

*City of*

Rancho Santa Margarita

*California*

2022-2023

Adopted Operating Budget &  
Capital Improvement Plan



# TABLE OF CONTENTS

## Introduction

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

## Budget Summaries

Schedule of Fund Balance – All Funds .....	2
Revenue Summary – All Funds .....	5
Estimated Revenues – Detail of All Funds .....	6
Appropriations Summary – All Funds .....	9
Fund Summaries:	
General Fund .....	10
Gas Tax Fund .....	11
Measure M Fund .....	12
Air Quality Improvement Fund .....	13
Traffic Congestion Relief Fund .....	14
Local Park Trust Fund .....	15
Supplemental Law Enforcement Fund .....	16
PEG Fee Fund .....	17
Road Maintenance and Rehabilitation.....	18
CARES Fund .....	19
American Rescue Plan Fund .....	20
Capital Projects Fund .....	21
RSM PFA Debt Service Fund .....	22
Summary of Expenditures by Account Group .....	23
Summary of Expenditures by Department/Division .....	24
Schedule of Interfund Transfers .....	25

## General Government

City Council .....	30
City Manager .....	33
City Attorney .....	35
City Clerk .....	37
Human Resources/Risk Management .....	39

## Finance

Non-Departmental .....	44
Finance .....	45

## **Police Services**

Police Services .....	50
Animal Control .....	51

## **Development Services**

Planning .....	57
Building and Safety .....	58

## **Public Works**

Public Works .....	62
Street Maintenance .....	63
Street Lighting .....	64
Building Maintenance .....	65

## **Community Services**

Community Services .....	69
--------------------------	----

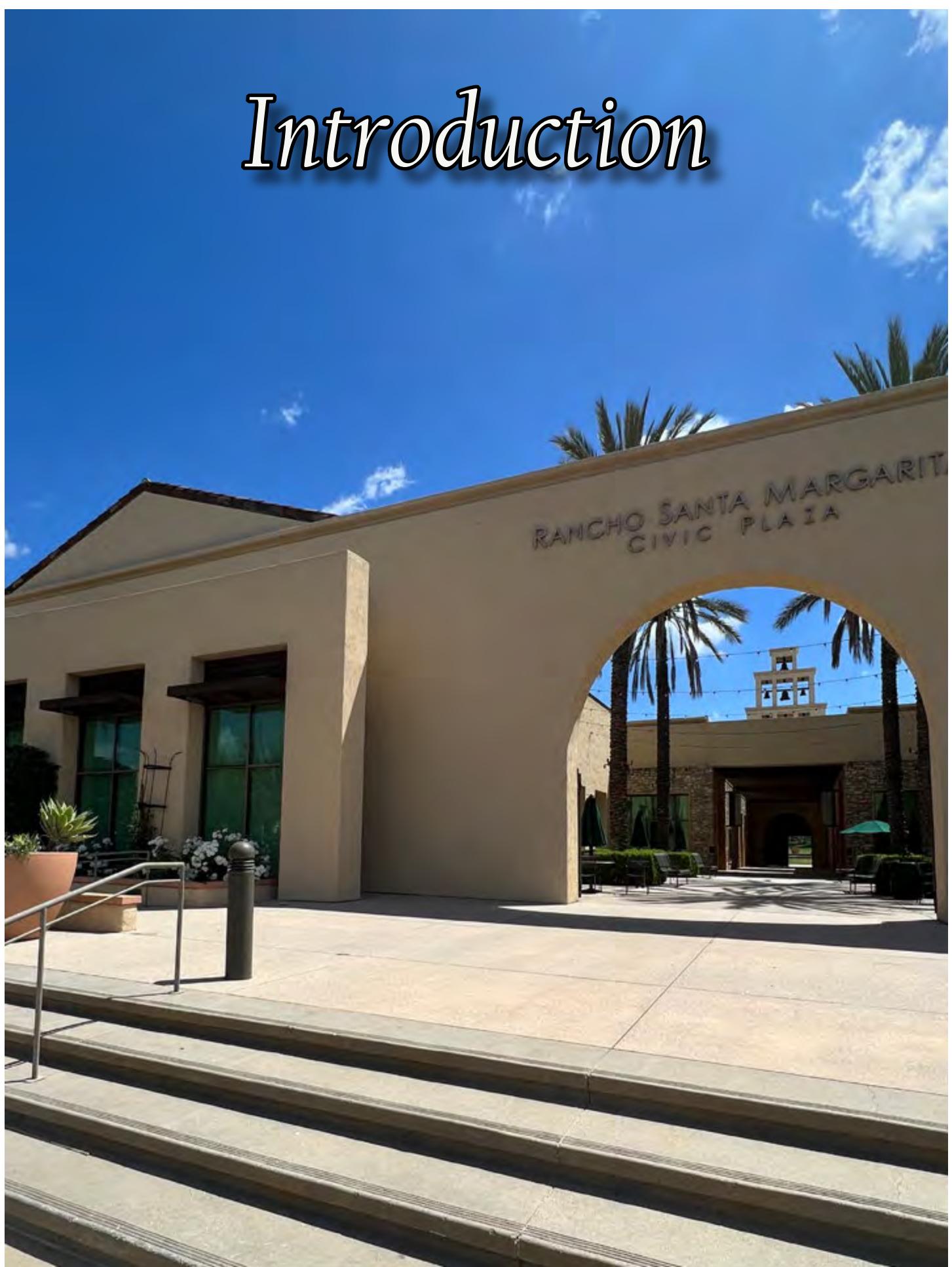
## **Capital Improvement Plan**

Capital Improvement Plan .....	74
Capital Projects & Special Funds Comparison .....	76
Seven-Year Capital Improvement Program .....	78
Capital Improvement Project Information .....	82
Capital Improvement Program Project Map .....	102

## **Appendices**

Basis of Accounting .....	103
Budgetary Control .....	103
Long-Term Debt .....	103
Basis of Revenue Estimates .....	104
Glossary of Terms .....	106
Appropriations Limit .....	108
Resolution Establishing the Appropriations Limit for FY 2022/23 .....	109
Resolution Adopting the Operating Budget for FY 2022/23 .....	112
Index .....	114

# 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, 2022

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year 2022-23 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 2022-23 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 2022-23 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 \$547,397; which includes the use of American Rescue Plan Act (ARPA) funds on general governmental services. The ARPA funds have been allocated towards costs associated with police services, economic development, CIP, and information technology. Major General Fund revenues are estimated to increase by 2.64 percent. Sales tax reflects strong growth during the fiscal year as the economy continues to recover. The City continues to experience growth in property tax and property tax in-lieu of VLF. This year, the Orange County Assessor's Office based the property tax roll on the maximum allowable Consumer Price Index (CPI) increase of 2.0%.

### General Fund

General Fund expenditures are allocated to the regular ongoing operations of the City for services such as public safety, planning and community development, general government, and public works. Community Services reflects a significant increase in expenditures as the City continues to move towards restoring programs and services to pre-pandemic levels. Approximately 51 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 2022-23 OCSD contract is projected to be 4.38% 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 2022-23 reflects a significant increase in expenditures, especially in the areas Public Safety, Public Works, and the Community Center, the City is also projecting higher revenues and the ability to use ARPA funds to offset certain costs in FY 2022-23; therefore, no notable reductions to the budget were implemented.

Many of the City's other municipal services are also contracted out to private consulting firms, resulting in a lower-than-average percentage of the budget allocated to personnel costs. In fact, the City employs 23 full-time and 12 part-time employees, accounting for a uniquely low 18 percent of the General Fund budget for salary and benefit costs.

The City of Rancho Santa Margarita continues to maintain a healthy reserve balance with minimal debt service. The City's total reserves, including special revenue funds restricted for specific purposes, are projected to be \$28.5 million at fiscal year-end and includes ARPA funds of approximately \$3.0 million. The General Fund reserve, including operating, emergency and restricted categories, totals \$25,046,891, which reflects an increase from the prior year due to higher projected General Fund

**Mayor**  
Anne D. Figueroa

**Mayor Pro Tempore**  
Jerry Holloway

**Council Member**  
L. Anthony Beall

**Council Member**  
Carol A. Gamble

**Council Member**  
Bradley J. McGirr

**City Manager**  
Jennifer M. Cervantez

revenues as the economy recovers from the pandemic, as well as a nominal use of reserves for specific one-time and planned expenditures. This use of reserves totals \$1,033,336 which includes consulting services towards the final stages of the Housing Element, 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 3.4 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 includes a variety of maintenance projects and new initiatives to enhance the visual aesthetics in the community. Twenty projects totaling \$5,769,000 are planned for Fiscal Year 2022-23, a decrease of \$166,780 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 \$5,769,000, \$945,000, or 17 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$945,000 has been appropriated towards various CIP projects. These projects encompass continued maintenance, the Antonio Parkway Gateway Improvement project, the Traffic Signal Enhancement project, Dog Park renovations, and Interior LED Lighting conversion project at both City Hall and the Bell Tower. Other major projects with the CIP budget include road maintenance, HVAC unit upgrades at City Hall and the BTRCC, additional bridge projects, as well as, various improvement projects related to both City Hall and the Bell Tower.

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 2022-23 budget, and we appreciate the City Council's careful consideration and adoption of the City's spending plan for the coming year. With this budget, Rancho Santa Margarita is poised to continue the delivery of essential services to residents and businesses in a prudent and fiscally responsible manner that captures the City Council's vision and direction.

Respectfully submitted,



Jennifer M. Cervantez  
City Manager

# **CITY OF RANCHO SANTA MARGARITA**

## **CITY COUNCIL**

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

## **CITY OFFICIALS**

CITY MANAGER/CITY TREASURER.....	JENNIFER M. 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) .....	47,279
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 1/1/22

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller

# City of Rancho Santa Margarita

---

## Demographic Information Federal Census Data

---

**Fiscal Year  
2020<sup>(2)</sup>**

---

Population: (1) (2) (3) **47,949**

---

Median Age: **38.5**

---

Number of Households: **17,188**

---

Average Household Size: **2.79**

---

Average Family Size: **3.33**

---

Home-Ownership Rate **71%**

---

Total Workforce **24,812**

---

Race:

Asian	<b>11.9</b>
Black	<b>1.6</b>
Hispanic	<b>21.5</b>
White	<b>58.2</b>
Other	<b>6.8</b>

---

Sex:

Female	<b>51.1</b>
Male	<b>48.9</b>

---

- 1) As of 4/10/10 census data release. **Estimated population as of 1/1/22 is 47,279** per the California Department of Finance, Demographic Research Unit.
- 2) The California Department of Finance population estimates incorporate 2020 Census counts as the benchmark. Therefore, the population estimates for 2020, and 2022 published in this report might be noticeably different from the previous year estimates.

As of May 2022, total unemployment was 2.3%

**FY 2022/23**

City of Rancho Santa Margarita

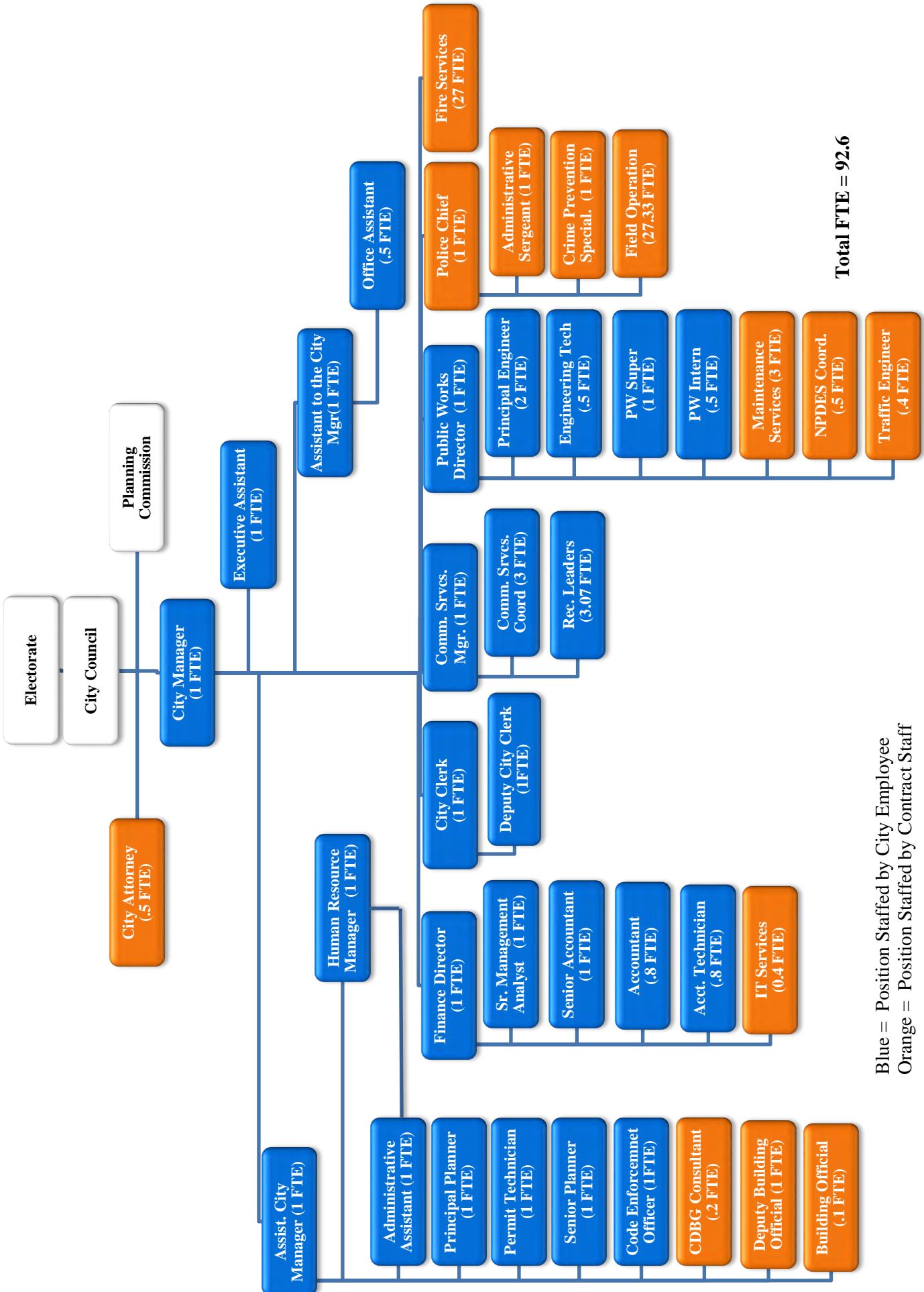
City Employees and Contract Staff Summary

Full Time Equivalent Positions  
City Staff      Contract Staff

<b><u>City Manager:</u></b>	City Manager	1.00
	Executive Assistant	1.00
	Assistant to the City Manager	1.00
	Office Assistant	0.50
<b><u>City Attorney:</u></b>	City Attorney	0.50
<b><u>City Clerk:</u></b>	City Clerk	1.00
	Deputy City Clerk	1.00
<b><u>Development Services:</u></b>	Assistant City Manager	1.00
	Human Resource Manager	1.00
	Administrative Assistant	1.00
	Principal Planner	1.00
	Senior 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>Finance:</u></b>	Finance Director	1.00
	Senior Management Analyst	1.00
	Senior Accountant	1.00
	Accountant	0.80
	Accounting Technician	0.80
	IT Services	0.40
<b><u>Community Services:</u></b>	Community Services Manager	1.00
	Community Services Coordinator	3.00
	Recreation Leaders	3.07
<b><u>Police Services:</u></b>	Police Chief	1.00
	Administrative Sergeant	1.00
	Crime Prevention Specialist	1.00
	Field Operations	27.33
<b><u>Public Works:</u></b>	Public Works Director	1.00
	Principal Engineer	2.00
	Engineering Technician	0.50
	Public Works Superintendent	1.00
	Pubic Works Intern	0.50
	Traffic Engineer	0.40
	NPDES Coordinator	0.50
	Maintenance Services	3.00
<b><u>Fire Services:</u></b>	Field Operations	27.00
<b><u>TOTAL</u></b>	<b>29.17</b>	<b>63.43</b>

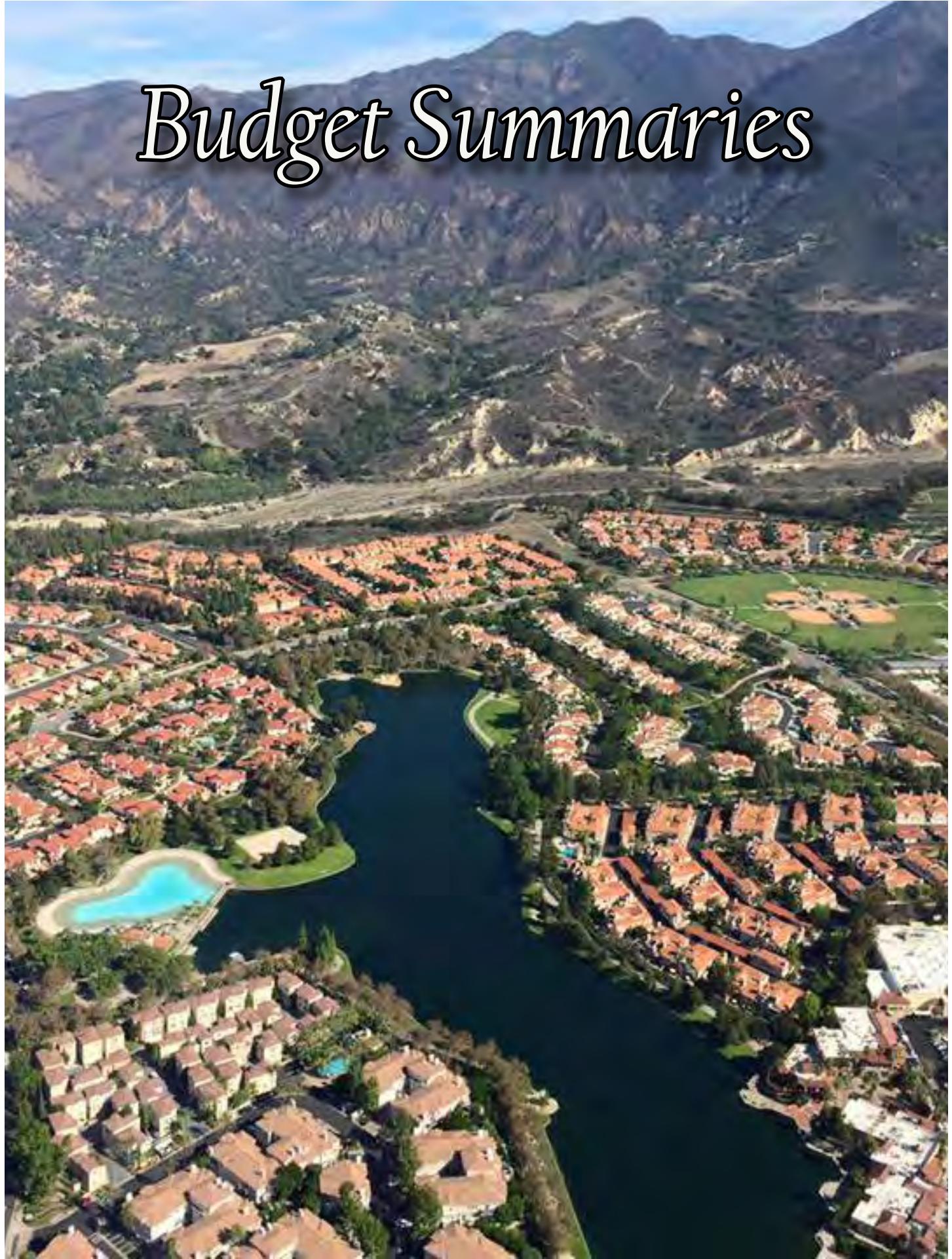
# City of Rancho Santa Margarita

ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF  
as of Fiscal Year 2022-2023



This page intentionally left blank.

# Budget Summaries



Rancho Santa Margarita, California

This page intentionally left blank.

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

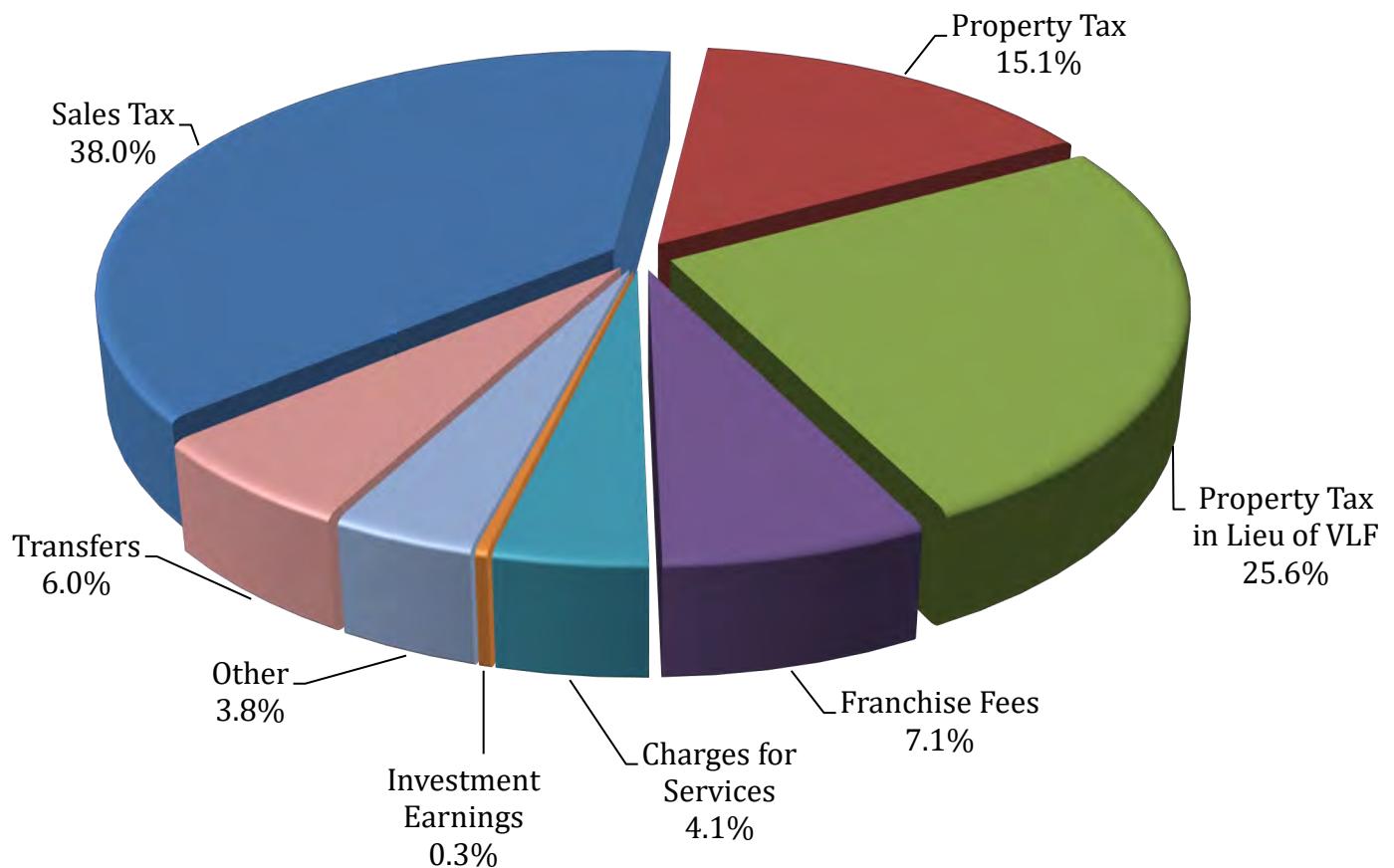
Description	Fund Balance 6/30/2018	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2019	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/20
<b>General Fund - 100</b>	<b>18,713,989</b>	<b>19,890,471</b>	<b>17,982,481</b>	<b>20,621,979</b>	<b>18,782,073</b>	<b>18,039,174</b>	<b>21,364,878</b>
<b>Special Revenue Funds:</b>							
Gas Tax - 210	955,155	984,241	1,239,309	700,087	1,101,996	1,023,553	778,530
Measure M - 212	343,049	767,202	648,018	462,233	766,780	1,078,079	150,934
Air Quality Improvement - 214	233,278	70,226	46,364	257,140	67,008	219,149	104,999
Traffic Congestion Relief - 218	55,415	57,569	-	112,984	57,404	131,000	39,388
Local Park Trust Fund - 220	1,462,663	37,826	67,785	1,432,704	31,748	81,103	1,383,349
Supplemental Law Enforce - 222	147,789	153,474	126,634	174,629	160,971	123,061	212,539
PEG Fees - 224	680,340	17,298	3,339	694,299	15,432	973	708,758
RMRA - 226	-	939,571	658,239	281,332	859,998	643,223	498,107
CARES - 228	-	-	-	-	429,243	787,612	(358,369)
ARPA - 230	-	-	-	-	-	-	-
Subtotal-Special Revenue Funds	3,877,689	3,027,407	2,789,688	4,115,408	3,490,580	4,087,753	3,518,235
<b>Capital Projects Fund - 410</b>	<b>192,816</b>	<b>2,124,115</b>	<b>2,112,774</b>	<b>204,157</b>	<b>3,226,944</b>	<b>3,692,284</b>	<b>(261,183)</b>
<b>RSM DEBT SERVICE</b>							
<b>RSM PFA Debt Svc. Fund - 530</b>	<b>114</b>	<b>728,265</b>	<b>727,838</b>	<b>541</b>	<b>735,413</b>	<b>735,138</b>	<b>816</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b>22,784,608</b>	<b>25,770,258</b>	<b>23,612,781</b>	<b>24,942,085</b>	<b>26,235,010</b>	<b>26,554,349</b>	<b>24,622,746</b>

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

Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/21	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/22	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/23
19,886,539	17,363,028	23,888,389	21,718,895	20,074,454	25,532,830	21,717,528	22,203,467	25,046,891
1,098,983	1,489,541	387,972	1,264,754	1,177,725	475,001	1,408,862	1,302,194	581,669
753,837	555,530	349,241	834,283	684,265	499,259	879,890	1,103,068	276,081
64,472	7,177	162,294	60,000	5,000	217,294	60,000	20,000	257,294
310	34,000	5,698	-	5,698	-	-	-	-
3,264	340,616	1,045,997	-	999,540	46,457	-	-	46,457
157,419	129,740	240,218	165,900	130,691	275,427	120,000	151,637	243,790
1,559	31,080	679,237	-	35,496	643,741	-	58,470	585,271
907,855	33,879	1,372,083	997,900	657,000	1,712,983	1,098,315	2,139,000	672,298
603,275	244,906	-	-	-	-	-	-	-
119,982	119,982	-	1,561,462	1,561,462	-	3,039,443	2,517,847	521,596
3,710,956	2,986,451	4,242,740	4,884,299	5,256,877	3,870,162	6,606,510	7,292,216	3,184,456
4,010,040	4,212,805	(463,948)	3,985,996	3,264,374	257,674	5,769,000	5,769,000	257,674
731,559	731,596	779	731,659	732,438	-	727,538	727,538	-
28,339,094	25,293,880	27,667,960	31,320,849	29,328,143	29,660,666	34,820,576	35,992,221	28,489,021

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Revenues General Fund Fiscal Year 2022-2023



