

.....

BIENNIAL BUDGET

Fiscal Years 2024 & 2025

.....





Principal Officers



Cindy Silva
Mayor



Loella Haskew
Mayor Pro Tem



Cindy Darling
Council Member



Kevin Wilk
Council Member



Matt Francois
Council Member



Ron Cassano
City Treasurer

Executive Team

City Manager – Dan Buckshi
Assistant City Manager – Teri Killgore
City Attorney – Steve Mattas
Administrative Services Director – Kirsten LaCasse
Arts & Recreation Director – Kevin Safine
Chief of Police – Jamie Knox
City Clerk – Suzie Martinez
Communications & Outreach Manager – Betsy Burkhart
Community Development Director – Erika Vandenbrande
Human Resources Director – Trish Raver
Public Works Director – Heather Ballenger



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Walnut Creek
California**

For the Biennium Beginning

July 01, 2021

Christopher P. Morrill

Executive Director



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City Manager's Transmittal Letter

June 20, 2023

Honorable Mayor and Members of the City Council:

In accordance with the City of Walnut Creek municipal code, I am pleased to present the Fiscal Year 2024 & 2025 (FY24 & FY25) budget to the City Council. The City's budget represents the two-year spending plan that allocates resources to the municipal programs, services, and projects provided to the Walnut Creek community.

The FY24 & FY25 budget strategically allocates resources for City Council Priorities, community priorities, and continued city services and operations, including \$8.5 million of operating budget enhancements and additions across all City funds. In large part, these enhancements are a result of the additional funding made available via Measure O, a 10-year, ½ cent sales tax measure that went into effect on April 1, 2023.

City Accomplishments

Over the past two-year budget cycle (FY22 & FY23), the City has accomplished the following:

COVID-19 Pandemic Recovery

- Economic Development, Community Development, and Public Works continued to oversee the Rebound Program (temporary outdoor dining), with the Citywide program extended through June 2023.
- A comprehensive Outdoor Dining Policy was adopted by City Council in June 2022 that will replace the various existing short-term programs. The implementation of the Outdoor Dining Program began in 2023 and will continue through FY24.
- Expanded technology to allow for digital and online services, including offering virtual and in-person options for City Council, Commission, and Committee public meetings.
- Arts & Recreation programming successfully reopened facilities and revamped classes and programs after substantially altering how programs were provided during the COVID-19 pandemic. This includes the re-opening of the Leshner Center for the Arts, re-opening of Senior Center drop-in activities and the Senior Minibus Transportation program.

Awards and Grants

- Public Works staff members received Staff of the Year Awards from the American Public Works Association (APWA) Northern California Chapter, in the categories of Facilities and Grounds and Administrative Management.
- The City was awarded the prestigious Helen Putnam Award for Excellence from the League of California Cities. The partnership between all 19 cities and towns in Contra Costa County and the County's Health Department received the honor for Intergovernmental Collaboration for the Anyone, Anywhere, Anytime (A3) behavioral health crisis response program.
- In April 2022 the Boundary Oak Golf Course was recognized as the Best Golf Course in the Bay Area News Group's annual reader poll, "Best of the East Bay."
- In June 2022, Walnut Creek City Hall was awarded with recertification as a Green Business by the California Green Business Network. The Green Business Certification demonstrates that City Hall operates with environmental stewardship in mind and exemplifies the City's commitment to being an environmental leader.
- The Arts & Recreation Department received a \$2 million federal Shuttered Venue Operators Grant in 2021 to help the Lesher Center recover from the economic impacts of the COVID-19 pandemic.
- The Community Development Department administered Community Development Block Grant (CDBG)-Coronavirus funds provided support to low-income households impacted by COVID.
- The Police Department entered into a FY2019 State Homeland Security Grant Program memorandum of understanding between the Contra Costa County Sheriff's Office and the Walnut Creek Police Department to purchase bomb squad equipment.

Initiatives

- City Council decided to place a ten-year, ½ cent sales tax increase (Measure O) on the November 8, 2022 ballot, to fund current and future quality of life needs. Measure O was passed by voters and went into effect on April 1, 2023.
- Partnered in Contra Costa County's A3 program ensuring that Anyone, Anywhere, Anytime can access behavioral health services.
- Completed improvements to City facilities, including roof replacements, HVAC system upgrades, and park and open space projects.
- Authorized hiring of five additional Police Officers for Downtown and Neighborhood Patrols.
- Established diversity and inclusion, implicit bias and human trafficking awareness training for all City staff. Trained over 95% of City staff, Council and Commission members.
- Established a community-based DEI Task Force with Council, public and staff representation, as well as an internal staff DEI working group Rising Toward Inclusion, Diversity and Equity (Rising TIDE).
- Developed a long term, strategic plan for the Lesher Center of the Arts in partnership with the DeVos Institute of Arts Management.

- Completed and launched three economic development studies, providing data and analysis of retail industry, office properties and medical office buildings in Walnut Creek, and launched an Economic Development Data Dashboard per the Council's economic development priority, providing economic indicators and key data highlights for the local economy.
- Completed Phase 2 of the Sustainability Action Plan with City Council approval of 22 strategies that will make up the final plan to be adopted in July 2023.
- The Housing Division administered over \$1 million in community grant funds through the Community Development Block Grant, Community Services Grant, Homeless Services Grant, and School Crisis Counselor Grant Programs.

Infrastructure

- City Council approved a memorandum of understanding with the Walnut Creek Aquatics Foundation (WCAF) which includes an agreement by WCAF to contribute \$3 million toward the construction of an aquatic facility with a 50-meter lap pool.
- City Council approved a memorandum of understanding with the Walnut Creek Soccer Club (WCSC) for the construction of sports field amenities, which includes an agreement by WCSC to contribute \$1.5 million toward the construction of ball field lighting and turf sports fields.

Technology

- Implemented new technological solutions for employee onboarding, benefits, and training.
- Launched a redesign process of all City public-facing websites.
- Implemented a new Public Records Portal to track public records requests across City departments and standardizes records processing.
- Virtual service delivery, including an electronic plan submittal system and online permitting.
- Implemented financial reporting software for the Annual Comprehensive Financial Report (ACFR).
- Continued process improvement and streamlining of office systems including Office 365, document retention, and the Capital Budget allocation process.
- Upgraded outdated technology to fully support the Office 365 implementation project.
- The Community Development Department launched a new customer-centered web presence. The site features an improved Permit hub and other improvements including: step-by-step instructions about the application process, permit-related resources and information, and updated information about zoning, building inspections, entitlements, development projects, and code enforcement.

Council Priorities

On February 28, 2023 the City Council identified five strategic priorities for the next two calendar years (2023 and 2024). City Staff has used the Council Priorities as a guide when building the FY24 & 25 budget. They are as follows:

Diversity, Equity, & Inclusion (DEI)

Keep building on the progress made to further establish Walnut Creek as an inclusive community that welcomes diversity. Implement top DEI priorities through policies and practices, representation on City committees and commissions, training, events, outreach to under-represented communities, and partnerships with not-for-profit organizations. Monitor internal and external progress against clear, measurable goals

Economic Development and Job Creation

Through an integrated Economic Development Action Plan, promote economic diversification, adapt to changes in office uses, capitalize on economic strengths, improve jobs- housing balance, enhance downtown attractions and infrastructure, and streamline permitting processes. Establish metrics and reporting practices to clearly monitor progress.

Environmental Sustainability and Climate Action

Remain a leader in reducing greenhouse gas emissions and achieving other sustainability goals by completing the update of the City's Sustainability Action Plan that includes a funding program, adoption of a climate emergency resolution, and strategies to advance objectives in areas such as alternative transportation, water usage, recycling, open space protection, and disaster resiliency.

Parks, Facilities, and Other Infrastructure

Guided by the community, address major park, facility and infrastructure needs, with the early priority being the new aquatics and community center at Heather Farm Park and lighting and turf improvements at Tice and Heather Farm parks, respectively; address other park and infrastructure needs as resources permit.

Public Safety and Social Wellness

Ensure Walnut Creek is a safe community through (1) more innovative and effective responses to homelessness and mental health challenges (i.e., A3 and crisis intervention partnerships, mental health crisis response training, homeless outreach); (2) pro-active police responses to crime trends, including residential and retail property crimes; (3) strong crime prevention by building on partnerships with neighborhoods, businesses, schools; (4) Continuing to foster a modern and healthy police culture; (5) Improved traffic, transit, pedestrian and bike safety.

Budget Assumptions & Financial Forecast

Since FY20, the City's operating budget has been impacted by the COVID-19 pandemic, with both reduced revenues and restricted operations. The FY22 & FY23 budget assumed continued recovery from the pandemic and a normalization of the growth and operations in FY23.

In alignment with the 10-Year Financial Forecast presented to City Council on February 7, 2023, the FY24 & FY25 General Fund budget considers recent local, statewide, national, and global economic trends, including: increases in the Federal Fund interest rate, rising inflation, and global supply chain issues. The FY24 & FY25 budget assumes a return to more normal economic activity after the post-pandemic rebound, and strategically allocates resources for continued city services and operations, while fully meeting the city reserve policies.

The passage of Measure O on November 8, 2022 provided the City with the opportunity to expand City services and better support community and City Council priorities. The prudent and strategic allocation of Measure O costs to one-time versus on-going costs should be considered as programming decisions of Measure O funds are made, as the tax will sunset in 10 years.

Overall, the City is in a healthy financial state to meet continued operating needs. While a future recession and rising pension costs will impact the City's revenues and present budget challenges, the City's healthy reserves and pension trust provide time to consider courses of action.

FY24 & FY25 Operating Budget Highlights

The FY24 & FY25 budget strategically allocates resources for City Council Priorities, community priorities, and continued city services and operations, including about \$8.5 million of operating budget enhancements and additions across all city funds, while fully funding City reserves. In large part, these enhancements are a result of the additional funding made available via Measure O.

In addition to full funding General Fund emergency reserves, \$9 million of Measure O funds is set aside for construction costs of the future pool and community center at Heather Farm Park in both FY24 and FY25.

The following provides a summary of the highlights and enhancements:

Arts & Recreation Programming

Arts & Recreation is enhancing programming in Recreation and Social Services and the Center for Community Arts, expanding classes and programs currently offered. Additionally, the Arts & Recreation department continues to implement the Leshar Center for the Arts strategic plan, which includes both staffing at the Leshar Center and marketing activities.

Community Outreach

Funding for community outreach efforts is included in the FY24 & FY25 budget, including the creation of an annual report, social media monitoring, and conducting a community survey.

Diversity, Equity, and Inclusion (DEI)

The FY24 & FY25 budget includes the addition of a DEI analyst position, DEI training for city staff, Council members and Commissioners, Police crisis-intervention and de-escalation training, as well as funding for additional DEI activities as discussed by City Council on April 18, 2023.

Development Services, Economic Development, and Downtown Support

Funding for implementation of the Economic Development Action plan, permit streamlining, downtown events and initiatives, as well as the addition of an Assistant Engineer position to review current developments are included in the FY24 & FY25 budget.

Environmental Sustainability and Climate Action

The addition of a Sustainability Analyst to lead the implementation of recommendations from the Sustainability Action Plan as approved by City Council later in 2023 is, as well as funding for implementation activities is included in the FY24 & FY25 budget.

Homeless Services

The FY24 & FY25 budget includes continuation of the full-time CORE Homeless Outreach Team.

Library Hours

Funding of 12 extra open library hours per week at the Walnut Creek and Ygnacio Valley library branches is included in the operating budget.

Parks, Facilities, and Other Infrastructure

The FY24 & FY25 operating budget includes funding for routine parks, open space, and building maintenance, ensuring compliance with new regulations related to environmental and drought procedures, and to account for large increases in the costs of goods and services. The General Fund Operating budget contributes 2% of General Fund revenues to the Capital Budget for improvements to City facilities, parks, and other infrastructure. \$2 million of Measure O funds are to be contributed to projects for installation of lights at Tice ball fields and turf at Heather Farm park.

Public Safety

Public safety funding enhancements in the operating budget include the continued funding of 5 new police officers, the addition of a Crime Prevention Specialist, and Police Services Supervisors over Dispatch and Records. Funding for a city-wide effort to upgrade and integrate security cameras, Animal Control services and crossing guard services are also included in the budget.

Risk and Emergency Management

Expanded funding for emergency management planning and disaster response is included in the budget, which includes training for City staff, development and implementation of emergency plans, and maintenance and coordination of the City Emergency Operations Center.

Other Funds

Downtown Parking & Enhancement Enterprise Fund

Walnut Creek's downtown continues to change and evolve with the adoption of the Outdoor Dining Policy, office-workers returning to work, closed streets and construction. FY24 & FY25 assume this budget cycle will be a transitional year for parking revenue.

The Parking Fund includes 24.70 FTE that support both Parking Operations and Downtown Enhancements and support the operation and maintenance of the city's parking meters, garages, parking enforcement and ticket processing, data analytics, communications, and outreach.

The FY24 Parking Fund budget is projecting a \$440,000 contribution to fund balance in FY24 and \$290,000 contribution to fund balance in FY25. Contributions to reserves would be made as funds remain at the end of each fiscal year, per current policy.

Boundary Oak Golf Course Enterprise Fund

The Boundary Oak Golf Course (BOGC) operates as a self-supporting city enterprise fund, overseen by the Arts & Recreation Department. Revenues generated by golf, food, and beverage operations fund its operating expenses, capital improvements, support services, and debt service. The FY24 & FY25 budget for BOGC includes contract operations, city oversight, funding for non-routine maintenance projects, and loan payments.

The FY24 & FY25 budget projects continued growth in revenue, and the ongoing proactive management of expenses to ensure the course remains an asset to the city and community, with a contribution to fund balance of \$190,000 in FY24 and \$420,000 in FY25.

Capital Budget

The FY24 & FY25 Capital Budget allocates \$47.18 million in funding to create and preserve the City's physical infrastructure including: roads and bridges, storm water systems, public buildings, parks, open spaces, and trails. The Capital Budget is funded from many different sources including the General Fund, Gas Tax, Measure J, Downtown Parking Enterprise and Enhancement Fund, Traffic Impact Fee, and In-Lieu Parkland funds. The FY24 & FY25 Capital budget includes the use of \$1.94 million of ARPA funds and \$9.9 million of the City's Facility Reserve, in addition to \$2 million of Measure O funds. The Capital budget also includes over \$11 million in grant funding for various projects.

Acknowledgements

The preparation of the budget could not have been achieved without the thoughtful contributions from all City departments, and in particular, the commitment and diligence of the Budget team. This budget represents the hard work of all City staff to adapt and evolve to changing conditions, along with a dedication to provide the community with quality services.

I also wish to acknowledge the City Council and City Treasurer for their commitment to the high standards embodied in this report, and express appreciation to them for their leadership, vision, and commitment to ensuring the long-term fiscal health of Walnut Creek, and the continued provision of high-quality City services to our community.

Sincerely,



Dan Buckshi



Introduction





City Profile

The City of Walnut Creek was incorporated on October 21, 1914. Today, Walnut Creek is home to approximately 70,000 residents and a large number of guests that come to the City for work, recreation, and to enjoy the vibrant downtown and amenities. The City offers suburban convenience with a walkable downtown full of shopping, dining, and cultural activities, has top performing schools, and ranks as one of the California cities offering the most open space per capita.

Walnut Creek has a range of housing available to meet the needs to residents and workers employed by various businesses and agencies throughout the region. The City's large retail base services local residents as well as those in surrounding communities. Additionally, Walnut Creek has a mix of major employers and small businesses that drive innovation in areas such as software and green technology. Walnut Creek continues to show strength as a successful retail and entertainment center, and a safe community with attractive residential neighborhoods.

Year of Incorporation ¹	1914	Area (Square Miles)	19.9
Form of Government	Council/Manager	Elevation	200 feet
Employees (FTE)	388.50	Average Annual Precipitation	25"
Population (2022)	69,891	Average Highs/Lows (in Fahrenheit)	
Size ranking among California cities	122	Winter	56/40
Number of Registered Voters (2020)	47,655	Spring	64/44
% of High School / College Graduates	97.7% / 68.4%	Summer	85/60
City Crime Index (US Average: 323.2)	208.2	Fall	74/52

Housing

Number of housing units (2018)	33,564
Median Single-Family Home Price ²	\$1.5 million
Median Townhouse-Condo Price ³	\$1.1 million
Median Age (2019)	47.8
Median Household Income (2022)	\$121,205
Unemployment Rate	4.8%
Assessed Property Valuation (2022)	\$21.7 billion
Residential Valuation (% of total)	77%
Commercial Valuation (% of total)	18%

Top Property Taxpayers

- First Walnut Creek Mutual
- Second Walnut Creek Mutual
- Macerich Northwest Associates
- Ygnacio Center Owner, LLC
- California Plaza Owner, LLC
- Escuela Shopping Center, LLC
- WC Brio Apartments, LLC
- Shadelands Park, LLC
- SFII Mt Diablo Plaza, LLC
- Macys

¹ FY22 Annual Comprehensive Financial Report, unless otherwise noted.

² HdL Coren & Cone

³ HdL Coren & Cone

City Profile

Top 25 Sales Tax Producers (2021-2022)*

Apple Stores	Macy's Department Store	Tesla Motors
Chevron	Mercedes Benz of Walnut Creek	The Luxury Collection of Walnut Creek
Cole European Jaguar Land Rover	Micheal Stead's Chevrolet Cadillac	Toyota of Walnut Creek
CVS Pharmacy	Nordstrom Department Store	Volvo Cars Walnut Creek
Daimler Trust	Porsche Walnut Creek	Walnut Creek Chrysler Jeep Dodge Ram
Davidson & Licht Jewelry	Safeway Stores	Walnut Creek Ford
Diablo Subaru of Walnut Creek	Shane Company	Walnut Creek Honda
Dirito Brothers Walnut Creek	Target Stores	Whole Foods Market
JP Morgan Chase Bank		

*Firms listed alphabetically.

City Facilities

Number of City Parks	22	Miles of storm drains	114
Acres of City Parks	249	Traffic Signals	100
Acres of Open Space	2,726	Miles of Streets	213
Number of Playfields	14	City vehicles	181
Community Facilities	18	Parking meters	988
City owned parking lots	22	Streetlights	4,805

Community Facilities

Bedford Art Gallery	Larkey Aquatic Center
Boundary Oak Golf Course	Leshner Center for the Arts
Civic Park Community Center	Old Borges Ranch
Clarke Aquatic Center	Shadelands Art Center
Foothill Gymnasium	Shadelands Historical Museum
Heather Farm Park Community Center	Walnut Creek City Hall
Heather Farm Skate Park	Walnut Creek Library
Heather Farm Tennis Center	Walnut Creek Senior Center
Howe Homestead	Ygnacio Valley Library

WALNUT CREEK

CALIFORNIA

2023 ANNUAL DATA DASHBOARD

City of Walnut Creek | Economic Development
www.walnutcreekconnected.com



COMMUNITY PROFILE

INCOME

Source: Esri 2023



\$187,970
 AVERAGE HOUSEHOLD INCOME



\$86,808
 PER CAPITA INCOME



\$2,805,553
 AVERAGE NET WORTH

\$122,753

AVERAGE DISPOSABLE HOUSEHOLD INCOME

EDUCATION

Source: Esri 2022

72.6%
 Bachelor's/
 Graduate/Prof
 Degree

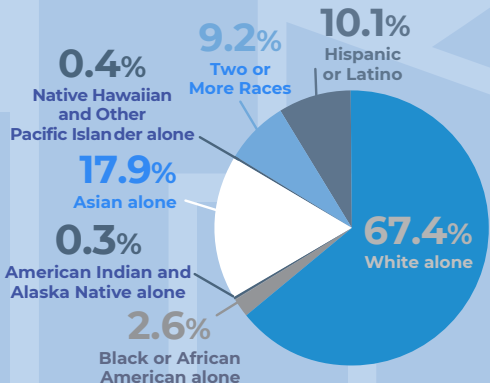
11.2%
 Some
 College

8.2%
 High School
 Graduate &
 Equivalent

1.2%
 No High School
 Diploma

ETHNIC BREAKDOWN

Source: US Census Bureau July 1, 2022



70,036
 POPULATION

Source: Esri 2023



232,275
 DAYTIME
 POPULATION

Source: Esri 2023
 5 mile radius from city center

HOUSING DEVELOPMENT PIPELINE

Approximate Units

600 UNITS
 RECENTLY COMPLETED OR
 UNDER CONSTRUCTION

2,001 UNITS
 PERMITTED BETWEEN
 2015-2021



Source: City of Walnut Creek
 Planning Division

32,333

NUMBER OF
 HOUSEHOLDS

Source: Esri 2023

HOUSING

Source: Esri June 2023

60.2%
 OWNER-OCCUPIED

32.8%
 RENTER-OCCUPIED

#42/528
 Best Suburbs to
 Live in California

#39/528
 Best Suburbs for Young
 Professionals in California

#78/528
 Best Suburbs to Raise
 a Family in California

Niche.com develops various rankings of places throughout the U.S. based on various datasets and community reviews from each area. Walnut Creek is proud to be in the top tier of Best Suburbs in California for a number of categories. (March 2023)

SHOPPING PROFILE

Source: Esri 2023

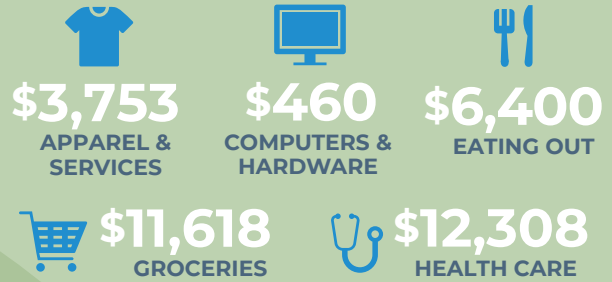
LIFESTYLE SPENDING

On average Walnut Creek residents spend **MORE THAN 75% ABOVE THE NATIONAL AVERAGE.**

Spending Potential Index (SPI) average is 100.



ANNUAL HOUSEHOLD SPENDING



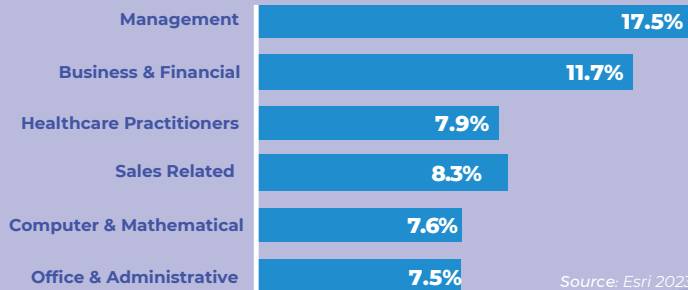
PSYCHOGRAPHIC SEGMENTATION

Psychographic segmentation is a type of market segmentation that pays attention to consumers' habits based on general interests and personality traits. Category names assigned by Esri.



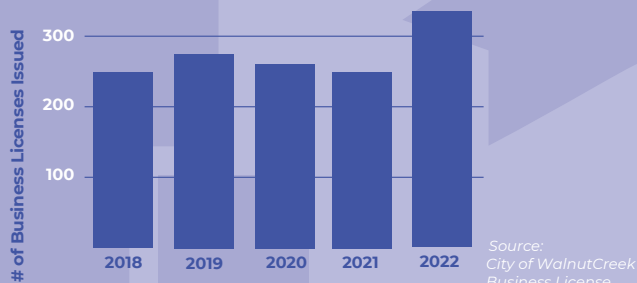
INDUSTRY & BUSINESS PROFILE

LEADING OCCUPATIONS FOR WALNUT CREEK RESIDENTS



Source: Esri 2023

NEW BUSINESS ACTIVITY



Source: City of WalnutCreek Business License

TOP FIVE EMPLOYMENT INDUSTRIES



Source: Esri 2023

LARGEST EMPLOYERS

(Based on employee size)



Source: EDD

City of Walnut Creek

Mission, Vision, & Values



Our Mission

The City of Walnut Creek, working in partnership with the community, is committed to enhancing our quality of life by promoting:

- A positive environment where people can live, work and play;
- A vibrant local economy to enhance and sustain long-term fiscal stability; and
- A progressive workplace where dedicated employees can make a difference.

Our Vision

A balanced community meeting tomorrow's needs while protecting the quality and character we value today. We strive to accomplish this by:

❖ **Enhancing the quality of community living, providing:**

- A safe, attractive community
- Protected natural resources and quality neighborhoods
- Diverse cultural and recreational opportunities
- Desirable balance of opportunities for living, working, and playing
- Responsive and user-friendly City services
- Housing to meet diverse community needs
- Programs and services that meet community needs
- Safe streets and efficient transportation systems
- Reliable and effective infrastructure
- Citizens engaged in actively shaping our collective future

❖ **Promoting a vibrant local economy, including:**

- A spirit of partnership with the community
- A thriving, first-class and varied regional business center
- A safe, accessible and attractive physical environment

❖ **Being an employer of choice by:**

- Creating an exciting, fulfilling and accountable work environment
- Supporting creativity, innovation and risk taking
- Promoting learning and growth opportunities
- Attracting and retaining employees who are committed to excellence and service
- Actively recognizing and appreciating individual contributions

City of Walnut Creek Mission, Vision, & Values

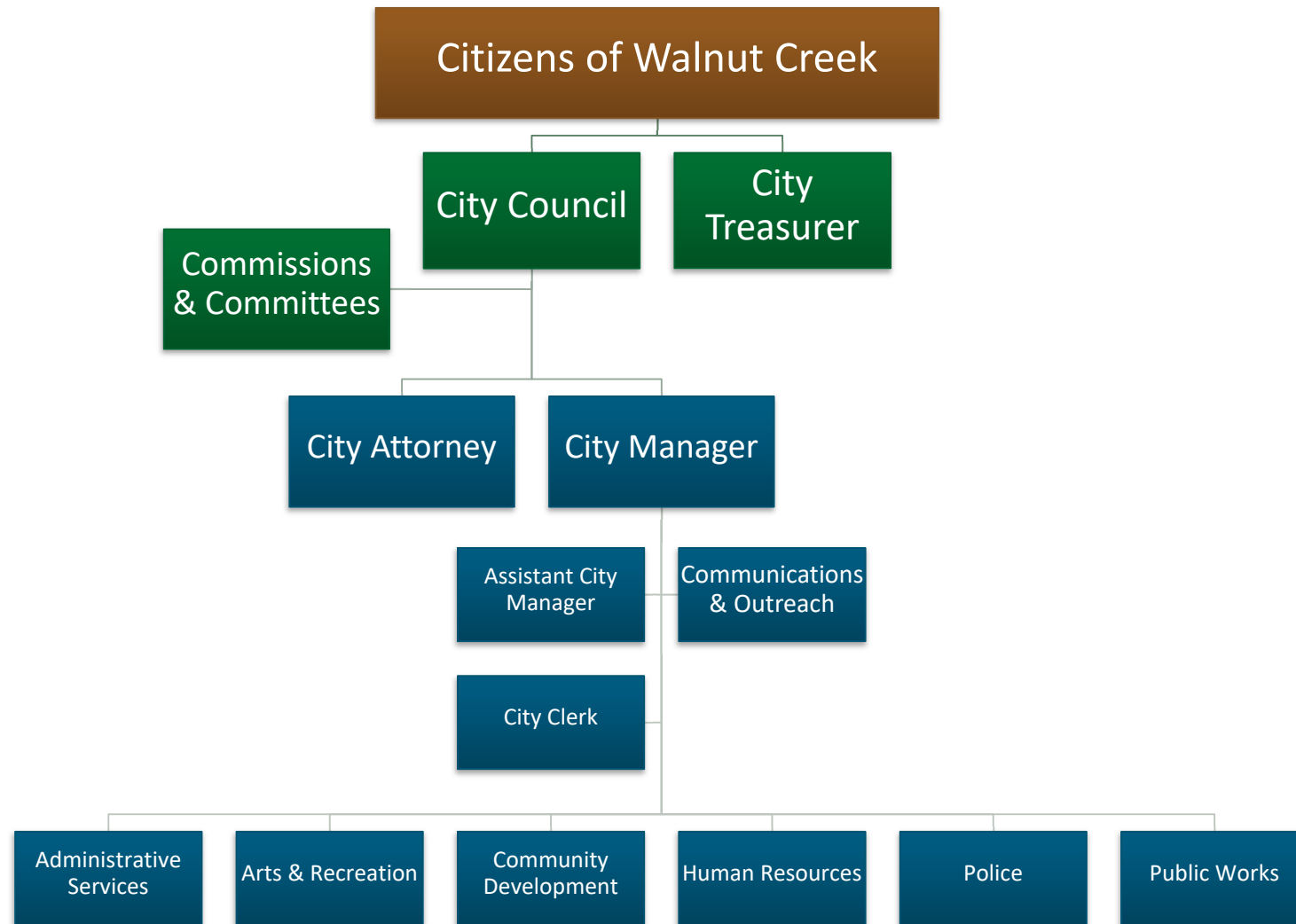
Our Values

We aspire to achieve our mission and vision by incorporating those values that help our community and each of us to realize our highest potential emphasizing:

- Respect
- Integrity
- Excellence
- Teamwork
- Creativity



Citywide Organizational Chart





Strategic Goals & Council Priorities

The City Council has a practice of setting priorities, every two years, which help guide City staff and inform the budget development process. The Council priority-setting process is now aligned with the City's biannual budget development calendar, following the adoption of a one-year budget in FY21. The alignment of priority setting and budget development allows for the allocation of funding and resources to support Council's priorities.

Through the two years after City Council priorities are set, staff develop a workplan and provide quarterly status updates to City Council.

2023-2024 City Council Priorities

On February 28, 2023, the City Council identified five strategic priorities for the City for the next two calendar years (2023-2024):

DIVERSITY, EQUITY AND INCLUSION (DEI)

Keep building on the progress made to further establish Walnut Creek as an inclusive community that welcomes diversity. Implement top DEI priorities through policies and practices, representation on City committees and commissions, training, events, outreach to under-represented communities, and partnerships with not-for-profit organizations. Monitor internal and external progress against clear, measurable goals.

ECONOMIC DEVELOPMENT AND JOB CREATION

Through an integrated Economic Development Action Plan, promote economic diversification, adapt to changes in office uses, capitalize on economic strengths, improve jobs- housing balance, enhance downtown attractions and infrastructure, and streamline permitting processes. Establish metrics and reporting practices to clearly monitor progress.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE ACTION

Remain a leader in reducing greenhouse gas emissions and achieving other sustainability goals by completing the update of the City's Sustainability Action Plan that includes a funding program, adoption of a climate emergency resolution, and strategies to advance objectives in areas such as alternative transportation, water usage, recycling, open space protection, and disaster resiliency.

PARKS, FACILITIES AND OTHER INFRASTRUCTURE

Guided by the community, address major park, facility and infrastructure needs, with the early priority being the new aquatics and community center at Heather Farm Park and lighting and turf improvements at Tice and Heather Farm parks, respectively; address other park and infrastructure needs as resources permit.

Strategic Goals & Council Priorities

PUBLIC SAFETY & SOCIAL WELLNESS

Ensure Walnut Creek is a safe community through:

- 1) More innovative and effective responses to homelessness and mental health challenges (i.e., A3 and crisis intervention partnerships, mental health crisis response training, homeless outreach).
- 2) Pro-active police responses to crime trends, including residential and retail property crimes.
- 3) Strong crime prevention by building on partnerships with neighborhoods, businesses, and schools.
- 4) Continuing to foster a modern and healthy police culture;
- 5) Improved traffic, transit, pedestrian and bike safety.

Priority Setting Process

The City hired a consultant to work with the Council members and facilitate the special public meeting on February 28, 2023 to develop the 2023-2024 City Council priorities. In preparation, each councilmember was asked to propose up to five goals for 2023-2024. A comprehensive list was prepared and sorted under common topics. The public was able to provide input through public comment, and the Council discussed, refined and prioritized each goal before adopting the final set of priorities.

Input from the Community

Over the spring and summer of 2022, the City Council and staff conducted public outreach related to Measure O, the City's ten-year, half-cent sales tax measure that was approved by 65% of Walnut Creek voters in November 2022. This outreach consisted of stakeholder meetings, a mailed survey to over 30,000 Walnut Creek residents and an online survey to better understand the community's quality of life needs and priorities for the future. The purpose of the engagement was to learn and understand the community's perspective and for the City to offer objective, educational information about the future needs of Walnut Creek. City Council members and staff met with over 50 community groups and over 500 residents. The mailed and online survey yielded approximately 4,800 responses.

Walnut Creek residents ranked the following seven community priorities:

1. Public Safety including 911 response, local police patrols, crime/youth violence prevention, crisis mental health response, improved pedestrian safety, adding school crossing guards, etc.
2. Keeping city parks, open spaces, paths, and playfields in good condition.
3. Repairing, upgrading and replacing aging, deteriorated City facilities and structures, including public community centers, park facilities, etc.
4. Homelessness intervention programs and direct services.

Strategic Goals & Council Priorities

5. Services for senior and youth including maintaining senior services and programs, as well as after-school programs for children and teens, including additional library hours and access to books and technology.
6. Continuing COVID-19 recovery including supporting small businesses, attracting new businesses and investing in job creation and economic activity.
7. Disaster preparedness improvements for better response to earthquakes, wildfires, flooding and more.

Input was also gathered from the City's Commissions to help inform the City Council's discussion of 2023-2024 priorities.



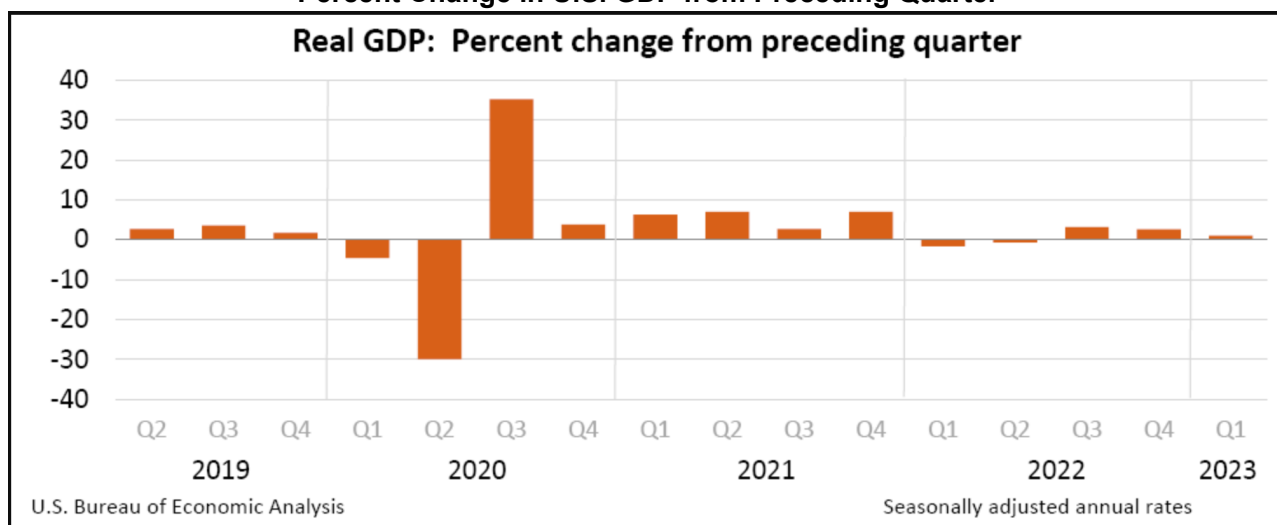
Economic Outlook

Fluctuating key economic indicators led to a mixed economic outlook. The Federal Reserve raised the Federal Funds interest rate seven times in 2022, yet unemployment rates remain low. Major supply chain impacts from the COVID-19 pandemic have greatly improved, yet geopolitical conflicts and weather-related disasters continue to test supply chains. Strong jobs numbers and low unemployment rates have allowed consumption spending to stay solid. Bank closures in early 2023 tested the stock market and, as a result, both investors and customers are nervous about the security and accessibility of their funds.

National

The U.S. economy grew 2.1% percent in 2022¹, as measured by annual Gross Domestic Product (GDP), due to increases in consumer spending, exports, private industry investment, and nonresidential fixed investment. As shown in Figure 1, the first quarter of 2023 increased by 1.1% compared to 2.6% growth in Q4 of 2022, reflecting a slower growth of national economic activity.

Figure 1
Percent Change in U.S. GDP from Preceding Quarter



The Federal Reserve, in an effort to lower inflation, began raising interest rates in March 2022, and has continued to do so into 2023. Higher interest rates have already impacted various industries, as it lowers the demand for both business and consumer loans. While the unemployment rate is still near its historical low, the U.S. economy has been showing signs of slowing down, as evidenced by news of a cooling housing market, companies announcing hiring freezes or layoffs, and recent troubles in the banking industry.

The Congressional Budget Office (CBO) projects economic output to stop growing in early 2023 in response to rising interest rates. GDP is projected to start growing again during the second half of 2023 as falling inflation allows the Federal Reserve to reduce interest rates. The CBO projects inflation to

¹ <https://www.bea.gov/news/2023/gross-domestic-product-first-quarter-2023-advance-estimate>

Economic Outlook

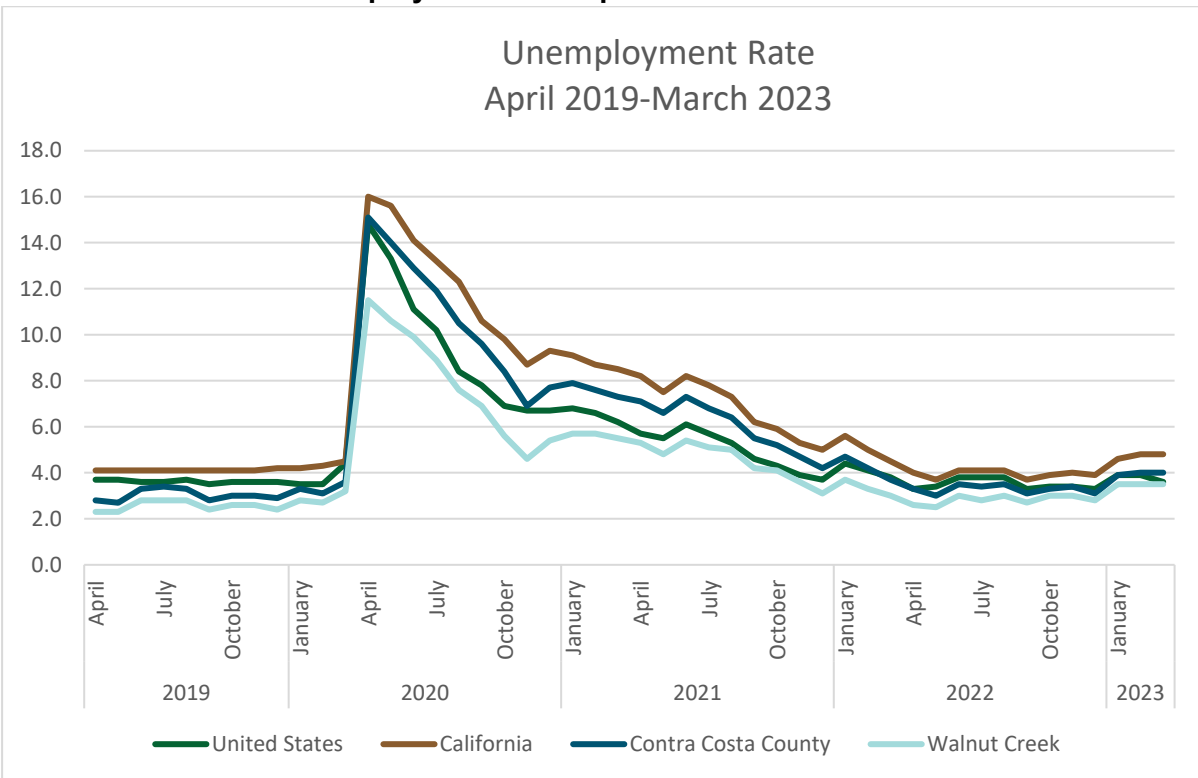
remain above the Federal Reserve’s target of 2% through 2024, and the unemployment rate is projected to increase to 5.1% by the end of 2023, before gradually declining.²

Additionally, the commercial real estate industry is navigating a volatile market. Rising capitalization (cap) rates can be seen both as negative and positive as high cap rates can indicate market distress or unfavorable conditions for property owners, which could lead to more favorable negotiation terms for buyers.

Unemployment Data

Unemployment is still slightly above pre-pandemic levels, in both Contra Costa County and Walnut Creek. As of March 2023, the national employment rate was 3.6%³, compared to a pandemic peak of 14.8% in April 2020, and pre-pandemic levels of 3.7% in 2019. National unemployment numbers have shown little net movement since early 2022, with about 5.8 million unemployed people. California’s unemployment rate was 4.5% in March 2023, just above the pre-pandemic unemployment rate of 4.1%. The unemployment rate was 4% in Contra Costa County, and 3.5% in Walnut Creek, compared to under 3% in 2019.

Figure 2
Unemployment Rate April 2019 – March 2023⁴



² <https://www.cbo.gov/publication/58880>

³ https://www.bls.gov/news.release/archives/empsit_04072023.htm

⁴ <https://beta.bls.gov/dataViewer/view/d85deaa2ecb44329aa5ad482ecc97a58>

Economic Outlook

California

In January 2023, the Governor released his proposed FY 2023-24 budget that projected a deficit of more than \$22.5 billion. This is in stark contrast to just a year earlier when the state projected a surplus of nearly \$98.0 billion. The Governor's budget proposes balancing the budget through funding delays, reductions and pullbacks, fund shifts, trigger reductions, and limited revenue generation and borrowing. Despite the projected shortfall, the proposed budget also includes continued funding for core programs, and continued investment in the areas of education, child care, health care, infrastructure, and housing.⁵

The first quarterly UCLA Anderson Forecast of 2021 laid out two scenarios for the national and California economies, depending on actions taken by the Federal Reserve as it combats inflation. Should the national economy avoid a recession, California's economy will grow faster – buoyed by a strong construction sector, a sufficient rainy-day fund, and increasing demand for defense goods, labor-saving equipment and software. In the event of a recession in the later part of 2023, California's economy would decline, but by less proportionally than the rest of the United States.⁶

Walnut Creek

Walnut Creek proactively responded to the COVID-19 pandemic supporting businesses citywide through a number of initiatives including the City's Rebound Program of permit streamlining and expanded business opportunities, and generally businesses in Walnut Creek fared well. The city has a thriving downtown with successful retail spaces and restaurants, a strong auto sector, as well as growing healthcare and medical office sectors. Walnut Creek has long been known as a job center with quality office product, however, the prevalence of work from home as a result of the pandemic has increased office vacancy rates in certain areas of the city and continues to be an uncertain variable for the future.

Economic development efforts continue to leverage Walnut Creek's existing strengths, including a best in class regional retail and entertainment downtown core; an educated and accomplished workforce; strong healthcare, finance and banking, insurance, and real estate sectors with the goals of:

- Growing Walnut Creek's office base.
- Increasing the number of jobs throughout the city.
- Supporting and growing robust healthcare and auto industries.
- Exploring emerging industries.
- Working with internal and external partners to ensure business-friendly practices and policies that strengthen Walnut Creek's existing business ecosystems.

⁵ <https://ebudget.ca.gov/2023-24/pdf/BudgetSummary/Introduction.pdf>

⁶ <https://newsroom.ucla.edu/releases/march-2023-anderson-forecast-economy-remains-at-crossroads>



General Fund 10-Year Financial Forecast

The financial forecast is a long-range planning tool, highlighting the anticipated trends for the City's longterm financial outlook. Identifying known trends, such as rising pension costs, helps the City plan for increased expenses in a strategic manner. While it is a support for budget development, the forecast does not contain the level of detail or nuance required for the creation of the City's two-year spending plan.

On February 7, 2023, the City Council received an update on the City's General Fund 10-Year Financial Forecast. Since the forecast's previous update in March 2021, the City's revenues and operations gradually recovered from the losses and activity restrictions from the COVID-19 global pandemic.

The update to the General Fund financial forecast takes into consideration the most recent data available, including:

- The City's FY22 financial results,
- Revenue projections from the City's sales tax consultants,
- CalPERS investment returns and changes to the CalPERS Discount Rate, and
- Recent local, statewide, national and global economic trends, such as:
 - Increases in the Federal Fund interest rate,
 - Rising inflation,
 - Global supply chain issues, and
 - Lingering impacts of the COVID public health emergency.

General Assumptions

The following assumptions are incorporated into the current General Fund forecast models:

1. Base Data Sets Updated. The forecast is based on up-to-date budget information including year-end results from FY22 and the FY23 revised budget, as approved by City Council on June 7, 2022.
2. Recessions. Staff presented two scenarios showing the impact of a mild recession and a moderate recession, both beginning in FY27. The model assumes a 7-year recession cycle, as consistent with previous forecasts. Table 1 below outlines the differences between a mild and moderate recession as modeled in the forecast.

