



# City of San Ramon, California Adopted Annual Program of Services & Budget Fiscal Year 2020-21

"WE PROVIDE EFFICIENT DELIVERY OF QUALITY PUBLIC SERVICES THAT ARE ESSENTIAL TO THOSE WHO LIVE AND WORK IN SAN RAMON"



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# **Elected Officials**

Bill Clarkson  
Mayor

Sabina Zafar  
Vice-Mayor

David E. Hudson  
Councilmember

Philip G. O'Loane  
Councilmember

Scott Perkins  
Councilmember

# **Appointed Officials**

Joe Gorton  
City Manager

Martin Lysons  
City Attorney

# **Executive Team**

Administrative Services Director  
City Clerk  
Community Development Director  
Parks & Community Services Director  
Police Chief  
Public Works Director

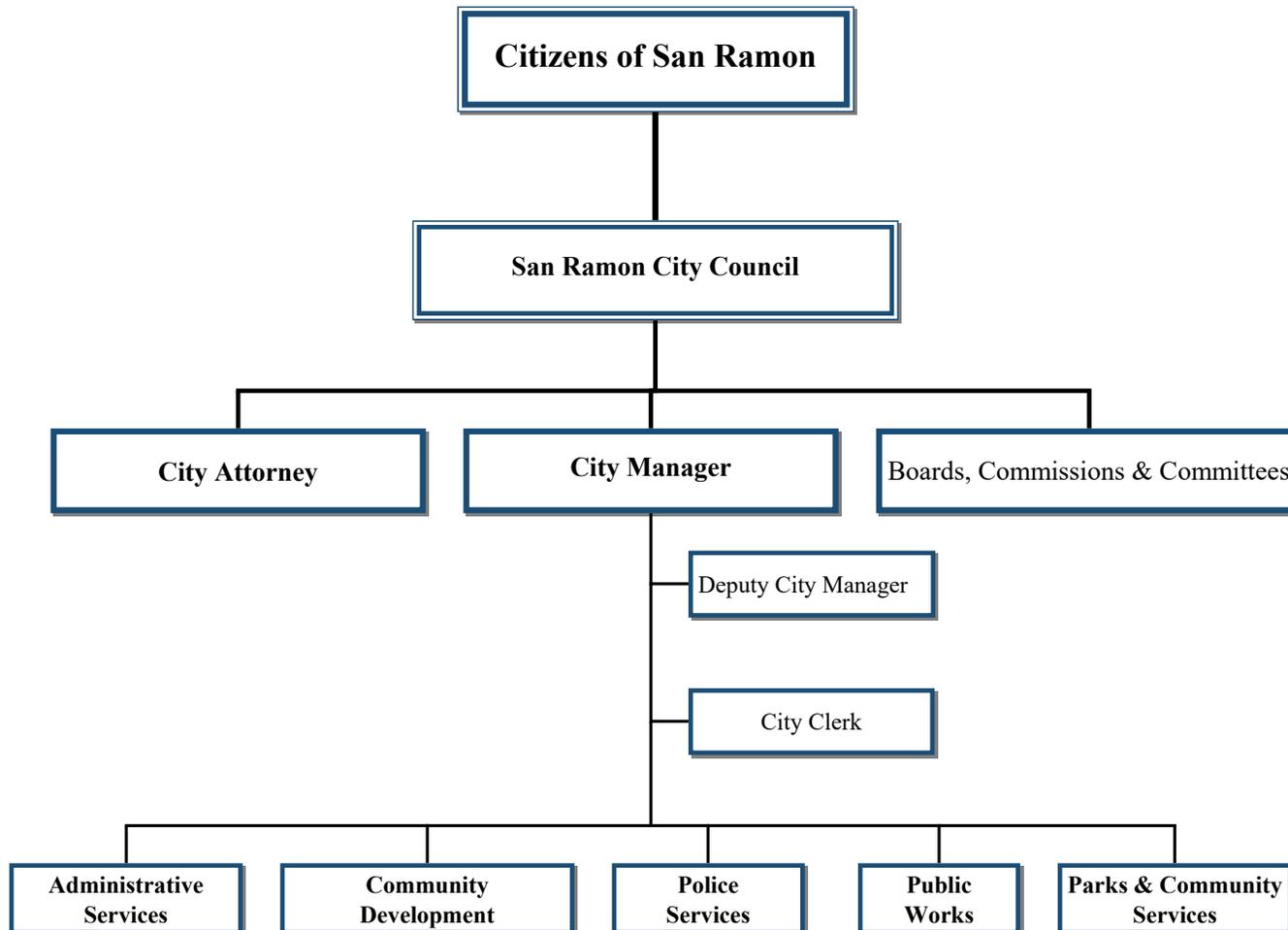
Eva Phelps  
Christina Franco  
Debbie Chamberlain  
Kathi Heimann  
Craig Stevens  
Maria Fierner



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# City of San Ramon Organization Chart FY 2020-21





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# **BUDGET MESSAGE**



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**CITY OF SAN RAMON**

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

June 9, 2020

Honorable Mayor and City Councilmembers  
City of San Ramon  
7000 Bollinger Canyon Road  
San Ramon, CA 94583

**SUBJECT: Adopted FY 2020-2021 Operating Budget**

**SUMMARY**

The FY 2020-2021 Operating Budget for the City of San Ramon reflects a careful and deliberate planning process with the intent of maintaining quality services and infrastructure while remaining fiscally prudent during this unprecedented Coronavirus (COVID-19) pandemic. The COVID-19 pandemic has taken a toll on everyone and the City of San Ramon is certainly no exception. The financial implications of this public health emergency are significant, with regional, national, and global impacts on economies. Our economy came to a hard stop in response to shelter in place orders required by the State of California, Contra Costa County, and related social distancing restrictions. The City’s budget development process began in January 2020 before being struck by COVID-19 and the negative impacts to the economy.

On March 16, 2020, the Contra County Health Services Department issued public health order directing all individuals living in the county to shelter at their place of residence, except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services. Due to this order, many businesses were required to close creating a substantial drain of city revenue by drastic reductions of sales tax, transient occupancy tax (TOT), and recreation program fees resulting in millions of lost revenue dollars. Facing this new reality, staff had to go back to the drawing board, essentially starting the budget process all over again, revising revenue and expenditure estimates resulting in what was previously projected to be a positive budget position sliding to \$1.6 million budget deficit.

Fortunately, a few years ago, the City Council established a General Reserve policy, which directly addressed creating a reserve fund that would mitigate extreme events impacting the City. That policy in addition to the City’s healthy reserve fund balance has provided the City the ability to maintain core services and quality of life programs important to our community

when other cities are struggling to deliver even the most basic services. Core community services are given priority during this unparalleled crisis as we continue to protect essential functions such as public safety. Despite volatile revenue projections due to the uncertainties of COVID-19, I have prepared a balanced and fiscally responsible budget for Fiscal Year 2020-2021.

The operating budget is for all City funds and programs, including the General Fund, Special Revenue Funds, Dougherty Valley and North West San Ramon Geological Hazard Abatement Districts, San Ramon Housing Successor, and other special purpose funds. The budget document has been developed to serve as the City's financial plan of programs and service delivery for the next twelve months. The budget document includes departmental statements of purpose, service descriptions, major accomplishments, and future major action items. The financial plan for FY 2020-2021 that is described herein provides funding to maintain core service levels within the City.

The Dougherty Valley Geological Hazard Abatement District (DV GHAD) and Northwest San Ramon Geological Hazard Abatement District (NWSR GHAD) are shown separately in the back section of the document as these budgets are approved both by the City Council and also independently by the authorizing Board 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 2020-2021 Budget for all City funds, including the DV GHAD, the NWSR GHAD, and the Capital Budget totals \$127.2 million. The budget is comprised of an Operating Budget of \$79.2 million, a Special Revenue Fund Budget of \$0.1 million, a Debt Service Fund budget of \$4.9 million, a Capital Budget of \$31.0 million, an Internal Service budget of \$12.0 million, a DV GHAD budget of \$0.8 million (included in the Operating Budget) and a Housing Successor budget of \$0.1 million. The organization of the City's budget can be most clearly understood by referring to page 27.

## **BACKGROUND**

### **ECONOMIC OUTLOOK**

No event in recent history has had an impact on our world and way of life as much as the COVID-19 outbreak. Due to the COVID-19 pandemic, the national, state and local economies have faced a drastic downturn causing enormous hardship for families, businesses and governments across the globe.

Nationally, the Bureau of Labor Statistics reported that nonfarm jobs decreased 20.5 million in April 2020, which increased the national unemployment rate to 14.7%. The changes in employment were due to the COVID-19 pandemic and the efforts made by Local, State and National agencies to contain it. Unemployment has increased across all major industries, but the largest increase was in leisure and hospitality businesses. The National Association of Realtors reported that sales of previously owned homes decreased 17.8% from March 2020 to April 2020, which is part of a two-month decline caused by COVID-19. This is the largest month-over-month decline since July 2010. Overall sales have decreased 17.2% from April

2019 to April 2020. All four regions of the country experienced a decline; however, the West region had the biggest drop in sales.

Pre-COVID-19, California had experienced 118 consecutive months of growth, stratospheric job creation, and the highest credit rating in nearly two decades. Since COVID-19, the State economy is facing massive job losses and revenue shortfalls. The May revision of the State budget show general fund revenues are projected to decline more than \$41.0 billion, combined with increased costs in health and human service programs, and costs to address the COVID-19 crisis. The projected deficit is \$54.0 billion. To balance the budget, Governor Newsom is proposing to cancel program expansions and spending increases, use reserves from the Rainy Day Fund, temporarily suspend taxpayer credits, and the use of federal funds. Funding for public health, public safety, and public education remain a priority in the budget. The median home price rose 4.4% from March 2019 to March 2020, but is predicted to decline by 1.1% in the next year. Over the next few years, foreclosures will be a factor in the value of homes in California due to the COVID-19 recession. California's unemployment rate increased from 3.8% to 16.1% from April 2019 to April 2020. The City's budget does not include any projected takeaways by the State. Staff will continue to monitor the State budget process and inform the Council of any impacts, positive or negative, from the State budget.

The City has projected a \$3.9 million loss in revenue by the end of the Fiscal Year 2019-2020 due to the recession caused by the outbreak of COVID-19. Losses are anticipated in sales tax, TOT, and recreation program revenue. San Ramon's unemployment rate increased from 2.3% in April 2019 to 10.8% in April 2020.

The City now has a population of almost 84,000 and is continuing to expand services into newly annexed Dougherty Valley areas using a conservative and cost conscious approach.

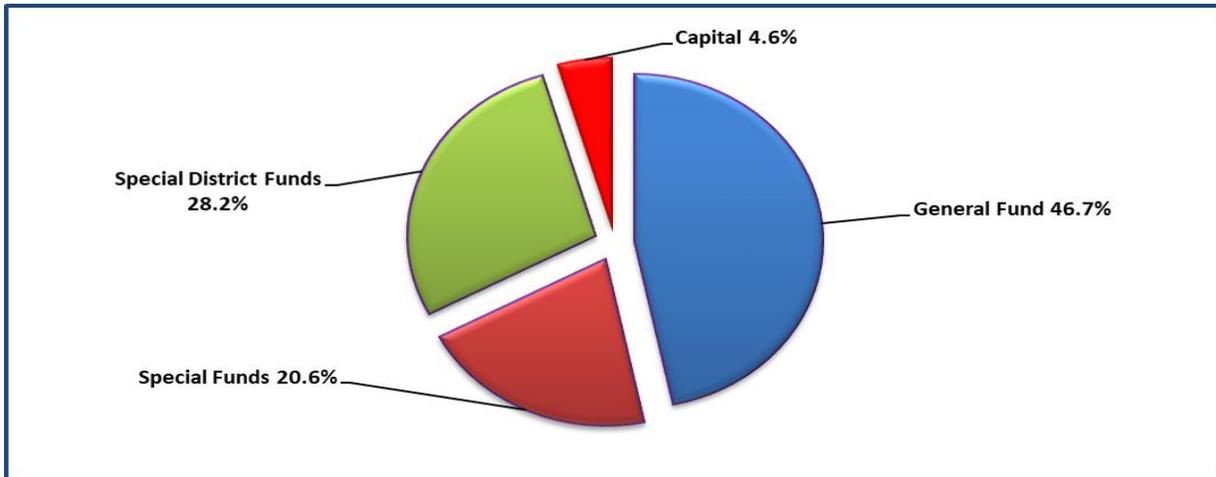
## **FINANCIAL PLANNING**

At the April 14, 2020 Budget Workshop, staff presented to the City Council the status of the FY 2020-21 budget development, which showed a deficit and the need to use reserves or make additional cuts to the budget. Additional budget cuts were made by staff and the revised proposed budget was presented to Council at a second budget workshop on May 12, 2020. Council approved the use of \$1.6 million in reserves to balance the budget at a third budget workshop on June 2, 2020.

## **RESOURCES FUNDING THE CITY BUDGET**

The FY 2020-2021 Budget includes \$112.4 million of revenue, along with surplus 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, 46.7% of City revenue is general purpose and used to support police, public works, recreation programs, community development and other general government. The remaining 53.3% is revenue that is restricted for use for specific purposes such as the Geologic Hazard Abatement District, capital projects, services in special assessment districts, housing programs and internal services such as equipment replacement.

### Total Revenue - \$112.4 Million

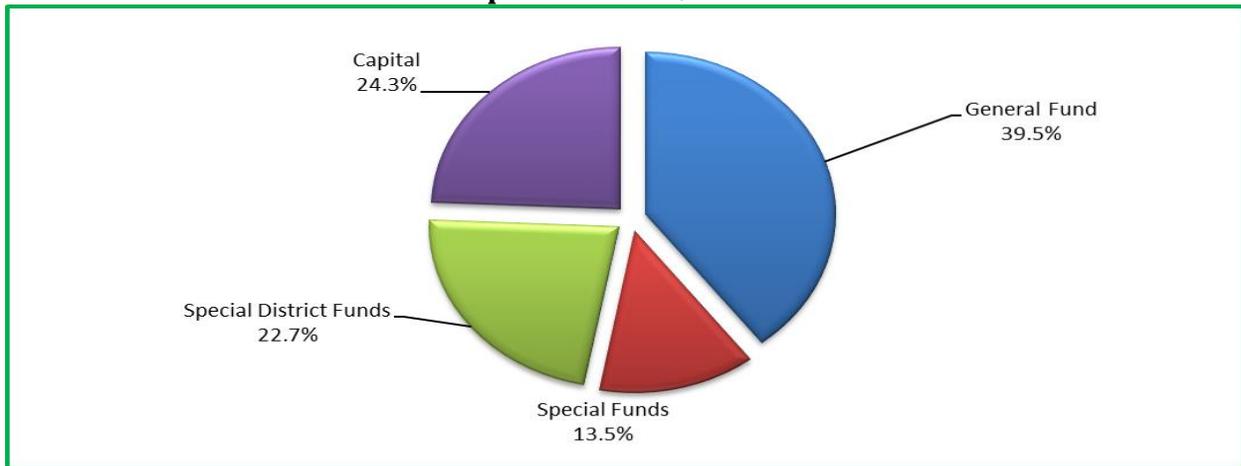


*\*Special Funds include Special Revenue Funds, Housing Successor Fund, Debt Service Funds, and Internal Service Funds*

### EXPENDITURE BUDGET

The \$127.2 million expenditure budget is \$15.4 million (14%) more than the FY 2019-2020 adopted budget reflecting increases in General Fund, Capital Project Funds, Other Operating Funds, DV GHAD Fund, and Debt Service Funds; offset by decreases in Special Revenue Funds and Internal Service Funds. The graph below shows how the expenditure budget is broken out among major fund groups.

### Total Expenditures - \$127.2 Million



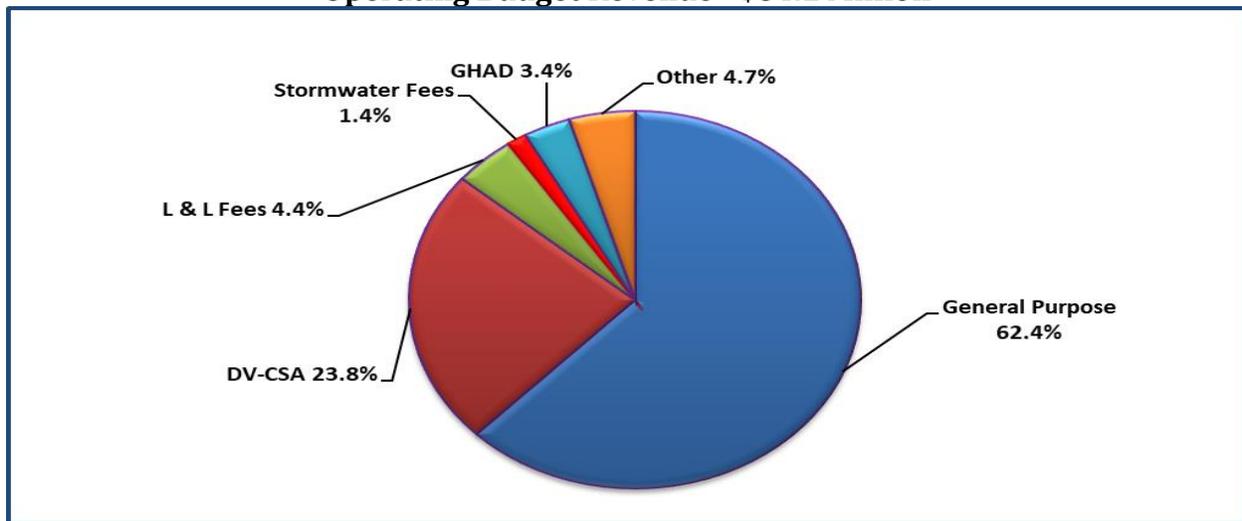
The \$15.4 million increase in the expenditure budget reflects increases of \$2.2 million in the General Fund, \$11.9 million in Capital Project Funds, \$ 1.6 million in Debt Service Funds, \$0.6 million in Other Operating Funds, and \$0.1 million in the DV GHAD Fund; offset by decreases of \$0.2 million in Special Revenue Funds, and \$0.9 million in Internal Service Funds. An increase in Capital Projects is the primary reason for the expenditure increase. Other factors impacting expenditures include inflationary increases in service contracts, employee wage and benefit costs, and utility costs.

## OPERATING BUDGET

### Revenue

The revenues collected in 2020-2021, and reserves that were accumulated in prior years, are the financial resources used to fund the Operating Expenditure Budget. There is \$84.1 million of revenue available to finance City operating fund budgets in 2020-2021. The City operating funds include: General Fund, Dougherty Valley Fund, 20 separate lighting and landscaping special district funds, the Stormwater Fund, DV GHAD Fund, NWSR GHAD Fund, and other Special Revenue Funds. Surplus revenue in each fund category will remain as fund reserves for future uses.

**Operating Budget Revenue - \$84.1 Million**



### Expenditures

The total expenditure budget for the combined City Operating budget is \$79.2 million. These expenditure budgets are distributed as shown below:

**Table 1  
Operating Budget Expenditures - \$79.2 Million**

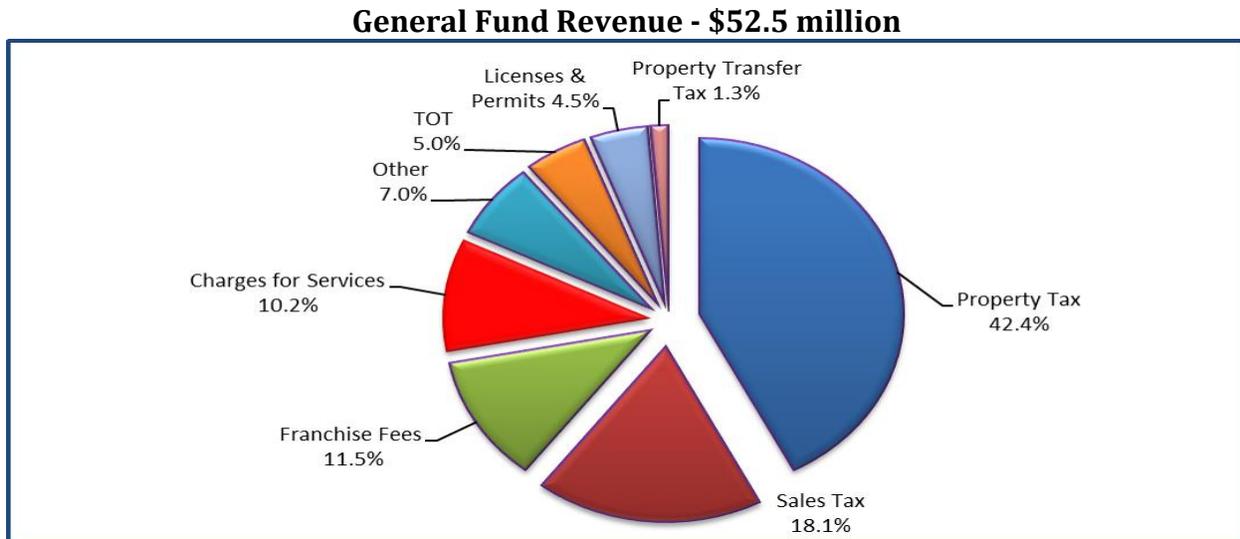
Department	FY 2020-21 Budget	FY 2019-20 Budget*	\$ Difference
General Government	\$2.9	\$2.6	\$0.3
Administrative Services	4.7	4.7	0.0
Community Development	4.0	3.7	0.3
Public Works	34.5	34.3	0.2
Police Services	25.1	23.5	1.6
Parks & Community Services	7.8	7.9	(0.1)
Non-Departmental	0.2	0.2	0.0
<b>Total</b>	<b>\$79.2</b>	<b>\$76.9</b>	<b>\$2.3</b>

\*Adjusted Operating Budget

## GENERAL FUND

### General Fund Revenue

The revenue available to finance General Fund services consists primarily of taxes, service fees, and prior year surplus. General Fund revenues are estimated to be \$52.5 million, which is \$0.2 million or 0.5% below the FY 2019-2020 revised budget. The \$52.5 million of revenue by source is shown in the graph below.



Sales and property taxes account for more than half of all General Fund revenue. Property tax revenue is the City's single largest revenue source at 42.4% of the General Fund. Property tax for FY 2020-2021 is projected at \$22.2 million. Property assessed values increased 4.03% during FY 2019-2020 and are currently estimated to have an increase of 4.0% during FY 2020-2021. Actual assessed value changes will not be known until later this summer. Going forward, property tax growth is projected to continue.

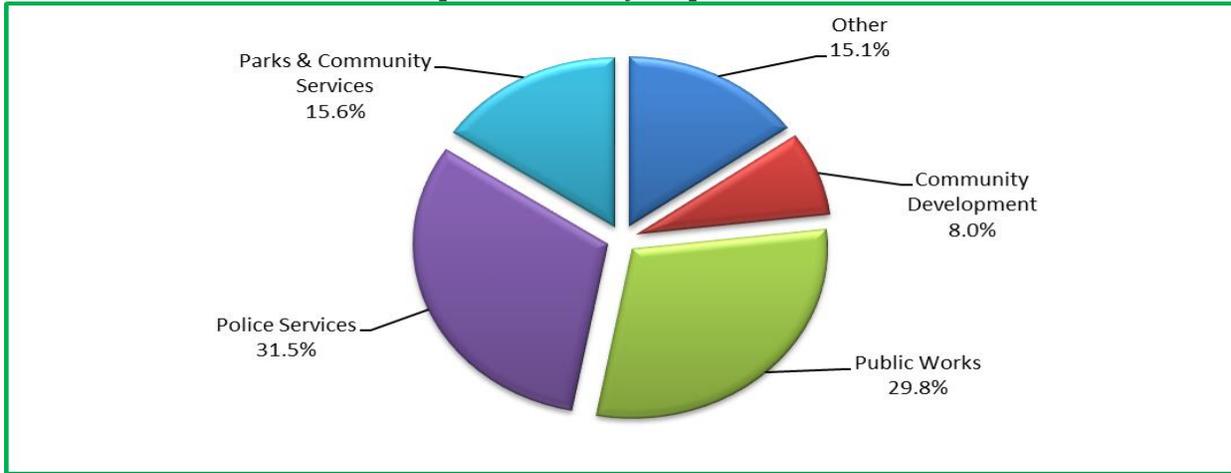
Sales tax is the City's second largest revenue source at 18.1% of the General Fund. Sales tax is trending to end FY 2019-2020 1.0% lower than budgeted estimates. The projection for FY 2020-2021 is that sales tax will be \$0.6 million less than the estimated FY 2019-2020 base of \$10.1 million. The current projection for FY 2020-2021 is \$9.5 million.

### General Fund Expenditures

The expenditure budget for the General Fund is \$50.3 million, an increase of \$1.8 million or 3.7% more than the FY 2019-2020 amended budget. Departments are showing increases in expenses due to increases in salary & benefits, pension costs, service contracts, and utility costs.

As shown on the graph below expenditures are divided as follows: 29.8% for Public Works, 31.5% for Police Services, 15.6% for Parks & Community Services, 8.0% for Community Development, and 15.1% for other General Government and Administrative Services.

**General Fund Expenditures by Department - \$50.3 million**



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

**Table 2  
\$50.3 Million General Fund Budget by Department (in Millions)**

<b>Department</b>	<b>FY 2020-21 Budget</b>	<b>FY 2019-20 Budget*</b>	<b>\$ Difference</b>
General Government	\$2.9	\$2.6	\$0.3
Administrative Services	4.7	4.7	0.0
Community Development	4.0	3.8	0.2
Public Works**	15.0	14.7	0.3
Police Services **	15.8	14.8	1.0
Parks & Community Services	7.8	7.9	(0.1)
Non-Departmental	0.1	0.1	0.0
<b>Total</b>	<b><u>\$50.3</u></b>	<b><u>\$48.5</u></b>	<b><u>\$1.8</u></b>

*\*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 and reflects directions provided by the City Council at the April 14, 2020, May 12, 2020, and June 2, 2020 budget workshops.

**DOUGHERTY VALLEY**

The Dougherty Valley Fund was created to track revenue and expenditures associated with the services provided in the County Service Area (CSA). 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. Assessment revenues have not kept up with the costs of providing services in the area. The budgeted expenditures in FY 2020-2021 are projected at \$21.7 million, which is \$0.5 million or 2.5% more than the FY 2019-2020 amended budget. The \$21.7 million in expenditures includes a \$0.1 million contribution to the Capital Projects Funds for projects within the CSA. Sources funding services are CSA assessment revenue and other financing sources (transfers in) from the General Fund.

## **GENERAL RESERVES**

In June 2020, the City Council amended the General Reserve Policy's minimum target to 36% of estimated General Fund expenditures, including the annual General Fund transfer to the Dougherty Valley Fund. The General Reserve requires \$17.4 million to satisfy the 36% contingency requisite. The total General Reserve balance is currently estimated to be \$20.4 million for the beginning of the FY 2020-2021 budget year. This is consistent with the revised Mid-Year projections after adjusting for mid-year supplemental appropriations. The 2020-2021 budget includes \$1.6 million use of General Reserves. The total General Reserve balance for the end of FY 2020-2021 is estimated to be \$18.8 million, which is sufficient to provide the 36% contingency reserve.

## **RETIREE HEALTH CARE FUNDING**

Pursuant to City Council direction several years ago and ongoing directives, the City began setting aside funds to cover the future liability for providing retiree health benefits. Government accounting rules (GASB 45) require the City to report this liability in its annual financial statements. The City will have approximately \$31.0 million set aside in a Trust fund by the end of FY 2019-2020, which will cover 95% of the \$32.7 million liability per the April 2020 actuarial report. This budget continues the regular collections from the operating budget to fund the existing out-of-pocket costs for retiree health care, and includes \$0.3 million payment to the Trust fund.

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 42.49% of the future premiums, amounting to approximately \$0.6 million in this budget year.

## **PENSION FUNDING**

CalPERS actuarial reports have changed significantly in recent years with the CalPERS Board lowering the discount rate, changing demographic assumptions, and implementing other changes, all of which has caused the normal cost and the unfunded liability to increase. The City's unfunded liability as of the most recent actuarial report dated June 30, 2018 is \$36.1 million, an increase of \$7.7 million. The City has implemented several changes to address pension cost issues. In 2012, the City created a lower tiered benefit for classic employees hired after July 1, 2012. On January 1, 2013, the City implemented the CalPERS PEPRAs tier as required by law and further reducing pension obligations. In 2017, the City setup an irrevocable pension Section 115 Trust to pre-fund pension obligations. The City will have

approximately \$4.2 million set-aside in a Trust fund by end of FY 2019-2020. As of June 30, 2018, all employees are paying the full employee portion of pension cost. After negotiating with the labor groups, in July of 2018 the city employees agreed to contribute an additional 1% toward the City's pension obligation and gradually increasing 1% per year through July 2020 for a total ongoing contribution of 3%.

### **EQUIPMENT REPLACEMENT FUND**

The City continues to collect equipment replacement charges to replenish the Internal Service fund used to fund the replacement of City vehicles, equipment and computer equipment. A total of \$0.8 million is being collected for vehicles and equipment replacement. As a cost saving measure, the budget does not include collections for information technology. There are sufficient funds to cover replacement needs. These funds, together with approximately \$4.1 million of beginning fund reserves are available to fund the \$0.7 million of vehicles and equipment, and \$0.4 million of computer equipment that is scheduled to be replaced. The continued funding of the equipment replacement ensures the availability of funds to replace vehicles and equipment that have reached the end of their useful life creating fiscal stability without adversely affecting the General Fund.

### **INFRASTRUCTURE MAINTENANCE FUND**

With the economic downturn resulting from the Great Recession of 2009, some City facilities and infrastructure suffered from deferred maintenance. In order to address this maintenance necessity, create efficiencies, and meet new needs, an infrastructure maintenance fund was established several years ago. The Infrastructure Maintenance Fund set-aside funds for future repair costs of City owned buildings such as the City Hall, Police Station, Permit Center, Libraries, Community Centers, Service Centers, Aquatic Centers and other infrastructure related projects. The budget identifies a use of \$0.6 million in FY 2020-2021 for maintenance projects. The Public Works Department has developed a multi-year infrastructure maintenance estimate that shows a multi-million dollars 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 For FY 2020-2021. The City continues to maintain a lean staffing model while delivering a high level of service to the community. In fact, staffing levels have not kept up with the growing population of the City. For example, in Fiscal Year 2011-2012, the City employed 269 staff members with a population of 74,378. With the addition of almost 10,000 people and a current population of 83,118, the staffing level in the FY 2020-21 budget has increased by four at 273 staff members. This budget does not include any staffing additions.

## **CAPITAL IMPROVEMENT PROGRAM**

Separately reported, is the City's Five-Year Capital Improvement Program (CIP) budget. Funding for the CIP budget is approved by the Council for the first year of the program; the other four years are shown as a planning tool. The FY 2020-2021 CIP budget is included in this budget document for a total of \$31.0 million. Some of the major projects undertaking include Pavement Management, Bollinger Canyon/Iron Horse Trail Bicycle Pedestrian Overcrossing, Crow Canyon Road Widening, City Hall Reconfiguration, Citywide Intelligent Transportation System Upgrade and San Ramon Olympic Pool and Aquatic Park Renovation.

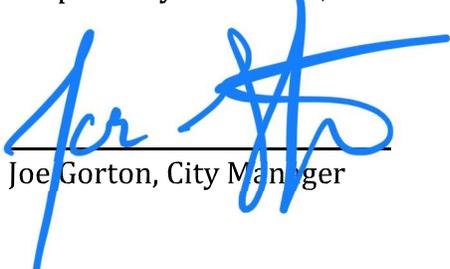
## **FUTURE OUTLOOK**

The U.S. economy experienced a good start in the beginning of 2020 until March, when the effects of the COVID-19 pandemic caused the Gross Domestic Product (GDP), a measurement of the nation's production output, to drop to 0.4%. The second quarter of the year predicts to continue to decline by 6.5%, continuing into the third quarter with a decline of 1.9%. The forecast for the fourth quarter predicts resuming normal activities and a GDP growth rate of 4.0%, which assumes that the pandemic would have ended and that supply chains would have recovered sometime in the summer. Overall, GDP for 2020 is expected to decline by 0.4% and for 2021, the economy is forecasted to grow at 1.5%. Full recovery and return to trend is not expected until 2022 (UCLA Anderson Forecast).

The City is projecting \$20.4 million of reserves going into the 2020-2021 fiscal year. The projected reserve balance at the end of FY 2020-2021 is \$18.8 million. With a strong general reserve base, the City is in a position to maintain services in the midst of unprecedented times. The City will continue to monitor the impacts of COVID-19 on revenues and expenditures, and will need to make additional modifications based on new available information.

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 Division Manager and Vivian Gong, Senior Financial Analyst who coordinated the compilation of the budget and Administrative Services Director, Eva Phelps who managed the overall preparation of this year's City Budget.

