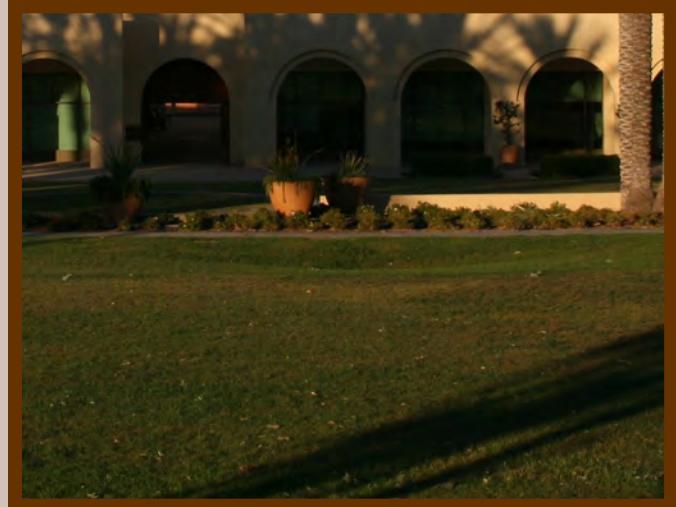
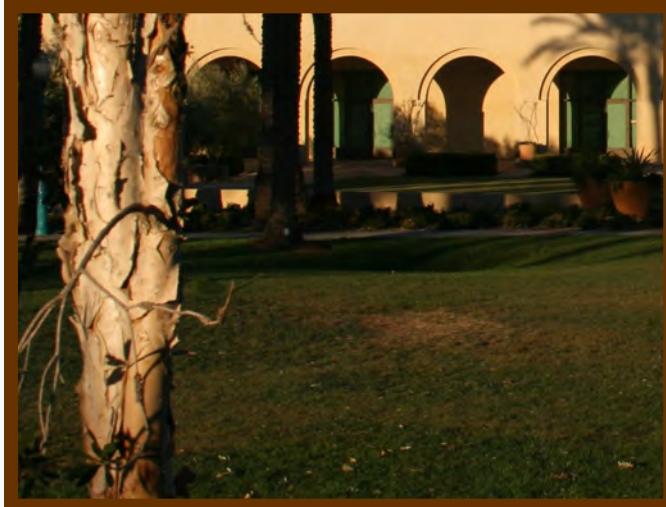


# City of Rancho Santa Margarita

## California



**Adopted Operating Budget And  
Capital Improvement Plan**

**Fiscal Year 2009-2010**

# TABLE OF CONTENTS

## Introduction

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

## Budget Summaries

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

## General Government

City Council .....	24
City Manager .....	26
City Attorney .....	28
City Clerk .....	30

## Administrative Services

Non-Departmental .....	34
Finance .....	36
Human Resources/Risk Management .....	38
Animal Care and Control .....	40
Community Services .....	42
Bell Tower Regional Community Center .....	44

## **Police Services**

Police Services .....	48
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## **Development Services**

Planning .....	52
Building and Safety .....	54

## **Public Works**

Public Works .....	58
Street Maintenance .....	60
Street Lighting .....	62

## **Capital Improvement Plan**

Capital Improvement Program .....	66
RSM Nonprofit Corporation Capital Projects .....	88

## **Appendices**

Basis of Accounting .....	89
Budgetary Control .....	89
Long-Term Debt .....	89
Basis of Revenue Estimates .....	90
Glossary of Terms .....	92
Appropriations Limit .....	94
Resolution Establishing the Appropriations Limit for FY 2009/10 .....	95
Resolution Adopting the Operating Budget for FY 2009/10 .....	97
Index .....	100

# INTRODUCTION



**City of Rancho Santa Margarita, California**



## CITY OF RANCHO SANTA MARGARITA

July 22, 2009

*Mayor*

Gary Thompson

*Mayor Pro Tempore*

Jerry Holloway

*Council Members*

L. Anthony Beall  
Neil C. Blais  
James M. Thor

*City Manager*

Steven E. Hayman

The Fiscal Year 2009-10 Adopted Budget for the City of Rancho Santa Margarita is presented herein in its final bound form. This budget document displays the estimated financial resources available to the community and the allocation of those resources to the most critical needs and priorities. This plan remains fiscally responsible and committed to the values and goals established through your leadership.

The City is responsible for many municipal services, including but not limited to law enforcement; street maintenance, lighting, and sweeping; traffic signal maintenance and coordination; public works improvements; economic development and planning; code enforcement; community services programming and facility operations; and animal care and control. These service delivery functions are performed by City staff, or in partnership with private contractors providing staff augmentation and consultant services, and other governmental entities. Additionally, the City implements new legislative and regulatory requirements as they occur, and enacts City Council initiatives, such as water conservation awareness.

The Fiscal Year 2009-10 Adopted Budget, as presented, is balanced with the use of General Fund reserve allocations. The budget focuses on the two major sources of funding for the City's financial activities, namely General Operating Revenues and Special Revenues. Those revenues were conservatively estimated for this budget based on the best information available at the time of its development and assume no additional changes in allocation and distribution formulae by the State which would affect the receipt of revenues by local governments. Appropriations are reduced from the prior year, but are consistent with the City Council's intent to continue municipal service delivery to the fullest extent possible given the current economic downturn's effects on local, regional and state-wide resources and revenues. In short, this budget provides essential services to Rancho Santa Margarita residents and businesses in a prudent and fiscally responsible manner and captures the vision and direction that Council has provided to staff.

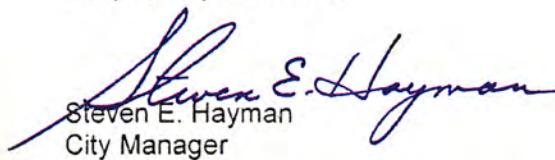
The City's community profile, demographic information, organizational structure and staffing is highlighted in the budget document's introductory section for the coming fiscal year. Combined and individual fund summary data on estimated revenues, appropriations, transfers, fund balances, and capital projects is presented in the next section. Departments are organized as operational and budgetary divisions of the various governmental functions, and present detailed budgetary data in following sections. The budget for each operational division includes a brief description of its



function, as well as a summary of the accomplishments during the 2008-09 fiscal year and a list of goals and objectives for the 2009-10 fiscal year. Lastly, detailed Capital Improvement Plan information and appendices of budgetary policies, procedures and related budgetary presentations items are included in the budget document.

I would like to take this opportunity to thank the City Council and all City staff members for their participation in developing the adopted budget presented in this document.

Respectfully submitted,

  
Steven E. Hayman  
City Manager

# **CITY OF RANCHO SANTA MARGARITA**

## **CITY COUNCIL**

MAYOR .....	GARY THOMPSON
MAYOR PRO TEM.....	JERRY HOLLOWAY
COUNCIL MEMBER.....	L. ANTHONY BEALL
COUNCIL MEMBER.....	NEIL C. BLAIS
COUNCIL MEMBER.....	JAMES M. THOR

## **CITY OFFICIALS**

CITY MANAGER/CITY TREASURER .....	STEVEN E. HAYMAN
CITY ENGINEER/PUBLIC WORKS DIRECTOR .....	DEREK WIESKE
CITY CLERK .....	MOLLY McLAUGHLIN
ADMINISTRATIVE SERVICES DIRECTOR .....	PAUL BOYER
CITY ATTORNEY .....	GREGORY E. SIMONIAN
PLANNING/COMMUNITY DEV. DIRECTOR .....	KATHLEEN HATON
CHIEF OF POLICE SERVICES .....	LIEUTENANT CHUCK WILMOT
COMMUNITY SERVICES SUPERVISOR .....	WENDI REDINGTON

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

## COMMUNITY PROFILE

Date of Incorporation .....	January 1, 2000
Location .....	South Orange County, California
Form of Government.....	Council – Manager
Population (1) .....	49,704
Incorporation Election, November 2, 1999:	
Registered Voters (2) .....	21,656
Voter Turnout (2) .....	26.9%
Number of Parcels (3) .....	16,289
Police .....	contract with Orange County Sheriff's Department
Fire .....	One Station; contract with Orange County Fire Authority
Library .....	One Branch, Orange County Public Library System
Parks:	
County owned and operated .....	1
Privately owned and operated .....	17
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 1/1/09

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller

# City of Rancho Santa Margarita

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## Demographic Information Federal Census Data

---

**Fiscal Year  
2000**

---

Population: (1) **47,214**

---

Median Age: **31.9**

---

Number of Households: **16,253**

---

Average Household Size: **2.9**

---

Average Family Size: **3.35**

---

Home-Ownership Rate **78%**

---

Total Workforce **24,812**

---

Race:

Asian	<b>7.4</b>
Black	<b>1.7</b>
Hispanic	<b>13.0</b>
White	<b>74.4</b>
Other	<b>3.5</b>

---

Sex:

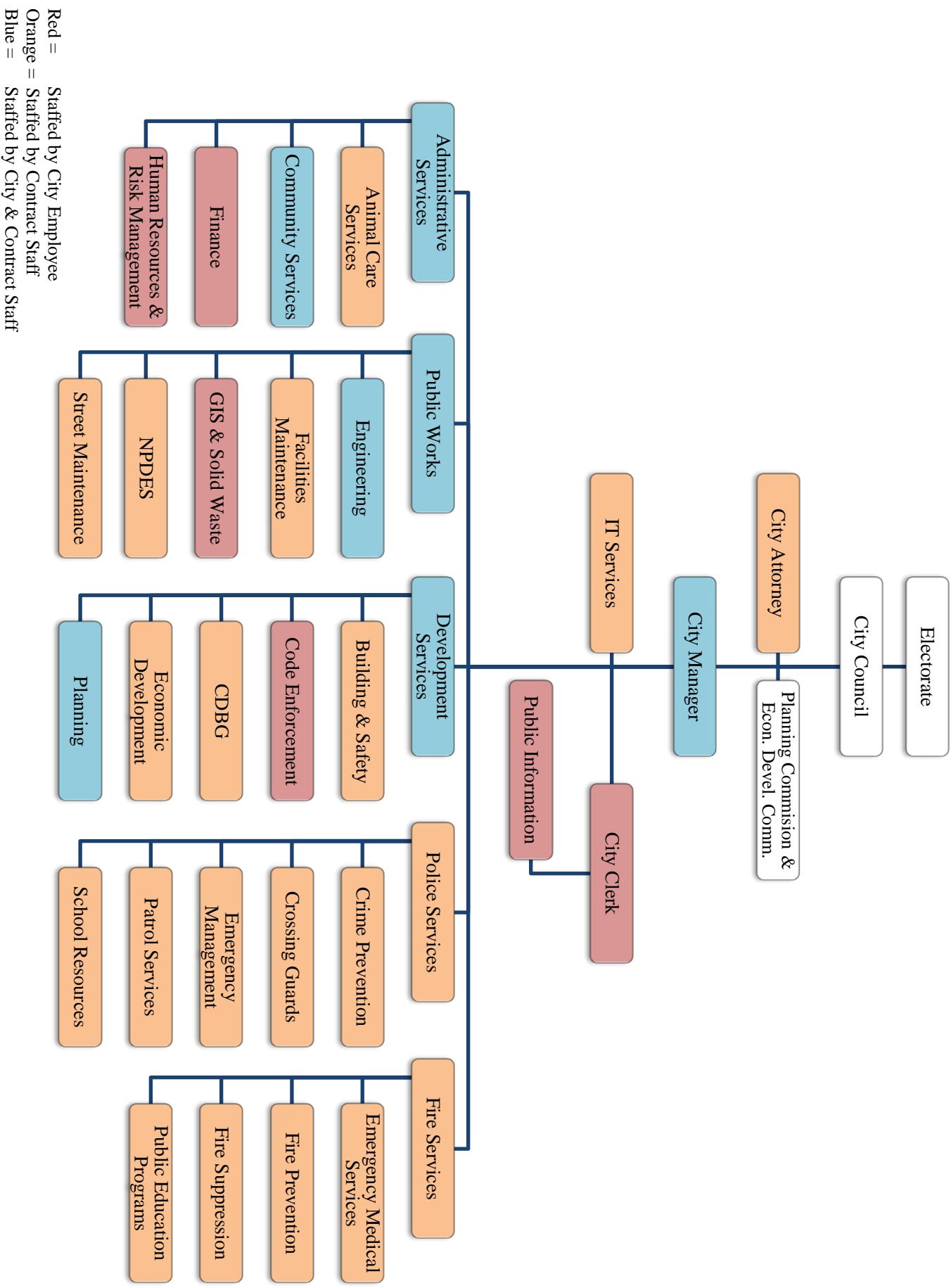
Female	<b>50.8</b>
Male	<b>49.2</b>

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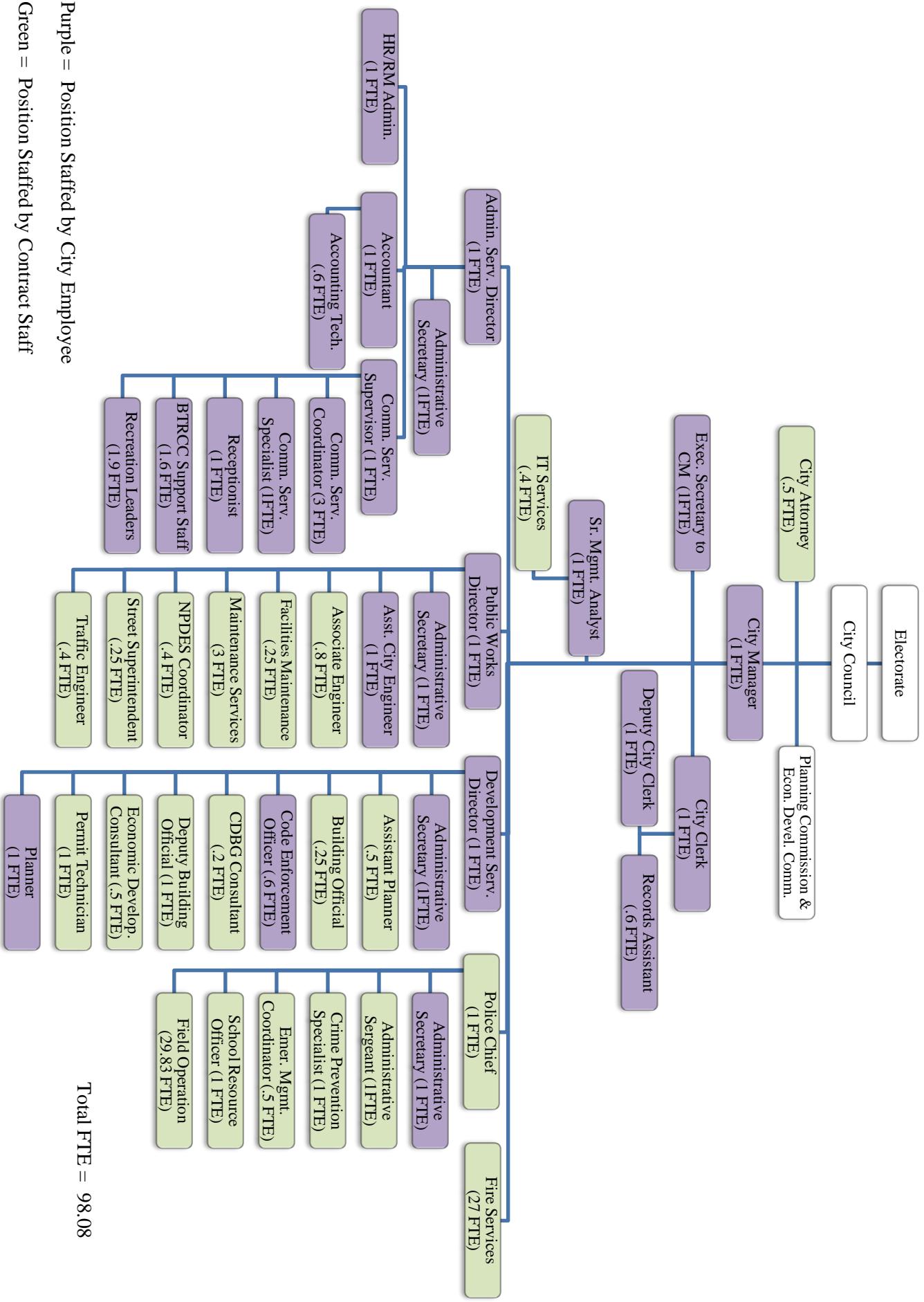
(1) – Census is available every ten years. **Population January 1, 2009 is 49,704**

Source: California Department of Finance, Demographic Research Unit

**City of Rancho Santa Margarita**  
**ORGANIZATION CHART BY DEPARTMENT FUNCTION**  
as of Fiscal Year 2009-2010



City of Rancho Santa Margarita  
ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF



Total FTE = 98.08

Green = Position Staffed by Contract Staff  
Purple = Position Staffed by City Employee

City of Rancho Santa Margarita  
City Employees and Contract Staff Summary

FY 2009/10  
Full Time Equivalent Positions  
City Staff Contract Staff

<b><u>City Manager:</u></b>	City Manager	1.00
	Senior Management Analyst	1.00
	Executive Secretary	1.00
	IT Services	0.40
	City Clerk	1.00
	Deputy City Clerk	1.00
	Records Assistant	0.60
<b><u>City Attorney:</u></b>	City Attorney	0.50
<b><u>Administrative Services:</u></b>	Administrative Services Director	1.00
	Administrative Secretary	1.00
	Accountant	1.00
	Accounting Technician	0.60
	Community Services Supervisor	1.00
	Community Services Coordinator	3.00
	Community Services Specialist	1.00
	BTRCC Support Staff	1.60
	Recreation Leader	1.90
	HR/RiskManagement Administrator	1.00
	Receptionist	1.00
<b><u>Police Services:</u></b>	Administrative Secretary	1.00
	Police Chief	1.00
	Administrative Sergeant	1.00
	Crime Prevention Specialist	1.00
	Emergency Management Coordinator	0.50
	School Resource Officer	1.00
	Field Operations	29.83
<b><u>Development Services:</u></b>	Development Services Director	1.00
	Planner	1.00
	Code Enforcement Officer	0.60
	Administrative Secretary	1.00
	Assistant Planner	0.50
	Building Official	0.25
	Permit Technician	1.00
	Deputy Building Official	1.00
	CDBG Consultant	0.20
	Economic Development Consultant	0.50
<b><u>Public Works:</u></b>	Public Works Director/City Engineer	1.00
	Assistant City Engineer	1.00
	Administrative Secretary	1.00
	Traffic Engineer	0.40
	Associate Engineer	0.80
	Street Superintendent	0.25
	Facilities Maintenance	0.25
	NPDES Coordinator	0.40
	Maintenance Services	3.00
<b><u>Fire Services:</u></b>	Field Operations	27.00
<b><u>TOTAL</u></b>		<b>27.30</b>
		<b>70.78</b>

# BUDGET SUMMARIES



**City of Rancho Santa Margarita, California**

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

Description	Fund Balance 06/30/05	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/06	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/07
<b>General Fund - 100</b>	<b>9,578,780</b>	<b>17,535,084</b>	<b>14,335,418</b>	<b>12,778,446</b>	<b>18,048,379</b>	<b>14,737,944</b>	<b>16,088,881</b>
<b>Special Revenue Funds:</b>							
Gas Tax - 210	1,782,512	1,234,098	1,310,438	1,706,172	1,005,396	1,530,326	1,181,242
Measure M - 212	1,027,312	582,406	367,984	1,241,734	650,162	906,927	984,969
Air Quality Improvement - 214	109,581	63,475	14,051	159,005	68,540	2,051	225,494
CA Law Enforcement Equip - 216	197	-	-	197	-	-	197
Traffic Congestion Relief - 218	550	753,949	208,303	546,196	26,571	572,767	-
Local Park Trust Fund - 220	-	-	-	-	-	-	-
Supplemental Law Enforce - 222	198,070	108,874	82,502	224,442	112,568	126,762	210,248
Subtotal-Special Revenue Funds	3,118,222	2,742,802	1,983,278	3,877,746	1,863,237	3,138,833	2,602,150
<b>Capital Projects Fund - 410</b>	<b>1,169,652</b>	<b>1,310,553</b>	<b>1,088,551</b>	<b>1,391,654</b>	<b>2,589,025</b>	<b>3,153,831</b>	<b>826,848</b>
<b>RSM NONPROFIT</b>							
<b>RSM Debt Service Fund - 500</b>	<b>870,578</b>	<b>573,468</b>	<b>575,548</b>	<b>868,498</b>	<b>575,932</b>	<b>575,547</b>	<b>868,883</b>
<b>RSM Capital Projects Fd - 520</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b>14,737,232</b>	<b>22,161,907</b>	<b>17,982,795</b>	<b>18,916,344</b>	<b>23,076,573</b>	<b>21,606,155</b>	<b>20,386,762</b>

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

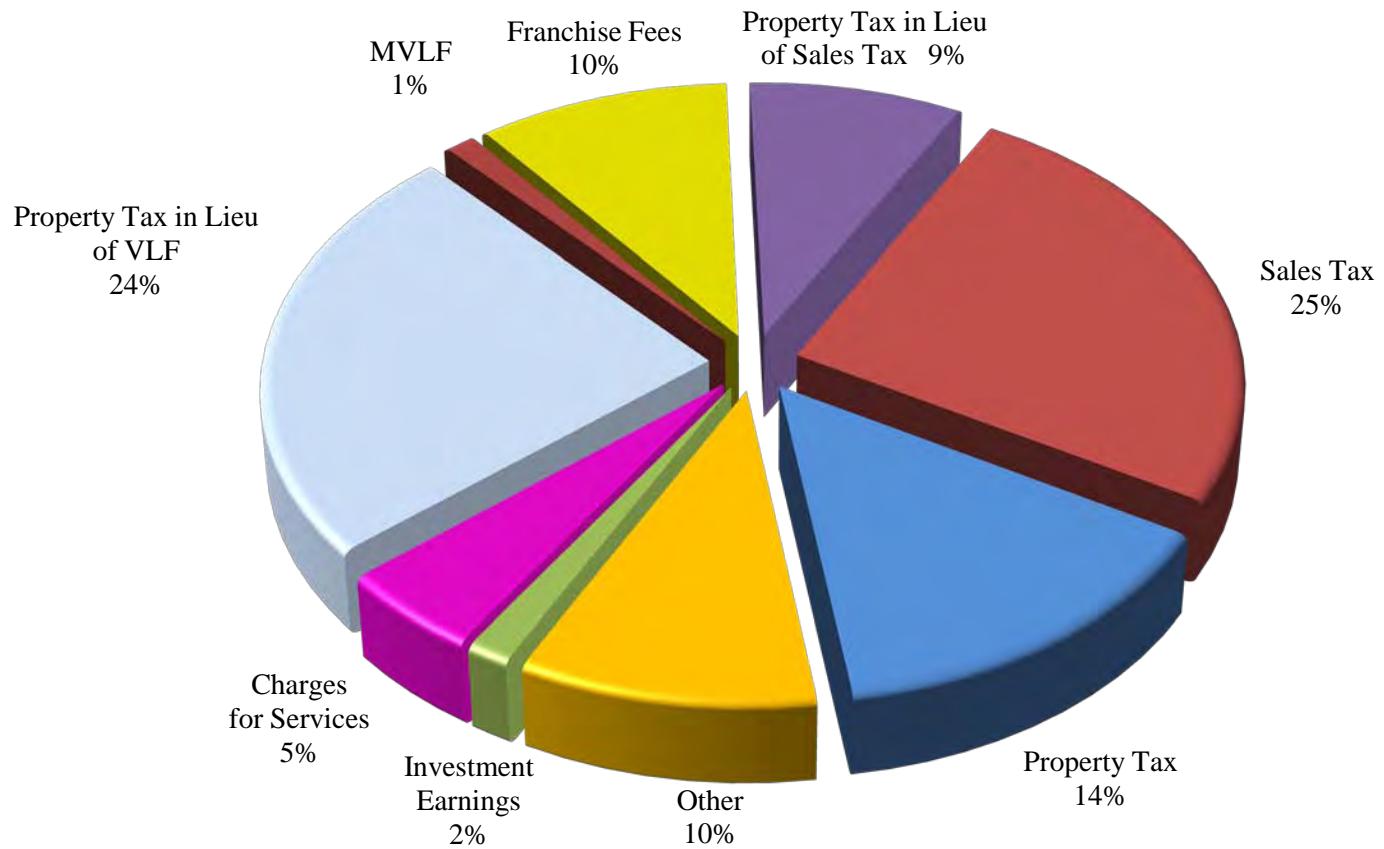
Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/08	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/09	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/10
17,421,699	16,449,209	17,061,371	15,973,000	19,507,279	13,527,092	14,922,077	15,491,282	12,957,887
1,019,752	1,296,094	904,900	787,400	1,185,794	506,506	800,000	1,210,908	95,598
624,199	280,243	1,328,925	511,927	731,981	1,108,871	501,355	1,509,000	101,226
107,822	38,122	295,194	28,189	121,246	202,137	64,890	-	267,027
-	-	197	-	-	197	-	-	197
1,051	-	1,051	428,811	-	429,862	753,548	1,049,000	134,410
-	-	-	-	-	-	-	-	-
108,063	139,979	178,332	100,000	126,276	152,056	100,000	130,863	121,193
1,860,887	1,754,438	2,708,599	1,856,327	2,165,297	2,399,629	2,219,793	3,899,771	719,651
3,049,012	1,780,800	2,095,060	1,817,298	2,066,670	1,845,688	4,194,722	4,729,323	1,311,087
835,785	836,241	868,427	857,000	857,000	868,427	842,760	842,760	868,427
-	-	-	-	-	-	-	-	-
23,167,383	20,820,688	22,733,457	20,503,625	24,596,246	18,640,836	22,179,352	24,963,136	15,857,052