General Fund 10-Year Financial Forecast

**Table 1
Mild vs Moderate Recession Assumptions**

		Mild Recession	Moderate Recession
Length of Downturn		12-months	18-months
Length of Recovery		2 years	3 years
Percentage Loss from Normal Growth Rate	Property Tax	-1%	-2%
	Sales Tax & Transient Occupancy Tax	-5%	-6.25%
	Other Revenues	-4%	-5%

The question of a recession is not if, but rather when, and how strong. The current economic outlook is mixed. The Federal Reserve raised the Federal Funds interest rate seven times in 2022, yet unemployment rates remain low. Major supply chain impacts from the COVID-19 pandemic have greatly improved, yet geopolitical conflicts and weather-related disasters continue to test supply chains. Modeling various strengths of recessions demonstrates what the impact may be, even if the timing of a recession is difficult to predict.

- Budget Balancing Actions. The forecast is presented without any budget balancing strategies applied, including any use of reserves or the pension trust, in order to illustrate trends based on current information. It is important to note that staff will present a balanced FY24 and FY25 budget for adoption later this spring.
- Reserves and Pension Trust. All scenarios presume that all current reserve policy guidelines are met, and no pension trust balances are used. Again, this is done to illustrate the trends before any budget balancing strategies are applied, including any use of reserves or the pension trust.
- Measure O. On November 8, 2022, Walnut Creek voters passed Measure O, a 10-year, ½ cent transactions and use tax, to fund current and future quality of life needs. The tax will go into effect on April 1, 2023, and the City will see the first Measure O revenue in June 2023. The General Fund forecast does not include any projection of Measure O revenue.

Revenue Assumptions

The following outlines the revenue assumptions and trends included in the updated forecast.

- Sales Tax. Sales tax revenues are based upon current projections from the City’s sales tax consultant, and on actual receipts through sales transactions as of September 30, 2022. Based upon recent trends, General Fund sales tax revenues are anticipated to slow in FY24, as consumers respond to the higher costs due to rising inflation and interest rates.
- Property Tax. Property tax revenues continue to grow based upon historical trends. The forecast assumes a 2% inflator in FY24 and beyond.

General Fund 10-Year Financial Forecast

3. Transient Occupancy Tax (TOT). The City experienced a significant loss in TOT revenue due to travel-related restrictions imposed by State and County health orders, and consumer behavior related to business and leisure travel during FY20 and into FY21. The forecast assumes TOT will return to pre-pandemic levels by FY25.
4. Arts & Recreation Revenue. The Arts & Recreation Department was also significantly impacted by County and State health orders restricting activities and limiting group gathering sizes. For example, the Leshner Center for Performing Arts was closed from March 2020 through the fall of 2021. The forecast assumes Arts & Recreation revenues will return to pre-pandemic levels by FY25.
5. Other Revenues Sources. Generally, all other revenue sources are forecasted to grow at an average of 2.5%, which is based upon historical growth.

Expenditure Assumptions

The following outlines the expenditure assumptions and trends included in the updated forecast.

1. Personnel Costs. The forecast Cost of Living Adjustments (COLAs) per current adopted Memorandums of Understanding (MOUs). Healthcare costs are assumed to increase at 6%.

Due to historically high staffing vacancies, the forecast assumes a vacancy rate of 6% in FY24, 5% in FY25, and a return to the historically forecasted vacancy rate of 4% in FY26 and beyond. Vacancy rates factor in budgetary savings due to normal rates of staff turnover and timing of recruitments.

2. Pension Costs. The forecast assumes a current CalPERS Discount Rate (DR) of 6.8%, with a 15-year phase in of a 6.5% rate beginning in FY28. The DR is known as the assumed rate of return, because it is what CalPERS expects its investments to earn during the fiscal year.¹ In July 2021, due to extraordinary investment returns of 21.3%, and the triggering of the CalPERS Funding Risk Mitigation Policy, the DR was lowered to 6.8%.

In November 2021, the CalPERS Board voted to hold the current discount rate at 6.8%, as part of the most recent Asset Liability Management (ALM) cycle. The next ALM review cycle is expected to begin in 2025. Any changes to the DR at that time would go into effect in FY28.

Due to the timing of the CalPERS ALM cycle, and CalPERS historic rates of return (as shown in Table 2), the forecast assumes the DR will remain at 6.8% until FY28.

**Table 2
Historic CalPERS Rates of Investment Return**

	Investment Return
5-Year	6.7%
10-Year	7.7%
20-Year	6.9%
30-Year	7.7%

General Fund 10-Year Financial Forecast

The forecast then incorporates a phased-in drop of the DR to 6.5% over 15 years. This approach is consistent with CalPERS smoothing the impact of market swings to mitigate sharp increases and decreases in costs to governments.

3. General Fund Capital Contributions. General Fund contributions to the Capital Budget are forecasted to be 2% of General Fund revenues, as previously authorized by Council.
4. Other Operations & Maintenance Expenses. Beginning in FY26, the forecast assumes a 3.2% CPI inflator on all other operations and maintenance expenditures. Not incorporating a CPI inflator on operating and maintenance expenditures in FY24 and FY25 is in-line with budget development instructions to Departments. While the world is in a high inflationary environment, not all expenditures are equally impacted by inflation. There is budget capacity to offset increased prices due to inflation in FY24 and FY25 (largely due to vacancy rates in the short-term being higher than the forecast).
5. American Rescue Plan Act (ARPA). Over FY21 and FY22, the City received approximately \$8.3 million in one-time, American Rescue Plan Act stimulus dollars. Council has allocated \$6.4 million to various one-time and on-going expenditures. Of the \$6.4 million allocated to-date, about \$2 million are for on-going operational costs, including extra library hours, CORE homeless services, crossing guard, and 5 police officer positions. The forecast does not include the \$2 million of ongoing ARPA costs returning to the General Fund in FY24.

Additionally, the forecast makes no assumption regarding the use of the remaining \$1.9 million in ARPA funds that have not yet been allocated.

6. Measure O Ongoing Costs. While the financial outlook and spending discussions for Measure O will occur separately, the forecast assumes a return to the General Fund of approximately \$4 million of ongoing expenditures that may be funded by Measure O funds through the end of the 10-year sales tax. The forecast demonstrates what the General Fund impact may be in FY34 should on-going costs from Measure O return to the General Fund.

General Fund Forecast Scenarios

Staff developed two General Fund forecast scenarios for City Council consideration. One scenario shows a mild recession beginning in FY27, and the other shows the impact of a moderate recession in FY27. The FY27 recession model is consistent with our previous forecasts' assumption of a seven-year recession cycle. Regardless of when a recession actually occurs, these scenarios demonstrate the impact of a recession on City revenues and net operating results.

The scenarios presented are generally aligned with the scenarios presented to City Council in March 2021 and demonstrate sufficient budget capacity for operating needs until the next recession. While the forecast shows small surpluses in some years and small deficits in other years, the general takeaway is that the operating budget is more-or-less at a break-even point. Any added budget capacity will need to be judiciously and strategically allocated.

General Fund 10-Year Financial Forecast

Figure 1
General Fund Forecast: Mild Recession in FY27

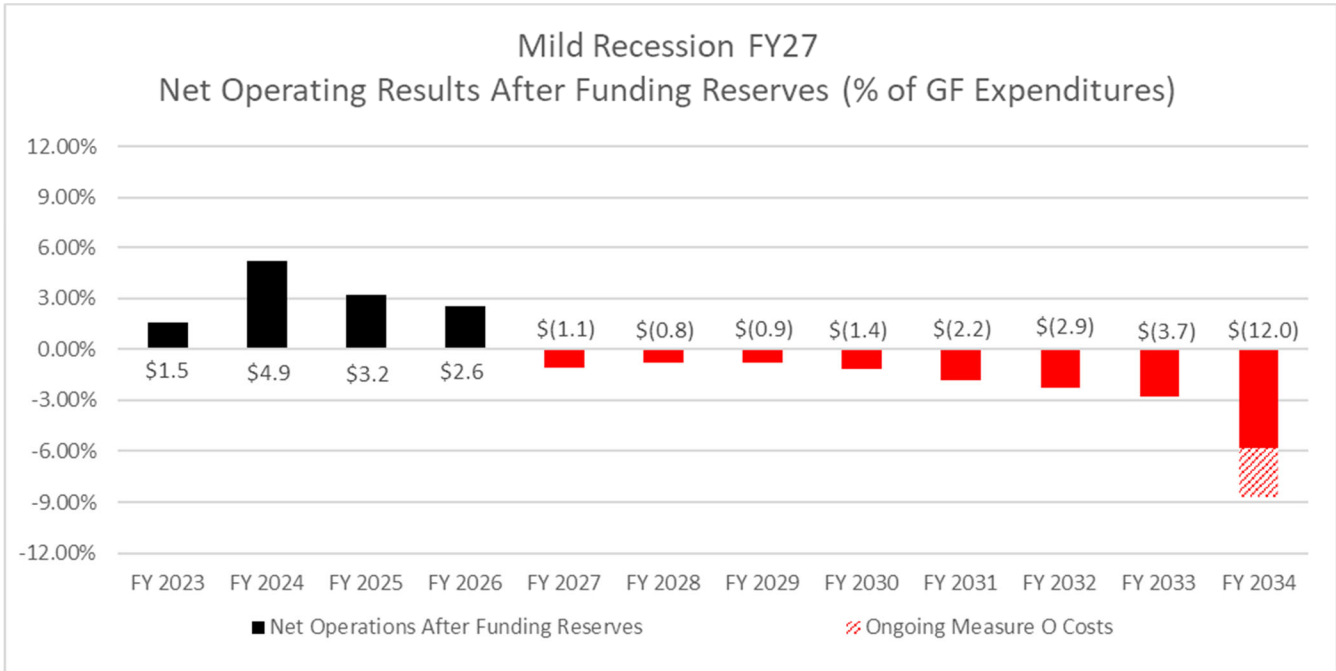
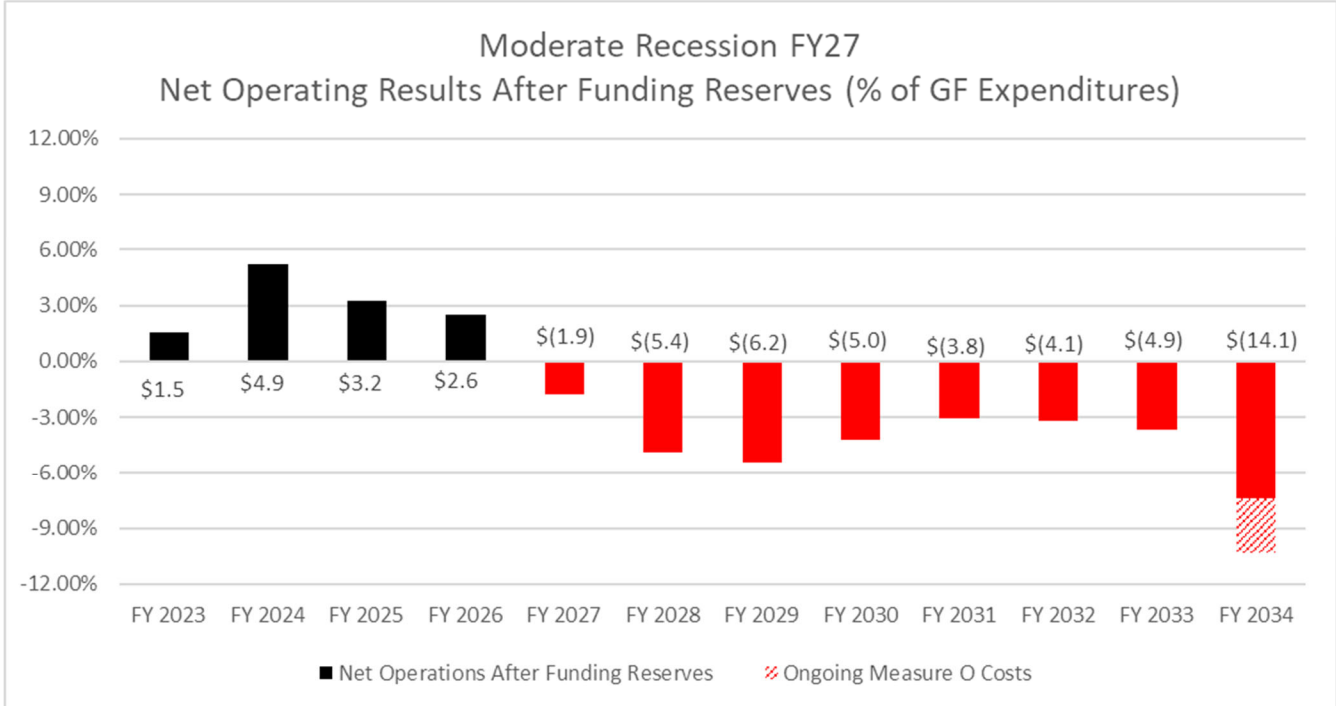


Figure 2
General Fund Forecast: Moderate Recession in FY27





Measure O 10-Year Financial Forecast

On November 8, 2022, Walnut Creek voters passed Measure O, a 10-year, ½ cent transactions and use tax, to fund current and future quality of life needs, approving the measure with the following ballot question:

To provide funding to maintain and enhance City of Walnut Creek services and facilities, including

- *crime prevention; public safety; disaster preparedness;*
- *parks/open space;*
- *youth, senior, and arts programs;*
- *sustainability initiatives;*
- *local business support; downtown improvements;*
- *replacing aging recreation, aquatics and community facilities at Heather Farm Park; and other important services and facilities*

Shall the City of Walnut Creek levy a half-cent sales tax, providing approximately \$11,000,000 annually for 10 years, requiring annual audits, independent citizens' oversight, and all funds benefitting Walnut Creek?

With the passage of Measure O, staff prepared a financial forecast for Measure O revenues for the ten years the tax will be collected, in order to hold discussions with City Council regarding potential uses of Measure O funds, beginning as early as FY24.

Revenue Projections

The Measure O sales tax will go into effect on April 1, 2023, and the City expects to receive the first quarter sales tax receipts during June 2023, within the City’s Fiscal Year 2023 (FY23). The City’s sales tax consultant has provided an initial estimate of Measure O sales tax revenues, estimated at \$12.5 million in FY24. Using projections from the General Fund Financial Forecast, staff projects Measure O revenues to increase, on average, by 3.5% per year. Table 1, below, shows forecasted Measure O revenues by fiscal year, from when the tax is first collected beginning April 1, 2023 through March 31, 2033.

Table 1
Projected Measure O Revenues, FY23-FY33 (\$ in millions)

FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
\$3.1	\$12.50	\$12.87	\$13.28	\$13.02	\$13.13	\$13.94	\$14.87	\$15.87	\$16.49	\$12.85

Measure O revenue projections include a recession beginning in FY27, as similarly incorporated into the General Fund Financial Forecast.

Expenditure Considerations

Discussion and consideration of uses for Measure O were considered through the development of the FY24 & FY25 budget. It is important to note that the City Council will likely not be programming and allocating the entirety of Measure O revenue with the adoption of the FY24 & FY25 budget. Allocation will occur over the next 10 years of the tax through future City budget cycles.

Measure O 10-Year Financial Forecast

Infrastructure and Facility Improvements

The replacement of aging facilities at Heather Farm Park with a modern aquatics and community center and other important facilities and services were included as potential uses for Measure O funds. Other important infrastructure facilities improvements include installation of sports field lighting at Tice Field and installation of synthetic turf fields at Heather Farm Park.

The City entered into agreements with both Walnut Creek Aquatics Foundation (WCAF) and Walnut Creek Soccer Club for contributions to infrastructure improvements. WCAF will contribute \$3 million toward the construction of an aquatic facility with a 50-meter lap pool, and the Walnut Creek Soccer Club will contribute \$1.5 million for field lighting at Tice Field and installation of synthetic turf fields at Heather Farm Park.

Your Parks Your Future

The Your Parks, Your Future project was initiated in 2018 in response to the City Council priorities to update and/or replace aging infrastructure at Heather Farm, Civic Park, and Shadelands Art Center. In 2020, the City Council prioritized the implementation of improvements at Heather Farm, with a combined future swim center and community center facility to replace the existing buildings. In December 2021, the Council selected the future site for the combined Heather Farm Park facility to be located at the existing community center site. Staff held several meetings with community stakeholders in May 2022 and met with the Parks, Recreation and Open Space commission on June 6, 2022, to present and to receive feedback on the conceptual site plan.

Preliminary cost estimates for the construction of a new aquatics and community center in Heather Farm Park are around \$77 million. This estimate includes project management, design, construction, and demolition of the existing community center and Clarke Swim Center. Current funds potentially available to partially fund the new facility include the following:

- Facilities Reserve - \$17.8 million. The General Fund facilities reserve was created in 2020 to set aside funds for future work at key community facilities. Funded through year-end unassigned General Fund balance, City Council allocated an additional \$6.9 million to the Facilities Reserve on January 24, 2023, bringing the total available balance to \$17.8 million.
- Your Parks Your Future Capital Projects - \$1.8 million. In the FY22-23 Capital Budget, Council allocated funds for Phase 1 design work for Your Parks Your Future. Approximately \$1.8 million in funding remains available at this time.
- In-Lieu Parkland Dedication Funds - \$2.5 million. For residential subdivisions and multifamily developments, developers are required to dedicate land for park use or pay an In-Lieu Parkland Dedication fee. The dedication or in-lieu fee requirement for subdivisions is found in Walnut Creek Municipal Code Section 10-1.602 and for multifamily developments in Walnut Creek Municipal Code Section 10-12.101. The current policy is to utilize the fees collected for the construction and maintenance of park and recreation facilities throughout the City. The Park, Recreation and Open Space (PROS) Commission reviews the schedule that specifies how, when and where the City will develop park or recreation facilities and the City Council incorporates it into the Capital Budget. As of December 6, 2022, approximately \$2.5 million of In-Lieu Park Dedication funds are available for allocation to projects.

Measure O 10-Year Financial Forecast

- American Rescue Plan Act (ARPA) - \$1.9 million. In FY21 and FY22, the City received approximately \$8.3 million in one-time, American Rescue Plan Act stimulus dollars. Council has allocated \$6.4 million to various one-time and on-going expenditures. \$1.9 million of ARPA funds remains to be allocated. ARPA funds must be obligated by December 31, 2024, and fully spent by December 31, 2026.

In total, the City has approximately \$24.1 million that could be allocated for a new aquatics and community center, or other infrastructure improvements at City facilities.

Municipal Bonds and Debt Service

While the City has accumulated funds to fund some or part of identified infrastructure and facility needs and improvements, staff has compiled information regarding options for borrowing funds to complete these infrastructure projects. If the City were to proceed with issuing debt for these infrastructure projects, the timing and details of the debt issuance are likely to vary from these initial assumptions.

Staff developed three debt service scenarios, the details of which are outlined in Table 2. All scenarios use an estimated project cost of \$77 million, and a debt service interest rate of 7%. The total debt service, which includes both principal and interest, is annualized over the 10-year period of Measure O revenues, to demonstrate an equal debt service payment over the time in which Measure O revenues are received, as reflected in the ‘Debt Service per Year.’ In actuality, the debt will likely be financed over seven or eight years. However, funds to pay for the debt service would need to be set aside for the first two or three years in which Measure O funds are received.

Table 2
Debt Financing Scenarios (\$ in millions)

	Low	Medium	High
Use of Available Funds	\$21.70	\$17.80	\$10.80
Bond Funding Amount	55.30	59.20	66.20
Total Debt Service @ 7%	77.97	86.07	93.27
Debt Service per Year	\$7.80	\$8.61	9.33

Due to the estimated timing of when debt may be issued, and the current economic environment, 7% debt service rate is believed to be a conservative estimate designed to protect the City from risk due to the potential of rising interest rates.

Other Considerations for Use of Measure O Funds

A level of debt service for infrastructure and facilities between \$7.8 and \$9.3 million accounts for up to 75% of Measure O funds, assuming \$12.5 million in Measure O revenues per year. Depending on the debt service scenario, approximately \$3 to \$4.5 million would be available for programming in FY24 and FY25. While Measure O revenues may increase year over year, it is reasonable to assume ongoing programming or operational expenditures will also experience annual cost inflators.

Other considerations for programming of Measure O funds include:

- Community Priorities. Extensive outreach to the community, along with a survey provided valuable input on the community’s ranking of priorities. These included public safety, parks and

Measure O 10-Year Financial Forecast

open spaces, infrastructure improvements, homelessness, services for seniors and youth, COVID-19 recovery, and disaster preparedness. Additional services and programs in these areas may be considered for funding through Measure O funds.

- Tice Field Lights & Turf at Heather Farm Park. As previously discussed, City Council has entered into an agreement with the Walnut Creek Soccer Club for contributions to infrastructure improvements. The Walnut Creek Soccer Club will contribute \$1.5 million for field lighting at Tice Field and installation of synthetic turf fields at Heather Farm Park.

The sports field lighting at Tice Field will install lighting to allow extended use of the existing sports field. The estimated cost of the project is \$1.8 million.

The Heather Farm synthetic turf field project will replace the natural turf at Heather Farm Fields 1 and 2 with synthetic turf. The synthetic turf will allow for more play and activity time on the fields and provide Walnut Creek athletes an experience of playing on a field type other than natural turf. The estimated cost of the project is \$5 million.

- American Rescue Plan Act (ARPA). ARPA funds are on-time federal stimulus funds, received in FY21 and FY22. Of the \$6.4 million allocated to-date, about \$2 million are for on-going operational costs, as detailed in Table 3, below. These expenditures funded in the short term by ARPA funds may be considered in the future by City Council for funding through Measure O funds. These ARPA expenditures are in line with community priorities identified through the community survey.

Table 3
On-Going ARPA Costs (\$ in millions)

	Cost Estimate
CORE Homeless Services	\$0.25
Crossing Guards	0.07
Extra Library Hours (52 hours/week)	0.57
Police Officer Positions (5 FTE)	1.25
Total	\$2.14

The General Fund Financial Forecast did not include the funding of these ARPA funded services.

- Measure O On-going Costs. Measure O is a 10-year sales tax, with new funding expiring in FY33. Any on-going operational costs, if they were to continue after the sunset of Measure O, would return to the City's General Fund.

The City has a policy of using one-time funding sources for one-time expenditures to ensure operating budgets do not become overly reliant upon one-time revenue sources. As Measure O is a 10-year sales tax, with an anticipated ending of new revenues in March 2033, Measure O revenues are not a one-time revenue, but may be considered a short-term revenue source. As shown in the General Fund 10-Year Financial Forecast, on-going Measure O expenditures may have a General Fund impact in FY34 and beyond, after the tax is no longer collected. As a short-term revenue source, a balance of one-time versus on-going expenditures

Measure O 10-Year Financial Forecast

should be considered, in order to avoid a “fiscal cliff” of on-going costs impacting the General Fund when Measure O expires.

Measure O Forecast Scenarios

Three forecast scenarios demonstrate the portion of Measure O funds that may go toward debt service, existing ARPA expenditures, or is remaining to allocate on other City Council and community priorities. Each scenario incorporates a different bonding scenario, as previously shown in Table 2.

The initial projection of Measure O revenues and initial considerations for the use of Measure O funds provides a framework of considerations as the FY24 and FY25 budget was developed.

Figure 1
Measure O Outlook: Low Debt Financing Scenario

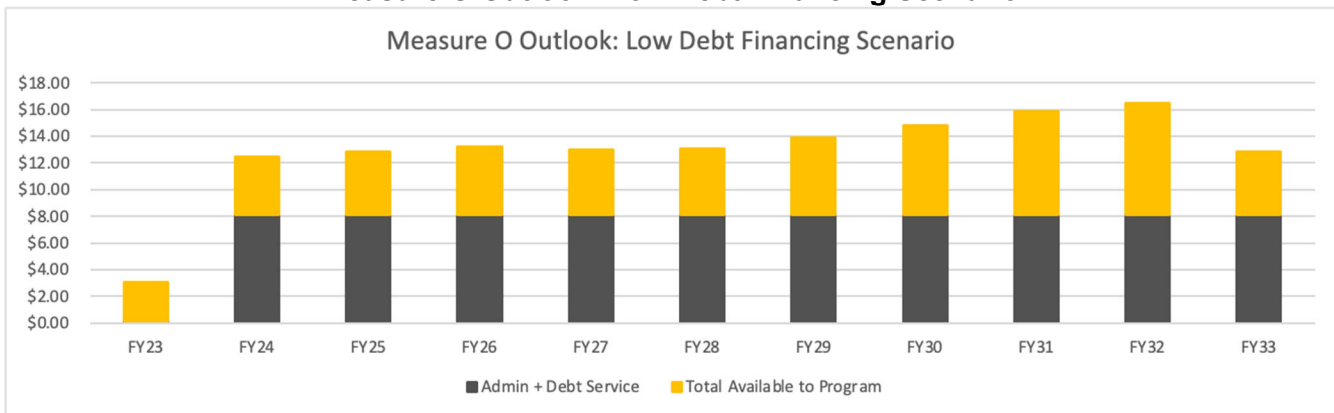
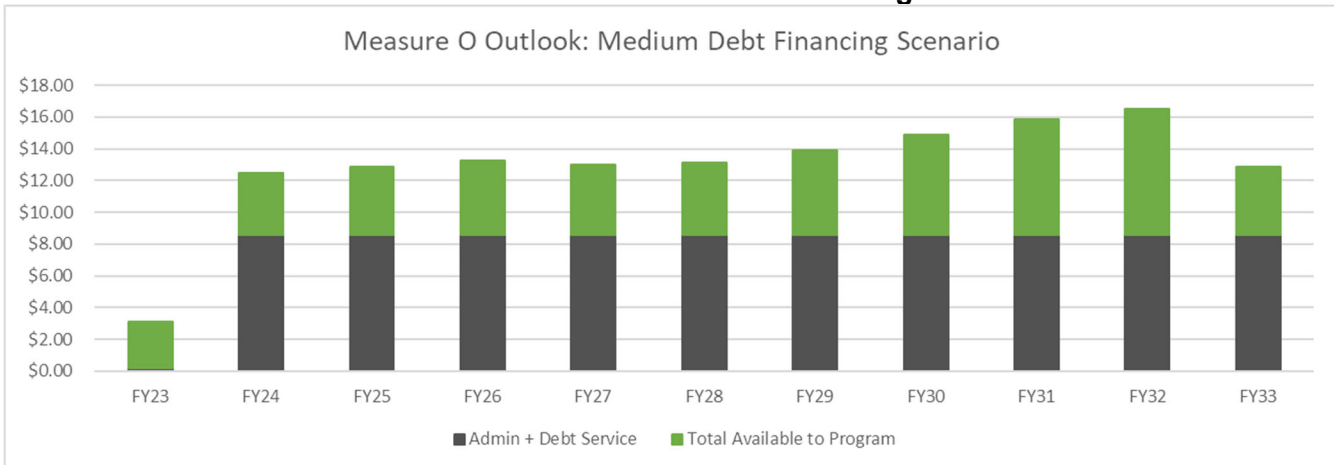
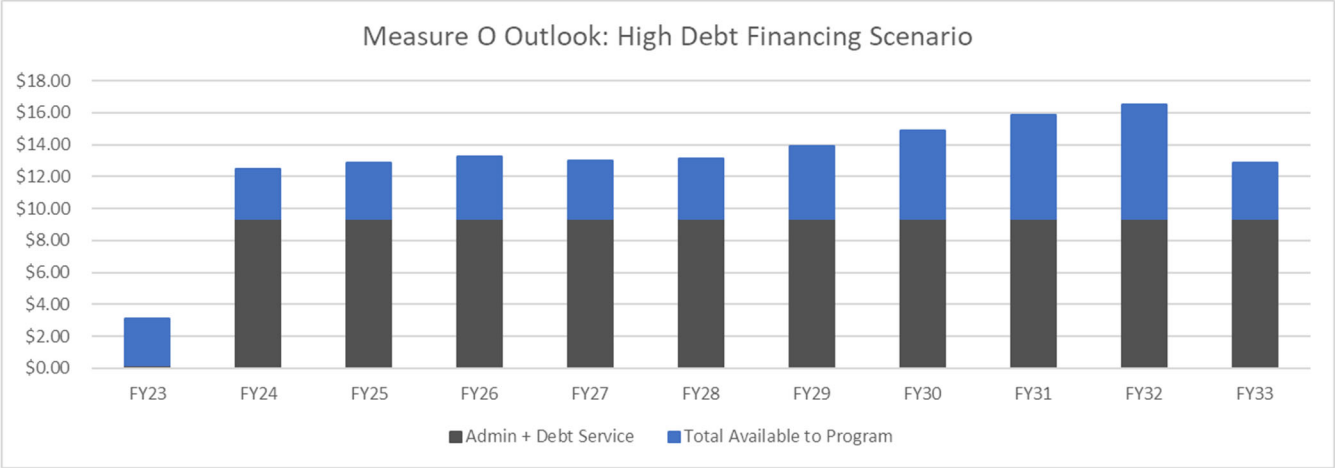


Figure 2
Measure O Outlook: Medium Debt Financing Scenario



Measure O 10-Year Financial Forecast

Figure 3
Measure O Outlook: High Debt Financing Scenario





Budget & Financial Policies





Budget Goals & Policies

Adopted March 6, 2018

Reaffirmed on November 19, 2019

The City's budget goals and policies are intended to guide the development of the City's biennial budget and to manage the budget in current and future years.

The City's Budget Goals

Overall, the goals of the City of Walnut Creek in the development of its biennial budget are to:

- Further the City's mission, vision, and values;
- Establish a comprehensive financial plan that supports the provision of high-quality services that are responsive to community priorities and desires in an effective and efficient manner;
- Strike a balance between maintaining fiscal health and continuing to provide programs and services to the City's many and varied customers. Striking this balance is important both in times of financial difficulty and in times of financial growth.

The City's Budget Development Policies

- The Proposed Budget from the City Manager and the Adopted Budget by the City Council shall be balanced and comply with all legal requirements.
- The City's mission, vision, and values and the City Council's priorities and direction shall be used by departments to strategically guide the budget development process. Departments should tie goals and funding requests to the City's priorities, mission, and/or vision.
- When faced with financial difficulty, the City should identify budget-balancing strategies that address both short- and long-term budget gaps, while also minimizing the impact of budget reductions to the community and City employees. In instances in which the Long Term Financial Forecast projects budget shortfalls in future years, a multi-year budget balancing approach should be considered (i.e. long-term gaps may not feasibly be closed in a single budget cycle).
- During times of financial recovery and growth, it is important that the City remains adaptable to changing conditions and is able to regenerate in the face of setbacks. Under these circumstances, the City aims to strike a balance between long-term financial security, programs and services, and employee compensation.
- Budget reductions shall be evaluated on a case-by-case basis in a manner that is consistent with the City's policies and priorities. Departments will prioritize their services and propose reductions in areas that are less effective in achieving Council and Department goals and associated outcomes. Departments should also consider the potential effects to interrelated programs when evaluating potential reductions.
- Requests for budget augmentations should include a clear description of targeted outcomes in as measurable terms as possible.

Budget Goals & Policies

- When requesting the addition of new programs, services, or resources, non-General Funds should be pursued first, offsetting fee revenue second (if applicable), and the General Fund last.

The City's Financial Planning Policies

- One-time funding sources should be used for one-time expenditures. Annual budgets should not become overly reliant upon cyclical, unreliable, or one-time revenues. During economic downturns and budgetary contractions, the use of reserves (e.g. rainy day funds or other reserves) may be used to ease the transition to downsized or reorganized operations.
- The funding of reserves, designations, and contingencies is essential to the long-term fiscal health of the City. To the extent possible, the budget should comply with the City's policies and related resolutions, including:
 - Use of One-Time Revenues and General Fund Surpluses
 - Fund Balance Policy
 - Establishing the Classifications of Fund Balance
- The City may consider the judicious use of debt financing for one-time capital projects. In these instances, the City shall strive for a AAA bond rating to achieve the lowest rates available; and overall, debt service shall be kept to 5% or less of the annual General Fund Operating Budget. Capital projects financed through debt shall be paid back within a period not to exceed the useful life of the project.



Basis of Budget & Accounting

Expenditures are controlled at the fund level for all budgeted departments within the City. This is the level at which expenditures may not legally exceed appropriations. The budgets are adopted on a basis substantially consistent with generally accepted accounting principles (GAAP).

The accounting policies of the City conform to GAAP. The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. Fund accounting segregates funds according to their purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

All governmental funds (i.e. General, Special Revenue, Capital Projects, and Redevelopment Agency funds) are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. Expenditures are recorded in the accounting period when the liability is incurred.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute GAAP basis expenditures or liabilities because the commitments will be reappropriated and honored in the subsequent year. Encumbrances are not displayed in this budget document.

Proprietary funds (i.e. Enterprise and Internal Service funds) are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned, while expenses are recognized when the liability is incurred.

FY24 & FY25 Budget Development Calendar



Date	Responsible Party	Description
November 2022	City Staff	<ul style="list-style-type: none"> Administrative Services Department begins budget software set-up
December 2022	City Staff	<ul style="list-style-type: none"> Administrative Services holds Budget Kickoff Meeting with Departments Departments receive budget software training
December 2022 - January 2023	City Staff	<ul style="list-style-type: none"> Departments enter budget information into budget system Administrative Services prepares financial forecasts
January 2023	Public Meeting Finance Committee	<ul style="list-style-type: none"> General Fund Financial Forecast Update Measure O Financial Projection
February 2023	City Staff	<ul style="list-style-type: none"> City Manager and Administrative Services review department budget submittals
February 2023	Public Meeting City Council	<ul style="list-style-type: none"> General Fund Financial Forecast Update Measure O Financial Projection
March 2023	City Staff	<ul style="list-style-type: none"> Departments meet with City Manager and Administrative Services on budget submittals
April 2023	Public Meeting Finance Committee	<ul style="list-style-type: none"> FY24 & FY25 Measure O Budget Overview FY24 & FY25 Capital Budget Funding FY24 & FY25 General Fund Budget Overview
May 2023	Public Meeting City Council	<ul style="list-style-type: none"> FY24 & FY25 Measure O Budget & General Fund Budget Overview
May 2023	City Staff	<ul style="list-style-type: none"> Incorporate City Council feedback and prepare proposed FY24 & FY25 Budget
May 2023	Public Meeting Finance Committee	<ul style="list-style-type: none"> FY24 & FY25 Proposed Operating Budget & Master Fee Schedule
June 2023	Public Meeting City Council	<ul style="list-style-type: none"> FY24 & FY25 Proposed Operating Budget & Master Fee Schedule
June 2023	City Staff	<ul style="list-style-type: none"> Incorporate City Council feedback and prepare proposed FY24 & FY25 Budget
June 2023	Public Meeting City Council	<ul style="list-style-type: none"> Adopt FY24 & FY25 Operating Budget, Capital Budget, & Master Fee Schedule

**Prior to adoption by the City Council, the Parks, Recreation and Open Space (PROS) Commission, the Arts Commission, and the Transportation Commission review proposed capital projects and certain fee changes within their Commission jurisdictions.*

**CITY OF WALNUT CREEK
RESOLUTION NO. 11-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ESTABLISHING THE CLASSIFICATIONS OF FUND BALANCE IN ACCORDANCE WITH
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54**

WHEREAS, The Governmental Accounting Standards Board has issued Statement No. 54 (“GASB 54”) entitled “Fund Balance Reporting and Governmental Fund Type Definitions”, a new standard that became effective in governmental fiscal years starting after June 15, 2010, and

WHEREAS, the City Council elects to implement GASB 54 requirements and to apply such requirements to its financial statements beginning with the current (July 1, 2010-June 30, 2011) fiscal year, and

WHEREAS, GASB 54 states that the City Council may commit General Fund balance for specific purposes by taking formal action and these committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific uses through the same formal action taken to establish the commitment; and

WHEREAS, the City Council has determined that the Catastrophic Emergency commitment should be established and approved at 10% of annual General Fund budgeted operating expenditures as recommended by the City Manager, and

WHEREAS, the City Council has determined that the Compensated Absences commitment should be established and approved as equal to the projected one-year liability based on the previous year’s experience, and

WHEREAS, the City Council has determined the Dental Claim commitment should be established and approved as equal to six months of budgeted dental expenses, and

WHEREAS, the City Council has determined that the Fiscal Emergency commitment should be established and approved at 10% of annual General Fund revenue budget for property tax, sales tax, and departmental revenue, plus 10% of the annual General Fund expenditure budget for PERS and medical costs as recommended by the City Manager, and

WHEREAS, the City Council has determined that the Legal Claims commitment should be established and approved based on the City’s five year claim history, but no less than \$3 million, and

WHEREAS, the City Council has determined that the Public Employee Retirement System (PERS) commitment should be established and approved, and

WHEREAS, the City Council has determined that the Radio Communications commitment should be established and approved, and

WHEREAS, the City Council has determined that the Workers Compensation commitment should be established and approved equal to twice the annual expenses paid out over the previous five years, but no less than \$2 million, and

WHEREAS, the City Council has determined where an expenditure is to be made for a purpose for which amounts are available in multiple Fund Balance classifications, the order in which

resources will be expended is as follows: Restricted Fund Balance, followed by Committed Fund Balance, Assigned Fund Balance, and lastly Unassigned Fund Balance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Walnut Creek as follows:

Section 1. The Council hereby approves and defines the various components of Fund Balance reported by the City as defined in Governmental Accounting Standards Board Statement No. 54 effective starting with the current (July 1, 2010-June 30, 2011) fiscal year.

Section 2. The City Council delegates to the City Manager the authority to carry thru Council direction related to those components of Fund Balance that are reported as "Assigned" in the City's Comprehensive Annual Financial Report.

Section 3. The City Council has determined that the specific purposes for which the Catastrophic Emergency commitment may be used are the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as fire, flood, storm, epidemic, riot, earthquake, nuclear disaster, tornado, or terrorism. These uses may only be changed by approval of a subsequent resolution.

Section 4. The City Council has determined that the specific purposes for which the Compensated Absences commitment may be used is to fund payouts of accumulated leave due upon separation from City employment that exceed the regularly budgeted amount for this purpose. These uses may only be changed by approval of a subsequent resolution.

Section 5. The City Council has determined that the specific purposes for which Dental Claims commitment is to be used is to pay claims awarded against the City during the budget period that exceed the regularly budgeted amounts for this purpose. These uses may only be changed by approval of a subsequent resolution.

Section 6. The City Council has determined that the specific purposes for which the Fiscal Emergency commitment may be used are in the event of that the combined revenues (projected or actual) of property tax, sales tax, and departmental revenues decline more than five percent (5%) or in the event that the combined expenditures (projected or actual) of PERS retirement, medical insurance costs, utility costs (electric, gas, and water) and fuel costs increase more than 10%. These uses may only be changed by approval of a subsequent resolution.

Section 7. The City Council has determined that the specific purposes for which Legal Claims commitment is to be used is to pay claims awarded against the City during the budget period that exceed the regularly budgeted amounts for this purpose. These uses may only be changed by approval of a subsequent resolution.

Section 8. The City Council has determined that the specific purposes for the PERS commitment is to provide funding set aside for costs either to pay down future liabilities or smooth large increases anticipated for the next budget cycle, whichever is the most fiscally advantageous. These uses may only be changed by approval of a subsequent resolution.

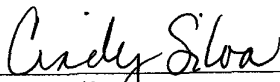
Section 9. The City Council has determined that the specific purposes for which Radio Communications commitment is to set aside funding for the City's upcoming purchase of radios for

police and public services staff and investment in infrastructure needed to facilitate emergency response and communications on a regional basis. These uses may only be changed by approval of a subsequent resolution.

Section 10. The City Council has determined that the specific purposes for which Workers Compensation commitment is to be used is to pay workers compensation awards that exceed the regularly budgeted amount for this purpose. These uses may only be changed by approval of a subsequent resolution.

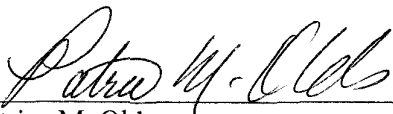
PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 7th day of June 2011, by the following called vote:

AYES:	Councilmembers:	Lawson, Rajan, Simmons, Skrel, Mayor Silva
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None



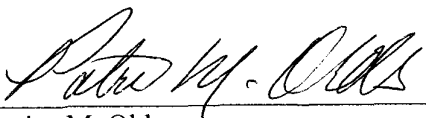
 Cindy Silva
 Mayor of the City of Walnut Creek

Attest:



 Patrice M. Olds
 City Clerk of the City of Walnut Creek

I HEREBY CERTIFY the foregoing to be a true and correct copy of Resolution No.11-30, duly passed and adopted by the City Council of Walnut Creek, County of Contra Costa, State of California, at a regular meeting of said Council held on the 7th day of June 2011.



 Patrice M. Olds
 City Clerk of the City of Walnut Creek

**CITY OF WALNUT CREEK
RESOLUTION NO. 12-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK AMENDING
THE FUND BALANCE POLICY IN ACCORDANCE WITH GOVERNMENTAL
ACCOUNTING STANDARDS BOARD STATEMENT NO. 54**

WHEREAS, The Governmental Accounting Standards Board has issued Statement No. 54 (“GASB 54”) entitled “Fund Balance Reporting and Governmental Fund Type Definitions”, a new standard that became effective in governmental fiscal years starting after June 15, 2010, and

WHEREAS, the establishment of the fund balance policy was adopted by the City Council on June 7, 2011 with Resolution 11-30, and

WHEREAS, the City Council has determined that the specific purposes for which the Fiscal Emergency commitment is used remains the unchanged, described as follows: in the event that the combined revenues (projected or actual) of property tax, sales tax, and departmental revenues decline more than five percent (5%) or in the event that the combined expenditures (projected or actual) of PERS retirement, medical insurance costs, utility costs (electric, gas, and water) and fuel costs increase more than 10%. These uses may only be changed by approval of a subsequent resolution.

WHEREAS, the City Council has determined that the Fiscal Emergency commitment is amended to be calculated at five percent (5%) of annual General Fund revenue budget for property tax, sales tax, and departmental revenue, plus five percent (5%) of the annual General Fund expenditure budget for PERS and medical costs as recommended by the City Manager.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Walnut Creek as follows:


Section 1. The Council hereby amends the Fiscal Emergency component of the Fund Balance policy as defined in Governmental Accounting Standards Board Statement No. 54.

PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 19th day of June 2012, by the following called vote:

AYES: Councilmembers: Lawson, Rajan, Silva, Skrel, Mayor Simmons


NOES: Councilmembers: None

ABSENT: Councilmembers: None



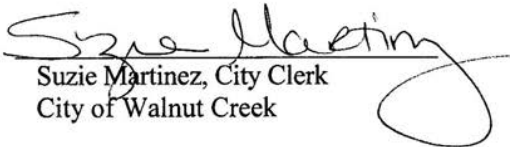
Bob Simmons
Mayor of the City of Walnut Creek

Attest:



Suzie Martinez
City Clerk of the City of Walnut Creek

I HEREBY CERTIFY the foregoing to be a true and correct copy of Resolution No. 12-36, duly passed and adopted by the City Council of Walnut Creek, County of Contra Costa, State of California, at a regular meeting of said Council held on the 19th day of June 2012.


Suzie Martinez, City Clerk
City of Walnut Creek

**CITY OF WALNUT CREEK
RESOLUTION NO. 12-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK ADOPTING
A FISCAL POLICY ESTABLISHING THE USE OF ONE-TIME REVENUES AND GENERAL
FUND SURPLUSES FOR ONE-TIME INFRASTRUCTURE, CAPITAL AND TECHNOLOGY
NEEDS**

WHEREAS, the City of Walnut Creek is committed to maintaining a structurally balanced budget, in which ongoing expenditures are aligned and supported by ongoing revenues; and

WHEREAS, the City Council has determined that the use of One-Time Revenues to fund ongoing programs jeopardizes the City's ability to meet continued service demand and undermines the organization's commitment to fiscal discipline; and

WHEREAS, in 2011, the Community Blue Ribbon Task Force developed and recommended viable financial strategies that could be implemented to meet future operational and capital budgets, including specific direction regarding the use of General Fund Surplus for purposes of funding one-time capital and technology needs; and

WHEREAS, the City Council is committed to maintaining General Fund reserve balances at appropriate levels to protect City assets, assure availability of cash to meet short-term obligations, address unforeseen events, and avoid future debt; and

WHEREAS, the City Council has determined that a fiscal policy should be established entitled "Use of One-Time Revenues and General Fund Surpluses", committing the use of One-Time Revenues and General Fund Surplus for purposes of funding one-time capital, infrastructure and technology needs.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Walnut Creek as follows:

Section 1. If at the end of each budget year the General Fund Surplus is \$250,000 or less, the City Manager is authorized to transfer those General Fund Surpluses after fulfilling the City's established General Fund Reserve Policy requirements, to the following funds: Equipment Replacement-IT Fund ("Fund 640"), Capital Improvement Fund ("Fund 210") and Facilities Improvement and Replacement Fund ("Fund "670").

Section 2. If at the end of each budget year the General Fund Surplus exceeds \$250,000, the City Manager will propose allocations of those funds to the City Council as part of the six-month and eighteen-month budget updates, including specific appropriation recommendations as warranted.

Section 3. The City Council has determined that One-Time Revenues, resulting from one-time events, should be used for purposes of funding one-time capital, infrastructure and technology needs.

Section 4. the City Council has determined that any One-Time Revenues should be reported as part of the six-month and eighteen-month budget updates, and at additional intervals determined by the City Manager, and at such times the City Council may authorize specific allocations of One-Time Revenues for purposes of funding One-Time Expenses, which may include, but not be limited to, the following funds: Capital Improvements Fund ("Fund 210") and Downtown Parking and Enhancement Enterprise Fund ("Fund 180").

