

CITY OF SAN RAMON, CALIFORNIA

FISCAL YEAR 2011-2012 ADOPTED ANNUAL BUDGET AND PROGRAM OF SERVICES



“We provide efficient delivery of quality Public Services that are essential to those who live and work in San Ramon”

Elected Officials

H. Abram Wilson
Mayor

Scott Perkins
Vice Mayor

Dave Hudson
Councilmember

Jim Livingstone
Councilmember

Carol Rowley
Councilmember

Appointed Officials

Greg Rogers
City Manager

Sheryl Schaffner
City Attorney

Patricia Edwards
City Clerk

Department Heads

Administrative Services Director (Interim)
Planning/Community Development Director
Engineering Services Director
Parks & Community Services Director (Interim)
Police Chief
Public Services Director
Economic Development Director

Eva Phelps
Phil Wong
Maria Fierner
Karen McNamara
Scott Holder
Karen McNamara
Marc Fontes



City of San Ramon Organization Chart FY 2011-12

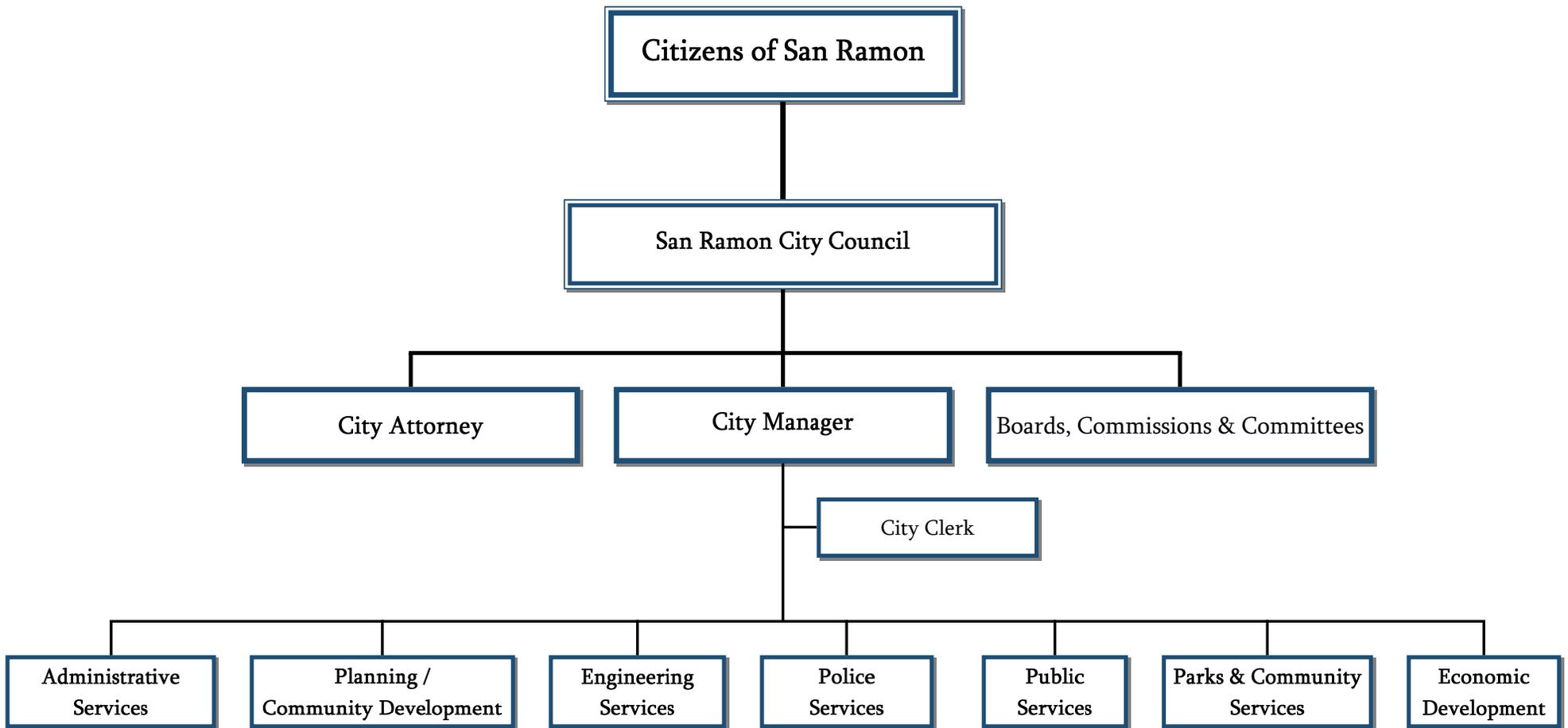


TABLE OF CONTENTS

Budget Message	1
Introduction	
City Profile	13
History of the City of San Ramon	14
Mission Statement.....	18
City Council Priorities & Goals.....	19
Overview	
Budget Principles	21
Guide to the Budget.....	22
Budget Summaries	
City Statement of Revenue, Expenditures and Changes in Fund Balance	25
City Revenue by Fund	26
City Revenue by Source	27
City Expenditures by Fund.....	28
City Expenditures by Department	29
City Expenditures by Category	30
General Fund Statement of Revenue, Expenditures and Changes in Fund Balance.....	32
General Fund Revenue by Source.....	33
General Fund Expenditures by Department	34
General Fund Expenditures by Category	35
Full Time Equivalent (FTEs) by Department	36
Appropriation Limit Calculation	37
Revenue	
Revenue Summary	38
Departments	
General Government	41
Administrative Services.....	51
Planning/Community Development	61
Engineering Services.....	72
Police Services.....	79

TABLE OF CONTENTS

(Continued)

Public Services	84
Parks & Community Services.....	91
Economic Development/Redevelopment	99
Non-Departmental.....	104
Special Funds	
Funds Descriptions	107
Special Revenue Funds Statement of Revenue, Expenditures and Changes in Fund Balance	108
Debt Service Funds Statement of Revenue, Expenditures and Changes in Fund Balance	129
Debt Service Payment Schedule	135
Internal Service Funds Statement of Revenue, Expenditures and Changes in Fund Balance	136
Capital Equipment List	143
Capital Improvement Program	
CIP Overview.....	145
Statement of Revenue, Expenditures and Changes in Fund Balance	146
CIP Matrix.....	147
Redevelopment Agency	
Agency Board and Officers.....	148
Agency Work Plan and Budget.....	149
Statement of Revenue, Expenditures and Changes in Fund Balance	152
Debt Service Summary & Payment Schedule	159
Geologic Hazard Abatement District	
Board and Officers	161
Board Work Plan and Budget	162
Statement of Revenue, Expenditures and Changes in Fund Balance	165

Housing Authority

Board and Officers166
Board Work Plan & Budget.....167
Statement of Revenue, Expenditures and Changes in Fund Balance170

Appendices

Glossary of Terms171
Acronyms178
List of Funds181
Authorized Personnel Positions.....183
Resolution No. 2011-052184

BUDGET MESSAGE



CITY OF SAN RAMON

May 16, 2011

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SAN RAMON, CALIFORNIA 94583
PHONE: (925) 973-2500
WEB SITE: www.sanramon.ca.gov

Honorable Mayor and City Councilmembers
City of San Ramon
2222 Camino Ramon
San Ramon, CA 94583

SUBJECT: Proposed FY 2011-2012 Budget

Honorable Mayor and City Councilmembers:

I hereby present the proposed FY 2011-2012 Operating Budget for the City of San Ramon. The operating budget is for all City funds and programs, including the General Fund, Special Revenue Funds, Redevelopment Agency, Geological Hazard Abatement District 1990-01, the Housing Authority and other special purpose funds. The budget provides funding for existing programs and facilities as well as receiving additional infrastructure to be added to the City in the Dougherty Valley area during the upcoming year. City revenue levels have not recovered from the severe economic downturn that began in 2007. This continues to challenge the City's ability to deliver high quality services. The financial plan for FY 2011-2012 that is described below provides funding to maintain key service levels.

The Redevelopment Agency, Geological Hazard Abatement District 1990-01, and the Housing Authority are shown separately in the back section of this document as these budgets are approved both by the City Council and also independently by the authorizing Board of each of these entities. This budget document, together with the Capital Improvement Program (CIP) document, provides detailed information for the City Council to evaluate the entire City budget proposal.

In summary, the FY 2011-2012 Budget for all City funds, including the Redevelopment Agency, Geological Hazard Abatement District 1990-01, the Housing Authority and the Capital Budget totals \$81.9 million. The budget is comprised of an Operating Budget of \$54.8 million, a Debt Service Fund budget of \$3.0 million, a Capital Budget of \$4.5 million, an Internal Service budget of \$8.2 million, a Redevelopment Agency budget of \$11.4 million, a Geological Hazard Abatement District budget of \$0.5 million (included in the Operating Budget), and a Housing Authority budget of \$1.5 million (included in the Redevelopment

Agency budget). The organization of the City's budget can be most clearly understood by referring to page 25.

ECONOMIC OUTLOOK

This remains the most challenging economic environment faced by the City since it was founded. The local economy continues to experience the negative impacts of a long and deep recession. It is anticipated that the City budget will persist in being adversely impacted over the next several fiscal years reflecting an ongoing real estate market slump and a reduced level of retail sales activity. The economic contraction has reduced tax revenue and during the upcoming year revenue is projected to show no growth.

The Statewide economy has remained weaker than the rest of the country with residential housing markets yet to recover, commercial real estate prices declining, and unemployment levels remaining stubbornly high. The State government continues to have a fiscal crisis. The State budget is significantly out of balance and is dependent on voter approval of a tax measure to avoid massive service cuts. This means the City is at risk of some potential revenue diversions. The City budget does not include any projected State revenue diversions from the City General Fund because year before last the State "borrowed" property tax revenues from the City. Under the provisions of Proposition 1-A, the "borrowing" of property tax revenues cannot be repeated until the previous "borrowing" has been paid back. The State does not plan to make the repayment for several more years. Staff will continue to monitor the State budget process and inform the Council of any impacts on the City from the State budget.

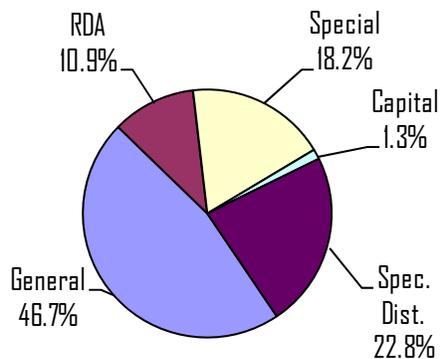
Continued budgetary difficulties at the County level of government are impacting the cost of services provided in San Ramon. Services that are funded by, or provided by, the County are all being affected. As the County seeks to solve its budget issues, service levels for the City's residents are expected to be impacted. The costs of services provided by County contracts, such as library, animal control, police dispatch, and property tax collections are all being increased, which diverts resources away from other City services.

The City now has a population in excess of 73,000 and is continuing to expand services into newly annexed Dougherty Valley areas using a conservative and cost conscience approach. This approach has allowed the City to continue to maintain a prudent financial reserve.

RESOURCES FUNDING THE CITY BUDGET

The FY 2011-2012 Budget includes \$76.3 million of revenue, which along with reserve funds accumulated in prior years, provides the funding that is available to provide City services. The manner in which a portion of the City revenue may be spent is determined by law, or other fiscal constraints. As shown on the following graph 46.7% of City revenue is general purpose and used to support police, public services, recreation programs, community development and other general government. The remaining 53.3% is revenue that is restricted for use for specific purposes such as redevelopment, GHAD, housing, capital projects, services in special assessment districts, and internal services such as equipment replacement.

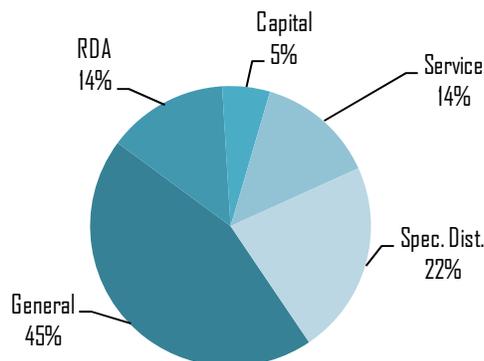
Total Revenue - \$76.3 Million



EXPENDITURE BUDGET

The \$81.9 million expenditure budget is \$3.7 million (4%) less than the FY 2010-2011 adopted budget largely reflecting a decrease in the General Fund and capital budget. The graph below shows how the expenditure budget is broken out among major fund groups.

Total Expenditures - \$81.9 Million



The \$3.7 million decrease in the expenditure budget reflects a \$0.8 million decrease in the capital budget, a \$1.1 million decrease in the General Fund, a \$0.3 million increase in the Redevelopment Agency, a \$1.9 million decrease in special services districts, and a \$0.2 million decrease in service funds.

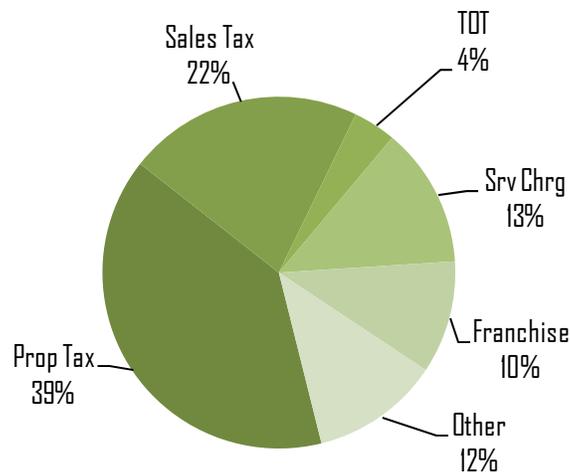
Significant factors impacting expenditures include inflationary increases in fuel, utilities, employee benefit costs, and insurance costs offset by savings from position vacancies, a furlough, and an increase in employee contributions to the pension system, a salary freeze for the 2nd year, and renegotiated service contracts.

GENERAL FUND

General Fund Revenue

The revenue available to finance General Fund services consists primarily of taxes, service fees, prior year surplus, and revenue from other governmental agencies. The \$35.6 million of revenue by source is shown in the graph below.

General Fund Revenue - \$35.6 million



General Fund revenue is estimated to be \$35.6 million (1.0%) above the previous year's budget reflecting the weak local economy.

Sales and property taxes make up approximately 61% of General Fund revenue sources. Property tax assessed values declined 1.46% during FY 2010-2011 and are currently estimated to have no change during FY 2011-2012. Actual assessed value changes will not be known until later this summer and the current estimate assumes that a fall in real estate values from foreclosures and market sales below assessed values will be partially offset by

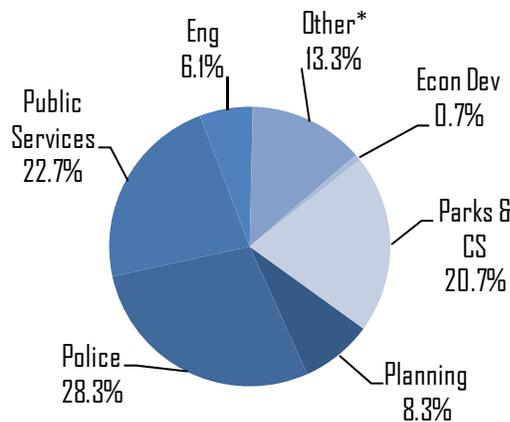
adding assessed value for new housing units built in Dougherty Valley. An additional factor impacting assessed value growth in FY 2011-2012 is that the normal 2% assessed value increase in property that had been protected below market by Proposition 13 will impact valuation this year. Going forward, property tax growth is projected to be sluggish for several more years. Property taxes represent the largest revenue resource for the City.

Sales tax, the City’s second largest revenue source, is continuing to be significantly below the peak level of several years ago. The projection for FY 2011-2012 is that sales taxes will grow slightly from the existing base of \$7.5 million. The length and depth of this recession has caused sales tax revenues to steadily decline by over 20% from FY 2006-2007 levels. It is difficult to have confidence in projections for an economically sensitive revenue source such as sales tax in an economic environment the City is currently facing. The current projection of \$7.7 million for FY 2011-2012 is based on an inflationary increase of the existing base level of activity.

General Fund Expenditures

The expenditure budget for the General Fund is \$36.5 million which is \$1.1 million (3%) less than last year’s original adopted budget. As shown on the graph below, 22.7% is for Public Services, 6.1% for Engineering Services, 28.3% for Police Services, 20.7% for Parks & Community Services, 8.3% is for Planning/Community Development, 0.7% is for Economic Development, and 13.3% is for other General Government and Administrative Services

General Fund Expenditures by Department - \$36.5 million



**Other includes City Council, City Manager, City Attorney, Administrative Services and Non-Departmental*

The budget covers increased benefit costs; CalPERS rates are up for miscellaneous employees - 2% of salaries; and 5% of salaries for safety employees. Health benefit costs have also increased. There continues to be employee cost reductions as a result of the continued

hiring freeze and salary freeze. To help offset increasing benefit costs the budget includes an increased pension contribution by all employees. In addition, an unpaid furlough has been planned for all miscellaneous employees. The furlough could be for as many as twelve (12) days, with the first five (5) furlough days planned for the December holiday period. Additional furlough days would be scheduled later in the fiscal year, if needed, as determined by a mid-year financial review. Again this year departments were tasked with planning for service delivery within a declining revenue environment. A key element of this budget was to continue the salary freeze and the hiring freeze. There are currently forty-one (41) vacant positions (15%).

The removal of funding for the additional positions and the reduction of available staff resources is putting further operational strain on departments and has required some further adjustments to service levels.

Table 1

\$36.5 Million General Fund Budget by Department (in Millions)

<u>Department</u>	FY 2011-12 <u>Budget</u>	FY 2010-11 <u>Budget*</u>	\$ <u>Difference</u>
General Government	\$1.7	\$1.9	\$-0.2
Administrative Services	3.1	3.6	-0.5
Planning/Community Development	3.0	3.1	-0.1
Economic Development/Redevelopment	0.2	0.3	-0.1
Police Services **	10.3	10.2	0.1
Public Services **	8.3	8.5	-0.2
Engineering Services	2.2	2.1	0.1
Parks & Community Services	7.6	7.8	-0.2
Non-Departmental	<u>0.1</u>	<u>0.1</u>	<u>-0.0</u>
Total	<u>\$36.5</u>	<u>\$37.6</u>	<u>-\$1.1</u>

**Original General Fund Budget as adopted May 2010*

***General Fund only not including amounts budgeted in the Dougherty Valley Fund*

The General Fund budget is consistent with the information presented to the City Council at the March 22 and April 26, 2011 budget workshops. In those workshops staff identified a strategy for dealing with the impact of the recession on the City. The City Council indicated support for the following:

- Continuation of the hiring freeze in FY 2011-2012
- Continuation of the salary freeze in FY 2011-2012

- Implementing an unpaid furlough
- Increase employee contributions to the pension plan
- Reduce service levels at the department level as covered in each department section
- Continue economic development efforts to attract and retain small businesses

General Reserves

The City Council General Reserve Policy calls for General contingency reserves to be maintained at 50% of expenditures. The policy reserve total includes General Fund, Dougherty Valley, Debt Service, and Health Fund unrestricted reserves. The total General reserve balance is currently estimated to be \$31.1 million for the beginning of the FY 2011-2012 budget year. This is consistent with what was projected during the FY 2010-2011 Mid-Year Financial Review after adjusting for mid-year supplemental appropriations. The budget as proposed has a \$4.0 million use of reserves in Debt Service, Dougherty Valley, and Health Funds and as a result the total reserve balance for the end of FY 2011-2012, is estimated to be \$27.1 million. This is sufficient to provide the 50% contingency reserve. There is no planned use of reserves in the General Fund.

SERVICE LEVEL ADJUSTMENTS

This budget includes some service level reductions as outlined in the March 22 and April 26 workshop. The reductions are necessary to offset a portion of the revenue declines and to allow staff and resources to be redeployed thereby ensuring that core services are maintained. The specific reductions are described in each of the departmental narratives. In general, reductions were made in various Public Services Department maintenance categories and in some of the Parks and Community Services Department special events and recreational programs. Most of the reductions continue to be at the periphery of City services and hopefully will not be a major inconvenience for our citizens. The implementation of a furlough is going to impact service delivery during the week between Christmas and New Years. The budget provides funding for core services, and Public Safety and other health and safety related programs have been maintained. At such time as City revenues recover, many of the service level reductions can be reconsidered.

RETIREE HEALTH CARE FUNDING

Several years ago the City began setting aside funds for covering the future liability for providing retiree health benefits. Government accounting rules (GASB 45) requires the City to report this liability. It is currently estimated that the City will have approximately \$10.8 million set aside in a trust fund by the end of FY 2011-2012 to cover a significant portion of this liability. This budget continues the regular collections that were started from the operating budget to fund both the existing out-of-pocket costs of retiree health care, and to continue to build the fund balance to fully cover the future liability for retiree health care. This year's budget includes a provision of \$1.3 million for retiree health care which represents 6% of budgeted salaries plus use of \$0.6 million funding set-aside in FY 2009-2010 for this purpose. This level of health care cost funding is consistent with the most recent actuarial study that was prepared by Milliman Consultants and Actuaries. In addition to the City's liability for its own retiree's health coverage, there is also a liability for a portion of the Dublin Regional Fire Authority (DRFA) retiree's health coverage. The City share of this coverage is 42% of the future premiums, amounting to approximately \$0.1 million in this budget year.

EQUIPMENT REPLACEMENT CHARGES

This year's budget includes the continued collection of equipment replacement charges to replenish the Internal Service fund that is used to fund the replacement of City vehicles and computer equipment. A total of \$0.7 million is being collected for vehicle replacement and \$0.2 million for information technology replacement in this budget. These funds, together with approximately \$3.3 million of beginning fund reserves are available to fund the \$0.3 million of vehicles and \$0.1 million of computer equipment that is planned on being replaced during FY 2011-2012. The continued funding of the equipment replacement fund helps make it possible for City staff to have reliable equipment and vehicles to continue to provide an efficient high level of service.

BUILDING MAINTENANCE FUND

A building maintenance fund was established several years ago to set-aside funds for future repair costs of City owned buildings such as City Hall, Libraries, Community Centers, Service Centers, and Senior Centers. In the FY 2011-2012 budget a \$0.2 amount is to be added to the Building Maintenance Fund. The budget identifies the use of \$0.2 million of the fund balance in FY 2011-2012 for maintenance projects, leaving an estimated year-end balance in the fund of \$0.9 million. The Public Services Department has developed a multi-year facilities maintenance estimate that shows a multi-million dollar need for funding in future

years. An ongoing priority will be to continue to identify additional funding for this purpose.

DOUGHERTY VALLEY

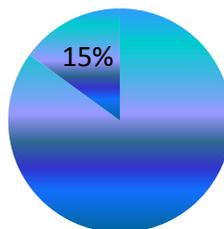
The Dougherty Valley Fund was created to track revenue and expenditures associated with the services provided in the County Service Area. Per existing agreements with Contra Costa County and the major developers in Dougherty Valley, the City is required to separately budget for and track expenditures to provide services in the area covered in the agreements. As the City proceeds with annexing land in the Dougherty Valley area, and build-out continues, this area of the budget continues to grow. The fund tracks expenditures that are reimbursable under the agreements, including police patrols, park maintenance, road maintenance, and landscaping services. The City is required to claim reimbursement from the County for these expenses. Due to the slow real estate market, funds available from assessment revenues have not kept up with the costs of providing services in the area. This year \$2.0 million of Special Reserves are being utilized to make up the difference. The budgeted expenditures in this Fund in FY 2011-2012 are \$12.9 million, which is \$0.1 million less than was budgeted in the 2010-2011 Fiscal Year. This budget covers costs related for new infrastructure to maintain as follows:

- 240 new street lights
- 7.3 street miles and sidewalks
- 11.8 new acres of street landscaping
- 4.5 acres of new parks

STAFFING LEVEL

This budget reduces the staffing resources available to perform City services by continuing the removal of funding of 31 vacant positions and partially funding of 10 positions and backfilling with temporary staffing. The total authorized staffing level for 2011-2012 is 269 positions. The chart below shows the number of vacant staffing positions that have been accumulated over the past several years. This has become significant considering the continuing expansion of services in the Dougherty Valley area.

Portion of City Authorized Positions Vacant



FUTURE OUTLOOK

The economy has been stagnant in the aftermath of a severe recession that began in late 2007. There have been some economic reports identifying signs that the economy is beginning to improve again. Although this may be the indicator of better economic times ahead, the City's revenue from economic sensitive sources have not rebound yet. California's economy has been in a weaker condition than the nation, as a whole. In past recessions, the revenue impacts on local government have been lagged by at least a year from a general economic recovery; which means if current trends hold revenues may pick up a year from now. The cause of the lag in past recessions is that current economic activity in the real estate markets impacts property tax revenues the following year. Our current assumption is that the City will have minimal improvement in property tax revenue in FY 2011-2012 and only inflationary growth in sales taxes. Unfortunately, we do not have confidence that there will be a significant level of revenue growth in the following Fiscal Year (2012-2013) because the recovery in the real estate and labor markets looks like it will be sluggish. We are likely facing several more years of sluggish economic times and continuing inflationary cost increases. The City has been trying to contain future costs by maintaining a hiring freeze that has reduced the workforce by 15%. This allows costs to continue to be reduced through attrition. Another strategic move has been to freeze salaries and rebid a number of service contracts. The City has also reduced employee compensation through an unpaid furlough and through increased employee pension contributions. City staff will continue to carefully monitor the economy and, if necessary, make additional cost containment recommendations during the mid-year 2011-2012 budget review process.

The State continues to struggle with budget problems. This creates financial risk for the City as the State has a tendency to shift its fiscal problems onto local agencies. Although local government gets some protection from the State revenue raids through Proposition 1-A, the City will continue to be at risk from creative State revenue raids. Proposition 1- A allows for a one-time "borrowing" of General Fund property tax revenues. However, the State used that option in FY 2009-2010 and it is off the table for the next several years. The City is not protected from the State reducing revenues in other areas such as supplemental law enforcement funds, gas tax funds and booking fees.

The State has proposed the elimination of Redevelopment Agencies (RDA). To protect against this impact two (2) years worth of RDA funds have been protected. If the State is successful in eliminating RDAs two (2) years from now the City will need to make fiscal adjustments to make up for the loss of financial support from the RDA.

The financial problems at the County level of government continue to be of concern this year, as Contra Costa County is again struggling with a budget deficit and unfunded retiree benefit liabilities. The City continues to be exposed to the County financial condition in

several areas such as police dispatch services, animal control services, forensic services, property tax collection services, district attorney services, and library services.

Fortunately the City Council has been proactive in planning for an uncertain financial future by:

- Establishing and maintaining a 50% General Contingency Reserve Policy and moving these reserves to protected Special Purpose Funds
- Maintaining reserves to cover liabilities for retiree health care, compensated absences, equipment replacement, and building maintenance
- Maintaining an internal service fund with reserves to more carefully manage and track health care costs
- Development of a prudent General Fund budget that preserves significant reserve levels to deal with future financial uncertainty
- Planning on a multi-year elimination of a structural funding deficit
- Refunding liabilities to lower payment obligations

These actions help to preserve the financial health of the City of San Ramon and to provide the flexibility to make up for revenue shortfalls as rising costs of providing services put a strain on City resources.

The City faces a number of additional challenges as we look forward to next year and beyond.

- The City needs revenue growth or additional cost reductions to work out of the existing funding gap (\$4.0 million in FY 2011-2012) between revenue and expenditures. Because of the strong City reserve levels the City has had the flexibility to be patient for some revenue growth to develop and maintain core service levels. However, this cannot continue indefinitely or be allowed to become a bigger gap. Cost effective delivery of services will continue to be a high priority and we need to continue to explore contracting of services as a means of lowering costs.
- As has been the case for several years, the Dougherty Valley Fund will continue to require additional resources to provide the full array of City services. The depressed real estate market has meant home sales are well below original plans and this has meant lower special assessment revenues to pay for services such as landscaping and police patrols.
- Although being delayed by current economic conditions, the City Center Project will eventually involve considerable effort by City staff and have a substantial impact on the City economy.

- The imposition of a hiring freeze, a pay freeze, an unpaid furlough, and higher employee paid pension contributions have been necessary to contain expenditure growth in the City. This makes it increasingly difficult to maintain the high service levels that are provided to our residents. Fortunately, we have a talented workforce that will be doing its best to keep up levels of services.
- The City was able to reduce the expenditure budget going into FY 2011-2012. This has helped reduce a structural deficit from \$5.0 million down to \$4.0 million. This amount can be handled in FY 2011-2012 because of a strong reserve position. For future years the deficit will need to be reduced and eventually eliminated. Keeping expenditure growth under control in future years is a given. However, revenue growth will need to resume or service levels will eventually need to be reduced.

I would like to acknowledge the efforts of staff in each City department who helped in the development of this year's budget. I would also like to specifically acknowledge the efforts of Candace Daniels, Interim Finance Manager who coordinated the compilation of the budget, Pat Perry, Central Services Manager who coordinated the text portions and printing of the document and Interim Administrative Services Director, Eva Phelps who managed the overall preparation of this year's City Budget.

Respectfully submitted,



Greg Rogers
City Manager

INTRODUCTION

CITY PROFILE

Government

Incorporated July 1, 1983
 Charter City
 Council/City Manager form of government
 Mayor and Four City Councilmembers elected at-large
 268.50 Full-time employees

Demographics

18.42 square miles
 73,109 population (January 1, 2011 State Finance Department)
 37 years median age
 \$119,297 median household income
 33,727 registered voters

Ethnic Composition

Caucasian	48.5%
Asian.....	35.4%
Hispanic/Latino.....	8.7%
Two or more other ethnicities	4.2%
African American	2.7%
Alaska Native/American Indian.....	0.2%
Pacific Islander/Hawaiian Native	0.2%
Other	0.2%

Businesses (Major employers and number of employees)

Chevron USA Inc.	3521	Marriott	368
AT&T	1819	IBM Corporation	358
Bank of the West	1600	Primed Management Consulting	348
Robert Half International Inc.	982	Target	319
PG&E	968	Safeway	308
Accenture	750	CMG Mortgage Inc.	174
San Ramon Regional Medical Center	500	Whole Foods	166
24 Hour Fitness USA Inc.	372	Home Depot	160

Community Service Facilities

57	Parks (including 18 school parks)	4	Fire Stations
2	Community Centers	2	Libraries
1	Senior Center	2	Service Centers
2	Aquatic Centers	11	Elementary Schools
1	Performing Arts Theater	4	Middle Schools
2	Police Stations	2	High Schools
1	Permit Center		

HISTORY OF THE CITY OF SAN RAMON

A Community Begins

Today San Ramon is a dynamic young city, one of California's outstanding urban villages. It has a variety of homes, parks and stores and a major employment center --- all in a setting of remarkable beauty.

It was once home to the Seunen Indians, Ohlone/Costanoans who lived adjacent to the valley creeks. After 1797 it was Mission San Jose grazing land; later it included Jose Maria Amador's 16,000 plus acre Rancho San Ramon.

San Ramon Creek was named after an Indian vaquero, Ramon, who tended mission sheep here. In an 1855 land title case, Don Amador explained that "San" was added to the creek's name to conform to Spanish custom.

American settlers first came to San Ramon in 1850 when Leo and Mary Jane Norris purchased 4,450 acres of land from Amador. Other early landowners were William Lynch, James Dougherty, and Major Samuel Russell. In 1852 Joel and Minerva Harlan bought land from Norris and built a house on what became the Alameda-Contra Costa County line in 1853.



