

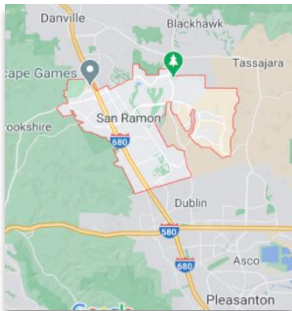
City of San Ramon, California

ADOPTED OPERATING BUDGET

Fiscal Year 2022-2023



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Elected Officials

Dave Hudson, Mayor
Sridhar Verose, Vice Mayor
Mark Armstrong, Councilmember
Scott Perkins, Councilmember
Sabina Zafar, Councilmember

Appointed Officials

Joe Gorton, City Manager
Martin Lysons, City Attorney

Executive Team

J. Kelly Sessions, Administrative Services Director
Christina Franco, City Clerk
Debbie Chamberlain, Community Development Director
Kathi Heimann, Parks & Community Services Director
Craig Stevens, Police Chief
Maria Fierner, Public Works Director

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July 01, 2021

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Executive Director

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February 28, 2022



Marcus Pimentel

***Marcus Pimentel
CSMFO President***

Michael Manno

***Michael Manno, Chair
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Dedicated Excellence in Municipal Financial Reporting



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Guide to the Budget Document

The budget is both a spending plan for the City’s available financial resources and the legal authority for City departments to spend the resources for public purposes. Through these resources, services are provided to meet the needs of San Ramon residents. The City Council and City staff respond to the community’s needs in part through the budget. It balances not only revenues and costs but also community priorities and interests.

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

City Manager 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.

City Strategic Priorities

This section of the document includes the City’s Mission Statement. It also includes the City Council Priorities and Goals, which are reviewed and updated at the City Council Annual Retreat. The operating budget and each department’s Major Action Plans reflect these guidelines.

Overview

This section of the document presents a City-wide organization chart, an overall profile of the City, services, and accomplishments, and the City’s budget principles, policies, and process.

All Funds Summaries

This section of the document presents an overall picture of the City’s budgeted revenues and expenditures for all funds. Local government agencies’ budgets are organized by funds in order to segregate and account for restricted resources. Each fund is a separate accounting entity. In accordance with the Governmental Accounting Standards Board (GASB), there are three groups of funds for which the financial and budget statements are prepared: Governmental, Proprietary, and Fiduciary.

The distinction between how the budgeted resources are accounted for in proprietary funds as compared to governmental funds is discussed in the “Basis of Budgetary Accounting” located in the Budget Policies and Process section of the document. A description and financial summary are provided for each category of other funds within the budget. A listing of the transfers in/out between funds and staffing charts is also included in this section.



Guide to the Budget Document

Staffing

This section contains an overview of staffing changes for the budget year, a summary of full-time equivalents (FTE) by department, and a listing of authorized positions by job classification.

Governmental Funds

This group of funds is where core City services and programs can be found such as police, streets, lighting and landscape maintenance, parks maintenance, recreation services, and so on.

General Fund

This is the City's chief operating fund. It provides the resources most local governments typically deliver, including public safety, parks & recreation, maintenance, and other general government functions required to support direct services to the community. This section provides an analytical overview of the General Fund for the budget year.

Special Revenue Funds

Funds are used to account for the proceeds of specific revenue resources that are legally restricted or earmarked to be used for a particular function or activity. For example, grants received for street and roads construction and maintenance, public safety, or special assessments.

Debt Service Funds

Funds account for the repayment of annual debt and the related debt administration fees.

Capital Projects Fund Summary

Funds that account for the construction, rehabilitation, and acquisition of capital assets such as buildings, equipment, streets, and roads. The Capital Improvement Program (CIP) document is prepared separately by the Public Works Department/Engineering Services Division. The CIP is adopted annually and includes 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. Selected excerpts from the CIP are included with the operating budget to present a comprehensive picture of all the funds of the City and to reflect fund transfers approved between other operating funds and capital funds. This section contains a listing of projects planned for the current fiscal year.

Proprietary Funds/Internal Service Funds

Funds are used to account for the financing of goods or services provided by one City department or agency to other departments or agencies of the City, or to other governmental units on a cost-reimbursement basis.

Guide to the Budget Document

Department Budgets

The majority of the budget document presents information on departmental budgets. Each departmental section provides the following information:

- **Department Statement of Purpose** - The purpose of this information is to give the reader an understanding of the scope of each department's major service areas (divisions) and the organization chart.
- **Department Budget Highlights** - A description of the major budget changes is included that compares the previous year's budget with that for the current year. The major changes narrative includes any changes in salaries, benefits, and contract services.
- **Significant Accomplishments** - A list that highlights each department/division's most noteworthy accomplishments completed in the past year.
- **Major Action Plan Items** - A list of significant objectives or one-time projects aligned with the City Council's goals that help to achieve departmental goals outside the day-to-day services provided by the department for the current budget year.
- **Department Expenditure Summary** - This table shows the salary and benefits, operating, and capital costs associated with the department for the fiscal year. It also provides historical information and trends of previous funding levels.
- **Sources of Funding** - This information is presented both in a table and graphic form, which illustrates the source of funds to fund department spending.
- **Staffing** - A historical staffing graph shows the level of staffing for each department.
- **Expenditure by Division** - This table shows the salary and benefits, operating, and capital costs at the division level. It also provides historical information and trends of previous funding levels.
- **Department Program Revenue** - This table shows revenue collected that is directly attributable to a specific functional activity within the department. Fees are collected from those who benefit from the program.
- **Expenditure by Program and Summary** - This table shows the expenditure at the program level for the fiscal year.

Reference Materials

This section details the City's budget and financial policies and practices; and includes a glossary of budget terminology and acronyms, and a listing of funds. It contains resolutions approving and adopting the City's annual budget, the appropriation limit for the fiscal year, and any other resolutions approved as part of the budget adoption process.

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San Ramon City Hall

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.



Joe Gorton
City Manager

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CITY OF SAN RAMON

7000 BOLLINGER CANYON ROAD
SAN RAMON, CALIFORNIA 94583
PHONE: (925) 973-2500
WEB SITE: www.sanramon.ca.gov

May 26, 2022

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

SUBJECT: City Manager’s FY 2022-23 Budget Message

SUMMARY

The City of San Ramon’s FY 2022-23 Operating Budget reflects a careful and deliberate planning process with the intent of maintaining quality services and infrastructure while remaining fiscally prudent as the Coronavirus (COVID-19) pandemic continues to wind down and as restrictions are lifted.

The City’s economy came to a hard stop in March 2020 in response to shelter in place orders and related-social distancing restrictions required by the State of California and Contra Costa County Public Health. Those orders directed all individuals living in the county to shelter at their place of residence, except to provide or receive certain essential services or engage in certain essential activities, including work for essential businesses and governmental services. Due to this order, many businesses were required to close, creating a substantial drain on City revenue, including the loss of millions of dollars in sales tax, transient occupancy tax (TOT), and recreation program fees.

With real foresight, the City Council established a General Reserve policy a few years ago for the very purpose of mitigating the financial impact of extreme events. That policy, in addition to the City’s healthy reserve fund balance, has afforded 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 of services. Thus, during this unparalleled crisis and despite volatile revenue projections and ongoing uncertainties of COVID-19, the City continues to prioritize core community services and protect essential functions, including public safety. I have, therefore, prepared a balanced and fiscally responsible budget for Fiscal Year 2022-23 through the use of these reserves, funding a portion of the normal pension costs and unfunded liability with the PARS Pension 115 Trust, and using funds in the California Employer’s Benefit Trust (CERBT) to cover health costs for active and former employees in their retirement.

At the time of this writing, there have been major changes in COVID-19 restrictions. Cases have declined to the point that masks are no longer required for vaccinated and unvaccinated employees while working indoors per Contra Costa County Health Department, Cal/OSHA, and Governor Newsome’s Executive Order N-5-22. New cases, however, are on the rise due to new COVID-variants and continue to threaten the City’s economic and social well-being.



City Manager's Budget Message (continued)

The operating budget comprises 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. This budget document has been developed to serve as the City's financial plan of programs and service delivery for the next fiscal year, and includes departmental statements of purpose, service descriptions, major accomplishments, and future major action items. The financial plan for FY 2022-23 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 independently by the authorizing Boards 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 2022-23 Proposed Expenditure Budget for all City funds, including the DV GHAD, the NWSR GHAD, and the Capital Budget totals \$122.1 million. The budget is comprised of an Operating Budget of \$83.6 million, a Special Revenue Fund Budget of \$0.3 million, a Debt Service Fund budget of \$5.7 million, a Capital Budget of \$17.6 million, an Internal Services Fund budget of \$14.8 million, a DV GHAD budget of \$1.0 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 25.

BACKGROUND

ECONOMIC OUTLOOK

Nationally, the Bureau of Labor Statistics reported the unemployment rate at 3.6% for May 2022, with the number of unemployed persons at 6.0 million. This data is slightly different from February 2020, prior to the COVID-19 pandemic, when unemployment rates were at 3.5% and 5.7 million respectfully. The National Association of Realtors recently reported that home sales are down as mortgage interest rates are increasing. Existing home sales totaled 5.61 million in April 2022, a year-over-year decrease of 5.9%, along with three straight months of declines. Moreover, all four regions of the nation registered year-over-year declines for April.

The State economy is rebounding well from the economic losses suffered due to the COVID-19 pandemic and is in a surprisingly strong position after two years of dealing with COVID-19. The recovery has been somewhat rapid, with unemployment rates close to pre-pandemic levels. Indeed, California has now regained close to 90% (2.5 million) of the 2.8 million jobs lost during March and April of 2020. The non-partisan Legislative Analyst's Office reported revenue from the State's three largest sources, personal income tax, corporate taxes and sales tax, for FY 2021-22 coming in 20% higher than FY 2020-21.

The FY 2022-23 Operating Funds Revenue Budget (i.e. the General Fund, Special Revenue—Operating, and Special Revenue—GHAD's) totals \$91.1 million. When compared to the Operating Funds Expenditure Budget of \$83.6 million, the total results in a net increase to fund balance of \$7.5 million. In FY 2021-22, these same figures yielded a net increase in fund balance of \$2.6 million. As the City continues to emerge from COVID, sales and use tax, TOT and other economy-based revenue sources should continue grow to increase the General Reserve balance.



City Manager’s Budget Message (continued)

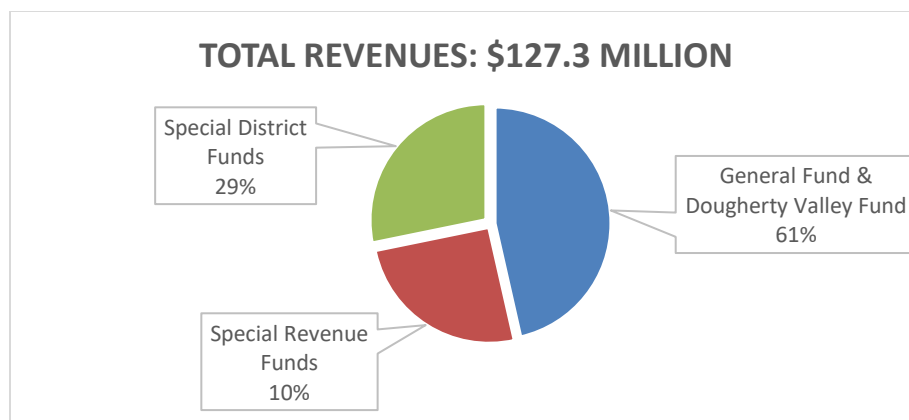
FINANCIAL PLANNING

Balancing the FY 2022-23 budget was accomplished primarily through the use of funds held in reserve for the California Public Employee’s Retiree Benefit Trust (CERBT) for retiree health payments, and for the PARS Pension Stabilization 115 Trust for a portion of the CalPERS pension payments.

To emphasize and facilitate long-range financial planning, City staff prepares a five-year financial forecast annually for the General Fund and the Dougherty Valley CSA fund. The forecast includes a projection of revenues and expenditures for the current fiscal year and the succeeding five fiscal years. Results of the financial forecast are presented to the City Council in March, prior to the City Council receiving the Proposed Budget in April for review and consideration. The forecast was developed for the purpose of generating policy discussion and to receive policy direction to help plan for the City’s fiscal health in future years. Revenue projections reflect slowed growth that is aligned with trends in other revenue sources for the City and statewide. Expenditure projections continue to outpace revenues due to the rising costs of employee wages and benefits, utilities, contractual services, and other inflationary costs. The forecast is trend-based and projects ongoing recovery from the COVID-19 pandemic. With current assumptions, General Reserves are forecast to have a net decrease of \$44.3 million over the five-year projection, prior to any new staffing or unfunded CIP costs. General Reserves are projected to be overspent by 23.2% at the end of FY 2026-27, far below the 36% reserve policy requirement. The City will look for ways to reduce costs and enhance revenues to increase the reserve balance and maintain the minimum requirement.

RESOURCES FUNDING THE CITY BUDGET

The FY 2022-23 Budget includes \$127.3 million in revenue, which along with reserve funds accumulated in prior years, provides sufficient funding to finance City services. The manner in which portions of City revenue may be spent is determined by law or other fiscal constraints. As shown on the following graph, 61% of City revenue is general purpose and used to support Police, Public Works, recreation programs, Community Development and other general purpose needs. The remaining 39% is revenue that is restricted 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.

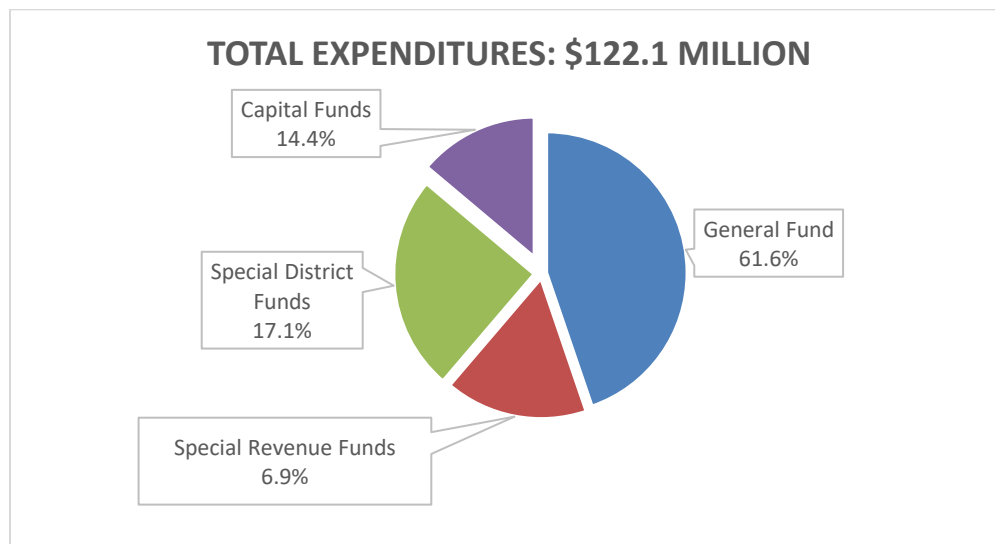


** Special Revenue Funds include Special Revenue Non-Operating Funds, Housing Successor Fund, Debt Service Funds, and Internal Service Funds*

City Manager’s Budget Message (continued)

EXPENDITURE BUDGET

The \$122.1 million expenditure budget is \$1.0 million (.5%) less than the FY 2021-22 Adopted Budget reflecting decreases in General Fund, Other Operating Funds, Special Revenue Funds (Non-Operating), and Internal Service Funds; offset by increases in Capital Project Funds, Geologic Hazardous Abatement District funds and Debt Service Funds. The graph below shows how the expenditure budget is broken out among major fund groups.



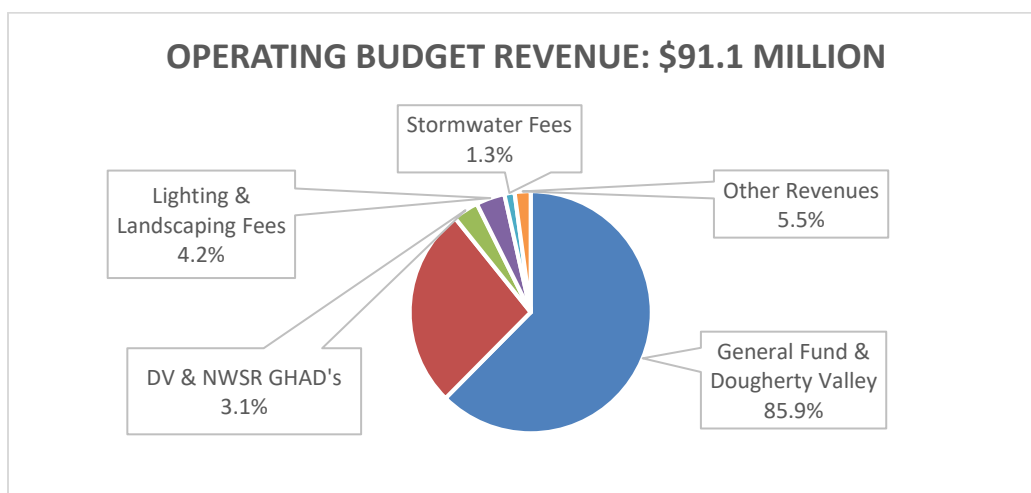
The \$0.6 million net decrease in the expenditure budget over FY 2021-22 reflects decreased spending of \$1.9 million in the General Fund, \$0.02 million in the Other Operating Funds, \$0.2 million in the Special Revenue Funds (Non-Operating), and \$1.0 million in the Internal Service Funds, offset by increases of \$1.9 million in the Debt Service Funds and \$0.6 million in the Capital Fund. The primary reason for the expenditure reduction is the use of funds in the CERBT Trust to cover retiree health costs and the use of funds in the PARS Trust to cover a portion of the PERS normal cost and unfunded liability. Other factors offsetting the expenditure decrease include inflationary increases in service contracts, employee wage and benefit costs, and utility costs.

OPERATING BUDGET

Revenue

Revenues to be collected in FY 2022-23 and reserves accumulated in prior years are the financial resources used to fund the Operating Expenditure Budget. Revenues of \$91.1 million are available to finance City operating fund budgets in FY 2022-23, including the 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 carry forward as fund reserves for future uses, highlighting the City’s commitment to prudent saving for a rainy day as a key strategy for fiscal sustainability. At \$91.1 million, the proportionate breakdown of each major operating budget revenue is illustrated in the following chart:

City Manager’s Budget Message (continued)



Expenditures

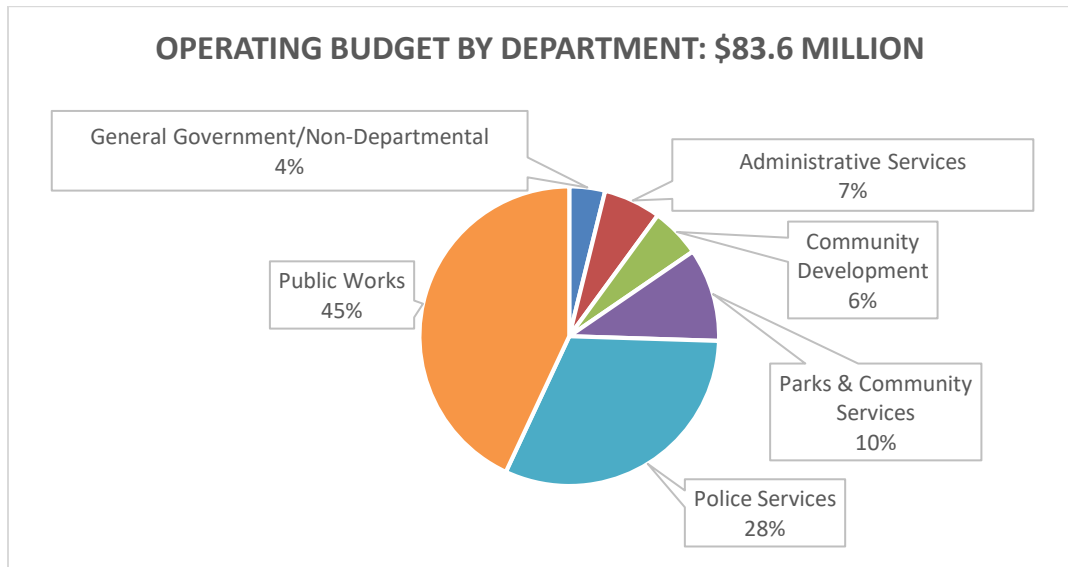
Total expenditures for the combined City Operating budget is \$83.6 million for FY 2022-23. This compares to an Adjusted Operating Budget of \$87.3 million in FY 2021-22, a decrease of \$3.7 million. The majority of the decrease is attributable to removal of pension expenses that will be paid out of the PARS Pension Stabilization 115 Trust for Police Services.

**Table 1
Operating Budget Expenditures by Department: \$83.6 Million**

Department	FY 2022-23	FY 2021-22*	Difference
General Government	\$3.3	\$3.2	\$0.1
Administrative Services	5.6	5.4	0.2
Community Development	4.6	4.8	(0.2)
Parks & Community Services	8.5	8.6	(0.1)
Police Services **	23.8	27.0	(3.2)
Public Works **	37.4	38.2	(0.8)
Non-Departmental	0.4	0.3	0.1
TOTAL	\$83.6	\$87.5	(\$3.9)

* Adjusted Operating Budget

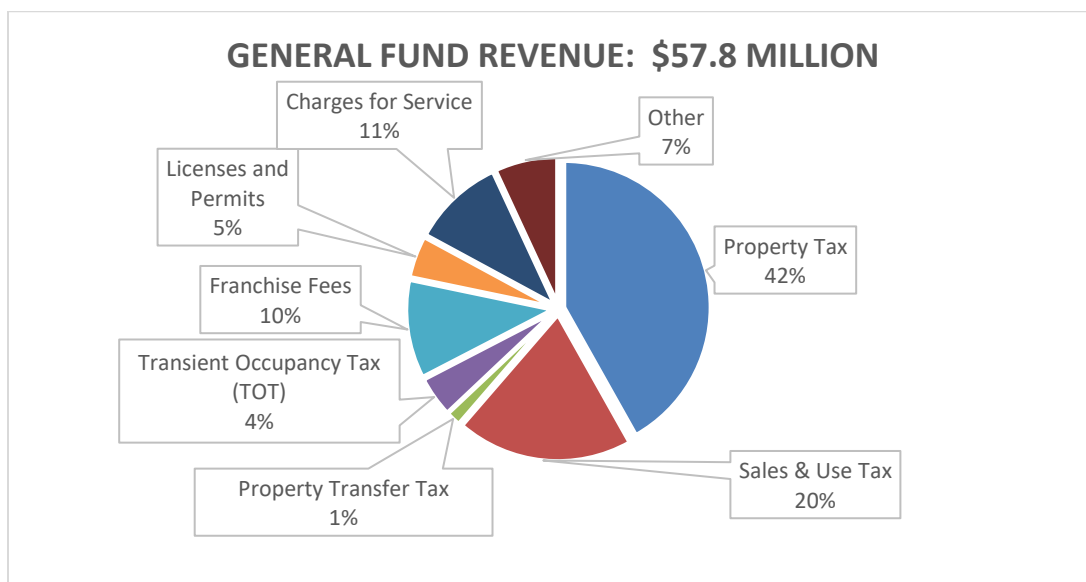
City Manager’s Budget Message (continued)



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 \$57.8 million, which is \$2.8 million or 5.3% above the FY 2021-22 revised budget. The \$57.8 million of revenue by source is shown in the graph below.





City Manager’s Budget Message (continued)

Sales and property taxes account for more than 60% of all General Fund revenue. Property tax is the City’s single largest revenue source at 42% of the General Fund and is projected at \$24.3 million for FY 2022-23. Assessed property valuation increased 6.5% during FY 2021-22. Actual assessed value changes will not be known until later this summer, but similar assessed valuation increases and resultant property taxes are expected to continue for many years as the City continues to be a highly desirable place to live due to its natural beauty, excellent schools, low crime, retail shopping, proximity to jobs, and its reputation for being well-managed.

Sales tax is the City’s second largest revenue source at 20% of the General Fund. Sales tax is trending to end FY 2021-22 3.2% higher than budgeted estimates. At \$11.3 million, the projection for FY 2022-23 is that sales tax will be \$0.2 million more than the estimated FY 2021-22 year-end estimate of \$11.1 million.

Strategically, the City recognizes the key role of both property and sales tax and seeks for ways to enhance these revenue sources. Currently, the City is working to add more retail to its destination shopping area in the downtown core, thus directly increasing sales tax and adding value to boost property tax. Moreover, plans are underway to build a pedestrian bridge to link these areas together and increase foot traffic from Central Park to the restaurant and shopping core at Bishop Ranch.

General Fund Expenditures

The expenditure budget for the General Fund is \$53.0 million, a decrease of \$2.2 million or -4.0% less the FY 2021-22 Amended Budget. Most departments are showing decreases in expenses, with the largest decrease being in Police Services at \$2.0 million. The majority of the decrease is due to funding a portion of the pension costs through the PARS Pension Stabilization 115 Trust.

Table 2
General Fund Expenditures Budget by Department: \$53.0 Million

Department	FY 2022-23	FY 2021-22*	Difference
General Government	\$3.3	\$3.2	\$0.1
Administrative Services	5.5	5.4	0.1
Community Development	4.6	4.6	-
Parks & Community Services	8.5	8.6	(0.1)
Police Services **	14.9	16.9	(2.0)
Public Works **	16.1	16.4	(0.3)
Non-Departmental	0.1	0.1	-
TOTAL	\$53.0	\$55.2	(\$2.2)

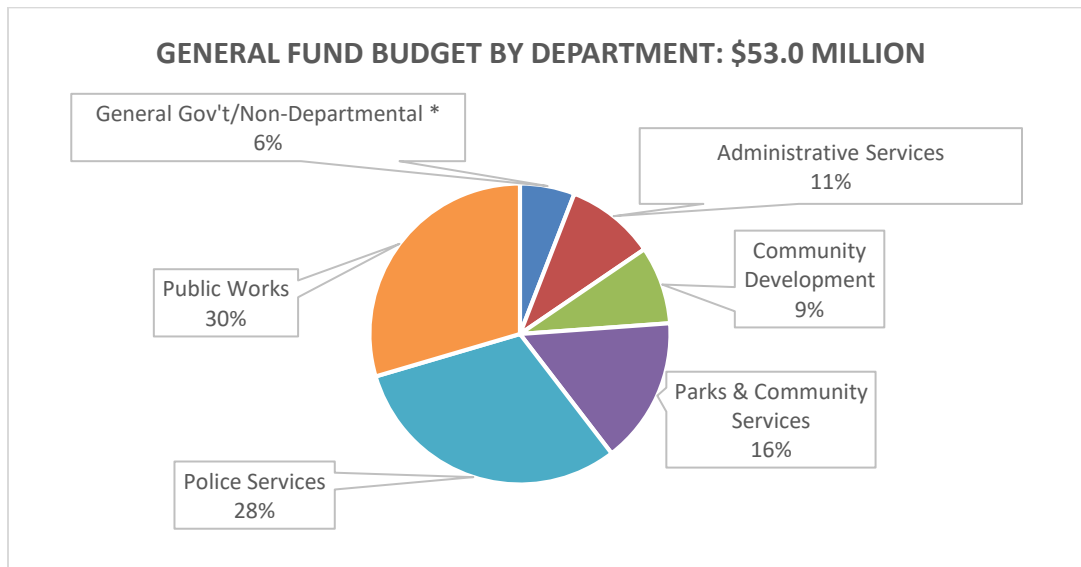
* Adjusted Operating Budget

** General Fund only; does not include amounts budgeted in the Dougherty Valley Fund

City Manager’s Budget Message (continued)

As shown on the graph below, expenditures are divided as follows: 30% for Public Works, 28% for Police Services, 16% for Parks & Community Services, 9% for Community Development, and 17% between other General Government needs and Administrative Services.

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 12, 2022 and May 10, 2022 budget workshops.



* Includes City Council, City Manager, City Attorney, City Clerk and Non-Departmental

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, however, have not kept up with the costs of providing services in the area. The budgeted expenditures in FY 2022-23 are projected at \$22.1 million, which is \$1.1 million or (4.8)% less than the FY 2021-22 amended budget. The \$22.1 million in expenditures includes a \$0.3 million contribution to the Capital Projects Funds for projects within the CSA. Sources of funding for the CSA include assessment revenue and other financing sources (i.e. 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



City Manager's Budget Message (continued)

mandates \$18.1 million to satisfy the 36% contingency requirement. The total General Reserve balance is currently estimated to be \$21.2 million for the beginning of the FY 2022-23 budget year. The total General Reserve balance for the end of FY 2022-23 is estimated to be \$21.1 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 of providing health benefits to employees who retire from the City. Government accounting rules (GASB 45) require the City to report this liability in its annual financial statements. Certified on September 15, 2021, the City had \$32.8 million set aside in a Trust fund to cover 96.1% of the \$34.1 million liability per the City's most recent actuarial report for FY 2019-20. As of April 30, 2022, the City has \$29.6 million set aside in the Trust. The next updated actuarial valuation is due in June 2022. This budget includes a draw down of \$1.8 million to cover the out-of-pocket costs for retiree health care.

In addition to the City's liability for retiree health coverage, the City also shares a portion of the Dougherty Valley Regional Fire Authority (DRFA) retiree health coverage. The City share of this coverage is 42.49% of the future premiums, amounting to approximately \$0.6 million this budget year. This benefit pool is now closed, such that over time the liability will naturally decrease.

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 have caused the normal cost and the unfunded accrued liability (UAL) to increase. As of the most recent actuarial report dated June 30, 2020, the City's UAL is \$48.3 million, an increase of \$6.3 million over the 2019 actuarial report.

The City has implemented several changes to reduce pension cost liability. 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 PEPRA tier as required by law, thus further reducing pension obligations. In 2017, the City setup an irrevocable Section 115 Trust to pre-fund pension obligations and as of April 30, 2022, the City has \$4.2 million set-aside in the Trust. As of June 30, 2018, all employees are paying the full employee portion of pension cost. In July 2018 following labor group negotiations, City employees agreed to contribute an additional 1% toward the City's pension obligation until July 2020 for a total ongoing contribution of 3.0%. In November 2021, the City issued Pension Obligation Bonds in the amount of \$23.3 million to fund CalPERS pension costs.

EQUIPMENT REPLACEMENT FUND

Due to budget restraints, the City paused the collection of equipment replacement charges for Fiscal Year 2022-23. Approximately \$4.5 million of beginning fund reserves are available to meet potential funding needs of \$1.3 million. 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, thus creating fiscal stability year to year without significantly impacting the General Fund in any one fiscal year.

City Manager's Budget Message (continued)

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 is a reserve whereby funds are set aside for future repair costs of City-owned buildings such as the City Hall, Police Station, libraries, community centers, service centers, aquatic centers and other infrastructure-related projects. The budget identifies a use of \$1.0 million in FY 2022-23 for maintenance projects. The Public Works Department has developed a multi-year infrastructure maintenance estimate that shows a multi-million dollar need for funding in future years. An ongoing priority will be to continue to identify additional funding for this purpose.

STAFFING LEVEL

This budget reflects the staffing resources available to perform City services For FY 2022-23. Although the City continues to maintain a lean staffing model while delivering a high level of service to the community, some staffing additions have been necessary to restore staffing which was reduced or unfunded due to the COVID-19 pandemic.

Staffing in the FY 2022-23 budget remains the same as FY 2021-22 levels at 279.75. The following additions were made during the mid-year budget review in FY 2021-22:

- General Government – Added 1 Contract Coordinator
- Community Development – Continue to unfund 1 Assistant Planner
- Public Works – Added 1 Maintenance Technician
- Parks & Community Services – Continue to unfund 5 positions:
 - 2 Office Technicians
 - 1 Office Specialist
 - 1 Recreation Coordinator
 - 1 Program Manager

CAPITAL IMPROVEMENT PROGRAM

The City's Five-Year Capital Improvement Program (CIP) budget is separately reported. 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 2022-23 CIP budget is included in this document at a total cost of \$17.6 million. Some of the major projects undertaken this fiscal year include Pavement Management, Bollinger Canyon/Iron Horse Trail Overcrossing and Open Space Preservation.



City Manager's Budget Message (continued)

FUTURE OUTLOOK

National, state and local economies have started to rebound from the COVID-19 pandemic. As job growth is a good sign of economic recovery, Governor Gavin Newsome reported on California's economic recovery as follows: "Today's report is more good news for California's continued recovery, representing thousands of new opportunities for workers throughout the state. We are committed to building on these gains and our progress toward creating a stronger, fairer, and more prospered state for all Californians to live and work."

Although job growth is clearly something to celebrate, the rosy economic picture is not shared by all. According to FHN Financial, the City's financial advisor, "The job-growth tide might be turning. In the past few weeks, several very-large employers told shareholders they plan to reduce payrolls through layoffs or through job freezes and attrition." Moreover, the strong rebound in jobs has also fueled inflation. According to National Public Radio (NPR), this growth has contributed to the steepest year-over-year rise in consumer prices in the last 40 years at 8.6%. In an effort to curb inflation and slow down the economy, the Federal Open Market Committee is raising interest rates, which in turn push mortgage rates higher. NPR further reports that home prices rose dramatically due to the pandemic as "people wanted more space, and interest rates were super low." Unfortunately, this combination of high prices and high rates has made purchasing a home in some places "nearly twice as expensive to buy basically the same house in just two years."

With all the uncertainty, the stock market has suffered some major losses recently, and some economists believe a recession may be looming. Indeed, the Bureau of Economic Analysis (BEA) reported that the Gross Domestic Product (GDP) decreased 1.5% in the first quarter of 2022. The UCLA Anderson Economic Forecast reported significant uncertainty regarding a recession during the next 12-18 months, but ultimately stated it is not likely to occur. They also reported a more positive outlook on the housing market stating that they are not concerned about a "bust" in the market due to demographics and overbuilding for the next 10 years.

Long-Range Financial Planning

The City uses multiple tools to forecast trends that will impact the City in future years to include a five-year financial forecast presented annually to the City Council. Additional planning tools include long-range projections of sales and property taxes, estimated housing and economic growth patterns, and legislative trends that may impact the City. The use of these tools allows the City to plan for multiple contingencies, and with robust General Fund reserves, allow for a stable and smooth transition to more sustainable service levels.

For the last several years, the City has made strong efforts to mitigate rising costs and improve revenues. The City recently implemented an impact fee for refuse vehicles driving on City streets as well as increased franchise fees to help improve the City's coffers. As mentioned previously, the City has taken action to help reduce pension costs through pension obligation bonds and employee cost-sharing. The City recognizes that more must be done to sustain the high levels of service traditionally delivered to the community.

Under current assumptions, General Reserves are forecast to have a net decrease over the five-year projection, prior to any new staffing or unfunded CIP costs. If left unchecked, this trend would result in overspending General Reserves and is unsustainable. The City Council has directed staff to explore opportunities to increase City

revenues and ensure spending efficiency to minimize any service reductions. The City is expected to experience robust growth, which is encouraging, which would partially offset pandemic losses and high inflation.

On the revenue side, since property tax is the City’s largest revenue source and housing is in such demand in the Bay Area, the City will continue to promote new housing construction as key to long-term financial sustainability. Additionally, the City is actively seeking to build a stronger local economy through sponsorship of the Economic Development Advisory Committee (EDAC) whose goal is to make San Ramon the preferred location in the Tri-Valley for attracting private business investment, jobs, and economic opportunity. This effort has seen some success. City Center, which houses The Lot movie complex, a mix of restaurants, and a mix of retail, has become a regional destination for shopping and entertainment. City Center is located in the downtown area, thus adding to San Ramon’s retail base and boosting sales tax, the City’s second largest revenue source. Moreover, groundbreaking for the Iron Horse Trail overcrossing is underway to help connect the City’s trail system to City Center and other major shopping areas that are separated by busy roadways, thus increasing foot and bicycle traffic in the downtown. The City also continues to explore increasing tax rates for the transient occupancy tax (“hotel tax”) and the sales tax as means to increase the revenue base.

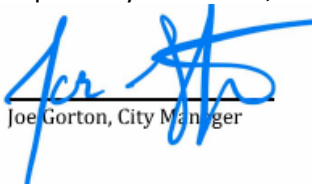
On the expenditure side, the City strategically plans a healthy expenditure budget, which rarely gets spent out, so that at the end of the fiscal year, excess funds are available to flow back into reserves. Moreover, the City is very cautious in how it spends its tax dollars and prides itself on running a high-service level organization utilizing a smaller than usual staff, including the use of temporary and limited-duration employees for seasonal or periodic work and the use of competitively-bid contracts for routine maintenance of much of the City landscape. The City will continue to explore ways of reducing the cost of labor, which is its largest expenditure.

Looking to the immediate future, the City is projecting General Fund reserves of \$21.2 million to start the 2022-23 fiscal year and reserves of \$21.1 million to end it. With a strong General Reserve base, the City is in a position to maintain services in the midst of these unprecedented times. Full post-pandemic recovery of the revenue base will be key. The City, therefore, will continue to monitor the impacts of economic uncertainty due to COVID-19, inflationary trends, war in Ukraine, supply-chain disruptions, etc., and will make additional modifications based on new information as it becomes available and as change is needed. Whatever the outcome, the City remains firmly committed to maintain its 36% reserve policy requirement to weather any financial storm that may arise.

ACKNOWLEDGEMENTS

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, Finance Program Manager who coordinated the compilation of the budget, and Kelly Sessions, Administrative Services Director who managed overall budget preparation.

Respectfully submitted,



Joe Gorton, City Manager



City Strategic Priorities

Mission Statement:

Adopted by the City Council in 1997 and exemplifies the City's management and staff daily goal:

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

City Council Priorities and Goals:

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

At the City Council retreat held in March 2022, the Council identified the following Priorities & Goals for the City in FY 2022/23:

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 the implementation of the Economic Development Strategy Plan

3. Provide Cost Effective and Responsive Services to Sustain Quality of Life

- 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
- Support and fund the Iron Horse Trail Overcrossing at Bollinger Canyon Road and Crow Canyon Road



City Strategic Priorities

4. Build and Maintain Quality Facilities and Infrastructure

- 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
- Implement the Parks, Trails, Open Space, and Recreation Master Plan

5. Enhance Engagement and Communication with Residents and Business Community

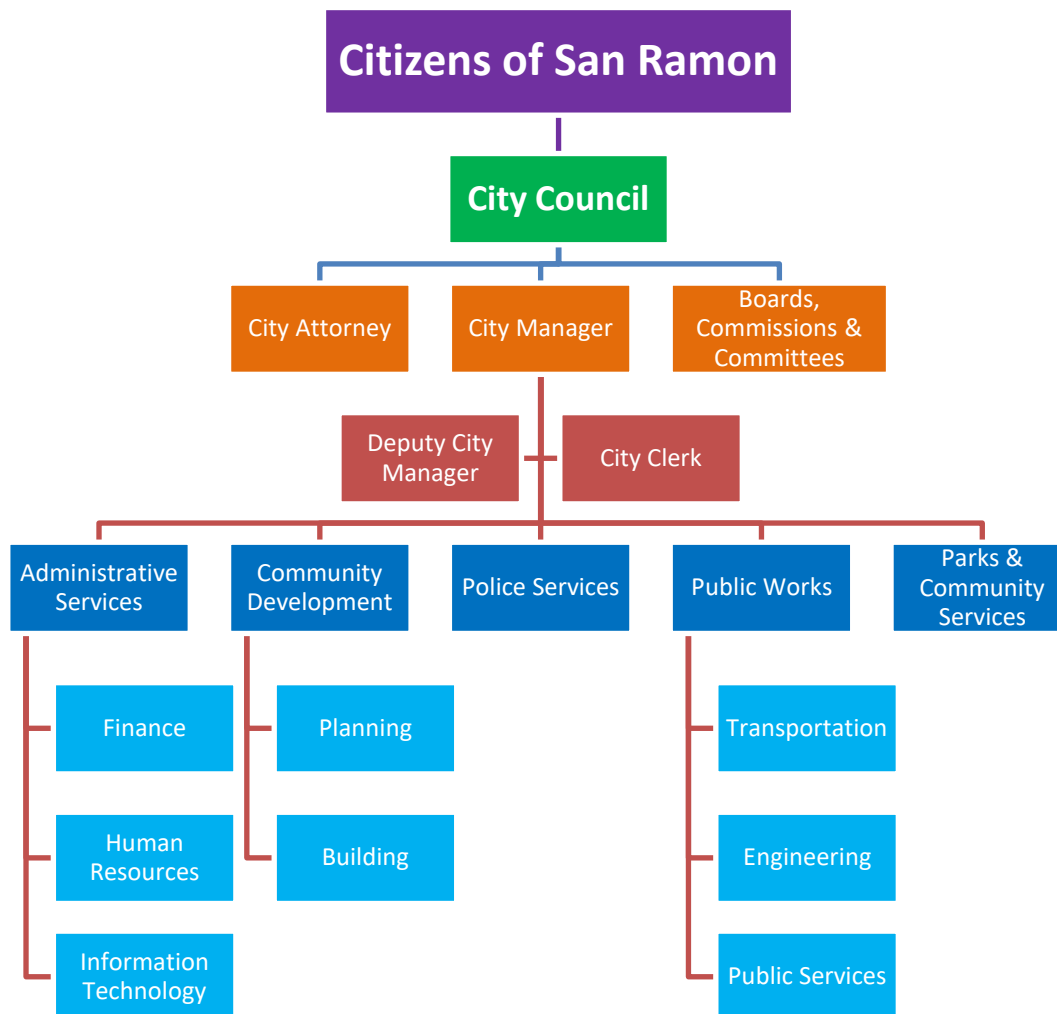
- Enhance the content and accessibility of information on the City website
- Explore technology improvements that will broaden accessibility to City Council meetings
- Explore City-sponsored activities and create gathering spaces to increase a stronger sense of community

6. Balance Land Use Planning for Housing, Retail, Jobs and Open Space

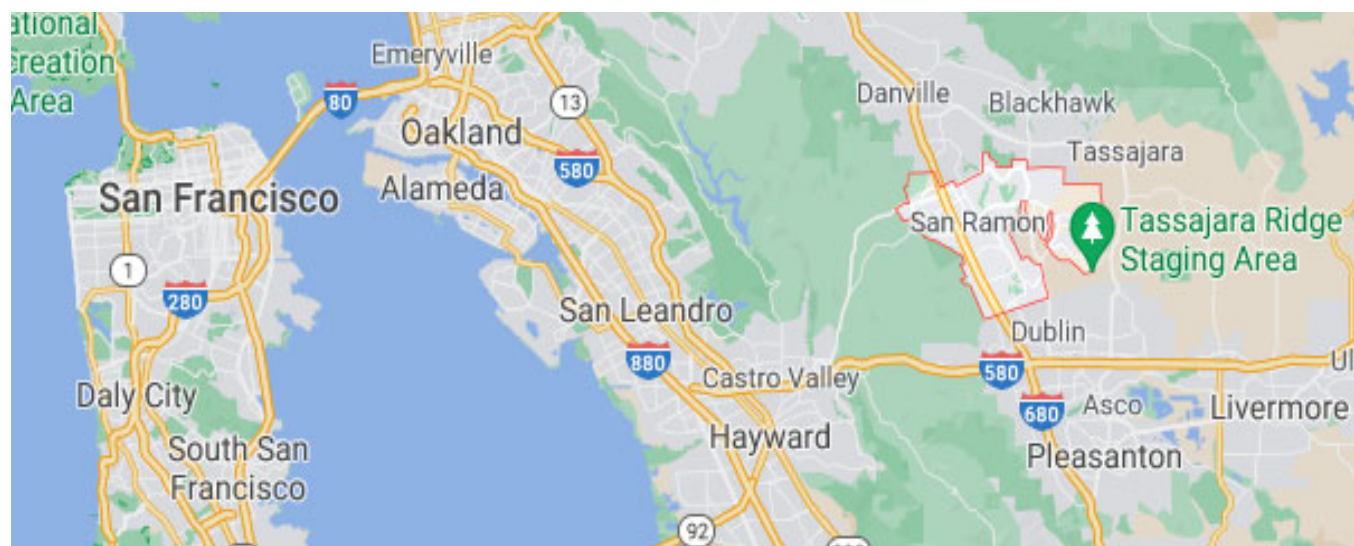
- Prioritize housing growth in the City core while preserving existing retail, commercial and open space
- Preserve permanent Open Space along the City boundaries through partnerships with other agencies
- Promote walkability both within and to local shopping centers and implement the approved Walking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



Overview | City Organization Chart



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Government	Demographics	Ethnic Composition
Incorporated July 1, 1983	18.56 square miles	47.6 % Asian alone*
Charter City	5.3% Persons under 5 years*	40.5% Caucasian alone*
Council/City Manager form of government	27.8% Persons under 18 years*	7.7% Hispanic or Latino*
Mayor elected at large and four City Councilmembers elected by district	11.2% Persons 65 years and over*	6.8% 2 or more ethnicities*
279.75 Full-time employees	\$167,345 median income*	2.8% African American alone*
	83,820 population as of 1/1/22 (5/2022 Est.)	0.2% Alaska Native/American Indian alone*
	49,614 registered voters (4/2022)	0.5% Native Hawaiian/Other Pacific Islander*

*US Census Bureau July 1, 2021 update

Education

San Ramon has 12 elementary schools, four middle schools, and two high schools served by the San Ramon Unified School District (SRVUSD) and one Diablo Valley Community College campus served by the Contra Costa Community College District. Below is a summary of the California Assessment of Student Performance and Progress test results.