Section 5. The City Council hereby approves and adopts the One-Time Revenue and General Fund Surpluses Policy, effective immediately.

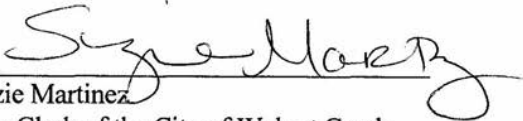
PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 19th day of June 2012, by the following called vote:

AYES:	Councilmembers:	Lawson, Rajan, Silva, Skrel, Mayor Simmons
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None



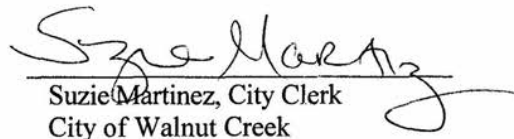
Bob Simmons
Mayor of the City of Walnut Creek

Attest:

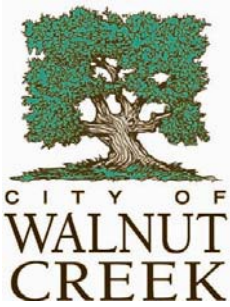


Suzie Martinez
City Clerk of the City of Walnut Creek

I HEREBY CERTIFY the foregoing to be a true and correct copy of Resolution No. 12-37 duly passed and adopted by the City Council of Walnut Creek, County of Contra Costa, State of California, at a regular meeting of said Council held on the 19th day of June 2012.



Suzie Martinez, City Clerk
City of Walnut Creek

	POLICIES AND PROCEDURES	
	<i>Subject</i>	Use of One-Time Revenues and General Fund Surpluses
	<i>Policy #</i>	302
	<i>Date</i>	Issued:6/19/2012 Amended: 7/18/17
	<i>Approved by</i>	City Council
	<i>Authored by</i>	City Manager's Office / Administrative Services Department

1. POLICY STATEMENT AND PURPOSE

It is the policy of the City of Walnut Creek (“City”) to establish sound financial policies that will serve as guidelines for responsible and prudent decision-making related to financial matters. The purpose of this Policy is to establish a formal process by which one-time revenues and General Fund budget surpluses are to be allocated and used for funding one-time needs in support of overall City goals and priorities.

2. SCOPE

This Policy shall apply and be subordinate to fulfilling the City established General Fund reserve requirements and obligations as outlined in the City’s Classification of Fund Balances Policy, identified in Resolution No. 11-30, adopted by the City Council on June 7, 2011, and as amended. The scope of this Policy is limited to annual General Fund budget surpluses, and one-time sources of non-recurring revenue. This Policy does not include one-time grants, which by their nature are designated for specific purposes.

3. DEFINITIONS

General Fund Surplus – The City’s budget is a financial plan based on the best information available at the time. Budgeted revenue and expenditure projections are therefore not exact and may change over time. In the normal course of budgeting, the City regularly realizes a General Fund Surplus. A General Fund Surplus, under this Policy, occurs when actual General Fund revenues exceed expenditures, after fulfilling all annual auditing and financial reporting requirements and compliance with the City’s Classification of Fund Balances Policy.

One-Time Revenues – Non-recurring resources generated by one-time events, which may include, but are not limited to, the following:

- Sale of City-owned assets or property
- Litigation settlements
- Development agreements

One-Time Expenses – Non-recurring and non-operational expenses, typically related to short-duration activities or one-time projects, which may include, but are not limited to, the following:

- Unmet needs in the City’s Capital Budget, identified as Asset Management or Discretionary Projects. These include, but are not limited to, the following:
 - Right of Way Projects (streets, sidewalks, curb and gutters)
 - Storm Drains
 - Major facility maintenance, upgrades or renovations
 - Acquisition, design and construction of new facilities
- Equipment replacements
- Technology replacements or upgrades
- Emergency repairs of City infrastructure

The examples of One-Time Revenues and One-Time Expenses provided in this Policy are merely examples and do not preclude the City Council from identifying other appropriate one-time revenue sources or one-time funding needs, consistent with this Policy.

Existing Fund Balance Reserve Categories – The City Council has committed to maintaining General Fund reserve balances at appropriate levels to protect City assets, assure availability of cash to meet short-term obligations, address unforeseen events and avoid future debt. In accordance with the City’s existing Classification of Fund Balance Policy, the City currently establishes reserves into a number of categories to address unforeseen emergencies or disasters, legal claims, workers compensation, and significant changes in the economic environment. Pursuant to Governmental Accounting and Standards Board (GASB) Statement No. 54, the City’s existing General Fund reserve balances are organized within five classifications, which include: Nonspendable, Restricted, Committed, Assigned and Unassigned.

4. RESPONSIBILITY

Implementation of the Policy is the responsibility of the Finance Division of the Administrative Services Department.

5. BACKGROUND

The City of Walnut Creek is committed to maintaining a structurally balanced budget, in which ongoing expenditures are aligned and supported by ongoing revenues.

In 2009, through the Center for Priority based Budgeting, the City began to implement a series of initiatives in order to achieve better long-term fiscal health and wellness. Part of the Fiscal Health and Wellness Model adopted in 2009 included the premise of matching one-time resources with one-time needs. This Model included a series of policies, one of which codified the City's past practice of using year-end budget surpluses to fund capital needs.

By their nature, one-time revenues cannot be relied on to support future expenses that are ongoing in their nature. Furthermore, use of one-time revenues to fund ongoing programs or expenditures could jeopardize the City's ability to meet continued service demands and undermines the organization's commitment to fiscal discipline. It has been a longstanding practice of the City of Walnut Creek to allocate one-time revenues, whether derived from year-end budget surpluses or one-time events, for purposes of paying for one-time expenses.

A. Community Blue Ribbon Task Force Recommendations

In 2011, the Community Blue Ribbon Task Force developed and recommended viable financial strategies that could be implemented to meet future operational and capital budgets. Their final report included specific direction regarding the use of General Fund surplus, including the following:

RECOMMENDATIONS:

8.a. The City should develop or amend specific policies to guide the allocation and use of any surplus operating budget funds in some proportion to the following:

8.a.i. The existing Capital Equipment/Facilities Reserve Fund;

*8.a.ii. PERS Reserve Fund;***

8.a.iii. Unfunded or underfunded Projects in the CIP; and

8.a.iv. The existing Technology Replacement Reserve Fund"

*** - With respect to item 8.a.ii noted above, the City established a PERS reserve fund in 2010.*

B. One-Time Resources and Revenues

In the course of regular City business, a variety of one-time events may occur, such as the sale of City property or approval of a development agreement, resulting in One-Time Revenues to the City. Depending upon the source and nature of these funds, they may be restricted to some purposes, or unrestricted and available to further City and community goals.

Given our past practices, and recent recommendations, this Policy affirms current financial practices of aligning one-time resources with one-time needs. In doing so, this

policy helps ensure sufficient resources are set aside for purposes of funding future one-time capital, infrastructure and technology needs.

The Council also recognizes that pension costs are likely to increase substantially in future years. In order to mitigate the impacts on future operating budgets, the Council can authorize placing end of year budget surpluses and one-time revenues into a supplemental pension trust.

6. PROCEDURE

A. Use of General Fund Surplus

In keeping with the principles outlined in this Policy, at the end of each fiscal year, the Finance Division staff of the Administrative Services Department shall determine if any excess General Fund Surplus exists. If so, the City Manager shall have discretion to transfer General Fund Surpluses up to \$250,000 to the following City Funds to be used for One-Time Expenses.

- Equipment Replacement-IT Fund (#640)
- Capital Improvements Fund (#210)
- Facilities Improvement and Replacement Fund (#670)
- Irrevocable Pension Trust

If the General Fund Surplus exceeds \$250,000, any additional recommended allocations will be presented to the City Council following acceptance of the annual audit for consideration.

B. Use of One-Time Revenues

As part of the six-month and eighteen-month budget updates (and at additional intervals as determined by the City Manager), Finance Division staff shall report any One-Time Revenues to the City Council. At that time, the City Council may authorize specific allocations of One-Time Revenues for purposes of funding One-Time Expenses. Allocations of One-Time Revenues may include, but not be limited to, the following funds:

- Capital Improvements Fund (#210)
- Downtown Parking and Enhancement Enterprise Fund (#180)

Appropriations would be based upon a number of considerations, including the City's established Work Plan, General Plan priorities, Long-Term Financial Plan and on-going capital investment and infrastructure needs.

7. POLICY HISTORY AND CITATIONS

This Policy is new to the City, and is to be reviewed by the City Council as part of the bi-annual budget development and adoption process. Any changes to this Policy would require formal Council authorization.

8. ADOPTION

This policy and procedure was adopted on June 19, 2012 by formal action of the City Council at its regular meeting via Resolution No. 12-37. This policy is hereby amended effective July 18, 2017 via Resolution No. 17-54.

**CITY OF WALNUT CREEK
RESOLUTION NO. 14-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK AMENDING
THE FUND BALANCE POLICY IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING
STANDARDS BOARD STATEMENT NO. 54**

WHEREAS, The Governmental Accounting Standards Board has issued Statement No. 54 (“GASB 54”) entitled “Fund Balance Reporting and Governmental Fund Type Definitions”, a new standard that became effective in governmental fiscal years starting after June 15, 2010, and

WHEREAS, the establishment of the fund balance policy was adopted by the City Council on June 7, 2011 with Resolution 11-30, and

WHEREAS, the fund balance policy was revised by the City Council on June 19, 2012 with Resolution 12-36, and

WHEREAS, the City Council has determined that the Council Contingency will be amended to become a flat amount of \$100,000 per year.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Walnut Creek as follows:


Section 1. The Council hereby amends the Council Contingency component of the Fund Balance policy as defined in Governmental Accounting Standards Board Statement No. 54.

PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 17th day of June 2014 by the following called vote:

AYES: Councilmembers: Haskew, Silva, Simmons, Wedel, Mayor Lawson

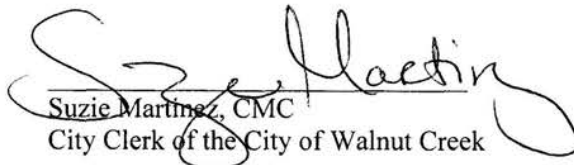
NOES: Councilmembers: None

ABSENT: Councilmembers: None



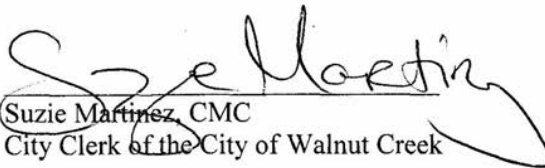
Kristina Lawson
Mayor of the City of Walnut Creek

Attest:



Suzie Martinez, CMC
City Clerk of the City of Walnut Creek

I HEREBY CERTIFY the foregoing to be a true and correct copy of Resolution No. 14-37 duly passed and adopted by the City Council of Walnut Creek, County of Contra Costa, State of California, at a regular meeting of said Council held on the 17th day of June 2014.


Suzie Martinez, CMC
City Clerk of the City of Walnut Creek

**CITY OF WALNUT CREEK
RESOLUTION NO. 17-54**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
AMENDING ADMINISTRATIVE POLICY NO. 302, USE OF ONE-TIME REVENUES AND
GENERAL FUND SURPLUSES**

WHEREAS, Administrative Policy No. 302, "Use of One-Time Revenues and General Fund Surpluses", was adopted on June 19, 2012 by formal action of the City Council via Resolution No. 12-37.

NOW, THEREFORE, the City Council of the City of Walnut Creek, California, does resolve as follows:

Section 1. Administrative Policy No. 302 is amended to allow an allocation to an irrevocable pension trust as an acceptable use of funds.

Section 2. Administrative Policy No. 302 is on file in the office of the City Clerk, and incorporated herein by reference.

Section 3. This resolution shall become effective July 18, 2017.

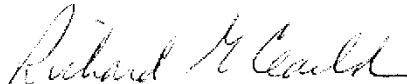
Section 4. To the extent that any provision of this resolution conflicts with any provision of any prior Council resolution concerning the Policy covered by this resolution, the provision of the prior resolution is repealed.

PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 18th day of July, 2017 by the following called vote:

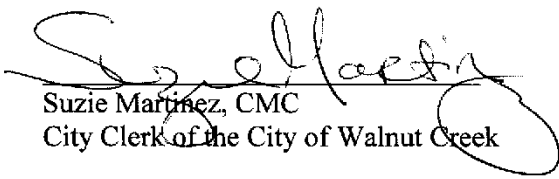
AYES: Councilmembers: Haskew, Silva, Wilk, Wedel, Mayor Carlston

NOES: Councilmembers: None

ABSENT: Councilmembers: None


Richard G. Carlston
Mayor of the City of Walnut Creek

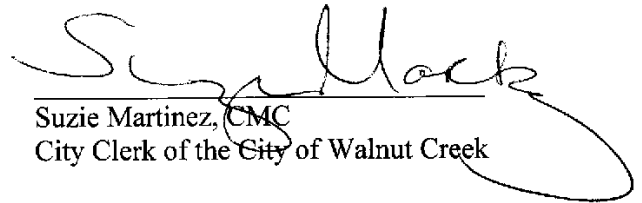
Attest:


Suzie Martinez, CMC
City Clerk of the City of Walnut Creek

City of Walnut Creek

Resolution No. 17-54

I HEREBY CERTIFY the foregoing to be a true and correct copy of Resolution No. 17-54 duly passed and adopted by the City Council of Walnut Creek, County of Contra Costa, State of California, at a regular meeting of said Council held on the 18th day of July, 2017.



Suzie Martinez, CMC
City Clerk of the City of Walnut Creek



General Funds Overview





FY24 & FY25 Budget Highlights

The FY24 & FY25 budget strategically allocates resources for City Council Priorities, community priorities, and continued city services and operations, including about \$8.5 million of operating budget enhancements and additions across all city funds, while fully funding City reserves. In large part, these enhancements are a result of the additional funding made available via Measure O.

In addition to full funding General Fund emergency reserves, \$9 million of Measure O funds is set aside for construction costs of the future pool and community center at Heather Farm Park in both FY24 and FY25.

The following provides a summary of the highlights and enhancements.

Arts & Recreation Programming

Arts & Recreation is enhancing programming in Recreation and Social Services and the Center for Community Arts, expanding classes and programs currently offered. Additionally, the Arts & Recreation department continues to implement the Leshner Center for the Arts strategic plan, which includes both staffing at the Leshner Center and marketing activities.

Community Outreach

Funding for community outreach efforts is included in the FY24 & FY25 budget, including the creation of an annual report, social media monitoring, and conducting a community survey.

Diversity, Equity, and Inclusion (DEI)

The FY24 & FY25 budget includes the addition of a DEI analyst position, DEI training for city staff, Council members and Commissioners, Police crisis-intervention and de-escalation training, as well as funding for additional DEI activities as discussed by City Council on April 18, 2023.

Development Services, Economic Development, and Downtown Support

Funding for implementation of the Economic Development Action plan, permit streamlining, downtown events and initiatives, as well as the addition of an Assistant Engineer position to review current developments are included in the FY24 & FY25 budget.

Environmental Sustainability and Climate Action

The addition of a Sustainability Analyst to lead the implementation of recommendations from the Sustainability Action Plan as approved by City Council later in 2023 is, as well as funding for implementation activities is included in the FY24 & FY25 budget.

Homeless Services

The FY24 & FY25 budget includes continuation of the full-time CORE Homeless Outreach Team.

FY24 & FY25 Budget Highlights

Library Hours

Funding of 12 extra open library hours per week at the Walnut Creek and Ygnacio Valley library branches is included in the operating budget.

Parks, Facilities, and Other Infrastructure

The FY24 & FY25 operating budget includes funding for routine parks, open space, and building maintenance, ensuring compliance with new regulations related to environmental and drought procedures, and to account for large increases in the costs of goods and services. The General Fund Operating budget contributes 2% of General Fund revenues to the Capital Budget for improvements to City facilities, parks, and other infrastructure. \$2 million of Measure O funds are to be contributed to projects for installation of lights at Tice ball fields and turf at Heather Farm park.

Public Safety

Public safety funding enhancements in the operating budget include the continued funding of 5 new police officers, the addition of a Crime Prevention Specialist, and Police Services Supervisors over Dispatch and Records. Funding for a city-wide effort to upgrade and integrate security cameras, Animal Control services and crossing guard services are also included in the budget.

Risk and Emergency Management

Expanded funding for emergency management planning and disaster response is included in the budget, which includes training for City staff, development and implementation of emergency plans, and maintenance and coordination of the City Emergency Operations Center.



FY24 & FY25 Budget Highlights Summary

<i>Dollars in millions</i>	General Fund		Measure O		Other Funds		Total		Net FTE
	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	
Arts & Recreation Enhanced Programming	\$2.20	\$2.91	\$ -	\$ -	\$ -	\$ -	\$2.20	\$2.91	0.50
Community Outreach & Community Surveys	0.04	0.04	-	-	-	-	0.04	0.04	
Diversity Equity and Inclusion (DEI)	0.40	0.40	-	-	-	-	0.40	0.40	1.00
Economic Development & Downtown Support	-	0.08	0.29	-	-	-	0.29	0.08	
Homeless Services	-	-	0.11	0.18	0.15	0.09	0.26	0.27	
Lesher Center for the Arts Strategic Plan	0.38	0.50	0.20	0.20	-	-	0.58	0.70	2.00
Library Hours	-	-	0.55	0.55	-	-	0.55	0.55	
Parks, Building, and Fleet Maintenance	0.53	0.18	-	-	-	-	0.53	0.18	
Development Services	0.19	0.19	-	-	0.20	0.20	0.39	0.39	1.00
Police Department Crisis Intervention & Response Training	0.10	0.10	-	-	-	-	0.10	0.10	
Public Safety*	0.63	0.36	1.35	1.40	-	-	1.98	1.76	7.00
Risk & Emergency Management	0.21	0.29	-	-	-	-	0.21	0.29	
Environmental Sustainability & Climate Action	0.20	0.20	0.16	0.17	-	-	0.36	0.37	1.00
Technology Improvements	0.34	0.28	-	-	0.16	0.17	0.50	0.45	1.00
Total Proposed Operating Expenditures	\$5.22	\$5.53	\$2.66	\$2.50	\$0.51	\$0.46	\$8.39	\$8.49	13.50

*5 Public Safety FTE currently authorized in the FY23 budget and funded by one-time American Rescue Plan Act (ARPA) funds are included in this total.



General Fund Budget Overview

The FY24 and FY25 General Fund Operating Budget is balanced with contributions to fund balance in both FY24 and FY25. FY24 General Fund revenue is projected to be \$100.55 million and FY24 expenditures are budgeted at \$98.87 million. FY25 General Fund revenue is projected to be \$103.35 million and FY25 budgeted expenditures are \$102.7 million. After required contributions to reserves, FY24 is projected to have a contribution to fund balance of approximately \$710,000, and FY25 has a projected contribution to fund balance of \$90,000, as shown in Table 1.

Table 1
General Fund Budget Summary (in millions)

<i>\$ in millions</i>	FY24 Budget	FY25 Budget
Revenues & Transfers In	\$ 100.55	\$ 103.35
Expenditures & Transfers Out	98.87	102.70
Revenue less Expenditures	\$ 1.68	\$ 0.65
<i>Contributions to Reserves</i>	0.97	0.56
Contribution To /(From) Fund Balance	\$0.71	\$0.09

General Fund Structural Changes

The budget development cycle is an opportunity for staff to review department organizational structure, assess programmatic needs City-wide, and align budget to meet operational needs. The General Fund budget includes the following changes:

- Section 115b Pension Trust – New Fund:**
The City’s Section 115b Pension Trust is currently accounted for in the City’s General Fund and is reported as a fund balance designation in the General Fund. To streamline accounting of pension trust activities, a new Pension Trust fund will be created in FY24. This change is an administrative action with no budget impact.
- Administrative Services Department – Budget and Procurement Division:**
The key functional areas of city-wide budget development and monitoring and purchasing have historically fallen under the Administration Division of the Administrative Services Department (ASD). The new Budget and Procurement Division will provide a division manager to manage current processes, as well as future citywide support for purchasing and financial system end-users.
- Community Development Department – Transportation Planning and Sustainability:**
The Community Development Department (CDD) has had the functional areas of Transportation Planning and Sustainability Programming. In the FY24 and FY25 budget, Transportation Planning, including authorized personnel, moved to the Public Works Department budget as part of the Traffic Engineering division.

While staff in CDD previously managed the City’s current Climate Action Plan, the development of the City’s new Sustainability Action Plan had been managed by City Manager’s office over

General Fund Budget Overview

the past budget cycle. Funding for implementation of the Sustainability Action Plan is moved to the General Government budget in FY24 and FY25.

- General Government – Sustainability:
As previously discussed under CDD, funding for implementation of the City’s Sustainability Action Plan is budgeted in the City Manager’s Office, under the General Government Department in FY24 and FY25.
- Public Works Department – Transportation Planning:
As previously discussed under CDD, Transportation Planning activities, including staffing, are budgeted in the Public Works Department, under the Engineering Division in FY24 and FY25.

General Fund Revenues

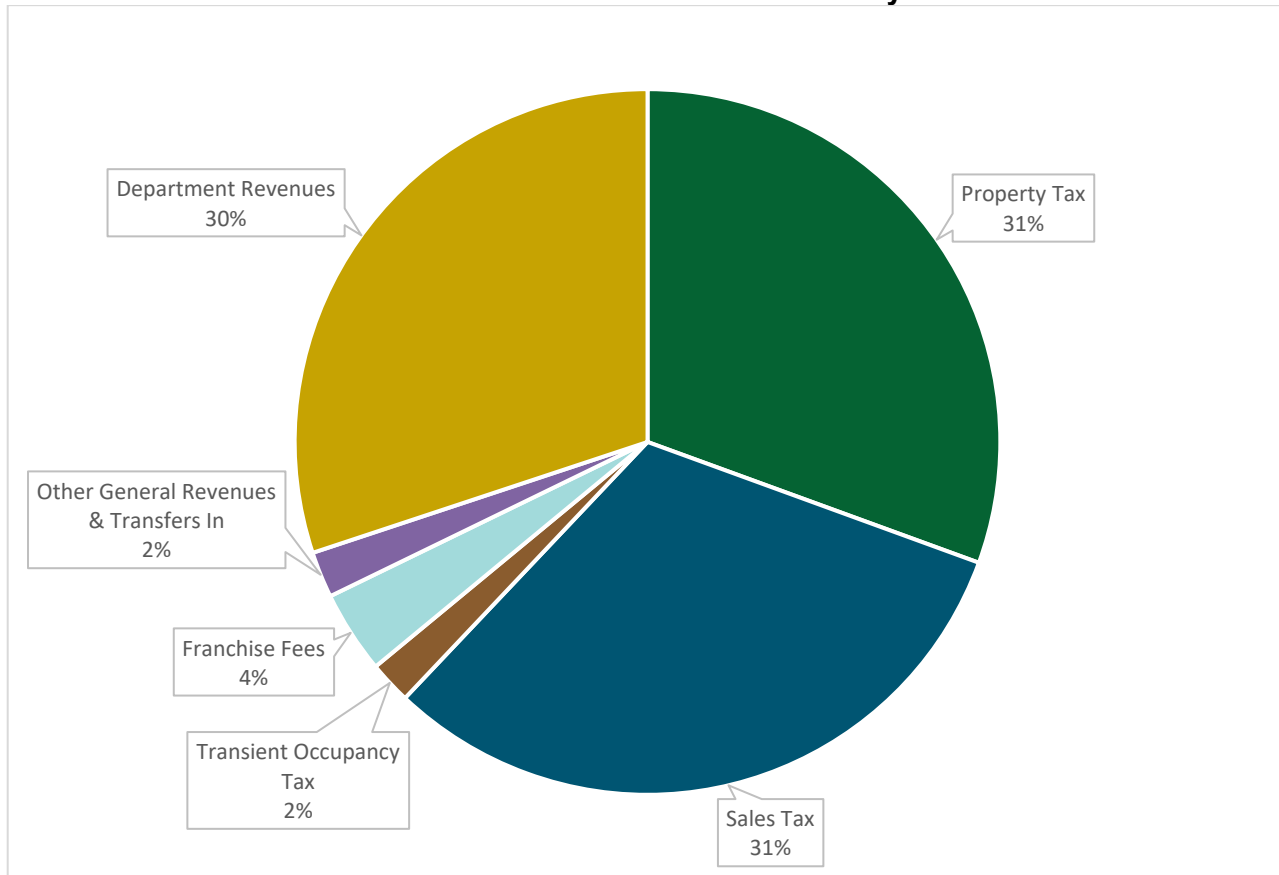
FY24 and FY25 General Fund revenues and transfers in are projected to be \$100.55 million and \$103.35 million, respectively, as shown in Table 2. Figure 1 shows General Fund revenues by source.

Table 2
FY24 and FY25 General Fund Revenues (in millions)

<i>\$ in millions</i>	FY23 Q3 Projection	FY24 Budget	FY25 Budget
Property Taxes	\$30.06	\$ 30.93	\$ 31.40
Sales Tax	31.26	31.59	32.63
Transient Occupancy Tax	1.90	1.95	2.01
Franchise Fees	3.73	3.87	3.86
Other Taxes	0.82	0.82	0.82
Interest & Rental	0.63	0.65	0.65
Transfers In	3.48	0.68	0.68
Total General Revenues	\$71.87	\$ 70.49	\$ 72.05
Administrative Services	\$ 2.81	\$ 2.93	\$ 3.02
Arts & Recreation	9.26	12.12	12.80
Community Development	7.21	7.02	7.53
General Government	0.22	0.20	0.20
Police	1.39	1.93	1.93
Public Works	5.55	5.85	5.82
Total Department Revenues	\$26.44	\$ 30.06	\$ 31.30
Total Revenues & Transfers In	\$98.31	\$ 100.55	\$ 103.35

General Fund Budget Overview

Figure 1
FY24 & FY25 General Fund Revenues by Source

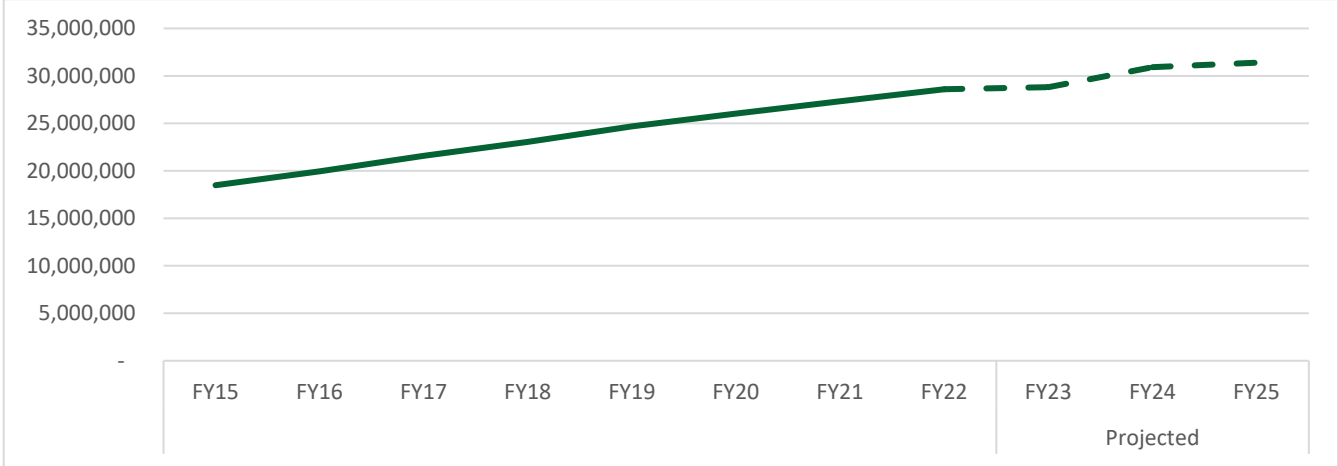


Property Tax

Property Taxes are projected to have continued growth based upon the most recent assessed valuation, as calculated by the county, and in consultation with the city's property tax consultant. Revenue growth from assessed property value is capped at the 2% inflator set by Proposition 13, and supplemental property tax growth which is due to sales of property or other allowed changes in market-based valuation based on historical averages. Figure 2 shows the history of property taxes, which had grown steadily over the last 7 years.

General Fund Budget Overview

Figure 2
Property Tax History and Projections FY15-FY25

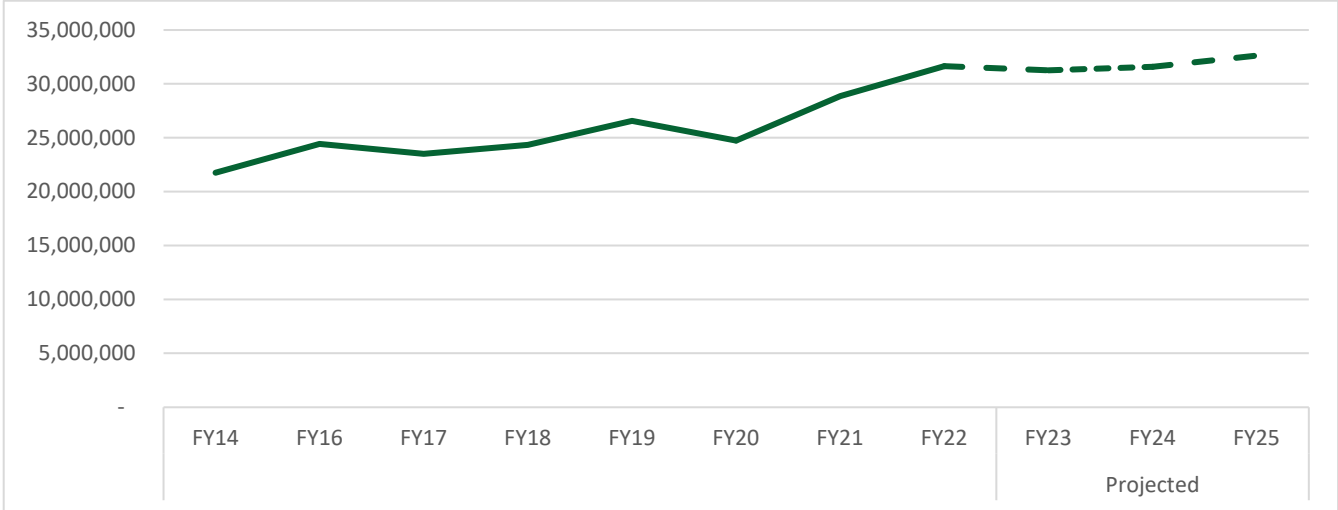


Sales Tax

Using the most recent forecast provided by the city’s Sales Tax consultant, staff is projecting sales tax revenue to be \$31.6 million in FY24 and \$32.6 million in FY25. These forecasts are based upon the October-December 2022 quarter and do not include any revenues that will be received under Measure O. The sales tax budget is projecting slower growth compared to the prior budget cycle, as spending habits return to pre-pandemic trends. Higher interest rates and inflation are also expected to reduce discretionary consumer spending over the next two fiscal years.

Figure 3 shows historical sales tax revenues from FY15-FY22 and projections through FY23-FY25. After a decline in sales tax in FY20 due to the COVID-19 Pandemic, sales tax continues to rise. Sales tax growth is projected to slow over the next budget cycle.

Figure 3
Sales Tax History and Projections FY15-FY25

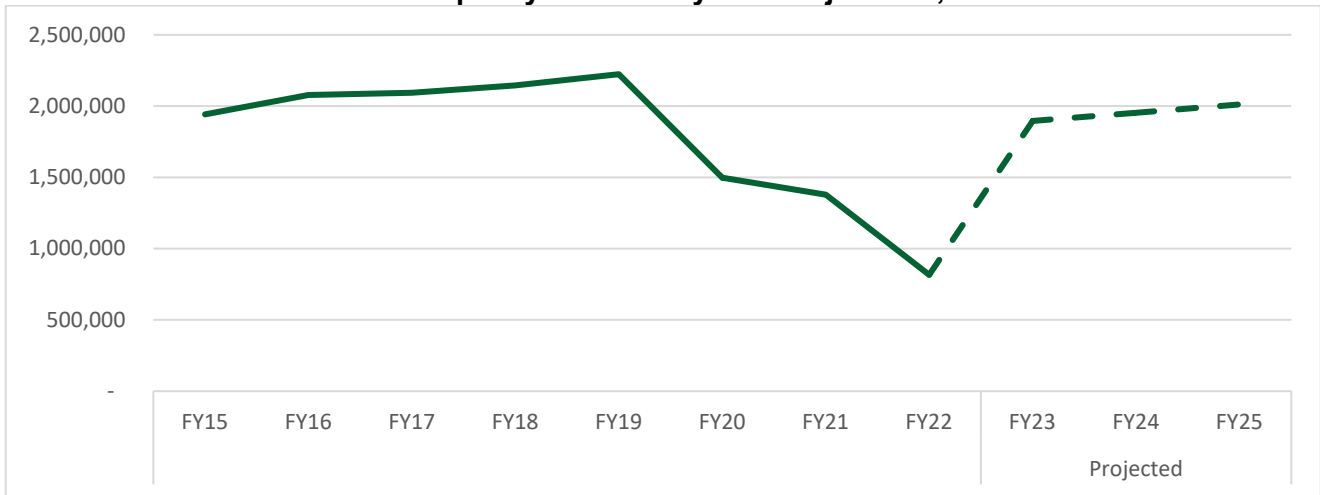


General Fund Budget Overview

Transient Occupancy Tax (TOT)

Transient Occupancy Taxes (TOT) are projected to increase by approximately 3% in both FY24 (\$1.95 mil) and FY25 (\$2.01 mil). TOT revenues have been in decline since FY20, in part due to the COVID-19 pandemic. Remote work and a slowdown in business travel has impacted TOT revenues through FY22, although TOT revenues are projected to rise in FY23, with continued projected growth in FY24 and FY25. Figure 4 shows historical TOT revenues from FY15 through FY22, and projections from FY23-FY25.

Figure 4
Transient Occupancy Tax History and Projections, FY15-FY25



Department Revenues

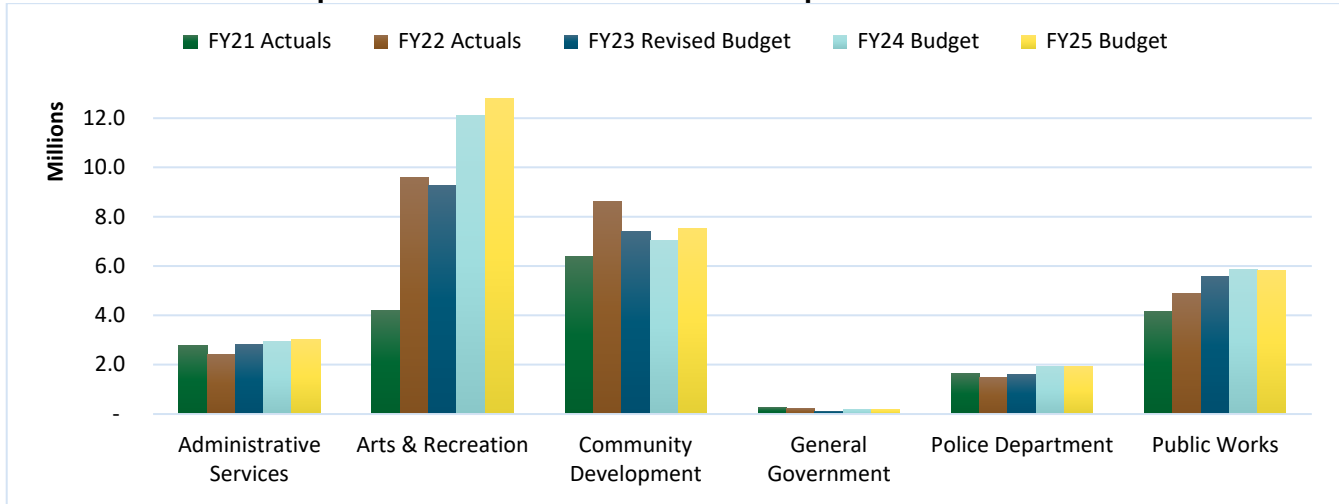
Department revenues are projected to be \$30.1 million in FY24 and \$31.3 million in FY25. Significant changes to department revenues include:

- The Arts & Recreation Department is projecting an increase in revenues as programming returns without additional public health restrictions, expanded programming options at the Center for Community Arts and in Recreation Services, and as the Lesher Center for the Arts begins implementation of the Lesher Center’s strategic plan; and
- Community Development is projecting a decline in revenues of approximately \$200,000 compared to FY23 3rd Quarter projections. Higher interest rates and a tightening banking environment are expected to result in a less development activity.

Figure 6 shows department revenues comparing FY21 and FY22 actuals, the FY23 revised budget and the FY24 and FY25 adopted budget.

General Fund Budget Overview

**Figure 54
Department Revenues Historical Comparison FY21-FY25**



General Fund Expenditures

General Fund expenditures are budgeted at \$98.87 million in FY24 and \$102.70 million in FY25, as shown in Table 3. These expenditures do not include expenditures to be funded by Measure O.

**Table 3
FY24 and FY25 General Fund Expenditures (in millions)**

<i>\$ in millions</i>	FY23 Q3 Projection	FY24 Budget	FY25 Budget
Administrative Services	\$5.16	\$ 5.48	\$ 5.62
Arts & Recreation	17.24	19.29	19.91
Community Development	8.59	8.61	8.90
General Government	8.86	10.19	10.21
Human Resources	1.91	2.38	2.12
Police	30.93	31.79	34.46
Public Works	17.78	18.81	19.14
Total Department Expenditures	\$90.47	\$96.53	\$100.37
Transfers Out	3.14	2.33	2.33
Total Expenditures & Transfers Out	\$93.61	\$ 98.87	\$ 102.70

General Fund expenditures for FY24 and FY25 include compensation increases for regular and limited duration full-time equivalent (FTE) employees per current Memorandums of Understanding (MOUs), including benefit and pension cost increases. The General Fund budget also includes:

- Known increases for insurance premiums, legal services, animal control, and custodial contract costs.
- Increased utility budgets based on anticipated rate increases.
- Inflationary cost increases related to vehicle, parks and building maintenance expenditures.
- One-time costs related to ongoing litigation.

General Fund Budget Overview

Per prior Council direction, the FY24 and FY25 General Fund contributions to the Capital Budget are set at 2% of General Fund revenues, which is \$1.9 million in both FY24 and FY25.

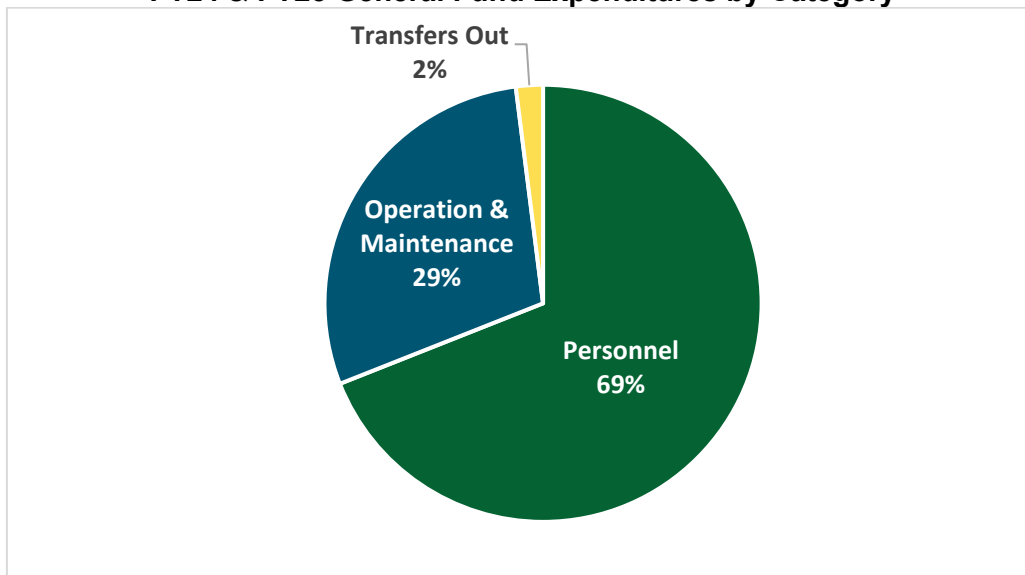
Specific budget additions and enhancements in the FY24 and FY25 General Fund budget are outlined in Table 4.

**Table 4
FY24 and FY25 General Fund Budget Enhancements**

<i>\$ in millions</i>	FY24	FY25	Net FTE
Arts & Recreation Enhanced Programming	\$ 2.20	\$ 2.91	0.50
Community Outreach & Community Surveys	0.04	0.04	
Diversity Equity and Inclusion (DEI)	0.40	0.40	1.00
Economic Development & Downtown Support	-	0.08	
Leshner Center for the Arts Strategic Plan	0.38	0.50	1.00
Parks, Building, and Fleet Maintenance	0.53	0.18	1.00
Development Services	0.39	0.39	
Police Department Crisis Intervention & Response Training	0.10	0.10	
Public Safety	0.63	0.36	
Risk & Emergency Management	0.21	0.29	
Environmental Sustainability & Climate Action	0.20	0.20	
Technology Improvements	0.34	0.28	
Total	\$ 5.22	\$ 5.53	3.50

Approximately 69% of the General Fund budgets in FY24 and FY25 are personnel expenditures, as shown in Figure 6.

**Figure 6
FY24 & FY25 General Fund Expenditures by Category**



General Fund Budget Overview

Personnel Budget

The City’s personnel budget is the cost of salary and benefits for regular employees (including pension costs), overtime, and hourly staff. The FY24 and FY25 budget includes cost of living increases in salaries per existing MOUs, medical and benefit costs, and costs for hourly employees. Table 5 shows General Fund departmental personnel budgets for FY24 and FY25.

**Table 5
FY24 and FY25 General Fund Personnel Budget (in millions)**

<i>\$ in millions</i>	FY24 Budget	FY25 Budget
Administrative Services	\$ 4.10	\$ 4.29
Arts & Recreation	10.49	11.15
Community Development	6.52	6.81
General Government	4.54	4.81
Human Resources	1.73	1.57
Police	26.79	29.46
Public Works	12.76	13.32
Total Personnel Expenditures	\$ 66.93	\$ 71.40

The personnel budget also includes required contributions to California Public Employees’ Retirement System (CalPERS) for both the Normal Cost and the Unfunded Actuarial Liability (UAL). Employer contribution rates for normal pension costs, which are a percentage of employee salaries, increased on average 2%. Pension costs in the General Fund are projected to rise approximately 3% in FY24 and 9% in FY25 compared to the previous year, including both regular CalPERS contributions and UAL payments, as shown in Table 6.

**Table 6
General Fund Pension Costs FY22-FY25 (in millions)**

<i>\$ in millions</i>	FY22 Actuals	FY23 Revised Budget	FY24 Budget	FY25 Budget
Normal Cost	\$ 4.06	\$4.64	\$ 5.43	\$ 5.95
UAL	8.85	9.97	9.67	10.44
Total	\$12.91	\$14.63	\$ 15.10	\$ 16.39

In addition to pension costs and MOU increases, the personnel budget includes an increase in the Police Department’s overtime budget, which is fully offset by revenue through contracts with Nordstrom for reimbursable overtime, and an increase in budgets for hourly staff (mostly in the Arts & Recreation Department) as program capacity continues to increase throughout the budget cycle.

A total of 330 FTE are included in FY24, and 328 FTE in FY25. Key changes to the General Fund authorized FTE are detailed below. The net FTE change is included in parenthesis.

Administrative Services Department

- Reclassified Payroll Supervisor (0.0 FTE):
One of the three Senior Accountant positions will be reclassified into a Payroll

General Fund Budget Overview

Supervisor position, to allow for more specific recruitment meeting the operational needs of the payroll function in the Finance Division.

- Reclassified Accountant II: (0.0 FTE):
The Accountant I position in ASD is reclassified to an Accountant II. The Accountant II position will provide a higher level of accounting support within the Finance Division.
- Reclassified Budget Manager (0.0 FTE):
With the creation of a Budget and Procurement Division in ASD, the existing Budget Manager position, currently classified as a Project Manager will be reclassified into a Budget Manager classification, reflecting the duties as a division manager.

Arts & Recreation Department

- Executive Assistant (+0.5 FTE):
The addition of a .50 FTE Executive Assistant in the Arts and Recreation Department will bring the existing Executive Assistant position to a full time FTE. This position will provide administrative support to the Arts & Recreation Director and Department, including assisting with Arts Commission agenda and meetings, and providing administrative support for the Boundary Oak golf course.
- Program Supervisor (+1.0 FTE):
A Marketing Supervisor for the Leshner Center for the Arts is added in FY24, as part of the Leshner Center's strategic plan. This position will be responsible for presenting the Leshner Center, and its programs, as a unified brand, develop and oversee the Center's marketing initiatives, develop a Center-wide subscriber program, and conducting media analysis. This position is anticipated to be fully offset by new Leshner Center revenues.

