



City of  
Rancho Santa Margarita  
California

2012-2013

Adopted Operating Budget &  
Capital Improvement Plan



# TABLE OF CONTENTS

## Introduction

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

## Budget Summaries

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

## General Government

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

## Administrative Services

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

## **Police Services**

|                       |    |
|-----------------------|----|
| Police Services ..... | 48 |
|-----------------------|----|

## **Development Services**

|                           |    |
|---------------------------|----|
| Planning .....            | 52 |
| Building and Safety ..... | 54 |

## **Public Works**

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

## **Capital Improvement Plan**

|  |    |
|--|----|
| Capital Improvement Program .....                | 66 |
| RSM Nonprofit Corporation Capital Projects ..... | 86 |

## **Appendices**

|   |    |
|---|----|
| Basis of Accounting .....   | 87 |
| Budgetary Control .....   | 87 |
| Long-Term Debt .....  | 87 |
| Basis of Revenue Estimates .....                                      | 88 |
| Glossary of Terms .....   | 90 |
| Appropriations Limit .....  | 92 |
| Resolution Establishing the Appropriations Limit for FY 2012/13 ..... | 93 |
| Resolution Adopting the Operating Budget for FY 2012/13 .....         | 96 |
| Index .....   | 98 |



# 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,

A handwritten signature in black ink that reads "Steven E. Hayman".

Steven E. Hayman  
Interim City Manager

# **CITY OF RANCHO SANTA MARGARITA**

## **CITY COUNCIL**

|                     |                  |
|---------------------|------------------|
| MAYOR .....         | L. 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 DIRECTOR .....   | PAUL BOYER               |
| CITY ENGINEER .....                      | EHAB (MAX) MAXIMOUS      |
| PLANNING/COMMUNITY DEV. DIRECTOR .....   | KATHLEEN HATON           |
| CITY CLERK .....                         | MOLLY McLAUGHLIN         |
| CITY ATTORNEY .....                      | GREGORY E. SIMONIAN      |
| CHIEF OF POLICE SERVICES .....           | LIEUTENANT BRIAN SCHMUTZ |
| COMMUNITY SERVICES SUPERVISOR .....      | WENDI REDINGTON          |

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

## COMMUNITY PROFILE

|  |   |
|--|---|
| Date of Incorporation .....                      | January 1, 2000   |
| Location .....                                   | South Orange County, California                         |
| Form of Government.....                          | Council – Manager                                       |
| Population (1) .....                             | 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) | <b>47,853</b> |
|---------------------|---------------|

---

|             |           |
|-------------|-----------|
| Median Age: | <b>36</b> |
|-------------|-----------|

---

|                       |               |
|-----------------------|---------------|
| Number of Households: | <b>16,665</b> |
|-----------------------|---------------|

---

|                         |             |
|-------------------------|-------------|
| Average Household Size: | <b>2.87</b> |
|-------------------------|-------------|

---

|                      |             |
|----------------------|-------------|
| Average Family Size: | <b>3.33</b> |
|----------------------|-------------|

---

|                     |            |
|---------------------|------------|
| Home-Ownership Rate | <b>71%</b> |
|---------------------|------------|

---

|                 |               |
|-----------------|---------------|
| Total Workforce | <b>24,812</b> |
|-----------------|---------------|

---

|          |             |
|----------|-------------|
| Race:    |             |
| Asian    | <b>8.9</b>  |
| Black    | <b>1.6</b>  |
| Hispanic | <b>18.6</b> |
| White    | <b>67.0</b> |
| Other    | <b>3.9</b>  |

---

|        |             |
|--------|-------------|
| Sex:   |             |
| Female | <b>51.1</b> |
| Male   | <b>48.9</b> |

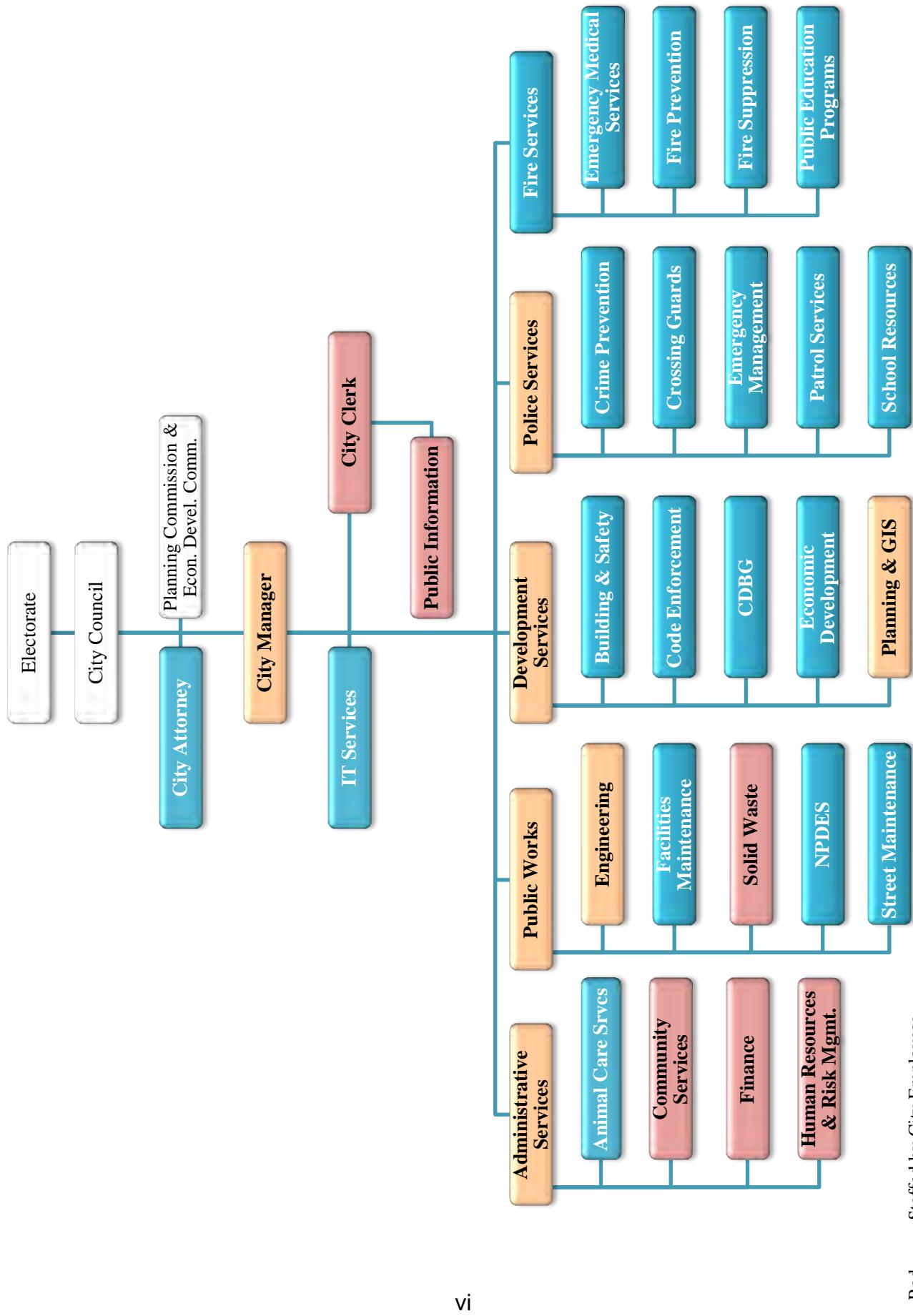
---

(1) As of 4/10/10 census data release. **Estimated population as of 1/1/12 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.

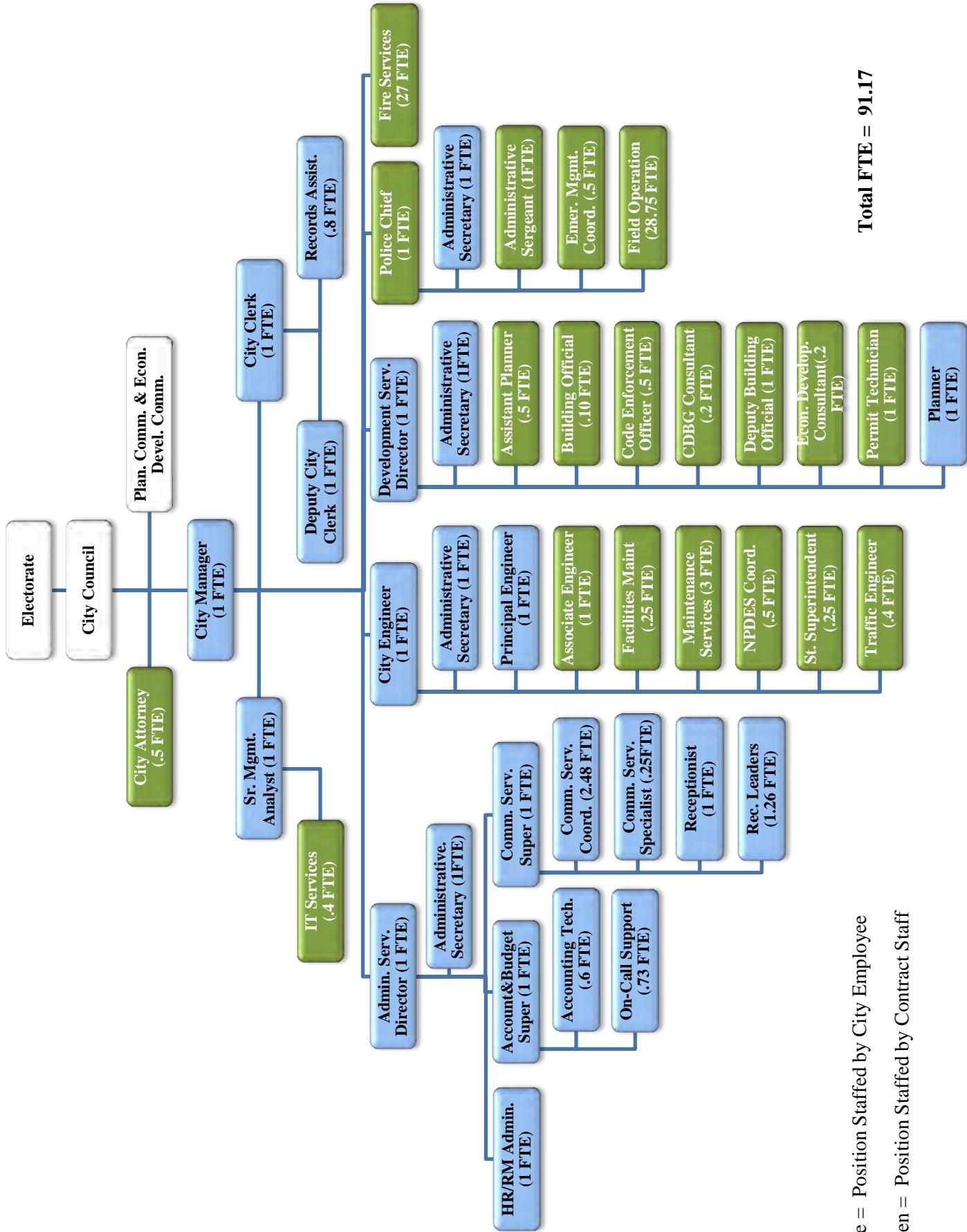
As of May 2012, total unemployment was 5.2 %

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



## City of Rancho Santa Margarita

### ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF as of Fiscal Year 2012-2013



City of Rancho Santa Margarita  
City Employees and Contract Staff Summary

|  |                                  | FY 2012/13   | Full Time Equivalent Positions |
|--|----------------------------------|--------------|--------------------------------|
|  |                                  | City Staff   | Contract Staff                 |
| <b><u>City Manager:</u></b>            | City Manager                     | 1.00         |                                |
|  | Senior Management Analyst        | 1.00         |                                |
|  | IT Services                      |              | 0.40                           |
|  | City Clerk                       | 1.00         |                                |
|  | Deputy City Clerk                | 1.00         |                                |
|  | Records Assistant                | 0.80         |                                |
| <b><u>City Attorney:</u></b>           | City Attorney                    |              | 0.50                           |
| <b><u>Administrative Services:</u></b> | Administrative Services Director | 1.00         |                                |
|  | Administrative Secretary         | 1.00         |                                |
|  | Accounting & Budget Supervisor   | 1.00         |                                |
|  | Accounting Technician            | 0.60         |                                |
|  | Community Services Supervisor    | 1.00         |                                |
|  | Community Services Coordinator   | 2.48         |                                |
|  | Community Services Specialist    | 0.25         |                                |
|  | Recreation Leader                | 1.26         |                                |
|  | HR/RiskManagement Administrator  | 1.00         |                                |
|  | Receptionist                     | 1.00         |                                |
|  | On-Call Support                  | 0.73         |                                |
| <b><u>Police Services:</u></b>         | Administrative Secretary         | 1.00         |                                |
|  | Police Chief                     |              | 1.00                           |
|  | Administrative Sergeant          |              | 1.00                           |
|  | Emergency Management Coordinator |              | 0.50                           |
|  | Field Operations                 |              | 28.75                          |
| <b><u>Development Services:</u></b>    | Development Services Director    | 1.00         |                                |
|  | Planner                          | 1.00         |                                |
|  | Code Enforcement Officer         |              | 0.50                           |
|  | 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                           |
| <b><u>Public Works:</u></b>            | City Engineer                    | 1.00         |                                |
|  | Principal Engineer               | 1.00         |                                |
|  | Administrative Secretary         | 1.00         |                                |
|  | Traffic Engineer                 |              | 0.40                           |
|  | Associate Engineer               |              | 1.00                           |
|  | Street Superintendent            |              | 0.25                           |
|  | Facilities Maintenance           |              | 0.25                           |
|  | NPDES Coordinator                |              | 0.50                           |
|  | Maintenance Services             |              | 3.00                           |
| <b><u>Fire Services:</u></b>           | Field Operations                 |              | 27.00                          |
| <b><u>TOTAL</u></b>                    |                                  | <b>23.12</b> | <b>68.05</b>                   |



# BUDGET SUMMARIES



**City of Rancho Santa Margarita, California**

This page left blank intentionally.

