



City of
Rancho Santa Margarita
California

2012-2013

Adopted Operating Budget &
Capital Improvement Plan



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INTRODUCTION



City of Rancho Santa Margarita, California

June 28, 2012

Honorable Mayor and Members of the City Council:

The Fiscal Year 2012-13 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 2012-13 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. While General Fund appropriations are decreased from the prior year based on conservative revenue estimates, overall City wide appropriations increase for FY 2012-13 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 2011-12 fiscal year and a list of goals and objectives for the 2012-13 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
Interim City Manager

CITY OF RANCHO SANTA MARGARITA

CITY COUNCIL

MAYORL. ANTHONY BEALL
MAYOR PRO TEM.....STEVEN BARIC
COUNCIL MEMBER.....CAROL A. GAMBLE
COUNCIL MEMBER.....JERRY HOLLOWAY
COUNCIL MEMBER.....JESSE PETRILLA

CITY OFFICIALS

INTERIM CITY MANAGER/CITY TREASURER.....STEVEN E. HAYMAN
ADMINISTRATIVE SERVICES DIRECTORPAUL BOYER
CITY ENGINEEREHAB (MAX) MAXIMOUS
PLANNING/COMMUNITY DEV. DIRECTORKATHLEEN HATON
CITY CLERKMOLLY McLAUGHLIN
CITY ATTORNEYGREGORY E. SIMONIAN
CHIEF OF POLICE SERVICESLIEUTENANT BRIAN SCHMUTZ
COMMUNITY SERVICES SUPERVISORWENDI REDINGTON

FIRE SERVICESORANGE COUNTY FIRE AUTHORITY
LIBRARY SERVICESORANGE COUNTY PUBLIC LIBRARY SYSTEM

COMMUNITY PROFILE

Date of Incorporation	January 1, 2000
Location	South Orange County, California
Form of Government.....	Council – Manager
Population (1)	48,278
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 1/1/12

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller

City of Rancho Santa Margarita

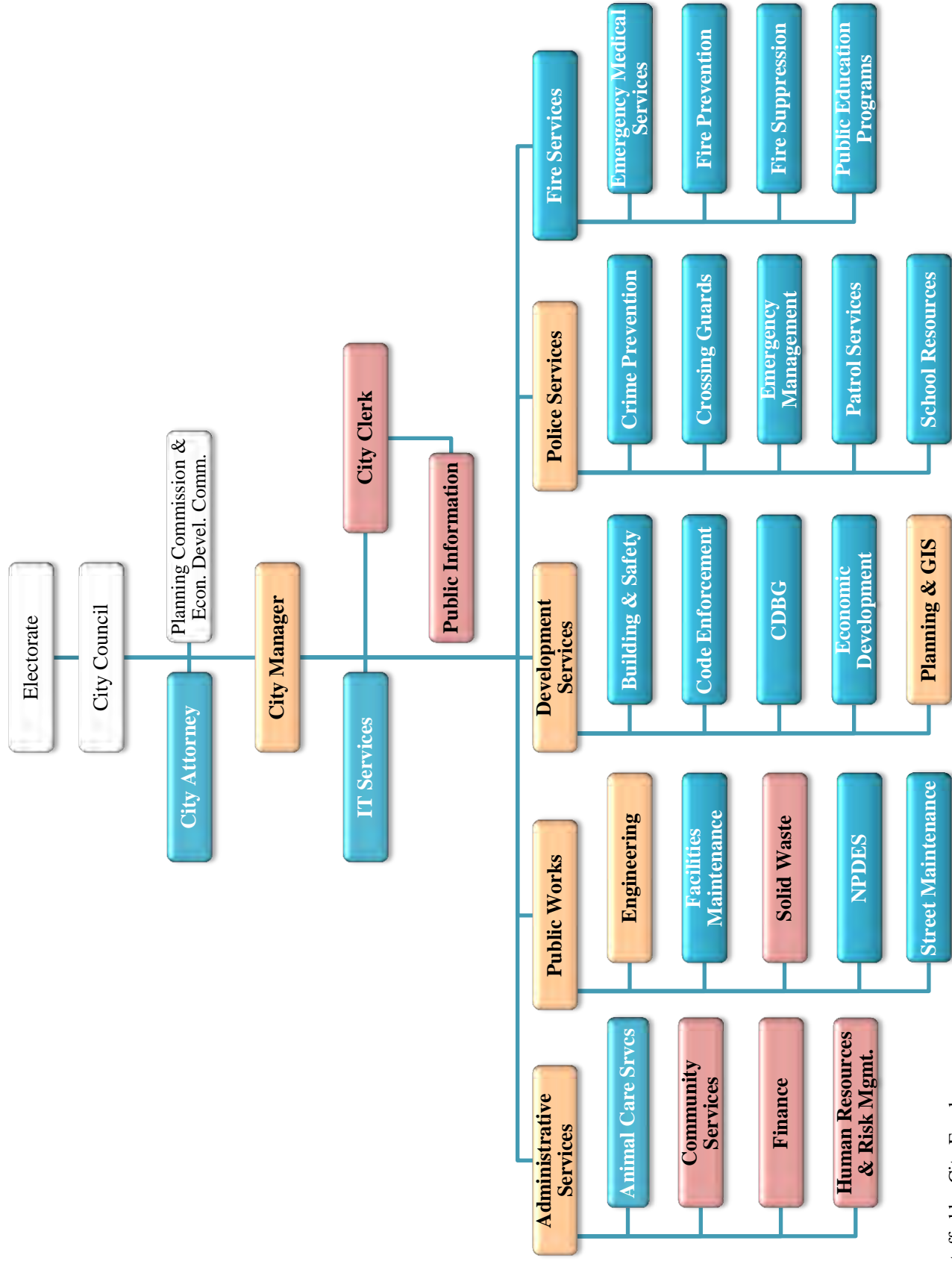
Demographic Information Federal Census Data

	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 1/1/12 is 48,278**
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.

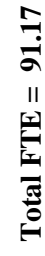
As of May 2012, total unemployment was 5.2 %

City of Rancho Santa Margarita
ORGANIZATION CHART BY DEPARTMENT FUNCTION
as of Fiscal Year 2012-2013



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

City of Rancho Santa Margarita



Green = Position Staffed by Contract Staff

City of Rancho Santa Margarita		FY 2012/13	
City Employees and Contract Staff Summary		Full Time Equivalent Positions	
		City Staff	Contract Staff
<u>City Manager:</u>	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	
<u>City Attorney:</u>	City Attorney		0.50
<u>Administrative Services:</u>	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	0.73	
<u>Police Services:</u>	Administrative Secretary	1.00	
	Police Chief		1.00
	Administrative Sergeant		1.00
	Emergency Management Coordinator		0.50
	Field Operations		28.75
<u>Development Services:</u>	Development Services Director	1.00	
	Planner	1.00	
	Code Enforcement Officer		0.50
	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
<u>Public Works:</u>	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
<u>Fire Services:</u>	Field Operations		27.00
TOTAL		23.12	68.05



BUDGET SUMMARIES

BUDGET SUMMARIES



City of Rancho Santa Margarita, California

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

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

Description	Fund Balance 06/30/08	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/09	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/10
General Fund - 100	17,061,371	15,920,095	18,988,542	13,992,924	14,938,897	15,409,261	13,522,560
Special Revenue Funds:							
Gas Tax - 210	904,900	824,957	1,194,249	535,608	860,870	613,542	782,936
Measure M - 212	1,328,925	530,570	540,896	1,318,599	440,320	615,797	1,143,122
Air Quality Improvement - 214	295,194	48,665	119,866	223,993	73,719	13,759	283,953
CA Law Enforcement Equip - 216	197	-	-	197	-	-	197
Traffic Congestion Relief - 218	1,051	422,512	-	423,563	452,157	22,089	853,631
Supplemental Law Enforce - 222	178,332	79,307	119,778	137,861	124,957	134,156	128,662
Subtotal-Special Revenue Funds	2,708,599	1,906,011	1,974,789	2,639,821	1,952,023	1,399,343	3,192,501
Capital Projects Fund - 410	2,095,060	1,566,674	1,582,492	2,079,242	1,212,246	1,429,751	1,861,737
<u>RSM NONPROFIT</u>							
RSM Debt Service Fund - 500	868,427	827,136	842,385	853,178	844,281	842,760	854,699
RSM Capital Projects Fd - 520	-	-	-	-	-	-	-
GRAND TOTAL - ALL FUNDS	22,733,457	20,219,916	23,388,208	19,565,165	18,947,447	19,081,115	19,431,497

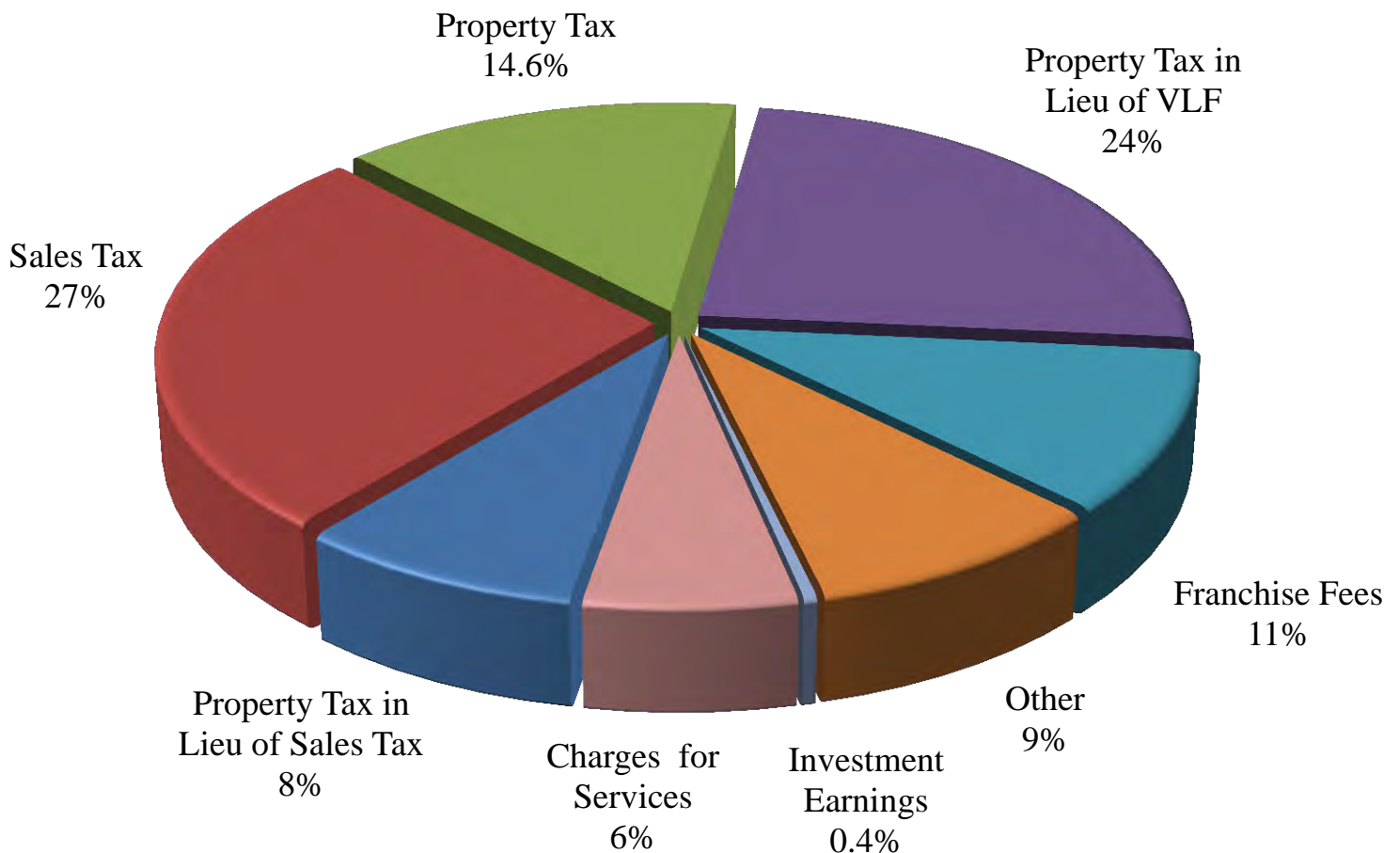
Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/11	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/12	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/13
16,345,290	15,062,447	14,805,403	15,425,123	15,085,033	15,145,493	15,414,265	15,249,155	15,310,603
1,253,218	640,358	1,395,796	1,290,920	1,541,329	1,145,387	1,302,000	1,840,889	606,498
431,857	850,740	724,239	589,157	822,846	490,550	626,000	916,857	199,693
56,465	92,433	247,985	60,000	39,826	268,159	60,000	144,000	184,159
-	-	197	-	-	197	-	-	197
5,184	857,617	1,198	-	-	1,198	-	-	1,198
100,533	133,512	95,683	100,000	58,923	136,760	100,000	125,349	111,411
1,847,257	2,574,660	2,465,098	2,040,077	2,462,924	2,042,251	2,088,000	3,027,095	1,103,156
2,306,285	3,056,176	1,111,846	1,492,762	1,449,383	1,155,225	2,711,000	3,146,000	720,225
835,095	837,523	852,271	836,260	836,260	852,271	833,860	833,860	852,271
-	-	-	-	-	-	-	-	-
21,333,927	21,530,806	19,234,618	19,794,222	19,833,600	19,195,240	21,047,125	22,256,110	17,986,255

City of Rancho Santa Margarita

Summary of Budgeted Revenues

General Fund

Fiscal Year 2012-2013



City of Rancho Santa Margarita
Revenue Summary - All Funds

	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2012/13 ADOPTED BUDGET
100 GENERAL FUND	<u>15,920,095</u>	<u>14,938,897</u>	<u>16,345,290</u>	<u>15,533,754</u>	<u>15,425,123</u>	<u>15,414,265</u>
<u>SPECIAL REVENUE FUNDS</u>						
210 GAS TAX	824,957	860,870	1,253,218	1,344,000	1,290,920	1,302,000
212 MEASURE M	530,570	440,320	431,857	560,000	589,157	626,000
214 AIR QUALITY IMPROVEMENT	48,665	73,719	56,465	60,000	60,000	60,000
216 CA LAW ENFORCEMENT EQUIP.	-	-	-	-	-	-
218 TRAFFIC CONGESTION RELIEF	422,512	452,157	5,184	-	-	-
222 SUPPLEMENTAL LAW ENFORCEMENT	<u>79,307</u>	<u>124,957</u>	<u>100,533</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>
SUBTOTAL						
ALL SPECIAL REVENUE FUNDS	<u>1,906,011</u>	<u>1,952,023</u>	<u>1,847,257</u>	<u>1,964,000</u>	<u>2,040,077</u>	<u>2,088,000</u>
410 CAPITAL PROJECTS FUND	<u>1,566,674</u>	<u>1,212,246</u>	<u>2,306,285</u>	<u>2,086,000</u>	<u>1,492,762</u>	<u>2,711,000</u>
<u>RSM NONPROFIT</u>						
500 RSMNP DEBT SERVICE FUND	<u>827,136</u>	<u>844,281</u>	<u>835,095</u>	<u>836,260</u>	<u>836,260</u>	<u>833,860</u>
520 RSMNP CAPITAL PROJECTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
SUBTOTAL						
ALL FUND TYPES	<u>20,219,916</u>	<u>18,947,447</u>	<u>21,333,927</u>	<u>20,420,014</u>	<u>19,794,222</u>	<u>21,047,125</u>
LESS INTERFUND TRANSFERS	<u>2,592,624</u>	<u>2,361,221</u>	<u>3,495,811</u>	<u>3,213,526</u>	<u>2,968,161</u>	<u>3,418,866</u>
GRAND TOTAL - ALL FUND TYPES	<u><u>17,627,292</u></u>	<u><u>16,586,226</u></u>	<u><u>17,838,116</u></u>	<u><u>17,206,488</u></u>	<u><u>16,826,061</u></u>	<u><u>17,628,259</u></u>

City of Rancho Santa Margarita
Revenues - Detail of All Funds

	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
100 GENERAL FUND						
Property Tax	2,199,059	1,465,724	2,037,141	2,067,763	1,975,341	2,000,033
Sales Tax	3,679,302	3,556,064	3,889,792	3,759,355	3,979,912	4,099,309
Property Tax in Lieu of Sales Tax	1,466,079	1,524,173	1,277,566	1,293,254	1,272,721	1,288,630
Real Property Transfer Tax	206,466	217,950	235,626	249,947	162,097	245,136
Franchise Fees - Cable TV	758,675	785,762	823,669	838,318	828,298	838,652
Cable - Grant Revenue	53,672	53,672	53,672	54,343	66,000	132,000
Franchise Fees - Gas	123,774	71,982	82,732	83,766	83,766	84,813
Franchise Fees - Electricity	413,017	397,916	379,179	383,919	371,914	376,563
Franchise Fees - Refuse Collection	158,520	161,989	160,007	167,374	161,770	163,792
Motor Vehicle License Fee	169,105	146,091	123,333	183,728	129,711	-
Property Tax in Lieu of VLF	3,842,963	3,674,206	3,667,263	3,713,104	3,677,510	3,723,479
State Mandated Cost Reimburse	-	-	5,328	7,926	10,344	-
Beverage Container Recycling Grant	13,043	6,177	13,332	13,107	13,107	13,271
Building Permit Fees	220,458	206,147	240,197	194,506	256,358	188,275
Building-Plan Check Fees	67,014	84,857	111,725	100,200	91,425	96,882
Site Development Permits/Fees	1,278	3,185	4,537	-	5,775	-
Site Development Permits/Deposits	107,451	134,718	162,881	96,000	65,514	64,000
Planning - Plan Check Fees	10,132	11,990	30,492	64,000	38,324	35,500
Other Planning Revenues	13,970	6,115	14,235	-	4,075	17,419
CDBG Grant	71,701	71,428	125,115	244,996	70,057	73,090
Engineering Permits	61,659	31,695	104,030	60,000	162,808	125,000
AB933 - Recycling Grant	66,996	65,362	66,674	67,937	67,937	68,786
Solid Waste Diversion Permits	64,168	24,527	11,803	15,086	35,799	36,451
Mapping-Engineer/Other Eng. Rev.	26	(255)	2,560	-	2,791	-
FEMA Reimbursement	-	-	-	101,062	91,694	-
Court Fines	148,704	130,959	106,530	97,900	106,743	108,077
Local Ordinance Violation	-	87	-	2,000	-	2,000
Parking Citation Revenue	90,731	103,142	98,456	116,500	104,955	106,267
Parking Citation - DMV	15,690	16,229	24,650	19,800	27,698	28,044
Miscellaneous Police Grants	1,116	49,315	18,692	11,322	21,687	2,500
Seat Belt Grant Revenue	8,000	-	-	-	-	-
Abandoned Vehicle Abatement	19,191	18,908	19,167	18,000	17,965	-
BTRCC Revenue - Misc.	1,253	875	590	-	495	-
Community Services Revenue	115,486	66,742	23,991	17,000	19,944	24,000
BTRCC Program Revenue	120,051	157,524	225,486	216,600	204,000	210,120
BTRCC Rental Revenue	225,027	215,490	196,500	180,000	194,000	199,820
Senior Mobility Grant	12,699	13,464	14,403	14,402	14,402	22,823
Investment Earnings	291,574	76,670	65,689	64,543	58,793	59,527
Other Revenue	90,387	25,181	462,837	23,730	6,952	-
DS Lease Payment Contribution	5,675	-	-	-	-	-
Transfer from Gas Tax Fund	805,983	336,893	341,363	351,353	552,671	502,149
Transfer from Measure M	-	525,943	284,363	471,357	469,770	477,857
Transfer from TCRF	-	-	339,684	169,556	-	-
Transfer from CIP	200,000	500,000	500,000	-	-	-
TOTAL GENERAL FUND	15,920,095	14,938,897	16,345,290	15,533,754	15,425,123	15,414,265
<u>SPECIAL REVENUE FUNDS</u>						
210 GAS TAX FUND:						
Gas Tax 2105 (Prop. 111)	267,085	271,432	256,238	453,543	438,913	438,253
Gas Tax 2106	169,613	174,164	164,797	280,130	271,093	270,686
Gas Tax 2107	355,475	361,761	342,222	600,277	574,459	573,596
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,455	6,445
Gas Tax 2103	-	-	472,872	-	-	-
Interest Income	26,784	5,220	3,463	4,050	-	13,020
Transfer from CIP	-	42,293	7,626	-	-	-
TOTAL GAS TAX FUND	824,957	860,870	1,253,218	1,344,000	1,290,920	1,302,000
212 MEASURE M FUND:						
Measure M (Local Turnback)	501,475	430,385	425,295	555,531	589,157	619,740
Interest Income	29,095	9,935	6,562	4,469	-	6,260
Transfer from CIP	-	-	-	-	-	-
TOTAL MEASURE M FUND	530,570	440,320	431,857	560,000	589,157	626,000