Community Development Department

- Reclassified Assistant Community Development Director (0.0 FTE):
The Assistant Community Development Director, formerly classified as a Planning Manager, will increase integration and coordination between the housing and current development functions, while offering support to the Community Development Director.
- Reclassified Principal Planner (0.0 FTE):
The reclassification of a Senior Planner position to a Principal Planner in CDD. The Principal Planner will oversee the city's long-range planning efforts. These efforts include streamlining permitting processes, implementing new technologies to support better customer service and increasing operational efficiency, updating zoning regulations to become compliant with both current housing laws and modern planning practices, and doing preparatory work in anticipation of a General Plan Update in the FY26/FY27 budget cycle.
- Conversion of a Limited Duration Permit Technician to Regular (0.0 FTE):
The conversion of a limited duration Permit Technician to a regular position in the CDD Building Division is recommended. The Permit Center is responsible for public record requests, record imaging and retention. The Permit Technician handles over-the-counter permit applications, processes invoices and payments, issues simple permits at the counter or approved by Building inspectors, answers telephone and email inquiries, helps customers at the counter, and prepares permitting documents for record imaging.

General Fund Budget Overview

This position is a continued necessity for the customer service needs within the Permit Center.

Human Resources Department

- Diversity, Equity, and Inclusion (DEI) Analyst (+1.0 FTE):
The addition of an Administrative Analyst I/II in the Human Resources Department to be responsible for city-wide DEI initiatives, including implementation of the DEI initiatives recommended by City Council on April 18, 2023.
- Expiration of Limited Duration Office Specialist Confidential (-2.0 FTE, FY25):
In 2021, two Limited Duration Office Specialist Confidential positions were authorized to support increased regulations required by the COVID-19 pandemic, as well as to help support recruitment efforts as the city encountered historically high vacancy rates. These positions will expire in FY25, due to the expiration of the COVID-19 Public Health Emergency orders, and with the anticipation of city vacancy rates returning closer to historical averages.

General Government

- Conversion of a Limited Duration Office Assistant to Regular (0.0 FTE):
The conversion of a 0.5 FTE Limited Duration Office Assistant I to a regular 0.5 FTE Office Assistant I in the City Clerk's division of the General Government Department is included in the FY24 budget. This position provides clerical support, compliance with city record retention policies, and assists with website management and public records requests.

Police Department

- Reclassified Police Services Supervisor (0.0 FTE):
A Police Records Technician position will be reclassified to a Police Services Supervisor in the Records Division of the Police Department. The Records Division is responsible for all police records management and document control within the department; including processing warrants, traffic citations, subpoenas, restraining orders, requests for information, record seals, purging and document management, background checks, clearance letters, detention only certificates, data entry into local, state, and federal systems, and reporting of crime statistics to the Department of Justice. The Supervisor will perform and provide necessary support and resources to the unit, closely monitor the highly regulated work of the division, and will perform highly technical duties related to but not limited to California Public Records Act requests and statistical and analytical requests from police administration.

Public Works Department

- Assistant Engineer (+1.0 FTE):
An Assistant Engineer in the Current Engineer Division in Public Works is added in FY24. This position will review development site plans and allow the city to review more plans with city staff instead of using outside consultants which will allow for better customer service. This position is anticipated to be fully cost neutral, with this position bringing in revenue through plan review fees.

General Fund Budget Overview

- Reclassified Parks Maintenance Workers (0.0 FTE):**
 The Parks Division with Public Works is reclassifying 4 Landscape Maintenance Worker positions to Parks Maintenance Workers. The Landscape Maintenance Worker classification is the entry-level class in the landscape and park maintenance series. The Park Maintenance Worker classification is next level in the series and performs more complex or skilled tasks. Due to the increased amount of regulation associated with Integrated Pest Management, environmental and drought procedures, qualified parks staff will be needed to take on additional skilled tasks to stay within compliance.

Operations & Maintenance Budget

Operations and Maintenance (O&M) budgets include all non-personnel costs for departments, ranging from office supplies and utilities to contracts for professional services. The proposed O&M budget in FY24 is \$29.60 million, and \$28.96 million in FY25. The O&M budget includes known and inflationary cost increases, as well as funding of City Council and community priorities, and continued city services and programing. Table 7 details the O&M budgets by department for FY24 and FY25.

**Table 7
FY24 and FY25 General Fund Operation & Maintenance Budget (in millions)**

<i>\$ in millions</i>	FY24 Budget	FY25 Budget
Administrative Services	\$ 1.38	\$ 1.32
Arts & Recreation	8.79	8.77
Community Development	2.09	2.09
General Government	5.65	5.39
Human Resources	0.65	0.55
Police	4.99	5.01
Public Works	6.04	5.83
Total Operating & Maintenance Expenditures	\$ 29.60	\$ 28.96

Key changes of the FY24 and FY25 General Fund operating budget are discussed by department below:

- The Administrative Services Department has continued funding for business license and transient occupancy tax (TOT) collection services, as well as technical support for automation of the City’s budget book and financial statements.
- Arts & Recreation has continued enhanced programming in Recreation and Social Services and the Center for Community Arts. These enhanced programming costs are covered by increased revenues. Additionally, the Arts & Recreation department continues to implement the Leshner Center for the Arts strategic plan and incorporates those efforts in the O&M budget.
- The Community Development Department continues key department functions of planning and building review. The O&M budget reflects initiatives for permit streamlining and preparations for the next General Plan Update. As mentioned previously in this report, Transportation

General Fund Budget Overview

Planning budgets have been moved to the Public Works Department, and Sustainability funding has been moved to General Government's budget.

- General Government O&M budget includes economic development activities, increased funding for community outreach, emergency preparedness planning, as well as funding for implementation of the Sustainability Action Plan initiatives. Funding for a city-wide effort to upgrade and integrate security cameras, as well as funding for additional DEI initiatives are also included in the General Government O&M budget.
- The Human Resources O&M budget includes one-time funding for increased recruitment support in FY24, as well as funding for City-wide training, include continued DEI training for all staff, Council members, and Commissioners. The Human Resources budget also includes funding to support the City's internal DEI task force, Rising Tide.
- The Police Department O&M budget includes continued funding for crisis response and de-escalation training, increased costs related to Animal Control services, and one-time costs for SWAT team equipment.
- The Public Works O&M budget includes contractual services increases for custodial and maintenance contracts, as well as inflationary cost increases related to vehicle, parks, and building maintenance, such as fuel and supplies. Additionally, Transportation Planning budget has been moved from the CDD budget to the Public Works budget.

General Fund Reserves

The General Fund has multiple reserves that are fully funded per City Council policy. Emergency reserves are fully funded per City Council policy in FY24 and FY25 and meet or exceed the Governmental Finance Officers Association (GFOA) recommendation of 2 months of operating expenditures.

\$9.9 million of the City's Facilities Reserve will be used this budget cycle for the Capital Budget. Projects funded by the Facilities Reserve include design for the new aquatics and community center and installation of turf fields at Heather Farm Park.



General Fund Budget Summary

General Fund Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget*	FY24 Adopted Budget	FY25 Adopted Budget
Property Tax	\$27,339,274	\$28,605,485	\$ 28,824,567	\$ 30,926,399	\$ 31,400,646
Sales Tax	28,868,587	31,647,520	31,255,570	31,591,843	32,628,117
Transient Occupancy Tax	1,378,373	816,099	1,896,500	1,953,395	2,011,997
Franchise Fees	3,680,447	3,770,625	3,727,716	3,870,847	3,861,381
Interest	442,437	448,708	350,000	650,000	650,000
Other General Revenues	7,646,075	5,256,754	818,000	818,000	818,000
Total General Revenues	\$69,355,193	\$70,545,191	\$ 66,872,353	\$ 69,810,484	\$ 71,370,141
Department Revenues					
Administrative Services	\$ 2,797,944	\$ 2,427,049	\$ 2,811,660	\$ 2,930,645	\$ 3,015,874
Arts & Recreation	4,188,396	9,586,398	9,261,199	12,122,159	12,797,949
Community Development	6,388,647	8,607,358	7,425,024	7,019,024	7,530,524
General Government	243,261	221,716	124,050	199,950	202,050
Police Department	1,638,543	1,492,285	1,620,023	1,931,546	1,928,724
Public Works	4,138,219	4,872,112	5,577,299	5,853,997	5,824,976
Total Department Revenues	\$19,395,011	\$27,206,920	\$ 26,819,254	\$ 30,057,320	\$ 31,300,096
Operating Transfers In	799,943	850,237	1,826,130	683,000	683,000
Total Revenues & Transfers In	\$89,550,147	\$98,602,347	\$ 95,517,737	\$ 100,550,804	\$ 103,353,237
Expenditures					
Administrative Services	\$ 4,640,175	\$ 4,813,992	\$ 5,553,596	\$ 5,480,220	\$ 5,617,554
Arts & Recreation	10,586,396	15,412,305	17,262,627	19,285,348	19,913,496
Community Development	7,347,027	7,932,852	9,505,397	8,609,524	8,902,914
General Government	8,571,511	8,435,859	8,813,656	10,187,670	10,208,754
Human Resources	1,397,895	1,711,109	1,944,316	2,378,496	2,120,575
Police Department	27,035,284	28,360,389	32,675,934	31,788,586	34,463,429
Public Works	14,386,839	16,791,650	18,645,901	18,805,483	19,141,539
Total Department Expenditures	\$73,965,127	\$83,458,155	\$ 94,401,427	\$ 96,535,327	\$ 100,368,261
Transfers Out					
Operating Transfers to Other Funds	\$ 351,898	\$ 291,336	\$ 518,029	\$ 433,555	\$ 433,862
Operating Transfer to Capital	3,308,620	1,837,000	2,616,983	1,900,000	1,900,000
Total Transfers Out	\$ 3,660,518	\$ 2,128,336	\$ 3,135,012	\$ 2,333,555	\$ 2,333,862
Total Expenditures & Transfers Out	\$77,625,645	\$85,586,491	\$ 97,536,439	\$ 98,868,882	\$ 102,702,123
Contribution To / (From) Fund Balance	\$11,924,502	\$13,015,856	\$ (2,018,702)	\$ 1,681,921	\$ 651,114
<i>Estimated Contribution to Reserves</i>			650,388	969,086	561,735
Contribution To / (From) Fund Balance			\$ (2,669,090)	\$ 712,835	\$ 89,379
Authority Use of General Fund Reserve Designations					
<i>Transfer of ARPA Funds to Capital Budget</i>				1,935,292	-
<i>Transfer of Facilities Reserve to Capital Budget</i>				9,900,000	-
Total Authorized Use of General Fund Reserve Designations				\$ 11,835,292	\$ -

*FY23 Revised Budget includes the adopted budget, previously approved Council actions, and prior year contractual commitments.



General Fund Reserves Summary

Description	Estimated Balance (June 30, 2023)	FY24 Estimated (Use)/Contribution	Estimated Balance (June 30, 2024)	FY25 Estimated (Use)/Contribution	Estimated Balance (June 30, 2025)
Compensated Absences	\$ 775,835	\$ -	\$ 775,835	\$ -	\$ 775,835
Dental Claims	215,653	-	215,653	-	215,653
Legal Claims	3,000,000	-	3,000,000	-	3,000,000
Facilities Reserve	17,784,569	(9,900,000)	7,884,569	-	7,884,569
Other Reserve Designations	\$ 21,776,057	\$ (9,900,000)	\$ 11,876,057	\$ -	\$ 11,876,057
Catastrophic Emergency	\$ 9,320,514	\$ 588,486	\$ 9,909,000	\$ 360,000	\$ 10,269,000
Fiscal Emergency	5,961,961	380,600	6,342,561	201,735	6,544,296
Emergency Reserves	\$ 15,282,475	\$ 969,086	\$ 16,251,561	\$ 561,735	\$ 16,813,296
PERS Liability	\$ 1,956,816	\$ -	\$ 1,956,816	\$ -	\$ 1,956,816
Pension Trust*	24,073,672	-	24,073,672	-	24,073,672
Pension Reserves	\$ 26,030,488	\$ -	\$ 26,030,488	\$ -	\$ 26,030,488
Total Reserves	\$ 63,089,020	\$ (8,930,914)	\$ 54,158,106	\$ 561,735	\$ 54,719,841

*Market Value of Section 115 Pension Trust was \$24.1 million as of March 31, 2023



Measure O Budget Overview

On November 8, 2022, Walnut Creek voters passed Measure O, a 10-year, ½ cent transactions and use tax, to fund current and future quality of life needs, approving the measure with the following ballot question:

To provide funding to maintain and enhance City of Walnut Creek services and facilities, including

- *crime prevention; public safety; disaster preparedness;*
- *parks/open space;*
- *youth, senior, and arts programs;*
- *sustainability initiatives;*
- *local business support; downtown improvements;*
- *replacing aging recreation, aquatics and community facilities at Heather Farm Park; and other important services and facilities*

Shall the City of Walnut Creek levy a half-cent sales tax, providing approximately \$11,000,000 annually for 10 years, requiring annual audits, independent citizens' oversight, and all funds benefitting Walnut Creek?

Measure O funds are general sales tax revenue and can legally be used for any purpose. However, as part of the extensive outreach process and ballot question, residents and voters provided important input regarding the community's priorities for the funding. In the spring of 2022, a community survey asked respondents to rank City services and needs in the order of importance. The survey resulted in the following community priority rankings:

1. Public safety, including 911 response, local police patrols, crime/youth violence prevention, crisis mental health response, improved pedestrian safety, adding school crossing guards, etc.
2. City parks, open spaces, paths, and playfields kept in good working condition.
3. Repairing, upgrading or replacing aging deteriorated city facilities and structures, including public community centers, park facilities etc.
4. Homelessness intervention programs and services.
5. Services for seniors and youth, including maintaining senior services and programs, and after-school programs for children and teens, including additional library hours and access to books/technology.
6. COVID-19 recovery, including supporting small businesses, attracting new businesses, and investing in job creation and economic activity.
7. Disaster preparedness improvements for better response to earthquakes, wildfires, etc.

Measure O Budget Overview

The ballot measure language for Measure O included the requirement for annual audits and independent citizens' oversight of Measure O expenditures. To facilitate this requirement, Measure O funds will be accounted for separately from the city's General Fund.

Measure O Budget Summary

The total FY24 and FY25 Measure O Budget projects FY24 & FY25 revenue to be \$12.5 million. Expenditures are budgeted at \$4.66 million in FY24 and \$2.50 million in FY25. \$1.16 million of available fund balance will be used for one-time costs in FY24, allowing \$9 million of Measure O revenues to be reserved for future pool and community center construction costs in both fiscal years. This results in a balanced budget in FY24, and a contribution to fund balance of \$1 million in FY25, as shown in Table 1.

Table 1
Measure O Budget Summary (in millions)

<i>\$ in millions</i>	FY24 Budget	FY25 Budget
Revenues & Transfers In	\$ 12.50	\$ 12.50
<i>Authorized Use of Fund Balance</i>	1.16	-
Expenditures & Transfers Out	4.66	2.50
Revenue less Expenditures	\$ 9.00	\$ 10.00
<i>Less Reserves for Pool & Community Center</i>	9.00	9.00
Contribution To /(From) Fund Balance	\$ -	\$1.00

Measure O Revenues

The Measure O sales tax went into effect on April 1, 2023, and the City expects to receive the first quarter sales tax receipts during June 2023, within the City's Fiscal Year 2023 (FY23). Staff, in consultation with the city's sales tax consultant, anticipate Measure O revenues will be \$3.1 million in FY23, and \$12.5 million in FY24 and FY25, as shown in Table 2.

Table 2
FY24 and FY25 Measure O Revenues (in millions)

	FY23 Projection	FY24 Budget	FY25 Budget
Projected Revenue	\$3.13	\$12.50	\$12.50

Measure O Budget Overview

Measure O Expenditures

The FY24 Measure O expenditure budget is \$4.66 million in FY24 and \$2.50 million in FY25, as shown in Table 3.

Table 3
FY24 and FY25 Measure O Expenditures (in millions)

<i>\$ in millions</i>	FY23 Q3 Projection	FY24 Budget	FY25 Budget
Administrative Services	\$ 0.30	\$ -	\$ -
Arts & Recreation	-	0.20	0.20
Community Development	-	0.11	0.18
General Government	-	0.45	0.17
Police	-	1.25	1.30
Public Works	-	0.65	0.65
Total Department Expenditures	\$0.30	\$2.66	\$2.50
Transfers Out	-	\$ 2.00	-
Total Expenditures & Transfers Out	\$0.30	\$ 4.66	\$ 2.50

The FY24 and FY25 Measure O budget includes the following on-going funding as outlined in Table 4. Additionally, the Measure O budget includes the use of Measure O funds for a portion of the following capital projects:

- Installation of ball field lighting at Tice Valley Park; and
- Installation of turf fields at Heather Farm Park.

Table 4
FY24 and FY25 Measure O Budget Enhancements

<i>\$ in millions</i>	FY24	FY25	Net FTE
Economic Development & Downtown Support	\$0.29	\$ -	
Homeless Services	0.11	0.18	
Leshner Center for the Arts Strategic Plan	0.20	0.20	1.00
Library Hours	0.55	0.55	
Public Safety*	1.35	1.40	7.00
Environmental Sustainability & Climate Action	0.16	0.17	1.00
Total	\$ 2.66	\$ 2.50	9.00

*5 Public Safety FTE currently authorized in the FY23 budget and funded by one-time ARPA funds are included in this total.

Measure O Budget Overview

Personnel Expenditures

Measure O Personnel Expenditures are \$1.57 million in FY24 and \$1.63 million in FY25 and are shown in Table 5 by department. Personnel expenditures include salary and benefits, including pension costs for 9 regular FTE, as well as some hourly staff in the Arts and Recreation Department.

**Table 5
FY24 and FY25 Measure O
Personnel Budget (in millions)**

<i>\$ in millions</i>	FY24 Budget	FY25 Budget
Arts & Recreation	\$ 0.16	\$ 0.16
General Government	0.16	0.17
Police	1.25	1.30
Total Personnel Expenditures	\$ 1.57	\$ 1.63

The positions funded by Measure O are detailed below.

Arts & Recreation

- Program Coordinator (+1.0 FTE):
A Program Coordinator to support the “Leshner Center Presents” series. This position is included in the Leshner Center strategic plan and will be responsible for reviewing artist’s technical requirements in advance of booking, managing technical aspects of presentation series and festivals, and providing support for additional Leshner Center programming.

General Government

- Sustainability Analyst (+1.0 FTE):
The addition of an Administrative Analyst I/II, to act as the Sustainability Analyst is funded by Measure O this budget cycle. This position will implement recommendations from the Sustainability Action Plan as approved by City Council later in 2023.

Police Department

- Crime Prevention Specialist (+1.0 FTE):
A new Crime Prevention Specialist position will create various programs on crime prevention and crime awareness to provide to neighborhood groups and crime victims to ensure that they know how to protect themselves against future crimes, as well as provide community outreach and communication to community groups and the public.

Measure O Budget Overview

- Police Officers (+5.0 FTE):
Five police officers, previously funded in the General Fund through one-time ARPA funds, are included in the Measure O budget. These police officers add an additional downtown patrol unit.
- Police Services Supervisor (+1.0 FTE):
A Police Services Supervisor, to add a second supervisor over Dispatch, is added to the Measure O budget. The Communications/Dispatch Center is staffed 24 hours a day, 365 days a year, and provides 24-hour telephone service to the public for information or assistance, which includes 100,000 emergency and non-emergency calls per year. The supervisor's overall role is to communicate organizational needs, oversee employees' performance, provide guidance, support, and training, identify development needs, and manage the success and functionality of the Communication Center. Currently, one dispatch supervisor is responsible for ensuring the smooth operation of the dispatch center, which operates 24/7 on both a non-emergency and emergency basis.

Operating & Maintenance Expenditures

Operations and Maintenance (O&M) budgets include all non-personnel costs for departments, ranging from office supplies and utilities to contracts for professional services. O&M expenditures for Measure O are \$1.08 million in FY24 and \$870,000 in FY25, as shown in Table 6.

Table 6
FY24 and FY25 Measure O
Operating & Maintenance Budget (in millions)

<i>\$ in millions</i>	FY24 Budget	FY25 Budget
Arts & Recreation	\$ 0.04	\$0.04
Community Development	0.11	0.18
General Government	0.29	-
Public Works	0.65	0.65
Total O&M Expenditures	\$ 1.09	\$ 0.87

Measure O O&M Expenditures included the following:

- Marketing consultant costs for the Lesher Center, in the Arts and Recreation Department.
- Continuation of the full-time CORE Homeless Outreach team in CDD. The full cost of the core team is approximately \$250,000 per year. The City expects to receive Permanent Local Housing Authority (PLHA) funds in FY24 and FY25 to offset part of the full-time cost for services.
- One-time expenditures for downtown support in the General Government Department, to fund downtown events and initiatives.

Measure O Budget Overview

- Funding of 12 extra open library hours per week at the Walnut Creek and Ygancio Valley library branches, at an annual cost of about \$550,000.
- \$100,000 for crossing guard services in the Public Works Department.

Measure O Reserves and Available Fund Balance

As of June 30, 2023, a fund balance of \$2.83 million in Measure O funds is projected. This fund balance assumes \$3.1 million in Measure O revenue, and accounts for payment to the California Department of Tax and Fee Administration (CDTFA) for preparatory costs incurred by CDTFA necessary to administer the transactions and use tax.

After contributions to reserves for future pool and community center costs, uses of one-time funds, and on-going expenditures, staff estimates \$2.67 million of available fund balance as of June 30, 2025, as shown in Table 7. The reserve for future pool and community center costs would be \$18.0 million as of June 30, 2025.

Table 7
Measure O Estimated Available Year-End
Fund Balance Through FY25 (in millions)

<i>\$ in millions</i>	FY24 Budget	FY25 Budget	Estimated Reserve Balance <i>June 30, 2025</i>
Estimated Available Beginning Fund Balance	\$ 2.83	\$ 1.67	
Revenue	12.50	12.50	
Reserve for Future Pool & Community Center	(9.00)	(9.00)	\$18.00
Proposed Expenditures	(4.66)	(2.50)	
Estimated Available Year-End Fund Balance	\$ 1.67	\$ 2.67	\$2.67



Measure O Budget Summary

Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Sales Tax	\$ -	\$ -	\$ 3,125,000	\$ 12,500,000	\$ 12,500,000
Total Revenue	-	-	3,125,000	12,500,000	12,500,000
Authorized Use of Fund Balance	-	-	-	1,158,376	-
Total Revenues & Transfers In	\$ -	\$ -	\$ 3,125,000	\$ 13,658,376	\$ 12,500,000
Expenditures					
Administrative Services	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Arts & Recreation	-	-	-	198,538	204,339
Community Development	-	-	-	105,000	180,000
General Government	-	-	-	450,219	171,200
Police Department	-	-	-	1,252,318	1,303,260
Public Works	-	-	-	652,301	652,301
Total Operating Expenditures	\$ -	\$ -	\$ 300,000	\$ 2,658,376	\$ 2,511,100
Transfers to Capital	-	-	-	2,000,000	-
Expenditures Total	\$ -	\$ -	\$ 300,000	\$ 4,658,376	\$ 2,511,100
Revenue Less Expenditures	\$ -	\$ -	\$ 2,825,000	\$ 9,000,000	\$ 9,988,900
<i>Reserve for Future Pool & Community Center Costs</i>			-	9,000,000	9,000,000
Contribution To/(From) Fund Balance	\$ -	\$ -	\$ 2,825,000	\$ -	\$ 988,900



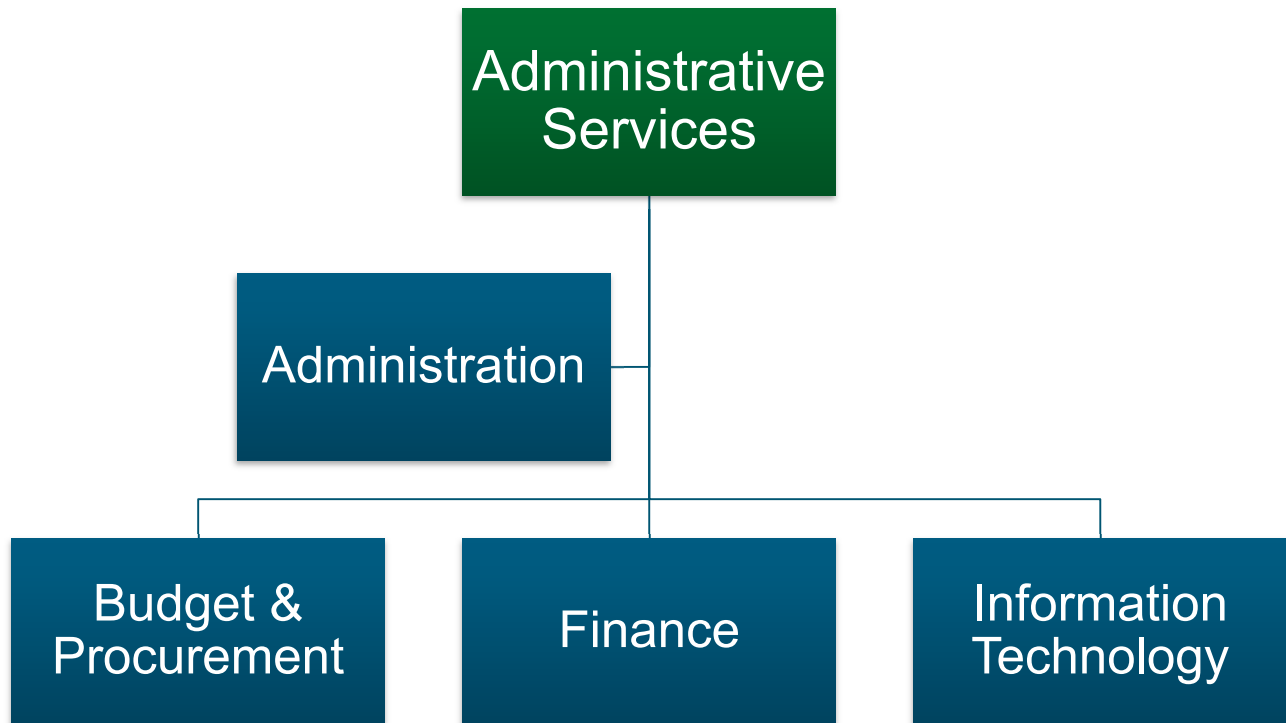
Operating Departments





Administrative Services

Organizational Chart



Description

The Administrative Services Department (ASD) serves as the central administrative body of the City, supporting all departments as well as serving the public. The department provides expertise, support, service, and management of four divisions: Administration, Budget & Procurement, Finance, and Information Technology. The Budget & Procurement Division is newly created in Fiscal Year 2024.

Divisions

- **Administration** – Provides department leadership and management functions.
- **Budget & Procurement** – Manages City budget development, monitoring and analysis, long-term financial planning, and coordination and support for City-wide purchasing activities.
- **Finance** – Oversees the City's financial functions, including general ledger, accounts receivable, accounts payable, cashiering, business licenses, treasury management, audits, and financial reporting.

Administrative Services

- **Information Technology** – Oversees the City’s information technology and telecommunications infrastructure, including network, hardware and software management; help desk support; and cybersecurity.

FY2022 & FY2023 Accomplishments

- Completed the FY2022 & FY 2023 biennial budget and provided quarterly budget updates to the City Council.
- Received the Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY2022 and FY2023 biennial budget book.
- Completed and improved the Long-Term Financial Forecast modeling financial trends for both the General Fund and Measure O funds projected over 10 years.
- Implemented financial reporting software for the Annual Comprehensive Financial Report (ACFR)
- Continued process improvement and streamlining of office systems including Office 365, document retention, and the Capital Budget allocation process.
- Continued clean-up of the financial system from prior implementation, including streamlining processes.
- Issued the FY2022 ACFR with an unmodified (clean) opinion.
- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA) for FY2021 ACFR.
- Successfully transitioned the Business License, Transient Occupancy Tax (TOT) and Short-Term Rental collection, audit, and discovery functions to HdL.
- Implemented updated Government Accounting Standards Board’s (GASB) Pronouncements.
- Upgraded outdated technology to fully support the O365 implementation project.
- Implemented significant upgrades to the City’s financial system.
- Completed Geographic Information System (GIS) upgrade and the future support model for GIS.
- Expanded fiber laterals to City facilities as part of the Master Fiber Plan.
- Implemented Disaster Recovery Plan and updated testing procedures.

Administrative Services

FY2024 & FY2025 Objectives & Outcomes

Administrative Services will continue to streamline and improve the level of support across all City departments, building the knowledge base of staff performing decentralized financial functions (budget development & management, purchasing, invoicing, etc.) to ensure they have the tools/knowledge they need for these tasks.

- Finalize the implementation of financial reporting software for the budget book.
- Automate investment tracking and reporting via use of investor software to eliminate redundancies and use of manual processes.
- Revised outdated financial policies and procedures.
- Continue to improve the Long-Term Financial Forecast modeling tool; consider advanced modeling through software.
- Continue meeting the GFOA budget requirements to achieve the Distinguished Budget Presentation Award.
- Update and implement the City-wide Purchasing Policy, including training and implementation of additional finance modules for efficiencies and improved internal controls.
- Continue to improve efficiencies within Munis and the City's procedures for processing critical documents (streamlining processes, etc.).
- Ensure audits are completed timely and without findings and/or material misstatements.
- Planning for, and implementing new GASB Pronouncements.
- Implement ACH payments for vendors.
- Automate the Fair Labor Standards Act (FLSA) Overtime and the On The Job Injury (OJI) processes for the Police Department.
- Complete Citywide Cyber Security Training.
- Upgrade phone systems and continue Virtual Desktop Infrastructure (VDI) upgrades.
- Continue with Office 365 implementation shifting all users to OneDrive, SharePoint and Teams, eliminating use of internal servers.

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	23.50	24.50	1.00	24.50	-
Limited Duration FTEs	-	-	-	-	-
Total	23.50	24.50	1.00	24.50	-

Administrative Services

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Information Technology Work Orders Completed	3,253	3,155	3,250	3,347	3,348
Business Licenses	8,258	8,097	8,260	8,342	8,426
Clean (Unmodified) Audit Opinion	Yes	Yes	Yes	Yes	Yes
Receive GFOA Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Receive GFOA Distinguished Budget Presentation Award	No	Yes	Yes	Yes	Yes



Administrative Services

Financial Summary

Revenue	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ 2,797,944	\$ 2,427,049	\$ 2,811,660	\$ 2,930,645	\$ 3,015,874
Other Fund Revenue					
Pension Trust Fund	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
Equipment Replacement - IT	1,903,205	2,023,714	1,879,955	1,573,255	1,573,255
Equipment Replacement	14	10	11	11	11
Total Revenue - All Funds	\$ 4,701,163	\$ 4,450,773	\$ 4,691,626	\$ 4,578,911	\$ 4,664,140

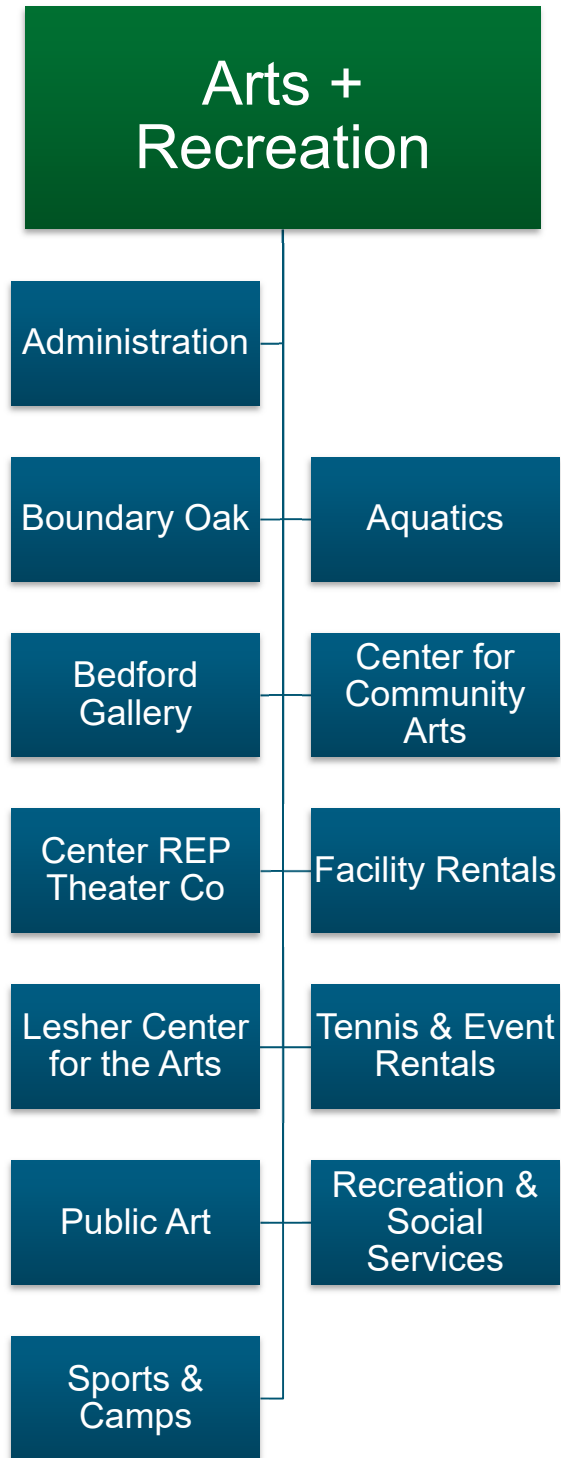
Expenditures

General Fund Expenditures					
Personnel	\$ 3,882,234	\$ 3,653,167	\$ 4,043,797	\$ 4,099,447	\$ 4,293,420
Operating & Maintenance	709,912	1,098,059	1,509,799	1,380,773	1,324,134
Total General Fund Expenditures	\$ 4,592,146	\$ 4,751,227	\$ 5,553,596	\$ 5,480,220	\$ 5,617,554
Other Fund Expenditures					
Pension Trust Fund	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
Equipment Replacement - IT	1,729,191	1,715,625	2,670,468	3,117,467	2,449,958
Total Expenditure - All Funds	\$ 6,321,337	\$ 6,466,852	\$ 8,224,064	\$ 8,672,687	\$ 8,142,512



Arts + Recreation

Organizational Chart



Arts + Recreation

Description

The Arts + Recreation Department is comprised of Aquatics, the Bedford Gallery, the Boundary Oak Golf Course, Center for Community Arts, the Leshner Center for the Arts and Center Repertory Company, the Public Art Program, and Walnut Creek Recreation. Together our programs contribute to making Walnut Creek a regional destination; promote arts appreciation, wellness, and community engagement; and contribute to the City's overall quality of life and economic vitality.

The Arts + Recreations Department mission, vision, and values guide the Department's work:

- VISION:** The leader in providing creative experiences that bring people together.
- MISSION:** To impact lives in an inclusive, fun, and innovative environment.
- VALUES:**
 - High Quality & Excellence
 - Exceptional Customer Service
 - Collaboration
 - Innovation
 - Fun

Divisions

- **Arts + Recreation Administration** – Department leadership, budget oversight, and community relations
- **Aquatics** – Clarke and Larkey swim centers, swim lessons and classes, recreational and fitness swimming, swim team, swim meets, and private event rentals
- **Bedford Gallery & Public Art** – Professional visual art exhibits, traveling exhibition program, public art program, public art walking tours
- **Boundary Oak Golf Course** – 18-hole championship golf course, pro shop, and Taphouse; driving range and practice area; golf tournaments, lessons, and camps; special event rentals
- **Center for Community Arts** – Youth and adult arts classes, preschool enrichment classes, camps, workshops, school outreach programs
- **Leshner Center for the Arts & Center Repertory Company** – Music, Dance and Theater presentation series, events by arts producers and community groups, Young REP professional training program, and other artistic gatherings, including programs to increase youth and non-traditional audience access to performing arts productions

Arts + Recreation

- **Walnut Creek Recreation** – Recreation classes for youth and adults, specialized recreation programs, summer day and sports camps, afterschool sports programs; adult drop-in sports and leagues; Walnut Creek Tennis Center and special event permitting in City parks; facility rentals at Heather Farm Community Center, Civic Park Community Center, Shadelands Art Center, the Oak View Room at the Walnut Creek Library; and sports field, gymnasium, picnic, and sand volleyball court rentals

FY2022 and FY2023 Accomplishments

Over the last two years, the Department adjusted almost every single one of its programs, and has successfully reopened facilities to meet emerging community needs. The Department continued to provide critical services to support families, seniors, and community members as the community reopened. Below is a summary of major accomplishments over Fiscal Years 2022 and 2023.

- Lesher Center for the arts events returned with the outdoor Summer Sounds concert series in July 2021, followed by the return of indoor performances in the fall.
- In September 2021, Civic Park Community Center, home of the Walnut Creek Seniors Club, reopened to drop-in activities after those programs moved to virtual during the pandemic. Programs include Bingo, Mah Jong, Pétanque, Bridge and more.
- December 2021 saw the Center Repertory Company return to the stage with the holiday classic, *A Christmas Carol*.
- Center for Community Arts welcomed back its Handcrafted Holiday Sale in December 2021. 41 arts vendors were on display for the more than 1,200 shoppers over the weekend.
- In January 2022, the Senior Minibus Transportation program reopened to provide more transportation options alongside the Recreation Division's partnership with Lyft.
- Expanded access to programs via low to no-fee events and increased scholarship offerings.
- Celebrated the 50th Anniversary of the Clake Memorial Swim Center at Heather Farm Park in April 2022.
- Launched a Digital Accessibility Initiative, to improve the experience for all users on Arts + Rec webpages.
- Developed an Inclusive Language Guide to assist staff in being aware of their language choices and how to use people-first, gender neutral, and welcoming language.
- Awarded a \$2 million federal Shuttered Venue Operators Grant in 2021 to help the Lesher Center recover from the economic impacts of the COVID-19 pandemic.
- Developed a long term, strategic plan for the Lesher Center of the Arts in partnership with Diablo Regional Arts Association and supported by DeVos Institute of Arts Management.

Arts + Recreation

Goals & Objectives for FY24 & FY25

The Department will continue to provide positive opportunities for community members to enhance their mental health, stay active, foster their creativity, and connect with others. Throughout FY24 and FY25, the Department will continue its work on the goals that emerged from its strategic planning process as well as the goals below:

- Increase participation and bring programs directly to the community
- Elevate the profile of Arts + Rec in Walnut Creek and beyond by telling the collective story
- Ensure sustainable funding for programs and services while meeting cost recovery goals
- Consistently provide exceptional customer experiences
- Advance diversity, equity, and inclusion efforts within Arts and Recreation programs
- Expand class offerings including adult wellness courses and camps
- Expand program offerings at the Leshner Center, Center Repertory Company and the Bedford Gallery to prepandemic levels and simultaneously launch new initiatives in line with the strategic plan
- Continue to support increased utilization of sports fields, tennis/pickleball courts and aquatics facilities

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	53.00	55.50	2.50	55.50	-
Limited Duration FTEs	-	-	-	-	-
Total	53.00	55.50	2.50	55.50	-

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Aquatics Classes (learn-to-swim)	876	2,592	2,851	3,136	3,450
Indoor Facilities Rental Hours	357	2,392	2,870	3,444	4,133
Arts/Rec Classes (enrollment)	8,807	14,461	14,895	15,342	15,802
Ballfield (hours rented)	16,423	19,997	20,197	20,399	20,603
Scheduled Gym Hours	4,262	3,981	4,777	5,733	6,879
Bedford Gallery (number of visitors)	13,570	8,741	10,489	12,587	15,104
Leshner Theater (tickets sold)	3,189	82,735	107,556	139,822	181,769
Paid Golf Rounds	82,361	72,688	74,869	77,115	79,428



Arts + Recreation

Financial Summary

Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ 4,188,396	\$ 9,586,398	\$ 9,261,199	\$ 12,122,159	\$ 12,797,949
Other Fund Revenue					
In-Lieu Public Art	\$ 452,428	\$ 156,197	\$ 52,750	\$ 164,000	\$ 164,000
Grants	105,701	142,011	-	67,584	70,544
Golf Course Debt Service	329,955	329,955	329,956	329,956	329,956
Golf Course - City & Contract Ops	4,381,813	5,814,532	5,206,294	5,856,946	6,089,097
Equipment Replacement	528	48,748	110	110	110
Lesher Foundation Fund	75,000	125,000	75,000	75,000	75,000
Total Revenue - All Funds	\$ 9,533,820	\$16,202,841	\$ 14,925,309	\$ 18,615,755	\$ 19,526,657

Expenditures

General Fund Expenditures					
Personnel	\$ 6,570,705	\$ 7,700,516	\$ 9,263,414	\$ 10,492,693	\$ 11,145,984
Operating & Maintenance	4,015,691	7,711,788	7,999,213	8,792,655	8,767,512
Total General Fund Expenditures	\$10,586,396	\$15,412,305	\$ 17,262,627	\$ 19,285,348	\$ 19,913,496
Other Fund Expenditures					
Measure O	\$ -	\$ -	\$ -	\$ 198,539	\$ 204,339
In-Lieu Public Art	69,312	43,794	44,115	660,929	458,713
CDBG	20,105	21,013	-	-	-
Grants	110,646	141,993	-	67,584	70,544
Downtown Parking & Enhancement	17,575	3,442	72,000	72,000	72,000
Golf Course Debt Service	54,001	47,561	329,955	329,955	329,955
Golf Course - City & Contract Ops	3,779,078	4,892,497	5,518,554	5,492,423	5,669,926
Lesher Foundation Fund	-	-	175,282	75,000	75,000
Total Expenditures - All Funds	\$14,637,113	\$20,562,605	\$ 23,402,533	\$ 26,181,779	\$ 26,793,973

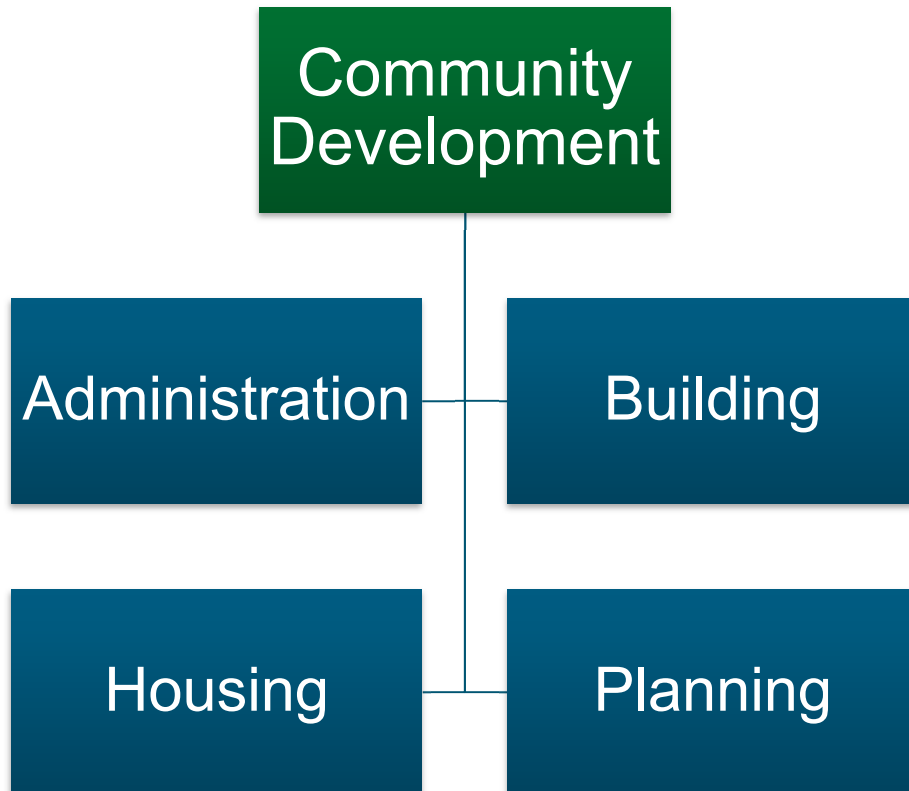
FY24 & FY25 Adopted Budget

City of Walnut Creek, California



Community Development

Organizational Chart



Description

The Community Development Department (CCD) exists to enhance the community's safety, welfare, economic opportunities, and quality of life. Services include building and permitting, planning, housing, code enforcement, environmental sustainability and transportation planning.

Divisions

- **Administration** – Leadership and division support, sustainability policy and implementation, economic development support, development billing, budget administration.
- **Building** – Permit counter administration, building permit application processing, plan checking, building inspection services, building code enforcement, code adoption administration, public record requests.

Community Development

- **Housing** – New construction/acquisition programs, home loan programs, community grant administration, asset and compliance management, outreach and education, resource and referral services, housing policy implementation, regional housing partnerships.
- **Planning** – Development application review and entitlement, economic development support, planning policy development, planning and zoning information, zoning and nuisance code enforcement, outside agency coordination, monitoring of adjacent development activity, staff Design Review and Planning Commissions.

FY2022 & FY2023 Accomplishments

- Updated the Housing Element for 2023-2030.
- Received grant funds from the California Department of Housing and Community Development to accelerate housing production by:
 - developing Permit Ready Accessory Dwelling Unit (PRADU) plans and a process to expedite the entitlement and permitting of affordable housing projects.
 - developing Objective Design Standards.
 - conducting a parking study and implement right-sized parking standards for multifamily developments.
- The Planning Division received and managed 57 planning projects between July 1, 2021 and December 31, 2022.
- The Building Division reviewed 5,418 new permit applications, issued 5,404 building permits, and conducted 34,879 inspections.
- The Building Division implemented an online payment system which will allow applicants to pay permit fees for both small and large projects.
- The Housing Division administered over \$1 million in community grant funds through the Community Development Block Grant, Community Services Grant, Homeless Services Grant, and School Crisis Counselor Grant Programs.
- The California Department of Housing and Community Development approved the City's application for the new Permanent Local Housing Allocation (PLHA) grant. As an entitlement City, Walnut Creek will receive an ongoing annual grant amount of \$138,449 for the next three years. These grant funds are being used to fund two homeless services: The Winter Shelter Evening Program and a portion of the CORE homeless outreach team.

