



Mark Armstrong, Mayor  
Marisol Rubio, Vice Mayor  
Richard Adler, Councilmember  
Robert Jweinat, Councilmember  
Sridhar Verose, Councilmember

## City of San Ramon City Council Agenda

**San Ramon City Hall  
Council Chamber  
7000 Bollinger Canyon Road**

**September 8, 2026  
6:30 PM  
Regular Meeting**

Agenda Questions: Contact the City Clerk (925) 973-2539 or email to [cityclerk@sanramon.ca.gov](mailto:cityclerk@sanramon.ca.gov).

Please refer to the end of the agenda to review options for participation in the meeting. This agenda is posted in accordance with Government Code Section 54954.2(a). Unless stated otherwise, every item on the agenda is exempt from CEQA Guidelines § 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code § 21065.

### **1. Call to Order/Roll Call**

### **2. Pledge of Allegiance**

### **3. Announcements**

#### **3.1. Changes and Additions to the Agenda**

### **4. Public Comment**

Members of the public are welcome to address the City Council during Public Comment on:

- Any item not on this agenda that is within the City Council authority.
- Consent Calendar items, including requests to remove (pull) an item for separate discussion. If requesting to pull the item from the Consent Calendar, state the reason why you wish to pull the item(s). The decision to pull the item from the Consent Calendar is strictly at the discretion of the City Council.
- Special Presentation items (Item 6 of the agenda).
- Requests for future agenda items.

Please direct all comments to the City Council, not to City staff or the public. Each speaker will have up to 3 minutes to speak. The time limit may be reduced if a large number of speakers are anticipated. Speaking time may not be transferred to another person. State law does not allow the City Council to take action on items that are not listed on the agenda.

### **5. Consent Calendar**

The Consent Calendar includes routine items that are usually approved together with one vote. If you would like the City Council to consider a Consent Calendar item separately, you may request that the item be removed by:

- Speaking during Item 4 – Public Comment, or

- Emailing the City Clerk before the meeting.

The City Council will decide, in its sole discretion, whether to remove the item for separate discussion. The title of each resolution or ordinance will be read aloud, and such reading shall be deemed a waiver of the reading of the complete resolution or ordinance, unless a City Council member requests that the entire document be read aloud.

5.1. Minutes of the City Council Special Meeting - August 24, 2026

Recommendation: Approve Minutes

5.2. Minutes of the City Council Regular Meeting – August 25, 2026

Recommendation: Approve Minutes

5.3. Resolution No. 2026-114 - Authorizing the Reclassification of One Existing Plans Examiner Position in the Community Development Department to an Associate Engineer Position

Recommendation: Approve Resolution No. 2026-114

5.4. Resolution No. 2026-115 - Authorizing the Purchase of Two Ford E-Transit Vans, One Ford Utility Body Pickup Truck, Parts, and Vehicle Services from Rush Truck Centers in an Amount Not to Exceed \$406,020; and Declaring Three Utility Trucks as Surplus and Authorizing Their Sale at Auction

Recommendation: Approve Resolution No. 2026-115

5.5. Resolution No. 2026-116 - Authorizing the Expenditure for the Purchase of One TYMCO 435 Regenerative Air Street Sweeper from TYMCO, Inc. in an Amount Not to Exceed \$325,600; and Declaring One Elgin Fury Street Sweeper as Surplus and Authorizing Its Sale at Auction

Recommendation: Approve Resolution No. 2026-116

**6. Special Presentations**

6.1. Proclamation Declaring September 17 - 23, 2026 as Constitution Week. Presented to Heather Brillhart, Regent and Sue de Leeuw, Chair at National Society Daughters of the American Revolution

6.2. Discover San Ramon Event Innovator Competition Award Presentation

**7. Deferred Consent Items**

**8. Unfinished Business**

**9. New Business**

9.1. Resolution No. 2026-117 – Authorizing the Adoption of a Resolution Delegating Plan Administration and Fiduciary Responsibilities for the City of San Ramon's 457(b) Deferred Compensation and Retirement Health Savings Programs and Approving the Charter of the City of San Ramon Defined Contribution and Retirement Health Savings Committee

Recommendation: Approve Resolution No. 2026-117

**10. City Manager's and City Council Members' Comments / Matters Initiated**

**11. Adjournment**

## How to View or Participate in the Meeting

### View the Meeting:

1. In person
2. Livestream on YouTube: [www.sanramon.ca.gov/YouTube](http://www.sanramon.ca.gov/YouTube)
3. Livestream on the City's Website: <https://sanramonca.portal.civicclerk.com>
4. Livestream on Zoom: <https://cityofsanramon.zoom.us/j/99065730313> Meeting ID: 990 6573 0313

### Provide Public Comment:

1. In person, by submitting a request to speak card to the City Clerk.
2. By Zoom, using the "Raise Hand" feature to request to speak.
3. Dial in by phone 1(669) 900-6833, using \*9 to "Raise Hand," and \*6 to unmute.
4. By email to [cityclerk@sanramon.ca.gov](mailto:cityclerk@sanramon.ca.gov), indicating "Public Comment" and the corresponding "Agenda Item #" in the subject line.

Written comments received up to two hours before the meeting will be provided to the City Council and posted online in advance of the meeting at <https://sanramonca.portal.civicclerk.com> under the meeting date.

Comments received after the cutoff will be provided to the Council the following day and posted online as noted above. Written comments will not be read aloud.

### Technology Disruption:

If there is a disruption in technology that prevents remote participation, the meeting will be paused for up to one hour while the City works to restore service. If service cannot be restored, the City Council may adjourn or continue the meeting, following the City's adopted [Technology Disruption Policy](#).

### Accommodations:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (925) 973-2539. Notification 48 hours prior to the meeting will enable the City to provide reasonable accommodations.

### Attendee Conduct:

There will be zero tolerance for any person addressing the Council making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting. Specifically, it is important for all speakers to adhere to the following guidelines for participation in this meeting:

- a. No profanity or obscenity.
- b. Refrain from personal threats or attacks.
- c. Refrain from hateful epithets and demeaning language based on any person's race, religion, sexual orientation, ethnicity, gender, or disability.
- d. Respect all people that are present or watching.

At the discretion of the Mayor, a speaker may forfeit speaking time for any of the following reasons:

- a. Exceeding the allotted time to speak;
- b. Yelling, screaming, or other behavior that renders this Council unable to continue the meeting;
- c. Excessive profanity or slander;
- d. Specific threats or "fighting words" that incite violence; or
- e. Speech that is outside the subject matter jurisdiction of the Council or the specific agenda item in which you are speaking.

While the City of San Ramon upholds the First Amendment rights of all participants, we do not accept or endorse offensive or hateful comments made during our meetings. We celebrate the diversity of our community and strive to maintain a welcoming and inclusive environment for all.

**Minutes of the  
City of San Ramon  
City Council Special Meeting  
August 24, 2026**

**1. Call to Order/Roll Call**

The meeting was called to order at 6:00 p.m.

**Present:**

Mayor Armstrong

Vice Mayor Rubio

Councilmember Richard Adler

Councilmember Robert Jweinat

Councilmember Sridhar Verose

Also in attendance: City Manager Steven Spedowfski, City Attorney Martin Lysons, and City Clerk Joan Snashall.

**2. Closed Session**

- 2.1. Convene to Closed Session Pursuant to Government Code §54957.6 to meet with the City's Labor Negotiators, Megan O'Donoghue, Steven Spedowfski, Rick Bolanos, and Martin Lysons, for direction to City negotiators regarding a grievance brought by SEIU and the POA concerning retirement contributions. Any settlement will also apply to retirement contributions to Unrepresented Miscellaneous Employees.

Mayor Armstrong opened public comment. Public comment was received from We The People. Mayor Armstrong closed public comment.

The City Council convened to closed session at 6:07 p.m.

The City Council returned from closed session at 6:20 p.m. and Vice Mayor Rubio made the following announcement: I wish to recuse myself as I wish to avoid the appearance of a conflict, as I am a delegate of SEUI 2015, which is a sister chapter of SEIU 1021, so I will not be participating in this item.

Vice Mayor Rubio left the meeting. The remaining four Councilmembers reconvened to closed session at 6:21 p.m.

## 2.2. Report on Closed Session

The City Council returned from closed session at 6:49 p.m.

The Mayor stated that the City Council met in closed session and gave direction to the City's negotiators regarding the grievance brought by the SEIU and POA. There is nothing more to report at this time.

## 3. Adjournment

The meeting was adjourned at 6:51 p.m.

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Mark Armstrong, Mayor

**Attest:**

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Joan Snashall, City Clerk

**Minutes of the  
City of San Ramon  
City Council Regular Meeting  
August 25, 2026**

**1. Call to Order/Roll Call**

The meeting was called to order at 6:30 PM.

**Present:**

Mayor Mark Armstrong  
Vice Mayor Marisol Rubio  
Councilmember Richard Adler  
Councilmember Robert Jweinat  
Councilmember Sridhar Verose

Also in attendance: City Manager Steven Spedowski, City Attorney Martin Lysons, and City Clerk Joan Snashall.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Ishaan Athawale of Scout Troop 805.

**3. Announcements**

3.1. Changes and Additions to the Agenda

**4. Public Comment**

Public comment was received from We the People, Joyce Carr, Chirag Kathrani, and Adam Cleary.