City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----	YEAR-END ESTIMATE	FY 2022/23 ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
<b>100 GENERAL FUND</b>	<b>19,890,470</b>	<b>18,782,073</b>	<b>19,886,539</b>	<b>21,158,577</b>	<b>21,718,895</b>	<b>21,717,528</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX</b>	<b>984,241</b>	<b>1,101,996</b>	<b>1,098,983</b>	<b>1,253,699</b>	<b>1,264,754</b>	<b>1,408,862</b>
<b>212 MEASURE M</b>	<b>767,202</b>	<b>766,780</b>	<b>753,837</b>	<b>715,329</b>	<b>834,283</b>	<b>879,890</b>
<b>214 AIR QUALITY IMPROVEMENT</b>	<b>70,226</b>	<b>67,008</b>	<b>64,472</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>218 TRAFFIC CONGESTION RELIEF</b>	<b>57,569</b>	<b>57,404</b>	<b>310</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>220 LOCAL PARK TRUST</b>	<b>37,826</b>	<b>31,748</b>	<b>3,264</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>	<b>153,474</b>	<b>160,971</b>	<b>157,419</b>	<b>100,000</b>	<b>165,900</b>	<b>120,000</b>
<b>224 PEG FEE</b>	<b>17,298</b>	<b>15,432</b>	<b>1,559</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>226 ROAD MAINTENANC &amp; REHABILITATION</b>	<b>939,571</b>	<b>859,998</b>	<b>907,855</b>	<b>956,908</b>	<b>997,900</b>	<b>1,098,315</b>
<b>228 CARES</b>	<b>-</b>	<b>429,243</b>	<b>603,275</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>230 AMERICAN RESCUE PLAN</b>	<b>-</b>	<b>-</b>	<b>119,982</b>	<b>2,183,151</b>	<b>1,561,462</b>	<b>3,039,443</b>
<b><i>SUBTOTAL</i></b>						
<b>ALL SPECIAL REVENUE FUNDS</b>	<b>3,027,407</b>	<b>3,490,580</b>	<b>3,710,956</b>	<b>5,269,087</b>	<b>4,884,299</b>	<b>6,606,510</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
<b>410 CAPITAL PROJECTS FUND</b>	<b>2,124,115</b>	<b>3,226,944</b>	<b>4,010,040</b>	<b>5,935,780</b>	<b>3,985,996</b>	<b>5,769,000</b>
<b><u>RSM DEBT SERVICE FUND</u></b>						
<b>530 RSM PFA DEBT SERVICE FUND</b>	<b>728,265</b>	<b>735,413</b>	<b>731,559</b>	<b>732,438</b>	<b>731,659</b>	<b>727,538</b>
<b><i>SUBTOTAL</i></b>						
<b>ALL FUND TYPES</b>	<b>25,770,257</b>	<b>26,235,010</b>	<b>28,339,094</b>	<b>33,095,882</b>	<b>31,320,849</b>	<b>34,820,576</b>
<b><i>LESS INTERFUND TRANSFERS</i></b>						
<b>3,467,646</b>	<b>4,618,477</b>	<b>3,155,585</b>	<b>7,720,453</b>	<b>5,557,188</b>	<b>7,135,800</b>	
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>22,302,611</b>	<b>21,616,533</b>	<b>25,183,509</b>	<b>25,375,429</b>	<b>25,763,661</b>	<b>27,684,776</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

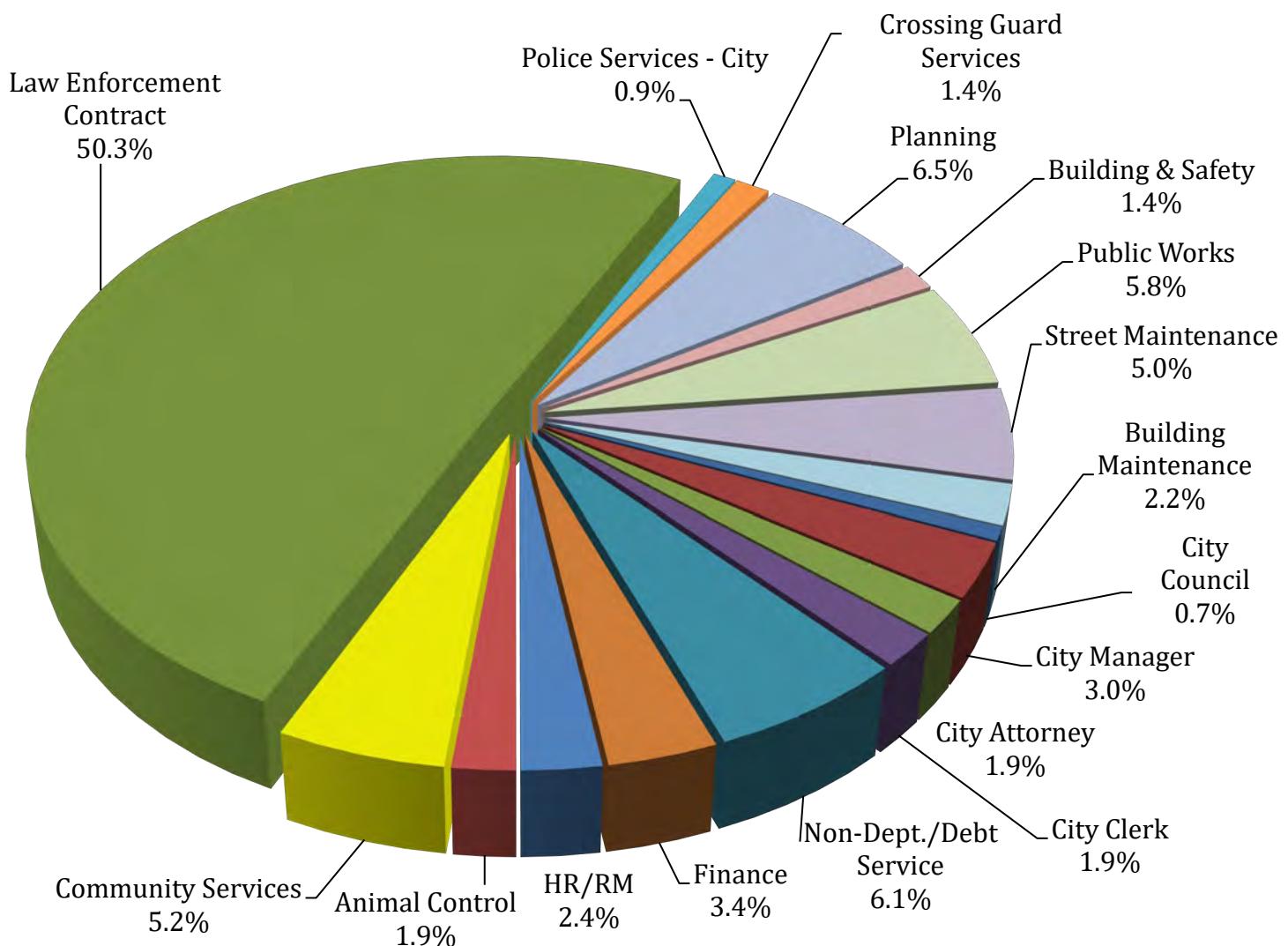
					FY 2021/22	FY 2022/23	
		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b>100</b>	<b><u>GENERAL FUND</u></b>						
400.00	Property Tax	2,639,135	2,716,191	2,817,738	2,830,179	2,891,253	2,984,656
402.00	Property Tax in Lieu of VLF	4,797,263	4,967,587	5,129,117	5,256,832	5,260,973	5,549,800
410.00	Sales Tax	7,109,635	6,729,367	7,713,518	7,056,438	7,518,912	8,257,244
411.00	Real Property Transfer Tax	262,145	289,637	433,781	280,000	420,737	300,000
415.00	Franchise Fees - Cable TV	715,634	658,006	611,562	628,725	572,138	577,859
415.00	Franchise Fees - Gas	60,870	70,365	74,631	75,377	84,504	85,349
415.00	Franchise Fees - Electricity	382,484	363,277	412,610	420,862	449,825	454,323
415.00	Franchise Fees - Refuse Collection	180,387	184,685	203,214	200,741	258,676	261,012
415.00	Franchise Fees - Refuse Agmnt Reimb.	-	-	-	200,000	100,000	-
420.00	Motor Vehicle License Fee	23,678	38,750	35,787	36,145	36,145	36,145
421.00	State Mandated Cost Reimburse	13,827	14,461	23,206	34,554	-	12,691
425.00	Beverage Container Recycling Grant	12,506	12,292	(8,281)	13,000	13,000	13,000
425.00	AB933 - Recycling Grant	93,764	100,785	107,497	98,142	150,000	154,500
425.00	Solid Waste Diversion Permits	27,848	68,752	56,790	15,490	15,490	16,000
425.00	Waste Disposal Agreement Revenue	97,563	103,239	79,390	113,900	85,000	87,550
426.00	Senior Mobility Grant	28,842	29,075	29,006	27,105	27,105	31,939
430.00	Building Permit Fees	407,523	367,252	509,893	391,865	582,123	378,635
430.00	CASP Program Revenue	5,430	5,015	(5,015)	5,500	6,282	5,700
430.00	Zoning PC	6,738	29,073	45,734	15,830	39,406	16,305
430.00	Permit Imaging	2,069	8,206	10,133	8,046	11,120	8,287
431.00	Building-Plan Check Fees	79,325	69,112	95,589	82,215	96,672	74,681
435.00	Site Development Permits/Fees	6,428	9,071	5,918	3,250	1,751	3,250
435.00	Site Development Permits/Deposits	71,086	44,812	22,578	30,000	20,797	25,000
435.00	Massage Establishment Permit	4,098	3,228	2,780	2,500	2,500	2,500
437.00	Planning - Plan Check Fees	40,067	8,375	8,123	13,900	5,673	10,000
438.00	Other Planning Revenues	25,892	40,054	2,292	3,000	5,368	3,000
440.00	Engineering Permits	66,913	79,086	60,665	61,920	63,978	63,777
443.00	Local Early Action Planning grant (LEAP)	-	-	-	100,000	100,000	12,500
443.00	SB2 / PLHA Grant Funding	-	-	-	19,896	19,896	12,326
443.XX	CalRecycle Grant (SB 1383)	-	-	-	-	-	50,000
450.00	Court Fines	81,864	89,810	98,231	89,950	84,108	89,000
451.00	Parking Citation Revenue	76,721	107,212	109,692	115,000	109,503	115,000
451.00	Parking Citation - DMV	10,720	19,054	11,023	15,000	13,779	15,000
451.00	Miscellaneous Police Grants/Revenue	7,023	6,181	6,197	7,000	7,000	7,000
455.00	Passport Revenue	22,440	13,101	-	11,000	15,635	50,000
460.40	Sponsorship Revenue	57,000	39,264	-	25,000	8,000	35,000
465.00	BTRCC Program Revenue	233,766	116,314	-	102,857	62,998	140,000
465.00	BTRCC Rental Revenue	169,824	57,175	-	81,091	41,990	90,000
465.00	BTRCC Revenue - Misc.	300	100	3,878	-	-	-
470.00	Investment Earnings	461,284	415,645	43,702	143,000	65,729	70,000
480.00	Other Revenue	789,758	84,736	51,579	15,000	14,664	15,000
480.00	SCE Rule 20A	-	57,458	-	31,059	31,059	-
485.01	CDBG Grant	65,525	31,667	214,157	114,550	114,550	85,765
485.02	CDBG-CV Grant	-	-	128,655	288,639	288,639	220,521
490.21	Transfer from Gas Tax Fund	213,074	219,627	219,592	254,141	227,105	264,145
490.21	Transfer from Measure M	510,713	514,976	436,010	515,029	469,963	533,068
490.21	Transfer from AQMD	29,309	-	-	-	-	-
490.23	Transfer from ARPA Fund	-	-	85,567	1,324,849	1,324,849	500,000
	<b>TOTAL GENERAL FUND</b>	<b>19,890,470</b>	<b>18,782,073</b>	<b>19,886,539</b>	<b>21,158,577</b>	<b>21,718,895</b>	<b>21,717,528</b>
<b>210</b>	<b><u>SPECIAL REVENUE FUNDS</u></b>						
	<b>GAS TAX FUND:</b>						
	Gas Tax 2105 (Prop. 111)	269,307	252,003	252,114	285,821	288,364	321,508
	Gas Tax 2106	181,427	159,061	158,457	186,404	188,063	209,679
	Gas Tax 2107	338,449	319,500	341,184	372,810	376,126	419,359
	Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
	Gas Tax 2103	165,918	350,114	339,244	397,664	401,201	447,316
	Interest Income	22,221	15,318	1,984	5,000	5,000	5,000
	Transfer from CIP	919	-	-	-	-	-
	<b>TOTAL GAS TAX FUND</b>	<b>984,241</b>	<b>1,101,996</b>	<b>1,098,983</b>	<b>1,253,699</b>	<b>1,264,754</b>	<b>1,408,862</b>
<b>212</b>	<b>MEASURE M FUND:</b>						
	Measure M (Local Turnback)	758,220	757,501	752,140	712,329	831,232	876,672
	Interest Income	8,982	9,279	1,697	3,000	3,051	3,218
	<b>TOTAL MEASURE M FUND</b>	<b>767,202</b>	<b>766,780</b>	<b>753,837</b>	<b>715,329</b>	<b>834,283</b>	<b>879,890</b>
<b>214</b>	<b>AIR QUALITY IMPROVEMENT FUND:</b>						
	AQMD (AB 2766)	63,983	61,953	63,713	59,672	59,672	59,672
	Interest Income	6,243	5,055	759	328	328	328
	<b>TOTAL AQMD FUND</b>	<b>70,226</b>	<b>67,008</b>	<b>64,472</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>218</b>	<b>TRAFFIC CONGESTION RELIEF FUND:</b>						
	TCRF Funds	55,629	55,042	441	-	-	-
	Interest Income	1,940	2,362	(131)	-	-	-
	<b>TOTAL TCRF FUND</b>	<b>57,569</b>	<b>57,404</b>	<b>310</b>	<b>-</b>	<b>-</b>	<b>-</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2021/22----- FY 2022/23 ADOPTED BUDGET
<b>220</b>	<b>LOCAL PARK TRUST FUND:</b>						
	Interest Income	37,826	31,748	3,264	-	-	-
	<b>TOTAL LOCAL PARK TRUST FUND</b>	<b>37,826</b>	<b>31,748</b>	<b>3,264</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222</b>	<b>SUPPLEMENTAL LAW ENFORCEMENT:</b>						
	Supplemental Law Enforcement	148,747	156,006	156,731	99,453	164,595	119,453
	Interest Income	4,727	4,965	688	547	1,305	547
	<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>153,474</b>	<b>160,971</b>	<b>157,419</b>	<b>100,000</b>	<b>165,900</b>	<b>120,000</b>
<b>224</b>	<b>PEG FEE FUND:</b>						
	Interest Income	17,298	15,432	1,559	-	-	-
	<b>TOTAL PEG FEE FUND</b>	<b>17,298</b>	<b>15,432</b>	<b>1,559</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>226</b>	<b>ROAD MAINTENANCE &amp; REHABILITATION</b>						
	Transfer from Gas Tax Fund	29,801	-	-	-	-	-
	RMRA - Section 2032	904,605	847,981	904,551	949,408	989,546	1,089,120
	Interest Income	5,165	12,017	3,304	7,500	8,354	9,195
	<b>TOTAL RMRA FUND</b>	<b>939,571</b>	<b>859,998</b>	<b>907,855</b>	<b>956,908</b>	<b>997,900</b>	<b>1,098,315</b>
<b>228</b>	<b>CARES FUND</b>						
	CARES Grant	-	428,657	602,454	-	-	-
	Interest Income	-	586	821	-	-	-
	<b>TOTAL CARES FUND</b>	<b>-</b>	<b>429,243</b>	<b>603,275</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>230</b>	<b>AMERICAN RESCUE PLAN (ARP)</b>						
	ARPA Funds	-	-	119,982	2,183,151	1,561,462	3,039,443
	<b>TOTAL AMERICAN RESCUE PLAN FUND</b>	<b>-</b>	<b>-</b>	<b>119,982</b>	<b>2,183,151</b>	<b>1,561,462</b>	<b>3,039,443</b>
	<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>3,027,407</b>	<b>3,490,580</b>	<b>3,710,956</b>	<b>5,269,087</b>	<b>4,884,299</b>	<b>6,606,510</b>
<b>410</b>	<b>CAPITAL PROJECTS FUND</b>						
	Transfer from General Fund	351,400	994,417	176,103	305,000	310,454	945,000
	Transfer from Gas Tax Fund	724,338	516,783	941,780	730,000	581,620	651,049
	Transfer from Measure M Fund	137,305	563,103	119,519	295,000	214,301	570,000
	Transfer from Air Quality Improve.	17,056	219,149	7,177	57,000	5,000	20,000
	Transfer from TCRF Fund	-	131,000	34,000	5,000	5,699	-
	Transfer from Local Park Trust Fund	67,785	81,103	340,616	1,045,996	999,540	-
	Transfer from RMRA Fund	658,239	643,223	33,879	2,050,000	657,000	2,139,000
	Transfer from ARPA Fund	-	-	29,745	406,000	30,000	786,000
	HBP	20,638	72,374	2,220,790	557,000	812,602	471,000
	CDBG Grant	111,414	2,020	113,841	197,006	157,000	126,951
	CTFP	-	-	-	20,000	-	-
	State Capita Park (Prop. 68)	-	-	-	207,778	207,780	-
	CIRA Grant	-	-	-	60,000	5,000	60,000
	Interest Income	5,096	3,772	(7,410)	-	-	-
	<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>2,124,115</b>	<b>3,226,944</b>	<b>4,010,040</b>	<b>5,935,780</b>	<b>3,985,996</b>	<b>5,769,000</b>
	<b>RSM DEBT SERVICE FUND</b>						
<b>530</b>	<b>RSM PFA DEBT SERVICE FUND:</b>						
	Interest Income	557	317	(38)	-	2	-
	Transfer from General Fund	727,708	735,096	731,597	732,438	731,657	727,538
	<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>728,265</b>	<b>735,413</b>	<b>731,559</b>	<b>732,438</b>	<b>731,659</b>	<b>727,538</b>
	<b>SUBTOTAL - ALL FUND TYPES</b>	<b>25,770,257</b>	<b>26,235,010</b>	<b>28,339,094</b>	<b>33,095,882</b>	<b>31,320,849</b>	<b>34,820,576</b>
	<b>LESS: INTERFUND TRANSFERS</b>	<b>3,467,646</b>	<b>4,618,477</b>	<b>3,155,585</b>	<b>7,720,453</b>	<b>5,557,188</b>	<b>7,135,800</b>
	<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>22,302,611</b>	<b>21,616,533</b>	<b>25,183,509</b>	<b>25,375,429</b>	<b>25,763,661</b>	<b>27,684,776</b>

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Expenditures General Fund Fiscal Year 2022-2023



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

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET
				AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>GENERAL FUND</u></b>						
City Council	135,768	153,174	148,109	151,661	143,325	154,661
City Manager	505,525	562,394	570,279	581,987	600,809	641,977
City Attorney	490,867	445,139	311,826	400,000	248,260	400,000
City Clerk	306,483	308,607	347,383	321,654	315,047	402,490
Non-Departmental	406,989	315,055	311,346	381,292	361,969	566,658
Finance	604,821	640,116	580,134	619,044	606,736	713,590
Human Resources/Risk Management	368,615	376,692	390,846	514,885	492,760	531,259
Police Services	9,366,948	8,874,312	9,696,198	10,654,886	10,645,906	11,164,956
Animal Control	283,342	314,637	320,739	366,830	331,081	412,140
Planning	874,090	812,671	1,026,163	1,539,764	1,501,867	1,376,819
Building	329,000	330,315	415,144	301,251	437,570	304,373
Public Works	844,271	895,551	840,135	1,093,526	1,050,800	1,227,144
Street Maintenance	989,352	1,002,497	963,371	1,046,506	1,001,440	1,069,705
Building Maintenance	327,890	300,868	290,492	416,929	420,891	466,385
Community Services	1,069,411	977,633	243,162	903,479	873,882	1,098,772
Transfer to Capital Projects Fund	351,400	994,417	176,103	305,000	310,454	945,000
Transfer to RSM PFA Debt Service Fund	727,709	735,096	731,596	732,438	731,657	727,538
<b>TOTAL GENERAL FUND</b>	<b>17,982,481</b>	<b>18,039,174</b>	<b>17,363,028</b>	<b>20,331,132</b>	<b>20,074,454</b>	<b>22,203,467</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
GAS TAX						
Street Lighting	272,097	287,143	328,169	338,808	369,000	387,000
Transfer to General Fund	213,074	219,627	219,592	254,141	227,105	264,145
Transfer to RMRA Fund	29,800	-	-	-	-	-
Transfer to Capital Projects Fund	724,338	516,783	941,780	730,000	581,620	651,049
MEASURE M						
Transfer to General Fund	510,713	514,976	436,010	515,029	469,963	533,068
Transfer to Capital Projects Fund	137,305	563,103	119,520	295,000	214,302	570,000
AIR QUALITY IMPROVEMENT						
Transfer to General Fund	29,308	-	-	-	-	-
Transfer to Capital Projects Fund	17,056	219,150	7,177	57,000	5,000	20,000
TRAFFIC CONGESTION RELIEF						
Transfer to Capital Projects Fund	-	131,000	34,000	5,000	5,698	-
LOCAL PARK TRUST						
Transfer to Capital Projects Fund	67,785	81,103	340,616	1,045,996	999,540	-
SUPPLEMENTAL LAW ENFORCE	126,634	123,061	129,740	143,491	130,691	151,637
PEG FEE	3,339	973	31,080	59,286	35,496	58,470
ROAD MAINTENANCE & REHABILITATION						
Transfer to Capital Projects Fund	658,239	643,222	33,879	2,050,000	657,000	2,139,000
CARES FUND						
Transfer to Capital Projects Fund	-	787,612	244,906	-	-	-
AMERICAN RESCUE PLAN FUND						
ARPA grant expenditures	-	-	4,670	452,302	206,613	1,231,847
Transfer to General Fund	-	-	85,567	1,324,849	1,324,849	500,000
Transfer to Capital Projects Fund	-	-	29,745	406,000	30,000	786,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,789,688</b>	<b>4,087,753</b>	<b>2,986,451</b>	<b>7,676,902</b>	<b>5,256,877</b>	<b>7,292,216</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
Transfer to General Fund	-	-	-	-	-	-
Capital Outlay	2,111,855	3,692,284	4,212,805	5,089,006	3,264,374	5,769,000
Transfer to Gas Tax Fund	919	-	-	-	-	-
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>2,112,774</b>	<b>3,692,284</b>	<b>4,212,805</b>	<b>5,089,006</b>	<b>3,264,374</b>	<b>5,769,000</b>
<b><u>RSM DEBT SERVICE FUNDS</u></b>						
RSM PFA DEBT SERVICE FUND	727,838	735,138	731,596	732,438	732,438	727,538
Transfer to General Fund	-	-	-	-	-	-
<b>TOTAL RSM DEBT SRVC. FUNDS</b>	<b>727,838</b>	<b>735,138</b>	<b>731,596</b>	<b>732,438</b>	<b>732,438</b>	<b>727,538</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>23,612,781</b>	<b>26,554,349</b>	<b>25,293,880</b>	<b>33,829,478</b>	<b>29,328,143</b>	<b>35,992,221</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>3,467,646</b>	<b>4,618,477</b>	<b>3,155,585</b>	<b>7,720,453</b>	<b>5,557,188</b>	<b>7,135,800</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>20,145,135</b>	<b>21,935,872</b>	<b>22,138,295</b>	<b>26,109,025</b>	<b>23,770,955</b>	<b>28,856,421</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
City Council	135,768	153,174	148,109	151,661	143,325	154,661
City Manager	505,525	562,394	570,279	581,987	600,809	641,977
City Attorney	490,867	445,139	311,826	400,000	248,260	400,000
City Clerk	306,483	308,607	347,383	321,654	315,047	402,490
Non-Departmental	406,989	315,055	311,346	381,292	361,969	566,658
Finance	604,821	640,116	580,134	619,044	606,736	713,590
Human Resources/Risk Management	368,615	376,692	390,846	514,885	492,760	531,259
Police Services	9,366,948	8,874,312	9,696,198	10,654,886	10,645,906	11,164,956
Animal Control	283,342	314,637	320,739	366,830	331,081	412,140
Planning	874,090	812,671	1,026,163	1,539,764	1,501,867	1,376,819
Building	329,000	330,315	415,144	301,251	437,570	304,373
Public Works	844,271	895,551	840,135	1,093,526	1,050,800	1,227,144
Street Maintenance	989,352	1,002,497	963,371	1,046,506	1,001,440	1,069,705
Building Maintenance	327,890	300,868	290,492	416,929	420,891	466,385
Community Services	1,069,411	977,633	243,162	903,479	873,882	1,098,772
Transfer to Capital Projects Fund	351,400	994,417	176,103	305,000	310,454	945,000
Use of Emergency Reserves	-	-	-	-	-	-
Transfer to RSM PFA Debt Service Fund	727,709	735,096	731,596	732,438	731,657	727,538
<b>TOTAL GENERAL FUND</b>	<b>17,982,481</b>	<b>18,039,174</b>	<b>17,363,028</b>	<b>20,331,132</b>	<b>20,074,454</b>	<b>22,203,467</b>

Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	272,097	287,143	328,169	338,808	369,000	387,000
Transfers to General Fund						
Public Works	125,182	122,853	120,568	151,001	123,965	155,845
Street Maintenance	87,892	96,774	99,024	103,140	103,140	108,300
Transfers to RMRA Fund	29,800	-	-	-	-	-
Transfers to Capital Projects Fund	-	-	-	-	-	-
Slurry Seal Program	350,861	103,584	412,984	-	-	-
Residential Overlay	5,340	157,141	-	205,000	175,000	293,000
Antonio Pkwy. Pavement Rehab	960	-	-	-	-	-
El Paseo Corridor Improvements	-	10,547	-	-	-	-
SMP Pavement Rehabilitation	1,360	-	-	-	-	-
Avenida Empressa Pavement Rehabilitation	95,000	-	-	-	-	-
Median Hardscape Renovation	60,000	14,140	-	-	-	-
Melinda Road Median Improvements	-	-	-	150,000	140,830	-
Plano Trabuco Median Landscape Renovation	-	5,493	9,415	185,000	169,000	-
SMP Bridge Hinge Repair (Westbound)	11,356	55,406	327,786	23,000	11,790	14,000
SMP Bridge (Eastbound)	-	-	-	33,000	-	32,000
Antonio Parkway Bridge	-	-	-	16,000	-	15,000
Annual Concrete Repair	92,488	73,757	89,984	93,000	84,000	96,000
ADA Curb Ramp Installation	53,460	9,000	-	-	-	186,049
Emergency Vehicle Pre-emption (2&3)	2,000	-	-	-	-	-
Storm Drain System/Study	3,918	62,236	46,697	-	-	-
La Promesa Slurry Seal	-	14,747	-	-	-	-
Citywide Red Curb Evaluation	37,993	9,966	-	-	-	-
Traffic Signal Mod. Banderas/Esperanza	9,602	-	-	-	-	-
Protected Left Turn Study	-	766	-	-	-	-
Traffic Signal System Maintenance	-	-	47,966	-	-	-
Rancho/Plano Trabucco Rd Knuckle Enhancment	-	-	6,948	-	-	-
Plano Trabuco Catch Basin / Sidewalk Repair Proj.	-	-	-	25,000	1,000	-
Sealcoat City Hall & BTRCC Parking Lots	-	-	-	-	-	15,000
<b>TOTAL GAS TAX FUND</b>	<b>1,239,309</b>	<b>1,023,553</b>	<b>1,489,541</b>	<b>1,322,949</b>	<b>1,177,725</b>	<b>1,302,194</b>

Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	-----FY 2021/22-----		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b>MEASURE M</b>						
Transfers to General Fund						
Street Maintenance	510,713	514,976	436,010	515,029	469,963	533,068
Transfers to Capital Projects Fund						
Slurry Seal Program	-	300,000		-		
Antonio Pkwy. Slurry Seal	-	114,059		-		
Residential Overlay	-	-		-		300,000
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	52,305	85,692	119,520	145,000	108,000	145,000
Traffic Signal System Maintenance	-	-		85,000	79,302	90,000
Antonio Pkwy. Gateway Improvements	-	54,383		65,000	27,000	35,000
<b>TOTAL MEASURE M FUND</b>	<b>648,018</b>	<b>1,078,079</b>	<b>555,530</b>	<b>810,029</b>	<b>684,265</b>	<b>1,103,068</b>

Fund Expense Summary  
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b>AIR QUALITY IMPROVEMENT</b>						
Transfers to General Fund	29,308	-	-	-	-	-
<b>Transfers to Capital Projects Fund</b>						
SMP Signal & Equipment Upgrade	-	6,058	-	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	2,305	(2,305)	-	-	-	-
Los Alisos/Melinda Signal Equip. Upgrade	-	5,130	5,849	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	1,328	-	-	-
SMP Signal Sync Project	-	-	-	5,000	5,000	20,000
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>46,364</b>	<b>219,150</b>	<b>7,177</b>	<b>57,000</b>	<b>5,000</b>	<b>20,000</b>

Fund Expense Summary  
 TRAFFIC CONGESTION RELIEF FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b>TRAFFIC CONGESTION RELIEF</b>						
Transfers to Capital Projects Fund						
Storm Drain System/Study	-	131,000	34,000	-	-	-
Traffic Signal System Maintenance	-	-	-	5,000	5,698	-
<b>TOTAL TRAFFIC CONGESTION RELIEF</b>	<b>-</b>	<b>131,000</b>	<b>34,000</b>	<b>5,000</b>	<b>5,698</b>	<b>-</b>

