

OPERATING BUDGET

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General Fund Summary

Fiscal Years 2017-2018

	FY 2017 Proposed	FY 2018 Proposed
<u>Revenues</u>		
Property Taxes	\$ 20,824,494	\$ 21,636,859
Sales and Use Tax	23,624,575	24,429,587
Other Taxes	8,642,000	8,844,000
Other Revenues	394,352	359,342
Total General Revenues	\$ 53,485,421	\$ 55,269,788
Total Departmental Revenues	\$ 32,468,665	\$ 32,074,956
Transfers In from Other Funds	\$ 1,778,531	\$ 2,553,058
Other Sources/One-Time Funds	\$ 613,648	\$ 172,000
Total Revenues / Transfers In / Other Sources	\$ 88,346,265	\$ 90,069,802
<u>Expenditures</u>		
Personnel	\$ 34,259,408	\$ 35,334,895
Benefits	16,623,644	17,831,323
Non-Personnel	31,669,220	31,463,966
Total Operating Expenditures	\$ 82,552,272	\$ 84,630,184
Transfers Out to Other Funds	2,466,289	2,506,422
Other Uses	441,648	-
Total Expenditures / Transfers Out / Other Uses	85,460,209	87,136,606
Surplus / (Deficit)	\$ 2,886,056	\$ 2,933,196



All Funds Budget Summary

Fiscal Years 2016-18

Fund Name	Estimated Beginning Balance 2016-17	Proposed Revenues / Transfers In 2016-17	Proposed Expenses / Transfers Out 2016-17	Estimated Ending Balance 2016-17	Proposed Revenues/ Transfers In 2017-18	Proposed Expenses/ Transfers Out 2017-18	Estimated Ending Balance 2017-18
General Fund	\$ 37,128,036	\$ 87,732,617	\$ 85,018,561	\$ 39,842,092	\$ 89,897,802	\$ 87,136,606	\$ 42,603,288
Housing Funds	\$ 2,167,137	\$ 3,468,115	\$ 3,656,328	\$ 1,978,924	\$ 3,805,271	\$ 3,628,053	\$ 2,156,142
Measure J	\$ 4,615,764	\$ 1,112,902	\$ 1,900,000	\$ 3,828,666	\$ 1,118,886	\$ -	\$ 4,947,552
Capital Budget	\$ 23,532,506	\$ 17,382,626	\$ 16,911,041	\$ 24,004,091	\$ 1,875,000	\$ 10,525,762	\$ 15,353,329
Downtown Parking/Enhancement	\$ 4,698,872	\$ 6,338,750	\$ 6,423,594	\$ 4,614,028	\$ 6,338,750	\$ 5,850,217	\$ 5,102,561
Golf Course Enterprise Funds	\$ 330,644	\$ 6,585,403	\$ 6,764,602	\$ 151,445	\$ 6,958,603	\$ 6,608,132	\$ 501,916
Information Technology Replacement	\$ 7,009,240	\$ 894,000	\$ 1,069,277	\$ 6,833,963	\$ 861,000	\$ 833,000	\$ 6,861,963
PERS Safety Side Fund Liability	\$ (5,337,215)	\$ 1,824,298	\$ 1,824,298	\$ (5,337,215)	\$ 1,904,298	\$ 1,904,298	\$ (5,337,215)
All Other Funds	\$ 33,816,353	\$ 9,629,485	\$ 13,933,720	\$ 29,512,118	\$ 8,853,118	\$ 6,835,638	\$ 31,529,598
Total Other Funds	\$ 70,833,301	\$ 47,235,579	\$ 52,482,860	\$ 65,586,020	\$ 31,714,926	\$ 36,185,100	\$ 61,115,846
TOTAL - ALL FUNDS	\$ 107,961,337	\$ 134,968,196	\$ 137,501,421	\$ 105,428,112	\$ 121,612,728	\$ 123,321,706	\$ 103,719,134
Total Appropriations FY 2016-17	\$ 137,501,421						
Total Appropriations FY 2017-18	\$ 123,321,706						
Combined Appropriations FY 2016-18	\$ 260,823,127						



City of Walnut Creek 2016-2018 Budget

Administrative Services

The mission of the Administrative Services Department is to serve as the central administrative body of the City organization, supporting all departments as well as serving the public. This department provides expertise, support, service and management of Finance/Budget and Information Technology.