2020-21	English Language Arts	Mathematics
SRVUSD	91.56% Met or Exceeded Standard	87.95% Met or Exceeded Standard
State of CA	49.15% Met or Exceeded Standard	34.28% Met or Exceeded Standard

The U.S. Census Bureau data states the following education attainment within the City of San Ramon:

- High school graduate or higher, 2016-2020 – 96.7%
- Bachelor’s degree or higher, 2016-2020 – 70.93%

Overview | City Profile

Top 20 Businesses

Major Employer	Employee	Major Employer	Employee
Chevron USA Inc.	3000	Armanino, LLP	225
PG&E	2398	Whole Foods Market	195
Bank of the West	1600	CMG Mortgage	185
Robert Half International Inc.	1285	Bay Area Restaurant Mgt	181
Accenture LLP	750	Toyota Motor Sales	152
San Ramon Regional Medical Center	650	The Permanente Medical Group	147
United Parcel Service	315	The Plus Group	142
GE Digital Holdings LLC	284	Sunset Development	132
Pacific Bell Telephone Company	265	Safeway Store, Inc. #982	131
Target Corporation	229	WithumSmith+Brown PC	124

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	City Hall/Permit Center	1	Community College
4	Fire Stations	1	Hospital

Services by Other Special Districts and Private Entity:

Services	Agencies
Animal Control	Contra Costa County
Flood	Contra Costa County Flood Control District
Parks & Trails	City of San Ramon and East Bay Regional Park District
Public Transportation	County Connection and Bay Area Rapid Transit District
Water & Sewer	Dublin San Ramon Service District and East Bay Municipal Utility District
Gas & Electricity	Pacific Gas and Electric



Overview | City Profile

The City of San Ramon was 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 83,820 (Department of Finance May 2022 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 considered to be one of the most desirable living areas in the Bay Area

The City of San Ramon is a Charter City that operates under the Council-Manager form of government. Policymaking 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 stormwater and drainage services

The City has two farmers markets. One market is open year-round on Saturday mornings at the City Center Bishop Ranch. This market is operated and managed by Local Roots, a non-profit organization located in San Ramon. The other market is open on Sunday mornings in front of the Dougherty Station Community Center and Dougherty Station Library. This market is a partnership with the California Farmers' Association. The City also issues a quarterly City Report that is mailed to all City residents, which provides information on City services, transportation, ongoing City projects, and general homeowner information such as property lines, flood zones, voting precincts, and upcoming City events.

Some examples of the City's economic indicators are as follows:

- The San Ramon residential unemployment rate has been measured by the State Employment Development Department was approximately 2.3% (as of March 2022-Preliminary, not seasonally adjusted); compared to the Contra Costa County rate of 3.5% and California Statewide unemployment rate of 4.2%.
- San Ramon has a relatively high median household income level of \$167,345 as estimated by the U.S. Census Bureau (7/1/2021 data), which is more than twice the State of California level.
- San Ramon assessed property values increased 6.45% for the 2021-22 tax rolls. This is compared to a Contra Costa County-wide increase in assessed values of 3.44%.

Overview | City Profile

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 number of vehicle trips
- Awarded for continuous flow on ramp at 680

Significant accomplishments:

- Opened a Performing Arts Center (2007)
- Established its own Police Department (2007)
- Beginning in 2008, and every year since then have received a AAA rating from Standard & Poors
- 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)
- Supported the opening of the City Center (November 2018)
- 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 the new Public Safety Facility agreement at 2401 Crow Canyon Rd (2019-2020)
- Renovated the Alcosta Senior & Community Center and the San Ramon Community Center (2019-2020)
- Created a network of 57 miles of public trails (2018-2020)
- Remodeled City Hall and created one-stop shop for City Services (2021)
- Ranked #11 as one of the State’s safest cities, according to SafeWise’s annual Safest Cities report (March 2022)
- Received awards for Excellence in Financial Reporting for FY 2003-04 through FY 2020-21
- Received awards for Distinguished Budget Presentation and Operating Budget Excellence for FY 2021-22
- Adopted the San Ramon Walking District Master Plan (2022)
- Broke ground on the Joint Police/Fire San Ramon Public Safety Building (2022)

Overview | Budget Policies and Process

The City reviews and prepares its operating budget and capital improvements plan on an annual basis. There are three major types of expenditures in the City’s spending plan: operating, capital improvements, and debt service. Operating expenditures are related to a program’s base budget and include such items as salary and benefits costs, materials and supplies, contractual services, and vehicles and equipment costs. Capital improvements are larger project-related expenditures that affect the economic vitality and quality of life in the community. An example would be the construction of a street overpass, resurfacing a city street, or a park. Debt service is similar to a long-term loan. Funding received is used for improvements that are needed, but resources are not available. The debt will be repaid in the future.

Basis of Budgeting

“Basis of budgeting” refers to the method used to recognize revenues and expenditures in the budget. The City of San Ramon’s basis of budgeting is the same basis used for accounting.

The modified accrual basis is followed in the Governmental Funds. Under this basis, revenues are recognized when they become “susceptible to accrual,” which means they are both measurable and available. Measurable means the amount of the transaction can be determined. The City considers revenues to be available if they are collected within 365 days of the end of the current fiscal year. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source. Expenditures generally are recorded when a liability is incurred except for debt service expenditures, which are recorded when payment is due. Intergovernmental revenues such as grants that are received as reimbursement for specific purposes or projects are recognized based on when the related expenditures are recorded.

The full accrual basis is used in the Proprietary Fund, which includes Internal Service Funds. Revenues are recognized when earned and expenses are recognized when the related liabilities are incurred.

Annual Comprehensive Financial Report (ACFR)

The Annual Comprehensive Financial Report (ACFR) is prepared according to Generally Accepted Accounting Principles (GAAP). It is presented to the City Council each year in January for review after an audit of the City’s financial transactions and reports has been completed by an external audit firm. The City prepares its budget in accordance with GAAP with certain exceptions, for example:

- Loans requiring the use of current resources are budgeted as expenditures; while in the CAFR, the disbursement of loans is presented as a balance sheet item.
- Capital outlay in the internal service funds is capitalized and reported as capital assets in the CAFR; whereas they are accounted for as expenses in the budget.
- Appropriated budgets are not always required for all of the City’s funds or expenditures. For example, the City does not budget for funds held in an agency/trust capacity such as the Fiduciary funds. The City does not budget for depreciation expenses, employee vacation leave or sick leave accruals, while the ACFR presents those as long-term liabilities.

Overview | Budget Policies and Process

- GAAP requires the reporting of investments at fair market value at the end of the fiscal year. The City's policy is to hold investments to maturity, and the changes in fair market value are not a budget item for favorable or unfavorable outcomes.

Budgetary 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 projection of both revenues 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.

Budget Policy & Control

The City operates on a July 1 through June 30 budget year (fiscal year basis). The budget preparation schedule is shown in a separate section below, which includes the interactions between the public, City Council, and City's management and employees in planning and presenting the proposed budget for City Council review and approval.



Overview | Budget Policies and Process

The City Council is provided a 5-Year General Fund financial forecast at the City Council's annual Retreat, prior to presenting the proposed budget at budget workshops for Council review and adoption. The 5-Year General Fund financial forecast is a planning tool that helps the City Council and staff identify important trends and anticipate the longer-term consequences of budget decisions. The forecast tools have been instrumental in modeling the effects of such recent budget issues as rising retirement system costs, the short- and long-term consequences of issuing variable rate debt, and potential scenarios for future revenue performance.

After the annual budget is adopted, the City follows established procedures and all related financial policies in spending and monitoring expenditures. These procedures involve the City's management, employees, boards and commissions, and the City Council throughout the year. The City's management team and staff also prepare a Mid-Year Budget Review in January. This is a process where a comprehensive review of all revenues and expenditures the City has received during the first 6 months (July – December) and project out the remainder 6 months of the year (January – June). Any modifications to the adopted budget are once again presented to the City Council for review and approval in February. Modifications to the adopted budget may also be made during the fiscal year as needed because of a legislative mandate or grant requirements, which are also presented to the City Council for review and approval. The Administrative Services Department/Finance Division coordinates these efforts with all City departments. They are responsible to ensure proper authorization is received and accurate accounting entries are recorded into the City's financial system.

The City's budget is detailed to ensure the City Council, as the governing body, is fully informed and in control of all aspects of the City's financial activities. Information is itemized by fund, department, division, program, and project where applicable. The budget includes personnel costs, materials, supplies, contractual services, equipment costs, debt service costs, as well as capital expenditures such as infrastructures and other capital improvements for the ensuing budget year.

Citizen Participation

Citizens have an opportunity to participate in the budget process by attending a series of City Council budget study sessions and public hearings. Citizens may also attend Council meetings, which are scheduled on the second and fourth Tuesdays of the month throughout the year. At the Council meetings, citizens may request the City Clerk for an opportunity to speak to the City Council on matters not on the Agenda during the public hearing period. The formal public hearing on the Adopted Budget is usually held annually in late May or early June.

Budget Calendar

The City's annual budget development process begins in December each year with the initial planning of the development cycle and culminates with the adoption of the budget by the City Council in late May or early June. The City Council specifically reviews and updates the City Council Priorities and Goals each year at the City Council Retreat. A 5-Year Financial Forecasts of the General Fund and the projected ending reserves are also presented to the City Council at the City Council Retreat. They may also discuss important fiscal issues which may have short-term or long-term effects on how the City provides and maintains services to its citizens and customers in the upcoming budget year.



Overview | Budget Policies and Process

Below is a high-level, typical budget calendar detailing key steps throughout the process. Actual timeline may change as necessary. Additional City Council Budget Workshops maybe added as needed for the City Council, prior to budget adoption. The budget represents the maximum authorized expenditures for the year and cannot legally be exceeded except by subsequent amendments of the budget by the City Council.

After budget adoption, amendments to increase total level of appropriations for a fund or transfers between funds must be approved by the City Council. Adjustments can be requested in February during the Mid-Year budget review cycle or be requested via a standalone Staff Report to the City Council at a regular City Council meeting as needed during the Fiscal Year.

	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Kick-Off (5-Year Forecast, Mid-Year Review, & Proposed Budget)	■						
All departments develop budget projections	■	■	■				
Finance prepares payroll projections and reviews departments projections	■	■	■				
Finance presents 5-Year Financial Forecast to City Council		■	■				
Finance presents Mid-Year Review of the current year's budget to City Council			■	■			
City Manager reviews department budget requests for the upcoming year				■			
Finance finalizes any changes and prepares for City Council 1 st Budget Workshop				■			
City Council 1st Budget Workshop					■		
Finance finalizes any changes and prepares for City Council 2 nd Budget Workshop					■		
City Council 2nd Budget Workshop						■	
Finance finalizes any changes and prepares for City Council Adoption						■	
City Council adopts budgets for the new Fiscal Year beginning July 1						■	■

Budget Revenues

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.

Overview | Budget Policies and Process

Where do my property tax dollars go?



*Average varies by tax rate areas

- **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 three quarters percent (8.75%).

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 California Department of Tax and Fee Administration (CDTFA) and allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted use.

- **Property Transfer Tax** – This 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.
- **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.

Overview | Budget Policies and Process

- **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
- **Inter-Government** – 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.
- **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).
- **Transfer In** – Accounts for the internal transfers received from another fund.

Budget Expenditures

Expenditures are usually classified and grouped as follows:

- **Salaries** – Includes employee wages, City Council and Commissioner monthly stipends, and overtime costs.

Overview | Budget Policies and Process

- **Benefits** – Includes employee health benefits, pension retirement benefits, and other miscellaneous fringe benefits as called for by employment agreements.
- **Department Internal Charges** – Includes charges to the department to fund and pay for various insurance premiums (workers' compensation and liability insurance), pension obligation bond debt (POB), and Other Post-Employment Benefits (OPEB) other than pension benefits.
- **Materials & Supplies** – These includes various supplies such as office supplies, meeting supplies, program supplies, materials and supplies for maintenance, etc.
- **Contract Services** – These are contractual costs charged by an outside contractor, consultant for services provided to the City.
- **Capital Outlay** – These costs capture the purchases of vehicles and equipment, building improvements, land, and other infrastructures.
- **Debt Services** – Includes payments for principal and interest on an outstanding debt, and the related debt administration fees, etc.
- **Transfer Out** – Accounts for the internal transfers out to another fund.

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All Funds Summaries

The schedules on the following page include all fund categories.

Governmental Funds:

- General Fund
- Special Revenue Funds – Operating and Non-Operating
- Special Revenue Funds – Geologic Hazard Abatement Districts
- Special Revenue Fund – Housing Successor
- Debt Service Funds
- Capital Projects Fund

Proprietary Funds:

- Internal Service Funds

The schedules consolidate all funds citywide and present the total available resources and total use of resources, including beginning fund balances, revenues, expenditures, “transfers in,” and “transfers out.” This consolidation is achieved by eliminating all transfers between funds that are within the same fund category and all internal service fund charge transfers. Such eliminations are similar to those made to produce the City’s government-wide financial statements, as mandated by Governmental Accounting Standards Board (GASB) Statement 34. These eliminations avoid the double-counting that would otherwise occur if these adopted transactions were shown as either additional transfers or as additional revenues and expenditures. Therefore, the “Total Revenues” and “Total Expenditures” lines for all funds present the true budgeted revenues and expenditures expected to be received and spent by the entire organization. Please refer to the Governmental Funds and Proprietary Funds of this document for more information.



All Funds Summaries

Department / Fund Relationship

		General Government	Admin Svcs	Community Development	Police Services	Public Works	Parks & Community Services	Non-Dept
Fund #	Governmental Funds - Major Funds							
101	General Fund	x	x	x	x	x	x	x
343	Dougherty Valley				x	x		
401	Capital Projects					x		
513	COP #13 (2019) Debt Service							x
Fund #	Governmental Funds - Non Major Funds							
201	Planning Cost Recovery			x				
202	Geographic Information System					x		
203-207	Development Mitigation			x		x		
208	Gas Tax					x		
209-210	Park Development/Henry Ranch Park Dev					x		
212	SCCJEPA					x		
213	Street Maintenance & Improvement					x		
214	Traffic Improvement					x		
215	Tri-Valley Transportation Fund					x		
216	Public Education & Govt. (PEG) Fund	x						
217	Refuse Vehicle Impact Fund					x		
218	Open Space Development Fund					x		
219	American Rescue Plan Act of 2021	x	x	x	x	x	x	
251	Community Facilities District 2014-1 (Acres)					x		
252	Community Facilities District 2014-1 (Faria)					x		
301	Citywide Landscaping					x		
302	Citywide Lighting					x		
303-319	Special Landscaping and Lighting Zones					x		
330	The Preserve Landscaping and Lighting					x		
341	Canyon Park					x		
342	Village Center Common Area					x		
344	Solid Waste					x		
345	Non Point Drainage					x		
346	Street Smarts					x		
347	TDM Programs					x		
349	Police Services Donations				x			
350	Narcotic Asset Forfeiture				x			
351	TRAFFIX Program					x		
361	Dougherty Valley GHAD				x	x		
362	Northwest San Ramon GHAD					x		
371	Housing Successor			x				
501	Pension Obligation Bond (2010) Debt Services							x
512	COP #12 (2011) Debt Service							x
521	LED Lights (2013) Debt Service							x
Fund #	Proprietary Funds							
601	Investments ISF		x					
602	Vehicle/Equipment Replacement ISF			x	x	x	x	
603	Info Services Equipment Replacement ISF	x	x	x	x	x	x	
610	Insurance Liability ISF	x	x	x	x	x	x	
611	Healthcare ISF	x	x	x	x	x	x	
618	Infrastructure Maintenance ISF					x		

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

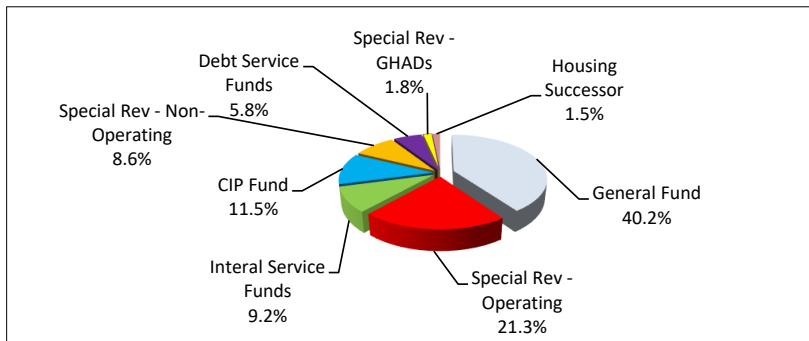
	GOVERNMENTAL FUND								PROPRIETARY	Grand Total
	General Fund	Special Rev - Operating	Special Rev - Non-Operating	Special Rev - GHADs	Special Rev - Housing Successor	Debt Service	Capital Projects	Total	Internal Service Funds	
FUND BALANCE - 07/01/22	\$ 21,157,615	\$ 8,441,059	\$ 7,255,155	\$ 12,949,388	\$ 9,726,553	\$ 1,004,244	\$ 11,621,451	\$ 72,155,465	\$ 11,996,316	\$ 84,151,781
REVENUES										
Property Tax	24,376,859	-	-	-	-	-	-	24,376,859	-	24,376,859
Special Assessments	-	5,530,596	-	2,629,733	-	-	-	8,160,329	-	8,160,329
Sales and Use Tax	11,298,342	-	-	-	-	-	-	11,298,342	-	11,298,342
Property Transfer Tax	1,054,696	-	-	-	-	-	-	1,054,696	-	1,054,696
Transient Occupancy Taxes (TOT)	2,317,261	-	-	-	-	-	-	2,317,261	-	2,317,261
Franchise Fees	5,737,096	-	-	-	-	-	-	5,737,096	-	5,737,096
Licenses and Permits	2,748,250	-	-	1,500	-	-	-	2,749,750	-	2,749,750
Intergovernmental	498,484	21,441,177	5,460,959	-	-	-	3,339,313	30,739,933	820,203	31,560,136
Charges for Services	6,251,004	1,616,870	312,157	-	-	-	-	8,180,031	102,000	8,282,031
Fines and Forfeitures	289,000	-	-	-	-	-	-	289,000	-	289,000
Investment Income	105,000	-	-	135,274	-	-	300,000	540,274	65,731	606,005
Development Fees	-	404,179	7,579,878	-	1,893,320	-	-	9,877,377	-	9,877,377
Miscellaneous Revenue	3,176,466	1,420,721	-	36,988	500,000	3,287,450	1,000,000	9,421,625	11,580,486	21,002,111
TOTAL REVENUES	57,852,458	30,413,543	13,352,994	2,803,495	2,393,320	3,287,450	4,639,313	114,742,573	12,568,420	127,310,993
EXPENDITURES										
General Government	3,255,182	123,923	-	-	-	-	-	3,379,105	-	3,379,105
Administrative Services	5,581,725	-	-	-	-	-	-	5,581,725	65,731	5,647,456
Community Development	4,578,615	-	164,422	-	-	-	-	4,743,037	-	4,743,037
Police Services	14,922,602	8,870,328	-	-	-	-	-	23,792,930	-	23,792,930
Public Works	16,176,438	20,205,242	102,533	1,020,655	-	-	-	37,504,868	-	37,504,868
Parks & Community Services	8,460,650	-	-	-	-	-	-	8,460,650	-	8,460,650
Non-Departmental	50,000	335,000	-	-	-	-	-	385,000	-	385,000
Housing Programs	-	-	-	-	146,477	-	-	146,477	-	146,477
Debt Service	-	-	-	-	-	5,687,972	-	5,687,972	-	5,687,972
Capital Improvement Program (CIP)	-	-	-	-	-	-	17,623,689	17,623,689	-	17,623,689
Vehicle/IS Replacement	-	-	-	-	-	-	-	-	1,723,496	1,723,496
Insurance	-	-	-	-	-	-	-	-	4,440,150	4,440,150
Healthcare	-	-	-	-	-	-	-	-	8,548,088	8,548,088
TOTAL EXPENDITURES	53,025,212	29,534,493	266,955	1,020,655	146,477	5,687,972	17,623,689	107,305,453	14,777,465	122,082,918
OTHER FINANCING SOURCES (USES)										
Operating Transfers In	4,781,633	2,766,313	-	-	-	5,687,972	13,284,376	26,520,294	1,805,989	28,326,283
Operating Transfers Out	(9,623,337)	(3,470,442)	(9,696,171)	(87,714)	-	(3,937,450)	(364,000)	(27,179,114)	(1,116,169)	(28,295,283)
TOTAL OTHER FINANCIAL SOURCES (USES)	(4,841,704)	(704,129)	(9,696,171)	(87,714)	-	1,750,522	12,920,376	(658,820)	689,820	31,000
NET INCREASE (DECREASE)	(14,458)	174,921	3,389,868	1,695,126	2,246,843	(650,000)	(64,000)	6,778,300	(1,519,225)	5,259,075
FUND BALANCE - 06/30/23	\$ 21,143,157	\$ 8,615,980	\$ 10,645,023	\$ 14,644,514	\$ 11,973,396	\$ 354,244	\$ 11,557,451	\$ 78,933,765	\$ 10,477,091	\$ 89,410,856

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**CITY OF SAN RAMON
REVENUE BY FUND***

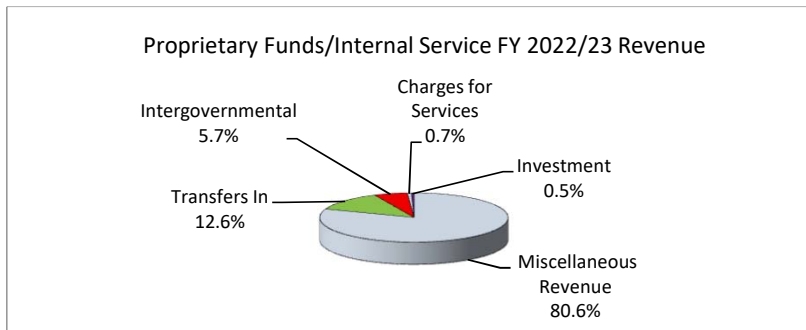
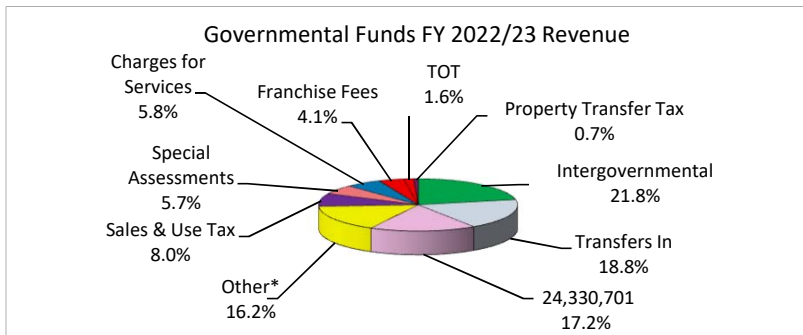
FUND #	FUND DESCRIPTION	20/21 ACTUAL	21/22 FINAL	CHANGE	22/23 ADOPTED	CHANGE
101	General Fund	\$ 57,102,841	\$ 60,244,434	5.50%	\$ 62,634,091	3.97%
201	Planning Cost Recovery	134,128	171,943	28.19%	312,157	81.55%
202	Geographic Information System	91,442	95,000	3.89%	95,000	0.00%
203-207	Development Mitigation	508,337	827,193	62.73%	1,235,735	49.39%
208	Gas Tax	3,670,287	3,785,996	3.15%	4,351,860	14.95%
209-210	Park Development/Henry Ranch Park Dev	393,883	1,538,575	290.62%	2,296,662	49.27%
212	SCCJEPA	1,753,996	940,634	-46.37%	2,718,509	189.01%
213	Street Maintenance & Improvement	1,289,242	1,056,285	-18.07%	1,109,099	5.00%
214	Traffic Improvement	194,802	478,455	145.61%	878,135	83.54%
215	Tri-Valley Transportation Fund	76,139	138,453	81.84%	355,837	157.01%
216	Public Education & Govt. (PEG) Fund	192,956	200,000	3.65%	195,000	-2.50%
217	Refuse Vehicle Impact Fund	1,505,650	1,568,175	4.15%	1,615,220	3.00%
218	Open Space Development Fund	500,683	71,250	-85.77%	404,179	467.27%
219	American Rescue Plan Act of 2021	-	4,050,000	0.00%	-	100.00%
251-252	Community Facilities District 2014-1	267,728	328,332	22.64%	383,253	16.73%
301	Citywide Landscaping	1,806,035	1,792,480	-0.75%	1,792,480	0.00%
302	Citywide Lighting	765,394	799,175	4.41%	799,175	0.00%
303-319	Special Landscaping and Lighting Zones	1,519,854	1,495,023	-1.63%	1,549,901	3.67%
330	The Preserve Landscaping and Lighting	107,763	126,360	17.26%	114,522	-9.37%
341	Canyon Park	12,261	10,990	-10.37%	10,990	0.00%
342	Village Center Common Area	6,052	6,006	-0.76%	21,890	264.47%
343	Dougherty Valley	20,721,019	23,633,849	14.06%	22,630,128	-4.25%
344	Solid Waste	1,101,883	1,227,417	11.39%	1,412,215	15.06%
345	Non Point Drainage	1,100,119	1,200,185	9.10%	1,222,015	1.82%
346	Street Smarts	162,056	246,500	52.11%	242,750	-1.52%
347	TDM Programs	339,025	655,034	93.21%	646,379	-1.32%
349	Police Services Donations	532	-	-100.00%	-	0.00%
350	Narcotic Asset Forfeiture	20,804	-	-100.00%	-	0.00%
351	TRAFFIX Program	179,211	179,140	-0.04%	139,759	-21.98%
361	Dougherty Valley GHAD	2,199,002	2,561,215	16.47%	2,343,989	-8.48%
362	Northwest San Ramon GHAD	288,488	459,506	59.28%	459,506	0.00%
371	Housing Successor	14,328	252,800	1664.38%	2,393,320	0.00%
401	Capital Projects	28,485,590	19,330,636	-32.14%	17,923,689	-7.28%
501-521	Debt Service Funds	4,109,351	5,190,028	26.30%	8,975,422	72.94%
TOTAL GOVERNMENTAL FUNDS		\$ 130,620,881	\$ 134,661,069	3.09%	\$ 141,262,867	4.90%
601-618	Internal Service Funds	14,066,195	18,300,241	30.10%	14,374,409	-21.45%
TOTAL PROPRIETARY FUNDS		\$ 14,066,195	\$ 18,300,241	30.10%	\$ 14,374,409	-21.45%
GRAND TOTAL		\$ 144,687,076	\$ 152,961,310	5.72%	\$ 155,637,276	1.75%

*Includes Transfers In



**CITY OF SAN RAMON
REVENUES BY SOURCE**

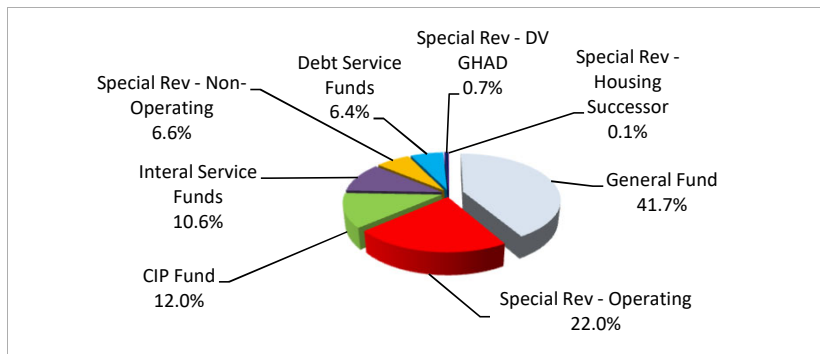
	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
GOVERNMENTAL FUNDS					
Property Tax	\$ 20,828,366	\$ 20,966,461	\$ 21,833,889	\$ 22,956,090	\$ 24,330,701
Special Assessments	6,829,111	7,357,516	7,662,724	8,262,041	8,108,737
Sales & Use Tax	10,926,080	10,404,998	10,811,205	10,714,853	11,298,342
Property Transfer Tax	817,951	659,048	1,043,996	887,436	1,054,696
Transient Occupancy Tax (TOT)	3,264,309	2,316,300	735,224	2,438,850	2,317,261
Franchise Fees	4,776,401	4,994,029	5,434,322	5,975,212	5,737,096
Licenses & Permits*	2,761,198	2,060,876	1,930,271	2,548,577	2,748,750
Charges for Services	8,361,134	6,799,382	4,970,294	7,341,664	8,180,031
Fines & Forfeitures*	489,237	303,509	193,634	289,000	289,000
Investment Income*	2,506,708	2,929,627	192,496	318,414	540,274
Development Fees*	2,636,660	1,676,360	3,115,719	3,844,700	9,877,377
Intergovernmental	22,913,611	26,842,767	25,232,058	32,075,087	30,837,683
Debt Proceeds	-	24,348,385	-	-	-
Miscellaneous Revenue*	5,706,173	4,761,782	4,156,524	5,620,114	9,422,625
Subtotal	92,816,939	116,421,040	87,312,356	103,272,038	114,742,573
Transfers In	20,731,280	33,601,529	43,308,524	31,389,031	26,520,294
TOTAL	\$ 113,548,219	\$ 150,022,569	\$ 130,620,880	\$ 134,661,069	\$ 141,262,867
*Included as Other Revenue					
PROPRIETARY/INTERNAL SERVICE FUNDS					
Charges for Services	\$ 142,017	\$ 27,362	\$ 46,941	\$ 102,000	\$ 102,000
Investment Income	391,530	364,655	848,652	61,294	65,731
Intergovernmental	570,158	684,336	885,687	909,785	820,203
Miscellaneous Revenue	9,827,813	10,767,883	11,546,026	14,954,987	11,580,486
Subtotal	10,931,518	11,844,236	13,327,306	16,028,066	12,568,420
Transfers In	1,605,598	5,912,654	738,890	2,272,175	1,805,989
TOTAL	\$ 12,537,116	\$ 17,756,890	\$ 14,066,196	\$ 18,300,241	\$ 14,374,409
GRAND TOTAL	\$ 126,085,335	\$ 167,779,459	\$ 144,687,076	\$ 152,961,310	\$ 155,637,276



**CITY OF SAN RAMON
EXPENDITURE BY FUND***

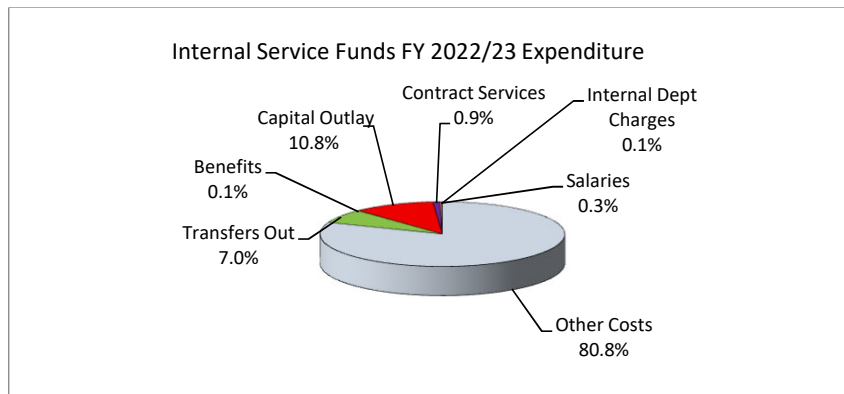
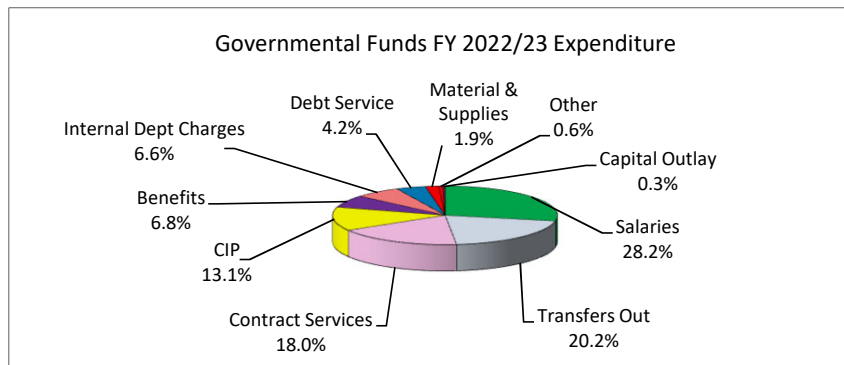
FUND #	FUND DESCRIPTION	20/21 ACTUAL	21/22 FINAL	CHANGE	22/23 ADOPTED	CHANGE
101	General Fund	\$ 53,225,630	\$ 62,746,754	17.89%	\$ 62,648,549	-0.16%
201	Planning Cost Recovery	202,555	157,511	-22.24%	164,422	4.39%
202	Geographic Information System	83,684	96,920	15.82%	102,533	5.79%
203-207	Development Mitigation	319,749	1,031,484	222.59%	100,980	-90.21%
208	Gas Tax	3,617,976	4,102,153	13.38%	8,319,022	102.80%
209	Park Development	442,344	717,293	100.00%	723,280	0.83%
211	Crow Canyon Project	-	4,497	0.00%	-	100.00%
212	SCCJEPA	4,104,749	4,031,484	-1.78%	43,959	-98.91%
213	Street Maintenance & Improvement	1,772,957	662,967	-62.61%	440,939	-33.49%
214	Traffic Improvement	219,833	265,988	21.00%	67,990	-74.44%
215	Public Education & Govt. (PEG) Fund	39,329	400,000	917.06%	672,000	68.00%
217	Refuse Vehicle Impact Fund	1,500,000	1,545,000	3.00%	750,000	-51.46%
218	Open Space Development Fund	515,000	-	100.00%	-	0.00%
219	American Rescue Plan Act of 2021	-	4,000,000	0.00%	-	100.00%
251-252	Community Facilities District 2014-1	267,728	328,332	22.64%	383,253	16.73%
301	Citywide Landscaping	1,699,782	1,791,206	5.38%	1,941,456	8.39%
302	Citywide Lighting	671,290	1,251,749	86.47%	935,354	-25.28%
303-319	Special Landscaping and Lighting Zones	1,466,488	1,934,561	31.92%	1,909,032	-1.32%
330	The Preserve Landscaping and Lighting	8,859	49,275	100.00%	69,883	41.82%
341	Canyon Park	11,638	61,746	430.56%	61,943	0.32%
342	Village Center Common Area	4,887	6,117	25.17%	6,294	2.89%
343	Dougherty Valley	20,726,768	23,918,718	15.40%	22,630,128	-5.39%
344	Solid Waste	850,657	2,012,273	136.56%	1,406,472	-30.11%
345	Non Point Drainage	1,130,985	1,265,813	11.92%	1,245,084	-1.64%
346	Street Smarts	114,236	211,400	85.06%	123,923	-41.38%
347	TDM Programs	339,025	678,857	100.24%	646,379	-4.78%
350	Narcotic Asset Forfeiture	-	-	0.00%	100,000	0.00%
351	TRAFFIX Program	140,102	179,140	27.86%	139,759	-21.98%
361	Dougherty Valley GHAD	1,082,108	928,794	-14.17%	1,108,369	19.33%
371	Housing Successor	672,890	148,588	-77.92%	146,477	-1.42%
401	Capital Projects	20,366,347	20,169,223	-0.97%	17,987,689	-10.82%
501-521	Debt Service Funds	27,542,116	7,840,028	-71.53%	9,625,422	22.77%
TOTAL GOVERNMENTAL FUNDS		\$ 143,139,712	\$ 142,537,871	-0.42%	\$ 134,500,591	-5.64%
601-618	Internal Service Funds	15,613,356	17,948,513	14.96%	15,893,634	-11.45%
TOTAL PROPRIETARY FUNDS		\$ 15,613,356	\$ 17,948,513	14.96%	\$ 15,893,634	-11.45%
GRAND TOTAL		\$ 158,753,068	\$ 160,486,384	1.09%	\$ 150,394,225	-6.29%

*Includes Transfers Out



**CITY OF SAN RAMON
EXPENDITURES BY CATEGORY**

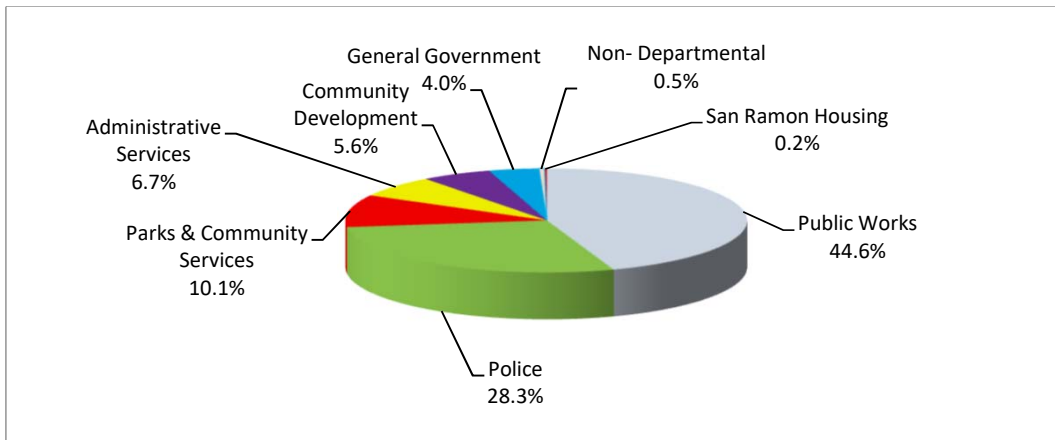
	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
GOVERNMENTAL FUNDS					
Salaries & Benefits	\$ 31,377,198	\$ 31,934,792	\$ 32,442,808	\$ 35,693,943	\$ 37,884,263
Benefits	12,039,123	10,682,057	12,754,923	14,779,859	9,195,181
Internal Department Charges	3,738,983	5,870,508	6,669,764	8,052,623	8,878,622
Contract Services	20,470,966	18,914,686	19,692,745	24,362,457	24,225,601
Material & Supplies	2,173,429	2,049,905	2,018,861	2,474,231	2,548,356
Other Costs	1,395,041	1,541,082	1,234,075	1,925,422	815,173
Capital Outlay	113,206	35,390	3,894,290	211,999	446,596
Capital Improvement Program (CIP)	13,932,570	17,761,152	16,221,152	19,500,564	17,623,689
Debt Service	3,235,871	4,515,904	4,859,201	3,791,918	5,687,972
Subtotal	88,476,387	93,305,476	99,787,819	110,793,016	107,305,453
Transfers Out	21,513,560	34,926,760	43,361,118	31,744,855	27,195,138
TOTAL	\$ 109,989,947	\$ 128,232,236	\$ 143,148,937	\$ 142,537,871	\$ 134,500,591
PROPRIETARY/INTERNAL SERVICE FUNDS					
Salaries	\$ 1,560,410	\$ 476,143	\$ 874,634	\$ 673,320	\$ 45,422
Benefits	475,909	1,991,611	1,543,377	1,594,841	12,281
Internal Department Charges	3,502	31,104	9,265	6,325	8,028
Contract Services	119,183	15,647	-	100,000	140,000
Other Costs	9,378,371	10,081,613	11,362,998	12,574,742	12,848,238
Capital Outlay	1,012,971	804,283	1,152,287	1,081,934	1,723,496
Subtotal	12,550,346	13,400,401	14,942,561	16,031,162	14,777,465
Transfers Out	798,293	4,587,422	670,795	1,917,351	1,116,169
TOTAL	\$ 13,348,639	\$ 17,987,823	\$ 15,613,356	\$ 17,948,513	\$ 15,893,634
GRAND TOTAL	\$ 123,338,586	\$ 146,220,059	\$ 158,762,293	\$ 160,486,384	\$ 150,394,225



**CITY OF SAN RAMON
EXPENDITURES BY DEPARTMENT***

GOVERNMENTAL FUNDS	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
General Government	\$ 2,490,541	\$ 2,566,731	\$ 2,886,882	\$ 3,231,033	\$ 3,379,105
Administrative Services	4,205,016	4,536,396	4,738,769	5,429,729	5,647,456
Community Development	3,367,300	3,386,261	4,008,140	4,760,785	4,743,037
Police Services	21,670,683	22,679,007	23,819,826	26,936,571	23,792,930
Public Works	30,529,286	30,925,111	32,400,805	38,243,338	37,507,997
Parks & Community Services	8,683,167	6,850,759	6,892,054	8,640,785	8,460,650
San Ramon Housing	390,598	129,936	141,159	148,588	146,477
Non-Departmental	13,548	6,004	30,293	300,000	385,000
TOTAL	\$ 71,350,139	\$ 71,080,205	\$ 74,917,928	\$ 87,690,829	\$ 84,062,652

* Excludes Transfers, CIP, Debt Service, & Internal Service Funds



**CITY OF SAN RAMON
INTERFUND TRANSFERS SCHEDULE**

Fund No. Fund Description	Transfer In	Transfer Out
101 General Fund	\$ 4,781,633	\$ 9,623,337
203-207 Development Mitigation	-	100,980
208 Gas Tax	-	8,319,022
209 Park Development	-	723,280
212 SCCJEP A	-	43,960
213 Street Maintenance & Improvement	-	440,939
214 Traffic Improvement	-	67,990
216 Public Education and Government	-	337,000
217 Refuse Vehicle Impact Fee	-	750,000
251-252 Community Facilities District 2014-1	-	383,253
301 Citywide Landscaping	-	720,028
302 Citywide Lighting	-	263,608
303-319 Special Landscaping and Lighting Zones	419,581	520,269
330 The Preserve Landscaping and Lighting	-	6,782
341 Canyon Park	-	2,517
342 Village Center Common	15,884	-
343 Dougherty Valley	2,295,848	486,985
346 Street Smarts	35,000	-
361 Dougherty Valley GHAD	-	87,714
401 Capital Improvement Program	13,284,376	364,000
501 Pension Obligation Bond (2010) Debt Service	1,398,990	1,398,990
512 COP #12 Debt Service	496,650	-
513 COP #13 Debt Service	1,606,450	650,000
514 Pension Obligation Bond (2021) Debt Service	1,888,460	1,888,460
521 LED Light Debt Service	297,422	-
602 Vehicle/Equipment Replacement	100,000	85,000
610 Insurance Liability	705,989	-
618 Infrastructure Maintenance	1,000,000	1,031,169
705 Dougherty Valley Performing Arts*	-	31,000
	\$ 28,326,283	\$ 28,326,283

*Trust/Agency Fund



Staffing

Citywide Position Changes Overview

The total authorized regular staffing level of 279.75 for the FY 2022/23 has increased by 2.0 FTE from the FY 2021/22 Adopted Budget. While there is an overall increase in staffing, many departments continue to operate at a low level when compared to historical staffing ratios.