Fund Expense Summary  
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b>LOCAL PARK TRUST</b>						
Transfers to Capital Projects Fund						
Skate Park Renovations	13,809	-	-	-	-	-
Dog Park Renovations	407	-	-	-	-	-
BTRCC Youth Lounge Courtyard	5,297	-	-	-	-	-
Splash Pad at Central Park	48,273	81,103	340,616	1,045,996	999,540	-
<b>TOTAL LOCAL PARK TRUST</b>	<b>67,785</b>	<b>81,103</b>	<b>340,616</b>	<b>1,045,996</b>	<b>999,540</b>	<b>-</b>

Fund Expense Summary  
 SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	126,634	123,061	129,740	143,491	130,691	151,637
<b>TOTAL SUPPLEMENTAL LAW</b>	<b>126,634</b>	<b>123,061</b>	<b>129,740</b>	<b>143,491</b>	<b>130,691</b>	<b>151,637</b>

Fund Expense Summary  
PEG FEE FUND

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23
				AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
PEG FEE						
Public Education Grant Expenditures	3,339	973	31,080	59,286	35,496	58,470
<b>TOTAL PEG FEE</b>	<b>3,339</b>	<b>973</b>	<b>31,080</b>	<b>59,286</b>	<b>35,496</b>	<b>58,470</b>

Fund Expense Summary  
ROAD MAINTENANCE & REHABILITATION

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
<b>ROAD MAINTENANCE &amp; REHABILITATION</b>						
Transfers to Capital Projects Fund						
Annual Residential Overlay	-	-	-	-	-	1,000,000
Annual Slurry Seal	-	-	-	580,000	630,000	
Antonio Pkwy. Slurry Seal	-	111,890		-	-	
Avenida de Las Flores Slurry Seal	239,939	93,733	999	-	-	
La Promesa Slurry Seal	-	55,000		-	-	
Vista Drive Street Repair Project	-	382,599		-	-	
Arroyo Vista Pavement Rehabilitation	-	-	2,395	920,000	26,000	590,000
Antonio Pkwy. Pavement Rehabilitation	-	-	30,485	-	-	
Avenida Empresa Pavement Rehabilitation	418,300	-	-	-	-	
Antonio Pkwy. Overlay (Alas de Paz to SMP)	-	-	-	550,000	1,000	549,000
<b>TOTAL ROAD MAINTENANCE &amp; REHAB.</b>	<b>658,239</b>	<b>643,222</b>	<b>33,879</b>	<b>2,050,000</b>	<b>657,000</b>	<b>2,139,000</b>

Fund Expense Summary  
CARES FUND

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23
				AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
CARES FUND						
Grant Expenditures	-	787,612	244,906	-	-	-
<b>TOTAL CARES FUND</b>	<b>-</b>	<b>787,612</b>	<b>244,906</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
AMERICAN RESCUE PLAN FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b>AMERICAN RESCUE PLAN FUND</b>						
ARPA Grant Expenditures	-	-	4,670	452,302	206,613	1,231,847
Transfers to General Fund	-	-	85,567	1,324,849	1,324,849	500,000
Transfers to Capital Projects Fund						
HVAC Unit Upgrades	-	-	29,745	406,000	30,000	630,000
Entryway Improvements/Sliding Doors	-	-	-	-	-	156,000
<b>TOTAL AMERICAN RESCUE PLAN</b>	<b>-</b>	<b>-</b>	<b>119,982</b>	<b>2,183,151</b>	<b>1,561,462</b>	<b>2,517,847</b>

Fund Expense Summary  
CAPITAL PROJECTS FUND

DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	AMENDED BUDGET	-----FY 2021/22----- YEAR END ESTIMATE	FY 2022/23 ADOPTED BUDGET
<b><u>CAPITAL PROJECTS FUND</u></b>						
Transfer to Gas Tax Fund	919	-	-	-	-	-
Annual Slurry Seal Program	350,861	403,584	447,984	580,000	630,000	293,000
Antonio Pkwy. Slurry Seal	-	114,059	-	-	-	-
Avenida De Las Banderas Slurry Seal	-	111,890	999	-	-	-
Avenida de Las Flores Slurry Seal	239,939	93,733	-	-	-	-
La Promesa Slurry Seal	-	69,747	-	-	-	-
Annual Residential Overlay	5,340	157,141	-	205,000	175,000	1,300,000
Arroyo Vista Pavement Rehabilitation	-	-	2,395	920,000	26,000	590,000
Vista Drive Street Repair Project	25,551	737,665	4,077	-	-	-
Antonio Pkwy. Pavement Rehabilitation	960	382,599	30,485	-	-	-
SM Pkwy Pavement Rehabilitation	1,360	-	-	-	-	-
Avenida Empresa Pavement Rehabilitation	538,300	-	-	-	-	-
Antonio Parkway Overlay (Alas de Paz to SMP)	-	-	-	550,000	1,000	549,000
Median Hardscape Renovations	214,934	-	-	-	-	-
Melinda Road Median Improvements	-	14,140	-	150,000	140,830	-
Antonio Pkwy. Gateway Improvements	-	54,383	-	65,000	27,000	270,000
Rancho Trabuco/Plano Trabuco Road Knuckle Enhancement	-	-	6,948	-	-	-
El Paseo Corridor Improvements	2,214	108,547	75	-	-	-
Plano Trabuco Median Landscaping Renovation	-	7,993	9,415	185,000	169,000	-
Citywide Red Curb Evaluation	37,993	9,966	-	-	-	-
SMP Signal & Equipment Upgrade	-	6,058	-	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	2,305	(2,305)	-	-	-	-
Traffic Signal Enhancements	52,305	85,692	119,520	405,000	368,000	405,000
Traffic Signal Modification Banderas/Esperanza	9,602	-	-	-	-	-
Los Alisos/Melinda Road Signal Equipment Upgrade	-	5,130	5,849	52,000	-	-
Traffic Signal System Maintenance	-	-	47,966	90,000	85,000	90,000
SMP Signal Sync Project	-	-	-	25,000	5,000	20,000
Traffic Signal Battery Backup System	8,951	90,276	-	-	-	-
Traffic Calming Avenida de los Fundadores	-	36,469	1,328	-	-	-
SMP Bridge Hinge Repair	55,676	483,050	2,857,771	201,000	102,770	120,000
SMP Bridge (Eastbound)	-	-	-	289,000	-	281,000
Antonio Pkwy. Bridge	-	-	-	139,000	-	131,000
Annual Concrete - Sidewalk Repairs	92,488	73,757	89,984	93,000	84,000	96,000
ADA Curb Ramp Installation	164,874	124,861	-	197,006	157,000	313,000
Plano Trabuco Catch Basin and Sidewalk Repair Project	-	-	-	25,000	1,000	-
City Hall & BTRCC Flooring/Carpeting	-	3,131	127,758	-	6,454	-
Sealcoat City Hall & BTRCC Parking Lots	-	-	-	-	-	15,000
BTRCC Youth Center Lounge Courtyard	5,297	-	-	-	-	-
City Hall / BTRCC Interior Painting	32	-	-	-	-	-
City Hall / BTRCC Stain & Seal Exterior Wood	32	-	-	-	-	-
City Hall / BTRCC Exterior Lighting	14,728	-	-	-	-	-
BTRCC Kitchen Equipment Replacement	4,660	-	-	-	-	-
City Hall / BTRCC Renovation of Ledges	25,000	-	-	-	-	-
City Hall & BTRCC Courtyard Gate	-	-	550	-	-	-
City Hall Bell System Replacement	-	-	-	25,000	24,000	-
HVAC Unit Upgrades	-	-	29,745	406,000	30,000	630,000
Building Access Card System Maintenance Upgrades	-	-	-	60,000	5,000	60,000
Building Improvements-Sliding Doors	-	-	-	-	-	56,000
Chiquita Ridge Habitat Restoration	184,247	155,622	8,643	20,000	20,000	-
Emergency Vehicle Pre-Emption	7,799	89,991	-	-	-	-
Protected Left Turn Study	-	766	-	-	-	-
Skate Park Renovations.	13,809	-	-	-	-	-
Dog Park Renovations	407	-	-	-	-	50,000
Splash Pad at Central Park	48,273	81,103	340,616	407,000	1,207,320	-
Storm Drain (NPDES)	3,918	193,236	80,697	-	-	-
City Hall & BTRCC Interior LED Lighting Conversion	-	-	-	-	-	400,000
City Hall & BTRCC Entryway Enhancements	-	-	-	-	-	100,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>2,112,774</b>	<b>3,692,284</b>	<b>4,212,805</b>	<b>5,089,006</b>	<b>3,264,374</b>	<b>5,769,000</b>

Fund Expense Summary  
 RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSM PFA DEBT SERVICE FUND</u></b>						
Debt Service Payment	727,838	735,138	731,596	732,438	732,438	727,538
Transfer to General Fund	-	-	-	-	-	-
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>727,838</b>	<b>735,138</b>	<b>731,596</b>	<b>732,438</b>	<b>732,438</b>	<b>727,538</b>

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET
<b>GENERAL FUND</b>						
SALARIES AND BENEFITS	3,315,461	3,532,460	3,073,769	3,582,641	3,553,100	3,938,311
% of total	18%	20%	18%	18%	18%	18%
LAW ENFORCEMENT CONTRACT	8,961,489	8,523,300	9,333,048	10,180,378	10,180,378	10,682,475
% of total	50%	47%	54%	50%	51%	48%
PROFESSIONAL SERVICES	1,235,991	1,093,106	1,269,542	1,422,217	1,365,206	1,489,394
% of total	7%	6%	7%	7%	7%	7%
OTHER CONTRACT SERVICES	1,656,868	1,610,999	1,527,865	1,841,262	1,755,270	1,921,461
% of total	9%	9%	9%	9%	9%	9%
OTHER SUPPLIES AND SERVICES	1,416,586	1,362,958	1,115,485	1,754,628	1,697,263	2,061,373
% of total	8%	8%	6%	9%	8%	9%
CAPITAL EXPENDITURES	232,634	186,838	135,618	512,568	481,126	437,915
% of total	1%	1%	1%	3%	2%	2%
DEBT SERVICE	727,709	735,096	731,596	732,438	731,657	727,538
% of total	4%	4%	4%	4%	4%	3%
MITIGATION	84,343	-	-	-	-	-
% of total	0%	0%	0%	0%	0%	0%
TRANSFERS/ ALLOCATIONS	351,400	994,417	176,103	305,000	310,454	945,000
% of total	2%	6%	1%	2%	2%	4%
Subtotal General Fund Expenditures	17,982,481	18,039,174	17,363,026	20,331,132	20,074,454	22,203,467
	100%	100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>						
SLESF FUND Police Services	126,634	123,061	129,740	143,491	130,691	151,637
GAS TAX FUND Street Lighting	272,097	287,141	328,169	338,808	369,000	387,000
Subtotal Special Funds Expenditures	398,731	410,202	457,909	482,299	499,691	538,637
<b>TOTAL OPERATING EXPENDITURES</b>	<b>18,381,212</b>	<b>18,449,376</b>	<b>17,820,935</b>	<b>20,813,431</b>	<b>20,574,145</b>	<b>22,742,104</b>

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----		FY 2022/23 ADOPTED BUDGET
<b>GENERAL GOVERNMENT</b>					AMENDED BUDGET	YEAR-END ESTIMATE	
110	City Council	135,768	153,174	148,109	151,661	143,325	154,661
120	City Manager	505,525	562,394	570,279	581,987	600,809	641,977
140	City Attorney	490,867	445,139	311,826	400,000	248,260	400,000
160	City Clerk	306,483	308,607	347,383	321,654	315,047	402,490
220	HR / Risk Management	368,615	376,692	390,846	514,885	492,760	531,259
	Subtotal	1,807,258	1,846,006	1,768,443	1,970,187	1,800,201	2,130,387
<b>FINANCE</b>							
170	Non-departmental	1,486,098	2,044,568	1,219,045	1,418,730	1,404,080	2,239,196
210	Finance	604,821	640,116	580,134	619,044	606,736	713,590
	Subtotal	2,090,919	2,684,684	1,799,179	2,037,774	2,010,816	2,952,786
<b>POLICE SERVICES</b>							
310	Police Services	9,366,948	8,874,313	9,696,198	10,654,886	10,645,906	11,164,956
320	Animal Control	283,342	314,637	320,739	366,830	331,081	412,140
	Subtotal	9,650,290	9,188,950	10,016,937	11,021,716	10,976,987	11,577,096
<b>DEVELOPMENT SERVICES</b>							
410	Planning	874,090	812,671	1,026,163	1,539,764	1,501,867	1,376,819
510	Building & Safety	329,000	330,315	415,144	301,251	437,570	304,373
	Subtotal	1,203,090	1,142,986	1,441,307	1,841,015	1,939,437	1,681,192
<b>PUBLIC WORKS</b>							
610	Public Works	844,271	895,551	840,135	1,093,526	1,050,800	1,227,144
620	Street Maintenance	989,352	1,002,497	963,371	1,046,506	1,001,440	1,069,705
640	Building Maintenance	327,890	300,868	290,492	416,929	420,891	466,385
	Subtotal	2,161,513	2,198,916	2,093,998	2,556,961	2,473,131	2,763,234
<b>COMMUNITY SERVICES</b>							
710	Community Services	1,069,411	977,633	243,162	903,479	873,882	1,098,772
	Subtotal	1,069,411	977,633	243,162	903,479	873,882	1,098,772
	Total General Fund Expenditures	17,982,481	18,039,174	17,363,026	20,331,132	20,074,454	22,203,467
<b>SPECIAL FUNDS</b>							
310	SLESF Police Services	126,634	123,061	129,740	143,491	130,691	151,637
630	GAS TAX FUND Street Lighting	272,097	287,141	328,169	338,808	369,000	387,000
	Total Special Funds Operating Expenditures	398,731	410,202	457,909	482,299	499,691	538,637
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>18,381,212</b>	<b>18,449,376</b>	<b>17,820,935</b>	<b>20,813,431</b>	<b>20,574,145</b>	<b>22,742,104</b>

SCHEDULE OF INTERFUND TRANSFERS

FUND	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----		FY 2022/23 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
<b>OPERATING TRANSFERS IN:</b>						
100 Transfer from Gas Tax Fund	213,074	219,627	219,592	254,141	227,105	264,145
100 Transfer from Measure M Fund	510,713	514,976	436,010	515,029	469,963	533,068
100 Transfer from Air Quality Fund	29,308	-	-	-	-	-
100 Transfer from ARPA Fund	-	-	85,567	1,324,849	1,324,849	500,000
210 Transfer from Capital Project Fund	919	-	-	-	-	-
226 Transfer from Gas Tax Fund	29,801	-	-	-	-	-
410 Transfer from General Fund	351,400	994,417	176,103	305,000	310,454	945,000
410 Transfer from Gas Tax Fund	724,338	516,783	941,780	730,000	581,620	651,049
410 Transfer from Measure M Fund	137,305	563,103	119,519	295,000	214,302	570,000
410 Transfer from Air Quality Fund	17,056	219,149	7,177	57,000	5,000	20,000
410 Transfer from Traffic Congestion Fund	-	131,000	34,000	5,000	5,698	-
410 Transfer from Local Park Trust Fund	67,785	81,103	340,616	1,045,996	999,540	-
410 Transfer from RMRA Fund	658,239	643,223	33,879	2,050,000	657,000	2,139,000
410 Transfer from ARPA Fund	-	-	29,745	406,000	30,000	786,000
530 Transfer from General Fund	727,708	735,096	731,597	732,438	731,657	727,538
<b>TOTAL</b>	<b>3,467,646</b>	<b>4,618,477</b>	<b>3,155,585</b>	<b>7,720,453</b>	<b>5,557,188</b>	<b>7,135,800</b>
<b>OPERATING TRANSFERS OUT:</b>						
100 Transfer to Capital Projects Fund	351,400	994,417	176,103	305,000	310,454	945,000
100 Transfer to RSM PFA Debt Service Fund	727,709	735,096	731,596	732,438	731,657	727,538
210 Transfer to General Fund	213,074	219,627	219,592	254,141	227,105	264,145
210 Transfer to Capital Projects Fund	754,138	516,783	941,780	730,000	581,620	651,049
212 Transfer to General Fund	510,713	514,976	436,010	515,029	469,963	533,068
212 Transfer to Capital Projects Fund	137,305	563,103	119,520	295,000	214,302	570,000
214 Transfer to General Fund	29,308	-	-	-	-	-
214 Transfer to Capital Projects Fund	17,056	219,149	7,177	57,000	5,000	20,000
218 Transfer to Capital Projects Fund	-	131,000	34,000	5,000	5,698	-
220 Transfer to Capital Projects Fund	67,785	81,103	340,616	1,045,996	999,540	-
226 Transfer to Capital Projects Fund	658,239	643,223	33,879	2,050,000	657,000	2,139,000
230 Transfer to General Fund	-	-	85,567	1,324,849	1,324,849	500,000
230 Transfer to Capital Projects Fund	-	-	29,745	406,000	30,000	786,000
410 Transfer to Gas Tax Fund	919	-	-	-	-	-
<b>TOTAL</b>	<b>3,467,646</b>	<b>4,618,477</b>	<b>3,155,585</b>	<b>7,720,453</b>	<b>5,557,188</b>	<b>7,135,800</b>

This page intentionally left blank.

# General Government



Rancho Santa Margarita, California

# General Government

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2022/23 ADOPTED BUDGET
<b>GENERAL GOVERNMENT</b>							
110	City Council	135,768	153,174	148,109	151,661	143,325	154,661
120	City Manager	505,525	562,394	570,279	581,987	600,809	641,977
140	City Attorney	490,867	445,139	311,826	400,000	248,260	400,000
160	City Clerk	306,483	308,607	347,383	321,654	315,047	402,490
220	HR/Risk Management	368,615	376,692	390,846	514,885	492,760	531,259
<b>TOTAL EXPENDITURES</b>		<b>1,807,258</b>	<b>1,846,006</b>	<b>1,768,443</b>	<b>1,970,187</b>	<b>1,800,201</b>	<b>2,130,387</b>



# *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 2021-22**

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. Approved the use of the City's allocation of funds from the American Rescue Plan Act (ARPA).
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. Supported public safety programs with an emphasis on crime prevention to maintain safest city designation.
8. 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 traffic signal enhancements and design of a new Antonio Parkway gateway.
9. Provided support and guidance to continue best practices in open, transparent, publicly-accessible government.
10. Completed construction and grand opening of the Splash Pad project at Central Park.

*City Council*  
(continued)

**GOALS AND OBJECTIVES: FISCAL YEAR 2022-23**

1. Continue to lead the City's recovery efforts for COVID-19.
2. Continue to provide guidance on the use of American Rescue Plan Act funds.
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.
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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23 ADOPTED BUDGET 6/8/2022			
			ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE				
<b><u>CITY COUNCIL</u></b>											
<b>EXPENDITURES</b>											
<b>PERSONNEL</b>											
511.000	Salaries - Elected		28,274	28,274	28,042	27,810	25,840	27,810			
521.000	Medicare		410	410	407	403	375	403			
522.000	Retirement		3,448	3,506	3,477	3,448	3,204	3,448			
530.000	Benefits		95,295	96,815	100,186	103,500	97,406	106,500			
<b>TOTAL PERSONNEL</b>			<b>127,427</b>	<b>129,004</b>	<b>132,112</b>	<b>135,161</b>	<b>126,825</b>	<b>138,161</b>			
<b>OPERATIONS</b>											
610.000	Membership & Dues		7,576	23,530	15,997	16,000	16,000	16,000			
612.000	Travel/Conf/Meetings		765	640		500	500	500			
618.000	Council Support		-	-		-	-	-			
670.000	Community Support		-	-		-	-	-			
Subtotal			<b>8,341</b>	<b>24,170</b>	<b>15,997</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>			
700.028	PS - Public Relations		-	-	-	-	-	-			
<b>TOTAL OPERATIONS</b>			<b>8,341</b>	<b>24,170</b>	<b>15,997</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>			
<b>TOTAL EXPENDITURES</b>											
100	General Fund		135,768	153,174	148,109	151,661	143,325	154,661			
<b>TOTAL FUNDING SOURCES</b>											
135,768			135,768	153,174	148,109	151,661	143,325	154,661			

# *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 2021-22**

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.
  - Developed a plan for the use of the City's allocation of American Rescue Plan Act (ARPA) funds.
  - Continued to represent the City in related discussions regarding the countywide homelessness issue.
2. Provided leadership for the successful implementation of key capital improvement projects including:
  - 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
  - Plano Trabuco Catch Basin and Sidewalk Repair
  - Plano Trabuco Median Landscaping Renovation
  - City Hall Bell System Replacement
  - Los Alisos/Melinda Road Signal and Equipment Upgrades
  - Melinda Median Extension Construction
  - Traffic Signal Enhancements

## *City Manager* (continued)

3. Expanded communication and public relations relating to City priorities, projects, programs, and activities via several platforms, including:
  - Facebook
  - Twitter, and
  - Instagram.
  - Monthly eNewsletter (10K subscribers)
4. Represented the City's interests on local, regional, and statewide issues, including:
  - Analyzed legislation and prepared 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.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2022-23**

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, and recovery stages.
3. Continue to manage the use of ARPA funds for projects and programs which enhance recovery from the impacts of COVID-19.
4. Ensure the highest level of management over the City's contracts and consultants.
5. Continue to ensure strategic communication and public relations relating to City priorities, projects, programs, and activities.
6. Provide guidance and oversight for the implementation of capital improvement projects and infrastructure improvements, including:
  - Annual Residential Slurry Seal Project
  - Annual Concrete Repair Program
  - Americans with Disabilities Act (ADA) Curb Ramp Installation Project
  - Arroyo Vista Pavement Rehabilitation Project
  - Annual Residential Overlay
  - Antonio Parkway/Alas De Paz Pavement Rehabilitation
  - City Hall/BTRCC HVAC Replacement
  - Traffic Signal Enhancements
  - Antonio Parkway Gateway Enhancements
  - Traffic Signal System Maintenance
  - Santa Margarita Parkway Signal Synchronization Project
7. Participate in economic development activities to assist existing businesses and encourage new business in the community.
8. Review and identify service delivery options to ensure cost-effective and efficient services for the community.
9. Continue to familiarize the City with the County homelessness issue and participate in related discussions.
10. 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 DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>CITY MANAGER</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	419,837	481,516	470,582	432,465	496,630	473,709	
521.000	Medicare	6,060	6,954	6,795	6,243	7,103	6,841	
522.000	Retirement	55,084	51,199	54,351	59,446	57,666	69,433	
523.000	Unemployment Insurance	672	896	483	483	599	644	
530.000	Benefits	18,290	16,947	16,253	62,100	16,469	63,900	
<b>TOTAL PERSONNEL (3 FTE)</b>		<b>499,943</b>	<b>557,512</b>	<b>548,464</b>	<b>560,737</b>	<b>578,467</b>	<b>614,527</b>	
<b>OPERATIONS</b>								
610.000	Membership & Dues	607	643	1,243	500	489	700	
611.000	Training	-	-	18,000	18,000	18,000	18,000	
612.000	Travel/Conf/Meetings	4,975	4,239	2,568	1,750	3,353	2,250	
622.010	Special Department Expenses	-	-	4	1,000	500	6,500	
	Subtotal	<b>5,582</b>	<b>4,882</b>	<b>21,815</b>	<b>21,250</b>	<b>22,342</b>	<b>27,450</b>	
700.001	Professional Services	-	-	-	-	-	-	
<b>TOTAL OPERATIONS</b>		<b>5,582</b>	<b>4,882</b>	<b>21,815</b>	<b>21,250</b>	<b>22,342</b>	<b>27,450</b>	
<b>TOTAL EXPENDITURES</b>		<b>505,525</b>	<b>562,394</b>	<b>570,279</b>	<b>581,987</b>	<b>600,809</b>	<b>641,977</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	<b>505,525</b>	<b>562,394</b>	<b>570,279</b>	<b>581,987</b>	<b>600,809</b>	<b>641,977</b>	
<b>TOTAL FUNDING SOURCES</b>		<b>505,525</b>	<b>562,394</b>	<b>570,279</b>	<b>581,987</b>	<b>600,809</b>	<b>641,977</b>	

This page intentionally left blank.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>CITY ATTORNEY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
700.003	Professional Services	420,594	401,707	303,422	400,000	248,260	400,000	
700.032	PS - Special Counsel	70,273	43,432	8,404	-	-	-	
	<b>TOTAL OPERATIONS</b>	<b>490,867</b>	<b>445,139</b>	<b>311,826</b>	<b>400,000</b>	<b>248,260</b>	<b>400,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>490,867</b>	<b>445,139</b>	<b>311,826</b>	<b>400,000</b>	<b>248,260</b>	<b>400,000</b>	
<i>FUNDING SOURCES</i>								
100	General Fund	490,867	445,139	311,826	400,000	248,260	400,000	
	<b>TOTAL FUNDING SOURCES</b>	<b>490,867</b>	<b>445,139</b>	<b>311,826</b>	<b>400,000</b>	<b>248,260</b>	<b>400,000</b>	

*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 2021-22**

1. Managed and completed the City Records Destruction for 2021.
2. Managed and completed the City Building Plan imaging and destruction.
3. Managed and maintained an organized Central File Room and TAB file system.
4. Coordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
5. Coordinated the publishing and posting of legal Notices pursuant to Public Noticing Requirements.
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 2022-23**

1. Conduct the General Municipal Election in November 2022.
2. Continue community support efforts through student recognitions, presentations, and certificates of recognitions.
3. Respond to public and media requests for information in compliance with the Public Records Act.
4. Update the Conflict of Interest Code.
5. Assist the Passport Acceptance Office to process Passports for the City.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>CITY CLERK</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	228,333	247,507	245,678	213,673	251,452	221,181	
521.000	Medicare	3,287	3,565	3,539	3,075	3,623	3,184	
522.000	Retirement	26,731	27,551	29,332	32,628	31,942	33,333	
523.000	Unemployment Insurance	617	541	322	322	322	322	
526.000	FICA Cost	127	7	-	-	-	-	
530.000	Benefits	215	217	247	41,400	288	42,600	
<b>TOTAL PERSONNEL (2.5 FTE)</b>		<b>259,310</b>	<b>279,387</b>	<b>279,118</b>	<b>291,098</b>	<b>287,627</b>	<b>300,620</b>	
<b>OPERATIONS</b>								
610.000	Membership & Dues	505	1,113	515	580	580	750	
611.000	Training		1,150	-	-	-	-	
612.000	Travel/Conf/Meetings	35	397	-	1,000	1,000	100	
622.010	Special Dept. Expense	4,329	3,260	5,545	5,800	5,800	6,200	
622.011	Codification Supplements	3,691	3,426	5,403	7,500	4,364	4,000	
623.001	Mapping/Reproduction	2,119	7,912	7,556	7,500	7,500	10,500	
624.000	Legal Notices	5,426	6,825	6,935	5,500	5,500	5,000	
626.000	Books & Periodicals	58	58	60	65	65	70	
646.000	Maintenance & Repair	611	3,511		611	611	700	
	Subtotal	<b>16,774</b>	<b>27,651</b>	<b>26,014</b>	<b>28,556</b>	<b>25,420</b>	<b>27,320</b>	
700.001	Professional Services				-	-	-	
700.002	Elections	29,378	1,568	41,186	2,000	2,000	73,300	
700.029	Election Language Assist.	1,021	-	1,065	-	-	1,250	
	Subtotal	<b>30,399</b>	<b>1,568</b>	<b>42,251</b>	<b>2,000</b>	<b>2,000</b>	<b>74,550</b>	
<b>TOTAL OPERATIONS</b>		<b>47,173</b>	<b>29,220</b>	<b>68,265</b>	<b>30,556</b>	<b>27,420</b>	<b>101,870</b>	
<b>TOTAL EXPENDITURES</b>								
		<b>306,483</b>	<b>308,607</b>	<b>347,383</b>	<b>321,654</b>	<b>315,047</b>	<b>402,490</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	<b>306,483</b>	<b>308,607</b>	<b>347,383</b>	<b>321,654</b>	<b>315,047</b>	<b>402,490</b>	
<b>TOTAL FUNDING SOURCES</b>		<b>306,483</b>	<b>308,607</b>	<b>347,383</b>	<b>321,654</b>	<b>315,047</b>	<b>402,490</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 2021-22**

1. Recruited and staffed Community Center vacancies, and supported the reopening.
2. Secured Personal Protective Equipment (PPE), cleaning and disinfecting supplies, and implemented workplace safety measures and protocols.
3. Supported the City's identification and use of the American Response Plan Act funds
4. Implement risk-transfer mechanisms for the City's new Splash Pad facility.
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 City's risk-sharing pool, CIRA, for general liability workers' compensation, and property programs.
9. Recruited and on-boarded Human Resources Manager position.

