<br>06/30/21 | Projected<br>Revenues<br>& Interfund<br>Transfers | Projected<br>Expenditures<br>& Interfund<br>Transfers | Projected<br>Fund<br>Balance<br>06/30/22 |
|--------------------------------------|--|-----------------------------|---|---|--|---|---|--|
| 18,782,073                           | 18,039,174                               | 21,364,878                  | 18,635,238  | 18,174,432  | 21,825,684                               | 21,158,577  | 20,133,132  | 22,851,129                               |
| 1,101,996                            | 1,023,553                                | 778,530                     | 1,139,540   | 1,600,313   | 317,757                                  | 1,253,699   | 1,322,949   | 248,507                                  |
| 766,780                              | 1,078,079                                | 150,934                     | 693,802   | 614,354   | 230,382                                  | 715,329   | 810,029   | 135,682                                  |
| 67,008                               | 219,149                                  | 104,999                     | 60,000  | 5,130   | 159,869                                  | 60,000  | 57,000  | 162,869                                  |
| 57,404                               | 131,000                                  | 39,388                      | -   | 34,000  | 5,388                                    | -   | 5,000   | 388                                      |
| 31,748                               | 81,103                                   | 1,383,349                   | -   | 1,000,000   | 383,349                                  | -   | 200,000   | 183,349                                  |
| 160,971                              | 123,061                                  | 212,539                     | 158,373   | 130,340   | 240,572                                  | 100,000   | 143,491   | 197,081                                  |
| 15,432                               | 973                                      | 708,758                     | -   | 16,727  | 692,031                                  | -   | 59,286  | 632,745                                  |
| 859,998                              | 643,223                                  | 498,107                     | 873,739   | 117,500   | 1,254,346                                | 956,908   | 2,050,000   | 161,254                                  |
| 429,243                              | 787,612                                  | (358,369)                   | 603,275   | 244,906   | -  | -   | -   | -  |
| -                                    | -  | -                           | 2,360,444   | -   | 2,360,444                                | 2,368,144   | 2,183,151   | 2,545,437                                |
| 3,490,580                            | 4,087,753                                | 3,518,235                   | 5,889,173   | 3,763,270   | 5,644,138                                | 5,454,080   | 6,830,906   | 4,267,312                                |
| 3,226,944                            | 3,692,284                                | (261,183)                   | 5,640,334   | 5,146,930   | 232,221                                  | 5,089,006   | 5,089,006   | 232,221                                  |
| 735,413                              | 735,138                                  | 816                         | 731,596   | 731,596   | 816                                      | 732,438   | 732,438   | 816                                      |
| 26,235,010                           | 26,554,349                               | 24,622,746                  | 30,896,341  | 27,816,228  | 27,702,859                               | 32,434,101  | 32,785,482  | 27,351,478                               |

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Revenues

### General Fund

Fiscal Year 2021-2022



City of Rancho Santa Margarita  
Revenue Summary - All Funds

|   | FY 2017/18<br>ACTUAL     | FY 2018/19<br>ACTUAL     | FY 2019/20<br>ACTUAL     | -----FY 2020/21-----<br>AMENDED BUDGET | YEAR-END<br>ESTIMATE     | FY 2021/22<br>ADOPTED<br>BUDGET |
|---|--------------------------|--------------------------|--------------------------|--|--------------------------|---------------------------------|
| <b><u>GENERAL FUND</u></b>                      |                          |                          |                          |  |                          |                                 |
| <b>100 GENERAL FUND</b>                         | <u>19,764,525</u>        | <u>19,890,470</u>        | <u>18,782,073</u>        | <u>18,540,592</u>                      | <u>18,635,238</u>        | <u>21,158,577</u>               |
| <b><u>SPECIAL REVENUE FUNDS</u></b>             |                          |                          |                          |  |                          |                                 |
| <b>210 GAS TAX</b>                              | 1,301,022                | 984,241                  | 1,101,996                | 1,167,296                              | 1,139,540                | 1,253,699                       |
| <b>212 MEASURE M</b>                            | 709,875                  | 767,202                  | 766,780                  | 652,515                                | 693,802                  | 715,329                         |
| <b>214 AIR QUALITY IMPROVEMENT</b>              | 64,685                   | 70,226                   | 67,008                   | 60,000                                 | 60,000                   | 60,000                          |
| <b>218 TRAFFIC CONGESTION RELIEF</b>            | 55,415                   | 57,569                   | 57,404                   | -                                      | -                        | -                               |
| <b>220 LOCAL PARK TRUST</b>                     | 212,289                  | 37,826                   | 31,748                   | -                                      | -                        | -                               |
| <b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>         | 141,412                  | 153,474                  | 160,971                  | 100,000                                | 158,373                  | 100,000                         |
| <b>224 PEG FEE</b>                              | 10,230                   | 17,298                   | 15,432                   | -                                      | -                        | -                               |
| <b>226 ROAD MAINTENANC &amp; REHABILITATION</b> | -                        | 939,571                  | 859,998                  | 846,658                                | 873,739                  | 956,908                         |
| <b>228 CARES</b>                                | -                        | -                        | 429,243                  | 346,700                                | 603,275                  | -                               |
| <b>230 AMERICAN RESCUE PLAN</b>                 | -                        | -                        | -                        | -                                      | 2,360,444                | 2,368,144                       |
| <b>SUBTOTAL</b>                                 |                          |                          |                          |  |                          |                                 |
| <b>ALL SPECIAL REVENUE FUNDS</b>                | <u>2,494,928</u>         | <u>3,027,407</u>         | <u>3,490,580</u>         | <u>3,173,169</u>                       | <u>5,889,173</u>         | <u>5,454,080</u>                |
| <b><u>CAPITAL PROJECTS FUND</u></b>             |                          |                          |                          |  |                          |                                 |
| <b>410 CAPITAL PROJECTS FUND</b>                | <u>2,609,973</u>         | <u>2,124,115</u>         | <u>3,226,944</u>         | <u>6,998,906</u>                       | <u>5,640,334</u>         | <u>5,089,006</u>                |
| <b><u>RSM DEBT SERVICE FUND</u></b>             |                          |                          |                          |  |                          |                                 |
| <b>530 RSM PFA DEBT SERVICE FUND</b>            | <u>734,952</u>           | <u>728,265</u>           | <u>735,413</u>           | <u>731,638</u>                         | <u>731,596</u>           | <u>732,438</u>                  |
| <b>SUBTOTAL</b>                                 |                          |                          |                          |  |                          |                                 |
| <b>ALL FUND TYPES</b>                           | <u>25,604,378</u>        | <u>25,770,257</u>        | <u>26,235,010</u>        | <u>29,444,305</u>                      | <u>30,896,341</u>        | <u>32,434,101</u>               |
| <b>LESS INTERFUND TRANSFERS</b>                 | <u>4,785,289</u>         | <u>3,467,646</u>         | <u>4,618,477</u>         | <u>5,392,369</u>                       | <u>4,089,283</u>         | <u>6,326,759</u>                |
| <b>GRAND TOTAL - ALL FUND TYPES</b>             | <u><u>20,819,089</u></u> | <u><u>22,302,611</u></u> | <u><u>21,616,533</u></u> | <u><u>24,051,936</u></u>               | <u><u>26,807,058</u></u> | <u><u>26,107,342</u></u>        |



City of Rancho Santa Margarita  
Revenues - Detail of All Funds

|  | FY 2017/18        | FY 2018/19        | FY 2019/20        | -----FY 2020/21----- | FY 2021/22        |
|--|-------------------|-------------------|-------------------|----------------------|-------------------|
|  | ACTUAL            | ACTUAL            | ACTUAL            | AMENDED BUDGET       | ADOPTED BUDGET    |
| <b>100 GENERAL FUND</b>                  |                   |                   |                   |                      |                   |
| Property Tax                             | 2,531,933         | 2,639,135         | 2,716,191         | 2,725,522            | 2,747,805         |
| Sales Tax                                | 6,658,452         | 7,109,635         | 6,729,367         | 6,022,641            | 6,616,733         |
| Real Property Transfer Tax               | 355,744           | 262,145           | 289,637           | 250,000              | 296,868           |
| Franchise Fees - Cable TV                | 742,529           | 715,634           | 658,006           | 675,000              | 622,500           |
| Franchise Fees - Gas                     | 65,617            | 60,870            | 70,365            | 71,068               | 74,631            |
| Franchise Fees - Electricity             | 388,206           | 382,484           | 363,277           | 366,909              | 412,610           |
| Franchise Fees - Refuse Collection       | 172,623           | 180,387           | 184,685           | 193,027              | 200,741           |
| Franchise Fees - Refuse Agmnt Reimb.     | -                 | -                 | -                 | 100,000              | 100,000           |
| Motor Vehicle License Fee                | 25,583            | 23,678            | 38,750            | 24,214               | 35,787            |
| Property Tax in Lieu of VLF              | 4,578,787         | 4,797,263         | 4,967,587         | 5,104,196            | 5,129,117         |
| State Mandated Cost Reimburse            | 13,236            | 13,827            | 14,461            | 14,967               | 12,153            |
| Beverage Container Recycling Grant       | 12,326            | 12,506            | 12,292            | 13,000               | 13,000            |
| Building Permit Fees                     | 526,182           | 407,523           | 367,252           | 378,515              | 451,452           |
| CASP Program Revenue                     | -                 | 5,430             | 5,015             | 5,500                | 5,716             |
| Zoning PC                                | -                 | 6,738             | 29,073            | 15,369               | 28,675            |
| Permit Imaging                           | -                 | 2,069             | 8,206             | 7,812                | 9,013             |
| Building-Plan Check Fees                 | 70,747            | 79,325            | 69,112            | 82,683               | 79,820            |
| Site Development Permits/Fees            | 8,161             | 6,428             | 9,071             | 3,250                | 2,449             |
| Site Development Permits/Deposits        | 40,959            | 71,086            | 44,812            | 30,000               | 7,500             |
| Massage Establishment Permit             | 2,746             | 4,098             | 3,228             | 3,220                | 2,454             |
| Planning - Plan Check Fees               | 49,397            | 40,067            | 8,375             | 13,900               | 6,910             |
| Other Planning Revenues                  | 3,633             | 25,892            | 40,054            | 3,500                | 2,304             |
| Local Early Action Planning grant (LEAP) | -                 | -                 | -                 | 132,000              | 32,000            |
| SB2 Grant Funding                        | -                 | -                 | -                 | 25,000               | 22,500            |
| CDBG Grant                               | 57,041            | 65,525            | 31,667            | 208,968              | 188,968           |
| CDBG-CV Grant                            | -                 | -                 | -                 | 410,749              | 119,393           |
| Engineering Permits                      | 42,663            | 66,913            | 79,086            | 57,508               | 60,117            |
| AB933 - Recycling Grant                  | 91,566            | 93,764            | 100,785           | 97,170               | 97,170            |
| Waste Disposal Agreement Revenue         | 88,066            | 97,563            | 103,239           | 100,883              | 108,883           |
| Solid Waste Diversion Permits            | 44,330            | 27,848            | 68,752            | 14,007               | 15,340            |
| Court Fines                              | 65,951            | 81,864            | 89,810            | 70,000               | 87,330            |
| Parking Citation Revenue                 | 62,613            | 76,721            | 107,212           | 115,000              | 92,420            |
| Parking Citation - DMV                   | 9,660             | 10,720            | 19,054            | 12,000               | 10,365            |
| Miscellaneous Police Grants/Revenue      | -                 | 7,023             | 6,181             | 7,000                | 6,197             |
| Passport Revenue                         | 14,371            | 22,440            | 13,101            | 22,000               | -                 |
| BTRCC Revenue - Misc.                    | 1,664             | 300               | 100               | -                    | 445               |
| Community Services Revenue               | 45,000            | 57,000            | 39,264            | 25,000               | -                 |
| Advertising Income                       | 520               | -                 | -                 | -                    | -                 |
| BTRCC Program Revenue                    | 275,561           | 233,766           | 116,314           | 61,177               | -                 |
| BTRCC Rental Revenue                     | 186,227           | 169,824           | 57,175            | 70,914               | -                 |
| Senior Mobility Grant                    | 27,005            | 28,842            | 29,075            | 24,630               | 24,636            |
| Senior Mobility Voucher Revenue          | 1,578             | -                 | -                 | -                    | -                 |
| Investment Earnings                      | 225,462           | 461,284           | 415,645           | 235,690              | 141,683           |
| Other Revenue                            | 24,427            | 789,758           | 84,736            | 14,000               | 34,796            |
| Donations                                | -                 | -                 | -                 | -                    | -                 |
| DS Lease Payment Contribution            | -                 | -                 | -                 | -                    | -                 |
| SCE Rule 20A                             | 53,607            | -                 | 57,458            | -                    | -                 |
| American Rescue Plan                     | -                 | -                 | -                 | -                    | -                 |
| Transfer from Gas Tax Fund               | 220,279           | 213,074           | 219,627           | 242,731              | 240,403           |
| Transfer from Measure M                  | 453,238           | 510,713           | 514,976           | 489,872              | 494,354           |
| Transfer from AQMD                       | -                 | 29,309            | -                 | -                    | -                 |
| Transfer from ARP Fund                   | -                 | -                 | -                 | -                    | -                 |
| Transfer from Debt Service Fund          | 1,526,835         | -                 | -                 | -                    | -                 |
| <b>TOTAL GENERAL FUND</b>                | <b>19,764,525</b> | <b>19,890,470</b> | <b>18,782,073</b> | <b>18,540,592</b>    | <b>18,635,238</b> |
| <b>SPECIAL REVENUE FUNDS</b>             |                   |                   |                   |                      |                   |
| <b>210 GAS TAX FUND:</b>                 |                   |                   |                   |                      |                   |
| Gas Tax 2105 (Prop. 111)                 | 259,119           | 269,307           | 252,003           | 259,516              | 259,679           |
| Gas Tax 2106                             | 174,821           | 181,427           | 159,061           | 171,406              | 169,356           |
| Gas Tax 2107                             | 344,269           | 338,449           | 319,500           | 312,200              | 338,712           |
| Gas Tax 2107.5                           | 6,000             | 6,000             | 6,000             | 6,000                | 6,000             |
| Gas Tax 2103                             | 190,385           | 165,918           | 350,114           | 413,674              | 361,293           |
| Measure M - RMRA                         | 284,786           | -                 | -                 | -                    | -                 |
| Interest Income                          | 14,422            | 22,221            | 15,318            | 4,500                | 4,500             |
| Transfer from CIP                        | 27,220            | 919               | -                 | -                    | -                 |
| <b>TOTAL GAS TAX FUND</b>                | <b>1,301,022</b>  | <b>984,241</b>    | <b>1,101,996</b>  | <b>1,167,296</b>     | <b>1,139,540</b>  |

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

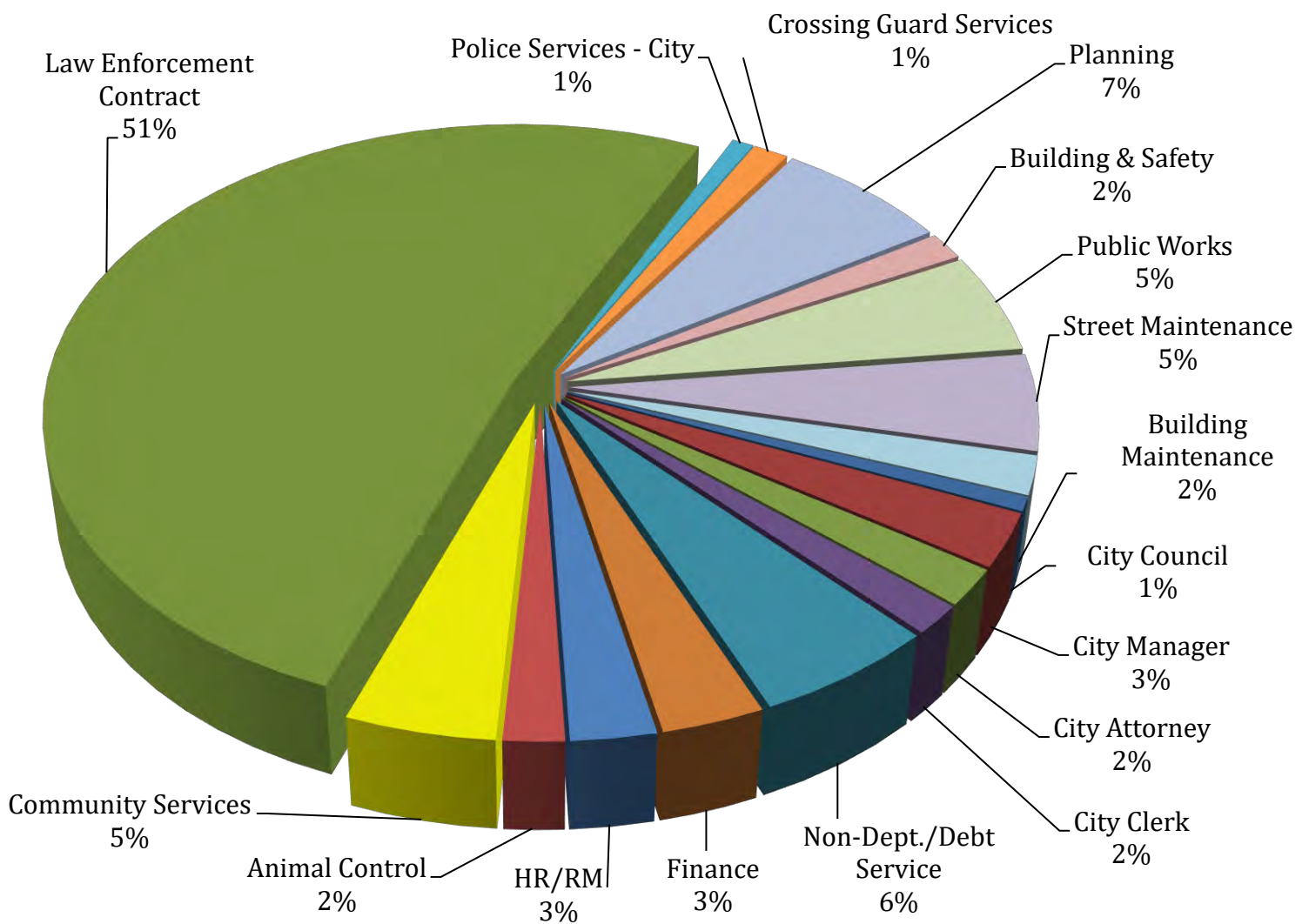
|  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET |
|--|----------------------|----------------------|----------------------|---|----------------------|---------------------------------|
| <b>212 MEASURE M FUND:</b>                       |                      |                      |                      |   |                      |                                 |
| Measure M (Local Turnback)                       | 707,882              | 758,220              | 757,501              | 651,315                                   | 691,265              | 712,329                         |
| Interest Income                                  | 1,993                | 8,982                | 9,279                | 1,200                                     | 2,537                | 3,000                           |
| <b>TOTAL MEASURE M FUND</b>                      | <b>709,875</b>       | <b>767,202</b>       | <b>766,780</b>       | <b>652,515</b>                            | <b>693,802</b>       | <b>715,329</b>                  |
| <b>214 AIR QUALITY IMPROVEMENT FUND:</b>         |                      |                      |                      |   |                      |                                 |
| AQMD (AB 2766)                                   | 62,264               | 63,983               | 61,953               | 59,672                                    | 59,672               | 59,672                          |
| Interest Income                                  | 2,421                | 6,243                | 5,055                | 328                                       | 328                  | 328                             |
| <b>TOTAL AQMD FUND</b>                           | <b>64,685</b>        | <b>70,226</b>        | <b>67,008</b>        | <b>60,000</b>                             | <b>60,000</b>        | <b>60,000</b>                   |
| <b>218 TRAFFIC CONGESTION RELIEF FUND:</b>       |                      |                      |                      |   |                      |                                 |
| TCRF Funds                                       | 55,252               | 55,629               | 55,042               | -   | -                    | -                               |
| Interest Income                                  | 163                  | 1,940                | 2,362                | -   | -                    | -                               |
| <b>TOTAL TCRF FUND</b>                           | <b>55,415</b>        | <b>57,569</b>        | <b>57,404</b>        | <b>-</b>                                  | <b>-</b>             | <b>-</b>                        |
| <b>220 LOCAL PARK TRUST FUND:</b>                |                      |                      |                      |   |                      |                                 |
| Park Fees  | 190,436              | -                    | -                    | -   | -                    | -                               |
| Interest Income                                  | 21,853               | 37,826               | 31,748               | -   | -                    | -                               |
| <b>TOTAL LOCAL PARK TRUST FUND</b>               | <b>212,289</b>       | <b>37,826</b>        | <b>31,748</b>        | <b>-</b>                                  | <b>-</b>             | <b>-</b>                        |
| <b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>         |                      |                      |                      |   |                      |                                 |
| Supplemental Law Enforcement                     | 139,416              | 148,747              | 156,006              | 99,453                                    | 157,273              | 99,453                          |
| Interest Income                                  | 1,996                | 4,727                | 4,965                | 547                                       | 1,100                | 547                             |
| <b>TOTAL SUPPL. ENFORCEMENT</b>                  | <b>141,412</b>       | <b>153,474</b>       | <b>160,971</b>       | <b>100,000</b>                            | <b>158,373</b>       | <b>100,000</b>                  |
| <b>224 PEG FEE FUND:</b>                         |                      |                      |                      |   |                      |                                 |
| PEG Fees   | 10,441               | -                    | -                    | -   | -                    | -                               |
| Interest Income                                  | (211)                | 17,298               | 15,432               | -   | -                    | -                               |
| <b>TOTAL PEG FEE FUND</b>                        | <b>10,230</b>        | <b>17,298</b>        | <b>15,432</b>        | <b>-</b>                                  | <b>-</b>             | <b>-</b>                        |
| <b>226 ROAD MAINTENANCE &amp; REHABILITATION</b> |                      |                      |                      |   |                      |                                 |
| Transfer from Gas Tax Fund                       | -                    | 29,801               | -                    | -   | -                    | -                               |
| RMRA - Section 2032                              | -                    | 904,605              | 847,981              | 841,458                                   | 866,424              | 949,408                         |
| Interest Income                                  | -                    | 5,165                | 12,017               | 5,200                                     | 7,315                | 7,500                           |
| <b>TOTAL RMRA FUND</b>                           | <b>-</b>             | <b>939,571</b>       | <b>859,998</b>       | <b>846,658</b>                            | <b>873,739</b>       | <b>956,908</b>                  |
| <b>228 CARES FUND</b>                            |                      |                      |                      |   |                      |                                 |
| CARES Grant                                      | -                    | -                    | 428,657              | 346,700                                   | 602,454              | -                               |
| Interest Income                                  | -                    | -                    | 586                  | -   | 821                  | -                               |
| <b>TOTAL CARES FUND</b>                          | <b>-</b>             | <b>-</b>             | <b>429,243</b>       | <b>346,700</b>                            | <b>603,275</b>       | <b>-</b>                        |
| <b>230 AMERICAN RESCUE PLAN (ARP)</b>            |                      |                      |                      |   |                      |                                 |
| ARP Funds  | -                    | -                    | -                    | -   | 2,360,444            | 2,360,444                       |
| Interest Income                                  | -                    | -                    | -                    | -   | -                    | 7,700                           |
| <b>TOTAL CARES FUND</b>                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                                  | <b>2,360,444</b>     | <b>2,368,144</b>                |
| <b>SUBTOTAL - ALL SPECIAL REVENUE</b>            | <b>2,494,928</b>     | <b>3,027,407</b>     | <b>3,490,580</b>     | <b>3,173,169</b>                          | <b>5,889,173</b>     | <b>5,454,080</b>                |
| <b>410 CAPITAL PROJECTS FUND</b>                 |                      |                      |                      |   |                      |                                 |
| Transfer from General Fund                       | 571,689              | 351,400              | 994,417              | 310,000                                   | 298,390              | 305,000                         |
| Transfer from Gas Tax Fund                       | 1,021,646            | 724,338              | 516,783              | 1,146,000                                 | 1,047,910            | 730,000                         |
| Transfer from Measure M Fund                     | 38,000               | 137,305              | 563,103              | 145,000                                   | 120,000              | 295,000                         |
| Transfer from Air Quality Improve.               | 1,458                | 17,056               | 219,149              | 54,000                                    | 5,130                | 57,000                          |
| Transfer from TCRF Fund                          | -                    | -                    | 131,000              | 34,000                                    | 34,000               | 5,000                           |
| Transfer from Local Park Trust Fund              | 193,766              | 67,785               | 81,103               | 1,339,128                                 | 1,000,000            | 200,000                         |
| Transfer from RMRA Fund                          | -                    | 658,239              | 643,223              | 900,000                                   | 117,500              | 2,050,000                       |
| Transfer from ARPA Fund                          | -                    | -                    | -                    | -   | -                    | 406,000                         |
| HBP  | 147,314              | 20,638               | 72,374               | 2,863,000                                 | 2,903,563            | 557,000                         |
| CDBG Grant                                       | 277,342              | 111,414              | 2,020                | -   | 113,841              | 197,006                         |
| CTFP   | 91,960               | -                    | -                    | -   | -                    | 20,000                          |
| State Capita Park (Prop. 68)                     | -                    | -                    | -                    | 207,778                                   | -                    | 207,000                         |
| PARSAC Grant                                     | -                    | -                    | -                    | -   | -                    | 60,000                          |
| Interest Income                                  | 1,681                | 5,096                | 3,772                | -   | -                    | -                               |
| <b>SUBTOTAL - CAPITAL PROJECTS</b>               | <b>2,609,973</b>     | <b>2,124,115</b>     | <b>3,226,944</b>     | <b>6,998,906</b>                          | <b>5,640,334</b>     | <b>5,089,006</b>                |
| <b><u>RSM DEBT SERVICE FUND</u></b>              |                      |                      |                      |   |                      |                                 |
| <b>530 RSM PFA DEBT SERVICE FUND:</b>            |                      |                      |                      |   |                      |                                 |
| Interest Income                                  | 3,794                | 557                  | 317                  | -   | -                    | -                               |
| Transfer from General Fund                       | 731,158              | 727,708              | 735,096              | 731,638                                   | 731,596              | 732,438                         |
| <b>TOTAL RSM PFA DEBT SERVICE</b>                | <b>734,952</b>       | <b>728,265</b>       | <b>735,413</b>       | <b>731,638</b>                            | <b>731,596</b>       | <b>732,438</b>                  |
| <b>SUBTOTAL - ALL FUND TYPES</b>                 | <b>25,604,378</b>    | <b>25,770,257</b>    | <b>26,235,010</b>    | <b>29,444,305</b>                         | <b>30,896,341</b>    | <b>32,434,101</b>               |
| <b>LESS: INTERFUND TRANSFERS</b>                 | <b>4,785,289</b>     | <b>3,467,646</b>     | <b>4,618,477</b>     | <b>5,392,369</b>                          | <b>4,089,283</b>     | <b>6,326,759</b>                |
| <b>GRAND TOTAL - ALL FUND TYPES</b>              | <b>20,819,089</b>    | <b>22,302,611</b>    | <b>21,616,533</b>    | <b>24,051,936</b>                         | <b>26,807,058</b>    | <b>26,107,342</b>               |

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Expenditures

### General Fund

Fiscal Year 2021-2022



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

|  |                      |                      |                      | -----FY 2020/21----- |                      | FY 2021/22        |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| DESCRIPTION                                  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET |
| <b><u>GENERAL FUND</u></b>                   |                      |                      |                      |                      |                      |                   |
| City Council                                 | 131,204              | 135,768              | 153,174              | 145,261              | 141,809              | 151,661           |
| City Manager                                 | 476,564              | 505,525              | 562,394              | 558,562              | 564,370              | 581,987           |
| City Attorney                                | 448,345              | 490,867              | 445,139              | 400,000              | 294,252              | 400,000           |
| City Clerk                                   | 275,987              | 306,483              | 308,607              | 350,115              | 345,589              | 321,654           |
| Non-Departmental                             | 1,257,633            | 406,989              | 315,055              | 390,895              | 314,423              | 381,292           |
| Finance                                      | 591,727              | 604,821              | 640,116              | 588,696              | 576,228              | 619,044           |
| Human Resources/Risk Management              | 348,451              | 368,615              | 376,692              | 454,038              | 421,622              | 514,885           |
| Police Services                              | 9,096,759            | 9,366,948            | 8,874,312            | 10,208,849           | 10,215,335           | 10,654,886        |
| Animal Control                               | 310,272              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830           |
| Planning                                     | 766,230              | 874,090              | 812,671              | 1,559,713            | 1,083,973            | 1,341,764         |
| Building                                     | 366,642              | 329,000              | 330,315              | 295,875              | 376,716              | 301,251           |
| Public Works                                 | 848,591              | 844,271              | 895,551              | 954,751              | 955,172              | 1,093,526         |
| Street Maintenance                           | 927,876              | 989,352              | 1,002,497            | 1,018,205            | 1,020,359            | 1,046,506         |
| Building Maintenance                         | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 416,929           |
| Community Services                           | 1,126,501            | 1,069,411            | 977,633              | 566,341              | 227,129              | 903,479           |
| Transfer to Capital Projects Fund            | 571,689              | 351,400              | 994,417              | 310,000              | 298,390              | 305,000           |
| Use of Emergency Reserves                    | -                    | -                    | -                    | 500,000              | -                    | -                 |
| Transfer to RSM PFA Debt Service Fund        | 731,158              | 727,709              | 735,096              | 731,638              | 731,596              | 732,438           |
| <b>TOTAL GENERAL FUND</b>                    | <b>18,604,721</b>    | <b>17,982,481</b>    | <b>18,039,174</b>    | <b>19,666,138</b>    | <b>18,174,432</b>    | <b>20,133,132</b> |
| <b><u>SPECIAL REVENUE FUNDS</u></b>          |                      |                      |                      |                      |                      |                   |
| <b>GAS TAX</b>                               |                      |                      |                      |                      |                      |                   |
| Street Lighting                              | 266,252              | 272,097              | 287,143              | 288,000              | 312,000              | 338,808           |
| Transfer to General Fund                     | 220,280              | 213,074              | 219,627              | 242,731              | 240,403              | 254,141           |
| Transfer to RMRA Fund                        | -                    | 29,800               | -                    | -                    | -                    | -                 |
| Transfer to Capital Projects Fund            | 1,021,646            | 724,338              | 516,783              | 1,146,000            | 1,047,910            | 730,000           |
| <b>MEASURE M</b>                             |                      |                      |                      |                      |                      |                   |
| Transfer to General Fund                     | 453,238              | 510,713              | 514,976              | 489,872              | 494,354              | 515,029           |
| Transfer to Capital Projects Fund            | 38,000               | 137,305              | 563,103              | 145,000              | 120,000              | 295,000           |
| <b>AIR QUALITY IMPROVEMENT</b>               |                      |                      |                      |                      |                      |                   |
| Transfer to General Fund                     | -                    | 29,308               | -                    | -                    | -                    | -                 |
| Transfer to Capital Projects Fund            | 1,457                | 17,056               | 219,150              | 54,000               | 5,130                | 57,000            |
| <b>TRAFFIC CONGESTION RELIEF</b>             |                      |                      |                      |                      |                      |                   |
| Transfer to Capital Projects Fund            | -                    | -                    | 131,000              | 34,000               | 34,000               | 5,000             |
| <b>LOCAL PARK TRUST</b>                      |                      |                      |                      |                      |                      |                   |
| Transfer to Capital Projects Fund            | 193,766              | 67,785               | 81,103               | 1,339,128            | 1,000,000            | 200,000           |
| SUPPLEMENTAL LAW ENFORCE                     | 106,735              | 126,634              | 123,061              | 142,539              | 130,340              | 143,491           |
| PEG FEE                                      | 157,734              | 3,339                | 973                  | 44,211               | 16,727               | 59,286            |
| <b>ROAD MAINTENANCE &amp; REHABILITATION</b> |                      |                      |                      |                      |                      |                   |
| Transfer to Capital Projects Fund            | -                    | 658,239              | 643,222              | 900,000              | 117,500              | 2,050,000         |
| CARES FUND                                   | -                    | -                    | 787,612              | 346,700              | 244,906              | -                 |
| <b>AMERICAN RESCUE PLAN FUND</b>             |                      |                      |                      |                      |                      |                   |
| ARP grant expenditures                       | -                    | -                    | -                    | -                    | -                    | 1,000,000         |
| Transfer to General Fund                     | -                    | -                    | -                    | -                    | -                    | 777,151           |
| Transfer to Capital Projects Fund            | -                    | -                    | -                    | -                    | -                    | 406,000           |
| <b>TOTAL SPECIAL REVENUE FUNDS</b>           | <b>2,459,108</b>     | <b>2,789,688</b>     | <b>4,087,753</b>     | <b>5,172,181</b>     | <b>3,763,270</b>     | <b>6,830,906</b>  |
| <b><u>CAPITAL PROJECTS FUND</u></b>          |                      |                      |                      |                      |                      |                   |
| Transfer to General Fund                     | -                    | -                    | -                    | -                    | -                    | -                 |
| Capital Outlay                               | 2,393,558            | 2,111,855            | 3,692,284            | 6,998,906            | 5,146,930            | 5,089,006         |
| Transfer to Gas Tax Fund                     | 27,220               | 919                  | -                    | -                    | -                    | -                 |
| <b>TOTAL CAPITAL PROJECT FUND</b>            | <b>2,420,778</b>     | <b>2,112,774</b>     | <b>3,692,284</b>     | <b>6,998,906</b>     | <b>5,146,930</b>     | <b>5,089,006</b>  |
| <b><u>RSM DEBT SERVICE FUNDS</u></b>         |                      |                      |                      |                      |                      |                   |
| RSM PFA DEBT SERVICE FUND                    | 734,838              | 727,838              | 735,138              | 731,638              | 731,596              | 732,438           |
| Transfer to General Fund                     | 1,526,835            | -                    | -                    | -                    | -                    | -                 |
| <b>TOTAL RSM DEBT SRVC. FUNDS</b>            | <b>2,261,673</b>     | <b>727,838</b>       | <b>735,138</b>       | <b>731,638</b>       | <b>731,596</b>       | <b>732,438</b>    |
| <b>SUBTOTAL - ALL FUND TYPES</b>             | <b>25,746,280</b>    | <b>23,612,781</b>    | <b>26,554,349</b>    | <b>32,568,863</b>    | <b>27,816,228</b>    | <b>32,785,482</b> |
| <b>LESS INTERFUND TRANSFERS</b>              | <b>4,785,289</b>     | <b>3,467,646</b>     | <b>4,618,477</b>     | <b>5,392,369</b>     | <b>4,089,283</b>     | <b>6,326,759</b>  |
| <b>GRAND TOTAL - ALL FUND TYPES</b>          | <b>20,960,991</b>    | <b>20,145,135</b>    | <b>21,935,872</b>    | <b>27,176,494</b>    | <b>23,726,945</b>    | <b>26,458,723</b> |