City of Rancho Santa Margarita
Revenues - Detail of All Funds

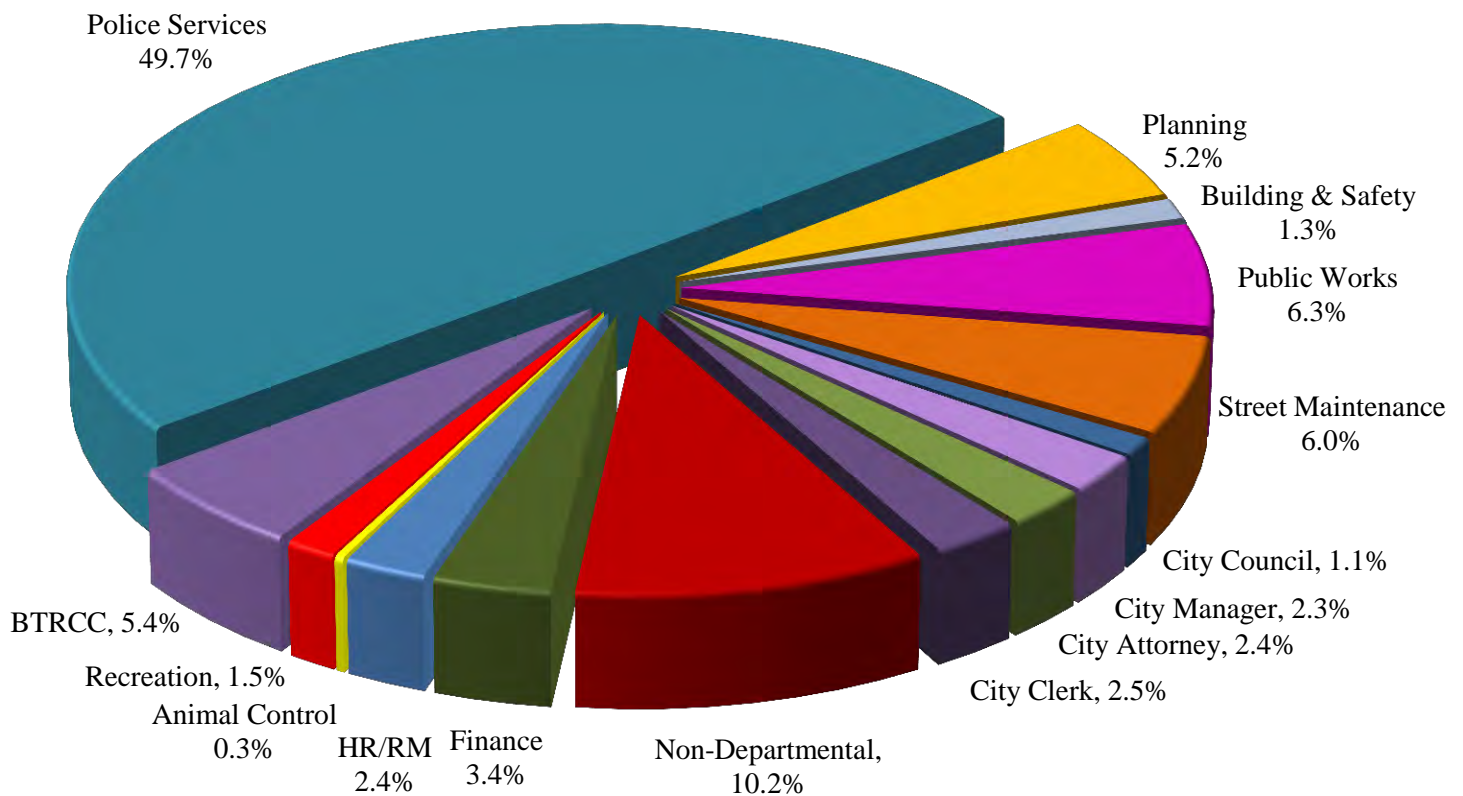
	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2012/13 ADOPTED BUDGET
214 AIR QUALITY IMPROVEMENT FUND:						
AQMD (AB 2766)	42,519	71,836	54,829	59,392	60,000	59,400
Interest Income	6,146	1,883	1,636	608	-	600
Transfer from CIP	-	-	-	-	-	-
TOTAL AQMD FUND	48,665	73,719	56,465	60,000	60,000	60,000
216 CA LAW ENFORCEMENT EQUIP. PROGRAM:						
CLEEP Grant	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
TOTAL CLEEP FUND	-	-	-	-	-	-
218 TRAFFIC CONGESTION RELIEF FUND:						
TCRF Funds	420,943	450,082	-	-	-	-
Interest Income	1,569	2,075	5,184	-	-	-
TOTAL TCRF FUND	422,512	452,157	5,184	-	-	-
222 SUPPLEMENTAL LAW ENFORCEMENT:						
Supplemental Law Enforcement	73,756	124,254	100,016	-	100,000	99,000
Interest Income	5,551	703	517	-	-	1,000
TOTAL SUPPL. ENFORCEMENT	79,307	124,957	100,533	-	100,000	100,000
SUBTOTAL - ALL SPECIAL REVENUE	1,906,011	1,952,023	1,847,257	1,964,000	2,040,077	2,088,000
410 CAPITAL PROJECTS FUND						
Transfer from Gas Tax Fund	125,789	1,275	20,451	852,000	716,558	1,022,000
Transfer from Measure M Fund	540,896	89,854	566,377	469,000	353,076	439,000
Transfer from Air Quality Improve.	119,866	13,759	92,433	64,000	39,826	144,000
Transfer from TCRF Fund	-	22,089	517,933	-	-	-
GMA #9	-	45,061	-	-	1,700	-
Measure M2 Project P	-	-	-	-	-	274,000
Measure M - Turnback	-	-	116,146	-	-	-
OCTA	-	-	-	27,000	-	-
ARRA TP	-	-	482,082	-	-	-
EECBG	-	-	85,209	-	30,000	-
RAC	-	-	134,579	-	-	-
HBP	-	-	-	73,000	85	67,000
TCRF Prop 42 County	-	166,840	-	-	-	-
Interest Income	36,680	11,448	6,456	-	-	-
TEA-LU Grant	-	-	-	-	90,134	-
Safe Route to School	-	-	62,517	-	-	-
Homeowners' Association	85,000	-	-	-	-	-
Prop 50 Grant	-	-	-	-	-	-
Prop 1B (State)	-	739,125	-	-	-	314,000
CA Tire Recycling Grant	-	-	-	-	-	-
CDBG Grant	285,754	122,795	48,030	201,000	172,383	140,000
Prop 1B (County)	195,000	-	-	-	-	-
HSIP	177,689	-	-	311,000	-	311,000
CTFP	-	-	174,072	-	-	-
TCSP	-	-	-	89,000	89,000	-
SUBTOTAL - CAPITAL PROJECTS	1,566,674	1,212,246	2,306,285	2,086,000	1,492,762	2,711,000
<i>RSM NONPROFIT</i>						
500 RSMNP DEBT SERVICE:						
Interest Income	27,046	15,166	9,514	-	-	-
Transfer from General Fund	800,090	829,115	825,581	836,260	836,260	833,860
TOTAL RSMNP DEBT SERVICE	827,136	844,281	835,095	836,260	836,260	833,860
520 RSMNP CAPITAL PROJECTS:						
Long Term Debt Issued	-	-	-	-	-	-
TOTAL RSMNP CAPITAL PROJECTS	-	-	-	-	-	-
SUBTOTAL - ALL FUND TYPES	20,219,916	18,947,447	21,333,927	20,420,014	19,794,222	21,047,125
LESS: INTERFUND TRANSFERS	2,592,624	2,361,221	3,495,811	3,213,526	2,968,161	3,418,866
GRAND TOTAL - ALL FUND TYPES	17,627,292	16,586,226	17,838,116	17,206,488	16,826,061	17,628,259

City of Rancho Santa Margarita

Summary of Budgeted Expenditures

General Fund

Fiscal Year 2012-2013



City of Rancho Santa Margarita
Appropriations Summary - All Funds

	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----	FY 2012/13	
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<u>GENERAL FUND</u>						
City Council	294,918	183,480	136,440	157,046	142,598	168,296
City Manager	499,926	524,503	432,438	422,797	382,839	353,153
City Attorney	495,561	440,755	375,866	470,840	470,840	363,840
City Clerk	389,124	327,611	346,678	345,708	321,321	385,963
Non-Departmental	3,214,041	634,486	650,666	668,713	669,087	717,880
Finance	538,022	514,293	480,192	529,445	511,717	521,973
Human Resources/Risk Management	357,802	381,847	368,910	411,758	389,023	364,689
Police Services	7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,583,299
Animal Control	65,826	47,036	45,857	54,000	40,000	40,000
Planning	868,378	869,030	903,421	989,232	788,106	787,339
Building	191,319	197,288	238,824	200,400	221,642	193,764
Public Works	1,187,659	844,228	1,040,355	992,616	929,873	964,293
Street Maintenance	970,601	816,404	921,773	918,757	912,867	916,357
Community Services	464,999	274,935	188,429	197,750	187,321	224,564
BTRCC	815,984	870,297	797,822	843,824	825,526	829,885
Transfer to RSMNP Debt Service Fund	800,090	829,115	825,581	836,260	836,260	833,860
TOTAL GENERAL FUND	18,988,542	15,409,261	15,062,447	15,502,157	15,085,033	15,249,155
<u>SPECIAL REVENUE FUNDS</u>						
GAS TAX - Street Lighting	262,477	275,374	278,544	316,920	272,100	316,740
Transfer to General Fund	805,983	336,893	341,363	351,353	552,671	502,149
Transfer to Capital Projects Fund	125,789	1,275	20,451	852,000	716,558	1,022,000
MEASURE M						
Transfer to General Fund	-	525,943	284,363	471,357	469,770	477,857
Transfer to Capital Projects Fund	540,896	89,854	566,377	469,000	353,076	439,000
AIR QUALITY IMPROVEMENT						
Transfer to General Fund	-	-	-	-	-	-
Transfer to Capital Projects Fund	119,866	13,759	92,433	64,000	39,826	144,000
CA LAW ENFORCEMENT EQUIP.	-	-	-	-	-	-
TRAFFIC CONGESTION RELIEF						
Transfer to General Fund	-	-	339,684	169,556	-	-
Transfer to Capital Projects Fund	-	22,089	517,933	-	-	-
LOCAL PARK TRUST	-	-	-	-	-	-
SUPPLEMENTAL LAW ENFORCE	119,778	134,156	133,512	65,133	58,923	125,349
TOTAL SPECIAL REVENUE FUNDS	1,974,789	1,399,343	2,574,660	2,759,319	2,462,924	3,027,095
<u>CAPITAL PROJECTS FUND</u>						
Capital Outlay	1,382,492	887,458	2,548,550	2,526,000	1,449,383	3,146,000
Transfer to General Fund	200,000	500,000	500,000	-	-	-
Transfer to Gas Tax Fund	-	42,293	7,626	-	-	-
Transfer to Measure M Fund	-	-	-	-	-	-
Transfer to Air Quality Improve. Fund	-	-	-	-	-	-
TOTAL CAPITAL PROJECT FUND	1,582,492	1,429,751	3,056,176	2,526,000	1,449,383	3,146,000
<u>RSM NON-PROFIT DEBT SERVICE FUND</u>						
Debt Service Payment	842,385	842,760	837,523	836,260	836,260	833,860
TOTAL RSM NP DEBT SRVC. FUND	842,385	842,760	837,523	836,260	836,260	833,860
SUBTOTAL - ALL FUND TYPES	23,388,208	19,081,115	21,530,806	21,623,736	19,833,600	22,256,110
LESS INTERFUND TRANSFERS	2,592,624	2,361,221	3,495,811	3,213,526	2,968,161	3,418,866
GRAND TOTAL - ALL FUND TYPES	20,795,584	16,719,894	18,034,995	18,410,210	16,865,439	18,837,244

Fund Expense Summary
GENERAL FUND

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
City Council	294,918	183,480	136,440	157,046	142,598	168,296
City Manager	499,926	524,503	432,438	422,797	382,839	353,153
City Attorney	495,561	440,755	375,866	470,840	470,840	363,840
City Clerk	389,124	327,611	346,678	345,708	321,321	385,963
Non-Departmental	3,214,041	634,486	650,666	668,713	669,087	717,880
Finance	538,022	514,293	480,192	529,445	511,717	521,973
Human Resources/Risk Management	357,802	381,847	368,910	411,758	389,023	364,689
Police Services	7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,583,299
Animal Control	65,826	47,036	45,857	54,000	40,000	40,000
Planning	868,378	869,030	903,421	989,232	788,106	787,339
Building	191,319	197,288	238,824	200,400	221,642	193,764
Public Works	1,187,659	844,228	1,040,355	992,616	929,873	964,293
Street Maintenance	970,601	816,404	921,773	918,757	912,867	916,357
Community Services	464,999	274,935	188,429	197,750	187,321	224,564
BTRCC	815,984	870,297	797,822	843,824	825,526	829,885
Transfer to RSM NP Debt Service Fund	800,090	829,115	825,581	836,260	836,260	833,860
TOTAL GENERAL FUND	18,988,542	15,409,261	15,062,447	15,502,157	15,085,033	15,249,155

Fund Expense Summary
GAS TAX FUND

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	262,477	275,374	278,544	316,920	272,100	316,740
Transfers to General Fund						
Public Works	185,382	253,953	253,953	253,953	459,575	413,649
Street Maintenance	620,601	82,940	87,410	97,400	93,096	88,500
Transfers to Capital Projects Fund						
Slurry Seal Program	-	-	-	275,000	308,000	277,000
Antonio Pkwy Slurry Seal	-	-	5,220	-	-	-
Antonio Overlay Design	-	450	-	-	-	-
Alicia Parkway Rehabilitation	27,956	-	8,551	-	-	-
Melinda Road/Altisima	42,293	-	-	-	-	-
Antonio Pkwy. Pavement Rehab	-	-	-	346,000	236,000	-
Coto de Caza/La Promesa Pavemen	-	-	-	31,000	16,000	15,000
SMP Pavement Rehabilitation	-	-	-	-	-	361,000
Traffic Signal Battery Backup System	-	-	-	157,000	156,558	-
SMP Bridge Lighting/Rail System	17,623	-	-	-	-	-
SMP Signal & Equipment Upgrade	-	-	-	-	-	46,000
SMP Bridge Hinge Repair	-	-	6,680	43,000	-	60,000
Bus Stop Improvements	-	125	-	-	-	-
Robinson Ranch Sidewalk	-	700	-	-	-	-
Robinson Ranch Road Pavement Re	-	-	-	-	-	240,000
Melinda Heights Flashing Beacon	7,625	-	-	-	-	-
Antonio/Tijeras Creek Storm Drain	30,292	-	-	-	-	-
Antonio Pkwy. Signal & Equipment L	-	-	-	-	-	23,000
TOTAL GAS TAX FUND	<u>1,194,249</u>	<u>613,542</u>	<u>640,358</u>	<u>1,520,273</u>	<u>1,541,329</u>	<u>1,840,889</u>

Fund Expense Summary
MEASURE M FUND

	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
MEASURE M						
Transfers to General Fund						
Public Works	-	142,479	-	-	-	-
Street Maintenance	-	383,464	284,363	471,357	469,770	477,857
Transfers to Capital Projects Fund						
Melinda Road/ Los Alisos Slurry	-	-	160,605	-	-	-
Residential Overlay	-	-	86,602	300,000	210,000	284,000
Residential Overlay/Phase 2	-	-	179,000		-	-
Rehabilitation of Arterials	1,320	-	-	-	-	-
Melinda Road/Altisima	-	-	88,156	-	-	-
Antonio Pkwy Pavement Rehab	-	-	4,993	-	-	-
Antonio/ Via Honesto to Coto de Caza	-	25,648	-	-	-	-
SM Pkwy Pavement Rehabilitation	-	-	-	137,000	40,000	101,000
Reclaimed Water Connection Plano Median	-	-	22,800	-	-	-
Intersection Improvement (Empresa)	24,031	-	19,294	-	-	-
Traffic Signal Synchronization	5,342	-	-	-	-	-
Critical Intersection Analysis	2,747	-	-	-	-	-
Traffic Signal Battery Backup System	-	-	4,927	-	71,400	-
SMP Bridge Joint Replacement	344,829	-	-	-	-	-
SMP Bridge Hinge Study	-	1,470	-	-	-	-
El Corazon Sidewalk Repair	-	-	-	-	-	-
Sidewalk Repair	-	4,840	-	32,000	31,676	34,000
Mid block Crosswalk Improvement	28	-	-	-	-	-
Robinson Ranch Traffic Calming	30,303	51,162	-	-	-	-
Camino Altozano T.S.	132,296	-	-	-	-	-
Antonia/Tijeras Creek Storm Drain	-	6,734	-	-	-	-
Melinda Road Median Improvements	-	-	-	-	-	10,000
Buena Suerte/ La Miranda Median Improvemei	-	-	-	-	-	10,000
TOTAL MEASURE M FUND	540,896	615,797	850,740	940,357	822,846	916,857

Fund Expense Summary
AIR QUALITY IMPROVEMENT

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to Capital Projects Fund						
Traffic Signal Synchronization	-	13,759	92,134	-	-	-
Laurel/Via Ricardo Sidewalk	-	-	299	-	-	-
Crosswalk Bulb-Out Upgrade Project	-	-	-	23,000	22,436	-
Bus Stop Improvements	119,866	-	-	-	-	-
Measure M2 Proj V Bus/ Shuttle Srv	-	-	-	6,000	6	-
Robinson Ranch Improvement Program	-	-	-	35,000	17,384	69,000
Circulation Element Update	-	-	-	-	-	75,000
			-			
TOTAL AIR QUALITY IMPROVEMENT	119,866	13,759	92,433	64,000	39,826	144,000

Fund Expense Summary
CA LAW ENFORCEMENT EQUIP.

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13
				AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
CA LAW ENFORCEMENT EQUIP.						
Police Tech. Equipment	-	-	-	-	-	-
TOTAL CA LAW ENFORCE. EQUIPT.	-	-	-	-	-	-

Fund Expense Summary
TRAFFIC CONGESTION RELIEF

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
TRAFFIC CONGESTION RELIEF						
Transfers to General Fund						
Public Works	-	-	139,684	169,556	-	-
Street Maintenance	-	-	200,000	-	-	-
Transfers to Capital Projects Fund						
Slurry Seal Program	-	2,310	174,000	-	-	-
Melinda Rd. Slurry Seal	-	3,825	-	-	-	-
Residential Overlay	-	15,954	303,041	-	-	-
Sidewalk Repairs	-	-	6,393	-	-	-
Antonio/ Tijeras Creek Storm Drain	-	-	34,499	-	-	-
TOTAL TRAFFIC CONGESTION RELIEF	-	22,089	857,617	169,556	-	-

Fund Expense Summary
SUPPLEMENTAL LAW ENFORCEMENT

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	119,778	134,156	133,512	65,133	58,923	125,349
TOTAL SUPPLEMENTAL LAW	<u>119,778</u>	<u>134,156</u>	<u>133,512</u>	<u>65,133</u>	<u>58,923</u>	<u>125,349</u>

Fund Expense Summary
CAPITAL PROJECTS

	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----	YEAR END	FY 2012/13
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATE	ADOPTED BUDGET
<u>CAPITAL PROJECTS FUND</u>						
Transfer to General Fund	200,000	500,000	500,000	-	-	-
Transfer to Gas Tax Fund	-	42,293	7,626	-	-	-
Transfer to Measure M Fund	-	-	-	-	-	-
Transfer to Air Quality Improve. Fund	-	-	-	-	-	-
Slurry Seal Program	-	2,310	342,691	275,000	308,000	277,000
Melinda Road/ Los Alisos Slurry	-	3,825	160,605	-	-	-
Antonio Pkwy Slurry Seal	-	-	5,220	-	-	-
Residential Overlay	1,320	15,954	684,790	300,000	210,000	500,000
Lindsay/Cozy Glen Pavement Rehabilitation	-	-	-	-	-	100,000
Robinson Ranch Road Pavement Rehabilita	-	-	-	-	-	240,000
Antonio Overlay Design	-	450	-	-	-	-
Alicia Parkway Rehabilitation	27,956	289,366	8,551	-	-	-
Melinda Road/Altisima	42,293	36,195	546,599	-	-	-
Robinson Ranch Pavment Plano/N.Peak	-	20,430	182,336	-	-	-
Antonio Pkwy Pavement Rehabilitation	-	25,648	4,993	435,000	325,000	-
SMP/ De Las Flores Widening	-	-	16,024	-	-	-
Coto de Caza/La Promesa Pavement Rehat	-	-	-	31,000	16,000	15,000
SM Pkwy Pavement Rehabilitation	-	-	-	137,000	40,000	560,000
Reclaimed Water Connect Plano Median	-	-	22,800	-	-	-
Melinda Road Median Improvements	-	-	-	-	-	10,000
Buena Suerte/La Miranda Meidan Improvem	-	-	-	-	-	10,000
Intersection Improvement (Empresa)	24,031	52,043	177,371	-	-	-
Traffic Signal Synchronization	5,342	16,189	192,134	-	-	-
Circulation Element Update	-	-	-	-	-	75,000
SMP Signal & Equipment Upgrade	-	-	-	-	-	230,000
Antonio Pkwy. Signal & Equipment Upgrade	-	-	-	-	-	113,000
Critical Intersection Analysis	2,747	-	-	-	-	-
Traffic Signal Battery Backup System	-	-	4,927	157,000	227,958	-
Reflective SNS Conversion	-	3,060	82,149	-	-	-
SMP Bridge Joint Replacement	344,829	-	-	-	-	-
SMP Bridge Lighting/Rail System	195,312	-	-	-	-	-
SMP Bridge Hinge Repair	-	1,470	6,680	116,000	85	127,000
Street Maintenance - Sidewalk Repair	-	4,840	6,393	32,000	31,676	34,000
Laurel/Via Ricardo Sidewalk Repair	-	56,361	1,535	-	-	-
Robinson Ranch Access Ramps	-	66,754	-	-	-	-
Crosswalk Bulb-Out Upgrade Project	-	-	46,793	195,000	194,436	-
Alas De Paz Sidewalk Repair	-	-	-	29,000	383	-
Alma Aldea Bulbout Installation	-	-	-	-	-	40,000
Bus Stop Improvements	477,386	125	-	-	-	-
Measure M2 Project V Bus/ Shuttle Srv.	-	-	-	33,000	6	-
Go Local Study (OCTA)	35,333	-	-	-	-	-
Building Improvements	-	-	-	15,000	30,000	-
City Hall IT/Server Room Fire Suppression S	-	-	-	-	-	45,000
Chiquita Ridge Open Space Assessment	-	-	9,230	375,000	15,542	375,000
Chiquita Ridge Habitat Restoration	-	-	-	15,000	-	15,000
Robinson Ranch Sidewalk	-	700	-	-	-	-
Camino Altozano T.S.	132,296	-	-	-	-	-
Midblock Crosswalk Improvements	27	-	-	-	-	-
Robinson Ranch Traffic Calming	30,303	51,162	-	346,000	17,384	380,000
Melinda Heights Flashing Beacon	7,626	58,755	-	-	-	-
SMP/Antonio Video Surveillance	90	-	-	-	-	-
Emergency Vehicle Pre-Emption	10,175	175,087	-	-	-	-
Emergency Vehicle Pre-Emption/Phase 2	-	-	12,230	-	-	-
Trabuco Highlands Geotechnical Investigatic	-	-	-	35,000	32,913	-
Skate Park	14,046	-	-	-	-	-
Sm Dog Park Improvements	1,088	-	-	-	-	-
Antonio/Tijeras Creek Storm Drain	30,292	6,734	34,499	-	-	-
TOTAL CAPITAL PROJECTS FUND	1,582,492	1,429,751	3,056,176	2,526,000	1,449,383	3,146,000