Respectfully submitted,



Joe Gorton, City Manager

# INTRODUCTION



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# City of San Ramon

## CITY PROFILE

### Government

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

### Ethnic Composition

Asian.....49.9%  
 Caucasian.....48.3%  
 Hispanic/Latino.....7.4%  
 Two or more other ethnicities.....5.7%  
 African American.....3.6%  
 Alaska Native/American Indian.....1.1%  
 Pacific Islander/Hawaiian Native.....1%

### Demographics

18.56 square miles  
 83,118 population as of 1/1/2020 (State  
 Finance Department 5/2020 Estimate)  
 39.1 years median age  
 \$150,026 median household income  
 44,228 registered voters (May 2020)

### Businesses (Major employers and number of employees)

Chevron USA Inc.	3176	United Parcel Service	315
Bank of the West	1600	Armanino, LLP	304
Robert Half International Inc.	1474	Target Corporation	272
Accenture LLP	750	IBM	222
San Ramon Regional Medical Center	727	GE Digital LLC	217
Primed Management Consulting	453	Whole Foods Market Calif Inc.	195
Old Republic Home Protection	453	CMG Mortgage Inc.	185
Five 9, Inc.	376	24 Hour Fitness USA, Inc.	180
PG&E	364	Sunset Development Company	174
Pacific Bell Telephone	321	Marriott - San Ramon	170

### Community Service Facilities

63	Parks (includes 18 School parks)	2	Libraries
4	Community Centers	2	Service Centers
2	Aquatic Centers	12	Elementary Schools
1	Performing Arts Theater	4	Middle Schools
1	Police Station	2	High Schools
1	Permit Center	1	Community College
1	City Hall	1	Hospital
4	Fire Stations		

# City of San Ramon

## 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 83,118 (Department of Finance May 2020 Estimate). 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, roads, parks, landscaping, and open space
- 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 63 parks, which includes 18 school parks; 1 city hall, 4 community centers, 2 aquatic centers, 2 libraries, 1 police station, 1 permit center, 4 fire stations, 2 service centers, 12 elementary schools, 4 middle schools, 2 high schools and a community college; 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 has a farmers market operated and managed by Local Roots, a non-profit organization located in San Ramon. The market is open year-round on Saturdays at City Center Bishop Ranch. 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.

# City of San Ramon

## CITY OF SAN RAMON TODAY

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

- The San Ramon residential unemployment rate has been measured by the State Employment Development Department was approximately 4% (as of March 2020, not seasonally adjusted); compared to the California Statewide unemployment rate of 5.6%.
- San Ramon has a relatively high median household income level which was \$150,026 as estimated by the U.S. Census Bureau in the American Community Survey (2018 data), which is more than twice the State of California level.
- San Ramon assessed property values increased 4.3% for the 2019-20 tax rolls. This is compared to a Contra Costa County-wide increase in assessed values of 5.44%.
- 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
- The 2018 American Community Survey data states the following education attainment within the City of San Ramon:
  - Less than 9<sup>th</sup> grade – 1.8%
  - 9<sup>th</sup> to 12<sup>th</sup> grade, no diploma – 1.6%
  - High School graduate – 7.4%
  - Associate's degree or some college – 19.5%
  - Bachelor's degree – 39.5%
  - Graduate or professional degree – 30.0%

# City of San Ramon

## CITY OF SAN RAMON TODAY

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

- Opened a Performing Arts Center (2007)
- Established its own Police Department (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 for FY 2003-2004 through FY 2017-2018
- Beginning in 2008, and every year since then have received a AAA rating from Standard & Poors
- Implemented new social media platforms in 2012: *Twitter, Open San Ramon and Share This*
- Opened the new Amador Rancho Community Center (2014)
- Opened the new and first City Hall (April 2016)
- Re-opened the newly renovated San Ramon Library (April 2017)
- In 2017 offered a series of community events yearlong in San Ramon celebrating 150 years
- Supported the opening of the City Center (November 2018)
- Renovation of Tiffany Roberts sports complex (2018-2019)
- Took ownership of over 2,200 acres of open space through the Dougherty Valley Geologic Hazard Abatement District (1995-2019)
- Created the City’s first Bicycle Master Plan (2018-2019)
- Completed the Bollinger Canyon Road Widening from Market Place to 680 freeway (2018) which recently includes the Bollinger Canyon Road operational improvements to improve circulation and reduce congestion at the westbound on-ramp to southbound I-680 (2020)
- Established cohesive emergency response protocols for services and safety (2019-2020)
  - Public Safety Shut Off events
  - Covid – 19
- Negotiated and executed agreement on the new Public Safety Facility at 2401 Crow Canyon Road (2019-2020)
- Renovation of the Alcosta Senior & Community Center and the San Ramon Community Center (2019-2020)
- Created a network of 57 miles of public trails (2018-2020)

City of San Ramon

## **MISSION STATEMENT**

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



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# City of San Ramon

## CITY COUNCIL PRIORITIES AND GOALS

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

### *Ongoing Priorities and Goals*

#### *FY 2020-21*

#### **1. Maintain a Safe and Secure Environment**

- Enhance crime prevention education activities
- Improve bicycle safety throughout the community by continued implementation of the Bicycle Master Plan
- Continue the implementation of the Intelligent Transportation System (ITS)

#### **2. Maintain a Secure Financial Base**

- Efficiently annex and integrate the last part of Dougherty Valley
- Streamline the Dougherty Valley oversight process
- Support the Economic Development Element of the City's General Plan through implementation of the Economic Development Strategy Plan

#### **3. Maintain Staffing/Resources to Provide City Services**

- Ensure sufficient staffing needs in order to maintain service levels to the community
- Complete integration of the new ERP system into citywide operations
- Continue to work on a succession plan that captures institutional knowledge from long-term City employees who will retire during the fiscal year

#### **4. Build and Maintain Quality Facilities and Infrastructure**

- Support the construction of the Iron Horse Trail Overcrossing by completing the design phase
- Promote deeper partnerships with transit agencies to enhance operations
- Continue the development of a Joint Public Safety Building with the San Ramon Valley Fire Protection District
- Adopt, plan, and implement the Parks, Open Space, and Trails Master Plan

**City of San Ramon**  
**CITY COUNCIL PRIORITIES AND GOALS**

**5. Enhance Engagement and Communication with Residents and Business Community**

- Implement the Parks, Open Space, and Trails Master Plan
- Enhance the content and accessibility of information on the City website
- Explore technology improvements that will broaden accessibility to City Council meetings
- Explore City-sponsored activities and create gathering spaces to increase a stronger sense of community

**6. Focus on Land Use Planning for Housing, Jobs and Open Space**

- Prioritize housing growth in the City core while preserving existing retail, commercial and open space
- Preserve permanent Open Space along the City boundaries through partnerships with other agencies
- Promote walkability both within and to local shopping centers
- Develop a walking district in San Ramon that connects City Hall, Central Park, the Main Library, and the new City Center

# OVERVIEW



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# 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.



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# City of San Ramon

## GUIDE TO THE BUDGET

This budget document is for Fiscal Year 2020-2021. It is organized into eleven parts: (1) Budget Message, (2) Introduction, (3) Overview, (4) Budget Summaries, (5) Revenue, (6) Departments, (7) Special Funds, (8) Capital Improvement Program, (9) Geologic Hazard Abatement Districts, (10) San Ramon Housing Successor 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, 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.

# City of San Ramon

## 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 2019-2020, Major Action Plan Items for FY 2020-2021, and Department Budgets for FY 2020-2021.

### 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.

# City of San Ramon

## GUIDE TO THE BUDGET

**Geologic Hazard Abatement District** – This section explains the use of the Dougherty Valley Geologic Hazard Abatement District (DV GHAD) and North West San Ramon Geologic Hazard Abatement District (NWSR 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.

**San Ramon Housing Successor** – This section identifies the types of affordable housing activities that may be undertaken by the San Ramon Housing Successor.

### Appendices

- Glossary of Terms
- Acronyms
- List of Funds
- Authorized Personnel Positions
- City Resolution No. 2020-051
- Exhibit 1 - Statement of Revenue, Expenditures and Changes in Fund Balances
- Exhibit 2 - Appropriation Limit Calculation



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# **BUDGET SUMMARIES**



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

	General Fund	Other Operating Funds	Special Revenue Funds	Debt Service Funds	Internal Service Funds	Capital Project Funds	GHAD Funds	San Ramon Housing Successor	Total
<b>Fund Balance, July 1, 2020</b>	<b>\$ 11,214,600</b>	<b>\$ 7,983,141</b>	<b>\$ 12,731,916</b>	<b>\$ 26,938,307</b>	<b>\$ 9,415,868</b>	<b>\$ 23,413,268</b>	<b>\$ 9,292,948</b>	<b>\$ 2,834,215</b>	<b>\$ 103,824,263</b>
<b>REVENUES</b>									
Property Tax	\$ 22,227,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,227,228
Special Assessments	-	5,125,249	-	-	-	-	2,488,706	-	7,613,955
Sales and Use Tax	9,508,812	-	-	-	-	-	-	-	9,508,812
Property Transfer Tax	691,636	-	-	-	-	-	-	-	691,636
Transient Occupancy Taxes (TOT)	2,611,447	-	-	-	-	-	-	-	2,611,447
Franchise Fees	6,057,155	-	-	-	-	-	-	-	6,057,155
Licenses and Permits	2,374,927	-	-	-	-	-	6,000	-	2,380,927
Intergovernmental	219,202	21,196,608	4,806,411	-	750,342	4,985,500	-	-	31,958,063
Charges for Services	5,334,185	1,523,600	157,743	-	12,000	-	-	-	7,027,528
Fines and Forfeitures	324,000	-	-	-	-	-	-	-	324,000
Investment Income	100,000	-	-	-	59,521	100,000	71,583	-	331,104
Development Fees	-	69,000	3,592,079	-	-	-	-	-	3,661,079
Miscellaneous Revenue	3,029,637	1,127,730	-	1,400,630	12,346,026	40,000	47,685	-	17,991,708
<b>Total Revenues</b>	<b>52,478,229</b>	<b>29,042,187</b>	<b>8,556,233</b>	<b>1,400,630</b>	<b>13,167,889</b>	<b>5,125,500</b>	<b>2,613,974</b>	<b>-</b>	<b>112,384,642</b>
<b>EXPENDITURES</b>									
General Government	2,862,233	-	-	-	-	-	-	-	2,862,233
Administrative Services	4,708,582	-	-	-	59,521	-	-	-	4,768,103
Community Development	4,023,525	-	30,000	-	-	-	-	-	4,053,525
Police Services	15,824,259	9,257,111	-	-	-	-	-	-	25,081,370
Public Works	14,999,519	18,659,154	75,950	-	-	-	826,986	-	34,561,609
Parks & Community Services	7,836,018	-	-	-	-	-	-	-	7,836,018
Non-Departmental	50,000	100,000	-	-	-	-	-	-	150,000
Housing Programs	-	-	-	-	-	-	-	135,468	135,468
Debt Service	-	-	-	4,858,978	-	-	-	-	4,858,978
Capital Improvement Program (CIP)	-	-	-	-	-	30,960,907	-	-	30,960,907
Vehicle/IS Replacement	-	-	-	-	1,136,047	-	-	-	1,136,047
Insurance	-	-	-	-	4,447,114	-	-	-	4,447,114
Healthcare	-	-	-	-	6,376,411	-	-	-	6,376,411
<b>Total Expenditures</b>	<b>50,304,136</b>	<b>28,016,265</b>	<b>105,950</b>	<b>4,858,978</b>	<b>12,019,093</b>	<b>30,960,907</b>	<b>826,986</b>	<b>135,468</b>	<b>127,227,783</b>
<b>OTHER FINANCING SOURCES (USES)</b>									
Operating Transfers In	9,904,800	2,115,019	-	2,628,488	554,374	25,885,407	-	-	41,088,088
Operating Transfers Out	(4,658,140)	(3,584,300)	(9,290,397)	(22,682,915)	(670,795)	(100,000)	(86,041)	-	(41,072,588)
<b>Total Other Financing Sources</b>	<b>5,246,660</b>	<b>(1,469,281)</b>	<b>(9,290,397)</b>	<b>(20,054,427)</b>	<b>(116,421)</b>	<b>25,785,407</b>	<b>(86,041)</b>	<b>-</b>	<b>15,500</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>7,420,753</b>	<b>(443,359)</b>	<b>(840,114)</b>	<b>(23,512,775)</b>	<b>1,032,375</b>	<b>(50,000)</b>	<b>1,700,947</b>	<b>(135,468)</b>	<b>(14,827,641)</b>
<b>FUND BALANCE:</b>									
<b>Fund Balance, June 30, 2021</b>	<b>\$ 18,635,353</b>	<b>\$ 7,539,782</b>	<b>\$ 11,891,802</b>	<b>\$ 3,425,532</b>	<b>\$ 10,448,243</b>	<b>\$ 23,363,268</b>	<b>\$ 10,993,895</b>	<b>\$ 2,698,747</b>	<b>\$ 88,996,622</b>

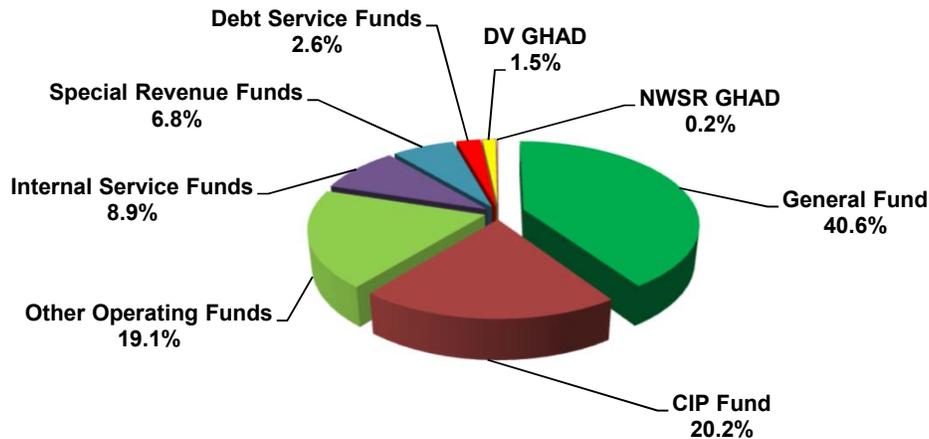


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**City Revenue by Fund\***  
**Total \$153,472,730 FY 2020-21**

Fund	Fund Description	18/19 Actual	19/20 Final	% Change	20/21 Adopted	% Change
101	General Fund	\$ 58,104,653	\$ 55,287,005	-4.85%	\$ 62,383,029	12.83%
201	Planning Cost Recovery	242,156	298,650	23.33%	157,743	-47.18%
202	Geographic Information System	112,192	75,000	-33.15%	85,000	13.33%
203-207	Development Mitigation	668,219	654,657	-2.03%	663,735	1.39%
208	Gas Tax	3,252,315	3,537,022	8.75%	3,698,099	4.55%
209/210	Park Development	23,369	931,804	3887.35%	1,040,915	11.71%
211	Crow Canyon Project	150	-	-100.00%	-	0.00%
212	SCCJEPA	1,508,276	1,150,824	-23.70%	1,191,936	3.57%
213	Street Maintenance & Improvement	1,221,782	2,507,732	105.25%	1,108,312	-55.80%
214	Traffic Improvement	157,877	593,290	275.79%	484,627	-18.32%
215	Tri-Valley Transportation Fund	28,728	196,318	583.37%	125,866	-35.89%
216	Pub Educ & Govt. (PEG) Fund	246,756	255,000	3.34%	210,350	-17.51%
217	Refuse Vehicle Impact Fund	1,384,990	1,505,400	8.69%	1,522,500	1.14%
218	Open Space Development Fund	518,680	190,000	-63.37%	69,000	-63.68%
251-252	Community Facilities District 2014-1&2	107,172	219,361	104.68%	238,074	8.53%
301	Citywide Landscaping	1,730,272	1,717,539	-0.74%	1,755,739	2.22%
302	Citywide Lighting	858,308	794,369	-7.45%	775,062	-2.43%
303-319	Landscaping & Lighting Special Dist.	1,658,447	1,633,147	-1.53%	1,513,187	-7.35%
330	The Preserve Faria	350	-	-100.00%	11,606	0.00%
341	Canyon Park	38,025	10,990	-71.10%	10,990	0.00%
342	Village Center Common Area	12,245	6,006	-50.95%	6,006	0.00%
343	Dougherty Valley	18,928,391	20,638,848	9.04%	21,697,911	5.13%
344	Solid Waste	1,022,804	977,216	-4.46%	1,116,974	14.30%
345	Non Point Drainage	1,101,699	1,227,486	11.42%	1,203,235	-1.98%
346	Street Smarts	203,599	258,750	27.09%	256,500	-0.87%
347	TDM Programs	370,806	641,323	72.95%	615,072	-4.09%
348	Local Law Enforcement Block Grant	193	-	-100.00%	-	0.00%
349	Police Services Donations	765	-	-100.00%	-	0.00%
350	Narcotic Asset Forfeiture	184,565	-	-100.00%	-	0.00%
351	Traffic Program	142,247	155,000	8.97%	155,000	0.00%
361	DV GHAD	2,698,599	2,059,050	-23.70%	2,307,668	12.07%
362	NWSR GHAD	48,500	296,738	511.83%	306,306	3.22%
371	San Ramon Housing Successor	103,055	1,000,000	870.36%	-	-100.00%
401	Capital Projects	12,677,434	27,413,288	116.24%	31,010,907	13.12%
501-521	Debt Service Funds	4,178,991	4,668,438	11.71%	4,029,118	-13.69%
601-618	Internal Service	12,537,118	17,924,862	42.97%	13,722,263	-23.45%
	<b>Total Revenue</b>	<b>\$ 126,073,728</b>	<b>\$ 148,825,113</b>	<b>18.05%</b>	<b>\$ 153,472,730</b>	<b>3.12%</b>

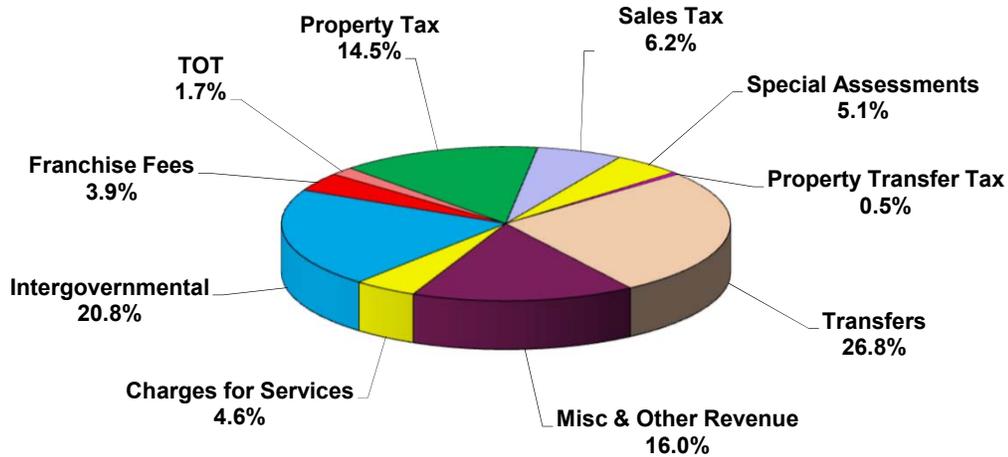
\*Includes Transfers In



**City Revenue by Source**  
**Total \$153,472,730 FY 2020-21**

Revenue Source	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
Property Tax	\$ 18,478,700	\$ 19,559,292	\$ 20,828,366	\$ 21,262,824	\$ 22,227,228
Special Assessments	6,279,019	6,769,720	6,817,375	7,414,697	7,613,955
Sales & Use Tax	9,328,801	9,371,941	10,926,081	10,072,818	9,508,812
Property Transfer Tax	915,674	793,167	817,951	842,453	691,636
Transient Occupancy Tax (TOT)	2,894,303	3,002,708	3,264,311	3,453,365	2,611,447
Franchise Fees	4,579,568	4,645,223	4,776,400	5,709,514	6,057,155
Licenses & Permits*	2,011,308	2,687,739	2,761,198	2,240,927	2,380,927
Intergovernmental	19,261,066	20,734,186	23,483,768	27,467,134	31,958,063
Charges for Services	6,761,880	7,923,051	8,503,151	7,517,459	7,027,528
Fines & Forfeitures*	429,625	458,940	489,237	328,000	324,000
Investment Income*	242,750	410,796	2,898,238	291,774	331,104
Development Fees*	2,611,460	3,475,588	2,636,660	3,791,893	3,661,079
Miscellaneous Revenue*	21,065,052	17,114,636	15,534,114	19,543,571	17,991,708
<b>Total Revenue Before Transfers</b>	<b>\$ 94,859,206</b>	<b>\$ 96,946,987</b>	<b>\$ 103,736,850</b>	<b>\$ 109,936,429</b>	<b>\$ 112,384,642</b>
<b>Transfers In</b>	<b>\$ 21,264,496</b>	<b>\$ 23,239,277</b>	<b>\$ 22,336,878</b>	<b>\$ 38,888,684</b>	<b>\$ 41,088,088</b>
<b>Total Revenue Including Transfers</b>	<b>\$ 116,123,702</b>	<b>\$ 120,186,264</b>	<b>\$ 126,073,728</b>	<b>\$ 148,825,113</b>	<b>\$ 153,472,730</b>

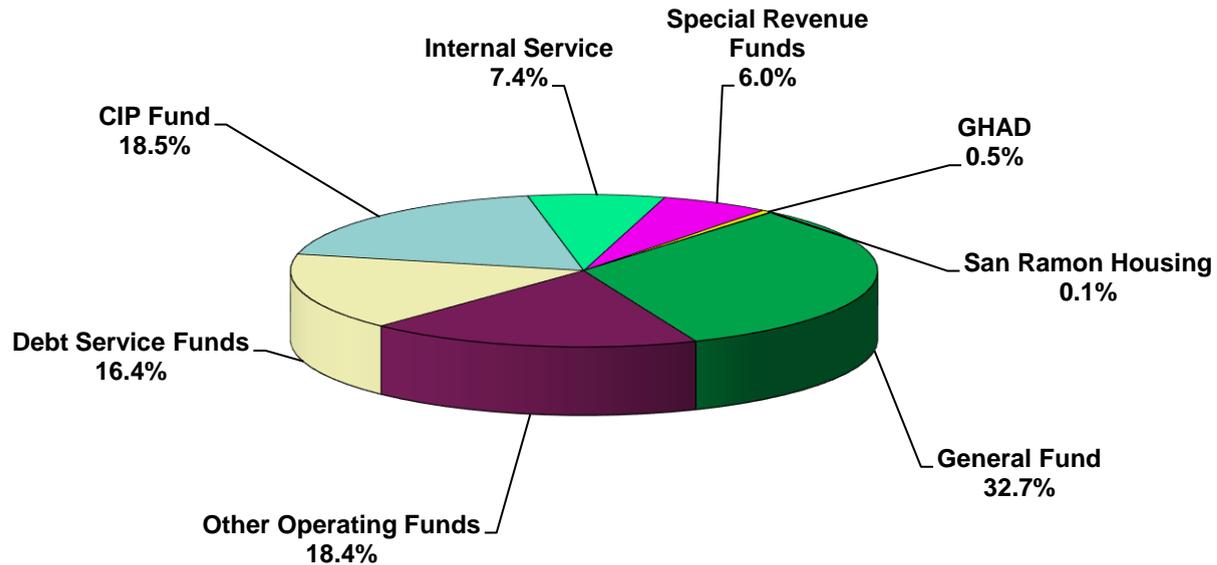
\* Included as Other Revenue



**City Expenditures by Fund \***  
**Total \$168,300,371 FY 2020-21**

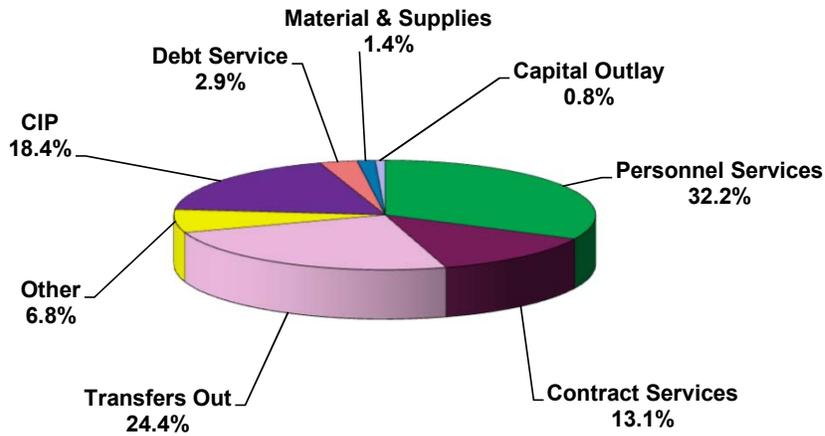
Fund	Fund Description	18/19 Actual	19/20 Final	% Change	20/21 Adopted	% Change
101	General Fund	\$ 51,675,161	\$ 57,381,981	11.04%	\$ 54,962,276	-4.22%
201	Planning Cost Recovery	164,763	846,178	413.57%	30,000	-96.45%
202	Geographic Information System	100,663	102,694	2.02%	75,950	-26.04%
203-207	Development Mitigation	22,521	383,097	1601.07%	219,749	-42.64%
208	Gas Tax	3,164,031	3,131,501	-1.03%	3,617,976	15.53%
209/210	Park Development	97,821	648,614	563.06%	355,133	-45.25%
212	SCCJEPA	2,429,921	1,132,840	-53.38%	4,104,749	262.34%
213	Street Maintenance & Improvement	1,586,723	921,528	-41.92%	772,957	-16.12%
214	Traffic Improvement	501,541	575,936	14.83%	219,833	-61.83%
215	Pub Educ & Govt. (PEG) Fund	77,000	100,000	29.87%	111,000	11.00%
217	Refuse Vehicle Impact Fund	900,000	475,000	-47.22%	1,500,000	215.79%
218	Open Space Development Fund	500,000	-	-100.00%	500,000	100.00%
251-252	Community Facilities District 2014-1&2	106,925	219,361	105.15%	238,074	8.53%
301	Citywide Landscaping	1,660,407	1,863,880	12.25%	1,678,913	-9.92%
302	Citywide Lighting	656,593	814,949	24.12%	758,272	-6.95%
303-319	Landscaping & Lighting Special Dist.	1,601,852	2,019,285	26.06%	1,558,387	-22.82%
330	The Preserve Faria	-	-	0.00%	38,685	100.00%
341	Canyon Park	9,358	61,338	555.46%	61,496	0.26%
342	Village Center Common Area	2,750	5,900	114.55%	5,963	1.07%
343	Dougherty Valley	19,856,877	21,177,995	6.65%	21,697,911	2.45%
344	Solid Waste	680,550	1,207,365	77.41%	1,229,299	1.82%
345	Non Point Drainage	1,142,685	1,558,525	36.39%	1,231,462	-20.99%
346	Street Smarts	142,000	177,593	25.07%	221,031	24.46%
347	TDM Programs	361,596	641,323	77.36%	615,072	-4.09%
350	Narcotic Asset Forfeiture	-	208,185	100.00%	-	-100.00%
351	Traffic Program	122,992	155,000	26.02%	155,000	0.00%
361	DV GHAD	544,872	5,921,563	986.78%	913,027	-84.58%
371	San Ramon Housing Successor	390,077	126,780	-67.50%	135,468	6.85%
401	Capital Projects	15,776,099	28,979,519	83.69%	31,060,907	7.18%
501-521	Debt Service Funds	5,765,797	12,126,439	110.32%	27,541,893	127.12%
601-618	Internal Service	13,348,405	17,793,668	33.30%	12,689,888	-28.68%
<b>Total Expenditures</b>		<b>\$ 123,389,980</b>	<b>\$ 160,758,037</b>	<b>30.28%</b>	<b>\$ 168,300,371</b>	<b>4.69%</b>

\*Includes Transfers Out



**City Expenditures by Category**  
**Total \$168,300,371 FY 2020-21**

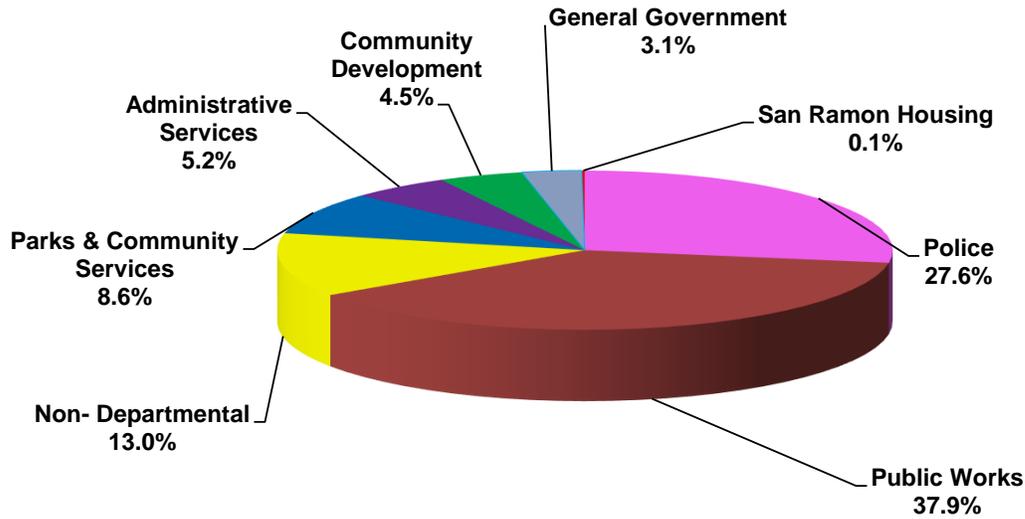
Description	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
Personnel Services	\$ 45,579,437	\$ 47,989,069	\$ 49,170,113	\$ 52,869,859	54,270,431
Contract Services	19,274,691	20,899,937	20,627,540	22,087,774	22,058,347
Material & Supplies	2,518,750	2,245,860	2,173,058	2,454,981	2,309,722
Other Costs	11,644,944	13,051,679	10,773,412	11,784,772	11,492,351
Capital Outlay	237,317	234,429	1,117,409	1,433,345	1,277,047
Capital Improvement Program (CIP)	1,351,260	4,086,476	13,980,689	27,060,558	30,960,907
Debt Service	11,603,158	9,830,173	3,235,871	4,178,064	4,858,978
<b>Total Expenditures Before Transfers</b>	<b>\$ 92,209,557</b>	<b>\$ 98,337,623</b>	<b>\$ 101,078,092</b>	<b>\$ 121,869,353</b>	<b>\$ 127,227,783</b>
<b>Transfers Out</b>	<b>\$ 21,371,645</b>	<b>\$ 23,277,914</b>	<b>\$ 22,311,888</b>	<b>\$ 38,888,684</b>	<b>\$ 41,072,588</b>
<b>Total Expenditures Including Transfers</b>	<b>\$ 113,581,202</b>	<b>\$ 121,615,537</b>	<b>\$ 123,389,980</b>	<b>\$ 160,758,037</b>	<b>\$ 168,300,371</b>



**City Expenditures by Department \***  
**Total \$91,098,073 FY 2020-21**

Description	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
General Government	\$ 2,101,529	\$ 2,376,060	\$ 2,487,624	\$ 2,632,543	\$ 2,862,233
Administrative Services	3,874,111	4,087,526	4,204,781	4,759,276	4,768,103
Community Development	3,126,880	3,364,528	3,366,832	3,957,348	4,053,525
Police Services	20,028,670	21,068,457	21,670,678	23,720,223	25,081,370
Public Works	29,893,779	31,736,114	30,369,654	34,228,811	34,561,609
Parks & Community Services	8,052,418	8,765,042	8,677,789	7,860,164	7,836,018
San Ramon Housing	520,392	635,548	390,076	126,780	135,468
Non-Departmental	11,657,413	12,405,796	12,520,440	13,087,681	11,799,747
<b>Total Expenditures</b>	<b>\$ 79,255,192</b>	<b>\$ 84,439,071</b>	<b>\$ 83,687,875</b>	<b>\$ 90,372,826</b>	<b>\$ 91,098,073</b>

\* Excludes Transfers, CIP & Debt Service



**CITY OF SAN RAMON  
Interfund Transfers**

<b>Fund Description</b>	<b>Transfer In</b>	<b>Transfer Out</b>
General Fund	\$ 9,904,800	\$ 4,658,140
Development Mitigation	-	219,749
Gas Tax	-	3,617,976
Park Development	-	355,133
SCCJEP A	-	4,104,749
Street Maintenance & Improvement	-	772,957
Traffic Improvement	-	219,833
Public Education and Government	-	11,000
Vehicle Refuse Impact Fee	-	1,500,000
Open Space Development	-	500,000
Community Facilities District 2014-1 & 2	-	238,074
Citywide Landscaping	-	571,377
Citywide Lighting	-	165,799
Special Assessments Zones	354,938	298,438
The Preserve Faria	11,606	4,175
Canyon Park	-	2,517
Dougherty Valley	1,713,475	292,920
DV GHAD	-	86,041
Street Smarts	35,000	-
Capital Improvement	25,885,407	100,000
Pension Obligation Debt Service Fund	1,400,630	1,400,630
COP #11	-	7,416,411
COP #13	949,085	13,865,874
LED Light Debt Service Fund	278,773	11,000
Insurance Liability Internal Service Fund	554,374	-
Infrastructure Maintenance Internal Service Fund	-	659,795
Dougherty Valley Performing Arts*	-	15,500
	<b>\$ 41,088,088</b>	<b>\$ 41,088,088</b>

\*Trust Fund transfer out to Capital Improvement Fund for CIP project

**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. It is the City's main operating fund. 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 revenues. The General Fund revenue is primarily used to support public safety, parks and other administrative services.