Fund Expense Summary  
GENERAL FUND

| DESCRIPTION                           | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|                                       |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| City Council                          | 131,204              | 135,768              | 153,174              | 145,261              | 141,809              | 151,661                         |
| City Manager                          | 476,564              | 505,525              | 562,394              | 558,562              | 564,370              | 581,987                         |
| City Attorney                         | 448,345              | 490,867              | 445,139              | 400,000              | 294,252              | 400,000                         |
| City Clerk                            | 275,987              | 306,483              | 308,607              | 350,115              | 345,589              | 321,654                         |
| Non-Departmental                      | 1,257,633            | 406,989              | 315,055              | 390,895              | 314,423              | 381,292                         |
| Finance                               | 591,727              | 604,821              | 640,116              | 588,696              | 576,228              | 619,044                         |
| Human Resources/Risk Management       | 348,451              | 368,615              | 376,692              | 454,038              | 421,622              | 514,885                         |
| Police Services                       | 9,096,759            | 9,366,948            | 8,874,312            | 10,208,849           | 10,215,335           | 10,654,886                      |
| Animal Control                        | 310,272              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830                         |
| Planning                              | 766,230              | 874,090              | 812,671              | 1,559,713            | 1,083,973            | 1,341,764                       |
| Building                              | 366,642              | 329,000              | 330,315              | 295,875              | 376,716              | 301,251                         |
| Public Works                          | 848,591              | 844,271              | 895,551              | 954,751              | 955,172              | 1,093,526                       |
| Street Maintenance                    | 927,876              | 989,352              | 1,002,497            | 1,018,205            | 1,020,359            | 1,046,506                       |
| Building Maintenance                  | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 416,929                         |
| Community Services                    | 1,126,501            | 1,069,411            | 977,633              | 566,341              | 227,129              | 903,479                         |
| Transfer to Capital Projects Fund     | 571,689              | 351,400              | 994,417              | 310,000              | 298,390              | 305,000                         |
| Use of Emergency Reserves             | -                    | -                    | -                    | 500,000              | -                    | -                               |
| Transfer to RSM PFA Debt Service Fund | 731,158              | 727,709              | 735,096              | 731,638              | 731,596              | 732,438                         |
| <b>TOTAL GENERAL FUND</b>             | <b>18,604,721</b>    | <b>17,982,481</b>    | <b>18,039,174</b>    | <b>19,666,138</b>    | <b>18,174,432</b>    | <b>20,133,132</b>               |

Fund Expense Summary  
GAS TAX FUND

| DESCRIPTION                                       | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|   |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| GAS TAX - Street Lighting                         | 266,252              | 272,097              | 287,143              | 288,000              | 312,000              | 338,808                         |
| Transfers to General Fund                         |                      |                      |                      |                      |                      |                                 |
| Public Works                                      | 136,389              | 125,182              | 122,853              | 142,735              | 142,735              | 151,001                         |
| Street Maintenance                                | 83,891               | 87,892               | 96,774               | 99,996               | 97,668               | 103,140                         |
| Transfers to RMRA Fund                            | -                    | 29,800               | -                    | -                    | -                    | -                               |
| Transfers to Capital Projects Fund                | -                    | -                    | -                    | -                    | -                    | -                               |
| Slurry Seal Program                               | 267,295              | 350,861              | 103,584              | 465,000              | 433,330              | -                               |
| Residential Overlay                               | (22,486)             | 5,340                | 157,141              | -                    | -                    | 205,000                         |
| Antonio Pkwy. Pavement Rehab                      | 178,043              | 960                  | -                    | -                    | -                    | -                               |
| El Paseo Corridor Improvements                    | -                    | -                    | 10,547               | -                    | -                    | -                               |
| Coto de Caza/La Promesa Pavement Rehab.           | 247                  | -                    | -                    | -                    | -                    | -                               |
| SMP Pavement Rehabilitation                       | 251,936              | 1,360                | -                    | -                    | -                    | -                               |
| Avenida Empressa Pavement Rehabilitation          | 254,985              | 95,000               | -                    | -                    | -                    | -                               |
| Median Hardscape Renovation                       | 22,763               | 60,000               | 14,140               | -                    | -                    | -                               |
| Melinda Road Median Improvements                  | -                    | -                    | -                    | -                    | -                    | 150,000                         |
| Plano Trabuco Median Landscape Renovation         | -                    | -                    | 5,493                | 10,000               | 10,000               | 185,000                         |
| Traffic Signal Enhancement                        | 13,711               | -                    | -                    | -                    | -                    | -                               |
| SMP Bridge Hinge Repair (Westbound)               | (3,768)              | 11,356               | 55,406               | 371,000              | 327,080              | 23,000                          |
| SMP Bridge (Eastbound)                            | -                    | -                    | -                    | -                    | -                    | 33,000                          |
| Antonio Parkway Bridge                            | -                    | -                    | -                    | -                    | -                    | 16,000                          |
| Annual Concrete Repair                            | 718                  | 92,488               | 73,757               | 90,000               | 87,000               | 93,000                          |
| ADA Curb Ramp Installation                        | -                    | 53,460               | 9,000                | -                    | -                    | -                               |
| Verde Laguna Sidewalk Improvements                | 19,731               | -                    | -                    | -                    | -                    | -                               |
| Emergency Vehicle Pre-emption (2&3)               | -                    | 2,000                | -                    | -                    | -                    | -                               |
| Transit Planning Feasibility Study                | (2,895)              | -                    | -                    | -                    | -                    | -                               |
| Trash Reduction Catch Basin Inserts               | 1,380                | -                    | -                    | -                    | -                    | -                               |
| Storm Drain System/Study                          | 263                  | 3,918                | 62,236               | 135,000              | 118,500              | -                               |
| Auto Center Signage                               | 39,463               | -                    | -                    | -                    | -                    | -                               |
| La Promesa Slurry Seal                            | -                    | -                    | 14,747               | -                    | -                    | -                               |
| Citywide Red Curb Evaluation                      | -                    | 37,993               | 9,966                | -                    | -                    | -                               |
| Traffic Signal Mod. Banderas/Esperanza            | 260                  | 9,602                | -                    | -                    | -                    | -                               |
| Protected Left Turn Study                         | -                    | -                    | 766                  | -                    | -                    | -                               |
| Traffic Signal System Maintenance                 | -                    | -                    | -                    | 65,000               | 65,000               | -                               |
| Rancho/Plano Trabucco Rd Knuckle Enhancment       | -                    | -                    | -                    | 10,000               | 7,000                | -                               |
| Plano Trabuco Catch Basin / Sidewalk Repair Proj. | -                    | -                    | -                    | -                    | -                    | 25,000                          |
| <b>TOTAL GAS TAX FUND</b>                         | <u>1,508,178</u>     | <u>1,239,309</u>     | <u>1,023,553</u>     | <u>1,676,731</u>     | <u>1,600,313</u>     | <u>1,322,949</u>                |

Fund Expense Summary  
MEASURE M FUND

| DESCRIPTION                               | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|   |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| MEASURE M                                 |                      |                      |                      |                      |                      |                                 |
| Transfers to General Fund                 |                      |                      |                      |                      |                      |                                 |
| Street Maintenance                        | 453,238              | 510,713              | 514,976              | 489,872              | 494,354              | 515,029                         |
| Transfers to Capital Projects Fund        |                      |                      |                      |                      |                      |                                 |
| Slurry Seal Program                       | -                    | -                    | 300,000              | -                    | -                    | -                               |
| Antonio Pkwy. Slurry Seal                 | -                    | -                    | 114,059              | -                    | -                    | -                               |
| Avenida Empresa Pavement Rehabilitation   | -                    | 25,000               | -                    | -                    | -                    | -                               |
| Median Hardscape Renovation               | -                    | 60,000               | -                    | -                    | -                    | -                               |
| Plano Trabuco Median Landscape Renovation | -                    | -                    | 2,500                | -                    | -                    | -                               |
| Traffic Calming Avenida de los Fundadores | -                    | -                    | 6,469                | -                    | -                    | -                               |
| Traffic Signal Enhancements               | 38,000               | 52,305               | 85,692               | 145,000              | 120,000              | 145,000                         |
| Traffic Signal System Maintenance         | -                    | -                    | -                    | -                    | -                    | 85,000                          |
| Antonio Pkwy. Gateway Improvements        | -                    | -                    | 54,383               | -                    | -                    | 65,000                          |
| <b>TOTAL MEASURE M FUND</b>               | <b>491,238</b>       | <b>648,018</b>       | <b>1,078,079</b>     | <b>634,872</b>       | <b>614,354</b>       | <b>810,029</b>                  |

Fund Expense Summary  
AIR QUALITY IMPROVEMENT FUND

| DESCRIPTION                               | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|   |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| AIR QUALITY IMPROVEMENT                   |                      |                      |                      |                      |                      |                                 |
| Transfers to General Fund                 | -                    | 29,308               | -                    | -                    | -                    | -                               |
| Transfers to Capital Projects Fund        |                      |                      |                      |                      |                      |                                 |
| SMP Signal & Equipment Upgrade            | 1,020                | -                    | 6,058                | -                    | -                    | -                               |
| Antonio Pkwy. Signal & Equipment Upgrade  | 437                  | 2,305                | (2,305)              | -                    | -                    | -                               |
| Los Alisos/Melinda Signal Equip. Upgrade  | -                    | -                    | 5,130                | 54,000               | 5,130                | 52,000                          |
| Traffic Signal Battery Backup System      | -                    | 8,951                | 90,276               | -                    | -                    | -                               |
| Emergency Vehicle Pre-emption             | -                    | 5,799                | 89,991               | -                    | -                    | -                               |
| Traffic Calming Avenida de los Fundadores | -                    | -                    | 30,000               | -                    | -                    | -                               |
| SMP Signal Sync Project                   | -                    | -                    | -                    | -                    | -                    | 5,000                           |
| <b>TOTAL AIR QUALITY IMPROVEMENT</b>      | <u>1,457</u>         | <u>46,364</u>        | <u>219,150</u>       | <u>54,000</u>        | <u>5,130</u>         | <u>57,000</u>                   |



Fund Expense Summary  
 TRAFFIC CONGESTION RELIEF FUND

| DESCRIPTION                            | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|  |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| TRAFFIC CONGESTION RELIEF              |                      |                      |                      |                      |                      |                                 |
| Transfers to Capital Projects Fund     |                      |                      |                      |                      |                      |                                 |
| Storm Drain System/Study               | -                    | -                    | 131,000              | 34,000               | 34,000               | -                               |
| Traffic Signal System Maintenance      | -                    | -                    | -                    | -                    | -                    | 5,000                           |
| <b>TOTAL TRAFFIC CONGESTION RELIEF</b> | <b>-</b>             | <b>-</b>             | <b>131,000</b>       | <b>34,000</b>        | <b>34,000</b>        | <b>5,000</b>                    |

Fund Expense Summary  
LOCAL PARK TRUST FUND

| DESCRIPTION                        | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|                                    |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| LOCAL PARK TRUST                   |                      |                      |                      |                      |                      |                                 |
| Transfers to Capital Projects Fund |                      |                      |                      |                      |                      |                                 |
| Skate Park Renovations             | 2,346                | 13,809               | -                    | -                    | -                    | -                               |
| Dog Park Renovations               | 97,500               | 407                  | -                    | -                    | -                    | -                               |
| BTRCC Youth Lounge Courtyard       | 93,920               | 5,297                | -                    | -                    | -                    | -                               |
| Splash Pad at Central Park         | -                    | 48,273               | 81,103               | 1,339,128            | 1,000,000            | 200,000                         |
| <b>TOTAL LOCAL PARK TRUST</b>      | <u>193,766</u>       | <u>67,785</u>        | <u>81,103</u>        | <u>1,339,128</u>     | <u>1,000,000</u>     | <u>200,000</u>                  |

Fund Expense Summary  
SUPPLEMENTAL LAW ENFORCEMENT FUND

| DESCRIPTION  | -----FY 2020/21----- |                      |                      |                   |                      |  | FY 2021/22        |
|--|----------------------|----------------------|----------------------|-------------------|----------------------|--|-------------------|
|  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET | YEAR END<br>ESTIMATE |  | ADOPTED<br>BUDGET |
| SUPPLEMENTAL LAW ENFORCEMENT<br>Additional Police Services | 106,735              | 126,634              | 123,061              | 142,539           | 130,340              |  | 143,491           |
| <b>TOTAL SUPPLEMENTAL LAW</b>                              | <u>106,735</u>       | <u>126,634</u>       | <u>123,061</u>       | <u>142,539</u>    | <u>130,340</u>       |  | <u>143,491</u>    |

Fund Expense Summary  
PEG FEE FUND

| DESCRIPTION                         | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|                                     |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| PEG FEE                             |                      |                      |                      |                      |                      |                                 |
| Public Education Grant Expenditures | 157,734              | 3,339                | 973                  | 44,211               | 16,727               | 59,286                          |
| <b>TOTAL PEG FEE</b>                | <u>157,734</u>       | <u>3,339</u>         | <u>973</u>           | <u>44,211</u>        | <u>16,727</u>        | <u>59,286</u>                   |

Fund Expense Summary  
ROAD MAINTENANCE & REHABILITATION

| DESCRIPTION                                | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|  |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| ROAD MAINTENANCE & REHABILITATION          |                      |                      |                      |                      |                      |                                 |
| Transfers to Capital Projects Fund         |                      |                      |                      |                      |                      |                                 |
| Annual Slurry Seal                         | -                    | -                    | -                    | -                    | -                    | 580,000                         |
| Antonio Pkwy. Slurry Seal                  | -                    | -                    | 111,890              | -                    | -                    | -                               |
| Avenida de Las Flores Slurry Seal          | -                    | 239,939              | 93,733               | -                    | -                    | -                               |
| La Promesa Slurry Seal                     | -                    | -                    | 55,000               | -                    | -                    | -                               |
| Vista Drive Street Repair Project          | -                    | -                    | 382,599              | -                    | -                    | -                               |
| Arroyo Vista Pavement Rehabilitation       | -                    | -                    | -                    | 600,000              | 2,500                | 920,000                         |
| Antonio Pkwy. Pavement Rehabilitation      | -                    | -                    | -                    | 300,000              | 115,000              | -                               |
| Avenida Empresa Pavement Rehabilitation    | -                    | 418,300              | -                    | -                    | -                    | -                               |
| Antonio Pkwy. Overlay (Alas de Paz to SMP) | -                    | -                    | -                    | -                    | -                    | 550,000                         |
| <b>TOTAL ROAD MAINTENANCE &amp; REHAB.</b> | <b>-</b>             | <b>658,239</b>       | <b>643,222</b>       | <b>900,000</b>       | <b>117,500</b>       | <b>2,050,000</b>                |

Fund Expense Summary  
CARES FUND

| DESCRIPTION             | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|                         |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| CARES FUND              |                      |                      |                      |                      |                      |                                 |
| Grant Expenditures      | -                    | -                    | 787,612              | 346,700              | 244,906              | -                               |
| <b>TOTAL CARES FUND</b> | <b>-</b>             | <b>-</b>             | <b>787,612</b>       | <b>346,700</b>       | <b>244,906</b>       | <b>-</b>                        |

Fund Expense Summary  
AMERICAN RESCUE PLAN FUND

| DESCRIPTION                        | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|                                    |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| AMERICAN RESCUE PLAN FUND          |                      |                      |                      |                      |                      |                                 |
| ARP Grant Expenditures             | -                    | -                    | -                    | -                    | -                    | 1,000,000                       |
| Transfers to General Fund          | -                    | -                    | -                    | -                    | -                    | 777,151                         |
| Transfers to Capital Projects Fund |                      |                      |                      |                      |                      |                                 |
| HVAC Unit Upgrades                 | -                    | -                    | -                    | -                    | -                    | 406,000                         |
| <b>TOTAL AMERICAN RESCUE PLAN</b>  | <u>-</u>             | <u>-</u>             | <u>-</u>             | <u>-</u>             | <u>-</u>             | <u>2,183,151</u>                |

Fund Expense Summary  
CAPITAL PROJECTS FUND










|   | FY 2017/18       | FY 2018/19       | FY 2019/20       | -----FY 2020/21----- |                   | FY 2021/22       |
|---|------------------|------------------|------------------|----------------------|-------------------|------------------|
| DESCRIPTION   | ACTUAL           | ACTUAL           | ACTUAL           | AMENDED BUDGET       | YEAR END ESTIMATE | ADOPTED BUDGET   |
| <b><u>CAPITAL PROJECTS FUND</u></b>                   |                  |                  |                  |                      |                   |                  |
| Transfer to Gas Tax Fund                              | 27,220           | 919              | -                | -                    | -                 | -                |
| Annual Slurry Seal Program                            | 267,295          | 350,861          | 403,584          | 500,000              | 468,330           | 580,000          |
| Antonio Pkwy. Slurry Seal                             | -                | -                | 114,059          | -                    | -                 | -                |
| Avenida De Las Banderas Slurry Seal                   | -                | -                | 111,890          | -                    | -                 | -                |
| Avenida de Las Flores Slurry Seal                     | -                | 239,939          | 93,733           | -                    | -                 | -                |
| La Promesa Slurry Seal                                | -                | -                | 69,747           | -                    | -                 | -                |
| Annual Residential Overlay                            | (22,486)         | 5,340            | 157,141          | 600,000              | 2,500             | 205,000          |
| Arroyo Vista Pavement Rehabilitation                  | -                | -                | -                | -                    | -                 | 920,000          |
| Vista Drive Street Repair Project                     | -                | 25,551           | 737,665          | -                    | -                 | -                |
| Antonio Pkwy. Pavement Rehabilitation                 | 298,773          | 960              | 382,599          | 300,000              | 115,000           | -                |
| Coto de Caza/La Promesa Pavement Rehab.               | 247              | -                | -                | -                    | -                 | -                |
| SM Pkwy Pavement Rehabilitation                       | 382,727          | 1,360            | -                | -                    | -                 | -                |
| Avenida Empresa Pavement Rehabilitation               | 254,985          | 538,300          | -                | -                    | -                 | -                |
| Median Hardscape Renovations                          | 165,763          | 214,934          | -                | -                    | -                 | -                |
| Melinda Road Median Improvements                      | -                | -                | 14,140           | -                    | -                 | 150,000          |
| Auto Center Drive Signage                             | 39,463           | -                | -                | -                    | -                 | -                |
| Antonio Pkwy. Gateway Improvements                    | -                | -                | 54,383           | -                    | -                 | 65,000           |
| City Hall Landscaping Renovation                      | 127,726          | -                | -                | -                    | -                 | -                |
| El Paseo Corridor Improvements                        | -                | 2,214            | 108,547          | -                    | -                 | -                |
| Plano Trabuco Median Landscaping Renovation           | -                | -                | 7,993            | 10,000               | 10,000            | 185,000          |
| Citywide Red Curb Evaluation                          | -                | 37,993           | 9,966            | -                    | -                 | -                |
| SMP Signal & Equipment Upgrade                        | 1,020            | -                | 6,058            | -                    | -                 | -                |
| Antonio Pkwy. Signal & Equipment Upgrade              | 438              | 2,305            | (2,305)          | -                    | -                 | -                |
| Traffic Signal Enhancements                           | 51,711           | 52,305           | 85,692           | 145,000              | 120,000           | 405,000          |
| Avenida Banderas Traffic Signal Modification          | 260              | -                | -                | -                    | -                 | -                |
| Traffic Signal Modification Banderas/Esperanza        | -                | 9,602            | -                | -                    | -                 | -                |
| Los Alisos/Melinda Road Signal Equipment Upgrade      | -                | -                | 5,130            | 54,000               | 5,130             | 52,000           |
| Traffic Signal Battery Backup System                  | -                | 8,951            | 90,276           | -                    | -                 | -                |
| Traffic Calming Avenida de los Fundadores             | -                | -                | 36,469           | -                    | -                 | -                |
| SMP Bridge Hinge Repair                               | 12,927           | 55,676           | 483,050          | 3,234,000            | 2,851,080         | 201,000          |
| SMP Bridge (Eastbound)                                | -                | -                | -                | -                    | -                 | 289,000          |
| Annual Concrete - Sidewalk Repairs                    | 718              | 92,488           | 73,757           | 90,000               | 87,000            | 93,000           |
| ADA Curb Ramp Installation                            | 102,093          | 164,874          | 124,861          | -                    | -                 | 197,006          |
| Verda Laguna Sidewalk & Landscape                     | 194,981          | -                | -                | -                    | -                 | -                |
| Transit Planning Feasibility                          | 18,546           | -                | -                | -                    | -                 | -                |
| Building Improvements                                 | 1,037            | -                | -                | -                    | -                 | -                |
| City Hall Server Rm. Fire Suppression Sys.            | 33,487           | -                | -                | -                    | -                 | -                |
| City Hall & BTRCC Flooring/Carpeting                  | -                | -                | 3,131            | 145,000              | 133,390           | -                |
| BTRCC Youth Center Lounge Courtyard                   | 93,920           | 5,297            | -                | -                    | -                 | -                |
| City Hall / BTRCC Interior Painting                   | 24,030           | 32               | -                | -                    | -                 | -                |
| City Hall / BTRCC Stain & Seal Exterior Wood          | 30,491           | 32               | -                | -                    | -                 | -                |
| City Hall / BTRCC Exterior Lighting                   | -                | 14,728           | -                | -                    | -                 | -                |
| BTRCC Kichen Equipment Replacement                    | -                | 4,660            | -                | -                    | -                 | -                |
| City Hall / BTRCC Renovation of Ledges                | -                | 25,000           | -                | -                    | -                 | -                |
| Chiquita Ridge Open Space Assessment                  | 962              | -                | -                | -                    | -                 | -                |
| Chiquita Ridge Habitat Restoration                    | 210,955          | 184,247          | 155,622          | 30,000               | 30,000            | 20,000           |
| Emergency Vehicle Pre-Emption                         | -                | 7,799            | 89,991           | -                    | -                 | -                |
| Skate Park Renovations.                               | 2,346            | 13,809           | -                | -                    | -                 | -                |
| Dog Park Renovations                                  | 97,500           | 407              | -                | -                    | -                 | -                |
| Splash Pad at Central Park                            | -                | 48,273           | 81,103           | 1,546,906            | 1,000,000         | 407,000          |
| Storm Drain (NPDES)                                   | -                | 3,918            | 193,236          | 169,000              | 152,500           | -                |
| CCTV Inspection of Storm Drain System                 | 263              | -                | -                | -                    | -                 | -                |
| Trash Reduction Catch Basin Inserts                   | 1,380            | -                | -                | -                    | -                 | -                |
| Protected Left Turn Study                             | -                | -                | 766              | -                    | -                 | -                |
| Traffic Signal System Maintenance                     | -                | -                | -                | 65,000               | 65,000            | 90,000           |
| City Hall Bell System Replacement                     | -                | -                | -                | -                    | -                 | 25,000           |
| HVAC Unit Upgrades                                    | -                | -                | -                | 100,000              | 100,000           | 406,000          |
| Rancho Trabuco/Plano Trabuco Road Knuckle Enhacement  | -                | -                | -                | 10,000               | 7,000             | -                |
| Plano Trabuco Catch Basin and Sidewalk Repair Project | -                | -                | -                | -                    | -                 | 25,000           |
| Antonio Parkway Overlay (Alas de Paz to SMP)          | -                | -                | -                | -                    | -                 | 550,000          |
| Building Access Card System Maintenance Upgrades      | -                | -                | -                | -                    | -                 | 60,000           |
| SMP Signal Sync Project                               | -                | -                | -                | -                    | -                 | 25,000           |
| Antonio Pkwy. Bridge                                  | -                | -                | -                | -                    | -                 | 139,000          |
| <b>TOTAL CAPITAL PROJECTS FUND</b>                    | <b>2,420,778</b> | <b>2,112,774</b> | <b>3,692,284</b> | <b>6,998,906</b>     | <b>5,146,930</b>  | <b>5,089,006</b> |



Fund Expense Summary  
RSM PFA DEBT SERVICE FUND

| DESCRIPTION                             | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|   |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE |                                 |
| <b><u>RSM PFA DEBT SERVICE FUND</u></b> |                      |                      |                      |                      |                      |                                 |
| Debt Service Payment                    | 734,838              | 727,838              | 735,138              | 731,638              | 731,596              | 732,438                         |
| Transfer to General Fund                | 1,526,835            | -                    | -                    | -                    | -                    | -                               |
| <b>TOTAL RSM PFA DEBT SERVICE</b>       | <b>2,261,673</b>     | <b>727,838</b>       | <b>735,138</b>       | <b>731,638</b>       | <b>731,596</b>       | <b>732,438</b>                  |

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

|   |                             | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|---|-----------------------------|----------------------|----------------------|----------------------|--|----------------------|---|
| <b>GENERAL FUND</b>   |                             |                      |                      |                      |  |                      |   |
|    | SALARIES AND BENEFITS       | 3,198,147            | 3,315,461            | 3,532,460            | 3,249,008                              | 3,085,442            | 3,582,641                                   |
|   | % of total                  | 17%                  | 18%                  | 20%                  | 17%                                    | 17%                  | 18%   |
|    | LAW ENFORCEMENT CONTRACT    | 8,711,446            | 8,961,489            | 8,523,300            | 9,787,757                              | 9,787,076            | 10,180,378                                  |
|   | % of total                  | 47%                  | 50%                  | 47%                  | 50%                                    | 54%                  | 51%   |
|    | PROFESSIONAL SERVICES       | 1,182,967            | 1,235,991            | 1,093,106            | 1,653,801                              | 1,248,595            | 1,422,217                                   |
|   | % of total                  | 6%                   | 7%                   | 6%                   | 8%                                     | 7%                   | 7%  |
|    | OTHER CONTRACT SERVICES     | 1,624,033            | 1,656,868            | 1,610,999            | 1,691,544                              | 1,645,930            | 1,841,262                                   |
|   | % of total                  | 9%                   | 9%                   | 9%                   | 9%                                     | 9%                   | 9%  |
|    | OTHER SUPPLIES AND SERVICES | 1,468,997            | 1,416,586            | 1,362,958            | 1,410,400                              | 1,196,731            | 1,754,628                                   |
|   | % of total                  | 8%                   | 8%                   | 8%                   | 7%                                     | 7%                   | 9%  |
|    | CAPITAL EXPENDITURES        | 267,629              | 232,634              | 186,838              | 831,990                                | 180,672              | 314,568                                     |
|   | % of total                  | 1%                   | 1%                   | 1%                   | 4%                                     | 1%                   | 2%  |
|    | DEBT SERVICE                | 731,158              | 727,709              | 735,096              | 731,638                                | 731,596              | 732,438                                     |
|   | % of total                  | 4%                   | 4%                   | 4%                   | 4%                                     | 4%                   | 4%  |
|   | MITIGATION                  | 848,655              | 84,343               | -                    | -                                      | -                    | -   |
|   | % of total                  | 5%                   | 0%                   | 0%                   | 0%                                     | 0%                   | 0%  |
|  | TRANSFERS/ ALLOCATIONS      | 571,689              | 351,400              | 994,417              | 310,000                                | 298,390              | 305,000                                     |
|   | % of total                  | 3%                   | 2%                   | 6%                   | 2%                                     | 2%                   | 2%  |
| Subtotal General Fund Expenditures  |                             | 18,604,721           | 17,982,481           | 18,039,174           | 19,666,138                             | 18,174,432           | 20,133,132                                  |
|   |                             | 100%                 | 100%                 | 100%                 | 100%                                   | 100%                 | 100%  |
| <b>SPECIAL FUNDS</b>  |                             |                      |                      |                      |  |                      |   |
| SLESF FUND Police Services  |                             | 106,735              | 126,634              | 123,061              | 142,539                                | 130,340              | 143,491                                     |
| GAS TAX FUND Street Lighting  |                             | 266,254              | 272,097              | 287,141              | 288,000                                | 312,000              | 338,808                                     |
| Subtotal Special Funds Expenditures   |                             | 372,989              | 398,731              | 410,202              | 430,539                                | 442,340              | 482,299                                     |
| TOTAL OPERATING EXPENDITURES  |                             | 18,977,710           | 18,381,212           | 18,449,376           | 20,096,677                             | 18,616,772           | 20,615,431                                  |

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

|                                     |  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|-------------------------------------|--|----------------------|----------------------|----------------------|---|----------------------|---|
| <b>GENERAL GOVERNMENT</b>           |  |                      |                      |                      |   |                      |   |
| 110                                 | City Council                               | 131,204              | 135,768              | 153,174              | 145,261                                   | 141,809              | 151,661                                     |
| 120                                 | City Manager                               | 476,564              | 505,525              | 562,394              | 558,562                                   | 564,370              | 581,987                                     |
| 140                                 | City Attorney                              | 448,345              | 490,867              | 445,139              | 400,000                                   | 294,252              | 400,000                                     |
| 160                                 | City Clerk                                 | 275,987              | 306,483              | 308,607              | 350,115                                   | 345,589              | 321,654                                     |
| 220                                 | HR / Risk Management                       | 348,451              | 368,615              | 376,692              | 454,038                                   | 421,622              | 514,885                                     |
|                                     | Subtotal                                   | 1,680,551            | 1,807,258            | 1,846,006            | 1,907,976                                 | 1,767,642            | 1,970,187                                   |
| <b>FINANCE</b>                      |  |                      |                      |                      |   |                      |   |
| 170                                 | Non-departmental                           | 2,560,480            | 1,486,098            | 2,044,568            | 1,932,533                                 | 1,344,409            | 1,418,730                                   |
| 210                                 | Finance                                    | 591,727              | 604,821              | 640,116              | 588,696                                   | 576,228              | 619,044                                     |
|                                     | Subtotal                                   | 3,152,207            | 2,090,919            | 2,684,684            | 2,521,229                                 | 1,920,637            | 2,037,774                                   |
| <b>POLICE SERVICES</b>              |  |                      |                      |                      |   |                      |   |
| 310                                 | Police Services                            | 9,096,759            | 9,366,948            | 8,874,313            | 10,208,849                                | 10,215,335           | 10,654,886                                  |
| 320                                 | Animal Control                             | 310,272              | 283,342              | 314,637              | 341,979                                   | 320,740              | 366,830                                     |
|                                     | Subtotal                                   | 9,407,031            | 9,650,290            | 9,188,950            | 10,550,828                                | 10,536,075           | 11,021,716                                  |
| <b>DEVELOPMENT SERVICES</b>         |  |                      |                      |                      |   |                      |   |
| 410                                 | Planning                                   | 766,230              | 874,090              | 812,671              | 1,559,713                                 | 1,083,973            | 1,341,764                                   |
| 510                                 | Building & Safety                          | 366,642              | 329,000              | 330,315              | 295,875                                   | 376,716              | 301,251                                     |
|                                     | Subtotal                                   | 1,132,872            | 1,203,090            | 1,142,986            | 1,855,588                                 | 1,460,689            | 1,643,015                                   |
| <b>PUBLIC WORKS</b>                 |  |                      |                      |                      |   |                      |   |
| 610                                 | Public Works                               | 848,591              | 844,271              | 895,551              | 954,751                                   | 955,172              | 1,093,526                                   |
| 620                                 | Street Maintenance                         | 927,876              | 989,352              | 1,002,497            | 1,018,205                                 | 1,020,359            | 1,046,506                                   |
| 640                                 | Building Maintenance                       | 329,092              | 327,890              | 300,868              | 291,220                                   | 286,729              | 416,929                                     |
|                                     | Subtotal                                   | 2,105,559            | 2,161,513            | 2,198,916            | 2,264,176                                 | 2,262,260            | 2,556,961                                   |
| <b>COMMUNITY SERVICES</b>           |  |                      |                      |                      |   |                      |   |
| 710                                 | Community Services                         | 1,126,501            | 1,069,411            | 977,633              | 566,341                                   | 227,129              | 903,479                                     |
|                                     | Subtotal                                   | 1,126,501            | 1,069,411            | 977,633              | 566,341                                   | 227,129              | 903,479                                     |
|                                     | Total General Fund Expenditures            | 18,604,721           | 17,982,481           | 18,039,174           | 19,666,138                                | 18,174,432           | 20,133,132                                  |
| <b>SPECIAL FUNDS</b>                |  |                      |                      |                      |   |                      |   |
| 310                                 | SLESF Police Services                      | 106,735              | 126,634              | 123,061              | 142,539                                   | 130,340              | 143,491                                     |
| 630                                 | GAS TAX FUND Street Lighting               | 266,254              | 272,097              | 287,141              | 288,000                                   | 312,000              | 338,808                                     |
|                                     | Total Special Funds Operating Expenditures | 372,989              | 398,731              | 410,202              | 430,539                                   | 442,340              | 482,299                                     |
| <b>TOTAL OPERATING EXPENDITURES</b> |  | 18,977,710           | 18,381,212           | 18,449,376           | 20,096,677                                | 18,616,772           | 20,615,431                                  |

# SCHEDULE OF INTERFUND TRANSFERS

|                         |                                       | -----FY 2020/21----- |                      |                      |                   |                      | FY 2021/22        |
|-------------------------|---------------------------------------|----------------------|----------------------|----------------------|-------------------|----------------------|-------------------|
| FUND                    |                                       | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET | YEAR END<br>ESTIMATE | ADOPTED<br>BUDGET |
| OPERATING TRANSFERS IN: |                                       |                      |                      |                      |                   |                      |                   |
| 100                     | Transfer from Gas Tax Fund            | 220,280              | 213,074              | 219,627              | 242,731           | 240,403              | 254,141           |
| 100                     | Transfer from Measure M Fund          | 453,238              | 510,713              | 514,976              | 489,872           | 494,354              | 515,029           |
| 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               | -                    | -                 | -                    | -                 |
| 230                     | Transfer from ARP Fund                | -                    | -                    | -                    | -                 | -                    | 777,151           |
| 410                     | Transfer from General Fund            | 571,689              | 351,400              | 994,417              | 310,000           | 298,390              | 305,000           |
| 410                     | Transfer from Gas Tax Fund            | 1,021,646            | 724,338              | 516,783              | 1,146,000         | 1,047,910            | 730,000           |
| 410                     | Transfer from Measure M Fund          | 38,000               | 137,305              | 563,103              | 145,000           | 120,000              | 295,000           |
| 410                     | Transfer from Air Quality Fund        | 1,457                | 17,056               | 219,149              | 54,000            | 5,130                | 57,000            |
| 410                     | Transfer from Traffic Congestion Fund | -                    | -                    | 131,000              | 34,000            | 34,000               | 5,000             |
| 410                     | Transfer from Local Park Trust Fund   | 193,766              | 67,785               | 81,103               | 1,339,128         | 1,000,000            | 200,000           |
| 410                     | Transfer from RMRA Fund               | -                    | 658,239              | 643,223              | 900,000           | 117,500              | 2,050,000         |
| 410                     | Transfer from ARP Fund                | -                    | -                    | -                    | -                 | -                    | 406,000           |
| 530                     | Transfer from General Fund            | 731,158              | 727,708              | 735,096              | 731,638           | 731,596              | 732,438           |
| TOTAL                   |                                       | 4,785,289            | 3,467,646            | 4,618,477            | 5,392,369         | 4,089,283            | 6,326,759         |

## OPERATING TRANSFERS OUT:

|   |                  |                  |                  |                  |                  |  |                  |
|---|------------------|------------------|------------------|------------------|------------------|--|------------------|
| 100 Transfer to Capital Projects Fund     | 571,689          | 351,400          | 994,417          | 310,000          | 298,390          |  | 305,000          |
| 100 Transfer to RSM PFA Debt Service Fund | 731,158          | 727,709          | 735,096          | 731,638          | 731,596          |  | 732,438          |
| 210 Transfer to General Fund              | 220,280          | 213,074          | 219,627          | 242,731          | 240,403          |  | 254,141          |
| 210 Transfer to Capital Projects Fund     | 1,021,646        | 754,138          | 516,783          | 1,146,000        | 1,047,910        |  | 730,000          |
| 212 Transfer to General Fund              | 453,238          | 510,713          | 514,976          | 489,872          | 494,354          |  | 515,029          |
| 212 Transfer to Capital Projects Fund     | 38,000           | 137,305          | 563,103          | 145,000          | 120,000          |  | 295,000          |
| 214 Transfer to General Fund              | -                | 29,308           | -                | -                | -                |  | -                |
| 214 Transfer to Capital Projects Fund     | 1,457            | 17,056           | 219,149          | 54,000           | 5,130            |  | 57,000           |
| 218 Transfer to Capital Projects Fund     | -                | -                | 131,000          | 34,000           | 34,000           |  | 5,000            |
| 220 Transfer to Capital Projects Fund     | 193,766          | 67,785           | 81,103           | 1,339,128        | 1,000,000        |  | 200,000          |
| 226 Transfer to Capital Projects Fund     | -                | 658,239          | 643,223          | 900,000          | 117,500          |  | 2,050,000        |
| 230 Transfer to General Fund              | -                | -                | -                | -                | -                |  | 777,151          |
| 230 Transfer to Capital Projects Fund     | -                | -                | -                | -                | -                |  | 406,000          |
| 410 Transfer to Gas Tax Fund              | 27,220           | 919              | -                | -                | -                |  | -                |
| 530 Transfer to General Fund              | 1,526,835        | -                | -                | -                | -                |  | -                |
| 530 Transfer to Capital Projects Fund     | -                | -                | -                | -                | -                |  | -                |
| <b>TOTAL</b>                              | <b>4,785,289</b> | <b>3,467,646</b> | <b>4,618,477</b> | <b>5,392,369</b> | <b>4,089,283</b> |  | <b>6,326,759</b> |

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# General Government



*Rancho Santa Margarita*  
*California*

# General Government

|                    |                    | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|--------------------|--------------------|----------------------|----------------------|----------------------|---|----------------------|---|
| GENERAL GOVERNMENT |                    |                      |                      |                      |   |                      |   |
| 110                | City Council       | 131,204              | 135,768              | 153,174              | 145,261                                   | 141,809              | 151,661                                     |
| 120                | City Manager       | 476,564              | 505,525              | 562,394              | 558,562                                   | 564,370              | 581,987                                     |
| 140                | City Attorney      | 448,345              | 490,867              | 445,139              | 400,000                                   | 294,252              | 400,000                                     |
| 160                | City Clerk         | 275,987              | 306,483              | 308,607              | 350,115                                   | 345,589              | 321,654                                     |
| 220                | HR/Risk Management | 348,451              | 368,615              | 376,692              | 454,038                                   | 421,622              | 514,885                                     |
| TOTAL EXPENDITURES |                    | <u>1,680,551</u>     | <u>1,807,258</u>     | <u>1,846,006</u>     | <u>1,907,976</u>                          | <u>1,767,642</u>     | <u>1,970,187</u>                            |



# *General Government*

## **CITY COUNCIL**

### **DESCRIPTION**

The City Council is comprised of five Rancho Santa Margarita residents elected at large to serve alternating four-year terms. Annually, the City Council selects a Mayor and Mayor Pro Tempore. As a general law city, the City Council is responsible for setting policy and establishing local laws. The Council also represents the City to other governmental and non-governmental entities.

