

City of  
Rancho Santa Margarita  
California



2014 - 2015

Adopted Operating Budget &  
Capital Improvement Plan

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# INTRODUCTION

City of Rancho Santa Margarita, California





## CITY OF RANCHO SANTA MARGARITA

July 23, 2014

Honorable Mayor and Members of the City Council:

*Mayor*

Carol A. Gamble

*Mayor Pro Tem*

Bradley J. McGirr

*Council Members*

Steven Baric

L. Anthony Beall

Jesse Petrilla

*City Manager*

Jennifer M. Cervantez

I am pleased to present the Fiscal Year 2014-15 Adopted Budget for the City of Rancho Santa Margarita. This budget document identifies the City's resources and spending plan in accordance with City Council goals and priorities. While maintaining quality service to the community is the primary objective, the Fiscal Year 2014-15 Adopted Budget also allocates significant resources, through the Capital Improvement Program, to enhancing and improving the physical environment and infrastructure. Overall, this budget demonstrates the City Council's fiscal responsibility and commitment to prudent stewardship of the public treasury.

The Fiscal Year 2014-15 Adopted Budget is comprised of two primary funds, the General Fund and the Capital Improvement Projects Fund. The General Fund, which is the City's main operating fund, is balanced with a structural surplus of \$145,600. Major General Fund revenues are estimated to grow by 2 percent, mostly attributable to stable growth in sales tax as economic conditions improve. Based on the Orange County Assessor's 2013 Property Tax Valuation Update, cities had year-over-year increase in net taxable value for the first time in six years, which translated into a nominal increase in property tax receipts for Rancho Santa Margarita.

General Fund expenditures are allocated to the regular ongoing operations of the City for services such as public safety, planning and community development, general government, community services and public works, excluding the Capital Improvement Program. Nearly 50 percent of the City's General Fund expenditures are for public safety, specifically the contract with the Orange County Sheriff's Department for law enforcement services. Many of the City's other municipal services are also contracted out to private consulting firms, resulting in a lower-than-average percentage of the budget allocated to personnel costs. In fact, the City employs 19 full-time and 6 part-time employees, accounting for 19 percent of the General Fund budget.

In an era of fragile municipal finances, the City of Rancho Santa Margarita maintains a healthy reserve fund with minimal debt service. Reserve funds, including operating, emergency and restricted, total \$15,812,847, or nearly one full year of operating expenses. The refinancing of the Certificates of Participation for the Civic Center buildings completed in fiscal year 2012-13 will yield an annual savings of approximately \$102,000 per year over its 19 year bond life. Debt service accounts for 4 percent of the General Fund expenditures. Another source of financial burden for cities is unfunded liabilities for retirement and other post-retirement benefits. The City of Rancho Santa Margarita was one of the first cities in Orange County to

implement pension reform in the manner of a second tier retirement formula and a requirement that all new employees pay the entire employee share of the retirement benefit. Overall, the City's current financial situation is sound with a promising long-term outlook.

#### CIP

This year's Capital Improvement Program includes a variety of maintenance projects and new initiatives to enhance the visual aesthetics in the community. Twenty-five projects totaling \$7,553,000 are planned for Fiscal Year 2014-15, an increase of \$2,366,000. A significant number of these projects utilize special revenue funds such as Gas Tax, AQMD or Measure M funds. Of the \$7,553,000, \$2,465,000, or 33 percent, is funded with Capital Improvement Program funds, Public Financing Authority bond funds or the General Fund. In addition, the use of \$1,169,000 in reserves has been appropriated towards year one of an 80-acre habitat restoration project. Other major projects include road maintenance, bridge repair, traffic management, facility repairs and improvements, as well as landscaping renovation.

This budget document is also a policy and organizational document, highlighting the City's community profile, demographic information, organizational structure and staffing. Combined and individual fund summary data on estimated revenues, appropriations, transfers, fund balances, and capital projects is also contained in the budget, and departments are organized as operational and budgetary divisions of the various governmental functions. Lastly, detailed Capital Improvement Plan information and appendices of budgetary policies, procedures and related budgetary presentation items are included. It is staff's goal to present all available information on the City's budget to the public in a concise, transparent and readable format.

In short, this budget provides the financial plan for the delivery of essential services to Rancho Santa Margarita residents and businesses in a prudent and fiscally responsible manner that captures the City Council's vision and direction. I would like to take this opportunity to thank the City Council and all City staff members for their participation in developing this budget for the benefit of the community.

Respectfully submitted,

  
Jennifer M. Cervantez  
City Manager



# CITY OF RANCHO SANTA MARGARITA

## CITY COUNCIL

MAYOR .....	CAROL A. GAMBLE
MAYOR PRO TEM .....	BRADLEY MCGIRR
COUNCIL MEMBER .....	STEVEN BARIC
COUNCIL MEMBER .....	L. ANTHONY BEALL
COUNCIL MEMBER .....	JESSE PETRILLA

## CITY OFFICIALS

CITY MANAGER/CITY TREASURER.....	JENNIFER CERVANTEZ
FINANCE DIRECTOR .....	STEFANIE TURNER
PUBLIC WORKS DIRECTOR/CITY ENGINEER .....	EHAB (MAX) MAXIMOUS
PLANNING/COMMUNITY DEV. DIRECTOR .....	KATHLEEN HATON
INTERIM CITY CLERK .....	PAT HEALY
CITY ATTORNEY .....	GREGORY E. SIMONIAN
CHIEF OF POLICE SERVICES .....	LIEUTENANT RON KENNEDY
COMMUNITY SERVICES SUPERVISOR .....	WENDI REDINGTON

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

## COMMUNITY PROFILE

Date of Incorporation .....	January 1, 2000
Location .....	South Orange County, California
Form of Government.....	Council – Manager
Population (1) .....	48,834
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 1/1/14

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller



## City of Rancho Santa Margarita

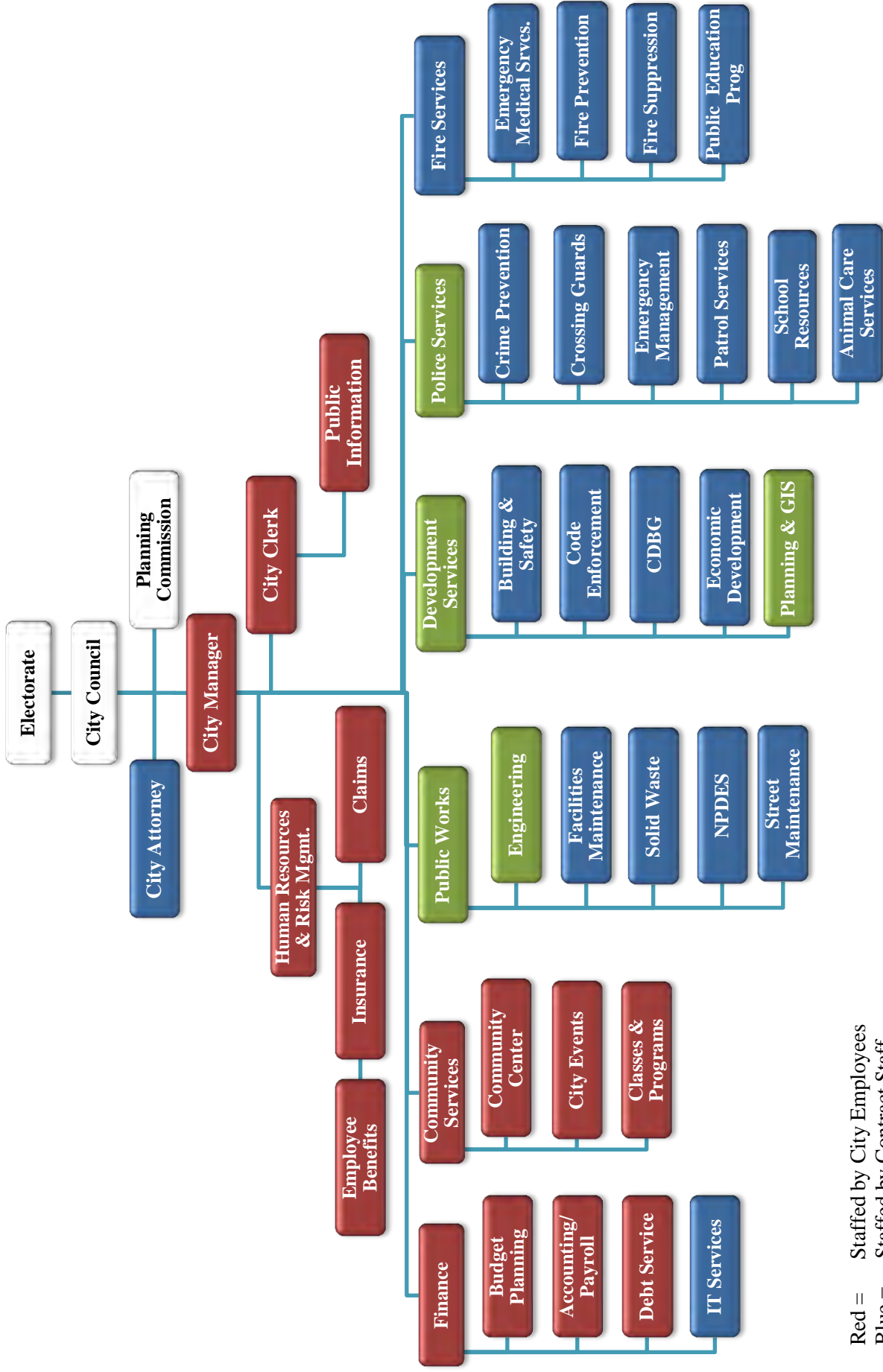
### Demographic Information Federal Census Data

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

- (1) As of 4/10/10 census data release. **Estimated population as of 1/1/14 is 48,834**  
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 2014 published in this report might be noticeably different from the previous year estimates.

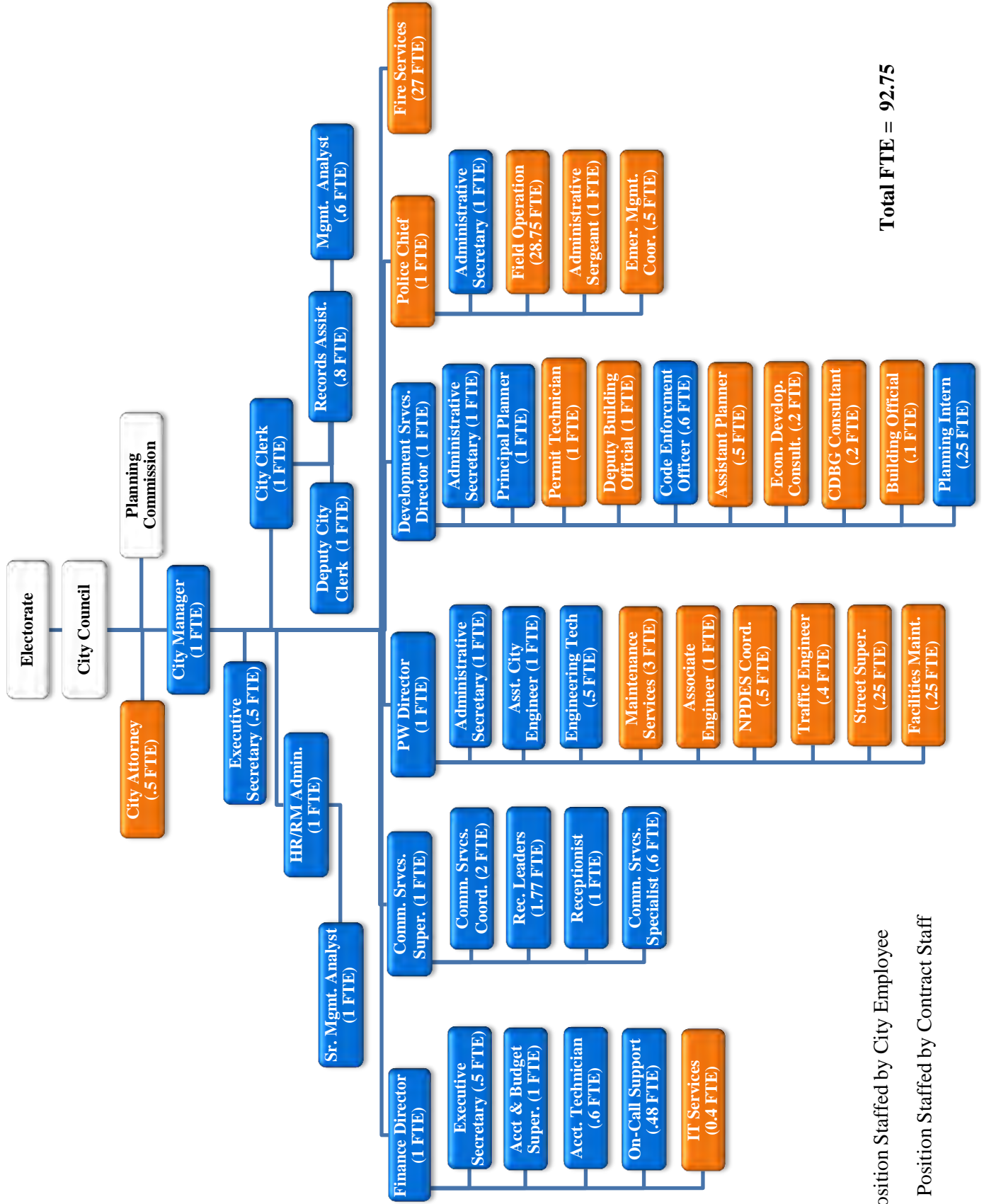
As of May 2014, total unemployment was 3.1%

City of Rancho Santa Margarita  
ORGANIZATION CHART BY DEPARTMENT FUNCTION  
as of Fiscal Year 2014-2015



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

City of Rancho Santa Margarita  
**ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF**  
as of Fiscal Year 2014-2015



**Total FTE = 92.75**

Blue = Position Staffed by City Employee  
Orange = Position Staffed by Contract Staff

City of Rancho Santa Margarita

Full Time Equivalent Positions

City Employees and Contract Staff Summary

City Staff

Contract Staff

<b><u>City Manager:</u></b>	City Manager	1.00	
	Executive Secretary	0.50	
	City Clerk	1.00	
	Deputy City Clerk	1.00	
	Records Assistant	0.80	
	Management Analyst	0.60	
	HR/Risk Management Administrator	1.00	
	Sr. Management Analyst	1.00	
<b><u>City Attorney:</u></b>	City Attorney		0.50
<b><u>Finance:</u></b>	Finance Director	1.00	
	Executive Secretary	0.50	
	Accounting & Budget Supervisor	1.00	
	Accounting Technician	0.60	
	On-Call Support	0.48	
	IT Services		0.40
<b><u>Community Services:</u></b>	Community Services Supervisor	1.00	
	Community Services Coordinator	2.00	
	Community Services Specialist	0.60	
	Recreation Leader	1.77	
	Receptionist	1.00	
<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	
	Principal Planner	1.00	
	Code Enforcement Officer	0.60	
	Administrative Secretary	1.00	
	Assistant Planner		0.50
	Building Official		0.10
	Permit Technician		1.00
	Deputy Building Official		1.00
	CDBG Consultant		0.20
	Economic Development Consultant		0.20
	Planning Intern	0.25	
<b><u>Public Works:</u></b>	Public Works Director	1.00	
	Assistant City Engineer	1.00	
	Administrative Secretary	1.00	
	Engineering Technician	0.50	
	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

**TOTAL****25.20****67.55**





# BUDGET SUMMARIES

BUDGET SUMMARIES

City of Rancho Santa Margarita, California

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

Description	Fund Balance 06/30/10	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/11	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/12
<b>General Fund - 100</b>	13,522,560	16,345,290	15,062,447	14,805,403	16,177,928	15,072,939	15,910,392
<b>Special Revenue Funds:</b>							
Gas Tax - 210	782,936	1,253,218	640,358	1,395,796	1,402,741	1,193,845	1,604,692
Measure M - 212	1,143,122	431,857	850,740	724,239	624,154	800,346	548,047
Air Quality Improvement - 214	283,953	56,465	92,433	247,985	61,833	52,996	256,822
CA Law Enforcement Equip - 216	197	-	-	197	-	-	197
Traffic Congestion Relief - 218	853,631	5,184	857,617	1,198	598	1,795	1
Local Park Trust Fund - 220	-	-	-	-	-	-	-
Supplemental Law Enforce - 222	128,662	100,533	133,512	95,683	100,670	59,109	137,244
PEG Fees - 224	-	-	-	-	-	-	-
Subtotal-Special Revenue Funds	3,192,501	1,847,257	2,574,660	2,465,098	2,189,996	2,108,091	2,547,003
<b>Capital Projects Fund - 410</b>	1,861,737	2,306,285	3,056,176	1,111,846	1,322,536	1,351,104	1,083,278
<b><u>RSM DEBT SERVICE</u></b>							
<b>RSM NP Debt Svc. Fund - 500</b>	854,699	835,095	837,523	852,271	832,381	836,260	848,392
<b>RSM PFA Debt Svc. Fund - 530</b>	-	-	-	-	-	-	-
<b>GRAND TOTAL - ALL FUNDS</b>	19,431,497	21,333,927	21,530,806	19,234,618	20,522,841	19,368,394	20,389,065

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

Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/13	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/14	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/15
16,887,048	16,654,597	16,142,843	15,958,491	15,265,080	16,836,254	16,297,240	17,320,647	15,812,847
1,138,991	1,112,763	1,630,920	1,453,090	1,665,681	1,418,329	1,254,408	2,523,035	149,702
601,500	703,218	446,329	655,206	872,515	229,020	692,399	838,781	82,638
58,983	80,788	235,017	60,000	101,958	193,059	60,000	250,000	3,059
-	-	197	-	-	197	-	-	197
-	1	-	-	-	-	-	-	-
440,586	-	440,586	-	-	440,586	-	-	440,586
100,272	120,273	117,243	100,000	113,567	103,676	100,000	112,264	91,412
259,837	-	259,837	158,990	-	418,827	160,000	-	578,827
2,600,169	2,017,043	3,130,129	2,427,286	2,753,721	2,803,694	2,266,807	3,724,080	1,346,421
1,347,327	1,999,645	430,960	2,446,628	2,266,086	611,502	7,403,000	7,553,000	461,502
576,792	1,425,184	-	-	-	-	-	-	-
2,724,975	373,348	2,351,627	800,238	800,238	2,351,627	730,388	1,580,388	1,501,627
24,136,311	22,469,817	22,055,559	21,632,643	21,085,125	22,603,077	26,697,435	30,178,115	19,122,397