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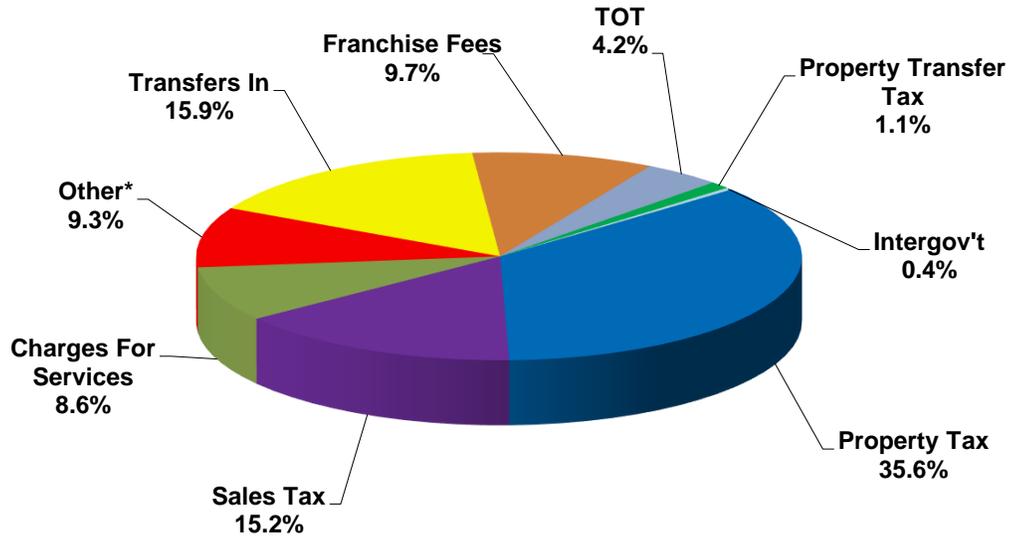
**GENERAL FUND  
REVENUE - EXPENDITURE - FUND BALANCE**

Description	16/17 Audited Actual	17/18 Audited Actual	18/19 Audited Actual	19/20 Amended Budget	20/21 Adopted Budget
Fund Balance, July 1	\$ 13,146,629	\$ 9,909,803	\$ 7,449,917	\$ 13,888,558	\$11,214,600
<b>REVENUES</b>					
Property Tax	\$ 18,478,700	\$ 19,559,287	\$ 20,828,366	\$ 21,262,824	\$ 22,227,228
Sales and Use Tax	9,328,801	9,371,941	10,926,080	10,072,818	9,508,812
Property Transfer Tax	915,674	793,167	817,951	842,453	691,636
Transient Occupancy Taxes (TOT)	2,894,303	3,002,708	3,264,309	3,453,365	2,611,447
Franchise Fees	4,579,568	4,645,223	4,776,401	5,709,514	6,057,155
Licenses and Permits	2,005,548	2,683,899	2,757,118	2,234,927	2,374,927
Intergovernmental	346,197	356,696	482,628	203,138	219,202
Charges for Services	6,537,626	7,463,956	6,779,570	5,640,309	5,334,185
Fines and Forfeitures	341,487	347,815	319,524	328,000	324,000
Investment Income	59,914	88,374	482,067	75,000	100,000
Miscellaneous Revenue	2,558,531	2,723,936	2,862,768	2,921,207	3,029,637
Total Revenues	48,046,349	51,037,002	54,296,782	52,743,555	52,478,229
<b>EXPENDITURES</b>					
General Government	2,101,474	2,376,060	2,490,541	2,632,543	2,862,233
Administrative Services	3,821,102	4,033,629	4,161,562	4,701,775	4,708,582
Community Development	3,051,027	3,329,243	3,241,303	3,772,960	4,023,525
Police Services	12,622,319	13,274,322	13,644,321	14,814,984	15,824,259
Public Works	14,054,064	14,581,600	14,184,004	14,681,951	14,999,519
Parks & Community Services	8,052,418	8,765,042	8,683,167	7,860,164	7,836,018
Non-Departmental	20,996	120	13,548	50,000	50,000
Total Expenditures	43,723,400	46,360,016	46,418,446	48,514,377	50,304,136
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers In	2,278,004	2,416,143	3,807,871	2,543,450	9,904,800
Operating Transfers Out	(9,837,779)	(9,553,015)	(5,247,566)	(8,867,604)	(4,658,140)
Total Other Financing Sources	(7,559,775)	(7,136,872)	(1,439,695)	(6,324,154)	5,246,660
Net Increase (Decrease) in Fund Balance	\$ (3,236,826)	\$ (2,459,886)	\$ 6,438,641	\$ (2,094,976)	\$ 7,420,753
<b>FUND BALANCE:</b>					
Fund Balance, June 30	\$ 9,909,803	\$ 7,449,917	\$ 13,888,558	\$11,793,582	\$18,635,353

**General Fund Revenue by Source**  
**Total \$62,383,029 FY 2020-21**

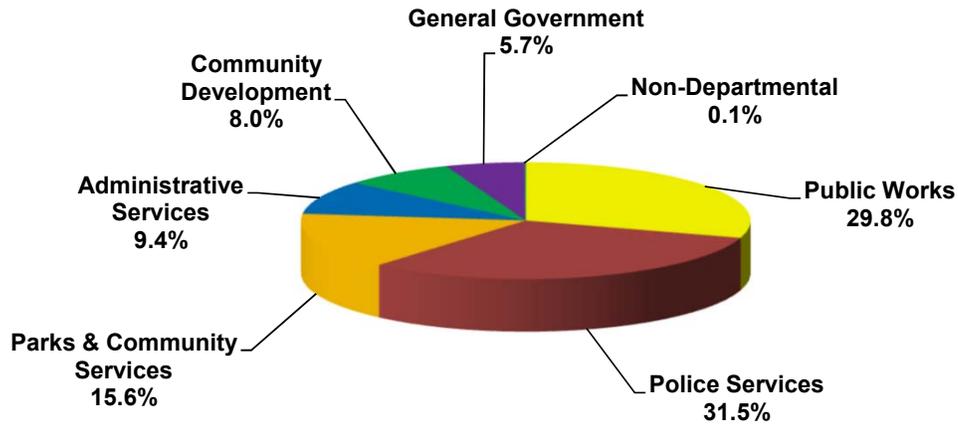
Revenue Source	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
Property Tax	\$ 18,478,700	\$ 19,559,287	\$ 20,828,366	\$ 21,262,824	\$ 22,227,228
Sales Tax	9,328,801	9,371,941	10,926,080	10,072,818	9,508,812
Property Transfer Tax	915,674	793,167	817,951	842,453	691,636
Transient Occupancy Tax (TOT)	2,894,303	3,002,708	3,264,309	3,453,365	2,611,447
Franchise Fees	4,579,568	4,645,223	4,776,401	5,709,514	6,057,155
Licenses & Permits*	2,005,548	2,683,899	2,757,118	2,234,927	2,374,927
Intergovernmental	346,197	356,696	482,628	203,138	219,202
Charges for Services	6,537,626	7,463,956	6,779,570	5,640,309	5,334,185
Fines & Forfeitures*	341,487	347,815	319,524	328,000	324,000
Investment Income*	59,914	88,374	482,067	75,000	100,000
Miscellaneous Revenue*	2,558,531	2,723,936	2,862,768	2,921,207	3,029,637
Transfers In	2,278,004	2,416,143	3,807,871	2,543,450	9,904,800
<b>Total Revenue</b>	<b>\$ 50,324,353</b>	<b>\$ 53,453,145</b>	<b>\$ 58,104,653</b>	<b>\$ 55,287,005</b>	<b>\$ 62,383,029</b>

\* Included as other revenue



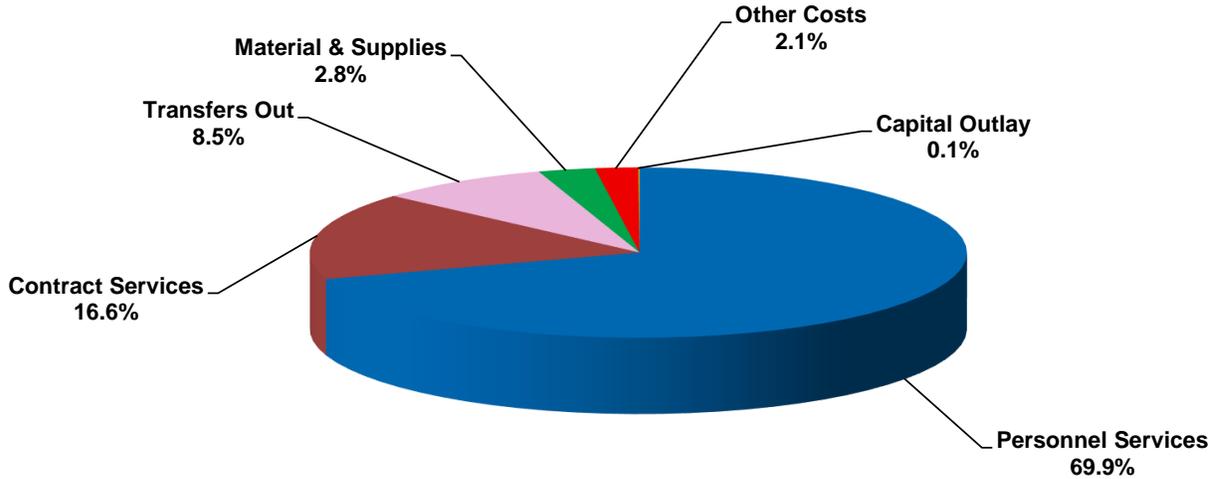
**General Fund Expenditures by Department**  
**Total \$50,304,136 FY 2020-21**

Description	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
General Government	\$ 2,101,474	\$ 2,376,060	\$ 2,490,541	\$ 2,632,543	\$ 2,862,233
Administrative Services	3,821,102	4,033,629	4,161,562	4,701,775	4,708,582
Community Development	3,051,027	3,329,243	3,241,303	3,772,960	4,023,525
Police Services	12,622,319	13,274,322	13,644,321	14,814,984	15,824,259
Public Works	14,054,064	14,581,600	14,184,004	14,681,951	14,999,519
Parks & Community Services	8,052,418	8,765,042	8,683,167	7,860,164	7,836,018
Non-Departmental	20,996	120	13,548	50,000	50,000
<b>Total Expenditures</b>	<b>\$ 43,723,400</b>	<b>\$ 46,360,016</b>	<b>\$ 46,418,446</b>	<b>\$ 48,514,377</b>	<b>\$ 50,304,136</b>



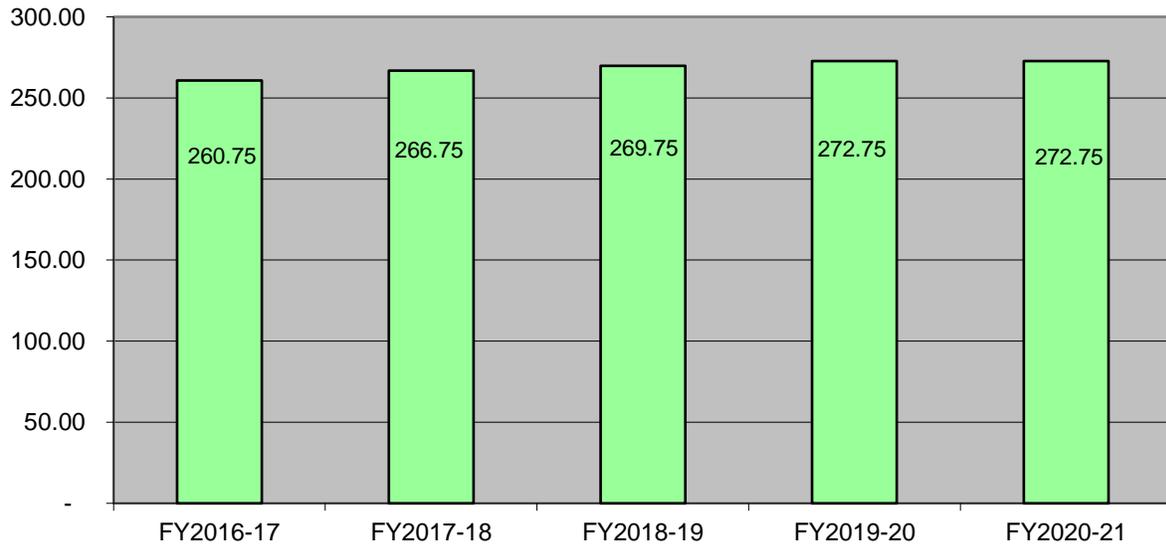
**General Fund Expenditures by Category**  
**Total \$54,962,276 FY 2020-21**

Description	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
Personnel Services	\$ 31,471,284	\$ 33,580,728	\$ 33,794,496	\$ 36,328,286	\$ 38,440,517
Contract Services	9,272,782	9,700,923	9,946,952	9,156,980	9,136,694
Material & Supplies	1,479,544	1,468,707	1,455,287	1,599,835	1,533,883
Other Costs	1,456,633	1,563,376	1,147,031	1,396,946	1,167,212
Capital Outlay	43,157	46,282	74,680	32,330	25,830
<b>Total Expenditures Before Transfers</b>	<b>\$ 43,723,400</b>	<b>\$ 46,360,016</b>	<b>\$ 46,418,446</b>	<b>\$ 48,514,377</b>	<b>\$ 50,304,136</b>
Capital Improvement Program (CIP)	3,517,767	2,500,000	275,000	264,000	-
Debt Service Transfer Out	2,161,955	1,264,989	1,405,220	3,003,772	2,355,291
Other Transfers Out	4,158,057	5,788,026	3,567,346	5,599,832	2,302,849
<b>Total Expenditures Including Transfers</b>	<b>\$ 53,561,179</b>	<b>\$ 55,913,031</b>	<b>\$ 51,666,012</b>	<b>\$ 57,381,981</b>	<b>\$ 54,962,276</b>



## Full Time Equivalents (FTE) By Department

Department	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
General Government	9.00	9.00	10.00	10.00	10.00
Administrative Services	19.00	20.00	20.00	20.00	19.00
Community Development	17.00	17.00	17.00	17.00	18.00
Public Works	99.75	100.75	101.75	103.75	103.75
Police Services	83.00	87.00	88.00	88.00	88.00
Parks and Community Services	33.00	33.00	33.00	34.00	34.00
<b>Total FTE Personnel</b>	<b>260.75</b>	<b>266.75</b>	<b>269.75</b>	<b>272.75</b>	<b>272.75</b>



## CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

### FISCAL YEAR 2020-21 APPROPRIATIONS LIMIT

A.	FY 2019-20 APPROPRIATIONS LIMIT	\$ 79,882,766
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	1.0124
	2. California Per Capita Income	1.0373
	Total Adjustment %	1.0502
C.	ANNUAL ADJUSTMENT	4,007,121
D.	OTHER ADJUSTMENTS	<u>-</u>
E.	TOTAL ADJUSTMENTS	<u>4,007,121</u>
F.	FY 2020-21 APPROPRIATIONS LIMIT	<u>\$ 83,889,887</u>

### FY 2020-21 APPROPRIATIONS SUBJECT TO LIMITATION

A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 22,227,228
	Sales & Use Tax	9,508,812
	Property Transfer Tax	691,636
	Transient Occupancy Tax	2,611,447
	Motor Vehicle In Lieu	-
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	66,769
		<u>\$35,105,892</u>
B.	EXCLUSIONS:	
	Debt Service	2,355,291
	Qualified Capital Outlays	<u>-</u>
		2,355,291
C.	APPROPRIATIONS SUBJECT TO LIMITATION	\$32,750,601
D.	CURRENT YEAR LIMIT	<u>83,889,887</u>
E.	OVER (UNDER) LIMIT	<u>(\$51,139,286)</u>

# REVENUE



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# 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. The tax rate is eight and a half percent (8.5%).

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.

- **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.

- **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.

## City of San Ramon

# REVENUE

- **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).



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# DEPARTMENTS



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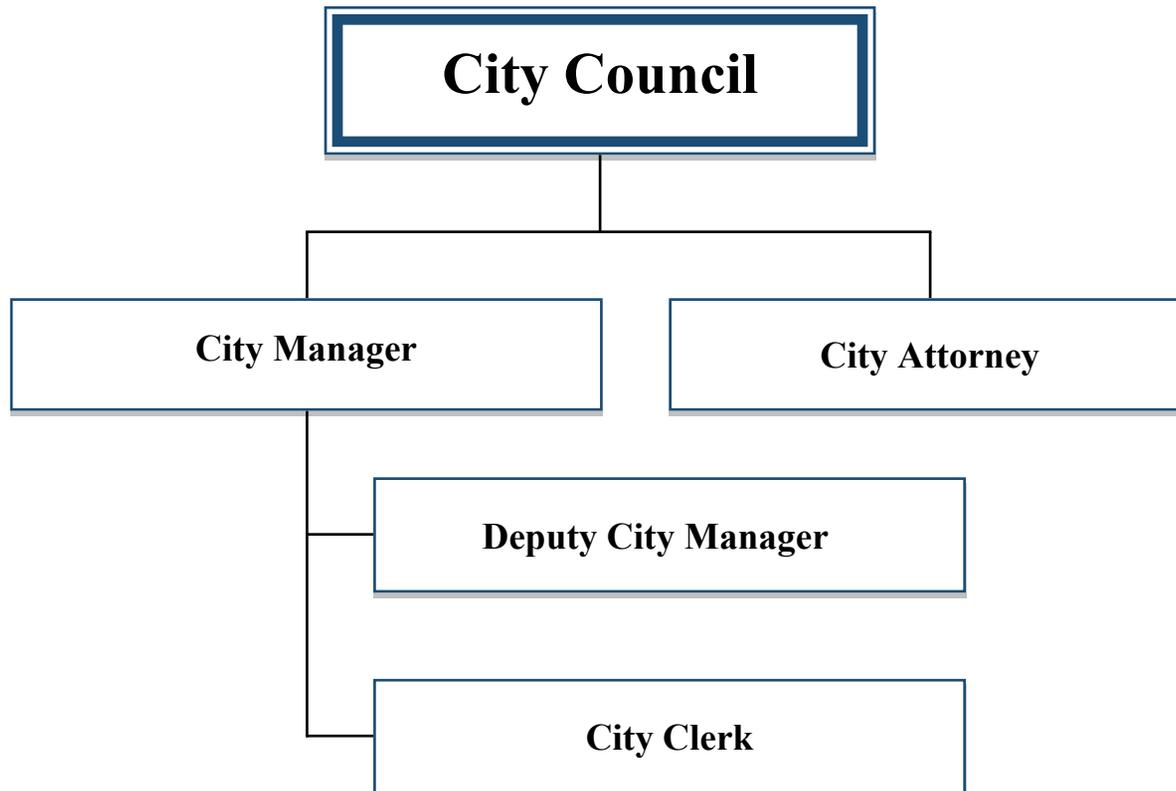
# GENERAL GOVERNMENT



**City Council Chamber**



General  
Government  
FY 2020-21



**City of San Ramon**  
**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 2020-21*

1. Maintain a Safe and Secure Environment
2. Maintain a Secure Financial Base
3. Maintain Staffing to Provide City Services
4. Build and Maintain Quality Facilities and Infrastructure
5. Enhance Engagement and Communication with Residents and the Business Community
6. Focus on Land Use Planning for Housing, Jobs, and Open Space

*Priorities from Goal Setting Workshop  
FY 2020-21*

	<b>Priority</b>	<b>Goal</b>
P1/G1	Maintain a Safe and Secure Environment	Enhance crime prevention education activities
P1/G2	Maintain a Safe and Secure Environment	Improve bicycle safety throughout the community by continued implementation of the Bicycle Master Plan
P1/G3	Maintain a Safe and Secure Environment	Continue the implementation of the Intelligent Transportation System (ITS)
P2/G1	Maintain a Secure Financial Base	Efficiently annex and integrate the last part of Dougherty Valley
P2/G2	Maintain a Secure Financial Base	Streamline the Dougherty Valley oversight process
P2/G3	Maintain a Secure Financial Base	Support the Economic Development Element of the City's General Plan through implementation of the Economic Development Strategy Plan

## City of San Ramon

# GENERAL GOVERNMENT SUMMARY

#	Priority	Goal
P3/G1	Maintain Staffing to Provide City Services	Ensure sufficient staffing needs in order to maintain service levels to the community
P3/G2	Maintain Staffing to Provide City Services	Complete integration of the new ERP system into citywide operations
P3/G3	Maintain Staffing to Provide City Services	Continue to work on a succession plan that captures institutional knowledge from long-term City employees who will retire during the fiscal year
P4/G1	Build and Maintain Quality Facilities and Infrastructure	Support the construction of the Iron Horse Trail Overcrossing by completing the design phase
P4/G2	Build and Maintain Quality Facilities and Infrastructure	Promote deeper partnerships with transit agencies to enhance operations
P4/G3	Build and Maintain Quality Facilities and Infrastructure	Continue the development of a Joint Public Safety Building with the San Ramon Valley Fire Protection District
P4/G4	Build and Maintain Quality Facilities and Infrastructure	Adopt, plan, and implement the Parks, Open Space, and Trails Master Plan
P5/G1	Enhance Engagement and Communication with Residents and Business Community	Implement the Parks, Open Space, and Trails Master Plan
P5/G2	Enhance Engagement and Communication with Residents and Business Community	Enhance the content and accessibility of information on the City website
P5/G3	Enhance Engagement and Communication with Residents and Business Community	Explore technology improvements that will broaden accessibility to City Council meetings
P5/G4	Enhance Engagement and Communication with Residents and Business Community	Explore City-sponsored activities and create gathering spaces to increase a stronger sense of community
P6/G1	Focus on Land Use Planning for Housing, Jobs, and Open Space	Prioritize housing growth in the City core while preserving existing retail, commercial and open space
P6/G2	Focus on Land Use Planning for Housing, Jobs, and Open Space	Preserve permanent Open Space along the City boundaries through partnerships with other agencies
P6/G3	Focus on Land Use Planning for Housing, Jobs, and Open Space	Promote walkability both within and to local shopping centers
P6/G4	Focus on Land Use Planning for Housing, Jobs, and Open Space	Develop a walking district in San Ramon that connects City Hall, Central Park, the Main Library, and the new City Center

**City of San Ramon**  
**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 2019-2020***

- Adopted a Joint Public Safety Building plan with the San Ramon Valley Fire Protection District
- Continued to work on a succession plan that captures institutional knowledge from long-term City employees who will retire during the fiscal year
- Continued to work with the Open Space Advisory Committee to promote the value of and importance of preserving open space in the community
- Continued to implement the City Wide Communication Plan as adopted by Council

***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priorities/ Goals
1.	Execute a Joint Public Safety Building plan with the San Ramon Valley Fire Protection District	SEPT 2020	P4 / G4
2.	Continue to work on a succession plan that captures institutional knowledge from long-term City employees who will retire during the fiscal year	On-going	P3 / G3
3.	Continue to work with the Open Space Advisory Committee to promote the value of and importance of preserving open space in the community	On-going	P6 / G2
4.	Continue to implement the City Wide Communication Plan as adopted by Council	On-going	P5 / G2



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**City of San Ramon**  
**GENERAL GOVERNMENT SUMMARY**

## **ECONOMIC DEVELOPMENT**

### *Statement of Purpose*

*The Economic Development Division is responsible for activities that improve and diversify the San Ramon economy. The goals and objectives for the Division are largely defined by the City's Economic Development Strategic Plan (EDSP). The Economic Development Division provides staff support for the Economic Development Advisory Committee (EDAC) to prioritize and implement the EDSP.*

### *Significant Accomplishments FY 2019-20*

- Supported the implementation of the Economic Retail Analysis Report and Economic Element of the General Plan
- Supported the opening of new retail stores through social media efforts that raised awareness throughout the community
- Worked with Discover San Ramon to increase hotel stays in the City
- Continued to work with real estate partners in San Ramon to promote business growth and retail development in the community

### *Major Action Plan Items FY 2020-21*

		Completion By	Council Priorities/ Goals
1.	Support the implementation of the Economic Alternative Report and Economic Element of the General Plan	On-going	P2 / G3
2.	Support the implementation of the Economic Development Strategic Plan	On-going	P2 / G3
3.	Work with Discover San Ramon to increase hotel stays in the City	On-going	P2
4.	Continue to work with real estate partners in San Ramon to promote business growth and retail development in the community	On-going	P2



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**City of San Ramon**  
**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 2019-20*

- Provided timely legal counsel advice, representation and legal services including but not limited to: litigation, contracting, code enforcement, advice and assistance in all areas including elections, ethics, drafting of ordinances, resolutions, and real estate transactions for the City Council, Commissions, Committees and staff

### *Major Action Plan Items FY 2020-21*

		Completion By	Council Priorities/ Goals
1.	Continue to provide timely legal counsel advice, representation and legal services including but not limited to: litigation, contracting, code enforcement, advice and assistance in all areas including elections, ethics, drafting of ordinances, resolutions, and real estate transactions for the City Council, Commissions, Committees and staff	On-going	P3

### *Budget Notes FY 2020-21*

- All authorized positions are fully funded



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**City of San Ramon**  
**GENERAL GOVERNMENT SUMMARY**

## **CITY CLERK**

### *Statement of Purpose*

*The City Clerk 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 who administers democratic processes such as municipal elections, access to City records and legislative actions which ensure transparency to the public. The City Clerk acts as the compliance officer for applicable statutes including the Brown Act, the Political Reform Act, the Public Records Act, and Fair Political Practices Commission regulations. The City Clerk preserves and protects the history of the City (Municipal Code, Ordinances, Resolutions, Minutes, and other City records). The City Clerk promotes community education and outreach to its citizens through San Ramon Government 101, provides school tours, and processes passport applications. The City Clerk's Office is committed to providing quality, efficient and accurate customer service.*

### *Significant Accomplishments* **FY 2019-20**

- Coordinated Drop Off Ballot Service and Poll Worker Trainings for Spring Election
- Hosted a Community Candidate Information Session for Local Elections
- Instituted Electronic FPPC Campaign Filings and Disclosure Filings
- Conducted Teleconferenced City Council and Commission Meetings
- Livestreamed City Council and Commission Meetings
- Coordinated 12th San Ramon Government 101 Class – Spring 2020
- Prepared and Issued FY 2020-21 Fee Resolution
- Facilitated Date Sensitive Filings for Required FPPC and State
- Provided accurate, timely responses to 162 Public Record Act requests

**City of San Ramon**  
**GENERAL GOVERNMENT SUMMARY**

*City Clerk*  
*Major Action Plan Items*  
*FY 2020-21*

		Completion By	Council Goals / Priorities
1.	Use Encode for Municipal Code Updates	DEC 2020	P5
2.	Conduct 2020 Municipal Election	DEC 2020	P5
3.	Coordinate Office Move	DEC 2020	P3
4.	Submit all FPPC Filings Electronically	DEC 2020	P5
5.	Coordinate Government 101 Class - Spring 2021	APR 2021	P5
6.	Prepare and Issue the FY 2021/22 Fee Resolution	JUN 2021	P2

*Budget Notes*  
*FY 2020-21*

- Include funding for General Election costs - \$60,000
- All authorized positions are fully funded

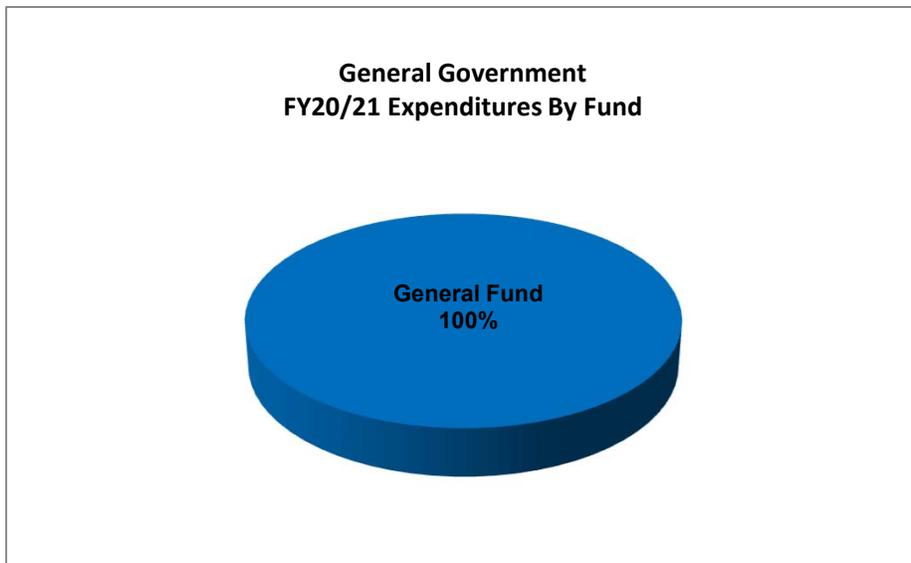
**CITY OF SAN RAMON  
SUMMARY OF DEPARTMENTAL BUDGET  
GENERAL GOVERNMENT**

<b>Authorized Positions</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Administrative Analyst			1.00	1.00	1.00
Assistant City Attorney			1.00	1.00	1.00
Assistant City Manager	1.00	1.00			
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 II	1.00	1.00			
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Manager			1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Office Technician I/II	1.00	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00	1.00
<b>Total Authorized Positions</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

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

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 2,101,529	\$ 2,376,060	\$ 2,490,541	\$ 2,632,543	\$2,862,233
Department Total	<u>\$ 2,101,529</u>	<u>\$ 2,376,060</u>	<u>\$ 2,490,541</u>	<u>\$ 2,632,543</u>	<u>\$2,862,233</u>



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

**Expenditure Summary By Division**

Description	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
City Council	\$ 326,746	\$ 364,688	\$ 312,172	\$ 283,503	\$ 335,657
City Clerk	511,011	550,661	533,749	524,407	624,394
City Attorney	418,457	605,175	718,971	748,796	799,159
City Manager	845,315	855,536	925,649	1,075,837	1,103,023
Department Total	<u>\$ 2,101,529</u>	<u>\$ 2,376,060</u>	<u>\$ 2,490,541</u>	<u>\$ 2,632,543</u>	<u>\$ 2,862,233</u>

**Expenditure Summary By Category**

Description	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Final	20/21 Adopted
City Council					
Personnel Services	\$ 231,303	\$ 265,932	\$ 222,290	\$ 188,265	\$ 234,885
Contract Services	11,968	6,185	3,765	11,300	7,000
Materials and Supplies	5,228	2,781	62,470	66,622	67,372
Other Costs	78,247	89,790	23,647	17,316	26,400
Capital Purchases					
Division Total	<u>\$ 326,746</u>	<u>\$ 364,688</u>	<u>\$ 312,172</u>	<u>\$ 283,503</u>	<u>\$ 335,657</u>
City Clerk					
Personnel Services	\$ 432,527	\$ 466,412	\$ 443,320	\$ 446,536	\$ 494,144
Contract Services	61,194	66,233	65,748	45,480	108,750
Materials and Supplies	10,690	6,335	11,241	8,200	8,300
Other Costs	6,600	11,681	13,440	24,191	13,200
Capital Purchases					
Division Total	<u>\$ 511,011</u>	<u>\$ 550,661</u>	<u>\$ 533,749</u>	<u>\$ 524,407</u>	<u>\$ 624,394</u>
City Attorney					
Personnel Services	\$ 297,829	\$ 559,028	\$ 648,281	\$ 665,885	\$ 741,559
Contract Services	106,288	25,052	44,308	52,200	27,200
Materials and Supplies	9,218	12,045	13,872	16,600	16,600
Other Costs	5,122	9,050	12,510	14,111	13,800
Capital Purchases					
Division Total	<u>\$ 418,457</u>	<u>\$ 605,175</u>	<u>\$ 718,971</u>	<u>\$ 748,796</u>	<u>\$ 799,159</u>

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

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
City Manager					
Personnel Services	\$ 678,459	\$ 748,431	\$ 794,323	\$ 925,931	\$ 965,333
Contract Services	102,564	63,263	71,055	96,100	76,100
Materials and Supplies	25,954	18,711	48,059	38,420	48,940
Other Costs	38,338	25,131	12,213	15,386	12,650
Capital Purchases					
Division Total	<u>\$ 845,315</u>	<u>\$ 855,536</u>	<u>\$ 925,649</u>	<u>\$ 1,075,837</u>	<u>\$ 1,103,023</u>
General Government					
Personnel Services	\$ 1,640,118	\$ 2,039,803	\$ 2,108,215	\$ 2,226,617	\$ 2,435,921
Contract Services	282,014	160,733	184,876	205,080	219,050
Materials and Supplies	51,090	39,872	135,641	129,842	141,212
Other Costs	128,307	135,652	61,809	71,004	66,050
Capital Purchases					
Total Expenditures	<u>\$ 2,101,529</u>	<u>\$ 2,376,060</u>	<u>\$ 2,490,541</u>	<u>\$ 2,632,543</u>	<u>\$ 2,862,233</u>

**Revenue Summary**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Total Department Revenue	<u>\$ 71,006</u>	<u>\$ 82,242</u>	<u>\$ 102,508</u>	<u>\$ 91,150</u>	<u>\$ 90,150</u>

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

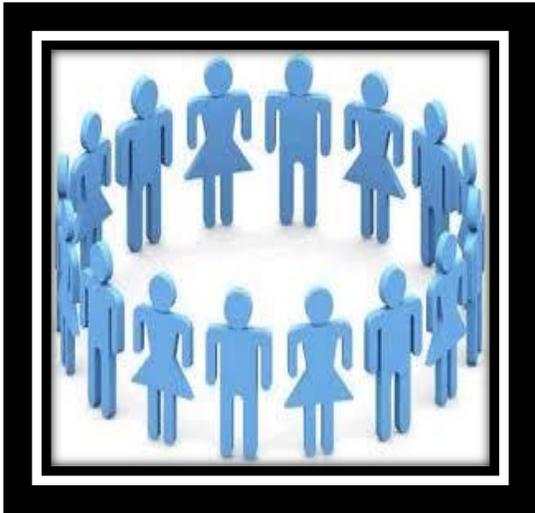
**Program Summary**

<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
City Council	\$ 335,657	\$ 1,200	\$ 334,457
City Clerk Administration	468,319	88,950	379,369
Election/Voter Outreach	120,186	-	120,186
Legislative History	35,889	-	35,889
City Attorney	799,159		799,159
City Management	608,293		608,293
Communication & Public Affairs	324,923		324,923
Economic Development	169,807		169,807
Program Totals	<u>\$ 2,862,233</u>	<u>\$ 90,150</u>	<u>\$ 2,772,083</u>