Fund Expense Summary
RSM NONPROFIT CAPITAL PROJECTS

DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<u>RSMNP CAPITAL PROJECTS FUND</u>						
Community Center/City Hall Design	-	-	-	-	-	-
Community Center/City Hall Construct.	-	-	-	-	-	-
TOTAL RSMNP CAPITAL PROJECTS	-	-	-	-	-	-



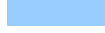

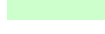




Fund Expense Summary
RSM NONPROFIT DEBT SERVICE

DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
<u>RSMNP DEBT SERVICE FUND</u>						
Debt Service Payment	842,385	842,760	837,523	836,260	836,260	833,860
TOTAL RSMNP DEBT SERVICE	<u>842,385</u>	<u>842,760</u>	<u>837,523</u>	<u>836,260</u>	<u>836,260</u>	<u>833,860</u>

SCHEDULE OF INTERFUND TRANSFERS

		-----FY 2011/12-----					FY 2012/13
FUND		FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
OPERATING TRANSFERS IN:							
100	Transfer from Gas Tax Fund	805,983	336,893	341,363	351,353	552,671	502,149
100	Transfer from Measure M Fund		525,943	284,363	471,357	469,770	477,857
100	Transfer from Air Quality Fund	-	-	-	-	-	-
100	Transfer from Traffic Congestion Fund	-	-	339,684	169,556	-	-
100	Transfer from Capital Project Fund	200,000	500,000	500,000	-	-	-
210	Transfer from Capital Project Fund	-	42,293	7,626	-	-	-
212	Transfer from Capital Project Fund	-	-	-	-	-	-
214	Transfer from Capital Project Fund	-	-	-	-	-	-
410	Transfer from General Fund	-	-	-	-	-	-
410	Transfer from Gas Tax Fund	125,789	1,275	20,451	852,000	716,558	1,022,000
410	Transfer from Measure M Fund	540,896	89,854	566,377	469,000	353,076	439,000
410	Transfer from Air Quality Fund	119,866	13,759	92,433	64,000	39,826	144,000
410	Transfer from Traffic Congestion Fund	-	22,089	517,933	-	-	-
410	Transfer from Local Park Trust Fund	-	-	-	-	-	-
500	Transfer from General Fund	800,090	829,115	825,581	836,260	836,260	833,860
TOTAL		2,592,624	2,361,221	3,495,811	3,213,526	2,968,161	3,418,866
OPERATING TRANSFERS OUT:							
100	Transfer to Capital Projects Fund	-	-	-	-	-	-
100	Transfer to RSMNP Debt Service Fund	800,090	829,115	825,581	836,260	836,260	833,860
210	Transfer to General Fund	805,983	336,893	341,363	351,353	552,671	502,149
210	Transfer to Capital Projects Fund	125,789	1,275	20,451	852,000	716,558	1,022,000
212	Transfer to General Fund	-	525,943	284,363	471,357	469,770	477,857
212	Transfer to Capital Projects Fund	540,896	89,854	566,377	469,000	353,076	439,000
214	Transfer to General Fund	-	-	-	-	-	-
214	Transfer to Capital Projects Fund	119,866	13,759	92,433	64,000	39,826	144,000
218	Transfer to General Fund	-	-	339,684	169,556	-	-
218	Transfer to Capital Projects Fund	-	22,089	517,933	-	-	-
410	Transfer to General Fund	200,000	500,000	500,000	-	-	-
410	Transfer to Gas Tax Fund	-	42,293	7,626	-	-	-
410	Transfer to Measure M Fund	-	-	-	-	-	-
410	Transfer to Air Quality Fund	-	-	-	-	-	-
TOTAL		2,592,624	2,361,221	3,495,811	3,213,526	2,968,161	3,418,866

SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

		FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
		ACTUAL	ACTUAL	ACTUAL	AMENDED	YEAR-END	ADOPTED
					BUDGET	ACTUALS	BUDGET
GENERAL FUND							
	SALARIES AND BENEFITS	2,820,473	2,809,535	2,788,846	2,906,168	2,591,810	2,729,707
	% of total	15%	18%	19%	19%	17%	18%
	LAW ENFORCEMENT CONTRACT	7,414,672	7,185,717	6,879,630	6,936,802	6,936,802	7,118,811
	% of total	39%	47%	46%	45%	46%	47%
	PROFESSIONAL SERVICES	2,035,683	1,643,161	1,628,831	1,773,048	1,795,518	1,577,239
	% of total	11%	11%	11%	11%	12%	10%
	OTHER CONTRACT SERVICES	1,398,504	1,193,975	1,416,631	1,351,576	1,233,346	1,316,600
	% of total	7%	8%	9%	9%	8%	9%
	OTHER SUPPLIES AND SERVICES	1,848,747	1,531,579	1,359,353	1,529,590	1,524,712	1,496,056
	% of total	10%	10%	9%	10%	10%	10%
	CAPITAL EXPENDITURES	2,670,373	216,179	163,575	168,713	166,585	176,882
	% of total	14%	1%	1%	1%	1%	1%
	DEBT SERVICE	800,090	829,115	825,581	836,260	836,260	833,860
	% of total	4%	5%	5%	5%	6%	5%
	MITIGATION	-	-	-	-	-	-
	% of total	0%	0%	0%	0%	0%	0%
	TRANSFERS/ ALLOCATIONS	-	-	-	-	-	-
	% of total	0%	0%	0%	0%	0%	0%
Subtotal General Fund Expenditures		18,988,542	15,409,261	15,062,447	15,502,157	15,085,033	15,249,155
		100%	100%	100%	100%	100%	100%
SPECIAL FUNDS							
SLESF FUND Police Services		119,778	134,156	133,512	65,133	58,923	125,349
GAS TAX FUND Street Lighting		262,477	275,374	278,543	316,920	272,100	316,740
Subtotal Special Funds Expenditures		382,255	409,530	412,055	382,053	331,023	442,089
TOTAL OPERATING EXPENDITURES		19,370,797	15,818,791	15,474,502	15,884,210	15,416,056	15,691,244

SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	294,918	183,480	136,440	157,046	142,598	168,296
120	City Manager	499,926	524,503	432,438	422,797	382,839	353,153
140	City Attorney	495,561	440,755	375,866	470,840	470,840	363,840
160	City Clerk	389,124	327,611	346,678	345,708	321,321	385,963
	Subtotal	1,679,529	1,476,349	1,291,422	1,396,391	1,317,598	1,271,252
ADMINISTRATIVE SERVICES							
170	Non-departmental	4,014,131	1,463,601	1,476,247	1,504,973	1,505,347	1,520,883
210	Finance	538,022	514,293	480,192	529,445	511,717	521,973
220	HR / Risk Management	357,802	381,847	368,910	411,758	389,023	364,689
320	Animal Control	65,826	47,036	45,857	54,000	40,000	40,000
710	Community Services	464,999	274,935	188,429	197,750	187,321	224,564
711	BTRCC	815,984	870,297	797,822	843,824	825,526	829,885
	Subtotal	6,256,764	3,552,009	3,357,457	3,541,750	3,458,934	3,501,994
POLICE SERVICES							
310	Police Services	7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,614,156
	Subtotal	7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,614,156
DEVELOPMENT SERVICES							
410	Planning	868,378	869,030	903,421	989,232	788,106	787,339
510	Building & Safety	191,319	197,288	238,824	200,400	221,642	193,764
	Subtotal	1,059,697	1,066,318	1,142,245	1,189,632	1,009,748	981,103
PUBLIC WORKS							
610	Public Works	1,187,659	844,228	1,040,355	992,616	929,873	964,293
620	Street Maintenance	970,601	816,404	921,773	918,757	912,867	916,357
	Subtotal	2,158,260	1,660,632	1,962,128	1,911,373	1,842,740	1,880,650
Total General Fund Expenditures		18,988,542	15,409,261	15,062,447	15,502,157	15,085,033	15,249,155
SPECIAL FUNDS							
310	SLESF Police Services	119,778	134,156	133,512	65,133	58,923	125,349
630	GAS TAX FUND Street Lighting	262,477	275,374	278,543	316,920	272,100	316,740
Total Special Funds Operating Expenditure		382,255	409,530	412,055	382,053	331,023	442,089
TOTAL OPERATING EXPENDITURES		19,370,797	15,818,791	15,474,502	15,884,210	15,416,056	15,691,244



GENERAL GOVERNMENT



City of Rancho Santa Margarita, California

General Government

		FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ACTUALS	ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	294,918	183,480	136,440	157,046	142,598	168,296
120	City Manager	499,926	524,503	432,438	422,797	382,839	353,153
140	City Attorney	495,561	440,755	375,866	470,840	470,840	363,840
160	City Clerk	389,124	327,611	346,678	345,708	321,321	385,963
TOTAL EXPENDITURES		1,679,529	1,476,349	1,291,422	1,396,391	1,317,598	1,271,252



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 2011-12

1. Provided direction to the City Manager and City staff on all policy matters that affect Rancho Santa Margarita.
2. Defined and provided ongoing leadership in the development of a focused economic development strategy (program) consistent with the General Plan resulting in a request for proposals for new Economic Development Program management services.
3. Provided direction to staff in on-going support to the City's adopted 2nd Battalion, 5th Marines and participated in events, both in the City and at Camp Pendleton.
4. 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 in conjunction with the RSM Chamber of Commerce (previously the RSM Business Alliance).
5. Joined and participated in the Association of California Cities – Orange County.
6. Provided on-going direction to staff during the current fiscal environment through the budget review and development processes.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Collaborate with the new City Manager in developing short and long term mutual goals for administration of City operations.
2. Review and provide direction to staff for the implementation of the Economic Development Program.
3. Review results and recommendations of resident satisfaction survey and provide staff with direction for implementation strategies.
4. Maintain on-going connection and support to the City's adopted 2nd Battalion, 5th Marines.
5. Focus on local priorities while maintaining support and commitment to other Orange County agencies and organizations.
6. Provide guidance and direction in all policy matters concerning the Chiquita Ridge Open Space assessment process.
7. Provide focus and guidance to City Manager and staff in developing opportunities to increase and improve the community's access, participation and interaction with their city government.

Department Expense Summary
City Council Fund 100, Division 110

DIVISION	ACCT	DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----	YEAR-END	FY 2012/13
	NUMBER		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	ACTUALS	ADOPTED BUDGET
<u>CITY COUNCIL</u>								
EXPENDITURES								
PERSONNEL								
	511.000	Salaries - Elected	27,810	29,664	27,115	27,810	27,810	27,810
	521.000	Medicare	403	430	393	403	922	403
	522.000	Retirement	3,448	3,678	3,304	3,448	2,758	3,448
	530.000	Benefits	79,954	78,663	72,773	79,260	63,483	79,260
TOTAL PERSONNEL			111,615	112,435	103,585	110,921	94,973	110,921
OPERATIONS								
	610.000	Membership & Dues	26,769	26,363	5,438	10,875	10,875	10,875
	612.000	Travel/Conf/Meetings	7,851	1,634	1,419	1,500	1,500	1,500
	618.000	Council Support	22,464	8,386	2,114	2,500	2,500	2,500
	622.010	Special Dept. Expense	-	-	-	-	-	-
	670.000	Community Support	90,200	13,950	-	-	1,500	-
		Subtotal	147,284	50,333	8,971	14,875	16,375	14,875
	700.028	PS - Public Relations	36,019	20,712	23,884	31,250	31,250	42,500
TOTAL OPERATIONS			183,303	71,045	32,855	46,125	47,625	57,375
TOTAL EXPENDITURES			294,918	183,480	136,440	157,046	142,598	168,296
FUNDING SOURCES								
	100	General Fund	294,918	183,480	136,440	157,046	142,598	168,296
TOTAL FUNDING SOURCES			294,918	183,480	136,440	157,046	142,598	168,296

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 2011-12

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 2nd Battalion, 5th 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 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.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Continue to represent the City's interests in local, regional, and statewide issues.
2. Continue providing staff support to the City's adopted 2nd Battalion, 5th Marines.
3. Provide significant leadership on the multitude of key capital improvement projects (CIP) scheduled for Fiscal Year 2012-13.
4. Develop key relationships with community organizations such as the RSM Chamber of Commerce and Community Associations of Rancho (CAR), and participate to the greatest extent possible.
5. Collaborate with the City Council to develop short and long term goals for the administration of City operations.
6. Develop new pertinent City Council Policies and focus the staff on updating and developing the Administrative Regulations manual.
7. Develop and foster collaborative and productive relationships with staff in achieving individual, department, and overarching City goals and objectives.

Department Expense Summary
City Manager Fund 100, Division 120

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	AMENDED BUDGET	-----FY 2011/12----- YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
<u>CITY MANAGER</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	367,396	397,177	326,327	304,764	224,783	273,336
	515.000	Temporary Personnel	-	-	-	-	-	-
	521.000	Medicare	6,222	5,735	4,715	4,419	3,264	3,850
	522.000	Retirement	70,491	81,328	68,061	72,747	46,987	35,080
	523.000	Unemployment Insurance	-	938	868	868	868	868
	530.000	Benefits	21,995	29,219	24,807	31,704	23,777	31,704
TOTAL PERSONNEL (2 FTE)			466,104	514,397	424,778	414,502	299,679	344,838
OPERATIONS								
	610.000	Membership & Dues	2,661	5,979	6,417	6,465	5,932	6,465
	611.000	Training	-	-	-	-	-	-
	612.000	Travel/Conf/Meetings	3,331	3,971	1,088	1,330	1,330	1,350
	615.000	CM Discretionary Account	763	-	-	-	-	-
	626.000	Books & Periodicals	572	156	155	500	500	500
		Subtotal	7,327	10,106	7,660	8,295	7,762	8,315
	700.001	Professional Services	26,495	-	-	-	75,398	-
TOTAL OPERATIONS			33,822	10,106	7,660	8,295	83,160	8,315
TOTAL EXPENDITURES			499,926	524,503	432,438	422,797	382,839	353,153
FUNDING SOURCES								
	100	General Fund	499,926	524,503	432,438	422,797	382,839	353,153
TOTAL FUNDING SOURCES			499,926	524,503	432,438	422,797	382,839	353,153

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 2011-12

1. Assisted City staff in the procurement and preparation of a proposed professional services agreement with RBF for Chiquita Ridge feasibility study.
2. Assisted City staff in preparation of zoning text amendments to implement updated Housing Element.
3. Assisted City staff in connection with the investigation and inspection of the Civic Center buildings due to storm-related water intrusion and coordination with City's retained building experts.
4. Assisted City staff with the research and preparation of ordinances and resolutions expanding the role of the Planning Commission to include review of transportation and traffic related matters and reconstitution of the Traffic Review Panel.
5. Researched and prepared legal opinion regarding continue use of E-Verify and implemented contractual provisions regarding same.
6. Assisted staff in the preparation of planning approvals and land use entitlements regarding the RSM Townhomes development project.
7. Reviewed and evaluated need for updated CEQA Guidelines.
8. Researched and drafted multiple updated Public Works professional service agreements.
9. Researched and prepared legal opinion regarding Council Member vacancy and legally authorized leave of absence for military duty and Council options regarding same.
10. Assisted City staff with research and preparation of an amendment to the CR&R Franchise Agreement.
11. Researched State law and prepared legal opinion regarding Very High Fire Hazard Severity Zone Law and City options regarding same.
12. Researched and prepared legal opinion regarding AB 1028 (CalPERS retirees).
13. Researched and drafted Interim Urgency Ordinance – medical marijuana dispensaries.
14. Assisted City staff with the city manager recruitment process and prepared new city manager employment contract.
15. Drafted proposed purchase and sale agreement for conveyance of City-owned open space remnant parcel to In-N-Out Burger.
16. Researched and drafted advisory memo regarding recent changes in State FPPC gift regulations.
17. Assisted City Clerk with the processing of two pending resident-initiated ballot initiative measures.

Department Expense Summary
City Attorney Fund 100, Division 140

DIVISION	ACCT	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
	NUMBER					AMENDED BUDGET	YEAR-END ACTUALS	
<u>CITY ATTORNEY</u>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.003	Professional Services	394,433	421,028	368,309	350,000	350,000	350,000
	700.032	PS - Special Counsel	101,128	19,727	7,557	18,840	18,840	13,840
	700.039	PS - Building Expert	-	-	-	102,000	102,000	-
<i>TOTAL OPERATIONS</i>			<u>495,561</u>	<u>440,755</u>	<u>375,866</u>	<u>470,840</u>	<u>470,840</u>	<u>363,840</u>
<i>TOTAL EXPENDITURES</i>			<u>495,561</u>	<u>440,755</u>	<u>375,866</u>	<u>470,840</u>	<u>470,840</u>	<u>363,840</u>
<i>FUNDING SOURCES</i>								
	100	General Fund	<u>495,561</u>	<u>440,755</u>	<u>375,866</u>	<u>470,840</u>	<u>470,840</u>	<u>363,840</u>
<i>TOTAL FUNDING SOURCES</i>			<u>495,561</u>	<u>440,755</u>	<u>375,866</u>	<u>470,840</u>	<u>470,840</u>	<u>363,840</u>

City Manager's Department **CITY CLERK**

DESCRIPTION

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 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 serves as the City's Public Information Officer and manages communication efforts on behalf of the City.

ACCOMPLISHMENTS: FISCAL YEAR 2011-12

1. Assisted the public and media with interpretation of the City Council's decisions and policies. Managed website news information and facilitated expanded coverage of website enhancements related to Bell Tower Regional Community Center rental opportunities. Continued public relations focus by preparing press releases, speaker notes and comments.
2. Enhanced open government and transparency by the implementation of the audio streaming project including the E-Comment program. Provided "live" audio of all regular City Council and Planning Commission meetings.
3. Managed the social media program, including a social media policy that expanded the use of social media for public outreach by incorporating Twitter, Flickr and YouTube in the City's Strategic Communications Plan.
4. Conducted an audit and inventory of 4,500 building permit files.
5. 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.
6. Processed and retained the required Fair Political Practices Commission filings.
7. Coordinated, managed, published, distributed and linked to the City's website, 40 agenda packets (regular, adjourned regular [study sessions], special and non-profit corporation meetings). Completed and submitted 40 sets of minutes for City Council approval and maintained the official records of City Council and the City of Rancho Santa Margarita Non-Profit Corporation meetings.
8. Provided customer service through responses and tracking of over 200 public information requests; coordinated 10 City Hall tours; and provided notarial services.
9. Managed the Student Recognition Program.
10. Provided administrative support to the City Council.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Continue the review and analysis of a City-wide Records Management Program including a review and update of the City's document destruction program.
2. Conduct analysis of the City's Conflict of Interest Code in partnership with the FPPC to ensure accurate disclosure parameters.
3. Implement an iPad program to realize hard cost savings and reallocation of staff resources.
4. Partner with Cox Communications and the Registrar of Voters on a public service announcement related to voter outreach.
5. Update City's Strategic Communications Plan.

