

City Manager's Transmittal Letter

June 15, 2010

To the Mayor, City Council, and Walnut Creek Community:

With this letter we transmit the adopted City of Walnut Creek 2010-2012 Biennial Operating Budget. This document provides a comprehensive financial framework for all City services for the next two years. The budget reflects the many challenges the City will be facing going into the second decade of the twenty-first century.

The 2010–2012 budget continues the City's practice of careful planning and conservative fiscal oversight. The results of this disciplined approach are high quality municipal services, continued investment in maintaining and upgrading public facilities, and appropriate reserves needed to give our City the resiliency to adapt to changes in the world around us. The importance of such reserves has been underscored by events of the last two years.

This balanced Financial Plan comprises a balanced General Fund budget supporting a wide array of services to our community. In addition, we are closely monitoring trends to make sure that our Capital Investment Program for the next ten years is focused on preserving and protecting vital community investments.

We also honor our commitments of maintaining outstanding programs of service to the Walnut Creek community and of maintaining long term fiscal health with the help of our excellent employees. Balancing these multiple obligations guided our deliberations as we put this budget together under difficult revenue limitations.

Before looking ahead, let's reflect on some key accomplishments over the last two years.

KEY ACCOMPLISHMENTS IN 2008–2010

GENERAL GOVERNMENT:

- Maintained a balanced budget in 2008-2010 by intensively managing programs and partnering with employees to reduce expenditures aggressively
- Managed the Community Conversation portion of the City's "Balancing for the Future" budget balancing process
- Launched a government access channel - Walnut Creek TV
- Worked towards enhancing the vitality of the downtown
- Established emergency response staging areas throughout City for our Community Emergency Response Teams (CERT)
- Received a Certification for Excellence for the City's investment policy from the Association of Public Treasurers of the United States and Canada

- Organized the first joint Veterans Day celebration with the City of Lafayette and organized and planned other City recognition ceremonies and events
- Navigated the various legal challenges and initiatives / referenda related to the Neiman Marcus development project
- Planned and coordinated the “Behind the Scenes” open house at City Hall in fall 2008
- Added live audio streaming of commission meetings to the City’s website
- Completed the new Walnut Creek Library project on time and under budget

ADMINISTRATIVE SERVICES:

- Successfully negotiated and implemented contracts that lowered City expenditures with many of the City’s bargaining units
- Received excellence awards from the Government Finance Officer’s Association for the City’s budget document and Comprehensive Annual Financial Report
- Implemented a document imaging system for payables, cash receipts and journal entries, saving time and costs involved with the retrieval of historical records
- Developed the City’s first independent Fee Study
- Implemented an online system for renewal of business licenses increasing convenience for customers
- Entered into a contract with a new insurance broker, which resulted in significant insurance cost reductions to the City
- Forged a partnership with the City of Pleasanton to create an in-house Training of Trainers program to reduce training costs, improve quality and develop employee skills
- Implemented a new online employment application tracking system to reduce processing time and costs and increase convenience for applicants
- Conducted a third-party assessment of Warehouse and Reprographics services to determine cost-effectiveness and opportunities to improve efficiency
- Implemented a Green Technology Program with energy-efficient virtual servers, monitors, and virtual desktop computers
- Implemented an improved disaster recovery plan, which includes improved back-up redundancy for the City’s information network, telephones and servers
- Redesigned the City’s website for ease of use and improved accessibility by the public
- Earned two consecutive “Excellence in IT Practices” Awards from the Municipal Information Systems Association of CA
- Achieved savings and service improvements by upgrading the City’s data and voice networks to Voice Over Internet Protocol
- Refined and expanded use of “certified green products” to maintain certification as a Green Business
- Implemented the Balancing for the Future budget process
- Updated safety and risk management policies to reduce injuries and claims
- Led efforts to equip the new Walnut Creek library with 21st century information technology

ARTS, RECREATION AND COMMUNITY SERVICES:

- Worked with user and community groups to conduct an aquatics needs assessment
- Completed selection, contract negotiation and transition to new operators for the Boundary Oak Golf Course and the Heather Farm Tennis Center

- Began integration of facility rental operations including incorporating community rooms in the new Library into the facility rental inventory
- Initiated consolidation of arts education and recreation preschool programs into single management structure
- Implemented brand development, marketing and audience-building efforts for the arts and recreation programs
- Began planning for arts education and recreation CLASS system database merge
- Modified Public Art ordinance and began work to update the Public Art Master Plan
- Supported processes to select and site public art for the new Library and planned the new Library Community Art Gallery program
- Continued to improve facility amenities at the Clarke Aquatics Center including installation of new pumps
- Initiated successful new Center REpertory Theatre “Off Center” theatre productions
- Completed first two year cycle for joint Center REP / Contra Costa Musical Theatre season subscription marketing
- Achieved department-wide City support budgetary goals

COMMUNITY DEVELOPMENT:

- Executed a Disposition and Development Agreement with BH Development for the Locust Street Redevelopment Project (Block C)
- Received certification from the State for the housing element of the City’s General Plan
- Completed review and permitting of the Neiman Marcus and Nordstrom development projects
- Completed the Mt. Diablo / Locust Street Specific Plan
- Created customer access to the Geographic Information Systems from the City’s web site increasing customer convenience
- Developed a draft bicycle master plan and supported alternative commute programs, including securing funding of four electronic bicycle lockers at City Hall
- Continued to meet the department’s next-day inspection service level by performing 100% of requested inspections each business day
- Created a new “one stop” Development Center Website in conjunction with the Planning, Building and Engineering divisions improving customer convenience
- Created a “Virtual Counter” to allow easy access of policy documents and guidelines for customers

POLICE:

- Answered all 911 calls within five seconds
- Expanded use of volunteers to include activities such as vacation home checks
- Collaborated with other City departments to conduct annual disaster drill exercises
- Added a prisoner transport van and a second police canine handler and canine for deployment
- Purchased a new bomb robot and updated it with a wireless capability using grant funds
- Provided an immediate response to fatal collisions via the Serious Traffic Accident Response Team
- Offered bicycle training classes for young cyclists
- Planned and implemented at least three interagency DUI Checkpoints

PUBLIC SERVICES / CAPITAL INVESTMENT PROGRAM:

- Oversaw the development of a comprehensive ten-year Capital Investment Program
- Implemented a new web-based tracking database to improve the efficiency of clean water inspections, of which 4,000 were performed, and streamlined the reporting process
- Conducted six public education outreach and two community participation events related to the Clean Water Act, which were attended by over 440 residents, school-age children and business operators
- Updated the pump stations at Heather Farm and Castle Rock Park with new energy efficient motors
- Replaced the surfacing in the tot lot play area and overhauled the irrigation system at Walden Park and replaced the sod at the sports field at Walnut Creek Intermediate School
- Developed photographic record of graffiti marks and tags for support in police prosecutions
- Began replacing trees at Boundary Oak golf course and planted over 100 trees city-wide
- Improved communication with the public through the establishment of a Facebook information page for the Open Space division
- Began replacement of parking meters with new technology that allows credit card use
- Completed over 100,000 square feet of street patch repairs in the downtown and residential areas of the City
- Continued ongoing Green Business sustainability efforts by completely eliminating non eco-friendly products in all City facilities and replacing them with recycled paper products and “green” cleansers
- Completed implementation of the Enhanced Vapor Recovery equipment mandate from the State Environmental Protection Agency and Air Quality Management District for the City’s fueling system
- Expanded the operating hours at all three public parking garages to 24-hour continuous operation resulting in convenient access for users
- Replaced the operating and ticketing system in all three parking garages with central cashiering technology to improve customer service and garage efficiency while lowering operating cost
- Installed electric vehicle charging stations in City garages
- Worked closely with the Leshner Center to create a user friendly parking experience for patrons attending special shows and events
- Used American Recovery and Reinvestment Act funds to resurface Civic Drive
- Allocated significant staff time to inspection of the new Walnut Creek Library

OVERVIEW OF THE 2010-2012 OPERATING BUDGET

The New Normal

The economy is expected to continue to be depressed over the next two years and even when economic recovery occurs, revenue recovery for cities will likely lag behind any recovery in the private sector. In fact, a full return to the prosperous revenue levels of a few years ago may or may not occur. Local government officials have begun talking about a “new normal” to describe the major economic reset that reassessments of property value and changing consumer behavior seem to indicate. In putting together the revenue projections for the next budget, staff has assumed the “new normal” is our new reality.

The revenue projections that follow are based on staff's analysis of local conditions tempered by information from a number of sources including our sales tax consultant, MBIA; written materials and presentations by Beacon Economics and HdL Companies; media reports; and discussions with management staff at other cities and consultation with the League of California Cities.

Revenue Projections for Fiscal Years 2010-2012

The City's three major sources of revenue to finance operations include:

- Sales tax revenue—the City receives one-cent of the nine-and-one-quarter cents collected on taxable sales in Walnut Creek
- Property tax revenue—we receive nine cents from each one dollar paid to the County in property taxes
- Department Revenues—funds collected for a range of services, activities and programs

Together these three revenue groups comprise 87% of our total General Fund revenues for 2010-2012. The remaining 13% includes revenues such as interest income, transit occupancy tax, franchise fees, etc. All revenues were, and continue to be, negatively affected by the economic downturn. As successful as Walnut Creek has been in the past, we are not immune to the changes that are affecting every community across the country and, indeed, around the world.

Fortunately, we recognized the budget challenges early and started working through a thoughtful process conducted over the course of the past two years, involving the City Council, the community and staff. This work prepared us, to the extent possible, to develop a budget for 2010-2012 based on the projected fiscal situation.

This budget represents a balanced approach that uses a mix of program cuts and service reductions (with accompanying staff reductions), fee increases, one-time funds, and additional expenditure reductions including salary freezes, additional staff contributions to benefit costs, and furlough days.

Balancing for the Future

The Balancing for the Future process included educating our employees about the budget including the costs of salaries & benefits and holding workshops for our community partners (defined as anyone with whom we have a relationship) to share information about our rapidly declining revenues. To help set financial priorities for the budget, the process included goal-setting by the City Council, defining and weighting the goals by the community, and then scoring City programs by City staff against the community-defined goals. Together, the process produced a ranked set of City programs used in the development of the 2010-2012 Budget.

More information on this process is included in the budget document in a section at the back of this volume. The results of this process greatly helped in preparing this recommended budget.

GENERAL FUND 2010-2012:

A summary of overall revenue and expenditure projections for 2010-2012 is provided below.

Revenues:

- Projected General Fund revenues overall for 2010-2011 total \$62.4 million, a decrease of \$400,000 or almost 1% less than estimated revenues for 2009-2010. For 2011-2012, projected General Fund revenues total \$60.3 million, a 3% decrease from 2010-2011.
- Sales tax revenue is projected to decline 3% for 2010–2011 due to continued weak auto and retail sales and then remain relatively flat for 2011–2012, based upon staff review and consultation with third party consultants used to monitor sales taxes.
- Property taxes are expected to decline by almost 6% for 2010-2011 and decline by another 3% for 2011-2012 due to the slowdown in the local housing market and softening of the commercial property market due to declining assessed values resulting from increased retail and office vacancies. In addition, Property Transfer and Supplemental Property Taxes are expected to remain at significantly lower levels than prior years due to a reduced level of sales activity for both commercial and residential properties in the City. Residential properties represent approximately 75% of the total assessed valuation of the City.
- Revenues from adjustments to fees for service included in this budget are projected to generate an additional \$1.6 million in 2010-2011 and \$350,000 in 2011-2012 in increased support for programs and services.
- Interest income is projected to increase by 2% for 2010-2011 but then fall by 13% in 2011-2012, as the City is no longer able to take advantage of interest savings produced from the prepayment of Public Employees Retirement System (PERS) premiums. The mechanism PERS uses to determine City contributions is based on payroll and as total payroll decreases; the advantage of prepaying also decreases or disappears.
- The decline in other revenue is due to the reclassification of the contributions from the Library Foundation beginning Fiscal Year 2010-2011 to the Capital Investment Program fund.

Expenditures:

- Recommended operating expenditures for 2010–2011 total \$60.6 million, a decrease of \$3.1 million or almost 5% less than estimated expenditures for 2009-2010, primarily due to the recommended reduction of 21.75 additional full-time equivalent positions, the recommended restructuring of several programs, including custodial services and facility rentals, as well as the anticipated elimination of divisions such as reprographics, mail and warehouse services. Recommended 2011–2012 expenditures total \$59.6 million, a 1.7% decrease from 2010-2011.
- To hold the line on operating expenditures, this budget keeps a total of 55.5 staff positions unfilled through the fiscal period 2010-2012.

- The General Fund emergency reserves have been designated as the source of funds needed for any potential cutbacks in revenues caused by actions of the State over the next two years as a result of their projected deficit for 2010-2011.
- The Capital Investment Budget includes funding of \$19 million for ongoing and new capital projects (excluding an estimated \$3.7 million to complete payment of construction costs for the library in Fiscal Year 2010-2011) as well as \$9.2 million for maintenance projects across the community.
- The Internal Service Funds continue to be funded at adequate levels for Fiscal Period 2010-2012, resulting in reserve levels for these funds remaining at or above levels established at the end of Fiscal Year 2008-2009. This funding will assure timely replacement of capital and technology equipment as well as address needed facility and roadway maintenance.
- The City's Housing Division budget (funded by Housing in Lieu Fees, Community Development Block Grant, and Redevelopment Agency Affordable Housing Funds) contains funding for rehabilitation loans, first time homebuyer loans, construction of new affordable housing and other social service programs all of which support the goals of the Housing Element of our General Plan.

OTHER FUNDS

- The *Downtown Parking and Enhancement Fund* appropriates \$200,000 for the design and construction of signage to improve awareness of and access to parking and other points of interest in the core area.
- The *Gas Tax and Measure J Funds* provide approximately \$2.6 million of funding for street overlay and slurry seal street maintenance projects.
- The *In Lieu Park Fund* provides \$385,000 in funding for updating the Civic Park Master Plan and constructing public restrooms at Howe Homestead Park to replace temporary facilities.
- The *Traffic Impact Mitigation Fund* provides \$1.2 million for projects such as the installation of incident detection video and in-pavement lights in crosswalks as well as a sidewalk modification at the Mt. Diablo / Iron Horse Trail Crossing and pedestrian improvements at the intersection of Buena Vista and Parkside.
- The *In Lieu Public Art Fund* provides \$60,000 for the renovation of two existing 25-year old fountains on Main Street.

RECOMMENDED DEPARTMENT GOALS AND CHANGES FOR 2010–2012

In putting together a balanced budget for Fiscal Years 2010-2012, attention was paid to maintaining progress on important City goals across the whole organization, while looking for opportunities to save money by increasing efficiency and reducing expenditures in areas where the impact is judged to have least impact. Likewise, we challenged all departments to review their fees and recommend appropriate changes.

GENERAL GOVERNMENT

Departmental Goals:

- Identify and implement City and community efforts to enhance environmental sustainability and explore regional partnerships in this effort
- Continue to enhance the economic vitality of downtown and the entire community
- Present a balanced budget for Fiscal Years 2012-2014
- Implement an automated agenda preparation program to streamline staff report production and review
- Administer the November 2010 election and other elections efficiently and with transparency
- Work with Community Development to oversee the redevelopment of the City property located at 1250 Locust Street and at the corner of Mt. Diablo Blvd. and Main Street
- Celebrate the grand opening of the new Walnut Creek Library and the 20th Anniversary of the Lesher Center for the Arts

Major Recommended Changes:

- The operations of the Mail Division are recommended to be decentralized and absorbed by all City departments
- The Assistant to the City Manager position is recommended to be reclassified to an Administrative Analyst II position (1/2 time)
- The funding the City contributes for counselors at local schools is being reduced in 2011-2012
- Projected expenditure savings have been included to reflect:
 - A retirement incentive program offered to City employees
 - Recommended reductions in the Lesher Arts producer subsidies provided by the City
 - A reduction in City support for the Walnut Festival
 - A recommended early payoff of the Public Safety PERS “side fund” liability, which will result in annual interest savings of approximately \$360,000 for each of the next nine years

ADMINISTRATIVE SERVICES

Departmental Goals:

- Update the Long Term Financial Plan to reflect current operations of the City in the context of the New Normal
- Negotiate and implement new contracts with five bargaining units
- Implement online timecard and business license application systems
- Prepare annual updates to the City’s fee study
- Implement new mandates related to healthcare reform
- Implement the online hiring center for division managers to streamline applicant evaluation
- Expand public and staff access to the City’s Geographic Information System (GIS)
- Implement major software upgrades for the City’s Finance, Business License, Building Permit, ARCS Class Registration, Dispatch and building permit systems
- Expand the City’s Green Technology Program for additional cost and energy savings
- Continue efforts to meet or exceed Department of Justice and Payment Card Industry security standards

- Reduce liability claims and employee accidents by analyzing trend information and developing and implementing training and safety practices
- Improve Internet Connection capacities and access speeds

Major Recommended Changes:

- Discontinue operations of the Warehouse and Reprographics divisions; these activities will be decentralized to City departments and outsourced
- Insurance costs are projected to increase for a number of reasons, i.e., health care costs continue to increase and property insurance costs will increase due to additional coverage for the new library

ARTS, RECREATION AND COMMUNITY SERVICES

Departmental Goals:

- Improve customer service and operational efficiencies by completing the arts education and recreation web-based CLASS system database merge
- Revise Public Art ordinances to build funding for art in public places
- Plan and implement next phase of the future of the City's aquatics programs and facilities
- Partner with the Diablo Regional Arts Association to develop a Branding and Marketing Plan for the Leshner Center for the Arts
- Participate in the Americans for the Arts Economic Prosperity Study
- Continue efforts to build audience and improve marketing effectiveness and efficiency through enhanced electronic communications, on-line presence and other opportunities
- Complete integration of facility rental operations under single management structure and begin Library room rental operations
- Support the new Library Community Art Gallery program
- Support growth in tennis program operations
- Produce the Leshner Center of the Arts 20th anniversary celebration in partnership with the Diablo Regional Arts Association

Major Recommended Changes:

- Restructure the relationship with the Master's Swim Club to achieve consistency in operational arrangements between the City and competitive swim user groups resulting in the reduction of a Program Coordinator position
- Close Larkey Pool from October through March
- Modify facility rental operations resulting in the reduction of a custodian and two office specialists
- Discontinue the ArtReach program beginning Fall 2010 and the Arts, Adventures and Academics summer program beginning Summer 2011 resulting in the reduction of a Program Supervisor and a Program Coordinator
- Restructure private music lesson program and modify evening hours at the Shadelands Arts Center resulting in the reduction of an Office Assistant II
- Contract for custodial services citywide resulting in the reduction of a custodian position at the Leshner Center for the Arts

- Reduce the number of Bedford Gallery exhibition and ancillary programs resulting in the reduction of part of two positions—a Program Coordinator and a Senior Program Assistant
- Other recommended programmatic reorganizations resulting in the reduction of a Program Manager and a Program Coordinator in the recreation division
- Reduce City support for senior special events and senior programming and discontinue the Therapeutic Recreation summer program starting in 2011 resulting in lower City operating expenses and the reallocation of a Program Coordinator
- Discontinue school year programming for teens, including the Youth Council, City support for three annual holiday-themed special events for children and youth, and the Teen Job Faire
- Implement the CLASS point-of-sale system module at several additional locations to improve internal controls over the cash receipt process, as recommended by the City’s auditors.
- Discontinue the “Movies Under The Stars” program
- Reduce support for the ParKonzert program and the Walnut Creek Concert Band.
- Begin collecting a transaction fee for class and program registrations
- Replace the chlorination system at the Clarke Swim Center, so that the system will operate more efficiently and reduce ongoing chlorine supply expenses
- Make a variety of improvements at preschool facilities to address high priority functional and operational needs

COMMUNITY DEVELOPMENT

Departmental Goals:

- Develop and propose measures to implement the Downtown Parking Task Force’s final recommendations for “Making Parking Work in Downtown Walnut Creek”
- Develop and implement a more robust Economic Development program which will include the sale of City property at the corner of Mt. Diablo Blvd. and Main Street
- Continue to enhance the economic vitality of downtown
- Adopt the Bicycle Master Plan
- Complete the update of the City’s zoning code
- Support alternative commute programs and cooperation with 511 Contra Costa
- Prepare building division staff for adoption of the 2010 California Building Code
- Complete processing of the BART Transit Village Project and the development project at 1250 Locust Street
- Administer the Housing Rehabilitation Program and make rehabilitation loans and grants to qualified low income households
- Implement further development review process and customer service improvements
- Work with Contra Costa County to implement the California First program that facilitates the purchase and installation of photovoltaic systems by property owners

Major Recommended Changes:

- Based on anticipated workloads and evaluations of cost efficiency, it is recommended that a Building Inspector position not be funded and that a Permit Technician II position be unfrozen
- Several new building and planning fees are recommended to cover program costs and include a waste management fee, a development technology fee, a Locust / Mt Diablo specific plan implementation fee, a General Plan fee and a green building plan check fee

- Implement a paperless permit submittal system for applicants to increase convenience and be more environmentally conscious

POLICE

Departmental Goals:

- Strengthen collaboration between the Patrol and Communications Divisions to assure effective information sharing so that officers may respond quickly to emergency calls
- Have staff attend the Downtown Business Association meetings to build more effective working relationships
- Through training in high-technology crimes, Investigations Division staff will assist other Police Department divisions with computer analysis and data retrieval for court presentation
- Continue to provide immediate response to fatal traffic collisions via the Serious Traffic Accident Response Team
- Support reserve staff with training and equipment needs
- Continue to seek and manage grant funds
- Continue to provide a strong presence downtown to preserve peace and keep the incidence of violent crime low

Major Recommended Changes:

- Positions that are recommended to be newly frozen are a Police Manager position, a Watch Commander / Lieutenant position, a Police Dispatcher / Assistant position and a Police Officer position
- Increase all parking fines by \$5 to offset additional costs passed on to the City by the County
- Identify alternate service providers and eliminate funding for the contract with Contra Costa County for animal control services beginning in January 2011
- Establish a City vehicle impound yard, which would reduce the City's financial obligations to other agencies
- Increase fees for taxi permits, dance permits, massage permits, massage permit revocation, and Alcohol Beverage Control (ABC) administration, and community court fines to better offset the administrative costs for each activity

PUBLIC SERVICES

Departmental Goals:

- Plan, build and maintain transportation and parking systems that ease congestion and optimize safe access and mobility to support economic vitality
- Promote a sustainable community by implementing effective educational and partnership opportunities
- Protect and maintain natural and built environments therefore providing high-quality, multi-generational and diverse culture, recreation and learning opportunities
- Promote responsible development and maintenance with sustainable work practices and material / equipment selection

Major Recommended Changes:

- Eliminate an Office Assistant II position
- Eliminate all temporary positions in the Parks Division which will reduce the level of maintenance provided at all parks and school fields
- Reduce financial support for the Lindsey Museum and the Gardens at Heather Farm
- Install parking meters in the City Hall and Civic Park Community Center parking lots
- Outsource custodial services for all City facilities and reduce staffing by approximately 10 positions
- Reorganize fleet services to reduce the number of vehicles and eliminate an Equipment Mechanic II position
- Eliminate a landscape maintenance worker position in the Parks Division
- Add a new fee for engineering review
- Reduce street lighting and related energy use and expenses by 25%
- Significant cost increases are anticipated in the Clean Water division due to new State compliance mandates for this program
- Replace traffic cones placed at Homestead Avenue and Ygnacio Valley Road at peak times with signage
- Move \$200,000 from gas tax to fund signal operations

SUMMARY

In spite of decreased revenues, the City is able to present a balanced budget for the General Fund for 2010-2012 through a combination of measures, including:

- Reducing costs in a variety of ways including actively assessing cost effectiveness of products and services used to meet community needs; increasing staff efficiency through new tools and methods to complete work; reducing levels of service for or eliminating various programs, with corresponding recommended staffing reductions (including some conversions to contract services) and leaving selected positions unfilled for 2010-2012 and continuing detailed assessment of vacancies as they occur
- Using savings from budget cycle 2008-2010
- Increasing fees and charges for services to more nearly reflect actual costs
- Using reserve funds

The General Fund emergency reserves are designated to cover any potential cutbacks in revenues received from the State of California as a result of their projected deficit for 2010-2011. Staff is continuing to work to address additional fundamental structural changes needed in the future, including the investigation of various revenue measures, so that the City can continue to operate with a balanced budget for fiscal years 2012-2014 and beyond. Additional details regarding these changes will be presented to Council as strategies become clearer and as a part of the mid-cycle update to the 2010-2012 budget.

This budget is the product of considerable time and attention over the past year to strategic, fiscal and operational planning by the Council and City staff. In particular thanks are due to members of the City's Executive Team:

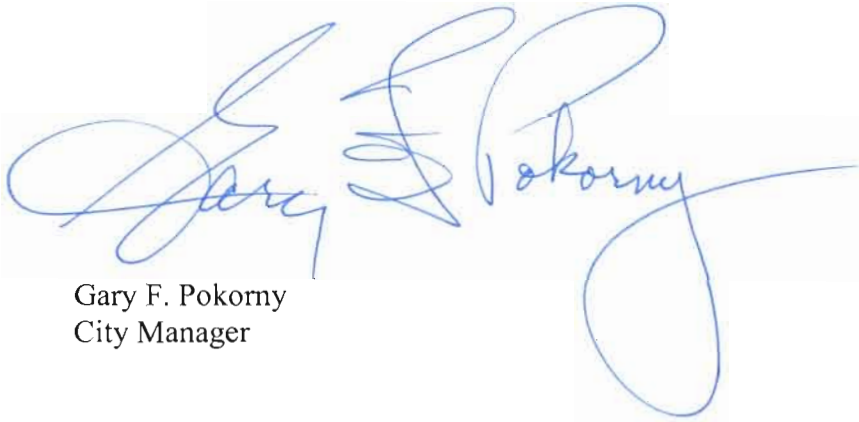
- Heather Ballenger
- Joel Bryden
- Barry Gordon
- Sandra Meyer
- Sally Rice
- Lorie Tinfow
- Paul Valle-Riestra

And to and the team of Finance Division staff who produce the budget document:

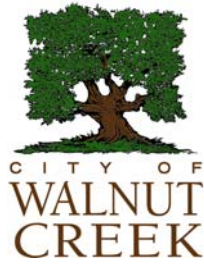
- Fred Marsh
- Jennifer Wakeman
- Roselyn Taormina
- Sydney Erdle
- Anna Barnett

All of these staff have contributed critical insights and untold hours of dedicated work to this major undertaking. Every manager in the organization was involved in a significant way in helping us develop a responsible and balanced approach to creating this budget.

On behalf of all City employees, we look forward to working with the City Council and the Walnut Creek community as we implement this policy document. I am confident that the result of our efforts will be a commitment to excellent, but fewer, programs and services, a solid and continuing commitment to investing in facilities and preserving infrastructure, and proactively responding to changing fiscal realities.

A handwritten signature in blue ink, appearing to read "Gary F. Pokorny". The signature is stylized and fluid, with a large loop at the end.

Gary F. Pokorny
City Manager



2010-12 Budget



Sue Rainey
Mayor

Cindy Silva
Mayor Pro Tem



Kish Rajan
Council Member

Bob Simmons
Council Member



Gary Skrel
Council Member



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

OUR VISION

A balanced community meeting tomorrow's needs while protecting the quality and character we value today.

OUR VALUES

We accomplish our mission and realize our vision by living these values:

Respect • Integrity • Excellence • Teamwork • Creativity



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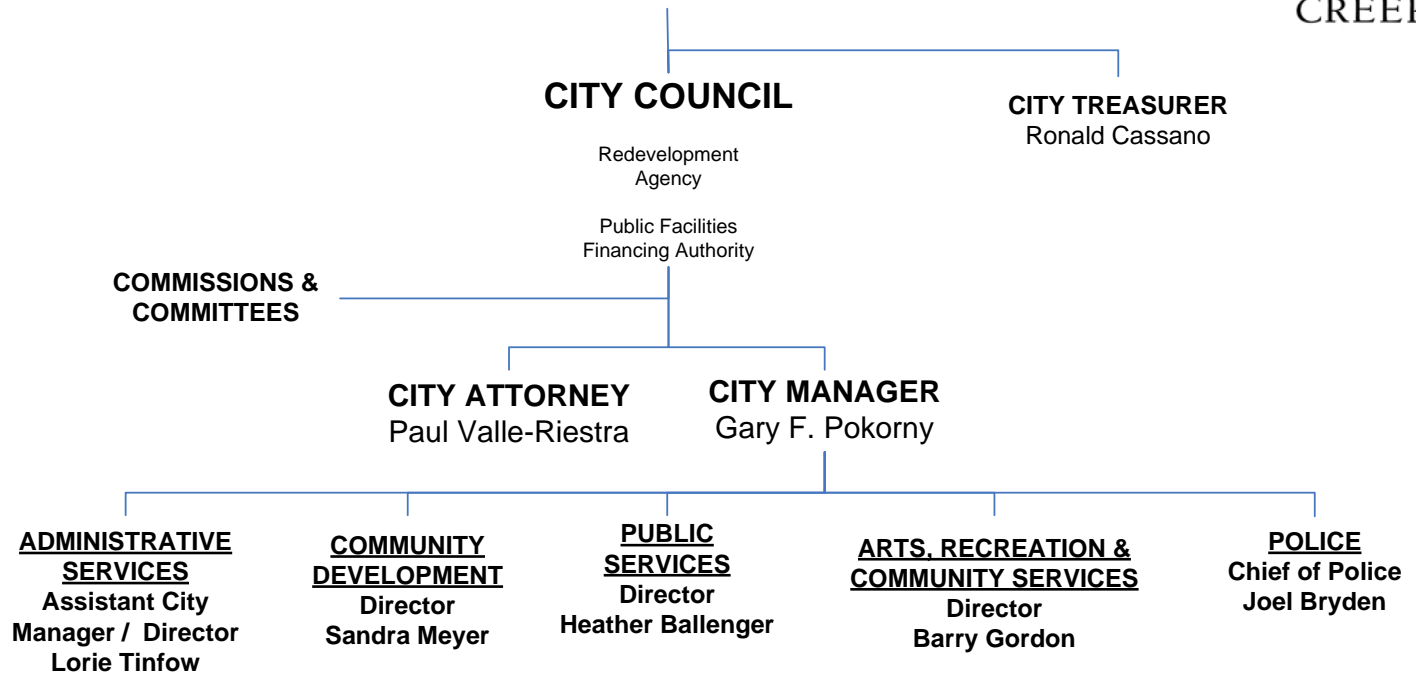
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CITIZENS OF WALNUT CREEK



4/22/2008

**CITY OF WALNUT CREEK
RESOLUTION NO. 10-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ADOPTING A BUDGET OF EXPENDITURES FOR THE CITY OF WALNUT CREEK FOR THE
PERIOD OF JULY 1, 2010 TO JUNE 30, 2012; REDUCTION OF STAFFING LEVELS AND
HOURS**

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 2010-2012, contains the total expenditures to be appropriated for Fiscal Year 2010-2012, as reviewed by City Council at its June 15, 2010 meeting. The Capital Investment Budget (CIB) expenditures are included in this budget. In addition, the Redevelopment Agency expenditures are included in this budget and will be adopted at the Agency's June 15, 2010 meeting.

A copy of said 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. Due to lack of work or lack of funds, the City Council finds that it is necessary and in the best interests of the City to discontinue or reduce the following positions (Full-Time Equivalent or FTEs) as set forth below:

- 9.75 FTE Custodians
- 1.00 FTE Equipment Mechanic II
- 1.00 FTE General Maintenance Worker
- .25 FTE General Maintenance Worker (reduced to .75)
- .50 FTE Mail Clerk
- 1.50 FTE Office Assistant II
- .50 FTE Office Specialist
- 2.00 FTE Program Coordinator
- 1.00 FTE Program Manager
- 1.00 FTE Reprographics Specialist
- .25 FTE Senior Program Assistant (reduced from .75 to .50)
- 1.00 FTE Warehouse Assistant
- 1.00 FTE Program Supervisor
- 1.00 FTE Building Inspector

It is hereby resolved that the City Manager is authorized and directed to give notice of layoff to all affected employees whose positions have either been eliminated or reduced, and to the appropriate bargaining representative, not later than thirty (30) days prior to the effective date of layoff.

Section 3. In accordance with Section 10-9.114 of the Municipal Code, the City Council hereby finds that the CIB for Fiscal Year 2010-2012 consists of projects that are necessary to maintain and enhance the City's public infrastructure and conform with the General Plan.

Once individual projects in the program have been fully planned and designed, and are ready for implementation, the projects will be presented to the City Council for a final decision.

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 4. Program revenues, grant revenues and other funds received in excess of the amounts budgeted may be allocated to program or department budgets or appropriate funds or reserves by the City Manager.

Section 5. The City Manager shall be authorized to redistribute budgeted appropriations of up to \$100,000 from one department to another, or from one capital project to another, or from unappropriated capital reserves to an approved capital project, 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.

Section 5. The City Manager or his 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 15th day of June 2010, by the following called vote:

AYES: Councilmembers: Simmons, Rajan, Silva, Mayor Rainey

NOES: Councilmembers: Skrel

ABSENT: Councilmembers: None



PEOPLE AND PLACES OF THE CITY

CITY SPORTS FIELDS / CITY STAFF





History of the City of Walnut Creek



First Inhabitants

The first known inhabitants of the Walnut Creek area were the Bolbones Indians. In March 1772, the first Spanish explorers arrived to the region. California became a possession of Mexico following the Mexican Revolution in 1821. To encourage settlement in its newly-acquired territory, Mexico made large land grants, four of which were in the Walnut Creek area. A grant of nearly 18,000 acres in what today is the Ygnacio Valley was made to Dona Juana Sanchez de Pacheco, whose husband, Miguel, had been a war hero for Mexico. She deeded her property to two grandsons, Ygnacio and Ysidro Sibrian. Ygnacio

Sibrian, the namesake of the Ygnacio Valley, built the first roofed residence in the valley around 1850. Following the Mexican-American War, California became a United States territory and subsequently a state in 1850.