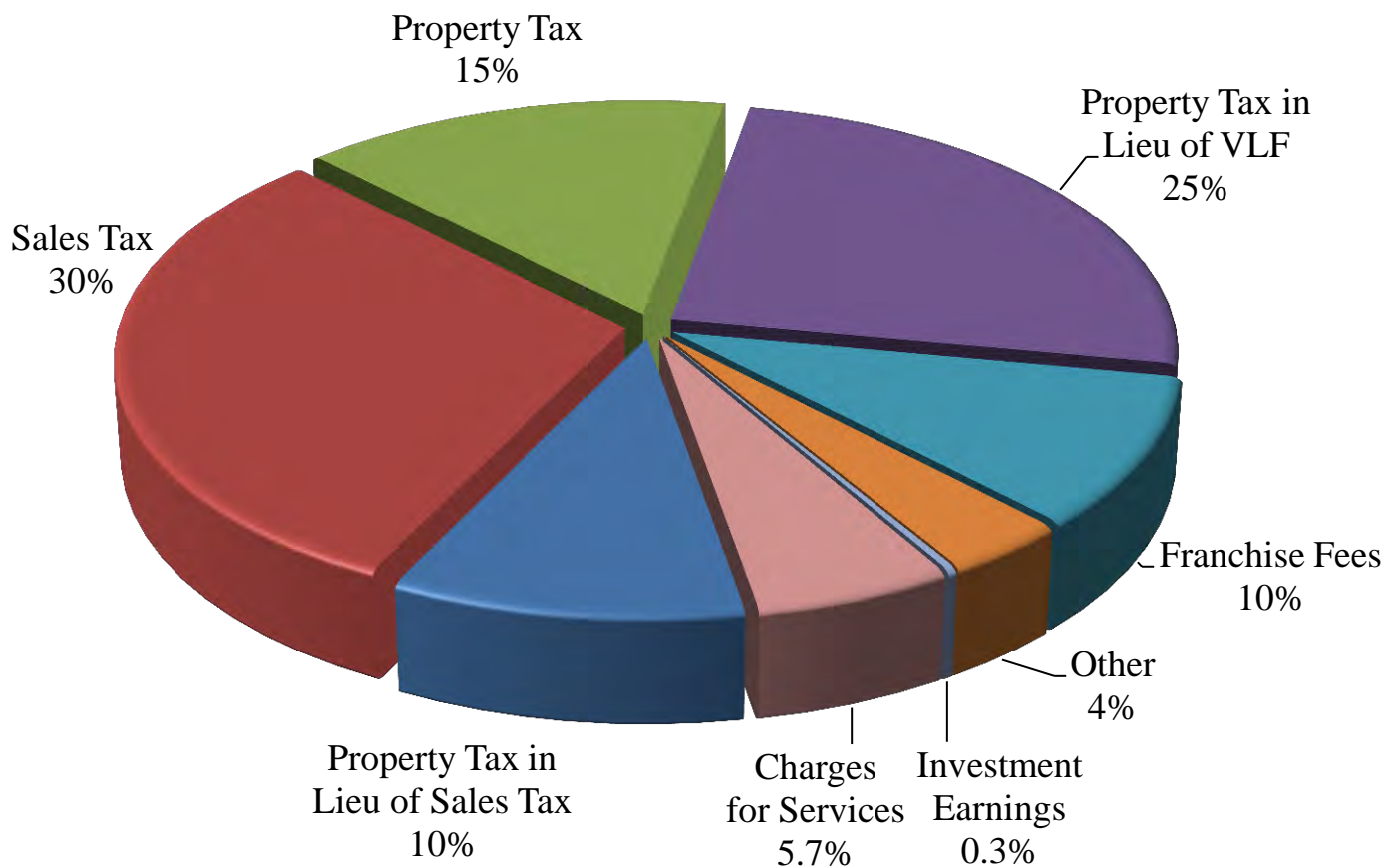


# City of Rancho Santa Margarita

## Summary of Budgeted Revenues

### General Fund

Fiscal Year 2014-2015



City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET
<b>100 GENERAL FUND</b>	<u>16,345,290</u>	<u>16,177,928</u>	<u>16,887,048</u>	<u>15,842,952</u>	<u>15,958,491</u>	<u>16,297,240</u>
 <b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX</b>	1,253,218	1,402,741	1,138,991	1,453,090	1,453,090	1,254,408
<b>212 MEASURE M</b>	431,857	624,154	601,500	655,206	655,206	692,399
<b>214 AIR QUALITY IMPROVEMENT</b>	56,465	61,833	58,983	60,000	60,000	60,000
<b>218 TRAFFIC CONGESTION RELIEF</b>	5,184	598	-	-	-	-
<b>220 LOCAL PARK TRUST</b>	-	-	440,586	-	-	-
<b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>	100,533	100,670	100,272	100,000	100,000	100,000
<b>224 PEG FEE</b>	-	-	259,837	160,000	158,990	160,000
<b><u>SUBTOTAL</u></b>						
<b>ALL SPECIAL REVENUE FUNDS</b>	<u>1,847,257</u>	<u>2,189,996</u>	<u>2,600,169</u>	<u>2,428,296</u>	<u>2,427,286</u>	<u>2,266,807</u>
<b>410 CAPITAL PROJECTS FUND</b>	<u>2,306,285</u>	<u>1,322,536</u>	<u>1,347,327</u>	<u>4,528,000</u>	<u>2,446,628</u>	<u>7,403,000</u>
 <b><u>RSM DEBT SERVICE FUNDS</u></b>						
<b>500 RSMNP DEBT SERVICE FUND</b>	<u>835,095</u>	<u>832,381</u>	<u>576,792</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>530 RSM PFA DEBT SERVICE FUND</b>	<u>-</u>	<u>-</u>	<u>2,724,975</u>	<u>800,238</u>	<u>800,238</u>	<u>730,388</u>
<b><u>SUBTOTAL</u></b>						
<b>ALL FUND TYPES</b>	<u>21,333,927</u>	<u>20,522,841</u>	<u>24,136,311</u>	<u>23,599,486</u>	<u>21,632,643</u>	<u>26,697,435</u>
<b>LESS INTERFUND TRANSFERS</b>	<u>3,495,811</u>	<u>2,630,494</u>	<u>4,829,417</u>	<u>5,026,561</u>	<u>3,172,108</u>	<u>6,085,204</u>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<u><u>17,838,116</u></u>	<u><u>17,892,347</u></u>	<u><u>19,306,894</u></u>	<u><u>18,572,925</u></u>	<u><u>18,460,535</u></u>	<u><u>20,612,231</u></u>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET
<b>100 GENERAL FUND</b>						
Property Tax	2,037,141	1,999,106	2,042,934	2,004,416	2,124,019	2,137,790
Sales Tax	3,889,792	4,045,681	4,478,082	4,457,736	4,510,811	4,695,177
Property Tax in Lieu of Sales Tax	1,277,566	1,302,366	1,349,658	1,618,075	1,691,928	1,567,042
Real Property Transfer Tax	235,626	230,916	271,322	237,231	228,240	231,093
Fire Authority Settlement	-	-	-	-	-	127,231
Franchise Fees - Cable TV	823,669	801,372	800,486	801,028	796,401	796,401
Cable - Grant Revenue	53,672	483,048	-	-	-	-
Cable - PEG Fees	-	99,503	-	-	-	-
Franchise Fees - Gas	82,732	81,935	67,428	85,873	85,873	83,660
Franchise Fees - Electricity	379,179	371,914	387,608	392,453	392,453	408,994
Franchise Fees - Refuse Collection	160,007	159,666	164,280	169,348	162,837	164,872
Park Fees	-	58,982	-	-	-	-
Motor Vehicle License Fee	123,333	129,711	25,603	-	21,189	21,454
Property Tax in Lieu of VLF	3,667,263	3,677,509	3,708,449	3,754,605	3,752,640	3,875,727
State Mandated Cost Reimburse	5,328	10,344	19,553	-	-	-
EECBG	-	95,260	1,855	-	-	-
Beverage Container Recycling Grant	13,332	13,148	13,196	13,437	13,437	13,605
Building Permit Fees	240,197	272,774	332,576	242,470	283,591	201,848
Building-Plan Check Fees	111,725	82,613	152,999	94,228	88,571	108,687
Site Development Permits/Fees	4,537	11,500	15,360	14,135	10,865	11,001
Site Development Permits/Deposits	162,881	32,450	83,591	41,333	86,806	61,783
Planning - Plan Check Fees	30,492	37,772	46,325	69,600	57,312	58,028
Other Planning Revenues	14,235	9,350	4,275	7,141	1,575	1,595
CDBG Grant	125,115	64,544	64,798	62,641	62,641	97,813
Engineering Permits	104,030	222,737	103,318	120,981	79,260	80,251
AB933 - Recycling Grant	66,674	68,807	100,956	67,783	67,783	68,630
Solid Waste Diversion Permits	11,803	94,744	173,351	87,849	15,135	15,324
Mapping-Engineer/Other Eng. Rev.	2,560	2,826	120	-	-	-
FEMA/CalEMA Reimbursement	-	91,694	38,392	-	-	-
Court Fines	106,530	129,644	103,472	105,000	82,494	100,000
Parking Citation Revenue	98,456	96,497	72,657	90,000	82,335	90,000
Parking Citation - DMV	24,650	29,063	13,384	15,000	19,201	20,000
Miscellaneous Police Grants/Revenue	18,692	34,266	18,746	2,500	5,000	2,500
Abandoned Vehicle Abatement	19,167	22,662	5,299	-	-	-
BTRCC Revenue - Misc.	590	642	831	-	661	-
Community Services Revenue	23,991	14,944	31,916	27,500	36,150	30,000
Advertising Income	-	-	-	7,500	6,058	8,000
BTRCC Program Revenue	225,486	208,616	204,526	220,000	201,657	204,178
BTRCC Rental Revenue	196,500	183,344	127,487	150,000	153,223	155,138
Senior Mobility Grant	14,403	22,229	22,255	23,529	23,529	25,632
Senior Mobility Voucher Revenue	-	-	-	-	-	5,126
Investment Earnings	65,689	91,242	39,673	54,237	39,351	39,844
Other Revenue	462,837	73,295	1,210,838	-	10,083	-
Transfer from Gas Tax Fund	341,363	258,645	204,228	272,230	231,316	250,035
Transfer from Measure M	284,363	460,567	385,221	533,093	534,066	538,781
Transfer from TCRF	339,684	-	-	-	-	-
Transfer from CIP	500,000	-	-	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>16,345,290</b>	<b>16,177,928</b>	<b>16,887,048</b>	<b>15,842,952</b>	<b>15,958,491</b>	<b>16,297,240</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX FUND:</b>						
Gas Tax 2105 (Prop. 111)	256,238	227,251	216,099	489,110	494,051	422,234
Gas Tax 2106	164,797	162,277	165,652	302,097	305,149	260,791
Gas Tax 2107	342,222	326,181	354,107	640,231	646,714	552,692
Gas Tax 2107.5	6,000	6,000	6,000	7,120	7,176	6,147
Gas Tax 2103	472,872	671,620	392,381	-	-	-
Interest Income	3,463	9,412	4,752	14,532	-	12,544
Transfer from CIP	7,626	-	-	-	-	-
<b>TOTAL GAS TAX FUND</b>	<b>1,253,218</b>	<b>1,402,741</b>	<b>1,138,991</b>	<b>1,453,090</b>	<b>1,453,090</b>	<b>1,254,408</b>
<b>212 MEASURE M FUND:</b>						
Measure M (Local Turnback)	425,295	598,212	600,015	648,654	648,654	688,937
Interest Income	6,562	4,501	1,485	6,552	6,552	3,462
Transfer from CIP	-	21,441	-	-	-	-
<b>TOTAL MEASURE M FUND</b>	<b>431,857</b>	<b>624,154</b>	<b>601,500</b>	<b>655,206</b>	<b>655,206</b>	<b>692,399</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET
<b>214 AIR QUALITY IMPROVEMENT FUND:</b>						
AQMD (AB 2766)	54,829	60,142	58,239	59,400	59,400	59,400
Interest Income	1,636	1,691	744	600	600	600
<b>TOTAL AQMD FUND</b>	<b>56,465</b>	<b>61,833</b>	<b>58,983</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>218 TRAFFIC CONGESTION RELIEF FUND:</b>						
TCRF Funds	-	597	-	-	-	-
Interest Income	5,184	1	-	-	-	-
<b>TOTAL TCRF FUND</b>	<b>5,184</b>	<b>598</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>220 LOCAL PARK TRUST FUND:</b>						
Park Fees	-	-	381,419	-	-	-
Interest Income	-	-	185	-	-	-
Transfer from General Fund	-	-	58,982	-	-	-
<b>TOTAL LOCAL PARK TRUST FUND</b>	<b>-</b>	<b>-</b>	<b>440,586</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>						
Supplemental Law Enforcement	100,016	100,000	100,000	99,000	99,000	99,000
Interest Income	517	670	272	1,000	1,000	1,000
<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>100,533</b>	<b>100,670</b>	<b>100,272</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>224 PEG FEE FUND:</b>						
PEG Fees	-	-	160,242	160,000	158,990	158,400
Interest Income	-	-	92	-	-	1,600
Transfer from General Fund	-	-	99,503	-	-	-
<b>TOTAL PEG FEE FUND</b>	<b>-</b>	<b>-</b>	<b>259,837</b>	<b>160,000</b>	<b>158,990</b>	<b>160,000</b>
<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>1,847,257</b>	<b>2,189,996</b>	<b>2,600,169</b>	<b>2,428,296</b>	<b>2,427,286</b>	<b>2,266,807</b>
<b>410 CAPITAL PROJECTS FUND</b>						
Transfer from General Fund	-	-	-	600,000	-	1,169,000
Transfer from Gas Tax Fund	20,451	667,684	640,247	2,055,000	1,166,081	1,997,000
Transfer from Measure M Fund	566,377	339,779	317,998	494,000	338,449	300,000
Transfer from Air Quality Improve.	92,433	52,996	80,788	272,000	101,958	250,000
Transfer from TCRF Fund	517,933	1,795	1	-	-	-
Transfer from PFA Capital Funds	-	-	-	-	-	850,000
Building Funds Revenue	-	-	-	-	-	1,465,000
Measure M - Turnback	116,146	-	-	-	-	-
ARRA TP	482,082	-	-	-	-	-
EECBG	85,209	-	-	-	-	-
RAC	134,579	-	-	-	-	-
HBP	-	-	9,908	427,000	48,764	483,000
Interest Income	6,456	7,221	2,210	-	-	-
TEA-LU Grant	-	90,134	88,920	-	-	-
Safe Route to School	62,517	-	-	-	-	-
Homeowners' Association	-	-	-	44,000	24,392	40,000
Prop 1B (State)	-	-	-	-	314,998	-
CDBG Grant	48,030	161,227	146,466	125,000	136,919	222,000
HSIP	-	-	60,789	-	131,067	-
CTFP	174,072	1,700	-	511,000	184,000	627,000
<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>2,306,285</b>	<b>1,322,536</b>	<b>1,347,327</b>	<b>4,528,000</b>	<b>2,446,628</b>	<b>7,403,000</b>
<b>RSM DEBT SERVICE FUNDS</b>						
<b>500 RSMNP DEBT SERVICE FUND:</b>						
Interest Income	9,514	4,794	-	-	-	-
Transfer from General Fund	825,581	827,587	576,792	-	-	-
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>835,095</b>	<b>832,381</b>	<b>576,792</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>530 RSM PFA DEBT SERVICE FUND:</b>						
Interest Income	-	-	1,641	-	-	-
Transfer from General Fund	-	-	1,618,052	800,238	800,238	730,388
Transfer from RSMNP Debt Service	-	-	847,605	-	-	-
Bond Issue Premium	-	-	257,677	-	-	-
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>2,724,975</b>	<b>800,238</b>	<b>800,238</b>	<b>730,388</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>21,333,927</b>	<b>20,522,841</b>	<b>24,136,311</b>	<b>23,599,486</b>	<b>21,632,643</b>	<b>26,697,435</b>
<b>LESS: INTERFUND TRANSFERS</b>	<b>3,495,811</b>	<b>2,630,494</b>	<b>4,829,417</b>	<b>5,026,561</b>	<b>3,172,108</b>	<b>6,085,204</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>17,838,116</b>	<b>17,892,347</b>	<b>19,306,894</b>	<b>18,572,925</b>	<b>18,460,535</b>	<b>20,612,231</b>

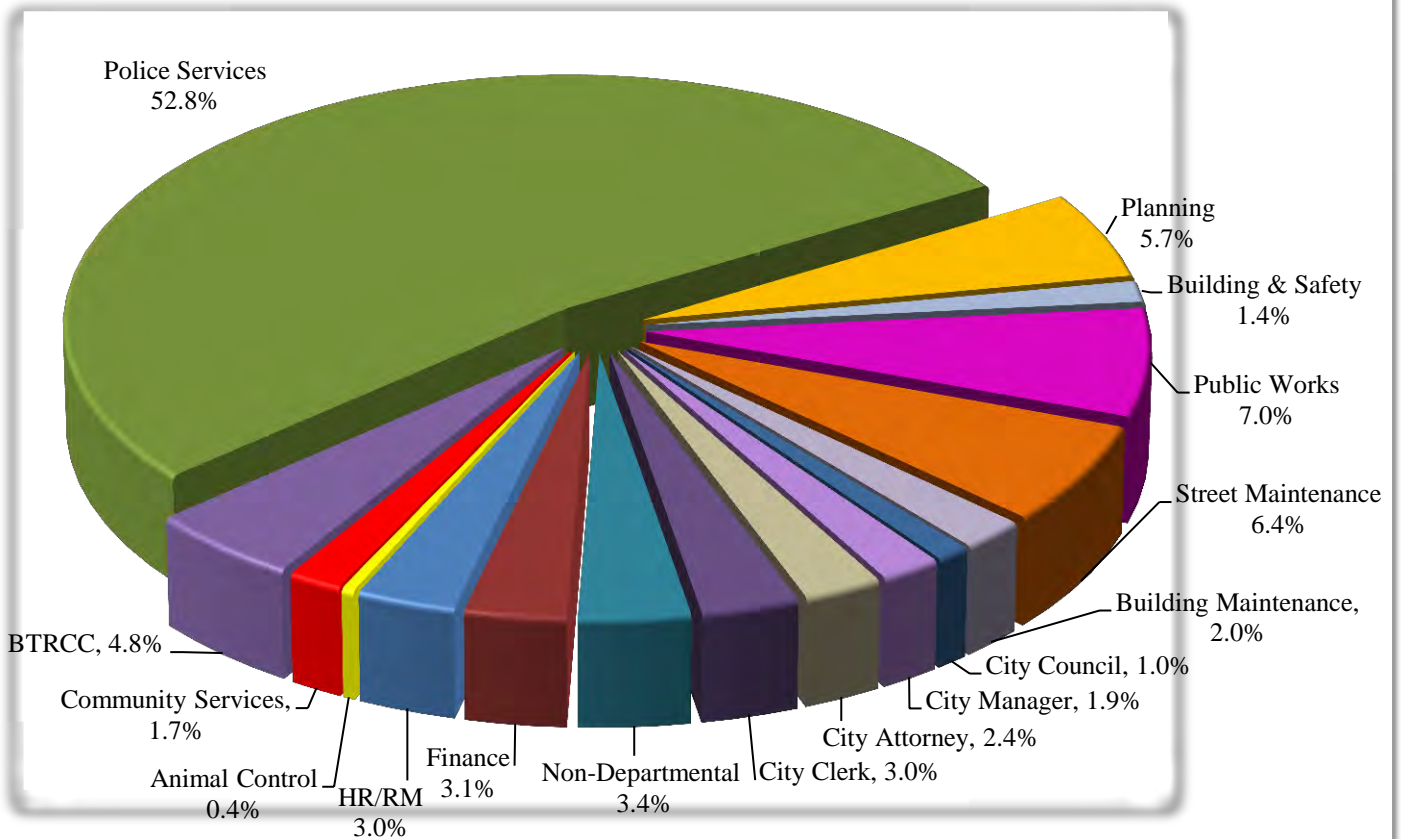


# City of Rancho Santa Margarita

## Summary of Budgeted Expenditures

### General Fund

Fiscal Year 2014-2015



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

DESCRIPTION	FY 2010/11	FY 2011/12	FY 2012/13	-----FY 2013/14-----	FY 2014/15	
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
City Council	136,440	124,538	141,148	146,721	119,575	160,271
City Manager	432,438	396,083	348,054	396,696	341,390	290,032
City Attorney	375,866	507,079	518,990	575,000	629,213	375,000
City Clerk	346,678	329,070	352,428	355,567	359,419	463,336
Non-Departmental	515,890	477,430	438,491	449,066	402,136	525,928
Finance	480,192	508,359	554,317	459,718	414,637	478,712
Human Resources/Risk Management	368,910	388,605	324,789	368,047	355,562	469,327
Police Services	7,309,195	7,472,446	7,435,313	7,907,903	7,571,120	8,145,996
Animal Control	45,857	53,261	42,401	53,000	53,000	60,000
Planning	903,421	717,837	780,133	822,786	777,377	874,606
Building	238,824	236,454	316,215	228,960	253,070	211,164
Public Works	1,040,355	1,007,415	1,033,785	1,043,102	962,225	1,075,918
Street Maintenance	921,773	901,066	830,945	971,593	972,566	989,861
Building Maintenance	260,162	265,811	282,006	318,589	298,937	309,733
Community Services	188,429	188,015	214,663	246,298	238,218	257,307
BTRCC	672,436	671,883	687,590	730,670	716,397	734,068
Transfer to Local Park Trust Fund	-	-	58,982	-	-	-
Transfer to PEG Fee Fund	-	-	99,503	-	-	-
Transfer to Capital Projects Fund	-	-	-	600,000	-	1,169,000
Transfer to RSMNP Debt Service Fund	825,581	827,587	576,792	-	-	-
Transfer to RSM PFA Debt Service Fund	-	-	1,618,052	800,238	800,238	730,388
<b>TOTAL GENERAL FUND</b>	<b>15,062,447</b>	<b>15,072,939</b>	<b>16,654,597</b>	<b>16,473,954</b>	<b>15,265,080</b>	<b>17,320,647</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
GAS TAX - Street Lighting	278,544	267,516	268,288	290,000	268,284	276,000
Transfer to General Fund	341,363	258,645	204,228	272,230	231,316	250,035
Transfer to Capital Projects Fund	20,451	667,684	640,247	2,055,000	1,166,081	1,997,000
MEASURE M						
Transfer to General Fund	284,363	460,567	385,221	533,093	534,066	538,781
Transfer to Capital Projects Fund	566,377	339,779	317,998	494,000	338,449	300,000
AIR QUALITY IMPROVEMENT						
Transfer to Capital Projects Fund	92,433	52,996	80,788	272,000	101,958	250,000
TRAFFIC CONGESTION RELIEF						
Transfer to General Fund	339,684	-	-	-	-	-
Transfer to Capital Projects Fund	517,933	1,795	1	-	-	-
LOCAL PARK TRUST	-	-	-	-	-	-
SUPPLEMENTAL LAW ENFORCE	133,512	59,109	120,273	113,567	113,567	112,264
PEG FEE	-	-	-	-	-	-
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,574,660</b>	<b>2,108,091</b>	<b>2,017,044</b>	<b>4,029,890</b>	<b>2,753,721</b>	<b>3,724,080</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
Capital Outlay	2,548,550	1,329,663	1,999,645	5,187,000	2,266,086	7,553,000
Transfer to General Fund	500,000	-	-	-	-	-
Transfer to Gas Tax Fund	7,626	-	-	-	-	-
Transfer to Measure M Fund	-	21,441	-	-	-	-
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>3,056,176</b>	<b>1,351,104</b>	<b>1,999,645</b>	<b>5,187,000</b>	<b>2,266,086</b>	<b>7,553,000</b>
<b><u>RSM DEBT SERVICE FUNDS</u></b>						
RSMNP DEBT SERVICE FUND	837,523	836,260	577,580	-	-	-
Transfer to RSM PFA Debt Service Fund	-	-	847,605	-	-	-
RSM PFA DEBT SERVICE FUND	-	-	373,348	800,238	800,238	730,388
Transfer to CIP Fund	-	-	-	-	-	850,000
<b>TOTAL RSM DEBT SRVC. FUNDS</b>	<b>837,523</b>	<b>836,260</b>	<b>1,798,533</b>	<b>800,238</b>	<b>800,238</b>	<b>1,580,388</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>21,530,806</b>	<b>19,368,394</b>	<b>22,469,819</b>	<b>26,491,082</b>	<b>21,085,125</b>	<b>30,178,115</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>3,495,811</b>	<b>2,630,494</b>	<b>4,829,417</b>	<b>5,026,561</b>	<b>3,172,108</b>	<b>6,085,204</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>18,034,995</b>	<b>16,737,900</b>	<b>17,640,402</b>	<b>21,464,521</b>	<b>17,913,017</b>	<b>24,092,911</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
City Council	136,440	124,538	141,148	146,721	119,575	160,271
City Manager	432,438	396,083	348,054	396,696	341,390	290,032
City Attorney	375,866	507,079	518,990	575,000	629,213	375,000
City Clerk	346,678	329,070	352,428	355,567	359,419	463,336
Non-Departmental	515,890	477,430	438,491	449,066	402,136	525,928
Finance	480,192	508,359	554,317	459,718	414,637	478,712
Human Resources/Risk Management	368,910	388,605	324,789	368,047	355,562	469,327
Police Services	7,309,195	7,472,446	7,435,313	7,907,903	7,571,120	8,145,996
Animal Control	45,857	53,261	42,401	53,000	53,000	60,000
Planning	903,421	717,837	780,133	822,786	777,377	874,606
Building	238,824	236,454	316,215	228,960	253,070	211,164
Public Works	1,040,355	1,007,415	1,033,785	1,043,102	962,225	1,075,918
Street Maintenance	921,773	901,066	830,945	971,593	972,566	989,861
Building Maintenance	260,162	265,811	282,006	318,589	298,937	309,733
Community Services	188,429	188,015	214,663	246,298	238,218	257,307
BTRCC	672,436	671,883	687,590	730,670	716,397	734,068
Transfer to Local Park Trust Fund	-	-	58,982	-	-	-
Transfer to PEG Fee Fund	-	-	99,503	-	-	-
Transfer to Capital	-	-	-	600,000	-	1,169,000
Transfer to RSMNP Debt Service Fund	825,581	827,587	576,792	-	-	-
Transfer to RSM PFA Debt Service Fund	-	-	1,618,052	800,238	800,238	730,388
<b>TOTAL GENERAL FUND</b>	<u>15,062,447</u>	<u>15,072,939</u>	<u>16,654,597</u>	<u>16,473,954</u>	<u>15,265,080</u>	<u>17,320,647</u>

Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	278,544	267,516	268,288	290,000	268,284	276,000
Transfers to General Fund						
Public Works	253,953	168,146	121,461	183,730	142,816	157,110
Street Maintenance	87,410	90,499	82,767	88,500	88,500	92,925
Slurry Seal Program	-	295,900	205,734	310,000	267,631	321,000
Melinda Road/ Los Alisos Slurry	-	-	-	-	-	-
Antonio Pkwy Slurry Seal	5,220	-	-	355,000	188,664	-
Avenida De Las Banderas Slurry Seal	-	-	-	-	-	170,000
Residential Overlay	-	-	-	-	-	111,000
Lindsay/Cozy Glen Pavement Rehabilitation	-	-	455	-	-	-
Robinson Ranch Road Pavement Rehab	-	-	108,908	265,000	145,495	-
Alicia Parkway Rehabilitation	8,551	-	-	-	-	-
Antonio Pkwy. Pavement Rehab	-	222,747	(9,005)	55,000	18,706	593,000
Coto de Caza/La Promesa Pavement Rehab	-	17,368	11,504	-	-	-
SMP Pavement Rehabilitation	-	-	284,037	625,000	436,484	-
Median Hardscape Renovation	-	-	-	50,000	50,000	50,000
Melinda road Median Improvements	-	-	-	67,000	27,281	-
SMP Signal & Equipment Upgrade	-	-	-	-	-	44,000
Antonio Pkwy. Signal & Equipment Upgrade	-	-	-	-	-	42,000
Traffic Signal Battery Backup System	-	131,287	6,951	150,000	15,000	125,000
Countdown Pedestrian Signal Heads	-	-	-	5,000	-	-
SMP Bridge Hinge Repair	6,680	-	31,053	28,000	1,820	63,000
SMP Bridge (Eastbound)	-	-	-	-	-	20,000
Street Maintenance - Sidwalk Repairs	-	-	-	-	-	75,000
Alas De Paz Sidewalk Repair	-	382	-	-	-	-
Alma Aldea Bulbout Installation	-	-	610	-	-	136,000
Trabuco Mesa Bulbout Improvements	-	-	-	-	-	71,000
Verde Laguna Sidewalk Improvements	-	-	-	-	-	16,000
Alma Aldea/Bienvendios Traffic Signal	-	-	-	20,000	-	-
Emergency Vehicle Pre-emption (2&3)	-	-	-	125,000	15,000	160,000
<b>TOTAL GAS TAX FUND</b>	<b>640,358</b>	<b>1,193,845</b>	<b>1,112,763</b>	<b>2,617,230</b>	<b>1,665,681</b>	<b>2,523,035</b>

Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
MEASURE M						
Transfers to General Fund						
Street Maintenance	284,363	460,567	385,221	533,093	534,066	538,781
Transfers to Capital Projects Fund						
Melinda Road/ Los Alisos Slurry	160,605	-	294,785	-	-	-
Residential Overlay	86,602	202,622	-	355,000	300,083	300,000
Residential Overlay/Phase 2	179,000	-	-	-	-	-
Melinda Road/Altisima	88,156	-	-	-	-	-
Antonio/ Via Honesto to Coto de Caza	4,993	-	-	-	-	-
SM Pkwy Pavement Rehabilitation	-	34,081	21,268	75,000	-	-
Reclaimed Water Connection Plano Median	22,800	-	-	-	-	-
Melinda Road Median Improvements	-	-	205	-	-	-
Buena Suerte/ La Miranda Median Improve	-	-	451	-	-	-
Intersection Improvement (Empresa)	19,294	-	-	-	-	-
Traffic Signal Battery Backup System	4,927	71,400	-	-	-	-
SMP Bridge Hinge Study	-	-	-	28,000	1,820	-
Sidewalk Repair	-	31,676	1,289	36,000	36,546	-
<b>TOTAL MEASURE M FUND</b>	<b>850,740</b>	<b>800,346</b>	<b>703,219</b>	<b>1,027,093</b>	<b>872,515</b>	<b>838,781</b>

Fund Expense Summary  
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to Capital Projects Fund						
Traffic Signal Synchronization	92,134	2,881	-	-	-	-
Circulation Element Update	-	-	52,220	15,000	10,000	-
SMP Signal & Equipment Upgrade	-	-	532	46,000	46,000	-
Antonio Pkwy. Signal & Equipment Upgrade	-	-	581	41,000	-	-
Count Down Signal Head	-	-	-	50,000	2,000	45,000
Laurel/Via Ricardo Sidewalk	299	-	-	-	-	-
Crosswalk Bulb-Out Upgrade Project	-	33,209	-	-	-	-
Trabuco Mesa Bulbout Improvements	-	-	-	40,000	39,958	145,000
Measure M2 Proj V Bus/ Shuttle Srv	-	6	-	-	-	-
Robinson Ranch Improvement Program	-	16,900	27,455	-	-	-
Speed Feedback Signs	-	-	-	40,000	2,000	30,000
Crosswalk LED Signs	-	-	-	40,000	2,000	30,000
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>92,433</b>	<b>52,996</b>	<b>80,788</b>	<b>272,000</b>	<b>101,958</b>	<b>250,000</b>



