



City of  
Rancho Santa Margarita  
California

---



2011-2012  
Adopted Operating Budget  
& Capital Improvement Plan



# 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
Supplemental Law Enforcement .....	16
Capital Projects Fund .....	17
RSM Nonprofit Capital Projects .....	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

**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 .....86

**Appendices**

Basis of Accounting .....87  
Budgetary Control .....87  
Long-Term Debt .....87  
Basis of Revenue Estimates .....88  
Glossary of Terms .....90  
Appropriations Limit .....92  
Resolution Establishing the Appropriations Limit for FY 2010/11 .....93  
Resolution Adopting the Operating Budget for FY 2010/11 .....96  
Index .....98





# INTRODUCTION

INTRODUCTION

**City of Rancho Santa Margarita, California**



July 27, 2011

Honorable Mayor and Members of the City Council:

***Mayor***

L. Anthony Beall

***Council Members***

Carol A. Gamble

Steven Baric

Jerry Holloway

Jesse Petrilla

***City Manager***

Steven E. Hayman

The Fiscal Year 2011-12 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 oversight of Mello Roos assessments levied by other agencies.

The Fiscal Year 2011-12 Adopted Budget, as presented, is balanced without 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 increased from the prior year based on conservative revenue estimates, and are consistent with the City Council's intent to continue municipal service delivery to the fullest extent possible given the 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.

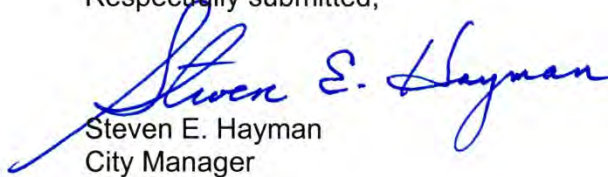
The City's community profile, demographic information, organizational structure and staffing are highlighted in the budget document's introductory section for the coming fiscal year. Combined and individual fund summary data on estimated revenues, appropriations, transfers, fund balances, and capital 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 2010-11 fiscal year and a list of goals and objectives for the 2011-12 fiscal year. Lastly, detailed Capital Improvement Plan information and appendices of budgetary policies, procedures and related budgetary presentation 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 .....	L. ANTHONY BEALL
COUNCIL MEMBER.....	STEVEN BARIC
COUNCIL MEMBER.....	CAROL A. GAMBLE
COUNCIL MEMBER.....	JERRY HOLLOWAY
COUNCIL MEMBER.....	JESSE PETRILLA

## CITY OFFICIALS

CITY MANAGER/CITY TREASURER .....	STEVEN E. HAYMAN
ADMINISTRATIVE SERVICES DIRECTOR .....	PAUL BOYER
ACTING CITY ENGINEER.....	EHAB “MAX” MAXIMOUS
PLANNING/COMMUNITY DEV. DIRECTOR .....	KATHLEEN HATON
CITY CLERK .....	MOLLY McLAUGHLIN
CITY ATTORNEY .....	GREGORY E. SIMONIAN
CHIEF OF POLICE SERVICES .....	LIEUTENANT BRIAN SCHMUTZ
COMMUNITY SERVICES SUPERVISOR .....	WENDI REDINGTON

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

## COMMUNITY PROFILE

Date of Incorporation .....	January 1, 2000
Location .....	South Orange County, California
Form of Government.....	Council – Manager
Population (1) .....	47,947
Incorporation Election, November 2, 1999:	
Registered Voters (2) .....	21,656
Voter Turnout (2) .....	26.9%
Number of Parcels (3) .....	16,289
Police .....	contract with Orange County Sheriff’s Department
Fire .....	One Station; contract with Orange County Fire Authority
Library .....	One Branch, Orange County Public Library System
Parks:	
County owned and operated .....	1
Privately owned and operated .....	21
Schools:	
Elementary Schools .....	11
Middle Schools .....	2
High Schools .....	1
Number of Master Home Owners’ Associations .....	7

(1) - Source: California Department of Finance, Demographic Research Unit 1/1/11

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller



## City of Rancho Santa Margarita

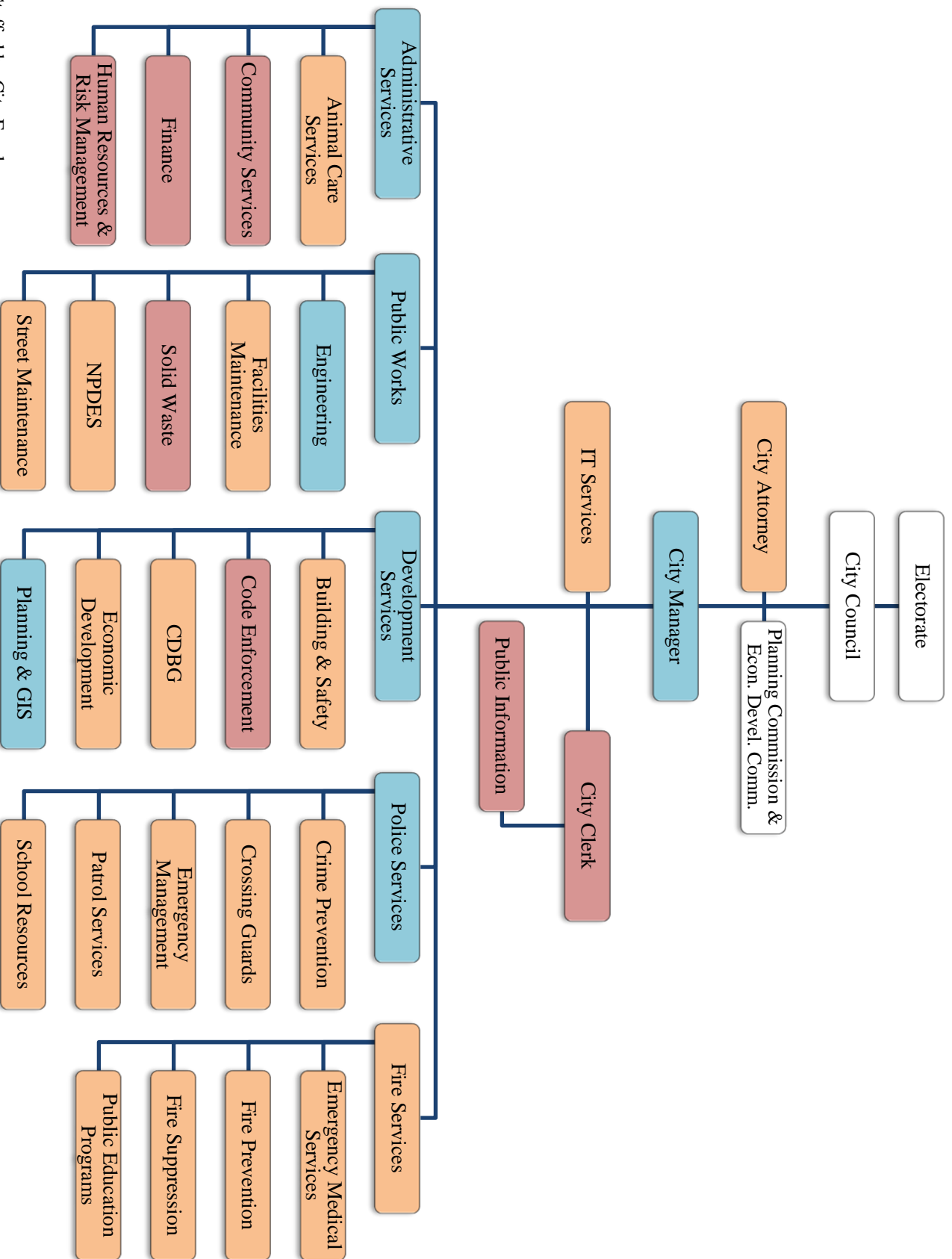
### Demographic Information Federal Census Data

	Fiscal Year 2010
Population: (1) (2)	47,853
Median Age:	36
Number of Households:	16,665
Average Household Size:	2.87
Average Family Size:	3.33
Home-Ownership Rate	71%
Total Workforce	24,812
Race:	
Asian	8.9
Black	1.6
Hispanic	18.6
White	67.0
Other	3.9
Sex:	
Female	51.1
Male	48.9

- (1) As of 4/10/10 census data release. **Estimated population as of 1/1/11 is 47,947**  
Per the California Department of Finance, Demographic Research Unit.
- (2) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates for 2010 and 2011 published in this report might be noticeably different from the previous year estimates.

As of May 2011 total unemployment was 5.5 %

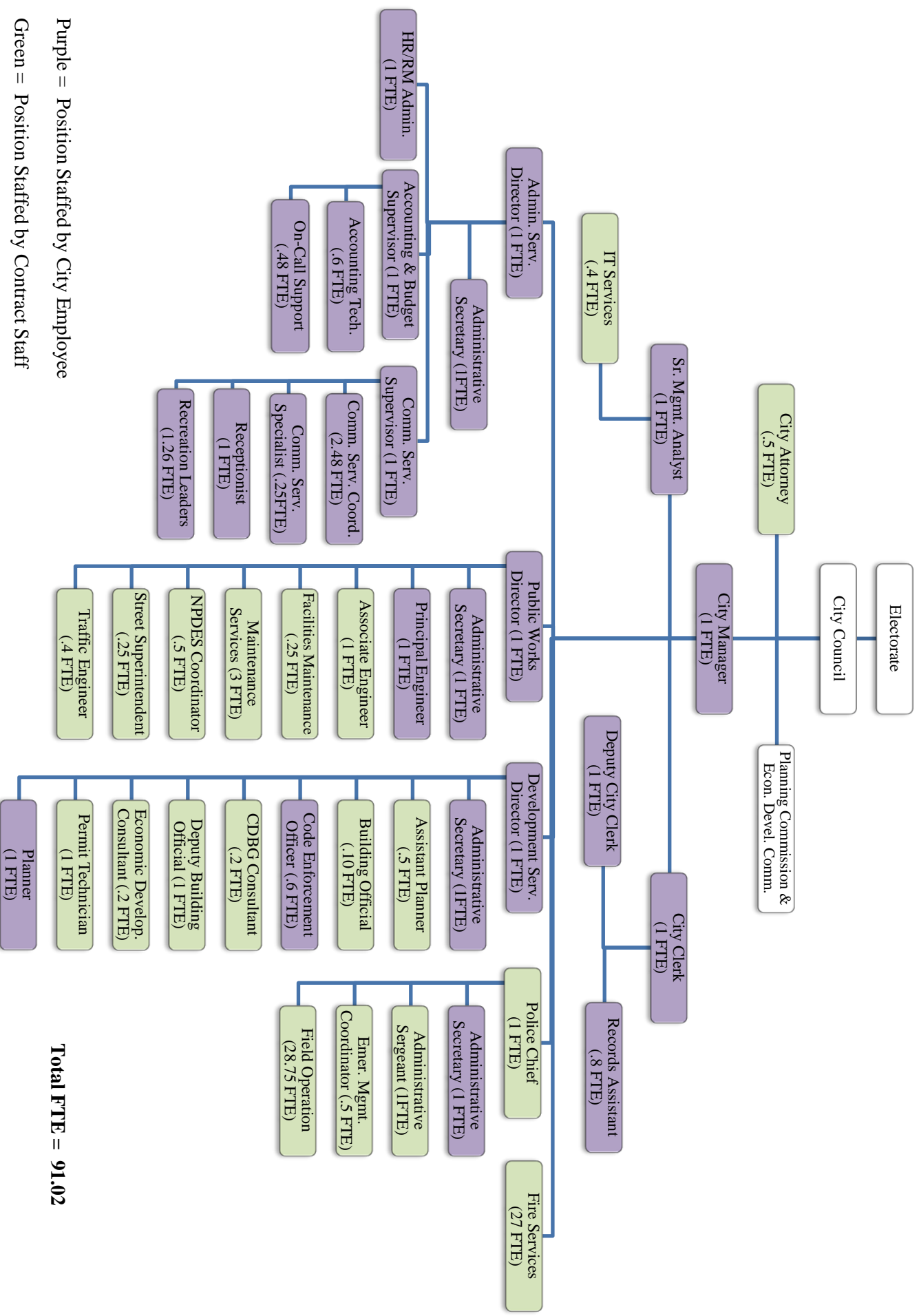
City of Rancho Santa Margarita  
**ORGANIZATION CHART BY DEPARTMENT FUNCTION**  
as of Fiscal Year 2011-2012



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



City of Rancho Santa Margarita  
ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF  
as of Fiscal Year 2011-2012



City of Rancho Santa Margarita		FY 2011/12	
City Employees and Contract Staff Summary		Full Time Equivalent Positions	
		City Staff	Contract Staff
<b><u>City Manager:</u></b>	City Manager	1.00	
	Senior Management Analyst	1.00	
	IT Services		0.40
	City Clerk	1.00	
	Deputy City Clerk	1.00	
	Records Assistant	0.80	
<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	
	Accounting & Budget Supervisor	1.00	
	Accounting Technician	0.60	
	Community Services Supervisor	1.00	
	Community Services Coordinator	2.48	
	Community Services Specialist	0.25	
	Recreation Leader	1.26	
	HR/RiskManagement Administrator	1.00	
	Receptionist	1.00	
	On-Call Support	0.48	
<b><u>Police Services:</u></b>	Administrative Secretary	1.00	
	Police Chief		1.00
	Administrative Sergeant		1.00
	Emergency Management Coordinator		0.50
	Field Operations		28.75
<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		0.10
	Permit Technician		1.00
	Deputy Building Official		1.00
	CDBG Consultant		0.20
	Economic Development Consultant		0.20
<b><u>Public Works:</u></b>	Public Works Director/City Engineer	1.00	
	Principal Engineer	1.00	
	Administrative Secretary	1.00	
	Traffic Engineer		0.40
	Associate Engineer		1.00
	Street Superintendent		0.25
	Facilities Maintenance		0.25
	NPDES Coordinator		0.50
	Maintenance Services		3.00
<b><u>Fire Services:</u></b>	Field Operations		27.00
<b>TOTAL</b>		<b>23.47</b>	<b>67.55</b>





# BUDGET SUMMARIES

BUDGET SUMMARIES

**City of Rancho Santa Margarita, California**

This page left blank intentionally.

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

Description	Fund Balance 06/30/07	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/08	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/09
<b>General Fund - 100</b>	16,088,881	17,421,699	16,449,209	17,061,371	15,920,095	18,988,542	13,992,924
<b>Special Revenue Funds:</b>							
Gas Tax - 210	1,181,242	1,019,752	1,296,094	904,900	824,957	1,194,249	535,608
Measure M - 212	984,969	624,199	280,243	1,328,925	530,570	540,896	1,318,599
Air Quality Improvement - 214	225,494	107,822	38,122	295,194	48,665	119,866	223,993
CA Law Enforcement Equip - 216	197	-	-	197	-	-	197
Traffic Congestion Relief - 218	-	1,051	-	1,051	422,512	-	423,563
Supplemental Law Enforce - 222	210,248	108,063	139,979	178,332	79,307	119,778	137,861
Subtotal-Special Revenue Funds	2,602,150	1,860,887	1,754,438	2,708,599	1,906,011	1,974,789	2,639,821
<b>Capital Projects Fund - 410</b>	826,848	3,049,012	1,780,800	2,095,060	1,566,674	1,582,492	2,079,242
<b><u>RSM NONPROFIT</u></b>							
<b>RSM Debt Service Fund - 500</b>	868,883	835,785	836,241	868,427	827,136	842,385	853,178
<b>RSM Capital Projects Fd - 520</b>	-	-	-	-	-	-	-
<b>GRAND TOTAL - ALL FUNDS</b>	20,386,762	23,167,383	20,820,688	22,733,457	20,219,916	23,388,208	19,565,165

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

Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/10	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/11	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/12
14,938,897	15,409,261	13,522,560	16,133,034	15,089,412	14,566,182	15,533,754	15,374,927	14,725,009
860,870	613,542	782,936	805,000	659,654	928,282	1,344,000	1,520,273	752,009
440,320	615,797	1,143,122	445,760	662,201	926,681	560,000	940,357	546,324
73,719	13,759	283,953	60,000	85,000	258,953	60,000	64,000	254,953
-	-	197	-	-	197	-	-	197
452,157	22,089	853,631	500,000	948,829	404,802	-	169,556	235,246
124,957	134,156	128,662	100,000	133,599	95,063	-	65,133	29,930
1,952,023	1,399,343	3,192,501	1,910,760	2,489,283	2,613,978	1,964,000	2,759,319	1,818,659
1,212,246	1,429,751	1,861,737	2,167,999	2,987,592	1,042,144	2,086,000	2,526,000	602,144
844,281	842,760	854,699	842,685	842,685	854,699	836,260	836,260	854,699
-	-	-	-	-	-	-	-	-
18,947,447	19,081,115	19,431,497	21,054,478	21,408,972	19,077,003	20,420,014	21,496,506	18,000,511