**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 |
|--------------------------------------|-----------------------|--------------------------------|------------------------------------|-----------------------|--------------------------------|------------------------------------|-----------------------|
| <b>General Fund - 100</b>            | <b>17,061,371</b>     | <b>15,920,095</b>              | <b>18,988,542</b>                  | <b>13,992,924</b>     | <b>14,938,897</b>              | <b>15,409,261</b>                  | <b>13,522,560</b>     |
| <b>Special Revenue Funds:</b>        |                       |                                |                                    |                       |                                |                                    |                       |
| 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             |
| <b>Capital Projects Fund - 410</b>   | <b>2,095,060</b>      | <b>1,566,674</b>               | <b>1,582,492</b>                   | <b>2,079,242</b>      | <b>1,212,246</b>               | <b>1,429,751</b>                   | <b>1,861,737</b>      |
| <b><u>RSM NONPROFIT</u></b>          |                       |                                |                                    |                       |                                |                                    |                       |
| <b>RSM Debt Service Fund - 500</b>   | <b>868,427</b>        | <b>827,136</b>                 | <b>842,385</b>                     | <b>853,178</b>        | <b>844,281</b>                 | <b>842,760</b>                     | <b>854,699</b>        |
| <b>RSM Capital Projects Fd - 520</b> | <b>-</b>              | <b>-</b>                       | <b>-</b>                           | <b>-</b>              | <b>-</b>                       | <b>-</b>                           | <b>-</b>              |
| <b>GRAND TOTAL - ALL FUNDS</b>       | <b>22,733,457</b>     | <b>20,219,916</b>              | <b>23,388,208</b>                  | <b>19,565,165</b>     | <b>18,947,447</b>              | <b>19,081,115</b>                  | <b>19,431,497</b>     |

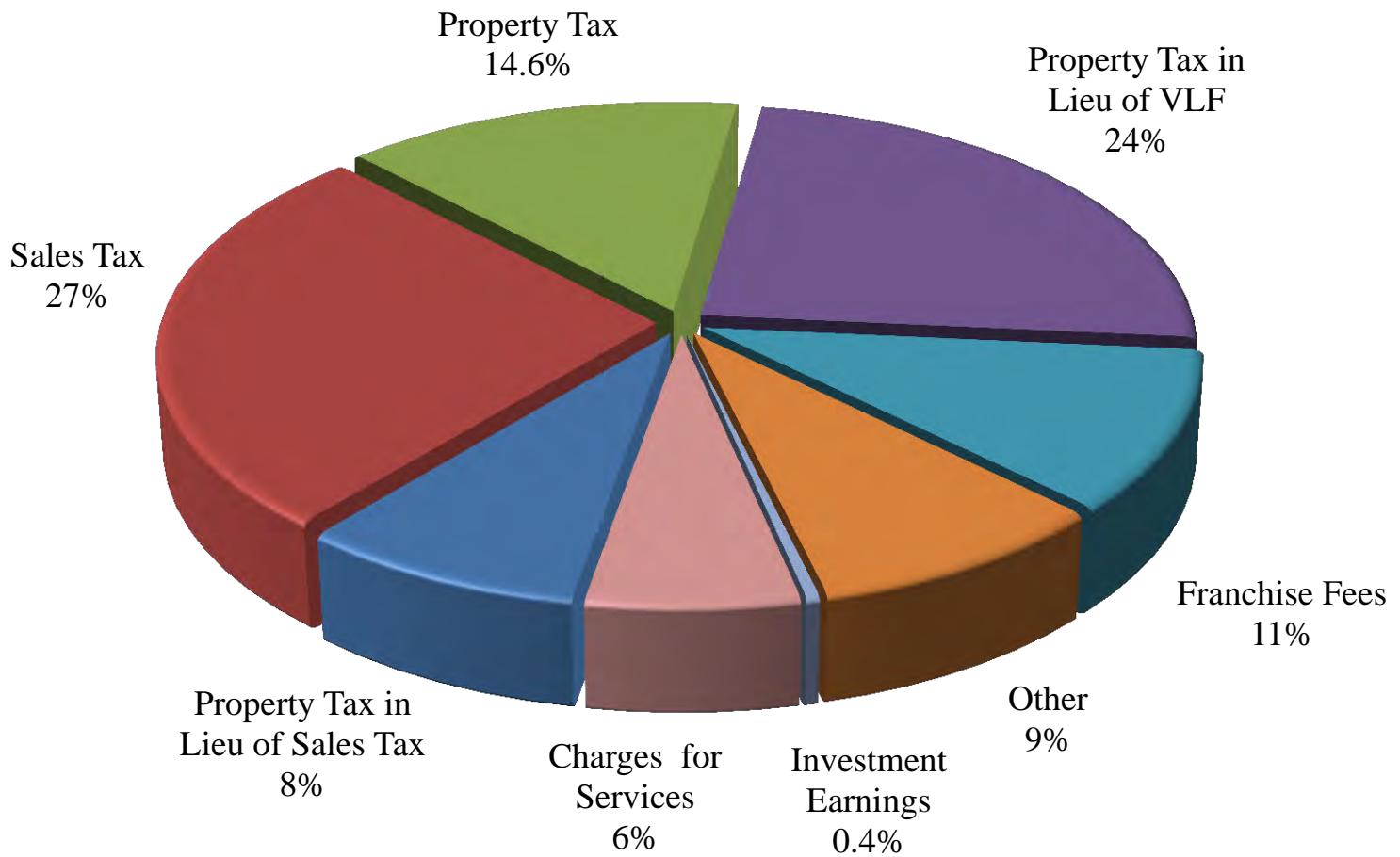
| Revenues & Interfund Transfers | Expenditures & Interfund Transfers | Fund Balance 06/30/11 | Estimated Revenues & Interfund Transfers | Estimated Expenditures & Interfund Transfers | Estimated Fund Balance 06/30/12 | Projected Revenues & Interfund Transfers | Projected Expenditures & Interfund Transfers | 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<br>ACTUAL     | FY 2009/10<br>ACTUAL     | FY 2010/11<br>ACTUAL     | -----FY 2011/12-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE     | FY 2012/13<br>ADOPTED<br>BUDGET |
|---|--------------------------|--------------------------|--------------------------|---|--------------------------|---------------------------------|
| <b>100 GENERAL FUND</b>                 | <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>               |
| <b><u>SPECIAL REVENUE FUNDS</u></b>     |                          |                          |                          |   |                          |                                 |
| <b>210 GAS TAX</b>                      | 824,957                  | 860,870                  | 1,253,218                | 1,344,000                                 | 1,290,920                | 1,302,000                       |
| <b>212 MEASURE M</b>                    | 530,570                  | 440,320                  | 431,857                  | 560,000                                   | 589,157                  | 626,000                         |
| <b>214 AIR QUALITY IMPROVEMENT</b>      | 48,665                   | 73,719                   | 56,465                   | 60,000                                    | 60,000                   | 60,000                          |
| <b>216 CA LAW ENFORCEMENT EQUIP.</b>    | -                        | -                        | -                        | -   | -                        | -                               |
| <b>218 TRAFFIC CONGESTION RELIEF</b>    | 422,512                  | 452,157                  | 5,184                    | -   | -                        | -                               |
| <b>222 SUPPLEMENTAL LAW ENFORCEMENT</b> | 79,307                   | 124,957                  | 100,533                  | -   | 100,000                  | 100,000                         |
| <b><u>SUBTOTAL</u></b>                  |                          |                          |                          |   |                          |                                 |
| <b>ALL SPECIAL REVENUE FUNDS</b>        | <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>                |
| <b>410 CAPITAL PROJECTS FUND</b>        | <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>                |
| <b><u>RSM NONPROFIT</u></b>             |                          |                          |                          |   |                          |                                 |
| <b>500 RSMNP DEBT SERVICE FUND</b>      | <u>827,136</u>           | <u>844,281</u>           | <u>835,095</u>           | <u>836,260</u>                            | <u>836,260</u>           | <u>833,860</u>                  |
| <b>520 RSMNP CAPITAL PROJECTS</b>       | <u>-</u>                 | <u>-</u>                 | <u>-</u>                 | <u>-</u>                                  | <u>-</u>                 | <u>-</u>                        |
| <b><u>SUBTOTAL</u></b>                  |                          |                          |                          |   |                          |                                 |
| <b>ALL FUND TYPES</b>                   | <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>               |
| <b>LESS INTERFUND TRANSFERS</b>         | <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>                |
| <b>GRAND TOTAL - ALL FUND TYPES</b>     | <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<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12----- | -----FY 2012/13----- |                   |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
|                                     |                      |                      |                      | AMENDED<br>BUDGET    | YEAR-END<br>ESTIMATE | ADOPTED<br>BUDGET |
| <b>100 <u>GENERAL FUND</u></b>      |                      |                      |                      |                      |                      |                   |
| 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              | -                    | -                    | -                 |
| <b>TOTAL GENERAL FUND</b>           | <b>15,920,095</b>    | <b>14,938,897</b>    | <b>16,345,290</b>    | <b>15,533,754</b>    | <b>15,425,123</b>    | <b>15,414,265</b> |
| <b><u>SPECIAL REVENUE FUNDS</u></b> |                      |                      |                      |                      |                      |                   |
| <b>210 <u>GAS TAX FUND:</u></b>     |                      |                      |                      |                      |                      |                   |
| 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                | -                    | -                    | -                 |
| <b>TOTAL GAS TAX FUND</b>           | <b>824,957</b>       | <b>860,870</b>       | <b>1,253,218</b>     | <b>1,344,000</b>     | <b>1,290,920</b>     | <b>1,302,000</b>  |
| <b>212 <u>MEASURE M FUND:</u></b>   |                      |                      |                      |                      |                      |                   |
| 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                   | -                    | -                    | -                    | -                    | -                    | -                 |
| <b>TOTAL MEASURE M FUND</b>         | <b>530,570</b>       | <b>440,320</b>       | <b>431,857</b>       | <b>560,000</b>       | <b>589,157</b>       | <b>626,000</b>    |

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

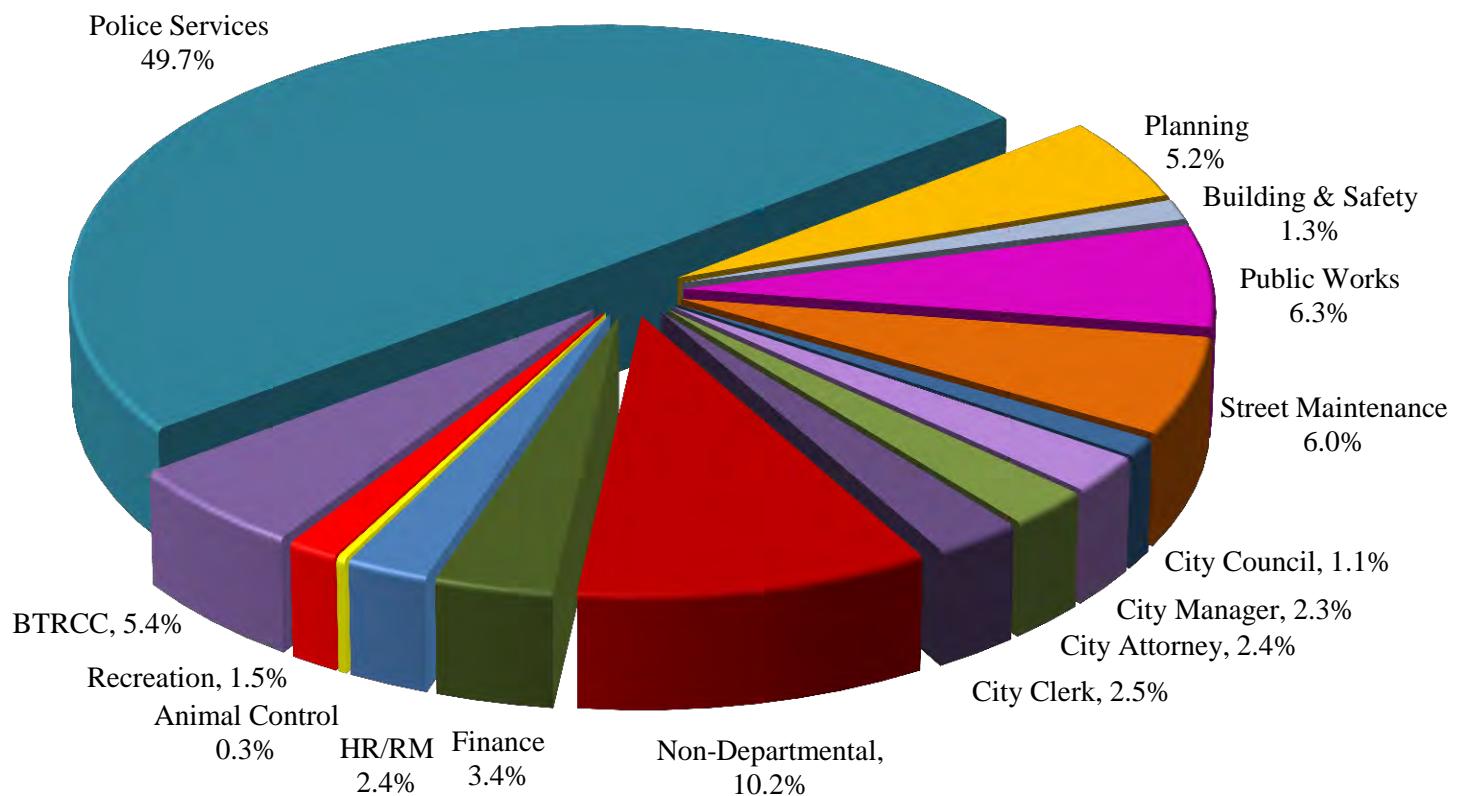
|   | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12-----<br>AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE | FY 2012/13<br>ADOPTED<br>BUDGET |
|---|----------------------|----------------------|----------------------|---|----------------------|---------------------------------|
| <b>214 AIR QUALITY IMPROVEMENT FUND:</b>      |                      |                      |                      |   |                      |                                 |
| 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                             | -                    | -                    | -                    | -   | -                    | -                               |
| <b>TOTAL AQMD FUND</b>                        | <b>48,665</b>        | <b>73,719</b>        | <b>56,465</b>        | <b>60,000</b>                             | <b>60,000</b>        | <b>60,000</b>                   |
| <b>216 CA LAW ENFORCEMENT EQUIP. PROGRAM:</b> |                      |                      |                      |   |                      |                                 |
| CLEEP Grant                                   | -                    | -                    | -                    | -   | -                    | -                               |
| Interest Income                               | -                    | -                    | -                    | -   | -                    | -                               |
| <b>TOTAL CLEEP FUND</b>                       | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                                  | <b>-</b>             | <b>-</b>                        |
| <b>218 TRAFFIC CONGESTION RELIEF FUND:</b>    |                      |                      |                      |   |                      |                                 |
| TCRF Funds                                    | 420,943              | 450,082              | -                    | -   | -                    | -                               |
| Interest Income                               | 1,569                | 2,075                | 5,184                | -   | -                    | -                               |
| <b>TOTAL TCRF FUND</b>                        | <b>422,512</b>       | <b>452,157</b>       | <b>5,184</b>         | <b>-</b>                                  | <b>-</b>             | <b>-</b>                        |
| <b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>      |                      |                      |                      |   |                      |                                 |
| Supplemental Law Enforcement                  | 73,756               | 124,254              | 100,016              | -   | 100,000              | 99,000                          |
| Interest Income                               | 5,551                | 703                  | 517                  | -   | -                    | 1,000                           |
| <b>TOTAL SUPPL. ENFORCEMENT</b>               | <b>79,307</b>        | <b>124,957</b>       | <b>100,533</b>       | <b>-</b>                                  | <b>100,000</b>       | <b>100,000</b>                  |
| <b>SUBTOTAL - ALL SPECIAL REVENUE</b>         | <b>1,906,011</b>     | <b>1,952,023</b>     | <b>1,847,257</b>     | <b>1,964,000</b>                          | <b>2,040,077</b>     | <b>2,088,000</b>                |
| <b>410 CAPITAL PROJECTS FUND</b>              |                      |                      |                      |   |                      |                                 |
| 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               | -                               |
| <b>SUBTOTAL - CAPITAL PROJECTS</b>            | <b>1,566,674</b>     | <b>1,212,246</b>     | <b>2,306,285</b>     | <b>2,086,000</b>                          | <b>1,492,762</b>     | <b>2,711,000</b>                |
| <b>RSM NONPROFIT</b>                          |                      |                      |                      |   |                      |                                 |
| <b>500 RSMNP DEBT SERVICE:</b>                |                      |                      |                      |   |                      |                                 |
| Interest Income                               | 27,046               | 15,166               | 9,514                | -   | -                    | -                               |
| Transfer from General Fund                    | 800,090              | 829,115              | 825,581              | 836,260                                   | 836,260              | 833,860                         |
| <b>TOTAL RSMNP DEBT SERVICE</b>               | <b>827,136</b>       | <b>844,281</b>       | <b>835,095</b>       | <b>836,260</b>                            | <b>836,260</b>       | <b>833,860</b>                  |
| <b>520 RSMNP CAPITAL PROJECTS:</b>            |                      |                      |                      |   |                      |                                 |
| Long Term Debt Issued                         | -                    | -                    | -                    | -   | -                    | -                               |
| <b>TOTAL RSMNP CAPITAL PROJECTS</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                                  | <b>-</b>             | <b>-</b>                        |
| <b>SUBTOTAL - ALL FUND TYPES</b>              | <b>20,219,916</b>    | <b>18,947,447</b>    | <b>21,333,927</b>    | <b>20,420,014</b>                         | <b>19,794,222</b>    | <b>21,047,125</b>               |
| <b>LESS: INTERFUND TRANSFERS</b>              | <b>2,592,624</b>     | <b>2,361,221</b>     | <b>3,495,811</b>     | <b>3,213,526</b>                          | <b>2,968,161</b>     | <b>3,418,866</b>                |
| <b>GRAND TOTAL - ALL FUND TYPES</b>           | <b>17,627,292</b>    | <b>16,586,226</b>    | <b>17,838,116</b>    | <b>17,206,488</b>                         | <b>16,826,061</b>    | <b>17,628,259</b>               |