Community Development

FY2024 & FY2025 Goals & Objectives

- Develop process improvement and streamlining of permit center, online payment, design review and planning entitlement processes.
- Update zoning codes to reflect changes in current housing laws and regulations.
- Update the City’s sign ordinance.
- Enhance and administer current affordable housing programs.
 - Accessory Dwelling Unit (ADU) – provide outreach and education to homeowners and developers about ADU options.
 - Align supportive services with the evolving community needs through the CDBG and similar programs.
 - Research, evaluate, and recommend innovate ways to increase affordable housing options.
- Enhance and leverage usage of Accela and other software to fully operationalize electronic plan submittal and review.
- Implement Solar APP program to automate the approvals of residential solar permits.
- Award Cannabis delivery licenses to up to two additional delivery providers.

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	38.00	38.00	-	38.00	-
Limited Duration FTEs	5.00	4.00	(1.00)	4.00	-
Total	43.00	42.00	(1.00)	42.00	-

Community Development

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Planning Applications	116	112	115	119	122
Number of Code Enforcement cases closed	392	579	585	591	597
All Building Division Permit Applications	4,406	5,089	5,293	5,504	5,724
Building Inspection stops	10,824	12,644	11,826	12,181	12,547



Community Development

Financial Summary

Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ 6,388,647	\$ 8,607,358	\$ 7,425,024	\$ 7,019,024	\$ 7,530,524
Other Fund Revenue					
General Plan Update	\$423,199	\$ 300,891	\$ 319,250	\$ 290,000	\$ 305,000
Employee Housing Assistance	58,653	275,780	-	-	-
CASp Certification and Training	41,510	12,632	25,055	25,055	25,055
Development Services Tech Fees	-	-	-	320,000	320,000
CDBG	464,277	494,271	360,000	386,000	386,000
Measure J 28A	170,311	182,551	174,250	-	-
Grants	189,776	360,717	203,000	138,000	138,000
Housing Funds	2,903,071	1,303,516	4,284,650	4,096,900	4,106,900
Housing Successor Agency	894,088	343,348	210,250	216,000	216,000
RDA Obligation Retirement Fund	25,852	17,793	2,500	-	-
Total Revenue - All Funds	\$ 11,559,383	\$ 11,898,860	\$ 13,003,979	\$ 12,490,979	\$ 13,027,479

Community Development

Financial Summary

Expenditures	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Expenditures					
Personnel	\$ 5,539,351	\$ 5,538,889	\$ 6,389,410	\$ 6,517,203	\$ 6,808,012
Operating & Maintenance	1,807,675	2,116,536	3,415,987	2,092,322	2,094,903
Total General Fund Expenditures	\$ 7,347,027	\$ 7,655,425	\$ 9,805,397	\$ 8,609,524	\$ 8,902,914
Other Fund Expenditures					
Measure O	\$ -	\$ -	\$ -	\$ 105,000	\$ 180,000
General Plan Update	151,200	399,498	456,268	122,378	201,074
Employee Housing Assistance	65,000	-	130,000	130,000	130,000
CASp Certification and Training	-	1,097	20,000	20,000	20,000
Development Services Tech Fees	-	-	-	489,181	495,596
CDBG	444,172	473,258	727,536	386,000	386,724
Measure J 28A	151,991	44,757	240,045	-	-
Grants	189,738	365,356	243,053	138,000	138,000
Housing Funds	258,207	8,162,918	5,317,366	4,086,351	4,094,608
Housing Successor Agency	304,288	8,682	1,543,932	520,636	522,084
Downtown Parking & Enhancement	164,435	241,622	451,160	406,055	464,868
RDA Obligation Retirement Fund	21,060	-	-	-	-
Total Expenditure - All Funds	\$ 9,097,118	\$ 17,352,613	\$ 18,934,757	\$ 15,013,126	\$ 15,535,868



General Government

Organizational Chart



Description

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

Divisions

- **City Attorney** – Provides legal services to City Council, Commissions, and City Departments.
- **City Clerk** – Major functions include elections; records and archives; commission recruitment; City Council meetings and agendas; compliance officer for federal, state, and local statutes.
- **Economic Development** – Responsible for development of business attraction and retention programs, including implementation of 2023-2025 Economic Development Action Plan. Development of various policies impacting the business community, including recently

General Government

adopted Outdoor Dining Policy. Management of Downtown Business Improvement Districts, Shadelands Property-Based Improvement District, and Tourism Business Improvement District.

- **Risk Management** – Oversees general liability and insurance, damages and claims, employee safety and ergonomic assessments.
- **Communications & Community Outreach** – Produces multimedia communications, including WCTV; produces In a Nutshell, the quarterly city newsletter; engages in social and traditional media outreach; provides departmental communication support.
- **Emergency Preparedness** – Oversees emergency management and response, including developing emergency plans, exercising those plans, and training staff for the Emergency Operations Center (EOC).
- **Sustainability** – Oversees implementation of the Sustainability Action Plan and citywide sustainability program.

FY2022 & FY2023 Accomplishments

- Conducted ongoing training for Emergency Operations Center Staff, updated our citywide emergency alert system and held the first Wildfire Evacuation Drill in Rossmoor alongside our community and agency partners.
- Implemented the “A Seat at the Table” pilot program to add youth seats to the Arts, Parks Recreation and Open Space, and Transportation Commissions
- Continued efforts to support virtual and hybrid meetings, expanding capability in conference rooms throughout City Hall.
- Kicked off and directed the complete redesign of the City’s public-facing websites.
- Leveraged web and social media outreach during COVID and improved messaging regarding critical health issues.
- Continued work to add online capability to formerly in-person services, expanding digital service options for customers.
- Implemented a new Public Records Portal (GovQA) that tracks public records requests across multiple City departments and standardizes records processing. The new technology enhances the City’s commitment to open, transparent and cost-efficient fulfillment of requests in accordance with California law.
- Administered a consolidated general municipal election for two Council seats, one City

General Government

Treasurer, and one city-initiated revenue measure, Measure O.

- Led a cross-departmental team to develop policy and launch a new program for Outdoor Dining. This included new Council adopted policy, the introduction of an overlay zone in the downtown area, establishment of fees and changes to the municipal code.
- Launched a cross-departmental Citywide Security Camera's Project to audit existing technology, understand current and future needs and develop policy and procedures which aim to ensure coordinated operation, maintenance, acquisition and responsible use of camera technology, recordings and data.
- Completed and launched three economic development studies, providing data and analysis of retail industry, office properties and medical office buildings in Walnut Creek. Hosted multiple forums with investors, developers and brokers to share the results of the studies and collect expert feedback.
- Launched an Economic Development Data Dashboard per the Council's economic development priority, providing economic indicators and key data highlights for the local economy.
- Created and launched a new brand identity for the Economic Development division as well as a new e-blast for notifying the community of what's happening economically in Walnut Creek.
- Recruited for and managed the City's community-facing Diversity, Equity and Inclusion) DEI Task Force, resulting in a series of recommendations to council.
- Established a new, internal DEI taskforce – Rising TIDE – to ensure ongoing equity and inclusion in City policies and practices. Rising TIDE launched a newsletter, a book club, and TIDE Talks for discussions related to the taskforce's DEI initiatives, polices, and programs.
- City Council adoption of the Sustainability Action Plan with 21 strategies that will achieve the City's 2030 and 2045 sustainability goals.
- Kicked off the Citywide Office 365 Onboarding Project to improve management of electronic files, improve collaboration and communication, and create a foundation of modern software integrations.
- Launched a new Citywide initiative – APEX (Achieving Peak Employee and Customer eXperience). APEX is a city initiative that will help design the future of the organizational culture and how the organization functions.

Goals & Objectives for FY2024 & FY2025

- Measure O implementation including the formation of a Measure O oversight committee.
- Implementation of the Sustainability Action Plan.
- Conducting a technology audit to better understand the City's digital service needs.

General Government

- Full implementation and adoption of Office 365 including replacement of aging technology hardware, cloud file migration, updates to the City’s Record Retention Policy and improved internal communications to adapt to the hybrid work environment.
- Implementing the Citywide Security Camera Policy and working to more effectively coordinate the management of the City’s security cameras system.
- Completing the full redesign of all City public-facing websites to better meet customer needs and establish more governance of the website to ensure the ongoing quality of the City’s web content.
- Develop and implement a strategic social media communications plan.
- Fully implement the new closed-captioning system for public meetings.
- Continuing to implement improved audiovisual capabilities in the Library’s Oak View Room.
- Upgrading Onbase, the agenda management and electronic document management platform.
- Implementation of the Economic Development Action Plan, a two-year plan for economic development initiatives, including industry research, business attraction and retention and partner engagement.
- Developing a new industry report on key, emerging industries in Walnut Creek and launching a new economic development website and marketing materials to aid in business attraction.
- Provide direction and support for the design and construction of the new aquatics and community center as well as turf fields at Heather Farm Park.
- Continue to provide leadership and support for the regional A3 behavioral health crisis response program.
- Continue to provide leadership and support for the City’s Diversity, Equity, and Inclusion programs.

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	21.00	22.50	1.50	22.50	-
Limited Duration FTEs	.50	-	(.50)	-	-
Total	21.00	22.50	1.00	22.50	-

General Government

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Social Media Followers	65,000	104,000	125,000	140,000	150,000
City Website Page Views	2,140,000	1,895,000	2,764,000	2,800,000	2,800,000
Public Records Requests *	172	195	220	220	220

**Metric reported for calendar year.*



General Government

Financial Summary

Revenue	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ 243,261	\$ 221,716	\$ 124,050	\$ 199,950	\$ 202,050
Other Fund Revenue					
PEG Access Fees	\$ 326,231	\$ 273,076	\$ 347,568	\$ 343,568	\$ 343,568
Comcast Technology Grants	4,593	3,217	4,125	4,125	4,125
Grants	10,000	-	-	-	-
Downtown Parking & Enhancement	889,096	2,032,273	1,729,491	2,140,000	2,240,800
Shadelands Property and Business Improvement District	369,272	377,673	390,000	390,000	390,000
Total Revenue - All Funds	\$ 1,842,452	\$2,907,955	\$ 2,595,234	\$ 3,077,643	\$ 3,180,543

Expenditures

General Fund Expenditures					
Personnel	\$ 3,710,576	\$3,687,479	\$ 3,907,284	\$ 4,539,352	\$ 4,815,219
Operating & Maintenance	4,860,936	4,378,952	5,843,454	5,598,317	5,393,535
Total General Fund Expenditures	\$ 8,571,511	\$8,066,430	\$ 9,750,738	\$ 10,137,670	\$10,208,754
Other Fund Expenditures					
Measure O	\$ -	\$ -	\$ -	\$ 450,219	\$ 171,200
PEG Access Fees	147,259	105,945	266,624	500,000	500,000
Comcast Technology Grants	16,868	20,159	32,575	32,575	32,575
Grants	10,000	-	-	-	-
Downtown Parking & Enhancement	1,054,015	1,305,839	1,422,309	1,279,861	1,345,289
Shadelands Property and Business Improvement District	365,707	373,898	386,100	386,100	386,100
Total Expenditures - All Funds	\$10,165,360	\$9,872,271	\$ 11,858,346	\$ 12,786,425	\$ 12,643,918



Human Resources



Description

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. The Human Resources 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.

Divisions

- **Administration** – Provides overall administration of the City's Human Resources functions; including salaries and benefits for Human Resources employees; benefits administration; and leave administration.
- **Employee Services** – Includes recruitment and selection; employee relations; labor relations; and classification and compensation.
- **CARE** – The City's comprehensive employee engagement program, which includes career development, health and wellness, and community engagement.
- **DEI** – The City's comprehensive Diversity, Equity, and Inclusion (DEI) program which is run in partnership with Rising TIDE.

Human Resources

FY2022 & FY2023 Accomplishments

- Continued to respond to the evolving organizational and personnel impacts and challenges of the COVID-19 pandemic, including implementing an employee vaccination mandate, testing program, and administering Supplemental Paid Sick Leave programs.
- Completed labor negotiations with one employee bargaining unit, resulting in the approval of a four-year labor agreement.
- Focused our efforts on recruitment and selection in a tight labor market, including reviewing, streamlining, and modernizing recruitment, selection, and onboarding processes.
- Updated the Adaptable Work Schedule Policy to reflect hybrid work options for certain types of positions.
- Implemented a Diversity, Equity, and Inclusion (DEI) training program for all employees.

Goals & Objectives for FY2024 & FY2025

- Develop and implement a comprehensive Diversity, Equity, and Inclusion (DEI) program and continue training efforts associated with Diversity, Equity, and Inclusion.
- Continue to focus and partner with departments on recruiting to bring vacancy rates in line with pre-2019 levels.
- Evaluate opportunities to better leverage technology, streamline processes, and enhance reporting capabilities.
- Review the “Coaching for Excellence” performance management program and implement any needed improvements.
- Establish a supervisory training program.
- Negotiate successor labor agreements with all bargaining units.
- Re-establish CARE employee recognition/engagement programming.
 - Continue ongoing program administration in recruitment and selection, employee relations, labor relations, compensation, and benefits, including compliance with new and existing state and federal laws and regulations.

Human Resources

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	7.00	8.00	1.00	8.00	-
Limited Duration FTEs	2.00	2.00	-	-	(2.00)
Total	9.00	10.00	1.00	8.00	(2.00)

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Workers Compensation Insurance Claims	88	92	87	83	79
Number of recruitments	26	36	37	38	39



Human Resources

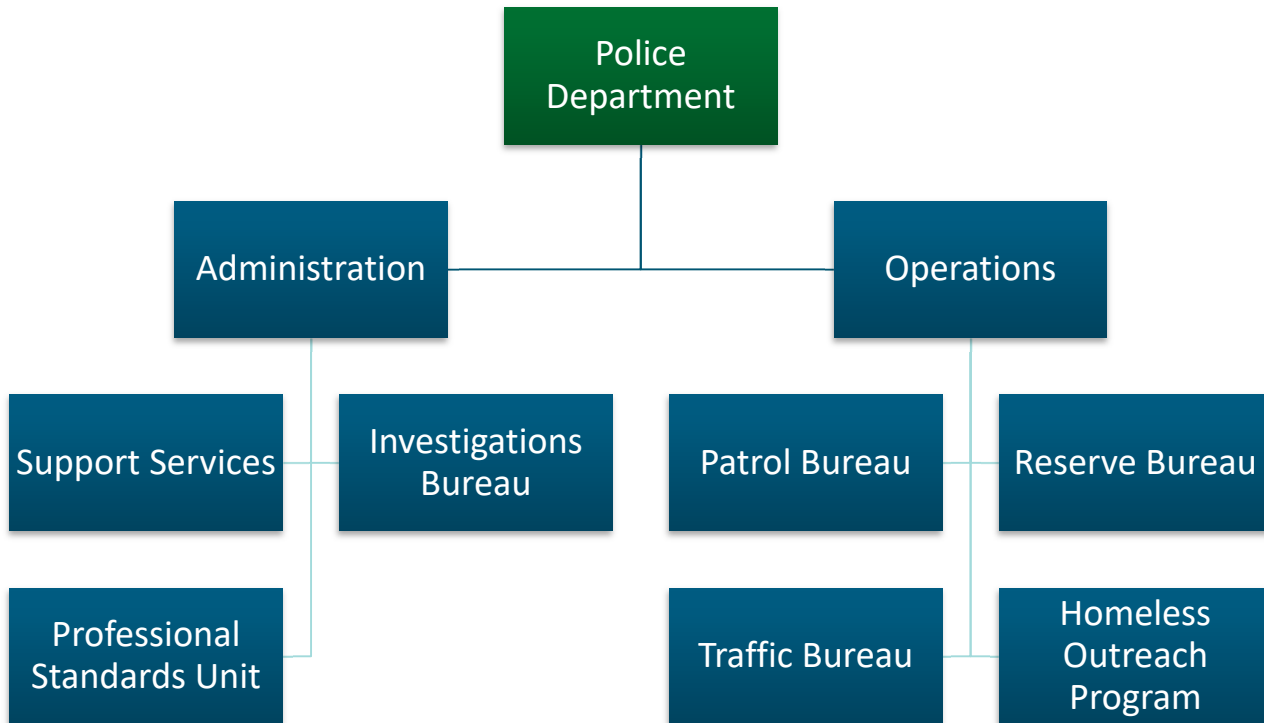
Financial Summary

Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Other Fund Revenue	-	-	-	-	-
Total Revenue - All Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures					
General Fund Expenditures					
Personnel	\$ 1,122,452	\$ 1,236,516	\$ 1,383,506	\$ 1,732,941	\$ 1,573,999
Operating & Maintenance	275,443	341,669	560,810	645,555	546,576
Total General Fund Expenditures	\$ 1,397,895	\$ 1,578,184	\$ 1,944,316	\$ 2,378,496	\$ 2,120,575
Other Fund Expenditures	-	-	-	-	-
Total Expenditures - All Funds	\$ 1,397,895	\$ 1,578,184	\$ 1,944,316	\$ 2,378,496	\$ 2,120,575

Police Department



Organizational Chart



Description

The Walnut Creek Police Department is committed to providing a safe environment for our residents and for those who visit, work, and play in Walnut Creek. Our talented law enforcement professionals serve with integrity, professionalism, and respect. The men and women of the Walnut Creek Police Department strive for excellence in the service we provide and the manner in which its provided.

Divisions

- **Administration**

Investigations Bureau – Investigates complex cases, analyzes crime trends and collaborates and shares information with regional law enforcement partners, participates in the East Bay Safe Streets Task Force, conducts High-Tech criminal investigations, and prepares and presents cases to the DA’s Office.

Professional Standards Unit – Responsible for recruiting, hiring, and training personnel, investigating, and reporting internal and external complaints, and policy management.

Police Department

Support Services – Oversees the following operations:

- **Communications Center** – Answers emergency 911 calls and non-emergency calls, dispatches officers to calls for service, gathers critical information from callers to best ensure the safety of the public and officers.
- **Records Bureau** – Processes police reports and citations, compiles crime statistics, and responds to public records requests.
- **Police Service Officers** - Provides assistance to patrol, handles non-emergency calls for service, provides traffic control, and conducts parking enforcement.
- **Property and Evidence Unit** – Maintains the chain of custody and integrity for every property item booked as evidence, lost, stolen, safekeeping, or recovered property.

- **Operations**

Patrol Bureau – Responds to emergency and non-emergency calls for service, prevents and deters crime through highly visible proactive patrols, addresses quality of life concerns, interacts and engages with the community to educate and collaborate on issues.

Reserve Bureau – Consists of volunteer police officers who supplement the Patrol Bureau and provide a visible police presence at special events such as festivals, local sporting events, and concerts.

Traffic Bureau – Promotes traffic safety through education and proactive enforcement of traffic laws, assumes the primary investigator role for all major traffic collisions, collaborates with Traffic Engineering to create safer streets.

Homeless Outreach Program – Collaborates with city and community organizations to positively impact the homelessness challenge in Walnut Creek. Links people to vital services including temporary housing and job resources.

FY2022 & FY2023 Accomplishments

- Published the 2022 Walnut Creek Police Department Annual Report, which is available to the community through the Department’s website.
- Installed a new patrol deployment model, which allowed for more efficient service to the community, while also allowing us to reallocate two officers to our Motor Unit, and a sergeant to a newly formed Professional Standards Unit.
- Added six officers to the regional Crisis Intervention Team (CIT).

Police Department

- Converted the pilot Corporal Program into a permanent program to enhance succession planning by better developing future leaders and providing more field supervision.
- Completed a Property and Evidence pre-assessment by working with the Department of Justice to prepare for The Commission on Police Officers Standards and Training (POST) audit. The consultant provided recommendations for operational and facility improvements, which are in the process of being implemented.
- Enhanced Community Engagement by hosting and participating in events such as the Rossmoor Evacuation Drill, Rossmoor Diversity Festival, National Night Out, and holding meetings with faith-based organizations, community activist groups, business groups, and neighborhood groups.
- Utilized American Rescue Plan Act (ARPA) funding to staff Downtown Walnut Creek with additional officers during peak times. Due to short staffing, we accomplished this by deploying officers on overtime shifts. Officers worked 4,176 hours of additional overtime through ARPA to provide high visibility and proactive enforcement to enhance public safety.
- Purchased four (4) electric bikes for patrol use in a move toward environmental sustainability. These bikes have been utilized for Downtown patrols, and events such as National Night Out and the Walnut Festival.
- Updated the Records Management System to enable a transition to National Incident Based Reporting System (NIBRS) to report crime statistics to the California Department of Justice and the Federal Bureau of Investigation.
- Applied for and was accepted as an early adopter of the Active Bystandership for Law Enforcement (ABLE) program which seeks to prevent misconduct, avoid police mistakes, and promote officer health by supporting a culture of intervention.

Goals & Objectives for FY2024 & FY2025

- Attract and recruit diverse, top-quality police officer candidates.
- Increasing the police presence downtown to deter and prevent crime.
- Audit current technology to ensure effectiveness and organizational efficiency, as well as explore adding additional technology when appropriate to further our mission to deter, prevent, and solve crime.
- Coordinate with other city departments to enhance the public safety camera program and explore the development of a small-scale, real-time crime center that operates out of police dispatch.

Police Department

- Enhance community engagement through programs like Coffee with the Cops and National Night Out, exploring new programs like Crime-Free Multi-Housing and Crime-Free Business, evaluating social media practices and develop an active Neighborhood Watch Program.

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	126.00	128.00	2.00	128.00	-
Limited Duration FTEs	-	-	-	-	-
Total	126.00	128.00	2.00	128.00	-

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Police Calls for Service	30,747	37,742	38,119	38,501	38,886
Dispatch calls for service	96,471	100,755	101,763	102,780	103,808
Online Reports	1,618	1,639	1,655	1,672	1,689
Cases assigned to investigations	539	490	495	500	505



Police

Financial Summary

Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ 1,638,543	\$ 1,492,285	\$ 1,620,023	\$ 1,931,546	\$ 1,928,724
Other Fund Revenue					
SLESF	\$ 172,592	\$ 250,019	\$ 178,575	\$ 178,575	\$ 178,575
Asset Seizure - Federal & State	5,394	9,342	1,006	1,006	1,006
Grants	30,606	611,833	-	-	-
Downtown Parking & Enhancement	1,457,750	2,093,248	2,922,628	2,060,000	2,060,000
Police Equipment Replacement Fund	44,874	44,139	46,509	46,509	46,509
Total Revenue - All Funds	\$ 3,349,759	\$ 4,500,867	\$ 4,768,741	\$ 4,217,636	\$ 4,214,814

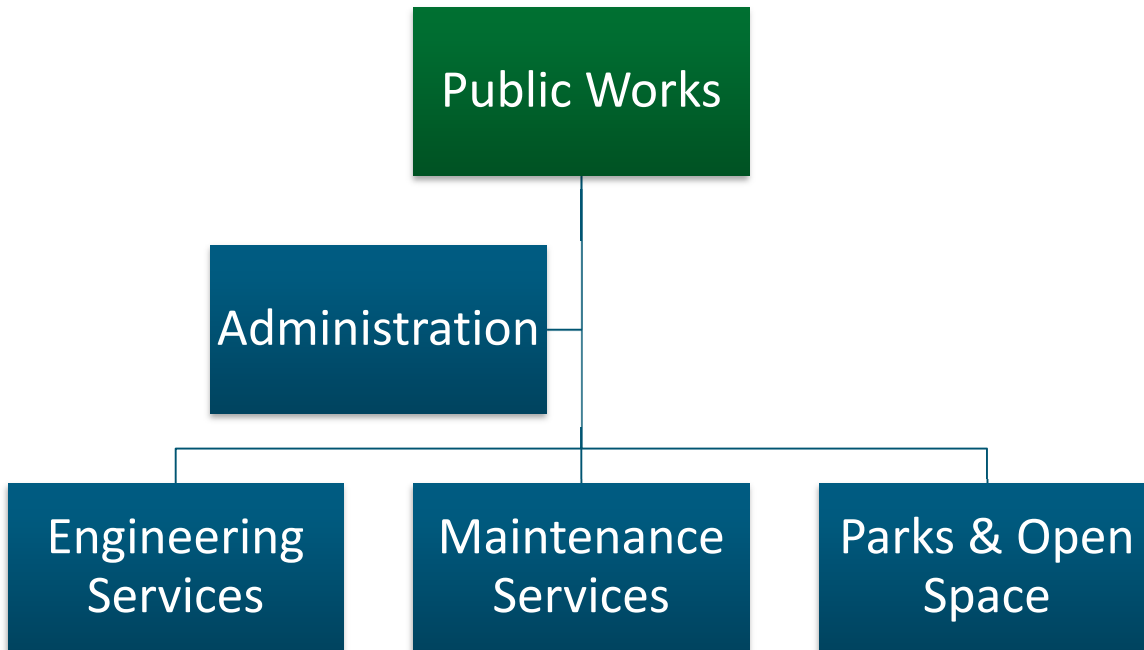
Expenditures

General Fund Expenditures					
Personnel	\$23,356,096	\$23,746,361	\$ 27,649,156	\$ 26,793,634	\$ 29,456,902
Operating & Maintenance	3,679,188	4,614,028	5,026,778	4,994,952	5,006,527
Total General Fund Expenditures	\$27,035,284	\$28,360,389	\$ 32,675,934	\$ 31,788,586	\$ 34,463,429
Other Fund Expenditures					
Measure O	\$ -	\$ -	\$ -	\$ 1,252,318	\$ 1,303,260
SLESF	180,828	189,443	221,393	198,808	205,832
Asset Seizure - Federal & State	65,517	97,215	194,430	97,215	97,215
Grants	34,686	611,833	46,018	-	-
Downtown Parking & Enhancement	2,554,028	2,674,407	3,218,845	2,818,933	2,887,231
Police Equipment Replacement Fund	82,242	14,078	67,460	42,000	42,000
Total Expenditure - All Funds	\$29,952,586	\$31,947,365	\$ 36,424,080	\$ 36,197,861	\$ 38,998,967



Public Works

Organizational Chart



Description

The primary mission of the Public Works Department is to preserve and maintain the City's infrastructure and natural resources. Utilizing a variety of funding sources, including working within the Capital Improvement Program/Capital Budget, the Public Works Department manages the City's infrastructure, parks, and open space. The Engineering, Maintenance, and Parks divisions combine to form a highly effective team that ensures the City is maintained to a high standard.

Divisions

- **Administration** – Takes calls for service from public and City staff, manages maintenance and technology for the Ygnacio Valley and Walnut Creek library branches, manages commercial and non-profit leases, manages public project contracts, acts as RecycleSmart (solid waste) liaison, assists with Payroll and Information Technology items.
- **Engineering Services** – Manages the City's Capital Budget and Capital Improvement Program. Reviews development permits, conducts construction project inspections, and issues special event and right-of-way encroachment permits, implements and ensures compliance with the City's clean water National Pollutant Discharge Elimination System (NPDES) permit, and manages the City's traffic signals, traffic safety programs and transportation planning programs.

Public Works

- **Maintenance Services** – Manages maintenance and repairs of City facilities, streets, vehicles, equipment and all other City assets, including custodial services. Assists with capital facilities projects, facilitates service contract management, and assists with homeless response and mitigation. Manages vehicle acquisition and disposition, fuel distribution, hazardous waste disposal and ensure environmental regulatory compliance.
- **Parks and Open Space** – Maintains the City’s parks and Open Space, including inspection and management of playground equipment, turf and landscape maintenance, trail maintenance weed abatement, irrigation improvements, Integrated Pest Management, graffiti removal, tree management, median maintenance, homelessness response, and Open Space educational and environmental programs.

FY2022 & FY2023 Accomplishments

- Supported the Rebound program to ensure traffic safety and structural safety of temporary outdoor dining and retail;
- Completed Blueprint for Success Version 2 Phase 1;
- Created the 2022-2031 ten-year Capital Investment Program (CIP);
- Completed Lesher Plaza project and Cypress Mini-Plaza project;
- Renovated the Community Arts Preschool at Shadelands;
- Overlaid N. Broadway (north of Ygnacio Valley Road) and Parkside Drive;
- Completed multiple Diversion Incentive Fund (DIF) improvements and projects with recycled materials throughout the City, including roof replacement at several City-owned facilities, and shade structures and playgrounds at various parks;
- Published Trail Committee Recommendations for Managing Trails for Safe, Sustainable, and Environmentally Friendly Use;
- Completed elevator rehabilitation projects at the Broadway and Locust garages
- Installed electric vehicle (EV) charging stations at Shadelands Community Center;
- Implemented new COVID-19 cleaning protocols and infrastructure changes, including air filtration systems and sneeze guards throughout all public-facing facilities; and replaced HVAC and chiller at the Lesher Center.

Goals & Objectives for FY2024 & FY2025

- Supporting critical infrastructure through the creation of a new ten-year Capital Investment Program and completion of projects identified in the FY24 and FY25 Capital Budget, including:
- Design and construction of the Heather Farm Park Community and Aquatic Center,
- Installation of field lights at Tice Sports Fields,

Public Works

- Conversion of turf fields at Heather Farm Park, and
- Design of the Tice Creek Bridge.
- Resurfacing tennis courts at Rudgear and Arbolado Parks.
- Renovation of playground equipment at Civic and Walden Parks.
- Completing infrastructure repairs and improvements related to storm damage caused by flooding from the December 2022 and January 2023 winter storms, including:
 - Repairs to the Ygnacio Valley Road shoulder/embankment,
 - Replacement and repair of the Lakewood Circle culvert, and
 - Mud slides throughout the City's Open Space.
- Implementation of new clean water program requirements, as included in the recently approved Municipal NPDES Regional Permit.
- Implementation of various Citywide initiatives to improve traffic safety, including Vision Zero, Safe Routes to School and Rethinking Mobility.
- Implementation of the Sustainability Action Plan, which includes initiatives to reduce the City's greenhouse gas emissions and enhance sustainability of City facilities, assets, and fleet.
- Implementation the newly created Outdoor Dining Program.
- Conduct fire prevention program on city-managed lands, including rotational grazing, discing, and hand weed abatement
- Completion of Locust Street infrastructure improvements, including coordination with East Bay Municipal Utility District and Contra Costa Central Sanitary District.

Authorized Positions Summary

	Authorized FY23	Authorized FY24	FY24 Change	Authorized FY25	FY25 Change
Regular FTEs	104.00	106.00	2.00	106.00	-
Limited Duration FTEs	-	-	-	-	-
Total	104.00	106.00	2.00	106.00	-

Public Works

Performance Indicators

	FY21 Actuals	FY22 Actuals	FY23 Target	FY24 Target	FY25 Target
Trees Trimmed	800	925	944	962	982
Ranger led programs	-	15	17	18	20
Asphalt Patch Repairs (square feet)	95,000	103,000	106,090	109,273	112,551
Crack Seal Lane (miles)	9	8	8	9	10
Homeless Encampments (cleaned, removed)	20	17	17	17	18
Curb and Gutter Replaced (lineal feet)	550	523	549	577	605
Pavement Condition Index	73	70	>70	>70	>70



Public Works

Financial Summary

Revenues	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Revenue	\$ 4,138,219	\$ 4,872,112	\$ 5,577,299	\$ 5,853,997	\$ 5,824,976
Other Fund Revenue					
Open Space	\$ 856,447	\$ 897,962	\$ 842,554	\$ 940,056	\$ 968,864
Gas Tax	1,579,056	1,706,953	1,694,152	1,781,411	1,825,038
NPDES	1,421,972	1,371,777	1,350,210	1,342,710	1,342,710
In-Lieu Underground	27,980	298,000	16,500	15,000	15,000
Storm Drain	6,080	4,446	6,050	6,050	6,050
In-Lieu Creek Restoration	3,235	2,365	2,750	2,750	2,750
In-Lieu Park	1,029,921	136,859	536,250	546,000	546,000
Grants	17,444	17,679	-	-	-
Measure J 28A	-	-	-	171,018	171,018
Tree Replacement	148,740	89,441	23,850	23,000	23,000
Downtown Parking & Enhancement	1,704,333	3,052,547	3,498,596	3,195,000	3,195,000
Capital Investment Program	1,167,065	3,082,491	-	11,070,000	-
Vehicle Replacement Fund	759,217	1,160,844	1,176,450	1,236,565	1,334,824
Equipment Replacement	2,415	-	6,600	-	-
Building Replacement	3,753	2,744	3,300	3,300	3,300
Total Revenue - All Funds	\$ 12,865,877	\$ 16,696,220	\$ 14,734,561	\$ 26,186,857	\$ 15,258,530

Public Works

Financial Summary

Expenditures	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Fund Expenditures					
Personnel	\$ 10,648,712	\$ 11,226,304	\$ 12,389,997	\$ 12,760,703	\$ 13,312,187
Operating & Maintenance	3,738,127	5,565,345	6,255,904	6,044,780	5,829,352
Total General Fund Expenditures	\$ 14,386,839	\$ 16,791,650	\$ 18,645,901	\$ 18,805,483	\$ 19,141,539
Other Fund Expenditures					
Measure O	\$ -	\$ -	\$ -	\$ 652,301	\$ 652,301
Open Space	1,193,400	1,179,298	1,399,391	1,363,611	1,392,726
NPDES	1,420,411	1,556,365	1,815,296	1,872,734	1,895,315
In-Lieu Park	79,164	71,376	96,814	97,378	101,074
Grants	17,444	17,679	-	-	-
Measure J 28A	-	-	-	226,836	233,321
Traffic Impact Mitigation	-	-	116,087	70,000	70,000
Tree Replacement	107,696	121,007	119,914	121,571	126,134
Downtown Parking & Enhancement	1,460,135	1,585,212	2,248,559	2,023,724	2,082,097
Capital Investment Program	8,431,038	8,339,806	15,137,158	20,735,159	20,762,555
Vehicle Replacement Fund	129,142	16,338	2,815,351	425,000	817,800
Total Expenditure - All Funds	\$ 27,225,269	\$ 29,678,731	\$ 42,394,471	\$ 46,393,797	\$ 47,274,862

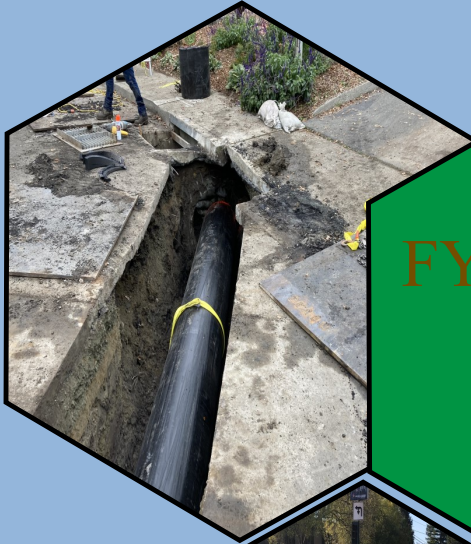


Capital Budget





CITY OF
WALNUT
CREEK



FY24 & FY25
CAPITAL
BUDGET



Introduction

The FY24 and FY25 Capital Budget is built on a two-year cycle, designed to line up with the Bi-annual Operating Budget. The City has approved a half cent transaction and use tax as part of Measure O to fund revitalizing existing and creating new infrastructure for current and future quality of life needs. The measure is estimated to add \$12.5 million per year in FY24 and FY25. This will result in a budget that is larger than previous Capital Budget cycles. This budget is built on the principles of using revenues known as of April 12, 2023, with addition to the anticipated Measure O revenue. The Capital Budget will maintain a “Fix-it-First” prioritization, and an emphasis on projects that are critical to meeting the needs of the community along with Measure O funded projects to revitalize City assets over the next two years.

The Capital Budget maintains the quality of life in Walnut Creek through the creation and preservation of the community’s physical infrastructure including; roads and bridges; storm water systems; public buildings; parks, open spaces and trails. The Capital Budget provides for the design, construction, maintenance, and renovation of major capital projects in a cost efficient, effective manner that results in facilities that continue to meet the needs of the public.

The FY24 and FY25 Capital Budget is based on the FY2024-2033 Ten-Year Capital Investment Program (CIP) prepared in parallel with the Capital Budget. The CIP is a planning document and does not allocate funds to projects. The Capital Budget defines the projects more specifically and allocates specific funding sources to these projects.

The Capital Budget has been divided into two categories: Asset Management Projects and Discretionary Projects. Asset Management projects preserve existing City infrastructure. Discretionary projects provide for new facilities or significant improvements to the City’s existing infrastructure. While helpful in establishing the budget, the categories should not be viewed as absolute since some projects may fit in more than one category and all approvals are ultimately at the Councils discretion.

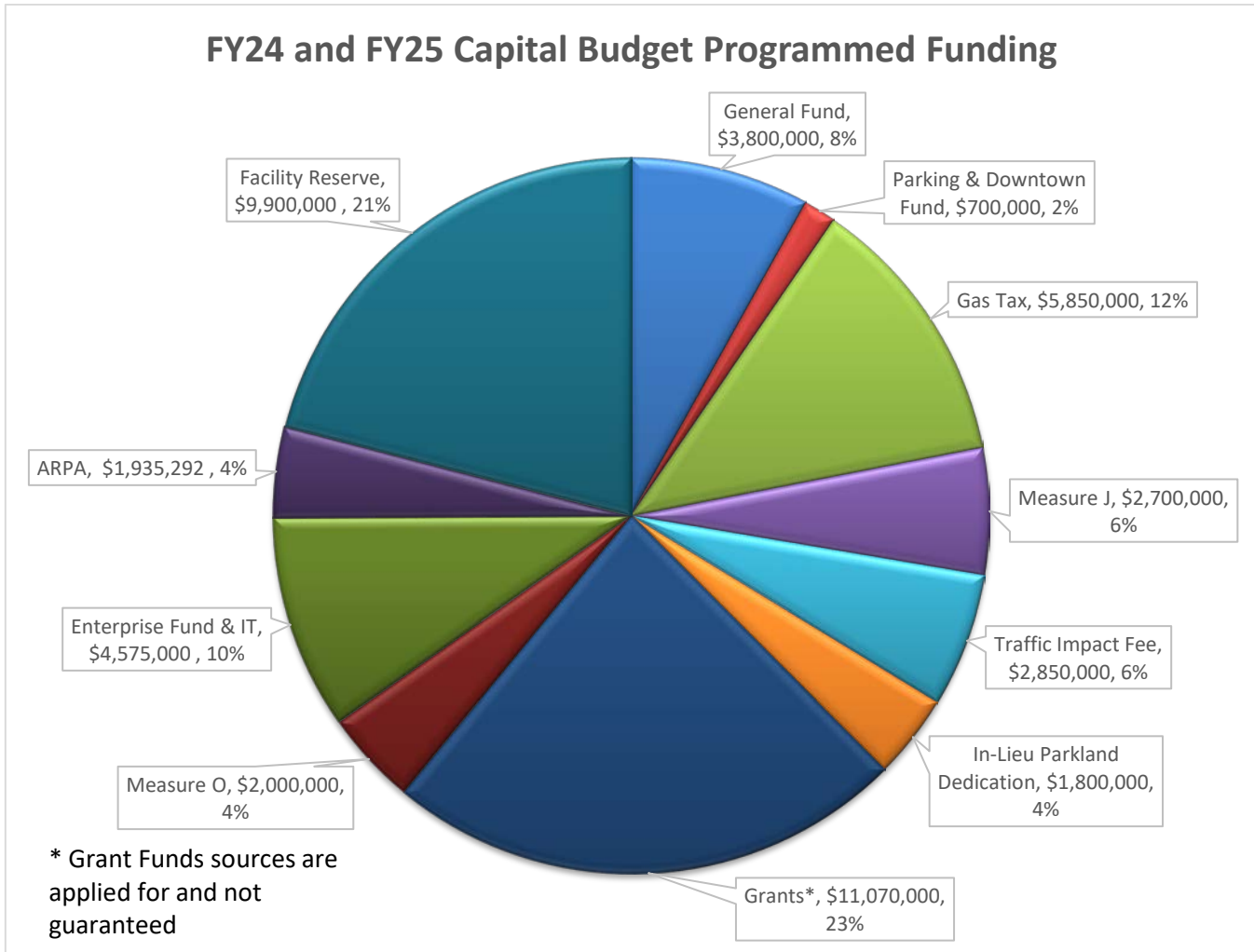
Funding

The Capital Budget is comprised of a variety of funding sources detailed as follows:

- ***General Fund:*** The current 2.0% of the General Fund is \$3.8 million for FY24 and FY25 and will be programmed in the Capital Budget towards maintaining existing assets. This level of funding is sufficient for keeping existing buildings maintained in their current states but is not enough to support any enhancement or to adjust to programming needs.
- ***Gas Tax and Measure J Local Streets and Roads:*** Together these funds contribute the bulk of Roadway Maintenance funding. Measure J Local Streets and Roads revenues come from local sales tax, and \$2.7 million will be programmed for the FY24 and FY25 Capital Budget cycle. Other revenues come from the Highway Users Tax Account (HUTA), also known as Gas Tax, and the Road Repair and Accountability Act of 2017 (Senate Bill 1), which raised gas and diesel taxes and vehicle license fees and provides increased funding to local municipalities. A total of \$5.85 million from these funding sources will be programmed for the FY24 and FY25 Capital Budget cycle.

- *Parking and Downtown Fund:* The Parking and Downtown Fund will contribute \$700,000 to the Capital Budget. These funds contribute toward maintenance of the City’s downtown parking garages, street trees and hardscape in the downtown area.
- *Traffic Impact Fee:* Funding is provided by fees collected from developers to pay for projects that mitigate the cumulative effect of the traffic created by these projects on the City’s transportation system. This fee is the primary funding source for transportation capacity improvements in the City. A total of \$2,850,000 in Traffic Impact Fee will be programmed in the FY24 and FY25 Capital Budget.
- *In-Lieu Parkland:* Funding is provided by fees collected from residential developers for developing new or rehabilitating existing neighborhood and Community Park or recreational facilities. A portion of the funding is allocated for capital maintenance projects while the bulk of the funding supports the expansion of the recreation facilities in the City’s parks. A total of \$1,800,000 of In-Lieu Parkland funds will be programmed in the FY24 and FY25 Capital Budget.
- *Grant Funding:*
 - **Federal Earmark Grant:** The City has received a Federal Earmark Community Project Funding Grant for \$2,520,000 to install fiber optic communication on Ygnacio Valley Road to improve Traffic Monitoring and Communication.
 - **Federal One Bay Area Grant Round 3 (OBAG3):** The City has received a Federal OBAG3 grant for \$7,250,000 for traffic safety improvements near schools.
 - **CCTA Federal One Bay Area Grant Round 3 (OBAG3):** The Contra Costa Transportation Authority has received a County Wide Smart Signal Project. The portions of the work inside the City of Walnut Creek is approximately \$1,500,000.
- *Measure O, Sales Tax:* The revenue projection from Measure O for FY24 and FY25 is estimated at \$12.5 million for each year. \$3.1 million is forecasted to be received in FY23. The FY24 and FY25 Capital Budget proposes to allocate \$2,000,000 from this fund for construction for the Heather Farm Synthetic Turf Field 1 & 2 and Tice Ball Field Lighting projects.
- *Facility Reserve Fund:* This fund was setup as a resource for future facilities for key community facilities. The Fund contains \$17.8 million from FY2022 year-end reserves and was created by council resolution February 4, 2020. The Capital Budget proposes to allocate \$9.9 million from this fund for the Heather Farm Park Aquatic and Community Center and All-Weather Sports Field at Heather Farm Park.
- *Boundary Oak Golf Course Enterprise Funding:* The Boundary Oak Golf Course operates as a self-supporting City enterprise fund. Revenues generated by golf and food and beverage operations fund its operating expenses, annual capital improvements, support services from Arts and Recreation, Finance, Public Works Departments, and debt service. A total of \$4,175,000 from the Boundary Oak Golf Course Enterprise Funding is budgeted for the FY24 and FY25 Capital Budget cycle. \$4,000,000 is estimated to be financed by the Boundary Oak Golf Course with funding secured by spring 2024 for construction.
- *Information Technology Fund:* City Information Technology supports telecommunications infrastructure, including network, hardware and software management. A total of \$400,000 from the Information Technology Fund is budgeted for the FY24 and FY25 Capital Budget Cycle

- American Rescue Plan Act (ARPA):** In FY21 and FY22, the City received approximately \$8.3 million in one-time, American Rescue Plan Act stimulus dollars. Council has allocated \$6.4 million to various one-time and on-going expenditures. \$1.9 million of ARPA funds are proposed for the FY24 and FY25 Capital Budget. ARPA funds must be obligated by December 31, 2024, and fully spent by December 31, 2026



The Capital Budget allocates \$47.18 million to a variety of projects. The distribution of funding sources available to the Capital Budget is shown below:

Asset Management Projects

Asset Management Projects preserve the value of the City’s existing capital investments, providing long-term programmed maintenance of the City’s infrastructure and facilities. These assets include 73 buildings of varying sizes and complexity, 22 parks, 2,704 acres of open space, 195 centerline miles of streets with 100 traffic signals, 1,660 City-owned street lights, and 90 miles of storm drain systems of varying sizes. These projects do not change the basic characteristics of a facility - allowing existing City programs to continue to serve the community. The proposed Capital Budget funding is a balance among

the various asset categories including roadways, storm drains, buildings and facilities, parking lots, parks and open space, curb, gutter and sidewalks, signal and streetlights, and parking infrastructure. Engineering, building, and street maintenance staff work together with the facility users to select the most appropriate projects to include in the Capital Budget.