### **ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Provided policy direction to the City Manager on all matters affecting Rancho Santa Margarita.
2. Provided guidance and support for the City's emergency operations during COVID-19 pandemic.
3. Provided leadership and guided policies and legislation to protect the City's interest at the Federal, State, and County levels.
4. Worked in cooperation with staff and various partner agencies during the COVID-19 response.
5. Served as stewards of the public trust through a high level of transparency and of the public treasury through prudent fiscal policy decisions.
6. Participated in business retention and attraction through support of the RSM Chamber of Commerce.
7. Approved implementation of an emergency Outdoor Dining exemption for local restaurants, followed by a formal program allowing outdoor business activity.
8. Supported public safety programs with an emphasis on crime prevention to maintain safest city designation.
9. 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.
10. Provided support and guidance to continue best practices in open, transparent, publicly-accessible government.
11. Provided support and direction during the construction phase of the Splash Pad project at Central Park.



*City Council*  
(continued)

**GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

1. Provide leadership during the reopening and development process of COVID-19 policies, protocols.
2. Continue to 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 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
7. Provide support and direction regarding aesthetic improvements throughout the community to remain competitive with surrounding communities.

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

| ACCT                         |         |                       | FY 2017/18     | FY 2018/19     | FY 2019/20     | -----FY 2020/21----- |                      | FY 2021/22                    |
|------------------------------|---------|-----------------------|----------------|----------------|----------------|----------------------|----------------------|-------------------------------|
| DIVISION                     | NUMBER  | DESCRIPTION           | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>CITY COUNCIL</u></b>   |         |                       |                |                |                |                      |                      |                               |
| <b>EXPENDITURES</b>          |         |                       |                |                |                |                      |                      |                               |
| <b>PERSONNEL</b>             |         |                       |                |                |                |                      |                      |                               |
|                              | 511.000 | Salaries - Elected    | 27,810         | 28,274         | 28,274         | 27,810               | 26,072               | 27,810                        |
|                              | 521.000 | Medicare              | 403            | 410            | 410            | 403                  | 378                  | 403                           |
|                              | 522.000 | Retirement            | 3,448          | 3,448          | 3,506          | 3,448                | 3,233                | 3,448                         |
|                              | 530.000 | Benefits              | 91,407         | 95,295         | 96,815         | 97,500               | 96,129               | 103,500                       |
| <b>TOTAL PERSONNEL</b>       |         |                       | <b>123,068</b> | <b>127,427</b> | <b>129,004</b> | <b>129,161</b>       | <b>125,812</b>       | <b>135,161</b>                |
| <b>OPERATIONS</b>            |         |                       |                |                |                |                      |                      |                               |
|                              | 610.000 | Membership & Dues     | 4,036          | 7,576          | 23,530         | 15,600               | 15,997               | 16,000                        |
|                              | 612.000 | Travel/Conf/Meetings  | 140            | 765            | 640            | 500                  | -                    | 500                           |
|                              | 618.000 | Council Support       | 1,860          | -              | -              | -                    | -                    | -                             |
|                              | 670.000 | Community Support     | 2,100          | -              | -              | -                    | -                    | -                             |
|                              |         | Subtotal              | 8,136          | 8,341          | 24,170         | 16,100               | 15,997               | 16,500                        |
|                              | 700.028 | PS - Public Relations | -              | -              | -              | -                    | -                    | -                             |
| <b>TOTAL OPERATIONS</b>      |         |                       | <b>8,136</b>   | <b>8,341</b>   | <b>24,170</b>  | <b>16,100</b>        | <b>15,997</b>        | <b>16,500</b>                 |
| <b>TOTAL EXPENDITURES</b>    |         |                       | <b>131,204</b> | <b>135,768</b> | <b>153,174</b> | <b>145,261</b>       | <b>141,809</b>       | <b>151,661</b>                |
| <b>FUNDING SOURCES</b>       |         |                       |                |                |                |                      |                      |                               |
|                              | 100     | General Fund          | 131,204        | 135,768        | 153,174        | 145,261              | 141,809              | 151,661                       |
| <b>TOTAL FUNDING SOURCES</b> |         |                       | <b>131,204</b> | <b>135,768</b> | <b>153,174</b> | <b>145,261</b>       | <b>141,809</b>       | <b>151,661</b>                |

# *General Government*

## **CITY MANAGER**

### **DESCRIPTION**

The City Manager's Office is responsible for making policy recommendations to the City Council and implementing Council direction. The City Manager serves as the Chief Executive Officer of the City and is responsible for its daily operations, including serving as the City's Treasurer and Personnel Officer. The City Manager has broad oversight over all internal operations and the development of external partnerships.

### **ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Operational and oversight accomplishments include:
  - Maintaining organizational and financial stability during the COVID-19 pandemic.
  - 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 provide a safe working environment for our employees by encouraging working from home where applicable, responding to the community's needs during the pandemic and continuing to provide essential services to our residents.
  - Navigating new state and federal requirements from the State of California covering a variety of issues and programs.
  - Continued to represent the City in related discussions regarding the Countywide homelessness issue.
2. COVID-19 Response
  - Identified and developed a project spending plan for approximately \$1 million in CARES Act funding from the State and County; expended all funds within the required timeframe.
  - Participated in weekly conference calls with the County CEO, County Health Officer and the Orange County City Managers to discuss COVID response and issues.
  - Identified impacts of the new COVID school schedule on the City's crossing guard contract and met with the school districts in an attempt to mitigate the costs.
  - Initially implemented an emergency Outdoor Dining exemption for local restaurants, followed by a formal program allowing outdoor business activity; issued 27 no-cost permits for businesses.
  - Organized, drafted and distributed letters to the Orange County congressional delegation requesting funding for cities.
  - Assisted RSM businesses with applying for the County Small Business Grant Program, resulting in over 100 businesses obtaining over \$1 million.

## *City Manager* (continued)

- Reviewed all regulations and guidance, and responded accordingly with City facilities, including the Skate Park, City Hall and the BTRCC; issued numerous Executive Orders and reviewed and confirmed the Emergency Proclamation as necessary.
  - Closed the BTRCC, and moved staff and Age Well to City Hall to respond to COVID-19, and temporarily reduced or eliminated expenditures for services and programs that were not permitted.
3. Provided leadership for the successful implementation of key capital improvement projects including:
- Central Park Splash Pad
  - Annual Residential Slurry Seal Project
  - Annual Residential Overlay (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
  - City Hall/BTRCC Courtyard Gate
  - Traffic Calming at Avenida de Los Fundadores (design)
  - Los Alisos/Melinda Road Signal Equipment Upgrades
  - Traffic Signal Enhancements (four additional intersections)
  - Santa Margarita Parkway Bridge Hinge Project
4. Expanded communication and public relations relating to City priorities, projects, programs, and activities via several platforms, including:
- Facebook (16% increase to 5,055 followers),
  - Twitter (24% increase to 3,569 followers), and
  - Instagram (33% increase to 3,820 followers).
  - Updated format and platform of the monthly eNewsletter (10K subscribers)
5. Represented the City's interests on local, regional, and statewide issues, including:
- Analyzed legislation and preparing correspondence in support or opposition as appropriate.
  - Participated in regional discussions and meetings regarding Countywide homelessness.
  - Served as Chair of the OCFA City Managers' Budget and Finance committee and participated in the City Manager's OCFA Technical Advisory Committee. Served on the OCCOG Executive Committee.

*City Manager*  
(continued)

**GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

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:
  - Annual Residential Slurry Seal Project (Zone 4)
  - Annual Concrete Repair Program
  - Americans with Disabilities Act (ADA) Curb Ramp Installation Project
  - Arroyo Vista Pavement Rehabilitation Project
  - Plano Trabuco Catch Basin and Sidewalk Repair
  - Annual Residential Overlay
  - Antonio Parkway/Alas De Paz Overlay
  - Splash Pad at Central Park
  - Traffic Signal Enhancements (7 Locations)
  - Plano Trabuco Median Landscaping Renovation
  - Antonio Parkway Gateway Enhancements Design Project
  - Traffic Signal System Maintenance
  - Melinda Median Extension Construction
  - Santa Margarita Parkway Signal Synchronization Project (Design)
8. Participate in economic development activities to assist existing businesses and encourage new 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.

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

| ACCT                           |         |                            | FY 2017/18     | FY 2018/19     | FY 2019/20     | -----FY 2020/21----- |                      | FY 2021/22                    |
|--------------------------------|---------|----------------------------|----------------|----------------|----------------|----------------------|----------------------|-------------------------------|
| DIVISION                       | NUMBER  | DESCRIPTION                | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>CITY MANAGER</u></b>     |         |                            |                |                |                |                      |                      |                               |
| <b>EXPENDITURES</b>            |         |                            |                |                |                |                      |                      |                               |
| <b>PERSONNEL</b>               |         |                            |                |                |                |                      |                      |                               |
|                                | 512.000 | Salaries - Regular         | 408,731        | 419,837        | 481,516        | 435,648              | 464,852              | 432,465                       |
|                                | 521.000 | Medicare                   | 6,033          | 6,060          | 6,954          | 6,289                | 6,712                | 6,243                         |
|                                | 522.000 | Retirement                 | 29,868         | 55,084         | 51,199         | 55,925               | 54,290               | 59,446                        |
|                                | 523.000 | Unemployment Insurance     | 819            | 672            | 896            | 700                  | 778                  | 483                           |
|                                | 530.000 | Benefits                   | 27,134         | 18,290         | 16,947         | 58,500               | 17,391               | 62,100                        |
| <b>TOTAL PERSONNEL (3 FTE)</b> |         |                            | <b>472,585</b> | <b>499,943</b> | <b>557,512</b> | <b>557,062</b>       | <b>544,023</b>       | <b>560,737</b>                |
| <b>OPERATIONS</b>              |         |                            |                |                |                |                      |                      |                               |
|                                | 610.000 | Membership & Dues          | 382            | 607            | 643            | -                    | 239                  | 500                           |
|                                | 611.000 | Training                   | -              | -              | -              | -                    | 18,000               | 18,000                        |
|                                | 612.000 | Travel/Conf/Meetings       | 3,597          | 4,975          | 4,239          | 500                  | 1,687                | 1,750                         |
|                                | 615.000 | CM Discretionary Account   | -              | -              | -              | -                    | -                    | -                             |
|                                | 622.010 | Special Department Expense | -              | -              | -              | 1,000                | 421                  | 1,000                         |
|                                |         | Subtotal                   | 3,979          | 5,582          | 4,882          | 1,500                | 20,347               | 21,250                        |
|                                | 700.001 | Professional Services      | -              | -              | -              | -                    | -                    | -                             |
| <b>TOTAL OPERATIONS</b>        |         |                            | <b>3,979</b>   | <b>5,582</b>   | <b>4,882</b>   | <b>1,500</b>         | <b>20,347</b>        | <b>21,250</b>                 |
| <b>TOTAL EXPENDITURES</b>      |         |                            | <b>476,564</b> | <b>505,525</b> | <b>562,394</b> | <b>558,562</b>       | <b>564,370</b>       | <b>581,987</b>                |
| <b>FUNDING SOURCES</b>         |         |                            |                |                |                |                      |                      |                               |
|                                | 100     | General Fund               | 476,564        | 505,525        | 562,394        | 558,562              | 564,370              | 581,987                       |
| <b>TOTAL FUNDING SOURCES</b>   |         |                            | <b>476,564</b> | <b>505,525</b> | <b>562,394</b> | <b>558,562</b>       | <b>564,370</b>       | <b>581,987</b>                |

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

| DIVISION                     | ACCT<br>NUMBER | DESCRIPTION           | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|------------------------------|----------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---|
|                              |                |                       |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE |   |
| <b><u>CITY ATTORNEY</u></b>  |                |                       |                      |                      |                      |                      |                      |   |
| <i>EXPENDITURES</i>          |                |                       |                      |                      |                      |                      |                      |   |
| <i>OPERATIONS</i>            |                |                       |                      |                      |                      |                      |                      |   |
|                              | 700.003        | Professional Services | 448,345              | 420,594              | 401,707              | 400,000              | 285,848              | 400,000                                     |
|                              | 700.032        | PS - Special Counsel  | -                    | 70,273               | 43,432               | -                    | 8,404                | -   |
| <i>TOTAL OPERATIONS</i>      |                |                       | <u>448,345</u>       | <u>490,867</u>       | <u>445,139</u>       | <u>400,000</u>       | <u>294,252</u>       | <u>400,000</u>                              |
| <i>TOTAL EXPENDITURES</i>    |                |                       | <u>448,345</u>       | <u>490,867</u>       | <u>445,139</u>       | <u>400,000</u>       | <u>294,252</u>       | <u>400,000</u>                              |
| <i>FUNDING SOURCES</i>       |                |                       |                      |                      |                      |                      |                      |   |
|                              | 100            | General Fund          | <u>448,345</u>       | <u>490,867</u>       | <u>445,139</u>       | <u>400,000</u>       | <u>294,252</u>       | <u>400,000</u>                              |
| <i>TOTAL FUNDING SOURCES</i> |                |                       | <u>448,345</u>       | <u>490,867</u>       | <u>445,139</u>       | <u>400,000</u>       | <u>294,252</u>       | <u>400,000</u>                              |



# *General Government*

## **CITY CLERK'S OFFICE**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Conducted the General Municipal Election in November 2020.
2. Managed and completed the City Records Destruction for 2020.
3. Managed and completed the City Building Plan imaging and destruction.
4. Managed and maintained an organized Central File Room and TAB file system.
5. Coordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
6. Assisted the public and media in compliance with the Public Records Act.
7. Participated in the distribution of information through the City's website.
8. Managed the City Records Imaging projects including the scanning and migration of the City's building plans and vital records.
9. Managed and completed Claims submitted to the City in collaboration with Risk Management.
10. Coordinated the annual filing of the Fair Political Practices Commission Form 700's.
11. Coordinated and maintained campaign disclosure filing for open committees.
12. Managed AB 1234 Ethics training for City officials.
13. Provided community support through presentations and certificates of recognitions.
14. Managed updates to the Rancho Santa Margarita Municipal Code.
15. Received re-certification as Passport Acceptance Agents to process Passports for the City.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

1. Continue community support efforts through student recognitions, presentations, and certificates of recognitions.
2. Respond to public and media requests for information in compliance with the Public Records Act.
3. Update the Conflict of Interest Code.

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

| ACCT                             |         | DESCRIPTION               | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|----------------------------------|---------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                         | NUMBER  |                           |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>CITY CLERK</u></b>         |         |                           |                      |                      |                      |                      |                      |                               |
| <b>EXPENDITURES</b>              |         |                           |                      |                      |                      |                      |                      |                               |
| <b>PERSONNEL</b>                 |         |                           |                      |                      |                      |                      |                      |                               |
|                                  | 512.000 | Salaries - Regular        | 228,326              | 228,333              | 247,507              | 205,815              | 245,129              | 213,673                       |
|                                  | 521.000 | Medicare                  | 3,294                | 3,287                | 3,565                | 2,961                | 3,531                | 3,075                         |
|                                  | 522.000 | Retirement                | 22,221               | 26,731               | 27,551               | 29,549               | 29,305               | 32,628                        |
|                                  | 523.000 | Unemployment Insurance    | 546                  | 617                  | 541                  | 350                  | 470                  | 322                           |
|                                  | 526.000 | FICA Cost                 |                      | 127                  | 7                    | -                    |                      | -                             |
|                                  | 530.000 | Benefits                  | 190                  | 215                  | 217                  | 39,000               | 201                  | 41,400                        |
| <b>TOTAL PERSONNEL (2.5 FTE)</b> |         |                           | <b>254,577</b>       | <b>259,310</b>       | <b>279,387</b>       | <b>277,675</b>       | <b>278,636</b>       | <b>291,098</b>                |
| <b>OPERATIONS</b>                |         |                           |                      |                      |                      |                      |                      |                               |
|                                  | 610.000 | Membership & Dues         | 485                  | 505                  | 1,113                | 580                  | 515                  | 580                           |
|                                  | 611.000 | Training                  | -                    |                      | 1,150                | -                    | -                    |                               |
|                                  | 612.000 | Travel/Conf/Meetings      | 1,154                | 35                   | 397                  | -                    | -                    | 1,000                         |
|                                  | 622.010 | Special Dept. Expense     | 3,186                | 4,329                | 3,260                | 5,800                | 5,500                | 5,800                         |
|                                  | 622.011 | Codification Supplements  | 6,391                | 3,691                | 3,426                | 7,500                | 6,253                | 7,500                         |
|                                  | 623.001 | Mapping/Reproduction      | 3,356                | 2,119                | 7,912                | 5,000                | 5,000                | 7,500                         |
|                                  | 624.000 | Legal Notices             | 5,856                | 5,426                | 6,825                | 5,000                | 5,496                | 5,500                         |
|                                  | 626.000 | Books & Periodicals       | 108                  | 58                   | 58                   | 60                   | 120                  | 65                            |
|                                  | 646.000 | Maintenance & Repair      | -                    | 611                  | 3,511                | -                    | -                    | 611                           |
|                                  |         | Subtotal                  | <b>20,536</b>        | <b>16,774</b>        | <b>27,651</b>        | <b>23,940</b>        | <b>22,884</b>        | <b>28,556</b>                 |
|                                  | 700.001 | Professional Services     | -                    |                      |                      | -                    | -                    | -                             |
|                                  | 700.002 | Elections                 | 874                  | 29,378               | 1,568                | 47,000               | 43,004               | 2,000                         |
|                                  | 700.029 | Election Language Assist. | -                    | 1,021                | -                    | 1,500                | 1,065                | -                             |
|                                  |         | Subtotal                  | <b>874</b>           | <b>30,399</b>        | <b>1,568</b>         | <b>48,500</b>        | <b>44,069</b>        | <b>2,000</b>                  |
| <b>TOTAL OPERATIONS</b>          |         |                           | <b>21,410</b>        | <b>47,173</b>        | <b>29,220</b>        | <b>72,440</b>        | <b>66,953</b>        | <b>30,556</b>                 |
| <b>TOTAL EXPENDITURES</b>        |         |                           | <b>275,987</b>       | <b>306,483</b>       | <b>308,607</b>       | <b>350,115</b>       | <b>345,589</b>       | <b>321,654</b>                |
| <b>FUNDING SOURCES</b>           |         |                           |                      |                      |                      |                      |                      |                               |
|                                  | 100     | General Fund              | 275,987              | 306,483              | 308,607              | 350,115              | 345,589              | 321,654                       |
| <b>TOTAL FUNDING SOURCES</b>     |         |                           | <b>275,987</b>       | <b>306,483</b>       | <b>308,607</b>       | <b>350,115</b>       | <b>345,589</b>       | <b>321,654</b>                |

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

**DESCRIPTION**

The Human Resources, Risk, and Emergency Management Division works in the areas of recruitment, employee relations, training and development, performance management, classification and compensation, leave management, workers' compensation, special-event assessments, safety, and emergency preparedness. The Division administers employee benefit programs, oversees the personnel rules, acts as liaison to the City's risk-sharing pool and the County's Operational Area; and investigates liability claims, administers the self-insurance programs, manages disaster response, and recovery efforts; and recommends risk-transfer mechanisms.

**ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Learned and implemented Cal/OSHA COVID-19 Emergency Temporary Standards, including adopting a written COVID-19 Prevention Program.
2. Secured Personal Protective Equipment (PPE), cleaning and disinfecting supplies, and implemented workplace safety measures and protocols.
3. Administered new benefit program provisions enacted through the Coronavirus Aid, and Economic Security Act (CARES Act).
4. Supported the County's Operation Independence to vaccinate individuals against COVID-19, including working at the Soka University Point of Dispensing (POD).
5. Researched and applied paid leave requirements pursuant to the Families First Coronavirus Response Act.
6. Secured emergency management and risk management grants, which were used to fund COVID-19 safety measures, and upgrades to the EOC.
7. Continuously worked with the County's Operational Area, monitored state and county health orders, and adapted the City's response accordingly.
8. Participate on the Board of Directors for the Public Agency Risk Sharing Authority of California (PARSAC), the City's risk-sharing pool for general liability workers' compensation, and property programs.

**GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

1. Support the City's identification and use of the American Response Plan Act funds.
2. Update COVID-19 policies, protocols, and employee training for all City facilities.
3. Update curriculum, and offer Community Emergency Preparedness Academy.
4. Recruit and staff Community Center vacancies, and support the reopening.
5. Administer employee benefit programs, including the annual Open Enrollment event; and participate on the PRISM Employee Benefits Committee.
6. Implement risk-transfer mechanisms for the City's new Splash Pad facility.

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

| ACCT  |         | DESCRIPTION                  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|---|---------|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                                      | NUMBER  |                              |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b> |         |                              |                      |                      |                      |                      |                      |                               |
| <b>EXPENDITURES</b>                           |         |                              |                      |                      |                      |                      |                      |                               |
| <b>PERSONNEL</b>                              |         |                              |                      |                      |                      |                      |                      |                               |
|   | 512.000 | Salaries - Regular           | 121,420              | 131,315              | 139,603              | 139,944              | 140,213              | 160,578                       |
|   | 512.000 | Salaries/Benefit Adjustments | -                    | -                    | -                    | -                    | -                    | -                             |
|   | 516.000 | Leave Time Program           | -                    | -                    | -                    | 10,000               | 4,167                | 12,000                        |
|   | 521.000 | Medicare                     | 1,748                | 1,888                | 2,008                | 2,013                | 2,017                | 2,313                         |
|   | 522.000 | Retirement                   | 9,785                | 18,612               | 16,721               | 18,262               | 18,146               | 21,057                        |
|   | 523.000 | Unemployment Insurance       | 273                  | 224                  | 175                  | 175                  | 175                  | 322                           |
|   | 530.000 | Benefits                     | 18,347               | 18,922               | 19,655               | 19,500               | 19,501               | 20,700                        |
| <b>TOTAL PERSONNEL (1.2 FTE)</b>              |         |                              | <b>151,573</b>       | <b>170,961</b>       | <b>178,163</b>       | <b>189,894</b>       | <b>184,219</b>       | <b>216,970</b>                |
| <b>OPERATIONS</b>                             |         |                              |                      |                      |                      |                      |                      |                               |
|   | 610.000 | Membership & Dues            | 599                  | 884                  | 1,030                | 675                  | 964                  | 840                           |
|   | 611.000 | Training                     | 657                  | -                    | 1,263                | 1,500                | 1,500                | 3,000                         |
|   | 612.000 | Travel/Conf/Meetings         | 891                  | 1,045                | 755                  | 2,000                | -                    | 2,000                         |
|   | 622.010 | Special Dept. Expense        | (4,323)              | 1,336                | 16,580               | 23,000               | 2,223                | 11,100                        |
|   | 626.000 | Books & Periodicals          | 234                  | 141                  | 143                  | 500                  | 150                  | 500                           |
|   | 627.002 | EOC Program                  | -                    | 2,165                | -                    | 2,500                | 1,042                | 3,000                         |
|   | 665.000 | Recruitment                  | 26,601               | 11,462               | 1,705                | 4,000                | -                    | 5,000                         |
|   | 690.001 | Insurance G/L                | 100,384              | 110,398              | 105,482              | 122,788              | 131,367              | 132,864                       |
|   | 690.002 | Insurance W/C                | 48,839               | 45,583               | 36,192               | 48,021               | 36,886               | 71,311                        |
|   | 690.003 | Insurance Property           | 18,108               | 19,884               | 23,633               | 28,360               | 31,214               | 35,000                        |
|   | 690.004 | Insurance Other              | 750                  | 750                  | 900                  | 3,000                | 951                  | 3,000                         |
|   | 690.005 | Insurance SIR                | -                    | 1,688                | -                    | 25,000               | 25,000               | 25,000                        |
|   |         | Subtotal                     | 192,740              | 195,336              | 187,683              | 261,344              | 231,297              | 292,615                       |
|   | 700.004 | Professional Services        | 4,138                | 2,318                | 10,846               | 2,800                | 6,106                | 5,300                         |
| <b>TOTAL OPERATIONS</b>                       |         |                              | <b>196,878</b>       | <b>197,654</b>       | <b>198,529</b>       | <b>264,144</b>       | <b>237,403</b>       | <b>297,915</b>                |
| <b>TOTAL EXPENDITURES</b>                     |         |                              | <b>348,451</b>       | <b>368,615</b>       | <b>376,692</b>       | <b>454,038</b>       | <b>421,622</b>       | <b>514,885</b>                |
| <b>FUNDING SOURCES</b>                        |         |                              |                      |                      |                      |                      |                      |                               |
|   | 100     | General Fund                 | 340,898              | 361,592              | 370,511              | 447,038              | 415,425              | 495,885                       |
|   | 100     | Emergency Management Grant   | 7,553                | 7,023                | 6,181                | 7,000                | 6,197                | 7,000                         |
|   | 230     | American Rescue Plan         | -                    | -                    | -                    | -                    | -                    | 12,000                        |
| <b>TOTAL FUNDING SOURCES</b>                  |         |                              | <b>348,451</b>       | <b>368,615</b>       | <b>376,692</b>       | <b>454,038</b>       | <b>421,622</b>       | <b>514,885</b>                |

# Finance



*Rancho Santa Margarita*  
*California*

# Finance

|                    |                  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|--------------------|------------------|----------------------|----------------------|----------------------|--|----------------------|---|
| FINANCE            |                  |                      |                      |                      |  |                      |   |
| 170                | Non-departmental | 2,560,480            | 1,486,098            | 2,044,568            | 1,932,533                              | 1,344,409            | 1,418,730                                   |
| 210                | Finance          | 591,727              | 604,821              | 640,116              | 588,696                                | 576,228              | 619,044                                     |
| TOTAL EXPENDITURES |                  | <u>3,152,207</u>     | <u>2,090,919</u>     | <u>2,684,684</u>     | <u>2,521,229</u>                       | <u>1,920,637</u>     | <u>2,037,774</u>                            |



## *Finance*

# **NON-DEPARTMENTAL/FINANCE**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Prepared a structurally balanced budget for FY 2021-22 that strived to bring the City back to pre-pandemic levels.
2. Received the Government Finance Officers Association (GFOA) Financial Reporting Certificate of Excellence for the 2019-20 Annual Comprehensive Financial Report (ACFR).
3. Completed the FY 2019-20 City-wide Audit with no adjustments or deficiencies.
4. Prepared a budget for the Coronavirus Aid, Relief, and Economic Security Act (CARES) for the use of both the County of Orange and the State of California CARES Act allocations.
5. Managed and complied with the purchasing requirements and reporting deadlines for the CARES Act funding.
6. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
7. Monitored and reported financial updated to Council based on the on-going COVID-19 health crisis, and propose changes to the budget as needed.
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:
  - Continued to work on updating outdated equipment such as PCs, monitors and various software applications.
  - Worked with the Community Services Department to inventory all equipment at the Bell Tower Regional Community Center, and purchase any equipment needed for the reopening.
  - Updated all network servers both at City Hall and the Bell Tower Regional Community Center with the required patches to ensure data security.
  - Installed conference phones to provide call in access to those participating remotely in City Council meetings.

## *Non-departmental/Finance*

(continued)

- Prepared a strategic plan to move IT equipment and workstations for the City Hall carpet installation project
10. Prepared annual Investment Policy review and update and renewed financial services contract with Fieldman Rolapp.
  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 2021-22**

1. Develop a balanced budget for Fiscal Year 2022-23.
2. Direct annual City-wide financial statement audit and submit 2020-21 ACFR to GFOA award program.
3. Refine software modeling for budget forecasting and long-term trend analysis.
4. Manage and monitor the American Rescue Plan 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 the City's financials and propose changes to the budget as needed.