San Ramon Store and Post Office

Many of San Ramon's founding families are remembered today because their names grace various canyons, hills and streets. Some of these pioneers were Norris, Lynch, Harlan,

McCamley, Crow, Bollinger, Meese, Glass, and Wiedemann. Both the Harlan home (1858) at 19251 San Ramon Valley Blvd. and the Wiedemann home (1865) near Norris Canyon still stand in their original locations. The Glass House (1877) has been moved to Forest Home Farms.

A Village Develops

San Ramon had several names in the nineteenth century. It was called Brevensville (for blacksmith Eli Breven), Lynchville (for William Lynch) and Limerick (for the many Irish settlers). The first village developed at the intersection of today's Deerfield Road and San Ramon Valley Blvd. In 1873 when a permanent post office was finally established, it was called San Ramon.

During the 1860s the village became a hub of community activity. In 1864 a stage line established by Brown and Co. ran from San Ramon through the valley to Oakland. A church was dedicated in 1860, the general store was built in 1863 and students left their home-based classrooms to attend the San Ramon Grammar School beginning in 1867. Saloons, a jail, Chinese wash houses and blacksmith shops lined County Road No. 2 (later San Ramon Valley Blvd.).

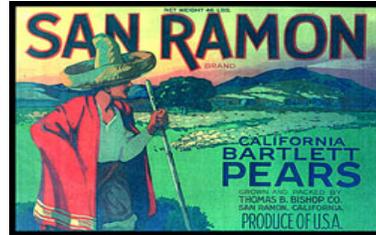


Locomotive turnaround and engine house, 1913

With the arrival of the San Ramon Branch Line of the Southern Pacific in 1891, other changes took place. The name "San Ramon" permanently replaced references to "Limerick." Crops and passengers could travel in and out of the area, no matter what the weather. Until 1909 San Ramon was the terminus for the line and boasted a two-story depot, the engine house and a turnaround for the locomotive.

In 1895 attorney Thomas Bishop acquired 3,000 acres of Norris land (after a divorce case in which Bishop's law firm represented Margaret Norris). The Bishop Ranch raised cattle and sheep and was planted to hay, grain, diversified fruit crops and walnuts. Bishop Shropshire purebred sheep earned numerous awards.

The Ranch was partially irrigated from an underground aquifer and at one point possessed the world's largest single orchard of Bartlett pears.



The San Ramon Community Hall became the community's center early in 1911, drawing farm and ranch families to dances, school programs and plays. It was still standing in 1960. Residents belonged to several community groups over the years, including the Danville Grange No. 85, Odd Fellows, San Ramon Valley Farm Bureau Women, Rebecca's, Ramona Club, and Mother's Club.

Modern San Ramon

As with the entire Tri-Valley, agriculture was the basis for San Ramon economy until suburban development began. In 1966 the new Interstate 680 freeway was completed through San Ramon to Dublin. For years a sign "San Ramon Population 100" accurately reflected the number of people in the area, with the whole San Ramon Valley having just over 2,000 people for many decades.

The designation "San Ramon Village" first appeared in the 1970 census with a count of 4,084 people, part of a San Ramon Valley population of 25,899. Developers Ken Volk and Bob McClain built the first San Ramon suburban homes close to the county line. A special district, the Valley Community Services District (VCSD) provided the water, parks, sewer, fire protection and garbage collection for the new homes.

In 1970 Western Electric purchased 1,733 acres of the Bishop Ranch and proposed a "new town" complete with a variety of housing, green belts, stores and light industry, placed in the center of San Ramon. Eventually part of the land became new homes and, in 1978, 585 acres became today's Bishop Ranch Business Park, a premier modern office development.

Before San Ramon incorporated, homeowners groups such as the South San Ramon Homeowners and the Homeowners Association of Twin Creeks represented residents' interests before the county. They joined service clubs and others in providing a local voice as developments replaced orchards.

In 1983 San Ramon voters decided overwhelmingly to incorporate as a separate city and took control over development, police, parks and other services. A new library, community

center, parks and hospital testify to the energy which the new city displayed. No longer a quiet outskirt of the Bay Area, San Ramon looks to the future and values its past.

Produced by the Museum of the San Ramon Valley, 205 Railroad Ave., Danville 94562 (925) 837-3750, www.museumsrv.org. More historical information is available at the museum.

MISSION STATEMENT

We provide efficient delivery of quality public services that are essential to those who live and work in San Ramon.

CITY COUNCIL PRIORITIES AND GOALS

City Council Priorities and Goals represent the areas of emphasis for the upcoming year. The City Council provides direction to the City Manager and his staff through these priorities and goals which are highlighted and represented in each department's programs and activities. City Council Priorities and Goals identify where and how public funds will be expended.

Priorities and Goals
FY 2011-12

Promote and Build Positive Employee Relations

- Ensure equitable benefits and salaries based on the current economy
- Continue to focus on succession planning in the transitional environment ensuring key positions are not compromised

Maintain a Secure Financial Base

- Implement the City Center plan
- Continue efforts to retain and attract new businesses
- Continue to implement policies to strengthen the City's financial condition through a thorough review and analysis of the Multi-Year Revenue and Expenditure Forecast
- Maintain adequate reserves
- Implement the action items contained in the City's Economic Development Strategic Plan
- Identify alternative funding sources

Maintain a Safe and Secure Environment

- Ensure the Police Department maintains a safe and secure environment for those that live and work in San Ramon
- Continue a leadership role in Emergency Planning and Preparedness within the City; coordinate with the San Ramon Valley Fire Protection District and the San Ramon Valley Unified School District
- Continue City's leadership role in the East Bay Regional Interoperability Communications System

CITY COUNCIL PRIORITIES AND GOALS

Build and Maintain Quality Facilities and Infrastructure

- Implement the City's Pavement Management Program
- Maintain thoroughfares, streets, sidewalks, streetscapes, parks, creeks, trails, pathways, facilities, and other infrastructure in a manner that continues to enhance the City's image

Improve Coordination of City Services

- Implement cost effective programs and services
- Utilize and support volunteers
- Implement cost effective neighborhood preservation services

Create Partnerships with Public and Private Agencies

- Continue participation on sub-regional, regional and Statewide committees and task forces
- Continue regular liaison meetings with local government agencies (San Ramon Valley Unified School District, San Ramon Valley Fire Protection District, East Bay Municipal Utility District (EBMUD), Alameda County, Bay Area Rapid Transit (BART), and Tri-Valley cities)
- Schedule regular liaison meetings with private entities and non-profit groups, such as PG&E, AT&T, Chevron and the San Ramon Chamber of Commerce

Continue Efforts to Support Priority Development Areas (PDAs)

- Complete the North Camino Ramon Specific Plan
- Seek funding for infrastructure improvements and public facilities
- Work with developers and community to conform with the North Camino Ramon Specific Plan and the Economic Development Strategic Plan that achieves smart growth principles

Enhance Communication with Residents and Business Community

- Review and implement recommendations as identified in the City's Communication Plan (January 2010), and pursue additional steps to provide continued, effective outreach
- Continue to use the Citizen Request Management (CRM) System, GOVDelivery and other service level criteria

OVERVIEW

City of San Ramon

BUDGET PRINCIPLES

The budget is the City Council's primary decision and policy-making tool.

- Budget information should be understandable to the public despite the complexities of accounting and legal requirements.
- Labor costs must reflect productive labor costs and all associated fringe benefits from existing contracts, as well as management forecasts for the future for those individuals working on particular projects and programs.
- Expenses should reflect changes in operations, market conditions and forecast rate changes, not just a cost of living escalation.
- The difference between one-time or non-recurring costs and ongoing and recurring costs should be acknowledged.
- Revenue should reflect those projected to be generated from existing businesses, and from plans for expansion under existing laws, not desired changes.
- Reserves should be maintained at appropriate levels as established by policy.

Using these principles, we attempt to present a realistic forecast of both revenue and expenses that offer a relative picture of the coming fiscal year and future years regardless of whether a deficit or surplus is forecasted.

Neither optimistic assumptions as to new grants nor pessimistic forecasts of new revenue losses are reflected. Forecast expenditures only identify authorized service expansions and consensus growth assumptions.

It is hoped that the budget offers a valid base to measure the performance of City departments against their best plans, as well as the various funds against the policies and direction provided by the City Council.

GUIDE TO THE BUDGET

This budget document is for Fiscal year 2011-12. It is organized into eleven parts: (1) Introduction, (2) Overview, (3) Budget Summaries, (4) Revenue, (5) Departments, (6) Special Funds, (7) Capital Improvement Program, (8) Redevelopment Agency, (9) Geologic Hazard Abatement District, (10) Housing Authority, and (11) Appendices. In particular, the guide provides an overview of the structure of the budget, the sections contained in it, and the major objectives of each section. The guide also provides an overview of how the financial information contained in the budget document is organized, and how expenditures for personnel services, supplies and services, and other expenditure categories are accumulated into the various levels reported in the budget document. This guide also reviews how programs or activities are summarized at the next higher organizational level. Charts showing the various reporting relationships are included for the reader's review and reference.

Organization of the Budget Document

The budget document contains several elements designed to enhance the reader's knowledge and understanding of the spending plan represented by the budget.

Budget Message – The primary goal of the Budget Message is to communicate to the reader the major issues facing the City of San Ramon and how those issues impact the City's financial plan. The Budget Message accomplishes this task by outlining the City's fiscal status and summarizing the actions being recommended to the City Council to meet the legal requirements for a balanced budget. It describes program impacts and modifications and addresses the City's financial outlook.

Citywide Organization Chart – This chart displays the hierarchy of City government.

Introductory Section

City Profile – San Ramon's demographics are presented in this section, as well as an introduction to the services provided by and the characteristics of the City.

History of the City of San Ramon – This is a story that provides information of how San Ramon began and where we are today.

Mission Statement – Adopted by the City Council in 1997 and exemplifies our daily goal to provide quality customer service.

City of San Ramon

GUIDE TO THE BUDGET

City Council Priorities and Goals – These goals were established by the City Council in 2006, reviewed annually, and updated in 2011.

Overview

Budget Principles – Guideline to establishing a budget.

Guide to the Budget – This section provides a type of “map” of the budget, briefly describing the major sections that make up the budget.

Budget Summaries – Included in this section are descriptions of the various types of City revenue sources.

Revenue – Included in this section are total City revenue and total City spending, as well as summaries of all budgets by fund.

Departments – This section provides detailed information for each City department, including an organization chart, overall staffing, Statement of Purpose, Significant Accomplishments for FY 2010-2011, Major Action Plan Items for FY 2011-2012, and Department budgets for FY 2011-2012.

Other Special Funds

Special Revenue – This section explains the use of funds, which have been created in accordance with the requirements of State and Federal statutes and City Council actions, and can be used only for specific purposes.

Debt Service – This section provides detail on the accumulation of resources and the payment of principal and interest on the City’s bonds, Certificate of Participation (COP) and other long-term obligations.

Internal Service – This section includes equipment replacement, insurance and benefit liability and investment management.

GUIDE TO THE BUDGET

Capital Improvement Program- This section of the budget contains a summarized version of the adopted Capital Improvement Program (CIP) projects. The CIP is a plan and schedule of expenditures for major infrastructure improvement of roads, sidewalks, City facilities, etc.

Redevelopment Agency – This section explains the use of Redevelopment funds, which have been created in accordance with the requirements of State and Federal statutes and can be used only for Redevelopment projects.

Geologic Hazard Abatement District 1990-01 – This section explains the use of the Geologic Hazard Abatement District 1990-01 (GHAD) funds, per the Public Resources Code of the State of California Section 26500. The use of the funding is specifically for the prevention, mitigation, abatement, or control of a geologic hazard, and mitigation or abatement of structural hazards that are partly or wholly caused by geologic hazards within the GHAD boundaries.

Housing Authority – This section identifies the types of affordable housing activities that may be undertaken by the Housing Authority with Affordable Housing funding from the Redevelopment Agency, or other available funding.

Appendices

- Glossary of Terms
- Acronyms
- List of Funds
- Authorized Personnel Positions
- Resolution No. 2011-052
- Statement of Revenue, Expenditures and Changes in Fund Balances
- Appropriation Limit Calculation

BUDGET SUMMARIES

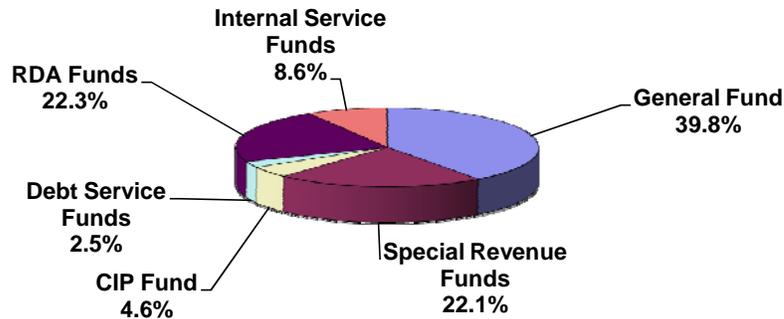
**CITY OF SAN RAMON
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	General Fund	Other Operating Funds	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	San Ramon Redevelopment Agency	Total
Fund Balance, July 1, 2011	\$ 4,824,961	\$ 16,359,970	\$ 4,273,180	\$ 16,246,939	\$ 9,994,918	\$ 10,440,731	\$ 12,590,710	\$ 74,731,409
REVENUE								
Property Tax	\$ 13,634,359						\$ 7,812,887	\$ 21,447,246
Special Assessments		5,752,959						5,752,959
Sales and Use Tax	7,700,000							7,700,000
Property Transfer Tax	450,000							450,000
Transient Occupancy Taxes (TOT)	1,360,000							1,360,000
Franchise Fees	3,670,000							3,670,000
Licenses and Permits	1,137,160	86,800						1,223,960
Intergovernmental	479,963	11,273,760	2,823,210		825,307	78,021		15,480,261
Charges for Services	4,577,536	-	-					4,577,536
Fines and Forfeitures	478,800							478,800
Investment Income	400,000	42,582	10,000	-	250,000	96,090	275,000	1,073,672
Development Fees	25,000	-	1,652,125					1,677,125
Land Sale	437,100							437,100
Prior Year Sales Tax	-							-
Miscellaneous Revenue	1,265,097	238,506	-	789,673	-	8,446,070	196,000	10,935,346
Total Revenues	35,615,015	17,394,607	4,485,335	789,673	1,075,307	8,620,181	8,283,887	76,264,005
EXPENDITURES								
General Government	1,710,803							1,710,803
Administrative Services	3,092,452					40,590		3,133,042
Planning Services	3,022,466	845,660						3,868,126
Police Services	10,319,879	5,883,059						16,202,938
Engineering Services	2,219,794	943,337						3,163,131
Public Services	8,278,642	10,623,085						18,901,727
Parks & Community Services	7,561,762							7,561,762
Economic/Redevelopment	237,976						2,659,266	2,897,242
Non-Departmental	62,000						1,635,145	1,697,145
Debt Service				3,020,524			6,001,064	9,021,588
Capital Improvement Program (CIP)					4,460,303		1,127,187	5,587,490
Vehicle/IS Replacement						467,150		467,150
Insurance						1,292,229		1,292,229
Healthcare						6,407,849		6,407,849
Total Expenditures	36,505,774	18,295,141	-	3,020,524	4,460,303	8,207,818	11,422,662	81,912,222
OTHER FINANCING SOURCES (USES)								
Operating Transfers In	5,311,753	876,977	-	1,778,043	3,634,996	257,644	14,626,824	26,486,237
Operating Transfers Out	(4,393,766)	(1,470,548)	(3,575,983)	(1,196,233)	(250,000)	(642,883)	(14,956,824)	(26,486,237)
Total Other Financing Sources	917,987	(593,571)	(3,575,983)	581,810	3,384,996	(385,239)	(330,000)	-
Net Increase (Decrease) in Fund Balance	\$27,228	(\$1,494,105)	\$909,352	(\$1,649,041)	\$0	\$27,124	(\$3,468,775)	(\$5,648,217)
FUND BALANCE:								
Fund Balance, June 30, 2012	\$4,852,189	\$14,865,865	\$5,182,532	\$14,597,898	\$9,994,918	\$10,467,855	\$9,121,935	\$69,083,192

City Revenue by Fund*
Total \$102,750,242 FY 2011-12

Fund	Fund Description	09/10 Actual	10/11 Final	% Change	11/12 Adopted	% Change
101	General Fund	\$ 41,911,342	\$ 40,642,051	-3.03%	\$ 40,926,768	0.70%
202	Planning Cost Recovery	161,884	78,500	-51.51%	83,300	6.11%
205-225	Development Mitigation	105,019	23,339	-77.78%	127,492	446.26%
230	Gas Tax	1,314,658	959,500	-27.02%	959,500	0.00%
240	Park Development	72,751	-	-100.00%	618,000	0.00%
241	Henry Ranch Park Development	1,027	-	-100.00%	-	0.00%
245	Crow Canyon Project	4,181	-	-100.00%	-	0.00%
250	SCCJEPA	1,276,248	685,397	-46.30%	756,297	10.34%
260	Street Maintenance & Improvement	1,293,192	1,214,563	-6.08%	1,863,710	53.45%
270	Traffic Improvement	1,116,455	54,660	-95.10%	96,659	76.84%
280	Tri-Valley Transportation Fund	45	14,448	32006.67%	63,677	340.73%
301	Citywide Landscaping	1,390,189	1,295,374	-6.82%	1,429,790	10.38%
302	Citywide Lighting	687,207	634,120	-7.73%	700,390	10.45%
310-375	Landscaping & Lighting Special Dist.	1,575,047	1,530,866	-2.81%	1,588,992	3.80%
380	Canyon Park	31,209	36,534	17.06%	36,534	0.00%
382	Village Center Common Area	7,125	10,260	44.00%	10,260	0.00%
383	Dougherty Valley	22,271,872	11,057,536	-50.35%	10,923,079	-1.22%
384	Solid Waste	167,529	157,000	-6.28%	157,000	0.00%
385	GHAD	1,110,369	1,210,342	9.00%	1,294,534	6.96%
386	Measure J TRAFFIX	1,287,815	-	-100.00%	-	0.00%
387	Non Point Drainage	1,126,653	1,171,920	4.02%	1,167,045	-0.42%
388	Street Smarts	77,715	230,000	195.95%	177,850	-22.67%
389	TDM Programs	409,997	663,537	61.84%	702,810	5.92%
390	Local Law Enforcement Block Grant	160	-	-100.00%	-	0.00%
391	Police Services Donations	10,885	-	-100.00%	-	0.00%
392	Narcotic Asset Forfeiture	16,985	-	-100.00%	-	0.00%
395	Low & Moderate Income Housing	7,326,935	3,471,319	-52.62%	3,229,238	-6.97%
397	Project Participation	5,037	-	-100.00%	-	0.00%
410	RDA Administration	13,452,709	10,158,900	-24.48%	10,310,823	1.50%
412	RDA Capital Projects	10,079,178	2,211,689	-78.06%	1,162,187	-47.45%
420	Capital Projects	11,112,724	5,881,440	-47.07%	4,710,303	-19.91%
515-541	Debt Service Funds	35,551,578	4,218,736	-88.13%	2,567,716	-39.14%
595-599	RDA Debt Service	9,290,102	8,253,841	-11.15%	8,208,463	-0.55%
610-630	Internal Service	11,488,121	8,479,921	-26.19%	8,877,825	4.69%
Total Revenue		\$ 175,733,943	\$ 104,345,793	-40.62%	\$ 102,750,242	-1.53%

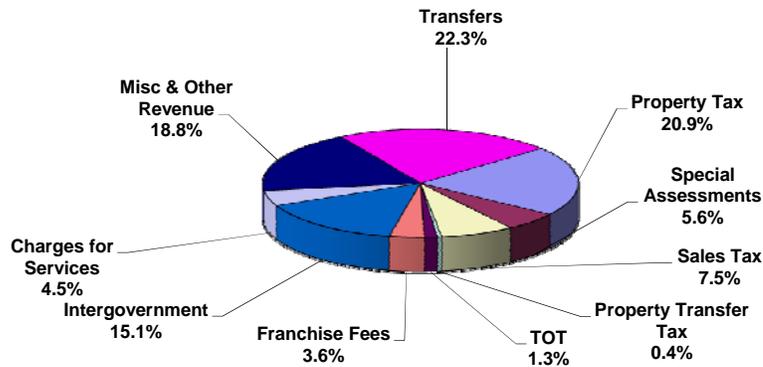
* Includes Transfers In



City Revenue by Source
Total \$102,750,242 FY 2011-12

Revenue Source	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Property Tax	\$ 22,305,788	\$ 23,315,107	\$ 22,388,243	\$ 21,424,835	\$ 21,447,246
Special Assessments	5,062,682	5,367,468	5,447,926	5,410,806	5,752,959
Sales & Use Tax	9,241,599	9,013,866	6,657,222	7,475,000	7,700,000
Property Transfer Tax	664,267	438,874	537,645	400,000	450,000
Transient Occupancy Tax (TOT)	1,979,708	1,566,201	1,247,315	1,450,000	1,360,000
Franchise Fees	3,233,907	3,416,994	3,498,870	3,520,000	3,670,000
Licenses & Permits*	1,379,798	836,242	973,817	1,134,460	1,140,660
Intergovernmental	11,347,245	12,298,996	18,527,947	15,371,368	15,480,261
Charges for Services	4,954,332	5,315,292	6,000,737	4,723,013	4,660,836
Fines & Forfeitures*	479,942	500,815	443,864	488,800	478,800
Investment Income*	6,899,558	5,562,167	1,294,044	1,633,809	1,073,672
Development Fees*	3,173,952	1,099,254	1,419,413	791,844	1,677,125
Land Sale		1,000,000	437,100	437,100	437,100
Prior Year Sales Tax		5,856,852	2,312,582	-	-
Bond Proceeds*	7,254,935	9,987,760	35,232,552	5,267,335	3,531,174
Miscellaneous Revenue*	7,444,684	8,496,683	9,671,390	10,719,055	10,935,346
Total Revenue Before Transfers	\$ 85,422,397	\$ 94,072,571	\$ 116,090,667	\$ 80,247,425	\$ 79,795,179
Transfers In	\$ 35,174,355	\$ 44,601,553	\$ 59,643,276	\$ 24,098,368	\$ 22,955,063
Total Revenue Including Transfers	\$ 120,596,752	\$ 138,674,124	\$ 175,733,943	\$ 104,345,793	\$ 102,750,242

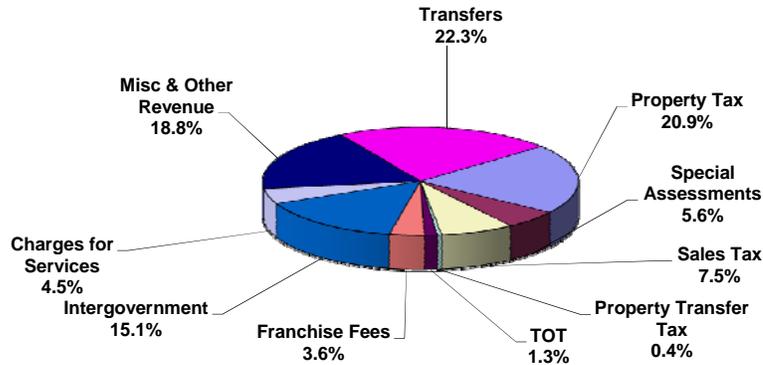
* Included as other revenue



City Revenue by Source
Total \$102,750,242 FY 2011-12

Revenue Source	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Property Tax	\$ 22,305,788	\$ 23,315,107	\$ 22,388,243	\$ 21,424,835	\$ 21,447,246
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Franchise Fees	3,233,907	3,416,994	3,498,870	3,520,000	3,670,000
Licenses & Permits*	1,379,798	836,242	973,817	1,134,460	1,140,660
Intergovernmental	11,347,245	12,298,996	18,527,947	15,371,368	15,480,261
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Fines & Forfeitures*	479,942	500,815	443,864	488,800	478,800
Investment Income*	6,899,558	5,562,167	1,294,044	1,633,809	1,073,672
Development Fees*	3,173,952	1,099,254	1,419,413	791,844	1,677,125
Land Sale		1,000,000	437,100	437,100	437,100
Prior Year Sales Tax		5,856,852	2,312,582	-	-
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Miscellaneous Revenue*	7,444,684	8,496,683	9,671,390	10,719,055	10,935,346
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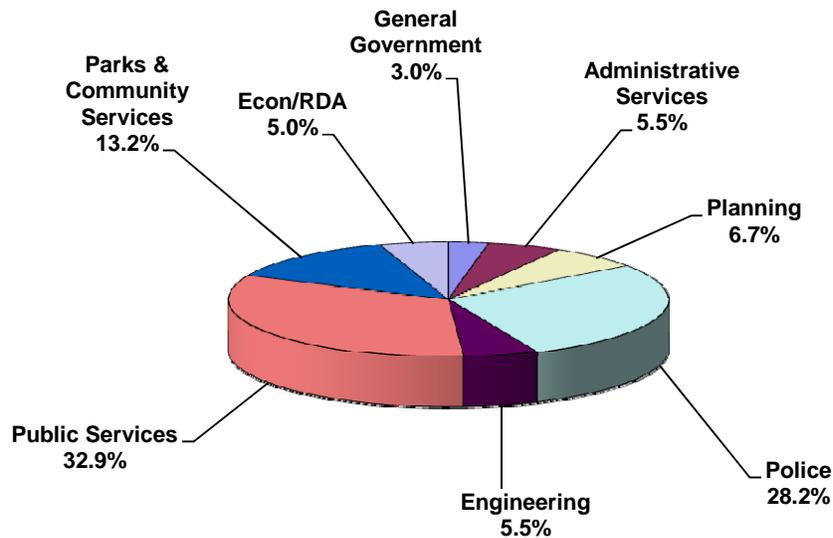
* Included as other revenue



City Expenditures by Department *
Total \$67,303,144 FY 2011-12

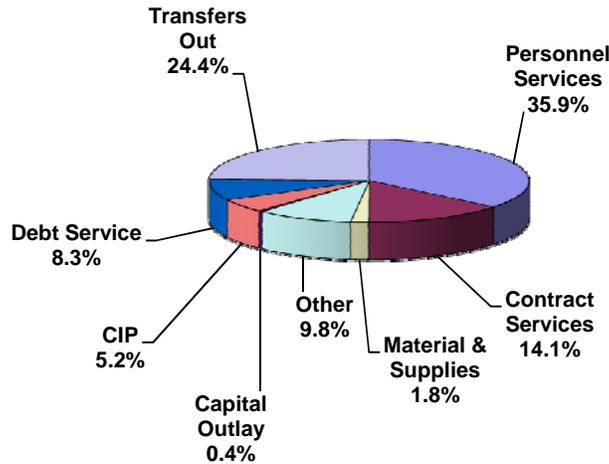
Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
General Government	\$ 1,317,594	\$ 1,375,847	\$ 1,853,025	\$ 1,993,502	\$ 1,710,803
Administrative Services	3,913,877	3,786,146	3,623,128	3,648,392	3,133,042
Planning Services	3,545,654	3,592,973	4,911,938	4,020,262	3,868,126
Police Services	13,438,237	15,051,353	15,561,728	16,165,984	16,202,938
Engineering Services	2,575,675	2,789,202	2,674,128	3,142,321	3,163,131
Public Services	16,058,713	17,896,646	18,432,365	19,886,240	18,901,727
Parks & Community Services	7,255,286	7,813,825	7,615,877	7,853,946	7,561,762
Economic/Redevelopment	2,668,039	3,840,386	5,643,755	6,842,527	2,897,242
Non-Departmental	7,405,782	9,139,281	9,748,679	10,457,839	9,864,373
Total Expenditures	\$ 58,178,857	\$ 65,285,659	\$ 70,064,623	\$ 74,011,013	\$ 67,303,144

* Excludes Transfers, CIP & Debt Service



City Expenditures by Category
Total \$108,398,459 FY 2011-12

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 33,260,247	\$ 36,988,089	\$ 38,317,417	\$ 39,637,471	\$ 38,940,163
Contract Services	17,531,245	15,398,465	18,706,552	17,460,295	15,304,342
Material & Supplies	2,327,589	2,103,731	1,964,739	2,141,813	1,986,558
Other Costs	4,817,195	10,675,590	10,980,784	13,741,718	10,604,931
Capital Outlay	242,581	119,784	95,131	1,029,716	467,150
Capital Improvement Program (CIP)	13,246,427	19,955,875	7,141,446	2,224,792	5,587,490
Debt Service	7,513,886	7,381,467	17,818,236	12,897,403	9,021,588
Total Expenditures Before Transfers	\$ 78,939,170	\$ 92,623,001	\$ 95,024,305	\$ 89,133,208	\$ 81,912,222
Transfers Out	\$ 42,426,238	\$ 54,589,311	\$ 94,481,903	\$ 29,365,703	\$ 26,486,237
Total Expenditures Including Transfers	\$ 121,365,408	\$ 147,212,312	\$ 189,506,208	\$ 118,498,911	\$ 108,398,459



City of San Ramon

GENERAL FUND

The General Fund is the most versatile of all the City's funds because it has no specific legal restrictions as to its use. General Fund revenue includes property taxes, sales and use taxes, transient occupancy taxes, franchise fees, licenses and permits, intergovernmental, charges for services, investment income, and various miscellaneous revenue. The General Fund revenue is primarily used to support public safety, parks and other administrative services.

