



**City of San Ramon
California**



Adopted Annual Program of Services & Budget Fiscal Year 2017-18



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in San Ramon"**



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Elected Officials

Bill Clarkson
Mayor

David E. Hudson
Vice-Mayor

Philip G. O'Loane
Councilmember

Scott Perkins
Councilmember

Harry Sachs
Councilmember

Appointed Officials

Joe Gorton
City Manager

Bob Saxe
City Attorney

Eric Figueroa
Assistant City Manager

Renée Beck
City Clerk

Department Heads

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

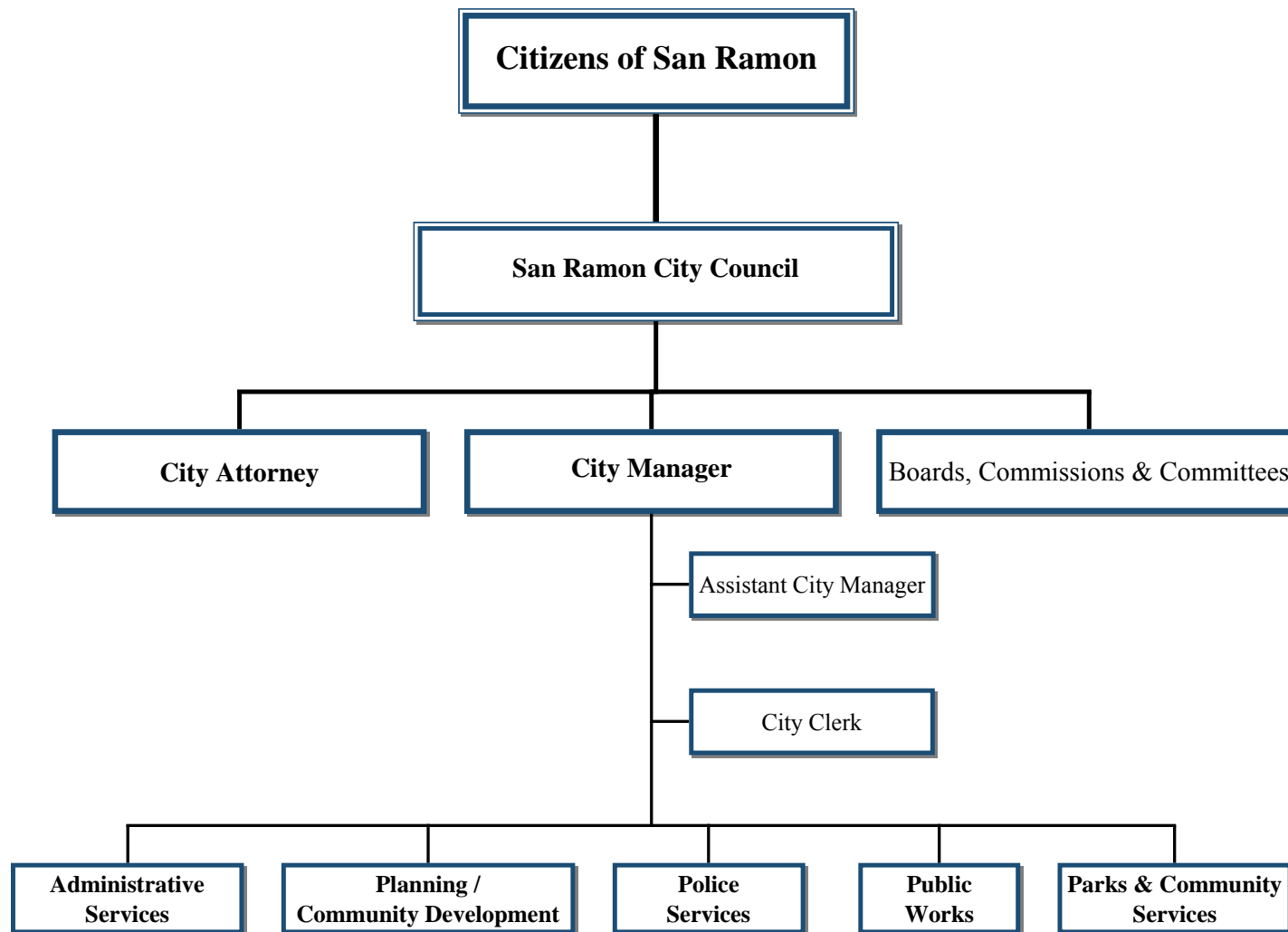
Eva Phelps
Eric Figueroa
Debbie Chamberlain
Dan Pratt
Maria Fierner



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City of San Ramon Organization Chart FY 2017-18





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TABLE OF CONTENTS

| | |
|---|----|
| Budget Message | 1 |
| Introduction | |
| City Profile..... | 15 |
| Mission Statement..... | 19 |
| City Council Priorities and Goals | 21 |
| Overview | |
| Budget Principles | 25 |
| Guide to the Budget | 27 |
| Budget Summaries | |
| City Statement of Revenue, Expenditures, and Changes in Fund Balance | 33 |
| City Revenue by Fund | 35 |
| City Revenue by Source..... | 36 |
| City Expenditures by Fund | 37 |
| City Expenditures by Category | 38 |
| City Expenditures by Department..... | 39 |
| Interfund Transfers..... | 40 |
| General Fund Summary | 41 |
| General Fund Statement of Revenue, Expenditures and Changes in Fund Balance | 43 |
| General Fund Revenue by Source..... | 44 |
| General Fund Expenditures by Department..... | 45 |
| General Fund Expenditures by Category | 46 |
| Full Time Equivalents (FTEs) by Department..... | 47 |
| Appropriation Limit Calculation..... | 48 |
| Revenue | |
| Revenue Descriptions | 51 |

TABLE OF CONTENTS

(Continued)

Departments

| | |
|-------------------------------------|-----|
| General Government..... | 57 |
| Administrative Services..... | 75 |
| Planning/Community Development..... | 89 |
| Public Works..... | 99 |
| Police Services..... | 119 |
| Parks & Community Services..... | 129 |
| Non-Departmental..... | 139 |

Special Funds

| | |
|---|-----|
| Funds Descriptions..... | 149 |
| Special Revenue Funds Statement of Revenue, Expenditures and Changes in Fund Balance..... | 151 |
| Debt Service Funds Statement of Revenue, Expenditures and Changes in Fund Balance..... | 175 |
| Internal Service Funds Statement of Revenue, Expenditures and Changes in Fund Balance..... | 183 |
| Capital Equipment List..... | 191 |

Capital Improvement Program (CIP)

| | |
|---|-----|
| CIP Overview..... | 195 |
| Statement of Revenue, Expenditures and Changes in Fund Balance..... | 197 |
| CIP Matrix..... | 199 |

Geologic Hazard Abatement District (GHAD)

| | |
|---|-----|
| Board and Officers..... | 205 |
| Board Work Plan and Budget..... | 207 |
| Statement of Revenue, Expenditures and Changes in Fund Balance..... | 209 |

TABLE OF CONTENTS

(Continued)

San Ramon Housing Successor

| | |
|--|-----|
| Work Plan and Budget | 213 |
| Statement of Revenue, Expenditures and Changes in Fund Balance | 215 |
| Summary Departmental Budget..... | 216 |

Appendices

| | |
|--------------------------------------|-----|
| Glossary of Terms..... | 221 |
| Acronyms | 227 |
| List of Funds | 231 |
| Authorized Personnel Positions | 233 |
| Resolution No. 2017 - 047..... | 235 |



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BUDGET MESSAGE



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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 23, 2017

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

SUBJECT: Adopted FY 2017-2018 Operating Budget

Honorable Mayor and City Councilmembers:

I hereby present the Adopted FY 2017-2018 Operating Budget for the City of San Ramon. The operating budget is for all City funds and programs, including the General Fund, Special Revenue Funds, Geological Hazard Abatement District 1990-01, San Ramon Housing Successor, and other special purpose funds. The budget document has been developed to serve as the City's financial plan of programs and service delivery for the next twelve months. The budget document includes departmental statements of purpose, service descriptions, major accomplishments, and future major action items. The financial plan for FY 2017-2018 that is described below provides funding to maintain core service levels within the City.

The Geological Hazard Abatement District 1990-01 is shown separately in the back section of the document as this budget is approved both by the City Council and also independently by the authorizing Board of this entity. 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 2017-2018 Budget for all City funds, including the Geological Hazard Abatement District 1990-01 and the Capital Budget totals \$104.1 million. The budget is comprised of an Operating Budget of \$73.8 million, a Special Revenue Fund Budget of \$0.04 million, a Debt Service Fund budget of \$3.5 million, a Capital Budget of \$14.0 million, an Internal Service budget of \$12.1 million, a Geological Hazard Abatement District budget of \$0.6 million (included in the Operating Budget) and a Housing Successor budget of \$0.7 million. The organization of the City's budget can be most clearly understood by referring to page 27.

ECONOMIC OUTLOOK

There has been continued steady economic growth at the national, state and regional level. Locally, the City expects to see slow revenue growth, a trend that is expected to continue for the next few fiscal years.

Nationally, the Bureau of Labor Statistics reported that nonfarm jobs increased 211,000 in April 2017, which was higher than market expectations of 185,000. Average hourly earnings have risen 2.5% from April 2016 to April 2017. The unemployment rate decreased from 5.0% to 4.4% during the same time period. Sales of previously owned homes in the U.S. grew 4.4% in March 2017, which was the strongest month since February 2007; compared to new home sales which increased 5.8%.

The Statewide economy continues to show continued growth. The median home price rose 7.1% from March 2016 to March 2017 and this growth is predicted to continue at 1.7% over the next year. Construction starts for single family homes rose 20% from March 2016 to March 2017. Construction starts for multi-family rentals decreased 7% during the same time frame. California's unemployment rate decreased from 5.8% to 5.1% from March 2016 to March 2017. Governor Brown's proposed 2017-2018 budget plan is forecasting major revenue sources such as: income taxes, sales tax, and corporate taxes to come in weaker than expected by \$5.8 billion. The State is still committed to increasing funding for K-14 education and setting aside money in the Rainy Day fund. However, to maintain the commitment to a balanced budget, the State has cut back on one-time spending for affordable housing and building renovations. Spending has also been kept flat in child care funding and scholarships. The City's budget does not include any projected takeaways by the State. Staff will continue to monitor the State budget process and inform the Council of any impacts, positive or negative, from the State budget.

On April 28, 2017, the Governor signed Senate Bill SB-1 the Road Repair and Accountability Act of 2017. The Bill is anticipated to raise a projected \$52.4 billion over 10 years, due to increases in gas taxes and vehicle registration fees. The gas tax increase will take effect November 1, 2017 and new vehicle registration fees beginning January 1, 2018. A portion of the funds raised will be distributed to cities for road repair and related projects on an annual basis.

The local economy is showing steady improvement. San Ramon's unemployment rate was 2.7% as of March 2017, which remains lower than the national and state level. All City major revenue sources are showing increases except for charges for services, which are affected by development projects within the City.

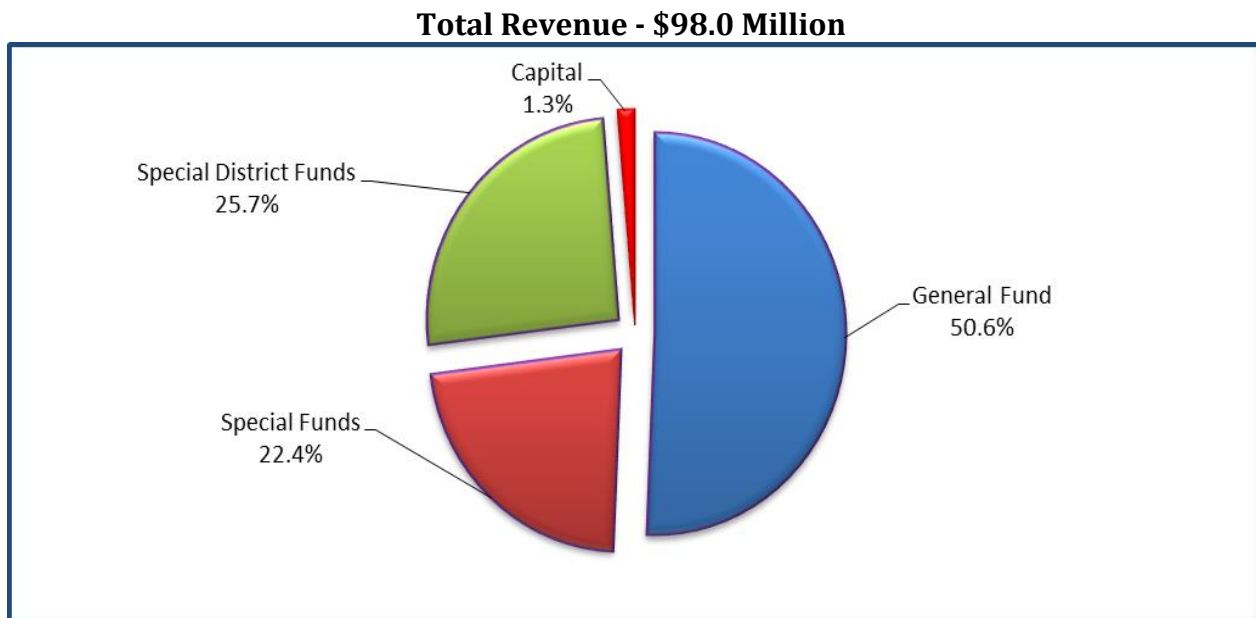
The City now has a population of more than eighty thousand and is continuing to expand services into newly annexed Dougherty Valley areas using a conservative and cost conscience approach.

FINANCIAL PLANNING

At the April 11, 2017 Budget Workshop, staff presented to the City Council the status of the FY 2017-18 budget development, which showed a \$3.0 million use of General Fund Reserves. The use of reserves is for additional staffing needs, Dougherty Valley subsidy, deferred maintenance, and debt service. Staff also presented to Council funding needed for Capital Projects and additional infrastructure maintenance projects. This proposed budget includes one-time funding from the General Fund Reserves to address these issues.

RESOURCES FUNDING THE CITY BUDGET

The FY 2017-2018 Budget includes \$98.0 million of revenue, which along with reserve funds accumulated in prior years, provides the funding that is available to finance City services. The manner in which a portion of the City revenue may be spent is determined by law, or other fiscal constraints. As shown on the following graph, 50.6% of City revenue is general purpose and used to support police, public works, recreation programs, community development and other general government. The remaining 49.4% is revenue that is restricted for use for specific purposes such as the Geologic Hazard Abatement District, capital projects, services in special assessment districts, housing programs and internal services such as equipment replacement.

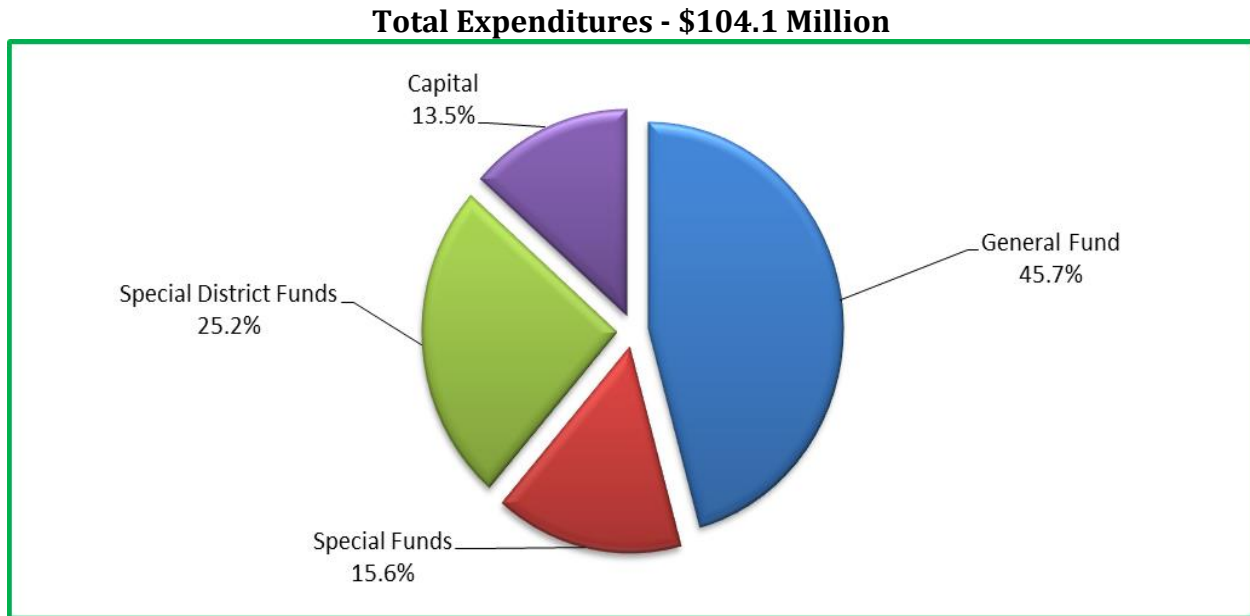


**Special Funds include Special Revenue Funds, Housing Successor Fund, Debt Service Funds, and Internal Service Funds*

EXPENDITURE BUDGET

The \$104.1 million expenditure budget is \$9.5 million (10.1%) more than the FY 2016-2017 adopted budget reflecting increases in Capital Project Funds, the General Fund, Special District Funds, Internal Services Funds, Debt Service Funds, and the San Ramon Housing Successor Fund, offset by a decrease in the Geologic Hazard Abatement District

Fund. The graph below shows how the expenditure budget is broken out among major fund groups.



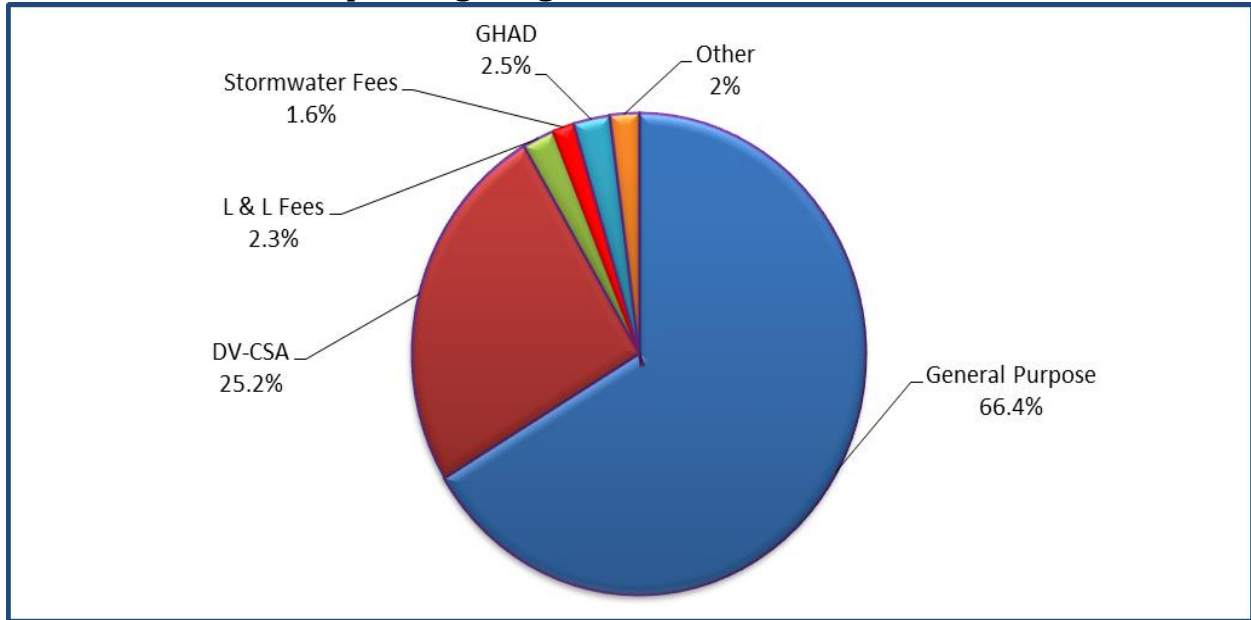
The \$9.5 million increase in the expenditure budget reflects increases of \$6.1 million increase in the Capital Project Funds, \$1.8 million in the General Fund, \$1.3 million in Special District Funds, \$0.04 million in Debt Service Funds, \$0.3 million in Internal Service Funds, and \$0.03 million in the San Ramon Housing Successor Fund, offset by a decrease of \$0.09 million in the Geologic Hazard Abatement District Fund. Significant factors impacting expenditures include inflationary increases in service contracts, employee wage and benefit costs and additional staffing.

OPERATING BUDGET

Revenue

There is \$74.8 million of revenue available to finance City operating fund budgets in 2017-2018. The City operating funds include: the General Fund, Dougherty Valley Fund, 19 separate lighting and landscaping funds, the Stormwater Fund, the Geologic Hazard Abatement Fund and other Special Revenue Funds. The revenues collected in 2017-2018 along with a use of reserves that were accumulated in prior years are the financial resources used to fund the Operating Expenditure Budget.

Operating Budget Revenue - \$74.8 Million



Expenditures

The total expenditure budget for the combined City Operating budget is \$73.8 million. These expenditure budgets are distributed as shown below:

**Table 1
Operating Budget Expenditures - \$73.8 Million**

| Department | FY 2017-18 Budget | FY 2016-17 Budget* | \$ Difference |
|--------------------------------|------------------------------|-------------------------------|--------------------------|
| General Government | \$2.3 | \$2.3 | \$0.0 |
| Administrative Services | 4.5 | 4.1 | 0.4 |
| Planning/Community Development | 3.6 | 3.5 | 0.2 |
| Public Works | 33.0 | 32.0 | 1.0 |
| Police Services | 21.6 | 20.6 | 0.9 |
| Parks & Community Services | 8.7 | 8.7 | 0.0 |
| Non-Departmental | <u>0.1</u> | <u>0.1</u> | <u>0.0</u> |
| Total | <u>\$73.8</u> | <u>\$71.3</u> | <u>\$2.5</u> |

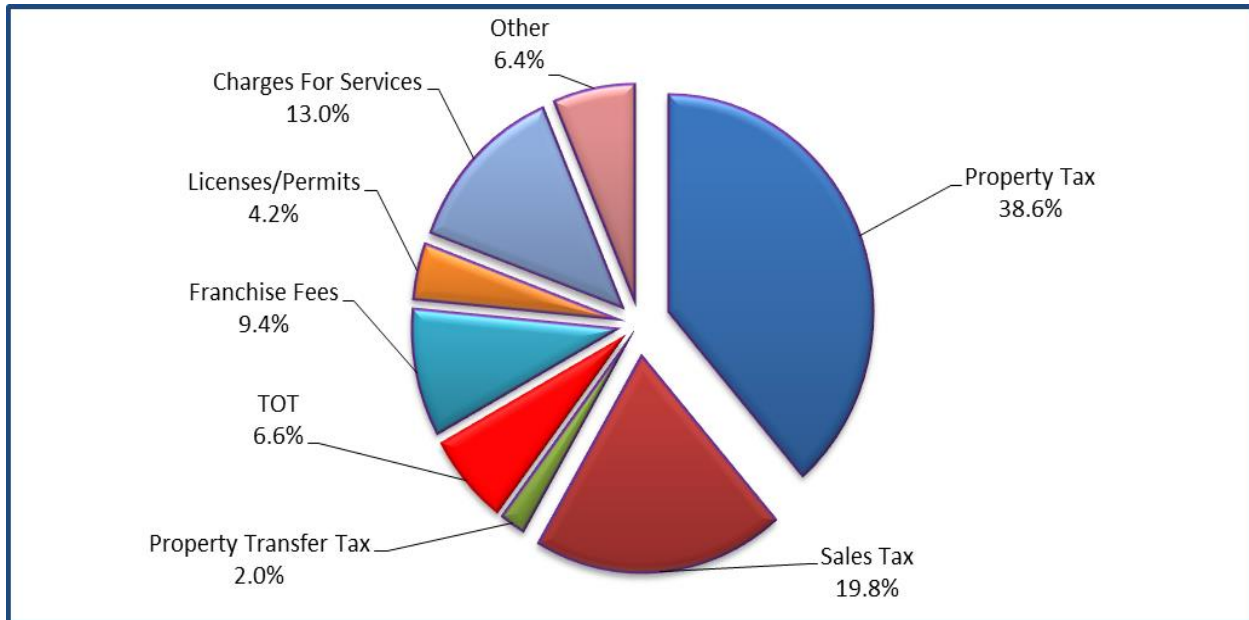
*Adjusted Operating Budget

GENERAL FUND

General Fund Revenue

The revenue available to finance General Fund services consists primarily of taxes, service fees, and prior year surplus. General Fund revenues are estimated to be \$49.6 million, which is \$1.5 million or 3.2% above the FY 2016-2017 revised budget. The \$49.6 million of revenue by source is shown in the graph below.

General Fund Revenue - \$49.6 million



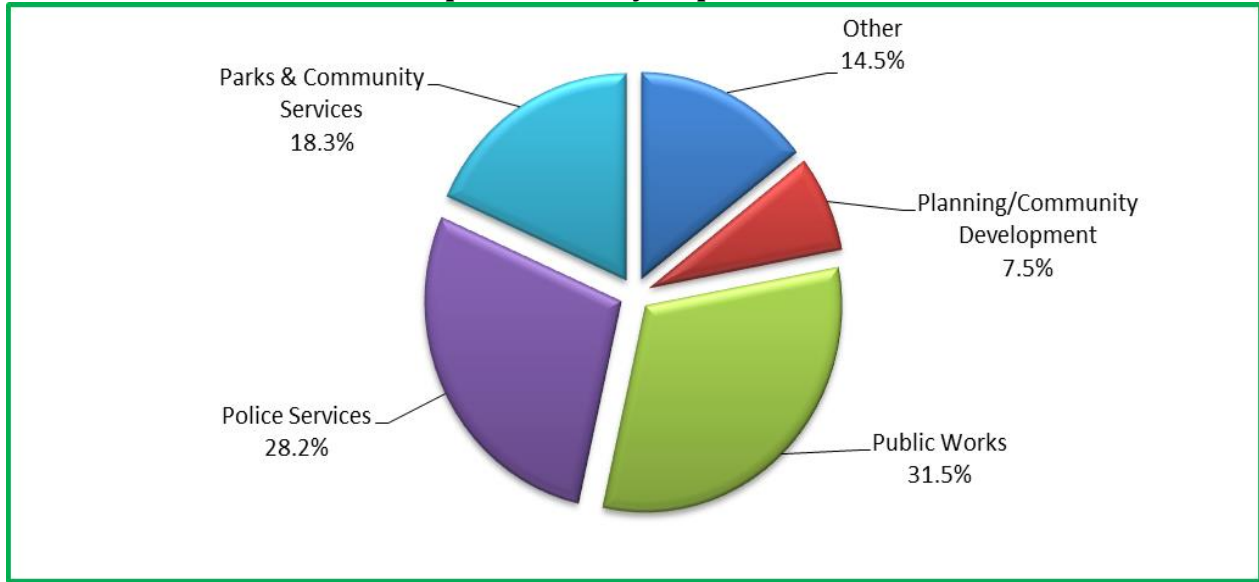
Sales and property taxes account for more than half of all General Fund revenue. Property tax revenue is the City's single largest revenue source at 38.6% of the General Fund. Property tax for FY 2017-2018 is projected at \$19.2 million. Property assessed values increased 5.89% during FY 2016-2017 and are currently estimated to have a 5.5% change during FY 2017-2018. Actual assessed value changes will not be known until later this summer. Going forward, property tax growth is projected to continue.

Sales tax is the City's second largest revenue source at 19.8% of the General Fund. Sales tax is trending to end FY 2016-2017 3.0% higher than budgeted estimates, but 6.0% lower than FY 2015-2016 actuals due to the end of the Sales Tax Triple Flip. The projection for FY 2017-2018 is that sales tax will be slightly less than the estimated FY 2016-2017 base of \$9.9 million. The current projection for FY 2017-2018 is \$9.8 million.

General Fund Expenditures

The expenditure budget for the General Fund is \$47.6 million, an increase of \$1.5 million or 3.3% more than the FY 2016-2017 amended budget, mainly for administrative services, planning & community development, police services and public works. As shown on the graph below expenditures are divided as follows: 31.5% for Public Works, 28.2% for Police Services, 18.3% for Parks & Community Services, 7.5% for Planning/Community Development, and 14.5% for other General Government and Administrative Services.

General Fund Expenditures by Department - \$47.6 million



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

Significant factors impacting General Fund expenditures include inflationary increases in service contracts, employee wage and benefit costs and additional staffing.

**Table 2
\$47.6 Million General Fund Budget by Department (in Millions)**

| Department | FY 2017-18 Budget | FY 2016-17 Budget* | \$ Difference |
|--------------------------------|--------------------------|---------------------------|----------------------|
| General Government | \$2.3 | \$2.3 | \$0.0 |
| Administrative Services | 4.5 | 4.1 | 0.4 |
| Planning/Community Development | 3.6 | 3.3 | 0.3 |
| Public Works** | 15.0 | 14.4 | 0.6 |
| Police Services ** | 13.4 | 13.1 | 0.3 |
| Parks & Community Services | 8.7 | 8.9 | (0.2) |
| Non-Departmental | <u>0.1</u> | <u>0.0</u> | <u>0.1</u> |
| Total | <u>\$47.6</u> | <u>\$46.1</u> | <u>\$1.5</u> |

**Adjusted General Fund Budget*

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

The General Fund budget is consistent with the information presented to the City Council and reflects directions provided by the City Council at the April 11, 2017 budget workshop.

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. Although the real estate market has improved, increased assessment revenues have not kept up with the costs of providing services in the area. This year \$1.1 million of Reserves and a transfer of \$2.0 million from the General Fund are being utilized to make up the difference. The budgeted expenditures in this Fund in FY 2017-2018 are \$20.0 million, which is \$1.0 million or 8.1% more than the FY 2016-2017 amended budget. The \$20.0 million in expenditures includes a \$0.7 million contribution to the Capital Projects Funds for projects within the CSA.

GENERAL RESERVES

The City Council General Reserve Policy calls for General contingency reserves to be maintained at 40% of prior year actual General Fund expenditures. The policy reserve total includes General Fund, Dougherty Valley Fund, Debt Service Fund, and Healthcare Fund unrestricted reserves. \$16.9 million is required to satisfy the 40% Contingency requirement. The total General reserve balance is currently estimated to be \$27.5 million for the beginning of the FY 2017-2018 budget year. This is consistent with what was projected during the FY 2016-2017 Mid-Year Financial Review after adjusting for mid-year supplemental appropriations. The budget as proposed has a \$7.9 million use of General reserves. The proposed uses are \$5.0 million from the General Fund to fund Capital Projects and deferred infrastructure maintenance projects; \$1.1 million from the Dougherty Valley Fund; and \$1.8 million from the Debt Service Fund. As a result, the total General reserve balance for the end of FY 2017-2018 is estimated to be \$19.6 million. This is sufficient to provide the 40% contingency reserve.

RETIREE HEALTH CARE FUNDING

Several years ago the City began setting aside funds for covering the future liability for providing retiree health benefits. Government accounting rules (GASB 45) requires the City to report this liability. It is currently estimated that the City will have approximately \$28 million set aside in a trust fund by the end of FY 2016-2017 to cover the entire liability. This budget continues the regular collections that were started from the operating budget to fund both the existing out-of-pocket costs of retiree health care, and to continue to build the fund balance to fully cover the future liability for retiree health care. This year's budget includes a provision of \$1.7 million for retiree healthcare which represents 6.4% of budgeted salaries. This level of healthcare cost funding is consistent with the May 2016 actuarial study that was prepared by Milliman Consultants and Actuaries. In addition to

the City's liability for its own retiree's health coverage, there is also a liability for a portion of the Dublin Regional Fire Authority (DRFA) retiree's health coverage. The City share of this coverage is 42.49% of the future premiums, amounting to approximately \$0.1 million in this budget year.

EQUIPMENT REPLACEMENT CHARGES

This year's budget includes the continued collection of equipment replacement charges to replenish the Internal Service fund that is used to fund the replacement of City vehicles, equipment and computer equipment. A total of \$0.8 million is being collected for vehicles and equipment replacement and \$0.3 million for information technology replacement in this budget. These funds, together with approximately \$3.9 million of beginning fund reserves are available to fund the \$1.2 million of vehicles and equipment, and \$0.3 million of computer equipment that is planned on being replaced, and a transfer of \$0.03 million for Capital Improvements Projects. The continued funding of the equipment replacement fund helps make it possible for City staff to have reliable equipment and vehicles to continue to provide an efficient high level of service.

INFRASTRUCTURE MAINTENANCE FUND

An infrastructure maintenance fund was established several years ago to set-aside funds for future repair costs of City owned buildings such as the City Hall, Police Station, Permit Center, Libraries, Community Centers, Service Centers and other infrastructure related projects. After several years of deferring much needed infrastructure repairs, the Council directed staff to include in the FY 2017-2018 budget a transfer of \$3.5 million of reserves to the Infrastructure Maintenance Fund. The budget identifies a use of \$2.5 million in FY 2017-2018 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 2017-2018. Staffing levels have not kept up with the growing population of the City. For example, in Fiscal Year 2011-2012, the FTE count was 268 with a population of 74,378. After several years of staffing reductions, Council has approved funding for additional staffing. This will bring the authorized position count to 267 FTEs, still below levels of eight years, however, the population has since increased 8% to 80,550. In an effort to maintain, and meet future service levels, this budget includes staffing additions in several departments:

- The Public Works Department has added (1) new Maintenance Technician
- The Police Services Department has added three (3) new Police Officers, one (1) new Police Services Technician, reclassified one (1) Records Supervisor to a Program Manager and reclassified one (1) Lieutenant to a Captain
- The Administrative Service Department has added one (1) new Network Analyst

- The Planning/Community Development Department has added funding for one (1) limited term Building Inspector (previously unfunded), reinstated the Director position, and unfunded one (1) lower level planning position
- The City Attorney position is fully funded

CAPITAL IMPROVEMENT PROGRAM

Separately reported, is the City's Five-Year Capital Improvement Program (CIP) budget. Funding for the CIP budget is approved by the Council for the first year of the program; the other four years are shown as a planning tool. The FY 2017-2018 CIP budget is included in this budget document for a total of \$14.0 million, with a \$2.5 million contribution from the General Fund and \$0.7 million contribution from the Dougherty Valley CSA Fund. Some of the major projects undertaking include Pavement Management, Alcosta Blvd. Pavement Rehabilitation, the Dougherty Valley Aquatic Center Equipment Replacement and the Financial System Upgrade.