# City of Rancho Santa Margarita

## Summary of Budgeted Revenues

### General Fund

Fiscal Year 2009-2010



City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	-----FY 2008/09----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET
<b>100 GENERAL FUND</b>	<b>17,535,084</b>	<b>18,048,379</b>	<b>17,421,699</b>	<b>17,686,946</b>	<b>15,973,000</b>	<b>14,922,077</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX</b>	<b>1,234,098</b>	<b>1,005,396</b>	<b>1,019,752</b>	<b>880,338</b>	<b>787,400</b>	<b>800,000</b>
<b>212 MEASURE M</b>	<b>582,406</b>	<b>650,162</b>	<b>624,199</b>	<b>561,554</b>	<b>511,927</b>	<b>501,355</b>
<b>214 AIR QUALITY IMPROVEMENT</b>	<b>63,475</b>	<b>68,540</b>	<b>107,822</b>	<b>63,013</b>	<b>28,189</b>	<b>64,890</b>
<b>216 CA LAW ENFORCEMENT EQUIP.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>218 TRAFFIC CONGESTION RELIEF</b>	<b>753,949</b>	<b>26,571</b>	<b>1,051</b>	<b>166,840</b>	<b>428,811</b>	<b>753,548</b>
<b>220 LOCAL PARK TRUST</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>	<b>108,874</b>	<b>112,568</b>	<b>108,063</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><i>SUBTOTAL</i></b>						
<b><i>ALL SPECIAL REVENUE FUNDS</i></b>	<b>2,742,802</b>	<b>1,863,237</b>	<b>1,860,887</b>	<b>1,771,745</b>	<b>1,856,327</b>	<b>2,219,793</b>
<b>410 CAPITAL PROJECTS FUND</b>	<b>1,310,553</b>	<b>2,589,025</b>	<b>3,049,012</b>	<b>2,789,523</b>	<b>1,817,298</b>	<b>4,194,722</b>
<b><u>RSM NONPROFIT</u></b>						
<b>500 RSMNP DEBT SERVICE FUND</b>	<b>-</b>	<b>-</b>	<b>835,785</b>	<b>-</b>	<b>857,000</b>	<b>842,760</b>
<b>520 RSMNP CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><i>SUBTOTAL</i></b>						
<b><i>ALL FUND TYPES</i></b>	<b>21,588,439</b>	<b>22,500,641</b>	<b>23,167,383</b>	<b>22,248,214</b>	<b>20,503,625</b>	<b>22,179,352</b>
<b><i>LESS INTERFUND TRANSFERS</i></b>	<b>1,712,372</b>	<b>2,776,222</b>	<b>2,271,638</b>	<b>2,484,341</b>	<b>2,838,417</b>	<b>4,622,468</b>
<b><i>GRAND TOTAL - ALL FUND TYPES</i></b>	<b>19,876,067</b>	<b>19,724,419</b>	<b>20,895,745</b>	<b>19,763,873</b>	<b>17,665,208</b>	<b>17,556,884</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 ADOPTED BUDGET	FY 2009/10 YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET
<b>100 GENERAL FUND</b>						
Property Tax	1,449,752	2,015,510	2,261,933	2,384,697	2,054,000	1,943,230
Sales Tax	4,923,220	4,768,994	4,657,052	4,802,259	4,146,404	3,791,000
Property Tax in Lieu of Sales Tax	1,442,212	1,556,114	1,743,372	1,743,372	1,465,596	1,264,000
Real Property Transfer Tax	476,044	294,601	192,964	202,912	195,227	195,227
Franchise Fees - Cable TV	655,503	704,698	748,242	763,341	763,059	763,059
Cable - Grant Revenue	53,672	53,672	53,672	-	-	-
Franchise Fees - Gas	106,262	105,931	104,974	104,974	104,974	104,974
Franchise Fees - Electricity	341,498	432,329	410,004	418,204	418,204	413,000
Franchise Fees - Refuse Collection	142,439	164,914	149,914	149,902	149,902	149,902
Motor Vehicle License Fee	1,182,693	1,110,464	220,371	215,501	146,487	177,000
Property Tax in Lieu of VLF	4,091,844	3,833,286	3,905,855	4,060,148	3,842,963	3,635,443
Off-Hwy License Fee	990	-	-	-	-	-
State Mandated Cost Reimburse	33,509	10,365	2,231	5,000	5,000	5,000
Beverage Container Recycling Grant	13,398	13,215	13,057	13,057	13,043	13,043
Building Permit Fees	261,997	262,042	247,274	168,000	156,000	100,000
Building-Plan Check Fees	110,562	104,932	91,666	72,000	67,000	59,000
Site Development Permits/Fees	-	-	1,555	-	1,066	1,000
Site Development Permits/Deposits	112,789	105,292	144,992	99,000	71,300	46,000
Planning - Plan Check Fees	17,755	14,290	15,980	8,000	20,000	5,500
Other Planning Revenues	7,190	5,685	6,565	3,000	16,000	5,500
CDBG Grant	-	64,898	65,975	72,680	72,680	183,000
Engineering Permits	38,709	94,792	174,752	40,000	40,000	40,000
Franchise Fees - Recycling	64,411	64,799	64,877	60,000	60,000	65,920
Solid Waste Diversion Permits	-	48,663	31,837	40,000	40,000	40,000
Mapping-Engineer/Other Eng. Rev.	-	30	2,700	-	690	-
Court Fines	163,026	127,715	147,063	102,500	102,500	120,000
Parking Citation Revenue	146,020	157,536	131,769	131,000	82,801	88,584
Parking Citation - DMV	20,677	19,430	26,796	20,000	17,769	17,769
Miscellaneous Police Grants	20,867	27,456	-	8,000	2,231	-
COPS Grants	-	18,756	-	-	-	-
Abandoned Vehicle Abatement	33,322	33,890	14,469	10,000	10,000	-
Community Services Revenue	60,061	78,733	144,795	85,000	118,399	69,000
BTRCC Program Revenue	-	-	-	120,000	120,000	167,600
BTRCC Rental Revenue	-	-	-	215,000	213,951	187,200
Senior Mobility Grant	10,575	11,248	11,957	12,699	12,699	12,699
NYE Insurance Reimbursement	50,143	-	-	-	-	-
Investment Earnings	408,241	710,287	651,986	595,000	347,529	218,703
Other Revenue	384,718	6,757	21,882	5,000	17,086	1,666
Donations	-	-	-	-	-	-
DS Lease Payment Contribution	-	230,000	102,969	-	5,250	5,250
Transfer from Gas Tax Fund	364,799	342,792	856,199	296,200	873,190	271,808
Transfer from Measure M	346,186	454,263	-	660,500	-	461,000
Transfer from CIP	-	-	-	-	200,000	300,000
<b>TOTAL GENERAL FUND</b>	<b>17,535,084</b>	<b>18,048,379</b>	<b>17,421,699</b>	<b>17,686,946</b>	<b>15,973,000</b>	<b>14,922,077</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX FUND:</b>						
Gas Tax 2105 (Prop. 111)	387,857	298,316	293,665	287,075	252,076	263,486
Gas Tax 2106	239,518	188,677	185,131	177,311	155,694	162,741
Gas Tax 2107	517,027	398,779	392,974	379,952	333,630	348,731
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
Interest Income	83,696	113,624	67,074	30,000	40,000	19,042
Transfer from CIP	-	-	74,908	-	-	-
<b>TOTAL GAS TAX FUND</b>	<b>1,234,098</b>	<b>1,005,396</b>	<b>1,019,752</b>	<b>880,338</b>	<b>787,400</b>	<b>800,000</b>
<b>212 MEASURE M FUND:</b>						
Measure M (Local Turnback)	533,962	569,450	571,810	551,554	471,927	480,648
Interest Income	48,444	80,712	52,389	10,000	40,000	20,707
<b>TOTAL MEASURE M FUND</b>	<b>582,406</b>	<b>650,162</b>	<b>624,199</b>	<b>561,554</b>	<b>511,927</b>	<b>501,355</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

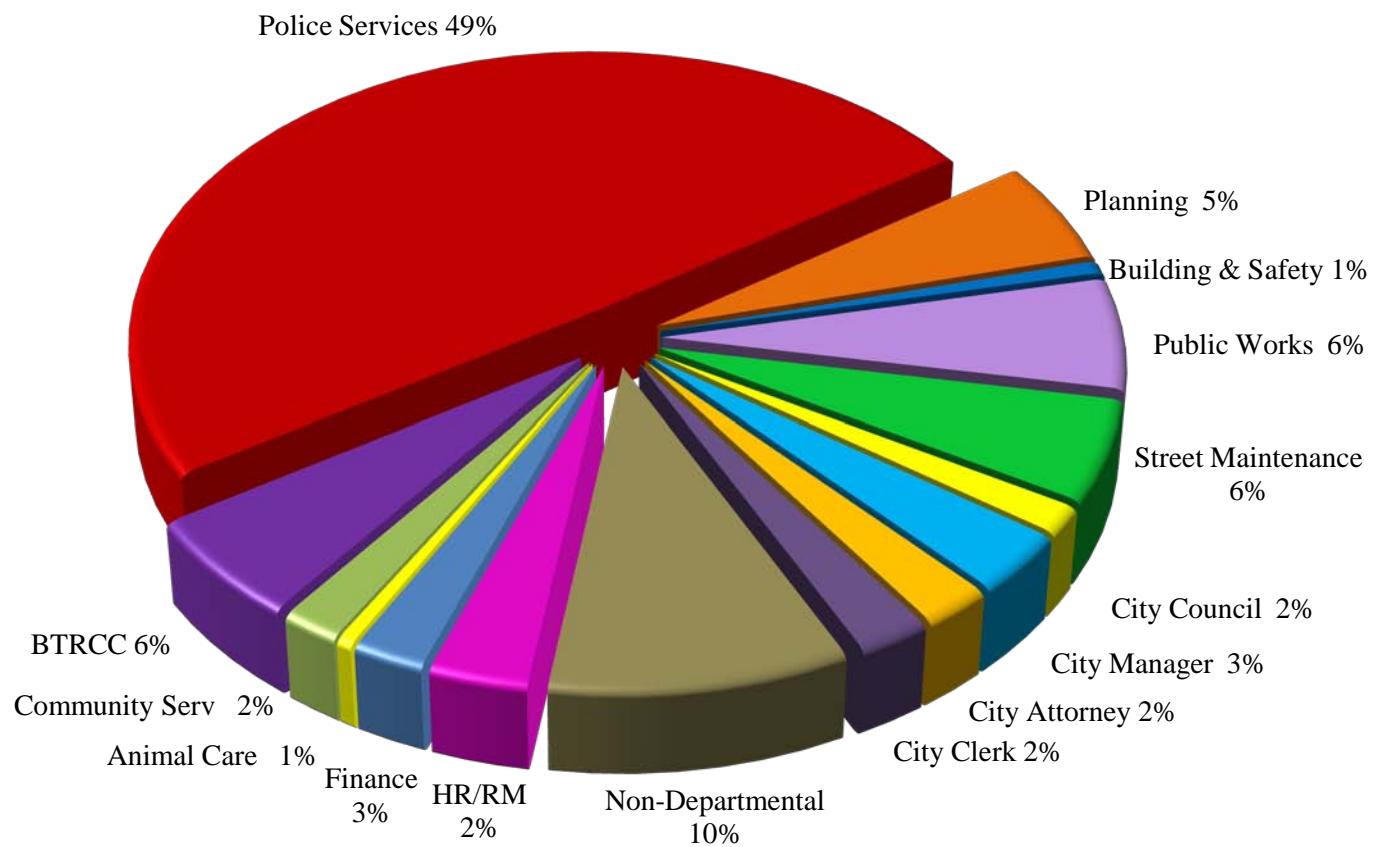
	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 ADOPTED BUDGET	FY 2009/10 YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET
<b>214 AIR QUALITY IMPROVEMENT FUND:</b>						
AQMD (AB 2766)	58,582	59,122	59,381	62,013	22,189	60,828
Interest Income	4,893	9,418	10,319	1,000	6,000	4,062
Transfer from CIP	-	-	38,122	-	-	-
<b>TOTAL AQMD FUND</b>	<b>63,475</b>	<b>68,540</b>	<b>107,822</b>	<b>63,013</b>	<b>28,189</b>	<b>64,890</b>
<b>216 CA LAW ENFORCEMENT EQUIP. PROGRAM:</b>						
CLEEP Grant	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
<b>TOTAL CLEEP FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>218 TRAFFIC CONGESTION RELIEF FUND:</b>						
TCRF Funds	750,690	-	-	163,840	427,466	751,972
Interest Income	3,259	26,571	1,051	3,000	1,345	1,576
<b>TOTAL TCRF FUND</b>	<b>753,949</b>	<b>26,571</b>	<b>1,051</b>	<b>166,840</b>	<b>428,811</b>	<b>753,548</b>
<b>220 LOCAL PARK TRUST FUND:</b>						
Interest Income	-	-	-	-	-	-
<b>TOTAL LOCAL PARK TRUST FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>						
Supplemental Law Enforcement	100,244	100,209	100,002	99,000	99,000	97,284
Interest Income	8,630	12,359	8,061	1,000	1,000	2,716
<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>108,874</b>	<b>112,568</b>	<b>108,063</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>2,742,802</b>	<b>1,863,237</b>	<b>1,860,887</b>	<b>1,771,745</b>	<b>1,856,327</b>	<b>2,219,793</b>
<b>410 CAPITAL PROJECTS FUND</b>						
Transfer from General Fund	28,406	-	-	-	-	-
Transfer from Gas Tax Fund	728,830	951,685	190,268	1,154,164	55,000	649,900
Transfer from Measure M Fund	21,797	452,664	280,243	176,279	731,981	1,048,000
Transfer from Air Quality Fund	14,051	2,051	38,122	30,358	121,246	-
Transfer from Traffic Congestion Fd	208,303	572,767	-	166,840	-	1,049,000
Transfer from Local Park Trust Fund	-	-	-	-	-	-
Measure M - Signal Improvements	-	-	141,855	-	-	-
Measure M - Growth Mgmt. Area #9	21,870	-	-	50,000	50,000	75,000
OCTA - Go Local	-	-	100,000	-	-	-
OCTA - AHRP	-	-	1,136,952	-	-	-
Interest Income	32,904	59,078	72,050	-	115,628	56,195
TEA-LU Grant	92,852	-	-	145,000	-	125,000
Safe Route to School	-	-	-	98,100	-	-
CDBG Community Center Grant	-	330,780	-	-	-	-
Prop. 12 and 40 Grants	161,540	220,000	-	-	-	-
Homeowners' Association	-	-	-	85,000	85,000	-
CDBG Grant	-	-	253,964	376,642	285,754	235,627
CA Tire Recycling Grant	-	-	35,878	-	-	-
HSIP	-	-	-	283,140	177,689	-
CTFP	-	-	-	29,000	-	356,000
ARRA TP	-	-	-	-	-	500,000
ARRA EE	-	-	-	-	-	100,000
Prop 1B (County)	-	-	-	195,000	195,000	-
Prop 1B (State)	-	-	799,680	-	-	-
<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>1,310,553</b>	<b>2,589,025</b>	<b>3,049,012</b>	<b>2,789,523</b>	<b>1,817,298</b>	<b>4,194,722</b>
<b><u>RSMP NONPROFIT</u></b>						
<b>500 RSMP DEBT SERVICE:</b>						
Interest Income	-	-	42,009	-	-	-
Transfer from General Fund	-	-	793,776	-	857,000	842,760
<b>TOTAL RSMP DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>835,785</b>	<b>-</b>	<b>857,000</b>	<b>842,760</b>
<b>520 RSMP CAPITAL PROJECTS:</b>						
Long Term Debt Issued	-	-	-	-	-	-
<b>TOTAL RSMP CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>21,588,439</b>	<b>22,500,641</b>	<b>23,167,383</b>	<b>22,248,214</b>	<b>20,503,625</b>	<b>22,179,352</b>
<b>LESS: INTERFUND TRANSFERS</b>	<b>1,712,372</b>	<b>2,776,222</b>	<b>2,271,638</b>	<b>2,484,341</b>	<b>2,838,417</b>	<b>4,622,468</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>19,876,067</b>	<b>19,724,419</b>	<b>20,895,745</b>	<b>19,763,873</b>	<b>17,665,208</b>	<b>17,556,884</b>

# City of Rancho Santa Margarita

## Summary of Budgeted Expenditures

### General Fund

Fiscal Year 2009-2010



City of Rancho Santa Margarita  
Appropriations Summary - All Funds

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09		FY 2009/10 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>GENERAL FUND</u></b>						
City Council	120,710	173,985	202,023	335,032	310,014	234,471
City Manager	599,524	665,990	756,017	546,688	463,714	506,211
City Attorney	344,676	376,751	409,549	500,000	453,557	350,000
City Clerk	220,742	296,081	298,742	525,450	418,076	361,774
Non-Departmental	3,031,254	2,311,088	1,338,848	1,920,015	3,500,286	655,725
Less Transfer from Gas Tax Fund	(60,000)	(60,000)	-	-	-	-
Finance	298,426	358,635	386,209	523,682	516,944	493,666
Human Resources/Risk Management	-	-	(1,274)	359,260	347,672	362,139
Police Services	5,898,081	6,313,143	7,462,985	7,951,653	7,957,545	7,641,552
Animal Control	48,367	27,327	70,485	74,363	74,363	79,512
Planning	680,372	809,221	910,480	853,456	849,121	869,129
Building	292,760	279,313	223,830	166,010	150,000	108,000
Public Works	1,122,793	1,058,945	1,220,630	1,185,680	1,228,378	945,974
Less Transfer from Gas Tax Fund	(214,812)	(182,671)	-	(188,000)	-	-
Street Maintenance	786,174	904,384	1,023,147	1,118,700	1,037,000	857,000
Less Transfer from Gas Tax Fund	(89,987)	(100,121)	-	(108,200)	-	-
Less Transfer from Measure M Fund	(346,186)	(454,263)	-	(660,500)	-	-
Community Services	287,325	463,051	590,762	605,092	544,675	297,238
BTRCC	575,807	700,030	763,000	916,017	798,934	886,131
Transfer to Capital Projects Fund	28,406	-	-	-	-	-
Transfer to RSMNP Debt Service Fund	-	-	793,776	-	857,000	842,760
<b>TOTAL GENERAL FUND</b>	<b>13,624,432</b>	<b>13,940,889</b>	<b>16,449,209</b>	<b>16,624,398</b>	<b>19,507,279</b>	<b>15,491,282</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
GAS TAX - Street Lighting	216,809	235,849	249,627	256,250	257,604	289,200
Transfer to General Fund	364,799	342,792	856,199	296,200	873,190	271,808
Transfer to Capital Projects Fund	728,830	951,685	190,268	1,154,164	55,000	649,900
MEASURE M						
Transfer to General Fund	346,186	454,263	-	660,500	-	461,000
Transfer to Capital Projects Fund	21,797	452,664	280,243	176,279	731,981	1,048,000
AIR QUALITY IMPROVEMENT						
Transfer to Capital Projects Fund	14,051	2,051	38,122	30,358	121,246	-
CA LAW ENFORCEMENT EQUIP.	-	-	-	-	-	-
TRAFFIC CONGESTION RELIEF						
Transfer to Capital Projects Fund	208,303	572,767	-	166,840	-	1,049,000
LOCAL PARK TRUST	-	-	-	-	-	-
SUPPLEMENTAL LAW ENFORCE	82,502	126,762	139,979	126,276	126,276	130,863
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,983,277</b>	<b>3,138,833</b>	<b>1,754,438</b>	<b>2,866,867</b>	<b>2,165,297</b>	<b>3,899,771</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
Capital Outlay	1,088,551	3,153,831	1,667,770	3,484,600	1,866,670	4,429,323
Transfer to General Fund	-	-	-	-	200,000	300,000
Transfer to Gas Tax Fund	-	-	74,908	-	-	-
Transfer to Air Quality Improve. Fund	-	-	38,122	-	-	-
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>1,088,551</b>	<b>3,153,831</b>	<b>1,780,800</b>	<b>3,484,600</b>	<b>2,066,670</b>	<b>4,729,323</b>
<b><u>RSM NON-PROFIT DEBT SERVICE FUND</u></b>						
Debt Service Payment	-	-	836,241	-	857,000	842,760
<b>TOTAL RSM NP DEBT SRVC. FUND</b>	<b>-</b>	<b>-</b>	<b>836,241</b>	<b>-</b>	<b>857,000</b>	<b>842,760</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>16,696,260</b>	<b>20,233,553</b>	<b>20,820,688</b>	<b>22,975,865</b>	<b>24,596,246</b>	<b>24,963,136</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>1,712,372</b>	<b>2,776,222</b>	<b>2,271,638</b>	<b>2,484,341</b>	<b>2,838,417</b>	<b>4,622,468</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>14,983,888</b>	<b>17,457,331</b>	<b>18,549,050</b>	<b>20,491,524</b>	<b>21,757,829</b>	<b>20,340,668</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09		FY 2009/10 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR END ESTIMATE	
City Council	120,710	173,985	202,023	335,032	310,014	234,471
City Manager	599,524	665,990	756,017	546,688	463,714	506,211
City Attorney	344,676	376,751	409,549	500,000	453,557	350,000
City Clerk	220,742	296,081	298,742	525,450	418,076	361,774
Non-Departmental	3,031,254	2,311,088	1,338,848	1,920,015	3,500,286	655,725
Less Transfer from Gas Tax Fund	(60,000)	(60,000)	-	-	-	-
Finance	298,426	358,635	386,209	523,682	516,944	493,666
Human Resources/Risk Management	-	-	(1,274)	359,260	347,672	362,139
Police Services	5,898,081	6,313,143	7,462,985	7,951,653	7,957,545	7,641,552
Animal Control	48,367	27,327	70,485	74,363	74,363	79,512
Planning	680,372	809,221	910,480	853,456	849,121	869,129
Building	292,760	279,313	223,830	166,010	150,000	108,000
Public Works	1,122,793	1,058,945	1,220,630	1,185,680	1,228,378	945,974
Less Transfer from Gas Tax Fund	(214,812)	(182,671)	-	(188,000)	-	-
Street Maintenance	786,174	904,384	1,023,147	1,118,700	1,037,000	857,000
Less Transfer from Gas Tax Fund	(89,987)	(100,121)	-	(108,200)	-	-
Less Transfer from Measure M Fund	(346,186)	(454,263)	-	(660,500)	-	-
Community Services	287,325	463,051	590,762	605,092	544,675	297,238
BTRCC	575,807	700,030	763,000	916,017	798,934	886,131
Transfer to Capital Projects Fund	28,406	-	-	-	-	-
Transfer to RSM NP Debt Service Fund	-	-	793,776	-	857,000	842,760
<b>TOTAL GENERAL FUND</b>	<b>13,624,432</b>	<b>13,940,889</b>	<b>16,449,209</b>	<b>16,624,398</b>	<b>19,507,279</b>	<b>15,491,282</b>

Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	ADOPTED BUDGET	FY 2008/09 YEAR END ESTIMATE	FY 2009/10 ADOPTED BUDGET
GAS TAX - Street Lighting	216,809	235,849	249,627	256,250	257,604	289,200
Transfers to General Fund						
Public Works	214,812	182,671	183,051	188,000	688,522	181,808
Street Maintenance	89,987	100,121	673,148	108,200	184,668	90,000
Mitigation Payment	60,000	60,000	-	-	-	-
Transfers to Capital Projects Fund						
Slurry Seal Program	242,778	-	148,414	-	-	408,000
Residential Overlay	300,000	-	-	-	-	-
Alicia Parkway Rehabilitation	-	-	-	30,000	30,000	-
Melinda Road/Altisima	-	-	-	493,160	-	200,000
SMP Overlay Design	134,975	-	-	-	-	-
Antonio Overlay Design	44,338	-	-	-	-	-
SMP/Antonio Overlay Construction	-	951,401	1,420	-	-	-
Traffic Signal Synchronization	-	-	-	115,000	-	-
Robinson Ranch Traffic Calming	6,739	-	-	400,000	-	-
Melinda Heights Flashing Beacon	-	-	5,328	16,900	-	16,900
Storm Drain (NPDES)	-	284	-	-	-	-
SMP Bridge Lighting/Rail System	-	-	10,190	31,460	-	-
SMP Bridge Joint Replacement	-	-	21,525	-	-	-
Midblock Crosswalk Improvements	-	-	3,391	-	-	-
SMP/Antonio Video Surveillance	-	-	-	29,000	-	-
Emergency Vehicle Pre-Emption	-	-	-	25,000	25,000	25,000
Antonio/Tijeras Creek Storm Drain	-	-	-	13,644	-	-
<b>TOTAL GAS TAX FUND</b>	<b>1,310,438</b>	<b>1,530,326</b>	<b>1,296,094</b>	<b>1,706,614</b>	<b>1,185,794</b>	<b>1,210,908</b>

Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	ADOPTED BUDGET	FY 2008/09 YEAR END ESTIMATE	FY 2009/10 ADOPTED BUDGET
<b>MEASURE M</b>						
Transfers to General Fund						
Street Maintenance	346,186	454,263	-	660,500	-	461,000
Transfers to Capital Projects Fund						
Slurry Seal Program	-	199,499	-	-	-	-
Melinda Road/Altisima	-	-	-	-	-	167,000
Median Improvements (Plano)	-	-	-	-	-	-
Traffic Signal Synchronization	-	-	2,001	-	-	135,000
Traffic Safety Enhancements	-	-	6,015	-	-	-
Critical Intersection Analysis	-	-	23,795	-	-	-
Intersection Improvement (Empresa)	-	-	-	-	-	45,000
Residential Overlay	21,797	4,937	160,014	-	-	-
Rehabilitation of Arterials	-	167	-	-	-	-
SMP Overlay Design	-	5,514	-	-	-	-
Antonio Overlay Design	-	1,059	-	-	-	-
SMP Bridge Joint Replacement	-	-	-	159,923	363,000	-
SMP Bridge Lighting/Rail System	-	206,936	-	-	18,981	-
El Corazon Sidewalk Repair	-	-	64,436	-	-	-
Robinson Ranch Traffic Calming	-	34,552	1,957	-	350,000	425,000
Camino Altozano T.S.	-	-	6,895	-	-	-
Antonio/SMP/Alas de Paz	-	-	15,130	-	-	-
Antonia/Tijeras Creek Storm Drain	-	-	-	16,356	-	-
RR Pavement Plano/N.Peak	-	-	-	-	-	114,000
Sidewalk Repair	-	-	-	-	-	30,000
SMP Bridge Hinge Study	-	-	-	-	-	132,000
<b>TOTAL MEASURE M FUND</b>	<b>367,983</b>	<b>906,927</b>	<b>280,243</b>	<b>836,779</b>	<b>731,981</b>	<b>1,509,000</b>

Fund Expense Summary  
AIR QUALITY IMPROVEMENT

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09		FY 2009/10 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR END ESTIMATE	
<b>AIR QUALITY IMPROVEMENT</b>						
Transfers to Capital Projects Fund	-	-	38,122	-	-	-
Transfers to Capital Projects Fund						
Traffic Signal Synchronization	10,050	-	-	-	-	-
Las Flores/Buena Suerte T. S.	370	-	-	-	-	-
Antonio/Empresa Synchronization	3,631	2,051	-	-	-	-
Bus Stop Improvements	-	-	-	30,358	121,246	-
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>14,051</b>	<b>2,051</b>	<b>38,122</b>	<b>30,358</b>	<b>121,246</b>	<b>-</b>

Fund Expense Summary  
 CA LAW ENFORCEMENT EQUIP.