General Government

- Added 1 Contract Coordinator at FY 2021/22 Mid-Year

Community Development Department

- Continue to unfund 1 position:
 - Assistant Planner

Public Works

- Added 1 Maintenance Technician at FY 2021/22 Mid-Year

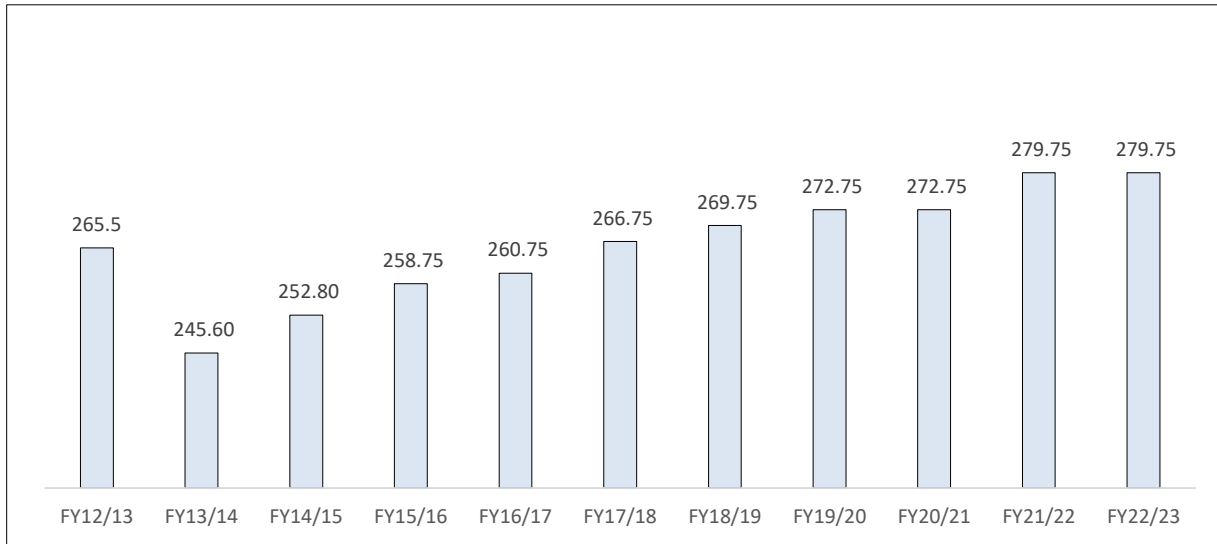
Parks & Community Services Department

- Continue to unfund 5 positions:
 - 2 Office Technicians
 - 1 Office Specialist
 - 1 Recreation Coordinator
 - 1 Program Manager

**CITY OF SAN RAMON
FULL TIME EQUIVALENTS (FTE) BY DEPARTMENT**

	18/19		19/20		20/21		21/22		22/23
	ACTUAL	CHANGE	ACTUAL	CHANGE	ACTUAL	CHANGE	FINAL	CHANGE	ADOPTED
General Government	10.00		10.00		10.00	1.00	11.00		11.00
Administrative Services	20.00		20.00	(1.00)	19.00		19.00		19.00
Community Development	17.00		17.00	1.00	18.00	2.00	20.00		20.00
Public Works	101.75	2.00	103.75		103.75	3.00	106.75		106.75
Police Services	88.00		88.00		88.00	1.00	89.00		89.00
Parks and Community Services	33.00	1.00	34.00		34.00		34.00		34.00
TOTAL	269.75	3.00	272.75	-	272.75	7.00	279.75	-	279.75

FULL TIME EQUIVALENTS (FTE) LAST TEN FISCAL YEARS & FY 2022/23 ADOPTED BUDGET



**CITY OF SAN RAMON
 AUTHORIZED PERSONNEL BY CLASSIFICATION
 FY 2022-23**

JOB CLASSIFICATION	FTE COUNT
Accountant	1.00
Admin Services Director	1.00
Administrative Analyst	8.00
Administrative Coordinator	9.75
Assistant City Attorney	1.00
Assistant Planner	1.00
Associate Engineer	6.00
Associate Planner	2.00
Captain	2.00
Chief/Director	1.00
City Attorney	1.00
City Clerk	1.00
City Manager	1.00
Corporals	9.00
Deputy City Clerk	1.00
Deputy City Manager	1.00
Director	3.00
Division Manager	10.00
Electrician I/II	1.00
Engineering Specialist	2.00
Executive Assistant	1.00
Information Tech Specialist	4.00
Inspector	6.00
IT Network Analyst	1.00
Lieutenant	5.00
Maintenance Coordinator	15.00
Maintenance Specialist	14.00
Maintenance Supervisor	10.00
Maintenance Tech I	29.00
Office Specialist	18.00
Office Technician I/II	11.00
Paralegal	1.00
Planning Specialist	1.00
Plans Examiner	1.00
Police Officers	43.00
Police Services Tech I/II	4.00
Program Manager	10.00
Recreation Coordinator	11.00
Recreation Supervisor	6.00
Recreation Technician	3.00
Senior Administrative Analyst	4.00
Senior Engineer	4.00
Senior Inspector	2.00
Senior Planner	1.00
Sergeant	10.00
Supervising Inspector	2.00
TOTAL	279.75

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Governmental Funds | 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.

Budget Assumptions for General Revenues

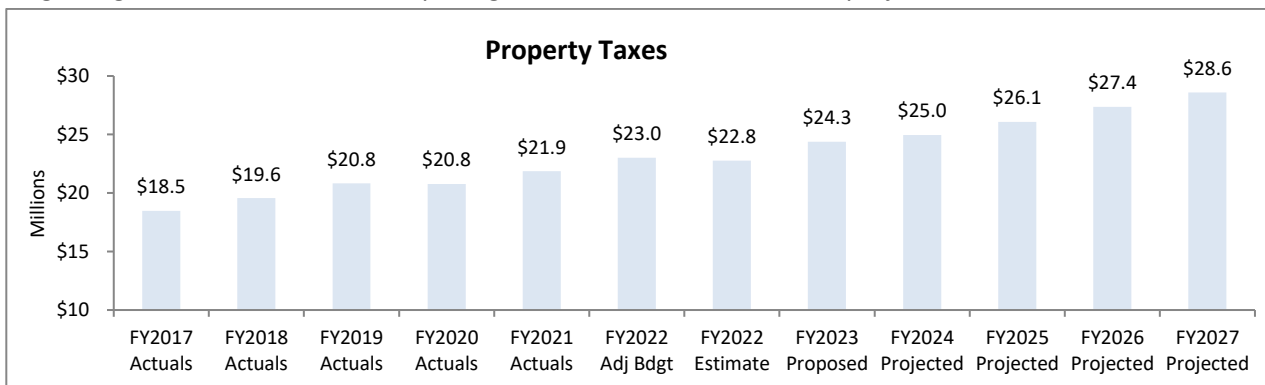
This section provides additional background, history, and forecast information for the following major General Fund revenue categories that together make up 87% of General Fund revenues:

- Property Taxes
- Sales and Use Taxes
- Transient Occupancy Taxes (TOT/Hotel Taxes)
- Franchise Fees
- Charges for Services

Property Taxes

Description: Property tax is an ad valorem tax based on property value imposed on secured real property such as land and permanently attached improvements such as buildings and unsecured (movable) property. Proposition 13 adopted by California voters on June 6, 1978, provided a comprehensive system for the assessment and limitation on growth of real property taxes. Property owners pay the tax based on their real property’s adjusted assessed full value. Proposition 13 also set the FY 1975/76 assessed values as the base year from which future annual inflationary assessed value increases would grow; however, growth is limited to 2% for any given year. The County Assessor is responsible for the reappraisal of each real property parcel when there are purchases, construction, or other statutorily defined improvements as a change in ownership.

Forecast: The most significant property tax revenue indicator is the change in property assessed full values, and the primary influences on that change are the annual inflation adjustment provided by Proposition 13, ownership change, and new construction. Assessed Valuation increase per County Assessor letter for San Ramon for FY 2021/22 was 6.45%. The increases used for FY 2022/23 was 4%. Property taxes are the City’s single largest revenue source; comprising 42% of the total FY 2022/23 projected revenues, or \$24.3 million.



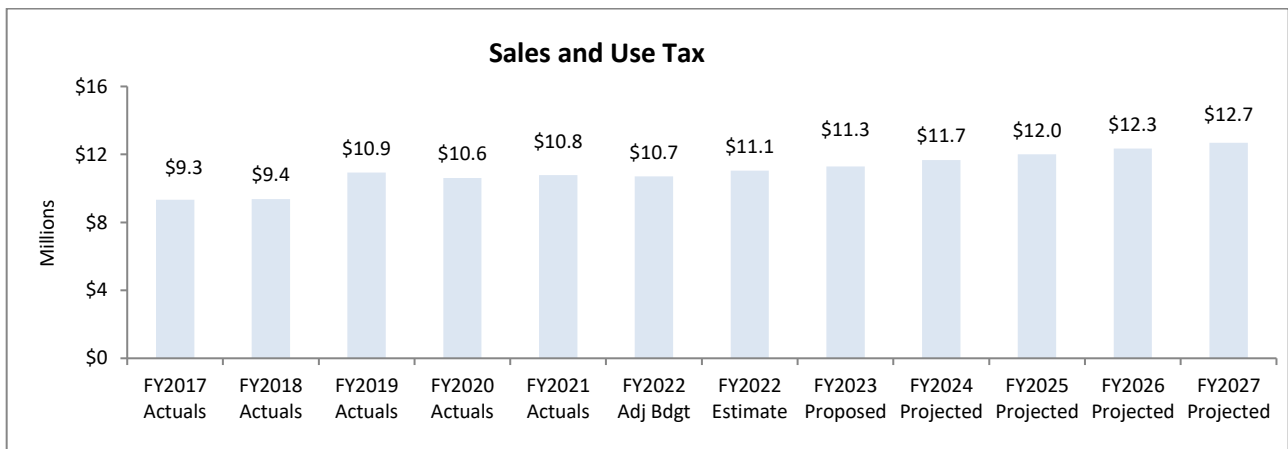


Governmental Funds | General Fund

Sales and Use Taxes

Description: Sales and Use taxes are collected by the State, which then reallocates back to the City its respective share. Sales tax is the 1% allocated to the City collected on the sale of taxable goods within the City of San Ramon. This is the place where the transaction occurs or the order is taken when the goods are located at the time the sales occur. Use tax is the corresponding tax on transactions involving taxable goods purchased out of state for use or storage in the City. It applies when the title to the goods passes to the purchaser at a point outside of California. Goods that ship to a customer from outside the state are generally subject to use tax. It is allocated to the City from a countywide pool based on the place of sale or first functional use.

Forecast: City staff work with HDL Companies, the City’s consultant in projecting these revenue resources. The effects of the COVID-19 pandemic on businesses and the shift in consumer spending from brick-and-mortar locations to online purchases are reflected in the growth patterns of these segments. This revenue source is very volatile, depending on both the global and local economy and employment factors. Sales and Use taxes (collectively named Sales Taxes in the budget document) are the City’s second-largest revenue source; comprising 20% of the total FY 2022/23 General Fund revenues, or \$11.3 million.

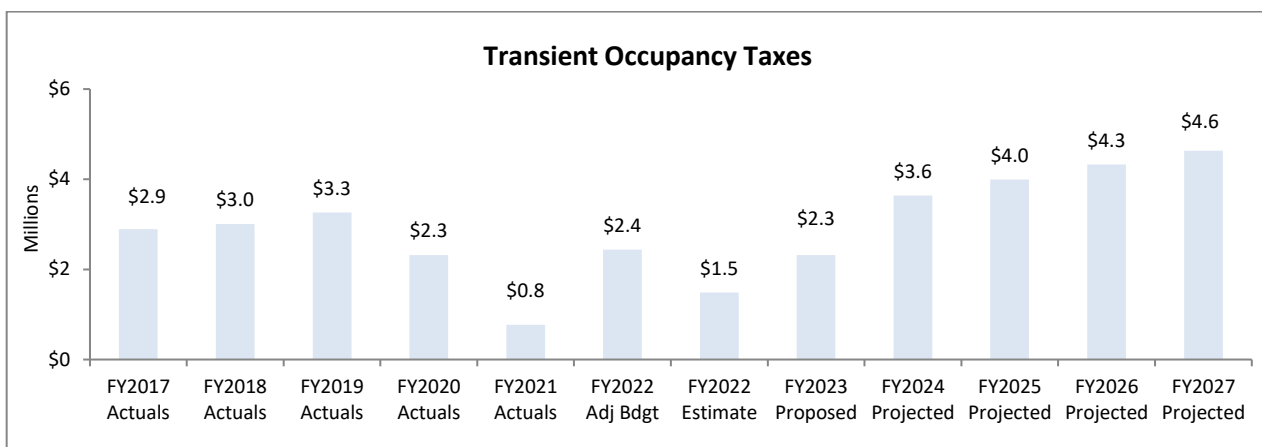


Transient Occupancy Taxes (TOT/Hotel Taxes)

Description: TOT rate of 7.25% is assessed on occupancies of 30 days or less. It is paid by hotel and motel customers in addition to the room rate so that visitors may contribute to the cost of the public services they enjoy during their stay.

Forecast: Occupancy rates have plummeted due to the COVID 19 pandemic. Future revenue growth assumes a gradual return of travel activity, and the last three years of the forecast are projected to grow at 7% each year. TOT is projected at \$1.5 million for FY 2021/22 and \$2.3 million for FY 2022/23.

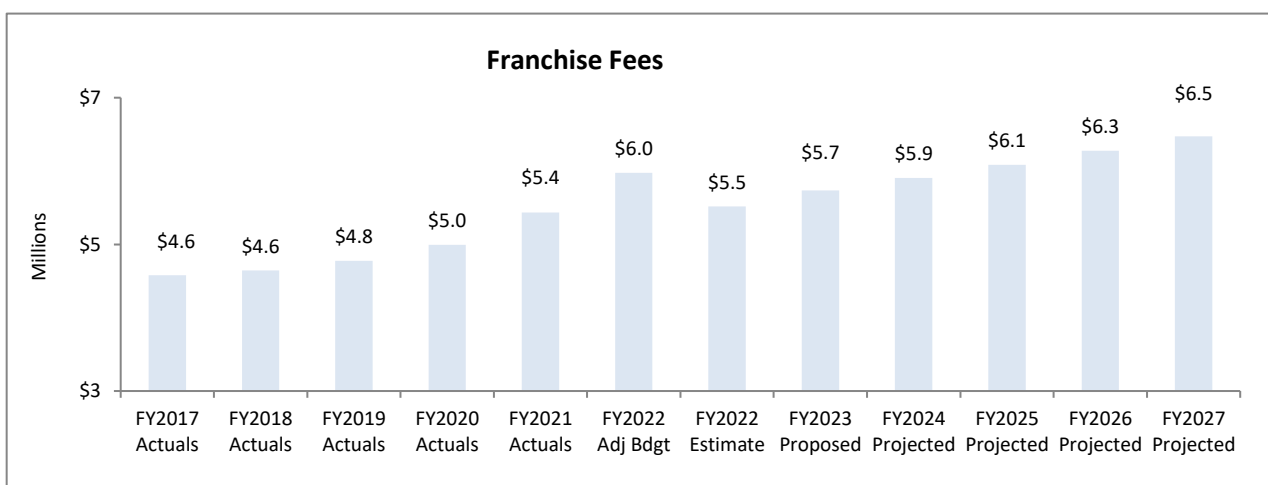
Governmental Funds | General Fund



Franchise Fees

Description: State law provides cities with the authority to grant franchises to privately-owned utilities and other companies for their use of the public right-of-way. The City receives franchise fees from the electric and gas utility, the solid waste collection company, local cable companies, and certain other entities for their privilege of using the public right-of-way within the City. The dominant franchise fees are calculated as a percentage of the respective franchisee’s gross revenues, subject to specified statutory adjustments, earned from services delivered or performed by the franchisee within the City. The solid waste collection franchise fees are negotiated between the City and the refuse collector.

Forecast: The FY 2021/22 estimate shows a slight increase from the prior year, with a 4% increase projected for FY 2022/23. The projected FY 2022/23 franchise fees revenue of \$5.7 million represents 10% of General Fund revenues.

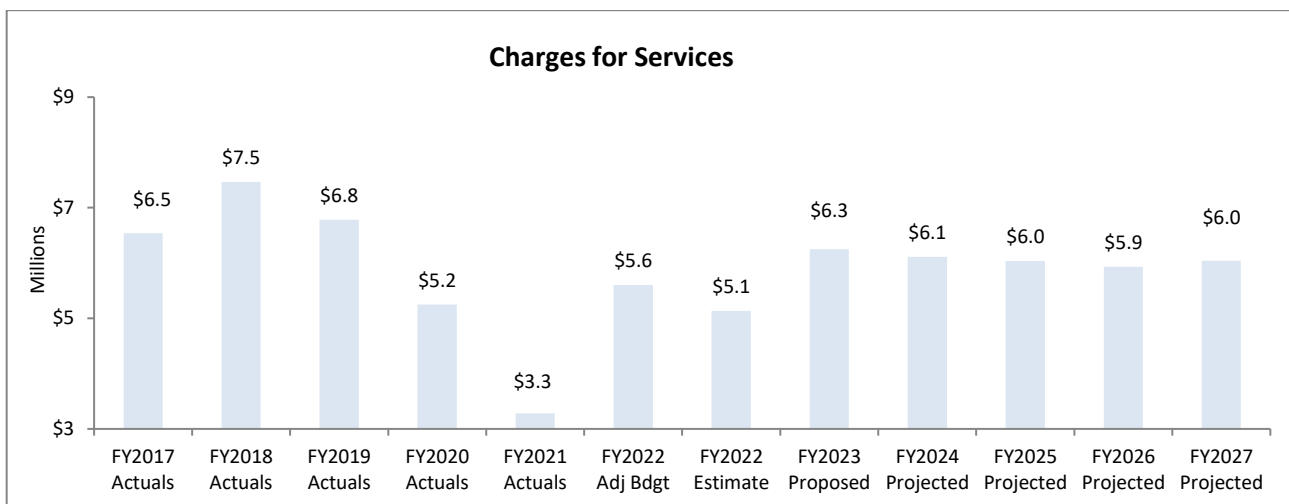


Governmental Funds | General Fund

Charges for Services

Description: Charges for Services are fees imposed upon the user of a service provided by the City’s departments such as fees from the Parks & Community Services department for youth sports, aquatics, or other recreational classes or fees from the Community Development department for plan checking and inspection services. 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. Service charges are imposed to support services to the individual.

Forecast: The FY 2021/22 Estimate shows a drastic increase from the prior year. Due to the COVID-19 pandemic, many programs and services were not available to citizens due to mandated closures per the State and County of Contra Health Orders addressing the COVID-19 pandemic. Each operating department is responsible for projecting this revenue source. The budget for FY 2022/23 shows a 22% increase from the FY 2021/22 Estimate at \$6.3 million.



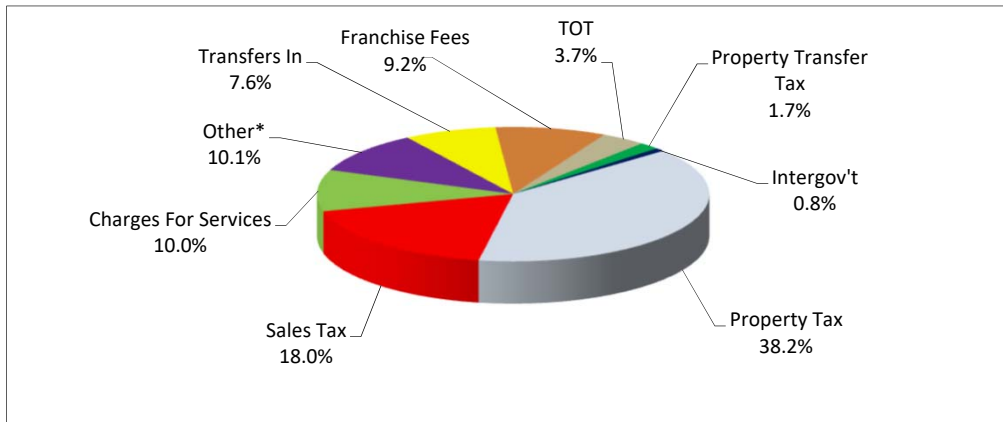
**CITY OF SAN RAMON
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
FUND BALANCE - 07/01/22	\$ 7,449,917	\$ 13,888,558	\$ 15,344,050	\$ 19,221,260	\$ 21,157,615
REVENUES					
Property Tax	\$ 20,828,366	\$ 20,966,460	\$ 21,862,846	\$ 23,002,248	\$ 24,376,859
Sales and Use Tax	10,926,080	10,404,998	10,778,006	10,714,853	11,298,342
Property Transfer Tax	817,951	659,048	1,043,996	887,436	1,054,696
Transient Occupancy Taxes (TOT)	3,264,309	2,316,300	768,418	2,438,850	2,317,261
Franchise Fees	4,776,401	4,994,029	5,434,322	5,975,212	5,737,096
Licenses and Permits	2,757,118	2,056,556	1,924,751	2,542,577	2,748,250
Charges for Services	6,779,570	5,134,909	3,283,166	5,600,996	6,251,004
Fines and Forfeitures	319,524	226,159	171,855	289,000	289,000
Investment Income	482,067	246,780	(5,670)	100,000	105,000
Intergovernmental	482,628	1,435,412	335,787	470,354	498,484
Miscellaneous Revenue	2,862,768	2,059,249	1,559,056	2,942,146	3,176,466
TOTAL	54,296,782	50,499,900	47,156,533	54,963,672	57,852,458
EXPENDITURES					
General Government	2,490,541	2,566,731	2,886,882	3,231,033	3,255,182
Administrative Services	4,161,562	4,484,607	4,696,664	5,368,435	5,581,725
Community Development	3,241,303	3,233,757	3,959,245	4,603,274	4,578,615
Police Services	13,644,321	14,226,581	15,109,710	16,970,052	14,922,602
Public Works	14,184,004	14,088,175	14,747,836	16,372,426	16,176,438
Parks & Community Services	8,683,167	6,850,759	6,892,054	8,640,785	8,460,650
Non-Departmental	13,548	(869)	10,000	50,000	50,000
TOTAL	46,418,446	45,449,741	48,302,391	55,236,005	53,025,212
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	3,807,871	3,653,142	9,946,307	5,280,762	4,781,633
Operating Transfers Out	(5,247,566)	(7,247,809)	(4,923,239)	(7,510,749)	(9,623,337)
TOTAL	(1,439,695)	(3,594,667)	5,023,068	(2,229,987)	(4,841,704)
NET INCREASE/(DECREASE)	\$ 6,438,641	\$ 1,455,492	\$ 3,877,210	\$ (2,502,320)	\$ (14,458)
FUND BALANCE - 06/30/23	\$ 13,888,558	\$ 15,344,050	\$ 19,221,260	\$ 16,718,940	\$ 21,143,157

**CITY OF SAN RAMON
GENERAL FUND REVENUES BY SOURCE**

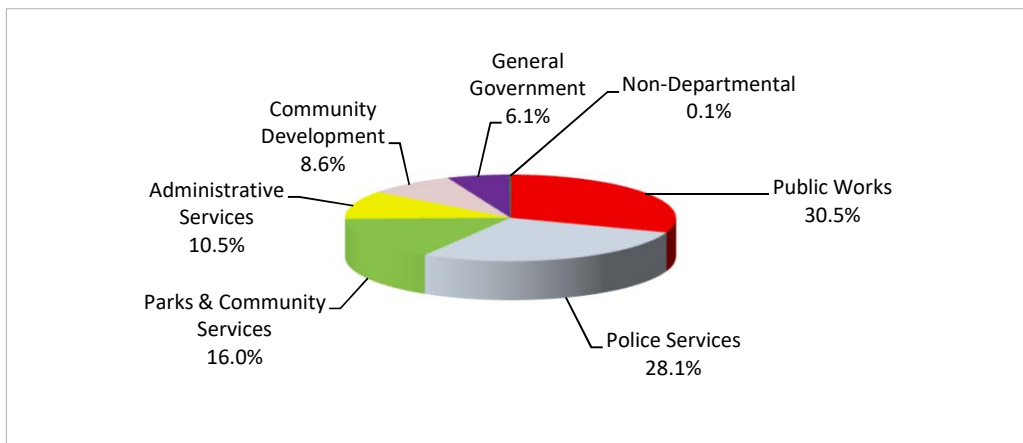
	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
Property Tax	\$ 20,828,366	\$ 20,966,460	\$ 21,862,846	\$ 23,002,248	\$ 24,376,859
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Transient Occupancy Tax (TOT)	3,264,309	2,316,300	768,418	2,438,850	2,317,261
Franchise Fees	4,776,401	4,994,029	5,434,322	5,975,212	5,737,096
Licenses & Permits*	2,757,118	2,056,556	1,924,751	2,542,577	2,748,250
Charges for Services	6,779,570	5,134,909	3,283,166	5,600,996	6,251,004
Fines & Forfeitures*	319,524	226,159	171,855	289,000	289,000
Investment Income*	482,067	246,780	(5,670)	100,000	105,000
Intergovernmental	482,628	1,435,412	335,787	470,354	498,484
Miscellaneous Revenue*	2,862,768	2,059,249	1,559,056	2,942,146	3,176,466
Transfers In	3,807,871	3,653,142	9,946,307	5,280,762	4,781,633
TOTAL	\$ 58,104,653	\$ 54,153,042	\$ 57,102,840	\$ 60,244,434	\$ 62,634,091

* Included as other revenue



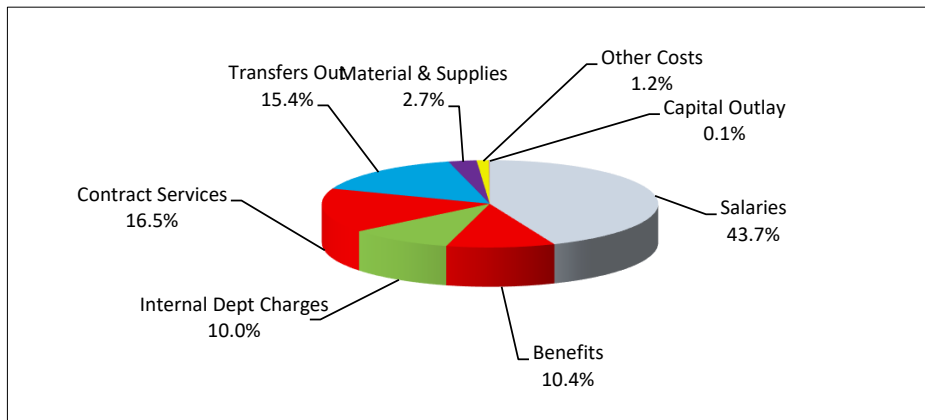
**CITY OF SAN RAMON
GENERAL FUND EXPENDITURES BY DEPARTMENT**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
General Government	\$ 2,490,541	\$ 2,566,731	\$ 2,886,882	\$ 3,231,033	\$ 3,255,182
Administrative Services	4,161,562	4,484,607	4,696,664	5,368,435	5,581,725
Community Development	3,241,303	3,233,757	3,959,245	4,603,274	4,578,615
Police Services	13,644,321	14,226,581	15,109,710	16,970,052	14,922,602
Public Works	14,184,004	14,088,175	14,747,836	16,372,426	16,176,438
Parks & Community Services	8,683,167	6,850,759	6,892,054	8,640,785	8,460,650
Non-Departmental	13,548	(869)	10,000	50,000	50,000
TOTAL	\$ 46,418,446	\$ 45,449,741	\$ 48,302,391	\$ 55,236,005	\$ 53,025,212



**CITY OF SAN RAMON
GENERAL FUND EXPENDITURES BY CATEGORY**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
Salaries	\$ 22,690,182	\$ 23,059,019	\$ 23,936,544	\$ 25,835,846	\$ 27,393,419
Benefits	8,473,542	7,574,880	9,033,436	10,309,398	6,538,712
Internal Dept Benefits Charges	2,652,243	4,239,663	4,759,878	5,662,968	6,264,588
Contract Services	9,917,648	7,923,419	8,255,290	10,090,883	10,339,434
Material & Supplies	1,455,200	1,361,863	1,294,308	1,648,076	1,704,833
Other Costs	1,154,951	1,269,305	986,157	1,613,004	723,371
Capital Outlay	74,680	21,592	36,778	75,830	60,855
SUBTOTAL	\$ 46,418,446	\$ 45,449,741	\$ 48,302,391	\$ 55,236,005	\$ 53,025,212
Capital Improvement Program (CIP)	275,000	264,000	129,679	347,222	90,000
Debt Service Transfer Out	1,405,220	3,003,772	2,355,291	3,509,720	5,396,500
Other Transfers Out	3,567,346	3,980,037	2,438,271	3,653,807	4,136,837
TOTAL	\$ 51,666,012	\$ 52,697,550	\$ 53,225,632	\$ 62,746,754	\$ 62,648,549



Governmental Funds | Special Revenue Funds

These funds account for the proceeds of specific revenues resources that are legally restricted or earmarked toward a specific function or activity or program area. For example, grants received for street and roads constructions and maintenance, grants for police services, lighting and landscaping for a special district, transportation, or funding from the federal government per the American Rescue Plan Act of 2021 in response to the COVID-19 pandemic.

Special Revenue Funds – Operating: Funding for the expenditures in these funds typically come from special fees or assessments collected annually to pay for a specific program of service.

- Canyon Park Fund – Established by agreement with the Canyon Park neighborhood developer and the City. The purpose is to provide a mechanism for the maintenance of property adjacent to the creek which was transferred to the City and which was necessary for the project to have been constructed as it was.
- Dougherty Valley CSA Fund - Per a Memorandum of Understanding with Contra Costa County, the City is required to separately track the cost of service provided in the Dougherty Valley Service Area and submit claims for reimbursement for costs to the County. This fund accounts for revenue received from the County and expenditures for a variety of municipal services provided by the City, such as police protection, park maintenance, road maintenance, and landscaping maintenance.
- Citywide Landscaping and Lighting District 1984-1 Funds - Account for the assessment revenues received for the required routine and deferred maintenance of landscape/hardscape, utilities, and overhead costs citywide.
- Narcotic Asset Forfeiture Fund – Accounts for the shared revenues received from the State and Federal agencies related to the disruption of criminal activities through seizure and forfeiture of the instruments or proceeds of crime. The use of those funds is tracked in this fund in accordance with the program’s guidelines.
- Non-Point Drainage/Stormwater Fund – Accounts for the revenues received for the control and treatment of stormwater. The purpose of the Stormwater Program is to efficiently utilize funding received to reduce pollution of the stormwater as it enters into creeks and bays and to maintain public storm drain facilities. Expenditures and program activities are managed in accordance with the National Pollution Discharge Elimination System (NPDES).
- Public Education & Government (PEG) Fund – Accounts for the cable television franchise fee collected from cable TV companies serving customers within City limits. PEG funds are designated only for capital expenditures that finance the day-to-day operations of public-access channels.
- Solid Waste Fund – Accounts for the revenues received through an exclusive franchise agreement for the collection of all solid waste (commercial, industrial, and residential) and collection of residential recyclables and organics and the related expenditures.
- Special Landscaping and Lighting Zones (L&L) Funds - Account for the assessment revenues received for the required routine and deferred maintenance of landscape/hardscape, utilities, and overhead costs for 17 different subdivisions (zones). They are the Canyon Lakes, Vista San Ramon, Summerwood Loop, West



Governmental Funds | Special Revenue Funds

Branch, Bent Creek, Deerwood, Country View, Old Ranch Estates, Village Parkway, El Nido, Crown Ridge, Four Oaks, Circle E Ranch, Thomas Ranch, Henry Ranch, Old Ranch Summit, and Glass House subdivisions.

- Street Smarts Fund – Street Smarts Program was established in 2004 following the traffic deaths of three San Ramon Valley children in two separate traffic-related accidents. Realizing that traffic incidents do not stop at political borders, the San Ramon Valley community came together to create the Street Smarts Program, a traffic safety education program. The collaborative multi-agency effort includes the City of San Ramon, Contra Costa County, San Ramon Valley Unified School District, Town of Danville, San Ramon Valley Fire Protection District, and the Street Smarts Advisory Committee. Funds received from federal, state, and local contributions and the uses of those funds are shown here.
- The Preserve Landscaping and Lighting Assessment District Fund – Accounts for the assessment revenues received for the required routine and deferred maintenance of landscape/hardscape, utilities, and overhead costs related to the Preserve (Faria) development.
- TRAFFIX Program Fund – Accounts for the use of Traffic Congestion Relief Funds received from Measure J, a ½ cent sales tax measure extended for 25 years by the voters of Contra Costa County in 2004. The program is designed to reduce traffic congestion in the community’s most congested roadways and intersections.
- Transportation Demand Management (TDM) Program Fund – Accounts for the revenues and expenditures related to the TDM activities. TDM is a series of measures promoting alternatives to the single-occupant vehicle for reducing traffic congestion and improving air quality by maximizing the use of existing transportation infrastructure. These measures include carpooling, vanpooling, transit, walking, bicycle, telecommuting, compressed workweeks, etc.
- Village Center Common Area Fund – Account for the revenues received from Diablo Valley College and Acorn Learning Center for the Village Center common area maintenance per an agreement with the City.

Special Revenue Funds – Non-Operating: These funds are used to account for the revenue received, which by law or administrative action, is restricted and designed to finance particular projects and activities in the City’s Capital Improvement Program. The revenues and expenditures in these funds may or may not recur each year.

- American Rescue Plan Act (ARPA) of 2021 Fund – Federal funding which provides \$350 billion for fiscal recovery to state and local governments nationwide, including \$16 billion for California cities and counties and an estimated \$8.1 million for the City of San Ramon. Allocation of fiscal recovery funds is based on existing CDBG guidelines for entitlement cities (cities with a population over 50,000) that consider many factors including the extent of poverty, population, housing overcrowding, and age of housing. Funding arrives over two fiscal years (FY 2020-21 and FY 2021-22), and the City will have until December 31, 2024, to spend the funds. ARPA funds can only be used for specific purposes, including: (1) to address negative economic impacts caused by the public health emergency; (2) to replace lost public sector revenue; (3) to provide economic support for essential workers; or (4) to invest in water, sewer, or broadband infrastructure. The funding cannot be used to make supplemental pension payments, fund debt service, or make deposits into rainy day funds or other reserves.

Governmental Funds | Special Revenue Funds

- Community Facilities District 2014-1 Fund – The CFD was created to mitigate the negative fiscal impact of new development on public facilities and services. This fund accounts for the special tax levy revenue and reimbursements to the General Fund for administrative expenses, maintenance, operations, and service costs.
- Crow Canyon Project Fund – Account for the impact fees received from developers for the Crow Canyon Project.
- Development Mitigation Funds – This group of funds includes impact fees collected from development-related activities to fund development-related expenditures.
 - Child Care – Funds are collected from developers for mitigation measures to alleviate the impact of their development as it relates to the school-age children population within the City. Funds are used to provide child care enhancement and child care facilities.
 - City Beautification – Funds are collected from developers for mitigation measures to alleviate the impact of their development for use in beautification efforts throughout the City. Funds will be used for various forms of enhancement including art features, entry statements, and landscaping on main entry points into the City.
 - Conditions of Approval – Funds are collected from developers as a condition of approval for a specific application or area of work as deemed necessary through the Planning application review. Funds collected will be used within that specific area.
 - Creek Study & Mitigation – Funds are collected from developers for mitigation measures to alleviate the impact of their development as it relates to the drainage facilities within the City infrastructure. The funds will be used to conduct environmental studies, habitat studies and evaluation work to conserve and protect the creeks and waterways within the City.
 - Drainage Mitigation – Funds are collected from developers for mitigation measures to alleviate the impact of their development as it relates to the drainage facilities within the City infrastructure. The funds will be used to conduct drainage improvements, remedial work, and mitigation measures within the creeks and waterways within the City to maintain the flow system.
- Geologic Information System (GIS) – Funds are collected from developers and applicants as developments, annexations, and improvements occur throughout the City. Funds are used to geographically update and capture the footprint imaging and updates within the City.

Governmental Funds | Special Revenue Funds

- **Gas Tax Fund** – This fund collects revenues resulting from a tax on the sale of gasoline. The revenues are allocated to the City by the State under the Streets and Highways Code Section 2105, 2106, 2107, and 2107.5. These resources are dedicated to public streets and highways, public mass transit guideways, and major street and construction projects. Additionally, SB1, the Road Repair and Accountability Act of 2017 signed into law on April 28, 2017, an excise tax on gasoline revenue is also accounted for here. SB1 funds can be used to build new roads and increase capacity on roads and highways, invest in technology and other infrastructure that is proven to reduce congestion on the existing transportation network. SB1 funds will be used to restore the State Transportation Improvement Programs (STIP).
- **Open Space Development Fund** – Account for the impact fee received and dedicated to City’s parks, trails, and open space preservation.
- **Park Development Fund** – Funds are collected from developers for mitigation measures to alleviate the impact of their development as it relates to City parks and recreation within the City infrastructure. The funds will be used to build, enhance, and maintain the City parks and recreation facilities.
- **Planning Costs Recovery** – Funded through several building permit surcharges that are intended to support the cost of local planning efforts and the implementation of the General Plan. The basic premise behind the surcharges is that revenues and expenses are directed to a separate, dedicated, self-sustaining fund. The fees collected are tied to the cost of regular updates to the General Plan, Specific Plans, and related policy documents intended to implement the General Plan. Also included in the permitted use of the Fund are nexus fee studies to assess fiscal impacts and document scanning and archiving for required record retention. The basis for the General Plan surcharge is a percentage of building permit valuation on new construction, while the Specific Plan fees are tied to the size and scope of commercial or residential development within the planning area. The use of these funds is subject to budget requests and project-specific appropriations
- **Refuse Vehicle Impact Fund** – Account for the franchise fee collected for the maintenance and repairs of the City’s streets due to impacts caused by refuse collection vehicles.
- **Street Maintenance Fund** – Funds received from voter-approved measures based on City’s population ratio and used to maintain, repair, and improve roadways throughout the City.
- **Traffic Improvement Fund** – Funds are collected from developers for mitigation measures to alleviate the impact of the new development within the City roadway structure. The funds will be used for roadway and traffic circulation and traffic signal improvements and enhancements throughout the City.



Governmental Funds | Special Revenue Funds

- Tri-Valley Transportation Fund – The Tri-Valley Transportation Council (“TVTC”) is a joint powers authority formed pursuant to a Joint Exercise of Powers Agreement establishing the Tri-Valley Transportation Council, including the County of Alameda, the County of Contra Costa, the City of Livermore, the City of Pleasanton, the City of San Ramon, the City of Dublin, and the Town of Danville. The TVTC periodically evaluates the impacts of projected land uses on regional transportation infrastructure in the Tri-Valley area. Impact fees collected from developers are deposited into this fund and remitted to the TVTC. The TVTC oversees the expenditures of the fund.