# City of Rancho Santa Margarita

## Summary of Budgeted Expenditures

### General Fund

Fiscal Year 2012-2013



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

| DESCRIPTION                                    | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | FY 2011/12        |                      | FY 2012/13<br>ADOPTED<br>BUDGET |
|--|----------------------|----------------------|----------------------|-------------------|----------------------|---------------------------------|
|  |                      |                      |                      | AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE |                                 |
| <b><u>GENERAL FUND</u></b>                     |                      |                      |                      |                   |                      |                                 |
| 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                         |
| <b>TOTAL GENERAL FUND</b>                      | <b>18,988,542</b>    | <b>15,409,261</b>    | <b>15,062,447</b>    | <b>15,502,157</b> | <b>15,085,033</b>    | <b>15,249,155</b>               |
| <b><u>SPECIAL REVENUE FUNDS</u></b>            |                      |                      |                      |                   |                      |                                 |
| 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                         |
| <b>TOTAL SPECIAL REVENUE FUNDS</b>             | <b>1,974,789</b>     | <b>1,399,343</b>     | <b>2,574,660</b>     | <b>2,759,319</b>  | <b>2,462,924</b>     | <b>3,027,095</b>                |
| <b><u>CAPITAL PROJECTS FUND</u></b>            |                      |                      |                      |                   |                      |                                 |
| 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          | -                    | -                    | -                    | -                 | -                    | -                               |
| <b>TOTAL CAPITAL PROJECT FUND</b>              | <b>1,582,492</b>     | <b>1,429,751</b>     | <b>3,056,176</b>     | <b>2,526,000</b>  | <b>1,449,383</b>     | <b>3,146,000</b>                |
| <b><u>RSM NON-PROFIT DEBT SERVICE FUND</u></b> |                      |                      |                      |                   |                      |                                 |
| Debt Service Payment                           | 842,385              | 842,760              | 837,523              | 836,260           | 836,260              | 833,860                         |
| <b>TOTAL RSM NP DEBT SRVC. FUND</b>            | <b>842,385</b>       | <b>842,760</b>       | <b>837,523</b>       | <b>836,260</b>    | <b>836,260</b>       | <b>833,860</b>                  |
| <b>SUBTOTAL - ALL FUND TYPES</b>               | <b>23,388,208</b>    | <b>19,081,115</b>    | <b>21,530,806</b>    | <b>21,623,736</b> | <b>19,833,600</b>    | <b>22,256,110</b>               |
| <b>LESS INTERFUND TRANSFERS</b>                | <b>2,592,624</b>     | <b>2,361,221</b>     | <b>3,495,811</b>     | <b>3,213,526</b>  | <b>2,968,161</b>     | <b>3,418,866</b>                |
| <b>GRAND TOTAL - ALL FUND TYPES</b>            | <b>20,795,584</b>    | <b>16,719,894</b>    | <b>18,034,995</b>    | <b>18,410,210</b> | <b>16,865,439</b>    | <b>18,837,244</b>               |

Fund Expense Summary  
GENERAL FUND

| DESCRIPTION                          | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12----- |                      | FY 2012/13<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
|                                      |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>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                         |
| <b>TOTAL GENERAL FUND</b>            | <b>18,988,542</b>    | <b>15,409,261</b>    | <b>15,062,447</b>    | <b>15,502,157</b>    | <b>15,085,033</b>    | <b>15,249,155</b>               |

Fund Expense Summary  
GAS TAX FUND

| DESCRIPTION                          | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | FY 2011/12        |                      | FY 2012/13<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------------|----------------------|----------------------|-------------------|----------------------|---------------------------------|
|                                      |                      |                      |                      | AMENDED<br>BUDGET | YEAR END<br>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 Systen | -                    | -                    | -                    | 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 Hashing Beacon       | 7,625                | -                    | -                    | -                 | -                    | -                               |
| Antonio/Tijeras Creek Storm Drain    | 30,292               | -                    | -                    | -                 | -                    | -                               |
| Antonio Pkwy. Signal & Equipment L   | -                    | -                    | -                    | -                 | -                    | 23,000                          |
| <b>TOTAL GAS TAX FUND</b>            | <b>1,194,249</b>     | <b>613,542</b>       | <b>640,358</b>       | <b>1,520,273</b>  | <b>1,541,329</b>     | <b>1,840,889</b>                |

Fund Expense Summary  
MEASURE M FUND

| DESCRIPTION                               | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | FY 2011/12        |                      | FY 2012/13<br>ADOPTED<br>BUDGET |
|---|----------------------|----------------------|----------------------|-------------------|----------------------|---------------------------------|
|   |                      |                      |                      | AMENDED<br>BUDGET | YEAR END<br>ESTIMATE |                                 |
| <b>MEASURE M</b>                          |                      |                      |                      |                   |                      |                                 |
| 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 Honest 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 Improveme | -                    | -                    | -                    | -                 | -                    | 10,000                          |
| <b>TOTAL MEASURE M FUND</b>               | <b>540,896</b>       | <b>615,797</b>       | <b>850,740</b>       | <b>940,357</b>    | <b>822,846</b>       | <b>916,857</b>                  |

Fund Expense Summary  
AIR QUALITY IMPROVEMENT

| DESCRIPTION                          | FY 2008/09     | FY 2009/10    | FY 2010/11    | FY 2011/12        |                      | FY 2012/13        |
|--------------------------------------|----------------|---------------|---------------|-------------------|----------------------|-------------------|
|                                      | ACTUAL         | ACTUAL        | ACTUAL        | AMENDED<br>BUDGET | YEAR END<br>ESTIMATE | ADOPTED<br>BUDGET |
| <b>AIR QUALITY IMPROVEMENT</b>       |                |               |               |                   |                      |                   |
| 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            |
|                                      |                |               | -             |                   |                      |                   |
| <b>TOTAL AIR QUALITY IMPROVEMENT</b> | <b>119,866</b> | <b>13,759</b> | <b>92,433</b> | <b>64,000</b>     | <b>39,826</b>        | <b>144,000</b>    |

Fund Expense Summary  
 CA LAW ENFORCEMENT EQUIP.

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

Fund Expense Summary  
TRAFFIC CONGESTION RELIEF

| DESCRIPTION                            | FY 2008/09 | FY 2009/10    | FY 2010/11     | FY 2011/12        |                      | FY 2012/13        |
|--|------------|---------------|----------------|-------------------|----------------------|-------------------|
|  | ACTUAL     | ACTUAL        | ACTUAL         | AMENDED<br>BUDGET | YEAR END<br>ESTIMATE | ADOPTED<br>BUDGET |
| <b>TRAFFIC CONGESTION RELIEF</b>       |            |               |                |                   |                      |                   |
| 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         | -                 | -                    | -                 |
| <b>TOTAL TRAFFIC CONGESTION RELIEF</b> | <b>-</b>   | <b>22,089</b> | <b>857,617</b> | <b>169,556</b>    | <b>-</b>             | <b>-</b>          |

Fund Expense Summary  
 SUPPLEMENTAL LAW ENFORCEMENT

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

Fund Expense Summary  
CAPITAL PROJECTS

| DESCRIPTION                                 | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12----- | FY 2012/13           |                   |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
|   |                      |                      |                      | AMENDED<br>BUDGET    | YEAR END<br>ESTIMATE | ADOPTED<br>BUDGET |
| <b><u>CAPITAL PROJECTS FUND</u></b>         |                      |                      |                      |                      |                      |                   |
| 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 Rehab      | -                    | -                    | -                    | 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 Bulboult 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               | -                    | -                    | -                 |
| <b>TOTAL CAPITAL PROJECTS FUND</b>          | <b>1,582,492</b>     | <b>1,429,751</b>     | <b>3,056,176</b>     | <b>2,526,000</b>     | <b>1,449,383</b>     | <b>3,146,000</b>  |

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<br>BUDGET | YEAR END<br>ESTIMATE | ADOPTED<br>BUDGET |
| <b><u>RSMNP CAPITAL PROJECTS FUND</u></b> |            |            |            |                   |                      |                   |
| Community Center/City Hall Design         | -          | -          | -          | -                 | -                    | -                 |
| Community Center/City Hall Construct.     | -          | -          | -          | -                 | -                    | -                 |
| <b>TOTAL RSMNP CAPITAL PROJECTS</b>       | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>          | <b>-</b>             | <b>-</b>          |

Fund Expense Summary  
 RSM NONPROFIT DEBT SERVICE

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

SCHEDULE OF INTERFUND TRANSFERS

| FUND                                      | FY 2008/09<br><u>ACTUAL</u> | FY 2009/10<br><u>ACTUAL</u> | FY 2010/11<br><u>ACTUAL</u> | FY 2011/12        |                      | FY 2012/13<br><u>ADOPTED<br/>BUDGET</u> |
|---|-----------------------------|-----------------------------|-----------------------------|-------------------|----------------------|---|
|   |                             |                             |                             | AMENDED<br>BUDGET | YEAR-END<br>ESTIMATE |   |
| <b>OPERATING TRANSFERS IN:</b>            |                             |                             |                             |                   |                      |   |
| 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                                 |
| <b>TOTAL</b>                              | <b>2,592,624</b>            | <b>2,361,221</b>            | <b>3,495,811</b>            | <b>3,213,526</b>  | <b>2,968,161</b>     | <b>3,418,866</b>                        |
| <b>OPERATING TRANSFERS OUT:</b>           |                             |                             |                             |                   |                      |   |
| 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          | -                           | -                           | -                           | -                 | -                    | -                                       |
| <b>TOTAL</b>                              | <b>2,592,624</b>            | <b>2,361,221</b>            | <b>3,495,811</b>            | <b>3,213,526</b>  | <b>2,968,161</b>     | <b>3,418,866</b>                        |

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

|                                     | FY 2008/09<br>ACTUAL     | FY 2009/10<br>ACTUAL     | FY 2010/11<br>ACTUAL     | -----FY 2011/12-----<br>AMENDED<br>BUDGET | YEAR-END<br>ACTUALS      | FY 2012/13<br>ADOPTED<br>BUDGET |
|-------------------------------------|--------------------------|--------------------------|--------------------------|---|--------------------------|---------------------------------|
| <b>GENERAL FUND</b>                 |                          |                          |                          |   |                          |                                 |
| 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  | <u>18,988,542</u>        | <u>15,409,261</u>        | <u>15,062,447</u>        | <u>15,502,157</u>                         | <u>15,085,033</u>        | <u>15,249,155</u>               |
|                                     | 100%                     | 100%                     | 100%                     | 100%                                      | 100%                     | 100%                            |
| <b>SPECIAL FUNDS</b>                |                          |                          |                          |   |                          |                                 |
| 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 | <u>382,255</u>           | <u>409,530</u>           | <u>412,055</u>           | <u>382,053</u>                            | <u>331,023</u>           | <u>442,089</u>                  |
| <b>TOTAL OPERATING EXPENDITURES</b> | <b><u>19,370,797</u></b> | <b><u>15,818,791</u></b> | <b><u>15,474,502</u></b> | <b><u>15,884,210</u></b>                  | <b><u>15,416,056</u></b> | <b><u>15,691,244</u></b>        |

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

|                                |   | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12-----<br>AMENDED<br>BUDGET | YEAR-END<br>ACTUALS | FY 2012/13<br>ADOPTED<br>BUDGET |
|--------------------------------|---|----------------------|----------------------|----------------------|---|---------------------|---------------------------------|
| <b>GENERAL GOVERNMENT</b>      |   |                      |                      |                      |   |                     |                                 |
| 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                       |
| <b>ADMINISTRATIVE SERVICES</b> |   |                      |                      |                      |   |                     |                                 |
| 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                       |
| <b>POLICE SERVICES</b>         |   |                      |                      |                      |   |                     |                                 |
| 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                       |
| <b>DEVELOPMENT SERVICES</b>    |   |                      |                      |                      |   |                     |                                 |
| 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                         |
| <b>PUBLIC WORKS</b>            |   |                      |                      |                      |   |                     |                                 |
| 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                      |
| <b>SPECIAL FUNDS</b>           |   |                      |                      |                      |   |                     |                                 |
| 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                         |
|                                | <b>TOTAL OPERATING EXPENDITURES</b>       | <b>19,370,797</b>    | <b>15,818,791</b>    | <b>15,474,502</b>    | <b>15,884,210</b>                         | <b>15,416,056</b>   | <b>15,691,244</b>               |



# GENERAL GOVERNMENT



**City of Rancho Santa Margarita, California**

# General Government

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

# *City Manager's Department*

## **CITY MANAGER**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 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 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
4. Actively participated, addressed issues, and provided staff resources, as needed, to the Community Associations of Rancho (CAR) meetings and activities.
5. Participated and provided direction and perspective to staff in 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 2<sup>nd</sup> Battalion, 5<sup>th</sup> 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     | FY 2009/10     | FY 2010/11     | FY 2011/12     |                  | FY 2012/13     |  |  |
|--------------------------------|--------------------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|--|--|
|                                |                          |                | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED BUDGET | YEAR-END ACTUALS | ADOPTED BUDGET |  |  |
| <b><u>CITY MANAGER</u></b>     |                          |                |                |                |                |                |                  |                |  |  |
| <b>EXPENDITURES</b>            |                          |                |                |                |                |                |                  |                |  |  |
| <b>PERSONNEL</b>               |                          |                |                |                |                |                |                  |                |  |  |
| 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           |                |  |  |
| <b>TOTAL PERSONNEL (2 FTE)</b> |                          | <b>466,104</b> | <b>514,397</b> | <b>424,778</b> | <b>414,502</b> | <b>299,679</b> | <b>344,838</b>   |                |  |  |
| <b>OPERATIONS</b>              |                          |                |                |                |                |                |                  |                |  |  |
| 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                       |                          | <b>7,327</b>   | <b>10,106</b>  | <b>7,660</b>   | <b>8,295</b>   | <b>7,762</b>   | <b>8,315</b>     |                |  |  |
| 700.001                        | Professional Services    | <b>26,495</b>  | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>75,398</b>  | <b>-</b>         |                |  |  |
| <b>TOTAL OPERATIONS</b>        |                          | <b>33,822</b>  | <b>10,106</b>  | <b>7,660</b>   | <b>8,295</b>   | <b>83,160</b>  | <b>8,315</b>     |                |  |  |
| <b>TOTAL EXPENDITURES</b>      |                          |                |                |                |                |                |                  |                |  |  |
|                                |                          | <b>499,926</b> | <b>524,503</b> | <b>432,438</b> | <b>422,797</b> | <b>382,839</b> | <b>353,153</b>   |                |  |  |
| <b>FUNDING SOURCES</b>         |                          |                |                |                |                |                |                  |                |  |  |
| 100                            | General Fund             | 499,926        | 524,503        | 432,438        | 422,797        | 382,839        | 353,153          |                |  |  |
| <b>TOTAL FUNDING SOURCES</b>   |                          | <b>499,926</b> | <b>524,503</b> | <b>432,438</b> | <b>422,797</b> | <b>382,839</b> | <b>353,153</b>   |                |  |  |