From a Crossroads to a City

Walnut Creek was first known as "The Corners" -- where the two roads leading from Pacheco and Lafayette converged. Today those "corners" are at the intersection of Mt. Diablo Boulevard and North Main Street. The area's first settler was William Slusher, a squatter who built the first roofed abode on the bank of what was then known as "Nuts Creek" in 1849 (in the area of Liberty Bell Plaza).

San Ramon Valley Bank was built in 1910 at the corner of Main Street and Walker Avenue (now Duncan Avenue). It was Walnut Creek's first bank. The idea of building this institution came from local merchant Joseph Silveira, who ran the Valley Mercantile at Main and Cypress streets. The bank building was later razed for the Broadway Pointe project.

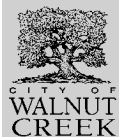
The oldest commercial structure still standing in Walnut Creek is the Albert Sherburne store, built around 1863 at the corner of Main Street and Oakland Road (now Mt. Diablo Boulevard). It was partially destroyed by fire in 1879 and rebuilt the following year. This photo shows the building around 1881. Over the years the building has housed several businesses, most notably Arthur's Liquors (1935-1973), and today is occupied by La Fogata Mexican restaurant.



In 1855, Milo Hough of Lafayette decided to develop The Corners and built a hotel called the "Walnut Creek House." A blacksmith shop and a store were soon built nearby. A year later, Hiram Penniman (who would later build the ranch house now used as the Shadelands Ranch Historical Museum) laid out the first town site and realigned what is now Main Street.

The Walnut Creek Meat Market as it appeared around 1900. It was built by Arthur Williams on the east side of Main Street, about 150 feet south of Bonanza Street. He sold it to Concord butchers Foskett, Ellworthy and Keller, who in turn sold it to Jesse Lawrence around 1910. Lawrence's son, Fred, built a new brick meat market that same year. The family continued to operate the Walnut Creek Meat Co. out of the building until 1987, when they moved the business to Alamo. The family still owns the brick building and rents it to the Sasa restaurant.

Continued growth led to the establishment of a U.S. Post Office in December 1862, around which time the community was renamed "Walnut Creek." The downtown street patterns laid out by pioneer Homer Shuey in his two original subdivisions in 1871-72 can still be found today.



History of the City of Walnut Creek

(Continued)



Incorporation as a City

On Oct. 21, 1914 the original town and surrounding area, comprising 500 acres, were incorporated as the eighth city in Contra Costa County. On July 6, 1927, the first reference to a mayor of Walnut Creek was made for Mayor James F. Mauzy. The earliest reference to "City Council" was in the minutes of the Oct. 25, 1929 meeting.



Dealing with Growth

Walnut Creek entered its modern era of growth in 1951 with the opening of the Broadway Shopping Center, the first major retail center in Contra Costa County. Taxable sales skyrocketed from \$9 million in 1950 to \$20 million in 1955. The City's population also experienced a boom - from 2,460 in 1950 to 9,903 in 1960.

Until the mid-1950s, the City Council administered the City's small staff and operations. However, by 1956 the fast-paced growth dictated a change in how the City was to be run. The Council hired its first City Manager, Ira Gunn, and shifted to a Council/Manager form of government. Also in 1956 the Council adopted a "Little Master Plan" that analyzed the City's transportation problems. This resulted in a street improvement program that included the construction of Broadway and California Boulevards.



Leshner Theater

The City opened the Leshter Theater on Oct. 4, 1990 with a benefit starring Bob Hope, Vic Damone, Diahann Carroll and Joel Grey. It included the 800-seat Hofmann Theatre, named for benefactors Ken and Jean Hofmann of Lafayette, the 300-seat Dean Leshner Theatre, and the Bedford Gallery, named for benefactors Peter B. and Kirsten N. Bedford of Lafayette. The Center was renamed for late Contra Costa Times publisher Dean S. Leshner, the first major private benefactor of the Center in October 1995 after the Dean and Margaret Leshner Foundation made an additional \$2.8 million gift to the City. A third 130-seat theater, the Knight Foundation Stage 3, was opened April 2, 1998.

Major City Projects

Several major quality of life projects for Walnut Creek were completed in the last few decades.

2001 – In February, the City opened Shadelands Arts Center as the new home of Civic Arts Education. In November, the Heather Farm Park Sports Fields were opened.

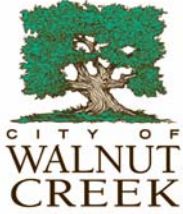
2003 – The City opened Alma Park on November 22.

2004 – The Veterans Memorial Plaza was dedicated on Memorial Day, May 31.

2005 – The City opened the skate park at Heather Farm Park on November 12 and Walnut Creek on Ice opened at Civic Park November 20.

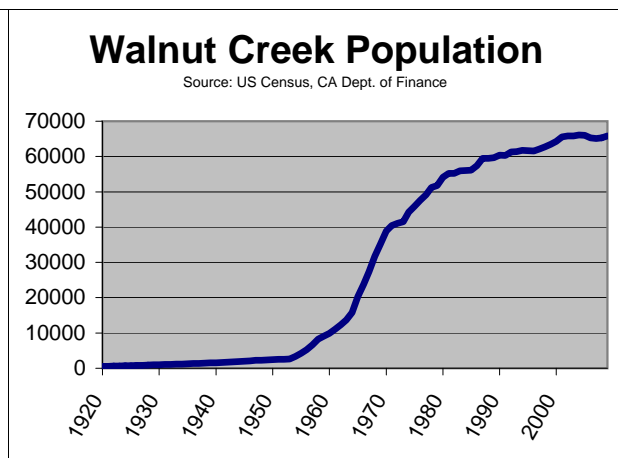
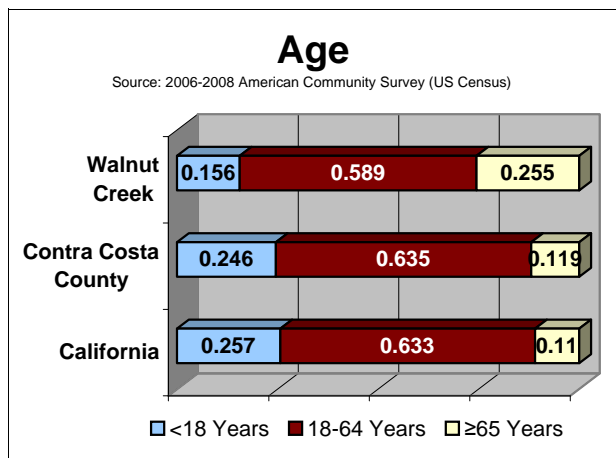
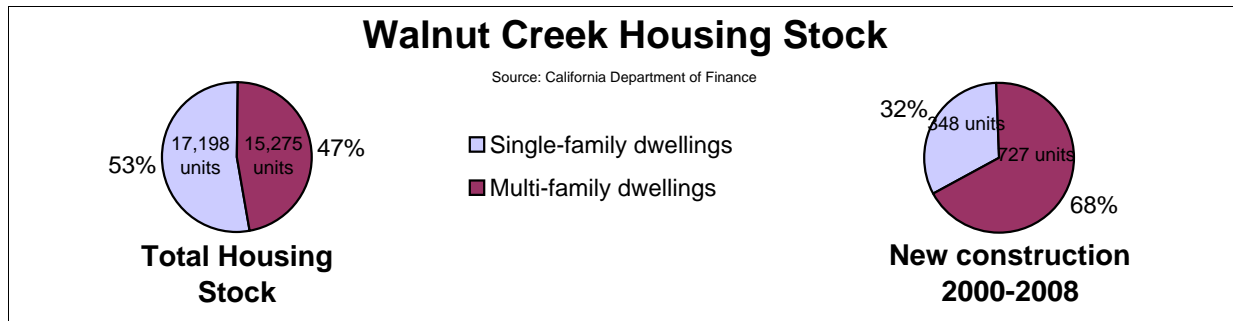
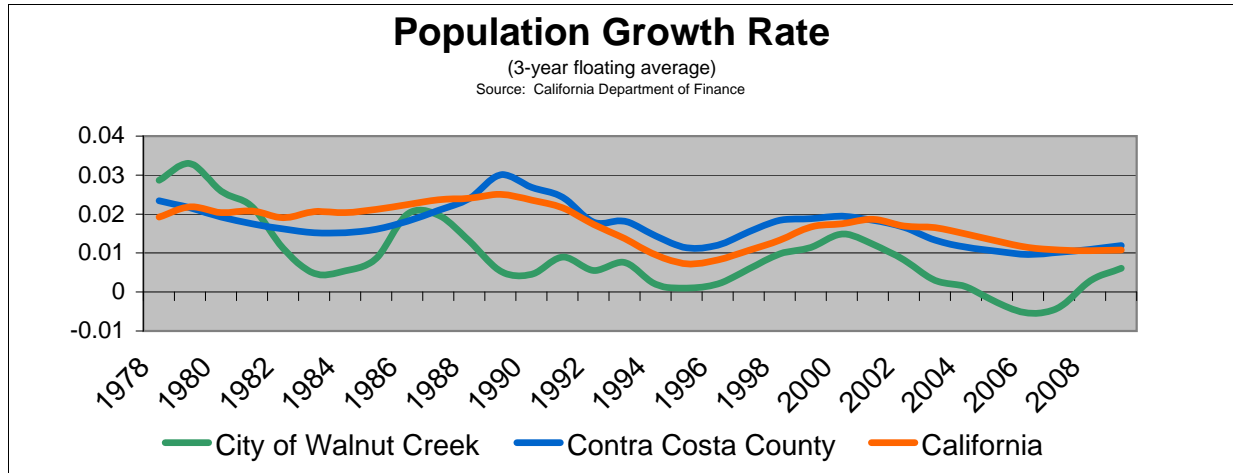
2008 – The former downtown library was razed on February 26 and construction began in May on a new library.

2010 – The community will celebrate the grand opening of the new downtown library on July 17.



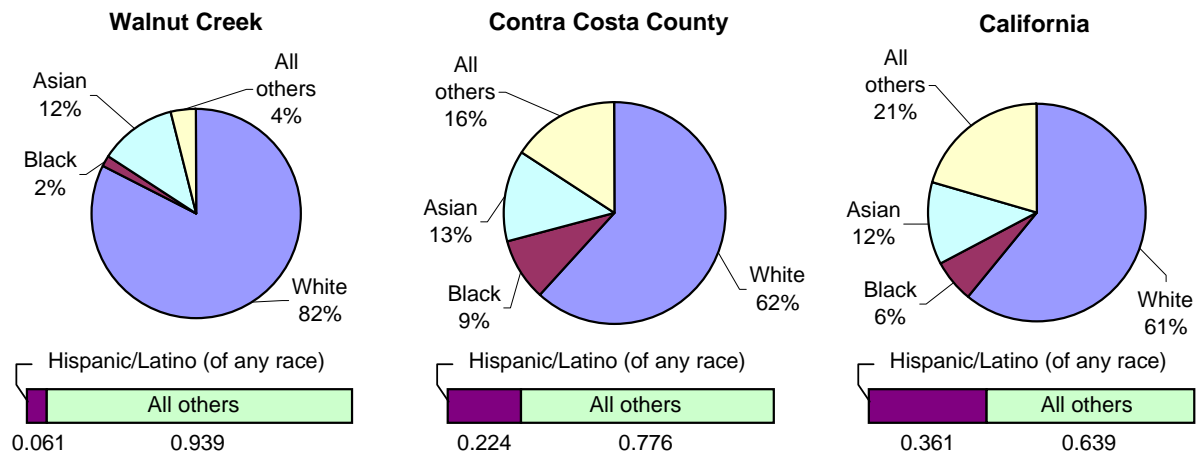
City of Walnut Creek Demographics & Data 2009

	Walnut Creek	Contra Costa County	California
2009 Population <small>Source: California Department of Finance</small>	65,860	1,060,435	38,292,687



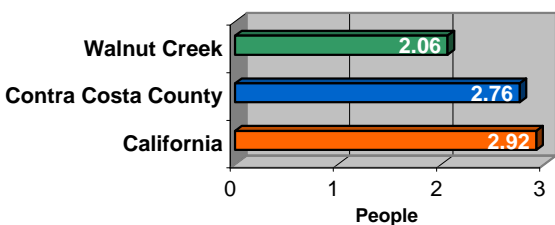
Ethnicity

Source: 2006-2008 American Community Survey (US Census)



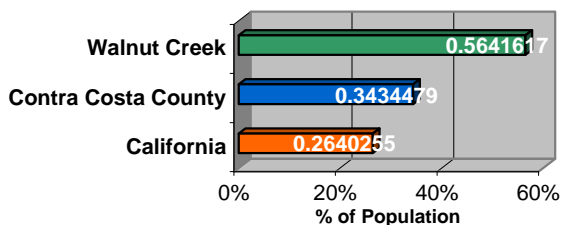
Average Household Size

Source: 2006-2008 American Community Survey (US Census)



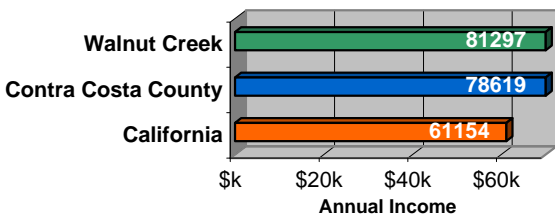
College Graduates

Source: 2006-2008 American Community Survey (US Census)



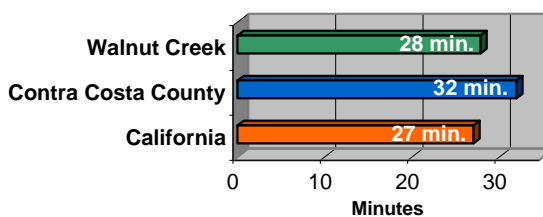
Median Household Income

Source: 2006-2008 American Community Survey (US Census)



Average Commute Time

Source: 2006-2008 American Community Survey (US Census)





City of Walnut Creek

Additional City Profile Information

Year of Incorporation	1914	Area (Square Miles)	19.77
Form of Government	Council/Manager	Elevation	131 feet
Employees (FTE)	331	Number of homes	32,473
Number of Registered Voters	42,256	Average Home Price (2009)	\$715,000
% of High School / College Graduates	95% / 54%	Median Age	45
Average Annual Precipitation	22"	Median Household Income (2008)	\$78,078
Average Highs/Lows		Population (2009)	65,860
Winter	57/40	Size ranking among California cities	126
Spring	68/46	Assessed Property Valuation	\$12.95 billion
Summer	83/55	Total Jobs within the City	67,820
Fall	73/50	Unemployment Rate (2009)	7.0%
City Crime Index (US Average 323.2)	242	Residential Valuation (% of total)	74%
		Commercial Valuation (% of total)	19%

ARTS & RECREATION:

Number of City Parks	19
Acres of City Parks	190
Acres of Open Space	2,704
Number of Playfields	13

Annual Averages:

Arts Ed. Facilities Rental Hours	3,315
Recreation Class Enrollment	5,628
Gym & Sports Field Scheduled Hours	37,216
Bedford Gallery Visitors	30,200
Leshner Center Tickets Sold	230,926
Senior Center Program Participants	68,410
Paid Golf Rounds	58,505

PUBLIC WORKS:

Community Facilities	18
City owned parking lots	22
Traffic Signals	96
Miles of storm drains	114
Miles of Streets	213
City vehicles	170
Parking meters	1,650
Streetlights	2,800

COMMUNITY DEVELOPMENT:

Annual Averages:

Planning Applications	101
Code Enforcement cases closed	818
Building Permit Applications	3,228
Annual Valuation of Building Permits	\$97 million

PRINCIPAL EMPLOYERS (alphabetical order)

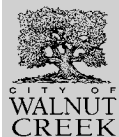
- American Reprographics Co.
- Basic American Foods Inc.
- Brown & Caldwell
- Central Garden & Pet Co.
- Contra Costa Newspapers
- Fresenius USA Inc.
- John Muir Health
- Kaiser Permanente Medical Center
- TSIC Inc.

TOP TAXPAYERS (represent 8% of assessed value)

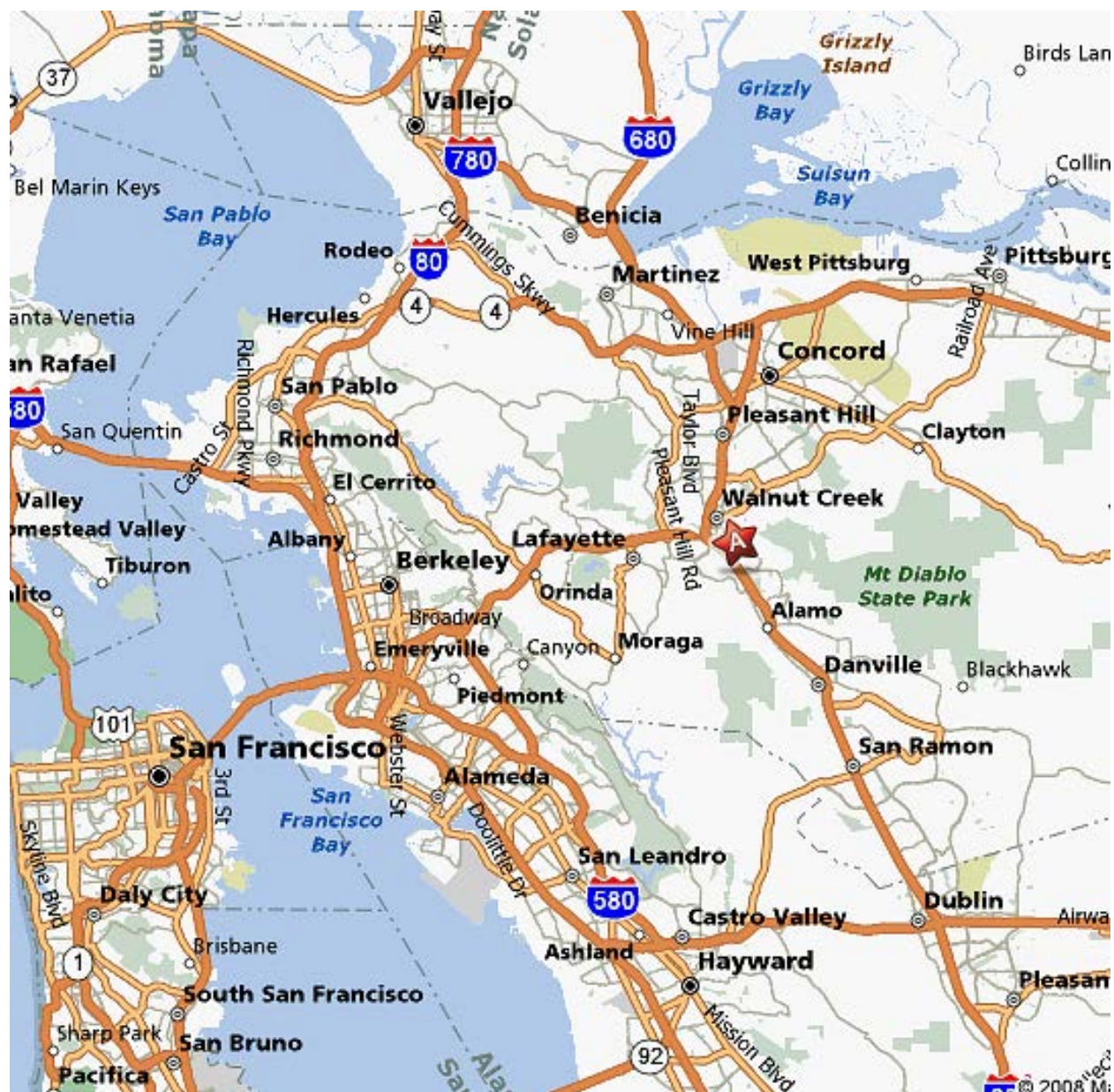
- First Walnut Creek Mutual
- Second Walnut Creek Mutual
- Macerich Northwest Associates
- RREEF America Reit II Corporation
- Legacy III Walnut Creek
- California Plaza @ Walnut Creek
- Escuela Shopping Center LLC
- Property California SCJLW One Corp.

COMMUNITY FACILITIES:

- Bedford Art Gallery
- Boundary Oak Golf Course
- Civic Park and Heather Farm Park Community Centers
- Clarke and Larkey Aquatic Centers
- Foothill and Tice Valley Gymnasiums
- Leshner Center for the Arts
- Old Borges Ranch / Howe Homestead
- Shadelands Art Center and Museum
- Skate Park and Tennis Center
- Walnut Creek City Hall and Library (2 branches)



Regional Map of the City of Walnut Creek





Summary of Budget Process / Timeline

The City adopts a budget biannually to be effective July 1 for the ensuing two year period, including annual budgets for most of its funds except its Capital Project funds, which are budgeted on a two year project basis. Public hearings are conducted on the proposed budgets to review all appropriations and sources of financing. Budgeted expenditures are then adopted through the passage of a resolution. The budget represents the maximum authorized expenditures for the two year period and cannot legally be exceeded except by subsequent amendments of the budget by the City Council.

Preparation of the budget takes place between January through May and is coordinated by the City Manager and Administrative Services Department, with direct support from each of the operating departments. It is then transmitted by the City Manager to the City Council for review, public comment, deliberation and adoption in May and June prior to the beginning of the two-year fiscal period. See the detailed budget preparation calendar for the City in the Budget Summary Section. In each alternate year a mid-cycle performance report is presented to the City Council, which presents financial forecasts for both fiscal years and recommended adjustments for the second year of the budget.

Any amendments or transfers of budgeted funds between accounts within the same department must be authorized by the City Manager. Any changes to the total level of appropriations for a fund or transfers between funds must be approved by the City Council.

Basis of Budget and Accounting

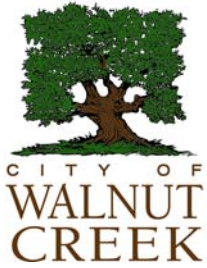
Expenditures are controlled at the fund level for all budgeted departments within the City. This is the level at which expenditures may not legally exceed appropriations. The budgets are adopted on a basis substantially consistent with generally accepted accounting principles (GAAP).

The accounting policies of the City conform to generally accepted accounting principles. 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 on 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 honored during the subsequent year. The commitments will be reappropriated and honored in the subsequent year.

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.



City Manager's Transmittal Letter

June 15, 2010

To the Mayor, City Council, and Walnut Creek Community:

With this letter we transmit the adopted City of Walnut Creek 2010-2012 Biennial Operating Budget. This document provides a comprehensive financial framework for all City services for the next two years. The budget reflects the many challenges the City will be facing going into the second decade of the twenty-first century.

The 2010–2012 budget continues the City's practice of careful planning and conservative fiscal oversight. The results of this disciplined approach are high quality municipal services, continued investment in maintaining and upgrading public facilities, and appropriate reserves needed to give our City the resiliency to adapt to changes in the world around us. The importance of such reserves has been underscored by events of the last two years.

This balanced Financial Plan comprises a balanced General Fund budget supporting a wide array of services to our community. In addition, we are closely monitoring trends to make sure that our Capital Investment Program for the next ten years is focused on preserving and protecting vital community investments.

We also honor our commitments of maintaining outstanding programs of service to the Walnut Creek community and of maintaining long term fiscal health with the help of our excellent employees. Balancing these multiple obligations guided our deliberations as we put this budget together under difficult revenue limitations.

Before looking ahead, let's reflect on some key accomplishments over the last two years.

KEY ACCOMPLISHMENTS IN 2008–2010

GENERAL GOVERNMENT:

- Maintained a balanced budget in 2008-2010 by intensively managing programs and partnering with employees to reduce expenditures aggressively
- Managed the Community Conversation portion of the City's "Balancing for the Future" budget balancing process
- Launched a government access channel - Walnut Creek TV
- Worked towards enhancing the vitality of the downtown
- Established emergency response staging areas throughout City for our Community Emergency Response Teams (CERT)
- Received a Certification for Excellence for the City's investment policy from the Association of Public Treasurers of the United States and Canada

- Organized the first joint Veterans Day celebration with the City of Lafayette and organized and planned other City recognition ceremonies and events
- Navigated the various legal challenges and initiatives / referenda related to the Neiman Marcus development project
- Planned and coordinated the “Behind the Scenes” open house at City Hall in fall 2008
- Added live audio streaming of commission meetings to the City’s website
- Completed the new Walnut Creek Library project on time and under budget

ADMINISTRATIVE SERVICES:

- Successfully negotiated and implemented contracts that lowered City expenditures with many of the City’s bargaining units
- Received excellence awards from the Government Finance Officer’s Association for the City’s budget document and Comprehensive Annual Financial Report
- Implemented a document imaging system for payables, cash receipts and journal entries, saving time and costs involved with the retrieval of historical records
- Developed the City’s first independent Fee Study
- Implemented an online system for renewal of business licenses increasing convenience for customers
- Entered into a contract with a new insurance broker, which resulted in significant insurance cost reductions to the City
- Forged a partnership with the City of Pleasanton to create an in-house Training of Trainers program to reduce training costs, improve quality and develop employee skills
- Implemented a new online employment application tracking system to reduce processing time and costs and increase convenience for applicants
- Conducted a third-party assessment of Warehouse and Reprographics services to determine cost-effectiveness and opportunities to improve efficiency
- Implemented a Green Technology Program with energy-efficient virtual servers, monitors, and virtual desktop computers
- Implemented an improved disaster recovery plan, which includes improved back-up redundancy for the City’s information network, telephones and servers
- Redesigned the City’s website for ease of use and improved accessibility by the public
- Earned two consecutive “Excellence in IT Practices” Awards from the Municipal Information Systems Association of CA
- Achieved savings and service improvements by upgrading the City’s data and voice networks to Voice Over Internet Protocol
- Refined and expanded use of “certified green products” to maintain certification as a Green Business
- Implemented the Balancing for the Future budget process
- Updated safety and risk management policies to reduce injuries and claims
- Led efforts to equip the new Walnut Creek library with 21st century information technology

ARTS, RECREATION AND COMMUNITY SERVICES:

- Worked with user and community groups to conduct an aquatics needs assessment
- Completed selection, contract negotiation and transition to new operators for the Boundary Oak Golf Course and the Heather Farm Tennis Center

- Began integration of facility rental operations including incorporating community rooms in the new Library into the facility rental inventory
- Initiated consolidation of arts education and recreation preschool programs into single management structure
- Implemented brand development, marketing and audience-building efforts for the arts and recreation programs
- Began planning for arts education and recreation CLASS system database merge
- Modified Public Art ordinance and began work to update the Public Art Master Plan
- Supported processes to select and site public art for the new Library and planned the new Library Community Art Gallery program
- Continued to improve facility amenities at the Clarke Aquatics Center including installation of new pumps
- Initiated successful new Center REPeritory Theatre “Off Center” theatre productions
- Completed first two year cycle for joint Center REP / Contra Costa Musical Theatre season subscription marketing
- Achieved department-wide City support budgetary goals

COMMUNITY DEVELOPMENT:

- Executed a Disposition and Development Agreement with BH Development for the Locust Street Redevelopment Project (Block C)
- Received certification from the State for the housing element of the City’s General Plan
- Completed review and permitting of the Neiman Marcus and Nordstrom development projects
- Completed the Mt. Diablo / Locust Street Specific Plan
- Created customer access to the Geographic Information Systems from the City’s web site increasing customer convenience
- Developed a draft bicycle master plan and supported alternative commute programs, including securing funding of four electronic bicycle lockers at City Hall
- Continued to meet the department’s next-day inspection service level by performing 100% of requested inspections each business day
- Created a new “one stop” Development Center Website in conjunction with the Planning, Building and Engineering divisions improving customer convenience
- Created a “Virtual Counter” to allow easy access of policy documents and guidelines for customers

POLICE:

- Answered all 911 calls within five seconds
- Expanded use of volunteers to include activities such as vacation home checks
- Collaborated with other City departments to conduct annual disaster drill exercises
- Added a prisoner transport van and a second police canine handler and canine for deployment
- Purchased a new bomb robot and updated it with a wireless capability using grant funds
- Provided an immediate response to fatal collisions via the Serious Traffic Accident Response Team
- Offered bicycle training classes for young cyclists
- Planned and implemented at least three interagency DUI Checkpoints

PUBLIC SERVICES / CAPITAL INVESTMENT PROGRAM:

- Oversaw the development of a comprehensive ten-year Capital Investment Program
- Implemented a new web-based tracking database to improve the efficiency of clean water inspections, of which 4,000 were performed, and streamlined the reporting process
- Conducted six public education outreach and two community participation events related to the Clean Water Act, which were attended by over 440 residents, school-age children and business operators
- Updated the pump stations at Heather Farm and Castle Rock Park with new energy efficient motors
- Replaced the surfacing in the tot lot play area and overhauled the irrigation system at Walden Park and replaced the sod at the sports field at Walnut Creek Intermediate School
- Developed photographic record of graffiti marks and tags for support in police prosecutions
- Began replacing trees at Boundary Oak golf course and planted over 100 trees city-wide
- Improved communication with the public through the establishment of a Facebook information page for the Open Space division
- Began replacement of parking meters with new technology that allows credit card use
- Completed over 100,000 square feet of street patch repairs in the downtown and residential areas of the City
- Continued ongoing Green Business sustainability efforts by completely eliminating non eco-friendly products in all City facilities and replacing them with recycled paper products and “green” cleansers
- Completed implementation of the Enhanced Vapor Recovery equipment mandate from the State Environmental Protection Agency and Air Quality Management District for the City’s fueling system
- Expanded the operating hours at all three public parking garages to 24-hour continuous operation resulting in convenient access for users
- Replaced the operating and ticketing system in all three parking garages with central cashiering technology to improve customer service and garage efficiency while lowering operating cost
- Installed electric vehicle charging stations in City garages
- Worked closely with the Leshner Center to create a user friendly parking experience for patrons attending special shows and events
- Used American Recovery and Reinvestment Act funds to resurface Civic Drive
- Allocated significant staff time to inspection of the new Walnut Creek Library

OVERVIEW OF THE 2010-2012 OPERATING BUDGET

The New Normal

The economy is expected to continue to be depressed over the next two years and even when economic recovery occurs, revenue recovery for cities will likely lag behind any recovery in the private sector. In fact, a full return to the prosperous revenue levels of a few years ago may or may not occur. Local government officials have begun talking about a “new normal” to describe the major economic reset that reassessments of property value and changing consumer behavior seem to indicate. In putting together the revenue projections for the next budget, staff has assumed the “new normal” is our new reality.

The revenue projections that follow are based on staff's analysis of local conditions tempered by information from a number of sources including our sales tax consultant, MBIA; written materials and presentations by Beacon Economics and HdL Companies; media reports; and discussions with management staff at other cities and consultation with the League of California Cities.

Revenue Projections for Fiscal Years 2010-2012

The City's three major sources of revenue to finance operations include:

- Sales tax revenue—the City receives one-cent of the nine-and-one-quarter cents collected on taxable sales in Walnut Creek
- Property tax revenue—we receive nine cents from each one dollar paid to the County in property taxes
- Department Revenues—funds collected for a range of services, activities and programs

Together these three revenue groups comprise 87% of our total General Fund revenues for 2010-2012. The remaining 13% includes revenues such as interest income, transit occupancy tax, franchise fees, etc. All revenues were, and continue to be, negatively affected by the economic downturn. As successful as Walnut Creek has been in the past, we are not immune to the changes that are affecting every community across the country and, indeed, around the world.

Fortunately, we recognized the budget challenges early and started working through a thoughtful process conducted over the course of the past two years, involving the City Council, the community and staff. This work prepared us, to the extent possible, to develop a budget for 2010-2012 based on the projected fiscal situation.

This budget represents a balanced approach that uses a mix of program cuts and service reductions (with accompanying staff reductions), fee increases, one-time funds, and additional expenditure reductions including salary freezes, additional staff contributions to benefit costs, and furlough days.

Balancing for the Future

The Balancing for the Future process included educating our employees about the budget including the costs of salaries & benefits and holding workshops for our community partners (defined as anyone with whom we have a relationship) to share information about our rapidly declining revenues. To help set financial priorities for the budget, the process included goal-setting by the City Council, defining and weighting the goals by the community, and then scoring City programs by City staff against the community-defined goals. Together, the process produced a ranked set of City programs used in the development of the 2010-2012 Budget.

More information on this process is included in the budget document in a section at the back of this volume. The results of this process greatly helped in preparing this recommended budget.

GENERAL FUND 2010-2012:

A summary of overall revenue and expenditure projections for 2010-2012 is provided below.

Revenues:

- Projected General Fund revenues overall for 2010-2011 total \$62.4 million, a decrease of \$400,000 or almost 1% less than estimated revenues for 2009-2010. For 2011-2012, projected General Fund revenues total \$60.3 million, a 3% decrease from 2010-2011.
- Sales tax revenue is projected to decline 3% for 2010–2011 due to continued weak auto and retail sales and then remain relatively flat for 2011–2012, based upon staff review and consultation with third party consultants used to monitor sales taxes.
- Property taxes are expected to decline by almost 6% for 2010-2011 and decline by another 3% for 2011-2012 due to the slowdown in the local housing market and softening of the commercial property market due to declining assessed values resulting from increased retail and office vacancies. In addition, Property Transfer and Supplemental Property Taxes are expected to remain at significantly lower levels than prior years due to a reduced level of sales activity for both commercial and residential properties in the City. Residential properties represent approximately 75% of the total assessed valuation of the City.
- Revenues from adjustments to fees for service included in this budget are projected to generate an additional \$1.6 million in 2010-2011 and \$350,000 in 2011-2012 in increased support for programs and services.
- Interest income is projected to increase by 2% for 2010-2011 but then fall by 13% in 2011-2012, as the City is no longer able to take advantage of interest savings produced from the prepayment of Public Employees Retirement System (PERS) premiums. The mechanism PERS uses to determine City contributions is based on payroll and as total payroll decreases; the advantage of prepaying also decreases or disappears.
- The decline in other revenue is due to the reclassification of the contributions from the Library Foundation beginning Fiscal Year 2010-2011 to the Capital Investment Program fund.