SAN RAMON MAIN LIBRARY RE-OPENS

In April of 2017 the San Ramon Main Library re-opened to the public. The renovation included an additional 3,100 square feet expansion to the second floor and a brand new entrance that opens the building toward Bollinger Canyon Road facing the new City Hall building. The new library, combined with the new City Hall building opened just last year, continues the makeover of Bollinger Canyon Road into a walkable civic center district which will soon include a brand new 330,000 square foot retail and entertainment City Center.

FUTURE OUTLOOK

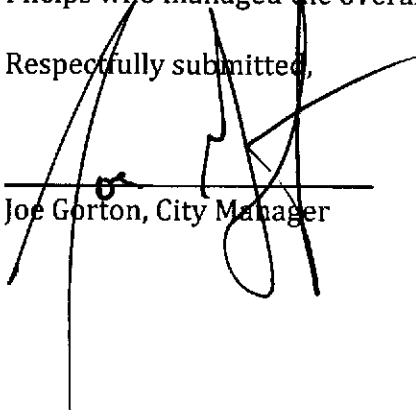
While the economy continues to show continued growth, there are reasons to be prudent in the City's long-term economic approach. The Gross Domestic Product is expected to grow to 2.1% during 2017 and to remain constant in 2018. California is expected to have 1.8% growth in employment in 2017 and 1.3% in 2018. Personal income is projected to increase 3.6% in 2017 and 3.8% in 2018 (UCLA Anderson Forecast). The City will need to continue to address unfunded projects within its borders to keep up with the rising cost of infrastructure maintenance. This is particularly true in the newly developed parts of the City that are now beginning to show signs of wear. The amount of revenue coming into the City from taxes has increased; however, it has not been keeping up with the costs of providing services at current levels.

Even with the increase in revenues, the City is still facing a structural deficit of \$2.7 million to fund on-going operating expenditures. The budget also includes \$3.2 million of funding for capital projects and \$3.5 million for infrastructure maintenance. The City is projected to have \$27.5 million of reserves going into the 2017-2018 fiscal year. After drawing down \$7.9 million, the projected reserve balance at the end of FY 2017-2018 is \$19.6 million. This level of reserve use is not sustainable over the long-term. What this means is the City will need to adjust its operating expenses to align with ongoing revenue. With a strong general

reserve base the City is in a position to proceed with an orderly and well considered process to work towards a realignment plan of operating expenditures.

I would like to acknowledge the efforts of staff in each City department who helped in the development of this year's budget. I would also like to specifically acknowledge the efforts of Candace Daniels, Finance Division Manager and Vivian Gong, Senior Financial Analyst who coordinated the compilation of the budget and Administrative Services Director, Eva Phelps who managed the overall preparation of this year's City Budget.

Respectfully submitted,



Joe Gorton, City Manager



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INTRODUCTION



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City of San Ramon

CITY PROFILE

Government

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

Ethnic Composition

Caucasian 53.6%
 Asian 35.6%
 Hispanic/Latino 8.7%
 Two or more other ethnicities 5.3%
 African American..... 2.8%
 Alaska Native/American Indian..... 0.3%
 Pacific Islander/Hawaiian Native 0.2%
 Other 0.2%

Demographics

18.56 square miles
 80,550 population of City (1/1/2017 State
 Finance Department)
 37.5 years median age
 \$129,062 median household income
 39,803 registered voters

Businesses (Major employers and number of employees)

| | | | |
|-----------------------------------|------|-------------------------------|-----|
| Chevron USA Inc. | 3016 | United Parcel Service | 389 |
| Bank of the West | 1607 | IBM | 307 |
| GE Digital LLC | 1329 | Five 9, Inc. | 285 |
| Robert Half International Inc. | 1120 | 24-Hour Fitness USA, Inc. | 280 |
| AT&T | 840 | Safeway Stores, Inc. | 263 |
| Accenture LLP | 750 | Armanino LLP | 259 |
| San Ramon Regional Medical Center | 746 | Target Corporation | 242 |
| PG&E | 679 | CMG Mortgage | 225 |
| Primed Management Consulting | 467 | Whole Foods Market Calif Inc. | 195 |
| Old Republic Home Protection | 457 | Accela Inc. | 193 |

Community Service Facilities

| | | | |
|----|----------------------------------|----|--------------------|
| 60 | Parks (includes 18 School parks) | 2 | Libraries |
| 4 | Community Centers | 2 | Service Centers |
| 2 | Aquatic Centers | 11 | Elementary Schools |
| 1 | Performing Arts Theater | 4 | Middle Schools |
| 1 | Police Station | 2 | High Schools |
| 1 | Permit Center | 1 | Community College |
| 1 | City Hall | 1 | Hospital |
| 4 | Fire Stations | | |

City of San Ramon

CITY OF SAN RAMON TODAY

The City of San Ramon incorporated in 1983, and is located in Contra Costa County, a growing area in the eastern portion of the San Francisco Bay Area. The City occupies a land area of 18.56 square miles and serves a population of 80,550. San Ramon continues to show strength as a major employer and a community with high quality residential neighborhoods.

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

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

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

The City of San Ramon is considered to be one of the most desirable living areas in the Bay Area. San Ramon has 60 parks; which includes 18 school parks; 1 city hall, 4 community centers, 2 aquatic centers, 2 libraries, 1 police station, 1 permit center, 4 fire stations, 2 service centers, 11 elementary schools, 4 middle schools, 2 high schools and a community college; a community theater, a performing arts center that showcases a cadre of professional talent, concerts and musicals; and a hospital which offers a complete range of health care programs and services. The City has a farmers market operated and managed by Local Roots, a non-profit organization located in San Ramon. The market is open year-round on Saturdays, Thursdays, and Fridays at Bishop Ranch 3. The City also issues a quarterly *City Report* that is mailed to all City residents, which provides information on City services, transportation, ongoing City projects and general homeowner information such as property lines, flood zones, voting precincts and upcoming City events.

City of San Ramon

CITY OF SAN RAMON TODAY

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

- The San Ramon residential unemployment rate has been measured by the State Employment Development Department and as of March 2017 (not seasonally adjusted) was approximately 2.7%; compared to the California Statewide unemployment rate of 5.1%.
- San Ramon has a relatively high median household income level which was \$129,062 as estimated by the U.S. Census Bureau in the American Community Survey, which is nearly twice the State of California level.
- San Ramon assessed property values increased 5.89% for the 2016-17 tax rolls. This is compared to a Contra Costa County-wide increase in assessed values of 6.01%. The 2016-17 assessment roll was the highest to date reported by the County.
- San Ramon has been recognized for proactive transportation planning:
 - Recipient of the “Telly” award for the Street Smarts Program
 - Recognized by the EPA and the DOT for an outstanding Commuter Program
 - Implementation of the TRAFFIX School Bus Program – reduced the amount of vehicle trips
- San Ramon currently has the rate of 3.4% office vacancy.
- The 2014 U.S. Census Bureau data states the following education attainment within the City of San Ramon:
 - Less than 9th grade – 1.1%
 - 9th to 12th grade, no diploma – 1.5%
 - High School graduate – 8.7%
 - Some college, no degree - 15.7%
 - Associate's degree – 8.1%
 - Bachelor's degree – 39.5%
 - Graduate or professional degree – 25.5%

City of San Ramon

CITY OF SAN RAMON TODAY

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

- Opened a Performing Arts Center in 2007
- Established its own Police Department in 2007
- Instituted a One-Stop Permit Center 2011
- Received numerous awards for Community Parks
- Implemented the program “Shop San Ramon First”
- Received awards for Excellence in Financial Reporting for FY 2003-2004 through FY 2015-2016
- Beginning in 2008, and every year since then have received a AAA rating from Standard & Poors
- Implemented new social media platforms in 2012: *Twitter, Open San Ramon and Share This*
- Opened the new Amador Rancho Community Center in 2014
- Opened the new and first City Hall in April 2016
- Re-opened the newly renovated San Ramon Library in April 2017
- San Ramon 150th anniversary (1867-2017) - Collaborated with the business and the nonprofit community to offer a series of community events that celebrate the 150th anniversary of the once village and now City of San Ramon becoming a community. This yearlong sesquicentennial celebration commemorates the 1867 building of the first permanent schoolhouse in San Ramon. Through a collaborative effort of citizens, businesses and civic leaders, San Ramon 150 highlights the historic roots of the community, the wonderful attributes of modern-day San Ramon and the promise of a bright future for the folks who live, work and play in San Ramon.

City of San Ramon

MISSION STATEMENT

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



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City of San Ramon

CITY COUNCIL PRIORITIES AND GOALS

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

Ongoing Priorities and Goals

FY 2017-18

1. Maintain a Safe and Secure Environment

- Complete a Police Staff Strategy that identifies the requested short, medium and long term staffing and technology deployment objectives for the City
- Develop a deployment plan strategy Automated License Plate Readers/Video monitoring at major arterials for Council consideration

2. Maintain a Secure Financial Base

- Execute the Citizen Budget Focus Group and provide a final report to Council by November 2017
- Support regional efforts that generate additional funding for the City

3. Maintain Staffing/Resources to Provide City Services

- Fund and support the City Manager's long-term staff succession plan

4. Build and Maintain Quality Facilities and Infrastructure

- Create an Infrastructure Maintenance Council Sub-Committee to assist staff in the identification and prioritization of City infrastructure projects
- Support the development and funding of the Iron Horse Trail Overcrossing at Bollinger Canyon Road
- Begin to systematically address unfunded infrastructure projects through the enhanced Council Adopted Infrastructure Maintenance Fund

5. Enhance Communication with Residents and Business Community

- Present to Council a City Wide communication plan that incorporates the new opportunities available through the City website redesign and new social media tools
- Enhance business partnerships in San Ramon with existing organizations to improve the marketability of San Ramon to the business community

City of San Ramon

CITY COUNCIL PRIORITIES AND GOALS

- Create a themed marketing corridor from Alcosta to 680 on Bollinger Canyon Road using the new City Facilities to complement the work at Bishop Ranch
- Create an ongoing community led multi-cultural event through partnerships with existing community groups and City staff/funding

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

- Create a San Ramon planning academy to provide specific training to the community on Transportation, Open Space, Housing and Land Use policy
- Update the Economic Development Strategic Plan and Economic Element of the General Plan with an emphasis on tax generating retail development
- Encourage housing in the City's core without jeopardizing retail development
- Continue to seek protection for the Eastern and Western Open Space Boundaries in the City

OVERVIEW



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City of San Ramon

BUDGET PRINCIPLES

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

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

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

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

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



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City of San Ramon

GUIDE TO THE BUDGET

This budget document is for Fiscal Year 2017-18. It is organized into eleven parts: (1) Budget Message, (2) Introduction, (3) Overview, (4) Budget Summaries, (5) Revenue, (6) Departments, (7) Special Funds, (8) Capital Improvement Program, (9) Geologic Hazard Abatement District, (10) San Ramon Housing Successor and (11) Appendices. In particular, the guide provides an overview of the structure of the budget, the sections contained in it, and the major objectives of each section. The guide also provides an overview of how the financial information contained in the budget document is organized, and how expenditures for personnel services, supplies and services, and other expenditure categories are accumulated into the various levels reported in the budget document. This guide also reviews how programs or activities are summarized at the next higher organizational level. Charts showing the various reporting relationships are included for the reader's review and reference.

Organization of the Budget Document

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

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

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

Introductory Section

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

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

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

City of San Ramon

GUIDE TO THE BUDGET

Overview

Budget Principles – Guideline to establishing a budget.

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

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

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

Departments – This section provides detailed information for each City department, including an organization chart, overall staffing, Statement of Purpose, Significant Accomplishments for FY 2016-2017, Major Action Plan Items for FY 2017-2018, and Department Budgets for FY 2017-2018.

Other Special Funds

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

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

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

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

City of San Ramon

GUIDE TO THE BUDGET

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

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

Appendices

- Glossary of Terms
- Acronyms
- List of Funds
- Authorized Personnel Positions
- City Resolution No. 2017-047
- Exhibit 1 - Statement of Revenue, Expenditures and Changes in Fund Balances
- Exhibit 2 - Appropriation Limit Calculation



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BUDGET SUMMARIES



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

| | General Fund | Other Operating Funds | Special Revenue Funds | Debt Service Funds | Capital Project Funds | Internal Service Funds | GHAD Fund | San Ramon Housing Successor | Total |
|--|---------------------|-----------------------|-----------------------|----------------------|-----------------------|------------------------|----------------------|-----------------------------|----------------------|
| Fund Balance, July 1, 2017 | \$ 9,680,664 | \$ 8,871,624 | \$ 11,098,180 | \$ 13,898,274 | \$ 19,608,183 | \$ 7,663,416 | \$ 10,386,003 | \$ 21,862 | \$ 81,228,206 |
| REVENUE | | | | | | | | | |
| Property Tax | \$ 19,172,718 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 19,172,718 |
| Special Assessments | - | 4,778,545 | 58,560 | - | - | - | 1,749,477 | - | 6,586,582 |
| Sales and Use Tax | 9,821,534 | - | - | - | - | - | - | - | 9,821,534 |
| Property Transfer Tax | 977,028 | - | - | - | - | - | - | - | 977,028 |
| Transient Occupancy Taxes (TOT) | 3,298,108 | - | - | - | - | - | - | - | 3,298,108 |
| Franchise Fees | 4,687,331 | - | - | - | - | - | - | - | 4,687,331 |
| Licenses and Permits | 2,062,950 | 73,956 | - | - | - | - | 6,000 | - | 2,142,906 |
| Intergovernmental | 200,855 | 17,962,438 | 3,054,608 | - | 1,176,000 | 170,532 | - | - | 22,564,433 |
| Charges for Services | 6,454,627 | - | 111,000 | - | - | 12,000 | - | - | 6,577,627 |
| Fines and Forfeitures | 399,500 | - | - | - | - | - | - | - | 399,500 |
| Investment Income | 75,000 | - | - | - | 100,000 | 55,268 | 85,000 | - | 315,268 |
| Development Fees | - | - | 3,096,005 | - | - | - | - | 265,000 | 3,361,005 |
| Sales of Property | - | - | - | - | - | - | - | 1,500,000 | 1,500,000 |
| Miscellaneous Revenue | 2,491,117 | 521,506 | - | 1,389,933 | 11,820 | 11,067,402 | 47,685 | 1,123,170 | 16,652,633 |
| | | | | | | | | | - |
| Total Revenues | 49,640,768 | 23,336,445 | 6,320,173 | 1,389,933 | 1,287,820 | 11,305,202 | 1,888,162 | 2,888,170 | 98,056,673 |
| EXPENDITURES | | | | | | | | | |
| General Government | 2,320,256 | - | - | - | - | - | - | - | 2,320,256 |
| Administrative Services | 4,529,491 | - | - | - | - | 55,268 | - | - | 4,584,759 |
| Planning/Community Development | 3,585,540 | - | 46,778 | - | - | - | - | - | 3,632,318 |
| Public Works | 14,986,321 | 17,435,448 | - | - | - | - | 610,192 | - | 33,031,961 |
| Police Services | 13,400,921 | 8,060,918 | - | - | - | - | - | - | 21,461,839 |
| Parks & Community Services | 8,731,453 | - | - | - | - | - | - | - | 8,731,453 |
| Non-Departmental | 50,000 | 100,000 | - | - | - | - | - | - | 150,000 |
| Housing Programs | - | - | - | - | - | - | - | 657,273 | 657,273 |
| Debt Service | - | - | - | 3,458,453 | - | - | - | - | 3,458,453 |
| Capital Improvement Program (CIP) | - | - | - | - | 14,006,525 | - | - | - | 14,006,525 |
| Vehicle/IS Replacement | - | - | - | - | - | 1,459,600 | - | - | 1,459,600 |
| Insurance | - | - | - | - | - | 3,233,163 | - | - | 3,233,163 |
| Healthcare | - | - | - | - | - | 7,336,477 | - | - | 7,336,477 |
| | | | | | | | | | - |
| Total Expenditures | 47,603,982 | 25,596,366 | 46,778 | 3,458,453 | 14,006,525 | 12,084,508 | 610,192 | 657,273 | 104,064,077 |
| OTHER FINANCING SOURCES (USES) | | | | | | | | | |
| Operating Transfers In | 2,399,736 | 2,516,510 | 16,224 | 1,512,723 | 11,774,867 | 3,625,994 | - | - | 21,846,054 |
| Operating Transfers Out | (9,425,983) | (2,239,117) | (5,991,598) | (1,389,933) | (100,000) | (2,533,646) | (74,852) | - | (21,755,129) |
| | | | | | | | | | - |
| Total Other Financing Sources | (7,026,247) | 277,393 | (5,975,374) | 122,790 | 11,674,867 | 1,092,348 | (74,852) | - | 90,925 |
| | | | | | | | | | - |
| Net Increase (Decrease) in Fund Balance | (4,989,461) | (1,982,528) | 298,021 | (1,945,730) | (1,043,838) | 313,042 | 1,203,118 | 2,230,897 | (5,916,479) |
| FUND BALANCE: | | | | | | | | | |
| Fund Balance, June 30, 2018 | \$ 4,691,203 | \$ 6,889,096 | \$ 11,396,201 | \$11,952,544 | \$18,564,345 | \$7,976,458 | \$11,589,121 | \$2,252,759 | \$75,311,727 |

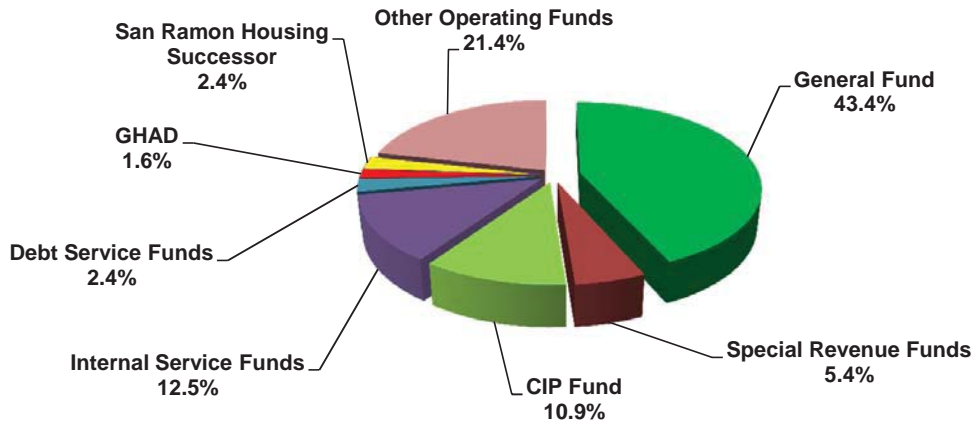


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City Revenue by Fund*
Total \$119,902,727 FY 2017-18

| Fund | Fund Description | 15/16 Actual | 16/17 Final | % Change | 17/18 Adopted | % Change |
|----------------------|--------------------------------------|-----------------------|-----------------------|----------------|-----------------------|--------------|
| 101 | General Fund | \$ 51,026,321 | \$ 50,320,603 | -1.38% | \$ 52,040,504 | 3.42% |
| 202 | Planning Cost Recovery | 176,189 | 137,000 | -22.24% | 111,000 | -18.98% |
| 203 | Geographic Information System | 48,789 | 55,500 | 13.76% | 55,500 | 0.00% |
| 204 | Community Facilities District 2014-1 | 3,255 | - | -100.00% | 58,560 | 100.00% |
| 205-225 | Development Mitigation | 108,495 | 723,906 | 567.23% | 460,343 | -36.41% |
| 230 | Gas Tax | 2,693,749 | 1,609,127 | -40.26% | 2,186,556 | 35.88% |
| 240/241 | Park Development | 1,118,328 | - | -100.00% | 16,224 | 100.00% |
| 245 | Crow Canyon Project | 38 | - | -100.00% | - | 0.00% |
| 250 | SCCJEP A | 2,263,106 | 2,318,433 | 2.44% | 1,797,125 | -22.49% |
| 260 | Street Maintenance & Improvement | 3,932,600 | 962,733 | -75.52% | 1,341,052 | 39.30% |
| 270 | Traffic Improvement | 152,038 | 854,399 | 461.96% | 182,941 | -78.59% |
| 280 | Tri-Valley Transportation Fund | 7,126 | 232,360 | 3160.74% | 127,096 | -45.30% |
| 283 | Pub Educ & Govt. (PEG) Fund | 252,870 | 250,000 | -1.13% | 255,000 | 2.00% |
| 301 | Citywide Landscaping | 1,867,514 | 1,603,550 | -14.13% | 1,604,400 | 0.05% |
| 302 | Citywide Lighting | 780,091 | 788,323 | 1.06% | 788,323 | 0.00% |
| 310-375 | Landscaping & Lighting Special Dist. | 1,619,528 | 1,619,542 | 0.00% | 1,690,325 | 4.37% |
| 380 | Canyon Park | 12,918 | 10,990 | -14.92% | 10,990 | 0.00% |
| 382 | Village Center Common Area | 10,527 | 6,187 | -41.23% | 10,079 | 62.91% |
| 383 | Dougherty Valley | 16,733,444 | 18,024,206 | 7.71% | 18,872,217 | 4.70% |
| 384 | Solid Waste | 309,764 | 437,500 | 41.24% | 440,000 | 0.57% |
| 385 | GHAD | 1,683,111 | 1,782,554 | 5.91% | 1,888,162 | 5.92% |
| 387 | Non Point Drainage | 1,027,957 | 1,161,733 | 13.01% | 1,176,444 | 1.27% |
| 388 | Street Smarts | 261,250 | 283,100 | 8.36% | 283,100 | 0.00% |
| 389 | TDM Programs | 437,721 | 603,316 | 37.83% | 648,121 | 7.43% |
| 390 | Local Law Enforcement Block Grant | 49 | - | -100.00% | - | 0.00% |
| 391 | Police Services Donations | 2,315 | - | -100.00% | - | 0.00% |
| 392 | Narcotic Asset Forfeiture | 11,860 | - | -100.00% | 73,956 | 0.00% |
| 395 | San Ramon Housing Successor | 723,787 | 1,500,000 | 107.24% | 2,888,170 | 92.54% |
| 420 | Capital Projects | 30,427,007 | 11,792,572 | -61.24% | 13,062,687 | 10.77% |
| 515-542 | Debt Service Funds | 4,706,376 | 3,758,753 | -20.13% | 2,902,656 | -22.78% |
| 610-630 | Internal Service | 10,970,508 | 13,475,465 | 22.83% | 14,931,196 | 10.80% |
| Total Revenue | | \$ 133,368,631 | \$ 114,311,852 | -14.29% | \$ 119,902,727 | 4.89% |

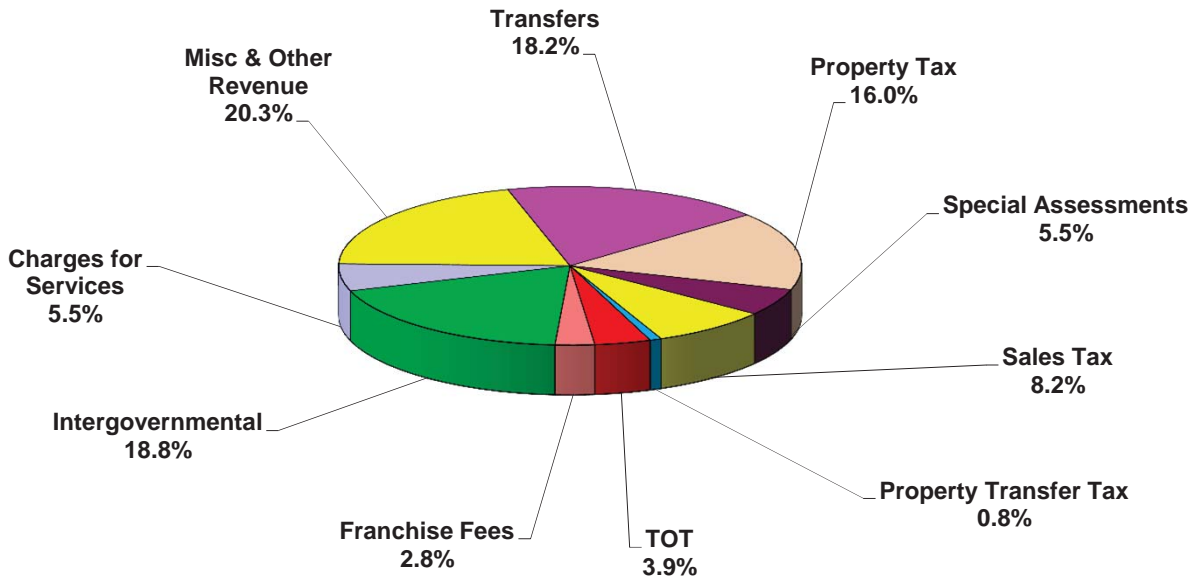
*Includes Transfers In



City Revenue by Source
Total \$119,902,727 FY 2017-18

| Revenue Source | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Property Tax | \$ 14,631,754 | \$ 16,091,598 | \$ 17,240,808 | \$ 18,192,166 | \$ 19,172,718 |
| Special Assessments | 5,971,396 | 6,099,794 | 6,120,389 | 6,409,588 | 6,586,582 |
| Sales & Use Tax | 9,696,495 | 9,398,739 | 10,484,639 | 9,556,905 | 9,821,534 |
| Property Transfer Tax | 810,014 | 624,548 | 845,912 | 766,205 | 977,028 |
| Transient Occupancy Tax (TOT) | 2,246,187 | 2,470,971 | 2,807,649 | 2,883,840 | 3,298,108 |
| Franchise Fees | 4,244,128 | 4,371,778 | 4,491,196 | 4,534,673 | 4,687,331 |
| Licenses & Permits* | 1,579,740 | 1,383,051 | 1,722,308 | 1,954,750 | 2,068,950 |
| Intergovernmental | 17,545,791 | 18,366,590 | 22,451,562 | 19,962,184 | 22,564,433 |
| Charges for Services | 5,907,525 | 6,454,065 | 7,939,482 | 7,428,211 | 6,635,627 |
| Fines & Forfeitures* | 332,225 | 342,759 | 424,930 | 397,500 | 473,456 |
| Investment Income* | 1,061,557 | 848,665 | 722,497 | 245,378 | 315,268 |
| Development Fees* | 3,016,942 | 2,544,761 | 3,472,736 | 4,184,598 | 3,096,005 |
| Land Sale* | 437,100 | - | - | - | - |
| Miscellaneous Revenue* | 11,888,326 | 14,865,945 | 30,578,314 | 17,306,075 | 18,359,633 |
| Total Revenue Before Transfers | \$ 79,369,180 | \$ 83,863,264 | \$ 109,302,422 | \$ 93,822,073 | \$ 98,056,673 |
| Transfers In | \$ 13,912,240 | \$ 17,503,361 | \$ 24,066,209 | \$ 20,489,779 | \$ 21,846,054 |
| Total Revenue Including Transfers | \$ 93,281,420 | \$ 101,366,625 | \$ 133,368,631 | \$ 114,311,852 | \$ 119,902,727 |

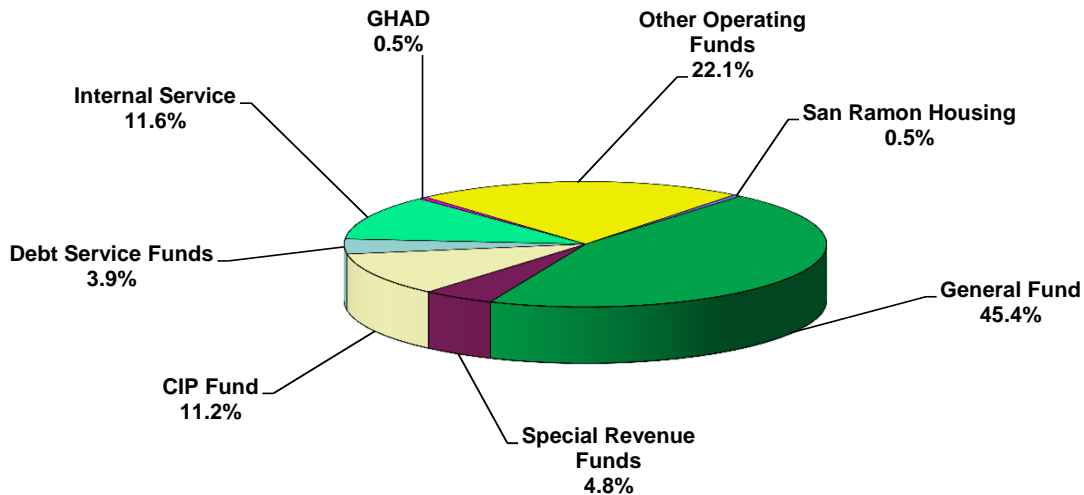
* Included as Other Revenue



City Expenditures by Fund *
Total \$125,819,206 FY 2017-18

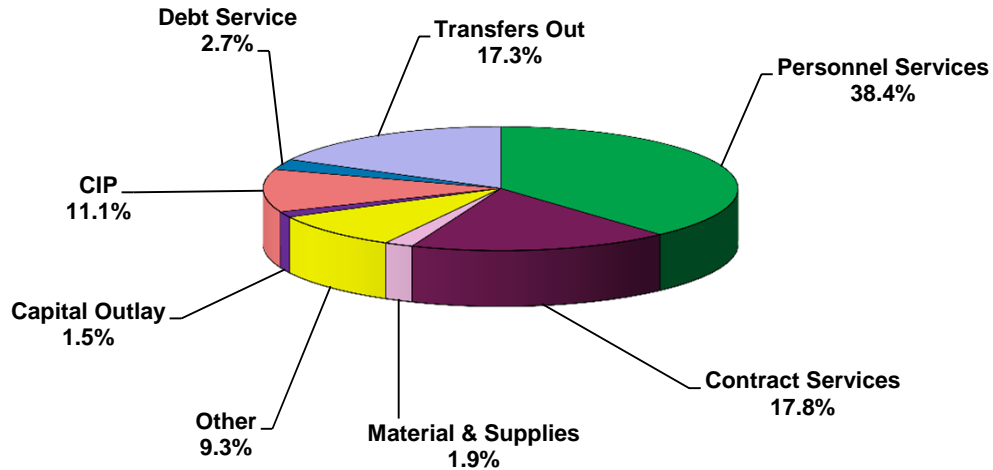
| Fund | Fund Description | 15/16 Actual | 16/17 Final | % Change | 17/18 Adopted | % Change |
|---------------------------|--------------------------------------|-----------------------|-----------------------|----------------|-----------------------|--------------|
| 101 | General Fund | \$ 48,814,868 | \$ 55,562,294 | 13.82% | \$ 57,029,965 | 2.64% |
| 202 | Planning Cost Recovery | 116,665 | 235,134 | 101.55% | 296,778 | 26.22% |
| 203 | Geographic Information System | 22,000 | 70,000 | 218.18% | 50,000 | -28.57% |
| 204 | Community Facilities District 2014-1 | - | - | 0.00% | 71,925 | 100.00% |
| 205-225 | Development Mitigation | 137,308 | 199,328 | 45.17% | 167,188 | -16.12% |
| 230 | Gas Tax | 3,375,758 | 1,839,801 | -45.50% | 2,110,913 | 14.74% |
| 240/241 | Park Development | 919,018 | 798,920 | -13.07% | 862,443 | 7.95% |
| 250 | SCCJEPA | 3,109,771 | 1,743,556 | -43.93% | 547,997 | -68.57% |
| 260 | Street Maintenance & Improvement | 3,014,613 | 1,190,669 | -60.50% | 1,781,132 | 49.59% |
| 270 | Traffic Improvement | 103,691 | 351,239 | 238.74% | 150,000 | -57.29% |
| 283 | Pub Educ & Govt. (PEG) Fund | 561,754 | 135,712 | -75.84% | 116,000 | -14.52% |
| 301 | Citywide Landscaping | 1,764,282 | 1,829,590 | 3.70% | 1,799,620 | -1.64% |
| 302 | Citywide Lighting | 732,395 | 638,496 | -12.82% | 661,857 | 3.66% |
| 310-375 | Landscaping & Lighting Special Dist. | 1,385,664 | 2,258,377 | 62.98% | 2,233,590 | -1.10% |
| 380 | Canyon Park | 12,072 | 60,435 | 400.62% | 61,071 | 1.05% |
| 382 | Village Center Common Area | 2,376 | 10,452 | 339.90% | 10,452 | 0.00% |
| 383 | Dougherty Valley | 16,706,333 | 18,528,208 | 10.91% | 20,022,158 | 8.06% |
| 384 | Solid Waste | 161,894 | 612,208 | 278.15% | 577,210 | -5.72% |
| 385 | GHAD | 521,553 | 1,773,042 | 239.95% | 685,044 | -61.36% |
| 387 | Non Point Drainage | 867,905 | 1,219,383 | 40.50% | 1,276,664 | 4.70% |
| 388 | Street Smarts | 160,998 | 248,100 | 54.10% | 233,800 | -5.76% |
| 389 | TDM Programs | 437,722 | 603,316 | 37.83% | 648,121 | 7.43% |
| 391 | Police Services Donations | 3,965 | - | -100.00% | - | 0.00% |
| 392 | Narcotic Asset Forfeiture | 267 | - | -100.00% | 194,940 | 100.00% |
| 395 | San Ramon Housing Successor | 837,827 | 626,889 | -25.18% | 657,273 | 4.85% |
| 420 | Capital Projects | 31,700,770 | 10,230,048 | -67.73% | 14,106,525 | 37.89% |
| 515-542 | Debt Service Funds | 4,688,237 | 4,770,013 | 1.74% | 4,848,386 | 1.64% |
| 610-630 | Internal Service | 12,265,772 | 12,959,130 | 5.65% | 14,618,154 | 12.80% |
| Total Expenditures | | \$ 132,425,478 | \$ 118,494,340 | -10.52% | \$ 125,819,206 | 6.18% |