*General Government*  
**CITY ATTORNEY**

**DESCRIPTION**

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

**ACCOMPLISHMENTS: FISCAL YEAR 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 NUMBER           | DESCRIPTION    | 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 |  |  |
| <b><u>CITY ATTORNEY</u></b>  |                       |                |                |                |                |                |                  |                |  |  |
| <i>EXPENDITURES</i>          |                       |                |                |                |                |                |                  |                |  |  |
| <i>OPERATIONS</i>            |                       |                |                |                |                |                |                  |                |  |  |
| 700.003                      | Professional Services | 394,433        | 421,028        | 368,309        | 350,000        | 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>      |                       | <b>495,561</b> | <b>440,755</b> | <b>375,866</b> | <b>470,840</b> | <b>470,840</b> | <b>363,840</b>   |                |  |  |
| <i>TOTAL EXPENDITURES</i>    |                       | <b>495,561</b> | <b>440,755</b> | <b>375,866</b> | <b>470,840</b> | <b>470,840</b> | <b>363,840</b>   |                |  |  |
| <i>FUNDING SOURCES</i>       |                       |                |                |                |                |                |                  |                |  |  |
| 100                          | General Fund          | 495,561        | 440,755        | 375,866        | 470,840        | 470,840        | 363,840          |                |  |  |
| <i>TOTAL FUNDING SOURCES</i> |                       | <b>495,561</b> | <b>440,755</b> | <b>375,866</b> | <b>470,840</b> | <b>470,840</b> | <b>363,840</b>   |                |  |  |

# *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 NUMBER               | DESCRIPTION    | 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 |  |
| <b><u>CITY CLERK</u></b>         |                           |                |                |                |                |                      |                  |                |  |
| <b>EXPENDITURES</b>              |                           |                |                |                |                |                      |                  |                |  |
| <b>PERSONNEL</b>                 |                           |                |                |                |                |                      |                  |                |  |
| 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           |                |  |
| <b>TOTAL PERSONNEL (2.8 FTE)</b> |                           | <b>255,833</b> | <b>273,022</b> | <b>280,150</b> | <b>303,089</b> | <b>284,999</b>       | <b>286,884</b>   |                |  |
| <b>OPERATIONS</b>                |                           |                |                |                |                |                      |                  |                |  |
| 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                  | <b>38,513</b>  | <b>24,945</b>  | <b>26,883</b>  | <b>36,619</b>  | <b>30,322</b>        | <b>31,079</b>    |                |  |
| 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                  | <b>94,778</b>  | <b>29,644</b>  | <b>39,645</b>  | <b>6,000</b>   | <b>6,000</b>         | <b>68,000</b>    |                |  |
| <b>TOTAL OPERATIONS</b>          |                           | <b>133,291</b> | <b>54,589</b>  | <b>66,528</b>  | <b>42,619</b>  | <b>36,322</b>        | <b>99,079</b>    |                |  |
| <b>TOTAL EXPENDITURES</b>        |                           | <b>389,124</b> | <b>327,611</b> | <b>346,678</b> | <b>345,708</b> | <b>321,321</b>       | <b>385,963</b>   |                |  |
| <b>FUNDING SOURCES</b>           |                           |                |                |                |                |                      |                  |                |  |
| 100                              | General Fund              | 389,124        | 327,611        | 346,678        | 345,708        | 321,321              | 385,963          |                |  |
| <b>TOTAL FUNDING SOURCES</b>     |                           | <b>389,124</b> | <b>327,611</b> | <b>346,678</b> | <b>345,708</b> | <b>321,321</b>       | <b>385,963</b>   |                |  |

This page left blank intentionally.



# ADMINISTRATIVE



# SERVICES

**City of Rancho Santa Margarita, California**

# Administrative Services

|                                |                      | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | FY 2011/12        |                     | FY 2012/13<br>ADOPTED<br>BUDGET |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|---------------------|---------------------------------|
| <b>ADMINISTRATIVE SERVICES</b> |                      |                      |                      |                      | AMENDED<br>BUDGET | YEAR-END<br>ACTUALS |                                 |
| 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                         |
| <b>TOTAL EXPENDITURES</b>      |                      | <b>6,256,764</b>     | <b>3,552,009</b>     | <b>3,357,457</b>     | <b>3,541,750</b>  | <b>3,458,934</b>    | <b>3,501,994</b>                |



# *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**

| ACCT<br>DIVISION<br>NUMBER       | DESCRIPTION                 | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | AMENDED<br>BUDGET | FY 2011/12<br>YEAR-END<br>ACTUALS | FY 2012/13<br>ADOPTED<br>BUDGET |  |
|----------------------------------|-----------------------------|----------------------|----------------------|----------------------|-------------------|-----------------------------------|---------------------------------|--|
|                                  |                             |                      |                      |                      |                   |                                   |                                 |  |
| <b><u>NON-DEPARTMENTAL</u></b>   |                             |                      |                      |                      |                   |                                   |                                 |  |
| <b>EXPENDITURES</b>              |                             |                      |                      |                      |                   |                                   |                                 |  |
| <b>PERSONNEL</b>                 |                             |                      |                      |                      |                   |                                   |                                 |  |
| 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                           |  |
| <b>TOTAL PERSONNEL (.98 FTE)</b> |                             | <b>2,279</b>         | <b>2,068</b>         | <b>30,343</b>        | <b>37,807</b>     | <b>34,569</b>                     | <b>49,843</b>                   |  |
| <b>OPERATIONS</b>                |                             |                      |                      |                      |                   |                                   |                                 |  |
| 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                    | <b>351,260</b>       | <b>309,035</b>       | <b>304,774</b>       | <b>329,763</b>    | <b>323,338</b>                    | <b>342,852</b>                  |  |
| 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                    | <b>187,170</b>       | <b>151,196</b>       | <b>159,375</b>       | <b>185,880</b>    | <b>195,880</b>                    | <b>180,403</b>                  |  |
| <b>TOTAL OPERATIONS</b>          |                             | <b>565,790</b>       | <b>470,581</b>       | <b>478,189</b>       | <b>515,643</b>    | <b>519,218</b>                    | <b>537,655</b>                  |  |
| <b>TRANSFERS</b>                 |                             |                      |                      |                      |                   |                                   |                                 |  |
| 790.410                          | Transfer to Cap. Projects   | -                    | -                    | -                    | -                 | -                                 | -                               |  |
|                                  | Subtotal                    | -                    | -                    | -                    | -                 | -                                 | -                               |  |
| <b>MITIGATION</b>                |                             |                      |                      |                      |                   |                                   |                                 |  |
| 792.001                          | Mit. Obligation - Interest  | -                    | -                    | -                    | -                 | -                                 | -                               |  |
| 801.000                          | Mit. Obligation - Principal | -                    | -                    | -                    | -                 | -                                 | -                               |  |
| 802.000                          | Mit. Obligation - Tax Incr. | -                    | -                    | -                    | -                 | -                                 | -                               |  |
|                                  | Subtotal                    | -                    | -                    | -                    | -                 | -                                 | -                               |  |
| <b>DEBT SERVICE</b>              |                             |                      |                      |                      |                   |                                   |                                 |  |
| 790.500                          | Transfer to RSMNP           | 800,090              | 829,115              | 825,581              | 836,260           | 836,260                           | 833,860                         |  |
| <b>CAPITAL OUTLAY</b>            |                             |                      |                      |                      |                   |                                   |                                 |  |
| 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                    | <b>2,645,972</b>     | <b>161,837</b>       | <b>142,134</b>       | <b>115,263</b>    | <b>115,300</b>                    | <b>99,525</b>                   |  |
| <b>TOTAL EXPENDITURES</b>        |                             | <b>4,014,131</b>     | <b>1,463,601</b>     | <b>1,476,247</b>     | <b>1,504,973</b>  | <b>1,505,347</b>                  | <b>1,520,883</b>                |  |
| <b>FUNDING SOURCES</b>           |                             |                      |                      |                      |                   |                                   |                                 |  |
| 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                       |  |
| <b>TOTAL FUNDING SOURCES</b>     |                             | <b>4,014,131</b>     | <b>1,463,601</b>     | <b>1,476,247</b>     | <b>1,504,973</b>  | <b>1,505,347</b>                  | <b>1,520,883</b>                |  |

# *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

| DIVISION                         | ACCT NUMBER            | DESCRIPTION    | FY 2008/09     | FY 2009/10     | FY 2010/11     | -----FY 2011/12----- | FY 2012/13       |  |  |
|----------------------------------|------------------------|----------------|----------------|----------------|----------------|----------------------|------------------|--|--|
|                                  |                        |                | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED BUDGET       | YEAR-END ACTUALS |  |  |
| <b><u>FINANCE</u></b>            |                        |                |                |                |                |                      |                  |  |  |
| <b>EXPENDITURES</b>              |                        |                |                |                |                |                      |                  |  |  |
| <b>PERSONNEL</b>                 |                        |                |                |                |                |                      |                  |  |  |
| 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           |  |  |
| <b>TOTAL PERSONNEL (3.6 FTE)</b> |                        | <b>462,703</b> | <b>469,612</b> | <b>443,484</b> | <b>489,843</b> | <b>470,729</b>       | <b>474,988</b>   |  |  |
| <b>OPERATIONS</b>                |                        |                |                |                |                |                      |                  |  |  |
| 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                         |                        | <b>23,474</b>  | <b>9,945</b>   | <b>6,562</b>   | <b>7,821</b>   | <b>8,134</b>         | <b>8,195</b>     |  |  |
| 700.004                          | Professional Services  | <b>51,845</b>  | <b>34,736</b>  | <b>30,146</b>  | <b>31,781</b>  | <b>32,854</b>        | <b>38,790</b>    |  |  |
| <b>TOTAL OPERATIONS</b>          |                        | <b>75,319</b>  | <b>44,681</b>  | <b>36,708</b>  | <b>39,602</b>  | <b>40,988</b>        | <b>46,985</b>    |  |  |
| <b>CAPITAL OUTLAY</b>            |                        |                |                |                |                |                      |                  |  |  |
| 831.000                          | Computers - H/W        | -              | -              | -              | -              | -                    | -                |  |  |
| 832.000                          | Computers - S/W        | -              | -              | -              | -              | -                    | -                |  |  |
| <b>TOTAL EXPENDITURES</b>        |                        | <b>538,022</b> | <b>514,293</b> | <b>480,192</b> | <b>529,445</b> | <b>511,717</b>       | <b>521,973</b>   |  |  |
| <b>FUNDING SOURCES</b>           |                        |                |                |                |                |                      |                  |  |  |
| 100                              | General Fund           | <b>538,022</b> | <b>514,293</b> | <b>480,192</b> | <b>529,445</b> | <b>511,717</b>       | <b>521,973</b>   |  |  |
| <b>TOTAL FUNDING SOURCES</b>     |                        | <b>538,022</b> | <b>514,293</b> | <b>480,192</b> | <b>529,445</b> | <b>511,717</b>       | <b>521,973</b>   |  |  |

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

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 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 NUMBER              | DESCRIPTION    | 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 |  |
| <b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b> |                          |                |                |                |                |                      |                  |                |  |
| <b>EXPENDITURES</b>                           |                          |                |                |                |                |                      |                  |                |  |
| <b>PERSONNEL</b>                              |                          |                |                |                |                |                      |                  |                |  |
| 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           |                |  |
| <b>TOTAL PERSONNEL (1 FTE)</b>                |                          | <b>144,999</b> | <b>136,730</b> | <b>141,517</b> | <b>143,048</b> | <b>139,899</b>       | <b>142,154</b>   |                |  |
| <b>OPERATIONS</b>                             |                          |                |                |                |                |                      |                  |                |  |
| 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                                      |                          | <b>210,218</b> | <b>244,728</b> | <b>226,266</b> | <b>239,260</b> | <b>219,373</b>       | <b>216,085</b>   |                |  |
| 700.004                                       | Professional Services    | 2,585          | 389            | 1,127          | 29,450         | 29,751               | 6,450            |                |  |
| <b>TOTAL OPERATIONS</b>                       |                          | <b>212,803</b> | <b>245,117</b> | <b>227,393</b> | <b>268,710</b> | <b>249,124</b>       | <b>222,535</b>   |                |  |
| <b>TOTAL EXPENDITURES</b>                     |                          | <b>357,802</b> | <b>381,847</b> | <b>368,910</b> | <b>411,758</b> | <b>389,023</b>       | <b>364,689</b>   |                |  |
| <b>FUNDING SOURCES</b>                        |                          |                |                |                |                |                      |                  |                |  |
| 100   | General Fund             | 357,802        | 381,847        | 368,910        | 411,758        | 389,023              | 364,689          |                |  |
| <b>TOTAL FUNDING SOURCES</b>                  |                          | <b>357,802</b> | <b>381,847</b> | <b>368,910</b> | <b>411,758</b> | <b>389,023</b>       | <b>364,689</b>   |                |  |

*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**

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

# *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 11<sup>th</sup> Annual "Celebrating Family & Friends" event and partnered with volunteers, community organizations, and businesses.
2. Partnered with SAMLARC to conduct the 6<sup>h</sup> annual City-hosted Summer Concerts.
3. Managed the Senior Mobility Program which provided transportation services for senior residents through the sale of over 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 12<sup>th</sup> Annual "Celebrating Family & Friends" event.
3. Develop a strategic plan to increase sponsorship by 10% for the "Celebrating Family and Friends" event.
4. Partner with SAMLARC to implement the 7<sup>th</sup> Annual City-hosted Summer Concerts.
5. Contact senior non-profit groups to expand ridership by 10% for the Senior Mobility Program.
6. Continue to build and gain support from non-profit organizations, churches, schools and youth organizations to maintain successful partnerships and increase event participation.
7. 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 NUMBER               | DESCRIPTION    | 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 |  |
| <b><u>COMMUNITY SERVICES</u></b> |                           |                |                |                |                |                      |                  |                |  |
| <b>EXPENDITURES</b>              |                           |                |                |                |                |                      |                  |                |  |
| <b>PERSONNEL</b>                 |                           |                |                |                |                |                      |                  |                |  |
| 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           |                |  |
| <b>TOTAL PERSONNEL (1 FTE)</b>   |                           | <b>138,992</b> | <b>102,877</b> | <b>94,084</b>  | <b>97,358</b>  | <b>94,661</b>        | <b>97,744</b>    |                |  |
| <b>OPERATIONS</b>                |                           |                |                |                |                |                      |                  |                |  |
| 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         | -              | -              | -                    | -                |                |  |
| <b>TOTAL OPERATIONS</b>          |                           | <b>326,007</b> | <b>172,058</b> | <b>94,345</b>  | <b>100,392</b> | <b>92,660</b>        | <b>126,820</b>   |                |  |
| <b>TOTAL EXPENDITURES</b>        |                           | <b>464,999</b> | <b>274,935</b> | <b>188,429</b> | <b>197,750</b> | <b>187,321</b>       | <b>224,564</b>   |                |  |
| <b>FUNDING SOURCES</b>           |                           |                |                |                |                |                      |                  |                |  |
| 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           |                |  |
| <b>TOTAL FUNDING SOURCES</b>     |                           | <b>464,999</b> | <b>274,935</b> | <b>-</b>       | <b>200,980</b> | <b>187,321</b>       | <b>224,564</b>   |                |  |

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

#### **DESCRIPTION**

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

#### **ACCOMPLISHMENTS: FISCAL YEAR 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     | FY 2009/10     | FY 2010/11     | FY 2011/12     |                  | FY 2012/13     |  |  |
|-----------------------------------|------------------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|--|--|
|                                   |                        |                | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED BUDGET | YEAR-END ACTUALS | ADOPTED BUDGET |  |  |
| <b><u>BTRCC</u></b>               |                        |                |                |                |                |                |                  |                |  |  |
| <b>EXPENDITURES</b>               |                        |                |                |                |                |                |                  |                |  |  |
| <b>PERSONNEL</b>                  |                        |                |                |                |                |                |                  |                |  |  |
| 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           |                |  |  |
| <b>TOTAL PERSONNEL (4.74 FTE)</b> |                        |                | <b>289,860</b> | <b>368,769</b> | <b>316,341</b> | <b>319,686</b> | <b>316,121</b>   | <b>323,457</b> |  |  |
| <b>OPERATIONS</b>                 |                        |                |                |                |                |                |                  |                |  |  |
| 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               | <b>323,113</b> | <b>311,189</b> | <b>311,219</b> | <b>332,138</b> | <b>317,405</b> | <b>314,428</b>   |                |  |  |
| 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               | <b>203,011</b> | <b>190,339</b> | <b>170,262</b> | <b>192,000</b> | <b>192,000</b> | <b>192,000</b>   |                |  |  |
| <b>TOTAL OPERATIONS</b>           |                        |                | <b>526,124</b> | <b>501,528</b> | <b>481,481</b> | <b>524,138</b> | <b>509,405</b>   | <b>506,428</b> |  |  |
| <b>TOTAL EXPENDITURES</b>         |                        |                | <b>815,984</b> | <b>870,297</b> | <b>797,822</b> | <b>843,824</b> | <b>825,526</b>   | <b>829,885</b> |  |  |
| <b>FUNDING SOURCES</b>            |                        |                |                |                |                |                |                  |                |  |  |
| 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          |                |  |  |
| <b>TOTAL FUNDING SOURCES</b>      |                        |                | <b>815,984</b> | <b>870,297</b> | <b>797,822</b> | <b>843,824</b> | <b>825,526</b>   | <b>829,885</b> |  |  |

This page left blank intentionally.