Expenditures:

- Recommended operating expenditures for 2010–2011 total \$60.6 million, a decrease of \$3.1 million or almost 5% less than estimated expenditures for 2009-2010, primarily due to the recommended reduction of 21.75 additional full-time equivalent positions, the recommended restructuring of several programs, including custodial services and facility rentals, as well as the anticipated elimination of divisions such as reprographics, mail and warehouse services. Recommended 2011–2012 expenditures total \$59.6 million, a 1.7% decrease from 2010-2011.
- To hold the line on operating expenditures, this budget keeps a total of 55.5 staff positions unfilled through the fiscal period 2010-2012.

- The General Fund emergency reserves have been designated as the source of funds needed for any potential cutbacks in revenues caused by actions of the State over the next two years as a result of their projected deficit for 2010-2011.
- The Capital Investment Budget includes funding of \$19 million for ongoing and new capital projects (excluding an estimated \$3.7 million to complete payment of construction costs for the library in Fiscal Year 2010-2011) as well as \$9.2 million for maintenance projects across the community.
- The Internal Service Funds continue to be funded at adequate levels for Fiscal Period 2010-2012, resulting in reserve levels for these funds remaining at or above levels established at the end of Fiscal Year 2008-2009. This funding will assure timely replacement of capital and technology equipment as well as address needed facility and roadway maintenance.
- The City's Housing Division budget (funded by Housing in Lieu Fees, Community Development Block Grant, and Redevelopment Agency Affordable Housing Funds) contains funding for rehabilitation loans, first time homebuyer loans, construction of new affordable housing and other social service programs all of which support the goals of the Housing Element of our General Plan.

OTHER FUNDS

- The *Downtown Parking and Enhancement Fund* appropriates \$200,000 for the design and construction of signage to improve awareness of and access to parking and other points of interest in the core area.
- The *Gas Tax and Measure J Funds* provide approximately \$2.6 million of funding for street overlay and slurry seal street maintenance projects.
- The *In Lieu Park Fund* provides \$385,000 in funding for updating the Civic Park Master Plan and constructing public restrooms at Howe Homestead Park to replace temporary facilities.
- The *Traffic Impact Mitigation Fund* provides \$1.2 million for projects such as the installation of incident detection video and in-pavement lights in crosswalks as well as a sidewalk modification at the Mt. Diablo / Iron Horse Trail Crossing and pedestrian improvements at the intersection of Buena Vista and Parkside.
- The *In Lieu Public Art Fund* provides \$60,000 for the renovation of two existing 25-year old fountains on Main Street.

RECOMMENDED DEPARTMENT GOALS AND CHANGES FOR 2010–2012

In putting together a balanced budget for Fiscal Years 2010-2012, attention was paid to maintaining progress on important City goals across the whole organization, while looking for opportunities to save money by increasing efficiency and reducing expenditures in areas where the impact is judged to have least impact. Likewise, we challenged all departments to review their fees and recommend appropriate changes.

GENERAL GOVERNMENT

Departmental Goals:

- Identify and implement City and community efforts to enhance environmental sustainability and explore regional partnerships in this effort
- Continue to enhance the economic vitality of downtown and the entire community
- Present a balanced budget for Fiscal Years 2012-2014
- Implement an automated agenda preparation program to streamline staff report production and review
- Administer the November 2010 election and other elections efficiently and with transparency
- Work with Community Development to oversee the redevelopment of the City property located at 1250 Locust Street and at the corner of Mt. Diablo Blvd. and Main Street
- Celebrate the grand opening of the new Walnut Creek Library and the 20th Anniversary of the Leshar Center for the Arts

Major Recommended Changes:

- The operations of the Mail Division are recommended to be decentralized and absorbed by all City departments
- The Assistant to the City Manager position is recommended to be reclassified to an Administrative Analyst II position (1/2 time)
- The funding the City contributes for counselors at local schools is being reduced in 2011-2012
- Projected expenditure savings have been included to reflect:
 - A retirement incentive program offered to City employees
 - Recommended reductions in the Leshar Arts producer subsidies provided by the City
 - A reduction in City support for the Walnut Festival
 - A recommended early payoff of the Public Safety PERS “side fund” liability, which will result in annual interest savings of approximately \$360,000 for each of the next nine years

ADMINISTRATIVE SERVICES

Departmental Goals:

- Update the Long Term Financial Plan to reflect current operations of the City in the context of the New Normal
- Negotiate and implement new contracts with five bargaining units
- Implement online timecard and business license application systems
- Prepare annual updates to the City’s fee study
- Implement new mandates related to healthcare reform
- Implement the online hiring center for division managers to streamline applicant evaluation
- Expand public and staff access to the City’s Geographic Information System (GIS)
- Implement major software upgrades for the City’s Finance, Business License, Building Permit, ARCS Class Registration, Dispatch and building permit systems
- Expand the City’s Green Technology Program for additional cost and energy savings
- Continue efforts to meet or exceed Department of Justice and Payment Card Industry security standards

- Reduce liability claims and employee accidents by analyzing trend information and developing and implementing training and safety practices
- Improve Internet Connection capacities and access speeds

Major Recommended Changes:

- Discontinue operations of the Warehouse and Reprographics divisions; these activities will be decentralized to City departments and outsourced
- Insurance costs are projected to increase for a number of reasons, i.e., health care costs continue to increase and property insurance costs will increase due to additional coverage for the new library

ARTS, RECREATION AND COMMUNITY SERVICES

Departmental Goals:

- Improve customer service and operational efficiencies by completing the arts education and recreation web-based CLASS system database merge
- Revise Public Art ordinances to build funding for art in public places
- Plan and implement next phase of the future of the City's aquatics programs and facilities
- Partner with the Diablo Regional Arts Association to develop a Branding and Marketing Plan for the Lesher Center for the Arts
- Participate in the Americans for the Arts Economic Prosperity Study
- Continue efforts to build audience and improve marketing effectiveness and efficiency through enhanced electronic communications, on-line presence and other opportunities
- Complete integration of facility rental operations under single management structure and begin Library room rental operations
- Support the new Library Community Art Gallery program
- Support growth in tennis program operations
- Produce the Lesher Center of the Arts 20th anniversary celebration in partnership with the Diablo Regional Arts Association

Major Recommended Changes:

- Restructure the relationship with the Master's Swim Club to achieve consistency in operational arrangements between the City and competitive swim user groups resulting in the reduction of a Program Coordinator position
- Close Larkey Pool from October through March
- Modify facility rental operations resulting in the reduction of a custodian and two office specialists
- Discontinue the ArtReach program beginning Fall 2010 and the Arts, Adventures and Academics summer program beginning Summer 2011 resulting in the reduction of a Program Supervisor and a Program Coordinator
- Restructure private music lesson program and modify evening hours at the Shadelands Arts Center resulting in the reduction of an Office Assistant II
- Contract for custodial services citywide resulting in the reduction of a custodian position at the Lesher Center for the Arts

- Reduce the number of Bedford Gallery exhibition and ancillary programs resulting in the reduction of part of two positions—a Program Coordinator and a Senior Program Assistant
- Other recommended programmatic reorganizations resulting in the reduction of a Program Manager and a Program Coordinator in the recreation division
- Reduce City support for senior special events and senior programming and discontinue the Therapeutic Recreation summer program starting in 2011 resulting in lower City operating expenses and the reallocation of a Program Coordinator
- Discontinue school year programming for teens, including the Youth Council, City support for three annual holiday-themed special events for children and youth, and the Teen Job Faire
- Implement the CLASS point-of-sale system module at several additional locations to improve internal controls over the cash receipt process, as recommended by the City’s auditors.
- Discontinue the “Movies Under The Stars” program
- Reduce support for the ParKonzert program and the Walnut Creek Concert Band.
- Begin collecting a transaction fee for class and program registrations
- Replace the chlorination system at the Clarke Swim Center, so that the system will operate more efficiently and reduce ongoing chlorine supply expenses
- Make a variety of improvements at preschool facilities to address high priority functional and operational needs

COMMUNITY DEVELOPMENT

Departmental Goals:

- Develop and propose measures to implement the Downtown Parking Task Force’s final recommendations for “Making Parking Work in Downtown Walnut Creek”
- Develop and implement a more robust Economic Development program which will include the sale of City property at the corner of Mt. Diablo Blvd. and Main Street
- Continue to enhance the economic vitality of downtown
- Adopt the Bicycle Master Plan
- Complete the update of the City’s zoning code
- Support alternative commute programs and cooperation with 511 Contra Costa
- Prepare building division staff for adoption of the 2010 California Building Code
- Complete processing of the BART Transit Village Project and the development project at 1250 Locust Street
- Administer the Housing Rehabilitation Program and make rehabilitation loans and grants to qualified low income households
- Implement further development review process and customer service improvements
- Work with Contra Costa County to implement the California First program that facilitates the purchase and installation of photovoltaic systems by property owners

Major Recommended Changes:

- Based on anticipated workloads and evaluations of cost efficiency, it is recommended that a Building Inspector position not be funded and that a Permit Technician II position be unfrozen
- Several new building and planning fees are recommended to cover program costs and include a waste management fee, a development technology fee, a Locust / Mt Diablo specific plan implementation fee, a General Plan fee and a green building plan check fee

- Implement a paperless permit submittal system for applicants to increase convenience and be more environmentally conscious

POLICE

Departmental Goals:

- Strengthen collaboration between the Patrol and Communications Divisions to assure effective information sharing so that officers may respond quickly to emergency calls
- Have staff attend the Downtown Business Association meetings to build more effective working relationships
- Through training in high-technology crimes, Investigations Division staff will assist other Police Department divisions with computer analysis and data retrieval for court presentation
- Continue to provide immediate response to fatal traffic collisions via the Serious Traffic Accident Response Team
- Support reserve staff with training and equipment needs
- Continue to seek and manage grant funds
- Continue to provide a strong presence downtown to preserve peace and keep the incidence of violent crime low

Major Recommended Changes:

- Positions that are recommended to be newly frozen are a Police Manager position, a Watch Commander / Lieutenant position, a Police Dispatcher / Assistant position and a Police Officer position
- Increase all parking fines by \$5 to offset additional costs passed on to the City by the County
- Identify alternate service providers and eliminate funding for the contract with Contra Costa County for animal control services beginning in January 2011
- Establish a City vehicle impound yard, which would reduce the City's financial obligations to other agencies
- Increase fees for taxi permits, dance permits, massage permits, massage permit revocation, and Alcohol Beverage Control (ABC) administration, and community court fines to better offset the administrative costs for each activity

PUBLIC SERVICES

Departmental Goals:

- Plan, build and maintain transportation and parking systems that ease congestion and optimize safe access and mobility to support economic vitality
- Promote a sustainable community by implementing effective educational and partnership opportunities
- Protect and maintain natural and built environments therefore providing high-quality, multi-generational and diverse culture, recreation and learning opportunities
- Promote responsible development and maintenance with sustainable work practices and material / equipment selection

Major Recommended Changes:

- Eliminate an Office Assistant II position
- Eliminate all temporary positions in the Parks Division which will reduce the level of maintenance provided at all parks and school fields
- Reduce financial support for the Lindsey Museum and the Gardens at Heather Farm
- Install parking meters in the City Hall and Civic Park Community Center parking lots
- Outsource custodial services for all City facilities and reduce staffing by approximately 10 positions
- Reorganize fleet services to reduce the number of vehicles and eliminate an Equipment Mechanic II position
- Eliminate a landscape maintenance worker position in the Parks Division
- Add a new fee for engineering review
- Reduce street lighting and related energy use and expenses by 25%
- Significant cost increases are anticipated in the Clean Water division due to new State compliance mandates for this program
- Replace traffic cones placed at Homestead Avenue and Ygnacio Valley Road at peak times with signage
- Move \$200,000 from gas tax to fund signal operations

SUMMARY

In spite of decreased revenues, the City is able to present a balanced budget for the General Fund for 2010-2012 through a combination of measures, including:

- Reducing costs in a variety of ways including actively assessing cost effectiveness of products and services used to meet community needs; increasing staff efficiency through new tools and methods to complete work; reducing levels of service for or eliminating various programs, with corresponding recommended staffing reductions (including some conversions to contract services) and leaving selected positions unfilled for 2010-2012 and continuing detailed assessment of vacancies as they occur
- Using savings from budget cycle 2008-2010
- Increasing fees and charges for services to more nearly reflect actual costs
- Using reserve funds

The General Fund emergency reserves are designated to cover any potential cutbacks in revenues received from the State of California as a result of their projected deficit for 2010-2011. Staff is continuing to work to address additional fundamental structural changes needed in the future, including the investigation of various revenue measures, so that the City can continue to operate with a balanced budget for fiscal years 2012-2014 and beyond. Additional details regarding these changes will be presented to Council as strategies become clearer and as a part of the mid-cycle update to the 2010-2012 budget.

This budget is the product of considerable time and attention over the past year to strategic, fiscal and operational planning by the Council and City staff. In particular thanks are due to members of the City's Executive Team:

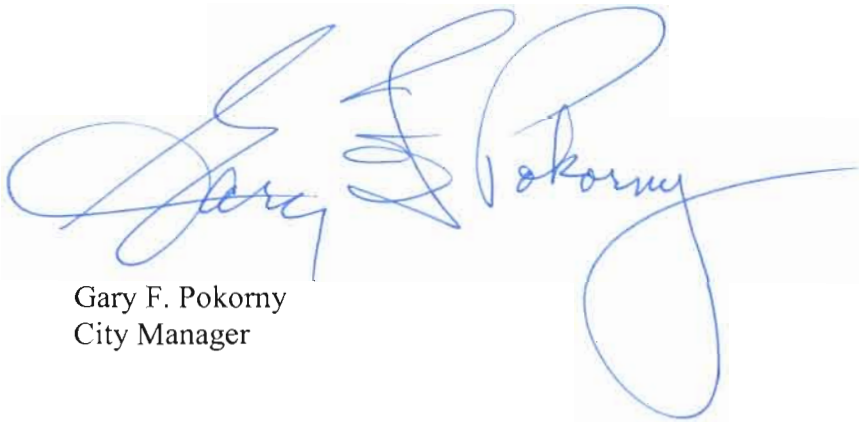
- Heather Ballenger
- Joel Bryden
- Barry Gordon
- Sandra Meyer
- Sally Rice
- Lorie Tinfow
- Paul Valle-Riestra

And to and the team of Finance Division staff who produce the budget document:

- Fred Marsh
- Jennifer Wakeman
- Roselyn Taormina
- Sydney Erdle
- Anna Barnett

All of these staff have contributed critical insights and untold hours of dedicated work to this major undertaking. Every manager in the organization was involved in a significant way in helping us develop a responsible and balanced approach to creating this budget.

On behalf of all City employees, we look forward to working with the City Council and the Walnut Creek community as we implement this policy document. I am confident that the result of our efforts will be a commitment to excellent, but fewer, programs and services, a solid and continuing commitment to investing in facilities and preserving infrastructure, and proactively responding to changing fiscal realities.



Gary F. Pokorny
City Manager

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Budget Summary

General Fund - Fiscal Years 2008-09 through 2011-12

REVENUES	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Property Taxes	16,192,298	15,993,612	15,055,950	14,614,822
Sales and Use Tax	17,431,211	15,445,602	14,981,000	14,981,000
Other Taxes *	4,960,336	4,646,209	4,624,153	4,730,230
Interest Earnings	1,894,924	616,760	627,000	543,000
Other Revenue	757,362	1,503,676	104,000	104,000
Total General Revenues	41,236,131	38,205,859	35,392,103	34,973,052
Administrative Services	2,026,624	2,049,835	2,045,848	2,021,787
Community Development	2,878,445	2,779,331	3,271,129	3,400,299
Public Services	4,167,076	4,777,127	5,378,424	5,398,054
Police	2,967,339	2,644,497	3,031,351	3,031,773
Arts, Recreation and Community Services	9,519,335	9,415,652	9,121,801	9,357,811
General Government	15,228	6,970	415,750	412,750
Total Departmental Revenues	21,574,047	21,673,412	23,264,303	23,622,474
Transfers In from Other Funds	1,797,165	2,897,118	3,701,955	1,716,591
Total Revenues / Transfers In	64,607,343	62,776,389	62,358,361	60,312,117
Use of Council/City Manager Contingencies				163,321
Use of Emergency Reserves				898,586
Use of Prior Years' carry forward	1,860,166	5,971,684	928,273	1,368,546
TOTAL SOURCES OF FUNDS **	66,467,509	68,748,073	63,286,634	62,742,570
EXPENDITURES				
Administrative Services	5,159,657	5,444,146	5,233,572	5,411,304
Community Development	5,150,284	4,759,657	4,259,711	4,157,633
Public Services	13,840,989	13,488,592	13,439,413	13,712,179
Police	21,502,614	23,209,656	22,352,605	22,628,059
Arts, Recreation and Community Services	13,952,709	13,694,877	12,724,883	12,481,162
General Government	2,835,171	3,135,960	2,579,960	1,241,836
Total Operating Expenditures	62,441,424	63,732,888	60,590,144	59,632,173
Transfer to Capital Investment Budget	2,815,643	3,554,150	1,346,390	1,685,690
Transfers to Other Funds	1,210,442	1,461,035	1,350,100	1,424,707
Total Expenditures / Transfers Out	66,467,509	68,748,073	63,286,634	62,742,570
Addition to General Fund Reserves	0	0	0	0
TOTAL USES OF FUNDS	66,467,509	68,748,073	63,286,634	62,742,570
Available Reserves, Beginning of Year	29,151,583	27,291,417	21,319,733	20,391,460
Available Reserves, End of Year	27,291,417	21,319,733	20,391,460	17,961,007

* Business License Taxes are included as part of Administrative Services Departmental Revenues.

** In addition, the Emergency Reserve has been designated as the source for funds needed for potential State cutbacks resulting from its projected deficit (no reductions have been included in the above estimates).



General Fund Revenues

Background Information / Budget Assumptions

The following discussion outlines the City's major operating revenue sources, which represent over 75% of the City's total revenues. Estimates of the City's general revenues, such as taxes and interest, are prepared by the Administrative Services Department using economic information obtained from Staff, County and the State. Estimates of other revenues are prepared by the departments based upon their estimates of activity and updates to fee schedules (including cost of living adjustments).

Sales and Use Tax

Sales and use taxes are the second largest source of revenue for the City's General Fund, representing approximately \$15.5 million of the total for Fiscal Year 2009-2010. The sales tax rate in Contra Costa County is 9.25%, of which 1% is the "local" or City share. Also included in the 9.25% sales tax is the one-half cent tax approved by California voters in November 1993 (Proposition 172), which is designated for public safety. This sales tax is shared between the cities and the County.

Sales tax is projected to decrease by 6% in Fiscal Year 2009-10, decrease by another 3% in 2010-11 and remain flat for 2011-2012. Sales tax collections in recent years have suffered from increased retail competition in the area, as well as the slowdown in sales of autos and other retail goods due to the softening local economy.

Property Tax

Pursuant to Proposition 13 being passed by California voters in 1978, countywide property taxes are set at 1% of assessed value. Upon change of ownership, the assessed value of a property is reset to the current market value (sales price). The City receives approximately 9% of the 1% countywide tax collected in the City. Property taxes are the largest source of revenue to the City's General Fund, representing approximately \$16.0 million of the total. The City receives approximately 8.7% of the 1% countywide tax collected in the City.

Secured property taxes are expected to decline by 1% in Fiscal Year 2009-2010, decline by 6% in Fiscal Year 2010-2011 and an additional 3% in Fiscal Year 2011-2012 (compared to 6-8% growth in prior years), due to the sluggish housing market and economy and an increasing number of commercial and office vacancies within the City. It should be noted that residential properties represent approximately 75% of the total assessed property valuation within the City.

Property taxes are collected on both secured (real property) and unsecured property (such as boats). If a property changes ownership in the middle of a tax year, the reassessment appears on the tax rolls the following year. However, the property is reassessed for a prorata portion of the year of sale, and an additional or "supplemental tax" is applied in that year. There are often delays in the processing of reassessments, so supplemental assessments can span more than one year, causing great annual fluctuations in this revenue category.

In addition, tax revenues resulting from the sale of both residential and commercial properties have declined by 75% over the last three years due to the conditions noted above, and are not expected to change significantly during Fiscal Years 2010-2012. In 2004, the State reduced the Vehicle License Fee (VLF) rate and replaced the backfill to cities and counties with "Property Tax in Lieu of VLF" funds. These funds are classified as property taxes. Its growth going forward will be tied to the change in the City's assessed value growth, and therefore is projected to decline at a rate similar to that for secured property taxes during Fiscal Years 2010-2012.



General Fund Revenues

Background Information / Budget Assumptions

Franchise Taxes (Other Taxes)

The City has franchise agreements with several utility companies. These companies pay the City a franchise fee based on a percentage of their revenue earned within the City limits. These fees serve as compensation for wear and tear on City streets. Franchise fees can change when the customer base expands, when additional services are used, when weather impacts the use of gas or electricity and when rates change. Staff is projecting franchise fee revenues to decline by 3% to \$3.1 million for 2009-2010 and to remain flat throughout Fiscal Years 2010-2012.

Transient Occupancy Tax (Other Taxes)

The City currently has five hotels/motels with a total of 827 rooms. The City imposes a Transient Occupancy Tax ("TOT ") of 8% on room rates for stays of 30 days or less. Staff is projecting TOT revenues to decline by 9% to \$1.1 million for 2009-2010 due to the recent economic recession and to remain flat throughout Fiscal Years 2010-2012.

Interest Income

On a daily basis, the City invests all its idle cash in accordance with the City's formal investment policy. The City's interest income has declined dramatically during the last few years, due to the a dramatic fall in the City's rate of return on its investments due to a large reduction in the Federal Funds rate, and the use of carryover funds to fund the construction of the library and to address budget shortfalls for Fiscal Years 2008-2010. Based on estimated average cash balances this translates to projections of approximately \$627,000 in 2008-09 and \$543,000 for interest income in 2010-11 and 2011-12.

Building - Related Revenues (Community Development / Public Services)

The City receives many types of building-related revenues, such as fees for Planning, Public Works, and Building services. In general, these fees are intended to recover most of the costs of providing services, which benefit a select segment of the City's taxpayers. Due to the slowdown in the housing market and regional economy, Staff has taken a conservative approach in estimating building-related revenues, projecting a 4% increase for 2009-2010 to approximately \$4 million and an increase of 3% for Fiscal Years 2010-2011 and 2011-2012. The increases for Fiscal Years 2010-2012 result from a number changes the departments are proposing for their fees charged for services.

Arts, Recreation and Community Services Revenues

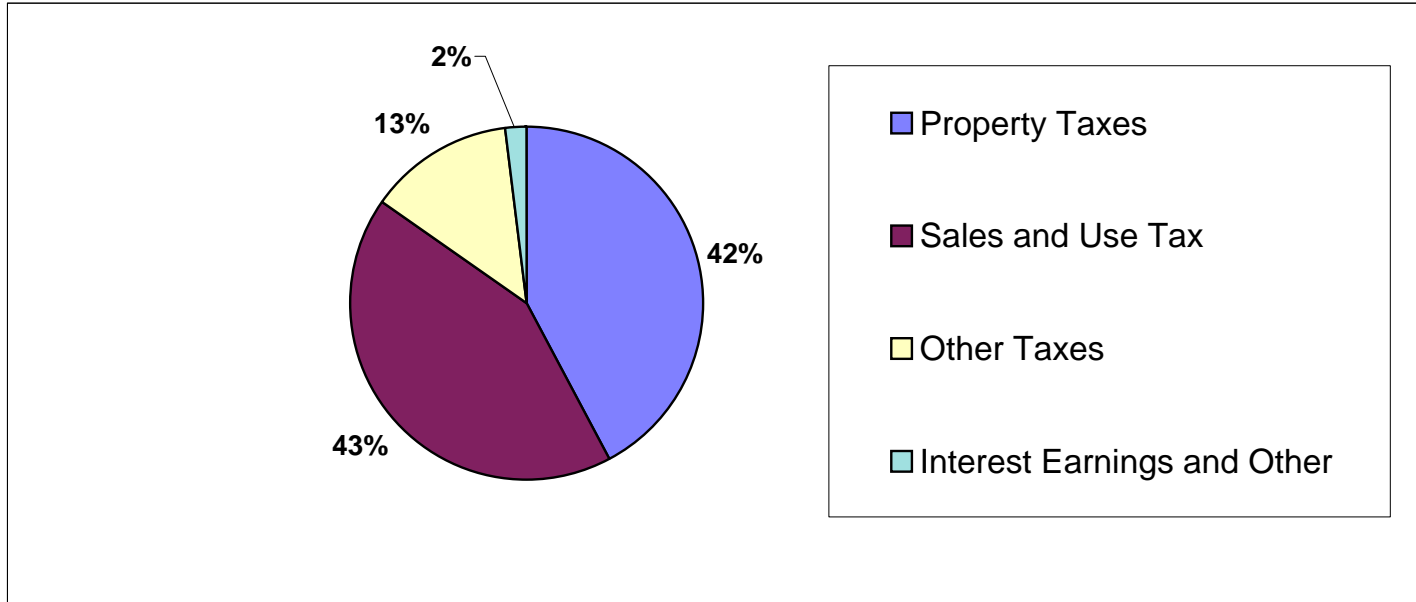
Staff spends considerable time each year developing programs for the coming year and determining the fees required to meet cost recovery objectives. Staff has the authority to adjust existing fees within the fee ranges approved by Council for each activity. The two-year projections reflect fee adjustments to recognize the increased cost of service, facility rental increases, as well as additional revenues due to increased demand for programming. Fiscal Year 2010-11 projected revenues are \$9.1 million, a 3% decrease over anticipated 2009-10 revenues. Revenues for 2011-12 are projected to increase 3%.

Parking Meter/Garage Operations (revenues allocated among several departments)

The City receives monies from the operations of its parking meters and garages in the Downtown. These monies are used to fund the costs of the parking and garage operations, maintenance of parking meters and garages, and to accumulate funds for additional parking needs. These funds are allocated between the General Fund and the Downtown Parking and Enhancement Fund as previously authorized by Council. See the details in the Downtown Parking and Enhancement Fund in the "Other Funds" section for additional financial details regarding parking meter and garage operations.



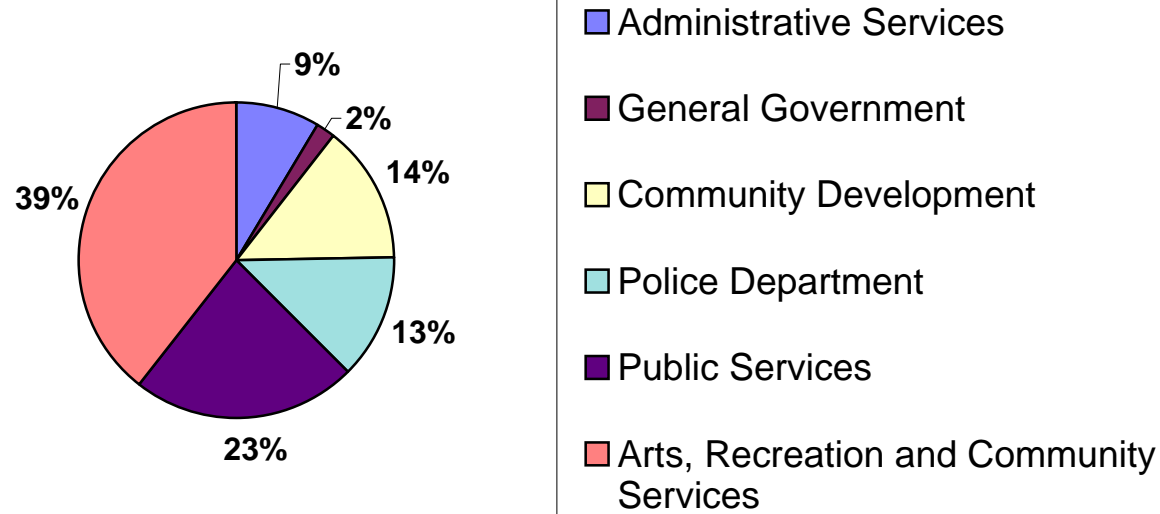
Revenues by Category - General Fund Fiscal Years 2010-2012



<u>Category</u>	<u>2010-11</u>	<u>2011-12</u>	<u>Total 2010-2012</u>
Property Taxes	15,055,950	14,614,822	29,670,772
Sales and Use Tax	14,981,000	14,981,000	29,962,000
Other Taxes	4,624,153	4,730,230	9,354,383
Interest Earnings and Other	731,000	647,000	1,378,000
TOTAL GENERAL REVENUES	35,392,103	34,973,052	70,365,155
PLUS TRANSFERS IN	3,701,955	1,716,591	5,418,546
PLUS DEPARTMENT REVENUES	23,264,303	23,622,474	46,886,777
TOTAL REVENUES	62,358,361	60,312,117	122,670,478



Revenues by Department - General Fund Fiscal Years 2010-2012

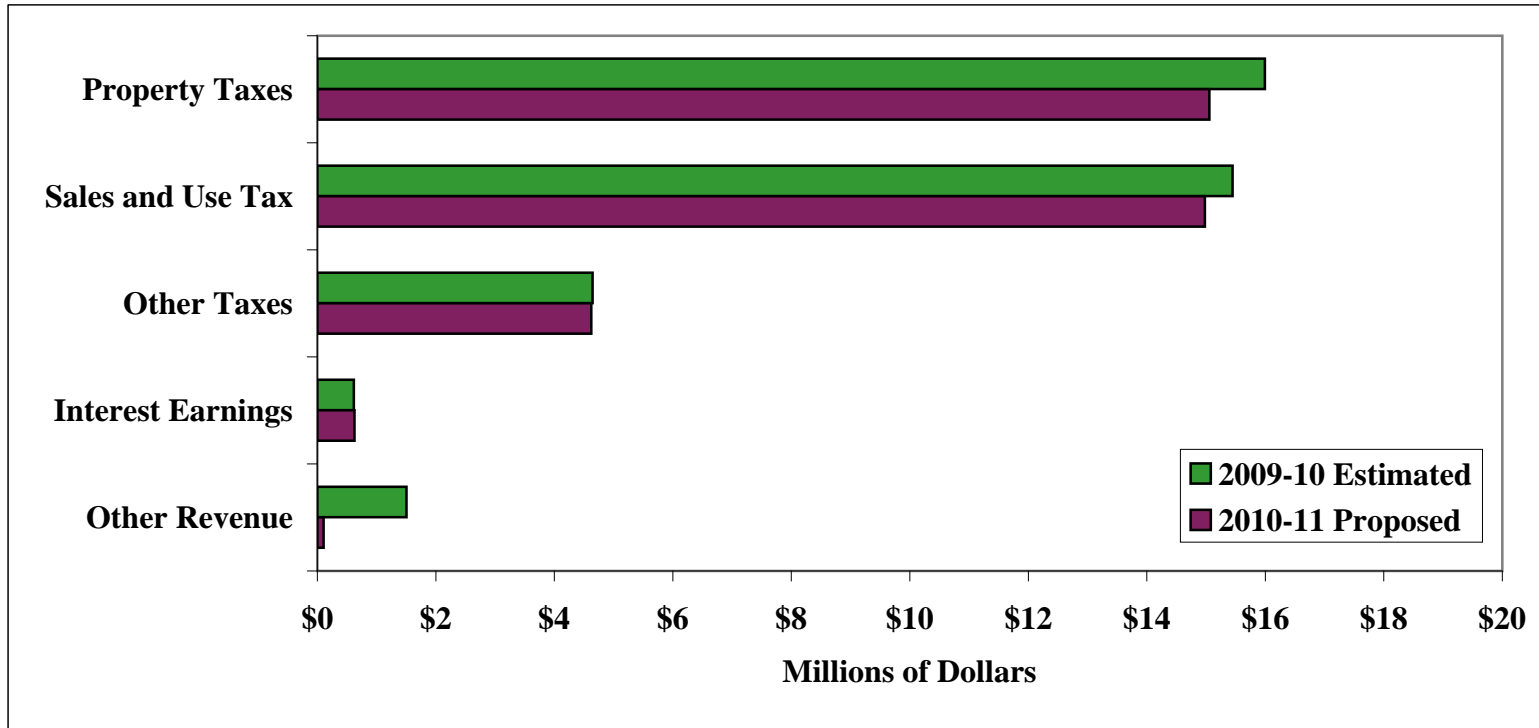


<u>Department</u>	<u>2010-11</u>	<u>2011-12</u>	<u>Total 2010-2012</u>
Administrative Services	2,045,848	2,021,787	4,067,635
General Government	415,750	412,750	828,500
Community Development	3,271,129	3,400,299	6,671,428
Police Department	3,031,351	3,031,773	6,063,124
Public Services	5,378,424	5,398,054	10,776,478
Arts, Recreation and Community Services	9,121,801	9,357,811	18,479,612
TOTAL REVENUES BY DEPARTMENT	23,264,303	23,622,474	46,886,777
PLUS TRANSFERS IN	3,701,955	1,716,591	5,418,546
PLUS GENERAL REVENUES	35,392,103	34,973,052	70,365,155
TOTAL REVENUES	62,358,361	60,312,117	122,670,478



