

CITY OF SAN RAMON, CALIFORNIA

FISCAL YEAR 2012-2013

ADOPTED ANNUAL BUDGET & 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

Bill Clarkson
Mayor

Jim Livingstone
Vice Mayor

Dave Hudson
Councilmember

Phil O'Loane
Councilmember

Scott Perkins
Councilmember

Appointed Officials

Greg Rogers
City Manager

Robert Saxe
Interim City Attorney

Patricia Edwards
City Clerk

Department Heads

Administrative Services Director
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 2012-13

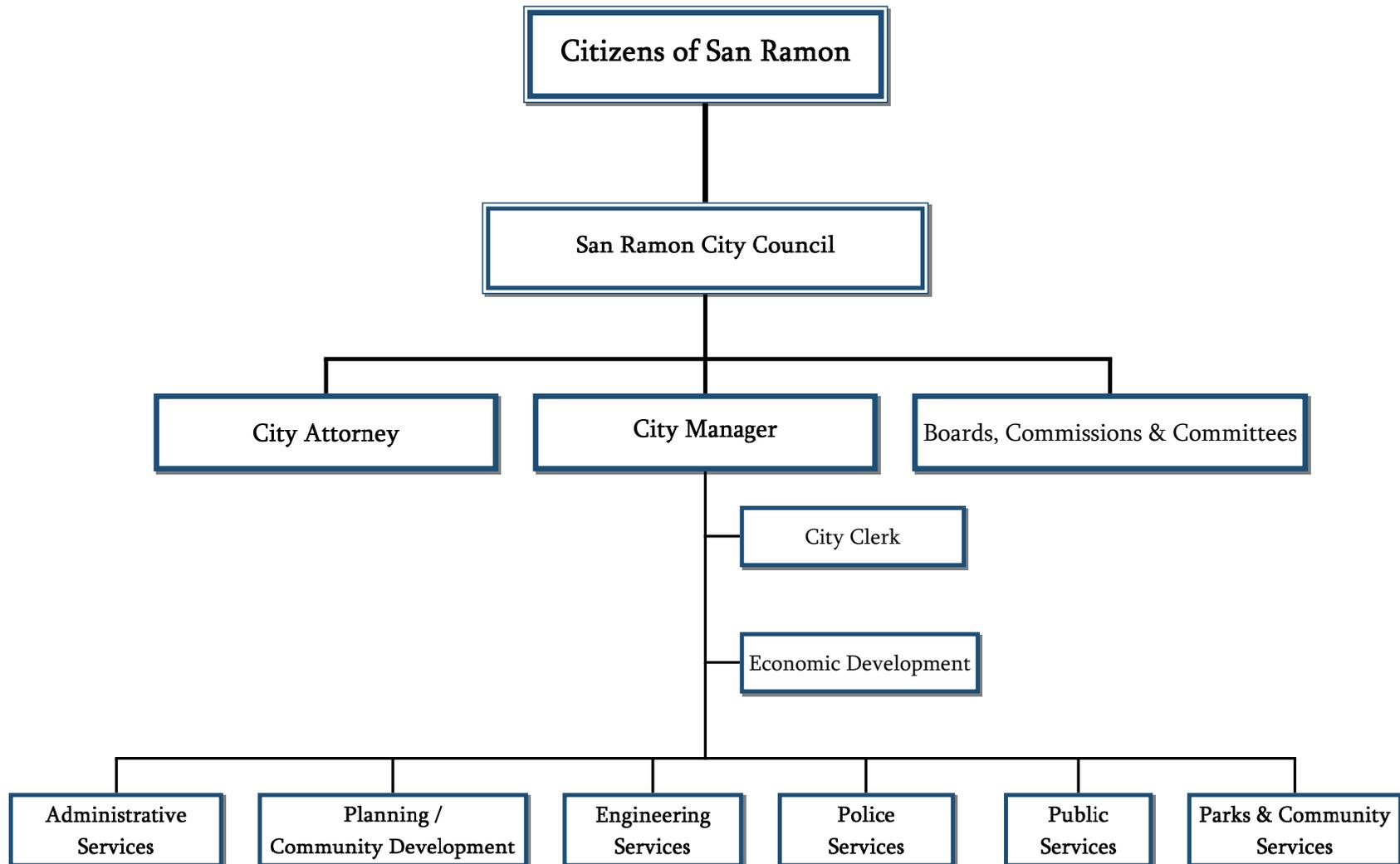


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BUDGET MESSAGE



CITY OF SAN RAMON

May 22, 2012

2222 CAMINO RAMON
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 2012-2013 Budget

Honorable Mayor and City Councilmembers:

I hereby present the proposed FY 2012-2013 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 Successor Agency, Geological Hazard Abatement District 1990-01, the Housing Authority and other special purpose funds. The budget provides funding for existing programs and facilities. City revenue levels have not fully recovered from the severe economic downturn that began nearly five years ago. As a result, the City's ability to continue to deliver high quality services is being strained. The financial plan for FY 2012-2013 that is described below provides funding to maintain core service levels.

The Redevelopment Successor 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 2012-2013 Budget for all City funds, including the Redevelopment Successor Agency, Geological Hazard Abatement District 1990-01, the Housing Authority and the Capital Budget totals \$81.2 million. The budget is comprised of an Operating Budget of \$56.5 million, a Debt Service Fund budget of \$1.9 million, a Capital Budget of \$6.1 million, an Internal Service budget of \$9.1 million, a Redevelopment Successor Agency budget of \$6.1 million, a Geological Hazard Abatement District budget of \$0.5 million (included in the Operating Budget), and a Housing Authority budget of \$1.0 million. The organization of the City's budget can be most clearly understood by referring to page 22.

ECONOMIC OUTLOOK

This remains a most challenging economic environment for the City as the local economy continues to slowly recover from a steep recession. It is anticipated that the City budget will be impacted over the next several fiscal years by an ongoing real estate market that is slowly recovering and retail sales activity that is below the pre-recession levels in 2006-2007. The tax revenue during the upcoming year is projected to show modest growth.

The Statewide economy has remained weaker than the rest of the country with residential housing markets recovering slowly, commercial real estate prices stabilized, and unemployment levels remaining higher than pre-recession levels. The State government is in fiscal crisis. The State budget is significantly out of balance and is dependent on voter approval of a tax measure, in November 2012, to avoid massive service cuts. As of June 30, 2011 the State General Fund had a negative \$20 Billion Fund Balance that is growing bigger with continuing deficits. How the State operates with a negative fund balance remains a mystery. This means the City is at risk of some potential revenue diversions. The City budget does not include any projected State revenue takings 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, and the State does not plan to make the repayment. 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 adjustments 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 of nearly seventy-five thousand 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.

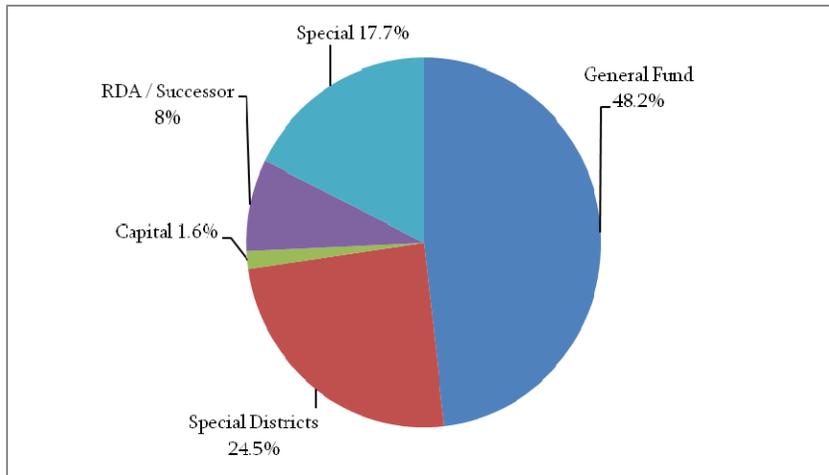
LOSS OF THE REDEVELOPMENT AGENCY

The budget reflects the elimination of the City Redevelopment Agency that occurred February 1, 2012. The State government, in order to try to shore up its own financial problems, was successful in grabbing billions of dollars of local tax revenue by eliminating all Redevelopment Agencies. What this means to the City is the loss of millions of dollars of future community improvement projects as well as the end of many important economic development efforts. In this budget, three positions related to Redevelopment activities have been eliminated. The State has mandated a liquidation process for the former Agency, and the budget reflects appropriations for the Redevelopment Successor Agency that includes expenditures for debt service and a \$250,000 overhead allowance to cover City administrative costs. Besides paying debt service, the Successor Agency will be supporting the activities of an Oversight Board which will be selling assets of the former Agency. The City has also reactivated the Housing Authority which will administer remaining assets of the former Redevelopment Low and Moderate Income Housing Fund. Although some of the post Redevelopment activities have been undertaken, there are significant issues remaining in this liquidation process. The State legislation that eliminated the Agency was poorly crafted and there are many contested issues that will be sorted out over the next several years. Staff will continue to keep the City Council informed as the Successor Agency goes through the phases of the dissolution including audits by State agencies looking to extract funds from the remains of the Agency.

RESOURCES FUNDING THE CITY BUDGET

The FY 2012-2013 Budget includes \$76.6 million of revenue, which along with reserve funds accumulated in prior years, provides the funding that is available to finance 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 48.2% of City revenue is general purpose and used to support police, public services, recreation programs, community development and other general government. The remaining 51.8% is revenue that is restricted for use for specific purposes such as the Redevelopment Successor Agency, Geologic Hazard Abatement District, Housing Authority, capital projects, services in special assessment districts, and internal services such as equipment replacement.

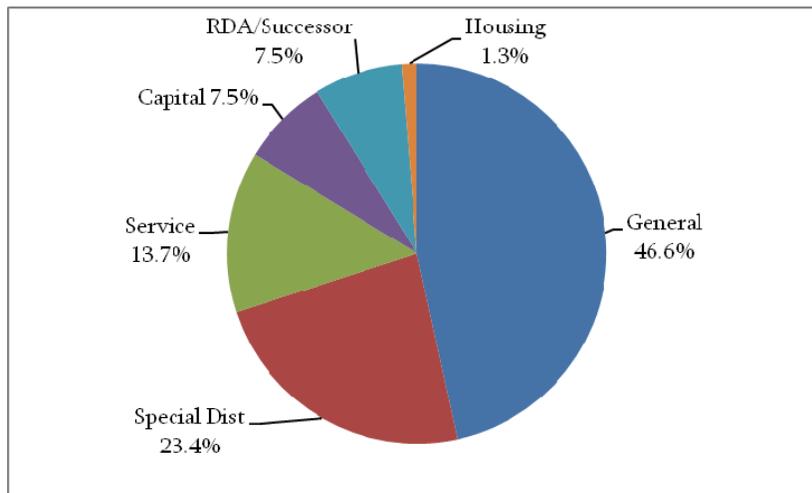
Total Revenue - \$76.6 Million



EXPENDITURE BUDGET

The \$81.2 million expenditure budget is \$1.0 million (1%) less than the FY 2011-2012 adopted budget largely reflecting a decrease in the discontinuation of Redevelopment activities. The graph below shows how the expenditure budget is broken out among major fund groups.

Total Expenditures - \$81.2 Million



The \$1.0 million decrease in the expenditure budget reflects a \$3.1 million increase in the capital budget, a \$1.4 million increase in the General Fund, a \$6.4 million decrease in the Successor Agency formerly the Redevelopment Agency, a \$1.0 million increase in special services districts, and a \$0.1 million decrease in service funds.

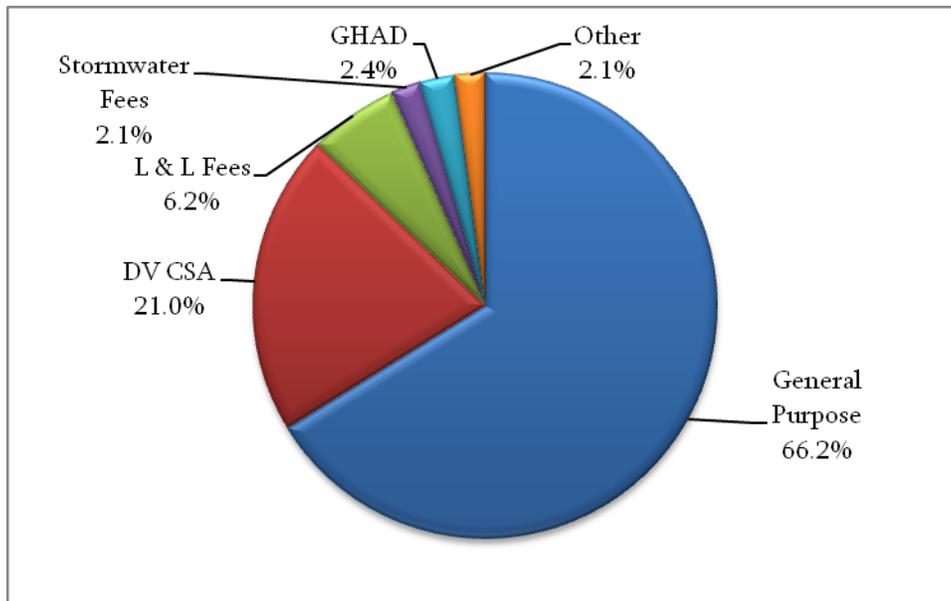
Significant factors impacting expenditures include inflationary increases in fuel, utilities, employee benefit costs, and insurance costs offset by savings from position vacancies, and a salary freeze for the 3rd consecutive year.

OPERATING BUDGET

Revenue

There is \$55.7 million of revenue available to finance City operating fund budgets in 2012-2013. The City operating funds include: the General Fund, Dougherty Valley Fund, 19 separate lighting and landscaping funds, the Stormwater Fund, the Geologic Hazard Abatement Fund and other special revenue funds. The revenue collected in 2012-2013 along with a use of reserves that were accumulated in prior years are the financial resources used to fund the Operating Expenditure Budget:

Operating Budget Revenue - \$55.7 Million



Expenditures

The total expenditure budget for the combined City Operating budget is \$56.9 million. These expenditure budgets are distributed as shown below:

Table 1

Operating Budget Expenditures - \$56.9 Million

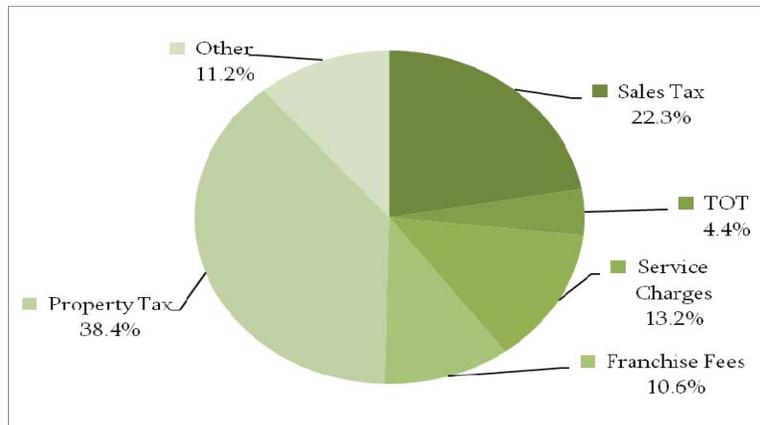
<u>Department</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2011-12</u> <u>Budget</u>	<u>\$</u> <u>Difference</u>
General Government	\$2.0	\$1.9	\$0.1
Administrative Services	3.1	3.0	0.1
Planning/Community Development	4.1	3.9	0.2
Police Services	16.6	16.2	0.4
Engineering Services	3.3	3.1	0.2
Public Services	19.9	19.0	0.9
Parks & Community Services	7.8	7.6	0.2
Non-Departmental	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>
Total	<u>\$56.9</u>	<u>\$54.8</u>	<u>\$2.1</u>

GENERAL FUND

General Fund Revenue

The revenue available to finance General Fund services consists primarily of taxes, service fees, and prior year surplus. The \$36.9 million of revenue by source is shown in the graph below.

General Fund Revenue - \$36.9 million



General Fund revenue is estimated to be \$36.9 million (\$1.3 million - 3.5%) above the previous year's budget reflecting growth in the local economy.

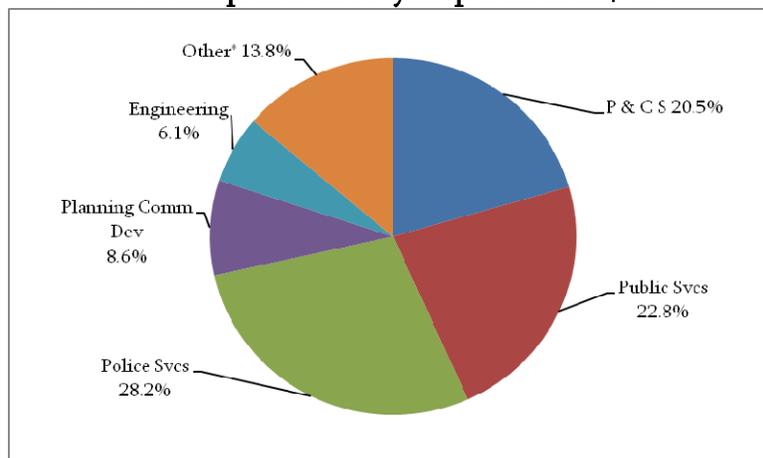
Sales and property taxes make up approximately 61% of General Fund revenue sources. Property tax assessed values increased 1.29% during FY 2011-2012 and are currently estimated to have a minimal change during FY 2012-2013. Actual assessed value changes will not be known until later this summer and the current estimate assumes that real estate values from foreclosures and market sales below assessed values have abated. An additional positive factor impacting assessed value growth in FY 2012-2013 is that the normal 2% assessed value increase in property on below market Proposition 13 protected properties will positively 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 lower than the peak level of several years ago. The projection for FY 2012-2013 is that sales taxes will grow slightly from the existing base of \$7.7 million. The length and depth of this recession has caused sales tax revenues to decline significantly 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 \$8.2 million for FY 2012-2013 is based on an inflationary increase of the existing base level of activity.

General Fund Expenditures

The expenditure budget for the General Fund is \$37.9 million which is \$0.6 million (1.6%) more than last year’s amended budget. As shown on the graph below, 22.8% is for Public Services, 6.1% for Engineering Services, 28.2% for Police Services, 20.5% for Parks & Community Services, 8.6% is for Planning/Community Development, and 13.8% is for other General Government and Administrative Services.

General Fund Expenditures by Department - \$37.9 million



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

The budget covers increased benefit costs including health benefits. There continues to be employee cost reductions as a result of the continued hiring freeze and salary freeze. The budget numbers, as presented, do not reflect any potential savings from a mandatory furlough. Again this year departments were tasked with planning for service delivery within a lean revenue environment. A key element of this budget was to continue the salary freeze and the hiring freeze. There are currently forty-six (46.2) vacant positions (17%).

The lack of funding for the vacant 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 2

\$37.9 Million General Fund Budget by Department (in Millions)

<u>Department</u>	<u>FY 2012-13 Budget</u>	<u>FY 2011-12 Budget*</u>	<u>\$ Difference</u>
General Government	\$2.0	\$1.9	\$0.1
Administrative Services	3.2	3.2	0.0
Planning/Community Development	3.3	3.0	0.3
Police Services **	10.7	10.4	0.3
Public Services **	8.6	8.5	0.1
Engineering Services	2.3	2.3	0.0
Parks & Community Services	7.7	7.5	0.2
Non-Departmental	0.1	0.1	0.0
RDA Absorption	<u>0.0</u>	<u>0.4</u>	<u>(0.4)</u>
Total	<u>\$37.9</u>	<u>\$37.3</u>	<u>\$0.6</u>

**Adjusted General Fund Budget*

***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 April 16, 2012 budget workshop. In this workshop 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 2012-2013
- Continuation of the salary freeze in FY 2012-2013
- Reduce service levels at the department level as covered in each department section
- Continue economic development efforts to attract and retain small businesses

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 \$1.8 million of Special Reserves are being utilized to make up the difference. The budgeted expenditures in this Fund in FY 2012-2013 are \$13.5 million, which is \$0.5 million more than was budgeted in the 2011-2012 Fiscal Year.

GENERAL RESERVES

The City Council General Reserve Policy calls for General contingency reserves to be maintained at 50% of General Fund expenditures. The policy reserve total includes General Fund, Dougherty Valley, Debt Service, and Health Fund unrestricted reserves. \$19.0 million is required to satisfy the 50% Contingency requirement. The total General reserve balance is currently estimated to be \$31.8 million for the beginning of the FY 2012-2013 budget year. This is consistent with what was projected during the FY 2011-2012 Mid-Year Financial Review after adjusting for mid-year supplemental appropriations. The budget as proposed has a \$2.5 million use of reserves in the General, Dougherty Valley, and Health Funds and as a result the total reserve balance for the end of FY 2012-2013, is estimated to be \$29.3 million. This is sufficient to provide the 50% contingency reserve.

SERVICE LEVEL ADJUSTMENTS

This budget includes some service level reductions as outlined in the April 16, 2012 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. Two significant reductions include the removal of the annual aerial

Fireworks Show, and the City contribution to Cable TV 30 operations. All Redevelopment activities were completely deleted. Most reductions continue to be at the periphery of City services and hopefully will not be a major inconvenience for our citizens. 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 \$13.5 million set aside in a trust fund by the end of FY 2012-2013 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 \$0.5 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. This study is in the process of being updated. 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 \$3.5 million of beginning fund reserves are available to fund the \$0.4 million of vehicles and \$0.2 million of computer equipment that is planned on being replaced during FY 2012-2013. 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 2012-2013 budget a \$0.2 amount is to be added to the Building Maintenance Fund. The budget identifies the use of \$0.4 million of the fund balance in FY 2012-2013 for maintenance projects, leaving an estimated year-end balance in the fund of \$0.5 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.

STAFFING LEVEL

This budget reflects the staffing resources available to perform City services. Three positions were removed related to the elimination of the Redevelopment Agency. Of the 265.5 authorized positions, there are currently 39.2 unfunded positions, and 7 vacant and fully funded positions. There are 23.1 employees working as temporaries, backfilling the workloads. The table below shows the number of vacant positions, by category that has been accumulated over the past several years. As part of a service level review to reduce costs during 2012-2013, staff will look at removing long-term vacant unfunded positions as part of the 2013-2014 budget process. Position vacancies are impacting the ability to deliver City services. Ten years ago in 2002-2003 there were 221 fully funded positions to serve a population of 46,950 and in the 2012-2013 budget there are 226.3 fully funded positions to serve a population of 74,370.

Table 3

	Filled Fully Funded	Vacant Fully Funded	Vacant Frozen	Total Authorized	Backfilled with Temps
Department Totals					
General Government	7	2	1	10	0
Administrative Services	12	1	5	18	5
Planning/Community Development	19	1	4.5	24.5	2.5
Engineering Services	17	0	7	24	1.5
Police Services	73	0	4.5	77.5	2
Public Services	65.5	3	9.4	77.9	6.3
Parks and Community Services	25.8	0	7.8	33.6	5.8
Total	219.3	7	39.2	265.5	23.1

Vacancy Rate: 17%

FUTURE OUTLOOK

The economy has been slow to recover from the aftermath of a severe recession that began in late 2007. The amount of revenue coming into the City from taxes has not been keeping up with the costs of providing services at current levels. Tax revenue dropped significantly following the hard recession that hit the economy in 2008. Sales tax revenue which fell about 28% at the low point several years ago, has recovered about half of the decline, but still has \$1.2 million to go just to get back to the level of five years ago. On a per capita basis, the picture is equally troubling. Ten years ago the City was receiving annual per capita sales taxes of \$148. It is now at \$99, or one-third less than ten years ago. This does not take into account the inflationary costs of providing City services. The City has less money to provide services per person that it did ten years ago.

Other revenue sources such as transient occupancy taxes, document transfer taxes, and property taxes are all at lower than pre-recessionary levels. Revenue sources such as Motor Vehicle License Fees and Redevelopment property tax increment have totally disappeared. The State government is effectively insolvent and is gambling on a massive tax increase in November to try to right the ship. If the State tax measure does not pass, the State is extremely likely to intensify its efforts to cannibalize the revenue sources that have traditionally funded local government services. Even if the tax measure does pass the State looks to remain fiscally weak and will continue to threaten the City's ability to finance future operations.

All of the above issues point to the serious threats to the City's ability to continue to deliver a high level of core services. Fortunately, the City was not unprepared for the economic downturn that hit in 2008 as there were significant financial reserves in place to help weather the downturn. In addition, the City has taken a number of actions in the past few years to mitigate the impact of falling tax revenue as follows:

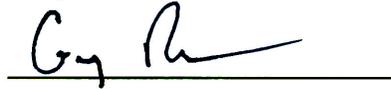
- The City put in place a restriction on hiring new employees in early in 2008, this has reduced the workforce
- A pay freeze was implemented several years ago and will continue into the 2012-2013 fiscal year
- Service contracts were re-bid to obtain lower costs
- Outstanding debt was refinanced to lower interest expenses

Despite these belt tightening efforts, a longer-term structural operating budget deficit remains. Unless revenue growth picks up significantly the operating deficit with current levels of services is projected to be in the \$4 to \$5 million range by the 2013-2014 fiscal year. The City is projected to have in excess of \$29 million of reserves going into the 2013-2014

fiscal year; however drawing down those reserves at a \$4 to \$5 million a year pace is not sustainable. What this means is the City will need to adjust its operating expenses to align with ongoing revenue. With a strong reserve base the City is in a position to proceed with an orderly and well considered process to work towards a realignment of operating expenditures. This realignment will mean a reduction of service levels. Deciding what service levels to reduce will be a long process that will require a great deal of community outreach to help determine priorities. As soon as this budget (2012-2013) is adopted, staff will begin this realignment process which will be a major undertaking so that actions can be implemented for the 2013-2014 budget. The City staff is talented and dedicated and I am confident they will be up to the task.