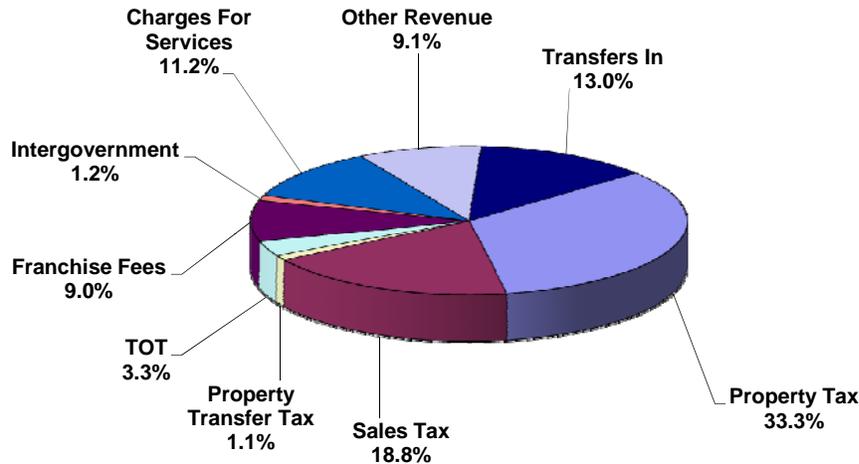
**GENERAL FUND
REVENUE - EXPENDITURE - FUND BALANCE**

Description	07/08 Audited Actual	08/09 Audited Actual	09/10 Audited Actual	10/11 Amended Budget	11/12 Adopted Budget
Fund Balance, July 1 *	\$ 35,673,422	\$ 36,272,886	\$ 37,260,573	\$ 7,805,978	\$ 4,824,961
REVENUE					
Property Tax	\$ 14,345,904	\$ 14,525,239	\$ 13,930,189	\$ 13,611,948	\$ 13,634,359
Sales and Use Tax	9,241,599	9,013,866	6,657,222	7,475,000	7,700,000
Property Transfer Tax	664,267	438,874	537,645	400,000	450,000
Transient Occupancy Taxes (TOT)	1,979,708	1,566,201	1,247,315	1,450,000	1,360,000
Franchise Fees	3,233,907	3,416,994	3,498,870	3,520,000	3,670,000
Licenses and Permits	1,371,140	833,617	966,832	1,130,960	1,137,160
Intergovernmental	592,922	472,257	815,358	469,663	479,963
Charges for Services	4,947,777	5,297,842	5,839,270	4,641,013	4,577,536
Fines and Forfeitures	474,942	480,935	428,364	488,800	478,800
Investment Income	2,009,463	2,265,751	461,341	630,000	400,000
Development Fees	42,997	21,289	26,278	15,000	25,000
Land Sale	-	1,000,000	437,100	437,100	437,100
Prior Year Sales Tax	-	5,856,852	1,950,000	-	-
Miscellaneous Revenue	1,924,198	946,558	1,456,989	1,245,257	1,265,097
Total Revenues	40,828,824	46,136,275	38,252,773	35,514,741	35,615,015
EXPENDITURES					
General Government	1,317,594	1,375,847	1,853,025	1,993,502	1,710,803
Administrative Services	3,867,284	3,738,440	3,572,461	3,596,982	3,092,452
Planning Services	3,052,714	3,051,920	3,094,721	3,078,135	3,022,466
Police Services	9,054,083	9,745,710	9,934,858	10,307,522	10,319,879
Engineering Services	1,912,029	2,052,231	1,999,005	2,125,092	2,219,794
Public Services	8,374,270	8,840,917	8,601,549	8,506,265	8,278,642
Parks & Community Services	7,255,286	7,813,825	7,615,877	7,853,946	7,561,762
Economic/Redevelopment	219,747	263,141	241,944	285,349	237,976
Non-Departmental	181,288	134,906	116,297	177,013	62,000
Total Expenditures	35,234,295	37,016,937	37,029,737	37,923,806	36,505,774
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	4,107,967	4,074,435	3,658,569	5,127,310	5,311,753
Operating Transfers Out	(9,111,067)	(12,206,063)	(34,336,252)	(5,923,128)	(4,393,766)
Total Other Financing Sources	(5,003,100)	(8,131,628)	(30,677,683)	(795,818)	917,987
Net Increase (Decrease) in Fund Balance	\$599,464	\$987,687	\$ (29,454,595)	(\$3,204,883)	\$27,228
FUND BALANCE:					
Fund Balance, June 30	\$ 36,272,886	\$ 37,260,573	\$ 7,805,978	\$ 4,601,095	\$4,852,189

General Fund Revenue by Source
Total \$ 40,926,768 FY 2011-12

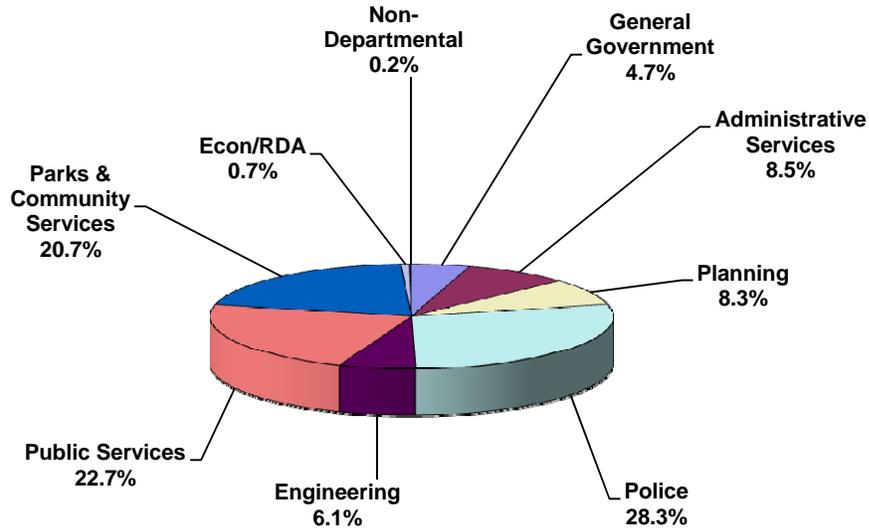
Revenue Source	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Property Tax	\$ 14,345,904	\$ 14,525,239	\$ 13,930,189	\$ 13,611,948	\$ 13,634,359
Sales Tax	9,241,599	9,013,866	6,657,222	7,475,000	7,700,000
Property Transfer Tax	664,267	438,874	537,645	400,000	450,000
Transient Occupancy Tax (TOT)	1,979,708	1,566,201	1,247,315	1,450,000	1,360,000
Franchise Fees	3,233,907	3,416,994	3,498,870	3,520,000	3,670,000
Licenses & Permits*	1,371,140	833,617	966,832	1,130,960	1,137,160
Intergovernmental	592,922	472,257	815,358	469,663	479,963
Charges For Services	4,947,777	5,297,842	5,839,270	4,641,013	4,577,536
Fines & Forfeitures*	474,942	480,935	428,364	488,800	478,800
Investment Income*	2,009,463	2,265,751	461,341	630,000	400,000
Development Fees*	42,997	21,289	26,278	15,000	25,000
Land Sale*		1,000,000	437,100	437,100	437,100
Prior Year Sales Tax*		5,856,852	1,950,000	-	-
Miscellaneous Revenue*	1,924,198	946,558	1,456,989	1,245,257	1,265,097
Transfers In	4,107,967	4,074,435	3,658,569	5,127,310	5,311,753
Total Revenue	\$ 44,936,791	\$ 50,210,710	\$ 41,911,342	\$ 40,642,051	\$ 40,926,768

* Included as other revenue



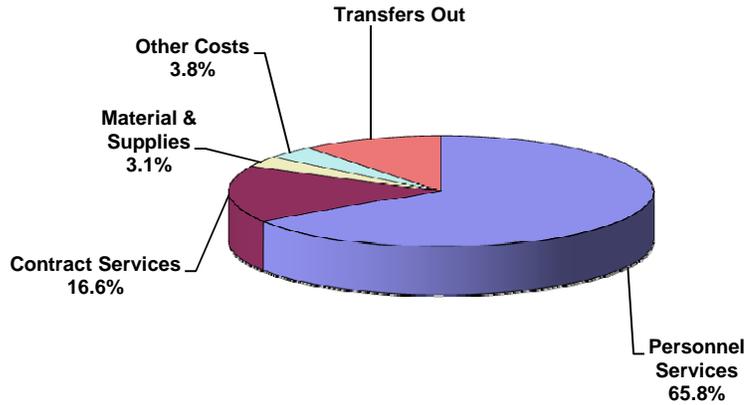
General Fund Expenditures by Department
Total \$36,505,774 FY 2011-12

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
General Government	\$ 1,317,594	\$ 1,375,847	\$ 1,853,025	\$ 1,993,502	\$ 1,710,803
Administrative Services	3,867,284	3,738,440	3,572,461	3,596,982	3,092,452
Planning Services	3,052,714	3,051,920	3,094,721	3,078,135	3,022,466
Police	9,054,083	9,745,710	9,934,858	10,307,522	10,319,879
Engineering Services	1,912,029	2,052,231	1,999,005	2,125,092	2,219,794
Public Services	8,374,270	8,840,917	8,601,549	8,506,265	8,278,642
Parks & Community Services	7,255,286	7,813,825	7,615,877	7,853,946	7,561,762
Economic/Redevelopment	219,747	263,141	241,944	285,349	237,976
Non-Departmental	181,288	134,906	116,297	177,013	62,000
Total Expenditures	\$ 35,234,295	\$ 37,016,937	\$ 37,029,737	\$ 37,923,806	\$ 36,505,774



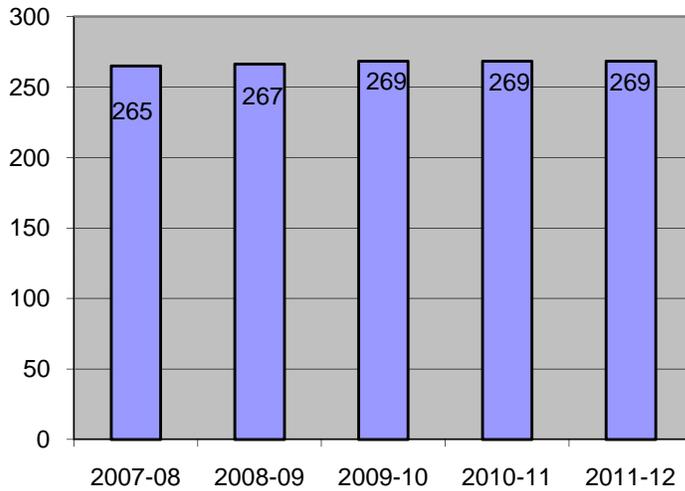
General Fund Expenditures by Category
Total \$40,899,540 FY 2011-12

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 24,295,719	\$ 26,382,235	\$ 27,023,157	\$ 27,655,649	\$ 26,899,315
Contract Services	7,345,966	7,492,699	7,024,605	7,278,248	6,790,000
Material & Supplies	1,575,900	1,425,283	1,284,910	1,297,751	1,277,998
Other Costs	1,979,492	1,702,017	1,697,065	1,660,358	1,538,461
Capital Outlay	37,218	14,727	-	31,800	-
Total Expenditures Before Transfers	\$ 35,234,295	\$ 37,016,961	\$ 37,029,737	\$ 37,923,806	\$ 36,505,774
Capital Improvement Program (CIP)	1,495,000				
Debt Service Transfer Out	1,668,969	1,667,459	17,489,361	2,832,417	1,196,233
Other Transfers Out	5,947,098	10,538,604	16,846,891	3,090,711	3,197,533
Total Expenditures Including Transfers	\$ 44,345,362	\$ 49,223,024	\$ 71,365,989	\$ 43,846,934	\$ 40,899,540



Full Time Equivalent (FTE) By Department

Department	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
General Government	7.00	7.00	9.00	9.00	9.00
Administrative Services	20.00	20.00	18.00	18.00	18.00
Planning Services	24.50	24.50	24.50	24.50	24.50
Police Services	75.50	75.50	77.50	77.50	77.50
Engineering Services	24.00	24.00	24.00	24.00	24.00
Public Services	76.60	77.90	77.90	77.90	77.90
Parks and Community Services	33.60	33.60	33.60	33.60	33.60
Economic/Redevelopment	4.00	4.00	4.00	4.00	4.00
Total FTE Personnel	265.20	266.50	268.50	268.50	268.50



CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2011-12 APPROPRIATIONS LIMIT

A.	FY 2010-11 APPROPRIATIONS LIMIT	<u><u>\$ 51,136,477</u></u>
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	1.0162
	2. California Per Capita Income	1.0251
	Total Adjustment %	1.0417
C.	ANNUAL ADJUSTMENT	2,132,730
D.	OTHER ADJUSTMENTS	<u>0</u>
E.	TOTAL ADJUSTMENTS	<u>2,132,730</u>
F.	FY 2011-12 APPROPRIATIONS LIMIT	<u><u>\$ 53,269,207</u></u>

FY 2011-12 APPROPRIATIONS SUBJECT TO LIMITATION

A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 13,634,359
	Sales & Use Tax	7,700,000
	Property Transfer Tax	450,000
	Transient Occupancy Tax	1,360,000
	Motor Vehicle In Lieu	200,000
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	262,185.59
		<u>\$23,606,545</u>
B.	EXCLUSIONS:	
	Debt Service	1,196,233
	Qualified Capital Outlays	-
		<u>1,196,233</u>
C.	APPROPRIATIONS SUBJECT TO LIMITATION	22,410,312
D.	CURRENT YEAR LIMIT	<u>53,269,207</u>
E.	OVER (UNDER) LIMIT	<u><u>\$ (30,858,895)</u></u>

REVENUE

City of San Ramon

REVENUE

Revenue is the primary source of monies, which allows the City to pay for the many services provided to its citizens:

- **Property Tax** – Property taxes are imposed on real and tangible personal property located within the City. Property valuation is determined annually on March 1 by the County Assessor. The State Constitution limits the real property tax rate to one percent (1%) of the property’s value, plus rates imposed to fund indebtedness approved by the voters.

Cities, counties, school districts and special districts share the revenue from the one percent (1%) property tax. The county generally allocates revenue to these agencies based on their average property tax revenue in the three (3) years preceding and in each year thereafter according to the proportion of property tax revenue allocated to each agency in the previous year. The use of property tax revenue is unrestricted.

- **Special Assessments** – Several districts are funded through the collection of special assessments from property owners within the City. The funds can be used only for the purpose of maintaining or improving the zone from which they are collected.
- **Sales and Use Tax** – The sales and use tax is imposed on retailers for the privilege of selling at retail, or on users in California of property purchased outside the State. The tax is based on the sales price of any taxable transaction of tangible personal property. Countywide, the tax rate is generally nine and one-quarter percent (9.25%).

Local sales tax revenue is distributed on a quarterly basis, with monthly estimated “advance” payments and a subsequent “settlement” payment to cover the difference based on actual collections. One percent (1%) is allocated by the State Board of Equalization and allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted use. The State takes one-quarter of one percent (.25%) to finance its debt recovery bonds and returns the same amount as Property Tax revenue using a mechanism called the “triple flip”.

- **Property Transfer Tax** – Is a documentary transfer tax imposed on real estate transactions and collected for the City by the County. The tax is \$1.10 per \$1,000 transaction value.

City of San Ramon

REVENUE

- **Transient Occupancy Tax** – The transient occupancy tax (TOT) is imposed for the privilege of occupying a room or rooms in a hotel, motel, or other lodging facility unless such occupancy is for a period of thirty (30) days or more. The City’s TOT rate is seven and one-quarter percent (7.25%).
- **Franchise Fees** – A franchise fee is imposed on various utilities and organizations, which permits them to use and operate those facilities within the City. The fee is usually computed as a percentage of the gross income of the utility. This revenue source is typically impacted by the addition of new customers as well as changes in rates the utility is allowed to charge.
- **License and Permit Revenue** – The California Constitution gives cities the authority to charge license and permit fees as a means of recovering the cost of the regulation. The fees which make up “Licenses and Permits” include:
 - Building Permits
 - Plumbing Permits
 - Electrical Permits
 - Energy Permits
 - Mechanical permits
 - Business Licenses
- **Motor Vehicle License Fee (MVLFF)** – A special license fee related to the market value of motor vehicles is imposed annually by the State in lieu of local property taxes. Originally, motor vehicles were counted in the assessment of property taxes, but for ease of administration and conformity, the State now collects these fees through the in-lieu tax. Revenue derived from the MVLFF are apportioned monthly and distributed near the 10th of each month. Section 1105(a) specifies that eighty-one and one-quarter percent (81.25%) of the revenue is to be divided equally between cities and counties and appropriated on the basis of population. The State reduced this tax in 2004 and backfills the amount lost by local agencies by a property tax distribution.
- **Intergovernment** – Revenue from Federal, State, and local agencies for grants.

City of San Ramon

REVENUE

- **Charges for Services** – A fee imposed upon the user of a service provided by the City. Generally a service charge can be levied when the service can be measured and sold to a particular identified user. The rationale is that certain services are primarily for the benefit of individuals rather than the general public. Individuals desiring or benefiting from the service should pay the costs associated with that service. Fees charged are limited to the cost required to provide the service as prescribed by Article XIII B of the State Constitution. These fees are often determined by cities through a cost accounting analysis of the specific service.

Service charges differ from license and permit fees in that the latter are designed to reimburse the City for costs related to the regulatory process. Service charges, on the other hand, are imposed to support services to the individual.

- **Fines and Forfeitures** – These are Funds received from the County and collected from assessments made by the Municipal Court, in accordance with the Vehicle Code for fines and forfeitures.
- **Investment Income** – Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return.
- **Development Fees** – Fees generated by building, development, and growth in a community.
- **Miscellaneous Revenue** – Fees generated from facility rentals, telecommunications, contributions, reimbursed costs, and internal services charges (healthcare, retirees, vehicle and computer equipment).

DEPARTMENTS

GENERAL GOVERNMENT



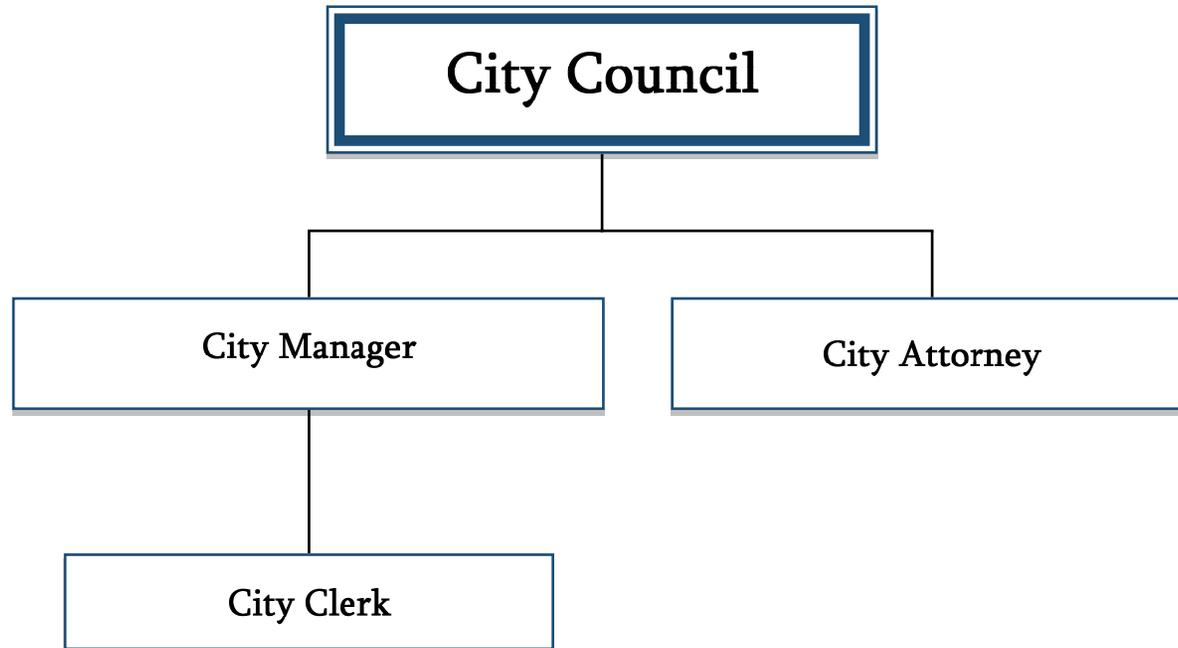
San Ramon City Hall

MISSION STATEMENT

“We provide efficient delivery of quality public services that are essential to those who live and work in San Ramon.”



City of San Ramon General Government FY 2011-12



GENERAL GOVERNMENT SUMMARY

CITY COUNCIL

Statement of Purpose

The City Council is elected by the citizens to provide overall policy direction to ensure that the business of the City is conducted in an orderly and efficient manner. The City Council enacts ordinances, resolutions and orders necessary for governing the affairs of the City, and promotes the economic, cultural and governmental well being of the City of San Ramon.

Goals and Policies

- ◆ Promote and build positive employee relations
- ◆ Maintain a secure financial base
- ◆ Maintain a safe and secure environment
- ◆ Build and maintain quality facilities and infrastructure
- ◆ Improve coordination of City services
- ◆ Create partnerships with public and private agencies
- ◆ Continue efforts to support Priority Development Areas (PDAs)
- ◆ Enhance communication with residents and business community

Major Action Plan Items FY 2011-12

- ◆ Continue to implement sound policies to strengthen the City's financial condition
- ◆ Continue efforts to implement Economic Development Strategic Plan
- ◆ Promote the development of the City Center

Budget Notes FY 2011-12

- ◆ None

GENERAL GOVERNMENT SUMMARY

CITY MANAGER

Statement of Purpose

The City Manager provides professional leadership in the management of the City and execution of City Council policies. The City Manager provides effective municipal services through the coordination and direction of all City activities, finances and personnel.

Significant Accomplishments FY 2010-11

- ◆ Submitted Fiscal Year 2011-12 Annual Operating Budget and CIP to the City Council
- ◆ Implemented direction given, resulting from the City Council Priorities and Goals Workshop
- ◆ Completed planning effort in compliance with General Plan 2020
- ◆ Continued to evaluate Emergency Preparedness Program and recommended improvements
- ◆ Completed second phase of succession planning with Department Heads and management staff

Major Action Plan Items FY 2011-12

1.	Complete space planning and tenant improvements for 2401 Crow Canyon Road	By: 08/11
2.	Finalize termination of City's leased spaces	By: 09/11
3.	Develop strategy to address continuing fiscal crisis	By: 03/12
4.	Submit Fiscal Year 2012-13 Annual Operating Budget and CIP to the City Council for adoption	By: 05/12

City of San Ramon

GENERAL GOVERNMENT SUMMARY

Budget Notes
FY 2011-12

- ◆ Benefit costs

GENERAL GOVERNMENT SUMMARY

CITY ATTORNEY

Statement of Purpose

The City Attorney renders timely, professional legal advice to the City Council and City departments; prepares, amends and reviews official City documents, laws and regulations; and represents the City in litigation.

Significant Accomplishments

FY 2010-11

- ◆ Provided timely legal counsel advice, representation and legal services including, but not limited to: litigation oversight, contracting, code enforcement, advice and assistance in all areas, including elections, ethics, drafting of ordinances, resolutions, real estate transactions, etc., for the City Council, Commissions, Committees and staff
- ◆ Absorbed responsibility for contract management program from Administrative Services to dovetail with implementation of new contract standards
- ◆ Accepted transfer of one Office Technician from Administrative Services (reclassified to Office Specialist position), to staff new contract management program, and to assist with general administrative duties

Major Action Plan Items

FY 2011-12

1.	Continue to provide timely legal counsel and services to the City Council, City Commissions, City Committees and City staff	By: Ongoing
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City of San Ramon

GENERAL GOVERNMENT SUMMARY

Budget Notes

FY 2011-12

- ◆ Benefit costs
- ◆ One (1) Office Technician position transferred from Administrative Services, along with newly absorbed contract management program duties

GENERAL GOVERNMENT SUMMARY

CITY CLERK

Statement of Purpose

The City Clerk's Department acts as a liaison between the City and the general public, City Departments, outside agencies, and other branches of government. The City Clerk is the local official for municipal elections, local legislation, the Public Records Act, the Political Reform Act, and the Brown Act. The City Clerk's Department preserves and protects the history of the City including: the Municipal Code, Resolutions, Minutes, and other City records (appeals, public hearings, Notices of Completion, deeds, grant deeds, bid openings). The City Clerk's Department coordinates San Ramon Government 101, provides school tours, and processes passport applications.

Significant Accomplishments

FY 2010-11

- ◆ Oversaw November 2010 election process
- ◆ Coordinated the second and third San Ramon Government 101 classes
- ◆ Maintained City Council minutes, ordinances (6), and resolutions (131)
- ◆ Provided City Council and Redevelopment Agency agenda packets to the public via the City's website
- ◆ Maintained the City Clerk and City Council web pages
- ◆ Recruited for all City Boards, Commissions and Committees; maintained rosters
- ◆ Developed Department annual budget and monitored expenses
- ◆ Maintained Municipal Code with timely updates and proper ordinance codification
- ◆ Provided accurate, timely responses to 118 Public Record Act requests
- ◆ Administered Conflict of Interest and other Fair Political Practices requirements
- ◆ Conducted City Hall tours for elementary students and scouts (700 children)
- ◆ Provided passport application services to the community (1700 customers)
- ◆ Participated in Citizen's Request Management system

City of San Ramon

GENERAL GOVERNMENT SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	Coordinate the November 2011 Mayor and Council election	By: 11/11
2.	Promote voter registration via City web page, City newsletter and City events	By: 11/11
3.	Conduct at least one San Ramon Government 101 class	By: 06/12
4.	Provide City deeds in searchable electronic format	By: 06/12
5.	Administer Passport Acceptance Program	By: 06/12

*Budget Notes
FY 2011-12*

- ◆ Benefit costs
- ◆ Continue to unfund one (1) Office Technician I/II position

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
GENERAL GOVERNMENT**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	1.00	0.00	0.00	0.00	0.00
City Attorney	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney	0.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Director	0.00	0.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.00	0.00	0.00	1.00	1.00
Office Technician I/II	1.00	1.00	1.00	1.00	1.00
Total Authorized Positions	7.00	7.00	8.00	9.00	9.00

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
GENERAL GOVERNMENT**

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
City Council	\$ 245,313	\$ 243,551	\$ 262,631	\$ 276,761	\$ 275,956
City Clerk	392,856	437,525	467,592	526,314	432,816
City Attorney	307,301	329,219	573,988	491,594	429,534
City Manager	372,124	365,552	548,814	698,833	572,497
Department Total	<u>\$ 1,317,594</u>	<u>\$ 1,375,847</u>	<u>\$ 1,853,025</u>	<u>\$ 1,993,502</u>	<u>\$ 1,710,803</u>

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 1,050,556	\$ 1,119,868	\$ 1,199,649	\$ 1,502,576	\$ 1,320,454
Contract Services	116,636	142,707	538,422	336,913	258,800
Materials and Supplies	22,436	18,637	21,132	44,541	41,000
Other Costs	127,966	94,635	93,822	109,472	90,549
Total Expenditures	<u>\$ 1,317,594</u>	<u>\$ 1,375,847</u>	<u>\$ 1,853,025</u>	<u>\$ 1,993,502</u>	<u>\$ 1,710,803</u>

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Total Department Revenue	<u>\$ 67,333</u>	<u>\$ 45,906</u>	<u>\$ 46,227</u>	<u>\$ 33,800</u>	<u>\$ 39,900</u>

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
GENERAL GOVERNMENT**

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
City Council	\$ 275,956		\$ 275,956
City Clerk Administration	252,319	33,000	219,319
Election/Voter Outreach	147,856	6,900	140,956
Legislative History	32,641		32,641
City Attorney	429,534		429,534
City Management	268,217		268,217
Communication & Public Affairs	304,280		304,280
 Program Totals	 \$ 1,710,803	 \$ 39,900	 \$ 1,670,903

ADMINISTRATIVE SERVICES



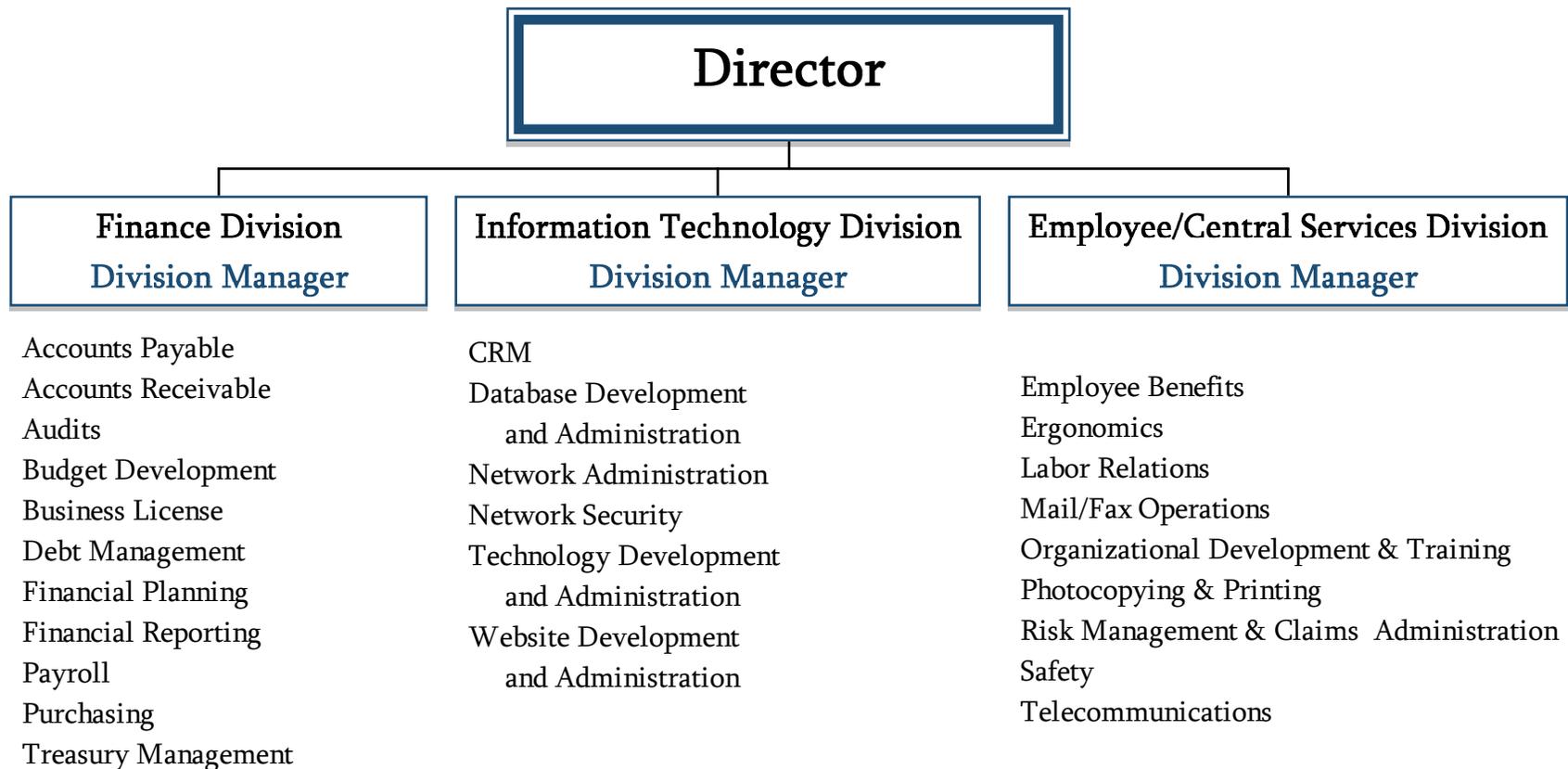
David Glass House



City of San Ramon

Administrative Services Department

FY 2011-12



ADMINISTRATIVE SERVICES SUMMARY

Department – Statement of Purpose

The Administrative Services Department is responsible for providing a variety of services to other departments and the public. The Department consists of three Divisions; the Finance Division, Information Technology Division, and the Employee/Central Services Division. Each Division has its own individual purpose as provided in the Division “Statement of Purpose”.

FINANCE DIVISION

Statement of Purpose

The Finance Division acts to ensure that the City maintain its financial stability, by monitoring the City’s investment portfolio, calculating revenue, preparing and maintaining financial records and the City’s payroll, responding to audits, and preparing the Annual City Manager’s Operating Budget for the City Council.

Significant Accomplishments

FY 2010-11

- ◆ Provided oversight for the FY 2009-10 annual audit process
- ◆ Coordinated the development of the FY 2011-12 Operating Budget
- ◆ Prepared the updated Multi-Year Financial Projections and Mid-Year Financial Review
- ◆ Prepared the Comprehensive Annual Financial Report (CAFR)
- ◆ Submitted the CAFR to the Government Finance Officers Association (GFOA)
- ◆ Received GFOA Award for CAFR
- ◆ Prepared timely quarterly payroll tax reports; and prepared and distributed annual W2’s, 1099’s and Employee Earnings and Benefit Statements
- ◆ Completed 2009-10 Single Audit
- ◆ Prepared and submitted the Annual State Controller’s Compensation Report
- ◆ Maintained “AAA” rating from Standard & Poor’s

City of San Ramon

ADMINISTRATIVE SERVICES SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	Oversee the FY 2010-11 annual audit process	By: 12/11
2.	Prepare the Comprehensive Annual Financial Report (CAFR) and submit CAFR for the Certificate of Achievement for Excellence in Financial Reporting	By: 12/11
3.	Prepare the updated Multi-Year Financial Projection and Mid-Year Financial Review	By: 02/12
4.	Complete an Actuarial Study for Other Post Employment Benefits (OPEB)	By: 06/12
5.	Coordinate the development of the FY 2012-13 Operating Budget	By: 06/12
6.	Aim to maintain "AAA" rating from Standard & Poor's	By: 06/12

*Budget Notes
FY 2011-12*

- ◆ Benefit costs

ADMINISTRATIVE SERVICES SUMMARY

INFORMATION TECHNOLOGY DIVISION

Statement of Purpose

The Information Technology Division is responsible for short-range and long-range strategic planning for the City's technology needs and data network. This involves all aspects of design-build-management of information systems including the procurement, replacement and troubleshooting of computer hardware and software. The Division maintains the City's public website, internal intranet, financial, planning, building permit, electronic document management, e-mail, integrated voice response, citizen request management and notification, and police systems. The Division is responsible for helpdesk and database administration as well as overall network security and intrusion protection. The Division supports all City departments.