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

	Planning Cost Recovery
FUND BALANCE - 07/01/22	\$ 25,191
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	312,157
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	312,157
TRANSFER IN	
TOTAL SOURCES OF FUND	312,157
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	164,422
Police Services	
Public Works	
TOTAL EXPENDITURES	164,422
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	164,422
NET INCREASE (DECREASE)	147,735
FUND BALANCE - 06/30/23	\$ 172,926

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

	Geographic Information System
FUND BALANCE - 07/01/22	\$ 175,383
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	95,000
Miscellaneous Revenue	
TOTAL REVENUES	95,000
TRANSFER IN	
TOTAL SOURCES OF FUND	95,000
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	102,533
TOTAL EXPENDITURES	102,533
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	102,533
NET INCREASE (DECREASE)	(7,533)
FUND BALANCE - 06/30/23	\$ 167,850

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

	Development Mitigation
FUND BALANCE - 07/01/22	\$ 1,147,287
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	1,235,735
Miscellaneous Revenue	
TOTAL REVENUES	1,235,735
TRANSFER IN	
TOTAL SOURCES OF FUND	1,235,735
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	79,000
Debt Service	
Other	21,980
TOTAL TRANSFER OUT	100,980
TOTAL USES OF FUND	100,980
NET INCREASE (DECREASE)	1,134,755
FUND BALANCE - 06/30/23	\$ 2,282,042

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

	Gas Tax
FUND BALANCE - 07/01/22	\$ 4,188,393
REVENUES	
Assessments	
Intergovernmental	4,351,860
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	4,351,860
TRANSFER IN	
TOTAL SOURCES OF FUND	4,351,860
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	300,000
Capital Projects Fund	7,942,093
Debt Service	
Other	76,929
TOTAL TRANSFER OUT	8,319,022
TOTAL USES OF FUND	8,319,022
NET INCREASE (DECREASE)	(3,967,162)
FUND BALANCE - 06/30/23	\$ 221,231

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

	Park Development
FUND BALANCE - 07/01/22	\$ 42,145
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	2,296,662
Miscellaneous Revenue	
TOTAL REVENUES	2,296,662
TRANSFER IN	
TOTAL SOURCES OF FUND	2,296,662
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	723,280
Debt Service	
Other	
TOTAL TRANSFER OUT	723,280
TOTAL USES OF FUND	723,280
NET INCREASE (DECREASE)	1,573,382
FUND BALANCE - 06/30/23	\$ 1,615,527

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

	Crow Canyon Project
FUND BALANCE - 07/01/22	\$ 14
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	-
TRANSFER IN	
TOTAL SOURCES OF FUND	-
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	-
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	-
NET INCREASE (DECREASE)	-
FUND BALANCE - 06/30/23	\$ 14

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

SCCJEPa	
FUND BALANCE - 07/01/22	\$ 923,913
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	2,718,509
Miscellaneous Revenue	
TOTAL REVENUES	2,718,509
TRANSFER IN	
TOTAL SOURCES OF FUND	2,718,509
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	43,960
TOTAL TRANSFER OUT	43,960
TOTAL USES OF FUND	43,960
NET INCREASE (DECREASE)	2,674,549
FUND BALANCE - 06/30/23	\$ 3,598,462

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

	Street Maintenance
FUND BALANCE - 07/01/22	\$ 520,329
REVENUES	
Assessments	
Intergovernmental	1,109,099
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	1,109,099
TRANSFER IN	
TOTAL SOURCES OF FUND	1,109,099
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	375,000
Debt Service	
Other	65,939
TOTAL TRANSFER OUT	440,939
TOTAL USES OF FUND	440,939
NET INCREASE (DECREASE)	668,160
FUND BALANCE - 06/30/23	\$ 1,188,489

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

	Traffic Improvement
FUND BALANCE - 07/01/22	\$ 232,500
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	878,135
Miscellaneous Revenue	
TOTAL REVENUES	878,135
TRANSFER IN	
TOTAL SOURCES OF FUND	878,135
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	57,000
Debt Service	
Other	10,990
TOTAL TRANSFER OUT	67,990
TOTAL USES OF FUND	67,990
NET INCREASE (DECREASE)	810,145
FUND BALANCE - 06/30/23	\$ 1,042,645

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

	Tri-Valley Transportation
FUND BALANCE - 07/01/22	\$ -
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	355,837
Miscellaneous Revenue	
TOTAL REVENUES	355,837
TRANSFER IN	
TOTAL SOURCES OF FUND	355,837
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	-
NET INCREASE (DECREASE)	355,837
FUND BALANCE - 06/30/23	\$ 355,837

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

	Public Education & Govt (PEG)
FUND BALANCE - 07/01/22	\$ 1,284,775
REVENUES	
Assessments	
Intergovernmental	195,000
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	195,000
TRANSFER IN	
TOTAL SOURCES OF FUND	195,000
EXPENDITURES	
Non-Departmental	335,000
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	335,000
TRANSFER OUT	
General Fund	
Capital Projects Fund	337,000
Debt Service	
Other	
TOTAL TRANSFER OUT	337,000
TOTAL USES OF FUND	672,000
NET INCREASE (DECREASE)	(477,000)
FUND BALANCE - 06/30/23	\$ 807,775

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

	Refuse Vehicle Impact
FUND BALANCE - 07/01/22	\$ 400,197
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	1,615,220
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	1,615,220
TRANSFER IN	
TOTAL SOURCES OF FUND	1,615,220
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	750,000
Debt Service	
Other	
TOTAL TRANSFER OUT	750,000
TOTAL USES OF FUND	750,000
NET INCREASE (DECREASE)	865,220
FUND BALANCE - 06/30/23	\$ 1,265,417

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

	Open Space Development
FUND BALANCE - 07/01/22	\$ 74,154
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	404,179
Miscellaneous Revenue	
TOTAL REVENUES	404,179
TRANSFER IN	
TOTAL SOURCES OF FUND	404,179
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	-
NET INCREASE (DECREASE)	404,179
FUND BALANCE - 06/30/23	\$ 478,333

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

	Community Facilities District 2014-1
FUND BALANCE - 07/01/22	\$ -
REVENUES	
Assessments	383,253
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	383,253
TRANSFER IN	
TOTAL SOURCES OF FUND	383,253
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	
TOTAL EXPENDITURES	-
TRANSFER OUT	
General Fund	383,253
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	383,253
TOTAL USES OF FUND	383,253
NET INCREASE (DECREASE)	-
FUND BALANCE - 06/30/23	\$ -

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

	Citywide Landscaping
FUND BALANCE - 07/01/22	\$ 504,524
REVENUES	
Assessments	1,781,071
Intergovernmental	11,409
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	1,792,480
TRANSFER IN	
TOTAL SOURCES OF FUND	1,792,480
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	1,205,404
TOTAL EXPENDITURES	1,205,404
TRANSFER OUT	
General Fund	128,447
Capital Projects Fund	172,000
Debt Service	
Other	419,581
TOTAL TRANSFER OUT	720,028
TOTAL USES OF FUND	1,925,432
NET INCREASE (DECREASE)	(132,952)
FUND BALANCE - 06/30/23	\$ 371,572

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

	Citywide Lighting
FUND BALANCE - 07/01/22	\$ 1,742,760
REVENUES	
Assessments	799,175
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	799,175
TRANSFER IN	
TOTAL SOURCES OF FUND	799,175
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	671,746
TOTAL EXPENDITURES	671,746
TRANSFER OUT	
General Fund	72,201
Capital Projects Fund	123,000
Debt Service	68,407
Other	
TOTAL TRANSFER OUT	263,608
TOTAL USES OF FUND	935,354
NET INCREASE (DECREASE)	(136,179)
FUND BALANCE - 06/30/23	\$ 1,606,581

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

	Special Assessment (Zones)
FUND BALANCE - 07/01/22	\$ 2,368,590
REVENUES	
Assessments	1,130,320
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	1,130,320
TRANSFER IN	419,581
TOTAL SOURCES OF FUND	1,549,901
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	1,388,762
TOTAL EXPENDITURES	1,388,762
TRANSFER OUT	
General Fund	149,269
Capital Projects Fund	371,000
Debt Service	
Other	
TOTAL TRANSFER OUT	520,269
TOTAL USES OF FUND	1,909,031
NET INCREASE (DECREASE)	(359,130)
FUND BALANCE - 06/30/23	\$ 2,009,460

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

	The Preserve L&L
FUND BALANCE - 07/01/22	\$ 192,349
REVENUES	
Assessments	114,522
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	114,522
TRANSFER IN	
TOTAL SOURCES OF FUND	114,522
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	63,101
TOTAL EXPENDITURES	63,101
TRANSFER OUT	
General Fund	6,782
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	6,782
TOTAL USES OF FUND	69,883
NET INCREASE (DECREASE)	44,639
FUND BALANCE - 06/30/23	\$ 236,988

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

Canyon Park	
FUND BALANCE - 07/01/22	\$ 180,925
REVENUES	
Assessments	10,990
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	10,990
TRANSFER IN	
TOTAL SOURCES OF FUND	10,990
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	59,426
TOTAL EXPENDITURES	59,426
TRANSFER OUT	
General Fund	2,517
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	2,517
TOTAL USES OF FUND	61,943
NET INCREASE (DECREASE)	(50,953)
FUND BALANCE - 06/30/23	\$ 129,972

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

	Village Center Common Area
FUND BALANCE - 07/01/22	\$ 77,096
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	6,006
TOTAL REVENUES	6,006
TRANSFER IN	15,884
TOTAL SOURCES OF FUND	21,890
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	6,294
TOTAL EXPENDITURES	6,294
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	6,294
NET INCREASE (DECREASE)	15,596
FUND BALANCE - 06/30/23	\$ 92,692

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

	Dougherty Valley CSA
FUND BALANCE - 07/01/22	\$ -
REVENUES	
Assessments	
Intergovernmental	20,333,630
Fines & Forfeitures	
Charges for Services	650
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	20,334,280
TRANSFER IN	2,295,848
TOTAL SOURCES OF FUND	22,630,128
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	8,770,328
Public Works	13,372,815
TOTAL EXPENDITURES	22,143,143
TRANSFER OUT	
General Fund	
Capital Projects Fund	263,920
Debt Service	223,065
Other	
TOTAL TRANSFER OUT	486,985
TOTAL USES OF FUND	22,630,128
NET INCREASE (DECREASE)	-
FUND BALANCE - 06/30/23	\$ -

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

	Solid Waste
FUND BALANCE - 07/01/22	\$ 704,976
REVENUES	
Assessments	
Intergovernmental	20,000
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	1,392,215
TOTAL REVENUES	1,412,215
TRANSFER IN	
TOTAL SOURCES OF FUND	1,412,215
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	1,406,472
TOTAL EXPENDITURES	1,406,472
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	1,406,472
NET INCREASE (DECREASE)	5,743
FUND BALANCE - 06/30/23	\$ 710,719

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

	Non-Point Drainage (Stormwater)
FUND BALANCE - 07/01/22	\$ 85,641
REVENUES	
Assessments	1,213,515
Intergovernmental	
Fines & Forfeitures	
Charges for Services	1,000
Interest Revenue	
Development Fees	
Miscellaneous Revenue	7,500
TOTAL REVENUES	1,222,015
TRANSFER IN	
TOTAL SOURCES OF FUND	1,222,015
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	1,245,084
TOTAL EXPENDITURES	1,245,084
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	1,245,084
NET INCREASE (DECREASE)	(23,069)
FUND BALANCE - 06/30/23	\$ 62,572

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

		Street Smarts
FUND BALANCE - 07/01/22		\$ 494,193
REVENUES		
Assessments		97,750
Intergovernmental		95,000
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		15,000
TOTAL REVENUES		207,750
TRANSFER IN		35,000
TOTAL SOURCES OF FUND		242,750
EXPENDITURES		
Non-Departmental		
General Government		123,923
Community Development		
Police Services		
Public Works		
TOTAL EXPENDITURES		123,923
TRANSFER OUT		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
TOTAL TRANSFER OUT		-
TOTAL USES OF FUND		123,923
NET INCREASE (DECREASE)		118,827
FUND BALANCE - 06/30/23		\$ 613,020

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

		TDM Programs
FUND BALANCE - 07/01/22		\$ -
REVENUES		
Assessments		
Intergovernmental	646,379	
Fines & Forfeitures		
Charges for Services		
Interest Revenue		
Development Fees		
Miscellaneous Revenue		
TOTAL REVENUES	646,379	
TRANSFER IN		
TOTAL SOURCES OF FUND	646,379	
EXPENDITURES		
Non-Departmental		
General Government		
Community Development		
Police Services		
Public Works	646,379	
TOTAL EXPENDITURES	646,379	
TRANSFER OUT		
General Fund		
Capital Projects Fund		
Debt Service		
Other		
TOTAL TRANSFER OUT	-	
TOTAL USES OF FUND	646,379	
NET INCREASE (DECREASE)	-	
FUND BALANCE - 06/30/23		\$ -

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

	Narcotic Asset Forfeiture
FUND BALANCE - 07/01/22	\$ 330,879
REVENUES	
Assessments	
Intergovernmental	
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	-
TRANSFER IN	
TOTAL SOURCES OF FUND	-
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	100,000
Public Works	
TOTAL EXPENDITURES	100,000
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	100,000
NET INCREASE (DECREASE)	(100,000)
FUND BALANCE - 06/30/23	\$ 230,879

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

	TRAFFIX Program
FUND BALANCE - 07/01/22	\$ -
REVENUES	
Assessments	
Intergovernmental	139,759
Fines & Forfeitures	
Charges for Services	
Interest Revenue	
Development Fees	
Miscellaneous Revenue	
TOTAL REVENUES	139,759
TRANSFER IN	
TOTAL SOURCES OF FUND	139,759
EXPENDITURES	
Non-Departmental	
General Government	
Community Development	
Police Services	
Public Works	139,759
TOTAL EXPENDITURES	139,759
TRANSFER OUT	
General Fund	
Capital Projects Fund	
Debt Service	
Other	
TOTAL TRANSFER OUT	-
TOTAL USES OF FUND	139,759
NET INCREASE (DECREASE)	-
FUND BALANCE - 06/30/23	\$ -

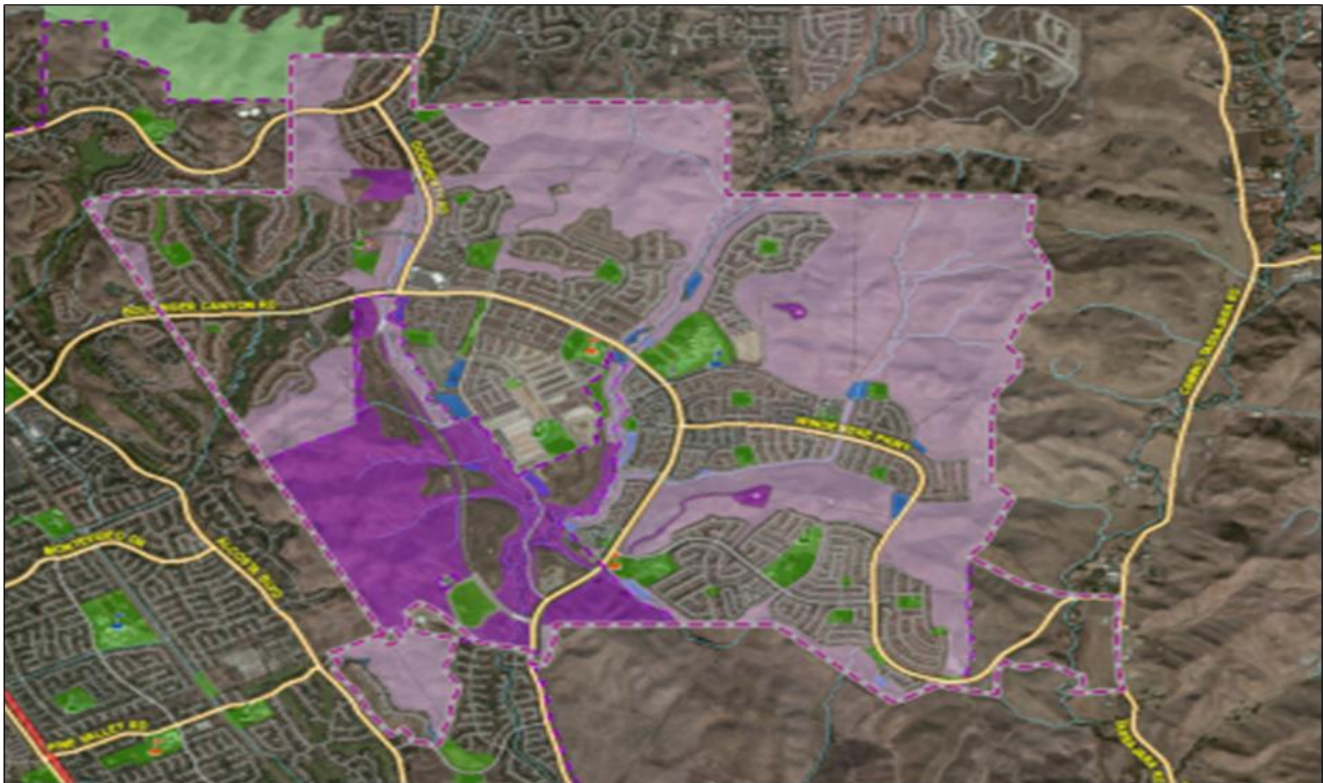
**CITY OF SAN RAMON
SPECIAL REVENUE FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	Total Special Revenue Funds
FUND BALANCE - 07/01/22	\$ 15,696,214
REVENUES	
Assessments	5,530,596
Intergovernmental	26,902,136
Fines & Forfeitures	-
Charges for Services	1,929,027
Interest Revenue	-
Development Fees	7,984,057
Miscellaneous Revenue	1,420,721
TOTAL REVENUES	43,766,537
TRANSFER IN	2,766,313
TOTAL SOURCES OF FUND	46,532,850
EXPENDITURES	
Non-Departmental	335,000
General Government	123,923
Community Development	164,422
Police Services	8,870,328
Public Works	20,307,775
TOTAL EXPENDITURES	29,801,448
TRANSFER OUT	
General Fund	1,042,469
Capital Projects Fund	11,193,293
Debt Service	291,472
Other	639,379
TOTAL TRANSFER OUT	13,166,613
TOTAL USES OF FUND	42,968,061
NET INCREASE (DECREASE)	3,564,789
 FUND BALANCE - 06/30/23	 \$ 19,261,003

Governmental Funds | Special Revenue Funds - GHADs

Dougherty Valley and Northwest San Ramon Geologic Hazard Abatement Districts:

These funds are used to account for the assessment revenues received which are restricted for use to prevent, mitigate, abate, or control a geologic hazard in the Dougherty Valley and Northwest San Ramon areas.





Geologic Hazard Abatement Districts Board

David E. Hudson
Board Chairperson

Sridhar Verose
Board Vice Chairperson

Mark Armstrong
Board Member

Scott Perkins
Board Member

Sabina Zafar
Board Member

GHAD Officers

Joe Gorton
District Manager

Maria Fierner
Deputy District Manager

Robin Bartlett
District Engineer

J. Kelly Sessions
District Treasurer

Martin Lysons
District Counsel



Governmental Funds | Special Revenue Funds - GHADs

Dougherty Valley and Northwest San Ramon Geologic Hazard Abatement Districts

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 2022/23 assessments will be \$181.69 per residential unit and \$0.058 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 is anticipated to begin taking ownership and maintenance responsibilities. The assessment will be at \$1,606.72 per assessment unit with individual residences being charged between 0.45 and 1.0 assessment units, depending on type.

Budget:

The NWSR GHAD is anticipated to take over certain parcels and maintenance responsibilities this year. No improvements will be turned over that are not in good condition; therefore maintenance costs are expected to be low. Budgets will be determined as acceptances are made.

The DV GHAD budget is expected to be essentially unchanged from FY 2021-22. The final acceptances for land are expected from the development are expected in 2022-23.



Governmental Funds | Special Revenue Funds - GHADs

Dougherty Valley and Northwest San Ramon Geologic Hazard Abatement Districts

Significant Accomplishments for FY 2021-22:

- Completed maintenance of DV GHAD owned open space
- Completed acceptance of any land offers by Toll Brothers
- Completed reserve fund studies and engineer’s reports for DV GHAD and NWSR GHAD and set assessments for FY 2022/23

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Complete maintenance inspections and repairs as necessary	On-going	P6/G2
2.	Undertake acceptances for both the Faria and DV GHAD’s as appropriate.	OCT 2022	P6/G2
3.	Complete reserve fund studies and engineer’s reports for DV GHAD and NWSR GHAD and set assessments for FY 2023/24	MAY 2023	P6/G2

Budget Highlights for FY 2022-23:

- The DV GHAD will maintain assessment rates at \$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 2021/22 is \$12,234,000

**CITY OF SAN RAMON
SPECIAL REVENUE FUNDS
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	DOUGHERTY VALLEY	GHAD	NORTHWEST SAN RAMON GHAD	TOTAL
FUND BALANCE - 07/01/22	\$ 11,888,904		\$ 1,060,484	\$ 12,949,388
REVENUES				
Assessments	2,170,227		459,506	2,629,733
Intergovernmental	-		-	-
Licenses and Permits	1,500		-	1,500
Charges for Services	-		-	-
Interest Revenue	135,274		-	135,274
Development Fees	-		-	-
Miscellaneous Revenue	36,988		-	36,988
TOTAL REVENUES	2,343,989		459,506	2,803,495
TRANSFER IN		-	-	-
TOTAL SOURCES OF FUND	2,343,989		459,506	2,803,495
EXPENDITURES				
Public Works	1,020,655		-	1,020,655
TOTAL EXPENDITURES	1,020,655		-	1,020,655
TRANSFER OUT	87,714			87,714
TOTAL USES OF FUND	1,108,369		-	1,108,369
NET INCREASE (DECREASE)	1,235,620		459,506	1,695,126
FUND BALANCE - 06/30/23	\$ 13,124,524		\$ 1,519,990	\$ 14,644,514

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Governmental Funds | Special Revenue Funds – Housing Successor

This fund is used to account for the revenues received to create, preserve, and improve housing in the City of San Ramon.



Affordable Housing Properties



Governmental Funds | Special Revenue Fund - Housing Successor

Statement of Purpose:

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

The Housing Program assists to the City Council in the development of housing policies and programs, which will facilitate the production of single-family, multi-family, and special needs housing that is affordable to all household income levels of the community. Housing monitors federal, state and local compliance of affordable housing agreements, and provides staff support to the Housing Advisory Committee, which works to develop policies and programs in compliance with the adopted Housing Element of the General Plan.

Significant Accomplishments for FY 2021-22:

- Committed \$10.5 million from the Affordable Housing Trust Fund for the construction of the Aspen Wood Senior Affordable Housing project
- Facilitated the close of 20 Below Market Rate sales for the Preserve project
- Initiated Housing 2023-2031 Element Update
- Continued to monitor the Housing Rehabilitation Program
- Initiated the purchase, acquisition, and resale of 4704 Norris Canyon Rd. Unit 202, Park Central Development
- Applied and received Grant Funding: received \$56,331 Regional Early Action Planning(REAP) grant for the General Plan Housing Element update; \$300,000 Local Early Action Planning (LEAP) grant for work related to the General Plan 2040 Update; and continued processing reimbursements for \$234,000 of SB 2 grant funds associated with the San Ramon Village Specific Plan update

Major Action Plan Items FY 2022-23:

		Completion By	Council Priorities / Goals
1.	Continue to monitor the Housing Rehabilitation Program	On-going	P6
2.	Further the City's commitment to affordable housing development, including the purchase and acquisition of affordable units, and provide for diversity of housing types to meet the needs of our residents	On-going	P6
3.	Complete the resale of 4704 Norris Canyon Road, Unit 202, Park Central Development	JUL 2022	P6
4.	Complete the update to the 2023-2031 Housing Element Update	JAN 2023	P6
5.	Facilitate BMR sales for housing project (Deerwood TTLC, City Village, etc)	Ongoing	P6
6.	Pursue new housing grant opportunities and reimbursement of existing grants awarded	Ongoing	P2

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

	HOUSING SUCCESSOR
FUND BALANCE - 07/01/22	\$ 9,726,553
REVENUES	
Interest Revenue	-
In Lieu Fees	1,893,320
Miscellaneous	500,000
Sale of Property	-
TOTAL REVENUES	2,393,320
TRANSFER IN	-
TOTAL SOURCES OF FUND	2,393,320
EXPENDITURES	
Housing Programs	146,477
TOTAL EXPENDITURES	146,477
TRANSFER OUT	-
TOTAL USES OF FUND	146,477
NET INCREASE (DECREASE)	2,246,843
FUND BALANCE - 06/30/23	\$ 11,973,396

**CITY OF SAN RAMON
SPECIAL REVENUE FUND
HOUSING SUCCESSOR**

	18/19		19/20		20/21		21/22		22/23
	ACTUAL		ACTUAL		ACTUAL		FINAL		ADOPTED
EXPENDITURES BY CATEGORY									
Salaries & Benefits	\$ 386,397	\$	129,892	\$	141,125	\$	148,588	\$	146,477
Contract Services	4,201		44		34		-		-
Materials and Supplies	-		-		-		-		-
Other Costs	-		-		-		-		-
TOTAL EXPENDITURES	\$ 390,598	\$	129,936	\$	141,159	\$	148,588	\$	146,477

FUNDING SOURCE									
Housing Successor	\$ 103,055	\$	175,270	\$	14,328	\$	252,800	\$	2,393,320
TOTAL FUNDING SOURCE	\$ 103,055	\$	175,270	\$	14,328	\$	252,800	\$	2,393,320

FY2021-22 EXPENDITURES BY PROGRAM	PROGRAM	PROGRAM	NET COST
	EXPENDITURE	REVENUE	
Housing Administration	\$ 146,477	\$ 2,393,320	\$ (2,246,843)
Program Total	\$ 146,477	\$ 2,393,320	\$ (2,246,843)



Governmental Funds | Debt Service Funds

These are accounts for the accumulation of resources for payment of principal and interest on the City's general long-term debt obligations. The City has adopted a Debt Management Policy that establishes guidelines for debt issuance. The City will consider the issuance of long-term debt obligations only under the conditions outlined in the Debt Management Policy displayed in the Policies and Glossary section of this document.

The City has five debt service funds:

Pension Obligation Bonds (2010) Debt Service Fund – This fund is used to budget debt service payments as related to the 2010 Taxable Pension Obligation Bonds (POB) refinancing of unfunded CalPERS pension obligations.

Pension Obligation Bonds (2021) Debt Service Fund – This fund is used to budget debt service payment as related to the 2021 Taxable Pension Obligation Bonds (POB) refinancing of the unfunded CalPERS pension obligation.

COP #12 Debt Service Fund – This fund is used to budget for debt service activity relating to the 2011 Certificates of Participation (COP). This was the refunding issue of 1996 and 2001 COPs, which were for Central Park North expansion, expansion of City offices, San Ramon Library, Central Park, Crow Canyon interchange improvements, and to purchase City offices.

COP #13 Debt Service Fund – This fund is used to budget for debt service activity related to the 2019 Certificates of Participation. This was the funding for various capital improvements, including 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.

LED Lights Debt Service Fund – This fund is used to budget for debt service activity relating to the LED Lights conversion (CIP 5499).

The following charts and schedules summarize the City's outstanding debt balances, debt service budgeted for FY 2022/23, and its future annual debt service requirements.



Governmental Funds | Debt Service Funds

Legal Debt Margin

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation; however, this provision was enacted when assessed valuation was based upon 25% of market value. With \$73,870,601 of outstanding debt subject to the legal debt limit and a legal debt limit of \$912,203,614, the City is not at risk of exceeding this limit.

Computation of Legal Debt Margin	<u>6/30/2022</u>
Assessed Valuation per County Assessor Office	
Secured	\$ 24,561,136,046
Unsecured	389,017,895
Taxable Assessed Valuation	<u>24,950,153,941</u>
Converted assessed value (at 25% of Taxable Value)	6,237,538,485
Debt limit (15% of assessed value)	<u>935,630,773</u>
Less Outstanding General Obligation Bonds Debt	<u>(23,427,159)</u>
Legal Debt Margin	<u>\$ 912,203,614</u>

Debt Management Policy

The City's Debt Management Policy, adopted by the City Council on November 24, 2020, requires that debt service generally should not exceed 10% of the General Fund and Dougherty Valley Fund operating revenues; and in no case should they exceed 15%. Further, direct debt will not exceed 2% of assessed valuation; and no more than 60% of capital improvement outlays will be funded from long-term financings. With FY 2022/23 debt service at \$5,665,669, the City is not projected to exceed its debt service limit.

Compliance to Debt Policy	<u>06/30/2023</u>
General Fund Operating Revenues	57,852,458
Dougherty Valley Fund Operating Revenues	20,334,280
Total Operating Revenues	<u>78,186,738</u>
Debt Policy Limit (at 10% of Operating Revenues)	7,818,674
Debt Policy Limit (at 15% of Operating Revenues)	11,728,011
Assessed Valuation	24,950,153,941
Debt Policy Limit (Max 2% of Assessed Valuation)	499,003,079

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

	POB 2010	POB 2021	COP #12 2011	COP #13 2019	LED LIGHTS 2012	TOTAL CITY DEBT
FUND BALANCE - 07/01/22	\$ 18,845	\$ 25,764	\$ 1,478	\$ 951,431	\$ 6,726	\$ 1,004,244
REVENUES						
Department Charges	1,398,990	1,888,460	-	-	-	3,287,450
TOTAL REVENUES	1,398,990	1,888,460	-	-	-	3,287,450
TRANSFER IN	1,398,990	1,888,460	496,650	1,606,450	297,422	5,687,972
TOTAL SOURCES OF FUND	2,797,980	3,776,920	496,650	1,606,450	297,422	8,975,422
EXPENDITURES						
Principal	485,000	1,420,000	450,000	760,000	283,740	3,398,740
Interest	907,840	462,310	43,650	839,450	13,682	2,266,932
Admin & Trustee Costs	6,150	6,150	3,000	7,000	-	22,300
TOTAL EXPENDITURES	1,398,990	1,888,460	496,650	1,606,450	297,422	5,687,972
TRANSFER OUT	1,398,990	1,888,460	-	650,000	-	3,937,450
TOTAL USES OF FUND	2,797,980	3,776,920	496,650	2,256,450	297,422	9,625,422
NET INCREASE (DECREASE)	-	-	-	(650,000)	-	(650,000)
FUND BALANCE - 06/30/23	\$ 18,845	\$ 25,764	\$ 1,478	\$ 301,431	\$ 6,726	\$ 354,244

* Excludes funds held with trustees

**CITY OF SAN RAMON
DEBT SERVICE FUND
OUTSTANDING DEBT**

	POB (2010)	POB (2021)	COP #12 (2011)	COP #13 (2019)	LED LIGHTS (2012)	Total
Maturity Date	02/01/39	07/01/35	03/01/24	06/01/39	11/28/24	
Original Issue Amount	17,650,000	23,345,000	11,585,000	20,990,000	2,687,302	76,257,302
Principal	14,185,000	23,345,000	920,000	19,170,000	712,981	58,332,981
Interest	9,497,600	3,577,138	64,800	8,042,450	21,301	21,203,289
Total Debt Outstanding 07/01/22	23,682,600	26,922,138	984,800	27,212,450	734,282	79,536,270

DEBT SERVICE PAYMENT SCHEDULE

	POB (2010)	POB (2021)	COP NO. 12 (2011)	COP NO. 13 (2019)	LED LIGHTS (2012)	Total
Principal Outstanding 07/01/22	14,185,000	23,345,000	920,000	19,170,000	712,980	58,332,980
Principal Due	(485,000)	(1,420,000)	(450,000)	(760,000)	(283,738)	(3,398,738)
Interest Due	(907,840)	(462,310)	(43,650)	(839,450)	(13,681)	(2,266,931)
Total Annual Debt Service Due	(1,392,840)	(1,882,310)	(493,650)	(1,599,450)	(297,419)	(5,665,669)
Principal Outstanding 06/30/23	13,700,000	21,925,000	470,000	18,410,000	429,242	54,934,242
Due FY2023-24	1,391,800	2,081,678	491,150	1,601,450	307,165	5,873,243
Due FY2024-25	1,393,840	2,085,307	-	1,601,450	129,698	5,210,295
Due FY2025-26	1,393,640	2,082,810	-	1,599,450	-	5,075,900
Due FY2026-27	1,391,200	2,085,038	-	1,600,450	-	5,076,688
Due FY2027-28	1,391,520	2,082,578	-	1,599,200	-	5,073,298
Due FY2028-29	1,394,280	2,080,970	-	1,600,700	-	5,075,950
Due FY2029-30	1,394,160	2,081,263	-	1,599,700	-	5,075,123
Due FY2030-31	1,396,160	2,083,156	-	1,601,200	-	5,080,516
Due FY2031-32	1,394,960	2,081,123	-	1,601,200	-	5,077,283
Due FY2032-33	1,395,560	2,080,255	-	1,599,400	-	5,075,215
Due FY2033-34	1,392,640	1,685,357	-	1,600,800	-	4,678,797
Due FY2034-35	1,391,200	1,444,992	-	1,600,200	-	4,436,392
Due FY2035-36	1,390,920	1,085,301	-	1,602,600	-	4,078,821
Due FY2036-37	1,391,480	-	-	1,602,800	-	2,994,280
Due FY2037-38	1,392,560	-	-	1,600,800	-	2,993,360
Due FY2038-39	1,393,840	-	-	1,601,600	-	2,995,440
Total Debt Outstanding 06/30/23	22,289,760	25,039,828	491,150	25,613,000	436,863	73,870,601



Governmental Funds | Capital Improvement Program (CIP)

This section of the budget contains a summarized version of the 5-Year Capital Improvement Program (5-Year CIP). The 5-Year CIP document is prepared separately by the Public Works Department / Engineering Services Division. It is a comprehensive five-year plan of the City to identify needed capital projects and to coordinate the financing and timing of improvements that maximizes the return of investment to the public. The 5-Year CIP 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 5-Year CIP is called the “Capital Budget”. The Capital Budget is incorporated into the annual Budget, which appropriates funds for specific 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 into a Capital Budget. Each year when the CIP is reviewed, the program moves forward one year and the previous second year of the CIP, as modified after review, becomes the new Capital Budget.

Specific project details can be found within the CIP document. The CIP document can be obtained by visiting the City’s website <https://www.sanramon.ca.gov/>. Questions can be directed to the Public Works Director https://www.sanramon.ca.gov/our_city/departments_and_divisions/public_works.

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

CAPITAL PROJECTS FUND	
FUND BALANCE - 07/01/22	\$ 11,621,451
REVENUES	
Intergovernmental	3,339,313
Interest Revenue	300,000
Miscellaneous Revenue	1,000,000
TOTAL REVENUES	4,639,313
TRANSFER IN	13,284,376
TOTAL SOURCES OF FUND	17,923,689
EXPENDITURES	
Circulation	11,167,093
Drainage	79,000
Facilities	3,062,585
Landscaping	796,000
Parks	788,513
Signal	510,700
Other	1,000,000
Public Works Administration	219,798
TOTAL EXPENDITURES	17,623,689
TRANSFER OUT	364,000
TOTAL USES OF FUND	17,987,689
NET INCREASE (DECREASE)	(64,000)
FUND BALANCE - 06/30/23	\$ 11,557,451

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Capital Improvement Program 2022/23 - 2026/27

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2022-23



No	Prj #	Project Name	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total 5Yr	Beyond 5Yr	Total Proj
1	300007	Bent Creek Zone Improvements - Zone 7	\$167,500	\$30,000	\$35,500	\$10,000	\$0	\$5,000	\$80,500	\$100,000	\$348,000
2	905530	Bollinger Canyon Rd. / Iron Horse Trail Bicycle Pedestrian Overcrossing	\$22,719,650	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$22,819,650
3	5603	Bollinger Canyon Road Frontage Improvements	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
4	300003	Canyon Lakes Zone Improvements - Zone 3	\$140,000	\$50,000	\$55,000	\$30,000	\$0	\$15,000	\$150,000	\$0	\$290,000
5	935404	Centralized Irrigation System Upgrade	\$1,169,588	\$0	\$90,000	\$60,000	\$60,000	\$60,000	\$270,000	\$160,000	\$1,599,588
6	300015	Circle E Zone Improvements - Zone 15	\$60,000	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$52,000	\$115,000
7	925432	City Facilities Floor Covering Replacement	\$603,870	\$0	\$118,051	\$45,000	\$241,531	\$37,800	\$442,382	\$3,400,000	\$4,446,252
8	925425	City Facilities HVAC Duct Cleaning and Equipment Replacement	\$2,290,686	\$120,000	\$130,000	\$130,000	\$178,000	\$170,000	\$728,000	\$4,500,000	\$7,518,686
9	925433	City Facilities Roof Covering Maintenance and Replacement	\$898,791	\$0	\$25,000	\$141,194	\$25,000	\$325,000	\$516,194	\$5,300,000	\$6,714,985
10	945485	Citywide Aerial Mapping and GIS Support	\$269,843	\$0	\$10,000	\$0	\$10,000	\$0	\$20,000	\$100,000	\$389,843
11	905613	Citywide Bicycle Network Improvements & Enhancements	\$1,185,500	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000	\$47,704,500	\$49,090,000
12	500003	Citywide Dog Park Renovations and Improvements	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
13	915548	Citywide Drainage Infrastructure Repairs	\$3,186,805	\$79,000	\$250,000	\$40,000	\$40,000	\$40,000	\$449,000	\$1,500,000	\$5,135,805
14	200008	Citywide Electric Vehicle Charging Stations	\$277,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$277,045
15	925532	Citywide Exterior Painting & Sealing	\$554,015	\$0	\$78,400	\$0	\$0	\$20,000	\$98,400	\$1,400,000	\$2,052,415
16	975594	Citywide Intelligent Transportation System Upgrade	\$1,988,800	\$90,000	\$1,800,000	\$3,000,000	\$3,200,000	\$1,500,000	\$9,590,000	\$25,916,200	\$37,495,000

Capital Improvement Program 2022/23 - 2026/27

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2022-23



No	Prj #	Project Name	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total 5Yr	Beyond 5Yr	Total Proj
17	300002	Citywide Landscaping Zone Improvements - Zone 2	\$258,000	\$72,000	\$82,000	\$72,000	\$97,000	\$72,000	\$395,000	\$300,000	\$953,000
18	300001	Citywide Lighting Zone Improvements - Zone 1	\$90,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$240,000	\$1,000,000	\$1,330,000
19	300021	Citywide Lighting Zone Street Lights Improvements - Zone 1	\$100,000	\$75,000	\$50,000	\$50,000	\$50,000	\$0	\$225,000	\$150,000	\$475,000
20	955584	Citywide Parks Amenities Replacement and Improvements	\$2,201,819	\$280,604	\$144,610	\$133,200	\$274,777	\$294,370	\$1,127,561	\$4,794,174	\$8,123,554
21	400002	Comprehensive Street Camera Installation	\$1,277,027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,277,027
22	300009	Country View Zone Improvements - Zone 9	\$0	\$11,000	\$0	\$0	\$0	\$0	\$11,000	\$50,000	\$61,000
23	500002	Cricket Field Installation	\$25,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000	\$0	\$300,000
24	955421	Crow Canyon Gardens Facilities Improvements	\$285,063	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,063
25	905312	Crow Canyon Rd. / Barbados Dr. Intersection	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000
26	905531	Crow Canyon Rd. / Iron Horse Trail Bicycle Pedestrian Overcrossing	\$100,350	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$20,700,000	\$22,800,350
27	905328	Crow Canyon Rd. Widening 4 - 6 Lanes (Alcosta to West Branch) (C 1.10)	\$16,821,400	\$0	\$0	\$0	\$0	\$0	\$0	\$3,968,750	\$20,790,150
28	000009	Crow Canyon Road Pavement Repairs (Bollinger Canyon - City Limits)	\$0	\$435,000	\$0	\$0	\$0	\$0	\$435,000	\$0	\$435,000
29	300013	Crown Ridge Zone Improvements - Zone 13	\$60,000	\$13,000	\$8,000	\$3,000	\$3,000	\$3,000	\$30,000	\$40,000	\$130,000
30	200004	Dougherty Station Community Center and Library Renovations	\$1,500,000	\$650,000	\$0	\$0	\$0	\$0	\$650,000	\$0	\$2,150,000
31	925574	Dougherty Valley Aquatic Center Equipment Replacement	\$1,578,356	\$51,535	\$142,420	\$91,843	\$33,351	\$134,019	\$453,168	\$3,000,000	\$5,031,524
32	300023	Dougherty Valley Steel Fence Replacement	\$0	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$250,000	\$550,000

Capital Improvement Program 2022/23 - 2026/27

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2022-23



No	Prj #	Project Name	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total 5Yr	Beyond 5Yr	Total Proj
33	935564	Dougherty Valley Tree Management Program	\$3,776,246	\$0	\$1,600,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,600,000	\$0	\$8,376,246
34	300012	El Nido Zone Improvements - Zone 12	\$4,877	\$5,000	\$0	\$2,000	\$0	\$0	\$7,000	\$8,000	\$19,877
35	5585	Faria Preserve Parkway	\$4,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500,000
36	945589	Financial System Upgrade & PCS Class & Facilities Registration Software	\$2,067,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,067,850
37	925418	Forest Home Farms Structures	\$597,606	\$253,800	\$294,000	\$0	\$0	\$0	\$547,800	\$2,644,143	\$3,789,549
38	5622	Fostoria Way/Costco Driveway Traffic Signal	\$631,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$631,000
39	955478	Fountain Repairs and Replacement	\$1,254,903	\$24,280	\$0	\$20,460	\$52,568	\$224,000	\$321,308	\$370,300	\$1,946,511
40	200009	Fuel Management System	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000
41	969003	General Plan Update	\$1,535,896	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,535,896
42	300019	Glass House Zone Improvements - Zone 19	\$15,000	\$20,000	\$0	\$0	\$0	\$9,000	\$29,000	\$9,000	\$53,000
43	300017	Henry Ranch Zone Improvements - Zone 17	\$0	\$5,000	\$0	\$0	\$6,000	\$0	\$11,000	\$0	\$11,000
44	925515	Interior Amenities Renovation	\$1,342,946	\$136,139	\$153,600	\$97,600	\$130,197	\$485,478	\$1,003,014	\$4,800,000	\$7,145,960
45	955516	Irrigation Booster Pump Installation	\$705,728	\$0	\$165,000	\$165,000	\$165,000	\$125,000	\$620,000	\$842,000	\$2,167,728
46	400003	Kami Court Landslide Repair Project	\$5,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500,000
47	925527	Middle School Teen Center Portables	\$388,542	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$538,542
48	300010	Old Ranch Estates Zone Improvements - Zone 10	\$75,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000	\$0	\$155,000
49	945572	Open Space Preservation	\$1,350,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$3,350,000
50	000005	Pavement Management 2022	\$3,601,000	\$3,833,243	\$0	\$0	\$0	\$0	\$3,833,243	\$0	\$7,434,243
51	000008	Pavement Management 2023	\$0	\$4,798,850	\$1,865,220	\$0	\$0	\$0	\$6,664,070	\$0	\$6,664,070

Capital Improvement Program 2022/23 - 2026/27

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2022-23



No	Prj #	Project Name	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total 5Yr	Beyond 5Yr	Total Proj
52	000006	Pavement Repair - Stop Gap 2022/2023	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
53	975413	Pedestrian Enhancement Devices	\$1,205,975	\$157,000	\$0	\$0	\$0	\$0	\$157,000	\$0	\$1,362,975
54	200007	Police and Fire District Joint Public Safety Complex	\$26,800,000	\$750,000	\$750,000	\$0	\$0	\$0	\$1,500,000	\$0	\$28,300,000
55	955482	Public Art in Parks	\$304,700	\$0	\$40,000	\$40,000	\$0	\$40,000	\$120,000	\$0	\$424,700
56	200010	Public Meeting Access Enhancements	\$0	\$337,000	\$0	\$0	\$0	\$0	\$337,000	\$0	\$337,000
57	975481	Radar Speed Display Sign	\$152,964	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$202,964
58	925590	Recreation Program and Facilities Equipment Replacement	\$329,706	\$31,000	\$0	\$0	\$0	\$0	\$31,000	\$0	\$360,706
59	905612	Safe Routes to School (SRTS) Enhancements	\$45,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	\$5,000	\$70,000
60	200003	San Ramon Community Center Renovation	\$3,170,939	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,170,939
61	200006	San Ramon Olympic Pool and Aquatic Park Renovation	\$2,685,874	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,685,874
62	925479	San Ramon Olympic Pool Equipment Replacement	\$2,497,114	\$240,111	\$204,163	\$93,192	\$673,283	\$131,245	\$1,341,994	\$3,000,000	\$6,839,108
63	200005	San Ramon Transit Center Enhancements	\$180,000	\$388,000	\$0	\$0	\$0	\$0	\$388,000	\$50,000	\$618,000
64	955566	Shade Structure Improvement	\$309,659	\$108,629	\$0	\$0	\$78,000	\$32,500	\$219,129	\$1,514,119	\$2,042,907
65	400005	Sidewalk Repairs 2022/2023	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
66	935488	Street Landscape Planting Renovation	\$2,022,876	\$150,000	\$350,000	\$250,000	\$250,000	\$250,000	\$1,250,000	\$1,141,600	\$4,414,476
67	300005	Summerwood Loop Zone Improvements - Zone 5	\$45,209	\$10,000	\$3,000	\$0	\$0	\$15,000	\$28,000	\$469,645	\$542,854
68	5619	Sunrise Ridge Park (Preserve Neighborhood Park)	\$8,753,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,753,058
69	905381	Traffic Calming Program	\$191,484	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000	\$10,000	\$241,484

Capital Improvement Program 2022/23 - 2026/27
PROJECTS THAT WILL BE UNDERTAKEN IN FY 2022-23



No	Prj #	Project Name	Prior Years	2022-23	2023-24	2024-25	2025-26	2026-27	Total 5Yr	Beyond 5Yr	Total Proj
70	000007	Traffic Impact Mitigation Fee Study Update	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000	\$160,000
71	975526	Traffic Signals Improvements & Enhancements	\$1,484,174	\$263,700	\$272,200	\$194,750	\$188,570	\$188,970	\$1,108,190	\$2,676,232	\$5,268,596
72	300011	Village Parkway Zone Improvements - Zone 11	\$53,400	\$20,000	\$2,000	\$2,000	\$2,000	\$2,000	\$28,000	\$6,700	\$88,100
73	300004	Vista San Ramon Zone Improvements - Zone 4	\$10,076	\$14,000	\$0	\$0	\$0	\$0	\$14,000	\$40,000	\$64,076
74	300006	West Branch Zone Improvements - Zone 6	\$64,920	\$110,000	\$13,000	\$88,400	\$279,300	\$33,400	\$524,100	\$490,000	\$1,079,020
Totals			\$138,867,830	\$17,403,891	\$9,894,164	\$5,922,639	\$7,200,577	\$5,375,782	\$45,797,053	\$142,742,363	\$327,407,246

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Proprietary Funds | Internal Service Funds

Internal Service Funds are used to account for the financing of goods and services provided by one City department or agency to other departments or agencies of the City, or to other governmental units on a cost-reimbursement basis (including depreciation).