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, Finance Manager who coordinated the compilation of the budget, Pat Perry, Special Projects Manager who coordinated the text portions and printing of the document, and 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
 265.50 Full-time employees

Demographics

18.56 square miles
 74,378 population (January 1, 2012 State Finance Department)
 37 years median age
 \$119,297 median household income
 32,813 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.	3500	24 Hour Fitness USA Inc.	375
AT&T	1753	Marriott	368
Bank of the West	1600	Target	315
Robert Half International Inc.	1100	Safeway	298
Accenture	750	Old Republic Home Protection	241
PG&E	604	Armanino McKenna LLP	182
San Ramon Regional Medical Center	500	CMG Mortgage Inc.	174
General Electric Company	500	Whole Foods	168
Primed Management Consulting	413	Home Depot	165
IBM Corporation	408	Five 9, Inc.	149

Community Service Facilities

54	Parks (including 17 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	1	Community College
		1	Hospital

CITY OF SAN RAMON TODAY

The City of San Ramon incorporated in 1983, and is located in Contra Costa County, a growing area in the eastern portion of the San Francisco Bay Area. The City occupies a land area of 18.56 square miles and serves a population of 74,378. San Ramon continues to show strength as a major employer and a community with high quality residential neighborhoods.

The City of San Ramon is a Charter City that operates under the Council-Manager form of government. Policy making and legislative authority are vested in the City Council, which consists of an elected Mayor for two-years and a four-member Council elected to four-year terms. The governing Council is responsible for the City's ordinances, operation resolutions, adoption of the annual budget, appointing commissions and committees, and hiring the City Manager and City Attorney.

The City provides a number of services and activities summarized as follows:

- Police protection
- Maintenance of streets, road, parks and landscaping
- Recreation and senior activities
- Planning, Building, Transportation, Economic Development and Engineering services; including storm water and drainage services

The City of San Ramon is considered to be one of the most desirable living areas in the Bay Area. San Ramon has 54 parks; which includes 17 school parks; three community centers, two aquatic centers, two libraries, two police stations, four fire stations, two service centers, eleven elementary schools, four middle schools and two high schools and a community college; two aquatic centers; two libraries; a community theater, a performing arts center that showcases a cadre of professional talent, concerts and musicals; and a hospital which offers a complete range of health care programs and services. The City also has a local farmers market that is open year-round and is held twice a week (Saturday and Thursday). The City also issues a quarterly *City Report* that is mailed to all City residents, which provides information on City services, transportation, ongoing City projects and general homeowner information such as property lines, flood zones, voting precincts and upcoming City events.

Some examples of the City's strong economy as are follows:

- The California Statewide unemployment rate has exceeded 11% over the last 2 years. The San Ramon residential unemployment rate has been measured by the State Employment Development Department and as of January 2012 was approximately 4%.

- San Ramon has a relatively high median household income level which was \$119,297 as estimated in the Bay Area Census 2010, which is nearly twice the State of California level.
- San Ramon assessed property values increased 1.29% for the 2011-12 tax rolls. This is compared to a Contra Costa County-wide decrease in assessed values of 3.4%.
- San Ramon has been recognized for proactive transportation planning:
 - Recipient of the “Telly” award for the Street Smarts Program
 - Recognized by the EPA and the DOT for an outstanding Commuter Program
 - Implementation of the TRAFFIX School Bus Program – reduced the amount of vehicle trips
- San Ramon currently has the rate of 8.9% office vacancy.
- Valley Vista affordable senior housing units (105) opened in 2011.
- The 2010 Census data states the following education attainment within the City of San Ramon:
 - Less than 9th grade – 1.5%
 - 9th to 12th grade, no diploma – 1.8%
 - High School graduate – 10.9%
 - Some college, no degree - 19.2%
 - Associate’s degree – 8.3%
 - Bachelor’s degree – 36.8%
 - Graduate or professional degree – 21.5%

Significant accomplishments, for the City, during the last few years are as follows:

- Opened a Performing Arts Center in 2007
- Established its own Police Department in 2007
- Instituted a One-Stop Permit Center 2011
- Received numerous awards for Community Parks
- Implemented the program “Shop San Ramon First”
- Received awards for Excellence in Financial Reporting
- Beginning in 2008, and every year since then have received a AAA rating from Standard & Poors

MISSION STATEMENT

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

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 2012-13. 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) Successor 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.

City of San Ramon Today – This provides a brief overview of the City's services, accomplishments and a brief background of the City since incorporation in 1983.

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

GUIDE TO THE BUDGET

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 total City revenue and total City spending, as well as summaries of all budgets by fund.

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

Departments – This section provides detailed information for each City department, including an organization chart, overall staffing, Statement of Purpose, Significant Accomplishments for FY 2011-2012, Major Action Plan Items for FY 2012-2013, and Department budgets for FY 2012-2013.

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.

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.

GUIDE TO THE BUDGET

Successor Agency – This section is to wind down the activities of the former Redevelopment Agency (FRDA) and to enforce the non-housing obligations of the FRDA. These activities include the formation of the Successor Agency, and the Oversight Board, as well as the administration of the Successor Agency.

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.

Appendices

- Glossary of Terms
- Acronyms
- List of Funds
- Authorized Personnel Positions
- City Resolution No. 2012-054
- Statement of Revenue, Expenditures and Changes in Fund Balances
- Appropriation Limit Calculation

BUDGET SUMMARIES

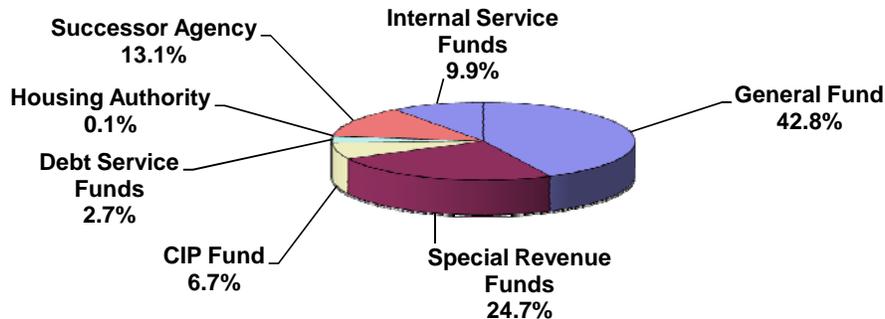
CITY OF SAN RAMON
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	General Fund	Other Operating Funds	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Internal Service Funds	GHAD Fund	San Ramon Housing Authority	San Ramon Successor Agency	Total
Fund Balance, July 1, 2012	\$ 7,322,567	\$ 11,246,278	\$ 5,756,117	\$ 16,252,879	\$ 12,465,060	\$ 12,073,556	\$ 5,194,093	\$ 1,893,682	\$ 1,915,800	\$ 74,120,031
REVENUE										
Property Tax	\$ 14,144,762								\$ 6,146,339	\$ 20,291,101
Special Assessments		4,597,147					1,282,131			5,879,278
Sales and Use Tax	8,235,544									8,235,544
Property Transfer Tax	429,250									429,250
Transient Occupancy Taxes (TOT)	1,606,250									1,606,250
Franchise Fees	3,916,558									3,916,558
Licenses and Permits	1,244,050						3,500			1,247,550
Intergovernmental	146,763	12,638,660	2,333,596		1,110,050	101,334				16,330,403
Charges for Services	4,852,356		240,000			12,000				5,104,356
Fines and Forfeitures	372,000									372,000
Investment Income	136,500	2,000			100,000		22,508			261,008
Development Fees	25,000	6,187	918,027							949,214
Land Sale	437,100									437,100
Prior Year Sales Tax	-									-
Miscellaneous Revenue	1,323,064	196,500		1,226,843		8,718,496	39,319	14,100		11,518,322
Total Revenues	36,869,197	17,440,494	3,491,623	1,226,843	1,210,050	8,831,830	1,347,458	14,100	6,146,339	76,577,934
EXPENDITURES										
General Government	2,015,420									2,015,420
Administrative Services	3,184,662					42,953				3,227,615
Planning/Community Development	3,273,105	785,281								4,058,386
Police Services	10,677,148	5,955,813								16,632,961
Engineering Services	2,310,923	489,337					543,365			3,343,625
Public Services	8,620,541	11,243,659								19,864,200
Parks & Community Services	7,756,397									7,756,397
Economic/Redevelopment	-									-
Non-Departmental	50,000		150,000							200,000
Housing Authority								1,046,211		1,046,211
Successor Agency									250,000	250,000
Debt Service				1,902,448					5,814,379	7,716,827
Capital Improvement Program (CIP)					6,053,728					6,053,728
Vehicle/IS Replacement						604,300				604,300
Insurance						1,696,240				1,696,240
Healthcare						6,734,138				6,734,138
Total Expenditures	37,888,196	18,474,090	150,000	1,902,448	6,053,728	9,077,631	543,365	1,046,211	6,064,379	81,200,048
OTHER FINANCING SOURCES (USES)										
Operating Transfers In	2,360,544	396,678	-	1,226,833	4,943,678	243,134		81,960	5,814,379	15,067,206
Operating Transfers Out	(1,504,967)	(1,375,748)	(4,589,178)	(1,226,833)	(50,000)	(359,573)	(64,568)		(5,896,339)	(15,067,206)
Total Other Financing Sources	855,577	(979,070)	(4,589,178)	-	4,893,678	(116,439)	(64,568)	81,960	(81,960)	-
Net Increase (Decrease) in Fund Balance	(\$163,422)	(\$2,012,666)	(\$1,247,555)	(\$675,605)	\$50,000	(\$362,240)	\$739,525	(\$950,151)	\$0	(\$4,622,114)
FUND BALANCE:										
Fund Balance, June 30, 2013	\$7,159,145	\$9,233,612	\$4,508,562	\$15,577,274	\$12,515,060	\$11,711,316	\$5,933,618	\$943,531	\$1,915,800	\$69,497,917

City Revenue by Fund*
Total \$91,645,140 FY 2012-13

Fund	Fund Description	10/11 Actual	11/12 Final	% Change	12/13 Adopted	% Change
101	General Fund	\$ 41,018,875	\$ 40,926,768	-0.22%	\$ 39,229,741	-4.15%
202	Planning Cost Recovery	96,601	83,300	-13.77%	240,000	188.12%
205-225	Development Mitigation	74,370	127,492	71.43%	66,943	-47.49%
230	Gas Tax	1,625,887	959,500	-40.99%	985,392	2.70%
240	Park Development	5,033	618,000	12178.96%	420,000	-32.04%
241	Henry Ranch Park Development	465		-100.00%		0.00%
245	Crow Canyon Project	1,890		-100.00%		0.00%
250	SCCJEP A	2,606,202	756,297	-70.98%	302,983	-59.94%
260	Street Maintenance & Improvement	643,325	2,444,049	279.91%	1,348,204	-44.84%
270	Traffic Improvement	3,644	96,659	2552.55%	81,808	-15.36%
280	Tri-Valley Transportation Fund	21	63,677	303123.81%	46,293	-27.30%
283	Pub Educ & Govt. (PEG) Fund		150,000	0.00%	200,000	33.33%
301	Citywide Landscaping	1,416,273	1,429,790	0.95%	1,477,676	3.35%
302	Citywide Lighting	718,634	700,390	-2.54%	723,974	3.37%
310-375	Landscaping & Lighting Special Dist.	1,561,962	1,588,992	1.73%	1,581,772	-0.45%
380	Canyon Park	12,528	36,534	191.62%	14,260	-60.97%
382	Village Center Common Area	13,156	10,260	-22.01%	10,260	0.00%
383	Dougherty Valley	12,187,833	10,923,079	-10.38%	11,685,379	6.98%
384	Solid Waste	160,241	157,000	-2.02%	174,000	10.83%
385	GHAD	1,182,722	1,294,534	9.45%	1,347,458	4.09%
386	Measure J TRAFFIX	26,521		-100.00%		0.00%
387	Non Point Drainage	1,107,949	1,167,045	5.33%	1,167,170	0.01%
388	Street Smarts	215,850	177,850	-17.60%	187,350	5.34%
389	TDM Programs	460,669	702,810	52.56%	615,331	-12.45%
390	Local Law Enforcement Block Grant	72		-100.00%		0.00%
391	Police Services Donations	7,096		-100.00%		0.00%
392	Narcotic Asset Forfeiture	18,813		-100.00%		0.00%
395	San Ramon Housing Authority	2,740,078	3,229,238	17.85%	96,060	-97.03%
397	Project Participation	1,547		-100.00%		0.00%
410	RDA Administration	10,035,093	10,310,823	2.75%		-100.00%
410	San Ramon Successor Agency			0.00%	6,146,339	0.00%
412/420	Capital Projects	7,524,585	7,894,269	4.91%	6,153,728	-22.05%
515-542	Debt Service Funds	4,013,180	2,567,716	-36.02%	2,453,676	-4.44%
595-599	Successor Agency Debt Service	7,939,224	8,208,463	3.39%	5,814,379	-29.17%
610-630	Internal Service	9,201,957	8,877,825	-3.52%	9,074,964	2.22%
Total Revenue		\$ 106,622,296	\$ 105,502,360	-1.05%	\$ 91,645,140	-13.13%

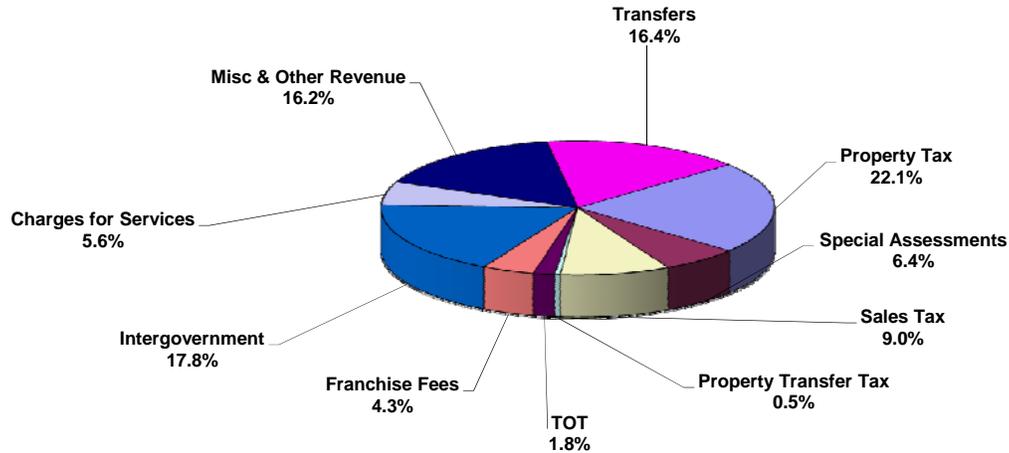
* Includes Transfers In



City Revenue by Source
Total \$91,645,140 FY 2012-13

Revenue Source	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Property Tax	\$ 23,315,107	\$ 22,388,243	\$ 21,961,111	\$ 21,447,246	\$ 20,291,101
Special Assessments	5,367,468	5,447,926	5,546,655	5,752,959	5,879,278
Sales & Use Tax	9,013,866	6,657,222	7,580,028	7,700,000	8,235,544
Property Transfer Tax	438,874	537,645	469,732	450,000	429,250
Transient Occupancy Tax (TOT)	1,566,201	1,247,315	1,500,897	1,360,000	1,606,250
Franchise Fees	3,416,994	3,498,870	3,719,999	3,670,000	3,916,558
Licenses & Permits*	836,242	973,817	833,665	1,140,660	1,247,550
Intergovernmental	12,298,996	18,527,947	16,765,791	16,525,179	16,287,450
Charges for Services	5,315,292	6,000,737	4,633,575	4,660,836	5,104,356
Fines & Forfeitures*	500,815	443,864	405,786	478,800	372,000
Investment Income*	5,562,167	1,294,044	650,752	1,073,672	303,961
Development Fees*	1,099,254	1,419,413	826,865	1,677,125	943,027
Land Sale	1,000,000	437,100	437,100	437,100	437,100
Prior Year Sales Tax	5,856,852	2,312,582	-	-	-
Bond Proceeds*	9,987,760	35,232,552	4,285,270	3,531,174	
Miscellaneous Revenue*	8,496,683	9,671,390	12,042,466	10,935,346	11,524,509
Total Revenue Before Transfers	\$ 94,072,571	\$ 116,090,667	\$ 81,659,692	\$ 80,840,097	\$ 76,577,934
Transfers In	\$ 44,601,553	\$ 59,643,276	\$ 24,962,604	\$ 24,662,263	\$ 15,067,206
Total Revenue Including Transfers	\$ 138,674,124	\$ 175,733,943	\$ 106,622,296	\$ 105,502,360	\$ 91,645,140

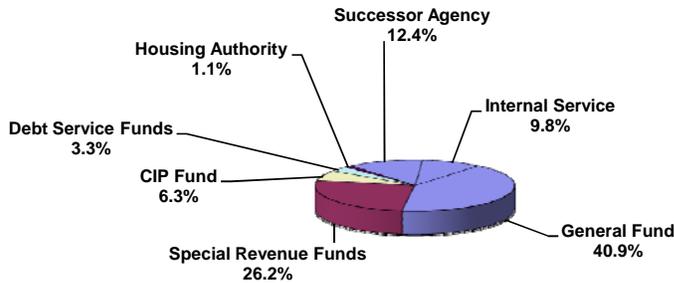
* Included as other revenue



City Expenditures by Fund *
Total \$96,267,254 FY 2012-13

Fund	Fund Description	10/11 Actual	11/12 Final	% Change	12/13 Adopted	% Change
101	General Fund	\$ 41,655,593	\$ 41,724,620	0.17%	\$ 39,393,163	-5.59%
202	Planning Cost Recovery	41,000	-	-100.00%	-	0.00%
205-225	Development Mitigation	293,718	487,000	65.81%	175,500	-63.96%
230	Gas Tax	1,379,131	1,721,425	24.82%	1,207,160	-29.87%
240	Park Development	132,122	37,094	-71.92%	266,168	617.55%
245	Crow Canyon Project	-	377,000	0.00%	-	-100.00%
250	SCCJEP A	29,048	285,469	882.75%	1,482,550	419.34%
260	Street Maintenance & Improvement	1,838,966	1,762,085	-4.18%	1,338,305	-24.05%
270	Traffic Improvement	220,357	187,910	-14.72%	119,495	-36.41%
283	Pub Educ & Govt. (PEG) Fund	-	83,920	0.00%	150,000	78.74%
301	Citywide Landscaping	1,182,610	1,378,294	16.55%	1,549,727	12.44%
302	Citywide Lighting	652,078	772,410	18.45%	686,782	-11.09%
310-375	Landscaping & Lighting Special Dist.	1,392,185	1,671,672	20.08%	1,629,781	-2.51%
380	Canyon Park	8,354	18,425	120.55%	19,592	6.33%
382	Village Center Common Area	6,186	10,260	65.86%	10,260	0.00%
383	Dougherty Valley	12,816,073	13,054,047	1.86%	13,485,379	3.30%
384	Solid Waste	165,857	188,563	13.69%	225,456	19.57%
385	GHAD	546,025	563,047	3.12%	607,933	7.97%
386	Measure J TRAFFIX	26,520	-	-100.00%	-	0.00%
387	Non Point Drainage	1,247,758	1,271,729	1.92%	1,297,580	2.03%
388	Street Smarts	144,350	142,850	-1.04%	169,950	18.97%
389	TDM Programs	460,668	702,810	52.56%	615,331	-12.45%
390	Local Law Enforcement Block Grant	-	11,583	0.00%	-	-100.00%
391	Police Services Donations	4,096	22,000	437.11%	-	-100.00%
392	Narcotic Asset Forfeiture	41,373	-	-100.00%	-	0.00%
395	San Ramon Housing Authority	2,779,199	3,270,708	17.69%	1,046,211	-68.01%
397	Project Participation	200,000	200,000	0.00%	160,000	-20.00%
410	RDA Administration	13,485,532	10,319,298	-23.48%	-	-100.00%
410	San Ramon Successor Agency	-	-	0.00%	6,146,339	0.00%
412/420	Capital Projects	13,658,222	6,844,553	-49.89%	6,103,728	-10.82%
515-542	Debt Service Funds	4,026,739	4,216,757	4.72%	3,129,281	-25.79%
595-599	RDA Successor Agency Debt Service	12,155,846	11,712,238	-3.65%	5,814,379	-50.36%
610-630	Internal Service	8,894,448	9,289,747	4.44%	9,437,204	1.59%
Total Expenditures		\$ 119,484,054	\$ 112,327,514	-5.99%	\$ 96,267,254	-14.30%

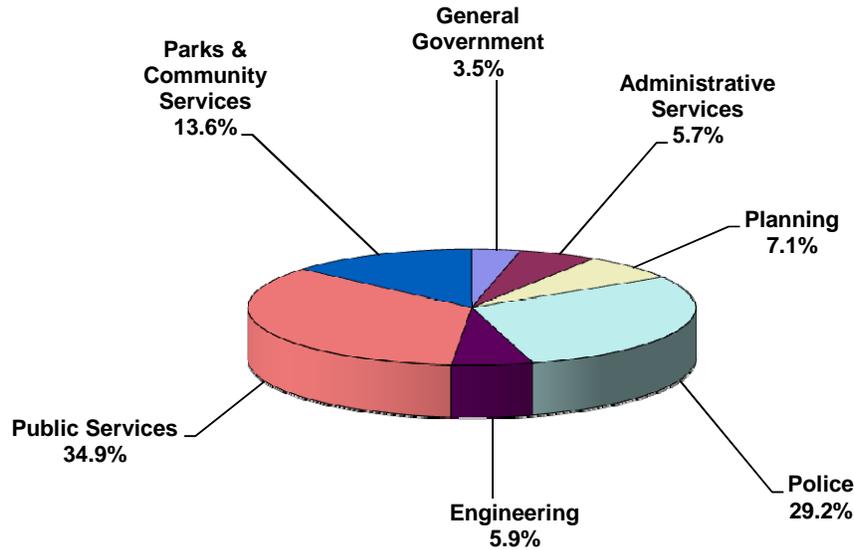
* Includes Transfers Out



City Expenditures by Department *
Total \$67,429,493 FY 2012-13

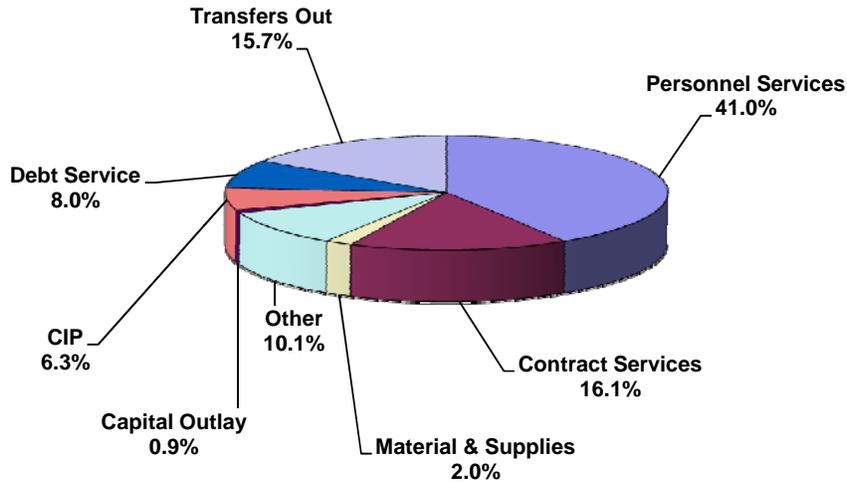
Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
General Government	\$ 1,375,847	\$ 1,853,025	\$ 1,854,327	\$ 1,796,359	\$ 2,015,420
Administrative Services	3,786,146	3,623,128	3,183,911	3,225,454	3,227,615
Planning/Community Development	3,592,973	4,911,938	3,555,623	3,876,214	4,058,386
Police Services	15,051,353	15,561,728	16,437,146	16,215,164	16,632,961
Engineering Services	2,789,202	2,674,128	2,979,498	3,213,631	3,343,625
Public Services	17,896,646	18,432,365	18,274,250	19,186,063	19,864,200
Parks & Community Services	7,813,825	7,615,877	7,466,732	7,472,262	7,756,397
Economic/Redevelopment	3,840,386	5,643,755	6,133,689	1,464,502	-
Non-Departmental	9,139,281	9,748,679	10,286,847	10,569,927	9,234,678
San Ramon Successor Agency					250,000
San Ramon Housing Authority				1,498,360	1,046,211
Total Expenditures	\$ 65,285,659	\$ 70,064,623	\$ 70,172,023	\$ 68,517,936	\$ 67,429,493

* Excludes Transfers, CIP & Debt Service



City Expenditures by Category
Total \$96,267,254 FY 2012-13

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 36,988,089	\$ 38,317,417	\$ 39,398,255	\$ 39,229,551	\$ 39,488,688
Contract Services	15,398,465	18,706,552	14,708,986	15,758,518	15,468,125
Material & Supplies	2,103,731	1,964,739	1,782,087	2,030,058	1,927,783
Other Costs	10,675,590	10,980,784	14,147,644	10,679,931	9,716,389
Capital Outlay	119,784	95,131	135,051	819,878	828,508
Capital Improvement Program (CIP)	19,955,875	7,141,446	11,201,298	6,594,553	6,053,728
Debt Service	7,381,467	17,818,236	8,862,859	9,021,588	7,716,827
Total Expenditures Before Transfers	\$ 92,623,001	\$ 95,024,305	\$ 90,236,180	\$ 84,134,077	\$ 81,200,048
Transfers Out	\$ 54,589,311	\$ 94,481,903	\$ 29,247,874	\$ 28,193,437	\$ 15,067,206
Total Expenditures Including Transfers	\$ 147,212,312	\$ 189,506,208	\$ 119,484,054	\$ 112,327,514	\$ 96,267,254



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.