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09		FY 2009/10
				ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
CA LAW ENFORCEMENT EQUIP. Police Tech. Equipment	-	-	-	-	-	-
TOTAL CA LAW ENFORCE. EQUIPT.	_____	_____	_____	_____	_____	_____

Fund Expense Summary  
TRAFFIC CONGESTION RELIEF

DESCRIPTION				-----FY 2008/09-----		FY 2009/10	
	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET	
<b>TRAFFIC CONGESTION RELIEF</b>							
Transfers to Capital Projects Fund							
Slurry Seal Program	208,303	172,767	-	-	-	110,000	
Residential Overlay	-	-	-	-	-	506,000	
Melinda Road/Altisima	-	-	-	166,840	-	433,000	
SMP/Antonio Overlay Construction	-	400,000	-	-	-	-	
<b>TOTAL TRAFFIC CONGESTION RELIEF</b>	<b>208,303</b>	<b>572,767</b>	<b>-</b>	<b>166,840</b>	<b>-</b>	<b>1,049,000</b>	

Fund Expense Summary  
 LOCAL PARK TRUST

DESCRIPTION	FY 2005/06			FY 2006/07			FY 2007/08			ADOPTED	YEAR END	FY 2008/09-----	FY 2009/10
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	ESTIMATE
LOCAL PARK TRUST													
Transfers to Capital Projects Fund													
Community Center/CHall Construct.	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL LOCAL PARK TRUST													

Fund Expense Summary  
 SUPPLEMENTAL LAW ENFORCEMENT

DESCRIPTION	FY 2005/06		FY 2006/07		FY 2007/08		ADOPTED	YEAR END	FY 2009/10	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	BUDGET	ESTIMATE	BUDGET
SUPPLEMENTAL LAW ENFORCEMENT										
Additional Police Services	82,502		126,762		139,979		126,276		126,276	130,863
<b>TOTAL SUPPLEMENTAL LAW</b>	<b>82,502</b>		<b>126,762</b>		<b>139,979</b>		<b>126,276</b>		<b>126,276</b>	<b>130,863</b>

Fund Expense Summary  
CAPITAL PROJECTS

DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09			FY 2009/10
	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET	
<b><u>CAPITAL PROJECTS FUND</u></b>							
Transfer to General Fund	-	-	-	-	200,000	300,000	
Transfer to Gas Tax Fund	-	-	74,908	-	-	-	
Transfer to Air Quality Improve. Fund	-	-	38,122	-	-	-	
Slurry Seal Program	451,081	372,266	248,413	-	-	518,000	
Residential Overlay	321,797	4,937	859,694	-	-	506,000	
Rehabilitation of Arterials	-	167	-	-	-	-	
SMP Overlay Design	134,975	5,514	-	-	-	-	
Antonio Overlay Design	44,338	1,059	-	-	-	-	
SMP/Antonio Overlay Constconstruction	-	2,551,401	1,420	-	-	-	
Alicia Parkway Rehabilitation	-	(8,000)	-	30,000	30,000	375,000	
Melinda Road/Altisima	-	-	-	660,000	60,000	800,000	
Median Improvements (Plano)	80,037	(19,510)	-	-	-	-	
Intersection Improvement (Empresa)	-	-	-	50,000	50,000	401,000	
Traffic Signal Synchronization	10,050	-	2,001	260,000	-	260,000	
Traffic Safety Enhancements	-	-	6,015	-	-	-	
Banderas Overcrossing	-	-	-	-	-	-	
SMP Bridge Joint Replacement	-	-	21,525	400,000	363,000	-	
SMP Bridge Lighting/Rail System	-	206,936	10,190	314,600	196,670	-	
El Corazon Sidewalk Repair	-	-	64,436	-	-	-	
Antonio/SMP/Alas de Paz	-	-	15,130	-	-	-	
Bus Stop Improvements	-	-	104,198	492,000	492,000	-	
Go Local Study (OCTA)	-	-	59,518	30,000	35,000	-	
Robinson Ranch Sidewalk	(14,743)	-	-	500,000	-	-	
Antonio/Empresa Synchronization	3,631	2,051	52,079	-	-	-	
Various Traffic Signals	370	-	-	-	-	-	
Camino Altozano T.S.	-	-	6,895	-	-	-	
Midblock Crosswalk Improvements	-	2,174	166,391	-	-	-	
Robinson Ranch Traffic Calming	28,609	34,552	1,957	-	350,000	425,000	
Melinda Heights Flashing Beacon	24,838	-	5,328	115,000	-	115,000	
SMP/Antonio Video Surveillance	-	-	-	58,000	-	-	
Emergency Vehicle Pre-Emption	-	-	-	220,000	220,000	220,000	
Skate Park	4,937	-	18,188	-	-	-	
Dog/Skate Park Lighting	-	-	-	175,000	40,000	-	
Dog Park	(1,369)	-	-	-	-	-	
Sm Dog Park Improvements	-	-	596	-	-	-	
Storm Drain (NPDES)	-	284	-	-	-	-	
Critical Intersection Analysis	-	-	23,796	50,000	-	-	
Antonio/Tijeras Creek Storm Drain	-	-	-	130,000	30,000	100,000	
Robinson Ranch Pavment Plano/N.Peak	-	-	-	-	-	239,000	
Reflective SNS Conversion	-	-	-	-	-	100,000	
Robinson Ranch Access Ramps	-	-	-	-	-	67,000	
Laurel/Via Ricardo Sidewalk Repair	-	-	-	-	-	57,323	
Sidewalk Repair	-	-	-	-	-	30,000	
Antonio/Via Honest to Coto De Caza	-	-	-	-	-	60,000	
SMP Bridge Hinge Study	-	-	-	-	-	132,000	
Reclaimed Water Connect Plano Mediar	-	-	-	-	-	24,000	
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>1,088,551</b>	<b>3,153,831</b>	<b>1,780,800</b>	<b>3,484,600</b>	<b>2,066,670</b>	<b>4,729,323</b>	

Fund Expense Summary  
 RSM NONPROFIT DEBT SERVICE

DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09-----		FY 2009/10 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR END ESTIMATE	
<b><u>RSMNP DEBT SERVICE FUND</u></b>						
Debt Service Payment	-	-	836,241	-	857,000	842,760
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>836,241</b>	<b>-</b>	<b>857,000</b>	<b>842,760</b>

FUND	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	-----FY 2008/09-----		FY 2009/10 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR-END ESTIMATE	
<b>OPERATING TRANSFERS IN:</b>						
100 Transfer from Gas Tax Fund	364,799	342,792	856,199	296,200	873,190	271,808
100 Transfer from Measure M Fund	346,186	454,263	-	660,500	-	461,000
100 Transfer from Capital Project Fund	-	-	-	-	200,000	300,000
210 Transfer from Capital Project Fund	-	-	74,908	-	-	-
214 Transfer from Capital Project Fund	-	-	38,122	-	-	-
410 Transfer from General Fund	28,406	-	-	-	-	-
410 Transfer from Gas Tax Fund	728,830	951,685	190,268	1,154,164	55,000	649,900
410 Transfer from Measure M Fund	21,797	452,664	280,243	176,279	731,981	1,048,000
410 Transfer from Air Quality Fund	14,051	2,051	38,122	30,358	121,246	-
410 Transfer from Traffic Congestion Fund	208,303	572,767	-	166,840	-	1,049,000
410 Transfer from Local Park Trust Fund	-	-	-	-	-	-
500 Transfer from General Fund	-	-	793,776	-	857,000	842,760
<b>TOTAL</b>	<b>1,712,372</b>	<b>2,776,222</b>	<b>2,271,638</b>	<b>2,484,341</b>	<b>2,838,417</b>	<b>4,622,468</b>
<b>OPERATING TRANSFERS OUT:</b>						
100 Transfer to Capital Projects Fund	28,406	-	-	-	-	-
100 Transfer to RSMNP Debt Service Fund	-	-	793,776	-	857,000	842,760
210 Transfer to General Fund	364,799	342,792	856,199	296,200	873,190	271,808
210 Transfer to Capital Projects Fund	728,830	951,685	190,268	1,154,164	55,000	649,900
212 Transfer to General Fund	346,186	454,263	-	660,500	-	461,000
212 Transfer to Capital Projects Fund	21,797	452,664	280,243	176,279	731,981	1,048,000
214 Transfer to Capital Projects Fund	14,051	2,051	38,122	30,358	121,246	-
218 Transfer to Capital Projects Fund	208,303	572,767	-	166,840	-	1,049,000
410 Transfer to General Fund	-	-	-	-	200,000	300,000
410 Transfer to Gas Tax Fund	-	-	74,908	-	-	-
410 Transfer to Air Quality Fund	-	-	38,122	-	-	-
<b>TOTAL</b>	<b>1,712,372</b>	<b>2,776,222</b>	<b>2,271,638</b>	<b>2,484,341</b>	<b>2,838,417</b>	<b>4,622,468</b>

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

		FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09		FY 2009/10 ADOPTED BUDGET
					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b>GENERAL FUND</b>							
 SALARIES AND BENEFITS		1,599,842	2,141,072	2,498,079	3,130,582	2,796,742	2,869,538
	% of total #	11%	15%	15%	18%	14%	19%
 LAW ENFORCEMENT CONTRACT		5,531,063	5,850,867	6,989,763	7,494,927	7,497,013	7,209,995
	% of total #	39%	40%	42%	43%	38%	47%
 PROFESSIONAL SERVICES		2,081,047	1,903,000	2,029,084	2,126,646	1,972,252	1,458,180
	% of total #	15%	13%	12%	12%	10%	9%
 OTHER CONTRACT SERVICES		1,564,652	1,824,261	2,064,596	1,644,755	1,508,987	1,296,488
	% of total #	11%	12%	13%	9%	8%	8%
 OTHER SUPPLIES AND SERVICES	#	1,167,000	1,332,607	1,590,020	1,916,782	1,931,453	1,630,198
	% of total #	8%	9%	10%	11%	10%	11%
 CAPITAL EXPENDITURES		175,168	175,624	162,832	89,347	2,695,376	184,123
	% of total #	1%	1%	1%	1%	14%	1%
 DEBT SERVICE		575,548	533,801	793,776	857,000	857,000	842,760
	% of total #	4%	4%	5%	5%	4%	5%
 MITIGATION		1,612,691	976,712	321,059	321,059	248,456	-
	% of total #	11%	7%	2%	2%	1%	0%
 TRANSFERS/ ALLOCATIONS		28,406	-	-	-	-	-
	% of total #	0%	0%	0%	0%	0%	0%
Subtotal General Fund Expenditures	#	14,335,417	14,737,944	16,449,209	17,581,098	19,507,279	15,491,282
	#	100%	100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>							
 SLESF FUND Police Services		82,502	126,762	139,979	126,276	126,276	130,863
 GAS TAX FUND Street Lighting		216,809	235,849	249,627	256,250	257,604	289,200
Subtotal Special Funds Expenditures		299,311	362,611	389,606	382,526	383,880	420,063
<b>TOTAL OPERATING EXPENDITURES</b>		<b>14,634,728</b>	<b>15,100,555</b>	<b>16,838,815</b>	<b>17,963,624</b>	<b>19,891,159</b>	<b>15,911,345</b>

# **SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION**

<b>GENERAL FUND</b>		FY 2005/06	FY 2006/07	FY 2007/08	-----FY 2008/09-----		FY 2009/10
		ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b>GENERAL GOVERNMENT</b>							
110	City Council	120,710	173,985	202,023	335,032	310,014	234,471
120	City Manager	599,524	665,990	756,017	546,688	463,714	506,211
140	City Attorney	344,676	376,751	409,549	500,000	453,557	350,000
160	City Clerk	220,742	296,081	298,742	525,450	418,076	361,774
	Subtotal	1,285,652	1,512,807	1,666,331	1,907,170	1,645,361	1,452,456
<b>ADMINISTRATIVE SERVICES</b>							
170	Non-departmental	3,059,660	2,311,088	2,132,624	1,920,015	4,357,286	1,498,485
210	Finance	298,426	358,635	386,209	523,682	516,944	493,666
220	HR / Risk Management	-	-	(1,274)	359,260	347,672	362,139
320	Animal Control	48,367	27,327	70,485	74,363	74,363	79,512
710	Community Services	287,325	463,051	590,762	605,092	544,675	297,238
711	BTRCC	575,807	700,030	763,000	916,017	798,934	886,131
	Subtotal	4,269,585	3,860,131	3,941,806	4,398,429	6,639,874	3,617,171
<b>PUBLIC SAFETY</b>							
310	Police Services	5,898,081	6,313,143	7,462,985	7,951,653	7,957,545	7,641,552
	Subtotal	5,898,081	6,313,143	7,462,985	7,951,653	7,957,545	7,641,552
<b>DEVELOPMENT SERVICES</b>							
410	Planning	680,372	809,221	910,480	853,456	849,121	869,129
510	Building & Safety	292,760	279,313	223,830	166,010	150,000	108,000
	Subtotal	973,132	1,088,534	1,134,310	1,019,466	999,121	977,129
<b>PUBLIC WORKS</b>							
610	Public Works	1,122,793	1,058,945	1,220,630	1,185,680	1,228,378	945,974
620	Street Maintenance	786,174	904,384	1,023,147	1,118,700	1,037,000	857,000
	Subtotal	1,908,967	1,963,329	2,243,777	2,304,380	2,265,378	1,802,974
Total General Fund Expenditures		14,335,417	14,737,944	16,449,209	17,581,098	19,507,279	15,491,282
<b>SPECIAL FUNDS</b>							
310	SLESF Police Services	82,502	126,762	139,979	126,276	126,276	130,863
630	GAS TAX FUND Street Lighting	216,809	235,849	249,627	256,250	257,604	289,200
Total Special Funds Operating Expenditures		299,311	362,611	389,606	382,526	383,880	420,063
<b>TOTAL OPERATING EXPENDITURES</b>		<b>14,634,728</b>	<b>15,100,555</b>	<b>16,838,815</b>	<b>17,963,624</b>	<b>19,891,159</b>	<b>15,911,345</b>

# GENERAL GOVERNMENT



**City of Rancho Santa Margarita, California**

# General Government

					-----FY 2008/09-----		FY 2009/10
		FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	YEAR-END	ADOPTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>GENERAL GOVERNMENT</b>							
110	City Council	120,710	173,985	202,023	335,032	310,014	234,471
120	City Manager	599,524	665,990	756,017	546,688	463,714	506,211
140	City Attorney	344,676	376,751	409,549	500,000	453,557	350,000
160	City Clerk	220,742	296,081	298,742	525,450	418,076	361,774
<b>TOTAL EXPENDITURES</b>		<b><u>1,285,652</u></b>	<b><u>1,512,807</u></b>	<b><u>1,666,331</u></b>	<b><u>1,907,170</u></b>	<b><u>1,645,361</u></b>	<b><u>1,452,456</u></b>



# *General Government* **CITY COUNCIL**

## **DESCRIPTION**

The City Council is comprised of five Rancho Santa Margarita residents elected at large and who serve alternating four-year terms. The City Council selects a Mayor and Mayor Pro Tempore annually. As a general law city, the City Council is responsible for making policy decisions. It also represents the City with other governmental and non-governmental entities.

## **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Provided direction to the City Manager and City Staff on all policy matters that affect Rancho Santa Margarita.
2. Participated in the Economic Development Committee to encourage and support local economic activities.
3. Reviewed and provided direction to staff in on-going support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
4. Provided resources and support to the Rancho Santa Margarita Historical Society.
5. Gave authorization for a staff model to operate the Bell Tower Regional Community Center.
6. Provided leadership in the development of a re-focused "Is Your Teen at Risk?" second annual event.
7. Expanded outreach and utilization of the Citizen's Emergency Preparedness Academy (CEPA) to the business community.

## **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Provide direction to the City Manager and City Staff on all policy matters that affect Rancho Santa Margarita.
2. Develop and provide leadership for a new economic development focus.
3. Maintain on-going support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
4. Continue to improve Rancho Santa Margarita services and operations to achieve local priorities while meeting State and Federal requirements.
5. Consider opportunities to enhance programs and services to all residents.
6. Provide leadership in budget strategic planning discussion.
7. Provide guidance and direction in all policy matters concerning the Chiquita Ridge Development Project.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2008/09	FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	BUDGET		
<b><u>CITY COUNCIL</u></b>											
<b>EXPENDITURES</b>											
<b>PERSONNEL</b>											
511.000	Salaries - Elected		25,962	22,445	27,836	29,201	27,810	27,810	27,810		
521.000	Medicare		563	565	497	423	403	403	403		
522.000	Retirement		3,448	3,448	3,448	3,448	3,448	3,448	3,448		
530.000	Benefits		33,262	50,113	77,717	79,260	83,399	79,260	79,260		
<b>TOTAL PERSONNEL</b>			<b>63,236</b>	<b>76,571</b>	<b>109,498</b>	<b>112,332</b>	<b>115,060</b>	<b>110,921</b>			
<b>OPERATIONS</b>											
610.000	Membership & Dues		27,509	25,071	26,073	31,000	27,000	28,000	28,000		
612.000	Travel/Conf/Meetings		5,926	5,703	5,312	9,500	7,000	2,500	2,500		
618.000	Council Support		20,547	9,744	14,059	43,000	21,400	17,000	17,000		
622.010	Special Dept. Expense		3,394	2,938	825	2,000	-	-	-		
626.000	Books & Periodicals		99	-	-	200	-	-	-		
670.000	Community Support		-	-	-	92,000	94,554	44,000	44,000		
Subtotal			<b>57,475</b>	<b>43,456</b>	<b>46,269</b>	<b>177,700</b>	<b>149,954</b>	<b>91,500</b>			
700.028	PS - Public Relations		-	53,958	46,256	45,000	45,000	32,050	32,050		
<b>TOTAL OPERATIONS</b>			<b>57,475</b>	<b>97,414</b>	<b>92,525</b>	<b>222,700</b>	<b>194,954</b>	<b>123,550</b>			
<b>TOTAL EXPENDITURES</b>			<b>120,710</b>	<b>173,985</b>	<b>202,023</b>	<b>335,032</b>	<b>310,014</b>	<b>234,471</b>			
<b>FUNDING SOURCES</b>											
100	General Fund		120,710	173,985	202,023	335,032	310,014	234,471	234,471		
<b>TOTAL FUNDING SOURCES</b>			<b>120,710</b>	<b>173,985</b>	<b>202,023</b>	<b>335,032</b>	<b>310,014</b>	<b>234,471</b>			

## *City Manager's Department* **CITY MANAGER**

### **DESCRIPTION**

The City Manager's Office is responsible for making policy recommendations to the City Council and implementing them as adopted. The City Manager serves as the Chief Executive Officer of the City and is responsible for its daily operations. Additional duties include: (1) oversee operations of City Hall and services to the community; (2) provide information to the City Council in a timely manner; (3) act as the City's Treasurer, Purchasing Officer and Personnel Officer; (4) work with other agencies in addressing regional issues; (5) represent the City in legislative actions; (6) oversee emergency management operations; (7) manage environmental issues; and (8) advocate the City's interests on regional, State and Federal issues.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Developed and implemented a balanced budget.
2. Represented the City's interests on local, regional, and statewide issues.
3. Provided staff support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
4. Actively participated, addressed issues, and brought staff resources, as needed, to the Community Associations of Rancho (C.A.R.) meetings and activities.
5. Participated and provided direction and perspective to staff in Economic Development Committee meetings in support of local economic activities.
6. Designed and implemented a City electronic newsletter to enhance communication efforts with the community.
7. Successfully negotiated property acquisition related to Chiquita Ridge lawsuit settlement.
8. Directed the activities of all City Staff and Departments towards the efficient and effective accomplishment of policies established by the City Council.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Represent the City's interests in local, regional, and statewide issues.
2. Continue providing staff support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
3. Develop pertinent City Council Policies and Administrative Regulations.
4. Continue to participate in Community Associations of Rancho (C.A.R.) meetings and activities.
5. Direct the discussion on modifications to the Economic Development Committee and implement change according to City Council direction.
6. Coordinate evaluation of the City's mass notification system.
7. Direct the activities of all City Staff and Departments towards the efficient and effective accomplishment of policies established by the City Council.
8. Provide direction to staff concerning the Chiquita Ridge Development Project.

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

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09		FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET		
<b><u>CITY MANAGER</u></b>										
<b>EXPENDITURES</b>										
<b>PERSONNEL</b>										
512.000	Salaries - Regular	433,967	462,307	542,704	371,490	341,254	367,715			
515.000	Temporary Personnel	6,420	1,143	-	-	-	-			
521.000	Medicare	6,561	7,427	9,970	5,387	5,163	5,332			
522.000	Retirement	74,929	124,192	98,550	75,260	64,393	77,514			
525.000	City Manager Relocation	-	-	-	-	-	-			
530.000	Benefits	36,487	39,734	43,172	47,556	19,309	47,556			
<b>TOTAL PERSONNEL (3 FTE)</b>		<b>558,364</b>	<b>634,803</b>	<b>694,396</b>	<b>499,693</b>	<b>430,119</b>	<b>498,117</b>			
<b>OPERATIONS</b>										
610.000	Membership & Dues	6,961	9,724	6,648	4,000	2,600	4,094			
611.000	Training	-	-	30	-	-	-			
612.000	Travel/Conf/Meetings	8,743	11,045	7,713	5,500	3,500	3,500			
615.000	CM Discretionary Account	-	-	1,359	10,000	-	-			
626.000	Books & Periodicals	527	653	751	1,000	1,000	500			
636.001	Telephone	446	-	-	-	-	-			
700.001	Professional Services	24,483	9,765	45,120	26,495	26,495	-			
<b>TOTAL OPERATIONS</b>		<b>41,160</b>	<b>31,187</b>	<b>61,621</b>	<b>46,995</b>	<b>33,595</b>	<b>8,094</b>			
<b>TOTAL EXPENDITURES</b>										
100	General Fund	586,126	665,990	756,017	546,688	463,714	506,211			
100	GF - Bev. Recycling	13,398	-	-	-	-	-			
<b>TOTAL FUNDING SOURCES</b>		<b>599,524</b>	<b>665,990</b>	<b>756,017</b>	<b>546,688</b>	<b>463,714</b>	<b>506,211</b>			

# *General Government* **CITY ATTORNEY**

## **DESCRIPTION**

The City Attorney acts as legal advisor to the City Council, the City Manager, and various City departments, boards, commissions, and committees. The City Attorney prepares and approves as to legal form all proposed City ordinances, resolutions, agreements, contracts, and other legal documents necessary for the proper conduct of City business. The office of the City Attorney represents the City in litigation in which the City is involved and prosecutes violations of City laws.

## **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Provided litigation management and oversight to expedite approval and execution of finalized settlement agreement with County of Orange for Chiquita Ridge Open Space.
2. Assisted City staff in the transition to Bell Tower Regional Community Center operations.
3. Retained special CEQA litigation counsel for low-cost joint representation of Mission Viejo and Ranch Santa Margarita against CUSD regarding the district's bus reduction program.
4. Researched and prepared updated standardized form for City consulting services agreement and professional services agreement.
5. Provided necessary legal oversight related to Medix Ambulance Service contractual issues and award authority of a new Exclusive Operating Area Franchise Ambulance Service Agreement for EOA No. 29.
6. Assisted with the ongoing application process concerning the proposed Robinson Ridge Residential Development Project.
7. Conducted comprehensive PowerPoint presentation to City Staff regarding the California Public Records act.
8. Prepared interim urgency ordinance establishing temporary restrictions on the uses of properties designated or established for retail auto sales and services.
9. Prepared comprehensive legal opinion regarding SB 375.
10. Prepared new terms and conditions for issuance of Purchase Orders.
11. Prosecuted City code violations successfully.

## **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Implement new standardized pre-formatted consulting services agreement and professional services agreement and assist staff in establishing effective internal administrative controls over contracting.
2. Continue Chiquita Ridge Open Space Project participation to ensure compliance with and implementation of terms and conditions of Settlement Agreement. Ensure all real property instruments are prepared and executed.
3. Undertake comprehensive legal review of City's standard construction contract and specifications for public works projects.
4. Assist administrative staff in preparation of new City administrative policies and regulations.
5. Continue coordinating with City Manager regarding implementation of City Council policies and procedures.
6. Draft amendments to Massage Regulations; implementation of SB 731.
7. Continue to provide legal oversight with regard to the preparation of all contracts, ordinances, and resolutions implementing City Council policy and directives.
8. Assist implementation of Code Enforcement Manual protocols, administrative citation ordinance implementation, and cost-effective code enforcement measures in an effort to gain voluntary Code compliance whenever possible.

## **Department Expense Summary**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2008/09	FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL				ADOPTED BUDGET		
<b><u>CITY ATTORNEY</u></b>											
<b>EXPENDITURES</b>											
<b>OPERATIONS</b>											
622.010	Special Dept. Expense		-	-	-	-	-	-	-		
700.003	Professional Services		344,676	376,751	409,549	400,000	394,137	350,000			
700.032	PS - Special Counsel		-	-	-	100,000	59,420		-		
<b>TOTAL OPERATIONS</b>			<b>344,676</b>	<b>376,751</b>	<b>409,549</b>	<b>500,000</b>	<b>453,557</b>	<b>350,000</b>			
<b>TOTAL EXPENDITURES</b>			<b>344,676</b>	<b>376,751</b>	<b>409,549</b>	<b>500,000</b>	<b>453,557</b>	<b>350,000</b>			
<b>FUNDING SOURCES</b>											
100	General Fund		344,676	376,751	409,549	500,000	453,557	350,000			
<b>TOTAL FUNDING SOURCES</b>			<b>344,676</b>	<b>376,751</b>	<b>409,549</b>	<b>500,000</b>	<b>453,557</b>	<b>350,000</b>			

## ***City Manager's Department*** **CITY CLERK**

### **DESCRIPTION**

The City Clerk's Department assists the City Council, City Manager and City staff in serving the community with openness and integrity. The City Clerk manages the City's legislative processes including the publication of legal notices and ordinances, agenda preparation, minutes, and recording and communicating all City Council actions. The City Clerk is responsible for the City's official record, the Records Management Program, municipal elections, campaign reporting, economic disclosure, and the maintenance of the City's Municipal Code. The City Clerk serves as the City's Public Information Officer and coordinates communication efforts on behalf of the City.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Administered the City's 2008 General Municipal Election.
2. Collaborated with the Registrar of Voters to manage and staff an early voting site for the City's 2008 General Municipal Election. Over 1,400 residents and community members participated in early voting and over 300 vote-by-mail ballots were received.
3. Collaborated with the Registrar of Voters and the BTRCC to provide a training site for over 300 poll workers for the 2008 General Municipal Election.
4. Implemented quality control procedures for the imaging and migration of over 200,000 pages of documents including the City's vital records and backlog of building plans.
5. Conducted a Contracts Audit and implemented processes for contract maintenance.
6. Conducted a city-wide records inventory which resulted in expanded training and implementation of best practices as it relates to records retention.
7. Reviewed data associated with a city-wide Records Management Program including an analysis on potential implementation of Enterprise Content Management (ECM) and an Electronic Document Management System (EDMS).
8. Processed and retained required Fair Political Practices Commission filings.
9. Served as the City's Public Information Officer and assisted the public and media in relating and interpreting the City Council's decisions and policies.
10. Created and distributed the City's first Strategic Communications Plan.
11. Facilitated the goals and objectives of the Rancho Santa Margarita Historical Society.
12. Coordinated, managed, published and distributed 40 agenda (regular, adjourned regular [study sessions], special and non-profit corporation meetings). Completed and submitted 40 sets of minutes for City Council approval and maintained the official records of City Council and the City of Rancho Santa Margarita Non-Profit Corporation meetings.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Research and provide analysis of the City's Cox Franchise Agreement as it relates to expanded public outreach (multi-media) opportunities.
2. Facilitate the SmeadSoft software upgrade and provide city-wide training.
3. Manage the City Clerk legislative processes including the coordination, publishing, distribution, and imaging of the agenda packets, minutes and vital records (resolution, ordinances and contracts).
4. Continue the review and analysis of the Citywide Records Management Program including potential implementation of Enterprise Content Management (ECM) and an Electronic Document Management System (EDMS).