**5. Consent Calendar**

Councilmember Verose's motion to approve the consent calendar items 5.1 -5.7 was seconded by Vice Mayor Rubio. The motion passed 5-0-0-0.

|                     |                                                                              |
|---------------------|------------------------------------------------------------------------------|
| <b>Result:</b>      | <b>Passed [ 5-0-0-0 ]</b>                                                    |
| <b>Mover:</b>       | Councilmember Sridhar Verose                                                 |
| <b>Second:</b>      | Vice Mayor Marisol Rubio                                                     |
| <b>Ayes:</b>        | Mark Armstrong, Marisol Rubio, Richard Adler, Robert Jweinat, Sridhar Verose |
| <b>Nays:</b>        | None                                                                         |
| <b>Abstentions:</b> | None                                                                         |

5.1. Minutes of the City Council Regular Meeting – August 11, 2026

Recommendation: Approve Minutes

5.2. Register of Demand as Presented by City Treasurer (Period Ending July 31, 2026)

Recommendation: Accept Register of Demands

5.3. City of San Ramon Quarterly Investment Report (Period Ending June 30, 2026)

Recommendation: Accept Quarterly Investment Report

5.4. Resolution No. 2026-110 - Authorizing the expenditure of \$295,118 from the Vehicle Replacement Fund for the Purchase of Five Ford Police Interceptor Replacement Patrol Vehicles

Recommendation: Approve Resolution No. 2026-110

5.5. Resolution No. 2026-111 – Authorizing the Mayor to Execute Amendment No.1 to Agreement (C2021-054) with Meeder Public Funds, Formerly FHN Financial Main Street Advisor, LLC, for Investment Advisory Services, (1) Extending the Terms of the Original Agreement for One Additional Year, for an Amount Not-to-Exceed \$30,000 and a Total Six-Year Amount Not-to-Exceed \$180,000 AND (2) Ratifying All Work Completed between the Expiration of the Original Agreement and the Execution of Amendment No. 1

Recommendation: Approve Resolution No. 2026-111

5.6. Resolution No. 2026-112 – Authorizing the Mayor to Execute Amendment No. 1 to the Agreement (C2023-010) with Hinderliter De Llamas & Associates (HdL), (1) Extending the Terms of the Original Agreement for One Additional Year, Except for Audit and Tax Administration Services Related to Business License Fees, for an Amount Not-to-Exceed \$33,000 and a Total Four-Year Amount Not-to-Exceed \$132,000, and (2) Ratifying All Work Completed between the Expiration of the Original Agreement and the Execution of Amendment No. 1

Recommendation: Approve Resolution No. 2026-112

5.7. Resolution No. 2026-113 - Approving Fiscal Year 2025/26 (FY26) Budget and Actual Adjustments

Recommendation: Approve Resolution No. 2026-113

**6. Special Presentations**

6.1. Proclamation Declaring August 31, 2026 as International Overdose Awareness Day. Presented to April Rovero, Executive Director National Coalition Against Prescription Drug Abuse.

Public comment was received from We the People.

**7. Deferred Consent Items**

**8. Unfinished Business**

**9. New Business**

**10. City Manager's and City Council Members' Comments / Matters Initiated**

Under Matters Initiated, Councilmember Jweinat requested staff research a broader strategy for increasing point of sale revenue and our economic footprint.

Public comment was received from We the People, and Greg Carr.

**11. Adjournment**

The meeting was adjourned at 7:28 p.m.

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Mark Armstrong, Mayor

**Attest:**

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Joan Snashall, City Clerk



## City Council Staff Report Item No. 5.3.

**Date:** September 8, 2026

**To:** San Ramon City Council

**From:** Lauren Barr, Department Director  
Josh DeMello, Chief Building Official

**Subject:** Resolution No. 2026-114 - Authorizing the Reclassification of One Existing Plans Examiner Position in the Community Development Department to an Associate Engineer Position

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### **Executive Summary:**

The Building and Safety Services Division is requesting that City Council consider authorizing the reclassification of one vacant Plans Examiner position within the Building and Safety Services Division to an Associate Engineer position. The Building Division requires qualified personnel with strong structural engineering backgrounds to perform the technical review of structural plans submitted for building permits. The current Plans Examiner classification has not consistently attracted candidates with the level of structural engineering education, experience, and professional qualifications needed to fulfill the vacancy. The Associate Engineer classification requires possession of a Registered Professional Civil Engineer license, which will expand the City's ability to recruit candidates with demonstrated structural engineering expertise and professional engineering experience. The proposed reclassification would better align the position's classification with the technical expertise required to perform structural plan review. The reclassification will increase ongoing annual personnel costs by \$13,636.47 at the top of the pay range; however, existing appropriations are expected to be sufficient to absorb the cost during the remainder of the current fiscal year.

### **Recommendation:**

Staff recommends that City Council receive the report and consider authorizing the reclassification of one vacant Plans Examiner position in the Building and Safety Services Division to an Associate Engineer position, in order to improve the City's ability to recruit and retain qualified professional engineers capable of performing structural plan review.

### **Background:**

The Building Division is responsible for reviewing building permit applications for

compliance with applicable building codes, including structural requirements. Structural plan review requires specialized technical knowledge and experience in structural engineering principles, building design, application of the California Building Code and related standards.

The City's current Plans Examiner classification is intended to support the plan review function. However, the classification has not provided a sufficiently strong candidate pool of applicants with substantial structural engineering backgrounds. This creates a recruitment challenge when the City seeks candidates capable of independently reviewing complex structural plans and addressing structural design issues identified during the permit review process.

The proposed reclassification to Associate Engineer would provide the City with a classification more closely aligned with the technical qualifications needed for this function. The Associate Engineer classification requires possession of a Registered Professional Civil Engineer license. This professional licensure requirement establishes a higher level of demonstrated technical competency and provides the City with access to a candidate pool that includes licensed professional engineers with experience in structural design, engineering analysis, construction, and related technical disciplines.

The proposed reclassification is intended to strengthen the Building Division's structural plan review capabilities while maintaining the existing authorized position count. Rather than adding a new position, the existing vacant Plans Examiner position would be reclassified to Associate Engineer for future recruitment.

The reclassification would also provide greater flexibility in recruiting candidates whose professional backgrounds and qualifications are better suited to the City's current structural plan review needs.

**Fiscal Impact:**

Approval of the reclassification of one Plans Examiner position to an Associate Engineer position will increase annual personnel costs within the Community Development Department by approximately \$13,636.47, including salary and benefits, at the top of the pay range.

Because the position is expected to be filled later in the current fiscal year, existing personnel appropriations are sufficient to absorb the increased cost for the remainder of the current fiscal year. No additional appropriation is anticipated to be necessary for the current fiscal year.

The full ongoing annual cost of the reclassified position will be incorporated into future budget cycles.

**Alternative Option(s):**

If the City Council prefers an alternative to approving the proposed reclassification, the following options can be considered:

**1. Retain the Existing Plans Examiner Classification**

The City Council may elect to retain the existing Plans Examiner classification. This option would avoid the additional annual personnel cost but would continue the current recruitment challenge of attracting candidates with strong structural engineering backgrounds and may limit the Building Division's ability to recruit candidates qualified to perform complex structural plan reviews.

**2. Direct Staff to Explore Alternative Recruitment Strategies**

The City Council may direct staff to explore alternative recruitment strategies within the existing Plans Examiner classification. This option would avoid reclassification costs but may require additional recruitment efforts and may not address the underlying limitation of the current classification in attracting licensed professional engineers with strong structural backgrounds.

**Next Steps:**

If the City Council approves the proposed reclassification, Human Resources will process the reclassification of the existing Plans Examiner position to Associate Engineer. The Community Development Department and Human Resources will coordinate the recruitment process for the reclassified position, with the Building Division seeking candidates who possess professional engineering credentials and strong structural plan review experience. Upon approval, the revised position will be incorporated into the City's Position Control and applicable personnel budget.

**Attachment(s):**

- A. Resolution No. 2026 -114
- B. Building Plans Examiner - Class Specification Description
- C. Associate Engineer - Class Specification Description
- D. Approved Salary Ranges

**RESOLUTION NO. 2026-114**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON  
AUTHORIZING THE RECLASSIFICATION OF ONE EXISTING PLANS EXAMINER  
POSITION IN THE COMMUNITY DEVELOPMENT DEPARTMENT TO AN ASSOCIATE  
ENGINEER POSTION**

**WHEREAS**, the Building Division requires qualified personnel with specialized technical knowledge and experience to perform structural plan review and related building permit review functions; and

**WHEREAS**, the existing Plans Examiner classification has not consistently attracted candidates with the structural engineering backgrounds necessary to meet the Building Division's current operational needs; and

**WHEREAS**, the Associate Engineer classification requires possession of a Registered Professional Civil Engineer license and provides access to a candidate pool with professional engineering qualifications and experience relevant to structural plan review; and

**WHEREAS**, the proposed action would reclassify one existing Plans Examiner position to Associate Engineer and would not increase the City's authorized number of positions; and

**WHEREAS**, the reclassification is estimated to increase annual personnel costs by approximately \$13,636.47 at top of range, including salary and benefits; and

**WHEREAS**, the City Council has determined that reclassifying the existing position will better align the position's required qualifications with the technical needs of the Building Division;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of San Ramon hereby authorizes the reclassification of one existing Plans Examiner position within the Community Development Department to an Associate Engineer position.

**BE IT FURTHER RESOLVED**, that the City Manager, or designee, is authorized to take all actions necessary to implement the position reclassification, including updating Position Control and coordinating with Human Resources regarding recruitment and classification.

**BE IT FURTHER RESOLVED**, that the associated increase in annual personnel costs, estimated at \$13,636.47 at top of range, shall be incorporated into the Community Development Department's personnel budget and future budget development processes, subject to available appropriations and applicable City budget procedures.

**PASSED, APPROVED, AND ADOPTED**, at the meeting of September 8, 2026, by the following votes:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Mark Armstrong, Mayor

**ATTEST:**

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Joan Snashall, City Clerk



City of San Ramon  
Building Plans Examiner

|                        |                                          |               |                                                                                                         |
|------------------------|------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>      | U715                                     | <b>SALARY</b> | \$58.89 - \$73.61 Hourly<br>\$9,570.26 - \$11,962.10 Monthly<br>\$114,843.11 - \$143,545.16<br>Annually |
| <b>BARGAINING UNIT</b> | Unrepresented Miscellaneous<br>Employees |               |                                                                                                         |

### Description

#### Definition

Under general supervision, reviews plans and specifications for compliance with codes and ordinances; meets and confers with applicants as well as assists in permit issuance at the permit services counter; reviews building plans and specifications for construction, improvement, repair and change of use; responds to inquiries from the public; and performs other duties as required.

#### Supervision Received and Exercised

Receives general supervision from the Chief Building Official. Exercises no supervision of staff.