- Asset Management, Buildings and Facilities: The General Fund contribution to Asset Management Projects will allow the City to complete deferred maintenance projects including, heating ventilation and air conditioning, flooring, roofing and building exterior maintenance. This investment will both improve the appearance and extend the useful life of these facilities and the programs that contribute to the economic health and quality of life in the City. Program related enhancements are not included in these projects. As part of building exterior maintenance, the City Hall signage in front of City Hall will be updated.
- Asset Management, Roadway Maintenance: The City will continue implementation of the pavement management program including annual slurry seals and pavement overlays. Part of the funding will go toward curb ramp upgrades as part of Federal ADA requirements.
- Bridge Maintenance and Repairs: The projects will fund completing design for the replacement of the Castle Hill Bridge over Tice Creek and performing bridge preventative maintenance for City owned bridges through Caltrans inspection recommendations.
- Storm Drain Maintenance: With higher intensity storm events experienced in prior years, the City will focus on maintaining a more resilient storm drainage system. Additional funding, compared with previous budget cycles will be directed toward storm drain maintenance, repair and replacement of aging storm drain structures and investigation to mapping the damaged storm drain facilities. Green Infrastructure Improvements is a new project added to reduce contaminants in storm water flow at the source prior to entering into the storm drain system as mandated by the Regional Water Quality Control Board.
- Parking and Downtown Enhancement: This fund is used to maintain our parking infrastructure and other projects related to the downtown. Included in the Capital Budget is a project to repair/modernize an elevator, parking garage maintenance, and sidewalk repairs.

Discretionary Projects

Discretionary capital projects create new City assets or significant improvements to existing City infrastructure. The defining criteria for discretionary capital projects include costs exceeding \$50,000 and having a minimum 20-year lifespan, and land acquired by fee title or acquisition of development rights, with an area exceeding 0.5 acre or cost exceeding \$250,000. (*Policy #205, City Capital Investment Program*)

Transportation Projects

The transportation projects in the Capital Budget build upon the “complete streets” concept and include all modes of transport: pedestrians, bicycles, autos, and buses. A significant number of proposed projects revolve around roadway safety and pedestrian and bicycle enhancements. The City is expected to receive over \$7.05 million in Federal One Bay Area Grant 3 (OBAG3)

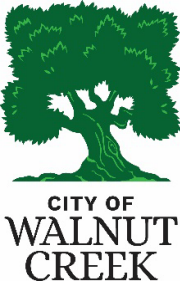
projects for safe routes near schools. The City is also expected to receive and participate with the Contra Costa Transportation Authority (CCTA) in approximately \$4.02 million in Federal technology grants toward improving transportation communication and fiber optic communication to the City's transportation and technology infrastructure.

Park Projects

As part of Your Parks, Your Future, the Heather Farm Aquatic and Community Center project will move toward final design and environmental clearance allowing the project to go toward construction in the upcoming fiscal cycle. There are two significant park related projects proposed in the Capital Budget. The first is the design and construction of all-weather sports fields at Heather Farm's sport fields 1 and 2. The second is installation of lights for the Tice Sport Field, allowing extended programming for the facility. Another significant Capital Budget will be the Boundary Oak Driving Range Improvements. The project will be funded through the Boundary Oak Golf Course Enterprise Fund and will create a modern environmentally sustainable driving range with improved maintenance capabilities enhancing patron experience.

Facility Projects

These is a project for implementation of the Sustainable Action Plan to research and apply for grants and provide grant matching funds for Sustainable action program grants. The City has applied for a \$133,700 Energy Efficiency and Conservation Block Grant, a \$1,000,000 Federal Charging and Fueling Infrastructure Grant and will apply for a \$100,000 Urban & Community Forestry Inflation Reduction Act Grant. There are also projects toward improving communication technology at City Hall and City Facilities.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

ROADWAY MAINTENANCE

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: City Wide

PROJECT DESCRIPTION: **NEW PROJECT:**

The City's Pavement Management Program includes street slurry and cape seal projects residential asphalt overlay projects, major roadway reconstruction, and any bridge repair projects. The following projects are planned for this Capital Budget:



- Arterial Overlay 2024
- Arterial Overlay 2025
- 2024 Slurry Seal
- 2025 Slurry Seal
- Sidewalk Repairs - Citywide
- Bridge Maintenance and Repairs

- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: Continuous. The City has an annual paving and maintenance program.

TOTAL PROJECT COST ESTIMATE: \$7,500
(\$ in Thousands)

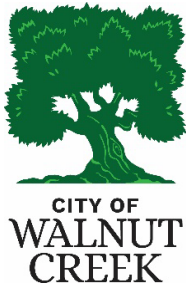
FUNDING SOURCES (\$ in Thousands)	General Fund	Gas Tax¹	Measure J²	Total
	\$300	\$5,000	\$2,200	\$7,500

¹ Gas Tax includes HUTA and RMRA funding on-hand funds less \$1.2m transfer to the Street Maintenance Division

² Measure J includes projected revenues for Fiscal Years 2024 and 2025

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of programmed street maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

Tice Creek Bridge at Castle Hill Road Replacement

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Castle Hill Road over Tice Creek

PROJECT DESCRIPTION: **NEW PROJECT:**

Tice Creek Bridge at Castle Hill Road provides the only vehicular access to the neighborhood of approximately 112 residents west of Tice Creek. Inspections have shown significant deterioration with the bridge foundation and superstructure. Vehicular weight limits have been installed to eliminate heavy vehicle use in order to maintain the bridge crossing. This project will complete final design for the bridge replacement project.



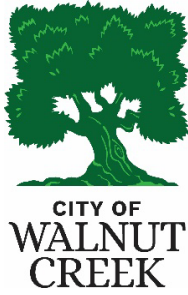
- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: Project is in design phase

TOTAL PROJECT COST ESTIMATE: \$500
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Measure J	Total
	\$500	\$500

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Implementation will maintain access for residents.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

STORM DRAIN MAINTENANCE

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various Locations within the City

PROJECT DESCRIPTION: **NEW PROJECT:**

The City maintains 90 miles of storm drain system. This funding provides for small to moderate size repairs to the City's storm drain system as identified by City Maintenance and Engineering Divisions.

Many of the City's corrugated metal pipes (CMP) are approximately 50 years old. The emphasis during the next 10-years will be to proactively replace this aging infrastructure and other failing infrastructures. The two years will include a continuation of programmatic storm drain surveying and video inspection.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

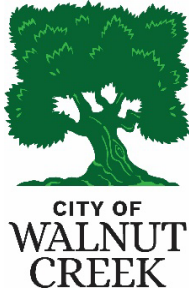
PROJECT STATUS: Continuous. The City regularly evaluates and replaces aging storm drain pipe.

TOTAL PROJECT COST ESTIMATE: \$1,050
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Gas Tax	Total
	\$300	\$750	\$1,050

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of storm drain maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

GREEN INFRASTRUCTURE IMPROVEMENTS

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various Locations within the City

PROJECT DESCRIPTION: **NEW PROJECT:**

Green Infrastructure facilities are used to filter roadway runoff before they enter the storm drain and into local creeks and the Bay. Their implementation are a permitted mandate from the State of California Clean Water Board.



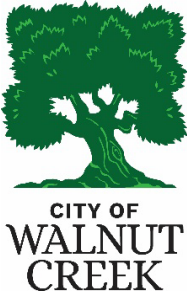
- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: Continuous

TOTAL PROJECT COST ESTIMATE: \$200
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Gas Tax	Total
	\$100	\$100	\$200

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Implementation will prevent City from violating the State Cleanwater Permit



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

ADA TRANSITION PLAN IMPLEMENTATION

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Sidewalks, Primarily in the Core Area

PROJECT DESCRIPTION: **NEW PROJECT:**

The Americans with Disabilities Act (ADA) requires persons with disabilities have the same rights, opportunities, and access within public facilities and the public right of way. The City has adopted an ADA Transition Plan which provides guidelines to rank and prioritize facilities for ADA upgrades. Much of this work is focused on curb ramps, particularly in the Core Area. Funding may also be used in City buildings and facilities for accessibility improvements such as hearing assistance devices. Specific projects will be developed by the City's ADA Coordinator and may be in response to requests for accommodation made by the public.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

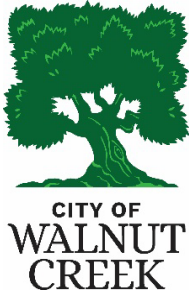
PROJECT STATUS: Continuous. The City regularly upgrades pedestrian facilities to meet current ADA requirements.

TOTAL PROJECT COST ESTIMATE: \$100
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$100	\$100

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Implementation of these projects reduces the City's exposure to ADA claims.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

TRIP AND FALL MITIGATION

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Sidewalks throughout the City

PROJECT DESCRIPTION: **NEW PROJECT:**

Cracked, broken, and lifted sidewalks constitute a tripping hazard to pedestrians. This project will identify and mitigate tripping hazards by cutting or trimming vertical offsets in sidewalks to create a smooth transition. Badly damaged sidewalks will be replaced. This project will focus on one or more of the 15 maintenance zones in the City per two year budget cycle.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

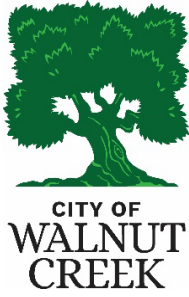
PROJECT STATUS: On-going. The projects have been effective and this project continues the funding of the inspection and repair program.

TOTAL PROJECT COST ESTIMATE: \$150
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$150	\$150

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Implementation of these projects reduces the City's exposure to ADA claims.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

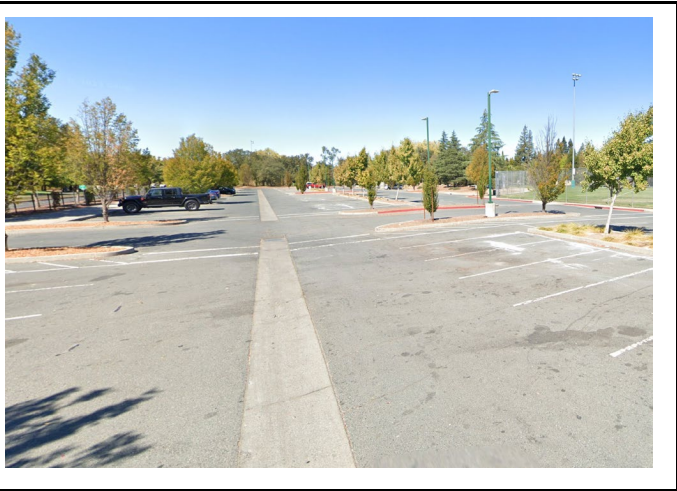
PARKING LOTS MAINTENANCE

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various City Parking Lots

PROJECT DESCRIPTION: **NEW PROJECT:**

The City maintains 30 parking lots in the City. The City’s Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance/replacement of the parking lots. Maintenance activities include seal coats, restriping, patching and replacement of failed pavement.



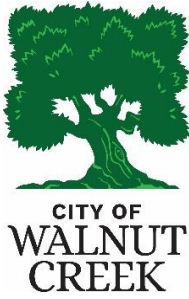
- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: On-going. The City regularly seals, patches, and replaces failing pavement within City parking lots.

TOTAL PROJECT COST ESTIMATE: \$50
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$50	\$50

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Timely implementation of parking lot maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

BUILDING INTERIOR MAINTENANCE

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various City Facilities

PROJECT DESCRIPTION: **NEW PROJECT:**

The City maintains 73 buildings of various sizes, serving a variety of purposes. The City’s Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance/replacement of major building elements, including interior finishes. The proposed Building Interior Maintenance projects for this budget may include:

- Hofmann & Leshner Stage Flooring Replacement
- Tice Valley Gym Curtain Partition / Motor Replacement
- Carpet Replacement / Painting City Hall
- Shadeland Kitchen Improvements
- Civic Park Clay Arts Interior Improvements
- Park Place Improvements



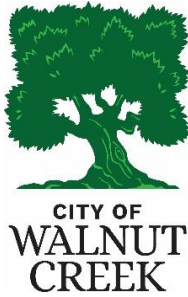
- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: Projects have estimates, waiting on funding authorization and contracting.

TOTAL PROJECT COST ESTIMATE: \$1,020
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$1,020	\$1,020

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Timely implementation of building and equipment maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

BUILDING EXTERIOR AND SITE MAINTENANCE

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various City Facilities

PROJECT DESCRIPTION: NEW PROJECT:

The City maintains 73 buildings of various sizes with varying exterior materials and components. The City's Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance/replacement of major building elements. The Building Exterior Maintenance projects for this budget may include:

- Shadeland Windows Repair
- Lesher Center Exterior Site Repairs
- City Hall Sign



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

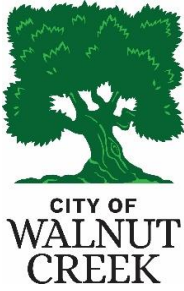
PROJECT STATUS: These projects will be programed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$310
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$310	\$310

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of building maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

BUILDING MECHANICAL ELECTRICAL AND PLUMBING (MEP)

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various City Facilities

PROJECT DESCRIPTION: **NEW PROJECT:**

The City maintains 73 buildings of various sizes and containing varying types of mechanical, electrical, plumbing and HVAC equipment. The City’s Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance/replacement of major building elements. The proposed Building MEP projects for this budget may include:

- 1) HVAC Replacements
- 2) Lesher Center Cooling Tower
- 3) City Hall HVAC controls improvements
- 4) Borges Ranch Septic Replacement



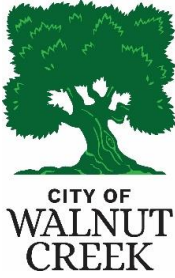
- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: Not Started

TOTAL PROJECT COST ESTIMATE: \$820
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$820	\$820

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Timely implementation of building and equipment maintenance will prevent more costly repairs in the future and prevents disruption of programming when systems fail.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

SIGNAL AND STREETLIGHT MAINTENANCE

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Traffic Signals Throughout the City

PROJECT DESCRIPTION: NEW PROJECT:

Signal and streetlight maintenance projects are identified by the Maintenance Master Plan (MMP). The MMP assigns a replacement schedule for all basic traffic signal equipment. The MMP also identifies scheduled maintenance for City owned streetlights. The projects proposed for this budget may include:

- 1) New signal cabinets and controllers
- 2) Relamping LED vehicle signal indications
- 3) CCTV camera replacements
- 4) Installation of battery backup at various locations
- 5) Pedestrian push button replacement
- 6) Street light pole integrity assessments
- 7) Video Detection Replacements



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

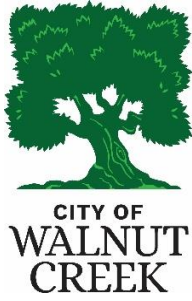
PROJECT STATUS: On-going. The City regularly maintains and replaces aging traffic signal components.

TOTAL PROJECT COST ESTIMATE: \$250
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$250	\$250

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of programmed signal maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

PARK INFRASTRUCTURE REPAIRS

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various City Parks

PROJECT DESCRIPTION: **NEW PROJECT:**

The City maintains 22 parks and 10 miles of paved trails. The City’s Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance/replacement of irrigation components, paved trails, fencing, playground equipment repairs, sports field surfacing, and other improvements.



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

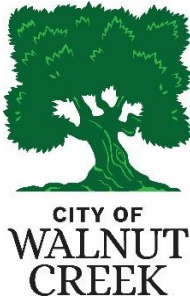
PROJECT STATUS: These projects will be programmed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$400
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	In-Lieu Parkland Fund	Total
	\$400	\$400

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of maintenance projects will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

OPEN SPACE INFRASTRUCTURE REPAIRS

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Open Space and unpaved trails

PROJECT DESCRIPTION: Maintenance **NEW PROJECT:**

This project would provide funding for open space capital improvements such as improving the required infrastructure need for the grazing program, preserving the current stock ponds, new signage and trail marking, unpaved trail repairs and pedestrian bridge repairs, restoring various areas throughout the open space and other projects as needed.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

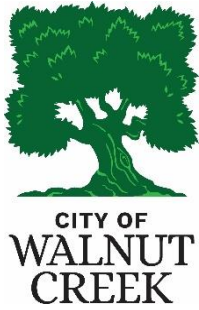
PROJECT STATUS: These projects will be programed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$150
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	In-Lieu Parkland Fund	Total
	\$150	\$150

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of maintenance projects will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

MEDIAN UPGRADES

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Medians Along Arterial Roadways

PROJECT DESCRIPTION: **NEW PROJECT:**

Roadway median hardscapes and landscapes are aging and in need of repair. The City's Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance or replacement of median landscaping and hardscaping. The project includes median renovations that would lower maintenance, reduce worker exposure to traffic and help to create more sustainable landscape beds. These projects will take place through out the City.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

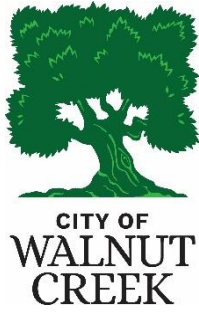
PROJECT STATUS: These projects will be programed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$200
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$200	\$200

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Maintenance cost to be reduced



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

COURT RESURFACING

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Rudgear and Arbolado Park

PROJECT DESCRIPTION: **NEW PROJECT:**

Staff is recommending that \$500,000 be allocated to resurface the tennis courts at Rudgear and Arbolado Park. The courts were last rebuilt between 2000 and 2002 and resurfaced in 2015 and 2017.



JUSTIFICATION:

- Address Legal Mandate
- Resolve Health and Safety Problem
- Preserve Aesthetic Character of Facility
- Replace Existing Asset
- Preserve Existing Asset
- Priority Improvement for Designated Funding

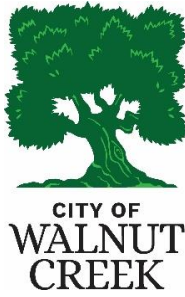
PROJECT STATUS: These projects will be programed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$750
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	In-Lieu Parkland Fund	Total
	\$750	\$750

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of court maintenance will prevent more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

PARK EQUIPMENT REPLACEMENT

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Various City Parks

PROJECT DESCRIPTION: **NEW PROJECT:**

The City maintains 22 parks including 10 parks with play equipment. The City's Municipal Maintenance Master Plan (MMP) provides a schedule for the long-term maintenance/replacement of the playground equipment. The playground equipment at Civic and Walden Park are in need of replacement.



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

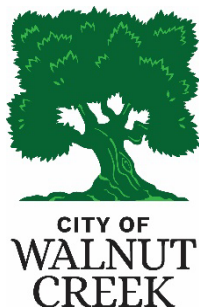
PROJECT STATUS: These projects will be programed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$500
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	In-Lieu Parkland Fund \$500	Total \$500
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EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

No Change



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

PARKING GARAGE EVALUATION AND REPAIRS

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Walnut Creek Downtown

PROJECT DESCRIPTION: **NEW PROJECT:**

The City operates three public parking garages in the downtown area. The garages were constructed in the 1980's and 90's. The structures need to be evaluated to identify long and short term maintenance needs to prolong the useful life of the parking garages. The repairs may include concrete repairs, concrete deck sealing, painting and waterproofing.



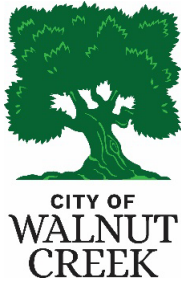
- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: Preliminary investigations of the roof deck revealed more issues than anticipated and a more substantial evaluation of the garage is necessary to aid in the prioritization of repairs.

TOTAL PROJECT COST ESTIMATE: \$150
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Parking and Downtown Fund	Total
	\$150	\$150

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Timely implementation of maintenance will prevent costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

S. LOCUST GARAGE ELEVATOR REHABILITATION

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: S. Locust Street Garage

PROJECT DESCRIPTION: NEW PROJECT:

The City owns and operates three parking structures which provide public parking to the downtown area. There are a total of five elevators that serve the three garages. The elevators at Broadway and North Locust Garage have recently been overhauled. The north elevator at the S Locust Garage is overhauled as part of the 22-23 Capital Budget. The remaining south elevator at the South Locust Garage are still in need of an overhaul.



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

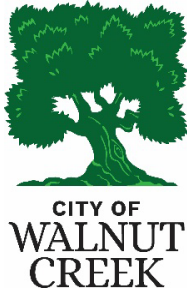
PROJECT STATUS: These projects will be programed in the next two years.

TOTAL PROJECT COST ESTIMATE: \$450
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Downtown Parking Fund	Total
	\$450	\$450

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Timely implementation of elevator maintenance will prevent more costly repairs in the future. Maintaining safety features reduces the City's liability.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

TREE REPLACEMENT AND HARDSCAPE IMPROVEMENTS

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Walnut Creek Downtown

PROJECT DESCRIPTION: **NEW PROJECT:**

Those same trees that help to create the character of the downtown are sometimes responsible for lifting and damaging sidewalks, curbs, and gutters creating tripping hazards and drainage problems. This project will selectively replace damaged sidewalk and street trees in the downtown area. The project will also replace or install new hardscape features such as planters and seating to enhance downtown.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: On-Going. Several high priority tree removals and sidewalk repairs have been completed on Main Street and Locust Street. This project will continue with selective tree removal and replacements.

TOTAL PROJECT COST ESTIMATE: \$100
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Parking and Downtown Fund \$100	Total \$100
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EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Implementation of these projects reduce City's exposure to trip and fall claims and maintain aesthetics of the downtown area.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

UNSIGNALIZED CROSSWALK IMPROVEMENTS

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Public Works - Traffic Engineering

PROJECT LOCATION: Various Locations

PROJECT DESCRIPTION: **NEW PROJECT:**

Recognizing the importance of pedestrian safety, this project maintains an effort to continuously improve uncontrolled pedestrian crosswalks throughout the City. Improvements may include curb ramps, bulb-outs, refuge islands, signing, striping, lighting, line of sight, advanced warning, layout and alignment modifications. An internal process and associated inventory of unsignalized crosswalks, which is updated annually, is used to prioritize upgrades. While most minor signing and striping upgrades will be completed within the Public Works Department's operational budget, locations requiring greater capital expenditures would leverage these funds or may be used as a local match for grant funding.



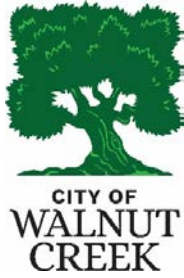
- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: These projects will be prioritized designed during the next year

TOTAL PROJECT COST ESTIMATE: \$200
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Total
	\$200	\$200

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Implementation of these projects have a minimal impact on the annual operations.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

BIKE FACILITIES

PROJECT CATEGORY: Discretionary

REQUESTING PARTY: Public Works -
Traffic Engineering

PROJECT LOCATION: Citywide

PROJECT DESCRIPTION:

NEW PROJECT:

Several plans contain recommendations for bicycle infrastructure and amenities in the City. Best practices would also be applied in selecting and implementing context-appropriate bicycle facilities, amenities, and parking. Installation of bicycle infrastructure that adds lane miles and/or enhances existing facilities and supportive bicycle amenities and parking aligns with the City's traffic safety, multimodal, sustainability, and economic vitality goals. Public outreach is included as part of this project. Improvements may include the installation of short term and long term bicycle parking facilities, striping improvements, protected bike lane and intersection treatments, wayfinding, and video detection systems at intersections to detect cyclists in the roadway. Other regional plans assist to inform the broader bikeway network in connection to these bike facilities.



JUSTIFICATION:

- Address Legal Mandate
- Resolve Health and Safety Problem
- Preserve Aesthetic Character of Facility
- Replace Existing Asset
- Preserve Existing Asset
- Priority Improvement for Designated Funding

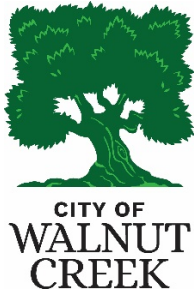
PROJECT STATUS: These projects will be programmed in the next two years

TOTAL PROJECT COST ESTIMATE: \$150
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Total
	\$150	\$150

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Minor increase in maintenance costs for new infrastructure.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

SCHOOL AREA ACTIVE TRANSPORTATION

PROJECT CATEGORY: Discretionary

REQUESTING PARTY: Public Works -
Traffic Engineering

PROJECT LOCATION: Various Locations

PROJECT DESCRIPTION:

NEW PROJECT:

Staff receives many requests for active transportation improvements around school areas and along routes to school. The Safe Routes to School study provides recommendations to improve safety for vulnerable school-aged pedestrians. Funds would be spent on design and construction of quick-build active transportation projects that also double as traffic calming improvements. This project is funded through Traffic Impact Fees as it would provide more comfortable facilities for school children to get to school outside of a vehicle, thereby reducing congestion. Priority locations will be determined through the Safe Routes to School study, unsignalized crosswalk priority list, and Local Roadway Safety Plan.



JUSTIFICATION:

- Address Legal Mandate
- Resolve Health and Safety Problem
- Preserve Aesthetic Character of Facility
- Replace Existing Asset
- Preserve Existing Asset
- Priority Improvement for Designated Funding

PROJECT STATUS: These projects will be designed during the next year

TOTAL PROJECT COST ESTIMATE: \$125
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Total
	\$125	\$125

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Minor increase in maintenance costs for new infrastructure.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

CITYWIDE TRAFFIC CALMING

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Public Works - Traffic Engineering

PROJECT LOCATION: Various Locations

PROJECT DESCRIPTION: **NEW PROJECT:**

Staff receives many requests for traffic calming improvements, especially on residential streets. These requests are being organized under the Neighborhood Streets Program, which seeks community feedback to identify traffic safety concerns. Funds would be spent on the design and construction of quick-build improvements and educational materials. It is expected that if additional funds are required to implement a specific project location that funds would be consolidated from multiple years, or staff will seek grants.



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: These projects will be designed during the next year

TOTAL PROJECT COST ESTIMATE: \$125
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Total
	\$125	\$125

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Implementation of these projects reduces the City's exposure to traffic collision litigation claims.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

LOCAL ROADWAY SAFETY

PROJECT CATEGORY: Discretionary
PROJECT LOCATION: Various Locations

REQUESTING PARTY: Public Works -
Traffic Engineering

PROJECT DESCRIPTION:

NEW PROJECT:

The Local Roadway Safety project would fund planning, design, and construction of improvements that reduce or eliminate severe injury and fatal collisions, as indicated in the Local Roadway Safety Plan. Funds may be used as a local match for federal, state and local grants.



JUSTIFICATION:

- Address Legal Mandate
- Resolve Health and Safety Problem
- Preserve Aesthetic Character of Facility
- Replace Existing Asset
- Preserve Existing Asset
- Priority Improvement for Designated Funding

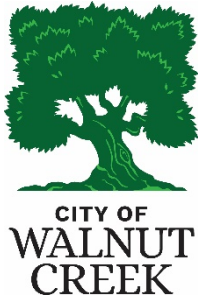
PROJECT STATUS: These projects will be designed during the next year

TOTAL PROJECT COST ESTIMATE: \$250
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Total
	\$250	\$250

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

This project will add to the required maintenance effort by City maintenance crew



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

**WALNUT BOULEVARD SIDEWALK AT WALNUT HEIGHTS
ELEMENTARY**

PROJECT CATEGORY: Discretionary

REQUESTING PARTY: Public Works -
Traffic Engineering

PROJECT LOCATION: Walnut Boulevard

PROJECT DESCRIPTION:

NEW PROJECT:

This project would construct a sidewalk along Walnut Boulevard in front of Walnut Heights Elementary School and close a sidewalk gap between Fraser Drive and Bellows Court. This project will help complete the pedestrian network and provide a safe, comfortable facility for students and residents of the area.



JUSTIFICATION:

- Address Legal Mandate
- Replace Existing Asset
- Resolve Health and Safety Problem
- Preserve Existing Asset
- Preserve Aesthetic Character of Facility
- Priority Improvement for Designated Funding

PROJECT STATUS: Conceptual plan developed

TOTAL PROJECT COST ESTIMATE: \$2,200
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Grant Funding¹	Total
	\$500	\$1,700	\$2,200

¹ Grant Funding from OBAG 3

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO
Minor increase in maintenance costs for new infrastructure.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

OBAG3 SAFE ROUTES TO SCHOOL PROJECTS

PROJECT CATEGORY: Discretionary

REQUESTING PARTY: Public Works -
Traffic Engineering

PROJECT LOCATION: Various Locations

PROJECT DESCRIPTION:

NEW PROJECT:

The OBAG3 Safe Routes to Schools projects include projects near schools to enhance safety and improve usability for users of all ages and abilities. Projects include:

- Broadway/Newell Avenue Intersection Improvements will include pedestrian and bicycle improvements, bulb-outs to create shorter crossing distances, and passive detection as well as traffic signal improvements.
- Cedro Sidewalk and intersection Improvements will install sidewalk and intersection improvements at Cedro & Ebano.
- Parkside Drive Sidewalk Gap Closure will close a sidewalk gap on Parkside Drive between Buena Vista Ave and San Juan Ave.

The City applied and was successful in securing grant funding from the One Bay Area Grant (Round 3) for Safe Routes to School related improvements.



JUSTIFICATION:

- Address Legal Mandate
- Resolve Health and Safety Problem
- Preserve Aesthetic Character of Facility
- Replace Existing Asset
- Preserve Existing Asset
- Priority Improvement for Designated Funding

PROJECT STATUS: These projects will be designed during the next year

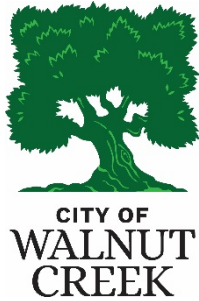
TOTAL PROJECT COST ESTIMATE: \$6,250
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Grant Funding ¹	Total
	\$900	\$5,350	\$6,250

¹ Grant Funding from OBAG 3

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

This project will add to the required maintenance effort by City forces.



FY24 AND FY25 CAPITAL BUDGET PROJECT DESCRIPTION WORKSHEET

TRAFFIC MONITORING AND COMMUNICATION TECHNOLOGY, PHASE 3

PROJECT CATEGORY: Discretionary

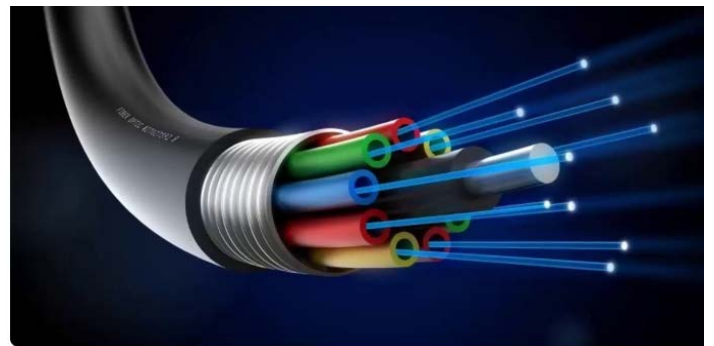
REQUESTING PARTY: Public Works -
Traffic Engineering

PROJECT LOCATION: Ygnacio Valley Road

PROJECT DESCRIPTION:

NEW PROJECT:

This project builds on the previous two phases and would strengthen communications infrastructure with fiber connections. Additional Intelligent Transportation Systems components may include upgraded traffic signal controller cabinets, controller components and other traffic signal monitoring equipment. The project would be implemented on Ygnacio Valley Road and is intended to optimize efficiency of the corridor by leveraging enhanced hardware and/or software.



The City was awarded Federal earmarks to support this project.

JUSTIFICATION:

- Address Legal Mandate
- Replace Existing Asset
- Resolve Health and Safety Problem
- Preserve Existing Asset
- Preserve Aesthetic Character of Facility
- Priority Improvement for Designated Funding

PROJECT STATUS: This project will be designed in the next year.

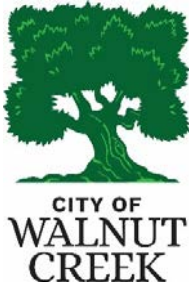
TOTAL PROJECT COST ESTIMATE: \$2,920
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Grant Funding ¹	Total
	\$400	\$2,520	\$2,920

¹ Grant Funding from Federal Government for Ygnacio Valley Road Fiber Infrastructure

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Project improves communication efficiency and may reduce operational costs.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

OBAG3 COUNTYWIDE SMART SIGNALS PROJECT

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Public Works - Traffic Engineering

PROJECT LOCATION: Various Locations

PROJECT DESCRIPTION: **NEW PROJECT:**

The OBAG3 Countywide Smart Signal Project is a joint project with the Contra Costa Transportation Authority (CCTA) to improve traffic signal infrastructure to improve communication and coordination to enhance traffic flow reducing congestion.

CCTA applied and was successful in securing grant funding from the One Bay Area Grant (Round 3) for the Countywide Smart Signal Project.



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

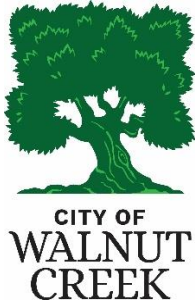
PROJECT STATUS: These projects will be designed during the next year

TOTAL PROJECT COST ESTIMATE: \$1,700
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Traffic Impact Fees	Grant Funding ¹	Total
	\$200	\$1,500	\$1,700

¹ Grant Funding is City portion of CCTA Countywide OBAG 3 grant

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
This project will add to the required maintenance effort by City forces.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

HEATHER FARM PARK AQUATIC & COMMUNITY CENTER

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Arts+Rec

PROJECT LOCATION: Heather Farm Park

PROJECT DESCRIPTION: **NEW PROJECT:**

This project would fund the design, environmental clearance, and other items necessary for a replacement to Clarke Swim Center, Bath House and Community Center. Approximately \$2M was allocated in the 2022-2024 Capital Budget to develop a preliminary design, to retain a project manager and assemble the design team for the project.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: A preliminary design has been developed and a project manager has been selected for the project.

TOTAL PROJECT COST ESTIMATE: \$7,000
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Facility Reserve	Total
	\$7,000	\$7,000

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
The existing swim center, bath house and community center require significant ongoing investment in upkeep and repairs. The new aquatic & community center will reduce some of the maintenance expenses that are associated with maintaining an older structure.



CITY OF
WALNUT
CREEK

**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

TICE BALL FIELD LIGHTING

PROJECT CATEGORY: Discretionary

REQUESTING PARTY: Arts+Rec

PROJECT LOCATION: Tice Park

PROJECT DESCRIPTION:

NEW PROJECT:

This project would fund the design and construction of ball field lighting at Tice Ball Fields, allowing extended hour usage of the ball field.



JUSTIFICATION:

- Address Legal Mandate
- Replace Existing Asset
- Resolve Health and Safety Problem
- Preserve Existing Asset
- Preserve Aesthetic Character of Facility
- Priority Improvement for Designated Funding

PROJECT STATUS:

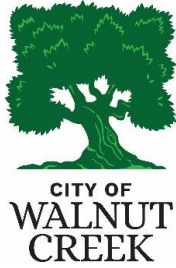
A consultant has been selected and they have begun preliminary design and obtaining CEQA clearance.

TOTAL PROJECT COST ESTIMATE: \$1,800
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Measure "O"	Other Revenue "ARPA"	Total
	\$1,000	\$800	\$1,800

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Tice Park including the Tice Gym and Ball Field are a regional recreation destination for the community. Lighting at the Tice Park ball field would increase usage to fully utilizing programming potential for the facility.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

ALL-WEATHER SPORTS FIELDS HFP

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Arts+Rec

PROJECT LOCATION: Heather Farm Park, Ballfields 1 & 2

PROJECT DESCRIPTION: **NEW PROJECT:**

This project would fund the design and construction of all-weather sports fields at Heather Farm Ballfields 1 and 2. ADA and clean water requirements will need to be met with this project. The total project cost shown is an educated guess and will be refined more once we have a consultant on board and the plans are further along.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

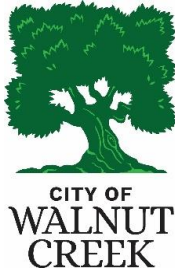
PROJECT STATUS: Project has not been started

TOTAL PROJECT COST ESTIMATE: \$5,000
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Facility Reserve	Measure "O"	ARPA	Total
	\$2,900	\$1,000	\$1,135	\$5,035

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

While there will be reduced irrigation and fertilizer costs with the synthetic turf, this material requires occasional cleaning/watering and addition of filler material to keep it safe. Purchasing of new equipment will be needed for the maintenance of the fields. At this time we do not know the difference in costs to the operating budget. Our consultants have also noted that the synthetic turf should be scheduled for replacement every ten years (depending on use) at an estimated cost of \$1,000,000.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

BOUNDARY OAK DRIVING RANGE

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Arts+Rec

PROJECT LOCATION: Boundary Oak Driving Range

PROJECT DESCRIPTION: **NEW PROJECT:**

This project would fund the reconstruction of the Boundary Oak Driving Range. The project will create a modern, environmentally sustainable driving range with improved maintenance capabilities, contemporary amenities and an enhanced patron experience that will increase revenue to the enterprise fund.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

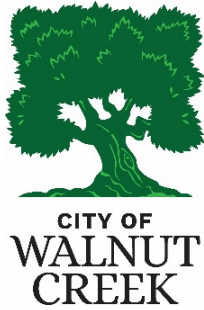
PROJECT STATUS: Project is in design

TOTAL PROJECT COST ESTIMATE: \$4,000
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	BOGC Enterprise Fund	Total
	\$4,000	\$4,000

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

With existing outdated equipment, antiquated irrigation systems and the deteriorating landscape, the driving range currently requires significant ongoing investment in upkeep and repairs. The driving range appearance is unsightly, the customer experience is inconsistent, amenities lag behind other courses and the facility experiences significant environmental impacts. An enhanced driving range is expected to generate \$650,000 annually, which will outpace current budgeted revenue and the future expenses necessary to sustain the project.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

SUSTAINABLE ACTION PLAN PROJECTS

PROJECT CATEGORY: Discretionary

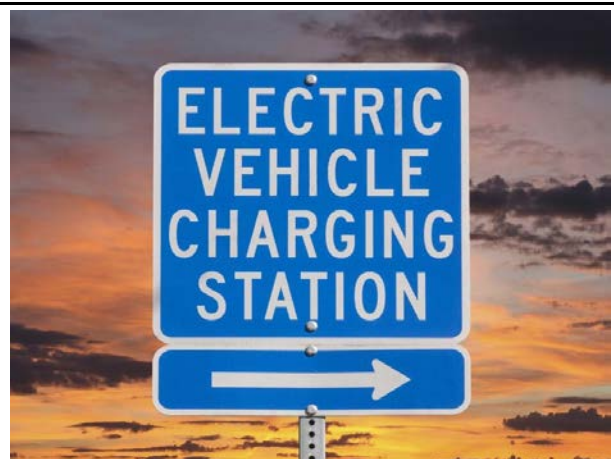
REQUESTING PARTY: Administration

PROJECT LOCATION: City Wide

PROJECT DESCRIPTION:

NEW PROJECT:

This project will fund grant preparation and implementation of Sustainable Action Plan projects with the goal of participation in State and Federal programs for local governments with opportunities for grant funding in decarbonization and sustainable projects. Projects may include implementation of clean energy technology from solar panels to electric cars in communities' energy transition.



JUSTIFICATION:

- Address Legal Mandate
- Resolve Health and Safety Problem
- Preserve Aesthetic Character of Facility
- Replace Existing Asset
- Preserve Existing Asset
- Priority Improvement for Designated Funding

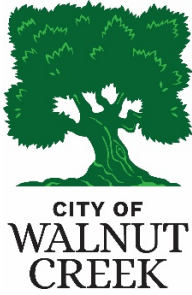
PROJECT STATUS: This project is ongoing. Staff is in the process of applying for grants.

TOTAL PROJECT COST ESTIMATE: \$200
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	General Fund	Total
	\$200	\$200

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:

Potential new facilities may require additional maintenance but also reduce monthly utility fees.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

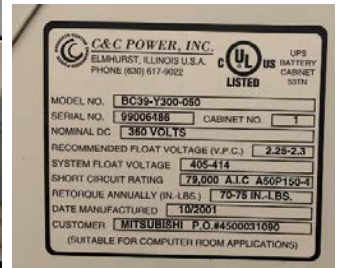
EMERGENCY POWER TO NETWORK EQUIPMENT ROOM

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Information Technology

PROJECT LOCATION: City Hall

PROJECT DESCRIPTION: **NEW PROJECT:**

This project will connect emergency power to the Information Technology network equipment room that operates the City's VOIP phone system. The system is used by City Hall users including the City's police department that handles emergency responses.



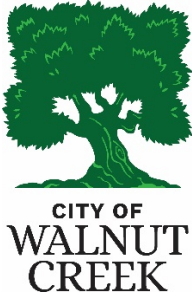
- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: The project will be designed and constructed next year.

TOTAL PROJECT COST ESTIMATE: \$100
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	IT Technology Fund	Total
	\$100	\$100

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
This project will not add to the annual operational cost.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

BOUNDARY OAK ROOF AND STAIRS

PROJECT CATEGORY: Asset Management **REQUESTING PARTY:** Public Works

PROJECT LOCATION: Boundary Oak Golf Course

PROJECT DESCRIPTION: **NEW PROJECT:**

The Boundary Oak Roof and exterior stairs are in need of repairs. During rain events, there is ponding on top of the flat roof on top of the Boundary Oak Club House Building. The ponding adds additional load and wear to the building and roof. Adjustments to the roof is necessary to channel rainfall to existing downspouts.

The exterior stairs at Boundary Oak are cracking and spalling. Installing in a tread header would preserve the stair and improve traction extending the useful life of the exterior stairs.



- JUSTIFICATION:**
- Address Legal Mandate
 - Resolve Health and Safety Problem
 - Preserve Aesthetic Character of Facility
 - Replace Existing Asset
 - Preserve Existing Asset
 - Priority Improvement for Designated Funding

PROJECT STATUS: The project will be design and constructed in the next year.

TOTAL PROJECT COST ESTIMATE: \$175
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Boundary Oak Golf Course Enterprise Fund	Total
	\$175	\$175

EFFECT OF THE PROJECT ON ANNUAL OPERATION; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Timely implementation of maintenance on roofs prevents more costly repairs in the future.



**FY24 AND FY25 CAPITAL BUDGET
PROJECT DESCRIPTION WORKSHEET**

CIVIC PARK FIBER COMMUNICATION

PROJECT CATEGORY: Discretionary **REQUESTING PARTY:** Information Technology

PROJECT LOCATION: CIVIC PARK FACILITIES

PROJECT DESCRIPTION: **NEW PROJECT:**

This project will link fiber communication from City Hall to facilities in Civic Park. Each facility currently receives fiber communication to the City's network and internet through third party fiber communication providers. Connecting the Civic Park Facilities to the existing City Hall fiber communication network will eliminate requiring third party communication providers to provide communication services to each facility. Civic Park facilities to include the Library, Civic Park Community Center, Civic Park Community Center, Civic Park Clay Arts and Park Place.



- JUSTIFICATION:**
- Address Legal Mandate
 - Replace Existing Asset
 - Resolve Health and Safety Problem
 - Preserve Existing Asset
 - Preserve Aesthetic Character of Facility
 - Priority Improvement for Designated Funding

PROJECT STATUS: This project is in design and will be constructed the next year.

TOTAL PROJECT COST ESTIMATE: \$300
(\$ in Thousands)

FUNDING SOURCES (\$ in Thousands)	Information Technology	Total
	\$300	\$300

EFFECT OF THE PROJECT ON ANNUAL OPERATIONS; INCLUDING ESTIMATED COSTS TO SUSTAIN THE PROJECT:
Project will eliminate monthly service fees from 3rd party telecommunication providers for each facility.