Brief Description of Department Divisions

The department oversees the City's financial, technology and administrative functions, including accounting, budgeting, business licenses, treasury management, purchasing, information technology and telecommunications.

Division Budgets for Fiscal Year 2016-2018

Division Name	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses

General Fund Expenditures:

Administration	\$ 389,468	\$ 404,063
Finance	1,879,453	1,949,116
Information Technology	2,601,665	2,523,742
General Fund Operating Total	4,870,586	4,876,921
General Fund Transfers	2,466,289	2,506,422
Total General Fund Expenditures	\$ 7,336,875	\$ 7,383,343

Other Fund Expenditures:

Equipment Replacement - IT Fund	1,069,277	833,000
Total Other Funds Expenditures	1,069,277	833,000
Total All Funds Expenditures	\$ 8,406,152	\$ 8,216,343

General Fund Cost Recovery

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	\$ 4,870,586	\$ 4,876,921
General Fund Department Revenue Totals	897,118	897,373
Net Department Budget	3,973,468	3,979,548
Cost Recovery %	18%	18%

Total Staffing for Department (FTE)

	2014-16	2016-2018
Funded FTEs	21.50	22.50
Limited Duration FTEs	3.75	3.75



City of Walnut Creek 2016-2018 Budget

Arts and Recreation

The mission of the department is to create a better community through the collaborative delivery of services that strengthen heart, mind, and body.

Brief Description of Department Divisions:

The Arts and Recreation Department consists of 10 programmatic divisions shown in the list below, the Arts and Recreation administration division and the Boundary Oak Golf Course which operates as an enterprise fund.

Division Budgets for Fiscal Year 2016-2018

Division Name and Number	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses
General Fund Expenditures:		
Administration	\$ 576,236	\$ 559,689
Aquatics	1,560,695	1,677,278
Center for Community Arts	3,156,965	3,279,040
Bedford Gallery	657,036	682,387
Center REPeritory Theatre Company	2,483,905	2,568,118
Leshner Center for the Arts	3,631,575	3,754,954
Municipal Special Events	184,498	185,455
Public Art	285,628	275,150
Recreation and Social Services	1,822,803	1,879,870
Facility Rentals	790,709	820,047
Sports and Camps	1,440,377	1,488,198
Total General Fund Expenditures	\$ 16,590,427	\$ 17,170,186
Other Funds Expenditures:		
Golf Course Enterprise Funds	\$ 6,764,602	\$ 6,608,132
LCA Equipment Replacement Fund	44,566	-
Total Other Funds Expenditures	6,809,168	6,608,132
Total All Funds Expenditures	\$ 23,399,595	\$ 23,778,318

General Fund Cost Recovery:

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	16,590,427	17,170,186
General Fund Department Revenue Totals	10,907,224	11,112,412
Net Department Budget	5,683,203	6,057,774
Cost Recovery %	66%	65%

Total Staffing for Department (FTE)

Funded FTE's

2014-2016	2016-18
54.00	54.00



City of Walnut Creek 2016-2018 Budget

Community and Economic Development

The Mission of the Department is to enhance the quality of life in Walnut Creek by ensuring a safe, desirable environment, while promoting the unique character of the community.

Brief Description of Department Divisions

The Department includes the following divisions: Building, Economic Development, Housing, Planning, Transportation Planning and Administration.