#### Class Characteristics

This is a journey-level classification in which incumbents are fully qualified to review and check plans and specifications for compliance with building codes and ordinances, to provide technical advice to the public at the permit counter, and to answer code related questions over the telephone. The incumbent in this position uses considerable independent judgment in performing daily duties. This class is distinguished from the civil engineering class series in that the latter's focus is on planning, design, construction and maintenance of City capital improvement projects and infrastructure. This class is further distinguished from Chief Building Official in that the latter has management responsibility for all plans examination, building inspections, permitting, code enforcement, and related programs, functions, and activities.

#### Typical Duties

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Examines plans and specifications of commercial, industrial, public or other major developments to ensure compliance with building codes and ordinances.
- Advises architects, designers, contractors and developers on code and design requirements.
- Assists building inspectors on difficult or unusual code requirements for major structures.
- Prepares and maintains records of plan checking procedures.

- Reviews plans for compliance with the Title 24 Energy Conservation and Disabled Access Regulations.
- Issues Permits and performs all functions necessary on the computer systems used by the Building Division.
- Answers inquiries from the public relating to the regulations for building and housing construction, remodeling, and repair including structural, nonstructural, plumbing, mechanical, electrical and zoning matters.
- Meets with the homeowners, architects, engineers, and contractors and their representatives to explain the code requirements.
- Receives and resolves public complaints; provides information on departmental policies and functions.
- Maintains property record files, permit files and retrieves information from the files for the public and for division personnel.
- Assists in the supervision and training of staff as necessary.
- Assists the inspectors in the field as assigned.
- Performs related duties as assigned.

## **Knowledge and Abilities**

### **Knowledge of:**

- Principles, practices and methods of structural and building plan review.
- Practices for documenting plan checking procedures, correcting discrepancies, and carrying through on court procedures.
- Civil engineering principles, techniques, policies, and procedures.
- Construction methods, materials, tools, and equipment used for complex residential, commercial, and industrial construction, and principles of structural engineering.
- Methods, materials, tools, and safety practices of the building, plumbing, and electrical trades.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Read and interpret building plans, specifications, and codes.
- Examine and correct building plans, calculations and specifications in a rapid, uniform, and accurate manner.
- Analyze, evaluate, and solve or recommend effective solutions to building and code problems.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Provide clarification and guidance regarding the application of codes, regulations, and ordinances.
- Evaluate legal violations and take appropriate action.

- Make structural calculations necessary to determine the adherence of structural plans to code requirements.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain accurate logs, records, and basic written records of work performed.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Qualifications**

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil or structural engineering, architecture, or a related field and one (1) year of professional level experience as an engineer or architect in performing plan checking of complex commercial or industrial structures and/or the enforcement of building codes for a public agency.

### **Licenses and Certifications**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certification as a Building Plans Examiner from the International Conference of Building Officials or the International Code Council within one year of appointment.

## **Additional Information**

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and

private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: EXEMPT

EFFECTIVE: MARCH 2016



City of San Ramon  
Associate Engineer

|                        |                                          |                      |                                                                                                          |
|------------------------|------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>      | U516                                     | <b>SALARY</b>        | \$65.98 - \$82.47 Hourly<br>\$10,721.59 - \$13,401.96 Monthly<br>\$128,659.05 - \$160,823.52<br>Annually |
| <b>BARGAINING UNIT</b> | Unrepresented Miscellaneous<br>Employees | <b>REVISION DATE</b> | March 12, 2019                                                                                           |

### Description

#### DEFINITION

Under general direction, performs field and office civil and transportation engineering work related to the planning, design, construction and maintenance of City and regional projects and programs in the areas of capital improvement, traffic operations and safety, and building services, including conducting plan checks, preparing project schedules, plans, specifications, and cost estimates; advertises for construction, coordinates engineering activities with contractors and other agencies and monitors contracts; and performs related work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Engineer, Division Manager, and/or Department Director. May coordinate and supervise the work of lower-level technical and clerical staff.

#### CLASS CHARACTERISTICS

This is the journey-level in the professional engineering classification series and incumbents may perform the full range of the engineering functions, but with primary emphasis on infrastructure development and traffic issues in a developing City. Incumbents may be assigned to either the Engineering Services Department or the Transportation Services Department. This class is distinguished from the higher level of Senior Engineer in that the Senior Engineer handles complex projects and has full supervisory authority over lower-level Engineers and Inspectors. It is distinguished from the lower-level of Assistant Engineer in that the Associate Engineer has project management responsibilities in addition to performing the full range of professional engineering duties on routine projects and performs more complex plan checks. This class is further distinguished from the Senior Civil Engineer in that the latter is the full supervisory-level class in the series and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of staff involved in a major functional area or project/program of the Engineering Division.

#### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Serves as plan check engineer or project manager on projects, including defining project scope and selecting consultants; negotiates contracts, change orders and amendments; prepares and monitors project schedules; monitors, reviews and coordinates project design and construction; evaluates contractor requests for extra work; monitors contractor's work and enforces terms of the contract; and processes payments and change orders; coordinates projects with businesses, utilities and other City departments.
- Conducts field and construction site inspections; ensures contractor compliance with contract/plan documents and time and budget estimates; recommends field changes.
- Prepares and reviews traffic signal timing plans and updates as needed; constructs traffic signal computer models used to prepare timing plans and prepares traffic signal designs and specifications.
- Analyzes housing development plans and local infrastructure plans for their effect on traffic congestion, road access issues, traffic flow and related traffic related issues and develops mitigation plans.
- Prepares designs, specifications, plans, estimates and reports for assigned Capital Improvement projects and the development and modification of City infrastructure.
- Conducts civil and traffic engineering and related studies, evaluates alternatives, makes recommendations and presents reports to superiors and others; conducts studies and confers with the public regarding transportation and traffic issues.
- Prepares a variety of written materials, including staff and engineering reports and grant applications for engineering and transportation projects.
- Prepares Requests for Proposals and administers consultant selection process for the design of assigned capital projects; administers construction contracts during the construction phase.
- Coordinates projects with activities of businesses, utilities, special districts and other City departments.
- Serves as the City representative at meetings and promotes department and/or City objectives.
- Responds to complaints and assists in solving problems related to construction or City plans; interprets plans and policies; confers with and provides information to property owners, contractors, engineers, consultants and the general public on conformance to standards, plans, specifications and codes.
- Maintains accurate records and files.
- May plan, prioritize, assign, supervise, and review the work of assigned staff; train staff, evaluate employee performance, counsel employees, and effectively recommend initial disciplinary action; assists in selection and promotion.
- Performs other duties as assigned.

## **Knowledge and Abilities**

### **Knowledge of:**

- Engineering theories and principles related to the area of assignment.
- Construction theories and principles.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting (CAD) concepts and applications and Geographic Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.

- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### **Ability to:**

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Write technical reports and prepare cost estimates.
- Read blueprints, plans, and technical specifications;
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Qualifications**

##### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a four-year college or university with major coursework in an engineering curriculum or a field related to the area of assignment and three (3) years of professional engineering experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

##### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Registered Professional Civil Engineer license in the State of California.

## **Additional Information**

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: EXEMPT

EFFECTIVE: MARCH 2019



**City of San Ramon**  
**Salary Range Schedule by Classification**  
 Last Update Approved by City Council on **June 23, 2026**