*Includes Transfers Out



City Expenditures by Category
Total \$125,819,206 FY 2017-18

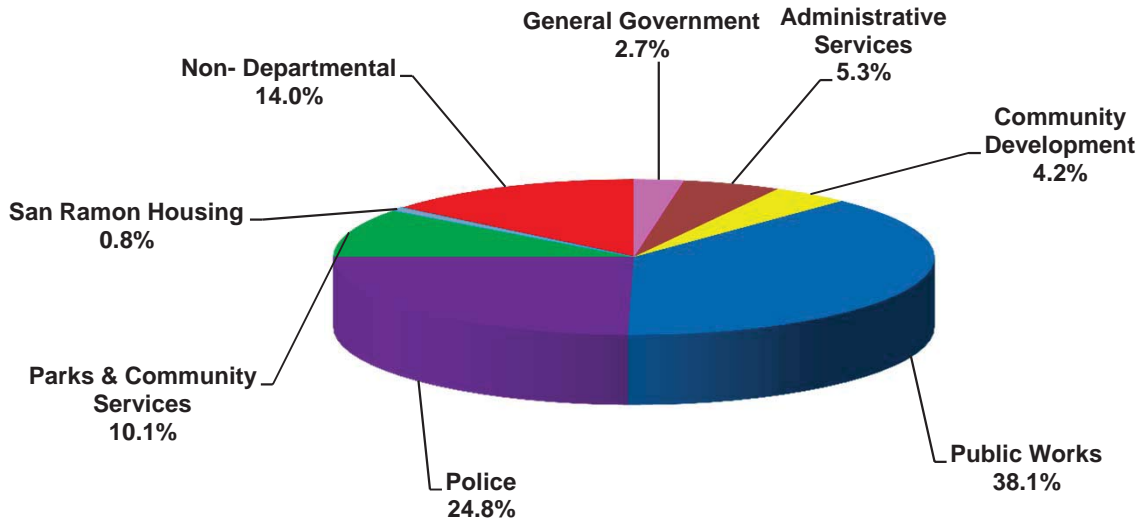
| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|---|----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| Personnel Services | \$ 38,444,847 | \$ 40,941,359 | \$ 43,924,701 | \$ 46,321,611 | 48,210,797 |
| Contract Services | 15,677,836 | 16,677,111 | 17,616,908 | 21,603,097 | 22,335,525 |
| Material & Supplies | 1,937,582 | 1,934,999 | 2,186,120 | 2,476,959 | 2,449,714 |
| Other Costs | 12,659,846 | 10,763,629 | 11,622,652 | 12,306,017 | 11,737,715 |
| Capital Outlay | 79,750 | 347,427 | 91,317 | 1,701,478 | 1,865,348 |
| Capital Improvement Program (CIP) | 2,934,267 | 1,697,682 | 29,624,558 | 10,205,048 | 14,006,525 |
| Debt Service | 8,100,870 | 8,444,754 | 3,373,004 | 3,412,951 | 3,458,453 |
| Total Expenditures Before Transfers | \$ 79,834,998 | \$ 80,806,961 | \$ 108,439,260 | \$ 98,027,161 | \$ 104,064,077 |
| Transfers Out | \$ 13,953,014 | \$ 17,421,295 | \$ 23,986,218 | \$ 20,467,179 | \$ 21,755,129 |
| Total Expenditures Including Transfers | \$ 93,788,012 | \$ 98,228,256 | \$ 132,425,478 | \$ 118,494,340 | \$ 125,819,206 |



City Expenditures by Department *
Total \$86,599,099 FY 2017-18

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Government | \$ 1,872,943 | \$ 1,837,896 | \$ 2,032,412 | \$ 2,282,260 | \$ 2,320,256 |
| Administrative Services | 2,788,099 | 3,016,113 | 3,556,013 | 4,157,018 | 4,584,759 |
| Planning/Community Development | 3,842,828 | 4,117,397 | 4,274,496 | 3,413,850 | 3,632,318 |
| Public Works | 23,058,371 | 24,119,356 | 26,008,729 | 31,994,564 | 33,031,961 |
| Police Services | 17,047,222 | 17,959,672 | 18,951,972 | 20,579,602 | 21,461,839 |
| Parks & Community Services | 7,687,618 | 7,894,996 | 8,464,188 | 8,860,131 | 8,731,453 |
| San Ramon Housing | - | 831,072 | 837,827 | 626,889 | 657,273 |
| Non-Departmental | 12,138,849 | 10,555,265 | 11,316,061 | 12,494,848 | 12,179,240 |
| Total Expenditures | \$ 68,435,930 | \$ 70,331,767 | \$ 75,441,698 | \$ 84,409,162 | \$ 86,599,099 |

* Excludes Transfers, CIP & Debt Service



**CITY OF SAN RAMON
Interfund Transfers**

| Fund Description | Transfer In | Transfer Out |
|---|--------------------|---------------------|
| General Fund | 2,399,736 | 9,425,983 |
| Planning Cost Recovery | - | 250,000 |
| Geographic Info System | - | 50,000 |
| Community Facilities District 2014-1 | - | 71,925 |
| City Beautification | - | 150,000 |
| Creek Mitigation | - | 2,077 |
| Drainage Mitigation | - | 15,111 |
| Gas Tax | - | 2,110,913 |
| Park Development | 16,224 | 862,443 |
| SCCJEPA | - | 547,997 |
| Street Maintenance & Improvement | - | 1,781,132 |
| Traffic Improvement | - | 150,000 |
| Public Education and Government | - | 16,000 |
| Citywide Landscaping | - | 629,401 |
| Citywide Lighting | - | 121,650 |
| Special Zones | 477,437 | 505,632 |
| Village Center Common Area | 4,073 | - |
| Canyon Park | - | 2,517 |
| Dougherty Valley | 2,000,000 | 931,592 |
| GHAD | - | 74,852 |
| Non Point Drainage | - | 32,325 |
| Street Smarts | 35,000 | - |
| Capital Improvement | 11,774,867 | 100,000 |
| Pension Obligation Debt Service Fund | 1,259,933 | 1,389,933 |
| LED Light Debt Service Fund | 252,790 | - |
| Equipment Replacement Internal Service Fund | - | 34,390 |
| Insurance Liability Internal Service Fund | 125,994 | - |
| Infrastructure Maintenance Internal Service Fund | 3,500,000 | 2,499,256 |
| Dougherty Valley Performing Arts Theater Trust Fund | - | 90,925 |
| | <u>21,846,054</u> | <u>21,846,054</u> |

City of San Ramon
GENERAL FUND

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



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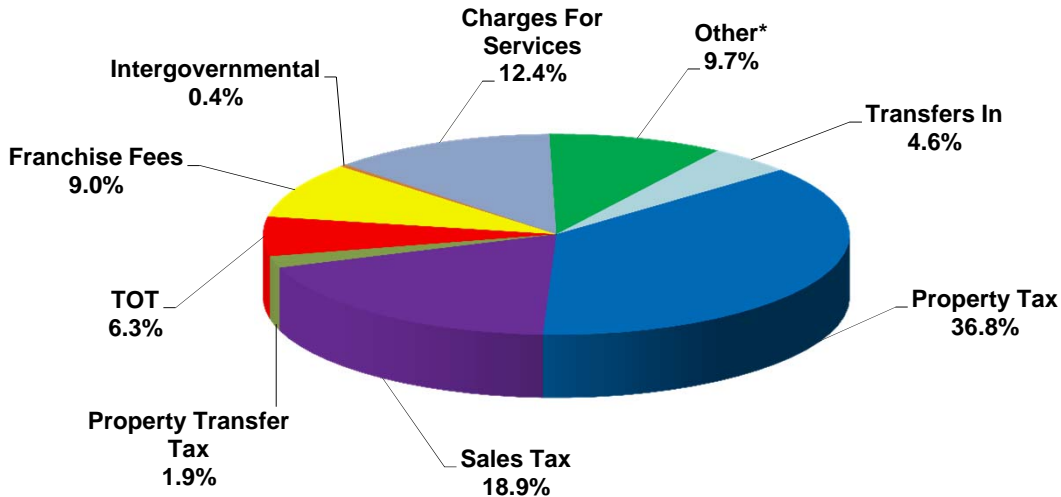
**GENERAL FUND
REVENUE - EXPENDITURE - FUND BALANCE**

| Description | 13/14 Audited Actual | 14/15 Audited Actual | 15/16 Audited Actual | 16/17 Amended Budget | 17/18 Adopted Budget |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Fund Balance, July 1 | \$ 11,752,074 | \$ 11,741,501 | \$ 10,935,176 | \$ 13,146,629 | \$ 9,680,664 |
| REVENUES | | | | | |
| Property Tax | \$ 14,631,754 | \$ 16,091,598 | \$ 17,240,808 | \$ 18,192,166 | \$ 19,172,718 |
| Sales and Use Tax | 9,696,495 | 9,398,739 | 10,484,639 | 9,556,905 | 9,821,534 |
| Property Transfer Tax | 810,014 | 624,548 | 845,912 | 766,205 | 977,028 |
| Transient Occupancy Taxes (TOT) | 2,246,187 | 2,470,971 | 2,807,649 | 2,883,840 | 3,298,108 |
| Franchise Fees | 4,244,128 | 4,371,778 | 4,491,196 | 4,534,673 | 4,687,331 |
| Licenses and Permits | 1,568,688 | 1,371,771 | 1,712,228 | 1,948,750 | 2,062,950 |
| Intergovernmental | 288,589 | 450,788 | 353,783 | 227,027 | 200,855 |
| Charges for Services | 5,562,685 | 6,157,283 | 7,703,805 | 7,229,211 | 6,454,627 |
| Fines and Forfeitures | 331,413 | 336,050 | 415,083 | 397,500 | 399,500 |
| Investment Income | 658,016 | 165,292 | 167,402 | 75,000 | 75,000 |
| Land Sale | 437,100 | 260,647 | - | - | - |
| Miscellaneous Revenue | 1,389,092 | 2,137,781 | 2,435,622 | 2,310,817 | 2,491,117 |
| Total Revenues | 41,864,161 | 43,837,246 | 48,658,127 | 48,122,094 | 49,640,768 |
| EXPENDITURES | | | | | |
| General Government | 1,872,943 | 1,837,896 | 2,032,412 | 2,282,260 | 2,320,256 |
| Administrative Services | 2,742,766 | 2,969,247 | 3,505,534 | 4,103,121 | 4,529,491 |
| Planning/Community Development | 3,317,648 | 3,410,224 | 3,559,111 | 3,341,361 | 3,585,540 |
| Public Works | 10,953,597 | 11,864,097 | 12,498,880 | 14,384,879 | 14,986,321 |
| Police Services | 11,007,478 | 11,424,059 | 12,084,386 | 13,065,467 | 13,400,921 |
| Parks & Community Services | 7,687,618 | 7,894,996 | 8,464,188 | 8,860,131 | 8,731,453 |
| Non-Departmental | - | 110 | 49,460 | 25,000 | 50,000 |
| Total Expenditures | 37,582,050 | 39,400,629 | 42,193,971 | 46,062,219 | 47,603,982 |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Operating Transfers In | 2,213,967 | 2,267,507 | 2,368,194 | 2,198,509 | 2,399,736 |
| Operating Transfers Out | (6,506,651) | (7,510,449) | (6,620,897) | (9,500,075) | (9,425,983) |
| Total Other Financing Sources | (4,292,684) | (5,242,942) | (4,252,703) | (7,301,566) | (7,026,247) |
| Net Increase (Decrease) in Fund Balance | \$ (10,573) | \$ (806,325) | \$ 2,211,453 | \$ (5,241,691) | \$ (4,989,461) |
| FUND BALANCE: | | | | | |
| Fund Balance, June 30 | \$ 11,741,501 | \$ 10,935,176 | \$ 13,146,629 | \$ 7,904,938 | \$ 4,691,203 |

General Fund Revenue by Source
Total \$52,040,504 FY 2017-18

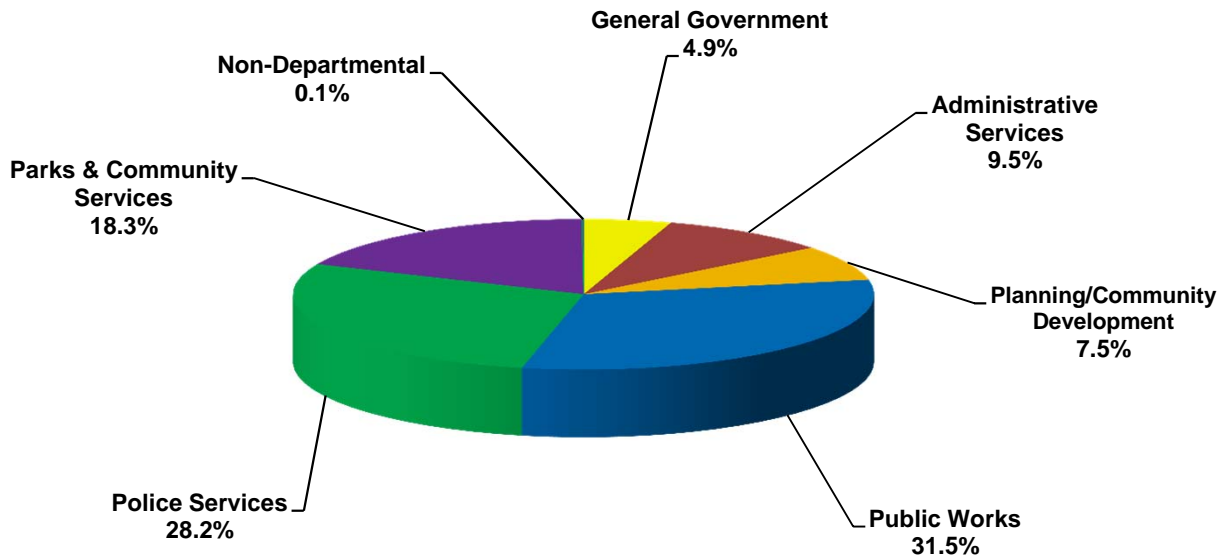
| Revenue Source | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Property Tax | \$ 14,631,754 | \$ 16,091,598 | \$ 17,240,808 | \$ 18,192,166 | \$ 19,172,718 |
| Sales Tax | 9,696,495 | 9,398,739 | 10,484,639 | 9,556,905 | 9,821,534 |
| Property Transfer Tax | 810,014 | 624,548 | 845,912 | 766,205 | 977,028 |
| Transient Occupancy Tax (TOT) | 2,246,187 | 2,470,971 | 2,807,649 | 2,883,840 | 3,298,108 |
| Franchise Fees | 4,244,128 | 4,371,778 | 4,491,196 | 4,534,673 | 4,687,331 |
| Licenses & Permits* | 1,568,690 | 1,371,771 | 1,712,228 | 1,948,750 | 2,062,950 |
| Intergovernmental | 288,589 | 450,788 | 353,783 | 227,027 | 200,855 |
| Charges For Services | 5,562,685 | 6,157,283 | 7,703,805 | 7,229,211 | 6,454,627 |
| Fines & Forfeitures* | 331,413 | 336,050 | 415,083 | 397,500 | 399,500 |
| Investment Income* | 658,016 | 165,292 | 167,402 | 75,000 | 75,000 |
| Land Sale* | 437,100 | 260,647 | - | - | - |
| Miscellaneous Revenue* | 1,389,092 | 2,137,781 | 2,435,622 | 2,310,817 | 2,491,117 |
| Transfers In | 2,213,967 | 2,267,507 | 2,368,194 | 2,198,509 | 2,399,736 |
| Total Revenue | \$ 44,078,130 | \$ 46,104,753 | \$ 51,026,321 | \$ 50,320,603 | \$ 52,040,504 |

* Included as other revenue



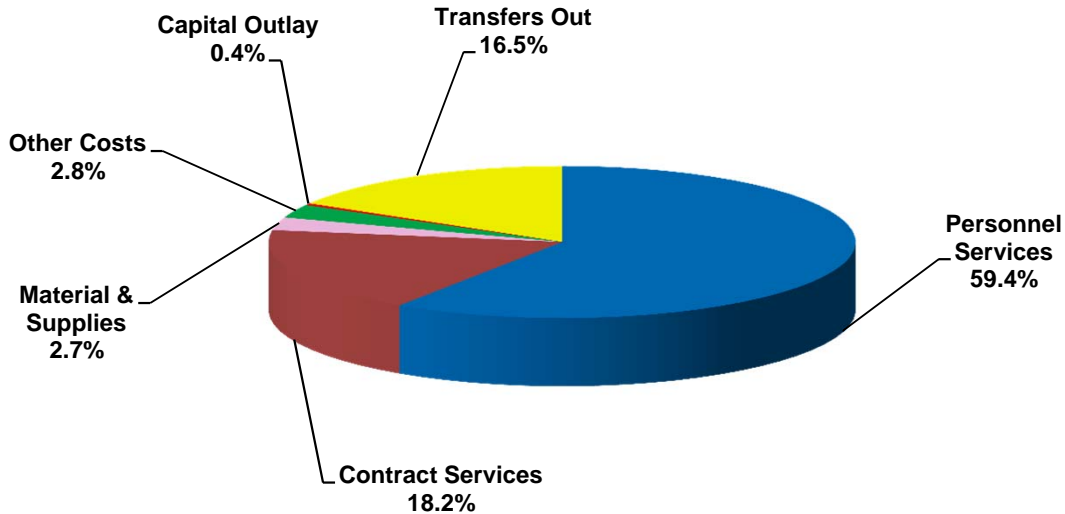
General Fund Expenditures by Department
Total \$47,603,982 FY 2017-18

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Government | \$ 1,872,943 | \$ 1,837,896 | \$ 2,032,412 | \$ 2,282,260 | \$ 2,320,256 |
| Administrative Services | 2,742,766 | 2,969,247 | 3,505,534 | 4,103,121 | 4,529,491 |
| Planning/Community Development | 3,317,648 | 3,410,224 | 3,559,111 | 3,341,361 | 3,585,540 |
| Public Works | 10,953,597 | 11,864,097 | 12,498,880 | 14,384,879 | 14,986,321 |
| Police Services | 11,007,478 | 11,424,059 | 12,084,386 | 13,065,467 | 13,400,921 |
| Parks & Community Services | 7,687,618 | 7,894,996 | 8,464,188 | 8,860,131 | 8,731,453 |
| Non-Departmental | - | 110 | 49,460 | 25,000 | 50,000 |
| Total Expenditures | \$ 37,582,050 | \$ 39,400,629 | \$ 42,193,971 | \$ 46,062,219 | \$ 47,603,982 |



General Fund Expenditures by Category
Total \$57,029,965 FY 2017-18

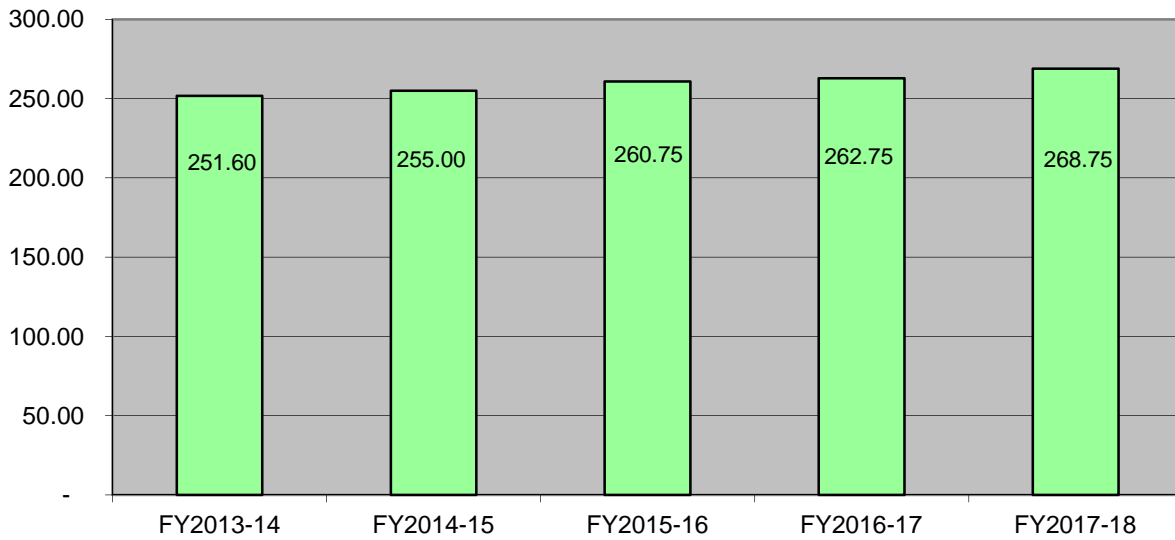
| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Personnel Services | \$ 27,349,112 | \$ 28,429,590 | \$ 30,443,523 | \$ 32,715,437 | \$ 33,833,992 |
| Contract Services | 7,585,977 | 8,228,494 | 8,679,075 | 9,820,798 | 10,357,011 |
| Material & Supplies | 1,320,857 | 1,338,789 | 1,382,756 | 1,631,769 | 1,560,791 |
| Other Costs | 1,282,833 | 1,360,445 | 1,631,012 | 1,521,436 | 1,624,417 |
| Capital Outlay | 43,311 | 43,311 | 57,605 | 372,779 | 227,771 |
| Total Expenditures Before Transfers | \$ 37,582,090 | \$ 39,400,629 | \$ 42,193,971 | \$ 46,062,219 | \$ 47,603,982 |
| Capital Improvement Program (CIP) | 2,802,043 | 3,249,542 | 994,000 | 3,517,767 | 2,500,000 |
| Debt Service Transfer Out | 2,759,664 | 3,129,861 | 3,137,190 | 2,161,955 | 1,264,989 |
| Other Transfers Out | 944,944 | 1,131,046 | 2,489,707 | 3,820,353 | 5,660,994 |
| Total Expenditures Including Transfers | \$ 44,088,741 | \$ 46,911,078 | \$ 48,814,868 | \$ 55,562,294 | \$ 57,029,965 |



Full Time Equivalent (FTE) By Department

| Department | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------------|-----------------|-----------------|-----------------|----------------|------------------|
| General Government | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 |
| Administrative Services | 17.00 | 17.00 | 18.00 | 19.00 | 20.00 |
| Planning/Community Development | 20.00 | 21.00 | 21.00 | 17.00 | 17.00 |
| Public Works | 92.30 | 92.50 | 92.75 | 99.75 | 100.75 |
| Police Services* | 81.50 | 83.50 | 85.00 | 85.00 | 89.00 |
| Parks and Community Services | 31.80 | 32.00 | 35.00 | 33.00 | 33.00 |
| Total FTE Personnel | 251.60 | 255.00 | 260.75 | 262.75 | 268.75 |

* Budget includes 2 "Anticipatory Hiring" police officer positions that are not fully funded and part of the official FTE count. Authorized Count 266.75.



CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2017-18 APPROPRIATIONS LIMIT

| | | |
|----|---------------------------------|-----------------------------|
| A. | FY 2016-17 APPROPRIATIONS LIMIT | \$ 68,212,980 |
| B. | ADJUSTMENT FACTORS | |
| | 1. City Population Growth | 1.0231 |
| | 2. California Per Capita Income | 1.0369 |
| | Total Adjustment % | 1.0609 |
| C. | ANNUAL ADJUSTMENT | 4,150,923 |
| D. | OTHER ADJUSTMENTS | - |
| E. | TOTAL ADJUSTMENTS | <u>4,150,923</u> |
| F. | FY 2017-18 APPROPRIATIONS LIMIT | <u><u>\$ 72,363,903</u></u> |

FY 2017-18 APPROPRIATIONS SUBJECT TO LIMITATION

| | | |
|----|--------------------------------------|------------------------------|
| A. | PROCEEDS OF TAXES: | |
| | Property Tax | \$ 19,172,718 |
| | Sales & Use Tax | 9,821,534 |
| | Property Transfer Tax | 977,028 |
| | Transient Occupancy Tax | 3,298,108 |
| | Motor Vehicle In Lieu | - |
| | Off-Highway Vehicles | - |
| | Interest Earned on Proceeds of Taxes | 50,265 |
| | | <u>\$33,319,653</u> |
| B. | EXCLUSIONS: | |
| | Debt Service | 1,264,989 |
| | Qualified Capital Outlays | - |
| | | <u>1,264,989</u> |
| C. | APPROPRIATIONS SUBJECT TO LIMITATION | \$32,054,664 |
| D. | CURRENT YEAR LIMIT | <u>72,363,903</u> |
| E. | OVER (UNDER) LIMIT | <u><u>(\$40,309,239)</u></u> |

REVENUE



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City of San Ramon

REVENUE

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

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

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

- **Special Assessments** – Several districts are funded through the collection of special assessments from property owners within the City. The funds can be used only for the purpose of maintaining or improving the zone from which they are collected.
- **Sales and Use Tax** – The sales and use tax is imposed on retailers for the privilege of selling at retail, or on users in California of property purchased outside the State. The tax is based on the sales price of any taxable transaction of tangible personal property. The tax rate is eight and a half percent (8.5%).

Local sales tax revenue is distributed on a quarterly basis, with monthly estimated “advance” payments and a subsequent “settlement” payment to cover the difference based on actual collections. One percent (1%) is allocated by the State Board of Equalization and allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted use.

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

City of San Ramon

REVENUE

- **Transient Occupancy Tax** – The transient occupancy tax (TOT) is imposed for the privilege of occupying a room or rooms in a hotel, motel, or other lodging facility unless such occupancy is for a period of thirty (30) days or more. The City’s TOT rate is seven and one-quarter percent (7.25%).
- **Franchise Fees** – A franchise fee is imposed on various utilities and organizations, which permits them to use and operate those facilities within the City. The fee is usually computed as a percentage of the gross income of the utility. This revenue source is typically impacted by the addition of new customers as well as changes in rates the utility is allowed to charge.
- **License and Permit Revenue** – The California Constitution gives cities the authority to charge license and permit fees as a means of recovering the cost of the regulation. The fees which make up “Licenses and Permits” include:
 - Building Permits
 - Plumbing Permits
 - Electrical Permits
 - Energy Permits
 - Mechanical permits
 - Business Licenses
- **Intergovernment** – Revenue from Federal, State, and local agencies for grants.
- **Charges for Services** – A fee imposed upon the user of a service provided by the City. Generally a service charge can be levied when the service can be measured and sold to a particular identified user. The rationale is that certain services are primarily for the benefit of individuals rather than the general public. Individuals desiring or benefiting from the service should pay the costs associated with that service. Fees charged are limited to the cost required to provide the service as prescribed by Article XIII B of the State Constitution. These fees are often determined by cities through a cost accounting analysis of the specific service.

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

- **Fines and Forfeitures** – These are Funds received from the County and collected from assessments made by the Municipal Court, in accordance with the Vehicle Code for fines and forfeitures.

City of San Ramon

REVENUE

- **Investment Income** – Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return.
- **Development Fees** – Fees generated by building, development, and growth in a community.
- **Miscellaneous Revenue** – Fees generated from facility rentals, telecommunications, contributions, reimbursed costs, and internal services charges (healthcare, retirees, vehicle and computer equipment).



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DEPARTMENTS



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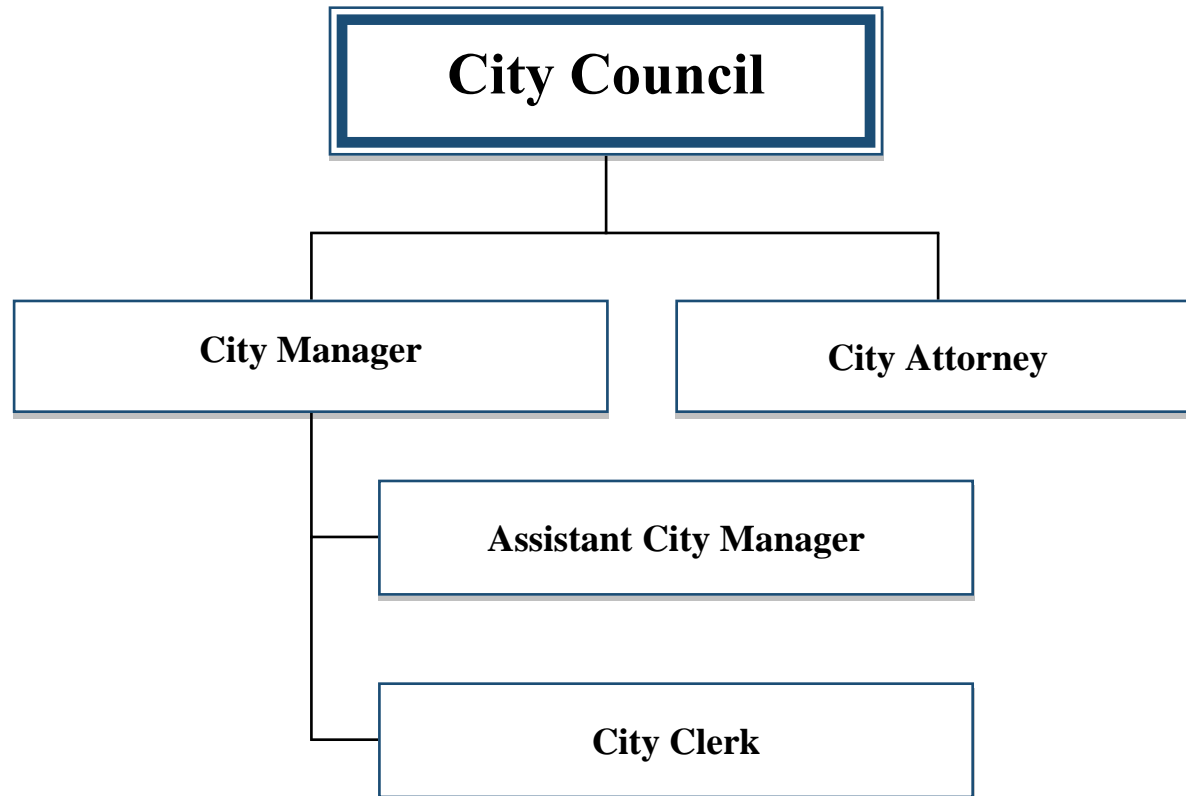
GENERAL GOVERNMENT



City Council Chamber



General Government FY 2017-18



City of San Ramon
GENERAL GOVERNMENT SUMMARY

CITY COUNCIL

Statement of Purpose

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

Ongoing Priorities FY 2017-18

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

Priorities from Goal Setting Workshop FY 2017-18

- 1. Maintain a Safe and Secure Environment**
 - Complete a Police Staff Strategy that identifies the requested short, medium and long term staffing and technology deployment objectives for the City
 - Develop a deployment plan strategy Automated License Plate Readers/Video monitoring at major arterials for Council consideration
- 2. Maintain a Secure Financial Base**
 - Execute the Citizen Budget Focus Group and provide a final report to Council by November 2017
 - Support regional efforts that generate additional funding for the City
- 3. Maintain Staffing/Resources to Provide City Services**
 - Fund and support the City Manager's long-term staff succession plan
- 4. Build and Maintain Quality Facilities and Infrastructure**
 - Create an Infrastructure Maintenance Council Sub-Committee to assist staff in the identification and prioritization of City infrastructure projects

City of San Ramon

GENERAL GOVERNMENT SUMMARY

- Support the development and funding of the Iron Horse Trail Overcrossing at Bollinger Canyon Road
 - Begin to systematically address unfunded infrastructure projects through the enhanced Council Adopted Infrastructure Maintenance Fund
- 5. Enhance Communication with Residents and Business Community**
- Present to Council a City Wide communication plan that incorporates the new opportunities available through the City website redesign and new social media tools
 - Enhance business partnerships in San Ramon with existing organizations to improve the marketability of San Ramon to the business community
 - Create a themed marketing corridor from Alcosta to 680 on Bollinger Canyon Road using the new City Facilities to complement the work at Bishop Ranch
 - Create an ongoing community led multi-cultural event through partnerships with existing community groups and City staff/funding
- 6. Focus on Land Use Planning for Housing, Jobs and Open Space.**
- Create a San Ramon planning academy to provide specific training to the community on Transportation, Open Space, Housing and Land Use policy
 - Update the Economic Development Strategic Plan and Economic Element of the General Plan with an emphasis on tax generating retail development
 - Encourage housing in the City's core without jeopardizing retail development
 - Continue to seek protection for the Eastern and Western Open Space Boundaries in the City

Budget Notes *FY 2017-18*

- None

City of San Ramon
GENERAL GOVERNMENT SUMMARY

CITY MANAGER

Statement of Purpose

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

Significant Accomplishments **FY 2016-17**

- Successfully sold the former City Hall to fund the Library renovation
- Successfully entered into an agreement to build senior housing at the City’s housing properties at Alcosta Road
- Successfully entered into an agreement to build a Hotel at the City’s housing properties at Omega Road
- Transitioned the City through an executive management change and installed a permanent City Manager in January 2017.
- Supported the implementation of the FY 2016-17 City Council Goals
- Submitted the FY 2017-18 Annual Operating Budget and CIP for City Council

Major Action Plan Items **FY 2017-18**

| | | Completion By: |
|----|--|-------------------|
| 1. | Create an Infrastructure Council subcommittee to assist staff in the identification and prioritization of City infrastructure projects | SEPT 2017 |
| 2. | Execute the Citizen Budget Focus Group and provide a final report to Council | NOV 2017 |
| 3. | Supported the implementation of the FY 2017-18 City Council Goals | JUN 2018 |
| 4. | Submit the FY 2018-19 Annual Operating Budget and CIP for City Council | JUN 2018 |
| 5. | Fund and complete a long-term staff succession plan | JUN 2018 |

Budget Notes **FY 2017-18**

- None



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City of San Ramon
GENERAL GOVERNMENT SUMMARY

ECONOMIC DEVELOPMENT

Statement of Purpose

The Economic Development Division is responsible for activities that improve and diversify the San Ramon economy. The Division provides staff support to the Successor Agency of the former Redevelopment Agency, which is to wind down the activities of the former Redevelopment Agency. The goals and objectives for the Division are largely defined by the City’s Economic Development Strategic Plan (EDSP). The Economic Development Division provides staff support for the Economic Development Advisory Committee (EDAC) to prioritize and implement the EDSP.