Change in General Fund Revenues by Category

Fiscal Years 2009-10 and 2010-11

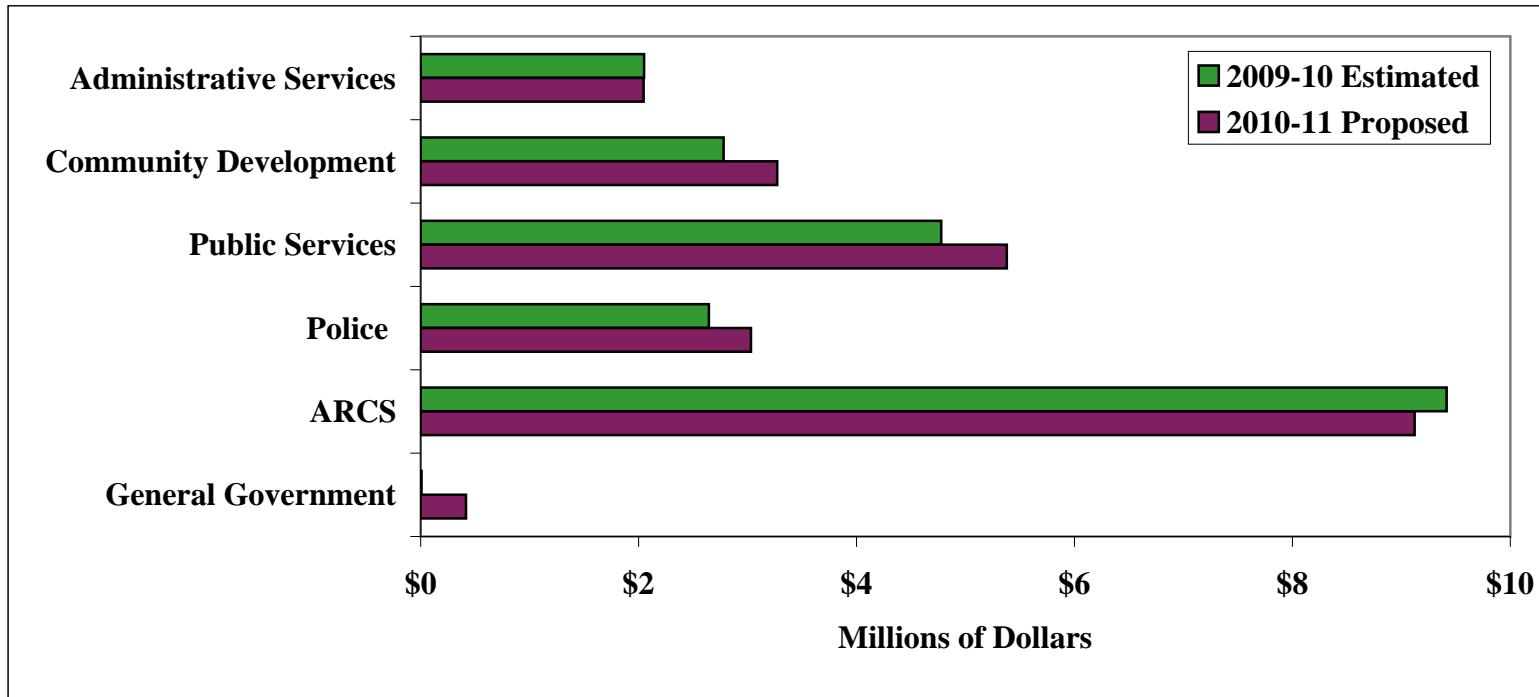


Revenue Category	2009-10 Estimated	2010-11 Proposed	Dollar Change	Percent Change
Property Taxes	15,993,612	15,055,950	(937,662)	-6%
Sales and Use Tax	15,445,602	14,981,000	(464,602)	-3%
Other Taxes	4,646,209	4,624,153	(22,056)	0%
Interest Earnings	616,760	627,000	10,240	2%
Other Revenue	1,503,676	104,000	(1,399,676)	-93%
Total General Revenues	38,205,859	35,392,103	(2,813,756)	-7%

City of Walnut Creek Operating Budget



Change in General Fund Revenues by Department Fiscal Years 2009-10 and 2010-11



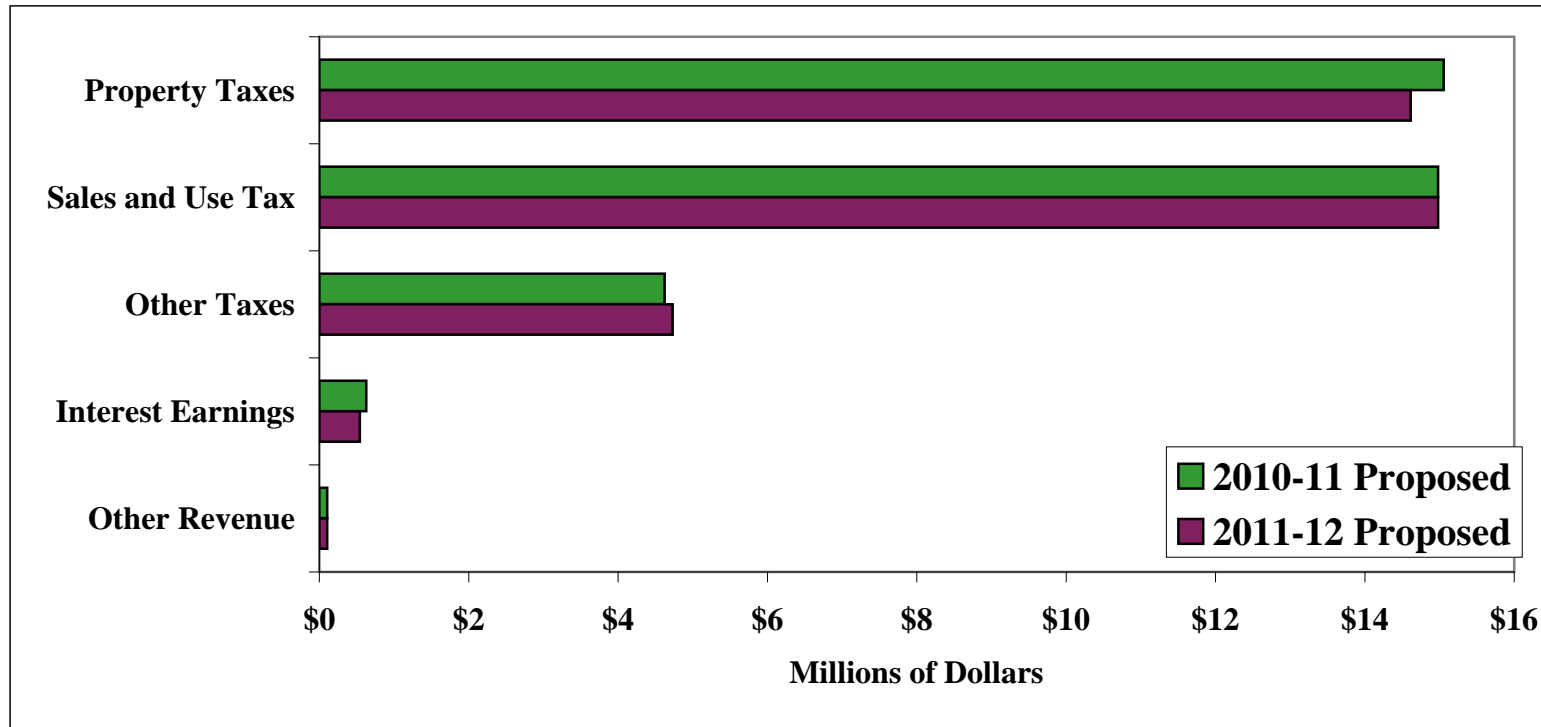
Departments	2009-10 Estimated	2010-11 Proposed	Dollar Change	Percent Change
Administrative Services	2,049,835	2,045,848	(3,987)	0%
Community Development	2,779,331	3,271,129	491,798	18%
Public Services	4,777,127	5,378,424	601,297	13%
Police	2,644,497	3,031,351	386,854	15%
Arts, Recreation and Community Services	9,415,652	9,121,801	(293,851)	-3%
General Government	6,970	415,750	408,780	5865%
Total	21,673,412	23,264,303	1,590,891	7%

City of Walnut Creek Operating Budget



Change in General Fund Revenues by Category

Fiscal Years 2010-11 and 2011-12

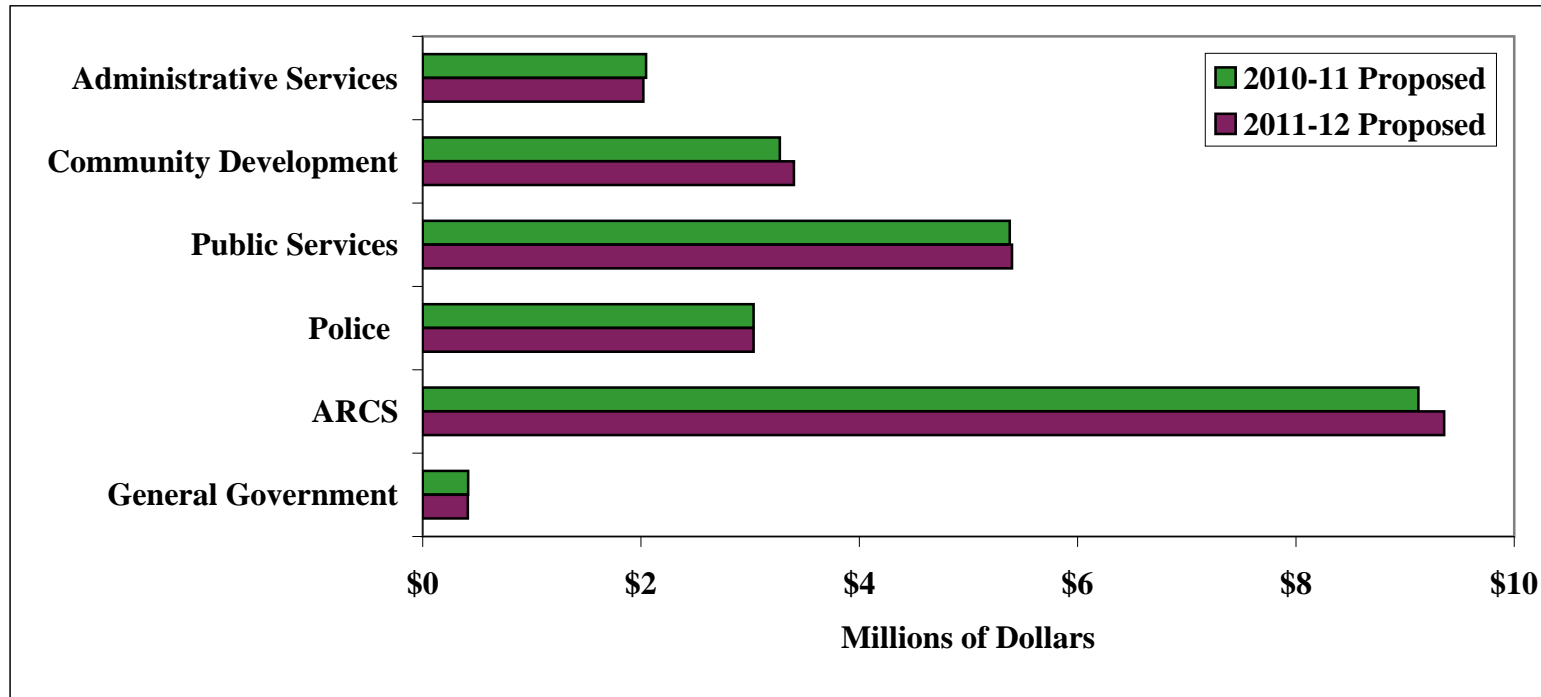


Revenue Category	2010-11 Proposed	2011-12 Proposed	Dollar Change	Percent Change
Property Taxes	15,055,950	14,614,822	(441,128)	-3%
Sales and Use Tax	14,981,000	14,981,000	0	0%
Other Taxes	4,624,153	4,730,230	106,077	2%
Interest Earnings	627,000	543,000	(84,000)	-13%
Other Revenue	104,000	104,000	0	0%
Total General Revenues	35,392,103	34,973,052	(419,051)	-1%

City of Walnut Creek Operating Budget



Change in General Fund Revenues by Department Fiscal Years 2010-11 and 2011-12

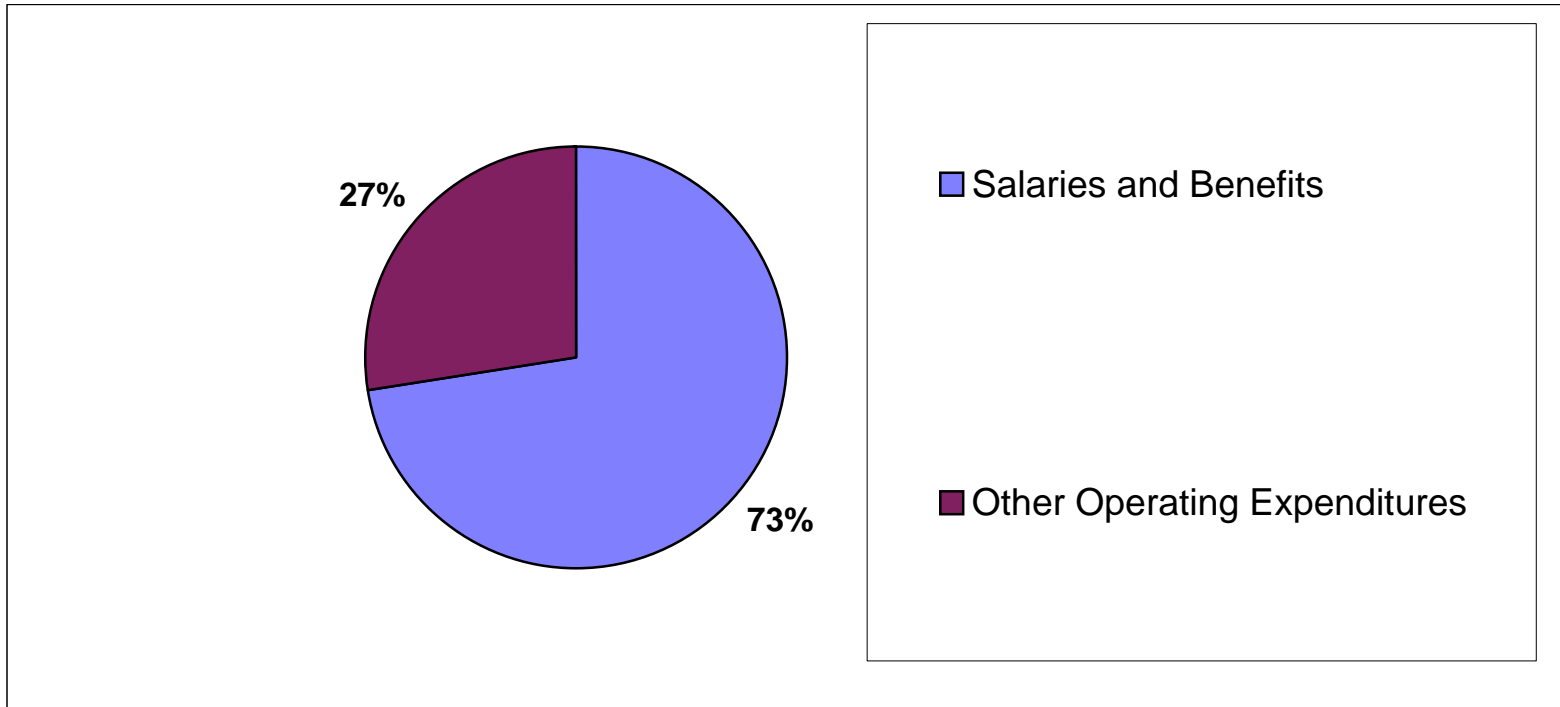


Departments	2010-11 Proposed	2011-12 Proposed	Dollar Change	Percent Change
Administrative Services	2,045,848	2,021,787	(24,061)	-1%
Community Development	3,271,129	3,400,299	129,170	4%
Public Services	5,378,424	5,398,054	19,630	0%
Police	3,031,351	3,031,773	422	0%
Arts, Recreation and Community Services	9,121,801	9,357,811	236,010	3%
General Government	415,750	412,750	(3,000)	-1%
Total	23,264,303	23,622,474	358,171	2%

City of Walnut Creek Operating Budget



Expenditures by Category - General Fund Fiscal Years 2010-2012

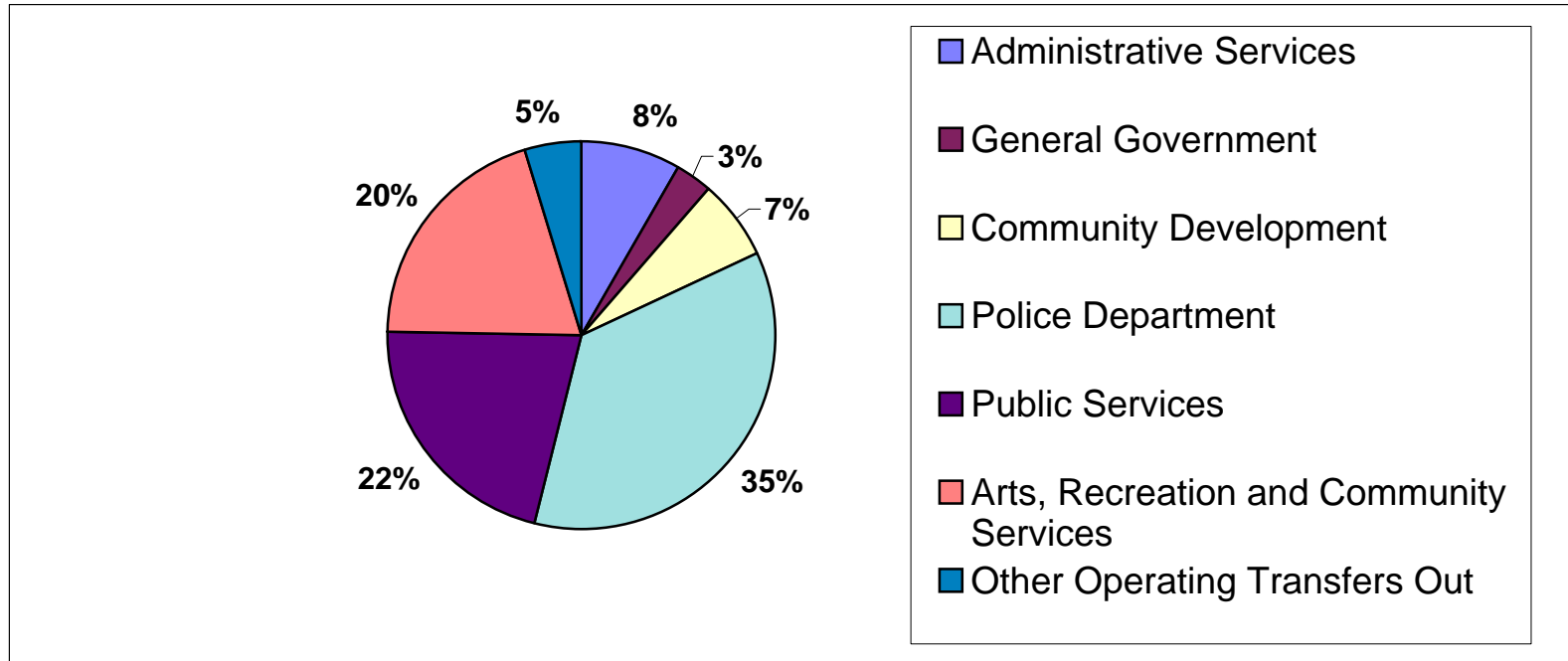


<u>Department</u>	<u>2010-11</u>	<u>2011-12</u>	<u>Total 2010-2012</u>
Salaries and Benefits	43,297,856	44,027,971	87,325,827
Other Operating Expenditures	17,292,288	15,604,202	32,896,490
TOTAL OPERATING EXPENDITURES	60,590,144	59,632,173	120,222,317
Transfers Out to Other Funds	2,696,490	3,110,397	5,806,887
TOTAL EXPENDITURES / TRANSFERS OUT	63,286,634	62,742,570	126,029,204

* Amounts shown net of Interdepartmental Transfers



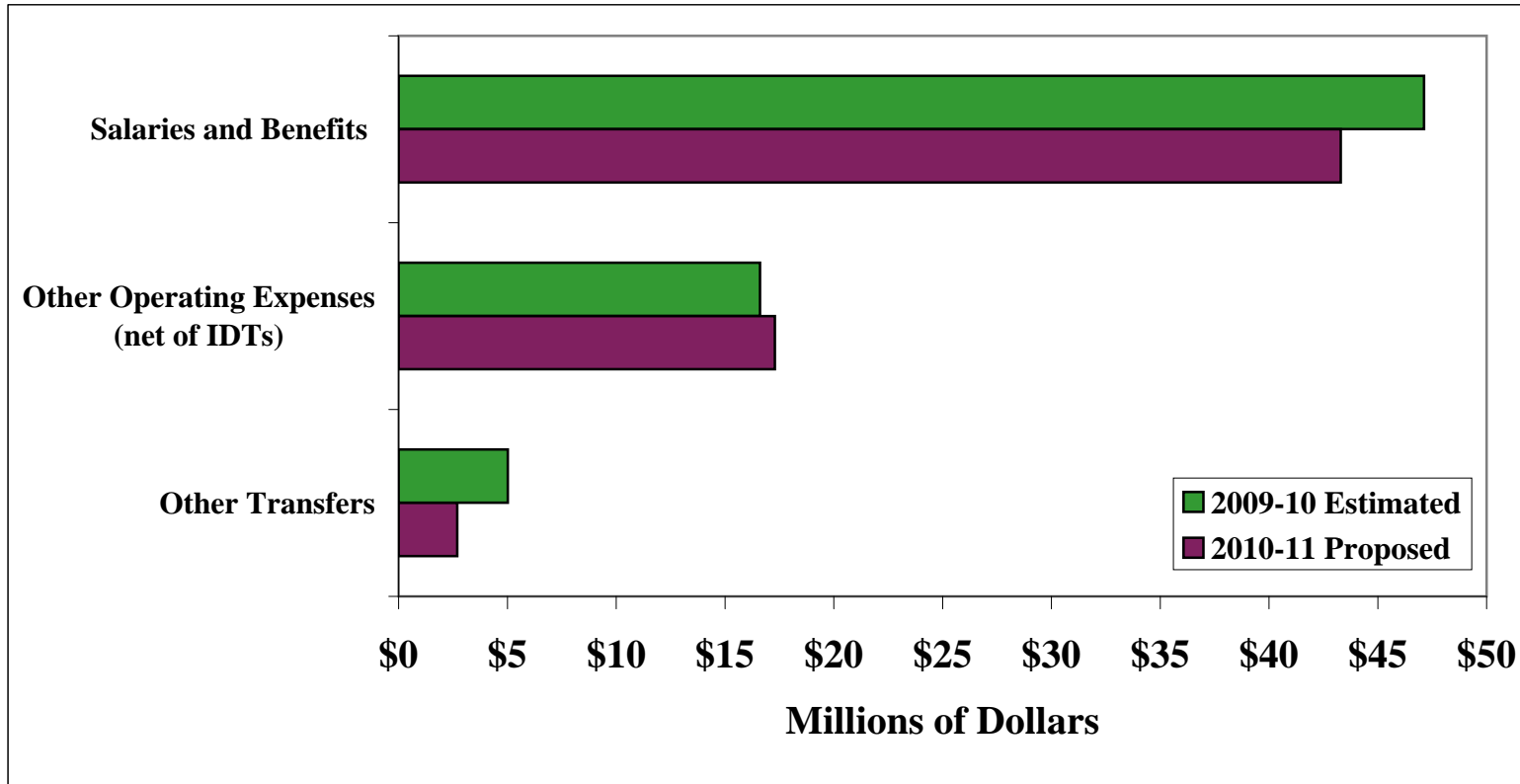
Expenditures by Department - General Fund Fiscal Years 2010-2012



Department	2010-11	2011-12	Total 2010-2012
Administrative Services	5,233,572	5,411,304	10,644,876
General Government	2,579,960	1,241,836	3,821,796
Community Development	4,259,711	4,157,633	8,417,344
Police Department	22,352,605	22,628,059	44,980,664
Public Services	13,439,413	13,712,179	27,151,592
Arts, Recreation and Community Services	12,724,883	12,481,162	25,206,045
Other Operating Transfers Out	2,696,490	3,110,397	5,806,887
TOTAL EXPENDITURES / TRANSFERS OUT	63,286,634	62,742,570	126,029,204



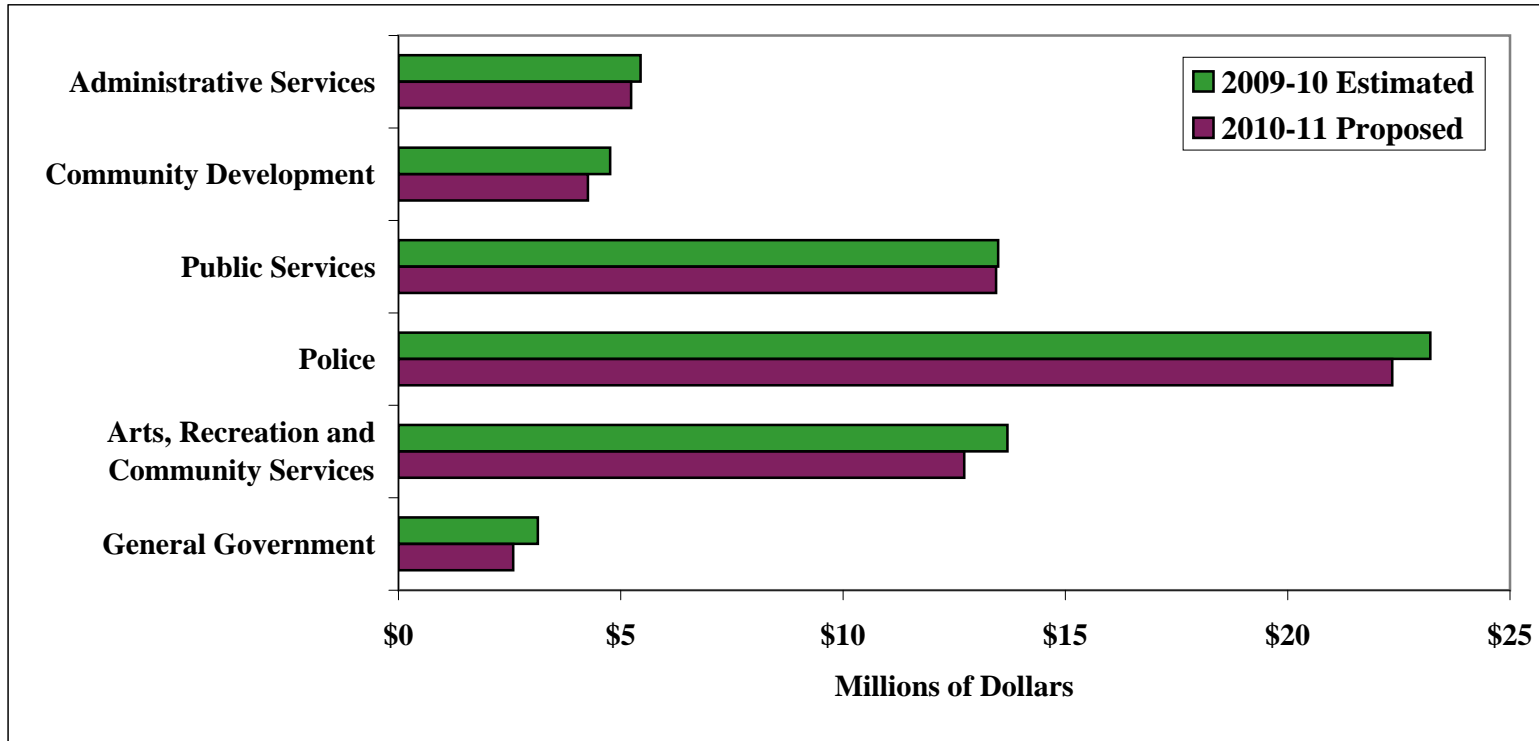
Change in General Fund Expenditures by Category Fiscal Years 2009-10 and 2010-11



<u>Expenditure Category</u>	<u>2009-10 Estimated</u>	<u>2010-11 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Salaries and Benefits	47,121,744	43,297,856	(3,823,888)	-8%
Other Operating Expenses (net of IDTs)	16,611,144	17,292,288	681,144	4%
Other Transfers	5,015,185	2,696,490	(2,318,695)	-46%
Totals	68,748,073	63,286,634	(5,461,439)	-8%



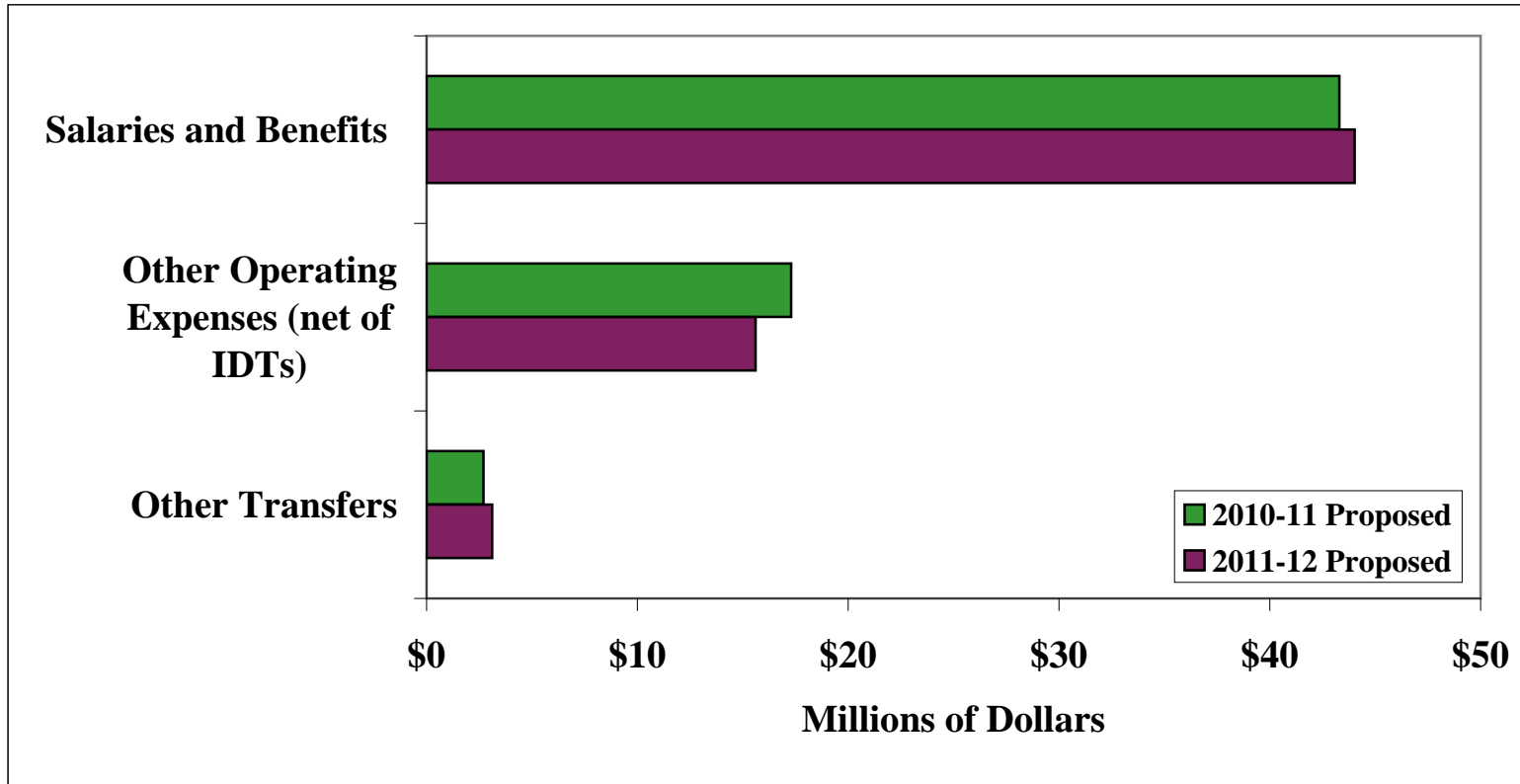
Change in General Fund Expenditures by Department Fiscal Years 2009-10 and 2010-11



Departments	2009-10 Estimated	2010-11 Proposed	Dollar Change	Percent Change
Administrative Services	5,444,146	5,233,572	(210,574)	-4%
Community Development	4,759,657	4,259,711	(499,946)	-11%
Public Services	13,488,592	13,439,413	(49,179)	0%
Police	23,209,656	22,352,605	(857,051)	-4%
Arts, Recreation and Community Services	13,694,877	12,724,883	(969,994)	-7%
General Government	3,135,960	2,579,960	(556,000)	-18%
Totals	63,732,888	60,590,144	(3,142,744)	-5%



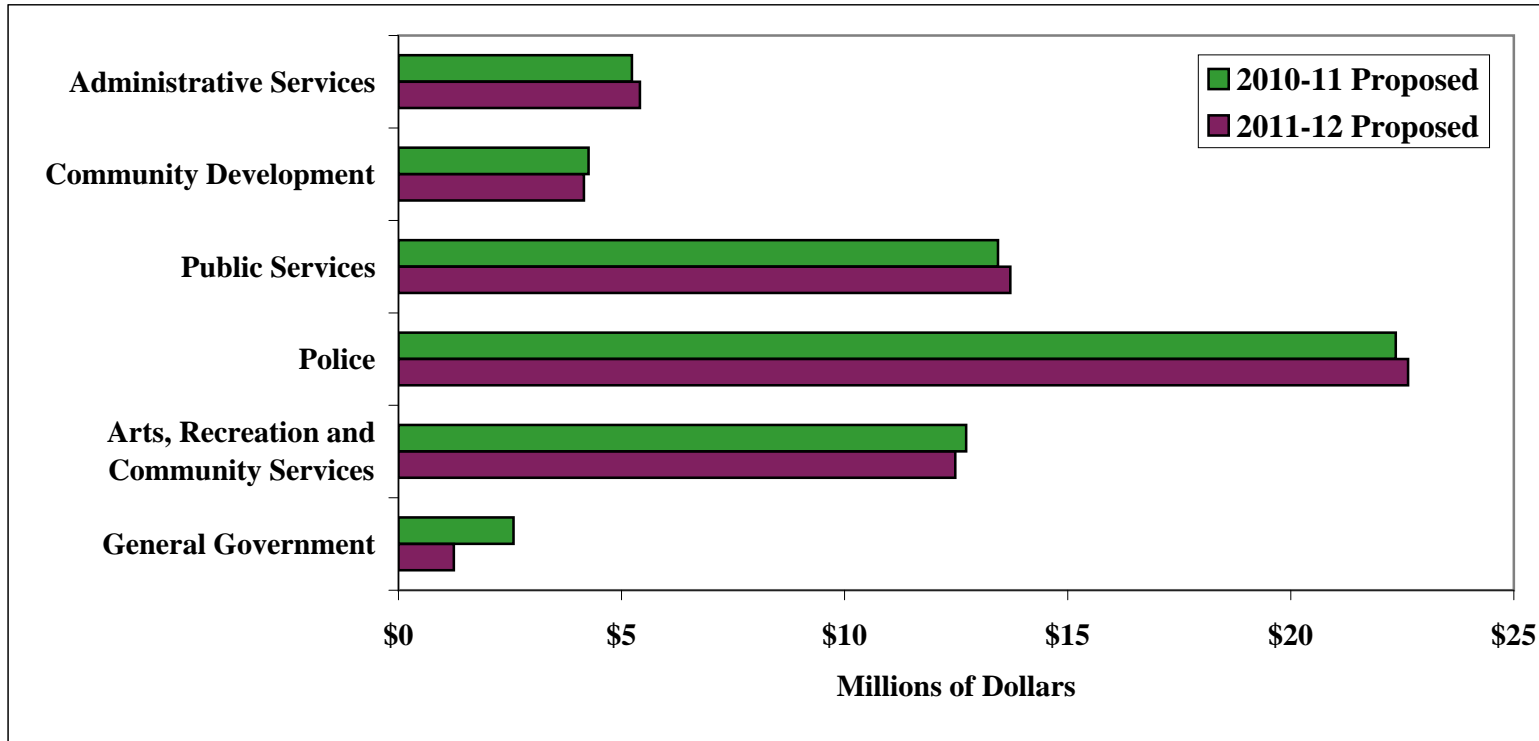
Change in General Fund Expenditures by Category Fiscal Years 2010-11 and 2011-12