**ATTACHMENT D**

| Job Classification                           | Job Class Code | Group Code | Work Week | Effective Date | Hourly Minimum | Hourly Maximum | Monthly Minimum | Monthly Maximum | Annual Minimum | Annual Maximum |
|----------------------------------------------|----------------|------------|-----------|----------------|----------------|----------------|-----------------|-----------------|----------------|----------------|
| <b>ELECTED OFFICIALS</b>                     |                |            |           |                |                |                |                 |                 |                |                |
| CITY COUNCIL (Ordinance No. 365)             | E100           | 100        | N/A       | 12/01/2024     |                |                | \$1,085.94      |                 | \$13,031.28    |                |
| MAYOR (Ordinance No. 365)                    | E105           | 100        | N/A       | 12/01/2024     |                |                | \$1,185.94      |                 | \$14,231.28    |                |
| <b>APPOINTED EMPLOYEES</b>                   |                |            |           |                |                |                |                 |                 |                |                |
| CITY ATTORNEY <sup>1</sup> (Reso 2025-114)   | A100           | 200        | N/A       | 09/25/2025     |                |                | \$26,646.01     |                 | \$319,752.16   |                |
| CITY MANAGER <sup>1</sup> (Reso 2026-002)    | A105           | 200        | N/A       | 07/13/2026     |                |                | \$30,519.39     |                 | \$366,232.62   |                |
| <b>UNREPRESENTED MISCELLANEOUS EMPLOYEES</b> |                |            |           |                |                |                |                 |                 |                |                |
| ACCOUNTANT                                   | U210           | 600        | 37.5      | 07/01/2026     | \$ 52.7637     | \$ 65.9547     | \$ 8,574.11     | \$ 10,717.63    | \$ 102,889.28  | \$ 128,611.60  |
| ADMINISTRATIVE ANALYST                       | U150           | 600        | 37.5      | 07/01/2026     | \$ 55.2547     | \$ 73.6546     | \$ 8,978.88     | \$ 11,968.88    | \$ 107,746.60  | \$ 143,626.60  |
| ADMINISTRATIVE COORDINATOR                   | U130           | 600        | 37.5      | 07/01/2026     | \$ 46.4263     | \$ 58.0347     | \$ 7,544.27     | \$ 9,430.63     | \$ 90,531.22   | \$ 113,167.60  |
| ASSISTANT CITY ATTORNEY <sup>1</sup>         | U316           | 600        | 37.5      | 07/01/2026     | \$ 87.0887     | \$ 116.1180    | \$ 14,151.91    | \$ 18,869.18    | \$ 169,822.90  | \$ 226,430.10  |
| ASSISTANT CITY MANAGER <sup>1</sup>          | U190           | 600        | 37.5      | 07/01/2026     | \$ 121.8978    | \$ 162.4895    | \$ 19,808.40    | \$ 26,404.54    | \$ 237,700.84  | \$ 316,854.46  |
| ASSISTANT ENGINEER                           | U515           | 600        | 37.5      | 07/01/2026     | \$ 59.2698     | \$ 74.0807     | \$ 9,631.35     | \$ 12,038.11    | \$ 115,576.24  | \$ 144,457.30  |
| ASSISTANT PLANNER                            | U720           | 600        | 37.5      | 07/01/2026     | \$ 55.9464     | \$ 69.9307     | \$ 9,091.29     | \$ 11,363.73    | \$ 109,095.48  | \$ 136,364.80  |
| ASSOCIATE ENGINEER                           | U516           | 600        | 37.5      | 07/01/2026     | \$ 65.9790     | \$ 82.4736     | \$ 10,721.60    | \$ 13,401.96    | \$ 128,659.18  | \$ 160,823.52  |
| ASSOCIATE PLANNER                            | U721           | 600        | 37.5      | 07/01/2026     | \$ 62.3053     | \$ 77.8750     | \$ 10,124.62    | \$ 12,654.70    | \$ 121,495.40  | \$ 151,856.38  |
| CHIEF BUILDING OFFICIAL <sup>1</sup>         | U195           | 600        | 37.5      | 07/01/2026     | \$ 80.5383     | \$ 107.3574    | \$ 13,087.47    | \$ 17,445.59    | \$ 157,049.62  | \$ 209,347.06  |
| CITY CLERK <sup>1</sup>                      | U225           | 600        | 37.5      | 07/01/2026     | \$ 74.3454     | \$ 98.8794     | \$ 12,081.14    | \$ 16,067.91    | \$ 144,973.66  | \$ 192,814.96  |
| CITY/DISTRICT ENGINEER <sup>1</sup>          | U200           | 600        | 37.5      | 07/01/2026     | \$ 87.3059     | \$ 116.3786    | \$ 14,187.20    | \$ 18,911.53    | \$ 170,246.44  | \$ 226,938.40  |
| DEPARTMENT DIRECTOR <sup>1</sup>             | D100           | 300        | 37.5      | 07/01/2026     | \$ 110.8162    | \$ 147.7178    | \$ 18,007.64    | \$ 24,004.15    | \$ 216,091.72  | \$ 288,049.84  |
| DEPUTY CITY ATTORNEY                         | U315           | 600        | 37.5      | 07/01/2026     | \$ 79.1712     | \$ 105.5620    | \$ 12,865.32    | \$ 17,153.83    | \$ 154,383.84  | \$ 205,845.90  |
| DEPUTY CITY CLERK                            | U220           | 600        | 37.5      | 07/01/2026     | \$ 50.6189     | \$ 67.4750     | \$ 8,225.58     | \$ 10,964.70    | \$ 98,706.92   | \$ 131,576.38  |
| DEPUTY CITY MANAGER <sup>1</sup>             | U185           | 600        | 37.5      | 07/01/2026     | \$ 91.8209     | \$ 122.3973    | \$ 14,920.90    | \$ 19,889.57    | \$ 179,050.82  | \$ 238,674.80  |
| DIVISION MANAGER <sup>1</sup>                | U180           | 600        | 37.5      | 07/01/2026     | \$ 78.3962     | \$ 104.5019    | \$ 12,739.39    | \$ 16,981.55    | \$ 152,872.72  | \$ 203,778.64  |
| ENGINEERING SPECIALIST                       | U510           | 600        | 37.5      | 07/01/2026     | \$ 51.3399     | \$ 64.5436     | \$ 8,342.73     | \$ 10,488.34    | \$ 100,112.74  | \$ 125,860.02  |
| EXECUTIVE ASSISTANT                          | U140           | 600        | 37.5      | 07/01/2026     | \$ 51.3238     | \$ 64.1521     | \$ 8,340.13     | \$ 10,424.72    | \$ 100,081.54  | \$ 125,096.66  |
| INSPECTOR                                    | U610           | 600        | 37.5      | 07/01/2026     | \$ 57.0382     | \$ 71.2845     | \$ 9,268.72     | \$ 11,583.74    | \$ 111,224.62  | \$ 139,004.84  |
| IT NETWORK ANALYST                           | U420           | 600        | 37.5      | 07/01/2026     | \$ 60.4615     | \$ 80.6235     | \$ 9,824.99     | \$ 13,101.31    | \$ 117,899.86  | \$ 157,215.76  |
| IT SPECIALIST                                | U415           | 600        | 37.5      | 07/01/2026     | \$ 51.4091     | \$ 64.2612     | \$ 8,353.97     | \$ 10,442.45    | \$ 100,247.68  | \$ 125,309.34  |
| IT TECHNICIAN                                | U410           | 600        | 37.5      | 07/01/2026     | \$ 42.8444     | \$ 53.5488     | \$ 6,962.22     | \$ 8,701.68     | \$ 83,546.58   | \$ 104,420.16  |
| MAINTENANCE SUPERVISOR                       | U980           | 600        | 37.5      | 07/01/2026     | \$ 61.5081     | \$ 76.8789     | \$ 9,995.07     | \$ 12,492.83    | \$ 119,940.86  | \$ 149,913.92  |
| OFFICE SPECIALIST                            | U120           | 600        | 37.5      | 07/01/2026     | \$ 39.5615     | \$ 49.4538     | \$ 6,428.74     | \$ 8,036.25     | \$ 77,144.86   | \$ 96,435.04   |
| OFFICE TECHNICIAN I                          | U110           | 600        | 37.5      | 07/01/2026     | \$ 29.7121     | \$ 37.1338     | \$ 4,828.22     | \$ 6,034.25     | \$ 57,938.66   | \$ 72,411.04   |

<sup>1</sup> Eligible for Management Incentive Pay



**City of San Ramon**  
**Salary Range Schedule by Classification**  
 Last Update Approved by City Council on **June 23, 2026**

| Job Classification                                       | Job Class Code | Group Code | Work Week | Effective Date | Hourly Minimum | Hourly Maximum | Monthly Minimum | Monthly Maximum | Annual Minimum | Annual Maximum |
|----------------------------------------------------------|----------------|------------|-----------|----------------|----------------|----------------|-----------------|-----------------|----------------|----------------|
| <b>UNREPRESENTED MISCELLANEOUS EMPLOYEES (Continued)</b> |                |            |           |                |                |                |                 |                 |                |                |
| OFFICE TECHNICIAN II                                     | U111           | 600        | 37.5      | 07/01/2026     | \$ 32.9406     | \$ 41.1802     | \$ 5,352.86     | \$ 6,691.79     | \$ 64,234.30   | \$ 80,301.52   |
| PARALEGAL                                                | U310           | 600        | 37.5      | 07/01/2026     | \$ 48.7050     | \$ 60.8834     | \$ 7,914.57     | \$ 9,893.56     | \$ 94,974.88   | \$ 118,722.76  |
| PLANNING SPECIALIST                                      | U710           | 600        | 37.5      | 07/01/2026     | \$ 39.5531     | \$ 49.4433     | \$ 6,427.37     | \$ 8,034.54     | \$ 77,128.48   | \$ 96,414.50   |
| PLANS EXAMINER                                           | U715           | 600        | 37.5      | 07/01/2026     | \$ 60.6607     | \$ 75.8213     | \$ 9,857.36     | \$ 12,320.97    | \$ 118,288.30  | \$ 147,851.60  |
| POLICE RECORDS SUPERVISOR                                | U815           | 600        | 37.5      | 07/01/2026     | \$ 57.3255     | \$ 71.6526     | \$ 9,315.39     | \$ 11,643.56    | \$ 111,784.66  | \$ 139,722.70  |
| POLICE SERVICES TECHNICIAN I                             | U810           | 600        | 37.5      | 07/01/2026     | \$ 35.6559     | \$ 44.5546     | \$ 5,794.08     | \$ 7,240.13     | \$ 69,528.94   | \$ 86,881.60   |
| POLICE SERVICES TECHNICIAN II                            | U811           | 600        | 37.5      | 07/01/2026     | \$ 39.7764     | \$ 49.7224     | \$ 6,463.67     | \$ 8,079.89     | \$ 77,563.98   | \$ 96,958.68   |
| PROGRAM MANAGER <sup>1</sup>                             | U170           | 600        | 37.5      | 07/01/2026     | \$ 65.6474     | \$ 87.5301     | \$ 10,667.71    | \$ 14,223.65    | \$ 128,012.56  | \$ 170,683.76  |
| RECREATION COORDINATOR                                   | U915           | 600        | 37.5      | 07/01/2026     | \$ 46.4263     | \$ 58.0347     | \$ 7,544.27     | \$ 9,430.63     | \$ 90,531.22   | \$ 113,167.60  |
| RECREATION SUPERVISOR                                    | U920           | 600        | 37.5      | 07/01/2026     | \$ 59.3127     | \$ 74.1344     | \$ 9,638.31     | \$ 12,046.84    | \$ 115,659.70  | \$ 144,562.08  |
| RECREATION TECHNICIAN                                    | U910           | 600        | 37.5      | 07/01/2026     | \$ 35.2047     | \$ 43.9973     | \$ 5,720.76     | \$ 7,149.57     | \$ 68,649.10   | \$ 85,794.80   |
| SENIOR ADMINISTRATIVE ANALYST                            | U160           | 600        | 37.5      | 07/01/2026     | \$ 64.8229     | \$ 81.0173     | \$ 10,533.73    | \$ 13,165.32    | \$ 126,404.72  | \$ 157,983.80  |
| SENIOR CIVIL ENGINEER                                    | U520           | 600        | 37.5      | 07/01/2026     | \$ 79.4538     | \$ 99.3173     | \$ 12,911.25    | \$ 16,139.07    | \$ 154,935.04  | \$ 193,668.80  |
| SENIOR INSPECTOR                                         | U615           | 600        | 37.5      | 07/01/2026     | \$ 63.5164     | \$ 79.3839     | \$ 10,321.42    | \$ 12,899.88    | \$ 123,856.98  | \$ 154,798.54  |
| SENIOR PLANNER                                           | U725           | 600        | 37.5      | 07/01/2026     | \$ 64.4743     | \$ 85.9659     | \$ 10,477.07    | \$ 13,969.45    | \$ 125,724.82  | \$ 167,633.44  |
| SUPERVISING INSPECTOR                                    | U620           | 600        | 37.5      | 07/01/2026     | \$ 66.2579     | \$ 88.3529     | \$ 10,766.90    | \$ 14,357.35    | \$ 129,202.84  | \$ 172,288.22  |
| <b>UNREPRESENTED SWORN MANAGEMENT EMPLOYEES</b>          |                |            |           |                |                |                |                 |                 |                |                |
| POLICE CAPTAIN                                           | U825           | 610        | 40.0      | 07/13/2026     | \$ 120.2623    | \$ 146.1796    | \$ 20,845.46    | \$ 25,337.80    | \$ 250,145.48  | \$ 304,053.62  |
| POLICE CHIEF                                             | D105           | 300        | 40.0      | 07/13/2026     | \$ 132.2885    | \$ 160.7976    | \$ 22,930.01    | \$ 27,871.59    | \$ 275,160.08  | \$ 334,459.06  |
| POLICE LIEUTENANT                                        | U820           | 610        | 40.0      | 07/13/2026     | Step 1         | \$ 111.8719    | Step 1          | \$ 19,391.13    | Step 1         | \$ 232,693.50  |
|                                                          |                |            |           |                | Step 2         | \$ 117.4655    | Step 2          | \$ 20,360.69    | Step 2         | \$ 244,328.24  |
|                                                          |                |            |           |                | Step 3         | \$ 123.3388    | Step 3          | \$ 21,378.72    | Step 3         | \$ 256,544.60  |
|                                                          |                |            |           |                | Step 4         | \$ 129.5057    | Step 4          | \$ 22,447.66    | Step 4         | \$ 269,371.96  |
|                                                          |                |            |           |                | Step 5         | \$ 135.9810    | Step 5          | \$ 23,570.04    | Step 5         | \$ 282,840.48  |