The Investment Fund is used to account for the management of investments.

The Equipment Replacement Fund is used to account for the replacement of major equipment and vehicles. Revenues are derived from allocated charges to the department's general fund.

The Information System Replacement Fund is used to account for the replacement of computer-related equipment.

The Insurance Liability Fund is used to administer the City employee's leave payouts, retiree medical benefits, general insurance, and safety programs with the goals of reducing insurance-related costs, maintaining appropriate levels of coverage, and building contingent loss reserves.

The Healthcare Fund is used to account for City employees' healthcare premiums and claims.

The Infrastructure Maintenance Fund is used to account for the cost of maintaining City buildings.

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**CITY OF SAN RAMON
INTERNAL SERVICE FUNDS
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	INVESTMENT	EQUIPMENT & VEHICLE REPLACEMENT	INFORMATION SERVICES REPLACEMENT	INSURANCE LIABILITY	HEALTH CARE	INFRA- STRUCTURE MAINTENANCE	TOTAL
FUND BALANCE - 07/01/22	\$ -	\$ 4,468,227	\$ 1,447,972	\$ 532,865	\$ 5,354,238	\$ 193,014	\$ 11,996,316
REVENUES							
Intergovernmental	-	-	-	820,203	-	-	820,203
Charges for Services	-	-	90,000	-	-	12,000	102,000
Interest Revenue	65,731	-	-	-	-	-	65,731
Healthcare Charges	-	-	-	-	6,292,668	-	6,292,668
Leave Liability Charges	-	-	-	666,116	-	-	666,116
Insurance Liability Charges	-	-	-	4,621,702	-	-	4,621,702
TOTAL REVENUES	65,731	-	90,000	6,108,021	6,292,668	12,000	12,568,420
TRANSFER IN	-	100,000	-	705,989	-	1,000,000	1,805,989
TOTAL SOURCES OF FUND	65,731	100,000	90,000	6,814,010	6,292,668	1,012,000	14,374,409
EXPENDITURES							
Equipment	-	79,500	415,996	-	-	-	495,496
Vehicle	-	1,228,000	-	-	-	-	1,228,000
Pension Replacement Benefits	-	-	-	70,000	-	-	70,000
Insurance	-	-	-	4,370,150	-	-	4,370,150
Healthcare	-	-	-	-	8,548,088	-	8,548,088
Administrative Services	65,731	-	-	-	-	-	65,731
TOTAL EXPENDITURES	65,731	1,307,500	415,996	4,440,150	8,548,088	-	14,777,465
TRANSFER OUT							
CIP	-	85,000	-	-	-	1,031,169	1,116,169
TOTAL TRANSFER OUT	-	85,000	-	-	-	1,031,169	1,116,169
TOTAL USES OF FUND	65,731	1,392,500	415,996	4,440,150	8,548,088	1,031,169	15,893,634
NET INCREASE (DECREASE)	-	(1,292,500)	(325,996)	2,373,860	(2,255,420)	(19,169)	(1,519,225)
FUND BALANCE - 06/30/23	\$ -	\$ 3,175,727	\$ 1,121,976	\$ 2,906,725	\$ 3,098,818	\$ 173,845	\$ 10,477,091

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**CITY OF SAN RAMON
VEHICLE AND EQUIPMENT REPLACEMENTS LISTING**

DEPARTMENT	TYPE	PURPOSE	#	UNIT COST	EXTENDED COST
POLICE SERVICES	Equipment	Replace bullet proof vests	9	1,222	11,000
	Equipment	Replace SWAT helmets	9	1,000	9,000
	Vehicle	Replace 10 patrol units	10	76,000	760,000
	Vehicle	Replace K95 & K97 units	2	75,000	150,000
TOTAL POLICE SERVICES					\$ 930,000
PUBLIC WORKS	Equipment	Replace Toro Workman #5023	1	33,500	33,500
	Equipment	Replace SRSC Shop Compressor (120Gal)	1	15,000	15,000
	Equipment	Replace SRSC Pressure Washer \$4240	1	11,000	11,000
	Vehicle	Replace vehicle #7 - V01529/2500 Utility Body	1	55,000	55,000
	Vehicle	Replace vehicle #56 - V13799/Dump Body/Box	1	85,000	85,000
	Vehicle	Replace vehicle #62 - V53379/2500 Utility Body	1	55,000	55,000
	Vehicle	Replace vehicle #63 - V27326/2500 Utility Body	1	55,000	55,000
	Vehicle	Replace vehicle #66 - V17272/Cororado	1	34,000	34,000
	Vehicle	Replace vehicle #68 - V22052/Colorado	1	34,000	34,000
TOTAL PUBLIC WORKS					\$ 377,500
GRAND TOTAL					\$ 1,307,500

**CITY OF SAN RAMON
INFO SERVICES EQUIPMENT REPLACEMENTS LISTING**

DEPARTMENT/DIVISION	TYPE	#	UNIT COST	EXTENDED COST
CITY MANAGER	Personal Computer	1	1,250	1,250
CITY ATTORNEY	Personal Computer	2	1,250	2,500
CITY CLERK	Personal Computer	1	1,250	1,250
ADMINISTRATIVE SERVICES	Personal Computer	4	1,250	5,000
	Surface Computer	3	2,200	6,600
	Laptop	1	1,900	1,900
	Printer	1	1,500	1,500
	Dell VXRAIL Node	1	28,000	28,000
	Firewall	1	15,500	15,500
	Cisco Router	1	16,500	16,500
	Cisco Switch	1	14,750	14,750
	Software - Microsoft 365 subscription	1	105,940	105,940
	Software - Lobby Central/Energov/Cellular	1	61,206	61,206
COMMUNITY DEVELOPMENT	Personal Computer	8	1,250	10,000
	Surface Computer	1	2,200	2,200
	Printer	1	1,500	1,500
	Laptop	1	1,900	1,900
POLICE SERVICES	Personal Computer	28	1,250	35,000
	Surface Computer	4	2,200	8,800
	Laptop	7	1,900	13,300
PUBLIC WORKS	Personal Computer	20	1,250	25,000
	Surface Computer	10	2,200	22,000
	Laptop	1	1,900	1,900
PARKS & COMMUNITY SERVICES	Personal Computer	26	1,250	32,500
GRAND TOTAL				\$ 415,996

Department Budgets



City Council



City Manager



City Attorney



City Clerk



Administrative Services



Community Development



Public Works



Police



Parks & Community

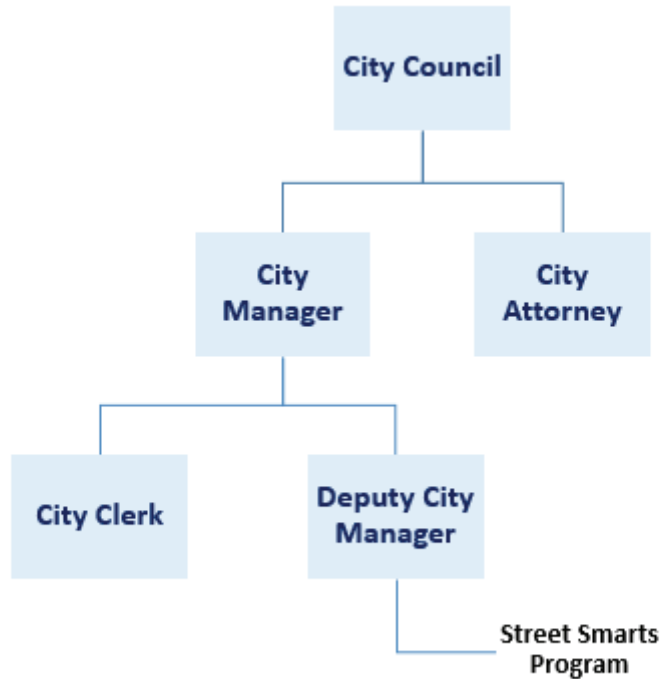
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City Council Chamber

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Department Budgets | General Government



Department Budget Highlights for FY 2022-23:

Department Budget: \$3,379,105 (increase of \$191,680 or 6%; partial employee benefit costs moved to the OPEB Trust)

- Reallocate Streets Smarts program from Public Works / Transportation Services – \$123K
- Election costs and community outreach materials – \$102K
- Increase in salary and benefit costs - \$35K
- Office furniture and equipment for new staffing – \$12K
- Temporary Staffing – \$8K
- Relativity electronic PRA software – \$5K
- Citywide PRA training – \$5K
- Meeting facilitator – \$3K
- Municipal code codification – \$2K
- Removal of Business Assistance Program costs – (\$90K)
- Removal of I/S replacement charges – (\$17K)
- All authorized positions are fully funded

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Department Budgets | General Government

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:

Maintain a Safe and Secure Environment

1. Maintain a Safe and Secure Environment
2. Maintain a Secure Financial Base
3. Provide Cost Effective and Responsive Services to Sustain Quality of Life
4. Build and Maintain Quality Facilities and Infrastructure
5. Enhance Engagement and Communication with Residents and Business Community
6. Balance Land Use Planning for Housing, Retail, Jobs, and Open Space

Priorities from Goal Setting Workshop:

Identifier#	Priority	Goal
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
P3/G1	Provide Cost Effective and Responsive Services to Sustain Quality of Life	Ensure sufficient staffing needs in order to maintain service levels to the community
P3/G2	Provide Cost Effective and Responsive Services to Sustain Quality of Life	Complete integration of the new ERP system into citywide operations
P3/G3	Provide Cost Effective and Responsive Services to Sustain Quality of Life	Continue to work on a succession plan that captures institutional knowledge from long-term City employees who will retire during the fiscal year

Department Budgets | General Government



City Council

Priorities from Goal Setting Workshop

Identifier#	Priority	Goal
P3/G4	Provide Cost Effective and Responsive Services to Sustain Quality of Life	Support and fund Iron Horse Trail overcrossings at Bollinger Canyon Road and Crow Canyon Road
P4/G1	Build and Maintain Quality Facilities and Infrastructure	Promote deeper partnerships with transit agencies to enhance operations
P4/G2	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/G3	Build and Maintain Quality Facilities and Infrastructure	Implement the Parks, Trails, Open Space and Recreation Master Plan
P5/G1	Enhance Engagement and communication with Residents and Business Community	Enhance the content and accessibility of information on the City website
P5/G2	Enhance Engagement and Communication with Residents and Business Community	Explore technology improvements that will broaden accessibility to City Council meetings
P5/G3	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	Balance Land Use Planning for Housing, Retail, Jobs, and Open Space	Prioritize housing growth in the City core while preserving existing retail, commercial and open space
P6/G2	Balance Land Use Planning for Housing, Retail, Jobs, and Open Space	Preserve permanent Open Space along the City boundaries through partnerships with other agencies
P6/G3	Balance Land Use Planning for Housing, Retail, Jobs, and Open Space	Promote walkability both within and to local shopping centers and implement the approved Walking District
P6/G4	Balance Land Use Planning for Housing, Retail, Jobs, and Open Space	Continue to develop the Walking District in San Ramon that connects City Hall, Central Park, the Main Library, and the new City Center



Department Budgets | General Government

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 for FY 2021-22:

- Continued to work on a succession plan that captures institutional knowledge from long-term City employees who will retire during the fiscal year
- Completed reconfiguration of City Hall and begin PD construction as part of the Joint Public Safety Building plan with the San Ramon Valley Fire Protection District
- Continued to work with the Open Space Advisory Committee to promote the value 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 for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	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
2.	Complete PD construction as part of the Joint Public Safety Building plan with the San Ramon Valley Fire Protection District	On-going	P4 / G2
3.	Continue to work with the Open Space Advisory Committee to promote the value and importance of preserving open space in the community	On-going	P6 / G3
4.	Continue to implement the City-wide Communication Plan as adopted by Council	On-going	P5



Department Budgets | General Government

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.

Performance Measures	2022
Number of Twitter views	27,000
Number of Instagram views	235,000
Number of YouTube views	11,800

Significant Accomplishments for FY 2021-22:

- Continued to implement the San Ramon Business Assistance Program to provide support for local businesses due to COVID-related impacts
- Supported the implementation of the Economic Development Strategic Plan
- Worked with Discover San Ramon to modify marketing plan to assist with recovery from COVID-related impacts
- Continued to work with real estate partners in San Ramon to promote business growth and retail development in the community

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities / Goals
1.	Support the implementation of the Economic Development Strategic Plan	On-going	P2
2.	Support the implementation of the Discover San Ramon marketing campaign	On-going	P2
3.	Continue to work with real estate partners in San Ramon to promote business growth and retail development in the community	On-going	P2



Department Budgets | General Government

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.

Performance Measures	2022
Number of staff Count / Population	4 / 83,863

Significant Accomplishments for FY 2021-22:

- 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 for FY 2022-23:

		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	P1



Department Budgets | General Government

City Clerk

Statement of Purpose:

The City Clerk acts as a liaison between the City Departments and the general public, 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 action, 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 (e.g. Municipal Code, Ordinances, Resolutions, Minutes, and other City records). The City Clerk promotes community education and outreach to citizens through San Ramon Government 101 and provides school tours. The City Clerk's Office is committed to providing quality, efficient and accurate customer service.

Performance Measures	2022
Number of City Council Agendas published	46
Number of City Council Resolutions processed	146
Number of Minute Orders processed	10
Number of Ordinances processed	5
Number of Proclamations processed	24
Number of Public Records Requests responded	194
Number of FPPC Forms 700 collected	69

Significant Accomplishments for FY 2021-22:

- Updated City's Record Retention Schedule
- Prepared and issued the FY 2021/22 Fee Resolution
- Coordinated San Ramon Government 101 Class – Fall 2021 and Spring 2022
- Provided accurate, timely responses to 194 Public Record Act requests
- Facilitated Date Sensitive Filings for required FPPC
- Conducted and Completed Redistricting Process 2021/2022

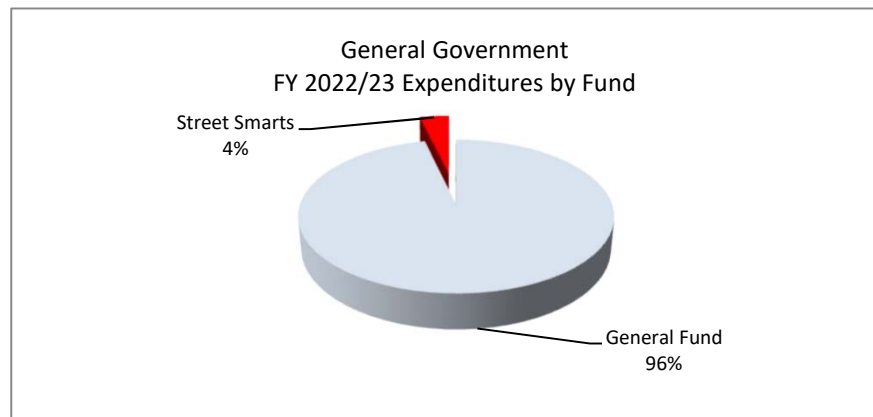
Major Action Plan Items for FY 2022-23:

		Completion By	Council Goals / Priorities
1.	Host Candidate Information Session Prior to the 2022 Municipal Election	JUL 2022	P5
2.	Conduct 2022 Municipal Elections	DEC 2022	P5
3.	Implement the Upgrade of Electronic Records Management System	DEC 2022	P5
4.	Coordinate Government 101 Class – Spring 2023	APR 2023	P5

**CITY OF SAN RAMON
GENERAL GOVERNMENT DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARTMENT EXPENDITURES BY CATEGORY					
Salaries	\$ 1,336,565	\$ 1,481,250	\$ 1,509,475	\$ 1,593,398	\$ 1,775,034
Benefits	612,404	485,277	601,791	702,628	557,748
Department Internal Charges	162,163	281,492	338,092	381,915	460,689
Contract Services	184,876	147,981	306,728	328,550	357,219
Materials and Supplies	135,641	125,177	120,718	141,212	156,617
Other Costs	58,892	45,554	10,078	83,330	71,798
Capital Purchases	-	-	-	-	-
TOTAL	\$ 2,490,541	\$ 2,566,731	\$ 2,886,882	\$ 3,231,033	\$ 3,379,105

FUNDING SOURCE					
General Fund	\$ 2,490,541	\$ 2,566,731	\$ 2,886,882	\$ 3,231,033	\$ 3,255,182
Street Smarts	-	-	-	-	123,923
TOTAL	\$ 2,490,541	\$ 2,566,731	\$ 2,886,882	\$ 3,231,033	\$ 3,379,105



DEPARTMENT STAFFING ALLOCATION					
City Manager Office					
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
City Attorney Office					
Administrative Coordinator	-	-	-	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00	1.00
City Clerk Office					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Office Technician I/II	1.00	1.00	1.00	-	-
TOTAL	10.00	10.00	10.00	10.00	10.00

**CITY OF SAN RAMON
GENERAL GOVERNMENT DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
EXPENDITURES BY DIVISION					
CITY COUNCIL					
Salaries	\$ 88,970	\$ 85,037	\$ 88,314	\$ 91,500	\$ 94,514
Benefits	109,701	56,278	96,047	164,171	84,003
Department Internal Benefit Charges	23,755	14,312	22,917	60,570	64,225
Contract Services	3,765	6,098	7,574	11,500	14,637
Materials and Supplies	62,470	62,394	64,543	67,372	70,173
Other Costs	20,730	15,051	2,219	29,833	28,428
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 309,390	\$ 239,170	\$ 281,614	\$ 424,946	\$ 355,980
CITY MANAGER					
Salaries	\$ 537,784	\$ 622,956	\$ 654,089	\$ 649,492	\$ 786,109
Benefits	204,157	189,665	217,835	222,373	202,695
Department Internal Benefit Charges	51,155	116,490	127,795	126,370	170,310
Contract Services	71,055	85,199	169,239	166,100	69,632
Materials and Supplies	48,059	41,094	37,730	48,940	49,604
Other Costs	12,213	16,334	1,769	19,422	14,420
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 924,423	\$ 1,071,738	\$ 1,208,457	\$ 1,232,697	\$ 1,292,770
CITY ATTORNEY					
Salaries	\$ 438,448	\$ 465,500	\$ 492,163	\$ 563,047	\$ 649,634
Benefits	162,792	136,345	159,614	163,926	171,987
Department Internal Benefit Charges	47,041	87,383	106,464	102,209	154,553
Contract Services	44,308	25,774	31,734	92,200	100,200
Materials and Supplies	13,872	13,904	15,260	16,600	29,290
Other Costs	12,510	6,108	5,491	17,118	14,900
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 718,971	\$ 735,014	\$ 810,726	\$ 955,100	\$ 1,120,564
CITY CLERK					
Salaries	\$ 271,363	\$ 307,757	\$ 274,909	\$ 289,359	\$ 244,777
Benefits	135,754	102,989	128,295	152,158	99,063
Department Internal Benefit Charges	40,212	63,307	80,916	92,766	71,601
Contract Services	65,748	30,910	98,181	58,750	172,750
Materials and Supplies	11,241	7,785	3,185	8,300	7,550
Other Costs	13,440	8,061	599	16,957	14,050
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 537,758	\$ 520,809	\$ 586,085	\$ 618,290	\$ 609,791
DEPARTMENT TOTAL	\$ 2,490,541	\$ 2,566,731	\$ 2,886,882	\$ 3,231,033	\$ 3,379,105

**CITY OF SAN RAMON
GENERAL GOVERNMENT DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARMENT PROGRAM REVENUE					
TOTAL	\$ 102,508	\$ 47,993	\$ 15,224	\$ 36,150	\$ 293,500

FY2022-23 EXPENDITURES BY PROGRAM	EXPENDITURE	REVENUE	NET COST
City Council	\$ 355,981	\$ 1,200	\$ 354,781
City Management	636,976		636,976
Communication & Public Affairs	357,108		357,108
Economic Development	174,762		174,762
Street Smarts	123,923	207,750	(83,827)
City Attorney	1,120,564		1,120,564
City Clerk Administration	396,612	84,550	312,062
Election/Voter Outreach	171,637		171,637
Legislative History	41,542		41,542
TOTAL	\$ 3,379,105	\$ 293,500	\$ 3,085,605

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Department Budgets | Administrative Services

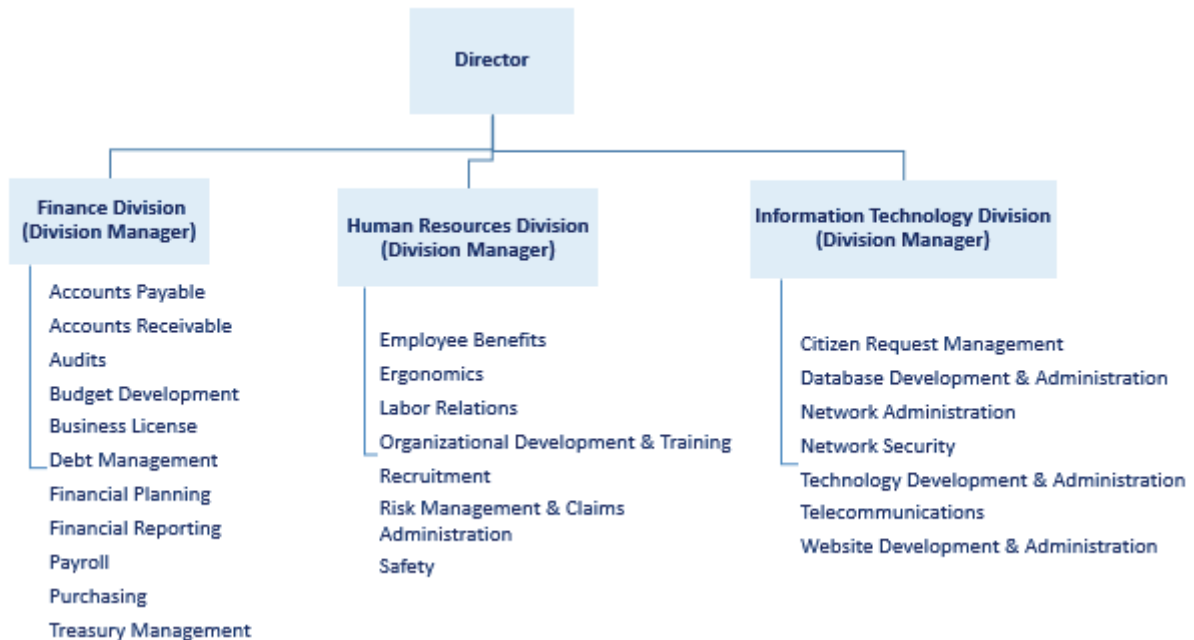


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Department Budgets | Administrative Services

Department Statement of Purpose:

The Administrative Services Department is responsible for providing administrative support services to other departments, individual employees, 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”.



Department Budget Highlights for FY 2022-23:

Department Budget: \$5,647,456 (increase of \$217,726 or 4%; partial employee benefit costs moved to the OPEB Trust)

- Move Citywide copier lease and supplies from Community Development to IT Services – \$114K
- Increase in insurance premiums – \$100K
- Increase in salary and benefit costs – \$97K
- City Hall internet (speed increase) – \$32K
- On boarding costs (finger printing, physicals, background checks) – \$9K
- Move Citywide Office supplies from Community Development to Finance - \$5K
- Annual audit contract CPI – \$2K
- Removal of Franchise fees audit – (\$58K)
- Move Network Engineering Consulting Services for Zoom to PEG fund– (\$45K)
- Removal of I/S and vehicle replacement charges – (\$27K)
- Decrease HR legal services – (\$10K)
- All authorized positions are fully funded

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Department Budgets | Administrative Services

Finance Division

Statement of Purpose:

The Finance 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.

Performance Measures	2022
Number of funds managed	72
Number of Purchase Orders issued	2,050
Number of Purchase Orders Change Entries processed	2,149
Number of Accounts Payable transactions processed	20,168
Number of Accounts Payable checks, wires, & EFTs issued	6,673
Number of Payroll checks and direct deposits issued	871

Significant Accomplishments for FY 2021-22:

- Managed the FY 2020-21 annual audit process
- Prepared the Annual Comprehensive Financial Report (ACFR) and submitted the ACFR 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
- Prepared the Mid-Year Financial Review
- Coordinated the development of the FY 2022-2023 Operating Budget and submitted budget document for the Distinguished Budget Presentation Awards
- Issued the 2021 Pension Obligation Bond \$23.3M
- Upgrade Laserfiche legacy systems to Rio \$98K
- Maintained “AAA” rating from Standard & Poor’s
- Received both the ACFR award and Budget Award
- Completed Finance Division reorganization and upgrade of Office Specialist position to Accountant

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Manage the FY 2021-2022 annual audit process	DEC 2022	P2
2.	Prepare the Annual Comprehensive Financial Report (ACFR) and submit ACFR for the Certificate of Achievement for Excellence in Financial Reporting	DEC 2022	P2
3.	Continue to work with the Munis consultant on the ERP GAP analysis	DEC 2022	P2
4.	Prepare the updated 5-Year Financial Projection	JAN 2023	P2



Department Budgets | Administrative Services

Finance Division

Major Action Plan Items for FY 2022-23 (cont.):

		Completion By	Council Priorities/ Goals
5.	Prepare and issue required tax forms – W2 and 1099 forms	JAN 2023	P2
6.	Prepare the Mid-Year Financial Review	FEB 2023	P2
7.	Coordinate development of the FY 2023-2024 Operating Budget and submit budget document for the Distinguished Budget Presentation Awards Program	JUN 2023	P2
8.	Maintain the City’s “AAA” rating from Standard & Poor’s	On-Going	P2



Department Budgets | Administrative Services

Human Resources Division

Statement of Purpose:

The Human Resources Division provides quality personnel services to internal and external customers, adheres to equitable and ethical personnel standards, and effectively manages risk to the City. Services provided include recruitment; classification and compensation; training; labor relations; performance evaluations; organizational development; liability claims management and processing; employee benefits and services; worker's compensation; ergonomics evaluations; and management and oversight to the Employee Safety Committee.

Performance Measures	2022
Number of job postings	45
Number of job applications received	1,966
Number of New hires, re-hires, and promotions processed	167
Average # of employees on Family Medical Leave Act (FMLA) (per month)	2.25
Average length of FMLA (days)	16.98
Average # of total FMLA hours (per employee)	127.32

Significant Accomplishments for FY 2021-22:

- Finalized and implemented the new POA contract
- Implemented the City's COVID-19 response program
- Executed review of the Munis modules for Personnel Actions and Performance Reviews
- Conducted review of the City's performance evaluation procedures
- Began review of the City's Personnel Rules and Regulations
- Conducted citywide training program for new supervisors and managers
- Conducted a review of employee deferred compensation and PARS plans
- Built functionality in Munis to electronically file 1095 Affordable Care Act (ACA) reporting
- Negotiated successor agreement with SEIU Local 1021
- Completed critical recruitment to fill HR Division Manager position

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Finalize and implement the new SEIU and Unrepresented contracts	AUG 2022	P3
2.	Review and Update the Alcohol & Drug Testing Requirements for Commercial Motor Vehicle Drivers	DEC 2022	P3



Department Budgets | Administrative Services

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 many City information systems, including the public website; internal intranet; financial, personnel, planning and building permits network; electronic document management; e-mail; integrated voice response; citizen request management and notification; telecommunications; and police network system. The Division is responsible for helpdesk and database administration as well as overall network security and intrusion protection. The Division supports all City departments.

Performance Measures	2022
Total count of hardware devices	1275
Annual support labor costs	\$963,802
Support labor costs per hardware device	\$756
Count of IT staff	6
Hardware devices maintenance per staff	213

Significant Accomplishments for FY 2021-22:

- Continued with the next phase of adding enhanced security to the City's network
- Evaluated solutions for staff remote access for ease of use as well as enhanced security
- Designed and implemented the network changes required to move PD back into their facility
- Updated the backup system at PD to the more robust system that is used at City Hall
- Designed the network topology for the connection to the new dispatch center and EOC. Installed the equipment, tested the connections and ensured proper security

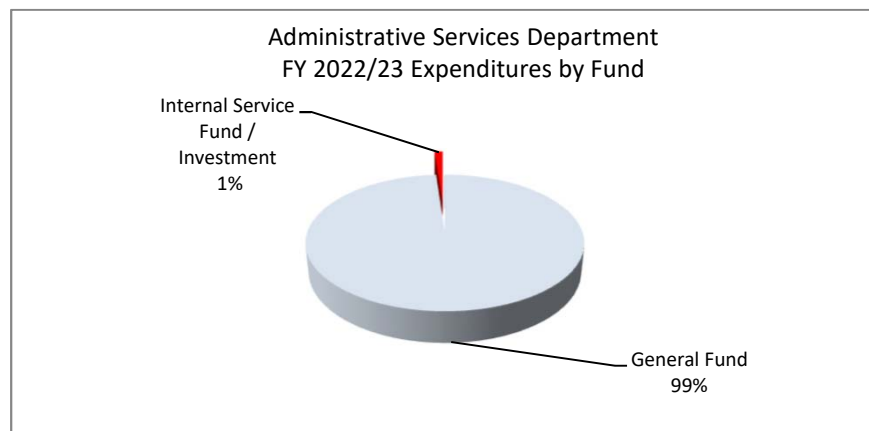
Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Scan entire network for known vulnerabilities and configurations that are not set to best practices. Remediate found issues.	OCT 2022	P1
2.	Complete migration to Microsoft 365	NOV 2022	P4
3.	Configure and implement a backup solution for Microsoft 365	NOV 2022	P1
4.	Implement an offsite backup storage for the PD servers for enhanced disaster recovery	JAN 2023	P1
5.	Continue upgrading network security and utilizing tools which increase visibility to provide for detection and faster remediation	FEB 2023	P1

**CITY OF SAN RAMON
ADMINISTRATIVE SERVICES DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARTMENT EXPENDITURES BY CATEGORY					
Salaries	\$ 2,083,096	\$ 2,223,080	\$ 2,122,723	\$ 2,300,887	\$ 2,459,732
Benefits	792,474	686,459	826,040	966,738	808,527
Department Internal Benefit Charges	280,219	482,784	490,614	603,755	700,289
Contract Services	802,275	852,561	1,033,254	1,206,829	1,241,753
Materials and Supplies	51,141	57,555	57,177	81,874	89,024
Other Costs	195,810	233,957	208,961	269,646	348,131
Capital Purchases	-	-	-	-	-
TOTAL	\$ 4,205,016	\$ 4,536,396	\$ 4,738,769	\$ 5,429,729	\$ 5,647,456

FUNDING SOURCE					
General Fund	\$ 4,161,562	\$ 4,484,607	\$ 4,696,664	\$ 5,368,435	\$ 5,581,725
Internal Service Fund / Investment	43,454	51,789	42,105	61,294	65,731
TOTAL	\$ 4,205,016	\$ 4,536,396	\$ 4,738,769	\$ 5,429,729	\$ 5,647,456



DEPARTMENT STAFFING ALLOCATION					
Accountant	-	-	-	1.00	1.00
Administrative Analyst	3.00	3.00	3.00	3.00	3.00
Administrative Coordinator	3.00	3.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00	1.00
Division Manager	3.00	3.00	3.00	3.00	3.00
Information Technology Specialist	3.00	3.00	4.00	4.00	4.00
Network Analyst	1.00	1.00	1.00	1.00	1.00
Office Specialist	3.00	3.00	5.00	4.00	4.00
Office Technician I/II*	1.00	1.00	-	-	-
Program Manager	-	-	-	1.00	1.00
Senior Administrative Analyst	2.00	2.00	1.00	-	-
TOTAL	20.00	20.00	19.00	19.00	19.00

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

**CITY OF SAN RAMON
ADMINISTRATIVE SERVICES DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
EXPENDITURES BY DIVISION					
FINANCE					
Salaries	\$ 946,566	\$ 999,051	\$ 975,685	\$ 1,020,833	\$ 1,092,646
Benefits	353,970	300,854	393,071	431,805	362,935
Department Internal Charges	127,661	214,299	213,067	277,690	324,548
Contract Services	132,706	155,246	155,933	162,923	113,616
Materials and Supplies	10,235	8,466	9,160	12,380	20,380
Other Costs	7,760	6,781	111	11,177	5,150
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 1,578,898	\$ 1,684,697	\$ 1,747,027	\$ 1,916,808	\$ 1,919,275
HUMAN RESOURCES					
Salaries	\$ 490,121	\$ 516,345	\$ 482,674	\$ 503,748	\$ 543,141
Benefits	177,450	142,714	164,589	200,903	169,913
Department Internal Charges	71,293	120,457	112,697	132,030	152,943
Contract Services	255,308	247,766	161,306	90,288	87,938
Materials and Supplies	29,148	33,652	33,791	43,984	43,984
Other Costs	165,889	195,685	201,605	235,305	329,024
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 1,189,209	\$ 1,256,619	\$ 1,156,662	\$ 1,206,258	\$ 1,326,943
INFORMATION TECHNOLOGY					
Salaries	\$ 646,409	\$ 707,684	\$ 664,364	\$ 776,306	\$ 823,945
Benefits	261,054	242,891	268,380	334,030	275,679
Department Internal Charges	81,265	148,028	164,850	194,035	222,798
Contract Services	414,261	449,549	716,015	953,618	1,040,199
Materials and Supplies	11,758	15,437	14,226	25,510	24,660
Other Costs	22,161	31,491	7,245	23,164	13,957
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 1,436,908	\$ 1,595,080	\$ 1,835,080	\$ 2,306,663	\$ 2,401,238
DEPARTMENT TOTAL	\$ 4,205,016	\$ 4,536,396	\$ 4,738,769	\$ 5,429,729	\$ 5,647,456

**CITY OF SAN RAMON
ADMINISTRATIVE SERVICES DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARMENT PROGRAM REVENUE					
TOTAL	\$ 248,304	\$ 341,200	\$ 243,170	\$ 272,927	\$ 15,143

FY2022-23 EXPENDITURES BY PROGRAM	EXPENDITURE	REVENUE	NET COST
Finance Administration	\$ 321,358	\$ -	\$ 321,358
Accounting	798,873	-	798,873
Payroll	321,932	-	321,932
Cash Management	382,068	15,143	366,925
Business Licensing	95,044	-	95,044
Human Resources Administration	228,754	-	228,754
Labor Relations	67,235	-	67,235
Organizational Development	104,478	-	104,478
Recruitment	220,560	-	220,560
Risk Management/Safety	448,210	-	448,210
Wages & Benefits	257,706	-	257,706
Information Technology Admin	1,846,166	-	1,846,166
Project Development	51,500	-	51,500
Telecommunications	400,317	-	400,317
Web Services	78,177	-	78,177
911 Joint Dispatch Center	25,078	-	25,078
TOTAL	\$ 5,647,456	\$ 15,143	\$ 5,632,313

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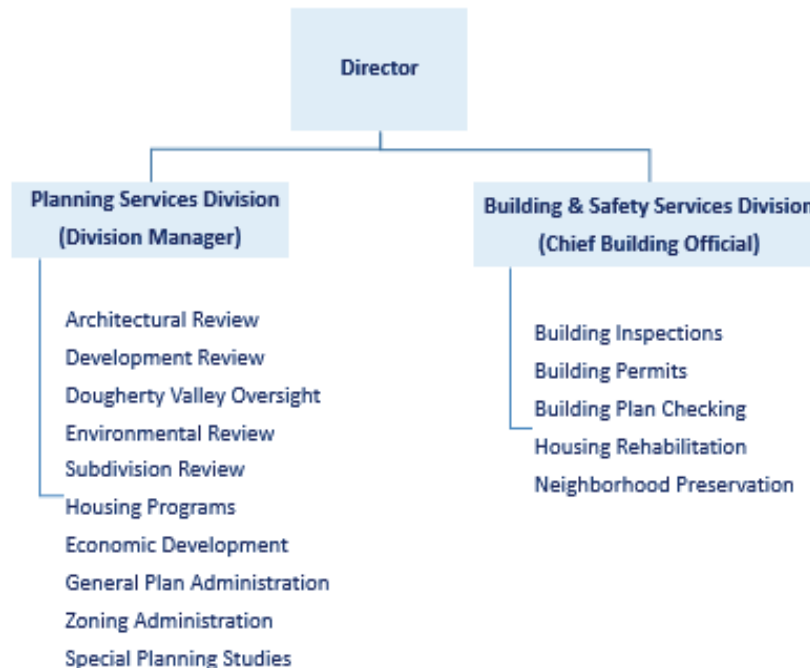
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Department Budgets | Community Development

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.



Department Budget Highlights for FY 2022-23

Department Budget: \$4,743,037 (Decrease of \$17K or -0.4%; partial employee benefit costs moved to the OPEB Trust)

- Move Citywide copier lease and supplies to IT Services – (\$114K)
- Removal of vehicle replacement charges – (\$28K)
- Move Citywide Office supplies to Finance – (\$5K)
- Reduce postage costs – (\$5K)
- Reduce new code handouts – (\$2K)
- Move City Clerk’s shredding service to City Clerk – (\$2K)
- Reduce courier service – (\$1K)
- Annual increase of salary & benefit costs – \$130K
- Increase Code publications – \$10K
- Move Business License revenue from Administrative Services and assume all program function
- Continue to unfund the Assistant Planner position
- Budget includes converting one building Inspector position to a Senior Building Inspector position

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Department Budgets | Community Development

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 respond to the needs of the community through the implementation of the General Plan and other specific plans, and planning and zoning laws.

Performance Measures	2022
Number of Planning applications processed	365
Number of Business Licenses issued	3,795

Significant Accomplishments for FY 2021-22:

- Completed the transition to Energov permit system
- Restarted Citizens Planning Academy
- Worked with the Dougherty Valley Stakeholders to close out the remaining development, start discussions on the dissolution of the Dougherty Valley Oversight Committee, and giving San Ramon sole oversight over the process. Deferred to FY 23-24
- Pursued discussions with property owners and EBRPD for continued open space dedication and acquisition
- Provided feedback on the Draft 2022 Open Space Plan
- In partnership with Parks and Community Services, completed the Walking District Plan Guidelines
- Worked with property owners and developers to further implementation of approved plans including compliance with project conditions and issuance of Building Permits where warranted (CityWalk, City Center Hotel, City Village, Costco Gas, ROEM, Aspen Wood, Promenade, etc.)
- Continued analysis and preparation of the General Plan, Climate Action Plan and Housing Element updates with stakeholder meetings and workshops with Council, Commissions, and Committees

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Citizens Planning Academy (as allowed by COVID 19 protocols)	OCT 2022	P5/G1,G3
2.	Complete upgrades transition to Energov permit system	DEC 2023	P3/G2
3.	Complete analysis and preparation of the General Plan, Climate Action Plan and Housing Element updates	DEC 2023	P6/G1-G4
4.	Complete Zoning Ordinance Land Use and related updates in response to the General Plan and Housing Element Update	JUN 2023	P6/G1-G4



Department Budgets | Community Development

Major Action Plan Items for FY 2022-23 (cont.):

		Completion By	Council Priorities/ Goals
5.	Continue discussions with property owners and EBRPD for continued open space dedication and acquisition	JUN 2023	P6/G2
6.	Work with property owners and developers to implement approved plans through the issuance of Building Permits (CityWalk, Belmont Village, City Center Hotel, ROEM, Aspenwood, Promenade, etc.)	JUN 2023	P6/G1,G3, G4
7.	Finalize the Fourth Amendment to the Bishop Ranch Tax Exchange Agreement.	JUN 2023	P2
8.	Update nexus fees studies for current development and impact fee	JUN 2023	P2



Department Budgets | Community Development

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.