Significant Accomplishments **FY 2016-17**

- Successfully developed and executed the FY 2016-17 Economic Development Advisory Committee work plan
- Continued to work with real estate partners in San Ramon to promote business growth and retail development in the community Ongoing
- Completed a Retail Business Analysis in support of a comprehensive Economic Element of the General Plan

Major Action Plan Items **FY 2017-18**

| | | Completion By: |
|----|--|-------------------|
| 1. | Create a themed marketing corridor from Alcosta to 680 on Bollinger Canyon Road using the new City Facilities to complement the work at Bishop Ranch | MAR 2018 |
| 2. | Facilitate the sale of 10 Boardwalk Place – the former Mudd’s Restaurant | JUN 2018 |
| 3. | Integrate the Economic Development Office into the Planning Department to create a comprehensive Community/Economic Development Department | JUN 2018 |
| 4. | Work with the Discover San Ramon to identify and implement a marketing strategy in support of the City Center opening in October 2018 | JUN 2018 |
| 5. | Continue to support the Chamber of Commerce and other local business advocacy efforts to enhance economic growth in San Ramon | JUN 2018 |

City of San Ramon
GENERAL GOVERNMENT SUMMARY

Budget Notes
FY 2017-18

- None

City of San Ramon
GENERAL GOVERNMENT SUMMARY

CITY ATTORNEY

Statement of Purpose

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

Significant Accomplishments
FY 2016-17

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

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|---|-------------------|
| 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 | Ongoing |

Budget Notes
FY 2017-18

- Increase funding for the City Attorney position - \$75K



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City of San Ramon
GENERAL GOVERNMENT SUMMARY

CITY CLERK

Statement of Purpose

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

Significant Accomplishments **FY 2016-17**

- Transitioned to Agenda Manager and Digital Boardroom Programs
- Administered November 2016 Mayoral/Council election
- Coordinated Spring 2017 San Ramon Government 101 course (9th Course)
- Continued Destruction of Records in Accordance with approved Retention Schedule
- Administered training to staff – records retention, agenda manager, digital boardroom
- Prepared and issued FY 2017-18 Fee Resolution

Major Action Plan Items **FY 2017-18**

| | | Completion By: |
|----|--|-------------------|
| 1. | Coordinate 10 th San Ramon Government 101 Class – Spring 2018 | APR 2018 |
| 2. | Prepare and Issue FY 2018-19 Fee Resolution | MAY 2018 |
| 3. | Implement ‘Trusted System’ Electronic Records | JUN 2018 |
| 4. | Institute Boards, Committee, Commission Application Software | JUN 2018 |
| 5. | Expand Electronic Records Program, Train Staff | JUN 2018 |

City of San Ramon
GENERAL GOVERNMENT SUMMARY

| | | Completion By: |
|----|--|-------------------|
| 6. | Facilitate Records Destruction in Accordance with Retention Schedule | JUN 2018 |
| 7. | Facilitate Date Sensitive Filings for Required FPPC and State | JUN 2018 |

Budget Notes
FY 2017-18

- No General Election costs – Decrease \$140K
- Funding for records retention consultant services – \$16K

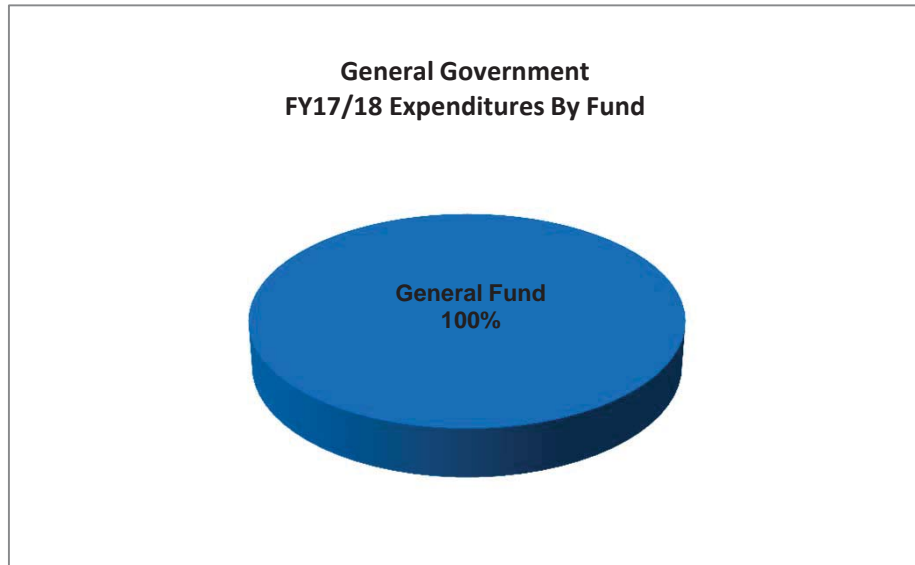
**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
GENERAL GOVERNMENT**

| Authorized Positions | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-----------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Attorney | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Attorney II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist | 1.00 | 1.00 | - | - | - |
| Office Technician I/II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Paralegal | - | - | 1.00 | 1.00 | 1.00 |
| Total Authorized Positions | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 |

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

Expenditure Summary By Fund

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| General Fund | \$ 1,872,943 | \$ 1,837,896 | \$ 2,032,412 | \$ 2,282,260 | \$ 2,320,256 |
| Department Total | <u>\$ 1,872,943</u> | <u>\$ 1,837,896</u> | <u>\$ 2,032,412</u> | <u>\$ 2,282,260</u> | <u>\$ 2,320,256</u> |



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

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| City Council | \$ 284,172 | \$ 309,797 | \$ 324,042 | \$ 328,509 | \$ 355,048 |
| City Clerk | 533,798 | 412,511 | 428,854 | 640,010 | 532,827 |
| City Attorney | 354,820 | 354,633 | 406,525 | 433,545 | 529,137 |
| City Manager | 700,153 | 760,955 | 872,991 | 880,196 | 903,244 |
| Department Total | <u>\$ 1,872,943</u> | <u>\$ 1,837,896</u> | <u>\$ 2,032,412</u> | <u>\$ 2,282,260</u> | <u>\$ 2,320,256</u> |

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| City Council | | | | | |
| Personnel Services | \$ 219,874 | \$ 222,126 | \$ 229,401 | \$ 232,037 | \$ 258,064 |
| Contract Services | 7,077 | 8,672 | 9,035 | 8,150 | 9,350 |
| Materials and Supplies | 1,095 | 638 | 2,417 | 3,300 | 3,300 |
| Other Costs | 56,126 | 78,361 | 83,189 | 85,022 | 84,334 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 284,172</u> | <u>\$ 309,797</u> | <u>\$ 324,042</u> | <u>\$ 328,509</u> | <u>\$ 355,048</u> |
| City Clerk | | | | | |
| Personnel Services | \$ 337,964 | \$ 335,824 | \$ 376,374 | \$ 426,495 | \$ 442,303 |
| Contract Services | 182,843 | 59,580 | 32,759 | 192,780 | 68,300 |
| Materials and Supplies | 8,135 | 8,758 | 6,801 | 8,850 | 7,850 |
| Other Costs | 4,856 | 8,349 | 12,920 | 11,885 | 14,374 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 533,798</u> | <u>\$ 412,511</u> | <u>\$ 428,854</u> | <u>\$ 640,010</u> | <u>\$ 532,827</u> |
| City Attorney | | | | | |
| Personnel Services | \$ 255,844 | \$ 255,052 | \$ 286,035 | \$ 284,586 | \$ 304,832 |
| Contract Services | 85,173 | 86,869 | 106,141 | 126,500 | 201,500 |
| Materials and Supplies | 9,026 | 7,769 | 9,443 | 12,800 | 12,800 |
| Other Costs | 4,777 | 4,943 | 4,906 | 9,659 | 10,005 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 354,820</u> | <u>\$ 354,633</u> | <u>\$ 406,525</u> | <u>\$ 433,545</u> | <u>\$ 529,137</u> |

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
GENERAL GOVERNMENT

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| City Manager | | | | | |
| Personnel Services | \$ 412,604 | \$ 566,031 | \$ 678,042 | \$ 723,727 | \$ 751,840 |
| Contract Services | 244,473 | 153,542 | 116,340 | 108,100 | 98,350 |
| Materials and Supplies | 20,397 | 20,136 | 39,655 | 23,300 | 23,200 |
| Other Costs | 22,679 | 21,246 | 38,954 | 25,069 | 29,854 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 700,153</u> | <u>\$ 760,955</u> | <u>\$ 872,991</u> | <u>\$ 880,196</u> | <u>\$ 903,244</u> |
| General Government | | | | | |
| Personnel Services | \$ 1,226,286 | \$ 1,379,033 | \$ 1,569,852 | \$ 1,666,845 | \$ 1,757,039 |
| Contract Services | 519,566 | 308,663 | 264,275 | 435,530 | 377,500 |
| Materials and Supplies | 38,653 | 37,301 | 58,316 | 48,250 | 47,150 |
| Other Costs | 88,438 | 112,899 | 139,969 | 131,635 | 138,567 |
| Capital Purchases | - | - | - | - | - |
| Total Expenditures | <u>\$ 1,872,943</u> | <u>\$ 1,837,896</u> | <u>\$ 2,032,412</u> | <u>\$ 2,282,260</u> | <u>\$ 2,320,256</u> |

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Total Department Revenue | <u>\$ 71,765</u> | <u>\$ 83,905</u> | <u>\$ 70,908</u> | <u>\$ 73,450</u> | <u>\$ 67,450</u> |

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

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|--------------------------------|---------------------------------|----------------------------|-----------------------------|
| City Council | \$ 355,048 | \$ - | \$ 355,048 |
| City Clerk Administration | 436,296 | 67,450 | 368,846 |
| Election/Voter Outreach | 61,254 | - | 61,254 |
| Legislative History | 35,277 | - | 35,277 |
| City Attorney | 529,137 | - | 529,137 |
| City Management | 539,505 | - | 539,505 |
| Communication & Public Affairs | 171,251 | - | 171,251 |
| Economic Development | 192,488 | - | 192,488 |
| Program Totals | <u>\$ 2,320,256</u> | <u>\$ 67,450</u> | <u>\$ 2,252,806</u> |



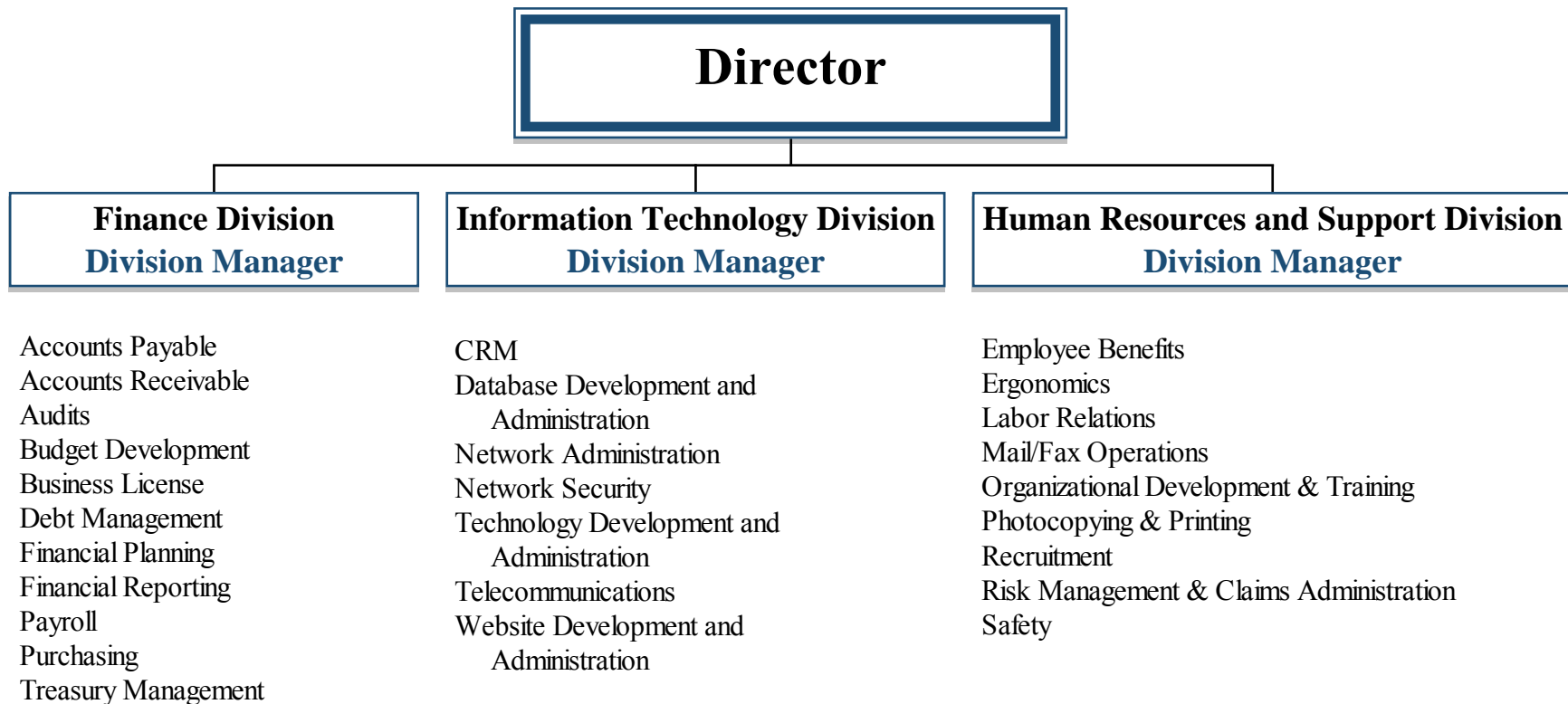
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ADMINISTRATIVE SERVICES DEPARTMENT





Administrative Services Department FY 2017-18



City of San Ramon
ADMINISTRATIVE SERVICES SUMMARY

Department – Statement of Purpose

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

FINANCE SERVICES DIVISION

Statement of Purpose

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

Significant Accomplishments
FY 2016-17

- Managed the FY 2015-16 annual audit process
- Prepared the Comprehensive Annual Financial Report (CAFR) and submitted CAFR for the Certificate of Achievement for Excellence in Financial Reporting
- Prepared the updated Multi-Year Financial Projection and Mid-Year Financial Review
- Coordinated the development of the FY 2017-18 Operating Budget
- Prepared a RFP for Software Selection Consultant Services. Selected NexLevel Information Technology to assist the City with the selection of a new citywide financial system replacement (ERP)
- Prepared a RFP for the selection of a ERP software vendor
- Prepared and issued required tax forms – W2 and 1099
- Coordinated with Human Resources Division to ensure City-wide compliance with Federal and State regulations under the Affordable Care Act and issued the required 1095C tax form
- Reviewed and updated the General Fund Reserve policy
- Reviewed and updated the Debt Management policy
- Reviewed and updated the Fraud Prevention policy
- Continued to assist with research of financial options for Citywide infrastructure
- Maintained “AAA” rating from Standard & Poor’s

City of San Ramon
ADMINISTRATIVE SERVICES SUMMARY

- Provided support to the Successor Agency

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|---|-------------------|
| 1. | Oversee the FY 2016-17 annual audit process | DEC 2017 |
| 2. | Prepare the Comprehensive Annual Financial Report (CAFR) and submit CAFR for the Certificate of Achievement for Excellence in Financial Reporting | DEC 2017 |
| 3. | Prepare and issue required tax forms – W2 and 1099 forms | JAN 2018 |
| 4. | Prepare the updated Multi-Year Financial Projection and Mid-Year Financial Review | FEB 2018 |
| 5. | Coordinate the development of the FY 2018-19 Operating Budget | JUN 2018 |
| 6. | Oversee the implementation process of a new integrated financial system | JUN 2018 |
| 7. | Continue to assist with research of financial options for Citywide infrastructure | Ongoing |
| 8. | Aim to maintain “AAA” rating from Standard & Poor’s | Ongoing |
| 9. | Provide support to the Successor Agency | Ongoing |

Budget Notes
FY 2017-18

- None

City of San Ramon
ADMINISTRATIVE SERVICES SUMMARY

INFORMATION TECHNOLOGY SERVICES DIVISION

Statement of Purpose

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

Significant Accomplishments FY 2016-17

- Completed upgrade of City WAN to higher speed for all City facilities
- Completed upgrade of infrastructure equipment for all City facilities
- Completed installation of new VoIP phone system citywide
- Install and configure new systems for the San Ramon Library
- Completed the Audio Visual installation and configuration at City Hall
- Refreshed the City's website with updated look and mobile friendly design
- Completed transition of PD systems and vehicles to new dispatch center
- Selected consultant for ERP system replacement and generated RFP for selection of the software vendor

City of San Ramon
ADMINISTRATIVE SERVICES SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|---|-------------------|
| 1. | Upgrade City Hall virtual environment to prepare for new ERP system | OCT 2017 |
| 2. | Evaluate and install a backup system for the new ERP system | NOV 2017 |
| 3. | Upgrade the network domain to Microsoft's current version | MAR 2018 |
| 4. | Evaluate advanced malware tools to enhance security on the City network | MAR 2018 |
| 5. | Upgrade the City's email system to the current version | MAY 2018 |
| 6. | Complete installation of the first phase of the new ERP system | JUNE 2018 |

Budget Notes
FY 2017-18

- Add a Network Analyst position to oversee the maintenance and security of the City's network systems

City of San Ramon
ADMINISTRATIVE SERVICES SUMMARY

HUMAN RESOURCES AND SUPPORT DIVISION

Statement of Purpose

The Human Resources and Support Division provides quality personnel services to internal and external customers, adhere to equitable and ethical personnel standards, and effectively manage risks to the City. The services provided are as follows: recruitment, classification and compensation, training, labor relations, performance evaluations, organizational development, liability claims management and processing, employee benefits and services; and provides management oversight to the Employee Safety Committee. The Division also provides quality centralized support to all City staff for the following services: mail processing of internal and external mail; City standard general use printing; photocopy equipment including procurement, maintenance and lease agreements; ergonomic evaluations; document transmission equipment; and vending services.

Significant Accomplishments FY 2016-17

- Transitioned Human Resources related tasks and responsibilities from the Parks & Community Services Department to Human Resources Division
- Updated Safety Policies and Procedures
- Updated the Drug-Free Workplace Act procedures
- Developed an Organizational Employee Training and Development Program
- Developed and implemented Ergonomics program
- Hired a new Human Resource Manager
- Implemented an employee ID card system with facility security access
- Coordinated four (4) Employee Wellness Events

City of San Ramon
ADMINISTRATIVE SERVICES SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|---|-------------------|
| 1. | Update the Personnel Rules & Regulations | OCT 2017 |
| 2. | Conduct a review of employee deferred compensation plans | DEC 2017 |
| 3. | Review and update the Policy against Discrimination and Harassment | DEC 2017 |
| 4. | Assist in the implementation process of a new integrated financial system | JUN 2018 |

Budget Notes
FY 2017-18

- Add temporary staffing for the City Hall front counter assistance - \$20K
- Reinstate Tuition Reimbursement Program - \$20K
- Reallocate Benefits Consultant services contract from Health Care Fund - \$25K

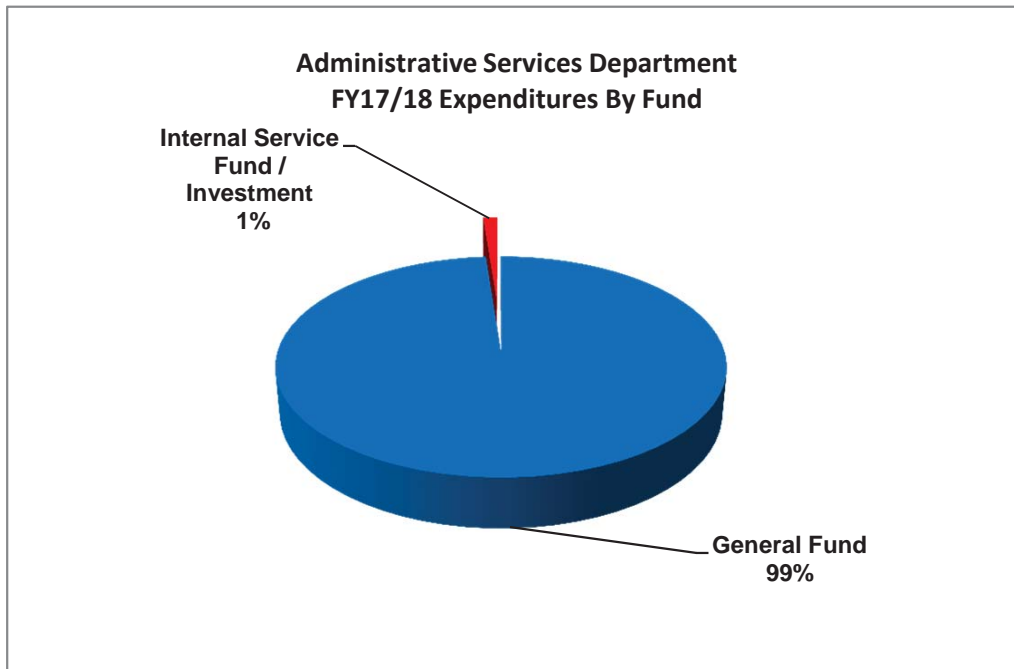
**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ADMINISTRATIVE SERVICES**

| Authorized Positions | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-----------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Administrative Analyst | 1.00 | 1.00 | 2.00 | 3.00 | 3.00 |
| Administrative Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Coordinator | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Computer Specialist | 1.00 | 1.00 | - | - | - |
| Computer Technician | 1.00 | 1.00 | - | - | - |
| Division Manager | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Information Technology Specialist | - | - | 3.00 | 3.00 | 3.00 |
| Network Analyst | - | - | - | - | 1.00 |
| Office Specialist | 3.00 | 1.00 | 2.00 | 2.00 | 3.00 |
| Office Technician I/II | 3.00 | 4.00 | 2.00 | 2.00 | 1.00 |
| Senior Administrative Analyst | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Authorized Positions | 17.00 | 17.00 | 18.00 | 19.00 | 20.00 |

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

Expenditure Summary By Fund

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| General Fund | \$ 2,742,766 | \$ 2,969,247 | \$ 3,505,534 | \$ 4,103,121 | \$4,529,491 |
| Internal Service Fund / Investment | 45,333 | 46,866 | 50,479 | 53,897 | 55,268 |
| Total Expenditures | <u>\$ 2,788,099</u> | <u>\$ 3,016,113</u> | <u>\$ 3,556,013</u> | <u>\$ 4,157,018</u> | <u>\$4,584,759</u> |



CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ADMINISTRATIVE SERVICES

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Finance | \$ 1,043,796 | \$ 1,096,487 | \$ 1,279,853 | \$ 1,422,910 | \$ 1,512,265 |
| Information Technology | 1,013,098 | 1,052,230 | 1,269,642 | 1,475,191 | 1,721,931 |
| Human Resources | 731,205 | 867,396 | 1,006,518 | 1,258,917 | 1,350,563 |
| Department Total | <u>\$ 2,788,099</u> | <u>\$ 3,016,113</u> | <u>\$ 3,556,013</u> | <u>\$ 4,157,018</u> | <u>\$ 4,584,759</u> |

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Finance | | | | | |
| Personnel Services | \$ 921,805 | \$ 1,000,969 | \$ 1,160,522 | \$ 1,308,101 | \$ 1,393,965 |
| Contract Services | 105,415 | 76,927 | 92,267 | 84,613 | 86,243 |
| Materials and Supplies | 5,539 | 8,787 | 15,688 | 8,800 | 9,800 |
| Other Costs | 11,037 | 9,804 | 11,376 | 21,396 | 22,257 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 1,043,796</u> | <u>\$ 1,096,487</u> | <u>\$ 1,279,853</u> | <u>\$ 1,422,910</u> | <u>\$ 1,512,265</u> |
| Information Technology | | | | | |
| Personnel Services | \$ 649,776 | \$ 694,216 | \$ 772,919 | \$ 910,155 | \$ 1,111,964 |
| Contract Services | 333,876 | 327,872 | 452,172 | 512,020 | 545,676 |
| Materials and Supplies | 14,312 | 16,226 | 27,531 | 24,150 | 24,950 |
| Other Costs | 15,134 | 13,916 | 17,020 | 28,866 | 39,341 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 1,013,098</u> | <u>\$ 1,052,230</u> | <u>\$ 1,269,642</u> | <u>\$ 1,475,191</u> | <u>\$ 1,721,931</u> |
| Human Resources | | | | | |
| Personnel Services | \$ 322,403 | \$ 454,349 | \$ 560,224 | \$ 770,593 | \$ 823,406 |
| Contract Services | 281,023 | 264,436 | 236,226 | 258,371 | 277,338 |
| Materials and Supplies | 10,562 | 13,683 | 30,492 | 35,600 | 41,000 |
| Other Costs | 117,217 | 134,928 | 179,576 | 194,353 | 208,819 |
| Capital Purchases | - | - | - | - | - |
| Division Total | <u>\$ 731,205</u> | <u>\$ 867,396</u> | <u>\$ 1,006,518</u> | <u>\$ 1,258,917</u> | <u>\$ 1,350,563</u> |

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
ADMINISTRATIVE SERVICES

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|---------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Administrative Services | | | | | |
| Personnel Services | \$ 1,893,984 | \$ 2,149,534 | \$ 2,493,665 | \$ 2,988,849 | \$ 3,329,335 |
| Contract Services | 720,314 | 669,235 | 780,665 | 855,004 | 909,257 |
| Materials and Supplies | 30,413 | 38,696 | 73,711 | 68,550 | 75,750 |
| Other Costs | 143,388 | 158,648 | 207,972 | 244,615 | 270,417 |
| Capital Purchases | - | - | - | - | - |
| Total Expenditures | \$ 2,788,099 | \$ 3,016,113 | \$ 3,556,013 | \$ 4,157,018 | \$ 4,584,759 |

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Total Department Revenue | \$ 266,595 | \$ 405,869 | \$ 312,908 | \$ 238,854 | \$ 250,804 |

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

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|--------------------------------|-----------------------------|------------------------|-------------------------|
| Finance Administration | \$ 236,812 | \$ - | \$ 236,812 |
| Accounting | 596,889 | - | 596,889 |
| Business Licensing | 79,901 | 236,900 | (156,999) |
| Cash Management | 314,861 | 5,400 | 309,461 |
| Payroll | 283,802 | - | 283,802 |
| Information Technology Admin | 1,051,789 | - | 1,051,789 |
| Project Development | 61,273 | - | 61,273 |
| Telecommunications | 281,792 | - | 281,792 |
| Web Services | 163,759 | - | 163,759 |
| 911 Joint Dispatch Center | 163,318 | - | 163,318 |
| Human Resources Administration | 168,499 | - | 168,499 |
| Labor Relations | 60,582 | - | 60,582 |
| Organizational Development | 115,899 | - | 115,899 |
| Recruitment | 145,815 | - | 145,815 |
| Risk Management/Safety | 269,339 | - | 269,339 |
| Wages & Benefits | 286,590 | - | 286,590 |
| Central Supplies | 37,525 | 8,504 | 29,021 |
| Support Services | 266,314 | - | 266,314 |
| Program Totals | <u>\$ 4,584,759</u> | <u>\$ 250,804</u> | <u>\$ 4,333,955</u> |



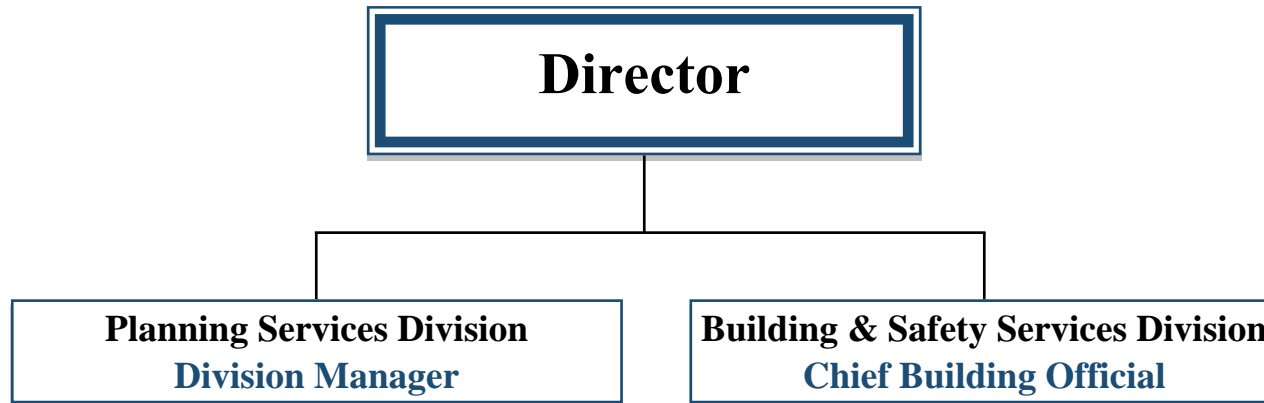
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PLANNING / COMMUNITY DEVELOPMENT DEPARTMENT





Planning/Community Development Department FY 2017-18



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

Building Inspections
Building Permits
Building Plan Checking
Neighborhood Preservation
Housing Rehabilitation

City of San Ramon
PLANNING/COMMUNITY DEVELOPMENT
SUMMARY

Department – Statement of Purpose

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

PLANNING SERVICES DIVISION

Statement of Purpose

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

Significant Accomplishments
FY 2016-17

- Completed the Development Fee Study
- Adopted new impact fees with the FY 17/18 Fee Resolution
- Adopted new ordinances for Parkland Dedication, Parks and Recreation Facility Impact Fee, and School Age Child Care Fee
- Processed concept reviews for the Alcosta and Omega properties at the former RDA sites and for Bridges Golf Course, Golden Skate, Morgan's Masonry and Church of the Valley
- Continued work on the Zoning Ordinance Update to explore ways to expand retail and housing opportunities through review of the Mixed Use and Commercial Zoning Districts
- Continued to provide oversight for the City Center Retail Project during construction to ensure conformance with approved Plans
- Processed and approved updated architecture and reviewed improvement and grading plans for the Faria Preserve Project
- Initiated the update to the General Plan Economic Element and Economic Strategic Plan and completed Phase 1, Retail Analysis
- Prepared the 2016 General Plan Annual Report
- Processed over 360 development applications
- Processed over 500 business licenses

City of San Ramon
PLANNING/COMMUNITY DEVELOPMENT
SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|---|-------------------|
| 1. | Update necessary documents in response to the Faria Preserve Development Reduction, Open Space Protection and Workforce Housing Endowment Initiative | AUG 2017 |
| 2. | Complete technical update track of the Zoning Ordinance Update | DEC 2017 |
| 3. | Develop a Citizen Planning Academy | APR 2018 |
| 4. | Develop a Business Concierge’s Program to streamline permitting of new businesses | JUN 2018 |
| 5. | Complete General Plan 2035 Economic Element Update and Economic Strategic Plan | JUN 2018 |
| 6. | Continue to provide oversight for the City Center Retail Project during construction and facilitate Phase 2 review to ensure conformance with approved Plans | JUN 2018 |
| 7. | Process Faria Preserve Neighborhood 5 to ensure conformance with the Faria Preserve Development Reduction, Open Space Protection and Workforce Housing Endowment Initiative | JUN 2018 |
| 8. | Develop a Housing Program(s) and funding priorities for the Affordable Housing Fund revenues based on the collection of inclusionary housing fees | JUN 2018 |
| 9. | Participate in the U.S. Census Bureau’s LUCA (Local Update of Census Addresses) Program for the 2020 Census | NOV 2018 |

Budget Notes
FY 2017-18

- Reinstated funding for the Planning/Community Development Director position and unfund a Planner position - \$41K

City of San Ramon
PLANNING/COMMUNITY DEVELOPMENT
SUMMARY

BUILDING & SAFETY SERVICES
DIVISION

Statement of Purpose

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

Significant Accomplishments
FY 2016-17

- Nuisance ordinances and zoning regulations – continue proactive monitoring of commercial properties consistent with nuisance and zoning regulations
- Adopt the 2016 California Building Codes with local modifications
- 5400+ public visits attended to at the permit center during the year
- 2858 permit applications were processed during 2016
- 17,000+ inspections were performed
- 180+ code enforcement cases opened and all but 33 resolved

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|--|-------------------|
| 1. | Issue permits and inspect construction for planned opening of City Center for October 2018. A significant amount of staff time will be required to keep up with the inspections required for the shell build out and the tenant improvements for the opening | OCT 2018 |
| 2. | Nuisance ordinances and zoning regulations – continue proactive monitoring of commercial properties consistent with nuisance and zoning regulations | On-going |
| 3. | Process major development applications for Outpost site, Faria, and Summit Senior Facility | On-going |

City of San Ramon
PLANNING/COMMUNITY DEVELOPMENT
SUMMARY

Budget Notes
FY 2017-18

- Funding a Building Inspector position (previously unfunded) - \$140K

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

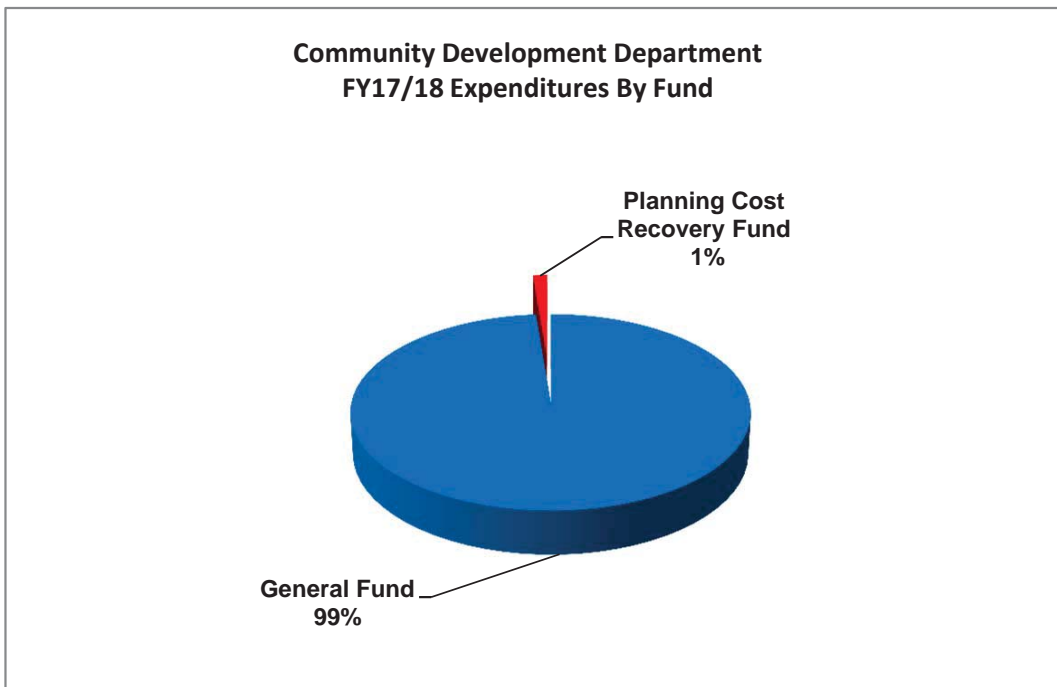
| Authorized Positions | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Administrative Analyst | 1.00 | 1.00 | 1.00 | - | - |
| Assistant Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Planner | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Division Manager | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| Engineering Specialist | 1.00 | 1.00 | 1.00 | - | - |
| Inspector | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Office Specialist | 2.00 | 3.00 | 4.00 | 3.00 | 3.00 |
| Office Technician I/II | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Planning Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plan Check Engineer | - | - | 1.00 | 1.00 | 1.00 |
| Plans Examiner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Engineer | 1.00 | 1.00 | - | - | - |
| Senior Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Authorized Positions* | 20.00 | 21.00 | 21.00 | 17.00 | 17.00 |