<sup>1</sup> Eligible for Management Incentive Pay



**City of San Ramon**  
**Salary Range Schedule by Classification**  
 Last Update Approved by City Council on **June 23, 2026**

| Job Classification        | Job Class Code | Group Code | Work Week | Effective Date | Hourly Minimum | Hourly Maximum | Monthly Minimum | Monthly Maximum | Annual Minimum | Annual Maximum |
|---------------------------|----------------|------------|-----------|----------------|----------------|----------------|-----------------|-----------------|----------------|----------------|
| <b>SEIU LOCAL 1021</b>    |                |            |           |                |                |                |                 |                 |                |                |
| ELECTRICIAN I             | M200           | 500        | 37.5      | 07/01/2026     | \$ 42.4776     | \$ 53.0968     | \$ 6,902.61     | \$ 8,628.23     | \$ 82,831.32   | \$ 103,538.76  |
| ELECTRICIAN II            | M201           | 500        | 37.5      | 07/01/2026     | \$ 46.7253     | \$ 58.4065     | \$ 7,592.87     | \$ 9,491.06     | \$ 91,114.40   | \$ 113,892.74  |
| MAINTENANCE ASSISTANT     | M105           | 500        | 37.5      | 07/01/2026     | \$ 31.2621     | \$ 39.0705     | \$ 5,080.10     | \$ 6,348.96     | \$ 60,961.16   | \$ 76,187.54   |
| MAINTENANCE COORDINATOR   | M120           | 500        | 37.5      | 07/01/2026     | \$ 48.6185     | \$ 60.7752     | \$ 7,900.51     | \$ 9,875.97     | \$ 94,806.14   | \$ 118,511.64  |
| MAINTENANCE TECHNICIAN I  | M110           | 500        | 37.5      | 07/01/2026     | \$ 34.9980     | \$ 43.7518     | \$ 5,687.18     | \$ 7,109.68     | \$ 68,246.10   | \$ 85,316.14   |
| MAINTENANCE TECHNICIAN II | M111           | 500        | 37.5      | 07/01/2026     | \$ 39.0778     | \$ 48.8378     | \$ 6,350.15     | \$ 7,936.15     | \$ 76,201.84   | \$ 95,233.84   |
| MAINTENANCE SPECIALIST    | M115           | 500        | 37.5      | 07/01/2026     | \$ 43.6057     | \$ 54.5003     | \$ 7,085.93     | \$ 8,856.29     | \$ 85,031.18   | \$ 106,275.52  |

| Job Classification                           | Job Class Code | Group Code | Work Week | Effective Date | Hourly Minimum | Hourly Maximum | Monthly Minimum | Monthly Maximum | Annual Minimum | Annual Maximum |
|----------------------------------------------|----------------|------------|-----------|----------------|----------------|----------------|-----------------|-----------------|----------------|----------------|
| <b>SAN RAMON POLICE OFFICERS ASSOCIATION</b> |                |            |           |                |                |                |                 |                 |                |                |
| POLICE OFFICER                               | P105           | 400        | 40.0      | 07/13/2026     | Step 1         | \$ 67.2164     | Step 1          | \$ 11,650.84    | Step 1         | \$ 139,810.06  |
|                                              |                |            |           |                | Step 2         | \$ 70.5772     | Step 2          | \$ 12,233.39    | Step 2         | \$ 146,800.68  |
|                                              |                |            |           |                | Step 3         | \$ 74.1061     | Step 3          | \$ 12,845.06    | Step 3         | \$ 154,140.74  |
|                                              |                |            |           |                | Step 4         | \$ 77.8114     | Step 4          | \$ 13,487.31    | Step 4         | \$ 161,847.66  |
|                                              |                |            |           |                | Step 5         | \$ 81.7019     | Step 5          | \$ 14,161.66    | Step 5         | \$ 169,939.90  |
| POLICE CORPORAL                              | P110           | 400        | 40.0      | 07/13/2026     | Step 1         | \$ 73.9380     | Step 1          | \$ 12,815.92    | Step 1         | \$ 153,791.04  |
|                                              |                |            |           |                | Step 2         | \$ 77.6349     | Step 2          | \$ 13,456.71    | Step 2         | \$ 161,480.54  |
|                                              |                |            |           |                | Step 3         | \$ 81.5167     | Step 3          | \$ 14,129.55    | Step 3         | \$ 169,554.58  |
|                                              |                |            |           |                | Step 4         | \$ 85.5925     | Step 4          | \$ 14,836.03    | Step 4         | \$ 178,032.40  |
|                                              |                |            |           |                | Step 5         | \$ 89.8721     | Step 5          | \$ 15,577.84    | Step 5         | \$ 186,934.02  |
| POLICE SERGEANT                              | P115           | 400        | 40.0      | 07/13/2026     | Step 1         | \$ 81.3318     | Step 1          | \$ 14,097.50    | Step 1         | \$ 169,170.04  |
|                                              |                |            |           |                | Step 2         | \$ 85.3984     | Step 2          | \$ 14,802.36    | Step 2         | \$ 177,628.36  |
|                                              |                |            |           |                | Step 3         | \$ 89.6683     | Step 3          | \$ 15,542.50    | Step 3         | \$ 186,509.96  |
|                                              |                |            |           |                | Step 4         | \$ 94.1517     | Step 4          | \$ 16,319.62    | Step 4         | \$ 195,835.38  |
|                                              |                |            |           |                | Step 5         | \$ 98.8593     | Step 5          | \$ 17,135.60    | Step 5         | \$ 205,627.24  |

<sup>1</sup> Eligible for Management Incentive Pay



**City of San Ramon**  
**Salary Range Schedule by Classification**  
 Last Update Approved by City Council on **June 23, 2026**

| Job Classification                             | Job Class Code | Group Code | Work Week | Effective Date | Hourly Minimum | Hourly Maximum |
|------------------------------------------------|----------------|------------|-----------|----------------|----------------|----------------|
| <b>MISCELLANEOUS TEMPORARY CLASSIFICATIONS</b> |                |            |           |                |                |                |
| ACTIVITY MANAGER                               | X316           | 700        | Varies    | 01/01/2026     | \$ 22.0000     | \$ 26.4000     |
| ASSIST ACTIVITY MANAGER                        | X315           | 700        | Varies    | 01/01/2026     | \$ 19.8000     | \$ 23.7600     |
| ASSISTANT POOL MANAGER                         | X355           | 700        | Varies    | 01/01/2026     | \$ 20.7000     | \$ 24.8400     |
| BUILDING ATTENDANT I                           | X320           | 700        | Varies    | 01/01/2026     | \$ 18.9000     | \$ 22.6800     |
| BUILDING ATTENDANT II                          | X321           | 700        | Varies    | 01/01/2026     | \$ 21.0000     | \$ 25.2000     |
| CASHIER                                        | X330           | 700        | Varies    | 01/01/2026     | \$ 16.9000     | \$ 20.2800     |
| INTERN                                         | X150           | 700        | Varies    | 01/01/2026     | \$ 16.9000     | \$ 16.9000     |
| LIFEGUARD I                                    | X335           | 700        | Varies    | 01/01/2026     | \$ 17.5000     | \$ 21.0000     |
| LIFEGUARD II                                   | X336           | 700        | Varies    | 01/01/2026     | \$ 19.2500     | \$ 23.1000     |
| NUTRITION PROGRAM ASSIST                       | X325           | 700        | Varies    | 01/01/2026     | \$ 19.8000     | \$ 23.7600     |
| OFFICE ASSISTANT                               | X331           | 700        | Varies    | 01/01/2026     | \$ 21.0000     | \$ 25.2000     |
| POLICE OFFICER TRAINEE                         | X100           | 700        | Varies    | 01/13/2026     | \$ 55.0000     | \$ 55.0000     |
| POOL MANAGER                                   | X356           | 700        | Varies    | 01/01/2026     | \$ 23.0000     | \$ 27.6000     |
| PROGRAM SPECIALIST                             | X360           | 700        | Varies    | 01/01/2026     | \$ 24.5000     | \$ 29.4000     |
| RECREATION LEADER I                            | X310           | 700        | Varies    | 01/01/2026     | \$ 16.9000     | \$ 20.2800     |
| RECREATION LEADER II                           | X311           | 700        | Varies    | 01/01/2026     | \$ 18.5900     | \$ 22.3100     |
| SEASONAL MAINTENANCE WORKER                    | X200           | 700        | Varies    | 01/01/2026     | \$ 16.9000     | \$ 20.3400     |
| SENIOR LIFEGUARD                               | X340           | 700        | Varies    | 01/01/2026     | \$ 19.5500     | \$ 23.4600     |
| SWIM INSTRUCTOR                                | X345           | 700        | Varies    | 01/01/2026     | \$ 19.2500     | \$ 23.1000     |

<sup>1</sup> Eligible for Management Incentive Pay



## City Council Staff Report Item No. 5.4.

**Date:** September 8, 2026

**To:** San Ramon City Council

**From:** Brian Bornstein, Department Director  
Thomas Anderson, Program Manager

**Subject:** Resolution No. 2026-115 - Authorizing the Purchase of Two Ford E-Transit Vans, One Ford Utility Body Pickup Truck, Parts, and Vehicle Services from Rush Truck Centers in an Amount Not to Exceed \$406,020; and Declaring Three Utility Trucks as Surplus and Authorizing Their Sale at Auction

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### Executive Summary:

The FY 2026/27 Public Works Operating Budget includes funding for two Ford E-Transit vans, one Ford utility body pickup truck, parts, and vehicle services. Staff recommends purchasing these vehicles from Rush Truck Centers utilizing the contract pricing from the Purchasing Cooperative Agreement between Sourcewell and Rush Truck Centers. Staff also recommends declaring three utility trucks (Vehicles #74, #84 and #86) as surplus for sale at auction.