Performance Measures	2022
Number of building inspections performed	13,900
Number of building permits issued	3,630
Number of Code Enforcement cases investigated	431

Significant Accomplishments for FY 2021-22:

- Implemented SolarAPP system to expedite permit issuance and inspections of solar systems
- Continued proactive monitoring of commercial properties consistent with nuisance and zoning regulations
- Completed updating 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
- Issued 3,265 permits, performed 20,358 inspections and investigated 367 code enforcement complaints

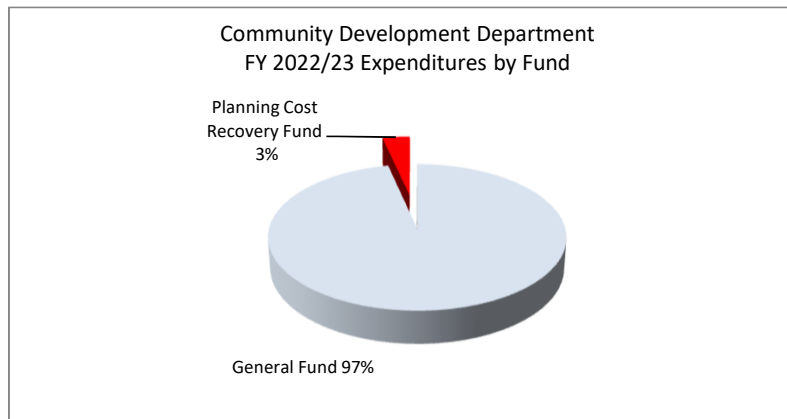
Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Inspect major development projects – The Preserve single-family and multi-family and neighborhood 5 and Aspen Woods and BR1A Multi-family projects, BR6 residential development, and the hotel at BR3A.	On-going	P1/P4/P6
2.	Continued proactive monitoring of commercial properties consistent with nuisance and zoning regulations.	On-going	P1/P3/P5
3.	Update Municipal Code with the adoption of the 2022 Building Codes	DEC 2022	P1/P4/P5

**CITY OF SAN RAMON
COMMUNITY DEVELOPMENT DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
DEPARTMENT EXPENDITURES BY CATEGORY					
Salaries	\$ 1,770,016	\$ 2,085,743	\$ 2,256,190	\$ 2,448,695	\$ 2,610,959
Benefits	651,096	621,371	759,302	947,120	764,801
Department Internal Charges	220,385	416,274	501,892	572,750	722,877
Contract Services	650,072	187,514	433,064	673,190	559,300
Materials and Supplies	29,672	42,785	27,663	60,565	54,710
Other Costs	46,058	32,574	30,029	58,465	30,390
Capital Purchases	-	-	-	-	-
TOTAL	\$ 3,367,300	\$ 3,386,261	\$ 4,008,140	\$ 4,760,785	\$ 4,743,037

FUNDING SOURCE					
General Fund	\$ 3,241,306	\$ 3,233,757	\$ 3,959,245	\$ 4,603,274	\$ 4,578,615
Planning Cost Recovery Fund	125,994	152,504	48,895	157,511	164,422
TOTAL	\$ 3,367,300	\$ 3,386,261	\$ 4,008,140	\$ 4,760,785	\$ 4,743,037



DEPARTMENT STAFFING ALLOCATION					
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	1.00	1.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Inspector	3.00	3.00	3.00	4.00	4.00
Office Specialist	2.00	2.00	3.00	4.00	4.00
Office Technician I/II*	1.00	1.00	1.00	2.00	2.00
Planning Specialist	1.00	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	1.00	1.00
Senior Inspector	1.00	-	-	-	-
Senior Planner	1.00	1.00	1.00	1.00	1.00
Supervising Inspector	-	1.00	1.00	1.00	1.00
TOTAL	17.00	17.00	18.00	21.00	21.00

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

**CITY OF SAN RAMON
COMMUNITY DEVELOPMENT DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
EXPENDITURES BY DIVISION					
PLANNING SERVICES					
Salaries	\$ 649,037	\$ 689,119	\$ 752,199	\$ 754,413	\$ 773,826
Benefits	269,704	223,729	270,139	285,368	233,766
Department Internal Charges	88,712	142,657	171,339	175,819	202,350
Contract Services	45,050	57,530	234,771	226,040	116,600
Materials and Supplies	11,198	15,462	10,472	27,685	20,400
Other Costs	11,638	7,548	890	12,000	12,000
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 1,075,339	\$ 1,136,045	\$ 1,439,810	\$ 1,481,325	\$ 1,358,942
BUILDING & SAFETY SERVICES					
Salaries	\$ 1,120,979	\$ 1,396,624	\$ 1,503,991	\$ 1,694,282	\$ 1,837,133
Benefits	381,392	397,642	489,163	661,752	531,035
Department Internal Charges	131,673	273,617	330,553	396,931	520,527
Contract Services	605,022	129,984	198,293	447,150	442,700
Materials and Supplies	18,474	27,323	17,191	32,880	34,310
Other Costs	34,420	25,026	29,139	46,465	18,390
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 2,291,961	\$ 2,250,216	\$ 2,568,330	\$ 3,279,460	\$ 3,384,095
DEPARTMENT TOTAL	\$ 3,367,300	\$ 3,386,261	\$ 4,008,140	\$ 4,760,785	\$ 4,743,037

**CITY OF SAN RAMON
COMMUNITY DEVELOPMENT DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
DEPARMENT PROGRAM REVENUE					
TOTAL	\$ 4,212,017	\$ 3,428,719	\$ 3,145,436	\$ 3,982,874	\$ 4,361,750

FY2022-23 EXPENDITURES BY PROGRAM	EXPENDITURE	REVENUE	NET COST
Community Development Admin	\$ 65,700	\$ -	\$ 65,700
Planning Administration	632,540	272,000	360,540
Planning Development	454,033	289,000	165,033
General Plan Management/Zoning	206,669	11,000	195,669
Special Planning Studies	-	10,000	(10,000)
Building Administration	1,139,956	8,250	1,131,706
Inspection	1,081,453	2,790,500	(1,709,047)
Code Enforcement	269,292	-	269,292
Plan Checking	893,394	981,000	(87,606)
TOTAL	\$ 4,743,037	\$ 4,361,750	\$ 381,287

Department Budgets | Police Services



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Department Budgets | Police Services

Department 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.



Department Budget Highlights for FY 2022-23:

Department Budget: \$23,792,930 (decrease \$3.1 million or -11.7%; partial employee benefit costs moved to the PARS & OPEB Trusts)

- Partial benefit costs funded by other one-time funding sources – (\$2.8 Million)
- Removal of I/S and vehicle replacement charges – (\$600K)
- Removal of mental health response costs – (\$100K)
- Increase in animal control service – \$114K, Dispatch fees - \$91K, and Crossing Guard costs - \$6K
- Increase in fuel costs – \$75K
- Livescan machine purchase – \$20K
- Increase Aries maintenance costs – \$18K and Geolotica Software maintenance - \$9K
- Increase in vehicle supplies – \$10K
- Increase in employee recognition costs – \$10K and meeting and conferences - \$3K
- All authorized positions are fully funded

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Department Budgets | Police Services

Performance Measures	2022
Average Priority 1 response time	4 minutes 21 seconds
Number of calls for service including self-initiated activity	67,000
Number of moving violations issued	3,000
Maintain low crime rates	Ranked 11 th safest city in CA by SafeWise

Significant Accomplishments for FY 2021-22:

Maintain a Safe and Secure Environment

- Utilized our newly installed City-wide camera system to investigate and solve crimes committed in our community
- Maintained and enhanced regional partnerships with neighboring public safety agencies to combat crime trends and ensure a high delivery of service to our community
- Evaluated traffic concerns and work closely with other City staff to facilitate traffic flow throughout the city

Maintain Staffing/Resources to Provide City Services

- Continued to enhance and develop the use of community volunteers to assist staff
- Further developed the future and current leaders for anticipated upcoming retirements
- Continued to seek out and hire quality applicants by developing and enhancing current recruitment strategies

Enhance Engagement and Communication with Both Residents and Business Community

- Further enhanced social media outreach and provide information sharing opportunities to educate community members on crime prevention and awareness

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priority/Goals
Maintain a Safe and Secure Environment			
1.	Utilize our newly installed City-wide camera system to investigate and solve crimes committed in our community	On-going	P1/G1
2.	Maintain and enhance regional partnerships with neighboring public safety agencies to combat crime trends and ensure a high delivery of service to our community	On-going	P1/G1
3.	Evaluate traffic concerns and work closely with other City staff to facilitate traffic flow throughout the city	On-going	P1/G1



Department Budgets | Police Services

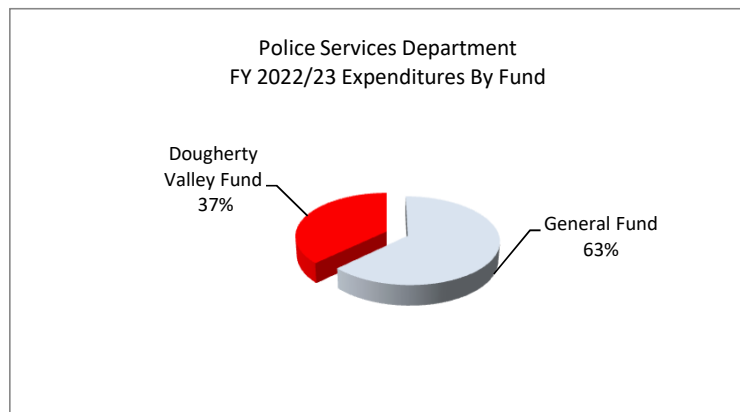
Major Action Plan Items for FY 2022-23 (cont.):

		Completion By	Council Priority/ Goals
Maintain Staffing/Resources to Provide City Services			
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 for anticipated upcoming retirements	On-going	P3/G3
6.	Continue to seek out and hire quality applicants by developing and enhancing current recruitment strategies	On-going	P3/G1
Enhance Engagement and Communication With Both Residents and Business Community			
7.	Further enhance social media outreach and provide information sharing opportunities to educate community members on crime prevention and awareness	On-going	P5/G3
8.	Continue consistent public outreach, using all available platforms, to further educate the community about the updated False Alarm Ordinance and encourage residential and commercial alarm registrations	JAN 2023	P5/G3
9.	In a joint partnership with the San Ramon Valley Fire Protection District, introduce ZoneHaven to the San Ramon community. ZoneHaven will provide improved emergency alert communications during critical incidents, natural disasters, or any situation where providing time-sensitive information is vital	JUN 2023	P1

**CITY OF SAN RAMON
POLICE SERVICES DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
DEPARTMENT EXPENDITURES BY CATEGORY					
Salaries	\$ 12,316,998	\$ 12,749,078	\$ 12,790,633	\$ 13,872,869	\$ 14,902,866
Benefits	4,255,891	4,218,716	4,822,063	5,725,432	2,020,194
Department Internal Charges	1,248,655	1,734,290	1,896,548	2,372,340	2,191,803
Contract Services	2,678,040	2,811,746	3,122,241	3,567,321	3,736,688
Materials and Supplies	459,618	422,513	519,542	580,289	565,873
Other Costs	631,053	713,955	628,409	777,320	178,910
Capital Purchases	80,428	28,709	40,390	41,000	196,596
TOTAL	\$ 21,670,683	\$ 22,679,007	\$ 23,819,826	\$ 26,936,571	\$ 23,792,930

FUNDING SOURCE					
General Fund	\$ 13,644,321	\$ 14,226,581	\$ 15,109,710	\$ 16,970,052	\$ 14,922,602
Dougherty Valley Fund	8,026,360	8,240,721	8,710,116	9,966,519	8,770,328
Asset Forfeiture	2	211,705	-	-	100,000
TOTAL	\$ 21,670,683	\$ 22,679,007	\$ 23,819,826	\$ 26,936,571	\$ 23,792,930



DEPARTMENT STAFFING ALLOCATION					
Administrative Analyst	2.00	2.00	2.00	1.00	1.00
Administrative Coordinator	5.00	5.00	5.00	6.00	6.00
Captain	2.00	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	5.00	5.00	5.00	5.00	5.00
Maintenance Supervisor	-	-	-	1.00	1.00
Office Specialist	4.00	4.00	4.00	4.00	3.00
Office Technician I/II	3.00	3.00	3.00	3.00	3.00
Police Officer	42.00	42.00	42.00	42.00	43.00
Police Services Technician I/II	4.00	4.00	4.00	4.00	4.00
Program Manager	1.00	1.00	1.00	1.00	1.00
Sergeant	10.00	10.00	10.00	10.00	10.00
TOTAL	88.00	88.00	88.00	89.00	89.00

**CITY OF SAN RAMON
POLICE SERVICES DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
EXPENDITURES BY DIVISION					
SUPPORT SERVICES DIVISION					
Salaries	\$ 10,464,415	\$ 11,322,786	\$ 11,287,407	\$ 12,248,225	\$ 13,088,457
Benefits	3,590,309	3,746,118	4,328,963	5,110,477	1,731,326
Department Internal Charges	1,055,260	1,531,228	1,665,875	2,111,455	1,918,559
Contract Services	2,328,389	2,421,504	2,730,961	3,164,538	3,330,233
Materials and Supplies	380,718	334,653	447,420	511,233	496,717
Other Costs	629,152	713,955	628,264	765,320	166,910
Capital Purchases	11,680	28,709	40,390	41,000	96,596
DIVISION TOTAL	\$ 18,459,923	\$ 20,098,953	\$ 21,129,280	\$ 23,952,248	\$ 20,828,798
OPERATIONS DIVISION					
Salaries	\$ 1,852,583	\$ 1,426,292	\$ 1,503,226	\$ 1,624,644	\$ 1,814,409
Benefits	665,582	472,598	493,100	614,955	288,868
Department Internal Charges	193,395	203,062	230,673	260,885	273,244
Contract Services	349,651	390,242	391,280	402,783	406,455
Materials and Supplies	78,900	87,860	72,122	69,056	69,156
Other Costs	1,901	-	145	12,000	12,000
Capital Purchases	68,748	-	-	-	100,000
DIVISION TOTAL	\$ 3,210,760	\$ 2,580,054	\$ 2,690,546	\$ 2,984,323	\$ 2,964,132
DEPARTMENT TOTAL	\$ 21,670,683	\$ 22,679,007	\$ 23,819,826	\$ 26,936,571	\$ 23,792,930

DEPARTMENT PROGRAM REVENUE					
TOTAL	\$ 1,095,066	\$ 757,990	\$ 451,676	\$ 774,925	\$ 784,925

FY2022-23 EXPENDITURES BY PROGRAM	PROGRAM EXPENDITURE	PROGRAM REVENUE	NET COST
Administration	\$ 2,971,577	\$ 79,250	\$ 2,892,327
Dipatch	2,052,122	-	2,052,122
Records Management	1,025,885	-	1,025,885
Crime Prevention	846,359	153,175	693,184
Professional Standards/Training	1,114,526	-	1,114,526
Evidence	306,065	-	306,065
Investigations	2,244,136	-	2,244,136
Patrol	10,368,128	341,500	10,026,628
Traffic Safety	1,609,456	10,000	1,599,456
School Resources	632,574	201,000	431,574
Emergency Preparedness	107,287	-	107,287
Fleet	514,815	-	514,815
TOTAL	\$ 23,792,930	\$ 784,925	\$ 23,008,005

Department Budgets | Public Works



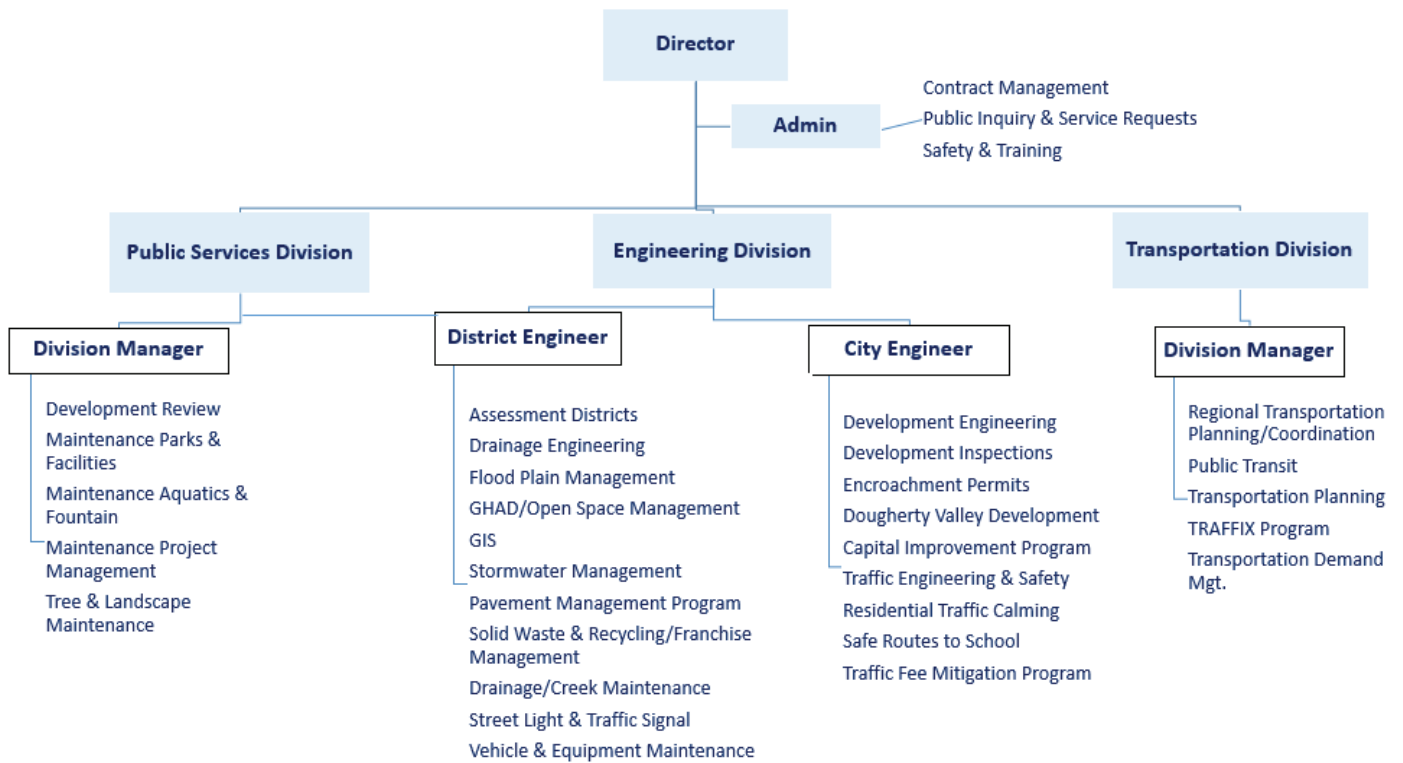
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Department Budgets | Public Works

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.



Department Budget Highlights for FY 2022-23:

Department Budget: \$37,507,997 (decrease \$190K or -0.5%)

- Removal of I/S and vehicle replacement charges – (\$493K)
- No new vehicles purchase – (\$50K)
- Removal of annual maintenance of Fertigation system – (\$36K)
- Removal of E-locker costs – (\$9K)
- Decrease in temporary staffing – (\$5K)
- Increase in salary and benefits – \$148K
- Increase in gas and electricity – \$201K
- Increase in water usage – \$169K
- All positions are fully funded

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Department Budgets | Public Works

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.

Performance Measures	2022
Number of SR TRAFFIX passes sold to students for school bus program participation	1,241
Number of Transit passes distributed	767
Number of GoSanRamon rides (rides on demand)	885
Number of Residential Traffic Calming requests	100

Significant Accomplishments for FY 2021-22:

- Circulated the Updated Residential Traffic Calming Program Handbook/Toolkit and Brochures to community, which was adopted by the Council in May 25, 2021
- City staff, TRAFFIX, First Student, Danville, and the San Ramon Valley Unified School District finalized school bus routes and bus stops to meet new school attendance boundaries and implemented a revised service plan for SY 2021-2022, per COVID-19 requirements and social distancing protocol, as applicable
- Participated in Innovate 680 Technical Advisory Committee and provided input/feedback on I-680 prioritization of projects, embarked on specific studies, based on ranking of priority projects
- Provided administrative staff support to the Tri-Valley Transportation Council (TVTC), including: finalized the TVTC Technical Procedures Guide for Implementation of TVTC Mitigation Fee; updated the TVTC bylaws; prepared the Draft Report/Fee Nexus Study and circulated for review/comment by TVTC agencies; updated the Strategic Expenditure Plan (SEP); and adopted TVTC Nexus Study and Fee
- City staff and County Connection staff evaluated transit service proposals for San Ramon and provided input/feedback on service reductions, refinements, and/or enhancements; monitored the Bay Area Transit Task Force to evaluate needs of express bus service along the I-580 and I-680 corridors
- With Contra Costa Transportation Authority as lead agency, participated in the Request for Proposal (RFP) process for the Mobility on Demand (MOD) Pilot Program for the San Ramon Valley
- In concert with the Southwest Area Transportation Committee (SWAT), contracted with a website developer to implement website updates and improvements, and expanded capacity for SWAT records retention
- County Connection, 511 Contra Costa, and City staff implemented a revised Countywide Pass2Class Program for students which provided free transit for two months, per COVID-19 restrictions and social distancing requirements, as needed



Department Budgets | Public Works

Transportation Services Division

Significant Accomplishments for FY 2021-22 (cont.):

- In concert with 511 Contra Costa and Commute with Enterprise, began monthly discussions on how to create a Countywide Vanpool Pilot Program and the feasibility of “on-demand” Vanpool services
- Revised Street Smarts Elementary and Middle School Assembly Programs for Grades K – 8 and prepared to transition to “on-site” assemblies
- Along with the Engineering and Planning Divisions, completed and submitted the application for the City to be designated as a “Bicycle Friendly Community”, and were selected/awarded this designation
- In concert with Traffic Engineering and Public Services, monitored data gathered from the new Radar Speed Display Signs (Davona Drive); monitored The Preserve (Faria) Development to coordinate installation of an RSDS on Faria Parkway, when applicable; continued assessment of where permanent RSDS’s are warranted Citywide
- Secured 511 Contra Costa Measure J Funds and installed eight (8) E-Lockers at the San Ramon Transit Center
- Monitored and responded to Trevari Temporary Permit Parking Program; tracked citations, permits, and parking occupancy in the Trevari and Miravilla Communities; as recommended by TAC and approved by Council, converted Temporary Permit Parking to Permanent Permit Parking
- Updated the Tri-Valley Transportation Action Plan to reflect changes in the Contra Costa Transportation Authority’s Growth Management Program (GMP) Technical Procedures incorporating new State Law SB 743 requirements; circulated the new Action Plan to local agencies for approval; and prepared documents for TVTC and SWAT final review and approval

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities / Goals
1.	Implement the new Tri-Valley Transportation Development Fee Program	July 2022	P2
2.	In concert with County Connection and 511 Contra Costa, implement a Summer Youth Pass Program, which provides unlimited rides for youth ages 6 to 18 from June – August 2022, per COVID restrictions and social distancing requirements, as needed	AUG 2022	P3
3.	In concert with TRAFFIX, First Student, Danville, and the San Ramon Valley Unified School District, implement an enhanced marketing and outreach campaign for low-ridership routes	SEP 2022	P3
4.	Implement “Pilot” Mobility on Demand (MOD) Bikeshare Program with the Contra Costa Transportation Authority	SEP 2022	P3



Department Budgets | Public Works

Transportation Services Division

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities / Goals
5.	Update the Tri-Valley Transportation Action Plan for Routes of Regional Significance, forward to SWAT for review/approval, and incorporate into the Contra Costa Countywide Transportation Plan	OCT 2022	P4
6.	In concert with 511 Contra Costa, implement four (4) Adult Bike Educational Classes	DEC 2022	P4
7.	Facilitate and monitor the installation four (4) new electric vehicle charging stations in the Dougherty Valley area as part of the Citywide Electric Vehicle Charging Stations Project (CIP 200008)	DEC 2022	P4
8.	Conduct Traffic Level of Service analysis for all existing TRAFFIX routes	APR 2023	P4
9.	Continue oversight of the Traffic Calming Program, utilizing the newly adopted Handbook/Toolkit, and process, assess, and implement if warranted, traffic calming public requests Citywide	JUN 2023	P5
10.	Review and Assess Safe Routes to School (SRTS) yearly reporting, as the number of recommended improvements has reduced significantly over the last four years due to no new schools coming on line, and circulation has become more established	JUN 2023	P4, P5

Division Budget Notes for FY 2022-23:

- Adult Bike Educational Classes - 511 Contra Costa Grant funds
- Install four (4) new electric vehicle charging stations in the Dougherty Valley – Air District Charge! Program Grant funds and 511 Contra Costa Grant funds
- Implementation of the TRAFFIX Program is funded by Measure J and Contra Costa Transportation Authority
- Mobility on Demand (MOD) Pilot Program funded by Federal Grant and Contra Costa Transportation Authority
- Implementation of the Summer Youth Pass Transit Program funded by 511 Contra Costa and County Connection
- Tri-Valley Transportation Action Plan for Routes of Regional Significance update paid for by Contra Costa Transportation Authority

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Department Budgets | Public Works

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.

Performance Measures	2022
Number of bicycle detection cameras installed at intersections	20
Number of encroachment permits issued	Over 450
Number of ADA curb ramps upgrade	164
Number of streetlight repairs	200
Miles of road paved	17.80
Miles of bike lane restriped and bike infrastructure improvements	3.3
Square feet of sidewalk repairs	Over 6,000

Significant Accomplishments for FY 2021-22:

- Completed the conversion of the Ring and Rock Fountain (CIP 500001) to landscaped entryway amenity at the San Ramon Community Center
- Began construction of the Crow Canyon Road Widening Project (CIPs 905312 & 905328) from Alcosta Boulevard to St. George Road
- Completed construction of Pavement Management Project (PMP) 2021 (CIP 000003). Locations include but not limited to: the south area of the City (i.e. Kimball Avenue and the Sunny Glen Senior Community area); middle area of the City (i.e. Summerwood Loop and Montevideo Elementary School neighborhoods); and northwest area of the City (i.e. Deerwood Road), which includes construction of ADA curb ramps
- Completed in-house design of the PMP 2022 (CIP 000005)
- Completed construction of the Alcosta Boulevard Pavement Rehabilitation Project (CIP 905602), between Veracruz Drive and Olympia Fields Drive, including construction of ADA curb ramps
- Completed design of the Bollinger Canyon Road/Iron Horse Trail Bicycle and Pedestrian Overcrossing Project (CIP 905530)
- Held a one-day recycling drop-off event in April to accept recyclables, organics, scrap metal, electronics, batteries, light bulbs, reusable items, and confidential documents (for shredding) from San Ramon residents and businesses
- Created a new plan toward reducing single-use food ware with the Trash Free San Ramon Program
- Gave away 1,000 bags of compost in a one-day Compost Giveaway Event at Forest Home Farms



Department Budgets | Public Works

Engineering Services Division

Significant Accomplishments for FY 2021-22 (cont.):

- The door-to-door household hazardous waste collection program which was reinstated in May 2021, to provide convenient disposal and recycling of household hazardous waste and electronics hit full stride and collected with between 58 to 163 pickups per month in the first half of the fiscal year
- Revised the Solid Waste Ordinance for San Ramon to be fully compliant with SB 1383
- Citywide Drainage Infrastructure Project (CIP 915548) – Began construction of 36-inch culvert repair at Mills Creek; completed a drainage infrastructure inventory and asset management study; completed sediment removal work for Norris Creek; and designed an access loop for the maintenance of South San Ramon Creek near San Ramon Golf Club
- Completed the 5-Year Community Rating System (CRS) recertification review for FEMA and maintained City's current Rating of 6
- Finalized and adopted a Local Roadway Safety Plan (CIP 000004) through a Caltrans (HSIP) Grant
- Funded by the 2019 Certificate of Participation Debt Services Fund (COP), designed buffered bike lanes on Bollinger Canyon Road from Canyon Lakes Drive to Dougherty Road (S), and other bike infrastructure improvements throughout the City (CIP 905613)
- Funded by the COP, installed fiber optic cable and infrastructure on Bollinger Canyon Road from Talavera Drive to Dougherty Road (N) and Dougherty Road from Crow Canyon Road to Bollinger Canyon Road (N) as part of the Intelligent Transportation System (ITS) upgrades (CIP 975594), which filled a gap in the interconnect infrastructure that now connects to the signals in Dougherty Valley
- Installed bicycle detection cameras at 20 intersections as part of the Bollinger Canyon and Crow Canyon Roads Traffic Signals ATSPM (CIP 975606)
- Updated the Transportation Impact Fee (TIF) Nexus Study (CIP 000007)
- Installed upgrades to the Iron Horse Trail crossings at Montevideo Drive and Pine Valley Road as part of the Citywide Bicycle Network Improvement and Enhancements (CIP 905613)
- Installed lighted crosswalk systems at the intersections of San Ramon Valley Boulevard with the Safeway driveway and North Monarch Road with Japonica Way as part of the Pedestrian Enhancement Devices (CIP 975413)
- Oversaw/inspected the following improvements related to The Preserve (Faria): traffic signal at Faria Preserve Parkway and San Ramon Valley Boulevard and improvements at Deerwood Drive and San Ramon Valley Boulevard completed; and Sunrise Ridge Park (CIP 5619), Faria Preserve Pkwy Landscape, and Open Space Landscape, in progress
- Oversaw/inspected the following improvements related to Dougherty Valley: traffic signal at Old Dougherty Road at Bollinger Canyon Road, Old Dougherty Trail, Critter Crossroads Park, Rancho San Ramon Park Phase 2, and various subdivisions (in progress)
- Completed design and began construction of PMP 2022 (CIP 000005)
- Prepared the FY 2022/23 Capital Budget and Five-Year Capital Improvement Program (FY 2022/23 to FY 2026/27).
- Issued permits and began inspection of the following improvements related to the Twin Oaks Project (Promenade/ Faria 5) – grading, roadway, and utilities
- Issued permits and oversaw/inspected private and public improvements, including a new traffic signal related to the Costco fueling center on Fostoria Way (CIP 5622)



Department Budgets | Public Works

Engineering Services Division

Significant Accomplishments for FY 2021-22 (cont.):

- Issued permits and oversaw/inspected private and public improvements related to the City Village (Bishop Ranch 6) residential development project on Camino Ramon
- Issued over 450 Encroachment Permits overall
- Issued over 80 Encroachment Permits to Comcast for their XNET project, which focuses on delivering upgraded, high-speed internet services to residents in San Ramon, and prioritizes upgrades in areas where demand is the highest
- Issued 150 Encroachment Permits to AT&T and MCI/Verizon for their on-going Underground Fiber Replacement Projects, which is necessary to maintain as well as upgrade their services for digital cable television, digital telephone, and high-speed internet

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Funded by the COP, install buffered bike lanes on Bollinger Canyon Road from Canyon Lakes Drive to Dougherty Road (S) and other bike infrastructure improvements throughout the City (CIP 905613)	SEP 2022	P1, P4
2.	Complete construction of PMP 2022 (CIP 000005). Locations include Bollinger Canyon Road from Canyon Lakes to Dougherty Road, Dougherty Road from Crow Canyon Road to Bollinger Canyon Road, Harcourt Way and other streets in that area, streets in the upper Morgan Drive area, and streets around Albion Drive, other selected streets and dig outs in preparation of PMP 2023	DEC 2022	P1, P4
3.	Complete initial phases of compliance activities for SB 1383 and begin implementation of single-use reduction campaign	DEC 2022	P1, P2, P3, P5
4.	Prepare implementation plan to address requirements of MRP 3.0 with Contra Costa County Clean Water Program (CCCWP), and develop programming to address new regulations.	DEC 2022	P1
5.	Citywide Drainage Infrastructure Project (CIP 915548) – Complete construction of 36-inch culvert repair at Mills Creek, and design an access loop for the maintenance of South San Ramon Creek near San Ramon Golf Club	DEC 2022	P1, P4
6.	Install 4 new electric vehicle charging stations in the Dougherty valley area as part of the Citywide Electric Vehicle Charging Stations (CIP 200008)	DEC 2022	P4
7.	Complete design of the Crow Canyon Gardens Master Plan (CIP 955421)	DEC 2022	P4
8.	Hold a one-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	APR 2023	P1, P2, P3, P5



Department Budgets | Public Works

Engineering Services Division

Major Action Plan Items for FY 2021-22:

		Completion By	Council Priorities/ Goals
9.	Prepare the FY 23/24 Capital Budget and Five-Year Capital Improvement Program (FY 2023/24 to FY 2027/28)	MAY 2023	P1, P2, P3, P4
10.	Continue to oversee/inspect the following improvements related to The Preserve (Faria): Sunrise Ridge Park, Faria Preserve Pkwy Landscape, and Open Space Landscape	JUN 2023	P1, P4
11.	Complete construction of major elements of the Bollinger Canyon Road/Iron Horse Trail Bicycle and Pedestrian Overcrossing (CIP 905530)	JUN 2023	P1/G2, P3/G4, P4
12.	Install Rectangular Rapid Flashing Beacons (RRFB) at the intersections of Bollinger Canyon Road with Dos Rios Drive and Marsh Drive through the Pedestrian Enhancement Devices (CIP 975413)	JUN 2023	P1, P4
13.	Review and approve private development plans including Wildflower Fields Townhomes (former Golden Skate site), Omega Hotel, City Center Hotel, and Belmont Village Senior Care (BR1A)	JUN 2023	P1, P4, P6
14.	Substantially complete construction of the Crow Canyon Widening Project (CIPs 905312 & 905328) from Alcosta Boulevard to St. George Road	JUN 2023	P1, P4
15.	Continue to oversee/inspect the following improvements related to Dougherty Valley: traffic signal at Old Dougherty Road at Bollinger Canyon Road, Old Dougherty Trail, Critter Crossroads Park, Rancho San Ramon Park Phase 2, and various subdivisions	JUN 2023	P1, P2, P4
16.	Complete construction of improvements to the San Ramon Transit Center including pavement rehabilitation, ADA upgrades, installation of bike fixit stations, additional monitors, green infrastructure and signage	JUN 2023	P1, P3, P4
17.	Participate in the Innovate 680 Program studies, with an emphasis on the Shared Mobility Hubs (SMH), Connected Arterial Ramp Metering (CARM), and Bus on Shoulder Projects	JUN 2023	P1,P4

Division Budget Notes for FY 2022-23:

- Revenue from Developments and Encroachment Permits - \$1.17M
- Continue use of contract services and temporary staffing for Development Projects and COP-Funded Projects
- Continue use of GIS Fund for GIS Software Maintenance Charges

Department Budgets | Public Works

Public Services Division

Statement of Purpose:

The Public Services Division is responsible for the maintenance of the City’s parks, sports fields, roadway medians, roadway park strips and other open space; City fleet vehicles and equipment, Corporation Yards; City facilities, fountains, and pools; signals and street lights; roadways, signs, pavement markers, 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 the administration of maintenance contracts.

Performance Measures	2022
Number of catch basins inspected and cleaned	Over 4,000
Number of facilities maintained and renovated	16 (294,046 sqft)
Number of parks maintained and renovated	63 (375 acres)
Number of soccer fields maintained and renovated	33
Number of baseball fields maintained and renovated	38
Number of cricket pitches maintained and renovated	2
Number of tennis courts maintained and renovated	11
Number of Iron Horse Trail rest nodes maintained and renovated	10
Number of skate parks maintained and renovated	2
Number of dog parks maintained and renovated	1
Number of DMX track maintained and renovated	1
Miles of trails maintained	53

Significant Accomplishments for FY 2021-22:

Landscape and Irrigation Maintenance and Renovation

- Continued planned FY 2021/22 replacement and renovation of declining plant material throughout Landscape and Lighting District Assessment Zones and Dougherty Valley. Removal, replacement and renovation operations included: 100 tree removals, 153 tree replacements, 7,422 shrubs replacements, removal and replacement of 2,750 square feet of sod and installation of 1,369 cubic yards of mulch
- Continued implementation of the Dougherty Valley Tree and Planting Strip Management Plan and began the FY 2021/22 Annual Work Plan (AWP). Included in the AWP were the removal of 82 trees, installation of 85 replacement trees, installation of 2,375 shrubs, removal of 26,730 square feet of sod (converted to drought tolerant, low water usage ground cover), installation of 165 cubic yards of mulch and conversion of turf overhead spray irrigation to 2,545 water efficient individual shrub and tree bubblers
- Continued to implement water management strategies, proactively respond to water usage, and monitored the impact on City budget. The strategies included replacement of 60 remote control valves, 4 system Master Valves, 3 system Flow meters, 3 system gate / isolation valves and conversion of 345 pop-up spray irrigation heads to low usage, water efficient bubbler heads



Department Budgets | Public Works

Public Services Division

Significant Accomplishments for FY 2021-22 (cont.):

- Upon completion by developer, accepted approximately eight (8) acres of landscape for maintenance in Dougherty Valley

Parks Maintenance and Renovation

- Completed partial concrete replacement adjacent to the playground at Central Park
- Completed tennis court resurfacing at California High School (CIP 955584)
- Completed basketball court resurfacing at Limerick Park
- Completed sports field maintenance Citywide, including annual field renovations
- Continued parks amenities replacements including picnic tables, drinking fountains, benches, BBQs, tennis court windscreens, garbage cans, playground Fibar surfacing, and bleachers, through CIP 955584

Facilities & Aquatics Maintenance and Renovation

- Funded by the 2019 Certificate of Participation (COP), completed the renovation of the exterior components of the San Ramon Olympic Pool (CIP 200006). The renovations included the replacement of the Children's Play Pool play equipment and the replaster of the pool surface, the 50 meter pool deck repairs, deck drainage repairs and replacements, replaster of the pool surface and replacement and renovation of the dive stands and diving boards
- Funded by the COP, completed the design of the Dougherty Station Community Center (CIP 200004)
- Funded by the COP, completed the design of the Dougherty Station Library (CIP 200004)
- Completed HVAC duct cleaning at the San Ramon Library, City Hall, and San Ramon Service Center
- Completed assessment of the City's heating, ventilation and air conditioning equipment to schedule future programmed replacement

Traffic Safety, Lighting, Streets, and Drainage

- Continued 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; this included the repainting of peeling and discolored signal poles at five intersections (CIP 975526)
- Continued 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
- Assumed additional maintenance responsibilities of new Dougherty Valley civil improvements RA 1250, Subdivision 9297, Subdivision 9298 which include additional traffic signs, catch basins (67), streetlights (57), and roadways (6,348 LF)
- Upon completion by Faria developer, accepted Phase 1 of roadway and lighting on Faria Preserve Parkway; Participate in reviewing Phase 2
- Continued sidewalk maintenance in areas impacted by trees and other locations, as needed
- Continued to upgrade street name signs in older neighborhoods in areas receiving pavement treatments including Alcosta Boulevard



Department Budgets | Public Works

Public Services Division

Significant Accomplishments for FY 2021-22 (cont.):

- Completed crack sealing on residential and arterial roadways in support of annual Pavement Management Program and in preparation of slurry seal rehabilitation due to miscellaneous utility work
- Coordinated with engineering to help complete capital improvement projects including signals system upgrades, pavement maintenance, and drainage improvements

City Fleet Vehicles and Equipment/Corporation Yards

- Purchased replacements of 4 Public Works vehicles
- Purchased new utility body vehicle for incoming Maintenance Tech staff
- Purchased replacement Crack Seal machine
- Purchased replacement of Toro Workman #8
- All retired vehicles/equipment sold at auction with proceeds returning to Fund (602)
- Researched and received grant funding (20K) towards purchase of new Hybrid Aerial Boom vehicle
- Researched and received quotes for proposed Gasboy Fuel Management System, providing staff the ability to track fair fuel pricing, deliveries, inventory, usage, etc. Presentation to Infrastructure Committee in April 2022

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities / Goals
Landscape and Irrigation Maintenance and Renovation			
1.	Complete reserve fund studies for Landscape and Lighting District 1984-1 and the Preserve Landscape and Lighting District	May 2023	P2,P4
2.	Continue implementation of the Dougherty Valley Tree and Planting Strip Management Plan and begin the FY 2022/23 Annual Work Plan	JUN 2023	P4
3.	Upon completion by The Preserve (Faria) developer, acceptance of Phase 1 and Phase 2 roadway landscape and irrigation on Faria Preserve Parkway for maintenance	JUN 2023	P4
4.	Continue planned FY 22/23 replacement and renovation of declining plant material throughout Landscape and Lighting District Special Assessment Zones and Dougherty Valley	On-Going	P4
5.	Continue to implement water management strategies and proactively respond to water usage, and monitor impact on City budget	On-Going	P4
Parks Maintenance and Renovation			
6.	Complete annual sports field renovations Citywide	MAR 2023	P1, P4



Department Budgets | Public Works

Public Services Division

Major Action Plan Items for FY 2022-23 (cont.):

		Completion By	Council Priorities / Goals
7.	Installation of new booster pumps at Arlington and East Branch Parks	JUN 2023	P1, P4
8.	Assume maintenance responsibilities of Sunrise Ridge (Faria) Park, upon completion by developer and acceptance by City	JUN 2023	P1, P4
Parks Maintenance and Renovation			
9.	Continued parks amenities replacements including picnic tables, drinking fountains, benches, BBQs, tennis court windscreens, garbage cans, playground fiber surfacing, concrete repair, and sport court surfacing through CIP 955584	JUN 2023	P1, P4
10.	Complete the installation of shade structures at Six Pillars, Rancho, Red Willow, Piccadilly, and Creekside Parks funded by state grant (CIP 955566)	JUN 2023	P1, P4
11.	Trail amenities CIP - Create maintenance plan for trail amenities (example: benches, signs, garbage cans, surfacing)	JUN 2023	P1, P4/G3
12.	Design new Cricket pitch at unidentified location CIP #500002	JUN 2023	P1, P4/G3
Parks Maintenance and Renovation			
13.	Continue to implement water management strategies and proactively respond to water usage, and monitor impact on City budget	On-Going	P1, P4
Facilities & Aquatic Maintenance & Renovation			
14.	Replace Children's Play Pool recirculation pump and motor and 50M Chemical Controller and dive stands at the San Ramon Olympic Pool and Aquatic Park	DEC 2022	P1,P4
15.	Complete Duct Cleaning at the Dougherty Valley Service Center, Dougherty Valley Aquatic Center and the San Ramon Olympic Pool and Aquatic Park	DEC 2022	P1,P4
16.	Begin maintenance of the completed San Ramon Public Safety Complex	JAN 2023	P1,P4
17.	Complete RFQ process to obtain historical architect to assist with design and cost estimate for the renovation of the Travis Boone House. Funding to be provided by Historical Foundation	JAN 2023	P1,P4
18.	Complete painting of Boone House at Forest Home Farms and recoat the dryvit on the exterior of the Alcosta Senior and Community Center	JAN 2023	P4
19.	Complete Renovation of the Dougherty Station Community Center and Library	FEB 2023	P4, P5



Department Budgets | Public Works

Public Services Division

Major Action Plan Items for FY 2022-23 (cont.):