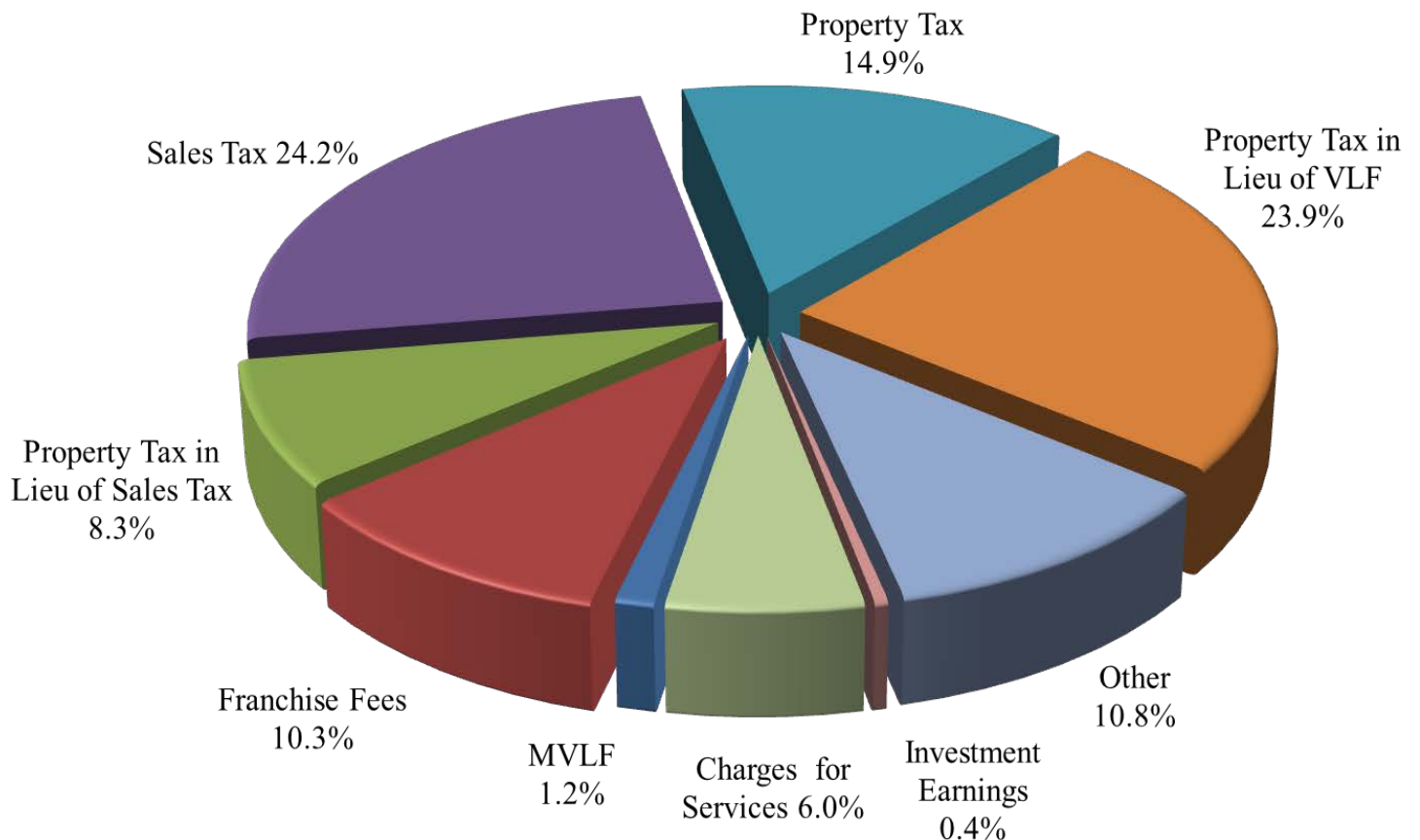


# City of Rancho Santa Margarita

## Summary of Budgeted Revenues

### General Fund

Fiscal Year 2011-2012



City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2011/12 ADOPTED BUDGET
<b>100 GENERAL FUND</b>	<u>17,421,699</u>	<u>15,920,095</u>	<u>14,938,897</u>	<u>14,739,960</u>	<u>16,133,034</u>	<u>15,533,754</u>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX</b>	1,019,752	824,957	860,870	790,581	805,000	1,344,000
<b>212 MEASURE M</b>	624,199	530,570	440,320	441,390	445,760	560,000
<b>214 AIR QUALITY IMPROVEMENT</b>	107,822	48,665	73,719	60,000	60,000	60,000
<b>216 CA LAW ENFORCEMENT EQUIP.</b>	-	-	-	-	-	-
<b>218 TRAFFIC CONGESTION RELIEF</b>	1,051	422,512	452,157	495,568	500,000	-
<b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>	<u>108,063</u>	<u>79,307</u>	<u>124,957</u>	<u>76,000</u>	<u>100,000</u>	<u>-</u>
<b>SUBTOTAL ALL SPECIAL REVENUE FUNDS</b>	<u>1,860,887</u>	<u>1,906,011</u>	<u>1,952,023</u>	<u>1,863,539</u>	<u>1,910,760</u>	<u>1,964,000</u>
<b>410 CAPITAL PROJECTS FUND</b>	<u>3,049,012</u>	<u>1,566,674</u>	<u>1,212,246</u>	<u>3,279,000</u>	<u>2,167,999</u>	<u>2,086,000</u>
<b><u>RSM NONPROFIT</u></b>						
<b>500 RSMNP DEBT SERVICE FUND</b>	<u>835,785</u>	<u>827,136</u>	<u>844,281</u>	<u>842,685</u>	<u>842,685</u>	<u>836,260</u>
<b>520 RSMNP CAPITAL PROJECTS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>SUBTOTAL ALL FUND TYPES</b>	<u>23,167,383</u>	<u>20,219,916</u>	<u>18,947,447</u>	<u>20,725,184</u>	<u>21,054,478</u>	<u>20,420,014</u>
<b>LESS INTERFUND TRANSFERS</b>	<u>2,271,638</u>	<u>2,592,624</u>	<u>2,361,221</u>	<u>4,210,279</u>	<u>3,398,369</u>	<u>3,213,526</u>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<u><u>20,895,745</u></u>	<u><u>17,627,292</u></u>	<u><u>16,586,226</u></u>	<u><u>16,514,905</u></u>	<u><u>17,656,109</u></u>	<u><u>17,206,488</u></u>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2011/12 ADOPTED BUDGET
<b>100 GENERAL FUND</b>						
Property Tax	2,261,933	2,199,059	1,465,724	1,931,563	2,042,235	2,067,763
Sales Tax	4,657,052	3,679,302	3,556,064	3,562,162	3,664,774	3,759,355
Property Tax in Lieu of Sales Tax	1,743,372	1,466,079	1,524,173	1,000,000	1,277,288	1,293,254
Real Property Transfer Tax	192,964	206,466	217,950	203,472	246,861	249,947
Franchise Fees - Cable TV	748,242	758,675	785,762	730,001	827,968	838,318
Cable - Grant Revenue	53,672	53,672	53,672	53,672	53,672	54,343
Franchise Fees - Gas	104,974	123,774	71,982	72,694	82,732	83,766
Franchise Fees - Electricity	410,004	413,017	397,916	401,895	379,179	383,919
Franchise Fees - Refuse Collection	149,914	158,520	161,989	181,070	165,308	167,374
Motor Vehicle License Fee	220,371	169,105	146,091	118,708	183,728	183,728
Property Tax in Lieu of VLF	3,905,855	3,842,963	3,674,206	3,475,263	3,667,263	3,713,104
State Mandated Cost Reimburse	2,231	-	-	2,500	7,828	7,926
Beverage Container Recycling Grant	13,057	13,043	6,177	1,000	12,945	13,107
Building Permit Fees	247,274	220,458	206,147	152,940	217,847	194,506
Building-Plan Check Fees	91,666	67,014	84,857	76,470	90,236	100,200
Site Development Permits/Fees	1,555	1,278	3,185	2,000	3,360	-
Site Development Permits/Deposits	144,992	107,451	134,718	90,000	117,857	96,000
Planning - Plan Check Fees	15,980	10,132	11,990	69,000	25,970	64,000
Other Planning Revenues	6,565	13,970	6,115	2,000	7,885	-
CDBG Grant	65,975	71,701	71,428	218,434	211,393	244,996
Engineering Permits	174,752	61,659	31,695	29,150	56,206	60,000
Franchise Fees - Recycling	64,877	66,996	65,362	67,937	67,937	67,937
Solid Waste Diversion Permits	31,837	64,168	24,527	40,000	14,530	15,086
Mapping-Engineer/Other Eng. Rev.	2,700	26	(255)	-	-	-
FEMA Reimbursement	-	-	-	-	-	101,062
Court Fines	147,063	148,704	130,959	130,000	114,278	97,900
Local Ordinance Violation	-	-	87	-	250	2,000
Parking Citation Revenue	131,769	90,731	103,142	104,616	110,526	116,500
Parking Citation - DMV	26,796	15,690	16,229	13,000	25,023	19,800
Miscellaneous Police Grants	-	1,116	49,315	2,500	14,024	11,322
Seat Belt Grant Revenue	-	8,000	-	9,967	-	-
Abandoned Vehicle Abatement	14,469	19,191	18,908	18,613	19,788	18,000
BTRCC Revenue - Misc.	-	1,253	875	8,208	711	-
Community Services Revenue	144,795	115,486	66,742	21,000	23,991	17,000
BTRCC Program Revenue	-	120,051	157,524	174,996	226,237	216,600
BTRCC Rental Revenue	-	225,027	215,490	189,996	188,893	180,000
Senior Mobility Grant	11,957	12,699	13,464	13,464	14,403	14,402
Investment Earnings	651,986	291,574	76,670	109,114	63,747	64,543
Other Revenue	21,882	90,387	25,181	3,346	460,987	23,730
DS Lease Payment Contribution	102,969	5,675	-	-	-	-
Transfer from Gas Tax Fund	856,199	805,983	336,893	346,653	343,154	351,353
Transfer from Measure M	-	-	525,943	461,099	259,254	471,357
Transfer from TCRF	-	-	-	151,457	342,766	169,556
Transfer from CIP	-	200,000	500,000	500,000	500,000	-
<b>TOTAL GENERAL FUND</b>	<b>17,421,699</b>	<b>15,920,095</b>	<b>14,938,897</b>	<b>14,739,960</b>	<b>16,133,034</b>	<b>15,533,754</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX FUND:</b>						
Gas Tax 2105 (Prop. 111)	293,665	267,085	271,432	264,070	270,300	453,543
Gas Tax 2106	185,131	169,613	174,164	163,102	166,950	280,130
Gas Tax 2107	392,974	355,475	361,761	349,503	357,750	600,277
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
Interest Income	67,074	26,784	5,220	7,906	4,000	4,050
Transfer from CIP	74,908	-	42,293	-	-	-
<b>TOTAL GAS TAX FUND</b>	<b>1,019,752</b>	<b>824,957</b>	<b>860,870</b>	<b>790,581</b>	<b>805,000</b>	<b>1,344,000</b>
<b>212 MEASURE M FUND:</b>						
Measure M (Local Turnback)	571,810	501,475	430,385	436,976	441,346	555,531
Interest Income	52,389	29,095	9,935	4,414	4,414	4,469
Transfer from CIP	-	-	-	-	-	-
<b>TOTAL MEASURE M FUND</b>	<b>624,199</b>	<b>530,570</b>	<b>440,320</b>	<b>441,390</b>	<b>445,760</b>	<b>560,000</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2011/12 ADOPTED BUDGET
<b>214 AIR QUALITY IMPROVEMENT FUND:</b>						
AQMD (AB 2766)	59,381	42,519	71,836	59,400	59,400	59,392
Interest Income	10,319	6,146	1,883	600	600	608
Transfer from CIP	38,122	-	-	-	-	-
<b>TOTAL AQMD FUND</b>	<b>107,822</b>	<b>48,665</b>	<b>73,719</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</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	-	420,943	450,082	490,612	495,044	-
Interest Income	1,051	1,569	2,075	4,956	4,956	-
<b>TOTAL TCRF FUND</b>	<b>1,051</b>	<b>422,512</b>	<b>452,157</b>	<b>495,568</b>	<b>500,000</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>						
Supplemental Law Enforcement	100,002	73,756	124,254	75,240	99,240	-
Interest Income	8,061	5,551	703	760	760	-
<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>108,063</b>	<b>79,307</b>	<b>124,957</b>	<b>76,000</b>	<b>100,000</b>	<b>-</b>
<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>1,860,887</b>	<b>1,906,011</b>	<b>1,952,023</b>	<b>1,863,539</b>	<b>1,910,760</b>	<b>1,964,000</b>
<b>410 CAPITAL PROJECTS FUND</b>						
Transfer from Gas Tax Fund	190,268	125,789	1,275	73,000	16,500	852,000
Transfer from Measure M Fund	280,243	540,896	89,854	936,000	402,947	469,000
Transfer from Air Quality Improve.	38,122	119,866	13,759	113,385	85,000	64,000
Transfer from TCRF Fund	-	-	22,089	786,000	606,063	-
GMA #9	141,855	-	45,061	-	17,005	-
OCTA - AHRP	1,136,952	-	-	-	-	-
OCTA - Go Local	100,000	-	-	-	-	-
OCTA	-	-	-	-	-	27,000
ARRA TP	-	-	-	125,000	452,421	-
EECBG	-	-	-	100,000	88,442	-
RAC	-	-	-	80,000	105,000	-
HBP	-	-	-	89,000	-	73,000
TCRF Prop 42 County	-	-	166,840	-	116,146	-
Interest Income	72,050	36,680	11,448	-	-	-
TEA-LU Grant	-	-	-	100,000	100,000	-
Homeowners' Association	-	85,000	-	-	-	-
Prop 1B (State)	799,680	-	739,125	704,000	-	-
CA Tire Recycling Grant	35,878	-	-	-	-	-
CDBG Grant	253,964	285,754	122,795	172,615	44,572	201,000
Prop 1B (County)	-	195,000	-	-	-	-
HSIP	-	177,689	-	-	-	311,000
CTFP	-	-	-	-	133,903	-
TCSP	-	-	-	-	-	89,000
<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>3,049,012</b>	<b>1,566,674</b>	<b>1,212,246</b>	<b>3,279,000</b>	<b>2,167,999</b>	<b>2,086,000</b>
<b><u>RSM NONPROFIT</u></b>						
<b>500 RSMNP DEBT SERVICE:</b>						
Interest Income	42,009	27,046	15,166	-	-	-
Transfer from General Fund	793,776	800,090	829,115	842,685	842,685	836,260
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>835,785</b>	<b>827,136</b>	<b>844,281</b>	<b>842,685</b>	<b>842,685</b>	<b>836,260</b>
<b>520 RSMNP CAPITAL PROJECTS:</b>						
Long Term Debt Issued	-	-	-	-	-	-
<b>TOTAL RSMNP CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>23,167,383</b>	<b>20,219,916</b>	<b>18,947,447</b>	<b>20,725,184</b>	<b>21,054,478</b>	<b>20,420,014</b>
<b>LESS: INTERFUND TRANSFERS</b>	<b>2,271,638</b>	<b>2,592,624</b>	<b>2,361,221</b>	<b>4,210,279</b>	<b>3,398,369</b>	<b>3,213,526</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>20,895,745</b>	<b>17,627,292</b>	<b>16,586,226</b>	<b>16,514,905</b>	<b>17,656,109</b>	<b>17,206,488</b>

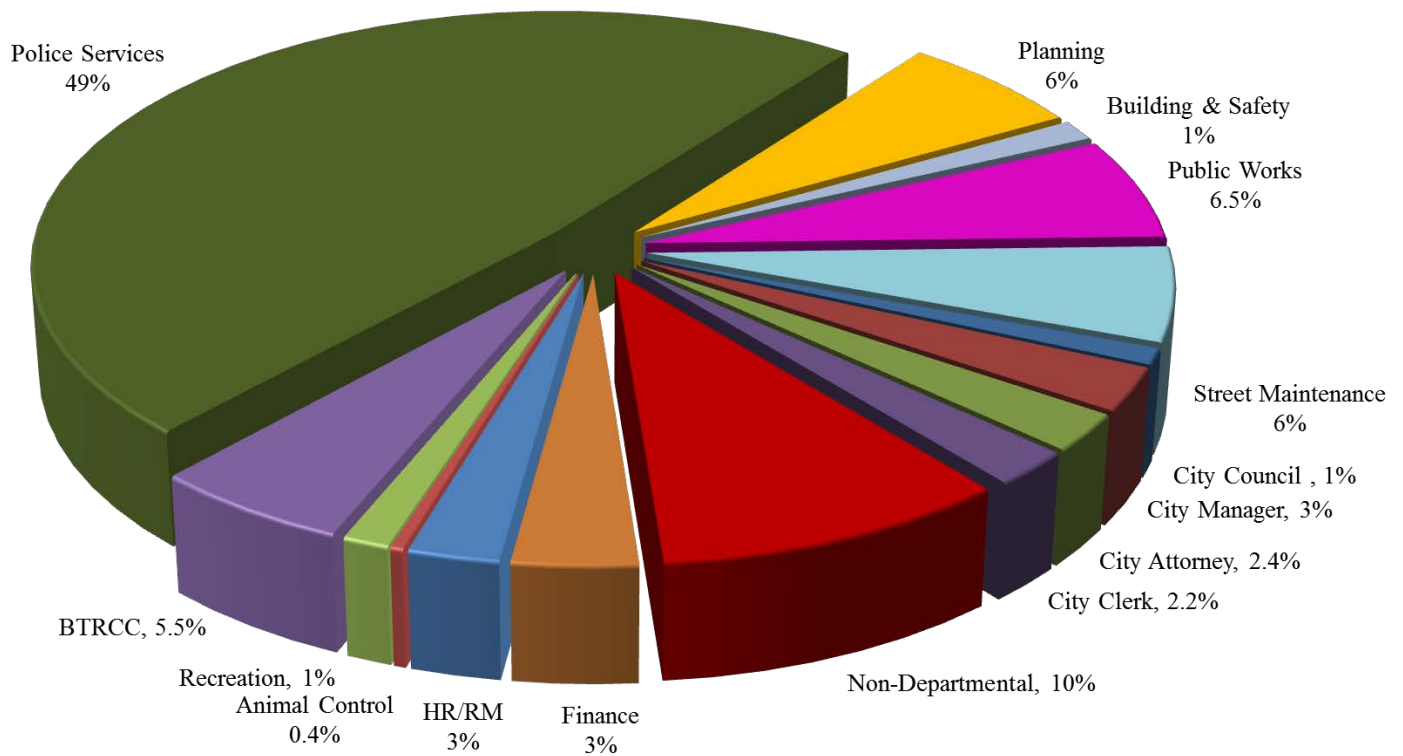


# City of Rancho Santa Margarita

## Summary of Budgeted Expenditures

### General Fund

Fiscal Year 2011-2012



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

				-----FY 20010/11-----		FY 2011/12
DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
City Council	202,023	294,918	183,480	145,671	144,532	157,046
City Manager	756,017	499,926	524,503	421,803	433,065	422,797
City Attorney	409,549	495,561	440,755	350,000	341,025	368,840
City Clerk	298,742	389,124	327,611	364,414	345,265	345,708
Non-Departmental	1,338,848	3,214,041	634,486	731,761	704,733	668,713
Finance	386,209	538,022	514,293	520,381	487,587	529,445
Human Resources/Risk Management	(1,274)	357,802	381,847	394,087	371,268	386,528
Police Services	7,462,985	7,834,292	7,653,953	7,335,077	7,295,531	7,463,011
Animal Control	70,485	65,826	47,036	75,812	54,000	54,000
Planning	910,480	868,378	869,030	911,761	933,496	989,232
Building	223,830	191,319	197,288	156,000	186,637	200,400
Public Works	1,220,630	1,187,659	844,228	938,328	1,010,284	992,616
Street Maintenance	1,023,147	970,601	816,404	903,799	898,455	918,757
Community Services	590,762	464,999	274,935	190,077	186,954	197,750
BTRCC	763,000	815,984	870,297	835,442	853,895	843,824
Transfer to RSMNP Debt Service Fund	793,776	800,090	829,115	842,685	842,685	836,260
<b>TOTAL GENERAL FUND</b>	<b>16,449,209</b>	<b>18,988,542</b>	<b>15,409,261</b>	<b>15,117,098</b>	<b>15,089,412</b>	<b>15,374,927</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
GAS TAX - Street Lighting	249,627	262,477	275,374	300,000	300,000	316,920
Transfer to General Fund	856,199	805,983	336,893	346,653	343,154	351,353
Transfer to Capital Projects Fund	190,268	125,789	1,275	73,000	16,500	852,000
MEASURE M						
Transfer to General Fund	-	-	525,943	461,099	259,254	471,357
Transfer to Capital Projects Fund	280,243	540,896	89,854	936,000	402,947	469,000
AIR QUALITY IMPROVEMENT						
Transfer to General Fund	-	-	-	-	-	-
Transfer to Capital Projects Fund	38,122	119,866	13,759	113,385	85,000	64,000
CA LAW ENFORCEMENT EQUIP.	-	-	-	-	-	-
TRAFFIC CONGESTION RELIEF						
Transfer to General Fund	-	-	-	151,457	342,766	169,556
Transfer to Capital Projects Fund	-	-	22,089	786,000	606,063	-
LOCAL PARK TRUST	-	-	-	-	-	-
SUPPLEMENTAL LAW ENFORCE	139,979	119,778	134,156	137,958	133,599	65,133
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,754,438</b>	<b>1,974,789</b>	<b>1,399,343</b>	<b>3,305,552</b>	<b>2,489,283</b>	<b>2,759,319</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
Capital Outlay	1,667,770	1,382,492	887,458	3,466,000	2,487,592	2,526,000
Transfer to General Fund	-	200,000	500,000	500,000	500,000	-
Transfer to Gas Tax Fund	74,908	-	42,293	-	-	-
Transfer to Measure M Fund	-	-	-	-	-	-
Transfer to Air Quality Improve. Fund	38,122	-	-	-	-	-
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>1,780,800</b>	<b>1,582,492</b>	<b>1,429,751</b>	<b>3,966,000</b>	<b>2,987,592</b>	<b>2,526,000</b>
<b><u>RSM NON-PROFIT DEBT SERVICE FUND</u></b>						
Debt Service Payment	836,241	842,385	842,760	842,685	842,685	836,260
<b>TOTAL RSM NP DEBT SRVC. FUND</b>	<b>836,241</b>	<b>842,385</b>	<b>842,760</b>	<b>842,685</b>	<b>842,685</b>	<b>836,260</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>20,820,688</b>	<b>23,388,208</b>	<b>19,081,115</b>	<b>23,231,335</b>	<b>21,408,972</b>	<b>21,496,506</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>2,271,638</b>	<b>2,592,624</b>	<b>2,361,221</b>	<b>4,210,279</b>	<b>3,398,369</b>	<b>3,213,526</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>18,549,050</b>	<b>20,795,584</b>	<b>16,719,894</b>	<b>19,021,056</b>	<b>18,010,603</b>	<b>18,282,980</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR END ESTIMATE	
City Council	202,023	294,918	183,480	145,671	144,532	157,046
City Manager	756,017	499,926	524,503	421,803	433,065	422,797
City Attorney	409,549	495,561	440,755	350,000	341,025	368,840
City Clerk	298,742	389,124	327,611	364,414	345,265	345,708
Non-Departmental	1,338,848	3,214,041	634,486	731,761	704,733	668,713
Finance	386,209	538,022	514,293	520,381	487,587	529,445
Human Resources/Risk Management	(1,274)	357,802	381,847	394,087	371,268	386,528
Police Services	7,462,985	7,834,292	7,653,953	7,335,077	7,295,531	7,463,011
Animal Control	70,485	65,826	47,036	75,812	54,000	54,000
Planning	910,480	868,378	869,030	911,761	933,496	989,232
Building	223,830	191,319	197,288	156,000	186,637	200,400
Public Works	1,220,630	1,187,659	844,228	938,328	1,010,284	992,616
Street Maintenance	1,023,147	970,601	816,404	903,799	898,455	918,757
Community Services	590,762	464,999	274,935	190,077	186,954	197,750
BTRCC	763,000	815,984	870,297	835,442	853,895	843,824
Transfer to RSM NP Debt Service Fund	793,776	800,090	829,115	842,685	842,685	836,260
<b>TOTAL GENERAL FUND</b>	<b>16,449,209</b>	<b>18,988,542</b>	<b>15,409,261</b>	<b>15,117,098</b>	<b>15,089,412</b>	<b>15,374,927</b>

Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12
				ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
GAS TAX - Street Lighting	249,627	262,477	275,374	300,000	300,000	316,920
Transfers to General Fund						-
Public Works	183,051	185,382	253,953	253,953	253,953	253,953
Street Maintenance	673,148	620,601	82,940	92,700	89,201	97,400
Transfers to Capital Projects Fund						
Slurry Seal Program	148,414	-	-	-	-	275,000
Antonio Pkwy Slurry Seal	-	-	-	30,000	10,000	-
Antonio Overlay Design	-	-	450	-	-	-
SMP/Antonio Overlay Construction	1,420	-	-	-	-	-
Alicia Parkway Rehabilitation	-	27,956	-	-	-	-
Melinda Road/Altisima	-	42,293	-	-	-	-
Antonio Pkwy. Pavement Rehab	-	-	-	-	-	346,000
Coto de Caza/La Promesa Pavement	-	-	-	-	-	31,000
Traffic Signal Battery Backup System	-	-	-	-	-	157,000
SMP Bridge Joint Replacement	21,525	-	-	-	-	-
SMP Bridge Lighting/Rail System	10,190	17,623	-	-	-	-
SMP Bridge Hinge Repair	-	-	-	43,000	6,500	43,000
Bus Stop Improvements	-	-	125	-	-	-
Robinson Ranch Sidewalk	-	-	700	-	-	-
Midblock Crosswalk Improvements	3,391	-	-	-	-	-
Melinda Heights Flashing Beacon	5,328	7,625	-	-	-	-
Antonio/Tijeras Creek Storm Drain	-	30,292	-	-	-	-
<b>TOTAL GAS TAX FUND</b>	<u>1,296,094</u>	<u>1,194,249</u>	<u>613,542</u>	<u>719,653</u>	<u>659,654</u>	<u>1,520,273</u>



Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----		FY 2011/12
	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
MEASURE M						
Transfers to General Fund						
Public Works	-	-	142,479	-	-	-
Street Maintenance	-	-	383,464	461,099	259,254	471,357
Transfers to Capital Projects Fund						
Melinda Road/ Los Alisos Slurry	-	-	-	142,000	115,260	-
Residential Overlay	160,014	-	-	34,000	-	300,000
Residential Overlay/Phase 2	-	-	-		179,000	-
Rehabilitation of Arterials	-	1,320	-	-	-	-
Melinda Road/Altisima	-	-	-	467,000	299	-
RR Pavement Plano/N.Peak	-	-	-	-	-	-
Antonio Pkwy Pavement Rehab	-	-	-	23,000	21,485	-
Antonio/ Via Honesto to Coto de Caza	-	-	25,648	-	-	-
SMP/ De Las Flores Widening	-	-	-	100,000	-	-
SM Pkwy Pavement Rehabilitation	-	-	-	-	-	137,000
Median Improvements (Plano)	-	-	-	-	-	-
Reclaimed Water Connection Plano Median	-	-	-	24,000	20,135	-
Intersection Improvement (Empresa)	-	24,031	-	-	45,368	-
Traffic Signal Synchronization	2,001	5,342	-	86,000	6,400	-
Traffic Safety Enhancements	6,015	-	-	-	-	-
Critical Intersection Analysis	23,795	2,747	-	-	-	-
Traffic Signal Battery Backup System	-	-	-	60,000	15,000	-
SMP Bridge Joint Replacement	-	344,829	-	-	-	-
SMP Bridge Hinge Study	-	-	1,470	-	-	-
El Corazon Sidewalk Repair	64,436	-	-	-	-	-
Sidewalk Repair	-	-	4,840	-	-	32,000
Antonio/SMP/Alas de Paz	15,130	-	-	-	-	-
Mid block Crosswalk Improvement	-	28	-	-	-	-
Robinson Ranch Traffic Calming	1,957	30,303	51,162	-	-	-
Camino Altozano T.S.	6,895	132,296	-	-	-	-
Antonia/Tijeras Creek Storm Drain	-	-	6,734	-	-	-
TOTAL MEASURE M FUND	280,243	540,896	615,797	1,397,099	662,201	940,357

Fund Expense Summary  
AIR QUALITY IMPROVEMENT

DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to Capital Projects Fund	38,122	-	-	-	-	-
Traffic Signal Synchronization	-	-	13,759	85,000	85,000	-
Crosswalk Bulb-Out Upgrade Project	-	-	-	22,385	-	23,000
Bus Stop Improvements	-	119,866	-	-	-	-
Measure M2 Proj V Bus/ Shuttle Srv	-	-	-	6,000	-	6,000
Robinson Ranch Traffic Calming	-	-	-	-	-	35,000
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>38,122</b>	<b>119,866</b>	<b>13,759</b>	<b>113,385</b>	<b>85,000</b>	<b>64,000</b>

Fund Expense Summary  
CA LAW ENFORCEMENT EQUIP.

DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12
				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 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
				ADOPTED BUDGET	YEAR END ESTIMATE	
TRAFFIC CONGESTION RELIEF						
Transfers to General Fund						
Public Works	-	-	-	151,457	142,766	169,556
Street Maintenance	-	-	-	-	200,000	-
Transfers to Capital Projects Fund						
Slurry Seal Program	-	-	2,310	95,000	174,000	-
Melinda Rd. Slurry Seal	-	-	3,825		-	-
Residential Overlay	-	-	15,954	486,000	369,676	-
RR Overlay Raintree/ North Peak	-	-	-	105,000	-	-
Sidewalk Repairs	-	-	-	30,000	30,000	-
Antonio/ Tijeras Creek Storm Drain	-	-	-	70,000	32,387	-
TOTAL TRAFFIC CONGESTION RELIEF	-	-	22,089	937,457	948,829	169,556

Fund Expense Summary  
SUPPLEMENTAL LAW ENFORCEMENT

DESCRIPTION	-----FY 2010/11-----						FY 2011/12
	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET	ADOPTED BUDGET
SUPPLEMENTAL LAW ENFORCEMENT							
Additional Police Services	139,979	119,778	134,156	137,958	133,599		65,133
TOTAL SUPPLEMENTAL LAW	<u>139,979</u>	<u>119,778</u>	<u>134,156</u>	<u>137,958</u>	<u>133,599</u>		<u>65,133</u>



Fund Expense Summary  
CAPITAL PROJECTS

	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----		FY 2011/12
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>CAPITAL PROJECTS FUND</u></b>						
Transfer to General Fund	-	200,000	500,000	500,000	500,000	-
Transfer to Gas Tax Fund	74,908	-	42,293	-	-	-
Transfer to Measure M Fund	-	-	-	-	-	-
Transfer to Air Quality Improve. Fund	38,122	-	-	-	-	-
Slurry Seal Program	248,413	-	2,310	607,000	331,732	275,000
Melinda Road/ Los Alisos Slurry	-	-	3,825	142,000	115,260	-
Antonio Pkwy Slurry Seal	-	-	-	30,000	10,000	-
Residential Overlay	859,694	1,320	15,954	520,000	369,676	300,000
Rehabilitation of Arterials	-	-	-	-	295,146	-
SMP Overlay Design	1,420	-	-	-	-	-
Antonio Overlay Design	-	-	450	-	-	-
SMP/Antonio Overlay Construction	-	-	-	-	-	-
Alicia Parkway Rehabilitation	-	27,956	289,366	-	-	-
Melinda Road/Altisima	-	42,293	36,195	739,000	458,742	-
Robinson Ranch Pavment Plano/N.Peak	-	-	20,430	230,000	175,139	-
Antonio Pkwy Pavement Rehabilitation	-	-	25,648	23,000	21,485	435,000
SMP/ De Las Flores Widening	-	-	-	100,000	17,005	-
Coto de Caza/La Promesa Pavement Rehab	-	-	-	-	-	31,000
SM Pkwy Pavement Rehabilitation	-	-	-	-	-	137,000
Median Improvements (Plano)	-	-	-	-	-	-
Reclaimed Water Connect Plano Median	-	-	-	24,000	20,135	-
Intersection Improvement (Empresa)	-	24,031	52,043	-	251,971	-
Traffic Signal Synchronization	2,001	5,342	16,189	271,000	191,400	-
Traffic Safety Enhancements	6,015	-	-	-	-	-
Critical Intersection Analysis	23,796	2,747	-	-	-	-
Traffic Signal Battery Backup System	-	-	-	60,000	15,000	157,000
Reflective SNS Conversion	-	-	3,060	100,000	88,442	-
SMP Bridge Joint Replacement	21,525	344,829	-	-	-	-
SMP Bridge Lighting/Rail System	10,190	195,312	-	-	-	-
SMP Bridge Hinge Repair	-	-	1,470	132,000	6,500	116,000
El Corazon Sidewalk Repair	64,436	-	-	-	-	-
Street Maintenance - Sidewalk Repair	-	-	4,840	30,000	30,000	32,000
Laurel/Via Ricardo Sidewalk Repair	-	-	56,361	-	-	-
Robinson Ranch Access Ramps	-	-	66,754	-	-	-
Crosswalk Bulb-Out Upgrade Project	-	-	-	195,000	44,572	195,000
Alas De Paz Sidewalk Repair	-	-	-	-	-	29,000
Antonio/SMP/Alas de Paz	15,130	-	-	-	-	-
Bus Stop Improvements	104,198	477,386	125	-	-	-
Measure M2 Project V Bus/ Shuttle Srv.	-	-	-	6,000	-	33,000
Go Local Study (OCTA)	59,518	35,333	-	-	-	-
Building Improvements	-	-	-	-	-	15,000
Chiquita Ridge Open Space Assessment	-	-	-	187,000	-	375,000
Chiquita Ridge Habitat Restoration	-	-	-	-	-	15,000
Robinson Ranch Sidewalk	-	-	700	-	-	-
Antonio/Empresa Synchronization	52,079	-	-	-	-	-
Camino Altozano T.S.	6,895	132,296	-	-	-	-
Midblock Crosswalk Improvements	166,391	27	-	-	-	-
Robinson Ranch Traffic Calming	1,957	30,303	51,162	-	-	346,000
Melinda Heights Flashing Beacon	5,328	7,626	58,755	-	-	-
SMP/Antonio Video Surveillance	-	90	-	-	-	-
Emergency Vehicle Pre-Emption	-	10,175	175,087	-	-	-
Emergency Vehicle Pre-Emption/Phase 2	-	-	-	-	13,000	-
Trabuco Highlands Geotechnical Investigation	-	-	-	-	-	35,000
Skate Park	18,188	14,046	-	-	-	-
Sm Dog Park Improvements	596	1,088	-	-	-	-
Storm Drain (NPDES)	-	-	-	-	-	-
Antonio/Tijeras Creek Storm Drain	-	30,292	6,734	70,000	32,387	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>1,780,800</b>	<b>1,582,492</b>	<b>1,429,751</b>	<b>3,966,000</b>	<b>2,987,592</b>	<b>2,526,000</b>

Fund Expense Summary  
RSM NONPROFIT CAPITAL PROJECTS

DESCRIPTION	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----		FY 2011/12
	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSMNP CAPITAL PROJECTS FUND</u></b>						
Community Center/City Hall Design	-	-	-	-	-	-
Community Center/City Hall Construct.	-	-	-	-	-	-
<b>TOTAL RSMNP CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





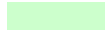




Fund Expense Summary  
RSM NONPROFIT DEBT SERVICE

DESCRIPTION	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----		FY 2011/12
	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSMNP DEBT SERVICE FUND</u></b>						
Debt Service Payment	836,241	842,385	842,760	842,685	842,685	836,260
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>836,241</b>	<b>842,385</b>	<b>842,760</b>	<b>842,685</b>	<b>842,685</b>	<b>836,260</b>

# SCHEDULE OF INTERFUND TRANSFERS

FUND		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	FY 2011/12
		ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	ADOPTED BUDGET
OPERATING TRANSFERS IN:						
100	Transfer from Gas Tax Fund	856,199	805,983	336,893	346,653	351,353
100	Transfer from Measure M Fund	-		525,943	461,099	471,357
100	Transfer from Air Quality Fund	-	-	-	-	-
100	Transfer from Traffic Congestion Fund	-	-	-	151,457	342,766
100	Transfer from Capital Project Fund	-	200,000	500,000	500,000	500,000
210	Transfer from Capital Project Fund	74,908	-	42,293	-	-
212	Transfer from Capital Project Fund	-	-	-	-	-
214	Transfer from Capital Project Fund	38,122	-	-	-	-
410	Transfer from General Fund	-	-	-	-	-
410	Transfer from Gas Tax Fund	190,268	125,789	1,275	73,000	16,500
410	Transfer from Measure M Fund	280,243	540,896	89,854	936,000	402,947
410	Transfer from Air Quality Fund	38,122	119,866	13,759	113,385	85,000
410	Transfer from Traffic Congestion Fund	-	-	22,089	786,000	606,063
410	Transfer from Local Park Trust Fund	-	-	-	-	-
500	Transfer from General Fund	793,776	800,090	829,115	842,685	842,685
TOTAL		2,271,638	2,592,624	2,361,221	4,210,279	3,398,369
OPERATING TRANSFERS OUT:						
100	Transfer to Capital Projects Fund	-	-	-	-	-
100	Transfer to RSMNP Debt Service Fund	793,776	800,090	829,115	842,685	842,685
210	Transfer to General Fund	856,199	805,983	336,893	346,653	343,154
210	Transfer to Capital Projects Fund	190,268	125,789	1,275	73,000	16,500
212	Transfer to General Fund	-	-	525,943	461,099	259,254
212	Transfer to Capital Projects Fund	280,243	540,896	89,854	936,000	402,947
214	Transfer to General Fund	-	-	-	-	-
214	Transfer to Capital Projects Fund	38,122	119,866	13,759	113,385	85,000
218	Transfer to General Fund	-	-	-	151,457	342,766
218	Transfer to Capital Projects Fund	-	-	22,089	786,000	606,063
410	Transfer to General Fund	-	200,000	500,000	500,000	500,000
410	Transfer to Gas Tax Fund	74,908	-	42,293	-	-
410	Transfer to Measure M Fund	-	-	-	-	-
410	Transfer to Air Quality Fund	38,122	-	-	-	-
TOTAL		2,271,638	2,592,624	2,361,221	4,210,279	3,398,369

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	FY 2011/12
		ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	ADOPTED BUDGET
					YEAR-END ESTIMATE	
<b>GENERAL FUND</b>						
 SALARIES AND BENEFITS		2,498,079	2,820,473	2,809,535	2,806,499	2,906,168
	% of total	15%	15%	18%	19%	19%
 LAW ENFORCEMENT CONTRACT		6,989,763	7,414,672	7,185,717	6,898,679	6,936,802
	% of total	42%	39%	47%	46%	45%
 PROFESSIONAL SERVICES		2,029,084	2,009,188	1,643,161	1,592,636	1,648,048
	% of total	12%	11%	11%	11%	11%
 OTHER CONTRACT SERVICES		2,064,596	1,398,504	1,193,975	1,342,191	1,351,576
	% of total	13%	7%	8%	9%	9%
 OTHER SUPPLIES AND SERVICES		1,590,020	1,875,242	1,531,579	1,462,357	1,527,360
	% of total	10%	10%	10%	10%	10%
 CAPITAL EXPENDITURES		162,832	2,670,373	216,179	172,051	168,713
	% of total	1%	14%	1%	1%	1%
 DEBT SERVICE		793,776	800,090	829,115	842,685	836,260
	% of total	5%	4%	5%	6%	5%
 MITIGATION		321,059	-	-	-	-
	% of total	2%	0%	0%	0%	0%
 TRANSFERS/ ALLOCATIONS		-	-	-	-	-
	% of total	0%	0%	0%	0%	0%
Subtotal General Fund Expenditures		16,449,209	18,988,542	15,409,261	15,117,098	15,374,927
		100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>						
SLESF FUND Police Services		139,979	119,778	134,156	137,958	65,133
GAS TAX FUND Street Lighting		249,627	262,477	275,374	300,000	316,920
Subtotal Special Funds Expenditures		389,606	382,255	409,530	437,958	382,053
TOTAL OPERATING EXPENDITURES		16,838,815	19,370,797	15,818,791	15,555,056	15,756,980

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

			-----FY 2010/11-----					FY 2011/12
DIVISION	ACCT NUMBER	DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
GENERAL GOVERNMENT								
	110	City Council	202,023	294,918	183,480	145,671	144,532	157,046
	120	City Manager	756,017	499,926	524,503	421,803	433,065	422,797
	140	City Attorney	409,549	495,561	440,755	350,000	341,025	368,840
	160	City Clerk	298,742	389,124	327,611	364,414	345,265	345,708
		Subtotal	1,666,331	1,679,529	1,476,349	1,281,888	1,263,887	1,294,391
ADMINISTRATIVE SERVICES								
	170	Non-departmental	2,132,624	4,014,131	1,463,601	1,574,446	1,547,418	1,504,973
	210	Finance	386,209	538,022	514,293	520,381	487,587	529,445
	220	HR / Risk Management	(1,274)	357,802	381,847	394,087	371,268	386,528
	320	Animal Control	70,485	65,826	47,036	75,812	54,000	54,000
	710	Community Services	590,762	464,999	274,935	190,077	186,954	197,750
	711	BTRCC	763,000	815,984	870,297	835,442	853,895	843,824
		Subtotal	3,941,806	6,256,764	3,552,009	3,590,245	3,501,122	3,516,520
POLICE SERVICES								
	310	Police Services	7,462,985	7,834,292	7,653,953	7,335,077	7,295,531	7,463,011
		Subtotal	7,462,985	7,834,292	7,653,953	7,335,077	7,295,531	7,463,011
DEVELOPMENT SERVICES								
	410	Planning	910,480	868,378	869,030	911,761	933,496	989,232
	510	Building & Safety	223,830	191,319	197,288	156,000	186,637	200,400
		Subtotal	1,134,310	1,059,697	1,066,318	1,067,761	1,120,133	1,189,632
PUBLIC WORKS								
	610	Public Works	1,220,630	1,187,659	844,228	938,328	1,010,284	992,616
	620	Street Maintenance	1,023,147	970,601	816,404	903,799	898,455	918,757
		Subtotal	2,243,777	2,158,260	1,660,632	1,842,127	1,908,739	1,911,373
		Total General Fund Expenditures	16,449,209	18,988,542	15,409,261	15,117,098	15,089,412	15,374,927
SPECIAL FUNDS								
	310	SLESF Police Services	139,979	119,778	134,156	137,958	133,599	65,133
	630	GAS TAX FUND Street Lighting	249,627	262,477	275,374	300,000	300,000	316,920
		Total Special Funds Operating Expenditures	389,606	382,255	409,530	437,958	433,599	382,053
TOTAL OPERATING EXPENDITURES			16,838,815	19,370,797	15,818,791	15,555,056	15,523,011	15,756,980





# GENERAL GOVERNMENT

**City of Rancho Santa Margarita, California**



# General Government

		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	FY 2011/12
		ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	ADOPTED BUDGET
GENERAL GOVERNMENT					YEAR-END ESTIMATE	
110	City Council	202,023	294,918	183,480	145,671	157,046
120	City Manager	756,017	499,926	524,503	421,803	422,797
140	City Attorney	409,549	495,561	440,755	350,000	368,840
160	City Clerk	298,742	389,124	327,611	364,414	345,708
TOTAL EXPENDITURES		1,666,331	1,679,529	1,476,349	1,281,888	1,294,391



# *General Government*

## **CITY COUNCIL**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

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 and restructured the Committee to minimize costs and create more volunteer participation.
3. Provided support and an enhanced level of effort in a leadership role with the business community to strengthen and stabilize the City's economic engine.
4. Provided direction to staff in on-going support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines and participated in events, both in the City and at Camp Pendleton.
5. Provided resources and support to the Rancho Santa Margarita Historical Society.
6. Provided ongoing direction to staff during the current fiscal environment through the budget review and development processes.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Provide direction to the City Manager and City Staff on all policy matters that affect Rancho Santa Margarita.
2. Define and provide ongoing leadership in the development of a focused Economic Development Strategy (Program) consistent with the General Plan.
3. Evaluate and determine the ongoing vision for the Economic Development Committee.
4. Maintain on-going connection and support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
5. Focused on local priorities while maintaining support and commitment to other Orange County agencies and organizations.
6. Provide leadership in budget strategic planning discussions and in establishing a vision of future development.
7. Provide guidance and direction in all policy matters concerning the Chiquita Ridge Open Space assessment process.
8. Provide focus and guidance to Staff in developing opportunities to increase and improve the public's access, participation and interaction with City Hall.

Department Expense Summary  
City Council Fund 100, Division 110

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY COUNCIL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	511.000	Salaries - Elected	27,836	27,810	29,664	27,810	28,737	27,810
	521.000	Medicare	497	403	430	403	417	403
	522.000	Retirement	3,448	3,448	3,678	3,448	3,563	3,448
	530.000	Benefits	77,717	79,954	78,663	79,260	74,287	79,260
<b>TOTAL PERSONNEL</b>			<b>109,498</b>	<b>111,615</b>	<b>112,435</b>	<b>110,921</b>	<b>107,004</b>	<b>110,921</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	26,073	26,769	26,363	-	5,250	10,875
	612.000	Travel/Conf/Meetings	5,312	7,851	1,634	1,000	798	1,500
	618.000	Council Support	14,059	22,464	8,386	2,500	2,500	2,500
	622.010	Special Dept. Expense	825	-	-	-	-	-
	670.000	Community Support	-	90,200	13,950	-	-	-
		Subtotal	46,269	147,284	50,333	3,500	8,548	14,875
	700.028	PS - Public Relations	46,256	36,019	20,712	31,250	28,980	31,250
<b>TOTAL OPERATIONS</b>			<b>92,525</b>	<b>183,303</b>	<b>71,045</b>	<b>34,750</b>	<b>37,528</b>	<b>46,125</b>
<b>TOTAL EXPENDITURES</b>			<b>202,023</b>	<b>294,918</b>	<b>183,480</b>	<b>145,671</b>	<b>144,532</b>	<b>157,046</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	202,023	294,918	183,480	145,671	144,532	157,046
<b>TOTAL FUNDING SOURCES</b>			<b>202,023</b>	<b>294,918</b>	<b>183,480</b>	<b>145,671</b>	<b>144,532</b>	<b>157,046</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 2010-11**

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 provided staff resources, as needed, to the Community Associations of Rancho (CAR) meetings and activities.
5. Participated and provided direction and perspective to staff in Economic Development Committee meetings in support of local economic activities.
6. Directed the activities of all City Staff and Departments toward the efficient and effective implementation of policies established by the City Council.
7. Directed and managed a staff effort beginning the analysis of the City's organizational structure to position the City's resources as it emerges from the recession.
8. Provided direction to Staff concerning the Chiquita Ridge Open Space assessment process and the selection of a Project Management team.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Continue to represent the City's interests in local, regional, and statewide issues.
2. Direct all City Departments and Staff in support of Council Policies, recognizing a full review may be appropriate with the new City Council.
3. Continue providing staff support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
4. Develop new pertinent City Council Policies and focus the staff on updating and developing the Administrative Regulations manual.
5. Continue support and participation in Community Associations of Rancho (CAR).
6. Complete the evaluation of reorganization possibilities and alternatives to ensure the City keeps pace with new opportunities and present those recommendations to the City Council.
7. Facilitate discussion with the City Council on the direction and focus of the City's Economic Development Program and the role of the Economic Development Committee.

Department Expense Summary  
City Manager Fund 100, Division 120

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	YEAR-END	FY 2011/12
			ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	ESTIMATE	ADOPTED BUDGET
<b><u>CITY MANAGER</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	542,704	367,396	397,177	314,502	326,033	304,764
	515.000	Temporary Personnel	-	-	-	-	-	-
	521.000	Medicare	9,970	6,222	5,735	4,384	4,748	4,419
	522.000	Retirement	98,550	70,491	81,328	64,528	67,843	72,747
	523.000	Unemployment Insurance	-	-	938	420	-	868
	530.000	Benefits	43,172	21,995	29,219	31,704	26,436	31,704
<b>TOTAL PERSONNEL (2 FTE)</b>			<b>694,396</b>	<b>466,104</b>	<b>514,397</b>	<b>415,538</b>	<b>425,060</b>	<b>414,502</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	6,648	2,661	5,979	4,865	6,417	6,465
	611.000	Training	30	-	-	-	-	-
	612.000	Travel/Conf/Meetings	7,713	3,331	3,971	900	1,088	1,330
	615.000	CM Discretionary Account	1,359	763	-	-	-	-
	626.000	Books & Periodicals	751	572	156	500	500	500
	700.001	Professional Services	45,120	26,495	-	-	-	-
<b>TOTAL OPERATIONS</b>			<b>61,621</b>	<b>33,822</b>	<b>10,106</b>	<b>6,265</b>	<b>8,005</b>	<b>8,295</b>
<b>TOTAL EXPENDITURES</b>			<b>756,017</b>	<b>499,926</b>	<b>524,503</b>	<b>421,803</b>	<b>433,065</b>	<b>422,797</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	756,017	499,926	524,503	421,803	433,065	422,797
<b>TOTAL FUNDING SOURCES</b>			<b>756,017</b>	<b>499,926</b>	<b>524,503</b>	<b>421,803</b>	<b>433,065</b>	<b>422,797</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 2010-11**

1. Facilitated and supported the Chiquita Ridge Settlement Agreement Implementation & Orientation; RFP for Project Management and Feasibility Study Services.
2. Tracked Robinson Ridge Residential Properties, LLC, related matters.
3. Monitored Santa Ana Regional Board and San Diego Regional Board; NPDES Permit renewals for MS4's.
4. Updated and revised the Consultant and Professional Services Agreements.
5. Updated E-mail and Internet Usage Personnel Policy.
6. Updated Parking Citation Bail Schedule.
7. Prepared CPUC Rule 20A Agreement with City of Laguna Beach.
8. Provided strategic guidance concerning legality of a City Council Member Leave of Absence from Public Office for Military Duty.
9. Supported City staff regarding procedures required due to a City Council Member Resignation.
10. Supported City staff regarding procedures required for a City Council Vacancy – Legal Options and Process and Procedures for Filling Vacancy on City Council Created by Resignation.
11. Reviewed potential litigation related to United Rentals vs. RSM et al. (Stop Notice Action)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Continue to monitor and provide oversight with respect to Chiquita Ridge Settlement Agreement implementation requirements and begin to address compliance with 80 acre restoration plan requirement.
2. Research and evaluate County Sex Offender Ordinance.
3. Update City's CEQA Guidelines.