### Recommendation:

The City Council's role is to consider approval of this Resolution, authorizing the expenditure for the purchase of two Ford E-Transit vans, one Ford utility body pickup truck, parts, and vehicle services from Rush Truck Centers, in an amount not to exceed \$406,020; and declaring three utility trucks as surplus and authorizing their sale at auction.

### Background:

During the FY 2026/27 annual budget development process, the Public Works Department identified the need to replace three utility work trucks (Vehicles #74, #84, and #86) based on their age, mileage, and mechanical condition in accordance with the City's Vehicle/Equipment Replacement Policy.

Through the adoption of the City's FY 2026/27 Operating Budget, funds have been appropriated for the purchase of these vehicles, as well as for related parts and vehicle services. Staff requests that these vehicles be purchased from Rush Truck Centers. The Public Works Department also has ongoing needs for parts and vehicle services, which

Rush Truck Centers has demonstrated the ability to provide.

On January 16, 2024, Rush Truck Centers was awarded Sourcewell Contract No. 032824-RTG, effective through July 9, 2028, with the option for three additional one-year extensions. Purchasing Cooperative Agreements, such as Sourcewell, streamline government procurement by offering centralized access to hundreds of competitively solicited and publicly awarded Master Agreements at favorable pricing. Rush Truck Center's Sourcewell contract gives access to the following types of goods and services:

- Heavy-duty trucks — Class 7 and 8
- Medium-duty trucks — Class 3-6
- Municipal vehicles
- Fleet vehicles
- Electric commercial vehicles
- Work trucks and vans
- Upfitting and body installation (refuse, crane, towing)
- Commercial vehicle parts
- Vehicle service and repairs
- Maintenance plans
- Online parts ordering and service management

As part of staff's efforts to continue to lower the City's overall carbon footprint and maintain compliance with the California Air Resource Board (CARB) Advanced Clean Fleets (ACF) Act, staff identified opportunities to replace two traditional internal combustion engine (ICE) utility work trucks with battery-powered electric vehicles (EVs). Public Services field staff will use the Ford E-Transit Vans and the Ford utility body pickup truck for various maintenance activities. All three vehicles will be equipped with emergency and safety lighting to support safe maintenance operations.

**Fiscal Impact:**

The proposed expenditures are as follows:

| <b>Vehicles to be Replaced</b>     | <b>Proposed Vehicle Purchase/ Purpose</b> | <b>Estimated Cost</b> |
|------------------------------------|-------------------------------------------|-----------------------|
| Vehicle #74 – Utility work truck   | Ford E-Transit EV                         | \$108,260             |
| Vehicle #84 – Utility work truck   | Ford E-Transit EV                         | \$108,260             |
| Vehicle #86 – Utility work truck   | Ford F-250 utility body truck             | \$149,500             |
|                                    | Ongoing parts and services                | \$40,000              |
| <b>Total Estimated Expenditure</b> |                                           | <b>\$406,020</b>      |

The estimated cost of the vehicle purchases includes all required emergency and safety

upfitting, as well as applicable taxes, registration, and fees. Staff is requesting authorization of up to \$366,020 for the three replacement vehicles, funded through Fund 602 (Vehicle Equipment Replacement Fund), and \$40,000 for ongoing parts and vehicle services, funded through the General Fund, for a total cost of \$406,020. Sufficient funding for these purchases is available in the adopted FY 2026-27 budget.

The current asset has reached the end of its useful life but retains residual value. Staff recommend that Council authorize the current sweeper be designated as surplus and sold at auction. All proceeds from the sale of existing equipment will be deposited into the Vehicle Equipment Replacement Fund (Fund 602).

**Alternative Option(s):**

**1. Continue Utilizing the Existing Vehicles**

The City may continue operating the existing utility work trucks rather than replacing them at this time. This option would avoid immediate purchase costs; however, the vehicles would continue to age and may require increased maintenance and repairs, which could negatively impact the Public Works maintenance budget and result in additional vehicle downtime.

**2. Direct Staff to Explore Vehicle Rental Options**

The City Council may direct staff to explore renting comparable vehicles to support Public Works operations. This option may provide short-term operational flexibility, but rental availability, vehicle configuration, and upfitting may not fully meet the City's maintenance needs, and ongoing rental costs could negatively impact the operating and maintenance budget.

**3. Delay the Purchase to a Future Fiscal Year**

The City Council may choose to defer the vehicle replacements to a future budget cycle. This option would delay the current expenditure but may increase long-term costs due to inflation, continued maintenance needs, and the potential for reduced reliability of the existing fleet.

**Next Steps:**

Staff will open a purchase order with Rush Truck Center for the purchase of the new vehicles, and arrange for the sale of Vehicles #74, #84, and #86 at auction.

**Attachment(s):**

A. Resolution 2026-115

**RESOLUTION NO. 2026-115**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON  
AUTHORIZING THE EXPENDITURE FOR THE PURCHASE OF TWO FORD E-TRANSIT  
VANS, ONE FORD UTILITY BODY PICKUP TRUCK, PARTS, AND VEHICLE SERVICES  
FROM RUSH TRUCK CENTERS IN AN AMOUNT NOT TO EXCEED \$406,020; AND  
DECLARING THREE UTILITY TRUCKS AS SURPLUS AND AUTHORIZING THEIR SALE AT  
AUCTION**

**WHEREAS**, the Public Works Department identified the need to replace three aging utility body pickup trucks (Vehicles #73, #84 and #86) based on their age, hours of operation, and mechanical condition in accordance with the City's Vehicle/Equipment Replacement Policy; and

**WHEREAS**, Rush Truck Centers was awarded Sourcewell Contract No. 032824-RTG, effective through July 9, 2028; and

**WHEREAS**, Purchasing Cooperative Agreements, such as Sourcewell, streamline government procurement by offering centralized access to hundreds of competitively solicited and publicly awarded Master Agreements at favorable pricing; and

**WHEREAS**, through the adoption of the City's FY 2026/27 Operating Budget, funds have been appropriated for the purchase of these vehicles, as well as for related parts and vehicle services; and

**WHEREAS**, all proceeds from the sale of existing vehicles will be deposited into the Vehicle Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of San Ramon does hereby authorizing the expenditure for the purchase of two Ford E-Transit vans, one Ford utility body pickup truck, parts, and vehicle services from Rush Truck Centers in an amount not to exceed \$406,020; and declaring three utility trucks as surplus and authorizing their sale at auction.

**PASSED, APPROVED, AND ADOPTED**, at the meeting of September 8, 2026, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mark Armstrong, Mayor

**ATTEST:**

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Joan Snashall, City Clerk



## City Council Staff Report Item No. 5.5.

**Date:** September 8, 2026

**To:** San Ramon City Council

**From:** Brian Bornstein, Department Director  
Thomas Anderson, Program Manager

**Subject:** Resolution No. 2026-116 - Authorizing the Expenditure for the Purchase of One TYMCO 435 Regenerative Air Street Sweeper from TYMCO, Inc. in an Amount Not to Exceed \$325,600; and Declaring One Elgin Fury Street Sweeper as Surplus and Authorizing Its Sale at Auction

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### Executive Summary:

The FY 2026/27 Public Works Operating Budget includes funding for one TYMCO 435 regenerative air street sweeper ("the Sweeper"). Staff recommends purchasing the Sweeper from The Young Manufacturing Co. (TYMCO, Inc.) utilizing contract pricing available through the Purchasing Cooperative Agreement between Sourcewell and TYMCO, Inc. The department's existing street sweeper is aging and increasingly costly to maintain, requiring frequent repairs and downtime that reduce its reliability for critical operations. Staff further recommends declaring the current, aging street sweeper as surplus and authorizing its sale at auction.

### Recommendation:

The City Council's role is to consider authorizing this Resolution, for the purchase of one TYMCO 435 regenerative air street sweeper from TYMCO, Inc. in an amount not to exceed \$325,600; and declaring one Elgin Fury street sweeper as surplus and authorizing its sale at auction.

### Background:

During the FY 2026/27 annual budget development process, the Public Works Department identified the need to replace one aging street sweeper (Vehicle #73) based on its age, hours of operation, and mechanical condition in accordance with the City's Vehicle/Equipment Replacement Policy. The new Sweeper will support the department's routine street sweeping services as well as emergency response needs, including severe weather events and emergency callouts. Having a reliable, up-to-date unit ensures the department can maintain consistent service levels while remaining prepared to respond

quickly when conditions demand it.

Through the adoption of the City's FY 2026/27 Operating Budget, funds have been appropriated for the purchase of one new Sweeper. It is being requested that the Sweeper be purchased from TYMCO, Inc. to fulfill the replacement requirement for Vehicle #73.