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

|                                |                |                             | -----FY 2020/21----- |                      |                      |                   | FY 2021/22           |                               |
|--------------------------------|----------------|-----------------------------|----------------------|----------------------|----------------------|-------------------|----------------------|-------------------------------|
| DIVISION                       | ACCT<br>NUMBER | DESCRIPTION                 | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>NON-DEPARTMENTAL</u></b> |                |                             |                      |                      |                      |                   |                      |                               |
| <b>EXPENDITURES</b>            |                |                             |                      |                      |                      |                   |                      |                               |
| <b>PERSONNEL</b>               |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 530.000        | Benefits                    | 8,222                | 8,216                | 10,024               | 11,905            | 12,051               | 12,528                        |
| <b>TOTAL PERSONNEL</b>         |                |                             | <b>8,222</b>         | <b>8,216</b>         | <b>10,024</b>        | <b>11,905</b>     | <b>12,051</b>        | <b>12,528</b>                 |
| <b>OPERATIONS</b>              |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 610.000        | Membership & Dues           | 6,239                | 6,263                | 7,153                | 6,710             | 6,506                | 6,660                         |
|                                | 622.000        | Office Supplies             | 22,230               | 22,027               | 20,224               | 20,000            | 18,110               | 20,000                        |
|                                | 625.000        | Postage                     | 7,855                | 6,864                | 6,108                | 8,030             | 4,828                | 7,630                         |
|                                | 627.000        | EOC Supplies/Training       | 3,437                | 4,841                | 1,524                | 9,280             | 5,660                | 4,786                         |
|                                | 636.001        | Utilities-Telephone         | 30,669               | 29,325               | 29,950               | 35,028            | 30,250               | 35,700                        |
|                                | 642.000        | Equipment Leases            | 15,175               | 12,921               | 12,944               | 16,848            | 11,595               | 16,860                        |
|                                | 663.000        | Property Tax Admin. Costs   | 19,360               | 16,422               | 16,561               | 20,000            | 16,561               | 17,600                        |
|                                | 664.000        | LAFCO Reforms (AB 2838)     | 6,699                | 6,828                | 7,073                | 7,304             | 7,023                | 7,260                         |
|                                | 690.000        | Insurance                   | -                    | 1,567                | 873                  | 1,600             | 900                  | 1,600                         |
|                                |                | Subtotal                    | 111,664              | 107,058              | 102,409              | 124,800           | 101,433              | 118,096                       |
|                                | 700.001        | Prof. Svcs. - Admin.        | 28,126               | 7,357                | 6,841                | 8,500             | 7,360                | 8,000                         |
|                                | 700.008        | Prof. Svcs. - Computer      | 89,012               | 81,546               | 85,937               | 95,000            | 90,874               | 95,000                        |
|                                | 700.017        | Prof. Svcs. - Website       | 9,091                | 9,470                | 6,754                | -                 | -                    | -                             |
|                                | 700.040        | PS - Financing Costs        | 2,000                | 2,000                | 2,000                | 2,000             | 2,833                | 2,000                         |
|                                |                | Subtotal                    | 128,229              | 100,373              | 101,532              | 105,500           | 101,067              | 105,000                       |
| <b>TOTAL OPERATIONS</b>        |                |                             | <b>239,893</b>       | <b>207,431</b>       | <b>203,941</b>       | <b>230,300</b>    | <b>202,500</b>       | <b>223,096</b>                |
| <b>TRANSFERS</b>               |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 790.410        | Transfer to Cap. Projects   | 571,689              | 351,400              | 994,417              | 310,000           | 298,390              | 305,000                       |
|                                |                | Subtotal                    | 571,689              | 351,400              | 994,417              | 310,000           | 298,390              | 305,000                       |
| <b>MITIGATION</b>              |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 802.000        | Mit. Obligation - Tax Incr. | 848,655              | 84,343               | -                    | -                 | -                    | -                             |
|                                |                | Subtotal                    | 848,655              | 84,343               | -                    | -                 | -                    | -                             |
| <b>DEBT SERVICE</b>            |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 790.530        | Transfer to RSM PFA         | 731,158              | 727,709              | 735,096              | 731,638           | 731,596              | 732,438                       |
| <b>CAPITAL OUTLAY</b>          |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 826.000        | Equipment - Police          | 49,018               | -                    | -                    | -                 | -                    | -                             |
|                                | 832.000        | GIS System                  | 18,474               | 18,804               | 19,060               | 19,675            | 19,575               | 20,205                        |
|                                | 841.001        | Comp. Licenses/HW/SW        | 93,371               | 88,195               | 74,992               | 84,015            | 79,797               | 100,463                       |
|                                | 990.000        | Contingency                 | -                    | -                    | 7,038                | 45,000            | 500                  | 25,000                        |
|                                | 990.000        | Use of Emergency Reserves   | -                    | -                    | -                    | 500,000           | -                    | -                             |
|                                |                | Subtotal                    | 160,863              | 106,999              | 101,090              | 648,690           | 99,872               | 145,668                       |
| <b>TOTAL EXPENDITURES</b>      |                |                             | <b>2,560,480</b>     | <b>1,486,098</b>     | <b>2,044,568</b>     | <b>1,932,533</b>  | <b>1,344,409</b>     | <b>1,418,730</b>              |
| <b>FUNDING SOURCES</b>         |                |                             |                      |                      |                      |                   |                      |                               |
|                                | 100            | General Fund                | 2,560,480            | 1,486,098            | 2,044,568            | 1,932,533         | 1,344,409            | 1,407,230                     |
|                                | 230            | American Rescue Plan        | -                    | -                    | -                    | -                 | -                    | 11,500                        |
| <b>TOTAL FUNDING SOURCES</b>   |                |                             | <b>2,560,480</b>     | <b>1,486,098</b>     | <b>2,044,568</b>     | <b>1,932,533</b>  | <b>1,344,409</b>     | <b>1,418,730</b>              |

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

|                                  |                |                        |                      |                      |                      | -----FY 2020/21----- |                      | FY 2021/22                    |
|----------------------------------|----------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                         | ACCT<br>NUMBER | DESCRIPTION            | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>FINANCE</u></b>            |                |                        |                      |                      |                      |                      |                      |                               |
| <b>EXPENDITURES</b>              |                |                        |                      |                      |                      |                      |                      |                               |
| <b>PERSONNEL</b>                 |                |                        |                      |                      |                      |                      |                      |                               |
|                                  | 512.000        | Salaries - Regular     | 431,217              | 443,172              | 498,980              | 403,725              | 448,437              | 423,385                       |
|                                  | 515.000        | Temporary Personnel    | 1,337                | 8,098                | -                    | -                    | -                    | -                             |
|                                  | 521.000        | Medicare               | 6,240                | 6,407                | 7,212                | 5,830                | 6,479                | 6,116                         |
|                                  | 522.000        | Retirement             | 79,385               | 79,234               | 65,935               | 62,400               | 61,788               | 68,175                        |
|                                  | 523.000        | Unemployment Insurance | 1,428                | 1,169                | 966                  | 700                  | 836                  | 644                           |
|                                  | 530.000        | Benefits               | 17,506               | 18,177               | 14,147               | 58,500               | 7,733                | 62,100                        |
| <b>TOTAL PERSONNEL (3.8 FTE)</b> |                |                        | <b>537,113</b>       | <b>556,257</b>       | <b>587,240</b>       | <b>531,155</b>       | <b>525,273</b>       | <b>560,420</b>                |
| <b>OPERATIONS</b>                |                |                        |                      |                      |                      |                      |                      |                               |
|                                  | 610.000        | Membership & Dues      | 1,021                | 1,021                | 797                  | 305                  | 305                  | 614                           |
|                                  | 611.000        | Training               | -                    | -                    | 34                   | 500                  | -                    | 500                           |
|                                  | 612.000        | Travel/Conf/Meetings   | 256                  | 167                  | 170                  | 875                  | 135                  | 1,039                         |
|                                  | 622.010        | Special Dept. Expense  | 2,629                | 3,108                | 2,706                | 4,255                | 3,851                | 5,295                         |
|                                  | 626.000        | Books & Periodicals    | 765                  | 745                  | 745                  | 1,270                | 904                  | 904                           |
|                                  |                | Subtotal               | 4,671                | 5,041                | 4,453                | 7,205                | 5,195                | 8,352                         |
|                                  | 700.004        | Professional Services  | 49,943               | 43,523               | 48,423               | 50,336               | 45,760               | 50,272                        |
| <b>TOTAL OPERATIONS</b>          |                |                        | <b>54,614</b>        | <b>48,564</b>        | <b>52,876</b>        | <b>57,541</b>        | <b>50,955</b>        | <b>58,624</b>                 |
| <b>TOTAL EXPENDITURES</b>        |                |                        | <b>591,727</b>       | <b>604,821</b>       | <b>640,116</b>       | <b>588,696</b>       | <b>576,228</b>       | <b>619,044</b>                |
| <b>FUNDING SOURCES</b>           |                |                        |                      |                      |                      |                      |                      |                               |
|                                  | 100            | General Fund           | 591,727              | 604,821              | 640,116              | 588,696              | 576,228              | 619,044                       |
| <b>TOTAL FUNDING SOURCES</b>     |                |                        | <b>591,727</b>       | <b>604,821</b>       | <b>640,116</b>       | <b>588,696</b>       | <b>576,228</b>       | <b>619,044</b>                |

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# Police Services



*Rancho Santa Margarita*  
*California*

# Police Services

|                    |                       | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|--------------------|-----------------------|----------------------|----------------------|----------------------|--|----------------------|---|
| POLICE SERVICES    |                       |                      |                      |                      |  |                      |   |
| 310                | Police Services       | 9,096,759            | 9,366,948            | 8,874,313            | 10,208,849                             | 10,215,335           | 10,654,886                                  |
| 310                | Police Services SLESF | 106,735              | 126,634              | 123,061              | 142,539                                | 130,340              | 143,491                                     |
| 310                | Total Police Services | 9,203,494            | 9,493,582            | 8,997,374            | 10,351,388                             | 10,345,675           | 10,798,377                                  |
| 320                | Animal Control - MV   | 310,272              | 283,342              | 314,637              | 341,979                                | 320,740              | 366,830                                     |
| TOTAL EXPENDITURES |                       | 9,513,766            | 9,776,924            | 9,312,011            | 10,693,367                             | 10,666,415           | 11,165,207                                  |



## *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 2020-21**

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. Successfully implemented a more robust traffic enforcement plan with the focus on pedestrian safety, traffic speeds and noise abatement.
3. Obtained grant funding and hosted a DUI checkpoint and multiple roving DUI enforcement activities.
4. Recruited and trained a new deputy to distribute information via the Police Services social media pages.
5. 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.
6. Successfully trained three new deputies for RSM Police Services.
7. Reopened RSM Police Services front counter allowing community members 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.
8. The Child Safety Deputy submitted nominations to the Cops Care Program and the Association of Orange County Deputy Sheriffs for children attending RSM Intermediate School who lost their home to the Bond Fire. Our RSM children were selected and received a \$2000 donation from Cops Care Program and \$200 in Target Gift Cards from the Association of Orange County Deputy Sheriffs.
9. Continued with the public education campaign utilizing the City website and social media platforms.
10. Conducted numerous tobacco enforcement events at local retailers by utilizing undercover personnel. The enforcement was funded through the State of California Tobacco Grant.
11. Once school campuses began their hybrid schedules, the Child Safety Deputy provided significant interaction on school campuses by participating in law enforcement related events such as "Every 15 minutes", and delivered presentations on how to build a work resume for seniors graduating from high school. Our Child Safety Deputy successfully assisted our school administrators to transition from a hybrid school schedule to on campus class schedule.
12. Police services coordinated another "Pumpkin Patch" drive thru 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".
13. Worked in cooperation with the DEA (Drug Enforcement Administration) for Operation "Drug Take-Back", allowing residents to turn in unwanted prescription medication.

## *Police Services/Animal Care and Control*

(continued)

14. Successfully utilized Sheriff's Department resources to respond to large protests within the city.
15. 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 2021-22**

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. Ensure our two Homeless Liaison Officers (HLO) collaborate with our newly formed Behavior Health Bureau for the purpose of providing mental health services to our citizens.
6. Educate the public through OCSD sponsored events such as the "Stay Safe OC" campaign and "Fraud-Scam-Crime" seminars.
7. 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.
8. In process of recruiting two additional deputies to distribute information via the Police Services social media pages. These deputies work hybrid positions and will be trained in CPTED (Crime Prevention through Environmental Design) to provide community outreach and community engagement on part time basis.
9. Manage the deployment of resources for maximum coverage and efficiency while working within the new overtime and vacancy credit parameters of the budget.
10. Successfully train another deputy for RSM Police Services.
11. Increase Critical Incident Response Team rifle program by training additional field personnel.
12. Continue to implement traffic safety measures including DUI enforcement, speed enforcement and crosswalk/pedestrian safety enforcement for improved traffic safety.
13. Conduct additional traffic enforcement supported by grant funding and recruit and train additional deputies on LIDAR speed enforcement
14. Acquired and implemented a new motorcycle for the motor officer.
15. Work with OCFA, County Emergency Services and City Emergency Personnel to enhance the City Emergency Operations response.
16. Recruit and train additional RSM staff on preparation for and response to disasters.
17. Work with schools and families as they re-open from the Covid-19 closures.
18. Recruit and train an additional School Safety Deputy as a hybrid position to assist with school safety.
19. Maintain fiscal accountability while responding to issues including protests and city events.

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

| ACCT                                  |         | DESCRIPTION               | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|---------------------------------------|---------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                              | NUMBER  |                           |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>POLICE SERVICES</u></b>         |         |                           |                      |                      |                      |                      |                      |                               |
| OPERATIONS                            |         |                           |                      |                      |                      |                      |                      |                               |
|                                       | 612.000 | Travel/Conf/Meetings      | 870                  | 525                  | 234                  | 600                  | 150                  | 690                           |
|                                       | 622.010 | Special Dept. Expense     | 4,037                | 5,598                | 1,648                | 4,540                | 2,340                | 4,340                         |
|                                       | 628.000 | Uniforms                  | 126                  | 211                  | 25                   | 150                  | 150                  | 150                           |
|                                       | 642.000 | Radio Maint. Contract     | 5,078                | 5,613                | 6,630                | 3,972                | 6,056                | 5,200                         |
|                                       | 646.000 | Maintenance-Motorcycles   | 14,973               | 10,808               | 14,930               | 9,000                | 12,000               | 4,000                         |
|                                       | 646.003 | Maintenance-Bicycles      | -                    | 185                  | -                    | 200                  | -                    | 200                           |
|                                       | 649.000 | Fuel - Motorcycles        | 4,525                | 4,773                | 4,798                | 6,000                | 4,813                | 6,000                         |
|                                       | 649.002 | Fuel - Autos              | 91,788               | 101,003              | 83,561               | 96,000               | 69,253               | 98,000                        |
|                                       | 670.000 | Community Support         | 5,966                | 11,932               | -                    | 6,000                | 5,966                | 6,000                         |
|                                       |         | Subtotal                  | 127,363              | 140,648              | 111,827              | 126,462              | 100,728              | 124,580                       |
|                                       | 720.001 | Law Enforcement Contract  | 8,711,446            | 8,961,489            | 8,523,300            | 9,787,757            | 9,787,076            | 10,180,378                    |
|                                       | 720.003 | Crossing Guard            | 203,579              | 201,399              | 150,011              | 243,019              | 288,739              | 272,769                       |
|                                       | 720.006 | Parking Citation Process. | 25,905               | 34,176               | 43,920               | 50,245               | 37,426               | 45,000                        |
|                                       | 720.018 | Automated Fingerprint ID  | 27,136               | 29,236               | 27,960               | 25,835               | 25,836               | 22,910                        |
|                                       | 720.201 | Contract Discount         |                      |                      | (12,120)             | (24,469)             | (24,470)             | (25,451)                      |
|                                       |         | Subtotal                  | 256,620              | 264,811              | 209,771              | 294,630              | 327,531              | 315,228                       |
| TOTAL OPERATIONS                      |         |                           | 9,095,429            | 9,366,948            | 8,844,898            | 10,208,849           | 10,215,335           | 10,620,186                    |
| CAPITAL OUTLAY                        |         |                           |                      |                      |                      |                      |                      |                               |
|                                       | 826.000 | Police Equipment          | -                    | -                    | 29,414               | -                    | -                    | 34,700                        |
| TOTAL CAPITAL OUTLAY                  |         |                           | -                    | -                    | 29,414               | -                    | -                    | 34,700                        |
| TOTAL EXPENDITURES                    |         |                           | 9,096,759            | 9,366,948            | 8,874,313            | 10,208,849           | 10,215,335           | 10,654,886                    |
| FUNDING SOURCES                       |         |                           |                      |                      |                      |                      |                      |                               |
|                                       | 100     | General Fund              | 8,958,535            | 9,228,724            | 8,684,198            | 9,988,899            | 10,025,220           | 10,434,936                    |
|                                       | 100     | GF - Police Revenue       | 138,224              | 138,224              | 190,115              | 219,950              | 190,115              | 219,950                       |
| TOTAL FUNDING SOURCES                 |         |                           | 9,096,759            | 9,366,948            | 8,874,313            | 10,208,849           | 10,215,335           | 10,654,886                    |
| <b><u>POLICE SERVICES - SLESF</u></b> |         |                           |                      |                      |                      |                      |                      |                               |
| EXPENDITURES - OPERATIONS             |         |                           |                      |                      |                      |                      |                      |                               |
|                                       | 646.004 | SLESF-800 Mhz Maint.      | 7,340                | 11,960               | 13,256               | 13,283               | 13,284               | 13,616                        |
|                                       | 720.010 | SLESF-Spec Enforcement    | -                    | -                    | -                    | 9,000                | -                    | 9,000                         |
|                                       | 826.001 | SLESF-Police Equipment    | -                    | 12,691               | -                    | 5,000                | 1,800                | 5,000                         |
|                                       | 826.002 | SLESF-MDC Maintenance     | 99,395               | 101,983              | 109,805              | 115,256              | 115,256              | 115,875                       |
| TOTAL OPERATIONS                      |         |                           | 106,735              | 126,634              | 123,061              | 142,539              | 130,340              | 143,491                       |
| TOTAL EXPENDITURES                    |         |                           | 106,735              | 126,634              | 123,061              | 142,539              | 130,340              | 143,491                       |
| FUNDING SOURCES                       |         |                           |                      |                      |                      |                      |                      |                               |
|                                       | 222     | SLESF                     | 106,735              | 126,634              | 123,061              | 142,539              | 130,340              | 143,491                       |
| TOTAL FUNDING SOURCES                 |         |                           | 106,735              | 126,634              | 123,061              | 142,539              | 130,340              | 143,491                       |



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

| ACCT                         |         | DESCRIPTION                | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|------------------------------|---------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---|
| DIVISION                     | NUMBER  |                            |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE |   |
| <b><u>ANIMAL CONTROL</u></b> |         |                            |                      |                      |                      |                      |                      |   |
| <i>EXPENDITURES</i>          |         |                            |                      |                      |                      |                      |                      |   |
| <i>OPERATIONS</i>            |         |                            |                      |                      |                      |                      |                      |   |
|                              | 720.002 | OC Animal Control Contract | 4,932                | -                    | -                    | -                    | -                    | -   |
|                              | 720.019 | MV Animal Control Contract | 305,340              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830                                     |
| <i>TOTAL OPERATIONS</i>      |         |                            | 310,272              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830                                     |
| <i>TOTAL EXPENDITURES</i>    |         |                            | 310,272              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830                                     |
| <i>FUNDING SOURCES</i>       |         |                            |                      |                      |                      |                      |                      |   |
|                              | 100     | General Fund               | 310,272              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830                                     |
| <i>TOTAL FUNDING SOURCES</i> |         |                            | 310,272              | 283,342              | 314,637              | 341,979              | 320,740              | 366,830                                     |

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# Development Services



*Rancho Santa Margarita  
California*

# Development Services

|                      |                   | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|----------------------|-------------------|----------------------|----------------------|----------------------|--|----------------------|---|
| DEVELOPMENT SERVICES |                   |                      |                      |                      |  |                      |   |
| 410                  | Planning          | 766,230              | 874,090              | 812,671              | 1,559,713                              | 1,083,973            | 1,341,764                                   |
| 510                  | Building & Safety | 366,642              | 329,000              | 330,315              | 295,875                                | 376,716              | 301,251                                     |
| TOTAL EXPENDITURES   |                   | <u>1,132,872</u>     | <u>1,203,090</u>     | <u>1,142,986</u>     | <u>1,855,588</u>                       | <u>1,460,689</u>     | <u>1,643,015</u>                            |



## *Development Services* **PLANNING/BUILDING AND SAFETY**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Pandemic Response
  - "Open for Business" and "Take Out and Delivery Available" signs were printed by a local small business and made available free of charge to local businesses to allow for easy identification of essential business which were open during the Statewide stay-at-home orders.
  - Distributed CDBG CV funds to public service grant recipients who provided direct benefits to the community, and implemented a small business assistance grant program which provided over \$80,000 in grants to small businesses in need.
  - Implemented a Temporary Outdoor Business Permit program to allow businesses to operate outdoors during indoor operating restrictions issued pursuant to the State's Blueprint for a Safer Economy.
  - Building Division 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.
2. Housing Element Update
  - Monitored and participated in Regional Housing Needs Allocation (RHNA) process; submitted appeal of City's Draft RHNA.
  - Commenced required Housing Element Update for the 6<sup>th</sup> cycle.
  - Implemented public outreach including surveys, focus groups, and Planning Commission workshop, to determine most acceptable development types for the required Housing Element Sites Inventory.

## *Development Services*

(continued)

3. The Building Division processed a variety of plan checks, permits and inspections:
  - Conducted 1,004 plan checks.
  - Issued 1,645 building permits.
  - Performed 4,003 building inspections.
  - Responded to 187 building records requests.
4. The Planning Division:
  - Processed 17 discretionary entitlements.
  - Issued 6 special event permits.
  - Processed 28 temporary outdoor business permits.
  - Conducted 8 Planning Commission meetings.
5. Code Enforcement:
  - Opened and investigated 44 cases.
  - Closed 28 cases.
  - Issued 981 street sweeping parking citations and 34 warnings.
6. Notable Economic Development activities include the following:
  - Worked collaboratively with retail property managers to distribute “Open for Business” signs, pandemic-related business assistance information, and temporary outdoor business permits.
  - Worked cooperatively with the RSM Chamber of Commerce through staff participation in Chamber activities.
7. Ongoing annual reporting and a comprehensive update to the City’s General Plan activities for the fiscal year include:
  - The comprehensive General Plan Update was approved by the City Council on March 11, 2020 and updated the Land Use, Economic Development, Safety, Conservation Open Space, and Noise Elements of the General Plan.
  - Completed the 2020 General Plan Annual Progress Report and submitted it to State Housing and Community Development Department (HCD).
8. Planning Division Accomplishments include:
  - Responded to inquiries and issues surrounding the Dove Canyon Plaza application for rezone.
  - Completed Zoning Code updates related to accessory dwelling units and inactive permits.
  - Continued to work cooperatively with Applied Medical on multiple building expansion projects.
9. CDBG Accomplishments include:
  - Implemented the FY 2020-21 Annual Action Plan and the FY 2019-20 Amended Annual Action Plan.
  - Distributed funds received through the CARES Act.
  - Prepared the FY 2021-22 Annual Action Plan.
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.

## *Development Services*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

1. Complete the General Plan Housing Element and Safety Element update.
2. Begin implementation of the programs in the updated Housing Element.
3. Complete annual review of the Local Hazard Mitigation Plan.
4. Generate the 2021 General Plan Annual Progress Report and submit it to HCD.
5. Implement the FY 2021-22 Annual Action Plan for CDBG.
6. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
7. Participate in Regional Economic Development Activities through the Orange County Economic Development Working Group.
8. Continue economic development activities such as continued participation with the RSM Chamber of Commerce and continued business retention and attraction activities.
9. Participate in the International Council of Shopping Centers (ICSC) 2022 Recon and local conferences.

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

|                                  |             | -----FY 2020/21-----         |                   |                   |                   |                  | FY 2021/22        |                         |
|----------------------------------|-------------|------------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------------|
| DIVISION                         | ACCT NUMBER | DESCRIPTION                  | FY 2017/18 ACTUAL | FY 2018/19 ACTUAL | FY 2019/20 ACTUAL | AMENDED BUDGET   | YEAR-END ESTIMATE | ADOPTED BUDGET 6/9/2021 |
| <b>PLANNING</b>                  |             |                              |                   |                   |                   |                  |                   |                         |
| <b>EXPENDITURES</b>              |             |                              |                   |                   |                   |                  |                   |                         |
| <b>PERSONNEL</b>                 |             |                              |                   |                   |                   |                  |                   |                         |
|                                  | 512.000     | Salaries - Regular           | 440,062           | 487,176           | 524,719           | 495,015          | 538,903           | 513,967                 |
|                                  | 515.000     | Temporary personnel          | -                 | -                 | 12,210            | -                | -                 | -                       |
|                                  | 521.000     | Medicare                     | 6,335             | 7,017             | 7,571             | 7,138            | 7,949             | 7,413                   |
|                                  | 522.000     | Retirement                   | 48,631            | 64,180            | 55,063            | 65,185           | 67,061            | 74,509                  |
|                                  | 523.000     | Unemployment Insurance       | 1,365             | 1,161             | 1,099             | 875              | 1,275             | 805                     |
|                                  | 530.000     | Benefits                     | 58,704            | 37,921            | 43,698            | 97,500           | 53,105            | 103,500                 |
| <b>TOTAL PERSONNEL (4.6 FTE)</b> |             |                              | <b>555,097</b>    | <b>597,455</b>    | <b>644,361</b>    | <b>665,713</b>   | <b>668,293</b>    | <b>700,194</b>          |
| <b>OPERATIONS</b>                |             |                              |                   |                   |                   |                  |                   |                         |
|                                  | 610.000     | Membership & Dues            | 2,836             | 2,770             | 1,995             | 2,250            | 2,250             | 2,470                   |
|                                  | 611.000     | Training                     | 94                | -                 | -                 | -                | -                 | 100                     |
|                                  | 612.000     | Travel/Conf/Meetings         | 1,369             | 1,859             | 1,040             | 940              | 120               | 1,770                   |
|                                  | 617.000     | Stipend - Commissioners      | 3,675             | 3,600             | 3,525             | 4,500            | 4,500             | 4,500                   |
|                                  | 622.010     | Special Dept. Expense        | 151               | 2,197             | 19                | 895              | 400               | 595                     |
|                                  | 623.001     | Mapping/Reproduction         | -                 | -                 | -                 | 300              | 300               | 300                     |
|                                  | 624.000     | Legal Notices                | -                 | 250               | 210               | 1,500            | 2,000             | 1,500                   |
|                                  | 626.000     | Books & Periodicals          | 280               | -                 | 275               | 250              | 250               | 250                     |
|                                  |             | Subtotal                     | <b>8,405</b>      | <b>10,676</b>     | <b>7,065</b>      | <b>10,635</b>    | <b>9,820</b>      | <b>11,485</b>           |
|                                  | 677.000     | PS - Hazard Mitigation Plan  | -                 | 55,661            | 14,260            | -                | -                 | -                       |
|                                  | 700.005     | PS - Non-recoverable         | -                 | -                 | -                 | -                | -                 | -                       |
|                                  | 700.011     | PS - Recoverable             | 378               | 128               | -                 | 10,000           | -                 | 10,000                  |
|                                  | 700.014     | PS - Code Enforcement        | 4,314             | 2,400             | 2,400             | 2,400            | 2,400             | 2,400                   |
|                                  | 700.022     | PS - CDBG                    | 28,376            | 27,133            | 35,333            | 41,468           | 41,468            | 40,300                  |
|                                  | 700.023     | Economic Development         | 48,785            | 41,555            | 7,142             | 57,248           | 16,200            | 57,600                  |
|                                  | 700.025     | CDBG - Eligible Projects     | -                 | 6,108             | 6,111             | 20,000           | 6,000             | 14,000                  |
|                                  | 700.026     | CDBG - Public Services       | 28,665            | 32,284            | 31,758            | 147,500          | 147,500           | 60,250                  |
|                                  | 700.027     | PS-Recoverable Deposits      | 13,878            | 29,190            | 19,664            | 31,500           | 12,899            | 31,500                  |
|                                  | 700.041     | CDBG-CV                      | -                 | -                 | 3,879             | 308,400          | 36,893            | 271,507                 |
|                                  | 700.042     | CDBG-CV Sm Business Grants   | -                 | -                 | -                 | 85,217           | 82,500            | -                       |
|                                  | 700.043     | PS-CDBG CV                   | -                 | -                 | -                 | 17,132           | -                 | 17,132                  |
|                                  | 700.XXX     | PLHA Grant                   | -                 | -                 | -                 | -                | -                 | 12,326                  |
|                                  | 700.XXX     | PS-PLHA Admin                | -                 | -                 | -                 | -                | -                 | 5,070                   |
|                                  |             | Subtotal                     | <b>124,396</b>    | <b>194,459</b>    | <b>120,547</b>    | <b>720,865</b>   | <b>345,860</b>    | <b>522,085</b>          |
| <b>TOTAL OPERATIONS</b>          |             |                              | <b>132,801</b>    | <b>205,135</b>    | <b>127,612</b>    | <b>731,500</b>   | <b>355,680</b>    | <b>533,570</b>          |
| <b>CAPITAL OUTLAY</b>            |             |                              |                   |                   |                   |                  |                   |                         |
|                                  | 851.000     | General Plan & Elements      | 78,122            | 71,500            | 39,858            | 132,000          | 32,000            | 100,000                 |
|                                  | 852.000     | Comp. Zoning Code            | 210               | -                 | 840               | 30,500           | 28,000            | 8,000                   |
| <b>TOTAL CAPITAL OUTLAY</b>      |             |                              | <b>78,332</b>     | <b>71,500</b>     | <b>40,698</b>     | <b>162,500</b>   | <b>60,000</b>     | <b>108,000</b>          |
| <b>TOTAL EXPENDITURES</b>        |             |                              | <b>766,230</b>    | <b>874,090</b>    | <b>812,671</b>    | <b>1,559,713</b> | <b>1,083,973</b>  | <b>1,341,764</b>        |
| <b>FUNDING SOURCES</b>           |             |                              |                   |                   |                   |                  |                   |                         |
|                                  | 100         | General Fund                 | 526,171           | 589,494           | 719,529           | 730,346          | 699,495           | 766,029                 |
|                                  | 100         | Use of General Fund Reserves | 78,122            | 71,500            | 39,858            | -                | -                 | -                       |
|                                  | 100         | Planning Grants              | -                 | -                 | -                 | 157,000          | 54,500            | 119,896                 |
|                                  | 100         | CDBG Grants                  | 57,041            | 65,525            | 31,667            | 619,717          | 308,361           | 403,189                 |
|                                  | 100         | GF - Planning Revenues       | 104,896           | 147,571           | 21,617            | 52,650           | 21,617            | 52,650                  |
| <b>TOTAL FUNDING SOURCES</b>     |             |                              | <b>766,230</b>    | <b>874,090</b>    | <b>812,671</b>    | <b>1,559,713</b> | <b>1,083,973</b>  | <b>1,341,764</b>        |



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

| ACCT                                |         | DESCRIPTION            | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|-------------------------------------|---------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                            | NUMBER  |                        |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>BUILDING &amp; SAFETY</u></b> |         |                        |                      |                      |                      |                      |                      |                               |
| <i>EXPENDITURES</i>                 |         |                        |                      |                      |                      |                      |                      |                               |
| <i>PERSONNEL</i>                    |         |                        |                      |                      |                      |                      |                      |                               |
|                                     | 512.000 | Salaries - Regular     | 70,241               | 73,506               | 79,008               | 61,594               | 81,324               | 63,965                        |
|                                     | 521.000 | Medicare               | 1,018                | 1,066                | 1,146                | 893                  | 1,179                | 928                           |
|                                     | 522.000 | Retirement             | 3,830                | 7,556                | 8,776                | 9,553                | 9,792                | 11,337                        |
|                                     | 523.000 | Unemployment Insurance | 273                  | 224                  | 175                  | 175                  | 175                  | 161                           |
|                                     | 530.000 | Benefits               | 1,142                | 1,136                | 1,116                | 19,500               | 1,109                | 20,700                        |
| <i>TOTAL PERSONNEL (1 FTE )</i>     |         |                        | <b>76,504</b>        | <b>83,488</b>        | <b>90,220</b>        | <b>91,715</b>        | <b>93,579</b>        | <b>97,091</b>                 |
| <i>OPERATIONS</i>                   |         |                        |                      |                      |                      |                      |                      |                               |
|                                     | 611.000 | Training               | -                    | -                    | -                    | 100                  | -                    | 100                           |
|                                     | 612.000 | Travel/Conf/Meetings   | -                    | -                    | -                    | 60                   | -                    | 60                            |
|                                     |         | Subtotal               | -                    | -                    | -                    | 160                  | -                    | 160                           |
|                                     | 700.007 | PS - Non-recoverable   |                      |                      |                      | -                    | -                    | -                             |
|                                     | 700.012 | PS - Recoverable       | 290,138              | 245,512              | 240,095              | 204,000              | 283,137              | 204,000                       |
|                                     |         | Subtotal               | <b>290,138</b>       | <b>245,512</b>       | <b>240,095</b>       | <b>204,000</b>       | <b>283,137</b>       | <b>204,000</b>                |
| <i>TOTAL OPERATIONS</i>             |         |                        | <b>290,138</b>       | <b>245,512</b>       | <b>240,095</b>       | <b>204,160</b>       | <b>283,137</b>       | <b>204,160</b>                |
| <i>TOTAL EXPENDITURES</i>           |         |                        | <b>366,642</b>       | <b>329,000</b>       | <b>330,315</b>       | <b>295,875</b>       | <b>376,716</b>       | <b>301,251</b>                |
| <i>FUNDING SOURCES</i>              |         |                        |                      |                      |                      |                      |                      |                               |
|                                     | 100     | General Fund           | (230,287)            | (172,085)            | (244,361)            | (194,004)            | (197,960)            | (202,205)                     |
|                                     | 100     | GF - Building Revenue  | 596,929              | 501,085              | 574,676              | 489,879              | 574,676              | 503,456                       |
| <i>TOTAL FUNDING SOURCES</i>        |         |                        | <b>366,642</b>       | <b>329,000</b>       | <b>330,315</b>       | <b>295,875</b>       | <b>376,716</b>       | <b>301,251</b>                |

# Public Works



*Rancho Santa Margarita*  
*California*

# Public Works

|                         |                                     | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|-------------------------|-------------------------------------|----------------------|----------------------|----------------------|---|----------------------|---|
| PUBLIC WORKS DEPARTMENT |                                     |                      |                      |                      |   |                      |   |
| 610                     | Public Works                        | 848,591              | 844,271              | 895,551              | 954,751                                   | 955,172              | 1,093,526                                   |
| 620                     | Street Maintenance                  | 927,876              | 989,352              | 1,002,497            | 1,018,205                                 | 1,020,359            | 1,046,506                                   |
| 630                     | GAS TAX FUND <i>Street Lighting</i> | 266,254              | 272,097              | 287,141              | 288,000                                   | 312,000              | 338,808                                     |
| 640                     | Building Maintenance                | 329,092              | 327,890              | 300,868              | 291,220                                   | 286,729              | 416,929                                     |
| TOTAL EXPENDITURES      |                                     | <u>595,346</u>       | <u>599,987</u>       | <u>588,008</u>       | <u>2,552,176</u>                          | <u>2,574,260</u>     | <u>2,895,769</u>                            |



## *Public Works*

# **OPERATIONS AND FACILITY MAINTENANCE**

### **DESCRIPTION**

The Public Works Department is responsible for Capital Improvement Engineering and Construction, Street and Facility Maintenance, Traffic Engineering/Management, and the Stormwater and Solid Waste Programs. Responsibilities also include analyzing development applications to determine public works and transportation impacts and issuing all transportation, grading, encroachment, film, construction/demolition, and landscaping permits.