Department Expense Summary  
City Attorney Fund 100, Division 140

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY ATTORNEY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.003	Professional Services	409,549	394,433	421,028	350,000	340,000	350,000
	700.032	PS - Special Counsel	-	101,128	19,727	-	1,025	18,840
<i>TOTAL OPERATIONS</i>			<u>409,549</u>	<u>495,561</u>	<u>440,755</u>	<u>350,000</u>	<u>341,025</u>	<u>368,840</u>
<i>TOTAL EXPENDITURES</i>			<u>409,549</u>	<u>495,561</u>	<u>440,755</u>	<u>350,000</u>	<u>341,025</u>	<u>368,840</u>
<i>FUNDING SOURCES</i>								
	100	General Fund	<u>409,549</u>	<u>495,561</u>	<u>440,755</u>	<u>350,000</u>	<u>341,025</u>	<u>368,840</u>
<i>TOTAL FUNDING SOURCES</i>			<u>409,549</u>	<u>495,561</u>	<u>440,755</u>	<u>350,000</u>	<u>341,025</u>	<u>368,840</u>



## *City Manager's Department*

# **CITY CLERK**

### **DESCRIPTION**

The City Clerk manages the City's legislative processes including the publication of legal notices and ordinances, agenda packet preparation, preparation of 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 2010-11**

1. Managed the November 2, 2010, General Municipal Election by facilitating and interpreting applicable election laws and statutes associated with the election for the candidates, press and the public.
2. Served as the City's Public Information Officer and assisted the public and media with interpretation of the City Council's decisions and policies.
3. Continued public relations focus by preparing press releases, speaker comments, and developed strategic planning for the marketing of the Bell Tower Regional Community Center.
4. Facilitated the SmeadSoft software upgrade and provided City-wide training.
5. Managed the annual Records Destruction project in adherence to the City's Retention Schedule; resulting in the removal of 451 files and designating them for destruction as mandated in the Records Retention Schedule.
6. Conducted an audit and inventory of 4,500 building permit files.
7. Managed the Records Imaging project of the City's building plans and vital records, including review of over 13,823 pages of building plans that were imaged, quality controlled and migrated into the TAB records management system.
8. Processed and retained the required Fair Political Practices Commission filings.
9. Coordinated, managed, published, distributed and linked to the City's website, 31 agenda packets (regular, adjourned regular [study sessions], special and non-profit corporation meetings). Completed and submitted 31 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.
10. Continued training of all City departments on the Brown Act and Public Records Act as well as on the City's retention schedule and public records.
11. Provided customer service through responses and tracking of over 200 public information requests; coordinated 12 City Hall tours; and provided notary services.
12. Coordinated the implementation of the E-Verify Program for new City contracts.
13. Streamlined and managed the Student Recognition Program.
14. Provided administrative support to the City Council.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Manage the City Clerk legislative processes including the coordination, publishing, distribution, linking and imaging of the agenda packets, minutes and vital records.
2. Continue the review and analysis of a City-wide Records Management Program.
3. Research the use of social media by local government agencies; assist in the development of a Social Media Policy and submit it to the City Council.
4. Update the City's Strategic Communications Plan.
5. Implement audio streaming for City Council and Planning Commission meetings.

Department Expense Summary  
City Clerk Fund 100, Division 160

ACCT		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	FY 2011/12		
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
CITY CLERK								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	187,213	184,285	196,165	200,235	199,048	214,442
	515.000	Temporary Personnel	-	-	-	-	-	-
	521.000	Medicare	4,524	3,775	2,837	2,903	2,886	3,109
	522.000	Retirement	32,841	36,375	41,254	42,738	42,539	52,532
	523.000	Unemployment Insurance	-	-	939	630	-	1,302
	530.000	Benefits	18,826	31,398	31,827	31,704	31,859	31,704
TOTAL PERSONNEL (2.8 FTE)			243,404	255,833	273,022	278,210	276,332	303,089
OPERATIONS								
	610.000	Membership & Dues	830	1,040	665	700	639	615
	611.000	Training	-	80	-	140	113	140
	612.000	Travel/Conf/Meetings	2,231	1,152	1,485	-	-	1,400
	622.010	Special Dept. Expense	2,208	2,430	2,293	2,000	2,000	2,500
	622.011	Codification Supplements	7,520	994	4,013	6,000	5,363	6,000
	623.001	Mapping/Reproduction	-	14,248	5,344	5,000	5,000	8,500
	624.000	Legal Notices	35,527	12,674	8,237	10,000	13,508	12,000
	626.000	Books & Periodicals	603	2,662	2,908	2,500	2,500	2,500
	646.000	Maintenance & Repair	3,268	3,233	-	2,464	2,419	2,964
		Subtotal	52,187	38,513	24,945	28,804	31,542	36,619
	700.001	Professional Services	2,250	59,833	28,574	6,400	3,900	4,500
	700.002	Elections	901	32,774	579	50,000	33,000	1,500
	700.029	Election Language Assist.	-	2,171	491	1,000	491	-
		Subtotal	3,151	94,778	29,644	57,400	37,391	6,000
TOTAL OPERATIONS			55,338	133,291	54,589	86,204	68,933	42,619
CAPITAL OUTLAY								
	832.000	Software Upgrade	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY			-	-	-	-	-	-
TOTAL EXPENDITURES			298,742	389,124	327,611	364,414	345,265	345,708
FUNDING SOURCES								
	100	General Fund	298,742	389,124	327,611	364,414	345,265	345,708
TOTAL FUNDING SOURCES			298,742	389,124	327,611	364,414	345,265	345,708

This page left blank intentionally.



# ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

**City of Rancho Santa Margarita, California**



# Administrative Services

		FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2011/12 ADOPTED BUDGET
<i>ADMINISTRATIVE SERVICES</i>							
170	Non-departmental	2,132,624	4,014,131	1,463,601	1,574,446	1,547,418	1,504,973
210	Finance	386,209	538,022	514,293	520,381	487,587	529,445
220	HR / Risk Management	(1,274)	357,802	381,847	394,087	371,268	386,528
320	Animal Control	70,485	65,826	47,036	75,812	54,000	54,000
710	Community Services	590,762	464,999	274,935	190,077	186,954	197,750
711	BTRCC	763,000	815,984	870,297	835,442	853,895	843,824
<i>TOTAL EXPENDITURES</i>		<u>3,941,806</u>	<u>6,256,764</u>	<u>3,552,009</u>	<u>3,590,245</u>	<u>3,501,122</u>	<u>3,516,520</u>



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

### **DESCRIPTION**

The Non-Departmental function includes activities for City operations that do not directly fall under the oversight of other departments, or over which the individual departments would have limited control. Included in this function are: City Hall operations, maintenance and utilities expenditures; office supplies; equipment leases; capital outlays for City Hall and Community Center facilities; information technology equipment, software and the City website.

### **ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Participated in development of the City's Emergency Operations Plan.
2. Designed and launched City website CFD (Mello-Roos) information search tool.
3. Reviewed mitigation payments agreements and payments schedule.
4. Purchased replacement network data/communications servers and switching hardware.
5. Implemented server virtualization project providing complete IT data and hardware redundancy at cost lower than originally budgeted.
6. Implemented new Customer Request Manager (CRM) application for improved resident communication with City staff and improved customer service.
7. Updated the City's website with current information pertaining to CFDs, sales tax updates, special taxes, Investment Policy, Operating Budgets and CAFRs.
8. Developed/revised purchasing forms and procedures to improve internal controls and municipal code compliance.
9. Reviewed and revised Bell Tower Regional Community Center class reservations transition to programming and rental activities software.
10. Monitored appeal of sales tax allocations by various businesses and agencies statewide.
11. Completed advanced incident coordination and response training in multiday training exercise.
12. Completed development processing fees update and comprehensive City fee schedule.
13. Filed SB 90 reimbursement claims to qualify to receive over \$250,000 due from the State.
14. Implemented updated Reserves Policy terminology per new GASB accounting standards.
15. Implemented retention policy guidelines for electronic communications.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Continue staff training relating to the City's Emergency Operations Plan and Purchasing Ordinance.
2. Update fund balance allocation model based on Reserve Policy review.
3. Assist continuing review of BTRCC service agreements and procedures.
4. Implement professional services agreement origination, coordination, and tracking procedures.
5. Develop BTRCC operations revenue cost analysis and facility use decision-based model.
6. Update Strategic Technology Plan.
7. Review City copier agreement for equipment replacement and cost savings.
8. Continue sales tax appeal litigation monitoring.

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

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>NON-DEPARTMENTAL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	-	-	26,706	20,859	26,706
	515.000	Temporary Personnel	-	-	-	-	-	-
	521.000	Medicare	-	-	-	387	302	387
	522.000	Retirement	-	-	-	3,339	2,724	3,689
	523.000	Unemployment Insurance	-	-	-	263	269	542
	530.000	Benefits	-	2,279	2,068	6,483	6,962	6,483
<b>TOTAL PERSONNEL (.73 FTE)</b>			-	2,279	2,068	37,178	31,116	37,807
<b>OPERATIONS</b>								
	610.001	El Toro Reuse	-	-	-	-	-	-
	622.000	Office Supplies	56,474	47,493	27,208	40,800	35,317	40,800
	623.000	Printing & Duplication	1,765	354	-	-	-	-
	625.000	Postage	13,060	6,789	11,942	13,131	11,072	12,685
	627.000	EOC Supplies/Training	11,037	4,334	8,278	10,724	12,724	10,000
	636.001	Utilities-Telephone	22,398	22,199	21,149	21,714	22,711	22,830
	640.001	City Hall Elect/Water	67,718	63,844	59,784	85,200	69,345	70,130
	640.002	City Hall Facility Maint.	84,461	88,144	70,142	49,065	58,740	46,725
	640.005	Bell Tower Maintenance	14,465	18,504	1,119	15,000	15,000	15,000
	642.000	Equipment Leases	26,543	29,698	39,162	40,006	40,006	38,282
	646.000	Equipment Maintenance	2,403	627	3,397	200	90	200
	663.000	Property Tax Admin. Costs	53,860	62,151	55,136	65,000	65,000	65,000
	664.000	LAFCO Reforms (AB 2838)	7,063	6,159	10,996	6,850	5,961	6,850
	670.000	Community Support	16,191	-	-	-	-	-
	670.001	2/5 Adoption Committee	-	400	-	-	-	-
	690.000	Insurance	164,884	564	722	-	738	1,261
		Subtotal	542,322	351,260	309,035	347,690	336,704	329,763
	640.003	City Hall Facility Mgmt.	37,890	27,360	10,350	14,040	9,110	-
	700.001	Prof. Svcs. - Admin.	245,223	14,651	5,964	23,950	25,200	23,950
	700.008	Prof. Svcs. - Computer	62,088	108,847	83,825	94,500	90,000	94,500
	700.017	Prof. Svcs. - Website	38,817	14,500	11,083	4,000	4,336	8,790
	700.022	PS - Financing Costs	2,100	1,800	1,800	1,800	1,800	1,800
	700.024	PS - Emergency Coord.	39,093	47,372	48,524	51,552	49,416	56,840
		Subtotal	387,321	187,170	151,196	175,802	170,752	185,880
<b>TOTAL OPERATIONS</b>			967,533	565,790	470,581	537,532	516,566	515,643
<b>TRANSFERS</b>								
	790.410	Transfer to Cap. Projects	-	-	-	-	-	-
	790.500	Transfer to RSMNP	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	-
<b>MITIGATION</b>								
	792.001	Mit. Obligation - Interest	-	-	-	-	-	-
	801.000	Mit. Obligation - Principal	-	-	-	-	-	-
	802.000	Mit. Obligation - Tax Incr.	321,059	-	-	-	-	-
		Subtotal	321,059	-	-	-	-	-
<b>DEBT SERVICE</b>								
	790.500	Transfer to RSMNP	793,776	800,090	829,115	842,685	842,685	836,260
<b>CAPITAL OUTLAY</b>								
	832.000	GIS System	-	-	17,439	16,997	16,997	6,415
	841.000	City Hall FF&E	458	-	-	-	-	-
	841.001	Comp. Licenses/HW/SW	31,582	79,622	144,398	140,054	140,054	108,848
	841.002	Reserve-comp. replacmnt.	8,241	-	-	-	-	-
	952.000	Chiquita Ridge - Land	-	2,566,351	-	-	-	-
	990.000	Contingency	9,975	(1)	-	-	-	-
		Subtotal	50,256	2,645,972	161,837	157,051	157,051	115,263
<b>TOTAL EXPENDITURES</b>			2,132,624	4,014,131	1,463,601	1,574,446	1,547,418	1,504,973
<b>FUNDING SOURCES</b>								
	210	Gas Tax Fund	-	-	-	-	-	-
	100	General Fund	2,132,624	4,014,131	1,463,601	1,574,446	1,547,418	1,504,973
<b>TOTAL FUNDING SOURCES</b>			2,132,624	4,014,131	1,463,601	1,574,446	1,547,418	1,504,973

# *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/receivable, payroll, auditing, financial reporting, purchasing and special projects.

### **ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Generated \$438,000 additional General Fund revenue through negotiated sale of unusable utility construction credits.
2. Performed procedures to update Mello-Roos tax information on City's website.
3. Prepared a balanced budget for FY 2011-12.
4. Completed the FY 2009-10 City-wide audit with no adjustments or deficiencies.
5. Completed AQMD, TDA 4.5, Measure M audits with no findings/questioned costs.
6. Received the GFOA Financial Reporting Certificate of Excellence for 2009-10 CAFR.
7. Prepared a mid-year 2010-11 budget update and General Fund Reserves review.
8. Updated General Fund ten year revenue recovery and structural balance analysis and forecasting model.
9. Updated Special Revenue Funds restricted reserves forecasting model.
10. Participated on countrywide pension reform taskforce.
11. Completed four staff compensation surveys per new state mandate, County Grand Jury request, and other external agencies.
12. Completed Continuing Disclosure Reporting for Community Center COPs.
13. Reviewed/renewed diversified debt service reserve investment in CDARS program.
14. Filed State Controller Reports for Streets and Cities Financial Transactions.
15. Established annual Appropriations Limit.
16. Began reimbursement process for available CFD construction project funding.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Develop balanced budget for Fiscal Year 2012-13.
2. Coordinate annual City-wide financial statement audit and publish/submit 2010-11 Comprehensive Annual Financial Report (CAFR) to GFOA award program.
3. Provide periodic revenue and cost reporting format for City Council budget updates.
4. Refine software modeling for budget forecasting and long term trends analysis.
5. Review/update the City's Investment Policy annually.
6. Provide financial analysis and support related to development projects.
7. Assist with assessment of Chiquita Ridge open space opportunities.
8. Investigate feasibility of prepaid funding cards for Flex spending accounts.
9. Continue to develop Finance Policies and Procedures Manual.
10. Continue diversification of City investments in authorized local government investment pools and financial institution placements.
11. Implement forensic analysis software utility for financial data review.
12. Investigate Teeter Plan status for City property taxes.
13. Culminate CFD reimbursement process.



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

						-----FY 2010/11-----		FY 2011/12
DIVISION	ACCT NUMBER	DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b>FINANCE</b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	246,376	367,159	374,425	330,261	351,189	349,609
	515.000	Temporary Personnel	17,656	-	-	-	-	-
	521.000	Medicare	5,229	7,351	5,420	4,789	5,092	5,069
	522.000	Retirement	43,353	63,932	68,735	70,491	67,734	85,439
	523.000	Unemployment Insurance	-	-	2,368	840	16	2,170
	530.000	Benefits	5,604	24,261	18,664	47,556	13,546	47,556
<b>TOTAL PERSONNEL (3.6 FTE)</b>			<b>318,218</b>	<b>462,703</b>	<b>469,612</b>	<b>453,937</b>	<b>437,577</b>	<b>489,843</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,297	1,675	1,480	900	900	1,514
	611.000	Training	341	1,200	-	-	-	185
	612.000	Travel/Conf/Meetings	1,007	334	418	665	665	503
	622.010	Special Dept. Expense	19,660	19,670	7,220	4,115	4,115	4,560
	626.000	Books & Periodicals	766	595	827	664	1,111	1,059
	646.000	Maintenance & Repair	5,802	-	-	-	-	-
	662.000	Bank Charges	-	-	-	-	-	-
		Subtotal	28,873	23,474	9,945	6,344	6,791	7,821
	700.004	Professional Services	39,118	51,845	34,736	60,100	43,219	31,781
<b>TOTAL OPERATIONS</b>			<b>67,991</b>	<b>75,319</b>	<b>44,681</b>	<b>66,444</b>	<b>50,010</b>	<b>39,602</b>
<b>CAPITAL OUTLAY</b>								
	831.000	Computers - H/W	-	-	-	-	-	-
	832.000	Computers - S/W	-	-	-	-	-	-
			-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>			<b>386,209</b>	<b>538,022</b>	<b>514,293</b>	<b>520,381</b>	<b>487,587</b>	<b>529,445</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	386,209	538,022	514,293	520,381	487,587	529,445
<b>TOTAL FUNDING SOURCES</b>			<b>386,209</b>	<b>538,022</b>	<b>514,293</b>	<b>520,381</b>	<b>487,587</b>	<b>529,445</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 to 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 2010-11**

1. Implemented the 2% @ 60 second tier pension formula for newly hired employees.
2. Coordinated and hosted a regional training seminar on discrimination and harassment.
3. Assisted in the coordination and submission of disaster reimbursement for the December 2010 storms.
4. Coordinated the property insurance claim settlement for damage to City facilities.
5. Completed the reclassification study for the Accountant position.
6. Provided COBRA administration for employees who have left the City.
7. Coordinated the Open Enrollment process for employee benefits.
8. Performed the employee total compensation survey.
9. Analyzed bridge containment fencing and other deterrent options.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Research alternative employee compensation comparison policies.
2. Provide support to the City Manager for Chiquita Ridge Project Management Services feasibility study.
3. Revise the Claims Administration Policy.
4. Complete and implement an Intern policy and a Volunteer policy.
5. Continue employee safety, security and workplace training.
6. Revise the Part-Time Staff Employee Handbooks for both City Hall and Bell Tower Regional Community Center.
7. Continue evaluation of insurance, benefits, and deferred compensation program options.

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

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	106,090	103,167	100,490	104,972	99,456
	515.000	Temporary Personnel	-	-	-	1,500	-	1,500
	521.000	Medicare	-	1,795	1,496	1,457	1,522	1,442
	522.000	Retirement	-	21,390	20,701	21,448	20,782	24,364
	523.000	Unemployment Insurance	-	-	308	210	323	434
	530.000	Benefits	-	15,724	11,058	15,852	13,334	15,852
<b>TOTAL PERSONNEL (1 FTE)</b>			-	144,999	136,730	140,957	140,933	143,048
<b>OPERATIONS</b>								
	610.000	Membership & Dues	-	3,374	3,284	2,800	3,009	3,500
	611.000	Training	-	398	385	1,500	350	1,500
	612.000	Travel/Conf/Meetings	-	666	143	-	-	300
	622.010	Special Dept. Expense	-	469	552	1,500	1,500	1,500
	626.000	Books & Periodicals	-	489	214	300	300	300
	640.003	City Hall Facility Mgmt.	-	-	-	-	-	14,400
	665.000	Recruitment	-	2,090	759	2,230	1,115	2,230
	690.001	Insurance G/L	-	100,605	135,192	135,000	123,806	120,000
	690.002	Insurance W/C	-	78,189	89,271	90,000	82,350	65,000
	690.003	Insurance Property	-	11,807	14,143	14,000	13,720	15,000
	690.004	Insurance Other	(1,274)	12,131	785	3,300	2,685	3,300
	690.005	Insurance SIR	-	-	-	-	-	10,000
		Subtotal	(1,274)	210,218	244,728	250,630	228,835	237,030
	700.004	Professional Services	-	2,585	389	2,500	1,500	6,450
<b>TOTAL OPERATIONS</b>			(1,274)	212,803	245,117	253,130	230,335	243,480
<b>TOTAL EXPENDITURES</b>			(1,274)	357,802	381,847	394,087	371,268	386,528
<b>FUNDING SOURCES</b>								
	100	General Fund	(1,274)	357,802	381,847	394,087	371,268	386,528
<b>TOTAL FUNDING SOURCES</b>			(1,274)	357,802	381,847	394,087	371,268	386,528

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

**DESCRIPTION**

Orange County Animal Care, under the 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 2010-11**

1. Hosted 6 low cost vaccination clinics--administering 906 vaccines and 20 ID chips--for 353 dogs and 53 cats.
2. Explored cost sharing opportunities with surrounding communities for enhanced local services.
3. Monitored animal care contract and expected service levels.
4. Reviewed and confirmed contract continuation via Notice of Intent format implementation.
5. Monitored activities in neighboring cities related to animal care services studies and surveys.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Host low cost vaccine clinics and pet registration at Bell Tower Regional Community Center.
2. Monitor animal care contract and expected service levels.
3. Participate with the City Manager's Office as a member of the Financial/Operational Advisory Board of OC Animal Care.
4. 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.
5. Consider other alternative services delivery options as they may be presented.
6. Publish timely information and links to Orange County Community Resources Department as related to animal care activities.

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

ACCT			FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----		FY 2011/12
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>ANIMAL CONTROL</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	720.002	Animal Control Contract	70,485	65,826	47,036	75,812	54,000	54,000
<i>TOTAL OPERATIONS</i>			70,485	65,826	47,036	75,812	54,000	54,000
<i>TOTAL EXPENDITURES</i>			70,485	65,826	47,036	75,812	54,000	54,000
<i>FUNDING SOURCES</i>								
	100	General Fund	70,485	65,826	47,036	75,812	54,000	54,000
<i>TOTAL FUNDING SOURCES</i>			70,485	65,826	47,036	75,812	54,000	54,000

*Administrative Services Department*  
**COMMUNITY SERVICES**

**DESCRIPTION**

Community Services is responsible for developing, arranging, promoting and presenting community programs and activities. This includes the coordination and facilitation of vendor services, special events, City promotion, volunteer staffing, and provision of services, facilities and programs provided for resident and business usage.

**ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Planned and presented the 10<sup>th</sup> Annual "Celebrating Family & Friends" event and partnered with volunteers, community organizations, and businesses.
2. Partnered with SAMLARC to conduct the 5<sup>h</sup> annual City-hosted Summer Concerts.
3. Managed the Senior Mobility Program which provided transportation services for senior residents through the sale of over 460 taxi vouchers.
4. Generated \$11,750 in sponsorships--the highest amount received for a City event--to offset costs for the New Year's Eve "Celebrating Family and Friends" Event.
5. Updated and maintained the Community Services Division pages of the City's website.
6. Maintained and updated the Community Events Calendar on City's website.
7. Produced three issues of the Community Living Magazine with enhanced layout for better viewing.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Continue to collaborate with community partners regarding programs and events reflective of the needs of the community of Rancho Santa Margarita.
2. Plan and present the 11<sup>th</sup> Annual "Celebrating Family & Friends" event.
3. Develop a strategic plan to increase sponsorship by 10% for the "Celebrating Family and Friends" event.
4. Partner with SAMLARC to implement the 6<sup>th</sup> Annual City-hosted Summer Concerts.
5. Contact senior non-profit groups to expand ridership by 10% for the Senior Mobility Program.
6. Continue to build and gain support from non-profit organizations, churches, schools and youth organizations to maintain successful partnerships and increase event participation.
7. Develop a recognition event for the volunteers participating at City events.
8. Begin quarterly visits to senior housing in area to educate residents about City programs.