## **GOALS AND OBJECTIVES: FISCAL YEAR 2022-23**

1. Update descriptions for all approved positions.
2. Update Personnel Policies and Procedures Manual.
3. Continue to update COVID-19 policies, protocols, and employee training as necessary for all City facilities.
4. Evaluate Community Emergency Preparedness Academy (CEPA) vs. Community Emergency Response Team (CERT) training options for the community.
5. Administer employee benefit programs, including the annual Open Enrollment event.
6. Conduct and participate in citywide emergency preparedness exercises.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	131,315	139,603	140,482	160,578	145,766	116,598	
512.000	Salaries/Benefit Adjustmen	-	-	-	-	-	-	
516.000	Leave Time Program	-	-	-	12,000	-	25,000	
521.000	Medicare	1,888	2,008	2,021	2,313	2,100	1,675	
522.000	Retirement	18,612	16,721	18,164	21,057	19,201	17,201	
523.000	Unemployment Insurance	224	175	161	322	322	161	
530.000	Benefits	18,922	19,655	19,526	20,700	20,444	21,300	
<b>TOTAL PERSONNEL (1.2 FTE)</b>		<b>170,961</b>	<b>178,163</b>	<b>180,354</b>	<b>216,970</b>	<b>187,833</b>	<b>181,935</b>	
<b>OPERATIONS</b>								
610.000	Membership & Dues	884	1,030	514	840	840	1,114	
611.000	Training	-	1,263	269	3,000	1,500	1,500	
612.000	Travel/Conf/Meetings	1,045	755	63	2,000	618	1,500	
622.010	Special Dept. Expense	1,336	16,580	1,313	11,100	18,802	12,000	
626.000	Books & Periodicals	141	143	143	500	250	250	
627.002	EOC Program	2,165	-	-	3,000	201	4,000	
665.000	Recruitment	11,462	1,705	418	5,000	1,003	5,000	
690.001	Insurance G/L	110,398	105,482	131,367	132,864	146,018	174,431	
690.002	Insurance W/C	45,583	36,192	36,886	71,311	69,792	68,452	
690.003	Insurance Property	19,884	23,633	31,214	35,000	31,439	39,299	
690.004	Insurance Other	750	900	951	3,000	4,164	6,434	
690.005	Insurance SIR	1,688	-	-	25,000	25,000	30,000	
Subtotal		<b>195,336</b>	<b>187,683</b>	<b>203,138</b>	<b>292,615</b>	<b>299,627</b>	<b>343,980</b>	
700.004	Professional Services	<b>2,318</b>	<b>10,846</b>	<b>7,354</b>	<b>5,300</b>	<b>5,300</b>	<b>5,344</b>	
<b>TOTAL OPERATIONS</b>		<b>197,654</b>	<b>198,529</b>	<b>210,492</b>	<b>297,915</b>	<b>304,927</b>	<b>349,324</b>	
<b>TOTAL EXPENDITURES</b>		<b>368,615</b>	<b>376,692</b>	<b>390,846</b>	<b>514,885</b>	<b>492,760</b>	<b>531,259</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	361,592	370,511	384,649	495,885	473,760	524,259	
100	Emergency Management G	7,023	6,181	6,197	7,000	7,000	7,000	
230	American Rescue Plan Act	-	-	-	12,000	12,000	-	
<b>TOTAL FUNDING SOURCES</b>		<b>368,615</b>	<b>376,692</b>	<b>390,846</b>	<b>514,885</b>	<b>492,760</b>	<b>531,259</b>	

This page intentionally left blank.

# Finance



Rancho Santa Margarita, California

# Finance

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----		FY 2022/23 ADOPTED BUDGET
					AMENDED BUDGET	YEAR-END ESTIMATE	
<b>FINANCE</b>							
170	Non-departmental	1,486,098	2,044,568	1,219,045	1,418,730	1,404,080	2,239,196
210	Finance	604,821	640,116	580,134	619,044	606,736	713,590
<b>TOTAL EXPENDITURES</b>		<b>2,090,919</b>	<b>2,684,684</b>	<b>1,799,179</b>	<b>2,037,774</b>	<b>2,010,816</b>	<b>2,952,786</b>



*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 2021-22**

1. Prepared a structurally balanced budget for FY 2022-23.
2. Received the Government Finance Officers Association (GFOA) Financial Reporting Certificate of Excellence for the 2020-21 Annual Comprehensive Financial Report (ACFR).
3. Completed the FY 2020-21 City-wide Audit with no adjustments or deficiencies.
4. Managed and complied with the purchasing requirements and reporting deadlines for the American Rescue Plan Act (ARPA) funding.
5. Completed reporting for the American Rescue Plan Act funding in compliance with the Final Rule determined by the U.S. Department of Treasury.
6. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
7. Initiated discussions with City Council related updating and revising to the City's Reserves Policy and 10-Year Target Reserves Balance.
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.
  - Assisted the Community Services Department with contract negotiation and implementation of their new recreation software.
  - Updated the firewall and installed all new access points which will provide better gateway security.
  - Purchased new software for staff including new Adobe software and a new virus scanner.
  - Prepared a new strategic plan to assist in the planning of future projects and ensure that upgrades stay on track.
10. Prepared annual Investment Policy review and update under the financial services contract with Fieldman Rolapp.

## *Non-departmental/Finance*

(continued)

11. Adopted a resolution that adjusted the City's user fee schedule based on the Consumer Price Index (CPI).
12. 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 2022-23**

1. Develop a balanced budget for Fiscal Year 2023-24.
2. Direct annual City-wide financial statement audit and submit 2021-22 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. Purchase and install a voice over IP phone system at City Hall and the BTRCC.
7. Replace network servers and move the City to Office 365.
8. Prepare for adoption a resolution that adjusts the City's user fee schedule based on the Consumer Price Index (CPI).
9. Monitor the City's financials and propose changes to the budget as needed.

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

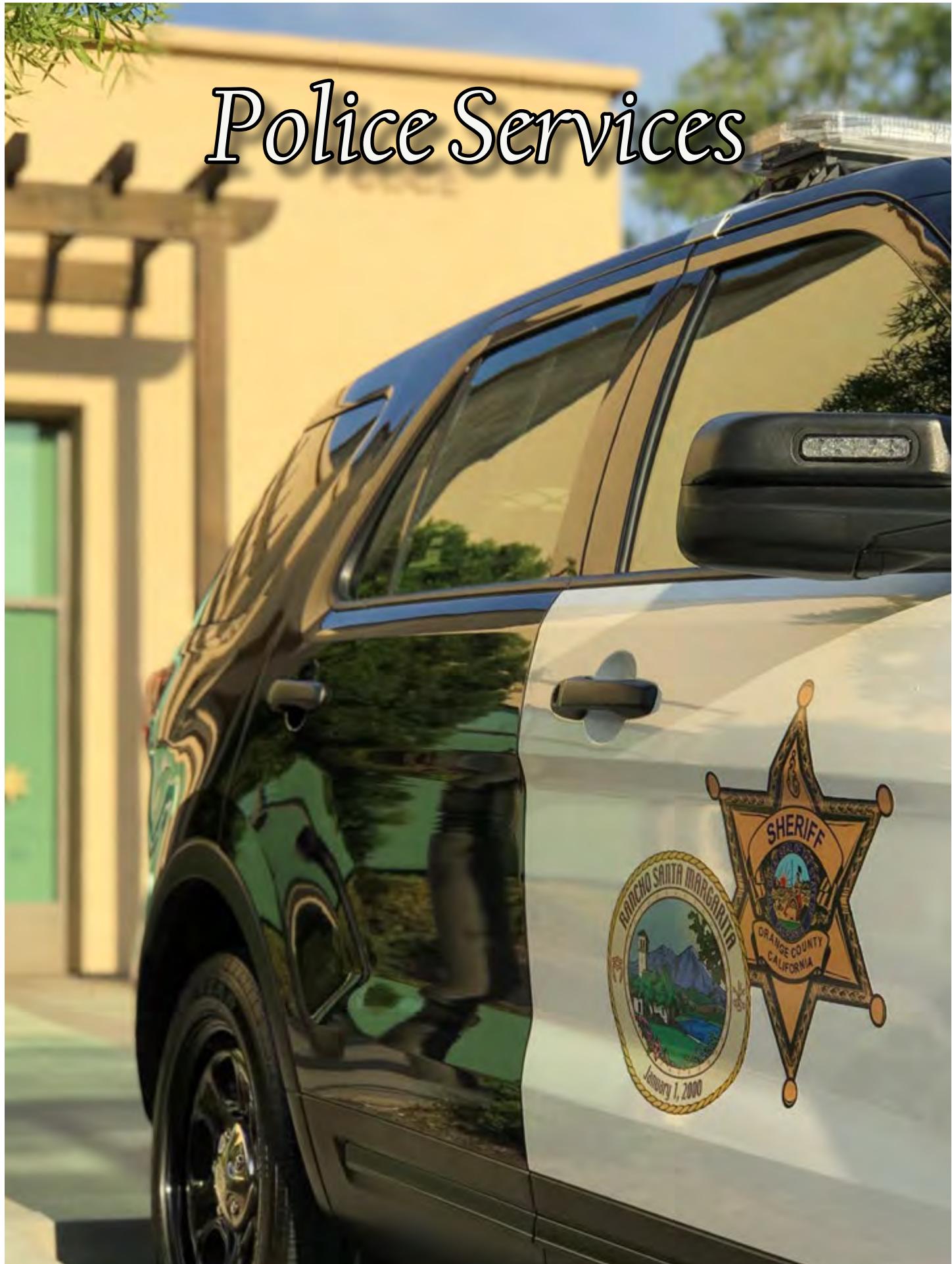
ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>NON-DEPARTMENTAL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
530.000	Benefits	8,216	10,024	12,047	12,528	14,424	12,528	
<b>TOTAL PERSONNEL</b>		<b>8,216</b>	<b>10,024</b>	<b>12,047</b>	<b>12,528</b>	<b>14,424</b>	<b>12,528</b>	
<b>OPERATIONS</b>								
610.000	Membership & Dues	6,263	7,153	6,592	6,660	6,660	8,120	
622.000	Office Supplies	22,027	20,224	19,030	20,000	21,224	22,000	
625.000	Postage	6,864	6,108	4,765	7,630	6,184	8,760	
627.000	EOC Supplies/Training	4,841	1,524	3,268	4,786	1,102	5,790	
627.003	EOC Emerg-COVID - 19			7,283	-	5,561	5,000	
636.001	Utilities-Telephone	29,325	29,950	32,738	35,700	35,845	35,700	
642.000	Equipment Leases	12,921	12,944	11,493	16,860	11,222	16,860	
663.000	Property Tax Admin. Costs	16,422	16,561	17,946	17,600	17,600	19,413	
664.000	LAFCO Reforms (AB 2838)	6,828	7,073	7,023	7,260	7,260	7,708	
690.000	Insurance	1,567	873	624	1,600	650	1,600	
Subtotal		<b>107,058</b>	<b>102,409</b>	<b>110,762</b>	<b>118,096</b>	<b>113,308</b>	<b>130,951</b>	
700.001	Prof. Svcs. - Admin.	7,357	6,841	4,341	8,000	6,130	5,000	
700.008	Prof. Svcs. - Computer	81,546	85,937	88,853	95,000	95,000	110,500	
700.017	Prof. Svcs. - Website	9,470	6,754	-	-	-	-	
700.040	PS - Financing Costs	2,000	2,000	2,000	2,000	2,000	2,000	
Subtotal		<b>100,373</b>	<b>101,532</b>	<b>95,194</b>	<b>105,000</b>	<b>103,130</b>	<b>117,500</b>	
<b>TOTAL OPERATIONS</b>		<b>207,431</b>	<b>203,941</b>	<b>205,956</b>	<b>223,096</b>	<b>216,438</b>	<b>248,451</b>	
<b>TRANSFERS</b>								
790.410	Transfer to Cap. Projects	351,400	994,417	176,103	305,000	310,454	945,000	
Subtotal		<b>351,400</b>	<b>994,417</b>	<b>176,103</b>	<b>305,000</b>	<b>310,454</b>	<b>945,000</b>	
<b>MITIGATION</b>								
802.000	Mit. Obligation - Tax Incr.	84,343	-	-	-	-	-	
Subtotal		<b>84,343</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DEBT SERVICE</b>								
790.530	Transfer to RSM PFA	<b>727,709</b>	<b>735,096</b>	<b>731,596</b>	<b>732,438</b>	<b>731,657</b>	<b>727,538</b>	
<b>CAPITAL OUTLAY</b>								
826.000	Equipment - Police	-	-	-	-	-	-	
832.000	GIS System	18,804	19,060	19,575	20,205	17,808	18,226	
841.001	Comp. Licenses/HW/SW	88,195	74,992	73,268	100,463	106,440	262,453	
990.000	Contingency	-	7,038	500	25,000	6,859	25,000	
Subtotal		<b>106,999</b>	<b>101,090</b>	<b>93,343</b>	<b>145,668</b>	<b>131,107</b>	<b>305,679</b>	
<b>TOTAL EXPENDITURES</b>								
<b>FUNDING SOURCES</b>								
100	General Fund	1,134,698	1,050,151	1,042,942	1,102,230	1,077,291	1,320,696	
100	Use of Reserves - CIP	351,400	994,417	176,103	305,000	310,454	755,000	
230	American Rescue Plan Act	-	-	-	11,500	16,335	163,500	
<b>TOTAL FUNDING SOURCES</b>		<b>1,486,098</b>	<b>2,044,568</b>	<b>1,219,045</b>	<b>1,418,730</b>	<b>1,404,080</b>	<b>2,239,196</b>	

## Department Expense Summary

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22		FY 2022/23 ADOPTED BUDGET 6/8/2022			
			ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE				
<b><u>FINANCE</u></b>											
<b>EXPENDITURES</b>											
<b>PERSONNEL</b>											
512.000	Salaries - Regular	443,172	498,980	454,469	423,385	470,198	502,071				
515.000	Temporary Personnel	8,098	-	-	-	-	-				
521.000	Medicare	6,407	7,212	6,566	6,116	6,790	7,252				
522.000	Retirement	79,234	65,935	61,983	68,175	66,293	81,030				
523.000	Unemployment Insurance	1,169	966	644	644	644	805				
530.000	Benefits	18,177	14,147	7,716	62,100	7,177	63,900				
<b>TOTAL PERSONNEL (3.8 FTE)</b>			<b>556,257</b>	<b>587,240</b>	<b>531,378</b>	<b>560,420</b>	<b>551,102</b>	<b>655,058</b>			
<b>OPERATIONS</b>											
610.000	Membership & Dues	1,021	797	305	614	506	607				
611.000	Training	-	34	-	500	-	500				
612.000	Travel/Conf/Meetings	167	170	135	1,039	520	1,105				
622.010	Special Dept. Expense	3,108	2,706	1,686	5,295	4,109	2,680				
626.000	Books & Periodicals	745	745	904	904	795	960				
Subtotal			<b>5,041</b>	<b>4,453</b>	<b>3,030</b>	<b>8,352</b>	<b>5,930</b>	<b>5,852</b>			
700.004	Professional Services	43,523	48,423	45,726	50,272	49,704	52,680				
<b>TOTAL OPERATIONS</b>			<b>48,564</b>	<b>52,876</b>	<b>48,756</b>	<b>58,624</b>	<b>55,634</b>	<b>58,532</b>			
<b>TOTAL EXPENDITURES</b>			<b>604,821</b>	<b>640,116</b>	<b>580,134</b>	<b>619,044</b>	<b>606,736</b>	<b>713,590</b>			
<b>FUNDING SOURCES</b>											
100	General Fund	604,821	640,116	580,134	619,044	606,736	713,590				
<b>TOTAL FUNDING SOURCES</b>			<b>604,821</b>	<b>640,116</b>	<b>580,134</b>	<b>619,044</b>	<b>606,736</b>	<b>713,590</b>			

This page intentionally left blank.

# Police Services



Rancho Santa Margarita, California

# Police Services

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----		FY 2022/23 ADOPTED BUDGET
<b>POLICE SERVICES</b>							
310	Police Services	9,366,948	8,874,313	9,696,198	10,654,886	10,645,906	11,164,956
310	Police Services SLESF	126,634	123,061	129,740	143,491	130,691	151,637
310	Total Police Services	<u>9,493,582</u>	<u>8,997,374</u>	<u>9,825,938</u>	<u>10,798,377</u>	<u>10,776,597</u>	<u>11,316,593</u>
320	Animal Control - MV	283,342	314,637	320,739	366,830	331,081	412,140
<b>TOTAL EXPENDITURES</b>		<u>9,776,924</u>	<u>9,312,011</u>	<u>10,146,677</u>	<u>11,165,207</u>	<u>11,107,678</u>	<u>11,728,733</u>



*Police Services*  
**POLICE SERVICES/ANIMAL CARE AND CONTROL**

**DESCRIPTION**

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

**ACCOMPLISHMENTS: FISCAL YEAR 2021-2022**

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. Upon the purchase of two radar trailers, we developed a monthly traffic plan and deploy our resources based on traffic analysis provided by the radar trailers.
3. Obtained grant funding and hosted a DUI checkpoint and multiple roving DUI enforcement activities.
4. Recruited and trained a new Crime Prevention Specialist
5. Modeled after the Neighborhood Watch program, we are in process of building a Business Watch to encourage businesses to work together with law enforcement to prevent crime in the business community. This cooperative effort makes for a successful partnership in reducing crime.
6. Successfully used two (2) Homeless Liaison Officers (HLO) to work with Mercy House, HCA and the OCSD Behavior Health Bureau Team to respond to issues with the transient population.
7. Successfully trained three new deputies for RSM Police Services.
8. 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.
9. Recruited and trained an additional School Safety Deputy as a hybrid position to assist with school safety.
10. Continued with the public education campaign utilizing the City website, social media platforms and community events.
11. Conducted numerous Neighborhood Watch meetings and community meetings on emergency preparedness and response to critical incidents.
12. Conducted meetings with our faith organizations to provide them with resources and address security concerns.
13. Once school campuses began their 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. We provided our school districts and private schools with contacts and resources to complete threat assessments.

## *Police Services/Animal Care and Control*

(continued)

14. Police services coordinated another “Pumpkin Patch” drive thru giveaway to special needs students at several schools, provided several presentations on our school campuses on various topics.
15. Worked in cooperation with the DEA (Drug Enforcement Administration) for Operation “Drug Take-Back”, allowing residents to turn in unwanted prescription medication.
16. Successfully utilized Sheriff’s Department resources to organize community concerts and other events.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2022-2023**

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. Our Crime Prevention Specialist is 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 to fill a vacancy.
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 to address traffic challenges.
14. Continue to work with OCFA, County Emergency Services and City Emergency Personnel to enhance the City Emergency Operations response.
15. Recruit and train additional RSM staff on preparation for and response to critical incidents and disasters.
16. Work with schools and families to assist with teens into programs such as PRYDE and alternative options to address juveniles’ behavior issues.
17. Maintain fiscal accountability while responding to issues including protests and city events.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----	YEAR-END ESTIMATE	FY 2022/23 ADOPTED BUDGET		
		AMENDED BUDGET					6/8/2022		
<b><u>POLICE SERVICES</u></b>									
<b>OPERATIONS</b>									
612.000	Travel/Conf/Meetings	525	234	-	690	1,000	1,300		
622.010	Special Dept. Expense	5,598	1,648	4,111	4,340	4,289	7,640		
628.000	Uniforms	211	25	152	150	113	200		
642.000	Radio Maint. Contract	5,613	6,630	4,909	5,200	3,593	5,200		
646.000	Maintenance-Motorcycles	10,808	14,930	5,512	4,000	6,755	4,000		
646.003	Maintenance-Bicycles	185	-	-	200	100	800		
649.000	Fuel - Motorcycles	4,773	4,798	4,357	6,000	5,291	7,200		
649.002	Fuel - Autos	101,003	83,561	71,608	98,000	98,879	120,000		
670.000	Community Support	11,932	-	5,966	6,000	5,966	6,000		
	<i>Subtotal</i>	<b>140,648</b>	<b>111,827</b>	<b>96,615</b>	<b>124,580</b>	<b>125,986</b>	<b>152,340</b>		
720.001	Law Enforcement Contract	<b>8,961,489</b>	<b>8,523,300</b>	<b>9,333,048</b>	<b>10,180,378</b>	<b>10,180,378</b>	<b>10,682,475</b>		
720.003	Crossing Guard	201,399	150,011	230,748	272,769	272,769	290,033		
720.006	Parking Citation Process.	34,176	43,920	35,489	45,000	36,976	45,000		
720.018	Automated Fingerprint ID	29,236	27,960	25,836	22,910	22,908	22,104		
720.201	Contract Discount	(12,120)	(25,538)	(25,451)	(25,451)	(25,860)	(26,996)		
	<i>Subtotal</i>	<b>264,811</b>	<b>209,771</b>	<b>266,535</b>	<b>315,228</b>	<b>306,793</b>	<b>330,141</b>		
<b>TOTAL OPERATIONS</b>		<b>9,366,948</b>	<b>8,844,898</b>	<b>9,696,198</b>	<b>10,620,186</b>	<b>10,613,157</b>	<b>11,164,956</b>		
<b>CAPITAL OUTLAY</b>									
826.000	Police Equipment	-	29,414	-	34,700	32,749	-		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>29,414</b>	<b>-</b>	<b>34,700</b>	<b>32,749</b>	<b>-</b>		
<b>TOTAL EXPENDITURES</b>		<b>9,366,948</b>	<b>8,874,313</b>	<b>9,696,198</b>	<b>10,654,886</b>	<b>10,645,906</b>	<b>11,164,956</b>		
<b>FUNDING SOURCES</b>									
100	General Fund	9,197,643	8,658,236	9,477,252	10,434,936	9,895,653	10,945,956		
100	GF - Police Revenue	169,305	216,076	218,946	219,950	207,390	219,000		
230	American Rescue Plan Act	-	-	-	-	542,863	-		
<b>TOTAL FUNDING SOURCES</b>		<b>9,366,948</b>	<b>8,874,313</b>	<b>9,696,198</b>	<b>10,654,886</b>	<b>10,645,906</b>	<b>11,164,956</b>		
<b><u>POLICE SERVICES - SLESF</u></b>									
<b>EXPENDITURES - OPERATIONS</b>									
646.004	SLESF-800 Mhz Maint.	11,960	13,256	13,284	13,616	13,616	20,853		
720.010	SLESF-Spec Enforcement	-	-	-	9,000	-	9,000		
826.001	SLESF-Police Equipment	12,691	-	1,200	5,000	1,200	6,000		
826.002	SLESF-MDC Maintenance	101,983	109,805	115,256	115,875	115,875	115,784		
<b>TOTAL OPERATIONS</b>		<b>126,634</b>	<b>123,061</b>	<b>129,740</b>	<b>143,491</b>	<b>130,691</b>	<b>151,637</b>		
<b>TOTAL EXPENDITURES</b>									
<b>FUNDING SOURCES</b>									
222	SLESF	126,634	123,061	129,740	143,491	130,691	151,637		
<b>TOTAL FUNDING SOURCES</b>		<b>126,634</b>	<b>123,061</b>	<b>129,740</b>	<b>143,491</b>	<b>130,691</b>	<b>151,637</b>		

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----	YEAR-END ESTIMATE	FY 2022/23 ADOPTED BUDGET		
		AMENDED BUDGET	YEAR-END ESTIMATE	-----FY 2021/22-----	6/8/2022				
<b><u>ANIMAL CONTROL</u></b>									
<b>EXPENDITURES</b>									
<b>OPERATIONS</b>									
720.019	MV Animal Control Contract	283,342	314,637	320,739	366,830	331,081	412,140		
<b>TOTAL OPERATIONS</b>		<b>283,342</b>	<b>314,637</b>	<b>320,739</b>	<b>366,830</b>	<b>331,081</b>	<b>412,140</b>		
<b>TOTAL EXPENDITURES</b>		<b>283,342</b>	<b>314,637</b>	<b>320,739</b>	<b>366,830</b>	<b>331,081</b>	<b>412,140</b>		
<b>FUNDING SOURCES</b>									
100	General Fund	283,342	314,637	320,739	366,830	331,081	412,140		
<b>TOTAL FUNDING SOURCES</b>		<b>283,342</b>	<b>314,637</b>	<b>320,739</b>	<b>366,830</b>	<b>331,081</b>	<b>412,140</b>		

This page intentionally left blank.

# Development Services



Rancho Santa Margarita, California

# Development Services

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----		FY 2022/23 ADOPTED BUDGET
DEVELOPMENT SERVICES					AMENDED BUDGET	YEAR-END ESTIMATE	
410	Planning	874,090	812,671	1,026,163	1,539,764	1,501,867	1,376,819
510	Building & Safety	329,000	330,315	415,144	301,251	437,570	304,373
TOTAL EXPENDITURES		<u>1,203,090</u>	<u>1,142,986</u>	<u>1,441,307</u>	<u>1,841,015</u>	<u>1,939,437</u>	<u>1,681,192</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 Rancho Santa Margarita Zoning Code (RSMZC) 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 Rancho Santa Margarita Municipal Code (RSMMC) 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, and strategies for ensuring the City's economic strength and vitality now and in the years to come.

## **ACCOMPLISHMENTS: FISCAL YEAR 2021-22**

1. Pandemic Recovery
  - The City entered the “recovery” phase of the Pandemic Response and embarked on efforts to assist businesses to return to pre-pandemic operations with regards to signage, temporary use of parking areas, and other aesthetic elements.
2. Housing Element Update
  - Completed the 6<sup>th</sup> Cycle Housing Element through adoption, HCD Review, Revisions, and re-review.
  - Hired a consultant and began preparation of Housing Element Sites Inventory rezoning program, and Objective Development Standards.
3. The Building Division processed a variety of plan checks, permits and inspections<sup>1</sup>:
  - Conducted 1,249 plan checks.
  - Issued 1,672 building permits.
  - Performed 4,045 building inspections.
  - Responded to 207 building records requests<sup>2</sup>.
4. The Planning Division:
  - Processed 10 discretionary entitlements.
  - Issued 25 special event permits.
  - Conducted 9 Planning Commission meetings.
5. Code Enforcement:
  - Opened and investigated 44 cases.
  - Closed 30 cases.

---

<sup>1</sup> Year-to-date as of 5/31/22

<sup>2</sup> Year-to-date as of 6/20/22

## *Development Services*

(continued)

- Issued 755 street sweeping parking citations and 11 warnings.

6. Notable Economic Development activities include the following:

- Worked collaboratively with retail property managers to assess current and future needs.
- Worked cooperatively with the RSM Chamber of Commerce through staff participation in Chamber activities, including processing of the Chamber's Rancho Family Fest permits and other associated approvals.
- Hired HdL Econsolutions to provide Economic Development Consultant services.
- Exhibited at ICSC Las Vegas and conducted more than 10 meetings during the 1.5 day event.

7. Ongoing annual reporting and a comprehensive update to the City's General Plan activities for the fiscal year include:

- Completed the 2020 General Plan Annual Progress Report and submitted it to State Housing and Community Development Department (HCD).
- Prepared and adopted an Addendum to the General Plan EIR for the Housing Element and Safety Element updates.

8. Planning Division Accomplishments include:

- Continued to work cooperatively with Applied Medical on multiple building expansion projects.
- Completed the required annual update to the City's Local Hazard Mitigation Plan (LHMP) to ensure community resiliency.

9. CDBG Accomplishments include:

- Implemented the FY 2021-22 Annual Action Plan and the FY 2019-20 Amended Annual Action Plan.
- Prepared the FY 2022-23 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.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2022-23**

1. Complete the General Plan Housing Element update and obtain certification from the State Department of Housing and Community Development (HCD).
2. Begin implementation of the programs in the updated Housing Element including the rezoning of properties on the Housing Element Sites Inventory.
3. Complete Objective Development Standards.
4. Complete annual review of the Local Hazard Mitigation Plan.
5. Generate the 2022 General Plan Annual Progress Report and submit it to HCD.
6. Implement the FY 2022-23 Annual Action Plan for CDBG.
7. Implement new permitting software to allow for electronic submittal of building permit applications.
8. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.

*Development Services*  
(continued)

9. Participate in Regional Economic Development Activities through the Orange County Economic Development Working Group.
10. Continue economic development activities such as continued participation with the RSM Chamber of Commerce and continued business retention and attraction activities.
11. Participate in the International Council of Shopping Centers (ICSC) 2023 Recon and local conferences.