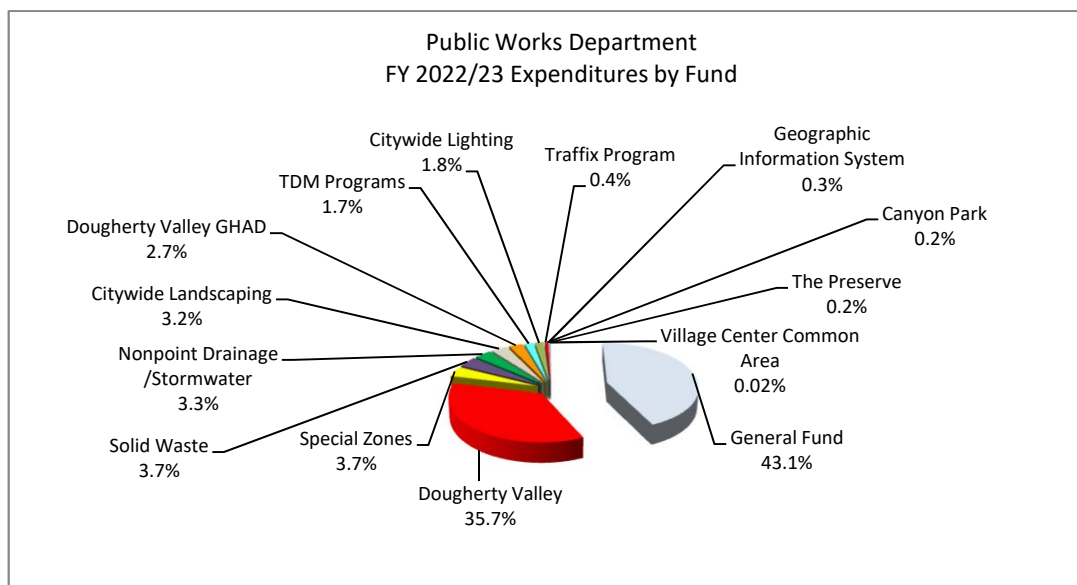
		Completion By	Council Priorities / Goals
20.	Complete the interior renovation of the San Ramon Olympic Pool and Aquatic Park	APR 2023	P4
21.	Replace Mecco Shades at the Alcosta Senior and Community Center	JUN 2023	P4
Roadway, Drainage, Streetlights, and Signals Maintenance			
22.	Continue long-term replacement plan of traffic signal hardware, software, and equipment to enhance and replace outdated traffic signal components that have reached their useful life cycle; this includes the repainting of peeling and discolored signal poles at five intersections (CIP 975526)	JUN 2023	P1, P4
23.	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 2023	P1, P4
Roadway, Drainage, Streetlights, and Signals Maintenance			
24.	Assume additional maintenance responsibilities of new Dougherty Valley civil improvements including additional traffic signs, catch basins, streetlights, and roadways	JUN 2023	P1, P4
25.	Continue to crack seal pavement Citywide, in support of current (CIP 000005) and future Pavement Management Programs	JUN 2023	P1, P4
26.	Continue project management of sidewalk maintenance and concrete replacement in areas impacted by trees and other locations, as needed. (CIP 400001 and CIP 935564)	JUN 2023	P1, P4
27.	Perform sediment removal at various locations along Norris Creek, Oak Creek, South San Ramon Creek, and Water Quality Control Ponds/Detention Basins as needed	JUN 2023	P1, P4
28.	Continue to upgrade street name signs in older neighborhoods and in areas receiving pavement treatments (PMP)	JUN 2023	P1, P4
Fleet/Shop			
29.	Take over the management of all vehicle maintenance and replacement operations for all departments (excluding Police Dept)	JUL 2022	P4
30.	Implement a new Citywide Fuel Management System for all City vehicles (excluding Police Dept).	SEPT 2022	P4

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**CITY OF SAN RAMON
PUBLIC WORKS DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
DEPARTMENT EXPENDITURES BY CATEGORY					
Salaries	\$ 9,869,183	\$ 9,852,657	\$ 10,204,801	\$ 11,068,332	\$ 11,554,909
Benefits	4,488,037	3,640,903	4,294,903	4,993,412	4,074,461
Department Internal Charges	1,447,327	2,303,930	2,639,307	3,182,449	3,718,471
Contract Services	13,111,931	13,555,450	13,711,389	16,971,224	16,609,570
Materials and Supplies	1,254,659	1,175,279	1,176,055	1,377,130	1,440,571
Other Costs	325,372	402,154	346,322	600,791	110,015
Capital Purchases	32,777	(5,262)	28,028	50,000	-
TOTAL	\$ 30,529,286	\$ 30,925,111	\$ 32,400,805	\$ 38,243,338	\$ 37,507,997

FUNDING SOURCE					
General Fund	\$ 14,184,004	\$ 14,088,175	\$ 14,747,836	\$ 16,372,426	\$ 16,176,438
Geographic Information System	50,663	73,533	83,684	96,920	102,533
Citywide Landscaping	1,084,225	1,156,861	1,128,405	1,209,841	1,205,404
Citywide Lighting	532,810	510,374	505,492	632,403	671,746
Special Zones	1,255,354	1,125,694	1,163,050	1,362,156	1,388,762
Canyon Park	6,839	13,557	9,120	59,229	59,426
The Preserve	-	-	4,684	49,275	63,101
Village Center Common Area	2,750	3,858	4,887	6,117	6,294
Dougherty Valley	10,685,508	10,800,074	11,682,375	13,290,230	13,372,815
Solid Waste	680,550	857,512	850,657	2,012,273	1,406,472
Nonpoint Drainage /Stormwater	1,031,903	1,164,142	1,130,985	1,265,813	1,248,213
Street Smarts	142,308	136,552	114,236	211,400	-
TDM Programs	362,004	363,654	339,025	655,034	646,379
Traffix Program	123,303	145,247	140,102	179,140	139,759
Dougherty Valley GHAD	387,065	485,878	496,267	841,081	1,020,655
TOTAL	\$ 30,529,286	\$ 30,925,111	\$ 32,400,805	\$ 38,243,338	\$ 37,507,997



**CITY OF SAN RAMON
PUBLIC WORKS DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARTMENT STAFFING ALLOCATION					
TRANSPORTATION SERVICES					
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	1.00	1.00
DIVISION TOTAL	4.00	4.00	4.00	4.00	4.00
ENGINEERING SERVICES					
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Associate Engineer	5.00	5.00	5.00	6.00	6.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Engineering Specialist	1.00	1.00	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	2.00	2.00
Public Works Director	0.50	-	-	-	-
Senior Administrative Analyst	2.00	2.00	2.00	1.00	1.00
Senior Engineer	3.00	3.00	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
DIVISION TOTAL	20.50	20.00	20.00	21.00	21.00
PUBLIC SERVICES					
Administrative Coordinator	2.75	2.75	2.75	2.75	2.75
Director	0.50	1.00	1.00	1.00	1.00
Division Manager	1.00	1.00	1.00	1.00	1.00
Electrician I/II	-	-	-	1.00	1.00
Maintenance Coordinator	14.00	14.00	14.00	15.00	15.00
Maintenance Specialist	14.00	14.00	14.00	14.00	14.00
Maintenance Supervisor	9.00	9.00	9.00	9.00	9.00
Maintenance Technician I/II	29.00	29.00	29.00	29.00	29.00
Office Specialist	-	-	-	1.00	1.00
Office Technician I/II	1.00	2.00	2.00	1.00	1.00
Program Manager	4.00	5.00	5.00	5.00	5.00
Senior Administrative Analyst	2.00	2.00	2.00	2.00	2.00
DIVISION TOTAL	77.25	79.75	79.75	81.75	81.75
DEPARTMENT TOTAL	101.75	103.75	103.75	106.75	106.75

**CITY OF SAN RAMON
PUBLIC WORKS DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
EXPENDITURES BY DIVISION					
TRANSPORTATION SERVICES					
Salaries	\$ 644,189	\$ 691,007	\$ 672,443	\$ 766,925	\$ 653,429
Benefits	280,419	241,335	277,565	313,420	216,359
Department Internal Charges	73,765	133,668	134,821	150,490	163,274
Contract Services	264,921	237,898	256,108	571,522	484,552
Materials and Supplies	23,629	17,282	13,740	26,673	19,970
Other Costs	10,811	8,552	1,652	22,570	8,850
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 1,297,734	\$ 1,329,742	\$ 1,356,329	\$ 1,851,600	\$ 1,546,434
ENGINEERING SERVICES					
Salaries	\$ 2,464,210	\$ 2,429,119	\$ 2,536,284	\$ 2,582,343	\$ 2,733,533
Benefits	967,392	772,547	896,644	973,979	812,819
Department Internal Charges	283,771	478,031	531,353	574,056	677,555
Contract Services	619,083	800,806	638,417	1,275,710	1,494,630
Materials and Supplies	45,510	63,188	37,291	55,582	55,085
Other Costs	72,199	29,476	2,790	52,499	16,650
Capital Purchases	-	-	-	-	-
DIVISION TOTAL	\$ 4,452,165	\$ 4,573,167	\$ 4,642,779	\$ 5,514,169	\$ 5,790,272
PUBLIC SERVICES					
Salaries	\$ 6,760,784	\$ 6,732,531	\$ 6,996,074	\$ 7,719,064	\$ 8,167,947
Benefits	3,240,226	2,627,021	3,120,694	3,706,013	3,045,283
Department Internal Charges	1,089,791	1,692,231	1,973,133	2,457,903	2,877,642
Contract Services	12,227,927	12,516,746	12,816,864	15,123,992	14,630,388
Materials and Supplies	1,185,520	1,094,809	1,125,024	1,294,875	1,365,516
Other Costs	242,362	364,126	341,880	525,722	84,515
Capital Purchases	32,777	(5,262)	28,028	50,000	-
DIVISION TOTAL	\$ 24,779,387	\$ 25,022,202	\$ 26,401,697	\$ 30,877,569	\$ 30,171,291
DEPARTMENT TOTAL	\$ 30,529,286	\$ 30,925,111	\$ 32,400,805	\$ 38,243,338	\$ 37,507,997

**CITY OF SAN RAMON
PUBLIC WORKS DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARTMENT PROGRAM REVENUE					
Transportation Services	\$ 738,798	\$ 725,330	\$ 708,387	\$ 1,099,374	\$ 820,318
Engineering Services	675,050	2,109,782	890,411	1,346,112	1,846,037
Public Services	1,829,458	1,664,970	1,498,813	1,886,278	2,305,801
TOTAL	\$ 3,243,306	\$ 4,500,082	\$ 3,097,611	\$ 4,331,764	\$ 4,972,156

FY2022-23 EXPENDITURES BY PROGRAM	PROGRAM EXPENDITURE	PROGRAM REVENUE	NET COST
TRANSPORTATION SERVICES			
Transportation Administration	\$ 365,040	\$ 34,180	\$ 330,860
Residential Traffic Calming	144,188	-	144,188
Traffic Safety	29,259	-	29,259
Transportation Planning	221,809	-	221,809
Transportation Demand Modal (TDM)	646,379	646,379	-
Measure J Traffic	139,759	139,759	-
DIVISION TOTAL	\$ 1,546,434	\$ 820,318	\$ 726,116
ENGINEERING SERVICES			
Engineering Services Admin	\$ 842,667	\$ 95,150	\$ 747,517
CIP Administration	915,524	-	915,524
Development	2,321,120	1,748,387	572,733
GHAD	1,020,655	1,500	1,019,155
Landscape/Drainage	690,306	1,000	689,306
DIVISION TOTAL	\$ 5,790,272	\$ 1,846,037	\$ 3,944,235
PUBLIC SERVICES			
Public Services Admin	\$ 1,897,375	\$ 13,500	\$ 1,883,875
Solid Waste	804,595	1,412,215	(607,620)
Aquatics Maintenance	2,021,712	-	2,021,712
Facilities Maintenance	3,869,792	1,950	3,867,842
Landscaping Maintenance	8,100,515	11,409	8,089,106
Parks Maintenance	8,471,952	853,221	7,618,731
Service Center	1,042,702	-	1,042,702
Roadway Maintenance	3,253,582	6,006	3,247,576
Flood Control	709,066	7,500	701,566
DIVISION TOTAL	\$ 30,171,291	\$ 2,305,801	\$ 27,865,490
DEPARTMENT TOTAL	\$ 37,507,997	\$ 4,972,156	\$ 32,535,841

Department Budgets | Parks & Community Services



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Department Budgets | Parks & Community Services

Department Statement of Purpose:

The Parks & Community Services Department provides a wide variety of cultural, sporting, and 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.



Department Budget Highlighted for FY 2022-23:

Department Budget: \$8,460,650 (decrease of \$180,135 (-2%); partial employee benefits moved to the OPEB Trust)

- Decrease in salary and benefits – (\$209K)
- Removal of I/S replacement charges – (\$65K)
- Decrease in library service costs – (\$55K)
- Decrease in senior transportation costs – (\$18K)
- Decrease in senior classes – (\$13K)
- Decrease in rental/leases – (\$12K)
- Decrease in office supplies – (\$10K)
- Decrease in telephone services – (\$9K)
- Decrease in marketing costs – (\$5K)
- Increase for credit card fees – \$65K
- Increase temporary staffing – \$57K
- Increase in presenting series – \$47K
- Increase in employee recognition – \$7K
- Continue to unfund 2 Office Techs, 1 Office Specialist, 1 Recreation Coordinator, & 1 Program Manager
- **General Fund subsidy is 45%** – Revenues from service charges, contributions, user fees, and rentals totaling \$4.6 million, funding 55% of department expenditures.

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Department Budgets | Parks & Community Services

Performance Measures	2022
Number of Meals on Wheels distributed to Seniors	10,688
Number of Congregate and frozen meals distributed to Seniors	5,988
Number of pool, gym, and field rental hours	112,666
Number of facility rentals at Community Centers and Libraries	1,025
Number of ticketed event attendees at the DV performing arts center and Front Row theater	22,483
Number of historic property school tours provided to 3 rd & 4 th graders	49
Number of citizens attended special events and fun on the farm Saturdays at Forest Home Farms, the City's historic property	6,966

Significant Accomplishment for FY 2021-22:

- Created and installed a new temporary public art exhibit, “Upcycle Your HeART Out,” displayed in Central Park and the Dougherty Station Community Center
- Developed an initial plan to restore and preserve the Boone House at Forest Home Farms with feedback from the community and stakeholders
- Secured a corporate sponsor for the Scholarship Program to increase the availability of funds for residents requesting financial assistance
- Activated Crow Canyon Gardens by revamping the volunteer gardening program and developing a new youth Nature Camp
- Launched the Dog Park Initiative including a community-wide survey, recommendations for future dog park enhancements, development of a City dog park web pages, and a social media campaign
- Developed and implemented a new walkthrough version of the Live Well Senior Resource Fair utilizing the indoor and outdoor spaces of the Alcosta Senior & Community Center
- Activated parks and trails through a new youth BMX and road-cycling program including camps and classes
- Planned and implemented the 2022 Art & Wind Festival to include an expanded footprint and enhanced programs including a Memorial Program at Memorial Park and Veterans’ Art Exhibit at City Hall
- Developed the new Teen Service and Leadership program, which provided the opportunity to build leadership skills and gain job experience for future employment opportunities with the City
- Expanded the Dive-In Movie program to three events per year
- Coordinated five trail clean-up days with Boy Scout troops and local teen groups
- Conducted Bocce Court analysis and developed recommendations for improvements and future usage

Department Budgets | Parks & Community Services

Significant Accomplishment for FY 2021-22 (cont.) :

- Collaborated with the San Ramon Police Department to develop the Social Services webpages and pamphlet for inclusion on the City website and distribution at all City facilities
- Collaborated with Public Services and the SRVUSD for the installation of nine badminton/Pickleball courts at the Iron Horse Community Gym
- Collaborated with the Community Development Department to complete and publish the San Ramon Walking District Master Plan

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
1.	Implement new facility rental software utilizing iPads to improve renter experience by providing easy paperless access to contracts, room layouts, and policies and procedures	AUG 2022	P4/G3, P5/G1
2.	Partner with Smart Outdoors to improve existing trailhead signage and trail markers utilizing corporate sponsorship as a funding mechanism. MPG 1.4C	AUG 2022	P4/G3, P6/G2, P6/G3
3.	Develop and propose a community parade in the Walking District area that celebrates San Ramon's unique identity and provides opportunities for Community Connection. MPG 3.2A	OCT 2022	P4/G3, P5/G3
4.	Partner with the San Ramon Historic Foundation to renovate the organic demonstration garden and develop plans to renovate the Boone House at Forest Home Farms. MPG 4.3D	OCT 2022	P4/G3
5.	Host an Arts Summit to provide community feedback on the delivery of arts programs and activities. MPG 3.1B	DEC 2022	P4/G3, P5/G3
6.	Plan and implement a community tree lighting ceremony in Central Park that celebrates San Ramon's diverse community and the winter holidays. MPG 3.2A	DEC 2022	P4/G3, P5/G3
7.	Research and develop options to enhance and improve San Ramon's current dog parks with new surface material and amenities and launch a social media campaign aimed at educating and engaging dog owners. MPG 4.3C	DEC 2022	P4/G3, P5/G3
8.	Research and develop potential locations and cost estimates for the addition of Pickleball courts to an existing park. MPG 3.1A-3 & 4.2B	MAR 2023	P4/G3
9.	Develop and implement a new temporary public art project in a park that increases Community Engagement and provides new opportunities for local artists. MPG 4.3B	MAY 2023	P4/G3, P5/G3



Department Budgets | Parks & Community Services

Major Action Plan Items for FY 2022-23:

		Completion By	Council Priorities/ Goals
10.	Enhance and improve Crow Canyon Gardens by developing a robust volunteer workforce and a nature themed day camp program to assist with maintaining the demonstration gardens and educating the community about nature and gardening. MPG 4.3E	JUN 2023	P4/G3
11.	Develop a Walk San Ramon program in the Walking District Area that encourages and promotes walking for improved health and increase opportunities for community connection. MPG 1.3A	JUN 2023	P6/G3
12.	Rebrand the Dougherty Station Community Center as an Arts and Community Center through the development of new programs and a remodel of current space with a focus on visual and performing arts. MPG 4.3K	JUN 2023	P4/G3

Referenced San Ramon Parks, Trails, Open Space, & Recreation Master Plan Goals

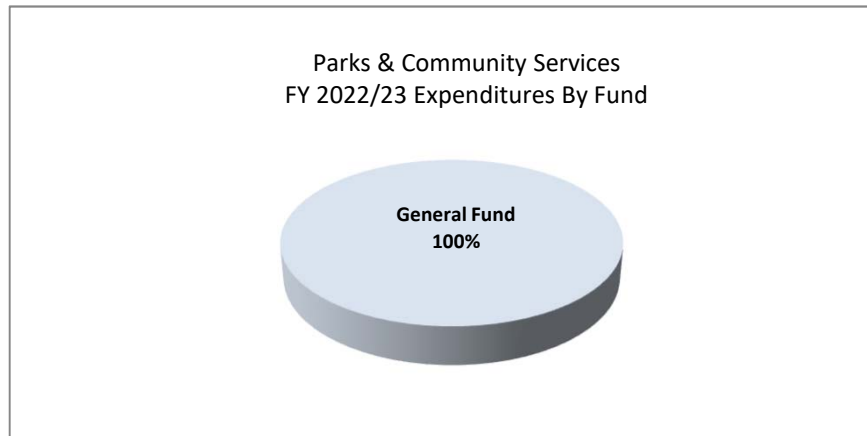
- MPG 1.4C: Install trail directional signage (at trailheads and intersections)
- MPG 3.2A: Emphasize programming that responds to different cultural segments, focuses on multigenerational and intergenerational opportunities, and brings a geographically diverse community together (movie nights, food trucks and cafes, etc.)
- MPG 4.3D: Forest Home Farms Historic Park enhancements (parking, walking loop, group facilities, and increased programming and renovations of historic building)
- MPG 3.1B: Address programming opportunities
- MPG 4.3C: Enhance dog parks with shade and seating to accommodate both human and canine user comfort needs
- MPG 3.1-3:
 - 3.1: Reflect and meet the needs of an aging and diverse population
 - 3.2: Develop park amenities and events that promote wellness and community connectedness to reduce social isolation and relieve stress
 - 3.3: Utilize partnerships to increase use of park facilities
- MPG 4.2B: Incorporate sports courts to parks in western and southcentral San Ramon
- MPG 4.3B: Incorporate art, nature, education, and culture into parks to create distinction between facilities and enhance place-making
- MPG 4.3E: Crow Canyon Gardens enhancements (parking, restrooms, improved creek access, safety and lighting, nature-based play, self-guided interpretation signage, increased number of rentable garden plots, renovation of demonstration garden)
- MPG 1.3A: Develop a plan that defines conceptual walking route locations and guidelines for the aesthetics and function of the routes
- MPG 4.3K: Dougherty Station Community Center Programming and Reuse Plan

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**CITY OF SAN RAMON
PARKS & COMMUNITY SERVICES DEPARTMENT BUDGET**

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
DEPARTMENT EXPENDITURES BY CATEGORY					
Salaries	\$ 3,761,323	\$ 3,497,265	\$ 3,684,746	\$ 4,432,326	\$ 4,602,248
Benefits	1,158,935	1,010,721	1,315,567	1,379,691	918,366
Department Internal Charges	356,333	644,680	713,783	894,394	1,033,345
Contract Services	3,025,963	1,360,258	1,060,040	1,615,343	1,636,072
Materials and Supplies	242,696	226,596	117,707	233,161	244,690
Other Costs	137,917	111,239	211	85,870	25,929
Capital Purchases	-	-	-	-	-
TOTAL	\$ 8,683,167	\$ 6,850,759	\$ 6,892,054	\$ 8,640,785	\$ 8,460,650

FUNDING SOURCE					
General Fund	\$ 8,683,167	\$ 6,850,759	\$ 6,892,054	\$ 8,640,785	\$ 8,460,650
TOTAL	\$ 8,683,167	\$ 6,850,759	\$ 6,892,054	\$ 8,640,785	\$ 8,460,650



DEPARTMENT STAFFING ALLOCATION					
Administrative Analyst	2.00	2.00	2.00	2.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Director	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
Program Manager	3.00	3.00	3.00	3.00	3.00
Recreation Coordinator	10.00	10.00	10.00	10.00	11.00
Recreation Supervisor	5.00	6.00	6.00	6.00	6.00
Recreation Technician	3.00	3.00	3.00	3.00	3.00
TOTAL	33.00	34.00	34.00	34.00	34.00

**CITY OF SAN RAMON
PARKS & COMMUNITY SERVICES DEPARTMENT BUDGET**

	18/19	19/20	20/21	21/22	22/23
	ACTUAL	ACTUAL	ACTUAL	FINAL	ADOPTED
DEPARTMENT PROGRAM REVENUE					
TOTAL	\$ 5,858,563	\$ 2,706,450	\$ 1,689,594	\$ 4,410,813	\$ 4,611,638

FY2022-23 EXPENDITURES BY PROGRAM	PROGRAM EXPENDITURE	PROGRAM REVENUE	NET COST
Administration	\$ 1,761,285	\$ 68,650	\$ 1,692,635
Adult & Senior Enrichment	456,948	131,941	325,007
Adult & Youth Sports	747,630	1,023,072	(275,442)
Aquatics	1,131,784	882,729	249,055
Cultural Arts	1,220,421	457,710	762,711
Facilities	1,416,340	1,140,153	276,187
Special Programs & Events	900,528	217,215	683,313
Youth/Teen Services	825,714	690,168	135,546
TOTAL	\$ 8,460,650	\$ 4,611,638	\$ 3,849,012

Department Budgets | Non-Departmental

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.



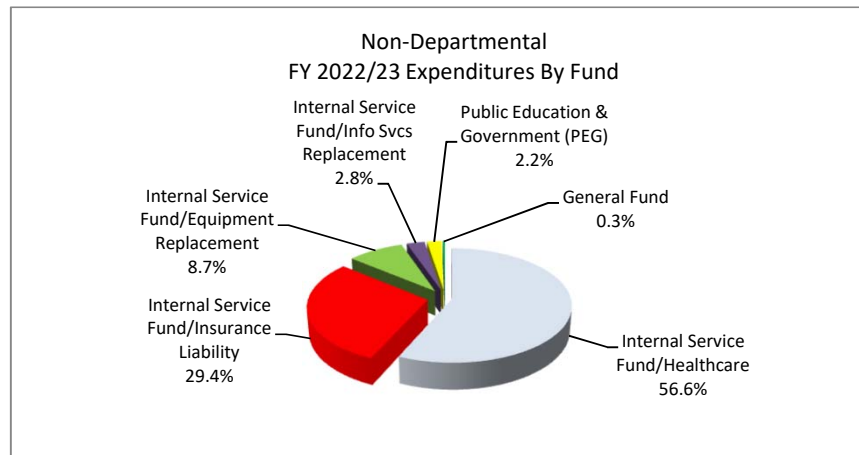
Love art at the San Ramon Community Center

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

	18/19 ACTUAL	19/20 ACTUAL	20/21 ACTUAL	21/22 FINAL	22/23 ADOPTED
EXPENDITURES BY CATEGORY					
Salaries	\$ 1,532,474	\$ 439,867	\$ 850,789	\$ 631,232	\$ -
Benefits	463,893	2,007,202	1,534,383	1,581,960	-
Contract Services	119,183	14,778	-	350,000	475,000
Other Costs	9,391,919	10,088,486	11,393,291	12,624,742	12,898,238
Capital Outlay	1,012,971	804,283	1,152,287	1,081,934	1,723,496
TOTAL	\$12,520,440	\$ 13,354,616	\$ 14,930,750	\$ 16,269,868	\$ 15,096,734

FUNDING SOURCE					
General Fund	\$ 13,548	\$ (869)	\$ 10,000	\$ 50,000	\$ 50,000
Public Education & Government (PEG)	-	6,873	20,293	250,000	335,000
Internal Service Fund/Equipment Replacement	1,539,060	1,426,006	1,969,897	818,654	1,307,500
Internal Service Fund/Info Svcs Replacement	159,648	282,201	209,379	263,280	415,996
Internal Service Fund/Insurance Liability	4,982,260	5,633,937	6,028,791	6,273,009	4,440,150
Internal Service Fund/Healthcare	5,825,925	6,006,468	6,692,390	8,614,925	8,548,088
TOTAL	\$12,520,440	\$ 13,354,616	\$ 14,930,750	\$ 16,269,868	\$ 15,096,734



FY2022-23 EXPENDITURES BY PROGRAM	EXPENDITURE	REVENUE	NET COST
Contingency Reserve	\$ 50,000	\$ -	\$ 50,000
Public Education & Government	335,000	195,000	140,000
Equipment Replacement	1,307,500	-	1,307,500
Info Svcs Replacement	415,996	90,000	325,996
Insurance Liability	4,440,150	6,108,021	(1,667,871)
Healthcare	8,548,088	6,292,668	2,255,420.00
TOTAL	\$ 15,096,734	\$ 12,685,689	\$ 2,411,045

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Reference Materials



Central Park Sport Field



Play Pool at the Dougherty Valley Aquatic Center

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Reference Materials | 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.

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.



Reference Materials | Glossary of Terms

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.

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.



Reference Materials | Glossary of Terms

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.

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.



Reference Materials | Glossary of Terms

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.

General Obligation (GO) Bonds: A type of municipal bond in which the bond repayments (principal and interest) are guaranteed by the total revenue generated by the government entity. In other words, the repayment is guaranteed by both tax revenue and operating revenue generated by various projects. GO bonds are primarily used to subsidize the development of public projects. No assets are used as collateral.

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.

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



Reference Materials | Glossary of Terms

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.

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.

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Reference Materials | Acronyms

AB	Assembly Bill
ADA	American Disabilities Act
ARPA	American Rescue Plan Act of 2021
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



Reference Materials | 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
PEPRA	Public Employees' Pension Reform Act



Reference Materials | Acronyms

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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Reference Materials | Listing 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**
211	Crow Canyon Project	317	Henry Ranch**
212	South Contra Costa Joint Exercise Powers Agreement (SCCJEPA)	318	Old Ranch Summit**
213	Street Maintenance and Improvement	319	Glass House**
214	Traffic Improvement	330	The Preserve Lighting & Landscaping
215	Tri-Valley Transportation	341	Canyon Park
216	Public Education & Government (PEG)	342	Village Center Common Area
217	Vehicle Refuse Impact	343	Dougherty Valley CSA
218	Open Space Development	344	Solid Waste
219	American Rescue Plan Act of 2021	345	Non-Point Drainage / Stormwater
251	Community Facilities District 2014-1 (Acres)	346	Street Smarts
252	Community Facilities District 2014-1 (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

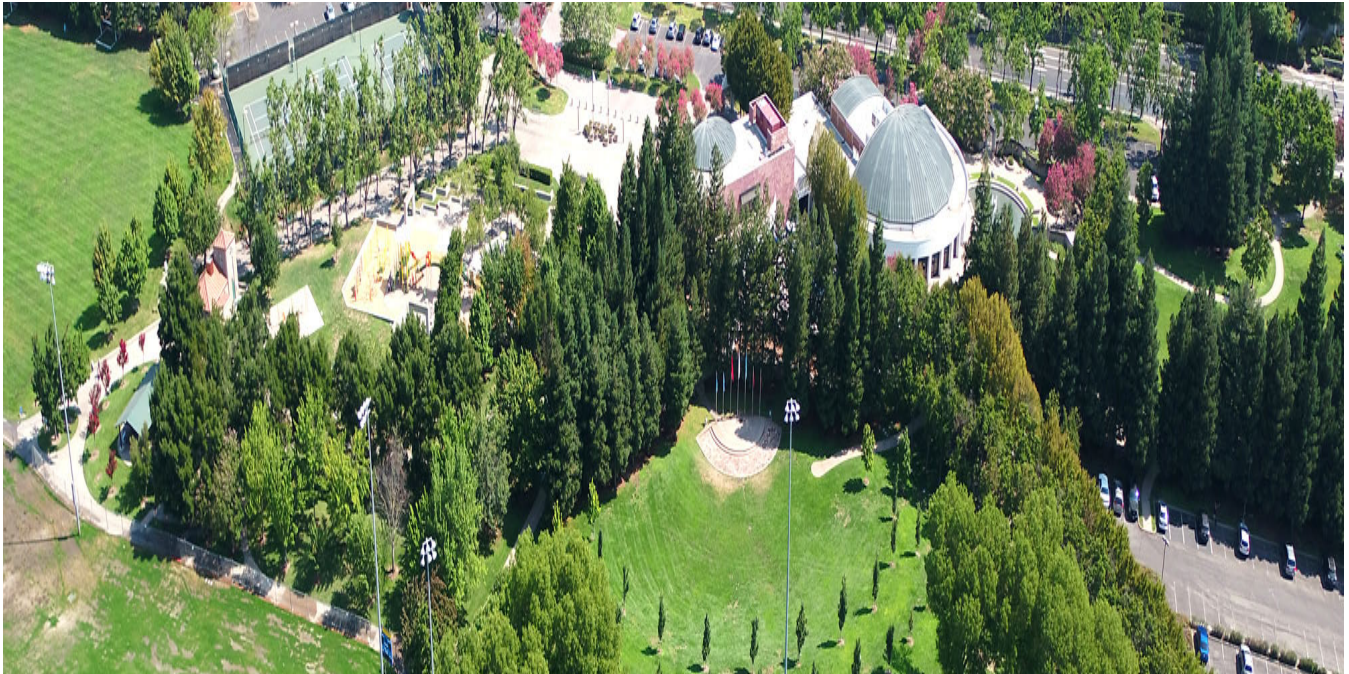
*Development Mitigation Funds

**Special Landscaping and Lighting Zones



Reference Materials | Listing of Funds

371	San Ramon Housing – Unrestricted
401	Capital Improvement Projects – Capital Project Fund
501	Pension Obligation Bonds (2010) – Debt Service Fund
512	COP #12 (2011) – Debt Service Fund
513	COP #13 (2019) – Debt Service Fund
514	Pension Obligation Bonds (2021) – Debt Service Fund
521	LED Lights (2012) – Debt Service Fund
601	Investments – Internal Service Fund
602	Vehicle/Equipment Replacement - Internal Service Fund
603	Info Services Equipment Replacement - Internal Service Fund
610	Insurance Liability - Internal Service Fund
611	Healthcare - Internal Service Fund
618	Infrastructure Maintenance - Internal Service Fund



San Ramon Community Center



The Permit Center at City Hall

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RESOLUTION NO. 2022-079

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
ADOPTING THE FISCAL YEAR 2022/23 OPERATING AND CAPITAL BUDGET,
ESTABLISHING AN APPROPRIATION LIMIT, AND AUTHORIZING CARRYOVER
PROJECT APPROPRIATIONS**

WHEREAS, in a budget workshop held on April 12, 2022, the City Council reviewed the Proposed Fiscal Year 2022/23 Operating and Capital Budget; and

WHEREAS, in a second budget workshop held on May 10, 2022 the City Council again reviewed the Proposed Fiscal Year 2022/23 Operating Budget and Capital Improvement Program; and

WHEREAS, the Planning Commission in a meeting held on May 3, 2022 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 XIII B of the State of California Constitution requires local government agencies to adopt an appropriation limit annually;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The City Council approves the Fiscal Year 2022/23 Proposed Operating and Capital Budget totaling \$122,082,918 as summarized in Exhibit 1 and a carryover of unspent Capital Budget appropriations from Fiscal Year 2021/22.

Section 2. The City Council approves the Fiscal Year 2022/23 Appropriation Limits as required by Article XIII B of the State Constitution as shown in Exhibit 2.

Section 3. Upon finalizing the budget document for 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 at the meeting of May 24, 2022 by the following votes:

AYES: *Cm. Perkins, Verose, Zafar, and Mayor Hudson*

NOES:

ABSENT: *Cm. Armstrong*

ABSTAIN:



David E. Hudson, 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

EXHIBIT 1
CITY OF SAN RAMON
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	GOVERNMENTAL FUND								PROPRIETARY	Grand Total
	General Fund	Special Rev - Operating	Special Rev - Non-Operating	Special Rev - GHADs	Special Rev - Housing Successor	Debt Service	Capital Projects	Total	Internal Service Funds	
FUND BALANCE - 07/01/22	\$ 21,157,615	\$ 8,441,059	\$ 7,255,155	\$ 12,949,388	\$ 9,726,553	\$ 1,004,244	\$ 11,621,451	\$ 72,155,465	\$ 11,996,316	\$ 84,151,781
REVENUES										
Property Tax	24,376,859	-	-	-	-	-	-	24,376,859	-	24,376,859
Special Assessments	-	5,530,596	-	2,629,733	-	-	-	8,160,329	-	8,160,329
Sales and Use Tax	11,298,342	-	-	-	-	-	-	11,298,342	-	11,298,342
Property Transfer Tax	1,054,696	-	-	-	-	-	-	1,054,696	-	1,054,696
Transient Occupancy Taxes (TOT)	2,317,261	-	-	-	-	-	-	2,317,261	-	2,317,261
Franchise Fees	5,737,096	-	-	-	-	-	-	5,737,096	-	5,737,096
Licenses and Permits	2,748,250	-	-	1,500	-	-	-	2,749,750	-	2,749,750
Intergovernmental	498,484	21,441,177	5,460,959	-	-	-	3,339,313	30,739,933	820,203	31,560,136
Charges for Services	6,251,004	1,616,870	312,157	-	-	-	-	8,180,031	102,000	8,282,031
Fines and Forfeitures	289,000	-	-	-	-	-	-	289,000	-	289,000
Investment Income	105,000	-	-	135,274	-	-	300,000	540,274	65,731	606,005
Development Fees	-	404,179	7,579,878	-	1,893,320	-	-	9,877,377	-	9,877,377
Miscellaneous Revenue	3,176,466	1,420,721	-	36,988	500,000	3,287,450	1,000,000	9,421,625	11,580,486	21,002,111
TOTAL REVENUES	57,852,458	30,413,543	13,352,994	2,803,495	2,393,320	3,287,450	4,639,313	114,742,573	12,568,420	127,310,993
EXPENDITURES										
General Government	3,255,182	123,923	-	-	-	-	-	3,379,105	-	3,379,105
Administrative Services	5,581,725	-	-	-	-	-	-	5,581,725	65,731	5,647,456
Community Development	4,578,615	-	164,422	-	-	-	-	4,743,037	-	4,743,037
Police Services	14,922,602	8,870,328	-	-	-	-	-	23,792,930	-	23,792,930
Public Works	16,176,438	20,205,242	102,533	1,020,655	-	-	-	37,504,868	-	37,504,868
Parks & Community Services	8,460,650	-	-	-	-	-	-	8,460,650	-	8,460,650
Non-Departmental	50,000	335,000	-	-	-	-	-	385,000	-	385,000
Housing Programs	-	-	-	-	146,477	-	-	146,477	-	146,477
Debt Service	-	-	-	-	-	5,687,972	-	5,687,972	-	5,687,972
Capital Improvement Program (CIP)	-	-	-	-	-	-	17,623,689	17,623,689	-	17,623,689
Vehicle/IS Replacement	-	-	-	-	-	-	-	-	1,723,496	1,723,496
Insurance	-	-	-	-	-	-	-	-	4,440,150	4,440,150
Healthcare	-	-	-	-	-	-	-	-	8,548,088	8,548,088
TOTAL EXPENDITURES	53,025,212	29,534,493	266,955	1,020,655	146,477	5,687,972	17,623,689	107,305,453	14,777,465	122,082,918
OTHER FINANCING SOURCES (USES)										
Operating Transfers In	4,781,633	2,766,313	-	-	-	5,687,972	13,284,376	26,520,294	1,805,989	28,326,283
Operating Transfers Out	(9,623,337)	(3,470,442)	(9,696,171)	(87,714)	-	(3,937,450)	(364,000)	(27,179,114)	(1,116,169)	(28,295,283)
TOTAL OTHER FINANCING SOURCES (USES)	(4,841,704)	(704,129)	(9,696,171)	(87,714)	-	1,750,522	12,920,376	(658,820)	689,820	31,000
NET INCREASE (DECREASE)	(14,458)	174,921	3,389,868	1,695,126	2,246,843	(650,000)	(64,000)	6,778,300	(1,519,225)	5,259,075
FUND BALANCE - 06/30/23	\$ 21,143,157	\$ 8,615,980	\$ 10,645,023	\$ 14,644,514	\$ 11,973,396	\$ 354,244	\$ 11,557,451	\$ 78,933,765	\$ 10,477,091	\$ 89,410,856

EXHIBIT 2

CITY OF SAN RAMON
APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2022-23 APPROPRIATIONS LIMIT		
A.	FY 2021-22 APPROPRIATIONS LIMIT	\$ 89,211,219
B.	ADJUSTMENT FACTORS	
	1. City Population Growth	0.9952
	2. California Per Capita Income	1.0755
	Total Adjustment %	1.0703
C.	ANNUAL ADJUSTMENT	6,274,903
D.	OTHER ADJUSTMENTS	-
E.	TOTAL ADJUSTMENTS	6,274,903
F.	FY 2022-23 APPROPRIATIONS LIMIT	<u>\$ 95,486,122</u>

FISCAL YEAR 2022-23 APPROPRIATIONS SUBJECT TO LIMITATION		
A.	PROCEEDS OF TAXES:	
	Property Tax	\$ 24,376,859
	Sales & Use Tax	11,298,342
	Property Transfer Tax	1,054,696
	Transient Occupancy Tax	2,317,261
	Motor Vehicle In Lieu	-
	Off-Highway Vehicles	-
	Interest Earned on Proceeds of Taxes	70,869
	Total Proceeds of Taxes	<u>\$ 39,118,027</u>
B.	EXCLUSIONS:	
	Debt Service	(5,396,500)
	Qualified Capital Outlays	-
	Total Exclusions	<u>(5,396,500)</u>
C.	APPROPRIATIONS SUBJECT TO LIMITATION	<u>\$ 33,721,527</u>
D.	CURRENT YEAR LIMIT	<u>\$ 95,486,122</u>
E.	OVER (UNDER) LIMIT	<u>\$ (61,764,595)</u>

Reference Materials | General Fund Reserve Policy



Dougherty Station Community Center



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RESOLUTION NO. 2021-037

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
APPROVING THE STATEMENT OF THE GENERAL FUND RESERVE POLICY**

WHEREAS, the City Council adopted Resolution No. 2004-030 to establish a General Fund Reserve Policy (“Policy”) to promote sound financial management practices in the City; and

WHEREAS, it is appropriate to review the Policy periodically and consider making changes when appropriate; and

WHEREAS, on June 30, 2010, the City Council approved Resolution No. 2010-078 modifying the Policy and reallocating General Reserves to the Debt Service Fund, the Dougherty Valley Fund and the Healthcare Fund; and

WHEREAS, on February 14, 2017, the City Council approved Resolution No. 2017-016 modifying the Policy reserve level from 50% to 40%; and

WHEREAS, on June 9, 2020, the City Council approved Resolution No. 2020-043 modifying the Policy to incorporate recommendations from Management Partners as follows:

1. Adjusted the minimum General Fund reserve amount from 40% to 36%
2. Included the annual payment to the Dougherty Valley Fund into the calculation of prior year General Fund operating expenditures
3. Removed any reference to General Fund reserves allocated in the Debt Service Fund, Dougherty Valley Fund and Healthcare Fund, since these funds no longer have allocated General Fund reserves
4. Replaced the word “actual” with “estimate” before the wording “General Fund Operating Expenditures” when describing the minimum reserve level calculation.

NOW, THEREFORE BE IT RESOLVED, that the City Council approve the Statement of the General Fund Reserve Policy attached as Exhibit 1.

Signatures on following page.

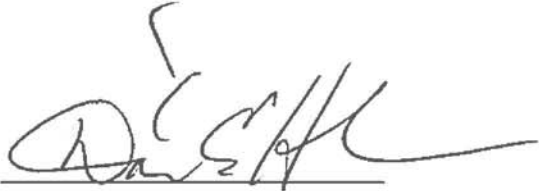
PASSED, APPROVED AND ADOPTED at the meeting of March 23, 2021 by the following votes:

AYES: *Cm. Armstrong, Perkins, Verose, Zafar, and Mayor Hudson*

NOES:

ABSENT:

ABSTAIN:


David E. Hudson, Mayor


ATTEST:

Christina Franco, City Clerk

Exhibit 1: Statement of the General Fund Reserve Policy



CITY OF SAN RAMON
STATEMENT OF GENERAL FUND RESERVE POLICY

Purpose

To provide guidelines to the City Council and staff for establishing, maintaining, and the annual review of a minimum target General Fund reserve for the City of San Ramon. This policy is developed to consider the minimum level necessary to maintain the City's creditworthiness and to adequately provide for:

- Economic uncertainties and other financial hardships or downturns in the local or national economy
- Extreme events
- Future debt or capital obligations
- Cash flow requirements
- Legal requirements

The General Reserve Policy is an integral part of the City's multi-year financial business plan. The City General Fund Reserve Policy was approved by City Council Resolution No. TBD.

Introduction

One of the key components of a financially stable organization is the adherence to a policy of maintaining an appropriate level of reserves. Establishing a target minimum General Fund reserve is a mechanism that governments can implement to help ensure adequate levels of fund balance are available to help mitigate current and future risks. A minimum General Fund reserve is generally considered a prudent and conservative fiscal policy to deal with unforeseen situations. Some examples of unforeseen situations include, but are not limited to:

- Extreme Events
- Economic Downturns
- Reduced Revenues
- Federal/State/County Budget Cuts
- Unfunded Legislative or Judicial Mandates
- Cash Flow Requirements
- Capital Obligations
- One-Time City Council Approved Expenditures
- Innovative Opportunities for the Betterment of the Community

The Government Finance Officers Association (GFOA), an international organization that promotes the professional management of governments for the public interest, recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their General Fund of no less than two months of operating revenues or operating expenditures, or a minimum of approximately 16.67% of General Fund operating expenditures. The GFOA further recommends that reserve levels be directly related to the degree of uncertainty the local government faces, specifically, the greater the uncertainty, the greater the financial resources necessary.