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

ACCT		DESCRIPTION	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	YEAR-END	FY 2011/12
DIVISION	NUMBER		ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	ESTIMATE	ADOPTED BUDGET
<b><u>COMMUNITY SERVICES</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	159,337	93,279	78,478	64,580	69,161	64,428
	515.000	Temporary Personnel	-	-	-	-	-	-
	521.000	Medicare	4,476	3,493	1,226	936	1,003	934
	522.000	Retirement	25,032	20,686	13,052	13,784	12,506	15,710
	523.000	Unemployment Insurance	-	-	957	210	62	434
	530.000	Benefits	15,616	21,534	9,164	15,852	10,856	15,852
<b>TOTAL PERSONNEL (1 FTE)</b>			<b>204,461</b>	<b>138,992</b>	<b>102,877</b>	<b>95,362</b>	<b>93,588</b>	<b>97,358</b>
<b>OPERATIONS</b>								
	611.000	Training	20	-	659	465	465	420
	612.000	Travel/Conf/Meetings	2,192	894	(45)	150	150	100
	614.000	Newsletter/Class Schedule	125,356	77,981	42,477	41,100	41,100	46,050
	622.000	Supplies	1,239	-	-	-	-	-
	622.010	Special Depart. Expense	907	1,050	-	-	-	-
	623.000	Printing	992	-	-	-	-	-
	643.000	Storage Facility Rental	1,500	1,500	-	-	-	-
	672.000	Historical Society	-	2,408	(25)	-	-	-
	674.000	Senior Mobility Program	5,746	5,078	8,310	7,000	7,000	7,917
	675.000	Recreation Programs	4,672	-	-	-	-	-
	675.103	BTRCC Admin	-	(2)	292	-	263	-
	675.002	NYE Event	73,380	55,362	31,838	25,500	22,722	29,805
	675.003	5K Fun Run Event	65,019	52,765	36,053	-	-	-
	675.004	Taste of Rancho	74,893	53,026	-	-	-	-
	675.005	Summer Concert Series	30,385	39,177	32,270	20,500	21,666	16,100
		Subtotal	386,301	289,239	151,829	94,715	93,366	100,392
	700.028	PS - Public Relations	-	36,768	20,229	-	-	-
		Subtotal	-	36,768	20,229	-	-	-
<b>TOTAL OPERATIONS</b>			<b>386,301</b>	<b>326,007</b>	<b>172,058</b>	<b>94,715</b>	<b>93,366</b>	<b>100,392</b>
<b>TOTAL EXPENDITURES</b>			<b>590,762</b>	<b>464,999</b>	<b>274,935</b>	<b>190,077</b>	<b>186,954</b>	<b>197,750</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	434,010	336,814	194,729	155,613	148,560	166,348
	100	Senior Mobility Grant	11,957	12,699	13,464	13,464	14,403	14,402
	100	GF - Com. Svcs. Revenue	144,795	115,486	66,742	21,000	23,991	17,000
<b>TOTAL FUNDING SOURCES</b>			<b>590,762</b>	<b>464,999</b>	<b>274,935</b>	<b>190,077</b>	<b>186,954</b>	<b>197,750</b>

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

**DESCRIPTION**

Community Services Division is responsible for the day to day operations of the Bell Tower Regional Community Center encompassing the development and presentation of recreational programs and meeting room/facility rentals. Programs management includes the development and coordination of contractual independent service providers, class registrations and activities development. Rental activities at the Center include scheduling meeting spaces for community and non-profit groups and events reserved by residents and businesses of the City and region.

**ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Offered recreation class and seasonal camp offerings for children and adults.
2. Facilitated AARP program to prepare 2010 tax returns for seniors and low income residents.
3. Improved efficiency and created additional facility rental tracking procedures.
4. Developed promotional advertisements focused on facility rental for placement in the Community Living Magazine.
5. Met with each Community Center tenant regarding program and operational needs.
6. Improved rentals by offering low cost event insurance to facility rental patrons.
7. Managed the installation and training of automated registration system for recreation programs, rentals and special events.
8. Implemented new processes related to daily tracking of financial reports to provide required internal controls.
9. Assisted Age Well Senior Services with the promotion of their programs in the Community Living Magazine, the City's website and the lobby electronic screen.
10. Provided support to Age Well Senior Services daily Congregate Lunch to serve over 4,700 meals; six Twilight Dinners serving 400 meals; and the Meals on Wheels program which delivered over 33,000 meals to homebound seniors in the Rancho Santa Margarita area.
11. Offered six vaccination clinics and licensing opportunities to help residents maintain the health of their pets.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Explore sustainable revenue strategies and pursue opportunities to identify funding that will support community services programs, classes, workshops and seminars.
2. Continue to increase the variety of programs per the trends of the market.
3. Research and develop new marketing/media strategies for the Bell Tower Regional Community Center facility rentals and recreation programs.
4. Create a marketing piece for potential clientele which provides a visual reminder of the amenities and features of the facility.
5. Offer monthly vaccination clinics to increase public awareness related to animal welfare and human safety.
6. Create an extensive on-line photo gallery of the Bell Tower Regional Community Center that illustrates the different options available with views of each of the meeting rooms.



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

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>BTRCC</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	145,733	233,004	229,558	176,297	157,920
	515.000	Temporary Personnel	-	113,134	62,104	-	68,338	69,195
	521.000	Medicare	-	14,753	4,172	3,328	3,547	3,293
	522.000	Retirement	-	16,240	42,729	38,080	34,277	42,755
	523.000	Unemployment Insurance	-	-	6,700	1,418	6,069	2,930
	530.000	Benefits	-	-	20,060	43,593	21,637	43,593
<b>TOTAL PERSONNEL (4.74 FTE)</b>			<b>-</b>	<b>289,860</b>	<b>368,769</b>	<b>315,977</b>	<b>310,165</b>	<b>319,686</b>
<b>OPERATIONS</b>								
	640.101	Utilities	-	53,721	53,677	57,000	65,232	63,000
	640.102	Maintenance	-	70,914	72,580	83,190	85,190	80,898
	640.103	Phones	-	2,978	4,632	5,880	6,940	6,072
	675.101	Programs	-	75,210	123,924	144,000	153,743	147,288
	675.102	Rental Expenses	-	16,108	11,988	16,200	13,330	16,200
	675.103	Admin Expenses	-	104,182	44,388	25,195	26,501	18,680
		Subtotal	-	323,113	311,189	331,465	350,936	332,138
	700.031	Youth Center	-	131,608	120,674	120,000	120,000	120,000
	700.033	Senior Program	-	71,403	69,665	68,000	72,794	72,000
	793.002	Contribution to BTF	763,000	-	-	-	-	-
		Subtotal	763,000	203,011	190,339	188,000	192,794	192,000
<b>TOTAL OPERATIONS</b>			763,000	526,124	501,528	519,465	543,730	524,138
<b>TOTAL EXPENDITURES</b>			763,000	815,984	870,297	835,442	853,895	843,824
<b>FUNDING SOURCES</b>								
	100	General Fund	763,000	469,653	496,408	462,242	438,054	447,224
	100	GF - BTRCC Revenue	-	346,331	373,889	373,200	415,841	396,600
<b>TOTAL FUNDING SOURCES</b>			763,000	815,984	870,297	835,442	853,895	843,824

This page left blank intentionally.



# POLICE SERVICES

POLICE SERVICES

**City of Rancho Santa Margarita, California**

# Police Services

					-----FY 2010/11-----		FY 2011/12
		FY 2007/08	FY 2008/09	FY 2009/10	ADOPTED	YEAR-END	ADOPTED
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
<i>POLICE SERVICES</i>							
310	Police Services	7,462,985	7,834,292	7,653,953	7,335,077	7,295,531	7,463,011
310	Police Services SLESF	139,979	119,778	134,156	137,958	133,599	65,133
<i>TOTAL EXPENDITURES</i>		<u>7,602,964</u>	<u>7,954,070</u>	<u>7,788,109</u>	<u>7,473,035</u>	<u>7,429,130</u>	<u>7,528,144</u>





## *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 2010-11**

1. Provided law enforcement services enabling the City to remain one of the safest cities in the region and the 2<sup>nd</sup> safest city in Orange County.
2. Provided community programs and presentations including senior safety, personal safety, stranger danger, vacation safety checks of residents' homes, proof of correction citation sign-offs, Officer Friendly presentations during City Hall and Aliso Viejo Substation tours, Business Watch and Neighborhood Watch programs.
3. Continued school related activities including: Drug & DUI presentations, coordination of semi-annual Mayor's meeting with school officials, and updating school emergency information binders.
4. Continued Traffic Safety programs including DUI checkpoints, roving patrols, and special enforcement requests at schools and neighborhoods.
5. Provided security, additional staff, and police assistance at City sponsored events.
6. Assisted in planning and execution of Emergency Management training, exercises, and drills for City staff; facilitated the Community Emergency Preparedness Academy (CEPA); obtained grants for emergency management efforts; actively participated in OCEMO and other disaster planning agency meetings; assisted in revisions to the City's Emergency Operations Plan; began Continuity of Operations Planning; and coordinated the City's participation in the Golden Guardian Operational Area Exercise.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

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 offer and 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 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**

ACCT		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	FY 2011/12		
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>POLICE SERVICES</u></b>								
<b><i>EXPENDITURES - PERSONNEL</i></b>								
	512.000	Salaries - Regular	52,573	53,044	54,412	52,788	52,785	52,788
	521.000	Medicare	951	979	789	765	765	765
	522.000	Retirement	10,395	10,683	11,451	11,267	11,262	12,932
	523.000	Unemployment Insurance	-	-	308	210	-	434
	530.000	Benefits	19,355	18,254	15,898	15,852	15,900	15,852
<b>TOTAL PERSONNEL (1 FTE)</b>			<b>83,274</b>	<b>82,960</b>	<b>82,858</b>	<b>80,882</b>	<b>80,712</b>	<b>82,771</b>
<b><i>OPERATIONS</i></b>								
	610.000	Membership & Dues	30	60	90	60	-	-
	611.000	Training	-	819	-	400	200	400
	612.000	Travel/Conf/Meetings	1,160	917	317	535	100	150
	622.010	Special Dept. Expense	5,949	12,929	6,601	11,800	11,800	11,110
	628.000	Uniforms	4,269	1,760	1,651	595	595	460
	642.000	Radio Maint. Contract	4,353	4,753	5,685	6,200	6,500	75,576
	643.000	Storage Facility Rental	12,000	12,000	11,000	-	-	-
	646.000	Maintenance-Motorcycles	5,896	5,668	8,100	7,000	700	3,000
	646.001	Maintenance-Van	3,568	918	156	1,500	-	-
	646.003	Maintenance-Bicycles	685	-	-	-	-	-
	649.000	Fuel - Motorcycles	2,365	2,605	2,638	3,000	1,400	1,800
	649.001	Fuel - Van	318	264	153	360	-	-
	649.002	Fuel - Autos	79,013	66,417	77,435	81,600	76,500	84,000
	670.000	Community Support	7,655	8,546	8,466	5,966	5,966	5,966
	<i>Subtotal</i>		<b>127,261</b>	<b>117,656</b>	<b>122,292</b>	<b>119,016</b>	<b>103,761</b>	<b>182,462</b>
	720.001	Law Enforcement Contract	<b>6,989,763</b>	<b>7,414,672</b>	<b>7,185,717</b>	<b>6,898,679</b>	<b>6,879,629</b>	<b>6,936,802</b>
	720.003	Crossing Guard	195,068	194,228	184,937	205,300	189,027	207,300
	720.005	Misc. Grant Expenditures	8,355	-	-	-	-	4,872
	720.006	Parking Citation Process.	37,994	24,776	35,629	31,200	42,402	48,804
	<i>Subtotal</i>		<b>241,417</b>	<b>219,004</b>	<b>220,566</b>	<b>236,500</b>	<b>231,429</b>	<b>260,976</b>
<b>TOTAL OPERATIONS</b>			<b>7,358,441</b>	<b>7,751,332</b>	<b>7,528,575</b>	<b>7,254,195</b>	<b>7,214,819</b>	<b>7,380,240</b>
<b><i>CAPITAL OUTLAY</i></b>								
	826.000	Police Eqpt.	21,270	-	-	-	-	-
	826.003	COPS Grant Equipment	-	-	42,520	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>21,270</b>	<b>-</b>	<b>42,520</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>7,462,985</b>	<b>7,834,292</b>	<b>7,653,953</b>	<b>7,335,077</b>	<b>7,295,531</b>	<b>7,463,011</b>
<b><i>FUNDING SOURCES</i></b>								
	100	General Fund	7,142,888	7,550,925	7,335,400	7,056,381	7,011,892	7,199,489
	100	GF - Police Revenue	320,097	274,251	276,631	266,229	269,615	252,200
	100	Miscellaneous Grants	-	9,116	41,922	12,467	14,024	11,322
<b>TOTAL FUNDING SOURCES</b>			<b>7,462,985</b>	<b>7,834,292</b>	<b>7,653,953</b>	<b>7,335,077</b>	<b>7,295,531</b>	<b>7,463,011</b>
<b><u>POLICE SERVICES - SLESF</u></b>								
<b><i>EXPENDITURES - OPERATIONS</i></b>								
	622.010	SLESF-Special Dept. Exp.	1,873	872	323	1,750	600	550
	646.004	SLESF-800 MhZ Maint.	5,896	7,964	7,379	8,000	8,076	8,200
	720.010	SLESF-Spec Enforcement	13,691	20,026	14,405	15,000	-	5,626
	826.001	SLESF-Police Equip	-	-	-	-	-	-
	826.002	SLESF-MDC Maintenance	80,488	63,776	109,753	113,208	124,923	50,757
<b>TOTAL OPERATIONS</b>			<b>101,948</b>	<b>92,638</b>	<b>131,860</b>	<b>137,958</b>	<b>133,599</b>	<b>65,133</b>
<b><i>CAPITAL OUTLAY</i></b>								
	826.001	SLESF-Police Eqpt.	38,031	27,140	2,296	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>38,031</b>	<b>27,140</b>	<b>2,296</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>139,979</b>	<b>119,778</b>	<b>134,156</b>	<b>137,958</b>	<b>133,599</b>	<b>65,133</b>
<b><i>FUNDING SOURCES</i></b>								
	222	SLESF	139,979	119,778	134,156	137,958	133,599	65,133
<b>TOTAL FUNDING SOURCES</b>			<b>139,979</b>	<b>119,778</b>	<b>134,156</b>	<b>137,958</b>	<b>133,599</b>	<b>65,133</b>

This page left blank intentionally.



# DEVELOPMENT SERVICES

**City of Rancho Santa Margarita, California**



# Development Services

		FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2011/12 ADOPTED BUDGET
<i>DEVELOPMENT SERVICES</i>							
410	Planning	910,480	868,378	869,030	911,761	933,496	989,232
510	Building & Safety	223,830	191,319	197,288	156,000	186,637	200,400
<i>TOTAL EXPENDITURES</i>		<u>1,134,310</u>	<u>1,059,697</u>	<u>1,066,318</u>	<u>1,067,761</u>	<u>1,120,133</u>	<u>1,189,632</u>



## *Development Services Department*

# **PLANNING**

### **DESCRIPTION**

As part of the Development Services Department, the Planning function is 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. The Department holds responsibility for all entitlement, environmental, building, code enforcement (including NPDES), housing (including CDBG) and 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 includes responsibilities associated with the City's Planning Commission and Economic Development Committee.

### **ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Completed review of 262 Permits, 32 Discretionary Entitlements and 29 Special Event Permits.
2. Implemented the FY 2010-11 Annual Action Plan for CDBG and CDBG-R and prepared the FY 2011-12 Annual Action Plan.
3. Prepared the FY 2011-2015 Consolidated Plan for CDBG.
4. Completed Comprehensive Zoning Code Amendment to implement City's Housing Element Update.
5. Prepared and submitted SCS Grant Application for Development of Northern Sphere of Influence Specific Plan.
6. Coordinated a Business Growth Day through the Economic Development Committee.
7. Coordinated 11 Planning Commission, 4 Economic Development Committee meetings and 22 Economic Development Committee Working Group meetings.
8. Facilitated 15 Business Outreach meetings and established 36 contacts for business attraction through the Economic Development Program.
9. Identified 800 businesses through the Commercial Business Registration Program.
10. Opened and investigated 170 Code Enforcement cases and closed 190 cases.
11. Participated with SCAG in the preparation of the 2012 Regional Transportation Plan.
12. Participated in City Manager's Zoning and Planning Ad Hoc Committee.
13. Identified, developed and coordinated Video Tourbook for City's website through the Economic Development Program.
14. Prepared various Zoning Code Amendments including Auto Center related amendments.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Complete the General Plan Annual Monitoring Report.
2. Provide planning support for Chiquita Ridge Open Space Assessment.
3. Provide staff support for Planning Commission and Economic Development Committee.
4. Implement the FY 2011-12 Annual Action Plan for CDBG and prepare FY 2012-13 Annual Action Plan and the Consolidated Plan.
5. Work with the public to revise appropriate planning documents to protect the Rose Canyon (The Flower Fields) site as intended by the City Council.
6. Participate in Regional Planning activities through SCAG and OCCOG.
7. Implement findings of Zoning and Planning Ad Hoc Committee as directed by Council.

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

ACCT		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----		FY 2011/12	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
PLANNING								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	292,314	291,632	358,468	335,548	348,877	330,588
	521.000	Medicare	5,009	5,897	5,176	4,865	5,059	4,794
	522.000	Retirement	59,106	53,774	61,483	64,532	61,397	73,679
	523.000	Unemployment Insurance	-	-	4,776	1,050	2,692	2,170
	530.000	Benefits	30,821	29,174	32,581	47,556	37,460	47,556
TOTAL PERSONNEL (3.60 FTE)			387,250	380,477	462,484	453,551	455,485	458,787
OPERATIONS								
	610.000	Membership & Dues	1,892	1,080	590	650	700	635
	611.000	Training	480	-	590	400	172	550
	612.000	Travel/Conf/Meetings	9,069	2,539	2,626	3,404	3,679	2,200
	617.000	Stipend - Commissioners	3,300	4,500	5,250	4,500	4,500	5,250
	622.010	Special Dept. Expense	4,204	1,151	1,121	682	682	700
	623.001	Mapping/Reproduction	2,223	-	257	450	96	300
	624.000	Legal Notices	-	-	-	-	2,500	2,000
	626.000	Books & Periodicals	223	131	-	-	-	-
		Subtotal	21,391	9,401	10,434	10,086	12,329	11,635
	700.005	PS - Non-recoverable	155,629	164,485	93,218	60,540	67,573	90,408
	700.011	PS - Recoverable	33,850	19,096	46,337	38,000	40,806	45,840
	700.014	PS - Code Enforcement	98	8,309	887	2,400	2,400	2,400
	700.022	PS - CDBG	27,224	34,526	31,348	53,410	46,369	44,996
	700.023	Economic Development	114,781	80,083	79,573	48,750	48,750	52,030
	700.025	CDBG - Eligible Projects	-	-	4,080	125,000	125,000	162,500
	700.026	CDBG - Public Services	38,126	37,800	36,000	40,024	40,024	37,500
	700.027	PS-Recoverable Deposits	61,303	93,849	78,820	75,000	77,354	67,636
	700.030	PS - Beautification Program	52,454	24,644	-	-	-	-
	700.035	PS - NPDES (Plan)	-	135	-	-	-	-
	700.036	PS - Solid Waste (Plan)	-	481	-	-	-	-
	700.037	PS - Chiquita Ridge	-	-	21,932	5,000	16,209	3,500
		Subtotal	483,465	463,408	392,195	448,124	464,485	506,810
TOTAL OPERATIONS			504,856	472,809	402,629	458,210	476,814	518,445
CAPITAL OUTLAY								
	851.000	General Plan & Elements	15,960	14,143	2,926	-	-	-
	852.000	Comp. Zoning Code	2,414	949	991	-	1,197	12,000
TOTAL CAPITAL OUTLAY			18,374	15,092	3,917	-	1,197	12,000
TOTAL EXPENDITURES			910,480	868,378	869,030	911,761	933,496	989,232
FUNDING SOURCES								
	100	General Fund	675,413	663,847	641,507	530,327	566,781	582,236
	100	CDBG Grant	65,975	71,701	71,428	218,434	211,393	244,996
	100	GF - Planning Revenues	169,092	132,830	156,095	163,000	155,322	162,000
TOTAL FUNDING SOURCES			910,480	868,378	869,030	911,761	933,496	989,232

*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/life safety compliance within the City.

**ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Processed 202 Building Plan Checks.
2. Issued 689 Building Permits.
3. Completed 1,938 Building Inspection requests.
4. Provided 100% next day Building Inspection requests.
5. Finalized inspections of 88 Business Registrations/Certificates of Occupancy, which completed the pending backlog.
6. Assisted 2,420 people at the front counter.
7. Provided a successful transition to use of 2010 California Building Codes.
8. Maintained and updated all Building and Safety web page content to serve the public need.
9. Expanded Building and Safety web page to include a daily list of building inspections scheduled for the day.
10. Reviewed, processed and mailed 78 mail-in water heater permits within 48 hours of receipt.
11. Provided research and documentation to the City Clerk for 76 public records, permits and plans requests.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Provide 100% of next day Building Inspection requests.
2. Continue to develop Building and Safety Procedures Manual.
3. Bring the Business Registration Certificate of Occupancy Database up to current and real-time functionality.
4. Update, maintain and maximize Building and Safety web page content to serve public needs.
5. Continue to provide customer service by providing a two hour a.m. or p.m. inspection window.
6. Maintain 5 to 10 day Plan Check turnaround time and provide counter Plan Check services at the building counter.
7. Represent the City at Orange County Building Official meetings.
8. Continue to maintain required certifications and professional training.