# POLICE SERVICES



POLICE SERVICES

**City of Rancho Santa Margarita, California**

# Police Services

|                           |                       | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12----- |                  | FY 2012/13<br>ADOPTED<br>BUDGET |
|---------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------------------|
| <b>POLICE SERVICES</b>    |                       |                      |                      |                      |                      |                  |                                 |
| 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                         |
| <b>TOTAL EXPENDITURES</b> |                       | <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 OCEMO 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**

| ACCT<br>DIVISION<br>NUMBER            | DESCRIPTION               | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | AMENDED<br>BUDGET | FY 2011/12<br>YEAR-END<br>ACTUALS | FY 2012/13<br>ADOPTED<br>BUDGET |  |
|---------------------------------------|---------------------------|----------------------|----------------------|----------------------|-------------------|-----------------------------------|---------------------------------|--|
|                                       |                           |                      |                      |                      |                   |                                   |                                 |  |
| <b><u>POLICE SERVICES</u></b>         |                           |                      |                      |                      |                   |                                   |                                 |  |
| <b>EXPENDITURES - PERSONNEL</b>       |                           |                      |                      |                      |                   |                                   |                                 |  |
| 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                          |  |
| <b>TOTAL PERSONNEL (1 FTE)</b>        |                           | <b>82,960</b>        | <b>82,858</b>        | <b>81,467</b>        | <b>82,771</b>     | <b>82,679</b>                     | <b>83,092</b>                   |  |
| <b>OPERATIONS</b>                     |                           |                      |                      |                      |                   |                                   |                                 |  |
| 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                           |  |
|                                       | <b>Subtotal</b>           | <b>117,656</b>       | <b>122,292</b>       | <b>114,793</b>       | <b>182,462</b>    | <b>212,694</b>                    | <b>153,396</b>                  |  |
| 720.001                               | Law Enforcement Contract  | <b>7,414,672</b>     | <b>7,185,717</b>     | <b>6,879,630</b>     | <b>6,936,802</b>  | <b>6,936,802</b>                  | <b>7,118,811</b>                |  |
| 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                          |  |
|                                       | <b>Subtotal</b>           | <b>219,004</b>       | <b>220,566</b>       | <b>233,305</b>       | <b>260,976</b>    | <b>219,003</b>                    | <b>228,000</b>                  |  |
| <b>TOTAL OPERATIONS</b>               |                           | <b>7,751,332</b>     | <b>7,528,575</b>     | <b>7,227,728</b>     | <b>7,380,240</b>  | <b>7,368,499</b>                  | <b>7,500,207</b>                |  |
| <b>CAPITAL OUTLAY</b>                 |                           |                      |                      |                      |                   |                                   |                                 |  |
| 826.000                               | Police Eqpt.              | -                    | -                    | -                    | -                 | 4,835                             | 30,857                          |  |
| 826.003                               | COPS Grant Equipment      | -                    | 42,520               | -                    | -                 | -                                 | -                               |  |
| <b>TOTAL CAPITAL OUTLAY</b>           |                           | <b>42,520</b>        | <b>42,520</b>        | <b>-</b>             | <b>-</b>          | <b>4,835</b>                      | <b>30,857</b>                   |  |
| <b>TOTAL EXPENDITURES</b>             |                           | <b>7,834,292</b>     | <b>7,653,953</b>     | <b>7,309,195</b>     | <b>7,463,011</b>  | <b>7,456,013</b>                  | <b>7,614,156</b>                |  |
| <b>FUNDING SOURCES</b>                |                           |                      |                      |                      |                   |                                   |                                 |  |
| 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                           |  |
| <b>TOTAL FUNDING SOURCES</b>          |                           | <b>7,834,292</b>     | <b>7,653,953</b>     | <b>7,309,195</b>     | <b>7,463,011</b>  | <b>7,456,013</b>                  | <b>7,614,156</b>                |  |
| <b><u>POLICE SERVICES - SLESF</u></b> |                           |                      |                      |                      |                   |                                   |                                 |  |
| <b>EXPENDITURES - OPERATIONS</b>      |                           |                      |                      |                      |                   |                                   |                                 |  |
| 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                         |  |
| <b>TOTAL OPERATIONS</b>               |                           | <b>92,638</b>        | <b>131,860</b>       | <b>133,512</b>       | <b>65,133</b>     | <b>58,923</b>                     | <b>125,349</b>                  |  |
| <b>CAPITAL OUTLAY</b>                 |                           |                      |                      |                      |                   |                                   |                                 |  |
| 826.001                               | SLESF-Police Eqpt.        | 27,140               | 2,296                | -                    | -                 | -                                 | -                               |  |
| <b>TOTAL CAPITAL OUTLAY</b>           |                           | <b>27,140</b>        | <b>2,296</b>         | <b>-</b>             | <b>-</b>          | <b>-</b>                          | <b>-</b>                        |  |
| <b>TOTAL EXPENDITURES</b>             |                           | <b>119,778</b>       | <b>134,156</b>       | <b>133,512</b>       | <b>65,133</b>     | <b>58,923</b>                     | <b>125,349</b>                  |  |
| <b>FUNDING SOURCES</b>                |                           |                      |                      |                      |                   |                                   |                                 |  |
| 222                                   | SLESF                     | 119,778              | 134,156              | 133,512              | 65,133            | 58,923                            | 125,349                         |  |
| <b>TOTAL FUNDING SOURCES</b>          |                           | <b>119,778</b>       | <b>134,156</b>       | <b>133,512</b>       | <b>65,133</b>     | <b>58,923</b>                     | <b>125,349</b>                  |  |

This page left blank intentionally.



# DEVELOPMENT

# SERVICES



**City of Rancho Santa Margarita, California**

# Development Services

|                             |                   | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | -----FY 2011/12----- |                  | FY 2012/13<br>ADOPTED<br>BUDGET |
|-----------------------------|-------------------|----------------------|----------------------|----------------------|----------------------|------------------|---------------------------------|
| <b>DEVELOPMENT SERVICES</b> |                   |                      |                      |                      |                      |                  |                                 |
| 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                         |
| <b>TOTAL EXPENDITURES</b>   |                   | <b>1,059,697</b>     | <b>1,066,318</b>     | <b>1,142,245</b>     | <b>1,189,632</b>     | <b>1,009,748</b> | <b>981,103</b>                  |



# *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     | FY 2009/10     | FY 2010/11     | -----FY 2011/12----- | FY 2012/13       |                |  |
|--------------------------------|-----------------------------|----------------|----------------|----------------|----------------|----------------------|------------------|----------------|--|
|                                |                             |                | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED BUDGET       | YEAR-END ACTUALS | ADOPTED BUDGET |  |
| <b><u>PLANNING</u></b>         |                             |                |                |                |                |                      |                  |                |  |
| <b>EXPENDITURES</b>            |                             |                |                |                |                |                      |                  |                |  |
| <b>PERSONNEL</b>               |                             |                |                |                |                |                      |                  |                |  |
| 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           |                |  |
| <b>TOTAL PERSONNEL (3 FTE)</b> |                             | <b>380,477</b> | <b>462,484</b> | <b>451,483</b> | <b>458,787</b> | <b>446,995</b>       | <b>417,569</b>   |                |  |
| <b>OPERATIONS</b>              |                             |                |                |                |                |                      |                  |                |  |
| 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                       |                             | <b>9,401</b>   | <b>10,434</b>  | <b>7,755</b>   | <b>11,635</b>  | <b>12,006</b>        | <b>15,560</b>    |                |  |
| 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                       |                             | <b>463,408</b> | <b>392,195</b> | <b>441,988</b> | <b>506,810</b> | <b>324,105</b>       | <b>333,210</b>   |                |  |
| <b>TOTAL OPERATIONS</b>        |                             | <b>472,809</b> | <b>402,629</b> | <b>449,743</b> | <b>518,445</b> | <b>336,111</b>       | <b>348,770</b>   |                |  |
| <b>CAPITAL OUTLAY</b>          |                             |                |                |                |                |                      |                  |                |  |
| 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            |                |  |
| <b>TOTAL CAPITAL OUTLAY</b>    |                             | <b>15,092</b>  | <b>3,917</b>   | <b>2,195</b>   | <b>12,000</b>  | <b>5,000</b>         | <b>21,000</b>    |                |  |
| <b>TOTAL EXPENDITURES</b>      |                             |                |                |                |                |                      |                  |                |  |
| <b>FUNDING SOURCES</b>         |                             |                |                |                |                |                      |                  |                |  |
| 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          |                |  |
| <b>TOTAL FUNDING SOURCES</b>   |                             | <b>868,378</b> | <b>869,030</b> | <b>903,421</b> | <b>989,232</b> | <b>788,106</b>       | <b>787,339</b>   |                |  |

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

**DESCRIPTION**

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

| ACCT<br>DIVISION                    | NUMBER | DESCRIPTION           | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | AMENDED<br>BUDGET | -----FY 2011/12-----<br>YEAR-END<br>ACTUALS | FY 2012/13<br>ADOPTED<br>BUDGET |
|-------------------------------------|--------|-----------------------|----------------------|----------------------|----------------------|-------------------|---|---------------------------------|
| <b><u>BUILDING &amp; SAFETY</u></b> |        |                       |                      |                      |                      |                   |   |                                 |
| <b>EXPENDITURES</b>                 |        |                       |                      |                      |                      |                   |   |                                 |
| <b>OPERATIONS</b>                   |        |                       |                      |                      |                      |                   |   |                                 |
| 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                         |
| <b>TOTAL OPERATIONS</b>             |        |                       | 191,319              | 197,288              | 238,824              | 200,400           | 221,642                                     | 193,764                         |
| <b>TOTAL EXPENDITURES</b>           |        |                       | 191,319              | 197,288              | 238,824              | 200,400           | 221,642                                     | 193,764                         |
| <b>FUNDING SOURCES</b>              |        |                       |                      |                      |                      |                   |   |                                 |
| 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                         |
| <b>TOTAL FUNDING SOURCES</b>        |        |                       | 191,319              | 197,288              | 238,824              | 200,400           | 221,642                                     | 193,764                         |

This page left blank intentionally.



# PUBLIC WORKS



**City of Rancho Santa Margarita, California**

# Public Works

|                                |                              | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | FY 2011/12       |                  | FY 2012/13<br>ADOPTED<br>BUDGET |
|--------------------------------|------------------------------|----------------------|----------------------|----------------------|------------------|------------------|---------------------------------|
| <b>PUBLIC WORKS DEPARTMENT</b> |                              |                      |                      |                      |                  |                  |                                 |
| 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                            | GAS TAX FUND Street Lighting | 262,477              | 275,374              | 278,543              | 316,920          | 272,100          | 316,740                         |
| <b>TOTAL EXPENDITURES</b>      |                              | <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<br>DIVISION<br>NUMBER       | DESCRIPTION               | FY 2008/09<br>ACTUAL | FY 2009/10<br>ACTUAL | FY 2010/11<br>ACTUAL | AMENDED<br>BUDGET | -----FY 2011/12-----<br>YEAR-END<br>ACTUALS | FY 2012/13<br>ADOPTED<br>BUDGET |
|----------------------------------|---------------------------|----------------------|----------------------|----------------------|-------------------|---|---------------------------------|
| <b>PUBLIC WORKS EXPENDITURES</b> |                           |                      |                      |                      |                   |   |                                 |
| <b>PERSONNEL</b>                 |                           |                      |                      |                      |                   |   |                                 |
| 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                          |
| <b>TOTAL PERSONNEL (3.0 FTE)</b> |                           | <b>484,651</b>       | <b>284,283</b>       | <b>421,614</b>       | <b>448,356</b>    | <b>326,506</b>                              | <b>398,217</b>                  |
| <b>OPERATIONS</b>                |                           |                      |                      |                      |                   |   |                                 |
| 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                  | <b>331,262</b>       | <b>286,743</b>       | <b>250,125</b>       | <b>266,330</b>    | <b>284,643</b>                              | <b>264,451</b>                  |
| 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                  | <b>369,365</b>       | <b>265,297</b>       | <b>225,613</b>       | <b>236,480</b>    | <b>333,641</b>                              | <b>276,125</b>                  |
| <b>TOTAL OPERATIONS</b>          |                           | <b>693,699</b>       | <b>552,040</b>       | <b>599,495</b>       | <b>502,810</b>    | <b>561,917</b>                              | <b>540,576</b>                  |
| <b>CAPITAL OUTLAY</b>            |                           |                      |                      |                      |                   |   |                                 |
| 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                           |
| <b>TOTAL CAPITAL OUTLAY</b>      |                           | <b>9,309</b>         | <b>7,905</b>         | <b>19,246</b>        | <b>41,450</b>     | <b>41,450</b>                               | <b>25,500</b>                   |
| <b>TOTAL EXPENDITURES</b>        |                           | <b>1,187,659</b>     | <b>844,228</b>       | <b>1,040,355</b>     | <b>992,616</b>    | <b>929,873</b>                              | <b>964,293</b>                  |
| <b>FUNDING SOURCES</b>           |                           |                      |                      |                      |                   |   |                                 |
| 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                         |
| <b>TOTAL FUNDING SOURCES</b>     |                           | <b>1,187,659</b>     | <b>844,228</b>       | <b>1,040,355</b>     | <b>992,616</b>    | <b>929,873</b>                              | <b>964,293</b>                  |

*Public Works Department*  
**STREET MAINTENANCE**

#### **DESCRIPTION**

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

#### **ACCOMPLISHMENTS: FISCAL YEAR 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     | FY 2009/10     | FY 2010/11     | FY 2011/12     |                  | FY 2012/13     |  |  |
|----------------------------------|----------------------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|--|--|
|                                  |                            |                | ACTUAL         | ACTUAL         | ACTUAL         | AMENDED BUDGET | YEAR-END ACTUALS | ADOPTED BUDGET |  |  |
| <b><u>STREET MAINTENANCE</u></b> |                            |                |                |                |                |                |                  |                |  |  |
| <b>EXPENDITURES</b>              |                            |                |                |                |                |                |                  |                |  |  |
| <b>OPERATIONS</b>                |                            |                |                |                |                |                |                  |                |  |  |
| 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          |                |  |  |
| <b>TOTAL EXPENDITURES</b>        |                            | <b>970,601</b> | <b>816,404</b> | <b>921,773</b> | <b>918,757</b> | <b>912,867</b> | <b>916,357</b>   |                |  |  |
| <b>FUNDING SOURCES</b>           |                            |                |                |                |                |                |                  |                |  |  |
| 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           |                |  |  |
| <b>TOTAL FUNDING SOURCES</b>     |                            | <b>970,601</b> | <b>816,404</b> | <b>921,773</b> | <b>918,757</b> | <b>912,867</b> | <b>916,357</b>   |                |  |  |

*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     | FY 2009/10     | FY 2010/11     | AMENDED BUDGET   | FY 2011/12     | FY 2012/13     |  |  |
|-------------------------------|--------------------------|----------------|----------------|----------------|----------------|------------------|----------------|----------------|--|--|
|                               |                          |                | ACTUAL         | ACTUAL         | ACTUAL         | YEAR-END ACTUALS | ADOPTED BUDGET |                |  |  |
| <b><u>STREET LIGHTING</u></b> |                          |                |                |                |                |                  |                |                |  |  |
| <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            | -              |                |  |  |
| <b>TOTAL OPERATIONS</b>       |                          | <b>262,477</b> | <b>275,374</b> | <b>278,543</b> | <b>316,920</b> | <b>272,100</b>   |                | <b>316,740</b> |  |  |
| <i>TRANSFERS</i>              |                          |                |                |                |                |                  |                |                |  |  |
| 790.100                       | Transfer to General Fund | -              | -              | -              | -              | -                | -              |                |  |  |
|                               | Subtotal                 | -              | -              | -              | -              | -                | -              |                |  |  |
| <b>TOTAL EXPENDITURES</b>     |                          | <b>262,477</b> | <b>275,374</b> | <b>278,543</b> | <b>316,920</b> | <b>272,100</b>   |                | <b>316,740</b> |  |  |
| <i>FUNDING SOURCES</i>        |                          |                |                |                |                |                  |                |                |  |  |
| 210                           | Gas Tax Fund             | 262,477        | 275,374        | 278,543        | 316,920        | 272,100          | 316,740        |                |  |  |
| <b>TOTAL FUNDING SOURCES</b>  |                          | <b>262,477</b> | <b>275,374</b> | <b>278,543</b> | <b>316,920</b> | <b>272,100</b>   |                | <b>316,740</b> |  |  |

This page left blank intentionally.