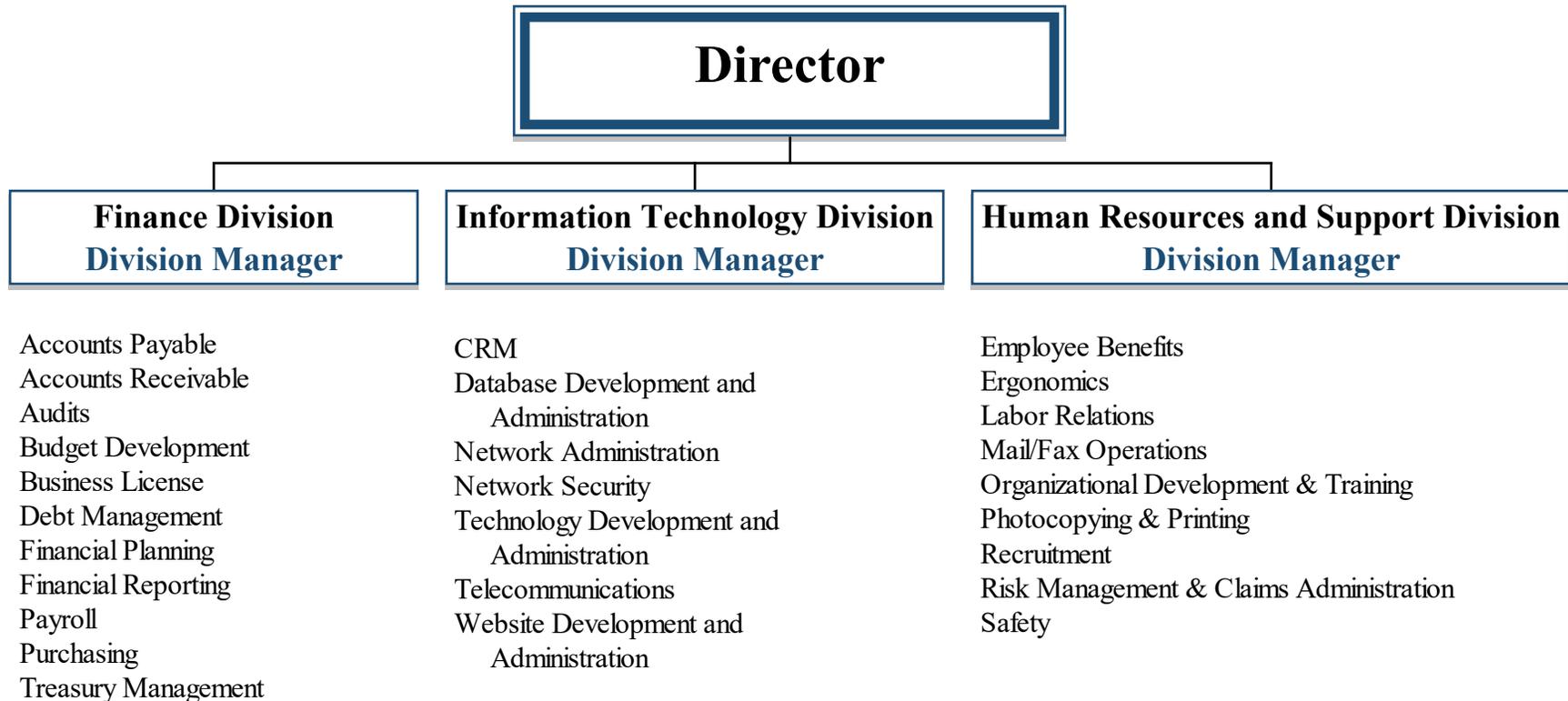
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# ADMINISTRATIVE SERVICES DEPARTMENT





# Administrative Services Department FY 2020-21



# City of San Ramon

## **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 Services Division, and the Human Resources and Support Division. Each Division has its own individual purpose as provided in the Division “Statement of Purpose”.*

## **FINANCE SERVICES DIVISION**

### *Statement of Purpose*

*The Finance Services Division acts to ensure that the City maintains 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 2019-20*

- Issued \$24 million in Certificates of Participation to pay for long term capital infrastructure
- Assisted in the completion of Phase 1 of the Human Resources/Payroll components of the new Enterprise Resource Planning (ERP) Tyler Technologies Munis System
- Managed the FY 2018-19 annual audit process
- Prepared the Comprehensive Annual Financial Report (CAFR) and submitted CAFR for the Certificate of Achievement for Excellence in Financial Reporting
- Prepared the updated 5-Year Financial Projection
- Prepared and issued required tax forms – W2 and 1099 forms
- Prepared a Request for Proposal for banking services, selected J.P. Morgan Chase Bank, and successfully transitioned from Wells Fargo Bank to J.P. Morgan Chase Bank
- Prepared the Mid-Year Financial Review
- Prepared a Request for Proposal for Audit Services and selected Eide Bailly, LLP as the City’s new auditor
- Coordinated the development of the FY 2020-2021 Operating Budget
- Maintained “AAA” rating from Standard and Poor’s Contracted with Management Partners to complete an analysis of the General Fund Reserve Policy and reserve levels
- Implemented GovInvest Inc. software to assist with Pension and Other Post-Employment Benefits (OPEB) long-range forecasting

**City of San Ramon**  
**ADMINISTRATIVE SERVICES SUMMARY**

- Completed the biennial OPEB actuarial valuation report for the period ending June 30, 2019

*Finance*  
**Major Action Plan Items**  
**FY 2020-21**

		Completion By	Council Priorities/ Goals
1.	Manage the FY 2019-20 annual audit process	DEC 2020	P2
2.	Prepare the Comprehensive Annual Financial Report (CAFR) and submitted CAFR for the Certificate of Achievement for Excellence in Financial Reporting	DEC 2020	P2
3.	Prepare the updated 5-Year Financial Projection	DEC 2020	P2
4.	Prepare and issued required tax forms – W2 and 1099 forms	JAN 2021	P2
5.	Prepare the Mid-Year Financial Review	FEB 2021	P2
6.	Coordinate the development of the FY 2021-2022 Operating Budget	JUN 2021	P2
7.	Assist in the streamlining of the Dougherty Valley reimbursement process	JUN 2021	P2
8.	Prepared and issued a Request for Proposal for Investment Advisory Services	JUN 2021	P2
9.	Aim to maintain “AAA” rating from Standard & Poor’s	On-Going	P2

**City of San Ramon**  
**ADMINISTRATIVE SERVICES SUMMARY**

# **INFORMATION TECHNOLOGY SERVICES DIVISION**

## *Statement of Purpose*

*The Information Technology Services 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 2019-20*

- Completed migration of data from legacy system to new ERP system for Land Management modules
- Worked with staff to support the completion and transition to the new ERP Land Management system
- Updated staff security awareness training to help maintain a secure network
- Replaced the remaining Windows 2008 servers, hardware and software to updated version due to end of Microsoft support and security updates
- Enhanced network security by developing two factor authentication for all remote network connections
- Replaced remaining Windows 7 workstations due to end of Microsoft support and security updates
- Continued administration, configuration and testing of Munis ERP modules to bring more functionality online
- Configured profiles and systems to allow staff the ability to work remotely during the COVID-19 pandemic shelter-in-place Order

**City of San Ramon**  
**ADMINISTRATIVE SERVICES SUMMARY**

*Information Technology Services*  
*Major Action Plan Items*  
*FY 2020-21*

		Completion By	Council Priorities/ Goals
1.	Complete the consolidation of servers and systems in city facilities to the City Hall infrastructure providing enhanced redundancy and reducing the cost of maintaining multiple remote systems	AUG 2020	P4
2.	Expand staff security awareness testing and training to reduce exposure to malware through email phishing and social engineering	AUG 2020	P1
3.	Planning and design of network changes/enhancements to support the planned changes at City Hall and the Police Department	DEC 2020	P4/G3
4.	Continue configuration and testing of systems to provide a connection for staff requiring access to the transportation/signal networks	JAN 2021	P1/G3
5.	Update & enhance network security by installing advanced appliances and software to monitor network systems and IP traffic to identify malware and prevent the spread across the network	FEB 2021	P1

*Budget Notes*  
*FY 2020-21*

- Unfund a vacant IT Specialist position

**City of San Ramon**  
**ADMINISTRATIVE SERVICES SUMMARY**

# **HUMAN RESOURCES AND SUPPORT DIVISION**

## *Statement of Purpose*

*The Human Resources and Support Division provides quality personnel services to internal and external customers, adhere to equitable and ethical personnel standards, and effectively manage risks to the City. The services provided are as follows: 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 2019-20*

- Completed implementation of Phase 1 of the Human Resources/Payroll components of the new Enterprise Resource Planning (ERP) system
- Completed implementation and rolled out Employee Self-Service (ESS) portal
- Reviewed and updated Policy against Discrimination and Harassment; distributed to all employees.
- Developed Lactation Policy
- Prepared and issued 1095 forms
- Successfully navigated employee impacts and rolled out new FMLA guidelines as a result response to the COVID-19 pandemic
- Continued to support City with all recruitment and new hire onboarding needs

**City of San Ramon**  
**ADMINISTRATIVE SERVICES SUMMARY**

***Human Resources***  
***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priorities/ Goals
1.	Phase 2 of ERP Implementation – Personnel Actions and Performance Reviews	AUG 2020	P3
2.	Citywide Training Program for New Supervisors and Managers	AUG 2020	P3
3.	Conduct a Review of Employee Deferred Compensation and PARS Plans	DEC 2020	P3
4.	Sexual Harassment Training for all City Employees	DEC 2020	P3
5.	Update the City’s Personnel Rules and Regulations	DEC 2020	P3
6.	Update the City’s Compensation Philosophy Policy	DEC 2020	P3
7.	Develop Light Duty Program	JUN 2021	P3

***Budget Notes***  
***FY 2020-21***

- Reallocate one Office Technician to Community Development for the City Hall Permit Center

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

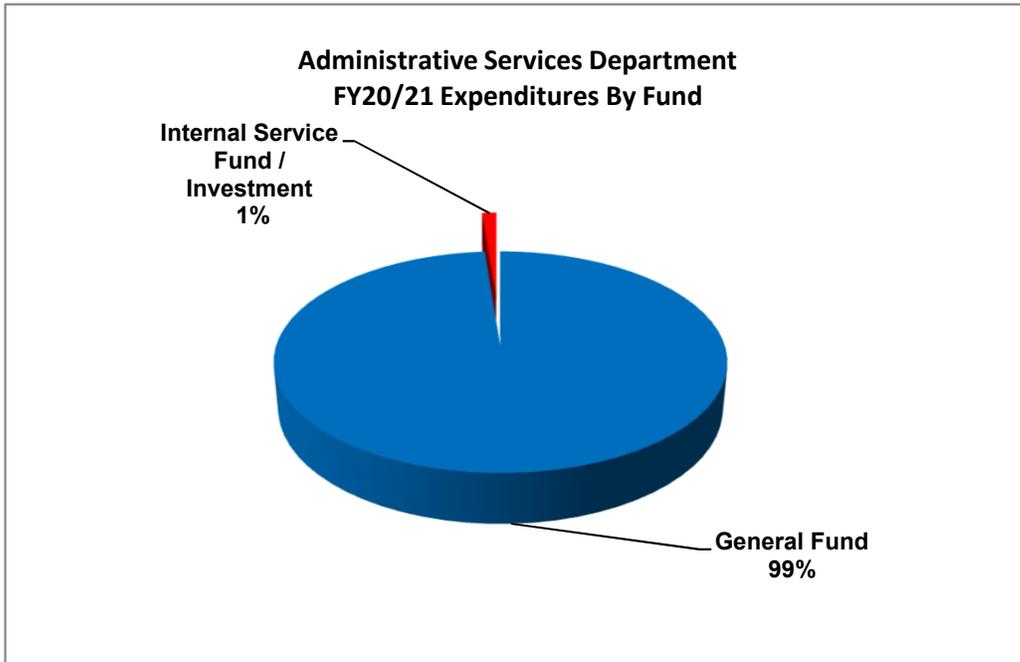
<b>Authorized Positions</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Administrative Analyst	3.00	3.00	3.00	3.00	3.00
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	3.00	3.00	3.00	3.00	2.00
Division Manager	3.00	3.00	3.00	3.00	3.00
Information Technology Specialist	3.00	3.00	3.00	3.00	4.00
Network Analyst		1.00	1.00	1.00	1.00
Office Specialist	2.00	3.00	3.00	3.00	4.00
Office Technician I/II	2.00	1.00	1.00	1.00	-
Senior Administrative Analyst	2.00	2.00	2.00	2.00	1.00
<b>Total Authorized Positions*</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>19.00</b>

\*In FY20/21 reallocated Office Technician position to Community Development Department

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

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 3,821,102	\$ 4,033,684	\$ 4,161,562	\$ 4,701,775	\$4,708,582
Internal Service Fund / Investment	53,009	53,842	43,454	57,501	59,521
	<u>\$ 3,874,111</u>	<u>\$ 4,087,526</u>	<u>\$ 4,205,016</u>	<u>\$ 4,759,276</u>	<u>\$4,768,103</u>



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

**Expenditure Summary By Division**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Finance	\$ 1,405,497	\$ 1,451,669	\$ 1,578,898	\$ 1,697,807	\$ 1,769,378
Information Technology	1,411,271	1,530,836	1,436,908	1,696,177	1,871,705
Human Resources	1,057,343	1,105,021	1,189,210	1,365,292	1,127,020
Department Total	<u>\$ 3,874,111</u>	<u>\$ 4,087,526</u>	<u>\$ 4,205,016</u>	<u>\$ 4,759,276</u>	<u>\$ 4,768,103</u>

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Finance					
Personnel Services	\$ 1,279,066	\$ 1,314,254	\$ 1,427,962	\$ 1,559,119	\$ 1,650,357
Contract Services	106,046	107,954	132,706	107,509	102,841
Materials and Supplies	8,937	14,720	10,235	12,180	12,380
Other Costs	11,448	14,741	7,995	18,999	3,800
Capital Purchases					
Division Total	<u>\$ 1,405,497</u>	<u>\$ 1,451,669</u>	<u>\$ 1,578,898</u>	<u>\$ 1,697,807</u>	<u>\$ 1,769,378</u>
Information Technology					
Personnel Services	\$ 912,746	\$ 1,009,754	\$ 988,728	\$ 1,134,961	\$ 1,054,915
Contract Services	460,785	470,924	414,261	492,977	770,239
Materials and Supplies	17,019	17,035	11,758	27,810	25,510
Other Costs	20,721	33,123	22,161	40,429	21,041
Capital Purchases					
Division Total	<u>\$ 1,411,271</u>	<u>\$ 1,530,836</u>	<u>\$ 1,436,908</u>	<u>\$ 1,696,177</u>	<u>\$ 1,871,705</u>
Human Resources					
Personnel Services	\$ 589,245	\$ 626,179	\$ 738,864	\$ 795,249	\$ 785,139
Contract Services	260,941	254,886	255,308	277,038	96,938
Materials and Supplies	54,678	32,085	29,148	56,525	42,380
Other Costs	152,479	191,871	165,889	236,480	202,563
Capital Purchases					
Division Total	<u>\$ 1,057,343</u>	<u>\$ 1,105,021</u>	<u>\$ 1,189,210</u>	<u>\$ 1,365,292</u>	<u>\$ 1,127,020</u>

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

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Administrative Services					
Personnel Services	\$ 2,781,057	\$ 2,950,187	\$ 3,155,554	\$ 3,489,329	\$ 3,490,411
Contract Services	827,772	833,764	802,276	877,524	970,018
Materials and Supplies	80,634	63,840	51,141	96,515	80,270
Other Costs	184,648	239,735	196,045	295,908	227,404
Capital Purchases					
Total Expenditures	<u>\$ 3,874,111</u>	<u>\$ 4,087,526</u>	<u>\$ 4,205,016</u>	<u>\$ 4,759,276</u>	<u>\$ 4,768,103</u>

**Revenue Summary**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Total Department Revenue	<u>\$ 257,717</u>	<u>\$ 274,716</u>	<u>\$ 248,304</u>	<u>\$ 274,727</u>	<u>\$ 274,927</u>

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

**Program Summary**

<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
Finance Administration	\$ 282,304	\$ -	\$ 282,304
Accounting	746,366	-	746,366
Business Licensing	85,654	251,327	(165,673)
Cash Management	355,388	23,600	331,788
Payroll	299,666	-	299,666
Information Technology Admin	1,247,414	-	1,247,414
Project Development	74,959	-	74,959
Telecommunications	307,787	-	307,787
Web Services	49,166	-	49,166
911 Joint Dispatch Center	192,379	-	192,379
Human Resources Administration	210,436	-	210,436
Labor Relations	72,961	-	72,961
Organizational Development	100,038	-	100,038
Recruitment	198,089	-	198,089
Risk Management/Safety	309,098	-	309,098
Wages & Benefits	236,398	-	236,398
Program Totals	<u>\$ 4,768,103</u>	<u>\$ 274,927</u>	<u>\$ 4,493,176</u>



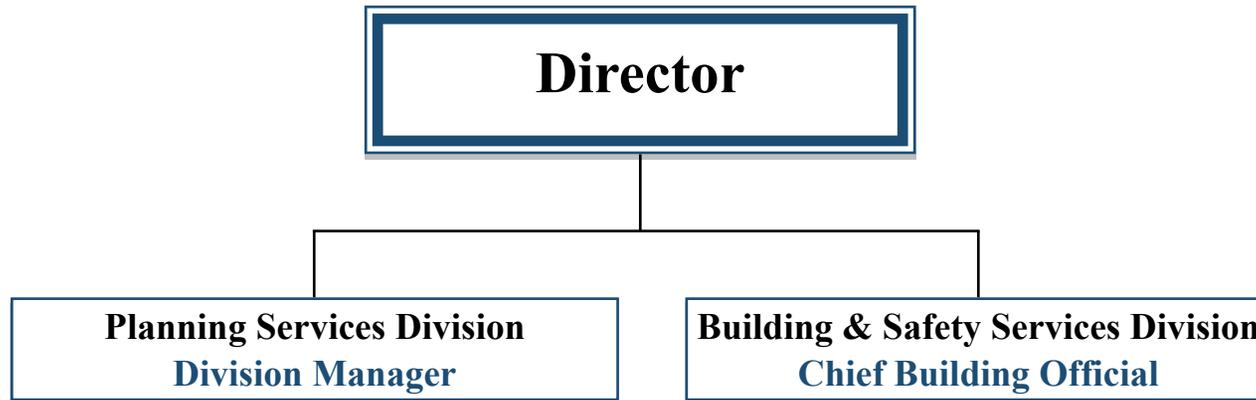
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# COMMUNITY DEVELOPMENT DEPARTMENT





# Community Development Department FY 2020-21



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

Building Inspections  
Building Permits  
Building Plan Checking  
Neighborhood Preservation  
Housing Rehabilitation

**City of San Ramon**  
**COMMUNITY DEVELOPMENT SUMMARY**

***Department – Statement of Purpose***

*The 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 Services and Building & Safety Services.*

**PLANNING SERVICES DIVISION**

***Statement of Purpose***

*The Planning Services Division is responsible for planning for 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, plans, and planning and zoning laws.*

***Significant Accomplishments***  
***FY 2019-20***

- Facilitated the annual Citizen Planning Academy
- Facilitated a loan from the Affordable Housing fund for the construction of 15 lower income units as part of the Aspen Wood Development
- Provided support for the transition to the new Energov permit system, including the development of Planning and Business License modules
- Completed rezoning of commercial properties consistent with the adopted retail strategy and Economic Development Strategic Plan to promote retail activities and provide housing opportunities in the City Core
- Utilized the Business Concierge program to expedite the review and construction of Trader Joe’s in the Market Place Shopping Center
- Continue to process the environmental review and approvals of the CityWalk Master Plan for future development housing, office, retail and public spaces within the City core
- Completed a comprehensive update to the City Zoning Ordinance including changes as a result of new housing legislation and to support the transition to the new Encode software
- Adoption of the Citywide Inclusionary Housing and Commercial Linkage Ordinance, and initiated a Below Market Rate Home Ownership Program for new development
- Provided support for the adoption of City policy and process in response to federal regulation and address 5G wireless facilities within the City

**City of San Ramon**

**COMMUNITY DEVELOPMENT SUMMARY**

- Completed a comprehensive study of Planning Services Fees and billable rates to inform updates to the City's fee schedule
- Obtained approval of a \$310,000 SB-2 Planning Grant for the development of objectives development standards and standard plans for Accessory Dwelling Units
- Initiated public hearings on the Crow Canyon Specific Plan Update including the adoption of objective development standards
- Completed a General Plan Amendment and Rezone of the Mudd's property, and adjustments to the Urban Growth Boundary in support of the dedication of approximately 177 acres of open space to the East Bay Regional Park District
- Continued to provide oversight and technical support for occupancy of the City Center Project (Phase I)
- Provided Planning oversight for the build out of the Dougherty Valley Specific Plan, including future annexations, development of additional retail space, and a potential library expansion
- Processed approximately 356 planning applications and 556 new business licenses in the 2019 calendar year

**City of San Ramon**  
**COMMUNITY DEVELOPMENT SUMMARY**

***Planning Services***  
***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priorities/ Goals
1.	Facilitate the annual Citizen Planning Academy	SEP 2020	P5
2.	Renegotiate the Bishop Ranch Tax Exchange Agreement between the City and County for the CityWalk Master Plan Area NCRSP	SEP 2020	P2
3.	Complete the Crow Canyon Specific Plan Update, CityWalk Master Plan and environmental review and development entitlements for the CityWalk Hotel	SEPT 2020	P6/G1
4.	Support development of a new City Hall Permit Center including Planning Counter and customer service functions	NOV 2020	P4/G3
5.	Formalize work plan and initiate RFP and consultant contracts for the 2023-2031 Housing Element Update	DEC 2020	P6/G1
6.	Complete the final DV annexation	DEC 2020	P2/G1
7.	Pursue a Local Early Action Planning (LEAP) Grant to facilitate Housing Element implementation and compliance with the sixth-cycle Regional Housing Needs Assessment (up to \$300,000)	DEC 2020	P6
8.	Complete the Community Facilities District annexations for Aspen Woods and the Promenade developments	DEC 2020	P2/G3
9.	Implement Citywide objective development standards and pre-approved plans for Accessory Dwelling Units	JUN 2021	P6

***Budget Notes***  
***FY 2020-21***

- Continue to unfund Assistant Planner position
- Reallocate one Office Tech from Administrative Services to Community Development for the City Hall Permit Center



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**City of San Ramon**  
**COMMUNITY DEVELOPMENT SUMMARY**

# **BUILDING & SAFETY SERVICES DIVISION**

## *Statement of Purpose*

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

## *Significant Accomplishments FY 2019-20*

- Provided support for the Citywide Enterprise Resource Planning system project and the implementation of Tyler Technologies, Munis financial software and EnerGov Development tracking Software
- Served over 5,700 public visits to the permit center during 2019
- Processed 3,206 permit applications during 2019
- Processed over 200 electronic plan checks since January 2020, eliminating paper waste and vehicle trips to the Permit Center
- Performed over 19,780 inspections during 2019
- Investigated 335 Code enforcement cases during 2019
- Continued implementation of the Business Concierge's Program to streamline permitting of new business

**City of San Ramon**  
**COMMUNITY DEVELOPMENT SUMMARY**

***Building Services***  
***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priorities/ Goals
1.	Continued development and implementation of the EnerGov Development and Permit Tracking system for business licenses renewal, construction project tracking, plan reviews and permits, online applications, and streamlined inspection process with mobile technology	On-going	P3/G2
2.	Inspect major development projects – The Preserve and Aspen Woods Multi-family project	On-going	P6/P1
3.	Nuisance ordinances and zoning regulations – continue proactive monitoring of commercial properties consistent with nuisance and zoning regulations	On-going	P1/G1, P2/G3

***Budget Notes***  
***FY 2020-21***

- None

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

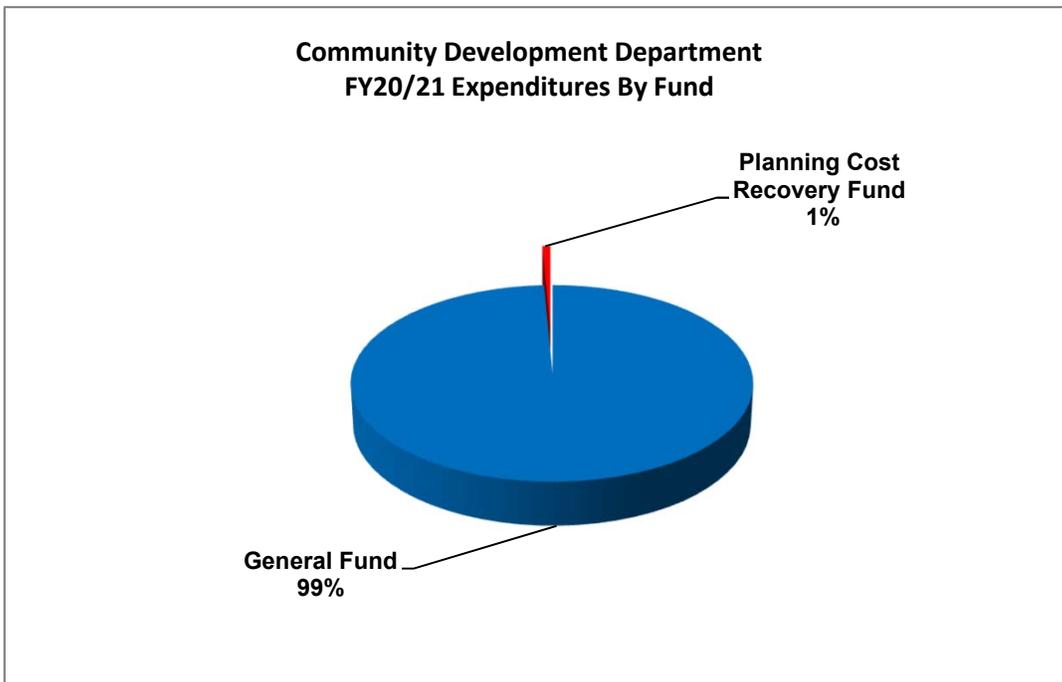
<b>Authorized Positions</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00	2.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Inspector	3.00	3.00	3.00	3.00	3.00
Office Specialist	3.00	3.00	3.00	3.00	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
Plan Check Engineer	1.00	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Senior Inspector	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
<b>Total Authorized Positions*</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>

\*In FY20/21 reallocated one Office Technician position from Administrative Services Department

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

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 3,051,027	\$ 3,329,243	\$ 3,241,324	\$ 3,772,960	\$ 4,023,525
Planning Cost Recovery Fund	75,853	35,285	125,508	184,388	30,000
TDM Fund					
Total	<u>\$ 3,126,880</u>	<u>\$ 3,364,528</u>	<u>\$ 3,366,832</u>	<u>\$ 3,957,348</u>	<u>\$ 4,053,525</u>



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

**Expenditure Summary By Division**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Planning	\$ 1,195,052	\$ 1,119,101	\$ 1,074,870	\$ 1,296,588	\$ 1,498,954
Building	1,931,828	2,245,427	2,291,962	2,660,760	2,554,571
Department Total	<u>\$ 3,126,880</u>	<u>\$ 3,364,528</u>	<u>\$ 3,366,832</u>	<u>\$ 3,957,348</u>	<u>\$ 4,053,525</u>

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Planning					
Personnel Services	\$ 1,127,422	\$ 1,062,741	\$ 1,006,968	\$ 1,036,034	\$ 1,220,450
Contract Services	43,619	27,994	45,050	231,504	246,504
Materials and Supplies	7,508	10,175	11,215	16,550	24,500
Other Costs	16,503	18,191	11,638	12,500	7,500
Capital Purchases					
Division Total	<u>\$ 1,195,052</u>	<u>\$ 1,119,101</u>	<u>\$ 1,074,870</u>	<u>\$ 1,296,588</u>	<u>\$ 1,498,954</u>
Building					
Personnel Services	\$ 1,456,524	\$ 1,683,037	\$ 1,634,045	\$ 2,320,604	\$ 2,228,426
Contract Services	420,749	507,666	605,022	268,950	247,150
Materials and Supplies	23,767	20,476	18,474	40,705	32,780
Other Costs	30,788	34,248	34,420	30,501	46,215
Capital Purchases					
Division Total	<u>\$ 1,931,828</u>	<u>\$ 2,245,427</u>	<u>\$ 2,291,962</u>	<u>\$ 2,660,760</u>	<u>\$ 2,554,571</u>

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

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Community Development					
Personnel Services	\$ 2,583,946	\$ 2,745,778	\$ 2,641,012	\$ 3,356,638	\$ 3,448,876
Contract Services	464,368	535,660	650,072	500,454	493,654
Materials and Supplies	31,275	30,651	29,689	57,255	57,280
Other Costs	47,291	52,439	46,058	43,001	53,715
Capital Purchases					
Total Expenditures	<u>\$ 3,126,880</u>	<u>\$ 3,364,528</u>	<u>\$ 3,366,832</u>	<u>\$ 3,957,348</u>	<u>\$ 4,053,525</u>

**Revenue Summary**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Total Department Revenue	<u>\$ 3,069,601</u>	<u>\$ 4,446,488</u>	<u>\$ 4,212,017</u>	<u>\$ 3,477,930</u>	<u>\$ 3,842,324</u>

**Program Summary**

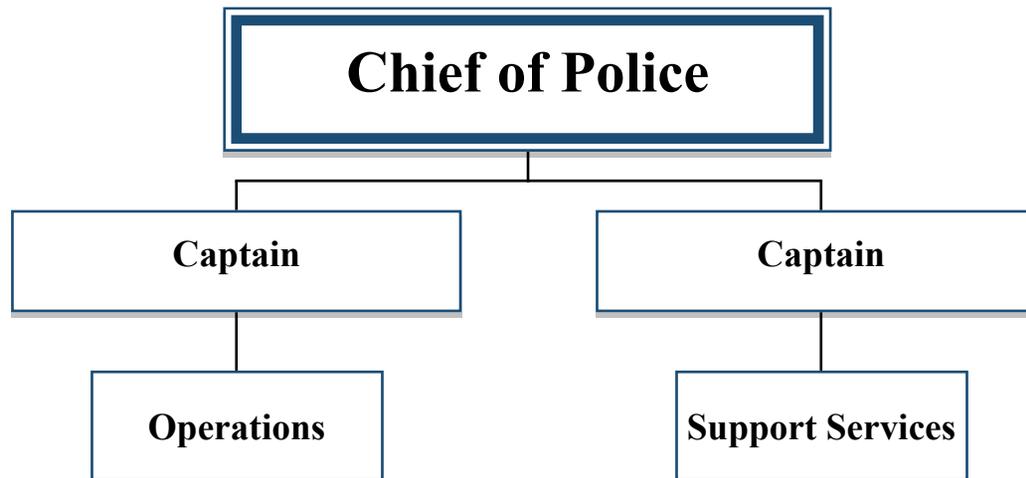
<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
Planning Administration	\$ 427,693	\$ 38,850	\$ 388,843
Development Administration	303,826	-	303,826
General Plan Management	26,620	8,000	18,620
Planning Development	450,988	414,724	36,264
Zoning Administration	289,827	3,000	286,827
Building Administration	857,062	8,250	848,812
Inspection	863,494	2,388,500	(1,525,006)
Code Enforcement	262,162	-	262,162
Plan Checking	571,853	981,000	(409,147)
Program Totals	<u>\$ 4,053,525</u>	<u>\$ 3,842,324</u>	<u>\$ 211,201</u>

# POLICE SERVICES DEPARTMENT





# Police Services FY 2020-21



Emergency Services  
Fleet  
K9 Program  
Patrol  
Traffic  
Special Events  
Youth Services

Administrative Support  
Crime Prevention  
Dispatch  
Investigations  
Police Records  
Professional Standards  
Property/Evidence  
Training  
Volunteers

**City of San Ramon**  
**POLICE SERVICES SUMMARY**

***Statement of Purpose***

*Police Services Department 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 2019-20***

***Maintain a Safe and Secure Environment***

- Provided information and education to the community regarding crime prevention strategies. This included information disseminated through social media platforms, HOA/Neighborhood Watch Meetings, and community meetings
- Developed a comprehensive camera plan providing coverage throughout the city. This process included visiting a number of cities in the region and analyzing the camera systems and infrastructure. Funding for the camera plan is in place. The locations of the camera installations have been identified and discussions with camera vendors is underway. It is anticipated that the camera installations will be concluded during the 2020 calendar year
- Started a collaborative partnership with the neighboring Police Department's in the Tri-Valley to combat rising property crime rates. The involved agencies consist of the San Ramon, Danville, Dublin, Pleasanton and Livermore Police Departments. Police operations rotate equally through the jurisdictions of the participating police agencies
- Provided over 14,000 hours of training to staff in order to maintain proficiency and develop new skills to effectively serve the community
- Utilized volunteer community members to assist with "If I were a Thief" and "Silent Sentry" programs. Additionally, the volunteer patrol program was started. A number of volunteers attended specialized training prior to participating in volunteer patrols. Volunteers deploy into the field in a police vehicle which is labeled "volunteer" with side mounted decals. Volunteers are utilized to conduct vacation house checks and maintain high visibility in commercial areas as well as residential areas
- Created a Drone Program to assist in police operations and enhance public safety. Three police drones with cameras have been purchased and seven members of the Police Department have become certified as drone operators

**City of San Ramon**  
**POLICE SERVICES SUMMARY**

***Maintain Staffing/Resources to Provide City Services***

- Hired five police officers to support operations throughout the city. It is anticipated that several additional police officers will be hired prior to the start of the Fiscal Year 20/21. These officers are to fill existing and upcoming vacancies due to officer retirements
- Continued to enhance the SRPD volunteer program to optimize the needs of the city with volunteer time availability and skill set, to include assistance in the Patrol, Investigations, and Records units
- Filled crucial leadership positions through promotions created due to retirements. This includes a Lieutenant position, three Sergeant positions, and three Corporal positions.