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

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>BUILDING &amp; SAFETY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	610.000	Membership & Dues	-	-	-	-	-	-
	612.000	Travel/Conf/Meetings	105	-	-	-	-	-
	622.010	Special Dept. Expense	141	-	-	-	-	-
	623.000	Mapping/Reproduction	10,305	-	-	-	-	-
	626.000	Books & Periodicals	965	-	-	-	-	-
		Subtotal	11,516	-	-	-	-	-
	700.007	PS - Non-recoverable	-	-	-	-	-	-
	700.012	PS - Recoverable	212,314	191,319	197,288	156,000	186,637	200,400
		Subtotal	212,314	191,319	197,288	156,000	186,637	200,400
<i>TOTAL OPERATIONS</i>			223,830	191,319	197,288	156,000	186,637	200,400
<i>TOTAL EXPENDITURES</i>			223,830	191,319	197,288	156,000	186,637	200,400
<i>FUNDING SOURCES</i>								
	100	General Fund	(115,110)	(96,153)	(93,716)	(73,410)	(121,446)	(94,306)
	100	GF - Building Revenue	338,940	287,472	291,004	229,410	308,083	294,706
<i>TOTAL FUNDING SOURCES</i>			223,830	191,319	197,288	156,000	186,637	200,400

This page left blank intentionally.





# PUBLIC WORKS

PUBLIC WORKS

**City of Rancho Santa Margarita, California**



# Public Works

		FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	FY 2011/12
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED BUDGET</u>	<u>ADOPTED BUDGET</u>
					<u>YEAR-END ESTIMATE</u>	
<i>PUBLIC WORKS DEPARTMENT</i>						
610	Public Works	1,220,630	1,187,659	844,228	938,328	992,616
620	Street Maintenance	1,023,147	970,601	816,404	903,799	918,757
630	<i>GAS TAX FUND Street Lighting</i>	249,627	262,477	275,374	300,000	316,920
<i>TOTAL EXPENDITURES</i>		<u>2,493,404</u>	<u>2,420,737</u>	<u>1,936,006</u>	<u>2,142,127</u>	<u>2,228,293</u>





# *Public Works Department*

## **PUBLIC WORKS**

### **DESCRIPTION**

The Public Works Administration/Engineering Division is responsible for both administrative and engineering services; the stormwater program; solid waste collection and recycling program; and long term planning 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 2010-11**

1. Received \$400,320 in grant funding for two projects: Robinson Ranch Traffic Calming and Antonio Parkway Rehabilitation.
2. Responded to 138 citizen requests for service through Request Partner.
3. Completed and submitted this year's Annual Program Effectiveness Evaluation Report as required by the NPDES Permit (Stormwater Program).
4. Conducted 6 traffic-related studies based on citizen requests. Reviewed and commented on 2 major traffic impact analysis reports and responded to 9 citizen and Police Services requests for No Parking zones and traffic control signs.
5. Maintained eligibility for Measure M funds through OCTA.
6. Adopted an amended Ordinance of the Rancho Santa Margarita Municipal Code regarding Water Quality Control.
7. Adopted a Grading and Excavation Ordinance to the City of Rancho Santa Margarita Municipal Code.
8. Updated the City's Local Implementation Plan for Stormwater Program as required by the Fourth Term NPDES-MS4 Permit.
9. Adopted a resolution approving an updated list of minimum best management practices for water pollution prevention.
10. Adopted an amendment to the joint cooperative agreement with the City of San Clemente for a pilot commercial food waste diversion grant program.
11. Validated and updated speed limits for several City streets.
12. Adopted Local Traffic Signal Synchronization Program.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Continue to meet minimum State required solid waste diversion rate goals.
2. Continue to seek grant opportunities for capital projects.
3. Jointly with other NPDES permittees, develop guidelines for hydromodification and local implementation plan approaches for new and redevelopment projects.
4. Complete the development of GIS maps for Stormwater Program.
5. Bring City/SAMLARC Maintenance Agreement efforts to closure.
6. Update and improve the Traffic Review Panel structure.
7. Complete efforts to implement a Cooperative Agreement with OCTA for preparation of Bus/Shuttle Planning Studies.
8. Explore amendment of current solid waste exclusive franchise agreement.

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

ACCT		DESCRIPTION	FY 2007/08	FY 2008/09	FY 2009/10	-----FY 2010/11-----	YEAR-END	FY 2011/12
DIVISION	NUMBER		ACTUAL	ACTUAL	ACTUAL	ADOPTED BUDGET	ESTIMATE	ADOPTED BUDGET
<b><u>PUBLIC WORKS</u></b>								
<b><u>EXPENDITURES</u></b>								
<b><u>PERSONNEL</u></b>								
	512.000	Salaries - Regular	365,975	402,001	231,814	306,041	324,185	317,522
	521.000	Medicare	6,874	7,807	3,361	4,438	4,701	4,604
	522.000	Retirement	64,040	62,720	43,111	65,321	63,753	77,372
	523.000	Unemployment Insurance	-	-	691	630	528	1,302
	530.000	Benefits	20,689	12,123	5,306	47,556	21,476	47,556
<b>TOTAL PERSONNEL (3.0 FTE )</b>			<b>457,578</b>	<b>484,651</b>	<b>284,283</b>	<b>423,986</b>	<b>414,643</b>	<b>448,356</b>
<b><u>OPERATIONS</u></b>								
	610.000	Membership & Dues	681	698	205	450	815	290
	611.000	Training	398	-	-	-	-	-
	612.000	Travel & Meetings	6,347	2,400	2,788	540	540	580
	622.010	Special Dept. Expense	4,523	1,595	-	-	-	-
	622.020	Underground Service Alert	117	255	305	500	391	500
	626.000	Books & Periodicals	-	91	17	200	200	200
	643.000	Storage Facility Rental	3,000	3,000	3,000	3,000	3,000	3,000
	650.000	Storm Water (NPDES)	199,090	215,014	216,528	243,812	236,912	241,212
	660.000	Solid Waste Management	87,526	60,981	52,623	9,800	7,368	10,408
	660.001	Solid Waste Management	-	39,474	8,090	-	-	-
	661.000	Landscape Maintenance	3,233	4,895	2,242	2,700	2,497	2,800
	661.001	Park Maintenance	8,638	2,859	945	2,840	2,000	7,340
		Subtotal	313,553	331,262	286,743	263,842	253,723	266,330
	730.001	Santiago Fire	5,877	(6,928)	-	-	-	-
	730.002	Storm Damage	-	-	-	-	103,629	-
	700.006	PS - Non-recoverable	161,927	176,573	142,936	72,540	76,908	87,615
	700.010	PS - Geotechnical Engin.	280	-	-	1,000	500	1,000
	700.013	PS - Recoverable	77,753	47,033	19,862	38,610	32,403	21,515
	700.015	PS - Traffic Engineering	130,730	145,759	102,499	123,350	113,862	126,350
		Subtotal	370,690	369,365	265,297	235,500	223,673	236,480
<b>TOTAL OPERATIONS</b>			<b>690,120</b>	<b>693,699</b>	<b>552,040</b>	<b>499,342</b>	<b>581,025</b>	<b>502,810</b>
<b><u>CAPITAL OUTLAY</u></b>								
	832.000	GIS Mapping Software	37,222	-	-	-	-	-
	871.000	Speed/Volume Study	19,900	5,000	-	-	-	11,450
	872.001	Design - Local Projects	4,146	-	-	6,000	5,616	7,000
	874.000	Pavement Mgmt System	11,664	4,309	7,905	9,000	9,000	23,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>72,932</b>	<b>9,309</b>	<b>7,905</b>	<b>15,000</b>	<b>14,616</b>	<b>41,450</b>
<b>TOTAL EXPENDITURES</b>			<b>1,220,630</b>	<b>1,187,659</b>	<b>844,228</b>	<b>938,328</b>	<b>1,010,284</b>	<b>992,616</b>
<b><u>FUNDING SOURCES</u></b>								
	100	General Fund	750,355	798,480	321,175	394,831	475,965	414,063
	210	Gas Tax	183,052	185,382	253,953	253,953	253,953	253,953
	212	Measure M	-	-	142,479	-	-	-
	218	TCRF	-	-	-	151,457	142,766	169,556
	100	Waste Recycling Grant	64,877	66,996	65,362	67,937	67,937	67,937
	100	Beverage Recycling Grant	13,057	13,043	6,177	1,000	-	13,107
	100	GF-Public Works Revenue	209,289	123,758	55,082	69,150	69,663	74,000
<b>TOTAL FUNDING SOURCES</b>			<b>1,220,630</b>	<b>1,187,659</b>	<b>844,228</b>	<b>938,328</b>	<b>1,010,284</b>	<b>992,616</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 traffic control devices (signs), street sweeping, graffiti removal and traffic signal maintenance within the public right-of-way.

### **ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

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 5,260 square feet of pavement repair.
3. Replaced 3,550 square feet of failed sidewalk.
4. Repainted approximately 20,000 linear feet of curb and painted new red curb as directed.
5. Installed or replaced 325 signs.
6. Cleaned 782 City catch basins and any associated catch basin screens.
7. Cleaned 1,500 linear feet of gutter.
8. Completed grinding at 1,100 sidewalk locations.
9. Provided 105 man hours for emergency call-outs.
10. Spent nearly 75 hours on removal of graffiti, stickers and political signs.
11. Issued and inspected 67 transportation or encroachment permits.
12. Responded in December 2010 to extensive storm related flooding and damage which was declared as a disaster by the County, State and Federal governments.
13. Updated street sweeping maps on City website.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

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 a positive aesthetic appearance through proactive and continuous inspection of the City's right of way.
3. Continue policy of prompt graffiti eradication within 24 hours.
4. Install catch basin screens at key locations to improve water quality.
5. Complete crack filling on residential streets.
6. Continue developing improved specifications and inspection techniques to ensure highest quality pavement quality.
7. Continue to work with Southern California Edison and other utility companies to ensure work completion with minimal impact on City residents.
8. Inspect traffic control for 5K Run.

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

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>STREET MAINTENANCE</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.019	PS - Contract Admin	77,220	80,370	90,720	75,960	86,134	74,157
	720.000	Misc. Street Maintenance	112,797	125,282	103,905	96,400	96,400	90,000
	720.004	Street Maint. Contract	524,286	508,818	419,787	511,000	511,000	536,000
	720.007	Street Sweeping	100,120	93,001	82,940	92,700	89,201	97,400
	720.008	Traffic Signal Maintenance	138,400	91,316	67,099	82,739	73,600	75,200
	720.011	Traffic Improvements	21,383	15,662	4,825	5,000	2,120	5,000
	720.012	NPDES Improvements	7,906	3,327	-	-	-	-
	720.014	Street Maint - NPDES	41,035	52,825	47,128	40,000	40,000	40,000
	720.016	Bus Shelter Maintenance	-	-	-	-	-	1,000
		Subtotal	945,927	890,231	725,684	827,839	812,321	844,600
<i>TOTAL EXPENDITURES</i>			1,023,147	970,601	816,404	903,799	898,455	918,757
<i>FUNDING SOURCES</i>								
	100	General Fund	350,000	350,000	350,000	350,000	350,000	350,000
	100	GF Used Oil Grant	-	-	-	-	-	-
	100	Urban Water Runoff Grant	-	-	-	-	-	-
	218	TCRF	-	-	-	-	200,000	-
	212	Measure M Fund	-	-	383,464	461,099	259,254	471,357
	210	Gas Tax Fund	673,147	620,601	82,940	92,700	89,201	97,400
<i>TOTAL FUNDING SOURCES</i>			1,023,147	970,601	816,404	903,799	898,455	918,757

*Public Works Department*  
**STREET LIGHTING**

**DESCRIPTION**

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

**ACCOMPLISHMENTS: FISCAL YEAR 2010-11**

1. Maintained City-owned street lights and continued work with Southern California Edison on street light maintenance.
2. Identified and corrected reasons for bridge light outages.
3. Completed the conversion of illuminated street name signs on arterial and collector roads to non-illuminated reflective signs to reduce power and maintenance costs.

**GOALS AND OBJECTIVES: FISCAL YEAR 2011-12**

1. Continue to work with representatives from Southern California Edison on identifying new technology to improve energy efficiency of street lights and traffic signals.
2. Continue to investigate resident requests for additional street lighting.
3. Consider/review new technology for potential use in 248 safety/street lights maintained by City.

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

ACCT		DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11-----		FY 2011/12 ADOPTED BUDGET
DIVISION	NUMBER					ADOPTED BUDGET	YEAR-END ESTIMATE	
<b><u>STREET LIGHTING</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	631.003	Utilities	249,627	262,477	275,374	297,000	297,000	314,820
	720.000	Misc. Street Maintenance	-	-	-	3,000	3,000	2,100
<i>TOTAL OPERATIONS</i>			<u>249,627</u>	<u>262,477</u>	<u>275,374</u>	<u>300,000</u>	<u>300,000</u>	<u>316,920</u>
<i>TOTAL EXPENDITURES</i>			<u>249,627</u>	<u>262,477</u>	<u>275,374</u>	<u>300,000</u>	<u>300,000</u>	<u>316,920</u>
<i>FUNDING SOURCES</i>								
	210	Gas Tax Fund	<u>249,627</u>	<u>262,477</u>	<u>275,374</u>	<u>300,000</u>	<u>300,000</u>	<u>316,920</u>
<i>TOTAL FUNDING SOURCES</i>			<u>249,627</u>	<u>262,477</u>	<u>275,374</u>	<u>300,000</u>	<u>300,000</u>	<u>316,920</u>

This page left blank intentionally.





# CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT  
PLAN

**City of Rancho Santa Margarita, California**



This page left blank intentionally.

# CAPITAL IMPROVEMENT PROGRAM

## DESCRIPTION

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

## ACCOMPLISHMENTS: FISCAL YEAR 2010-11

1. Completed construction of the Laurel Road and Via Ricardo Sidewalk Repair Project.
2. Completed construction of the Intersection Improvements to Avenida Empresa/Santa Margarita Parkway Project.
3. Completed construction of the Melinda Road Rehabilitation Project.
4. Completed construction of the Traffic Synchronization Phase 3 Project.
5. Completed construction of the Robinson Ranch Road Pavement Rehabilitation Project.
6. Completed construction of the Reclaimed Water Connection for the Plano Trabuco Median islands.
7. Completed construction of the Antonio Parkway/Tijeras Creek Storm Drain Project.
8. Completed feasibility study for Santa Margarita Parkway/Las Flores Widening Project.
9. Completed design of the Antonio Parkway Pavement Rehabilitation Project.
10. Completed design of the Antonio Parkway Slurry Seal Project.
11. Completed design for the Emergency Vehicle Preemption Project.
12. Completed design for the Traffic Signal Battery Backup System Project.
13. Completed design and construction of the Reflective Street Name Conversion Project.
14. Completed design and construction of the Melinda Road & Los Alisos Slurry Seal Project.
15. Received funding obligation from Caltrans for Robinson Ranch Road Traffic Calming Project.
16. Received authorization to expend funds for the Santa Margarita Bridge Hinge Repair Project.
17. Completed design for the Fundadores Crosswalk Bulb-Out Upgrade Project.
18. Completed design and construction for the Zone 1 Residential Slurry Seal Project.
19. Completed design and construction of two Residential Street Overlay Projects.
20. Completed design of the Sidewalk Repair Project.

## GOALS AND OBJECTIVES: FISCAL YEAR 2011-12

1. Complete construction of the Fundadores Crosswalk Bulb-Out Upgrade Project.
2. Complete construction of the FY 2011-12 Residential Overlay Project.
3. Complete construction of the Annual Residential Slurry Seal (Zone 2) Project.
4. Complete construction of the Annual Sidewalk Repair Project.
5. Complete Measure M2 Project V Bus/Shuttle Service Plan Project.
6. Complete construction of the Antonio Parkway Pavement Rehabilitation Project.
7. Complete construction of the Robinson Ranch Traffic Calming Project.
8. Complete design and construction of the Alas de Paz Sidewalk Repair Project.
9. Complete the Trabuco Highlands Geotechnical Investigation.
10. Complete City Hall & BTRCC Lighting Upgrade/Repairs Project (Phase 1).
11. Complete construction of the Traffic Signal Battery Backup System (Phase 1) Project.
12. Complete the design of the Coto de Caza/La Promesa Pavement Rehabilitation Project.
13. Complete the design of the Santa Margarita Parkway Pavement Rehabilitation Project.
14. Complete structural evaluation/study of the Santa Margarita Parkway Bridge Hinge Repair.
15. Present FY 2011-12 CIP to the Community Associations of Rancho.

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

ACCT NUMBER	DESCRIPTION	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	-----FY 2010/11----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2011/12 ADOPTED BUDGET
<b><u>CAPITAL PROJECTS</u></b>							
<b><u>EXPENDITURES - CAPITAL OUTLAY</u></b>							
911.000	Slurry Seal Program	248,413	-	2,310	607,000	331,732	275,000
911.001	Melinda Road/ Los Alisos Slurry	-	-	3,825	142,000	115,260	-
911.002	Antonio Pkwy Slurry Seal	-	-	-	30,000	10,000	-
912.000	Residential Overlay	859,694	1,320	15,954	520,000	369,676	300,000
912.001	Residential Overlay/Phase 2	-	-	-	-	295,146	-
913.001	SMP Overlay Design	1,420	-	-	-	-	-
913.002	Antonio Overlay Design	-	-	450	-	-	-
913.004	Alicia Parkway Rehabilitation	-	27,956	289,366	-	-	-
913.005	Melinda Road/Altisima to 241	-	42,293	36,195	739,000	458,742	-
913.006	Robinson Ranch Pvmnt. Raintree/N.Peak	-	-	20,430	230,000	175,139	-
913.007	Antonio Pkwy Pavement Rehabilitation	-	-	25,647	23,000	21,485	435,000
913.008	SMP/ De Las Flores Widening	-	-	-	100,000	17,005	-
913.009	Coto de Caza/La Promesa Pavement Rehab	-	-	-	-	-	31,000
913.010	SM Pkwy Pavement Rehabilitation	-	-	-	-	-	137,000
915.002	Reclaimed Water Connect Plano Median	-	-	-	24,000	20,135	-
917.001	Intersection Improvement (Empresa/SMP)	-	24,031	52,043	-	251,971	-
921.001	Traffic Signal Synchronization	2,001	5,342	16,189	271,000	191,400	-
923.001	Traffic Safety Enhancements	6,015	-	-	-	-	-
923.002	Critical Intersection Analysis	23,796	2,747	-	-	-	-
923.003	Traffic Signal Battery Backup System	-	-	-	60,000	15,000	157,000
924.001	Reflective SNS Conversion	-	-	3,060	100,000	88,442	-
931.002	SMP Bridge Joint Replacement	21,525	344,829	-	-	-	-
931.003	SMP Bridge Lighting/Rail System	10,190	195,312	-	-	-	-
931.004	SMP Bridge Hinge Repair	-	-	1,470	132,000	6,500	116,000
934.000	El Corazon Sidewalk Repair	64,436	-	-	-	-	-
934.001	Street Maintenance - Sidewalk Repairs	-	-	4,840	30,000	30,000	32,000
934.002	Laurel/Via Ricardo Sidewalk Repair	-	-	56,362	-	-	-
934.003	Robinson Ranch Access Ramps	-	-	66,754	-	-	-
934.004	Crosswalk Bulb-Out Upgrade Project	-	-	-	195,000	44,572	195,000
934.005	Alas De Paz Sidewalk Repair	-	-	-	-	-	29,000
935.000	Antonio/SMP/Alas de Paz	15,130	-	-	-	-	-
940.000	Bus Stop Improvements	104,198	477,386	125	-	-	-
940.001	Measure M2 Project V Bus/Shuttle Srv.	-	-	-	6,000	-	33,000
943.000	Go Local Study (OCTA)	59,518	35,333	-	-	-	-
951.006	Building Improvements	-	-	-	-	-	15,000
952.001	Chiquita Ridge Open Space Assessment	-	-	-	187,000	-	375,000
952.002	Chiquita Ridge Habitat Restoration	-	-	-	-	-	15,000
953.007	Robinson Rnach Sidewalk	-	-	700	-	-	-
953.008	Antonio/Empresa Synchronization	52,079	-	-	-	-	-
953.011	Camino Altozano T.S.	6,895	132,296	-	-	-	-
954.000	Midblock Crosswalk Improvements	166,391	27	-	-	-	-
954.001	Robinson Ranch Traffic Calming	1,957	30,303	51,162	-	-	346,000
954.002	Melinda Heights Flashing Beacon	5,328	7,626	58,755	-	-	-
954.003	SMP/Antonio Video Surveillance	-	90	-	-	-	-
954.004	Emergency Vehicle Pre-Emption	-	10,175	175,087	-	-	-
954.005	Emergency Vehicle Pre-Emption/Phase 2	-	-	-	-	13,000	-
955.001	Trabuco Highlands Geotechnical Investigation	-	-	-	-	-	35,000
961.001	Skate Park	18,188	14,046	-	-	-	-
962.000	Sm Dog Park Improvements	596	1,088	-	-	-	-
970.003	Antonio/Tijeras Creek Storm Drain	-	30,292	6,734	70,000	32,387	-
791.100	Transfer to General Fund	-	200,000	500,000	500,000	500,000	-
790.210	Transfer to Gas Tax Fund	74,908	-	42,293	-	-	-
790.212	Transfer to Measure M Fund	-	-	-	-	-	-
790.214	Transfer to Air Quality Improve. Fund	38,122	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,780,800</b>	<b>1,582,492</b>	<b>1,429,751</b>	<b>3,966,000</b>	<b>2,987,592</b>	<b>2,526,000</b>
<b>TOTAL EXPENDITURES</b>		<b>1,780,800</b>	<b>1,582,492</b>	<b>1,429,751</b>	<b>3,966,000</b>	<b>2,987,592</b>	<b>2,526,000</b>
<b><u>FUNDING SOURCES</u></b>							
410	Capital Project Fund	-	-	-	687,000	500,000	440,000
210	Trans. From Gas Tax Fund	190,268	125,789	1,275	73,000	16,500	852,000
212	Trans. From Measure M Fund	280,243	540,896	89,854	936,000	402,947	469,000
214	Transfer from Air Quality Improve. Fund	38,122	119,866	13,759	113,385	85,000	64,000
218	Trans. From TCRF Fund	-	-	22,089	786,000	606,063	-
423.003	GMA #9	141,855	-	45,061	-	17,005	-
423.005	OCTA - AHRP	1,136,953	-	-	-	-	-
423.007	OCTA - Go Local	100,000	-	-	-	-	27,000
423.008	ARRA TP	-	-	-	125,000	452,421	-
423.011	EECBG	-	-	-	100,000	88,442	-
423.012	RAC	-	-	-	80,000	105,000	-
423.013	HBP	-	-	-	89,000	-	73,000
423.014	TCRF Prop 42 County	-	-	166,840	-	116,146	-
470.001	Interest Income/Other	72,049	36,680	11,448	-	-	-
479.001	TEA-LU	-	-	-	100,000	100,000	-
485.007	SAMLARC	-	85,000	-	-	-	-
485.011	Prop 1B (State)	799,680	-	739,125	704,000	-	-
485.012	CA Tire Recycling Grant	35,879	-	-	-	-	-
485.013	TCSP	-	-	-	-	-	89,000
485.014	CDBG Grant	253,963	285,754	122,795	172,615	44,572	201,000
485.015	Prop 1B (County)	-	195,000	-	-	-	-
485.018	HSIP	-	177,689	-	-	-	311,000
485.019	CTFP	-	-	-	-	133,903	-
<b>TOTAL FUNDING SOURCES</b>		<b>3,049,012</b>	<b>1,566,674</b>	<b>1,212,246</b>	<b>3,966,000</b>	<b>2,667,999</b>	<b>2,526,000</b>