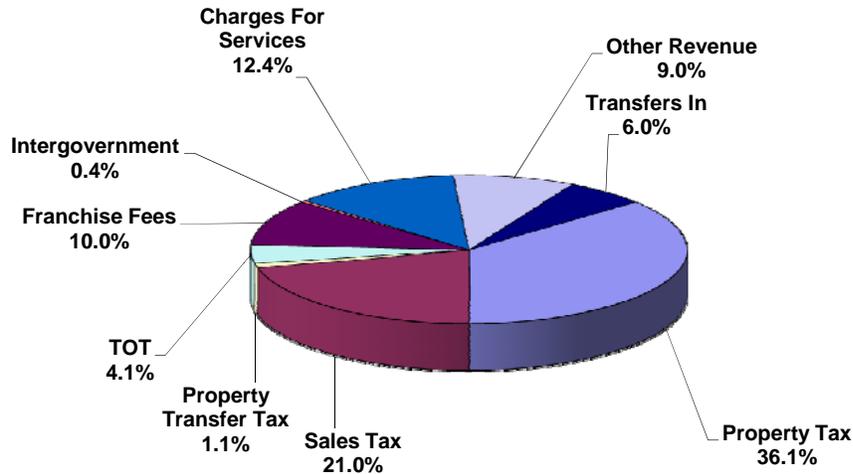
**GENERAL FUND
REVENUE - EXPENDITURE - FUND BALANCE**

Description	08/09 Audited Actual	09/10 Audited Actual	10/11 Audited Actual	11/12 Amended Budget	12/13 Adopted Budget
Fund Balance, July 1 *	\$ 36,272,886	\$ 37,260,573	\$ 7,805,978	\$ 7,169,298	\$ 7,322,567
REVENUE					
Property Tax	\$ 14,525,239	\$ 13,930,189	\$ 14,038,722	\$ 13,634,359	\$ 14,144,762
Sales and Use Tax	9,013,866	6,657,222	7,580,028	7,700,000	8,235,544
Property Transfer Tax	438,874	537,645	469,732	450,000	429,250
Transient Occupancy Taxes (TOT)	1,566,201	1,247,315	1,500,897	1,360,000	1,606,250
Franchise Fees	3,416,994	3,498,870	3,719,999	3,670,000	3,916,558
Licenses and Permits	833,617	966,832	828,225	1,137,160	1,244,050
Intergovernmental	472,257	815,358	983,704	479,963	146,763
Charges for Services	5,297,842	5,839,270	4,537,382	4,577,536	4,852,356
Fines and Forfeitures	480,935	428,364	387,611	478,800	372,000
Investment Income	2,265,751	461,341	317,035	400,000	136,500
Development Fees	21,289	26,278	15,676	25,000	25,000
Land Sale	1,000,000	437,100	437,100	437,100	437,100
Prior Year Sales Tax	5,856,852	1,950,000	-	-	-
Miscellaneous Revenue	946,558	1,456,989	1,874,483	1,265,097	1,323,064
Total Revenues	46,136,275	38,252,773	36,690,594	35,615,015	36,869,197
EXPENDITURES					
General Government	1,375,847	1,853,025	1,854,327	1,796,359	2,015,420
Administrative Services	3,738,440	3,572,461	3,139,594	3,184,864	3,184,662
Planning/Community Development	3,051,920	3,094,721	2,924,085	3,030,554	3,273,105
Police Services	9,745,710	9,934,858	10,459,082	10,306,424	10,677,148
Engineering Services	2,052,231	1,999,005	2,097,664	2,270,294	2,310,923
Public Services	8,840,917	8,601,549	8,162,915	8,463,912	8,620,541
Parks & Community Services	7,813,825	7,615,877	7,466,732	7,472,262	7,756,397
Economic/Redevelopment	263,141	241,944	255,833	253,651	-
Non-Departmental	134,906	116,297	161,231	474,588	50,000
Total Expenditures	37,016,937	37,029,737	36,521,463	37,252,908	37,888,196
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	4,074,435	3,658,569	4,328,281	5,311,753	2,360,544
Operating Transfers Out	(12,206,063)	(34,336,252)	(5,134,130)	(4,471,712)	(1,504,967)
Total Other Financing Sources	(8,131,628)	(30,677,683)	(805,849)	840,041	855,577
Net Increase (Decrease) in Fund Balance	\$ 987,687	(\$29,454,595)	\$ (636,680)	(\$797,852)	(\$163,422)
FUND BALANCE:					
Fund Balance, June 30	\$ 37,260,573	\$ 7,805,978	\$ 7,169,298	\$ 6,371,446	\$7,159,145

General Fund Revenue by Source
Total \$39,229,741 FY 2012-13

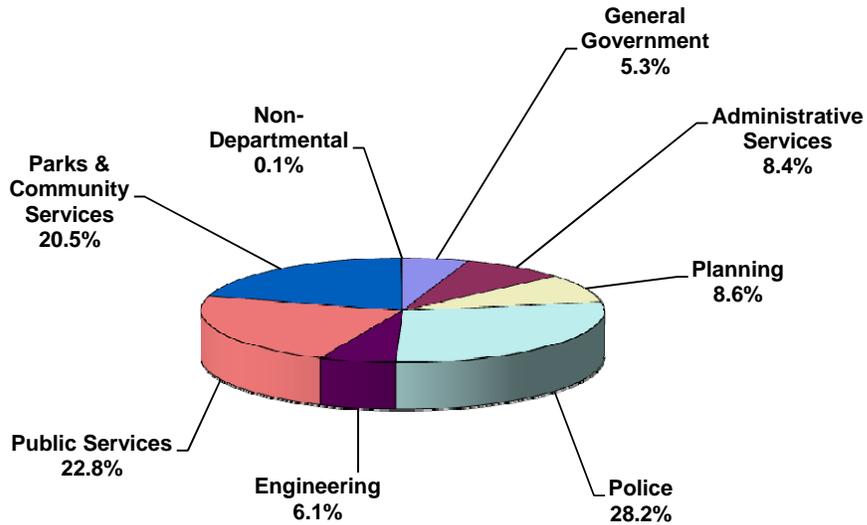
Revenue Source	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Property Tax	\$ 14,525,239	\$ 13,930,189	\$ 14,038,722	\$ 13,634,359	\$ 14,144,762
Sales Tax	9,013,866	6,657,222	7,580,028	7,700,000	8,235,544
Property Transfer Tax	438,874	537,645	469,732	450,000	429,250
Transient Occupancy Tax (TOT)	1,566,201	1,247,315	1,500,897	1,360,000	1,606,250
Franchise Fees	3,416,994	3,498,870	3,719,999	3,670,000	3,916,558
Licenses & Permits*	833,617	966,832	828,225	1,137,160	1,244,050
Intergovernmental	472,257	815,358	983,704	479,963	146,763
Charges For Services	5,297,842	5,839,270	4,537,382	4,577,536	4,852,356
Fines & Forfeitures*	480,935	428,364	387,611	478,800	372,000
Investment Income*	2,265,751	461,341	317,035	400,000	136,500
Development Fees*	21,289	26,278	15,676	25,000	25,000
Land Sale*	1,000,000	437,100	437,100	437,100	437,100
Prior Year Sales Tax*	5,856,852	1,950,000	-	-	-
Miscellaneous Revenue*	946,558	1,456,989	1,874,483	1,265,097	1,323,064
Transfers In	4,074,435	3,658,569	4,328,281	5,311,753	2,360,544
Total Revenue	\$ 50,210,710	\$ 41,911,342	\$ 41,018,875	\$ 40,926,768	\$ 39,229,741

* Included as other revenue



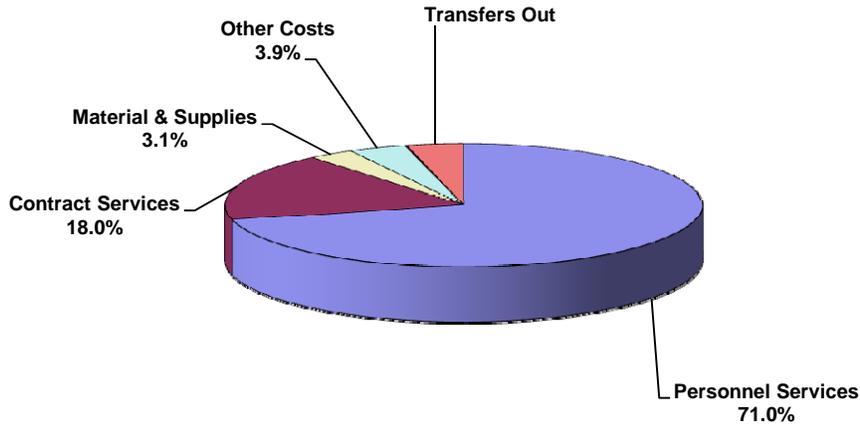
General Fund Expenditures by Department
Total \$37,888,196 FY 2012-13

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
General Government	\$ 1,375,847	\$ 1,853,025	\$ 1,854,327	\$ 1,796,359	\$ 2,015,420
Administrative Services	3,738,440	3,572,461	3,139,594	3,184,864	3,184,662
Planning/Community Development	3,051,920	3,094,721	2,924,085	3,030,554	3,273,105
Police Services	9,745,710	9,934,858	10,459,082	10,306,424	10,677,148
Engineering Services	2,052,231	1,999,005	2,097,664	2,270,294	2,310,923
Public Services	8,840,917	8,601,549	8,162,915	8,463,912	8,620,541
Parks & Community Services	7,813,825	7,615,877	7,466,732	7,472,262	7,756,397
Economic/Redevelopment	263,141	241,944	255,833	253,651	-
Non-Departmental	134,906	116,297	161,231	474,588	50,000
Total Expenditures	\$ 37,016,937	\$ 37,029,737	\$ 36,521,463	\$ 37,252,908	\$ 37,888,196



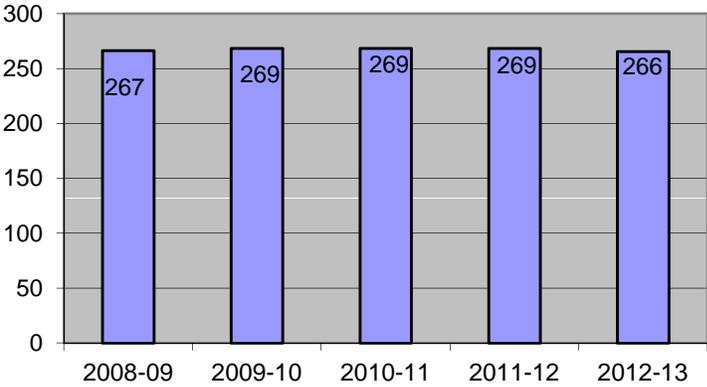
General Fund Expenditures by Category
Total \$39,393,163 FY 2012-13

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 26,382,235	\$ 27,023,157	\$ 27,302,884	\$ 27,173,807	\$ 27,986,255
Contract Services	7,492,699	7,024,605	6,416,738	7,103,392	7,095,218
Material & Supplies	1,425,283	1,284,910	1,185,492	1,320,698	1,219,987
Other Costs	1,702,017	1,697,065	1,598,281	1,585,711	1,537,017
Capital Outlay	14,727		18,068	69,300	49,719
Total Expenditures Before Transfers	\$ 37,016,961	\$ 37,029,737	\$ 36,521,463	\$ 37,252,908	\$ 37,888,196
Capital Improvement Program (CIP)					
Debt Service Transfer Out	1,667,459	17,489,361	2,832,417	1,196,233	1,226,833
Other Transfers Out	10,538,604	16,846,891	2,301,713	3,275,479	278,134
Total Expenditures Including Transfers	\$ 49,223,024	\$ 71,365,989	\$ 41,655,593	\$ 41,724,620	\$ 39,393,163



Full Time Equivalent (FTE) By Department

Department	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
General Government	7.00	8.00	9.00	9.00	10.00
Administrative Services	20.00	19.00	18.00	18.00	18.00
Planning Services	24.50	24.50	24.50	24.50	24.50
Police Services	75.50	77.50	77.50	77.50	77.50
Engineering Services	24.00	24.00	24.00	24.00	24.00
Public Services	77.90	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	0.00
Total FTE Personnel	266.50	268.50	268.50	268.50	265.50



CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2012-13 APPROPRIATIONS LIMIT

A.	FY 2011-12 APPROPRIATIONS LIMIT	\$ 53,269,207
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	1.0173
	2. California Per Capita Income	1.0377
	Total Adjustment %	1.0557
C.	ANNUAL ADJUSTMENT	2,964,549
D.	OTHER ADJUSTMENTS	<u>0</u>
E.	TOTAL ADJUSTMENTS	<u>2,964,549</u>
F.	FY 2012-13 APPROPRIATIONS LIMIT	<u>\$ 56,233,756</u>

FY 2012-13 APPROPRIATIONS SUBJECT TO LIMITATION

A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 14,144,762
	Sales & Use Tax	8,235,544
	Property Transfer Tax	429,250
	Transient Occupancy Tax	1,606,250
	Motor Vehicle In Lieu	-
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	90,394.09
		<u>\$24,506,200</u>
B.	EXCLUSIONS:	
	Debt Service	1,226,833
	Qualified Capital Outlays	-
		<u>1,226,833</u>
C.	APPROPRIATIONS SUBJECT TO LIMITATION	23,279,367
D.	CURRENT YEAR LIMIT	<u>56,233,756</u>
E.	OVER (UNDER) LIMIT	<u>\$ (32,954,389)</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
- **Intergovernment** – Revenue from Federal, State, and local agencies for grants.
- **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.

City of San Ramon

REVENUE

- **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



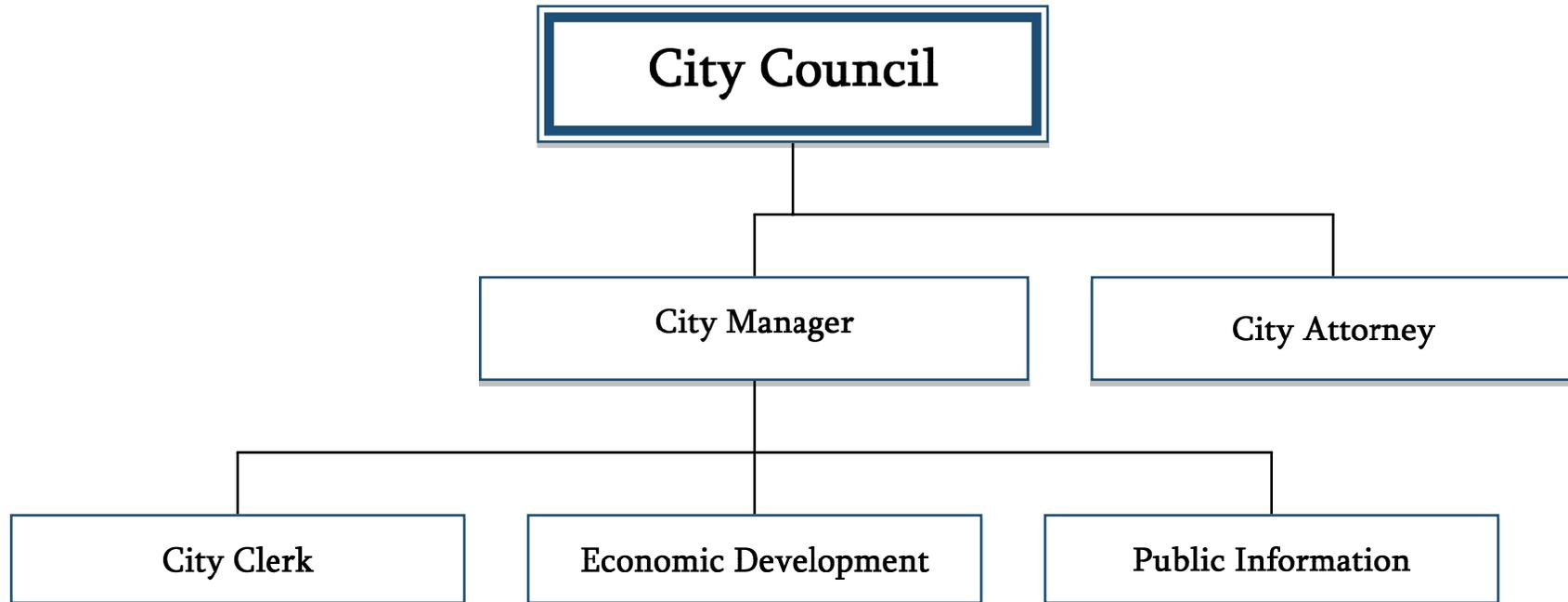
San Ramon City Hall

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 2012-13



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.

Ongoing Priorities

FY 2012-13

- ◆ 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

Priorities from Goal Setting Workshop

FY 2012-13

- ◆ Work on reducing structural budget deficit, adhere to 50% reserve policy
- ◆ Evaluate current reserve policy and five-year financial forecast (completed)
- ◆ Use Government 101 to test Community Budget Workshop
- ◆ Establish hiring freeze policy (completed)
- ◆ Evaluate Police strategic Staffing Plan in the Finance Committee
- ◆ Redevelopment elimination budget impacts (incorporate in budget)
- ◆ Continue Economic Development efforts
- ◆ City Center – improve communication to citizens about status
- ◆ North Camino Ramon Specific Plan – Continue EIR process
- ◆ Norris Canyon/I-680 Project – City assist with Community Engagement Plan – Ensure adequacy of EIR

GENERAL GOVERNMENT SUMMARY

Priorities from Goal Setting Workshop

FY 2012-13

(continued)

- ◆ Communication Plan – Improve City communication efforts (priority to fill position)
- ◆ 4th of July work group to evaluate for future years
- ◆ Dougherty valley school site – development of formal agreement
- ◆ UGB – Monitor County process – 2016 election
- ◆ Open space Task Force – review recommendation from Planning Commission subcommittee – evaluate citizen participation
- ◆ Public Safety – keep community safe – monitor impact of stat early felon release program
- ◆ Climate Change Committee – Council serves as Committee (established)

Budget Notes

FY 2012-13

- ◆ 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 2011-12

- ◆ Submitted Fiscal Year 2012-13 Annual Operating Budget and CIP to the City Council
- ◆ Implemented direction given, resulting from the City Council Priorities and Goals Workshop
- ◆ Completed space planning and tenant improvements for 2401 Crow Canyon Road
- ◆ Finalized termination of City’s leased spaces

Major Action Plan Items FY 2012-13

1.	Identify and prioritize core services	By: 04/13
2.	Develop and prepare a cost service reduction plan	By: 04/13
3.	Submit Fiscal Year 2013-14 Annual Operating Budget and CIP to the City Council for adoption	By: 05/13
4.	Ensure three (3) town hall meetings are held	By: 06/13
5.	Transition the Tri-Valley financial partnerships	By: 06/13
6.	Improve City communications effort	By: 06/13

City of San Ramon

GENERAL GOVERNMENT SUMMARY

Budget Notes

FY 2012-13

- ◆ Benefit costs
- ◆ Move Economic Development as a Division within the City Manager's Office

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 2011-12

- ◆ 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

Major Action Plan Items

FY 2012-13

1.	Identify and prioritize core services	By: 04/13
2.	Develop and prepare a cost service reduction plan	By: 04/13
3.	Continue to provide timely legal counsel and services to the City Council, City Commissions, City Committees and City staff	By: Ongoing

Budget Notes

FY 2012-13

- ◆ Benefit costs

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 promotes community outreach to its citizens through San Ramon Government 101, provides school tours, and processes passport applications.

Significant Accomplishments

FY 2011-12

- ◆ Oversaw November 2011 election process
- ◆ Coordinated the fourth San Ramon Government 101 class
- ◆ Maintained City Council minutes, ordinances (5), and resolutions (144)
- ◆ Coordinated purchase and installation of new sound system and closed circuit television in Council Chamber
- ◆ Provided accurate, timely responses to 127 Public Record Act requests
- ◆ Conducted City Hall tours for elementary students and scouts (825 children)
- ◆ Provided passport application services to the community (1525 customers)

City of San Ramon

GENERAL GOVERNMENT SUMMARY

Major Action Plan Items FY 2012-13

1.	Identify and prioritize core services	By: 04/13
2.	Develop and prepare a cost service reduction plan	By: 04/13
3.	Coordinate City Council meeting video web-streaming	By: 06/13
4.	Promote voter registration via City web page, City newsletter and City events	By: 06/13
5.	Conduct at least one San Ramon Government 101 class	By: 06/13
6.	Provide deeds to City owned properties in searchable electronic format	By: 06/13
7.	Administer Passport Acceptance Program	By: 06/13
8.	Develop Records Retention Policy	By: 06/13

Budget Notes FY 2012-13

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

ECONOMIC DEVELOPMENT

Statement of Purpose

The Economic Development Division is responsible for activities that improve and diversify the San Ramon economy. The Division staffs the Successor Agency of the former Redevelopment Agency, which is to wind down the activities of the former Redevelopment Agency, and the Housing Authority which oversees affordable housing activities. The Goals and Objectives for the Division are largely defined by the City's Economic Development Strategic Plan. Accomplishments and goals of the Successor Agency and Housing Authority are outlined in their designated sections of the budget document. The Economic Development Division is a partner with the Planning Division of the Planning/Community Development Department in addressing the City's affordable housing needs. The Economic Development Division also provides administrative support for the Economic Development Advisory Committee

Significant Accomplishments

FY 2011-12

- ◆ Began to implement 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
- ◆ Expanded and improved the Shop San Ramon First website with annual seasonal promotions and an increased data base; developed and distributed marketing collateral for the Shop San Ramon First campaign
- ◆ Extensive Shop San Ramon First outreach included educational presentations and information booths at special events
- ◆ Completed a Business Incentive Package to promote San Ramon for existing and prospective businesses

City of San Ramon

GENERAL GOVERNMENT SUMMARY

*Major Action Plan Items
FY 2012-13*

1.	Complete a Community Resources Guide for marketing San Ramon	By: 03/13
2.	Identify and prioritize core services	By: 04/13
3.	Develop and prepare a cost reduction plan	By: 04/13
4.	Continue to collaborate and partner with the Chamber of Commerce, Small Business Development Center, Contra Costa Council, and Tri-Valley Convention and Visitors Bureau to implement the Economic Development Strategic Plan	By: 06/13
5.	Continue efforts to increase the retail mix in San Ramon with ongoing outreach and marketing to property owners, retail brokers and retail tenants	By: 06/13
6.	Continue to expand and improve the Shop San Ramon First website and distribute marketing collateral for the Shop San Ramon First campaign	By: 06/13
7.	Create a Business Outreach Communication Plan	By: 06/13
8.	Support the San Ramon City Center Project and provide staff support for EDAC's City Center Ad Hoc Committee	By: 06/13
9.	Continue to collaborate with existing networks of business services	Ongoing

*Budget Notes
FY 2012-13*

- ◆ Benefit costs
- ◆ Unfund Economic Development Director and partially fund with temporary staff Support of San Ramon Chamber of Commerce to also include up to \$8,000 of in-kind City facility rental fees and services
- ◆ Move Economic Development as a Division within the City Manager's Office

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administrative Analyst	0.00	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	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Director	0.00	1.00	1.00	0.00	0.00
Economic Development Director					1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.00	0.00	1.00	1.00	1.00
Office Technician I/II	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst				1.00	1.00
Total Authorized Positions	7.00	8.00	9.00	9.00	10.00

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

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
City Council	\$ 243,551	\$ 262,631	\$ 287,834	\$ 275,956	\$ 270,794
City Clerk	437,525	467,592	459,672	487,974	398,445
City Attorney	329,219	573,988	409,678	439,932	510,605
City Manager	365,552	548,814	697,143	592,497	835,576
 Department Total	 \$ 1,375,847	 \$ 1,853,025	 \$ 1,854,327	 \$ 1,796,359	 \$ 2,015,420

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 1,119,868	\$ 1,199,649	\$ 1,471,646	\$ 1,320,454	\$ 1,610,337
Contract Services	142,707	538,422	199,987	344,356	256,000
Materials and Supplies	18,637	21,132	40,693	41,000	42,470
Other Costs	94,635	93,822	142,001	90,549	106,613
 Total Expenditures	 \$ 1,375,847	 \$ 1,853,025	 \$ 1,854,327	 \$ 1,796,359	 \$ 2,015,420