Most cities choose General Fund Operating Expenditures as the basis for reserve. Typically, there is less fluctuation and risk in forecasting future expenditures. The General Fund Operating Expenditures methodology is also typically considered the more conservative basis for establishing a General Fund reserve.

There are additional benefits to establishing a minimum General Fund reserve. Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's General Fund to evaluate a government's continued creditworthiness. Finally, fund balance levels are a crucial consideration in long-term financial planning.

Policy

For purposes of this policy, the term "reserve" includes undesignated, unreserved fund balance. It is the policy of the City of San Ramon to maintain a minimum target reserve for unforeseen situations that impact the City, and whenever fiscally possible and financially prudent to maintain a greater target reserve. The City will continue to maintain reserve funds to:

- a) Stabilize the fiscal base by anticipating fluctuations in revenues and expenditures; and
- b) Provide for non-recurring, unanticipated expenditures; and
- c) Provide for innovative opportunities for the betterment of the community.

The minimum target reserve of the General Fund reserves will be maintained at thirty-six percent (36%) of General Fund Operating Expenditures, plus the annual transfer amount from the General Fund to the Dougherty Valley Fund.

The minimum reserve level will be calculated annually using the prior fiscal year's estimated General Fund Operating Expenditures and estimated annual transfer amount from the General Fund to the Dougherty Valley Fund. General Fund reserves levels will be evaluated at three different time periods during the fiscal year as described below. Staff recommendations will be made to City Council on the available funds and the appropriate reserve levels. In the event the General Fund reserve balance drops below the minimum reserve level, a response plan will be developed to return the General Fund reserves back to the minimum reserve level.

The minimum General Fund Reserve Policy is intended to be a prudent and conservative fiscal policy, which should help contribute to the fiscal security of the City. Nothing in this policy shall prohibit the City Council from maintaining a higher level of reserves than the established minimum General Fund reserve target of thirty-six percent (36%).

Designation of General Fund Reserves

- 1) Committed - \$10.7 million of General Fund reserves are identified and allocated as “committed” to address future revenue stabilization concerns
- 2) Assigned - \$4 million of General Fund reserves are identified and allocated as “assigned” to address expenditure volatility issues in the future

Monitoring and Maintenance of Reserves

- 1) General Fund Reserve Levels are to be monitored at three (3) different time periods during the fiscal year as follows:
 - a) Actual Reserve Levels as of the end of each fiscal year are to be reported to the City Council at the time that audited financial statements are published.
 - b) Estimated Reserve Levels are to be projected as part of the annual mid-year financial review presented to the City Council and projected ending reserve levels shall be measured against the Reserve Policy.
 - c) Budgeted Reserve Levels are to be projected as part of the annual budget adoption process and projected ending reserve levels shall be measured against the Reserve Policy thresholds.
- 2) If, at any of the three (3) monitoring time periods, total ending reserves fall below, or are estimated to fall below thirty-six percent (36%), the City Manager shall report the amount of reserves remaining below the thirty-six percent (36%) level to the City Council. This report shall be presented to the City Council within thirty (30) days of determining the total combined reserve level is estimated to be below thirty-six percent (36%).
- 3) If, at any of the three (3) monitoring time periods, total ending reserves actually fall below, or are estimated to fall below thirty-six percent (36%), the City Manager shall prepare an action plan to restore reserves to the thirty-six percent (36%). This action plan shall be presented to the City Council within thirty (30) days of determining that the thirty-six percent (36%) threshold is projected to be breached. The City Council will consider the City Manager's recommended corrective actions.

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Dougherty Valley Performance Arts Center



Fountain at the San Ramon Community Center

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RESOLUTION NO. 2020-111

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
APPROVING THE STATEMENT OF
DEBT MANAGEMENT AND DISCLOSURE POLICY**

WHEREAS, the City Council adopted Resolution 2014-092 to establish formal written debt management policy; and

WHEREAS, the City Council adopted Resolution 2017-026 amending the Statement of Debt Management and Disclosure Policy to comply with Government Code Section 8855(i); and

WHEREAS, per the Debt Management Policy, the Administrative Services Director shall conduct a review of the policy and bring forward to the City Council any amendments deemed necessary and appropriate; and

WHEREAS a Statement of the Debt Management and Disclosure Policy was submitted and reviewed with the Finance Committee on November 9, 2020; and

WHEREAS, the Finance Committee directed staff to forward the Statement of Debt Management and Disclosure Policy to the City Council for consideration of approval.

NOW, THEREFORE BE IT RESOLVED, that the City Council approves the Statement of Debt Management and Disclosure Policy that is attached as Exhibit 1.

PASSED, APPROVED AND ADOPTED at the meeting of November 24, 2020 by the following votes:

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 Debt Management and Disclosure Policy 2020

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CITY OF SAN RAMON

STATEMENT OF DEBT MANAGEMENT AND DISCLOSURE POLICY

POLICY PURPOSE

This Debt Management Policy (the “Debt Policy”) establishes the parameters within which debt may be issued and administered by the City of San Ramon (the “City”), San Ramon Public Financing Authority, and the San Ramon Successor Agency (collectively, the “Covered Entities”). This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017.

POLICY STATEMENT

While the Covered Entities prefer to finance projects on pay-as-you-go basis, in the event debt is necessary, the Policy confirms the commitment of the Council, Boards, management, staff, advisors, and other decision makers to adhere to sound financial management practices, including full and timely repayment of borrowings, achieving the lowest possible cost of capital within prudent risk parameters.

Priorities of the Debt Policy are:

1. Achieve the lowest cost of capital by balancing the City’s service, infrastructure, and liability obligations;
2. Maintain a prudent level of financial risk;
3. Preserve future financial flexibility;
4. Maintain full and complete financial disclosure and reporting;
5. Obtain highest practical credit ratings and good investor relations; and
6. Ensure compliance with state and federal laws and regulations.

The Debt Policy shall govern, except as otherwise covered by the Investment Policy, the issuance and management of all debt and lease financings funded from the capital markets (including private placement and bank loans), including the selection and management of related financial services and products and investment of bond and lease proceeds. While adherence to this policy is required in applicable circumstances, it is recognized that changes in the capital markets,

agency programs and other unforeseen circumstances may from time to time produce situations that are not covered by this policy and will require modifications or exceptions to achieve policy goals. In these cases, management flexibility is appropriate, provided specific authorization from the City Manager, City Council and other authorizing Boards is obtained.

This Debt Policy may be amended by the City Council as it deems appropriate from time to time in the prudent management of the debt of the City and its Covered Entities. Any approval of debt by the City Council that is not consistent with this Debt Policy shall constitute a waiver of this Debt Policy.

RESPONSIBILITIES

The debt program for all City funds shall be operated in conformance with applicable federal, state and other legal requirements, including the Municipal Code.

Responsibility for managing and coordinating all activities related to the structure, issuance, and administration of all long- and short-term debt obligations shall rest with the Administrative Services Director.

No debt obligations shall be presented to the City Council, San Ramon Public Financing Authority Board or San Ramon Successor Agency Board for their authorization without the joint assessment and recommendation of the City Manager and City Attorney. Departments planning debt-financed capital programs or equipment acquisitions shall work closely with the City Manager and Administrative Services Director to provide information and otherwise to facilitate the issuance and on-going administration of debt.

The Administrative Services Director shall be responsible for maintaining good communication with rating agencies, investors, and other debt related service providers about the City's financial condition and will follow a policy of full disclosure as required by the Securities Exchange Commission's Rule 15c2-12 and in accordance with the specific disclosure reporting requirements detailed in each respective bond transcript.

The Administrative Services Director shall conduct an annual review of this Debt Policy and bring forward to the City Council any amendments deemed necessary and appropriate.

TYPES OF DEBT

For purposes of this Debt Policy, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Debt Policy shall be solely for convenience and shall not be interpreted to

characterize any such obligation as an indebtedness or debt within the meaning of any statutory or constitutional debt limitation where the substance and terms of the obligation comport with exceptions thereto.

The following types of debt are allowable under this Debt Policy:

- General obligation bonds
- Bond or grant anticipation notes
- Lease revenue bonds, certificates of participation and lease-purchase transactions
- Other revenue bonds and certificates of participation
- Tax and revenue anticipation notes
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- Tax increment financing to the extent permitted under state law
- Conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations
- Pension Obligation Bonds

The Covered Entities may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

DEBT CONSIDERATIONS

General:

The Covered Entities will evaluate the need for debt financing of a project compared to a pay-as-you-go financing methodology. The Covered Entities prefers to fund projects on a pay-as-you-go basis.

1. Factors favoring a pay-as-you-go methodology include:

- a. Current projected revenues, fund balances available are sufficient to fund the project and fund liabilities are manageable.
 - b. Long-term total costs are lower due to the avoidance of interest expense.
 - c. Existing debt levels adversely affect the City's credit rating.
 - d. Market conditions are unfavorable or present difficulties in marketing.
2. Factors favoring debt financing include:
- a. Current and projected revenues available for debt service are sufficient and reliable so that financings can be marketed with investment grade credit ratings.
 - b. Market conditions present favorable interest rates leading to efficient financial resource allocation and demand for the City financings.
 - c. A project is mandated by state or federal requirements, and current resources are insufficient or unavailable to fully fund the project.
 - d. The project is immediately required to meet or relieve capacity needs or emergency conditions and current resources are insufficient or unavailable.

The City will review debt limits in conjunction with any proposed financing.

Relationship of Debt to Capital Improvement Program and Budget:

The City is committed to long-term capital planning. The Covered Entities intend to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The Covered Entities shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The Covered Entities shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The Covered Entities shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The Covered Entities shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The Covered Entities shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

Policy Goals Related to Planning Goals and Objectives:

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The Covered Entities intend to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City’s annual operations budget.

DEBT MANAGEMENT

The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.

An internal feasibility analysis will be prepared for each long-term financing, which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

The Covered Entities will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

DEBT CAPACITY

The Covered Entities will carefully monitor its levels of general-purpose debt. Because our general purpose debt capacity is limited, it is important that we only use general purpose debt financing for high-priority projects where we cannot reasonably use other financing methods for two key reasons:

1. Funds borrowed for a project today are not available to fund other projects tomorrow.
2. Funds committed for debt repayment today are not available to fund operations in the future.

In evaluating debt capacity, general-purpose annual debt service payments should generally not exceed 10% of General Operating revenues, which consist of the General Fund and Dougherty Valley Fund; and in no case should they exceed 15%. Further, direct debt will not exceed 2% of assessed valuation; and no more than 60% of capital improvement outlays will be funded from long-term financings.

DEBT TERM

The City Council, San Ramon Public Financing Authority Board and San Ramon Successor Agency Board recognize that any new debt obligation will have an impact on the long-term affordability of all outstanding debt and any future planned debt, as well as budgetary impacts associated with the maintenance and operating costs of debt-financed facilities.

1. Term of Debt – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future beneficiaries or users. Debt shall not be issued for a term that exceeds the useful life of the debt-financed asset.
2. Debt Repayment – Typically, the Covered Entities desire level debt service payments over the term of the debt. However, the cost of capital, financial risk, current economic conditions, future financial flexibility, credit ratings and available cash flow will be evaluated to determine the most appropriate method of debt amortization for each debt issue. Notwithstanding the above, back loading the debt service will be evaluated as the circumstances dictate. Back loading occurs when debt service payments are lower in the initial years of a debt term and higher toward the later years of a debt term.

DEBT ISSUANCE

The Covered Entities have the capacity to issue long- and short-term debt and to refund any outstanding debt. The following details the purposes of debt issuance, the method of sale for such debt, and the practices for obtaining professional assistance in the debt issuance process.

1. Long-term Debt – Long-term debt may be used to finance the acquisition or improvement of land, infrastructure, facilities, or equipment for which it is appropriate to spread the costs of such over more than one budget year. Long-term debt may be used to fund capitalized interest, cost of issuance, required reserves and any other financing related costs that may be legally capitalized. Long-term debt shall not be used to fund City operating costs.
2. Short-term Debt – Short-term debt will be considered as an interim source of funding in anticipation of long-term debt. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and financing-related costs.

Short-term debt is also appropriate to address legitimate short-term cash flow requirements during a given fiscal year to fund the operating costs of the City to provide necessary public services. The Covered Entities will not engage in short-term borrowing solely for the purpose of generating investment income.

3. Refunding – Refunding opportunities will be identified by periodic reviews of

outstanding debt obligations. Refunding will be considered when there is a net economic benefit from the refunding. Non-economic refunding may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status, issuer, or other non-economic factors related to the debt.

4. Method of Sale – Debt is typically issued under either a competitive sale or a negotiated sale. The Covered Entities shall have the flexibility to determine which method of sale is appropriate for each debt issuance. Determination of the appropriate method of sale will rest collectively with the City Manager and Administrative Services Director.
5. Private Placement – The Covered Entities may determine that private placement of debt is most appropriate. Use of private placement will be considered collectively by the City Manager and Administrative Services Director.
6. Pooled Financing – The City may also consider use of pooled financing as a method of accessing the capital markets. Use of pooled financing will be evaluated collectively by the City Manager and Administrative Services Director on a case-by-case basis.
7. Selection of Financing Professionals – Selection of financing professionals (financial advisor, underwriter, bond counsel, disclosure counsel, trustee, etc.) shall generally be on a competitive basis; however, the City Manager is authorized to select financing professionals on a sole source basis. Selection shall balance service (experience, professional reputation and capabilities) with costs. Once selected, the Financial Advisor may assist the Covered Entities with selecting the rest of the members of the financing team.

DEBT STRUCTURE

1. Credit Ratings – It is a policy goal of the Covered Entities to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (although not all debt will be rated) and the lowest practical borrowing costs. The Covered Entities will seek to maintain the appropriate balance between high credit ratings and operational flexibility. In those cases where debt will be rated, the Covered Entities will seek credit ratings from at least one of the three major ratings agencies. Ratings from multiple rating agencies may be sought for a single debt issue, based upon market expectations and conditions at the time of the issuance.
2. Fixed-rate and Variable-rate Debt – The Covered Entities prefer to issue fixed-rate debt. Variable-rate debt may be used, if market conditions warrant at the time of issuance. It is

acknowledged that variable-rate debt passes an unknown obligation onto future budget cycles.

3. Derivatives – Derivative products may have application with regard to certain borrowing programs. The City Manager and Administrative Services Director will evaluate the use of derivative products on a case-by-case basis.
4. Call Provisions – The timing for when bonds are callable varies and is determined at the time of pricing such bonds. The Covered Entities preferred structure is to negotiate for optional redemption at par in order to maintain flexibility in the future.
5. Credit Enhancements – The Covered Entities may use credit enhancements (letters of credit, bond insurance, surety bonds, etc.) when such credit enhancements prove to be cost-effective. The Covered Entities will consider the use of credit enhancements on a case-by-case basis.

INTERFUND BORROWINGS

The City may borrow internally from other funds with temporary cash surpluses to meet short-term cash needs in lieu of issuing debt. The fund(s) from which the money is borrowed shall be repaid with interest at the average earnings rate of the Local Agency Investment Fund (LAIF). Interfund borrowing extending for more than one year will be brought to Council for approval.

MARKET COMMUNICATION, DEBT ADMINISTRATION AND REPORTING REQUIREMENTS

A. Responsibilities:

The Administrative Services Director shall be responsible for administering the City's debt management program. To that end, this position shall:

1. Comply with all reporting requirements within the bond documents
2. Review all outstanding debt for refunding opportunities
3. Maintain positive working relationships with rating agencies and other financial professionals
4. Review and recommend appropriate structures for all new debt issuances.
5. Ensure compliance with the Investment Policy and bond documents regarding investing

bond proceeds.

B. Rating Agencies:

The Administrative Services Director shall be responsible for maintaining the Covered Entities relationships with Standard & Poor's Ratings Services, Fitch Ratings, and Moody's Investors Service, as appropriate. The City shall, from time to time, deal with one, two or all of these agencies as circumstances dictate. In addition to general communication, the Administrative Services Director shall (1) meet, (either in person or via phone) with credit analysts periodically as appropriate; and (2) prior to each competitive or negotiated sale, offer conference calls or meeting(s) with rating analysts in connection with the planned sale.

C. Observance of Debt Covenants:

The Administrative Services Director will periodically review that the City is in compliance with all legal covenants for each debt issue.

D. Continuing Disclosure:

The Administrative Services Director will remain in compliance with Rule 15c2-12.

E. Record Keeping:

A copy of all debt-related records shall be retained at the City's Administrative Services offices or in an approved storage facility. At minimum, these records shall include all official statements, bid documents, bond documents/transcripts, resolutions, trustee statements, leases, and title reports for each financing (to the extent available). To the extent possible, the City shall retain an electronic copy of each document, preferably in PDF or CD-ROM format.

F. Arbitrage Rebate:

The City will comply with the administratively adopted policies and procedures regarding tax-exempt financings and tax-exempt financed property, as well as the tax and arbitrage certifications associated with each issue.

INTERNAL CONTROL PROCEDURES

It is the policy of the City to ensure that proceeds of debt are spent only on lawful and intended uses. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the City Manager. The Administrative Services Director shall ensure that records of all expenditures of proceeds will be retained through the final payment date for the debt.

INITIAL AND CONTINUING DISCLOSURE COMPLIANCE

A. Disclosure Coordinator:

The Administrative Services Director of the City shall be the disclosure coordinator of the City (“Disclosure Coordinator”).

B. Review and Approval of Official Statements:

The Disclosure Coordinator of the City shall review any Official Statement prepared in connection with any debt issuance by the Covered Entities in order to ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the City. Additionally, the Disclosure Coordinator will participate on all Due Diligence reviews with the Covered Entities finance team prior to debt issuance.

In connection with its review of the Official Statement, the Disclosure Coordinator shall consult with third parties, including outside professionals assisting the City, and all members of City staff, to the extent that the Disclosure Coordinator concludes they should be consulted so that the Official Statement will include all “material” information (as defined for purposes of federal securities law).

As part of the review process, the Disclosure Coordinator shall submit all Official Statements to the City Council, San Ramon Public Financing Authority or San Ramon Successor Agency for approval by the appropriate body. The cover letter used by the Disclosure Coordinator to submit the Official Statements shall be in substantially the form of Exhibit A.

The approval of an Official Statement by the City Council shall be docketed as a new business matter and shall not be approved as a consent item. The City Council shall undertake such review as deemed necessary by the City Council, following consultation with the Disclosure Coordinator, to fulfill the City Council’s responsibilities under applicable federal and state securities laws. In this regard, the Disclosure Coordinator shall consult with the City’s disclosure counsel to the extent the Disclosure Coordinator considers appropriate.

C. Continuing Disclosure Filings:

Under the continuing disclosure undertakings that the City, San Ramon Public Financing Authority or San Ramon Successor Agency have entered into in connection with its debt offerings, the appropriate agency is required each year to file annual reports with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system in accordance with such undertakings. Such annual reports are required to include certain updated financial and operating information, and the City’s audited financial statements.

The City is also required under its continuing disclosure undertakings to file notices of significant/ material events with EMMA.

The Disclosure Coordinator is responsible for establishing a system (which may involve the retention or one or more consultants) by which:

- a) the City will make the annual filings required by its continuing disclosure undertakings on a complete and timely basis, and
- b) the City will file notices of enumerated events as required by Rule 15c2-12.

D. Public Statements Regarding Financial Information:

Whenever the City makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets, the City is obligated to ensure that such statements and information are complete, true, and accurate in all material respects.

E. Training:

The Disclosure Coordinator shall ensure that the members of the City staff involved in the initial or continuing disclosure process and the City Council are properly trained to understand and perform their responsibilities.

The Disclosure Coordinator shall arrange for disclosure training sessions conducted by the City's disclosure counsel. Such training sessions shall include education on these Disclosure Procedures, the City's disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the City's staff and members of the City Council. Such training sessions may be conducted using a recorded presentation.

EXHIBIT A

CITY COUNCIL STAFF REPORT

Date:

To: City Council/City Manager

From:

Subject

This Staff Report relates to the proposed issuance of _____ (the “Obligations”) by the City. The City Council is asked to approve issuance of the Obligations and all related documents. The near-final versions of these documents are attached.

The attached Preliminary Official Statement has been reviewed and approved for transmittal to the City Council by the City’s financing team. The distribution of the Preliminary Official Statement by the City is subject to federal securities laws, including the Securities Act of 1933 and the Securities Exchange Act of 1934. These laws require the Preliminary Official Statement to include all facts that would be material to an investor in the Obligations. Material information is information that there is a substantial likelihood would have actual significance in the deliberations of the reasonable investor when deciding whether to buy or sell the Obligations. If the City Council concludes that the Preliminary Official Statement includes all facts that would be material to an investor in the Obligations, it must adopt a resolution that authorizes staff to execute a certificate to the effect that the Preliminary Official Statement has been “deemed final.”

The Securities and Exchange Commission (the “SEC”), the agency with regulatory authority over the City’s compliance with the federal securities laws, has issued guidance as to the duties of the City Council with respect to its approval of the Preliminary Official Statement. In its “Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors” (Release No. 36761 / January 24, 1996) (the “Release”), the SEC indicated that, if a member of the City Council has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the Obligations, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such facts are adequately disclosed in the Preliminary Official Statement. In the Release, the SEC indicated that the steps that a member of the City Council could take include becoming familiar with the Preliminary Official Statement and questioning staff and consultants about the disclosure of such

facts.

Set forth below is a summary of the financing, including cross-references to specific sections of the Preliminary Official Statement.

Section 1. *Purpose of Financing.*

Section 2. *Documents for Approval; Security for the Obligations.*

Section 3. *Risks Relating to Repayment and Tax-Exempt Status of the Obligations.*

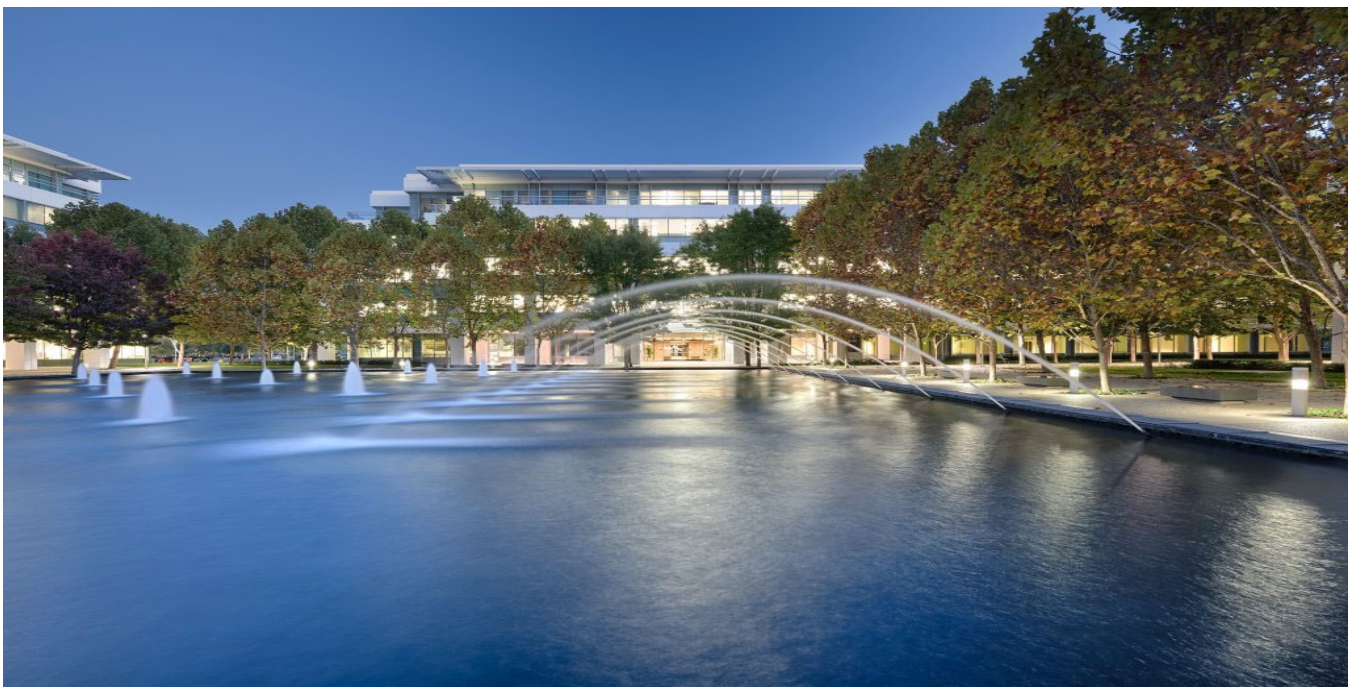
Section 4. *Requested Approvals.*

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Reference Materials | Investment Policy



City Center Bishop Ranch



Bishop Ranch Business Offices

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RESOLUTION NO. 2022-100

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
APPROVAL OF THE PROPOSED FY 2022-23 STATEMENT OF
INVESTMENT POLICY**

WHEREAS, California Government Code (53646) requires annual review and approval of a Statement of Investment Policy by city councils of California municipalities in a public meeting; and

WHEREAS, the City Council first adopted a Statement of Investment Policy in 1989 with Resolution No. 89-76, and since that time, the Statement of Investment Policy has been reviewed annually and amended when appropriate, the most recent of which was on June 8, 2021 for the 2021-22 Fiscal Year by Resolution No. 2021-081; and

WHEREAS, the Statement of Investment Policy was reviewed by FHN Financial Main Street Advisors, LLC (FHN Main Street), and there are no proposed changes to the policy at this time.


NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Ramon does hereby approve the proposed Statement of Investment Policy for FY 2022-23.

AYES: *Cm. Armstrong, Perkins, Verose, Zafar, and Mayor Hudson*

NOES:

ABSENT:

ABSTAIN:



David E. Hudson, Mayor

ATTEST:



Christina Franco, City Clerk

Exhibit 1: Investment Policy FY 2022-23



CITY OF SAN RAMON

STATEMENT OF INVESTMENT POLICY

Fiscal Year 2022-23

Purpose

This statement implements §53646 of the Government Code, of the State of California, by providing a Statement of Investment Policy. It is intended to provide sound procedures for the prudent investment and management of public funds of the City of San Ramon. Consistent with provisions of this code section, this policy shall be annually reviewed and adopted by the City Council.

Scope

This policy applies to all liquid financial assets of the City of San Ramon. These assets are accounted for in the City's *Comprehensive Annual Financial Report (CAFR)*, which includes the annual independent audit report, under the following categories:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Internal Service Funds
- Trust and Agency Funds

Funds excluded from this policy:

1. Bond Proceeds - The investment of bond proceeds held with trustees is directed by the City, but is governed by the restrictions on permitted investments in the applicable bond indenture or similar agreements.
2. Deferred Compensation, Retirement, Other Post-Employment Benefits (OPEB) 115 Trust, and Supplement Pension 115 Trust – Investments related to these plans are not subject to this policy since third-party administrators or trustees manage the funds and either the individual plan participants or trustees direct investment selection.

Objective

The City's objective is to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest idle funds to the fullest extent possible. Idle cash management and investment transactions are the responsibility of the Finance Division of the Administrative Services Department. The City shall attempt to obtain a market rate of return, provided that criteria for safety and liquidity are adequately met, and that all provisions of this investment policy are strictly adhered to.

Investment Principles

The City of San Ramon operates its temporary pooled idle cash investments under the "*prudent investor standard*". This standard states: *When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.*

Consistent with this principle, the following basic tenets shall serve to guide the City's investment program:

Safety — The first priority for the investment program shall be the safety of principal investment. Procedures for ensuring safety of principal shall involve compliance with legal requirements set forth under sections of the Government Code, development and maintenance of adequate records and controls, and avoidance of market speculation through an underlying "buy and hold" investment strategy.

Liquidity — The second priority for the investment program shall be to provide adequate cash for operations or capital purposes on an as-needed basis. Procedures for ensuring adequate liquidity shall include maintenance of pro forma City cash needs through analysis of historical and projected future cash flows, and matching investment maturities to cash requirements.

Yield — The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Yield on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low-risk securities in anticipation of earning a market rate of return relative to the risk being assumed. Nevertheless, investment performance shall be periodically monitored and evaluated by the Administrative Services Director by comparison with other benchmark yields.

Delegation of Authority

The City of San Ramon Municipal Code assigns treasury responsibilities to the Administrative Services Director who serves as the City Treasurer. The Administrative Services Director currently performs the duties of the Director of Finance. The authority to invest City Funds rests with the Administrative Services Director and his designated staff, herein referred to as the Deputy Treasurer. The Administrative Services Director has further authority, with consent of the City Council to delegate investment portfolio management to FTN Financial Main Street Advisors, an Investment Advisory firm. No person may engage in an investment transaction except as provided for under the terms of this policy. The Administrative Services Director shall be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials.

Ethics and Conflicts of Interest

Officers, Councilmembers, and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Employees, Councilmembers and investment officials shall disclose any material financial interests that could be related to the performance of the City's investment portfolio.

GASB 31

The Government Accounting Standards Board (GASB) Statement No. 31 requires that governmental entities report all investments with a maturity in excess of one-year at fair market value in the balance sheet or other statement of financial condition as of the end of the annual reporting cycle. Market value increases/declines are recognized by booking the variation against earnings at year-end. This book gain/loss would be realized by way of an increase/reduction in reserves, increasing/reducing funds available for appropriation. Because longer-term investments are subject to greater fluctuations in price and market value, specific constraints in the form of percentage limitations have been incorporated into this policy. These limitations minimize material gains/losses in the value of the portfolio in a declining/rising interest rate environment and mitigate the risks inherent in GASB Statement 31.

Permitted Investments

- **Bonds issued by the City of San Ramon or other local agency** of the State of California, provided that the obligations are rated Aa3, AA-, AA- or higher by a Nationally Recognized Statistical Rating Organization (NRSRO), Moody's Investors Services (Moody's), Standard and Poor's Ratings Services (S&P), or Fitch Ratings (Fitch), respectively. Purchases of eligible municipal securities shall not exceed five years to maturity.
- **United States Treasury notes, bonds, bills** or other obligations for which full faith and credit of United States are pledged for payment of principal and interest. Purchases of eligible treasury securities shall not exceed five years to maturity.

- **Federal Agency Securities.** Federal agency or United States government-sponsored enterprise obligations, participations or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. Purchases of eligible federal agency securities shall not exceed five years maturity.
- **Bonds issued by the State of California.** Provided that the obligations are rated Aa3 or higher provided by (Moody's), has an AA- or higher rating provided by (S&P), or has an AA- or higher rating provided by (Fitch). Purchases of eligible federal agency securities shall not exceed five years to maturity.
- **Bankers' Acceptances,** issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's or by S&P. Purchases of Bankers' Acceptances may not exceed 180 days to maturity, or 40% of the City's surplus funds, nor may the City invest more than 2% of its surplus funds in the Bankers' Acceptances of any one commercial bank.
- **Commercial Paper** issued by corporations organized and operating within the United States with total assets in excess of \$500,000,000. Commercial paper must have a minimum short term rating by at least two of the following NRSRO's: A-1 by S&P, P-1 by Moody's, or F-1 by Fitch and a minimum long-term debt rating of A2 by Moody's, A by S&P, or A by Fitch. Purchases of eligible Commercial Paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of an issuing corporation, nor may the City's investments in Commercial Paper exceed 25% for the City's surplus funds.
- **FDIC Insured Certificates of Deposit** issued by a nationally or state-chartered bank, or a state or federal savings and loan association, or by a state-licensed branch of a foreign bank. The invested amount per institution shall not exceed the current FDIC insured limit (currently \$250,000). Purchases of eligible FDIC insured certificates of deposit shall not exceed five years to maturity.
- **Negotiable Certificates of Deposit** issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided (1) that the senior debt obligations of the issuing institution are rated Aa2 or better by Moody's or rated AA or better by-S&P and (2) that the financial institution has received a minimum overall "satisfactory" rating for meeting the credit needs of California communities in its most recent evaluation. Purchases of negotiable certificates of deposit may not to exceed 30% of the City's surplus funds, nor in excess of the greater of either the net worth of the depository or \$500,000. Purchases of eligible negotiable certificates of deposit shall not exceed five years maturity.
- **Repurchase Agreements** used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed. Only U.S. Treasury securities

or Federal Agency securities allowable in this policy will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank by book entry, physical delivery, or third-party custodial agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value, 102 percent of the funds borrowed against those securities. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a weekly basis. Investments in repurchase agreements shall not exceed 30% of the City's surplus funds.

Additional Repurchase Agreement Provisions: Market value must be calculated each time there is a substitution of collateral.

The City or its trustee shall have perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement

The City may enter into Repurchase Agreements only with primary dealers of the Federal Reserve Bank of New York.

The City will have specific written agreements with each firm with which it enters into Repurchase Agreements.

- **Medium-Term Corporate Notes** issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state operating within the United States. Medium-term corporate notes shall have a maximum maturity of five years, and a minimum long-term debt rating by at least two of these NRSRO's: A2 by Moody's, A by S&P, or A by Fitch. Purchases shall not to exceed 30% of the City's surplus funds.
- **State of California Local Agency Investment Fund.** Investment in LAIF may not exceed \$40 million. No more than 15% of the total City investment portfolio is to be invested in LAIF.
- **Negotiable Order of Withdrawal** that functions as an interest bearing checking account that is fully collateralized with securities rated "AA" or higher and offered by a nationally or state-chartered bank or a State or Federal savings and loan association or by a state-licensed branch of a foreign bank with assets exceeding \$5 Billion. No more than \$3,500,000 of the City investment portfolio is to be invested in this type of account.
- **Supranational Debt Obligations.** United States dollar-denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development of the World Bank (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IABD), with maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments must have a minimum rating of AA or better by

at least two of the following NRSRO's: Moody's, S&P, or Fitch, and shall not exceed 30% of the City's surplus funds.

- **Shares of beneficial interest issued by diversified management companies**, that are money market funds (MMFs) registered with the Securities and Exchange Commission under the Investment Advisory Company Act of 1940 (15 U.S.C. Sec 80a-1 et seq.). To be eligible for investment pursuant to this subdivision these companies shall either (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations listed above and with assets in excess of \$500,000,000. The MMF invests only in Treasury and Federal Government Agency securities, and in repurchase agreements backed by Treasury and Federal Government Agency securities.

The purchase price of the MMF shares shall not exceed 20% of the City's surplus funds. (Per section 53601-L)

Ineligible Investments

Any security type not specifically approved by this policy is hereby specifically prohibited. Security types which are thereby prohibited include, but are not limited to:

- "Complex" derivative structures such as range notes, dual index notes, inverse floaters, leveraged or deleveraged floating-rate notes, or any other complex variable-rate or structured note.
- Interest only strips that are derived from a pool of mortgages, or any security that could result in zero interest accrual if held to maturity.
- Asset Backed Securities
- Common Stocks
- Reverse Repurchase Agreements

Maximum Maturity

Pursuant to Government Code §53601, the City Council limits investments to securities with remaining maturity periods of no greater than five years.

Credit/Issuer Risk

The City will seek to mitigate credit risk by requiring that issuers meet specific qualifying criteria. The following guidelines will be used to determine the distribution of funds between issuers.

For medium term corporate notes and negotiable certificates of deposit, issuers must possess an acceptable long-term senior debt rating by at least two of the nationally recognized ratings services, i.e. Moody's, S&P's, and Fitch, as detailed below:

1. For maturities of four years or less, a minimum rating of A2 by Moody's, A by S&P, or A by Fitch.
2. For maturities of four to five years, a minimum rating of Aa3 by Moody's, AA- by S&P, or AA- by Fitch.

In the event an issuer is downgraded to below A2 (Moody's) or A (S&P or Fitch), an analysis will be prepared of the exposure to the City and a recommendation will be made regarding holding the security or a possible sale.

Market Risk

Market risk shall be addressed by diversification of security types and distribution. Percentage limitations and maturity restrictions will comply with the State of California Government Code. Maturity distribution, particularly as impacted by changes in the yield curve will be frequently monitored by staff. Market risk will further be mitigated by limiting the portion of the portfolio investments with maturities in excess of one-year to 70%. The weighted average maturity of the portfolio shall not exceed 2.5 years.

Diversification by Investment Type and Issuer

Percentage limitations by investment type are outlined in Section 53600 of the Government Code. As described above the City will further diversify the portfolio by issuer, with the exception of Treasury securities, which will have no percentage limitations. The City shall seek to preserve principal by mitigating credit risk by diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the City. Listed below are sector and issuer limitations:

Sector	Sector Limit	Issuer Limit	Max Years	Minimum Rating <i>(NRSROs: S&P, Moody's, Fitch)</i>
U.S. Treasuries	100%	100%	5 Years	N/A
Federal Agencies	100%	50%	5 Years	N/A
Money Market	20%	20%	N/A	AAA/Aaa by at least two NRSROs
City of San Ramon Bonds	10%	10%	5 Years	Aa3 or AA- by one NRSRO

State of California Obligations	3%	3%	5 Years	Aa3 or AA- by one NRSRO
Local Agencies of California	10%	2%	5 Years	Aa3 or AA- by one NRSRO
Bankers' Acceptances	40%	2%*	180 Days	A1/P1 by S&P or Moody's
Commercial Paper	25%	2%*	270 Days	A1/P1/F1 and long-term A/A2/A by one NRSRO
Negotiable CDs	30%	2%*	5 Years	See page 4 for rating criteria
Medium-Term Notes	30%	2%*	5 Years	A/A2 less than 4 yrs, Aa-/Aa3 greater than 4 yrs by at least two NRSROs
Supranational Obligations (IFC, IBRD, and IADB)	30%	5%	5 Years	AA/Aa2 by at least two NRSROs

*The issuer limits for Banker's Acceptances, Commercial Paper, Negotiable Certificates of Deposits and Medium-Term Corporate Notes shall be calculated in aggregate at time of purchase.

Sale of Securities

The City does not make investments for the purpose of trading or speculation, but buys with the prevalent intent to hold securities to maturity. The prohibition of speculative investment precludes pursuit of profit through unusual risk or conjectural fluctuations in market prices. However, fluctuations in market rates or changes in credit quality may produce situations where securities may be sold at a nominal loss in order to mitigate further erosion of principal. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

Brokers/Dealers

A competitive bid/offer process, utilizing a minimum of three financial institutions on the approved broker/dealer list maintained by the City or the City's Investment Advisor, will be used to place all investment purchases and sales of secondary traded issues, if possible. Some

secondary issues may be offered by only one or two broker/dealers. Purchases of securities that are new issues do not require three offers.

All brokers/dealers with whom business is transacted shall be subject to regulation by the Securities and Exchange Commission. The investment advisor annually conducts a review of all broker/dealers, including their adherence to the Securities and Exchange Commission Uniform Net Capital Rule (Rule 15c3-1).

Safekeeping and Custody

The assets of the City shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery versus payment procedures.

Reporting Requirements

Pursuant to Government Code §53646, the Administrative Services Director shall render a quarterly investment report to the City Manager and City Council showing the type of investment, issuer, purchase date, purchase price, date of maturity, amount of deposit, coupon rate of interest, investment yield, and, for investments with a maturity exceeding 12 months, current market value, and source of market valuation. The quarterly report shall state its relationship to the adopted investment policy and shall provide assurance that the investment portfolio provides sufficient cash flow to meet the cash requirements for the following six months. The investment report shall be submitted within 30 days following the end of the quarter. Additionally, pursuant to Government Code §53607, a monthly transaction report shall be presented to the City Manager and City Council.

Performance Standards

The City portfolio is managed with the objective of obtaining a market rate of return, commensurate with identified risk constraints and cash flow characteristics. The appropriate benchmarks will be periodically reviewed by the City Council Finance Committee.

Allocation of Interest

Interest from the City's pooled investments is allocated proportionately to the City's various funds in the month it is received.

Glossary

Agencies: Federal agency securities.

Banker's Acceptance (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. The drafts are drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. An acceptance is a high grade negotiable instrument.

Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.)

Broker: A broker brings buyers and sellers together for a commission. He/she does not take a position.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper: Short term unsecured promissory note issued by a corporation (including limited liability companies) to raise working capital. These negotiable instruments are purchased at a discount to par value or at par value with interest bearing. Commercial paper is issued by corporations such as General Motors Acceptance Corporation, IBM, Bank of America, etc.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City. It includes combined statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material and a detailed Statistical section.

Coupon: a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. b) A certificate attached to a bond evidencing interest due on a payment date.

Custody: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions; buying and selling for his/her own account.

Delivery versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Derivatives: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Diversification: Dividing investment among a variety of securities offering independent returns with the objective of lowering risk.

Federal Deposit Insurance Corporation (FDIC): A Federal agency that insures bank deposits, currently up to \$250,000 per deposit.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrifty institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal Home Loan Mortgage Corporation (FHLMC): The FHLMC was created under the Federal Home Loan Mortgage Act, Title III of the Emergency Home Finance Act of 1970 as a stockholder owned government-sponsored enterprise. Freddie Mac, as the corporation is called, is charged with providing stability and assistance to the secondary home mortgage market by buying first mortgages and participation interests and reselling these securities in the form of guaranteed mortgage securities. Although agency obligations are not explicitly guaranteed by the federal government, the rating agencies believe that in the unlikely event of financial difficulties, the federal government will support the agency to the extent necessary to provide for full and timely payment on their securities.

Federal National Mortgage Association (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Reserve System: The central bank of the United States created by congress and consisting of a seven-member Board of Governors in Washington, D.C.; 12 regional banks and approximately 38 percent of the 8,039 commercial banks in the United States are members of the Federal Reserve System. National banks must be members; state-chartered banks may join if they meet certain requirements.

Interest Rate: The annual yield earned on an investment, expressed as a percentage.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. A security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable size can be done at those quotes.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: A segment of the financial market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are traded.

Municipal Securities of Local Agencies: Debt securities issued by states, cities, counties and other governmental entities to fund day-to-day obligations and to finance capital projects. The purchase of municipal securities is a loan to the bond issuer in exchange for regular interest payments and the return of the original investment.

Nationally Recognized Statistical Rating Organization ("NRSRO"): Firms that review and assess the creditworthiness of an obligor as an entity or with respect to specific securities or money market instruments and express their opinion in the form of a letter rating. A credit rating agency may apply to the SEC for registration as a nationally recognized statistical rating organization ("NRSRO"). The primary rating agencies are Standard & Poor's Corporation, Moody's Investor Services, Inc. and Fitch, Inc.

Negotiable Certificates of Deposit: Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit.

Offer: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See "Asked" and "Bid".

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker/dealers, banks and a few unregulated firms.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity; on a bond, the current income return.

Repurchase Agreement (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.

Risk: Degree of uncertainty of return on an asset.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Structured Notes: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, FHLMC, etc.) and Corporations, which have imbedded option (e.g. call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC Rule 15C3-1: See “Uniform Net Capital Rule”.

Supranational Securities: A supranational organization is formed by a group of countries through an international treaty with specific objectives such as promoting economic development. Supranational organizations also issue debt in the United States. The most commonly recognized supranational debt is issued by the International Bank for Reconstruction and Development (IBRD or World Bank).

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

Treasury Notes: Intermediate-term coupon bearing U.S. Treasury having initial maturities of from one year to ten years.

Trustee: A financial institution with powers to act in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

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