*Starting FY16/17 reallocated 4 authorized positions in the Transportation Services Division to the Public Works Department

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

Expenditure Summary By Fund

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-----------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| General Fund | \$ 3,317,648 | \$ 3,410,224 | \$ 3,559,111 | \$ 3,341,361 | \$ 3,585,540 |
| Planning Cost Recovery Fund | 49,554 | 86,144 | 116,665 | 72,489 | 46,778 |
| Street Smarts Fund | 129,732 | 201,327 | 160,998 | - | - |
| TDM Fund | 345,894 | 419,702 | 437,722 | - | - |
| Total | <u>\$ 3,842,828</u> | <u>\$ 4,117,397</u> | <u>\$ 4,274,496</u> | <u>\$ 3,413,850</u> | <u>\$ 3,632,318</u> |



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

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Planning | \$ 1,183,568 | \$ 1,230,100 | \$ 1,344,783 | \$ 1,211,935 | \$ 1,063,353 |
| Building | 1,560,893 | 1,629,281 | 1,636,952 | 2,201,915 | 2,568,965 |
| Transportation* | 1,098,367 | 1,258,016 | 1,292,761 | - | - |
| Department Total | \$ 3,842,828 | \$ 4,117,397 | \$ 4,274,496 | \$ 3,413,850 | \$ 3,632,318 |

*Starting FY16/17 merged with the Public Works Department

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Planning | | | | | |
| Personnel Services | \$ 1,120,670 | \$ 1,141,129 | \$ 1,215,255 | \$ 1,115,380 | \$ 986,519 |
| Contract Services | 30,859 | 55,252 | 93,954 | 45,400 | 39,300 |
| Materials and Supplies | 15,311 | 12,992 | 10,202 | 22,207 | 12,694 |
| Other Costs | 16,728 | 20,727 | 25,372 | 28,948 | 24,840 |
| Capital Purchases | - | - | - | - | - |
| | \$ 1,183,568 | \$ 1,230,100 | \$ 1,344,783 | \$ 1,211,935 | \$ 1,063,353 |
| Building | | | | | |
| Personnel Services | \$ 1,235,105 | \$ 1,204,914 | \$ 1,186,351 | \$ 1,470,381 | \$ 1,849,763 |
| Contract Services | 264,608 | 377,224 | 377,904 | 656,940 | 648,340 |
| Materials and Supplies | 27,360 | 17,314 | 42,109 | 38,930 | 31,650 |
| Other Costs | 33,820 | 29,829 | 30,588 | 35,664 | 39,212 |
| Capital Purchases | - | - | - | - | - |
| | \$ 1,560,893 | \$ 1,629,281 | \$ 1,636,952 | \$ 2,201,915 | \$ 2,568,965 |
| Transportation* | | | | | |
| Personnel Services | \$ 718,533 | \$ 725,436 | \$ 852,732 | \$ - | \$ - |
| Contract Services | 365,804 | 509,451 | 418,405 | - | - |
| Materials and Supplies | 2,379 | 11,672 | 11,981 | - | - |
| Other Costs | 11,651 | 11,457 | 9,643 | - | - |
| Capital Purchases | - | - | - | - | - |
| | \$ 1,098,367 | \$ 1,258,016 | \$ 1,292,761 | \$ - | \$ - |

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

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Planning/Community Development | | | | | |
| Personnel Services | \$ 3,074,308 | \$ 3,071,479 | \$ 3,254,338 | \$ 2,585,761 | \$ 2,836,282 |
| Contract Services | 661,271 | 941,927 | 890,263 | 702,340 | 687,640 |
| Materials and Supplies | 45,050 | 41,978 | 64,292 | 61,137 | 44,344 |
| Other Costs | 62,199 | 62,013 | 65,603 | 64,612 | 64,052 |
| Capital Purchases | - | - | - | - | - |
| Total Expenditures | \$ 3,842,828 | \$ 4,117,397 | \$ 4,274,496 | \$ 3,413,850 | \$ 3,632,318 |

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Total Department Revenue | \$ 3,136,245 | \$ 2,688,436 | \$ 3,269,543 | \$ 3,311,845 | \$ 3,328,595 |

Program Summary

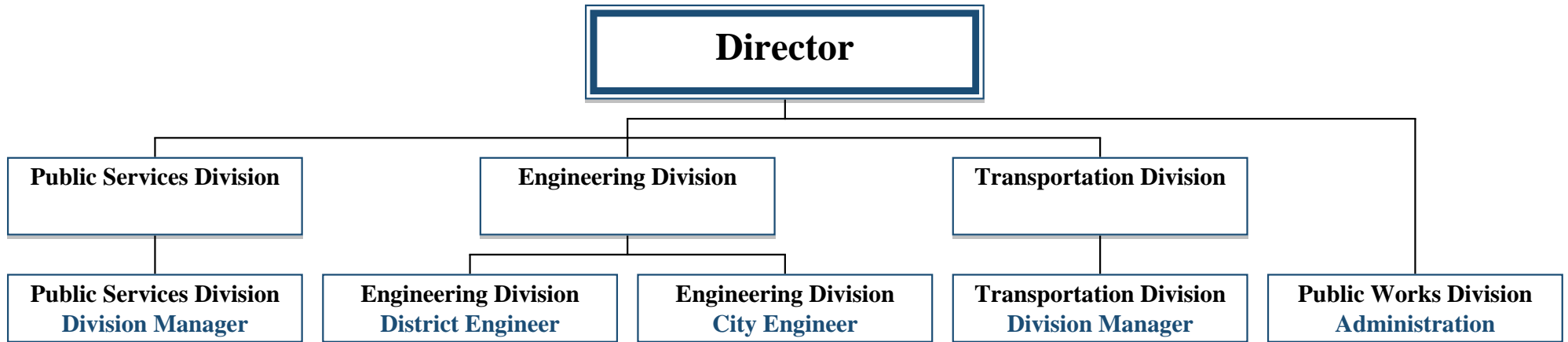
| Description | Program Expenditures | Program Revenue | Net Program Cost |
|---|---------------------------------|----------------------------|-----------------------------|
| Planning Administration | \$ 382,419 | \$ 39,545 | \$ 342,874 |
| Architectural Review | 107,357 | 45,000 | 62,357 |
| Development Administration | 285,872 | 266,500 | 19,372 |
| General Plan Management | 57,936 | - | 57,936 |
| Subdivision Processing | 9,804 | - | 9,804 |
| Zoning Administration | 219,965 | 3,500 | 216,465 |
| Building Administration | 708,157 | 20,300 | 687,857 |
| Inspection | 995,502 | 2,083,500 | (1,087,998) |
| Neighborhood Preservation Code Enforcement | 279,666 | - | 279,666 |
| Plan Checking | 585,640 | 870,250 | (284,610) |
| Program Totals | \$ 3,632,318 | \$ 3,328,595 | \$ 303,723 |

PUBLIC WORKS DEPARTMENT





Public Works Department FY 2017-18



Development Review
 Drainage/Creek Maintenance
 Park & Facility Planning
 Park & Facility Maintenance
 Pool & Fountain Maintenance
 Project Management
 Solid Waste & Recycling/
 Franchise Agreement
 Street Light & Traffic Signal
 Maintenance
 Tree & Landscape Maintenance
 Vehicle & Equipment Maintenance

Assessment Districts
 Drainage Engineering/
 Flood Plain Management
 GHAD/Open Space Management
 Public Works/
 Development Inspections
 Stormwater Management
 Pavement Management Program

Development Engineering
 Encroachment Permits
 Dougherty Valley Development
 GIS
 Capital Improvement Program
 Traffic Engineering & Safety

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

Contract Management
 Public Inquiry & Service Requests
 Safety & Training

City of San Ramon

PUBLIC WORKS SUMMARY

Department – Statement of Purpose

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

ENGINEERING SERVICES DIVISION

Statement of Purpose

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

Significant Accomplishments FY 2016-17

- Following County Board of Supervisors acceptance, processed the completion (excluding landscaping) and opening of the new Dougherty Road (1.5 miles of roadway and two bridges) from North Bollinger Canyon Road to South Bollinger Canyon Road, prior to the opening of the Bella Vista Elementary School, and facilitated the closure of Old Dougherty Road for conversion to trail
- Through encroachment permit issuance to EBMUD, completed the installation of 3.6 miles of recycled water pipelines in the Bishop Ranch area and a portion on Crow Canyon Road
- Through encroachment permit issuances to EBMUD, completed 97 corroded copper service repairs/polybutylene water lateral replacements throughout the City
- Finalized Bollinger Canyon Road widening design plans and executed a Reimbursement Agreement with Sunset Development to construct the Bollinger Canyon Road widening improvements from Market Place to the I-680 freeway
- Completed Phase 1 of repairs to a damaged 36-inch storm drain line located near Crow Canyon Road and Deerwood Road

City of San Ramon

PUBLIC WORKS SUMMARY

- Completed the construction of the Library Expansion and Renovation Project (CIP 5567) with Grand Opening on April 15, 2017
- Completed pedestrian crossing modifications at the intersections of the Iron Horse Trail at Montevideo Drive and Pine Valley Road, and the existing flashing beacon crossing in front of Walt Disney School on Pine Valley Road
- Completed the construction of the 2016 Annual Pavement Repair Project (CIP 5543), which includes: Ellingson Way neighborhood, Ernwood Street, Marlboro Court, and May Way; and preventive maintenance treatment in the Red Willow Road neighborhood and other residential streets
- Completed the construction of the Central Park Turf Field Renovation Project (CIP 5558), which included conversion to recycled water for field
- Prepared the 2016/17 Capital Budget and Five-Year 2016/17 to 2020/21 Capital Improvement Program
- Stormwater Management Program - Began implementation of the new Municipal Regional Permit, including the preparation of the Green Infrastructure Framework
- Processed and approved two (2) final maps and various improvement plans for the Faria Preserve Development including: Faria Preserve Parkway Phase 1; Purdue Road Extension; Neighborhoods 1 plans; EBMUD waterline, tank and access road and various retaining wall plans
- Oversaw/inspected the following improvements for Faria Preserve Development construction: mass grading and remedial grading of over 4 million cubic yards of dirt cut/fill; central channel & various backbone storm drain and detention facilities; roadway improvements on Faria Preserve Parkway Phase 1, Purdue Road; Neighborhood 1; and EBMUD waterline, tank, and access road, and various retaining walls through the development
- Installed new traffic signal controllers and traffic management system to improve operations on Bollinger Canyon Road and portions of Dougherty Road in Dougherty Valley
- Crow Canyon Road widening from Alcosta Boulevard to Dougherty Road – completed plan line alignment study to widen the roadway from 2 lanes to 3 lanes in each direction
- Processed and approved on-site and off-site improvement plans, including Sunset Drive and Bishop Drive improvements, for the City Center Plaza District

City of San Ramon
PUBLIC WORKS SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|-----|---|----------------|
| 1. | Prepare the FY 2017/18 Capital Budget and Five-Year 2017/18 to 2021/22 Capital Improvement Plan | JUL 2017 |
| 2. | Complete the construction of Forest Home Farms Building No. 12 (Old Barn) (CIP 5504) | AUG 2017 |
| 3. | Complete the construction of the Annual 2017 Pavement Repair Project (CIP 5553): Twin Creeks neighborhood, various low PCI streets, and preventative maintenance treatments | DEC 2017 |
| 4. | Install pedestrian enhancement device (HAWK system) at Village Parkway/Triana Way | MAR 2018 |
| 5. | Crow Canyon Road widening from Alcosta Boulevard to Dougherty Road – complete the final design to widen roadway from 2 lanes to 3 lanes in each direction | JUN 2018 |
| 6. | Participate in the design review of Rancho San Ramon Park Phase 2 and Rose Glenn Park in Dougherty Valley, being built by Toll Brothers to begin construction in 2018 | JUN 2018 |
| 7. | Oversee/inspection of City Center Plaza District on-site and off-site work, which includes Sunset Drive and Bishop Drive improvements | AUG 2018 |
| 8. | Oversee/inspection of the Bollinger Canyon Road widening improvements from Market Place to I-680 Freeway and coordinate timing with the opening of the Plaza District in fall 2018 | SEP 2018 |
| 9. | Complete the Citywide Drainage Infrastructure Inventory Study | DEC 2018 |
| 10. | Through Encroachment Permit issuances to EBMUD, complete approximately 100 corroded copper service repairs/polybutylene water lateral replacements throughout the City | On-going |
| 11. | Stormwater Management Program - implement provisions of the Municipal Regional Permit (MRP), in particular new provisions related to the implementation of Green Infrastructure requirements | On-going |
| 12. | Process and approve final maps and various improvement plans for the Faria Preserve Development including: Faria Preserve Parkway Phase 2; Neighborhoods 2 & 3; Bollinger Canyon Road/Faria Parkway intersection improvements; San Ramon Valley Boulevard improvements at Purdue Road and Deerwood Drive intersections; various retaining walls; 12.7 acre community park; and 0.5 acre rose garden | On-going |
| 13. | Oversee/inspect the following improvements for Faria Preserve Development construction: mass grading and remedial grading of over 4 million cubic yards of dirt cut/fill; central channel & various backbone storm drain and detention facilities; roadway improvements on Faria | |

City of San Ramon
PUBLIC WORKS SUMMARY

| | | |
|--|---|-------------------|
| | | Completion By: |
| | Preserve Parkway Phase 1 & 2 and Purdue Road; Neighborhoods 1 & 2; and EBMUD waterline, tank, and access road; and various retaining walls | On-going |

Budget Notes
FY 2017-18

- Temporary Associate Engineer position converted to a limited term 3-year agreement to augment staff for development projects (i.e., Faria and City Center)
- Continue to fund temporary construction inspector positions/contract inspection services to support the management of Faria Development
- Utilize temporary staff and consultants for Special Fund projects and to help manage peak summer project management and inspection needs

City of San Ramon
PUBLIC WORKS SUMMARY

PUBLIC SERVICES DIVISION

Statement of Purpose

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

Significant Accomplishments FY 2016-17

Administration:

- Implemented FacilityDude, a computerized maintenance management system that streamlines operations in areas such as: asset management, work request processing, capital forecasting, inventory, and field access to data

Landscape and Irrigation Maintenance and Renovation:

- Accepted maintenance responsibilities of new Dougherty Road (civil improvements)
- CIP 5564 Dougherty Valley Tree Management Program – facilitated the creation of the Dougherty Valley Citizens Committee for the development of the DV Tree and Turf Strip Master Plan. Addressed individual trees causing imminent danger to property or posing threat to public safety.
- Converted roadside and median turf irrigated with potable to low water use landscaping.
- Continued to implement water management strategies and proactively responded to drought restrictions and conditions, and monitored impact on City budget and use of facilities and parks.
- Provided planned replacement and renovation of declining plant material throughout the Landscaping and Lighting District Assessment Zones and Dougherty Valley area

New Development:

- Began full year of maintenance operations at new City Hall
- Assumed maintenance responsibility for new Bella Vista School Park in Dougherty Valley

City of San Ramon

PUBLIC WORKS SUMMARY

Park and Facility Maintenance and Renovation:

- Repaired upright support poles for the playground at Creekside Park, enhancing the safety of the participants
- Replaced and upgraded the chemical controller for Children’s Play Pool at San Ramon Olympic Pool and Aquatic Park which resulted in more efficient monitoring and regulation of water chemistry
- Replaced ADA doors at Dougherty Station Community Center, resulting in improved and more consistent access to the facility
- Continued planned replacement and renovation of park amenities such as drinking fountains, benches, waste cans, BBQs
- Cleaned and resealed tile and grout in lobby of Dougherty Station Community Center, which restored service levels and increased the lifespan of the flooring
- Implemented maintenance program for granite staircases at the Dougherty Valley Performing Arts Center, which improved the visual appearance of the Center and increased the lifespan of the granite
- Restored the resurfacing of the Dance Studio at the San Ramon Community Center, resulting in a longer lifespan for the floors as well as improved safety for participants
- Completed Phase II renovation of landscaping at Alcosta Senior and Community Center to begin the restoration of the landscaping with drought tolerant plant material
- Updated playground at Boone Acres with new equipment and surfacing in compliance with ADA requirements
- Purchased and installed revised Park Signage to help customers understand the rules of the parks and enabled the City of San Ramon Police Department to enforce the Municipal Code to increase the safety of our park sites
- Completed tree work at Forest Home Farms implementing the recommendations of the FY 2014/15 arborist’s evaluation of the safety and health of the trees
- Removed dead Redwood trees at Richard Fahey Village Green and replaced them with alternative tree species
- Completed design and installation for connection of recycled water to Central Park
- Installed fertigation systems at Central Park, Athan Downs, and Richard Fahey Village Green to improve soil fertility and help counter the negative effects of recycled water on Redwood trees and other plant material
- Began design work to address the declining trees at Central Park Promenade and renovation of Central Park front plaza area and parking lot landscaping
- Created CIP 5598 Cricket Pitch Installations Project and completed the design of cricket pitches at Windemere Ranch Middle School and Gale Ranch Middle School
- Began the conceptual design phase of Rose Glenn Park and Rancho San Ramon Park – Phase II

City of San Ramon

PUBLIC WORKS SUMMARY

Traffic Safety, Lighting and Drainage:

- Dougherty Road and one (1) traffic signal intersection on Camino Ramon at Bishop Ranch 3 Driveway
- Continued to implement long-term replacement plan for traffic signals hardware. Removed and replaced signal equipment and software to enhance outdated traffic signal components and items at the end of their useful life

Solid Waste:

- Ensured that San Ramon businesses comply with the state commercial recycling mandate (AB 341) and commercial organics recycling mandate (AB 1826)
- Researched potential program enhancements for the next franchise agreement

Major Action Plan Items FY 2017-18

| | | Completion By: |
|---|--|-------------------|
| <i>Landscape and Irrigation Maintenance and Renovation</i> | | |
| 1. | CIP 5564 Dougherty Valley Tree Management Program – implement the DV Tree and Turf Strip Master Plan as developed by the DV citizens committee and approved by Council | JUN 2018 |
| 2. | Continue planned replacement and renovation of declining plant material throughout the Landscaping and Lighting District Special Assessment Zones and Dougherty Valley | JUN 2018 |
| 3. | Continue to implement water management strategies and proactively respond to drought restrictions and conditions and monitor impact on City budget and use of facilities and parks | JUN 2018 |
| 4. | Continue to convert road side and median turf irrigated with potable to low water use landscaping | JUN 2018 |
| 5. | Accept conversion of old Dougherty Road to trail, pedestrian and bicycle use and begin maintenance responsibilities | JUN 2018 |
| 6. | Begin landscape maintenance of new acceptances in Dougherty Valley | JUN 2018 |
| <i>Parks and Facility Maintenance and Renovation</i> | | |
| 7. | Initiate new Citywide Janitorial Contract | JUL 2017 |
| 8. | Replace pallet storage system for sodium hypochlorite and acid for the Rancho Splash Pad | JUL 2017 |
| 9. | Upgrade City’s EMS software and initiate quarterly maintenance of the system to improve HVAC management | AUG 2017 |
| 10. | Complete CIP 5598 to construct cricket pitches at Windemere Ranch Middle School and Gale Ranch Middle School | AUG 2017 |

City of San Ramon
PUBLIC WORKS SUMMARY

| | | Completion By: |
|--|--|----------------|
| 11. | Upgrade all six (6) heaters at the San Ramon Olympic Pool and Aquatic Park using PG&E's Energy Efficiency Retrofit Rebate Program | AUG 2017 |
| 12. | Participate in PG&E Energy Efficiency Retrofit Program to improve the HVAC, Windows and Lighting systems at PD/Permit Center Building located at 2401 Crow Canyon Rd. using PG&E's On-Bill Financing Program | DEC 2017 |
| 13. | Participate in PG&E Energy Efficiency Retrofit Program to replace 50M and Children's Play Pool heaters at the Dougherty Valley Aquatic Center using PG&E's On-Bill financing Program | DEC 2017 |
| 14. | Refinish wood floor in Vista Grande Room at the Alcosta Senior and Community Center | DEC 2017 |
| 15. | Replenish 576 cubic yards of fibar at the Rancho San Ramon Park playground to maintain safety requirements | JAN 2018 |
| 16. | Resurface Tennis courts at Souyen and Coyote Crossing Parks | JAN 2018 |
| 17. | Address declining trees at Athan Downs Promenade | JAN 2018 |
| 18. | Repair damaged hand rail at the Alcosta Senior and Community Center | JAN 2018 |
| 19. | Replaster 50 Meter and Children's Play Pool at Dougherty Valley Aquatic Center | MAR 2018 |
| 20. | Complete deck relighting project at San Ramon Olympic Pool and Aquatic Park to increase safety and nighttime visibility | MAR 2018 |
| 21. | Replace drinking fountains, benches, waste cans and BBQ's at several San Ramon park sites | JUN 2018 |
| 22. | Replace Vista Grande Room lights at the Dougherty Station Community Center kitchen | JUN 2018 |
| 23. | Replace flooring at Alcosta Senior and Community Center | JUN 2018 |
| 24. | Complete Phase III of landscaping renovation at Alcosta Senior and Community Center to restore the landscaping with drought resistant plant material | JUN 2018 |
| 25. | Complete construction for replacing declining trees at Central Park Promenade and the renovation of Central Park front plaza area and parking lot landscaping | JUN 2018 |
| 26. | Complete design phase and begin construction of Rose Glenn Park and Rancho San Ramon Park – Phase II | JUN 2018 |
| <i>Traffic Safety, Lighting, and Drainage</i> | | |
| 27. | Continue to implement long-term replacement plan for traffic signal hardware, equipment and software to enhance and replace outdated traffic signal components and items at the end of their useful life cycle | JUN 2018 |
| 28. | Assume maintenance responsibilities of subdivision 9134 civil improvements including one (1) new water quality control pond | JUN 2018 |

City of San Ramon
PUBLIC WORKS SUMMARY

| | | Completion By: |
|---------------------------|--|-------------------|
| <i>Solid Waste</i> | | |
| 29. | Recommend program enhancements for the next 10-year solid waste franchise. | JUN 2018 |
| 30. | Procure the contractor(s) for the next 10-year solid waste franchise agreement | JUN 2018 |

Budget Notes
FY 2017-18

- Reclassify one (1) existing Maintenance Technician I/II to Maintenance Specialist
- Reclassify one (1) Office Technician I to Office Technician II
- Add one (1) new Maintenance Technician I/II position for traffic signals and lighting maintenance
- 28% increase for Dougherty Valley area landscape maintenance services due to bids received as a result of cancellation of existing contract
- 5% increase for janitorial contract services
- In addition the proposed budget reflects:
 - 3-5% increase for gas & electric service
 - Anticipated increase in water rates offset by reduced water usage due to conversion of roadside turf to drought resistant plant material and ongoing water conservation efforts



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City of San Ramon
PUBLIC WORKS SUMMARY

TRANSPORTATION SERVICES DIVISION

Statement of Purpose

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

Significant Accomplishments FY 2016-17

- Bollinger Canyon Road – Initiated process to secure funding to implement the Operational Analysis Study for interchange improvements in concert with the Engineering Services Division and the Contra Costa Transportation Authority
- I-680 Transit Corridor – Provided general support for transportation projects/programs in concert with Contra Costa Transportation Authority and County Connection
- Green Bike Lane Demo Project – Completed conceptual design, in concert with Bishop Ranch
- City Center and 2600 Camino Ramon – Reviewed and updated the Transportation Demand Management (TDM) programs in concert with Bishop Ranch
- Autonomous Vehicle/Shuttle Pilot Program at GoMentum in Concord and Bishop Ranch – Supported legislation and monitored progress of implementation
- Safe Routes to School Federal Grant Application – Submitted for Street Smarts Educational Programs
- Iron Horse Trail Bicycle/Pedestrian Overcrossing Project– Working with consultant to finalize Environmental Analysis; submitted One Bay Area Grant (OBAG) 2 applications to fund the design and construction of the Overcrossing at Bollinger Canyon Road
- San Ramon Bike Master Plan – initiated Request for Proposals, coordinated development of Plan with Bike Subcommittee/TAC, and entered into agreement with Toole Design for Consulting Services

City of San Ramon
PUBLIC WORKS SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|-----|--|-------------------|
| 1. | Initiate the San Ramon Transit Shelter Program and convene the Transit Shelter sub-committee | JUL 2017 |
| 2. | Initiate the Bollinger Canyon Road Interchange Operations Analysis Study. Coordinate with the Engineering Division and the Contra Costa Transportation Authority | JUL 2017 |
| 3. | Finalize the TRAFFIX Operations Analysis Study in concert with Town of Danville, San Ramon Valley Unified School District, and Contra Costa County | AUG 2017 |
| 4. | Continue partnership with Contra Costa Transportation Authority and Stantec to monitor progress of Easy Mile - Autonomous Vehicle Demonstration Programs at Go Mentum Station in Concord and Bishop Ranch Business Park | SEPT 2017 |
| 5. | Circulate the Request for Proposal for TRAFFIX school bus provider, in concert with Town of Danville, SRVUSD and Contra Costa County | OCT 2017 |
| 6. | Initiate Street Smarts BMX Bike Safety Assembly Program on all middle school campuses | OCT 2017 |
| 7. | Implement the Monarch Road Corridor Plan (enhance, remove and/or channelize pedestrian activity at the 9 marked crosswalks between Dougherty Road and Bollinger Canyon Road) | NOV 2017 |
| 8. | Implement Street Smarts Corporate Sponsorship Program | DEC 2017 |
| 9. | Finalize the Iron Horse Trail Bicycle/Pedestrian Overcrossing Environmental Analysis for Bollinger Canyon Road and Crow Canyon Road, and if grant funding is approved for Bollinger Canyon Road, initiate Final Design Phase | JAN 2018 |
| 10. | Finalize the San Ramon Bike Master Plan | APR 2018 |
| 11. | Finalize 511 Contra Costa Countywide Strategic Plan | JUN 2018 |

Budget Notes
FY 2017-18

- Street Smarts BMX Safety Assemblies – funded with Federal Safe Routes to School Grant, no General Fund requested
- Iron Horse Trail Bicycle/Pedestrian Overcrossing funded with One Bay Area Grant 2 (OBAG) (if approved) and General Fund
- TRAFFIX Study funded with Measure J – Safe Transportation for Children Program category

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

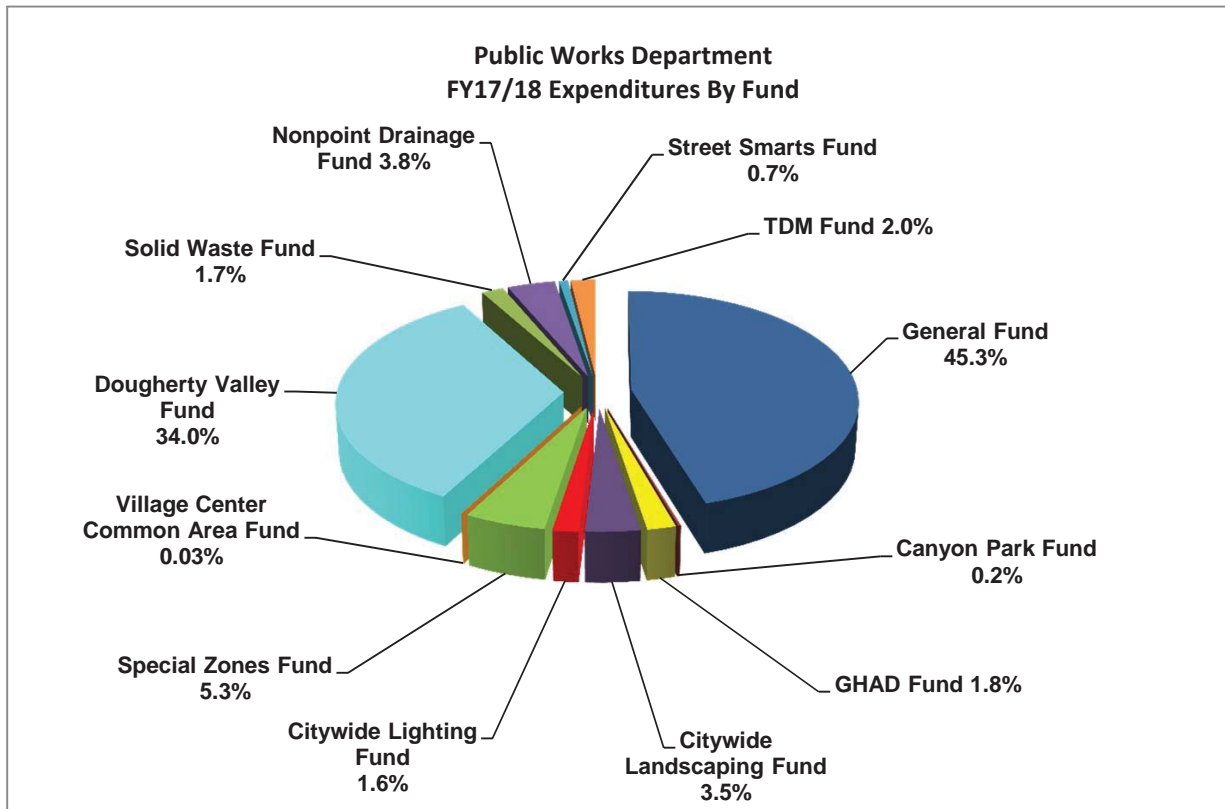
| Authorized Positions | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-----------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Engineering Services | | | | | |
| Assistant Engineer | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Engineer | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Division Manager | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Engineering Director | 1.00 | 1.00 | - | - | - |
| Engineering Specialist | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Inspector | - | - | 1.00 | 2.00 | 2.00 |
| Office Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Director | - | - | 0.50 | 0.50 | 0.50 |
| Senior Administrative Analyst | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Senior Engineer | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Senior Inspector | 4.00 | 4.00 | 3.00 | 2.00 | 2.00 |
| Supervising Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Division Total | 21.00 | 21.00 | 20.50 | 20.50 | 20.50 |
| Public Services | | | | | |
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Coordinator | 1.50 | 2.50 | 2.75 | 2.75 | 2.75 |
| Division Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance Assistant | - | - | - | - | - |
| Maintenance Coordinator | 12.00 | 13.00 | 13.00 | 13.00 | 14.00 |
| Maintenance Specialist | 11.00 | 11.00 | 9.00 | 10.00 | 9.00 |
| Maintenance Supervisor | 9.00 | 9.00 | 8.00 | 8.00 | 8.00 |
| Maintenance Technician I/II | 28.00 | 27.00 | 31.00 | 33.00 | 34.00 |
| Office Technician I/II | 0.80 | - | 1.00 | 1.00 | 1.00 |
| Program Manager | 4.00 | 4.00 | 3.00 | 3.00 | 3.00 |
| Public Services Director | 1.00 | 1.00 | - | - | - |
| Public Works Director | - | - | 0.50 | 0.50 | 0.50 |
| Senior Administrative Analyst | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Division Total | 71.30 | 71.50 | 72.25 | 75.25 | 76.25 |
| Transportation Services* | | | | | |
| Administrative Analyst | - | - | - | 1.00 | 1.00 |
| Division Manager | - | - | - | 1.00 | 1.00 |
| Engineering Specialist | - | - | - | 1.00 | 1.00 |
| Office Technician | - | - | - | 1.00 | 1.00 |
| | - | - | - | 4.00 | 4.00 |
| Total Authorized Positions | 92.30 | 92.50 | 92.75 | 99.75 | 100.75 |

*Starting FY16/17 merged from the Planning/Community Development Department

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

Expenditure Summary By Fund

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|---------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| General Fund | \$ 10,953,597 | \$ 11,864,097 | \$ 12,498,880 | \$ 14,384,879 | \$ 14,986,321 |
| Canyon Park Fund | 6,826 | 8,317 | 9,555 | 57,918 | 58,554 |
| GHAD Fund | 423,628 | 452,846 | 450,998 | 700,370 | 610,192 |
| Citywide Landscaping Fund | 821,455 | 935,063 | 1,137,691 | 1,131,075 | 1,170,219 |
| Citywide Lighting Fund | 458,619 | 524,809 | 504,684 | 518,878 | 540,207 |
| Special Zones Fund | 1,254,970 | 1,268,951 | 1,132,509 | 1,709,709 | 1,727,958 |
| Village Center Common Area Fund | 1,724 | 1,980 | 2,376 | 10,452 | 10,452 |
| Dougherty Valley Fund | 7,774,959 | 7,917,561 | 9,274,562 | 10,830,601 | 11,224,588 |
| Solid Waste Fund | 190,916 | 204,733 | 161,894 | 612,208 | 577,210 |
| Nonpoint Drainage Fund | 1,171,677 | 940,999 | 835,580 | 1,187,058 | 1,244,339 |
| Street Smarts Fund | - | - | - | 248,100 | 233,800 |
| TDM Fund | - | - | - | 603,316 | 648,121 |
| Total | \$23,058,371 | \$24,119,356 | \$26,008,729 | \$31,143,148 | \$33,031,961 |



CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC WORKS

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Engineering Services | \$ 3,335,268 | \$ 3,634,840 | \$ 4,217,676 | \$ 4,925,567 | \$ 5,155,079 |
| Public Services | 19,723,103 | 20,484,516 | 21,791,053 | 25,572,250 | 26,322,272 |
| Transportation Services* | - | - | - | 1,496,747 | 1,554,610 |
| Department Totals | \$ 23,058,371 | \$ 24,119,356 | \$ 26,008,729 | \$ 31,994,564 | \$ 33,031,961 |

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|---------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Engineering Services | | | | | |
| Personnel Services | \$ 2,691,610 | \$ 2,973,648 | \$ 3,546,894 | \$ 3,752,547 | \$ 3,775,414 |
| Contract Services | 534,995 | 526,277 | 575,240 | 1,052,564 | 1,254,797 |
| Materials and Supplies | 43,716 | 71,106 | 37,627 | 53,570 | 54,920 |
| Other Costs | 64,947 | 63,809 | 57,915 | 66,886 | 69,948 |
| Capital Purchases | - | - | - | - | - |
| Division Total | \$ 3,335,268 | \$ 3,634,840 | \$ 4,217,676 | \$ 4,925,567 | \$ 5,155,079 |
| Public Services | | | | | |
| Personnel Services | \$ 9,181,779 | \$ 9,327,868 | \$ 9,902,643 | \$ 10,808,176 | \$ 11,269,088 |
| Contract Services | 9,040,581 | 9,647,793 | 10,129,587 | 12,651,692 | 13,012,278 |
| Materials and Supplies | 1,006,623 | 991,162 | 1,235,309 | 1,365,912 | 1,432,973 |
| Other Costs | 494,120 | 517,693 | 523,514 | 509,170 | 512,933 |
| Capital Purchases | - | - | - | 237,300 | 95,000 |
| Division Total | \$ 19,723,103 | \$ 20,484,516 | \$ 21,791,053 | \$ 25,572,250 | \$ 26,322,272 |
| Transportation Services* | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ 846,149 | \$ 873,614 |
| Contract Services | - | - | - | 617,394 | 628,681 |
| Materials and Supplies | - | - | - | 16,200 | 26,748 |
| Other Costs | - | - | - | 17,004 | 25,567 |
| Capital Purchases | - | - | - | - | - |
| Division Total | \$ - | \$ - | \$ - | \$ 1,496,747 | \$ 1,554,610 |
| Total Expenditures | \$ 23,058,371 | \$ 24,119,356 | \$ 26,008,729 | \$ 31,994,564 | \$ 33,031,961 |