<u>Expenditure Category</u>	<u>2010-11 Proposed</u>	<u>2011-12 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Salaries and Benefits	43,297,856	44,027,971	730,115	2%
Other Operating Expenses (net of IDTs)	17,292,288	15,604,202	(1,688,086)	-10%
Other Transfers	2,696,490	3,110,397	413,907	15%
Totals	63,286,634	62,742,570	(544,064)	-1%



Change in General Fund Expenditures by Department Fiscal Years 2010-11 and 2011-12



Departments	2010-11 Proposed	2011-12 Proposed	Dollar Change	Percent Change
Administrative Services	5,233,572	5,411,304	177,732	3%
Community Development	4,259,711	4,157,633	(102,078)	-2%
Public Services	13,439,413	13,712,179	272,766	2%
Police	22,352,605	22,628,059	275,454	1%
Arts, Recreation and Community Services	12,724,883	12,481,162	(243,721)	-2%
General Government	2,579,960	1,241,836	(1,338,124)	-52%
Total	60,590,144	59,632,173	(957,971)	-2%



All Funds Budget Summary

Fiscal Years 2009-10 through 2011-12

Fund Name	Beginning Balance 2009-10	Estimated Revenues / Transfers In 2009-10	Estimated Expenses / Transfers Out 2009-10	Projected Ending Balance 2009-10	Projected Revenues/ Transfers 2010-11	Projected Expenses/ Transfers 2010-11	Projected Ending Balance 2010-11	Projected Revenues/ Transfers 2011-12	Projected Expenses/ Transfers 2011-12	Projected Ending Balance 2011-12
10 General Fund	27,291,417	62,776,389	68,748,073	21,319,733	62,358,361	63,286,634	20,391,460	60,312,117	62,742,570	17,961,007
Special Revenue Funds										
105 Property Development	0	2,644	2,644	0	2,500	2,500	0	2,500	2,500	0
106 Library Parcel	3,685,665	885,510	198,165	4,373,010	38,000	1,055,647	3,355,363	40,100	1,074,272	2,321,191
115 Open Space	0	1,070,246	1,070,246	0	961,021	961,021	0	992,190	992,190	0
120 Revolving Loan	991,171	5,500	45,000	951,671	5,600	45,000	912,271	9,500	45,000	876,771
125 Revolving Street Assessment	109,815	0	109,815	0	0	0	0	0	0	0
135 Traffic Safety	18,385	162,400	180,785	0	159,152	159,152	0	155,969	155,969	0
140 SLESF	0	100,750	100,750	0	101,000	101,000	0	101,500	101,500	0
141 Astound PEG Access Fees	1,299,401	224,742	96,346	1,427,797	233,443	227,015	1,434,225	246,730	237,593	1,443,362
142 Comcast Technology Grants	651,086	4,900	0	655,986	6,500	0	662,486	9,900	0	672,386
143 Comcast PEG Access	749,108	87,600	47,000	789,708	88,680	223,000	655,388	91,968	10,000	737,356
150 Gas Tax	88,114	1,070,009	578,527	579,596	1,667,243	1,926,791	320,048	1,655,876	765,000	1,210,924
152 NPDES	2,232,137	1,304,560	1,259,549	2,277,148	1,309,900	1,596,189	1,990,859	1,316,500	1,650,069	1,657,290
154 In-Lieu Underground	781,179	13,700	0	794,879	12,900	0	807,779	11,900	0	819,679
156 Storm Drain	472,776	3,500	0	476,276	4,700	0	480,976	7,200	0	488,176
157 In-Lieu Creek Restoration	193,481	1,400	0	194,881	1,900	0	196,781	23,100	0	219,881
158 In-Lieu Park	398,087	65,200	0	463,287	59,200	385,000	137,487	52,300	0	189,787
159 In Lieu Public Art	107,802	13,969	0	121,771	26,000	60,000	87,771	21,500	0	109,271
160 CDBG	0	366,872	366,872	0	367,905	367,905	0	367,905	367,905	0
162 In Lieu Parking	289,630	10,983	0	300,613	12,900	0	313,513	14,700	0	328,213
164 Measure J	3,218,036	767,800	2,318,408	1,667,428	745,800	1,621,200	792,028	736,300	212,400	1,315,928
165 Traffic Congestion Relief	551,965	604,076	771,832	384,209	7,000	391,209	0	0	0	0
166 Federal Grant	0	75,398	75,398	0	0	0	0	0	0	0
168 Traffic Impact Mitigation	4,334,101	124,845	0	4,458,946	244,700	1,210,000	3,493,646	253,400	0	3,747,046
170 Tree Replacement	128,319	30,929	5,000	154,248	1,500	55,000	100,748	2,200	55,000	47,948
172 Core Area	64,405	1,700	0	66,105	1,500	0	67,605	1,000	0	68,605
173 Commercial Linkage Housing	2,482	295,020	295,000	2,502	50,020	50,000	2,522	50,040	50,000	2,562
174 Affordable Housing (City)	0	302,794	223,947	78,847	202,650	202,967	78,530	203,550	206,557	75,523
175 Inclusionary Housing	0	29,504	25,804	3,700	152,600	152,000	4,300	152,700	152,000	5,000
180 Downtown Parking/Enhancement	1,593,069	874,400	1,020,998	1,446,471	859,900	1,112,505	1,193,866	861,800	513,610	1,542,056
Totals Special Revenue Funds	21,960,214	8,500,951	8,792,086	21,669,079	7,324,214	11,905,101	17,088,192	7,382,328	6,591,565	17,878,955
Budgeted Agency Funds										
720 Assmt. District Redemption I	1,647,451	12,300	0	1,659,751	16,500	0	1,676,251	24,900	0	1,701,151
730 Assmt. District Redemption II	50,856	400	0	51,256	500	0	51,756	800	0	52,556
Total Budgeted Agency Funds	1,698,307	12,700	0	1,711,007	17,000	0	1,728,007	25,700	0	1,753,707



All Funds Budget Summary

Fiscal Years 2009-10 through 2011-12

Fund Fund Name	Beginning Balance 2009-10	Estimated Revenues / Transfers In 2009-10	Estimated Expenses / Transfers Out 2009-10	Projected Ending Balance 2009-10	Projected Revenues/ Transfers 2010-11	Projected Expenses/ Transfers 2010-11	Projected Ending Balance 2010-11	Projected Revenues/ Transfers 2011-12	Projected Expenses/ Transfers 2011-12	Projected Ending Balance 2011-12
Capital Project Funds										
210 Capital Investment Program	36,762,563	11,782,811	22,471,354	26,074,020	11,054,894	25,761,030	11,367,884	3,363,495	7,821,591	6,909,788
212 Capital Projects Outside Funding	(9,064,791)	2,618,921	4,820,588	(11,266,458)	6,507,163	4,540,504	(9,299,799)	8,700,850	1,677,805	(2,276,754)
250 Assessment District Construction	1,850,439	13,900	0	1,864,339	18,600	0	1,882,939	28,000	0	1,910,939
255 Local Improvement District 31	81,735	600	0	82,335	800	0	83,135	1,200	0	84,335
260 Local Improvement District 41	836,124	6,200	0	842,324	8,400	0	850,724	12,700	0	863,424
Total Capital Project Funds	30,466,070	14,422,432	27,291,942	17,596,560	17,589,857	30,301,534	4,884,883	12,106,245	9,499,396	7,491,732
Enterprise Funds *										
225 Golf Course Construction	129,174	0	14,131	115,043	0	19,724	95,319	0	0	95,319
310 Golf Course Debt Service	(988,874)	157,873	57,573	(888,574)	157,801	52,601	(783,374)	162,254	47,154	(668,274)
510 Golf Course - City Administration	2,500,867	8,916	275,283	2,234,500	195,300	589,899	1,839,901	449,600	242,635	2,046,866
520 Clubhouse - City Administration	(2,072,667)	900	24,945	(2,096,712)	56,100	40,830	(2,081,442)	194,700	38,845	(1,925,587)
525 Boundary Oak - Contract Operations	(120,345)	3,561,344	3,460,869	(19,870)	4,200,788	3,979,241	201,677	4,520,407	4,563,019	159,065
Total Enterprise Funds	(551,845)	3,729,033	3,832,801	(655,613)	4,609,989	4,682,295	(727,919)	5,326,961	4,891,653	(292,611)
Internal Service Funds *										
610 Vehicle Replacement / Repair	3,953,469	801,801	998,733	3,756,537	713,587	584,685	3,885,439	717,319	599,302	4,003,456
620 Radio Replacement	292,506	40,500	74,000	259,006	40,500	24,000	275,506	41,310	24,000	292,816
Capital Equipment/Facility Replacement	2,047,457	106,000	72,635	2,080,822	69,000	95,973	2,053,849	0	6,000	2,047,849
640 Information Technology Replacement	2,107,175	739,000	936,586	1,909,589	800,000	803,963	1,905,626	900,000	698,162	2,107,464
690 PERS Safety Side Fund Liability	0	0	12,526,994	(12,526,994)	1,343,298	438,445	(11,622,141)	1,424,298	406,775	(10,604,618)
Total Internal Service Funds	8,400,707	1,687,301	14,609,048	(4,521,040)	2,966,385	1,947,066	(3,501,721)	3,082,927	1,734,239	(2,153,033)
Redevelopment Agency Funds										
950 South Broadway	860,075	962,318	1,126,128	696,265	883,143	734,987	844,421	861,425	798,781	907,065
955 Mount Diablo	4,386,968	3,083,107	2,923,801	4,546,274	1,970,839	1,767,778	4,749,335	260,410	1,584,052	3,425,693
960 RDA Affordable Housing	861,273	999,153	928,471	931,955	716,536	1,181,400	467,091	513,145	880,000	100,236
966 Veterans Building	119,535	756	120,291	0	0	0	0	0	0	0
970 RDA Debt Service	1,126,092	1,410,821	1,290,530	1,246,383	1,294,219	1,293,019	1,247,583	1,293,798	1,292,098	1,249,283
Total Redevelopment Agency	7,353,943	6,456,155	6,389,221	7,420,877	4,864,737	4,977,184	7,308,430	2,928,778	4,554,931	5,682,277
TOTALS ALL FUNDS	96,618,813	97,584,961	129,663,171	64,540,603	99,730,543	117,099,814	47,171,332	91,165,056	90,014,354	48,322,034

* See Other Funds Section for available working capital for these funds



Budget Calendar

Fiscal Year 2010-2012

JANUARY 2010

- | | | |
|----|-----------|---|
| 12 | Tuesday | 2009-2010 Mid Year Cycle Review and 2010-12 Budget Kickoff Meeting |
| 13 | Wednesday | ICMA - Completed Scorecards due to Assistant City Manager |
| 14 | Thursday | Mid Year Cycle Review and 2010-12 Budget Kickoff Meeting
(Repeat Session of Meeting on the 12th) |
| 15 | Friday | Department Completed Scorecards sent to ICMA for their review |
| 15 | Friday | Distribution of December 2009 Interim Financial Reports |
| 22 | Friday | ICMA - Peer Review of Scorecards |
| 28 | Thursday | Study Session with Council on CIP / Fiscal Policies |

FEBRUARY 2010

Week of February 1st Meetings with Departments regarding 2009-2010 Mid Cycle Review

- | | | |
|-----|---------|--|
| 1-5 | Mon-Fri | ICMA - Executive Team (ET) Review of Scorecards and Basic Attributes |
| 12 | Friday | Date for final Capital Budget Project Sheets |
| 12 | Friday | ICMA - Department Rankings |
| 26 | Friday | The following budget items due to Finance –
a. Budget worksheets and variance analysis pages addressing base budget request
b. Budget Document Division pages addressing proposed base budget
c. Updates to Fees & Charges for the Division |

MARCH 2010

- | | | |
|-------|---------|---|
| March | | Develop ICMA Program Costs relating to each division |
| 1-19 | various | Finance reviews budget worksheets for accuracy and completeness |
| 2 | Tuesday | Presentation of 2009-10 Mid Year Update to Council |
| 2 | Tuesday | First draft of recommended capital budget / CIP |



Budget Calendar

Fiscal Year 2010-2012

MARCH 2010 (Continued)

- | | | |
|-------|-----------|---|
| 10 | Wednesday | Presentation of initial summary of base budget requests to Executive Team |
| 16 | Tuesday | Presentation of Staff Report Regarding Fee Study |
| 26 | Friday | Proposed Program Budget Addition / Reduction Options due to Finance |
| 29-31 | various | Administrative Services meets with Departments regarding 2010-12 Budget
Executive Team Reviews Proposed Budget Options |

APRIL 2010

- | | | |
|-------|------------------------------|--|
| 1-9 | various | Administrative Services meets with Departments regarding 2010-12 Budget
Executive Team Reviews Proposed Budget Options |
| 12-16 | various | Finance prepares budget presentation to ET |
| April | | ET meets to review revised 2010-12 proposed budget incorporating ET approved
budget options and propose changes |
| April | Tuesday
(Special Meeting) | Council Budget Workshop #1 – to address:
a. Preliminary Revenue Projections
b. Revenue Forecasts for Fiscal Year 2010-2012 |

MAY 2010

- | | | |
|----|---------------------------------|--|
| 4 | Tuesday
(Or special meeting) | Regular City Council Meeting
Preliminary Budget Presentation to Council |
| 25 | Tuesday | Special Budget Study Session with Council |

JUNE 2010

- | | | |
|----|---------|--|
| 8 | Tuesday | Special Budget Study Session with Council |
| 15 | Tuesday | Regular City Council Meeting
Public Hearing on Adoption of budget |



Financial Policies

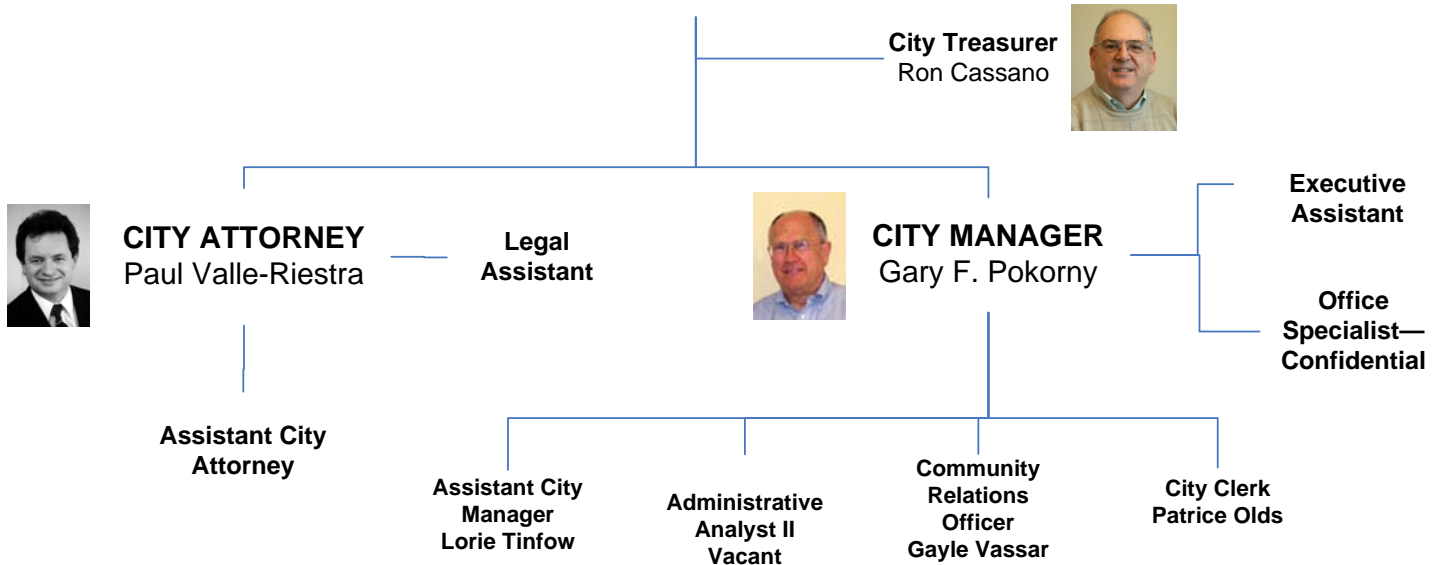
Fiscal Year 2010-2012

1. The City will maintain sound, conservative, financial practices focused on meeting the City's mission, vision, and service goals.
2. The City will adopt two-year Operating and Capital Budgets by June 30 of even-numbered years.
3. Operating Budgets will be balanced with projected revenues equal to or exceeding projected expenditures.
4. The City will conduct a mid-period review of the Operating Budget and user fees after June 30 of odd-numbered years and make such adjustments as necessary and prudent, based upon actual experience.
5. The City will establish user fees and charges for services that recapture, to the extent practicable, the full cost of providing user-specific services.
6. The City will establish a comprehensive employee compensation philosophy in order to recruit and retain a highly competent staff. The City will continue its practice of appropriately funding all post-employment, employee benefits to avoid unfunded liabilities.
7. The City will maintain a comprehensive set of operating, equipment replacement, and emergency reserves and accounts in various funds as necessary to maintain a sound financial position.
8. The City will prepare a long-term financial forecast for its General Fund and will update the forecast at least annually.
9. The City will develop a ten-year Capital Investment Plan (CIP) in detail during the spring of odd-numbered years and present the CIP to Council for adoption prior to June 30.
10. One-time revenues will generally be used only for one-time expenditures.
11. A comprehensive investment policy will be established and reviewed no less than annually by Council. The policy shall meet standards established by the California Debt and Investment Advisory Commission. Investment reports shall be prepared for Council on a quarterly basis.
12. The City's comprehensive annual financial reports and accounting systems will be maintained and prepared in accordance with generally accepted accounting principles and the standards established by the Governmental Accounting Standards Board (GASB) and Government Finance Officers Association (GFOA).

General Government



CITY COUNCIL





City of Walnut Creek 2010-2012 Budget

General Government

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

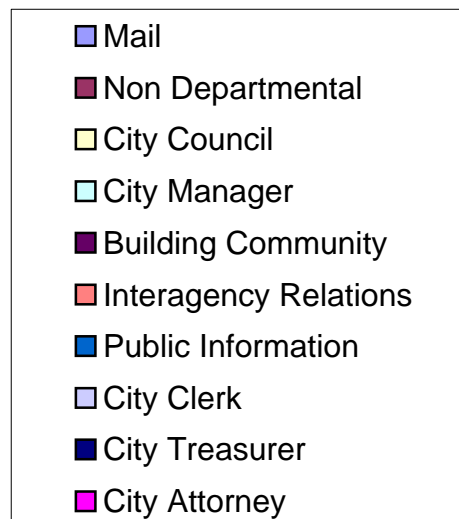
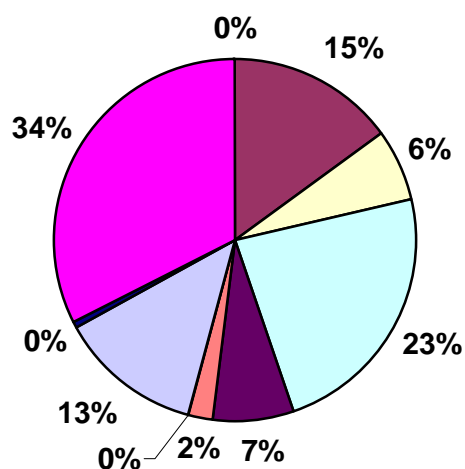
Brief Description of Department Divisions

The divisions included in the General Government category include City Council, City Manager, City Attorney, City Clerk, City Treasurer, Public Information and Community Relations.

Division Budgets for Fiscal Year 2010-2012

Division Name and Number	Fiscal Year 2010-11		Fiscal Year 2011-12	
	Expenses	Net Cost	Expenses	Net Cost
Mail (152)	-	-	-	-
Non Departmental (710)	204,593	(155,407)	(1,029,191)	(1,389,191)
City Council (720)	175,927	175,927	173,903	173,903
City Manager (730)	635,762	635,762	639,141	639,141
Community Outreach (731)	198,310	195,710	201,626	199,026
Interagency Relations (734)	85,550	85,550	35,550	35,550
Public Information (737)	-	-	-	-
City Clerk (741)	390,121	386,971	304,440	304,290
City Treasurer (750)	11,667	11,667	12,015	12,015
City Attorney (760)	878,030	828,030	904,352	854,352
Totals	2,579,960	2,164,210	1,241,836	829,086

Department 2010-12 Expenditures by Division





City of Walnut Creek 2010-2012 Budget

General Government

A. Department Expenditures / Revenues Funded by: General Fund (100%)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,967,783	2,165,641	2,445,104	2,114,467
Services & Supplies	996,652	1,068,422	211,767	(794,881)
Capital Outlay	12,812	12,230	-	-
Cost Allocation Transfers (IDTs)	(142,076)	(110,333)	(76,911)	(77,750)
Total Department Budget	2,835,171	3,135,960	2,579,960	1,241,836
Less:				
Department Revenues	15,228	6,970	415,750	412,750
Net Department Budget	2,819,943	3,128,990	2,164,210	829,086
Cost Recovery %	1%	0%	16%	33%

B. Department Staffing by Division (in FTE)

Division Name and Number	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Mail (152)	0.50	-	-	-
Non Departmental (710)	-	-	-	-
City Council (720)	5.00	5.00	-	5.00
City Manager (730)	3.10	4.10	1.00	3.10
Community Outreach (731)	1.00	0.90	-	0.90
Interagency Relations (734)	-	-	-	-
Public Information (737)	-	-	-	-
City Clerk (741)	2.00	2.00	-	2.00
City Treasurer (750)	1.06	1.06	-	1.06
City Attorney (760)	3.75	3.75	-	3.75
Total Staffing for Department (FTE)	16.41	16.81	1.00	15.81



General Government

Mail – Division 152

The Mail Division provides incoming/outgoing mail, package and packet delivery services to all City departments at City Hall and satellite locations; delivers City Council and Commission packets weekly; and provides public hearing posting services. A portion of the costs of this division are allocated to other divisions as an internal transfer based upon their usage of mail services.

2008-2010 Division Accomplishments

- Continue to build and improve on Customer Service Goals by providing more mail services to clientele
- Developed multiple back-up plans for delivery services to cover staff absences
- Conduct an annual survey to assess customer service satisfaction levels

Division Changes / Budget Highlights

As part of the budget options proposed in order to balance the City's preliminary budget for 2010-2012, it is recommended to decentralize and outsource the operations of this division. This budget option is projected to save the City approximately \$33,000 in Fiscal Year 2010-11 and \$40,000 in 2011-2012. The remaining costs in this division represent the estimated mail costs to be absorbed by other divisions through the use of other staff and third party resources.

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10
Number of pieces of outgoing mail	9,946	7,932



City of Walnut Creek 2010-2012 Budget

General Government

Mail - Division 152

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	78,562	45,966	2,161	
Services & Supplies	76,893	63,566	74,750	77,750
Cost Allocation Transfers *	(142,076)	(110,333)	(76,911)	(77,750)
Total Program Budget	13,379	(801)	-	-
Less: Program Revenues				
Net Program Budget	13,379	(801)	-	-

* A portion of the costs of this division are allocated to other divisions as an internal transfer based upon their usage of mail services.

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Mail Clerk	0.50	0.00		0.00
Total Positions (FTE)	0.50	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

Please refer to the Division Changes / Budget Highlights section on the previous page.



General Government

Non Departmental – Division 710

This Division serves as the cost distribution center for the budget of various appropriations that are best accounted for in a central location. Examples of specific costs contained in this budget include vacation leave buy backs and payouts, certain employee benefit costs which are not accounted for in other divisions, City-funded social service programs, and contributions to DRAA to support local performing arts groups.

Division Changes / Budget Highlights

As part of the process for presenting a balanced preliminary budget for 2010-2012, several city wide personnel related budget options have been proposed as part of the budget, as summarized on the following page. They have been accounted for in this division for budget presentation purposes. If they are approved by Council, they will be spread to all affected departments after adoption of the budget.





City of Walnut Creek 2010-2012 Budget

General Government

Non Departmental - Division 710

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services *	(74,889)	290,426	765,405	390,439
Services & Supplies	186,692	175,516	(560,812)	(1,419,630)
Capital Outlay				
Total Program Budget	111,803	465,942	204,593	(1,029,191)
Less: Program Revenues			360,000	360,000
Net Program Budget	111,803	465,942	(155,407)	(1,389,191)

*Personnel costs represent leave payouts

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Total Positions (FTE)	0.00	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

This budget reflects a proposed reduction in the Leshner Center for the Arts Producer's subsidy from the City. Also, projected salary and benefit reductions from the negotiation of expiring MOU agreements and savings from the contracting out of additional services have been included for Fiscal Year 2011-2012. Projected expenditure savings have been included for a proposed retirement incentive program, a reduced level of leave payouts due to the proposed reductions in the City workforce, and savings resulting from an early payoff of the Public Safety PERS "side fund" liability.



General Government

City Council – Division 720

The City Council provides direction in overseeing the business of the City. The City Council establishes priorities and provides direction for the City through the policy development and legislative process; adopts and monitors the Biennial Operating and Capital Investment Budgets, makes appointments to advisory commissions, serves as the Redevelopment Agency Board of Directors; and provides input and exercises influence on regional, state and federal matters affecting the City.

2008-2010 Division Accomplishments

- Identified City and community efforts regarding sustainability and explored regional partnerships
- Held a City Hall Open House and Volunteer Fair, Fall 2008
- Established a strategy and policy regarding the funding of local non-profit organizations
- Reviewed the fee structure regarding the assessment of Parking In Lieu fees on new projects
- Worked towards enhancing the vitality of Downtown
- Revised the City's public art ordinance to provide for enhanced public art within the City
- Adopted a balanced budget

2010-2012 Division Goals

1. Continue to identify City and community efforts regarding sustainability and explore regional partnerships
2. Adopt a balanced budget
3. Work towards enhancing the vitality of Downtown

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division





City of Walnut Creek 2010-2012 Budget

General Government

City Council - Division 720

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	72,084	52,290	55,878	57,193
Services & Supplies	93,039	129,744	120,049	116,710
Total Program Budget	165,123	182,034	175,927	173,903
Less: Program Revenues	2,371	4,500		
Net Program Budget	162,752	177,534	175,927	173,903

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
City Council Member	5.00	5.00		5.00
Total Positions (FTE)	5.00	5.00	0.00	5.00

C. Additional Information On Budget Options Proposed for 2010-2012

A proposed reduction in City financial support for the Walnut Festival is reflected in this budget.



General Government

City Manager – Division 730

The City Manager's Office provides leadership, oversight, and support to the City organization to ensure the accomplishment of City goals and the ongoing efficiency and effectiveness of all City operations.

The City Manager works with the City Council to develop a strategic approach to meeting the long-term needs of the City organization and community; supervises and directs the administration of the various City departments; serves as Executive Director of the Redevelopment Agency; establishes policies that promote efficient, professional administration of the City's resources; and presents recommendations and information to enable the City Council to make informed decisions on policy matters.



The City Manager also coordinates City working relationships with external agencies and community organizations; oversees the planning and funding of the City's operating and capital budgets; implements the management systems and strategic plans required to support City operations; and works to maximize efficiency and community satisfaction with City services.

2008-2010 Division Accomplishments

- Held annual goal-setting sessions with the City Council to assist Council in prioritizing goals and to provide updates on high priority projects
- Prepared annual State of the City reports
- Developed and implemented financial management and personnel policies, procedures, and systems to improve communications and enhance efficiencies
- Presented the update to the City's Long Term Financial Plan
- Enhanced legislative and political strategies that strengthened protection of local resources
- Presented a balanced budget for the 2010-2012 fiscal period
- Oversaw the development of a comprehensive, ten-year, Capital Investment Program

2010-2012 Division Goals

1. Continue to hold annual goal-setting sessions with the City Council to assist Council in prioritizing goals and to provide updates on high priority projects
2. Continue to prepare annual State of the City reports
3. Continue to develop and implement financial management and personnel policies, procedures, and systems to improve communications and enhance efficiencies
4. Present an update to the City's Long Term Financial Plan
5. Continue to enhance legislative and political strategies that strengthen protection of local resources
6. Present a balanced budget for Fiscal Year 2012-2014
7. Oversee the development of an update to the City's comprehensive, ten-year, Capital Investment Program

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division



City of Walnut Creek 2010-2012 Budget

General Government

City Manager - Division 730

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	632,707	618,290	541,742	547,586
Services & Supplies	105,655	99,483	94,020	91,555
Capital Outlay				
Total Program Budget	738,362	717,773	635,762	639,141
Less: Program Revenues	1,053			
Net Program Budget	737,309	717,773	635,762	639,141

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Admin Services Director	0.10	0.10		0.10
City Manager	1.00	1.00		1.00
Exec Asst to the City Manager	1.50	1.50		1.50
Admin Analyst II	0.00	0.50		0.50
Asst to City Manager	0.50	1.00	1.00	0.00
Total Positions (FTE)	3.10	4.10	1.00	3.10

C. Additional Information On Budget Options Proposed for 2010-2012

Cost savings reflected in this budget are the result of a proposal to reclassify the Asst to the City Manager position to an Admin Analyst II position.



General Government

Community Outreach – Division 731

The Community Outreach Division develops, implements, and maintains communications and civic engagement-based strategies that advance the goals established by the City Council. Community Outreach strengthens relationships between the City and its constituents by providing information on key issues through a range of media, including print, electronic and video; and developing and maintaining programs that promote partnerships between the City and residents, such as Community Conversations, the Citizens Institute and Community Emergency Response Team (CERT) training.

Community Outreach assists the news media in dissemination of news and information about City activities, coordinates periodic citizen surveys, organizes and coordinates special projects and makes public presentations. The cable administration costs incurred by this division are paid by the City’s Cable Special Revenue Funds.

Community Outreach seeks to connect employees with others throughout the organization through collaborations such as the Employee Institute, the Disaster Task Force, and the Focus newsletter; and to ensure that employees are informed about key initiatives and City goals so they may contribute in an effective way to achieving those goals. In addition, a notable part of Community Outreach since 2004 is Emergency Preparedness.

2008-2010 Division Accomplishments

- Produced Volunteer Opportunity Fair in Fall 2008
- Managed Community Conversation on Balancing for the Future in Fall/Winter 2009
- Launched government access channel (Walnut Creek TV)
- Assumed responsibility for Public Information functions following retirement of Public Information Officer
- Established emergency response staging areas throughout City for CERT teams

2010-2012 Division Goals

1. Develop social media tools to foster civic engagement
2. Continue to develop government access channel
3. Continue to hold Citizen Institutes and to assist with providing CERT training to interested parties

Division Changes / Budget Highlights

- Costs associated with the Nutshell newsletter have been moved to this division
- Production and oversight of government access channel are paid for out of a separate restricted funding source

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total number of Citizen Institute participants per year	3	30	30	30	30
Total number of new original programs developed for WCTV	2	N/A	4	12	12
Total number of Community Emergency Response Team participants per year	3	180	200	120	120



City of Walnut Creek 2010-2012 Budget

General Government

Community Outreach - Division 731

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	149,260	133,003	127,935	132,211
Services & Supplies	27,543	26,550	70,375	69,415
Capital Outlay	12,812			
Total Program Budget	189,615	159,553	198,310	201,626
Less: Program Revenues	6,420	2,000	2,600	2,600
Net Program Budget	183,195	157,553	195,710	199,026

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Community Relations Officer	1.00	0.90		0.90
Total Positions (FTE)	1.00	0.90	0.00	0.90

C. Additional Information On Budget Options Proposed for 2010-2012

The publishing schedule for the Nutshell, the City newsletter, is proposed to be reduced to quarterly with a version also posted online at the City's website.



General Government

Interagency Relations – Division 734

This division, established in fiscal year 2008-2010, consolidated functions from the former Youth and Family Services Division, Non-Departmental school grants and City Manager’s Office to reflect services provided in partnership with public schools, other governmental agencies and community organizations.

2008-2010 Division Accomplishments

- Identified new community partners and strengthen existing partnerships with schools, libraries, youth service agencies, parent groups and foundations to stabilize services during the current period of financial uncertainty
- Accessed youth, family and senior adult needs of the Walnut Creek community and worked with City staff to develop program responses
- Managed and maximized use of matching grants for crisis counselors in the schools
- Prepared the next generation for work through the offering a Summer Intern Program, job shadows and other opportunities to explore careers and learn about local government

2010-2012 Division Goals

1. Continue to identify new community partners and strengthen existing partnerships with schools, libraries, youth service agencies, parent groups and foundations to stabilize services during the current period of financial uncertainty
2. Continue to assess youth, family and senior adult needs of the Walnut Creek community and work with City staff to develop program responses
3. Maximize use of matching grants for crisis counselors in the schools

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division





City of Walnut Creek 2010-2012 Budget

General Government

Interagency Relations - Division 734

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services *	46,365	51,161		
Services & Supplies	75,100	85,550	85,550	35,550
Capital Outlay				
Total Program Budget	121,465	136,711	85,550	35,550
Less: Program Revenues				
Net Program Budget	121,465	136,711	85,550	35,550

*Personnel costs in fiscal years 2008-09 and 2009-10 consist of funding for the City's Intern Program.