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

ACCT DIVISION <u>PLANNING</u>	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET 6/8/2022					
					AMENDED BUDGET	YEAR-END ESTIMATE						
<b>EXPENDITURES</b>												
<b>PERSONNEL</b>												
512.000	Salaries - Regular	487,176	524,719	542,073	513,967	554,519	560,678					
515.000	Temporary personnel	-	12,210	-	-	-	-					
521.000	Medicare	7,017	7,571	7,995	7,413	8,000	8,090					
522.000	Retirement	64,180	55,063	67,118	74,509	72,962	78,530					
523.000	Unemployment Insurance	1,161	1,099	972	805	805	805					
530.000	Benefits	37,921	43,698	53,042	103,500	54,334	106,500					
<b>TOTAL PERSONNEL (4.6 FTE)</b>		<b>597,455</b>	<b>644,361</b>	<b>671,200</b>	<b>700,194</b>	<b>690,620</b>	<b>754,603</b>					
<b>OPERATIONS</b>												
610.000	Membership & Dues	2,770	1,995	2,225	2,470	2,470	3,045					
611.000	Training	-	-	-	100	50	200					
612.000	Travel/Conf/Meetings	1,859	1,040	20	1,770	1,440	1,770					
617.000	Stipend - Commissioners	3,600	3,525	2,850	4,500	3,900	4,500					
622.010	Special Dept. Expense	2,197	19	-	595	298	595					
623.001	Mapping/Reproduction	-	-	-	300	150	300					
624.000	Legal Notices	250	210	-	1,500	750	6,000					
626.000	Books & Periodicals	-	275	301	250	125	250					
	<b>Subtotal</b>	<b>10,676</b>	<b>7,065</b>	<b>5,396</b>	<b>11,485</b>	<b>9,183</b>	<b>16,660</b>					
677.000	PS - Hazard Mitigation Plan	55,661	14,260	-	-	-	-					
700.011	PS - Recoverable	128	-	-	10,000	-	10,000					
700.014	PS - Code Enforcement	2,400	2,400	2,400	2,400	2,400	2,400					
700.022	PS - CDBG	27,133	35,333	37,218	40,300	40,300	37,585					
700.023	Economic Development	41,555	7,142	5,648	57,600	57,600	134,208					
700.025	CDBG - Eligible Projects	6,108	6,111	5,628	14,000	14,000	20,000					
700.026	CDBG - Public Services	32,284	31,758	129,776	60,250	60,250	28,180					
700.027	PS-Recoverable Deposits	29,190	19,664	11,361	31,500	23,509	31,500					
700.041	CDBG-CV	-	3,879	36,893	271,507	271,507	220,521					
700.042	CDBG-CV Sm Business Gr	-	-	82,500	-	-	-					
700.043	PS-CDBG CV	-	-	6,545	17,132	17,132	-					
700.045	PLHA-Homeless Outreach	-	-	-	17,396	17,396	12,326					
	<b>Subtotal</b>	<b>194,459</b>	<b>120,547</b>	<b>317,969</b>	<b>522,085</b>	<b>504,094</b>	<b>496,720</b>					
<b>TOTAL OPERATIONS</b>		<b>205,135</b>	<b>127,612</b>	<b>323,365</b>	<b>533,570</b>	<b>513,277</b>	<b>513,380</b>					
<b>CAPITAL OUTLAY</b>												
851.000	General Plan & Elements	71,500	39,858	21,850	298,000	297,970	100,836					
852.000	Comp. Zoning Code	-	840	9,748	8,000	-	8,000					
<b>TOTAL CAPITAL OUTLAY</b>		<b>71,500</b>	<b>40,698</b>	<b>31,598</b>	<b>306,000</b>	<b>297,970</b>	<b>108,836</b>					
<b>TOTAL EXPENDITURES</b>		<b>874,090</b>	<b>812,671</b>	<b>1,026,163</b>	<b>1,539,764</b>	<b>1,501,867</b>	<b>1,376,819</b>					
<b>FUNDING SOURCES</b>												
100	General Fund	589,494	635,606	619,810	774,929	744,723	822,263					
100	Use of General Fund Reser	71,500	39,858	21,850	198,000	197,970	88,336					
100	Planning Grants	-	-	-	119,896	119,896	24,826					
100	CDBG Grants	65,525	31,667	342,812	403,189	403,189	306,286					
230	American Rescue Plan Act	-	-	-	-	-	91,358					
100	GF - Planning Revenues	147,571	105,540	41,691	43,750	36,089	43,750					
<b>TOTAL FUNDING SOURCES</b>		<b>874,090</b>	<b>812,671</b>	<b>1,026,163</b>	<b>1,539,764</b>	<b>1,501,867</b>	<b>1,376,819</b>					

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>BUILDING &amp; SAFETY</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	73,506	79,008	81,517	63,965	82,508	66,285	
521.000	Medicare	1,066	1,146	1,182	928	1,199	961	
522.000	Retirement	7,556	8,776	9,798	11,337	10,986	11,506	
523.000	Unemployment Insurance	224	175	161	161	161	161	
530.000	Benefits	1,136	1,116	1,109	20,700	1,121	21,300	
<b>TOTAL PERSONNEL (1 FTE)</b>		<b>83,488</b>	<b>90,220</b>	<b>93,767</b>	<b>97,091</b>	<b>95,975</b>	<b>100,213</b>	
<b>OPERATIONS</b>								
611.000	Training	-	-	-	100	50	100	
612.000	Travel/Conf/Meetings	-	-	-	60	30	60	
	Subtotal	-	-	-	160	80	160	
700.007	PS - Non-recoverable				-	-	-	
700.012	PS - Recoverable	245,512	240,095	321,377	204,000	341,515	204,000	
	Subtotal	<b>245,512</b>	<b>240,095</b>	<b>321,377</b>	<b>204,000</b>	<b>341,515</b>	<b>204,000</b>	
<b>TOTAL OPERATIONS</b>		<b>245,512</b>	<b>240,095</b>	<b>321,377</b>	<b>204,160</b>	<b>341,595</b>	<b>204,160</b>	
<b>TOTAL EXPENDITURES</b>		<b>329,000</b>	<b>330,315</b>	<b>415,144</b>	<b>301,251</b>	<b>437,570</b>	<b>304,373</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	(172,085)	(148,344)	(241,190)	(202,205)	(298,033)	(179,235)	
100	GF - Building Revenue	501,085	478,659	656,334	503,456	735,603	483,608	
<b>TOTAL FUNDING SOURCES</b>		<b>329,000</b>	<b>330,315</b>	<b>415,144</b>	<b>301,251</b>	<b>437,570</b>	<b>304,373</b>	

# Public Works



Rancho Santa Margarita, California

# Public Works

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2022/23 ADOPTED BUDGET
<b>PUBLIC WORKS DEPARTMENT</b>							
610	Public Works	844,271	895,551	840,135	1,093,526	1,050,800	1,227,144
620	Street Maintenance	989,352	1,002,497	963,371	1,046,506	1,001,440	1,069,705
630	GAS TAX FUND <i>Street Lighting</i>	272,097	287,141	328,169	338,808	369,000	387,000
640	Building Maintenance	327,890	300,868	290,492	416,929	420,891	466,385
<b>TOTAL EXPENDITURES</b>		<b>599,987</b>	<b>588,008</b>	<b>618,661</b>	<b>2,895,769</b>	<b>2,842,131</b>	<b>3,150,234</b>



*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 2021-22**

1. Issued permits for and inspected work in the Public Right of Way:
  - 71 Encroachment Permits,
  - 33 Transportation/Oversized Load Permits,
  - 1 Landscape Permit.
2. Issued Engineering Permits:
  - 2 Grading Permits.
3. Engineering and Traffic Engineering Accomplishments include:
  - Completed the construction on the Splash Pad at Central Park Project.
  - Inspected numerous large utility infrastructure upgrades from various utility companies.
  - Installed the new audio system at the Bell Tower, allowing the bells to chime once again.
  - Began the Santa Margarita Parkway Signal Synchronization Project.
  - 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.
  - Revised the City's Pavement Management Plan to include increased residential pavement overlay projects to further maintain the City's excellent pavement condition index rating.
  - Maintained eligibility for Measure M2 funds through Orange County Transportation Authority (OCTA) by providing all required reports and studies.
  - Began design phase for the Antonio Parkway Gateway Enhancement 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.
  - Began two American Rescue Plan Act (ARPA) 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.
  - Began implementation of the state issued mandates of SB 1383 and City's solid waste franchise agreement to remain in compliance.

## *Public Works*

(continued)

- Continued to ensure removal of graffiti within 24 hours utilizing the Graffiti Hotline.
- Performed on-going maintenance of City facilities and landscape areas.
- Completed various maintenance tasks Citywide including weekly litter collection, patching of potholes, repair of damaged asphalt, and as needed sign replacement.
- Installed new holiday décor around City Hall and the BTRCC during the December holiday season.

5. Held successful Paint Collection Event.
6. Participated in regional meetings of the watershed management group, CalRecycle, and OCTA Technical Advisory Committee.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2022-23**

1. Continue to remain in compliance with San Diego Regional Board and CalRecycle requirements for the Stormwater and Solid Waste programs.
2. Complete the Santa Margarita Signal Synchronization Project.
3. Provide quick restoration of operations to lights and signals that are damaged due to any source of outage.
4. Keep the City's roadways, sidewalks, and right-of-way free from hazards, litter, debris or weeds by maintaining an effective roadway maintenance program.
5. Maintain a positive aesthetic appearance through proactive and continuous inspection of the City's right-of-way.
6. Continue prompt graffiti removal within 24 hours of notification.
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. Begin the design phase of the Eastbound Santa Margarita Parkway Bridge and Antonio Parkway Bridge Maintenance Projects.

## Department Expense Summary

FY 2022/23  
ADOPTED  
BUDGET  
6/8/2022

DIVISION NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	6/30/2022
<b>PUBLIC WORKS EXPENDITURES</b>							
<b>PERSONNEL</b>							
512.000	Salaries - Regular	320,170	338,035	369,871	467,425	498,401	495,599
512.001	Salaries - Allocated to CIP	-	(309)	(75,361)	(110,000)	(110,000)	(110,000)
521.000	Medicare	6,393	6,942	7,058	6,738	7,180	7,148
522.000	Retirement	43,039	46,215	51,833	57,544	55,826	58,485
523.000	Unemployment Insurance	1,523	879	727	725	725	886
526.000	FICA Cost		2,141	1,864	2,247	1,742	3,198
530.000	Benefits	41,759	29,454	28,610	72,450	29,481	74,550
<b>TOTAL PERSONNEL (4.36 FTE )</b>		<b>412,884</b>	<b>423,357</b>	<b>384,602</b>	<b>497,129</b>	<b>483,355</b>	<b>529,866</b>
<b>OPERATIONS</b>							
610.000	Membership & Dues	147	228	0	935	935	935
611.000	Training	-	120	0	2,000	-	2,000
612.000	Travel & Meetings	35	35	-	1,150	60	1,360
622.010	Special Dept. Expense	191	579	335	2,000	1,058	2,800
622.020	Underground Service Alert	738	1,023	1,168	1,000	1,090	1,200
626.000	Books & Periodicals	-	-	-	500	250	-
643.000	Storage Facility Rental	6,000	8,750	9,000	9,000	9,000	9,000
650.000	Storm Water (NPDES)	170,020	210,027	216,049	242,535	242,535	264,551
660.000	Solid Waste Management	39,358	53,871	34,849	98,717	98,717	139,796
660.001	Solid Waste Recycling	-	-	-	-	-	-
660.002	Beverage Recycling Expenses	1,666	1,762	3,050	1,800	18,598	1,800
661.000	Landscape Maintenance	17,740	28,906	29,665	42,200	29,899	36,800
661.001	Park Maintenance	12,817	26,303	22,895	34,800	34,800	75,036
	<b>Subtotal</b>	<b>248,712</b>	<b>331,603</b>	<b>317,011</b>	<b>436,637</b>	<b>436,942</b>	<b>535,278</b>
700.006	PS - Non-recoverable	-	-	-	-	-	-
700.013	PS - Recoverable	23,976	20,800	21,889	2,000	6,200	2,000
700.015	PS - Traffic Engineering	104,564	104,156	105,956	131,560	105,003	136,600
	<b>Subtotal</b>	<b>128,540</b>	<b>124,956</b>	<b>127,845</b>	<b>133,560</b>	<b>111,203</b>	<b>138,600</b>
<b>TOTAL OPERATIONS</b>		<b>377,252</b>	<b>456,559</b>	<b>444,856</b>	<b>570,197</b>	<b>548,145</b>	<b>673,878</b>
<b>CAPITAL OUTLAY</b>							
844.000	City Vehicle	29,308	-	-	-	-	-
871.000	Speed/Volume Study	7,970	750.00	-	7,800	3,900	7,800
872.001	Design - Local Projects	-	-	-	3,000	-	-
874.000	Pavement Mgmt System	16,857	14,885.3	10,677.0	15,400	15,400	15,600
<b>TOTAL CAPITAL OUTLAY</b>		<b>54,135</b>	<b>15,635</b>	<b>10,677</b>	<b>26,200</b>	<b>19,300</b>	<b>23,400</b>
<b>TOTAL EXPENDITURES</b>							
<b>FUNDING SOURCES</b>							
100	General Fund	420,496	408,544	407,866	640,073	572,331	686,472
210	Gas Tax	125,181	122,853	136,208	151,001	151,001	155,845
100	Waste Disposal Agreement	97,563	103,239	79,390	113,900	85,000	87,550
100	Waste Recycling Grants	93,764	100,785	107,497	98,142	150,000	204,500
100	Beverage Recycling Grant	12,506	12,292	(8,281)	13,000	13,000	13,000
100	GF-Public Works Revenue	94,761	147,838	117,455	77,410	79,468	79,777
<b>TOTAL FUNDING SOURCES</b>		<b>844,271</b>	<b>895,551</b>	<b>840,135</b>	<b>1,093,526</b>	<b>1,050,800</b>	<b>1,227,144</b>

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>STREET MAINTENANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	54,638	59,296	59,906	62,514	61,617	65,211	
521.000	Medicare	788	891	869	899	899	938	
522.000	Retirement	7,334	6,635	7,170	7,978	7,861	8,165	
523.000	Unemployment Insurance	112	87	78	81	81	81	
530.000	Benefits	9,765	10,123	9,277	10,350	8,106	10,650	
<b>TOTAL PERSONNEL (.5 FTE )</b>		<b>72,637</b>	<b>77,033</b>	<b>77,300</b>	<b>81,822</b>	<b>78,564</b>	<b>85,045</b>	
<b>OPERATIONS</b>								
700.019	PS - Contract Admin	-	-	-	-	-	-	
720.000	Misc. Street Maintenance	80,822	94,847	76,296	96,000	79,068	96,000	
720.004	Street Maint. Contract	559,153	556,942	547,320	584,200	575,344	584,220	
720.007	Street Sweeping	87,892	96,774	99,024	103,140	103,140	108,300	
720.008	Traffic Signal Maintenance	93,408	120,794	108,322	112,944	112,305	127,740	
720.009	Special Repairs	49,826	13,522	14,297	14,000	7,000	14,040	
720.011	Traffic Improvements	4,833	220	-	5,400	5,400	5,400	
720.014	Street Maint - NPDES	38,891	39,984	38,499	45,000	38,119	45,000	
720.016	Bus Shelter Maintenance	1,890	2,381	2,313	4,000	2,500	3,960	
	Subtotal	<b>916,715</b>	<b>925,464</b>	<b>886,071</b>	<b>964,684</b>	<b>922,876</b>	<b>984,660</b>	
<b>TOTAL EXPENDITURES</b>		<b>989,352</b>	<b>1,002,497</b>	<b>963,371</b>	<b>1,046,506</b>	<b>1,001,440</b>	<b>1,069,705</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	390,747	390,747	428,337	428,337	428,337	428,337	
212	Measure M Fund	510,713	514,976	436,010	515,029	469,963	533,068	
210	Gas Tax Fund	87,892	96,774	99,024	103,140	103,140	108,300	
<b>TOTAL FUNDING SOURCES</b>		<b>989,352</b>	<b>1,002,497</b>	<b>963,371</b>	<b>1,046,506</b>	<b>1,001,440</b>	<b>1,069,705</b>	

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET			
		AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022						
<b><u>STREET LIGHTING</u></b>										
<i>EXPENDITURES</i>										
<i>OPERATIONS</i>										
631.003	Utilities	272,097	287,141	328,169	338,808	369,000	387,000			
<b>TOTAL OPERATIONS</b>		<b>272,097</b>	<b>287,141</b>	<b>328,169</b>	<b>338,808</b>	<b>369,000</b>	<b>387,000</b>			
<b>TOTAL EXPENDITURES</b>		<b>272,097</b>	<b>287,141</b>	<b>328,169</b>	<b>338,808</b>	<b>369,000</b>	<b>387,000</b>			
<i>FUNDING SOURCES</i>										
210	Gas Tax Fund	272,097	287,141	328,169	338,808	369,000	387,000			
<b>TOTAL FUNDING SOURCES</b>		<b>272,097</b>	<b>287,141</b>	<b>328,169</b>	<b>338,808</b>	<b>369,000</b>	<b>387,000</b>			

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 ADOPTED BUDGET	
					AMENDED BUDGET	YEAR-END ESTIMATE	6/8/2022	
<b><u>BUILDING MAINTENANCE</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
640.001	City Hall Elect/Water	64,934	68,566	78,033	82,920	89,875	91,980	
640.002	City Hall Facility Maint.	118,097	99,338	135,789	127,211	130,226	141,375	
640.101	BTRCC Utilities	61,572	57,548	40,019	81,468	81,468	98,460	
640.102	BTRCC Facility Maint.	82,999	75,415	36,651	120,330	114,322	134,570	
640.104	BTRCC Improvements	288	-	-	5,000	5,000	-	
	Subtotal	327,890	300,868	290,492	416,929	420,891	466,385	
640.003	City Hall Facility Mgmt.	-	-	-	-	-	-	
	Subtotal	-	-	-	-	-	-	
	<b>TOTAL OPERATIONS</b>	<b>327,890</b>	<b>300,868</b>	<b>290,492</b>	<b>416,929</b>	<b>420,891</b>	<b>466,385</b>	
<b>TOTAL EXPENDITURES</b>								
		<b>327,890</b>	<b>300,868</b>	<b>290,492</b>	<b>416,929</b>	<b>420,891</b>	<b>466,385</b>	
<i>FUNDING SOURCES</i>								
100	General Fund	327,890	300,868	290,492	343,079	347,041	456,385	
230	American Rescue Plan	-	-	-	73,850	73,850	10,000	
	<b>TOTAL FUNDING SOURCES</b>	<b>327,890</b>	<b>300,868</b>	<b>290,492</b>	<b>416,929</b>	<b>420,891</b>	<b>466,385</b>	

This page intentionally left blank.

# Community Services



Rancho Santa Margarita, California

# Community Services

			-----FY 2021/22-----		FY 2022/23			
			FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
COMMUNITY SERVICES								
710	Community Services		1,069,411	977,633	243,162	903,479	873,882	1,098,772
	TOTAL EXPENDITURES		1,069,411	977,633	243,162	903,479	873,882	1,098,772



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

**DESCRIPTION**

Community Services is dedicated to providing Rancho Santa Margarita residents with quality of life, and building a strong community through safe and attractive programs, events and facilities. This is accomplished by providing lifelong opportunities, leisure activities and recreational experiences in well-maintained facilities and parks. The Community Services Department continues to adapt and fulfill the needs communicated by the people that they serve.

**ACCOMPLISHMENTS: FISCAL YEAR 2021-22**

1. Successfully provided quality recreation programs and services for people of all ages.
2. Created Independent Contract Instructor Handbook
3. Configured and setup the infrastructure of new registration software CIVIC Rec.
4. Utilizing the new software RSMconnect.org was created for ease of use and to support branding of recreation and community services.
5. Effectively hired and trained all new Community Services Staff.
6. Evaluated current staffing and resources to ensure that all service areas are covered.
7. Implemented efficacious patriotic ceremonies including Flag Day, Patriot Day Commemoration and Veterans Day Recognition.
8. Facilitated and implemented the “Celebrating Family & Friends” New Year’s Eve event, and Splash Pad Grand Opening and Fall Festival.
9. Evaluated current staffing and resources to ensure that all service areas are covered.
10. Worked with RSM Cares on a number of activities including the RSM Arts program, Breakfast with Santa and the RSM Food Bank.
11. Provided a variety of new youth and senior programs in partnership with Boys & Girls Club and Age Well Senior Services.
12. Develop, monitor and evaluate the Department’s annual budget.
13. Relaunched the Senior Mobility Program, enrolling over 100 new participants and providing over 250 one-way trips.
14. Supported the City’s Adopted 2/5 Marines - participated in drive-thru homecomings, deployments, cleaning of the barracks, and drive-thru holiday events.
15. Offered drive-thru pet vaccination clinics to help residents maintain the health of their pets with more than 400 cats and/or dogs doubling the number receiving these service last year.
16. Revamped the sponsorship brochure with fresh offerings and distributed to over 400 local businesses inviting participation with events and services.
17. Redesigned the Facility Rentals brochure and added QR Code for ease of inquiries.

**GOALS AND OBJECTIVES: FISCAL YEAR 2022-23**

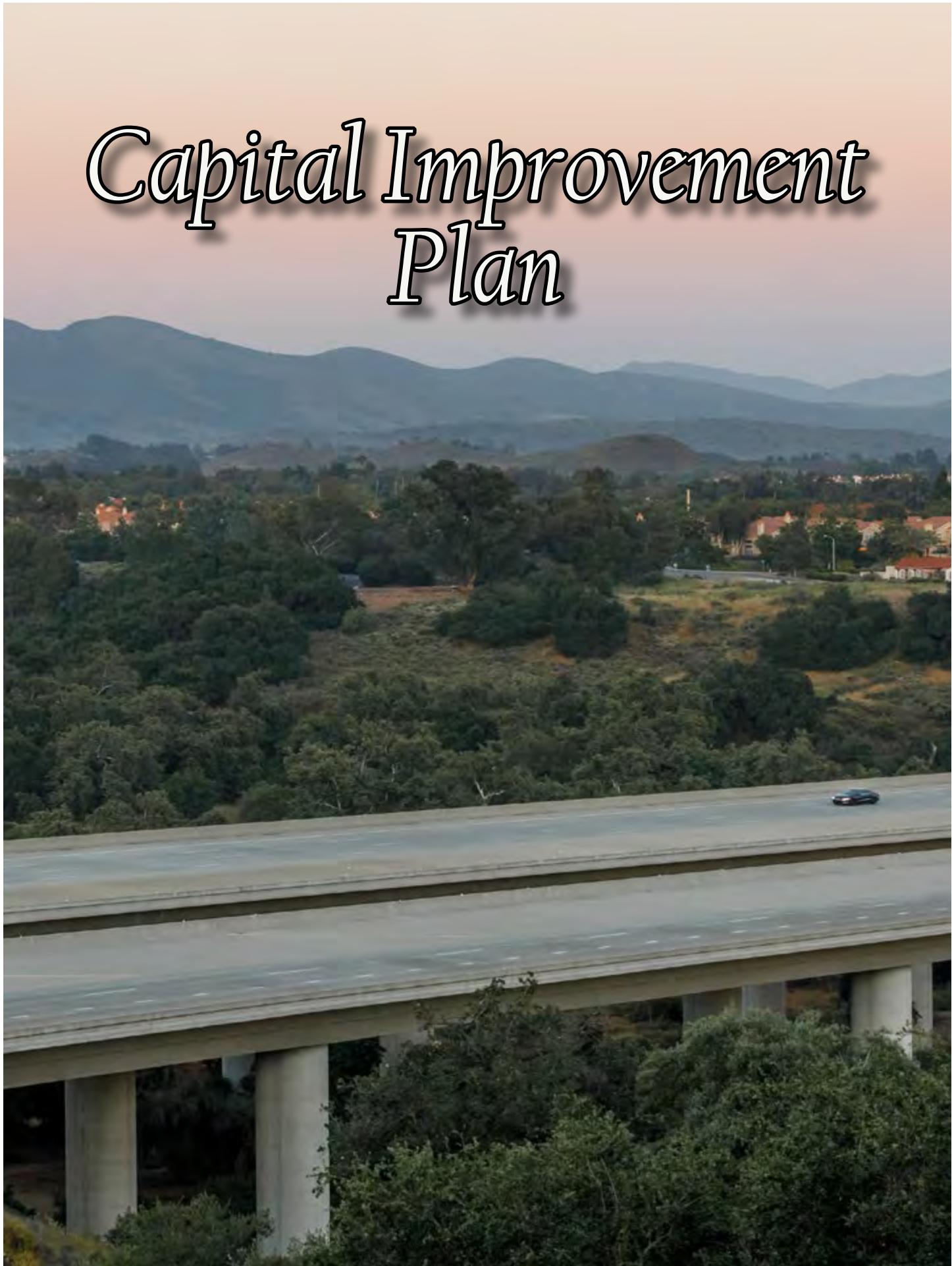
1. Actively seek alternative funding for projects, programs and services.
2. Improve sponsorship program and engage businesses with events and programs.
3. Continue to enhance program offerings at the Bell Tower Regional Community Center.
4. Increase facility rental revenue by advertising the Community Center as place for events.
5. Continue to support RSM Chamber, RSM Cares, Rotary, SAMLARC, Police Services churches, schools and other organizations, to maintain partnerships and increase community participation.
6. Increase marketing for facility rentals, recreation programs and community events.
7. Implement the City’s special events successfully and safely.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22-----	YEAR-END ESTIMATE	FY 2022/23 ADOPTED BUDGET		
					AMENDED BUDGET		6/8/2022		
<b><u>COMMUNITY SERVICES</u></b>									
<b>EXPENDITURES</b>									
<b>PERSONNEL</b>									
512.000	Salaries - Regular	303,346	375,261	96,452	225,893	278,985	291,659		
515.000	Part Time Personnel	94,056	64,423	9,760	92,574	87,789	114,043		
521.000	Medicare	5,731	6,344	1,524	4,260	5,332	5,843		
522.000	Retirement	69,799	74,591	38,576	47,987	48,914	60,652		
523.000	Unemployment Insurance	2,886	1,966	386	1,288	2,461	1,288		
526.000	FICA Cost	4,789	3,899	605	5,739	5,442	7,070		
530.000	Benefits	46,276	29,675	16,124	51,750	29,385	85,200		
<b>TOTAL PERSONNEL (6.4 FTE)</b>		<b>526,883</b>	<b>556,159</b>	<b>163,427</b>	<b>429,491</b>	<b>458,308</b>	<b>565,755</b>		
<b>OPERATIONS</b>									
610.000	Membership & Dues	1,303	1,279	185	1,133	1,703	1,506		
611.000	Training		10	-	900	-	1,620		
612.000	Travel/Conf/Meetings	349	35	216	635	635	755		
614.000	Newsletter/Class Schedule	44,197	28,999	-	29,600	22,440	39,150		
618.001	Community Support 2/5	2,477	2,231	2,223	5,000	5,000	5,000		
622.010	Special Depart. Expense	130	1,933	743	15,000	15,000	15,000		
640.103	Phones	8,407	8,993	8,559	8,760	9,120	9,096		
674.000	Senior Mobility Program	18,002	9,769	7,084	26,400	26,400	28,800		
675.002	NYE Event	30,312	38,625	-	30,300	22,010	30,300		
675.005	Summer Concert Series	47,852	61,040	-	62,800	52,508	62,800		
675.007	Patriot Day	368	209	178	700	700	1,000		
675.101	Programs	163,727	82,003	-	72,000	44,098	120,000		
675.102	Rental Expenses	12,679	9,653	-	4,800	-	-		
675.103	BTRCC Admin	20,725	15,569	6,027	21,440	21,440	23,470		
Subtotal		<b>350,528</b>	<b>260,348</b>	<b>25,215</b>	<b>279,468</b>	<b>221,054</b>	<b>338,497</b>		
675.001	Youth Center	120,000	89,126	-	120,000	120,000	120,000		
675.006	Seniors Program	72,000	72,000	54,520	74,520	74,520	74,520		
700.028	PS - Public Relations	-	-	-	-	-	-		
Subtotal		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>TOTAL OPERATIONS</b>		<b>542,528</b>	<b>421,474</b>	<b>79,735</b>	<b>473,988</b>	<b>415,574</b>	<b>533,017</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>FUNDING SOURCES</b>		<b>1,069,411</b>	<b>977,633</b>	<b>243,162</b>	<b>903,479</b>	<b>873,882</b>	<b>1,098,772</b>		
100	General Fund	579,679	735,705	210,278	(12,375)	53,988	801,833		
100	Senior Mobility Grant	28,842	29,075	29,006	27,105	27,105	31,939		
230	American Rescue Plan Act	-	-	-	679,801	679,801	-		
100	GF - Com. Svcs. Revenue	460,890	212,853	3,878	208,948	112,988	265,000		
<b>TOTAL FUNDING SOURCES</b>		<b>1,069,411</b>	<b>977,633</b>	<b>243,162</b>	<b>903,479</b>	<b>873,882</b>	<b>1,098,772</b>		

This page intentionally left blank.