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	YEAR-END ESTIMATE	FY 2008/09	FY 2009/10			
			ACTUAL	ACTUAL	ACTUAL	BUDGET		ADOPTED BUDGET	ADOPTED BUDGET			
<b><u>CITY CLERK</u></b>												
<b>EXPENDITURES</b>												
<b>PERSONNEL</b>												
512.000	Salaries - Regular	161,813	165,265	187,213	187,554	186,880	188,933					
515.000	Temporary Personnel	1,156	9,783	-	-	-	2,000					
521.000	Medicare	2,320	2,265	4,524	2,720	3,852	2,740					
522.000	Retirement	18,749	39,358	32,841	37,996	36,058	39,827					
530.000	Benefits	9,399	8,120	18,826	31,704	32,015	31,704					
<b>TOTAL PERSONNEL (2.6 FTE)</b>			<b>193,437</b>	<b>224,791</b>	<b>243,404</b>	<b>259,974</b>	<b>258,805</b>	<b>265,204</b>				
<b>OPERATIONS</b>												
610.000	Membership & Dues	371	601	830	600	600	670					
611.000	Training	90	1,475	-	2,400	1,000	-					
612.000	Travel/Conf/Meetings	2,562	2,888	2,231	3,900	1,000	1,300					
622.010	Special Dept. Expense	2,202	1,754	2,208	6,000	6,000	2,000					
622.011	Codification Supplements	-	4,834	7,520	8,000	8,000	6,000					
623.001	Mapping/Reproduction	-	-	-	10,000	10,000	5,000					
624.000	Legal Notices	17,311	26,915	35,527	35,000	15,000	15,000					
626.000	Books & Periodicals	1,725	974	603	1,500	1,500	2,500					
646.000	Maintenance & Repair	3,045	3,059	3,268	6,450	2,000	2,900					
	Subtotal	<b>27,305</b>	<b>42,500</b>	<b>52,187</b>	<b>73,850</b>	<b>45,100</b>	<b>35,370</b>					
700.001	Professional Services	-	-	2,250	86,225	77,000	49,500					
700.002	Elections	-	28,435	901	99,401	35,000	11,200					
700.029	Election Language Assist.	-	355	-	6,000	2,171	500					
	Subtotal	<b>-</b>	<b>28,790</b>	<b>3,151</b>	<b>191,626</b>	<b>114,171</b>	<b>61,200</b>					
<b>TOTAL OPERATIONS</b>			<b>27,305</b>	<b>71,290</b>	<b>55,338</b>	<b>265,476</b>	<b>159,271</b>	<b>96,570</b>				
<b>CAPITAL OUTLAY</b>												
832.000	Software Upgrade	-	-	-	-	-	-					
<b>TOTAL CAPITAL OUTLAY</b>												
<b>TOTAL EXPENDITURES</b>												
<b>FUNDING SOURCES</b>												
100	General Fund	220,742	296,081	298,742	525,450	418,076	361,774					
<b>TOTAL FUNDING SOURCES</b>			<b>220,742</b>	<b>296,081</b>	<b>298,742</b>	<b>525,450</b>	<b>418,076</b>	<b>361,774</b>				

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# ADMINISTRATIVE SERVICES



**City of Rancho Santa Margarita, California**

# Administrative Services

					-----FY 2008/09-----		FY 2009/10
		FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	YEAR-END	ADOPTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>ADMINISTRATIVE SERVICES</b>							
170	Non-departmental	3,059,660	2,311,088	2,132,624	1,920,015	4,357,286	1,498,485
210	Finance	298,426	358,635	386,209	523,682	516,944	493,666
220	HR / Risk Management	-	-	(1,274)	359,260	347,672	362,139
320	Animal Control	48,367	27,327	70,485	74,363	74,363	79,512
710	Community Services	287,325	463,051	590,762	605,092	544,675	297,238
711	BTRCC	575,807	700,030	763,000	916,017	798,934	886,131
<b>TOTAL EXPENDITURES</b>		<b>4,269,585</b>	<b>3,860,131</b>	<b>3,941,806</b>	<b>4,398,429</b>	<b>6,639,874</b>	<b>3,617,171</b>



## *Administrative Services Department* **NON-DEPARTMENTAL**

### **DESCRIPTION**

The Non-Departmental function includes activities for City operations that do not directly fall under other departments' oversight, or over which the individual departments would have limited control. Included in this function are: City Hall operations and maintenance expenditures, office supplies, equipment leases, utilities for City facilities, and capital outlays incidental to setting up City Hall offices, City Council Chambers and the City web site.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Provided staff training relating to the City's Emergency Operations Plan.
2. Increased emphasis on cost efficiency related to City Hall expenditures.
3. Reviewed mitigation payments agreements and payments schedule.
4. Reviewed IT data/internet service agreements and assisted IT Services RFP.
5. Performed interim IT administration during Management Analyst vacancy.
6. Consolidated City-wide information technology hardware and software maintenance agreements for improved Technology Committee oversight.
7. Populated the City's upgraded website with information pertaining to CFDs, sales tax updates, special taxes, Investment Policy, Operating Budgets and CAFRs.
8. Developed/revised purchasing forms and procedures to improve compliance.
9. Analyzed, planned, and directed Bell Tower Regional Community Center operations transition to City staff model.
10. Developed reconciliation of Bell Tower Regional Community Center rental deposits due City from The Bell Tower Foundation.
11. Coordinated central services cost plan update for calculation of department and citywide overhead factors.
12. Began development processing fees update and comprehensive fee schedule.
13. Filed claim and executed tolling agreement with Orange County for property tax administration overcharges.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Continue staff training relating to the City's Emergency Operations Plan.
2. Implement fund balance allocation model based on Reserve Policy review.
3. Assist IT server replacements and CRM implementation.
4. Assist continuing review of BTRCC service agreements and procedures.
5. Implement professional services agreement origination, coordination, and tracking procedures.
6. Develop BTRCC operations revenue cost analysis and facility use decision-based model.
7. Complete a comprehensive fee schedule for City Council consideration.

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

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09		FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET		
<b><u>NON-DEPARTMENT</u></b>										
<b>EXPENDITURES</b>										
<b>OPERATIONS</b>										
610.001	El Toro Reuse	-	(14,836)	-	-	-	-	-		
530.000	Benefits	-	-	-	-	2,079	2,079	2,079		
622.000	Office Supplies	56,238	69,358	56,474	55,000	44,363	44,000	44,000		
623.000	Printing & Duplication	3,322	3,991	1,765	2,500	210	210	210		
625.000	Postage	26,489	10,894	13,060	11,500	8,001	8,000	8,000		
627.000	EOC Supplies/Training	-	7,008	11,037	10,850	6,120	9,500	9,500		
636.001	Utilities-Telephone	27,269	26,624	22,398	26,500	22,530	23,120	23,120		
640.000	Office Rent/City Hall Exp.	163,659	-	-	-	-	-	-		
640.001	City Hall Elect/Water	-	74,381	67,718	100,000	75,750	83,400	83,400		
640.002	City Hall Facility Maint.	-	84,834	84,461	85,000	85,000	47,921	47,921		
640.005	Bell Tower Maintenance	-	-	14,465	-	16,612	16,000	16,000		
642.000	Equipment Leases	28,319	28,284	26,543	31,000	30,749	32,000	32,000		
646.000	Equipment Maintenance	770	682	2,403	2,000	894	1,000	1,000		
663.000	Property Tax Admin. Costs	9,853	42,596	53,860	45,000	45,000	30,000	30,000		
664.000	LAFCO Reforms (AB 2838)	6,528	6,890	7,063	6,159	6,159	6,350	6,350		
670.000	Community Support	33,481	15,209	16,191	-	400	-	-		
690.000	Insurance	126,932	145,462	164,884	-	564	-	-		
693.001	Operating Reserve	-	-	-	-	-	-	-		
	Subtotal	482,860	501,377	542,322	375,509	344,431	303,580			
640.003	City Hall Facility Mgmt.	-	29,970	37,890	30,000	30,000	15,000			
700.001	Prof. Svcs. - Admin.	195,226	121,522	245,223	50,000	26,750	20,000			
700.008	Prof. Svcs. - Computer	60,456	58,881	62,088	115,000	106,879	94,500			
700.017	Prof. Svcs. - Website	23,400	24,400	38,817	35,000	35,000	4,000			
700.020	PS - Refuse Renewal	-	-	-	-	-	-			
700.022	PS - Financing Costs	2,100	2,100	2,100	2,100	1,800	2,100			
700.024	PS - Emergency Coord.	30,317	29,978	39,093	50,000	47,372	48,422			
	Subtotal	311,499	236,881	387,321	252,100	217,801	169,022			
<b>TOTAL OPERATIONS</b>		794,359	768,228	967,533	657,609	592,232	487,602			
<b>TRANSFERS</b>										
790.410	Transfer to Cap. Projects	28,406	-	-	-	-	-	-		
	Subtotal	28,406	-	-	-	-	-	-		
<b>MITIGATION</b>										
792.001	Mit. Obligation - Interest	50,380	31,500	-	-	-	-	-		
801.000	Mit. Obligation - Principal	1,100,000	600,000	-	-	-	-	-		
802.000	Mit. Obligation - Tax Incr.	462,311	345,212	321,059	321,059	248,456	-	-		
	Subtotal	1,612,691	976,712	321,059	321,059	248,456	-	-		
<b>DEBT SERVICE</b>										
790.500	Transfer to RSMNP	575,548	533,801	793,776	857,000	857,000	842,760			
<b>CAPITAL OUTLAY</b>										
805.000	Foundation/Match Funds	-	-	-	-	-	-	-		
832.000	GIS System	-	-	-	-	-	18,300			
841.000	City Hall FF&E	47,733	-	458	-	-	-	-		
841.001	Comp. Licenses/HW/SW	-	32,347	31,582	84,347	93,247	149,823			
841.002	Reserve-comp. replacmnt.	-	-	8,241	-	-	-	-		
990.000	Contingency	-	-	9,975	-	-	-	-		
900.000	Capital Outlay - General	923	-	-	-	2,566,351	-	-		
	Subtotal	48,656	32,347	50,256	84,347	2,659,598	168,123			
<b>TOTAL EXPENDITURES</b>		3,059,660	2,311,088	2,132,624	1,920,015	4,357,286	1,498,485			
<b>FUNDING SOURCES</b>										
210	Gas Tax Fund	60,000	60,000	-	-	-	-	-		
100	GF-Bell Tower Reimburse	-	-	-	-	-	-	-		
100	General Fund	2,999,660	2,251,088	2,132,624	1,920,015	4,357,286	1,498,485			
<b>TOTAL FUNDING SOURCES</b>		3,059,660	2,311,088	2,132,624	1,920,015	4,357,286	1,498,485			

## *Administrative Services Department* **FINANCE**

### **DESCRIPTION**

The Finance Division 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 and receivable, payroll, auditing, financial reporting, and purchasing.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Completed the FY '07/08 citywide financial audit with no adjustments or deficiencies.
2. Completed AQMD, Prop 40, Measure M audits with no findings/questioned costs.
3. Received the GFOA Certificate of Excellence in Financial Reporting for 07/08 CAFR.
4. Issued auditing and accounting services RFP and negotiated multi-year agreement.
5. Prepared a balanced budget for FY 2009-10.
6. Prepared a mid-year '08/09 budget update and General Fund Reserves review.
7. Developed Special Revenue Funds restricted reserves forecasting model.
8. Revised monthly budget-tracking report distribution to other City departments.
9. Revised Investment Policy for better investment diversification and risk management.
10. Achieved City COPs Credit Rating upgrade to AA+ based on strong financial position, internal controls and reserves policy implementation.
11. Filed Continuing Disclosure Report for Community Center Bonds.
12. Filed material event notifications for City COPs debt service reserve investments.
13. Diversified debt service reserve funds investment in CDARS program.
14. Issued RFP and coordinated fiscal impact analysis for proposed annexation.
15. Filed State Controller Reports for Streets and Cities Financial Transactions.
16. Established annual Appropriations Limit.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Submit the Comprehensive Annual Financial Report for 2008/09 to GFOA.
2. Develop and implement quarterly budget reporting format for City Council updates.
3. Refine software modeling for budget forecasting and long term trends analysis.
4. Review/update the City's Investment Policy and submit for APTUSC certification.
5. Implement electronic check transmittal for more efficient deposit of City funds.
6. Provide financial analysis and support related to development projects.
7. Implement Purchasing module in accounting software for improved internal controls.
8. Investigate feasibility of prepaid funding cards for Flex spending accounts.
9. Continue to develop Finance Policies and Procedures Manual.
10. Implement American Recovery and Reinvestment Act (ARRA) online registration requirements, and develop other necessary procedures as determined by evolving legislation.

## Department Expense Summary

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	FY 2008/09	FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET		
<b><u>FINANCE</u></b>										
<b><u>EXPENDITURES</u></b>										
<b><u>PERSONNEL</u></b>										
512.000	Salaries - Regular	162,350	178,615	246,376	338,339	356,737	317,341			
515.000	Temporary Personnel	24,633	49,637	17,656	-	-	-			
521.000	Medicare	2,377	2,629	5,229	4,906	6,475	4,601			
522.000	Retirement	25,460	34,801	43,353	66,303	61,653	66,895			
530.000	Benefits	16,600	17,704	5,604	55,482	27,792	51,519			
<b><i>TOTAL PERSONNEL (3.85 FTE)</i></b>		<b>231,420</b>	<b>283,386</b>	<b>318,218</b>	<b>465,030</b>	<b>452,657</b>	<b>440,356</b>			
<b><u>OPERATIONS</u></b>										
610.000	Membership & Dues	577	822	1,297	1,525	1,525	1,390			
611.000	Training	215	300	341	1,200	1,200	800			
612.000	Travel/Conf/Meetings	151	65	1,007	2,348	1,183	930			
622.010	Special Dept. Expense	13,559	15,702	19,660	19,384	19,384	12,190			
626.000	Books & Periodicals	250	446	766	995	995	700			
646.000	Maintenance & Repair	4,278	4,278	5,802	-	-	-			
Subtotal		<b>19,030</b>	<b>21,613</b>	<b>28,873</b>	<b>25,452</b>	<b>24,287</b>	<b>16,010</b>			
700.004	Professional Services	<b>47,976</b>	<b>53,636</b>	<b>39,118</b>	<b>33,200</b>	<b>40,000</b>	<b>37,300</b>			
<b><i>TOTAL OPERATIONS</i></b>		<b>67,006</b>	<b>75,249</b>	<b>67,991</b>	<b>58,652</b>	<b>64,287</b>	<b>53,310</b>			
<b><i>TOTAL EXPENDITURES</i></b>		<b>298,426</b>	<b>358,635</b>	<b>386,209</b>	<b>523,682</b>	<b>516,944</b>	<b>493,666</b>			
<b><u>FUNDING SOURCES</u></b>										
100	General Fund	298,426	358,635	386,209	523,682	516,944	493,666			
<b><i>TOTAL FUNDING SOURCES</i></b>		<b>298,426</b>	<b>358,635</b>	<b>386,209</b>	<b>523,682</b>	<b>516,944</b>	<b>493,666</b>			

*Administrative Services Department*  
**HUMAN RESOURCES/RISK MANAGEMENT**

### **DESCRIPTION**

Human Resources/Risk Management is an internal services function providing direct support to other Departments and the City. Human Resources is responsible for recruitment and selection of City staff including application screening, applicant testing and orientations; managing the health benefit programs offered to employees; maintaining position classification and compensation system, providing training for employees and ensuring compliance with mandated training. Risk Management evaluates and monitors the loss exposures and recommends programs to minimize loss to City assets; administers the liability and workers compensation claims administration programs; acts as liaison to the City's insurance pool ensuring compliance with pool rules and regulations; administers safety and wellness programs and assists with disaster preparedness and recovery efforts.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Recruited the positions of Senior Management Analyst and Community Services Coordinator and Code Enforcement Officer.
2. Assisted the City Attorney in reviewing and updating the insurance requirements in the City standard services agreements.
3. Created a Part-Time Staff Employee Handbook.
4. Coordinated the Open Enrollment process for employee benefits.
5. Performed the employee total compensation survey.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Revise Claims Administration Policy.
2. Provide training to staff on Injury and Illness Prevention Program (IIPP).
3. Complete and implement an Intern policy and a Volunteer policy.
4. Continue employee safety, security and workplace training.
5. Conduct an insurance performance audit for risk assessment.
6. Continue to update the Part-Time Staff Employee Handbook.
7. Begin review and revision of personnel policies and procedures.
8. Continue evaluation of insurance, benefits, and deferred compensation program options.

**Department Expense Summary**

**Human Resources/Risk Management Fund 100, Division 220**

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	-----FY 2008/09----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>							
<b>EXPENDITURES</b>							
<b>PERSONNEL</b>							
512.000	Salaries - Regular	-	-	-	111,766	102,496	95,913
515.000	Temporary Personnel	-	-	-	2,500	-	1,500
521.000	Medicare	-	-	-	1,620	1,486	1,391
522.000	Retirement	-	-	-	21,559	20,707	20,218
530.000	Benefits	-	-	-	19,815	16,234	15,852
<b>TOTAL PERSONNEL (1 FTE)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>157,260</b>	<b>140,923</b>	<b>134,874</b>
<b>OPERATIONS</b>							
610.000	Membership & Dues	-	-	-	3,400	3,400	3,450
611.000	Training	-	-	-	7,500	398	1,500
612.000	Travel/Conf/Meetings	-	-	-	2,250	137	500
622.010	Special Dept. Expense	-	-	-	6,000	413	2,000
626.000	Books & Periodicals	-	-	-	750	209	300
665.000	Recruitment	-	-	-	7,000	3,021	3,715
690.001	Insurance G/L	-	-	-	70,000	100,000	110,000
690.002	Insurance W/C	-	-	-	80,000	78,189	88,000
690.003	Insurance Property	-	-	-	12,500	11,807	12,500
690.004	Insurance Other	-	-	(1,274)	8,600	8,600	4,300
Subtotal		-	-	(1,274)	198,000	206,174	226,265
700.004	Professional Services	-	-	-	4,000	575	1,000
<b>TOTAL OPERATIONS</b>		<b>-</b>	<b>-</b>	<b>(1,274)</b>	<b>202,000</b>	<b>206,749</b>	<b>227,265</b>
<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>(1,274)</b>	<b>359,260</b>	<b>347,672</b>	<b>362,139</b>
<b>FUNDING SOURCES</b>							
100	General Fund	-	-	(1,274)	359,260	347,672	362,139
<b>TOTAL FUNDING SOURCES</b>		<b>-</b>	<b>-</b>	<b>(1,274)</b>	<b>359,260</b>	<b>347,672</b>	<b>362,139</b>

*Administrative Services Department*  
**ANIMAL CARE AND CONTROL**

**DESCRIPTION**

Orange County Animal Care, under OC Community Resources Department, provides contractual animal field services, licensing, sheltering, impounding, pet care, pet recovery, and pet education/training for residents.

**ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Monitored animal control contract and expected service levels.
2. Monitored activities in neighboring cities related to animal care services studies and surveys.
3. Explored cost sharing opportunities with surrounding communities for enhanced local services.
4. Coordinated City participation in new renewal contract format input and review and subsequent procedures related to Notice of Intent format implementation.

**GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Monitor animal control contract and expected service levels.
2. Participate with the City Manager's Office as a member of the Financial/Operational Advisory Board of OC Animal Care.
3. Explore avenues to enhance services, including but not limited to: monitoring the development of a new County-run shelter in Tustin and encouraging the development of written policies reflecting the humane practices espoused by, and the educational opportunities offered by, Orange County Animal Care.
4. Consider other alternative services delivery options as they may be presented.
5. Participate in promotion of upcoming Orange County Animal Care Dog License amnesty program through City web site, Community Services community outreach and other media.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED BUDGET	FY 2008/09----- YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET	
		ACTUAL	ACTUAL	ACTUAL				
<b><u>ANIMAL CONTROL</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
720.002	Animal Control Contract	48,367	27,327	70,485	74,363	74,363	79,512	
<b>TOTAL OPERATIONS</b>		<b>48,367</b>	<b>27,327</b>	<b>70,485</b>	<b>74,363</b>	<b>74,363</b>	<b>79,512</b>	
<b>TOTAL EXPENDITURES</b>		<b>48,367</b>	<b>27,327</b>	<b>70,485</b>	<b>74,363</b>	<b>74,363</b>	<b>79,512</b>	
<i>FUNDING SOURCES</i>								
100	General Fund	48,367	27,327	70,485	74,363	74,363	79,512	
<b>TOTAL FUNDING SOURCES</b>		<b>48,367</b>	<b>27,327</b>	<b>70,485</b>	<b>74,363</b>	<b>74,363</b>	<b>79,512</b>	

# *Administrative Services Department*

## **COMMUNITY SERVICES**

### **DESCRIPTION**

Community Services fosters human development and provides safe and attractive places for recreation. This is achieved through the coordination and management of vendor services, special events, promotion, volunteer management, and program evaluation. Residents benefit from a variety of services, facilities and programs provided by the City of Rancho Santa Margarita. Community Services also represents the City on community matters regarding recreation, parks, community services, special events and programs.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Re-designed the layout of, and condensed information in, the Community Living Magazine, to produce an effective marketing tool.
2. Managed the Senior Mobility Program, which served an estimated 400 seniors with transportation services.
3. Updated and maintained the Community Services Division pages of the City's web site to continue to offer outside resource information, including Pet of the Week info.
4. Increased the partnership with Orange County Animal Care Services by offering four vaccination clinics, with licensing opportunities at the Community Center.
5. Maintained and updated the Community Events Calendar on City's web site.
6. Realized over \$20,000 in funds for the special events sponsorship program.
7. Planned the 8<sup>th</sup> Annual "Celebrating Family & Friends" event and worked with dozens of volunteers, community organizations, and businesses.
8. Partnered with SAMLARC and The Bell Tower Foundation to implement the third annual City-hosted Summer Concerts, which included a successful food court.
9. Successfully developed and implemented the 4<sup>th</sup> Annual Healthy Community Expo, 5k Fun Run/Walk, and Kids Fun Run with over 1,300 runners and 2,600 attendees.
10. Implemented the 2<sup>nd</sup> Annual Taste of Rancho.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Explore sustainable revenue strategies and pursue opportunities to identify funding that will support community services programs and events.
2. Continue to collaborate with community partners regarding programs and events reflective of the needs of the community of Rancho Santa Margarita.
3. Pursue joint-use agreements with community organizations and facility owners to increase City programs availability for residents' participation and utilization of community facilities.
4. Build and gain support from non-profit organizations, churches, schools and youth organizations to maintain successful partnerships.
5. Implement the 9<sup>th</sup> Annual "Celebrating Family & Friends" event which commemorates the City's 10<sup>th</sup> anniversary and offers new entertainment and opportunities for local businesses to participate.
6. Implement the 5<sup>th</sup> annual City-sponsored Healthy Community Expo, 5k Fun Run/Walk and Healthy Kids Fun Run.
7. Ensure all programs, services and events are completed with quality.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09		FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET		
<b><u>COMMUNITY SERVICES</u></b>										
<b>EXPENDITURES</b>										
<b>PERSONNEL</b>										
512.000	Salaries - Regular	82,532	135,609	159,337	190,119	118,032	72,603			
521.000	Medicare	1,230	2,066	4,476	2,757	6,643	1,053			
522.000	Retirement	12,146	31,491	25,032	33,249	29,173	13,939			
530.000	Benefits	1,256	13,985	15,616	35,667	20,578	15,852			
<b>TOTAL PERSONNEL (1.25 FTE)</b>			<b>97,164</b>	<b>183,151</b>	<b>204,461</b>	<b>261,792</b>	<b>174,426</b>	<b>103,447</b>		
<b>OPERATIONS</b>										
611.000	Training	5,176	10	20	1,500	-	420			
612.000	Travel/Conf/Meetings	577	3,253	2,192	2,250	754	-			
614.000	Newsletter/Class Schedule	-	116,455	125,356	89,500	89,500	49,500			
622.000	Supplies	110	36	1,239	500	-	-			
622.010	Special Depart. Expense	2,513	948	907	1,250	1,996	-			
623.000	Printing	-	-	992	1,000	-	-			
626.000	Books & Periodicals	-	37	-	150	-	-			
643.000	Storage Facility Rental	1,500	1,500	1,500	3,000	1,488	-			
672.000	Historical Society	-	-	-	2,500	2,500	-			
674.000	Senior Mobility Program	-	7,669	5,746	14,350	14,350	14,000			
675.000	Recreation Programs	4,328	4,718	4,672	8,000	11,333	-			
675.003	BTRCC Admin	-	-	-	-	1,181	-			
675.002	NYE Event	58,953	52,058	73,380	67,500	60,553	36,890			
675.003	5K Fun Run Event	31,581	42,693	65,019	41,500	52,765	49,680			
675.004	Taste of Rancho	6,223	29,067	74,893	34,500	34,500	-			
675.005	Summer Concert Series	-	21,456	30,385	38,800	34,749	24,701			
	Subtotal	<b>110,961</b>	<b>279,900</b>	<b>386,301</b>	<b>306,300</b>	<b>305,669</b>	<b>175,191</b>			
700.016	Prof Svcs - Recreation	79,200	-	-	-	27,580	-			
700.028	PS - Public Relations	-	-	-	37,000	37,000	18,600			
700.031	BTRCC Operating Costs	-	-	-	-	-	-			
	Subtotal	<b>79,200</b>	<b>-</b>	<b>-</b>	<b>37,000</b>	<b>64,580</b>	<b>18,600</b>			
<b>TOTAL OPERATIONS</b>			<b>190,161</b>	<b>279,900</b>	<b>386,301</b>	<b>343,300</b>	<b>370,249</b>	<b>193,791</b>		
<b>TOTAL EXPENDITURES</b>			<b>287,325</b>	<b>463,051</b>	<b>590,762</b>	<b>605,092</b>	<b>544,675</b>	<b>297,238</b>		
<b>FUNDING SOURCES</b>										
100	General Fund	166,546	373,071	434,010	507,393	413,577	224,539			
100	Senior Mobility Grant	10,575	11,248	11,957	12,699	12,699	12,699			
100	GF - Community Center	-	-	-	-	-	-			
100	GF - Insurance Reimb.	50,143	-	-	-	-	-			
100	GF - Com. Svcs. Revenue	60,061	78,732	144,795	85,000	118,399	60,000			
	Subtotal	<b>287,325</b>	<b>463,051</b>	<b>590,762</b>	<b>605,092</b>	<b>544,675</b>	<b>297,238</b>			

*Administrative Services Department*  
**BELL TOWER REGIONAL COMMUNITY CENTER**

### **DESCRIPTION**

The goal of Community Services Division is to continue the vision of the center in providing a place that will serve as the social, cultural, wellness and civic center of Rancho Santa Margarita. Community Services is entrusted with developing programs that enhance participation by community residents and utilization of the Community Center; and to provide opportunities for people of all ages for personal growth and exploration. Program management includes the development and coordination of contractual independent service providers, class registrations, and course evaluations.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Performed a seamless transition of the operation and management of the Bell Tower Regional Community Center to a City staff-run model.
2. Continued programs initiated by The Bell Tower Foundation for the 2008 fall/winter session. Successfully developed the spring 2009 programming session by increasing the number of programs offered from spring 2008 by more than 50%.
3. Continued the support relationship with The Bell Tower Foundation through partnerships on successful special events and by providing office space.
4. Assisted Community Center server and computers integration into the City's network.
5. Finalized new license agreements for community partner tenants and provided IT support services.
6. Revised policies and procedures for Community Center use by third parties and residents.
7. Trained existing Center staff to assist with daily operations.
8. Renegotiated a more favorable processing fee for online program registrations.
9. Updated City's web site and online registration sites to promote new programming.
10. Implemented credit card processing options for rental agreements.
11. Conducted a physical inventory at the BTRCC to account for City assets.
12. Incorporated new accounting procedures for cash handling and deposits, credit card transactions, and rental deposits.
13. Reviewed and updated rental revenue and refund criteria for deposits and simplified rental processing procedures.
14. Continued to meet with tenants regarding space and operational needs.
15. Created new supply inventory procedures to increase ordering efficiency.
16. Repaired and resurfaced ballroom partition and wall sound absorption panels.
17. Replaced atrium light strings with long-life, low-energy-demand LED products.
18. Reviewed and revised instructor agreement packets with staff and City Attorney.
19. Switched utility services to City billing schedules.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Explore sustainable revenue strategies and pursue opportunities to identify funding that will support community services programs, classes, workshops and seminars.
2. Increase program offerings by 10-12% each quarter.
3. Ensure all programs, services and events are completed with quality.
4. Identify new marketing strategies for the Bell Tower Regional Community Center facility rental opportunities and recreation programs.