# CAPITAL IMPROVEMENT

PLAN



**City of Rancho Santa Margarita, California**

This page left blank intentionally.

# CAPITAL IMPROVEMENT PROGRAM

## DESCRIPTION

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

## ACCOMPLISHMENTS: FISCAL YEAR 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 | AMENDED BUDGET   | YEAR-END ESTIMATE | FY 2012/13 ADOPTED BUDGET |
|--------------------------------------|--|-------------------|-------------------|-------------------|------------------|-------------------|---------------------------|
| <b>CAPITAL PROJECTS</b>              |  |                   |                   |                   |                  |                   |                           |
| <b>EXPENDITURES - CAPITAL OUTLAY</b> |  |                   |                   |                   |                  |                   |                           |
| 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 Pmnt. 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 Suerete/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                  | -                 | -                 | -                 | -                | -                 | -                         |
| 940.000                              | Bus Stop Improvements                            | 477,386           | 125               | -                 | -                | -                 | -                         |
| 940.001                              | Measure M2 Project V Bus/Shuttle Sv.             | -                 | -                 | -                 | 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            | -                | -                 | -                         |
| <b>TOTAL CAPITAL OUTLAY</b>          |  | <b>1,582,492</b>  | <b>1,429,751</b>  | <b>3,056,176</b>  | <b>2,526,000</b> | <b>1,449,383</b>  | <b>3,146,000</b>          |
| <b>TOTAL EXPENDITURES</b>            |  | <b>1,582,492</b>  | <b>1,429,751</b>  | <b>3,056,176</b>  | <b>2,526,000</b> | <b>1,449,383</b>  | <b>3,146,000</b>          |
| <b>FUNDING SOURCES</b>               |  |                   |                   |                   |                  |                   |                           |
| 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                   |
| <b>TOTAL FUNDING SOURCES</b>         |  | <b>1,566,674</b>  | <b>1,212,246</b>  | <b>2,306,285</b>  | <b>2,526,000</b> | <b>1,541,217</b>  | <b>3,146,000</b>          |

## CAPITAL PROJECTS & SPECIAL FINES COMPARISON

6/30/2012 Estimated Fund Balance

1.155.225 1.145.387 490.550 268.159 1.198 3.060.519

## CAPITAL/PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2013 Estimated Fund Balance

720,225      606,498

1,198 1,711,773

**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<br>(1,000's)     | %                 | Total Estimated<br>Cost (Current \$) | Year 1<br>12/13                | Year 2<br>13/14             | Year 3<br>14/15            | Year 4<br>15/16            | Year 5<br>16/17            | Year 6<br>17/18            | Year 7<br>18/19            |
|-----------|---|---|----------------------------------|-------------------|--------------------------------------|--------------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
|           | <b>STREET MAINTENANCE PROGRAM</b>   | General Fund<br>(MOE)<br>Measure M<br>Gas Tax | \$ 3,037<br>\$ 2,428<br>\$ 1,589 | 43%<br>34%<br>23% | \$ 3,037<br>\$ 2,428<br>\$ 1,589     | \$ 350<br>\$ 325<br>\$ 89      | \$ 429<br>\$ 325<br>\$ 250  | \$ 429<br>\$ 325<br>\$ 250 | \$ 429<br>\$ 325<br>\$ 250 | \$ 429<br>\$ 325<br>\$ 250 | \$ 429<br>\$ 325<br>\$ 250 |                            |
| <b>1</b>  | <b>ANNUAL RESIDENTIAL SLURRY SEAL</b><br>Annual Slurry Seal: 410-900-911.000  | Gas Tax                                       | \$ 1,995                         | 100%              | \$ 1,995                             | \$ 277                         | \$ 280                      | \$ 282                     | \$ 285                     | \$ 288                     | \$ 290                     | \$ 293                     |
| <b>2</b>  | <b>ANNUAL RESIDENTIAL OVERLAY</b><br>Annual Residential Overlay: 410-900-912.000  | Measure M<br>Prop1B (SLPP)                    | \$ 1,995<br>\$ 2159<br>\$ 216    | 100%<br>91%<br>9% | <b>TOTAL</b><br>\$ 7,053             | \$ 1,995<br>\$ 2,159<br>\$ 216 | \$ 277<br>\$ 305<br>\$ 216  | \$ 280<br>\$ 308<br>\$ 216 | \$ 282<br>\$ 308<br>\$ 216 | \$ 285<br>\$ 308<br>\$ 216 | \$ 288<br>\$ 311<br>\$ 216 | \$ 290<br>\$ 314<br>\$ 216 |
| <b>3</b>  | <b>ANNUAL CONCRETE REPAIR PROGRAM</b><br>Annual Sidewalk Repairs: 410-900-934.001   | Measure M                                     | \$ 280                           | 100%              | <b>TOTAL</b><br>\$ 280               | \$ 280                         | \$ 34                       | \$ 36                      | \$ 38                      | \$ 40                      | \$ 42                      | \$ 44                      |
| <b>4</b>  | <b>HABITAT RESTORATION (ENVIRONMENTAL,<br/>DESIGN, CONSTRUCTION)</b><br>Habitat restoration of Chiquita Ridge<br>Account: 410-900-952.002           | CIP Fund/GF                                   | \$ 2,015                         | 100%              |                                      | \$ 2,015                       | \$ 15                       | \$ 250                     | \$ 350                     | \$ 350                     | \$ 350                     | \$ 350                     |
| <b>5</b>  | <b>ROBINSON RANCH IMPROVEMENT PROJECT</b><br>(Construction Only)<br>Account: 410-900-954.001  | HSIP<br>AQMD                                  | \$ 311<br>\$ 69                  | 82%<br>18%        | <b>TOTAL</b><br>\$ 380               | \$ 2,015<br>\$ 311<br>\$ 69    | \$ 2,015<br>\$ 311<br>\$ 69 | \$ 15<br>\$ 69<br>\$ 69    | \$ 250<br>\$ 350<br>\$ 380 | \$ 250<br>\$ 350<br>\$ 380 | \$ 350<br>\$ 350<br>\$ 380 | \$ 350<br>\$ 350<br>\$ 380 |
| <b>6</b>  | <b>CITY HALL IT/ SERVER ROOM FIRE<br/>SUPPRESSION SYSTEM</b><br>Retrofitting existing fire suppression system<br>Account: 410-900-951.007           | CIP Fund/GF                                   | \$ 45                            | 100%              | <b>TOTAL</b><br>\$ 45                | \$ 45                          | \$ 45                       | \$ 45                      | \$ 45                      | \$ 45                      | \$ 45                      | \$ 45                      |
| <b>7</b>  | <b>LINDSAY/COZY GLEN PAVEMENT REHABILITATION</b><br>Account: 410-900-951.001  | CDBG  | \$ 100                           | 100%              | <b>TOTAL</b><br>\$ 100               | \$ 100                         | \$ 100                      | \$ 100                     | \$ 100                     | \$ 100                     | \$ 100                     | \$ 100                     |
| <b>8</b>  | <b>CHIQUITA RIDGE OPEN SPACE ASSESSMENT</b><br>Feasibility Study<br>Account: 410-900-952.001  | CIP Fund/GF                                   | \$ 375                           | 100%              | <b>TOTAL</b><br>\$ 375               | \$ 375                         | \$ 375                      | \$ 375                     | \$ 375                     | \$ 375                     | \$ 375                     | \$ 375                     |
| <b>9</b>  | <b>CIRCULATION ELEMENT UPDATE</b><br>Amendment to General Plan<br>Account: 410-900-921.002  | AQMD  | \$ 75                            | 100%              |                                      | \$ 75                          | \$ 75                       | \$ 75                      | \$ 75                      | \$ 75                      | \$ 75                      | \$ 75                      |
| <b>10</b> | <b>ROBINSON RANCH ROAD PAVEMENT<br/>REHABILITATION</b><br>Rehabilitation limits: Plano Trabuco to High Country<br>Account: 410-900-912.002          | Gas Tax                                       | \$ 440                           | 100%              | <b>TOTAL</b><br>\$ 440               | \$ 440                         | \$ 440                      | \$ 440                     | \$ 440                     | \$ 440                     | \$ 440                     | \$ 440                     |
| <b>11</b> | <b>MELINDA ROAD MEDIAN IMPROVEMENTS</b><br>Median Installation on Melinda Road near SR-241<br>Account: 410-900-915.003                              | Measure M                                     | \$ 77                            | 100%              | <b>TOTAL</b><br>\$ 77                | \$ 77                          | \$ 77                       | \$ 77                      | \$ 77                      | \$ 77                      | \$ 77                      | \$ 77                      |
| <b>12</b> | <b>BUENA SUERTE/LA MIRANDA MEDIAN<br/>IMPROVEMENTS</b><br>Median Installation on Melinda and Buena Suerte/La<br>Miranda<br>Account: 410-900-915.004 | Measure M                                     | \$ 74                            | 100%              | <b>TOTAL</b><br>\$ 74                | \$ 74                          | \$ 74                       | \$ 74                      | \$ 74                      | \$ 74                      | \$ 74                      | \$ 74                      |

**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<br>(1,000's) | %    | Total Estimated<br>Cost (Current \$) | Year 1<br>12/13 | Year 2<br>13/14 | Year 3<br>14/15 | Year 4<br>15/16 | Year 5<br>16/17 | Year 6<br>17/18 | Year 7<br>18/19 |
|----|---|---------------------------------------|------------------------------|------|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 13 | <b>COTO DE CAZA / LA PROMESA PAVEMENT REHABILITATION</b><br>Rehabilitation Limits: El Portal to City Limits<br>Account: 410-900-913.009               | Gas Tax                               | \$ 329                       | 100% | \$ 329                               | \$ 15           |                 |                 |                 | \$ 314          |                 |                 |
| 14 | <b>SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION</b><br>Rehabilitation Limits: Las Flores to Antonio Parkway<br>Account: 410-900-913.010            | Measure M<br>Prop1B (SLPP)<br>Gas Tax | \$ 661                       | 39%  | \$ 661                               | \$ 101          | \$ 280          | \$ 280          |                 | \$ 314          |                 |                 |
| 15 | <b>SANTA MARGARITA PARKWAY SIGNAL OPERATIONS AND EQUIPMENT UPDATES</b><br>Regional Traffic Signal Synchronization Program<br>Account: 410-900-921.003 | Project P<br>Gas Tax                  | \$ 212                       | 80%  | \$ 212                               | \$ 184          | \$ 14           | \$ 14           |                 |                 |                 |                 |
| 16 | <b>ANTONIO PARKWAY SIGNAL OPERATIONS AND EQUIPMENT UPDATES</b><br>Regional Traffic Signal Synchronization Program<br>Account: 410-900-921.004         | Project P<br>Gas Tax                  | \$ 110                       | 80%  | \$ 110                               | \$ 90           | \$ 10           | \$ 10           |                 |                 |                 |                 |
| 17 | <b>ALMADA ALDEA BULBOUT INSTALLATION</b><br>Alma Aldea @ Fundadores, Via Honesto<br>Account: 410-900-934.006  | CDBG<br>AQMD                          | \$ 138                       | 100% | \$ 138                               | \$ 113          | \$ 13           | \$ 13           |                 |                 |                 |                 |
| 18 | <b>SANTA MARGARITA PARKWAY BRIDGE HINGE REPAIR</b><br>(Study, Design, Construction)<br>Account: 410-900-931.004                                       | HBPP<br>Gas Tax<br>Measure M          | \$ 140                       | 58%  | \$ 140                               | \$ 40           | \$ 100          |                 |                 |                 |                 |                 |
| 19 | <b>ANTONIO PARKWAY SLURRY SEAL</b><br>Slurry Seal Limits: Coto de Caza to Empresa   | Gas Tax                               | \$ 1004                      | 62%  | \$ 1,084                             | \$ 67           |                 |                 |                 | \$ 88           | \$ 929          |                 |
| 20 | <b>TRAFFIC SIGNAL BATTERY BACKUP SYSTEM (Phase 2)</b><br>Battery backup at signalized intersections<br>Account: 410-900-923.003                       | Gas Tax                               | \$ 220                       | 100% | \$ 220                               |                 |                 |                 |                 | \$ 31           | \$ 330          |                 |
| 21 | <b>EMERGENCY VEHICLE PRE-EMPTION PHASE II</b><br>Installation of traffic signal pre-emption equipment   | Prop 42(CAP)*                         | \$ 220                       | 100% | \$ 220                               |                 |                 |                 |                 | \$ 19           | \$ 211          |                 |
| 22 | <b>CITYWIDE STORM DRAIN MASTER PLAN</b><br>Study of Citywide Storm Drain System   | CIP Fund/GF                           | \$ 236                       | 100% | \$ 236                               |                 |                 |                 |                 | \$ 138          | \$ 1,470        |                 |
| 23 | <b>WAYFINDING SIGNS</b><br>Installation of Wayfinding Signage Citywide  | Gas Tax                               | \$ 100                       | 100% | \$ 100                               |                 |                 |                 |                 | \$ 364          |                 |                 |
| 24 | <b>DOG/SKATE PARK ACCESS LIGHTING</b><br>Installation of lighting   | 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<br>(1,000's) | %    | Total Estimated<br>Cost (Current \$) | Year 1<br>12/13 | Year 2<br>13/14 | Year 3<br>14/15 | Year 4<br>15/16 | Year 5<br>16/17 | Year 6<br>17/18 | Year 7<br>18/19 |
|----|---|------------------|------------------------------|------|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 25 | <b>BANDERAS SLURRY SEAL</b><br>Rehabilitation Limits: Empresa to Antonio  | Gas Tax          | \$ 203                       | 100% | \$ 203                               | \$ 203          |                 |                 |                 |                 | \$ 203          |                 |
| 26 | <b>VEREDA LAGUNA SIDEWALK AND LANDSCAPING</b><br>Relandscaping of damaged slope, Construction of passenger loading zone, Fence installation   | SR2S*<br>Gas Tax | \$ 25                        | 80%  | \$ 20                                | \$ 203          |                 |                 |                 |                 | \$ 100          |                 |
| 27 | <b>SCHOOL ZONE CURB RAMPS RECONSTRUCTION</b><br>ADA Upgrades  | CDBG             | \$ 100                       | 100% | \$ 100                               | \$ 125          | \$ 25           |                 |                 |                 | \$ 125          |                 |
| 28 | <b>CANADA VISTA PARK RESTROOM HOLDING TANK</b><br>Installation of overflow alarm for holding tank   | CIP Fund         | \$ 18                        | 100% | \$ 100                               | \$ 100          |                 |                 |                 |                 | \$ 100          |                 |
| 29 | <b>ANTONIO PARKWAY PAVEMENT REHABILITATION</b><br>Rehabilitation Limits: Via Honestito to Alas de Paz   | Gas Tax          | \$ 415                       | 100% | \$ 415                               | \$ 415          |                 |                 |                 |                 | \$ 18           |                 |
| 30 | <b>AVENIDA EMPRESA PAVEMENT REHABILITATION</b><br>Rehabilitation Limits: Santa Margarita to Antonio   | Gas Tax          | \$ 350                       | 100% | \$ 415                               | \$ 350          |                 |                 |                 |                 | \$ 18           |                 |
| 31 | <b>ANTONIO PARKWAY PAVEMENT REHABILITATION</b><br>Rehabilitation Limits: Empresa to Banderas  | Gas Tax<br>AHRP* | \$ 490                       | 54%  | \$ 490                               | \$ 350          |                 |                 |                 |                 | \$ 387          |                 |
| 32 | <b>SEALCOAT OF CITY HALL &amp; COMMUNITY CENTER PARKING LOTS</b><br>Facility Maintenance  | CIP Fund/GF      | \$ 25                        | 100% | \$ 25                                | \$ 910          |                 |                 |                 |                 | \$ 50           |                 |
| 33 | <b>ELECTRIC VEHICLE CHARGING STATIONS</b><br>Installation of EV Charging Station at City Hall   | AQMD             | \$ 72                        | 100% | \$ 72                                | \$ 910          |                 |                 |                 |                 | \$ 70           |                 |
| 34 | <b>INLET IMPROVEMENTS AT ROBINSON RIDGE</b><br>Install trash rack and remove chain link fence   | Gas Tax          | \$ 35                        | 100% | \$ 35                                | \$ 910          |                 |                 |                 |                 | \$ 70           |                 |
| 35 | <b>ANTONIO PARKWAY, ALAS DE PAZ, &amp; SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION</b><br>Rehabilitation Limits: Plano Trabuco, Alas De Paz, Antonio Parkway, Santa Margarita Parkway | Gas Tax          | \$ 350                       | 100% | \$ 350                               | \$ 16,271       | \$ 3,146        | \$ 2,856        | \$ 3,002        | \$ 2,666        | \$ 1,401        | \$ 50           |
|    | <b>SUBTOTAL CAPITAL PROJECT</b>   |                  | \$ 16,271                    |      | \$ 350                               |                 |                 |                 |                 |                 | \$ 1,401        | \$ 50           |
|    | <b>TOTAL CAPITAL EXPENDITURES &amp; STREET MAINTENANCE</b>  |                  | \$ 23,324                    |      | \$ 23,324                            |                 |                 |                 |                 |                 | \$ 2,405        | \$ 300          |