### **ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Issued permits for and inspected work in the Public Right of Way:
  - 79 Encroachment Permits,
  - 22 Transportation/Oversized Load Permits,
  - 2 Film Permit.
2. Issued Engineering Permits:
  - 1 Grading Permit.
3. Engineering and Traffic Engineering Accomplishments include:
  - Completed the design and began construction on the Splash Pad at Central Park Project.
  - Inspected numerous large utility infrastructure upgrades from various utility companies.
  - Applied for multiple grants to offset funding needs for various projects. Currently selected for two (2) and awaiting results on two (2) additional applications.
  - 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.
  - Completed 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.
  - Implemented three (3) CARES Act funded Projects to enhance City Hall and the BTRCC and make it safer for staff and visitors at both locations.
4. On-going Facility and Street Maintenance includes:
  - Managed the contracts and performance of traffic signal maintenance, solid waste, and street sweeping contractors.
  - Navigating the state issued mandates of SB 1383 and renegotiation of the City's solid waste franchise agreement to remain in compliance.
  - Continued to ensure removal of graffiti within 24 hours utilizing the Graffiti Hotline.
  - Performed on-going maintenance of City facilities and landscape areas.

## *Public Works*

(continued)

- Completed various maintenance tasks Citywide including weekly litter collection, patching of potholes, repair of damaged asphalt, and as needed sign replacement.
  - Installed new holiday décor around City Hall and the BTRCC during the December holiday season.
  - Completed the maintenance and oversight activities at the 82-acre habitat restoration area near Upper Oso Reservoir.
5. Held successful electronic waste/document shredding event and Paint Collection Event.
  6. Participated in regional meetings of the watershed management group, CalRecycle, and OCTA Technical Advisory Committee.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

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. Identify potential improvements to 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. Coordinate with utility companies to ensure work completion with minimal impact on City residents, streets, and businesses.
9. Continue to identify Grant funding opportunities for future City construction projects.
10. Complete the construction of the Splash Pad at Central Park.
11. Begin the design phase of the Eastbound Santa Margarita Parkway Bridge and Antonio Parkway Bridge Maintenance Projects.

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

|                                    |                |                                 |                      |                      | -----FY 2020/21----- |                   | FY 2021/22           |                               |
|------------------------------------|----------------|---------------------------------|----------------------|----------------------|----------------------|-------------------|----------------------|-------------------------------|
| DIVISION                           | ACCT<br>NUMBER | DESCRIPTION                     | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>PUBLIC WORKS</u></b>         |                |                                 |                      |                      |                      |                   |                      |                               |
| <b><u>EXPENDITURES</u></b>         |                |                                 |                      |                      |                      |                   |                      |                               |
| <b>PERSONNEL</b>                   |                |                                 |                      |                      |                      |                   |                      |                               |
|                                    | 512.000        | Salaries - Regular              | 328,235              | 320,170              | 338,035              | 451,535           | 490,103              | 467,425                       |
|                                    | 512.001        | Salaries - Allocated to CIP     | -                    | -                    | (309)                | (150,000)         | (155,302)            | (110,000)                     |
|                                    | 521.000        | Medicare                        | 6,702                | 6,393                | 6,942                | 6,508             | 7,014                | 6,738                         |
|                                    | 522.000        | Retirement                      | 68,063               | 43,039               | 46,215               | 50,492            | 51,787               | 59,791                        |
|                                    | 523.000        | Unemployment Insurance          | 1,656                | 1,523                | 879                  | 788               | 788                  | 725                           |
|                                    | 526.000        | FICA Cost                       |                      |                      | 2,141                | 2,247             | 1,736                | -                             |
|                                    | 530.000        | Benefits                        | 36,576               | 41,759               | 29,454               | 68,250            | 27,757               | 72,450                        |
| <b>TOTAL PERSONNEL (4.36 FTE )</b> |                |                                 | <b>441,232</b>       | <b>412,884</b>       | <b>423,357</b>       | <b>429,820</b>    | <b>423,883</b>       | <b>497,129</b>                |
| <b>OPERATIONS</b>                  |                |                                 |                      |                      |                      |                   |                      |                               |
|                                    | 610.000        | Membership & Dues               | 573                  | 147                  | 228                  | 1,912             | -                    | 935                           |
|                                    | 611.000        | Training                        | 360                  | -                    | 120                  | -                 | -                    | 2,000                         |
|                                    | 612.000        | Travel & Meetings               | 407                  | 35                   | 35                   | -                 | -                    | 1,150                         |
|                                    | 622.010        | Special Dept. Expense           | 928                  | 191                  | 579                  | -                 | 2,202                | 2,000                         |
|                                    | 622.020        | Underground Service Alert       | 498                  | 738                  | 1,023                | 1,000             | 1,000                | 1,000                         |
|                                    | 626.000        | Books & Periodicals             | -                    | -                    | -                    | -                 | -                    | 500                           |
|                                    | 643.000        | Storage Facility Rental         | 6,000                | 6,000                | 8,750                | 7,020             | 9,000                | 9,000                         |
|                                    | 650.000        | Storm Water (NPDES)             | 179,412              | 170,020              | 210,027              | 225,514           | 223,058              | 242,535                       |
|                                    | 660.000        | Solid Waste Management          | 28,615               | 39,358               | 53,871               | 70,973            | 70,973               | 98,717                        |
|                                    | 660.001        | Solid Waste Recycling           | -                    | -                    | -                    | -                 | -                    | -                             |
|                                    | 660.002        | Beverage Recycling Expenditures | -                    | 1,666                | 1,762                | 1,800             | 1,800                | 1,800                         |
|                                    | 661.000        | Landscape Maintenance           | 14,045               | 17,740               | 28,906               | 40,604            | 40,604               | 42,200                        |
|                                    | 661.001        | Park Maintenance                | 11,183               | 12,817               | 26,303               | 33,508            | 33,508               | 34,800                        |
|                                    |                | Subtotal                        | 242,021              | 248,712              | 331,603              | 382,331           | 382,145              | 436,637                       |
|                                    | 700.006        | PS - Non-recoverable            | -                    | -                    | -                    | -                 | -                    | -                             |
|                                    | 700.013        | PS - Recoverable                | 21,136               | 23,976               | 20,800               | -                 | 6,544                | 2,000                         |
|                                    | 700.015        | PS - Traffic Engineering        | 115,768              | 104,564              | 104,156              | 121,800           | 121,800              | 131,560                       |
|                                    |                | Subtotal                        | 136,904              | 128,540              | 124,956              | 121,800           | 128,344              | 133,560                       |
| <b>TOTAL OPERATIONS</b>            |                |                                 | <b>378,925</b>       | <b>377,252</b>       | <b>456,559</b>       | <b>504,131</b>    | <b>510,489</b>       | <b>570,197</b>                |
| <b>CAPITAL OUTLAY</b>              |                |                                 |                      |                      |                      |                   |                      |                               |
|                                    | 844.000        | City Vehicle                    | -                    | 29,308               | -                    | -                 | -                    | -                             |
|                                    | 871.000        | Speed/Volume Study              | 9,448                | 7,970                | 750.00               | 3,800             | 3,800                | 7,800                         |
|                                    | 872.001        | Design - Local Projects         | 2,575                | -                    | -                    | -                 | -                    | 3,000                         |
|                                    | 874.000        | Pavement Mgmt System            | 16,411               | 16,857               | 14,885.3             | 17,000            | 17,000               | 15,400                        |
| <b>TOTAL CAPITAL OUTLAY</b>        |                |                                 | <b>28,434</b>        | <b>54,135</b>        | <b>15,635</b>        | <b>20,800</b>     | <b>20,800</b>        | <b>26,200</b>                 |
| <b>TOTAL EXPENDITURES</b>          |                |                                 | <b>848,591</b>       | <b>844,271</b>       | <b>895,551</b>       | <b>954,751</b>    | <b>955,172</b>       | <b>1,093,526</b>              |
| <b>FUNDING SOURCES</b>             |                |                                 |                      |                      |                      |                   |                      |                               |
|                                    | 100            | General Fund                    | 433,251              | 420,496              | 476,568              | 530,803           | 517,927              | 640,073                       |
|                                    | 210            | Gas Tax                         | 136,389              | 125,181              | 125,181              | 141,380           | 142,735              | 151,001                       |
|                                    | 100            | Waste Recycling Grant           | 91,566               | 93,764               | 97,170               | 97,170            | 97,170               | 98,142                        |
|                                    | 100            | Waste Disposal Agreement        | 88,066               | 97,563               | 108,883              | 100,883           | 108,883              | 113,900                       |
|                                    | 100            | Beverage Recycling Grant        | 12,326               | 12,506               | 12,292               | 13,000            | 13,000               | 13,000                        |
|                                    | 100            | GF-Public Works Revenue         | 86,993               | 94,761               | 75,457               | 71,515            | 75,457               | 77,410                        |
| <b>TOTAL FUNDING SOURCES</b>       |                |                                 | <b>848,591</b>       | <b>844,271</b>       | <b>895,551</b>       | <b>954,751</b>    | <b>955,172</b>       | <b>1,093,526</b>              |

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

| ACCT                             |         | DESCRIPTION                | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|----------------------------------|---------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                         | NUMBER  |                            |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>STREET MAINTENANCE</u></b> |         |                            |                      |                      |                      |                      |                      |                               |
| <i>EXPENDITURES</i>              |         |                            |                      |                      |                      |                      |                      |                               |
| <i>PERSONNEL</i>                 |         |                            |                      |                      |                      |                      |                      |                               |
|                                  | 512.000 | Salaries - Regular         | 54,242               | 54,638               | 59,296               | 60,216               | 59,791               | 62,514                        |
|                                  | 521.000 | Medicare                   | 784                  | 788                  | 891                  | 866                  | 867                  | 899                           |
|                                  | 522.000 | Retirement                 | 3,906                | 7,334                | 6,635                | 6,870                | 7,164                | 7,978                         |
|                                  | 523.000 | Unemployment Insurance     | 381                  | 112                  | 87                   | 88                   | 88                   | 81                            |
|                                  | 530.000 | Benefits                   | 3,422                | 9,765                | 10,123               | 9,750                | 9,310                | 10,350                        |
| <i>TOTAL PERSONNEL (.5 FTE )</i> |         |                            | <b>62,735</b>        | <b>72,637</b>        | <b>77,033</b>        | <b>77,790</b>        | <b>77,220</b>        | <b>81,822</b>                 |
| <i>OPERATIONS</i>                |         |                            |                      |                      |                      |                      |                      |                               |
|                                  | 700.019 | PS - Contract Admin        | -                    | -                    | -                    | -                    | -                    | -                             |
|                                  | 720.000 | Misc. Street Maintenance   | 72,110               | 80,822               | 94,847               | 95,775               | 95,775               | 96,000                        |
|                                  | 720.004 | Street Maint. Contract     | 559,193              | 559,153              | 556,942              | 584,200              | 584,200              | 584,200                       |
|                                  | 720.007 | Street Sweeping            | 83,890               | 87,892               | 96,774               | 99,996               | 97,668               | 103,140                       |
|                                  | 720.008 | Traffic Signal Maintenance | 109,136              | 93,408               | 120,794              | 112,944              | 112,944              | 112,944                       |
|                                  | 720.009 | Special Repairs            | (5,878)              | 49,826               | 13,522               | -                    | 5,052                | 14,000                        |
|                                  | 720.011 | Traffic Improvements       | 3,139                | 4,833                | 220                  | 5,100                | 5,100                | 5,400                         |
|                                  | 720.014 | Street Maint - NPDES       | 41,661               | 38,891               | 39,984               | 40,000               | 40,000               | 45,000                        |
|                                  | 720.016 | Bus Shelter Maintenance    | 1,890                | 1,890                | 2,381                | 2,400                | 2,400                | 4,000                         |
|                                  |         | Subtotal                   | <b>865,141</b>       | <b>916,715</b>       | <b>925,464</b>       | <b>940,415</b>       | <b>943,139</b>       | <b>964,684</b>                |
| <i>TOTAL EXPENDITURES</i>        |         |                            | <b>927,876</b>       | <b>989,352</b>       | <b>1,002,497</b>     | <b>1,018,205</b>     | <b>1,020,359</b>     | <b>1,046,506</b>              |
| <i>FUNDING SOURCES</i>           |         |                            |                      |                      |                      |                      |                      |                               |
|                                  | 100     | General Fund               | 390,748              | 390,747              | 390,747              | 428,337              | 428,337              | 428,337                       |
|                                  | 212     | Measure M Fund             | 453,238              | 510,713              | 514,976              | 489,872              | 494,354              | 515,029                       |
|                                  | 210     | Gas Tax Fund               | 83,890               | 87,892               | 96,774               | 99,996               | 97,668               | 103,140                       |
| <i>TOTAL FUNDING SOURCES</i>     |         |                            | <b>927,876</b>       | <b>989,352</b>       | <b>1,002,497</b>     | <b>1,018,205</b>     | <b>1,020,359</b>     | <b>1,046,506</b>              |

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

| DIVISION                      | ACCT<br>NUMBER | DESCRIPTION  | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|-------------------------------|----------------|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
|                               |                |              |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>STREET LIGHTING</u></b> |                |              |                      |                      |                      |                      |                      |                               |
| <i>EXPENDITURES</i>           |                |              |                      |                      |                      |                      |                      |                               |
| <i>OPERATIONS</i>             |                |              |                      |                      |                      |                      |                      |                               |
|                               | 631.003        | Utilities    | 266,254              | 272,097              | 287,141              | 288,000              | 312,000              | 338,808                       |
| <i>TOTAL OPERATIONS</i>       |                |              | 266,254              | 272,097              | 287,141              | 288,000              | 312,000              | 338,808                       |
| <i>TOTAL EXPENDITURES</i>     |                |              | 266,254              | 272,097              | 287,141              | 288,000              | 312,000              | 338,808                       |
| <i>FUNDING SOURCES</i>        |                |              |                      |                      |                      |                      |                      |                               |
|                               | 210            | Gas Tax Fund | 261,639              | 272,097              | 287,141              | 288,000              | 312,000              | 338,808                       |
| <i>TOTAL FUNDING SOURCES</i>  |                |              | 261,639              | 272,097              | 287,141              | 288,000              | 312,000              | 338,808                       |



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

| ACCT                               |         | DESCRIPTION               | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21----- |                      | FY 2021/22                    |
|------------------------------------|---------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|
| DIVISION                           | NUMBER  |                           |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET<br>6/9/2021 |
| <b><u>BUILDING MAINTENANCE</u></b> |         |                           |                      |                      |                      |                      |                      |                               |
| <i>EXPENDITURES</i>                |         |                           |                      |                      |                      |                      |                      |                               |
| <i>OPERATIONS</i>                  |         |                           |                      |                      |                      |                      |                      |                               |
|                                    | 640.001 | City Hall Elect/Water     | 64,070               | 64,934               | 68,566               | 76,908               | 79,512               | 82,920                        |
|                                    | 640.002 | City Hall Facility Maint. | 111,479              | 118,097              | 99,338               | 113,785              | 122,825              | 127,211                       |
|                                    | 640.101 | BTRCC Utilities           | 64,363               | 61,572               | 57,548               | 38,052               | 39,952               | 81,468                        |
|                                    | 640.102 | BTRCC Facility Maint.     | 87,982               | 82,999               | 75,415               | 58,985               | 40,950               | 120,330                       |
|                                    | 640.104 | BTRCC Improvements        | 1,198                | 288                  | -                    | 3,490                | 3,490                | 5,000                         |
|                                    |         | Subtotal                  | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 416,929                       |
|                                    | 640.003 | City Hall Facility Mgmt.  | -                    | -                    | -                    | -                    | -                    | -                             |
|                                    |         | Subtotal                  | -                    | -                    | -                    | -                    | -                    | -                             |
| <i>TOTAL OPERATIONS</i>            |         |                           | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 416,929                       |
| <i>TOTAL EXPENDITURES</i>          |         |                           | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 416,929                       |
| <i>FUNDING SOURCES</i>             |         |                           |                      |                      |                      |                      |                      |                               |
|                                    | 100     | General Fund              | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 343,079                       |
|                                    | 230     | American Rescue Plan      | -                    | -                    | -                    | -                    | -                    | 73,850                        |
| <i>TOTAL FUNDING SOURCES</i>       |         |                           | 329,092              | 327,890              | 300,868              | 291,220              | 286,729              | 416,929                       |

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# Community Services



*Rancho Santa Margarita*  
*California*

# Community Services

|                        | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>ADOPTED<br>BUDGET<br>6/9/2021 |
|------------------------|----------------------|----------------------|----------------------|---|----------------------|---|
| COMMUNITY SERVICES     |                      |                      |                      |   |                      |   |
| 710 Community Services | 1,126,501            | 1,069,411            | 977,633              | 566,341                                   | 227,129              | 903,479                                     |
| TOTAL EXPENDITURES     | <u>1,126,501</u>     | <u>1,069,411</u>     | <u>977,633</u>       | <u>566,341</u>                            | <u>227,129</u>       | <u>903,479</u>                              |



*Community Services*  
**COMMUNITY SERVICES**  
**BELL TOWER REGIONAL COMMUNITY CENTER**

**DESCRIPTION**

Community Services is responsible for enhancing the daily lives of the vibrant community that they serve. It is accomplished by aligning with high-quality vendor services and sharing a common goal of providing the public with excellent service and attention through special events, City promotion, provision of services, and providing a state-of-the-art recreational facility for residents and businesses usage. The Community Services Department continues to adapt and fulfill the needs communicated by the people that they serve.

**ACCOMPLISHMENTS: FISCAL YEAR 2020-21**

1. Planned a small socially distanced Patriot Day Commemoration outside by the City Hall flag poles.
2. Worked with RSM Cares on a number of activities including the RSM Arts program, Breakfast with Santa and the RSM Food Bank securing many locations for food donation boxes.
3. Provided a variety of senior programs in partnership with Age Well Senior Services including: Meals on Wheels, Grab-n-Go Lunch and implemented the Pet Food Pantry.
4. Provided drive-thru Flu Shot Clinic with over 60 participants.
5. Managed Senior Mobility Program, which provided reliable transportation services to over 200 senior citizens.
6. Supported the City's Adopted 2/5 Marines - participated in drive-thru homecomings, deployments, cleaning of the barracks, and drive-thru holiday events.
7. Offered 9 drive-thru pet vaccination clinics to help residents maintain the health of their pets with more than 150 cats and/or dogs receiving these services.
8. Supported Boys and Girls Club outdoor programs and special holiday activities.
9. Performed a seamless reopening transition of the Bell Tower Regional Community Center.
10. Attended a number of monthly Zoom meetings with other cities.

**GOALS AND OBJECTIVES: FISCAL YEAR 2021-22**

1. Perform a seamless reopening transition of Bell Tower Regional Community Center.
2. Ensure all programs, services and events adhere to current health guidelines.
3. Review and revise activity waivers, registration system, instructor agreements, contracts, rental packet, facility use agreement, and procedures.
4. Rebuild and enhance program offerings at the Bell Tower Regional Community Center.
5. Maintain sponsorship program and engage businesses in events and programs.
6. Continue to support RSM Chamber, RSM Cares, Rotary SAMLARC and other organizations.
7. Renovate the Quiet Lounge at the Bell Tower Regional Community Center.
8. Continue to build and gain support from non-profit organizations, churches, and schools to maintain partnerships and increase community participation.
9. Increase marketing for facility rentals, recreation programs and community events.
10. Implement the City's special events successfully and safely.

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

| ACCT                             |         | FY 2017/18                | FY 2018/19       | FY 2019/20       | -----FY 2020/21----- |                | FY 2021/22        |                         |
|----------------------------------|---------|---------------------------|------------------|------------------|----------------------|----------------|-------------------|-------------------------|
| DIVISION                         | NUMBER  | DESCRIPTION               | ACTUAL           | ACTUAL           | ACTUAL               | AMENDED BUDGET | YEAR-END ESTIMATE | ADOPTED BUDGET 6/9/2021 |
| <b><u>COMMUNITY SERVICES</u></b> |         |                           |                  |                  |                      |                |                   |                         |
| <b>EXPENDITURES</b>              |         |                           |                  |                  |                      |                |                   |                         |
| <b>PERSONNEL</b>                 |         |                           |                  |                  |                      |                |                   |                         |
|                                  | 512.000 | Salaries - Regular        | 291,538          | 303,346          | 375,261              | 145,536        | 96,229            | 225,893                 |
|                                  | 515.000 | Part Time Personnel       | 72,970           | 94,056           | 64,423               | 48,100         | -                 | 92,574                  |
|                                  | 521.000 | Medicare                  | 5,261            | 5,731            | 6,344                | 2,793          | 1,380             | 4,260                   |
|                                  | 522.000 | Retirement                | 90,361           | 69,799           | 74,591               | 48,029         | 38,545            | 53,726                  |
|                                  | 523.000 | Unemployment Insurance    | 3,580            | 2,886            | 1,966                | 678            | 175               | 1,288                   |
|                                  | 526.000 | FICA Cost                 | 3,175            | 4,789            | 3,899                | 2,982          | -                 | -                       |
|                                  | 530.000 | Benefits                  | 47,226           | 46,276           | 29,675               | 39,000         | 16,124            | 51,750                  |
| <b>TOTAL PERSONNEL (6.4 FTE)</b> |         |                           | <b>514,111</b>   | <b>526,883</b>   | <b>556,159</b>       | <b>287,118</b> | <b>152,453</b>    | <b>429,491</b>          |
| <b>OPERATIONS</b>                |         |                           |                  |                  |                      |                |                   |                         |
|                                  | 610.000 | Membership & Dues         | 1,279            | 1,303            | 1,279                | 185            | 77                | 1,133                   |
|                                  | 611.000 | Training                  | 75               |                  | 10                   | 240            | -                 | 900                     |
|                                  | 612.000 | Travel/Conf/Meetings      | 335              | 349              | 35                   | 285            | 216               | 635                     |
|                                  | 614.000 | Newsletter/Class Schedule | 48,224           | 44,197           | 28,999               | 22,650         | -                 | 29,600                  |
|                                  | 618.001 | Community Support 2/5     | 194              | 2,477            | 2,231                | 2,500          | 2,500             | 5,000                   |
|                                  | 622.010 | Special Depart. Expense   | 983              | 130              | 1,933                | -              | -                 | 15,000                  |
|                                  | 640.103 | Phones                    | 7,557            | 8,407            | 8,993                | 6,660          | 7,697             | 8,760                   |
|                                  | 674.000 | Senior Mobility Program   | 54,487           | 18,002           | 9,769                | 24,000         | 6,624             | 26,400                  |
|                                  | 675.002 | NYE Event                 | 29,778           | 30,312           | 38,625               | 20,000         | -                 | 30,300                  |
|                                  | 675.005 | Summer Concert Series     | 53,029           | 47,852           | 61,040               | 30,700         | -                 | 62,800                  |
|                                  | 675.007 | Patriot Day               | 368              | 368              | 209                  | -              | 178               | 700                     |
|                                  | 675.101 | Programs                  | 183,537          | 163,727          | 82,003               | 42,824         | -                 | 72,000                  |
|                                  | 675.102 | Rental Expenses           | 13,512           | 12,679           | 9,653                | 4,800          | -                 | 4,800                   |
|                                  | 675.103 | BTRCC Admin               | 27,032           | 20,725           | 15,569               | 9,859          | 2,864             | 21,440                  |
|                                  |         | Subtotal                  | 420,390          | 350,528          | 260,348              | 164,703        | 20,156            | 279,468                 |
|                                  | 675.001 | Youth Center              | 120,000          | 120,000          | 89,126               | 60,000         | -                 | 120,000                 |
|                                  | 675.006 | Seniors Program           | 72,000           | 72,000           | 72,000               | 54,520         | 54,520            | 74,520                  |
|                                  | 700.028 | PS - Public Relations     | -                | -                | -                    | -              | -                 | -                       |
|                                  |         | Subtotal                  | -                | -                | -                    | -              | -                 | -                       |
| <b>TOTAL OPERATIONS</b>          |         |                           | <b>612,390</b>   | <b>542,528</b>   | <b>421,474</b>       | <b>279,223</b> | <b>74,676</b>     | <b>473,988</b>          |
| <b>CAPITAL OUTLAY</b>            |         |                           |                  |                  |                      |                |                   |                         |
|                                  | 840.000 | Furniture & Fixtures      | -                | -                | -                    | -              | -                 | -                       |
| <b>TOTAL CAPITAL OUTLAY</b>      |         |                           | <b>-</b>         | <b>-</b>         | <b>-</b>             | <b>-</b>       | <b>-</b>          | <b>-</b>                |
| <b>TOTAL EXPENDITURES</b>        |         |                           | <b>1,126,501</b> | <b>1,069,411</b> | <b>977,633</b>       | <b>566,341</b> | <b>227,129</b>    | <b>903,479</b>          |
| <b>FUNDING SOURCES</b>           |         |                           |                  |                  |                      |                |                   |                         |
|                                  | 100     | General Fund              | 590,524          | 579,679          | 952,552              | 384,620        | 202,048           | (12,375)                |
|                                  | 100     | Senior Mobility Grant     | 27,005           | 28,842           | 24,636               | 24,630         | 24,636            | 27,105                  |
|                                  | 230     | American Rescue Plan Act  | -                | -                | -                    | -              | -                 | 679,801                 |
|                                  | 100     | GF - Com. Svcs. Revenue   | 508,972          | 460,890          | 445                  | 157,091        | 445               | 208,948                 |
| <b>TOTAL FUNDING SOURCES</b>     |         |                           | <b>1,126,501</b> | <b>1,069,411</b> | <b>977,633</b>       | <b>566,341</b> | <b>227,129</b>    | <b>903,479</b>          |

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# Capital Improvement Plan



*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 2020-21

1. Completed the design and construction of various street improvement projects including:
  - Antonio Parkway Pavement Rehabilitation from Via Ladera to Avenida de las Banderas
  - Annual Residential Overlay
  - Annual Residential Slurry Seal
  - Annual Concrete Repair Program consisting of as needed repairs to sidewalk and curb and gutter Citywide
  - Santa Margarita Bridge Hinge Replacement
2. Installed the following traffic improvements:
  - Antonio Parkway and La Promesa, and Antonio Parkway and Ave. de Las Banderas Intersection Traffic Signal Enhancements.
  - Traffic Signal System Maintenance - citywide
3. Initiated Projects to be continued in FY 2021/22:
  - Splash Pad at Central Park

## GOALS AND OBJECTIVES: FISCAL YEAR 2021-22

Public Works will implement 22 Capital Improvement Program projects for Fiscal Year 2021-22, totaling approximately \$5.089 M, listed below. Additionally, the City will continue to seek grant opportunities and other one-time revenue sources for capital projects.

1. Seven street improvement/maintenance projects:
  - Annual Slurry Seal Project – Zone 4
  - Annual Concrete Repair Program consisting of as needed repairs to sidewalk and curb and gutter Citywide
  - ADA Concrete Repair Program
  - Arroyo Vista Pavement Rehabilitation from Avenida Empresa to end (Tijeras Creek Golf Course)
  - Plano Trabuco Catch Basin and Sidewalk Repair Project
  - Annual Residential Overlay
  - Antonio Parkway/Alas de Paz Overlay Project
2. Two special projects:
  - Upper Oso Habitat Restoration Project (closeout)
  - Central Park Splash Pad
3. Three Landscape/Renovation projects:
  - Traffic Signal Enhancements (Seven Intersections)
  - Plano Trabuco Median Landscaping Renovation
  - Antonio Parkway Gateway Enhancement (Design)

## *Capital Improvement Program*

(continued)

4. Three City Hall and Bell Tower Regional Community Center projects:
  - HVAC Unit Upgrades
  - City Hall Bell System Replacement
  - Building Access Control System Maintenance Upgrades
5. Four traffic improvement projects:
  - Los Alisos/ Melinda Road Signal and Equipment Upgrades
  - Traffic Signal Maintenance Project
  - Melinda Median Extension
  - Santa Margarita Parkway Signal Synchronization (Design)
6. Three Bridge project:
  - Santa Margarita Parkway Bridge Hinge Repair Project (Habitat Monitoring)
  - Santa Margarita Parkway Bridge – Eastbound Bridge Project (Design)
  - Antonio Parkway Bridge Project (Design)

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

| ACCT<br>NUMBER                              | DESCRIPTION   | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | -----FY 2020/21-----<br>AMENDED BUDGET | YEAR-END<br>ESTIMATE | FY 2021/22<br>Proposed<br>BUDGET |
|---|---|----------------------|----------------------|----------------------|--|----------------------|----------------------------------|
| <b><u>CAPITAL PROJECTS</u></b>              |   |                      |                      |                      |  |                      |                                  |
| <b><u>EXPENDITURES - CAPITAL OUTLAY</u></b> |   |                      |                      |                      |  |                      |                                  |
| 790.210                                     | Transfer to Gas Tax Fund                              | 27,220               | 919                  | -                    | -                                      | -                    | -                                |
| 911.000                                     | Annual Slurry Seal Program                            | 267,295              | 350,861              | 403,584              | 500,000                                | 468,330              | 580,000                          |
| 911.002                                     | Antonio Pkwy. Slurry Seal                             | -                    | -                    | 114,059              | -                                      | -                    | -                                |
| 911.003                                     | Avenida De Las Banderas Slurry Seal                   | -                    | -                    | 111,890              | -                                      | -                    | -                                |
| 911.004                                     | Avenida de Las Flores Slurry Seal                     | -                    | 239,939              | 93,733               | -                                      | -                    | -                                |
| 911.005                                     | La Promesa Slurry Seal                                | -                    | -                    | 69,747               | -                                      | -                    | -                                |
| 912.000                                     | Annual Residential Overlay                            | (22,486)             | 5,340                | 157,141              | 600,000                                | 2,500                | 205,000                          |
| 912.003                                     | Arroyo Vista Pavement Rehabilitation                  | -                    | -                    | -                    | -                                      | -                    | 920,000                          |
| 912.004                                     | Vista Drive Street Repair Project                     | -                    | 25,551               | 737,665              | -                                      | -                    | -                                |
| 913.007                                     | Antonio Pkwy. Pavement Rehabilitation                 | 298,774              | 960                  | 382,599              | 300,000                                | 115,000              | -                                |
| 913.009                                     | Coto de Caza/La Promesa Pavement Rehab.               | 247                  | -                    | -                    | -                                      | -                    | -                                |
| 913.010                                     | SM Pkwy. Pavement Rehabilitation                      | 382,727              | 1,360                | -                    | -                                      | -                    | -                                |
| 913.011                                     | Avenida Empresa Pavement Rehabilitation               | 254,985              | 538,300              | -                    | -                                      | -                    | -                                |
| 913.012                                     | Esperanza Restriping                                  | -                    | -                    | -                    | -                                      | -                    | -                                |
| 915.000                                     | Median Hardscape Renovation                           | 165,763              | 214,934              | -                    | -                                      | -                    | -                                |
| 915.003                                     | Melinda Road Median Improvements                      | -                    | -                    | 14,140               | -                                      | -                    | 150,000                          |
| 916.002                                     | Auto Center Drive Signage                             | 39,463               | -                    | -                    | -                                      | -                    | -                                |
| 916.003                                     | Antonio Parkway Gateway Improvements                  | -                    | -                    | 54,383               | -                                      | -                    | 65,000                           |
| 916.004                                     | Rancho Trabuco/Plano Trabuco Road Knuckle Enhancement | -                    | -                    | -                    | 10,000                                 | 7,000                | -                                |
| 918.001                                     | Santa Margarita Pkwy./Empresa Landscaping             | -                    | -                    | -                    | -                                      | -                    | -                                |
| 918.002                                     | City Hall Landscaping Renovation                      | 127,726              | -                    | -                    | -                                      | -                    | -                                |
| 918.003                                     | El Paseo Corridor Improvements                        | -                    | 2,214                | 108,547              | -                                      | -                    | -                                |
| 918.004                                     | Plano Trabuco Median Landscape Renovation             | -                    | -                    | 7,993                | 10,000                                 | 10,000               | 185,000                          |
| 919.000                                     | Citywide Red Curb Evaluation                          | -                    | 37,993               | 9,966                | -                                      | -                    | -                                |
| 921.003                                     | SMP Signal & Equipment Upgrade                        | 1,020                | -                    | 6,058                | -                                      | -                    | -                                |
| 921.004                                     | Antonio Pkwy. Signal & Equipment Upgrade              | 438                  | 2,305                | (2,305)              | -                                      | -                    | -                                |
| 921.005                                     | Traffic Signal Enhancements                           | 51,711               | 52,305               | 85,692               | 145,000                                | 120,000              | 405,000                          |
| 921.006                                     | Avenida De Las Banderas Traffic Signal Modification   | 260                  | -                    | -                    | -                                      | -                    | -                                |
| 921.007                                     | Traffic Signal Modification Banderas/Esperanza        | -                    | 9,602                | -                    | -                                      | -                    | -                                |
| 921.008                                     | Los Alisos/Melinda Road Signal Equipment Upgrade      | -                    | -                    | 5,130                | 54,000                                 | 5,130                | 52,000                           |
| 923.003                                     | Traffic Signal Battery Backup System                  | -                    | 8,951                | 90,276               | -                                      | -                    | -                                |
| 923.005                                     | Traffic Calming at Avenida de los Fundadores          | -                    | -                    | 36,469               | -                                      | -                    | -                                |
| 931.004                                     | SMP Bridge Hinge Repair                               | 12,927               | 55,676               | 483,050              | 3,234,000                              | 2,851,080            | 201,000                          |
| 931.005                                     | SMP Bridge (Eastbound)                                | -                    | -                    | -                    | -                                      | -                    | 289,000                          |
| 934.001                                     | Annual Concrete - Sidewalk Repairs                    | 718                  | 92,488               | 73,757               | 90,000                                 | 87,000               | 93,000                           |
| 934.007                                     | ADA Curb Ramp Installation                            | 102,093              | 164,874              | 124,861              | -                                      | -                    | 197,006                          |
| 934.009                                     | Vereda Laguna Sidewalk & Landscape Renovation         | 194,982              | -                    | -                    | -                                      | -                    | -                                |
| 940.001                                     | Transit Planning Feasibility Study                    | 18,546               | -                    | -                    | -                                      | -                    | -                                |
| 951.006                                     | Building Improvements                                 | 1,037                | -                    | -                    | -                                      | -                    | -                                |
| 951.007                                     | City Hall IT/Server Room Fire Suppression System      | 33,487               | -                    | -                    | -                                      | -                    | -                                |
| 951.008                                     | City Hall & BTRCC Flooring/Carpeting                  | -                    | -                    | 3,131                | 145,000                                | 133,390              | -                                |
| 951.013                                     | BTRCC Youth Lounge Courtyard Improvement              | 93,920               | 5,297                | -                    | -                                      | -                    | -                                |
| 951.014                                     | BTRCC Ball Room Flooring                              | -                    | -                    | -                    | -                                      | -                    | -                                |
| 951.015                                     | City Hall / BTRCC Interior Painting                   | 24,030               | 33                   | -                    | -                                      | -                    | -                                |
| 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               | -                    | -                                      | -                    | -                                |
| 951.022                                     | HVAC Unit Upgrades                                    | -                    | -                    | -                    | 100,000                                | 100,000              | 406,000                          |
| 952.001                                     | Chiquita Ridge Open Space Assessment                  | 963                  | -                    | -                    | -                                      | -                    | -                                |
| 952.002                                     | Chiquita Ridge Habitat Restoration                    | 210,955              | 184,247              | 155,622              | 30,000                                 | 30,000               | 20,000                           |
| 954.005                                     | Emergency Vehicle Pre-Emption/Phase 2 & 3             | -                    | 7,799                | 89,991               | -                                      | -                    | -                                |
| 954.010                                     | Protected Left Turn Study                             | -                    | -                    | 766                  | -                                      | -                    | -                                |
| 961.002                                     | Skate Park Renovations                                | 2,346                | 13,809               | -                    | -                                      | -                    | -                                |
| 962.000                                     | Dog Park Renovation                                   | 97,500               | 407                  | -                    | -                                      | -                    | -                                |
| 965.000                                     | Splash Pad at Central Park                            | -                    | 48,273               | 81,103               | 1,546,906                              | 1,000,000            | 407,000                          |
| 970.000                                     | Storm Drain System / Study                            | -                    | -                    | 193,236              | 169,000                                | 152,500              | -                                |
| 970.004                                     | CCTV Inspection of Storm Drain System                 | 263                  | 3,918                | -                    | -                                      | -                    | -                                |
| 970.005                                     | Trash Reduction Catch Basin Inserts                   | 1,380                | -                    | -                    | -                                      | -                    | -                                |
| 921.009                                     | Traffic Signal System Maintenance                     | -                    | -                    | -                    | 65,000                                 | 65,000               | 90,000                           |
| <b>NEW</b>                                  | City Hall Bell System Replacement                     | -                    | -                    | -                    | -                                      | -                    | 25,000                           |
| <b>NEW</b>                                  | Plano Trabuco Catch Basin and Sidewalk Repair Project | -                    | -                    | -                    | -                                      | -                    | 25,000                           |
| <b>NEW</b>                                  | Antonio Parkway Overlay (Alas de Paz to SMP)          | -                    | -                    | -                    | -                                      | -                    | 550,000                          |
| <b>NEW</b>                                  | Building Access Card System Maintenance Upgrades      | -                    | -                    | -                    | -                                      | -                    | 60,000                           |
| <b>NEW</b>                                  | SMP Signal Sync Project                               | -                    | -                    | -                    | -                                      | -                    | 25,000                           |
| <b>NEW</b>                                  | Antonio Pkwy. Bridge                                  | -                    | -                    | -                    | -                                      | -                    | 139,000                          |
| <b>TOTAL CAPITAL OUTLAY</b>                 |   | <b>2,420,781</b>     | <b>2,112,776</b>     | <b>3,692,284</b>     | <b>6,998,906</b>                       | <b>5,146,930</b>     | <b>5,089,006</b>                 |
| <b>TOTAL EXPENDITURES</b>                   |   | <b>2,420,781</b>     | <b>2,112,776</b>     | <b>3,692,284</b>     | <b>6,998,906</b>                       | <b>5,146,930</b>     | <b>5,089,006</b>                 |