***Enhance Engagement and Communication with Both Residents and Business Community***

- Worked with HOA’s to optimize citizen support with crime prevention efforts within their neighborhoods
- Continued to increase the number of registrants in the “Citizen’s View” camera registry program with both residents and businesses
- Continued to expand our presence on our social media platforms focusing on communication with the community as well as delivering vital information to our citizens.

***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priority /Goals
<b><i>Maintain a Safe and Secure Environment</i></b>			
1.	Install a comprehensive camera network throughout the City which will enhance the crime solving ability of the police department	DEC 2020	P1/G1
2.	Develop regional partnerships with neighboring police agencies to combat the rise in property crime	On-going	P1/G1
3.	Evaluate traffic concerns and work closely with other City staff to facilitate traffic flow in areas of new development	On-going	P1/G1

**City of San Ramon**  
**POLICE SERVICES SUMMARY**

		Completion By	Council Priority /Goals
<b><i>Maintain Staffing/Resources to Provide City Services</i></b>			
4.	Continue to enhance and develop the use of community volunteers to assist staff	On-going	P3/G1
5.	Further develop the future and current leaders as anticipated retirements occur throughout the year	On-going	P3/G3
6.	Continue to seek out and hire quality applicants by developing and enhancing current recruitment strategies	On-going	P3/G1
<b><i>Enhance Engagement and Communication With Both Residents and Business Community</i></b>			
7.	Further enhance social media outreach and provide information sharing opportunities to educate community members on crime prevention and awareness	On-going	P5/G4

***Budget Notes***  
***FY 2020-21***

- Increase County Contract for animal control fees. Cost is based on City population – \$8K
- Increase fleet maintenance service and repairs – \$48K
- Enter into a 50/50 cost sharing plan with the San Ramon Valley Fire Protection District to cover Police Dispatch costs
- All authorized positions are fully funded



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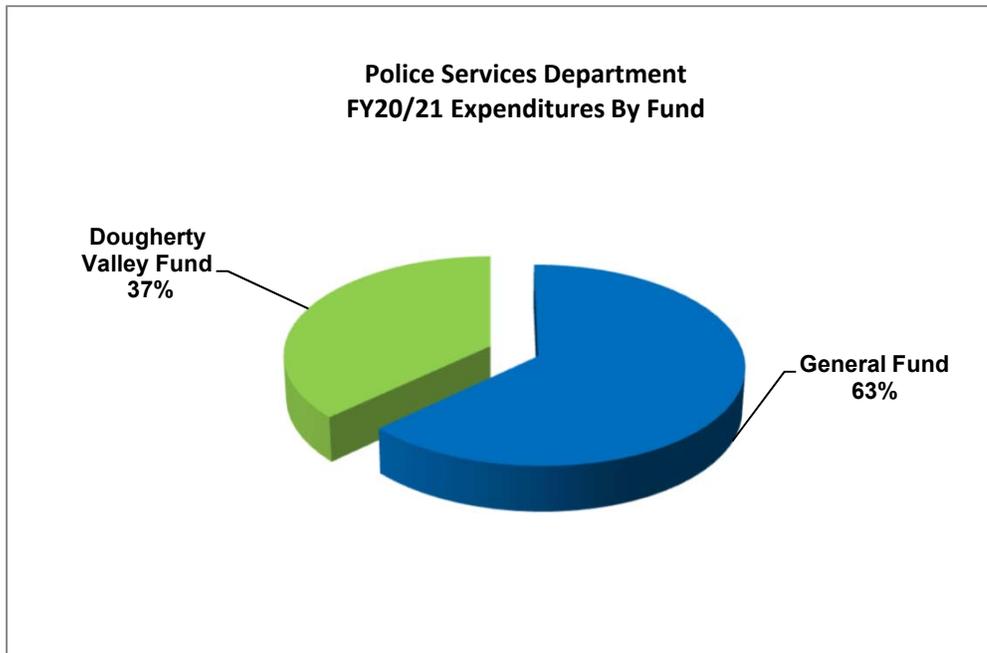
**CITY OF SAN RAMON  
SUMMARY OF DEPARTMENTAL BUDGET  
POLICE SERVICES**

<b>Authorized Positions</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Administrative Analyst	2.00	2.00	2.00	2.00	2.00
Administrative Coordinator	5.00	5.00	5.00	5.00	4.00
Captain	1.00	2.00	2.00	2.00	2.00
Chief	1.00	1.00	1.00	1.00	1.00
Corporals	9.00	9.00	9.00	9.00	9.00
Lieutenant	6.00	5.00	5.00	5.00	5.00
Maintenance Supervisor				-	1.00
Office Specialist	4.00	4.00	4.00	4.00	4.00
Office Technician I/II	3.00	3.00	3.00	3.00	3.00
Police Officer	39.00	42.00	42.00	42.00	42.00
Police Services Technician	2.00	3.00	4.00	4.00	4.00
Program Manager		1.00	1.00	1.00	1.00
Records Supervisor	1.00				
Sergeant	10.00	10.00	10.00	10.00	10.00
<b>Total Authorized Positions</b>	<b>83.00</b>	<b>87.00</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>

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

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 12,622,319	\$ 13,274,322	\$ 13,644,318	\$ 14,814,984	\$ 15,824,259
Dougherty Valley Fund	7,389,835	7,793,983	8,026,360	8,697,054	9,257,111
Asset Forefeiture	4,697	-		208,185	-
Police Services Donation Fund	11,819	152	-	-	-
<b>Total</b>	<b>\$ 20,028,670</b>	<b>\$ 21,068,457</b>	<b>\$ 21,670,678</b>	<b>\$ 23,720,223</b>	<b>\$ 25,081,370</b>



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

**Expenditure Summary By Division**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Police Services	\$ 20,028,670	\$ 21,068,457	\$ 21,670,680	\$ 23,720,223	\$ 25,081,370
Department Total	<u>\$ 20,028,670</u>	<u>\$ 21,068,457</u>	<u>\$ 21,670,680</u>	<u>\$ 23,720,223</u>	<u>\$ 25,081,370</u>

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Personnel Services	\$ 16,450,479	\$ 17,285,278	\$ 17,821,540	\$ 19,554,568	\$ 20,414,306
Contract Services	2,490,051	2,612,241	2,678,040	2,904,333	3,521,139
Materials and Supplies	462,431	465,217	459,619	477,257	425,590
Other Costs	557,205	632,257	631,053	743,065	679,335
Capital Purchases	68,504	73,464	80,428	41,000	41,000
Total Expenditures	<u>\$ 20,028,670</u>	<u>\$ 21,068,457</u>	<u>\$ 21,670,680</u>	<u>\$ 23,720,223</u>	<u>\$ 25,081,370</u>

**Revenue Summary**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Total Department Revenue	<u>\$ 814,369</u>	<u>\$ 833,809</u>	<u>\$ 1,095,066</u>	<u>\$ 583,100</u>	<u>\$ 569,100</u>

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

**Program Summary**

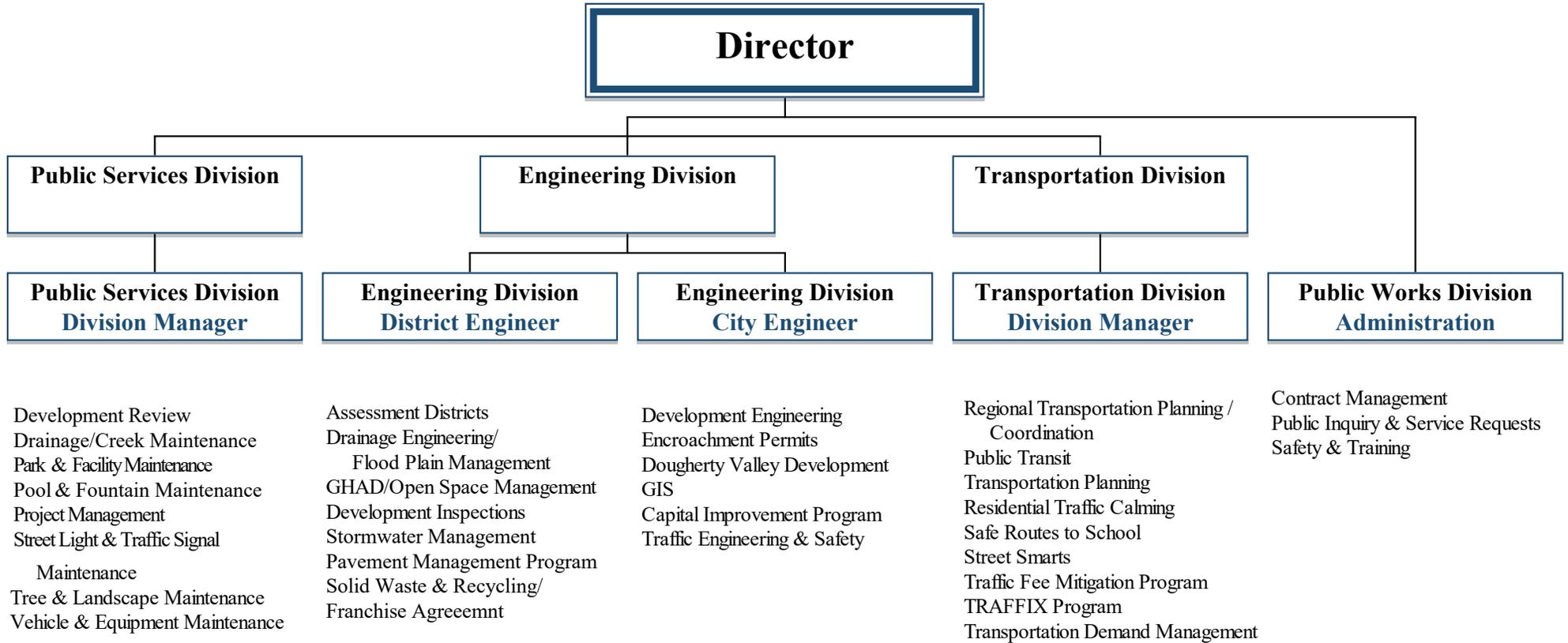
<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
Administration	\$ 9,154,999	\$ 77,100	\$ 9,077,899
Animal Control	535,646		535,646
Crossing Guards	126,505		126,505
Crime Prevention	1,046,626		1,046,626
Emergency Preparedness	153,475		153,475
Investigation	2,851,839		2,851,839
Patrol	8,360,462	376,000	7,984,462
Traffic Safety	1,698,272	15,000	1,683,272
Volunteer Services	14,444		14,444
School Resources	632,962	101,000	531,962
Fleet	506,140		506,140
Program Totals	<b>\$ 25,081,370</b>	<b>\$ 569,100</b>	<b>\$ 24,512,270</b>

# PUBLIC WORKS DEPARTMENT





## Public Works Department FY 2020-21



# City of San Ramon

## PUBLIC WORKS SUMMARY

### *Department – Statement of Purpose*

*The Public Works Department is responsible for the design, construction, operation, and maintenance of the City's public infrastructure and facilities. The Department is dedicated to ensuring the safety and welfare of the community by providing quality service and sustainable infrastructure to meet the existing and future needs of the community. The Department includes the Divisions of Engineering Services, Public Services, and Transportation Services.*

## **ENGINEERING SERVICES DIVISION**

### *Statement of Purpose*

*Engineering Services Division is responsible for the administration and implementation of the Capital Improvement Program (CIP) and Capital Budget; Assessment Districts engineering; Geologic Hazard Abatement District (GHAD); Environmental Services - Stormwater Management Program and Solid Waste Program; administration of the Solid Waste Franchise Agreement; 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 2019-20***

- Adopted a Green Infrastructure Plan to comply with the Municipal Regional Permit for the Stormwater Management Program
- Removed sediment from two culverts on Oak Creek and a section of Norris Creek (CIP 915548) prior to the start of rainy season
- Completed construction to enhance bicycle lanes (i.e. Green Bike Lane Conflict Zones) along Norris Canyon Road from San Ramon Valley Boulevard to the Iron Horse Trail, along San Ramon Valley Boulevard from Crow Canyon Road to Alcosta Boulevard, and created a bike lane with a buffer on Executive Parkway from Bishop Drive to Camino Ramon (CIP 905613)
- Completed demolition of the Canyon Lakes Fountain at Alcosta Blvd and began construction of new landscaping improvements

## City of San Ramon

# PUBLIC WORKS SUMMARY

- Completed construction of the Pavement Management 2019 Project (CIP 905568) on selected roadways within the Dougherty Valley area. The project also included cape seal (rubber chip seal with a slurry seal) on Interlachen Avenue and Medinah Place; and slurry seal and base failure repairs on five City park parking lots – Bark & Ride, Creekside Park, Monarch Park, Souyen Park, and Valley View Park
- Completed construction of the Crow Canyon Pavement Rehabilitation Project (CIP 905576) along Crow Canyon Road, between St. George Road and Dougherty Road
- Installed Rectangular Rapid Flashing Beacon (RRFB) crosswalk system at the intersection of South Monarch Road and Bayleaf Drive / Gale Ranch Middle School driveway (CIP 905612)
- Finalized the Systems Engineering Analysis for the Automated Traffic Signal Performance Measures (ATSPM) System, which will be deployed at 43 intersections on Bollinger Canyon Road and Crow Canyon Road, through the Innovative Deployment to Enhance Arterials (IDEA) Grant, CIP 975606
- Installed median modifications at Alcosta Boulevard / Broadmoor Drive restricting left turn movements from Broadmoor Drive and the Country Club Village Shopping Center driveway (CIP 905607)
- Completed NEPA process, selected design consultant, and began final design of the Bollinger Canyon Road/Iron Horse Trail Bicycle/Pedestrian Overcrossing (CIP 905530)
- Prepared the FY 2020/21 Capital Budget and Five-Year 2020/21 to 2024/25 Capital Improvement Program
- In conjunction with Planning, reviewed and approved the CityWalk Environmental Impact Report and associated plans, reports, etc.
- Processed and approved over 400 Encroachment Permits mostly related to utility projects for AT&T, EBMUD, PG&E, Comcast, DSRSD, and MCI/Verizon generating approximately \$475,000
- Processed and approved various landscape plans for public and private improvements, retaining wall plans, and building permit lot plans for The Preserve (Faria) Phase I - IV; San Ramon Valley Boulevard improvements at Faria Preserve Parkway, formerly Purdue Road, (Traffic Signal) and Deerwood Drive intersections; processed and approved new 12.7-acre Faria Neighborhood Community Park and 0.5-acre Rose Garden; and grading and improvement plans for Faria Phase V (Promenade)
- Oversaw/inspected the following improvements for The Preserve (Faria) Development construction: in-tract Neighborhoods 1 through 4; road improvements for Faria Preserve Parkway Phase II; Bollinger Canyon Road future improvements along Faria Preserve Parkway frontage; San Ramon Valley Boulevard improvements at Faria Preserve Parkway, formerly Purdue Road, (Traffic Signal) and Deerwood Drive intersections; 12.7-acre community park, and 0.5-acre rose garden, and initial grading for Phase V (Promenade)

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

- Processed and approved grading and improvement plans for new Aspen Wood 95 unit Senior housing project on Alcosta Boulevard, and Archer Hotel/City Center at the southeast corner of Camino Ramon and Bishop Drive
- Continued acceptance of publicly dedicated improvements in the Dougherty Valley including the opening of the Mourning Dove Trail and bridge over Alamo Creek that provides a pedestrian link between Gale Ranch Phases 3 and 4
- In conjunction with Community Development, continued finalizing the development of the EnerGov development and permit tracking system for on-line applications for Engineering permits, development plan review, construction permit tracking and sign-off, and streamline inspection process with mobile technology
- Implemented the new Solid Waste Franchise Agreement including providing new color-coded, labeled containers to all customers
- Offered organics recycling services (including food scraps) to all San Ramon solid waste customers, both residential and commercial
- Updated the solid waste sections of the Municipal Code, to support the new franchise agreement, incorporating new State requirements, requiring all customers to subscribe to recyclables and organics collection services, and removing outdated language

***Engineering Services  
Major Action Plan Items  
FY 2020-21***

		Completion By	Council Priorities/ Goals
1.	In coordination with Sunset Development and Caltrans, complete the Bollinger Canyon Road operational improvements to improve circulation and reduce congestion at the westbound on-ramp to southbound I-680 (CIP 905324)	SEP 2020	P1, P4
2.	Funded by the COP, design and install a bicycle boulevard on Montevideo Drive from San Ramon Valley Boulevard to Alcosta Boulevard (CIP 905613); design and install bike lane buffers along Dougherty Road from Bollinger Canyon Road to Old Ranch Road, in coordination with scheduled pavement repairs	OCT 2020	P1/G2, P4
3.	Complete the conversion of the Ring and Rock Fountain (CIP 500001) to landscaped entryway amenity at the San Ramon Community Center	NOV 2020	P1, P4

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

		Completion By	Council Priorities/ Goals
4.	Implement Automated Traffic Signal Performance Measures (ATSPM) System at 43 intersections on Bollinger Canyon Road and Crow Canyon Road through the Innovative Deployment to Enhance Arterials (IDEA) Grant (CIP 975606)	DEC 2020	P1/G3
5.	Design and install Rectangular Rapid Flashing Beacon (RRFB) crosswalk systems for the intersections of North Monarch and Japonica, and San Ramon Valley Boulevard at the Safeway / Diablo Plaza driveway (CIP 975413)	DEC 2020	P1, P4
6.	Pavement Management 2020 Project (CIP 000001) – Provide street maintenance to several street sections in the south and northwest areas of the City, including construction of ADA curb ramps and bicycle network enhancements	DEC 2020	P1, P4
7.	Begin preparation of a Local Roadway Safety Plan through a Caltrans (HSIP) Grant (CIP 000004)	JUN 2021	P1, P4
8.	Design Intelligent Transportation System (ITS) upgrades for the installation of fiber optics based on the ITS Master Plan prioritization (CIP 975594)	JUN 2021	P1/G3, P4
9.	Prepare the FY 2021/22 Capital Budget and Five-Year 2021/22 to 2025/26 Capital Improvement Program	JUN 2021	P1, P4
10.	Crow Canyon Road Widening Project Phase 1 (CIP 905312 and 905328) – Complete design and begin utility relocation work	JUN 2021	P1, P4
11.	Bollinger Canyon Road Iron Horse Trail Bicycle and Pedestrian Overcrossing Project (CIP 905530) – With CMGC contracts in place, substantially complete Project design	JUN 2021	P1/G2, P4/G1
12.	Citywide Drainage Infrastructure Project (CIP 915548) – Finalize design and permitting for a 36-inch culvert repair at Mills Creek, conduct a drainage infrastructure inventory and asset management study, complete sediment removal work for Norris Creek, and design an access loop for the maintenance of South San Ramon Creek near San Ramon Golf Club	JUN 2021	P1, P4
13.	Pavement Management 2021 Project (CIP 000003) – Complete the design and begin construction of street preventative maintenance to several street sections in the south and middle areas of the City (Summerwood Loop and Montevideo Elementary School neighborhoods)	JUN 2021	P1, P4

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

		Completion By	Council Priorities/ Goals
14.	Alcosta Boulevard Pavement Rehabilitation Project (CIP 905602) – Finalize design, award contract and complete construction of street maintenance to Alcosta Blvd. between Veracruz Drive and Olympia Fields Drive, including construction of ADA curb ramps, and edge drains	JUN 2021	P1, P4
15.	Reinstate the door-to-door household hazardous waste collection program, or implement a similar program to provide convenient disposal and recycling of household hazardous waste and electronics	JUN 2021	P1, P2, P4
16.	Draft a Zero Waste Implementation Plan for consideration by City Council which supports ACI’s diversion plan	JUN 2021	P1, P2, P4
17.	Conduct two public compost give-away events, distributing 1,000 bags of compost to San Ramon residents	JUN 2021	P1, P2, P4
18.	Hold a two-day recycling drop-off event to accept recyclables, organics, scrap metal, electronics, batteries, light bulbs, reusable items, and confidential documents (for shredding) from San Ramon residents and businesses	JUN 2021	P1, P2, P4
19.	Oversee/inspect the following improvements for The Preserve (Faria) development construction: Faria Preserve Parkway; Bollinger Canyon Road frontage improvements; on-site landscaping; traffic signal at Faria Preserve Parkway (formerly Purdue)/SRVB; Deerwood Drive/SRVB intersection improvements; 12.7-acre community park and 0.5-acre rose garden; and Phase V Promenade development	On-going	P1, P4
20.	Oversee/inspect the construction of the Aspen Wood Senior Apartment project	On-going	P1, P4
21.	Process and approve grading and improvement plans for various developments – Chang Property, Hampton Inn, and CityWalk Phase I	On-going	P1, P4

***Budget Notes***  
***FY 2020-21***

- Decrease Contract Services (\$150,160) and revenue increase Encroachment Permits \$30,000
- Continue use of contract services and temporary staffing for Development Projects and COP Funded Projects and limited-term GIS Office Specialist position
- Transfer of GIS Software Maintenance Charges to GIS Fund



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**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

## **PUBLIC SERVICES DIVISION**

### *Statement of Purpose*

*The Public Services Division is responsible for the maintenance of the City's parks, roadway medians and other open space; City fleet vehicles and equipment; City facilities, fountains, and pools; signals and street lights; roadways and sidewalks; street sweeping; catch basins, creeks and other drainage systems; Public Services is also responsible for the administration of the Landscape and Lighting District program in 20 zones; and administration of maintenance contracts.*

### *Significant Accomplishments* *FY 2019-20*

#### ***Landscape and Irrigation Maintenance and Renovation***

- Assumed maintenance responsibilities for new landscape improvements in Dougherty Valley
- Continued implementation of the Dougherty Valley Tree and Planting Strip Management Program and began the FY 2019/20 Annual Work Plan with funding allocation in March 2020 from the 2019 Certificate of Participation
- Continued planned replacement and renovation of declining plant material throughout Landscape and Lighting District Assessment Zones and Dougherty Valley
- Continued to implement water management strategies and proactively respond to water usage restrictions and conditions and monitored impact on City budget and use of facilities and parks
- Continued to convert roadside and median turf irrigated with potable water to low water use landscaping
- Completed Reserve Fund Study and Engineer's Report for Landscaping & Lighting District 1984-1 and levied assessments for FY 2020/21; completed the Engineer's Report for The Preserve Landscaping & Lighting District and levied assessments for FY 2020/21

# City of San Ramon

## PUBLIC WORKS SUMMARY

### ***Parks Maintenance and Renovation:***

- Continued parks amenities replacement including: bathroom fixtures and dispensers, benches, tables, garbage cans, drinking fountains, playground fibar, and barbeques through CIP 955584
- Replaced backstop on Baseball Field #1 at Athan Downs (CIP 955584)
- Completed the installation of an Irrigation Booster Pump at Athan Downs (CIP 955516)
- Replaced inoperable Musco sports field lighting at Central Park field #1 (CIP 955584)
- Replaced aging and unsafe wood at Ramona Park playground structure (CIP 955584)
- Continued to implement water management strategies and proactively respond to water usage restrictions and conditions and monitored impact on City budget and use of facilities and parks
- Completed the installation of gravel on the access road at Central Park (CIP 955584)
- Resurfaced tennis courts at Central Park, Athan Downs, & Coyote Crossing (CIP 955584)
- Continued sports field maintenance program including annual field renovations
- Continued tree maintenance and management plan including removal/replacement of declining and damaged trees

### ***Facilities & Aquatics Maintenance and Renovation***

- Completed the renovation of the Alcosta Senior and Community Center (CIP 200002)
- Completed the interior renovation of the San Ramon Community Center (CIP 200003)
- Continued planned replacement of amenities at the San Ramon Olympic Pool and Aquatic Park and the Dougherty Valley Aquatic Center
- Began the development of full renovation of the San Ramon Olympic Pool and Aquatic Park and Building with 2019 Certificate of Participation Funds

### ***Traffic Safety, Lighting, Streets, and Drainage***

- Implemented long-term replacement plan of traffic signal hardware, software, and equipment to enhance and replace outdated traffic signal components that have reached their useful life cycle, which includes the repainting of peeling and discolored signal poles at seven intersections (CIP 975526)
- Assumed maintenance responsibilities of new Dougherty Valley civil improvements including additional traffic signs, catch basins, street lights, and roadways
- Finalized design and began replacement of overhead illuminated street name signs on an as-needed basis

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

*Public Services*  
*Major Action Plan Items*  
*FY 2020-21*

		Completion By	Council Priorities / Goals
<b><i>Landscape and Irrigation Maintenance and Renovation</i></b>			
1.	Prepare reserve fund study and engineer's reports for the Landscaping & Lighting District 1984-1 and The Preserve, hold public hearings, and levy assessments for FY 2021/22; begin public outreach for Zone 4 & 6	MAY 2021	P4
2.	Continue planned FY 20/21 replacement and renovation of declining plant material throughout Landscape and Lighting District Assessment Zones and Dougherty Valley	JUN 2021	P4
3.	Continue to implement of the Dougherty Valley Tree and Planting Strip Management Program and complete the FY 20/21 Annual Work Plan (CIP 935564)	JUN 2021	P4
4.	Upon completion by developer, accept approximately 8 acres of landscape for maintenance in the Dougherty Valley	JUN 2021	P4
5.	Upon completion by Faria developer, accept Phase 1 of roadway landscape and irrigation on Faria Preserve Parkway for maintenance. Participate in reviewing Phase 2 of roadway landscape and irrigation construction.	JUN 2021	P4
<b><i>Parks Maintenance and Renovation</i></b>			
6.	Replace backstop on Baseball Field #3 at Athan Downs (CIP 955584)	JULY 2020	P1, P4
7.	Complete sports field maintenance Citywide, including annual field renovations to complete for use by User Groups by February 1 <sup>st</sup>	FEB 2021	P1, P4
8.	Participate in reviewing the Faria Park construction prior to accepting for maintenance; upon completion by Developer and acceptance by City, begin maintenance of Park	JUN 2021	P1, P4
9.	Continue parks amenities replacement including: bathroom fixtures and dispensers, benches, tables, garbage cans, drinking fountains, playground fibar, and barbeques through CIP 955584	JUN 2021	P1, P4
10.	Continue to implement water management strategies and proactively respond to water usage restrictions and conditions and monitored impact on City budget and parks	JUN 2021	P4

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

		Completion By	Council Priorities / Goals
<b><i>Facilities &amp; Aquatic Maintenance &amp; Renovation</i></b>			
11.	Funded by the COP, oversee the City Hall Reconfiguration Project with the development of a Joint Public Safety Building at 2401 Crow Canyon Road (CIP 200001)	JAN 2021	P4
12.	Funded by the COP, renovate the San Ramon Olympic Pool and Aquatic Park main building (CIP 925479)	MAR 2021	P4
13.	Funded by the COP, re-plaster Children’s Play Pool and 50M pool at the San Ramon Olympic Pool and Aquatic Park (CIP 925479)	MAR 2021	P1, P4
14.	Funded by the COP, complete the design and begin construction of the renovation of the Dougherty Station Community Center (CIP 200004)	JUN 2021	P4
15.	Funded by the COP, replace flooring in the Dougherty Station Library (CIP 200004)	JUN 2021	P4
<b><i>Traffic Safety, Lighting, Streets, and Drainage</i></b>			
16.	Continue to implement long-term replacement plan of traffic signal hardware, software, and equipment to enhance and replace outdated traffic signal components that have reached their useful life cycle, including the repainting of peeling and discolored signal poles at selected intersections and warning flasher poles (CIP 300001)	JUN 2021	P1, P4
17.	Continue to replace overhead illuminated street name sign panels with green diamond grade reflective sheeting signs, which will eliminate and save energy consumption at each signalized intersection while reducing staff hours for on-going, routine maintenance activities	JUN 2021	P1, P4
18.	Increase sidewalk maintenance in areas impacted by trees and other locations, as needed	JUN 2021	P1, P4
19.	Upgrade street name signs in older neighborhoods in areas receiving pavement treatments	JUN 2021	P1, P4

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

***Budget Notes***  
***FY 2020-21***

- Decrease for commercial recyclables & organics collection – (\$100,000)
- Decrease for household hazardous waste event – (\$50,000)
- Increase for custodial services – \$42,239
- Increase for street sweeping services – \$74,478
- Increase for janitorial supplies – \$22,000
- Decrease for office equipment replacement charge – \$32,549
- Increase for routine landscape maintenance – \$183,283
- Decrease for water – \$31,475



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**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

## **TRANSPORTATION SERVICES DIVISION**

### *Statement of Purpose*

*The Transportation Services 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 2019-20*

- Implemented the new Iron Horse Middle School (IHMS) circulation plan in concert with IHMS and Engineering Services
- Monitored progress of the County Connection Service Restructure and Fare Modification Plan, and implemented Clipper Card sales at City facilities
- Implemented some of the Monarch Road Corridor Study recommendations through the 2019 Pavement Management Project (CIP 905568)
- Presented the 511 Contra Costa Strategic Plan final results and recommendations to, Transportation Demand Management Advisory Committee, Transportation Advisory Committee, and Southwest Area Transportation committee (SWAT)
- Implemented and monitored "Pilot Project" for on-demand Senior Transportation Services in coordination with the Parks & Community Services Department
- Presented to TAC recommendations to address overflow parking at Bollinger Park & Ride lot, as well as parking restrictions at Memorial Park
- Participated in the implementation of the Contra Costa Measure J Strategic Plan update
- Provided input and participated in the development of the Contra Costa Transportation Expenditure Plan "Measure J" initiative
- On behalf of Measure Traffic Congestion Relief Agency – TRAFFIX, initiated hiring process, recruited and provided training for new Administrative Coordinator
- Participated on the Contra Costa County Iron Horse Trail Active Transportation Corridor Study and provided feedback on Study recommendations
- In concert with Engineering Services, completed the NEPA component of the Bollinger Canyon Road/Iron Horse Trail Bicycle/Pedestrian Overcrossing Project

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

- Participated on Innovate 680 Policy Advisory Committee and Technical Advisory Committee and developed recommendations for I-680 corridor
- Secured grant funding and installed four new transit shelters in east San Ramon (Dougherty Valley)
- Secured grant funding to purchase new Rapid Rectangular Flashing Beacon (RRFB) on San Ramon Valley Boulevard, near Regal Cinema
- Processed 400 Student Transit Passes for public transit (grant funded program)
- Facilitated, implemented, and attended 29 employer-based commuter transportation events at employment sites
- Coordinated and implemented 24 Street Smarts elementary school traffic safety assemblies, 12 middle school safety assemblies and 4 high school Start Smart traffic safety assemblies

***Transportation***  
***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priorities / Goals
1.	Assume administrative role for Tri-Valley Transportation Council (TVTC) and Technical Advisory Committee, effective July 1, 2020 to June 30, 2022	JUL 2020	P4
2.	In concert with TRAFFIX, First Student and San Ramon Valley Unified School District, develop preliminary school bus routes and bus stops to meet new school attendance protocol and, when appropriate, implement revised service for SY 2020-2021, per COVID-19 restrictions and social distancing requirements	JUL 2020	P4, P5
3.	Revise Street Smarts Traffic Safety programs to address COVID-19 social distancing guidelines for elementary, middle and high school programs, with a focus on virtual assemblies/programs	AUG 2020	P4, P5
4.	In concert with County Connection and 511 Contra Costa implement new Student “PASS” transit ticket program	SEPT 2020	P1, P4
5.	Develop new Safe Routes to School program components, seek input from TAC and implement changes for SY 2021-2022	DEC 2020	P1, P4
6.	Complete research, present to Council, and consider implementation of Citywide Bike Share Pilot Program and, if awarded grant funding, implement Adult Bicycle Education classes	DEC 2020	P1, P4

**City of San Ramon**  
**PUBLIC WORKS SUMMARY**

		Completion By	Council Priorities / Goals
7.	In concert with Contra Costa County, implement components of Iron Horse Trail Active Transportation Corridor Study	DEC 2020	P4
8.	Seek grant funding from County Connection to purchase and install shelters in order to implement Phase 3 of the Transit Shelter Program, including identifying locations in Dougherty Valley	JAN 2021	P4/G2
9.	In concert with 511 Contra Costa, implement program recommendations from Strategic Plan, including updated Countywide marketing materials, updating commuter incentive programs, and incorporating multi-jurisdictional reporting and to address COVID-19, develop new employer based incentive program for implementation of TeleWork and/or Tele-commuting Programs	OCT 2020 and JAN 2021	P4, P5
10.	Monitor progress of on-demand transit service and implement (if needed) enhanced marketing and outreach campaign	FEB 2021	P4/G2
11.	Implement and monitor progress of changes to the Transportation Demand Management (TDM) Advisory Committee Bylaws	MAR 2021	P4, P5
12.	Facilitate TVTC Nexus Study, in concert with partnering agencies and Nexus Study Consultant Team	JUN 2021	P4
13.	Participate in Innovate 680 Technical Advisory Committee by providing input and feedback on Study findings, Project Prioritization, Project Implementation, and Program outreach	JUN 2021	P4
14.	Facilitate internal Electric Vehicle Infrastructure Committee - apply for grants and install additional charging stations on City owned property	JUN 2021	P4
15.	In concert with Transportation Advisory Committee (TAC), initiate comprehensive review of Residential Traffic Calming (RTC) Program and Tool Kit, updating program policies and process, and forward proposed recommendations to Council for consideration and adoption	JUN 2021	P1, P4, P5