*Starting FY16/17 merged from the Planning/Community Development Department

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC WORKS

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Engineering Services | \$ 434,447 | \$ 1,514,159 | \$ 2,564,760 | \$ 1,548,495 | \$ 1,179,053 |
| Public Services | 743,039 | 882,486 | 1,008,252 | 1,123,637 | 1,114,691 |
| Transportation Services | - | - | - | 886,416 | 944,241 |
| Total Department Revenue | \$ 1,177,486 | \$ 2,396,645 | \$ 3,573,012 | \$ 3,558,548 | \$ 3,237,985 |

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|----------------------------|---------------------------------|----------------------------|-----------------------------|
| Engineering Services | | | |
| Engineering Services Admin | \$ 308,502 | \$ 400 | \$ 308,102 |
| CIP Administration | 64,422 | - | 64,422 |
| CIP Engineering | 455,851 | - | 455,851 |
| CIP Inspection | 268,739 | - | 268,739 |
| Development Engineering | 921,895 | 178,400 | 743,495 |
| Development Inspection | 601,401 | 818,753 | (217,352) |
| Encroachments | 392,396 | 120,000 | 272,396 |
| Canyon Park | 58,554 | - | 58,554 |
| GHAD | 610,192 | 6,000 | 604,192 |
| Citywide Landscaping | 5,086 | - | 5,086 |
| Open Space/Drainage | 62,305 | - | 62,305 |
| Storm Water Mgmt | 594,170 | - | 594,170 |
| GIS | 178,120 | 55,500 | 122,620 |
| Traffic Engineering | 430,686 | - | 430,686 |
| Dougherty Valley | 202,760 | - | 202,760 |
| Division Total | \$ 5,155,079 | \$ 1,179,053 | \$ 3,976,026 |

CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PUBLIC WORKS

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|---------------------------------|-----------------------------|----------------------------|-----------------------------|
| Public Services | | | |
| Public Services Admin | \$ 2,568,759 | \$ 465,006 | \$ 2,103,753 |
| Drainage Maintenance | 460,237 | 6,000 | 454,237 |
| Facilities | 2,885,199 | 1,000 | 2,884,199 |
| Landscaping | 1,165,133 | 8,500 | 1,156,633 |
| Lighting | 540,207 | - | 540,207 |
| Parks Maintenance | 3,688,181 | 584,185 | 3,103,996 |
| Service Center | 873,801 | - | 873,801 |
| Special Zones | 1,727,958 | - | 1,727,958 |
| Street Maintenance | 608,516 | - | 608,516 |
| Traffic Signal | 389,761 | - | 389,761 |
| DV Street Maintenance | 997,738 | - | 997,738 |
| DV Landscaping | 5,059,232 | - | 5,059,232 |
| DV Park Maintenance | 3,707,168 | 50,000 | 3,657,168 |
| DV Facilities | 1,255,469 | - | 1,255,469 |
| DV Flood Control | 266,608 | - | 266,608 |
| DV Open Space | 128,305 | - | 128,305 |
| Division Total | <u>\$ 26,322,272</u> | <u>\$ 1,114,691</u> | <u>\$ 25,207,581</u> |
| Transportation Services* | | | |
| Transportation Administration | 242,138 | 48,020 | 194,118 |
| Residential Traffic Calming | 198,360 | - | 198,360 |
| Traffic Safety | 52,046 | - | 52,046 |
| Transportation Planning | 164,229 | - | 164,229 |
| TDM - Administration | 97,600 | 97,600 | - |
| TDM- Carpool to School Program | 190,491 | 190,491 | - |
| TDM - Vanpool Program | 105,010 | 105,010 | - |
| TDM - Voluntary EBTR | 255,020 | 255,020 | - |
| Transportation Dougherty Valley | 15,916 | - | 15,916 |
| Street Smarts | 233,800 | 248,100 | (14,300) |
| Division Total | <u>\$ 1,554,610</u> | <u>\$ 944,241</u> | <u>\$ 610,369</u> |
| Department Program Totals | <u><u>\$ 33,031,961</u></u> | <u><u>\$ 3,237,985</u></u> | <u><u>\$ 29,793,976</u></u> |



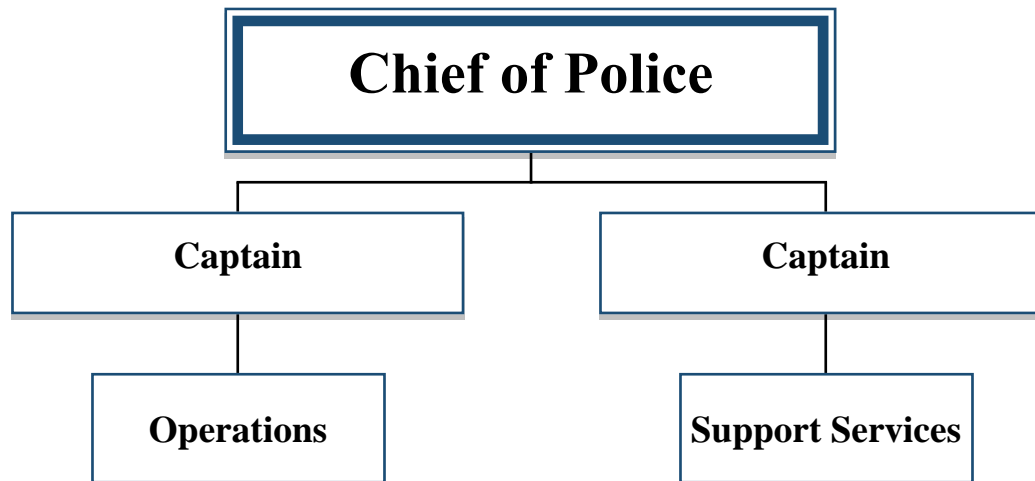
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POLICE SERVICES DEPARTMENT





Police Services FY 2017-18



Emergency Services
Fleet
K9 Program
Patrol
Traffic
Special Events
Youth Services

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

City of San Ramon

POLICE SERVICES SUMMARY

Statement of Purpose

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

Significant Accomplishments FY 2016-17

Administration

- Reorganized the Administrative Services Division and reclassified two Office Technicians to Office Specialists to properly reflect workload due to new Records Management System

Consolidated Dispatch

- Implemented consolidated dispatch operations with the San Ramon Valley Fire District
- Implemented new police Records Management System
- Implemented new police Field Based Reporting System

Operations

- Acquired Body Worn Cameras and began deployment
- Recruited/hired one new sergeant position
- Recruited/hired one new civilian Computer Forensics Crime Investigator
- Completed police patrol fleet transition from Crown Victoria

Emergency Management

- Updated the City of San Ramon's Emergency Operations Plan
- Finalized the Emergency Operations Center at City Hall
- Conducted a comprehensive emergency management training session, which will include the new Emergency Operation Center at City Hall

Community Relations and Crime Prevention

- Enhanced Senior Citizen outreach program
- Updated the City of San Ramon's Municipal Code and Ordinance related to massage permit applications
- Increased focus on the Crime Free Business Program
- Enhanced the Crime Prevention and Community Relations Division with the addition of a Sergeant and greatly increased community interaction with a robust social media program

City of San Ramon
POLICE SERVICES SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|--|---|-------------------|
| <i>Operations</i> | | |
| 1. | Reorganize Police Department management staffing to best facilitate operations | JUN 2018 |
| 2. | Fully implement the Body Worn Camera and video storage program | JUN 2018 |
| 3. | Fully implement the joint San Ramon-Danville-County Health 5150 W&I pilot project for following-up with those suffering mental health emergencies | JUN 2018 |
| 4. | Enhance the SRPD Fleet Maintenance Program with additional staffing support and tracking methods | JUN 2018 |
| 5. | Hire two police officers for deployment to the City Center, toward the end of the FY 17/18 | JUN 2018 |
| 6. | Add one Traffic Officer and develop additional methods to enhance traffic safety, particularly at school sites | JUN 2018 |
| <i>Community Relations and Crime Prevention</i> | | |
| 7. | Study and prepare recommendations for a comprehensive plan for video monitoring of city streets using a fixed camera system | JUN 2018 |
| 8. | Work with HOA's to optimize citizen support with crime prevention efforts within their neighborhoods | JUN 2018 |
| 9. | Enhance crime prevention and suspect identification efforts with businesses and property management companies in their parking lots | JUN 2018 |
| 10. | Enhance the SRPD volunteer program to optimize the needs of the city with volunteer time availability and skill set | JUN 2018 |

Budget Notes
FY 2017-18

- Adding three (3) Police Officer positions – one (1) Motor Officer and two (2) Officers to enhance patrol at the City Center
- Adding one (1) Police Services Technician to assist with vehicle fleet maintenance and parks patrol
- Reclassify the Records Supervisor to Program Manager and a Lieutenant to Captain
- Reallocate a Police Officer position to the Asset Forfeiture fund
- Increase police dispatch contract by \$50,000 per agreement with SRVFPD, County contract for animal control, and addition of one crossing guard due to warrant analysis

City of San Ramon
POLICE SERVICES SUMMARY

- Increase technology storage and maintenance needs due to body worn camera and in-car video/interview room cameras
- Increase in EBRICS fees for maintenance and to bring account current



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

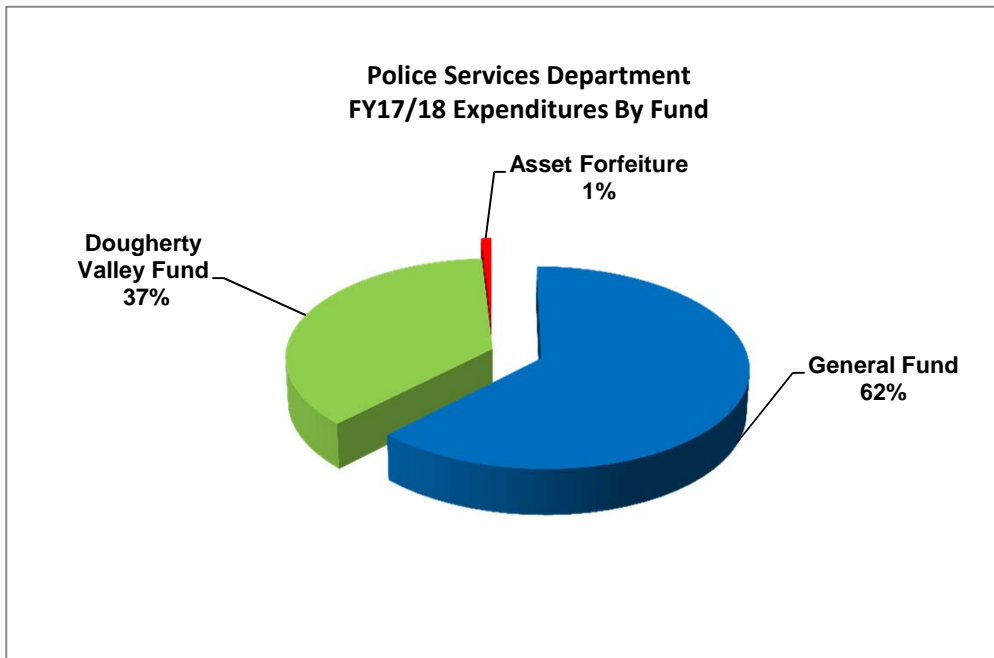
| Authorized Positions | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Administrative Analyst | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Administrative Coordinator | 5.00 | 5.00 | 6.00 | 5.00 | 5.00 |
| Captain | 1.00 | 1.00 | 1.00 | 1.00 | 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 | 6.00 | 6.00 | 5.00 |
| Office Specialist | 2.00 | 2.00 | 2.00 | 4.00 | 4.00 |
| Office Technician I/II | 6.00 | 6.00 | 6.00 | 3.00 | 3.00 |
| Police Officer | 37.00 | 37.00 | 39.00 | 39.00 | 42.00 |
| Police Services Technician | 3.50 | 3.50 | 2.00 | 2.00 | 3.00 |
| Program Manager | 1.00 | 1.00 | - | - | 1.00 |
| Records Coordinator | 1.00 | 1.00 | - | - | - |
| Records Supervisor | - | - | 1.00 | 1.00 | - |
| Sergeant | 9.00 | 9.00 | 9.00 | 10.00 | 10.00 |
| *Police Officer Anticipatory Positions | - | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Authorized Positions | 81.50 | 83.50 | 85.00 | 85.00 | 89.00 |

*Budget includes 2 "Anticipatory Hiring" police officer positions that are not fully funded and part of the official FTE count

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

Expenditure Summary By Fund

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| General Fund | \$ 11,007,478 | \$ 11,424,059 | \$ 12,084,386 | \$ 13,065,467 | \$ 13,400,921 |
| Dougherty Valley Fund | 6,033,744 | 6,533,052 | 6,863,354 | 7,514,135 | 7,865,978 |
| Asset Forfeiture | - | 612 | 267 | - | 194,940 |
| Police Services Donation Fund | 6,000 | 1,949 | 3,965 | - | - |
| Total | \$ 17,047,222 | \$ 17,959,672 | \$ 18,951,972 | \$ 20,579,602 | \$ 21,461,839 |



CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
POLICE SERVICES

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Police Services | \$ 17,047,222 | \$ 17,959,672 | \$ 18,951,972 | \$ 20,579,602 | \$ 21,461,839 |
| Department Total | <u>\$ 17,047,222</u> | <u>\$ 17,959,672</u> | <u>\$ 18,951,972</u> | <u>\$ 20,579,602</u> | <u>\$ 21,461,839</u> |

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Personnel Services | \$ 14,097,005 | \$ 14,775,302 | \$ 15,532,922 | \$ 16,645,007 | \$ 17,477,882 |
| Contract Services | 1,915,447 | 2,161,714 | 2,305,749 | 2,583,580 | 2,697,326 |
| Materials and Supplies | 552,962 | 526,282 | 470,914 | 559,385 | 447,486 |
| Other Costs | 413,060 | 427,626 | 550,950 | 561,255 | 628,397 |
| Capital Purchases | 68,748 | 68,748 | 91,437 | 230,375 | 210,748 |
| Total Expenditures | <u>\$ 17,047,222</u> | <u>\$ 17,959,672</u> | <u>\$ 18,951,972</u> | <u>\$ 20,579,602</u> | <u>\$ 21,461,839</u> |

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Total Department Revenue | <u>\$ 641,655</u> | <u>\$ 678,975</u> | <u>\$ 878,539</u> | <u>\$ 707,372</u> | <u>\$ 721,206</u> |

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

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|------------------------|---------------------------------|----------------------------|-----------------------------|
| Administration | \$ 5,893,872 | \$ 129,750 | \$ 5,764,122 |
| Animal Control | 465,476 | - | 465,476 |
| Crossing Guards | 114,847 | - | 114,847 |
| Crime Prevention | 609,149 | - | 609,149 |
| Emergency Preparedness | 298,141 | - | 298,141 |
| Investigation | 2,203,322 | - | 2,203,322 |
| Narcotics | 194,940 | 73,956 | 120,984 |
| Patrol | 8,580,221 | 416,500 | 8,163,721 |
| Traffic Safety | 1,352,065 | - | 1,352,065 |
| Volunteer Services | 22,705 | - | 22,705 |
| Youth Services | 1,329,880 | 101,000 | 1,228,880 |
| Fleet | 397,221 | - | 397,221 |
| Program Totals | <u>\$ 21,461,839</u> | <u>\$ 721,206</u> | <u>\$ 20,740,633</u> |

PARKS & COMMUNITY SERVICES





Parks & Community Services Department FY 2017-18



Adult Sports
Cultural Arts
Historic Properties/Museums
Marketing
Special Events
Volunteer Programs
Youth Enrichment

Aquatics
Facilities Management
Libraries
Senior Enrichment
Therapeutic & Youth Services
Youth Centers
Youth Sports

City of San Ramon
PARKS & COMMUNITY SERVICES
SUMMARY

Statement of Purpose

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

Significant Accomplishments
FY 2016-17

Building Community Identity through Special Events:

- Planned and implemented a new two-day Family Camp-Out event at Amador Rancho Park with 180 participants
- Enhanced the Art & Wind Festival with the addition of a tethered Hot Air Balloon, Power Parachute, skateboard demonstrations and dog attraction
- Collaborated with Festival Opera to provide a family friendly opera experience in Central Park

Preserving Historic Resources and Cultural Heritage:

- Designed and installed street and entrance signage at Forest Home Farms Historic Park to increase visibility of the park and increase public awareness of the Historic site
- Secured the donation of eight antique tractors (valued at \$16,000) for the Tractor Museum at Forest Home Farms Historic Park

Fostering Physical and Mental Health:

- Increased capacity and registration in the City Run Youth Hoops League by 13%
- Offered Open Gym programs four days a week including a family oriented Badminton Open Gym program on Sunday mornings that resulted in a 10% increase in Open Gym attendance

Addressing Youth Issues and Development:

- Expanded the Future Leaders in Training program by adding a second class to accommodate a wait list of 30 students
- Increased teen participation and engagement at the Teen Job Fair and Middle School Teen Centers that collectively served over 550 teens

City of San Ramon
PARKS & COMMUNITY SERVICES
SUMMARY

Strengthening Outdoor Recreation Experiences:

- Implemented the 1st Community Campout event at Rancho San Ramon Community Park
Expanded the Lap Swim program to include a Lap Swim Challenge
- Successfully launched the San Ramon Olympic Pools inflatable obstacle course-nicknamed “Splash N Dash” - with 6,682 participants and \$20K in revenue in its first year

Encouraging Lifelong Learning and Cultural Enrichment:

- Created a new multi-cultural community dance event at the Doughty Valley Performing Arts Center that incorporated both professional dance companies and local organizations
- Completed a comprehensive inventory of the City’s Public Art Collection including photographing, labeling and registering the information into a database
- Improved safety and security by creating a trip ambassador volunteer position for the Senior Lunch Bunch Trips to act as a liaison between City Staff and the participants
- Established a quarterly “Lunch with Law Enforcement” at the Alcosta Senior and Community Center to foster communication between seniors and police officers

Providing Accessible and Equitable Facilities, Services, and Programs:

- Partnered with The San Ramon Senior Center Foundation, Arts Foundation, Library Foundation and Historic Foundation to provide over \$200,000 toward equipment and programs for the San Ramon Community
- Redesigned and implemented a new decentralized Volunteer Recognition Event that promotes and encourages continuous support and recognition for the volunteers
- Developed and implemented quarterly emergency evacuation drills at the Alcosta Senior and Community Center in order to familiarize staff and patrons with the protocol in case of actual emergencies
- Supported the San Ramon Library renovation by working with the Library working group to order furnishings, audio visual equipment, and plan a grand opening celebration
- Enhanced the Forest Home Farm School Tours by making registration available online, which improved the teachers’ ability to book school trips
- Upgraded the electronic digital signs and equipment at the Community Centers for improved communication with the public
- Improved customer service through our DocuSign software by utilizing Power Forms, which allow forms to be filled, signed and returned electronically, eliminating the need to print, scan, and hand deliver or mail forms
- Responded to the needs of facility rental clients by offering the option of having a food truck as part of a rental at a park

City of San Ramon
PARKS & COMMUNITY SERVICES
SUMMARY

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|---|---|-------------------|
| <i>Building Community Identity through Special Events</i> | | |
| 1. | Plan and implement a Multi-Cultural event in Central Park to celebrate the diverse cultures of our citizens | OCT 2017 |
| 2. | Plan and implement a celebration to honor the 10 th anniversary of the Dougherty Valley Performing Arts Center and the partnership with SRVUSD to operate both the pool and theater on the Dougherty Valley High School campus | NOV 2017 |
| <i>Preserving Historic Resources and Cultural Heritage</i> | | |
| 3. | Create and implement an interpretive plan for the newly renovated Old Barn at Forest Home Farms Historic Park | FEB 2018 |
| <i>Fostering Physical and Mental Health</i> | | |
| 4. | Develop a Water Safety Outreach program to teach residents and businesses about the importance of how to be safe in and around the water | MAY 2018 |
| 5. | Expand the Adult Softball Leagues by collaborating with local businesses to create teams and encourage non-resident workers to stay and play in San Ramon | JUNE 2018 |
| <i>Addressing Youth Issues and Development</i> | | |
| 6. | Work collaboratively with SRVUSD to explore opportunities to expand the Teen Centers to provide more availability for afterschool care to middle school families | JAN 2018 |
| 7. | Collaborate with SRVUSD Special Needs Program to explore opportunities to better meet the needs of children and teens with disabilities in San Ramon | MAY 2018 |
| <i>Strengthening Outdoor Recreation Experiences</i> | | |
| 8. | Improve the quality and quantity of swim instruction at the San Ramon Olympic Pool and the Dougherty Valley Aquatic Center through a public-private partnership for the Learn to Swim Program | DEC 2017 |
| <i>Encouraging Lifelong Learning and Cultural Enrichment</i> | | |
| 9. | Generate a plan for the new City Hall Gallery space, which includes the display of professional traveling art exhibits and work of high quality local artists | JAN 2018 |

City of San Ramon
PARKS & COMMUNITY SERVICES
SUMMARY

| | | Completion By: |
|---|---|-------------------|
| 10. | Collaborate with the Contra Costa Library Staff and the San Ramon Library Foundation to provide expanded services, programs and events to the community in the newly renovated Library | JUNE 2018 |
| 11. | Develop staff led Senior programs that bring diverse segments of the Senior community together to participate in hands on activities that foster community engagement, decrease isolation and improve multicultural understanding | JUNE 2018 |
| <i>Providing Accessible and Equitable Facilities, Services, and Programs</i> | | |
| 12. | Implement a mobile phone based customer service feedback system to get real time results during events and programs from participants to increase customer engagement and feedback | DEC 2017 |
| 13. | Revamp our current co-sponsorship policies and procedures to recognize the important role community groups play in the City | JUNE 2018 |
| <i>Enhance Organizational Capacity and Staff Development by Investing in the Workforce</i> | | |
| 14. | Issue an RFP for new Registration Software to improve the customer experience with the registration process and improve staff efficiency | AUG 2017 |

Budget Notes
FY 2017-18

- Continue to unfund two (2) Office Technicians, one (1) Recreation Coordinator, and Director position
- Contracting out swim lessons, resulting in decrease in temporary staffing and F/T staff administration of the program – (\$286K)
 - Revenue reduction – (\$147K)
- Funding for additional staffing needs at the new San Ramon library – \$94K
- General Fund subsidy at 41%. Revenues from service charges, contributions, user fees and rentals totaling \$5,170,418, funding 59% of the department expenditures
- Department Budget: \$8,731,453 (decrease of \$128,678 or 1%)

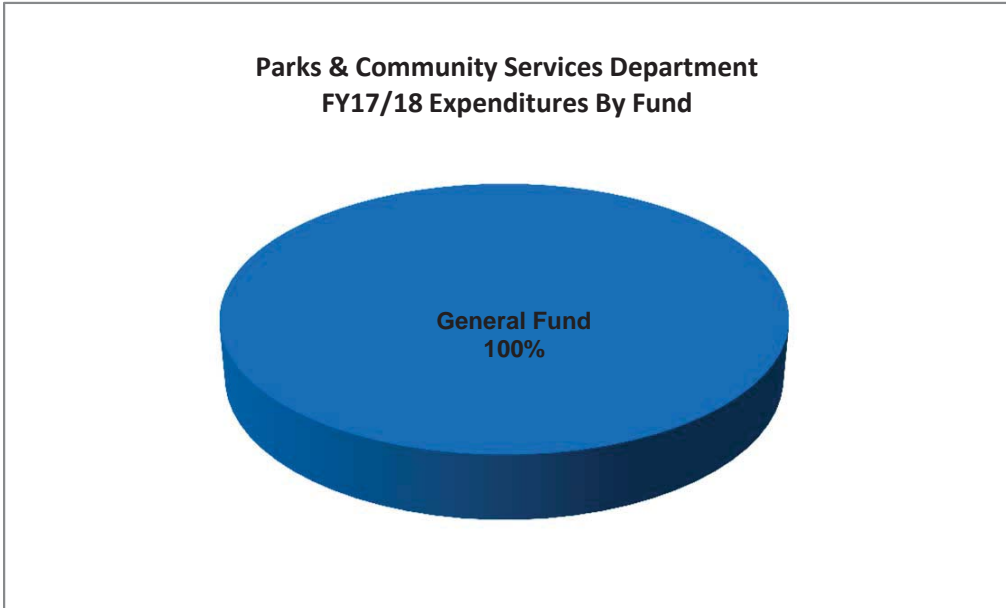
**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
PARKS & COMMUNITY SERVICES**

| Authorized Positions | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|-------------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Administrative Analyst | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| Administrative Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Division Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance Technician | 1.00 | 1.00 | 1.00 | - | - |
| Office Specialist | - | - | - | 2.00 | 2.00 |
| Office Technician I/II | 4.00 | 4.00 | 7.00 | 5.00 | 5.00 |
| Parks & Community Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Program Manager | 4.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Recreation Coordinator | 7.00 | 6.00 | 7.00 | 7.00 | 7.00 |
| Recreation Supervisor | 4.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Recreation Technician | 5.80 | 7.00 | 6.00 | 6.00 | 6.00 |
| Total Authorized Positions | 31.80 | 32.00 | 35.00 | 33.00 | 33.00 |

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

Expenditure Summary By Fund

| <u>Description</u> | <u>13/14 Actual</u> | <u>14/15 Actual</u> | <u>15/16 Actual</u> | <u>16/17 Final</u> | <u>17/18 Adopted</u> |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|---------------------------------|
| General Fund | \$ 7,687,618 | \$ 7,894,996 | \$ 8,464,188 | \$ 8,860,131 | \$ 8,731,453 |
| Total | <u>\$ 7,687,618</u> | <u>\$ 7,894,996</u> | <u>\$ 8,464,188</u> | <u>\$ 8,860,131</u> | <u>\$ 8,731,453</u> |



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

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|----------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Parks & Community Services | \$ 7,687,618 | \$ 7,894,996 | \$ 8,464,188 | \$ 8,860,131 | \$ 8,731,453 |
| Department Total | <u>\$ 7,687,618</u> | <u>\$ 7,894,996</u> | <u>\$ 8,464,188</u> | <u>\$ 8,860,131</u> | <u>\$ 8,731,453</u> |

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Personnel Services | \$ 5,227,647 | \$ 5,321,496 | \$ 5,631,017 | \$ 5,883,510 | \$ 5,601,445 |
| Contract Services | 2,161,449 | 2,260,340 | 2,424,920 | 2,496,783 | 2,617,446 |
| Materials and Supplies | 220,165 | 228,474 | 245,951 | 303,955 | 320,343 |
| Other Costs | 78,357 | 84,686 | 162,300 | 175,883 | 192,219 |
| Capital Purchases | - | - | - | - | - |
| Total Expenditures | <u>\$ 7,687,618</u> | <u>\$ 7,894,996</u> | <u>\$ 8,464,188</u> | <u>\$ 8,860,131</u> | <u>\$ 8,731,453</u> |

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Total Department Revenue | <u>\$ 4,791,440</u> | <u>\$ 4,707,671</u> | <u>\$ 5,223,895</u> | <u>\$ 5,418,864</u> | <u>\$ 5,170,418</u> |

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

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|------------------------------|-----------------------------|------------------------|-------------------------|
| Administration | \$ 1,021,015 | \$ (13,536) | \$ 1,034,551 |
| Aquatics | 1,255,470 | 965,296 | 290,174 |
| Facilities | 1,027,551 | 839,897 | 187,654 |
| Cultural Arts | 215,126 | 126,682 | 88,444 |
| Therapeutic & Youth Services | 132,487 | 20,729 | 111,758 |
| Youth Enrichment | 784,896 | 718,910 | 65,986 |
| Library | 265,598 | - | 265,598 |
| Theatre & Performing Arts | 1,322,079 | 838,212 | 483,867 |
| Adult & Senior Enrichment | 430,357 | 194,491 | 235,866 |
| Special Events | 383,048 | 141,665 | 241,383 |
| Sports - Adult | 450,919 | 287,359 | 163,560 |
| Sports - Youth | 803,475 | 711,616 | 91,859 |
| Youth Center | 370,684 | 309,259 | 61,425 |
| Historic Properties/Museums | 268,748 | 29,838 | 238,910 |
| Program Totals | <u>\$ 8,731,453</u> | <u>\$ 5,170,418</u> | <u>\$ 3,561,035</u> |

NON-DEPARTMENTAL



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City of San Ramon
NON-DEPARTMENTAL SUMMARY

The non-departmental budget summary includes items related to the City as a whole that cannot be easily allocated to various departments for equipment replacement, healthcare, insurance liability premiums, cablevision, and contingency appropriation.

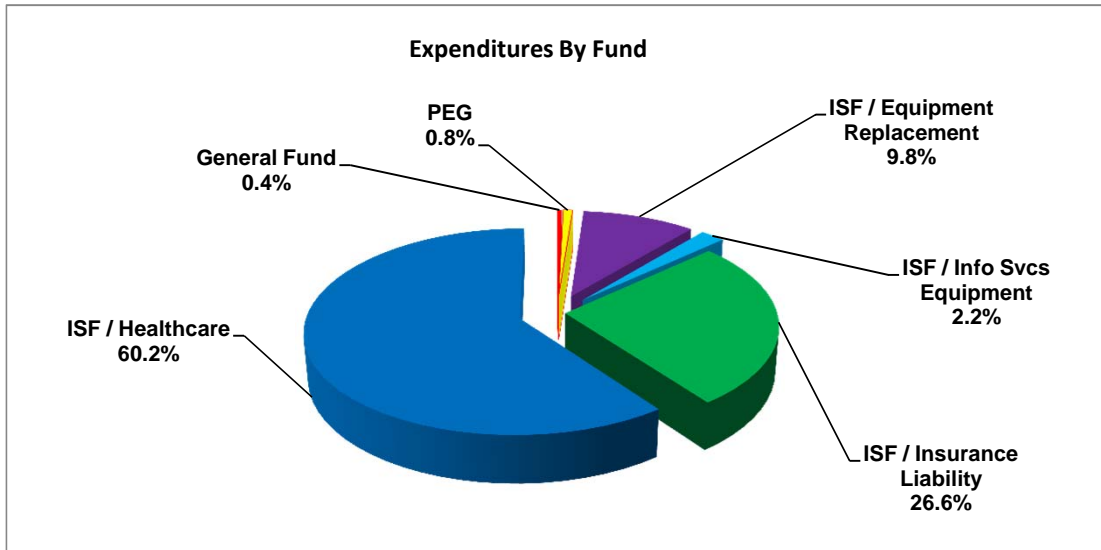


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**CITY OF SAN RAMON
SUMMARY OF DEPARTMENTAL BUDGET
NON - DEPARTMENTAL**

Expenditure Summary By Fund

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|---|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| General Fund | \$ - | \$ 110 | \$ 49,460 | \$ 25,000 | \$ 50,000 |
| Public Education & Government (PEG) | 4,170 | 4,341 | 31,754 | 135,712 | 100,000 |
| Internal Service Fd / Equipment Replacement | 545,966 | 829,500 | 693,599 | 925,353 | 1,198,000 |
| Internal Service Fd / Info Svcs Replacement | 131,655 | 170,806 | 68,266 | 208,450 | 261,600 |
| Internal Service Fd / Insurance Liability | 2,304,771 | 2,783,294 | 3,525,846 | 3,133,744 | 3,233,163 |
| Internal Service Fd / Healthcare | 9,152,287 | 6,767,214 | 6,947,136 | 8,066,589 | 7,336,477 |
| Total | \$ 12,138,849 | \$ 10,555,265 | \$ 11,316,061 | \$ 12,494,848 | \$ 12,179,240 |





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

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Personnel Services | \$ 688,297 | \$ 788,506 | \$ 1,168,080 | \$ 524,878 | \$ 634,025 |
| Contract Services | 124,213 | 151,818 | 233,672 | 201,210 | 150,000 |
| Other Costs | 11,315,337 | 9,336,262 | 9,914,429 | 10,534,957 | 9,835,615 |
| Capital Outlay | 11,002 | 278,679 | (120) | 1,233,803 | 1,559,600 |
| Total Expenditures | <u>\$ 12,138,849</u> | <u>\$10,555,265</u> | <u>\$11,316,061</u> | <u>\$ 12,494,848</u> | <u>\$12,179,240</u> |

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

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|-------------------------------|---------------------------------|----------------------------|-----------------------------|
| Contingency Reserve | \$ 50,000 | \$ - | \$ 50,000 |
| Public Education & Government | 100,000 | - | 100,000 |
| Equipment Replacement | 1,198,000 | - | 1,198,000 |
| Info Svcs Replacement | 261,600 | - | 261,600 |
| Insurance Liability | 3,233,163 | - | 3,233,163 |
| Healthcare | 7,336,477 | - | 7,336,477 |
| Program Totals | <u>\$ 12,179,240</u> | <u>\$ -</u> | <u>\$ 12,179,240</u> |

SPECIAL FUNDS



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City of San Ramon

SPECIAL FUNDS

Special Revenue Funds

Such as the Planning Cost Recovery Fund, Geographic Information System Fund, Community Facilities District 2014-1, Development Mitigation Funds, Gas Tax Fund, Park Development Fund, SCCJEPA Fund, Street Maintenance Fund, Traffic Improvement Fund, and Tri-Valley Transportation Fund are used to account for revenue, which, by law or administrative action, is designed to finance particular projects and activities in the City's Capital Improvement Program.

The City also has several other special revenue funds such as the Public Education & Government (PEG) Fund, Landscaping and Lighting District 1984-1, Special Landscaping Zones (L&L), Special Assessment Funds, Canyon Park Fund, Village Center Common Area Fund, Dougherty Valley Fund, Solid Waste Fund, Non-Point Drainage/Stormwater Fund, Street Smarts Fund and TDM Program Fund. These funds are funded by special assessments collected annually and/or fees to pay for specific operating programs.