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

| Fund 410, Division 900 |   |                      |                      |                      | -----FY 2020/21----- |                      | FY 2021/22         |
|------------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------|
| ACCT<br>NUMBER         | DESCRIPTION                             | FY 2017/18<br>ACTUAL | FY 2018/19<br>ACTUAL | FY 2019/20<br>ACTUAL | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | Proposed<br>BUDGET |
| FUNDING SOURCES        |   |                      |                      |                      |                      |                      |                    |
| XXX                    | Use of City Reserves                    | -                    | -                    | -                    | 310,000              | 298,390              | 305,000            |
| 100                    | Transfer From General Fund              | 571,689              | 351,400              | 994,417              | -                    | -                    | -                  |
| 210                    | Transfer From Gas Tax Fund              | 1,021,646            | 724,338              | 516,783              | 1,146,000            | 1,047,910            | 730,000            |
| 212                    | Transfer From Measure M Fund            | 38,000               | 137,305              | 563,103              | 145,000              | 120,000              | 295,000            |
| 214                    | Transfer From Air Quality Improve. Fund | 1,458                | 17,056               | 219,149              | 54,000               | 5,130                | 57,000             |
| 218                    | Transfer From TCRF Fund                 | -                    | -                    | 131,000              | 34,000               | 34,000               | 5,000              |
| 220                    | Transfer From Park Trust                | 193,766              | 67,785               | 81,103               | 1,339,128            | 1,000,000            | 200,000            |
| 226                    | Transfer From RMRA Fund                 | -                    | 658,239              | 643,223              | 900,000              | 117,500              | 2,050,000          |
| 230                    | Transfer From ARPA Fund                 | -                    | -                    | -                    | -                    | -                    | 406,000            |
| 423.013                | HBP                                     | 147,314              | 20,638               | 72,374               | 2,863,000            | 2,903,563            | 557,000            |
| 423.016                | APM                                     | 220,676              | -                    | -                    | -                    | -                    | -                  |
| 470.001                | Interest Income/Other                   | 1,766                | 3,485                | 1,241                | -                    | -                    | -                  |
| 470.002                | Unrealized Gain/Loss on Invest          | (85)                 | 1,611                | 2,531                | -                    | -                    | -                  |
| 485.014                | CDBG Grant                              | 277,343              | 111,414              | 2,020                | -                    | 113,841              | 197,006            |
|                        | State Capita Park Grant (Prop. 68)      | -                    | -                    | -                    | 207,778              | -                    | 207,000            |
| 485.021                | APM                                     | -                    | 30,844               | -                    | -                    | -                    | -                  |
| 485.019                | CTFP                                    | 91,961               | -                    | -                    | -                    | -                    | 20,000             |
| New                    | PARSAC Grant                            | -                    | -                    | -                    | -                    | -                    | 60,000             |
| 485.020                | Project V                               | 44,442               | -                    | -                    | -                    | -                    | -                  |
| 485.023                | Project P TSSP                          | -                    | -                    | -                    | -                    | -                    | -                  |
| TOTAL FUNDING SOURCES  |   | 2,609,976            | 2,124,115            | 3,226,944            | 6,998,906            | 5,640,334            | 5,089,006          |

| 6/30/2020         | Fund Balance  | (261,183) | 778,530   | 150,934 | 104,999 | 39,388 | 1,383,349 | 498,107 | 2,694,120 |
|-------------------|---|-----------|-----------|---------|---------|--------|-----------|---------|-----------|
| <b>FY 2020/21</b> | <b>Estimated Revenue</b>  |           |           |         |         |        |           |         |           |
|                   | Interest Income   |           |           |         |         |        |           |         |           |
|                   | APM   | -         |           |         |         |        |           |         | -         |
| 4110-000-485.021  | HBP-Deferred from FY 19/20                                      | 379,563   |           |         |         |        |           |         | 379,563   |
| 4110-000-423.013  | HBP   | 2,524,000 |           |         |         |        |           |         | 2,524,000 |
| 4110-000-485.014  | CDBG-Deferred from FY 19/20                                     | 113,841   |           |         |         |        |           |         | 113,841   |
| 4110-000-485.014  | CDBG  | -         |           |         |         |        |           |         | -         |
| 4110-000-485.023  | Project P TSSP  | -         |           |         |         |        |           |         | -         |
|                   | Use of City Reserves for Annual Slurry Seal Program             | 35,000    |           |         |         |        |           |         | 35,000    |
|                   | Use of City Reserves for Traffic Signal Enhancements            | -         |           |         |         |        |           |         | -         |
|                   | Use of City Reserves for City Hall Flooring/Carpeting           | 133,390   |           |         |         |        |           |         | 133,390   |
|                   | Use of City Reserves for Upper Oso Habitat Restoration Closeout | 30,000    |           |         |         |        |           |         | 30,000    |
|                   | Use of City Reserves for City HallBell System Replacement       | -         |           |         |         |        |           |         | -         |
|                   | Use of City Reserves for HVAC Unit Upgrades                     | 100,000   |           |         |         |        |           |         | 100,000   |
|                   |   |           | 1,139,540 | 693,802 | 60,000  | -      | -         | 873,739 | 2,767,081 |

|  |  |  |           |           |             |
|--|--|--|-----------|-----------|-------------|
| Gas Tax Expenditure for Street Lighting    |  |  | (312,000) |           | (312,000)   |
| Transfer to GF for budgeted purpose        |  |  |           |           | -           |
| Transfer to GF for Street Maintenance      |  |  |           |           | (1,020,359) |
| Transfer to GF for Public Works            |  |  |           | (494,354) | (142,735)   |
| Transfer to CIP from General Fund          |  |  |           |           | -           |
| Transfer to CIP - Street Maintenance MOE   |  |  | 428,337   |           | 428,337     |
| Total Transfers from GF & Restricted Funds |  |  | -         | (552,403) | (1,046,757) |

|   | Actual    | Budget    |                |             |             |             |
|---|-----------|-----------|----------------|-------------|-------------|-------------|
| 410-900-911.000                                 | 468,330   | 500,000   | Reserves       | (35,000)    | (433,330)   | (468,330)   |
| 410-900-912.003                                 | 2,500     | 600,000   |                |             |             | (2,500)     |
| 410-900-912.004                                 | -         |           |                |             |             | -           |
| 410-900-913.007                                 | 115,000   | 300,000   |                |             |             | (115,000)   |
| 410-900-915.005                                 | -         |           |                |             |             |             |
| 410-900-916.004                                 | 7,000     | 10,000    |                |             | (7,000)     | (7,000)     |
| 410-900-916.003                                 | -         |           |                |             |             | -           |
| 410-900-918.003                                 |           |           |                |             |             |             |
| 410-900-918.004                                 | 10,000    | 10,000    |                |             | (10,000)    | (10,000)    |
| 410-900-921.005                                 | 120,000   | 145,000   |                |             |             | (120,000)   |
| 410-900-921.008                                 | 5,130     | 54,000    | Project P TSSP | -           |             | (5,130)     |
| 410-900-921.009                                 | 65,000    | 65,000    |                |             | (65,000)    | (65,000)    |
| 410-900-923.005                                 | -         |           |                |             |             | -           |
| 410-900-931.004                                 | 2,851,080 | 3,234,000 | HBP            | (2,524,000) | (327,080)   | (2,851,080) |
| 410-900-934.001                                 | 87,000    | 90,000    |                |             | (87,000)    | (87,000)    |
| 410-900-934.007                                 | -         | -         | CDBG           | -           |             | -           |
| 410-900-951.008                                 | 133,390   | 145,000   | Reserves       | (133,390)   |             | (133,390)   |
| 410-900-951.022                                 | 100,000   | 100,000   | Reserves       | (100,000)   |             | (100,000)   |
| 410-900-952.002                                 | 30,000    | 30,000    | Reserves       | (30,000)    |             | (30,000)    |
| 410-900-965.000                                 | 1,000,000 | 1,546,906 |                |             | (1,000,000) | (1,000,000) |
| 410-900-970.000                                 | 152,500   | 169,000   |                |             | (34,000)    | (152,500)   |
| Total Capital Projects Expenditures             |           |           |                | (2,822,390) | (1,047,910) | (1,000,000) |
| Total Capital Expenditures & Street Maintenance |           |           |                | (5,130)     | (120,000)   | (5,146,930) |

[illegible]

**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2021/22 through 2027/2028**

| No.  | PROJECT DESCRIPTION   | Fund Source                 | Total Estimated Cost (1,000's) | Year 1<br>21/22 | Year 2<br>22/23 | Year 3<br>23/24 | Year 4<br>24/25 | Year 5<br>25/26 | Year 6<br>26/27 | Year 7<br>27/28 | Status |
|--|---|-----------------------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|
| <b>STREET IMPROVEMENT/MAINTENANCE PROJECTS</b> |   |                             |                                |                 |                 |                 |                 |                 |                 |                 |        |
|  | Street Maintenance Program  | General Fund Reserves (MOE) | \$ 3,224                       | \$ 428          | \$ 428          | \$ 428          | \$ 480          | \$ 480          | \$ 480          | \$ 500          |        |
|  | Measure M   |                             | \$ 3,665                       | \$ 515          | \$ 500          | \$ 510          | \$ 520          | \$ 530          | \$ 540          | \$ 550          |        |
|  | Gas Tax   |                             | \$ 771                         | \$ 103          | \$ 105          | \$ 107          | \$ 110          | \$ 113          | \$ 115          | \$ 118          |        |
|  | <b>TOTAL</b>  |                             | <b>\$ 7,660</b>                | <b>\$ 1,046</b> | <b>\$ 1,033</b> | <b>\$ 1,045</b> | <b>\$ 1,110</b> | <b>\$ 1,123</b> | <b>\$ 1,135</b> | <b>\$ 1,168</b> |        |
| 1  | Annual Residential Slurry Seal Program  | Gas Tax                     | \$ 1,576                       | \$ -            |                 |                 | \$ -            | \$ 500          | \$ 525          | \$ 551          |        |
|  | Zone 4  | RMRA                        | \$ 580                         |                 |                 |                 |                 |                 |                 |                 |        |
|  | Annual Slurry Seal: 410-900-911.000   |                             | \$ 2,156                       | \$ 580          | \$ -            | \$ -            | \$ -            | \$ 500          | \$ 525          | \$ 551          |        |
| 2  | Annual Concrete Repair Program  | Gas Tax                     | \$ 713                         | \$ 93           | \$ 96           | \$ 99           | \$ 102          | \$ 105          | \$ 108          | \$ 111          |        |
|  | Account: 410-900-934.001  |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | <b>TOTAL</b>  |                             | <b>\$ 713</b>                  | <b>\$ 93</b>    | <b>\$ 96</b>    | <b>\$ 99</b>    | <b>\$ 102</b>   | <b>\$ 105</b>   | <b>\$ 108</b>   | <b>\$ 111</b>   |        |
| 3  | Americans with Disabilities Act (ADA) Curb Ramp Installation Project            | CDBG                        | \$ 1,510                       | \$ 197          | \$ 203          | \$ 209          | \$ 215          | \$ 222          | \$ 228          | \$ 235          |        |
|  | Account: 410-900-934.007  | Gas Tax                     | \$ -                           | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | D      |
|  | <b>TOTAL</b>  |                             | <b>\$ 1,510</b>                | <b>\$ 197</b>   | <b>\$ 203</b>   | <b>\$ 209</b>   | <b>\$ 215</b>   | <b>\$ 222</b>   | <b>\$ 228</b>   | <b>\$ 235</b>   |        |
| 4  | Arroyo Vista Pavement Rehabilitation  | RMRA                        | \$ 920                         | \$ 920          |                 |                 |                 |                 |                 |                 | D      |
|  | Limits: Tijeras Creek Golf Course to Avenida Empresa                            | Gas Tax                     | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: 410-900-912.003  |                             | \$ 920                         | \$ 920          |                 |                 |                 |                 |                 |                 |        |
| 5  | Plano Trabuco Catch Basin and Sidewalk Repair Project                           | Gas Tax                     | \$ 25                          | \$ 25           |                 |                 |                 |                 |                 |                 | N      |
|  | Account: NEW  |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
| 6  | Annual Residential Overlay  | Gas Tax                     | \$ 4,373                       | \$ 205          | \$ 700          | \$ 735          | \$ 772          | \$ 810          | \$ 851          | \$ 300          | D      |
|  | Zone 4  | RMRA                        | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: 410-900-912.000  |                             | \$ 4,373                       | \$ 205          | \$ 700          | \$ 735          | \$ 772          | \$ 810          | \$ 851          | \$ 300          |        |
| 7  | Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)                | RMRA                        | \$ 550                         | \$ 550          |                 |                 |                 |                 |                 |                 | D      |
|  | Alas De Paz Overlay (Antonio Parkway to Plano Trabuco)                          |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | <b>TOTAL</b>  |                             | <b>\$ 550</b>                  | <b>\$ 550</b>   |                 |                 |                 |                 |                 |                 |        |
| 8  | Antonio Parkway Pavement Rehabilitation   | RMRA                        | \$ 826                         | \$ 826          |                 |                 |                 |                 |                 |                 | N      |
|  | Limits: Ave de Las Banderas to Avenida Empresa                                  | Measure M                   | \$ 200                         | \$ 200          |                 |                 |                 |                 |                 |                 |        |
|  | Account: NEW  |                             | \$ 1,026                       | \$ -            | \$ 1,026        |                 |                 |                 |                 |                 |        |
| 9  | Trabuco Canyon Road Pavement Rehabilitation                                     | RMRA                        | \$ 250                         | \$ 250          |                 |                 |                 |                 |                 |                 |        |
|  | Limits: Plano Trabuco Road to City Limits                                       |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: NEW  |                             | \$ 250                         |                 |                 |                 |                 |                 |                 |                 |        |
| 10   | Esperanza Overlay   | RMRA                        | \$ 350                         |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: NEW  |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | <b>TOTAL</b>  |                             | <b>\$ 350</b>                  |                 |                 |                 |                 |                 |                 |                 |        |
| 11   | El Camino Montana Pavement Repair   | RMRA                        | \$ 600                         |                 |                 |                 | \$ 600          |                 |                 |                 |        |
|  | Account: NEW  |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | <b>TOTAL</b>  |                             | <b>\$ 600</b>                  |                 |                 |                 | <b>\$ 600</b>   |                 |                 |                 |        |
| <b>SPECIAL PROJECTS</b>                        |   |                             |                                |                 |                 |                 |                 |                 |                 |                 |        |
| 12   | Upper Oso Habitat Restoration Closeout  | General Fund Reserves       | \$ 20                          | \$ 20           |                 |                 |                 |                 |                 |                 | C      |
|  | 82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan           |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: 410-900-952.002  |                             | \$ 20                          | \$ 20           |                 |                 |                 |                 |                 |                 |        |
| 13   | Splash Pad at Central Park - Closeout   | Park Fees                   | \$ 200                         | \$ 200          |                 |                 |                 |                 |                 |                 | C      |
|  | Construction Phase  | Prop 68                     | \$ 207                         | \$ 207          |                 |                 |                 |                 |                 |                 |        |
|  | Account: 410-900-965.000  |                             | \$ 407                         | \$ 407          |                 |                 |                 |                 |                 |                 |        |
| 14   | Skatepark Improvement Project   | Park Fees                   | \$ 183                         | \$ 183          |                 |                 |                 |                 |                 |                 | D      |
|  | Construction Phase  |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: 400-900-961.002  |                             | \$ 183                         | \$ -            | \$ 183          |                 |                 |                 |                 |                 |        |
| 15   | Dog Park Revitalization Project   | General Fund Reserves       | \$ 50                          |                 |                 | \$ 50           |                 |                 |                 |                 | N      |
|  | Turf Repair & Play Piece Upgrades   |                             | \$ -                           |                 |                 |                 |                 |                 |                 |                 |        |
|  | Account: NEW  |                             | \$ 50                          |                 |                 | \$ 50           |                 |                 |                 |                 |        |
| <b>LANDSCAPE / RENOVATION PROJECTS</b>         |   |                             |                                |                 |                 |                 |                 |                 |                 |                 |        |
| 16   | Traffic Signal Enhancements   | Measure M                   | \$ 831                         | \$ 145          | \$ 135          | \$ 136          | \$ 137          | \$ 138          | \$ 139          | \$ 140          |        |
|  | LED upgrade, painting, bases, etc. at Antonio/Empresa, Melinda at Altisma & Via |                             | \$ 435                         | \$ 260          | \$ 35           | \$ 35           | \$ 35           | \$ 35           | \$ 35           | \$ 35           |        |
|  | Account: 410-900-921.005  | (MOE)                       | \$ 1,266                       | \$ 405          | \$ 170          | \$ 171          | \$ 172          | \$ 173          | \$ 174          | \$ 175          |        |



**Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2021/22 through 2027/28**

| No.  | PROJECT DESCRIPTION   | Fund Source           | Total Estimated Cost (1,000's) | Year 1<br>21/22 | Year 2<br>22/23 | Year 3<br>23/24 | Year 4<br>24/25 | Year 5<br>25/26 | Year 6<br>26/27 | Year 7<br>27/28 | Status |
|--|---|-----------------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|
| 17   | <b>Plano Trabuco Median Landscaping Renovation</b><br>Robinson Ranch Road to Dove Canyon (Construction)<br>Account: 410-900-918.004                                   | Gas Tax               | \$ 185                         | \$ 185          |                 |                 |                 |                 |                 |                 | C      |
|  | <b>TOTAL</b>  |                       | \$ 185                         | \$ 185          | \$ -            | \$ -            |                 |                 |                 |                 |        |
| 18   | <b>Antonio Parkway Gateway Improvements - Year 1 Design</b><br>Median Installation from Southerly City Limits to Bridge<br>Account: 410-900-916.003                   | Measure M<br>Gas Tax  | \$ 65                          | \$ 65           | \$ 600          | \$ 550          |                 |                 |                 |                 | D      |
|  | <b>TOTAL</b>  |                       | \$ 1,215                       | \$ 65           | \$ 600          | \$ 550          | \$ -            |                 |                 |                 |        |
| 19   | <b>El Paseo Corridor Enhancements (Landscaping &amp; Concrete Enhance.)</b><br>El Paseo from Santa Margarita Parkway to Richard Reese Way<br>Account: 410-900-918.003 | General Fund Reserves | \$ 175                         |                 |                 |                 | \$ 175          |                 |                 |                 | D      |
|  | <b>TOTAL</b>  |                       | \$ 175                         |                 |                 |                 | \$ 175          |                 |                 |                 |        |
| <b>CITY HALL &amp; BELL TOWER REGIONAL CENTER PROJECTS</b> |   |                       |                                |                 |                 |                 |                 |                 |                 |                 |        |
| 20   | <b>HVAC Unit Upgrades</b><br>Facility Maintenance<br>Account: 410-900-951.022   | ARP                   | \$ 606                         | \$ 406          | \$ 200          |                 |                 |                 |                 |                 | N      |
|  | <b>TOTAL</b>  |                       | \$ 606                         | \$ 406          | \$ 200          |                 |                 |                 |                 |                 |        |
| 21   | <b>City Hall Bell System Replacement</b><br>Facility Maintenance<br>Account: 410-900-951.021  | General Fund Reserves | \$ 25                          | \$ 25           |                 |                 |                 |                 |                 |                 | D      |
|  | <b>TOTAL</b>  |                       | \$ 25                          | \$ 25           |                 |                 |                 |                 |                 |                 |        |
| 22   | <b>Building Access Control System Maintenance Upgrades</b><br>Account: NEW  | PARSAC                | \$ 60                          | \$ 60           |                 |                 |                 |                 |                 |                 | N      |
|  | <b>TOTAL</b>  |                       | \$ 60                          | \$ 60           |                 |                 |                 |                 |                 |                 |        |
| 23   | <b>Sealcoat of City Hall &amp; BTRCC Parking Lots</b><br>Account: NEW   | General Fund Reserves | \$ 55                          | \$ 55           |                 |                 |                 |                 |                 |                 | N      |
|  | <b>TOTAL</b>  |                       | \$ 55                          | \$ 55           |                 |                 |                 |                 |                 |                 |        |
| 24   | <b>Interior Painting - City Hall &amp; BTRCC</b><br>Facility Maintenance<br>Account: 410-900-951.005  | General Fund Reserves | \$ 70                          | \$ 70           |                 |                 |                 |                 |                 |                 | N      |
|  | <b>TOTAL</b>  |                       | \$ 70                          | \$ 70           |                 |                 |                 |                 |                 |                 |        |
| 25   | <b>City Hall &amp; BTRCC Exterior Wood Staining Project</b><br>Facility Maintenance<br>Account: 410-900-951.016   | General Fund Reserves | \$ 50                          | \$ 50           |                 |                 |                 |                 |                 |                 |        |
|  | <b>TOTAL</b>  |                       | \$ 50                          | \$ 50           |                 |                 |                 |                 |                 |                 |        |
| <b>TRAFFIC IMPROVEMENT PROJECTS</b>                        |   |                       |                                |                 |                 |                 |                 |                 |                 |                 |        |
| 26   | <b>Los Alisos / Melinda Road Signal and Equipment Upgrades</b><br>OCTA led corridor timing project (Project Closeout - Invoicing)<br>Account: 410-900-921.008         | AQMD                  | \$ 52                          | \$ 52           |                 |                 |                 |                 |                 |                 | C      |
|  | <b>TOTAL</b>  |                       | \$ 52                          | \$ 52           | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            |        |
| 27   | <b>Traffic Signal System Maintenance</b><br>Safety improvements at Various Citywide Intersections (Construction)<br>Account: 410-900-921.009                          | Measure M<br>TCRF     | \$ 670                         | \$ 85           | \$ 90           | \$ 93           | \$ 96           | \$ 99           | \$ 102          | \$ 105          | C      |
|  | <b>TOTAL</b>  |                       | \$ 675                         | \$ 90           | \$ 90           | \$ 93           | \$ 96           | \$ 99           | \$ 102          | \$ 105          |        |
| 28   | <b>Melinda Median Extension</b><br>Replace delineators with median at Paseo Alegria<br>Account: 410-900-915.003   | Gas Tax               | \$ 150                         | \$ 150          |                 |                 |                 |                 |                 |                 | D      |
|  | <b>TOTAL</b>  |                       | \$ 150                         | \$ 150          |                 |                 |                 |                 |                 |                 |        |
| 29   | <b>SMP Signal Sync Project</b><br>SMP/Portal Signal Sync w/ MV, LF and Caltrans. Various Int. Improvemen<br>Account: 410-900-915.003                                  | AQMD<br>CTFP          | \$ 185                         | \$ 5            | \$ 150          | \$ 30           |                 |                 |                 |                 | N      |
|  | <b>TOTAL</b>  |                       | \$ 740                         | \$ 20           | \$ 600          | \$ 120          |                 |                 |                 |                 |        |
| 30   | <b>Protected Left Turn Study</b><br>Analyze the need for "green left turn arrows" at up to six intersections<br>Account: 410-900-954.010                              | Gas Tax               | \$ 112                         |                 | \$ 12           | \$ 100          |                 |                 |                 |                 | P      |
|  | <b>TOTAL</b>  |                       | \$ 112                         | \$ -            | \$ 12           | \$ 100          |                 |                 |                 |                 |        |
| 31   | <b>Traffic Calming at Avenida de los Fundadores</b><br>Safety improvements at Lago Santa Margarita Entrance (Construction)<br>Account: 410-900-923.005                | RMRA<br>CDBG          | \$ 366                         |                 | \$ 366          |                 |                 |                 |                 |                 | P      |
|  | <b>TOTAL</b>  |                       | \$ 366                         | \$ -            | \$ 366          |                 |                 |                 |                 |                 |        |
| 32   | <b>RSM School Route Analysis</b><br>Grant funded school route study<br>Account: NEW   | STP<br>Measure M      | \$ 150                         | \$ 150          |                 |                 |                 |                 |                 |                 | N      |
|  | <b>TOTAL</b>  |                       | \$ 170                         | \$ 170          | \$ 170          |                 |                 |                 |                 |                 |        |
| 33   | <b>Speed Feedback Sign Consolidation</b><br>Citywide<br>Account: 410-900-954.009  | Measure M             | \$ 40                          |                 | \$ 40           |                 |                 |                 |                 |                 | P      |
|  | <b>TOTAL</b>  |                       | \$ 40                          | \$ -            | \$ -            | \$ 40           |                 |                 |                 |                 |        |
| 34   | <b>Citywide Red Curb No Parking Signage Implementation</b><br>Update "No Parking" signs and markings<br>Account: 410-900-919.001                                      | Gas Tax               | \$ 65                          |                 |                 | \$ 65           |                 |                 |                 |                 | P      |
|  | <b>TOTAL</b>  |                       | \$ 65                          | \$ -            | \$ -            | \$ 65           |                 |                 |                 |                 |        |

**Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2021/22 through 2027/2028**

| No.   | PROJECT DESCRIPTION  | Fund Source | Total Estimated Cost (1,000's) | Year 1<br>21/22 | Year 2<br>22/23 | Year 3<br>23/24 | Year 4<br>24/25 | Year 5<br>25/26 | Year 6<br>26/27 | Year 7<br>27/28 | Status   |
|---|--|-------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| <b>BRIDGE PROJECTS</b>  |  |             |                                |                 |                 |                 |                 |                 |                 |                 |          |
| <b>35</b>   | <b>SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound)</b> | HBP**       | \$ 178                         | \$ 178          |                 |                 |                 |                 |                 |                 | <b>C</b> |
|   | (Restoration Requirements)                                   | Gas Tax     | \$ 23                          | \$ 23           |                 |                 |                 |                 |                 |                 |          |
|   | <b>TOTAL</b>   |             | <b>\$ 201</b>                  | <b>\$ 201</b>   |                 |                 |                 |                 |                 |                 |          |
| <b>36</b>   | <b>SANTA MARGARITA PKWY. BRIDGE (Eastbound)</b>              | HBP**       | \$ 1,539                       | \$ 256          | \$ 1,283        |                 |                 |                 |                 |                 |          |
|   | (Design - Year 1, Environmental + Construction - Year 2)     | Gas Tax     | \$ 199                         | \$ 33           | \$ 166          |                 |                 |                 |                 |                 |          |
|   | <b>TOTAL</b>   |             | <b>\$ 1,738</b>                | <b>\$ 289</b>   | <b>\$ 1,449</b> |                 |                 |                 |                 |                 |          |
| <b>37</b>   | <b>ANTONIO PKWY. BRIDGE</b>                                  | HBP**       | \$ 631                         | \$ 123          | \$ 508          |                 |                 |                 |                 |                 | <b>A</b> |
|   | (Design - Year 1, Environmental + Construction - Year 2)     | Gas Tax     | \$ 82                          | \$ 16           | \$ 66           |                 |                 |                 |                 |                 |          |
|   | <b>TOTAL</b>   |             | <b>\$ 713</b>                  | <b>\$ 139</b>   | <b>\$ 574</b>   |                 |                 |                 |                 |                 |          |
| <b>SUBTOTAL CAPITAL PROJECTS EXPENDITURES</b>                       |  |             |                                |                 |                 |                 |                 |                 |                 |                 |          |
|   |  |             | \$ 22,046                      | \$ 5,089        | \$ 6,714        | \$ 2,912        | \$ 2,132        | \$ 1,909        | \$ 1,988        | \$ 1,478        |          |
| <b>TOTAL CAPITAL PROJECTS &amp; STREET MAINTENANCE EXPENDITURES</b> |  |             |                                |                 |                 |                 |                 |                 |                 |                 |          |
|   |  |             | \$ 29,706                      | \$ 6,135        | \$ 7,747        | \$ 3,957        | \$ 3,242        | \$ 3,032        | \$ 3,123        | \$ 2,646        |          |

**Notes:**

|          |  |
|----------|--|
| <b>D</b> | Project Deferred from Fiscal Year 2020-21  |
| <b>C</b> | Project Continued from Fiscal Year 2020-21 |
| <b>N</b> | New Project                                |
| <b>A</b> | Project Advanced from Previous 7Yr. CIP    |
| <b>P</b> | Project Postponed to a later year          |
|          | No Change in Status from Previous 7Yr. CIP |

**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2021/22 through 2027/2028**

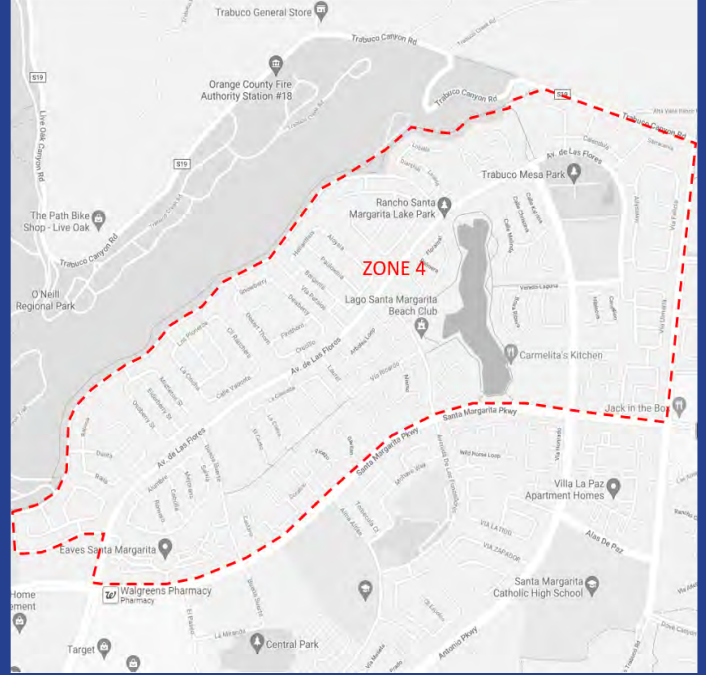
| No.   | PROJECT DESCRIPTION                               | Fund Source | Total Estimated Cost (1,000's) | Year 1<br>21/22 | Year 2<br>22/23 | Year 3<br>23/24 | Year 4<br>24/25 | Year 5<br>25/26 | Year 6<br>26/27 | Year 7<br>27/28 |
|---|---|-------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| CIP FUND EXPENDITURES (WITHOUT MAINTENANCE) |   |             |                                |                 |                 |                 |                 |                 |                 |                 |
|   |   |             |                                | Year 1<br>21/22 | Year 2<br>22/23 | Year 3<br>23/24 | Year 4<br>24/25 | Year 5<br>25/26 | Year 6<br>26/27 | Year 7<br>27/28 |
|   | Gas Tax   |             |                                | \$730           | \$1,640         | \$1,549         | \$673           | \$1,415         | \$1,484         | \$962           |
|   | RMRA  |             |                                | \$2,050         | \$1,192         | \$600           | \$600           | \$0             | \$0             | \$0             |
|   | Measure M   |             |                                | \$295           | \$445           | \$269           | \$233           | \$237           | \$241           | \$245           |
|   | AQMD  |             |                                | \$57            | \$150           | \$30            | \$0             | \$0             | \$0             | \$0             |
|   | CDBG  |             |                                | \$197           | \$203           | \$209           | \$215           | \$222           | \$228           | \$235           |
|   | Park Fees   |             |                                | \$200           | \$183           | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | Prop 68   |             |                                | \$207           | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | HBP**   |             |                                | \$557           | \$1,791         | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | STP   |             |                                | \$0             | \$150           | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | CIFP  |             |                                | \$20            | \$600           | \$120           | \$0             | \$0             | \$0             | \$0             |
|   | PARSAC  |             |                                | \$60            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | ARP   |             |                                | \$406           | \$200           | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | General Fund Reserves                             |             |                                | \$305           | \$160           | \$135           | \$210           | \$35            | \$35            | \$35            |
|   | TCRF  |             |                                | \$5             | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             |
|   | TOTAL CAPITAL PROJECTS                            |             |                                | \$5,089         | \$6,714         | \$2,912         | \$2,132         | \$1,909         | \$1,988         | \$1,478         |
|   | STREET MAINTENANCE                                |             |                                | \$1,046         | \$1,033         | \$1,045         | \$1,110         | \$1,123         | \$1,135         | \$1,168         |
|   | TOTAL CAPITAL AND STREET MAINTENANCE EXPENDITURES |             |                                | \$6,135         | \$7,747         | \$3,957         | \$3,242         | \$3,032         | \$3,123         | \$2,646         |

|  |   |           |              |                 |                 |                 |                 |                 |                 |  |  |
|--|---|-----------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|--|
| <b>CATEGORY EXPENDITURES (WITHOUT MAINTENANCE)</b> |   |           |              |                 |                 |                 |                 |                 |                 |  |  |
|  |   |           | Year 1       | Year 2          | Year 3          | Year 4          | Year 5          | Year 6          | Year 7          |  |  |
|  |   |           | 21/22        | 22/23           | 23/24           | 24/25           | 25/26           | 26/27           | 27/28           |  |  |
|  | STREET IMPROVEMENT/MAINTENANCE PROJECTS                   | \$        | 2,570        | \$ 2,025        | \$ 1,643        | \$ 1,689        | \$ 1,637        | \$ 1,712        | \$ 1,198        |  |  |
|  | SPECIAL PROJECTS  | \$        | 427          | \$ 183          | \$ 50           | \$ 50           | \$ -            | \$ -            | \$ -            |  |  |
|  | LANDSCAPE / RENOVATION PROJECTS                           | \$        | 655          | \$ 770          | \$ 721          | \$ 347          | \$ 173          | \$ 174          | \$ 175          |  |  |
|  | CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS | \$        | 491          | \$ 325          | \$ 50           | \$ -            | \$ -            | \$ -            | \$ -            |  |  |
|  | TRAFFIC IMPROVEMENT PROJECTS                              | \$        | 317          | \$ 1,388        | \$ 448          | \$ 96           | \$ 99           | \$ 102          | \$ 105          |  |  |
|  | BRIDGE PROJECTS   | \$        | 629          | \$ 2,023        | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            |  |  |
|  | <b>CIP FUND EXPENDITURES SUBTOTAL</b>                     | <b>\$</b> | <b>5,089</b> | <b>\$ 6,714</b> | <b>\$ 2,912</b> | <b>\$ 2,132</b> | <b>\$ 1,909</b> | <b>\$ 1,988</b> | <b>\$ 1,478</b> |  |  |

# City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Residential Slurry Seal Program  
Zone 4

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design FY 2021/22  
Construction FY 2021/22

**FUNDING SOURCE:**

RMRA

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-911.000

**PROJECT DESCRIPTION:**

The project consists of slurry sealing public residential tracts located in Zone 4 which is bordered by Santa Margarita Parkway, Plano Trabuco Road, State Route 241, and El Camino Montana.