Significant Accomplishments

FY 2010-11

- ◆ Submitted Google Fiber for Communities application (all department participation)
- ◆ Virtualize and upgrade Brightmail Gateway (E-mail anti-virus/spam/malware)
- ◆ Provide equipment and network services for new staff location at the Glass House
- ◆ Expand Wi-Fi access at City Hall with new access points and controller
- ◆ Upgrade Laserfiche document management system
- ◆ Conduct live fully functional pilot to assess virtualization technologies – VMware and Pano – for the City's data center servers and desktops
- ◆ Develop plans and costs to move IT operations to new facility at 2401 Crow Canyon Road; coordinated move details with all departments and contractors
- ◆ Provided greater than 99% network availability and zero delinquent CRM requests for systems support

City of San Ramon

ADMINISTRATIVE SERVICES SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	Move Police IT services to new facility at 2401 Crow Canyon Road	By: 07/11
2.	Move Engineering, Planning, Building and Transportation IT services for One-Stop Permit Center to new facility at 2401 Crow Canyon Road	By: 07/11
3.	Relocate Administrative Services Department IT operations at City Hall to new offices	By: 10/11
4.	Expand use of virtualization technology to include more servers and desktops, thereby reducing the number of inventoried hardware platforms and reducing energy usage	By: 06/12

*Budget Notes
FY 2011-12*

- ◆ Benefit costs
- ◆ One (1) Division Manager funded as part-time

ADMINISTRATIVE SERVICES SUMMARY

EMPLOYEE/CENTRAL SERVICES DIVISION

Statement of Purpose

The Employee/Central Services Division provides the City with quality personnel services in the following areas: recruitment, classification and compensation, training, labor relations, performance evaluations, organizational development, liability claims management and processing, employee benefits and services; and provides management oversight to the Employee Safety Committee. The Division also provides quality centralized support to all City staff for the following services: telecommunications, including telephone systems, landlines and cellular requirements; mail processing of internal and external mail; City standard general use printing; photocopy equipment including procurement, maintenance and lease agreements; ergonomic evaluations; document transmission equipment; and vending services.

Significant Accomplishments

FY 2010-11

Employee Services Division

- ◆ Provided personnel assistance for Community TV Channel 30
- ◆ Evaluated employee events and created several low or no cost events
- ◆ Coordinated and sponsored mandatory ERMA training sessions
- ◆ Conducted recruitment for City Attorney and City Manager positions
- ◆ Successfully converted Short-Term and Long-Term Disability Plans
- ◆ Conducted labor negotiations for represented Public Services staff
- ◆ Implemented Employer-Employee Organization Relations Resolution
- ◆ Effectively amended benefits due to Health Care Reform
- ◆ Implemented on-line DMV reporting

ADMINISTRATIVE SERVICES SUMMARY

Significant Accomplishments

FY 2010-11

Central Services Division

- ◆ Coordinated the production of the FY 2011-12 Annual Budget and City's organization charts
- ◆ Updated the City's Fee Resolution for FY 2011-12
- ◆ Filed SB90 Claim with the State of California for mandated filing reimbursements
- ◆ Updated the City's Cellular Phone Policy
- ◆ Updated the City's CAL-Card Policy
- ◆ Evaluated the City's telecommunications services (landlines and cellular) reducing overall annual costs by approximately 15%
- ◆ Prepared a Request for Proposal for City standard printing services (envelopes, letterhead, business cards, etc.); selected new contractor and future costs will be reduced annually by approximately 50%
- ◆ Provided oversight to termination of City's leased spaces
- ◆ Provided City's telecommunications technical requirements for 2401 Crow Canyon Road (landlines and telephone system)
- ◆ Provided oversight for relocation of photocopiers, and general staff services for staff relocating to 2401 Crow Canyon Road
- ◆ Implemented a Quality Assurance Program (QAP) for contractors providing services to the City through the Division
- ◆ Reduced Citywide expenditures and gained quality customer service through implementation of the QAP in the areas of shredders, refreshments and print

Major Action Plan Items

FY 2011-12

1.	Relocate telecomm services to 2401 Crow Canyon Road for Police Services (landlines and telephone system)	By: 07/11
2.	Relocate telecomm services to 2401 Crow Canyon Road for Planning/Community Development, Engineering Services and Economic Development (landlines and telephone system)	By: 07/11
3.	Update DOT/Random Drug Testing Policy	By: 08/11
4.	Update Compressed Work Week Policy	By: 10/11

City of San Ramon

ADMINISTRATIVE SERVICES SUMMARY

5.	Create Worker's Compensation Policy	By: 10/11
6.	Relocate telecom services for Administrative Services and General Government (landlines and telephone system) at City Hall location	By: 10/11
7.	Provide oversight for the relocation of photocopier equipment for Police Services, Planning/Community Development, Engineering Services, Economic Development, General Government and Administrative Services, in conjunction with relocation schedule for each department	By: 10/11
8.	Update Catastrophic Leave Policy	By: 12/11
9.	Coordinate mandatory training sessions for staff	By: 06/12
10.	Support annual review of Purchasing and Travel policies	By: 06/12

Budget Notes FY 2011-12

- ◆ Benefit costs
- ◆ Continue to unfund one (1) Administrative Analyst
- ◆ One (1) Office Technician I/II position moved to City Attorney's Office
- ◆ One (1) Division Manager funded as part-time
- ◆ Central Services Division merged into Employee Services Division to create one division thereby utilizing staff more efficiently to support all services for employees – for this Fiscal Year two entries will appear under "Significant Accomplishments"; future years, all information will appear only as Employee/Central Services

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ADMINISTRATIVE SERVICES**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	3.00	3.00	3.00	3.00	3.00
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Computer Specialist	1.00	1.00	1.00	1.00	1.00
Computer Technician	1.00	1.00	1.00	1.00	1.00
Division Manager	3.00	3.00	3.00	4.00	4.00
Office Specialist	4.00	5.00	5.00	5.00	5.00
Office Technician I/II	3.00	2.00	2.00	1.00	1.00
Personnel Director	1.00	1.00	0.00	0.00	0.00
Program Manager	1.00	1.00	1.00	0.00	0.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Total Authorized Positions	20.00	20.00	19.00	18.00	18.00

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ADMINISTRATIVE SERVICES**

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Finance	\$ 976,492	\$ 1,079,103	\$ 1,077,216	\$ 1,124,627	\$ 941,371
Information Technology	764,027	847,671	891,712	904,823	822,691
Employee/Central Services	2,173,358	1,859,372	1,654,200	1,618,942	1,368,980
 Department Total	 \$ 3,913,877	 \$ 3,786,146	 \$ 3,623,128	 \$ 3,648,392	 \$ 3,133,042

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 2,327,145	\$ 2,512,798	\$ 2,418,249	\$ 2,415,074	\$ 1,937,472
Contract Services	679,328	745,597	733,686	761,960	764,235
Materials and Supplies	125,068	99,605	68,646	86,400	68,950
Other Costs	782,336	428,146	402,547	384,958	362,385
Capital Purchases					
 Total Expenditures	 \$ 3,913,877	 \$ 3,786,146	 \$ 3,623,128	 \$ 3,648,392	 \$ 3,133,042

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Total Department Revenue	\$ 497,592	\$ 209,754	\$ 215,570	\$ 205,350	\$ 205,350

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ADMINISTRATIVE SERVICES

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Finance Administration	\$ 166,708		\$ 166,708
Accounting & Payroll	442,195		442,195
Business Licensing	77,972	205,000	(127,028)
Cash Management	254,496	350	254,146
Information Technology Administration	541,365		541,365
Project Development	104,245		104,245
Web Services	177,081		177,081
Employee Services Administration	298,560		298,560
Labor Relations	19,913		19,913
Organizational Development	59,850		59,850
Recruitment	67,957		67,957
Risk Management/Safety	335,964		335,964
Wages & Benefits	138,636		138,636
Central Supplies	16,450		16,450
Support Services	217,150		217,150
Telecommunications	214,250		214,250
Contract Administration	250		250
Program Totals	<u>\$ 3,133,042</u>	<u>\$ 205,350</u>	<u>\$ 2,927,692</u>

PLANNING / COMMUNITY DEVELOPMENT



San Ramon City Center Rendering



City of San Ramon

Planning/Community Development Department

FY 2011-12



Architectural Review
Development Review
Dougherty Valley Oversight
Environmental Review
General Plan Administration
Special Planning Studies
Subdivision Review
Zoning Administration

Building Inspections
Building Permits
Building Plan Checking
Neighborhood Preservation

Public Transit
Residential Traffic Calming
Regional Transportation Planning /
Coordination
Safe Routes to School
Street Smarts
Traffic Fee Mitigation Program
TRAFFIX Program
Transportation Demand Management
Transportation Planning

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Department – Statement of Purpose

The Planning/Community Development Department coordinates and regulates the orderly growth of the City as set forth in the City’s General Plan and other applicable codes, policies and regulations concerning the physical development of the City. The Department includes the Divisions of Planning, Building & Safety, and Transportation.

PLANNING DIVISION

Statement of Purpose

The Planning Division is responsible for providing a variety and balance of land uses, both commercial and residential that responds to the needs of the community through implementation of the General Plan and other specific plans, planning and zoning laws.

Significant Accomplishments

FY 2010-11

- ◆ Completed General Plan 2020 Update
- ◆ Completed Climate Action Plan
- ◆ Continued work on the North Camino Ramon Plan Area
- ◆ Initiated an Update to the Zoning Code
- ◆ Processed 400 Land Use Applications
- ◆ Facilitated implementation of the Valley Vista Senior Housing Project
- ◆ Continued work on the City Beautification Guidelines

City of San Ramon

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	After six (6) months of initiating the new Permit Center, the Planning/Community Development and Engineering Departments will assess and evaluate the service levels of customer satisfaction by continuing the use of the customer satisfaction cards; staff will review the data and determine, if appropriate, the course of action to maximize efficiency and service levels; and staff involved in the permitting process will also perform an internal assessment	By: 01/12
2.	Complete the North Camino Ramon Specific Plan	By: 06/12
3.	Complete the update to the City Beautification Guidelines	By: 06/12
4.	Initiate update to Local Environmental Review Procedures for consistency with BAAQMD Guidelines	By: 06/12
5.	Complete update to the Zoning Code for consistency with certified Housing Element	By: 06/12
6.	In concert with Sunset Development, explore options for the implementation of the City Center Project	Ongoing
7.	Prepare an update to the Westside Specific Plan to include additional properties, pursuant to landowner interest	Ongoing
8.	Implement the Northwest Specific Plan and Faria Preserve by processing development and building permit applications	Ongoing
9.	Participate in Regional Housing Needs Allocation (RHNA) process for Housing Element update	Ongoing
10.	Participate in development of the Sustainable Community Strategy	Ongoing

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Budget Notes

FY 2011-12

- ◆ Update the Westside Specific Plan upon Developer Request
(Funded by property owners)
- ◆ Complete the North Camino Ramon Specific Plan Area
(Funded by Affordable Housing Trust Fund and Redevelopment funds)
- ◆ Benefit costs
- ◆ Continue to unfund one (1) Planning Specialist

BUILDING & SAFETY DIVISION

Statement of Purpose

The Building & Safety Division promotes health and safety in the construction and maintenance of buildings and structures and the maintenance of property through the enforcement of uniform building codes, energy conservation standards, State regulations and City ordinances.

Significant Accomplishments FY 2010-11

- ◆ Achieved over 90% rating of “Meets” or “Exceeds” Expectations from City Customer Satisfaction Survey
- ◆ Processed approximately 1,808 Building & Safety applications
- ◆ Issued 5,049 Building & Safety Permits with a total valuation of \$62,030,000
- ◆ Performed over 99% of all inspections requested within one (1) working day of request
- ◆ Performed 99% of all plan checks within the ten (10) working days timeframe for new submittals and five (5) working days for re-submittals
- ◆ Provide limited weekend code enforcement services
- ◆ Processed 815 new code enforcement cases
- ◆ Completed (resolved) 745 cases

City of San Ramon

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Major Action Plan Items FY 2011-12

1.	Work with San Ramon Chamber of Commerce to conduct a workshop on Permit Streamlining	By: 01/12
2.	Implement Cal Green Code and other State Building Codes	Ongoing
3.	Participate in the development and implementation of the California State Fire Code in concert with the San Ramon Valley Fire Protection District	Ongoing

Budget Notes FY 2011-12

- ◆ Benefit costs
- ◆ Continue to unfund one (1) Senior Inspector (.50 FTE) position
- ◆ Continue to unfund one (1) Inspector position
- ◆ Continue to unfund one (1) Office Specialist position
- ◆ Continue to unfund one (1) Supervising Inspector position

TRANSPORTATION DIVISION

Statement of Purpose

The Transportation Division is responsible for evaluating and recommending enhancements to the City's transportation infrastructure. The Division is responsible for coordinating transportation-planning goals with the direction outlined in the General Plan, and coordinating the City's participation in regional transportation planning efforts.

Significant Accomplishments FY 2010-11

- ◆ In concert with Contra Costa Transportation Authority (CCTA) and Caltrans, secured funding for Environmental Impact Report for Measure J Norris Canyon on/off ramp project; and selected consultant for Environmental Impact Report
- ◆ Participated on CCTA Transportation for Livable Communities (TLC) Grant Program Task Force and developed “draft” criteria for program eligibility
- ◆ Provided administrative staff support to Measure J Traffic Congestion Relief Agency (TRAFFIX) Board of Directors, Councilmember Rowley is Chair of the Board for FY 2010-11 and completed the following:
 - Entered into agreement with new TRAFFIX Contract Program Manager;
 - Secured 3rd party agency (Collins Accountancy) to assume role of day-to-day TRAFFIX program Bookkeeping/Accounting services;
 - Secured Auditing Firm (Maze and Associates) to conduct TRAFFIX audit for FY 2009-10 and 2010-11;
 - Provided administrative staff support and oversight for the development of TRAFFIX website consultant (TierSolutions, Inc.).
- ◆ In concert with Tri-Valley Transportation Council (TVTC), finalized Joint Exercise of Powers Agreement (JEPA), including transferring Treasurer responsibilities from San Ramon to TVTC
- ◆ Processed 47 Residential Traffic Calming Requests (7/1/10-2/1/11), ranging from permit parking, parking restrictions, street signage, and placement of radar speed trailers
- ◆ Completed Residential Traffic Calming (RTC) program costs recovery findings and recommendations

City of San Ramon

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

- ◆ Organized and facilitated 2 public hearings for installation of speed humps on Thunderbird Drive
- ◆ In concert with My Beat, My School Officer, organized and facilitated three (3) community meetings to discuss parking/circulation concerns along Pebble Place and as part of Street Smarts program, implemented ten (10) bicycle/pedestrian Safety Assemblies at seven (7) elementary school sites; and conducted seven (7) Bike Rodeos
- ◆ Processed 1,369 Student Transit Ticket Requests
- ◆ In concert with Iron Horse Middle School, Sunset Development, and Traffic Patrol Division, developed recommendations for Iron Horse Middle school on-site pick-up and drop-off circulation plan and provided staff support to implement circulation plan during first two weeks of school

Major Action Plan Items FY 2011-12

1.	In concert with Contra Costa Transportation Authority and Caltrans, initiate Environmental Review for Measure J Norris Canyon on/off Ramp HOV Project	By: 08/11
2.	In concert with Parks & Community Services, develop Scope of Work to initiate San Ramon Bicycle/Trails Master Plan and seek grant funding	By: 12/11
3.	In concert with Economic Development Department and Southwest Area Transportation develop and implement Transit Needs Assessment for San Ramon Valley/Southwest Area focusing on needs of retail, hotels, and restaurants	By: 06/12
4.	In concert with 511 Contra Costa and Contra Costa Transportation Authority, initiate Project Development Team for “Spontaneous Rideshare” Demonstration Project	By: 06/12
5.	Seek grant funding for San Ramon Valley Iron Horse Trail Overcrossings Project – Phase II	Ongoing

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Budget Notes

FY 2011-12

- ◆ Benefit costs
- ◆ TRAFFIX program revenues and expenditures removed from Transportation Division budget

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PLANNING/COMMUNITY DEVELOPMENT**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	0.00	0.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00	2.00
Division Manager	3.00	3.00	3.00	3.00	3.00
Engineering Specialist	1.00	1.00	1.00	1.00	1.00
Inspector	3.00	3.00	3.00	3.00	3.00
Office Specialist	3.00	3.00	3.00	4.00	4.00
Office Technician I/II	1.00	1.00	1.00	1.00	1.00
Planning Director	1.00	1.00	1.00	1.00	1.00
Planning Specialist	1.00	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	1.00	1.00
Senior Inspector	2.50	2.50	2.50	2.50	2.50
Senior Planner	1.00	1.00	1.00	1.00	1.00
Supervising Inspector	1.00	1.00	1.00	1.00	1.00
Total Authorized Positions	24.50	24.50	24.50	24.50	24.50

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PLANNING/COMMUNITY DEVELOPMENT

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Planning	\$ 1,015,716	\$ 1,170,366	\$ 1,143,987	\$ 1,109,242	\$ 1,164,523
Building	1,409,776	1,415,825	1,372,748	1,426,313	1,354,706
Transportation	1,120,162	1,006,782	2,395,203	1,484,707	1,348,897
 Department Total	 \$ 3,545,654	 \$ 3,592,973	 \$ 4,911,938	 \$ 4,020,262	 \$ 3,868,126

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 2,712,117	\$ 2,894,804	\$ 2,999,996	\$ 2,954,469	\$ 2,945,318
Contract Services	697,577	578,969	1,790,321	814,286	762,964
Materials and Supplies	56,678	52,189	53,760	169,660	91,646
Other Costs	79,282	67,011	67,861	81,847	68,198
Capital Purchases	-				
 Total Expenditures	 \$ 3,545,654	 \$ 3,592,973	 \$ 4,911,938	 \$ 4,020,262	 \$ 3,868,126

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
 Total Department Revenue	 \$ 3,044,165	 \$ 2,032,571	 \$ 3,303,789	 \$ 2,539,182	 \$ 2,547,405

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PLANNING/COMMUNITY DEVELOPMENT

Program Summary

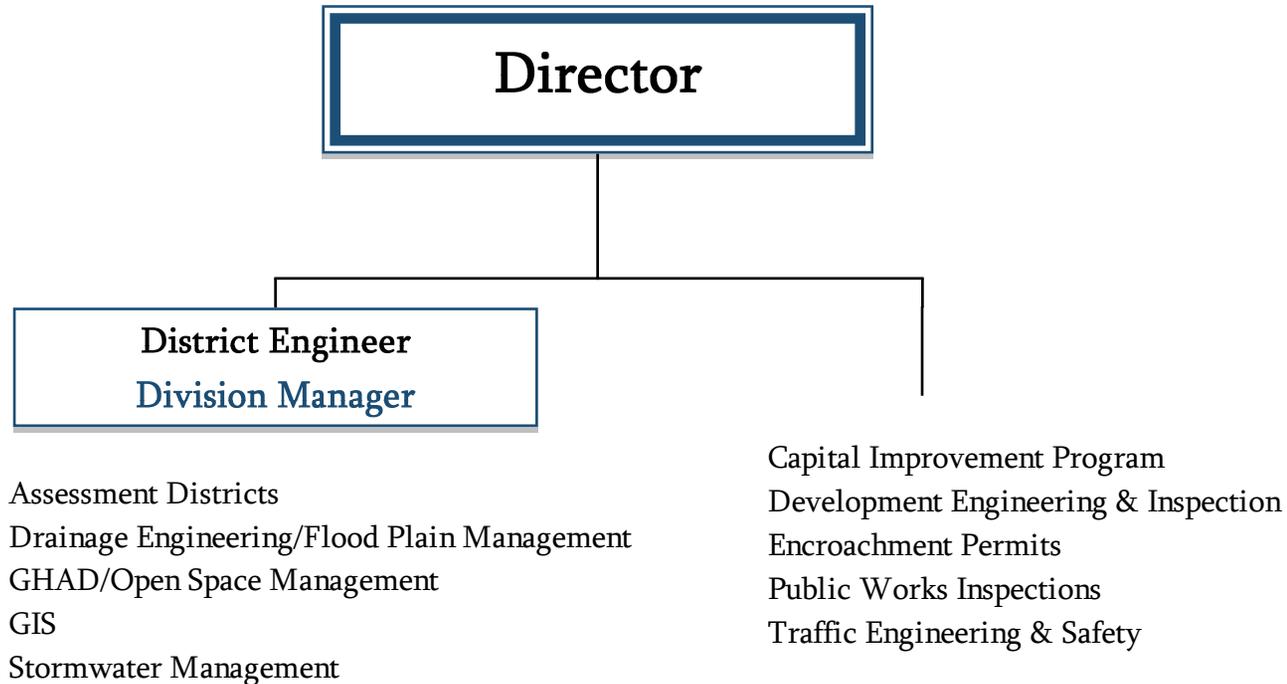
Description	Program Expenditures	Program Revenue	Net Program Cost
Planning Administration	\$ 355,297	\$ 8,295	\$ 347,002
Architectural Review	152,464	15,000	137,464
Development Administration	224,131	173,500	50,631
General Plan Management	93,814		93,814
Special Planning Studies	105,077	40,000	65,077
Subdivision Processing	22,562		22,562
Zoning Ordinance Update	550		550
Zoning Administration	196,558	3,950	192,608
Planning Dougherty Valley	14,070		14,070
Building Administration	434,739	6,700	428,039
Inspection	548,892	1,060,300	(511,408)
Neighborhood Preservation Code Enforcement	73,600		73,600
Plan Checking	297,475	386,000	(88,525)
Transportation Administration	185,345	8,000	177,345
Residential Traffic Calming	162,980		162,980
Traffic Safety	14,285		14,285
Transportation Planning	85,292		85,292
TDM - Administration	103,570	103,570	-
TDM- Carpool to School Program	262,905	262,905	-
TDM - Vanpool Program	130,796	130,796	-
TDM - Voluntary EBTR	205,539	205,539	-
Transportation Dougherty Valley	55,335		55,335
Street Smarts	142,850	142,850	-
 Program Totals	 <u>\$ 3,868,126</u>	 <u>\$ 2,547,405</u>	 <u>\$ 1,320,721</u>

ENGINEERING SERVICES





City of San Ramon Engineering Services Department FY 2011-12



ENGINEERING SERVICES SUMMARY

Statement of Purpose

Engineering Services is responsible for the administration and implementation of the Capital Improvement Program (CIP) and Capital Budget; Assessment Districts engineering; Geologic Hazard Abatement District (GHAD); Stormwater Management Program; Canyon Park Fund; traffic engineering and safety; development engineering and inspection; encroachment permits; Flood Plain Management Program; drainage and open space management; and the City's Geographic Information System (GIS) Program.

***Significant Accomplishments
FY 2010-11***

- ◆ Submitted a balanced FY 2011-12 Capital Budget and Five-Year Capital Improvement Program
- ◆ Prepared the 5-year Pavement Repair Plan for FY 2011-12 to FY 2015-16 and presented it to the Finance Committee
- ◆ As part of the City's Annual Pavement Management Project, completed pavement restoration in the Twin Creeks subdivision, pavement rehabilitation of various streets throughout the City, and preventative maintenance on two sections of San Ramon Valley Boulevard and Tareyton Avenue and its surrounding neighboring residential streets (CIP 5449)
- ◆ Completed pavement rehabilitation of parking lots at Forest Home Farms and the 2401 Crow Canyon Road building (CIP 5505, CIP 5449)
- ◆ Substantially completed the Traffic Signal System Upgrades along the Bollinger Canyon Corridor and Crow Canyon Corridor, including the traffic signals within Caltrans right-of-way at the interchanges (CIP 5457)
- ◆ Issued site development permits for Church on the Hill, Kingdom Hall, Bishop Ranch 7 Parking Lot, and Valley Vista Senior Housing
- ◆ Processed and approved 13 lot line adjustment applications
- ◆ Processed and approved Final Maps for Fairway Village Condominiums and Swenson Minor Subdivision
- ◆ Accepted 6 roadways, 1 drainage facility, 9 landscaping improvements, and 2 parks within Dougherty Valley
- ◆ Issued 350 encroachment permits and 135 transportation permits

City of San Ramon

ENGINEERING SERVICES SUMMARY

- ◆ Through an encroachment permit issued to the contractor for DERWA, completed Phase 2 installation of recycled water distribution pipelines on Bollinger Canyon Road
- ◆ Through an encroachment permit issued to Dougherty Valley Developers, completed the widening of Bollinger Canyon Road to create 3 travel lanes in each direction from Canyon Lakes Drive to Dougherty Road, including pavement repairs and slurry seal treatment on existing lanes and installation of a vehicle parking turnout at fountain (CIP 5464)
- ◆ Through an encroachment permit issued to East Bay Municipal Utility District (EBMUD), completed polybutylene replacements in 143 locations throughout the City
- ◆ Accepted approximately 83 acres of open space for GHAD ownership
- ◆ In the Flood Plain Management Program, improved the City's Community Rating System from Class 8 to 6, providing a 20% discount to residents for flood insurance
- ◆ In the Flood Plain Management Program, completed Letters of Map Revision in order to correct errors and remove residents from the flood zone saving residents an estimated \$50,000 per year on insurance premiums
- ◆ As part of the City's Stormwater Management Program, completed the first year implementation of the new Municipal Regional Permit

Major Action Plan Items FY 2011-12

1.	Begin design of the Alcosta Pavement Rehabilitation Project from Fircrest Lane to San Ramon Valley Boulevard, funded by 2010 Congestion Management Agency Block Grant	By: 07/11
2.	Through an encroachment permit issued to EBMUD, complete polybutylene replacements in 118 locations throughout the City	By: 09/11
3.	Through an encroachment permit issued to the contractor for the Army Corps of Engineers, complete Phase 2B installation of recycled water distribution pipelines in the vicinity of Dougherty Road/Crow Canyon Road, Alcosta Boulevard north of Bollinger Canyon Road, and Canyon Lakes Drive	By: 11/11
4.	Process the acceptance of up to 100 acres of open space for GHAD ownership projected to be offered by the Dougherty Valley developers	By: 12/11

City of San Ramon

ENGINEERING SERVICES SUMMARY

5.	Complete the Bollinger Creek Culvert Repair Project, which includes the repair of the existing 132" diameter culvert undercrossing Crow Canyon Road (CIP 5520)	By: 12/11
6.	Conduct bi-annual pavement condition survey of all City-owned streets	By: 12/11
7.	In the Stormwater Management Program, install trash capture devices through Trash Capture Grant Program, as part of the Municipal Regional Permit requirements	By: 12/11
8.	After six (6) months of initiating the new Permit Center, the Engineering and Planning/Community Development Departments will assess and evaluate the service levels of customer satisfaction by continuing the use of the customer satisfaction cards; staff will review the data and determine, if appropriate, the course of action to maximize efficiency and service levels; and staff involved in the permitting process will also perform an internal assessment	By: 01/12
9.	Complete design and begin construction of Bollinger Canyon Road Pedestrian Modification Improvements from Chanterella Drive to Dougherty Road (HSIP Grant funding) (CIP 5533)	By: 02/12
10.	Complete 2011 Annual Pavement Management Project, which includes: pavement rehabilitation of the Vista San Ramon Subdivision and various streets throughout the City; preventative maintenance on two sections of San Ramon Valley Boulevard, a section of Camino Ramon, and Pine Valley and the neighboring residential streets south of Pine Valley Road (CIP 5470)	By: 03/12
11.	Perform preventative maintenance on two (2) parking lots at Athan Downs and Memorial Park (CIP 5438)	By: 03/12
12.	Prepare the 5-year Pavement Repair Plan for FY 2012-13 to FY 2016-17 and present it to the Finance Committee	By: 04/12
13.	Submit a balanced FY 2012-13 Capital Budget and Five-Year Capital Improvement Program	By: 05/12
14.	Complete the relocation of utilities on Bollinger Canyon Road from Sunset Drive to Market Place in anticipation of future roadway widening (CIP 5324)	By: 06/12
15.	Complete second year of implementation requirements for the Stormwater Management Program's Municipal Regional Permit (MRP)	By: 06/12

City of San Ramon

ENGINEERING SERVICES SUMMARY

16.	Following County Board of Supervisors acceptance, process approximately 31 acceptances of roadways, drainage facilities, parks, landscaping improvements, and various trail improvements within Dougherty Valley	By: 06/12
17.	Complete the Alcosta Boulevard/Davona Drive Signal Modification project funded by HSIP Grant funding (CIP 5513)	By: 06/12
18.	Complete the installation of City entry monolith stone signs on Crow Canyon Road west of Bollinger Canyon Road and Windemere Parkway east of Winside lane (CIP 5465)	By: 06/12

Budget Notes FY 2011-12

- ◆ Benefit costs
- ◆ Continue to unfund seven (7) out of twenty-four (24) authorized positions – Positions include Division Manager [1]; Senior Inspector [3]; Associate Engineer [2]; and Senior Engineer [1])
- ◆ Utilize temporary employees and consultants for Special Fund projects

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ENGINEERING SERVICES**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	3.00	2.00	1.00	0.00	0.00
Assistant Engineer	1.00	1.00	0.00	0.00	0.00
Associate Engineer	4.00	4.00	5.00	5.00	5.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Engineering Director	1.00	1.00	1.00	1.00	1.00
Engineering Specialist	1.00	1.00	1.00	2.00	2.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	0.00	1.00	2.00	2.00	2.00
Senior Engineer	4.00	4.00	4.00	4.00	4.00
Senior Inspector	6.00	6.00	6.00	6.00	6.00
Supervising Inspector	1.00	1.00	1.00	1.00	1.00
Total Authorized Positions	24.00	24.00	24.00	24.00	24.00

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ENGINEERING SERVICES**

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Engineering Services	\$ 2,575,675	\$ 2,789,202	\$ 2,674,128	\$ 3,142,321	\$ 3,163,131
Department Totals	<u>\$ 2,575,675</u>	<u>\$ 2,789,202</u>	<u>\$ 2,674,128</u>	<u>\$ 3,142,321</u>	<u>\$ 3,163,131</u>

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 2,036,156	\$ 2,244,484	\$ 2,164,449	\$ 2,332,847	\$ 2,420,592
Contract Services	420,808	429,087	403,445	679,704	621,918
Materials and Supplies	51,012	44,637	36,075	59,015	54,015
Other Costs	61,862	70,994	70,159	68,555	66,606
Capital Purchases	5,837			2,200	
Total Expenditures	<u>\$ 2,575,675</u>	<u>\$ 2,789,202</u>	<u>\$ 2,674,128</u>	<u>\$ 3,142,321</u>	<u>\$ 3,163,131</u>