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Total Positions (FTE)	0.00	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

This budget reflects the proposed elimination of the Summer Intern Program, which would reduce costs and increase staff capacity. Also proposed in this division is a reduction in support for the School Crisis Counselors Program for Fiscal Year 2011-2012.



General Government

Public Information Officer – Division 737

The Public Information Officer (PIO) was responsible for preparing and disseminating accurate and timely information on City activities, programs, and services to residents, businesses, organizations, and City employees. The PIO created opportunities for citizen involvement and interaction with the City through maintenance of the City’s website, outreach activities, and special events. The PIO assisted the news media in dissemination of news and information about City activities, produced a bimonthly community newsletter mailed to all residents and businesses, produced a biennial State of the City report, coordinated periodic citizen surveys, organizes and coordinated special projects, made public presentations, and conducted City bus tours and walking tours of the historic downtown for third grade classes.

2008-2010 Division Accomplishments

- Evaluate public information program and develop transition plan
- Prepare 9 issues of *In a Nutshell*, the City’s bimonthly newsletter
- Conduct 40 third grade *Magical History Tours*
- Produce a self-guided *Magical History Tour* brochure for third grade teachers
- Evaluate City bus tours program
- Plan and coordinate Memorial Day and Veterans Day observances
- Prepare monthly columns by the Mayor for *Alive East Bay* and *Walnut Creek Sentinel*
- Plan and coordinate *Behind the Scenes Day* open house at City Hall in fall 2008

Division Changes / Budget Highlights

The majority of the Public Information Officer (PIO) responsibilities have been transferred to Community Outreach following the retirement of the longtime Public Information Officer in August 2009. The City Clerk’s Office assumed responsibility for special events such as the Memorial Day and Veterans Day ceremonies, as well as conducting tours of City Hall for community groups and for responding to email inquiries.

Therefore, it is recommended that this division be eliminated for Fiscal Year 2010-2012.

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10
• Number of newsletters (Nutshell) distributed	6	6
• Number of responses to e-mails	450	450



City of Walnut Creek 2010-2012 Budget
General Government
Public Information Officer - Division 737

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	149,164	16,705	-	-
Services & Supplies	68,129	69,595	-	-
Capital Outlay	-	-	-	-
Total Program Budget	217,293	86,300	-	-
Less: Program Revenues	975	10	-	-
Net Program Budget	216,318	86,290	-	-

B. Program Staffing in FTE

Position	2008-10 Funded *	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
	0.00	0.00		0.00
Total Positions (FTE)	0.00	0.00	0.00	0.00

*This position was filled through August 2009 and was subsequently frozen.

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



General Government

City Clerk – Division 741

The City Clerk’s office functions as the elections’ official, legislative administrator, and records manager for the City. Duties include ensuring the public’s access to all legislative procedures and public records; recording the actions of the City Council; preserving and safeguarding official City records and documents; administering elections; coordinating commission appointments and trainings; performing as the political reform act compliance and filing officer; codifying the municipal code and performing all other statutory duties as required.

2008-2010 Division Accomplishments

- Provided timely, thorough, and easy access to agendas, staff reports, and minutes
- Transferred advisory bodies to the live audio streaming system
- Administered the November 2008 regular election and the November 2009 special election
- Processed and qualified three referendum petitions and one initiative petition
- Organized the first combined Veterans Day celebration with the City of Lafayette and organized and planned other city recognition ceremonies and events
- Organized ethics training, commission orientations and the first advisory body chair training
- Comprehensive Commission Study completed including survey of members and fiscal analysis

2010-2012 Division Goals

1. Launch the automated agenda process to streamline staff report production and review
2. Administer November 2010 election and other elections as needed
3. Continue to provide timely, thorough, and easy access to agendas, staff reports and minutes
4. Continue to provide more pertinent and timely information on the City Clerk’s webpage
5. Revamp and update the administrative policy process
6. Launch city wide records management team and update the records retention schedule and records management policy
7. Make vital records available on the web for the public

Division Changes / Budget Highlights

- Absorbed some of the duties and responsibilities from the elimination of the Public Information Officer position in the City Manager’s Department including: city event organization, managing public contact from the website, City Hall tours, all proclamations and certificate requests, and acting as the City’s protocol officer for formal community contacts.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total number of City Council meetings supported	1,3,4	37	37	30	30
Total number of vital records processed	3,4	107	113	100	100



City of Walnut Creek 2010-2012 Budget

General Government

City Clerk - Division 741

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	224,552	234,833	235,906	245,505
Services & Supplies	172,935	129,699	154,215	58,935
Capital Outlay		12,230		
Total Program Budget	397,487	376,762	390,121	304,440
Less: Program Revenues	4,409	460	3,150	150
Net Program Budget	393,078	376,302	386,971	304,290

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Office Specialist Confidential	1.00	1.00		1.00
City Clerk	1.00	1.00		1.00
Total Positions (FTE)	2.00	2.00	0.00	2.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



General Government

City Treasurer – Division 750

Division Description

The City Treasurer oversees the investment of the City’s portfolio of funds, working with the City’s Chief Financial Officer to insure compliance with the requirements of the City’s investment policies and to provide accurate and timely reporting of investment transaction activity. The City Treasurer is an elected official, and the various duties of the office have been delegated to the Chief Financial Officer (CFO), acting as Deputy City Treasurer.



2008-2010 Division Accomplishments

- Maintained yields on the City’s investment portfolio that exceeded for all quarters the established benchmark in the City’s investment policy, while still maintaining high levels of safety and liquidity in accordance with the City’s investment policy
- Performed an annual review of the City’s Investment Policy and made several recommended changes to bring the policy in conformance with standards established by the Association of Public Treasurers of the United States and Canada (APTUSC)
- Received a Certification of Excellence for the City’s investment policy from the APTUSC

2010-2012 Division Goals

1. Maintain yields on the City’s investment portfolio that exceed the established benchmark in the City’s investment policy, while still maintaining high levels of safety and liquidity in accordance with the City’s investment policy
2. Perform an annual review of the City’s Investment Policy for City Council and propose recommended changes as appropriate

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of investments placed	1	30	30	30	30
Variance between Effective Interest Rate (EIR) and benchmark at Year End (Basis Points)	1	125	50	25	25



City of Walnut Creek 2010-2012 Budget

General Government

City Treasurer - Division 750

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	9,445	9,382	9,559	9,907
Services & Supplies	205	2,108	2,108	2,108
Capital Outlay				
Total Program Budget	9,650	11,490	11,667	12,015
Less: Program Revenues				
Net Program Budget	9,650	11,490	11,667	12,015

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
City Treasurer	1.00	1.00		1.00
Executive Assistant	0.04	0.04		0.04
Chief Financial Officer	0.02	0.02		0.02
Total Positions (FTE)	1.06	1.06	0.00	1.06

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



General Government

City Attorney – Division 760

The mission of the City Attorney’s Office is to serve the community by working collaboratively with City Officials and staff to implement policies established by the City Council. This division prepares and reviews ordinances, resolutions, contracts, leases and other documents; represents the City in court in civil and criminal cases; provides legal advice to the Council, commissions and staff on a wide variety of issues including land use, personnel, labor relations, public records, public works, public safety, code enforcement, ethics and the Brown Act; confers with the City Manager and Executive Team regarding effective ways of implementing policies; provides staff support for meetings of the City Council and the Planning Commission; and represents the City in a variety of interactions with the public. This division also serves as General Counsel to the Redevelopment Agency of the City of Walnut Creek.

2008-2010 Division Accomplishments

- Implemented policies established by the City Council in a legal, effective manner
- Provided timely, excellent legal services to City officials and staff
- Collaborated with the Human Resources Division to improve risk management functions
- Collaborated to complete library construction on time and within the budget
- Implemented Council/Redevelopment Agency direction in the redevelopment of the “Block C” project area
- Navigated legal challenges and initiatives/referenda related to Neiman Marcus

2010-2012 Division Goals

1. Implement policies established by the City Council in a legal, effective and efficient manner
2. Continue to provide timely, excellent legal services to City officials and staff
3. Continue to collaborate with the Human Resources Division to improve risk management functions
4. Continue to collaborate with other staff to complete library construction on time and within the budget
5. Implement Council/Redevelopment Agency direction in the redevelopment of the “Block C” project area
6. Implement Measure I related to the construction of Neiman Marcus
7. Effectively advocate City positions before the State Legislature and Congress.
8. Effectively represent the City in civil and criminal litigation.
9. Recover costs related to damages to City property by third parties

Division Changes / Budget Highlights

- The City Attorney’s office recently took over the legislative advocacy program from the City Manager’s office in order to help absorb cuts in that office.
- See the discussion on the following page regarding a proposed budget option for this division.

Key Division Effectiveness and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Client Survey – Level of Satisfaction	1-8	98%	95%	95%	95%
Lawsuits (including misc. motions)	8	17	12-20	12-20	12-20
Claims Processed	2	34	42	40	40
Damage Reports Processed	9	113	110	110	110
Contracts Drafted/Reviewed	1-6	600	600	600	600
Resolutions/Ordinances Drafted/Reviewed	1-2	65	75	65	65
Legal opinions/advice (estimated)	1-6	1,500	1,500	1,500	1,500



City of Walnut Creek 2010-2012 Budget

General Government

City Attorney - Division 760

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	680,533	713,585	706,518	731,626
Services & Supplies	190,461	286,611	171,512	172,726
Capital Outlay				
Total Program Budget	870,994	1,000,196	878,030	904,352
Less: Program Revenues			50,000	50,000
Net Program Budget	870,994	1,000,196	828,030	854,352

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
City Attorney	1.00	1.00		1.00
Legal Assistant	1.00	1.00		1.00
Assistant City Attorney	1.75	1.75		1.75
Total Positions (FTE)	3.75	3.75	0.00	3.75

C. Additional Information On Budget Options Proposed for 2010-2012

The Professional Services budget is proposed to be reduced to eliminate legal case contingencies that had been built into this budget. In this budget cycle, a revenue account has been added for the collection of City Attorney billing on private development projects.



Downtown Walnut Creek



Administrative Services



ASSISTANT CITY MANAGER / DIRECTOR

Lorie Tinfow

Executive
Assistant

FINANCE DIVISION
Finance Manager /
Chief Financial Officer
Vacant

**HUMAN RESOURCES
and RISK
MANAGEMENT
DIVISION**
Assistant Director
Sally Rice

**INFORMATION
TECHNOLOGY
DIVISION**
Chief Information
Officer
Laura Peabody



City of Walnut Creek 2010-2012 Budget

Administrative Services

The mission of the Administrative Services Department is to provide excellent customer service to both its internal and external customers and to assure legal and financial accountability to the public.

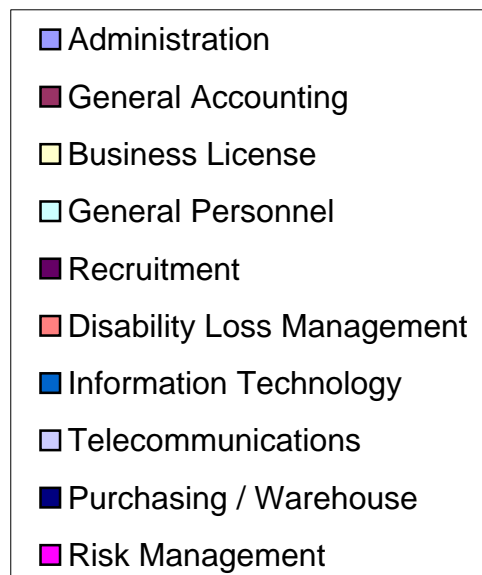
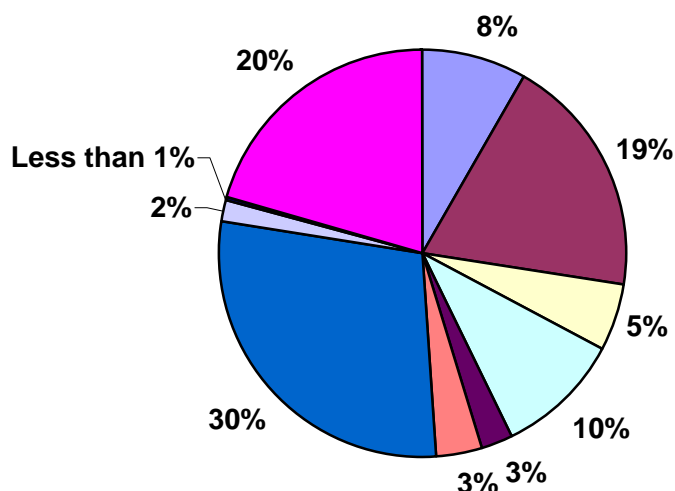
Brief Description of Department Divisions

The department oversees the City's financial and administrative functions, including accounting, budgeting, business licenses, treasury management, purchasing, information technology, telecommunications, human resources management, risk management, warehouse and reprographic services, the latter two of which are proposed to be discontinued for Fiscal Years 2010-2012.

Division Budgets

Division Name and Number	Fiscal Year 2010-11		Fiscal Year 2011-12	
	Expenses	Net Cost	Expenses	Net Cost
Administration (111)	433,049	433,049	444,475	444,475
General Accounting (121)	1,010,998	1,010,998	1,028,328	1,028,328
Business License (122)	277,878	(1,717,970)	290,073	(1,681,714)
General Personnel (131)	534,669	534,669	535,929	535,929
Recruitment (132)	135,405	135,405	143,056	143,056
Disability Loss Management (134)	183,161	183,161	185,140	185,140
Information Technology (141)	1,504,482	1,504,482	1,536,904	1,536,904
Telecommunications (142)	97,853	97,853	100,319	100,319
Reprographics (151)	-	-	-	-
Purchasing / Warehouse (314/315)	20,584	20,584	8,000	8,000
Risk Management (735)	1,035,493	985,493	1,139,080	1,089,080
Totals	5,233,572	3,187,724	5,411,304	3,389,517

Department 2010-12 Expenditures by Division





City of Walnut Creek 2010-2012 Budget

Administrative Services

A. Department Expenditures / Revenues Funding: General Fund (100%)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	3,524,896	3,449,761	3,083,647	3,170,508
Services & Supplies	1,817,329	2,216,142	2,328,741	2,421,781
Capital Outlay	34,862	42,158	22,500	30,000
Cost Allocation Transfers (IDTs)	(217,430)	(263,915)	(201,316)	(210,985)
Total Department Budget	5,159,657	5,444,146	5,233,572	5,411,304
Less:				
Department Revenues	2,026,624	2,049,835	2,045,848	2,021,787
Net Department Budget	3,133,033	3,394,311	3,187,724	3,389,517
Cost Recovery %	39%	38%	39%	37%

B. Department Staffing by Division (in FTE)

Division Name and Number	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Administration (111)	1.86	1.86	-	1.86
General Accounting (121)	7.33	7.33	-	7.33
Business License (122)	2.15	2.15	-	2.15
General Personnel (131)	2.60	2.60	-	2.60
Recruitment (132)	1.00	1.00	-	1.00
Disability Loss Management (134)	1.00	1.00	-	1.00
Information Technology (141)	6.50	6.50	-	6.50
Telecommunications (142)	0.50	0.50	-	0.50
Reprographics (151)	1.00	-	-	-
Purchasing / Warehouse (314/315)	2.50	-	-	-
Risk Management (735)	0.90	0.90	-	0.90
Total Department Staffing (FTE)	27.34	23.84	-	23.84



Administrative Services

Administration – Division 111

The Administrative Services Department serves as the central administrative body of the City organization, supporting all departments as well as serving the public. This department provides expertise, support, service, and management of Finance/Budget, Human Resources, and Information Technology. Prior to this budget cycle, two additional divisions, Warehouse Operations and Reprographics, were part of the Administrative Services Department and were eliminated as part of the budget process. The Director serves in a variety of capacities, including Assistant City Manager and Deputy City Treasurer, and in addition to directing the department is also managing the construction of the new Walnut Creek Library. The Assistant Administrative Services Director serves as Risk Manager and Human Resources Manager, as well as being responsible for more broadly defined activities that serve the entire department. The Executive Assistant provides administrative support to the department director and its staff.

2008-2010 Division Accomplishments

- Led the efforts, known as Balancing for the Future, to restructure the City's budget
- Successfully negotiated and implemented concessionary contracts with various bargaining units
- Completed the new Walnut Creek Library project on time and within budget
- Provided assistance to Public Services to prepare a long-term Capital Investment Plan
- Pursued succession planning
- Evaluated cost effectiveness of the Warehouse and Reprographics operations

2010-2012 Division Goals

1. Continue to lead efforts, known as Balancing for the Future, to restructure the City's budget
2. Negotiate and implement contracts with various bargaining units
3. Continue to provide assistance to Public Services in updating the City's long-term Capital Investment Plan
4. Continue to pursue succession planning
5. Assist departments in cost effective purchasing given the elimination of warehouse and purchasing

Division Changes / Budget Highlights

- No major changes noted



City of Walnut Creek 2010-2012 Budget

Administrative Services

Administration - Division 111

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	319,447	306,236	296,505	306,639
Services & Supplies	151,241	151,484	136,544	137,836
Capital Outlay				
Total Program Budget	470,688	457,720	433,049	444,475
Less: Program Revenues				
Net Program Budget	470,688	457,720	433,049	444,475

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Admin Services Director	0.80	0.80		0.80
Executive Assistant	0.96	0.96		0.96
Assistant ASD Director	0.10	0.10		0.10
Total Positions (FTE)	1.86	1.86	0.00	1.86

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Administrative Services

General Accounting – Division 121

The General Accounting Division provides fiscal accountability for the City's financial activities, including revenues, expenditures, fixed assets, the investment of funds, and all other fiscal instruments. This division establishes controls to safeguard City assets and provides services such as payroll, receipt of revenues, banking, payment of bills, and budgeting to City departments. In addition, staff prepares financial reports for internal use, external agencies and audit review and ensures compliance with government codes, administrative policies, and grants.

2008-2010 Division Accomplishments

- Produced division financial reports for departments on a monthly basis
- Cross trained staff to enhance customer service provided by the division
- Updated and trained others on financial related policies and procedures
- Evaluated cash receipt procedures at City point of sale locations
- Updated the Finance section of the City’s website to provide timely information
- Updated the Long Term Financial Plan to reflect current operations of the City
- Implemented a document imaging system for payables, cash receipts and journal entries, saving time and costs involved with the retrieval of historical records
- Assisted the Human Resources Division in preparing cost estimates related to implementation of new Memorandum of Understanding (MOU) agreements with employees
- Developed the City’s first Cost Allocation and Fee Study
- Received a Certificate of Achievement for Excellence in Financial Reporting for the City’s Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA)
- Received a Distinguished Budget Presentation Award from GFOA for the City’s operating budget
- Received a Meritorious Award in Public Communications from the California Society of Municipal Finance Officers (CSMFO) for the City’s budget in brief document

2010-2012 Division Goals

1. Continue to produce division financial reports for departments on a monthly basis
2. Continue to evaluate cash receipt procedures at City point of sale locations
3. Continue to update the Finance section of the City’s website to provide timely information
4. Update the Long Term Financial Plan to reflect current operations of the City
5. Continue to produce the Comprehensive Annual Financial Report that meets GFOA standards
6. Continue to produce the City’s operating budget document that meets GFOA standards
7. Implement an online payroll time card entry system
8. Continue to update the Cost Allocation Plan and Fee Study
9. Continue to produce a budget in brief document that meets CSMFO standards
10. Implement a major upgrade to the City’s financial software system

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Accounts Payable checks issued	12,630	12,000	12,000	12,000
Vendor Invoices processed	19,780	17,500	17,500	17,500
Payroll checks issued	15,380	15,100	15,100	15,100
Journal Entries Posted	1,670	1,600	1,600	1,600
Budget Changes Posted	94	80	80	80



City of Walnut Creek 2010-2012 Budget

Administrative Services

General Accounting - Division 121

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	902,556	838,143	844,678	873,561
Services & Supplies	185,341	169,439	166,320	154,767
Capital Outlay		7,500		
Total Program Budget	1,087,897	1,015,082	1,010,998	1,028,328
Less: Program Revenues				
Net Program Budget	1,087,897	1,015,082	1,010,998	1,028,328

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Payroll Technician	1.00	1.00		1.00
Admin Analyst II	1.00	1.00		1.00
Senior Accountant	1.50	1.50		1.50
Chief Financial Officer	0.83	0.83		0.83
Accountant II	1.00	1.00		1.00
Accounting Assistant	2.00	2.00		2.00
Total Positions (FTE)	7.33	7.33	0.00	7.33

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Administrative Services

Business License – Division 122

The Business License Division administers and monitors the collection of business license taxes. Staff provides a high level of customer service in giving accurate and timely information to citizens and the general public regarding business licensing requirements. This division utilizes field enforcement and various other methods to locate businesses and enforce licensing requirements for all businesses operating within the City.

2008-2010 Division Accomplishments

- Enhanced the City’s web site to include interactive forms to streamline the processing of business license applications
- Implemented upgrades to the business license software allowing most businesses to renew online, increasing the efficiency of the business license taxes collection process
- Revised the timeline for mailing renewal notices and making courtesy calls to businesses, resulting in more timely collection of taxes by staff
- Improved efforts to effectively coordinate the processing of Contractor business licenses by conducting training with permit counter staff in the Community Development Department (CDD)
- Received training in the use of Crystal Report writing software to enable staff to make changes to forms in house and to be able to provide timely reports to CDD in an effort to ensure that contractors working in the City of Walnut Creek had valid business licenses
- Continued to perform document imaging of all supporting business license records, saving time and costs involved with the retrieval of historical records

2010-2012 Division Goals

1. Continue to administer the Division to maximize the collection of business license taxes
2. Continue to strive to enhance the level of customer service provided
3. Enhance the Business License section of the City’s website in efforts to educate, assist and inform business owners about the requirements for obtaining a business license in the City of Walnut Creek
4. Work with business license software vendor to upgrade system to process online applications
5. Integrate the collection of Police fees and South Business Improvement District (BID) with business licenses
6. Develop and distribute reports to other departments to streamline cash collection and compliance efforts

Division Changes / Budget Highlights

- For Fiscal Year 2011-2012 funds have been included to implement an online business license application system. This application will help to streamline the business license application process.

Key Division Performance and Workload Measurements

Item of Measurement	Relate s to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of new license certificates issued	1	1,246	1,300	1,300	1,300
\$ collected as result of pursuing leads	1	52,004	40,000	50,000	50,000
Number of letters mailed in pursuit of leads	1	980	1,200	1,200	1,200
Number of citations issued by the division	1	102	70	70	70
Number of citations as % of total licenses	1	1.5%	1%	1%	1%



City of Walnut Creek 2010-2012 Budget

Administrative Services

Business License - Division 122

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	266,653	224,916	219,543	227,065
Services & Supplies	37,535	52,004	55,835	63,008
Capital Outlay			2,500	
Total Program Budget	304,188	276,920	277,878	290,073
Less: Program Revenues	2,003,837	1,976,814	1,995,848	1,971,787
Net Program Budget	(1,699,649)	(1,699,894)	(1,717,970)	(1,681,714)

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Senior Accountant	0.50	0.50		0.50
Chief Financial Officer	0.15	0.15		0.15
Accounting Assistant	0.50	0.50		0.50
Revenue Collection Coordinator	1.00	1.00		1.00
Total Positions (FTE)	2.15	2.15	0.00	2.15

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Administrative Services

General Personnel – Division 131

The General Personnel Division provides effective public service by 1) striving to make the City an Employer of Choice by providing training, development and career growth opportunities to staff; 2) obtaining cost effective employee benefits; 3) administering all employee benefits; 4) maintaining positive labor/management relationships and negotiating and implementing contracts with employee bargaining units; and 5) recognizing employee service.

2008-2010 Division Accomplishments

- Provided assistance with the development of the “Balancing for the Future” budgetary program
- Provided supervisory training for 24 supervisors using in-house trainers
- Provided performance evaluation training for each department
- Held quarterly meetings with all bargaining units when negotiations were not occurring
- Converted 50% of personnel files to new format
- Created two new Administrative policies
- Successfully negotiated five new Memorandum of Understanding (MOUs) with the miscellaneous units, and have begun negotiations with Police Management Association in Spring of 2010
- Implemented five new miscellaneous unit MOUs
- Implemented a new partnership with a benefit insurance broker, which resulted in significant cost reductions
- Forged a partnership with the City of Pleasanton to create an in-house Training of Trainers (TOT) program

2010-2012 Division Goals

1. Successfully negotiate five miscellaneous unit MOU’s
2. Continue to strive to keep benefit costs down.
3. Continue training through utilization of the TOT graduates
4. Implement an in-house TOT program
5. Complete the personnel file conversion project
6. Complete a City-wide compensation study
7. Reinstigate regular all management meetings/events
8. Revise and institute “new employee” orientation and exit process
9. Continue Administrative policy updates
10. Begin rewrite of Personnel Policy
11. Implementation of mandates associated with healthcare reform. Many mandates are effective as early as January 1, 2011.

Division Changes / Budget Highlights

- For Fiscal Year 2010-2011, funds have included for a independent compensation study, training for Microsoft Office 2010 and Continuing Education for Public Officials training for management employees. One Human Resources Analyst II has been eliminated, therefore an Admin Analyst II is shared between General Personnel and Recruitment.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
City-wide supervisory/leadership training – staff trained	3,4	225	225	225	225



City of Walnut Creek 2010-2012 Budget

Administrative Services

General Personnel - Division 131

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	396,988	403,200	405,794	420,079
Services & Supplies	98,566	105,404	128,875	115,850
Capital Outlay				
Total Program Budget	495,554	508,604	534,669	535,929
Less: Program Revenues				
Net Program Budget	495,554	508,604	534,669	535,929

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Office Specialist Confidential	1.00	1.00		1.00
Admin Analyst II	1.00	1.00		1.00
Assistant ASD Director	0.60	0.60		0.60
Total Positions (FTE)	2.60	2.60	0.00	2.60

C. Additional Information On Budget Options Proposed for 2010-2012

The budget for a consultant to assist with labor negotiations is proposed to be eliminated from this division's budget for fiscal year 2010-11.



Administrative Services

Recruitment – Division 132

The primary function of this division is to recruit applicants and help department staff select the highest quality employees that meet department staffing needs. In addition, the division assists in evaluating staffing needs and suggesting available alternatives.

2008-2010 Division Accomplishments

- Evaluated and streamlined the promotional recruitment processes for police management positions.
- Implemented the new online applicant tracking system, NeoGov, which reduced application data entry.
- Created new recruitment web pages, an instruction manual with answers to frequently asked questions (FAQs), marketing materials, and prepared a kiosk for applicants’ use at City Hall.
- Evaluated and revised the recruitment advertisement program to be more cost effective.
- Evaluated the best methods for reaching job seekers, i.e. posting openings in newspapers ads versus online job sites.

2010-2012 Division Goals

1. Implement the NeoGov Online Hiring Center, an on-line, streamlined method for department managers to review applicants.
2. Streamline applicant screening by using more advanced and automated functions in NeoGov.
3. Consider the effectiveness of using NeoGov to process temporary summer hires. If it is determined to be an efficient solution to streamlining the application process, implement prior to Summer 2011.
4. Act as City coordinator for Contra Costa County’s Subsidized Employment Training program.

Division Changes / Budget Highlights

- The Human Resources Administrative Analyst position will remain unfilled for fiscal years 2010-12.
- As a result of the budget deficit, for 2009-2010, actual costs are estimated to be significantly below average due to a reduction in recruitment activity. For 2010-2012, it's estimated that costs will remain well below average, but higher than estimated 2009-2010 costs, as recruitment activity is expected to increase
- See the discussion on the next page regarding a proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of Recruitments	1-2	24	16	As Needed	As Needed



City of Walnut Creek 2010-2012 Budget

Administrative Services

Recruitment - Division 132

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	96,675	96,811	97,205	101,056
Services & Supplies	48,745	26,446	38,200	42,000
Capital Outlay				
Total Program Budget	145,420	123,257	135,405	143,056
Less: Program Revenues				
Net Program Budget	145,420	123,257	135,405	143,056

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Office Specialist Confidential	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

In both fiscal years, funding is proposed to be eliminated for a contract recruiter for key positions and advertising expenses are also proposed to be reduced, resulting in cost savings for the division.



Administrative Services

Disability Loss Management – Division 134

Division Description

Staff in this division provide a comprehensive employee health, wellness and injury prevention program that serves to improve the overall health of City employees. This objective is accomplished through ongoing programs involving health and fitness assessments, employee needs surveys, and educational programs and activities. The injury prevention component of the program focuses on employee education through ergonomic assessments, customized injury prevention training and early intervention screening of potential work-related injuries.

2008-2010 Division Accomplishments

- Increased employee participation in wellness program
- Increased employee utilization of “Early Intervention Screening” program
- Increased number of customized injury prevention training for individual work groups
- Renegotiated wellness program contract which resulted in a savings of \$30,000 for Fiscal Year 2009-2010
- Decreased number of workers’ compensation claims
- Transitioned to new long and short term disability insurance carrier, which resulted in additional savings

2010-2012 Division Goals

1. Evaluate workers’ compensation program and consider change of third party administrator or to an affiliation with a joint powers authority in order to decrease the costs of this program to the City
2. Increase employee participation in wellness program
3. Increase the number of employees who complete a wellness program “Health Risk Assessment” in order to raise employee awareness of potential health risks, so they will seek preventative medical treatment. These type of proactive measures can ultimately help to lower the City’s medical insurance costs
4. Increase employee utilization of the “Early Intervention Screening” program in order to circumvent the filing of workers’ compensation claims
5. Decrease workers’ compensation costs

Division Changes / Budget Highlights

- The employee wellness program will be scaled back to decrease costs, while still offering core services that will produce the highest return on investment. Despite the scaling back of the program, expenses for the 2010-12 program years will be higher than those of the 2008-10 program years. This is because of one-time savings realized in 2009-10 after staff was able to renegotiate the vendor contract.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of workers’ compensation claims	1,4,5	47	45	45	45
Number of employees utilizing early intervention injury prevention service	2,4	12	15	15	15
Number of employees who complete annual Wellness Program “Health Risk Assessment”	3	102	104	106	108



City of Walnut Creek 2010-2012 Budget
Administrative Services
Disability Loss Management - Division 134

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	140,690	131,664	129,060	132,664
Services & Supplies	61,121	38,011	54,101	52,476
Capital Outlay				
Total Program Budget	201,811	169,675	183,161	185,140
Less: Program Revenues				
Net Program Budget	201,811	169,675	183,161	185,140

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Admin Analyst II	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division.



Administrative Services

Information Technology – Division 141

The Information Technology Office (ITO) provides reliable information systems, technology operations, and support for all City departments and staff. The ITO provides long range planning and budgeting for critical technology infrastructure throughout the City and ensures 24-hour / 7 days per week access to City information and services through the use of secure City networks, Internet email and City websites. The ITO provides a help desk and supports third party systems including Police dispatch/records management, City Council meetings, geographic land and map-based information, Finance, Human Resources, Arts, Recreation and Cultural Services class registration, building permits, theatre tickets, and document imaging.

2008-2010 Division Accomplishments

- Implemented a Green Technology Program with energy-efficient virtual servers, monitors, and virtual desktop computers
- Completed Disaster Recovery plan; improved network, telephone, and server redundancy
- Implemented an Equipment Lifecycle Program; which included replacing servers and network equipment; replacing an aging telephone system with Voice over Internet Protocol system and Box Office Call Center software; and updated desktop computers and City software to current versions
- Expanded use of Geographic Information and Map/Land-based Systems
- Redesigned City Website for ease of use, accessibility and other new features
- Increased competition and reduced costs through online announcement of IT procurements
- Earned two consecutive “Excellence in IT Practices” Awards from the Municipal Information Systems Association of CA

2010-2012 Division Goals

1. Deliver better services through improved maintenance, security, and deployment processes
2. Continue efforts to meet and/or exceed Department of Justice and Payment Card Industry security standards
3. Provide public access to Geographic Information Systems (GIS) and expand staff use of GIS
4. Move Police and Finance systems to virtual servers for improved reliability and cost savings
5. Upgrade business software applications including Microsoft Office, Exchange, Finance, Class Registration, Dispatch, and Building Permits
6. Manage implementation and contracts for City-provided library technology systems
7. Expand Green Technology program for additional energy and cost savings

Division Changes / Budget Highlights

- Expenditures are projected to decrease for Fiscal Years 2010-2012 due to consultant expenditures incurred Fiscal Year 2009-2010 for the completion of several technology projects, including enhancements made to the City’s computer network and Geographic Information System (GIS).

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of Overall Systems Up-Time	4	95%	95%	99.9%	99.9%
Total Work Orders Completed	1	1,456	1,600	1,800	1,800
Major Systems Implemented/Upgraded	5,6	31	35	15	15



City of Walnut Creek 2010-2012 Budget

Administrative Services

Information Technology - Division 141

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	804,495	916,049	867,471	895,445
Services & Supplies	469,776	659,434	617,011	611,459
Capital Outlay	34,862	34,658	20,000	30,000
Total Program Budget	1,309,133	1,610,141	1,504,482	1,536,904
Less: Program Revenues				
Net Program Budget	1,309,133	1,610,141	1,504,482	1,536,904

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Info. Systems Project Leader	1.00	1.00		1.00
Chief Info. Officer	0.90	0.90		0.90
Info. Systems Analyst III	3.60	3.60		3.60
Info Systems Analyst I	1.00	1.00		1.00
Total Positions (FTE)	6.50	6.50	0.00	6.50

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Administrative Services

Telecommunications – Division 142

This division provides telephone, voicemail, fax, cellular, wired and wireless network services and Internet access. The telecommunications system consists primarily of a cable carrier provided fiber optic network (“Inet”) augmented by lease line circuits and internal copper and fiber cabling. Division staff supports 24 by 7 operation of the Cisco Unified Communication telephone system using Voice over Internet Protocol (“VoIP”) to provide telephone service at all City facilities and call centers located at other locations. Staff also manages local and long distance telephone services and fax lines and provides related management reporting. Some of the costs of this division are allocated to other divisions via internal transfer based upon usage of telecommunication services.