Fund Expense Summary  
CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
CA LAW ENFORCEMENT EQUIP. Police Tech. Equipment	-	-	-	-	-	-
<b>TOTAL CA LAW ENFORCE. EQUIP.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
 TRAFFIC CONGESTION RELIEF FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
TRAFFIC CONGESTION RELIEF						
Transfers to General Fund						
Public Works	139,684	-	-	-	-	-
Street Maintenance	200,000	-	-	-	-	-
Transfers to Capital Projects Fund						
Slurry Seal Program	174,000	-	-	-	-	-
Residential Overlay	303,041	1,795	1	-	-	-
Sidewalk Repairs	6,393	-	-	-	-	-
Antonio/ Tijeras Creek Storm Drain	34,499	-	-	-	-	-
<b>TOTAL TRAFFIC CONGESTION RELIEF</b>	<b>857,617</b>	<b>1,795</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
				AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
LOCAL PARK TRUST						
Transfers to Capital Projects Fund						
Canada Vista Park Restroom	-	-	-	-	-	-
<b>TOTAL LOCAL PARK TRUST</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	133,512	59,109	120,273	113,567	113,567	112,264
<b>TOTAL SUPPLEMENTAL LAW</b>	<u>133,512</u>	<u>59,109</u>	<u>120,273</u>	<u>113,567</u>	<u>113,567</u>	<u>112,264</u>

Fund Expense Summary  
PEG FEE FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
PEG FEE						
Public Education Grant Expenditures	-	-	-	-	-	-
<b>TOTAL PEG FEE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
CAPITAL PROJECTS FUND

DESCRIPTION	FY 2010/11	FY 2011/12	FY 2012/13	-----FY 2013/14-----		FY 2014/15
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>CAPITAL PROJECTS FUND</u></b>						
Transfer to General Fund	500,000	-	-	-	-	-
Transfer to Gas Tax Fund	7,626	-	-	-	-	-
Transfer to Measure M Fund	-	21,441	-	-	-	-
Transfer to Air Quality Improve. Fund	-	-	-	-	-	-
Slurry Seal Program	342,691	295,900	205,734	310,000	267,631	321,000
Melinda Road/ Los Alisos Slurry Seal	160,605	-	-	-	-	-
Antonio Pkwy Slurry Seal	5,220	-	-	355,000	188,664	-
Avenida De Las Banderas Slurry Seal	-	-	-	-	-	170,000
Residential Overlay	684,790	182,976	510,786	355,000	300,083	411,000
Lindsay/Cozy Glen Pavement Rehabilitation	-	-	-	-	-	-
Robinson Ranch Rd Pavement Rehabilitation	-	-	455	265,000	145,495	-
Antonio Overlay Design	-	-	108,908	-	-	-
Alicia Parkway Rehabilitation	8,551	-	-	-	-	-
Melinda Road/Altisima	546,599	-	-	-	-	-
Robinson Ranch Pavment Plano/N.Peak	182,336	-	-	-	-	-
Antonio Pkwy Pavement Rehabilitation	4,993	311,747	(9,005)	55,000	18,706	593,000
SMP/ De Las Flores Widening	16,024	-	-	-	-	-
Coto de Caza/La Promesa Pavement Rehab	-	17,368	11,504	-	-	-
SM Pkwy Pavement Rehabilitation	-	34,081	403,305	700,000	436,484	-
Median Improvements (Plano)	-	-	-	50,000	50,000	50,000
Reclaimed Water Connect Plano Median	22,800	-	-	-	-	-
Melinda Road Median Improvements	-	-	205	67,000	27,281	-
Buena Suerte/La Miranda Meidan Improve.	-	-	451	125,000	121,000	-
Alicia Pkwy./SMP Gateway	-	-	-	56,000	52,392	440,000
Intersection Improvement (Empresa)	177,371	-	-	-	-	-
SMP/Empresa Landscaping	-	-	-	32,000	26,232	232,000
City Hall Landscaping Renovation	-	-	-	50,000	49,874	-
Traffic Signal Synchronization	192,134	2,881	-	-	-	-
Circulation Element Update	-	-	52,220	15,000	10,000	-
SMP Signal & Equipment Upgrade	-	-	532	230,000	230,000	228,000
Antonio Pkwy. Signal & Equipment Upgrade	-	-	581	368,000	-	369,000
Traffic Signal Battery Backup System	4,927	202,687	6,951	150,000	15,000	125,000
Count Down Pedestrian Signal Heads	-	-	-	55,000	2,000	45,000
Reflective SNS Conversion	82,149	-	-	-	-	-
SMP Bridge Hinge Repair	6,680	167	40,706	483,000	29,740	546,000
SMP Bridge (Eastbound)	-	-	-	-	-	20,000
Street Maintenance - Sidewalk Repair	6,393	31,676	1,289	36,000	36,546	75,000
Laurel/Via Ricardo Sidewalk Repair	1,535	-	-	-	-	-
Crosswalk Bulb-Out Upgrade Project	46,793	194,436	-	-	-	-
Alas De Paz Sidewalk Repair	-	383	-	-	-	-
Alma Aldea Bulbout Installation	-	-	40,611	-	-	282,000
ADA Curb Ramp Installation	-	-	122,295	-	-	-
Trabuco Mesa Bulbout Improvements	-	-	-	40,000	39,958	292,000
Verda Laguna Sidewalk & Landscape Renova	-	-	-	-	-	16,000
Measure M2 Project V Bus/ Shuttle Srv.	-	6	-	-	-	-
Building Improvements	-	-	-	-	-	1,300,000
City Hall Server Rm Fire Suppression Sys.	-	-	-	90,000	-	90,000
City Hall & BTRCC Flooring/Carpeting	-	-	-	70,000	-	75,000
Chiquita Ridge Open Space Assessment	9,230	10,542	131,854	205,000	-	150,000
Chiquita Ridge Habitat Restoration	-	-	104,561	800,000	200,000	1,503,000
Alma Aldea/Bienvenidos Traffic Signal	-	-	-	20,000	-	-
Robinson Ranch Traffic Calming	-	16,900	265,702	-	-	-
Emergency Vehicle Pre-Emption/Phase 2	12,230	-	-	125,000	15,000	160,000
Speed Feedback Signs	-	-	-	40,000	2,000	30,000
Crosswalk LED Signs	-	-	-	40,000	2,000	30,000
Trabuco Highlands Geotechnical Investigation	-	27,913	-	-	-	-
Antonio/Tijeras Creek Storm Drain	34,499	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>3,056,176</b>	<b>1,351,104</b>	<b>1,999,645</b>	<b>5,187,000</b>	<b>2,266,086</b>	<b>7,553,000</b>












Fund Expense Summary  
RSM NONPROFIT DEBT SERVICE FUND

DESCRIPTION	FY 2010/11	FY 2011/12	FY 2012/13	-----FY 2013/14-----		FY 2014/15
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSMNP DEBT SERVICE FUND</u></b>						
Debt Service Payment	837,523	836,260	577,580	-	-	-
Transfer to RSM PFA Debt Service Fund	-	-	847,605	-	-	-
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>837,523</b>	<b>836,260</b>	<b>1,425,185</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
<b><u>RSM PFA DEBT SERVICE FUND</u></b>						
Cost of Issuance	-	-	174,996	-	-	-
Discount of Long Term Debt Issuance	-	-	61,022	-	-	-
Debt Service Payment	-	-	137,330	800,238	800,238	730,388
Paid to Bond Escrow Agent	-	-	-	-	-	-
Transfer to CIP Fund	-	-	-	-	-	850,000
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>373,348</b>	<b>800,238</b>	<b>800,238</b>	<b>1,580,388</b>

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

		FY 2010/11	FY 2011/12	FY 2012/13	-----FY 2013/14-----		FY 2014/15
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b>GENERAL FUND</b>							
	<b>SALARIES AND BENEFITS</b>	2,788,846	2,602,649	2,722,580	2,780,510	2,628,048	3,057,439
	% of total	19%	17%	16%	17%	17%	18%
	<b>LAW ENFORCEMENT CONTRACT</b>	6,879,630	6,935,534	7,018,395	7,453,706	7,144,004	7,673,631
	% of total	46%	46%	42%	45%	47%	44%
	<b>PROFESSIONAL SERVICES</b>	1,628,831	1,733,182	1,813,788	1,788,294	1,771,878	1,600,228
	% of total	11%	11%	11%	11%	12%	9%
	<b>OTHER CONTRACT SERVICES</b>	1,416,631	1,300,224	1,222,322	1,373,156	1,353,322	1,415,209
	% of total	9%	9%	7%	8%	9%	8%
	<b>OTHER SUPPLIES AND SERVICES</b>	1,359,353	1,508,921	1,387,391	1,476,316	1,402,062	1,427,001
	% of total	9%	10%	8%	9%	9%	8%
	<b>CAPITAL EXPENDITURES</b>	163,575	164,841	136,792	201,734	165,528	247,751
	% of total	1%	1%	1%	1%	1%	1%
	<b>DEBT SERVICE</b>	825,581	827,587	2,194,844	800,238	800,238	730,388
	% of total	5%	5%	13%	5%	5%	4%
	<b>MITIGATION</b>	-	-	-	-	-	-
	% of total	0%	0%	0%	0%	0%	0%
	<b>TRANSFERS/ ALLOCATIONS</b>	-	-	158,485	600,000	-	1,169,000
	% of total	0%	0%	1%	4%	0%	7%
Subtotal General Fund Expendit		15,062,447	15,072,938	16,654,597	16,473,954	15,265,080	17,320,647
		100%	100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>							
	<b>SLESF FUND Police Services</b>	133,512	59,109	120,273	113,567	113,567	112,264
	<b>GAS TAX FUND Street Lighting</b>	278,543	267,516	268,286	290,000	268,284	276,000
	Subtotal Special Funds Expendi	412,055	326,625	388,559	403,567	381,851	388,264
	<b>TOTAL OPERATING EXPENDITURE</b>	15,474,502	15,399,563	17,043,156	16,877,521	15,646,931	17,708,911

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

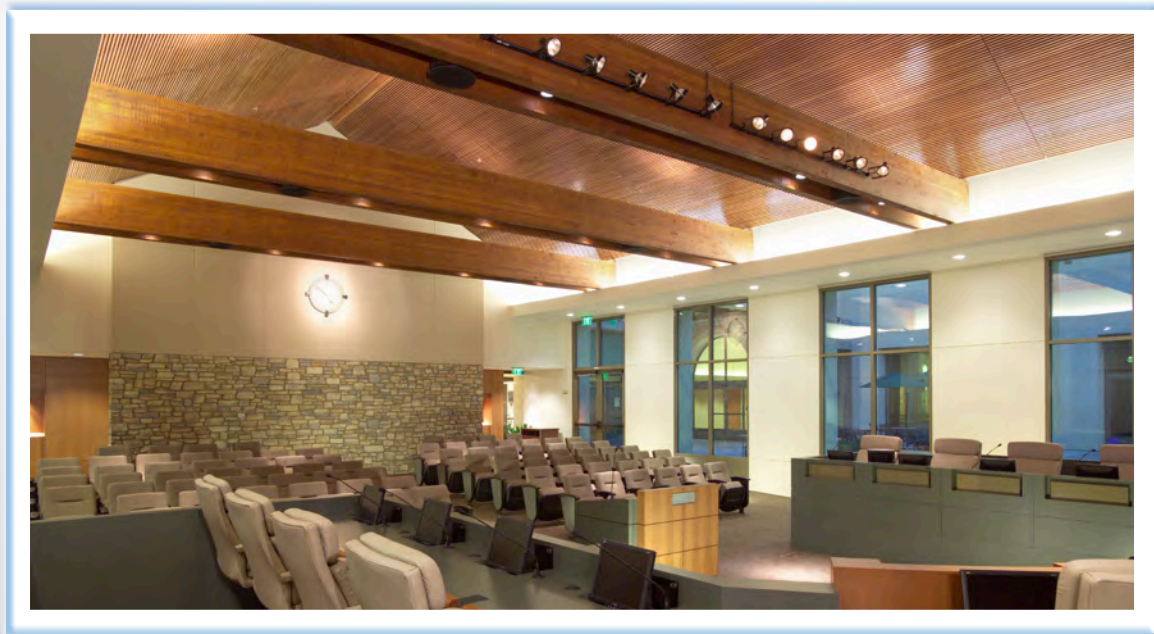
		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
<b>GENERAL GOVERNMENT</b>							
110	City Council	136,440	124,538	141,148	146,721	119,575	160,271
120	City Manager	432,438	396,083	348,054	396,696	341,390	290,032
140	City Attorney	375,866	507,079	518,990	575,000	629,213	375,000
160	City Clerk	346,678	329,070	352,428	355,567	359,419	463,336
220	HR / Risk Management	368,910	388,605	324,789	368,047	355,562	469,327
	Subtotal	1,660,332	1,745,375	1,685,409	1,842,031	1,805,159	1,757,966
<b>FINANCE</b>							
170	Non-departmental	1,341,471	1,305,016	2,791,820	1,849,304	1,202,374	2,425,316
210	Finance	480,192	508,359	554,317	459,718	414,637	478,712
	Subtotal	1,821,663	1,813,375	3,346,137	2,309,022	1,617,011	2,904,028
<b>POLICE SERVICES</b>							
310	Police Services	7,309,195	7,472,446	7,435,313	7,907,903	7,571,120	8,145,996
320	Animal Control	45,857	53,261	42,401	53,000	53,000	60,000
	Subtotal	7,355,052	7,525,707	7,477,714	7,960,903	7,624,120	8,205,996
<b>DEVELOPMENT SERVICES</b>							
410	Planning	903,421	717,837	780,133	822,786	777,377	874,606
510	Building & Safety	238,824	236,454	316,215	228,960	253,070	211,164
	Subtotal	1,142,245	954,291	1,096,348	1,051,746	1,030,447	1,085,770
<b>PUBLIC WORKS</b>							
610	Public Works	1,040,355	1,007,415	1,033,785	1,043,102	962,225	1,075,918
620	Street Maintenance	921,773	901,066	830,945	971,593	972,566	989,861
640	Building Maintenance	260,162	265,811	282,006	318,589	298,937	309,733
	Subtotal	2,222,290	2,174,292	2,146,736	2,333,284	2,233,728	2,375,512
<b>COMMUNITY SERVICES</b>							
710	Community Services	188,429	188,015	214,663	246,298	238,218	257,307
711	BTRCC	672,436	671,883	687,590	730,670	716,397	734,068
	Subtotal	860,865	859,898	902,253	976,968	954,615	991,375
Total General Fund Expenditures		15,062,447	15,072,938	16,654,597	16,473,954	15,265,080	17,320,647
<b>SPECIAL FUNDS</b>							
310	SLESF Police Services	133,512	59,109	120,273	113,567	113,567	112,264
630	GAS TAX FUND Street Lighting	278,543	267,516	268,286	290,000	268,284	276,000
Total Special Funds Operating Expenditures		412,055	326,625	388,559	403,567	381,851	388,264
<b>TOTAL OPERATING EXPENDITURES</b>		15,474,502	15,399,563	17,043,156	16,877,521	15,646,931	17,708,911

# SCHEDULE OF INTERFUND TRANSFERS

		-----FY 2013/14-----					FY 2014/15
FUND		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
OPERATING TRANSFERS IN:							
100	Transfer from Gas Tax Fund	341,363	258,645	204,228	272,230	231,316	250,035
100	Transfer from Measure M Fund	284,363	460,567	385,221	533,093	534,066	538,781
100	Transfer from Traffic Congestion Fund	339,684	-	-	-	-	-
100	Transfer from Capital Project Fund	500,000	-	-	-	-	-
210	Transfer from Capital Project Fund	7,626	-	-	-	-	-
212	Transfer from Capital Project Fund	-	21,441	-	-	-	-
220	Transfer from General Fund	-	-	58,982	-	-	-
224	Transfer from General Fund	-	-	99,503	-	-	-
410	Transfer from General Fund	-	-	-	600,000	-	1,169,000
410	Transfer from Gas Tax Fund	20,451	667,684	640,247	2,055,000	1,166,081	1,997,000
410	Transfer from Measure M Fund	566,377	339,779	317,998	494,000	338,449	300,000
410	Transfer from Air Quality Fund	92,433	52,996	80,788	272,000	101,958	250,000
410	Transfer from Traffic Congestion Fund	517,933	1,795	1	-	-	-
410	Transfer from RSMNP Debt Service	-	-	-	-	-	850,000
500	Transfer from General Fund	825,581	827,587	576,792	-	-	-
530	Transfer from General Fund	-	-	1,618,052	800,238	800,238	730,388
530	Transfer from RSMNP Debt Service	-	-	847,605	-	-	-
TOTAL		3,495,811	2,630,494	4,829,417	5,026,561	3,172,108	6,085,204

## OPERATING TRANSFERS OUT:

100 Transfer to Local Park Trust Fund	-	-	58,982	-	-	-
100 Transfer to PEG Fee Fund	-	-	99,503	-	-	-
100 Transfer to Capital Projects Fund	-	-	-	600,000	-	1,169,000
100 Transfer to RSMNP Debt Service Fund	825,581	827,587	576,792	-	-	-
100 Transfer to RSM PFA Debt Service Fund	-	-	1,618,052	800,238	800,238	730,388
210 Transfer to General Fund	341,363	258,645	204,228	272,230	231,316	250,035
210 Transfer to Capital Projects Fund	20,451	667,684	640,247	2,055,000	1,166,081	1,997,000
212 Transfer to General Fund	284,363	460,567	385,221	533,093	534,066	538,781
212 Transfer to Capital Projects Fund	566,377	339,779	317,998	494,000	338,449	300,000
214 Transfer to Capital Projects Fund	92,433	52,996	80,788	272,000	101,958	250,000
218 Transfer to General Fund	339,684	-	-	-	-	-
218 Transfer to Capital Projects Fund	517,933	1,795	1	-	-	-
410 Transfer to General Fund	500,000	-	-	-	-	-
410 Transfer to Gas Tax Fund	7,626	-	-	-	-	-
410 Transfer to Measure M Fund	-	21,441	-	-	-	-
500 Transfer to RSM PFA Debt Svc. Fund	-	-	847,605	-	-	-
530 Transfer to Capital Projects Fund	-	-	-	-	-	850,000
<b>TOTAL</b>	<b>3,495,811</b>	<b>2,630,494</b>	<b>4,829,417</b>	<b>5,026,561</b>	<b>3,172,108</b>	<b>6,085,204</b>



# GENERAL GOVERNMENT

City of Rancho Santa Margarita, California



# General Government

		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
GENERAL GOVERNMENT							
110	City Council	136,440	124,538	141,148	146,721	119,575	160,271
120	City Manager	432,438	396,083	348,054	396,696	341,390	290,032
140	City Attorney	375,866	507,079	518,990	575,000	629,213	375,000
160	City Clerk	346,678	329,070	352,428	355,567	359,419	463,336
220	HR/Risk Management	368,910	388,605	324,789	368,047	355,562	469,327
TOTAL EXPENDITURES		<u>1,660,332</u>	<u>1,745,375</u>	<u>1,685,409</u>	<u>1,842,031</u>	<u>1,805,159</u>	<u>1,757,966</u>



# *General Government*

## **CITY COUNCIL**

### **DESCRIPTION**

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

### **ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Provided policy direction to the City Manager on all matters affecting Rancho Santa Margarita.
2. Served as stewards of the public trust through a high level of transparency and of the public treasury through prudent fiscal policy decisions.
3. Actively participated in business retention and attraction through attendance at ICSC and Chamber of Commerce events.
4. Provided on-going support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
5. Continued support of public safety programs, especially those directed toward children, such as seminars to prevent cyber-bullying and drug abuse.
6. Established a multi-year strategy of improving and restoring landscaping and infrastructure throughout the City at City entrances and civic areas.
7. Provided guidance and direction relating to the feasibility study for development at Chiquita Ridge.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Maintain on-going connection and support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
2. Focus on local priorities while maintaining support and commitment to other Orange County agencies and organizations, including the Orange County Fire Authority, the Transportation Corridor Agencies, the Library Board, and many others.
3. Embark on further research and study related to the development of Chiquita Ridge, and engage stakeholder groups in a park planning process for a regional sports park at the site.
4. Continue to prioritize the aesthetic improvements in the community to remain competitive with newer surrounding communities.
5. Continue providing policy direction to ensure and sustain financial stability and growth.
6. Survey the residents on City services, programs and priorities to gauge overall satisfaction with their quality of life.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET 6/11/2014
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY COUNCIL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	511.000	Salaries - Elected	27,115	26,651	27,967	27,810	27,810	27,810
	521.000	Medicare	393	386	393	403	403	403
	522.000	Retirement	3,304	3,305	2,744	3,448	2,753	3,448
	530.000	Benefits	72,773	58,364	47,653	79,260	48,547	88,260
<b>TOTAL PERSONNEL</b>			<b>103,585</b>	<b>88,706</b>	<b>78,757</b>	<b>110,921</b>	<b>79,513</b>	<b>119,921</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	5,438	10,875	17,522	12,100	12,100	14,000
	612.000	Travel/Conf/Meetings	1,419	867	1,727	1,500	1,500	1,500
	618.000	Council Support	2,114	2,187	4,316	3,000	3,000	2,500
	670.000	Community Support	-	1,500	1,700	3,700	3,700	6,850
		Subtotal	8,971	15,429	25,265	20,300	20,300	24,850
	700.028	PS - Public Relations	23,884	20,403	37,126	15,500	19,762	15,500
<b>TOTAL OPERATIONS</b>			<b>32,855</b>	<b>35,832</b>	<b>62,391</b>	<b>35,800</b>	<b>40,062</b>	<b>40,350</b>
<b>TOTAL EXPENDITURES</b>			<b>136,440</b>	<b>124,538</b>	<b>141,148</b>	<b>146,721</b>	<b>119,575</b>	<b>160,271</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	136,440	124,538	141,148	146,721	119,575	160,271
<b>TOTAL FUNDING SOURCES</b>			<b>136,440</b>	<b>124,538</b>	<b>141,148</b>	<b>146,721</b>	<b>119,575</b>	<b>160,271</b>

# *General Government*

## **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 including serving as the City's Treasurer and Personnel Officer. The City Manager has broad oversight over all internal operations and the development of external partnerships.

### **ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Developed and implemented a balanced budget in accordance with Council priorities and goals, identifying funding for priority projects.
2. Directed the activities of all City staff and departments to efficiently and effectively implement the policies established by the City Council.
3. Ensured oversight and accountability of the City's finances to position the City for long-term stability and growth.
4. Represented the City's interests on local, regional, and statewide issues.
5. Actively participated in local and regional organization partnerships including the Community Associations of Rancho, SAMLARC, and the Chamber of Commerce.
6. Fostered a collaborative team environment within the organization to improve accountability and efficiency in the delivery of projects, programs and services.
7. Selected a new Chief of Police Services.
8. Provided oversight and leadership in the progress of the Restoration Plan.
9. Initiated organizational changes to improve accountability over various functions.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Further develop and foster relationships and partnerships with residents, community organizations and local businesses.
2. Continue to represent the City's interests in local, regional, and statewide issues.
3. Provide leadership for the successful implementation of key capital improvement projects.
4. Collaborate with the City Council to develop and refine short- and long-term goals for the administration of City operations.
5. Ensure the highest level of management over the City's contracts and consultants.
6. Review the organizational structure to maximize individuals' strengths for increased productivity and job satisfaction.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>CITY MANAGER</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	326,327	230,954	285,773	317,290	291,794	230,361
	521.000	Medicare	4,715	3,333	4,131	3,990	4,428	3,340
	522.000	Retirement	68,061	48,621	36,511	38,168	33,871	24,387
	523.000	Unemployment Insurance	868	868	1,302	868	651	651
	530.000	Benefits	24,807	19,791	12,263	32,544	6,810	27,318
	<b>TOTAL PERSONNEL (1.5 FTE)</b>		<b>424,778</b>	<b>303,567</b>	<b>339,980</b>	<b>392,860</b>	<b>337,554</b>	<b>286,057</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	6,417	5,932	6,452	1,971	1,971	100
	612.000	Travel/Conf/Meetings	1,088	1,070	1,622	1,865	1,865	2,490
	615.000	CM Discretionary Account	-	-	-	-	-	1,000
	626.000	Books & Periodicals	155	196	-	-	-	385
		Subtotal	7,660	7,198	8,074	3,836	3,836	3,975
	700.001	Professional Services	-	85,318	-	-	-	-
	<b>TOTAL OPERATIONS</b>		7,660	92,516	8,074	3,836	3,836	3,975
<b>TOTAL EXPENDITURES</b>			<b>432,438</b>	<b>396,083</b>	<b>348,054</b>	<b>396,696</b>	<b>341,390</b>	<b>290,032</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	432,438	396,083	348,054	396,696	341,390	290,032
<b>TOTAL FUNDING SOURCES</b>			<b>432,438</b>	<b>396,083</b>	<b>348,054</b>	<b>396,696</b>	<b>341,390</b>	<b>290,032</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>CITY ATTORNEY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.003	Professional Services	368,309	389,214	431,350	350,000	350,000	350,000
	700.032	PS - Special Counsel	7,557	-	-	225,000	225,000	25,000
	700.039	PS - Building Expert	-	117,865	87,640	-	54,213	-
<i>TOTAL OPERATIONS</i>			<u>375,866</u>	<u>507,079</u>	<u>518,990</u>	<u>575,000</u>	<u>629,213</u>	<u>375,000</u>
<i>TOTAL EXPENDITURES</i>			<u>375,866</u>	<u>507,079</u>	<u>518,990</u>	<u>575,000</u>	<u>629,213</u>	<u>375,000</u>
<i>FUNDING SOURCES</i>								
	100	General Fund	<u>375,866</u>	<u>507,079</u>	<u>518,990</u>	<u>575,000</u>	<u>629,213</u>	<u>375,000</u>
<i>TOTAL FUNDING SOURCES</i>			<u>375,866</u>	<u>507,079</u>	<u>518,990</u>	<u>575,000</u>	<u>629,213</u>	<u>375,000</u>

*General Government*  
**CITY CLERK/PUBLIC INFORMATION OFFICE**

**DESCRIPTION**

The City Clerk is responsible for maintaining and managing the City's official records, conducting municipal elections including campaign reporting and economic disclosure, and maintaining the City's Municipal Code. The City Clerk manages the City's legislative processes including the publication of legal notices and ordinances, agenda packet preparation, preparation of minutes, and recording and communicating all City Council actions. The City Clerk's Office also serves as the City's Public Information Office managing the City's communications strategies and coordinated outreach.

**ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Co-ordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
2. Assisted the public and media in compliance with the Public Records Act, including processing over 13,000 pages of documents related to public information requests.
3. Managed distribution of information through the City's website and the City e-newsletter.
4. Implemented the Fastrack contract and insurance management software for City-wide use.
5. Completed the Records Retention Project and update to the City's Records Retention Schedule.
6. Provided City-wide training in Records Management best practices.
7. Managed the City Records Imaging projects including the scanning and migration of the City's building plans and vital records.
8. Provided community support through the development and facilitation of 18 student recognitions; 14 ribbon cuttings; 130 Certificates of Recognition; 12 Proclamations; one Certificate of Appreciation; 15 Boy and Girl Scout Recognition letters; six tours; and notary services.
9. Provided administrative support to the City Council.

**GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Develop internal records scanning processes that will require the scanning and migration of approximately 150,000 pages.
2. Conduct analysis of the City's Conflict of Interest Code in partnership with the FPPC to ensure accurate disclosure parameters.
3. Provide analysis and framework for a future Municipal Code re-codification program.
4. Enhance strategic communications outreach through the use of website and social media analytics to determine efficient and economical public relations strategies.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET 6/11/2014
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY CLERK</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	200,867	201,080	200,655	210,162	215,980	254,523
	521.000	Medicare	2,909	2,909	2,906	2,936	2,942	3,691
	522.000	Retirement	43,204	49,373	49,369	51,958	53,447	61,605
	523.000	Unemployment Insurance	1,302	1,302	1,710	1,302	1,384	1,736
	530.000	Benefits	31,868	31,901	31,794	31,704	27,576	35,304
<b>TOTAL PERSONNEL (3.4 FTE)</b>			<b>280,150</b>	<b>286,565</b>	<b>286,434</b>	<b>298,062</b>	<b>301,329</b>	<b>356,859</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	465	460	470	715	715	750
	611.000	Training	-	22	-	-	-	-
	612.000	Travel/Conf/Meetings	-	1,516	-	675	675	520
	622.010	Special Dept. Expense	3,308	2,714	2,955	3,400	3,400	4,000
	622.011	Codification Supplements	5,465	5,574	1,812	6,000	6,000	6,600
	623.001	Mapping/Reproduction	-	8,542	3,528	4,000	4,000	4,500
	624.000	Legal Notices	13,388	9,393	4,725	10,000	10,000	10,000
	626.000	Books & Periodicals	2,768	32	-	-	-	-
	646.000	Maintenance & Repair	1,489	1,295	520	4,115	4,115	4,207
		Subtotal	26,883	29,548	14,010	28,905	28,905	30,577
	700.001	Professional Services	10,947	12,224	19,611	28,600	28,600	34,400
	700.002	Elections	28,207	733	31,382	-	585	40,000
	700.029	Election Language Assist.	491	-	991	-	-	1,500
		Subtotal	39,645	12,957	51,984	28,600	29,185	75,900
<b>TOTAL OPERATIONS</b>			<b>66,528</b>	<b>42,505</b>	<b>65,994</b>	<b>57,505</b>	<b>58,090</b>	<b>106,477</b>
<b>TOTAL EXPENDITURES</b>			<b>346,678</b>	<b>329,070</b>	<b>352,428</b>	<b>355,567</b>	<b>359,419</b>	<b>463,336</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	346,678	329,070	352,428	355,567	359,419	463,336
<b>TOTAL FUNDING SOURCES</b>			<b>346,678</b>	<b>329,070</b>	<b>352,428</b>	<b>355,567</b>	<b>359,419</b>	<b>463,336</b>

*General Government*  
**HUMAN RESOURCES/RISK MANAGEMENT**

**DESCRIPTION**

Human Resources/Risk Management is an internal services function providing direct support to other Departments. 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 systems, 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 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 2013-14**

1. Revised City Council Policy 3.2 Adjustments to Employee Compensation, changing the methodology used to compare and establish employee salaries.
2. Updated the Compensation and Classification System including revised job descriptions for several classifications, updated salary resolution and began writing a new annual performance evaluation form.
3. Initiated and completed the recruitment process for Finance Director and Assistant City Engineer.
4. Administered employee benefit programs, including coordination of the open enrollment process.
5. Completed Phase 2 Results of the Chiquita Ridge Feasibility Analysis.
6. Appointed to the Executive Committee of Public Agency Risk Sharing Authority of California (PARSAC), the City's Risk Sharing Pool.
7. Coordinated claims administration of claims for monetary damage made against the City.

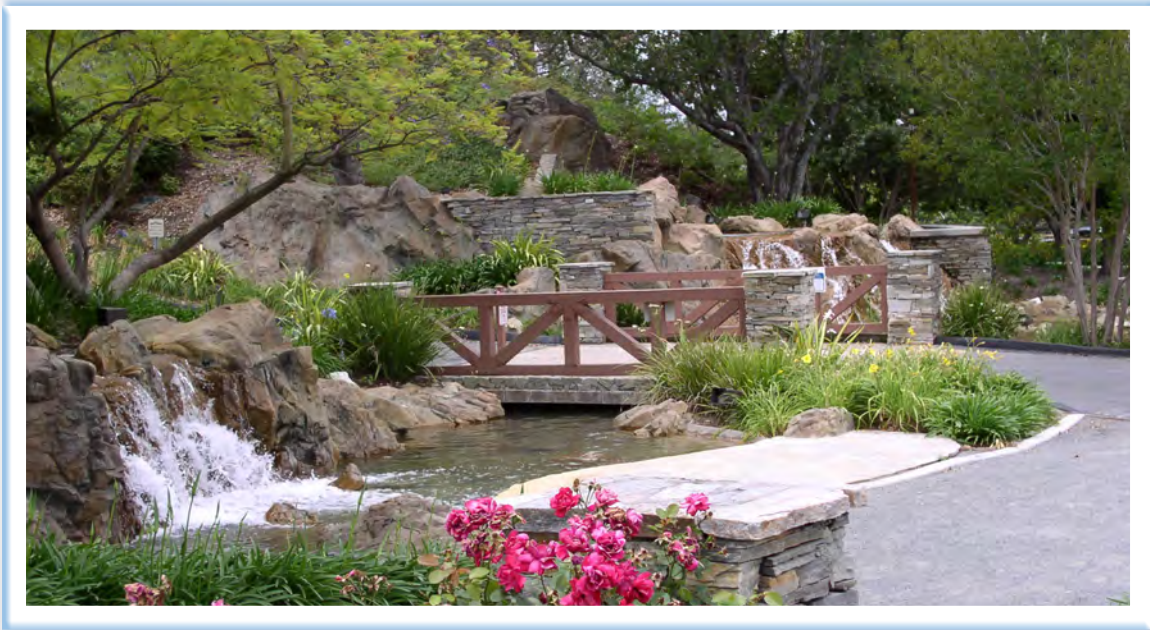
**GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Initiate and complete the recruitment of various full and part time positions.
2. Review and update the Claims Administration Policy.
3. Schedule the re-certification class for employees on Automated external defibrillators (AED) use and Cardiopulmonary resuscitation (CPR).
4. Continue progress on the update and writing of Administrative Regulations.
5. Review and update the City's Personnel Rules and Regulations.
6. Initiate the centralization of Contract Administration through the creation of a review, tracking and renewal process.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET 6/11/2014
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	104,339	104,059	105,355	114,154	109,332	190,320
	521.000	Medicare	1,513	1,509	1,528	1,442	1,442	2,760
	522.000	Retirement	21,284	24,496	25,000	25,526	25,526	35,479
	523.000	Unemployment Insurance	591	588	654	434	494	868
	526.000	FICA Cost	185	154	330	-	232	-
	530.000	Benefits	13,605	14,251	15,350	15,852	15,852	35,304
<b>TOTAL PERSONNEL (2 FTE)</b>			<b>141,517</b>	<b>145,057</b>	<b>148,217</b>	<b>157,408</b>	<b>152,878</b>	<b>264,731</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	3,284	3,419	3,419	3,525	3,525	3,825
	611.000	Training	350	700	1,182	3,000	-	1,500
	612.000	Travel/Conf/Meetings	-	113	801	4,050	1,329	2,875
	622.010	Special Dept. Expense	1,684	853	130	6,250	6,250	3,000
	626.000	Books & Periodicals	220	280	267	300	300	500
	640.003	City Hall Facility Mgmt.	-	14,499	-	-	-	-
	665.000	Recruitment	152	2,801	1,566	2,764	2,764	4,146
	690.001	Insurance G/L	123,806	104,053	89,386	98,000	108,429	75,000
	690.002	Insurance W/C	82,350	59,433	45,495	54,000	40,241	72,000
	690.003	Insurance Property	13,720	17,508	16,111	18,500	22,936	23,000
	690.004	Insurance Other	700	3,422	700	3,500	3,500	3,300
	690.005	Insurance SIR	-	7,532	6,500	10,000	10,000	10,000
		Subtotal	226,266	214,613	165,557	203,889	199,274	199,146
	700.004	Professional Services	1,127	28,935	11,015	6,750	3,410	5,450
<b>TOTAL OPERATIONS</b>			<b>227,393</b>	<b>243,548</b>	<b>176,572</b>	<b>210,639</b>	<b>202,684</b>	<b>204,596</b>
<b>TOTAL EXPENDITURES</b>			<b>368,910</b>	<b>388,605</b>	<b>324,789</b>	<b>368,047</b>	<b>355,562</b>	<b>469,327</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	368,910	388,605	324,789	368,047	355,562	469,327
<b>TOTAL FUNDING SOURCES</b>			<b>368,910</b>	<b>388,605</b>	<b>324,789</b>	<b>368,047</b>	<b>355,562</b>	<b>469,327</b>

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# FINANCE

City of Rancho Santa Margarita, California

# Finance

		FY 2010/11	FY 2011/12	FY 2012/13	-----FY 2013/14-----		FY 2014/15
		ACTUAL	ACTUAL	ACTUAL	AMENDED	YEAR-END	ADOPTED
					BUDGET	ESTIMATE	BUDGET
							6/11/2014
FINANCE							
170	Non-departmental	1,341,471	1,305,016	2,791,820	1,849,304	1,202,374	2,425,316
210	Finance	480,192	508,359	554,317	459,718	414,637	478,712
TOTAL EXPENDITURES		<u>1,821,663</u>	<u>1,813,375</u>	<u>3,346,137</u>	<u>2,309,022</u>	<u>1,617,011</u>	<u>2,904,028</u>





*Finance*  
**NON-DEPARTMENTAL/FINANCE**

**DESCRIPTION**

The Finance Department directs the City's fiscal activities, including financial analysis and planning, budget preparation and reporting, tax apportionments and revenues, treasury and cash management, investment and debt administration, accounting services, accounts payable/receivable, payroll, auditing, financial reporting, purchasing and special projects. Finance provides financial oversight through the establishment and monitoring of the internal control process within the City. The Non-Departmental function includes activities for City operations that do not directly fall under the oversight of other departments, or over which the individual departments would have limited control. Provides supervision and oversight of the Information Technology Support Services contract, ensures City systems are maintained, and assists with strategic planning.

**ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Assisted Santa Margarita Catholic High School with the issuance of revenue bonds through a public hearing under "TEFRA".
2. Received the Government Finance Officers Association Financial Reporting Certificate of Excellence for the 2012-13 CAFR.
3. Completed the FY 2012-13 City-wide audit with no adjustments or deficiencies.
4. Prepared a structurally balanced budget for FY 2014-15.
5. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
6. Complied with state mandate for compensation transparency by filing applicable reports with the State Controller's Office, OC Grand Jury, and posting to the City's website.
7. Prepared annual Investment Policy review and update.
8. Completed Full Cost Allocation Plan for Fiscal Year 2013-14.
9. Assumed responsibility for Information Technology services; completed and circulated a new RFP for Information Technology Services.
10. Replaced phone server and upgraded vital phone software system to ensure reliable telephone communications while researching and developing a three year telecommunications strategy for effectiveness and efficiency.

**GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

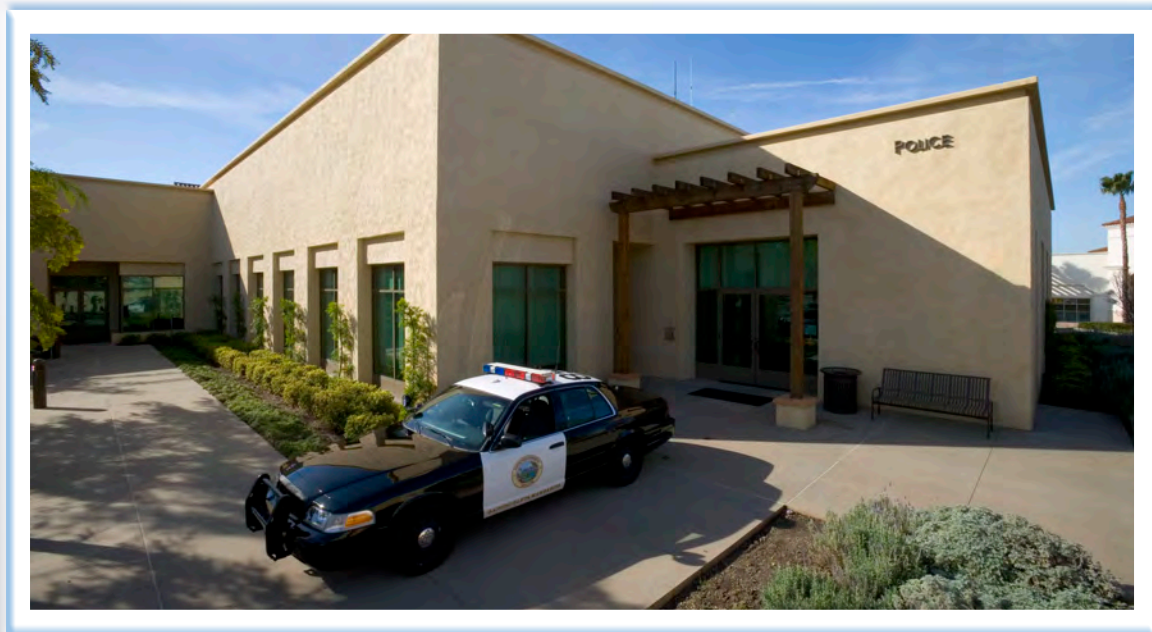
1. Develop balanced budget for Fiscal Year 2015-16.
2. Direct annual City-wide financial statement audit and publish/submit 2013-14 Comprehensive Annual Financial Report (CAFR) to GFOA award program.
3. Refine software modeling for budget forecasting and long term trend analysis.
4. Implement Job Tracking accounting module within the Fund Balance finance software.
5. Continue to develop Finance Policies and Procedures Manual.
6. Research diversification of City investments in authorized local government investment pools and financial institution placements.
7. Upgrade City computers to Microsoft Office 2013 which includes upgrading the email server to Exchange 2013.
8. Continue to manage the City's technology in a cost-conscious manner while maintaining a viable infrastructure in compliance with City policies and strategic information technology guidelines.

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

						-----FY 2013/14-----		FY 2014/15
DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>NON-DEPARTMENTAL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	19,221	20,880	21,480	-	-	-
	521.000	Medicare	273	297	305	-	-	-
	522.000	Retirement	2,287	2,718	2,797	-	-	-
	523.000	Unemployment Insurance	475	620	749	-	-	-
	526.000	FICA Cost	479	594	640	-	-	-
	530.000	Benefits	7,608	8,963	9,452	6,637	4,601	4,392
<b>TOTAL PERSONNEL</b>			<b>30,343</b>	<b>34,072</b>	<b>35,423</b>	<b>6,637</b>	<b>4,601</b>	<b>4,392</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	-	-	-	6,200	6,030	6,100
	622.000	Office Supplies	25,123	22,284	27,392	25,000	27,411	25,000
	625.000	Postage	10,789	8,489	8,242	10,050	9,334	9,160
	627.000	EOC Supplies/Training	12,521	1,614	1,528	10,000	10,000	8,000
	636.001	Utilities-Telephone	22,596	22,260	23,743	24,606	24,183	31,416
	640.008	CH/BTRCC Light Replacm	-	-	1,855	-	-	-
	642.000	Equipment Leases	38,040	35,889	35,394	20,400	14,766	13,210
	646.000	Equipment Maintenance	378	-	-	200	-	-
	663.000	Property Tax Admin. Costs	67,892	69,206	-	20,000	20,000	23,000
	664.000	LAFCO Reforms (AB 2838	5,961	5,947	5,982	6,000	5,971	6,000
	690.000	Insurance	738	992	624	1,261	1,149	1,248
	692.001	Bad Dept	-	-	18,989	-	-	-
		Subtotal	<b>184,038</b>	<b>166,681</b>	<b>123,749</b>	<b>123,717</b>	<b>118,844</b>	<b>123,134</b>
	700.001	Prof. Svcs. - Admin.	17,375	22,336	8,620	15,600	8,485	11,500
	700.008	Prof. Svcs. - Computer	86,725	80,175	78,050	86,400	80,700	96,667
	700.017	Prof. Svcs. - Website	4,060	10,015	5,982	9,390	9,390	9,640
	700.022	PS - Financing Costs	1,800	1,800	1,800	2,000	2,000	2,000
	700.024	PS - Emergency Coord.	49,415	56,840	59,463	62,088	62,088	65,644
		Subtotal	<b>159,375</b>	<b>171,166</b>	<b>153,915</b>	<b>175,478</b>	<b>162,663</b>	<b>185,451</b>
<b>TOTAL OPERATIONS</b>			<b>343,413</b>	<b>337,847</b>	<b>277,664</b>	<b>299,195</b>	<b>281,507</b>	<b>308,585</b>
<b>TRANSFERS</b>								
	790.220	Transfer to Local Park	-	-	58,982	-	-	-
	790.224	Transfer to PEG Fees	-	-	99,503	-	-	-
	790.410	Transfer to Cap. Projects	-	-	-	600,000	-	1,169,000
		Subtotal	<b>-</b>	<b>-</b>	<b>158,485</b>	<b>600,000</b>	<b>-</b>	<b>1,169,000</b>
<b>MITIGATION</b>								
	792.001	Mit. Obligation - Interest	-	-	-	-	-	-
	801.000	Mit. Obligation - Principal	-	-	-	-	-	-
	802.000	Mit. Obligation - Tax Incr.	-	-	-	-	-	-
		Subtotal	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE</b>								
	790.530	Transfer to RSM PFA	<b>825,581</b>	<b>827,587</b>	<b>2,194,844</b>	<b>800,238</b>	<b>800,238</b>	<b>730,388</b>
<b>CAPITAL OUTLAY</b>								
	826.000	Equipment - Police	-	-	-	-	-	4,964
	832.000	GIS System	17,681	7,283	6,822	16,975	18,769	17,000
	841.001	Comp. Licenses/HW/SW	124,453	98,227	118,582	126,259	97,259	140,987
	990.000	Contingency	-	-	-	-	-	50,000
		Subtotal	<b>142,134</b>	<b>105,510</b>	<b>125,404</b>	<b>143,234</b>	<b>116,028</b>	<b>212,951</b>
<b>TOTAL EXPENDITURES</b>			<b>1,341,471</b>	<b>1,305,016</b>	<b>2,791,820</b>	<b>1,849,304</b>	<b>1,202,374</b>	<b>2,425,316</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	841,471	1,305,016	2,791,820	1,849,304	1,202,374	2,425,316
	410	Capital Projects Fund	500,000	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>			<b>1,341,471</b>	<b>1,305,016</b>	<b>2,791,820</b>	<b>1,849,304</b>	<b>1,202,374</b>	<b>2,425,316</b>

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

						-----FY 2013/14-----		FY 2014/15
DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>FINANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	354,227	360,769	414,072	308,098	294,314	329,497
	521.000	Medicare	5,136	5,221	5,996	4,751	4,151	4,778
	522.000	Retirement	68,689	81,896	70,949	59,669	51,011	58,129
	523.000	Unemployment Insurance	1,739	1,757	1,736	1,736	1,736	1,953
	526.000	FICA Cost	5	21	-	-	178	-
	530.000	Benefits	13,688	21,599	31,725	48,396	27,507	44,970
<b>TOTAL PERSONNEL (3.58 FTE)</b>			<b>443,484</b>	<b>471,263</b>	<b>524,478</b>	<b>422,650</b>	<b>378,897</b>	<b>439,327</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,408	1,533	1,101	914	905	914
	611.000	Training	85	340	-	2,500	1,991	2,800
	612.000	Travel/Conf/Meetings	502	829	702	888	572	828
	622.010	Special Dept. Expense	3,508	3,581	2,913	3,335	2,841	3,185
	626.000	Books & Periodicals	1,059	841	1,059	1,636	1,636	1,636
	646.000	Maintenance & Repair	-	36	-	-	-	-
		Subtotal	6,562	7,160	5,775	9,273	7,945	9,363
	700.004	Professional Services	30,146	29,936	24,064	27,795	27,795	30,022
<b>TOTAL OPERATIONS</b>			<b>36,708</b>	<b>37,096</b>	<b>29,839</b>	<b>37,068</b>	<b>35,740</b>	<b>39,385</b>
<b>TOTAL EXPENDITURES</b>			<b>480,192</b>	<b>508,359</b>	<b>554,317</b>	<b>459,718</b>	<b>414,637</b>	<b>478,712</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	480,192	508,359	554,317	459,718	414,637	478,712
<b>TOTAL FUNDING SOURCES</b>			<b>480,192</b>	<b>508,359</b>	<b>554,317</b>	<b>459,718</b>	<b>414,637</b>	<b>478,712</b>



# POLICE SERVICES

POLICE SERVICES

City of Rancho Santa Margarita, California

# Police Services

		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
POLICE SERVICES							
310	Police Services	7,309,195	7,472,446	7,435,313	7,907,903	7,571,120	8,145,996
320	Animal Control	45,857	53,261	42,401	53,000	53,000	60,000
310	Police Services SLESF	133,512	59,109	120,273	113,567	113,567	112,264
TOTAL EXPENDITURES		<u>7,488,564</u>	<u>7,584,816</u>	<u>7,597,987</u>	<u>8,074,470</u>	<u>7,737,687</u>	<u>8,318,260</u>



## *Police Services*

# **POLICE SERVICES/ANIMAL CARE AND CONTROL**

### **DESCRIPTION**

Police Services is responsible for public safety and general law enforcement within the City as well as oversight for the animal care and control contract. Services include: patrol services, traffic and parking enforcement, criminal investigations, crime prevention programs, child safety programs, emergency management activities, community awareness programs, crossing guard services, animal field services, animal licensing, sheltering, impounding, and pet care and recovery.

### **ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Provided effective law enforcement services enabling the City to be ranked as the safest city in Orange County and the safest city in California with a population over 35,000. Part 1 Crimes decreased by 11% from the previous year.
2. Strengthened law enforcement presence in area schools; provided cyber bullying and internet safety presentations for students and parents; participated in school campus safety plans and lockdown drills; provided Deny, Evade & Engage safety training to school staff; participated in the alcohol education program "Every 15 Minutes," the Team Kids Challenge and Red Ribbon Week activities.
3. Coordinated and presented the "*Is Your Teen at Risk?*" forum that provided helpful tips and tools for recognizing and dealing with "at risk" behavior.
4. Hosted the "*Safety Fair*" in partnership with the Orange County Sheriff's Department that provided residents with safety-related information and demonstrations.
5. Child Safety Deputy attended training and is certified as an instructor to teach the Erin Runnion "Be Brave" hands on self-defense danger awareness program to children of all age levels.
6. Provided Officer Friendly presentations, Senior Safety presentations, Neighborhood Watch meetings, proof of correction citation sign-offs, and vacation safety checks of residents' homes.
7. Expanded duties of the Traffic Enforcement Deputy to include specialized training and emphasis regarding Driving Under the Influence enforcement. DUI arrests increased by 23% from the previous year.
8. Continued Traffic Safety programs including DUI checkpoints, roving patrols, and special enforcement requests at schools and neighborhoods.
9. Continued school related activities including coordination of annual Mayor's meeting with school officials and outreach meetings with school principals.
10. Provided security, additional staff, and police assistance at City sponsored events.
11. Provided Emergency Management training, exercises, and drills for City staff; facilitated two Community Emergency Preparedness Academy programs; obtained grants for emergency management efforts; actively participated in the Orange County Emergency Management Organization and other disaster planning agency meetings; and assisted in updating the City's Emergency Operations Plan.
12. Monitored animal care contract and expected service levels; participated on the Financial Operational Advisory Board of OC Animal Care.