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Total Department Revenue	<u>\$ 181,689</u>	<u>\$ 278,021</u>	<u>\$ 551,548</u>	<u>\$ 207,156</u>	<u>\$ 241,429</u>

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ENGINEERING SERVICES**

Program Summary

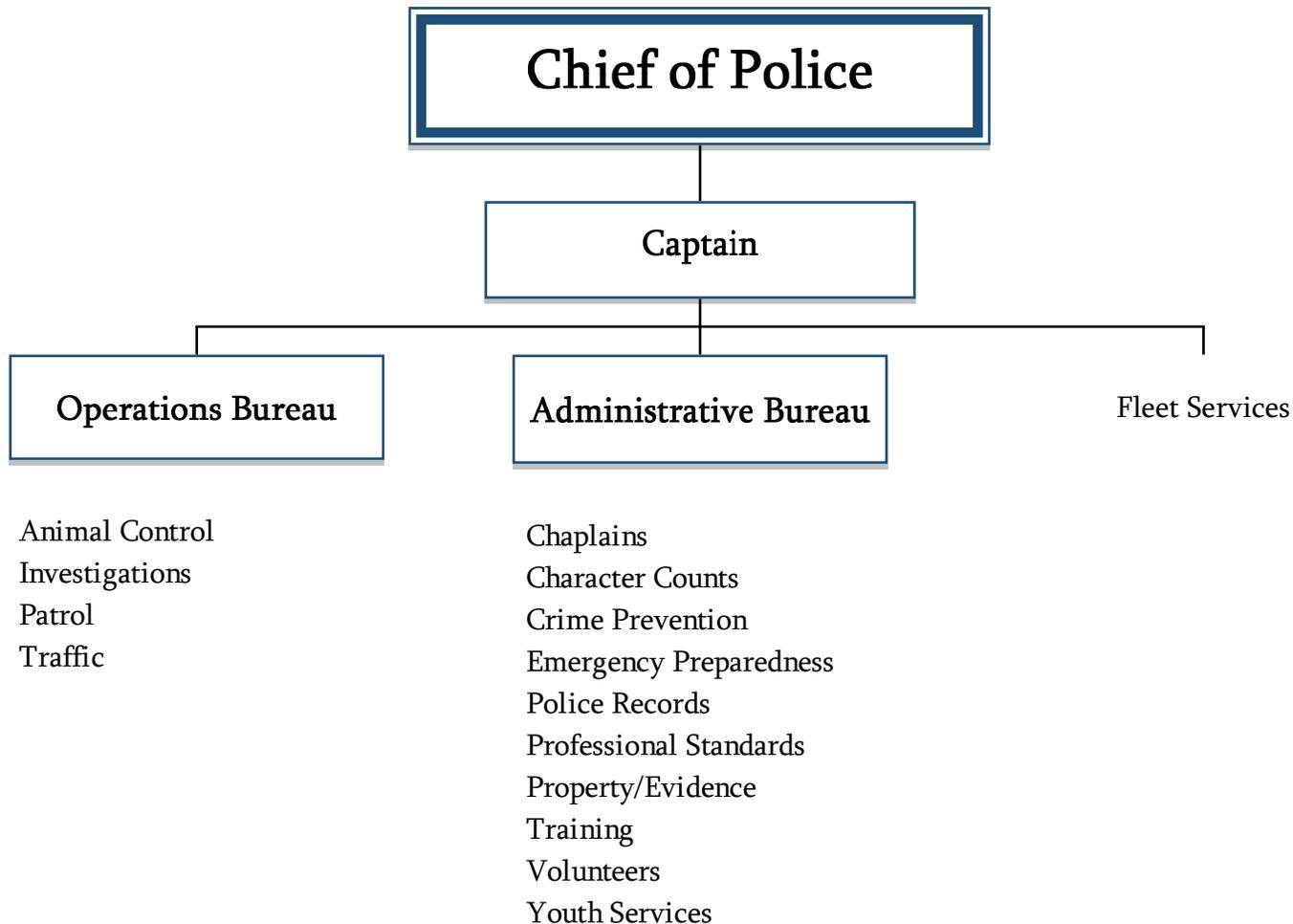
Description	Program Expenditures	Program Revenue	Net Program Cost
Engineering Services Administration	\$ 299,820	\$ 2,100	\$ 297,720
CIP Administration	48,565		48,565
CIP Engineering	264,100		264,100
CIP Inspection	234,467		234,467
Development Engineering	322,858	59,631	263,227
Development Inspection	144,237	61,198	83,039
Encroachments	197,372	90,000	107,372
Canyon Park	15,908		15,908
GHAD	498,479	3,500	494,979
Open Space/Drainage	37,947		37,947
Storm Water Mgmt	424,110		424,110
GIS	136,044	25,000	111,044
Traffic Engineering	297,089		297,089
Dougherty Valley	237,295		237,295
 Program Totals	 \$ 3,158,291	 \$ 241,429	 \$ 2,916,862

POLICE SERVICES





City of San Ramon Police Services FY 2011-12



POLICE SERVICES SUMMARY

Statement of Purpose

Police Services is responsible for the safety and welfare of the citizens of San Ramon by ensuring and maintaining effective law enforcement systems, such as crime prevention, traffic enforcement, patrol, criminal investigations, vice and narcotic enforcement and community relations.

Significant Accomplishments

FY 2010-11

- ◆ Trained and deployed two (2) new Police Officers
- ◆ Added one (1) additional Community Resource Officer position
- ◆ Added and deployed a K-9 Officer
- ◆ Activated SWAT Team
- ◆ Activated Crisis Negotiation Team
- ◆ Implemented updated Emergency Operations Plan
- ◆ Installed Automated External Defibrillators (AEDs) and conducted staff training
- ◆ Conducted emergency shelter refresher training for humans and animal shelter operations
- ◆ Functionalized mobile command post
- ◆ Conducted public outreach regarding 1610 AM emergency broadcast radio
- ◆ Started transition to new Police Department facility
- ◆ City designated as a HeartSafe Community by Contra Costa EMS

City of San Ramon

POLICE SERVICES SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	Deploy reclassified Lieutenant positions	By: 07/11
2.	Finalize move to new Police Department facility at 2401 Crow Canyon Road	By: 08/11
3.	Implement City Council approved Department reorganization	By: 09/11
4.	Conduct survey and qualitative analysis on movement of Police operations to 2401 Crow Canyon Road	By: 09/11
5.	Realign City patrol beat structure for greater efficiency	By: 12/11
6.	Begin the implementation of a Reserve Police Officer Program	By: 06/12
7.	Conduct a shelter training and exercise	By: 06/12
8.	Implement Emergency Operations Plan	By: 06/12
9.	Implement Field Operations Center at Public Services	By: 06/12

*Budget Notes
FY 2011-12*

- ◆ Benefit costs
- ◆ Animal Control increased costs
 - \$33,456 or 10%
- ◆ Dispatch increased costs
 - \$34,190 or 5%
- ◆ Forensic Services increased costs
 - \$15,000 or 25%
- ◆ County Technology Access increased costs
 - \$13,236
- ◆ Cost of Youth Resource Counselor originally budgeted in Parks & Community Services
 - \$12,500
- ◆ Vacancies
 - Continue to unfund one (1) Office Technician position
 - Continue to unfund one (1) Police Services Technician (.50 FTE) position
 - Unfund partially one (1) Administrative Coordinator (partially backfilled by temporary)
 - Unfund partially one (1) Administrative Analyst position

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
POLICE SERVICES**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	5.00	5.00	5.00	5.00	5.00
Captain	1.00	1.00	1.00	1.00	1.00
Chief	1.00	1.00	1.00	1.00	1.00
Corporals	0.00	9.00	10.00	10.00	9.00
Lieutenant	2.00	2.00	2.00	2.00	5.00
Office Specialist	2.00	2.00	2.00	2.00	2.00
Office Technician I/II	4.00	4.00	4.00	4.00	4.00
Police Officer	43.00	34.00	35.00	35.00	33.00
Police Services Technician	3.50	3.50	3.50	3.50	3.50
Program Manager	1.00	1.00	1.00	1.00	1.00
Records Coordinator	1.00	1.00	1.00	1.00	1.00
Records Technician	2.00	2.00	2.00	2.00	2.00
Sergeant	9.00	9.00	9.00	9.00	9.00
Total Authorized Positions	75.50	75.50	77.50	77.50	77.50

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
POLICE SERVICES

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Police Services	\$ 13,438,237	\$ 15,051,353	\$ 15,561,728	\$ 16,165,984	\$ 16,202,938
Department Total	<u>\$ 13,438,237</u>	<u>\$ 15,051,353</u>	<u>\$ 15,561,728</u>	<u>\$ 16,165,984</u>	<u>\$ 16,202,938</u>

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 10,801,087	\$ 12,158,410	\$ 13,100,203	\$ 13,245,706	\$ 13,512,920
Contract Services	1,568,511	1,743,297	1,402,993	1,933,058	1,847,393
Materials and Supplies	550,600	609,839	539,291	453,230	414,464
Other Costs	462,965	517,038	518,199	493,990	428,161
Capital Purchases	55,074	22,769	1,042	40,000	
Total Expenditures	<u>\$ 13,438,237</u>	<u>\$ 15,051,353</u>	<u>\$ 15,561,728</u>	<u>\$ 16,165,984</u>	<u>\$ 16,202,938</u>

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Total Department Revenue	<u>\$ 831,316</u>	<u>\$ 845,767</u>	<u>\$ 813,604</u>	<u>\$ 811,900</u>	<u>\$ 699,194</u>

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
POLICE SERVICES

Program Summary

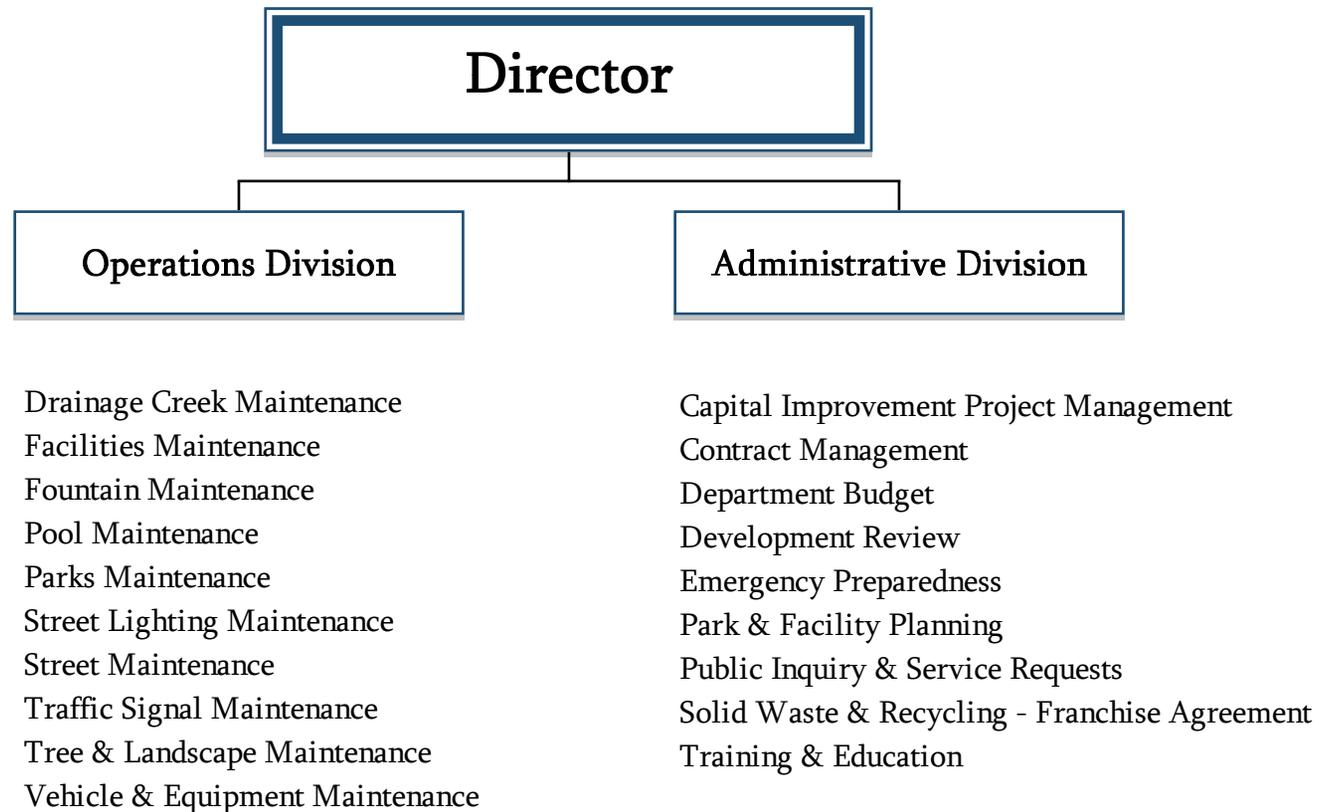
Description	Program Expenditures	Program Revenue	Net Program Cost
Administration	\$ 4,235,923	\$ 106,900	\$ 4,129,023
Animal Control	344,407		344,407
Crossing Guards	99,205		99,205
Crime Prevention	122,237		122,237
Character Counts	199,626	1,000	198,626
Emergency Preparedness	234,491		234,491
Investigation	1,421,405		1,421,405
Narcotics	213,001		213,001
Patrol	7,514,340	489,794	7,024,546
Traffic Safety	1,040,516		1,040,516
Volunteer Services	5,050		5,050
Youth Services	630,253	101,500	528,753
Fleet	142,484		142,484
 Program Totals	 \$ 16,202,938	 \$ 699,194	 \$ 15,503,744

PUBLIC SERVICES





City of San Ramon Public Services Department FY 2011-12



PUBLIC SERVICES SUMMARY

Statement of Purpose

The Public Services Department is responsible for the maintenance of the City's parks, roadway medians and other open space; City fleet vehicles and equipment; City facilities, fountains, and pools; signals and street lights; roadways and sidewalks; street sweeping; catch basins, creeks and other drainage systems; Public Services is also responsible for the administration of the Landscape and Lighting District program in 19 zones; administration of maintenance contracts; and administration of the solid waste franchise agreement.

Significant Accomplishments

FY 2010-11

- ◆ Assumed maintenance responsibility for new areas in the Dougherty Valley to include: 240 new street lights, 7.26 street miles, 11.77 acres of street landscaping, 4.2 acres of open space/trail landscaping, and 4.5 acres of new parks which includes Bark & Ride as well as creeks, water quality control ponds and other drainage facilities
- ◆ Implemented Phase I of compliance with sign retro-reflectivity requirements mandated by the United States Department of Transportation – Phase I included completing inventory of all City-owned signs and determining scope of work for project
- ◆ Renovated median landscaping along Bollinger Canyon Road north of Ascension Drive to Crow Canyon Road
- ◆ Replastered 50 meter pool and Children's Play Pool at the San Ramon Olympic Pool and Aquatic Center
- ◆ Developed Sports Field Sustainability and Preservation Program and initiated findings with field user groups
- ◆ Increased communication with sports field user groups through daily Field Conditions alerts via email, text and online, the Sporting Green newsletter and the new Field Usage Guide
- ◆ Implemented on-call door-to-door household hazardous waste collection program
- ◆ Converted 596 street lights to energy-efficient LED technology
- ◆ Installed seven (7) battery back-up units to signalized intersections
- ◆ Resurfaced and painted neighborhood entrance walls/monuments for the Old Ranch Estates and Deerwood L&L Special Zones
- ◆ Installed 300 vandal resistant inserts in street light pull boxes to minimize copper wire theft

City of San Ramon

PUBLIC SERVICES SUMMARY

- ◆ Secured new contract for street sweeping services to lower Department costs and reallocated staff to other high priority work areas in the Department
- ◆ Continued implementation of water conservation strategies including installations of Calsense controller upgrades and compliance with the State Department of Water Resources Model Water Efficient Landscape Ordinance.
- ◆ Secured new contract for small equipment repair to lower Department costs
- ◆ Completed installation of temporary shared parking lot for 100+ cars at Dougherty Station Community Center/Diablo Valley College
- ◆ Implemented various maintenance and repair projects at City parks and facilities:
 - Replaced three (3) shade canopies at the San Ramon Olympic Pool and Aquatic Center
 - Replaced carpet and VCT flooring at the San Ramon Olympic Pool and Aquatic Center, San Ramon City offices and the San Ramon Service Center
 - Refinished wood flooring at San Ramon Senior Center
 - Renovated play structure and fencing in Children's Play Pool at the San Ramon Olympic Pool and Aquatic Center
 - Replaced light fixtures at Iron Horse and Pine Valley Gymnasiums
 - Installed irrigation booster pump at Red Willow Park
 - Completed park restroom renovations at Athan Downs, Boone Acres, Mill Creek Hollow, Village Green, and Old Ranch Park using East Bay Regional Park District Measure WW funding
 - Replaced San Ramon Service Center gate and motor

City of San Ramon

PUBLIC SERVICES SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	Restore residential street sweeping program to twice per month based on lower contract costs	By: 07/11
2.	Offer quarterly informational/educational tours of the Public Services Service Centers for residents	By: 07/11
3.	Prepare recommendations on alternate funding models for Citywide LED street light conversion	By: 07/11
4.	Refinish gel coat on slide at San Ramon Olympic Pool and Aquatic Center per State inspection requirements	By: 07/11
5.	Complete phase 2 of upgrade to centralized irrigation system in Summerwood Loop assessment zone	By: 10/11
6.	Replace VCT and carpet at Iron Horse and Pine Valley gymnasium lobbies	By: 12/11
7.	Replace moveable walls at Alcosta Senior and Community Center, and San Ramon Olympic Pool and Aquatic Center	By: 12/11
8.	Establish review and evaluation schedule for solid waste collection franchise extension or competitive selection process - Incorporate compliance with commercial recycling mandate	By: 12/11
9.	Replace display pump and gear valves at West Branch fountains	By: 03/12
10.	Replace sand filter at Bollinger Canyon fountain	By: 05/12
11.	Develop Trails and Bikeways Master Plan and Map	By: 06/12
12.	Evaluate tree management plan and develop recommendations for strategically addressing long term needs	By: 06/12
13.	Continue to proactively install 300 additional vandal resistant inserts within street light pull boxes to minimize copper wire theft	By: 06/12
14.	Assume maintenance responsibility for new areas in the Dougherty Valley to include: 200 new street lights, 8.3 street miles and sidewalks, 12 acres of street landscaping and 2 acres of new parks which includes Mosaic Park as well as creeks, water quality control ponds and other drainage facilities	By: 06/12

PUBLIC SERVICES SUMMARY

Budget Notes

FY 2011-12

- ◆ Benefit costs
- ◆ Continue to unfund five (5) Maintenance Technician positions
- ◆ Continue to unfund one (1) part-time Office Technician position (.80 FTE)
- ◆ Unfund one (1) part-time Maintenance Technician position (.60 FTE)
- ◆ Continue to freeze CPI increases and selectively reduce existing contracts: carpet cleaning, janitorial, roadway striping, weed abatement
- ◆ Reallocate current staff time to provide maintenance at modified service levels as new areas are accepted
- ◆ Develop and implement alternate work shifts during peak facility and park use to serve needs of park and facility users
- ◆ Further reduce park landscape maintenance contract and shift work to staff through use of landscape trim crews
- ◆ Further reduce seasonal temporary staffing which will result in adjusting and prioritizing parks maintenance and drainage activities on an as-needed basis
- ◆ 12 furlough days will result in the loss of 4,815 annual field work hours or the equivalent of 2.47 FTEs
- ◆ Reduced Public Services budget by \$984,513

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC SERVICES**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	2.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.50	1.50	1.50	1.50	1.50
Division Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Assistant	2.00	2.00	2.00	2.00	2.00
Maintenance Coordinator	10.00	11.00	11.00	11.00	11.00
Maintenance Specialist	10.00	11.00	11.00	13.00	13.00
Maintenance Supervisor	9.00	9.00	9.00	9.00	9.00
Maintenance Technician I/II	34.60	33.60	33.60	31.60	31.60
Office Technician I/II	0.50	0.80	0.80	0.80	0.80
Program Manager	5.00	5.00	5.00	5.00	5.00
Public Services Director	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	0.00	1.00	1.00	1.00	1.00
Total Authorized Positions	76.60	77.90	77.90	77.90	77.90

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC SERVICES**

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Public Services	\$ 16,058,713	\$ 17,896,646	\$ 18,432,365	\$ 19,886,240	\$ 18,901,727
Department Totals	<u>\$ 16,058,713</u>	<u>\$ 17,896,646</u>	<u>\$ 18,432,365</u>	<u>\$ 19,886,240</u>	<u>\$ 18,901,727</u>

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 7,715,598	\$ 8,816,294	\$ 9,040,258	\$ 9,341,177	\$ 9,071,192
Contract Services	6,767,765	7,640,171	7,915,910	9,003,334	8,296,765
Materials and Supplies	1,134,289	965,772	961,289	1,028,302	1,030,027
Other Costs	432,286	496,267	514,908	507,927	503,743
Capital Purchases	8,775	(21,858)		5,500	
Total Expenditures	<u>\$ 16,058,713</u>	<u>\$ 17,896,646</u>	<u>\$ 18,432,365</u>	<u>\$ 19,886,240</u>	<u>\$ 18,901,727</u>

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Total Department Revenue	<u>\$ 120,819</u>	<u>\$ 257,723</u>	<u>\$ 271,148</u>	<u>\$ 537,720</u>	<u>\$ 541,252</u>

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC SERVICES**

Program Summary

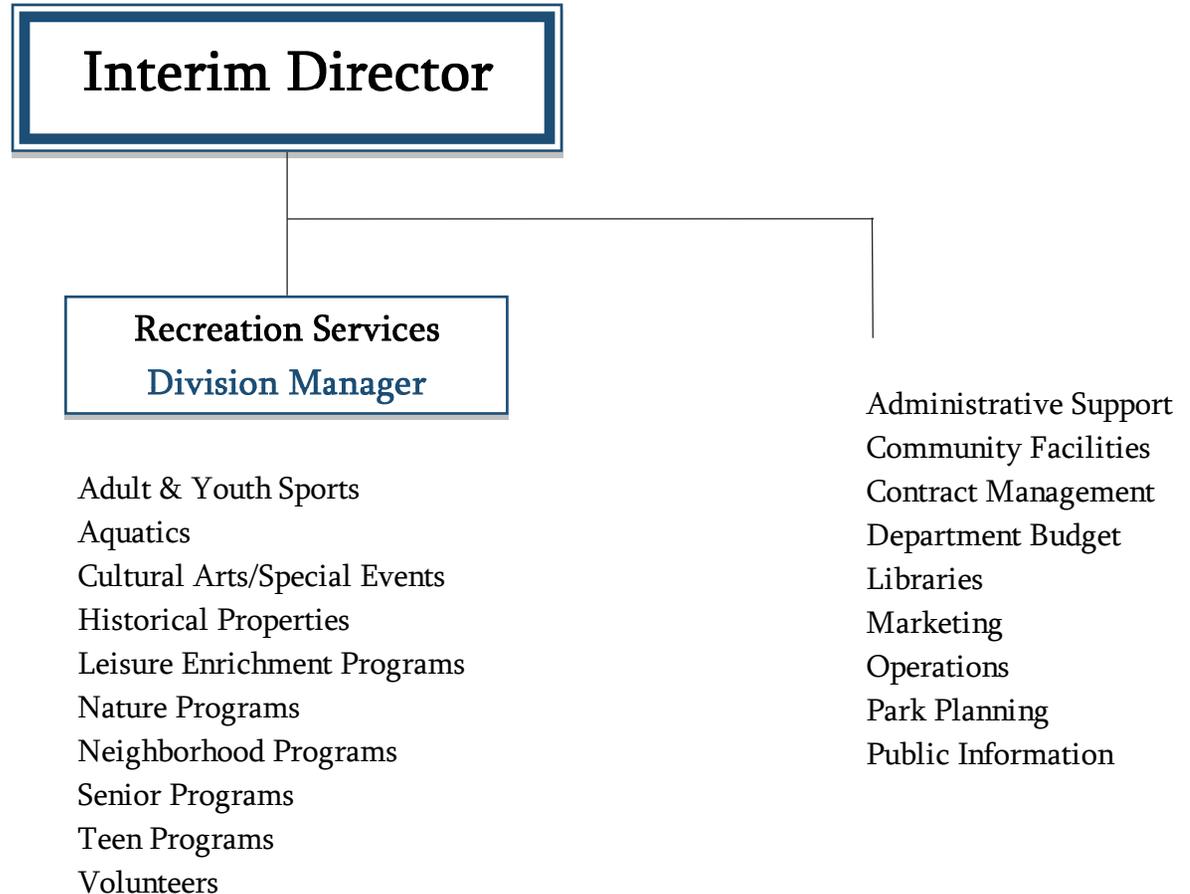
Description	Program Expenditures	Program Revenue	Net Program Cost
Public Services	\$ 1,744,375	\$ 165,187	\$ 1,579,188
Drainage Maintenance	548,632	\$ 6,000	542,632
Facilities	2,323,056	22,000	2,301,056
Landscaping	834,114	8,100	826,014
Lighting	573,783		573,783
Parks Maintenance	2,704,732	339,965	2,364,767
Service Center	869,090		869,090
Special Zones	1,394,051		1,394,051
Street Maintenance	429,331		429,331
Traffic Signal	406,881		406,881
DV Street Maintenance	1,085,539		1,085,539
DV Landscaping	2,538,811		2,538,811
DV Park Maintenance	2,136,579		2,136,579
DV Facilities	1,091,242		1,091,242
DV Flood Control	114,656		114,656
DV Open Space	106,855		106,855
	\$ 18,901,727	\$ 541,252	\$ 18,360,475

PARKS & COMMUNITY SERVICES





City of San Ramon Parks & Community Services Department FY 2011-12



PARKS & COMMUNITY SERVICES SUMMARY

Statement of Purpose

The Parks & Community Services Department provides a wide variety of cultural, sporting, educational events and programming for all segments of the San Ramon community. The Department is responsible for partnering with Contra Costa County in managing the two San Ramon libraries.

Significant Accomplishments

FY 2010-11

- ◆ The Department received recognition for the following:
 - The San Ramon Art & Wind Festival was named Best Public Event in San Ramon Express 2010 Readers Choice Awards
 - Keith Haase received Professional Achievement award by the Bay Area Public Pool Operator Association (BAPPOA)
 - Terry Cunningham, member of the San Ramon Arts Foundation, received the California Park and Recreation Society (CPRS) Champion of the Community Award
- ◆ As a component of the 2011 San Ramon Art & Wind Festival, the City welcomed a delegation from Weifang, China; in partnership with the Dougherty Valley San Ramon Rotary which will include kite flying demonstrations and block print painting on kites
- ◆ Completed Memorandums of Understanding (MOUs) with the four Foundations to formalize their partnerships with the City as well as re-initiated group forums to facilitate open communication and collaboration
- ◆ Initiated a partnership agreement with the San Ramon Chamber of Commerce to provide food booths, kids activities and entertainment for the July 4th Star Spangled Spectacular event
- ◆ The Teen Council developed and held the first Teen Government Shadow Day which provided high school students the opportunity to shadow City of San Ramon employees for a day to increase awareness of local government and provide career mentoring by City employees
- ◆ Increased communication and coordination with sports field user groups through the completion of an Athletic Field Users Guide that provides information on the reservation and permitting process for field usage

City of San Ramon

PARKS & COMMUNITY SERVICES SUMMARY

- ◆ Initiated a quarterly newsletter for Community Gardeners to increase communication and information between City staff and community gardeners
- ◆ Forest Home Farms Historic Park was awarded a grant from the Institute of Museum and Library Services to provide a conservation assessment and overview of the Farm's museum collections – The grant included a two-day site visit by a preservation architect to assess the condition of structures on the site
- ◆ Submitted a Nature Education Facilities Program grant application to the State of California Department of Parks and Recreation requesting \$2,932,093 to renovate the Boone House at Forest Home Farms
- ◆ Submitted a grant application to the State of California Department of Transportation for allocation of Federal Transit Administration Section 5310 Vehicle Purchase Funds for the replacement of two (2) Senior Express Vans
- ◆ Utilized the “Cultural Growth Fund” to provide Cultural Growth Grants to two (2) art groups; Pallavit, an Indian Music Festival and the 191st Army Band Holiday Concert
- ◆ Provided training for six (6) college interns majoring in Recreation with areas of emphasis in therapeutic recreation, special events, teens and sports; the interns provided 2,880 hours to the Department
- ◆ Restored facility support and business hours (8:30 am – 5:00 pm) at each facility thereby increasing customer service levels to the community
- ◆ Completed ADA access to the front counter of the San Ramon Community Center
- ◆ Updated the Department's Emergency Action Protocols including written action plans for each program and facility, crisis management and communication practices, and an after-hours response program
- ◆ Completed biennial review of the Master Plan Update and Strategic Action Plan with the Parks and Community Services Commission
- ◆ Added two (2) picnic areas, Ramona Park and Sports Park to the Group Picnic Areas available for public reservation
- ◆ Maintained consistent program registration levels in fiscal year 2010-11 compared to 2009-10 and increased revenues by \$30,000
- ◆ Successfully completed implementation of a camp system called Camp Central enabling customers to flexibly customize their summer camp schedule in one location
- ◆ Initiated year-round lap swim hours for the Dougherty Valley Aquatic Center by 11 ½ hours per week
- ◆ Completed a Victorian Life School Trip Program for Grades 1 through 5 at the David Glass House at Forest Home Farms

City of San Ramon

PARKS & COMMUNITY SERVICES SUMMARY

- ◆ Completed the installation of registration software to allow purchasing of online memberships, online client account maintenance, and an automated scan pass card system to improve customer service
- ◆ Completed evaluation of the Community and Youth Resource Program and Teen Centers based on best practices and input by the key stakeholders; the outcomes included centralizing all teen programs under one Division as well as reassigning the Marriage and Family Therapist (MFT) to the Police Department
- ◆ Completed the third Public Art Project by artist David Boyer “Shadow Dancers” at Athan Downs
- ◆ Scheduled and managed 218 presentations and performances with attendance over 38,000 at both Dougherty Valley Performing Arts Center and the Front Row Theatre
- ◆ Added a new volunteer led hiking program, “Trailblazers”, for senior citizens utilizing the local trails
- ◆ Implemented the first Tri-Valley women’s adult basketball league

Major Action Plan Items FY 2011-12

1.	Collaborate with the Economic Development Department to publish a resource guide for senior citizen residents which will provide information on housing, transportation, health, finance, legal, employment and in-home care (Master Plan Goal #9.6 and #9.10)	By: 07/11
2.	Collaborate with the San Ramon Valley Unified School District to install portable classrooms at the Iron Horse, Gale Ranch, and Windemere Ranch Middle School campuses to be used as afterschool Teen Centers (Master Plan Goal #6.2)	By: 09/11
3.	The Teen Council will continue its partnership with the Dougherty Station Teen Library Advisory Group to present a special event focusing on teen stress and pressure (Master Plan Goal #6.2 and #6.3)	By: 10/11
4.	Measure the Department’s current customer satisfaction level; develop a benchmark for the ongoing measurement of the Department’s delivery of customer service; and implement twelve (12) customer service trainings for Department staff, contract instructors and regular volunteers (Master Plan Goal #9.8)	By: 12/11