2008-2010 Division Accomplishments

- Obtained significant discounts on telecommunications equipment, software, services, and maintenance through competitive procurement for new data network and telephony systems
- Achieved savings and service improvements by upgrading data and voice networks to Voice over Internet Protocol (VoIP) and routing/switching equipment with redundancy features
- Replaced obsolete PBX/voicemail systems and over 400 telephone handsets with an unified communication system providing enhanced messaging features; implemented more than fifty call handling programs and customized call center systems for Lesher Center for the Arts, Building Permits, and City Hall/Police lines
- Added Cisco “Emergency Responder” locator system for 9-1-1 calls placed from City phones
- Conducted more than 30 telephone training classes for City staff
- Reduced telephone circuit costs through consolidation; transferred service to new discounted contract through State of California, resulting in lower fees for long distance and toll calls

2010-2012 Division Goals

1. Provide timely, secure, and reliable telecommunications services
2. Upgrade Internet Service Provider connection
3. Replace scheduled network equipment per Technology Lifecycle Plan
4. Complete installation and training for Cisco VoIP telephone system at Walnut Creek Library
5. Train departments and expand use of teleconferencing and other VoIP features
6. Conduct additional review of telecommunication circuits and provider billing
7. Upgrade system software to current version

Division Changes / Budget Highlights

- Projected increases in costs for Fiscal Years 2010-2012 reflect increases in costs for internet service and additional devices purchased for the City’s “smartnet” system, part of the new CISCO telephone system implemented by the City during Fiscal Year 2009-2010.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Phone System Availability	1,3	90%	98%	99.9%	99.9%
Telephone Calls Processed	1	244,312	225,140	275,000	275,000
Telephone Work Orders Completed	1	313	350	375	375
Data Network Availability	1,3	98%	98%	99.9%	99.9%



City of Walnut Creek 2010-2012 Budget

Administrative Services

Telecommunications - Division 142

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	75,536	73,474	72,603	75,069
Services & Supplies	135,990	130,290	147,890	160,385
Capital Outlay				
Cost Allocation Transfers *	(120,406)	(175,915)	(122,640)	(135,135)
Total Program Budget	91,120	27,849	97,853	100,319
Less: Program Revenues				
Net Program Budget	91,120	27,849	97,853	100,319

* A portion of the costs of this division are allocated to other divisions as an internal transfer based upon their usage of telecommunication services.

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Chief Info. Officer	0.10	0.10		0.10
Info. Systems Analyst III	0.40	0.40		0.40
Total Positions (FTE)	0.50	0.50	0.00	0.50

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division.



Administrative Services

Reprographics – Division 151

The Reprographics Division provides centralized and all-inclusive reprographic services to all City departments including consultation, design and layout; printing and collating; stapling and binding; and folding and perforating. This division also manages outside vendor service requests when needed. A portion of the costs of this division are allocated to other divisions as an internal transfer based upon their usage of reprographics services.

2008-2010 Division Accomplishments

- Maintained fast turn around time on all printing and copying jobs, with a special emphasis on quality
- Replaced an old laminating machine with a more efficient model, cutting production time in half
- Produced over 2.6 million copies on the division's color and black and white copiers

Division Changes / Budget Highlights

As part of the budget options proposed in order to balance the City's preliminary budget for 2010-2012, it is recommended to decentralize and outsource the operations of this division. This budget option is projected to save the City approximately \$61,000 in Fiscal Year 2010-11 and \$81,000 in 2011-2012. The remaining costs in this division represent the estimated reprographics costs to be absorbed by other divisions through the use of other staff and third party resources.

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10
Dollar value of jobs performed by division (Calendar Year Basis)	\$97,024	\$88,000



City of Walnut Creek 2010-2012 Budget

Administrative Services

Reprographics - Division 151

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	92,760	92,318	3,561	
Services & Supplies	81,550	88,997	75,115	75,850
Capital Outlay				
Cost Allocation Transfers *	(97,024)	(88,000)	(78,676)	(75,850)
Total Program Budget	77,286	93,315	-	-
Less: Program Revenues				
Net Program Budget	77,286	93,315	-	-

* A portion of the costs of this division are allocated to other divisions as an internal transfer based upon their usage of reprographics services.

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Reprographics Specialist	1.00	0.00		0.00
Total Positions (FTE)	1.00	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

Please refer to the Division Changes / Budget Highlights section on the previous page.



Administrative Services

Purchasing / Warehouse – Divisions 314/315

Division Description

The Purchasing Warehouse Division provides City departments with high levels of service in the areas of purchasing, inventory control, product research, order filling, receiving, inventory and disposal of hazardous waste, and inventory and disposal of surplus property. These services are provided in compliance with environmental, health, and safety regulations, while achieving cost effectiveness. These services assist the City departments in maintaining a high service level for the citizens of Walnut Creek.

2008-2010 Division Accomplishments

- Refined hazardous waste disposal program
- Researched and expanded inventory of “certified green products” that are effective
- Reduced size of inventory making it leaner and relevant to changing customer needs
- Implemented upgrades to inventory control system to greatly reduce paperwork requirements, while improving information flow to customers

Division Changes / Budget Highlights

As part of the budget options proposed in order to balance the City’s preliminary budget for 2010-2012, it is recommended to decentralize and outsource the operations of this division. This budget option is projected to save the City approximately \$234,000 in Fiscal Year 2010-11 and \$235,000 in 2011-2012. The remaining costs in this division represent the estimated recycling costs to be absorbed by other divisions through the use of other staff and third party resources.

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10
Dollar value of sales	683,000	683,000
Number of items requested	30,334	30,334
Average value of inventory	283,000	283,000
Time to process requests	15 min	15 min



City of Walnut Creek 2010-2012 Budget
Administrative Services
Purchasing / Warehouse - Division 314 / 315

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	302,874	224,998	12,584	
Services & Supplies	27,338	53,523	8,000	8,000
Capital Outlay				
Total Program Budget	330,212	278,521	20,584	8,000
Less: Program Revenues	880			
Net Program Budget	329,332	278,521	20,584	8,000

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Office Assistant II	0.50	0.00		0.00
General Maintenance Worker	1.00	0.00		0.00
Warehouse Assistant	1.00	0.00		0.00
Total Positions (FTE)	2.50	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

Please refer to the Division Changes / Budget Highlights section on the previous page.



Administrative Services

Risk Management – Division 735

The role of the Risk Management Division is to anticipate and control risk through the use of loss prevention strategies and established risk management principles and procedures. In addition, this division provides strategic and operational direction, support and accountability to all City operations to protect City assets.

2008-2010 Division Accomplishments

- Developed draft of risk management system, including responsibility matrix
- Reviewed, updated and developed City risk management policies and procedures
- Worked with departments to complete required safety programs
- Attended department specific safety committee meetings and began City-wide safety committee
- Provided training and improved processes for obtaining insurance from outside vendors, including insurance tracking software for improved efficiency

2010-2012 Division Goals

1. Implement and deliver training on formal risk management system
2. Complete risk assessment recommendations
3. Complete implementation of insurance tracking software
4. Provide analysis on claims trends and assist departments in implementing practices and training to reduce claims

Division Changes / Budget Highlights

- Increased insurance costs are projected for Fiscal Years 2010-2012 due to opening of new library and non recurring discounts received during the past two years from the Municipal Pooling Authority (Authority), the City’s insurance provider.

In addition, the Authority has implemented a new funding model which also affects the amount of insurance premiums charged to the City.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Updated City Administrative Policies and Risk Management Safety Policies	1,4	1	6	6	6
Vendor Contracts Insurance Review and Compliance	3	114	120	125	125
Special Event Insurance Administration	1,3	23	36	40	40



City of Walnut Creek 2010-2012 Budget

Administrative Services

Risk Management - Division 735

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	126,222	141,952	134,643	138,930
Services & Supplies	520,126	741,110	900,850	1,000,150
Capital Outlay				
Total Program Budget	646,348	883,062	1,035,493	1,139,080
Less: Program Revenues	21,907	73,021	50,000	50,000
Net Program Budget	624,441	810,041	985,493	1,089,080

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Admin Services Director	0.10	0.10		0.10
Admin Analyst I	0.50	0.50		0.50
Assistant ASD Director	0.30	0.30		0.30
Total Positions (FTE)	0.90	0.90	0.00	0.90

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



DOWNTOWN WALNUT CREEK



Arts, Recreation and Community Services



DIRECTOR
Barry Gordon

Business Operations
Manager

Marketing Manager

Office
Assistant II

Assistant Director

AQUATICS
AND
SPECIAL
EVENTS

BEDFORD
GALLERY
Program
Manager

CIVIC ARTS
EDUCATION
Program
Manager

RECREATION
CLASSES
AND CAMPS
Program
Manager

LESHER
CENTER
FOR THE
ARTS/
CENTER
REPERTORY
THEATRE
Program
Manager

SOCIAL
SERVICES
Program
Manager
(Vacant
effective
10/15/10)

SPORTS
AND
TEENS
Program
Manager

BOUNDARY OAK
GOLF COURSE

BOUNDARY OAK
RESTAURANT



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

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

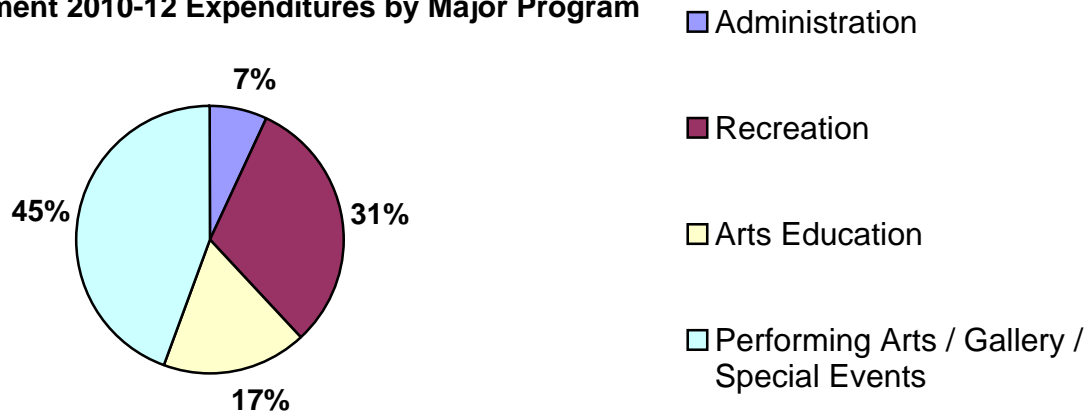
Brief Description of Department Divisions

The Arts, Recreation and Community Services Department consists of: Active Adult and Social Services; Aquatics and Special Events; Bedford Gallery; Boundary Oak Golf Course and Restaurant (listed as separate funds); Civic Arts Education; Center REPeritory Theatre; Leshner Center for the Arts, Municipal Special Events; Recreation Classes and Camps; Recreation Facilities; Sports and Teens; and Administration.

Division Budgets for Fiscal Year 2010-2012

Division Name and Number	Fiscal Year 2010-2011		Fiscal Year 2011-2012	
	Expenses	Net Cost	Expenses	Net Cost
Sports and Teens (350)	1,170,751	(197,589)	1,199,390	(215,157)
Aquatics and Special Events (351)	1,371,530	616,524	1,329,711	558,321
Recreation Facilities (352)	328,410	44,060	322,579	39,229
Recreation Classes and Camps (353)	569,818	155,068	550,322	120,028
Social Services (354)	534,888	458,210	472,521	418,049
Administration (611)	874,429	874,429	881,210	881,210
Arts Education (621)	1,703,172	212,082	1,554,360	64,544
Arts Education Facilities (625)	572,312	393,825	568,602	384,760
Leshner Center for the Arts (631)	3,072,728	349,528	3,030,798	170,598
Center REPeritory Theatre Company (641)	1,907,105	286,305	1,966,924	307,124
Municipal Special Events (642)	125,980	25,980	126,426	26,426
Bedford Gallery (651)	493,760	384,660	478,319	368,219
Totals	12,724,883	3,603,082	12,481,162	3,123,351
Cost Recovery %		72%		75%

Department 2010-12 Expenditures by Major Program





City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

A. Department Expenditures / Revenues Funded by: General Fund (100%)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	7,789,428	7,767,017	7,001,710	6,939,836
Services & Supplies	6,114,008	5,857,589	5,579,573	5,471,326
Capital Outlay	49,273	70,271	143,600	70,000
Cost Allocation Transfers (IDTs)	-	-	-	-
Total Department Budget	13,952,709	13,694,877	12,724,883	12,481,162
Less:				
Department Revenues	9,519,335	9,415,652	9,121,801	9,357,811
Net Department Budget	4,433,374	4,279,225	3,603,082	3,123,351
Cost Recovery %	68%	69%	72%	75%

B. Department Staffing by Division (in FTE)

Division Name and Number	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Sports and Teens (350)	3.20	4.60	1.00	3.60
Aquatics and Special Events (351)	5.00	5.25	1.25	4.00
Recreation Facilities (352)	1.15	1.45	0.55	0.90
Recreation Classes and Camps (353)	3.40	2.50	1.00	1.50
Social Services (354)	4.25	4.95	1.95	3.00
Administration (611)	4.82	5.84	1.00	4.84
Arts Education (621)	8.50	7.00	1.00	6.00
Arts Education Facilities (625)	4.50	3.50	0.50	3.00
Leshner Center for the Arts (631)	16.00	15.50	0.50	15.00
Center REPeritory Theatre Company (641)	1.95	2.45	0.50	1.95
Municipal Special Events (642)	0.05	0.05	-	0.05
Bedford Gallery (651)	3.50	3.50	0.50	3.00
Boundary Oak Golf Course & Clubhouse *	0.19	0.16	-	0.16
Total Staffing for Department (FTE)	56.51	56.75	9.75	47.00

*The budget for Boundary Oak Golf Course & Clubhouse can be found at the end of the ARCS section of this document



Arts, Recreation and Community Services

Sports and Teens – Division 350

Sports and Teens provides structured sports, fitness, wellness, and personal enrichment activities in a safe and clean environment through youth and adult sports programs, year-round programming for teens and scheduling and management of the Tice and Foothill Gymnasiums and 14 play fields. Youth programs include after-school sports for grades 6 – 8 at Walnut Creek Intermediate and Foothill Middle Schools and a summer sports camp. Teen programs include summer camps and the Junior Recreation Program, which provides paid and volunteer learning opportunities for students interested in a Recreation career. The division also coordinates adult volleyball and basketball leagues and is the liaison to more than 30 youth and adult sports organizations that use City sports fields and gymnasiums and to the tennis program. The division’s programs contribute to building and strengthening heart, mind and body.

2008-2010 Division Accomplishments

- Integrated adult and teen fee classes emphasizing sports, health and fitness into existing program to create a more comprehensive and seamless program for constituents
- Redesigned “WCTeen.org” and expand teen personal development offerings
- Continued to offer high quality programs, excellent customer service and maintain safe and clean facilities
- Coordinated transition to new tennis operator at Heather Farm Tennis Center

2010-2012 Division Goals

1. Continue to maintain and deliver quality teen, youth and adult sport and fitness programs/classes to our participants
2. Maintain clean and safe facilities, whether at the indoor gyms or outside play fields
3. Continue to sustain strong relationships with Walnut Creek youth and adult sport groups and community organizations
4. Support growth in tennis operations

Division Changes / Budget Highlights

- Revenues and expenses for health and fitness classes (formerly budgeted in division 353) and tennis operations (formerly budgeted in division 351) are reflected in this division in 2010-12.
- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total Scheduled Hours					
-- Gyms	1,2 & 3	15,300	16,000	16,500	16,500
-- Sports Fields	1,2 & 3	27,000	23,000	23,500	23,500
Total Rental Hours					
-- Gyms	1,2 & 3	10,500	10,800	11,500	11,500
-- Sports Fields	1,2 & 3	25,000	22,000	22,500	22,500
After School / Summer Sport Camps					
Enrollment	1 & 2	560	590	575	575
Contact Hours	1 & 2	1,000	1,000	1,000	1,000
Health/Fitness Classes					
Enrollment	1, 2 & 3	N/A	N/A	2,919	2,977
Contact Hours	1, 2 & 3	N/A	N/A	22,678	23,132



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Sports and Teens - Division 350

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	592,485	538,149	547,469	565,050
Services & Supplies	499,987	450,733	623,282	634,340
Capital Outlay	-	-	-	-
Total Program Budget	1,092,472	988,882	1,170,751	1,199,390
Less: Program Revenues	993,610	1,007,750	1,368,340	1,414,547
Net Program Budget	98,862	(18,868)	(197,589)	(215,157)

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	1.00	1.00		1.00
Office Specialist	0.10	0.10		0.10
Program Coordinator	2.00	3.50	1.00	2.50
Office Assistant II	0.10	0.00		0.00
Total Positions (FTE)	3.20	4.60	1.00	3.60

C. Additional Information On Budget Options Proposed for 2010-2012

In this budget cycle the CLASS system Point-of-Sale (POS) module is proposed to be purchased and installed at Tice Gym, which would provide improved management of and internal controls for sales activity. A net reduction in cost results from a proposal to discontinue school year (9 months) programming for teens, which includes discontinuing the Youth Council and discontinuing City support for three annual holiday-themed special events for children / youth.



Arts, Recreation and Community Services

Aquatics and Special Events – Division 351

This division manages aquatics programs, activities and facilities that promote fitness, skill development, personal safety, and individual and family recreational opportunities, which build and strengthen heart, mind and body. The division’s responsibilities include providing structured aquatics and water safety programs, facilitating more than 50 special events held in Civic, Heather Farm, and Larkey Parks and other locations, and management of two seasonal concession stands. Aquatics includes year round programs for all ages: instructional, recreational, fitness and competitive swimming. The Aquatics program also provides valuable first aid, CPR, water safety and lifeguard training. The division operates and maintains the Clarke and Larkey Aquatics Centers, which host hundreds of thousands of visitors annually.



2008-2010 Division Accomplishments

- Developed aquatics needs assessment in collaboration with the community
- Worked with the local residents, schools, and user groups to determine the future aquatic needs of the community, to keep the aquatics program at the highest level of quality
- Worked with swim teams to define and streamline the details of the existing relationships in a move towards consistency and sustainability
- Continued to provide high quality programming and customer service
- Continued to improve facility amenities including installation of new pumps at Clarke Aquatic Center
- Implemented use of Active software’s registration and point of sale system at Larkey Aquatic Center
- Introduced new methods and means of instruction in partnership with swim teams

2010-2012 Division Goals

1. Continue to assist the aquatic centers in becoming more financially self-supporting.
2. Introduce and successfully operate In & Out privileges for both aquatic centers.
3. Support next phases of the aquatics needs assessment.

Division Changes / Budget Highlights

- Oversight of tennis operations and all related revenues and expenses has moved to Division 350.
- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Operating Hours:					
-- Clarke Aquatic Center	1	5,096	5,000	5,000	5,000
-- Larkey Aquatic Center	1	1,900	1,900	600	600



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Aquatics and Special Events - Division 351

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	961,379	970,234	864,041	823,423
Services & Supplies	557,408	542,325	498,889	506,288
Capital Outlay	13,944	-	8,600	-
Total Program Budget	1,532,731	1,512,559	1,371,530	1,329,711
Less: Program Revenues	862,434	1,011,632	755,006	771,390
Net Program Budget	670,297	500,927	616,524	558,321

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.00	1.25	1.00	0.25
Program Coordinator	3.00	2.00		2.00
Office Assistant II	1.00	1.00		1.00
General Maintenance Worker	1.00	1.00	0.25	0.75
Total Positions (FTE)	5.00	5.25	1.25	4.00

C. Additional Information On Budget Options Proposed for 2010-2012

This budget cycle reflects a potential change in the existing business relationship between the City and the Walnut Creek Masters Swim Club, which would make it similar to that of other competitive swim teams who use City pools. This proposal includes a decision to not fund a Program Coordinator. The existing chlorination system at the Clarke Swim Center is proposed to be replaced with a new system that would operate more efficiently and would reduce on-going chlorine supply expenses. Larkey Pool, which is historically open during the summer and available during the off-season for rental to competitive teams, may be closed from October through March. As a result of this change, most pool rentals that occur at Larkey during this time period would be relocated to the Clarke Pool, the General Maintenance Worker position would be reduced to 0.75 FTE and the City would see utility savings.



Arts, Recreation and Community Services

Recreation Facilities – Division 352

The Recreation Facilities Division provides safe and clean facilities for fitness, skill development, and the general enjoyment of recreation program participants, volunteers and visitors. This division provides scheduling, supervision and overall coordination of City-owned or operated indoor and outdoor recreation facilities; including group picnic areas, the Civic Park Community Center (CPCC) and Gazebo and the Heather Farm Community Center (HFCC). Heather Farm and Civic Park Community Centers host City-sponsored classes and community and City rental events and provide valuable part-time employment opportunities for young adults who serve as building attendants for rental events. This division also coordinates the Movies Under the Stars program, which offers family-friendly films in Heather Farm Park enjoyed by 1,000's of participants annually. Community participation in the many diverse programs, activities and events held in facilities coordinated by this division builds and strengthens heart, mind and body.



2008-2010 Division Accomplishments

- Maintained high quality facilities in order to appeal to the entire community and encourage use
- Continued working closely with Shadelands and Civic Park facility staff to establish consistent policies and procedures and customer service enhancements
- Increased the number of community rentals overall through improved marketing strategies and customer service practices

2010-2012 Division Goals

1. Successfully carry out the merge of facility rental coordination to this division
2. Increase private rentals for the Civic Park Assembly Hall.
3. Continue to maintain and deliver quality facilities for our participants.

Division Changes / Budget Highlights

- One Program Manager's FTE allocation for this division will be changed from 0.1 to 0.25
- Division will support new library community room rental operations. Budget does not include assumptions for these revenues and expenses. Adjustment to be made mid-period when experience data will be available
- Children/youth seasonal special events were moved to division 351
- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
HFCC & CPCC Hours Scheduled	3	9,233	8,596	8,650	8,700
HFCC & CPCC Paid Rental Hours	3	1,773	1,800	1,825	1,875
Picnic Rentals (Heather Farm & Larkey Park)	3	168	180	185	190



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Recreation Facilities - Division 352

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	227,537	219,880	180,848	173,605
Services & Supplies	180,104	167,113	147,562	148,974
Capital Outlay	-	-	-	-
Total Program Budget	407,641	386,993	328,410	322,579
Less: Program Revenues	281,059	288,800	284,350	283,350
Net Program Budget	126,582	98,193	44,060	39,229

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.35	0.50	0.25	0.25
Office Specialist	0.40	0.70	0.30	0.40
Office Assistant II	0.40	0.25		0.25
Total Positions (FTE)	1.15	1.45	0.55	0.90

C. Additional Information On Budget Options Proposed for 2010-2012

The Movies Under the Stars program is discontinued. One of the Program Manager positions allocated to this division will be reduced as a result of a department reorganization.



Arts, Recreation and Community Services

Recreation Classes and Camps – Division 353

This division provides structured learning, personal enrichment, and programs for children, youth and adults in order to strengthen heart, mind and body. In addition, this division provides a wide variety of fee-based courses and activities that appeal to a broad cross-section of the community. Over 75 different courses are offered each quarter and more than 2,500 enrollments are processed each year. Course offerings span the topics of personal enrichment, dance and movement, science and nature, fashion and beauty, and food and cooking. The division also operates five summer and seasonal camp programs.

2008-2010 Division Accomplishments

- Continued to offer a wide selection of popular classes that address community needs and interests
- Obtained written feedback from at least 50% of day camp and preschool program participants and used this feedback to evaluate program effectiveness
- Increased marketing effectiveness through enhanced web page functionality and content
- Expanded on-line registration to all recreation programs
- Promoted need-based scholarship program to increase access to preschool programs, classes, recreation, and sports camps for financially disadvantaged residents

2010-2012 Division Goals

1. Increase cost recovery for day camp programs
2. Successfully transition fee class coordination among program staff

Division Changes / Budget Highlights

- Pre-school program operations and the related revenues and expenses will move to division 621
- Part-time Office Assistant II FTE allocation will change from 0.50 in division 353 to 0.25 in 353 and 0.25 in division 625
- Youth and adult health and fitness classes and related revenue and expenses will move to division 350
- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Classes/Camp/Pre-school Enrollment*	1	6,975	7,115	3,830	3,875
Classes/Camps/Pre-school Contact Hours*	1	90,494	92,300	64,725	66,020

*Pre-school programs moved to division 621 and Health & Fitness classes moved to division 350 in 2010-12. Contact hours are a course-based calculation.



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Recreation Classes and Camps - Division 353

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	613,833	559,710	267,649	251,920
Services & Supplies	500,072	493,318	302,169	298,402
Capital Outlay	-	-	-	-
Total Program Budget	1,113,905	1,053,028	569,818	550,322
Less: Program Revenues	795,876	861,258	414,750	430,294
Net Program Budget	318,029	191,770	155,068	120,028

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.90	0.50		0.50
Office Specialist	0.50	0.50		0.50
Program Coordinator	1.00	1.00	1.00	0.00
Office Assistant II	1.00	0.50		0.50
Total Positions (FTE)	3.40	2.50	1.00	1.50

C. Additional Information On Budget Options Proposed for 2010-2012

The Program Coordinator position allocated to this division is eliminated as the result of a department reorganization. Due to potential program reductions across the recreation divisions, there could be a reallocation of the workload across the remaining Program Coordinators.



Arts, Recreation and Community Services

Social Services – Division 354

The Social Services Division enriches the lives of active adults as well as physically and developmentally disabled youth and adults by providing relevant and stimulating programs and services that strengthen the heart, mind and body. Focus is on providing lifelong learning opportunities, essential services such as legal, financial, nutritional and social services, recreational and social activities, and a sense of place in the community to nearly 3,000 senior club members. The Social Services Division also coordinates a nationally acclaimed program for hearing impaired seniors. The Therapeutic Recreation program includes year-round classes, special events and excursions for youth and adults. A seven-week summer camp is also offered. The Therapeutic Recreation program is an exceptional program that offers participants a chance to stretch and grow without limitations.

2008-2010 Division Accomplishments

- Collaborated with City staff and participants to make programs and facilities “Green”
- Created new program offerings that help seniors maintain their health, happiness and independence
- Maintained strong partnership with library staff to develop integrated programming for the opening of the new Walnut Creek Library in 2010
- Migrated class registration processes to a new registration system

2010-2012 Division Goals

1. Complete migration of senior programming to CLASS system and computerize membership program.
2. Expand on-line registration processes to this division
3. Continue to offer a wide selection of classes and programs in an efficient and cost effective way while meeting the needs of the community.
4. Continue to collaborate with new Walnut Creek Library staff to explore senior programming at the new library.
5. Explore opportunities to find new funding or partnerships
6. Continue to recruit and retain volunteers

Division Changes / Budget Highlights

- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Class/Program/Activity Participants	1-5	68,000	68,460	68,000	67,500
Volunteer Service Hours:					
-- Individuals	6	27,000	26,750	27,100	27,100
-- Agencies	6	1,650	1,750	1,800	1,825
Specialized Recreation Participants in Camp, Services & Year-Round Activities	2-5	728	750	730	675



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Social Services - Division 354

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	491,486	475,690	354,964	305,235
Services & Supplies	202,951	188,384	179,924	167,286
Capital Outlay	-	-	-	-
Total Program Budget	694,437	664,074	534,888	472,521
Less: Program Revenues	62,704	60,365	76,678	54,472
Net Program Budget	631,733	603,709	458,210	418,049

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.75	0.75	0.75	0.00
Office Specialist	0.00	0.70	0.70	0.00
Program Coordinator	3.00	2.50		2.50
Office Assistant II	0.50	1.00	0.50	0.50
Total Positions (FTE)	4.25	4.95	1.95	3.00

C. Additional Information On Budget Options Proposed for 2010-2012

The CLASS system Point-of-Sale (POS) module is proposed to be purchased and installed at Civic Park Community Center, which would provide improved management of and internal controls for sales activity. Also affecting this division is a potential restructuring of the indoor facility rental program, which would allow the City to continue providing the same service, while incorporating operating and cost efficiencies. This proposal includes a decision to reduce 1.0 FTE Office Assistant II to a 0.5 FTE position. Other potentially significant changes to this division would be the discontinuation of the Therapeutic Recreation Summer Day Camp in 2011, City support for the weekly craft program instructor, and some senior special events. These changes would result in reductions in revenues as well as personnel and operating expenditures. The Program Manager position allocated to this division will be reduced as a result of a department reorganization.



Arts, Recreation and Community Services

Administration – Division 611

The mission of the Arts, Recreation and Community Services (ARCS) Department is “Together we create a better community through services that strengthen heart, mind and body”. The Department’s vision is to “seamlessly deliver sustainable, universally acclaimed programs that make Walnut Creek a great place to live, work, and play. ARCS Administration oversees all of the operating divisions within the department including Boundary Oak Golf Course operations and associated enterprise funds, supports the Arts Commission and the Park, Recreation and Open Space Commission. The division also collaborates with affiliated organizations such as the Diablo Regional Arts Association, other community based organizations and local governmental agencies. Arts, Recreation and Community Services Department programs contribute to making Walnut Creek a regional destination, promote arts appreciation, community engagement and volunteerism, fitness and wellness, personal enrichment, and contribute to the City’s overall economic vitality.

2008-2010 Division Accomplishments

- Provided leadership and support to the Boundary Oak Golf Course & Clubhouse operator selection, contract negotiation, and contract implementation processes.
- Led strategic planning and implementation of brand development, marketing and audience-building efforts for the arts and recreation programs.
- Led Aquatics Facility Needs Assessment Study.
- Led planning for integration of community center rental operations including incorporation of the new Walnut Creek Library into facility rental inventory.
- Led Heather Farm Tennis Center operator selection, due diligence, contract negotiation and contract implementation processes.
- Planned consolidation of Civic Arts and Recreation pre-school programs under single management structure.

2010-2012 Division Goals

1. Improve customer service and operational efficiency by completing the arts education and recreation database merger and integration of community center facility rental operations under a single management structure.
2. Revise Public Art ordinances to build funding for art in public places.
3. Plan and implement next phase for the future of the City’s aquatics programs and facilities.
4. Partner with the Diablo Regional Arts Association to develop a Branding and Marketing Plan for the Leshner Center for the Arts.
5. Participate in the Americans for the Arts Economic Prosperity Study.
6. Continue efforts to build audience and improve marketing effectiveness and efficiency through enhanced electronic communications and on-line presence and other opportunities.
7. Continue to improve and integrate business processes and systems throughout the department.
8. Support Citywide initiatives and programs related to the department’s mission and operations.

Division Changes / Budget Highlights

- Minor changes have been made in the distribution of FTEs for the Director, Assistant Director and one Administrative Analyst between this division and the Boundary Oak Golf Course – City Operations divisions 312 and 313 to reflect operational reality.



City of Walnut Creek 2010-2012 Budget Arts, Recreation and Community Services Administration - Division 611

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	771,224	770,391	778,783	799,275
Services & Supplies	86,496	129,482	95,646	81,935
Capital Outlay	-	-	-	-
Total Program Budget	857,720	899,873	874,429	881,210
Less: Program Revenues	-	687	-	-
Net Program Budget	857,720	899,186	874,429	881,210

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Arts Rec & Comm Svcs Director	0.95	0.96		0.96
Executive Assistant	0.00	1.00	1.00	0.00
Admin Analyst II	1.90	1.90		1.90
Assistant ARCS Director	0.97	0.98		0.98
Office Assistant II	1.00	1.00		1.00
Total Positions (FTE)	4.82	5.84	1.00	4.84

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division.



Arts, Recreation and Community Services

Arts Education – Division 621

The mission of Arts Education is to create engaging opportunities in the Arts for people of all ages that instruct, inspire, and ignite. This mission is grounded in the belief that arts education is essential to human development, cultural literacy, and the community’s quality of life. It recognizes that personal growth through the arts instills a lifelong passion for and appreciation of the visual and performing arts and stimulates overall learning. Our vision is a vibrant, healthy arts learning community centered in Walnut Creek, which serves all disciplines in an arts network that includes professional performing and visual arts students, presentations, artists and their audiences. As the East Bay’s premier resource for arts learning. Civic Arts Education promotes new visions, supports exploration, and stimulates creative thought and personal expression that reflect the diversity of our growing community. In addition to contributing to one of the largest industries in Walnut Creek, the division has provided the highest quality of visual and performing arts instruction and education to participants of all ages, through multidimensional and multifaceted programs and been recognized locally and nationally. Finally, Civic Arts Education invests in current and future audiences, arts professionals, and amateurs to ensure a thriving arts community, all while contributing to the economic base of our community.

2008-2010 Division Accomplishments

- Supported a core program of balanced, high quality visual and performing arts classes and workshops, serving 6,000 - 8,000 participants annually
- Began strategic planning jointly implemented by the Arts Education Advisory Council and the Friends of Civic Arts Education Foundation.
- Supported the retention of quality artists as teaching faculty
- Increased program visibility through marketing and promotion
- Offered quality intensive training programs that culminate in, or include, performing or exhibition experiences such as concerts, recitals, performances, exhibits, art sales and events
- Incorporated all dance classes into the newly named Dance Academy
- Began consolidating all City-operated pre-school programs under Civic Arts Education management



2010-2012 Division Goals

1. Maintain program integrity, branding, quality and responsiveness to community needs
2. Complete integration of Heather Farm and Civic Park pre-schools under Civic Arts management and transfer best practices from Fine Arts Pre-school and First 5-funded six-year old Starting Arts introductory pre-school programs.
3. Successfully transition to a new database,
4. Successfully transition to a smaller outreach program and changes in facility rentals and music lessons.

Division Changes / Budget Highlights

- Revenues and expenses for Heather Farm and Civic Park pre-schools formerly budgeted in division 353 are included in this division in 2010-12
- .25 Office Assistant II formerly budgeted in division 353 is included in this division in 2010-12.
- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total Contact Hours*	1	287,289	279,492	247,242	247,242
Total Enrollment	1	7,597	7,368	6,918	6,918

*Course-based calculation.