## *Police Services*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Provide superior law enforcement services to the residents in the Rancho Santa Margarita community.
2. Ensure proper utilization of resources using crime analysis tools and information, structure the deputy shift schedule for maximum coverage and efficiency, overtime management, and specialty team coverage and deployment.
3. Respond to traffic enforcement needs and special enforcement requests.
4. Coordinate Emergency Management training and exercises for City staff as well as providing emergency preparedness programs for the community.
5. Continue to expand existing programs including the Neighborhood Watch and Business Watch programs and implement new programs to benefit our community and address specific issues that arise during the year.
6. Continue emphasis regarding Driving Under the Influence enforcement to help reduce the number of traffic collisions.
7. Monitor animal care contract and expected service levels; continue participation on the Financial Operational Advisory Board of OC Animal Care.
8. Expand and implement child safety programs including the Erin Runnion "Be Brave" hands on self-defense danger awareness program for children of all age levels.



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

						-----FY 2013/14-----		FY 2014/15
DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>POLICE SERVICES</u></b>								
<b>EXPENDITURES - PERSONNEL</b>								
	512.000	Salaries - Regular	52,991	52,991	52,788	54,801	54,370	55,894
	521.000	Medicare	769	768	765	765	765	810
	522.000	Retirement	11,372	12,998	13,284	13,549	13,987	15,291
	523.000	Unemployment Insurance	434	434	434	434	434	434
	530.000	Benefits	15,901	15,904	15,894	15,852	15,424	17,652
<b>TOTAL PERSONNEL (1 FTE)</b>			<b>81,467</b>	<b>83,095</b>	<b>83,165</b>	<b>85,401</b>	<b>84,980</b>	<b>90,081</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	-	120	120	120	120	120
	611.000	Training	-	-	125	-	-	-
	612.000	Travel/Conf/Meetings	373	855	1,370	1,350	1,350	990
	622.010	Special Dept. Expense	9,156	5,205	11,481	10,900	10,900	11,010
	628.000	Uniforms	509	1,565	587	1,060	1,060	150
	642.000	Radio Maint. Contract	6,520	75,030	12,922	9,200	7,233	8,000
	646.000	Maintenance-Motorcycles	7,096	10,622	4,966	7,500	7,500	7,500
	646.003	Maintenance-Bicycles	-	-	-	300	300	200
	649.000	Fuel - Motorcycles	1,598	4,119	3,191	6,000	4,365	6,000
	649.002	Fuel - Autos	83,575	101,667	110,895	110,400	108,149	110,400
	670.000	Community Support	5,966	5,966	5,966	6,966	6,966	6,966
	<b>Subtotal</b>		<b>114,793</b>	<b>205,149</b>	<b>151,623</b>	<b>153,796</b>	<b>147,943</b>	<b>151,336</b>
	720.001	Law Enforcement Contract	<b>6,879,630</b>	<b>6,935,534</b>	<b>7,018,395</b>	<b>7,453,706</b>	<b>7,144,004</b>	<b>7,673,631</b>
	720.003	Crossing Guard	187,251	167,626	171,897	170,000	145,394	170,000
	720.005	Misc. Grant Expenditures	-	6,010	1,352	-	-	-
	720.006	Parking Citation Process.	46,054	45,727	33,927	45,000	48,799	45,000
	720.008	Automated Fingerprint ID	-	-	-	-	-	15,948
	<b>Subtotal</b>		<b>233,305</b>	<b>219,363</b>	<b>207,176</b>	<b>215,000</b>	<b>194,193</b>	<b>230,948</b>
<b>TOTAL OPERATIONS</b>			<b>7,227,728</b>	<b>7,360,046</b>	<b>7,377,194</b>	<b>7,822,502</b>	<b>7,486,140</b>	<b>8,055,915</b>
<b>CAPITAL OUTLAY</b>								
	826.000	Police Eqpt.	-	29,305	(25,046)	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>	<b>29,305</b>	<b>(25,046)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>7,309,195</b>	<b>7,472,446</b>	<b>7,435,313</b>	<b>7,907,903</b>	<b>7,571,120</b>	<b>8,145,996</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	7,041,700	7,160,314	7,221,755	7,695,403	7,370,967	7,933,496
	100	GF - Police Revenue	248,803	277,866	202,824	210,000	192,653	210,000
	100	Miscellaneous Grants	18,692	34,266	10,734	2,500	7,500	2,500
<b>TOTAL FUNDING SOURCES</b>			<b>7,309,195</b>	<b>7,472,446</b>	<b>7,435,313</b>	<b>7,907,903</b>	<b>7,571,120</b>	<b>8,145,996</b>
<b><u>POLICE SERVICES - SLESF</u></b>								
<b>EXPENDITURES - OPERATIONS</b>								
	622.010	SLESF-Special Dept. Exp.	513	-	-	-	-	-
	646.004	SLESF-800 Mhz Maint.	8,076	7,616	7,696	8,400	8,400	8,000
	720.010	SLESF-Spec Enforcement	-	-	1,627	7,500	7,500	7,500
	826.001	SLESF-Police Equip	-	736	-	-	-	-
	826.002	SLESF-MDC Maintenance	124,923	50,757	110,950	97,667	97,667	96,764
<b>TOTAL OPERATIONS</b>			<b>133,512</b>	<b>59,109</b>	<b>120,273</b>	<b>113,567</b>	<b>113,567</b>	<b>112,264</b>
<b>CAPITAL OUTLAY</b>								
	826.001	SLESF-Police Eqpt.	-	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>133,512</b>	<b>59,109</b>	<b>120,273</b>	<b>113,567</b>	<b>113,567</b>	<b>112,264</b>
<b>FUNDING SOURCES</b>								
	222	SLESF	133,512	59,109	120,273	113,567	113,567	112,264
<b>TOTAL FUNDING SOURCES</b>			<b>133,512</b>	<b>59,109</b>	<b>120,273</b>	<b>113,567</b>	<b>113,567</b>	<b>112,264</b>



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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<u><b>ANIMAL CONTROL</b></u>								
EXPENDITURES								
OPERATIONS								
	720.002	Animal Control Contract	45,857	53,261	42,401	53,000	53,000	60,000
TOTAL OPERATIONS			45,857	53,261	42,401	53,000	53,000	60,000
TOTAL EXPENDITURES			45,857	53,261	42,401	53,000	53,000	60,000
FUNDING SOURCES								
	100	General Fund	45,857	53,261	42,401	53,000	53,000	60,000
TOTAL FUNDING SOURCES			45,857	53,261	42,401	53,000	53,000	60,000

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# DEVELOPMENT SERVICES

City of Rancho Santa Margarita, California

# Development Services

		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET    YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
DEVELOPMENT SERVICES						
410	Planning	903,421	717,837	780,133	822,786    777,377	874,606
510	Building & Safety	238,824	236,454	316,215	228,960    253,070	211,164
TOTAL EXPENDITURES		<u>1,142,245</u>	<u>954,291</u>	<u>1,096,348</u>	<u>1,051,746</u> <u>1,030,447</u>	<u>1,085,770</u>



## *Development Services* **PLANNING/BUILDING AND SAFETY**

### **DESCRIPTION**

The Development Services Department is responsible for all Building functions within the City including: the review of building plans, issuance of permits, public counter services, continuous project inspections, and building code/life safety compliance within the City. Planning functions focus on the 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, housing, and economic development functions of the City. In addition, this function includes responsibilities associated with the City's Planning Commission.

### **ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Processed 396 plan checks; issued 873 building permits; conducted 1,895 building inspections and accommodated 133 building records requests.
2. Completed review of 27 discretionary entitlements and 37 special event permits.
3. Provided Development Services assistance to 1,666 people at the public counter.
4. Prepared for, coordinated and conducted 13 Planning Commission meetings.
5. Opened and investigated 63 Code Enforcement cases and closed 64 cases.
6. Completed a comprehensive General Plan Circulation Element Update.
7. Implemented the FY 2013-14 Annual Action Plan for Community Development Block Grant (CDBG) and prepared the FY 2014-15 Annual Action Plan.
8. Prepared a development feasibility report based on underutilized parking areas within the City's existing commercial centers.
9. Completed the Request for Proposal (RFP) and consultant selection process for planning, building/life safety and economic development services.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Complete the General Plan Annual Monitoring Report.
2. Complete the RFP process for Development Consulting Services related to the development of Chiquita Ridge.
3. Complete the RFP process for Consulting and Architectural Design Services related to the public input process and development of an Active Sports Park at Chiquita Ridge.
4. Implement the FY 2014-15 Annual Action Plan for CDBG and prepare the FY 2015-16 Annual Action Plan. Complete the RFP process for development of the Five Year Consolidated Plan for CDBG program from 2016-2020.
5. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
6. Initiate technical updates to the City's Zoning Code to modernize definitions and to accommodate recent legislation.
7. Provide assistance in planning/development efforts related to the Upper Oso Reservoir Restoration Project.
8. Provide code enforcement services through successful recruitment and hiring of a part-time Code Enforcement Officer.

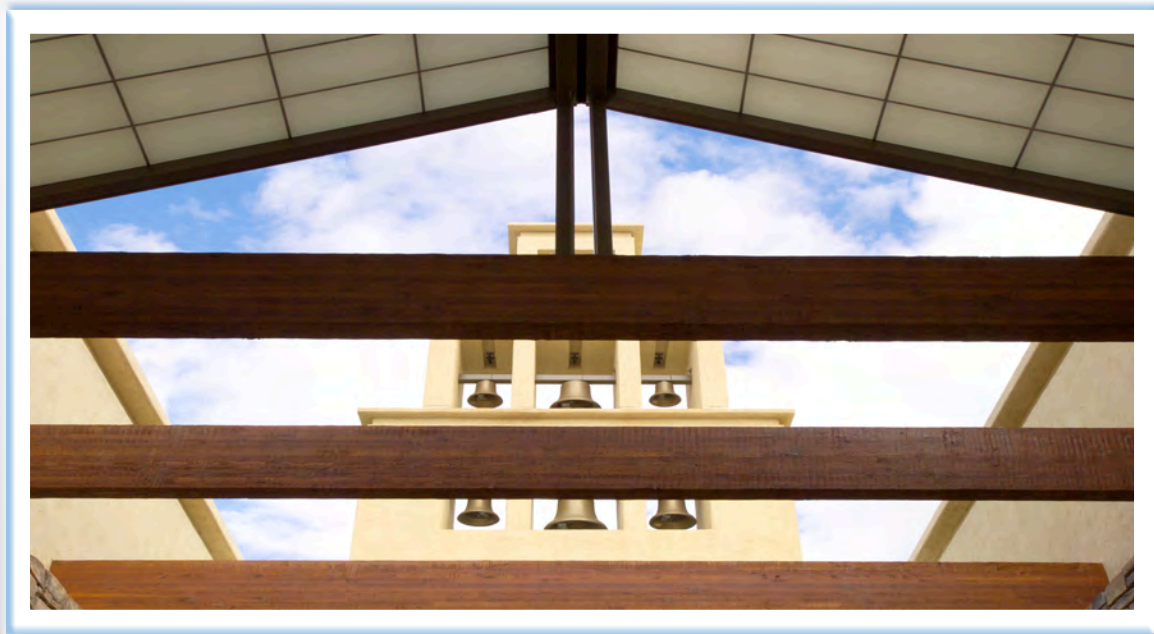
**Department Expense Summary**  
**Planning Fund 100, Division 410**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>PLANNING</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	342,558	330,528	303,369	301,960	303,097	355,816
	521.000	Medicare	4,939	4,741	4,372	4,218	4,218	5,159
	522.000	Retirement	61,495	70,124	73,886	74,654	76,956	87,877
	523.000	Unemployment Insurance	2,170	2,170	1,302	1,302	1,302	2,170
	526.000	FICA Cost	2,801	2,019	-	-	44	-
	530.000	Benefits	37,520	38,047	38,806	48,156	47,057	54,156
<b>TOTAL PERSONNEL (3.85 FTE)</b>			<b>451,483</b>	<b>447,629</b>	<b>421,735</b>	<b>430,290</b>	<b>432,674</b>	<b>505,178</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	750	710	1,825	1,445	5,218	1,445
	611.000	Training	-	-	-	266	266	266
	612.000	Travel/Conf/Meetings	2,371	2,360	1,297	1,666	1,666	1,886
	617.000	Stipend - Commissioners	4,050	3,825	3,150	4,500	4,425	4,500
	622.010	Special Dept. Expense	565	4,299	3,930	750	-	750
	623.001	Mapping/Reproduction	19	-	3	300	184	300
	624.000	Legal Notices	-	-	-	2,000	833	2,000
	626.000	Books & Periodicals	-	-	-	-	-	150
		Subtotal	<b>7,755</b>	<b>11,194</b>	<b>10,205</b>	<b>10,927</b>	<b>12,592</b>	<b>11,297</b>
	700.005	PS - Non-recoverable	71,967	55,545	55,350	66,240	66,650	66,240
	700.011	PS - Recoverable	44,934	46,206	46,707	50,112	42,282	40,704
	700.014	PS - Code Enforcement	1,600	2,400	60,900	56,400	22,675	-
	700.022	PS - CDBG	58,379	31,852	27,614	35,796	32,259	40,963
	700.023	Economic Development	51,637	43,992	57,521	92,416	62,848	90,650
	700.025	CDBG - Eligible Projects	29,118	1,801	-	-	-	26,130
	700.026	CDBG - Public Services	37,857	33,216	29,099	26,845	26,845	30,720
	700.027	PS-Recoverable Deposits	126,576	36,633	51,090	29,760	63,552	53,724
	700.037	PS - Chiquita Ridge	19,920	6,428	-	-	-	-
		Subtotal	<b>441,988</b>	<b>258,073</b>	<b>328,281</b>	<b>357,569</b>	<b>317,111</b>	<b>349,131</b>
<b>TOTAL OPERATIONS</b>			<b>449,743</b>	<b>269,267</b>	<b>338,486</b>	<b>368,496</b>	<b>329,703</b>	<b>360,428</b>
<b>CAPITAL OUTLAY</b>								
	851.000	General Plan & Elements	-	-	18,484	15,000	15,000	-
	852.000	Comp. Zoning Code	2,195	941	1,428	9,000	-	9,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>2,195</b>	<b>941</b>	<b>19,912</b>	<b>24,000</b>	<b>15,000</b>	<b>9,000</b>
<b>TOTAL EXPENDITURES</b>			<b>903,421</b>	<b>717,837</b>	<b>780,133</b>	<b>822,786</b>	<b>777,377</b>	<b>874,606</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	566,161	562,221	565,784	642,071	595,161	644,386
	100	CDBG Grant	125,115	64,544	64,798	62,641	73,090	97,813
	100	GF - Planning Revenues	212,145	91,072	149,551	118,074	109,126	132,407
<b>TOTAL FUNDING SOURCES</b>			<b>903,421</b>	<b>717,837</b>	<b>780,133</b>	<b>822,786</b>	<b>777,377</b>	<b>874,606</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
<b><u>BUILDING &amp; SAFETY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.012	PS - Recoverable	238,824	236,454	316,215	228,960	253,070	211,164
		Subtotal	238,824	236,454	316,215	228,960	253,070	211,164
		<i>TOTAL OPERATIONS</i>	238,824	236,454	316,215	228,960	253,070	211,164
		<i>TOTAL EXPENDITURES</i>	238,824	236,454	316,215	228,960	253,070	211,164
<i>FUNDING SOURCES</i>								
	100	General Fund	(113,098)	(118,933)	(168,603)	(107,738)	(119,092)	(99,371)
	100	GF - Building Revenue	351,922	355,387	484,818	336,698	372,162	310,535
		<i>TOTAL FUNDING SOURCES</i>	238,824	236,454	316,215	228,960	253,070	211,164





# PUBLIC WORKS

City of Rancho Santa Margarita, California



# Public Works

		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
PUBLIC WORKS DEPARTMENT							
610	Public Works	1,040,355	1,007,415	1,033,785	1,043,102	962,225	1,075,918
620	Street Maintenance	921,773	901,066	830,945	971,593	972,566	989,861
630	GAS TAX FUND <i>Street Lighting</i>	278,543	267,516	268,286	290,000	268,284	276,000
640	Building Maintenance	260,162	265,811	282,006	318,589	298,937	309,733
TOTAL EXPENDITURES		<u>2,500,833</u>	<u>2,441,808</u>	<u>2,415,022</u>	<u>2,623,284</u>	<u>2,502,012</u>	<u>2,651,512</u>



*Public Works*  
**PUBLIC WORKS/STREET MAINTENANCE**  
**STREET LIGHTING/BUILDING MAINTENANCE**

**DESCRIPTION**

The Public Works Department is responsible for Capital Improvement Engineering and Construction, Street and Facility Maintenance, Traffic Management, and the Stormwater and Solid Waste Programs. Responsibilities also include analyzing development applications to determine public works and transportation impacts and issuing all transportation, grading, encroachment, film, construction/demolition, and landscaping permits.

**ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Completed and submitted this year's Annual Program Effectiveness Evaluation Report as required by the National Pollutant Discharge Elimination System Permit (Stormwater Program) for which the City remains compliant.
2. Completed and submitted this year's Annual Report to CalRecycle. The City continues to remain in compliance with required solid waste disposal goals.
3. Issued 97 encroachment permits, 21 transportation/oversized load permits, one grading permit, one landscape improvement permit, 54 construction and demolition permits, and two film permits.
4. Maintained eligibility for Measure M funds through OCTA.
5. Managed the contracts and performance of street maintenance, signal maintenance and street sweeping contractors.
6. Performed approximately 1,889 square feet of pavement repair and completed grinding at 2,230 sidewalk locations.
7. Reduced building energy usage by over five percent.

**GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Continue to remain in compliance with San Diego Regional Board and CalRecycle requirements for the Stormwater and Solid Waste programs.
2. Continue to quickly restore operations to lights and signals that are damaged due to any source of outage.
3. Maintain the City's roadways, sidewalks, and right-of-way free from hazards, litter, debris or weeds by maintaining an effective roadway maintenance program.
4. Maintain a positive aesthetic appearance through proactive and continuous inspection of the City's right-of-way.
5. Continue prompt graffiti removal within 24 hours of notification.
6. Continue developing improved specifications and inspection techniques to ensure highest pavement quality.
7. Continue to work with utility companies to ensure work completion with minimal impact on City residents, streets, and businesses.

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

ACCT		DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>PUBLIC WORKS</u></b>								
<b><u>EXPENDITURES</u></b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	328,248	254,191	309,043	309,330	328,483	358,651
	521.000	Medicare	4,760	3,676	4,469	4,330	4,418	5,200
	522.000	Retirement	64,890	47,557	53,830	57,968	58,833	91,925
	523.000	Unemployment Insurance	1,566	1,302	1,302	1,302	1,302	1,736
	530.000	Benefits	22,150	22,223	23,302	49,236	24,806	54,636
<b>TOTAL PERSONNEL (3.5 FTE )</b>			<b>421,614</b>	<b>328,949</b>	<b>391,946</b>	<b>422,166</b>	<b>417,842</b>	<b>512,148</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	815	-	205	1,040	362	1,040
	611.000	Training	-	-	895	1,500	924	1,500
	612.000	Travel & Meetings	1,021	176	412	720	330	1,720
	622.010	Special Dept. Expense	-	1,403	5,292	3,000	3,000	3,000
	622.020	Underground Service Alert	266	398	419	500	397	500
	626.000	Books & Periodicals	92	134	138	200	83	200
	643.000	Storage Facility Rental	3,000	3,000	6,000	6,000	3,000	6,000
	650.000	Storm Water (NPDES)	227,054	214,541	203,365	249,593	217,983	225,000
	660.000	Solid Waste Management	9,079	8,814	8,694	9,758	7,132	9,600
	660.001	Solid Waste Recycling	3,500	81,724	74,909	-	5,520	-
	661.000	Landscape Maintenance	2,549	2,590	7,119	8,300	8,300	7,300
	661.001	Park Maintenance	2,749	6,957	7,678	7,340	7,340	7,500
		Subtotal	250,125	319,737	315,126	287,951	254,371	263,360
	730.002	Storm Damage	123,757	-	-	-	-	-
	700.006	PS - Non-recoverable	65,213	98,407	81,594	144,875	107,999	127,000
	700.013	PS - Recoverable	48,256	105,014	133,395	25,500	48,951	29,500
	700.015	PS - Traffic Engineering	112,144	126,223	101,802	128,110	98,562	118,110
		Subtotal	225,613	329,644	316,791	298,485	255,512	274,610
<b>TOTAL OPERATIONS</b>			<b>599,495</b>	<b>649,381</b>	<b>631,917</b>	<b>586,436</b>	<b>509,883</b>	<b>537,970</b>
<b>CAPITAL OUTLAY</b>								
	871.000	Speed/Volume Study	-	8,301	6,755	10,000	10,000	10,000
	872.001	Design - Local Projects	10,356	-	1,490	7,000	7,000	7,000
	874.000	Pavement Mgmt System	8,890	20,784	1,677	17,500	17,500	8,800
<b>TOTAL CAPITAL OUTLAY</b>			<b>19,246</b>	<b>29,085</b>	<b>9,922</b>	<b>34,500</b>	<b>34,500</b>	<b>25,800</b>
<b>TOTAL EXPENDITURES</b>			<b>1,040,355</b>	<b>1,007,415</b>	<b>1,033,785</b>	<b>1,043,102</b>	<b>962,225</b>	<b>1,075,918</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	448,319	437,007	521,503	569,322	643,795	743,264
	210	Gas Tax	253,953	168,146	121,461	183,730	142,815	157,110
	218	TCRF	139,684	-	-	-	-	-
	100	Waste Recycling Grant	66,674	68,807	100,956	67,783	67,783	68,630
	100	Beverage Recycling Grant	13,332	13,148	13,196	13,437	13,437	13,605
	100	GF-Public Works Revenue	118,393	320,307	276,669	208,830	94,395	93,309
<b>TOTAL FUNDING SOURCES</b>			<b>1,040,355</b>	<b>1,007,415</b>	<b>1,033,785</b>	<b>1,043,102</b>	<b>962,225</b>	<b>1,075,918</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>STREET MAINTENANCE</u></b>								
<b><i>EXPENDITURES</i></b>								
<b><i>OPERATIONS</i></b>								
	700.019	PS - Contract Admin	92,363	53,217	55,407	74,157	74,157	78,000
	720.000	Misc. Street Maintenance	96,717	81,453	43,114	95,600	95,600	95,600
	720.004	Street Maint. Contract	490,785	491,900	540,404	574,000	574,000	584,000
	720.007	Street Sweeping	87,410	90,499	82,767	88,500	88,500	92,925
	720.008	Traffic Signal Maintenance	93,914	91,718	46,338	91,936	91,936	91,936
	720.011	Traffic Improvements	22,252	4,276	4,552	5,000	5,000	5,000
	720.014	Street Maint - NPDES	38,332	36,746	40,806	40,000	40,973	40,000
	720.016	Bus Shelter Maintenance	-	2,677	-	2,400	2,400	2,400
	720.017	TS LED Upgrade	-	48,580	17,557	-	-	-
		Subtotal	829,410	847,849	775,538	897,436	898,409	911,861
<b><i>TOTAL EXPENDITURES</i></b>			921,773	901,066	830,945	971,593	972,566	989,861
<b><i>FUNDING SOURCES</i></b>								
	100	General Fund	350,000	350,000	350,000	350,000	350,000	358,155
	100	GF EE CBG	-	-	12,957	-	-	-
	218	TCRF	200,000	-	-	-	-	-
	212	Measure M Fund	284,363	460,567	385,221	533,093	534,066	538,781
	210	Gas Tax Fund	87,410	90,499	82,767	88,500	88,500	92,925
<b><i>TOTAL FUNDING SOURCES</i></b>			921,773	901,066	830,945	971,593	972,566	989,861

**Department Expense Summary**  
**Street Lighting Fund 100, Division 630**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>STREET LIGHTING</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	631.003	Utilities	277,372	265,946	268,286	290,000	268,284	276,000
	720.000	Misc. Street Maintenance	1,171	1,570	-	-	-	-
<i>TOTAL OPERATIONS</i>			<u>278,543</u>	<u>267,516</u>	<u>268,286</u>	<u>290,000</u>	<u>268,284</u>	<u>276,000</u>
<i>TOTAL EXPENDITURES</i>			<u>278,543</u>	<u>267,516</u>	<u>268,286</u>	<u>290,000</u>	<u>268,284</u>	<u>276,000</u>
<i>FUNDING SOURCES</i>								
	210	Gas Tax Fund	278,543	267,516	268,286	290,000	268,284	276,000
<i>TOTAL FUNDING SOURCES</i>			<u>278,543</u>	<u>267,516</u>	<u>268,286</u>	<u>290,000</u>	<u>268,284</u>	<u>276,000</u>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET 6/11/2014
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>BUILDING MAINTENANCE</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	640.001	City Hall Elect/Water	58,341	51,792	54,576	63,000	55,572	60,204
	640.002	City Hall Facility Maint.	62,395	65,760	79,071	85,794	85,794	79,913
	640.101	BTRCC Utilities	54,019	44,951	49,703	54,804	52,580	54,840
	640.102	BTRCC Facility Maint.	71,367	75,265	81,264	95,271	95,271	84,376
	640.104	BTRCC Improvements	-	28,043	8,309	10,000	-	10,000
		Subtotal	246,122	265,811	272,923	308,869	289,217	289,333
	640.003	City Hall Facility Mgmt.	14,040	-	9,083	9,720	9,720	10,200
	640.103	BTRCC Facility Mgmt.	-	-	-	-	-	10,200
		Subtotal	14,040	-	9,083	9,720	9,720	20,400
<i>TOTAL OPERATIONS</i>			260,162	265,811	282,006	318,589	298,937	309,733
<i>TOTAL EXPENDITURES</i>			260,162	265,811	282,006	318,589	298,937	309,733
<i>FUNDING SOURCES</i>								
	100	General Fund	260,162	265,811	282,006	318,589	298,937	309,733
<i>TOTAL FUNDING SOURCES</i>			260,162	265,811	282,006	318,589	298,937	309,733





# COMMUNITY SERVICES

COMMUNITY SERVICES

City of Rancho Santa Margarita, California

# Community Services

		FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET 6/11/2014
COMMUNITY SERVICES							
710	Community Services	188,429	188,015	214,663	246,298	238,218	257,307
711	BTRCC	672,436	671,883	687,590	730,670	716,397	734,068
TOTAL EXPENDITURES		<u>860,865</u>	<u>859,898</u>	<u>902,253</u>	<u>976,968</u>	<u>954,615</u>	<u>991,375</u>





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

**DESCRIPTION**

The Community Services Department offers a variety of recreational opportunities including special events, before and after school programs, health and safety, fitness, specialty camps, arts and drama. To offer these services, the Community Services Department handles all matters related to the development, coordination and management of contractual service providers, promotion, media, registration, volunteer management, and evaluation. The Community Services Department is entrusted with developing and maintaining programs that enhance the quality of life and uniqueness of this community.