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.

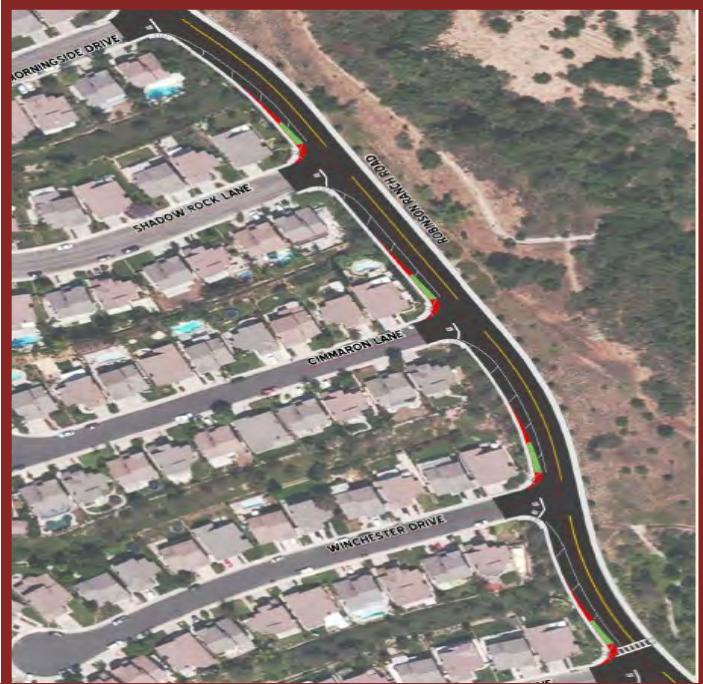
## PROJECT BUDGET:

|                               |           |                  |
|-------------------------------|-----------|------------------|
| Habitat Restoration Plan      | \$        | 15,000           |
| Plan Implementation (FY13-19) | \$        | 2,000,000        |
| <b>Total</b>                  | <b>\$</b> | <b>2,015,000</b> |

# 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         |
|                                     | <b>Total \$</b> | <b>380,000</b> |

## 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:**

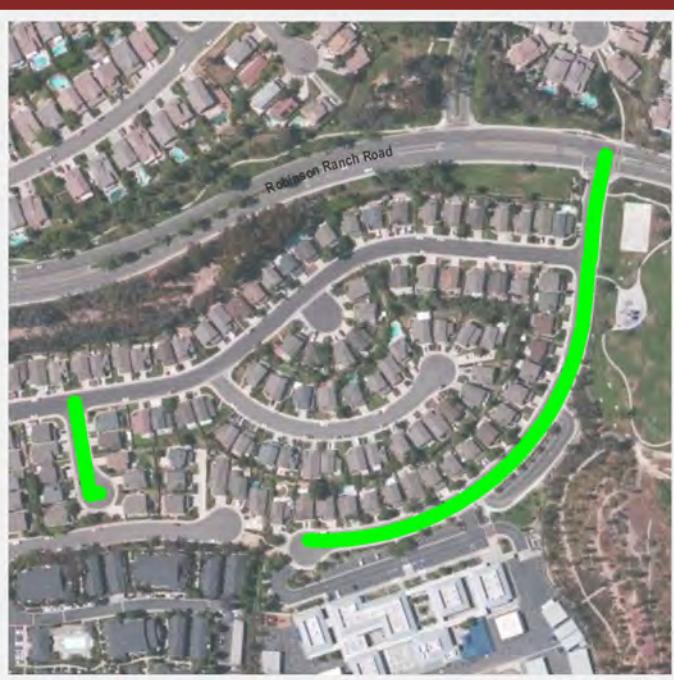
The project consists of installation of a dry gaseous fire suppression system in the City Hall IT/Server Room.

|                                     |                 |               |
|-------------------------------------|-----------------|---------------|
| Design                              | \$              | 7,000         |
| Administration                      | \$              | 2,000         |
| Construction Estimate               | \$              | 30,000        |
| Inspection/Construction Engineering | \$              | 3,000         |
| Construction Contingency            | \$              | 3,000         |
|                                     | <b>Total \$</b> | <b>45,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**LINDSAY / COZY GLEN**



**VICINITY MAP**

**PROJECT TITLE:**

Lindsay/Cozy Glen Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Pavement Rehabilitation

**ESTIMATED SCHEDULE:**

|              |              |
|--------------|--------------|
| Design       | FY 2012-2013 |
| Construction | FY 2012-2013 |

**FUNDING SOURCE:**

CDBG

**PROJECT MANAGER:**

Assistant Engineer

**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.

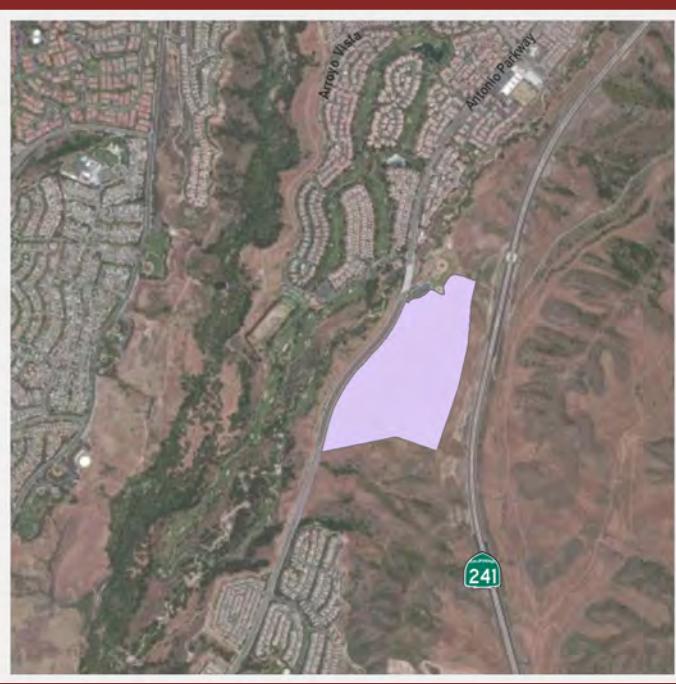
**PROJECT BUDGET:**

|                                     |                 |                |
|-------------------------------------|-----------------|----------------|
| Design                              | \$              | 6,000          |
| Administration                      | \$              | 5,000          |
| Construction Estimate               | \$              | 75,000         |
| Inspection/Construction Engineering | \$              | 7,000          |
| Construction Contingency            | \$              | 7,000          |
|                                     | <b>Total \$</b> | <b>100,000</b> |

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



## CHIQUITA RIDGE



## VICINITY MAP

**PROJECT TITLE:**

## Chiquita Ridge Open Space Assessment

**DEPARTMENT:**

## Public Works

## PROJECT TYPE:

## Feasibility

**ESTIMATED SCHEDULE:**

## Study FY 2012-2013

## FUNDING SOURCE:

## CIP Fund

## PROJECT MANAGER:

## PROJECT MIKE

CIP ACCOUNT NO.:

410-900-952.001

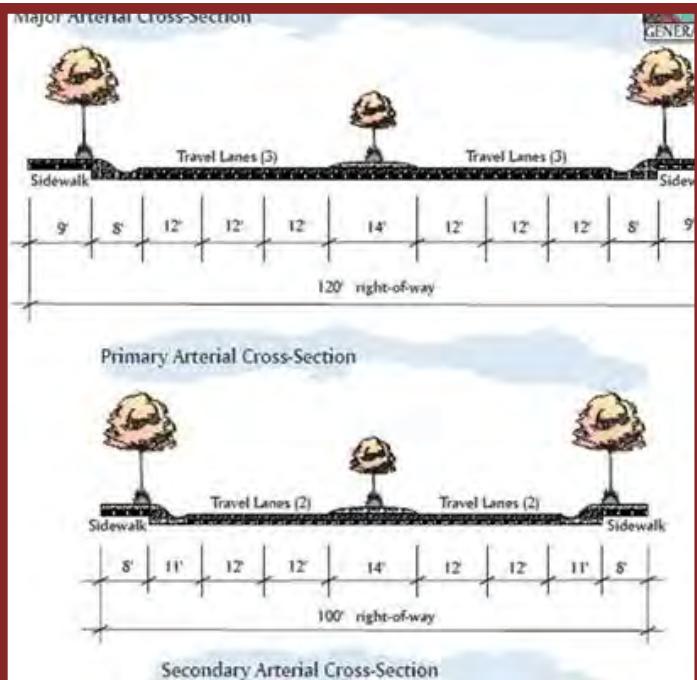
#### **PROJECT DESCRIPTION:**

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.

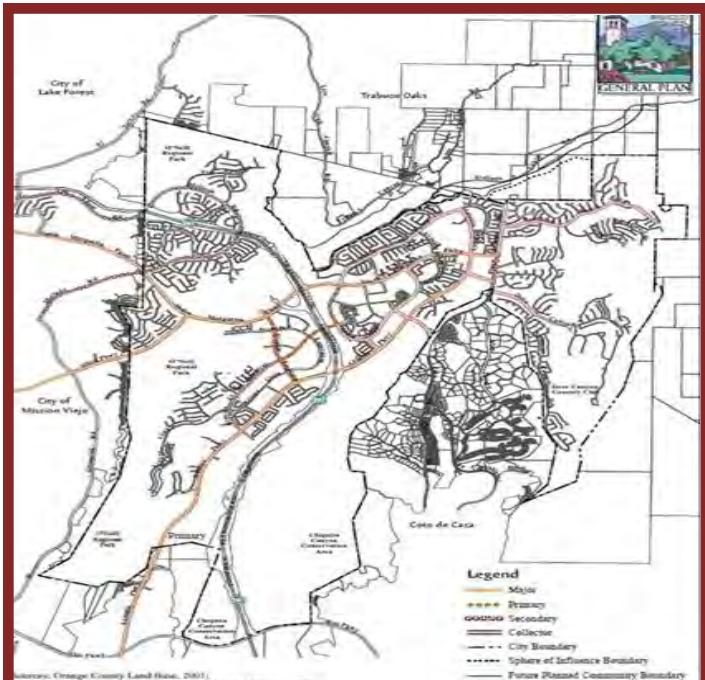
## PROJECT BUDGET:

|   |           |                |
|---|-----------|----------------|
| 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         |
| <b>Total</b>                                    | <b>\$</b> | <b>375,000</b> |

# 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

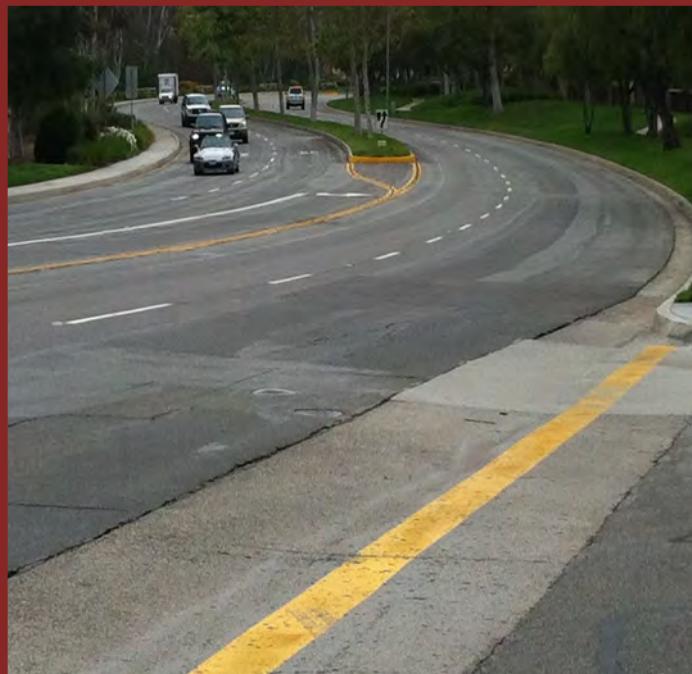
### PROJECT DESCRIPTION:

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        |
|                            | <b>Total \$</b> | <b>75,000</b> |

# 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:**

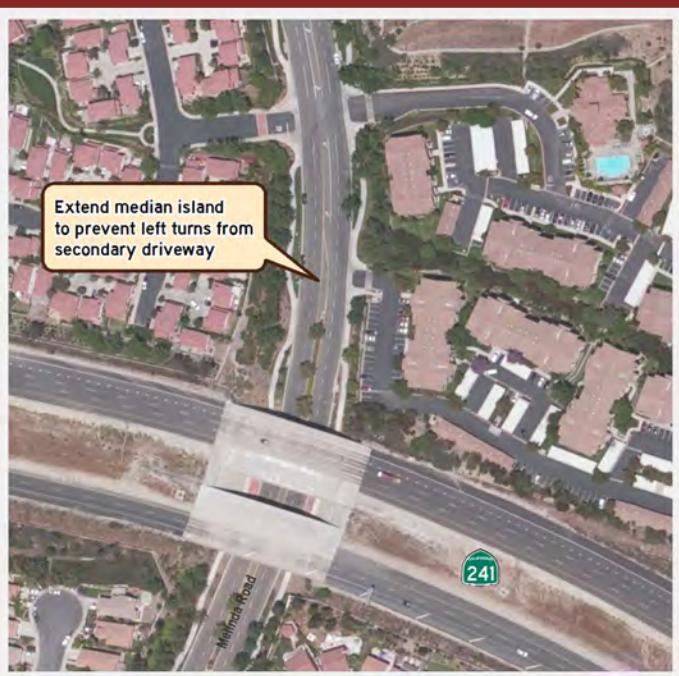
The project consists of pavement rehabilitation by grind and overlay of Robinson Ranch Road between Plano Trabuco Road and High Country.