TYMCO, Inc was awarded Sourcewell Contract No. 062425-TYM, effective through October 27, 2029. Purchasing Cooperative Agreements, such as Sourcewell, streamline government procurement by offering centralized access to hundreds of competitively solicited and publicly awarded Master Agreements at favorable pricing. This Sourcewell contract gives access to the following types of goods and services:

- Regenerative air sweepers
- Street sweepers / road sweepers
- Dustless sweepers
- Industrial sweepers
- Stormwater catch basin cleaners
- Commercial vehicle parts
- Vehicle service and repairs
- Maintenance plans

**Fiscal Impact:**

The proposed expenditure is as follows:

| Vehicle to be Replaced                  | Proposed Vehicle Purchase                 | Estimated Cost   |
|-----------------------------------------|-------------------------------------------|------------------|
| Vehicle #73 – Elgin Fury street sweeper | TYMCO 435 regenerative air street sweeper | \$325,600        |
| <b>Total Estimated Expenditure</b>      |                                           | <b>\$325,600</b> |

The estimated cost of the purchase includes all required emergency and safety upfitting, as well as applicable taxes, registration, and fees, for a total cost of \$325,600. This purchase has funds already appropriated for it in Fund 602 (Vehicle Equipment Replacement Fund) of the adopted FY 2026/27 budget.

The current asset has reached the end of its useful life but retains residual value. Staff recommend that Council authorize the current sweeper be designated as surplus and sold at auction. All proceeds from the sale of existing equipment will be deposited into the Vehicle Equipment Replacement Fund (Fund 602).

**Alternative Option(s):**

1. Do not approve the purchase.

The City Council could choose not to approve the purchase of the new sweeper at this time. Under this option, the department would continue to operate the current, aging street sweeper, which would likely result in increased repair and maintenance costs, more frequent unscheduled downtime, and a heightened risk of mechanical failure — particularly during storm events or emergency callouts when the equipment is needed most.

2. Approve the purchase but delay the sale of the surplus unit.

The Council could approve the purchase of the new TYMCO 435 while directing staff to retain the current sweeper temporarily — for example, as a backup unit — rather than declaring it surplus and selling it at auction immediately. This option would provide a redundant unit during the transition period but would also require the department to continue funding maintenance, storage, and insurance for the older equipment, offsetting some of the cost savings associated with retiring it.

3. Direct staff to solicit additional pricing or explore other purchasing options.

Rather than proceeding under the Sourcewell cooperative purchasing agreement, the Council could direct staff to solicit competitive bids or explore other vendors or financing options.

**Next Steps:**

Staff will open a purchase order with TYMCO, Inc. for the purchase of the new Sweeper and arrange for the sale of the Elgin Fury street sweeper at auction.

**Attachment(s):**

A. Resolution 2026-116

**RESOLUTION NO. 2026-116**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON  
AUTHORIZING THE EXPENDITURE FOR THE PURCHASE OF ONE TYMCO 435  
REGENERATIVE AIR STREET SWEEPER FROM TYMCO, INC. IN AN AMOUNT NOT TO  
EXCEED \$325,600 AND DECLARING ONE ELGIN FURY STREET SWEEPER AS SURPLUS  
AND AUTHORIZING ITS SALE AT AUCTION**

**WHEREAS**, the Public Works Department identified the need to replace one aging street sweeper (Vehicle #73) based on its age, hours of operation, and mechanical condition in accordance with the City's Vehicle/Equipment Replacement Policy; and

**WHEREAS**, The Young Manufacturing Co. (TYMCO, Inc.) was awarded Sourcewell Contract No. 062425-TYM, effective through October 27, 2029; and

**WHEREAS**, Purchasing Cooperative Agreements, such as Sourcewell, streamline government procurement by offering centralized access to hundreds of competitively solicited and publicly awarded Master Agreements at favorable pricing; and

**WHEREAS**, through the adoption of the City's FY 2026/27 Operating Budget, funds have been appropriated for the purchase of one new sweeper; and

**WHEREAS**, the new sweeper will support the department's routine street sweeping services as well as emergency response needs, including severe weather events and emergency callouts; and

**WHEREAS**, all proceeds from the sale of existing equipment will be deposited into the Vehicle Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of San Ramon does hereby authorize the expenditure for the purchase of one TYMCO 435 regenerative air street sweeper from TYMCO, Inc. in an amount not to exceed \$325,600; and declaring one Elgin Fury street sweeper as surplus and authorizing its sale at auction.

**PASSED, APPROVED, AND ADOPTED**, at the meeting of September 8, 2026, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mark Armstrong, Mayor

**ATTEST:**

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Joan Snashall, City Clerk



## City Council Staff Report Item No. 9.1.

**Date:** September 8, 2026

**To:** San Ramon City Council

**From:** Steven Spedowfski, City Manager  
Scott Koll, Assistant City Manager

**Subject:** Resolution No. 2026-117 – Authorizing the Adoption of a Resolution Delegating Plan Administration and Fiduciary Responsibilities for the City of San Ramon’s 457(b) Deferred Compensation and Retirement Health Savings Programs and Approving the Charter of the City of San Ramon Defined Contribution and Retirement Health Savings Committee

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### **Executive Summary:**

The City of San Ramon (the “City”) sponsors the City of San Ramon 457(b) and Retirement Health Savings (“RHS”) Plans (the “Plans”). The City’s 457(b) plan is a governmental deferred compensation plan under Section 457(b) of the Internal Revenue Code; the RHS plan is an employer-sponsored savings vehicle designed to help employees cover medical expenses in retirement. The Plans are an important component of the City’s employee retirement benefits program. Although the City Council retains ultimate authority over the Plans, many day-to-day administrative and fiduciary functions are operational in nature and are more effectively performed by a committee of designated City officials and representatives, including those with responsibility for employee benefits, finance, and procurement.

The proposed resolution establishes a formal governance framework by delegating specified administrative and fiduciary responsibilities to the City of San Ramon Defined Contribution and Retirement Health Savings Committee (the “Committee”), with authority to further designate appropriate City staff and other professionals to oversee administration of the Plans. The delegation is intended to improve administrative efficiency, clarify decision-making authority, promote consistent fiduciary oversight, and align the City’s governance practices with recognized standards for both Plans.

### **Recommendation:**

The City Council’s role is to consider authorizing the attached resolution delegating certain administrative and fiduciary responsibilities for the Plans to the Committee, subject to the

limitations set forth in the resolution and applicable law.

**Background:**

The City sponsors the Plans to provide retirement benefits to the Plan's participants. Administration of the Plans is a fiduciary function that requires ongoing oversight of the Plans. Those fiduciary duties include, but are not limited to, the duties of loyalty, prudence, to diversify investments, and to administer the Plans according to its terms. Historically, many of these responsibilities have been performed administratively. Formal adoption of a delegation resolution provides greater transparency and structure regarding governance responsibilities and clarifies authority for administration of the Plans.

**Discussion:**

The City Council will not appoint members to this committee. The proposed resolution delegates responsibility for the day-to-day administration of the Plans to the Committee, who may designate other qualified City employees and other professionals to carry out administrative functions. This delegation includes the functions described in the attached Committee Charter (to include committee "bylaws").

The delegation does not authorize the Committee to:

- Amend the Plans;
- Terminate the Plans;
- Appropriate City funds; or
- Exercise powers that are specifically reserved for the City Council.

The proposed governance framework is intended to establish clear lines of responsibility while ensuring that significant policy decisions remain with the City Council.

Formal delegation of administrative and fiduciary responsibilities establishes a clear governance structure for the Plans while preserving City Council oversight of significant policy decisions. Adoption of the attached resolution and approval of the Committee's Charter will improve operational efficiency, accountability, and fiduciary governance.

Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.

**Conflict of Interest Disclosure (Form 700 Requirement)**

Members of the Defined Contribution and Retirement Health Savings Committee will be required to file an annual FPPC Form 700 – Statement of Economic Interests, consistent with the City's established practice for advisory bodies whose decisions may affect financial interests. As reflected in other City committee bylaws, appointed members must file Form 700 with the City Clerk each year.

The Form 700 filing requirement ensures transparency and public trust by requiring committee members to disclose financial interests that could create real or perceived conflicts of interest. For a committee overseeing retirement plan investments, vendor relationships, and fiduciary responsibilities, these disclosures help assure employees, the City Council, and the public that decisions are made solely in the interest of plan participants, free from undisclosed personal financial considerations.

#### Why the City is Engaging Morgan, Lewis & Bockius LLP ("Morgan Lewis")

As the City began assessing its fiduciary obligations for the 457(b) and RHS Plans, staff sought specialized legal guidance to develop a fiduciary oversight roadmap, evaluate existing plan arrangements, and ensure compliance with prudent-expert standards.

Morgan Lewis is one of the nation's largest law firms, with a longstanding Employee Retirement Income Security Act of 1974 ("ERISA") and public-sector benefits practice. Their expertise includes:

- Public-agency retirement and deferred compensation governance;
- Fiduciary-duty compliance under both ERISA-analogous and California constitutional standards;
- Vendor oversight, investment-consultant agreements, and plan-administration structures.

Given the highly technical nature of fiduciary oversight, particularly in areas involving investment monitoring, contract review, and exclusive-purpose rules, their guidance ensures the City establishes a structure consistent with recognized best practices and statewide public-system governance models.

A presentation from Morgan Lewis will accompany this staff report, providing the Council with a detailed legal and operational overview of the responsibilities recommended for delegation.

#### **Fiscal Impact:**

Adoption of the proposed resolution has no direct fiscal impact. The resolution formalizes existing administrative responsibilities and does not authorize additional expenditures. Future contracts for professional services will continue to be presented to the City Council for approval when required under the City's Municipal Code or Purchasing Policy.

#### **Alternative Option(s):**

Should the City Council decline to approve the Resolution, City Council will maintain its role as sole fiduciaries of the Plans.

#### **Next Steps:**

If Council adopts the resolution, staff will formally convene the new City of San Ramon

Defined Contribution and Retirement Health Savings (RHS) Committee, confirm member appointments, and begin onboarding activities, including review of delegated administrative and fiduciary duties.