# 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 2021-22

1. Completed the design and construction of various street improvement projects including:
  - Annual Residential Overlay
  - Annual Residential Slurry Seal
  - Annual Concrete Repair Program consisting of as needed repairs to sidewalk and curb and gutter Citywide
  - American with Disabilities Act (ADA) Curb Ramp Installation Project
  - Plano Trabuco Catch Basin and Sidewalk Repair Project
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
  - Melinda Median Extension Project
3. Initiated Projects to be continued in FY 2022/23:
  - Arroyo Vista Pavement Rehabilitation Project
  - Antonio Parkway/Alas De Paz Overlay Project
  - City Hall & BTRCC HVAC Unit Upgrades
  - City Hall & BTRCC Entry Door Replacement

## GOALS AND OBJECTIVES: FISCAL YEAR 2022-23

Public Works will implement 20 Capital Improvement Program projects for Fiscal Year 2022-23, totaling approximately \$5.769 M, listed below. Additionally, the City will continue to seek grant opportunities and other one-time revenue sources for capital projects.

1. Six street improvement/maintenance projects:
  - Annual Slurry Seal Project – Zone 5
  - Annual Residential Overlay Project – Zone 5
  - 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)
  - Antonio Parkway/Alas de Paz Overlay Project
2. One special project:
  - Dog Park Revitalization Project
3. Two Landscape/Renovation projects:
  - Traffic Signal Enhancements (Seven Intersections)
  - Antonio Parkway Gateway Enhancement (Design + Construction)

## *Capital Improvement Program*

(continued)

4. Six City Hall and Bell Tower Regional Community Center projects:
  - HVAC Unit Upgrades
  - City Hall & BTRCC Interior LED Lighting Conversion
  - City Hall & BTRCC Entryway Enhancements
  - Building Access Control System Maintenance Upgrades
  - Sealcoat City Hall & BTRCC Parking Lots
  - City Hall & BTRCC Entry Door Replacement
5. Two traffic improvement projects:
  - Traffic Signal Maintenance Project
  - Santa Margarita Parkway Signal Synchronization (Construction)
6. Three Bridge projects:
  - Santa Margarita Parkway Bridge Hinge Repair Project (Habitat Monitoring)
  - Santa Margarita Parkway Bridge – Eastbound Bridge Project (Design)
  - Antonio Parkway Bridge Project (Design)

This page intentionally left blank.

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

ACCT NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	-----FY 2021/22----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2022/23 Proposed BUDGET
<b>CAPITAL PROJECTS</b>							
<b>EXPENDITURES - CAPITAL OUTLAY</b>							
790.210	Transfer to Gas Tax Fund	919	-	-	-	-	-
911.000	Annual Slurry Seal Program	350,861	403,584	447,984	580,000	630,000	293,000
911.002	Antonio Pkwy. Slurry Seal	-	114,059	-	-	-	-
911.003	Avenida De Las Banderas Slurry Seal	-	111,890	999	-	-	-
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	5,340	157,141	-	205,000	175,000	1,300,000
912.003	Arroyo Vista Pavement Rehabilitation	-	-	2,395	920,000	26,000	590,000
912.004	Vista Drive Street Repair Project	25,551	737,665	4,077	-	-	-
913.007	Antonio Pkwy. Pavement Rehabilitation	960	382,599	30,485	-	-	-
913.010	SM Pkwy. Pavement Rehabilitation	1,360	-	-	-	-	-
913.011	Avenida Empresa Pavement Rehabilitation	538,300	-	-	-	-	-
913.013	Antonio Parkway Overlay (Alas de Paz to SMP)	-	-	-	550,000	1,000	549,000
915.000	Median Hardscape Renovation	214,934	-	-	-	-	-
915.003	Melinda Road Median Improvements	-	14,140	-	150,000	140,830	-
915.005	Plano Trabuco Road Knuckle Enhancement	-	-	6,947	-	-	-
916.003	Antonio Parkway Gateway Improvements	-	54,383	-	65,000	27,000	270,000
918.003	El Paseo Corridor Improvements	2,214	108,547	75	-	-	-
918.004	Plano Trabuco Median Landscape Renovation	-	7,993	9,415	185,000	169,000	-
919.000	Citywide Red Curb Evaluation	37,993	9,966	-	-	-	-
921.003	SMP Signal & Equipment Upgrade	-	6,058	-	-	-	-
921.004	Antonio Pkwy. Signal & Equipment Upgrade	2,305	(2,305)	-	-	-	-
921.005	Traffic Signal Enhancements	52,305	85,692	119,520	405,000	368,000	405,000
921.007	Traffic Signal Modification Banderas/Esperanza	9,602	-	-	-	-	-
921.008	Los Alisos/Melinda Road Signal Equipment Upgrade	-	5,130	5,849	52,000	-	-
921.009	Traffic Signal System Maintenance	-	-	47,966	90,000	85,000	90,000
921.010	SMP Signal Sync Project	-	-	-	25,000	5,000	20,000
923.003	Traffic Signal Battery Backup System	8,951	90,276	-	-	-	-
923.005	Traffic Calming at Avenida de los Fundadores	-	36,469	1,328	-	-	-
931.004	SMP Bridge Hinge Repair (Westbound)	55,676	483,050	2,857,771	201,000	102,770	120,000
931.005	SMP Bridge (Eastbound) Design	-	-	-	289,000	-	281,000
931.006	Antonio Pkwy. Bridge	-	-	-	139,000	-	131,000
934.001	Annual Concrete - Sidewalk Repairs	92,488	73,757	89,984	93,000	84,000	96,000
934.007	ADA Curb Ramp Installation	164,874	124,861	-	197,006	157,000	313,000
934.012	Plano Trabuco Catch Basin and Sidewalk Repair Project	-	-	-	25,000	1,000	-
951.008	City Hall & BTRCC Flooring/Carpeting	-	3,131	127,758	-	6,454	-
951.010	Sealcoat City Hall & BTRCC Parking Lots	-	-	-	-	-	15,000
951.013	BTRCC Youth Lounge Courtyard Improvement	5,297	-	-	-	-	-
951.015	City Hall / BTRCC Interior Painting	33	-	-	-	-	-
951.016	City Hall / BTRCC Stain & Seal Exterior Wood	33	-	-	-	-	-
951.017	City Hall / BTRCC Exterior Lighting	14,728	-	-	-	-	-
951.018	BTRCC Kitchen Equipment Replacement	4,660	-	-	-	-	-
951.019	City Hall / BTRCC Renovation of Ledges	25,000	-	-	-	-	-
951.020	City Hall / BTRCC Courtyard Gate	-	-	550	-	-	-
951.021	City Hall Bell System Replacement	-	-	-	25,000	24,000	-
951.022	HVAC Unit Upgrades	-	-	29,745	406,000	30,000	630,000
951.023	Building Access Card System Maintenance Upgrades	-	-	-	60,000	5,000	60,000
951.024	Building Improvements-Sliding Doors	-	-	-	-	-	56,000
952.002	Chiquita Ridge Habitat Restoration	184,247	155,622	8,643	20,000	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	13,809	-	-	-	-	-
962.000	Dog Park Renovation	407	-	-	-	-	50,000
965.000	Splash Pad at Central Park	48,273	81,103	340,616	1,253,774	1,207,320	-
970.000	Storm Drain System / Study	-	193,236	80,697	-	-	-
970.004	CCTV Inspection of Storm Drain System	3,918	-	-	-	-	-
NEW	City Hall & BTRCC Interior LED lighting Conversion	-	-	-	-	-	400,000
NEW	City Hall & BTRCC Entryway Enhancements	-	-	-	-	-	100,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>2,112,776</b>	<b>3,692,284</b>	<b>4,212,804</b>	<b>5,935,780</b>	<b>3,264,374</b>	<b>5,769,000</b>
<b>TOTAL EXPENDITURES</b>		<b>2,112,776</b>	<b>3,692,284</b>	<b>4,212,804</b>	<b>5,935,780</b>	<b>3,264,374</b>	<b>5,769,000</b>

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

ACCT NUMBER	DESCRIPTION	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22		FY 2022/23 Proposed BUDGET
					AMENDED BUDGET	YEAR-END ESTIMATE	
<b>FUNDING SOURCES</b>							
XXX	<b>Use of City Reserves</b>	-	-	-	<b>305,000</b>	<b>310,454</b>	<b>945,000</b>
100	Transfer From General Fund	351,400	994,417	176,103	-	-	-
210	Transfer From Gas Tax Fund	724,338	516,783	941,780	730,000	581,620	651,049
212	Transfer From Measure M Fund	137,305	563,103	119,519	295,000	214,302	570,000
214	Transfer From Air Quality Improve. Fund	17,056	219,149	7,177	57,000	5,000	20,000
218	Transfer From TCRF Fund	-	131,000	34,000	5,000	5,698	-
220	Transfer From Park Trust	67,785	81,103	340,616	1,045,996	999,540	-
226	Transfer From RMRA Fund	658,239	643,223	33,879	2,050,000	657,000	2,139,000
230	Transfer From ARPA Fund	-	-	29,745	406,000	30,000	786,000
423.013	HBP	20,638	72,374	2,220,790	557,000	812,602	471,000
423.016	APM	-	-	-	-	-	-
470.001	Interest Income/Other	3,485	1,241	(3,937)	-	-	-
470.002	Unrealized Gain/Loss on Invest	1,611	2,531	(3,474)	-	-	-
485.014	CDBG Grant State Capita Park Grant (Prop. 68)	111,414	2,020	113,841	197,006	157,000	126,951
485.021	APM	30,844	-	-	207,778	207,780	-
485.019	CTFP	-	-	-	20,000	-	-
New	CIRA Grant	-	-	-	60,000	5,000	60,000
485.020	Project V	-	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>		<b>2,124,115</b>	<b>3,226,944</b>	<b>4,010,039</b>	<b>5,935,780</b>	<b>3,985,996</b>	<b>5,769,000</b>

## CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

		410	210	MEASURE M	214	218	220	226	Total
		CIP	GAS TAX	AQMD	TCRF	Park Fees	RMRA	All Funds	
6/30/2021 Fund Balance		(463,948)	367,972	349,241	162,294	5,698	1,045,997	1,372,083	2,894,632
<b>FY 2021/22</b>	<b>Estimated Revenue</b>								
Interest Income		1,264,754	834,283	60,000	-	-	997,900	3,156,937	
HB/P-Westbound		812,602							812,602
CDBG		157,000							157,000
State Capital Park Grant (Prop. 68)		207,780							207,780
CTFP		-							-
CIRA grant funds		5,000							5,000
American Rescue Plan Act		30,000							30,000
Use of City Reserves for City Hall Flooring/Carpeting		6,454							6,454
Use of City Reserves for Traffic Signal Enhancements		260,000							260,000
Use of City Reserves for Upper Oso Habitat Restoration Closeout		20,000							20,000
Use of City Reserves for City Hall Bell System Replacement		24,000							24,000
		1,522,836	1,284,754	834,283	60,000	-	997,900	4,679,773	
FY 21/22 Revenues Available for Capital Projects & St. Maint.									
Gas Tax Expenditure for Street Lighting			(369,000)						(369,000)
Transfer to GF for budgeted purpose									-
Transfer to GF for Street Maintenance									(1,001,440)
Transfer to GF for Public Works									(123,965)
Transfer to CIP from General Fund									
Transfer to CIP - Street Maintenance MOE									428,337
		428,337	-	(596,105)	(469,963)	-	-		(1,066,088)
Total Transfers from GF & Restricted Funds									
AMENDED BUDGET									
ACTUAL									
Annual Slurry Seal Program		630,000	580,000						(630,000)
Annual Residential Overlay		775,000	205,000						(175,000)
Arroyo Vista Pavement Rehabilitation		26,000	920,000						(26,000)
Antonio Parkway Overlay (Alas de Paz to Santa Marg Pkwy)		1,000	550,000						(1,000)
Melinda Road Median Improvements		140,830	150,000						(140,830)
Antonio Pkwy. Gateway Improvements		27,000	65,000						(27,000)
Plano Trabuco Median Landscaping Renovation		169,000	185,000						(169,000)
<b>Traffic Signal Enhancements</b>		368,000	452,000	Reserves	(260,000)				(368,000)
Los Alisos/Melinda Road Signal Equipment Update		-	52,000	Project P TSSP					-
Traffic Signal System Maintenance		85,000	90,000						(85,000)
SMP Signal Sync Project		5,000	25,000	CTFP					(5,000)
SMP Bridge Hinge Repair (Westbound)		102,770	201,000	HBp					(102,770)
SMP Bridge (Eastbound)		-	289,000	HBp					-
Antonio Pkwy. Bridge		-	139,000	HBp					-
Annual Concrete Repair		84,000	93,000						(84,000)
ADA Curb Ramp Installation		157,000	197,006	CDBG					(157,000)
Plano Trabuco Catch Basin and Sidewalk Repair Project		1,000	25,000						(1,000)
<b>City Hall &amp; BIRCC Flooring/Carpeting</b>		6,454	-	Reserves	(6,454)				(6,454)
<b>City Hall/Bell System Replacement</b>		24,000	25,000	Reserves	(24,000)				(24,000)
HVAC Unit Upgrades		30,000	406,000	ARPA	(30,000)				(30,000)
Building Access Card System Maintenance Upgrades		5,000	60,000	CIRA grant	(5,000)				(5,000)
Bldg Impr-Sliding Doors (ARPA)		-	-	ARPA	-				-
<b>Upper Oso Habitat Restoration Closeout</b>		20,000	20,000	Reserves	(20,000)				(20,000)
Splash Pad at Central Park		1,207,320	1,253,774	Prop 68	(207,780)				(1,207,320)
Total Capital Projects Expenditures		3,264,374	5,935,780	(801,214)	(5,698)				(3,264,374)
Total Capital Expenditures & Street Maintenance		4,265,814	6,982,286						

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2022/23 through 2028/2029**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 22/23	Year 2 23/24	Year 3 24/25	Year 4 25/26	Year 5 26/27	Year 6 27/28	Year 7 28/29	Status
<b>STREET IMPROVEMENT/MAINTENANCE PROJECTS</b>											
<b>Street Maintenance Program</b>											
	General Fund Reserves (MOE)	\$ 3,272	\$ 428	\$ 452	\$ 452	\$ 480	\$ 480	\$ 480	\$ 480	\$ 500	
	Measure M	\$ 3,703	\$ 533	\$ 515	\$ 515	\$ 520	\$ 530	\$ 540	\$ 540	\$ 550	
	Gas Tax	\$ 776	\$ 108	\$ 105	\$ 107	\$ 110	\$ 113	\$ 113	\$ 113	\$ 118	
	<b>TOTAL</b>	<b>\$ 7,751</b>	<b>\$ 1,069</b>	<b>\$ 1,072</b>	<b>\$ 1,074</b>	<b>\$ 1,110</b>	<b>\$ 1,123</b>	<b>\$ 1,135</b>	<b>\$ 1,135</b>	<b>\$ 1,168</b>	
	Annual Residential Slurry Seal Program										
	Gas Tax	\$ 2,103	\$ 293	\$ 285	\$ 245	\$ 255	\$ 225	\$ 225	\$ 225	\$ 230	
1	<b>Zone 5</b>										
	RMRA	\$ -									
	<b>TOTAL</b>	<b>\$ 2,103</b>	<b>\$ 293</b>	<b>\$ 285</b>	<b>\$ 245</b>	<b>\$ 255</b>	<b>\$ 225</b>	<b>\$ 225</b>	<b>\$ 225</b>	<b>\$ 230</b>	
	Annual Residential Overlay										
	Measure M	\$ 2,010	\$ 300	\$ 400	\$ 400	\$ 130	\$ 170	\$ 170	\$ 170	\$ 170	
	RMRA	\$ 4,360	\$ 1,000	\$ 500	\$ 330	\$ 400	\$ 500	\$ 500	\$ 500	\$ 500	
2	<b>Zone 5</b>										
	Gas Tax	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
	<b>TOTAL</b>	<b>\$ 6,870</b>	<b>\$ 1,300</b>	<b>\$ 900</b>	<b>\$ 830</b>	<b>\$ 530</b>	<b>\$ 670</b>	<b>\$ 670</b>	<b>\$ 670</b>	<b>\$ 670</b>	
	Gas Tax	\$ 736	\$ 96	\$ 99	\$ 102	\$ 105	\$ 108	\$ 108	\$ 111	\$ 115	
	<b>TOTAL</b>	<b>\$ 736</b>	<b>\$ 96</b>	<b>\$ 99</b>	<b>\$ 102</b>	<b>\$ 105</b>	<b>\$ 108</b>	<b>\$ 108</b>	<b>\$ 111</b>	<b>\$ 115</b>	
	Annual Concrete Repair Program										
3	Account: 410-900-912,000										
	Americans with Disabilities Act (ADA) Curb Ramp Installation Project										
	CDBG	\$ 965	\$ 126	\$ 130	\$ 134	\$ 138	\$ 142	\$ 142	\$ 146	\$ 150	
	Gas Tax	\$ 1,433	\$ 187	\$ 193	\$ 198	\$ 204	\$ 210	\$ 217	\$ 223	\$ 223	
	<b>TOTAL</b>	<b>\$ 2,398</b>	<b>\$ 313</b>	<b>\$ 322</b>	<b>\$ 332</b>	<b>\$ 342</b>	<b>\$ 352</b>	<b>\$ 363</b>	<b>\$ 363</b>	<b>\$ 374</b>	
	Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)										
4	Account: 410-900-934,007										
	Arroyo Vista Pavement Rehabilitation (Completion)										
	RMRA	\$ 590	\$ 590	\$ 590	\$ 590	\$ 590	\$ 590	\$ 590	\$ 590	\$ 590	
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	<b>\$ 590</b>	
	Antonio Parkway Pavement Rehabilitation (Completion)										
5	Account: 410-900-913,013										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	<b>\$ 549</b>	
	Antonio Parkway Pavement Rehabilitation										
6	Account: 410-900-912,003										
	Gas Tax	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	
	Measure M	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	
	<b>TOTAL</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	
	Limis: Ave de las Banderas to Avenida Empresa										
7	Account: NEW										
	Gas Tax	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	
	Measure M	\$ 249	\$ 249	\$ 249	\$ 249	\$ 249	\$ 249	\$ 249	\$ 249	\$ 249	
	<b>TOTAL</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	
	Antonio Parkway Pavement Rehabilitation										
8	Account: NEW										
	Gas Tax	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	\$ 393	
	Measure M	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	
	<b>TOTAL</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	<b>\$ 693</b>	
	Limis: Antonio Parkway Pavement Rehabilitation										
9	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	
	Trabuco Canyon Road Pavement Rehabilitation										
10	Account: NEW										
	Gas Tax	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	
	Measure M	\$ -									
	<b>TOTAL</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>	
	Limis: Trabuco Canyon Road Pavement Rehabilitation										
11	Account: NEW										
	Gas Tax	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	
	<b>TOTAL</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	
	El Camino Montana Pavement Repair										
	RMRA	\$ -									
	<b>TOTAL</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	
	El Camino Montana Pavement Repair										
	Construction Phase	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	
	El Camino Montana Pavement Repair										
	Account: NEW										
	Gas Tax	\$ -									
	<b>TOTAL</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 85</b>	<b>\$ 8</b>						

**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2022/23 through 2028/29**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 22/23	Year 2 23/24	Year 3 24/25	Year 4 25/26	Year 5 26/27	Year 6 27/28	Year 7 28/29	Status
15	<b>Antonio Parkway Gateway Improvements - Year 1 Monument Median Installation from Southernly City Limits to Bridge</b>	Gas Tax Measure M RMRA General Fund Reserves	\$ 1,100 \$ 35 \$ 900 \$ 1,585	\$ 750 \$ 35 \$ 900 \$ 235	\$ 350 \$ 350 \$ 1,000						C
16	<b>El Paseo Corridor Enhancements (Landscaping &amp; Concrete Enhance.)</b>	General Fund Reserves	\$ 3,620	\$ 270	\$ 2,000	\$ 1,350					
17	<b>HVAC Unit Upgrades</b>	General Fund Reserves	\$ 175								
18	<b>City Hall &amp; BTRCC Interior LED Lighting Conversion</b>	General Fund Reserves	\$ 175								N
19	<b>City Hall &amp; BTRCC Entryway Enhancements</b>	ARPA	\$ 630	\$ 630							N
20	<b>Building Access Control System Maintenance Upgrades</b>	CIRA	\$ -								C
21	<b>Sealcoat of City Hall &amp; BTRCC Parking Lots</b>	Gas Tax	\$ 100	\$ 100							
22	<b>City Hall &amp; BTRCC Entry Door Replacement</b>	ARPA	\$ 60	\$ 60							P
23	<b>Facility Maintenance</b>	General Fund Reserves	\$ 56	\$ 56							
24	<b>Interior Painting - City Hall &amp; BTRCC</b>	General Fund Reserves	\$ 50	\$ 50							P
25	<b>Traffic Signal System Maintenance</b>	Measure M	\$ 633	\$ 90	\$ 93	\$ 96	\$ 99	\$ 102	\$ 105	\$ 108	
26	<b>SMP Signal Sync Project</b>	AQMD SMP/Portal Signal Sync w/ MV, LF and Caltrans. Various Int. Improvement	\$ 180	\$ 20	\$ 160						C
27	<b>Traffic Calming at Avenida de los Fundadores</b>	CTFP RMRA	\$ 720	\$ 20	\$ 880						D
28	<b>Safety improvements at Alego Santa Margarita Entrance (Construction)</b>	Measure M	\$ 370	\$ -	\$ 370						P
29	<b>Melinda/SMP Additional Left Turn Lane</b>	Measure M	\$ 170								N
30	<b>Speed Feedback Sign Upgrades</b>	Measure M	\$ 100								P

Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2022/23 through 2028/2029

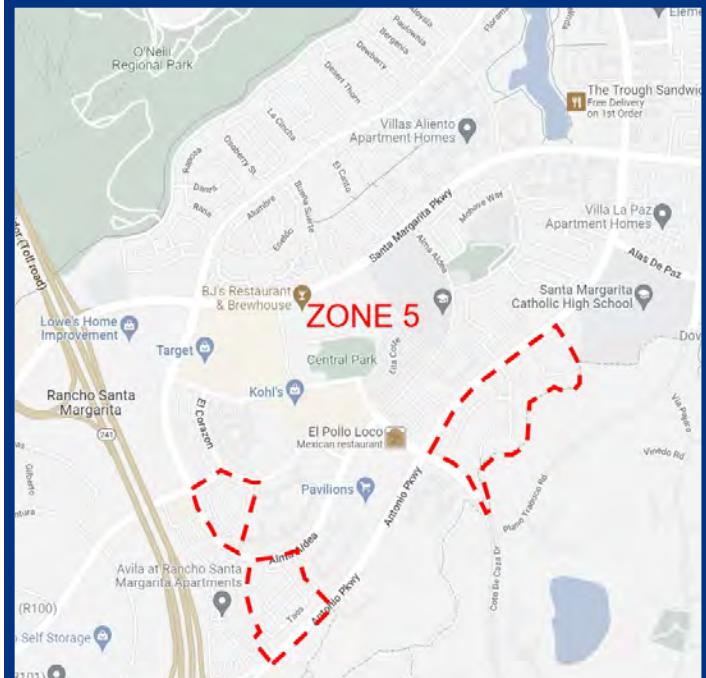
No.	Project Description	Fund Source	Total Estimated Cost (1,000's)	Year 1 22/23	Year 2 23/24	Year 3 24/25	Year 4 25/26	Year 5 26/27	Year 6 27/28	Year 7 28/29	Status
<b>BRIDGE PROJECTS</b>											
31	<b>SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound)</b> (Restoration Requirements)	HBP** Gas Tax	\$ 212 \$ 28	\$ 106 \$ 14	\$ 53 \$ 7	\$ 53 \$ 7					C
	Account: 410-900-931.004	<b>TOTAL</b>	\$ 240	\$ 120	\$ 60	\$ 60					
32	<b>SANTA MARGARITA PKWY. BRIDGE (Eastbound)</b> (Design - Year 1, Environmental + Construction - Year 2)	HBP** Gas Tax	\$ 1,532 \$ 198	\$ 249 \$ 32	\$ 1,283 \$ 166						C
	Account: 410-900-931.005	<b>TOTAL</b>	\$ 1,730	\$ 281	\$ 1,449						
33	<b>ANTONIO PKWY. BRIDGE</b> (Design - Year 1, Environmental + Construction - Year 2)	HBP** Gas Tax	\$ 624 \$ 81	\$ 116 \$ 15	\$ 508 \$ 66						C
	Account: 410-900-931.006	<b>TOTAL</b>	\$ 705	\$ 131	\$ 574						

# Seven-Year Capital Improvement Program and Street Maintenance Program Fiscal Years 2022/23 through 2028/2029

# City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Residential Slurry Seal Program  
Zone 5

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design	FY 2022/23
Construction	FY 2022/23

**FUNDING SOURCE:**

Gas Tax

**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 5 which is located adjacent to Antonio Parkway and Alma Aldea

**PROJECT BUDGET:**

Funds Spent to Date	\$ 0
Design	\$ 2,560
Construction Estimate	\$ 255,938
Inspection/Construction Management	\$ 7,678
Material Testing	\$ 10,238
Construction Contingency	\$ 12,797
Advertisement	\$ 3,000
<b>Total Proposed Budget</b>	<b>\$ 292,211</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Residential Overlay  
Zone 5

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design	FY 2022/23
Construction	FY 2022/23

**FUNDING SOURCE:**

Measure M  
RMRA

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-912.000

**PROJECT DESCRIPTION:**

The project rehabilitates residential streets generally located south of Santa Margarita Parkway and Antonio Parkway and near Cielo Vista Park. The work consists of cold-milling, crack sealing, and installation of new asphalt surface course.