# City of San Ramon

## PUBLIC WORKS SUMMARY

### *Budget Notes* *FY 2020-21*

- Assume administrative role for Tri-Valley Transportation Council (TVTC); will result in \$20,000 allocated to San Ramon by the TVTC. No General Fund allocation required
- Revisions to the Street Smarts Elementary School Assemblies for Grades K – 5, per COVID-19 restrictions and with a focus on virtual bike and pedestrian safety will be funded with Safe Routes to School federal grant. No General Fund allocation required
- Changes to Measure J Traffic Congestion Relief Agency (TRAFFIX) service routes and bus stops will be funded with Measure J TRAFFIX program funds. No General Fund allocation required
- Implementation of Student “PASS” transit program will be funded with 511 Contra Costa funding. No General Fund allocation required
- Implementation of Adult Bike Education Program will be grant funded. Citywide Bikeshare program will be subscription based. Riders will “pay as you go”. No General Fund allocation will be required
- Implementation of components of Iron Horse Trail Active Transportation Corridor Study will be funded by grant funds, to be determined. No General Fund allocation will be requested
- Implementation of TVTC Nexus Study, in concert with partnering agencies and Nexus Study Consultant Team will be funded with TVTC traffic fees. No General Fund allocation will be required

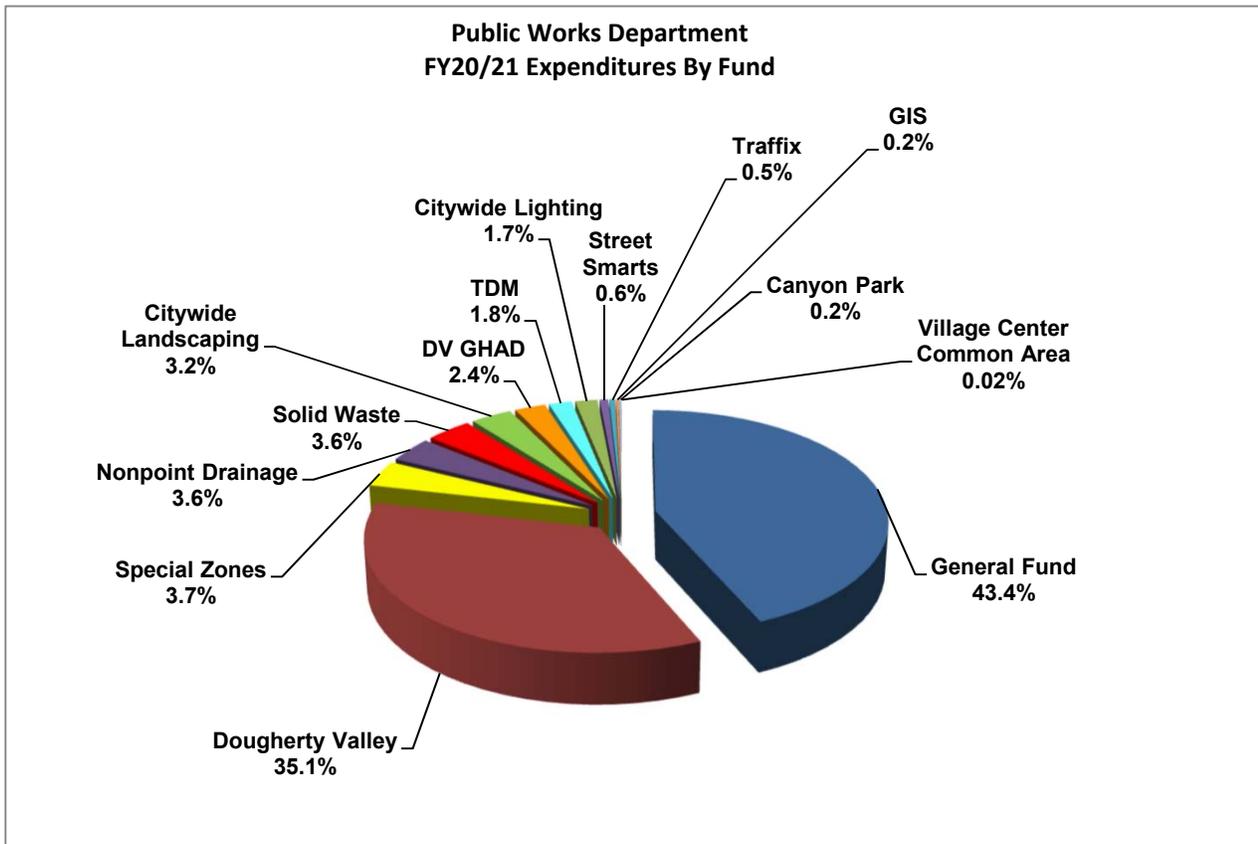
**CITY OF SAN RAMON  
SUMMARY OF DEPARTMENTAL BUDGET  
PUBLIC WORKS**

<b>Authorized Positions</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
<b>Engineering Services</b>					
Administrative Analyst			1.00	1.00	1.00
Assistant Engineer	1.00	1.00		1.00	1.00
Associate Engineer	5.00	5.00	5.00	5.00	5.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Engineering Specialist	2.00	2.00	1.00	1.00	1.00
Inspector	2.00	2.00	2.00	2.00	2.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Public Works Director	0.50	0.50	0.50		
Senior Administrative Analyst	2.00	2.00	2.00	1.00	1.00
Senior Engineer	2.00	2.00	3.00	3.00	3.00
Senior Inspector	2.00	2.00	2.00	2.00	2.00
Supervising Inspector	1.00	1.00	1.00	1.00	1.00
<b>Division Total</b>	<b>20.50</b>	<b>20.50</b>	<b>20.50</b>	<b>20.00</b>	<b>20.00</b>
<b>Public Services</b>					
Administrative Analyst	1.00	1.00			
Administrative Coordinator	2.75	2.75	2.75	2.75	2.75
Division Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Coordinator	13.00	14.00	14.00	14.00	14.00
Maintenance Specialist	10.00	9.00	12.00	12.00	12.00
Maintenance Supervisor	8.00	8.00	9.00	9.00	9.00
Maintenance Technician I/II	33.00	34.00	31.00	31.00	31.00
Office Technician I/II	1.00	1.00	1.00	3.00	3.00
Program Manager	3.00	3.00	4.00	4.00	4.00
Public Works Director	0.50	0.50	0.50	1.00	1.00
Senior Administrative Analyst	2.00	2.00	2.00	2.00	2.00
<b>Division Total</b>	<b>75.25</b>	<b>76.25</b>	<b>77.25</b>	<b>79.75</b>	<b>79.75</b>
<b>Transportation Services</b>					
Administrative Analyst	1.00	1.00			
Division Manager	1.00	1.00	1.00	1.00	1.00
Engineering Specialist	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst			1.00	1.00	1.00
	4.00	4.00	4.00	4.00	4.00
<b>Total Authorized Positions</b>	<b>99.75</b>	<b>100.75</b>	<b>101.75</b>	<b>103.75</b>	<b>103.75</b>

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

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 14,054,064	\$ 14,581,463	\$ 14,184,004	\$ 14,681,951	\$ 14,999,519
Geographic Information System				102,694	75,950
Dougherty Valley GHAD Fund	613,092	431,923	387,773	844,465	826,986
Citywide Landscaping Fund	1,025,282	1,147,113	1,084,225	1,200,839	1,107,536
Citywide Lighting Fund	567,110	568,979	532,810	603,262	592,473
Canyon Park	25,286	4,634	6,839	58,821	58,979
Special Zones Fund	1,466,740	1,522,193	1,255,319	1,427,914	1,294,459
Village Center Common Area Fund	3,905	2,670	2,750	5,900	5,963
Dougherty Valley Fund	10,202,217	11,192,734	10,682,460	11,864,550	12,147,880
Solid Waste Fund	354,393	718,124	680,550	1,207,365	1,229,299
Nonpoint Drainage Fund	1,053,070	1,019,506	1,031,903	1,257,134	1,231,462
Street Smarts Fund	182,060	153,188	142,001	177,593	221,031
TDM Fund	346,560	393,587	361,596	641,323	615,072
Traffix Fund				155,000	155,000
<b>Total</b>	<b>\$ 29,893,779</b>	<b>\$ 31,736,114</b>	<b>\$ 30,352,229</b>	<b>\$ 34,228,811</b>	<b>\$ 34,561,609</b>



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

**Expenditure Summary By Division**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Engineering Services	\$ 4,673,821	\$ 4,645,158	\$ 4,436,820	\$ 5,062,523	\$ 5,118,977
Public Services	24,012,756	25,860,165	24,792,358	27,504,748	27,736,415
Transportation Services	1,207,202	1,230,791	1,296,706	1,661,540	1,706,217
Department Totals	<u>\$ 29,893,779</u>	<u>\$ 31,736,114</u>	<u>\$ 30,525,884</u>	<u>\$ 34,228,811</u>	<u>\$ 34,561,609</u>

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Engineering Services					
Personnel Services	\$ 3,539,028	\$ 3,797,053	\$ 3,698,577	\$ 3,606,709	\$ 3,839,451
Contract Services	1,000,303	729,770	620,533	1,352,442	1,207,227
Materials and Supplies	71,150	55,318	45,510	60,418	55,349
Other Costs	63,340	63,017	72,199	42,954	16,950
Capital Purchases					
Division Total	<u>\$ 4,673,821</u>	<u>\$ 4,645,158</u>	<u>\$ 4,436,820</u>	<u>\$ 5,062,523</u>	<u>\$ 5,118,977</u>
Public Services					
Personnel Services	\$ 10,504,469	\$ 11,248,625	\$ 11,089,833	\$ 12,051,398	\$ 12,707,154
Contract Services	11,420,543	12,824,989	12,251,090	13,801,621	13,464,774
Materials and Supplies	1,569,749	1,296,649	1,185,062	1,301,330	1,243,427
Other Costs	517,995	489,902	242,362	343,899	321,060
Capital Purchases			24,010	6,500	-
Division Total	<u>\$ 24,012,756</u>	<u>\$ 25,860,165</u>	<u>\$ 24,792,358</u>	<u>\$ 27,504,748</u>	<u>\$ 27,736,415</u>
Transportation Services					
Personnel Services	\$ 865,307	\$ 884,343	\$ 997,347	\$ 1,023,243	\$ 1,104,627
Contract Services	315,034	311,643	264,920	556,966	541,466
Materials and Supplies	12,917	16,859	23,629	57,247	29,385
Other Costs	13,944	17,946	10,811	24,084	30,739
Capital Purchases					
Division Total	<u>\$ 1,207,202</u>	<u>\$ 1,230,791</u>	<u>\$ 1,296,706</u>	<u>\$ 1,661,540</u>	<u>\$ 1,706,217</u>
Total Expenditures	<u>\$ 29,893,779</u>	<u>\$ 31,736,114</u>	<u>\$ 30,525,884</u>	<u>\$ 34,228,811</u>	<u>\$ 34,561,609</u>

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

Revenue Summary

<b>Description</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Final</b>	<b>Adopted</b>
Engineering Services	\$ 1,535,823	\$ 1,566,097	\$ 675,050	\$ 1,377,185	\$ 926,458
Public Services	1,166,602	1,398,521	1,829,208	1,644,178	1,777,499
Transportation Services	585,384	564,953	738,798	1,053,773	1,046,472
Total Department Revenue	<u>\$ 3,287,809</u>	<u>\$ 3,529,571</u>	<u>\$ 3,243,056</u>	<u>\$ 4,075,136</u>	<u>\$ 3,750,429</u>

Program Summary

<b>Description</b>	<b>Program</b>	<b>Program</b>	<b>Net Program</b>
	<b>Expenditures</b>	<b>Revenue</b>	<b>Cost</b>
Engineering Services			
Engineering Services Admin	\$ 428,280	\$ 150	\$ 428,130
CIP Administration	853,042		853,042
Development Engineering	715,751	245,000	470,751
Development Inspection	494,615	360,308	134,307
Encroachments	433,099	230,000	203,099
Canyon Park	58,979		58,979
GHAD	826,986	6,000	820,986
Citywide Landscaping	9,615		9,615
Open Space/Drainage	65,733		65,733
Storm Water Mgmt	593,749		593,749
GIS	256,618	85,000	171,618
Traffic Engineering	382,510		382,510
Division Total	<u>\$ 5,118,977</u>	<u>\$ 926,458</u>	<u>\$ 4,192,519</u>

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

**Program Summary**

<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
<b>Public Services</b>			
Public Services Admin	\$ 2,084,899	\$ 13,500	\$ 2,071,399
Aquatics Maintenance	1,795,757		1,795,757
Facilities	3,358,690	1,800	3,356,890
Flood Control	727,310	6,000	721,310
Landscaping	7,385,104	10,100	7,375,004
Parks Maintenance	7,876,605	623,119	7,253,486
Roadway Maintenance	2,911,675	6,006	2,905,669
Service Center	942,093		942,093
Solid Waste	654,282	1,116,974	(462,692)
Division Total	<u>\$ 27,736,415</u>	<u>\$ 1,777,499</u>	<u>\$ 25,958,916</u>
<b>Transportation Services</b>			
Transportation Administration	295,349	54,900	240,449
Residential Traffic Calming	200,873		200,873
Traffic Safety	44,365		44,365
Transportation Planning	174,527		174,527
TDM - Administration	109,100	109,100	-
TDM- Carpool to School Program	183,132	183,132	-
TDM - Vanpool Program	98,836	98,836	-
TDM - Voluntary EBTR	224,004	224,004	-
Street Smarts	221,031	221,500	(469)
Measure J Traffic	155,000	155,000	-
Division Total	<u>\$ 1,706,217</u>	<u>\$ 1,046,472</u>	<u>\$ 659,745</u>
<b>Department Program Totals</b>	<u><u>\$ 34,561,609</u></u>	<u><u>\$ 3,750,429</u></u>	<u><u>\$ 30,811,180</u></u>



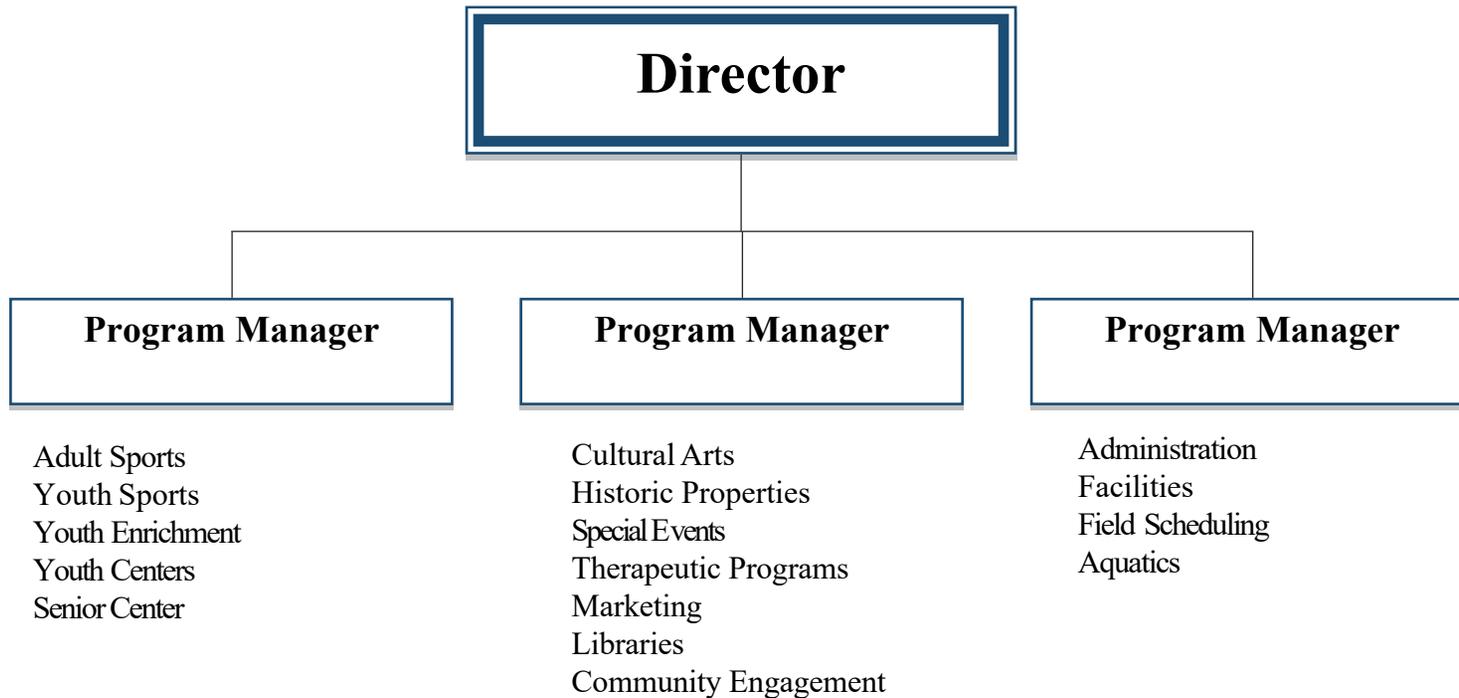
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# PARKS & COMMUNITY SERVICES





# Parks & Community Services Department FY 2020-21



**City of San Ramon**  
**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 2019-20*

- Completed and published an online San Ramon Public Art Map to promote the City's Public art collection and encourage community engagement and involvement with the Public Art Program
- Established a Parks and Community Services Community Engagement Team to focus on increased communication with residents regarding programs and to create interactive dialogue opportunities at community events and in public spaces
- Enhanced transit options for the older adult population by developing and marketing a pilot program that includes the San Ramon Transit Center as a pick-up and drop-off location for individuals visiting the Alcosta Senior and Community Center
- Completed the Parks, Open Space, Trails and Recreation Masterplan update
- Researched and developed a drop-in pickle ball program using City gymnasiums and existing tennis courts to encourage lifelong physical activity for active adults
- Revamped the Special Event Corporate sponsorship program in order to increase engagement and strengthen partnerships with the business community
- Partnered with local nonprofit organizations to fund and develop a "Story Walk" program in Central Park within the walking district to engage families with young children, encourage physical activity, and increase literacy through reading
- Activated existing community spaces, parks, and special events through the addition of free "Giant Games" and new activities that encourage families to play together and enjoy public parks and facilities
- Promoted hiking in San Ramon's Open Space and assisted with the development of a walking district in San Ramon through the use of a mobile app for wayfinding and highlighting points of interest along each route
- Developed a new, evening outdoor music event to engage residents and encouraged increased usage of the Alcosta Senior and Community Center Park
- Developed a senior hotline, senior meal delivery program, and senior assistance program in response to the COVID-19 crisis

**City of San Ramon**  
**PARKS & COMMUNITY SERVICES**  
**SUMMARY**

***Major Action Plan Items***  
***FY 2020-21***

		Completion By	Council Priorities/ Goals
1.	Reorganize the work of the department to better align with the concepts and ideas developed in the Parks, Trails, Open Space and Recreation Master Plan	OCT 2020	P4/G4, P5/G1
2.	Develop and implement a trails cleanup day program by partnering with Sports Basement to lead participants in providing trail maintenance	OCT 2020	P4/G4 P5/G1 P5/G4
3.	Expand the Culture in the Community Event to have a second full size outdoor stage to provide more opportunities for local multicultural groups to perform	OCT 2020	P5/G4
4.	Develop a new teen leadership and volunteerism program to develop leadership skills, provide volunteer hours, and showcase opportunities for future employment with the City	DEC 2020	P5/G1
5.	Enhance the scholarship program to include business and non-profit sponsorship opportunities to increase availability of funds for residents requesting financial assistance	DEC 2020	P5/G1
6.	Increase access and engagement for visitors to the Glass House by removing the admission fee during Saturday visiting hours and refreshing existing tours with new tour options.	APR 2021	P5/G4
7.	Partner with local fitness instructors and businesses to expand free outdoor physical fitness classes and walking programs in the Parks	APR 2021	P5/G4
8.	Enhance our mobile integration and update the Guide by Cell tour from a call-in tour to a phone app at the Forest Home Farms	JUN 2021	P5/G1
9.	Complete the fabrication and installation of the Bronze Eagle Sculpture for Rancho San Ramon Park	JUN 2021	P4/G4
10.	Research and implement opportunities to increase outdoor programming in the Open Space through led mountain bike excursions, trail runs and family events that focus on nature	JUN 2021	P5/G1 P5/G4

**City of San Ramon**  
**PARKS & COMMUNITY SERVICES**  
**SUMMARY**

***Budget Notes***  
***FY 2020-21***

- Continue to unfund (1) one Division Manager, (1) one Recreation Supervisor, (1) one Recreation Coordinator, (1) one Office Specialist, and (2) two Office Technicians
- Include minimum wage increase and the new Internal Relationship Analysis pay rates increase for temporary staffing
- Increase for CivicRec contract – \$32K
- Increase for County Library contract – \$4K
- Reallocate banner and wreath installations from Public Works Department – \$15K
- General Fund subsidy is \$3,305,042 at 41.9%. Revenues from service charges, contributions, user fees and rentals totaling \$4,580,676, funding 58.1% of the department total expenditures of \$7,885,718



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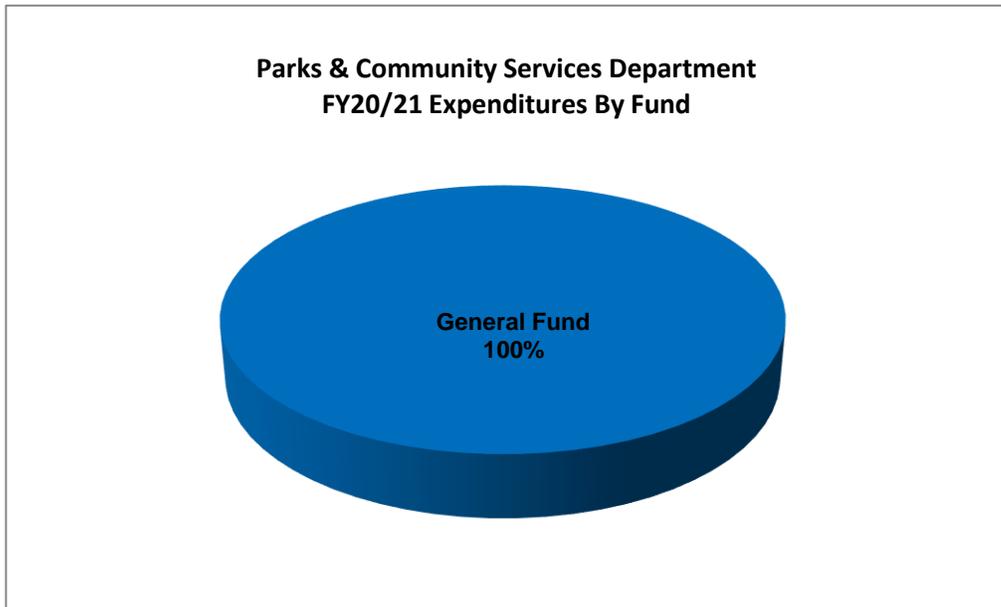
**CITY OF SAN RAMON  
SUMMARY OF DEPARTMENTAL BUDGET  
PARKS & COMMUNITY SERVICES**

<b>Authorized Positions</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Administrative Analyst	2.00	2.00	2.00	2.00	2.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Division Manager	1.00	1.00	1.00	1.00	1.00
Office Specialist	2.00	2.00	2.00	2.00	2.00
Office Technician I/II	5.00	5.00	5.00	5.00	5.00
Parks & Community Services Director	1.00	1.00	1.00	1.00	1.00
Program Manager	3.00	3.00	3.00	3.00	3.00
Recreation Coordinator	7.00	7.00	10.00	10.00	10.00
Recreation Supervisor	5.00	5.00	5.00	6.00	6.00
Recreation Technician	6.00	6.00	3.00	3.00	3.00
<b>Total Authorized Positions</b>	<b>33.00</b>	<b>33.00</b>	<b>33.00</b>	<b>34.00</b>	<b>34.00</b>

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

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 8,052,418	\$ 8,765,042	\$ 8,683,167	\$ 7,860,164	\$ 7,836,018
Total	<u>\$ 8,052,418</u>	<u>\$ 8,765,042</u>	<u>\$ 8,683,167</u>	<u>\$ 7,860,164</u>	<u>\$ 7,836,018</u>



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

**Expenditure Summary By Division**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Parks & Community Services	\$ 8,052,418	\$ 8,765,042	\$ 8,683,167	\$ 7,860,164	\$ 7,836,018
Department Total	<u>\$ 8,052,418</u>	<u>\$ 8,765,042</u>	<u>\$ 8,683,167</u>	<u>\$ 7,860,164</u>	<u>\$ 7,836,018</u>

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Personnel Services	\$ 5,292,101	\$ 5,474,472	\$ 5,275,791	\$ 5,716,278	\$ 6,014,217
Contract Services	2,351,898	2,830,233	3,026,693	1,789,354	1,541,019
Materials and Supplies	239,504	277,240	242,766	275,117	263,520
Other Costs	168,915	183,097	137,917	79,415	17,262
Capital Purchases					
Total Expenditures	<u>\$ 8,052,418</u>	<u>\$ 8,765,042</u>	<u>\$ 8,683,167</u>	<u>\$ 7,860,164</u>	<u>\$ 7,836,018</u>

**Revenue Summary**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Total Department Revenue	<u>\$ 5,068,581</u>	<u>\$ 5,547,211</u>	<u>\$ 5,858,563</u>	<u>\$ 4,510,952</u>	<u>\$ 4,570,476</u>

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

**Program Summary**

<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
Administration	\$ 1,617,392	\$ 6,680	\$ 1,610,712
Aquatics	1,034,434	817,559	216,875
Facilities	1,337,797	1,224,747	113,050
Cultural Arts	1,075,260	638,474	436,786
Special Programs & Events	635,422	177,320	458,102
Youth/Teen Services	857,089	721,713	135,376
Adult & Senior Enrichment	547,289	170,095	377,194
Adult & Youth Sports	731,335	813,888	(82,553)
Program Totals	<u>\$ 7,836,018</u>	<u>\$ 4,570,476</u>	<u>\$ 3,265,542</u>

**NON-DEPARTMENTAL**



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**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, and contingency appropriation.

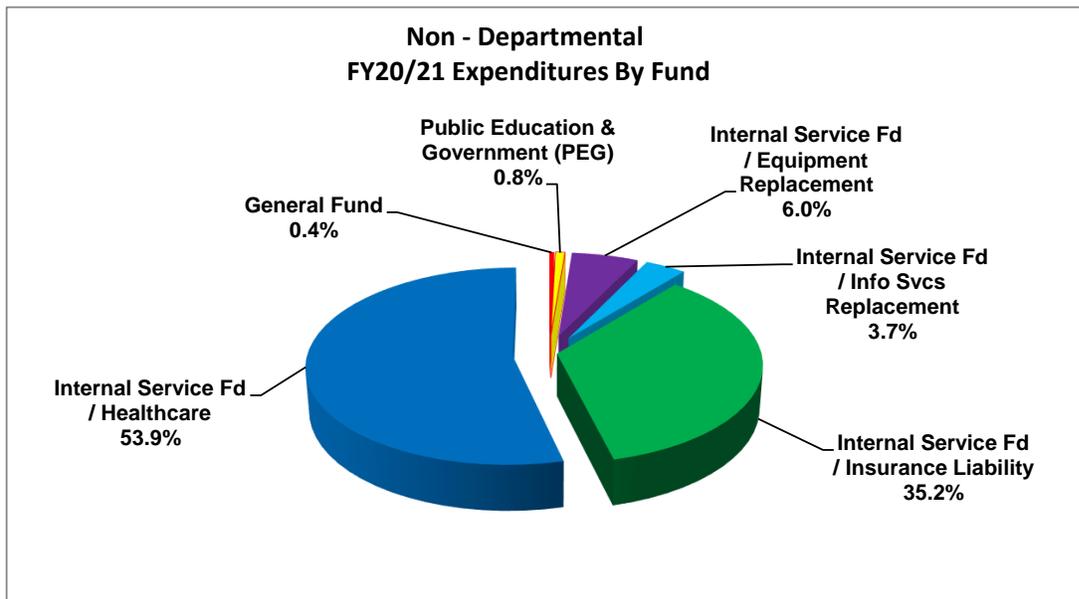


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**CITY OF SAN RAMON  
SUMMARY OF DEPARTMENTAL BUDGET  
NON - DEPARTMENTAL**

**Expenditure Summary By Fund**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
General Fund	\$ 20,996	\$ 120	\$ 13,548	\$ 50,000	\$ 50,000
Public Education & Government (PEG)	6,055	4,177	-	100,000	100,000
Internal Service Fd / Equipment Replacement	911,789	948,788	1,539,060	678,800	703,000
Internal Service Fd / Info Svcs Replacement	87,222	143,816	159,648	349,140	433,047
Internal Service Fd / Insurance Liability	3,565,885	3,442,701	4,982,260	4,836,462	4,152,983
Internal Service Fd / Healthcare	7,065,466	7,866,194	5,825,925	7,073,279	6,360,717
<b>Total</b>	<b>\$11,657,413</b>	<b>\$12,405,796</b>	<b>\$12,520,440</b>	<b>\$13,087,681</b>	<b>\$11,799,747</b>



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

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Personnel Services	\$ 1,412,372	\$ 934,446	\$ 1,626,987	\$ 1,718,299	\$ 59,521
Contract Services	112,929	54,572	132,792	100,000	100,000
Materials and Supplies					
Other Costs	9,963,299	10,319,997	9,743,128	10,141,442	10,404,179
Capital Outlay	168,813	1,096,781	1,017,533	1,127,940	1,236,047
Total Expenditures	<u>\$ 11,657,413</u>	<u>\$12,405,796</u>	<u>\$12,520,440</u>	<u>\$ 13,087,681</u>	<u>\$11,799,747</u>

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

**Program Summary**

<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
Contingency Reserve	\$ 50,000		\$ 50,000
Public Education & Government	100,000		100,000
Equipment Replacement	703,000		703,000
Info Svcs Replacement	433,047		433,047
Insurance Liability	4,152,983		4,152,983
Healthcare	6,360,717		6,360,717
Program Totals	<u>\$ 11,799,747</u>	<u>\$ -</u>	<u>\$ 11,799,747</u>



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# **SPECIAL FUNDS**



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# City of San Ramon

## SPECIAL FUNDS

### **Special Revenue Funds**

Such as the Planning Cost Recovery Fund, Geographic Information System Fund, Community Facilities District 2014-1 and 2014-2, Refuse Vehicle Impact Fund, Development Mitigation Funds, Gas Tax Fund, Park Development Fund, SCCJEPA Fund, Street Maintenance Fund, Traffic Improvement Fund, and Tri-Valley Transportation 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 such as the Public Education & Government (PEG) Fund, Landscaping and Lighting District 1984-1, Special Landscaping Zones (L&L), the Preserve Landscaping and Lighting District, Special Assessment Funds, Canyon Park Fund, Village Center Common Area Fund, Dougherty Valley Fund, Solid Waste Fund, Non-Point Drainage/Stormwater Fund, Street Smarts Fund and TDM Program Fund. These funds are funded by special assessments collected annually and/or fees to pay for specific operating programs.

### **Debt Service Fund**

These are accounts for the accumulation of resources for payment of principal and interest on the City's general long-term debt obligations.

### **Internal Service Fund**

These are accounts for capital equipment purchases, infrastructure maintenance, insurance and benefit liability, and the investment management.