Department Expense Summary
City Clerk Fund 100, Division 160

DIVISION	ACCT	DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----	YEAR-END	FY 2012/13
	NUMBER		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	ACTUALS	ADOPTED BUDGET
<u>CITY CLERK</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	184,285	196,165	200,867	214,442	199,628	200,606
	521.000	Medicare	3,775	2,837	2,909	3,109	2,894	2,909
	522.000	Retirement	36,375	41,254	43,204	52,532	48,965	50,363
	523.000	Unemployment Insurance	-	939	1,302	1,302	1,434	1,302
	530.000	Benefits	31,398	31,827	31,868	31,704	32,078	31,704
TOTAL PERSONNEL (2.8 FTE)			255,833	273,022	280,150	303,089	284,999	286,884
OPERATIONS								
	610.000	Membership & Dues	1,040	665	465	615	615	665
	611.000	Training	80	-	-	140	140	-
	612.000	Travel/Conf/Meetings	1,152	1,485	-	1,400	1,400	250
	622.010	Special Dept. Expense	2,430	2,293	3,308	2,500	2,500	2,150
	622.011	Codification Supplements	994	4,013	5,465	6,000	5,255	6,000
	623.001	Mapping/Reproduction	14,248	5,344	-	8,500	8,500	4,000
	624.000	Legal Notices	12,674	8,237	13,388	12,000	6,882	10,000
	626.000	Books & Periodicals	2,662	2,908	2,768	2,500	2,500	4,000
	646.000	Maintenance & Repair	3,233	-	1,489	2,964	2,530	4,014
		Subtotal	38,513	24,945	26,883	36,619	30,322	31,079
	700.001	Professional Services	59,833	28,574	10,947	4,500	4,500	17,500
	700.002	Elections	32,774	579	28,207	1,500	1,500	50,000
	700.029	Election Language Assist.	2,171	491	491	-	-	500
		Subtotal	94,778	29,644	39,645	6,000	6,000	68,000
TOTAL OPERATIONS			133,291	54,589	66,528	42,619	36,322	99,079
TOTAL EXPENDITURES			389,124	327,611	346,678	345,708	321,321	385,963
FUNDING SOURCES								
	100	General Fund	389,124	327,611	346,678	345,708	321,321	385,963
TOTAL FUNDING SOURCES			389,124	327,611	346,678	345,708	321,321	385,963

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ADMINISTRATIVE

SERVICES



City of Rancho Santa Margarita, California

Administrative Services

		FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
		ACTUAL	ACTUAL	ACTUAL	AMENDED	YEAR-END	ADOPTED
					BUDGET	ACTUALS	BUDGET
<i>ADMINISTRATIVE SERVICES</i>							
170	Non-departmental	4,014,131	1,463,601	1,476,247	1,504,973	1,505,347	1,520,883
210	Finance	538,022	514,293	480,192	529,445	511,717	521,973
220	HR / Risk Management	357,802	381,847	368,910	411,758	389,023	364,689
320	Animal Control	65,826	47,036	45,857	54,000	40,000	40,000
710	Community Services	464,999	274,935	188,429	197,750	187,321	224,564
711	BTRCC	815,984	870,297	797,822	843,824	825,526	829,885
<i>TOTAL EXPENDITURES</i>		<u>6,256,764</u>	<u>3,552,009</u>	<u>3,357,457</u>	<u>3,541,750</u>	<u>3,458,934</u>	<u>3,501,994</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 Bell Tower Regional Community Center (BTRCC) facilities; information technology equipment, software and the City website.

ACCOMPLISHMENTS: FISCAL YEAR 2011-12

1. Upgraded the City website CFD (Mello-Roos) information search tool.
2. Reviewed mitigation payments agreements and payments schedule.
3. Purchased replacement workstation hardware and software, as needed.
4. Conducted a Citizen Satisfaction Survey.
5. Upgraded BTRCC Technology Lab hardware and software, including installation of eighteen donated iMac's, and six PC workstations.
6. Updated the City's website with current information pertaining to CFDs, sales tax updates, special taxes, Investment Policy, Operating Budgets and CAFRs.
7. Provided Wi-Fi access for City staff and public use at City Hall and the BTRCC.
8. Resumed development of BTRCC financial operations revenue cost analysis and facility use decision-based model.
9. Monitored appeal of sales tax allocations by various businesses and agencies statewide.
10. Conducted incident coordination and response training exercises with Orange County.
11. Filed SB 90 reimbursement claims to qualify to receive over \$250,000 due from the State.
12. Implemented updated Reserves Policy terminology per new GASB accounting standards.
13. Updated the City's Strategic Technology Guidelines for Fiscal Years 2012 through 2015.
14. Extended the City's IT-provider professional service agreement for two additional years.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Collaborate with the new City Manager in defining/refining Divisional goals and duties.
2. Implement iPad-based City Council agenda distribution and usage platform.
3. Update the City's internet and technology use policies and procedures to address usage of iPads and other current technology devices.
4. Continue staff training relating to the City's Emergency Operations Plan.
5. Update fund balance allocation model based on Reserve Policy review.
6. Assist continuing review of BTRCC service agreements and procedures.
7. Implement professional services agreement origination, coordination, and tracking procedures.
8. Continue to develop BTRCC operations revenue cost analysis and facility use decision-based model.
9. Conduct procurement process for City copier lease and service agreement for equipment replacement and cost savings.
10. Continue sales tax appeal litigation monitoring.
11. Implement forensic analysis software utility for financial data review.
12. Conduct comprehensive 5-year review and update of General Fund Reserves Policy.

Department Expense Summary
Non-Departmental Fund 100, Division 170

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ACTUALS	
<u>NON-DEPARTMENTAL</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	-	-	19,221	26,706	22,757	36,150
	521.000	Medicare	-	-	273	387	327	524
	522.000	Retirement	-	-	2,287	3,689	3,018	4,342
	523.000	Unemployment Insurance	-	-	475	542	531	976
	526.000	FICA Cost	-	-	479	-	331	-
	530.000	Benefits	2,279	2,068	7,608	6,483	7,605	7,851
TOTAL PERSONNEL (.98 FTE)			2,279	2,068	30,343	37,807	34,569	49,843
OPERATIONS								
	622.000	Office Supplies	47,847	27,208	25,123	40,800	40,800	40,000
	625.000	Postage	6,789	11,942	10,789	12,685	9,605	12,030
	627.000	EOC Supplies/Training	4,334	8,278	12,521	10,000	10,000	10,000
	636.001	Utilities-Telephone	22,199	21,149	22,596	22,830	22,373	23,718
	640.001	City Hall Elect/Water	63,844	59,784	58,341	70,130	57,433	67,200
	640.002	City Hall Facility Maint.	88,144	70,142	62,395	46,725	60,000	68,243
	640.005	Bell Tower Maintenance	18,504	1,119	-	15,000	15,000	10,000
	642.000	Equipment Leases	29,698	39,162	38,040	38,282	36,278	38,350
	646.000	Equipment Maintenance	627	3,397	378	200	200	200
	663.000	Property Tax Admin. Costs	62,151	55,136	67,892	65,000	65,000	65,000
	664.000	LAFCO Reforms (AB 2838)	6,159	10,996	5,961	6,850	5,947	6,850
	670.001	2/5 Adoption Committee	400	-	-	-	-	-
	690.000	Insurance	564	722	738	1,261	702	1,261
		Subtotal	351,260	309,035	304,774	329,763	323,338	342,852
	640.003	City Hall Facility Mgmt.	27,360	10,350	14,040	-	-	14,400
	700.001	Prof. Svcs. - Admin.	14,651	5,964	17,375	23,950	33,950	23,950
	700.008	Prof. Svcs. - Computer	108,847	83,825	86,725	94,500	94,500	86,400
	700.017	Prof. Svcs. - Website	14,500	11,083	4,060	8,790	8,790	8,790
	700.022	PS - Financing Costs	1,800	1,800	1,800	1,800	1,800	1,800
	700.024	PS - Emergency Coord.	47,372	48,524	49,415	56,840	56,840	59,463
		Subtotal	187,170	151,196	159,375	185,880	195,880	180,403
TOTAL OPERATIONS			565,790	470,581	478,189	515,643	519,218	537,655
TRANSFERS								
	790.410	Transfer to Cap. Projects	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	-
MITIGATION								
	792.001	Mit. Obligation - Interest	-	-	-	-	-	-
	801.000	Mit. Obligation - Principal	-	-	-	-	-	-
	802.000	Mit. Obligation - Tax Incr.	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	-
DEBT SERVICE								
	790.500	Transfer to RSMNP	800,090	829,115	825,581	836,260	836,260	833,860
CAPITAL OUTLAY								
	832.000	GIS System	-	17,439	17,681	6,415	6,452	6,415
	841.000	City Hall FF&E	-	-	-	-	-	-
	841.001	Comp. Licenses/HW/SW	79,622	144,398	124,453	108,848	108,848	93,110
	841.002	Reserve-comp. replacmnt.	-	-	-	-	-	-
	952.000	Chiquita Ridge - Land	2,566,351	-	-	-	-	-
	990.000	Contingency	(1)	-	-	-	-	-
		Subtotal	2,645,972	161,837	142,134	115,263	115,300	99,525
TOTAL EXPENDITURES			4,014,131	1,463,601	1,476,247	1,504,973	1,505,347	1,520,883
FUNDING SOURCES								
	210	Gas Tax Fund	-	-	-	-	-	-
	100	General Fund	4,014,131	1,463,601	1,476,247	1,504,973	1,505,347	1,520,883
TOTAL FUNDING SOURCES			4,014,131	1,463,601	1,476,247	1,504,973	1,505,347	1,520,883

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 2011-12

1. Continued reimbursement process for available CFD construction project funding.
2. Completed FEMA reimbursement process to recover 2010 storm response costs.
3. Completed Audit Services RFP process resulting in new audit firm selection.
4. Performed procedures to update Mello-Roos tax information on City's website.
5. Prepared a balanced (surplus) budget for FY 2012-13.
6. Completed the FY 2010-11 City-wide audit with no adjustments or deficiencies.
7. Completed AQMD, TDA 4.5, Measure M audits with no findings/questioned costs.
8. Received the GFOA Financial Reporting Certificate of Excellence for 2010-11 CAFR.
9. Prepared a mid-year 2011-12 budget update and General Fund Reserves review.
10. Updated General Fund ten year operating analysis and forecasting model.
11. Updated Special Revenue Funds restricted reserves forecasting model.
12. Participated on countywide pension reform taskforce.
13. Participated on countywide government innovations taskforce.
14. Completed four staff compensation surveys per new state mandate, County Grand Jury request, and other external agencies.
15. Completed Continuing Disclosure Reporting for Community Center COPs.
16. Reviewed/renewed diversified debt service reserve investment in CDARS program.
17. Filed State Controller Reports for Streets and Cities Financial Transactions.
18. Established annual Appropriations Limit.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Analyze Citizens Survey for additional service opportunities for community.
2. Develop balanced budget for Fiscal Year 2013-14.
3. Direct annual City-wide financial statement audit and publish/submit 2011-12 Comprehensive Annual Financial Report (CAFR) to GFOA award program.
4. Sell accumulated Rule 20A credits to highest bidder.
5. Refine software modeling for budget forecasting and long term trends analysis.
6. Review/update the City's Investment Policy annually.
7. Provide financial analysis and support related to development projects.
8. Assist with assessment of Chiquita Ridge open space opportunities.
9. Continue to develop Finance Policies and Procedures Manual.
10. Research diversification of City investments in authorized local government investment pools and financial institution placements.
11. Investigate Teeter Plan status for City property taxes.
12. Investigate reimbursement of traffic signal maintenance costs in County ROW.
13. Culminate CFD construction projects funding reimbursement process.
14. Continue to maintain required certifications and professional training.

Department Expense Summary
Finance Fund 100, Division 210

DIVISION	ACCT	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----	YEAR-END	FY 2012/13
	NUMBER					BUDGET	ACTUALS	ADOPTED BUDGET
<u>FINANCE</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	367,159	374,425	354,227	349,609	367,504	336,203
	515.000	Temporary Personnel	-	-	-	-	-	-
	521.000	Medicare	7,351	5,420	5,136	5,069	5,270	4,863
	522.000	Retirement	63,932	68,735	68,689	85,439	81,763	84,196
	523.000	Unemployment Insurance	-	2,368	1,739	2,170	2,259	2,170
	526.000	FICA Cost	-	-	5	-	21	-
	530.000	Benefits	24,261	18,664	13,688	47,556	13,912	47,556
TOTAL PERSONNEL (3.6 FTE)			462,703	469,612	443,484	489,843	470,729	474,988
OPERATIONS								
	610.000	Membership & Dues	1,675	1,480	1,408	1,514	1,514	1,524
	611.000	Training	1,200	-	85	185	230	485
	612.000	Travel/Conf/Meetings	334	418	502	503	734	557
	622.010	Special Dept. Expense	19,670	7,220	3,508	4,560	4,560	4,570
	626.000	Books & Periodicals	595	827	1,059	1,059	1,059	1,059
	646.000	Maintenance & Repair	-	-	-	-	37	-
		Subtotal	23,474	9,945	6,562	7,821	8,134	8,195
	700.004	Professional Services	51,845	34,736	30,146	31,781	32,854	38,790
TOTAL OPERATIONS			75,319	44,681	36,708	39,602	40,988	46,985
CAPITAL OUTLAY								
	831.000	Computers - H/W	-	-	-	-	-	-
	832.000	Computers - S/W	-	-	-	-	-	-
			-	-	-	-	-	-
TOTAL EXPENDITURES			538,022	514,293	480,192	529,445	511,717	521,973
FUNDING SOURCES								
	100	General Fund	538,022	514,293	480,192	529,445	511,717	521,973
TOTAL FUNDING SOURCES			538,022	514,293	480,192	529,445	511,717	521,973

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 2011-12

1. Coordinated the recruitment and selection process for City Manager.
2. Continued coordination of the property insurance claim settlement for damage to City facilities and initial planning phases of building repair.
3. Recruited and hired Principal Engineer.
4. Provided COBRA administration for employees who have left the City.
5. Coordinated the Open Enrollment process for employee benefits.
6. Performed the employee total compensation survey.
7. Participated in training and transitioned to the new MyCalPERS website for employee benefit and retirement administration.
8. Revised the RFP for Chiquita Ridge Project Management Services and continued coordination of RFP selection process.
9. Coordinated a re-certification class for employees on AED use and CPR.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Continue to provide support to the City Manager for Chiquita Ridge Project Management Services feasibility study.
2. Revise the Claims Administration Policy.
3. Complete and implement an Intern Policy and a Volunteer Policy.
4. Continue employee safety, security and workplace training.
5. Revise the Part-Time Staff Employee Handbooks for both City Hall and Bell Tower Regional Community Center.
6. Continue planning and support for repairs to Civic Center buildings.

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

DIVISION	ACCT	DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----	YEAR-END	FY 2012/13
	NUMBER		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	ACTUALS	ADOPTED BUDGET
<u>HUMAN RESOURCES/RISK MANAGEMENT</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	106,090	103,167	104,339	99,456	98,398	99,456
	515.000	Temporary Personnel	-	-	-	1,500	635	-
	521.000	Medicare	1,795	1,496	1,513	1,442	1,427	1,442
	522.000	Retirement	21,390	20,701	21,284	24,364	23,541	24,970
	523.000	Unemployment Insurance	-	308	591	434	704	434
	526.000	FICA Cost	-	-	185	-	87	-
	530.000	Benefits	15,724	11,058	13,605	15,852	15,107	15,852
TOTAL PERSONNEL (1 FTE)			144,999	136,730	141,517	143,048	139,899	142,154
OPERATIONS								
	610.000	Membership & Dues	3,374	3,284	3,284	3,500	3,419	3,525
	611.000	Training	398	385	350	1,500	700	1,500
	612.000	Travel/Conf/Meetings	666	143	-	300	300	3,300
	622.010	Special Dept. Expense	469	552	1,684	1,500	1,500	1,500
	626.000	Books & Periodicals	489	214	220	300	300	300
	640.003	City Hall Facility Mgmt.	-	-	-	14,400	14,400	-
	665.000	Recruitment	2,090	759	152	4,460	4,460	2,160
	690.001	Insurance G/L	100,605	135,192	123,806	120,000	104,053	110,000
	690.002	Insurance W/C	78,189	89,271	82,350	65,000	59,433	64,000
	690.003	Insurance Property	11,807	14,143	13,720	15,000	17,508	16,500
	690.004	Insurance Other	12,131	785	700	3,300	3,300	3,300
	690.005	Insurance SIR	-	-	-	10,000	10,000	10,000
		Subtotal	210,218	244,728	226,266	239,260	219,373	216,085
	700.004	Professional Services	2,585	389	1,127	29,450	29,751	6,450
TOTAL OPERATIONS			212,803	245,117	227,393	268,710	249,124	222,535
TOTAL EXPENDITURES			357,802	381,847	368,910	411,758	389,023	364,689
FUNDING SOURCES								
	100	General Fund	357,802	381,847	368,910	411,758	389,023	364,689
TOTAL FUNDING SOURCES			357,802	381,847	368,910	411,758	389,023	364,689

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 2011-12

1. Hosted 11 low cost vaccination clinics--administering 1362 vaccines and 34 ID chips--for 653 dogs and 64 cats.
2. Assisted issuance of 196 pet licenses at vaccination clinics hosted in RSM.
3. Explored cost sharing opportunities with surrounding communities for enhanced local services.
4. Participated in the Financial Operational/Advisory Board with other contract cities purchasing animal care services.
5. Monitored animal care contract and expected service levels.
6. Reviewed and confirmed contract continuation via Notice of Intent format implementation.
7. Monitored activities in neighboring cities related to animal care services studies and surveys.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Collaborate with the new City Manager in defining/refining Divisional goals and duties.
2. Host low cost vaccine clinics and pet registration at Bell Tower Regional Community Center.
3. Monitor animal care contract and expected service levels.
4. Participate with the City Manager's Office as a member of the Financial/Operational Advisory Board of OC Animal Care.
5. 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.
6. Consider other alternative services delivery options as they may be presented.
7. 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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ACTUALS	
<u>ANIMAL CONTROL</u>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	720.002	Animal Control Contract	65,826	47,036	45,857	54,000	40,000	40,000
<i>TOTAL OPERATIONS</i>			65,826	47,036	45,857	54,000	40,000	40,000
<i>TOTAL EXPENDITURES</i>			65,826	47,036	45,857	54,000	40,000	40,000
<i>FUNDING SOURCES</i>								
	100	General Fund	65,826	47,036	45,857	54,000	40,000	40,000
<i>TOTAL FUNDING SOURCES</i>			65,826	47,036	45,857	54,000	40,000	40,000

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 2011-12

1. Planned and presented the 11th Annual "Celebrating Family & Friends" event and partnered with volunteers, community organizations, and businesses.
2. Partnered with SAMLARC to conduct the 6^h annual City-hosted Summer Concerts.
3. Managed the Senior Mobility Program which provided transportation services for senior residents through the sale of over 600 taxi vouchers.
4. Generated \$9,250 in sponsorships 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 2012-13

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 12th 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 7th 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. Continue quarterly visits to senior housing in the area to educate residents about City programs.

Department Expense Summary
Community Services Fund 100, Division 710

DIVISION	ACCT	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
	NUMBER					AMENDED BUDGET		
<u>COMMUNITY SERVICES</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	93,279	78,478	69,387	64,428	68,071	64,428
	521.000	Medicare	3,493	1,226	1,006	934	928	930
	522.000	Retirement	20,686	13,052	12,676	15,710	15,078	16,100
	523.000	Unemployment Insurance	-	957	477	434	509	434
	530.000	Benefits	21,534	9,164	10,538	15,852	10,075	15,852
TOTAL PERSONNEL (1 FTE)			138,992	102,877	94,084	97,358	94,661	97,744
OPERATIONS								
	611.000	Training	-	659	330	420	420	610
	612.000	Travel/Conf/Meetings	894	(45)	-	100	100	150
	614.000	Newsletter/Class Schedule	77,981	42,477	42,408	46,050	46,050	49,125
	622.010	Special Depart. Expense	1,050	-	-	-	-	-
	643.000	Storage Facility Rental	1,500	-	-	-	-	-
	672.000	Historical Society	2,408	(25)	-	-	-	-
	674.000	Senior Mobility Program	5,078	8,310	8,641	7,917	7,917	10,705
	675.103	BTRCC Admin	(2)	292	-	-	-	-
	675.002	NYE Event	55,362	31,838	23,075	29,805	22,073	31,830
	675.003	5K Fun Run Event	52,765	36,053	-	-	-	-
	675.004	Taste of Rancho	53,026	-	-	-	-	-
	675.005	Summer Concert Series	39,177	32,270	19,891	16,100	16,100	34,400
		Subtotal	289,239	151,829	94,345	100,392	92,660	126,820
	700.028	PS - Public Relations	36,768	20,229	-	-	-	-
		Subtotal	36,768	20,229	-	-	-	-
TOTAL OPERATIONS			326,007	172,058	94,345	100,392	92,660	126,820
TOTAL EXPENDITURES			464,999	274,935	188,429	197,750	187,321	224,564
FUNDING SOURCES								
	100	General Fund	336,814	194,729	-	169,578	152,975	177,741
	100	Senior Mobility Grant	12,699	13,464	-	14,402	14,402	22,823
	100	GF - Com. Svcs. Revenue	115,486	66,742	-	17,000	19,944	24,000
TOTAL FUNDING SOURCES			464,999	274,935	-	200,980	187,321	224,564

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 2011-12

1. Offered recreation class and seasonal camp offerings for children and adults.
2. Facilitated AARP program to prepare 2011 tax returns for over 300 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. Created a marketing piece for potential clientele which provides a visual reminder of the amenities and features of the facility.
7. Created 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.
8. 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.
9. Provided support to Age Well Senior Services daily Congregate Lunch to serve over 4,700 meals; six Twilight Dinners serving approximately 350 meals; and the Meals on Wheels program which delivered over 30,000 meals to homebound seniors in the Rancho Santa Margarita area.
10. Offered 12 vaccination clinics and licensing opportunities to help residents maintain the health of their pets.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

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. Increase the number of free "try it before you buy it" programs.
4. Research and develop new marketing/media strategies for the Bell Tower Regional Community Center facility rentals and recreation programs.
5. Offer monthly vaccination clinics to increase public awareness related to animal welfare and human safety.
6. Determine the best resource for an out-of-school youth program to offer in the Youth Lounge.
7. Develop decision model for optimization of facility rental and program activity offerings.