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	\$ 45,906	\$ 46,227	\$ 49,247	\$ 39,900	\$ 33,400

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

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
City Council	\$ 270,794		\$ 270,794
City Clerk Administration	310,360	33,000	277,360
Election/Voter Outreach	54,639	400	54,239
Legislative History	33,446		33,446
City Attorney	510,605		510,605
City Management	391,184		391,184
Communication & Public Affairs	196,371		196,371
Economic Development	248,021		248,021
 Program Totals	 <u>\$ 2,015,420</u>	 <u>\$ 33,400</u>	 <u>\$ 1,982,020</u>

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Economic Development/RDA Director	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.00	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	0.00

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

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Economic Development	\$ 263,141	\$ 241,944	\$ 255,833	\$ 253,651	
Low/Mod Housing	2,314,990	1,313,528	1,274,791		
Redevelopment	1,262,255	4,088,283	4,603,065	1,210,851	
 Department Total	 \$ 3,840,386	 \$ 5,643,755	 \$ 6,133,689	 \$ 1,464,502	 \$ -

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 1,697,003	\$ 1,785,773	\$ 1,871,019	\$ 1,025,342	
Contract Services	1,682,565	3,499,331	1,039,365	403,761	
Materials and Supplies	3,672	5,002	7,395	6,200	
Other Costs	457,146	353,649	3,215,910	29,199	
 Total Expenditures	 \$ 3,840,386	 \$ 5,643,755	 \$ 6,133,689	 \$ 1,464,502	 \$ -

ADMINISTRATIVE SERVICES

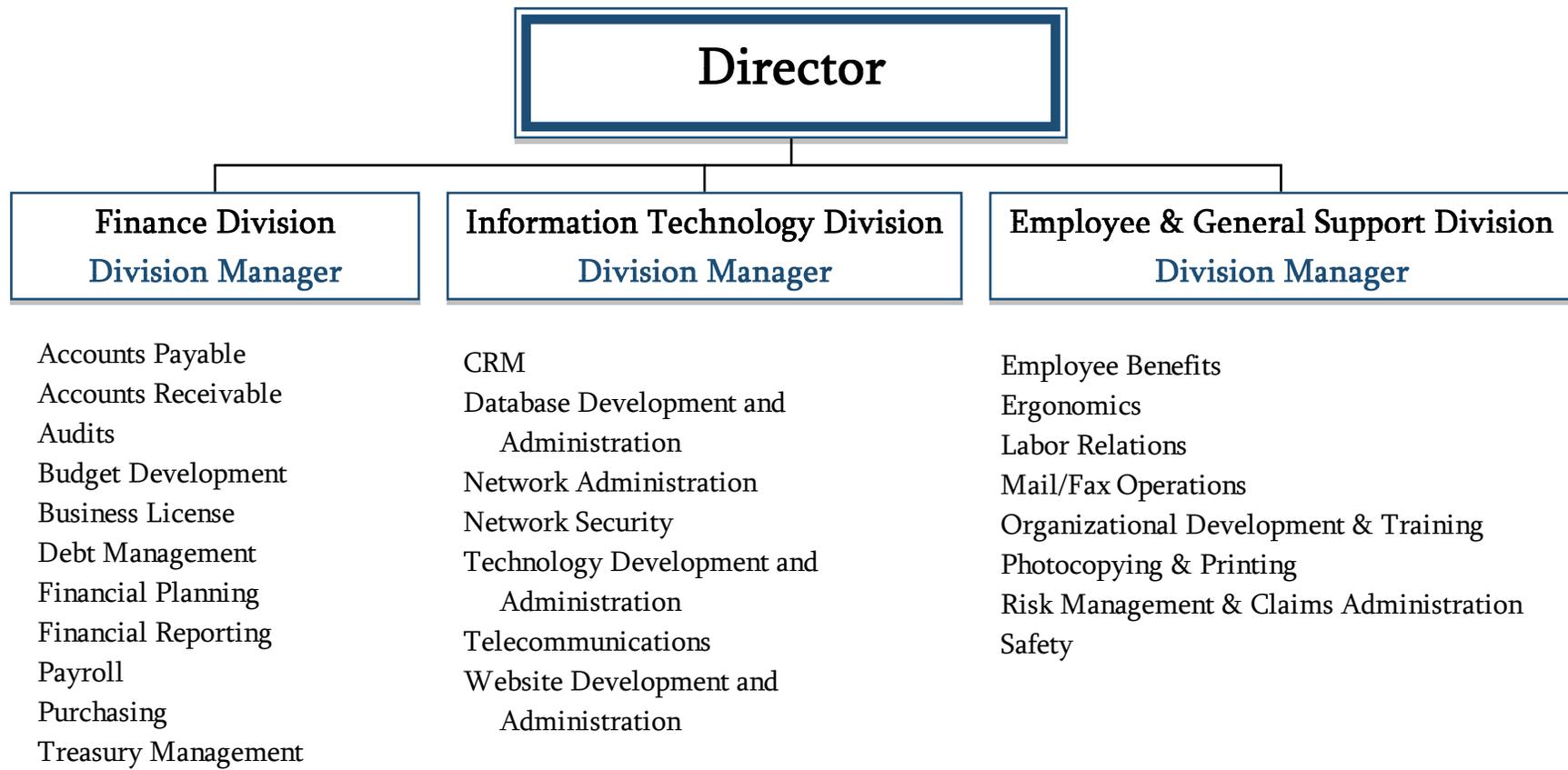




City of San Ramon

Administrative Services Department

FY 2012-13



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 & General Support 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 2011-12

- ◆ Provided oversight for the FY 2010-11 annual audit process
- ◆ Coordinated the development of the FY 2012-13 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 an Actuarial Study for Other Post Employment Benefits (OPEB)
- ◆ Prepared and submitted the Annual State Controller’s Compensation Report
- ◆ Maintained “AAA” rating from Standard & Poor’s
- ◆ Completed the Agreed Upon Procedures Audit for the San Ramon Successor Agency

City of San Ramon

ADMINISTRATIVE SERVICES SUMMARY

- ◆ Completed the Gas Tax Audit
- ◆ Coordinated the transition of the Redevelopment Agency to the Successor Agency

*Major Action Plan Items
FY 2012-13*

1.	Oversee the FY 2011-12 annual audit process	By: 12/12
2.	Prepare the Comprehensive Annual Financial Report (CAFR) and submit CAFR for the Certificate of Achievement for Excellence in Financial Reporting	By: 12/12
3.	Prepare the updated Multi-Year Financial Projection and Mid-Year Financial Review	By: 02/13
4.	Identify and prioritize core services	By: 04/13
5.	Develop and prepare a cost reduction service plan	By: 04/13
6.	Coordinate the development of the FY 2013-14 Operating Budget	By: 06/13
7.	Support Successor Agency and Housing Authority transition	By: 06/13
8.	Aim to maintain “AAA” rating from Standard & Poor’s	By: 06/13
9.	Support prioritization of core services	By: 06/13
10.	Coordinate the reduction service strategy plan	By: 06/13

*Budget Notes
FY 2012-13*

- ◆ Benefit costs
- ◆ Position vacancies include: (1) Senior Administrative Analyst; (1) Administrative Analyst; and (2) Accounting Specialists; noted positions partially backfilled by temporary staffing
- ◆ Downgrade Central Services Division Manager position to Senior Administrative Analyst position in the Finance Division

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, telecommunications, 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 2011-12

- ◆ Completed relocation of Police IT services to new 2401 Crow Canyon Road facility
- ◆ Completed relocation of Engineering, Planning, Building, Transportation, and Economic Development IT services to the new 2401 Crow Canyon Road facility
- ◆ Relocated and reorganized City Hall main server room
- ◆ Enhanced virtual infrastructure to allow for further virtualization growth
- ◆ Installed secure wireless at new 2401 Crow Canyon Road facility
- ◆ Designed and implemented a system to provide a video stream of Council meetings to the public via the City's website
- ◆ 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 2012-13*

1.	Define and implement the City's use of social media as a means to interact with the public	By: 07/12
2.	Evaluate alternatives to increase the speed of the City's WAN infrastructure while maintaining or reducing annual costs	By: 08/12
3.	Accept City's telecommunications services responsibility from Employee & General Support Services Division	By: 08/12
4.	Continue virtualization of servers at City Hall with a goal of reducing the physical server count by 70%, thereby reducing energy and maintenance costs	By: 09/12
5.	Develop plans and cost to update the City's email system to current technology	By: 09/12
6.	Evaluate the backup – disaster recovery plan for the City's IT infrastructure; enhance current backup procedures to further secure City data; and develop a disaster recovery strategy	By: 01/13
7.	Redesign the City's website with an updated look and enhanced usability	By: 01/13
8.	Identify and prioritize core services	By: 04/13
9.	Develop and prepare a cost service reduction plan	By: 04/13

*Budget Notes
FY 2012-13*

- ◆ Benefit costs

ADMINISTRATIVE SERVICES SUMMARY

EMPLOYEE & GENERAL SUPPORT SERVICES DIVISION

Statement of Purpose

The Employee & General Support 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: 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 2011-12

- ◆ Coordinated and sponsored mandatory ERMA training sessions including hosting two (2) sessions at a San Ramon facility
- ◆ Coordinated four (4) wellness events for City staff
- ◆ Conducted recruitments for Police Officer, Chief Building Official, Information Technology Manager positions and internal Police promotional opportunities
- ◆ Successful transition of the Employee Services/Central Services Divisions
- ◆ Assumed Risk Management responsibilities including representing the City as an MPA Board Member
- ◆ Successfully transitioned to a new Employee Assistance Program with costs savings to the City
- ◆ Successfully implemented City's first unpaid furlough along with a savings plan for employees
- ◆ Filed SB90 Claim with the State of California for mandated filing reimbursements
- ◆ Provided oversight for the relocation of photocopy equipment and telecomm landlines and telephone system lines for all City departments relocating to new offices

City of San Ramon

ADMINISTRATIVE SERVICES SUMMARY

*Major Action Plan Items
FY 2012-13*

1.	Implement laserfiche scanning of Finance Committee packets and provide online at the time of posting meeting agenda	By: 07/12
2.	Transfer City telecommunications services responsibility to Information Technology Division	By: 08/12
3.	Assist in development of Memorandum of Understanding for Safety Employees	By: 01/13
4.	Assist in development of Unilateral Memorandum of Understanding for Unrepresented Employees	By: 01/13
5.	Identify and prioritize core services	By: 04/13
6.	Develop and prepare a cost service reduction plan	By: 04/13
7.	Coordinate mandatory training sessions for staff	By: 04/13
8.	Continue to coordinate with MPA to provide low or no cost safety training events for City employees	By: 05/13
9.	Continue supporting and updating Division policies as needed	By: 06/13
10.	Continue to evaluate cost neutral Employee Events	By: 06/13
11.	Continue participation in Labor Negotiations with SEIU Local 1021	Ongoing

*Budget Notes
FY 2012-13*

- ◆ Benefit costs
- ◆ Continue to unfund (1) Administrative Analyst
- ◆ (1) Vacant Office Technician position, partially backfilled by temporary staffing

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administrative Analyst	3.00	3.00	3.00	2.00	2.00
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	3.00	3.00
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	4.00	4.00	3.00
Office Specialist	5.00	5.00	5.00	4.00	4.00
Office Technician I/II	2.00	2.00	1.00	1.00	1.00
Personnel Director	1.00	0.00	0.00	0.00	0.00
Program Manager	1.00	1.00	0.00	0.00	0.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00	2.00
Total Authorized Positions	20.00	19.00	18.00	18.00	18.00

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

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Finance	\$ 1,079,103	\$ 1,077,216	\$ 1,023,724	\$ 941,371	\$ 1,081,399
Information Technology	847,671	891,712	785,664	822,691	1,049,212
Employee/General Support	1,859,372	1,654,200	1,374,523	1,461,392	1,097,004
 Department Total	 \$ 3,786,146	 \$ 3,623,128	 \$ 3,183,911	 \$ 3,225,454	 \$ 3,227,615

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 2,512,798	\$ 2,418,249	\$ 2,109,578	\$ 1,925,472	\$ 2,061,231
Contract Services	745,597	733,686	626,394	828,147	741,492
Materials and Supplies	99,605	68,646	66,949	109,450	69,300
Other Costs	428,146	402,547	380,990	362,385	355,592
Capital Purchases					
 Total Expenditures	 \$ 3,786,146	 \$ 3,623,128	 \$ 3,183,911	 \$ 3,225,454	 \$ 3,227,615

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	\$ 209,754	\$ 215,570	\$ 242,521	\$ 205,350	\$ 209,950

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

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Finance Administration	\$ 273,825		\$ 273,825
Accounting & Payroll	465,069		465,069
Business Licensing	73,335	205,000	(131,665)
Cash Management	269,170	4,950	264,220
Information Technology Administration	495,546		495,546
Project Development	145,625		145,625
Telecommunications	204,400		204,400
Web Services	203,641		203,641
Employee Services Administration	202,692		202,692
Labor Relations	48,920		48,920
Organizational Development	54,009		54,009
Recruitment	62,406		62,406
Risk Management/Safety	392,070		392,070
Wages & Benefits	103,307		103,307
Central Supplies	16,450		16,450
Support Services	217,150		217,150
 Program Totals	 <u>\$ 3,227,615</u>	 <u>\$ 209,950</u>	 <u>\$ 3,017,665</u>

PLANNING / COMMUNITY DEVELOPMENT



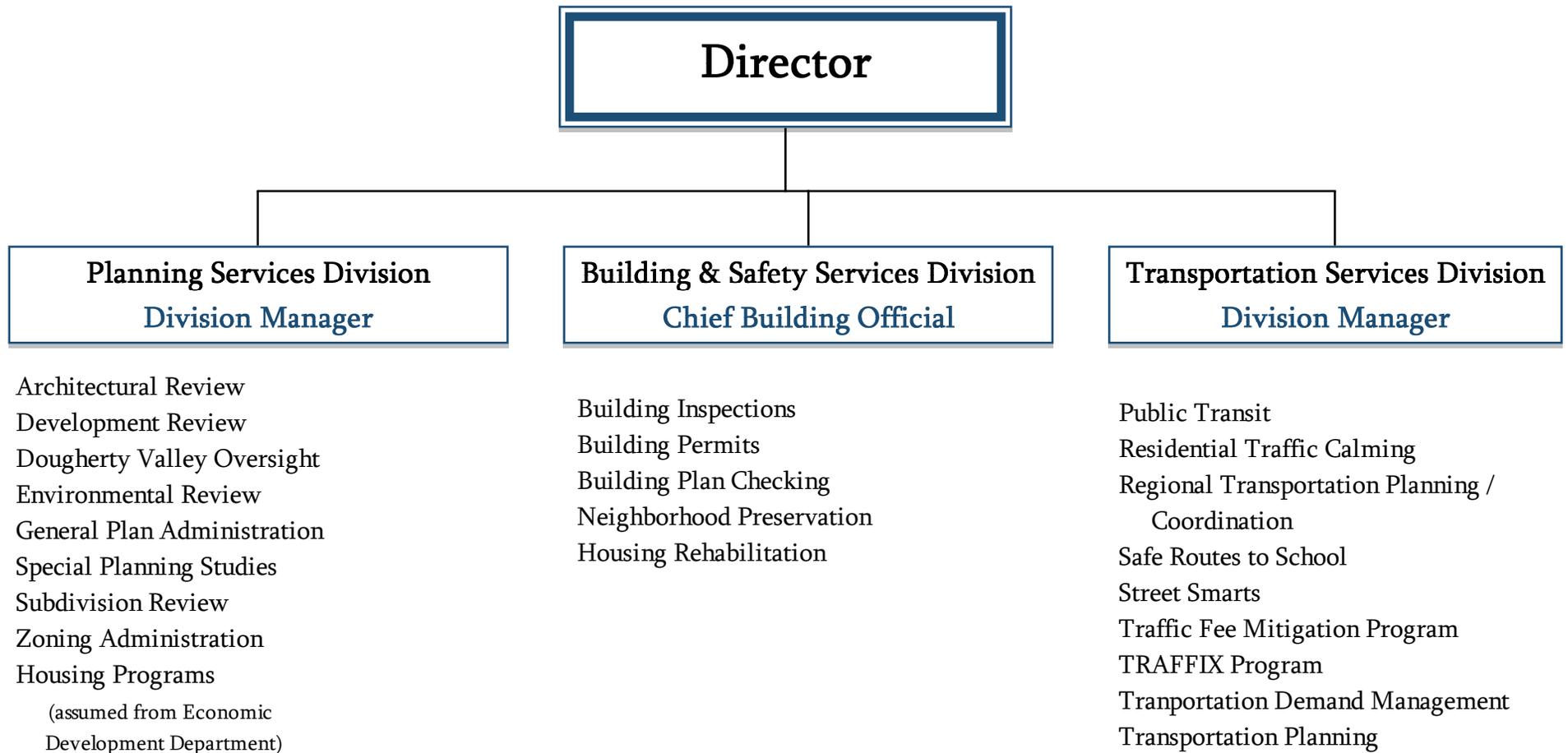
San Ramon City Center Rendering



City of San Ramon

Planning/Community Development Department

FY 2012-13



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 2011-12

- ◆ Initiated update to the Zoning Code for consistency with the State Certified Housing Element including a new Hillside, Creek and Ridgeline Protection Ordinance
- ◆ Processed over 400 Land Use Applications
- ◆ Initiated update of the City Beautification Guidelines, currently in progress
- ◆ Initiated update to the Local Environmental Review Procedures for consistency with Bay Area Air Quality Management District (BAAQMD) Guidelines, currently in progress
- ◆ Reconvened the Open Space Task Force
- ◆ Adopted the Climate Action Plan and initiated implementation of the Climate Action Committee

City of San Ramon

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Major Action Plan Items FY 2012-13

1.	In concert with all City departments, establish a work plan and meeting schedule for the Climate Action Technical Advisory Committee	By: 08/12
2.	Transition portions of the Housing Program Manager responsibilities to the Planning Services Division	By: 08/12
3.	Identify and prioritize core services	By: 04/13
4.	Develop and prepare a cost service reduction plan	By: 04/13
5.	With the dissolution of the Redevelopment Agency, update the Crow Canyon Specific Plan, following completion of the North Camino Ramon Specific Plan	By: 06/13
6.	Implement, as necessary, the priorities of the Open Space Task Force as recommended by the Parks & Community Services Commission and as required by the City Council for the preservation of open space	Ongoing
7.	Update the Westside Specific Plan to include additional properties, pursuant to landowner interest, in conformation with the General Plan 2030	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) processing for Housing Element update	Ongoing
10.	Participate in development of the Sustainable Community Strategy	Ongoing

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Budget Notes

FY 2012-13

- ◆ Benefit costs
- ◆ Continue to unfund (1) Planning Specialist position
- ◆ Update the Westside Specific Plan upon Developer Request
- ◆ *(Funded by property owners)*

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 the building codes, energy conservation standards, State regulations and City ordinances.

Significant Accomplishments FY 2011-12

- ◆ Achieved over 95% rating of “Meets” or “Exceeds” Expectations from City Customer Satisfaction Survey
- ◆ Processed approximately 2,421 Building & Safety applications
- ◆ Issued 5,800 Building & Safety Permits with a total valuation of \$57,510,000
- ◆ 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 750 new code enforcement cases
- ◆ Completed (resolved) 700 cases
- ◆ Initiated process to adopt the 2010 California Building Codes with local modifications and Fire District modifications
- ◆ Updated handouts for kitchen, bathroom, window replacement, conventional framing and residential additions to the 2010 California Codes
- ◆ Successfully opened the new Permit Center, and after six months, Engineering Services and Planning/Community Development assessed and evaluated the service levels of customer satisfaction to ensure maximum efficiency and service levels

City of San Ramon

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

*Major Action Plan Items
FY 2012-13*

1.	Identify and prioritize core services	By: 04/13
2.	Develop and prepare a cost service reduction plan	By: 04/13
3.	Work with San Ramon Chamber of Commerce to conduct a workshop on the Americans with Disabilities Act and State Access laws	By: 06/13
4.	Complete study of Building & Safety Division Fees to ensure full cost recovery of services	By: 06/13
5.	Implement process to further streamline plan-checking processes including issuing 75% of all permits within 24-hours of submittal	Ongoing
6.	Update all construction handouts to meet current 2010 California Building Codes	Ongoing

*Budget Notes
FY 2012-13*

- ◆ Benefit costs
- ◆ Continue to unfund the following positions: (1) Senior Inspector (.50 FTE); (1) Inspector; (1) Office Specialist; and (1) Supervising Inspector

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 2011-12

- ◆ In concert with Tri-Valley Transportation Council (TVTC), transferred Treasurer responsibilities from San Ramon to TVTC
- ◆ Initiated TRAFFIX valley-wide traffic study and completed TRAFFIX Customer Service Satisfaction Survey
- ◆ Submitted three (3) grant applications for the Measure J Transportation Livable Communities (TLC) Grant Program administered by Contra Costa Transportation Authority (CCTA); funding requests include:
 - 1) Streetscape improvements along the Iron Horse Trail, excluding Bishop Ranch portion between Norris Canyon Road and Bollinger Canyon Road; and
 - 2) Iron Horse Trail Bike/Ped Overcrossings – Phase II Design and Preliminary Engineering; and
 - 3) San Ramon Valley Transit Access and Connectivity Study
- ◆ Interacted with CCTA and Caltrans, for implementation of Environmental Impact Report and Public Outreach for Measure J Norris Canyon Road On/Off Ramp Project
- ◆ Processed 45 Residential Traffic Calming Requests (7/1/11-2/2/12), ranging from permit parking, parking restrictions, street signage, crosswalk enhancement, and placement of radar speed trailer
- ◆ In concert with My Beat, My School Program and Street Smarts, implemented six (6) bicycle/pedestrian Safety Assemblies at seven (7) elementary school sites; and conducted nine (9) Bike Rodeos
- ◆ Implemented Street Smarts “Walk/Bike Challenge” at six (6) elementary school sites in San Ramon

City of San Ramon

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

- ◆ In concert with Traffic Patrol, Traffic Engineering, and Public Services, implemented “new” circulation plans for three (3) elementary school sites (Coyote Creek, Hidden Hills, and Quail Run)
- ◆ Processed 1,400 Student Transit ticket requests
- ◆ Attended fifteen (15) commuter fairs at employment sites and/or community events throughout San Ramon
- ◆ Submitted and received grant funding to extend San Ramon Valley Street Smarts/Safe Routes to School Program educational activities (bike rodeos and safety assemblies)

Major Action Plan Items FY 2012-13

1.	In concert with 511 Contra Costa and CCTA, continue participation on Project Development Team for “Spontaneous Rideshare” Demonstration Project	By: 07/12
2.	In concert with Southwest Area Transportation (SWAT) develop “pilot” program to allocate Transportation Demand Management (TDM) funds for “electric vehicle” charging stations and/or purchase of clean fuel vehicles	By: 08/12
3.	Implement TRAFFIX service at two (2) high schools (California High in San Ramon and Monte Vista High in Danville)	By: 08/12
4.	Implement Measure J Transportation for Livable Communities (TLC) Grant Programs, including Iron Horse Trail Streetscape Improvements, Iron Horse Trail Bike/Ped Overcrossing Phase II, and San Ramon Valley Transit Access and Connectivity Study	By: 08/12
5.	Implement Village Center Parking Study recommendations, including revised circulation plan and signage	By: 08/12
6.	Identify and prioritize core services	By: 04/13
7.	Develop and prepare a cost reduction plan	By: 04/13
8.	In concert with SWAT and 511 Contra Costa develop SWAT Transportation Commute/Commute Opinion Survey	By: 05/13
9.	In concert with Contra Costa Transportation Authority (CCTA) and Caltrans facilitate Community Engagement Plan related to Draft Environmental Impact Report (DEIR) for I-680 Transit Corridor Improvement Project	By: 06/13

PLANNING/COMMUNITY DEVELOPMENT SUMMARY

Budget Notes
FY 2012-13

- ◆ Benefit costs
- ◆ Vacancy: (1) Office Specialist position

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	0.00	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	4.00	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	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Planning	\$ 1,170,366	\$ 1,143,987	\$ 1,039,574	\$ 1,172,611	\$ 1,253,095
Building	1,415,825	1,372,748	1,314,168	1,354,706	1,482,944
Transportation	1,006,782	2,395,203	1,201,881	1,348,897	1,322,347
 Department Total	 \$ 3,592,973	 \$ 4,911,938	 \$ 3,555,623	 \$ 3,876,214	 \$ 4,058,386

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 2,894,804	\$ 2,999,996	\$ 2,829,703	\$ 2,945,318	\$ 3,212,114
Contract Services	578,969	1,790,321	592,365	771,052	668,896
Materials and Supplies	52,189	53,760	72,694	91,646	103,746
Other Costs	67,011	67,861	60,861	68,198	73,630
Capital Purchases	-	-	-	-	-
 Total Expenditures	 \$ 3,592,973	 \$ 4,911,938	 \$ 3,555,623	 \$ 3,876,214	 \$ 4,058,386

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	\$ 2,032,571	\$ 3,303,789	\$ 1,924,866	\$ 2,547,405	\$ 2,693,976