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

	<b>Planning Cost Recovery Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>331,838</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	157,743
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>157,743</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>157,743</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	30,000
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>30,000</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>-</b>
<b>TOTAL USES OF FUND</b>	<b>30,000</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>127,743</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 459,581</b>

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

**Geographic  
Information  
System  
Fund**

---

**PROJECTED FUND BALANCES AT JULY 1, 2020** **\$ 239,559**

**PROJECTED REVENUES**

Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	85,000
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>85,000</b>

**Transfers In**

<b>TOTAL SOURCES OF FUND</b>	<b>85,000</b>
------------------------------	---------------

**PROJECTED EXPENDITURES**

Non-Departmental	
Community Development	
Police Services	
Public Works	75,950
<b>Total Expenditures</b>	<b>75,950</b>

**Transfers Out**

General Fund	
Capital Projects Fund	
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>-</b>

<b>TOTAL USES OF FUND</b>	<b>75,950</b>
---------------------------	---------------

**NET INCREASE (DECREASE) IN FUND BALANCES** **9,050**

<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 248,609</b>
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**CITY OF SAN RAMON  
SPECIAL REVENUE FUNDS  
REVENUE - EXPENDITURE - FUND BALANCE**

	<b>Development Mitigation Funds</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,489,175</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	663,735
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>663,735</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>663,735</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	190,000
Debt Service	
Other	29,749
<b>Total Transfers Out</b>	<b>219,749</b>
<b>TOTAL USES OF FUND</b>	<b>219,749</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>443,986</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 1,933,161</b>

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

	<b>Gas Tax Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 832,722</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	3,698,099
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<u>3,698,099</u>
<b>Transfers In</b>	<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>	<u>3,698,099</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<u>-</u>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	3,258,478
Debt Service	
Other	359,498
<b>Total Transfers Out</b>	<u>3,617,976</u>
<b>TOTAL USES OF FUND</b>	<u>3,617,976</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>80,123</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u>\$ 912,845</u></b>

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

		<b>Park Development Fund</b>
<hr/>		
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>198,178</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		1,040,915
Miscellaneous Revenue		
<b>Total Revenues</b>		<u>1,040,915</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>1,040,915</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		
<b>Total Expenditures</b>		<u>-</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		355,133
Debt Service		
Other		
<b>Total Transfers Out</b>		<u>355,133</u>
<b>TOTAL USES OF FUND</b>		<u>355,133</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>685,782</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u><u>883,960</u></u></b>

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

	<b>SCCJEP Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 7,566,265</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	1,191,936
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>1,191,936</b>
<b>Transfers In</b>	-
<b>TOTAL SOURCES OF FUND</b>	<b>1,191,936</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	4,075,000
Debt Service	
Other	29,749
<b>Total Transfers Out</b>	<b>4,104,749</b>
<b>TOTAL USES OF FUND</b>	<b>4,104,749</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(2,912,813)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 4,653,452</b>

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

	<b>Street Maintenance Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,822,009</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	1,108,312
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<u>1,108,312</u>
<b>Transfers In</b>	<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>	<u>1,108,312</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<u>-</u>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	713,458
Debt Service	
Other	59,499
<b>Total Transfers Out</b>	<u>772,957</u>
<b>TOTAL USES OF FUND</b>	<u>772,957</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>335,355</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u><u>\$ 2,157,364</u></u></b>

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

	<b>Traffic Improvement Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 22,317</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	484,627
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>484,627</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>484,627</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	200,000
Debt Service	
Other	19,833
<b>Total Transfers Out</b>	<b>219,833</b>
<b>TOTAL USES OF FUND</b>	<b>219,833</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>264,794</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 287,111</b>

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

	<b>Tri-Valley Transportation Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 229,853</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	125,866
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>125,866</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>125,866</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>-</b>
<b>TOTAL USES OF FUND</b>	<b>-</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>125,866</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 355,719</b>

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

	<b>Pub Educ &amp; Govt (PEG) Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,107,786</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	210,350
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>210,350</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>210,350</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	100,000
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>100,000</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	11,000
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>11,000</b>
<b>TOTAL USES OF FUND</b>	<b>111,000</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>99,350</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 1,207,136</b>

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

	<b>Refuse Vehicle Impact Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,524,411</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	1,522,500
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>1,522,500</b>
<b>Transfers In</b>	-
<b>TOTAL SOURCES OF FUND</b>	<b>1,522,500</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	1,500,000
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>1,500,000</b>
<b>TOTAL USES OF FUND</b>	<b>1,500,000</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>22,500</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 1,546,911</b>

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

	<b>Open Space Development Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 516,694</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	69,000
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>69,000</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>69,000</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	500,000
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>500,000</b>
<b>TOTAL USES OF FUND</b>	<b>500,000</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(431,000)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 85,694</b>

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

**Community  
Facilities  
District  
2014-1 & 2**

<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>		<b>\$ -</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		238,074
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
<b>Total Revenues</b>		<u>238,074</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>238,074</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		
<b>Total Expenditures</b>		<u>                    -</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		238,074
<b>Total Transfers Out</b>		<u>238,074</u>
<b>TOTAL USES OF FUND</b>		<u>238,074</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<u>                    -</u>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>		<u><u>\$ -</u></u>

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

		<b>Citywide Landscaping Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>220,377</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		1,745,639
Intergovernmental		9,500
Fines & Forfeitures		
Charges for Services		600
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
<b>Total Revenues</b>		<u>1,755,739</u>
<b>Transfers In</b>		
<b>TOTAL SOURCES OF FUND</b>		<u>1,755,739</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		1,107,536
<b>Total Expenditures</b>		<u>1,107,536</u>
<b>Transfers Out</b>		
General Fund		132,833
Capital Projects Fund		72,000
Debt Service		
Other		366,544
<b>Total Transfers Out</b>		<u>571,377</u>
<b>TOTAL USES OF FUND</b>		<u>1,678,913</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>76,826</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u>297,203</u></b>

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

	<b>Citywide Lighting Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,321,616</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	775,062
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>775,062</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>775,062</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	592,473
<b>Total Expenditures</b>	<b>592,473</b>
<b>Transfers Out</b>	
General Fund	71,681
Capital Projects Fund	30,000
Debt Service	64,118
Other	
<b>Total Transfers Out</b>	<b>165,799</b>
<b>TOTAL USES OF FUND</b>	<b>758,272</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>16,790</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 1,338,406</b>

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

	<b>Special Assessment Funds</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,592,059</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	1,158,249
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	1,158,249
<b>Transfers In</b>	354,938
<b>TOTAL SOURCES OF FUND</b>	1,513,187
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	1,259,949
<b>Total Expenditures</b>	1,259,949
<b>Transfers Out</b>	
General Fund	152,438
Capital Projects Fund	146,000
Debt Service	
Other	
<b>Total Transfers Out</b>	298,438
<b>TOTAL USES OF FUND</b>	1,558,387
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(45,200)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 1,546,859</b>

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

		<b>Preserve L&amp;L Fund</b>
<hr/>		
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>70,832</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
<b>Total Revenues</b>		<hr style="width: 100%; border: 0.5px solid black;"/> -
<b>Transfers In</b>		<hr style="width: 100%; border: 0.5px solid black;"/> 11,606
<b>TOTAL SOURCES OF FUND</b>		<hr style="width: 100%; border: 0.5px solid black;"/> 11,606
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		34,510
<b>Total Expenditures</b>		<hr style="width: 100%; border: 0.5px solid black;"/> 34,510
<b>Transfers Out</b>		
General Fund		4,175
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		<hr style="width: 100%; border: 0.5px solid black;"/> 4,175
<b>TOTAL USES OF FUND</b>		<hr style="width: 100%; border: 0.5px solid black;"/> 38,685
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>(27,079)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b>43,753</b> <hr style="width: 100%; border: 0.5px solid black;"/>

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

		<b>Canyon Park Fund</b>
<hr/>		
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>164,673</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		10,990
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
<b>Total Revenues</b>		<u>10,990</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>10,990</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		58,979
<b>Total Expenditures</b>		<u>58,979</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		2,517
<b>Total Transfers Out</b>		<u>2,517</u>
<b>TOTAL USES OF FUND</b>		<u>61,496</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>(50,506)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u>114,167</u></b>

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

		<b>Village Center Common Area Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>64,220</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		6,006
<b>Total Revenues</b>		<u>6,006</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>6,006</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		5,963
<b>Total Expenditures</b>		<u>5,963</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		<u>-</u>
<b>TOTAL USES OF FUND</b>		<u>5,963</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>43</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u><u>64,263</u></u></b>

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

	<b>Dougherty Valley Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ -</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	19,983,936
Fines & Forfeitures	
Charges for Services	500
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>19,984,436</b>
<b>Transfers In</b>	<b>1,713,475</b>
<b>TOTAL SOURCES OF FUND</b>	<b>21,697,911</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	9,257,111
Public Works	12,147,880
<b>Total Expenditures</b>	<b>21,404,991</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	83,840
Debt Service	209,080
Other	
<b>Total Transfers Out</b>	<b>292,920</b>
<b>TOTAL USES OF FUND</b>	<b>21,697,911</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>-</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ -</b>

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

		<b>Solid Waste Fund</b>
<hr/>		
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>727,818</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		20,000
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		1,096,974
<b>Total Revenues</b>		<u>1,116,974</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>1,116,974</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		1,229,299
<b>Total Expenditures</b>		<u>1,229,299</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		<u>-</u>
<b>TOTAL USES OF FUND</b>		<u>1,229,299</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>(112,325)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u>615,493</u></b>

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

		<b>Non-Point Drainage Fund (Stormwater)</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>51,225</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		1,197,235
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		6,000
<b>Total Revenues</b>		<u>1,203,235</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>1,203,235</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		1,231,462
<b>Total Expenditures</b>		<u>1,231,462</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		<u>-</u>
<b>TOTAL USES OF FUND</b>		<u>1,231,462</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>(28,227)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u>22,998</u></b>

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

		<b>Street Smarts Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>332,347</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		202,750
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		18,750
<b>Total Revenues</b>		<u>221,500</u>
<b>Transfers In</b>		<u>35,000</u>
<b>TOTAL SOURCES OF FUND</b>		<u>256,500</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		221,031
<b>Total Expenditures</b>		<u>221,031</u>
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		<u>-</u>
<b>TOTAL USES OF FUND</b>		<u>221,031</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>35,469</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u><u>367,816</u></u></b>

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

		<b>TDM Programs Fund</b>
<hr/>		
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>-</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		615,072
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
<b>Total Revenues</b>		615,072
<b>Transfers In</b>		
<b>TOTAL SOURCES OF FUND</b>		615,072
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		615,072
<b>Total Expenditures</b>		615,072
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		-
<b>TOTAL USES OF FUND</b>		615,072
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		-
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b>-</b>
		-

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

		<b>Narcotic Asset Forfeiture</b>
<hr/>		
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>289,083</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		
Intergovernmental		
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
<b>Total Revenues</b>		<hr/> -
<b>Transfers In</b>		<hr/> -
<b>TOTAL SOURCES OF FUND</b>		<hr/> -
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		
Community Development		
Police Services		
Public Works		
<b>Total Expenditures</b>		<hr/> -
<b>Transfers Out</b>		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
<b>Total Transfers Out</b>		<hr/> -
<b>TOTAL USES OF FUND</b>		<hr/> -
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<hr/> -
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b>289,083</b>
<hr/> <hr/>		

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

	<b>Traffix Program Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ -</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	
Intergovernmental	155,000
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenues</b>	<b>155,000</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>155,000</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Non-Departmental	
Community Development	
Police Services	
Public Works	155,000
<b>Total Expenditures</b>	<b>155,000</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
<b>Total Transfers Out</b>	<b>-</b>
<b>TOTAL USES OF FUND</b>	<b>155,000</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>-</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ -</b>

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

		<b>Total All Special Revenue Funds</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>20,715,057</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		5,125,249
Intergovernmental		26,003,019
Fines & Forfeitures		-
Charges for Services		1,681,343
Interest Revenue		-
Development Fees		3,661,079
Miscellaneous Revenue		1,127,730
<b>Total Revenues</b>		<u>37,598,420</u>
<b>Transfers In</b>		<u>2,115,019</u>
<b>TOTAL SOURCES OF FUND</b>		<u>39,713,439</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Non-Departmental		100,000
Community Development		30,000
Police Services		9,257,111
Public Works		18,735,104
<b>Total Expenditures</b>		<u>28,122,215</u>
<b>Transfers Out</b>		
General Fund		361,127
Capital Projects Fund		11,134,909
Debt Service		273,198
Other		1,105,463
<b>Total Transfers Out</b>		<u>12,874,697</u>
<b>TOTAL USES OF FUND</b>		<u>40,996,912</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>(1,283,473)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u>19,431,584</u></b>



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

**COP #12  
2011**

<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 8,990,486</b>
 <b><u>PROJECTED REVENUES</u></b>	
PERS charges	_____
<b>Total Revenues</b>	<b>-</b>
 <b>Transfers In</b>	 _____
 <b>TOTAL SOURCES OF FUND</b>	 _____
 <b><u>PROJECTED EXPENDITURES</u></b>	
Principal	1,455,000
Interest	116,075
Debt Service Fees	3,000
<b>Total Expenditures</b>	<b>1,574,075</b>
 <b>Transfers Out</b>	 _____
 <b>TOTAL USES OF FUND</b>	 _____
 <b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	 <b>(8,990,486)</b>
 <b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	 <b>\$ -</b>

\* Excludes funds held with trustees

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

	<b>POB 2010</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 5,000</b>
<b><u>PROJECTED REVENUES</u></b>	
PERS charges	1,400,630
<b>Total Revenues</b>	<u>1,400,630</u>
<b>Transfers In</b>	<u>1,400,630</u>
<b>TOTAL SOURCES OF FUND</b>	<u>2,801,260</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Principal	430,000
Interest	964,480
Debt Service Fees	6,150
<b>Total Expenditures</b>	<u>1,400,630</u>
<b>Transfers Out</b>	<u>1,400,630</u>
<b>TOTAL USES OF FUND</b>	<u>2,801,260</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>-</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u><u>\$ 5,000</u></u></b>

\* Excludes funds held with trustees

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

	<b>LED LIGHTS 2012</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 4,495</b>
<b><u>PROJECTED REVENUES</u></b>	
PERS charges	-
<b>Total Revenues</b>	<u>-</u>
<b>Transfers In</b>	<u>278,773</u>
<b>TOTAL SOURCES OF FUND</b>	<u>278,773</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Principal	252,583
Interest	26,190
Debt Service Fees	-
<b>Total Expenditures</b>	<u>278,773</u>
<b>Transfers Out</b>	<u>-</u>
<b>TOTAL USES OF FUND</b>	<u>278,773</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<u>-</u>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u><u>\$ 4,495</u></u></b>

\* Excludes funds held with trustees

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

**COP #13  
2019**

<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 17,938,326</b>
<b><u>PROJECTED REVENUES</u></b>	
PERS charges	-
<b>Total Revenues</b>	<u>-</u>
Transfers In	<u>949,085</u>
<b>TOTAL SOURCES OF FUND</b>	<u>949,085</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Principal	695,000
Interest	903,500
Debt Service Fees	7,000
<b>Total Expenditures</b>	<u>1,605,500</u>
Transfers Out	<u>13,865,874</u>
<b>TOTAL USES OF FUND</b>	<u>15,471,374</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(14,522,289)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u><u>\$ 3,416,037</u></u></b>

\* Excludes funds held with trustees

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

	<b>TOTAL CITY DEBT</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 26,938,307</b>
<b><u>PROJECTED REVENUES</u></b>	
PERS charges	1,400,630
<b>Total Revenues</b>	<u>1,400,630</u>
<b>Transfers In</b>	<u>2,628,488</u>
<b>TOTAL SOURCES OF FUND</b>	<u>4,029,118</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Principal	2,832,583
Interest	2,010,245
Debt Service Fees	16,150
<b>Total Expenditures</b>	<u>4,858,978</u>
<b>Transfers Out</b>	<u>22,682,915</u>
<b>TOTAL USES OF FUND</b>	<u>27,541,893</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(23,512,775)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u><u>\$ 3,425,532</u></u></b>

\* Excludes funds held with trustees

**City of San Ramon  
Debt Service Summary and Payment Schedule**

	<b>2011 COP NO. 12 (\$11,585,000)</b>	<b>2010 POB (\$17,650,000)</b>	<b>2012 LED LIGHTS (\$2,687,302)</b>	<b>2019 COP NO. 13 (\$20,990,000)</b>	<b>TOTAL</b>
<b><u>CURRENT YEAR SUMMARY</u></b>					
<b>Principal Outstanding as of 07/01/20</b>	<b>2,805,000</b>	<b>15,070,000</b>	<b>1,207,101</b>	<b>20,590,000</b>	<b>20,289,202</b>
Reduction in Principal Balance	1,455,000	430,000	252,583	695,000	2,832,583
Interest Due	116,075	964,480	26,190	903,500	2,010,245
<b>Total Payment Due</b>	<b>1,571,075</b>	<b>1,394,480</b>	<b>278,773</b>	<b>1,598,500</b>	<b>4,842,828</b>
<b>Principal Outstanding as of 06/30/21</b>	<b>1,350,000</b>	<b>14,640,000</b>	<b>954,518</b>	<b>19,895,000</b>	<b>17,456,619</b>

**LEASE PAYMENT/DEBT SERVICE SCHEDULE**

**FISCAL YEAR**

2021 - 22	495,150	1,391,960	287,959	1,600,700	3,775,769
2022 - 23	493,650	1,392,840	297,420	1,599,450	3,783,360
2023 - 24	491,150	1,391,800	307,165	1,601,450	3,791,565
2024 - 25	-	1,393,840	129,698	1,601,450	3,124,988
2025 - 26	-	1,393,640	-	1,599,450	2,993,090
2026 - 27	-	1,391,200	-	1,600,450	2,991,650
2027 - 28	-	1,391,520	-	1,599,200	2,990,720
2028 - 29	-	1,394,280	-	1,600,700	2,994,980
2029 - 30	-	1,394,160	-	1,599,700	2,993,860
2030 - 31	-	1,396,160	-	1,601,200	2,997,360
2031 - 32	-	1,394,960	-	1,601,200	2,996,160
2032 - 33	-	1,395,560	-	1,599,400	2,994,960
2033 - 34	-	1,392,640	-	1,600,800	2,993,440
2034 - 35	-	1,391,200	-	1,600,200	2,991,400
2035 - 36	-	1,390,920	-	1,602,600	2,993,520
2036 - 37	-	1,391,480	-	1,602,800	2,994,280
2037 - 38	-	1,392,560	-	1,600,800	2,993,360
2038 - 39	-	1,393,840	-	1,601,600	2,995,440
	<b>1,479,950</b>	<b>25,074,560</b>	<b>1,022,242</b>	<b>28,813,150</b>	<b>56,389,902</b>

**City of San Ramon  
Debt Service Summary**

Description	Maturity Date	Amount of Original Issue	Outstanding		
			Principal	Interest	Total
<b>2011 COPS</b> - 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.	03/01/24	11,585,000	1,350,000	129,950	1,479,950
<b>2010 Pension Obligation Bonds (POB)</b> - Refinancing of unfunded CALPERS pension obligation	02/01/39	17,650,000	14,640,000	10,434,560	25,074,560
<b>LED LIGHTS</b> - Funding for Phase 2 of the LED Streetlight Conversion Services Project. (CIP 5499)	11/28/24	2,687,302	954,518	67,724	1,022,242
<b>2019 COP</b> - Funding for various Capital Improvements, including citywide bicycle network improvements and enhancements, City Hall reconfiguration, citywide drainage and infrastructure improvements, installation of street cameras, trees and landscaping improvements, intelligent transportation system upgrades, San Ramon Community Center renovation, San Ramon Olympic Pool improvements, bicycle pedestrian overcrossing improvements, streets widening, paving and other street improvements	06/01/39	20,990,000	19,895,000	8,918,150	28,813,150
<b>Total</b>		<b>\$52,912,302</b>	<b>\$36,839,518</b>	<b>\$19,550,384</b>	<b>\$56,389,902</b>



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

		<u>Investments</u>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>-</b>
<b><u>PROJECTED REVENUES</u></b>		
Intergovernmental Charges for Services		
Interest Revenue		59,521
Reimbursement		
Replacement Charges		
Retiree Health Charges		
Healthcare Charges		
Insurance Liability Charges		
<b>Total Revenues</b>		<u>59,521</u>
<b>Transfers In</b>		<u>                    </u>
<b>TOTAL SOURCES OF FUND</b>		<u>59,521</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Equipment		
Vehicle		
Insurance		
Healthcare		
OPEB Trust		
Administrative Services		59,521
<b>Total Expenditures</b>		<u>59,521</u>
<b>Transfers Out</b>		
Misc Transfers out		
Infrastructure Maintenance		
CIP		
<b>Total Transfers Out</b>		<u>-</u>
<b>TOTAL USES OF FUND</b>		<u>59,521</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<u>-</u>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b><u><u>-</u></u></b>

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

	<b>Vehicle &amp; Equipment Replacement</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 2,650,601</b>
<b><u>PROJECTED REVENUES</u></b>	
Intergovernmental	
Charges for Services	
Interest Revenue	
Reimbursement	
Replacement Charges	808,810
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges	
<b>Total Revenues</b>	<b>808,810</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>808,810</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Equipment	50,000
Vehicle	653,000
Insurance	
Healthcare	
OPEB Trust	
Administrative Services	
<b>Total Expenditures</b>	<b>703,000</b>
<b>Transfers Out</b>	
Misc Transfers out	
Infrastructure Maintenance	
CIP	11,000
<b>Total Transfers Out</b>	<b>11,000</b>
<b>TOTAL USES OF FUND</b>	<b>714,000</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>94,810</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 2,745,411</b>

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

	<b>Info Svcs Equipment Replacement</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,399,699</b>
<b><u>PROJECTED REVENUES</u></b>	
Intergovernmental	
Charges for Services	
Interest Revenue	
Reimbursement	
Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges	
<b>Total Revenues</b>	-
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	-
<b><u>PROJECTED EXPENDITURES</u></b>	
Equipment	433,047
Vehicle	
Insurance	
Healthcare	
OPEB Trust	
Administrative Services	
<b>Total Expenditures</b>	433,047
<b>Transfers Out</b>	
Misc Transfers out	
Infrastructure Maintenance	
CIP	
<b>Total Transfers Out</b>	-
<b>TOTAL USES OF FUND</b>	433,047
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(433,047)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 966,652</b>

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

	<b>Insurance Liability</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 991,387</b>
<b><u>PROJECTED REVENUES</u></b>	
Intergovernmental	750,342
Charges for Services	
Interest Revenue	
Reimbursement	
Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges	4,652,702
<b>Total Revenues</b>	<b>5,403,044</b>
<b>Transfers In</b>	<b>554,374</b>
<b>TOTAL SOURCES OF FUND</b>	<b>5,957,418</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Equipment	
Vehicle	
Insurance	4,447,114
Healthcare	
OPEB Trust	
Administrative Services	
<b>Total Expenditures</b>	<b>4,447,114</b>
<b>Transfers Out</b>	
Misc Transfers out	
Infrastructure Maintenance	
CIP	
<b>Total Transfers Out</b>	<b>-</b>
<b>TOTAL USES OF FUND</b>	<b>4,447,114</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>1,510,304</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 2,501,691</b>

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

	<b>Healthcare</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 3,149,805</b>
<b><u>PROJECTED REVENUES</u></b>	
Intergovernmental	
Charges for Services	
Interest Revenue	
Reimbursement	
Replacement Charges	
Retiree Health Charges	1,048,830
Healthcare Charges	5,835,684
Insurance Liability Charges	
<b>Total Revenues</b>	<b>6,884,514</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>6,884,514</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Equipment	
Vehicle	
Insurance	
Healthcare	6,076,411
OPEB Trust	300,000
Administrative Services	
<b>Total Expenditures</b>	<b>6,376,411</b>
<b>Transfers Out</b>	
Misc Transfers out	
Infrastructure Maintenance	
CIP	
<b>Total Transfers Out</b>	<b>-</b>
<b>TOTAL USES OF FUND</b>	<b>6,376,411</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>508,103</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 3,657,908</b>

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

	<b>Infrastructure Maintenance</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 1,224,376</b>
<b><u>PROJECTED REVENUES</u></b>	
Intergovernmental	
Charges for Services	12,000
Interest Revenue	
Reimbursement	
Replacement Charges	
Retiree Health Charges	
Healthcare Charges	
Insurance Liability Charges	
<b>Total Revenues</b>	12,000
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	12,000
<b><u>PROJECTED EXPENDITURES</u></b>	
Equipment	
Vehicle	
Insurance	
Healthcare	
OPEB Trust	
Administrative Services	
<b>Total Expenditures</b>	-
<b>Transfers Out</b>	
Misc Transfers out	
Infrastructure Maintenance	
CIP	659,795
<b>Total Transfers Out</b>	659,795
<b>TOTAL USES OF FUND</b>	659,795
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(647,795)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 576,581</b>

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

		<b>Total Internal Service Funds</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>9,415,868</b>
<b><u>PROJECTED REVENUES</u></b>		
Intergovernmental		750,342
Charges for Services		12,000
Interest Revenue		59,521
Reimbursement		-
Replacement Charges		808,810
Retiree Health Charges		1,048,830
Healthcare Charges		5,835,684
Insurance Liability Charges		4,652,702
<b>Total Revenues</b>		<u>13,167,889</u>
<b>Transfers In</b>		<u>554,374</u>
<b>TOTAL SOURCES OF FUND</b>		<u>13,722,263</u>
<b><u>PROJECTED EXPENDITURES</u></b>		
Equipment		483,047
Vehicle		653,000
Insurance		4,447,114
Healthcare		6,076,411
OPEB Trust		300,000
Administrative Services		59,521
<b>Total Expenditures</b>		<u>12,019,093</u>
<b>Transfers Out</b>		
Misc Transfers out		
Infrastructure Maintenance		-
CIP		670,795
<b>Total Transfers Out</b>		<u>670,795</u>
<b>TOTAL USES OF FUND</b>		<u>12,689,888</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<u>1,032,375</u>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<u><u>10,448,243</u></u>



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**CITY OF SAN RAMON - CAPITAL EQUIPMENT  
FY 2020-21**

<b>DEPARTMENT</b>	<b>DESCRIPTION</b>	<b>PURPOSE</b>	<b>NEW OR REPLACE</b>	<b>#</b>	<b>UNIT COST</b>	<b>EXTENDED COST</b>
<b>BUILDING SERVICES</b>	Vehicle	Replace 12 years old trucks	REPLACE	2	27,000	54,000
<b>TOTAL BUILDING SERVICES</b>						<b>54,000</b>
<b>POLICE SERVICES</b>	Ballistic Vest	Replace bullet proof vests	REPLACE	9	1,000	9,000
	Vehicle	Replace Ford Ranger #406	REPLACE	1	35,000	35,000
	Vehicle	Replace patrol units #104, #111, #114, #117, #122	REPLACE	5	50,000	250,000
	Vehicle	Replace patrol motorcycles	REPLACE	2	32,000	64,000
	Taser	Replace Tasers	REPLACE	3	5,000	15,000
<b>TOTAL POLICE SERVICES</b>						<b>373,000</b>
<b>PUBLIC SERVICES</b>	Equipment	Replace Toro Workman #9	REPLACE	1	26,000	26,000
	Vehicle	Replace vehicle #58 V25837	REPLACE	1	30,000	30,000
	Vehicle	Replace vehicle #5 V93830	REPLACE	1	55,000	55,000
	Vehicle	Replace flatbed truck #31 V93456	REPLACE	1	55,000	55,000
	Vehicle	Replace vehicle #56 V13799	REPLACE	1	80,000	80,000
	Vehicle	Replace vehicle #59 V25836	REPLACE	1	30,000	30,000
<b>TOTAL PUBLIC SERVICES</b>						<b>276,000</b>
<b>TOTAL VEHICLE/EQUIPMENT REPLACEMENT</b>						<b>703,000</b>

**CITY OF SAN RAMON - I/S EQUIPMENT  
FY 2020-21**

<b>DEPARTMENT</b>	<b>DESCRIPTION</b>	<b>PURPOSE</b>	<b>NEW OR REPLACE</b>	<b>#</b>	<b>UNIT COST</b>	<b>EXTENDED COST</b>
<b>CITY COUNCIL</b>	Personal Computer	Replacement	REPLACE	1	1,400	1,400
<b>CITY MANAGER</b>	Personal Computer	Replacement	REPLACE	2	1,400	2,800
	Printer - Color	Replacement	REPLACE	1	350	350
<b>CITY ATTORNEY</b>	Personal Computer	Replacement	REPLACE	1	1,400	1,400
	Printer - Monochrome	Replacement	REPLACE	1	250	250
<b>CITY CLERK</b>	Personal Computer	Replacement	REPLACE	2	1,400	2,800
	Printer - Monochrome	Replacement	REPLACE	1	250	250
<b>ADMINISTRATIVE SERVICES</b>	Personal Computer	Replacement	REPLACE	7	1,400	9,800
	Personal Computer - Advanced	Replacement	REPLACE	2	2,250	4,500
	Laptop	Replacement	REPLACE	1	1,400	1,400
	Printer - Color	Replacement	REPLACE	2	350	700
	Printer - Monochrome	Replacement	REPLACE	3	250	750
	IT Shared Infrastructure	Replacement	REPLACE	1	37,000	37,000
<b>COMMUNITY DEVELOPMENT</b>	Personal Computer	Replacement	REPLACE	5	1,400	7,000
	Personal Computer - Advanced	Replacement	REPLACE	7	2,250	15,750
	Printer - Color	Replacement	REPLACE	1	350	350
	Printer - Monochrome	Replacement	REPLACE	1	250	250
	Printer - Monochrome Advanced Mutli-Tray	Replacement	REPLACE	2	1,500	3,000
	Building Automation	Replacement	REPLACE	1	34,807	34,807
<b>PUBLIC WORKS</b>	Personal Computer	Replacement	REPLACE	12	1,400	16,800
	Personal Computer - Advanced	Replacement	REPLACE	3	2,250	6,750
	Laptop	Replacement	REPLACE	3	1,400	4,200
	Tablet	Replacement	REPLACE	10	1,050	10,500
	Printer - Color	Replacement	REPLACE	3	350	1,050
	Printer - Monochrome	Replacement	REPLACE	4	250	1,000
	IT Shared Infrastructure	Replacement	REPLACE	1	79,750	79,750
<b>POLICE SERVICES</b>	Personal Computer	Replacement	REPLACE	14	1,400	19,600
	Personal Computer - Advanced	Replacement	REPLACE	2	2,250	4,500
	Laptop	Replacement	REPLACE	4	1,400	5,600
	Printer - Color	Replacement	REPLACE	2	350	700
	Printer - Monochrome	Replacement	REPLACE	2	250	500
	Printer - Monochrome Advanced Mutli-Tray	Replacement	REPLACE	1	1,500	1,500
	IT Shared Infrastructure	Replacement	REPLACE	1	64,645	64,645
<b>PARKS &amp; COMMUNITY SERVICES</b>	Personal Computer	Replacement	REPLACE	13	1,400	18,200
	Personal Computer - Advanced	Replacement	REPLACE	3	2,250	6,750
	Laptop	Replacement	REPLACE	4	1,400	5,600
	Printer - Color	Replacement	REPLACE	2	350	700
	Printer - Monochrome	Replacement	REPLACE	2	250	500
	IT Shared Infrastructure	Replacement	REPLACE	1	59,645	59,645
<b>TOTAL I/S REPLACEMENT</b>						<b>433,047</b>

# **CAPITAL IMPROVEMENT PROGRAM**



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## **City of San Ramon**

# **CAPITAL IMPROVEMENT PROGRAM**

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 Public Works Department / Engineering Services Division, and specific project details (including projected operating budget impacts) can be found within the CIP document. The CIP can be obtained by contacting the Public Works Department 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.