FY2024 & FY2025 Capital Budget

Project Title	Capital Budget Cost Estimate	General Fund	Roadway Funding		Downtown Parking Fund	Developer Fees		Grants	Bond Measure O	Facility Reserve	Other Revenue
			Gas Tax	Measure J		Traffic Impact Fee	In-Lieu Parkland				
Estimated Funds Available for FY2024		\$3,800,000	\$344,000	\$1,038,000	\$0	\$4,324,000	\$3,020,000	\$0	\$0	\$17,800,000	\$2,510,292
Forecast Revenues			\$5,600,000	\$2,100,000	\$700,000	\$0	\$0	\$11,070,000	\$2,000,000		\$4,000,000
Asset Management Projects											
Roadway Maintenance											
Arterial Overlay 2024	\$2,500,000	\$100,000	\$1,700,000	\$700,000							
Arterial Overlay 2025	\$2,500,000	\$100,000	\$1,700,000	\$700,000							
Slurry Seal 2024	\$850,000		\$700,000	\$150,000							
Slurry Seal 2025	\$850,000		\$700,000	\$150,000							
Sidewalk Repairs -Citywide	\$300,000	\$100,000	\$200,000								
Bridge Maintenance and Repairs											
Tice Creek Bridge at Castle Hill Replacement	\$500,000			\$500,000							
Bridge Maintenance and Repairs	\$500,000			\$500,000							
Storm Drain Maintenance											
Storm Drain Inspections	\$150,000	\$150,000									
Storm Drain Repairs	\$900,000	\$150,000	\$750,000								
Green Infrastructure Improvements	\$200,000	\$100,000	\$100,000								
ADA Transition Plan Implementation	\$100,000	\$100,000									
Trip and Fall Mitigation	\$150,000	\$150,000									
Parking Lots Maintenance	\$50,000	\$50,000									
Building/Facility Maintenance											
Building Interior Maintenance	\$1,020,000	\$1,020,000									
Building Exterior and Site Maintenance	\$310,000	\$310,000									
Building MEP	\$820,000	\$820,000									
Signal and Streetlight Maintenance	\$250,000	\$250,000									
Parks, Open Space, and Trails											
Park Infrastructure Repairs	\$400,000						\$400,000				
Open Space Infrastructure Repairs	\$150,000						\$150,000				
Median Upgrades	\$200,000	\$200,000									
Court Resurfacing	\$750,000						\$750,000				
Park Equipment Replacement	\$500,000						\$500,000				
Parking and Downtown											
Parking Garage Evaluation and Repairs	\$150,000				\$150,000						
S. Locust Garage Elevator Rehabilitation	\$450,000				\$450,000						
Tree Replacement and Hardscape Improvements	\$100,000				\$100,000						
Asset Management Subtotals	\$14,650,000	\$3,600,000	\$5,850,000	\$2,700,000	\$700,000	\$0	\$1,800,000	\$0	\$0	\$0	\$0

FY2024 & FY2025 Capital Budget

Project Title	Capital Budget Cost Estimate	General Fund	Roadway Funding		Downtown Parking Fund	Developer Fees		Grants	Bond Measure O	Facility Reserve	Other Revenue
			Gas Tax	Measure J		Traffic Impact Fee	In-Lieu Parkland				
Estimated Funds Available for FY2024		\$3,800,000	\$344,000	\$1,038,000	\$0	\$4,324,000	\$3,020,000	\$0	\$0	\$17,800,000	\$2,510,292
Forecast Revenues			\$5,600,000	\$2,100,000	\$700,000	\$0	\$0	\$11,070,000	\$2,000,000		\$4,000,000
Discretionary Capital Projects											
Transportation Projects											
Unsignalized Crosswalk Improvements	\$200,000					\$200,000					
Bike Facilities	\$150,000					\$150,000					
School Area Active Transportation	\$125,000					\$125,000					
Citywide Traffic Calming	\$125,000					\$125,000					
Local Roadway Safety	\$250,000					\$250,000					
Elementary	\$2,200,000					\$500,000		\$1,700,000			
OBAG3 Safe Routes to Schools Projects	\$6,250,000					\$900,000		\$5,350,000			
Phase 3	\$2,920,000					\$400,000		\$2,520,000			
OBAG3 Countywide Smart Signal Project	\$1,700,000					\$200,000		\$1,500,000			
Transportation Projects Subtotal	\$13,920,000	\$0	\$0	\$0	\$0	\$2,850,000	\$0	\$11,070,000	\$0	\$0	\$0
Parks and Open Space Projects											
Heather Farm Park Aquatic and Community Center - Design	\$7,000,000									\$7,000,000	¹
Tice Ball Field Lighting	\$1,800,000								\$1,000,000		\$800,000
Heather Farm Synthetic Turf Field 1 & 2	\$5,035,292								\$1,000,000	\$2,900,000	\$1,135,292 ¹
Boundary Oak Driving Range	\$4,000,000										\$4,000,000 ²
Parks and Open Space Projects Subtotal	\$17,835,292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$9,900,000	\$5,935,292
Facility Projects											
Sustainable Action Plan Project	\$200,000	\$200,000									
Emergency Power to Network Equipment Room	\$100,000										\$100,000 ³
Boundary Oak Roof and Stairs	\$175,000										\$175,000 ²
Civic Park Fiber Communications	\$300,000										\$300,000 ³
Facility Projects Subtotal	\$775,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$575,000
Asset Management Subtotal	\$14,650,000	\$3,600,000	\$5,850,000	\$2,700,000	\$700,000	\$0	\$1,800,000	\$0	\$0	\$0	\$0
Discretionary Project Subtotal	\$32,530,292	\$200,000	\$0	\$0	\$0	\$2,850,000	\$0	\$11,070,000	\$2,000,000	\$9,900,000	\$6,510,292
Capital Budget Totals	\$47,180,292	\$3,800,000	\$5,850,000	\$2,700,000	\$700,000	\$2,850,000	\$1,800,000	\$11,070,000	\$2,000,000	\$9,900,000	\$6,510,292

Other Revenue

1 ARPA (\$1,935,292 Available)

2 BOUNDARY OAK GOLF COURSE (\$4,000,000

Financed by BOGC)

3 INFORMATION TECHNOLOGY FUND



Other Funds





Boundary Oak Golf Course

City & Contract Operations Funds

The Arts and Recreation Department has responsibility for fiscal and operational oversight of the Boundary Oak Golf Course (BOGC). Opened in 1969, the golf course is a full service, 18-hole championship course with multiple practice areas, a driving range, and a 30,000-square-foot clubhouse. The clubhouse houses the golf shop, cart barn, and Taphouse grill on the lower level, and banquet and special event rooms on the upper level. CourseCo, Inc. operates BOGC under a management contract, which began in 2009 and was renewed in 2021.

BOGC operates as a self-supporting City enterprise fund, independent of the City's General Fund. Revenues generated by golf and food and beverage operations fund BOGC's operating expenses, capital improvements, support services, and debt service.

The golf course emerged successfully from the pandemic and is projected to achieve positive results in FY23. These strong results exceeded expectations across the board. The FY24 and FY25 budgets projects a strong increase in revenue and the ongoing proactive management of expenses to ensure the course remains an asset to the city and community.

Revenues

Revenues generated by golf, event rentals, pro shop sales, food, and beverage operations fund Boundary Oak's operating expenses, capital improvements, support services, and debt service. Total revenue generated through the city's contractor managing BOGC is estimated to be \$6.82 million in FY24 and \$7.09 million in FY25.

Expenditures

BOGC expenditures are projected to increase by \$418,459 in FY24 from the FY23 budgeted expenditures, with budgeted expenditures totaling \$6.63 million in FY24 and \$6.66 million in FY25. Increases in expenditures are largely related to increases in utility and insurance costs. Expenditures included in the budget are: CourseCo's management fees, concession supplies, fertilizer and other course maintenance supplies, equipment leases, contractual services, bank fees, office supplies, memberships, loan payments, Building Maintenance and Finance Division IDTs, and a portion of Arts + Recreation Department staff time.

Debt Service

BOGC's operating budget includes payments for capital leases, typically for financing of maintenance equipment for the golf course, as well as a site and facility lease agreement for facility improvements to the BOGC Clubhouse. Equipment leases are recorded in the BOGC operating funds, while the site and facility lease is recorded in a separate debt service fund. The table below summarizes outstanding BOGC lease payments in FY24, FY25, and beyond this budget cycle.

Boundary Oak Golf Course

Description	Balance (June 30, 2022)	FY24 Payment	FY25 Payment	Future Payments
Golf Course Equipment Lease #8	\$40,806	\$14,361	\$14,361	\$ -
Golf Course Equipment Lease #9	\$31,030	\$8,692	\$8,692	\$6,519
Golf Course & Clubhouse Improvement Lease	\$1,838,257	\$329,955	\$329,955	\$989,865
Total	\$1,910,093	\$353,008	\$353,008	\$996,384

Reserves

The budget projects a contribution to fund balance of \$190,000 in FY24 and \$420,000 in FY25. Contributions to reserves will be made at fiscal year-end according to the reserve policies.

Boundary Oak Golf Course has the following reserves:

Operations Reserve

The operations reserve is available to fund operating expenditures in a budget year when operating expenditures exceed operating revenues, due to adverse business conditions and/or unforeseen events. Such conditions or events may include, but are not limited to, inclement weather, natural events, changes in the competitive market, or changes in general economic conditions.

The minimum funding level for this reserve is \$250,000. The full funding level for this reserve is \$1 million. Annual minimum contributions to the Operations Reserve are three percent (3%) of the annual budgeted BOGC contract operations expenditures, excluding the amount budgeted for cost of goods sold (inventory). Annual contributions to this reserve may be temporarily suspended once the reserve is fully funded.

Capital Equipment & Infrastructure Improvement Reserve

This reserve account sets aside funds to replace Clubhouse capital equipment and Clubhouse and Golf Course infrastructure improvements. Clubhouse capital equipment and infrastructure improvements may include kitchen equipment and flooring. Golf course infrastructure may include the irrigation system, bunkers, tee boxes, greens, cart paths, the driving range and other practice areas.

This reserve is not intended to fund golf course capital equipment such as golf carts or maintenance equipment, as these items are typically financed through capital or operating leases. The reserve may fund major capital improvements such as the complete replacement of significant golf course infrastructure (e.g., the irrigation system, cart paths, Clubhouse).

Boundary Oak Golf Course

The minimum funding level for this reserve is \$150,000. Annual minimum contributions to the Capital Equipment & Improvement Reserve are three percent (3%) of the annual Boundary Oak gross revenue budget.

BOGC Debt Service Fund

In FY15, the City entered into a site and facility tax-exempt lease agreement with Pinnacle Lease Financing to finance improvements at the BOGC Clubhouse. The capital lease obligation was recorded at a cost of \$3,230,000 with an interest rate of 2.32% to be paid back semi-annually beginning February 1, 2016 through February 1, 2028 (the end of the lease). The lease agreement is subject to mandatory redemption in whole or in part upon default by the City. The outstanding balance was \$1.8 million as of June 30, 2022.

Annual debt service requirements, including interest payments, are listed in the table below:

Year ending June 30	Payment (including interest)
FY24	\$329,955
FY25	329,955
FY26	329,955
FY27	329,955
FY28	329,955
Total	\$1,649,755



Boundary Oak Golf Course

Financial Summary

Operating Budget

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Total Revenues & Transfers In	\$ 5,406,813	\$ 7,329,532	\$ 5,976,005	\$ 6,817,990	\$ 7,085,788
Expenditures					
Personnel	\$ 65,363	\$ 65,252	\$ 89,302	\$ 88,971	\$ 90,651
Operating & Maintenance	3,673,114	4,786,739	5,388,386	5,367,342	5,542,848
Inter-Department Transfers & Transfers Out	1,065,601	1,955,506	810,577	1,172,155	1,033,118
Total Expenditures & Transfers Out	\$ 4,804,078	\$ 6,807,497	\$ 6,288,265	\$ 6,628,468	\$ 6,666,616
Contribution To / (From) Fund Balance	\$ 602,734	\$ 522,035	\$ (312,260)	\$ 189,522	\$ 419,171

Reserves Summary

Reserve Designation	Estimated Balance (June 30, 2023)	FY24 Estimated (Use)/ Contribution	Estimated Balance (June 30, 2024)	FY25 Estimated (Use)/ Contribution	Estimated Balance (June 30, 2025)
Operations Reserve	\$ 1,000,328	\$ -	\$ 1,000,238	\$ -	\$ 1,000,328
Capital Equipment & Infrastructure Improvement Reserve	1,340,698	174,114	1,514,812	181,078	1,195,890
Total Reserves	\$ 2,341,026	\$ 174,114	\$ 2,515,140	\$ 181,078	\$ 2,696,218

Downtown Parking & Enhancement Enterprise Fund



Fund Description

Per the City's Parking Ordinance, the Downtown Parking Enterprise and Enhancement Fund (Parking Fund) uses parking revenues to support parking operations and infrastructure and Downtown enhancements within the Downtown Parking Meter Zone. This includes management and maintenance of three City Garages; operation and maintenance of 1,500 parking meters; parking enforcement; maintenance of infrastructure (garage elevators, sidewalk, and crosswalk repair); Downtown landscaping and beautification; Downtown Public Safety; free Downtown Trolley (Routes 4 and 5); and Downtown events. The primary goal of the City's parking management program in downtown is to create enough open parking spaces so that customers can find a spot on each block, without having to circle around searching for parking.

Revenues

The Parking Fund has three major revenue sources: parking meters, parking garages and parking enforcement (parking citations). The City operates 1,500 street parking meters, and owns four parking garages downtown, operating by LAZ Parking. Other revenue sources include Permitted Outdoor Dining Structures (PODS), residential parking permit fees, and rent from cellular and WiFi equipment on City parking garages.

With the implementation of the Outdoor Dining Program and utility construction work on Locust Street, FY24 revenues are projected to be another transitional year for parking revenue. As such, FY25 revenue assumptions also remain flat.

The following revenue assumptions informed the Parking Fund Budget for FY24 and FY25:

- FY24 meter revenue is assumed to remain consistent with FY22 actuals. Slight increases in revenue are projected in FY25 as the impact from uncertain elements, such as downtown construction and the Outdoor Dining Program, become known.
- Parking Enforcement revenue remains lower than 2019 and consistent with FY22 due to PSO functional priorities and staffing levels.
- Parking Garage revenue is projected to increase from FY22 and FY23 actuals and remain flat in FY24 and FY25.

Expenditures

Expenditures in the Parking Fund are divided between Parking Operations and Downtown Enhancements. Parking Operations make up about 60% of the Parking Fund budget and refer to the activities that provide active management of parking demand, including operation and maintenance of the city's parking meters, garages, parking enforcement and ticket processing, data analytics, communications, and outreach. Downtown Enhancements make up about 30% of the Parking Fund expenses and are activities that are unrelated to parking, however, aid in supporting the vitality of the Downtown. Remaining expenditures include capital contributions for Downtown Parking related capital improvements, and an administrative overhead transfer.

The FY24 and FY25 Parking Fund budget includes 24.70 FTE that support both Parking Operations and Downtown Enhancements, as well as:

Downtown Parking & Enhancement Fund

- Adjustments for known contractual increases for parking meters, and garage management.
- Fare box subsidy for County Connection Route 4 (the Downtown Trolley) and Route 5 (the Creekside Shuttle). Ridership experienced a steep decline during the COVID-19 pandemic, and has not yet fully recovered.. The FY24 and FY25 budget assume ridership will return to 65% of pre-COVID levels in FY24, and 75% of pre-covid levels in FY24.
- Capital contribution of \$350,000 per year, to fund elevator rehabilitation projects, downtown tree replacement and hardscape improvements, and repairs to downtown parking garages.

Reserves

The Parking fund has two reserves –capital and emergency reserves. Capital reserves receive an annual contribution of 5% of parking fund revenues, and emergency reserves are capped at 10% of annual expenditures.

The FY24 Parking Fund budget is projecting a \$440,000 contribution to fund balance in FY24 and \$290,000 contribution to fund balance in FY25. Contributions to reserves are made as funds remain at the end of each fiscal year, per current policy.



Downtown Parking & Enhancement Fund

Financial Summary

Operating Budget

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Total Revenues & Transfers In	\$ 5,708,862	\$ 7,234,689	\$ 8,421,412	\$ 7,470,000	\$ 7,570,800
Expenditures					
Personnel	\$ 3,073,379	\$ 3,061,754	\$ 3,588,197	\$ 3,584,444	\$ 3,744,569
Operating & Maintenance	2,027,255	2,614,472	3,688,403	2,832,966	2,955,814
Inter-Department Transfers & Transfers Out	607,553	567,295	569,273	616,165	584,102
Total Expenditures & Transfers Out	\$ 5,708,188	\$ 6,243,522	\$ 7,845,872	\$ 7,033,574	\$ 7,284,485
Contribution To / (From) Fund Balance	\$ 674	\$ 991,167	\$ 575,540	\$ 436,426	\$ 286,315

Reserves Summary

Reserve Designation	Estimated Balance (June 30, 2023)	FY24 Estimated (Use)/Contribution	Estimated Balance (June 30, 2024)	FY24 Estimated (Use)/Contribution	Estimated Balance (June 30, 2025)
Emergency Reserve	\$ 663,135	\$ 40,222	\$ 703,357	\$ 25,091	\$ 728,449
Capital Reserve	470,695	373,500	844,195	261,224	1,105,419
Total Reserves	\$ 1,133,830	\$ 413,722	\$ 1,547,552	\$ 286,315	\$ 1,833,867



Internal Service Funds

Internal Service Funds (ISFs) account for activities that provide goods or services to other City funds, departments, or agencies on a cost reimbursement basis. Deficits indicate a use of available fund balance. Estimated fund balances for all funds can be found in the Appendix & Supplemental Information section.

Employee Improvement Program Fund

The Employee Improvement Program Fund contains funds for the Management Improvement Program (MIP), Professional Improvement Program (PIP), and Career Development Program (CDP). While details vary based on MOU's, the funds can generally be used for attending training, conferences, and other professional development events, as well as for the purchase of technology such as laptops, tablets, and phones.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$116,678	\$112,085	\$113,575	\$124,985	\$123,585
Expenditure	92,149	59,171	419,047	277,350	-
Contribution To / (Use of) Fund Balance	\$24,528	\$52,914	(\$305,472)	(\$152,365)	\$123,585

Equipment Replacement Fund – Information Technology (IT)

The IT Equipment Replacement Fund accumulates funds for the replacement of personal computers, technology infrastructure, and major software applications based upon their expected replacement cost and useful life.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,903,205	\$2,023,714	\$1,879,955	\$1,573,255	\$1,573,255
Expenditure	1,729,191	1,855,625	2,670,468	3,517,467	2,449,958
Contribution To / (Use of) Fund Balance	\$174,015	\$168,089	(\$790,513)	(\$1,944,212)	(\$876,703)

Internal Service Funds

Police Equipment Replacement Fund

The Police Equipment Replacement Fund accumulates funds for the replacement of radio equipment on a regular basis.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$44,874	\$44,139	\$46,509	\$46,509	\$46,509
Expenditure	82,242	14,078	67,460	42,000	42,000
Contribution To / (Use of) Fund Balance	(\$37,368)	\$30,061	(\$20,951)	\$4,509	\$4,509

Vehicle Replacement Fund

The Vehicle Replacement Fund accumulates funds for the replacement of vehicles and other fleet equipment on a regular basis.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$759,217	\$1,160,844	\$1,176,450	\$1,236,565	\$1,334,824
Expenditure	129,142	16,338	2,815,351	425,000	817,800
Contribution To / (Use of) Fund Balance	\$630,075	\$1,144,506	(\$1,638,901)	\$811,565	\$517,024

Workers' Compensation ISF

Accumulates biweekly charges to departments, from which Workers' Compensation claims and expenses are paid.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,415,990	\$1,171,371	\$1,315,478	\$1,433,276	\$1,430,819
Expenditure	1,588,310	1,683,347	1,314,378	1,393,276	1,390,819
Contribution To / (Use of) Fund Balance	(\$172,320)	(\$511,977)	\$1,100	\$40,000	\$40,000

Other ISFs

The following funds do not have budgeted activity in FY24 or FY25:

- 630/50/60 – Equipment Replacement Funds
- 670 – Facilities Replacement Fund



Special Revenue Funds

Special Revenue Funds account for monies received that must be used for a specific project or purpose. Deficits indicate a use of available fund balance. Estimated fund balances for all funds can be found in the Appendix & Supplemental Information section.

Asset Seizure Fund

These funds account for the proceeds from assets forfeited as a result of investigations of criminal offenses. The use of these funds is restricted pursuant to California Health and Safety Code section 11495.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$5,394	\$9,342	\$1,006	\$1,006	\$1,006
Expenditure	65,517	97,215	194,430	97,215	97,215
Contribution To / (Use of) Fund Balance	(\$60,123)	(\$87,873)	(\$193,424)	(\$96,209)	(\$96,209)

CASp Certification and Training Fund

This fund accumulates fees collected from Business License. Per AB 1379 these funds "shall be used for increased certified access specialist (CASp) training and certification within that local jurisdiction and to facilitate compliance with construction-related accessibility requirements."

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$41,510	\$12,632	\$25,055	\$25,055	\$25,055
Expenditure	-	1,097	20,000	20,000	20,000
Contribution To / (Use of) Fund Balance	\$41,510	\$11,535	\$5,055	\$5,055	\$5,055

Community Development Block Grant (CDBG) Fund

This fund accounts for federal grant receipts and related expenditures restricted for the primary purpose of developing viable communities.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$464,277	\$494,271	\$727,536	\$386,000	\$386,724
Expenditure	464,277	494,271	727,536	386,000	386,724
Contribution To / (Use of) Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Special Revenue Funds

Comcast Technology Grants Fund

The Comcast Technology Grants Fund is used for costs related to changes in Public, Education, & Government access channels.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$4,593	\$3,217	\$4,125	\$4,125	\$4,125
Expenditure	16,868	20,159	32,575	32,575	32,575
Contribution To / (Use of) Fund Balance	(\$12,275)	(\$16,942)	(\$28,450)	(\$28,450)	(\$28,450)

Development Technology Fees Fund

This fund accumulates technology fees charged by the Community Development and Public Works Departments for development review and site-development permits. These funds are used to support technology related needs in development services, including software and technology replacement. This fund was newly created in FY24.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$ -	\$ -	\$ -	\$320,000	\$320,000
Expenditure	-	-	-	489,181	495,596
Contribution To / (Use of) Fund Balance	\$ -	\$ -	\$ -	(\$169,181)	(\$175,596)

Employee Housing Assistance Fund

This fund supports the City's Employee Housing Assistance program.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$58,653	\$275,780	\$ -	\$ -	\$ -
Expenditure	65,000	-	130,000	130,000	130,000
Contribution To / (Use of) Fund Balance	(\$6,347)	\$275,780	(\$130,000)	(\$130,000)	(\$130,000)

Special Revenue Funds

Gas Tax Fund

This fund accumulates monies from the California Highway Users Tax Account, with revenues coming from per gallon gasoline and diesel fuel taxes. These funds are used for road construction, replacement, maintenance, and repair projects.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,579,056	\$1,706,953	\$1,694,152	\$1,781,411	\$1,825,038
Expenditure	1,775,000	2,169,260	1,985,902	1,650,000	1,800,000
Contribution To / (Use of) Fund Balance	(\$195,944)	(\$462,307)	(\$291,750)	\$131,411	\$25,038

General Plan Update Fund

The General Plan Update Fund accumulates fees from development projects to be used for the updating of the City's General Plan.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$423,199	\$300,891	\$319,250	\$290,000	\$305,000
Expenditure	151,200	399,498	456,268	122,378	201,074
Contribution To / (Use of) Fund Balance	\$271,999	(\$98,606)	(\$137,018)	\$167,622	\$103,926

Grants Fund

This fund is for various state, federal, and other outside grant-funded activities.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$358,472	\$1,132,240	\$289,071	\$205,584	\$208,544
Expenditure	362,514	1,136,861	289,071	205,584	208,544
Contribution To / (Use of) Fund Balance	(\$4,042)	(\$4,621)	\$ -	\$ -	\$ -

Special Revenue Funds

Housing Fund

This fund accounts for in lieu fees and other restricted funds to be used for affordable housing projects.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$2,903,071	\$1,303,517	\$4,284,650	\$4,096,900	\$4,106,900
Expenditure	258,207	8,162,918	5,317,366	4,086,351	4,094,608
Contribution To / (Use of) Fund Balance	\$2,644,864	(\$6,859,401)	(\$1,032,716)	\$10,549	\$12,292

Housing Successor Agency Fund

This fund was established to account for the housing activities related to the restricted assets assumed by the City as Housing Successor of the former Redevelopment Agency of the City of Walnut Creek.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$894,088	\$343,348	\$210,250	\$216,000	\$216,000
Expenditure	304,288	8,682	1,543,932	520,636	522,084
Contribution To / (Use of) Fund Balance	\$589,799	\$334,666	(\$1,333,682)	(\$304,636)	(\$306,084)

In-Lieu Park Fund

This fund accumulates in-lieu fees to be used for park amenities and improvements.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,126,536	\$136,859	\$536,250	\$546,000	\$546,000
Expenditure	529,164	1,476,578	216,814	1,897,378	101,074
Contribution To / (Use of) Fund Balance	\$597,372	(\$1,339,719)	\$319,436	(\$1,351,378)	\$444,926

Special Revenue Funds

In-Lieu Public Art Fund

This fund accumulates in-lieu fees to be used for the installation of public art.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$462,428	\$166,197	\$62,750	\$174,000	\$174,000
Expenditure	69,312	273,794	44,115	660,929	458,713
Contribution To / (Use of) Fund Balance	\$393,116	(\$107,598)	\$18,635	(\$486,929)	(\$284,713)

Local Street & MTCE – Measure J Fund

This fund accumulates the City’s share of Measure J, a voter-approved half-cent sales tax measure throughout Contra Costa County. These funds are used for transportation capital projects.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,385,365	\$1,586,653	\$1,128,195	\$1,226,784	\$1,226,784
Expenditure	1,001,991	744,757	940,045	1,350,000	1,350,000
Contribution To / (Use of) Fund Balance	\$383,374	\$841,896	\$188,150	(\$123,216)	(\$123,216)

Local Street & MTCE – Measure J 28A Fund

This fund accumulates the City’s share of Measure J, a voter-approved half-cent sales tax measure throughout Contra Costa County. These funds are used for transportation planning activities under Measure J’s 28A activities. This fund was newly created in FY24.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$ -	\$ -	\$ -	\$171,018	\$171,018
Expenditure	-	-	-	226,836	233,321
Contribution To / (Use of) Fund Balance	\$ -	\$ -	\$ -	(\$55,818)	(\$62,303)

Special Revenue Funds

National Pollutants Discharge Elimination System (NPDES)

The NPDES fund supports the City's Clean Water Program, as required by the Clean Water Act, and is funded by property tax assessments.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,429,587	\$1,371,777	\$1,350,210	\$1,342,710	\$1,342,710
Expenditure	1,420,411	1,556,365	1,815,296	1,872,734	1,895,315
Contribution To / (Use of) Fund Balance	\$9,176	(\$184,588)	(\$465,086)	(\$530,024)	(\$552,605)

Open Space Fund

This fund was established to account for activities related to the preservation and maintenance of the City's Open Space lands, and is funded by property tax assessments, open space rental and program fees, and the General Fund.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,193,400	\$1,179,298	\$1,399,391	\$1,363,611	\$1,392,726
Expenditure	1,193,400	1,179,298	1,399,391	1,363,611	1,392,726
Contribution To / (Use of) Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Public, Educational, & Governmental (PEG) Access Fund

This fund accumulates funds from telecommunication operators for capital costs associated with acquiring PEG access equipment, or capital costs associated with renovating and constructing PEG-related facilities.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$326,231	\$273,076	\$347,568	\$343,568	\$343,568
Expenditure	147,259	105,945	266,624	500,000	500,000
Contribution To / (Use of) Fund Balance	\$178,972	\$167,131	\$80,944	(\$156,432)	(\$156,432)

Special Revenue Funds

Shadelands Property and Business Improvement District Fund

This fund was established to account for activities related to the Shadelands Property and Business Improvement District.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$369,272	\$377,673	\$390,000	\$390,000	\$390,000
Expenditure	365,707	373,898	386,100	386,100	386,100
Contribution To / (Use of) Fund Balance	\$3,564	\$3,775	\$3,900	\$3,900	\$3,900

Supplemental Law Enforcement Services Fund (SLESF)

This fund receives Citizens' Option for Public Safety (COPS) grant monies, which can be used for "frontline law enforcement services."

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$172,592	\$250,019	\$178,575	\$178,575	\$178,575
Expenditure	180,828	189,443	221,393	198,808	205,832
Contribution To / (Use of) Fund Balance	(\$8,236)	\$60,577	(\$42,818)	(\$20,233)	(\$27,257)

Traffic Congestion Relief Fund

This fund accumulates funds from the California Road Maintenance and Rehabilitation Account (RMRA), which can be used for road construction, replacement, maintenance, and repair projects.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$1,318,598	\$1,446,688	\$1,338,760	\$1,603,428	\$1,686,820
Expenditure	625,000	1,719,828	1,325,010	1,950,000	1,650,000
Contribution To / (Use of) Fund Balance	\$693,598	(\$273,140)	\$13,750	(\$346,572)	\$36,820

Special Revenue Funds

Traffic Impact Mitigation Fund

The fund receives revenue from fees to be used for traffic and transportation related projects.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$281,647	\$1,388,789	\$2,306,573	\$2,306,573	\$2,306,573
Expenditure	1,500,000	4,575,000	1,066,087	2,920,000	70,000
Contribution To / (Use of) Fund Balance	(\$1,218,353)	(\$3,186,211)	\$1,240,486	(\$613,427)	\$2,236,573

Tree Replacement Fund

This fund accumulates revenues from fees to be used for replacement of trees throughout the City.

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Revenue	\$148,740	\$89,441	\$23,850	\$23,000	\$23,000
Expenditure	107,696	121,007	119,914	121,571	126,134
Contribution To / (Use of) Fund Balance	\$41,044	(\$31,565)	(\$96,064)	(\$98,571)	(\$103,134)

Other Special Revenue Funds

The following special revenue funds do not have any budgeted activity in FY24 or FY25:

- 120 – Revolving Loan Fund
- 131 – American Rescue Plan Act (ARPA)
- 154 – In-Lieu Underground
- 156 – Storm Drain
- 157 – In-Lieu Creek Restoration
- 162 – In-Lieu Parking
- 163 – Alternative Energy
- 183 – Shadelands Park Maintenance



Debt Service





Debt Overview

The City currently does not have any outstanding bond issuances, and currently long-term debt is limited to lease financing and energy efficiency on-bill financing.

Debt Policy

The City’s current debt policy is included in the City’s Budget Goals and Policies, which was last approved by City Council on November 19, 2019.

The City may consider the judicious use of debt financing for one-time capital projects. In these instances, the City shall strive for a AAA bond rating to achieve the lowest rates available; and overall, debt service shall be kept to 5% or less of the annual General Fund Operating Budget. Capital projects financed through debt shall be paid back within a period not to exceed the useful life of the project.

The planning of a new aquatics and community center at Heather Farm Park is just beginning. The City is considering issuing bonds for the construction of the new facility, as early as 2025. As part of this process, the City will be updating its Debt Policy.

The City has the following outstanding long-term debt.

PG&E Energy Efficient Retrofit Program Loans

The City entered into two Energy Efficiency Retrofit On-bill financing loan agreements with Pacific Gas & Electric (PG&E) in FY19 for the cost of installing new LED light fixtures, energy efficient demand response equipment and service to multiple City facilities. These interest free loans are paid back on a fixed monthly payment, for approximately 10-years. The loans are paid out of the City’s general fund.

Description	Balance (June 30, 2022)	FY24 Payment	FY25 Payment	Future Payment
Shadelands Community Arts Center & City Garage Retrofit Loan	\$384,425	\$58,394	\$58,394	\$209,243
City Hall Police Department Retrofit Loan	\$146,707	\$22,284	\$22,284	\$79,855

Boundary Oak Golf Course Maintenance Equipment Leases

The Boundary Oak Golf Course (BOGC) currently has two lease-to-own agreements for golf course maintenance equipment. Equipment leases are recorded and paid in the BOGC operating funds. A summary of the outstanding BOGC equipment leases and payments are detailed below.

Debt Overview

Description	Balance (June 30, 2022)	FY24 Payment	FY25 Payment	Future Payments
Golf Course Equipment Lease #8	\$40,806	\$14,361	\$14,361	\$ -
Golf Course Equipment Lease #9	\$31,030	\$8,692	\$8,692	\$6,519

Boundary Oak Golf Course Lease Agreement for Clubhouse Improvements

In FY15, the City entered into a site and facility tax-exempt lease agreement with Pinnacle Lease Financing to finance improvements at the BOGC Clubhouse. The capital lease obligation was recorded at a cost of \$3,230,000 with an interest rate of 2.32% to be paid back semi-annually beginning February 1, 2016 through February 1, 2028 (the end of the lease). The lease agreement is subject to mandatory redemption in whole or in part upon default by the City. The outstanding balance was \$1.8 million as of June 30, 2022.

Annual debt service requirements, including interest payments, are listed in the table below:

Year ending June 30	Payment (including interest)
FY24	\$329,955
FY25	329,955
FY26	329,955
FY27	329,955
FY28	329,955
Total	\$1,649,755



Supplemental Information





Fund Descriptions

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

General Fund

This fund is the City's primary operating fund. It accounts for all financial resources necessary to carry out basic governmental activities of the City which are not accounted for in another fund.

American Rescue Plan Act (ARPA) Fund

The City's allocation of one-time Federal stimulus dollars, provided under the American Rescue Plan Act.

Assessment Districts Group I Fund

This fund accounts for the redemption of special assessment bonds issued for the purposes of acquisition and improvement in various Local Improvement Districts.

Asset Seizure Fund

These funds account for the proceeds from assets forfeited as a result of investigations of criminal offenses; they are received, and restricted, by the City. The use of these funds is restricted pursuant to California Health and Safety Code section 11495.

Boundary Oak Onsite Contract Operations Enterprise Fund

This fund accounts for golf course and clubhouse operations run by a third-party operator for the Boundary Oak Golf Course.

Capital Investment Program Fund

This fund accounts for resources used for making capital improvements and funding large maintenance projects.

CASp Certification and Training Fund

This fund accumulates fees collected from Business License. Per AB 1379 these funds "shall be used for increased certified access specialist (CASp) training and certification within that local jurisdiction and to facilitate compliance with construction-related accessibility requirements."

Fund Descriptions

Comcast Technology Grants Fund

The Comcast Technology Grant Fund is used for costs related to changes in Public, Education & Government access channels.

Community Development Block Grants (CDBG) Fund

This fund accounts for federal grant receipts and related expenditures restricted for the primary purpose of developing viable communities.

Development Technology Fees Fund

This fund accumulates technology fees charged by the Community Development and Public Works Departments for development review and site-development permits. These funds are used to support technology related needs in development services, including software and technology replacement.

Downtown Parking and Enhancement Enterprise Fund

This fund accounts for receipts from parking meter revenues to be used for funding parking structure improvements and for enhancement of the downtown area.

Employee Housing Assistance Fund

This fund supports the City's Employee Housing Assistance program

Employee Improvement Program Fund

The Employee Improvement Program Fund contains funds for the Management Improvement Program (MIP), Professional Improvement Program (PIP), and Career Development Program (CDP). While details vary based on MOU's, the funds can generally be used for attending training, conferences, and other professional development events, as well as for the purchase of technology such as laptops, tablets, and phones.

Equipment Replacement Fund – Finance

This fund has accumulated available funds for the replacement of finance equipment based upon their expected replacement cost and useful life.

Equipment Replacement Fund – General Fund

This fund accumulates funds for the replacement of worn and obsolete equipment other than vehicles based upon their expected useful life and replacement cost.

Fund Descriptions

Equipment Replacement Fund – Information Technology (IT)

The IT Equipment Replacement Fund accumulates funds for the replacement of personal computers, technology infrastructure, and major software applications based upon their expected replacement cost and useful life.

Equipment Replacement Fund – LCA

This fund accumulates funds for the replacement of theater equipment. Funds are budgeted in the Arts & Recreation Department operating budget as they become available and are transferred to this fund.

Facilities Replacement Fund

This fund accumulates funds as they become available for the costs associated with the maintenance of all City facilities.

Gas Tax Fund

This fund accumulates monies from the California Highway Users Tax Account, with revenues coming from per gallon gasoline and diesel fuel taxes. These funds are used for road construction, replacement, maintenance, and repair projects.

General Plan Update Fund

The General Plan Update Fund accumulates fees from development projects to be used for the updating of the City's General Plan.

Golf Course – City Administration Enterprise Fund

This fund accounts for the City administration of the Boundary Oak Golf Course and Clubhouse, and capital improvements made to the golf course and clubhouse, including any related debt service.

Grants Fund

This fund is for various state, federal, and other outside grant-funded activities.

Housing Fund

This fund accounts for in lieu fees and other restricted funds to be used for affordable housing projects.

Housing Successor Agency Fund

This fund was established to account for the housing activities related to the restricted assets assumed by the City as Housing Successor of the former Redevelopment Agency of the City of Walnut Creek.

In-Lieu Park Fund

This fund accumulates in-lieu fees to be used for park amenities and improvements.

Fund Descriptions

In-Lieu Public Art Fund

This fund accumulates in-lieu fees to be used for the installation of public art.

Local Street & MTCE – Measure J Fund

This fund accumulates the City's share of Measure J, a voter-approved half-cent sales tax measure throughout Contra Costa County. These funds are used for transportation capital projects.

Local Street & MTCE – Measure J 28A Fund

This fund accumulates the City's share of Measure J, a voter-approved half-cent sales tax measure throughout Contra Costa County. These funds are used for transportation planning activities under Measure J's 28A activities.

Measure O Fund

This fund accumulates the City's revenues from Measure O, a ten-year voter-approved half-cent transactions and use tax measure, to provide funding to enhance the City's services and facilities.

National Pollutants Discharge Elimination System (NPDES) Fund

The NPDES fund supports the City's Clean Water Program, as required by the Clean Water Act, and is funded by property tax assessments.

Open Space Fund

This fund was established to account for activities related to the preservation and maintenance of the City's Open Space areas, and is funded by property tax assessments, open space rental and program fees, and the General Fund.

Pension Trust Fund

Officially the City of Walnut Creek Section 115 Pension Trust, this fund accumulates funds to provide for funding of pension, retiree health, and other post-employment benefits for the City's eligible retirees.

Police Equipment (Radio) Fund

The Police Equipment Fund accumulates funds for the replacement of radio equipment on a regular basis. Funds are budgeted in operating budgets annually based upon expected useful life.

Public, Educational, & Governmental (PEG) Access Fund

This PEG Access Fund accumulates funds from telecommunication operators for capital costs associated with acquiring PEG access equipment, or capital costs associated with renovating and constructing PEG-related facilities.

Fund Descriptions

Redevelopment Agency (RDA) Obligation Retirement Fund

This fund accounts for the accumulation of resources to be used for payments at appropriate amounts and times in the future

RDA Successor Agency Debt Service Fund

This fund accounts for accumulation of resources to be used for payment of debt service on former Redevelopment Agency Merged Project Area Tax Allocation Bonds.

Shadelands Property and Business Improvement District Fund

This fund was established to account for activities related to the Shadelands Property and Business Improvement District.

Supplemental Law Enforcement Services Fund (SLESF)

This fund receives Citizens' Option for Public Safety (COPS) grant monies, which can be used for "frontline law enforcement services."

Traffic Congestion Relief Fund

This fund accumulates funds from the California Road Maintenance and Rehabilitation Account (RMRA), which can be used for road construction, replacement, maintenance, and repair projects.

Traffic Impact Mitigation Fund

The fund receives revenue from fees to be used for traffic and transportation related projects.

Tree Replacement Fund

This fund accumulates revenues from fees to be used for replacement of trees throughout the City.

Trust and Agency Fund

This fund accounts for assets held by the City as an agent for various organizations and activities.

Vehicle Replacement Fund

The Vehicle Replacement Fund accumulates funds for the replacement of vehicles and other fleet equipment on a regular basis.

Workers Compensation Fund

This fund accumulates biweekly charges to departments, from which Workers' Compensation claims and expenses are paid.