**ACCOMPLISHMENTS: FISCAL YEAR 2013-14**

1. Secured three year agreement with the Boys & Girls Club to operate the youth lounge.
2. Assisted Age Well Senior Services with retaining volunteers and pursuing additional programs that promote the independence, health and dignity of older adults.
3. Planned and presented the 13<sup>th</sup> Annual “Celebrating Family & Friends” event and partnered with volunteers, community organizations, and businesses including increased sponsorships.
4. Partnered with SAMLARC to conduct the 8<sup>th</sup> annual City-hosted Summer Concerts with approximately 15,000 attendees over five concerts.
5. Managed the Senior Mobility Program which provided transportation services for senior residents through the sale of 550 taxi vouchers. Provided free vouchers to increase ridership to the seniors attending programs at the community center.
6. Produced three issues of the Community Living Magazine maintaining the high quality in a cost effective manner.
7. Increased readership on social media by continuing to distribute information on City programs, facilities and events utilizing Facebook and Twitter.
8. Managed and updated the website Events Calendar, Monthly Messenger and Community Services pages of the City’s website.
9. Offered 233 unique Recreation Programs and Classes for children and adults.
10. Continued to offer “free trial” classes to bring awareness to our programs.
11. Improved the audio visual in the technology room of the BTRCC.
12. Provided support to Age Well Senior Services daily Congregate Lunch to serve over 5,000 meals; six Twilight Dinners serving approximately 250 meals; and the Meals on Wheels program which delivered over 30,000 meals to homebound seniors in the Rancho Santa Margarita area.
13. Offered 12 vaccination clinics and licensing opportunities to help residents maintain the health of their pets with over 700 cats and/or dogs receiving these services.

## *Community Services*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2014-15**

1. Continue to research and pursue opportunities to identify funding that will support community services programs, classes, seminars and events.
2. Increase marketing and strategic communications for facility rentals, recreation programs and community events through the use of website and social media.
3. Develop value-added facility rental packages to attract new user groups.
4. Continue to collaborate with community partners regarding programs and events reflective of the needs of the community of Rancho Santa Margarita.
5. Plan and present the 14<sup>th</sup> Annual “Celebrating Family & Friends” event.
6. Partner with SAMLARC to implement the 9<sup>th</sup> Annual City-hosted Summer Concerts.
7. Continue to build and gain support from non-profit organizations, churches, schools and youth organizations to maintain successful partnerships and increase event participation.
8. Participate in stakeholder discussions regarding the development of an Active Sports Park at Chiquita Ridge.

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15 ADOPTED BUDGET 6/11/2014
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>COMMUNITY SERVICES</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	69,387	68,081	68,017	67,418	69,842	67,900
	521.000	Medicare	1,006	987	986	942	942	985
	522.000	Retirement	12,676	15,078	15,808	16,667	16,642	18,574
	523.000	Unemployment Insurance	477	434	434	434	434	434
	530.000	Benefits	10,538	10,011	10,075	16,152	10,411	17,952
<b>TOTAL PERSONNEL (1 FTE)</b>			<b>94,084</b>	<b>94,591</b>	<b>95,320</b>	<b>101,613</b>	<b>98,271</b>	<b>105,845</b>
<b>OPERATIONS</b>								
	611.000	Training	330	119	472	800	800	800
	612.000	Travel/Conf/Meetings	-	-	53	1,400	1,400	1,800
	614.000	Newsletter/Class Schedule	42,408	44,597	44,625	54,030	54,030	49,230
	622.010	Special Depart. Expense	-	323	-	1,500	1,500	1,500
	674.000	Senior Mobility Program	8,641	10,484	14,932	14,560	14,560	25,632
	675.002	NYE Event	23,075	22,163	27,838	33,495	28,757	33,500
	675.005	Summer Concert Series	19,891	15,738	31,423	34,400	29,687	34,000
	675.007	Patriot Day	-	-	-	4,500	9,213	5,000
		Subtotal	94,345	93,424	119,343	144,685	139,947	151,462
<b>TOTAL OPERATIONS</b>			94,345	93,424	119,343	144,685	139,947	151,462
<b>TOTAL EXPENDITURES</b>			188,429	188,015	214,663	246,298	238,218	257,307
<b>FUNDING SOURCES</b>								
	100	General Fund	149,445	150,200	160,492	187,769	172,481	193,675
	100	Senior Mobility Grant	14,403	22,229	22,255	23,529	23,529	25,632
	100	GF - Com. Svcs. Revenue	24,581	15,586	31,916	35,000	42,208	38,000
<b>TOTAL FUNDING SOURCES</b>			188,429	188,015	214,663	246,298	238,218	257,307

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14-----		FY 2014/15
						AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET 6/11/2014
<b><u>BTRCC</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	180,110	177,554	195,917	180,846	214,343	178,024
	515.000	Part Time Personnel	66,760	67,180	46,783	71,963	43,635	80,555
	521.000	Medicare	3,561	3,516	3,484	3,332	3,332	3,749
	522.000	Retirement	34,571	38,795	40,851	45,409	45,409	54,112
	523.000	Unemployment Insurance	4,279	4,114	3,784	2,496	2,496	2,604
	526.000	FICA Cost	4,294	4,165	2,901	-	2,567	-
	530.000	Benefits	22,766	23,831	23,405	48,456	27,727	53,856
<b>TOTAL PERSONNEL (5.25 FTE)</b>			<b>316,341</b>	<b>319,155</b>	<b>317,125</b>	<b>352,502</b>	<b>339,509</b>	<b>372,900</b>
<b>OPERATIONS</b>								
	640.103	Phones	5,990	6,443	6,462	6,660	6,579	7,116
	675.101	Programs	143,355	133,971	139,478	141,456	141,456	135,600
	675.102	Rental Expenses	9,076	16,531	12,462	15,000	15,000	9,600
	675.103	Admin Expenses	27,412	16,032	17,339	17,052	15,853	16,852
		Subtotal	<b>185,833</b>	<b>172,977</b>	<b>175,741</b>	<b>180,168</b>	<b>178,888</b>	<b>169,168</b>
	700.031	Youth Center	98,459	107,970	116,560	126,000	126,000	120,000
	700.033	Senior Program	71,803	71,781	71,564	72,000	72,000	72,000
		Subtotal	<b>170,262</b>	<b>179,751</b>	<b>188,124</b>	<b>198,000</b>	<b>198,000</b>	<b>192,000</b>
<b>TOTAL OPERATIONS</b>			<b>356,095</b>	<b>352,728</b>	<b>363,865</b>	<b>378,168</b>	<b>376,888</b>	<b>361,168</b>
<b>CAPITAL OUTLAY</b>								
	840.000	Furniture & Fixtures	-	-	6,600	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>	<b>-</b>	<b>6,600</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>672,436</b>	<b>671,883</b>	<b>687,590</b>	<b>730,670</b>	<b>716,397</b>	<b>734,068</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	250,450	279,923	354,746	360,670	360,856	374,752
	100	GF - BTRCC Revenue	421,986	391,960	332,844	370,000	355,541	359,316
<b>TOTAL FUNDING SOURCES</b>			<b>672,436</b>	<b>671,883</b>	<b>687,590</b>	<b>730,670</b>	<b>716,397</b>	<b>734,068</b>

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# CAPITAL IMPROVEMENT PLAN

City of Rancho Santa Margarita, California

# CAPITAL IMPROVEMENT PROGRAM

## DESCRIPTION

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

## ACCOMPLISHMENTS: FISCAL YEAR 2013-14

1. Completed the design and/or construction of the Annual Residential Overlay Project, Robinson Ranch Road Pavement Rehabilitation Project (Phase 2), Annual Residential Slurry Seal Project, Annual Concrete Repair Project, Melinda Road Median Improvement Project, Buena Suerta/La Miranda Median/ADA Improvement Project and Santa Margarita Parkway Pavement Rehabilitation Project (Phase 2).
2. Received expenditures authorization from CalTrans for the Santa Margarita Parkway Bridge project design and environmental.
3. Completed City Hall/BTRCC Landscaping Renovation Project.
4. Completed the design and advertised for construction bids for the Countdown Pedestrian Signal Heads, Crosswalk LED Signs, Speed Feedback Signs, Battery Backup Systems, Emergency Vehicle Pre-emption Systems (Phase 2) and Antonio Parkway Rehabilitation Project.
5. Updated the City's Pavement Management Program.
6. Procured a Habitat Restoration Ecologist and Contractor for the Installation and Maintenance of the 82.9-Acre Upper Oso Habitat Restoration Project.
7. Prepared alternative conceptual exhibits for the Alicia Parkway and Santa Margarita Parkway Gateway Improvements Project.

## GOALS AND OBJECTIVES: FISCAL YEAR 2014-15

1. Implement 25 Capital Improvement Program projects for Fiscal Year 2014-2015, totaling approximately \$7.55M, which include:
  - Eight street improvement/maintenance projects to address overlays, slurry seals, ADA improvements, etc.
  - Two special projects for the Chiquita Ridge Assessment and Habitat Restoration projects.
  - Three landscaping/renovation projects to address parkway and median landscaping renovations.
  - Three City Hall and BTRCC projects for the building repairs, fire suppression installation and flooring repair projects.
  - Seven traffic improvement projects such as: Signal Synchronization, Battery Backup, Emergency Vehicle Preemption, Pedestrian Safety, etc.
  - Two bridge projects for the two Santa Margarita Parkway Bridges.
2. Continue to seek grant opportunities for capital projects and other one-time revenue sources.

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

ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET
<b><u>CAPITAL PROJECTS</u></b>							
<b><u>EXPENDITURES - CAPITAL OUTLAY</u></b>							
790.100	Transfer to General Fund	500,000	-	-	-	-	-
790.210	Transfer to Gas Tax Fund	7,626	-	-	-	-	-
790.212	Transfer to Measure M Fund	-	21,441	-	-	-	-
911.000	Annual Slurry Seal Program	342,691	295,900	205,734	310,000	267,631	321,000
911.001	Melinda Road/ Los Alisos Slurry	160,605	-	-	-	-	-
911.002	Antonio Pkwy Slurry Seal	5,220	-	-	355,000	188,664	-
911.003	Avenida De Las Banderas Slurry Seal	-	-	-	-	-	170,000
912.000	Annual Residential Overlay	684,789	182,976	510,786	355,000	300,083	411,000
912.002	Robinson Ranch Road Pavement Rehabilitation	-	-	455	265,000	145,495	-
913.002	Antonio Overlay Design	-	-	108,908	-	-	-
913.004	Alicia Parkway Rehabilitation	8,551	-	-	-	-	-
913.005	Melinda Road/Altisima to 241	546,599	-	-	-	-	-
913.006	Robinson Ranch Pkwy. Raintree/N.Peak	182,336	-	-	-	-	-
913.007	Antonio Pkwy Pavement Rehabilitation	4,993	311,747	(9,005)	55,000	18,706	593,000
913.008	SMP/ De Las Flores Widening	16,024	-	-	-	-	-
913.009	Coto de Caza/La Promesa Pavement Rehab.	-	17,368	11,504	-	-	-
913.010	SMP Pavement Rehabilitation	-	34,081	403,305	700,000	436,484	-
915.000	Median Hardscape Renovation	-	-	-	50,000	50,000	50,000
915.002	Reclaimed Water Connect Plano Median	22,800	-	-	-	-	-
915.003	Melinda Road Median Improvements	-	-	205	67,000	27,281	-
915.004	Buena Suerte/La Miranda Median Improvements	-	-	451	125,000	121,000	-
916.001	Alicia Pkwy/Santa Margarita Pkwy Gateway	-	-	-	56,000	52,392	440,000
917.001	Intersection Improvement (Empresa/SMP)	177,371	-	-	-	-	-
918.001	Santa Margarita Pkwy/Empresa Landscaping	-	-	-	32,000	26,232	232,000
918.002	City Hall Landscaping Renovation	-	-	-	50,000	49,874	-
921.001	Traffic Signal Synchronization	192,134	2,881	-	-	-	-
921.002	Circulation Element Update	-	-	52,220	15,000	10,000	-
921.003	SMP Signal & Equipment Upgrade	-	-	532	230,000	230,000	228,000
921.004	Antonio Pkwy. Signal & Equipment Upgrade	-	-	581	368,000	-	369,000
923.003	Traffic Signal Battery Backup System	4,927	202,687	6,951	150,000	15,000	125,000
923.004	Count Down Pedestrian Signal Heads	-	-	-	55,000	2,000	45,000
924.001	Reflective SNS Conversion	82,149	-	-	-	-	-
931.004	SMP Bridge Hinge Repair	6,680	167	40,706	483,000	29,740	546,000
931.005	SMP Bridge (Eastbound)	-	-	-	-	-	20,000
934.001	Street Maintenance - Sidewalk Repairs	6,393	31,676	1,289	36,000	36,546	75,000
934.002	Laurel/Via Ricardo Sidewalk Repair	1,536	-	-	-	-	-
934.004	Crosswalk Bulb-Out Upgrade Project	46,793	194,436	-	-	-	-
934.005	Alas De Paz Sidewalk Repair	-	383	-	-	-	-
934.006	Alma Aldea Bulbout Installation	-	-	40,611	-	-	282,000
934.007	ADA Curb Ramp Installation	-	-	122,295	-	-	-
934.008	Trabuco Mesa Bulbout Improvements	-	-	-	40,000	39,958	292,000
940.001	Measure M2 Project V Bus/Shuttle Srv.	-	6	-	-	-	-
951.006	Building Improvements	-	-	-	-	-	1,300,000
951.006	City Hall & BTRCC Flooring/Carpeting	-	-	-	70,000	-	75,000
951.007	City Hall IT/Server Room Fire Suppression System	-	-	-	90,000	-	90,000
952.001	Chiquita Ridge Open Space Assessment	9,230	10,542	131,854	205,000	-	150,000
952.002	Chiquita Ridge Habitat Restoration	-	-	104,561	800,000	200,000	1,503,000
953.012	Alma Aldea/Bienvenidos Traffic Signal	-	-	-	20,000	-	-
954.001	Robinson Ranch Improvement Project	-	16,900	265,702	-	-	-
954.005	Emergency Vehicle Pre-Emption/Phase 2	12,230	-	-	125,000	15,000	160,000
954.006	Speed Feedback Signs	-	-	-	40,000	2,000	30,000
954.007	Crosswalk LED Signs	-	-	-	40,000	2,000	30,000
955.001	Trabuco Highlands Geotechnical Investigation	-	27,913	-	-	-	-
970.003	Antonio/Tijeras Creek Storm Drain	34,499	-	-	-	-	-
NEW	Vereda Laguna Sidewalk & Landscape Renovation	-	-	-	-	-	16,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>3,056,176</b>	<b>1,351,104</b>	<b>1,999,645</b>	<b>5,187,000</b>	<b>2,266,086</b>	<b>7,553,000</b>
<b>TOTAL EXPENDITURES</b>		<b>3,056,176</b>	<b>1,351,104</b>	<b>1,999,645</b>	<b>5,187,000</b>	<b>2,266,086</b>	<b>7,553,000</b>



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

ACCT NUMBER	DESCRIPTION	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	-----FY 2013/14----- ADOPTED BUDGET	YEAR-END ESTIMATE	FY 2014/15 ADOPTED BUDGET
<b>FUNDING SOURCES</b>							
XXX	Use of City Reserves	-	-	-	600,000	-	1,169,000
XXX	Use of Building Fund	-	-	-	-	-	1,465,000
XXX	Use of PFA Capital Funds	-	-	-	-	-	850,000
410	Capital Project Fund	-	-	-	659,000	-	150,000
210	Trans. From Gas Tax Fund	20,451	667,684	640,247	2,055,000	1,166,081	1,997,000
212	Trans. From Measure M Fund	566,377	339,779	317,998	494,000	338,449	300,000
214	Transfer from Air Quality Improve. Fund	92,433	52,996	80,788	272,000	101,958	250,000
218	Trans. From TCRF Fund	517,933	1,795	1	-	-	-
423.001	Measure M- Turnback	116,146	-	-	-	-	-
423.003	GMA #9	-	1,700	-	-	-	-
423.008	ARRA TP	482,082	-	-	-	-	-
423.011	EECBG	85,209	-	-	-	-	-
423.012	RAC	134,579	-	-	-	-	-
423.013	HBP	-	-	9,908	427,000	48,764	483,000
470.001	Interest Income/Other	5,587	7,221	2,210	-	-	-
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/HOA	-	-	-	44,000	24,392	40,000
485.011	Prop 1B (State)	-	-	-	-	314,998	-
485.013	TCSP	-	-	88,920	-	-	-
485.014	CDBG Grant	48,030	161,227	146,466	125,000	136,919	222,000
485.018	HSIP	-	-	60,789	-	131,067	-
485.019	CTFP	174,072	-	-	-	184,000	116,000
485.XXX	CTFP - Project P	-	-	-	511,000	-	511,000
<b>TOTAL FUNDING SOURCES</b>		<b>2,306,285</b>	<b>1,322,536</b>	<b>1,347,327</b>	<b>5,187,000</b>	<b>2,446,628</b>	<b>7,553,000</b>





**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2014/15 through 2020/2021**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 14/15	Year 2 15/16	Year 3 16/17	Year 4 17/18	Year 5 18/19	Year 6 19/20	Year 7 20/21
STREET IMPROVEMENT/MAINTENANCE PROJECTS										
	Street Maintenance Program	General Fund (MOE)	\$ 3,316	\$ 358	\$ 429	\$ 429	\$ 525	\$ 525	\$ 525	\$ 525
		Measure M	\$ 2,489	\$ 539	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325
		Gas Tax	\$ 1,593	\$ 93	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
		TOTAL	\$ 7,398	\$ 990	\$ 1,004	\$ 1,004	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
1	Annual Slurry Seal Program	Gas Tax	\$ 2,421	\$ 321	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
			\$ -							
		TOTAL	\$ 2,421	\$ 321	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
		Annual Slurry Seal: 410-900-911.000		\$ 2,700	\$ 300	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
2	Annual Residential Overlay	Measure M	\$ 711	\$ 111	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
		Gas Tax	\$ 3,411	\$ 411	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
		TOTAL	\$ 3,411	\$ 411	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
		Account: 410-900-912.000								
3	Annual Concrete Repair Program	Gas Tax	\$ 575	\$ 75	\$ 77	\$ 80	\$ 82	\$ 84	\$ 87	\$ 90
			\$ -							
		TOTAL	\$ 575	\$ 75	\$ 77	\$ 80	\$ 82	\$ 84	\$ 87	\$ 90
		Account: 410-900-934.001		\$ 100	\$ 100					
4	Santa Margarita Parkway Pavement Rehabilitation	Measure M	\$ 500		\$ 500					
		Gas Tax	\$ 600		\$ 600					
		TOTAL	\$ 600		\$ 600					
		Account: 410-900-913.010								
5	Antonio Parkway Pavement Rehabilitation	Gas Tax	\$ 593	\$ 593						
			\$ -							
		TOTAL	\$ 593	\$ 593						
		Account: 410-900-913.007		\$ 145	\$ 145					
6	Trabuco Mesa Bulbout ADA Improvements	AQMD	\$ 71	\$ 71						
		Gas Tax	\$ 76	\$ 76						
		CDBG	\$ 292	\$ 292						
		TOTAL	\$ 292	\$ 292						
7	Alma Aldea Bulbout ADA Installations	CDBG	\$ 146	\$ 146						
		Gas Tax	\$ 136	\$ 136						
		TOTAL	\$ 282	\$ 282						
		Account: 410-900-934.006								
8	Avenida De Las Banderas Slurry Seal	Gas Tax	\$ 170	\$ 170						
			\$ -							
		TOTAL	\$ 170	\$ 170						
		Account:		\$ 70	\$ 70					
9	Vereda Laguna Sidewalk And Landscape Improvements	Measure M	\$ 86	\$ 16	\$ 70					
		Gas Tax	\$ 156	\$ 16	\$ 140					
		TOTAL	\$ 460	\$ 460	\$ 230	\$ 230				
		Account: 410-900-913.009								
10	Coto De Caza / La Promesa Pavement Rehabilitation	Gas Tax	\$ 460	\$ 460						
			\$ -							
		TOTAL	\$ 460	\$ 460	\$ 230	\$ 230				
		Account: 410-900-913.009		\$ 60	\$ 400	\$ 400				
11	Avenida Empresa Pavement Rehabilitation	Gas Tax	\$ 860	\$ 860						
			\$ -							
		TOTAL	\$ 860	\$ 860	\$ 400	\$ 400				
		Account: 410-900-913.009		\$ 60	\$ 400	\$ 400				

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2014/15 through 2020/2021**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 14/15	Year 2 15/16	Year 3 16/17	Year 4 17/18	Year 5 18/19	Year 6 19/20	Year 7 20/21
12	Antonio Parkway Pavement Rehabilitation Rehabilitation Limits: Empresa to Banderas	Gas Tax	\$ 900		\$ 80	\$ 410	\$ 410			
		TOTAL	\$ 900		\$ 80	\$ 410	\$ 410			
13	School Zone Curb Ramp Reconstruction	CDBG	\$ 100		\$ 100					
		TOTAL	\$ 100		\$ 100					
14	Lindsay/Cozy Glen Pavement Rehabilitation Account: 410-900-912.001	CDBG	\$ 100				\$ 100			
		Gas Tax	\$ 167				\$ 167			
		TOTAL	\$ 267				\$ 267			
15	Antonio Parkway Overlay (Alas de Paz to SMP) Alaz De Paz (Antonio Parkway to Plano Trabuco) Plano Trabuco (Alas de Paz to SMP)	Gas Tax	\$ 872					\$ 80	\$ 396	\$ 396
		TOTAL	\$ 872					\$ 80	\$ 396	\$ 396
15.5	Antonio Parkway Overlay (Tijeras Creek to Ave. de las Banderas)	Gas Tax	\$ 1,077			\$ 564	\$ 513			
		TOTAL	\$ 1,077			\$ 564	\$ 513			
<b>SPECIAL PROJECTS</b>										
16	Chiquita Ridge Habitat Restoration 82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan Account: 410-900-952.002	City Reserves	\$ 2,351	\$ 1,169	\$ 508	\$ 212	\$ 193	\$ 178	\$ 91	
		PFA Bond Funds	\$ 334	\$ 334						
		TOTAL	\$ 2,685	\$ 1,503	\$ 508	\$ 212	\$ 193	\$ 178	\$ 91	
17	Chiquita Ridge Open Space Assessment Feasibility Study Account: 410-900-952.001	CIP Fund/GF	\$ 300	\$ 150	\$ 150					
		TOTAL	\$ 300	\$ 150	\$ 150					
18	Dog/Skate Park Access Lighting Installation of lighting Account: 410-900-961.001	Park Fees	\$ 50		\$ 50					
		TOTAL	\$ 50		\$ 50					
19	CCTV Inspection Of Storm Drain System	Measure M	\$ 125		\$ 125					
		TOTAL	\$ 125		\$ 125					
20	Citywide Storm Drain Master Plan Study of Citywide Storm Drain System	Measure M	\$ 100			\$ 100				
		TOTAL	\$ 100			\$ 100				
21	Not Used									
		TOTAL	\$ -							
<b>LANDSCAPE / RENOVATION PROJECTS</b>										
22	Alicia Parkway and Santa Margarita Parkway Gateway Improvements	PFA Bond Funds	\$ 400	\$ 400						
		HOA*	\$ 40	\$ 40						
		TOTAL	\$ 440	\$ 440						
23	Santa Margarita Parkway and Empresa Landscaping Account: 410-900-916.001	PFA Bond Funds	\$ 116	\$ 116						
		CTFP-Tier 1***	\$ 116	\$ 116						
		TOTAL	\$ 232	\$ 232						