# CAPITAL PROJECTS & SPECIAL FUNDS

FY 2012	Estimated Revenue	410 CIP	210 GAS TAX	212 MEASURE M	214 AQMD	218 TCRF	Total All Funds
410-000-423.007	OCTA		1,344,000	560,000	60,000	-	1,964,000
410-000-423.013	HBP	27,000	-	-	-	-	27,000
410-000-470.001	Interest Income	73,000	-	-	-	-	73,000
410-000-485.013	TCSP	-	-	-	-	-	-
410-000-485.014	CDBG	89,000	-	-	-	-	89,000
410-000-485.018	HSIP	201,000	-	-	-	-	201,000
		311,000	-	-	-	-	311,000
	Revenues Available for Capital Projects & St. Maint.	701,000	1,344,000	560,000	60,000	-	2,665,000
	Transfer to GF Street Lighting	-	(316,920)	-	-	-	(316,920)
	Transfer to GF for St. Maint. in CIP Program	(350,000)	(97,400)	(471,357)	-	-	(918,757)
	Transfer to GF Public Works	-	(253,953)	-	-	(169,556)	(423,509)
	Transfer to CIP from General Fund	-	-	-	-	-	-
	Transfer to CIP - Street Maintenance MOE	350,000	-	-	-	-	350,000
	Total Transfers GF & Restricted Funds	-	(668,273)	(471,357)	-	(169,556)	(1,309,186)
410-900-911.000	Slurry Seal Program	-	(275,000)	-	-	-	(275,000)
410-900-912.000	Residential Overlay	-	-	(300,000)	-	-	(300,000)
410-900-913.007	Antonio Pkwy. Pavement Rehab	(89,000)	(346,000)	-	-	-	(435,000)
410-900-913.009	Coto de Caza/La Promesa Pavement Rehab.	-	(31,000)	-	-	-	(31,000)
410-900-913.010	SM Pkwy Pavement Rehabilitation	-	-	(137,000)	-	-	(137,000)
410-900-923.003	Traffic Signal Battery Backup System	-	(157,000)	-	-	-	(157,000)
410-900-931.004	SMP Bridge Hinge Repair	(73,000)	(43,000)	-	-	-	(116,000)
410-900-934.001	Street Maintenance - Sidewalk Repairs	-	-	(32,000)	-	-	(32,000)
410-900-934.004	Crosswalk Bulb-Out Upgrade Project	(172,000)	-	-	(23,000)	-	(195,000)
410-900-934.005	Alas De Paz Sidewalk Repair	(29,000)	-	-	-	-	(29,000)
410-900-940.001	Measure M2 Project V Bus/Shuttle Service	(27,000)	-	-	(6,000)	-	(33,000)
410-900-951.006	Building Improvements - City Hall	(15,000)	-	-	-	-	(15,000)
410-900-952.001	Chiquita Ridge Open Space Assessment	(375,000)	-	-	-	-	(375,000)
410-900-952.002	Chiquita Ridge Habitat Restoration	(15,000)	-	-	-	-	(15,000)
410-900-954.001	Robinson Ranch Traffic Calming	(311,000)	-	-	(35,000)	-	(346,000)
410-900-955.001	Trabuco Highlands Geotechnical Investigation	(35,000)	-	-	-	-	(35,000)
	Total Capital Projects Expenditures	(1,141,000)	(852,000)	(469,000)	(64,000)	-	(2,526,000)
	Total CIP Program Expenditures	3,444,757					

6/30/2012	Estimated Fund Balance	602,144	-	752,009	546,324	254,953	235,246	2,390,676
-----------	------------------------	---------	---	---------	---------	---------	---------	-----------

**City of Rancho Santa Margarita**  
**Seven Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2011/2012 through 2017/2018**

#	PROJECT DESCRIPTION	Fund Source	Total Estimated (1,000's)	%	Total Estimated Cost (Current \$)	11/12	12/13	13/14	14/15	15/16	16/17	17/18
	<b>STREET MAINTENANCE PROGRAM</b>											
		General Fund (MOE)	\$ 2,862	42%	\$ 2,862	\$ 350	\$ 350	\$ 350	\$ 429	\$ 429	\$ 429	\$ 525
		Measure M	\$ 3,297	48%	\$ 3,297	\$ 471	\$ 471	\$ 471	\$ 471	\$ 471	\$ 471	\$ 471
		Gas Tax	\$ 679	10%	\$ 679	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97
			\$ 6,838	100%	<b>TOTAL</b>	\$ 918	\$ 918	\$ 918	\$ 997	\$ 997	\$ 997	\$ 1,093
<b>1</b>	<b>ANNUAL RESIDENTIAL SLURRY SEAL</b>	Gas Tax	\$ 1,977	100%	\$ 1,977	\$ 275	\$ 277	\$ 280	\$ 282	\$ 285	\$ 288	\$ 290
	Annual Slurry Seal: 410-900-911.000		\$ 1,977	100%	<b>TOTAL</b>	\$ 275	\$ 277	\$ 280	\$ 282	\$ 285	\$ 288	\$ 290
<b>2</b>	<b>ANNUAL RESIDENTIAL OVERLAY</b>	Measure M	\$ 2,158	100%	\$ 2,158	\$ 300	\$ 303	\$ 305	\$ 308	\$ 311	\$ 314	\$ 317
	Annual Residential Overlay: 410-900-912.000		\$ 2,158	100%	<b>TOTAL</b>	\$ 300	\$ 303	\$ 305	\$ 308	\$ 311	\$ 314	\$ 317
<b>3</b>	<b>ANNUAL CONCRETE REPAIR PROGRAM</b>	Measure M	\$ 266	100%	\$ 266	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42	\$ 44
	Annual Sidewalk Repairs: 410-900-934.001		\$ 266	100%	<b>TOTAL</b>	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42	\$ 44
<b>4</b>	<b>MEASURE M2 PROJECT V BUS/SHUTTLE SERVICE PLANNING</b>	OCTA***	\$ 27	82%	\$ 27	\$ 27						
	Account: 410-900-940.001	AQMD	\$ 6	18%	\$ 6	\$ 6						
			\$ 33	100%	<b>TOTAL</b>	\$ 33						
<b>5</b>	<b>CROSSWALK BULB-OUT INSTALLATION</b>	CDBG	\$ 172	88%	\$ 172	\$ 172						
	Fundadores @ Pasada Vallente & Ama Daisy	AQMD	\$ 23	12%	\$ 23	\$ 23						
	Account: 410-900-934.004		\$ 195	100%	<b>TOTAL</b>	\$ 195						
<b>6</b>	<b>ANTONIO PARKWAY PAVEMENT REHABILITATION</b>	TCSP	\$ 89	20%	\$ 89	\$ 89						
	Rehabilitation Limits: Via Honesto to Coto de Caza	Gas Tax	\$ 346	80%	\$ 346	\$ 346						
	FY10/11 Design 23K, Weighted PCI = 71											
	Account: 410-900-913.007		\$ 435	100%	<b>TOTAL</b>	\$ 435						
<b>7</b>	<b>ROBINSON RANCH TRAFFIC CALMING</b>	HSIP	\$ 311	90%	\$ 311	\$ 311						
	(Design 55K Completed FY09/10)	AQMD	\$ 35	10%	\$ 35	\$ 35						
	Account: 410-900-954.001		\$ 346	100%	<b>TOTAL</b>	\$ 346						
<b>8</b>	<b>ALAS DE PAZ SIDEWALK REPAIR</b>	CDBG	\$ 29	100%	\$ 29	\$ 29						
	Replacement of damaged sidewalk, curb & gutter											
	Account: 410-900-934.005		\$ 29	100%	<b>TOTAL</b>	\$ 29						
<b>9</b>	<b>TRABUCO HIGHLANDS GEOTECHNICAL INVESTIGATION</b>	General Fund	\$ 35	100%	\$ 35	\$ 35						
	Feasibility Study & Design											
	Account: 410-900-955.001		\$ 35	100%	<b>TOTAL</b>	\$ 35						
<b>10</b>	<b>CHIKUITA RIDGE OPEN SPACE ASSESSMENT</b>	CIP Fund	\$ 375	100%	\$ 375	\$ 375						
	Feasibility Study											
	Account: 410-900-952.001		\$ 375	100%	<b>TOTAL</b>	\$ 375						
<b>11</b>	<b>CITY HALL AND BELL TOWER LIGHTING UPGRADE AND REPAIRS</b>	General Fund	\$ 30	100%	\$ 30	\$ 15	\$ 15					
	Installation of lighting upgrades to City Hall											
	Account: 410-900-951.006		\$ 30	100%	<b>TOTAL</b>	\$ 15	\$ 15					
<b>12</b>	<b>TRAFFIC SIGNAL BATTERY BACKUP SYSTEM</b>	Gas Tax	\$ 315	100%	\$ 315	\$ 157		\$ 158				
	Battery backup at signalized intersections							\$ 158				
	Account: 410-900-923.003		\$ 315	100%	<b>TOTAL</b>	\$ 157		\$ 158				
<b>13</b>	<b>COTO DE CAZA / LA PROMESA PAVEMENT REHABILITATION</b>	Gas Tax	\$ 336	100%	\$ 336	\$ 31		\$ 305				
	Weighted PCI = 62											
	Account: 410-900-913.009		\$ 336	100%	<b>TOTAL</b>	\$ 31		\$ 305				

**City of Rancho Santa Margarita**  
**Seven Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2011/2012 through 2017/2018**

#	PROJECT DESCRIPTION	Fund Source	Total Estimated (1,000's)	%	Total Estimated Cost (Current \$)	11/12	12/13	13/14	14/15	15/16	16/17	17/18
14	<b>HABITAT RESTORATION (ENVIRONMENTAL, DESIGN, CONSTRUCTION)</b> Habitat restoration of Chiquita Ridge Account: 410-900-952.002	General Fund	\$ 1,665	100%	\$	\$ 15		\$ 250	\$ 350	\$ 350	\$ 350	\$ 350
					<b>TOTAL</b>	\$ 15		\$ 250	\$ 350	\$ 350	\$ 350	\$ 350
15	<b>SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION</b> Rehabilitation Limits: Las Flores to Antonio Parkway Design 140K, Weighted PCI = 68 Account: 410-900-913.010	Measure M Gas Tax Prop 1B RAC* AHRP*	\$ 462 \$ 407 \$ 275 \$ 100 \$ 556	26% 23% 15% 6% 31%	\$ 462 \$ 407 \$ 275 \$ 100 \$ 556	\$ 137	\$ 407 \$ 275 \$ 50 \$ 556		\$ 325			
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 1,800</b>	<b>\$ 137</b>	<b>\$ 732</b>		<b>\$ 931</b>			
16	<b>SANTA MARGARITA PARKWAY BRIDGE HINGE REPAIR</b> (Study, Design, Construction) Account: 410-900-931.004	HBP Gas Tax Measure M	\$ 1,090 \$ 404 \$ 230	63% 23% 13%	\$ 1,090 \$ 404 \$ 230	\$ 73 \$ 43			\$ 88 \$ 31 \$ 19	\$ 929 \$ 330 \$ 211		
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 1,724</b>	<b>\$ 116</b>			<b>\$ 138</b>	<b>\$ 1,470</b>		
17	<b>ANTONIO PARKWAY SLURRY SEAL</b> Slurry Seal Limits: Coto de Caza to Empresa. Design 30K, Weighted PCI = 72	Gas Tax	\$ 350	100%	\$ 350		\$ 350					
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 350</b>		<b>\$ 350</b>					
18	<b>CITYWIDE STORM DRAIN MASTER PLAN</b> Study of Citywide Storm Drain System	General Fund	\$ 100	100%	\$ 100		\$ 100					
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 100</b>		<b>\$ 100</b>					
19	<b>EMERGENCY VEHICLE PRE-EMPTION PHASE II</b> Installation of traffic signal pre-emption equipment	Prop 42(CAP)*	\$ 236	100%	\$ 236		\$ 236					
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 236</b>		<b>\$ 236</b>					
20	<b>CITY HALL IT/SERVER ROOM FIRE SUPPRESSION SYSTEM</b> Retrofitting existing fire suppression system	General Fund	\$ 45	100%	\$ 45		\$ 45	\$ 8				
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 45</b>		<b>\$ 45</b>	<b>\$ 8</b>				
21	<b>WAYFINDING SIGNS</b> Installation of Wayfinding Signage throughout the City	Gas Tax	\$ 64	100%	\$ 64		\$ 64	\$ 10	\$ 54			
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 64</b>		<b>\$ 64</b>	<b>\$ 10</b>	<b>\$ 54</b>			
22	<b>ROBINSON RANCH ROAD PAVEMENT REHABILITATION</b> Rehabilitation Limits: Plano Trabuco to High Country, Weighted PCI = 77	Gas Tax	\$ 482	100%	\$ 482		\$ 482		\$ 449			
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 482</b>		<b>\$ 482</b>		<b>\$ 449</b>			
23	<b>ALMA ALDEA BULBOUT INSTALLATION</b> Alma Aldea @ Fundadores, Via Honesto	CDBG AQMD	\$ 120 \$ 80	60% 40%	\$ 120 \$ 80		\$ 40	\$ 80				
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 200</b>		<b>\$ 40</b>	<b>\$ 80</b>	<b>\$ 80</b>			
24	<b>TRABUCO CREEK CLASS 1 BIKE TRAIL - GAP CLOSURE</b> Construction of Class 1 Bike Trail unde SMP	AQMD TE*	\$ 173 \$ 427	29% 71%	\$ 173 \$ 427		\$ 30			\$ 100	\$ 43	
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 600</b>		<b>\$ 30</b>			<b>\$ 100</b>	<b>\$ 470</b>	
25	<b>DOG/SKATE PARK LIGHTING</b> Installation of lighting Account: 410-900-961.001	General Fund	\$ 200	100%	\$ 200			\$ 200				
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 200</b>			<b>\$ 200</b>				
26	<b>CIRCULATION ELEMENT UPDATE</b> Amendment to General Plan - Circulation Element	AQMD	\$ 50	100%	\$ 50			\$ 50				
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 50</b>			<b>\$ 50</b>				
27	<b>BANDERAS SLURRY SEAL</b> Rehabilitation Limits: Empresa to Antonio, PCI = 77-82	Gas Tax	\$ 203	100%	\$ 203				\$ 203			
			<b>TOTAL</b>	<b>100%</b>	<b>\$ 203</b>				<b>\$ 203</b>			

**City of Rancho Santa Margarita**  
**Seven Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2011/2012 through 2017/2018**

#	PROJECT DESCRIPTION	Fund Source	Total Estimated (1,000's)	%	Total Estimated Cost (Current \$)	11/12	12/13	13/14	14/15	15/16	16/17	17/18
28	ANTONIO PARKWAY PAVEMENT REHABILITATION Rehabilitation Limits: Via Honesto to Alas de Paz, Weighted PCI = 70	Gas Tax	\$ 415	100%	\$ 415				\$ 28	\$ 387		
29	CANADA VISTA PARK RESTROOM HOLDING TANK ALARM SYSTEM Installation of overflow alarm for holding tank	CIP Fund	\$ 415	100%	\$ 415				\$ 28	\$ 387		
30	VEREDA LAGUNA SIDEWALK AND LANDSCAPING Relandscaping of damaged slope, Construction of passenger loading zone, Fence installation	SR2S* Gas Tax	\$ 18 \$ 18 \$ 100 \$ 25 \$ 125	100% 80% 20% 100%	\$ 18 \$ 18 \$ 100 \$ 25 \$ 125				\$ 18 \$ 100 \$ 25 \$ 125			
31	SCHOOL ZONE CURB RAMP RECONSTRUCTION ADA Upgrades	CDBG	\$ 100 \$ 100	100% 100%	\$ 100 \$ 100				\$ 100			
32	CITY HALL AND COMMUNITY CENTER PAINTING (Interior FY14/15) (Exterior 15/16) Facility Maintenance	General Fund	\$ 231 \$ 231	100% 100%	\$ 231 \$ 231				\$ 145 \$ 145	\$ 86 \$ 86		
33	SEALCOAT OF CITY HALL & COMMUNITY CENTER PARKING LOTS Facility Maintenance	General Fund	\$ 25 \$ 25 \$ 490 \$ 420 \$ 910	100% 100% 54% 46% 100%	\$ 25 \$ 25 \$ 490 \$ 420 \$ 910				\$ 25 \$ 25 \$ 70 \$ 70 \$ 350			
34	ANTONIO PARKWAY PAVEMENT REHABILITATION Rehabilitation Limits: Empresa to Banderas Design 70K, PCI 71-84	Gas Tax AHRP*	\$ 350 \$ 350 \$ 35 \$ 35 \$ 72	100% 100% 100% 100% 100%	\$ 350 \$ 350 \$ 35 \$ 35 \$ 72				\$ 50 \$ 50 \$ 35 \$ 35 \$ 72			
35	AVENIDA EMPRESAS PAVEMENT REHABILITATION Rehabilitation Limits: Santa Margarita Pkwy to Antonio. Design 50K, Weighted PCI 78	Gas Tax	\$ 350	100%	\$ 350				\$ 50	\$ 300		
36	INLET IMPROVEMENTS AT ROBINSON RIDGE Install trash rack and remove chain link fence	Gas Tax	\$ 35	100%	\$ 35				\$ 35			
37	ELECTRIC VEHICLE CHARGING STATIONS Installation of EV Charging Station at City Hall	AQMD	\$ 72	100%	\$ 72				\$ 72			
38	LINDSAY/JOSHUA NEIGHBORHOOD OVERLAY (TRACT 12050) Design 10K, Weighted PCI 88	Gas Tax CDBG	\$ 40 \$ 110 \$ 150	27% 73% 100%	\$ 40 \$ 110 \$ 150				\$ 10 \$ 10 \$ 10	\$ 40 \$ 100 \$ 140		
SUBTOTAL CAPITAL PROJECT			\$ 16,680		\$ 16,680				\$ 3,249	\$ 4,171	\$ 1,881	\$ 1,981
TOTAL CAPITAL EXPENDITURES & STREET MAINTENANCE			\$ 23,518		\$ 23,518				\$ 4,246	\$ 4,171	\$ 2,878	\$ 3,074

Notes:

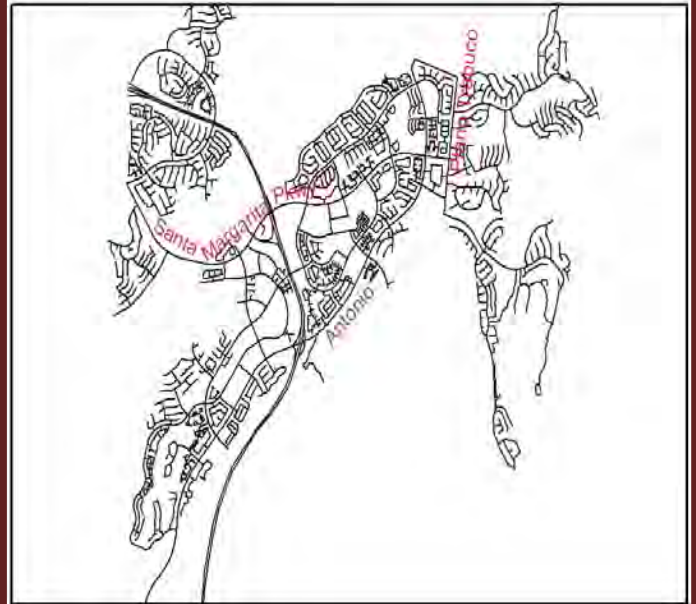
\* Pending Approval of Grant Funding



## City of Rancho Santa Margarita Capital Improvement Project Information



### VICINITY MAP



### CITYWIDE

**PROJECT TITLE:**  
Measure M2 Project V

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic

**ESTIMATED SCHEDULE:**  
Planning FY 2011/2012

**FUNDING SOURCE:**  
OCTA  
AQMD

**PROJECT MANAGER:**  
Traffic Engineer

**CIP ACCOUNT NUMBER:**  
410-900-940.001

### PROJECT DESCRIPTION:

This project study is prepared by the Orange County Transportation Authority, for the planning of a potential intra-city transit service in the City.