Department Expense Summary
BTRCC Fund 100, Division 711

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----	-----FY 2011/12-----	FY 2012/13
						AMENDED BUDGET	YEAR-END ACTUALS	ADOPTED BUDGET
<u>BTRCC</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	145,733	233,004	180,110	157,920	177,593	157,920
	515.000	Temporary Personnel	113,134	62,104	66,760	69,195	66,481	71,822
	521.000	Medicare	14,753	4,172	3,561	3,293	3,492	3,318
	522.000	Retirement	16,240	42,729	34,571	42,755	39,278	43,874
	523.000	Unemployment Insurance	-	6,700	4,279	2,930	3,067	2,930
	526.000	FICA Cost	-	-	4,294	-	4,012	-
	530.000	Benefits	-	20,060	22,766	43,593	22,198	43,593
TOTAL PERSONNEL (4.74 FTE)			289,860	368,769	316,341	319,686	316,121	323,457
OPERATIONS								
	640.101	Utilities	53,721	53,677	54,019	63,000	51,792	54,804
	640.102	Maintenance	70,914	72,580	71,367	80,898	80,898	87,552
	640.103	Phones	2,978	4,632	5,990	6,072	6,328	6,480
	675.101	Programs	75,210	123,924	143,355	147,288	147,288	132,384
	675.102	Rental Expenses	16,108	11,988	9,076	16,200	15,120	15,000
	675.103	Admin Expenses	104,182	44,388	27,412	18,680	15,979	18,208
		Subtotal	323,113	311,189	311,219	332,138	317,405	314,428
	700.031	Youth Center	131,608	120,674	98,459	120,000	120,000	120,000
	700.033	Senior Program	71,403	69,665	71,803	72,000	72,000	72,000
	793.002	Contribution to BTF	-	-	-	-	-	-
		Subtotal	203,011	190,339	170,262	192,000	192,000	192,000
TOTAL OPERATIONS			526,124	501,528	481,481	524,138	509,405	506,428
TOTAL EXPENDITURES			815,984	870,297	797,822	843,824	825,526	829,885
FUNDING SOURCES								
	100	General Fund	469,653	496,408	375,836	447,224	427,526	419,945
	100	GF - BTRCC Revenue	346,331	373,889	421,986	396,600	398,000	409,940
TOTAL FUNDING SOURCES			815,984	870,297	797,822	843,824	825,526	829,885

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POLICE SERVICES

POLICE SERVICES



City of Rancho Santa Margarita, California

Police Services

		FY 2008/09	FY 2009/10	FY 2010/11	-----FY 2011/12-----		FY 2012/13
		ACTUAL	ACTUAL	ACTUAL	AMENDED	YEAR-END	ADOPTED
					BUDGET	ACTUALS	BUDGET
<i>POLICE SERVICES</i>							
310	Police Services	7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,614,156
310	Police Services SLESF	119,778	134,156	133,512	65,133	58,923	125,349
<i>TOTAL EXPENDITURES</i>		<u>7,954,070</u>	<u>7,788,109</u>	<u>7,442,707</u>	<u>7,528,144</u>	<u>7,514,936</u>	<u>7,739,505</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 2011-12

1. Negotiated Sergeant Sharing Model providing approximately \$124,000 in annual on-going savings and renegotiated school crossing guard contract providing approximately \$24,000 in annual/on-going savings.
2. Provided law enforcement service level that enabled the City to remain the safest city in California with a population over 20,000.
3. Provided Officer Friendly presentations during City Hall tours; participated in Tip-A-Cop fundraiser community event; provided proof of correction citation sign-offs; and provided vacation safety checks of residents' homes.
4. Continued school related activities including coordination of annual Mayor's meeting with school officials, Lieutenant outreach meetings with school principals, updating school emergency information binders, participation in alcohol education program "Every 15 Minutes" and Team Kids Challenge.
5. Provided security, additional staff, and police assistance at City sponsored events.
6. Continued Traffic Safety programs including DUI checkpoints, roving patrols, and special enforcement requests at schools and neighborhoods.
7. Partnered with Mission Viejo and Lake Forest to share a regional mobile command post trailer for use in critical incidents and special events.
8. Restructured the Deputy shift schedule for maximum coverage and efficiency.
9. Reinstated Bike Patrol as an enforcement tool during the summer months.
10. 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 OCEDO and other disaster planning agency meetings; assisted in updating the City's Emergency Operations Plan and completed the Continuity of Operations Plan.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Expand and develop new crime prevention programs and community outreach activities for residents and businesses.
2. Revitalize the Neighborhood Watch and Business Watch programs.
3. Develop child safety programs available to children, parents, students and schools, and revitalize law enforcement presence in area schools.
4. Respond to traffic enforcement needs and special enforcement requests.
5. Coordinate Emergency Management training and exercises for City staff as well as providing emergency preparedness programs for the community.
6. Provide superior law enforcement services to the residents in the Rancho Santa Margarita community.

Department Expense Summary
Police Services Fund 100, Division 310

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ACTUALS	
<u>POLICE SERVICES</u>								
EXPENDITURES - PERSONNEL								
	512.000	Salaries - Regular	53,044	54,412	52,991	52,788	52,992	52,788
	521.000	Medicare	979	789	769	765	739	765
	522.000	Retirement	10,683	11,451	11,372	12,932	12,484	13,253
	523.000	Unemployment Insurance	-	308	434	434	435	434
	530.000	Benefits	18,254	15,898	15,901	15,852	16,029	15,852
TOTAL PERSONNEL (1 FTE)			82,960	82,858	81,467	82,771	82,679	83,092
OPERATIONS								
	610.000	Membership & Dues	60	90	-	-	-	120
	611.000	Training	819	-	-	400	400	-
	612.000	Travel/Conf/Meetings	917	317	373	150	500	970
	622.010	Special Dept. Expense	12,929	6,601	9,156	11,110	6,491	10,560
	628.000	Uniforms	1,760	1,651	509	460	460	780
	642.000	Radio Maint. Contract	4,753	5,685	6,520	75,576	75,576	7,200
	643.000	Storage Facility Rental	12,000	11,000	-	-	-	-
	646.000	Maintenance-Motorcycles	5,668	8,100	7,096	3,000	8,150	10,000
	646.001	Maintenance-Van	918	156	-	-	-	-
	646.003	Maintenance-Bicycles	-	-	-	-	-	400
	649.000	Fuel - Motorcycles	2,605	2,638	1,598	1,800	4,452	6,000
	649.001	Fuel - Van	264	153	-	-	-	-
	649.002	Fuel - Autos	66,417	77,435	83,575	84,000	110,699	110,400
	670.000	Community Support	8,546	8,466	5,966	5,966	5,966	6,966
		<i>Subtotal</i>	<i>117,656</i>	<i>122,292</i>	<i>114,793</i>	<i>182,462</i>	<i>212,694</i>	<i>153,396</i>
	720.001	Law Enforcement Contract	7,414,672	7,185,717	6,879,630	6,936,802	6,936,802	7,118,811
	720.003	Crossing Guard	194,228	184,937	187,251	207,300	171,002	180,000
	720.005	Misc. Grant Expenditures	-	-	-	4,872	6,010	-
	720.006	Parking Citation Process.	24,776	35,629	46,054	48,804	41,991	48,000
		<i>Subtotal</i>	<i>219,004</i>	<i>220,566</i>	<i>233,305</i>	<i>260,976</i>	<i>219,003</i>	<i>228,000</i>
TOTAL OPERATIONS			7,751,332	7,528,575	7,227,728	7,380,240	7,368,499	7,500,207
CAPITAL OUTLAY								
	826.000	Police Eqpt.	-	-	-	-	4,835	30,857
	826.003	COPS Grant Equipment	-	42,520	-	-	-	-
TOTAL CAPITAL OUTLAY			-	42,520	-	-	4,835	30,857
TOTAL EXPENDITURES			7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,614,156
FUNDING SOURCES								
	100	General Fund	7,550,925	7,335,400	7,041,700	7,199,489	7,176,965	7,369,268
	100	GF - Police Revenue	274,251	276,631	248,803	252,200	257,361	242,388
	100	Miscellaneous Grants	9,116	41,922	18,692	11,322	21,687	2,500
TOTAL FUNDING SOURCES			7,834,292	7,653,953	7,309,195	7,463,011	7,456,013	7,614,156
<u>POLICE SERVICES - SLESF</u>								
EXPENDITURES - OPERATIONS								
	622.010	SLESF-Special Dept. Exp.	872	323	513	550	550	-
	646.004	SLESF-800 Mhz Maint.	7,964	7,379	8,076	8,200	7,616	8,400
	720.010	SLESF-Spec Enforcement	20,026	14,405	-	5,626	-	6,000
	826.001	SLESF-Police Equip	-	-	-	-	-	-
	826.002	SLESF-MDC Maintenance	63,776	109,753	124,923	50,757	50,757	110,949
TOTAL OPERATIONS			92,638	131,860	133,512	65,133	58,923	125,349
CAPITAL OUTLAY								
	826.001	SLESF-Police Eqpt.	27,140	2,296	-	-	-	-
TOTAL CAPITAL OUTLAY			27,140	2,296	-	-	-	-
TOTAL EXPENDITURES			119,778	134,156	133,512	65,133	58,923	125,349
FUNDING SOURCES								
	222	SLESF	119,778	134,156	133,512	65,133	58,923	125,349
TOTAL FUNDING SOURCES			119,778	134,156	133,512	65,133	58,923	125,349

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DEVELOPMENT

SERVICES



City of Rancho Santa Margarita, California

Development Services

		FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
<i>DEVELOPMENT SERVICES</i>							
410	Planning	868,378	869,030	903,421	989,232	788,106	787,339
510	Building & Safety	191,319	197,288	238,824	200,400	221,642	193,764
<i>TOTAL EXPENDITURES</i>		<u>1,059,697</u>	<u>1,066,318</u>	<u>1,142,245</u>	<u>1,189,632</u>	<u>1,009,748</u>	<u>981,103</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 2011-12

1. Completed review of 215 Permits, 22 Discretionary Entitlements and 24 Special Event Permits.
2. Implemented the FY 2011-12 Annual Action Plan for CDBG and prepared the FY 2012-13 Annual Action Plan.
3. Prepared and submitted SCS Grant Application for Development of Northern Sphere of Influence Specific Plan.
4. Prepared for and coordinated City Council Study Sessions to revise and refine the City's Economic Development Program.
5. Coordinated and conducted 10 Planning Commission meetings.
6. Actively participated in Rancho Santa Margarita Chamber of Commerce meetings and events.
7. Opened and investigated 139 Code Enforcement cases and closed 136 cases.
8. Participated in the preparation of the 2012 Regional Transportation Plan.
9. Participated in City Manager's Zoning and Planning Ad Hoc Committee, Sustainable Communities Strategies and Regional Housing Needs Assessment with SCAG and OCCOG.
10. Updated Community Profile with available 2010 Census data.
11. Finalized analysis of Zoning and Planning Ad Hoc Committee issues and reported actions to the City Council.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

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.
4. Implement the FY 2012-13 Annual Action Plan for CDBG and prepare FY 2013-14 Annual Action Plan.
5. Work with the public to revise appropriate planning documents to protect the Rose Canyon (The Flower Fields) site as directed by the City Council.
6. Participate in Regional Planning activities through SCAG and OCCOG.
7. Initiate the General Plan Housing Element Update in accordance with State requirements.
8. Evaluate all existing consultant Professional Services Agreements with terms ending in June 2013.
9. Finalize development and approval of the City's Chiquita Ridge Restoration Plan.
10. Evaluate potential GIS system updates.

Department Expense Summary
Planning Fund 100, Division 410

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
<u>PLANNING</u>								
EXPENDITURES								
PERSONNEL								
	512.000	Salaries - Regular	291,632	358,468	342,558	330,588	323,332	291,468
	521.000	Medicare	5,897	5,176	4,939	4,794	4,774	4,218
	522.000	Retirement	53,774	61,483	61,495	73,679	71,844	73,025
	523.000	Unemployment Insurance	-	4,776	2,170	2,170	2,260	1,302
	526.000	FICA Cost	-	-	2,801	-	2,203	-
	530.000	Benefits	29,174	32,581	37,520	47,556	42,582	47,556
TOTAL PERSONNEL (3 FTE)			380,477	462,484	451,483	458,787	446,995	417,569
OPERATIONS								
	610.000	Membership & Dues	1,080	590	750	635	635	920
	611.000	Training	-	590	-	550	550	550
	612.000	Travel/Conf/Meetings	2,539	2,626	2,371	2,200	2,200	2,790
	617.000	Stipend - Commissioners	4,500	5,250	4,050	5,250	3,538	5,250
	622.010	Special Dept. Expense	1,151	1,121	565	700	3,950	3,750
	623.001	Mapping/Reproduction	-	257	19	300	300	300
	624.000	Legal Notices	131	-	-	2,000	833	2,000
		Subtotal	9,401	10,434	7,755	11,635	12,006	15,560
	700.005	PS - Non-recoverable	164,485	93,218	71,967	90,408	55,850	74,100
	700.011	PS - Recoverable	19,096	46,337	44,934	45,840	45,144	45,840
	700.014	PS - Code Enforcement	8,309	887	1,600	2,400	22,650	62,400
	700.022	PS - CDBG	34,526	31,348	58,379	44,996	35,040	43,300
	700.023	Economic Development	80,083	79,573	51,637	52,030	39,396	52,280
	700.025	CDBG - Eligible Projects	-	4,080	29,118	162,500	1,801	-
	700.026	CDBG - Public Services	37,800	36,000	37,857	37,500	33,216	29,790
	700.027	PS-Recoverable Deposits	93,849	78,820	126,576	67,636	91,008	25,500
	700.030	PS - Beautification Program	24,644	-	-	-	-	-
	700.035	PS - NPDES (Plan)	135	-	-	-	-	-
	700.036	PS - Solid Waste (Plan)	481	-	-	-	-	-
	700.037	PS - Chiquita Ridge	-	21,932	19,920	3,500	-	-
		Subtotal	463,408	392,195	441,988	506,810	324,105	333,210
TOTAL OPERATIONS			472,809	402,629	449,743	518,445	336,111	348,770
CAPITAL OUTLAY								
	851.000	General Plan & Elements	14,143	2,926	-	-	-	15,000
	852.000	Comp. Zoning Code	949	991	2,195	12,000	5,000	6,000
TOTAL CAPITAL OUTLAY			15,092	3,917	2,195	12,000	5,000	21,000
TOTAL EXPENDITURES			868,378	869,030	903,421	989,232	788,106	787,339
FUNDING SOURCES								
	100	General Fund	663,847	641,507	566,161	582,236	604,361	595,330
	100	CDBG Grant	71,701	71,428	125,115	244,996	70,057	73,090
	100	GF - Planning Revenues	132,830	156,095	212,145	162,000	113,688	118,919
TOTAL FUNDING SOURCES			868,378	869,030	903,421	989,232	788,106	787,339

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 2011-12

1. Processed 194 Building Plan Checks.
2. Issued 752 Building Permits.
3. Completed 2,120 Building Inspection requests.
4. Provided 100% next day Building Inspection requests.
5. Assisted 1,385 people at the front counter on building related items.
6. Provided active role in addressing issues associated with the CALFIRE Wildfire Hazard Maps.
7. Maintained and updated all Building and Safety web page content to serve the public need.
8. Represented City as part of the International Code Council – Orange Empire Chapter and its Education Committee.
9. Reviewed, processed and mailed 154 mail-in water heater permits within 48 hours of receipt.
10. Provided research and documentation to the City Clerk for 88 public records, permits and plans requests.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Provide 100% of next day Building Inspection requests.
2. Continue to develop Building and Safety Procedures Manual.
3. Enhance customer service standards and reporting for inspectors in the field.
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 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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
<u>BUILDING & SAFETY</u>								
EXPENDITURES								
OPERATIONS								
	610.000	Membership & Dues	-	-	-	-	-	-
	612.000	Travel/Conf/Meetings	-	-	-	-	-	-
	622.010	Special Dept. Expense	-	-	-	-	-	-
	623.000	Mapping/Reproduction	-	-	-	-	-	-
	626.000	Books & Periodicals	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	-
	700.007	PS - Non-recoverable				-	-	-
	700.012	PS - Recoverable	191,319	197,288	238,824	200,400	221,642	193,764
		Subtotal	191,319	197,288	238,824	200,400	221,642	193,764
TOTAL OPERATIONS			191,319	197,288	238,824	200,400	221,642	193,764
TOTAL EXPENDITURES			191,319	197,288	238,824	200,400	221,642	193,764
FUNDING SOURCES								
	100	General Fund	(96,153)	(93,716)	(113,098)	(94,306)	(126,141)	(91,393)
	100	GF - Building Revenue	287,472	291,004	351,922	294,706	347,783	285,157
TOTAL FUNDING SOURCES			191,319	197,288	238,824	200,400	221,642	193,764

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PUBLIC WORKS



City of Rancho Santa Margarita, California

Public Works

		FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
<i>PUBLIC WORKS DEPARTMENT</i>							
610	Public Works	1,187,659	844,228	1,040,355	992,616	929,873	964,293
620	Street Maintenance	970,601	816,404	921,773	918,757	912,867	916,357
630	<i>GAS TAX FUND Street Lighting</i>	262,477	275,374	278,543	316,920	272,100	316,740
<i>TOTAL EXPENDITURES</i>		<u>2,420,737</u>	<u>1,936,006</u>	<u>2,240,671</u>	<u>2,228,293</u>	<u>2,114,840</u>	<u>2,197,390</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 2011-12

1. Obtained \$636,000 in grant funding for four projects: Annual Residential Overlay and Santa Margarita Parkway Pavement Rehabilitation Projects, and Santa Margarita Parkway and Antonio Parkway Signal Operations and Equipment Upgrade Projects. (SLPP and Project P)
2. Responded to 162 citizen requests for service through Community Connection.
3. Completed and submitted this year's Annual Program Effectiveness Evaluation Report as required by the NPDES Permit (Stormwater Program).
4. Issued 31 work orders for a combination of traffic issues mostly related to sign removals and parking restrictions.
5. Maintained eligibility for Measure M funds through OCTA.
6. Updated the City's Local Implementation Plan for Stormwater Program as required by the Fourth Term NPDES-MS4 Permit.
7. Updated and improved the Traffic Review Panel structure through the granting of the review authorities to the Planning Commission.
8. Jointly with other NPDES permittees, developed guidelines for hydro-modification and local implementation plan approaches for new and redevelopment projects.
9. Updated and amended current solid waste exclusive franchise agreement with various enhancements.
10. Renewed street sweeping agreement and negotiated a lower annual cost.
11. Submitted annual Solid Waste report to the State and continued to meet minimum State required solid waste diversion rate goals.
12. Conducted 27 engineering development reviews and issued 11 grading permits.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Continue to meet minimum State required solid waste diversion rate goals.
2. Continue to seek grant opportunities for capital projects.
3. Complete the development of GIS maps for Stormwater Program.
4. Bring City/SAMLARC Bus Shelter Maintenance Agreement to closure.
5. Review and evaluate the impact of the new Regional MS4 permit on City operations.
6. Update Public Works Department procedures.