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

Program Summary

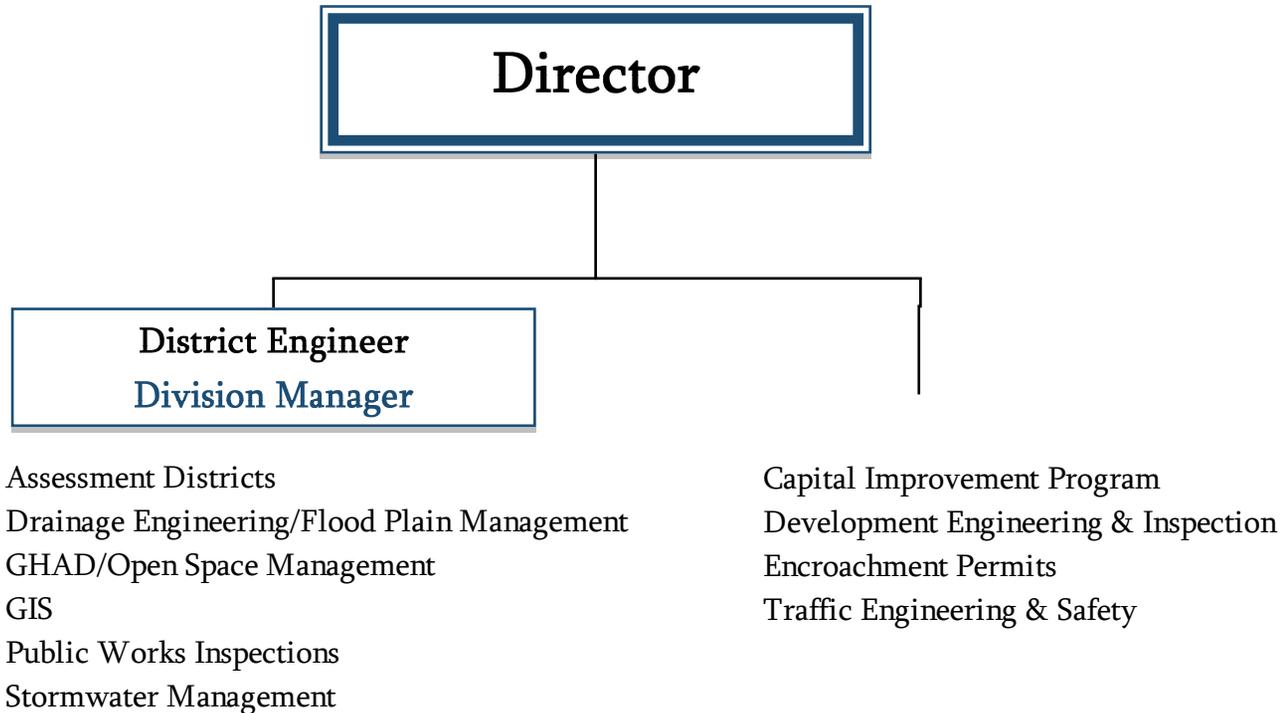
Description	Program Expenditures	Program Revenue	Net Program Cost
Planning Administration	\$ 401,841	\$ 10,545	\$ 391,296
Architectural Review	135,342	35,000	100,342
Development Administration	209,589	210,000	(411)
General Plan Management	114,396		114,396
Special Planning Studies	108,162	40,000	68,162
Subdivision Processing	23,423		23,423
Zoning Ordinance Update	550		550
Zoning Administration	245,228	3,950	241,278
Planning Dougherty Valley	14,564		14,564
Building Administration	461,896	6,700	455,196
Inspection	597,635	1,189,300	(591,665)
Neighborhood Preservation Code Enforcement	106,984	200	106,784
Plan Checking	316,429	422,600	(106,171)
Transportation Administration	204,782	8,000	196,782
Residential Traffic Calming	142,828		142,828
Traffic Safety	29,344		29,344
Transportation Planning	87,995		87,995
TDM - Administration	97,300	97,300	-
TDM- Carpool to School Program	248,491	248,491	-
TDM - Vanpool Program	74,088	74,088	-
TDM - Voluntary EBTR	195,452	195,452	-
Transportation Dougherty Valley	72,117		72,117
Street Smarts	169,950	152,350	17,600
 Program Totals	 <u>\$ 4,058,386</u>	 <u>\$ 2,693,976</u>	 <u>\$ 1,364,410</u>

ENGINEERING SERVICES





City of San Ramon Engineering Services Department FY 2012-13



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 2011-12***

- ◆ Completed the design of the Alcosta Pavement Rehabilitation Project from Fircrest Lane to San Ramon Valley Boulevard, partially funded by 2010 Congestion Management Agency Block Grant (CIP 5549)
- ◆ Completed the 2011 Annual Pavement Management Project, which included: 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 Road (CIP 5470)
- ◆ Performed preventative maintenance on two (2) parking lots at Athan Downs and Memorial Park (CIP 5438)
- ◆ Completed the Bollinger Creek Culvert Repair Project, which included the repair of the existing 132" diameter culvert undercrossing Crow Canyon Road (CIP 5520)
- ◆ Completed the first phase of the relocation of utilities on Bollinger Canyon Road from Sunset Drive to Market Place in anticipation of future roadway widening (CIP 5324)
- ◆ Completed the Traffic Signal System Upgrades along the Bollinger Canyon Road Corridor and Crow Canyon Road Corridor, including the traffic signals within Caltrans right-of-way at the interchanges (CIP 5457)
- ◆ Began construction of the Alcosta Boulevard/Davona Drive Signal Modification project funded by HSIP Grant funding (CIP 5513)
- ◆ Completed design of Bollinger Canyon Road Pedestrian Modification Improvements from Chanterella Drive to Dougherty Road (HSIP Grant funding) (CIP 5533)
- ◆ Conducted the bi-annual pavement condition survey of all City-owned streets
- ◆ Prepared the 5-year Pavement Repair Plan for FY 2012-13 to FY 2016-17 and presented it to the Finance Committee

ENGINEERING SERVICES SUMMARY

- ◆ Submitted a balanced FY 2012-13 Capital Budget and Five-Year Capital Improvement Program
- ◆ Issued 280 encroachment permits and 110 transportation permits
- ◆ Through an encroachment permit issued to EBMUD, completed polybutylene replacements in 121 locations throughout the City
- ◆ Through an encroachment permit issued to the contractor for the Army Corps of Engineers, completed 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
- ◆ Through an encroachment permit issued to PG&E, replaced 85 wooden streetlight poles, which included upgrading to energy efficient LED lamp fixtures
- ◆ Completed signal retiming on Bollinger Canyon Road from Canyon Lakes Drive to East Branch Parkway in the Dougherty Valley area funded by the Program for Arterial System Synchronization (PASS) Grant
- ◆ In the Stormwater Management Program, installed 36 trash capture devices through the Trash Capture Grant Program, as part of the Municipal Regional Permit requirements
- ◆ Completed corrosion study of three 10' diameter culverts located beneath Bollinger Canyon Road and the intersection of Bollinger Canyon Road and Crow Canyon Road, and hired consultant to begin analysis of repairs as part of Citywide Drainage Infrastructure Repair Project (CIP 5548)
- ◆ After six (6) months of initiating the new Permit Center, the Engineering and Planning/Community Development Departments assessed and evaluated the service levels of customer satisfaction by continuing the use of the customer satisfaction cards; staff reviewed the data and ensured the operations maximized efficiency and service levels; and staff involved in the permitting process also performed internal assessments
- ◆ Following County Board of Supervisors acceptance, processed approximately 20 acceptances of roadways, drainage facilities, parks, landscaping improvements, and various trail improvements within Dougherty Valley

City of San Ramon

ENGINEERING SERVICES SUMMARY

Major Action Plan Items FY 2012-13

1.	Begin the design and engineering phase of the Iron Horse Trail crossings at Bollinger Canyon Road and at Crow Canyon Road funded by Transportation for Livable Communities Grant (CIP 5530)	By: 07/12
2.	Begin the design and construction of the Iron Horse Trail landscape improvements from north City limits to south City limits funded by Transportation for Livable Communities Grant (CIP 5514)	By: 07/12
3.	Complete pavement evaluation of Alcosta Boulevard from Norris Canyon Road to south driveway of San Ramon Regional Center and determine pavement rehabilitation alternatives (CIP 5554)	By: 08/12
4.	Complete the annual Stormwater Permit Annual Report as part of the Stormwater Management Program's Municipal Regional Permit (MRP) implementation requirements for FY 2012-13	By: 09/12
5.	Through an encroachment permit issued to EBMUD, complete polybutylene replacements in 38 locations throughout the City	By: 09/12
6.	Complete preliminary design and cost estimates for the 10-ft. diameter culvert repairs (Bollinger Creek and San Catanio Creek) (CIP 5548)	By: 09/12
7.	As part of the Stormwater Management Program, complete the installation of 100 full trash capture devices through the Trash Capture Grant Program	By: 11/12
8.	Complete the Bollinger Canyon Road Operational Improvements from Alcosta Boulevard to Canyon Lakes Drive (CIP 5325)	By: 12/12
9.	Complete 2012 Annual Pavement Management Project, which includes: streets within the Country View Subdivision, Broadmoor Drive, various streets throughout the City; preventative maintenance on the neighboring residential streets south of Pine Valley Road as an alternate bid (CIP 5489)	By: 03/13
10.	As part of the 2012 Annual Pavement Management Project, complete pavement repairs on Crow Canyon Road from Dougherty Road to east City limits (CIP 5326)	By: 03/13

City of San Ramon

ENGINEERING SERVICES SUMMARY

11.	Complete the Alcosta Pavement Rehabilitation Project from Fircrest Lane to San Ramon Valley Boulevard, partially funded by 2010 Congestion Management Agency Block Grant (CIP 5549)	By: 03/13
12.	Identify and prioritize core services	By: 04/13
13.	Develop and prepare a cost service reduction plan	By: 04/13
14.	Prepare the 5-year Pavement Repair Plan for FY 2013-14 to FY 2017-18 and present it to the Finance Committee	By: 04/13
15.	Submit a balanced FY 2013-14 Capital Budget and Five-Year Capital Improvement Program	By: 05/13
16.	Complete the Bollinger Canyon Road Pedestrian Modification Improvements from Chanterella Drive to Dougherty Road (HSIP Grant funding) (CIP 5533)	By: 06/13
17.	Following County Board of Supervisors acceptance, process approximately 20 acceptances of roadways, drainage facilities, parks, landscaping improvements, and various trail improvements within Dougherty Valley	By: 06/13

Budget Notes FY 2012-13

- ◆ Benefit costs
- ◆ Continue to unfund 7 out of 24 authorized positions – Positions include (1) Division Manager; (3) Senior Inspector; (2) Associate Engineer; and (1) Senior Engineer
- ◆ Utilize temporary employees and consultants for Special Fund projects, and to help manage peak summer project management and inspection needs
- ◆ Prioritize projects essential for public safety and Council priority projects; reprioritize other projects based on available staff resources
- ◆ Maintain basic functions of GIS mapping program and defer major improvements and enhancements

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administrative Analyst	2.00	1.00	0.00	0.00	0.00
Assistant Engineer	1.00	0.00	0.00	0.00	0.00
Associate Engineer	4.00	5.00	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	2.00	2.00	2.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	1.00	2.00	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	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Engineering Services	\$ 2,789,202	\$ 2,674,128	\$ 2,979,498	\$ 3,213,631	\$ 3,343,625
Department Totals	<u>\$ 2,789,202</u>	<u>\$ 2,674,128</u>	<u>\$ 2,979,498</u>	<u>\$ 3,213,631</u>	<u>\$ 3,343,625</u>

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 2,244,484	\$ 2,164,449	\$ 2,335,355	\$ 2,456,092	\$ 2,534,887
Contract Services	429,087	403,445	534,170	636,918	695,144
Materials and Supplies	44,637	36,075	51,075	54,015	49,966
Other Costs	70,994	70,159	58,898	66,606	63,628
Capital Purchases	-	-	-	-	-
Total Expenditures	<u>\$ 2,789,202</u>	<u>\$ 2,674,128</u>	<u>\$ 2,979,498</u>	<u>\$ 3,213,631</u>	<u>\$ 3,343,625</u>

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	<u>\$ 278,021</u>	<u>\$ 551,548</u>	<u>\$ 296,433</u>	<u>\$ 241,429</u>	<u>\$ 189,010</u>

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

Program Summary

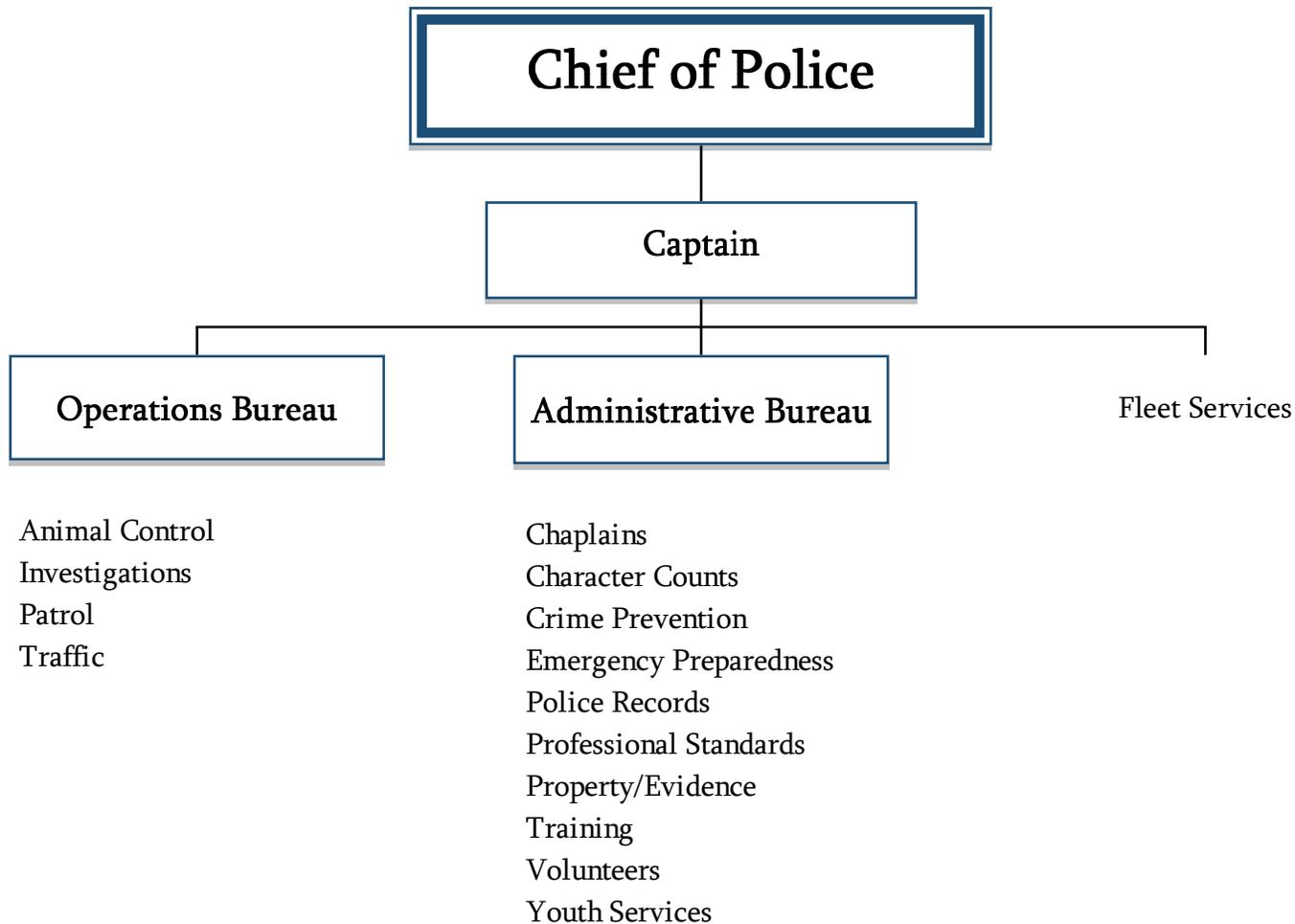
Description	Program Expenditures	Program Revenue	Net Program Cost
Engineering Services Administration	\$ 316,658	\$ 1,200	\$ 315,458
CIP Administration	50,516		50,516
CIP Engineering	287,749		287,749
CIP Inspection	242,173		242,173
Development Engineering	334,801	40,750	294,051
Development Inspection	139,675	28,560	111,115
Encroachments	203,875	90,000	113,875
Canyon Park	17,075		17,075
GHAD	543,365	3,500	539,865
Open Space/Drainage	38,991		38,991
Storm Water Mgmt	472,262		472,262
GIS	137,168	25,000	112,168
Traffic Engineering	311,977		311,977
Dougherty Valley	247,340		247,340
 Program Totals	 <u>\$ 3,343,625</u>	 <u>\$ 189,010</u>	 <u>\$ 3,154,615</u>

POLICE SERVICES





City of San Ramon Police Services FY 2012-13



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 2011-12

- ◆ Deployed reclassified Lieutenant positions
- ◆ Finalized move to new Police Department facility at 2401 Crow Canyon Road
- ◆ Implemented City Council approved Department reorganization
- ◆ Began the implementation of a Reserve Police Officer Program
- ◆ Conducted a shelter training and exercise
- ◆ Implemented Emergency Operations Plan
- ◆ Implemented Field Operations Center at Public Services

City of San Ramon

POLICE SERVICES SUMMARY

*Major Action Plan Items
FY 2012-13*

1.	Identify and prioritize core services	By: 04/13
2.	Develop and prepare a cost service reduction plan	By: 04/13
3.	Develop strategic plan addressing public safety issues related to growth and crime trends in the City	By: 06/13
4.	Evaluate and implement community policing strategies specific to the increase in the juvenile populations in the City augmenting the Community Resource & Youth Services Division	By: 06/13
5.	Evaluate Crime Free Multi-Housing program and augment resources to increase efficiency	By: 06/13
6.	Develop online police reporting system to maximize customer service and increase police productivity	By: 06/13
7.	Evaluate location and use of an alternate Emergency Operations Center	By: 06/13
8.	Implement Cardio Pulmonary Resuscitation and Automated External Defibrillator training for City staff	By: 06/13
9.	Conduct communications drill with CERT field units	By: 06/13
10.	Implement Emergency Management Policy	By: 06/13
11.	Ensure smooth transition to the EBRCS communication system	By: 06/13

*Budget Notes
FY 2012-13*

- ◆ Benefit costs
- ◆ Continue to unfund the following positions: (1) Office Technician; and (1) Police Services Technician (.50 FTE);
- ◆ Unfund (1) Police Services Technician; (1) Administrative Coordinator; and (1) Administrative Analyst; these positions partially backfilled by temporary staffing

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 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	9.00	10.00	10.00	7.00	7.00
Lieutenant	2.00	2.00	2.00	5.00	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	34.00	35.00	35.00	35.00	35.00
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	77.50	77.50	77.50	77.50

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
POLICE SERVICES

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Police Services	\$ 15,051,353	\$ 15,561,728	\$ 16,437,146	\$ 16,215,164	\$ 16,632,961
Department Total	<u>\$ 15,051,353</u>	<u>\$ 15,561,728</u>	<u>\$ 16,437,146</u>	<u>\$ 16,215,164</u>	<u>\$ 16,632,961</u>

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 12,158,410	\$ 13,100,203	\$ 13,838,296	\$ 13,358,720	\$ 13,929,438
Contract Services	1,743,297	1,402,993	1,713,013	1,825,319	1,788,498
Materials and Supplies	609,839	539,291	437,573	417,464	417,255
Other Costs	517,038	518,199	439,410	503,161	423,562
Capital Purchases	22,769	1,042	8,854	110,500	74,208
Total Expenditures	<u>\$ 15,051,353</u>	<u>\$ 15,561,728</u>	<u>\$ 16,437,146</u>	<u>\$ 16,215,164</u>	<u>\$ 16,632,961</u>

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	<u>\$ 845,767</u>	<u>\$ 813,604</u>	<u>\$ 678,832</u>	<u>\$ 699,194</u>	<u>\$ 592,394</u>

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
POLICE SERVICES

Program Summary

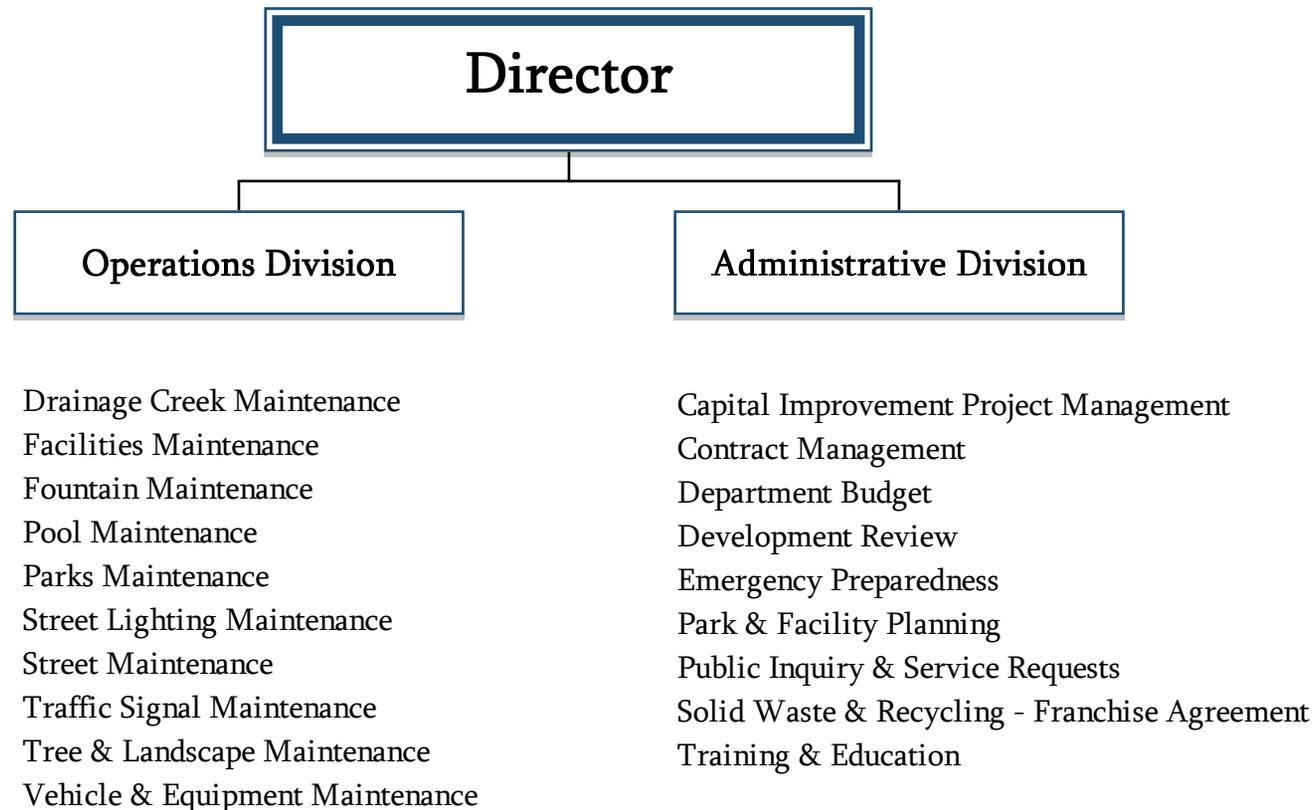
Description	Program Expenditures	Program Revenue	Net Program Cost
Administration	\$ 4,709,226	\$ 98,900	\$ 4,610,326
Animal Control	388,209		388,209
Crossing Guards	99,205		99,205
Crime Prevention	125,336		125,336
Character Counts	208,346	1,000	207,346
Emergency Preparedness	346,344		346,344
Investigation	1,501,550		1,501,550
Patrol	7,442,241	390,994	7,051,247
Traffic Safety	1,058,031		1,058,031
Volunteer Services	5,000		5,000
Youth Services	618,413	101,500	516,913
Fleet	131,010		131,010
 Program Totals	 \$ 16,632,911	 \$ 592,394	 \$ 16,040,517

PUBLIC SERVICES





City of San Ramon Public Services Department FY 2012-13



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 streetlights; 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 2011-12

- ◆ Assumed maintenance responsibility for new areas in the Dougherty Valley to include: 157 new streetlights, 3 street miles, 5 acres of street landscaping, 3 acres of open space/trail landscaping, and 2 acres of new parks which includes Mosaic Park as well as creeks, water quality control ponds and other drainage facilities
- ◆ Restored residential street sweeping program to twice per month based on lower contract costs
- ◆ Completed design and secured grant funding for playground renovation at Athan Downs as a universally accessible playground
- ◆ Offered quarterly informational/educational tours of the Public Services Service Centers for residents
- ◆ Participated in the renovation of 2401 Crow Canyon Road including roof repair assessment and options, installation of keyless entry and alarm systems, upgrade of energy management software, and movement of departments into the facility
- ◆ Assumed maintenance responsibilities for new facility at 2401 Crow Canyon Road
- ◆ Participated in the renovation of City Offices and the move of City Offices and Parks and Community Services staff
- ◆ 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 residential household hazardous waste collection program