City of San Ramon

PARKS & COMMUNITY SERVICES SUMMARY

5.	Complete evaluation, review and recommend changes to the City's Special Event Permit Ordinance and procedures	By: 12/11
6.	Develop new model for facility rentals using marketing and pricing strategies designed to increase public access to facilities, increase rental revenue during slow use periods, and maximize efficiency in facility use	By: 01/12
7.	Institute new online volunteer registration software to improve communication with and scheduling of volunteers (Master Plan Goal #8.6)	By: 04/12
8.	Streamline the reservation process for group picnic areas through the implementation of an online facility booking module (Master Plan Goal #7.1)	By: 05/12
9.	Develop and implement a resident appreciation program that will consist of four (4) free quarterly events at different City facilities designed to bring the community together and promote the many services available to residents	By: 06/12

Budget Notes
FY 2011-12

- ◆ Benefit costs
- ◆ Continue to unfund one (1) Office Technician I/II position (.80 FTE)
- ◆ Continue to unfund one (1) Program Manager position
- ◆ Continue to unfund four (4) Recreation Technician positions
- ◆ Continue to unfund one (1) Director position
- ◆ Reallocate marketing, office support and school rental expenditures from Administration to each program area to more accurately reflect the actual and direct costs of the programs
- ◆ Increase senior nutrition lunch program from 4,000 to 5,472 meals annually and home delivered meals from 3,000 to 4,620 meals annually; San Ramon Senior Foundation to provide funding of \$9,240 for the home delivered meals
- ◆ Increased credit card fees from \$57,000 to \$64,793 to account for increased credit card usage via online registration
- ◆ Further reduced staff travel and training budget; retained funds for mandatory certifications, safety training, and customer service training for all staff
- ◆ Reduced department contracts and assigned work to City staff

City of San Ramon

PARKS & COMMUNITY SERVICES SUMMARY

- ◆ Reduced printing contract by \$21,500 due to competitive bid environment
- ◆ Reduced contract instructor costs and commensurate program revenue based on lower than expected participation and duplication of services

Service Level Reductions

FY 2011-12

- ◆ Contra Costa Community College District (DVC) is reducing funding at the Dougherty Station Library (DSL) which will reduce service by five (5) hours each week and reduce Library staff support to the College Library programs
- ◆ Currently, the County and DVC fully fund the DSL hours of service with the City paying for facility operating costs such as utilities and maintenance

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PARKS & COMMUNITY SERVICES**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	3.00	3.00	3.00	3.00	3.00
Division Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Office Technician I/II	5.80	5.80	5.80	5.80	5.80
Parks & Community Services Director	1.00	1.00	1.00	1.00	1.00
Program Manager	6.00	6.00	6.00	6.00	6.00
Recreation Coordinator	5.80	5.80	5.80	5.80	5.80
Recreation Supervisor	3.00	3.00	3.00	3.00	3.00
Recreation Technician	7.00	7.00	7.00	7.00	7.00
Total Authorized Positions	33.60	33.60	33.60	33.60	33.60

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PARKS & COMMUNITY SERVICES

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Parks & Community Services	\$ 7,255,286	\$ 7,813,825	\$ 7,615,877	\$ 7,853,946	\$ 7,561,762
Department Total	<u>\$ 7,255,286</u>	<u>\$ 7,813,825</u>	<u>\$ 7,615,877</u>	<u>\$ 7,853,946</u>	<u>\$ 7,561,762</u>

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 4,551,338	\$ 5,123,667	\$ 5,155,801	\$ 5,302,328	\$ 5,125,454
Contract Services	2,221,219	2,258,524	2,066,040	2,162,220	2,079,554
Materials and Supplies	365,231	309,380	279,544	293,365	279,256
Other Costs	116,199	122,122	114,492	96,033	77,498
Capital Purchases	1,299	132			
Total Expenditures	<u>\$ 7,255,286</u>	<u>\$ 7,813,825</u>	<u>\$ 7,615,877</u>	<u>\$ 7,853,946</u>	<u>\$ 7,561,762</u>

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Total Department Revenue	<u>\$ 4,478,929</u>	<u>\$ 4,528,304</u>	<u>\$ 4,496,357</u>	<u>\$ 4,065,560</u>	<u>\$ 4,068,850</u>

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PARKS & COMMUNITY SERVICES**

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Administration	\$ 941,999	\$ 41,100	\$ 900,899
Aquatics	1,197,413	847,726	349,687
Facilities	702,990	343,654	359,336
Cultural Arts	185,010	96,284	88,726
Therapeutic & Youth Services	153,770	6,297	147,473
Youth Enrichment	587,708	518,583	69,125
Library	298,151	-	298,151
Theatre & Performing Arts	1,039,495	610,493	429,002
Adult & Senior Enrichment	249,455	93,920	155,535
Special Events	280,214	149,625	130,589
Sports - Adult	494,413	461,319	33,094
Sports - Youth	690,679	561,316	129,363
Youth Center	443,486	305,228	138,258
Historic Properties/Museums	296,979	33,305	263,674
 Program Totals	 <u>\$ 7,561,762</u>	 <u>\$ 4,068,850</u>	 <u>\$ 3,492,912</u>

ECONOMIC DEVELOPMENT





City of San Ramon Economic Development Department FY 2011-12



ECONOMIC DEVELOPMENT SUMMARY

Statement of Purpose

The Economic Development Department is responsible for activities that improve and diversify the San Ramon economy. The Department staffs the Redevelopment Agency, which focuses its efforts on removing economic and physical blight within the Redevelopment Project Area, and the Housing Authority which oversees affordable housing activities. The Goals and Objectives for the Department are largely defined by the City's Economic Development Strategic Plan, and the Agency's Redevelopment Plan. Accomplishments and goals of the Redevelopment Agency and the Housing Authority are outlined in their designated sections of the budget document. The Economic Development Department is a partner with the Planning Division of the Planning/Community Development Department in addressing the City's affordable housing needs. The Economic Development Department also provides administrative support for the Economic Development Advisory Committee.

Significant Accomplishments

FY 2010-11

- ◆ Provided administrative support to the Tri-Valley Community Television Board of Directors
- ◆ Completed the 2011 Economic Development Strategic Plan
- ◆ Reviewed and provided recommendations for the North Camino Ramon Specific Plan to ensure that the Plan implements the goals of the 2011 Economic Development Strategic Plan
- ◆ Continued a close partnership with the San Ramon Chamber of Commerce, Contra Costa Council, Tri-Valley Convention and Visitors Bureau and others to implement the Economic Development Strategic Plan
- ◆ Sponsored small business education workshops
- ◆ Created the Shop San Ramon First website to promote San Ramon businesses

City of San Ramon

ECONOMIC DEVELOPMENT SUMMARY

*Major Action Plan Items
FY 2011-12*

1.	Complete a Business Incentive Package to promote San Ramon for existing and prospective businesses	By: 01/12
2.	Complete a Community Resource guide for marketing San Ramon	By: 03/12
3.	Continue partnerships with the Chamber of Commerce, Small Business Development Center, Tri-Valley Business Council, Contra Costa Council, and Tri-Valley Convention & Visitors Bureau to implement the City's Economic Development Strategic Plan	By: 05/12
4.	Continue efforts to increase retail mix in San Ramon with ongoing outreach and marketing to property owners, retail brokers and retail tenants	By: 06/12
5.	Expand and improve the Shop San Ramon First website with annual seasonal promotions and an increased database; develop and distribute marketing collateral for the Shop San Ramon First campaign	By: 06/12
6.	Support the North Camino Ramon Specific Plan to create new retail development opportunities as called for in the Economic Development Strategic Plan	By: 06/12

*Budget Notes
FY 2011-12*

- ◆ Benefit costs
- ◆ Unfund one (1) Administrative Coordinator position
- ◆ Support of San Ramon Chamber of Commerce to also include up to \$8,000 of in-kind City facility rental fees and services

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ECONOMIC/REDEVELOPMENT**

Authorized Positions	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	1.00	1.00	1.00	1.00
Economic Development/RDA Director	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	0.00	0.00	0.00	0.00
Program Manager	1.00	1.00	1.00	1.00	1.00
Total Authorized Positions	4.00	4.00	4.00	4.00	4.00

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ECONOMIC/REDEVELOPMENT**

Expenditure Summary By Division

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Economic Development	\$ 219,747	\$ 263,141	\$ 241,944	\$ 285,349	\$ 237,976
Low/Mod Housing	1,377,207	2,314,990	1,313,528	1,662,376	1,456,890
Redevelopment	1,071,085	1,262,255	4,088,283	4,894,802	1,202,376
 Department Total	 \$ 2,668,039	 \$ 3,840,386	 \$ 5,643,755	 \$ 6,842,527	 \$ 2,897,242

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 1,435,334	\$ 1,697,003	\$ 1,785,773	\$ 2,041,914	\$ 2,053,595
Contract Services	789,281	1,682,565	3,499,331	1,448,639	560,713
Materials and Supplies	22,275	3,672	5,002	7,300	7,200
Other Costs	421,149	457,146	353,649	3,344,674	275,734
 Total Expenditures	 \$ 2,668,039	 \$ 3,840,386	 \$ 5,643,755	 \$ 6,842,527	 \$ 2,897,242

Revenue Summary

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
 Total Department Revenue	 \$ -	 \$ -	 \$ 3,619	 \$ -	 \$ 10,000

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ECONOMIC/REDEVELOPMENT**

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Redevelopment Administration	\$ 1,152,376		\$ 1,152,376
Projects	50,000		50,000
Economic Development	237,976		237,976
Low/Mod Housing	887,962	10,000	877,962
Housing Rehabilitation Grant Program	157,000		157,000
Crime Prevention Program	411,928		411,928
 Program Totals	 <u>\$ 2,897,242</u>	 <u>\$ 10,000</u>	 <u>\$ 2,887,242</u>

NON-DEPARTMENTAL

City of San Ramon

NON-DEPARTMENTAL SUMMARY

The non-departmental budget summary includes items related to the City as a whole that cannot be easily allocated to various departments for equipment replacement, healthcare, insurance liability premiums, cablevision, contingency appropriation, County property tax pass-throughs / fees, and the Intern Program.

Budget Notes *FY 2011-12*

- ◆ None

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
NON-DEPARTMENTAL**

Expenditure Summary By Category

Description	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Final	11/12 Adopted
Personnel Services	\$ 630,916	\$ 420,761	\$ 453,039	\$ 501,380	\$ 553,166
Contract Services	4,270,120	177,548	356,404	320,181	112,000
Materials and Supplies	-	-			
Other Costs	2,333,150	8,422,231	8,845,147	8,654,262	8,732,057
Capital Outlay	171,596	118,741	94,089	982,016	467,150
Total Expenditures	\$ 7,405,782	\$ 9,139,281	\$ 9,748,679	\$ 10,457,839	\$ 9,864,373

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
NON-DEPARTMENTAL**

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Cable Television	\$ 42,000		\$ 42,000
County Pass-thru/Administrative Fees	1,635,145		1,635,145
Equipment Replacement	344,000		344,000
Healthcare	6,407,849		6,407,849
I/S Replacement	123,150		123,150
Insurance Liability	1,292,229		1,292,229
Intern Program	20,000		20,000
 Program Totals	 <u>\$ 9,864,373</u>	 <u>\$ -</u>	 <u>\$ 9,864,373</u>

SPECIAL FUNDS

City of San Ramon

SPECIAL FUNDS

Special Revenue Funds – Such as the Gas Tax Fund, Traffic Improvement Fund, Street Maintenance and Improvement Fund, Development Mitigation Funds, Park Development Fund and SCCJEPA Traffic Fund, are used to account for revenue, which, by law or administrative action, is designed to finance particular projects and activities in the City's Capital Improvement Program.

The City also has several other special revenue funds. The Landscaping and Lighting District 1984-1 and, Special Landscaping Zones (L&L), Non-Point Drainage Fund, Canyon Park Fund, Dougherty Valley Fund, and Geologic Hazard Abatement District (GHAD) are funded by special assessments collected annually to pay for specific operating programs.

Debt Service Fund – Accounts for the accumulation of resources for payment of principal and interest on the City's general long-term debt obligations.

Internal Service Funds – Accounts for capital equipment purchases, insurance and benefit liability and the investment management.

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Planning Cost Recovery Fund
Projected fund balances at July 1, 2011	\$ 125,592
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	83,300
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	83,300
Total Revenue	83,300
Transfers In	
	83,300
Total Sources of Fund	83,300
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
	-
Total Transfers Out	-
Total Uses of Fund	-
Net Increase (decrease) in fund balances	83,300
Projected fund balance at June 30, 2012	\$ 208,892

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Mitigation Funds
Projected fund balances at July 1, 2011	\$ 683,081
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	127,492
Miscellaneous Revenue	
	127,492
Total Revenue	127,492
Transfers In	
	127,492
Total Sources of Fund	127,492
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	382,000
Other	
	382,000
Total Transfers Out	382,000
Total Uses of Fund	382,000
Net Increase (decrease) in fund balances	(254,508)
Projected fund balance at June 30, 2012	\$ 428,573

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Gas Tax Fund
Projected fund balances at July 1, 2011	\$ 561,925
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	959,500
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	959,500
Total Revenue	959,500
Transfers In	
	959,500
Total Sources of Fund	959,500
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	400,000
Capital Projects Fund	1,121,425
Other	
	1,521,425
Total Transfers Out	1,521,425
Total Uses of Fund	1,521,425
Net Increase (decrease) in fund balances	(561,925)
Projected fund balance at June 30, 2012	\$ -

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Park Development Fund
Projected fund balances at July 1, 2011	\$ 200,891
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	618,000
Miscellaneous Revenue	
	618,000
Total Revenue	618,000
Transfers In	
	618,000
Total Sources of Fund	618,000
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	37,094
Other	
	37,094
Total Transfers Out	37,094
Total Uses of Fund	37,094
Net Increase (decrease) in fund balances	580,906
Projected fund balance at June 30, 2012	\$ 781,797

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	SCCJEP Fund
Projected fund balances at July 1, 2011	\$ 1,580,664
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	10,000
Development Fees	746,297
Miscellaneous Revenue	
	756,297
Total Revenue	756,297
Transfers In	
	756,297
Total Sources of Fund	756,297
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	35,469
Other	
	35,469
Total Transfers Out	35,469
Total Uses of Fund	35,469
Net Increase (decrease) in fund balances	720,828
Projected fund balance at June 30, 2012	\$ 2,301,492

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Street Maintenance Fund
Projected fund balances at July 1, 2011	\$ 235,938
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	1,863,710
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	1,863,710
Total Revenue	1,863,710
Transfers In	
	1,863,710
Total Sources of Fund	1,863,710
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	1,412,085
Other	
	1,412,085
Total Transfers Out	1,412,085
Total Uses of Fund	1,412,085
Net Increase (decrease) in fund balances	451,625
Projected fund balance at June 30, 2012	\$ 687,563

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Traffic Improvement Fund
Projected fund balances at July 1, 2011	\$ 866,653
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	96,659
Miscellaneous Revenue	
	96,659
Total Revenue	96,659
Transfers In	
	96,659
Total Sources of Fund	96,659
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	187,910
Other	
	187,910
Total Transfers Out	187,910
Total Uses of Fund	187,910
Net Increase (decrease) in fund balances	(91,251)
Projected fund balance at June 30, 2012	\$ 775,402

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Tri-Valley Transportation Fund
Projected fund balances at July 1, 2011	\$ 18,436
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	63,677
Miscellaneous Revenue	
	63,677
Total Revenue	63,677
Transfers In	
	63,677
Total Sources of Fund	63,677
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	-
Other	
	-
Total Transfers Out	-
Total Uses of Fund	-
Net Increase (decrease) in fund balances	63,677
Projected fund balance at June 30, 2012	\$ 82,113

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Citywide Landscaping Fund
Projected fund balances at July 1, 2011	\$ 688,025
<u>Projected Revenue</u>	
Assessments	1,421,690
Intergovernmental	8,100
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	1,429,790
Total Revenue	1,429,790
Transfers In	
	1,429,790
Total Sources of Fund	1,429,790
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	834,114
Total Expenditures	834,114
<u>Transfers Out</u>	
General Fund	114,355
Capital Projects Fund	65,000
Other	
	364,825
Total Transfers Out	544,180
Total Uses of Fund	1,378,294
Net Increase (decrease) in fund balances	51,496
Projected fund balance at June 30, 2012	\$ 739,521

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

		Citywide Lighting Fund
Projected fund balances at July 1, 2011	\$	230,557
 <u>Projected Revenue</u>		
Assessments		700,390
Intergovernmental		
Licenses and Permits		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
		700,390
Total Revenue		700,390
 Transfers In		
		700,390
Total Sources of Fund		700,390
 <u>Projected Expenditures</u>		
Planning/Community Development		
Police Services		
Engineering Services		
Public Services		
		573,783
Total Expenditures		573,783
 <u>Transfers Out</u>		
General Fund		78,664
Capital Projects Fund		42,513
Other		
		121,177
Total Transfers Out		121,177
Total Uses of Fund		694,960
Net Increase (decrease) in fund balances		5,430
Projected fund balance at June 30, 2012	\$	235,987

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Special Assessment Funds
Projected fund balances at July 1, 2011	\$ 1,779,610
<u>Projected Revenue</u>	
Assessments	1,224,167
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	1,224,167
Total Revenue	1,224,167
Transfers In	364,825
Total Sources of Fund	1,588,992
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	1,394,051
Total Expenditures	1,394,051
<u>Transfers Out</u>	
General Fund	191,121
Capital Projects Fund	86,500
Other	
	277,621
Total Transfers Out	277,621
Total Uses of Fund	1,671,672
Net Increase (decrease) in fund balances	(82,680)
Projected fund balance at June 30, 2012	\$ 1,696,930

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

		Canyon Park Fund
Projected fund balances at July 1, 2011	\$	231,174
<u>Projected Revenue</u>		
Assessments		36,534
Intergovernmental		
Licenses and Permits		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
		36,534
Total Revenue		36,534
Transfers In		
		36,534
Total Sources of Fund		36,534
<u>Projected Expenditures</u>		
Planning/Community Development		
Police Services		
Engineering Services		15,908
Public Services		
		15,908
Total Expenditures		15,908
<u>Transfers Out</u>		
General Fund		2,517
Capital Projects Fund		
Other		
		2,517
Total Transfers Out		2,517
Total Uses of Fund		18,425
Net Increase (decrease) in fund balances		18,109
Projected fund balance at June 30, 2012	\$	249,283

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

**Village Center
Common Area
Fund**

Projected fund balances at July 1, 2011	\$	7,502
 <u>Projected Revenue</u>		
Assessments		
Intergovernmental		
Licenses and Permits		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		6,187
		<hr/>
Total Revenue		6,187
 Transfers In		 4,073
		<hr/>
Total Sources of Fund		10,260
		<hr/>
 <u>Projected Expenditures</u>		
Planning/Community Development		
Police Services		
Engineering Services		
Public Services		10,260
		<hr/>
Total Expenditures		10,260
 <u>Transfers Out</u>		
General Fund		
Capital Projects Fund		
Other		
		<hr/>
Total Transfers Out		-
		<hr/>
Total Uses of Fund		10,260
		<hr/>
Net Increase (decrease) in fund balances		-
		<hr/>
Projected fund balance at June 30, 2012	\$	7,502
		<hr/> <hr/>

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Dougherty Valley Fund
Projected fund balances at July 1, 2011	\$ 8,000,000
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	10,450,000
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	10,450,000
Total Revenue	10,450,000
Transfers In	473,079
Total Sources of Fund	10,923,079
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	5,883,059
Engineering Services	
Public Services	
	7,022,020
Total Expenditures	12,905,079
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	18,000
Other	
	18,000
Total Transfers Out	18,000
Total Uses of Fund	12,923,079
Net Increase (decrease) in fund balances	(2,000,000)
Projected fund balance at June 30, 2012	\$ 6,000,000

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

		Solid Waste Fund
Projected fund balances at July 1, 2011	\$	151,144
<u>Projected Revenue</u>		
Assessments		-
Intergovernmental		-
Licenses and Permits		-
Charges for Services		-
Interest Revenue		-
Development Fees		-
Miscellaneous Revenue		157,000
		<hr/>
Total Revenue		157,000
Transfers In		
		<hr/>
Total Sources of Fund		157,000
		<hr/>
<u>Projected Expenditures</u>		
Planning/Community Development		-
Police Services		-
Engineering Services		-
Public Services		188,563
		<hr/>
Total Expenditures		188,563
<u>Transfers Out</u>		
General Fund		-
Capital Projects Fund		-
Other		-
		<hr/>
Total Transfers Out		-
		<hr/>
Total Uses of Fund		188,563
		<hr/>
Net Increase (decrease) in fund balances		(31,563)
		<hr/>
Projected fund balance at June 30, 2012	\$	119,581
		<hr/> <hr/>

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	GHAD Fund
Projected fund balances at July 1, 2011	\$ 4,438,295
<u>Projected Revenue</u>	
Assessments	1,211,133
Intergovernmental	
Licenses and Permits	3,500
Charges for Services	
Interest Revenue	40,582
Development Fees	
Miscellaneous Revenue	39,319
	1,294,534
Total Revenue	1,294,534
Transfers In	
Total Sources of Fund	1,294,534
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	498,479
Public Services	
	498,479
Total Expenditures	498,479
<u>Transfers Out</u>	
General Fund	64,568
Capital Projects Fund	
Other	
	64,568
Total Transfers Out	64,568
Total Uses of Fund	563,047
Net Increase (decrease) in fund balances	731,487
Projected fund balance at June 30, 2012	\$ 5,169,782

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Non-Point Drainage Fund
Projected fund balances at July 1, 2011	\$ 405,314
<u>Projected Revenue</u>	
Assessments	1,159,045
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	2,000
Development Fees	
Miscellaneous Revenue	6,000
Total Revenue	1,167,045
Transfers In	
Total Sources of Fund	1,167,045
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	428,950
Public Services	600,294
Total Expenditures	1,029,244
<u>Transfers Out</u>	
General Fund	192,485
Capital Projects Fund	50,000
Other	
Total Transfers Out	242,485
Total Uses of Fund	1,271,729
Net Increase (decrease) in fund balances	(104,684)
Projected fund balance at June 30, 2012	\$ 300,630

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Street Smarts Fund
Projected fund balances at July 1, 2011	\$ 67,720
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	112,850
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	30,000
Total Revenue	142,850
Transfers In	35,000
Total Sources of Fund	177,850
<u>Projected Expenditures</u>	
Planning/Community Development	142,850
Police Services	
Engineering Services	
Public Services	
Total Expenditures	142,850
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
Total Transfers Out	-
Total Uses of Fund	142,850
Net Increase (decrease) in fund balances	35,000
Projected fund balance at June 30, 2012	\$ 102,720

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	TDM Programs Fund
Projected fund balances at July 1, 2011	\$ -
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	702,810
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	702,810
Total Revenue	702,810
Transfers In	
	702,810
Total Sources of Fund	702,810
<u>Projected Expenditures</u>	
Planning/Community Development	702,810
Police Services	
Engineering Services	
Public Services	
	702,810
Total Expenditures	702,810
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
	-
Total Transfers Out	-
Total Uses of Fund	702,810
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2012	\$ -

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Project Participation Fund
Projected fund balances at July 1, 2011	\$ 360,628
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	-
Total Revenue	-
Transfers In	
	-
Total Sources of Fund	-
<u>Projected Expenditures</u>	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	200,000
Capital Projects Fund	
Other	
	200,000
Total Transfers Out	200,000
Total Uses of Fund	200,000
Net Increase (decrease) in fund balances	(200,000)
Projected fund balance at June 30, 2012	\$ 160,628

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Total All Special Revenue Funds
Projected fund balances at July 1, 2011	\$ 20,633,150
 <u>Projected Revenue</u>	
Assessments	5,752,959
Intergovernmental	14,096,970
Licenses and Permits	86,800
Charges for Services	-
Interest Revenue	52,582
Development Fees	1,652,125
Miscellaneous Revenue	<u>238,506</u>
Total Revenue	21,879,942
	-
Transfers In	<u>876,977</u>
Total Sources of Fund	<u>22,756,919</u>
 <u>Projected Expenditures</u>	
Planning/Community Development	845,660
Police Services	5,883,059
Engineering Services	943,337
Public Services	<u>10,623,085</u>
Total Expenditures	18,295,141
 <u>Transfers Out</u>	
General Fund	1,243,710
Capital Projects Fund	3,437,996
Other	<u>364,825</u>
Total Transfers Out	5,046,531
Total Uses of Fund	<u>23,341,672</u>
Net Increase (decrease) in fund balances	(584,753)
Projected fund balance at June 30, 2012	<u><u>\$ 20,048,397</u></u>

**CITY OF SAN RAMON
DEBT SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	COP #9 1996
Projected fund balances at July 1, 2011	\$ 5,274,291
 <u>Projected Revenue</u>	
PERS charges	-
Interest Revenue	-
	-
Total Revenue	-
Transfers In	-
	-
Total Sources of Fund	-
 <u>Projected Expenditures</u>	
Principal	250,000
Interest	239,500
Debt Service Fees	4,600
	494,100
Total Expenditures	494,100
 <u>Transfers Out</u>	
Total Transfers Out	-
	-
Total Uses of Fund	494,100
Net Increase (decrease) in fund balances	(494,100)
Projected fund balance at June 30, 2012	<u><u>\$ 4,780,191</u></u>

**CITY OF SAN RAMON
DEBT SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	COP #10 2001
Projected fund balances at July 1, 2011	\$ 9,370,030
 <u>Projected Revenue</u>	
PERS charges	
Interest Revenue	
	<hr/>
Total Revenue	-
Transfers In	<hr/> 150,000
Total Sources of Fund	<hr/> 150,000
 <u>Projected Expenditures</u>	
Principal	685,000
Interest	398,526
Debt Service Fees	4,000
Total Expenditures	<hr/> 1,087,526
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	<hr/> 1,087,526
Net Increase (decrease) in fund balances	(937,526)
Projected fund balance at June 30, 2012	<u><u>\$ 8,432,504</u></u>

**CITY OF SAN RAMON
DEBT SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	COP #11 2003
Projected fund balances at July 1, 2011	\$ 1,602,618
 <u>Projected Revenue</u>	
PERS charges	
Interest Revenue	
	-
Total Revenue	-
Transfers In	-
Total Sources of Fund	-
 <u>Projected Expenditures</u>	
Principal	175,000
Interest	57,266
Debt Service Fees	4,000
Total Expenditures	236,266
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	236,266
Net Increase (decrease) in fund balances	(236,266)
Projected fund balance at June 30, 2012	\$ 1,366,352

**CITY OF SAN RAMON
DEBT SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	POB 2010
Projected fund balances at July 1, 2011	\$ -
<u>Projected Revenue</u>	
PERS charges	789,673
Interest Revenue	
	789,673
Total Revenue	789,673
Transfers In	1,628,043
Total Sources of Fund	2,417,716
<u>Projected Expenditures</u>	
Principal	110,000
Interest	1,086,232
Debt Service Fees	6,400
	1,202,632
Total Expenditures	1,202,632
<u>Transfers Out</u>	
Total Transfers Out	1,196,233
Total Uses of Fund	2,398,865
Net Increase (decrease) in fund balances	18,851
Projected fund balance at June 30, 2012	\$ 18,851

**CITY OF SAN RAMON
DEBT SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	TOTAL CITY DEBT
Projected fund balances at July 1, 2011	\$ 16,246,939
 <u>Projected Revenue</u>	
PERS charges	789,673
Interest Revenue	-
	789,673
Total Revenue	789,673
Transfers In	1,778,043
Total Sources of Fund	2,567,716
 <u>Projected Expenditures</u>	
Principal	1,220,000
Interest	1,781,524
Debt Service Fees	19,000
	3,020,524
Total Expenditures	3,020,524
 <u>Transfers Out</u>	
Total Transfers Out	1,196,233
Total Uses of Fund	4,216,757
Net Increase (decrease) in fund balances	(1,649,041)
Projected fund balance at June 30, 2012	\$ 14,597,898

**City of San Ramon
Debt Service Summary**

Description	Maturity Date	Amount of Original Issue	Outstanding		
			Principal	Interest	Total
1996 COPS #9 - Refunding Issue of 1994 Central Park North Expansion Certificate of Participation	8/1/2024	\$ 7,555,000	\$ 4,915,000	\$ 1,913,375	\$ 6,828,375
2001 COPS #10 - Refunding Issue of 1991 Certificate of Participation for the City's Community Center, San Ramon Library, Central Park expansion, Crow Canyon interchange improvements and to purchase City offices.	3/1/2021	13,970,000	8,415,000	2,411,198	10,826,198
2003 COPS #11 - Refunding Issue of 1993 Certificate of Participation for expansion of City offices, design and construction of the Senior Center and Service Center and the completion of park improvements throughout the City.	3/1/2018	2,580,000	1,375,000	241,878	1,616,878
2010 Pension Obligation Bonds (POB) - Refinancing of unfunded CALPERS pension obligation	1/21/2010	17,650,000	17,425,000	20,842,970	38,267,970
Total		\$ 41,755,000	\$ 32,130,000	\$ 25,409,421	\$ 57,539,421

**City of San Ramon
Debt Service Summary and Payment Schedule
Fiscal Year 2011-12**

	COP NO.9 (\$7,555,000)	COP NO.10 (\$13,970,000)	COP NO.11 (\$2,580,000)	POB (\$17,650,000)	TOTAL
<u>CURRENT YEAR SUMMARY</u>					
<i>Principal Outstanding as of 7/1/11</i>	4,915,000	8,415,000	1,375,000	17,425,000	32,130,000
<i>Reduction in Principal Balance</i>	250,000	685,000	175,000	110,000	1,220,000
<i>Interest Due</i>	239,500	398,525	57,266	1,086,233	1,781,524
Total Payment Due	489,500	1,083,525	232,266	1,196,233	3,001,524
Principal Outstanding as of 6/30/12	4,665,000	7,730,000	1,200,000	17,315,000	30,910,000

LEASE PAYMENT/DEBT SERVICE SCHEDULE

FISCAL YEAR					
2011 - 12	489,500	1,083,525	232,266	1,196,233	3,001,524
2012 - 13	491,625	1,084,755	230,266	1,226,833	3,033,479
2013 - 14	488,125	1,084,368	233,066	1,256,033	3,061,592
2014 - 15	489,000	1,081,588	230,466	1,283,833	3,084,887
2015 - 16	489,125	1,081,713	232,423	1,315,233	3,118,493
2016 - 17	488,500	1,084,250	228,710	1,350,912	3,152,372
2017 - 18	487,125	1,081,750	229,680	1,383,783	3,182,338
2018 - 19	489,875	1,082,250		1,393,846	2,965,971
2019 - 20	486,750	1,080,500		1,392,225	2,959,475
2020 - 21	487,750	1,081,500		1,394,480	2,963,730
2021 - 22	487,750			1,391,960	1,879,710
2022 - 23	486,750			1,392,840	1,879,590
2023 - 24	484,750			1,391,800	1,876,550
2024 - 25	481,750			1,393,840	1,875,590
2025 - 26				1,393,640	1,393,640
2026 - 27				1,391,200	1,391,200
2027 - 28				1,391,520	1,391,520
2028 - 29				1,394,280	1,394,280
2029 - 30				1,394,160	1,394,160
2030 - 31				1,396,160	1,396,160
2031 - 32				1,394,960	1,394,960
2032 - 33				1,395,560	1,395,560
2033 - 34				1,392,640	1,392,640
2034 - 35				1,391,200	1,391,200
2035 - 36				1,390,920	1,390,920
2036 - 37				1,391,480	1,391,480
2037 - 38				1,392,560	1,392,560
2038 - 39				1,393,840	1,393,840
Total Debt Service Payments Remaining	6,828,375	10,826,198	1,616,878	38,267,970	57,539,420