### PROJECT BUDGET:

Planning	\$30,000
Contingency	<u>\$3,000</u>
<b>TOTAL</b>	<b>\$33,000</b>

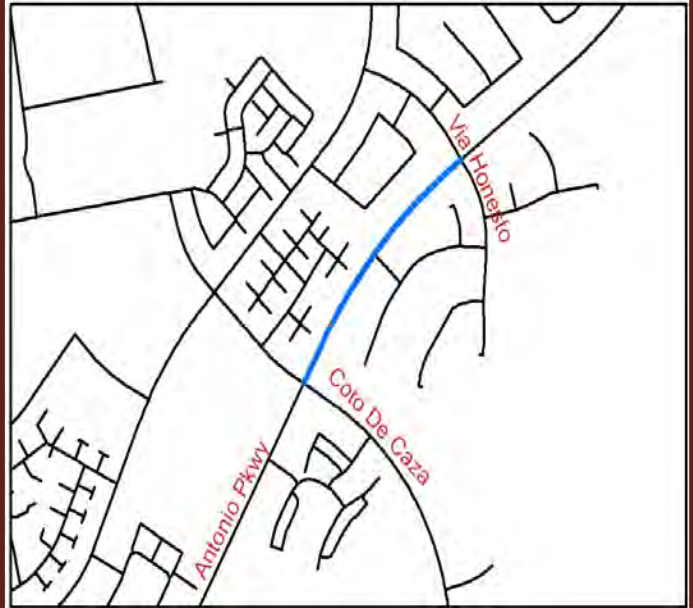
[illegible]

# City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO PARKWAY**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**

Antonio Parkway Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Pavement Rehabilitation

**ESTIMATED SCHEDULE:**

Construction FY 2010/2011

**FUNDING SOURCE:**

TCSP  
Gas Tax

**PROJECT MANAGER:**

Assistant Engineer

**CIP ACCOUNT NUMBER:**

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	\$0
Construction	\$326,500
Inspection/Construction Engineering	\$55,500
Administration	\$20,500
Contingency	\$32,500
<b>TOTAL</b>	<b>\$435,000</b>

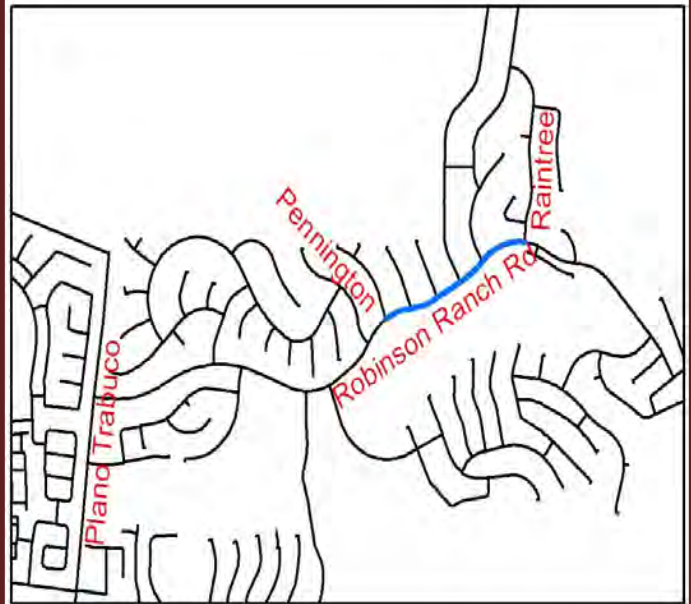


# City of Rancho Santa Margarita Capital Improvement Project Information



**ROBINSON RANCH RD**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**

Robinson Ranch Traffic Calming

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic

**ESTIMATED SCHEDULE:**

Construction FY 2011/2012

**FUNDING SOURCE:**

HSIP  
AQMD

**PROJECT MANAGER:**

Assistant Engineer

**CIP ACCOUNT NUMBER:**

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:**

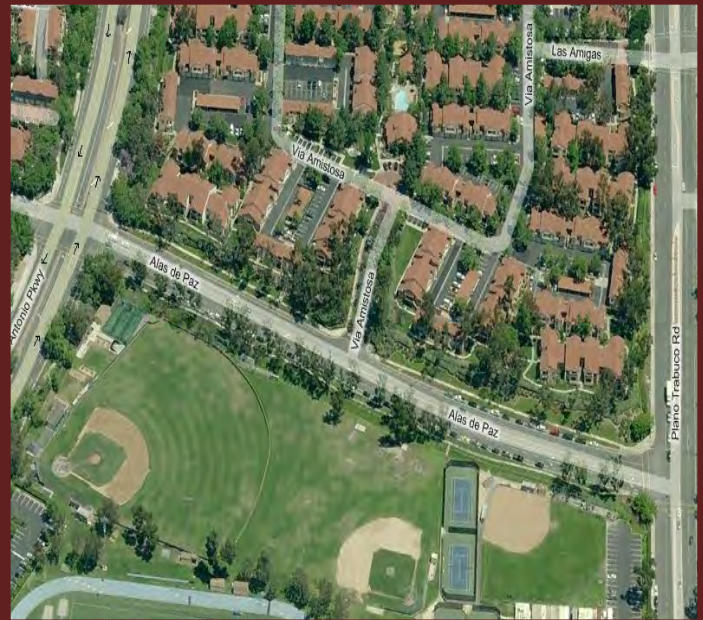
Construction	\$256,000
Inspection/Construction Engineering	\$33,500
Administration	\$31,000
Contingency	<u>\$25,500</u>
<b>TOTAL</b>	<b>\$346,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**DAMAGED SIDEWALK**

**VICINITY MAP**



**ALAS DE PAZ**

**PROJECT TITLE:**  
Alas De Paz Sidewalk Repair

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Maintenance

**ESTIMATED SCHEDULE:**  
Design and Construction FY 2011/2012

**FUNDING SOURCE:**  
CDBG

**PROJECT MANAGER:**  
Assistant Engineer

**CIP ACCOUNT NUMBER:**  
410-900-934.005

**PROJECT DESCRIPTION:**

The project consists of replacing damaged sidewalks, curb & gutters, and pavements, due to tree root growth. Roots will be trimmed and root barriers will also be installed carefully to prevent future damages.

**PROJECT BUDGET:**

Design	\$1500
Construction	\$13,000
Inspection/Construction Engineering	\$2,000
Administration	\$10,000
Contingency	\$2,500
<b>TOTAL</b>	<b>\$29,000</b>



# City of Rancho Santa Margarita Capital Improvement Project Information



**TRABUCO HIGHLANDS**

**VICINITY MAP**



**OPEN SPACE AREA**

**PROJECT TITLE:**  
Trabuco Highlands Geotechnical Investigation

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Feasibility

**ESTIMATED SCHEDULE:**  
FY 2011/2012

**FUNDING SOURCE:**  
CIP Fund

**PROJECT MANAGER:**  
City Engineer

**CIP ACCOUNT NUMBER:**  
410-900-955.001

**PROJECT DESCRIPTION:**  
Proposed project will evaluate slope failure that recently occurred in Trabuco Highlands Open Space Area by conducting comprehensive subsurface evaluation.

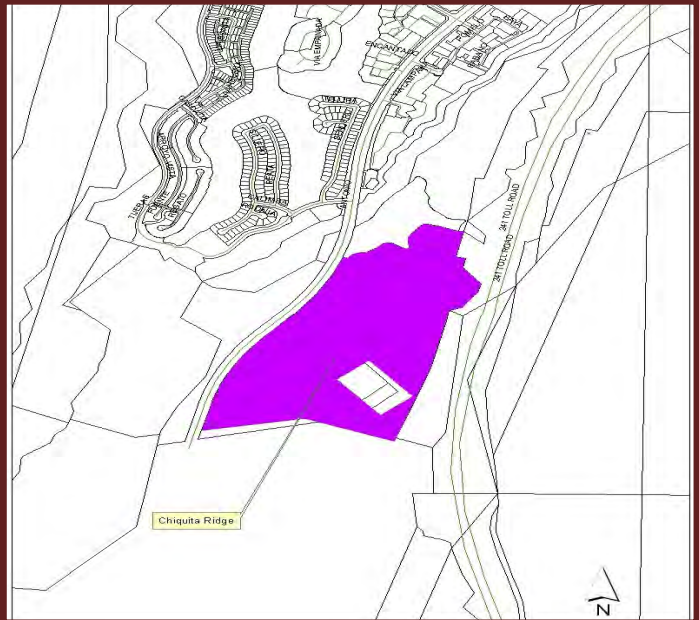
<b>PROJECT BUDGET:</b>	
Geotechnical Investigation / Report	\$32,000
Administration	\$3,000
<b>TOTAL</b>	<b>\$35,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**LOCATION**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**  
Chiquita Ridge Open Space Assessment

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Feasibility

**ESTIMATED SCHEDULE:**  
FY 2011/2012

**FUNDING SOURCE:**  
CIP Fund

**PROJECT MANAGER:**  
City Manager

**CIP ACCOUNT NUMBER:**  
410-900-952.001

**PROJECT DESCRIPTION:**

The assessment will complete a financial and operation viability analysis and potentially develop a Site Master plan for possible development of 55 acres of Open Space.

**PROJECT BUDGET:**

Preliminary Outreach and Public Education Plans	\$45,000
Opportunities and Constraints Report	\$80,000
Strategic Business Plan	\$40,000
Site Master Plan	\$180,000
Contingency	\$30,000
<b>TOTAL</b>	<b>\$375,000</b>



# City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL AND BELL TOWER**

**VICINITY MAP**



**CITY HALL**

**PROJECT TITLE:**

City Hall and Bell Tower Lighting Upgrade and Repairs

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Maintenance

**ESTIMATED SCHEDULE:**

Construction FY 2011-2012

Construction FY 2012-2013

**FUNDING SOURCE:**

CIP Fund

**PROJECT MANAGER:**

Public Work Superintendent

**CIP ACCOUNT NUMBER:**

410-900-951.006

**PROJECT DESCRIPTION:**

This project consists of installation of lighting repairs and upgrades to City Hall and Bell Tower.

**PROJECT BUDGET:**

Construction (FY 11-12)

\$13,500

Construction (FY 12-13)

\$13,500

Contingency

\$3,000

**TOTAL**

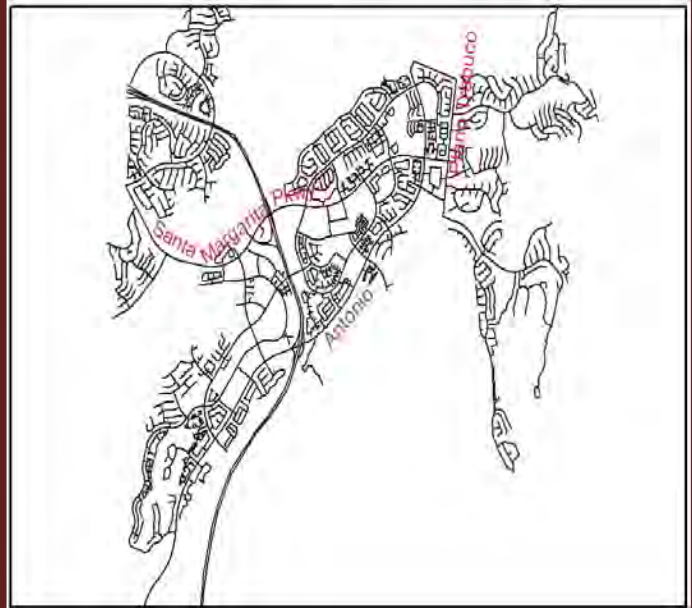
**\$30,000**

## City of Rancho Santa Margarita Capital Improvement Project Information



**VARIOUS INTERSECTIONS**

**VICINITY MAP**



**CITY WIDE**

**PROJECT TITLE:**

Traffic Signal Battery Backup System

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic

**ESTIMATED SCHEDULE:**

Construction Phase I FY 2011/2012

Construction Phase II FY 2013/2014

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant Engineer

**CIP ACCOUNT NUMBER:**

410-900-923.003

**PROJECT DESCRIPTION:**

The project consists of installation of battery backup systems for all traffic signals throughout the City. Construction will be completed in two phases. Systems will provide power in the event of a power outage.

**PROJECT BUDGET:**

Construction	\$208,000
Inspection/Construction Engineering	\$40,000
Administration	\$30,000
Contingency	\$37,000
<b>TOTAL</b>	<b>\$315,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**LOCATION**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**

Coto de Caza / La Promesa Pavement Rehabilitation.

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Pavement Rehabilitation

**ESTIMATED SCHEDULE:**

Design FY 2011/1012

Construction FY 2013/2014

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant Engineer

**CIP ACCOUNT NUMBER:**

410-900-913.009

**PROJECT DESCRIPTION:**

The project consists of grinding down approximately 2" 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	\$27,000
Construction	\$210,000
Inspection/Construction Engineering	\$46,500
Administration	\$21,000
Contingency	\$31,500
<b>TOTAL</b>	<b>\$336,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**COSTAL SAGE BRUSH**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**

Habitat Restoration

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Environmental

**ESTIMATED SCHEDULE:**

Environmental Plan FY 2011/2012

Implementation FY 2013/2014 — FY 2017/2018

**FUNDING SOURCE:**

CIP Fund

**PROJECT MANAGER:**

City Engineer and Development Services Director

**CIP ACCOUNT NUMBER:**

410-900-952.002

**PROJECT DESCRIPTION:**

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

**PROJECT BUDGET:**

Habitat Restoration Plan

Implementation

**TOTAL**

\$15,000

\$1,650,000

\$1,665,000



# City of Rancho Santa Margarita Capital Improvement Project Information



**LOCATION**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**

Santa Margarita Parkway Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Pavement Rehabilitation

**ESTIMATED SCHEDULE:**

Design FY2011/2012

Construction Phase I FY2012/2013

Construction Phase II FY2014/2015

**FUNDING SOURCE:**

Measure M, Gas Tax, Proposition 1B

Rubberized Asphalt Concrete Grant

Arterial Highway Rehabilitation Program

**PROJECT MANAGER:**

Assistant Engineer

**CIP ACCOUNT NUMBER:**

410-900-913.010

**PROJECT DESCRIPTION:**

The project consists of grinding down approximately 2" 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:**

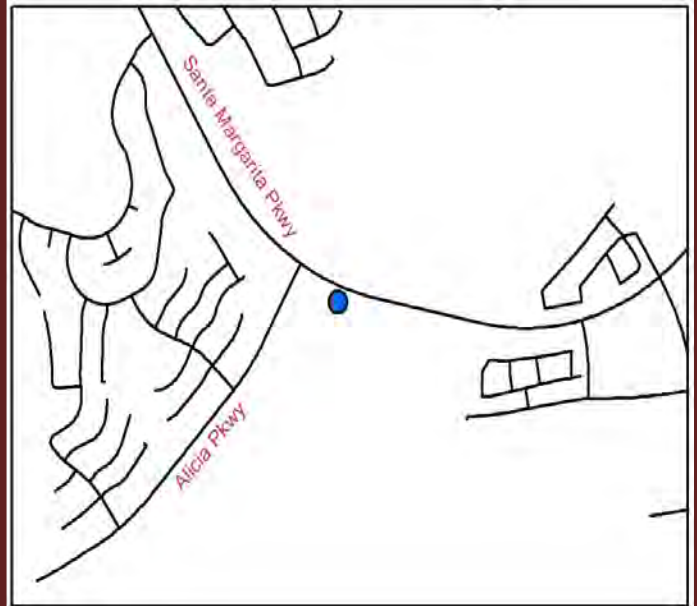
Design	\$137,000
Construction Phase I & II	\$1,300,000
Inspection/Construction Engineering	\$194,000
Administration	\$50,000
Contingency	\$119,000
<b>TOTAL</b>	<b>\$1,800,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA PARKWAY**

**VICINITY MAP**



**LIMITS OF REPAIR**

**PROJECT TITLE:**

Santa Margarita Parkway Bridge Hinge Repair

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Facility

**ESTIMATED SCHEDULE:**

Study FY 2011/12

Design FY 2014/2015

Construction FY 2015/2016

**FUNDING SOURCE:**

HBP

Gas Tax

Measure M

**PROJECT MANAGER:**

Principal Engineer

**CIP ACCOUNT NUMBER:**

410-900-931.004

**PROJECT DESCRIPTION:**

**PROJECT BUDGET:**

Study	\$116,000
Design	\$138,000
Inspection/Construction Engineering	\$150,000
Construction	\$1,000,000
Administration	\$170,000
Contingency	\$150,000
<b>TOTAL</b>	<b>\$1,724,000</b>



## **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 86% of the FY 2011-12 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 13, a Sales and Use Tax rate totaling 8.75% 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 8.75%. 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

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY OF TERMS

---

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

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

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

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

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

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

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

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

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

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

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

# Appropriations Limit

## History

California voters, in 1979, approved Proposition 4, establishing Article XIII-B of the State Constitution. Article XIII-B (the “Gann Initiative”), limits the level of most appropriations from tax sources that state and local governments are permitted to make in a given year. The limit for each fiscal year equals the prior year’s limit, adjusted for cost-of-living and population changes, and various other adjustments. Appropriations for almost all government functions are subject to limitation, however some items are excluded from the limit, such as debt service payments 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.

<b>Fiscal Year</b>	<b>Appropriations Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Difference</b>
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
2010-11	\$14,137,413	\$ 9,535,774	\$4,601,639
2011-12	\$14,521,244	\$10,482,525	\$4,038,719

RESOLUTION NO. 11-06-08-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA,  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2011/12

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

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

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

WHEREAS, an appropriations limit for Fiscal Year 2010/11 was approved on June 23, 2010; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2011/12 is based on the approved appropriations limit for Fiscal Year 2010/11, adjusted using appropriations limit factors for Fiscal Year 2011/12, as they relate to budgeted revenues to be received in Fiscal Year 2011/12; and

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

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

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

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 2011/12 shall be \$14,521,244 as calculated in Exhibit "1", and incorporated herein by this reference, is hereby established.

SECTION 2. That the inflation factor being utilized to calculate the Fiscal Year 2011/12 appropriations limit is California per capita personal income.





**City of Rancho Santa Margarita**  
**Gann Limit**  
**FY 2011-12**

**GENERAL FUND**

	<b>Budgeted Revenues 11-12</b>	
	<b>Proceeds of Taxes</b>	<b>Non-Proceeds of Taxes</b>
		<b>Total</b>
Property Tax	2,067,763	2,067,763
Sales Tax	3,759,355	3,759,355
Property Tax In-Lieu of Sales Tax	1,293,254	1,293,254
Real Property Transfer Tax	249,947	249,947
Franchise Fees-Cable TV		838,318
Cable - Grant Revenue		54,343
Franchise Fees-Gas		83,766
Franchise Fees-Electricity		383,919
Franchise Fees-Refuse Collect		167,374
Motor Vehicle License Fee	183,728	183,728
Property Tax In-Lieu of VLF	3,713,104	3,713,104
State Mandated Costs Reimbursement		7,926
Beverage Container Recycling		13,107
Solid Waste Fees		1,086
Building Permit Fees		194,506
Bldg-Plan Check Fees		100,200
Site Development Deposits		96,000
Planning-Plan Check Fees		64,000
Other Planning Revenues		2,000
CDBG Grant		244,996
Engineering Pernits		60,000
AB 939 Solid Waste Recycling		67,937
Solid Waste Diversion Permits		14,000
Other / FEMA Reimbursement		101,062
Court Fines		97,900
Parking Citation Revenue		116,500
Parking Citation Revenue - DMV		19,800
Miscellaneous Police Grants		11,322
Abandoned Vehicle Abatement		18,000
Community Services Revenue		17,000
BTRCC Program Revenue		216,600
BTRCC Rental Revenue		180,000
Senior Mobility Grant		14,402
Investment Earnings	51,634	12,909
Other Revenue		23,730
Total General Fund	11,318,785	3,222,703
		14,541,488

**SPECIAL REVENUE FUNDS**

Gasoline		1,330,560	1,330,560
Interest		13,440	13,440
Measure M		554,400	554,400
Interest		5,600	5,600
Air Quality		59,400	59,400
Interest		600	600
TCRF (AB2928)/ Prop 42		-	-
Interest		-	-
SLSF		-	-
Interest		-	-
		701,000	701,000
		2,665,000	2,665,000

**CAPITAL PROJECTS FUND**

Total Other Funds			
Total Revenue	11,318,785	5,887,703	17,206,488

Appropriations Excluded From Limit (836,260)

**NET APPROPRIATIONS SUBJECT TO LIMIT**

	<b>10,482,525</b>
FY 2010-11 APPROPRIATIONS LIMIT	14,137,413
FY 2011-12 Appropriations Limit Factor	1.027150 (1)

**FY 2011-12 CALCULATED APPROPRIATIONS LIMIT**

**FY 2011-12 APPROPRIATIONS UNDER LIMIT**

	<b>14,521,244</b>
	<b>4,038,719</b>

(1) - Source - California Dept of Finance (1.0251 x 1.002 = 1.0271502)

RESOLUTION NO. 11-06-08-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ADOPTING THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET PLAN FOR FISCAL YEAR 2011/12

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

WHEREAS, the City Manager of the City of Rancho Santa Margarita has submitted a Revised Proposed Operating Budget and Capital Improvement Program Budget Plan for Fiscal Year 2011/12 to the City Council; and

WHEREAS, the City Council set June 8, 2011, as the date of the public hearing to consider the FY 2011/12 budget and to receive public input; and

WHEREAS, after duly giving notice, the City Council did hold such public hearing and all comments presented to the City Council were considered and evaluated; and

WHEREAS, the City Council has reviewed the proposed budgets and made recommendations and changes.

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

SECTION 1. That Operating Budget and Capital Improvement Program Budget Plan expenditures and operating transfers for all funds in the amount of \$21,496,506 for Fiscal Year 2011/12 are hereby appropriated, approved and adopted, as summarized in Exhibit "1" attached hereto.

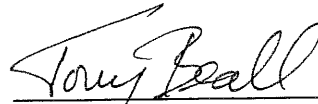
SECTION 2. That revenues and operating transfers for all funds are estimated to be \$20,420,014 during FY 2011/12.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$61,272 for technology expenditures included in the balanced Fiscal Year 2011/12 General Fund budget; and other funds contain sufficient fund balance available for expenditures planned in the proposed budget.

SECTION 4. That the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2011-2012" will be compiled upon adoption of this budget and shall contain detailed budgetary information and amounts matching the amounts in Exhibit "1" attached hereto and shall set the guidelines for expending these funds.

SECTION 5. That the City Manager is given authority to adjust monies within a fund as long as the goals, total dollars, or intent of the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2011-2012" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE 2011.



L. ANTHONY BEALL, MAYOR

ATTEST:



MOLLY MC LAUGHLIN, CITY CLERK

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

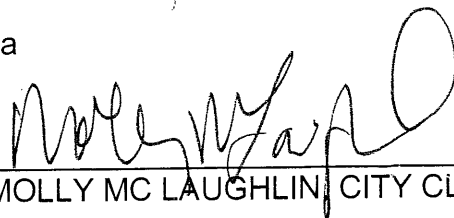
I, Molly McLaughlin, City Clerk of the City of Rancho Santa Margarita, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 11-06-08-04 adopted by the City Council of the City of Rancho Santa Margarita, California, at a Regular Meeting thereof held on the 8<sup>th</sup> day of June 2011, by the following vote:

AYES:	4	COUNCIL MEMBERS:	Baric, Gamble, Holloway and Mayor Beall
-------	---	------------------	---

NOES:	0	COUNCIL MEMBERS:	
-------	---	------------------	--

ABSTAIN:	0	COUNCIL MEMBERS:	
----------	---	------------------	--

ABSENT:	1	COUNCIL MEMBERS:	Petrilla
---------	---	------------------	----------



MOLLY MC LAUGHLIN, CITY CLERK

# INDEX

Air Quality Improvement Fund .....	13
Animal Care and Control .....	40
Appropriations Limit .....	92
Appropriations Summary – All Funds .....	9
Basis of Accounting .....	89
Basis of Revenue Estimates .....	90
Budget Transmittal Letter .....	i
Budgetary Control .....	87
Building and Safety .....	54
CA Law Enforcement Equipment Fund .....	14
Capital Improvement Program .....	66
Capital Projects Fund .....	17
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 .....	90
Interfund Transfers .....	20
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 Capital Projects .....	18
RSM Nonprofit Corporation Capital Projects.....	86
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