**PROJECT BUDGET:**

|                                    |           |                |
|------------------------------------|-----------|----------------|
| Funds Spent to Date                | \$        | 0              |
| Design                             | \$        | 5,100          |
| Construction Estimate              | \$        | 511,000        |
| Inspection/Construction Management | \$        | 15,500         |
| Material Testing                   | \$        | 20,500         |
| Construction Contingency           | \$        | 24,900         |
| Advertisement                      | \$        | 3,000          |
| <b>Total Proposed Budget</b>       | <b>\$</b> | <b>580,000</b> |

## City of Rancho Santa Margarita Capital Improvement Project Information



**CONCRETE SIDEWALK**



**CITY WIDE**

**PROJECT TITLE:**

Annual Concrete Repair Program

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-934.001

**PROJECT DESCRIPTION:**

The project consists of removing and replacing damaged sidewalks at various locations throughout the City.

**PROJECT BUDGET:**

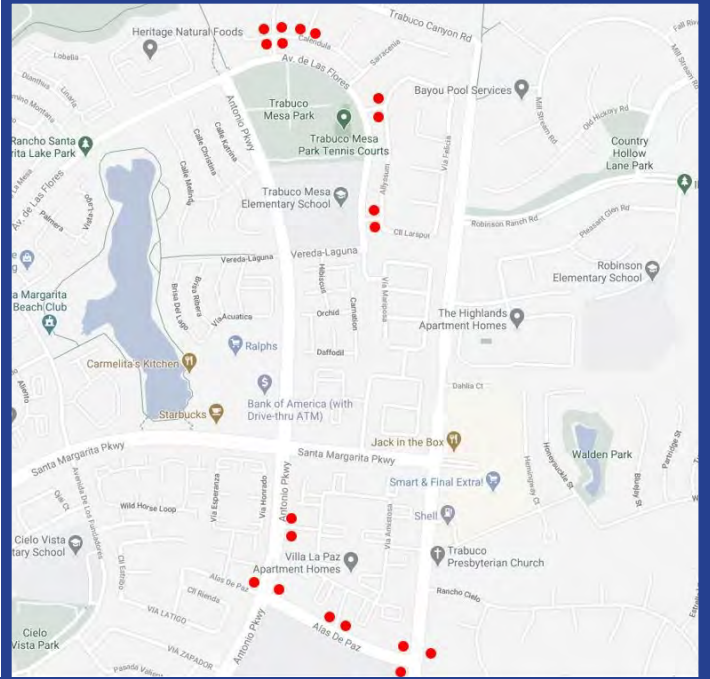
|                                    |    |                  |
|------------------------------------|----|------------------|
| Funds Spent to Date                | \$ | 0                |
| Design                             | \$ | 3,700            |
| Construction Estimate              | \$ | 73,000           |
| Inspection/Construction Management | \$ | 7,300            |
| Construction Contingency           | \$ | 7,300            |
| Material Testing                   | \$ | 2,000            |
| <b>Total Project Budget</b>        |    | <b>\$ 93,000</b> |



# City of Rancho Santa Margarita Capital Improvement Project Information



**ADA CURB RAMP**



**CITY WIDE**

**PROJECT TITLE:**

Americans with Disabilities Act (ADA)  
Curb Ramp Installation Project

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

CDBG

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-934.007

**PROJECT DESCRIPTION:**

The project consists of reconstructing curb ramps to meet current ADA standards at various locations throughout the City.

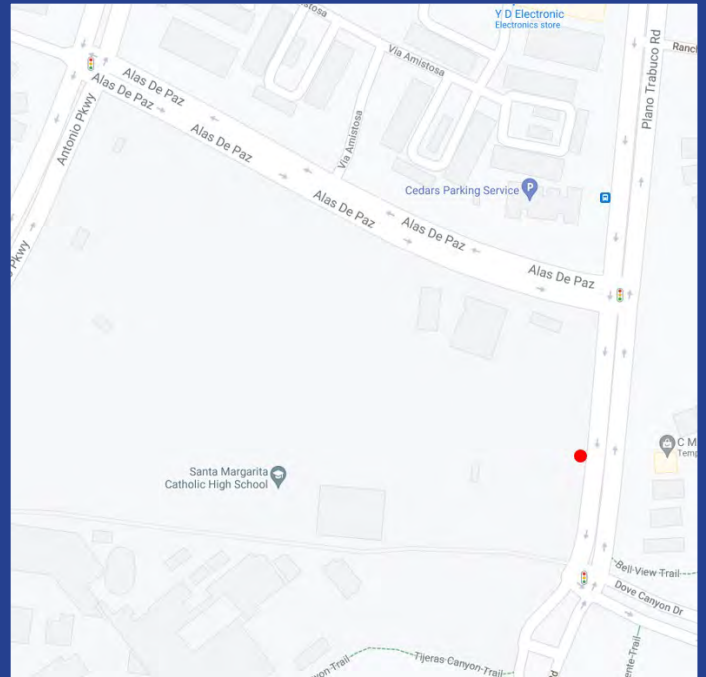
**PROJECT BUDGET:**

|   |           |                |
|---|-----------|----------------|
| Funds Spent to Date   | \$        | 0              |
| Design  | \$        | 3,386          |
| Construction Estimate   | \$        | 112,875        |
| Inspection/Construction Management  | \$        | 5,644          |
| Construction Contingency (for additional ramps, dependent on concrete prices) | \$        | 72,644         |
| Advertisement   | \$        | 2,451          |
| <b>Total Proposed Budget</b>  | <b>\$</b> | <b>197,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**DAMAGED SIDEWALK AND CATCH BASIN**



**VICINITY MAP**

**PROJECT TITLE:**

Plano Trabuco Catch Basin and Sidewalk  
Repair Project

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of reconstructing catch basin and sidewalk due to damage caused by overgrown tree from adjacent property.

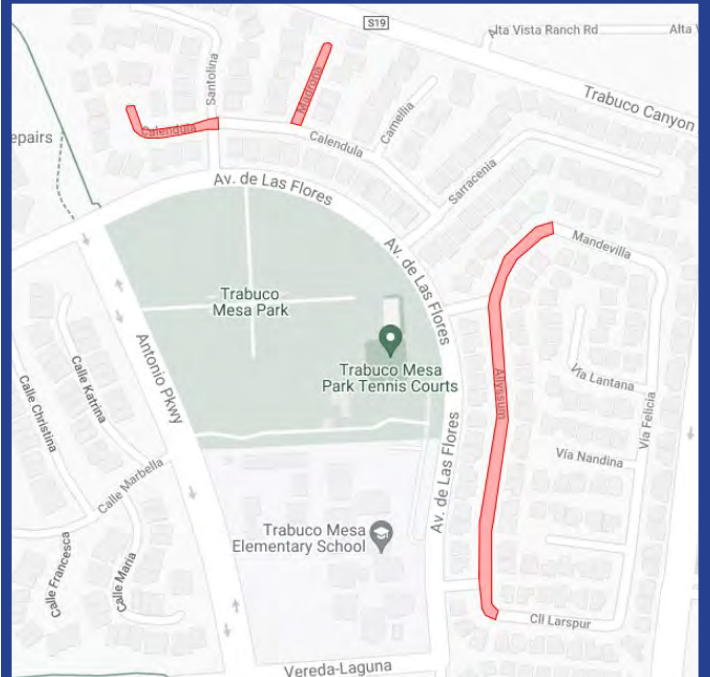
**PROJECT BUDGET:**

|                              |           |               |
|------------------------------|-----------|---------------|
| Funds Spent to Date          | \$        | 0             |
| Design and Construction      | \$        | 25,000        |
| <b>Total Proposed Budget</b> | <b>\$</b> | <b>25,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Residential Overlay  
Zone 4

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-912.000

**PROJECT DESCRIPTION:**

The project consists of pavement rehabilitation by grind and overlay of residential streets in Tracts 12468, 12521, 12380, and 12571.

**PROJECT BUDGET:**

|                                    |           |                |
|------------------------------------|-----------|----------------|
| Funds Spent to Date                | \$        | 0              |
| Design                             | \$        | 9,400          |
| Construction Estimate              | \$        | 162,000        |
| Inspection/Construction Management | \$        | 8,100          |
| Material Testing                   | \$        | 6,500          |
| Construction Contingency           | \$        | 17,000         |
| Advertisement                      | \$        | 2,000          |
| <b>Total Proposed Budget</b>       | <b>\$</b> | <b>205,000</b> |



## City of Rancho Santa Margarita Capital Improvement Project Information



**PROJECT TITLE:**

Upper Oso Habitat Restoration Closeout

**DEPARTMENT:**

Public Works  
Development Services

**PROJECT TYPE:**

Special Projects

**ESTIMATED SCHEDULE:**

Administration FY 2021/22

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-952.002

**PROJECT DESCRIPTION:**

The project consists of the development of a coastal sage scrub habitat restoration plan, environmental work and project implementation.

**PROJECT BUDGET:**

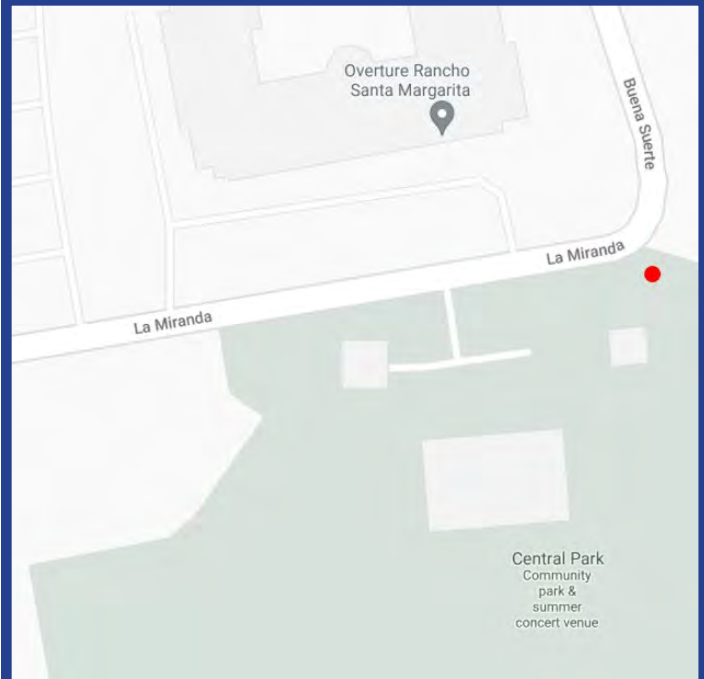
Upper Oso Habitat Restoration Closeout

|                              |           |               |
|------------------------------|-----------|---------------|
|                              | \$        | 20,000        |
| <b>Total Proposed Budget</b> | <b>\$</b> | <b>20,000</b> |

## City of Rancho Santa Margarita Capital Improvement Project Information



**CENTRAL PARK**



**VICINITY MAP**

**PROJECT TITLE:**

Splash Pad at Central Park—Closeout

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Special Project

**ESTIMATED SCHEDULE:**

Construction      FY 2021/22

**FUNDING SOURCE:**

Park Fees  
Prop 68

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

To Be Determined

**PROJECT DESCRIPTION:**

The project consists of constructing a new Splash Pad at Central Park

**PROJECT BUDGET:**

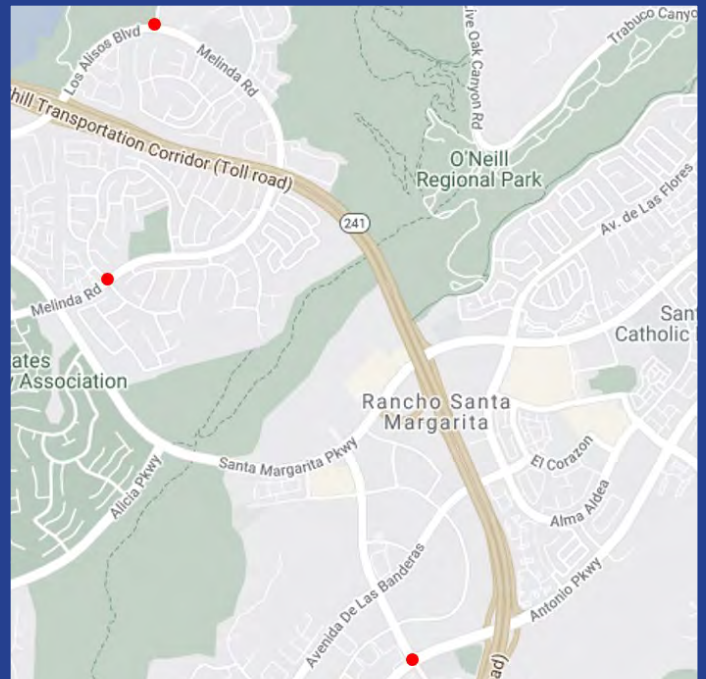
|   |           |                |
|---|-----------|----------------|
| Funds Spent to Date :                                 | (\$       | 1,139,906)     |
| Construction Contract (with Alt. Bid Items)           | \$        | 925,545        |
| Construction Contingency (10%)                        | \$        | 92,554         |
| City Furnish Splash Pad Equipment and Pumps           | \$        | 475,083        |
| Designer Construction Support                         | \$        | 4,956          |
| Construction Management/ Staff Time                   | \$        | 25,000         |
| City Geotechnical Lab Testing/ Material Support       | \$        | 9,000          |
| Additional Utility Potholing (As-Needed)              | \$        | 2,000          |
| Additional Shade Canopy Structure and Regulation Sign | \$        | 11,068         |
| Advertisement/ Reproduction                           | \$        | 1,700          |
| <b>Total Proposed Budget</b>                          | <b>\$</b> | <b>407,000</b> |

# City of Rancho Santa Margarita

## Capital Improvement Project Information



**INTERSECTION ENHANCEMENTS**



**VICINITY MAP**

**PROJECT TITLE:**  
Traffic Signal Enhancements

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Landscape/ Renovation Projects

**ESTIMATED SCHEDULE:**  
Design FY 2021/22  
Construction FY 2021/22

**FUNDING SOURCE:**  
Measure M  
General Fund Reserves

**PROJECT MANAGER:**  
Principal Engineer

**CIP ACCOUNT NO.:**  
410-900-921.005

### PROJECT DESCRIPTION:

The project consists of furnishing, installing and painting traffic intersection at: Antonio Parkway and Avenida Empresa, Melinda Road and Altisima, and Melinda Road and Via Arribo.

### PROJECT BUDGET:

|                                     |           |                |
|-------------------------------------|-----------|----------------|
| Funds Spent to Date                 | \$        | 0              |
| Material Furnishing and Procurement | \$        | 200,000        |
| Design                              | \$        | 6,000          |
| Construction Estimate               | \$        | 177,000        |
| Inspection/Construction Management  | \$        | 8,000          |
| Construction Contingency            | \$        | 12,000         |
| Advertisement                       | \$        | 2,000          |
| <b>Total Proposed Budget</b>        | <b>\$</b> | <b>405,000</b> |



## City of Rancho Santa Margarita Capital Improvement Project Information



**HVAC SYSTEM**



**CITY HALL AND BTRCC**

**PROJECT TITLE:**  
HVAC Unit Upgrades

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
City Hall & Bell Tower Regional Community Center (BTRCC)

**ESTIMATED SCHEDULE:**  
Design FY 2021/22  
Construction FY 2021/22

**FUNDING SOURCE:**  
ARP

**PROJECT MANAGER:**  
Superintendent

**CIP ACCOUNT NO.:**  
410-900-951.022

**PROJECT DESCRIPTION:**  
The project consists of upgrading the HVAC system

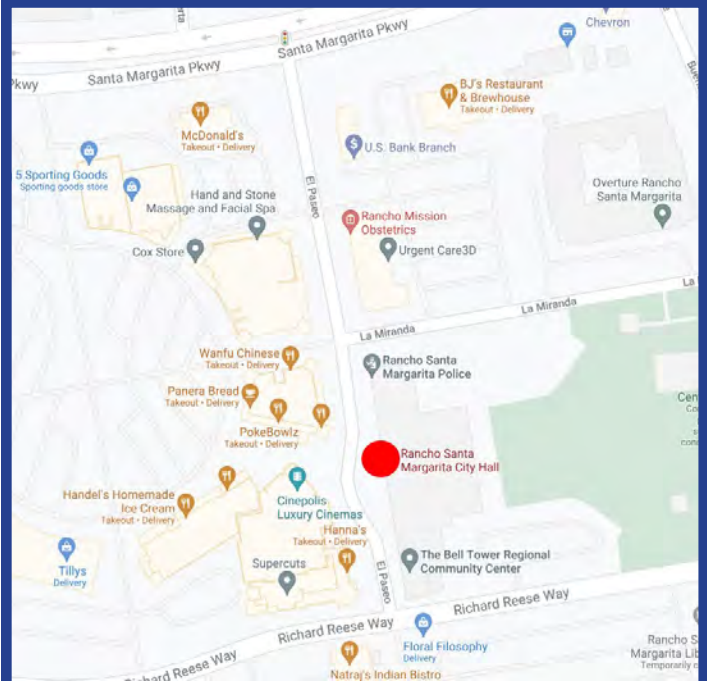
**PROJECT BUDGET:**

|                                    |                   |
|------------------------------------|-------------------|
| Design                             | \$ 5,000          |
| Administration                     | \$ 5,000          |
| Construction Estimate              | \$ 325,000        |
| Inspection/Construction Management | \$ 15,000         |
| Construction Contingency           | \$ 56,000         |
| <b>Total</b>                       | <b>\$ 406,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL BELL TOWER**



**VICINITY MAP**

**PROJECT TITLE:**

City Hall Bell System Replacement

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

410-900-951.021

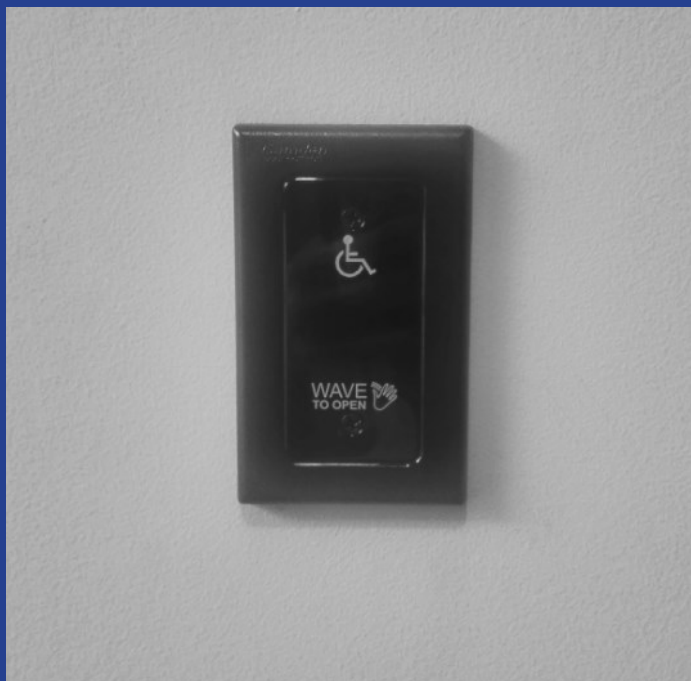
**PROJECT DESCRIPTION:**

The project consists of the repair and upgrade of the currently inoperable bell system with a digital carillon system.

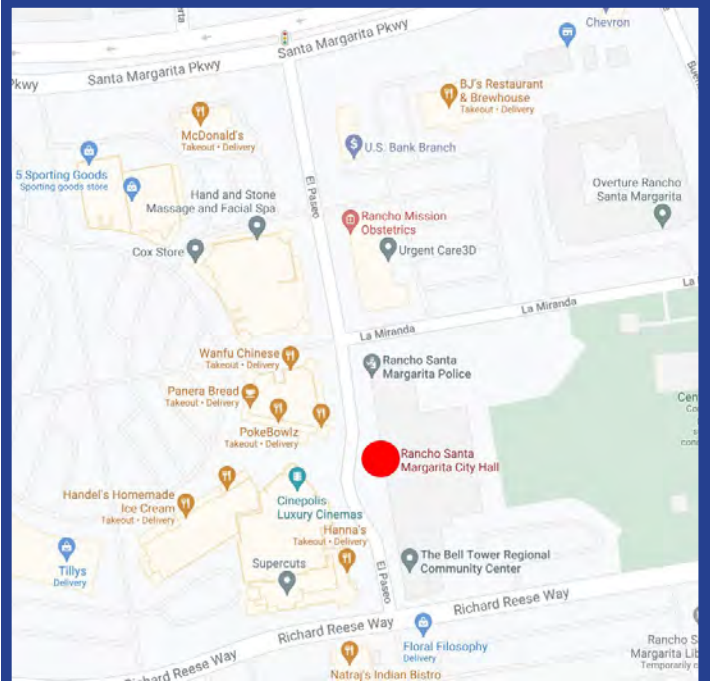
**PROJECT BUDGET:**

|                                    |           |               |
|------------------------------------|-----------|---------------|
| Design                             | \$        | 1,000         |
| Administration                     | \$        | 2,000         |
| Construction Estimate              | \$        | 18,000        |
| Inspection/Construction Management | \$        | 1,000         |
| Construction Contingency           | \$        | 3,000         |
| <b>Total</b>                       | <b>\$</b> | <b>25,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**ACCESS CONTROL**



**CITY HALL AND BTRCC PARKING LOTS**

**PROJECT TITLE:**

Building Access Control System Maintenance Upgrade

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

PARSAC

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of the replacement and upgrade of the obsolete computer equipment running the City Hall and BTRCC access system.

**PROJECT BUDGET:**

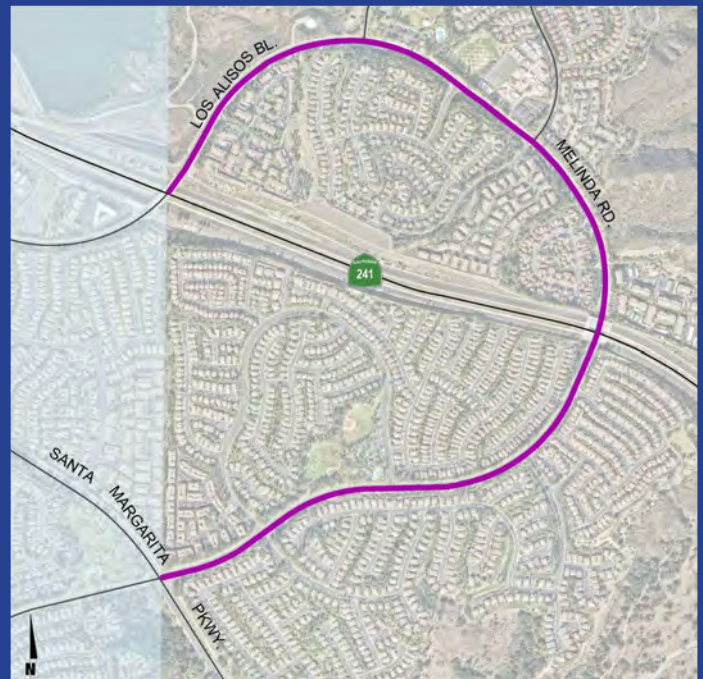
|                               |           |               |
|-------------------------------|-----------|---------------|
| Design/ Construction Estimate | \$        | 55,000        |
| Construction Contingency      | \$        | 5,000         |
| <b>Total</b>                  | <b>\$</b> | <b>60,000</b> |



# City of Rancho Santa Margarita Capital Improvement Project Information



**GREEN SIGNALS**



**VICINITY MAP**

**PROJECT TITLE:**

Los Alisos/ Melinda Road Signal and  
Equipment Upgrade

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvements

**ESTIMATED SCHEDULE:**

Maintenance FY 2021/22

**FUNDING SOURCE:**

AQMD

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-921.008

**PROJECT DESCRIPTION:**

OCTA led corridor timing project (Project Closeout—Invoicing)

**PROJECT BUDGET:**

Project Close-out

|              |    |        |
|--------------|----|--------|
|              | \$ | 52,000 |
| <b>Total</b> | \$ | 52,000 |

# City of Rancho Santa Margarita Capital Improvement Project Information



**TRAFFIC INTERSECTION**



**VICINITY MAP**

**PROJECT TITLE:**  
Traffic Signal System Maintenance (Citywide)

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic Improvements

**ESTIMATED SCHEDULE:**  
Maintenance FY 2021/22-2027/28

**FUNDING SOURCE:**  
Measure M  
TCRF

**PROJECT MANAGER:**  
Traffic Engineer

**CIP ACCOUNT NO.:**  
410-900-921.004

**PROJECT DESCRIPTION:**  
Project consist of various deferred maintenance and upgrade items to the City's traffic signal systems.

**PROJECT BUDGET:**

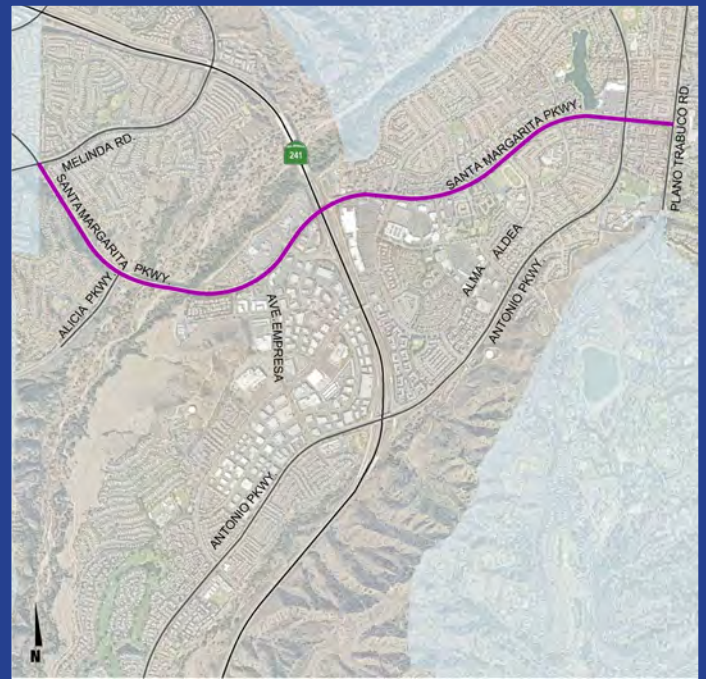
|                                    |           |               |
|------------------------------------|-----------|---------------|
| Maintenance/ Construction Estimate | \$        | 90,000        |
| <b>Total</b>                       | <b>\$</b> | <b>90,000</b> |



# City of Rancho Santa Margarita Capital Improvement Project Information



**GREEN SIGNALS**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Signal Sync Project

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvements

**ESTIMATED SCHEDULE:**

|              |                    |
|--------------|--------------------|
| Design       | FY 2021/22         |
| Construction | FY 2022/23         |
| Maintenance  | FY 2022/23-2023/24 |

**FUNDING SOURCE:**

CTFP- Project P  
AQMD

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-915.003

**PROJECT DESCRIPTION:**

Santa Margarita Parkway signal synchronization coordination with Mission Viejo, Lake Forest, and Caltrans. Various improvements to City's intersection infrastructure.

**PROJECT BUDGET:**

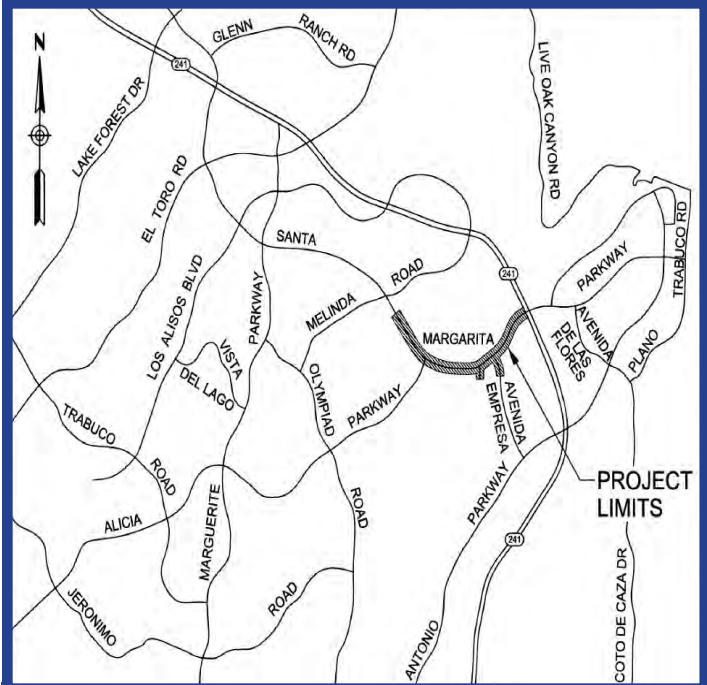
Design/ Program Implementation

|                 |               |
|-----------------|---------------|
| \$              | 25,000        |
| <b>Total \$</b> | <b>25,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**BRIDGE HINGE REPAIR**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Bridge Hinge Repair

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge Preventive Maintenance

**ESTIMATED SCHEDULE:**

|              |                         |
|--------------|-------------------------|
| Design       | FY 2014/15 - FY 2017/18 |
| Construction | FY 2018/19 - FY 2021/22 |

**FUNDING SOURCE:**

|         |    |         |
|---------|----|---------|
| HBP     | \$ | 178,000 |
| Gas Tax | \$ | 23,000  |

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-931.004

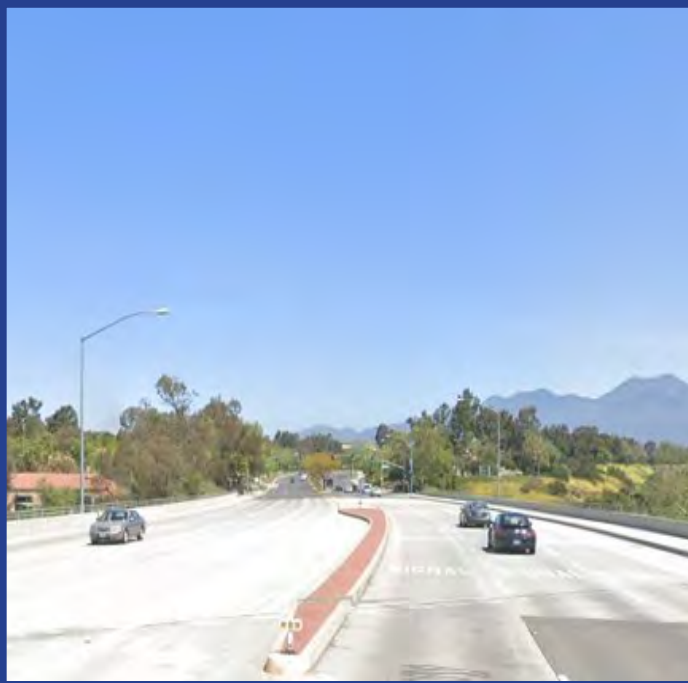
**PROJECT DESCRIPTION:**

Reconstruction of a critical hinge and performing various general preventive bridge maintenance repairs consistent with Bridge Preventive Maintenance Program and Caltrans inspection recommendations.