Division Budgets for Fiscal Year 2016-2018

Division Name and Number	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses
General Fund Expenditures:		
Administration	\$ 507,128	\$ 530,741
Building	4,082,625	3,971,944
Economic Development	485,657	414,245
Planning	2,208,725	2,204,223
Transportation Planning	499,995	357,967
Total General Fund Expenditures	\$ 7,784,130	\$ 7,479,119
Other Funds Expenditures:		
Housing Funds/CDBG/Successor Agency	4,073,189	4,050,116
Other Community Development Funds	1,978,923	1,626,227
Total Other Funds Expenditures	6,052,112	5,676,343
Total All Funds Expenditures	\$ 13,836,242	\$ 13,155,462

General Fund Cost Recovery

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	\$ 7,784,130	\$ 7,479,119
General Fund Department Revenue Totals	7,576,830	7,054,954
Net Department Budget	207,300	424,165
Cost Recovery %	97%	94%

Total Staffing for Department (FTE)

	2014-2016 *	2016-2018
Funded FTEs	36.50	37.50
Limited Duration FTEs	3.00	3.00



City of Walnut Creek 2016-2018 Budget

General Government

The mission of General Government is to provide an overall legislative and administrative framework from which the various functions of the City's government receive direction in performing and providing services to the community.

Brief Description of Department Divisions

The divisions included in the General Government category include City Council, City Manager, City Attorney, City Clerk, Mail Services, City Treasurer, Community Outreach, Risk Management and Emergency Preparedness.

Division Budgets for Fiscal Year 2016-2018

Division Name and Number	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses
General Fund Expenditures:		
City Attorney	\$ 1,238,416	\$ 1,271,340
City Clerk	607,552	519,115
City Council & City Treasurer	339,574	334,282
City Manager	644,108	657,446
Community Outreach	398,143	386,708
Risk Management	1,735,412	1,910,636
Emergency Preparedness	194,037	202,575
Non Departmental	494,765	505,311
Total General Fund Expenditures	\$ 5,652,007	\$ 5,787,413
Other Fund Expenditures:		
PEG and Multi Media Productions Funds	413,374	403,003
Downtown Parking and Enhancement Fund	2,312,974	1,812,526
Total Other Funds Expenditures	2,726,348	2,215,529
Total All Funds Expenditures	\$ 8,378,355	\$ 8,002,942

General Fund Cost Recovery

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	\$ 5,652,007	\$ 5,787,413
General Fund Department Revenue Totals	288,915	283,915
Net Department Budget	5,363,092	5,503,498
Cost Recovery %	5%	5%

Total Staffing for Department (FTE)

	2014-2016 *	2016-2018
Funded FTEs	19.00	19.00



City of Walnut Creek 2016-2018 Budget

Human Resources

The mission of the Human Resources Department is to Support the Organization in Meeting the Service Needs of the Community through the City's most valuable resource * OUR PEOPLE*

Brief Description of Department Divisions

The Human Resources Department is committed to provide professional guidance and expertise in the areas of Benefits Administration, Employee and Labor Relations, Employee Development and Training, Recruitment and Selection, and Classification and Compensation. The team is focused on cultivating positive working relationships by creating and enhancing valuable services that attract, develop and retain a talented and diverse workforce. All to better serve our Community.

Division Budgets for Fiscal Year 2016-2018

Division Name	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses
General Fund Expenditures:		
General Personnel	\$ 852,021	\$ 864,936
Recruitment	261,203	271,335
Miscellaneous Benefit & Training	282,954	289,547
Total General Fund Expenditures	1,396,178	1,425,818
Other Fund Expenditures:		
	-	-
Total Other Funds Expenditures	-	-
Total All Funds Expenditures	\$ 1,396,178	\$ 1,425,818

General Fund Cost Recovery

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	\$ 1,396,178	\$ 1,425,818
General Fund Department Revenue Totals	-	-
Net Department Budget	1,396,178	1,425,818
Cost Recovery %	0%	0%

Total Staffing for Department (FTE)

Funded FTEs

2014-2016	2016-2018
6.00	6.00



City of Walnut Creek 2016-2018 Budget

Police Department

The Police Department is dedicated to assuring the security of people and property and improving the City's quality of life. The department works with the public to provide immediate assistance in times of emergency. The department is both proactive and reactive and provides law enforcement, investigation, crime prevention and other public services.