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2014/15 through 2020/2021**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 14/15	Year 2 15/16	Year 3 16/17	Year 4 17/18	Year 5 18/19	Year 6 19/20	Year 7 20/21
24	<b>City Hall / BTRCC Landscaping Renovation</b> (Frontage Improvements Along La Miranda, El Paseo, El Portal) Account: 410-900-918.002	CIP Fund/GF	\$ 80		\$ 80					
		<b>TOTAL</b>	\$ 80		\$ 80					
25	<b>Wayfinding Signs</b> Installation of Wayfinding Signage Citywide Account:	Gas Tax	\$ 80			\$ 30	\$ 50			
		<b>Other****</b>	\$ 50				\$ 100			
		<b>TOTAL</b>	\$ 130			\$ 30	\$ 100			
26	<b>Median Hardscape Renovation</b> Pressure wash and stain existing stamped concrete in medians Account: 410-900-915.000	Gas Tax	\$ 250	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	
		<b>TOTAL</b>	\$ 250	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	
27	<b>Antonio Parkway Gateway Improvements</b> Median Installation from Southerly City Limits to Bridge	CIP Fund/GF	\$ 407		\$ 40	\$ 367				
		HOA*	\$ 407		\$ 40	\$ 367				
		CTFP- Tier 1***	\$ 150			\$ 150				
		<b>TOTAL</b>	\$ 964		\$ 80	\$ 884				
28	<b>El Paseo Corridor Improvements</b> El Paseo from SMP to El Portal	CIP Fund/GF	\$ 330			\$ 30	\$ 100	\$ 100	\$ 100	
		HOA*	\$ 660			\$ 60	\$ 200	\$ 200	\$ 200	
		<b>TOTAL</b>	\$ 990			\$ 90	\$ 300	\$ 300	\$ 300	
29	<b>Santa Margarita Parkway Lakeshore Median Renovation</b> Median on SMP from Antonio Pkwy. to Fundadores	CIP Fund/GF	\$ 83				\$ 8	\$ 75		
		HOA*	\$ 83				\$ 8	\$ 75		
		<b>TOTAL</b>	\$ 166				\$ 16	\$ 150		
30	<b>Towncenter and Marketplace Monument Renovation</b>	CIP Fund/GF	\$ 110					\$ 10	\$ 100	
		HOA*	\$ 110					\$ 10	\$ 100	
		<b>TOTAL</b>	\$ 220					\$ 20	\$ 200	
<b>CITY HALL &amp; BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS</b>										
31	<b>Building Improvements - City Hall / BTRCC</b> (Design and Construction) Account: 410-900-951.006	CIP Fund/GF	\$ 1,300	\$ 1,300						
		<b>TOTAL</b>	\$ 1,300	\$ 1,300						
32	<b>City Hall IT/Server Room Fire Suppression System</b> Retrofitting existing fire suppression system Account: 410-900-951.007	CIP Fund/GF	\$ 90	\$ 90						
		<b>TOTAL</b>	\$ 90	\$ 90						
33	<b>City Hall &amp; BTRCC Flooring/Carpeting</b>	CIP Fund/GF	\$ 150	\$ 75	\$ 75					
		<b>TOTAL</b>	\$ 150	\$ 75	\$ 75					
34	<b>Sealcoat of City Hall &amp; BTRCC Parking Lots</b> Facility Maintenance	CIP Fund/GF	\$ 30		\$ 30					
		<b>TOTAL</b>	\$ 30		\$ 30					
<b>TRAFFIC IMPROVEMENT PROJECTS</b>										
35	<b>Santa Margarita Pkwy. Signal and Equipment Upgrades</b> Regional Traffic Signal Synchronization Program Account: 410-900-921.003	CTFP-Project P	\$ 212	\$ 184	\$ 14	\$ 14				
		Gas Tax	\$ 51	\$ 44	\$ 4	\$ 3				
		<b>TOTAL</b>	\$ 263	\$ 228	\$ 18	\$ 17				
36	<b>Antonio Parkway Signal and Equipment Upgrades</b> Regional Traffic Signal Synchronization Program Account: 410-900-921.004	CTFP-Project P	\$ 327	\$ 327						
		Gas Tax	\$ 82	\$ 42	\$ 20	\$ 20				
		<b>TOTAL</b>	\$ 409	\$ 369	\$ 20	\$ 20				
37	<b>Countdown Pedestrian Signal Heads</b> Install countdown heads various signalized intersection locations. Account: 410-900-923.004	AQMD	\$ 45	\$ 45						
		<b>TOTAL</b>	\$ 45	\$ 45						

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2014/15 through 2020/2021**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 14/15	Year 2 15/16	Year 3 16/17	Year 4 17/18	Year 5 18/19	Year 6 19/20	Year 7 20/21
38	<b>Speed Feedback Signs</b> Install solar speed feedback signs at various locations. Account: 410-900-954.006	AQMD <b>TOTAL</b>	\$ 30 \$ - \$ 30	\$ 30						
39	<b>Crosswalk Led Signs</b> Install solar powered push button LED crosswalk signs Account: 410-900-954.007	AQMD <b>TOTAL</b>	\$ 30 \$ - \$ 30	\$ 30						
40	<b>Traffic Signal Battery Backup System (Phases 2 &amp; 3)</b> Account: 410-900-923.003	Gas Tax <b>TOTAL</b>	\$ 260 \$ - \$ 260	\$ 125	\$ 135					
41	<b>Emergency Vehicle Pre-emption (Phases 2 &amp; 3)</b> Installation of traffic signal pre-emption equipment Account: 410-900-954.005	Gas Tax <b>TOTAL</b>	\$ 330 \$ - \$ 330	\$ 160	\$ 170					
42	<b>Alma Aldea / Bienvenidos Traffic Signal</b> Design and construct intersection traffic control signal Account: 410-900-953.012	Gas Tax <b>TOTAL</b>	\$ 170 \$ - \$ 170	\$ 160	\$ 20		\$ 150			
<b>BRIDGE PROJECTS</b>										
43	<b>SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound)</b> (Design, Environmental, Construction) Account: 410-900-931.004	HBP** Gas Tax Measure M <b>TOTAL</b>	\$ 1,883 \$ 154 \$ 91 \$ 2,128	\$ 483 \$ 63 \$ - \$ 546		\$ 1,400 \$ 91 \$ 1,582				
44	<b>SANTA MARGARITA PKWY. BRIDGE (Eastbound)</b> (Design, Environmental, Construction) Account: 410-900-931.004	HBP** Gas Tax Measure M <b>TOTAL</b>	\$ 1,270 \$ 103 \$ 83 \$ 1,456	\$ 20 \$ 14 \$ 14 \$ 20	\$ 211 \$ 14 \$ 14 \$ 239		\$ 1,059 \$ 69 \$ 69 \$ 1,197			
45	<b>ANTONIO PKWY. BRIDGE</b> (Design, Environmental, Construction) Account:	HBP** Gas Tax Measure M <b>TOTAL</b>	\$ 521 \$ 34 \$ 34 \$ 589	\$ 101 \$ 7 \$ 7 \$ 115		\$ 420 \$ 27 \$ 27 \$ 474				
<b>SUBTOTAL CAPITAL PROJECTS</b>			\$ 26,718	\$ 7,553	\$ 3,887	\$ 5,604	\$ 4,428	\$ 2,086	\$ 1,824	\$ 1,336
<b>TOTAL CAPITAL EXPENDITURES &amp; STREET MAINTENANCE</b>			\$ 34,116	\$ 8,543	\$ 4,891	\$ 6,608	\$ 5,528	\$ 3,186	\$ 2,924	\$ 2,436

**Notes:**

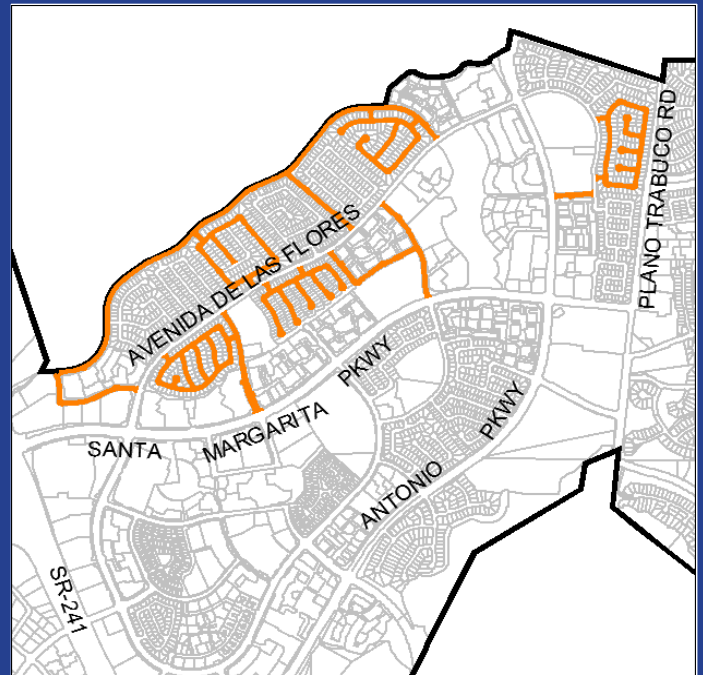
- \* Potential Funding from Benefitting HOAs (Not Secured)
- \*\* Federal HBP funds for WB SMP Bridge for Design is secured. Other HBP funding is programmed but not authorized for expenditure.
- \*\*\* SMP/Empresa fundign is secured. Other CTFP-Tier 1 funding is pending OCTA application submittal and approval for other projects.
- \*\*\*\* Potentially Other Funding from Benefitting Business Owners



## City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Slurry Seal Program

**ESTIMATED SCHEDULE:**

Construction FY 2014-2015

**DEPARTMENT:**

Public Works

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**PROJECT TYPE:**

Street Improvement/Maintenance

**CIP ACCOUNT NO.:**

410-900-911.000

**PROJECT DESCRIPTION:**

The project consists of slurry sealing residential tracts located in Zone 4, which is bordered by Santa Margarita Parkway, Plano Trabuco Road, State Route 241, and O'Neill Regional Park.

**PROJECT BUDGET:**

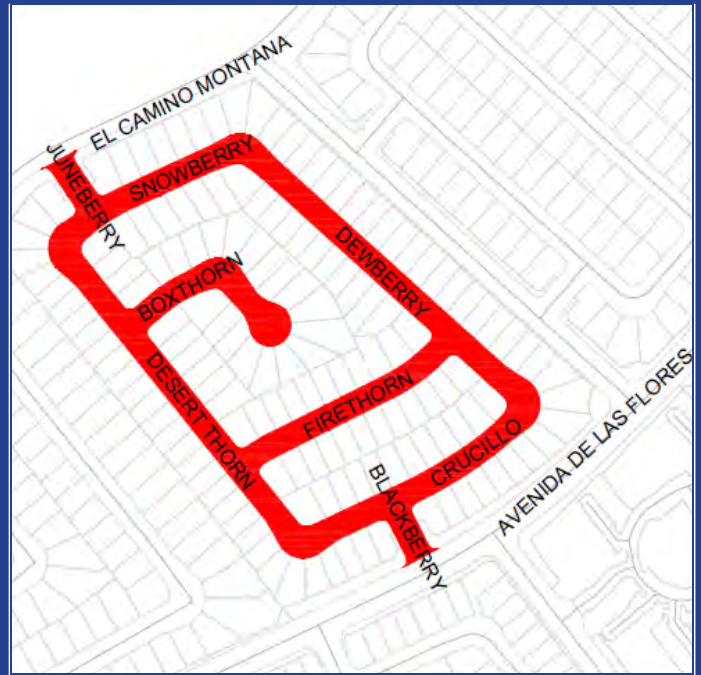
Design	\$ 12,000
Administration	\$ 7,000
Construction Estimate	\$ 244,000
Inspection/Construction Management	\$ 24,000
Construction Contingency	\$ 24,000
Material Testing	\$ 10,000
<b>Total</b>	<b>\$ 321,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Residential Overlay

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction      FY 2014-2015

**FUNDING SOURCE:**

Measure M  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-912.000

**PROJECT DESCRIPTION:**

The project consists of pavement rehabilitation by grind and overlay of residential streets in Tracts 12653, 12754 & 12755.

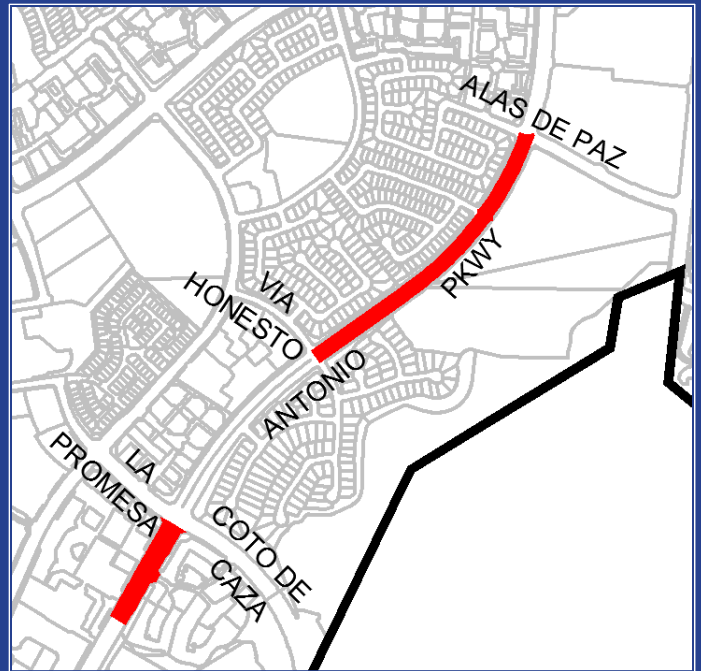
**PROJECT BUDGET:**

Design	\$	16,000
Administration	\$	8,500
Construction Estimate	\$	312,000
Inspection/Construction Management	\$	31,000
Construction Contingency	\$	31,000
Material Testing	\$	12,500
<b>Total</b>	<b>\$</b>	<b>411,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO PARKWAY**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction      FY 2014-2015

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-913.007

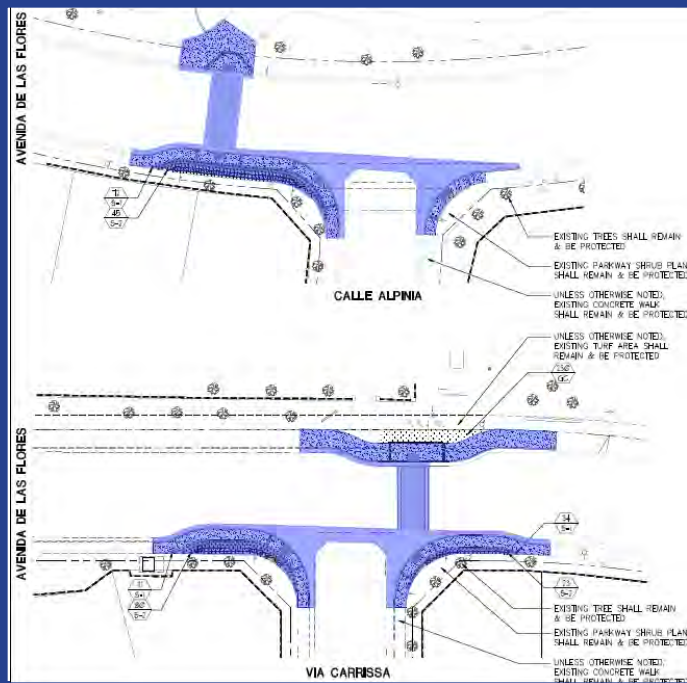
**PROJECT DESCRIPTION:**

The project consists of grinding existing asphalt concrete and replacing it with asphalt rubber hot mix on Antonio Parkway from Via Honesto to Alas de Paz, and the northbound lanes from 350' south of San Marco to Coto de Ca-za/ La Promesa.

**PROJECT BUDGET:**

Administration	\$	11,000
Construction Estimate	\$	470,000
Inspection/Construction Management	\$	47,000
Construction Contingency	\$	47,000
Material Testing	\$	18,000
<b>Total</b>	<b>\$</b>	<b>593,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**BULB-OUT CONCEPTS**



**VICINITY MAP**

**PROJECT TITLE:**

Trabuco Mesa Bulbout ADA Improvements

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction FY 2014-2015

**FUNDING SOURCE:**

AQMD  
Gas Tax  
CDBG

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-934.008

**PROJECT DESCRIPTION:**

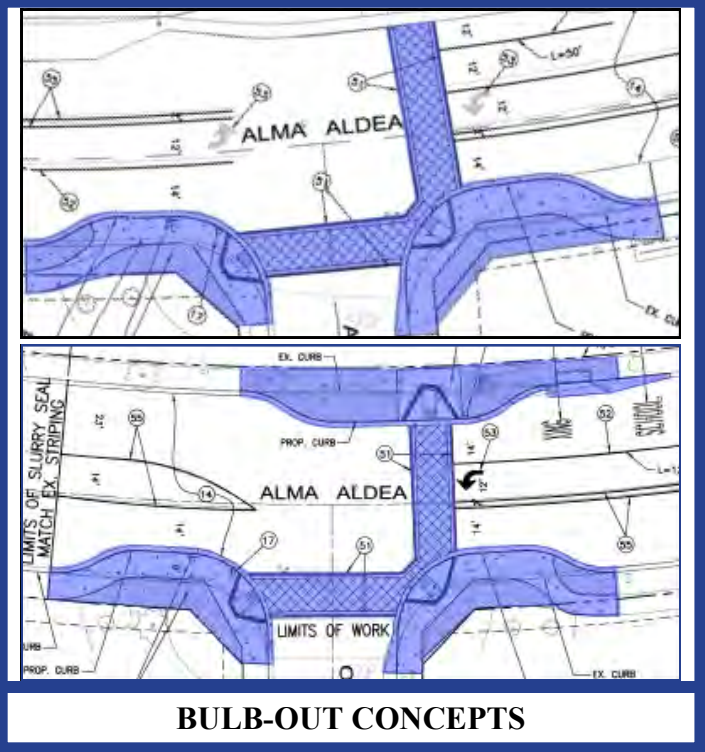
The project consists of construction of curb extensions at existing crosswalk locations with ancillary sidewalk, and curb ramps on Avenida de Las Flores at Trabuco Mesa Elementary School.

**PROJECT BUDGET:**

Administration	\$	12,000
Construction Estimate	\$	200,000
Inspection/Construction Management	\$	20,000
Construction Contingency	\$	20,000
<b>Total</b>	<b>\$</b>	<b>252,000</b>



# City of Rancho Santa Margarita Capital Improvement Project Information



## BULB-OUT CONCEPTS



### VICINITY MAP

**PROJECT TITLE:**  
Alma Aldea Bulbout ADA Installations

**PROJECT TITLE:**  
Alma Aldea Bulbout ADA Installations

**DEPARTMENT:**  
Public Works

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Street Improvement/Maintenance

**PROJECT TYPE:**  
Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**  
Construction      FY 2014-2015

**FUNDING SOURCE:**

**ESTIMATED SCHEDULE:**  
Construction      FY 2014-2015

**FUNDING SOURCE:**

**FUNDING SOURCE:**  
CDBG  
Gas Tax

**FUNDING SOURCE:**  
CDBG  
Gas Tax

**PROJECT MANAGER:**  
Assistant City Engineer

**CIP ACCOUNT NO.:**

**PROJECT MANAGER:**  
Assistant City Engineer

**CIP ACCOUNT NO.:**

**CIP ACCOUNT NO.:**  
410-900-934.006

**CIP ACCOUNT NO.:**  
410-900-934.006

**PROJECT DESCRIPTION:**  
The project consists of construction of curb extensions at existing crosswalk locations with ancillary sidewalk, and curb ramps on Alma Aldea at Fundadores and Via Honesto.

**PROJECT DESCRIPTION:**  
The project consists of construction of curb extensions at existing crosswalk locations with ancillary sidewalk, and curb ramps on Alma Aldea at Fundadores and Via Honesto.

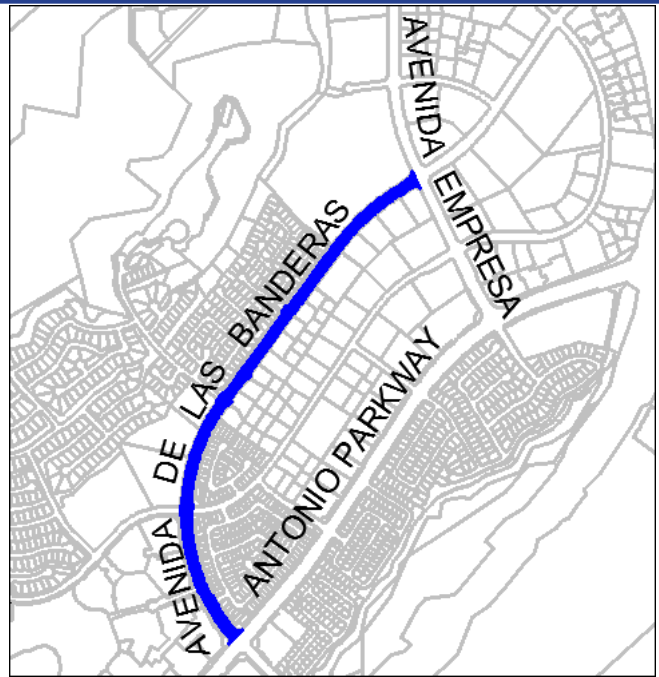
PROJECT BUDGET:		
Administration	\$	12,000
Construction Estimate	\$	200,000
Inspection/Construction Management	\$	20,000
Construction Contingency	\$	20,000
	<b>Total \$</b>	<b>252,000</b>

PROJECT BUDGET:		
Administration	\$	12,000
Construction Estimate	\$	200,000
Inspection/Construction Management	\$	20,000
Construction Contingency	\$	20,000
	<b>Total \$</b>	<b>252,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**AVENIDA DE LAS BANDERAS**



**VICINITY MAP**

**PROJECT TITLE:**

Avenida De Las Banderas Slurry Seal

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2014-2015

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of pavement rehabilitation by slurry seal on Avenida De Las Banderas from Avenida Empresa to Antonio Parkway.

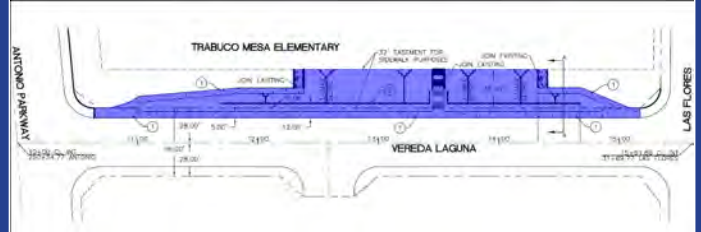
**PROJECT BUDGET:**

Design	\$	12,000
Administration	\$	4,000
Construction Estimate	\$	130,000
Inspection/Construction Management	\$	12,000
Construction Contingency	\$	12,000
<b>Total</b>	<b>\$</b>	<b>170,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**SIDEWALK AND LANDSCAPE**



**VICINITY MAP**

**PROJECT TITLE:**

Vereda Laguna Sidewalk and Landscape Improvements

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2015-2016

**FUNDING SOURCE:**

Measure M  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of sidewalk and landscape improvements on Vereda Laguna at Trabuco Mesa Elementary School.

**PROJECT BUDGET:**

Design

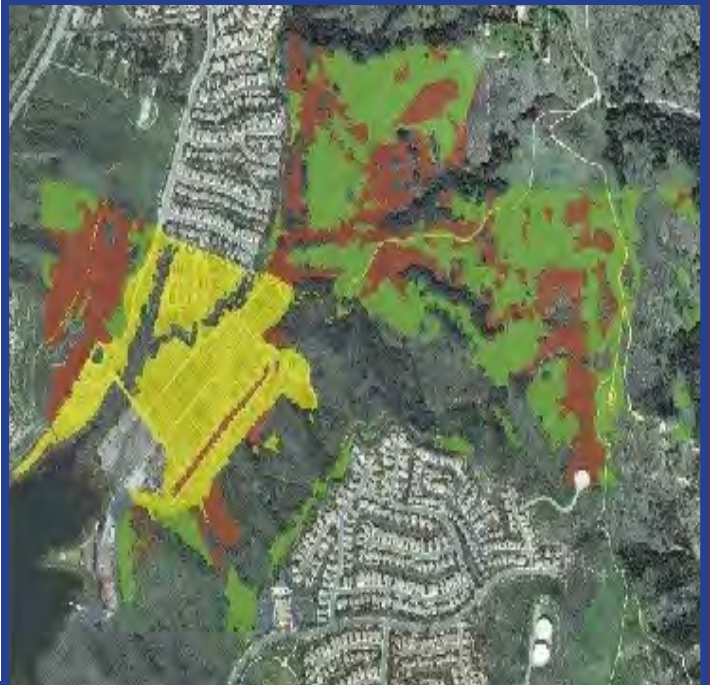
\$	16,000
<b>Total</b>	<b>\$ 16,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**COASTAL SAGE BRUSH**



**VICINITY MAP**

**PROJECT TITLE:**

Chiquita Ridge Habitat Restoration

**DEPARTMENT:**

Public Works  
Development Services

**PROJECT TYPE:**

Special Projects

**ESTIMATED SCHEDULE:**

Environmental	FY 2014-2015
Design	FY 2014-2015
Construction	FY 2014/15 - 2018/19

**FUNDING SOURCE:**

City Reserves  
PFA Bond

**PROJECT MANAGER:**

Public Works Director / Civil Engineer

**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.

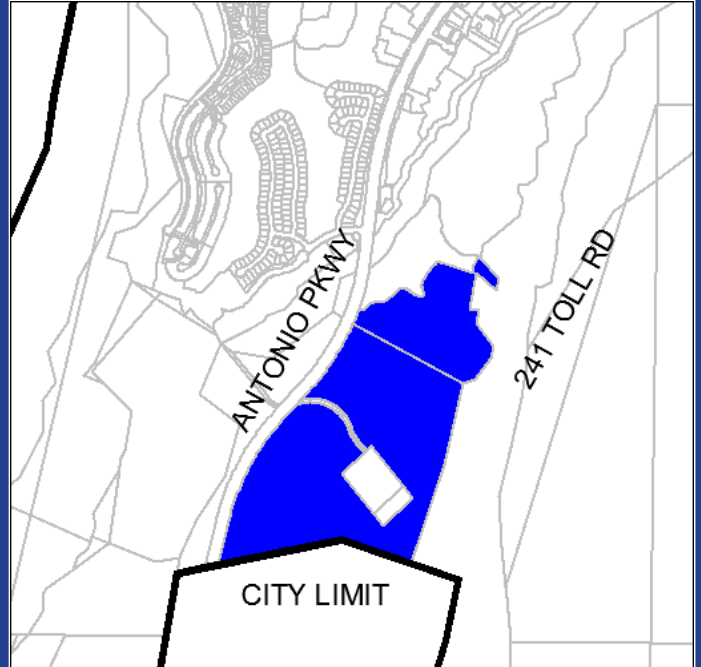
**PROJECT BUDGET:**

Habitat Restoration Plan Implementation	FY 2014-15	\$	1,500,000
		<b>Total \$</b>	1,500,000

## City of Rancho Santa Margarita Capital Improvement Project Information



**COASTAL SAGE BRUSH**



**VICINITY MAP**

**PROJECT TITLE:**

Chiquita Ridge Open Space Assessment

**ESTIMATED SCHEDULE:**

Design                      FY 2014/15 - 2015/16

**DEPARTMENT:**

Public Works  
Development Services

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

City Manager  
Development Services Director

**PROJECT TYPE:**

Special Projects

**CIP ACCOUNT NO.:**

410-900-952.001

**PROJECT DESCRIPTION:**

The project consists of the development of a feasibility study for the Chiquita Ridge Open Space Assessment.