Department Expense Summary
Public Works Fund 100, Division 610

ACCT		DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ACTUALS	
<i>PUBLIC WORKS</i>								
<i>EXPENDITURES</i>								
<i>PERSONNEL</i>								
	512.000	Salaries - Regular	402,001	231,814	328,248	317,522	254,201	291,515
	521.000	Medicare	7,807	3,361	4,760	4,604	3,208	4,203
	522.000	Retirement	62,720	43,111	64,890	77,372	45,090	53,641
	523.000	Unemployment Insurance	-	691	1,566	1,302	1,280	1,302
	530.000	Benefits	12,123	5,306	22,150	47,556	22,727	47,556
TOTAL PERSONNEL (3.0 FTE)			484,651	284,283	421,614	448,356	326,506	398,217
<i>OPERATIONS</i>								
	610.000	Membership & Dues	698	205	815	290	290	1,040
	611.000	Training	-	-	-	-	-	1,500
	612.000	Travel & Meetings	2,400	2,788	1,021	580	580	720
	622.010	Special Dept. Expense	1,595	-	-	-	2,826	3,000
	622.020	Underground Service Alert	255	305	266	500	500	500
	626.000	Books & Periodicals	91	17	92	200	83	200
	643.000	Storage Facility Rental	3,000	3,000	3,000	3,000	3,000	3,000
	650.000	Storm Water (NPDES)	215,014	216,528	227,054	241,212	215,684	226,093
	660.000	Solid Waste Management	60,981	52,623	9,079	10,408	7,318	10,758
	660.001	Solid Waste Recycling	39,474	8,090	3,500	-	45,905	-
	661.000	Landscape Maintenance	4,895	2,242	2,549	2,800	2,099	10,300
	661.001	Park Maintenance	2,859	945	2,749	7,340	6,358	7,340
		Subtotal	331,262	286,743	250,125	266,330	284,643	264,451
	730.001	Santiago Fire	(6,928)	-	-	-	-	-
	730.002	Storm Damage	-	-	123,757	-	(56,367)	-
	700.006	PS - Non-recoverable	176,573	142,936	65,213	87,615	114,417	102,015
	700.010	PS - Geotechnical Engin.	-	-	-	1,000	417	1,000
	700.013	PS - Recoverable	47,033	19,862	48,256	21,515	61,759	45,000
	700.015	PS - Traffic Engineering	145,759	102,499	112,144	126,350	157,048	128,110
		Subtotal	369,365	265,297	225,613	236,480	333,641	276,125
TOTAL OPERATIONS			693,699	552,040	599,495	502,810	561,917	540,576
<i>CAPITAL OUTLAY</i>								
	832.000	GIS Mapping Software	-	-	-	-	-	-
	871.000	Speed/Volume Study	5,000	-	-	11,450	11,450	10,000
	872.001	Design - Local Projects	-	-	10,356	7,000	7,000	7,000
	874.000	Pavement Mgmt System	4,309	7,905	8,890	23,000	23,000	8,500
TOTAL CAPITAL OUTLAY			9,309	7,905	19,246	41,450	41,450	25,500
TOTAL EXPENDITURES			1,187,659	844,228	1,040,355	992,616	929,873	964,293
<i>FUNDING SOURCES</i>								
	100	General Fund	798,480	321,175	511,630	412,977	187,856	307,135
	210	Gas Tax	185,382	253,953	253,953	253,953	459,575	413,649
	212	Measure M	-	142,479	-	-	-	-
	218	TCRF	-	-	139,684	169,556	-	-
	100	Waste Recycling Grant	66,996	65,362	66,674	67,937	67,937	68,786
	100	Beverage Recycling Grant	13,043	6,177	13,332	13,107	13,107	13,271
	100	GF-Public Works Revenue	123,758	55,082	55,082	75,086	201,398	161,452
TOTAL FUNDING SOURCES			1,187,659	844,228	1,040,355	992,616	929,873	964,293

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 2011-12

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 9,000 square feet of pavement repair.
3. Replaced 1,025 square feet of failed sidewalk.
4. Repainted approximately 15,500 linear feet of curb and painted new red curb as directed.
5. Installed or replaced 600 signs to meet new current reflectivity standards.
6. Cleaned 773 City catch basins and any associated catch basin screens.
7. Cleaned 1,700 linear feet of gutter.
8. Completed grinding at 1,620 sidewalk locations.
9. Provided 81 man-hours for emergency call-outs.
10. Spent nearly 107 hours on removal of graffiti, stickers and political signs.
11. Issued and inspected 75 transportation or encroachment permits.
12. Updated street sweeping maps on City website.
13. Repaired and relocated the Alicia Bus Shelter.
14. Commenced re-numbering and geo-tagging catch basins City-wide.
15. Conducted City-wide re-striping of lane lines, legends, crosswalks.
16. Responded to and repaired Robinson Ranch and Heritage sinkhole.
17. Conducted selection process for street maintenance services.
18. Coordinated and inspected traffic control and street closures for the 5K Run event.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

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 of notification.
4. Place approximately 15,000 LF of crack fill in residential areas.
5. Continue developing improved specifications and inspection techniques to ensure highest quality pavement quality.
6. Continue to work with Southern California Edison and other utility companies to ensure work completion with minimal impact on City residents.

Department Expense Summary
Street Maintenance Fund 100, Division 620

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ACTUALS	FY 2012/13 ADOPTED BUDGET
<u>STREET MAINTENANCE</u>								
EXPENDITURES								
OPERATIONS								
	700.019	PS - Contract Admin	80,370	90,720	92,363	74,157	74,157	74,157
	720.000	Misc. Street Maintenance	125,282	103,905	96,717	90,000	101,200	92,100
	720.004	Street Maint. Contract	508,818	419,787	490,785	536,000	536,000	536,000
	720.007	Street Sweeping	93,001	82,940	87,410	97,400	93,096	88,500
	720.008	Traffic Signal Maintenance	91,316	67,099	93,914	75,200	62,414	78,200
	720.011	Traffic Improvements	15,662	4,825	22,252	5,000	5,000	5,000
	720.012	NPDES Improvements	3,327	-	-	-	-	-
	720.014	Street Maint - NPDES	52,825	47,128	38,332	40,000	40,000	40,000
	720.016	Bus Shelter Maintenance	-	-	-	1,000	1,000	2,400
		Subtotal	890,231	725,684	829,410	844,600	838,710	842,200
TOTAL EXPENDITURES			970,601	816,404	921,773	918,757	912,867	916,357
FUNDING SOURCES								
	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	284,363	471,357	469,771	477,857
	210	Gas Tax Fund	620,601	82,940	87,410	97,400	93,096	88,500
TOTAL FUNDING SOURCES			970,601	816,404	921,773	918,757	912,867	916,357

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 2011-12

1. Maintained City-owned street lights and continued work with Southern California Edison on street light maintenance.
2. Completed the conversion of yellow bulb lights on all of the City's traffic signals to high efficiency Light Emitting Diode (LED) bulbs.
3. Responded to various requests from residents regarding street light outages and worked with Southern California Edison to restore lighting 67 street lights.
4. Installed LED countdown pedestrian heads at the intersection of Arroyo Vista and Avenida Empresa.
5. Completed ten (10) repairs to signal/safety light knock-downs caused by vehicle collisions.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Continue to investigate resident requests for additional street lighting.
2. Work with Southern California Edison to streamline/consolidate invoices.
3. Continue to quickly restore operations to lights and signals that are damaged due to vehicle collisions.

Department Expense Summary
Street Lighting Fund 210, Division 630

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12-----		FY 2012/13 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ACTUALS	
<u>STREET LIGHTING</u>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	631.003	Utilities	262,477	275,374	277,372	314,820	270,000	316,740
	720.000	Misc. Street Maintenance	-	-	1,171	2,100	2,100	-
<i>TOTAL OPERATIONS</i>			<u>262,477</u>	<u>275,374</u>	<u>278,543</u>	<u>316,920</u>	<u>272,100</u>	<u>316,740</u>
<i>TRANSFERS</i>								
	790.100	Transfer to General Fund	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	-
<i>TOTAL EXPENDITURES</i>			<u>262,477</u>	<u>275,374</u>	<u>278,543</u>	<u>316,920</u>	<u>272,100</u>	<u>316,740</u>
<i>FUNDING SOURCES</i>								
	210	Gas Tax Fund	262,477	275,374	278,543	316,920	272,100	316,740
<i>TOTAL FUNDING SOURCES</i>			<u>262,477</u>	<u>275,374</u>	<u>278,543</u>	<u>316,920</u>	<u>272,100</u>	<u>316,740</u>

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CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT
PLAN



City of Rancho Santa Margarita, California

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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 2011-12

1. Completed construction of the Fundadores Crosswalk Bulb-Out Upgrade Project.
2. Completed design and construction of the FY 2011-12 Residential Overlay Project.
3. Completed design and construction of the Annual Residential Slurry Seal Project.
4. Completed design and construction of the Annual Sidewalk Repair Project.
5. Completed construction of the Antonio Parkway Pavement Rehabilitation Project.
6. Completed construction of the Alas de Paz Sidewalk Repair Project.
7. Completed City Hall & BTRCC Lighting Upgrade/Repairs Project (Phases 1 and 2).
8. Completed construction of the Traffic Signal Battery Backup System (Phase 1) Project.
9. Initiated the design of the Coto de Caza/La Promesa Pavement Rehabilitation Project.
10. Initiated the design of the Santa Margarita Parkway Pavement Rehabilitation Project.
11. Initiated the selection process for an Engineering firm to evaluate the Santa Margarita Parkway Bridge Hinge Repair.
12. Presented FY 2012-13 CIP to the Planning Commission.

GOALS AND OBJECTIVES: FISCAL YEAR 2012-13

1. Complete the design and construction of the FY 2012-13 Residential Overlay Project.
2. Complete the design and construction of the Annual Residential Slurry Seal Project.
3. Complete the design and construction of the Annual Sidewalk Repair Project.
4. Complete the design and construction of the City Hall IT/Server Room Fire Suppression System Project.
5. Complete the design and construction of the Lindsay/Cozy Glen Pavement Rehabilitation Project.
6. Complete the design and construction of the Robinson Ranch Road Pavement Rehabilitation Project (Phase 1).
7. Complete the design of the Melinda Road Median Improvement Project.
8. Complete the design of the Buena Suerta/La Miranda Median Improvement Project.
9. Complete the design of the Coto de Caza/La Promesa Pavement Rehabilitation Project.
10. Complete the design and construction of the Santa Margarita Parkway Pavement Rehabilitation Project (Phase 1).
11. Complete the design and begin the construction of the Santa Margarita Parkway and Antonio Parkway Signal Synchronization Projects.
12. Complete the design of the Alma Aldea Bulb-Out Installation Project.
13. Complete structural evaluation/study of the Santa Margarita Parkway Bridge Hinge Repair.
14. Complete construction of the Robinson Ranch Road Improvement Project.
15. Present FY 2012-13 CIP to the Community Associations of Rancho.

CAPITAL IMPROVEMENT PLAN
Fund 410, Division 900

ACCT NUMBER	DESCRIPTION	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	-----FY 2011/12----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2012/13 ADOPTED BUDGET
<u>CAPITAL PROJECTS</u>							
<u>EXPENDITURES - CAPITAL OUTLAY</u>							
790.210	Transfer to Gas Tax Fund	-	42,293	7,626	-	-	-
791.100	Transfer to General Fund	200,000	500,000	500,000	-	-	-
911.000	Annual Slurry Seal Program	-	2,310	342,691	275,000	308,000	277,000
911.001	Melinda Road/ Los Alisos Slurry	-	3,825	160,605	-	-	-
911.002	Antonio Pkwy Slurry Seal	-	-	5,220	-	-	-
912.000	Annual Residential Overlay	1,320	15,954	389,643	300,000	210,000	500,000
912.001	Lindsay/Cozy Glen Pavement Rehabilitation	-	-	295,146	-	-	100,000
912.002	Robinson Ranch Road Pavement Rehabilitation	-	-	-	-	-	240,000
913.002	Antonio Overlay Design	-	450	-	-	-	-
913.004	Alicia Parkway Rehabilitation	27,956	289,366	8,551	-	-	-
913.005	Melinda Road/Altisima to 241	42,293	36,195	546,599	-	-	-
913.006	Robinson Ranch Pvm. Raintree/N.Peak	-	20,430	182,336	-	-	-
913.007	Antonio Pkwy Pavement Rehabilitation	-	25,647	4,993	435,000	325,000	-
913.008	SMP/ De Las Flores Widening	-	-	16,024	-	-	-
913.009	Coto de Caza/La Promesa Pavement Rehab.	-	-	-	31,000	16,000	15,000
913.010	SMP Pavement Rehabilitation	-	-	-	137,000	40,000	560,000
915.002	Reclaimed Water Connect Plano Median	-	-	22,800	-	-	-
915.003	Melinda Road Median Improvements	-	-	-	-	-	10,000
915.004	Buena Suerte/La Miranda Median Improvements	-	-	-	-	-	10,000
917.001	Intersection Improvement (Empresa/SMP)	24,031	52,043	177,371	-	-	-
921.001	Traffic Signal Synchronization	5,342	16,189	192,134	-	-	-
921.002	Circulation Element Update	-	-	-	-	-	75,000
921.003	SMP Signal & Equipment Upgrade	-	-	-	-	-	230,000
921.004	Antonio Pkwy. Signal & Equipment Upgrade	-	-	-	-	-	113,000
923.002	Critical Intersection Analysis	2,747	-	-	-	-	-
923.003	Traffic Signal Battery Backup System	-	-	4,927	157,000	227,958	-
924.001	Reflective SNS Conversion	-	3,060	82,149	-	-	-
931.002	SMP Bridge Joint Replacement	344,829	-	-	-	-	-
931.003	SMP Bridge Lighting/Rail System	195,312	-	-	-	-	-
931.004	SMP Bridge Hinge Repair	-	1,470	6,680	116,000	85	127,000
934.001	Street Maintenance - Sidewalk Repairs	-	4,840	6,393	32,000	31,676	34,000
934.002	Laurel/Via Ricardo Sidewalk Repair	-	56,362	1,536	-	-	-
934.003	Robinson Ranch Access Ramps	-	66,754	-	-	-	-
934.004	Crosswalk Bulb-Out Upgrade Project	-	-	46,793	195,000	194,436	-
934.005	Alas De Paz Sidewalk Repair	-	-	-	29,000	383	-
934.006	Alma Aldea Bulbout Installation	-	-	-	-	-	40,000
940.000	Bus Stop Improvements	477,386	125	-	-	-	-
940.001	Measure M2 Project V Bus/Shuttle Srv.	-	-	-	33,000	6	-
943.000	Go Local Study (OCTA)	35,333	-	-	-	-	-
951.006	Building Improvements	-	-	-	15,000	30,000	-
951.007	City Hall IT/Server Room Fire Suppression System	-	-	-	-	-	45,000
952.001	Chiquita Ridge Open Space Assessment	-	-	9,230	375,000	15,542	375,000
952.002	Chiquita Ridge Habitat Restoration	-	-	-	15,000	-	15,000
953.007	Robinson Ranch Sidewalk	-	700	-	-	-	-
953.011	Camino Altozano T.S.	132,296	-	-	-	-	-
954.000	Midblock Crosswalk Improvements	27	-	-	-	-	-
954.001	Robinson Ranch Improvement Project	30,303	51,162	-	346,000	17,384	380,000
954.002	Melinda Heights Flashing Beacon	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	-	-	12,230	-	-	-
955.001	Trabuco Highlands Geotechnical Investigation	-	-	-	35,000	32,913	-
961.001	Skate Park	14,046	-	-	-	-	-
962.000	Sm Dog Park Improvements	1,088	-	-	-	-	-
970.003	Antonio/Tijeras Creek Storm Drain	30,292	6,734	34,499	-	-	-
TOTAL CAPITAL OUTLAY		1,582,492	1,429,751	3,056,176	2,526,000	1,449,383	3,146,000
TOTAL EXPENDITURES		1,582,492	1,429,751	3,056,176	2,526,000	1,449,383	3,146,000
<u>FUNDING SOURCES</u>							
410	Capital Project Fund	-	-	-	440,000	48,455	435,000
210	Trans. From Gas Tax Fund	125,789	1,275	20,451	852,000	716,558	1,022,000
212	Trans. From Measure M Fund	540,896	89,854	566,377	469,000	353,076	439,000
214	Transfer from Air Quality Improve. Fund	119,866	13,759	92,433	64,000	39,826	144,000
218	Trans. From TCRF Fund	-	22,089	517,933	-	-	-
423.001	Measure M- Turnback	-	-	116,146	-	-	-
423.003	GMA #9	-	45,061	-	-	1,700	-
423.007	OCTA - Go Local	-	-	-	27,000	-	-
423.008	ARRA TP	-	-	482,082	-	-	-
423.011	EECBG	-	-	85,209	-	30,000	-
423.012	RAC	-	-	134,579	-	-	-
423.013	HBP	-	-	-	73,000	85	67,000
423.014	TCRF Prop 42 County	-	166,840	-	-	-	-
470.001	Interest Income/Other	36,680	11,448	5,587	-	-	-
470.002	Unrealized Gain/Loss on Invest	-	-	869	-	-	-
479.001	TEA-LU	-	-	-	-	90,134	-
479.002	Safe Route to School	-	-	62,517	-	-	-
485.007	SAMLARC	85,000	-	-	-	-	-
485.011	Prop 1B (State)	-	739,125	-	-	-	314,000
485.012	CA Tire Recycling Grant	-	-	-	-	-	-
485.013	TCSP	-	-	-	89,000	89,000	-
485.014	CDBG Grant	285,754	122,795	48,030	201,000	172,383	140,000
485.015	Prop 1B (County)	195,000	-	-	-	-	-
485.018	HSIP	177,689	-	-	311,000	-	311,000
485.019	CTFP	-	-	174,072	-	-	-
485.XXX	Project P	-	-	-	-	-	274,000
TOTAL FUNDING SOURCES		1,566,674	1,212,246	2,306,285	2,526,000	1,541,217	3,146,000

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2011	Fund Balance	410	210	212	214	218	Total
FY 2012	Estimated Revenue	CIP	GAS TAX	MEASURE M	AQMD	TCRF	All Funds
410-000-470.001	Interest Income	-	-	-	-	-	-
410-000-423.003	GMA9 FY 10/11 Invoice #1258	1,700	1,395,796	724,239	247,985	1,198	3,481,064
410-000-479.001	TEA LU FY 10/11	90,134	1,290,920	589,157	60,000	-	1,940,077
410-000-485.013	TCSP	89,000	-	-	-	-	-
410-000-423.013	HBP	85	-	-	-	-	-
410-000-423.011	EECBG	30,000	-	-	-	-	-
410-000-485.014	CDBG	172,383	-	-	-	-	-
Revenues Available for Capital Projects & St. Maint.		383,302	1,290,920	589,157	60,000	-	2,323,379
Transfer to GF Street Lighting		-	(272,100)	-	-	-	(272,100)
Transfer to GF for St. Maint. in CIP Program		912,866	(93,096)	(469,770)	-	-	(912,866)
Transfer to GF Public Works		-	(205,622)	-	-	-	(205,622)
Transfer to GF Public Works		-	(253,953)	-	-	-	(253,953)
Transfer to CIP - Street Maintenance MOE		350,000	-	-	-	-	350,000
Total Transfers from GF & Restricted Funds		-	(824,771)	(469,770)	-	-	(1,294,541)
410-900-911.000	Slurry Seal Program	308,000	(308,000)	-	-	-	(308,000)
410-900-911.002	Antonio Pkwy. Slurry Seal	-	-	-	-	-	-
410-900-912.000	Residential Overlay	210,000	-	(210,000)	-	-	(210,000)
410-900-913.007	Antonio Pkwy. Pavement Rehab	325,000	(236,000)	-	-	-	(325,000)
410-900-913.009	Coto de Caza/La Promesa Pavement Rehab.	16,000	(16,000)	-	-	-	(16,000)
410-900-913.010	SM Pkwy Pavement Rehabilitation	40,000	(40,000)	-	-	-	(40,000)
410-900-923.003	Traffic Signal Battery Backup System	227,958	(156,558)	(71,400)	-	-	(227,958)
410-900-931.004	SMP Bridge Hinge Repair	85	-	-	-	-	(85)
410-900-934.001	Street Maintenance - Sidewalk Repairs	31,676	(31,676)	-	-	-	(31,676)
410-900-934.004	Crosswalk Bulb-Out Upgrade Project	194,436	-	-	(22,436)	-	(194,436)
410-900-934.005	Alas De Paz Sidewalk Repair	383	-	-	-	-	(383)
410-900-940.001	Measure M2 Project V Bus/Shuttle Service	6	-	-	(6)	-	(6)
410-900-951.006	Building Improvements - City Hall	30,000	-	-	-	-	(30,000)
410-900-952.001	Chiquita Ridge Open Space Assessment	15,542	(15,542)	-	-	-	(15,542)
410-900-952.002	Chiquita Ridge Habitat Restoration	-	-	-	-	-	-
410-900-954.001	Robinson Ranch Traffic Improvement	17,384	-	-	(17,384)	-	(17,384)
410-900-955.001	Trabuco Highlands Geotechnical Investigation	32,913	(32,913)	-	-	-	(32,913)
Total Capital Projects Expenditures		1,449,383	(716,558)	(353,076)	(39,826)	-	(1,449,383)
Total CIP Program Expenditures		2,362,249	-	-	-	-	-

6/30/2012 Estimated Fund Balance

1,155,225

1,145,387

490,550

268,159

1,198

3,060,519

City of Rancho Santa Margarita
Seven Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2012/2013 through 2018/2019