Debt Service Fund

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

Internal Service Fund

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



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

| | Planning Cost Recovery Fund |
|---|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | 903,109 |
| <u>PROJECTED REVENUES</u> | |
| Assessments | - |
| Intergovernmental | - |
| Licenses and Permits | - |
| Charges for Services | 111,000 |
| Interest Revenue | - |
| Development Fees | - |
| Miscellaneous Revenue | - |
| Total Revenues | 111,000 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 111,000 |
| <u>PROJECTED EXPENDITURES</u> | |
| Non-Departmental | - |
| Planning/Community Development | 46,778 |
| Police Services | - |
| Public Works | - |
| Total Expenditures | 46,778 |
| Transfers Out | |
| General Fund | - |
| Capital Projects Fund | 250,000 |
| Debt Service | - |
| Other | - |
| Total Transfers Out | 250,000 |
| TOTAL USES OF FUND | 296,778 |
| NET INCREASE (DECREASE) IN FUND BALANCES | (185,778) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 717,331 |

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

| | | Geographic Information System Fund |
|---|-----------|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 84,167 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | 55,500 |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>55,500</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>55,500</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>-</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | 50,000 |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>50,000</u> |
| TOTAL USES OF FUND | | <u>50,000</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 5,500 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>89,667</u></u> |

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

**Community
Facilities
District
2014-1**

| | | |
|---|-----------|----------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 33,365 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | 58,560 |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>58,560</u> |
| | | |
| Transfers In | | <u>-</u> |
| | | |
| TOTAL SOURCES OF FUND | | <u>58,560</u> |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>-</u> |
| | | |
| Transfers Out | | |
| General Fund | | 71,925 |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>71,925</u> |
| | | |
| TOTAL USES OF FUND | | <u>71,925</u> |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (13,365) |
| | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u>20,000</u> |

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

| | Development Mitigation Funds |
|---|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 217,660 |
| <u>PROJECTED REVENUES</u> | |
| Assessments | - |
| Intergovernmental | - |
| Licenses and Permits | - |
| Charges for Services | - |
| Interest Revenue | - |
| Development Fees | 460,343 |
| Miscellaneous Revenue | - |
| Total Revenues | 460,343 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 460,343 |
| <u>PROJECTED EXPENDITURES</u> | |
| Non-Departmental | - |
| Planning/Community Development | - |
| Police Services | - |
| Public Works | - |
| Total Expenditures | - |
| Transfers Out | |
| General Fund | - |
| Capital Projects Fund | 167,188 |
| Debt Service | - |
| Other | - |
| Total Transfers Out | 167,188 |
| TOTAL USES OF FUND | 167,188 |
| NET INCREASE (DECREASE) IN FUND BALANCES | 293,155 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 510,815 |

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

| | | Gas Tax Fund |
|---|-----------|-------------------------|
| <hr/> | | |
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 177,898 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | 2,186,556 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>2,186,556</u> |
| | | |
| Transfers In | | <u>-</u> |
| | | |
| TOTAL SOURCES OF FUND | | <u>2,186,556</u> |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>-</u> |
| | | |
| Transfers Out | | |
| General Fund | | 300,000 |
| Capital Projects Fund | | 1,810,913 |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>2,110,913</u> |
| | | |
| TOTAL USES OF FUND | | <u>2,110,913</u> |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 75,643 |
| | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u>253,541</u> |

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

| | | Park Development Fund |
|---|-----------|--------------------------------------|
| <hr/> | | |
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 923,980 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <hr/> - |
| | | |
| Transfers In | | <hr/> 16,224 |
| | | |
| TOTAL SOURCES OF FUND | | <hr/> 16,224 |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <hr/> - |
| | | |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | 846,219 |
| Debt Service | | - |
| Other | | 16,224 |
| Total Transfers Out | | <hr/> 862,443 |
| | | |
| TOTAL USES OF FUND | | <hr/> 862,443 |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (846,219) |
| | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | 77,761 |
| | | <hr/> <hr/> |

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

| | | SCCJEPA Fund |
|---|-----------|--------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 7,741,760 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | 1,797,125 |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>1,797,125</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>1,797,125</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>-</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | 547,997 |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>547,997</u> |
| TOTAL USES OF FUND | | <u>547,997</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 1,249,128 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>8,990,888</u></u> |

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

| | | Street Maintenance Fund |
|---|-----------|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 878,452 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | 868,052 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | 473,000 |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>1,341,052</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>1,341,052</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>-</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | 1,781,132 |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>1,781,132</u> |
| TOTAL USES OF FUND | | <u>1,781,132</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (440,080) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>438,372</u></u> |

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

| | Traffic Improvement Fund |
|---|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 71,931 |
| <u>PROJECTED REVENUES</u> | |
| Assessments | - |
| Intergovernmental | - |
| Licenses and Permits | - |
| Charges for Services | - |
| Interest Revenue | - |
| Development Fees | 182,941 |
| Miscellaneous Revenue | - |
| Total Revenues | 182,941 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 182,941 |
| <u>PROJECTED EXPENDITURES</u> | |
| Non-Departmental | - |
| Planning/Community Development | - |
| Police Services | - |
| Public Works | - |
| Total Expenditures | - |
| Transfers Out | |
| General Fund | - |
| Capital Projects Fund | 150,000 |
| Debt Service | - |
| Other | - |
| Total Transfers Out | 150,000 |
| TOTAL USES OF FUND | 150,000 |
| NET INCREASE (DECREASE) IN FUND BALANCES | 32,941 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 104,872 |

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

| | | Tri-Valley Transportation Fund |
|---|-----------|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 65,858 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | 127,096 |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>127,096</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>127,096</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>-</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>-</u> |
| TOTAL USES OF FUND | | <u>-</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 127,096 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>192,954</u></u> |

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

| | | Pub Educ & Govt (PEG) Fund |
|---|-----------|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 427,887 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | 255,000 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>255,000</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>255,000</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | 100,000 |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | - |
| Total Expenditures | | <u>100,000</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | 16,000 |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>16,000</u> |
| TOTAL USES OF FUND | | <u>116,000</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 139,000 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>566,887</u></u> |

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

| | | Citywide Landscaping Fund |
|---|-----------|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 333,380 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | 1,595,900 |
| Intergovernmental | | 8,500 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>1,604,400</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>1,604,400</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 1,170,219 |
| Total Expenditures | | <u>1,170,219</u> |
| Transfers Out | | |
| General Fund | | 136,964 |
| Capital Projects Fund | | 15,000 |
| Debt Service | | - |
| Other | | 477,437 |
| Total Transfers Out | | <u>629,401</u> |
| TOTAL USES OF FUND | | <u>1,799,620</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (195,220) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>138,160</u></u> |

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

| | | Citywide Lighting Fund |
|---|-----------|---------------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 999,222 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | 788,323 |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>788,323</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>788,323</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 540,207 |
| Total Expenditures | | <u>540,207</u> |
| Transfers Out | | |
| General Fund | | 63,508 |
| Capital Projects Fund | | - |
| Debt Service | | 58,142 |
| Other | | - |
| Total Transfers Out | | <u>121,650</u> |
| TOTAL USES OF FUND | | <u>661,857</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 126,466 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>1,125,688</u></u> |

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

| | | Special Assessment Funds |
|---|-----------|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 2,062,559 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | 1,212,888 |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>1,212,888</u> |
| Transfers In | | <u>477,437</u> |
| TOTAL SOURCES OF FUND | | <u>1,690,325</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 1,727,958 |
| Total Expenditures | | <u>1,727,958</u> |
| Transfers Out | | |
| General Fund | | 227,712 |
| Capital Projects Fund | | 277,920 |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>505,632</u> |
| TOTAL USES OF FUND | | <u>2,233,590</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (543,265) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>1,519,294</u></u> |

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

| | | Canyon Park Fund |
|---|-----------|---------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 181,219 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | 10,990 |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>10,990</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>10,990</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 58,554 |
| Total Expenditures | | <u>58,554</u> |
| Transfers Out | | |
| General Fund | | 2,517 |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>2,517</u> |
| TOTAL USES OF FUND | | <u>61,071</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (50,081) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>131,138</u></u> |

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

| | | Village Center Common Area Fund |
|---|-----------|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 45,470 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | 6,006 |
| Total Revenues | | <u>6,006</u> |
| Transfers In | | <u>4,073</u> |
| TOTAL SOURCES OF FUND | | <u>10,079</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 10,452 |
| Total Expenditures | | <u>10,452</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>-</u> |
| TOTAL USES OF FUND | | <u>10,452</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (373) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>45,097</u></u> |

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

| | Dougherty Valley Fund |
|---|--------------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 4,014,881 |
| <u>PROJECTED REVENUES</u> | |
| Assessments | - |
| Intergovernmental | 16,822,217 |
| Licenses and Permits | - |
| Charges for Services | - |
| Interest Revenue | - |
| Development Fees | - |
| Miscellaneous Revenue | 50,000 |
| Total Revenues | 16,872,217 |
| Transfers In | 2,000,000 |
| TOTAL SOURCES OF FUND | 18,872,217 |
| <u>PROJECTED EXPENDITURES</u> | |
| Non-Departmental | - |
| Planning/Community Development | - |
| Police Services | 7,865,978 |
| Public Works | 11,224,588 |
| Total Expenditures | 19,090,566 |
| Transfers Out | |
| General Fund | - |
| Capital Projects Fund | 742,000 |
| Debt Service | 189,592 |
| Other | - |
| Total Transfers Out | 931,592 |
| TOTAL USES OF FUND | 20,022,158 |
| NET INCREASE (DECREASE) IN FUND BALANCES | (1,149,941) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 2,864,940 |

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

| | | Solid Waste Fund |
|---|-----------|---------------------------------|
| <hr/> | | |
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 189,745 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | 20,000 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | 420,000 |
| Total Revenues | | <u>440,000</u> |
| | | |
| Transfers In | | <u>-</u> |
| | | |
| TOTAL SOURCES OF FUND | | <u>440,000</u> |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 577,210 |
| Total Expenditures | | <u>577,210</u> |
| | | |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>-</u> |
| | | |
| TOTAL USES OF FUND | | <u>577,210</u> |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (137,210) |
| | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u>52,535</u> |

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

| | | Non-Point Drainage Fund (Stormwater) |
|---|-----------|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 188,322 |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | 1,170,444 |
| Intergovernmental | | - |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | 6,000 |
| Total Revenues | | <u>1,176,444</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>1,176,444</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 1,244,339 |
| Total Expenditures | | <u>1,244,339</u> |
| Transfers Out | | |
| General Fund | | 32,325 |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>32,325</u> |
| TOTAL USES OF FUND | | <u>1,276,664</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (100,220) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u>88,102</u> |

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

| | | Street Smarts Fund |
|---|-----------|-----------------------------------|
| <hr/> | | |
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 307,955 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | 208,600 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | 39,500 |
| Total Revenues | | <u>248,100</u> |
| | | |
| Transfers In | | <u>35,000</u> |
| | | |
| TOTAL SOURCES OF FUND | | <u>283,100</u> |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 233,800 |
| Total Expenditures | | <u>233,800</u> |
| | | |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>-</u> |
| | | |
| TOTAL USES OF FUND | | <u>233,800</u> |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 49,300 |
| | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>357,255</u></u> |

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

| | | TDM Programs Fund |
|---|-----------|----------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | - |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | 648,121 |
| Licenses and Permits | | - |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <u>648,121</u> |
| Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>648,121</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | - |
| Public Works | | 648,121 |
| Total Expenditures | | <u>648,121</u> |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <u>-</u> |
| TOTAL USES OF FUND | | <u>648,121</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | <u>-</u> |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>-</u></u> |

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

| | | Narcotic Asset Forfeiture |
|---|-----------|--|
| <hr/> | | |
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 120,984 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| Assessments | | - |
| Intergovernmental | | - |
| Licenses and Permits | | 73,956 |
| Charges for Services | | - |
| Interest Revenue | | - |
| Development Fees | | - |
| Miscellaneous Revenue | | - |
| Total Revenues | | <hr/> 73,956 |
| | | |
| Transfers In | | <hr/> - |
| | | |
| TOTAL SOURCES OF FUND | | <hr/> 73,956 |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Non-Departmental | | - |
| Planning/Community Development | | - |
| Police Services | | 194,940 |
| Public Works | | - |
| Total Expenditures | | <hr/> 194,940 |
| | | |
| Transfers Out | | |
| General Fund | | - |
| Capital Projects Fund | | - |
| Debt Service | | - |
| Other | | - |
| Total Transfers Out | | <hr/> - |
| | | |
| TOTAL USES OF FUND | | <hr/> 194,940 |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (120,984) |
| <hr/> | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | - |
| <hr/> <hr/> | | |

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

| | Total All Special Revenue Funds |
|---|--|
| <hr/> | |
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 19,969,804 |
| | |
| <u>PROJECTED REVENUES</u> | |
| Assessments | 4,837,105 |
| Intergovernmental | 21,017,046 |
| Licenses and Permits | 73,956 |
| Charges for Services | 111,000 |
| Interest Revenue | - |
| Development Fees | 3,096,005 |
| Miscellaneous Revenue | 521,506 |
| Total Revenues | <u>29,656,618</u> |
| | |
| Transfers In | <u>2,532,734</u> |
| | |
| TOTAL SOURCES OF FUND | <u>32,189,352</u> |
| | |
| <u>PROJECTED EXPENDITURES</u> | |
| Non-Departmental | 100,000 |
| Planning/Community Development | 46,778 |
| Police Services | 8,060,918 |
| Public Works | 17,435,448 |
| Total Expenditures | <u>25,643,144</u> |
| | |
| Transfers Out | |
| General Fund | 834,951 |
| Capital Projects Fund | 6,654,369 |
| Debt Service | 247,734 |
| Other | 493,661 |
| Total Transfers Out | <u>8,230,715</u> |
| | |
| TOTAL USES OF FUND | <u>33,873,859</u> |
| | |
| NET INCREASE (DECREASE) IN FUND BALANCES | (1,684,507) |
| | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u>\$ 18,285,297</u> |



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

**COP #11
2003**

| | | |
|---|--|---------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | | \$ 1,360,758 |
| | | |
| <u>PROJECTED REVENUES</u> | | |
| PERS charges | | - |
| Total Revenues | | - |
| | | |
| Transfers In | | - |
| | | |
| TOTAL SOURCES OF FUND | | - |
| | | |
| <u>PROJECTED EXPENDITURES</u> | | |
| Principal | | 220,000 |
| Interest | | 9,680 |
| Debt Service Fees | | 4,000 |
| Total Expenditures | | 233,680 |
| | | |
| Transfers Out | | - |
| | | |
| TOTAL USES OF FUND | | 233,680 |
| | | |
| NET INCREASE (DECREASE) IN FUND BALANCES | | (233,680) |
| | | |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | | \$ 1,127,078 |

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

| | COP #12 2011 |
|---|------------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 12,404,242 |
| <u>PROJECTED REVENUES</u> | |
| PERS charges | - |
| Total Revenues | <u>-</u> |
| Transfers In | <u>-</u> |
| TOTAL SOURCES OF FUND | <u>-</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Principal | 1,295,000 |
| Interest | 284,050 |
| Debt Service Fees | 3,000 |
| Total Expenditures | <u>1,582,050</u> |
| Transfers Out | <u>-</u> |
| TOTAL USES OF FUND | <u>1,582,050</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | (1,582,050) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 10,822,192</u></u> |

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

| | POB 2010 |
|---|-------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 131,992 |
| <u>PROJECTED REVENUES</u> | |
| PERS charges | 1,389,933 |
| Total Revenues | <u>1,389,933</u> |
| Transfers In | <u>1,259,933</u> |
| TOTAL SOURCES OF FUND | <u>2,649,866</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Principal | 355,000 |
| Interest | 1,028,783 |
| Debt Service Fees | 6,150 |
| Total Expenditures | <u>1,389,933</u> |
| Transfers Out | <u>1,389,933</u> |
| TOTAL USES OF FUND | <u>2,779,866</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | (130,000) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 1,992</u></u> |

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

| | LED LIGHTS 2012 |
|---|-------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 1,281 |
| <u>PROJECTED REVENUES</u> | |
| PERS charges | - |
| Total Revenues | <u> -</u> |
| Transfers In | <u>252,790</u> |
| TOTAL SOURCES OF FUND | <u>252,790</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Principal | 210,421 |
| Interest | 42,369 |
| Debt Service Fees | - |
| Total Expenditures | <u>252,790</u> |
| Transfers Out | <u> -</u> |
| TOTAL USES OF FUND | <u>252,790</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | (0) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 1,281</u></u> |

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

| | TOTAL CITY DEBT |
|---|------------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 13,898,274 |
| <u>PROJECTED REVENUES</u> | |
| PERS charges | 1,389,933 |
| Total Revenues | <u>1,389,933</u> |
| Transfers In | <u>1,512,723</u> |
| TOTAL SOURCES OF FUND | <u>2,902,656</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Principal | 2,080,421 |
| Interest | 1,364,882 |
| Debt Service Fees | 13,150 |
| Total Expenditures | <u>3,458,453</u> |
| Transfers Out | <u>1,389,933</u> |
| TOTAL USES OF FUND | <u>4,848,386</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | (1,945,730) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 11,952,544</u></u> |



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

| | 2003 COP NO.11 (\$2,580,000) | 2011 COP NO. 12 (\$11,585,000) | 2010 POB (\$17,650,000) | 2012 LED LIGHTS (\$2,687,302) | TOTAL |
|---|---|---|--|--|-----------------------|
| <u>CURRENT YEAR SUMMARY</u> | | | | | |
| Principal Outstanding as of 07/01/17 | 220,000 | 6,845,000 | 16,215,000 | 1,879,357 | 25,159,357 |
| Reduction in Principal Balance | 220,000 | 1,295,000 | 355,000 | 210,421 | 2,080,421 |
| Interest Due | 9,680 | 284,050 | 1,028,784 | 42,369 | 1,364,883 |
| Total Payment Due | 229,680 | 1,579,050 | 1,383,784 | 252,790 | 3,445,304 |
| Principal Outstanding as of 06/30/18 | 0 | 5,550,000 | 15,860,000 | 1,668,936 | 23,078,936 |

LEASE PAYMENT/DEBT SERVICE SCHEDULE

| FISCAL YEAR | | | | | |
|--------------------|----------------|------------------|-------------------|------------------|-------------------|
| 2017 - 18 | 229,680 | 1,579,050 | 1,383,783 | 252,790 | 3,445,303 |
| 2018 - 19 | - | 1,572,250 | 1,393,846 | 261,196 | 3,227,292 |
| 2019 - 20 | - | 1,570,250 | 1,392,225 | 269,854 | 3,232,329 |
| 2020 - 21 | - | 1,571,075 | 1,394,480 | 278,773 | 3,244,328 |
| 2021 - 22 | - | 495,150 | 1,391,960 | 287,959 | 2,175,069 |
| 2022 - 23 | - | 493,650 | 1,392,840 | 297,420 | 2,183,910 |
| 2023 - 24 | - | 491,150 | 1,391,800 | 307,165 | 2,190,115 |
| 2024 - 25 | - | - | 1,393,840 | 129,698 | 1,523,538 |
| 2025 - 26 | - | - | 1,393,640 | - | 1,393,640 |
| 2026 - 27 | - | - | 1,391,200 | - | 1,391,200 |
| 2027 - 28 | - | - | 1,391,520 | - | 1,391,520 |
| 2028 - 29 | - | - | 1,394,280 | - | 1,394,280 |
| 2029 - 30 | - | - | 1,394,160 | - | 1,394,160 |
| 2030 - 31 | - | - | 1,396,160 | - | 1,396,160 |
| 2031 - 32 | - | - | 1,394,960 | - | 1,394,960 |
| 2032 - 33 | - | - | 1,395,560 | - | 1,395,560 |
| 2033 - 34 | - | - | 1,392,640 | - | 1,392,640 |
| 2034 - 35 | - | - | 1,391,200 | - | 1,391,200 |
| 2035 - 36 | - | - | 1,390,920 | - | 1,390,920 |
| 2036 - 37 | - | - | 1,391,480 | - | 1,391,480 |
| 2037 - 38 | - | - | 1,392,560 | - | 1,392,560 |
| 2038 - 39 | - | - | 1,393,840 | - | 1,393,840 |
| | 229,680 | 7,772,575 | 30,638,894 | 2,084,855 | 40,726,004 |

**City of San Ramon
Debt Service Summary**

| Description | Maturity Date | Amount of Original Issue | Outstanding | | |
|--|---------------|--------------------------|---------------|---------------|---------------|
| | | | Principal | Interest | Total |
| 2003 COPS - Refunding Issue of 1993 Certificate of Participation for expansion of City offices, design and construction of the Senior Center and Service Center and the completion of park improvements throughout the City. | 03/01/18 | 2,580,000 | 220,000 | 9,680 | 229,680 |
| 2011 COPS - Refunding Issue of 1996 and 2001 Certificate of Participation which were for Central Park North Expansion, expansion of City offices, San Ramon Library and Central Park, Crow Canyon interchange improvements, and to purchase City offices. | 03/01/24 | 11,585,000 | 6,845,000 | 927,575 | 7,772,575 |
| 2010 Pension Obligation Bonds (POB) - Refinancing of unfunded CALPERS pension obligation | 02/01/39 | 17,650,000 | 16,215,000 | 14,423,894 | 30,638,894 |
| LED LIGHTS - Funding for Phase 2 of the LED Streetlight Conversion Services Project. (CIP 5499) | 11/28/24 | 2,687,302 | 1,879,357 | 205,498 | 2,084,855 |
| Total | | \$ 34,502,302 | \$ 25,159,357 | \$ 15,566,647 | \$ 40,726,004 |

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

| | Investments |
|---|--------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ - |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | - |
| Charges for Services | - |
| Interest Revenue | 55,268 |
| Replacement Charges | - |
| Retiree Health Charges | - |
| Healthcare Charges | - |
| Insurance Liability Charges | - |
| Total Revenues | 55,268 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 55,268 |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | - |
| Vehicle | - |
| Insurance | - |
| Healthcare | - |
| Administrative Services | 55,268 |
| Total Expenditures | 55,268 |
| Transfers Out | |
| Misc Transfers out | - |
| CIP | - |
| Total Transfers Out | - |
| TOTAL USES OF FUND | 55,268 |
| NET INCREASE (DECREASE) IN FUND BALANCES | - |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ - |

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

| | Vehicle & Equipment Replacement |
|---|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 2,975,460 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | - |
| Charges for Services | - |
| Interest Revenue | - |
| Replacement Charges | 793,993 |
| Retiree Health Charges | - |
| Healthcare Charges | - |
| Insurance Liability Charges | - |
| Total Revenues | <u>793,993</u> |
| Transfers In | <u>-</u> |
| TOTAL SOURCES OF FUND | <u>793,993</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | 314,500 |
| Vehicle | 883,500 |
| Insurance | - |
| Healthcare | - |
| Administrative Services | - |
| Total Expenditures | <u>1,198,000</u> |
| Transfers Out | |
| Misc Transfers out | - |
| CIP | 34,390 |
| Total Transfers Out | <u>34,390</u> |
| TOTAL USES OF FUND | <u>1,232,390</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | (438,397) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 2,537,063</u></u> |

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

| | Info Svcs Equipment Replacement |
|---|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 923,745 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | - |
| Charges for Services | - |
| Interest Revenue | - |
| Replacement Charges | 340,005 |
| Retiree Health Charges | - |
| Healthcare Charges | - |
| Insurance Liability Charges | - |
| Total Revenues | 340,005 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 340,005 |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | 261,600 |
| Vehicle | - |
| Insurance | - |
| Healthcare | - |
| Administrative Services | - |
| Total Expenditures | 261,600 |
| Transfers Out | - |
| Misc Transfers out | - |
| CIP | - |
| Total Transfers Out | - |
| TOTAL USES OF FUND | 261,600 |
| NET INCREASE (DECREASE) IN FUND BALANCES | 78,405 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 1,002,150 |

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

| | Insurance Liability |
|---|-----------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 1,972,683 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | 170,532 |
| Charges for Services | - |
| Interest Revenue | - |
| Replacement Charges | - |
| Retiree Health Charges | - |
| Healthcare Charges | - |
| Insurance Liability Charges | 2,828,680 |
| Total Revenues | <u>2,999,212</u> |
| Transfers In | <u>125,994</u> |
| TOTAL SOURCES OF FUND | <u>3,125,206</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | - |
| Vehicle | - |
| Insurance | 3,233,163 |
| Healthcare | - |
| Administrative Services | - |
| Total Expenditures | <u>3,233,163</u> |
| Transfers Out | |
| Misc Transfers out | - |
| CIP | - |
| Total Transfers Out | <u>-</u> |
| TOTAL USES OF FUND | <u>3,233,163</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | <u>(107,957)</u> |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 1,864,726</u></u> |

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

| | Healthcare |
|---|-------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 285,824 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | - |
| Charges for Services | - |
| Interest Revenue | - |
| Replacement Charges | - |
| Retiree Health Charges | 2,247,856 |
| Healthcare Charges | 4,856,868 |
| Insurance Liability Charges | - |
| Total Revenues | 7,104,724 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 7,104,724 |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | - |
| Vehicle | - |
| Insurance | - |
| Healthcare | 7,336,477 |
| Administrative Services | - |
| Total Expenditures | 7,336,477 |
| Transfers Out | |
| Misc Transfers out | - |
| CIP | - |
| Total Transfers Out | - |
| TOTAL USES OF FUND | 7,336,477 |
| NET INCREASE (DECREASE) IN FUND BALANCES | (231,753) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 54,071 |

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

| | Infrastructure Maintenance |
|---|---------------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 1,505,704 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | - |
| Charges for Services | 12,000 |
| Interest Revenue | - |
| Replacement Charges | - |
| Retiree Health Charges | - |
| Healthcare Charges | - |
| Insurance Liability Charges | - |
| Total Revenues | <u>12,000</u> |
| Transfers In | <u>3,500,000</u> |
| TOTAL SOURCES OF FUND | <u>3,512,000</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | - |
| Vehicle | - |
| Insurance | - |
| Healthcare | - |
| Administrative Services | - |
| Total Expenditures | <u>-</u> |
| Transfers Out | |
| Misc Transfers out | 4,073 |
| CIP | 2,495,183 |
| Total Transfers Out | <u>2,499,256</u> |
| TOTAL USES OF FUND | <u>2,499,256</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | 1,012,744 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 2,518,448</u></u> |

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

| | Total Internal Service Funds |
|---|---|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 7,663,416 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | 170,532 |
| Charges for Services | 12,000 |
| Interest Revenue | 55,268 |
| Replacement Charges | 1,133,998 |
| Retiree Health Charges | 2,247,856 |
| Healthcare Charges | 4,856,868 |
| Insurance Liability Charges | 2,828,680 |
| Total Revenues | <u>11,305,202</u> |
| Transfers In | <u>3,625,994</u> |
| TOTAL SOURCES OF FUND | <u>14,931,196</u> |
| <u>PROJECTED EXPENDITURES</u> | |
| Equipment | 576,100 |
| Vehicle | 883,500 |
| Insurance | 3,233,163 |
| Healthcare | 7,336,477 |
| Administrative Services | 55,268 |
| Total Expenditures | <u>12,084,508</u> |
| Transfers Out | |
| Misc Transfers out | 4,073 |
| CIP | 2,529,573 |
| Total Transfers Out | <u>2,533,646</u> |
| TOTAL USES OF FUND | <u>14,618,154</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | 313,042 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | <u><u>\$ 7,976,458</u></u> |



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**CITY OF SAN RAMON - CAPITAL EQUIPMENT
FY 2017-18**

| DEPARTMENT | DESCRIPTION | PURPOSE | NEW OR REPLACE | # | UNIT COST | EXTENDED COST |
|--|--------------------|---|---------------------------|----------|----------------------|--------------------------|
| COMMUNITY DEVELOPMENT | Vehicle | Replace inspector trucks (3) | REPLACE | 3 | 40,000 | 120,000 |
| TOTAL COMMUNITY DEVELOPMENT | | | | | | 120,000 |
| POLICE SERVICES | Ballistic Vest | Replace bullet proof vests (15) | REPLACE | 15 | 1,000 | 15,000 |
| | Camera | Replace surveillance Equipment | REPLACE | 1 | 5,000 | 5,000 |
| | Rifles | Replace rifles (7) | REPLACE | 7 | 2,500 | 17,500 |
| | Rifles Rack | Replace rifle rack | REPLACE | 1 | 10,000 | 10,000 |
| | Vehicle | Replace unit306 - Admin | REPLACE | 1 | 34,000 | 34,000 |
| | Vehicle | Replace command post - Admin | REPLACE | 1 | 47,500 | 47,500 |
| | Vehicle | Replace unit 402 - Investigation | REPLACE | 1 | 34,000 | 34,000 |
| | Vehicle | Replace unit 305 - Investigation | REPLACE | 1 | 34,000 | 34,000 |
| | Vehicle | Replace unit 119C - Patrol | REPLACE | 1 | 34,000 | 34,000 |
| | Vehicle | Replace unit 112C - Patrol | REPLACE | 1 | 40,000 | 40,000 |
| | Vehicle | Replace unit 120C - Patrol | REPLACE | 1 | 35,000 | 35,000 |
| TOTAL POLICE SERVICES | | | | | | 306,000 |
| PUBLIC SERVICES | Aerator | Replace deep-tine aerator for sports fields | REPLACE | 1 | 22,000 | 22,000 |
| | Groomer | Replace field groomer #6 | REPLACE | 1 | 26,000 | 26,000 |
| | Tractor | Replace Kubota tractor #1 | REPLACE | 1 | 33,000 | 33,000 |
| | Sweeper | Replace Sweepstar with larger turf vacuum sweeper | REPLACE | 1 | 73,000 | 73,000 |
| | Sweeper | Replace turf vacuum sweeper | REPLACE | 1 | 73,000 | 73,000 |
| | Vehicle | Replace off-road vehicle #5 (John Deere Gator) | REPLACE | 1 | 25,000 | 25,000 |
| | Vehicle | Replace flatbed dump truck #29 | REPLACE | 1 | 260,000 | 260,000 |
| | Vehicle | Replace pickup truck #28 with utility body truck | REPLACE | 1 | 40,000 | 40,000 |
| | Vehicle | Replace call-out van #24 and trailer | REPLACE | 1 | 100,000 | 100,000 |
| | Vehicle | Replace utility body truck for u-crew | REPLACE | 1 | 40,000 | 40,000 |
| | Vehicle | Replace utility body truck for parks/facilities | REPLACE | 1 | 40,000 | 40,000 |
| | Trailer | Replace trailer #29-1 (part of truck #29) | REPLACE | 1 | 40,000 | 40,000 |
| TOTAL PUBLIC SERVICES | | | | | | 772,000 |
| TOTAL VEHICLE/EQUIPMENT REPLACEMENT | | | | | | 1,198,000 |

**CITY OF SAN RAMON - I/S EQUIPMENT
FY 2017-18**

| DEPARTMENT | DESCRIPTION | PURPOSE | NEW OR REPLACE | # | UNIT COST | EXTENDED COST |
|---------------------------------------|-------------------------------------|----------------|---------------------------|----------|----------------------|--------------------------|
| CITY COUNCIL | Personal Computer | Replacement | REPLACE | 1 | 1,500 | 1,500 |
| CITY CLERK | Personal Computer | Replacement | REPLACE | 1 | 1,500 | 1,500 |
| CITY ATTORNEY | Personal Computer | Replacement | REPLACE | 1 | 1,500 | 1,500 |
| CITY MANAGER | Personal Computer | Replacement | REPLACE | 2 | 1,500 | 3,000 |
| ADMINISTRATIVE SERVICES | Personal Computer | Replacement | REPLACE | 6 | 1,500 | 9,000 |
| | Printer-Mono | Replacement | REPLACE | 2 | 350 | 700 |
| | Server | Replacement | REPLACE | 2 | 4,500 | 9,000 |
| | IT Infrastructure - Shared Software | Replacement | REPLACE | 1 | 22,000 | 22,000 |
| | IT Infrastructure - Shared Hardware | Replacement | REPLACE | 1 | 114,500 | 114,500 |
| PLANNING/COMMUNITY DEVELOPMENT | Personal Computer | Replacement | REPLACE | 6 | 1,500 | 9,000 |
| PUBLIC WORKS | Personal Computer | Replacement | REPLACE | 15 | 1,500 | 22,500 |
| | Printer-Mono | Replacement | REPLACE | 3 | 350 | 1,050 |
| POLICE SERVICES | Personal Computer | Replacement | REPLACE | 17 | 1,500 | 25,500 |
| | Laptop | Replacement | REPLACE | 6 | 1,500 | 9,000 |
| PARKS & COMMUNITY SERVICES | Personal Computer | Replacement | REPLACE | 15 | 1,500 | 22,500 |
| | Printer-Mono | Replacement | REPLACE | 1 | 350 | 350 |
| | Server | Replacement | REPLACE | 2 | 4,500 | 9,000 |
| TOTAL I/S REPLACEMENT | | | | | | 261,600 |

CAPITAL IMPROVEMENT PROGRAM



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City of San Ramon

CAPITAL IMPROVEMENT PROGRAM

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

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

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

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

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



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

| | Capital Projects Fund |
|---|--------------------------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 19,608,183 |
| <u>PROJECTED REVENUES</u> | |
| Intergovernmental | 1,176,000 |
| Interest Revenue | 100,000 |
| Miscellaneous Revenue | 11,820 |
| Total Revenues | 1,287,820 |
| Transfers In | 11,774,867 |
| TOTAL SOURCES OF FUND | 13,062,687 |
| <u>PROJECTED EXPENDITURES</u> | |
| Circulation | 5,482,705 |
| Signal | 398,910 |
| Parks | 915,280 |
| Landscaping | 1,063,000 |
| Drainage | 17,188 |
| Facilities | 3,433,698 |
| Other | 2,270,000 |
| Planning | 250,000 |
| Engineering Administration | 175,744 |
| Total Expenditures | 14,006,525 |
| Transfers Out | 100,000 |
| TOTAL USES OF FUND | 14,106,525 |
| NET INCREASE (DECREASE) IN FUND BALANCES | (1,043,838) |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 18,564,345 |



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Capital Improvement Program 2017/18 - 2021/22