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Investments
Projected fund balances at July 1, 2011	\$ -
 <u>Projected Revenue</u>	
Intergovernmental	
Interest Revenue	40,590
Equipment Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
	40,590
Total Revenue	40,590
 Transfers In	
	-
Total Sources of Fund	40,590
 <u>Projected Expenditures</u>	
Equipment	
Insurance	
Healthcare	
Finance	40,590
	40,590
Total Expenditures	40,590
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	40,590
 Net Increase (decrease) in fund balances	-
 Projected fund balance at June 30, 2012	\$ -

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Equipment Replacement
Projected fund balances at July 1, 2011	\$ 2,553,478
<u>Projected Revenue</u>	
Intergovernmental	
Interest Revenue	20,000
Equipment Replacement Charges	708,239
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
	728,239
Total Revenue	728,239
Transfers In	
	728,239
Total Sources of Fund	728,239
<u>Projected Expenditures</u>	
Equipment	344,000
Insurance	
Healthcare	
Finance	
	344,000
Total Expenditures	344,000
<u>Transfers Out</u>	
Total Transfers Out	-
	344,000
Total Uses of Fund	344,000
Net Increase (decrease) in fund balances	384,239
Projected fund balance at June 30, 2012	\$ 2,937,717

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	I/S Replacement
Projected fund balances at July 1, 2011	\$ 710,641
 <u>Projected Revenue</u>	
Intergovernmental	
Interest Revenue	3,500
Equipment Replacement Charges	176,707
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
Total Revenue	180,207
 Transfers In	
Total Sources of Fund	180,207
 <u>Projected Expenditures</u>	
Equipment	123,150
Insurance	
Healthcare	
Finance	
Total Expenditures	123,150
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	123,150
 Net Increase (decrease) in fund balances	57,057
 Projected fund balance at June 30, 2012	\$ 767,698

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Insurance Liability
Projected fund balances at July 1, 2011	\$ 2,695,919
 <u>Projected Revenue</u>	
Intergovernmental	78,021
Interest Revenue	20,000
Equipment Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	1,789,185
Total Revenue	1,887,206
 Transfers In	 57,644
 Total Sources of Fund	 1,944,850
 <u>Projected Expenditures</u>	
Equipment	
Insurance	1,292,229
Healthcare	
Finance	
 Total Expenditures	 1,292,229
 <u>Transfers Out</u>	
 Total Transfers Out	 431,810
 Total Uses of Fund	 1,724,039
 Net Increase (decrease) in fund balances	 220,811
 Projected fund balance at June 30, 2012	 \$ 2,916,730

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Healthcare
Projected fund balances at July 1, 2011	\$ 3,616,483
 <u>Projected Revenue</u>	
Intergovernmental	
Interest Revenue	10,000
Equipment Replacement Charges	
Retiree Health Charges	1,294,493
Healthcare Charges	4,477,446
Insurance Liability Charges/Premiums	
Total Revenue	5,781,939
 Transfers In	
Total Sources of Fund	5,781,939
 <u>Projected Expenditures</u>	
Equipment	
Insurance	
Healthcare	6,407,849
Finance	
Total Expenditures	6,407,849
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	6,407,849
 Net Increase (decrease) in fund balances	(625,910)
 Projected fund balance at June 30, 2012	\$ 2,990,573

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Building Maintenance
Projected fund balances at July 1, 2011	\$ 864,211
<u>Projected Revenue</u>	
Intergovernmental	
Interest Revenue	2,000
Equipment Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
	2,000
Total Revenue	2,000
Transfers In	200,000
Total Sources of Fund	202,000
<u>Projected Expenditures</u>	
Equipment	
Insurance	
Healthcare	
Finance	
	-
Total Expenditures	-
<u>Transfers Out</u>	
Total Transfers Out	211,073
Total Uses of Fund	211,073
Net Increase (decrease) in fund balances	(9,073)
Projected fund balance at June 30, 2012	\$ 855,138

**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

	Total Internal Service
Projected fund balances at July 1, 2011	\$ 10,440,731
 <u>Projected Revenue</u>	
Intergovernmental	78,021
Interest Revenue	96,090
Equipment Replacement Charges	884,946
Retiree Health Charges	1,294,493
Healthcare Charges	4,477,446
Insurance Liability Charges/Premiums	1,789,185
Total Revenue	8,620,181
 Transfers In	 257,644
 Total Sources of Fund	 8,877,825
 <u>Projected Expenditures</u>	
Equipment	467,150
Insurance	1,292,229
Healthcare	6,407,849
Finance	40,590
Total Expenditures	8,207,818
 <u>Transfers Out</u>	
 Total Transfers Out	642,883
Total Uses of Fund	8,850,701
 Net Increase (decrease) in fund balances	 27,124
 Projected fund balance at June 30, 2012	 \$ 10,467,855

**CITY OF SAN RAMON - CAPITAL EQUIPMENT
FY 2011-12**

DEPARTMENT	DESCRIPTION	PURPOSE	NEW OR REPLACE	#	UNIT COST	EXTENDED COST
POLICE SERVICES	Vehicle	Replace unit 301 - Investigations	REPLACE	1	29,000	29,000
TOTAL POLICE SERVICES						29,000
PUBLIC SERVICES	Kubota Tractor L5450	Replacement - (00001509)	REPLACE	1	40,000	40,000
	Toro Workman w/ Manlift	Replacement	REPLACE	1	30,000	30,000
	Replacement Generator for City Hall	Replacement	REPLACE	1	17,000	17,000
	Pickup w/ Utility Body & Light Bar	Replacement #10 (V69862)	REPLACE	1	44,000	44,000
	Pickup w/ Side Boxes & Lift & Light Bar	Replacement #13 (V46067)	REPLACE	1	44,000	44,000
	Pickup w/ Side Boxes & Light Bar	Replacement #17 (V46074)	REPLACE	1	42,000	42,000
	Boom Truck	Replacement #27 (V29519)	REPLACE	1	98,000	98,000
TOTAL PUBLIC SERVICES						315,000
TOTAL VEHICLE/EQUIPMENT REPLACEMENT						344,000

**CITY OF SAN RAMON - CAPITAL EQUIPMENT
FY 2011-12**

DEPARTMENT	DESCRIPTION	PURPOSE	NEW OR REPLACE	#	UNIT COST	EXTENDED COST
CITY MANAGER/CITY COUNCIL	Personal Computers	Replacement	REPLACE	1	1,500	1,500
	Notebook	Replacement	REPLACE	1	1,500	1,500
ADMINISTRATIVE SERVICES	Printer	Replacement	REPLACE	1	500	500
	Notebook	Replacement	REPLACE	1	1,500	1,500
	Servers	Replacement	REPLACE	2	3,000	6,000
	Servers	Replacement	REPLACE	1	2,150	2,150
	Personal Computers	Replacement	REPLACE	9	1,500	13,500
PLANNING	Personal Computers	Replacement	REPLACE	6	1,500	9,000
	Personal Computers	Replacement	REPLACE	1	1,500	1,500
	Personal Computers	Replacement	REPLACE	6	1,500	9,000
ENGINEERING SERVICES	Personal Computers	Replacement	REPLACE	4	1,500	6,000
	Notebook	Replacement	REPLACE	1	1,500	1,500
	Printer	Replacement	REPLACE	1	500	500
	Printer-Color	Replacement	REPLACE	1	1,250	1,250
	Servers	Replacement	REPLACE	1	3,000	3,000
ECONOMIC DEVELOPMENT	Personal Computers	Replacement	REPLACE	3	1,500	4,500
POLICE SERVICES	Personal Computers	Replacement	REPLACE	11	1,500	16,500
	Notebook	Replacement	REPLACE	5	1,500	7,500
	Printer	Replacement	REPLACE	1	500	500
PUBLIC SERVICES	Personal Computers	Replacement	REPLACE	3	1,500	4,500
	Printer	Replacement	REPLACE	1	500	500
PARKS & COMMUNITY SERVICES	Personal Computers	Replacement	REPLACE	17	1,500	25,500
	Printer	Replacement	REPLACE	2	500	1,000
	Printer-Color	Replacement	REPLACE	1	1,250	1,250
	Servers	Replacement	REPLACE	1	3,000	3,000
TOTAL I/S REPLACEMENT						123,150

CAPITAL IMPROVEMENT PROGRAM

City of San Ramon

CAPITAL IMPROVEMENT PROGRAM SUMMARY

This section of the budget contains a summarized version of the adopted Capital Improvement Program (CIP) projects. The CIP document is prepared separately by the Engineering Services Department, and specific project details (including projected operating budget impacts) can be found within the CIP document. The CIP can be obtained by contacting the Engineering Services Director.

A CIP is a multi-year planning instrument used by the City of San Ramon to identify needed capital projects and to coordinate the financing and timing of improvements in a way that maximizes the return to the public.

The CIP is a comprehensive five-year plan of capital investment projects, which identifies priorities as to need, method of financing, cost and revenue that will result during the five years.

The program is a guide for identifying current and future fiscal year requirements and becomes the basis for determining the annual Capital Budget.

The first year of the CIP is called the "Capital Budget". The Capital Budget is incorporated into the Annual Budget, which appropriates funds for specific facilities and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated in a Capital Budget. Each year when the CIP is reviewed, the program is moved forward one year and the previous second year of the CIP, as modified after review, becomes the Capital Budget.

**CITY OF SAN RAMON
CAPITAL PROJECTS FUND
REVENUE-EXPENDITURES-FUND BALANCE**

	Capital Projects Fund
Projected fund balances at July 1, 2011	\$ 9,994,918
<u>Projected Revenue</u>	
Intergovernmental	825,307
Interest Revenue	250,000
Developer Contributions	-
Miscellaneous Revenue	-
Total Revenue	1,075,307
Transfers In	3,634,996
Total Sources of Fund	4,710,303
<u>Projected Expenditures</u>	
Circulation	3,271,602
Signal	90,000
Parks	109,500
Landscaping	287,513
Drainage	142,000
Facilities	207,000
Other	135,000
Planning	90,000
Engineering Administration	127,688
Total Expenditures	4,460,303
<u>Transfers Out</u>	
Total Transfers Out	250,000
Total Uses of Fund	4,710,303
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2012	\$ 9,994,918

**RDA CIP Projects See Redevelopment

CAPITAL IMPROVEMENT PROGRAM FY 2011-2016

FY 2011-2012

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2011-2012

No.	Project No.	Project Name	Total Prior Years	Requested FY 2011-12	Estimated FY 2012-13	Estimated FY 2013-14	Estimated FY 2014-15	Estimated FY 2015-16	Total 5-Year	Beyond 5-Year	Total Project
1	5541	2401 Crow Canyon Road Building Acquisition	\$10,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000
2	5549	Alcosta Blvd. Pavement Rehabilitation	\$0	\$1,900,000	\$0	\$0	\$0	\$0	\$1,900,000	\$0	\$1,900,000
3	5552	Alcosta Blvd. Soundwall Repair	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
4	5551	Alcosta Blvd. Streetlight Imp. (Norris Canyon to Crow Canyon)	\$0	\$12,513	\$0	\$0	\$0	\$0	\$12,513	\$93,823	\$106,336
5	5513	Alcosta/Davona Traffic Signal Modification	\$320,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320,000
6	5321	Bollinger Canyon/Camino Ramon-SB Improvements (C1.4)	\$137,548	\$0	\$28,458	\$0	\$0	\$0	\$28,458	\$0	\$166,006
7	5323	Bollinger Canyon/I-680 NB Off Ramp Improvement (C 2.5)	\$101,024	\$0	\$220,416	\$0	\$0	\$0	\$220,416	\$0	\$321,440
8	5322	Bollinger Canyon/Sunset Intersection Improvement (C 2.11)	\$788,494	\$0	\$163,137	\$0	\$0	\$0	\$163,137	\$0	\$951,631
9	5530	Bollinger Canyon/Iron Horse Trail Bicycle Ped. Overcrossing	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,700,000	\$9,000,000
10	5533	Bollinger Canyon Ped. Modif. (Chanterella to Blueheart)	\$382,000	\$41,160	\$0	\$0	\$0	\$0	\$41,160	\$568,000	\$991,160
11	5414	Bollinger Canyon Med. Landscape (Morgan-Crow Canyon)	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$525,000
12	5325	Bollinger Canyon Widening (Alcosta/Canyon Lakes) (C1.5)	\$1,798,935	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,798,935
13	5324	Bollinger Canyon Widening (Alcosta/SRVB) (C 2.1)	\$6,702,765	\$0	\$1,018,248	\$1,336,087	\$1,288,819	\$27,859	\$3,671,013	\$0	\$10,373,778
14	5520	Bollinger Creek Culvert Repair (aka San Ramon Creek)	\$2,503,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,503,651
15	5457	Central Traffic Signal Management System Upgrade	\$1,393,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,393,150
16	5404	Centralized Irrigation System Upgrade	\$342,000	\$85,000	\$60,000	\$60,000	\$60,000	\$60,000	\$325,000	\$127,269	\$794,269
17	5432	City Facilities Floor Covering Replacement	\$307,064	\$15,000	\$20,000	\$180,000	\$0	\$0	\$215,000	\$1,987,936	\$2,510,000
18	5433	City Facilities Roof Covering Maintenance & Replacement	\$315,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$3,085,000	\$3,425,000
19	5465	City Signage Project	\$185,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$250,000	\$495,000
20	5548	Citywide Drainage Infrastructure Repair	\$0	\$142,000	\$115,500	\$127,500	\$70,000	\$55,000	\$510,000	\$130,000	\$640,000
21	5532	Citywide Exterior Painting & Sealing	\$100,000	\$0	\$40,000	\$0	\$0	\$0	\$40,000	\$267,226	\$407,226
22	5499	Citywide Street Lighting Upgrades	\$353,600	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$1,864,400	\$2,368,000
23	5528	Forest Home Farms - Windmill & Tank Installation	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$0	\$50,000
24	5478	Fountain Repairs & Replacement	\$268,649	\$79,500	\$64,600	\$0	\$0	\$0	\$144,100	\$389,554	\$802,303
25	5527	Middle School Teen Center Portables	\$178,718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178,718
26	9002	General Plan 2030 Update	\$498,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$498,500
27	9003	General Plan 2015 Update	\$0	\$190,000	\$0	\$0	\$0	\$0	\$190,000	\$0	\$190,000
28	9004	Housing Element Update 2014-2022	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
29	5515	Interior Amenities Renovation	\$107,000	\$90,500	\$75,000	\$0	\$0	\$0	\$165,500	\$731,500	\$1,004,000
30	5519	Mudd's Restaurant Improvements	\$2,300,000	\$133,000	\$0	\$0	\$0	\$0	\$133,000	\$0	\$2,433,000
31	9001	North Camino Ramon Specific Plan	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
32	5438	Parking Lot Pavement Maintenance	\$227,598	\$26,740	\$0	\$0	\$0	\$0	\$26,740	\$304,483	\$558,821
33	5470	Pavement Management - 2011	\$2,940,209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,940,209
34	5489	Pavement Management - 2012	\$0	\$1,883,702	\$1,500,000	\$0	\$0	\$0	\$3,383,702	\$0	\$3,383,702
35	5484	Pavement Repair Stop Gap - 2011	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
36	5490	Pavement Repair Stop Gap - 2012	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
37	5413	Pedestrian Enhancement Devices	\$540,227	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$540,227
38	5545	PG&E Corridor Landscape Imp. (Broadmoor/Davona)	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
39	5482	Public Art in Parks	\$120,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$0	\$270,000
40	5540	Purdue Road Extension	\$70,000	\$0	\$763,460	\$0	\$0	\$0	\$763,460	\$0	\$833,460
41	5479	San Ramon Olympic Pool Equipment Replacement	\$476,250	\$51,500	\$8,000	\$0	\$0	\$0	\$59,500	\$753,700	\$1,289,450
42	5550	San Ramon Olympic Pool Risk Management Plan	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
43	5507	San Ramon Valley Blvd Beautification (CC to City Limits)	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$999,000	\$1,449,000
44	5539	San Ramon Valley Blvd Pvmnt. Rehab (Bollinger-Montevideo)	\$375,000	\$0	\$1,291,196	\$0	\$0	\$0	\$1,291,196	\$0	\$1,666,196
45	5471	Sidewalk Repairs - 2011	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
46	5493	Sidewalk Repairs - 2012	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
47	5381	Traffic Calming Program	\$202,250	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$160,000	\$0	\$362,250
48	5386	Traffic Signal Backup Power Program - Ph. 2	\$165,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$215,000
49	5526	Traffic Signals Improvements & Enhancements	\$80,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$124,240	\$244,240
RDA PROJECTS											
Total			\$36,309,632	\$5,445,615	\$5,468,015	\$1,803,587	\$1,518,819	\$242,859	\$14,478,895	\$20,726,131	\$71,514,658

REDEVELOPMENT AGENCY



Agency Board

Scott Perkins
Agency Chairperson

Jim Livingstone
Agency Vice-Chairperson

Dave Hudson
Agency Member

Carol Rowley
Agency Member

H. Abram Wilson
Agency Member

Agency Officers

Executive Director
Greg Rogers

Marc Fontes
Deputy Executive Director

Eva Phelps
Interim Fiscal Officer

Agency Workplan and Budget

Statement of Purpose

The San Ramon Redevelopment Agency was established on July 23, 1985 by ordinance of the City Council of the City of San Ramon pursuant to the Community Redevelopment Law of the State of California (Health and Safety Code). The City Council serves as the governing board of the Agency and the City Manager as the Executive Director. The purpose of the Agency is that it has the responsibility for eliminating blight within the legally designated redevelopment project area. The project area is 605 acres, which includes approximately 8.5% of the area of the City.

The Agency's primary source of revenue comes from property taxes, referred to as "tax increment revenue". The assessed valuation of all property within the project area was determined on the date of adoption of the Redevelopment Plan. A portion of property taxes related to the incremental increase in assessed values after the adoption of the Redevelopment Plan are allocated to the Agency.

Significant Accomplishments

FY 2010-11

- ◆ Worked with property owner of the Budget Rental Car Site to receive entitlements for 14,000 square foot retail building
- ◆ Executed a Disposition and Development Agreement for redevelopment of the Mudd's property located at 10 Boardwalk Place
- ◆ Executed a Reimbursement Agreement between the City and the Redevelopment Agency to have the City continue redevelopment projects and programs
- ◆ Completed twenty (20) housing rehabilitation grants; continued to market the program via City newsletter and local media
- ◆ Completed marketing program for Valley Vista Senior Housing targeted towards San Ramon residents including direct mail to all San Ramon households, media news releases, and three (3) well attended application workshops at the Alcosta Senior and Community Center, San Ramon Community Center, and Dougherty Station Community Center

San Ramon Redevelopment Agency

- ◆ Facilitated use for San Ramon Valley Fire Protection District training activities on site at 9000 Alcosta Blvd. (former First Interstate Bank Building)
- ◆ Continued to work with Bridge Housing on development of site for senior affordable housing at 9000 Alcosta Blvd.
- ◆ Continued to work with AMCAL Multi-Housing, Inc. on the proposed development of approximately 38 units of senior housing on the Medical Arts property
- ◆ Negotiated an agreement with KMF Contra Costa, LLC to provide 3 studio, 3 one-bedroom, and 3 two-bedroom affordable moderate income for sale units in the 60-unit condo conversion project, as well as a \$21,350 in-lieu fee
- ◆ Provided time extension of parcel land banking for affordable housing on the Crow Canyon Affordable Housing Catalyst site
- ◆ Continued evaluation of development opportunities for the Crow Canyon Catalyst site
- ◆ Coordinated and provided assistance with Homebuyer Education class provided by the Tri-Valley Housing Opportunity Center (TVHOC) held March 19, 2011 at the San Ramon Community Center
- ◆ Coordinated and provided assistance with two (2) TVHOC and Housing and Economic Rights Advocates (HERA) foreclosure assistance workshops held at the City of Dublin
- ◆ Re-activated the San Ramon Housing Authority
- ◆ Initiated Reimbursement Agreement with the City of San Ramon for use of housing set-aside funds for housing programs and projects
- ◆ Initiated Lease Agreement with the City of San Ramon to protect 9000 Alcosta Blvd. and the Crow Canyon Catalyst site for purposes of developing future affordable housing
- ◆ Reviewed and provided comments on the St. Anton Partner's Highland Point Apartments to California Debt Limit Allocation Committee (CDLAC) and California Tax Credit Allocation Committee (CTCAC) (State tax credit agencies)
- ◆ Continued support of the Crime Free Multi-Housing Program
- ◆ Continued to provide administrative support for the Housing Advisory Committee
- ◆ Near completion of the new Police Station and City Permit Center at 2401 Crow Canyon Road

San Ramon Redevelopment Agency

Major Action Plan Items FY 2011-12

1.	Continue to monitor State budget proposals and protect Redevelopment funds	By: 11/11
2.	Work with the property owners of key redevelopment sites such as Jeff's Kitchen, Ace Auto building, Budget Rental Car and former Le Asia space	By: 06/12
3.	Continue to work with Michael LeBlanc on the redevelopment of Mudd's property for a new destination, fine dining restaurant/event center	By: 06/12
4.	Fund City Capital Improvement Projects to facilitate private investment in the Redevelopment areas	By: 06/12
5.	Continue to execute the San Ramon Redevelopment Plan, the Crow Canyon Specific Plan, and the Agency's Five-Year Implementation Plan	By: 06/12

Budget Notes FY 2011-12

- ◆ Benefit costs

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	Redevelopment Fund
Projected fund balances at July 1, 2011	\$ -
<u>Projected Revenue</u>	
Property Taxes and Assessments	6,250,310
Interest Revenue	
Miscellaneous	
Total Revenue	6,250,310
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	
Bond Proceeds - Taxable	2,060,513
Debt Service	
Capital Projects	
Other	2,000,000
Total Transfers In	4,060,513
Total Sources of Fund	10,310,823
<u>Projected Expenditures</u>	
Redevelopment Administration	1,202,376
County Pass-Thru/Administration	1,616,745
Low-Moderate Housing Programs	
Debt Service	
Capital Projects	
Capital Projects Administration	
Total Expenditures	2,819,121
<u>Transfers Out</u>	
Debt Service	6,564,515
Capital Projects	927,187
Use of Bond Proceeds-Tax Exempt	
Use of Bond Proceeds-Taxable	
Other	
Total Transfers Out	7,491,702
Total Uses of Fund	10,310,823
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2012	\$ -

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	Capital Projects Fund
Projected fund balances at July 1, 2011	\$ 4,764,716
<u>Projected Revenue</u>	
Property Taxes and Assessments	
Interest Revenue	35,000
Miscellaneous	
Total Revenue	35,000
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	
Bond Proceeds - Taxable	
Debt Service	
Capital Projects	1,127,187
Other	
Total Transfers In	1,127,187
Total Sources of Fund	1,162,187
<u>Projected Expenditures</u>	
Redevelopment Administration	
County Pass-Thru/Administration	
Low-Moderate Housing Programs	
Debt Service	
Capital Projects	1,113,000
Capital Projects Administration	14,187
Total Expenditures	1,127,187
<u>Transfers Out</u>	
Debt Service	
Capital Projects	
Use of Bond Proceeds-Tax Exempt	
Use of Bond Proceeds-Taxable	
Other	
Total Transfers Out	-
Total Uses of Fund	1,127,187
Net Increase (decrease) in fund balances	35,000
Projected fund balance at June 30, 2012	\$ 4,799,716

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	Low/Mod Housing Fund
Projected fund balances at July 1, 2011	\$ -
<u>Projected Revenue</u>	
Property Taxes and Assessments	1,562,577
Interest Revenue	
Miscellaneous	196,000
Total Revenue	1,758,577
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	
Bond Proceeds - Taxable	1,470,661
Debt Service	
Capital Projects	
Other	
Total Transfers In	1,470,661
Total Sources of Fund	3,229,238
<u>Projected Expenditures</u>	
Redevelopment Administration	
County Pass-Thru/Administration	18,400
Low-Moderate Housing Programs	1,456,890
Debt Service	
Capital Projects	
Capital Projects Administration	
Total Expenditures	1,475,290
<u>Transfers Out</u>	
Debt Service	1,553,948
Capital Projects	200,000
Use of Bond Proceeds-Tax Exempt	
Use of Bond Proceeds-Taxable	
Other	
Total Transfers Out	1,753,948
Total Uses of Fund	3,229,238
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2012	\$ -

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	1998/2004 Debt Service Fund
Projected fund balances at July 1, 2011	\$ 1,614,498
<u>Projected Revenue</u>	
Property Taxes and Assessments	
Interest Revenue	40,000
Miscellaneous	
Total Revenue	40,000
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	
Bond Proceeds - Taxable	
Debt Service	4,650,855
Capital Projects	
Other	
Total Transfers In	4,650,855
Total Sources of Fund	4,690,855
<u>Projected Expenditures</u>	
Redevelopment Administration	
County Pass-Thru/Administration	
Low-Moderate Housing Programs	
Debt Service	2,662,156
Capital Projects	
Capital Projects Administration	
Total Expenditures	2,662,156
<u>Transfers Out</u>	
Debt Service	
Capital Projects	
Use of Bond Proceeds-Tax Exempt	
Use of Bond Proceeds-Taxable	
Other	2,180,000
Total Transfers Out	2,180,000
Total Uses of Fund	4,842,156
Net Increase (decrease) in fund balances	(151,301)
Projected fund balance at June 30, 2012	\$ 1,463,197

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

		ERAF Debt Fund
Projected fund balances at July 1, 2011	\$	815
<u>Projected Revenue</u>		
Property Taxes and Assessments		
Interest Revenue		
Miscellaneous		
Total Revenue		-
<u>Transfers In</u>		
Bond Proceeds - Tax Exempt		
Bond Proceeds - Taxable		
Debt Service		140,945
Capital Projects		
Other		
Total Transfers In		140,945
Total Sources of Fund		140,945
<u>Projected Expenditures</u>		
Redevelopment Administration		
County Pass-Thru/Administration		
Low-Moderate Housing Programs		
Debt Service		140,945
Capital Projects		
Capital Projects Administration		
Total Expenditures		140,945
<u>Transfers Out</u>		
Debt Service		
Capital Projects		
Use of Bond Proceeds-Tax Exempt		
Use of Bond Proceeds-Taxable		
Other		
Total Transfers Out		-
Total Uses of Fund		140,945
Net Increase (decrease) in fund balances		-
Projected fund balance at June 30, 2012	\$	815

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	2006 Debt Service Fund
Projected fund balances at July 1, 2011	\$ 6,210,681
<u>Projected Revenue</u>	
Property Taxes and Assessments	
Interest Revenue	200,000
Miscellaneous	
	200,000
Total Revenue	200,000
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	
Bond Proceeds - Taxable	
Debt Service	3,176,663
Capital Projects	
Other	
	3,176,663
Total Transfers In	3,176,663
Total Sources of Fund	3,376,663
<u>Projected Expenditures</u>	
Redevelopment Administration	
County Pass-Thru/Administration	
Low-Moderate Housing Programs	
Debt Service	3,197,963
Capital Projects	
Capital Projects Administration	
	3,197,963
Total Expenditures	3,197,963
<u>Transfers Out</u>	
Debt Service	
Capital Projects	
Use of Bond Proceeds-Tax Exempt	
Use of Bond Proceeds-Taxable	3,531,174
Other	
	3,531,174
Total Transfers Out	3,531,174
Total Uses of Fund	6,729,137
Net Increase (decrease) in fund balances	(3,352,474)
Projected fund balance at June 30, 2012	\$ 2,858,207

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	Total RDA Funds
Projected fund balances at July 1, 2011	\$ 12,590,710
<u>Projected Revenue</u>	
Property Taxes and Assessments	7,812,887
Interest Revenue	275,000
Miscellaneous	196,000
Total Revenue	8,283,887
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	-
Bond Proceeds - Taxable	3,531,174
Debt Service	7,968,463
Capital Projects	1,127,187
Other	2,000,000
Total Transfers In	14,626,824
Total Sources of Fund	22,910,711
<u>Projected Expenditures</u>	
Redevelopment Administration	1,202,376
County Pass-Thru/Administration	1,635,145
Low-Moderate Housing Programs	1,456,890
Debt Service	6,001,064
Capital Projects	1,113,000
Capital Projects Administration	14,187
Total Expenditures	11,422,662
<u>Transfers Out</u>	
Debt Service	8,118,463
Capital Projects	1,127,187
Use of Bond Proceeds-Tax Exempt	-
Use of Bond Proceeds-Taxable	3,531,174
Other	2,180,000
Total Transfers Out	14,956,824
Total Uses of Fund	26,379,486
Net Increase (decrease) in fund balances	(3,468,775)
Projected fund balance at June 30, 2012	\$ 9,121,935

**San Ramon Redevelopment Agency
Debt Service Summary**

Description	Maturity Date	Amount of Original Issue	Outstanding		
			Principal	Interest	Total
1998 Tax Allocation Bonds - Issued to partially advance refund of the 1994 Tax Allocation Revenue Bonds, to repay the long-term advance from the City and to finance Capital Projects.	2/1/2028	26,920,000	20,380,000	11,039,735	31,419,735
2004 Tax Allocation Bonds - Refunding of balance of 1994 Tax Allocation Bonds	2/1/2024	\$ 8,105,000	\$ 6,045,000	\$ 2,086,895	\$ 8,131,895
2005 California Statewide Communities Development Authority Taxable Revenue Bonds (CRA/ ERAF Loan Program). Issued to pay the 2004-05 ERAF property tax payment.	8/1/2015	\$ 525,000	\$ 240,000	\$ 30,447	\$ 270,447
2006 California Statewide Communities Development Authority Taxable Revenue Bonds (CRA/ ERAF Loan Program). Issued to pay the 2005-06 ERAF property tax payment.	8/1/2016	\$ 530,000	\$ 305,000	\$ 53,760	\$ 358,760
2006 Tax Allocation Revenue Bonds - Series A to finance projects.	10/24/2006	\$ 31,866,570	\$ 31,866,571	\$ 44,732,429	\$ 76,599,000
2006 Tax Allocation Revenue Bonds - Series B to finance projects.	10/24/2006	\$ 22,665,000	\$ 20,370,000	\$ 16,109,108	\$ 36,479,108
Total		\$ 90,611,570	\$ 79,206,571	\$ 74,052,374	\$ 153,258,943

**San Ramon Redevelopment Agency
Debt Service Summary and Payment Schedule
Fiscal Year 2011-12**

CURRENT YEAR SUMMARY

	2006 Series B Tax Bonds	2006 Series A Tax Bonds	2006 ERAF Tax Bonds	2005 ERAF Tax Bonds	2004 Tax Allocation Revenue Bonds	1998 Tax Allocation Revenue Bonds	TOTAL
<i>Principal Outstanding as of 7/1/11</i>	20,370,000	31,866,570	305,000	240,000	6,045,000	20,380,000	79,206,570
<i>Reduction in Principal Balance</i>	1,035,000	0	55,000	55,000	360,000	770,000	2,275,000
<i>Interest Due</i>	1,164,913	976,750	17,105	11,790	263,795	1,077,060	3,511,413
Total Payment Due	2,199,913	976,750	72,105	66,790	623,795	1,847,060	5,786,413
Principal Outstanding, 6/30/12	19,335,000	31,866,570	250,000	185,000	5,685,000	19,610,000	76,931,570

LEASE PAYMENT/DEBT SERVICE SCHEDULE

FISCAL YEAR	2,199,913	976,750	72,105	66,790	623,795	1,847,060	5,786,413
2011 - 12	2,199,913	976,750	72,105	66,790	623,795	1,847,060	5,786,413
2012 - 13	2,205,058	976,750	69,064	69,167	625,475	1,849,330	5,794,843
2013 - 14	2,201,475	976,750	70,994	66,233	626,600	1,846,400	5,788,452
2014 - 15	2,199,375	976,750	72,628	68,257	626,000	1,846,350	5,789,360
2015 - 16	2,199,035	976,750	73,969		624,800	1,848,915	5,723,469
2016 - 17	2,200,185	976,750			627,580	1,848,830	5,653,345
2017 - 18	2,199,193	976,750			624,100	1,851,095	5,651,138
2018 - 19	1,013,963	2,171,750			624,535	1,845,445	5,655,693
2019 - 20	906,165	2,276,750			623,635	1,847,145	5,653,695
2020 - 21	908,453	2,276,750			626,360	1,850,665	5,662,228
2021 - 22	904,893	2,271,750			627,440	1,845,740	5,649,823
2022 - 23	905,268	2,276,750			626,825	1,852,635	5,661,478
2023 - 24	904,765	2,271,750			624,750	1,845,555	5,646,820
2024 - 25	1,033,385	2,771,750				1,850,030	5,655,165
2025 - 26	1,033,523	2,771,750				1,850,265	5,655,538
2026 - 27	1,032,198	2,776,750				1,846,260	5,655,208
2027 - 28	1,029,173	2,776,750				1,848,015	5,653,938
2028 - 29	1,139,673	4,511,750					5,651,423
2029 - 30	1,141,913	4,511,750					5,653,663
2030 - 31	1,141,793	4,511,750					5,653,543
2031 - 32	1,139,313	4,511,750					5,651,063
2032 - 33	1,139,093	4,511,750					5,650,843
2033 - 34	1,141,195	4,511,750					5,652,945
2034 - 35	1,140,323	4,510,000					5,650,323
2035 - 36	1,141,475	4,514,500					5,655,975
2036 - 37	1,139,355	4,514,500					5,653,855
2037 - 38	1,138,963	4,509,750					5,648,713
Total Debt Service	36,479,108	76,599,000	358,760	270,446	8,131,895	31,419,735	153,258,943
Payments Remaining							

GEOLOGIC HAZARD ABATEMENT DISTRICT 1990-01



GHAD Board

H. Abram Wilson
Board Chairperson

Scott Perkins
Board Vice-Chairperson

Dave Hudson
Board Member

Jim Livingstone
Board Member

Carol Rowley
Board Member

GHAD Officers

Greg Rogers
District Manager

Maria Fierner
Deputy District Manager

Robin Bartlett
District Engineer

Eva Phelps
Interim District Treasurer

Board Workplan and Budget

Statement of Purpose

The purpose of the GHAD is to provide a funding mechanism to prevent, mitigate, abate, or control a geologic hazard; and to mitigate or abate structural hazards that are partly or wholly caused by geologic hazards. A geologic hazard, as defined by the Public Resource Code, is an actual or threatened landslide, land subsidence, soil erosion, earthquake, fault movement, or any other natural or unnatural movement of land or earth.