City of San Ramon

PUBLIC SERVICES SUMMARY

- ◆ Distributed outreach materials and in-home recycling containers to 5,000 multi-family dwelling units
- ◆ Completed initial study on feasibility and cost estimate of renovating Central Park fields to synthetic turf
- ◆ Renegotiated household hazardous waste drop-off facility contract with Central Contra Costa Sanitary District thereby reducing costs by \$40,000 per year
- ◆ Established review and evaluation schedule for solid waste collection franchise extension or competitive selection process
- ◆ Converted 602 streetlights to energy-efficient LED technology
- ◆ Installed seven (7) battery back-up units to signalized intersections
- ◆ Painted entrance signs for the Bent Creek Estates neighborhood and renovated entrance landscaping and lighting for the Bent Creek Hills neighborhood within the Bent Creek Landscape and Lighting District Special Zone
- ◆ Prepared and presented recommendations on alternate funding models for LED streetlight conversion of remaining 3,985 lights
- ◆ Installed 300 vandal resistant inserts in streetlight pull boxes to minimize copper wire theft
- ◆ Assumed maintenance responsibility for 36 storm drain trash capture devices
- ◆ Restriped four (4) park and facility parking lots
- ◆ Replaced four (4) traffic signal controllers
- ◆ Reduced EBMUD water consumption an additional 3.5% for a total of 17.5% over the past three (3) years by 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 – The cost savings as compared to FY 2010-11 is \$30,807 with a water usage reduction of 8,210,588 gallons
- ◆ Secured new contract agreements for fleet maintenance and repair to lower City fleet maintenance costs
- ◆ Completed Risk Management Plan update including the hazard review for San Ramon Olympic Pool and Aquatic Center to ensure compliance with the California Accidental Release Program (CALARP)
- ◆ Implemented various maintenance and repair projects at City parks and facilities:
 - Replaced VCT and carpet at Iron Horse and Pine valley Gymnasium lobbies
 - Replaced water heater at San Ramon Service Center
 - Replaced dishwasher at Dougherty Station Community Center
 - Replaced commercial refrigerator at San Ramon Community Center
 - Replaced freezer at Alcosta Senior and Community Center

City of San Ramon

PUBLIC SERVICES SUMMARY

- Replaced equipment at San Ramon Olympic Pool and Aquatic Center including: recirculation pump, exhaust fan and drain grates in 50 meter pool, liquid metering injection pumps for baby and lap pools, doors on acid room, lap pool lane lines and portable vacuum
- Refinished gel coat on slide at San Ramon Olympic Pool and Aquatic Center per State inspection requirements
- Completed keyless entry and security alarm project at City Offices
- Replaced display pump and gear valves at West Branch fountains
- Replaced sand filter at Bollinger fountain

Major Action Plan Items FY 2012-13

1.	Complete extension amendment of the franchise agreement for solid waste and recycling services	By: 07/12
2.	Update construction and renovation cost estimates for the buildings at Forest Home Farms Historic Park	By: 08/12
3.	Complete seismic assessment of overall site and seismic reinforcement of maintenance shed at San Ramon Olympic Pool and Aquatic Center	By: 12/12
4.	Replaster lap pool and resurface portions of deck at San Ramon Olympic Pool	By: 12/12
5.	Tar and gravel roof at Alcosta Senior and Community Center	By: 12/12
6.	Assist San Ramon businesses in complying with State commercial recycling mandate	By: 12/12
7.	Identify and prioritize core services	By: 04/13
8.	Develop and prepare a cost service reduction plan	By: 04/13
9.	Complete renovation improvements at Central Park including: replace trees at promenade and front entrance, replace master valves and 300+ irrigation valves, replace wooden benches and vinyl clad chain link fencing, replace restroom sinks, toilets and faucets	By: 05/13
10.	Complete construction of playground renovation at Athan Downs	By: 05/13
11.	Initiate field strategy team to address long-range field	By : 06/13

City of San Ramon

PUBLIC SERVICES SUMMARY

	improvement planning including identifying alternate funding sources for Central Park synthetic turf project	
12.	Continue to upgrade centralized irrigation system to local radio technology	By: 06/13
13.	Develop Trails and Bikeways Master Plan and Map	By: 06/13
14.	Evaluate tree management plan and develop recommendations for strategically addressing long term needs	By: 06/13
15.	<p>Implement various maintenance and repair projects at City parks and facilities:</p> <ul style="list-style-type: none"> ○ Replace stove and oven at San Ramon Community Center ○ Seal aggregate floor at San Ramon Community Center ○ Replace hydraulic pump in elevator at San Ramon Community Center ○ Repaint exterior lower portion of wall of the Alcosta Senior and Community Center ○ Replace equipment at San Ramon Olympic Pool and Aquatic Center including: chemical mixing tanks, (5) diving boards, shade canopies, tarp reels, exhaust fan and entrance doors to liquid chlorine room 	By: 06/13
16.	Restripe five (5) parks and facility parking lots	By: 06/13
17.	Repaint traffic signal heads at designated intersections	By: 06/13
18.	Assume maintenance responsibility for additional fifty (50) storm drain trash capture devices	By: 06/13
19.	Assume maintenance responsibility for new areas in the Dougherty Valley to include: 120 new streetlights, 4 street miles and sidewalks, 6 acres of street landscaping and 1 acre of new parks which includes Hummingbird Playground as well as creeks, water quality control ponds and other drainage facilities	By: 06/13
20.	Work with developer to finalize construction plans for Rancho San Ramon Community Park and prepare maintenance estimates for 2013-2014; explore options for leasing Dougherty Valley Recreation facility for occupancy in 2013-2014	By: 06/13

PUBLIC SERVICES SUMMARY

Budget Notes

FY 2012-13

- ◆ Benefit costs
- ◆ Continue to unfund the following positions: (5) full-time and (1) part-time (5.6 FTEs) Maintenance Technician; (1) part-time Office Technician position (.80 FTE)
- ◆ Unfund two (2) Maintenance Technician positions and (1) Maintenance Specialist position
- ◆ Reallocate current staff time to provide maintenance at modified service levels as new areas are accepted
- ◆ Continue to develop and implement alternate work shifts during peak facility and park use to serve needs of park and facility users
- ◆ Increase contracts in the following areas to maintain service levels due to staff vacancies and additional maintenance responsibilities associated with new acceptances: landscape maintenance, tree maintenance, weed abatement, park restroom maintenance and streetlight maintenance

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administrative Analyst	1.00	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	11.00	11.00	11.00	11.00	11.00
Maintenance Specialist	11.00	11.00	13.00	12.00	12.00
Maintenance Supervisor	9.00	9.00	9.00	9.00	9.00
Maintenance Technician I/II	33.60	33.60	31.60	32.60	32.60
Office Technician I/II	0.80	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	1.00	1.00	1.00	1.00	1.00
Total Authorized Positions	77.90	77.90	77.90	77.90	77.90

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC SERVICES

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Public Services	\$ 17,896,646	\$ 18,432,365	\$ 18,274,250	\$ 19,186,063	\$ 19,864,200
Department Totals	<u>\$ 17,896,646</u>	<u>\$ 18,432,365</u>	<u>\$ 18,274,250</u>	<u>\$ 19,186,063</u>	<u>\$ 19,864,200</u>

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 8,816,294	\$ 9,040,258	\$ 9,123,496	\$ 9,071,192	\$ 9,324,776
Contract Services	7,640,171	7,915,910	7,752,233	8,581,101	9,056,841
Materials and Supplies	965,772	961,289	870,434	1,030,027	979,412
Other Costs	496,267	514,908	516,183	503,743	503,171
Capital Purchases	(21,858)		11,904	-	-
Total Expenditures	<u>\$ 17,896,646</u>	<u>\$ 18,432,365</u>	<u>\$ 18,274,250</u>	<u>\$ 19,186,063</u>	<u>\$ 19,864,200</u>

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	<u>\$ 257,723</u>	<u>\$ 271,148</u>	<u>\$ 740,776</u>	<u>\$ 541,252</u>	<u>\$ 575,012</u>

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

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Public Services	\$ 1,782,603	\$ 182,187	\$ 1,600,416
Drainage Maintenance	553,490		553,490
Facilities	2,535,673		2,535,673
Landscaping	811,364	8,100	803,264
Lighting	577,895		577,895
Parks Maintenance	2,951,063	384,725	2,566,338
Service Center	734,114		734,114
Special Zones	1,428,285		1,428,285
Street Maintenance	491,618		491,618
Traffic Signal	361,186		361,186
DV Street Maintenance	953,142		953,142
DV Landscaping	3,008,545		3,008,545
DV Park Maintenance	2,291,153		2,291,153
DV Facilities	1,078,262		1,078,262
DV Flood Control	184,740		184,740
DV Open Space	121,067		121,067
	<u>\$ 19,864,200</u>	<u>\$ 575,012</u>	<u>\$ 19,289,188</u>

PARKS & COMMUNITY SERVICES





City of San Ramon

Parks & Community Services Department

FY 2012-13



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 2011-12

- ◆ The Department received recognition for the following:
 - The Glass House received the Best Kept Secret Treasure Award in the San Ramon Express Reader Choice Awards
 - The San Ramon Art & Wind Festival was named the Best Public Event in the San Ramon Express Readers Choice Awards
- ◆ Awarded grant of \$140,000 by the State of California Department of Transportation for allocation of Federal Transit Administration Section 5310 Vehicle Purchase Funds for the replacement of 2 Senior Express vans
- ◆ Awarded grant of \$1,520 from the San Ramon Valley Education Foundation for the purchase of a backstage video monitoring system for Dougherty Valley Performing Arts Center
- ◆ Awarded grant of \$600 from the General Federation of Women's Clubs Dublin/San Ramon for the purchase of the Volunteer Hub software
- ◆ Awarded grant of \$600 from the San Ramon Valley Education Foundation for the purchase of the Volunteer Hub software
- ◆ Collaborated with the San Ramon Valley Unified School District to install portable classrooms at Gale Ranch, and Windemere Ranch Middle School campuses and secured use of a classroom at Iron Horse Middle School to be used as afterschool teen centers which resulted in full enrollment at all sites
- ◆ The Teen Council partnered with the Dougherty Station Teen Library Advisory Group to present a public screening of "Race to Nowhere" focusing on teen stress and pressure
- ◆ Initiated the customer service survey to measure customer satisfaction levels and implementation of twelve (12) customer service trainings for Department staff
- ◆ Completed the evaluation, review and recommended changes to the City's Special Event Permit Ordinance and procedures to be implemented with the FY 2012-13 budget

PARKS & COMMUNITY SERVICES SUMMARY

- ◆ Researched and implemented new marketing and pricing strategies designed to increase public access to facilities and increase rental revenue to be implemented with the FY 2012-13 budget
- ◆ Implemented a new online volunteer registration software service called Volunteer Hub which improved communication and the scheduling of volunteers
- ◆ Completed the installation of online booking capabilities which allows residents to reserve group picnic sites online at Hidden Valley, Valley View, Ramona and the Sports Park
- ◆ Developed and implemented a resident appreciation program called “Thank You San Ramon” and provided four (4) free events including Olympic Day at the Dougherty Valley Aquatic Center, two (2) performances of Red Panda Acrobats at the Dougherty Valley Performing Arts Center and free admission days at Forest Home Farms and the Alcosta Senior & Community Center
- ◆ Upgraded the CLASS registration software which significantly improved the online registration experience providing customers with a more contemporary and user friendly webpage
- ◆ The Teen Council added an additional component to Teen Government Shadow Day by adding a Mock City Council Meeting
- ◆ The Teen Council developed a Teen Citizenship Award to recognize an outstanding middle and high school student
- ◆ The San Ramon Special Olympic Golf Team participated in their first regional tournament which resulted in three (3) medals
- ◆ Completed the Windmill and Tank project at Forest Home Farms Historic Park which enhanced the interpretive and educational programs at the site
- ◆ Forest Home Farms Historic Park participated in the Tri-Valley Heritage Happenings, a one-day coordination program with all of the nature sites in the valley which encouraged first time visitors to the site
- ◆ Department provided pool space for the San Ramon Valley High School (SRVHS) water polo and swim teams while their pool was closed for renovations between August 2011 thru May 2012 for approximately 500 hours
- ◆ Dedication ceremonies were held for two public art projects: “People” created by Artist, Dale Rogers and “Shadow Dancers” created by Artist, David Boyer
- ◆ The Bay Area Children’s Theatre was granted Cultural Growth Funds to present the world premiere of "The Magic School Bus Live - Climate Challenge"
- ◆ Two staff members became certified Clinicians through the National Youth Sports Coaches Association which allows them to conduct coaching clinics and certify coaches to volunteer in the City’s leagues

City of San Ramon

PARKS & COMMUNITY SERVICES SUMMARY

- ◆ Negotiated a special event permit with Believe Media, a production company to shoot a national campaign commercial for Pantene hair products at the Dougherty Valley Aquatic Center

Major Action Plan Items FY 2011-12

1.	Implement new marketing and pricing strategies designed to increase public access to facilities and increase rental revenue by 11% (Master Plan Goal #9.10, #912)	By: 07/12
2.	Implement changes to the City's Special Event Permit Ordinance and procedures developed in FY 2011-12	By: 07/12
3.	Collaborate with County Health as well as County Aging and Adult Services to provide onsite counseling and resource services to senior citizens and their families (Master Plan Goal #5.1, #7.12 and #8.3)	By: 12/12
4.	Implement a modified July 4 th event in 2012 and convene Parks & Community Services Commission committee to develop recommendations for future event	By: 03/13
5.	Automate the sports field lighting at Central Park and San Ramon Sports Park to coincide with the permitted booking of the sports fields (Master Plan Goal #2.7, #2.8, #6.1)	By: 03/13
6.	Explore options for leasing the new Dougherty Valley Recreation Center facility located at Rancho San Ramon Community Park	By: 03/13
7.	Identify and prioritize core services	By: 04/13
8.	Develop and prepare a cost service reduction plan	By: 04/13
9.	Create an online gallery of existing Public Art pieces in San Ramon including photos, description, and a map of each piece (Master Plan Goal #8.1, #9.12)	By: 04/13
10.	Continue "Thank You San Ramon" events for San Ramon residents at various City of San Ramon facilities (Master Plan Goal #3.3, #4.1, #6.45, #6.7)	By: 06/13
11.	Offer quarterly appreciation events for Go Card members (department's loyalty/rewards program) to encourage participant retention and attract new members (Master Plan Goal #3.3)	By: 06/13

City of San Ramon

PARKS & COMMUNITY SERVICES SUMMARY

12.	Based on focus group feedback offer Saturday enrichment programs enabling working parents to access programs on weekends for their children (Master Plan Goal #3.6, #8.1)	By: 06/13
13.	Complete fabrication and installation of the 4 th Public Art Project dedicated to the memory of Byron Athan and select a park site, artist and concept for the 5 th Public Art Project (CIP 5482) (Master Goal #3.6, #8.1)	By: 06/13
14.	Partner with students at California State University, East Bay through their field work to offer a sports camp designed for individuals with special needs (Master Plan Goal #6.1)	By: 06/13
15.	Conduct an art summit that brings together all of the arts oriented businesses, organizations, and non-profits in San Ramon to discuss the current state of the arts and identify opportunities for collaboration (Master Plan Goal #8.2)	By: 06/13

Budget Notes FY 2012-13

- ◆ Benefit costs
- ◆ Continue to unfund the following positions: (1) Office Technician I/II (.80 FTE); (1) Program Manager; (4) Recreation Technicians; and (1) Director;
- ◆ Unfund (1) additional Recreation Technician position
- ◆ Four (4) vacant positions backfilled with temporary staffing
- ◆ Increase senior nutrition lunch program from 5,472 to 7,680 meals annually and home delivered meals from 4,620 to 5,640 meals annually; San Ramon Senior Foundation to provide funding of \$11,280 for the home delivered meals
- ◆ Increase expenditures \$33,717 for VenueTech Agreement approved by City Council in FY 2011-12
- ◆ Increase department revenues \$245,126 due to implementation of incentives, discounts, and marketing pricing strategies designed to increase public access to facilities and increase program participation

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

Authorized Positions	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 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	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Parks & Community Services	\$ 7,813,825	\$ 7,615,877	\$ 7,466,732	\$ 7,472,262	\$ 7,756,397
Department Total	<u>\$ 7,813,825</u>	<u>\$ 7,615,877</u>	<u>\$ 7,466,732</u>	<u>\$ 7,472,262</u>	<u>\$ 7,756,397</u>

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 5,123,667	\$ 5,155,801	\$ 5,203,656	\$ 5,125,454	\$ 5,321,706
Contract Services	2,258,524	2,066,040	1,949,658	1,990,054	2,093,477
Materials and Supplies	309,380	279,544	235,274	279,256	265,634
Other Costs	122,122	114,492	78,144	77,498	75,580
Capital Purchases	132		-	-	-
Total Expenditures	<u>\$ 7,813,825</u>	<u>\$ 7,615,877</u>	<u>\$ 7,466,732</u>	<u>\$ 7,472,262</u>	<u>\$ 7,756,397</u>

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	<u>\$ 4,528,304</u>	<u>\$ 4,496,357</u>	<u>\$ 4,110,406</u>	<u>\$ 4,068,850</u>	<u>\$ 4,294,176</u>

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

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Administration	\$ 985,545	\$ 52,120	\$ 933,425
Aquatics	1,212,306	817,635	394,671
Facilities	712,700	374,191	338,509
Cultural Arts	198,114	105,102	93,012
Therapeutic & Youth Services	155,461	6,577	148,884
Youth Enrichment	631,626	540,156	91,470
Library	230,624		230,624
Theatre & Performing Arts	1,108,164	604,065	504,099
Adult & Senior Enrichment	267,664	105,880	161,784
Special Events	264,532	136,950	127,582
Sports - Adult	503,798	456,283	47,515
Sports - Youth	744,630	651,687	92,943
Youth Center	490,000	416,800	73,200
Historic Properties/Museums	251,233	26,730	224,503
 Program Totals	 <u>\$ 7,756,397</u>	 <u>\$ 4,294,176</u>	 <u>\$ 3,462,221</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 2012-13*

- ◆ Removed Intern Program funding
- ◆ Added Contingency Reserve
- ◆ Removed TV 30 funding

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

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services	\$ 420,761	\$ 453,039	\$ 615,506	\$ 973,254	\$ 417,015
Contract Services	177,548	356,404	301,801	155,238	100,000
Materials and Supplies	-	-	-		
Other Costs	8,422,231	8,845,147	9,255,247	8,732,057	7,963,363
Capital Outlay	118,741	94,089	114,293	709,378	754,300
Total Expenditures	\$ 9,139,281	\$ 9,748,679	\$ 10,286,847	\$ 10,569,927	\$ 9,234,678

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

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Contingency Reserve	50,000		50,000
Equipment Replacement	439,000		439,000
Healthcare	6,734,138		6,734,138
I/S Replacement	165,300		165,300
Insurance Liability	1,696,240		1,696,240
Public Education & Government	150,000		150,000
 Program Totals	 <u>\$ 9,234,678</u>	 <u>\$ -</u>	 <u>\$ 9,234,678</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, Special Landscaping Zones (L&L), Non-Point Drainage Fund, Canyon Park Fund, and the Dougherty Valley Fund, 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, 2012	\$ 311,194
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	240,000
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	240,000
Total Revenue	240,000
Transfers In	
	240,000
Total Sources of Fund	240,000
<u>Projected Expenditures</u>	
Non-Departmental	
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	240,000
Projected fund balance at June 30, 2013	\$ 551,194

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

	Mitigation Funds
Projected fund balances at July 1, 2012	\$ 638,790
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	66,943
Miscellaneous Revenue	
	66,943
Total Revenue	66,943
Transfers In	
	66,943
Total Sources of Fund	66,943
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	165,500
Other	10,000
	175,500
Total Transfers Out	175,500
Total Uses of Fund	175,500
Net Increase (decrease) in fund balances	(108,557)
Projected fund balance at June 30, 2013	\$ 530,233

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

	Gas Tax Fund
Projected fund balances at July 1, 2012	\$ 403,521
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	985,392
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	985,392
Total Revenue	985,392
Transfers In	
	985,392
Total Sources of Fund	985,392
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	300,000
Capital Projects Fund	907,160
Other	
	1,207,160
Total Transfers Out	1,207,160
Total Uses of Fund	1,207,160
Net Increase (decrease) in fund balances	(221,768)
Projected fund balance at June 30, 2013	\$ 181,753

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

	Park Development Fund
Projected fund balances at July 1, 2012	\$ 173,231
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	420,000
Miscellaneous Revenue	
	420,000
Total Revenue	420,000
Transfers In	
	420,000
Total Sources of Fund	420,000
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	266,168
Other	
	266,168
Total Transfers Out	266,168
Total Uses of Fund	266,168
Net Increase (decrease) in fund balances	153,832
Projected fund balance at June 30, 2013	\$ 327,063

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

	SCCJEP Fund
Projected fund balances at July 1, 2012	\$ 3,449,496
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	302,983
Miscellaneous Revenue	
	302,983
Total Revenue	302,983
Transfers In	
	302,983
Total Sources of Fund	302,983
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	1,482,550
Other	
	1,482,550
Total Transfers Out	1,482,550
Total Uses of Fund	1,482,550
Net Increase (decrease) in fund balances	(1,179,567)
Projected fund balance at June 30, 2013	\$ 2,269,929

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

	Street Maintenance Fund
Projected fund balances at July 1, 2012	\$ 205,927
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	1,348,204
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	1,348,204
Total Revenue	1,348,204
Transfers In	
	1,348,204
Total Sources of Fund	1,348,204
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	1,338,305
Other	
	1,338,305
Total Transfers Out	1,338,305
Total Uses of Fund	1,338,305
Net Increase (decrease) in fund balances	9,899
Projected fund balance at June 30, 2013	\$ 215,826

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

	Traffic Improvement Fund
Projected fund balances at July 1, 2012	\$ 560,362
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	81,808
Miscellaneous Revenue	
	81,808
Total Revenue	81,808
Transfers In	
	81,808
Total Sources of Fund	81,808
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	119,495
Other	
	119,495
Total Transfers Out	119,495
Total Uses of Fund	119,495
Net Increase (decrease) in fund balances	(37,687)
Projected fund balance at June 30, 2013	<u><u>\$ 522,675</u></u>

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

	Tri-Valley Transportation Fund
Projected fund balances at July 1, 2012	\$ 13,596
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	46,293
Miscellaneous Revenue	
	46,293
Total Revenue	46,293
Transfers In	
	46,293
Total Sources of Fund	46,293
<u>Projected Expenditures</u>	
Non-Departmental	
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	46,293
Projected fund balance at June 30, 2013	\$ 59,889

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

	Pub Educ & Govt (PEG) Fund
Projected fund balances at July 1, 2012	\$ 111,667
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	200,000
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	200,000
Total Revenue	200,000
Transfers In	
	200,000
Total Sources of Fund	200,000
<u>Projected Expenditures</u>	
Non-Departmental	150,000
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	150,000
Total Expenditures	150,000
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
	-
Total Transfers Out	-
Total Uses of Fund	150,000
Net Increase (decrease) in fund balances	50,000
Projected fund balance at June 30, 2013	\$ 161,667

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

	Citywide Landscaping Fund
Projected fund balances at July 1, 2012	\$ 804,050
<u>Projected Revenue</u>	
Assessments	1,469,576
Intergovernmental	8,100
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	1,477,676
Total Revenue	1,477,676
Transfers In	
	1,477,676
Total Sources of Fund	1,477,676
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	811,364
Total Expenditures	811,364
<u>Transfers Out</u>	
General Fund	110,758
Capital Projects Fund	270,000
Other	
	357,605
Total Transfers Out	738,363
Total Uses of Fund	1,549,727
Net Increase (decrease) in fund balances	(72,051)
Projected fund balance at June 30, 2013	\$ 731,999

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

	Citywide Lighting Fund
Projected fund balances at July 1, 2012	\$ 222,049
<u>Projected Revenue</u>	
Assessments	723,974
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	723,974
Total Revenue	723,974
Transfers In	
	723,974
Total Sources of Fund	723,974
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	577,895
Total Expenditures	577,895
<u>Transfers Out</u>	
General Fund	78,887
Capital Projects Fund	30,000
Other	
	108,887
Total Transfers Out	108,887
Total Uses of Fund	686,782
Net Increase (decrease) in fund balances	37,192
Projected fund balance at June 30, 2013	\$ 259,241

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

	Special Assessment Funds
Projected fund balances at July 1, 2012	\$ 1,901,749
<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	357,605
Total Sources of Fund	1,581,772
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	1,428,285
Total Expenditures	1,428,285
<u>Transfers Out</u>	
General Fund	194,496
Capital Projects Fund	7,000
Other	
	201,496
Total Transfers Out	201,496
Total Uses of Fund	1,629,781
Net Increase (decrease) in fund balances	(48,009)
Projected fund balance at June 30, 2013	\$ 1,853,740

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

	Canyon Park Fund
Projected fund balances at July 1, 2012	\$ 218,285
<u>Projected Revenue</u>	
Assessments	14,260
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	14,260
Total Revenue	14,260
Transfers In	
	14,260
Total Sources of Fund	14,260
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	17,075
Public Services	
	17,075
Total Expenditures	17,075
<u>Transfers Out</u>	
General Fund	2,517
Capital Projects Fund	
Other	
	2,517
Total Transfers Out	2,517
Total Uses of Fund	19,592
Net Increase (decrease) in fund balances	(5,332)
Projected fund balance at June 30, 2013	\$ 212,953