**Department Expense Summary**  
**BTRCC**      **Fund 100, Division 711**

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	ADOPTED BUDGET	-----FY 2008/09----- YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET	
<b><u>BTRCC</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	-	-	-	86,651	255,197		
515.000	Temporary Personnel	-	-	-	369,625	170,690	-	
521.000	Medicare	-	-	-	-	5,391	3,700	
522.000	Retirement	-	-	-	-	-	46,497	
530.000	Benefits	-	-	-	-	-	59,445	
<b>TOTAL PERSONNEL (5 FTE)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>369,625</b>	<b>262,732</b>	<b>364,839</b>	
<b>OPERATIONS</b>								
640.101	Utilities	-	-	-	63,800	73,408	62,100	
640.102	Maintenance	-	-	-	120,000	66,268	59,850	
640.103	Phones	-	-	-	2,900	3,272	2,880	
675.101	Programs	-	-	-	-	73,465	119,972	
675.102	Rental Expenses	-	-	-	-	18,813	18,600	
675.103	Admin Expenses	-	-	-	77,600	88,824	70,850	
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264,300</b>	<b>324,050</b>	<b>334,252</b>	
700.031	Youth Center	-	-	-	193,092	139,906	120,040	
700.033	Senior Program	-	-	-	89,000	72,246	67,000	
793.002	Contribution to BTF	575,807	700,030	763,000	-	-	-	
	<b>Subtotal</b>	<b>575,807</b>	<b>700,030</b>	<b>763,000</b>	<b>282,092</b>	<b>212,152</b>	<b>187,040</b>	
<b>TOTAL OPERATIONS</b>		<b>575,807</b>	<b>700,030</b>	<b>763,000</b>	<b>546,392</b>	<b>536,202</b>	<b>521,292</b>	
<b>TOTAL EXPENDITURES</b>		<b>575,807</b>	<b>700,030</b>	<b>763,000</b>	<b>916,017</b>	<b>798,934</b>	<b>886,131</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	575,807	700,030	763,000	581,017	478,680	531,331	
100	GF - BTRCC Revenue	-	-	-	335,000	320,254	354,800	
<b>TOTAL FUNDING SOURCES</b>		<b>575,807</b>	<b>700,030</b>	<b>763,000</b>	<b>916,017</b>	<b>798,934</b>	<b>886,131</b>	

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# POLICE SERVICES



POLICE SERVICES

**City of Rancho Santa Margarita, California**

# Police Services

					-----FY 2008/09-----		FY 2009/10
		FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	YEAR-END	ADOPTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>POLICE SERVICES</b>							
310	Police Services	5,898,081	6,313,143	7,462,985	7,951,653	7,957,545	7,641,552
310	Police Services SLESF	82,502	126,762	139,979	126,276	126,276	130,863
<b>TOTAL EXPENDITURES</b>		<b><u>5,980,583</u></b>	<b><u>6,439,905</u></b>	<b><u>7,602,964</u></b>	<b><u>8,077,929</u></b>	<b><u>8,083,821</u></b>	<b><u>7,772,415</u></b>



# *Police Services Department*

## **POLICE SERVICES**

### **DESCRIPTION**

Police Services is responsible for public safety and general law enforcement within the City including: patrol services, traffic and parking enforcement, criminal investigations, crime prevention programs, emergency management activities, and other community awareness programs.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Coordinated and/or participated in community presentations and programs including "Senior Safety" and "Is Your Teen at Risk? resource forums.
2. Continued successful community programs including: Business Watch, Neighborhood Watch, child car seat inspections, child fingerprinting services, vacation safety checks of residents' homes, and home/business security checks.
3. Provided security, additional staff, and police assistance at City sponsored events.
4. Coordinated and/or participated in school presentations and programs including: Drug & DUI presentations, Childhood Watch Programs, Jog-a-thons and Bicycle Rodeos, Internet Safety, Red Ribbon Week activities including a "Plant the Promise, Say No to Drugs" red tulip planting ceremony.
5. Continued school related activities including: coordination of semi-annual Mayor's meeting with school officials, and updating school emergency information binders.
6. Continued Traffic Safety programs including: "Click It or Ticket" seatbelt campaign, DUI checkpoints and roving patrols, special enforcement requests at schools and neighborhoods.
7. Assisted in planning and execution of Emergency Management activities including: training, exercises, and drills for City staff; facilitated the Community Emergency Preparedness Academy (CEPA), the CEPA refresher/re-certification program, the Business Emergency Preparedness seminar, active participation in OCEMO and other disaster planning agency meetings, completion of a Mass Care & Shelter Manual, and Robinson Ranch/Trabuco Highlands evacuation plan.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Continue to expand and develop new methods of police related community outreach activities for residents and businesses.
2. Continue to respond to the City's traffic enforcement needs and handle special enforcement requests.
3. Continue to expand police related educational programs available to the schools and students.
4. Continue to assist the Emergency Management Coordinator with training and exercises for City staff as well as providing emergency preparedness programs for the community.
5. Continue to assist the City's ability to respond to a public health emergency by conducting a coordinated multi-agency "Point of Dispensing" exercise.
6. Continue to serve the residents in the Rancho Santa Margarita community by providing superior law enforcement services to meet their needs.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	-----FY 2008/09-----		FY 2009/10	
			ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET	
<b><u>POLICE SERVICES</u></b>									
<i>EXPENDITURES - PERSONNEL</i>									
512.000	Salaries - Regular	45,741	48,030	52,573	56,782	53,300	52,998		
515.000	Temporary Personnel	10,091	-	-	-	-	-		
521.000	Medicare	601	722	951	823	773	768		
522.000	Retirement	7,488	11,003	10,395	11,503	10,671	11,172		
530.000	Benefits	7,233	13,185	19,355	15,852	21,722	15,852		
<b>TOTAL PERSONNEL (1 FTE)</b>		<b>71,154</b>	<b>72,940</b>	<b>83,274</b>	<b>84,960</b>	<b>86,466</b>	<b>80,790</b>		
<i>OPERATIONS</i>									
610.000	Membership & Dues	30	90	30	200	200	60		
611.000	Training	1,196	602	-	900	900	400		
612.000	Travel/Conf/Meetings	1,816	1,066	1,160	600	900	805		
622.010	Special Dept. Expense	2,693	2,580	5,949	10,600	10,600	6,800		
628.000	Uniforms	1,790	1,587	4,269	3,500	3,500	1,000		
642.000	Radio Maint. Contract	4,652	3,633	4,353	5,200	5,200	5,200		
643.000	Storage Facility Rental	12,000	12,000	12,000	12,000	12,000	12,000		
646.000	Maintenance-Motorcycles	2,162	1,539	5,896	4,000	5,800	5,800		
646.001	Maintenance-Van	128	132	3,568	500	1,200	1,200		
646.003	Maintenance-Bicycles	11	-	685	500	500	300		
649.000	Fuel - Motorcycles	768	1,147	2,365	3,000	3,300	3,300		
649.001	Fuel - Van	181	718	318	1,200	600	420		
649.002	Fuel - Autos	45,145	63,651	79,013	78,000	78,000	72,000		
670.000	Community Support	-	8,960	7,655	8,966	8,966	8,546		
		<b>Subtotal</b>	<b>72,572</b>	<b>97,705</b>	<b>127,261</b>	<b>129,166</b>	<b>131,666</b>		
							<b>117,831</b>		
720.001	Law Enforcement Contract	<b>5,531,063</b>	<b>5,850,867</b>	<b>6,989,763</b>	<b>7,494,927</b>	<b>7,497,013</b>	<b>7,209,995</b>		
720.003	Crossing Guard	167,984	184,503	195,068	195,000	202,800	205,300		
720.005	Misc. Grant Expenditures	15,439	20,990	8,355	8,000	-	-		
720.006	Parking Citation Process.	33,211	39,767	37,994	39,600	39,600	27,636		
		<b>Subtotal</b>	<b>216,634</b>	<b>245,260</b>	<b>241,417</b>	<b>242,600</b>	<b>242,400</b>		
							<b>232,936</b>		
<b>TOTAL OPERATIONS</b>		<b>5,891,423</b>	<b>6,266,772</b>	<b>7,441,715</b>	<b>7,951,653</b>	<b>7,957,545</b>	<b>7,641,552</b>		
<i>CAPITAL OUTLAY</i>									
825.000	Technology Eqpt. - Grant	-	14,111	-	-	-	-		
826.000	Police Eqpt.	2,012	32,260	21,270	-	-	-		
826.003	COPS Grant Equipment	4,646	-	-	-	-	-		
<b>TOTAL CAPITAL OUTLAY</b>		<b>6,658</b>	<b>46,371</b>	<b>21,270</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<i>TOTAL EXPENDITURES</i>									
		<b>5,898,081</b>	<b>6,313,143</b>	<b>7,462,985</b>	<b>7,951,653</b>	<b>7,957,545</b>	<b>7,641,552</b>		
<i>FUNDING SOURCES</i>									
100	General Fund	5,508,944	5,928,360	7,142,888	7,680,153	7,742,244	7,415,199		
100	GF - Police Revenue	368,270	338,571	320,097	263,500	215,301	226,353		
216	CLEEP Fund Bal. Draw	-	-	-	-	-	-		
100	Miscellaneous Grants	20,867	27,456	-	8,000	-	-		
216	CLEEP/COPS grants	-	18,756	-	-	-	-		
<b>TOTAL FUNDING SOURCES</b>		<b>5,898,081</b>	<b>6,313,143</b>	<b>7,462,985</b>	<b>7,951,653</b>	<b>7,957,545</b>	<b>7,641,552</b>		
<b><u>POLICE SERVICES - SLESF</u></b>									
<i>EXPENDITURES - OPERATIONS</i>									
622.010	SLESF-Special Dept. Exp.	-	(2,786)	1,873	1,500	1,500	800		
646.004	SLESF-800 Mhz Maint.	5,937	5,840	5,896	6,000	7,964	8,000		
720.010	SLESF-Spec Enforcement	-	-	13,691	15,000	20,600	20,000		
826.002	SLESF-MDC Maintenance	76,565	85,446	80,488	63,776	61,636	102,063		
<b>TOTAL OPERATIONS</b>		<b>82,502</b>	<b>88,500</b>	<b>101,948</b>	<b>86,276</b>	<b>91,700</b>	<b>130,863</b>		
<i>CAPITAL OUTLAY</i>									
826.001	SLESF-Police Eqpt.	-	38,262	38,031	40,000	34,576	-		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>38,262</b>	<b>38,031</b>	<b>40,000</b>	<b>34,576</b>	<b>-</b>		
<i>TOTAL EXPENDITURES</i>									
		<b>82,502</b>	<b>126,762</b>	<b>139,979</b>	<b>126,276</b>	<b>126,276</b>	<b>130,863</b>		
<i>FUNDING SOURCES</i>									
222	SLESF	82,502	126,762	139,979	126,276	126,276	130,863		
<b>TOTAL FUNDING SOURCES</b>		<b>82,502</b>	<b>126,762</b>	<b>139,979</b>	<b>126,276</b>	<b>126,276</b>	<b>130,863</b>		

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# DEVELOPMENT SERVICES



**City of Rancho Santa Margarita, California**

# Development Services

			-----FY 2008/09-----		FY 2009/10			
			FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	YEAR-END	ADOPTED
			ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>DEVELOPMENT SERVICES</b>								
410	Planning		680,372	809,221	910,480	853,456	849,121	869,129
510	Building & Safety		292,760	279,313	223,830	166,010	150,000	108,000
<b>TOTAL EXPENDITURES</b>			<u>973,132</u>	<u>1,088,534</u>	<u>1,134,310</u>	<u>1,019,466</u>	<u>999,121</u>	<u>977,129</u>



# *Development Services Department*

## **PLANNING**

### **DESCRIPTION**

As part of the Development Services Department, the Planning function is primarily responsible for implementation of the goals and strategies of the General Plan, which serves as a comprehensive strategy for the management of future physical growth and change within the community, as well as the Zoning Code and various ordinances/codes related to land use and development. As such, the Development Services Department holds responsibility for all entitlement, environmental, building, code enforcement (including NPDES) & economic development functions of the City. The Development Services Department also monitors and responds to development in neighboring jurisdictions and ensures the City's planning and environmental compliance with all regional authorities and State law. In addition, this function covers the administrative activities of the Department and includes responsibilities associated with the City's Planning Commission and Economic Development Committee.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Completed review of over 161 permits, 25 discretionary entitlements and 46 special event permits.
2. Completed the General Plan Annual Monitoring Report.
3. Completed the City's 09-10 Annual Action Plan and prepared recommendations for award of Community Development Block Grant.
4. Processed Amendment to 08-09 CDBG Action Plan and submitted application to HUD for use of CDBG-R Stimulus Funds.
5. Coordinated City involvement in Sphere of Influence development proposal.
6. Provided staff support for Chiquita Ridge.
7. Coordinated and implemented Economic Development Programs including coordinated effort with local Chamber of Commerce Subcommittees.
8. Coordinated Planning Commission (10 Meetings) and Economic Development Committee (11 Meetings).
9. Fully implemented Business Registration Program.
10. Hired and trained two new part-time staff to administer Code Enforcement program.
11. Participated in 2008 RCP/RTP.
12. Updated City web site to include an environmental and project webpage.
13. Processed a re-zone for Trabuco Plaza.
14. Prepared numerous Zoning Code Amendments.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Participate in SCAG Conceptual Land Use Scenario 2003-2030 process.
2. Complete General Plan Annual Monitoring Report.
3. Complete General Plan Housing Element Update.
4. Coordinate City involvement in Robinson Ridge development proposal.
5. Provide Planning support for Chiquita Ridge.
6. Restructure the Economic Development Committee.
7. Provide staffing for Planning Commission and Economic Development Committee.
8. Initiate development of City marketing materials for Economic Development.
9. Update Development Fee schedule.
10. Update sales tax leakage study.
11. Implement 2009-10 Annual Action Plan for CDBG and prepare 2010-11 Annual Action Plan.
12. Administer 2008-09 CDBG-R Grants.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09		FY 2009/10		
			ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET		
<b><u>PLANNING</u></b>										
<b>EXPENDITURES</b>										
<b>PERSONNEL</b>										
512.000	Salaries - Regular	121,043	249,305	292,314	304,368	302,839	323,927			
521.000	Medicare	1,745	3,624	5,009	4,413	5,375	4,697			
522.000	Retirement	17,759	54,688	59,106	61,662	58,860	68,284			
530.000	Benefits	15,716	32,167	30,821	43,593	29,882	47,556			
<b>TOTAL PERSONNEL (3.60 FTE)</b>			<b>156,263</b>	<b>339,784</b>	<b>387,250</b>	<b>414,036</b>	<b>396,956</b>	<b>444,464</b>		
<b>OPERATIONS</b>										
610.000	Membership & Dues	703	1,415	1,892	2,000	880	540			
611.000	Training	154	375	480	600	-	200			
612.000	Travel/Conf/Meetings	2,025	5,726	9,069	4,000	2,654	550			
617.000	Stipend - Commissioners	7,800	5,475	3,300	6,000	4,821	4,125			
622.010	Special Dept. Expense	286	1,495	4,204	1,000	1,000	750			
623.001	Mapping/Reproduction	2,337	1,175	2,223	2,000	2,000	500			
626.000	Books & Periodicals	107	233	223	300	300	-			
Subtotal			<b>13,412</b>	<b>15,894</b>	<b>21,391</b>	<b>15,900</b>	<b>11,655</b>	<b>6,665</b>		
700.005	PS - Non-recoverable	202,811	161,697	155,629	150,000	150,000	98,000			
700.011	PS - Recoverable	166,132	93,313	33,850	95,040	20,000	10,000			
700.014	PS - Code Enforcement	28,412	11,507	98	-	152	-			
700.022	PS - CDBG	33,215	19,825	27,224	35,100	31,818	37,000			
700.023	Economic Development	46,961	97,628	114,781	105,800	95,000	85,000			
700.025	CDBG - Eligible Projects	-	3,939	-	-	-	100,000			
700.026	CDBG - Public Services	-	41,235	38,126	37,580	37,580	46,000			
700.027	PS-Recoverable Deposits	-	-	61,303	-	48,000	40,000			
700.030	PS - Beautification Program	-	-	52,454	-	38,260	-			
Subtotal			<b>477,531</b>	<b>429,144</b>	<b>483,465</b>	<b>423,520</b>	<b>420,810</b>	<b>416,000</b>		
<b>TOTAL OPERATIONS</b>			<b>490,943</b>	<b>445,038</b>	<b>504,856</b>	<b>439,420</b>	<b>432,465</b>	<b>422,665</b>		
<b>CAPITAL OUTLAY</b>										
851.000	General Plan & Elements	150	60	15,960	-	19,700	2,000			
852.000	Comp. Zoning Code	33,016	24,339	2,414	-	-	-			
<b>TOTAL CAPITAL OUTLAY</b>			<b>33,166</b>	<b>24,399</b>	<b>18,374</b>	<b>-</b>	<b>19,700</b>	<b>2,000</b>		
<b>TOTAL EXPENDITURES</b>			<b>680,372</b>	<b>809,221</b>	<b>910,480</b>	<b>853,456</b>	<b>849,121</b>	<b>869,129</b>		
<b>FUNDING SOURCES</b>										
100	General Fund	542,638	619,056	675,413	670,776	668,075	628,129			
100	CDBG Grant	-	64,898	65,975	72,680	72,680	183,000			
100	GF - Planning Revenues	137,734	125,267	169,092	110,000	108,366	58,000			
<b>TOTAL FUNDING SOURCES</b>			<b>680,372</b>	<b>809,221</b>	<b>910,480</b>	<b>853,456</b>	<b>849,121</b>	<b>869,129</b>		

## *Development Services Department* **BUILDING AND SAFETY**

### **DESCRIPTION**

As part of the Development Services Department, Building and Safety is responsible for the review of building plans, issuance of permits, public counter services, continuous project inspections, and building code compliance within the City.

### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Processed over 133 building plan checks.
2. Issued over 821 building permits.
3. Completed over 1,832 building inspection requests.
4. Provided 100% next day building inspection requests.
5. Initiated customer service tracking system through new building permit tracking database.
6. Created a building inspection process for investigating building complaints.
7. Developed Building and Safety Procedures and Practices Manual for Permit Technician.
8. Assisted over 1,844 people at the front counter.
9. Transferred historical data to new building permit tracking database.
10. Updated, maintained, and maximized Building and Safety webpage content to serve public need.
11. Expanded Building and Safety webpage to include all Building handouts for customer convenience.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Provide 100% of next day building inspection requests.
2. Continue to develop Building and Safety Procedures Manual.
3. Develop a new residential swimming pool barrier handout for new swimming pool construction and comprehensive checklists geared towards homeowners and pool builders.
4. Implement and coordinate OCFA fire amendments and practices within the City including fire risk assessment plans.
5. Identify a dedicated "Ask the Building Department" e-mail resource in order to provide the public with 24 hour access to the City related to building code questions.
6. Address backlog of expired building permits and certificates of use and occupancy.
7. Update, maintain, and maximize Building and Safety webpage content to serve public needs.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	ADOPTED BUDGET	FY 2008/09 YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET	
<b><u>BUILDING &amp; SAFETY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
610.000	Membership & Dues	100	160	-	200	-	-	
612.000	Travel/Conf/Meetings	3,334	-	105	300	-	-	
622.010	Special Dept. Expense	315	-	141	500	-	-	
623.000	Mapping/Reproduction	5,899	655	10,305	810	-	-	
626.000	Books & Periodicals	992	-	965	1,000	-	-	
	Subtotal	10,640	815	11,516	2,810	-	-	
700.007	PS - Non-recoverable	-	-	-	-	-	-	
700.012	PS - Recoverable	282,120	278,498	212,314	163,200	150,000	108,000	
	Subtotal	282,120	278,498	212,314	163,200	150,000	108,000	
<b>TOTAL OPERATIONS</b>		<b>292,760</b>	<b>279,313</b>	<b>223,830</b>	<b>166,010</b>	<b>150,000</b>	<b>108,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>292,760</b>	<b>279,313</b>	<b>223,830</b>	<b>166,010</b>	<b>150,000</b>	<b>108,000</b>	
<i>FUNDING SOURCES</i>								
100	General Fund	(79,799)	(87,660)	(115,110)	(73,990)	(73,000)	(51,000)	
100	GF - Building Revenue	372,559	366,973	338,940	240,000	223,000	159,000	
	<b>TOTAL FUNDING SOURCES</b>	<b>292,760</b>	<b>279,313</b>	<b>223,830</b>	<b>166,010</b>	<b>150,000</b>	<b>108,000</b>	

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# PUBLIC WORKS



**City of Rancho Santa Margarita, California**

# Public Works

			-----FY 2008/09-----		FY 2009/10			
			FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	YEAR-END	ADOPTED
			ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>PUBLIC WORKS DEPARTMENT</b>								
610	Public Works		1,122,793	1,058,945	1,220,630	1,185,680	1,228,378	945,974
620	Street Maintenance		786,174	904,384	1,023,147	1,118,700	1,037,000	857,000
630	Gas Tax Fund-Street Lighting		216,809	235,849	249,627	256,250	257,604	289,200
<b>TOTAL EXPENDITURES</b>			<u>2,125,776</u>	<u>2,199,178</u>	<u>2,493,404</u>	<u>2,560,630</u>	<u>2,522,982</u>	<u>2,092,174</u>



*Public Works Department*  
**PUBLIC WORKS**

#### **DESCRIPTION**

The Public Works Administration/Engineering Division is responsible for engineering services, the stormwater program, solid waste collection and recycling program and maintenance of municipal facilities including public streets, traffic signals and storm drains. Responsibilities also include investigating and resolving citizen inquiries, administering contracts for maintenance and professional services, initiating design and construction of all capital improvement projects, analyzing development applications to determine public works and transportation impacts and issuing all transportation, grading and encroachment permits.

#### **ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Applied for almost \$3.0 million in grant funds from various sources.
2. Responded to 383 citizen requests for service.
3. Completed and submitted this year's Annual Program Effectiveness Evaluation Report as required by the NPDES Permit (Stormwater Program).
4. Achieved a 56% solid waste diversion rate.
5. Conducted 8 traffic-related studies based on citizen requests, reviewed and commented on 3 major traffic impact analysis reports and responded to 15 citizen and police service requests for No Parking zones and traffic control signs.
6. Participated in regional transportation issues and maintained eligibility for Measure M funds through OCTA.
7. Retained and trained new consultant staff for three positions.
8. Provided staff support for the Mayor's Water Awareness Initiative.
9. Installed "In God We Trust" sign in the City Council Chambers.
10. Provided 3 special study sessions on the City's Pavement Management System, development of a CIP and the City's Geographic Information System.
11. Negotiated and executed enhancement of new agreements and extensions with several vendors, including street sweeping, traffic signal maintenance and janitorial.
12. Met with SDRWQCB staff, County staff, and other South Orange County cities to review and consider proposed provisions of new NPDES Permit.
13. Entered into Memorandum of Understanding with the OCTA for the Alicia Parkway Traffic Signal Synchronization Project.
14. Adopted Tree City USA Ordinance and secured Tree City USA Status.

#### **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Prepare Staffing Needs Analysis for Department.
2. Prepare report on alternatives to Traffic Review Panel.
3. Solid Waste - Maintain a minimum 50% diversion rate and explore improvement opportunities.
4. Continue to seek grant funding opportunities.
5. Implement State's Model Water Efficient Landscaping Ordinance for AB 1881.
6. Bring all City/SAMLARC Maintenance Agreement efforts to closure.
7. Support County efforts to oppose unfunded mandates associated with new proposed NPDES Permit and work with SDRWQCB staff and work with County staff to identify cost associated with new Permit.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	ADOPTED BUDGET	FY 2008/09 YEAR-END ESTIMATE	FY 2009/10 ADOPTED BUDGET	
<b>PUBLIC WORKS</b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
512.000	Salaries - Regular	179,597	236,986	365,975	374,795	396,236	308,309	
515.000	Temporary Personnel	-	10,036	-	-	-	1,200	
521.000	Medicare	2,655	3,752	6,874	5,435	7,225	4,470	
522.000	Retirement	28,482	54,776	64,040	74,131	59,343	64,991	
530.000	Benefits	18,071	20,096	20,689	51,519	15,794	47,556	
<b>TOTAL PERSONNEL (3.0 FTE )</b>		<b>228,805</b>	<b>325,646</b>	<b>457,578</b>	<b>505,880</b>	<b>478,598</b>	<b>426,526</b>	
<b>OPERATIONS</b>								
610.000	Membership & Dues	-	-	681	800	697	370	
611.000	Training	-	-	398	1,000	-	600	
612.000	Travel & Meetings	3,405	5,204	6,347	3,000	1,500	3,000	
622.010	Special Dept. Expense	6,384	2,844	4,523	2,000	2,000	500	
622.020	Underground Service Alert	-	-	117	500	500	300	
626.000	Books & Periodicals	107	6	-	500	71	250	
643.000	Storage Facility Rental	3,000	3,000	3,000	3,000	2,976	3,000	
650.000	Storm Water (NPDES)	228,343	200,415	199,090	220,000	240,000	247,200	
660.000	Solid Waste Management	88,794	89,140	87,526	60,000	60,000	55,200	
660.001	Solid Waste Management	-	-	-	-	34,000	-	
661.000	Landscape Maintenance	180	2,939	3,233	5,000	7,000	1,020	
661.001	Park Maintenance	1,372	(5,388)	8,638	5,000	6,128	4,000	
	<b>Subtotal</b>	<b>331,585</b>	<b>298,160</b>	<b>313,553</b>	<b>300,800</b>	<b>354,872</b>	<b>315,440</b>	
730	Santiago Fire	-	-	<b>5,877</b>	-	<b>(6,928)</b>	-	
700.006	PS - Non-recoverable	329,670	196,276	161,927	190,000	165,000	54,000	
700.010	PS - Geotechnical Engin.	208	997	280	4,000	-	2,000	
700.013	PS - Recoverable	21,645	50,470	77,753	30,000	69,090	32,000	
700.015	PS - Traffic Engineering	124,192	114,889	130,730	150,000	151,668	102,008	
	<b>Subtotal</b>	<b>475,715</b>	<b>362,632</b>	<b>370,690</b>	<b>374,000</b>	<b>385,758</b>	<b>190,008</b>	
<b>TOTAL OPERATIONS</b>		<b>807,300</b>	<b>660,792</b>	<b>690,120</b>	<b>674,800</b>	<b>733,702</b>	<b>505,448</b>	
<b>CAPITAL OUTLAY</b>								
832.000	GIS Mapping Software	46,549	24,755	37,222	-	-	-	
853.000	GASB 34 Infrastructure	3,600	3,600	-	-	-	-	
871.000	Speed/Volume Study	13,684	-	19,900	-	6,250	-	
872.001	Design - Local Projects	13,849	30,220	4,146	-	-	6,000	
873.000	Feature Inventory	-	-	-	5,000	-	-	
874.000	Pavement Mgmt System	9,006	13,932	11,664	-	9,828	8,000	
<b>TOTAL CAPITAL OUTLAY</b>		<b>86,688</b>	<b>72,507</b>	<b>72,932</b>	<b>5,000</b>	<b>16,078</b>	<b>14,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>1,122,793</b>	<b>1,058,945</b>	<b>1,220,630</b>	<b>1,185,680</b>	<b>1,228,378</b>	<b>945,974</b>	
<b>FUNDING SOURCES</b>								
100	General Fund	791,463	703,438	730,295	844,623	887,335	625,152	
100	Antonio Fire OES Reimb.	-	-	-	-	-	-	
210	Gas Tax	214,812	182,671	183,052	188,000	188,000	161,808	
100	Waste Recycling Grant	64,411	64,799	20,000	-	-	65,920	
100	Beverage Recycling Grant	13,398	13,215	13,057	13,057	13,043	13,043	
100	GF-Public Works Revenue	38,709	94,822	274,226	140,000	140,000	80,051	
<b>TOTAL FUNDING SOURCES</b>		<b>1,122,793</b>	<b>1,058,945</b>	<b>1,220,630</b>	<b>1,185,680</b>	<b>1,228,378</b>	<b>945,974</b>	

*Public Works Department*  
**STREET MAINTENANCE**

**DESCRIPTION**

The Street Maintenance function involves keeping the City's public infrastructure clean and in good working order. The function includes pavement and sidewalk maintenance, storm drain maintenance, maintenance of all traffic control devices (signs), street sweeping, graffiti removal and traffic signal maintenance within the public right-of-way.

**ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Managed the performance of street maintenance, signal maintenance and street sweeping contractors totaling over \$1,000,000 in maintenance and improvements.
2. Performed approximately 30,000 square feet of pavement repair.
3. Replaced 4,000 square feet of failed sidewalk.
4. Repainted approximately 23,000 linear feet of curb and painted new red curb as directed.
5. Installed or replaced 536 signs.
6. Cleaned 787 city catch basins and any associated catch basin screens.
7. Cleaned 2,607 linear feet of gutter.
8. Completed grinding at 832 sidewalk locations.
9. Completed crack sealing program on arterials.
10. Provided 152 man hours for emergency call-outs.
11. Repainted all traffic striping within the City.
12. Provided traffic control for 5k Run, Taste of Rancho, and New Year's Eve Events.
13. Spent nearly 200 hours on removal of graffiti, stickers and political signs.
14. Issued and inspected 105 transportation or encroachment permits.
15. Constructed \$14,279 in traffic safety improvements.
16. Conducted over 200 shopping cart retrievals.
17. Installed benches and trash receptacles at bus stop locations.

**GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Maintain the City's roadways, sidewalks and right-of-way free from hazards, litter, debris or weeds by maintaining an effective roadway maintenance program.
2. Maintain the City's beauty through proactive, continuous inspection of the City's appearance.
3. Continue policy of prompt graffiti eradication within 24 hours.
4. Install catch basin screens at key locations to improve water quality.
5. Update City's website sweeping maps.
6. Partner with stores to identify alternatives to City crew pickup of shopping carts.
7. Identify areas for crack filling on residential streets and notify residents.
8. Assist in developing improved specifications and inspection techniques to ensure highest quality pavement results.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09-----		FY 2009/10 ADOPTED BUDGET	
					ADOPTED BUDGET	YEAR-END ESTIMATE		
<b><u>STREET MAINTENANCE</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
700.019	PS - Contract Admin	62,330	82,710	77,220	103,000	80,000	75,000	
720.000	Misc. Street Maintenance	79,898	120,909	112,797	146,000	146,000	102,000	
720.004	Street Maint. Contract	404,680	411,097	524,286	566,500	536,000	450,000	
720.007	Street Sweeping	89,987	100,120	100,120	108,200	100,000	90,000	
720.008	Traffic Signal Maintenance	84,184	126,582	138,400	125,000	125,000	90,000	
720.011	Traffic Improvements	25,910	22,619	21,383	30,000	10,000	10,000	
720.012	NPDES Improvements	-	6,065	7,906	5,000	5,000	-	
720.014	Street Maint - NPDES	39,185	34,282	41,035	35,000	35,000	40,000	
	Subtotal	723,844	821,674	945,927	1,015,700	957,000	782,000	
<b>TOTAL EXPENDITURES</b>		<b>786,174</b>	<b>904,384</b>	<b>1,023,147</b>	<b>1,118,700</b>	<b>1,037,000</b>	<b>857,000</b>	
<i>FUNDING SOURCES</i>								
100	General Fund	350,000	350,000	350,000	350,000	350,000	350,000	
100	GF Used Oil Grant	-	-	-	-	-	-	
212	Measure M Fund	346,186	454,263	-	660,500	587,000	417,000	
210	Gas Tax Fund	89,988	100,121	673,147	108,200	100,000	90,000	
	<b>TOTAL FUNDING SOURCES</b>	<b>786,174</b>	<b>904,384</b>	<b>1,023,147</b>	<b>1,118,700</b>	<b>1,037,000</b>	<b>857,000</b>	

*Public Works Department*  
**STREET LIGHTING**

**DESCRIPTION**

The Street Lighting function includes the energy and maintenance costs of operating street lights on public streets.

**ACCOMPLISHMENTS: FISCAL YEAR 2008-09**

1. Maintained City-owned street lights and continued working with Southern California Edison on maintaining street lights.
2. Addressed resident requests for additional street lighting.

**GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

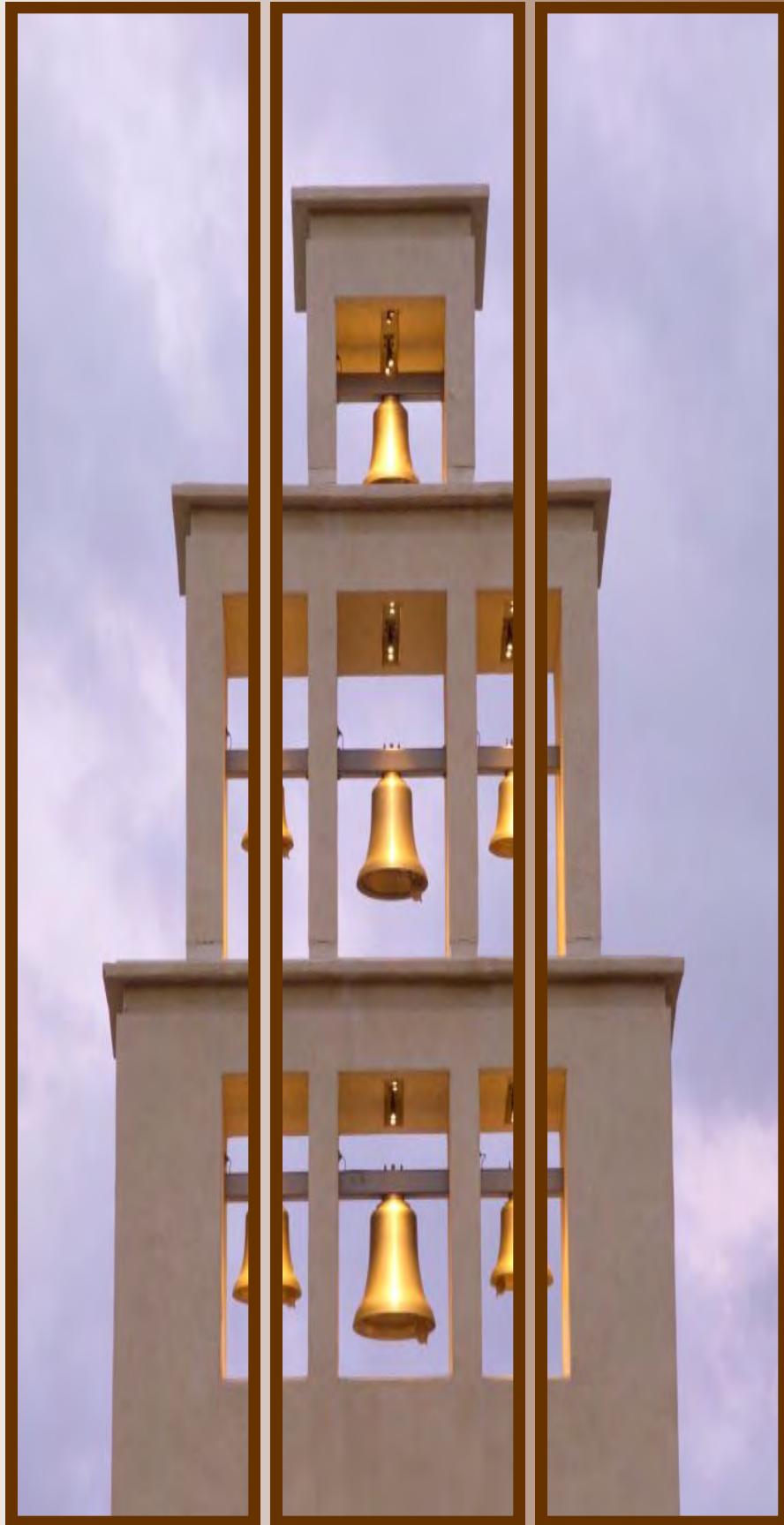
1. Continue to work with representatives from Southern California Edison on identifying new technology to improve energy efficiency of street lights and traffic signals. Conversion would be made only when it is proven to be financially feasible to the City.
2. Complete the conversion of illuminated street name signs on arterial and collector roads to non-illuminated reflective signs to reduce power costs. Actual energy savings will be measured after project implementation.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2005/06	FY 2006/07	FY 2007/08	ADOPTED	-----FY 2008/09-----	FY 2009/10	
		ACTUAL	ACTUAL	ACTUAL	BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET	
<b><u>STREET LIGHTING</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
631.003 Utilities		216,809	235,849	249,627	256,250	257,604	289,200	
<i>TOTAL OPERATIONS</i>		<u>216,809</u>	<u>235,849</u>	<u>249,627</u>	<u>256,250</u>	<u>257,604</u>	<u>289,200</u>	
<i>TOTAL EXPENDITURES</i>		<u>216,809</u>	<u>235,849</u>	<u>249,627</u>	<u>256,250</u>	<u>257,604</u>	<u>289,200</u>	
<i>FUNDING SOURCES</i>								
210 Gas Tax Fund		216,809	235,849	249,627	256,250	257,604	289,200	
<i>TOTAL FUNDING SOURCES</i>		<u>216,809</u>	<u>235,849</u>	<u>249,627</u>	<u>256,250</u>	<u>257,604</u>	<u>289,200</u>	

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# CAPITAL IMPROVEMENT PLAN



**City of Rancho Santa Margarita, California**

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# **CAPITAL IMPROVEMENT PROGRAM**

## **DESCRIPTION**

The Capital Improvement Program (CIP) delivers the budgeted list of projects 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 2008-09**

1. Worked with Finance Division to develop seven year revenue forecast for CIP.
2. Installed traffic signal at Avenida de las Banderas/Camino Altozano.
3. Completed construction of the City Wide Bus Stop Improvements Project.
4. Completed construction of the Santa Margarita and Antonio Parkway Bridge Joint Replacement Project.
5. Completed the environmental approval from Caltrans for the Traffic Signal Synchronization Project.
6. Applied for funding to support a wetland project at Shadow Rock Detention Basin.
7. Completed the preliminary design for the Robinson Ranch Road Traffic Calming.
8. Completed construction of the Santa Margarita Bridge Railing Project.
9. Completed design of the Melinda Flashing Beacon Project.
10. Completed design of the Emergency Vehicle Pre-emption Phase I Project.

## **GOALS AND OBJECTIVES: FISCAL YEAR 2009-10**

1. Complete design of the Zone 1 Slurry Seal Project.
2. Complete design of the Residential Overlay Project.
3. Construct Sidewalk Repair Project.
4. Complete design and construction of the Melinda Road Pavement Rehabilitation.
5. Complete design and construction of the Intersection Improvements at Santa Margarita & Empresa and submit final report to OCTA.
6. Complete final design and construction of the Robinson Ranch Road Traffic Calming Improvements.
7. Complete design and construction of the Robinson Ranch Road Pavement Rehabilitation Project.
8. Construct the Emergency Vehicle Pre-emption Phase I Project.
9. Construct the Melinda Heights Flashing Beacon Projects.
10. Construct the Antonio/Tijeras Creek Storm Drain Project.
11. Construct the Traffic Signal Synchronization Phase III Project.
12. Construct the Alicia Parkway Pavement Rehabilitation Project.
13. Convert irrigation on the Plano Trabuco Landscape Median to reclaimed water.
14. Construct the Robinson Ranch Road Curb Ramp Upgrade Project.
15. Construct the Laurel Road and Via Ricardo Sidewalk Repair Project.
16. Convert street name signs from illuminated signs to reflective signs.
17. Begin study of Santa Margarita Parkway bridges.
18. Begin design on Antonio Parkway Pavement Rehabilitation Project.

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

ACCT NUMBER	DESCRIPTION	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09		FY 2009/10 ADOPTED BUDGET	
					ADOPTED BUDGET	YEAR-END ESTIMATE		
<b><u>CAPITAL PROJECTS</u></b>								
<b>EXPENDITURES - CAPITAL OUTLAY</b>								
911.000	Slurry Seal Program	451,081	372,266	248,413	-	-	518,000	
912.000	Residential Overlay	321,797	4,937	859,694	-	-	506,000	
913.000	Rehabilitation of Arterials	-	167	-	-	-	-	
913.001	SMP Overlay Design	134,975	5,514	1,420	-	-	-	
913.002	Antonio Overlay Design	44,338	1,059	-	-	-	-	
913.003	SMP/Antonio Overlay Construction	-	2,551,401	-	-	-	-	
913.004	Alicia Parkway Rehabilitation	-	(8,000)	-	30,000	30,000	375,000	
913.005	Melinda Road/Altisima	-	-	-	660,000	60,000	800,000	
915.000	Median Improvements (Plano)	80,037	(19,510)	-	-	-	-	
917.001	Intersection Improvement (Empresa)	-	-	-	50,000	50,000	401,000	
921.001	Traffic Signal Synchronization	10,050	-	2,001	260,000	-	260,000	
923.001	Traffic Safety Enhancements	-	-	6,015	-	-	-	
923.002	Critical Intersection Analysis	-	-	23,796	50,000	-	-	
931.002	SMP Bridge Joint Replacement	-	-	21,525	400,000	363,000	-	
931.003	SMP Bridge Lighting/Rail System	-	206,936	10,190	314,600	196,670	-	
934.000	El Corazon Sidewalk Repair	-	-	64,436	-	-	-	
935.000	Antonio/SMP/Alas de Paz	-	-	15,130	-	-	-	
940.000	Bus Stop Improvements	-	-	104,198	492,000	492,000	-	
943.000	Go Local Study (OCTA)	-	-	59,518	30,000	35,000	-	
953.007	Robinson Ranch Sidewalk	(14,743)	-	-	-	-	-	
953.008	Antonio/Empresa Synchronization	3,631	2,051	52,079	-	-	-	
953.009-10	Various Traffic Signals	370	-	-	-	-	-	
953.011	Camino Altozano T.S.	-	-	6,895	-	-	-	
954.000	Midblock Crosswalk Improvements	-	2,174	166,391	-	-	-	
954.001	Robinson Ranch Traffic Calming	28,609	34,552	1,957	500,000	350,000	425,000	
954.002	Melinda Heights Flashing Beacon	-	-	5,328	115,000	-	115,000	
954.003	SMP/Antonio Video Surveillance	-	-	-	58,000	-	-	
954.004	Emergency Vehicle Pre-Emption	-	-	-	220,000	220,000	220,000	
961.000	Skate Park	24,838	-	-	-	-	-	
961.001	Dog/Skate Park Lighting	4,937	-	18,188	175,000	40,000	-	
962.000	Dog Park	(1,369)	-	-	-	-	-	
962.001	Sm.Dog Park Improvements	-	-	596	-	-	-	
970.000	Storm Drain (NPDES)	-	284	-	-	-	-	
970.003	Antonio/Tijeras Creek Storm Drain	-	-	-	130,000	30,000	100,000	
913.006	RR Pavement Raintree/N.Peak	-	-	-	-	-	239,000	
924.001	Reflective SNS Conversion	-	-	-	-	-	100,000	
934.003	Robinson Ranch Access Ramps	-	-	-	-	-	67,000	
934.002	Laurel/Via Ricardo Sidewalk Repair	-	-	-	-	-	57,323	
934.001	Sidewalk Repair	-	-	-	-	-	30,000	
913.007	Antonio/Via Honesto to Coto De Caza	-	-	-	-	-	60,000	
931.004	SMP Bridge Hinge Study	-	-	-	-	-	132,000	
915.002	Reclaimed Water Connect Plano Median	-	-	-	-	-	24,000	
790.100	Trans. To General Fund	-	-	-	-	200,000	300,000	
790.210	Trans. To Gas Tax Fund	-	-	74,908	-	-	-	
790.214	Trans. To AQMD	-	-	38,122	-	-	-	
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,088,551</b>	<b>3,153,831</b>	<b>1,780,800</b>	<b>3,484,600</b>	<b>2,066,670</b>	<b>4,729,323</b>	
<b>TOTAL EXPENDITURES</b>		<b>1,088,551</b>	<b>3,153,831</b>	<b>1,780,800</b>	<b>3,484,600</b>	<b>2,066,670</b>	<b>4,729,323</b>	
<b>FUNDING SOURCES</b>								
410	Capital Project Fund	-	-	35,879	695,077	-	534,601	
100	Trans. From General Fund	28,406	-	-	-	-	-	
210	Trans. From Gas Tax Fund	728,829	951,685	190,268	1,154,164	55,000	649,900	
212	Trans. From MM Turnback	21,797	452,664	280,243	176,279	731,981	1,048,000	
214	Trans. From AQMD	14,051	2,051	38,121	30,358	121,246	-	
218	Trans. From TCRF (AB2928)	208,303	572,767	-	166,840	-	1,049,000	
423.003	Measure M - GMA #9	21,870	-	141,855	50,000	50,000	75,000	
423.004/5	OCTA - AHRP	-	-	1,136,953	-	-	-	
423.006	Orange County	-	-	-	-	-	-	
423.007	OCTA - Go Local	-	-	100,000	-	-	-	
470.001	Interest Income/Other	32,904	59,078	72,050	-	115,628	56,195	
479.001	TEA-LU Grant	92,852	-	-	145,000	195,000	125,000	
479.002	Safe Route to School	-	-	-	98,100	-	-	
485.004	CDBG Comm Ctr. Grant	-	330,780	-	-	-	-	
485.005	Prop. 12 and 40 Grants	161,540	220,000	-	-	-	-	
485.014	CDBG Grant	-	-	253,963	376,642	285,754	57,323	
485.015	Prop 1B (County)	-	-	-	195,000	-	-	
485.007	SAMLARC	-	-	-	85,000	85,000	-	
485.018	HSIP	-	-	-	283,140	177,689	-	
485.019	CTFP (pending)	-	-	-	29,000	-	-	
485.011	Prop 1B (State)	-	-	799,680	-	-	-	
423.008	ARRA TP	-	-	-	-	-	500,000	
423.009	ARRA EE	-	-	-	-	-	100,000	
423.010	CDBG-PFI	-	-	-	-	-	178,304	
485.019	CTFP	-	-	-	-	-	356,000	
<b>TOTAL FUNDING SOURCES</b>		<b>1,310,552</b>	<b>2,589,025</b>	<b>3,049,012</b>	<b>3,484,600</b>	<b>1,817,298</b>	<b>4,729,323</b>	

**CAPITAL PROJECTS SPECIAL FUNDS**
**6/30/2008 Fund Balance**

<b>FY 2009</b>	Estimated Revenue Transfer from GF Transfer from Gas Tax Transfer from Measure M Transfer from AQMD Transfer from TCRF Transfer to GF Street Lighting Transfer to GF Street Maintenance Transfer to GF Public Works Transfer to GF Non-departmental Transfer to Capital Projects Fund Estimated Expenses
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**6/30/2009 Estimated Fund Balance**

<b>FY 2010</b>	Estimated Revenue 410-000-470.001 410-000-427.001 410-000-427.001 410-000-423.008 410-000-423.009 410-000-479.001 410-000-485.014 410-000-423.010 410-000-423.010 410-000-423.003 410-000-485.019	Interest Income TCRF Prop 42 County (reimbursable) TCRF Prop 42 County (reimbursable) ARRA TP ARRA EE TEA-LU (reimbursable) CDBG-R CDBG-PFI CDBG-PFI (unspent) GMA9 (reimbursable) pending CTFP (pending)	
			<b>Total Revenues</b>
	Gas Tax - Street Lighting Transfer to GF Street Maintenance Transfer to GF Public Works Transfer to GF Non-departmental Transfer to CIP - Street Maintenance MOE		901,000
		<b>Total Transfers</b>	<b>901,000</b>
410-900-911.000 410-900-912.000 410-900-913.004 410-900-913.005 410-900-917.001 410-900-921.001 410-900-954.001 410-900-954.002 410-900-954.004 410-900-970.003 410-900-913.006 410-900-924.001 410-900-934.003 410-900-934.002 410-900-934.001 410-900-913.007 410-900-931.004 410-900-915.002	Slurry Seal Program Residential Overlay Alicia Parkway Rehabilitation Melinda Road/Altisima Intersection Improvement (Empresa) Traffic Signal Synchronization Robinson Ranch Traffic Calming Melinda Heights Flashing Beacon Emergency Vehicle Pre-Emption Antonio/Tijeras Creek Storm Drain Robinson Ranch Rd. Pavement Raintree/N.Peak Reflective SNS Conversion Robinson Ranch Access Ramps Laurel/Via Ricardo Sidewalk Repair Sidewalk Repair Antonio/Via Honest to Coto De Caza SMP Bridge Hinge Study Reclaimed Water Connect Plano Median	518,000 506,000 375,000 ARRA TP 800,000 401,000 CTFP 260,000 TEA-LU 425,000 115,000 SR2S/Prior MM 220,000 Prop 1B County 100,000 MM Prior 239,000 ARRA TP 100,000 ARRA EE 67,000 CDBG-PFI 57,323 CDBG-R 30,000 60,000 MM Prior 132,000 24,000 MM Prior	
		<b>Total Expenditures</b>	<b>4,429,323</b>
	Total Capital Improvement/Street Maintenance Program		5,330,323

**6/30/2010 Estimated Fund Balance**

410 CIP	210 GAS TAX	212 MEASURE M	214 AQMD	218 TCRF	Total All Funds
<b>2,095,060</b>	<b>904,900</b>	<b>1,328,925</b>	<b>295,194</b>	<b>1,051</b>	<b>4,625,130</b>
909,071	787,400	511,927	28,189	428,811	2,665,398
-	-	-	-	-	-
55,000	-	-	-	-	55,000
731,981	-	-	-	-	731,981
121,246	-	-	-	-	121,246
-	-	-	-	-	-
-	(257,604)	-	-	-	(257,604)
-	(184,668)	-	-	-	(184,668)
-	(688,522)	-	-	-	(688,522)
(200,000)	-	-	-	-	(200,000)
(1,866,670)	(55,000)	(731,981)	(121,246)	-	(908,227)
				-	(1,866,670)
<b>1,845,688</b>	<b>506,506</b>	<b>1,108,871</b>	<b>202,137</b>	<b>429,862</b>	<b>4,093,064</b>
-	800,000	501,355	64,890	470,708	1,836,953
56,195	-	-	-	-	56,195
-	-	-	-	166,840	166,840
-	-	-	-	116,000	116,000
500,000	-	-	-	-	500,000
100,000	-	-	-	-	100,000
125,000	-	-	-	-	125,000
57,323	-	-	-	-	57,323
67,000	-	-	-	-	67,000
111,304	-	-	-	-	111,304
75,000	-	-	-	-	75,000
356,000	-	-	-	-	356,000
<b>1,447,822</b>	<b>800,000</b>	<b>501,355</b>	<b>64,890</b>	<b>753,548</b>	<b>3,567,615</b>
-	(289,200)	-	-	-	(289,200)
(350,000)	(90,000)	(461,000)	-	-	(901,000)
-	(181,808)	-	-	-	(181,808)
(300,000)	-	-	-	-	(300,000)
350,000	-	-	-	-	350,000
<b>(300,000)</b>	<b>(561,008)</b>	<b>(461,000)</b>	<b>-</b>	<b>-</b>	<b>(1,322,008)</b>
-	(408,000)	-	-	(110,000)	(518,000)
-	-	-	-	(506,000)	(506,000)
(375,000)	-	-	-	-	(375,000)
-	(200,000)	(167,000)	-	(433,000)	(800,000)
(356,000)	-	(45,000)	-	-	(401,000)
(125,000)	-	(135,000)	-	-	(260,000)
-	-	(425,000)	-	-	(425,000)
(98,100)	(16,900)	-	-	-	(115,000)
(195,000)	(25,000)	-	-	-	(220,000)
(100,000)	-	-	-	-	(100,000)
(125,000)	-	(114,000)	-	-	(239,000)
(100,000)	-	-	-	-	(100,000)
(67,000)	-	-	-	-	(67,000)
(57,323)	-	-	-	-	(57,323)
-	-	(30,000)	-	-	(30,000)
(60,000)	-	-	-	-	(60,000)
-	-	(132,000)	-	-	(132,000)
(24,000)	-	-	-	-	(24,000)
<b>(1,682,423)</b>	<b>(649,900)</b>	<b>(1,048,000)</b>	<b>-</b>	<b>(1,049,000)</b>	<b>(4,429,323)</b>
<b>1,311,087</b>	<b>95,598</b>	<b>101,226</b>	<b>267,027</b>	<b>134,410</b>	<b>1,909,348</b>

**City of Rancho Santa Margarita  
Measure M Growth Management Program/Congestion Management Program  
Seven Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2009/2010 through 2015/2016**

**FUNDING SOURCE**

<b>PROJECT DESCRIPTION</b>	<b>FUND SOURCE</b>	<b>Funding (1,000's)</b>	<b>%</b>	<b>Total Estimated Cost (Current \$)</b>	<b>08/10</b>		<b>10/11</b>		<b>11/12</b>		<b>12/13</b>		<b>13/14</b>		<b>14/15</b>		<b>15/16</b>			
					<b>08/10</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>08/10</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>		
<b>1. STREET MAINTENANCE PROGRAM</b> Maintenance of Effort	General Fund	\$ 350	39%	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350		
	Gas Tax	\$ 90	10%	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90		
	Measure M	\$ 461	51%	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461	\$ 461		
		\$ 901		<b>TOTAL</b>	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901	\$ 901		
<b>2. STREET MAINTENANCE</b> Annual Slurry Seal	Gas Tax	\$ 3,843	100%	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843		
	TCRF			<b>TOTAL</b>	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	
<b>3. STREET MAINTENANCE</b> Residential Overlay	TCRF	\$ 3,843	100%	<b>TOTAL</b>	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	\$ 3,843	
<b>4. SIDEWALK REPAIRS</b> Annual Sidewalk Repairs	Measure M	\$ 210	100%	<b>TOTAL</b>	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	
<b>5. ALICIA PARKWAY REHABILITATION</b> Rehabilitation of Aterials- Alicia Parkway	ARRA TP	\$ 375	100%	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	
<b>6. MELINDA ROAD REHABILITATION Section 1</b> Rehabilitation of Aterials- Melinda Road	TCRF	\$ 167	21%	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	
	Measure M	\$ 433	54%	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	
	Gas Tax	\$ 200	25%	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	
<b>7. AVE. EMPRESA/ SANTA MARGARITA PARKWAY</b> Intersection improvements- Add a third NB left-turn lane on Avenida Empresa	CTFP	\$ 800	100%	<b>TOTAL</b>	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	
	Measure M	\$ 356	89%	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	\$ 356	
<b>8. TRAFFIC SYNCHRONIZATION PH III</b> Complete Synchronization Project in RSM Final Phase	TEA LU	\$ 401	100%	<b>TOTAL</b>	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	\$ 401	
	Measure M	\$ 135	48%	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	
<b>9. ROBINSON RANCH TRAFFIC CALMING</b> Final Design 60K	Measure M	\$ 425	100%	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	
<b>10. MELINDA HEIGHTS FLASHING BEACON</b> Installation of overhead flasher	SR2S	\$ 98	85%	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	
	Gas Tax	\$ 17	15%	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	
<b>11. EMERGENCY VEHICLE PRE-EMPTION PHASE 1</b> Install sensors to provide more green time to Emergency Vehicles	1B (County)	\$ 195	88%	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	
	Gas Tax	\$ 25	11%	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	
<b>12. ANTONIO/TIJERAS CREEK'S STORM DRAIN</b> Install new catch basin to protect the Tijeras Creek Bridge	CTP Fund	\$ 100	100%	<b>TOTAL</b>	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	
	Measure M	\$ 114	48%	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114	
<b>13. ROBINSON RANCH ROAD PAVEMENT REHABILITATION</b> Raintree to North Peak	ARRA TP	\$ 125	52%	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	
	Measure M	\$ 239	100%	<b>TOTAL</b>	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239	\$ 239
<b>14. RECLAIMED WATER CONNECTION FOR THE PLANO TRABUCO MEDIAN ISLANDS</b> Conversion of the irrigation system to reclaimed water	CIP Fund	\$ 24	100%	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	
<b>15. REFLECTIVE STREET NAME SIGN UPDATES</b> Conversion of internally illuminated street name signs to reflective street name signs	EECBG	\$ 100	100%	<b>TOTAL</b>	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	

**City of Rancho Santa Margarita  
Measure M Growth Management Program/Congestion Management Program  
Seven Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2009/2010 through 2015/2016**