Background

The GHAD was formed in 1990 to include the West Branch area, pursuant to the Public Resource Code of the State of California, Section 26500. Resolution No. 90-106, adopted by the City Council on July 10, 1990, ordered the formation of Geologic Hazard Abatement District No. 1990-01 and designated the City Council as the Board of Directors. In 1997, the GHAD Board completed the annexation of Gale Ranch and Windemere into the GHAD. Subsequently, on April 24, 2007, the GHAD Board adopted Resolution No. 2007-78 annexing Old Ranch Summit, and on March 11, 2008, the GHAD Board adopted Resolution 2008-50, annexing the Silva Property.

Initially, Shapell Industries, developers of the West Branch project, performed the GHAD maintenance activities. The GHAD assessments began in FY 1995/96 with the adoption of an assessment of \$100 per residential unit assessment and a \$0.032 per nonresidential square foot assessment for FY 1995/96, and established an assessment limit of \$250 per residential unit per year and \$0.10 per nonresidential square foot per year. The GHAD assessments have been periodically raised and the proposed FY 2011-12 assessments will be \$125.35 per residential unit and \$0.04 per square foot for non-residential buildings, based on the most recent Reserve Fund Study. The GHAD obtains minor income from access leases, inspection fees, and an agricultural grazing lease.

Geologic Hazard Abatement District 1990-01

Budget

Total GHAD revenues for FY 2011-12 are anticipated to be \$1.2 million. The proposed GHAD operating budget for FY 2011-12 is \$563,000. This includes \$320,000 for administration, engineering and oversight; and \$243,000 for maintenance, repair and monitoring activities. The remaining \$637,000 will be used to build reserves.

Significant Accomplishments

FY 2010-11

- ◆ Accepted ownership and maintenance responsibilities for 83 acres of open space offered by Dougherty Valley Developers
- ◆ Updated the Reserve Fund Study to coincide with the current construction projections in Dougherty Valley
- ◆ Entered into an Agricultural Lease Agreement with H&N Enterprises for cattle grazing on GHAD property
- ◆ Performed annual monitoring and maintenance of existing GHAD property
- ◆ Repaired a small landslide on the Bridges Golf Course
- ◆ Repaired erosion at the Upper Lawrence Road mitigation pond
- ◆ Entered into a one-year contract extension for as-needed maintenance services for the GHAD
- ◆ Entered into a District Management and Engineering Services Agreement between the GHAD and the City

Major Action Plan Items

FY 2011-12

1.	Process the acceptance of up to 100 acres of open space for GHAD ownership projected to be offered by the Dougherty Valley developers	By: 12/11
2.	Update the Reserve Fund Study to coincide with the current construction projections in Dougherty Valley	By: 04/12
3.	Manage the Agricultural Lease Agreement with H&N Enterprises	By: 06/12
4.	Continue annual monitoring and maintenance of existing GHAD property	By: 06/12

Geologic Hazard Abatement District 1990-01

Budget Notes *FY 2011-12*

- ◆ Benefit costs
- ◆ GHAD Program funded by GHAD assessments collected from property owners within the GHAD boundary

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUE-EXPENDITURE-FUND BALANCE**

		GHAD Fund
Projected fund balances at July 1, 2011	\$	4,438,295
<u>Projected Revenue</u>		
Assessments		1,211,133
Intergovernmental		
Licenses and Permits		3,500
Charges for Services		
Interest Revenue		40,582
Development Fees		
Miscellaneous Revenue		39,319
		1,294,534
Total Revenue		1,294,534
Transfers In		-
Total Sources of Fund		1,294,534
<u>Projected Expenditures</u>		
Planning/Community Development		
Police Services		
Engineering Services		498,479
Public Services		
		498,479
Total Expenditures		498,479
<u>Transfers Out</u>		
General Fund		64,568
Capital Projects Fund		
Other		
		64,568
Total Transfers Out		64,568
Total Uses of Fund		563,047
Net Increase (decrease) in fund balances		731,487
Projected fund balance at June 30, 2012	\$	5,169,782

SAN RAMON HOUSING AUTHORITY



Housing Authority Board

Carol Rowley
Interim Chairperson

Dave Hudson
Board Member

Jim Livingstone
Board Member

Scott Perkins
Board Member

H. Abram Wilson
Board Member

Housing Authority Staff

Greg Rogers
City Manager

Marc Fontes
Staff Liaison

Eva Phelps
Interim Financial Officer

Board Workplan and Budget

Statement of Purpose

The purpose of the San Ramon Housing Authority is to ensure that housing programs and projects are implemented to create, preserve, and improve housing in the City of San Ramon affordable to households with incomes below 120% of the area median.

The Housing Authority's purview includes:

- Prepare, carryout, acquire, lease and operate low-income housing projects and developments
- Provide for the construction, reconstruction, improvement, alteration or repair of any housing project
- Provide leased housing to persons of low income
- Provide financing for the acquisition, construction, rehabilitation, refinancing or development of dwelling accommodations for persons of low income
- Provide counseling, referral, and advisory services to low or moderate income persons or families in connection with the purchase, rental, occupancy, maintenance or repair of housing
- Provide security for the protection of a project and its inhabitants
- Provide financial assistance for housing projects pursuant to Health and Safety Code §34312.3 (which permits a Housing Authority to issue revenue bonds, construction loans, mortgage loans, etc.)
- Lease, rent, own, improve, sell, exchange, transfer and acquire real or personal property

Significant Accomplishments

FY 2010-11

- ◆ Reactivated the Housing Authority to oversee affordable housing activities in the event that the Redevelopment Agency should be dissolved

San Ramon Housing Authority

Major Action Plan Items FY 2011-12

1.	Seek development opportunities for the 9000 Alcosta Blvd. site (former First Interstate Bank site)	By: 06/12
2.	Host City for the Tri-Valley Affordable Housing Committee beginning August 2011 – June 2012; moderate five (5) city, two (2) county topics and discussions; facilitate speakers on relevant topics; agenda preparation, distribution and facilities management; coordination of affordable housing bus tour and update of Tri-Valley Affordable Housing Rental Directory	By: 06/12
3.	Host Tri-Valley Housing Opportunity Center (TVHOC) homebuyer education programs, foreclosure seminars and other activities; seek to expand services to veterans and spouses of active veterans for housing assistance, credit counseling, and foreclosure prevention; evaluate participation in a regional down payment assistance program leveraging Federal funds with City assistance	By: 06/12
4.	Work with the developer of the Northwest Specific Plan (NWSP) to develop the negotiated 28% affordable housing component and enter into related affordable housing agreements as outlined in the NWSP, i.e., senior, family and secondary dwelling units	By: 06/12
5.	Finalize affordable housing component of the Castle Companies (Batch Plant) project as well as in-lieu fee, if applicable, and enter into an Affordable Housing Agreement with the developer	By: 06/12
6.	Continue to work with developers on affordable housing opportunities for the Crow Canyon Catalyst site; depending upon financing climate, evaluate reissuance of a new Request for Qualifications	By: 06/12
7.	Continue to provide housing rehabilitation grants to eligible San Ramon homeowners for health/safety work items as well as energy efficiency items; the goal is to complete twenty-four (24) grants	By: 06/12
8.	Should redevelopment funding be eliminated, seek alternative funding to support housing programs, and housing related services	By: 06/12
9.	Develop and bring forward for adoption an ordinance which gives preference to certain employment classes and household types in the renting and sale of affordable housing units in San Ramon,	By: 06/12

San Ramon Housing Authority

	including priority development areas	
10.	Continue to develop and implement housing programs, policies and projects consistent with the certified 2009-14 Housing Element as well as the adopted Crow Canyon Specific Plan, Northwest Specific Plan and North Camino Ramon Specific Plan, should it be adopted	By: 06/12

Budget Notes *FY 2011-12*

- ◆ Benefit costs

**SAN RAMON REDEVELOPMENT AGENCY
REVENUE-EXPENDITURES-FUND BALANCE**

	Low/Mod Housing Fund
Projected fund balances at July 1, 2011	\$ -
<u>Projected Revenue</u>	
Property Taxes and Assessments	1,562,577
Interest Revenue	
Miscellaneous	196,000
Total Revenue	1,758,577
<u>Transfers In</u>	
Bond Proceeds - Tax Exempt	
Bond Proceeds - Taxable	1,470,661
Debt Service	
Capital Projects	
Other	
Total Transfers In	1,470,661
Total Sources of Fund	3,229,238
<u>Projected Expenditures</u>	
Redevelopment Administration	
County Pass-Thru/Administration	18,400
Low-Moderate Housing Programs	1,456,890
Debt Service	
Capital Projects	
Capital Projects Administration	
Total Expenditures	1,475,290
<u>Transfers Out</u>	
Debt Service	1,553,948
Capital Projects	200,000
Use of Bond Proceeds-Tax Exempt	
Use of Bond Proceeds-Taxable	
Other	
Total Transfers Out	1,753,948
Total Uses of Fund	3,229,238
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2012	\$ -

APPENDICES

City of San Ramon

GLOSSARY OF TERMS

Account Balance: Total dollars remaining in an account after current expenditures for operations and capital improvements are subtracted.

Accrual Basis: A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Activity: Departmental efforts which contribute to the achievement of a specific set of program objectives.

Actual: Actual level of expenditures approved for fiscal year noted.

Adjusted Budget: Adjustment to the adopted budget made during the current fiscal year.

Adopted Budget: A budget that has been legally approved by the governing body.

Adoption: Formal action by the City Council, which sets the spending limits for the fiscal year. The City's budget is adopted by Council Resolution.

Appropriation: An authorization by the City Council to make expenditures and to incur obligations for a specific purpose.

Appropriations Limit: Article XIII B, of the California Constitution, was amended by Proposition 4, "The Gann Initiative", in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capita personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY 1978-79) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the Budget Summaries section.

Assessed Valuation: The valuation is established upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

Assessment: Revenue collected for City services, which benefit properties in specific areas or districts.

City of San Ramon

GLOSSARY OF TERMS

Assets: Property owned by the City for which monetary value has been established.

Audit: Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls, as well as recommending improvements to the City's financial management practices.

Authorized Positions: These are employee positions, which are authorized in the adopted budget, to be filled during the year.

Beginning Fund Balance: This is the balance that is available in a fund, from the end of the prior year, for the use in the following year.

Bonds: A bond is a written promise to pay a specified sum of money (called the face value or principle amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

Budget: A plan of financial activity for a specified period of time (fiscal year end) indicating all planned revenue and expenses for the budget period.

Budget Amendment: The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

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

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

City of San Ramon

GLOSSARY OF TERMS

Budget Message: A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

Capital Budget: The appropriation of funds for improvement to facilities, and other infrastructure.

Capital Improvement Program (CIP): The program or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. San Ramon's CIP follows a five-year schedule and includes projects which cost \$25,000 or more to complete. The City adopts the CIP budget in a process which is an ongoing plan of single and multiple year capital expenditures, and is updated annually.

Capital Outlay: Fixed assets, which have a value of \$5,000 or more and have a useful economic life of more than one (1) year.

Capital Project: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life; also called capital improvements.

Cash Basis: This is a basis of accounting in which transactions are recognized only when cash is increased or decreased.

Contingency: An appropriation of funds to cover unforeseen events that occur during the fiscal year such as federal mandates, shortfalls in revenue, and similar eventualities.

Contract Services: This is an agreement for a specific term in professional or contractual service.

Debt Service: The cost of paying principal and interest on borrowed money according to the predetermined payment schedule.

Defer: The means to delay an expenditure until a future budget year.

Department: A major organizational unit of the City with overall management responsibility for an operation or a group of related operations within a functional area. In San Ramon,

City of San Ramon

GLOSSARY OF TERMS

Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or a Division Manager.

Designated Reserve: Funds specifically appropriated and set aside for anticipated expenditure requirements, which are uncertain.

Division: An organization sub-unit of a department, which encompasses a substantial portion of the duties assigned to a department.

Encumbrance: The commitment of appropriated funds for future expenditures.

Expenditure: The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure an encumbrance reserves funds to be expended.

Fiscal Year: The period designated by the City for the beginning and ending of financial transactions. In San Ramon, this period of time is July 1 through June 30.

Fixed Assets: These are non-consumable assets of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one (1) year and an acquisition cost in excess of \$5,000.

Full-Time Equivalent (FTE): The decimal equivalent of a position converted to a full-time basis. For example, one person working half time would count as 0.50 FTE; one person working full-time would count as 1.0 FTE. Elected positions are budgeted however; they are not included in net FTE totals.

Fund: Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenue, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general-purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

City of San Ramon

GLOSSARY OF TERMS

Fund Balance: The fund balance is the excess of the assets of a fund over its liabilities, reserves, and carryover.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. The primary authoritative body on the application of GAAP to State and local governments is the Government Accounting Standards Board (GASB).

General Fund: The City's principal operating fund, all revenue that is not allocated by law or contractual agreement to a specific fund, which is supported by general taxes and fees and which can be used for any legal purpose.

General Obligation Bonds (GOB): Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

Goal: A statement of broad direction, purpose or intent. In San Ramon's budget, goals are synonymous with mission statements.

Grant: A transfer or awarding of funds from either the Federal or State government to the City in order to finance a specific activity or program. The City receiving the grant funds is not required to repay the awarding entity the amount in the future.

Indirect Costs: Those elements of cost necessary in the performance of a service, which cannot be accurately or readily allocated to the unit of service. Usually, they relate to those expenditures, which are not an integral part of the service.

Infrastructure: The physical assets of government (e.g., streets, parks and public buildings).

Interest: Income earned on the investment of available cash balances.

Internal Service: Accounts for capital equipment purchases, insurance and benefit liability, and investment management.

City of San Ramon

GLOSSARY OF TERMS

Materials and Supplies: Expendable materials and operating supplies necessary to conduct departmental orientation.

Non-Departmental: Program costs that do not relate to any one particular department, but represent costs of a general Citywide nature.

Objective: Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific timeframe.

Operating Budget: The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.

Other Costs: Expenditure category which includes employee training and development, insurance and subsidies.

Personnel Services: An expenditure category which generally accounts for the salaries of full-time, part-time and temporary employees, overtime expenses, all employee benefits for City employees, such as medical, dental and retirement.

Program: Represents major areas or support functions; they are defined as a service provided to citizens, other departments, or other agencies.

Program Revenue (Income): This is revenue earned by a program, including fees for services, license and permit fees, and fines.

Proposed Budget: Proposed level of expenditures/revenue/FTEs as outlined in the proposed budget document. This is the City Manager's recommended budget, which will be considered by the City Council for approval.

Redevelopment Agency: An entity created by a legislative body in accordance with State statutes which has elected to exercise the powers granted to it for planning, development, re-planning, redesign, clearance, reconstruction, or rehabilitation of an area.

Reprogram: The re-appropriation of funds that were previously earmarked for another use.

GLOSSARY OF TERMS

Reserve: An account which the City uses to either set aside revenue that it does not need to spend in the current fiscal year or to earmark revenue for a specific future purpose. Reserves are typically established and budgeted through City Council policy action.

Resolution: A special order by the City Council requiring less legal formality than an Ordinance in terms of public notice prior to approval.

Resources: Total amount available for appropriation, including estimated revenue, beginning fund balances, and fund transfers.

Revenue: Amount of funds received from the collection of taxes, fees, permits, licenses, interest, and grants during the fiscal year.

Special Revenue Fund: A fund used to account for revenue sources that are restricted by law or administrative action to expenditures for special purposes.

Structural Deficit: The permanent financial gap that results when, discounting economic cycles, ongoing revenue does not match or keep pace with ongoing expenditures.

Surplus: An excess of total current resources over total current requirements.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

City of San Ramon

ACRONYMS

ADA	American Disabilities Act
AED	Automated External Defibrillator
A/P	Accounts Payable
APA	American Planning Association
A/R	Accounts Receivable
CABO	Certified Association of Building Officials
CAFR	Comprehensive Annual Financial Report
CALED	California Association for Local Economic Development
CALPERLA	California Public Employers Labor Relations Association
CASA	Community Against Substance Abuse
CBO	Chief Building Official
CCC	Contra Costa County
CCCSD	Contra Costa County Sanitary District
CCNET	Central County Narcotics Enforcement Team
CCTA	Contra Costa Transportation Authority
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
CMTA	California Municipal Treasurers Association
COP	Certificates of Participation
CSA	County Service Area
CSMFO	California Society of Municipal Finance Officers
CTV	Cable Television
DEIR	Development Environmental Impact Report

City of San Ramon

ACRONYMS

DERWA	Dublin San Ramon Services District – East Bay Municipal Utility District Recycle Water Authority
DRC	Development Review Committee
DRFA	Dougherty Regional Fire Authority
DSRSD	Dublin San Ramon Services District
DVOC	Dougherty Valley Oversight Committee
EBMUD	East Bay Municipal Utility District
EIR	Environmental Impact Report
ERMA	Employee Risk Management Association
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GHAD	Geologic Hazard Abatement District
GIS	Geographic Information System
HCD	Housing and Community Development
HOA	Homeowners Association
HTE	Finance/Personnel Accounting System
ICBO	International Conference of Building Officials
ICMA	International City Management Association
IIPP	Injury and Illness Prevention Program
IT	Information Technology
IVR	Interactive Voice Response System
L & L	Landscaping and Lighting District
LAFCO	Local Agency Formation Commission

City of San Ramon

ACRONYMS

LAIF	Local Agency Investment Fund
LOCC	League of California Cities
MOU	Memorandum of Understanding
MPA	Municipal Pooling Authority
MTC	Metropolitan Transportation Commission
MVLF	Motor Vehicle License Fees
NPDES	National Pollutant Discharge Elimination System
NWSP	Northwest Specific Plan
PC	Personal Computer
RDA	Redevelopment Agency
RFP	Request for Proposal
RWQCB	Regional Water Quality Control Board
SCCJEPA	South Contra Costa Joint Exercise Powers Agreement
SEIU	Service Employees International Union
SRVUSD	San Ramon Valley Unified School District
TA	Tax Allocation
TDD	Telecommunications Device for the Hearing Impaired
TDM	Transportation Demand Management
TOT	Transient Occupancy Tax
TVTC	Tri-Valley Transportation Council
VWM	Valley Waste Management
YRO	Youth Resource Officer

City of San Ramon

LIST OF FUNDS

101	General Fund	365	Village Parkway
202	Planning Cost Recover	370	Vista San Ramon
205	Child Care	375	West Branch
210	City Beautification	380	Canyon Park
215	Conditions of Approval	382	Village Center Common Area
220	Creek Study & Mitigation	383	Dougherty Valley
225	Drainage Mitigation	384	Solid Waste
230	Gas Tax	385	Geologic Hazard Abatement District
240	Park Development	387	Non-Point Drainage
241	Henry Ranch	388	Street Smarts
245	Crow Canyon Project	389	TDM Programs
250	South Contra Costa Joint Exercise Powers Agreement	390	Local Law Enforcement Block Grant
260	Street Maintenance and Improvement	391	Police Special Revenue
270	Traffic Improvement	392	Narcotic Asset Forfeiture
280	Tri-Valley Transportation	395	Low & Moderate Income Housing (RDA)
301	Citywide Landscaping	397	Project Participation
302	Citywide Lighting	410	RDA Administration
310	Bent Creek	412	RDA Capital Projects
315	Canyon Lakes	420	Capital Projects
318	Circle E Ranch	515	Pension Obligation Bonds (2010)
322	Country View	539	COP #9 (1996)
323	Crown Ridge	540	COP #10 (2001)
325	Deerwood	541	COP #11 (2003)

City of San Ramon

LIST OF FUNDS

330	El Nido	595	RDA – TA 1998/2004
331	Four Oaks	596	RDA – TA 2006
332	Henry Ranch	599	RDA ERAF Tax Bonds
333	Glass House	610	Investments
335	Old Ranch Estates	620	Equipment Replacement
336	Old Ranch Summit	621	I/S Equipment Replacement
345	Summerwood Loop	622	Insurance Liability
350	Thomas Ranch	623	Healthcare
		630	Building Maintenance

City of San Ramon

Authorized Personnel Positions Fiscal Year 2011-2012

Job Classification	Number of Positions
Administrative Analyst	10.00
Administrative Coordinator	8.50
Assistant Planner	1.00
Associate Engineer	5.00
Associate Planner	2.00
Captain	1.00
Chief	1.00
City Attorney	1.00
City Clerk	1.00
City Manager	1.00
Computer Specialist	1.00
Communications & Affairs Director	1.00
Computer Technician	1.00
Corporals	9.00
Deputy City Clerk	1.00
Deputy City Attorney	1.00
Director	6.00
Division Manager	11.00
Engineering Specialist	3.00
Executive Assistant	1.00
Inspector	3.00
Lieutenant	5.00
Maintenance Assistant	2.00
Maintenance Coordinator	11.00
Maintenance Specialist	12.00
Maintenance Supervisor	9.00
Maintenance Tech I/II	33.60
Office Specialist	13.00
Office Technician I/II	13.60
Police Officers	33.00
Planning Specialist	1.00
Plans Examiner	1.00
Police Services Technician	3.50
Program Manager	13.00
Records Coordinator	1.00
Records Technician	2.00
Recreation Coordinator	5.80
Recreation Supervisor	3.00
Recreation Technician	7.00
Senior Administrative Analyst	4.00
Senior Engineer	5.00
Senior Inspector	8.50
Senior Planner	1.00
Sergeant	9.00
Supervising Inspector	2.00
Total Full-Time Equivalents (FTE)	268.50

RESOLUTION NO. 2011-052

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
ADOPTING THE FISCAL YEAR 2011-2012 OPERATING AND CAPITAL BUDGET,
ESTABLISHING AN APPROPRIATION LIMIT, AND AUTHORIZING CARRYOVER
PROJECT APPROPRIATIONS**

WHEREAS, the City Council reviewed the proposed Operating, Capital and Redevelopment Agency budgets in work sessions held on March 22, 2011 and April 26, 2011; and

WHEREAS, the City Council has reviewed the proposed Fiscal year 2011-2012 Capital Improvement Program in a work session on May 23, 2011; and

WHEREAS, the Planning Commission in a meeting held on May 10, 2011 found the Capital Improvement Program consistent with the General Plan; and

WHEREAS, the Capital Improvement Program, referred to as the Capital Budget requires annual appropriation approval by the City Council; and

WHEREAS, Article XIIB of the State of California Constitution requires local government agencies to annually adopt an appropriation limit; and

WHEREAS, THE City Council approved POST study recommendation of a limited compensation study to review salary ranges for the Police Captain and Police Lieutenant positions.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The City Council approves the Fiscal Year 2011-2012 proposed and operating capital budget totaling \$81,912,222 as summarized on Exhibit 1 and a carryover of unspent capital budget appropriations from Fiscal Year 2010-2011.

Section 2. The City Council, as part of the authorized budget referenced in Section 1 hereby approves payment of all lease obligations for Fiscal Year 2011-2012.

Section 3. The City Council approves the Fiscal Year 2011-2012 appropriation limits as required by Article XIIB of the State Constitution as shown on Exhibit 2.

Section 4. The City Council approves the salary range adjustments to Police Captain and Police Lieutenant classifications.

Section 5. Upon publication, a copy of the budget document will be made available for public review at City Hall and other convenient public places.

Signatures on following page

Section 5. Upon publication, a copy of the budget document will be made available for public review at City Hall and other convenient public places.

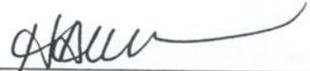
PASSED, APPROVED AND ADOPTED on this 24th day of May 2011, by the following vote:

AYES: *Councilmembers Hudson, Livingstone, Perkins, Rowley and Mayor Wilson*

NOES:

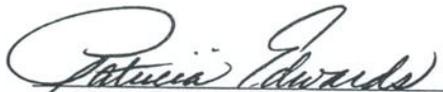
ABSENT:

ABSTAIN:



H. Abram Wilson, Mayor

ATTEST:



Patricia Edwards, City Clerk

Exhibit 1: Statement of Revenue, Expenditures and Changes in Fund Balance
Exhibit 2: City of San Ramon Appropriation Limit Calculation

**CITY OF SAN RAMON
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	General Fund	Other Operating Funds	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	San Ramon Redevelopment Agency	Total
Fund Balance, July 1, 2011	\$ 4,824,961	\$ 16,359,970	\$ 4,273,180	\$ 16,246,939	\$ 9,994,918	\$ 10,440,731	\$ 12,590,710	\$ 74,731,409
REVENUE								
Property Tax	\$ 13,634,359						\$ 7,812,887	\$ 21,447,246
Special Assessments		5,752,959						5,752,959
Sales and Use Tax	7,700,000							7,700,000
Property Transfer Tax	450,000							450,000
Transient Occupancy Taxes (TOT)	1,360,000							1,360,000
Franchise Fees	3,670,000							3,670,000
Licenses and Permits	1,137,160	86,800						1,223,960
Intergovernmental	479,963	11,273,760	2,823,210		825,307	78,021		15,480,261
Charges for Services	4,577,536	-	-					4,577,536
Fines and Forfeitures	478,800							478,800
Investment Income	400,000	42,582	10,000	-	250,000	96,090	275,000	1,073,672
Development Fees	25,000	-	1,652,125					1,677,125
Land Sale	437,100							437,100
Prior Year Sales Tax	-							-
Miscellaneous Revenue	1,265,097	238,506	-	789,673	-	8,446,070	196,000	10,935,346
Total Revenues	35,615,015	17,394,607	4,485,335	789,673	1,075,307	8,620,181	8,283,887	76,264,005
EXPENDITURES								
General Government	1,710,803							1,710,803
Administrative Services	3,092,452					40,590		3,133,042
Planning Services	3,022,466	845,660						3,868,126
Police Services	10,319,879	5,883,059						16,202,938
Engineering Services	2,219,794	943,337						3,163,131
Public Services	8,278,642	10,623,085						18,901,727
Parks & Community Services	7,561,762							7,561,762
Economic/Redevelopment	237,976						2,659,266	2,897,242
Non-Departmental	62,000						1,635,145	1,697,145
Debt Service				3,020,524			6,001,064	9,021,588
Capital Improvement Program (CIP)					4,460,303		1,127,187	5,587,490
Vehicle/IS Replacement						467,150		467,150
Insurance						1,292,229		1,292,229
Healthcare						6,407,849		6,407,849
Total Expenditures	36,505,774	18,295,141	-	3,020,524	4,460,303	8,207,818	11,422,662	81,912,222
OTHER FINANCING SOURCES (USES)								
Operating Transfers In	5,311,753	876,977	-	1,778,043	3,634,996	257,644	14,626,824	26,486,237
Operating Transfers Out	(4,393,766)	(1,470,548)	(3,575,983)	(1,196,233)	(250,000)	(642,883)	(14,956,824)	(26,486,237)
Total Other Financing Sources	917,987	(593,571)	(3,575,983)	581,810	3,384,996	(385,239)	(330,000)	-
Net Increase (Decrease) in Fund Balance	\$27,228	(\$1,494,105)	\$909,352	(\$1,649,041)	\$0	\$27,124	(\$3,468,775)	(\$5,648,217)
FUND BALANCE:								
Fund Balance, June 30, 2012	\$4,852,189	\$14,865,865	\$5,182,532	\$14,597,898	\$9,994,918	\$10,467,855	\$9,121,935	\$69,083,192

CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2011-12 APPROPRIATIONS LIMIT

A.	FY 2010-11 APPROPRIATIONS LIMIT	<u>\$ 51,136,477</u>
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	1.0162
	2. California Per Capita Income	1.0251
	Total Adjustment %	1.0417
C.	ANNUAL ADJUSTMENT	2,132,730
D.	OTHER ADJUSTMENTS	<u>0</u>
E.	TOTAL ADJUSTMENTS	<u>2,132,730</u>
F.	FY 2011-12 APPROPRIATIONS LIMIT	<u>\$ 53,269,207</u>

FY 2011-12 APPROPRIATIONS SUBJECT TO LIMITATION

A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 13,634,359
	Sales & Use Tax	7,700,000
	Property Transfer Tax	450,000
	Transient Occupancy Tax	1,360,000
	Motor Vehicle In Lieu	200,000
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	262,185.59
		<u>\$23,606,545</u>
B.	EXCLUSIONS:	
	Debt Service	1,196,233
	Qualified Capital Outlays	-
		<u>1,196,233</u>
C.	APPROPRIATIONS SUBJECT TO LIMITATION	22,410,312
D.	CURRENT YEAR LIMIT	<u>53,269,207</u>
E.	OVER (UNDER) LIMIT	<u>\$ (30,858,895)</u>