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

	Village Center Common Area Fund
Projected fund balances at July 1, 2012	\$ 16,200
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	6,187
Miscellaneous Revenue	
	6,187
Total Revenue	6,187
Transfers In	4,073
	4,073
Total Sources of Fund	10,260
	10,260
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	10,260
	10,260
Total Expenditures	10,260
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
	-
Total Transfers Out	-
Total Uses of Fund	10,260
	10,260
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2013	\$ 16,200
	16,200

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

	Dougherty Valley Fund
Projected fund balances at July 1, 2012	\$ 7,371,767
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	11,685,379
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	11,685,379
Total Revenue	11,685,379
Transfers In	
	11,685,379
Total Sources of Fund	11,685,379
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	5,955,813
Engineering Services	
Public Services	
	7,527,566
Total Expenditures	13,483,379
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	2,000
Other	
	2,000
Total Transfers Out	2,000
Total Uses of Fund	13,485,379
Net Increase (decrease) in fund balances	(1,800,000)
Projected fund balance at June 30, 2013	\$ 5,571,767

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

		Solid Waste Fund
Projected fund balances at July 1, 2012	\$	116,321
<u>Projected Revenue</u>		
Assessments		
Intergovernmental		17,000
Licenses and Permits		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		157,000
Total Revenue		174,000
Transfers In		_____
Total Sources of Fund		174,000
<u>Projected Expenditures</u>		
Non-Departmental		
Planning/Community Development		
Police Services		
Engineering Services		
Public Services		225,456
Total Expenditures		225,456
<u>Transfers Out</u>		
General Fund		
Capital Projects Fund		
Other		
Total Transfers Out		-
Total Uses of Fund		225,456
Net Increase (decrease) in fund balances		(51,456)
Projected fund balance at June 30, 2013	\$	64,865

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

	Non-Point Drainage Fund
Projected fund balances at July 1, 2012	\$ 316,869
<u>Projected Revenue</u>	
Assessments	1,165,170
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	2,000
Development Fees	
Miscellaneous Revenue	
	1,167,170
Total Revenue	1,167,170
Transfers In	
	1,167,170
Total Sources of Fund	1,167,170
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	472,262
Public Services	662,833
	1,135,095
Total Expenditures	1,135,095
<u>Transfers Out</u>	
General Fund	162,485
Capital Projects Fund	
Other	
	162,485
Total Transfers Out	162,485
Total Uses of Fund	1,297,580
Net Increase (decrease) in fund balances	(130,410)
Projected fund balance at June 30, 2013	\$ 186,459

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

	Street Smarts Fund
Projected fund balances at July 1, 2012	\$ 167,321
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	112,850
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	39,500
Total Revenue	152,350
Transfers In	35,000
Total Sources of Fund	187,350
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	169,950
Police Services	
Engineering Services	
Public Services	
Total Expenditures	169,950
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
Total Transfers Out	-
Total Uses of Fund	169,950
Net Increase (decrease) in fund balances	17,400
Projected fund balance at June 30, 2013	\$ 184,721

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

	TDM Programs Fund
Projected fund balances at July 1, 2012	\$ -
<u>Projected Revenue</u>	
Assessments	
Intergovernmental	615,331
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
	615,331
Total Revenue	615,331
Transfers In	
	615,331
Total Sources of Fund	615,331
<u>Projected Expenditures</u>	
Non-Departmental	
Planning/Community Development	615,331
Police Services	
Engineering Services	
Public Services	
	615,331
Total Expenditures	615,331
<u>Transfers Out</u>	
General Fund	
Capital Projects Fund	
Other	
	-
Total Transfers Out	-
Total Uses of Fund	615,331
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2013	\$ -

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

	Project Participation Fund
Projected fund balances at July 1, 2012	\$ 162,478
<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>	
Non-Departmental	
Planning/Community Development	
Police Services	
Engineering Services	
Public Services	
	-
Total Expenditures	-
<u>Transfers Out</u>	
General Fund	160,000
Capital Projects Fund	
Other	
	160,000
Total Transfers Out	160,000
Total Uses of Fund	160,000
Net Increase (decrease) in fund balances	(160,000)
Projected fund balance at June 30, 2013	\$ 2,478

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

	Total All Special Revenue Funds
Projected fund balances at July 1, 2012	\$ 17,164,873
 <u>Projected Revenue</u>	
Assessments	4,597,147
Intergovernmental	14,972,256
Licenses and Permits	-
Charges for Services	240,000
Interest Revenue	2,000
Development Fees	924,214
Miscellaneous Revenue	196,500
	20,932,117
Total Revenue	20,932,117
	-
Transfers In	396,678
	21,328,795
Total Sources of Fund	21,328,795
 <u>Projected Expenditures</u>	
Non-Departmental	150,000
Planning/Community Development	785,281
Police Services	5,955,813
Engineering Services	489,337
Public Services	11,243,659
	18,624,090
Total Expenditures	18,624,090
 <u>Transfers Out</u>	
General Fund	1,009,143
Capital Projects Fund	4,588,178
Other	367,605
	5,964,926
Total Transfers Out	5,964,926
	24,589,016
Total Uses of Fund	24,589,016
Net Increase (decrease) in fund balances	(3,260,221)
Projected fund balance at June 30, 2013	\$ 13,904,652

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

	COP #11 2003
Projected fund balances at July 1, 2012	\$ 1,367,531
 <u>Projected Revenue</u>	
PERS charges	
Total Revenue	-
Transfers In	-
Total Sources of Fund	-
 <u>Projected Expenditures</u>	
Principal	180,000
Interest	50,266
Debt Service Fees	4,000
Total Expenditures	234,266
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	234,266
Net Increase (decrease) in fund balances	(234,266)
Projected fund balance at June 30, 2013	\$ 1,133,265

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

	COP #12 2011
Projected fund balances at July 1, 2012	\$ 14,411,011
 <u>Projected Revenue</u>	
PERS charges	_____
Total Revenue	-
Transfers In	_____
Total Sources of Fund	_____
 <u>Projected Expenditures</u>	
Principal	
Interest	430,950
Debt Service Fees	4,000
Total Expenditures	_____
Total Expenditures	434,950
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	_____
Total Uses of Fund	434,950
Net Increase (decrease) in fund balances	(434,950)
Projected fund balance at June 30, 2013	\$ 13,976,061
	=====

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

	POB 2010
Projected fund balances at July 1, 2012	\$ 474,337
 <u>Projected Revenue</u>	
PERS charges	1,226,843
	1,226,843
Total Revenue	1,226,843
Transfers In	1,226,833
	2,453,676
Total Sources of Fund	2,453,676
 <u>Projected Expenditures</u>	
Principal	145,000
Interest	1,081,832
Debt Service Fees	6,400
	1,233,232
Total Expenditures	1,233,232
 <u>Transfers Out</u>	
Total Transfers Out	1,226,833
	2,460,065
Total Uses of Fund	2,460,065
Net Increase (decrease) in fund balances	(6,389)
Projected fund balance at June 30, 2013	\$ 467,948

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

	TOTAL CITY DEBT
Projected fund balances at July 1, 2012	\$ 16,252,879
 <u>Projected Revenue</u>	
PERS charges	1,226,843
	1,226,843
Total Revenue	1,226,843
Transfers In	1,226,833
	2,453,676
Total Sources of Fund	2,453,676
 <u>Projected Expenditures</u>	
Principal	325,000
Interest	1,563,048
Debt Service Fees	14,400
	1,902,448
Total Expenditures	1,902,448
 <u>Transfers Out</u>	
Total Transfers Out	1,226,833
	3,129,281
Total Uses of Fund	3,129,281
Net Increase (decrease) in fund balances	(675,605)
Projected fund balance at June 30, 2013	\$ 15,577,274

**City of San Ramon
Debt Service Summary and Payment Schedule
Fiscal Year 2012-13**

	2003 COP NO.11 (\$2,580,000)	2010 POB (\$17,650,000)	2011 COP NO. 12 (\$11,585,000)	TOTAL
<u>CURRENT YEAR SUMMARY</u>				
<i>Principal Outstanding as of 7/1/12</i>	1,200,000	17,315,000	11,585,000	30,100,000
<i>Reduction in Principal Balance</i>	180,000	145,000	0	325,000
<i>Interest Due</i>	50,266	1,081,833	430,950	1,563,049
Total Payment Due	230,266	1,226,833	430,950	1,888,049
Principal Outstanding as of 6/30/13	1,020,000	17,170,000	11,585,000	29,775,000

LEASE PAYMENT/DEBT SERVICE SCHEDULE

FISCAL YEAR				
2012 - 13	230,266	1,226,833	430,950	1,888,049
2013 - 14	233,066	1,256,033	1,500,950	2,990,049
2014 - 15	230,466	1,283,833	1,573,500	3,087,799
2015 - 16	232,423	1,315,233	1,576,300	3,123,955
2016 - 17	228,710	1,350,912	1,575,550	3,155,172
2017 - 18	229,680	1,383,783	1,579,050	3,192,513
2018 - 19		1,393,846	1,572,250	2,966,096
2019 - 20		1,392,225	1,570,250	2,962,475
2020 - 21		1,394,480	1,571,075	2,965,555
2021 - 22		1,391,960	495,150	1,887,110
2022 - 23		1,392,840	493,650	1,886,490
2023 - 24		1,391,800	491,150	1,882,950
2024 - 25		1,393,840		1,393,840
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	1,384,611	37,071,738	14,429,825	52,886,174

**City of San Ramon
Debt Service Summary**

Description	Maturity Date	Amount of Original Issue	Outstanding		
			Principal	Interest	Total
2003 COPS - 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	1,200,000	184,611	1,384,611
2010 Pension Obligation Bonds (POB) - Refinancing of unfunded CALPERS pension obligation	2/1/2039	17,650,000	17,315,000	19,756,738	37,071,738
2011 COPS - Refunding Issue of 1996 and 2001 Certificate of Participation which were for Central Park North Expansion, expansion of City offices, San Ramon Library and Central Park, Crow Canyon interchange improvements, and to purchase City offices.	3/1/2024	11,585,000	11,585,000	2,844,825	14,429,825
Total		\$ 31,815,000	\$ 30,100,000	\$ 22,786,174	\$ 52,886,174

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

	Investments
Projected fund balances at July 1, 2012	\$ -
 <u>Projected Revenue</u>	
Intergovernmental	42,953
Charges for Services	
Interest Revenue	
Equipment Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
	42,953
Total Revenue	42,953
 Transfers In	
	42,953
Total Sources of Fund	42,953
 <u>Projected Expenditures</u>	
Equipment	
Insurance	
Healthcare	
Administrative Services	42,953
	42,953
Total Expenditures	42,953
 <u>Transfers Out</u>	
Total Transfers Out	-
	42,953
Total Uses of Fund	42,953
 Net Increase (decrease) in fund balances	-
 Projected fund balance at June 30, 2013	\$ -

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

	Equipment Replacement
Projected fund balances at July 1, 2012	\$ 2,803,204
 <u>Projected Revenue</u>	
Intergovernmental	
Charges for Services	
Interest Revenue	
Equipment Replacement Charges	678,987
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
Total Revenue	678,987
 Transfers In	
Total Sources of Fund	678,987
 <u>Projected Expenditures</u>	
Equipment	439,000
Insurance	
Healthcare	
Administrative Services	
Total Expenditures	439,000
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	439,000
 Net Increase (decrease) in fund balances	 239,987
 Projected fund balance at June 30, 2013	 \$ 3,043,191

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

	I/S Replacement
Projected fund balances at July 1, 2012	\$ 742,167
 <u>Projected Revenue</u>	
Intergovernmental	
Charges for Services	
Interest Revenue	
Equipment Replacement Charges	174,660
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
	174,660
Total Revenue	174,660
 Transfers In	
Total Sources of Fund	174,660
 <u>Projected Expenditures</u>	
Equipment	165,300
Insurance	
Healthcare	
Administrative Services	
	165,300
Total Expenditures	165,300
 <u>Transfers Out</u>	
Total Transfers Out	-
Total Uses of Fund	165,300
 Net Increase (decrease) in fund balances	9,360
 Projected fund balance at June 30, 2013	<u><u>\$ 751,527</u></u>

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

	Insurance Liability
Projected fund balances at July 1, 2012	\$ 3,426,380
 <u>Projected Revenue</u>	
Intergovernmental	58,381
Charges for Services	
Interest Revenue	
Equipment Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	1,755,830
Total Revenue	1,814,211
 Transfers In	 43,134
Total Sources of Fund	1,857,345
 <u>Projected Expenditures</u>	
Equipment	
Insurance	1,696,240
Healthcare	
Administrative Services	
Total Expenditures	1,696,240
 <u>Transfers Out</u>	
Total Transfers Out	
Total Uses of Fund	1,696,240
Net Increase (decrease) in fund balances	161,105
Projected fund balance at June 30, 2013	\$ 3,587,485

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

	Healthcare
Projected fund balances at July 1, 2012	\$ 4,473,506
 <u>Projected Revenue</u>	
Intergovernmental	
Charges for Services	
Interest Revenue	
Equipment Replacement Charges	
Retiree Health Charges	1,305,284
Healthcare Charges	4,803,735
Insurance Liability Charges/Premiums	
	6,109,019
Total Revenue	6,109,019
 Transfers In	
	6,109,019
Total Sources of Fund	6,109,019
 <u>Projected Expenditures</u>	
Equipment	
Insurance	
Healthcare	6,734,138
Administrative Services	
	6,734,138
Total Expenditures	6,734,138
 <u>Transfers Out</u>	
Total Transfers Out	-
	6,734,138
Total Uses of Fund	6,734,138
 Net Increase (decrease) in fund balances	 (625,119)
 Projected fund balance at June 30, 2013	 \$ 3,848,387

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

	Building Maintenance
Projected fund balances at July 1, 2012	\$ 628,299
 <u>Projected Revenue</u>	
Intergovernmental Charges for Services	12,000
Interest Revenue	
Equipment Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges/Premiums	
Total Revenue	12,000
Transfers In	200,000
Total Sources of Fund	212,000
 <u>Projected Expenditures</u>	
Equipment	
Insurance	
Healthcare	
Administrative Services	
Total Expenditures	-
 <u>Transfers Out</u>	
Total Transfers Out	359,573
Total Uses of Fund	359,573
Net Increase (decrease) in fund balances	(147,573)
Projected fund balance at June 30, 2013	\$ 480,726

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

	Total Internal Service
Projected fund balances at July 1, 2012	\$ 12,073,556
 <u>Projected Revenue</u>	
Intergovernmental	101,334
Charges for Services	12,000
Interest Revenue	-
Equipment Replacement Charges	853,647
Retiree Health Charges	1,305,284
Healthcare Charges	4,803,735
Insurance Liability Charges/Premiums	1,755,830
Total Revenue	8,831,830
 Transfers In	 243,134
Total Sources of Fund	9,074,964
 <u>Projected Expenditures</u>	
Equipment	604,300
Insurance	1,696,240
Healthcare	6,734,138
Administrative Services	42,953
Total Expenditures	9,077,631
 <u>Transfers Out</u>	
Total Transfers Out	359,573
Total Uses of Fund	9,437,204
Net Increase (decrease) in fund balances	(362,240)
 Projected fund balance at June 30, 2013	 \$ 11,711,316

**CITY OF SAN RAMON - CAPITAL EQUIPMENT
FY 2012-13**

DEPARTMENT	DESCRIPTION	PURPOSE	NEW OR REPLACE	#	UNIT COST	EXTENDED COST
POLICE SERVICES	Vehicle	Replace unit 401 - Investigations	REPLACE	1	27,000	27,000
	Vehicle	Replace unit 113 - Patrol	REPLACE	1	44,000	44,000
	Vehicle	Replace unit 116 - Patrol	REPLACE	1	44,000	44,000
	Vehicle	Replace unit 119 - Patrol	REPLACE	1	44,000	44,000
	Vehicle	Replace unit 201 - Traffic Safety	REPLACE	1	25,500	25,500
	Vehicle	Replace unit 203 - Traffic Safety	REPLACE	1	25,500	25,500
	Vehicle	Replace unit 204 - Traffic Safety	REPLACE	1	25,500	25,500
	Vehicle	Replace unit 205 - Traffic Safety	REPLACE	1	25,500	25,500
	Vehicle	Replace unit 206 - Traffic Safety	REPLACE	1	25,500	25,500
TOTAL POLICE SERVICES						286,500
PUBLIC SERVICES	Pickup w/ Utility Equipment	Replacement -#19 (V26170)	REPLACE	1	47,000	47,000
	Pickup w/ Utility Equipment	Replacement -#44 (V26176)	REPLACE	1	47,000	47,000
	Pickup w/ Utility Equipment	Replacement -#47 (V26171)	REPLACE	1	47,000	47,000
	Bucket for Case Backhoe		REPLACE	1	11,500	11,500
TOTAL PUBLIC SERVICES						152,500
TOTAL VEHICLE/EQUIPMENT REPLACEMENT						439,000

**CITY OF SAN RAMON - CAPITAL EQUIPMENT
FY 2012-13**

DEPARTMENT	DESCRIPTION	PURPOSE	NEW OR REPLACE	#	UNIT COST	EXTENDED COST
CITY MANAGER/CITY COUNCIL	Personal Computers	Replacement	REPLACE	2	1,500	3,000
	Notebooks	Replacement	REPLACE	1	1,500	1,500
	Printers	Replacement	REPLACE	1	600	600
CITY CLERK	Personal Computers	Replacement	REPLACE	1	1,500	1,500
CITY ATTORNEY	Personal Computers	Replacement	REPLACE	1	1,500	1,500
ADMINISTRATIVE SERVICES	Printers	Replacement	REPLACE	3	600	1,800
	Notebooks	Replacement	REPLACE	1	1,500	1,500
	Servers	Replacement	REPLACE	1	3,000	3,000
	Personal Computers	Replacement	REPLACE	6	1,500	9,000
	HTE Upgrade	Replacement	REPLACE	1	20,000	20,000
	Software Upgrades(Microsoft,Email)	Replacement	REPLACE	1	20,000	20,000
	Personal Computers	Replacement	REPLACE	8	1,500	12,000
PLANNING/COMMUNITY DEVELOPMENT	Printers	Replacement	REPLACE	2	600	1,200
	Personal Computers	Replacement	REPLACE	4	1,500	6,000
ENGINEERING SERVICES	Notebooks	Replacement	REPLACE	1	1,500	1,500
	Printers	Replacement	REPLACE	1	600	600
	Printers-Color	Replacement	REPLACE	2	1,250	2,500
	Servers	Replacement	REPLACE	2	3,000	6,000
	Personal Computers	Replacement	REPLACE	11	1,500	16,500
POLICE SERVICES	Notebooks	Replacement	REPLACE	5	1,500	7,500
	Printers	Replacement	REPLACE	1	600	600
	Servers	Replacement	REPLACE	2	3,000	6,000
PUBLIC SERVICES	Personal Computers	Replacement	REPLACE	8	1,500	12,000
	Printers-Color	Replacement	REPLACE	1	1,250	1,250
	Servers	Replacement	REPLACE	1	3,000	3,000
PARKS & COMMUNITY SERVICES	Personal Computers	Replacement	REPLACE	14	1,500	21,000
	Printers-Color	Replacement	REPLACE	1	1,250	1,250
	Servers	Replacement	REPLACE	1	3,000	3,000
TOTAL I/S REPLACEMENT						165,300

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 Funds
Projected fund balances at July 1, 2012	\$	12,465,060
<u>Projected Revenue</u>		
Intergovernmental		1,110,050
Interest Revenue		100,000
Developer Contributions		-
Miscellaneous Revenue		-
		<hr/>
Total Revenue		1,210,050
Transfers In		<hr/> 4,943,678
Total Sources of Fund		<hr/> 6,153,728
<u>Projected Expenditures</u>		
Circulation		3,864,445
Signal		20,000
Parks		771,550
Landscaping		700,000
Drainage		95,500
Facilities		355,500
Other		100,000
Planning		-
Engineering Administration		146,733
		<hr/>
Total Expenditures		6,053,728
<u>Transfers Out</u>		
Total Transfers Out		50,000
Total Uses of Fund		<hr/> 6,103,728
Net Increase (decrease) in fund balances		50,000
Projected fund balance at June 30, 2013	\$	12,515,060

CAPITAL IMPROVEMENT PROGRAM FY 2012-2017
FY 2012-2013
PROJECTS THAT WILL BE UNDERTAKEN IN FY 2012-2013

No.	Project No.	Project Name	Total Prior Years	Requested FY 2012-13	Estimated FY 2013-14	Estimated FY 2014-15	Estimated FY 2015-16	Estimated FY 2016-17	Total 5-Year	Beyond 5-Year	Total Project
1	5423	ADA and Safety Regulations for Playground Upgrades	\$200,000	\$500,050	\$0	\$0	\$0	\$0	\$500,050	\$1,999,950	\$2,700,000
2	5549	Alcosta Blvd. Pavement Rehab. (Fircrest to SRVB)	\$1,900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,900,000
3	5554	Alcosta Blvd. Pavement Rehab. (Norris to Bollinger)	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$2,361,562	\$2,511,562
4	5551	Alcosta Blvd. Streetlight Imp. (Norris Canyon to Crow Canyon)	\$12,513	\$0	\$0	\$0	\$0	\$0	\$0	\$93,823	\$106,336
5	5513	Alcosta/Davona Traffic Signal Modification	\$320,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320,000
6	5440	Aquatic Center Resurfacing & Pool Replastering	\$590,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,240,000	\$1,830,000
7	5557	Athan Downs Field 4 Backstop Replacement	\$0	\$57,500	\$0	\$0	\$0	\$0	\$57,500	\$0	\$57,500
8	5321	Bollinger Canyon/Camino Ramon-SB Improvements (C1.4)	\$137,548	\$0	\$28,458	\$0	\$0	\$0	\$28,458	\$0	\$166,006
9	5323	Bollinger Canyon/I-680 NB Off Ramp Improvement (C 2.5)	\$101,024	\$500,000	\$0	\$220,416	\$0	\$0	\$720,416	\$0	\$821,440
10	5322	Bollinger Canyon/Sunset Intersection Improvement (C 2.11)	\$788,494	\$0	\$163,137	\$0	\$0	\$0	\$163,137	\$0	\$951,631
11	5530	Bollinger Canyon/Iron Horse Trail Bicycle Ped. Overcrossing	\$0	\$140,000	\$150,000	\$0	\$0	\$0	\$290,000	\$8,710,000	\$9,000,000
12	5533	Bollinger Canyon Ped. Modif. (Chanterella to Blueheart)	\$423,160	\$0	\$0	\$0	\$0	\$0	\$0	\$568,000	\$991,160
13	5325	Bollinger Canyon Widening (Alcosta/Canyon Lakes) (C1.5)	\$1,798,935	\$883,000	\$0	\$0	\$0	\$0	\$883,000	\$0	\$2,681,935
14	5324	Bollinger Canyon Widening (Alcosta/SRVB) (C 2.1)	\$6,702,765	\$100,000	\$918,248	\$1,336,087	\$816,678	\$0	\$3,171,013	\$0	\$9,873,778
15	5404	Centralized Irrigation System Upgrade	\$427,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000	\$67,269	\$794,269
16	5546	Central Park Restoration & Improvements	\$0	\$175,000	\$120,000	\$65,000	\$470,000	\$100,000	\$930,000	\$2,944,500	\$3,874,500
17	5432	City Facilities Floor Covering Replacement	\$322,064	\$20,000	\$180,000	\$0	\$0	\$0	\$200,000	\$1,987,936	\$2,510,000
18	5433	City Facilities Roof Covering Maintenance & Replacement	\$540,000	\$57,000	\$125,000	\$50,000	\$0	\$0	\$232,000	\$2,653,000	\$3,425,000
19	5465	City Signage Project	\$245,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$225,000	\$510,000
20	5548	Citywide Drainage Infrastructure Repair	\$706,173	\$95,500	\$735,327	\$70,000	\$55,000	\$25,000	\$980,827	\$105,000	\$1,792,000
21	5532	Citywide Exterior Painting & Sealing	\$100,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$267,226	\$407,226
22	5499	Citywide Street Lighting Upgrades	\$383,600	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$1,894,400	\$2,428,000
23	5531	Crow Canyon/Iron Horse Trail Bicycle Ped. Overcrossing	\$0	\$140,000	\$150,000	\$0	\$0	\$0	\$290,000	\$6,710,000	\$7,000,000
24	5326	Crow Canyon Overlay (Dough/City Limit) (C 2.13)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25	5351	Crow Canyon Median Landscaping (I-680/ Bol.)	\$0	\$240,000	\$0	\$0	\$0	\$0	\$240,000	\$240,000	\$480,000
26	5478	Fountain Repairs & Replacement	\$336,149	\$9,000	\$0	\$0	\$0	\$0	\$9,000	\$457,154	\$802,303
27	9003	General Plan 2035 Update	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$190,000
28	9004	Housing Element Update 2014-2022	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
29	5515	Interior Amenities Renovation	\$227,500	\$172,500	\$10,500	\$0	\$0	\$0	\$183,000	\$626,500	\$1,037,000
30	5514	Iron Horse Trail Landscaping & Beautification	\$105,000	\$330,000	\$0	\$0	\$0	\$0	\$330,000	\$270,000	\$705,000
31	5527	Middle School Teen Center Portables	\$178,718	\$0	\$40,000	\$0	\$0	\$0	\$40,000	\$0	\$218,718
32	9001	North Camino Ramon Specific Plan	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
33	5489	Pavement Management - 2012	\$2,860,702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,860,702
34	5509	Pavement Management - 2013	\$335,000	\$410,249	\$1,500,000	\$0	\$0	\$0	\$1,910,249	\$0	\$2,245,249
35	5490	Pavement Repair Stop Gap - 2012	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
36	5510	Pavement Repair Stop Gap - 2013	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
37	5413	Pedestrian Enhancement Devices	\$399,227	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$399,227
38	5545	PG&E Corridor Landscape Imp. (Broadmoor/Davona)	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
39	5482	Public Art in Parks	\$150,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$0	\$300,000
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	\$527,750	\$36,000	\$70,000	\$0	\$0	\$0	\$106,000	\$655,700	\$1,289,450
42	5550	San Ramon Olympic Pool Risk Management Plan	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000	\$0	\$60,000
43	5507	San Ramon Valley Blvd Beautification (CC to City Limits)	\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,334,000	\$1,449,000
44	5539	San Ramon Valley Blvd Pvmnt. Rehab (Bollinger-Monteideo)	\$375,000	\$1,541,196	\$0	\$0	\$0	\$0	\$1,541,196	\$0	\$1,916,196
45	5493	Sidewalk Repairs - 2012	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
46	5511	Sidewalk Repairs - 2013	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
47	5381	Traffic Calming Program	\$202,250	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000	\$0	\$322,250
48	5526	Traffic Signals Improvements & Enhancements	\$120,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$400,000	\$620,000
Total			\$23,170,572	\$5,906,995	\$5,124,130	\$1,911,503	\$1,511,678	\$295,000	\$14,249,256	\$33,811,070	\$71,230,898

OTHER AGENCIES

SAN RAMON SUCCESSOR AGENCY



Successor Agency Board

Bill Clarkson
Agency Chairperson

Dave Hudson
Member

Jim Livingstone
Member

Phil O'Loane
Member

Scott Perkins
Agency Member

Staff

Greg Rogers
City Manager

Marc Fontes
Staff Liaison

Eva Phelps
Financial Officer

Successor Agency Workplan and Budget

Statement of Purpose

The purpose of the Successor Agency is to wind down the activities of the former Redevelopment Agency (FRDA) and to enforce the non-housing obligations of the FRDA. These activities include the formation of the Successor Agency, and the Oversight Board, as well as the administration of the Successor Agency.