#	PROJECT DESCRIPTION	Fund Source	Total Estimated (1,000's)	%	Total Estimated Cost (Current \$)	Year 1 12/13	Year 2 13/14	Year 3 14/15	Year 4 15/16	Year 5 16/17	Year 6 17/18	Year 7 18/19
	STREET MAINTENANCE PROGRAM	General Fund (MOE)	\$ 3,037	43%	\$ 3,037	\$ 350	\$ 350	\$ 429	\$ 429	\$ 429	\$ 525	\$ 525
		Measure M	\$ 2,428	34%	\$ 2,428	\$ 478	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325
		Gas Tax	\$ 1,589	23%	\$ 1,589	\$ 89	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
			\$ 7,053	100%	\$ 7,053	\$ 916	\$ 925	\$ 1,004	\$ 1,004	\$ 1,004	\$ 1,100	\$ 1,100
	TOTAL											
1	ANNUAL RESIDENTIAL SLURRY SEAL Annual Slurry Seal: 410-900-911.000	Gas Tax	\$ 1,995	100%	\$ 1,995	\$ 277	\$ 280	\$ 282	\$ 285	\$ 288	\$ 290	\$ 293
			\$ 1,995	100%	\$ 1,995	\$ 277	\$ 280	\$ 282	\$ 285	\$ 288	\$ 290	\$ 293
2	ANNUAL RESIDENTIAL OVERLAY Annual Residential Overlay: 410-900-912.000	Measure M Prop1B (SLPP)	\$ 2,159	91%	\$ 2,159	\$ 284	\$ 305	\$ 308	\$ 311	\$ 314	\$ 317	\$ 320
			\$ 216	9%	\$ 216							
		TOTAL	\$ 2,375	91%	\$ 2,375	\$ 500	\$ 305	\$ 308	\$ 311	\$ 314	\$ 317	\$ 320
3	ANNUAL CONCRETE REPAIR PROGRAM Annual Sidewalk Repairs: 410-900-934.001	Measure M	\$ 280	100%	\$ 280	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42	\$ 44	\$ 46
			\$ 280	100%	\$ 280	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42	\$ 44	\$ 46
	TOTAL											
4	HABITAT RESTORATION (ENVIRONMENTAL, DESIGN, CONSTRUCTION) Habitat restoration of Chiquita Ridge Account: 410-900-952.002	CIP Fund/GF	\$ 2,015	100%	\$ 2,015	\$ 15	\$ 250	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
			\$ 2,015	100%	\$ 2,015	\$ 15	\$ 250	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
5	ROBINSON RANCH IMPROVEMENT PROJECT (Construction Only) Account: 410-900-954.001	HSIP AQMD	\$ 311 69 380	82% 18% 100%	\$ 311 69 380	\$ 311 69 380						
		TOTAL										
6	CITY HALL IT/SERVER ROOM FIRE SUPPRESSION SYSTEM Retrofitting existing fire suppression system Account: 410-900-951.007	CIP Fund/GF	\$ 45 45	100% 100%	\$ 45 45	\$ 45 45						
		TOTAL										
7	LINDSAY/COZY GLEN PAVEMENT REHABILITATION Account: 410-900-912.001	CDBG	\$ 100 100	100% 100%	\$ 100 100	\$ 100 100						
		TOTAL										
8	CHIKUITA RIDGE OPEN SPACE ASSESSMENT Feasibility Study Account: 410-900-952.001	CIP Fund/GF	\$ 375	100%	\$ 375	\$ 375						
		TOTAL										
9	CIRCULATION ELEMENT UPDATE Amendment to General Plan Account: 410-900-921.002	AQMD	\$ 75 75	100% 100%	\$ 75 75	\$ 75 75						
		TOTAL										
10	ROBINSON RANCH ROAD PAVEMENT REHABILITATION Rehabilitation Limits: Plano Trabuco to High Country Account: 410-900-912.002	Gas Tax	\$ 440	100%	\$ 440	\$ 240	\$ 200					
			\$ 440	100%	\$ 440	\$ 240	\$ 200					
	TOTAL											
11	MELINDA ROAD MEDIAN IMPROVEMENTS Median Installation on Melinda Road near SR-241 Account: 410-900-915.003	Measure M	\$ 77 77	100% 100%	\$ 77 77	\$ 10 10	\$ 67 67					
		TOTAL										
12	BUENA SUERTE/LA MIRANDA MEDIAN IMPROVEMENTS Median Installation on Melinda and Buena Suerte/La Miranda Account: 410-900-915.004	Measure M	\$ 74 74	100% 100%	\$ 74 74	\$ 10 10	\$ 64 64					
		TOTAL										

City of Rancho Santa Margarita
Seven Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2012/2013 through 2018/2019

#	PROJECT DESCRIPTION	Fund Source	Total Estimated (1,000's)	%	Total Estimated Cost (Current \$)	Year 1 12/13	Year 2 13/14	Year 3 14/15	Year 4 15/16	Year 5 16/17	Year 6 17/18	Year 7 18/19
13	COTO DE CAZA / LA PROMESA PAVEMENT REHABILITATION Rehabilitation Limits: El Portal to City Limits Account: 410-900-913.009	Gas Tax	\$ 329	100%	\$ 329	\$ 15		\$ 314				
			\$ 329	100%	\$ 329	\$ 15		\$ 314				
14	SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION Rehabilitation Limits: Las Flores to Antonio Parkway Account: 410-900-913.010	Measure M Prop1B (SLPP) Gas Tax	\$ 661 98 921 1,680	39% 6% 55% 100%	\$ 661 98 921 1,680	\$ 101 98 361 560	\$ 280 \$ 280 \$ 560	\$ 280 \$ 560				
15	SANTA MARGARITA PARKWAY SIGNAL OPERATIONS AND EQUIPMENT UPGRADES Regional Traffic Signal Synchronization Program Account: 410-900-921.003	Project P Gas Tax	\$ 212 53 265	80% 20% 100%	\$ 212 53 265	\$ 184 46 230	\$ 14 \$ 4 \$ 18	\$ 14 \$ 3 \$ 17				
16	ANTONIO PARKWAY SIGNAL OPERATIONS AND EQUIPMENT UPGRADES Regional Traffic Signal Synchronization Program Account: 410-900-921.004	Project P Gas Tax	\$ 110 28 138	80% 20% 100%	\$ 110 28 138	\$ 90 23 113	\$ 10 \$ 3 \$ 13	\$ 10 \$ 2 \$ 12				
17	ALMA ALDEA BULBOUT INSTALLATION Alma Aldea @ Fundadores, Via Honesto Account: 410-900-934.006	CDBG AQMD	\$ 100 240	42% 100%	\$ 100 240	\$ 100 40	\$ 100 \$ 100	\$ 100 \$ 100				
18	SANTA MARGARITA PARKWAY BRIDGE HINGE REPAIR (Study, Design, Construction) Account: 410-900-931.004	HBP Gas Tax Measure M	\$ 1,084 421 230 1,735	62% 24% 13% 100%	\$ 1,084 421 230 1,735	\$ 67 60 127		\$ 88 \$ 31 \$ 19 \$ 138	\$ 929 \$ 330 \$ 211 \$ 1,470			
19	ANTONIO PARKWAY SLURRY SEAL Slurry Seal Limits: Coto de Caza to Empresa	Gas Tax	\$ 364	100%	\$ 364		\$ 364					
20	TRAFFIC SIGNAL BATTERY BACKUP SYSTEM (Phase 2) Battery backup at signalized intersections Account: 410-900-923.003	Gas Tax	\$ 220	100%	\$ 220		\$ 220					
21	EMERGENCY VEHICLE PRE-EMPTION PHASE II Installation of traffic signal pre-emption equipment	Prop 42(CAP)*	\$ 236	100%	\$ 236		\$ 236					
22	CITYWIDE STORM DRAIN MASTER PLAN Study of Citywide Storm Drain System	CIP Fund/GF	\$ 100	100%	\$ 100		\$ 100					
23	WAYFINDING SIGNS Installation of Wayfinding Signage Citywide	Gas Tax	\$ 80	100%	\$ 80		\$ 15		\$ 65			
24	DOG/SKATE PARK ACCESS LIGHTING Installation of lighting Account: 410-900-961.001	CIP Fund/GF	\$ 50	100%	\$ 50		\$ 50					

City of Rancho Santa Margarita
Seven Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2012/2013 through 2018/2019

#	PROJECT DESCRIPTION	Fund Source	Total Estimated (1,000's)	%	Total Estimated Cost (Current \$)	Year 1 12/13	Year 2 13/14	Year 3 14/15	Year 4 15/16	Year 5 16/17	Year 6 17/18	Year 7 18/19
25	BANDERAS SLURRY SEAL Rehabilitation Limits: Empresa to Antonio	Gas Tax	\$ 203	100%	\$ 203			\$ 203				
			\$ 203	100%	TOTAL			\$ 203				
26	VEREDA LAGUNA SIDEWALK AND LANDSCAPING Relandscaping of damaged slope, Construction of passenger loading zone, Fence installation	SR2S* Gas Tax	\$ 100	80%	\$ 100			\$ 100				
			\$ 25	20%	\$ 25			\$ 25				
			\$ 125	100%	TOTAL			\$ 125				
27	SCHOOL ZONE CURB RAMP RECONSTRUCTION ADA Upgrades	CDBG	\$ 100	100%	\$ 100			\$ 100				
			\$ 100	100%	TOTAL			\$ 100				
28	CANADA VISTA PARK RESTROOM HOLDING TANK ALARM SYSTEM Installation of overflow alarm for holding tank	CIP Fund	\$ 18	100%	\$ 18			\$ 18				
			\$ 18	100%	TOTAL			\$ 18				
29	ANTONIO PARKWAY PAVEMENT REHABILITATION Rehabilitation Limits: Via Honesto to Alas de Paz	Gas Tax	\$ 415	100%	\$ 415		\$ 28	\$ 387				
			\$ 415	100%	TOTAL		\$ 28	\$ 387				
30	AVENIDA EMPRESA PAVEMENT REHABILITATION Rehabilitation Limits: Santa Margarita to Antonio	Gas Tax	\$ 350	100%	\$ 350				\$ 50	\$ 300		
			\$ 350	100%	TOTAL				\$ 50	\$ 300		
31	ANTONIO PARKWAY PAVEMENT REHABILITATION Rehabilitation Limits: Empresa to Banderas	Gas Tax AHRP*	\$ 490 \$ 420	54% 46%	\$ 490 \$ 420				\$ 70		\$ 420	
			\$ 910	100%	TOTAL				\$ 70		\$ 840	
32	SEALCOAT OF CITY HALL & COMMUNITY CENTER PARKING LOTS Facility Maintenance	CIP Fund/GF	\$ 25	100%	\$ 25				\$ 25			
			\$ 25	100%	TOTAL				\$ 25			
33	ELECTRIC VEHICLE CHARGING STATIONS Installation of EV Charging Station at City Hall	AQMD	\$ 72	100%	\$ 72					\$ 72		
34	INLET IMPROVEMENTS AT ROBINSON RIDGE Install trash rack and remove chain link fence	Gas Tax	\$ 35	100%	\$ 35					\$ 35		
			\$ 35	100%	TOTAL					\$ 35		
35	ANTONIO PARKWAY, ALAS DE PAZ, & SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION Rehabilitation Limits: Plano Trabuco, Alas De Paz, Antonio Parkway, Santa Margarita Parkway	Gas Tax	\$ 350	100%	\$ 350						\$ 50	\$ 300
			\$ 350	100%	TOTAL						\$ 50	\$ 300
SUBTOTAL CAPITAL PROJECT			\$ 16,271		\$ 16,271	\$ 3,148	\$ 2,856	\$ 3,002	\$ 2,666	\$ 1,401	\$ 1,891	\$ 1,309
TOTAL CAPITAL EXPENDITURES & STREET MAINTENANCE			\$ 23,324		\$ 23,324	\$ 4,062	\$ 3,781	\$ 4,006	\$ 3,670	\$ 2,405	\$ 2,991	\$ 2,409

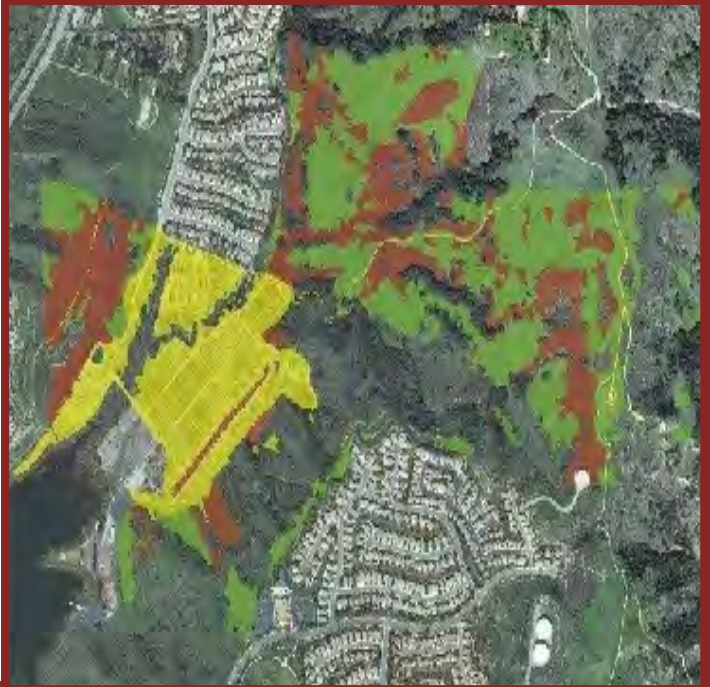
Notes:

* Pending Approval of Grant Funding

City of Rancho Santa Margarita Capital Improvement Project Information



COASTAL SAGE BRUSH



VICINITY MAP

PROJECT TITLE:
Habitat Restoration

DEPARTMENT:
Public Works

PROJECT TYPE:
Environmental

ESTIMATED SCHEDULE:
Design FY 2012-2013
Construction FY 2013/14-2018/19

FUNDING SOURCE:
General fund

PROJECT MANAGER:
City Engineer, Development Services Director

CIP ACCOUNT NO.:
410-900-952.002

PROJECT DESCRIPTION:

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

PROJECT BUDGET:

Habitat Restoration Plan	\$ 15,000
Plan Implementation (FY13-19)	\$ 2,000,000
Total	\$ 2,015,000

City of Rancho Santa Margarita Capital Improvement Project Information



ROBINSON RANCH ROAD



VICINITY MAP

PROJECT TITLE:

Robinson Ranch Road Improvements

DEPARTMENT:

Public Works

PROJECT TYPE:

Street Improvement

ESTIMATED SCHEDULE:

Construction FY 2012-2013

FUNDING SOURCE:

HSIP
AQMD

PROJECT MANAGER:

Principal Engineer

CIP ACCOUNT NO.:

410-900-954.001

PROJECT DESCRIPTION:

The project consists of curb and striping improvements on the northerly curb of Robinson Ranch Road between Briarwood and Morningside.

PROJECT BUDGET:

Design Update	\$	18,000
Administration	\$	24,000
Construction Estimate	\$	280,000
Inspection/Construction Engineering	\$	30,000
Construction Contingency	\$	28,000
Total	\$	380,000

City of Rancho Santa Margarita Capital Improvement Project Information



CITY HALL



SERVER EQUIPMENT

PROJECT TITLE:

City Hall IT/Server Room Fire Suppression System

DEPARTMENT:

Public Works

PROJECT TYPE:

Building

ESTIMATED SCHEDULE:

Design FY 2012-2013

Construction FY 2012-2013

FUNDING SOURCE:

General Fund

PROJECT MANAGER:

Principal Engineer

CIP ACCOUNT NO.:

410-900-951.007

PROJECT DESCRIPTION:

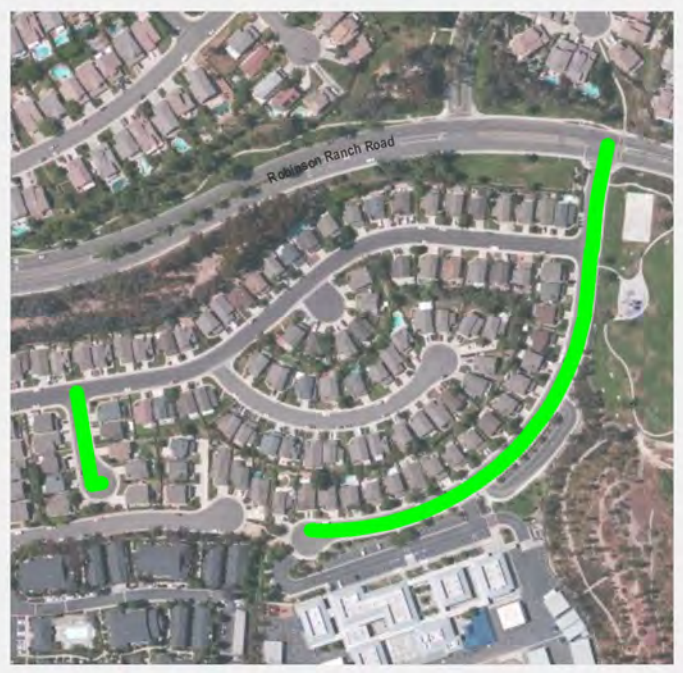
The project consists of installation of a dry gaseous fire suppression system in the City Hall IT/Server Room.

Design	\$	7,000
Administration	\$	2,000
Construction Estimate	\$	30,000
Inspection/Construction Engineering	\$	3,000
Construction Contingency	\$	3,000
Total	\$	45,000

City of Rancho Santa Margarita Capital Improvement Project Information



LINDSAY / COZY GLEN



VICINITY MAP

PROJECT TITLE:

Lindsay/Cozy Glen Pavement Rehabilitation

ESTIMATED SCHEDULE:

Design FY 2012-2013

Construction FY 2012-2013

FUNDING SOURCE:

CDBG

DEPARTMENT:

Public Works

PROJECT MANAGER:

Assistant Engineer

PROJECT TYPE:

Pavement Rehabilitation

CIP ACCOUNT NO.:

410-900-912.001

PROJECT DESCRIPTION:

The project consists of pavement rehabilitation by grind and overlay of Lindsay Road & Cozy Glen Drive.

PROJECT BUDGET:

Design	\$	6,000
Administration	\$	5,000
Construction Estimate	\$	75,000
Inspection/Construction Engineering	\$	7,000
Construction Contingency	\$	7,000
Total	\$	100,000

City of Rancho Santa Margarita Capital Improvement Project Information



CHIQUITA RIDGE



VICINITY MAP

PROJECT TITLE:

Chiquita Ridge Open Space Assessment

ESTIMATED SCHEDULE:

Study FY 2012-2013

DEPARTMENT:

Public Works

FUNDING SOURCE:

CIP Fund

PROJECT MANAGER:

City Manager

PROJECT TYPE:

Feasibility

CIP ACCOUNT NO.:

410-900-952.001

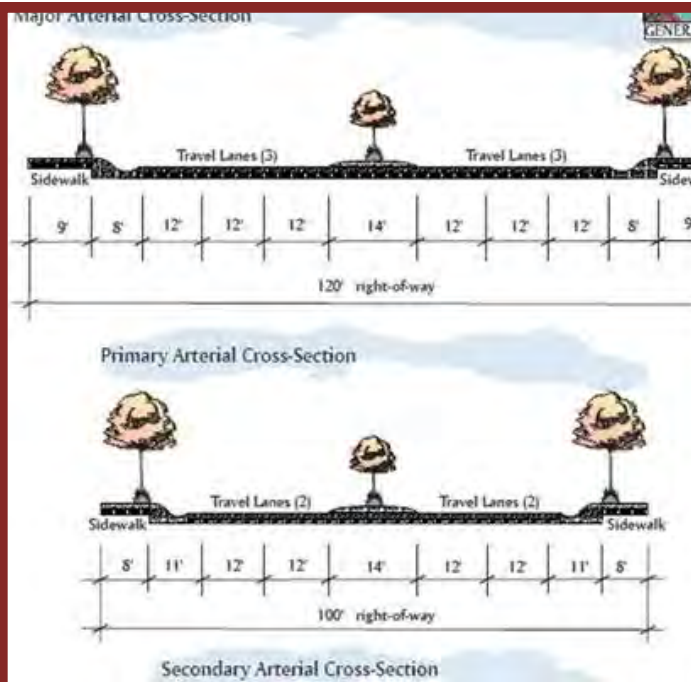
PROJECT DESCRIPTION:

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.

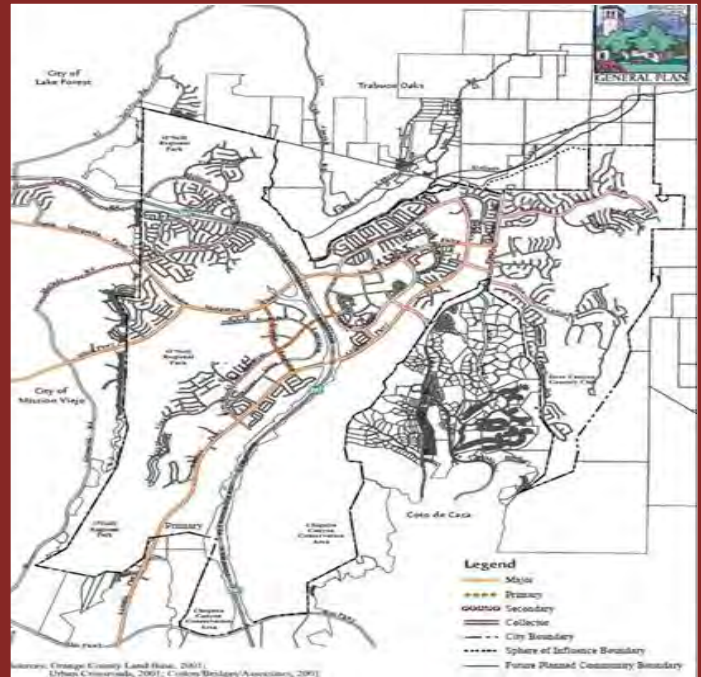
PROJECT BUDGET:

Preliminary Outreach and Public Education Plans	\$	45,000
Opportunities and Constraint Reports	\$	80,000
Strategic Business Plan	\$	40,000
Site Master Plan	\$	180,000
Study Contingency	\$	30,000
Total	\$	375,000

City of Rancho Santa Margarita Capital Improvement Project Information



ARTERIAL CROSS SECTIONS



ARTERIAL HIGHWAY SYSTEM

PROJECT TITLE:

Circulation Element Update

DEPARTMENT:

Public Works

PROJECT TYPE:

General Plan Update

ESTIMATED SCHEDULE:

Update Circulation Element FY 2012-2013

FUNDING SOURCE:

AQMD

PROJECT MANAGER:

City Engineer/Development Services Director

CIP ACCOUNT NO.:

410-900-921.002

PROJECT DESCRIPTION:

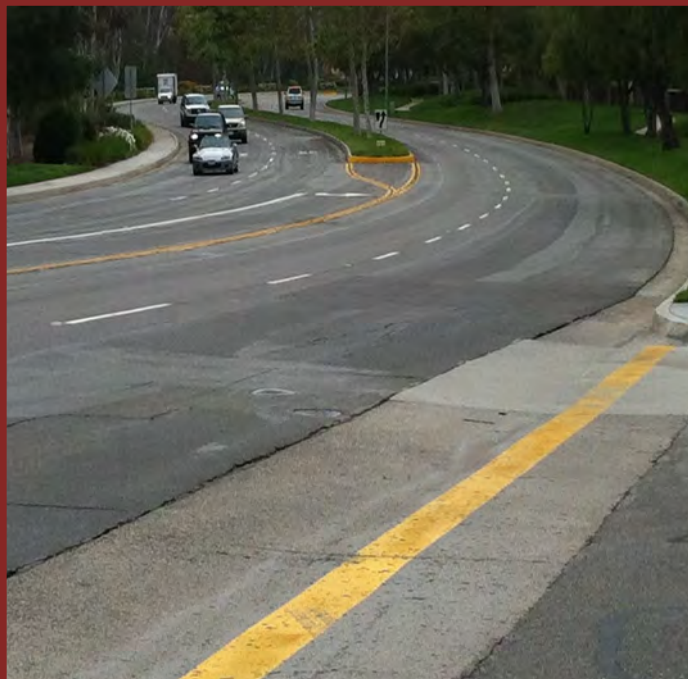
The Circulation Element Update will demonstrate consistency with outside agency requirements and account for potential development projects that were not identified as part of the original Circulation Element.