**FUNDING SOURCE**

PROJECT DESCRIPTION		Fund Source	Funding (1,000's)	%	Total Estimated Cost (Current \$)	08/10	10/11	11/12	12/13	13/14	14/15	15/16
<b>16. ROBINSON RANCH ACCESS RAMPS</b> Replacement of Curb Ramps to current standards		CDBG	\$ 67	100%	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	
<b>17. LAUREL ROAD &amp; VIA RICARDO SIDEWALK REPAIRS</b> Repair of damaged sidewalk and tree root barriers		CDBG	\$57	100%	<b>TOTAL</b>	\$ 57	\$ 57	\$ 57	\$ 57	\$ 57	\$ 57	
<b>18. SANTA MARGARITA PARKWAY BRIDGE HINGE STUDY</b> Study bridge condition		Measure M	\$132	100%	<b>TOTAL</b>	\$ 132	\$ 132	\$ 132	\$ 132	\$ 132	\$ 132	
<b>19. ANTONIO PARKWAY PAVEMENT REHABILITATION</b> Rehabilitation of Arterials- Antonio Parkway Via Honestito to Coto de Caza Design 60K Congressman Gary Miller Funding Pending* PCI = 42		TEA CIP Fund TEA	\$ 95 \$ 251 \$ 909	8% 20% 72%	<b>TOTAL</b>	\$ 95 \$ 251 \$ 909	\$ 95 \$ 60 \$ 909					
<b>20. MELINDA ROAD REHABILITATION</b> Amerine to Santa Margarita Parkway PCI = 61-77		Measure M	\$ 689	100%	<b>TOTAL</b>	\$ 689	\$ 689	\$ 689	\$ 689	\$ 689	\$ 689	
<b>21. LOS ALIOS PAVEMENT REHABILITATION</b> SR-241 to Alisima PCI = 68		Gas Tax	\$ 372	100%	<b>TOTAL</b>	\$ 372	\$ 372	\$ 372	\$ 372	\$ 372	\$ 372	
<b>22. DOG/SKATE PARK LIGHTING</b> Installation of lighting		General Fund	\$ 200	100%	<b>TOTAL</b>	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	
<b>23. SANTA MARGARITA PARKWAY BRIDGE HINGE DESIGN</b> Design of bridge repairs		Gas Tax Federal	\$138	100%	<b>TOTAL</b>	\$ 138	\$ 138	\$ 138	\$ 138	\$ 138	\$ 138	
<b>24. SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION</b> Rehabilitation of Arterials- Santa Margarita Parkway Ave. de Las Flores to Alma Aldea Design 70K		Gas Tax	\$ 1,462	100%	<b>TOTAL</b>	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	\$ 1,462	
<b>25. CITY HALL AND BELL TOWER MEDIA/ COMPUTER ROOMS FIRE SUPPRESSION SYSTEM</b> Retrofitting fire suppression system		General Fund	\$127	100%	<b>TOTAL</b>	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	
<b>26. ROAD WIDENING- SANTA MARGARITA PARKWAY DESIGN FROM 241 TO LAS FLORES</b> Improve the west-bound side of Santa Margarita Parkway between Las Flores and the 241 Design 150K		Measure M Grants	\$ 150	100%	<b>TOTAL</b>	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	
<b>27. WAYFINDING SIGNS</b> Installation of Wayfinding Signage throughout the City		Gas Tax	\$ 60	100%	<b>TOTAL</b>	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	
<b>28. SANTA MARGARITA PARKWAY BRIDGE HINGE CONSTRUCTION</b> Construction Phase of bridge repairs PCI = 42		Gas Tax	\$1,470	100%	<b>TOTAL</b>	\$ 1,470	\$ 1,470	\$ 1,470	\$ 1,470	\$ 1,470	\$ 1,470	
<b>29. ANTONIO PARKWAY PAVEMENT REHABILITATION</b> Rehabilitation of Arterials- Antonio Parkway Coto de Caza to Bienvenidos Design 60K		Gas Tax	\$ 600	100%	<b>TOTAL</b>	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	
<b>30. EMERGENCY VEHICLE PRE-EMPTION PHASE II</b> Pending Funding		IB (State)	\$ 183	100%	<b>TOTAL</b>	\$ 183	\$ 183	\$ 183	\$ 183	\$ 183	\$ 183	
<b>31. INLET IMPROVEMENTS AT ROBINSON RIDGE</b> Install trash rack and remove chain link fence		Gas Tax	\$ 35	100%	<b>TOTAL</b>	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	

**City of Rancho Santa Margarita**  
**Measure M Growth Management Program/Congestion Management Program**  
**Seven Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2009/2010 through 2015/2016**

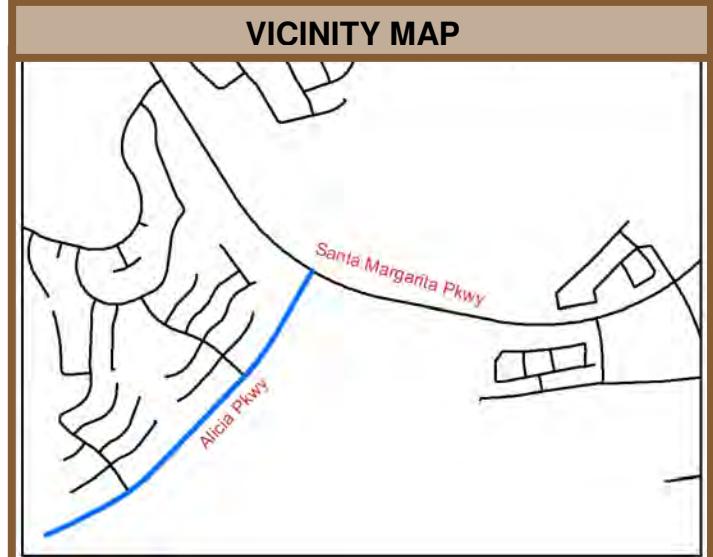
**FUNDING SOURCE**

<b>PROJECT DESCRIPTION</b>	<b>FUND SOURCE</b>	<b>Funding (1,000's)</b>	<b>%</b>	<b>Total Estimated Cost (Current \$)</b>	<b>08/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>
					<b>08/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>
<b>32. AVENIDA EMPRESA REHABILITATION</b> Rehabilitation of Avenida- Empresa Santa Margarita Parkway to Comercio Design 50K PCI = 75	Gas Tax	\$ 350	100%	\$ 350					\$ 50	\$ 300	
<b>33. ANTONIO PARKWAY PAVEMENT REHABILITATION</b> Rehabilitation of Avenida- Antonio Parkway Empresa to Ave de las Banderas Design 70K PCI = 66-72	Gas Tax	\$ 910	100%	\$ 910					\$ 70	\$ 840	
<b>34. CANADA VISTA PARK RESTROOM HOLDING TANK ALARM SYSTEM</b> Installation of overflow alarm for holding tank	CIP Fund	\$ 18	100%	\$ 18						\$ 18	
<b>35. CITY HALL AND COMMUNITY CENTER PAINTING PROJECT (Interior)</b> Facility Maintenance	General Fund	\$ 145	100%	\$ 145						\$ 18	
<b>36. FORTEL TYPE ELECTRONIC SPEED LIMIT SIGNS</b> Installation of ten electronic speed limit signs throughout the City	OTS Grant	\$ 168	100%	\$ 168						\$ 168	
<b>37. RE-LANDSCAPE SLOPES ALONG VEREDA LA GUNA</b> Beautification of damaged landscape slope.	Gas Tax	\$ 34	100%	\$ 34						\$ 34	
<b>38. INSTALL FIVE PROTECTED PERMISSIVE TRAFFIC SIGNALS SYSTEMS</b>	Measure M AQMD	\$ 68	100%	\$ 68						\$ 68	
<b>39. CITY HALL AND COMMUNITY CENTER PAINTING PROJECT (Exterior)</b> Facility Maintenance	General Fund	\$ 86	100%	\$ 86						\$ 86	
<b>40. SEALCOAT OF CITY HALL &amp; COMMUNITY CENTER PARKING LOTS</b> Facility Maintenance	General Fund	\$ 15	100%	\$ 15						\$ 15	
<b>TOTAL</b>		\$ 20,580		\$ 20,580	\$ 5,330	\$ 3,774	\$ 4,384	\$ 2,018	\$ 2,295	\$ 1,603	\$ 1,286

# City of Rancho Santa Margarita Capital Improvement Project Information



ALICIA PARKWAY



— LIMITS OF REPAIR

**PROJECT TITLE:**  
Alicia Parkway Rehabilitation

**FUNDING DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Parkway Rehabilitation

**ESTIMATED SCHEDULE:**  
Construction FY2009/2010

**FUNDING SOURCE:**  
ARRA - TP

**DEPT. PROJECT MANAGER:**  
Marc Fernandez

**CIP ACCOUNT NO.:**  
410-900-913.004

## PROJECT DESCRIPTION:

The project consists of the removal and replacement of asphalt on the northbound lanes from Santa Margarita Parkway to the southern City limit.

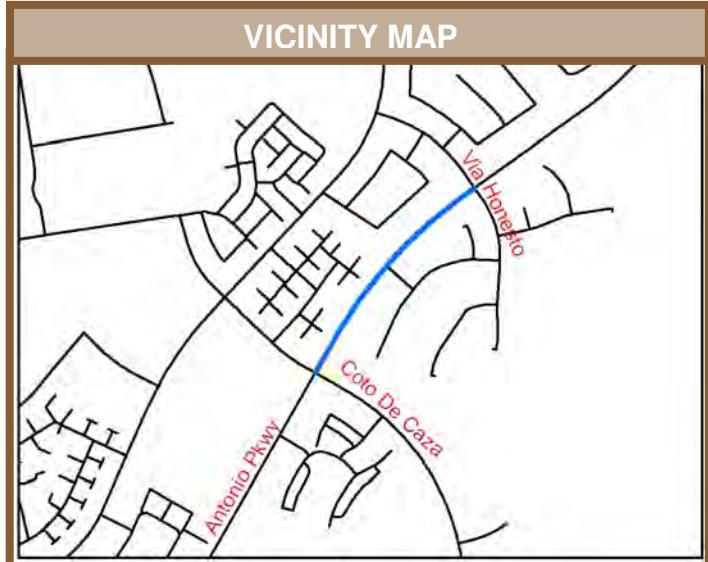
## PROJECT BUDGET:

Design:	\$4,000
Construction:	\$292,000
Project Management:	\$9,000
Inspection:	\$35,000
Contingency :	\$35,000
Project Total	\$375,000

# City of Rancho Santa Margarita Capital Improvement Project Information



ANTONIO PARKWAY



LIMITS OF REPAIR

## PROJECT TITLE:

Antonio Pkwy Rehabilitation - Via Honesto to Coto De Caza

## FUNDING DEPARTMENT:

Public Works

## PROJECT TYPE:

Street

## ESTIMATED SCHEDULE:

Design FY2009/2010  
Construction FY2009/2010

## FUNDING SOURCE:

TEA, CIP Fund

## DEPT. PROJECT MANAGER:

Steve Strapac

## CIP ACCOUNT NO.:

410-900-913.007

## PROJECT DESCRIPTION:

The project consists of grinding down approximately 3" of asphalt concrete and replacing it with asphalt rubber hot mix. Utility covers will be adjusted and new loops and striping will be installed.

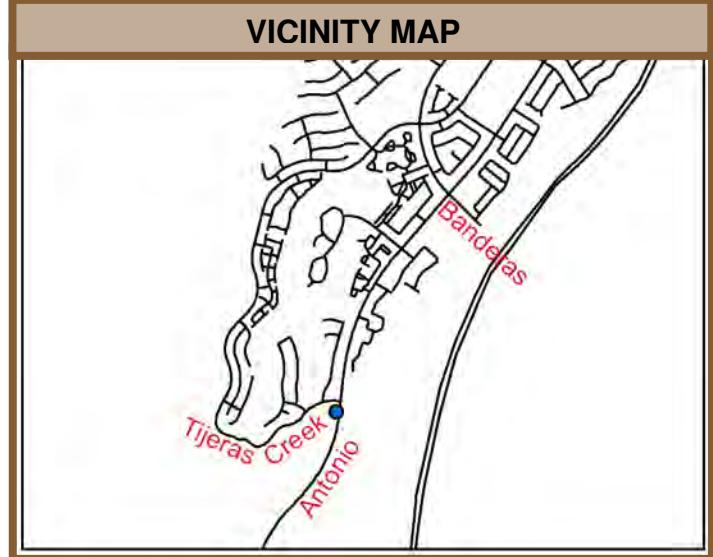
## PROJECT BUDGET:

Design:	(FY09/10)	\$60,000
Construction:	(FY10/11)	\$965,200
Project Management:		\$18,000
Inspection:		\$96,000
Contingency (12%):		\$115,800
Project Total		\$1,255,000

# City of Rancho Santa Margarita Capital Improvement Project Information



ANTONIO PARKWAY AT TIJERAS CREEK



PROJECT LOCATION

**PROJECT TITLE:**

Antonio / Tijeras Creek Storm Drain Project

**FUNDING DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic

**ESTIMATED SCHEDULE:**

Construction FY2010/2011

**FUNDING SOURCE:**

CIP Fund

**DEPT. PROJECT MANAGER:**

Marc Fernandez

**CIP ACCOUNT NO.:**

410-900-970.003

**PROJECT DESCRIPTION:**

The project consists of installation of catch basin, overflow drain, and v-gutter for bridge joint preventative maintenance purposes.

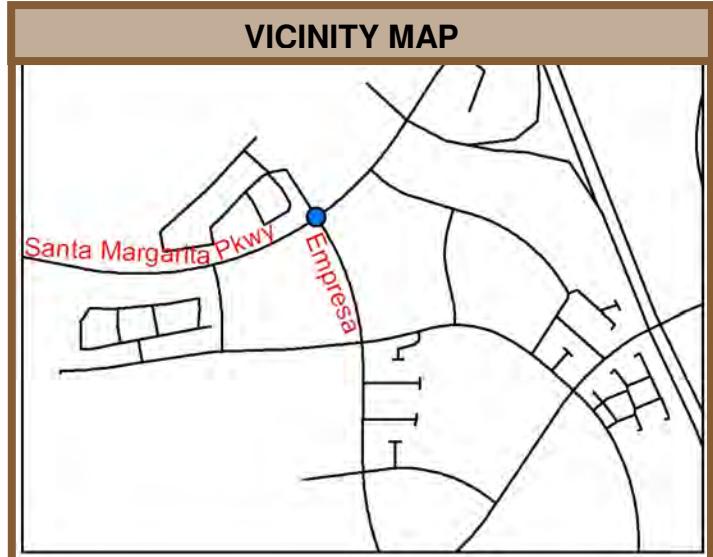
**PROJECT BUDGET:**

Design:	\$30,000
Construction:	\$40,000
Project Management:	\$10,000
Inspection:	\$10,000
Contingency:	\$10,000
Project Total	\$100,000

# City of Rancho Santa Margarita Capital Improvement Project Information



EMPRESA AND SANTA MARGARITA



PROJECT LOCATION

## PROJECT TITLE:

Avenida Empresa and Santa Margarita Parkway Intersection Improvements

## FUNDING DEPARTMENT:

Public Works

## PROJECT TYPE:

Traffic

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

CTFP, Measure M

## DEPT. PROJECT MANAGER:

Steve Strapac

## CIP ACCOUNT NO.:

410-900-917.001

## PROJECT DESCRIPTION:

The project consists of removal of existing median and adding a third left hand turn lane at northbound Avenida Empresa to westbound Santa Margarita Parkway.

## PROJECT BUDGET:

Design:	\$50,000
Construction:	\$285,000
Project Management:	\$10,000
Inspection:	\$28,000
Contingency (10%):	\$28,000
Project Total	\$401,000

# City of Rancho Santa Margarita Capital Improvement Project Information



ORANGE COUNTY FIRE AUTHORITY

## VICINITY MAP



VARIOUS INTERSECTIONS CITYWIDE

**PROJECT TITLE:**

Emergency Vehicle Preemption – Phase 1

**FUNDING DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic

**ESTIMATED SCHEDULE:**

Construction FY2009/2010

**FUNDING SOURCE:**

Prop 1B, Gas Tax

**DEPT. PROJECT MANAGER:**

Marc Fernandez

**CIP ACCOUNT NO.:**

410-900-954.004

**PROJECT DESCRIPTION:**

Provide traffic signal pre-emption for emergency vehicles per Orange County Fire Authority specifications at approximately 26 intersections.

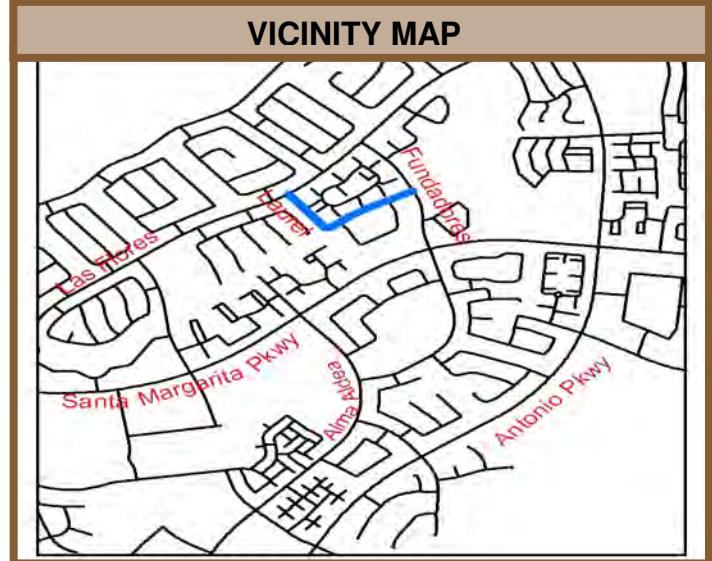
**PROJECT BUDGET:**

Design:	\$11,190
Construction:	\$164,400
Project Management:	\$5,000
Inspection:	\$15,000
Contingency (15%):	\$24,410
Project Total	\$220,000

# City of Rancho Santa Margarita Capital Improvement Project Information



EXISTING DAMAGED SIDEWALK



LIMITS OF REPAIR

## PROJECT TITLE:

Laurel Road & Via Ricardo Sidewalk Repairs

## FUNDING DEPARTMENT:

Public Works

## PROJECT TYPE:

Parkway Rehabilitation

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

CDBG

## DEPT. PROJECT MANAGER:

Steve Strapac

## CIP ACCOUNT NO.:

410-900-934.002

## PROJECT DESCRIPTION:

The project consists of removing and replacing existing damaged sidewalk on Laurel Road & Via Ricardo.

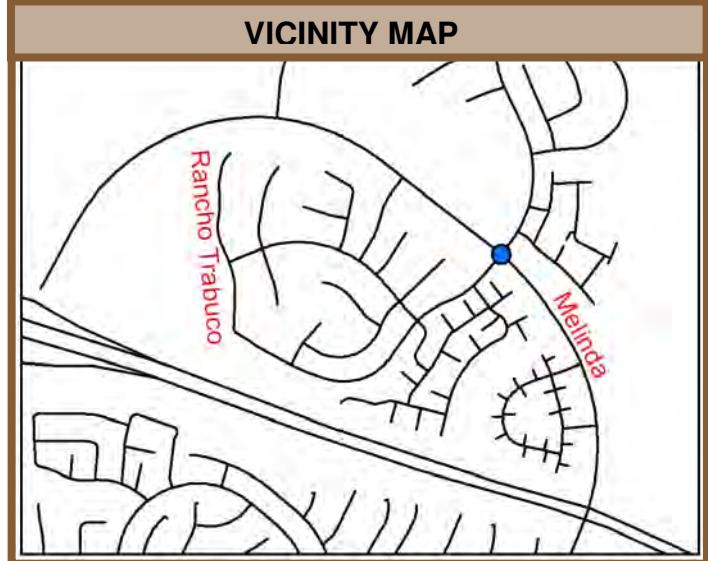
## PROJECT BUDGET:

Design:	\$0
Construction:	\$40,000
Project Management:	\$3,323
Inspection:	\$6,000
Contingency (20%):	\$8,000
Project Total	\$57,323

# City of Rancho Santa Margarita Capital Improvement Project Information



MELINDA ROAD



• PROJECT LOCATION

**PROJECT TITLE:**  
Melinda Heights Flashing Beacon

**FUNDING DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic

**ESTIMATED SCHEDULE:**  
Construction FY2009/2010

**FUNDING SOURCE:**  
Safe Routes to School, Gas Tax

**DEPT. PROJECT MANAGER:**  
Steve Strapac

**CIP ACCOUNT NO.:**  
410-900-954.002

## PROJECT DESCRIPTION:

The project consists of installation of two (2) Caltrans Standard overhead flashing assemblies posted with a 25 mph school zone sign on Melinda Road.

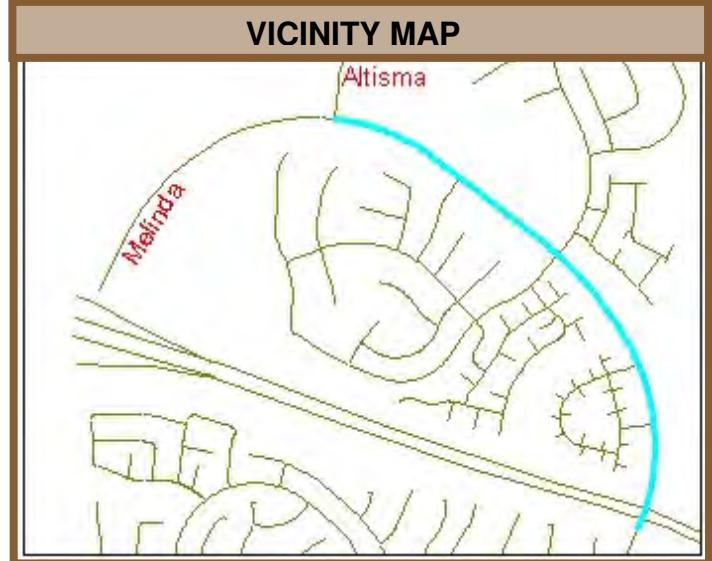
## PROJECT BUDGET:

Design:	\$12,000
Construction:	\$80,000
Inspection	\$6,000
Project Management:	\$5,000
Contingency (15%):	\$12,000
Project Total	\$115,000

# City of Rancho Santa Margarita Capital Improvement Project Information



MELINDA ROAD



PROJECT LOCATION

**PROJECT TITLE:**

Melinda Road Pavement Rehabilitation

**FUNDING DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Rehabilitation

**ESTIMATED SCHEDULE:**

Construction FY2009/2010

**FUNDING SOURCE:**

TCRF, Gas Tax, Measure M

**DEPT. PROJECT MANAGER:**

Steve Strapac

**CIP ACCOUNT NO.:**

410-900-913.005

**PROJECT DESCRIPTION:**

The project consists of the removal and replacement of asphalt from SR-241 to Altisma.

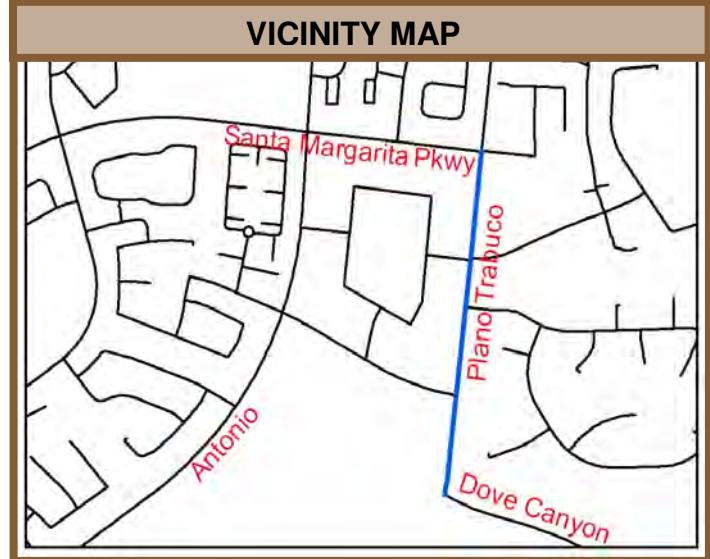
**PROJECT BUDGET:**

Design:	\$60,000
Construction:	\$560,000
Inspection	\$80,000
Project Management:	\$20,000
Contingency (15%):	\$80,000
Project Total	\$800,000

# City of Rancho Santa Margarita Capital Improvement Project Information



PLANO TRABUCO



PROJECT LIMITS

## PROJECT TITLE:

Plano Trabuco Median Island Reclaimed Water Change over

## Funding Department:

Public Works

## Project Type:

Street

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

CIP Fund

## DEPT. PROJECT MANAGER:

Derek Wieske

## CIP ACCOUNT NO.:

410-900-915.002

## PROJECT DESCRIPTION:

The project consists of reconnecting the irrigation system to the existing reclaimed water system.

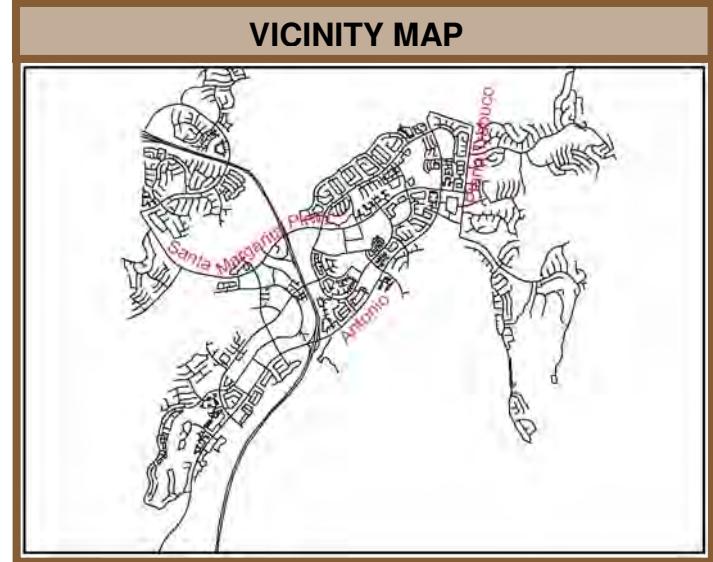
## PROJECT BUDGET:

Design:	0
Construction:	\$18,358
Project Management:	\$918
Inspection:	\$2,350
Contingency (15%):	\$2,754
Project Total	\$24,380

# City of Rancho Santa Margarita Capital Improvement Project Information



REFLECTIVE STREET NAME SIGN



CITYWIDE

## PROJECT TITLE:

Reflective Street Name Sign Conversion Project

## FUNDING DEPARTMENT:

Public Works

## PROJECT TYPE:

Traffic

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

EECBG

## DEPT. PROJECT MANAGER:

Marc Fernandez

## CIP ACCOUNT NO.:

410-900-924.001

## PROJECT DESCRIPTION:

The project consists of replacing existing internally illuminated street name signs with reflective street name signs.