**PROJECT BUDGET:**

Feasibility Study

FY 2014-15	\$	150,000
<b>Total</b>	<b>\$</b>	<b>150,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**RESTROOM**



**VICINITY MAP**

**PROJECT TITLE:**

Canada Vista Park Restroom

**ESTIMATED SCHEDULE:**

Construction      FY 2014-2015

**DEPARTMENT:**

Public Works

**FUNDING SOURCE:**

Park Fees

**PROJECT MANAGER:**

Public Works Director / City Engineer  
SAMLARC

**PROJECT TYPE:**

Special Projects

**CIP ACCOUNT NO.:**

410-900-964.000

**PROJECT DESCRIPTION:**

This project consists of the connection to the sewer mainline. This project will be led by SAMLARC.

**PROJECT BUDGET:**

City Contribution

	\$	125,000
<b>Total</b>	\$	125,000

## City of Rancho Santa Margarita Capital Improvement Project Information



**GATEWAY CONCEPT**



**VICINITY MAP**

**PROJECT TITLE:**

Alicia Parkway and Santa Margarita Parkway  
Gateway

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Landscape/ Renovation

**ESTIMATED SCHEDULE:**

Construction      FY 2014-2015

**FUNDING SOURCE:**

PFA Bond  
HOA

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-916.001

**PROJECT DESCRIPTION:**

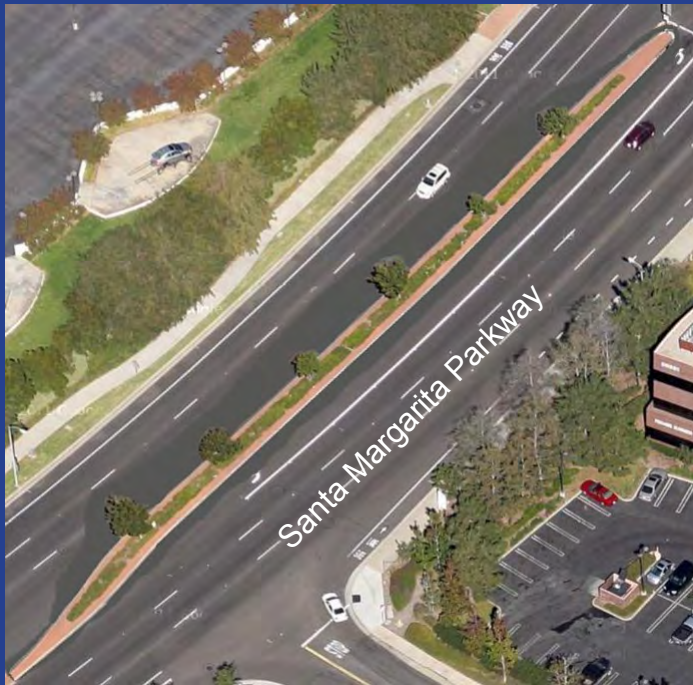
The project consists of installation of monument sign, traffic signal upgrades, enhanced crosswalks and medians, landscaping and irrigation at the intersection of Santa Margarita Parkway and Alicia Parkway.

**PROJECT BUDGET:**

Administration	\$	25,000
Construction Estimate	\$	315,000
Inspection/Construction Engineering	\$	30,000
Construction Contingency	\$	30,000
<b>Total</b>	<b>\$</b>	<b>400,000</b>



# City of Rancho Santa Margarita Capital Improvement Project Information



**LANDSCAPE CONCEPT**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway and Empresa  
Landscaping

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Landscape/ Renovation

**ESTIMATED SCHEDULE:**

Construction FY 2014-2015

**FUNDING SOURCE:**

PFA Bond  
CTFP– Tier 1

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-918.001

**PROJECT DESCRIPTION:**

The project consists of installation of landscaping and irrigation in the medians on Santa Margarita Parkway and Avenida Empresa.

**PROJECT BUDGET:**

Administration	\$	10,000
Construction Estimate	\$	160,000
Inspection/Construction Engineering	\$	15,000
Construction Contingency	\$	15,000
<b>Total</b>	<b>\$</b>	<b>200,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**COLORED STAMPED CONCRETE MEDIAN**



**CITY WIDE**

**PROJECT TITLE:**  
Median Hardscape Renovation

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Landscape/ Renovation

**ESTIMATED SCHEDULE:**  
Construction      FY 2014/15 - 2018/19

**FUNDING SOURCE:**  
Gas Tax

**PROJECT MANAGER:**  
Public Works Superintendant

**CIP ACCOUNT NO.:**  
410-900-915.000

**PROJECT DESCRIPTION:**  
The project consists of pressure washing and staining existing stamped concrete in medians throughout the City.

**PROJECT BUDGET:**

Construction	FY 2014-2015	\$	50,000
	<b>Total</b>	\$	50,000



## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**BELL TOWER REGIONAL COMMUNITY CENTER**

**PROJECT TITLE:**

Building Improvements– City Hall/ BTRCC

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2014-2015

**FUNDING SOURCE:**

CIP Fund

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-951.006

**PROJECT DESCRIPTION:**

The project consists of renovations and repairs to the City Hall and Bell Tower Regional Community Center buildings.

**PROJECT BUDGET:**

Design	\$ 11,000
Administration	\$ 5,000
Construction Estimate	\$ 111,000
Inspection/Construction Management	\$ 12,000
Construction Contingency	\$ 5,000
<b>Total</b>	<b>\$ 1,300,000</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:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2014-2015

**FUNDING SOURCE:**

CIP Fund

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-951.007

**PROJECT DESCRIPTION:**

The project consists of retrofitting the existing fire suppression system in the City Hall IT/Server Room.

**PROJECT BUDGET:**

Design	\$ 2,000
Administration	\$ 2,000
Construction Estimate	\$ 80,000
Inspection/Construction Management	\$ 3,000
Construction Contingency	\$ 3,000
<b>Total</b>	<b>\$ 90,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**FLOORING**



**CITY HALL**

**PROJECT TITLE:**

City Hall and BTRCC Flooring/Carpeting

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Construction      FY 2014/15 - 2015/16

**FUNDING SOURCE:**

CIP Fund

**PROJECT MANAGER:**

Public Works Superintendant

**CIP ACCOUNT NO.:**

410-900-951.006

**PROJECT DESCRIPTION:**

The project consists of replacing flooring and carpeting inside the City Hall and Community Center buildings.

**PROJECT BUDGET:**

Administration	\$	600
Construction Estimate	\$	62,000
Inspection/Construction Management	\$	6,200
Construction Contingency	\$	6,200
<b>Total</b>	<b>\$</b>	<b>75,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**GREEN SIGNALS**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Signal and Equipment Upgrades

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvement

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2014-2015
Maintenance	FY 2015/16-2016/17

**FUNDING SOURCE:**

CTFP- Project P  
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	\$	82,000
Construction Estimate	\$	132,000
Inspection/Construction Engineering	\$	7,000
Construction Contingency	\$	7,000
<b>Total</b>	<b>\$</b>	<b>228,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**GREEN SIGNALS**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway Signal and Equipment Upgrades

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvement

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2014-2015
Maintenance	FY 2015/16-2016/17

**FUNDING SOURCE:**

CTFP- Project P  
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.

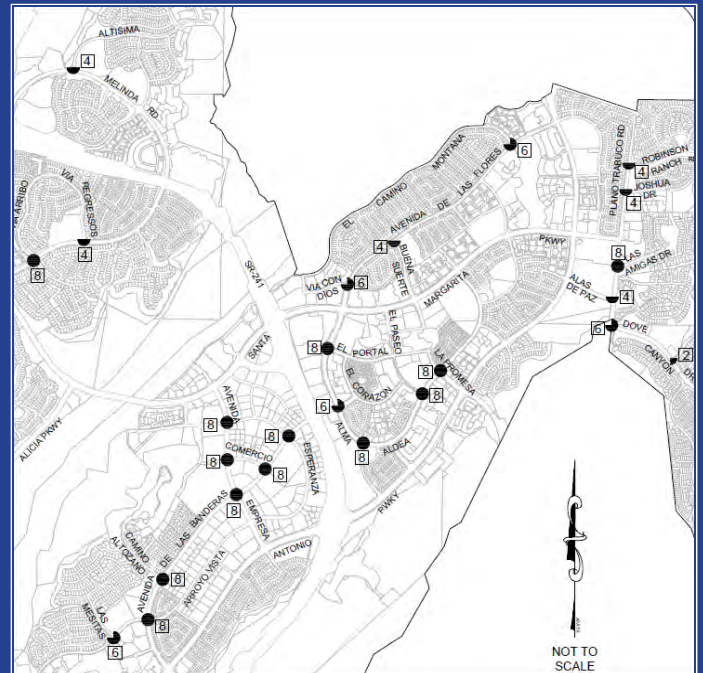
**PROJECT BUDGET:**

Design/Program Implementation	\$	105,000
Construction Estimate	\$	221,000
Inspection/Construction Engineering	\$	21,500
Construction Contingency	\$	21,500
<b>Total</b>	<b>\$</b>	<b>369,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**COUNTDOWN PEDESTRIAN SIGNAL HEAD**



**CITY WIDE**

**PROJECT TITLE:**

Countdown Pedestrian Signal Heads

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvement

**ESTIMATED SCHEDULE:**

Construction FY 2014-2015

**FUNDING SOURCE:**

AQMD

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-923.004

**PROJECT DESCRIPTION:**

The project consists of installing countdown heads at various signalized intersection locations.

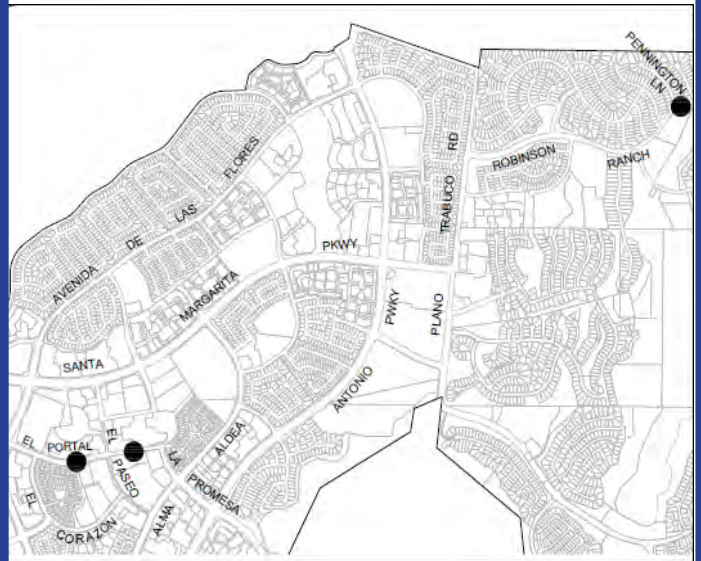
**PROJECT BUDGET:**

Construction	\$	37,000
Construction Management/Inspection	\$	3,700
Administration	\$	600
Contingency	\$	3,700
<b>Total</b>	<b>\$</b>	<b>45,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**CROSSWALK LED SIGNS**



**CITY WIDE**

**PROJECT TITLE:**  
Crosswalk LED Signs

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic Improvement

**ESTIMATED SCHEDULE:**  
Construction      FY 2014-2015

**FUNDING SOURCE:**  
AQMD

**PROJECT MANAGER:**  
Traffic Engineer

**CIP ACCOUNT NO.:**  
410-900-954.007

**PROJECT DESCRIPTION:**

The project consists of installing solar powered push button LED crosswalk signs at key midblock crosswalk locations.

**PROJECT BUDGET:**

Construction	\$ 24,400
Construction Management/Inspection	\$ 2,500
Administration	\$ 600
Contingency	\$ 2,500
<b>Total</b>	<b>\$ 30,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**SPEED FEEDBACK SIGNS**



**CITY WIDE**

**PROJECT TITLE:**  
Speed Feedback Signs

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic Improvement

**ESTIMATED SCHEDULE:**  
Construction      FY 2014-2015

**FUNDING SOURCE:**  
AQMD

**PROJECT MANAGER:**  
Traffic Engineer

**CIP ACCOUNT NO.:**  
410-900-954.006

**PROJECT DESCRIPTION:**  
The project consists of installing solar speed feedback signs at various locations.

**PROJECT BUDGET:**

Construction	\$ 24,500
Construction Management/Inspection	\$ 2,450
Administration	\$ 600
Contingency	\$ 2,450
<b>Total</b>	<b>\$ 30,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**TRAFFIC SIGNAL BATTERY**



**CITY WIDE**

**PROJECT TITLE:**

Traffic Signal Battery Backup System  
(Phases 2 & 3)

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvement

**ESTIMATED SCHEDULE:**

Construction (Phase 2)	FY 2014-2015
Construction (Phase 3)	FY 2015-2016

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-923.003

**PROJECT DESCRIPTION:**

The project consists of installation of battery backup systems for various traffic signals throughout the City. Systems will provide power in the event of a power outage.

**PROJECT BUDGET:**

Construction (Phase 2)	\$	104,000
Construction Management/Inspection	\$	7,300
Administration	\$	3,300
Contingency	\$	10,400
<b>Total</b>	<b>\$</b>	<b>125,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**EMERGENCY VEHICLE PRE-EMPTION**



**CITY WIDE**

**PROJECT TITLE:**

Emergency Vehicle Pre-Emption  
(Phases 2 & 3)

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvement

**ESTIMATED SCHEDULE:**

Construction (Phase 2)	FY 2014-2015
Construction (Phase 3)	FY 2015-2016

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-954.005

**PROJECT DESCRIPTION:**

The project consists of providing traffic signal pre-emption equipment for emergency vehicles per Orange County Fire Authority specifications at various intersections.

**PROJECT BUDGET:**

Construction (Phase 2)	\$	135,000
Construction Management/Inspection	\$	7,800
Administration	\$	3,700
Contingency	\$	13,500
<b>Total</b>	<b>\$</b>	<b>160,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA BRIDGE**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Bridge Hinge Repair  
(Westbound)

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge

**ESTIMATED SCHEDULE:**

Design	FY 2014-2015
Construction	FY 2016-2017

**FUNDING SOURCE:**

HBP  
Gas Tax  
Measure M

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-931.004

**PROJECT DESCRIPTION:**

The project consists of preventative maintenance and repairs on the westbound lane bridge hinges.

**PROJECT BUDGET:**

Design / Environmental

\$	546,000
<b>Total \$</b>	<b>546,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA BRIDGE**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Bridge (Eastbound)

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge

**ESTIMATED SCHEDULE:**

Environmental	FY 2014-2015
Design	FY 2015-2016
Construction	FY 2017-2018

**FUNDING SOURCE:**

HBP  
Gas Tax  
Measure M

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

To be determined

**PROJECT DESCRIPTION:**

The project consists of preventative maintenance on the eastbound lanes of the Santa Margarita Parkway bridge.

**PROJECT BUDGET:**

Caltrans Authorization to Proceed for Preliminary Engineering (E-76)	\$ 20,000
<b>Total</b>	<b>\$ 20,000</b>





# 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. The City issued lease revenue refunding bonds ("LRRBs") on December 19, 2012 via its joint powers authority with the Rancho Santa Margarita Public Financing Authority ("RSMPPFA"), in the amount of \$11,230,000. Those bonds refunded the City's Certificates of Participation ("COPs"), reducing the City's debt service interest cost on the Civic Center construction financing from 4.73% to 2.83%, and lowering annual General Fund debt service by an average of approximately \$102,000 annually over the remaining 19 years of bond repayment obligations. The City (as lessee) has covenanted under the related Lease Agreement to make certain Rental Payments to the Rancho Santa Margarita Public Financing Authority (as lessor).

## BASIS OF REVENUE ESTIMATES

The City of Rancho Santa Margarita provides many services to its residents such as law enforcement, fire protection, recreation and infrastructure maintenance and improvement (i.e., streets and storm drains, etc.). Provisions of such services are dependent on ongoing revenue. The following describes seven (7) major sources of revenue to the City, representing 77.2% of the FY 2014-15 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 8.00% is imposed on taxable sales in the City. The City receives 1.00% of local taxable sales with the remaining funds being shared by the State (5.00%), County Mental Health (0.50%), Orange County Transportation Authority – Measure “M2” Funds (0.50%), County Transportation Fund (0.50%) 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.

**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 fourth 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 fifth largest source of revenue for the City’s General Fund.

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

**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 8.00%. Measure “M2” monies are restricted for street and highway improvements and maintenance. Cities receive a portion of the sales tax revenue generated by Measure “M2,” the distribution of which is based on population, Master Plan Arterial Highways miles and total taxable sales. The “Fair Share” portion of these restricted monies is accounted for in a Special Revenue Fund. Other components of the Measure M Program are competitively based and are accounted for in the Capital Projects Fund. Still other program specific revenues are available, such as Senior Mobility and are accounted for in the General Fund or Capital Projects Fund.

# GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

# Appropriations Limit

## History

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

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

## Analysis

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

<b>Fiscal Year</b>	<b>Appropriations Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Difference</b>
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
2013-14	\$16,029,255	\$11,315,215	\$4,714,040
2014-15	\$16,141,123	\$11,808,715	\$4,332,409

RESOLUTION NO. 14-06-11-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014/15

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

WHEREAS, Article XIII B 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 XIII B of the California Constitution; and

WHEREAS, an appropriations limit for Fiscal Year 2013/14 was approved on June 12, 2013; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2014/15 is based on the approved appropriations limit for Fiscal Year 2013/14, adjusted using appropriations limit factors for Fiscal Year 2014/15, as they relate to budgeted revenues to be received in Fiscal Year 2014/15; and

WHEREAS, Article XIII B 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 2014/15 shall be \$16,141,123 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 2014/15 appropriations limit is California per capita personal income.

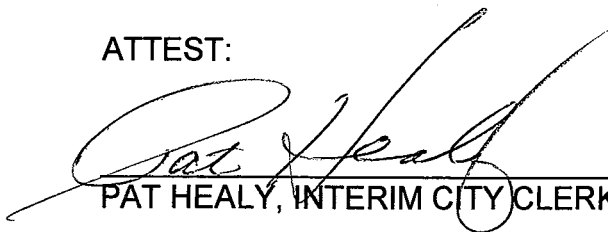


SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2014/15 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 11<sup>TH</sup> DAY OF JUNE 2014.

  
CAROL A. GAMBLE, MAYOR

ATTEST:

  
PAT HEALY, INTERIM CITY CLERK

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

I, Pat Healy, Interim 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. 14-06-11-04 adopted by the City Council of the City of Rancho Santa Margarita, California, at a Regular Meeting thereof held on the 11<sup>th</sup> day of June 2014, by the following vote:

AYES:	5	COUNCIL MEMBERS:	Baric, Beall, Petrilla, Mayor Pro Tempore McGirr and Mayor Beall
NOES:	0	COUNCIL MEMBERS:	None
ABSTAIN:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

  
PAT HEALY, INTERIM CITY CLERK

## City of Rancho Santa Margarita

## Gann Limit

## FY 2014-15

## Budgeted Revenues 14-15

	Proceeds of Taxes	Non-Proceeds of Taxes	Total
<b>GENERAL FUND</b>			
Property Tax	\$ 2,137,790	\$ -	\$ 2,137,790
Sales Tax	4,695,177	-	4,695,177
Property Tax In-Lieu of Sales Tax	1,567,042	-	1,567,042
Real Property Transfer Tax	231,093	-	231,093
Fire Authority Equity Payment	-	127,231	127,231
Franchise Fees-Cable TV	-	796,401	796,401
Franchise Fees-Gas	-	83,660	83,660
Franchise Fees-Electricity	-	408,994	408,994
Franchise Fees-Refuse Collect	-	164,872	164,872
Motor Vehicle License Fee	-	21,454	21,454
Property Tax In-Lieu of VLF	3,875,727	-	3,875,727
Beverage Container Recycling	-	13,605	13,605
Solid Waste Fees	-	2,266	2,266
Building Permit Fees	-	201,848	201,848
Bldg-Plan Check Fees	-	108,687	108,687
Site Development Deposits	-	72,784	72,784
Planning-Plan Check Fees	-	58,028	58,028
Other Planning Revenues	-	1,595	1,595
CDBG Grant	-	97,813	97,813
Engineering Permits	-	80,251	80,251
AB 939 Solid Waste Recycling	-	68,630	68,630
Solid Waste Diversion Permits	-	13,058	13,058
Court Fines	-	100,000	100,000
Parking Citation Revenue	-	90,000	90,000
Parking Citation Revenue - DMV	-	20,000	20,000
Miscellaneous Police Grants	-	2,500	2,500
Community Services Revenue	-	43,126	43,126
JTRCC Program Revenue	-	204,178	204,178
BTRCC Rental Revenue	-	155,138	155,138
Senior Mobility Grant	-	25,632	25,632
Investment Earnings	32,274	7,570	39,844
Total General Fund	12,539,103	2,969,321	15,508,424
<b>SPECIAL REVENUE FUNDS</b>			
Gasoline	-	1,241,864	1,241,864
Interest	-	12,544	12,544
Measure M	-	688,937	688,937
Interest	-	3,462	3,462
Air Quality	-	59,400	59,400
Interest	-	600	600
SLSF	-	99,000	99,000
Interest	-	1,000	1,000
Cable PEG Fees	-	158,400	158,400
Interest	-	1,600	1,600
<b>CAPITAL PROJECTS FUND</b>	-	2,837,000	2,837,000
Total Other Funds	-	5,103,807	5,103,807
Total Revenue	\$ 12,539,103	\$ 8,073,128	\$ 20,612,231
Appropriations Excluded From Limit	(730,388)		
<b>NET APPROPRIATIONS SUBJECT TO LIMIT</b>	<b>11,808,715</b>		
FY 2013-14 APPROPRIATIONS LIMIT	16,029,255		
FY 2014-15 Appropriations Limit Factor	1.006979 (1)		
<b>FY 2014-15 CALCULATED APPROPRIATIONS LIMIT</b>	<b>16,141,123</b>		
<b>FY 2014-15 APPROPRIATIONS UNDER LIMIT</b>	<b>\$ 4,332,409</b>		

(1) - Source - California Dept of Finance-County (.9977 x 1.0093 = 1.006979)

RESOLUTION NO. 14-06-11-01

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 2014/15

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

WHEREAS, the City Manager of the City of Rancho Santa Margarita has submitted a Proposed Operating Budget and Capital Improvement Program Budget Plan for Fiscal Year 2014/15 to the City Council; and

WHEREAS, the City Council set June 11, 2014, as the date of the public hearing to consider the FY 2014/15 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 \$30,178,115 for Fiscal Year 2014/15 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 \$26,697,435 during FY 2014/15.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$140,987 for technology expenditures and reserves designated for council strategic are allocated in the amount of \$1,169,000 for Council strategic expenditures included in the balanced Fiscal Year 2014/15 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 2014-2015" 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 2014-2015" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 11<sup>TH</sup> DAY OF JUNE 2014.

  
CAROL A. GAMBLE, MAYOR

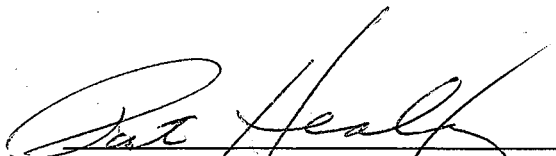
ATTEST:

  
PAT HEALY, INTERIM CITY CLERK

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

I, Pat Healy, Interim 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. 14-11-06-01 adopted by the City Council of the City of Rancho Santa Margarita, California, at a Regular Meeting thereof held on the 11<sup>th</sup> day of June 2014, by the following vote:

AYES:	5	COUNCIL MEMBERS:	Baric, Beall, Petrilla, Mayor Pro Tempore McGirr and Mayor Gamble
NOES:	0	COUNCIL MEMBERS:	None
ABSTAIN:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

  
PAT HEALY, INTERIM CITY CLERK

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City of Rancho Santa Margarita

California