PROJECT BUDGET:

Circulation Element Update

\$	75,000
Total \$	75,000

City of Rancho Santa Margarita Capital Improvement Project Information



ROBINSON RANCH ROAD



VICINITY MAP

PROJECT TITLE:

Robinson Ranch Road Pavement Rehabilitation

DEPARTMENT:

Public Works

PROJECT TYPE:

Pavement Rehabilitation

ESTIMATED SCHEDULE:

Design FY 2012-2013

Construction FY 2012/13-2013/14

FUNDING SOURCE:

Gas Tax

PROJECT MANAGER:

Principal Engineer

CIP ACCOUNT NO.:

410-900-912.002

PROJECT DESCRIPTION:

The project consists of pavement rehabilitation by grind and overlay of Robinson Ranch Road between Plano Trabuco Road and High Country.

Design	\$	15,000
Administration	\$	20,000
Construction Estimate	\$	325,000
Inspection/Construction Engineering	\$	48,000
Construction Contingency	\$	32,000
Total	\$	440,000

City of Rancho Santa Margarita Capital Improvement Project Information



EXISTING MEDIAN



VICINITY MAP

PROJECT TITLE:

Melinda Road Median Improvements

DEPARTMENT:

Public Works

PROJECT TYPE:

Traffic

ESTIMATED SCHEDULE:

Design FY 2012-2013

Construction FY 2013-2014

FUNDING SOURCE:

Measure M

PROJECT MANAGER:

Assistant Engineer

CIP ACCOUNT NO.:

410-900-915.003

PROJECT DESCRIPTION:

The project consists of the extension of the existing median on Melinda Road near SR-241.

PROJECT BUDGET:

Design	\$	8,000
Administration	\$	8,000
Construction Estimate	\$	48,000
Inspection/Construction Engineering	\$	6,000
Construction Contingency	\$	7,000
Total	\$	77,000

City of Rancho Santa Margarita Capital Improvement Project Information



NEW MEDIAN



VICINITY MAP

PROJECT TITLE:

Buena Suerte / La Miranda Median
Improvements

DEPARTMENT:

Public Works

PROJECT TYPE:

Traffic

ESTIMATED SCHEDULE:

Design	FY 2012-2013
Construction	FY 2013-2014

FUNDING SOURCE:

Measure M

PROJECT MANAGER:

Assistant Engineer

CIP ACCOUNT NO.:

410-900-915.004

PROJECT DESCRIPTION:

The project consists installation of median crossing refuge at the intersection of Buene Suerte / La Mirada

PROJECT BUDGET:

Design	\$	8,000
Administration	\$	8,000
Construction Estimate	\$	45,000
Inspection/Construction Engineering	\$	6,000
Construction Contingency	\$	7,000
Total	\$	74,000

City of Rancho Santa Margarita Capital Improvement Project Information



COTO DE CAZA / LA PROMESA



VICINITY MAP

PROJECT TITLE:

Coto de Caza/La Promesa Pavement
Rehabilitation

ESTIMATED SCHEDULE:

Design	FY 2012-2013
Construction	FY 2013-2014

FUNDING SOURCE:

Gas Tax

DEPARTMENT:

Public Works

PROJECT MANAGER:

Principal Engineer

PROJECT TYPE:

Pavement Rehabilitation

CIP ACCOUNT NO.:

410-900-913.009

PROJECT DESCRIPTION:

The project consists of pavement rehabilitation by grind and overlay of Coto de Caza/La Promesa from the City limits to El Portal.

PROJECT BUDGET:

Design (Remaining Fee)	\$	15,000
Administration	\$	21,000
Construction Estimate	\$	225,000
Inspection/Construction Engineering	\$	45,000
Construction Contingency	\$	23,000
Total	\$	329,000

City of Rancho Santa Margarita Capital Improvement Project Information



SANTA MARGARITA PARKWAY



VICINITY MAP

PROJECT TITLE:

Santa Margarita Parkway Rehabilitation

ESTIMATED SCHEDULE:

Design FY 2012-2013
Construction FY 2012/13-2014/15

DEPARTMENT:

Public Works

FUNDING SOURCE:

Measure M
Gas Tax

PROJECT TYPE:

Pavement Rehabilitation

PROJECT MANAGER:

Principal Engineer

CIP ACCOUNT NO.:

410-900-913.010

PROJECT DESCRIPTION:

The project consists of pavement rehabilitation by grind and overlay of Santa Margarita Parkway from Avenida de Las Flores to Plano Trabuco.

PROJECT BUDGET:

Design (Remaining Fee)	\$	25,000
Administration	\$	70,000
Construction Estimate	\$	1,275,000
Inspection/Construction Engineering	\$	190,000
Construction Contingency	\$	127,000
Total	\$	1,687,000

City of Rancho Santa Margarita Capital Improvement Project Information



Green Signals



VICINITY MAP

PROJECT TITLE:

Measure M2 Project P - Santa Margarita
Parkway Signal Operations and Equipment Upgrades

DEPARTMENT:

Public Works

PROJECT TYPE:

Traffic

ESTIMATED SCHEDULE:

Design	FY 2012-2013
Construction	FY 2012-2013
Maintenance	FY 2013/14-2014/15

FUNDING SOURCE:

OCTA
Gas Tax

PROJECT MANAGER:

Traffic Engineer

CIP ACCOUNT NO.:

410-900-921.003

PROJECT DESCRIPTION:

The project consists of replacing the traffic signal controllers along Santa Margarita Parkway and updating the regional signal coordination plan with adjacent City and/or County agencies.

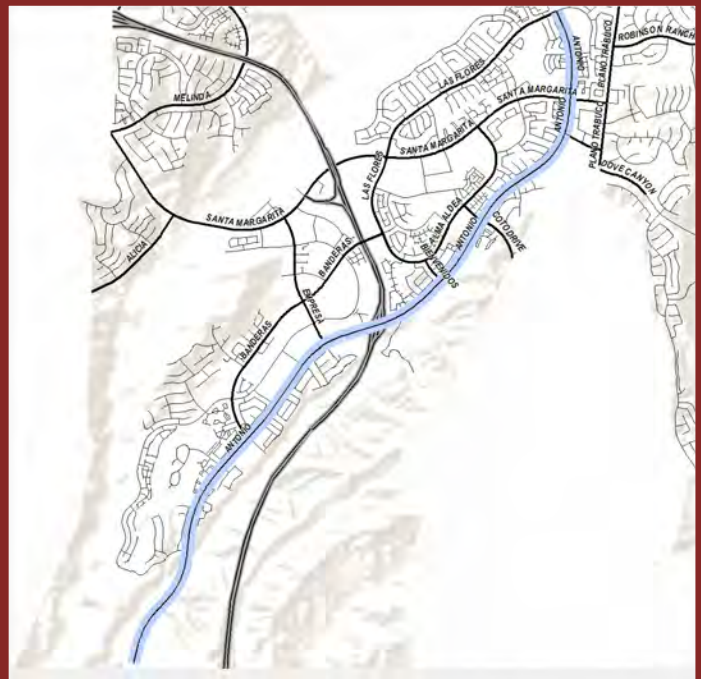
PROJECT BUDGET:

Design/Program Implementation	\$ 84,000
Construction Estimate	\$ 132,000
Inspection/Construction Engineering	\$ 7,000
Construction Contingency	\$ 7,000
Maintenance (2 years)	\$ 35,000
Total	\$ 265,000

City of Rancho Santa Margarita Capital Improvement Project Information



ANTONIO PARKWAY



VICINITY MAP

PROJECT TITLE:

Measure M2 Project P - Antonio Parkway Signal Operations and Equipment Upgrades

DEPARTMENT:

Public Works

PROJECT TYPE:

Traffic

ESTIMATED SCHEDULE:

Design	FY 2012-2013
Construction	FY 2012-2013
Maintenance	FY 2013/14-2014/15

FUNDING SOURCE:

OCTA
Gas Tax

PROJECT MANAGER:

Traffic Engineer

CIP ACCOUNT NO.:

410-900-921.004

PROJECT DESCRIPTION:

The project consists of replacing the traffic signal controllers along Antonio Parkway and updating the regional signal coordination plan with adjacent City and/or County agencies.

PROJECT BUDGET:

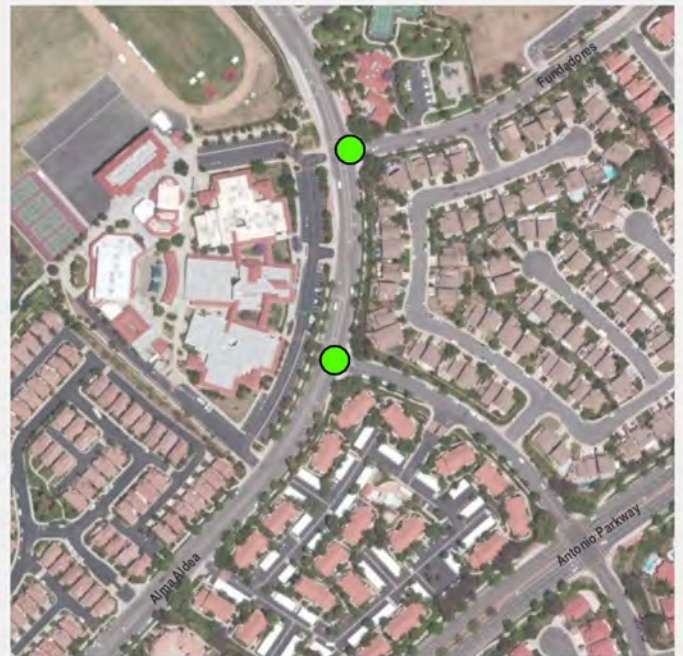
Design/Program Implementation	\$	60,000
Construction Estimate	\$	48,000
Inspection/Construction Engineering	\$	2,500
Construction Contingency	\$	2,500
Maintenance (2 years)	\$	25,000
Total	\$	138,000

City of Rancho Santa Margarita Capital Improvement Project Information



Sample Bulbout at Fundadores

BULBOUTS



VICINITY MAP

PROJECT TITLE:

Alma Aldea Bulbout Installation

DEPARTMENT:

Public Works

PROJECT TYPE:

Traffic

ESTIMATED SCHEDULE:

Design FY 2012-2013

Construction FY 2013/14-2014/15

FUNDING SOURCE:

CDBG

AQMD

PROJECT MANAGER:

Principal Engineer

CIP ACCOUNT NO.:

410-900-934.006

PROJECT DESCRIPTION:

The project consists of construction of two curb extensions at two existing crosswalk locations with ancillary sidewalk, and curb ramps.

PROJECT BUDGET:

Design	\$	40,000
Administration	\$	10,000
Construction Estimate	\$	150,000
Inspection/Construction Engineering	\$	25,000
Construction Contingency	\$	15,000
Total	\$	240,000

City of Rancho Santa Margarita Capital Improvement Project Information



SANTA MARGARITA BRIDGE



VICINITY MAP

PROJECT TITLE:

Santa Margarita Parkway Bridge Hinge Repair

DEPARTMENT:

Public Works

PROJECT TYPE:

Bridge

ESTIMATED SCHEDULE:

Study	FY 2012-2013
Design	FY 2014-2015
Construction	FY 2015-2016

FUNDING SOURCE:

HBP
Gas Tax
Measure M

PROJECT MANAGER:

Principal Engineer

CIP ACCOUNT NO.:

410-900-931.004

PROJECT DESCRIPTION:

The project consists of preventative maintenance and repairs on the Northbound Lane bridge hinges.

PROJECT BUDGET:

Study	\$ 116,000
Design	\$ 138,000
Construction Estimate	\$ 1,000,000
Construction Engineering/Administration	\$ 320,000
Construction Contingency	\$ 150,000
Total	\$ 1,735,000

RANCHO SANTA MARGARITA NONPROFIT CORPORATION CAPITAL PROJECTS

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



APPENDICES



City of Rancho Santa Margarita, California

BASIS OF ACCOUNTING

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

BUDGETARY CONTROL

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

Budgetary control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within the accounts of any fund; however, any revisions between funds must be approved by the City Council. Supplemental appropriations may be adopted by the City Council at any time during the fiscal year by formal action. Except for capital projects, appropriations lapse at fiscal year-end unless they are encumbered at year-end or re-appropriated through the formal budget process. Regarding capital projects, re-appropriation in the following fiscal year of Special Revenue or General Fund dollars is the recommended approach for ongoing capital projects. For any project which is under way (i.e. design complete, construction contract awarded, construction begun) at year-end, the appropriations are allowed to carry forward as re-appropriated for the next year's budget in order to complete the project. Exceptions preventing automatic re-appropriation for capital projects in progress are: use of General Fund dollars for completion or match; use of restricted funding sources no longer deemed eligible or included in eligibility reports; or funds no longer available from original or other special revenue sources and for special revenue funds, available fund balance. 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. A sales tax mitigation agreement with the County of Orange pursuant to a Revenue Neutrality Agreement is currently dormant; and capital leases exist 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 maintenance and improvement (i.e., streets and storm drains, etc.). Provisions of such services are dependent on ongoing revenue. The following describes seven (7) major sources of revenue to the City, representing 84.6% of the FY 2012-13 Estimated Revenues for all funds.

Sales & Use Tax: In accordance with the State Revenue & Taxation Code, the Bradley-Burns Uniform Local Sales & Use Tax Law of 1955, Measure “M2” and Proposition 172, a Sales and Use Tax rate totaling 7.75% is imposed on taxable sales in the City. The City receives 1.00% of local taxable sales with the remaining funds being shared by the State (4.75%), County Mental Health (0.50%), Orange County Transportation Authority – Measure “M2” 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.

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

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

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

Property Tax in-lieu of Sales Tax – As of FY 2004-05, the State reduced the allocation of sales tax by .25% and uses this portion as security for the State’s Economic Recovery Bonds. The State has replaced the reduction of sales tax with an allocation of local property taxes, which is referred to as Property Tax in-lieu of Sales Tax, and is the fifth largest revenue source for the City’s General Fund.

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

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

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

Appropriations Limit

History

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

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

Analysis

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

Fiscal Year	Appropriations Limit	Appropriations Subject to Limit	Difference
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
2012-13	\$15,174,177	\$10,570,349	\$4,603,828

RESOLUTION NO. 12-06-13-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2012/13

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 2011/12 was approved on June 8, 2011; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2012/13 is based on the approved appropriations limit for Fiscal Year 2011/12, adjusted using appropriations limit factors for Fiscal Year 2012/13, as they relate to budgeted revenues to be received in Fiscal Year 2012/13; 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 2012/13 shall be \$15,174,177 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 2012/13 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2012/13 appropriations limit is the population growth for the City of Rancho Santa Margarita.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2012.


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. 12-06-13-06 adopted by the City Council of the City of Rancho Santa Margarita, California, at a Regular Meeting thereof held on the 13th day of June 2012, by the following vote:

AYES:	3	COUNCIL MEMBERS:	Gamble, Mayor Pro Tempore Baric and Mayor Beall
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	2	COUNCIL MEMBERS:	Holloway and Petrilla
ABSTAIN:	0	COUNCIL MEMBERS:	None


MOLLY MC LAUGHLIN, CITY CLERK

City of Rancho Santa Margarita
Gann Limit
FY 2012-13

GENERAL FUND

	Budgeted Revenues 12-13		
	Proceeds of Taxes	Non-Proceeds of Taxes	Total
Property Tax	2,000,033	-	2,000,033
Sales Tax	4,099,309	-	4,099,309
Property Tax In-Lieu of Sales Tax	1,288,630	-	1,288,630
Real Property Transfer Tax	245,136	-	245,136
Franchise Fees-Cable TV	-	838,652	838,652
Cable - Grant Revenue	-	132,000	132,000
Franchise Fees-Gas	-	84,813	84,813
Franchise Fees-Electricity	-	376,563	376,563
Franchise Fees-Refuse Collect	-	163,792	163,792
Property Tax In-Lieu of VLF	3,723,479	-	3,723,479
Beverage Container Recycling	-	13,271	13,271
Solid Waste Fees	-	25,379	25,379
Building Permit Fees	-	188,065	188,065
Bldg-Plan Check Fees	-	96,882	96,882
Site Development Deposits	-	64,000	64,000
Planning-Plan Check Fees	-	35,500	35,500
Other Planning Revenues	-	19,419	19,419
CDBG Grant	-	73,090	73,090
Engineering Pernits	-	125,000	125,000
AB 939 Solid Waste Recycling	-	68,786	68,786
Solid Waste Diversion Permits	-	11,282	11,282
Court Fines	-	108,077	108,077
Parking Citation Revenue	-	106,267	106,267
Parking Citation Revenue - DMV	-	28,044	28,044
Miscellaneous Police Grants	-	2,500	2,500
Community Services Revenue	-	24,000	24,000
BTRCC Program Revenue	-	210,120	210,120
BTRCC Rental Revenue	-	199,820	199,820
Senior Mobility Grant	-	22,823	22,823
Investment Earnings	47,622	11,906	59,528
Total General Fund	11,404,209	3,030,051	14,434,260

SPECIAL REVENUE FUNDS

Gasoline	-	1,288,980	1,288,980
Interest	-	13,020	13,020
Measure M	-	619,740	619,740
Interest	-	6,260	6,260
Air Quality	-	59,400	59,400
Interest	-	600	600
SLSF	-	99,000	99,000
Interest	-	1,000	1,000
CAPITAL PROJECTS FUND	-	1,106,000	1,106,000
Total Other Funds	-	3,194,000	3,194,000

Total Revenue	11,404,209	6,224,051	17,628,260
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Appropriations Excluded From Limit (833,860)

NET APPROPRIATIONS SUBJECT TO LIMIT

	10,570,349
FY 2011-12 APPROPRIATIONS LIMIT	14,521,244
FY 2012-13 Appropriations Limit Factor	1.044964 (1)

FY 2012-13 CALCULATED APPROPRIATIONS LIMIT

	15,174,177
FY 2012-13 APPROPRIATIONS UNDER LIMIT	4,603,828

(1) - Source - California Dept of Finance (1.0377 x 1.007 = 1.044964)

RESOLUTION NO. 12-06-13-03

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 2012/13

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 2012/13 to the City Council; and

WHEREAS, the City Council set June 13, 2012, as the date of the public hearing to consider the FY 2012/13 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 \$22,256,110 for Fiscal Year 2012/13 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 \$21,047,125 during FY 2012/13.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$24,500 for technology expenditures and reserves designated for council strategic are allocated in the amount of \$53,438 for Council strategic expenditures included in the balanced Fiscal Year 2012/13 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 2012-2013" 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 2012-2013" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2012.


L. ANTHONY BEALL, MAYOR

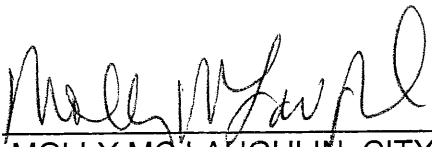
ATTEST:


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. 12-06-13-03 adopted by the City Council of the City of Rancho Santa Margarita, California, at a Regular Meeting thereof held on the 13th day of June 2012, by the following vote:

AYES:	3	COUNCIL MEMBERS:	Gamble, Mayor Pro Tempore Baric and Mayor Beall
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	2	COUNCIL MEMBERS:	Holloway and Petrilla
ABSTAIN:	0	COUNCIL MEMBERS:	None


MOLLY MC LAUGHLIN, CITY CLERK

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City of Rancho Santa Margarita

California