**PROJECT BUDGET:**

Funds Spent to Date	\$ 0
Design	\$ 21,000
Administration	\$ 21,000
Construction Estimate	\$ 1,054,000
Inspection/Construction Management	\$ 53,000
Material Testing	\$ 42,000
Construction Contingency	\$ 106,000
Advertisement	\$ 3,000
<b>Total Proposed Budget</b>	<b>\$ 1,300,000</b>

# **City of Rancho Santa Margarita Capital Improvement Project Information**



## CONCRETE SIDEWALK



## CITY WIDE

## PROJECT TITLE:

## Annual Concrete Repair Program

## DEPARTMENT:

## DEPARTMENT Public Works

#### PROJECT TYPE:

## PROJECT TYPE:

#### **ESTIMATED SCHEDULE:**

Design FY 2022/23  
Construction FY 2022/23

## 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.

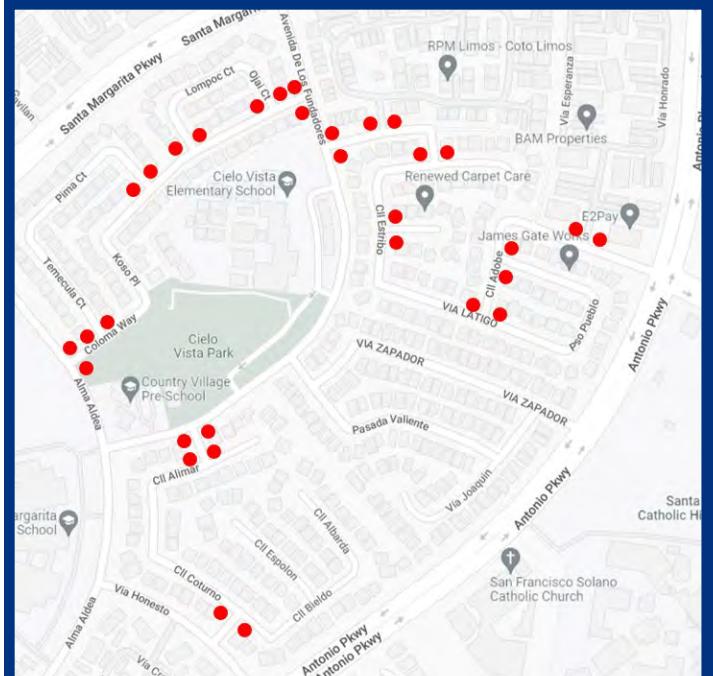
## PROJECT BUDGET:

Funds Spent to Date	\$	0
Design	\$	3,700
Construction Estimate	\$	76,000
Inspection/Construction Management	\$	7,000
Construction Contingency	\$	7,300
Material Testing	\$	2,000
<b>Total Project Budget</b>	\$	<b>96,000</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 2022/23
Construction	FY 2022/23

**FUNDING SOURCE:**

CDBG  
Gas Tax

**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.

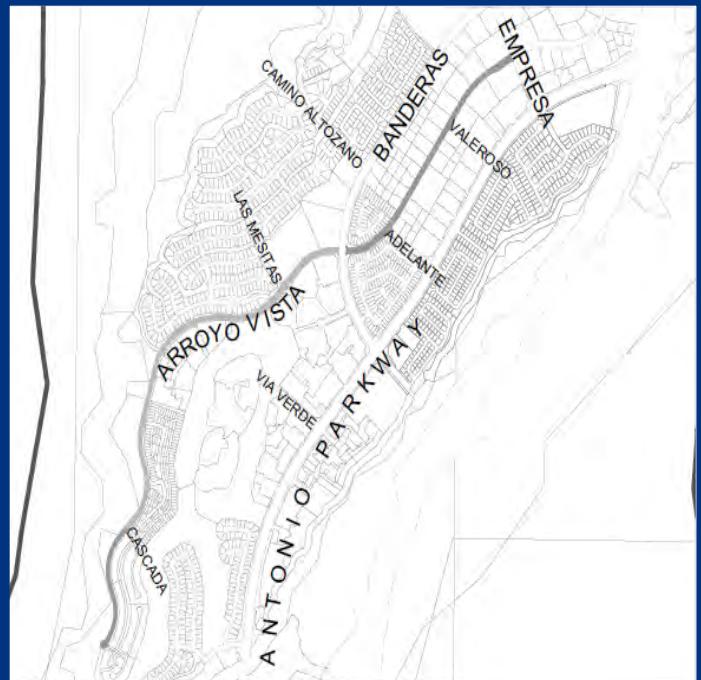
**PROJECT BUDGET:**

Funds Spent to Date	\$ 0
Design	\$ 5,093
Construction Estimate	\$ 254,625
Inspection/Construction Management	\$ 25,463
Construction Contingency (for additional ramps, dependent on concrete prices)	\$ 25,463
Advertisement	\$ 2,000
<b>Total Proposed Budget</b>	<b>\$ 312,644</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 - FY 2022/23

**FUNDING SOURCE:**

RMRA

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-912.003

**PROJECT DESCRIPTION:**

Pavement rehabilitation consisting of slurry seal, grind & overlay, crack sealing, striping, and digouts. Currently completing construction.

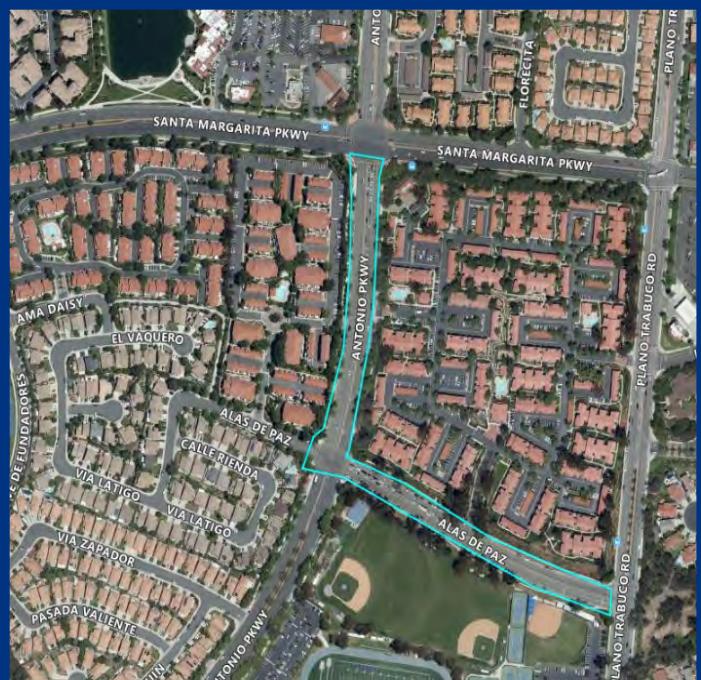
**PROJECT BUDGET:**

Funds Spent to Date	(\$ 7,000)
Design (FY 2020/21 - FY 2021/22)	\$ 6,000
Administration	\$ 16,000
Construction	\$ 467,000
Inspection/Construction Management	\$ 45,000
Material Testing	\$ 15,000
Construction Contingency	\$ 47,000
Advertisement (FY 2021/22)	\$ 1,000
<b>Total</b>	<b>\$ 590,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO PKWY & ALAS DE PAZ**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway & Alas De Paz Overlay

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Maintenance

**ESTIMATED SCHEDULE:**

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

**FUNDING SOURCE:**

RMRA

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-913.013

**PROJECT DESCRIPTION:**

Pavement rehabilitation consisting of grind & overlay, crack sealing, striping, and digouts. Currently completing construction.

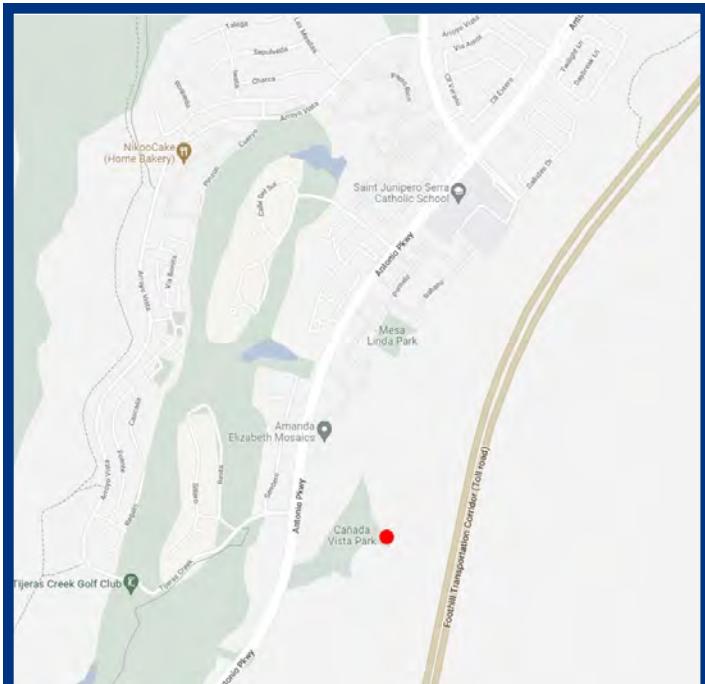
**PROJECT BUDGET:**

Funds Spent to Date	(\$ 1,000)
Administration	\$ 2,000
Construction	\$ 498,000
Inspection/Construction Management	\$ 13,000
Material Testing	\$ 6,000
Construction Contingency	\$ 30,000
Advertisement (FY 2021/22)	\$ 1,000
<b>Total</b>	<b>\$ 549,000</b>

# **City of Rancho Santa Margarita Capital Improvement Project Information**



## DOG PARK



CANADA VISTA PARK

## PROJECT TITLE:

## Dog Park Revitalization Project

## DEPARTMENT

## DEPARTMENT Public Works

## PROJECT TYPE:

## Street Improvement/Maintenance

### **ESTIMATED SCHEDULE:**

Design FY 2022/23  
Construction FY 2022/23

## FUNDING SOURCE:

## General Fund Reserves

## PROJECT MANAGER:

## Principal Engineer

**CIP ACCOUNT NO.:**

TBD

## PROJECT DESCRIPTION:

The project consists of turf and irrigation repair, play piece upgrades, and re-staining of wood shade structure

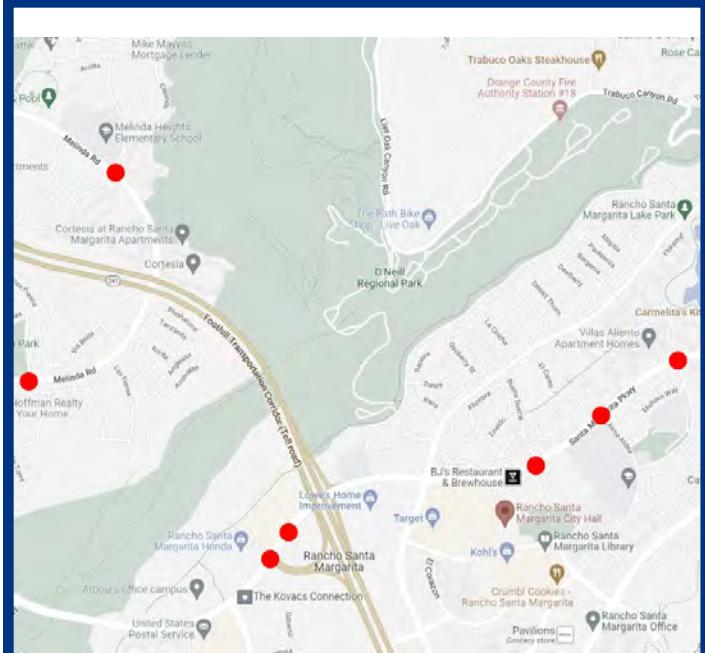
## PROJECT BUDGET:

Funds Spent to Date	\$ 0
Construction Estimate	\$ 45,000
Construction Contingency	\$ 5,000
<b>Total Proposed Budget</b>	<b>\$ 50,000</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 2022/23  
Construction FY 2022/23

#### **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 enhancements at proposed intersections along Melinda Road and Antonio Parkway

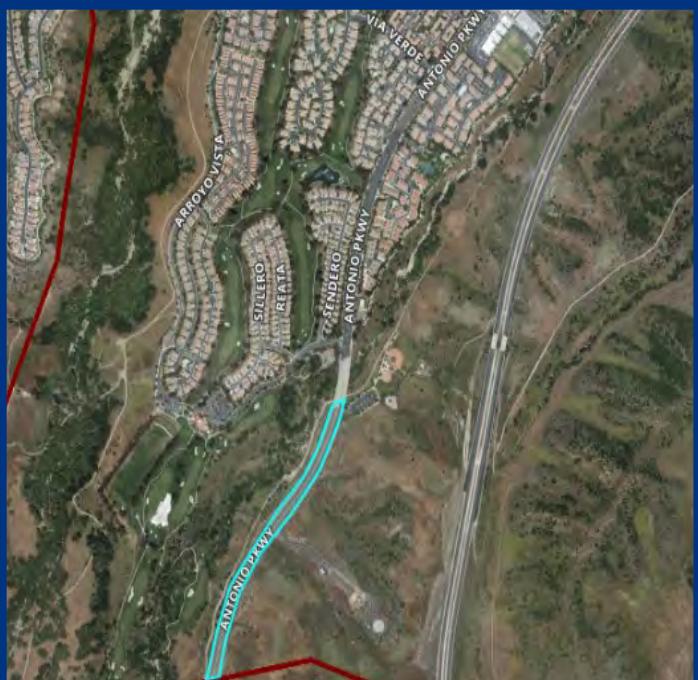
## PROJECT BUDGET:

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>405,000</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  
General Fund Reserves

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-916.003

**PROJECT DESCRIPTION:**

Construction of gateway monument and associated roadway improvements. Proposed Year 1 Phase - Monument.

**PROJECT BUDGET:**

Funds Spent to Date	(\$ 81,957)
Design (FY 2019/20 - FY 2021/22)	\$ 81,957
Design	\$ 35,000
Administration	\$ 5,000
Construction Estimate	\$ 190,000
Inspection/Construction Management	\$ 16,000
Material Testing	\$ 3,000
Construction Contingency	\$ 19,000
Advertisement	\$ 2,000
<b>Total</b>	<b>\$ 270,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**HVAC SYSTEM**



**CITY HALL AND BTRCC**

**PROJECT TITLE:**

City Hall & BTRCC HVAC Replacement -  
ARPA

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community  
Center (BTRCC)

**ESTIMATED SCHEDULE:**

Design	FY 2021/22
Construction	FY 2022/23

**FUNDING SOURCE:**

ARPA

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

410-900-951.022

**PROJECT DESCRIPTION:**

Replacement of existing HVAC units at City Hall and BTRCC.

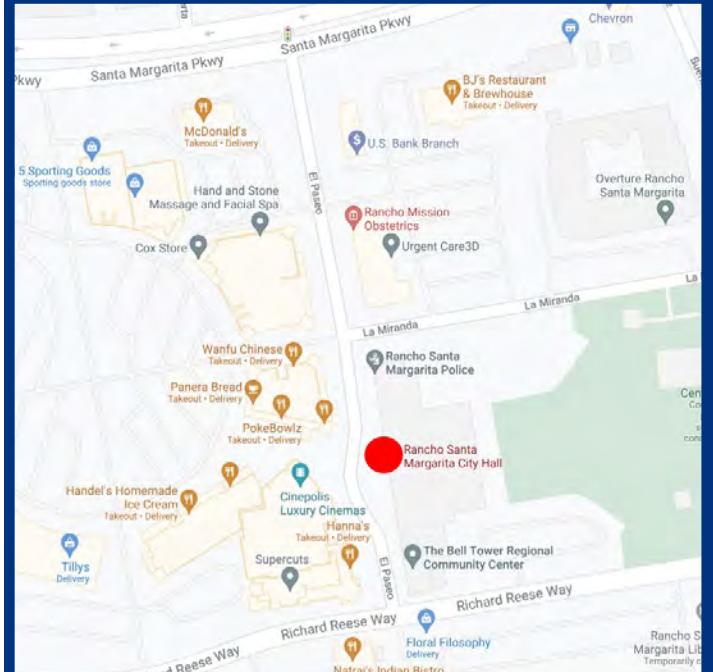
**PROJECT BUDGET:**

Funds Spent to Date	(\$ 25,000)
Design (FY 2021/22)	\$ 25,000
Construction Support	\$ 5,000
Administration	\$ 5,000
Construction Estimate	\$ 540,000
Inspection/Construction Management	\$ 25,000
Advertisement	\$ 1,000
Construction Contingency	<u>\$ 54,000</u>
<b>Total</b>	<b>\$ 630,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL HALLWAY**



**VICINITY MAP**

**PROJECT TITLE:**

City Hall & BTRCC Interior LED Lighting Conversion

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Design	FY 2022/23
Construction	FY 2023/24

**FUNDING SOURCE:**

General Fund Reserves

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

TBD

**PROJECT DESCRIPTION:**

The project consists of replacement of interior lights with LED units. Proposed Phase 1 Design and Construction in City Hall Building

**PROJECT BUDGET:**

Design/ Construction Estimate

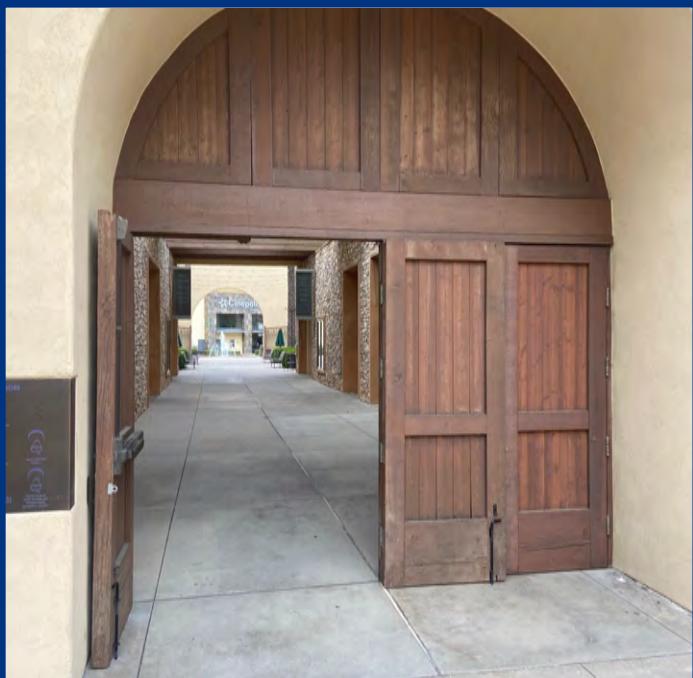
\$ 360,000

Construction Contingency

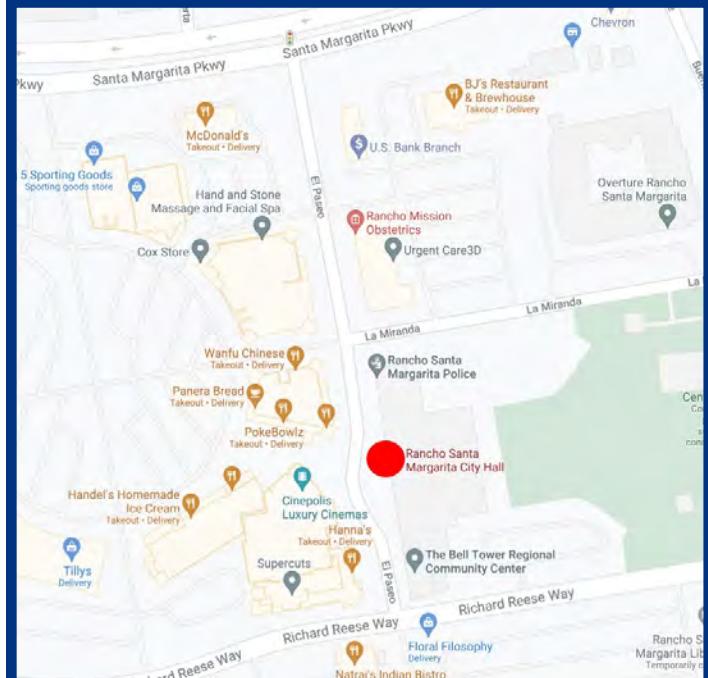
\$ 40,000

**Total** \$ 400,000

# City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL ENTRY**



**VICINITY MAP**

**PROJECT TITLE:**

City Hall & BTRCC Entryway Enhancements

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Design	FY 2022/23
Construction	FY 2022/23

**FUNDING SOURCE:**

ARPA

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of the upgrades to the entry of City Hall & Bell Tower Regional Community Center

**PROJECT BUDGET:**

Design/ Construction Estimate

\$ 90,000

Construction Contingency

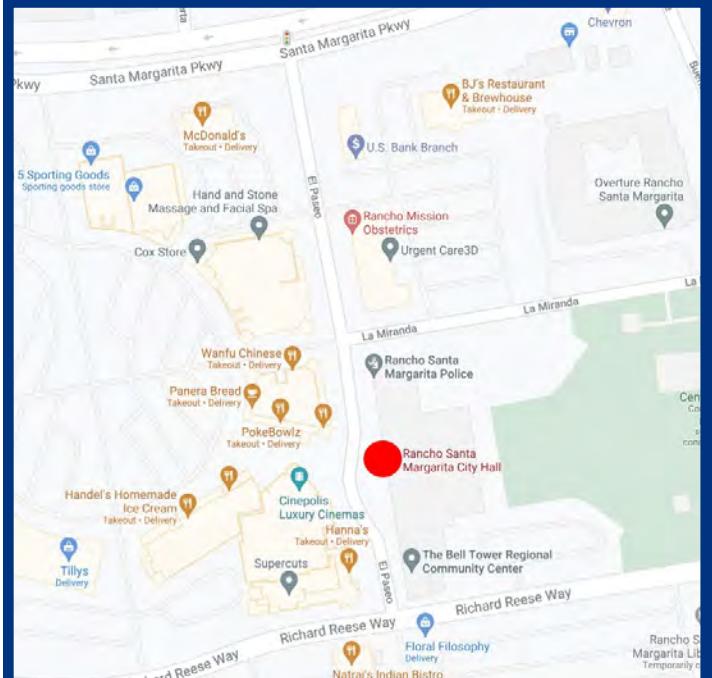
\$ 10,000

**Total** \$ 100,000

# City of Rancho Santa Margarita Capital Improvement Project Information



**CONTROL SENSOR**



**VICINITY MAP**

**PROJECT TITLE:**

Building Access Control System Maintenance  
Upgrade

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community  
Center

**ESTIMATED SCHEDULE:**

Design	FY 2022/23
Construction	FY 2022/23

**FUNDING SOURCE:**

CIRA

**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:**

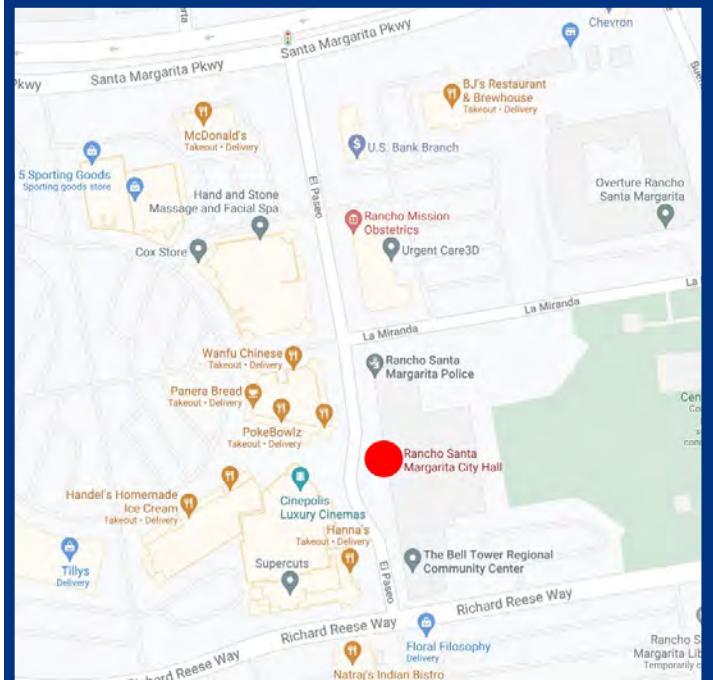
Design/ Construction Estimate  
Construction Contingency

\$	55,000
\$	5,000
<b>Total</b>	<b>\$ 60,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL PARKING LOT**



**CITY HALL AND BTRCC PARKING LOTS**

**PROJECT TITLE:**

Sealcoat of City Hall & BTRCC Parking Lots

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Design	FY 2022/23
Construction	FY 2022/23

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of sealcoating and restriping the City Hall & BTRCC parking lots.

**PROJECT BUDGET:**

Design/ Construction Estimate	\$ 13,500
Construction Contingency	\$ 1,500
<b>Total</b>	<b>\$ 15,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**ENTRANCE DOORS**



**CITY HALL AND BTRCC**

**PROJECT TITLE:**

City Hall & BTRCC Entry Door Replacement -  
ARPA

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community  
Center (BTRCC)

**ESTIMATED SCHEDULE:**

Design	FY 2021/22
Construction	FY 2022/23

**FUNDING SOURCE:**

ARPA

**PROJECT MANAGER:**

Superintendent

**CIP ACCOUNT NO.:**

410-900-951.024

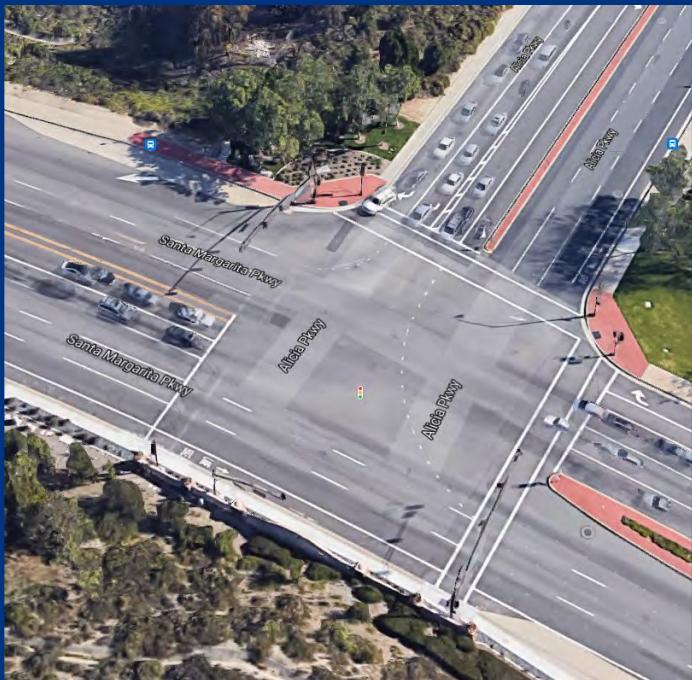
**PROJECT DESCRIPTION:**

Replacement of existing main entrance sliding doors at City Hall and BTRCC.

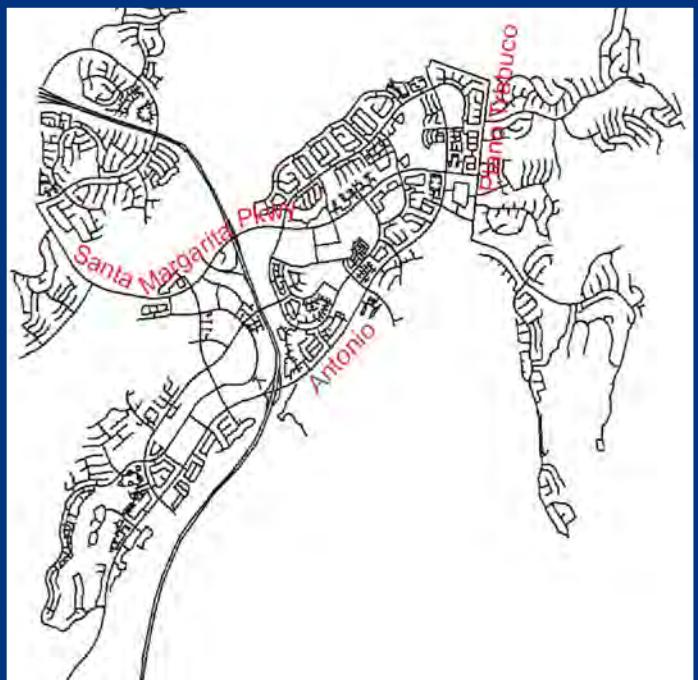
**PROJECT BUDGET:**

Funds Spent to Date	(\$ 1,000)
Administration	\$ 3,200
Construction Estimate	\$ 48,000
Advertisement (FY 2021/22)	\$ 1,000
Construction Contingency	<u>\$ 4,800</u>
<b>Total</b>	<b>\$ 56,000</b>

# 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 2022/23-2028/29

**FUNDING SOURCE:**

Measure M

**PROJECT MANAGER:**

Traffic Engineer/ Superintendent

**CIP ACCOUNT NO.:**

410-900-921.009

**PROJECT DESCRIPTION:**

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

**PROJECT BUDGET:**

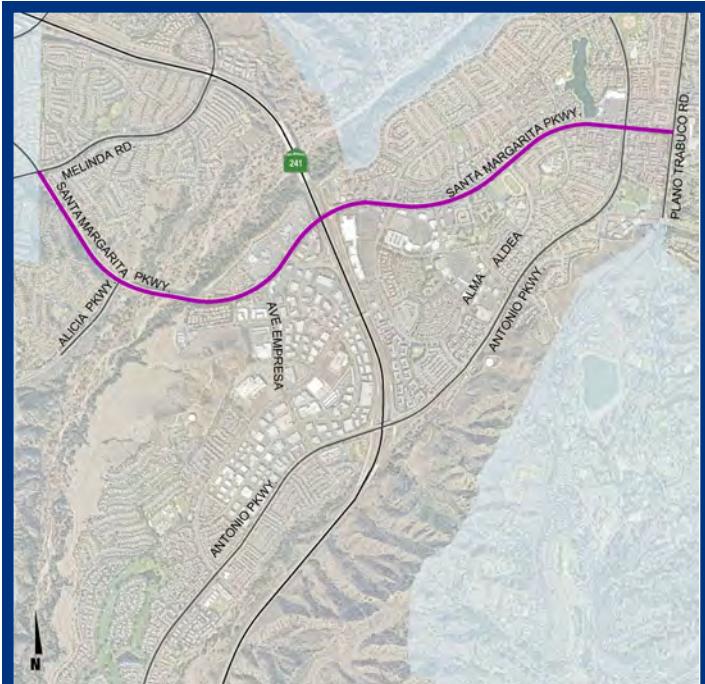
Maintenance/ Construction Estimate

	\$	90,000
<b>Total</b>	\$	90,000

# 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 2022/23
Construction	FY 2023/24
Maintenance	FY 2023/24-2024/25

**FUNDING SOURCE:**

AQMD

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-915.003

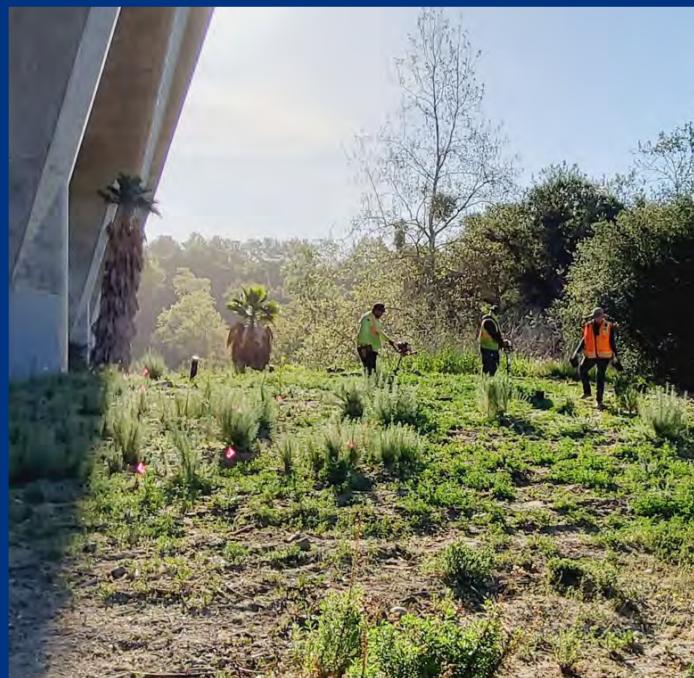
**PROJECT DESCRIPTION:**

Traffic signal synchronization along Santa Margarita Parkway at 14 signalized intersections as part of a regional traffic synchronization effort. The work enhances traffic operations, improve traffic movement, upgrades communications, replaces aging traffic signal equipment, and installs advanced technology for monitoring and improving traffic flow.