Funds & Department Relationship Matrix

Fund Name	Administrative Services	Arts & Recreation	Community Development	General Government	Human Resources	Police	Public Works	Capital Improvement Program
General Funds								
010 – General Fund	X	X	X	X	X	X	X	X
011 – Measure O		X	X	X		X	X	X
015 – Section 115 Pension Trust	X							
Enterprise Funds								
180 – Downtown Parking & Enhancement		X	X	X		X	X	X
310 – Golf Course Debt Service		X						
510/25 – Golf Course City & Contract Operations		X						
Capital Project Funds								
210/12 – Capital Investment Program							X	X
225 – Golf Course Construction		X						X
255 – LID31 N Locust Parking								X
260 – LID41 N Broadway Extension								X
Internal Service Funds								
600 – Employee Improvement Program	X	X	X	X	X	X	X	
605 – Workers Compensation ISF	X	X	X	X	X	X	X	
610 – Vehicle Replacement Fund							X	
620 – Police Equip Replacement Fund						X		
630/50/60 – Equipment Replacement	X	X					X	
640 – Equipment Replacement - IT	X		X					
670 – Facilities Replacement							X	
Other Funds								
720 – Assessment Districts 38,41,42								X
740 – Leshner Foundation Fund		X						
750 – Trust & Agency	X							
765 – RDA Obligation Retirement Fund			X					
970 – Redevelopment Debt Service			X					

Funds & Department Relationship Matrix

Fund Name	Administrative Services	Arts & Recreation	Community Development	General Government	Human Resources	Police	Public Works	Capital Improvement Program
Special Revenue Funds								
108 – General Plan Update			X					
115 – Open Space							X	
120 – Revolving Loan			X					
121 – Employee Housing Assistance			X					
140 – SLESF						X		
141 – PEG Access Fees				X				
142 – Comcast Technology Grants				X				
145/6 – Asset Seizure-State & Federal						X		
148 – CASp Certification & Training			X					
149 – Development Technology Fees Fund			X				X	
150 – Gas Tax							X	X
152 – NPDES							X	
154 – In-Lieu Underground								X
156 – Storm Drain								X
157 – In-Lieu Creek Restoration								X
158 – In-Lieu Park							X	X
159 – In-Lieu Public Art		X						
160 – CDBG			X					
162 – In-Lieu Parking								X
163 – Alternative Energy								X
164 – Local Street & MTCE-Measure J							X	X
165 – Traffic Congestion Relief								X
166 – Grants	X	X	X	X	X	X	X	
167 – Measure J 28A Fund							X	
168 – Traffic Impact Mitigation							X	X
170 – Tree Replacement							X	
173/74/75 – Housing Funds			X					
177 – Housing Successor Agency			X					
183 – Shadelands Park Maintenance								X
184 – Shadelands Property & Business Improvement District				X				



All Funds Budget Summary

Fiscal Year 2024

	Estimated Beginning Balance FY24	Adopted Revenues & Transfers In	Adopted Expenditures & Transfers Out	Estimated Ending Balance FY24
GENERAL FUNDS				
GENERAL FUND	\$ 49,420,598	\$100,550,804	\$ 110,704,174	\$ 9,267,228
MEASURE O FUND	2,825,000	12,500,000	4,658,377	10,666,623
PENSION TRUST	24,073,672	75,000	75,000	24,073,672
TOTAL GENERAL FUNDS	\$ 76,319,270	\$113,125,804	\$ 115,437,551	\$ 74,007,523
ENTERPRISE FUNDS				
DOWNTOWN PARKING FUND	\$ 3,522,035	\$ 7,470,000	\$ 7,033,574	\$ 3,958,461
GOLF COURSE DEBT SERVICE	-	329,956	329,956	-
GOLF COURSE - CITY & CONTRACT OPS	1,636,675	6,817,990	6,628,468	1,826,197
TOTAL ENTERPRISE FUNDS	\$ 5,158,710	\$ 14,617,946	\$ 13,991,998	\$ 5,784,658
INTERNAL SERVICE FUNDS				
EMPLOYEE IMPROVEMENT PROGRAM	\$ 2,750	\$ 124,985	\$ 227,350	\$(99,615)
WORKERS COMPENSATION ISF	595,120	1,433,276	1,393,276	635,119
VEHICLE REPLACEMENT FUND	728,129	1,232,124	425,000	1,535,253
POLICE EQUIP REPLACEMENT FUND	204,033	46,509	42,000	208,542
EQUIPMENT REPLACEMENT - IT	6,364,116	1,573,255	3,517,467	4,419,904
EQUIPMENT REPLACEMENT	97,135	121	-	97,256
FACILITIES REPLACEMENT	23,161	3,300	-	26,461
MAJOR ROADWAY RECONSTRUCTION	3,178	-	-	3,178
TOTAL INTERNAL SERVICE FUNDS	\$ 8,017,622	\$ 4,413,570	\$ 5,605,093	\$ 6,826,098
CAPITAL INVESTMENT PROGRAM				
CAPITAL INVESTMENT PROGRAM	\$ 27,520,027	\$ 47,800,292	\$ 31,805,159	\$ 43,515,160
LID31 N LOCUST PARKING	87,017	-	-	87,017
TOTAL CAPITAL FUNDS	\$ 27,607,043	\$ 47,800,292	\$ 31,805,159	\$ 43,602,176
SPECIAL REVENUE FUNDS				
GENERAL PLAN UPDATE	\$ 2,044,316	\$ 290,000	\$ 122,378	\$ 2,211,938
OPEN SPACE	-	1,363,611	1,363,611	-
REVOLVING LOAN	286,809	2,700	-	289,509
EMPLOYEE HOUSING ASSISTANCE	812,295	-	130,000	682,295
SLESF	412,654	178,575	198,808	392,421
PEG ACCESS FEES	3,015,042	343,568	500,000	2,858,610
COMCAST TECHNOLOGY GRANTS	355,157	4,125	32,575	326,707
ASSET SEIZURE - STATE & FEDERAL	254,592	1,006	97,215	158,383
CASp CERTIFICATION & TRAINING	146,837	25,055	20,000	151,892
DEVELOPMENT SERVICES TECH FEES	627,001	320,000	489,181	457,820
GAS TAX	(77,965)	1,781,411	1,650,000	53,446
NPDES	1,982,608	1,342,710	1,872,734	1,452,584
IN-LIEU UNDERGROUND	854,490	15,000	-	869,490

All Funds Budget Summary

Fiscal Year 2024

	Estimated Beginning Balance FY24	Adopted Revenues & Transfers In	Adopted Expenditures & Transfers Out	Estimated Ending Balance FY24
SPECIAL REVENUE FUNDS				
IN-LIEU PARK	\$ 2,900,043	\$ 546,000	\$ 1,897,378	\$ 1,548,665
STORM DRAIN	598,696	6,050	-	604,746
IN-LIEU CREEK RESTORATION	241,684	2,750	-	244,434
IN-LIEU PUBLIC ART	1,359,490	174,000	660,929	872,561
CDBG	-	386,000	386,000	-
IN-LIEU PARKING	1,476,213	28,000	-	1,504,213
ALTERNATIVE ENERGY	118,065	-	-	118,065
LOCAL STREET & MTCE-MEASURE J	972,966	1,226,784	1,350,000	849,750
TRAFFIC CONGESTION RELIEF	422,804	1,603,428	1,950,000	76,232
GRANTS	-	205,584	205,584	-
MEASURE J 28A	1,457,556	171,018	226,836	1,401,738
TRAFFIC IMPACT MITIGATION	2,088,303	2,306,573	2,920,000	1,474,876
TREE REPLACEMENT	330,375	23,000	121,571	231,804
HOUSING FUNDS	2,159,424	4,096,900	4,086,351	2,169,973
HOUSING SUCCESSOR AGENCY	1,126,170	216,000	520,636	821,534
SHADELANDS PARK MAINTENANCE	1,003,148	-	-	1,003,148
SH PROPERTY AND BUS IMPRV DIST	34,428	390,000	386,100	38,328
TOTAL SPECIAL REVENUE FUNDS	\$ 27,003,201	\$ 17,049,848	\$ 21,187,887	\$ 22,865,162
OTHER FUNDS				
ASSESSMENT DISTRICTS 38,41,42	\$ 1,753,917	\$ -	\$ -	\$ 1,753,917
LESHER FOUNDATION FUND	1,829,590	90,750	75,000	1,845,340
TRUST AND AGENCY	10	-	-	10
RDA OBLIGATION RETIREMENT FUND	5,458,823	2,000	-	5,460,823
TOTAL OTHER FUNDS	\$ 9,042,340	\$ 92,750	\$ 75,000	\$ 9,060,090
TOTAL - ALL FUNDS	\$ 126,249,514	\$ 184,525,210	\$ 183,369,311	\$ 127,405,412

All Funds Budget Summary

Fiscal Year 2025

	Estimated Beginning Balance FY25	Adopted Revenues & Transfers In	Adopted Expenditures & Transfers Out	Estimated Ending Balance FY25
GENERAL FUNDS				
GENERAL FUND	\$ 39,267,228	\$103,353,237	\$102,702,124	\$ 39,918,341
MEASURE O FUND	10,666,623	12,500,000	2,511,100	20,655,523
PENSION TRUST	24,073,672	75,000	75,000	24,073,672
TOTAL GENERAL FUNDS	\$ 74,007,523	\$115,928,237	\$ 105,288,224	\$ 84,647,536
ENTERPRISE FUNDS				
DOWNTOWN PARKING FUND	\$ 3,958,461	\$ 7,570,800	\$ 7,284,485	\$ 4,244,776
GOLF COURSE DEBT SERVICE	-	329,956	329,956	-
GOLF COURSE - CITY & CONTRACT OPS	1,826,197	7,085,788	6,666,616	2,245,369
TOTAL ENTERPRISE FUNDS	\$ 5,784,658	\$ 14,986,544	\$ 14,281,057	\$ 6,490,145
INTERNAL SERVICE FUNDS				
EMPLOYEE IMPROVEMENT PROGRAM	\$ (99,615)	\$ 123,585	\$ -	\$ 23,970
WORKERS COMPENSATION ISF	635,119	1,430,819	1,390,819	675,120
VEHICLE REPLACEMENT FUND	1,535,253	1,330,383	817,800	2,047,836
POLICE EQUIP REPLACEMENT FUND	208,542	46,509	42,000	213,051
EQUIPMENT REPLACEMENT - IT	4,419,904	1,573,255	2,449,958	3,543,201
EQUIPMENT REPLACEMENT	97,256	121	-	97,377
FACILITIES REPLACEMENT	26,461	3,300	-	29,761
MAJOR ROADWAY RECONSTRUCTION	3,178	-	-	3,178
TOTAL INTERNAL SERVICE FUNDS	\$ 6,826,098	\$ 4,507,972	\$ 4,700,577	\$ 6,633,494
CAPITAL INVESTMENT PROGRAM				
CAPITAL INVESTMENT PROGRAM	\$ 43,515,160	\$ 6,450,000	\$ 20,762,555	\$ 29,202,605
LID31 N LOCUST PARKING	87,017	-	-	87,017
TOTAL CAPITAL FUNDS	\$ 43,602,176	\$ 6,450,000	\$ 20,762,555	\$ 29,289,621
SPECIAL REVENUE FUNDS				
GENERAL PLAN UPDATE	\$ 2,211,938	\$ 305,000	\$ 201,074	\$ 2,315,864
OPEN SPACE	-	1,392,726	1,392,726	-
REVOLVING LOAN	289,509	2,700	-	292,209
EMPLOYEE HOUSING ASSISTANCE	682,295	-	130,000	552,295
SLESF	392,421	178,575	205,832	365,164
PEG ACCESS FEES	2,858,610	343,568	500,000	2,702,178
COMCAST TECHNOLOGY GRANTS	326,707	4,125	32,575	298,257
ASSET SEIZURE - STATE & FEDERAL	158,383	1,006	97,215	62,174
CASp CERTIFICATION & TRAINING	151,892	25,055	20,000	156,947
DEVELOPMENT SERVICES TECH FEES	457,820	320,000	495,596	282,224
GAS TAX	53,446	1,825,038	1,800,000	78,484
NPDES	1,452,584	1,342,710	1,895,315	899,979
IN-LIEU UNDERGROUND	869,490	15,000	-	884,490

All Funds Budget Summary

Fiscal Year 2025

	Estimated Beginning Balance FY25	Adopted Revenues & Transfers In	Adopted Expenditures & Transfers Out	Estimated Ending Balance FY25
SPECIAL REVENUE FUNDS				
IN-LIEU PARK	\$ 1,548,665	\$ 546,000	\$ 101,074	\$ 1,993,591
STORM DRAIN	604,746	6,050	-	610,796
IN-LIEU CREEK RESTORATION	244,434	2,750	-	247,184
IN-LIEU PUBLIC ART	872,561	174,000	458,713	587,848
CDBG	-	386,000	386,000	-
IN-LIEU PARKING	1,504,213	28,000	-	1,532,213
ALTERNATIVE ENERGY	118,065	-	-	118,065
LOCAL STREET & MTCE-MEASURE J	849,750	1,226,784	1,350,000	726,534
TRAFFIC CONGESTION RELIEF	76,232	1,686,820	1,650,000	113,052
GRANTS	-	208,544	208,544	-
MEASURE J 28A	1,401,738	171,018	233,321	1,339,435
TRAFFIC IMPACT MITIGATION	1,474,876	2,306,573	70,000	3,711,449
TREE REPLACEMENT	231,804	23,000	126,134	128,670
HOUSING FUNDS	2,169,973	4,106,900	4,094,608	2,182,265
HOUSING SUCCESSOR AGENCY	821,534	216,000	522,084	515,450
SHADELANDS PARK MAINTENANCE	1,003,148	-	-	1,003,148
SH PROPERTY AND BUS IMPRV DIST	38,328	390,000	386,100	42,228
TOTAL SPECIAL REVENUE FUNDS	\$ 22,865,162	\$ 17,233,942	\$ 16,356,911	\$ 23,742,193
OTHER FUNDS				
ASSESSMENT DISTRICTS 38,41,42	\$ 1,753,917	\$ -	\$ -	\$ 1,753,917
LESHER FOUNDATION FUND	1,845,340	94,250	75,000	1,864,590
TRUST AND AGENCY	10	-	-	10
RDA OBLIGATION RETIREMENT FUND	5,460,823	2,500	-	5,463,323
TOTAL OTHER FUNDS	\$ 9,060,090	\$ 96,750	\$ 75,000	\$ 9,081,840
TOTAL - ALL FUNDS	\$ 127,405,412	\$ 146,628,445	\$ 158,878,224	\$ 115,155,634



Revenue History by Fund

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Funds					
GENERAL FUND REVENUE	\$ 89,550,147	\$ 98,602,347	\$ 95,517,737	\$ 100,550,804	\$ 103,353,237
MEASURE O FUND	-	-	-	12,500,000	12,500,000
PENSION TRUST FUND	-	-	-	75,000	75,000
Enterprise Funds					
DOWNTOWN PARKING FUND	\$ 5,708,862	\$ 7,234,689	\$ 8,421,412	\$ 7,470,000	\$ 7,570,800
GOLF COURSE DEBT SERVICE	329,955	329,955	329,956	329,956	329,956
GOLF COURSE CITY & CONTRACT OPS	5,406,813	7,329,532	5,976,005	6,817,990	7,085,788
Capital Project Funds					
CAPITAL INVESTMENT PROGRAM	\$ 12,385,176	\$ 18,683,249	\$ 10,818,436	\$ 47,800,292	\$ 6,450,000
Internal Service Funds					
EMPLOYEE IMPROVEMENT PROGRAM	\$ 116,678	\$ 112,085	\$ 113,575	\$ 124,985	\$ 123,585
WORKERS COMPENSATION ISF	1,415,990	1,171,371	1,315,478	1,433,276	1,430,819
VEHICLE REPLACEMENT FUND	759,217	1,160,844	1,176,450	1,236,565	1,334,824
POLICE EQUIP REPLACEMENT FUND	44,874	44,139	46,509	46,509	46,509
EQUIPMENT REPLACEMENT	2,957	94,043	6,721	121	121
EQUIPMENT REPLACEMENT - IT	1,903,205	2,023,714	1,879,955	1,573,255	1,573,255
FACILITIES REPLACEMENT	3,753	2,744	3,300	3,300	3,300
Special Revenue Funds					
GENERAL PLAN UPDATE	\$ 423,199	\$ 300,891	\$ 319,250	\$ 290,000	\$ 305,000
OPEN SPACE	1,193,400	1,179,298	1,350,583	1,363,611	1,392,726
REVOLVING LOAN	3,193	2,334	1,650	2,700	2,700
EMPLOYEE HOUSING ASSISTANCE	58,653	275,780	-	-	-
AMERICAN RESCUE PLAN ARPA	1,959	165,195	-	-	-
SLESF	172,592	250,019	178,575	178,575	178,575
PEG ACCESS FEES	326,231	273,076	347,568	343,568	343,568

FY24 & FY25 Adopted Budget

City of Walnut Creek, California

Revenue History by Fund

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Special Revenue Funds					
COMCAST TECHNOLOGY GRANTS	\$ 4,593	\$ 3,217	\$ 4,125	\$ 4,125	\$ 4,125
ASSET SEIZURE - STATE & FEDERAL	5,394	9,342	1,006	1,006	1,006
CASp CERTIFICATION & TRAINING	41,510	12,632	25,055	25,055	25,055
DEVELOPMENT SERVICES TECH FEES	-	-	-	320,000	320,000
GAS TAX	1,579,056	1,706,953	1,694,152	1,781,411	1,825,038
NPDES	1,429,587	1,371,777	1,350,210	1,342,710	1,342,710
IN LIEU INDERGROUND	27,980	298,000	16,500	15,000	15,000
STORM DRAIN	6,080	4,446	6,050	6,050	6,050
IN LIEU CREEK RESTORATION	3,235	2,365	2,750	2,750	2,750
IN LIEU PARK	1,126,536	136,859	536,250	546,000	546,000
IN LIEU PUBLIC ART	462,428	166,197	62,750	174,000	174,000
CDBG	464,277	494,271	360,000	386,000	386,000
IN LIEU PARKING	16,144	11,805	34,250	28,000	28,000
LOCAL STREET & MTCE MEASURE J	1,385,365	1,586,653	1,128,195	1,226,784	1,226,784
TRAFFIC CONGESTION RELIEF	1,318,598	1,446,688	1,338,760	1,603,428	1,686,820
GRANTS	358,472	1,132,240	203,000	205,584	208,544
MEASURE J 28A	-	-	-	171,018	171,018
TRAFFIC IMPACT MITIGATION	281,647	1,388,789	2,306,573	2,306,573	2,306,573
TREE REPLACEMENT	148,740	89,441	23,850	23,000	23,000
HOUSING FUNDS	2,903,071	1,303,517	4,284,650	4,096,900	4,106,900
HOUSING SUCCESSOR AGENCY	894,088	343,348	210,250	216,000	216,000
SH PROPERTY AND BUS IMPRV DIST	369,272	377,673	390,000	390,000	390,000
Other Funds					
LESHER FOUNDATION FUND	\$ 93,632	\$ 139,639	\$ 94,250	\$ 91,000	\$ 91,000
RDA OBLIGATION RETIREMENT FUND	25,852	327,780	2,500	-	-
REDEVELOPMENT DEBT SERVICE	61	9	-	-	-
Grand Total	\$ 132,752,472	\$ 151,588,946	\$ 141,878,286	\$ 197,102,901	\$ 159,202,136

FY24 & FY25 Adopted Budget

City of Walnut Creek, California



Expenditure History by Fund

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
General Funds					
GENERAL FUND REVENUE	\$ 77,577,616	\$ 84,743,946	\$ 99,223,522	\$ 110,654,174	\$ 102,702,123
MEASURE O FUND	-	-	-	4,658,377	2,511,100
PENSION TRUST FUND	-	-	-	75,000	75,000
Enterprise Funds					
DOWNTOWN PARKING FUND	\$ 5,708,187	\$ 6,243,522	\$ 7,845,872	\$ 7,033,574	\$ 7,284,485
GOLF COURSE DEBT SERVICE	54,001	47,561	329,955	329,955	329,955
GOLF COURSE CITY & CONTRACT OPS	4,804,078	6,807,497	6,288,265	6,628,468	6,666,616
Capital Project Funds					
CAPITAL INVESTMENT PROGRAM	\$ 12,385,176	\$ 18,683,249	\$ 10,818,436	\$ 47,800,292	\$ 6,450,000
LID41 BROADWAY EXTENSION	890,158	-	-	-	-
Internal Service Funds					
EMPLOYEE IMPROVEMENT PROGRAM	\$ 92,149	\$ 59,171	\$ 419,047	\$ 277,350	\$ -
WORKERS COMPENSATION ISF	1,588,310	1,683,347	1,314,378	1,588,310	1,683,347
VEHICLE REPLACEMENT FUND	129,142	16,338	2,815,351	129,142	16,338
POLICE EQUIP REPLACEMENT FUND	82,242	14,078	67,460	82,242	14,078
EQUIPMENT REPLACEMENT - IT	1,729,191	1,855,625	2,670,468	1,729,191	1,855,625
FACILITIES REPLACEMENT	-	-	315,000	-	-
Special Revenue Funds					
GENERAL PLAN UPDATE	\$ 151,200	\$ 399,498	\$ 456,268	\$ 122,378	\$ 201,074
OPEN SPACE	1,193,400	1,179,298	1,399,391	1,363,611	1,392,726
EMPLOYEE HOUSING ASSISTANCE	65,000	-	130,000	130,000	130,000
AMERICAN RESCUE PLAN ARPA	-	167,237	1,143,130	-	-
SLESF	180,828	189,443	221,393	198,808	205,832

Expenditure History by Fund

	FY21 Actual	FY22 Actual	FY23 Revised Budget	FY24 Adopted Budget	FY25 Adopted Budget
Special Revenue Funds					
PEG ACCESS FEES	\$ 147,259	\$ 105,945	\$ 266,624	\$ 500,000	\$ 500,000
COMCAST TECHNOLOGY GRANTS	16,868	20,159	32,575	32,575	32,575
ASSET SEIZURE - STATE & FEDERAL	65,517	97,215	194,430	97,215	97,215
CASp CERTIFICATION & TRAINING	-	1,097	20,000	20,000	20,000
DEVELOPMENT SERVICES TECH FEES	-	-	-	489,181	495,596
GAS TAX	1,775,000	2,169,260	1,985,902	1,650,000	1,800,000
NPDES	1,420,411	1,556,365	1,815,296	1,872,734	1,895,315
IN LIEU INDERGROUND	-	-	400,000	-	-
IN LIEU PARK	529,164	1,476,578	216,814	1,897,378	101,074
IN LIEU PUBLIC ART	69,312	273,794	44,115	660,929	458,713
CDBG	464,277	494,271	727,536	386,000	386,724
IN LIEU PARKING	-	-	-	-	-
LOCAL STREET & MTCE MEASURE J	1,001,991	744,757	940,045	1,350,000	1,350,000
TRAFFIC CONGESTION RELIEF	625,000	1,719,828	1,325,010	1,950,000	1,650,000
GRANTS	362,514	1,136,861	289,071	205,584	208,544
MEASURE J 28A	-	-	-	226,836	233,321
TRAFFIC IMPACT MITIGATION	1,500,000	4,575,000	1,066,087	2,920,000	70,000
TREE REPLACEMENT	107,696	121,007	119,914	121,571	126,134
HOUSING FUNDS	258,207	8,162,918	5,317,366	4,086,351	4,094,608
HOUSING SUCCESSOR AGENCY	304,288	8,682	1,543,932	520,636	522,084
SHADELANDS PARK MAINTENANCE	-	-	1,208,806	-	-
SH PROPERTY AND BUS IMPRV DIST	365,707	373,898	386,100	386,100	386,100
Other Funds					
LESHER FOUNDATION FUND	\$ -	\$ -	\$ 175,282	\$ 75,000	\$ 75,000
RDA OBLIGATION RETIREMENT FUND	21,060	-	-	-	-
REDEVELOPMENT DEBT SERVICE	20,925	317,117	-	-	-
Grand Total	\$ 132,752,472	\$ 151,588,946	\$ 141,878,286	\$ 197,102,901	\$ 159,202,136

FY24 & FY25 Adopted Budget

City of Walnut Creek, California



Authorized Positions

Authorized Position Summary – All Funds

Regular Positions	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Administrative Services	23.50	24.50	1.00	24.50	-
Arts & Recreation	53.00	55.50	2.50	55.50	-
Community Development	38.00	38.00	-	38.00	-
General Government	21.00	22.50	1.50	22.50	-
Human Resources	7.00	8.00	1.00	8.00	-
Police Department	126.00	128.00	2.00	128.00	-
Public Works	104.00	106.00	2.00	106.00	-
Total Regular Positions	372.50	382.50	10.00	382.50	-

Limited Duration Positions	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Administrative Services	-	-	-	-	-
Arts & Recreation	-	-	-	-	-
Community Development	5.00	4.00	(1.00)	4.00	-
General Government	0.50	-	(0.50)	-	-
Human Resources	2.00	2.00	-	-	(2.00)
Police Department	-	-	-	-	-
Public Works	-	-	-	-	-
Total Limited Duration Positions	7.50	6.00	(1.50)	4.00	(2.00)

Authorized Positions

Regular FTEs – All Funds by Department

	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Administrative Services					
ACCOUNTANT I	1.00	-	(1.00)	-	-
ACCOUNTANT II	1.00	2.00	1.00	2.00	-
ACCOUNTING ASSISTANT	1.75	1.75	-	1.75	-
ADMINISTRATIVE SERVICES DIRECTOR	1.00	1.00	-	1.00	-
ADMINISTRATIVE ANALYST I/II	-	1.00	1.00	1.00	-
BUDGET MANAGER	-	1.00	1.00	1.00	-
CHIEF INFORMATION OFFICER	1.00	1.00	-	1.00	-
EXECUTIVE ASSISTANT	1.00	1.00	-	1.00	-
FINANCE MANAGER	1.00	1.00	-	1.00	-
FINANCIAL ANALYST	1.00	1.00	-	1.00	-
INFORMATION SYSTEMS ANALYST I/II	4.00	4.00	-	4.00	-
INFORMATION SYSTEMS TECH I/II	3.00	3.00	-	3.00	-
PAYROLL SUPERVISOR	-	1.00	1.00	1.00	-
PAYROLL TECHNICIAN	2.00	2.00	-	2.00	-
PROJECT MANAGER	1.00	-	(1.00)	-	-
SENIOR ACCOUNTANT	3.00	2.00	(1.00)	2.00	-
SR INFORMATION SYSTEMS ANALYST	1.75	1.75	-	1.75	-
Administrative Services Total	23.50	24.50	1.00	24.50	-
Arts + Recreation					
ADMINISTRATIVE ANALYST I/II	2.00	2.00	-	2.00	-
ARTS AND RECREATION DIRECTOR	1.00	1.00	-	1.00	-
ASST DIRECTOR OF ARTS & REC	1.00	1.00	-	1.00	-
EXECUTIVE ASSISTANT	0.50	1.00	0.50	1.00	-
GENERAL MAINTENANCE WORKER	1.00	1.00	-	1.00	-
OFFICE ASSISTANT II	4.50	4.50	-	4.50	-
OFFICE SPECIALIST	6.50	6.50	-	6.50	-
PROGRAM ASSISTANT I	5.00	5.00	-	5.00	-
PROGRAM ASSISTANT II	6.25	6.25	-	6.25	-
PROGRAM COORDINATOR	7.00	8.00	1.00	8.00	-
PROGRAM MANAGER	6.00	6.00	-	6.00	-
PROGRAM SUPERVISOR	5.00	6.00	1.00	6.00	-
SENIOR PROGRAM ASSISTANT	4.25	4.25	-	4.25	-
SENIOR TICKET OFFICE CLERK	1.00	1.00	-	1.00	-
TICKET OFFICE CLERK	2.00	2.00	-	2.00	-
Arts + Recreation Total	53.00	55.50	2.50	55.50	-

FY24 & FY25 Adopted Budget

City of Walnut Creek, California

Authorized Positions

Regular FTEs – All Funds by Department

	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Community Development					
ADMINISTRATIVE ANALYST I/II	2.00	2.00	-	2.00	-
ASST CDD DIRECTOR	-	1.00	1.00	1.00	-
ASSISTANT PLANNER	4.00	3.00	(1.00)	3.00	-
ASSOCIATE PLANNER	3.00	3.00	-	3.00	-
BUILDING INSPECTION SUPERVISOR	1.00	1.00	-	1.00	-
BUILDING INSPECTOR	5.00	5.00	-	5.00	-
CHIEF BUILDING OFFICIAL	1.00	1.00	-	1.00	-
COMMUNITY DEVELOPMENT DIRECTOR	1.00	1.00	-	1.00	-
CODE ENFORCEMENT OFFICER	3.00	3.00	-	3.00	-
EXECUTIVE ASSISTANT	-	1.00	1.00	1.00	-
HOUSING ADMINISTRATOR	1.00	1.00	-	1.00	-
OFFICE SPECIALIST	1.00	1.00	-	1.00	-
OFFICE SPECIALIST CONFIDENTIAL	1.00	-	(1.00)	-	-
PERMIT CENTER SUPERVISOR	1.00	1.00	-	1.00	-
PERMIT TECHNICIAN I	2.00	3.00	1.00	3.00	-
PERMIT TECHNICIAN II	2.00	2.00	-	2.00	-
PLAN CHECK ENGINEER	4.00	4.00	-	4.00	-
PLANNING MANAGER	1.00	-	(1.00)	-	-
PRINCIPAL PLANNER	1.00	2.00	1.00	2.00	-
SENIOR PLANNER	4.00	3.00	(1.00)	3.00	-
Community Development Total	38.00	38.00	-	38.00	-
General Government					
ADMINISTRATIVE ANALYST I/II	1.00	2.00	1.00	2.00	-
ASSISTANT CITY ATTORNEY	1.00	1.00	-	1.00	-
ASSISTANT CITY MANAGER	1.00	1.00	-	1.00	-
CITY CLERK	1.00	1.00	-	1.00	-
CITY COUNCIL	5.00	5.00	-	5.00	-
CITY MANAGER	1.00	1.00	-	1.00	-
CITY TREASURER	1.00	1.00	-	1.00	-
COMMUNICATIONS & COMMUNITY RELATIONS MANAGER	1.00	1.00	-	1.00	-
DEPUTY CITY CLERK	1.00	1.00	-	1.00	-
DEPUTY CITY MANAGER	1.00	1.00	-	1.00	-
ECONOMIC DEVELOPMENT MANAGER	1.00	1.00	-	1.00	-
ECONOMIC DEVELOPMNT SPECIALIST	1.00	1.00	-	1.00	-

FY24 & FY25 Adopted Budget

City of Walnut Creek, California

Authorized Positions

Regular FTEs – All Funds by Department

	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
General Government					
EXECUTIVE ASSISTANT TO THE CM	1.00	1.00	-	1.00	-
MULTIMEDIA ANALYST	1.00	1.00	-	1.00	-
OFFICE ASSISTANT I	-	0.50	0.50	0.50	-
OFFICE SPECIALIST CONFIDENTIAL	1.00	1.00	-	1.00	-
PROJECT MANAGER	1.00	1.00	-	1.00	-
VIDEO PRODUCTION ANALYST	1.00	1.00	-	1.00	-
General Government Total	21.00	22.50	1.50	22.50	-
Human Resources					
ADMINISTRATIVE ANALYST I/II	3.00	4.00	1.00	4.00	-
HUMAN RESOURCES DIRECTOR	1.00	1.00	-	1.00	-
HUMAN RESOURCES MANAGER	1.00	1.00	-	1.00	-
OFFICE SPECIALIST CONFIDENTIAL	2.00	2.00	-	2.00	-
Human Resources Total	7.00	8.00	1.00	8.00	-
Police					
ADMINISTRATIVE ANALYST I/II	2.00	2.00	-	2.00	-
CHIEF OF POLICE	1.00	1.00	-	1.00	-
CRIME & INTELLIGENCE ANALYST II	1.00	1.00	-	1.00	-
CRIME PREVENTION SPECIALIST	-	1.00	1.00	1.00	-
LEAD POLICE DISPATCHER/ASST	2.00	2.00	-	2.00	-
LEAD POLICE RECORDS TECHNICIAN	1.00	1.00	-	1.00	-
LEAD POLICE SERVICES OFFICER	1.00	1.00	-	1.00	-
OFFICE SPECIALIST CONFIDENTIAL	1.00	1.00	-	1.00	-
POLICE CAPTAIN	2.00	2.00	-	2.00	-
POLICE DISPATCHER/ASSISTANT	11.00	11.00	-	11.00	-
POLICE LIEUTENANT	5.00	5.00	-	5.00	-
POLICE MANAGER	1.00	1.00	-	1.00	-
POLICE OFFICER	67.00	67.00	-	67.00	-
POLICE RECORDS TECHNICIAN	6.00	5.00	(1.00)	5.00	-
POLICE SERGEANT	10.00	10.00	-	10.00	-
POLICE SERVICES OFFICER	11.00	11.00	-	11.00	-
POLICE SERVICES SUPERVISOR	3.00	5.00	2.00	5.00	-
PROPERTY & EVIDENCE TECH	1.00	1.00	-	1.00	-
Police Total	126.00	128.00	2.00	128.00	-

Authorized Positions

Regular FTEs – All Funds by Department

	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Public Works					
ACCOUNTANT II	1.00	1.00	-	1.00	-
ADMINISTRATIVE ANALYST I/II	3.00	3.00	-	3.00	-
ASSISTANT ENGINEER	6.00	7.00	1.00	7.00	-
ASSISTANT PLANNER	-	1.00	1.00	1.00	-
ASSOCIATE ENGINEER	6.00	6.00	-	6.00	-
ASST PUBLIC WORKS DIRECTOR	1.00	1.00	-	1.00	-
BUILDING MAINT SUPERVISOR	1.00	1.00	-	1.00	-
BUILDING TRADES WORKER	6.00	6.00	-	6.00	-
ENGINEERING INSPECTOR	4.00	4.00	-	4.00	-
ENGINEERING TECHNICIAN II	2.00	2.00	-	2.00	-
EQUIPMENT MECHANIC II	3.00	3.00	-	3.00	-
EXECUTIVE ASSISTANT	1.00	1.00	-	1.00	-
GENERAL MAINTENANCE WORKER	3.00	3.00	-	3.00	-
LANDSCAPE MAINTENANCE WORKER	15.00	11.00	(4.00)	11.00	-
OFFICE ASSISTANT II	1.00	1.00	-	1.00	-
OFFICE SPECIALIST CONFIDENTIAL	1.00	1.00	-	1.00	-
OPEN SPACE RANGER	3.00	3.00	-	3.00	-
PARK MAINTENANCE SUPERVISOR	2.00	2.00	-	2.00	-
PARK MAINTENANCE WORKER	9.00	13.00	4.00	13.00	-
PROJECT MANAGER	3.00	3.00	-	3.00	-
PUBLIC WORKS DIRECTOR	1.00	1.00	-	1.00	-
PUBLIC WORKS MANAGER	2.00	2.00	-	2.00	-
SR BUILDING TRADES WORKER	1.00	1.00	-	1.00	-
SR CIVIL ENGINEER	2.00	2.00	-	2.00	-
SR CUSTODIAN	1.00	1.00	-	1.00	-
SR OPEN SPACE RANGER	1.00	1.00	-	1.00	-
SR PARK MAINTENANCE WORKER	4.00	4.00	-	4.00	-
SR STREET MAINTENANCE WORKER	3.00	3.00	-	3.00	-
SR TRAFFIC MAINTENANCE WORKER	1.00	1.00	-	1.00	-
SR TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	-	1.00	-
STREET MAINTENANCE SUPERVISOR	1.00	1.00	-	1.00	-
STREET MAINTENANCE WORKER	4.00	4.00	-	4.00	-
STREET SWEEPER OPERATOR	2.00	2.00	-	2.00	-

Authorized Positions

Regular FTEs – All Funds by Department

	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Public Works					
TRAFFIC ENGINEER	1.00	1.00	-	1.00	-
TRAFFIC MAINTENANCE WORKER	4.00	4.00	-	4.00	-
TRAFFIC SIGNAL TECHNICIAN II	2.00	2.00	-	2.00	-
VEHICLE & EQUIPMENT MAINTENANCE SUPERVISOR	1.00	1.00	-	1.00	-
Public Works Total	104.00	106.00	2.00	106.00	-
Total Regular FTE	372.50	382.50	10.00	382.50	-

Limited Duration Positions – All Funds by Department

Limited Duration Positions	Authorized FY23	Authorized FY24	Change FY24	Authorized FY25	Change FY25
Community Development					
INFORMATION SYSTEMS ANALYST I/II	1.00	1.00	-	1.00	-
OFFICE ASSISTANT I	1.00	1.00	-	1.00	-
OFFICE ASSISTANT II	2.00	2.00	-	2.00	-
PERMIT TECHNICIAN I	1.00	-	(1.00)	-	-
Community Development Total	5.00	4.00	(1.00)	4.00	-
General Government					
OFFICE ASSISTANT I	0.50	-	(0.50)	-	-
General Government Total	0.50	-	(0.50)	-	-
Human Resources					
OFFICE SPECIALIST CONFIDENTIAL	2.00	2.00	-	-	(2.00)
Human Resources Total	2.00	2.00	-	-	(2.00)
Total Limited Duration FTE	7.50	6.00	(1.50)	4.00	(2.00)
Total Authorized FTE	380.00	388.50	8.50	386.50	(2.00)



Budget Resolutions



**CITY OF WALNUT CREEK
RESOLUTION NO. 23-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ADOPTING AN OPERATING BUDGET OF EXPENDITURES
FOR THE PERIOD OF JULY 1, 2023 TO JUNE 30, 2025**

WHEREAS, the City is required to adopt the Fiscal Year 2024 (FY24) and Fiscal Year 2025 (FY25) budget;

WHEREAS, between April and June 2023 several public meetings were held with City Commissions and the City Council Finance Committee to discuss development of the FY24 and FY25 budget;

WHEREAS, at public meetings on May 2, 2023 and June 6, 2023, the City Council provided direction regarding the FY24 and FY25 budget;

WHEREAS, on June 20, 2023, the City Council conducted a public hearing regarding the FY24 and FY25 budget;

WHEREAS, the FY24 and FY25 budget includes the creation of new funds;

WHEREAS, the City was allocated \$8.3 million from the American Rescue Plan Act (ARPA) which includes provision of government services as an eligible use;

WHEREAS, the FY24 budget includes the authorization of \$1,935,292 of ARPA Funds for capital projects;

WHEREAS, the City Council adopted resolution 20-06 on February 4, 2020 establishing a facility reserve for future work on City facilities;

WHEREAS, the Facility Reserve had a balance of \$17,784,569 as of February 7, 2023;

WHEREAS, the FY24 budget includes the authorization of \$9,900,000 of the Facilities Reserve for capital projects; and

WHEREAS, a copy of the FY24 and FY25 operating budget is on file with the City Clerk and is hereby adopted and incorporated herein by this reference.

NOW, THEREFORE, the City Council of the City of Walnut Creek does resolve as follows:

Section 1. The All Funds Budget Summary included in the City's Operating Budget for Fiscal Year 2024 and Fiscal Year 2025 includes total expenditures (all funds, including transfers) to be appropriated in the sum of \$183,370,000 for FY24 and \$158,880,000 in FY25. Capital Budget expenditures, including authorized use of ARPA funds and the Facility Reserve are included in the budget.

A copy of said Operating Budget is on file with the City Clerk and is hereby adopted and referred to, and by this reference expressly incorporated herein and made a part of this resolution as though fully set forth herein. The funds appropriated by this resolution are authorized to be expended as necessary and proper for municipal purposes.

Section 2. The City Manager shall be authorized to redistribute operating budget appropriations of up to \$100,000 from one department to another provided the transfer is within the same fund, so long as there is no effect on the total expenditures appropriated for the fund. Such transfers shall be reported in writing to the City Council. A separate resolution establishes Capital Budget expenditures for projects to maintain and enhance the City’s public infrastructure.

Section 3. The City Manager or the City Manager’s designee is hereby authorized and directed to take all actions necessary and proper to implement this resolution, including minor reclassification of revenue and expenditure estimates, and is authorized to transfer funds within departmental budgets upon request of department directors.

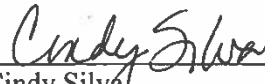
Section 4. The City Manager or the City Manager’s designee is hereby authorized to transfer fund balances into new funds created as of July 1, 2023 and incorporated in the FY24 and FY25 budget.

Section 5. The City Manager or the City Manager’s designee is hereby authorized to increase appropriations associated with unanticipated grant revenues of up to \$100,000 per grant award where there is no net financial impact (awarded grant revenue matches grant expenditures). Such adjustments shall be reported in writing to the City Council.

Section 6. The City Manager is hereby authorized to extend limited duration appointments, at the City Manager’s discretion, in certain circumstances when it is in the best interests of the City to retain qualified individuals assigned to a project or a program for an additional period of up to two years, for a total period of up to four years. This authority is temporary and does not extend beyond June 30, 2025, the end of the budget period.

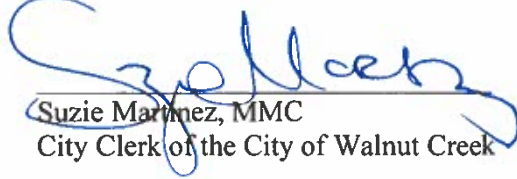
PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 20th day of June 2023 by the following called vote:

AYES:	Councilmembers:	Darling, Francois, Haskew, Wilk, Mayor Silva
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None



Cindy Silva
Mayor of the City of Walnut Creek

Attest:



Suzie Martinez, MMC
City Clerk of the City of Walnut Creek

**CITY OF WALNUT CREEK
RESOLUTION NO. 23-45**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ADOPTING A CAPITAL BUDGET OF EXPENDITURES FOR THE CITY OF
WALNUT CREEK FOR THE PERIOD OF JULY 1, 2023 TO JUNE 30, 2025**

WHEREAS, the City is required to adopt the Fiscal Year 2024 (FY24) and Fiscal Year 2025 (FY25) budget;

WHEREAS, the City Council has held a series of budget study sessions including sessions highlighting the information relating to the Fiscal Year 2024-2033 Capital Investment Program and a review of the proposed FY24 and FY25 Capital Budget on May 16, 2023;

WHEREAS, the Capital Budget is an integral portion of the total City budget;

WHEREAS, on June 20, 2023, the City Council conducted a public hearing regarding the FY24 and FY25 Capital Budget; and

WHEREAS, a copy of the FY24 and FY25 Capital Budget is on file with the City Clerk and is hereby adopted and incorporated herein by this reference.

NOW, THEREFORE, the City Council of the City of Walnut Creek does resolve as follows:

Section 1. The FY24 and FY25 Capital Budget, included in the City's FY24 and FY25 Operating Budget, contains the total capital expenditures for projects to maintain and enhance the City's public infrastructure to be appropriated for FY24 and FY25, as reviewed by the City Council at its June 20, 2023 meeting.

A copy of the Capital Budget is on file with the City Clerk and is hereby adopted and referred to and by this reference expressly incorporated herein and made a part of this resolution as though fully set forth herein. The funds appropriated by this resolution are authorized to be expended as necessary and proper for municipal purposes.

Section 2. In accordance with Section 10-9.114 of the Municipal Code, the City Council hereby finds that the FY24 and FY25 Capital Budget consists of projects that are necessary to maintain and enhance the City's public infrastructure and conforms to the General Plan.

This approval is not a determination that any individual project will be ultimately approved or implemented, therefore, this action has no potential for resulting in physical change in the environment directly or indirectly and is not a project as defined by the California Environmental Quality Act (CEQA). Because this action is not a project under CEQA, it is not subject to the requirement of prior environmental review. Before deciding to implement any individual project listed in the program, the project will be fully analyzed.

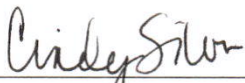
Section 3. Program revenues, grant revenues and other funds received in excess of the amounts budgeted may be allocated to programs or department budgets or appropriate funds or reserves by the City Manager.

Section 4. The City Manager shall be authorized to redistribute budgeted appropriations between similar Capital Projects. The maximum fund transfer shall be \$200,000 per project. Funds may be transferred from projects in different Capital Budgets as long as they are between similar Projects. Unexpended General Funds (UGF) from completed projects may be transferred to unappropriated capital reserves. The UGF will not exceed fifteen percent (15%) of the total General Fund appropriations in the current adopted Capital Budget without City Council approval. The City Manager may transfer up to \$200,000 of unappropriated capital reserves to approved Capital Projects. The City Manager may transfer remaining budgets on closed projects allocated from Enterprise/Gas Tax/Developer Funds back to the source Fund(s).

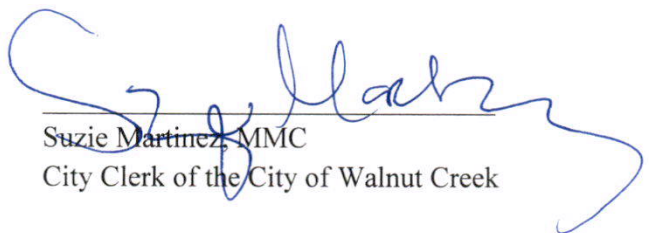
Section 5. The City Manager or the City Manager’s designee is hereby authorized and directed to take all actions necessary and proper to implement this resolution, including minor reclassification of revenue and expenditure estimates, and is authorized to transfer funds within departmental budgets upon request of department directors.

PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 20th day of June 2023 by the following called vote:

AYES:	Councilmembers:	Darling, Francois, Haskew, Wilk, Mayor Silva
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None



 Cindy Silva
 Mayor of the City of Walnut Creek

Attest:


 Suzie Martinez, MMC
 City Clerk of the City of Walnut Creek

**CITY OF WALNUT CREEK
RESOLUTION NO. 23-46**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ADJUSTING FEES AND CHARGES FOR VARIOUS
MUNICIPAL SERVICES AND ACTIVITIES**

WHEREAS, the City Council adopted Resolution No. 2139 establishing fees and charges to assist in defraying the cost of municipal services and activities;

WHEREAS, the City Council subsequently adopted amendments to the fees and charges, with the most recent amendment approved on June 7, 2022 by Resolution No. 22-29;

WHEREAS, the cost of providing municipal services and activities has been reviewed by City staff as part of the Fiscal Year 2024 (FY24) and Fiscal Year 2025 (FY25) budget development process;

WHEREAS, it is now necessary to adjust fees and charges for municipal activities and services in order to defray the cost of these services and activities;

WHEREAS, the City Council reviewed the proposed fees and charges adjustments for FY24 and FY25 at a public meeting on June 6, 2023; and

WHEREAS, pursuant to Government Code Section 66018, a public hearing was held by the City Council on June 20, 2023 regarding the proposed fees.

NOW, THEREFORE, the City Council of the City of Walnut Creek, California, does resolve as follows:

Section 1. The changes to the fees and charges in the Operating Budget for FY24 and FY25, as shown on the revised fee schedule attached hereto and incorporated herein by reference, are hereby adopted. The revised fee schedule incorporating these changes is on file in the City Clerk's office.

Section 2. Fees established for a department by this resolution shall be applicable to similar services or items provided by a department other than the department designated in this resolution.

Section 3. Pending amendment of this resolution, the City Manager is authorized, to the extent permitted by law, to set interim fees and charges that do not exceed that estimated reasonable cost of new services or items.

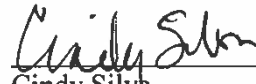
Section 4. This resolution shall take effect July 1, 2023, with exception of any new or changed fee or charge related to the processing of development applications subject to Government Code section 66017; such fees shall take effect on September 1, 2023.

PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 20th day of June 2023 by the following called vote:

AYES: Councilmembers: Darling, Francois, Haskew, Wilk, Mayor Silva

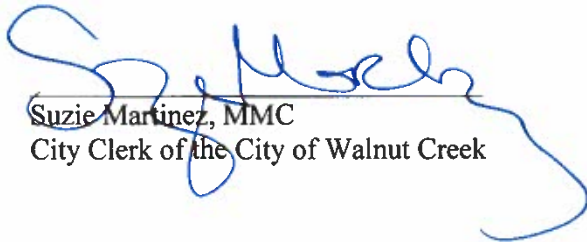
NOES: Councilmembers: None

ABSENT: Councilmembers: None



Cindy Silva
Mayor of the City of Walnut Creek

Attest:



Suzie Martinez, MMC
City Clerk of the City of Walnut Creek

**CITY OF WALNUT CREEK
RESOLUTION NO. 23-47**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024**

WHEREAS, State law requires the adoption of an annual appropriations limit for each fiscal year;

WHEREAS, the law allows the option to select the factors to be used in the calculation of the appropriations limit; and

WHEREAS, the City hereby establishes its Fiscal Year 2024 (FY24) appropriations limit based upon the change in County population and the change in State per capita income.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Walnut Creek as follows:

Section 1. Adoption Pursuant to Government Code Section 7910 and Article XIII B of the California Constitution, the approved appropriations limit for FY24 is hereby established at \$155,614,048 as noted in Exhibit A.

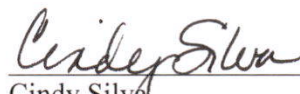
Section 2. Effective Date This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Walnut Creek at a regular meeting thereof held on the 20th day of June 2023 by the following called vote:

AYES: Councilmembers: Darling, Francois, Haskew, Wilk, Mayor Silva

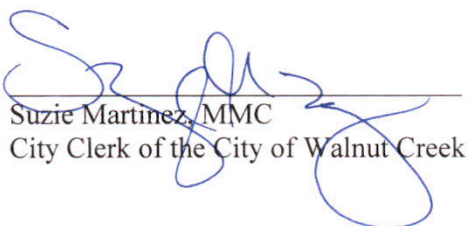
NOES: Councilmembers: None

ABSENT: Councilmembers: None



Cindy Silva
Mayor of the City of Walnut Creek

Attest:



Suzie Martinez, MMC
City Clerk of the City of Walnut Creek

CITY OF WALNUT CREEK
APPROPRIATION LIMIT CALCULATIONS

A. Calculation of Appropriations Limit for Fiscal Year 2024 (FY24)

Appropriations Limit, Fiscal Year 2023 (FY23)		<u>\$ 149,536,846</u>
Multiplied by the greater of the following:		
% Increase in City Population	-0.51%	
% Increase in County Population	-0.36%	0.9964
(Source: California Department of Finance)		
Multiplied by the change in the California Per Capita		
Personal Income Factor	4.44%	<u>1.0444</u>
(Source: California Department of Finance)		
Appropriations Limit, FY24		<u>\$ 155,614,048</u>

B. Appropriations Subject to Limit for FY24

Projected Budget for Non-Exempt Funds (Fund 010, 015, 115 and 152)	\$ 115,637,263
Less: Exempt Expenditures	(649,529)
Non-Tax Revenues	<u>(31,445,660)</u>
Total Appropriations Subject to Limit, FY24	<u>\$ 83,542,074</u>

C. Available Balance of Appropriations Limit for Fiscal Year FY24

Appropriations Limit, FFY24	\$ 155,614,048
Less: Appropriations Subject to Limit for Fiscal Year FY24	<u>(83,542,074)</u>
Available Balance of Appropriation Limit	<u>\$ 72,071,974</u>



Appendix





Footnotes & References

City Profile

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Acknowledgements

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Laura Volante, Financial Analyst