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2017-18



| No | Prj # | Project Name | Prior Years | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Total 5Yr | Beyond 5Yr | Total Proj |
|----|-------|---|--------------|--------------------|-----------|-----------|-------------|-----------|-------------|--------------|--------------|
| 1 | 5423 | ADA and Safety Regulations for Playground Upgrades | \$1,062,775 | \$104,000 | \$25,000 | \$35,000 | \$25,000 | \$55,000 | \$244,000 | \$3,756,800 | \$5,063,575 |
| 2 | 5602 | Alcosta Blvd. Pavement Rehabilitation (Montevideo/Fircrest) | \$0 | \$2,200,000 | \$0 | \$0 | \$0 | \$0 | \$2,200,000 | \$0 | \$2,200,000 |
| 3 | 5551 | Alcosta Blvd. Street Light Improvement | \$106,336 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$106,336 |
| 4 | 5570 | Amador Rancho Center Furnishings & Equipment | \$334,173 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$334,173 |
| 5 | 5597 | Bike Master Plan | \$105,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$105,000 |
| 6 | 5321 | Bollinger Canyon Rd. / Camino Ramon Intersection Improvements - SB (C1.4) | \$166,006 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$166,006 |
| 7 | 5530 | Bollinger Canyon Rd. / Iron Horse Trail Bicycle Pedestrian Overcrossing | \$2,519,650 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$13,000,000 | \$15,519,650 |
| 8 | 5322 | Bollinger Canyon Rd. / Sunset Dr. Intersection Improvements (C2.11) | \$951,631 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$951,631 |
| 9 | 5414 | Bollinger Canyon Rd. Median Landscaping (Morgan to Crow Canyon) | \$345,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$180,000 | \$525,000 |
| 10 | 5325 | Bollinger Canyon Rd. Widening (Alcosta to Canyon Lakes) (C1.5) | \$2,681,935 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,681,935 |
| 11 | 5324 | Bollinger Canyon Rd. Widening 8 Lanes (Alcosta / SRVB) (C2.1) | \$10,166,033 | \$521,568 | \$0 | \$0 | \$0 | \$0 | \$521,568 | \$0 | \$10,687,601 |
| 12 | 5592 | Central Park Basketball Court | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$544,000 | \$584,000 |
| 13 | 5546 | Central Park Restoration and Improvements | \$605,235 | \$76,700 | \$190,000 | \$0 | \$0 | \$0 | \$266,700 | \$3,015,565 | \$3,887,500 |
| 14 | 5558 | Central Park Turf Field Renovation | \$829,600 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$829,600 |
| 15 | 5404 | Centralized Irrigation System Upgrade | \$671,639 | \$137,500 | \$107,000 | \$107,000 | \$117,000 | \$117,000 | \$585,500 | \$160,000 | \$1,417,139 |
| 16 | 5432 | City Facilities Floor Covering Replacement | \$359,004 | \$224,484 | \$458,300 | \$271,352 | \$1,042,408 | \$538,916 | \$2,535,460 | \$2,536,730 | \$5,431,194 |
| 17 | 5425 | City Facilities HVAC Duct Cleaning and Equipment Replacement | \$1,619,922 | \$200,020 | \$0 | \$0 | \$20,930 | \$9,800 | \$230,750 | \$3,224,120 | \$5,074,792 |
| 18 | 5433 | City Facilities Roof Covering Maintenance and Replacement | \$742,791 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$125,000 | \$4,911,100 | \$5,778,891 |

Capital Improvement Program 2017/18 - 2021/22

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2017-18



| No | Prj # | Project Name | Prior Years | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Total 5Yr | Beyond 5Yr | Total Proj |
|----|-------|--|-------------|--------------------|-------------|-------------|-----------|-----------|-------------|--------------|--------------|
| 19 | 5465 | City Signage Project | \$298,797 | \$150,000 | \$0 | \$0 | \$0 | \$0 | \$150,000 | \$0 | \$448,797 |
| 20 | 5485 | Citywide Aerial Mapping and GIS Support | \$169,843 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$250,000 | \$250,000 | \$669,843 |
| 21 | 5548 | Citywide Drainage Infrastructure Repairs | \$1,597,573 | \$17,188 | \$592,812 | \$450,000 | \$60,000 | \$60,000 | \$1,180,000 | \$1,500,000 | \$4,277,573 |
| 22 | 5532 | Citywide Exterior Painting & Sealing | \$160,115 | \$253,900 | \$0 | \$249,200 | \$53,200 | \$0 | \$556,300 | \$620,470 | \$1,336,885 |
| 23 | 5594 | Citywide Intelligent Transportation System Upgrade | \$50,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,450,000 | \$9,500,000 |
| 24 | 5584 | Citywide Parks Amenities Replacement and Improvements | \$547,020 | \$357,864 | \$294,794 | \$153,806 | \$254,684 | \$271,072 | \$1,332,220 | \$8,003,868 | \$9,883,108 |
| 25 | 5598 | Cricket Pitch Installations | \$255,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$255,000 |
| 26 | 5312 | Crow Canyon Rd. / Barbados Dr. Intersection | \$0 | \$10,000 | \$0 | \$165,000 | \$0 | \$0 | \$175,000 | \$0 | \$175,000 |
| 27 | 5531 | Crow Canyon Rd. / Iron Horse Trail Bicycle Pedestrian Overcrossing | \$100,350 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$12,000,000 | \$12,100,350 |
| 28 | 5576 | Crow Canyon Rd. Pavement Rehab (Alcosta/Dougherty) | \$0 | \$473,000 | \$0 | \$1,590,489 | \$0 | \$0 | \$2,063,489 | \$0 | \$2,063,489 |
| 29 | 5328 | Crow Canyon Rd. Widening 4 - 6 Lanes (Alcosta to West Branch) (C 1.10) | \$1,819,280 | \$0 | \$1,794,280 | \$5,132,840 | \$75,000 | \$0 | \$7,002,120 | \$3,175,000 | \$11,996,400 |
| 30 | 5327 | Crow Canyon Rd. Widening 4 - 6 Lanes (West Branch to Dougherty) (C1.9, C1.10B) | \$0 | \$0 | \$0 | \$0 | \$324,135 | \$0 | \$324,135 | \$6,272,125 | \$6,596,260 |
| 31 | 9007 | Crow Canyon Specific Plan Update | \$0 | \$250,000 | \$0 | \$0 | \$0 | \$0 | \$250,000 | \$0 | \$250,000 |
| 32 | 5574 | Dougherty Valley Aquatic Center Equipment Replacement | \$257,230 | \$1,023,990 | \$65,200 | \$38,496 | \$108,301 | \$50,400 | \$1,286,387 | \$1,751,376 | \$3,294,993 |
| 33 | 5564 | Dougherty Valley Tree Management Program | \$782,486 | \$350,000 | \$0 | \$0 | \$0 | \$0 | \$350,000 | \$0 | \$1,132,486 |
| 34 | 5589 | Financial System Upgrade & PCS Class & Facilities Registration Software | \$67,850 | \$2,000,000 | \$0 | \$0 | \$0 | \$0 | \$2,000,000 | \$0 | \$2,067,850 |
| 35 | 5504 | Forest Home Farms - Building 12 (Barn) | \$757,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$757,000 |

Capital Improvement Program 2017/18 - 2021/22

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2017-18



| No | Prj # | Project Name | Prior Years | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Total 5Yr | Beyond 5Yr | Total Proj |
|----|-------|---|-------------|-------------|-----------|-----------|-----------|----------|-------------|-------------|-------------|
| 36 | 5583 | Forest Home Farms ADA Pathway and Parking Lot Improvements | \$125,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$335,000 | \$460,000 |
| 37 | 5418 | Forest Home Farms Structures | \$160,000 | \$60,000 | \$100,000 | \$71,400 | \$42,000 | \$49,400 | \$322,800 | \$2,889,000 | \$3,371,800 |
| 38 | 5478 | Fountain Repairs and Replacement | \$894,816 | \$71,716 | \$17,240 | \$134,628 | \$123,480 | \$61,320 | \$408,384 | \$403,000 | \$1,706,200 |
| 39 | 9003 | General Plan Update | \$252,645 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$252,645 |
| 40 | 5599 | GHAD Landslide Repair | \$1,000,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,000,000 |
| 41 | 5314 | Hooper Dr. Widening (SRVB to 320 feet west) | \$152,145 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$152,145 |
| 42 | 5515 | Interior Amenities Renovation | \$584,555 | \$59,510 | \$444,290 | \$240,460 | \$47,880 | \$46,200 | \$838,340 | \$3,617,270 | \$5,040,165 |
| 43 | 5516 | Irrigation Booster Pump Installation | \$177,635 | \$125,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$425,000 | \$2,571,686 | \$3,174,321 |
| 44 | 5474 | Marquee Installations at Community Centers | \$55,000 | \$16,000 | \$0 | \$0 | \$0 | \$0 | \$16,000 | \$50,000 | \$121,000 |
| 45 | 5527 | Middle School Teen Center Portables | \$238,542 | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | \$150,000 | \$428,542 |
| 46 | 5491 | Park Restroom Renovations | \$148,265 | \$80,000 | \$0 | \$0 | \$0 | \$9,685 | \$89,685 | \$3,480,600 | \$3,718,550 |
| 47 | 9008 | Parks and Community Services Master Plan | \$0 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$100,000 | \$0 | \$100,000 |
| 48 | 5553 | Pavement Management 2017 | \$2,789,212 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,789,212 |
| 49 | 5560 | Pavement Management 2018 | \$0 | \$1,878,137 | \$0 | \$0 | \$0 | \$0 | \$1,878,137 | \$0 | \$1,878,137 |
| 50 | 5537 | Pavement Repair - Stop Gap 2016/2017 | \$400,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$400,000 |
| 51 | 5544 | Pavement Repair - Stop Gap 2018/2019 | \$0 | \$400,000 | \$0 | \$0 | \$0 | \$0 | \$400,000 | \$0 | \$400,000 |
| 52 | 5413 | Pedestrian Enhancement Devices | \$865,009 | \$140,000 | \$240,000 | \$0 | \$0 | \$0 | \$380,000 | \$0 | \$1,245,009 |
| 53 | 5581 | Police and Permit Center Building Energy Savings Improvements | \$0 | \$1,056,110 | \$0 | \$0 | \$0 | \$0 | \$1,056,110 | \$0 | \$1,056,110 |
| 54 | 5482 | Public Art in Parks | \$260,000 | \$0 | \$40,000 | \$0 | \$40,000 | \$0 | \$80,000 | \$0 | \$340,000 |
| 55 | 5540 | Purdue Road Extension | \$823,132 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$823,132 |
| 56 | 5590 | Recreation Program and Facilities Equipment Replacement | \$109,600 | \$118,645 | \$0 | \$0 | \$0 | \$0 | \$118,645 | \$0 | \$228,245 |

Capital Improvement Program 2017/18 - 2021/22

PROJECTS THAT WILL BE UNDERTAKEN IN FY 2017-18



| No | Prj # | Project Name | Prior Years | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Total 5Yr | Beyond 5Yr | Total Proj |
|---------------|-------|--|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|----------------------|
| 57 | 5479 | San Ramon Olympic Pool Equipment Replacement | \$1,299,703 | \$396,039 | \$189,806 | \$79,170 | \$72,590 | \$221,480 | \$959,085 | \$1,600,000 | \$3,858,788 |
| 58 | 5573 | San Ramon Service Center Diesel Fuel Tank Replacement | \$136,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$136,000 |
| 59 | 5507 | San Ramon Valley Blvd. Beautification (Crow Canyon Rd. to City Limits) | \$140,387 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,334,000 | \$1,474,387 |
| 60 | 5566 | Shade Structure Improvement | \$131,667 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,763,761 | \$1,895,428 |
| 61 | 5538 | Sidewalk Repairs 2016/2017 | \$220,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$220,000 |
| 62 | 5547 | Sidewalk Repairs 2018/2019 | \$0 | \$220,000 | \$0 | \$0 | \$0 | \$0 | \$220,000 | \$0 | \$220,000 |
| 63 | 5488 | Street Landscape Planting Renovation | \$761,405 | \$425,500 | \$310,000 | \$275,000 | \$270,000 | \$250,000 | \$1,530,500 | \$3,729,250 | \$6,021,155 |
| 64 | 5381 | Traffic Calming Program | \$198,094 | \$0 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$40,000 | \$0 | \$238,094 |
| 65 | 5526 | Traffic Signals Improvements & Enhancements | \$318,090 | \$258,910 | \$233,557 | \$245,821 | \$228,653 | \$208,545 | \$1,175,486 | \$3,364,450 | \$4,858,026 |
| 66 | 9006 | Westside Specific Plan Update | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$100,000 |
| Totals | | | \$42,510,176 | \$13,830,781 | \$5,302,279 | \$9,399,662 | \$3,065,261 | \$2,108,818 | \$33,706,801 | \$99,639,171 | \$175,856,148 |

**Includes City Funded Projects only. For complete list of Projects, see Final Five-Year 17-2022 CIP.

GEOLOGIC HAZARD ABATEMENT DISTRICT 1990-01





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GEOLOGIC HAZARD ABATEMENT DISTRICT 1990-01

GHAD Board

Bill Clarkson
Board Chairperson

David E. Hudson
Board Vice Chairperson

Scott Perkins
Board Member

Phil O'Loane
Board Member

Harry Sachs
Board Member

GHAD Officers

Joe Gorton
District Manager

Maria Fierner
Deputy District Manager

Robin Bartlett
District Engineer

Eva Phelps
District Treasurer

Bob Saxe
District Counsel



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GEOLOGIC HAZARD ABATEMENT DISTRICT 1990-01

Board Work Plan and Budget

Statement of Purpose

The purpose of the GHAD is to provide a funding mechanism to prevent, mitigate, abate, or control a geologic hazard; and to mitigate or abate structural hazards that are partly or wholly caused by geologic hazards. The geologic hazards addressed by the GHAD's Plan of Control include actual or threatened landslides, land subsidence, soil erosion, expansive soils and earthquakes.

Background

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

Initially, Shapell Industries, developers of the West Branch project, performed the GHAD maintenance activities. The GHAD assessments began in FY 1995/96 with the adoption of an assessment of \$100 per residential unit 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 GHAD assessments have been periodically raised and the proposed FY 2017-18 assessments will be \$157.08 per residential unit and \$0.0503 per square foot for non-residential buildings, based on the most recent Reserve Fund Study. The GHAD obtains minor income from access leases, inspection fees, and an agricultural grazing lease.

GEOLOGIC HAZARD ABATEMENT DISTRICT 1990-01

Budget

Total GHAD revenue for FY 2017-18 is anticipated to be \$1,888,162. The proposed GHAD expenditures budget for FY 2017-18 is \$685,044. The remaining \$1,203,118 will be used to build reserves.

Significant Accomplishments FY 2016-17

- Prepared the GHAD Engineer’s Report for FY 2017-18, presented it to the GHAD Board and hold a public hearing to set GHAD assessments
- Maintained GHAD properties and infrastructure
- Responded to erosion and landslides that occurred as a result of the heavy rain in the winter of FY 2016-17. Created CIP 5599 GHAD Landslide Repair Project to facilitate repair of landslides, with an appropriation of \$1,000,000
- Conducted annual monitoring

Major Action Plan Items FY 2017-18

| | | Completion By: |
|----|---|-------------------|
| 1. | Submit GHAD assessment rolls to the County by August deadline | AUG 2017 |
| 2. | Repair landslides from the previous winter under CIP 5599 | OCT 2017 |
| 3. | Prepare the Engineer’s Report for FY 2018-19 and present it to the GHAD Board | APR 2018 |
| 4. | Maintain GHAD properties and infrastructure | On-going |
| 5. | Respond to any new erosion and landslides that may occur | On-going |
| 6. | Process parcels for acceptance by the GHAD | On-going |
| 7. | Conduct annual monitoring | On-going |

Budget Notes FY 2017-18

- None

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

| | GHAD Fund |
|---|----------------------|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ 10,386,003 |
| <u>PROJECTED REVENUES</u> | |
| Assessments | 1,749,477 |
| Intergovernmental | - |
| Licenses and Permits | 6,000 |
| Charges for Services | - |
| Interest Revenue | 85,000 |
| Development Fees | - |
| Miscellaneous Revenue | 47,685 |
| Total Revenue | 1,888,162 |
| Transfers In | - |
| TOTAL SOURCES OF FUND | 1,888,162 |
| <u>PROJECTED EXPENDITURES</u> | |
| Engineering Services | 610,192 |
| Public Services | - |
| Total Expenditures | 610,192 |
| Transfers Out | |
| General Fund | 74,852 |
| Capital Projects Fund | - |
| Other | - |
| Total Transfers Out | 74,852 |
| TOTAL USES OF FUND | 685,044 |
| NET INCREASE (DECREASE) IN FUND BALANCES | 1,203,118 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ 11,589,121 |



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HOUSING SUCCESSOR AGENCY



Affordable Housing Properties



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City of San Ramon
HOUSING SUCCESSOR AGENCY

Work Plan and Budget

Statement of Purpose

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

Background

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

Significant Accomplishments
FY 2016-17

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

Major Action Plan Items
FY 2017-18

| | | Completion By: |
|----|--|-------------------|
| 1. | Continue to support the Crime Free Multi-Housing Program | JUN 2018 |
| 2. | Continue to monitor the Housing Rehabilitation Program | JUN 2018 |
| 3. | Work with a real-estate broker and sell the Housing properties | JUN 2018 |

Budget Notes
FY 2017-18

- None



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

| | | San Ramon Housing Successor |
|---|-----------|--|
| PROJECTED FUND BALANCES AT JULY 1, 2017 | \$ | 21,862 |
| <u>PROJECTED REVENUES</u> | | |
| Interest Revenue | | - |
| In Lieu Fees | | 265,000 |
| Miscellaneous | | 1,123,170 |
| Sale of Property | | 1,500,000 |
| Total Revenues | | <u>2,888,170</u> |
| Transfers In | | |
| Bond Proceeds | | - |
| Other | | - |
| Total Transfers In | | <u>-</u> |
| TOTAL SOURCES OF FUND | | <u>2,888,170</u> |
| <u>PROJECTED EXPENDITURES</u> | | |
| Housing Programs | | <u>657,273</u> |
| Total Expenditures | | 657,273 |
| Transfers Out | | |
| Capital Projects | | - |
| General Fund | | - |
| Total Transfers Out | | <u>-</u> |
| TOTAL USES OF FUND | | <u>657,273</u> |
| NET INCREASE (DECREASE) IN FUND BALANCES | | 2,230,897 |
| PROJECTED FUND BALANCE AT JUNE 30, 2018 | \$ | <u><u>2,252,759</u></u> |

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

Expenditure Summary By Division

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|----------------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Housing Administration/Programs | - | 399,145 | 422,864 | \$ 187,881 | \$ 159,498 |
| Housing Rehabilitation Grant Prg | - | 504 | 479 | 1,000 | 600 |
| Crime Prevention Program | - | 431,423 | 414,484 | 438,008 | 497,175 |
| Department Total | <u>\$ -</u> | <u>\$ 831,072</u> | <u>\$ 837,827</u> | <u>\$ 626,889</u> | <u>\$ 657,273</u> |

Expenditure Summary By Category

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Personnel Services | \$ - | \$ 821,728 | \$ 825,290 | \$ 619,889 | \$ 656,673 |
| Contract Services | - | 9,344 | 12,537 | 7,000 | 600 |
| Materials and Supplies | - | - | - | - | - |
| Other Costs | - | - | - | - | - |
| Total Expenditures | <u>\$ -</u> | <u>\$ 831,072</u> | <u>\$ 837,827</u> | <u>\$ 626,889</u> | <u>\$ 657,273</u> |

Revenue Summary

| Description | 13/14 Actual | 14/15 Actual | 15/16 Actual | 16/17 Final | 17/18 Adopted |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|--------------------------|
| Total Department Revenue | <u>\$ -</u> | <u>\$ 419,404</u> | <u>\$ 723,787</u> | <u>\$ -</u> | <u>\$ 2,888,170</u> |

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

Program Summary

| Description | Program Expenditures | Program Revenue | Net Program Cost |
|----------------------------------|-----------------------------|------------------------|-------------------------|
| Housing Administration/Programs | \$ 159,498 | \$ 2,888,170 | \$ (2,728,672) |
| Housing Rehabilitation Grant Prg | 600 | - | 600 |
| Crime Prevention Program | 497,175 | - | 497,175 |
| Program Totals | <u>\$ 657,273</u> | <u>\$ 2,888,170</u> | <u>\$ (2,230,897)</u> |



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APPENDICES



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City of San Ramon

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

City of San Ramon

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

City of San Ramon

GLOSSARY OF TERMS

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

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

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

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

Department: A major organizational unit of the City with overall management responsibility for an operation or a group of related operations within a functional area. In San Ramon, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or a Division Manager.

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

Encumbrance: The commitment of appropriated funds for future expenditures.

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

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

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

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

City of San Ramon

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

City of San Ramon

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

City of San Ramon
GLOSSARY OF TERMS

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

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

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

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

City of San Ramon

ACRONYMS

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

City of San Ramon

ACRONYMS

| | |
|-------|---|
| GAAP | Generally Accepted Accounting Principles |
| GASB | Governmental Accounting Standards Board |
| GFOA | Government Finance Officers Association |
| GHAD | Geologic Hazard Abatement District |
| GIS | Geographic Information System |
| HOA | Homeowners Association |
| HVAC | Heating, Ventilation, and Air Conditioning |
| IT | Information Technology |
| I/S | Information Services |
| ISF | Internal Service Fund |
| L & L | Landscaping and Lighting District |
| LED | Light Emitting Diode |
| LLC | Limited Liability Company |
| LLP | Limited Liability Partnership |
| LOCC | League of California Cities |
| LUCA | Local Update of Census Addresses |
| MOU | Memorandum of Understanding |
| MPA | Municipal Pooling Authority |
| MRP | Municipal Regional Permit |
| MVLF | Motor Vehicle License Fees |
| NPDES | National Pollutant Discharge Elimination System |
| NWSP | Northwest Specific Plan |
| 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 |
| PDA | Priority Development Area |

City of San Ramon

ACRONYMS

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



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City of San Ramon
LIST OF FUNDS

| | | | |
|-----|--|-----|--------------------------------------|
| 101 | General Fund | 331 | Four Oaks |
| 202 | Planning Cost Recovery | 332 | Henry Ranch |
| 203 | Geographic information System | 333 | Glass House |
| 204 | Community Facilities District 2014-1 | 335 | Old Ranch Estates |
| 205 | Child Care | 336 | Old Ranch Summit |
| 210 | City Beautification | 345 | Summerwood Loop |
| 215 | Conditions of Approval | 350 | Thomas Ranch |
| 220 | Creek Study & Mitigation | 365 | Village Parkway |
| 225 | Drainage Mitigation | 370 | Vista San Ramon |
| 230 | Gas Tax | 375 | West Branch |
| 240 | Park Development | 380 | Canyon Park |
| 241 | Henry Ranch | 382 | Village Center Common Area |
| 245 | Crow Canyon Project | 383 | Dougherty Valley |
| 250 | South Contra Costa Joint Exercise Powers Agreement (SCCJEPA) | 384 | Solid Waste |
| 260 | Street Maintenance and Improvement | 385 | Geological Hazard Abatement District |
| 270 | Traffic Improvement | 387 | Non-Point Drainage/Stormwater |
| 280 | Tri-Valley Transportation | 388 | Street Smarts |
| 283 | Public Education & Govt (PEG) | 389 | TDM Programs |
| 301 | Citywide Landscaping | 390 | Local Law Enforcement Block Grant |
| 302 | Citywide Lighting | 391 | Police Special Revenue |
| 310 | Bent Creek | 392 | Narcotic Asset Forfeiture |
| 315 | Canyon Lakes | 395 | San Ramon Housing Successor |
| 318 | Circle E Ranch | 420 | Capital Projects |
| 322 | Country View | 515 | Pension Obligation Bonds (2010) |
| 323 | Crown Ridge | 516 | LED Lights (2012) |
| 325 | Deerwood | 541 | COP #11 (2003) |
| 330 | El Nido | 542 | COP #12 (2011) |

City of San Ramon
LIST OF FUNDS

| | |
|-----|-------------------------------|
| 610 | Investments |
| 620 | Vehicle/Equipment Replacement |
| 621 | I/S Equipment Replacement |
| 622 | Insurance Liability |
| 623 | Healthcare |
| 630 | Infrastructure Maintenance |

**City of San Ramon
Authorized Personnel by Classification
Fiscal Year 2017-2018**

| Job Classification | Number of Positions |
|---|----------------------------|
| Administrative Analyst | 9.00 |
| Administrative Coordinator | 11.75 |
| Assistant City Manager | 1.00 |
| Assistant Engineer | 1.00 |
| Assistant Planner | 1.00 |
| Associate Engineer | 5.00 |
| Associate Planner | 2.00 |
| City Attorney | 1.00 |
| City Clerk | 1.00 |
| City Manager | 1.00 |
| Deputy City Attorney II | 1.00 |
| Deputy City Clerk | 1.00 |
| Director | 4.00 |
| Division Manager | 10.00 |
| Engineering Specialist | 3.00 |
| Executive Assistant | 1.00 |
| Information Technology Specialist | 3.00 |
| Inspector | 5.00 |
| Maintenance Coordinator | 14.00 |
| Maintenance Specialist | 9.00 |
| Maintenance Supervisor | 8.00 |
| Maintenance Technician I/II | 34.00 |
| Network Analyst | 1.00 |
| Office Specialist | 14.00 |
| Office Technician I/II | 12.00 |
| Paralegal | 1.00 |
| Plan Check Engineer | 1.00 |
| Plans Examiner | 1.00 |
| Police Chief | 1.00 |
| Police Captain | 2.00 |
| Police Corporal | 9.00 |
| Police Lieutenant | 5.00 |
| Police Officer | 42.00 |
| Police Sergeant | 10.00 |
| Police Services Technician I/II | 3.00 |
| Police Officers - Anticipatory Hiring* | 2.00 |
| Program Manager | 7.00 |
| Recreation Coordinator | 7.00 |
| Recreation Supervisor | 5.00 |
| Recreation Technician | 6.00 |
| Senior Administrative Analyst | 6.00 |
| Senior Engineer | 2.00 |
| Senior Inspector | 3.00 |
| Senior Planner | 1.00 |
| Supervising Inspector | 1.00 |
| Total Full-Time Equivalent (FTE) | 268.75 |

*Budget includes 2 "Anticipatory Hiring" Police Officer positions that are not fully funded and are part of the official FTE count.
Authorized Count 266.75



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RESOLUTION NO. 2017-047

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
ADOPTING THE FISCAL YEAR 2017-2018 OPERATING AND CAPITAL BUDGETS,
ESTABLISHING AN APPROPRIATION LIMIT, AND
AUTHORIZING CARRYOVER PROJECT APPROPRIATIONS**

WHEREAS, in a budget workshop held on April 11, 2017, the City Council reviewed the proposed Fiscal Year 2017-2018 Operating and Capital Budgets; and

WHEREAS, in a second budget workshop held on May 15, 2017, the City Council has reviewed the proposed Fiscal Year 2017-2018 Operating Budget and Capital Improvement Program; and

WHEREAS, the Planning Commission in a meeting held on May 16th, 2017 found the Capital Improvement Program consistent with the General Plan; and

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

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

NOW, THEREFORE BE IT RESOLVED, as follows:

- Section 1. The City Council approves the Fiscal Year 2017-2018 Proposed Operating and Capital Budget totaling \$104,064,077 as summarized on Exhibit 1 and a carryover of unspent Capital Budget appropriations from Fiscal Year 2016-2017.
- Section 2. The City Council approves the Fiscal Year 2017-2018 Appropriation Limits as required by Article XIIB of the State Constitution as shown on Exhibit 2.
- Section 3. Upon publication, a copy of the budget document will be made available for public review at City Hall and other convenient public places.

Signatures on following page

PASSED, APPROVED AND ADOPTED at the meeting of May 23, 2017 by the following vote:

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

NOES: *Cm. Hudson*


ABSENT:

ABSTAIN:



Bill Clarkson, Mayor

ATTEST:



Renee Beck, City Clerk

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

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

| | General Fund | Other Operating Funds | Special Revenue Funds | Debt Service Funds | Capital Project Funds | Internal Service Funds | GHAD Fund | San Ramon Housing Successor | Total |
|--|--------------------|-----------------------|-----------------------|--------------------|-----------------------|------------------------|------------------|-----------------------------|--------------------|
| Fund Balance, July 1, 2017 | \$ 9,680,664 | \$ 8,871,624 | \$ 11,098,180 | \$ 13,898,274 | \$ 19,608,183 | \$ 7,663,416 | \$ 10,386,003 | \$ 21,862 | \$ 81,206,344 |
| REVENUE | | | | | | | | | |
| Property Tax | \$ 19,172,718 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 19,172,718 |
| Special Assessments | - | 4,778,545 | 58,560 | - | - | - | 1,749,477 | - | 6,586,582 |
| Sales and Use Tax | 9,821,534 | - | - | - | - | - | - | - | 9,821,534 |
| Property Transfer Tax | 977,028 | - | - | - | - | - | - | - | 977,028 |
| Transient Occupancy Taxes (TOT) | 3,298,108 | - | - | - | - | - | - | - | 3,298,108 |
| Franchise Fees | 4,687,331 | - | - | - | - | - | - | - | 4,687,331 |
| Licenses and Permits | 2,062,950 | 73,956 | - | - | - | - | 6,000 | - | 2,142,906 |
| Intergovernmental | 200,855 | 17,962,438 | 3,054,608 | - | 1,176,000 | 170,532 | - | - | 22,564,433 |
| Charges for Services | 6,454,627 | - | 111,000 | - | - | 12,000 | - | - | 6,577,627 |
| Fines and Forfeitures | 399,500 | - | - | - | - | - | - | - | 399,500 |
| Investment Income | 75,000 | - | - | - | 100,000 | 55,268 | 85,000 | - | 315,268 |
| Development Fees | - | - | 3,096,005 | - | - | - | - | 265,000 | 3,361,005 |
| Land Sale | - | - | - | - | - | - | - | 1,500,000 | 1,500,000 |
| Miscellaneous Revenue | 2,491,117 | 521,506 | - | 1,389,933 | 11,820 | 11,067,402 | 47,685 | 1,123,170 | 16,652,633 |
| Total Revenues | 49,640,768 | 23,336,445 | 6,320,173 | 1,389,933 | 1,287,820 | 11,305,202 | 1,888,162 | 2,888,170 | 98,056,673 |
| EXPENDITURES | | | | | | | | | |
| General Government | 2,320,256 | - | - | - | - | - | - | - | 2,320,256 |
| Administrative Services | 4,529,491 | - | - | - | - | 55,268 | - | - | 4,584,759 |
| Planning/Community Development | 3,585,540 | - | 46,778 | - | - | - | - | - | 3,632,318 |
| Public Works | 14,986,321 | 17,435,448 | - | - | - | - | 610,192 | - | 33,031,961 |
| Police Services | 13,400,921 | 8,060,918 | - | - | - | - | - | - | 21,461,839 |
| Parks & Community Services | 8,731,453 | - | - | - | - | - | - | - | 8,731,453 |
| Non-Departmental | 50,000 | 100,000 | - | - | - | - | - | - | 150,000 |
| Housing Programs | - | - | - | - | - | - | - | 657,273 | 657,273 |
| Debt Service | - | - | - | 3,458,453 | - | - | - | - | 3,458,453 |
| Capital Improvement Program (CIP) | - | - | - | - | 14,006,525 | - | - | - | 14,006,525 |
| Vehicle/IS Replacement | - | - | - | - | - | 1,459,600 | - | - | 1,459,600 |
| Insurance | - | - | - | - | - | 3,233,163 | - | - | 3,233,163 |
| Healthcare | - | - | - | - | - | 7,336,477 | - | - | 7,336,477 |
| Total Expenditures | 47,603,982 | 25,596,366 | 46,778 | 3,458,453 | 14,006,525 | 12,084,508 | 610,192 | 657,273 | 104,064,077 |
| OTHER FINANCING SOURCES (USES) | | | | | | | | | |
| Operating Transfers In | 2,399,736 | 2,516,510 | 16,224 | 1,512,723 | 11,774,867 | 3,625,994 | - | - | 21,846,054 |
| Operating Transfers Out | (9,425,983) | (2,239,117) | (5,991,598) | (1,389,933) | (100,000) | (2,533,646) | (74,852) | - | (21,755,129) |
| Total Other Financing Sources | (7,026,247) | 277,393 | (5,975,374) | 122,790 | 11,674,867 | 1,092,348 | (74,852) | - | 90,925 |
| Net Increase (Decrease) in Fund Balance | (4,989,461) | (1,982,528) | 298,021 | (1,945,730) | (1,043,838) | 313,042 | 1,203,118 | 2,230,897 | (5,916,479) |
| FUND BALANCE: | | | | | | | | | |
| Fund Balance, June 30, 2018 | \$4,691,203 | \$ 6,889,096 | \$ 11,396,201 | \$11,952,544 | \$18,564,345 | \$7,976,458 | \$11,589,121 | \$2,252,759 | \$75,311,727 |

CITY OF SAN RAMON APPROPRIATION LIMIT CALCULATION

FISCAL YEAR 2017-18 APPROPRIATIONS LIMIT

| | | |
|----|---------------------------------|----------------------|
| A. | FY 2016-17 APPROPRIATIONS LIMIT | \$ 68,212,980 |
| B. | ADJUSTMENT FACTORS | |
| | 1. City Population Growth | 1.0231 |
| | 2. California Per Capita Income | 1.0369 |
| | Total Adjustment % | 1.0609 |
| C. | ANNUAL ADJUSTMENT | 4,150,923 |
| D. | OTHER ADJUSTMENTS | - |
| E. | TOTAL ADJUSTMENTS | <u>4,150,923</u> |
| F. | FY 2017-18 APPROPRIATIONS LIMIT | <u>\$ 72,363,903</u> |

FY 2017-18 APPROPRIATIONS SUBJECT TO LIMITATION

| | | |
|----|--------------------------------------|------------------------|
| A. | PROCEEDS OF TAXES: | |
| | Property Tax | \$ 19,172,718 |
| | Sales & Use Tax | 9,821,534 |
| | Property Transfer Tax | 977,028 |
| | Transient Occupancy Tax | 3,298,108 |
| | Motor Vehicle In Lieu | - |
| | Off-Highway Vehicles | - |
| | Interest Earned on Proceeds of Taxes | 50,265 |
| | | <u>\$33,319,653</u> |
| B. | EXCLUSIONS: | |
| | Debt Service | 1,264,989 |
| | Qualified Capital Outlays | - |
| | | <u>1,264,989</u> |
| C. | APPROPRIATIONS SUBJECT TO LIMITATION | 32,054,664 |
| D. | CURRENT YEAR LIMIT | <u>72,363,903</u> |
| E. | OVER (UNDER) LIMIT | <u>\$ (40,309,239)</u> |