|                                     |                 |                |
|-------------------------------------|-----------------|----------------|
| Design                              | \$              | 15,000         |
| Administration                      | \$              | 20,000         |
| Construction Estimate               | \$              | 325,000        |
| Inspection/Construction Engineering | \$              | 48,000         |
| Construction Contingency            | \$              | 32,000         |
|                                     | <b>Total \$</b> | <b>440,000</b> |

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



## EXISTING MEDIAN



## VICINITY MAP

## PROJECT TITLE:

## Melinda Road Median Improvements

## DEPARTMENT:

## Public Works

#### PROJECT TYPE:

## Project 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         |
| <b>Total</b>                        | <b>\$</b> | <b>77,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**NEW MEDIAN**



**VICINITY MAP**

**PROJECT TITLE:**

Buena Suerte / La Mirada 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

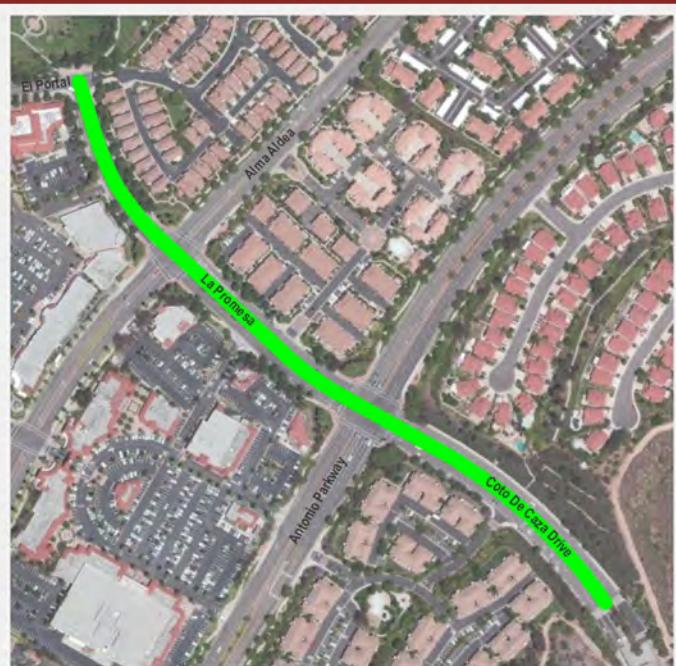
**PROJECT BUDGET:**

|                                     |                 |               |
|-------------------------------------|-----------------|---------------|
| Design                              | \$              | 8,000         |
| Administration                      | \$              | 8,000         |
| Construction Estimate               | \$              | 45,000        |
| Inspection/Construction Engineering | \$              | 6,000         |
| Construction Contingency            | \$              | 7,000         |
|                                     | <b>Total \$</b> | <b>74,000</b> |

# 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

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Pavement Rehabilitation

**ESTIMATED SCHEDULE:**

|              |              |
|--------------|--------------|
| Design       | FY 2012-2013 |
| Construction | FY 2013-2014 |

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Principal Engineer

**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.

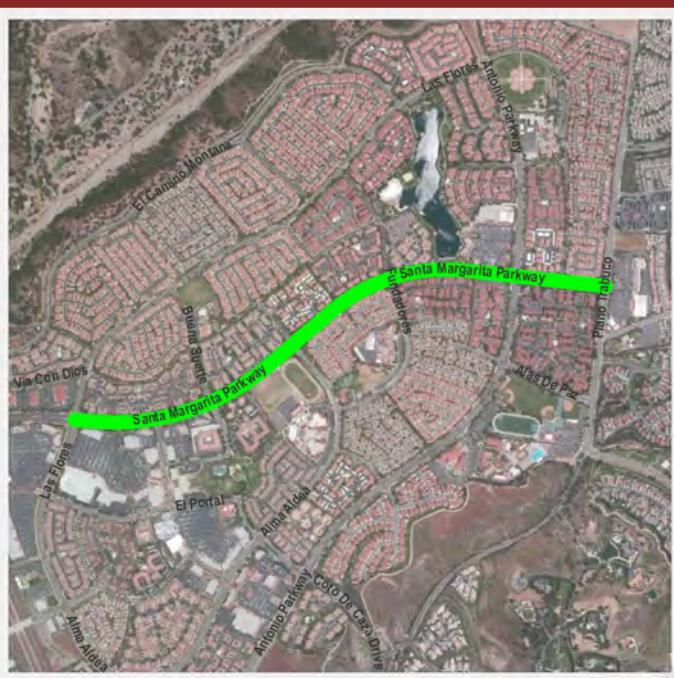
**PROJECT BUDGET:**

|                                     |                   |
|-------------------------------------|-------------------|
| Design (Remaining Fee)              | \$ 15,000         |
| Administration                      | \$ 21,000         |
| Construction Estimate               | \$ 225,000        |
| Inspection/Construction Engineering | \$ 45,000         |
| Construction Contingency            | <u>\$ 23,000</u>  |
| <b>Total</b>                        | <b>\$ 329,000</b> |

# City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA PARKWAY**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Pavement Rehabilitation

**ESTIMATED SCHEDULE:**

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

**FUNDING SOURCE:**

Measure M  
Gas Tax

**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.

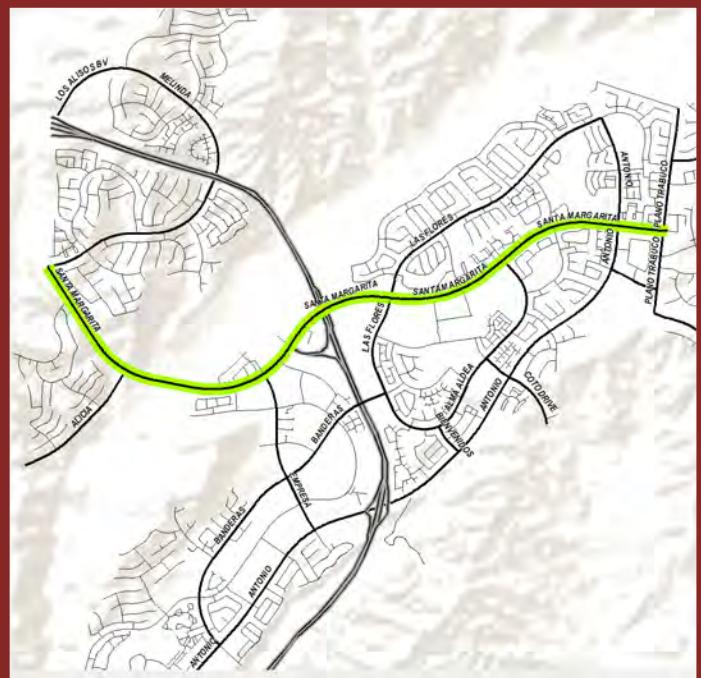
**PROJECT BUDGET:**

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

# 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         |
|                                     | <b>Total \$</b> | <b>265,000</b> |

# 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:**

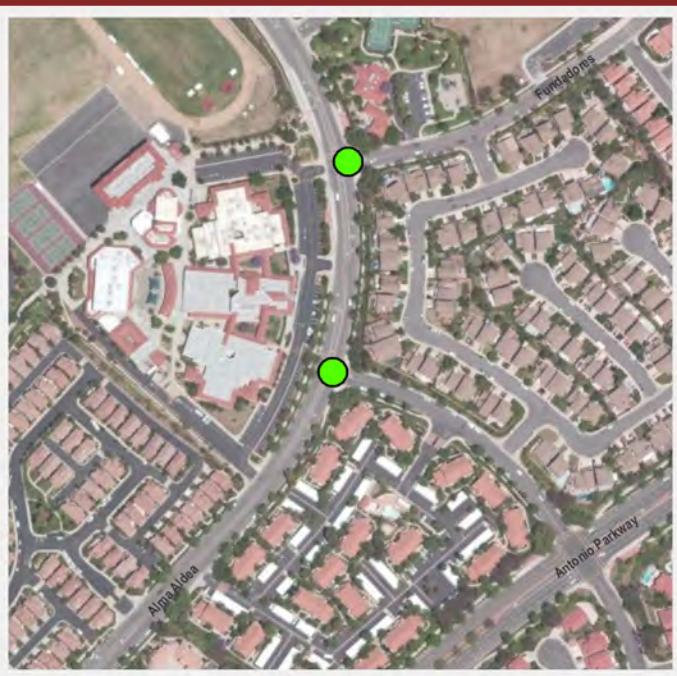
|                                     |                 |                |
|-------------------------------------|-----------------|----------------|
| Design/Program Implementation       | \$              | 60,000         |
| Construction Estimate               | \$              | 48,000         |
|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

# City of Rancho Santa Margarita Capital Improvement Project Information



**Sample Bulbout at Fundadores**

## BULBOUTS



## VICINITY MAP

### PROJECT TITLE:

Alma Aldea Bulbouit 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.

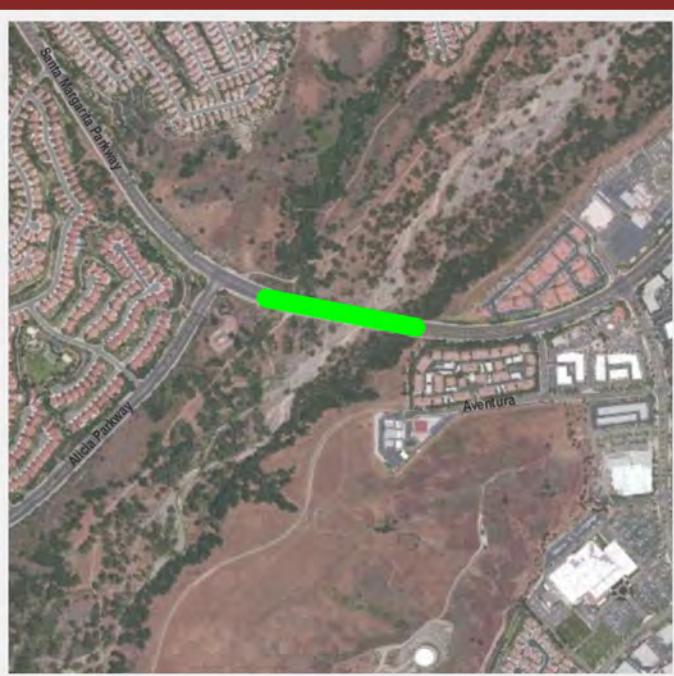
### PROJECT BUDGET:

|                                     |                 |                |
|-------------------------------------|-----------------|----------------|
| Design                              | \$              | 40,000         |
| Administration                      | \$              | 10,000         |
| Construction Estimate               | \$              | 150,000        |
| Inspection/Construction Engineering | \$              | 25,000         |
| Construction Contingency            | \$              | 15,000         |
|                                     | <b>Total \$</b> | <b>240,000</b> |

# 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          |
|   | <b>Total \$</b> | <b>1,735,000</b> |

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

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



# APPENDICES



**City of Rancho Santa Margarita, California**

## **BASIS OF ACCOUNTING**

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

## **BUDGETARY CONTROL**

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

Budgetary control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within the accounts of any fund; however, any revisions between funds must be approved by the City Council. Supplemental appropriations may be adopted by the City Council at any time during the fiscal year by 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 XIIIIB of the California Constitution required public entities in the State of California to set an annual appropriations limit; and

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

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

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES 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 13<sup>TH</sup> 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 13<sup>th</sup> day of June 2012, by the following vote:

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

  
MOLLY MC LAUGHLIN, CITY CLERK

# City of Rancho Santa Margarita

Gann Limit

FY 2012-13

## GENERAL FUND

|                                   | <i>Budgeted Revenues 12-13</i> |                                  |              |
|-----------------------------------|--------------------------------|----------------------------------|--------------|
|                                   | <b>Proceeds<br/>of Taxes</b>   | <b>Non-Proceeds<br/>of Taxes</b> | <b>Total</b> |
| 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 Permits               | -                              | 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            |
| <b>CAPITAL PROJECTS FUND</b> |            | <b>1,106,000</b> | <b>1,106,000</b> |
| Total Other Funds            | -          | 3,194,000        | 3,194,000        |
| Total Revenue                | 11,404,209 | 6,224,051        | 17,628,260       |

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)

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.

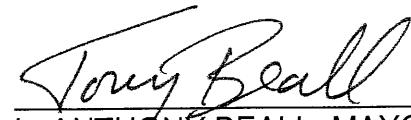
SECTION 2. That revenues and operating transfers for all funds are estimated to be \$21,047,125 during FY 2012/13.

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.

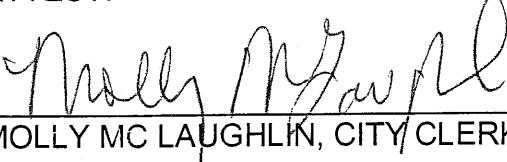
SECTION 4. That the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2012-2013" will be compiled upon adoption of this budget and shall contain detailed budgetary information and amounts matching the amounts in Exhibit "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 13<sup>TH</sup> 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<br>MEMBERS: | Gamble, Mayor Pro Tempore Baric and<br>Mayor Beall |
| NOES:    | 0 | COUNCIL<br>MEMBERS: | None   |
| ABSENT:  | 2 | COUNCIL<br>MEMBERS: | Holloway and Petrilla                              |
| ABSTAIN: | 0 | COUNCIL<br>MEMBERS: | None   |

  
MOLLY MC LAUGHLIN, CITY CLERK

# INDEX

|   |      |
|---|------|
| Air Quality Improvement Fund .....                          | 13   |
| Animal Care and Control .....                               | 40   |
| Appropriations Limit .....                                  | 94   |
| Appropriations Summary – All Funds .....                    | 9    |
| Basis of Accounting .....                                   | 89   |
| Basis of Revenue Estimates .....                            | 90   |
| Budget Transmittal Letter .....                             | i    |
| Budgetary Control .....                                     | 89   |
| Building and Safety .....                                   | 54   |
| CA Law Enforcement Equipment Fund .....                     | 14   |
| Capital Improvement Program .....                           | 66   |
| Capital Projects Fund .....                                 | 17   |
| City Attorney .....   | 28   |
| City Clerk .....  | 30   |
| City Council .....  | 24   |
| City Manager .....  | 26   |
| City Officials .....  | iii  |
| Community Profile .....                                     | iv   |
| Community Services .....                                    | 42   |
| Demographic Information .....                               | v    |
| Estimated Revenues – Detail of All Funds .....              | 6    |
| Finance .....   | 36   |
| Fund Balance – All Funds .....                              | 2    |
| Gas Tax Fund .....  | 11   |
| General Fund .....  | 10   |
| Glossary of Terms .....                                     | 92   |
| Interfund Transfers .....                                   | 20   |
| Long-Term Debt .....  | 89   |
| Measure M Fund .....  | 12   |
| Non-Departmental .....                                      | 34   |
| Organization Chart by City Employees & Contract Staff ..... | vii  |
| Organization Chart by Department Function .....             | vi   |
| Personnel Summary - Contract & City Staff .....             | viii |
| Planning .....  | 52   |
| Police Services .....                                       | 48   |
| Public Works .....  | 58   |
| Revenue Summary – All Funds .....                           | 5    |
| RSM Nonprofit Capital Projects .....                        | 18   |
| RSM Nonprofit Corporation Capital Projects .....            | 88   |
| RSM Nonprofit Debt Service .....                            | 19   |
| Street Lighting .....                                       | 62   |
| Street Maintenance .....                                    | 60   |
| Summary of Expenditures by Account Group .....              | 21   |
| Summary of Expenditures by Dept/Division .....              | 22   |
| Traffic Congestion Relief Fund .....                        | 15   |

City of Rancho Santa Margarita

California