Significant Accomplishments

FY 2011-12

- ◆ Establishment of the Successor Agency
- ◆ Establishment of the Oversight Board
- ◆ Enforcement of the Recognized Obligation Payment Schedule (ROPS)
- ◆ Establishment of the Redevelopment Retirement Obligation Fund

Major Action Plan Items

FY 2012-13

1.	Administration of the Successor Agency	By: 06/13
2.	Administration of the Oversight Board	By: 06/13
3.	Enforcement of the adopted Recognized Obligation Payment Schedule (ROPS)	By: 06/13

Budget Notes

FY 2012-13

- ◆ Administrative use of \$250,000 applied to this budget

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

	Administration Fund
Projected fund balances at July 1, 2012	\$ -
<u>Projected Revenue</u>	
Property Taxes and Assessments	6,146,339
Interest Revenue	
Miscellaneous	
Total Revenue	6,146,339
<u>Transfers In</u>	
Bond Proceeds	
Debt Service	
Other	
Total Transfers In	-
Total Sources of Fund	6,146,339
<u>Projected Expenditures</u>	
Administration	250,000
Debt Service	
Total Expenditures	250,000
<u>Transfers Out</u>	
Debt Service	5,814,379
Other	81,960
Total Transfers Out	5,896,339
Total Uses of Fund	6,146,339
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2013	\$ -

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

	1998/2004 Debt Service Fund
Projected fund balances at July 1, 2012	\$ 1,245,271
<u>Projected Revenue</u>	
Property Taxes and Assessments	
Interest Revenue	
Miscellaneous	
Total Revenue	-
<u>Transfers In</u>	
Bond Proceeds	
Debt Service	2,487,306
Other	
Total Transfers In	2,487,306
Total Sources of Fund	2,487,306
<u>Projected Expenditures</u>	
Administration	
Debt Service	2,487,306
Total Expenditures	2,487,306
<u>Transfers Out</u>	
Debt Service	
Other	
Total Transfers Out	-
Total Uses of Fund	2,487,306
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2013	\$ 1,245,271

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

	2005/2006 ERAF Debt Service Fund
Projected fund balances at July 1, 2012	\$ 852
<u>Projected Revenue</u>	
Property Taxes and Assessments	
Interest Revenue	
Miscellaneous	
Total Revenue	-
<u>Transfers In</u>	
Bond Proceeds	
Debt Service	140,265
Other	
Total Transfers In	140,265
Total Sources of Fund	140,265
<u>Projected Expenditures</u>	
Administration	
Debt Service	140,265
Total Expenditures	140,265
<u>Transfers Out</u>	
Debt Service	
Other	
Total Transfers Out	-
Total Uses of Fund	140,265
Net Increase (decrease) in fund balances	(0)
Projected fund balance at June 30, 2013	\$ 852

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

	2006 Debt Service Fund
Projected fund balances at July 1, 2012	\$ 669,677
<u>Projected Revenue</u>	
Property Taxes and Assessments	
Interest Revenue	
Miscellaneous	
Total Revenue	-
<u>Transfers In</u>	
Bond Proceeds	
Debt Service	3,186,808
Other	
Total Transfers In	3,186,808
Total Sources of Fund	3,186,808
<u>Projected Expenditures</u>	
Administration	
Debt Service	3,186,808
Total Expenditures	3,186,808
<u>Transfers Out</u>	
Debt Service	
Other	
Total Transfers Out	-
Total Uses of Fund	3,186,808
Net Increase (decrease) in fund balances	-
Projected fund balance at June 30, 2013	\$ 669,677

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

	Total Successor Agency Funds
Projected fund balances at July 1, 2012	\$ 1,915,800
<u>Projected Revenue</u>	
Property Taxes and Assessments	6,146,339
Interest Revenue	-
Miscellaneous	-
Total Revenue	6,146,339
<u>Transfers In</u>	
Bond Proceeds	-
Debt Service	5,814,379
Other	-
Total Transfers In	5,814,379
Total Sources of Fund	11,960,718
<u>Projected Expenditures</u>	
Administration	250,000
Debt Service	5,814,379
Total Expenditures	6,064,379
<u>Transfers Out</u>	
Debt Service	5,814,379
Other	81,960
Total Transfers Out	5,896,339
Total Uses of Fund	11,960,718
Net Increase (decrease) in fund balances	(0)
Projected fund balance at June 30, 2013	\$ 1,915,800

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
SAN RAMON SUCCESSOR AGENCY**

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Administration					250,000
Department Total	\$ -	\$ -	\$ -	\$ -	250,000

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services					\$ 241,923
Contract Services					8,077
Materials and Supplies					
Other Costs					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	250,000

**San Ramon Successor Agency
Debt Service Summary and Payment Schedule
Fiscal Year 2012-13**

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 7/1/12</i>	19,335,000	31,866,570	250,000	185,000	5,685,000	19,610,000	76,931,570
<i>Reduction in Principal Balance</i>	1,095,000	0	55,000	60,000	375,000	810,000	2,395,000
<i>Interest Due</i>	1,110,058	976,750	14,064	9,167	250,475	1,039,330	3,399,844
Total Payment Due	2,205,058	976,750	69,064	69,167	625,475	1,849,330	5,794,844
Principal Outstanding, 6/30/13	18,240,000	31,866,570	195,000	125,000	5,310,000	18,800,000	74,536,570

LEASE PAYMENT/DEBT SERVICE SCHEDULE

FISCAL YEAR

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 Payments Remaining	34,279,195	75,622,250	286,655	203,656	7,508,100	29,572,675	147,472,531

**San Ramon Successor 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	19,610,000	9,962,675	29,572,675
2004 Tax Allocation Bonds - Refunding of balance of 1994 Tax Allocation Bonds	2/1/2024	\$ 8,105,000	\$ 5,685,000	\$ 1,823,100	\$ 7,508,100
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	\$ 185,000	\$ 18,656	\$ 203,656
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	\$ 250,000	\$ 36,655	\$ 286,655
2006 Tax Allocation Revenue Bonds - Series A to finance projects.	10/24/2006	\$ 31,866,570	\$ 31,866,571	\$ 43,755,679	\$ 75,622,250
2006 Tax Allocation Revenue Bonds - Series B to finance projects.	10/24/2006	\$ 22,665,000	\$ 19,335,000	\$ 14,944,195	\$ 34,279,195
Total		\$ 90,611,570	\$ 76,931,571	\$ 70,540,960	\$ 147,472,529

GEOLOGIC HAZARD ABATEMENT DISTRICT 1990-01



GHAD Board

Bill Clarkson
Board Chairperson

Jim Livingstone
Board Vice-Chairperson

Dave Hudson
Board Member

Phil O'Loane
Board Member

Scott Perkins
Board Member

GHAD Officers

Greg Rogers
District Manager

Maria Fierner
Deputy District Manager

Robin Bartlett
District Engineer

Eva Phelps
District Treasurer

Bob Saxe
Interim District Counsel

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 2012-13 assessments will be \$130.36 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 2012-13 are anticipated to be \$1.3 million. The proposed GHAD operating budget for FY 2012-13 is \$600,000. This includes \$330,000 for administration, engineering and oversight; and \$270,000 for maintenance, repair and monitoring activities. The remaining \$700,000 will be used to build reserves.

Significant Accomplishments FY 2011-12

- ◆ Accepted ownership and maintenance responsibilities for 104 acres of open space offered by Dougherty Valley developers
- ◆ Updated the Reserve Fund Study to coincide with the current construction projections in Dougherty Valley
- ◆ Performed annual monitoring and maintenance of existing GHAD property
- ◆ Repaired small landslide on the Bridges Golf Course
- ◆ Annexed 7.7 acres of open space into the GHAD as part of the Bollinger Canyon Road South remainder parcel in the Dougherty Valley Development
- ◆ Completed the Windemere Conservation Easement True-Ups

Major Action Plan Items FY 2012-13

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: 12/12
2.	Update the Reserve Fund Study to coincide with the current construction projections in Dougherty Valley	By: 04/13
3.	Manage the Agricultural Lease Agreement with H&N Enterprises	By: 06/13
4.	Continue annual monitoring and maintenance of existing GHAD property	By: 06/13

Geologic Hazard Abatement District 1990-01

Budget Notes *FY 2012-13*

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

**CITY OF SAN RAMON
GEOLOGICAL HAZARD ABATEMENT DISTRICT
REVENUE-EXPENDITURE-FUND BALANCE**

	GHAD Fund
Projected fund balances at July 1, 2012	\$ 5,194,093
<u>Projected Revenue</u>	
Assessments	1,282,131
Intergovernmental	
Licenses and Permits	3,500
Charges for Services	
Interest Revenue	22,508
Development Fees	
Miscellaneous Revenue	39,319
Total Revenue	1,347,458
Transfers In	
Total Sources of Fund	1,347,458
<u>Projected Expenditures</u>	
Engineering Services	543,365
Public Services	
Total Expenditures	543,365
<u>Transfers Out</u>	
General Fund	64,568
Capital Projects Fund	
Other	
Total Transfers Out	64,568
Total Uses of Fund	607,933
Net Increase (decrease) in fund balances	739,525
Projected fund balance at June 30, 2012	\$ 5,933,618

SAN RAMON HOUSING AUTHORITY



Housing Authority Board

Bill Clarkson
Chairperson

Dave Hudson
Board Member

Jim Livingstone
Board Member

Phil O'Loane
Board Member

Scott Perkins
Board Member

Housing Authority Staff

Greg Rogers
City Manager

Marc Fontes
Staff Liaison

Eva Phelps
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 qualified affordable housing unit
- 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 2011-12

- ◆ Finalized bylaws for Housing Authority
- ◆ Updated bylaws for Housing Advisory Committee
- ◆ Sought development opportunities for the 9000 Alcosta Blvd. (former First Interstate Bank site)
- ◆ Hosted the Tri-Valley Affordable Housing Committee August 2011 – June 2012.
- ◆ Hosted Tri-Valley Housing Opportunity Center (TVHOC) homebuyer education programs, foreclosure seminars, and other activities; seek to expand services to veterans

San Ramon Housing Authority

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

- ◆ Finalized Castle Companies (Batch Plant) Affordable Housing Agreement with the developer
- ◆ Worked with developers on affordable housing opportunities for the Crow Canyon Catalyst Site
- ◆ Continued 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

Major Action Plan Items FY 2012-13

1.	Continue to seek development opportunities for the 9000 Alcosta Blvd. site (former First Interstate Bank site)	By: 06/13
2.	Continue to 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: 06/13
3.	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: 06/13
4.	Continue to work with developers on affordable housing opportunities for the Crow Canyon Catalyst site	By: 06/13
5.	Continue providing housing rehabilitation grants to eligible San Ramon homeowners for health/safety work items with existing escrow funds	By: 06/13
6.	Seek alternative funding to support housing programs and housing related services	By: 06/13
7.	Continue to develop and implement housing programs, policies and projects consistent with the Certified 2009-14 Housing	By: 06/13

San Ramon Housing Authority

	Element as well as the adopted Crow Canyon Specific Plan, Northwest Specific Plan and North Camino Ramon Specific Plan, should it be adopted	
8.	Continue to support Crime Free Multi-Housing Program	By: 06/13
9.	Work on reimbursement of Supplemental Educational Revenue Augmentation Fund loans through the Recognized Obligation Payment Schedule process	By: 06/13
10.	Continue to provide staff support to the Housing Advisory Committee	By: 06/13
11.	Provide liaison to the Tri-Valley Affordable Housing Committee	By: 06/13
12.	Provide administration to the Housing Authority	By: 06/13

Budget Notes FY 2012-13

- ◆ None

**SAN RAMON HOUSING AUTHORITY
REVENUE-EXPENDITURES-FUND BALANCE**

	Housing Authority
Projected fund balances at July 1, 2012	\$ 1,893,682
<u>Projected Revenue</u>	
Interest Revenue	
Miscellaneous	14,100
Total Revenue	14,100
<u>Transfers In</u>	
Bond Proceeds	81,960
Other	
Total Transfers In	81,960
Total Sources of Fund	96,060
<u>Projected Expenditures</u>	
Housing Programs	1,046,211
Total Expenditures	1,046,211
<u>Transfers Out</u>	
Capital Projects	
Other	
Total Transfers Out	-
Total Uses of Fund	1,046,211
Net Increase (decrease) in fund balances	(950,151)
Projected fund balance at June 30, 2013	\$ 943,531

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
SAN RAMON HOUSING AUTHORITY**

Expenditure Summary By Division

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Housing Authority				1,498,360	1,046,211
Department Total	\$ -	\$ -	\$ -	\$ 1,498,360	\$ 1,046,211

Expenditure Summary By Category

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Personnel Services				\$ 1,028,253	\$ 835,261
Contract Services				222,572	59,700
Materials and Supplies				1,000	-
Other Costs				246,535	151,250
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,498,360	\$ 1,046,211

Revenue Summary

Description	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Final	12/13 Adopted
Total Department Revenue	\$ -	\$ 3,619	\$ 14,100	\$ 10,000	\$ 14,100

**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
SAN RAMON HOUSING AUTHORITY**

Program Summary

Description	Program Expenditures	Program Revenue	Net Program Cost
Housing Administration/Programs	\$ 432,386	\$ 14,100	\$ 418,286
Housing Rehabilitation Grant Program	157,000		157,000
Crime Prevention Program	456,825		456,825
 Program Totals	 <u>\$ 1,046,211</u>	 <u>\$ 14,100</u>	 <u>\$ 1,032,111</u>

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.

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.

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

City of San Ramon

GLOSSARY OF TERMS

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.

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.

City of San Ramon

GLOSSARY OF TERMS

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
AT&T	American Telephone & Telegraph (Formerly Pacific Bell)
BAAQMD	Bay Area Air Quality Management District
BART	Bay Area Rapid Transit
CABO	Certified Association of Building Officials
CAFR	Comprehensive Annual Financial Report
CALARP	California Accidental Release Program
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
CRM	Citizen Request Management

City of San Ramon

ACRONYMS

CSA	County Service Area
CSMFO	California Society of Municipal Finance Officers
CTV	Cable Television
DEIR	Development Environmental Impact Report
DERWA	Dublin San Ramon Services District – East Bay Municipal Utility District Recycle Water Authority
DOT	Department of Transportation
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
EBRCS	East Bay Regional Communication System
EDAC	Economic Development Advisory Committee
EIR	Environmental Impact Report
EPA	Environmental Protection Agency
ERMA	Employee Risk Management Association
FRDA	Former Redevelopment Agency
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GHAD	Geologic Hazard Abatement District
GIS	Geographic Information System

City of San Ramon

ACRONYMS

HCD	Housing and Community Development
HOA	Homeowners Association
HSIP	Highway Safety Improvement Program
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
LAIF	Local Agency Investment Fund
LOCC	League of California Cities
MOU	Memorandum of Understanding
MPA	Municipal Pooling Authority
MRP	Municipal Regional Permit
MTC	Metropolitan Transportation Commission
MVLF	Motor Vehicle License Fees
NPDES	National Pollutant Discharge Elimination System
NWSP	Northwest Specific Plan
OPEB	Other Post-Employment Benefits
PC	Personal Computer
PDA	Priority Development Area
PG&E	Pacific Gas & Electric

City of San Ramon

ACRONYMS

POB	Pension Obligation Bond
RDA	Redevelopment Agency
RFP	Request for Proposal
RHNA	Regional Housing Needs Allocation
ROPS	Recognized Obligation Payment Schedule
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
SWAT	Southwest Area Transportation
TA	Tax Allocation
TDD	Telecommunications Device for the Hearing Impaired
TDM	Transportation Demand Management
TLC	Transportation for Livable Communities
TOT	Transient Occupancy Tax
TVHOC	Tri-Valley Housing Opportunity Center
TVTC	Tri-Valley Transportation Council
UGB	Urban Growth Boundary
VWM	Valley Waste Management
WAN	Wide Area Network
YRO	Youth Resource Officer

City of San Ramon

LIST OF FUNDS

101	General Fund	365	Village Parkway
202	Planning Cost Recovery	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	San Ramon Housing Authority
283	Public Education & Govt (PEG)	397	Project Participation
301	Citywide Landscaping	410	San Ramon Successor Agency
302	Citywide Lighting	412	Capital Projects
310	Bent Creek	420	Capital Projects
315	Canyon Lakes	515	Pension Obligation Bonds (2010)
318	Circle E Ranch	541	COP #11 (2003)
322	Country View	542	COP #12 (2011)
323	Crown Ridge	595	TA 1998/2004
325	Deerwood	596	TA 2006

City of San Ramon

LIST OF FUNDS

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

RESOLUTION NO. 2012-XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
ADOPTING THE FISCAL YEAR 2012-2013 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 May 15, 2012; and

WHEREAS, the City Council has reviewed the proposed Fiscal year 2012-2013 Capital Improvement Program in a work session on May 15, 2011; and

WHEREAS, the Planning Commission in a meeting held on May 1, 2012 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

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The City Council approves the Fiscal Year 2012-2013 proposed and operating capital budget totaling \$81,200,048 as summarized on Exhibit 1 and a carryover of unspent capital budget appropriations from Fiscal Year 2011-2012.

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 2012-2013.

Section 3. The City Council approves the Fiscal Year 2012-2013 appropriation limits as required by Article XIIB of the State Constitution as shown on Exhibit 2.

Section 4. The City Council approves the transfer of funding from CIP 5507 to CIP 5509 in the amount of \$335,000 in FY 2011-2012.

Section 5. The City Council approves the transfer of funding from CIPs 5519 (\$330,353), 5453 (\$19,195), and 5399 (\$164,625) to CIP 5548 for a total amount of \$514,173 in FY 2011-2012.

Section 6. 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. The City Council approves the transfer of funding from CIP 5519 (\$330,353), CIP 5453 (\$19,195), and CIP 5399 (\$164,625) to CIP 5548 for a total amount of \$514,173 in FY 2011-2012.

Section 6. 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 22nd day of May 2012 by the following vote:

AYES: *Cms. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson**

NOES:

ABSENT:

ABSTAIN:


Bill Clarkson, 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

*Mayor Clarkson abstained from voting on CIP 5557 (Athan Downs Field 4 Backstop Replacement) and CIP 5423 (ADA and Safety Regulations for Playground Upgrades)

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	GHAD Fund	San Ramon Housing Authority	San Ramon Successor Agency	Total
Fund Balance, July 1, 2012	\$ 7,322,567	\$ 11,246,278	\$ 5,756,117	\$ 16,252,879	\$ 12,465,060	\$ 12,073,556	\$ 5,194,093	\$ 1,893,682	\$ 1,915,800	\$ 74,120,031
REVENUE										
Property Tax	\$ 14,144,762								\$ 6,146,339	\$ 20,291,101
Special Assessments		4,597,147					1,282,131			5,879,278
Sales and Use Tax	8,235,544									8,235,544
Property Transfer Tax	429,250									429,250
Transient Occupancy Taxes (TOT)	1,606,250									1,606,250
Franchise Fees	3,916,558									3,916,558
Licenses and Permits	1,244,050						3,500			1,247,550
Intergovernmental	146,763	12,638,660	2,333,596		1,110,050	101,334				16,330,403
Charges for Services	4,852,356		240,000			12,000				5,104,356
Fines and Forfeitures	372,000									372,000
Investment Income	136,500	2,000			100,000		22,508			261,008
Development Fees	25,000	6,187	918,027							949,214
Land Sale	437,100									437,100
Prior Year Sales Tax	-									-
Miscellaneous Revenue	1,323,064	196,500		1,226,843		8,718,496	39,319	14,100		11,518,322
Total Revenues	36,869,197	17,440,494	3,491,623	1,226,843	1,210,050	8,831,830	1,347,458	14,100	6,146,339	76,577,934
EXPENDITURES										
General Government	2,015,420									2,015,420
Administrative Services	3,184,662					42,953				3,227,615
Planning/Community Development	3,273,105	785,281								4,058,386
Police Services	10,677,148	5,955,813								16,632,961
Engineering Services	2,310,923	489,337					543,365			3,343,625
Public Services	8,620,541	11,243,659								19,864,200
Parks & Community Services	7,756,397									7,756,397
Economic/Redevelopment	-									-
Non-Departmental	50,000		150,000							200,000
Housing Authority								1,046,211		1,046,211
Successor Agency									250,000	250,000
Debt Service				1,902,448					5,814,379	7,716,827
Capital Improvement Program (CIP)					6,053,728					6,053,728
Vehicle/IS Replacement						604,300				604,300
Insurance						1,696,240				1,696,240
Healthcare						6,734,138				6,734,138
Total Expenditures	37,888,196	18,474,090	150,000	1,902,448	6,053,728	9,077,631	543,365	1,046,211	6,064,379	81,200,048
OTHER FINANCING SOURCES (USES)										
Operating Transfers In	2,360,544	396,678	-	1,226,833	4,943,678	243,134		81,960	5,814,379	15,067,206
Operating Transfers Out	(1,504,967)	(1,375,748)	(4,589,178)	(1,226,833)	(50,000)	(359,573)	(64,568)		(5,896,339)	(15,067,206)
Total Other Financing Sources	855,577	(979,070)	(4,589,178)	-	4,893,678	(116,439)	(64,568)	81,960	(81,960)	-
Net Increase (Decrease) in Fund Balance	(\$163,422)	(\$2,012,666)	(\$1,247,555)	(\$675,605)	\$50,000	(\$362,240)	\$739,525	(\$950,151)	\$0	(\$4,622,114)
FUND BALANCE:										
Fund Balance, June 30, 2013	\$7,159,145	\$9,233,612	\$4,508,562	\$15,577,274	\$12,515,060	\$11,711,316	\$5,933,618	\$943,531	\$1,915,800	\$69,497,917

CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2012-13 APPROPRIATIONS LIMIT

A.	FY 2011-12 APPROPRIATIONS LIMIT	\$ 53,269,207
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	1.0173
	2. California Per Capita Income	1.0377
	Total Adjustment %	1.0557
C.	ANNUAL ADJUSTMENT	2,964,549
D.	OTHER ADJUSTMENTS	<u>0</u>
E.	TOTAL ADJUSTMENTS	<u>2,964,549</u>
F.	FY 2012-13 APPROPRIATIONS LIMIT	<u>\$ 56,233,756</u>

FY 2012-13 APPROPRIATIONS SUBJECT TO LIMITATION

A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 14,144,762
	Sales & Use Tax	8,235,544
	Property Transfer Tax	429,250
	Transient Occupancy Tax	1,606,250
	Motor Vehicle In Lieu	-
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	90,394.09
		<u>\$24,506,200</u>
B.	EXCLUSIONS:	
	Debt Service	1,226,833
	Qualified Capital Outlays	-
		<u>1,226,833</u>
C.	APPROPRIATIONS SUBJECT TO LIMITATION	23,279,367
D.	CURRENT YEAR LIMIT	<u>56,233,756</u>
E.	OVER (UNDER) LIMIT	<u>\$ (32,954,389)</u>