Brief Description of Department Divisions

The Department has two divisions, Operations and Administration. Traffic, Special Operations, and the Police Services unit are in the Operations division. Dispatch, Records, Training, Administrative Services and Investigations are in the Administration division. Volunteers also provide key assistance with several of these programs.

Division Budgets for Fiscal Year 2016-2018

Division Name and Number	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses
General Fund Expenditure:		
Administration	\$ 3,552,543	\$ 3,675,117
Communications	2,690,864	2,792,534
Special Operations	814,367	849,829
Investigations	2,621,463	2,741,239
Patrol Support Services	252,211	259,050
Patrol	12,712,770	13,474,555
Records	1,227,288	1,275,533
Traffic	1,393,904	1,464,634
Total General Fund Expenditures	\$ 25,265,410	\$ 26,532,491
Other Funds Expenditures:		
Downtown Parking and Enhancement Fund	1,790,248	1,849,403
Other Police Funds	1,986,231	2,077,137
Total Other Funds Expenditures	3,776,479	3,926,540
Total All Funds Expenditures	\$ 29,041,889	\$ 30,459,031

General Fund Cost Recovery

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	\$ 25,265,410	\$ 26,532,491
General Fund Department Revenue Totals	2,402,656	2,402,656
Net Department Budget	\$ 22,862,754	\$ 24,129,835
Cost Recovery %	10%	9%

Total Staffing for Department (FTE)

Funded FTEs

2014-2016 *

115.00

2016-2018

117.00



City of Walnut Creek 2016-2018 Budget

Public Works

The primary mission of the Department is to protect and support the City's infrastructure and natural resources. This is accomplished by providing efficient maintenance services and effective engineering services to all City operations, including the permitting and inspection of all work performed within the City right-of-way.

Brief Description of Department Divisions

The Department includes the following divisions: Engineering, Transportation Operations and Planning, Capital Investment Program, Parks, Open Space, Urban Forestry, Maintenance of Streets, Equipment, Building and Traffic, Museums and Leases, Graffiti Removal, Street Sweeping, Clean Water Program and Administration.

Division Budgets for Fiscal Year 2016-2018

Division Name and Number	Fiscal Year	
	2016-17 Adopted Expenses	2017-18 Adopted Expenses
General Fund Expenditure:		
Administration	\$ 1,502,994	\$ 1,542,834
Library	1,477,542	1,487,672
Engineering	4,673,272	4,557,898
Maintenance	8,420,867	8,617,395
Parks	4,918,859	5,152,437
Total General Fund Expenditures	\$ 20,993,534	\$ 21,358,236
Other Fund Expenditures:		
CIP Fund	16,911,041	10,525,762
Clean Water Fund	1,527,140	1,561,524
Open Space Fund	1,353,021	1,388,998
Downtown Parking and Enhancement Fund	1,886,254	1,749,323
Other Public Service Funds	10,372,020	1,699,948
Total Other Funds Expenditures	32,049,476	16,925,555
Total All Funds Expenditures	\$ 53,043,010	\$ 38,283,791

General Fund Cost Recovery

Category	2016-17 Adopted	2017-18 Adopted
General Fund Expenditure Totals	\$ 20,993,534	\$ 21,358,236
General Fund Department Revenue Totals	10,395,922	10,323,646
Net Department Budget	\$ 10,597,612	\$ 11,034,590
Cost Recovery %	50%	48%

Total Staffing for Department (FTE)

	2014-2016	2016-2018
Funded FTEs	105.00	107.00
Limited Duration FTEs	3.00	4.00

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