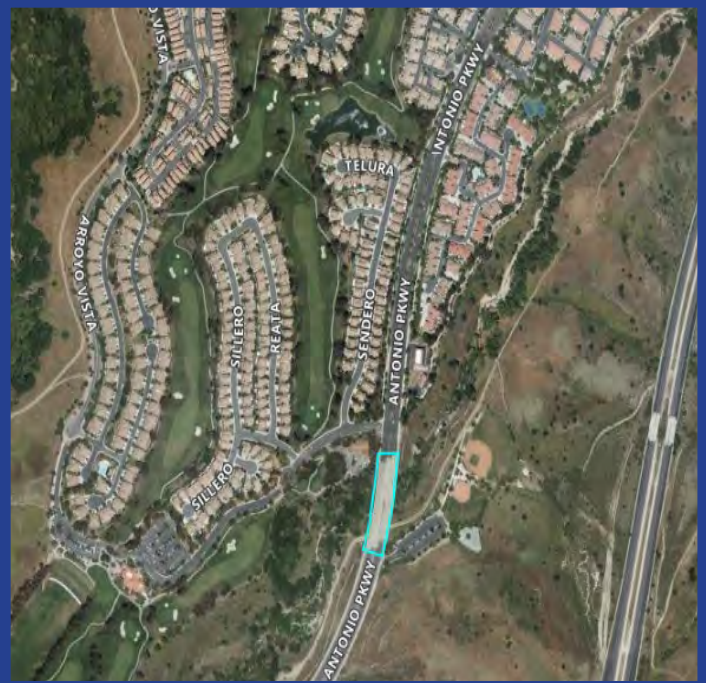
**PROJECT BUDGET:**

|  |           |                |
|--|-----------|----------------|
| Funds Spent to Date  | (\$       | 4,100,000)     |
| Preliminary Engineering/Design (FY 2011/12 - FY 2017/18)             | \$        | 595,000        |
| Construction Management/Inspection/Testing (FY 2019/20 - FY 2020/21) | \$        | 650,000        |
| Project Management/Administration (FY 2018/19 - FY 2020/21)          | \$        | 185,000        |
| Construction Engineering Design Support                              | \$        | 90,000         |
| Construction (FY 2019/20 - FY 2020/21)                               | \$        | 2,550,000      |
| Advertisement/Miscellaneous (FY 2019/20 - FY 2020/21)                | \$        | 30,000         |
| Habitat Restoration Maintenance/Administration                       | \$        | 201,000        |
| <b>Total</b>   | <b>\$</b> | <b>201,000</b> |

## City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO PKWY BRIDGE**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway Bridge Maintenance

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge Preventive Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2022/23 |

**FUNDING SOURCE:**

|         |    |         |
|---------|----|---------|
| HBP     | \$ | 123,000 |
| Gas Tax | \$ | 16,000  |

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

NEW

**PROJECT DESCRIPTION:**

Bridge general preventive maintenance design phase including environmental documentation, permitting, and preparing construction documents. Anticipated future construction costs are \$574,000.

**PROJECT BUDGET:**

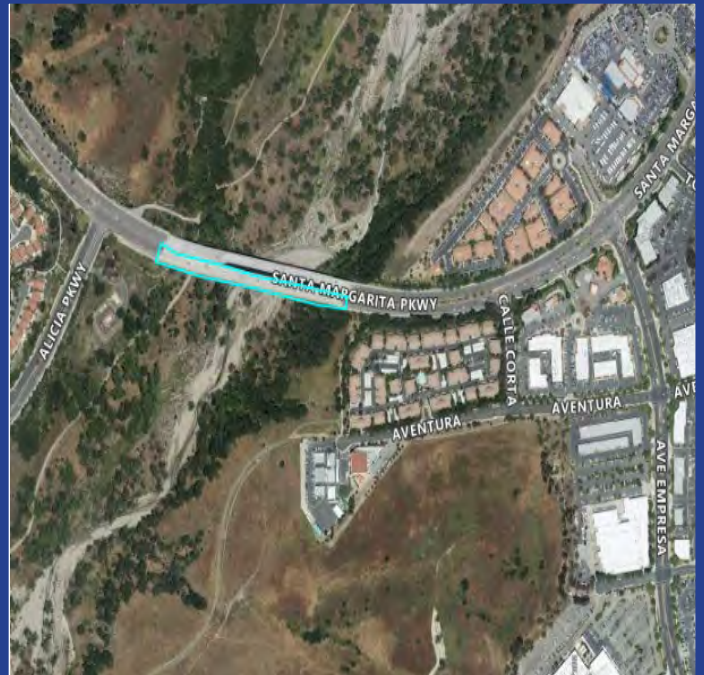
|                     |           |                |
|---------------------|-----------|----------------|
| Funds Spent to Date | \$        | 0              |
| Design              | \$        | 127,000        |
| Administration      | \$        | 12,000         |
| <b>Total</b>        | <b>\$</b> | <b>139,000</b> |



# City of Rancho Santa Margarita Capital Improvement Project Information



**E/B SANTA MARGARITA PKWY BRIDGE**



**VICINITY MAP**

**PROJECT TITLE:**

Eastbound Santa Parkway Bridge Maintenance

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge Preventive Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2022/23 |

**FUNDING SOURCE:**

|         |    |         |
|---------|----|---------|
| HBP     | \$ | 256,000 |
| Gas Tax | \$ | 33,000  |

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

NEW

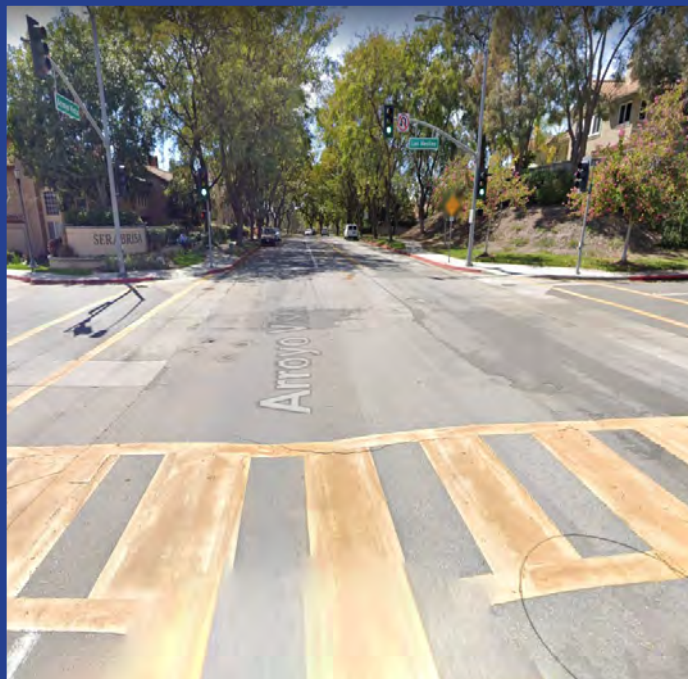
**PROJECT DESCRIPTION:**

Bridge general preventive maintenance design phase including environmental documentation, permitting, and preparing construction documents. Anticipated future construction costs are \$1,449,000.

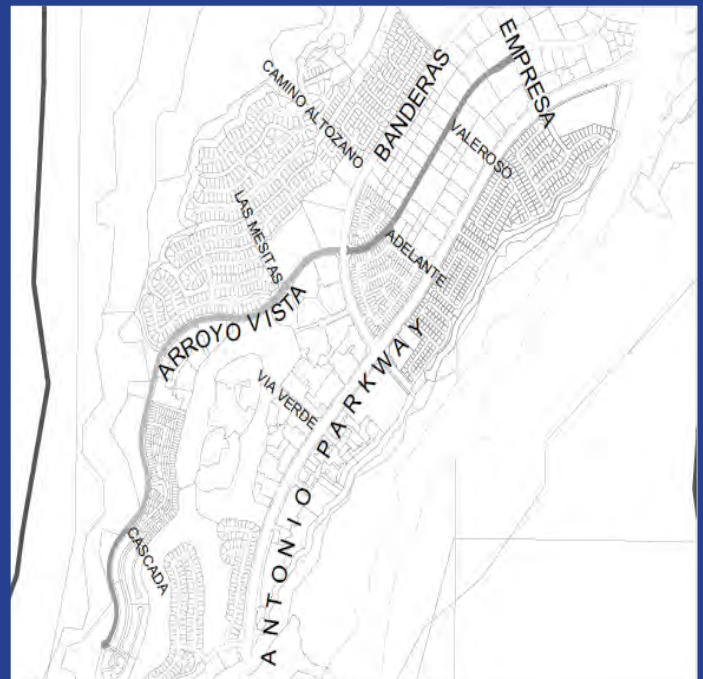
**PROJECT BUDGET:**

|                     |           |                |
|---------------------|-----------|----------------|
| Funds Spent to Date | \$        | 0              |
| Design              | \$        | 264,000        |
| Administration      | \$        | 25,000         |
| <b>Total</b>        | <b>\$</b> | <b>289,000</b> |

## City of Rancho Santa Margarita Capital Improvement Project Information



**ARROYO VISTA STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Arroyo Vista Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Maintenance

**ESTIMATED SCHEDULE:**

|              |                         |
|--------------|-------------------------|
| Design       | FY 2020/21 - FY 2021/22 |
| Construction | FY 2021/22              |

**FUNDING SOURCE:**

|      |            |
|------|------------|
| RMRA | \$ 920,000 |
|------|------------|

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-912.003

**PROJECT DESCRIPTION:**

Pavement rehabilitation consisting of either slurry seal or grind & overlay. Miscellaneous work includes crack sealing, striping, and digouts.

**PROJECT BUDGET:**

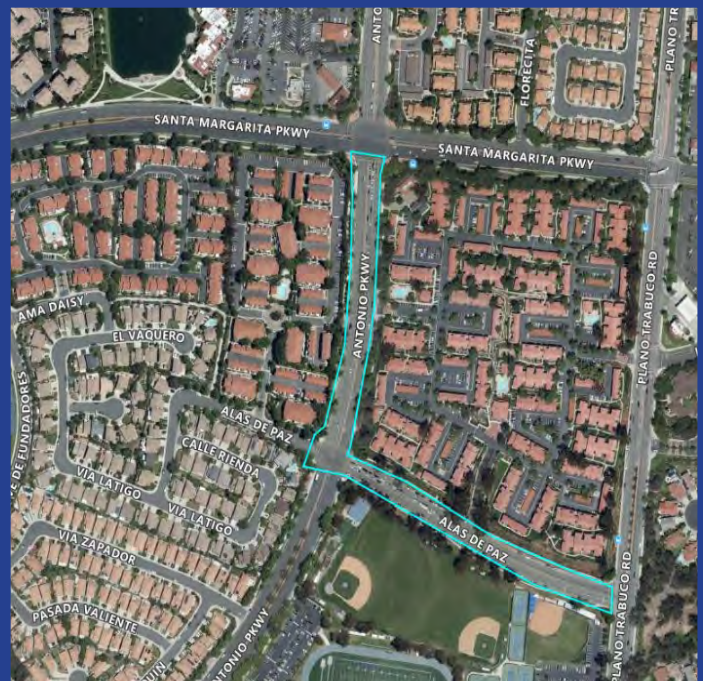
|                                    |                   |
|------------------------------------|-------------------|
| Funds Spent to Date                | (\$ 2,400)        |
| Design (FY 2020/21)                | \$ 2,400          |
| Design                             | \$ 10,000         |
| Administration                     | \$ 5,500          |
| Construction Estimate              | \$ 775,000        |
| Inspection/Construction Management | \$ 20,000         |
| Material Testing                   | \$ 30,000         |
| Construction Contingency           | \$ 77,500         |
| Advertisement                      | \$ 2,000          |
| <b>Total</b>                       | <b>\$ 920,000</b> |



# City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO PKWY & ALAS DE PAZ**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway Overlay  
Alas De Paz Overlay

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Maintenance

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2021/22 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

|      |    |         |
|------|----|---------|
| RMRA | \$ | 550,000 |
|------|----|---------|

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

NEW

**PROJECT DESCRIPTION:**

Pavement rehabilitation consisting of grind & overlay. Miscellaneous work includes crack sealing, striping, and digouts.

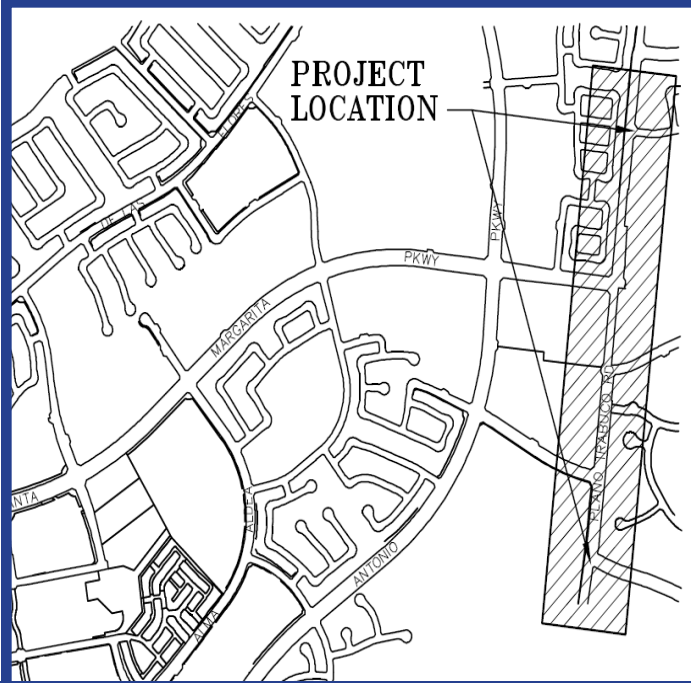
**PROJECT BUDGET:**

|                                    |           |                |
|------------------------------------|-----------|----------------|
| Funds Spent to Date                | \$        | 0              |
| Design                             | \$        | 13,000         |
| Administration                     | \$        | 13,000         |
| Construction Estimate              | \$        | 430,000        |
| Inspection/Construction Management | \$        | 35,000         |
| Material Testing                   | \$        | 12,000         |
| Construction Contingency           | \$        | 43,000         |
| Advertisement                      | \$        | 4,000          |
| <b>Total</b>                       | <b>\$</b> | <b>550,000</b> |

## City of Rancho Santa Margarita Capital Improvement Project Information



**PLANO TRABUCO MEDIAN**



**VICINITY MAP**

**PROJECT TITLE:**

Plano Trabuco Median Landscaping Renovation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Landscaping / Beautification

**ESTIMATED SCHEDULE:**

|              |                         |
|--------------|-------------------------|
| Design       | FY 2019/20 - FY 2020/21 |
| Construction | FY 2021/22              |

**FUNDING SOURCE:**

|         |    |         |
|---------|----|---------|
| Gas Tax | \$ | 185,000 |
|---------|----|---------|

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-918.004

**PROJECT DESCRIPTION:**

Landscape renovations including installing new irrigation and native and drought resistant plants.

**PROJECT BUDGET:**

|                                    |           |                |
|------------------------------------|-----------|----------------|
| Funds Spent to Date                | (\$       | 17,500)        |
| Design (FY 2019/20 - FY 2020/21)   | \$        | 17,500         |
| Administration                     | \$        | 5,000          |
| Construction Estimate              | \$        | 150,000        |
| Inspection/Construction Management | \$        | 10,000         |
| Material Testing                   | \$        | 3,000          |
| Construction Contingency           | \$        | 15,000         |
| Advertisement                      | \$        | 2,000          |
| <b>Total</b>                       | <b>\$</b> | <b>185,000</b> |



## City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO GATEWAY**



**VICINITY MAP**

**PROJECT TITLE:**  
Antonio Parkway Gateway Improvements

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Landscaping / Beautification

**ESTIMATED SCHEDULE:**  
Design FY 2019/20 - FY 2021/22  
Construction FY 2022/23

**FUNDING SOURCE:**  
Measure M \$ 65,000

**PROJECT MANAGER:**  
Principal Engineer

**CIP ACCOUNT NO.:**  
410-900-916.003

**PROJECT DESCRIPTION:**  
Construct raised decorative landscaped median and gateway improvements.

**PROJECT BUDGET:**

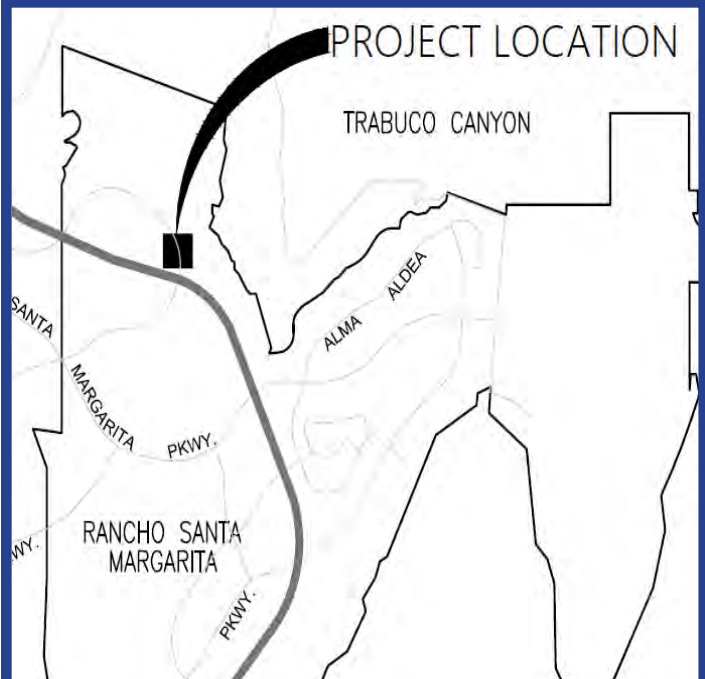
|                              |           |               |
|------------------------------|-----------|---------------|
| Funds Spent to Date          | (\$       | 55,000)       |
| Design (FY 2019/20)          | \$        | 55,000        |
| Design                       | \$        | 60,000        |
| Plan Checking/Administration | \$        | 5,000         |
| <b>Total</b>                 | <b>\$</b> | <b>65,000</b> |



# City of Rancho Santa Margarita Capital Improvement Project Information



**MELINDA MEDIAN CONCEPT**



**VICINITY MAP**

**PROJECT TITLE:**  
Melinda Median Extension

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic Improvements

**ESTIMATED SCHEDULE:**

|              |            |
|--------------|------------|
| Design       | FY 2019/20 |
| Construction | FY 2021/22 |

**FUNDING SOURCE:**

|         |    |         |
|---------|----|---------|
| Gas Tax | \$ | 150,000 |
|---------|----|---------|

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

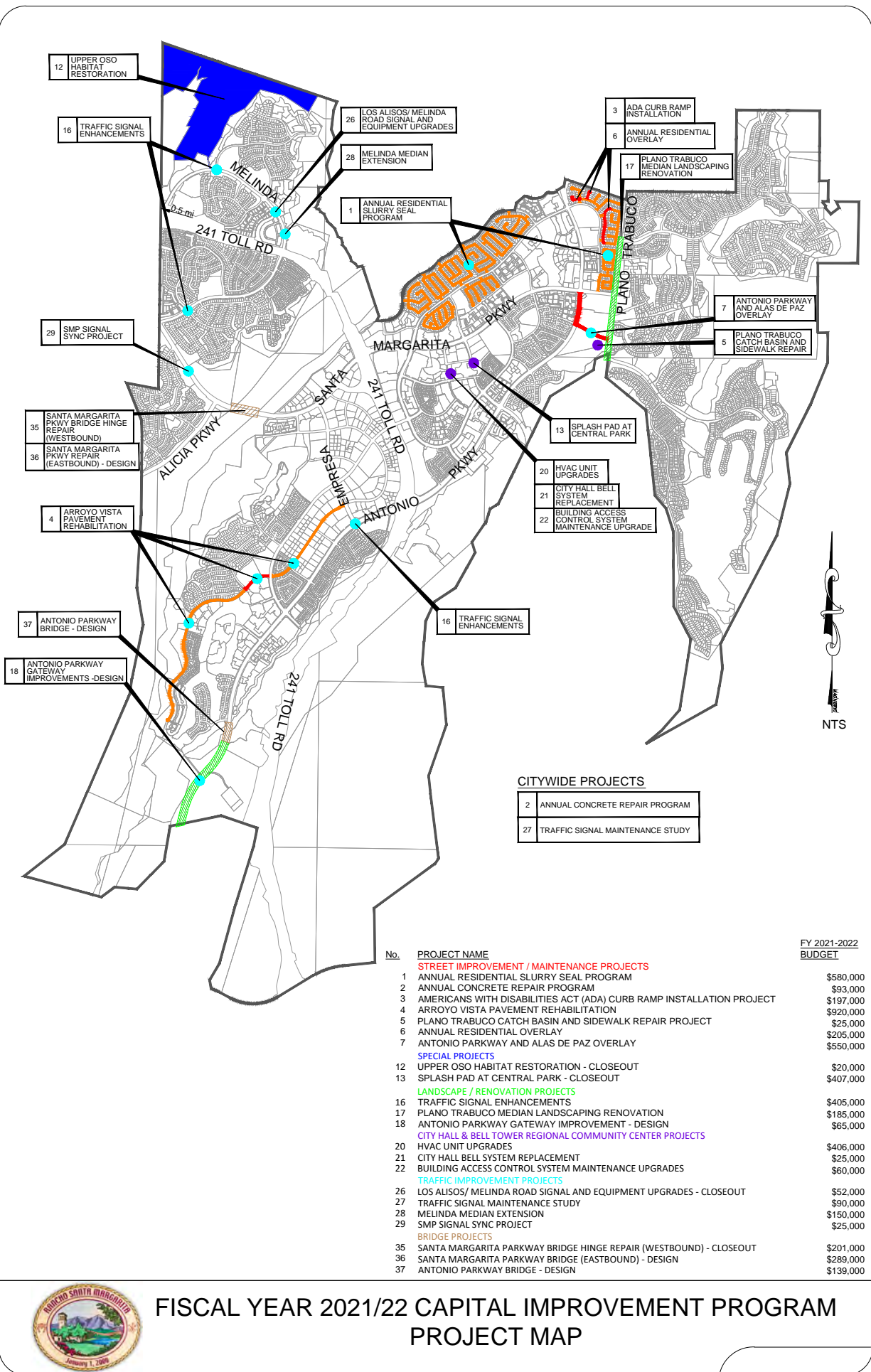
410-900-915.003

**PROJECT DESCRIPTION:**

Traffic improvements including extending existing decorative median to Paseo Alegria.

**PROJECT BUDGET:**

|  |           |                |
|--|-----------|----------------|
| Funds Spent to Date  | (\$       | 14,400)        |
| Design (FY 2019/20)  | \$        | 14,400         |
| Administration/Construction Engineering Support/Project Management | \$        | 4,800          |
| Construction Estimate  | \$        | 116,000        |
| Inspection/Construction Management                                 | \$        | 11,600         |
| Material Testing   | \$        | 3,500          |
| Construction Contingency   | \$        | 11,600         |
| Advertisement/Public Outreach                                      | \$        | 2,500          |
| <b>Total</b>   | <b>\$</b> | <b>150,000</b> |



## FISCAL YEAR 2021/22 CAPITAL IMPROVEMENT PROGRAM PROJECT MAP



# Appendices



*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 77.0% of the FY 2021-22 Estimated Revenues for all funds.

**Sales & Use Tax:** In accordance with the State Revenue & Taxation Code, the Bradley-Burns Uniform Local Sales & Use Tax Law of 1955, Measure “M2” and Proposition 172, a Sales and Use Tax rate totaling 7.75% is imposed on taxable sales in the City. The City receives 1.00% of local taxable sales with the remaining funds being shared by the State (5.00%), County Mental Health (0.50%), Orange County Transportation Authority – Measure “M2” Funds (0.50%), County Transportation Fund (0.25%) and County Public Safety Fund - Public Safety Augmentation Fund (0.50%). Sales Tax is the single largest source of revenue to the City’s General Fund.

**Property Tax in-lieu of Vehicle License Fees:** As of FY 2004-05 the State reduced the allocation of vehicle license fees from 2% to .67%. As a result, the fee difference is supplemented or “backfilled” with this revenue source, commonly referred to as a component of the VLF Property Tax Swap or “Triple Flip”. This funding source is the second largest source of revenue for the City’s General Fund.

**Property Tax:** Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. Article XIII A of the California State Constitution provides that assessed values are stated at 100% of full cash value. The County levies a base tax of \$1 per \$100 (1%) of assessed valuation (subject to annual growth limitations of 2%). The base amount the City receives in property tax was determined in a Revenue Neutrality Agreement with the County of Orange, which was negotiated prior to incorporation, at 2.98% of the County levy. From year to year, growth or decline in City residential and commercial property values impacts property tax revenue. When property changes hands, it is reassessed at its current market value. Property Tax is the third largest revenue source for the City’s General Fund.

**Franchise Fees:** A Franchise Fee is imposed on various public utilities, which grants the right to use public property for system infrastructure (lines and poles) and for the exclusive right to provide cable television within the City. Franchise fees from cable television, electricity, natural gas providers, and refuse collectors combined are the fourth largest source of revenue for the City’s General Fund.

**State Gas Tax:** The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, based on population, to cities. The use of Gas Tax revenues is restricted by the California Streets & Highways Code. Monies derived by Sections 2106 and 2107 are restricted to the construction, improvement and maintenance of public streets. Section 2107.5 monies are restricted to engineering costs and administrative expenses with respect to City streets. Gas Tax funds are recorded in a Special Revenue Fund.

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

**Measure “M2” Sales Tax:** Measure “M” monies are derived from a special sales tax of 0.50% approved by the voters of the County of Orange in November, 1990. Measure “M” expired March 31, 2011. Renewed Measure “M” (M2) was approved by voters in November 2006, and became effective April 1, 2011. The Measure “M2” sales tax rate is a component of the countywide sales tax rate of 7.75%. Measure “M2” monies are restricted for street and highway improvements and maintenance. Cities receive a portion of the sales tax revenue generated by Measure “M2,” the distribution of which is based on population, Master Plan Arterial Highways miles and total taxable sales. The “Fair Share” portion of these restricted monies is accounted for in a Special Revenue Fund. Other components of the Measure M Program are competitively based and are accounted for in the Capital Projects Fund. Still other program specific revenues are available, such as Senior Mobility and are accounted for in the General Fund or Capital Projects Fund.

# GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY OF TERMS

---

**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.

| <b>Fiscal Year</b> | <b>Appropriations Limit</b> | <b>Appropriations Subject to Limit</b> | <b>Difference</b> |
|--------------------|-----------------------------|--|-------------------|
| 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       |
| 2021-22            | \$22,259,483                | \$14,834,011                           | \$7,425,472       |

RESOLUTION NO. 21-06-09-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA,  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2021/22

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

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

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

WHEREAS, an appropriations limit for Fiscal Year 2020/21 was approved on June 10, 2020; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2021/22 is based on the approved appropriations limit for Fiscal Year 2020/21, adjusted using appropriations limit factors for Fiscal Year 2021/22, as they relate to budgeted revenues to be received in Fiscal Year 2021/22; and

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

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

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

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 2021/22 shall be \$22,259,483 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 2021/22 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2021/22 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 9<sup>TH</sup> DAY OF JUNE 2021.

  
\_\_\_\_\_  
L. ANTHONY BEALL, 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 9<sup>th</sup> day of June, 2021, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

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

**City of Rancho Santa Margarita**  
**Gann Limit**  
**FY 2021-22**

**Budgeted Revenues 21-22**

|  | <b>Proceeds<br/>of Taxes</b> | <b>Non-Proceeds<br/>of Taxes</b> | <b>Total</b>      |
|--|------------------------------|----------------------------------|-------------------|
| <b>GENERAL FUND</b>                      |                              |                                  |                   |
| Property Tax                             | 2,830,179                    | -                                | 2,830,179         |
| Sales Tax                                | 7,056,438                    | -                                | 7,056,438         |
| Property Tax In-Lieu of Sales Tax        | -                            | -                                | -                 |
| Real Property Transfer Tax               | 280,000                      | -                                | 280,000           |
| Franchise Fees-Cable TV                  | -                            | 628,725                          | 628,725           |
| Franchise Fees-Gas                       | -                            | 75,377                           | 75,377            |
| Franchise Fees-Electricity               | -                            | 420,862                          | 420,862           |
| Franchise Fees-Refuse Collect            | -                            | 400,741                          | 400,741           |
| Franchise Fees-Recycling                 | -                            | 98,142                           | 98,142            |
| Motor Vehicle License Fee                | -                            | 36,145                           | 36,145            |
| Property Tax In-Lieu of VLF              | 5,256,832                    | -                                | 5,256,832         |
| State Mandated Costs Reimbursement       | -                            | 34,554                           | 34,554            |
| Beverage Container Recycling             | -                            | 13,000                           | 13,000            |
| Solid Waste Recycling Permits            | -                            | 11,490                           | 11,490            |
| Solid Waste Fees                         | -                            | 4,000                            | 4,000             |
| CASP Program Revenue                     | -                            | 5,500                            | 5,500             |
| Building Permit Fees                     | -                            | 391,865                          | 391,865           |
| Zoning Plan Check                        | -                            | 15,830                           | 15,830            |
| Permit Imaging                           | -                            | 8,046                            | 8,046             |
| Bldg-Plan Check Fees                     | -                            | 82,215                           | 82,215            |
| Site Development Permits                 | -                            | 3,250                            | 3,250             |
| Site Development Deposits                | -                            | 30,000                           | 30,000            |
| Massage Establishment Permit             | -                            | 2,500                            | 2,500             |
| Planning-Plan Check Fees                 | -                            | 13,900                           | 13,900            |
| Other Planning Revenues                  | -                            | 3,000                            | 3,000             |
| Local Early Action Planning grant (LEAP) | -                            | 100,000                          | 100,000           |
| SB2 Grant Funding                        | -                            | 19,896                           | 19,896            |
| CDBG Grant                               | -                            | 114,550                          | 114,550           |
| CDBG-CV                                  | -                            | 288,639                          | 288,639           |
| Engineering Permits                      | -                            | 61,920                           | 61,920            |
| Waste Disposal Agrmt. Renenue            | -                            | 113,900                          | 113,900           |
| Court Fines                              | -                            | 89,950                           | 89,950            |
| Parking Citation Revenue                 | -                            | 115,000                          | 115,000           |
| Parking Citation Revenue - DMV           | -                            | 15,000                           | 15,000            |
| Miscellaneous Police Grants              | -                            | 7,000                            | 7,000             |
| Passport Revenue                         | -                            | 11,000                           | 11,000            |
| Sponsorships                             | -                            | 25,000                           | 25,000            |
| BTRCC Program Revenue                    | -                            | 102,857                          | 102,857           |
| BTRCC Rental Revenue                     | -                            | 81,091                           | 81,091            |
| Misc. Revenue                            | -                            | 15,000                           | 15,000            |
| Senior Mobility Grant                    | -                            | 27,105                           | 27,105            |
| SCE Rule 20A                             | -                            | 31,059                           | 31,059            |
| American Rescue Plan                     | -                            | 547,698                          | 547,698           |
| Investment Earnings                      | 143,000                      | -                                | 143,000           |
| <b>Total General Fund</b>                | <b>15,566,449</b>            | <b>4,045,807</b>                 | <b>19,612,256</b> |
| <b>SPECIAL REVENUE FUNDS</b>             |                              |                                  |                   |
| Gasoline                                 | -                            | 1,248,699                        | 1,248,699         |
| Interest                                 | -                            | 5,000                            | 5,000             |
| Measure M                                | -                            | 712,329                          | 712,329           |
| Interest                                 | -                            | 3,000                            | 3,000             |
| Air Quality                              | -                            | 59,672                           | 59,672            |
| Interest                                 | -                            | 328                              | 328               |
| SLSF                                     | -                            | 99,453                           | 99,453            |
| Interest                                 | -                            | 547                              | 547               |
| RMRA                                     | -                            | 949,408                          | 949,408           |
| Interest                                 | -                            | 7,500                            | 7,500             |
| ARP                                      | -                            | 2,360,444                        | 2,360,444         |
| Interest                                 | -                            | 7,700                            | 7,700             |
| <b>CAPITAL PROJECTS FUND</b>             | <b>-</b>                     | <b>1,041,006</b>                 | <b>1,041,006</b>  |
| <b>Total Other Funds</b>                 | <b>-</b>                     | <b>6,495,086</b>                 | <b>6,495,086</b>  |
| <b>Total Revenue</b>                     | <b>15,566,449</b>            | <b>10,540,893</b>                | <b>26,107,342</b> |

Appropriations Excluded From Limit (732,438)

**NET APPROPRIATIONS SUBJECT TO LIMIT**

**14,834,011**

FY 2020-21 APPROPRIATIONS LIMIT

21,231,476

FY 2021-22 Appropriations Limit Factor

1.048419 (1)

**FY 2021-22 CALCULATED APPROPRIATIONS LIMIT**

**22,259,483**

**FY 2021-22 APPROPRIATIONS UNDER LIMIT**

**7,425,472**

(1) - Source - California Dept of Finance-County (1.0573 x .9916 = 1.048419)

RESOLUTION NO. 21-06-09-06

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 2021/22

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 2021/22 to the City Council; and

WHEREAS, the City Council set June 9, 2021, as the date of the public hearing to consider the FY 2021/22 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 \$32,785,482 for Fiscal Year 2021/22 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 \$32,434,101 during FY 2021/22.

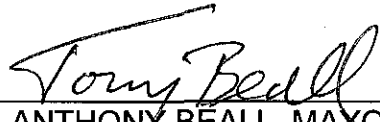
SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$100,463 for technology expenditures, reserves designated for council strategic are allocated in the amount of \$20,000 for Council strategic expenditures, reserves designated for infrastructure are allocated in the amount of \$260,000, reserves designated for facilities are allocated in the amount of \$25,000, and reserves designated from vehicle reserves are allocated in the amount of \$34,700. All of the above amounts are included in the balanced Fiscal Year 2021/22 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 2021-

2022" 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 2021-2022" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 9<sup>TH</sup> DAY OF JUNE 2021.

  
\_\_\_\_\_  
L. ANTHONY BEALL, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

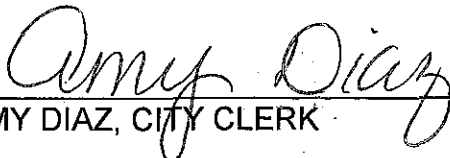
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 9<sup>th</sup> day of June, 2021, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

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

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