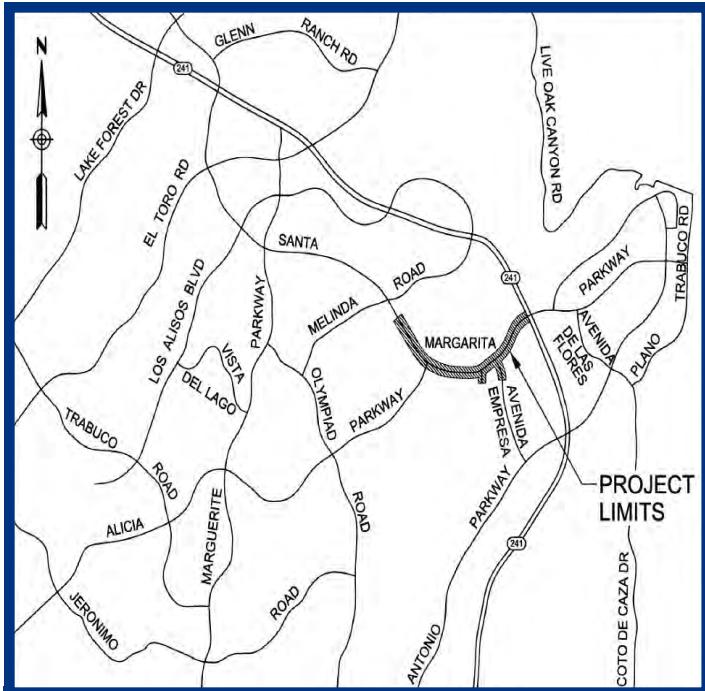
**PROJECT BUDGET:**

Funds Spent to Date	\$	0
Design/Program Implementation	\$	20,000
<b>Total</b>	\$	20,000

# 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 2022/23

**FUNDING SOURCE:**

HBP  
Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

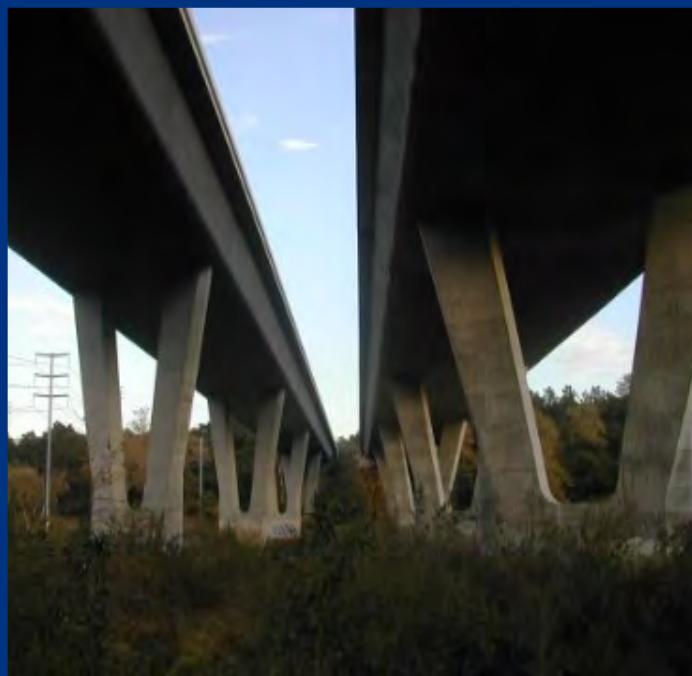
410-900-931.004

**PROJECT DESCRIPTION:**

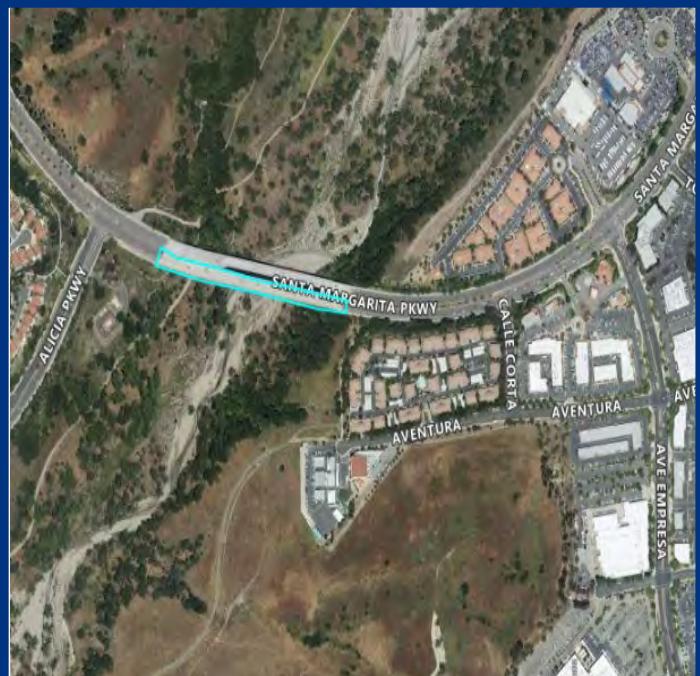
Reconstruction of a critical hinge and performing various general preventive bridge maintenance repairs consistent with Bridge Preventive Maintenance Program and Caltrans inspection recommendations. Perform long-term habitat restoration including supplemental plantings.

Funds Spent to Date	(\$ 4,022,000)
Preliminary Engineering/Design (FY 2011/12 - FY 2017/18)	\$ 595,000
Construction Management/Inspection/Testing (FY 2019/20 - FY 2021/22)	\$ 650,000
Project Management/Administration (FY 2018/19 - FY 2020/21)	\$ 185,000
Construction Engineering Design Support (FY 2020/21)	\$ 90,000
Construction (FY 2019/20 - FY 2021/22)	\$ 2,412,000
Advertisement/Miscellaneous (FY 2019/20 - FY 2020/21)	\$ 30,000
Habitat Restoration Maintenance/Administration (FY 2021/22)	\$ 60,000
Habitat Restoration Maintenance/Administration	<u>\$ 120,000</u>
<b>Total</b>	<b>\$ 120,000</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 2022/23
Construction	FY 2023/24

**FUNDING SOURCE:**

HBP  
Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-931.005

**PROJECT DESCRIPTION:**

Bridge general preventive maintenance design phase including environmental documentation, permitting, and preparing construction documents. Anticipated future construction costs are \$1,450,000, with \$1,283,000 paid for by the HBP program.

Funds Spent to Date

\$ 0

Design

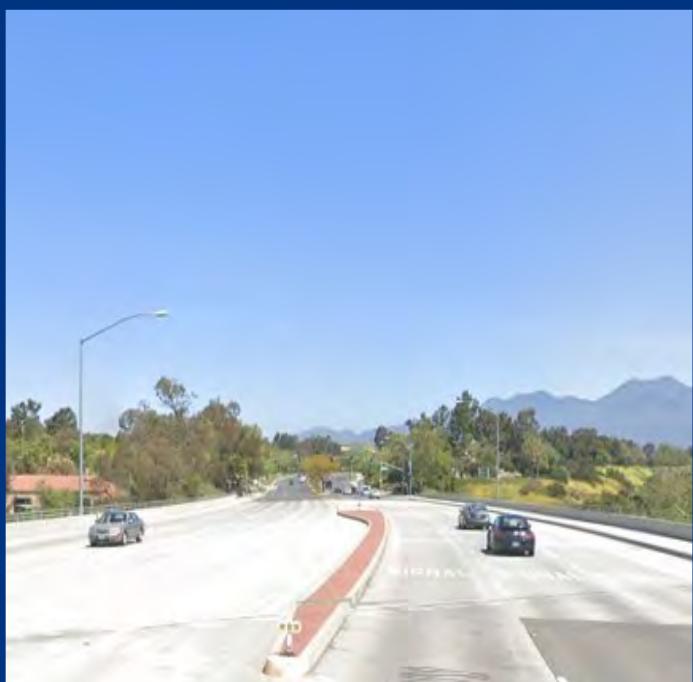
\$ 261,000

Administration

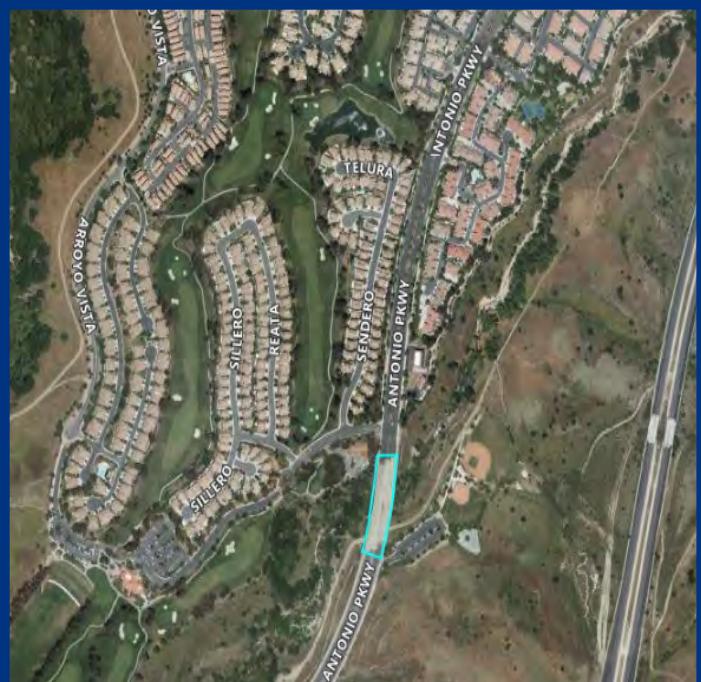
\$ 20,000

**Total** \$ 281,000

# 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 2022/23
Construction	FY 2023/24

**FUNDING SOURCE:**

HBP  
Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NO.:**

410-900-931.006

**PROJECT DESCRIPTION:**

Bridge general preventive maintenance design phase including environmental documentation, permitting, and preparing construction documents. Anticipated future construction costs are \$575,000, with \$509,000 paid for by the HBP program.

Funds Spent to Date

\$ 0

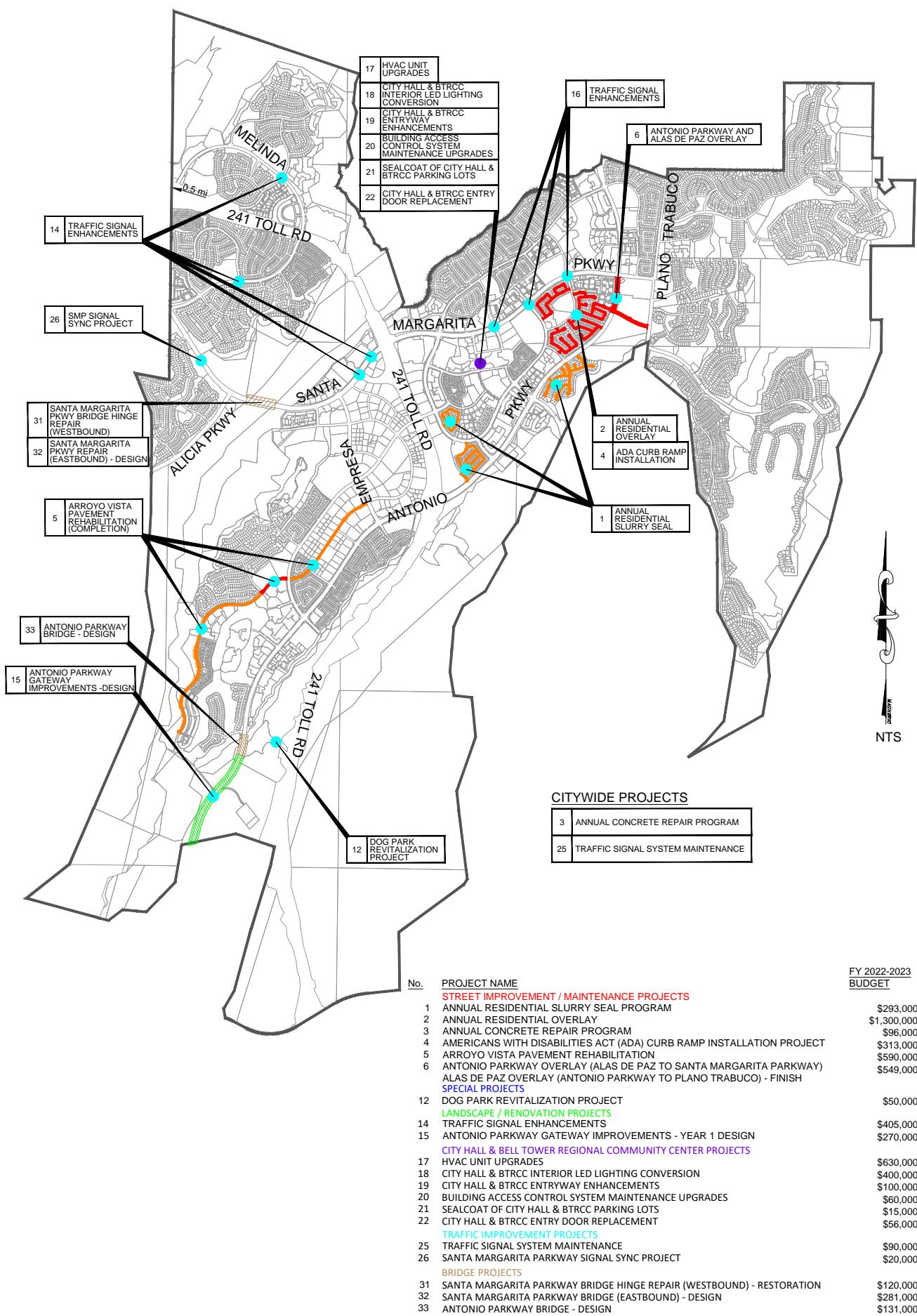
Design

\$ 121,000

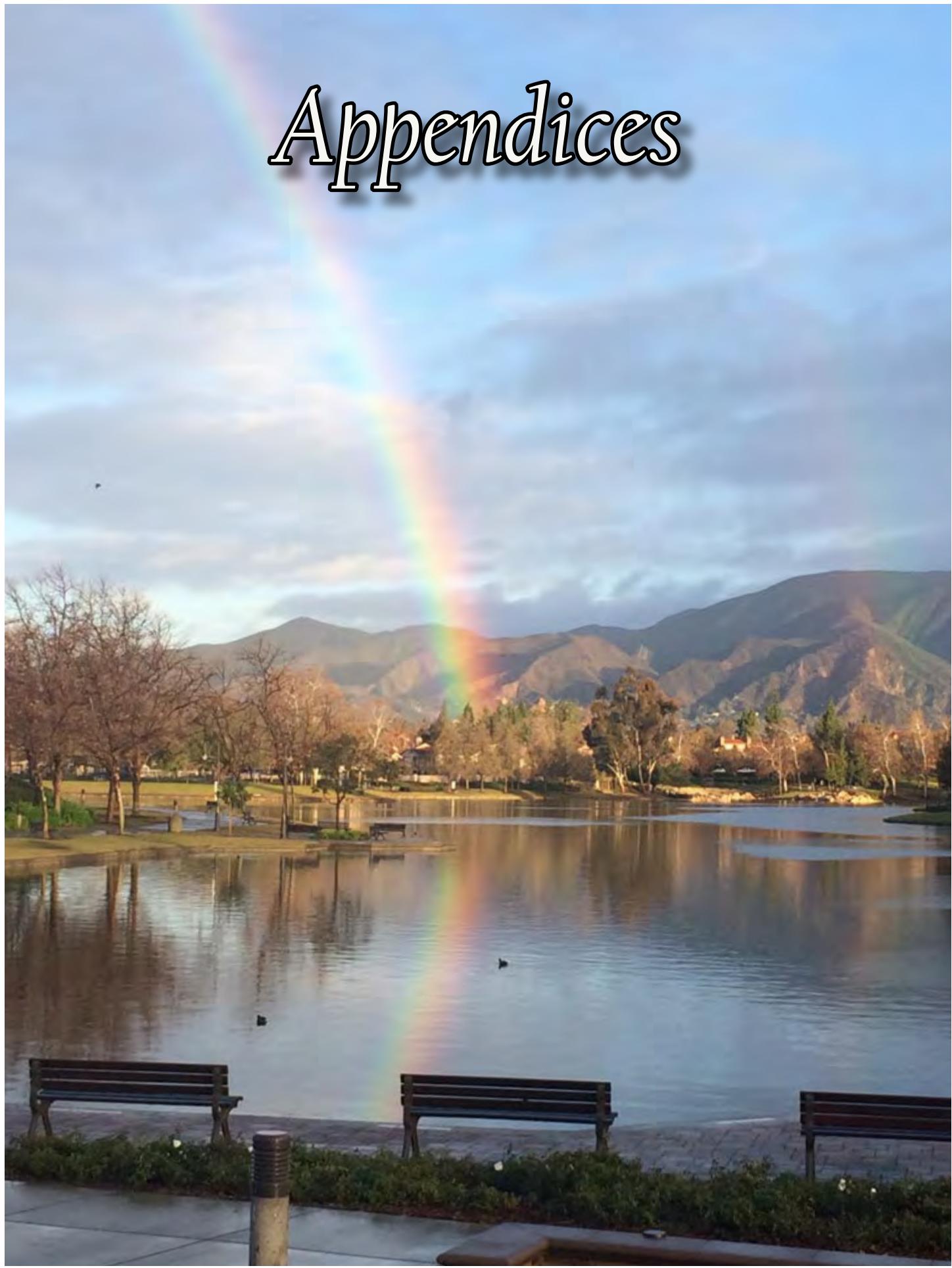
Administration

\$ 10,000

**Total** \$ 131,000



# 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 79.0% of the FY 2022-23 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 .65%. As a result, the fee difference is supplemented or "backfilled" with this revenue source, commonly referred to as a component of the VLF Property Tax Swap or "Triple Flip". This funding source is the second largest source of revenue for the City's General Fund.

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

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

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

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

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

# GLOSSARY OF TERMS

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY OF TERMS

---

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

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

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

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

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

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

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

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

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

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

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

# Appropriations Limit

## History

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

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

## Analysis

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

Fiscal Year	Appropriations Limit	Appropriations Subject to Limit	Difference
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
2022-23	\$23,826,606	\$16,434,162	\$7,392,444

RESOLUTION NO. 22-06-08-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA,  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2022/23

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

WHEREAS, Article XIIIB 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 XIIIB of the California Constitution; and

WHEREAS, an appropriations limit for Fiscal Year 2021/22 was approved on June 9, 2021; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2022/23 is based on the approved appropriations limit for Fiscal Year 2021/22, adjusted using appropriations limit factors for Fiscal Year 2022/23, as they relate to budgeted revenues to be received in Fiscal Year 2022/23; and

WHEREAS, Article XIIIB 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.

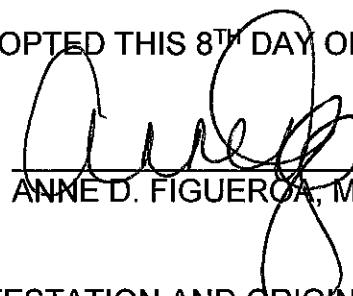
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 2022/23 shall be \$23,826,606 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 2022/23 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2022/23 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE 2022.

  
ANNE D. FIGUEROA, 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 8<sup>th</sup> day of June, 2022, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

  
AMY DIAZ, CITY CLERK

**City of Rancho Santa Margarita**  
**Gann Limit**  
**FY 2022-23**

**GENERAL FUND**

	<b>Budgeted Revenues 22-23</b>		
	<b>Proceeds of Taxes</b>	<b>Non-Proceeds of Taxes</b>	<b>Total</b>
Property Tax	2,984,656	-	2,984,656
Sales Tax	8,257,244	-	8,257,244
Real Property Transfer Tax	300,000	-	300,000
Franchise Fees-Cable TV	-	577,859	577,859
Franchise Fees-Gas	-	85,349	85,349
Franchise Fees-Electricity	-	454,323	454,323
Franchise Fees-Refuse Collect	-	261,012	261,012
Motor Vehicle License Fee	-	36,145	36,145
Property Tax In-Lieu of VLF	5,549,800	-	5,549,800
State Mandated Costs Reimbursement	-	12,691	12,691
Beverage Container Recycling	-	13,000	13,000
Solid Waste Recycling Permits	-	12,000	12,000
Solid Waste Fees	-	4,000	4,000
CASP Program Revenue	-	5,700	5,700
Building Permit Fees	-	378,635	378,635
Zoning Plan Check	-	16,305	16,305
Permit Imaging	-	8,287	8,287
Bldg-Plan Check Fees	-	74,681	74,681
Site Development Permits	-	3,250	3,250
Site Development Deposits	-	25,000	25,000
Massage Establishment Permit	-	2,500	2,500
Planning-Plan Check Fees	-	10,000	10,000
Other Planning Revenues	-	3,000	3,000
Local Early Action Planning grant (LEAP)	-	12,500	12,500
SB2 Grant Funding	-	12,326	12,326
SB 1383 Grant (CalRecycle)	-	50,000	50,000
CDBG Grant	-	85,765	85,765
CDBG-CV	-	220,521	220,521
Engineering Permits	-	63,777	63,777
AB 939 Solid Waste Recycling	-	154,500	154,500
Waste Disposal Agrmt. Revenue	-	87,550	87,550
Court Fines	-	89,000	89,000
Parking Citation Revenue	-	115,000	115,000
Parking Citation Revenue - DMV	-	15,000	15,000
Miscellaneous Police Grants	-	7,000	7,000
Passport Revenue	-	50,000	50,000
Sponsorships	-	35,000	35,000
BTRCC Program Revenue	-	140,000	140,000
BTRCC Rental Revenue	-	90,000	90,000
Misc. Revenue	-	15,000	15,000
Senior Mobility Grant	-	31,939	31,939
Investment Earnings	-	31,939	31,939
Total General Fund	70,000	-	70,000
	<b>17,161,700</b>	<b>3,258,615</b>	<b>20,420,315</b>

**SPECIAL REVENUE FUNDS**

Gasoline	-	1,403,862	1,403,862
Interest	-	5,000	5,000
Measure M	-	876,672	876,672
Interest	-	3,218	3,218
Air Quality	-	59,672	59,672
Interest	-	328	328
SLSF	-	119,453	119,453
Interest	-	547	547
RMRA	-	1,089,120	1,089,120
Interest	-	9,195	9,195
ARPA	-	3,039,443	3,039,443
Interest	-		

**CAPITAL PROJECTS FUND**

Total Other Funds	-	12,375,510	12,375,510
Total Revenue	<b>17,161,700</b>	<b>15,634,125</b>	<b>32,795,825</b>

Appropriations Excluded From Limit (727,538)

**NET APPROPRIATIONS SUBJECT TO LIMIT** 16,434,162

FY 2021-22 APPROPRIATIONS LIMIT	<b>22,205,597</b>
FY 2022-23 Appropriations Limit Factor	<b>1.073000 (1)</b>

**FY 2022-23 CALCULATED APPROPRIATIONS LIMIT** **23,826,606**

**FY 2022-23 APPROPRIATIONS UNDER LIMIT** **7,392,444**

(1) - Source - California Dept of Finance-County (1.0755 x .9977 = 1.0730)

RESOLUTION NO. 22-06-08-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA, ADOPTING  
THE OPERATING BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET PLAN FOR FISCAL YEAR 2022/23

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 2022/23 to the City Council; and

WHEREAS, the City Council set June 8, 2022, as the date of the public hearing to consider the FY 2022/23 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 \$35,992,221 for Fiscal Year 2022/23 are hereby appropriated, approved and adopted, as summarized in Exhibit "1" attached hereto.

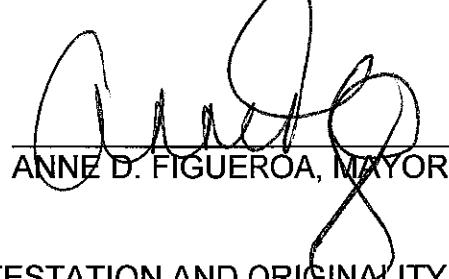
SECTION 2. That revenues and operating transfers for all funds are estimated to be \$34,820,576 during FY 2022/23.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$98,953 for technology expenditures, reserves designated for infrastructure are allocated in the amount of \$583,336, reserves designated for facilities are allocated in the amount of \$450,000. All of the above amounts are included in the balanced Fiscal Year 2022/23 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 2022-2023" 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 2022-2023" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE 2022.

  
ANNE D. FIGUEROA, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

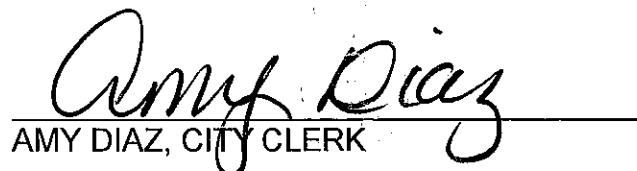
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 8<sup>th</sup> day of June, 2022, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

  
AMY DIAZ, CITY CLERK

## INDEX

Air Quality Improvement Fund .....	13
American Rescue Plan Fund .....	20
Animal Control .....	51
Appropriations Limit .....	108
Appropriations Summary – All Funds .....	9
Basis of Accounting .....	103
Basis of Revenue Estimates .....	104
Budget Transmittal Letter .....	i
Budgetary Control .....	103
Building Maintenance .....	65
Building & Safety .....	58
Capital Improvement Plan .....	74
Capital Improvement Program Project Map .....	102
Capital improvement Project Information .....	82
Capital Projects Fund .....	21
CARES Fund .....	19
City Attorney .....	35
City Clerk .....	37
City Council .....	30
City Manager .....	33
City Officials .....	v
Community Profile .....	vi
Community Services .....	69
Demographic Information .....	vii
Estimated Revenues – Detail of All Funds .....	6
Finance .....	45
Fund Balance – All Funds .....	2
Gas Tax Fund .....	11
General Fund .....	10
Glossary of Terms .....	106
Human Resources/Risk Management .....	39
Interfund Transfers .....	25
Local Park Trust Fund .....	15
Long-Term Debt .....	103
Measure M Fund .....	12
Non-Departmental .....	44
Organization Chart by City Employees & Contract Staff .....	ix
Organization Chart by Department Function .....	viii
PEG Fee Fund .....	17
Personnel Summary – Contract & City Staff .....	x
Planning .....	57
Police Services .....	50
Public Works .....	62
Resolution Establishing the Appropriations Limit for FY 22/23 .....	109
Resolution Adopting the Operating Budget for FY 22/23 .....	112
Revenue Summary – All Funds .....	5
Road Maintenance and Rehabilitation .....	18
RSM PFA Debt Service Fund .....	22
Seven-Year Capital Improvement Program .....	78
Street Lighting .....	64
Street Maintenance .....	65
Summary of Expenditures by Account Group .....	23
Summary of Expenditures by Department/Division .....	24
Supplemental Law Enforcement Fund .....	16
Traffic Congestion Relief Fund .....	14

*City of Rancho Santa Margarita*

*California*