The Committee will designate appropriate City staff and professional service providers to support day-to-day administration of the Plans, initiate development of internal procedures, and review existing governance documents for the Plans to ensure alignment with the newly adopted framework.

**Attachment(s):**

- A. Resolution No. 2026-117
- B. Committee Charter San Ramon Defined Contribution and RHS Plans

**RESOLUTION NO. 2026-117**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON  
DELEGATING PLAN ADMINISTRATION AND CERTAIN FIDUCIARY RESPONSIBILITIES  
FOR THE CITY OF SAN RAMON SECTION 457(b) DEFERRED COMPENSATION AND  
RETIREMENT HEALTH SAVINGS PLANS AND APPROVING THE  
CHARTER OF THE CITY OF SAN RAMON DEFINED CONTRIBUTION AND  
RETIREMENT HEALTH SAVINGS COMMITTEE**

**WHEREAS**, the City of San Ramon (the “City”) sponsors the City of San Ramon 457(b) and Retirement Health Savings Plan (the “Plans”); and

**WHEREAS**, the San Ramon City Council (“City Council”) is responsible for ensuring that the Plans are administered in accordance with applicable law, the Plans’ documents, and City policy; and

**WHEREAS**, efficient administration of the Plans require ongoing operational, administrative, and fiduciary oversight appropriately performed by a committee of experienced City Staff, representatives, and other professionals; and

**WHEREAS**, the City Staff recommends that the City Council delegate authority to the City of San Ramon Defined Contribution and Retirement Health Savings Committee (“Committee”); and

**WHEREAS**, City Council carefully reviewed the recommendations of City Staff and finds that such recommendations are desirable and in the interest of maintaining an efficient municipal organization; and

**WHEREAS**, the City Council wishes to adopt the Committee’s Charter (“Charter”), which sets forth the duties of the Committee with respect to the Plans.

**NOW, THEREFORE, THE CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:**

1. The City of San Ramon Defined Contribution and Retirement Health Savings Committee is designated as the Plan Administrator for purposes of both Plans and shall serve as the fiduciary oversight body for the Plans, unless otherwise provided in the respective governing Plan documents, any documents governing the Committee’s functioning, or applicable law;
2. The City Council adopts the Charter of the San Ramon Defined Contribution and Retirement Health Savings Committee; and
3. The Committee, or its designee, shall periodically provide written report to the City Council regarding significant administrative actions, procurement activities, investment reviews, or other matters affecting governance of the Plans as appropriate.

**PASSED, APPROVED, AND ADOPTED**, at the meeting of September 8, 2026, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mark Armstrong, Mayor

**ATTEST:**

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Joan Snashall, Clerk

**CHARTER OF THE CITY OF SAN RAMON  
DEFINED CONTRIBUTION AND RETIREMENT HEALTH SAVINGS COMMITTEE**

ADOPTED: September 8, 2026

AMENDED: N/A

**I. INTRODUCTION**

The Charter (to include committee “bylaws”) sets forth the rights, powers, responsibilities, and obligations of the City of San Ramon Defined Contribution and Retirement Health Savings Committee (the “Committee”), which serves as the fiduciary oversight body for the City of San Ramon 457(b) Plan and Retirement Health Savings (“RHS”) Plan (the “Plans”). The Committee is charged with carrying out the duties specified in this Charter in accordance with and subject to the documents governing the Plans.

**II. MEMBERSHIP OF THE COMMITTEE**

The City Council does not appoint members to this committee. The Committee will comprise voting members consisting of the individuals who hold the following positions, or successor positions as confirmed by a quorum of the Committee, with the City:

- A. City Manager as Committee Chair;
- B. Director of Finance;
- C. Director of Human Resources—representing the Unrepresented Executive employees;
- D. City Clerk;
- E. one representative from the Police Association of San Ramon (“POA”) and designated by POA;
- F. one representative from Service Employees International Union (“SEIU”) Local 1021 and designated by SEIU; and
- G. the Executive Assistant to the City Manager/City Council (“Office Manager”) as representative of the City of San Ramon unrepresented employees.

Should any individual in these roles cease to hold their position, that individual’s successor will automatically assume membership on the Committee in their place.

Committee members will serve without additional compensation. All reasonable out-of-pocket expenses of the Committee will be paid by the City in accordance with its standard reimbursement policies unless paid from assets from the Plans.

**III. COMMITTEE ACTION**

Should the Committee Chair not be able to attend a Committee meeting, they may delegate the position of Chair in writing in advance of the meeting to another Committee member. The City Clerk will serve as Secretary of the Committee. The Secretary shall

keep minutes of the Committee's proceedings and be responsible for the data, records, and documents pertaining to the Committee's duties associated with the Plans. With respect to any matter brought to the Committee for a vote, each member is entitled to one vote. The Committee shall act by a majority of its members, and such action may be taken either by a vote at a meeting with at least four members present physically or through teleconferencing. The Chairperson is authorized to execute any document related to the ongoing administration of the Plans, such as an Investment Policy Statement.

Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.

1. Agendas: A written agenda shall be developed by the staff and shall be delivered to all Committee members in accordance with the procedures for Brown Act agenda publication and distribution.
2. Minutes: Written action minutes shall be recorded by the staff, typed and issued to all Committee members.
3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee prior to being issued and/or shall be signed by the Chair.
4. Rules of Order: The Committee will follow the City Council's rules of parliamentary procedure.

The Committee will meet at least twice per calendar year. At least once per calendar year, the Committee shall present a written report to the City Council summarizing the Committee's activities regarding its administrative and investment responsibilities under this Charter.

#### **IV. ADMINISTRATION OF PLANS**

The Committee shall act with the authority and discretion to control oversight of the administration of the Plans and will have all powers necessary to accomplish these purposes.

The responsibility and authority of the Committee will include the following:

- A. To determine the investment options offered to participants of the Plans pursuant to Section V below.
- B. To review the performance of all service providers engaged in the administration of the Plans.

- C. To interpret the provisions of the Plan and publish rules and regulations that are deemed necessary, within the scope of the Committee, and not inconsistent with the terms of the Plan.
- D. To prepare and monitor budget for the Plan regarding payment of the Plan's expenses to the extent not paid by the City.
- E. To engage all service providers necessary or desirable for the administration of the Plan including a consultant(s), record keeper(s), third-party administrator(s), trustee(s), custodian(s), insurance company(ies), regulated investment company(ies) and/or other such service provider(s) as shall be necessary or appropriate for the administration and operation of the Plan.
- F. To provide recommendations to the City Council regarding the operation of the Plans.
- G. To disseminate benefit information to all current and prospective participants of the Plans and inform all eligible City employees of the benefits offered by the Plans.
- H. To make determinations relating to the eligibility of employees to participate in the Plans.
- I. To calculate and certify the amount and kind of benefits payable to any participant, spouse or beneficiary.
- J. To authorize disbursements from and transfer of the Plans' assets.
- K. To maintain all necessary records for the administration of the Plans.
- L. Any other responsibilities and authorities necessary to facilitate the proper administration and operation of the Plans.

## **V. INVESTMENT OF PLAN ASSETS**

The Committee is responsible for reviewing the Plans' investment performance and the Plans investment options offered in accordance with an Investment Policy Statement. The Committee will also make changes to the investment offerings as warranted. The Committee has the following responsibilities related to investment of the Plans' assets:

- A. Selecting the investment design features of the Plans. This includes establishing:
  - 1. The investment guidelines and objectives,

2. The number and types of investment alternatives available to participants in the Plans, and
  3. Participant investment procedures;
- B. Appointing, monitoring and evaluating all investment fund options in accordance with guidelines and benchmarks established within this document and consistent with applicable laws;
  - C. Monitoring costs charged to assets of the Plans or paid by the Plans' participants, including, but not limited to, investment management fees, trustee fees and fees paid to other service providers for the Plans;
  - D. Providing general investment information to the Plans' participants regarding the procedures for making investment choices under the Plans and general investment information regarding each of the investment options offered under the Plans; and
  - E. Ensuring the service providers to the Plans are providing education to the Plans' participants.

Additional information regarding the Plans' investments may be found in the Investment Policy Statement.

## **VI. ALLOCATION AND DELEGATION OF RESPONSIBILITY**

The Committee may, by written rule or by its minutes, allocate responsibilities among Committee members and may delegate to persons other than Committee members the authority to carry out any of the responsibilities under the Plans noted herein. If a responsibility is allocated to a Committee member or delegated to a non-committee member, no other Committee member will be liable for any act or omission of that person in carrying out such responsibility except as may otherwise be required by law.

The Committee may, in its discretion and as authorized by applicable law and the Plans, delegate all or a portion of its investment-related responsibilities to one or more qualified investment managers, investment advisers, consultants, or other fiduciaries. Any delegation of authority shall be made in writing and shall clearly define the scope of the delegated authority, responsibilities, reporting requirements, and applicable performance expectations. Notwithstanding any delegation of authority, the Committee shall retain fiduciary responsibility for the oversight of any investment manager or other delegated fiduciary, and it shall periodically monitor the performance and conduct of each such investment manager.

Committee members will be required to annually file FPPC Form 700 Conflict of Interest or such other filings as required by law, with the City Clerk.

The City's Finance Department will be tasked with managing the day-to-day activities related to the Plans. These tasks are ministerial and non-fiduciary.

## **VII. INDEMNIFICATION**

The City shall indemnify and defend individual Committee members through its liability insurance generally and its errors and omissions insurance policy specifically as well as pursuant to California Government Code, including but not limited to Government Code sections 825 and 995.

## **VIII. STANDARD OF CARE**

The Committee shall discharge its duties with respect to the Plans in such a manner as to comply with applicable law and regulations, including Article 16, Section 17 of the California Constitution.

## **IX. PLAN DOCUMENTS**

The Plans are governed by and administered under Plan documents and trust agreements. These documents and trust agreements, together with any other formal documents maintained for the operation and administration of the Plans, will be on file in the permanent records of the Committee and will be available for inspection by the Plans' participants during business hours within the Finance Department.

## **X. AMENDMENT**

This Charter may be amended by a majority vote of the City Council of the City of San Ramon executed by the City Clerk.

Effective this day of September 8, 2026.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_