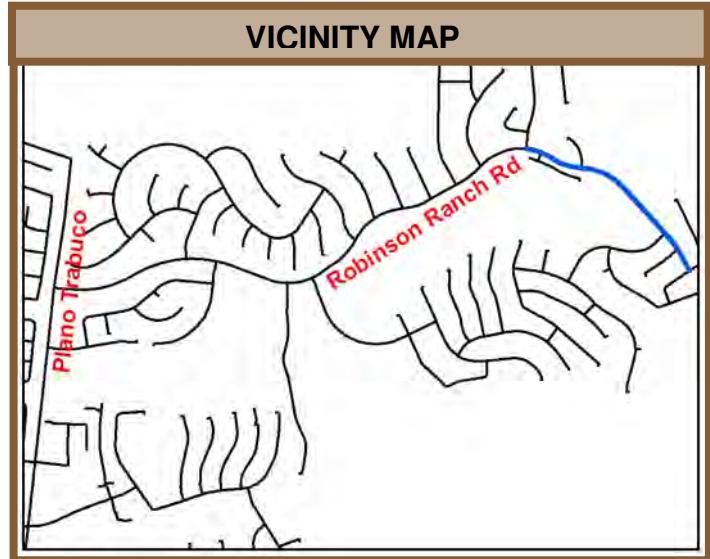
## PROJECT BUDGET:

Design:	\$4,000
Construction:	\$75,000
Project Management:	\$6,000
Inspection:	\$7,500
Contingency (10%):	\$7,500
Project Total	\$100,000

# City of Rancho Santa Margarita Capital Improvement Project Information



ROBINSON RANCH ROAD



LIMITS OF REPAIR

## PROJECT TITLE:

Robinson Ranch Road Pavement Rehabilitation

## FUNDING DEPARTMENT:

Public Works

## PROJECT TYPE:

Traffic

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

ARRA, Measure M

## DEPT. PROJECT MANAGER:

Marc Fernandez

## CIP ACCOUNT NO.:

410-900-913.006

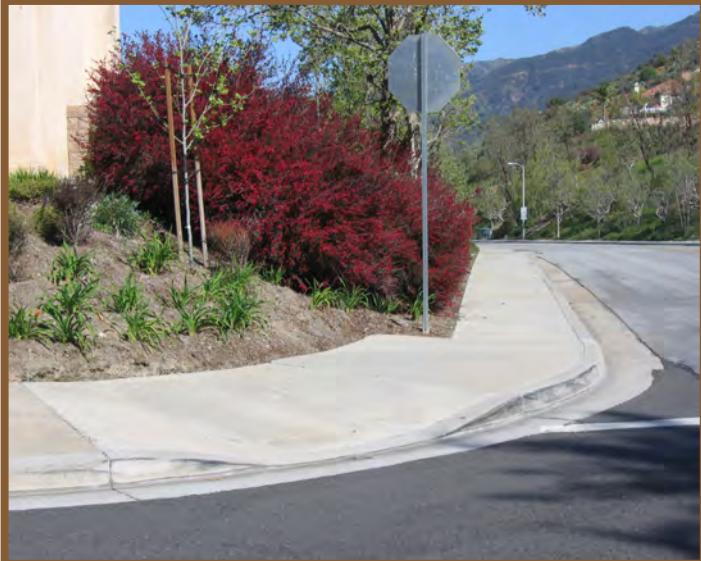
## PROJECT DESCRIPTION:

The project consists of grinding down approximately 3" of asphalt concrete and replacing it with asphalt rubber hot mix. Utility covers will be adjusted and new striping will be installed.

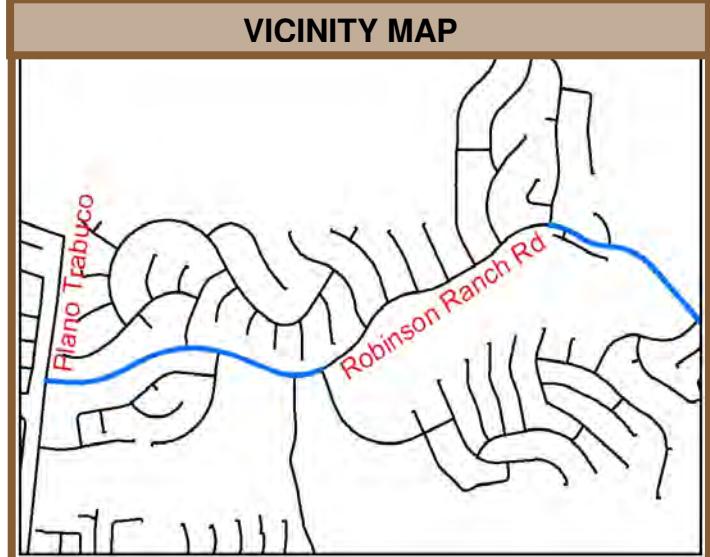
## PROJECT BUDGET:

Design:	\$15,000
Construction:	\$145,800
Project Management:	\$16,250
Inspection:	\$21,900
Contingency (20%):	\$39,850
Project Total	\$239,000

# City of Rancho Santa Margarita Capital Improvement Project Information



ROBINSON RANCH ROAD



LIMITS OF REPAIR

## PROJECT TITLE:

Robinson Ranch Road Ramp Replacement Project

## FUNDING DEPARTMENT:

Public Works

## PROJECT TYPE:

Traffic

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

CDBG

## DEPT. PROJECT MANAGER:

Marc Fernandez

## CIP ACCOUNT NO.:

410-900-934.003

## PROJECT DESCRIPTION:

The project consists of removing and replacing existing curb ramps on Robinson Ranch Road between Plano Trabuco and Briarwood and Raintree to North Peak to current code.

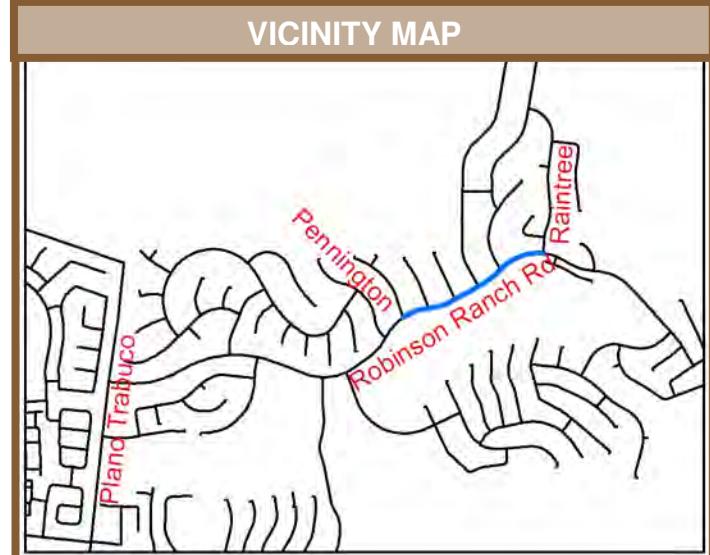
## PROJECT BUDGET:

Design:	\$0
Construction:	\$52,000
Project Management:	\$5,000
Inspection:	\$5,000
Contingency:	\$5,000
Project Total	\$67,000

# City of Rancho Santa Margarita Capital Improvement Project Information



ROBINSON RANCH ROAD



LIMITS OF IMPROVEMENTS

## PROJECT TITLE:

Robinson Ranch Road Traffic Calming Project

## Funding Department:

Public Works

## Project Type:

Traffic

## ESTIMATED SCHEDULE:

Construction FY2009/2010

## FUNDING SOURCE:

Measure M

## DEPT. PROJECT MANAGER:

Steve Strapac

## CIP ACCOUNT NO.:

410-900-954.001

## PROJECT DESCRIPTION:

The project consists of construction of "bulb-outs" on the North side of Robinson Ranch Road between Briarwood and Morningside.

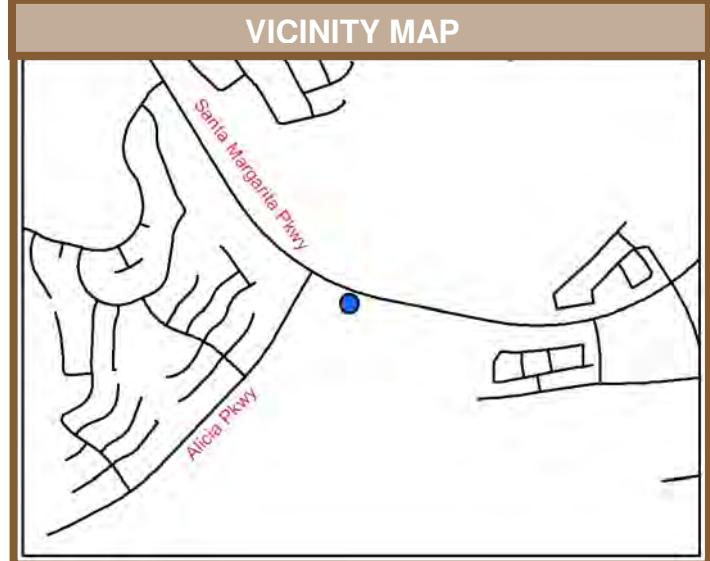
## PROJECT BUDGET:

Design:	\$72,500
Construction:	\$278,000
Project Management:	\$5,000
Inspection:	\$27,800
Contingency:	\$41,700
Project Total	\$425,000

# City of Rancho Santa Margarita Capital Improvement Project Information



DAMAGED BRIDGE HINGE



SANTA MARGARITA PARKWAY BRIDGE

**PROJECT TITLE:**

Santa Margarita Bridge Hinge Repair (Study)

**Funding Department:**

Public Works

**Project Type:**

Rehabilitation

**ESTIMATED SCHEDULE:**

Construction FY2009/2010

**FUNDING SOURCE:**

Measure M

**DEPT. PROJECT MANAGER:**

Derek Wieske

**CIP ACCOUNT NO.:**

410-900-931.004

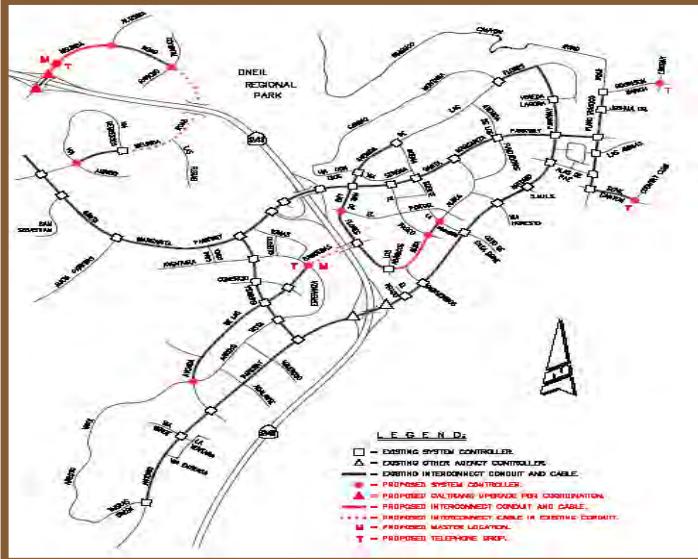
**PROJECT DESCRIPTION:**

This project will study the existing condition of the Santa Margarita Parkway bridges, especially the hinge on the westbound bridge to determine if and when repairs are necessary.

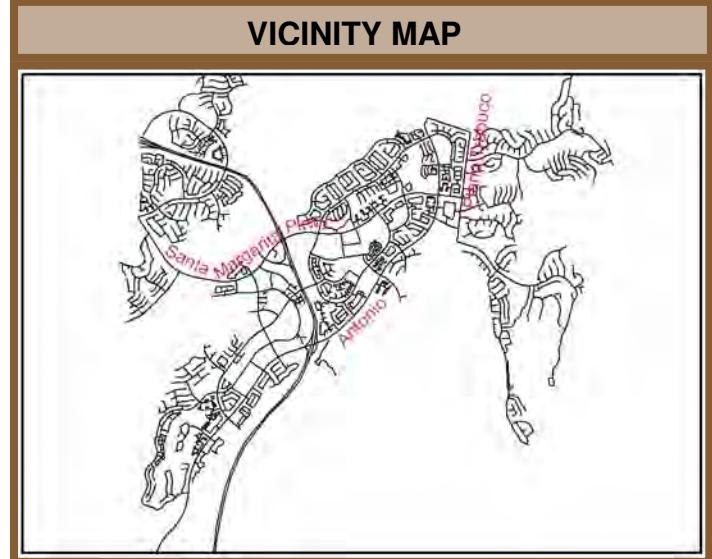
**PROJECT BUDGET:**

Design:	\$120,000
Construction:	\$0
Project Management:	\$12,000
Inspection:	\$0
Contingency (20%):	\$0
Project Total	\$132,000

# City of Rancho Santa Margarita Capital Improvement Project Information



VARIOUS INTERSECTIONS



CITY WIDE

**PROJECT TITLE:**

Traffic Signal Synchronization – Phase III

**FUNDING DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic

**ESTIMATED SCHEDULE:**

Construction FY2009/2010

**FUNDING SOURCE:**

TEA-LU, Measure M

**DEPT. PROJECT MANAGER:**

Steve Strapac

**CIP ACCOUNT NO.:**

410-900-921.001

**PROJECT DESCRIPTION:**

The project consists of installation of signal interconnect cable and interconnect conduit physically connecting traffic signals in various areas of the City.

**PROJECT BUDGET:**

Design:	\$25,000
Construction:	\$162,500
Project Management:	\$20,000
Inspection:	\$24,000
Contingency:	\$28,500
Project Total	\$260,000

## **RANCHO SANTA MARGARITA NONPROFIT CORPORATION CAPITAL PROJECTS**

**Regional Community Center and City Hall:** During Fiscal Year 2003/04, the City began construction of a Regional Community Center and City Hall to be located within the City. The project was completed in Fiscal Year 2004/05. The City formed a nonprofit entity named the Rancho Santa Margarita Nonprofit Corporation to issue Certificates of Participation (COPs) to partially fund this major project. In November 2003, \$12,795,000 in COPs were issued, resulting in \$10,695,000 available for design and construction of the buildings. Expenditures financed with these COPs were accounted for in the Rancho Santa Margarita Nonprofit Capital Projects Fund. The balance of the project was recorded in the City's Capital Projects Fund, along with the related funding sources. Construction of the Regional Community Center and City Hall was completed in October 2004 and City operations moved to the new facility in November 2004. This project was the City's largest endeavor since incorporation and was completed on schedule and below budget. There have been no transactions in the Rancho Santa Margarita Nonprofit Corporation Capital Projects Fund since Fiscal Year 2004/05.

# APPENDICES



**City of Rancho Santa Margarita, California**

## **BASIS OF ACCOUNTING**

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

## **BUDGETARY CONTROL**

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

Budgetary control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within the accounts of any fund; however, any revisions between funds must be approved by the City Council. Supplemental appropriations may be adopted by the City Council at any time during the fiscal year by resolution. Except for capital projects, appropriations lapse at fiscal year-end unless they are encumbered at year end or reappropriated through the formal budget process. Regarding capital projects, for any project which is under construction at year-end, the appropriations are allowed to carry forward with the amount being adopted for the current year budget. For each fund, total expenditures may not legally exceed total appropriations.

## **LONG-TERM DEBT**

The City of Rancho Santa Margarita is not obligated in any manner for general obligation or special assessment bonded indebtedness. Total general obligation bonds outstanding cannot exceed 15 percent of total assessed valuation, pursuant to California Government Code Section 43605. Current debt obligations include a mitigation obligation payable to the County of Orange pursuant to the Revenue Neutrality Agreement and capital leases for various office equipment. During Fiscal Year 2003/04, the City formed the City of Rancho Santa Margarita Nonprofit Corporation to issue Certificates of Participation. The proceeds of the Certificates were used to finance a portion of the costs of certain capital improvements constituting a City Hall and a Regional Community Center to be located within the City. The City (as lessee) has covenanted under the related Lease Agreement to make certain Rental Payments to the Rancho Santa Margarita Nonprofit Corporation (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 (i.e., streets and storm drains, etc.). These services are not without a cost to the taxpayer. It is the task of City officials to produce the necessary revenue to satisfy the ever-growing demand for local services. The following describes 6 major sources of revenue to the City, representing 76% of the FY 2009-10 Estimated Revenues for all funds.

**Motor Vehicle License Fees and Property Tax in-lieu of Vehicle License Fees:** The Motor Vehicle License Fee is a state fee imposed on motorists for the privilege of operating a motor vehicle on the public highways. This fee is two percent of the depreciated value of all motor vehicles (and is imposed in-lieu of a local personal property tax – circa 1936). The Motor Vehicle License Fee revenue is the second largest source of revenue for the City's General Fund. Beginning in FY 2004-05, the State reduced this fee by two-thirds and now remits Property Tax in-lieu of Vehicle License Fees for the balance.

**Sales & Use Tax and Property Tax in-lieu of Sales Tax:** In accordance with the State Revenue & Taxation Code, the Bradley-Burns Uniform Local Sales & Use Tax Law of 1955, Measure "M" and Proposition 172, a Sales and Use Tax rate totaling 7.75% prior to April 1, 2009 and 8.75% thereafter is imposed on taxable sales in the City. The City receives 1.00% of the levy with the remaining funds being shared by the State (4.75%), County Mental Health (0.50%), Orange County Transportation Authority – Measure "M" Funds (0.50%), County Transportation Fund (0.50%) 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. Beginning in FY 2004-05, twenty-five percent of the 1.00% received by the City will be paid with a corresponding amount of property tax in-lieu of sales tax.

**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.

**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 of assessed valuation (subject to annual growth limitations of 2%). The base amount the City will receive in property tax was determined in the Revenue Neutrality agreement with the County of Orange which was negotiated prior to incorporation. Subsequent to that agreement the City has received growth on this base amount. 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.

**Measure "M" 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. The Measure "M" sales tax rate is a component of the county-wide sales tax rate of 7.75% prior to April 1, 2009 and 8.75% following April 1, 2009. Measure "M" monies are restricted for street and highway improvements and maintenance. Cities receive a portion of the sales tax revenue generated by Measure "M," the distribution of which is based on population, Master Plan Arterial Highways miles and total taxable sales. The Local Turnback portion of these restricted monies is accounted for in a Special Revenue Fund. Other components of the Measure M Program are competitively based and include the Signal Improvement Plan, Master Plan for Arterial Highways and Growth Management Area #9; these are accounted for in the Capital Projects 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.

# GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

# Appropriations Limit

## History

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

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

## Analysis

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

Fiscal Year	Appropriations Limit	Appropriations Subject to Limit	Difference
2003-04	\$12,047,754	\$10,399,714	\$1,648,040
2004-05	\$13,619,661	\$10,333,875	\$3,285,786
2005-06	\$15,497,993	\$11,365,926	\$4,132,067
2006-07	\$17,245,446	\$12,254,170	\$4,991,276
2007-08	\$18,223,797	\$14,935,745	\$3,288,052
2008-09	\$14,282,790	\$12,870,739	\$1,414,051
2009-10	\$14,417,913	\$10,338,102	\$4,079,811

RESOLUTION NO. 09-06-24-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA, ESTABLISHING  
THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2009/10

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

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

WHEREAS, an appropriations limit for Fiscal Year 2008/09 was approved on June 25, 2008; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2009/10 is based on the approved appropriations limit for Fiscal Year 2008/09, adjusted using appropriations limit factors for Fiscal Year 2009/10, as they relate to budgeted revenues to be received in Fiscal Year 2009/10; and

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

WHEREAS, information for making this limit calculation for the City of Rancho Santa Margarita has been available for public inspection in 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 hereby RESOLVE, DETERMINE and ORDER as follows:

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 2009/10 shall be \$14,417,913 as calculated in Exhibit A, and incorporated herein by this reference, is hereby established.

SECTION 2. That the inflation factor being utilized to calculate the Fiscal Year 2009/10 appropriations limit is California per capita personal income.

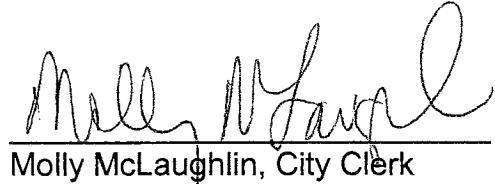
SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2009/10 appropriations limit is the population growth for the City of Rancho Santa Margarita.

PASSED, APPROVED, AND ADOPTED THIS 24<sup>th</sup> DAY OF JUNE 2009.



Gary Thompson, Mayor

ATTEST:

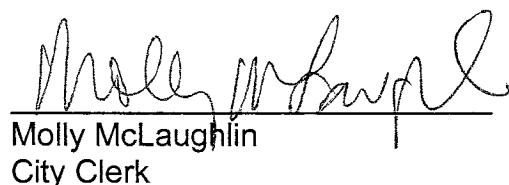


Molly McLaughlin, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF RANCHO SANTA MARGARITA )

I, Molly McLaughlin, City Clerk of the City of Rancho Santa Margarita, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 09-06-24-02 adopted by the City Council of the City of Rancho Santa Margarita, California, at a regular meeting thereof, held on the 24<sup>th</sup> day of June 2009, by the following vote:

AYES:	5	COUNCIL MEMBERS:	Beall, Blais, Thor, Mayor Pro Tempore Holloway, Mayor Thompson
NOES:	0	COUNCIL MEMBERS:	None
ABSTAIN:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None



Molly McLaughlin  
City Clerk

**City of Rancho Santa Margarita**

**Gann Limit**

**FY 2009-10**

**GENERAL FUND**

	<i>Budgeted Revenues 09-10</i>	
	Proceeds of Taxes	Non-Proceeds of Taxes
		Total
Property Tax	1,943,230	1,943,230
Sales Tax	3,791,000	3,791,000
Property Tax In-Lieu of Sales Tax	1,264,000	1,264,000
Real Property Transfer Tax	195,227	195,227
Franchise Fees-Cable TV	763,059	763,059
Cable - Grant Revenue	-	-
Franchise Fees-Gas	104,974	104,974
Franchise Fees-Electricity	413,000	413,000
Franchise Fees-Refuse Collect	149,902	149,902
Motor Vehicle License Fee	177,000	177,000
Property Tax In-Lieu of VLF	3,635,443	3,635,443
Off-Hwy License Fee		
State Mandated Costs Reimbursement	5,000	5,000
Beverage Container Recycling	13,043	13,043
Solid Waste Fees	639	639
Building Permit Fees	100,000	100,000
Bldg-Plan Check Fees	59,000	59,000
Site Development Permits	1,000	1,000
Site Development Deposits	46,000	46,000
Planning-Plan Check Fees	5,500	5,500
Other Planning Revenues	5,500	5,500
CDBG Grant	183,000	183,000
Engineering Permits	40,000	40,000
AB 939 Solid Waste Recycling	65,920	65,920
Solid Waste Diversion Permits	40,000	40,000
Other Engineering Revenue	51	51
Court Fines	120,000	120,000
Parking Citation Revenue	88,584	88,584
Parking Citation Revenue - DMV	17,769	17,769
Community Services Revenue	69,000	69,000
BTRCC Program Revenue	167,600	167,600
BTRCC Rental Revenue	187,200	187,200
Senior Mobility Grant	12,699	12,699
Investment Earnings	174,962	43,741
Other Revenue	6,226	6,226
Total General Fund	11,180,862	2,708,407
		13,889,269

**SPECIAL REVENUE FUNDS**

Gasoline	780,958	780,958
Interest	19,042	19,042
Measure M	480,648	480,648
Interest	20,707	20,707
Air Quality	60,828	60,828
Interest	4,062	4,062
TCRF (AB2928)/ Prop 42	751,972	751,972
Interest	1,576	1,576
SLSF	97,284	97,284
Interest	2,716	2,716
<b>CAPITAL PROJECTS FUND</b>	<b>1,447,822</b>	<b>1,447,822</b>
Total Other Funds	3,667,615	3,667,615
Total Revenue	11,180,862	6,376,022
		17,556,884

Appropriations Excluded From Limit

(842,760)

**NET APPROPRIATIONS SUBJECT TO LIMIT**

**10,338,102**

FY 2008-09 APPROPRIATIONS LIMIT

**14,284,790**

FY 2009-10 Appropriations Limit Factor

**1.009319 (1)**

**FY 2009-10 CALCULATED APPROPRIATIONS LIMIT**

**14,417,913**

**FY 2009-10 APPROPRIATIONS UNDER LIMIT**

**4,079,811**

**EXHIBIT A**

(1) - Source - California Dept of Finance (1.0062 x 1.0031 = 1.009319)

RESOLUTION NO. 09-06-24-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ADOPTING THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEAR 2009/10

WHEREAS, the City Manager of the City of Rancho Santa Margarita has submitted a Revised Proposed Operating Budget and Capital Improvement Program Budget for Fiscal Year 2009/10 to the City Council; and

WHEREAS, the City Council set June 24, 2009, as the date of the public hearing to consider the FY 2009/10 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 hereby RESOLVE, DETERMINE and ORDER as follows:

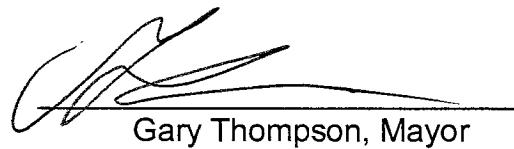
SECTION 1. That Operating Budget and Capital Improvement Program Budget expenditures (excluding operating transfers) for all funds in the amount of \$20,340,668 for Fiscal Year 2009/10 are hereby appropriated, approved and adopted.

SECTION 2. That revenues (excluding operating transfers) for all funds are estimated to be \$17,556,884 during FY 2009/10.

SECTION 3. That the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2009-2010" shall set the guidelines for expending these funds.

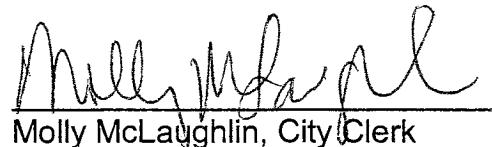
SECTION 4. That the City Manager is given authority to adjust monies within a fund as long as the goals, total dollars, or intent of the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2009-2010" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 24<sup>th</sup> DAY OF JUNE 2009.



Gary Thompson, Mayor

ATTEST:

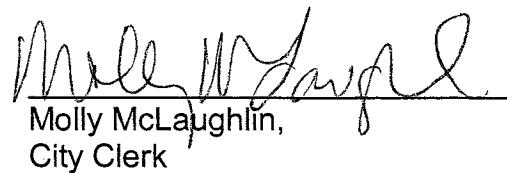


Molly McLaughlin, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF RANCHO SANTA MARGARITA )

I, Molly McLaughlin, City Clerk of the City of Rancho Santa Margarita, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 09-06-24-01 adopted by the City Council of the City of Rancho Santa Margarita, California, at a regular meeting thereof, held on the 24th day of June 2009, by the following vote:

AYES:	5	COUNCIL MEMBERS:	Beall, Blais, Thor, Mayor Pro Tempore Holloway, and Mayor Thompson
NOES:	0	COUNCIL MEMBERS:	None
ABSTAIN:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None



Molly McLaughlin,  
City Clerk

# INDEX

Air Quality Improvement Fund .....	13
Animal Care and Control .....	40
Appropriations Limit .....	94
Appropriations Summary – All Funds .....	9
Basis of Accounting .....	89
Basis of Revenue Estimates .....	90
Budget Transmittal Letter .....	i
Budgetary Control .....	89
Building and Safety .....	54
CA Law Enforcement Equipment Fund .....	14
Capital Improvement Program .....	66
Capital Projects Fund .....	18
City Attorney .....	28
City Clerk .....	30
City Council .....	24
City Manager .....	26
City Officials .....	iii
Community Profile .....	iv
Community Services .....	42
Demographic Information .....	v
Estimated Revenues – Detail of All Funds .....	6
Finance .....	36
Fund Balance – All Funds .....	2
Gas Tax Fund .....	11
General Fund .....	10
Glossary of Terms .....	92
Interfund Transfers .....	20
Local Park Trust Fund .....	16
Long-Term Debt .....	89
Measure M Fund .....	12
Non-Departmental .....	34
Organization Chart by City Employees & Contract Staff .....	vii
Organization Chart by Department Function .....	vi
Personnel Summary - Contract & City Staff .....	viii
Planning .....	52
Police Services .....	48
Public Works .....	58
Revenue Summary – All Funds .....	5
RSM Nonprofit Corporation Capital Projects .....	88
RSM Nonprofit Debt Service .....	19
Street Lighting .....	62
Street Maintenance .....	60
Summary of Expenditures by Account Group .....	21
Summary of Expenditures by Dept/Division .....	22
Traffic Congestion Relief Fund .....	15

# City of Rancho Santa Margarita

California