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

	<b>Capital Projects Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 23,413,268</b>
<b><u>PROJECTED REVENUES</u></b>	
Intergovernmental	4,985,500
Interest Revenue	100,000
Miscellaneous Revenue	40,000
<b>Total Revenues</b>	<u>5,125,500</u>
<b>Transfers In</b>	<u>25,885,407</u>
<b>TOTAL SOURCES OF FUND</b>	<u>31,010,907</u>
<b><u>PROJECTED EXPENDITURES</u></b>	
Circulation	21,226,936
Drainage	-
Facilities	6,310,564
Landscaping	311,500
Other	500,000
Parks	465,473
Signal	1,948,105
Public Works Administration	198,329
<b>Total Expenditures</b>	<u>30,960,907</u>
<b>Transfers Out</b>	<u>100,000</u>
<b>TOTAL USES OF FUND</b>	<u>31,060,907</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(50,000)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b><u><u>\$ 23,363,268</u></u></b>



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## Capital Improvement Program 2020/21 - 2024/25

### PROJECTS THAT WILL BE UNDERTAKEN IN FY 2020-21



No	Prj #	Project Name	Prior Years	2020-21	2021-22	2022-23	2023-24	2024-25	Total 5Yr	Beyond 5Yr	Total Proj
1	905602	Alcosta Blvd. Pavement Rehabilitation (Veracruz/Olympia Fields)	\$1,376,000	<b>\$1,904,000</b>	\$1,800,000	\$0	\$0	\$0	\$3,704,000	\$0	\$5,080,000
2	200002	Alcosta Senior & Community Center Renovation	\$1,022,361	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$1,022,361
3	300007	Bent Creek Zone Improvements - Zone 7	\$32,500	<b>\$25,000</b>	\$100,000	\$23,000	\$30,500	\$25,000	\$203,500	\$100,000	\$336,000
4	975606	Bollinger Canyon & Crow Canyon Roads Traffic Signals ATSPM	\$827,356	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$827,356
5	905530	Bollinger Canyon Rd. / Iron Horse Trail Bicycle Pedestrian Overcrossing	\$5,030,650	<b>\$11,300,000</b>	\$400,000	\$0	\$2,495,000	\$2,494,000	\$16,689,000	\$0	\$21,719,650
6	905325	Bollinger Canyon Rd. Widening (Alcosta to Canyon Lakes) (C1.5)	\$2,681,935	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$2,681,935
7	905324	Bollinger Canyon Rd. Widening 8 Lanes (Alcosta / SRVB) (C2.1)	\$11,287,601	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$11,287,601
8	5603	Bollinger Canyon Road Frontage Improvements	\$500,000	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
9	300003	Canyon Lakes Zone Improvements - Zone 3	\$70,000	<b>\$45,000</b>	\$25,000	\$25,000	\$25,000	\$0	\$120,000	\$0	\$190,000
10	935404	Centralized Irrigation System Upgrade	\$1,009,088	<b>\$63,500</b>	\$130,500	\$97,000	\$97,000	\$97,000	\$485,000	\$160,000	\$1,654,088
11	925425	City Facilities HVAC Duct Cleaning and Equipment Replacement	\$1,974,756	<b>\$45,930</b>	\$25,000	\$25,000	\$45,260	\$648,000	\$789,190	\$3,053,381	\$5,817,327
12	925433	City Facilities Roof Covering Maintenance and Replacement	\$848,791	<b>\$25,000</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$3,845,958	\$4,819,749
13	200001	City Hall Reconfiguration	\$250,000	<b>\$3,000,000</b>	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$3,250,000
14	945485	Citywide Aerial Mapping and GIS Support	\$269,843	<b>\$0</b>	\$10,000	\$10,000	\$0	\$10,000	\$30,000	\$100,000	\$399,843
15	905613	Citywide Bicycle Network Improvements & Enhancements	\$235,500	<b>\$300,000</b>	\$650,000	\$50,000	\$50,000	\$50,000	\$1,100,000	\$46,854,500	\$48,190,000
16	915548	Citywide Drainage Infrastructure Repairs	\$3,186,805	<b>\$0</b>	\$0	\$0	\$40,000	\$40,000	\$80,000	\$1,500,000	\$4,766,805

## Capital Improvement Program 2020/21 - 2024/25

### PROJECTS THAT WILL BE UNDERTAKEN IN FY 2020-21



No	Prj #	Project Name	Prior Years	2020-21	2021-22	2022-23	2023-24	2024-25	Total 5Yr	Beyond 5Yr	Total Proj
17	975594	Citywide Intelligent Transportation System Upgrade	\$583,800	<b>\$1,500,000</b>	\$3,000,000	\$1,800,000	\$3,200,000	\$3,200,000	\$12,700,000	\$16,416,200	\$29,700,000
18	300002	Citywide Landscaping Zone Improvements - Zone 2	\$114,000	<b>\$72,000</b>	\$72,000	\$72,000	\$82,000	\$72,000	\$370,000	\$300,000	\$784,000
19	300001	Citywide Lighting Zone Improvements - Zone 1	\$30,000	<b>\$30,000</b>	\$30,000	\$30,000	\$52,000	\$52,000	\$194,000	\$1,000,000	\$1,224,000
20	955584	Citywide Parks Amenities Replacement and Improvements	\$1,501,413	<b>\$170,813</b>	\$393,059	\$409,601	\$332,517	\$970,386	\$2,276,376	\$4,393,977	\$8,171,766
21	400002	Comprehensive Street Camera Installation	\$1,277,027	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$1,277,027
22	905312	Crow Canyon Rd. / Barbados Dr. Intersection	\$10,000	<b>\$0</b>	\$165,000	\$0	\$0	\$0	\$165,000	\$0	\$175,000
23	905328	Crow Canyon Rd. Widening 4 - 6 Lanes (Alcosta to West Branch) (C 1.10)	\$4,746,400	<b>\$4,075,000</b>	\$4,000,000	\$0	\$0	\$0	\$8,075,000	\$3,968,750	\$16,790,150
24	969007	Crow Canyon Specific Plan Update	\$336,400	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$336,400
25	300013	Crown Ridge Zone Improvements - Zone 13	\$40,000	<b>\$5,000</b>	\$0	\$5,000	\$0	\$5,000	\$15,000	\$40,000	\$95,000
26	300008	Deerwood Zone Improvements - Zone 8	\$55,000	<b>\$5,000</b>	\$0	\$10,000	\$5,000	\$0	\$20,000	\$0	\$75,000
27	200004	Dougherty Station Community Center and Library Renovations	\$0	<b>\$500,000</b>	\$2,000,000	\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000
28	925574	Dougherty Valley Aquatic Center Equipment Replacement	\$1,422,857	<b>\$69,440</b>	\$153,729	\$129,441	\$63,452	\$78,612	\$494,674	\$1,425,107	\$3,342,638
29	935564	Dougherty Valley Tree Management Program	\$2,776,246	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$2,776,246
30	5585	Faria Preserve Parkway	\$4,500,000	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500,000
31	5540	Faria Preserve Parkway (formerly Purdue Road) Extension	\$823,132	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$823,132
32	945589	Financial System Upgrade & PCS Class & Facilities Registration Software	\$2,067,850	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$2,067,850

## Capital Improvement Program 2020/21 - 2024/25

### PROJECTS THAT WILL BE UNDERTAKEN IN FY 2020-21



No	Prj #	Project Name	Prior Years	2020-21	2021-22	2022-23	2023-24	2024-25	Total 5Yr	Beyond 5Yr	Total Proj
33	925583	Forest Home Farms ADA Pathway and Parking Lot Improvements	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$485,000	\$610,000
34	925418	Forest Home Farms Structures	\$220,000	\$125,800	\$331,200	\$279,900	\$30,000	\$23,500	\$790,400	\$2,644,143	\$3,654,543
35	955478	Fountain Repairs and Replacement	\$1,140,467	\$62,160	\$47,920	\$0	\$48,398	\$5,412	\$163,890	\$325,600	\$1,629,957
36	969003	General Plan Update	\$839,575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$839,575
37	925515	Interior Amenities Renovation	\$928,609	\$188,928	\$190,495	\$16,613	\$21,473	\$78,594	\$496,103	\$3,177,670	\$4,602,382
38	955516	Irrigation Booster Pump Installation	\$478,228	\$192,500	\$227,500	\$135,000	\$185,000	\$85,000	\$825,000	\$1,836,686	\$3,139,914
39	400003	Kami Court Landslide Repair Project	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000
40	000004	Local Roadway Safety Plan (LRSP)	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000	\$0	\$80,000
41	200005	Marquee Installation at Transit Center	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$100,000
42	925527	Middle School Teen Center Portables	\$238,542	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$538,542
43	300010	Old Ranch Estates Zone Improvements - Zone 10	\$27,500	\$20,000	\$20,000	\$7,500	\$7,500	\$10,000	\$65,000	\$0	\$92,500
44	945572	Open Space Preservation	\$850,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000	\$0	\$1,350,000
45	959008	Parks and Community Services Master Plan	\$280,338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$280,338
46	000001	Pavement Management 2020	\$2,903,029	\$3,150,000	\$0	\$0	\$0	\$0	\$3,150,000	\$0	\$6,053,029
47	000003	Pavement Management 2021	\$0	\$417,936	\$3,245,000	\$0	\$0	\$0	\$3,662,936	\$0	\$3,662,936
48	000002	Pavement Repair - Stop Gap 2020/2021	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
49	975413	Pedestrian Enhancement Devices	\$965,975	\$240,000	\$0	\$0	\$0	\$0	\$240,000	\$0	\$1,205,975
50	955482	Public Art in Parks	\$264,700	\$40,000	\$40,000	\$0	\$40,000	\$40,000	\$160,000	\$0	\$424,700
51	975481	Radar Speed Display Sign	\$121,964	\$7,000	\$0	\$0	\$0	\$0	\$7,000	\$0	\$128,964
52	925590	Recreation Program and Facilities Equipment Replacement	\$330,245	\$46,000	\$0	\$0	\$0	\$0	\$46,000	\$0	\$376,245
53	500001	Ring & Rock Fountain Conversion	\$248,097	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$248,097

## Capital Improvement Program 2020/21 - 2024/25

### PROJECTS THAT WILL BE UNDERTAKEN IN FY 2020-21



No	Prj #	Project Name	Prior Years	2020-21	2021-22	2022-23	2023-24	2024-25	Total 5Yr	Beyond 5Yr	Total Proj
54	905612	Safe Routes to School (SRTS) Enhancements	\$45,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	\$5,000	\$70,000
55	200003	San Ramon Community Center Renovation	\$3,139,939	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,139,939
56	200006	San Ramon Olympic Pool and Aquatic Park Renovation	\$620,000	\$2,065,874	\$0	\$0	\$0	\$0	\$2,065,874	\$0	\$2,685,874
57	925479	San Ramon Olympic Pool Equipment Replacement	\$2,057,670	\$43,592	\$69,079	\$172,918	\$73,302	\$267,523	\$626,414	\$1,306,003	\$3,990,087
58	5586	San Ramon Valley Blvd. / Deerwood Road Intersection Improvements	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000
59	5461	San Ramon Valley Blvd. / Faria Preserve Parkway (formerly Purdue Rd.) Traffic Signal	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000
60	400001	Sidewalk Repairs 2020/2021	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
61	935488	Street Landscape Planting Renovation	\$1,772,876	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000	\$2,420,850	\$5,193,726
62	300005	Summerwood Loop Zone Improvements - Zone 5	\$25,000	\$10,000	\$20,000	\$10,000	\$8,000	\$0	\$48,000	\$469,645	\$542,645
63	905381	Traffic Calming Program	\$191,484	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000	\$10,000	\$241,484
64	975526	Traffic Signals Improvements & Enhancements	\$1,000,014	\$201,105	\$194,630	\$195,880	\$134,195	\$119,070	\$844,880	\$2,988,132	\$4,833,026
65	300011	Village Parkway Zone Improvements - Zone 11	\$26,400	\$15,000	\$0	\$0	\$0	\$0	\$15,000	\$6,700	\$48,100
66	300004	Vista San Ramon Zone Improvements - Zone 4	\$0	\$14,000	\$0	\$0	\$0	\$0	\$14,000	\$40,000	\$54,000
67	300006	West Branch Zone Improvements - Zone 6	\$47,000	\$7,000	\$10,920	\$7,000	\$13,000	\$101,400	\$139,320	\$290,000	\$476,320
<b>Totals</b>			<b>\$76,124,963</b>	<b>\$30,762,578</b>	<b>\$17,641,032</b>	<b>\$3,800,853</b>	<b>\$7,368,597</b>	<b>\$8,762,497</b>	<b>\$68,335,557</b>	<b>\$99,363,302</b>	<b>\$243,823,822</b>

# GEOLOGIC HAZARD ABATEMENT DISTRICT





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# **GEOLOGIC HAZARD ABATEMENT DISTRICT**

## **GHAD Board**

Bill Clarkson  
Board Chairperson

Sabina Zafar  
Board Vice Chairperson

David E. Hudson  
Board Member

Phil O'Loane  
Board Member

Scott Perkins  
Board Member

## **GHAD Officers**

Joe Gorton  
District Manager

Maria Fierner  
Deputy District Manager

Robin Bartlett  
District Engineer

Eva Phelps  
District Treasurer

Martin Lysons  
District Counsel



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# **GEOLOGIC HAZARD ABATEMENT DISTRICTS**

## **DOUGHERTY VALLEY**

### **NORTHWEST SAN RAMON**

## **Board Work Plan 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. The geologic hazards addressed by the GHAD's Plan of Control include actual or threatened landslides, land subsidence, soil erosion, expansive soils and earthquakes.*

### *Background*

The Dougherty Valley GHAD (DV GHAD) was formed in 1990, pursuant to the Public Resource Code of the State of California, Section 26500, and included the West Branch area. The DV GHAD Board subsequently annexed Gale Ranch and Windermere developments into the GHAD in 1997 and, in 2007 and 2008, respectively, the Board voted to annex the Old Ranch Summit development, and Silva Property. The Northwest San Ramon GHAD (NWSR GHAD) was formed in 2017 to provide services to The Preserve (Faria) Project. The City Council serves as the Board of Directors for both GHADs.

Initially, Shapell Industries, developers of the West Branch project, performed the DV GHAD maintenance activities. The DV GHAD assessments began in FY 1995/96 with the adoption of an assessment of \$100 per residential unit and \$0.032 per non-residential square foot, and established an assessment limit of \$250 per residential unit per year and \$0.10 per non-residential square foot per year. The DV GHAD assessments have been periodically raised and the proposed FY 2019/20 assessments will be \$163.37 per residential unit and \$0.0523 per square foot for non-residential buildings, based on the most recent Reserve Fund Study. The DV GHAD obtains minor income from access leases, inspection fees, and an agricultural grazing lease.

The NWSR GHAD does not have any maintenance responsibilities at this time. Maintenance will remain the responsibility of the developer until such time as the NWSR GHAD reserve is at least \$1,000,000, and properties are transferred to the NWSR GHAD for ownership. The assessment will be at \$1,428 per assessment unit with individual residences being charged between 0.45 and 1.0 assessment units, depending on type.

# GEOLOGIC HAZARD ABATEMENT DISTRICTS

## DOUGHERTY VALLEY

### NORTHWEST SAN RAMON

#### *Budgets*

As stated above, the NWSR GHAD does not have any maintenance responsibilities at this time. Maintenance will remain the responsibility of the developer until such time as the NWSR GHAD reserve is at least \$1,000,000, and properties are transferred to the NWSR GHAD for ownership. However, assessments will be made as the building of homes progresses. Revenue will be used to build a reserve needed to support maintenance and respond to non-routine maintenance requirements such as landslides.

#### *Significant Accomplishments*

##### *FY 2019-20*

- Completed Phase 1 of stabilization of a major landslide near Kami Court
- Maintained DV GHAD properties and infrastructure
- Conducted annual monitoring
- Prepared Engineer's Reports and Reserve Fund Study for public hearing and GHAD Board approval

#### *Major Action Plan Items*

##### *FY 2020-21*

		Completion By	Council Priorities/ Goals
1.	Complete stabilization of the landslide near Kami Court	NOV 2020	P1, P4
2.	Complete grading of fill placement/mitigation area near Longleaf Circle	NOV 2020	P1, G4
3.	Undertake repairs on the West Alamo Creek Trail	DEC 2020	P1, P4
4.	Complete reserve fund studies and engineer's reports for DV GHAD and NWSR GHAD and set assessments for FY 21/22	MAY 2020	P1, P4
5.	Complete routine monitoring and maintenance	JUN 2021	P1, P4
6.	Accept open space in the Dougherty Valley for ownership	JUN 2021	P1, P4

# **GEOLOGIC HAZARD ABATEMENT DISTRICTS DOUGHERTY VALLEY NORTHWEST SAN RAMON**

## ***Budget Notes FY 2020-21***

- The DV GHAD will increase its assessment rates to \$181.69 per residential unit and \$0.058 per square foot for non-residential space to recoup the approximately \$5M cost of the landslide repair near Kami Court
- The projected reserve balance for the DV GHAD at the end of FY 2020-21 is \$10,182,103
- The NWSR GHAD Engineer's Report has been revised to account for changes to Neighborhood V of the Preserve project
- The projected reserve balance for the NWSR GHAD at the end of FY 2020-21 is \$493,152



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

		<b>DV GHAD Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$</b>	<b>8,947,932</b>
<b><u>PROJECTED REVENUES</u></b>		
Assessments		2,182,400
Intergovernmental		
Licenses and Permits		6,000
Charges for Services		
Interest Revenue		71,583
Development Fees		
Miscellaneous Revenue		47,685
<b>Total Revenue</b>		<b>2,307,668</b>
<b>Transfers In</b>		
<b>TOTAL SOURCES OF FUND</b>		<b>2,307,668</b>
<b><u>PROJECTED EXPENDITURES</u></b>		
Public Works		826,986
<b>Total Expenditures</b>		<b>826,986</b>
<b>Transfers Out</b>		
General Fund		86,041
Capital Projects Fund		
Other		
<b>Total Transfers Out</b>		<b>86,041</b>
<b>TOTAL USES OF FUND</b>		<b>913,027</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>		<b>1,394,641</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$</b>	<b>10,342,573</b>

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

	<b>NWSR GHAD Fund</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 345,016</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	306,306
Intergovernmental	
Licenses and Permits	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
<b>Total Revenue</b>	<b>306,306</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>306,306</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Public Works	
<b>Total Expenditures</b>	<b>-</b>
<b>Transfers Out</b>	
General Fund	
Capital Projects Fund	
Other	
<b>Total Transfers Out</b>	<b>-</b>
<b>TOTAL USES OF FUND</b>	<b>-</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>306,306</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 651,322</b>

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

	<b>TOTAL</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 9,292,948</b>
<b><u>PROJECTED REVENUES</u></b>	
Assessments	2,488,706
Intergovernmental	
Licenses and Permits	6,000
Charges for Services	
Interest Revenue	71,583
Development Fees	
Miscellaneous Revenue	47,685
<b>Total Revenue</b>	<b>2,613,974</b>
<b>Transfers In</b>	
<b>TOTAL SOURCES OF FUND</b>	<b>2,613,974</b>
<b><u>PROJECTED EXPENDITURES</u></b>	
Public Works	826,986
<b>Total Expenditures</b>	<b>826,986</b>
<b>Transfers Out</b>	
General Fund	86,041
Capital Projects Fund	
Other	
<b>Total Transfers Out</b>	<b>86,041</b>
<b>TOTAL USES OF FUND</b>	<b>913,027</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>1,700,947</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 10,993,895</b>



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# HOUSING SUCCESSOR



Affordable Housing Properties



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**City of San Ramon**  
**HOUSING SUCCESSOR AGENCY**

**Work Plan and Budget**

*Statement of Purpose*

*The purpose of the Housing is to ensure that housing programs and projects are implemented to create, preserve, and improve housing in the City of San Ramon.*

*Background*

On June 11, 2013, Council approved Resolution No. 2013-063 selecting the City as the Housing Successor and formally approved the transferring of all housing assets to the City.

*Significant Accomplishments*  
**FY 2019-20**

- Continued to support the Crime Free Multi-Housing Program
- Continued to monitor the Housing Rehabilitation Program

*Major Action Plan Items*  
**FY 2020-21**

		Completion By	Council Priorities / Goals
1.	Continue to support the Crime Free Multi-Housing Program	On-going	P1/G1
2.	Continue to monitor the Housing Rehabilitation Program	On-going	P6



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**CITY OF SAN RAMON  
HOUSING SUCCESSOR  
REVENUE-EXPENDITURES-FUND BALANCE**

	<b>Housing Successor</b>
<b>PROJECTED FUND BALANCES AT JULY 1, 2020</b>	<b>\$ 2,834,215</b>
<b><u>PROJECTED REVENUES</u></b>	
Interest Revenue	
In Lieu Fees	
Miscellaneous	
Sale of Property	
<b>Total Revenues</b>	-
<b>Transfers In</b>	
Bond Proceeds	
Other	
<b>Total Transfers In</b>	-
<b>TOTAL SOURCES OF FUND</b>	-
<b><u>PROJECTED EXPENDITURES</u></b>	
Housing Programs	135,468
<b>Total Expenditures</b>	135,468
<b>Transfers Out</b>	
Capital Projects	
General Fund	
<b>Total Transfers Out</b>	-
<b>TOTAL USES OF FUND</b>	135,468
<b>NET INCREASE (DECREASE) IN FUND BALANCES</b>	<b>(135,468)</b>
<b>PROJECTED FUND BALANCE AT JUNE 30, 2021</b>	<b>\$ 2,698,747</b>

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

**Expenditure Summary By Division**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Housing Administration/Programs	\$ 520,392	\$ 635,548	\$ 390,599	\$ 126,780	\$ 135,468
Total	<u>\$ 520,392</u>	<u>\$ 635,548</u>	<u>\$ 390,599</u>	<u>\$ 126,780</u>	<u>\$ 135,468</u>

**Expenditure Summary By Category**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Personnel Services	\$ 510,558	\$ 629,216	\$ 386,398	\$ 126,780	\$ 135,468
Contract Services	9,834	6,332	4,201		
Materials and Supplies					
Other Costs					
Total Expenditures	<u>\$ 520,392</u>	<u>\$ 635,548</u>	<u>\$ 390,599</u>	<u>\$ 126,780</u>	<u>\$ 135,468</u>

**Revenue Summary**

<b>Description</b>	<b>16/17 Actual</b>	<b>17/18 Actual</b>	<b>18/19 Actual</b>	<b>19/20 Final</b>	<b>20/21 Adopted</b>
Total Revenue	<u>\$ 3,421</u>	<u>\$ (617,506)</u>	<u>\$ 103,055</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>

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

**Program Summary**

<b>Description</b>	<b>Program Expenditures</b>	<b>Program Revenue</b>	<b>Net Program Cost</b>
Housing Administration/Programs	\$ 135,468	\$ -	\$ 135,468
Program Totals	<u>\$ 135,468</u>	<u>\$ -</u>	<u>\$ 135,468</u>



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# APPENDICES



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# 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.

**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.

# City of San Ramon

## GLOSSARY OF TERMS

**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.

**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.

# City of San Ramon

## GLOSSARY OF TERMS

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

**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.

# City of San Ramon

## GLOSSARY OF TERMS

**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.

**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.

**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.

**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.

**City of San Ramon**  
**GLOSSARY OF TERMS**

**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

AB	Assembly Bill
ADA	American Disabilities Act
AT&T	American Telephone & Telegraph (Formerly Pacific Bell)
BAAQMD	Bay Area Air Quality Management District
BMX	Bicycle Motocross
CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees' Retirement System
CIP	Capital Improvement Program
COP	Certificates of Participation
CRM	Citizen Request Management
CSA	County Service Area
CSMFO	California Society of Municipal Finance Officers
DOT	Department of Transportation
DRFA	Dougherty Regional Fire Authority
DV	Dougherty Valley
DVOC	Dougherty Valley Oversight Committee
EBMUD	East Bay Municipal Utility District
EBRCS	East Bay Regional Communication System
EBTR	Employer Based Trip Reduction
EDAC	Economic Development Advisory Committee
EDSP	Economic Development Strategic Plan
EIR	Environmental Impact Report
EMS	Energy Management System
ERP	Enterprise Resource Planning
EPA	Environmental Protection Agency
FPPC	Fair Political Practice and Commission
F/T	Full Time
FTE	Full-Time Equivalent
FY	Fiscal Year

# City of San Ramon

## ACRONYMS

GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GHAD	Geologic Hazard Abatement District
GIS	Geographic Information System
HOA	Homeowners Association
HVAC	Heating, Ventilation, and Air Conditioning
IT	Information Technology
I/S	Information Services
ISF	Internal Service Fund
L & L	Landscaping and Lighting District
LED	Light Emitting Diode
LLC	Limited Liability Company
LLP	Limited Liability Partnership
LOCC	League of California Cities
LUCA	Local Update of Census Addresses
MOU	Memorandum of Understanding
MPA	Municipal Pooling Authority
MRP	Municipal Regional Permit
MVLF	Motor Vehicle License Fees
NPDES	National Pollutant Discharge Elimination System
NWSP	Northwest Specific Plan
NWSR	Northwest San Ramon
OBAG	One Bay Area Grant
OPEB	Other Post-Employment Benefits
PCI	Pavement Condition Index
PD	Police Department
PCS	Parks & Community Services
PEG	Public Education & Government

# City of San Ramon

## ACRONYMS

PEPRA	Public Employees' Pension Reform Act
PERS	Public Employees' Retirement System
PDA	Priority Development Area
PG&E	Pacific Gas & Electric
POB	Pension Obligation Bond
RDA	Redevelopment Agency
RFP	Request for Proposal
RHNA	Regional Housing Needs Allocation
SCCJEPA	South Contra Costa Joint Exercise Powers Agreement
SB	Senate Bill
SRPD	San Ramon Police Department
SRVB	San Ramon Valley Blvd
SRVFPD	San Ramon Valley Fire Protection District
SRVUSD	San Ramon Valley Unified School District
SWAT	Southwest Area Transportation
TA	Tax Allocation
TAC	Transportation Advisory Committee
TDM	Transportation Demand Management
TOT	Transient Occupancy Tax
TRAFFIX	Congestion relief program aimed at school-related traffic. The program is funded by Measure J, the ½ cent sales tax approved by Contra Costa voters in 2004
TVTC	Tri-Valley Transportation Council
UCLA	University of California Los Angeles
WAN	Wide Area Network



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**City of San Ramon**  
**LIST OF FUNDS**

101	General Fund	307	Bent Creek
201	Planning Cost Recovery	308	Deerwood
202	Geographic information System	309	Country View
203	Child Care	310	Old Ranch Estates
204	City Beautification	311	Village Parkway
205	Conditions of Approval	312	El Nido
206	Creek Study & Mitigation	313	Crown Ridge
207	Drainage Mitigation	314	Four Oaks
208	Gas Tax	315	Circle E Ranch
209	Park Development	316	Thomas Ranch
210	Henry Ranch Park Development	317	Henry Ranch
211	Crow Canyon Project	318	Old Ranch Summit
212	South Contra Costa Joint Exercise Powers Agreement (SCCJEPA)	319	Glass House
213	Street Maintenance and Improvement	330	The Preserve Lighting & Landscaping
214	Traffic Improvement	341	Canyon Park
215	Tri-Valley Transportation	342	Village Center Common Area
216	Public Education & Govt (PEG)	343	Dougherty Valley
217	Vehicle Refuse Impact	344	Solid Waste
218	Open Space Development	345	Non-Point Drainage/Stormwater
251	Community Facilities District 2014-1 (Acres)	346	Street Smarts
252	Community Facilities District 2014-2 (Faria)	347	TDM Programs
301	Citywide Landscaping	348	Local Law Enforcement Block Grant
302	Citywide Lighting	349	Police Special Revenue
303	Canyon Lakes	350	Narcotic Asset Forfeiture
304	Vista San Ramon	351	TRAFFIX Program
305	Summerwood Loop	361	Dougherty Valley GHAD
306	West Branch	362	Northwest San Ramon GHAD

**City of San Ramon**  
**LIST OF FUNDS**

371	San Ramon Housing – Unrestricted
372	San Ramon Housing – Restricted
401	Capital Improvement Projects
501	Pension Obligation Bonds (2010)
512	COP #12 (2011)
513	COP #13 (2019)
521	LED Lights (2012)
601	Investments
602	Vehicle/Equipment Replacement
603	Info Services Equipment Replacement
610	Insurance Liability
611	Healthcare
618	Infrastructure Maintenance

**City of San Ramon**  
**Authorized Personnel by Classification**  
**Fiscal Year 2020-2021**

<b>Job Classification</b>	<b>Number of Positions</b>
Administrative Analyst	9.00
Administrative Coordinator	9.75
Assistant City Attorney	1.00
Assistant Engineer	1.00
Assistant Planner	1.00
Associate Engineer	6.00
Associate Planner	2.00
City Attorney	1.00
City Clerk	1.00
City Manager	1.00
Deputy City Clerk	1.00
Deputy City Manager	1.00
Director	4.00
Division Manager	10.00
Engineering Specialist	2.00
Executive Assistant	1.00
Information Tech Specialist	4.00
Inspector	5.00
IT Network Analyst	1.00
Maintenance Coordinator	14.00
Maintenance Specialist	12.00
Maintenance Supervisor	10.00
Maintenance Tech I/II	31.00
Office Specialist	16.00
Office Technician I/II	13.00
Paralegal	1.00
Plans Examiner	1.00
Police Captain	2.00
Police Chief	1.00
Police Corporals	9.00
Police Lieutenant	5.00
Police Officers	42.00
Police Sergeant	10.00
Police Services Tech I/II	4.00
Program Manager	8.00
Recreation Coordinator	10.00
Recreation Supervisor	6.00
Recreation Technician	3.00
Senior Administrative Analyst	5.00
Senior Engineer	3.00
Senior Inspector	3.00
Senior Planner	1.00
Supervising Inspector	1.00
<b>Total Full-Time Equivalents (FTE)</b>	<b>272.75</b>



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**RESOLUTION NO. 2020-051**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON  
ADOPTING THE FISCAL YEAR 2020-2021 OPERATING AND CAPITAL BUDGET,  
ESTABLISHING AN APPROPRIATION LIMIT, AND  
AUTHORIZING CARRYOVER PROJECT APPROPRIATIONS**

**WHEREAS**, in two budget workshops held on April 14, 2020 and May 12, 2020, the City Council reviewed the proposed Fiscal Year 2020-2021 General Fund Budget; and

**WHEREAS**, in a third budget workshop held on June 2, 2020, the City Council has reviewed the proposed Fiscal Year 2020-2021 Operating Budget and Capital Improvement Program; and

**WHEREAS**, the Planning Commission in a meeting held on June 2, 2020 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 2020-2021 Proposed Operating and Capital Budget totaling \$127,227,783 as summarized on Exhibit 1 and a carryover of unspent Capital Budget appropriations from Fiscal Year 2019-2020.

Section 2. The City Council approves the Fiscal Year 2020-2021 Appropriation Limit as required by Article XIIB of the State Constitution as shown on Exhibit 2.

Section 3. 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*

**PASSED, APPROVED AND ADOPTED** on this 9<sup>th</sup> day of June, 2020 by the following vote:

**AYES:** *Cm. Hudson, O'Loane, Perkins, Zafar, and Mayor Clarkson*

**NOES:**

**ABSENT:**

**ABSTAIN:**



Bill Clarkson, Mayor

**ATTEST:**

  
Christina Franco, City Clerk

Exhibit 1: Statement of Revenues, Expenditures and Changes in Fund Balance

Exhibit 2: City of San Ramon Appropriation Limit Calculation

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

	General Fund	Other Operating Funds	Special Revenue Funds	Debt Service Funds	Internal Service Funds	Capital Project Funds	GHAD Funds	San Ramon Housing Successor	Total
Fund Balance, July 1, 2020	\$ 11,214,600	\$ 7,983,141	\$ 12,731,916	\$ 26,938,307	\$ 9,415,868	\$ 23,413,268	\$ 9,292,948	\$ 2,834,215	\$ 103,824,263
<b>REVENUES</b>									
Property Tax	\$ 22,227,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,227,228
Special Assessments	-	5,125,249	-	-	-	-	2,488,706	-	7,613,955
Sales and Use Tax	9,508,812	-	-	-	-	-	-	-	9,508,812
Property Transfer Tax	691,636	-	-	-	-	-	-	-	691,636
Transient Occupancy Taxes (TOT)	2,611,447	-	-	-	-	-	-	-	2,611,447
Franchise Fees	6,057,155	-	-	-	-	-	-	-	6,057,155
Licenses and Permits	2,374,927	-	-	-	-	-	6,000	-	2,380,927
Intergovernmental	219,202	21,196,608	4,806,411	-	750,342	4,985,500	-	-	31,958,063
Charges for Services	5,334,185	1,523,600	157,743	-	12,000	-	-	-	7,027,528
Fines and Forfeitures	324,000	-	-	-	-	-	-	-	324,000
Investment Income	100,000	-	-	-	59,521	100,000	71,583	-	331,104
Development Fees	-	69,000	3,592,079	-	-	-	-	-	3,661,079
Miscellaneous Revenue	3,029,637	1,127,730	-	1,400,630	12,346,026	40,000	47,685	-	17,991,708
<b>Total Revenues</b>	<b>52,478,229</b>	<b>29,042,187</b>	<b>8,556,233</b>	<b>1,400,630</b>	<b>13,167,889</b>	<b>5,125,500</b>	<b>2,613,974</b>	<b>-</b>	<b>112,384,642</b>
<b>EXPENDITURES</b>									
General Government	2,862,233	-	-	-	-	-	-	-	2,862,233
Administrative Services	4,708,582	-	-	-	59,521	-	-	-	4,768,103
Community Development	4,023,525	-	30,000	-	-	-	-	-	4,053,525
Police Services	15,824,259	9,257,111	-	-	-	-	-	-	25,081,370
Public Works	14,999,519	18,659,154	75,950	-	-	-	826,986	-	34,561,609
Parks & Community Services	7,836,018	-	-	-	-	-	-	-	7,836,018
Non-Departmental	50,000	100,000	-	-	-	-	-	-	150,000
Housing Programs	-	-	-	-	-	-	-	135,468	135,468
Debt Service	-	-	-	4,858,978	-	-	-	-	4,858,978
Capital Improvement Program (CIP)	-	-	-	-	-	30,960,907	-	-	30,960,907
Vehicle/IS Replacement	-	-	-	-	1,136,047	-	-	-	1,136,047
Insurance	-	-	-	-	4,447,114	-	-	-	4,447,114
Healthcare	-	-	-	-	6,376,411	-	-	-	6,376,411
<b>Total Expenditures</b>	<b>50,304,136</b>	<b>28,016,265</b>	<b>105,950</b>	<b>4,858,978</b>	<b>12,019,093</b>	<b>30,960,907</b>	<b>826,986</b>	<b>135,468</b>	<b>127,227,783</b>
<b>OTHER FINANCING SOURCES (USES)</b>									
Operating Transfers In	9,904,800	2,115,019	-	2,628,488	554,374	25,885,407	-	-	41,088,088
Operating Transfers Out	(4,658,140)	(3,584,300)	(9,290,397)	(22,682,915)	(670,795)	(100,000)	(86,041)	-	(41,072,588)
<b>Total Other Financing Sources</b>	<b>5,246,660</b>	<b>(1,469,281)</b>	<b>(9,290,397)</b>	<b>(20,054,427)</b>	<b>(116,421)</b>	<b>25,785,407</b>	<b>(86,041)</b>	<b>-</b>	<b>15,500</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>7,420,753</b>	<b>(443,359)</b>	<b>(840,114)</b>	<b>(23,512,775)</b>	<b>1,032,375</b>	<b>(50,000)</b>	<b>1,700,947</b>	<b>(135,468)</b>	<b>(14,827,641)</b>
<b>FUND BALANCE:</b>									
Fund Balance, June 30, 2021	\$18,635,353	\$ 7,539,782	\$ 11,891,802	\$3,425,532	\$10,448,243	\$23,363,268	\$10,993,895	\$2,698,747	\$88,996,622

## CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

### FISCAL YEAR 2020-21 APPROPRIATIONS LIMIT

A.	FY 2019-20 APPROPRIATIONS LIMIT	\$ 79,882,766
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	1.0124
	2. California Per Capita Income	1.0373
	Total Adjustment %	1.0502
C.	ANNUAL ADJUSTMENT	4,007,121
D.	OTHER ADJUSTMENTS	-
E.	TOTAL ADJUSTMENTS	4,007,121
F.	FY 2020-21 APPROPRIATIONS LIMIT	\$ 83,889,887

### FY 2020-21 APPROPRIATIONS SUBJECT TO LIMITATION

A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 22,227,228
	Sales & Use Tax	9,508,812
	Property Transfer Tax	691,636
	Transient Occupancy Tax	2,611,447
	Motor Vehicle In Lieu	-
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	66,769
		<u>\$35,105,892</u>
B.	EXCLUSIONS:	
	Debt Service	2,355,291
	Qualified Capital Outlays	-
		<u>2,355,291</u>
C.	APPROPRIATIONS SUBJECT TO LIMITATION	32,750,601
D.	CURRENT YEAR LIMIT	83,889,887
E.	OVER (UNDER) LIMIT	<u>\$ (51,139,286)</u>