



General Fund Budget Summary

Fiscal Years 2016-2018

	Adopted Fiscal Year 2016-17	Adopted Fiscal Year 2017-18
REVENUES		
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
Interest Earnings	220,000	220,000
Other Revenue	174,352	139,342
Total General Revenues	53,485,421	55,269,788
Administrative Services	897,118	897,373
Human Resources	0	0
Community and Economic Development	7,576,830	7,054,954
Public Works	10,395,922	10,323,646
Police	2,402,656	2,402,656
Arts and Recreation	10,907,224	11,112,412
General Government	288,915	283,915
Total Departmental Revenues	32,468,665	32,074,956
Transfers In from Other Funds	1,778,531	2,553,058
Total Revenues / Transfers In	87,732,617	89,897,802
Committed Fund Balance-Legal Claims	0	0
Unassigned Fund Balance-One Time Funds	0	0
One Time Fund Projects Carryforward from 2015-16	441,648	0
Unassigned Fund Balance-Council/City Manager Contingency	172,000	172,000
TOTAL SOURCES OF FUNDS	88,346,265	90,069,802
EXPENDITURES		
Administrative Services	4,870,586	4,876,921
Human Resources	1,396,178	1,425,818
Community and Economic Development	7,784,130	7,479,119
Public Works	20,993,534	21,358,236
Police	25,265,410	26,532,491
Arts and Recreation	16,590,427	17,170,186
General Government	5,652,007	5,787,413
Total Operating Expenditures	82,552,272	84,630,184
Transfer to Capital Investment Budget	1,375,000	1,375,000
Transfer to Library Fund	0	0
Transfer to Other Funds - One Time Funds	0	0
Transfers to Other Funds	1,091,289	1,131,422
Total Expenditures / Transfers Out	85,018,561	87,136,606
One Time Fund Projects Carryforward from 2015-16	441,648	
TOTAL USES OF FUNDS	85,460,209	87,136,606
Revenues Over or (Under) Expenditures	2,886,056	2,933,196

City of Walnut Creek Adopted Operating Budget



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)

Funded FTEs

2014-2016 *	2016-2018
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 *	2016-2018
115.00	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

**All Funds Budget Summary
Fiscal Years 2016-17 and 2017-18**

Line #	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
	Special Revenue Funds							
1	Alternative Energy	42,298	12,500	-	54,798	12,500	-	67,298
2	CDBG	-	364,000	362,372	1,628	364,000	365,078	550
3	Federal Grant	-	-	-	-	-	-	-
4	Gas Tax	3,870,698	1,386,456	2,430,000	2,827,154	1,386,456	600,000	3,613,610
5	General Plan Update	792,990	128,000	50,000	870,990	128,000	50,000	948,990
6	Housing Funds	2,167,137	3,468,115	3,656,328	1,978,924	3,805,271	3,628,053	2,156,142
7	Housing Successor Agency	452,460	66,000	54,489	463,971	66,000	56,985	472,986
8	In Lieu Funds	673,943	103,500	90,683	686,760	103,500	40,683	749,577
9	In Lieu Parking	373,315	16,800	-	390,115	16,800	-	406,915
10	In-Lieu Park	1,444,619	1,120,000	1,915,000	649,619	1,120,000	-	1,769,619
11	In-Lieu Underground	862,149	10,000	-	872,149	10,000	-	882,149
12	Library Parcel	196,290	-	-	196,290	-	-	196,290
13	Measure J	4,615,764	1,112,902	1,900,000	3,828,666	1,118,886	-	4,947,552
14	NPDES	2,692,735	1,198,659	1,527,140	2,364,254	1,198,659	1,561,524	2,001,389
15	Open Space	-	1,353,021	1,353,021	-	1,388,998	1,388,998	-
16	PEG Access & Comcast Grant Funds	3,671,056	330,368	413,374	3,588,050	330,368	403,003	3,515,415
17	Public Safety Funds	141,792	100,000	135,852	105,940	100,000	146,758	59,182
18	Revolving Loan	575,561	3,000	45,000	533,561	3,000	-	536,561
19	Shadelands Park Maintenance	2,419,760	664,517	-	3,084,277	5,000	-	3,089,277
20	Shadelands PBID	13,931	385,000	375,000	23,931	385,000	375,000	33,931
21	Storm Drain	494,673	2,500	-	497,173	2,500	-	499,673
22	Traffic Congestion Relief	-	-	-	-	-	-	-
23	Traffic Impact Mitigation	4,562,561	245,000	1,430,000	3,377,561	245,000	-	3,622,561
	Totals Special Revenue Funds	30,063,732	12,070,338	15,738,259	26,395,811	11,789,938	8,616,082	29,569,667

**All Funds Budget Summary
Fiscal Years 2016-17 and 2017-18**

Line #	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
Capital Project Funds								
24	Capital Budget	23,532,506	17,382,626	16,911,041	24,004,091	1,875,000	10,525,762	15,353,329
25	Local Improvement Districts	959,474	4,500	-	963,974	4,500	-	968,474
	Total Capital Project Funds	24,491,980	17,387,126	16,911,041	24,968,065	1,879,500	10,525,762	16,321,803
Enterprise Funds								
26	Downtown Parking/Enhancement	4,698,872	6,338,750	6,423,594	4,614,028	6,338,750	5,850,217	5,102,561
27	Golf Course Enterprise Funds	330,644	6,585,403	6,764,602	151,445	6,958,603	6,608,132	501,916
	Total Enterprise Funds	5,029,516	12,924,153	13,188,196	4,765,473	13,297,353	12,458,349	5,604,477
Internal Service Funds								
28	Equipment Replacement Funds	1,586,188	7,200	1,400,966	192,422	7,000	95,000	104,422
29	Facilities Replacement	499,501	1,500	-	501,001	1,500	-	502,501
30	Information Technology Replacement	7,009,240	894,000	1,069,277	6,833,963	861,000	833,000	6,861,963
31	Major Roadway Reconstruction	291,691	2,000	292,000	1,691	2,000	-	3,691
32	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)
33	Radio Replacement	1,821,617	43,810	26,081	1,839,346	43,810	26,081	1,857,075
34	Vehicle Replacement / Repair	3,993,472	885,324	896,476	3,982,320	886,972	898,035	3,971,257
	Total Internal Service Funds	9,864,494	3,658,132	5,509,098	8,013,528	3,706,580	3,756,414	7,963,694
Other Agency Funds								
35	Assmt. District Redemption I	1,722,062	9,000	-	1,731,062	9,000	-	1,740,062
36	Assmt. District Redemption II	-	-	-	-	-	-	-
37	RDA Debt Service - Successor Agency	(488,258)	524,830	524,830	(488,258)	370,555	370,555	(488,258)
38	RDA Obligation Retirement Fund	149,775	662,000	611,436	200,339	662,000	457,938	404,401
	Total Other Agency Funds	1,383,579	1,195,830	1,136,266	1,443,143	1,041,555	828,493	1,656,205
	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