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Arts Education - Division 621

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,124,077	1,032,094	905,375	856,304
Services & Supplies	1,172,549	1,096,303	797,797	698,056
Capital Outlay	-	-	-	-
Total Program Budget	2,296,626	2,128,397	1,703,172	1,554,360
Less: Program Revenues	2,030,680	1,754,864	1,491,090	1,489,816
Net Program Budget	265,946	373,533	212,082	64,544

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.70	0.70		0.70
Office Specialist	1.00	1.00		1.00
Program Coordinator	1.55	0.80		0.80
Office Assistant II	1.50	1.75	1.00	0.75
Program Assistant II	1.00	1.00		1.00
Senior Program Assistant	0.75	0.75		0.75
Program Supervisor	2.00	1.00		1.00
Total Positions (FTE)	8.50	7.00	1.00	6.00

C. Additional Information On Budget Options Proposed for 2010-2012

Potential preschool facility and equipment improvements that are needed to address health and safety standards as well as general functionality are reflected here. Items include exterior fences, classroom furniture, City networked phones, and internet access. In addition, the CLASS system Point-of-Sale (POS) module is proposed to be purchased and installed at the Ceramics Studio and Shadelands, which would provide improved management of and internal controls over sales activity. This budget reflects the potential elimination of the ArtReach program and the Arts, Adventures & Academics (AAA) summer program in 2011, which would result in a reduction in personnel and operating expenditures. This proposal includes a decision to not fund a Program Supervisor position and a grant-funded 0.75 FTE Program Coordinator position. Music lessons may be restructured to reduce administrative complexity and operating costs and would include the elimination of an Office Assistant II position.



Arts, Recreation and Community Services

Arts Education Facilities – Division 625

This multi-faceted and multi-dimensional division provides and maintains an infrastructure of facilities and related services to support Walnut Creek’s Civic Arts Education (CAE). Civic Arts Education’s mission is to create engaging opportunities in the Arts for people of all ages that instruct, inspire and ignite. Arts Education Facilities exist to support a core curriculum of quality educational opportunities in the visual and performing arts and the intellectual and personal growth of children, youth and adults. The facilities are utilized by classes and programs, program-related student groups, and their performances and by the community for general facility rental use.



2008-2010 Division Accomplishments

- Worked with the Holiday Ice Rink program to maximize successful community use of Civic Park facilities
- Worked with the Library construction project to facilitate community use of Civic Park facilities and programs
- Completed transfer of items in Civic Park East in preparation for garage removal
- Continued to provide and maintain facilities and related services to support a core program of balanced, high-quality visual and performing arts classes and workshops, serving 6,000 to 8,000 participants annually

2010-2012 Division Goals

1. Work on integrating indoor facility rental operations with Recreation Division
2. Maintain facility quality and use for student growth as part of program related instruction and class culminating demonstrations
3. Transition from providing music lessons to rental of practice rooms for instruction.

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
CAE Facility Hours Scheduled	1	23,260	20,672	27,425	27,425
CAE Facility Paid Rental Hours	1	2,306	2,251	2,207	2,275



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Arts Education Facilities - Division 625

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	450,651	437,865	365,058	360,348
Services & Supplies	259,722	220,194	207,254	208,254
Capital Outlay	5,600	-	-	-
Total Program Budget	715,973	658,059	572,312	568,602
Less: Program Revenues	218,895	173,445	178,487	183,842
Net Program Budget	497,078	484,614	393,825	384,760

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.30	0.30		0.30
Office Specialist	2.00	2.00	0.50	1.50
Program Coordinator	0.20	0.20		0.20
Office Assistant II	0.50	0.50		0.50
Program Assistant I	0.50	0.50		0.50
Custodian	1.00	0.00		0.00
Total Positions (FTE)	4.50	3.50	0.50	3.00

C. Additional Information On Budget Options Proposed for 2010-2012

It is proposed to implement a restructuring of the indoor facility rental program, which would allow the City to continue providing the same service while incorporating operating and cost efficiencies. This proposal includes a decision to not fund the 1.0 FTE Custodian position, as well as to reduce a 1.0 FTE Office Specialist position to 0.5 FTE.



Arts, Recreation and Community Services

Lesher Center for the Arts – Division 631

The Lesher Center for the Arts enhances quality of life in the East Bay and contributes to the Walnut Creek economy by providing a top-rated venue for presentation of a well-balanced and culturally diverse selection of performing arts, music, lectures, other entertainment and public interest programs. The Lesher Center staff manages and schedules four theatres and provides technical development, marketing, and ticket office services to its rental clients. Events appearing at the Center include musical theatre, drama, comedy, dance, opera, symphonic, and chamber music groups, youth programs, and speaker series. Support services provided to clients include online and box office ticket sales, access to high quality technical equipment and services, advertising, and access to collateral services such as catering. The Center is host to approximately 900 events each theatre season. More than 230,000 patrons purchase tickets to events held at the Center annually. According to the *Arts and Economic Prosperity III Study* published by the Americans for the Arts in 2007, Lesher Center patrons spend approximately \$33 per event in the Walnut Creek economy in addition to the cost of event tickets.

2008-2010 Division Accomplishments

- Sustained a balance of professional and community productions and clients presenting each season and assist clients in maintaining and improving presentation quality and variety
- Continued to offer informative, hands-on internships to local college and university students in all areas including costume, scene, and lighting construction and design
- Continued facility and equipment maintenance projects to enhance performance quality and patron satisfaction while maintaining a high quality and attractive facility
- Operated and maintained costume and scene shop facilities and staff to allow clients to stabilize, maintain, or increase production quality

2010-2012 Division Goals

1. Maintain a balance of professional and community productions and clients presenting each season and assist clients in maintaining and improving presentation quality and variety
2. Continue facility and equipment maintenance projects to enhance performance quality and patron satisfaction while maintaining a high quality and attractive facility
3. Operate and maintain costume and scene shop facilities and staff to allow clients to stabilize, maintain, or increase production quality
4. Develop sponsorship funding opportunities for the Lesher Center and its programs
5. Maintain an open dialogue with clients, finding a common ground in marketing and facility usage
6. Continue to partner with the Diablo Regional Arts Association
7. Support planning and implementation of Lesher Center 20th Anniversary celebration

Division Changes / Budget Highlights

- See the discussion on the following page regarding proposed budget options for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Tickets Issued (all events)	1-2	185,855	178,718	196,590	206,249
Tickets Sold (with admission fee)	1-2	159,405	155,027	170,530	187,583
Theatre Rentals & Other Events	1-2	861	792	800	840



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Leshar Center for the Arts - Division 631

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,603,856	1,693,154	1,715,351	1,766,662
Services & Supplies	1,158,143	1,077,511	1,222,377	1,194,136
Capital Outlay	29,729	70,271	135,000	70,000
Total Program Budget	2,791,728	2,840,936	3,072,728	3,030,798
Less: Program Revenues	2,646,696	2,521,686	2,723,200	2,860,200
Net Program Budget	145,032	319,250	349,528	170,598

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.75	0.75		0.75
Office Specialist	1.75	1.75		1.75
Program Assistant II	4.00	4.00		4.00
Program Assistant I	3.00	3.00		3.00
Ticket Office Clerk	2.00	2.00		2.00
Senior Program Assistant	0.00	0.50	0.50	0.00
Senior Ticket Office Clerk	1.00	1.00		1.00
Custodian	1.00	0.00		0.00
Program Supervisor	2.50	2.50		2.50
Total Positions (FTE)	16.00	15.50	0.50	15.00

C. Additional Information On Budget Options Proposed for 2010-2012

Space available at the Corporation Yard is proposed to be used for the Scene Shop, potentially eliminating a rental agreement previously in place for an alternate location and projected to result in a reduction in expenditures. Custodial services at the Leshar Center for the Arts is proposed to be contracted out, resulting in the elimination of a Custodian position.



Arts, Recreation and Community Services

Center REPeritory Theatre Company – Division 641

Center REPeritory Company (Center REP) is the City of Walnut Creek’s resident professional theatre company housed in the Leshner Center for the Arts. Center REP’s mission is to celebrate the power of the human imagination by producing emotionally engaging, intellectually involving, and visually astonishing live theatre and, through outreach and education programs, to enrich and advance the cultural life of the communities we serve. Center REP typically offers a six-production season and does 136 performances per season. Center REP sells both season subscription and single tickets. Some external support is provided to Center REP through collaboration and partnership with the Diablo Regional Arts Association, local businesses, and individuals. This division also operates Young REP, a summer theatre education program for teens and young adults.



2008-2010 Division Accomplishments

- Increased quality and quantity of professional actors, directors, and designers for each production
- Expanded marketing efforts through various media and special promotions
- Increased development efforts to secure additional sponsorships.
- Increased earned income by selling more season and single tickets
- Implemented joint marketing with Contra Costa Musical Theatre

2010-2012 Division Goals

1. Maintain high quality of professional actors, directors, and designers for each production
2. Expand marketing efforts through various media and special promotions including social media
3. Increase development efforts to secure sponsorships for each production
4. Increase earned income by selling more season and single tickets
5. Develop new Off Center shows in Stage 3 Theatre designed to attract a different, perhaps younger, audience

Division Changes / Budget Highlights

- No major changes are proposed for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Tickets Sold:					
-- Hofmann Theatre	1-5	9,943	11,104	12,214	13,436
-- Leshner Theatre	1-5	35,599	33,737	37,110	40,821
- -Stage 3 Theatre	1-5	-0-	1,307	3,200	3,520



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Center REpertory Theatre Company - 641

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	549,829	647,553	631,261	647,647
Services & Supplies	1,258,557	1,265,131	1,275,844	1,319,277
Capital Outlay	-	-	-	-
Total Program Budget	1,808,386	1,912,684	1,907,105	1,966,924
Less: Program Revenues	1,443,676	1,538,734	1,620,800	1,659,800
Net Program Budget	364,710	373,950	286,305	307,124

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.20	0.20		0.20
Office Specialist	0.25	0.25		0.25
Senior Program Assistant	0.00	0.50	0.50	0.00
Program Supervisor	1.50	1.50		1.50
Total Positions (FTE)	1.95	2.45	0.50	1.95

C. Additional Information On Proposed Budget Options Proposed for 2010-2012

No budget options are being proposed for this division



Arts, Recreation and Community Services

Municipal Special Events – Division 642

The Municipal Special Events Division provides free music programs in Civic Park, affordable concerts at the Leshner Center for the Arts utilizing PARKconcerts, Walnut Creek Concert Band, the Walnut Creek Family Theatre Festival, and other special programs. Six free public park concerts occur on holidays and two concerts are given in the Leshner Center for the Arts each year. The Municipal Special Events unit provides technical support for all PARKconcerts, financial support to the Walnut Creek Concert Band and promotion of each concert through the media, newspapers and flyers. The Family Theatre Festival is held at the Leshner Center for the Arts and provides high quality nationally recognized family theatre entertainment for 6,000 guests of all ages.



2008-2010 Division Accomplishments

- Increased the quality of and attendance at the annual Family Theatre Festival
- Expanded Family Theatre Festival sponsorship partnerships

2010-2012 Division Goals

1. Continue to increase the visibility and community’s awareness of the annual Family Theatre Festival
2. Maintain the Family Theatre Festival sponsorship partnerships

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Event Attendance	1	7,400	8,500	8,500	8,500



City of Walnut Creek 2010-2012 Budget Arts, Recreation and Community Services Municipal Special Events - Division 642

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	7,643	9,178	9,230	9,587
Services & Supplies	94,642	95,761	116,750	116,839
Capital Outlay	-	-	-	-
Total Program Budget	102,285	104,939	125,980	126,426
Less: Program Revenues	69,631	81,627	100,000	100,000
Net Program Budget	32,654	23,312	25,980	26,426

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	0.05	0.05		0.05
Total Positions (FTE)	0.05	0.05	0.00	0.05

C. Additional Information On Budget Options Proposed for 2010-2012

It is proposed that the rent credits extended to the Walnut Creek Concert Band for the ParKoncert program be reduced by one credit each year.



Arts, Recreation and Community Services

Bedford Gallery – Division 651

The mission of the Bedford Gallery is to exhibit art by historic, modern, and contemporary artists, and be a destination for diverse audiences from Contra Costa County and beyond. We provide educational programs that inform, challenge, and promote awareness of the human experience through the visual arts.



2008-2010 Division Accomplishments

- Produced a biennial season of ten high quality exhibitions including hosting national traveling exhibitions such as *PostSecret*
- Marketed rental of 2006-08 Bedford exhibitions to other museums and galleries nationally.
- Implemented public programs for youth, young adults, and Family.
- Promoted school tours in underserved areas funded by DRAA Arts Access grants.
- Pursued development opportunities: grants, direct mail campaign, corporate sponsorships.
- Administered several large public art ordinance projects including artwork for downtown library.
- Expanded online marketing with Facebook and Flickr pages, added video to Bedford Gallery website
- Forged new connections with Bay Area organizations such as The Crucible foundry in Oakland and the San Francisco Arts Commission
- Continued to nourish and grow our 100 strong volunteer force with additional training, field trips, and recognition.
- Developed “Art in a Suitcase” program: Bedford Gallery art projects and exhibits into community classrooms.

2010-2012 Division Goals

1. Increase audience outreach to neighboring cities through media advertising.
2. Further collaboration with Center REP and other LCA producers to engage a wider audience.
3. Conduct outreach to Rossmoor residents through the press, special offers, and targeted programming.
4. Increase use of online “social networking” to market events and save print costs.
5. Explore development opportunities with new funders; continue to expand direct mail campaign.
6. Cross promote and collaborate with new downtown library through *Unbound* exhibition and their new Community Art Gallery.
7. Build relationships with SF museums during the WPA Art exhibition; and with John Muir National Historic Site during *Nature’s Beloved Son*.
8. Continue to explore new opportunities to increase earned revenue
9. Plan for Bedford’s *Full Deck* exhibition to travel nationally in 2011-12.

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total Visitors (including tours)	1-4,6-7	28,302	26,000	26,500	27,000
Tour Attendance	1-4,6-7	2,348	1,500	1,600	1,800
Volunteer Service Hours		7,057	7,200	7,500	7,700



City of Walnut Creek 2010-2012 Budget

Arts, Recreation and Community Services

Bedford Gallery - Division 651

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	395,428	413,119	381,681	380,780
Services & Supplies	143,377	131,334	112,079	97,539
Capital Outlay	-	-	-	-
Total Program Budget	538,805	544,453	493,760	478,319
Less: Program Revenues	114,074	114,804	109,100	110,100
Net Program Budget	424,731	429,649	384,660	368,219

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Manager	1.00	1.00		1.00
Program Coordinator	0.75	0.75	0.25	0.50
Office Assistant II	1.00	1.00		1.00
Senior Program Assistant	0.75	0.75	0.25	0.50
Total Positions (FTE)	3.50	3.50	0.50	3.00

C. Additional Information On Budget Options Proposed for 2010-2012

The CLASS system Point-of-Sale (POS) module is proposed to be purchased and installed at Bedford Gallery, which would provide improved management of and internal controls over sales activity. Potential cost savings are reflected in this division's budget, as a result of the proposal to modify the Public Art Program to be more structured and simple, thereby necessitating less staff time. Personnel and operating expenditures may also be reduced with the elimination of adjunct programs associated with exhibitions, such as BG Art Morning and Cocktails & Culture. This proposal includes recommendations to reduce the Program Coordinator and Senior Program Assistant positions from 0.75 FTE to 0.50 FTE.



Arts, Recreation and Community Services

Golf Course – Divisions 312/316

The mission of Boundary Oak Golf Course is to offer a high-quality, enjoyable and affordable experience to golfers of all ages that encourages repeat play and contributes to promoting Walnut Creek as a regional destination. Boundary Oak golf facilities include an 18-hole championship course, a pro shop, a driving range, three practice greens, a cart barn and maintenance facilities. The Boundary Oak complex is operated by a contract golf course management firm. This division includes revenues from golf operations and expenses associated with golf contract operations, golf-related debt service, capital project planning/improvements, contract oversight and support services provided by Arts, Recreation and Community Services and other City departments. Boundary Oak is home to many user groups, tournaments and outings, junior golf, and middle/high school golf programs. Among the East Bay’s most challenging public golf courses, Boundary Oak is one of the best values in the regional golf market.

2008-2010 Division Accomplishments

- Completed the selection and transition from the previous golf operator to CourseCo Inc.
- Continued to develop synergies between the golf and food and beverage businesses that contribute to enhancing the Boundary Oak experience
- Implemented oversight of the City’s golf course management contract with CourseCo Inc.
- Planned and implemented transition from previous golf operator, including implementing new golf events
- Intensified basic maintenance of greens, tees, fairways, and public areas.
- Refurbished the Pro Shop, expanded merchandise offerings, and installed Home Club Event Information area and other amenities.
- Installed new driving range ball dispensing equipment and improved hitting and landing areas.
- Enhanced the customer experience through customer service, new signage, improved course conditions and improved website.

2010-2012 Division Goals

1. Oversee the City’s golf course management contract with CourseCo Inc.
2. Continue efforts to ensure the financial health of the Golf Course Enterprise Fund.

Division Changes / Budget Highlights

- Changes have been made in the FTE assigned to division 312. An aggregate total of .08 FTE of the ARCS Director, ARCS Assistant Director and an ARCS Administrative Analyst II is budgeted in division 312 in 2010-12.

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal Number	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Paid Golf Rounds:					
Total	1-2	58,505	62,722	65,000	66,950
Regular	1-2	54,335	57,259	58,971	60,590
Tournament	1-2	4,170	5,463	6,029	6,360



City of Walnut Creek 2010-2012 Budget Arts, Recreation and Community Services Golf Course - Divisions 312/316

A. Program Expenditures / Revenues

Funded by: Golf Course (510/525)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	119,173	93,398	67,372	69,136
Services & Supplies *	1,587,740	2,419,071	2,376,041	2,452,999
Capital Outlay	41,912	-	8,625	-
Debt Service	1,250	1,325	1,325	1,325
Inter Division Cost Transfers **	-	297,484	320,378	329,989
City Central Support Services	5,625	5,625	350,625	5,625
Total Program Budget	1,755,700	2,816,903	3,124,366	2,859,074
Less: Program Revenues	1,595,148	2,764,618	2,894,115	3,024,472
Net Program Budget	160,552	52,285	230,251	(165,398)

* Includes lease payments made to Fund 310 for repayment of 1997 Golf Lease Revenue bonds

** Represents allocation of onsite contract operations administrative expenses from division 318

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Arts Rec & Comm Svcs Director	0.03	0.02		0.02
Admin Analyst II	0.10	0.05		0.05
Assistant ARCS Director	0.00	0.01		0.01
Total Positions (FTE)	0.13	0.08	0.00	0.08

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for these divisions



Arts, Recreation and Community Services

Golf Clubhouse – Divisions 313/317

The Clubhouse at Boundary Oak provides high-quality food and beverage experiences for individual golfers, golf tournaments, and guests attending banquets, special events and other types of activities held at Boundary Oak. Housed in the two-story, 30,000 square foot facility, the Clubhouse at Boundary Oak operates the golfer’s snack bar, on-course golf food services, and banquet facilities. With spectacular views of the golf course and the Walnut Creek region, the versatile Clubhouse at Boundary Oak offers a relaxing setting for golf events and an exquisite ambiance for banquets and special events. The Boundary Oak complex is operated by a contract golf management firm. This division includes



revenues from food and beverage operations and expenses associated with food and beverage contract operations, food and beverage-related debt service, capital project planning/improvements, contract oversight and support services provided by Arts, Recreation and Community Services and other City departments.

2008-2010 Division Accomplishments

- Completed the selection and transition from the previous food and beverage operator to CourseCo Inc.
- Continued to develop synergies between the golf and food and beverage businesses that contribute to enhancing the Boundary Oak experience
- Implemented oversight of the City’s golf course management contract with CourseCo Inc.
- Planned and implemented transition from previous food and beverage operator.
- Refurbished golfer’s snack bar and added new amenities.
- Implemented marketing program of the Clubhouse to the Walnut Creek community, including having periodic social events.
- Enhanced the customer experience through improved customer service and website layout.
- Developed concept for new outdoor event area.

2010-2012 Division Goals

1. Oversee the City’s golf course management contract with CourseCo Inc.
2. Continue efforts to improve the financial condition of the Clubhouse (Restaurant) Enterprise Fund.
3. Integrate new Outdoor Event Area into Clubhouse event booking and management.
4. Increase gross sales revenue through an enhanced marketing program and the availability of the new outdoor event area.

Division Changes / Budget Highlights

- Changes have been made in the FTE assigned to division 313. An aggregate total of .08 FTE of the ARCS Director, ARCS Assistant Director and an ARCS Administrative Analyst II is budgeted in division 313 in 2010-12.

Key Program Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Gross Food & Beverage Sales Revenue*	1-4	NA	\$804,000	\$1.3 Million	\$1.5 Million

* The Clubhouse was leased in 2008-09 and City was paid a lease payment. Due to changes in operators, prior year data is not comparable.



City of Walnut Creek 2010-2012 Budget Arts, Recreation and Community Services Golf Clubhouse - Divisions 313/317

A. Program Expenditures / Revenues

Funded by: Golf Course (520/525)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	8,706	12,395	31,228	32,118
Services & Supplies	436,642	885,608	1,152,186	1,262,681
Capital Outlay	82,783	-	2,877	-
Debt Service	-	-	-	-
Inter Division Cost Transfers *	-	40,566	43,688	44,999
City Central Support Services	5,625	5,625	5,625	5,625
Repayment of General Fund Advance		60,000	60,000	60,000
Total Program Budget	533,756	1,004,194	1,295,604	1,405,423
Less: Program Revenues	336,612	804,042	1,304,773	1,491,135
Net Program Budget	197,144	200,152	(9,169)	(85,712)

* Represents allocation of onsite contract operations administrative expenses from division 318

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Arts Rec & Comm Svcs Director	0.03	0.02		0.02
Admin Analyst II	0.00	0.05		0.05
Assistant ARCS Director	0.03	0.01		0.01
Total Positions (FTE)	0.06	0.08	0.00	0.08

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for these divisions.

**BOUNDARY OAK GOLF COURSE
FIVE YEAR PRO FORMA
FY 2010-11 through FY 2014-15 ¹**

	2010-11 Budget	2011-12 Budget	2012-13 Projected	2013-14 Projected	2014-15 Projected
ROUNDS (TOTAL PAID)	65,000	66,950	68,289	68,972	69,662
REVENUE	4,198,887	4,515,607	4,910,546	5,126,006	5,267,163
COST OF GOODS SOLD	638,756	707,710	802,385	847,976	870,687
<i>COGS % of Revenue</i>	<i>15%</i>	<i>16%</i>	<i>16%</i>	<i>17%</i>	<i>17%</i>
NET OPERATING REVENUE	3,560,131	3,807,897	4,108,161	4,278,030	4,396,476
OPERATING EXPENSES ²					
Golf Operations & Maintenance	1,848,910	1,904,378	1,961,509	2,020,354	2,080,965
Food & Beverage	702,099	745,447	865,034	921,868	949,525
General & Admin	364,066	374,988	386,238	397,825	409,759
Subtotal	2,915,075	3,024,813	3,212,781	3,340,047	3,440,249
Management Fees ³	175,410	190,496	196,211	202,098	208,160
Total	3,090,485	3,215,309	3,408,992	3,542,145	3,648,409
NET OPERATING INCOME	469,646	592,588	699,169	735,885	748,067
OTHER EXPENSES					
Debt Service (existing)					
General Fund Advance ⁴	60,000	60,000	60,000	60,000	60,000
1997 Bonds ("Irrigation Bond")	157,602	162,164	161,245	159,962	158,327
City Oversight & Capital Improvements					
ARCS Department	105,637	108,334	111,584	114,932	118,380
City Central Support Svcs ⁶	11,250	11,250	11,475	11,705	11,939
Capital Project Planning	-	-	-	-	-
Facility Improvements	11,500	-	-	-	-
Total	345,989	341,748	344,305	346,598	348,645
NET CASH FLOW	123,657	250,840	354,864	389,287	399,421
Golf Enterprise Fund Advance Repayment ⁵	-	-	-	-	-
FINAL NET CASH FLOW	123,657	250,840	354,864	389,287	399,421

NOTES:

¹ Table reflects 2010-12 proposed budget and projected figures for subsequent years. Management contract with current operator (CourseCo Inc.) ends June 30, 2014.

² Operating expenses reflect cost of contract operations excluding cost of goods sold.

³ 2010-12 management fee includes base fee plus first tier incentive fee. Base fee includes 2010-12 CPI adjustment estimate.

⁴ Annual payment towards \$2.8 million balance for long term General Fund advance to Clubhouse (Restaurant) Enterprise Fund.

⁵ Remaining payment due from Clubhouse (Restaurant) Enterprise Fund to Golf Enterprise Fund for City Council-approved loans (May 2008; Feb 2009).

⁶ Central Support Services funds reimburse the General Fund for services provided to Boundary Oak by City departments.

BOUNDARY OAK GOLF COURSE
FIVE YEAR PRO FORMA - BY MAJOR BUSINESS PROGRAM
FY 2010-11 through FY 2014-15 ¹

	Golf & Maintenance					Clubhouse				
	2010-11 Budget	2011-12 Budget	2012-13 Projected	2013-14 Projected	2014-15 Projected	2010-11 Budget	2011-12 Budget	2012-13 Projected	2013-14 Projected	2014-15 Projected
ROUNDS (TOTAL PAID)	65,000	66,950	68,289	68,972	69,662	65,000	66,950	68,289	68,972	69,662
REVENUE	2,894,115	3,024,472	3,121,183	3,202,441	3,285,891	1,304,772	1,491,135	1,789,363	1,923,565	1,981,272
COST OF GOODS SOLD	247,325	260,369	265,576	270,887	276,305	391,431	447,341	536,809	577,089	594,382
<i>COGS % of Revenue</i>	9%	9%	9%	8%	8%	32%	32%	32%	32%	32%
NET OPERATING REVENUE	2,646,790	2,764,103	2,855,607	2,931,554	3,009,586	913,341	1,043,794	1,252,554	1,346,476	1,386,890
OPERATING EXPENSES ²										
Golf Operations & Maintenance	1,848,910	1,904,378	1,961,509	2,020,354	2,080,965	-	-	-	-	-
Food & Beverage	-	-	-	-	-	702,099	745,447	865,034	921,868	949,525
General & Admin	320,378	329,989	339,889	332,777	342,760	43,688	44,999	46,349	65,048	66,999
Subtotal	2,169,288	2,234,367	2,301,398	2,353,131	2,423,725	745,787	790,446	911,383	986,916	1,016,524
Management Fees ³	117,854	121,703	125,049	128,800	132,664	57,556	68,793	71,163	73,297	75,496
Total	2,287,142	2,356,070	2,426,447	2,481,932	2,556,389	803,343	859,239	982,545	1,060,213	1,092,020
NET OPERATING INCOME	359,648	408,033	429,160	449,622	453,197	109,998	184,555	270,009	286,263	294,870
OTHER EXPENSES										
Debt Service (existing)										
General Fund Advance ⁴						60,000	60,000	60,000	60,000	60,000
1997 Bonds ("Irrigation Bond")	157,602	162,164	161,245	159,962	158,327	-	-	-	-	-
City Oversight & Capital Improvements										
ARCS Department	73,178	74,981	77,231	79,548	81,934	32,459	33,353	34,354	35,384	36,446
City Central Support Svcs ⁶	5,625	5,625	5,738	5,852	5,969	5,625	5,625	5,738	5,852	5,969
Capital Project Planning	-	-	-	-	-	-	-	-	-	-
Facility Improvements	8,625	-	-	-	-	2,875	-	-	-	-
Total	245,030	242,770	244,213	245,362	246,230	100,959	98,978	100,091	101,236	102,415
NET CASH FLOW	114,618	165,263	184,946	204,261	206,967	9,039	85,577	169,918	185,026	192,455
Golf Enterprise Fund Advance Repayment ⁵	-	(155,817)	-	-	-	-	155,817	-	-	-
FINAL NET CASH FLOW	114,618	321,080	184,946	204,261	206,967	9,039	(70,240)	169,918	185,026	192,455

NOTES:

¹ Table reflects 2010-12 proposed budget and projected figures for subsequent years. Management contract with current operator (CourseCo Inc.) ends June 30, 2014

² Operating expenses reflect cost of contract operations excluding cost of goods sold.

³ 2010-12 management fee includes base fee plus first tier incentive fee. Base fee includes 2010-12 CPI adjustment estimate.

⁴ Annual payment towards \$2.8 million balance for long term General Fund advance to Clubhouse (Restaurant) Enterprise Fund.

⁵ Remaining payment due from Clubhouse (Restaurant) Enterprise Fund to Golf Enterprise Fund for City Council-approved loans (May 2008; Feb 2009).

⁶ Central Support Services funds reimburse the General Fund for services provided to Boundary Oak by City departments.



Downtown Walnut Creek



Community Development



DIRECTOR
Sandra Meyer

Executive Assistant

Economic &
Community
Development Analyst

BUILDING DIVISION
Chief Building Official
Robert Woods

**TRANSPORTATION
PLANNING
DIVISION**

HOUSING DIVISION
Housing Program
Manager
Laura Simpson

**PLANNING
DIVISION**
Planning Manager
Victoria Walker



City of Walnut Creek 2010-2012 Budget

Community Development

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

Brief Description of Department Divisions

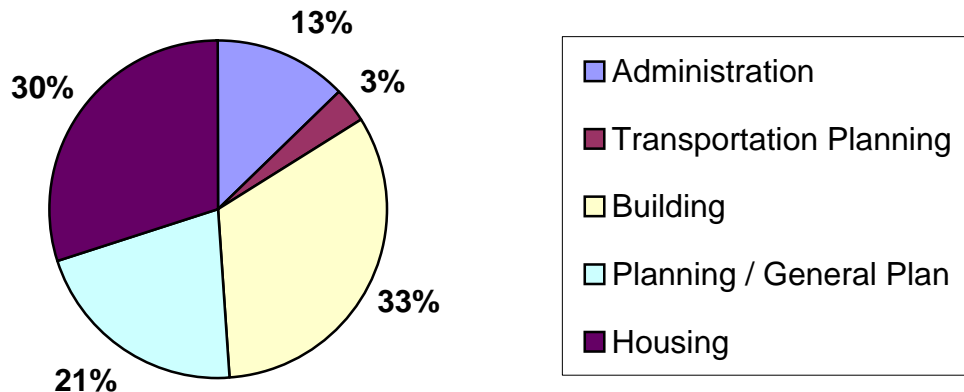
The Department includes the following divisions:

- Administration: Provides leadership and support to the Department and its customers
- Transportation Planning: Provides leadership on regional transportation issues and works to promote and enhance transportation mobility and balanced parking
- Building: Provides plan check and inspection services
- Planning: Provides current and long term planning services while also providing code and implementation of the City's land use goals and visions
- Housing: Administers grant programs and works to create, preserve, and improve housing opportunities within the City

Division Budgets for Fiscal Year 2010-2012

Division Name and Number	Fiscal Year 2010-11		Fiscal Year 2011-12	
	Expenses	Net Cost	Expenses	Net Cost
Administration (210)	892,108	806,264	645,427	557,513
Transportation Planning (220)	199,890	199,890	201,648	201,648
Building (230)	1,905,153	(754,322)	2,021,515	(748,060)
Planning / General Plan (260/261)	1,262,560	736,750	1,289,043	746,233
Housing (901-909)	1,954,272	1,369,197	1,656,462	1,073,167
Totals	6,213,983	2,357,779	5,814,095	1,830,501

Department 2010-12 Expenditures by Division





Community Development

Administration – Division 210

This division provides leadership and general support services to the Community Development Department (CDD). This division is also responsible for economic development and redevelopment activities, leadership of special task force committees and Planning Division project billing. The department director serves on the Executive Team, working closely with the City Council, City Manager, City Attorney and other department directors to implement City projects, programs and policies. This division also provides quality customer service to staff and the community. A portion of the costs of this division are allocated to the Redevelopment Agency as an internal transfer as a partial reimbursement for staff time spent on redevelopment activities.

2008-2010 Division Accomplishments

- Executed a Disposition and Development Agreement (DDA) with BH Development for the Locust Street Redevelopment Project (Block C)
- Enhanced customer service by completing the migration to a digital record keeping system
- Upgraded the Economic Development webpage on the City website to provide more useful information for businesses and potential tourists
- Enhanced customer service by implementing the Permit Technician program
- Continued to streamline and enhance the development review process
- Partnered with the Downtown Business Association in regional marketing campaign hosted by Comcast
- Increased the reliability of data in the Permits Plus and Geographic Information Systems (GIS) and created customer access to the GIS from the City's web site

2010-2012 Division Goals

1. Complete the discretionary review and permitting for the Locust Street Redevelopment Project
2. Complete the Downtown Parking Task Force effort by developing and proposing measures to implement the Task Force's final recommendations on key strategies for "Making Parking Work in Downtown Walnut Creek"
3. Develop an economic development strategy to ensure continued economic vitality for Walnut Creek
4. Continue to increase the reliability of data in our Permits Plus and Geographic Information Systems (GIS) and create customer access to GIS from the City's web site
5. Continue to streamline and enhance the development review process

Division Changes / Budget Highlights

- Expenditures are projected to decrease in Fiscal Year 2010-2011 due to one time costs incurred in Fiscal Year 2009-2010 for document imaging of departmental records and the elimination of the Civic Pride grant for the 2010-2011 budget.
- There is an additional decrease in the budget for 2011-2012 as the commitment for providing \$200,000 in funds to the Downtown Business Association ends in Fiscal Year 2010-2011.



City of Walnut Creek 2010-2012 Budget

Community Development Administration - Division 210

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	336,267	433,194	434,326	448,076
Services & Supplies	439,116	498,002	465,782	205,351
Capital Outlay	24,227	6,704		
Cost Allocation Transfers *	(23,000)	(8,000)	(8,000)	(8,000)
Total Program Budget	776,610	929,900	892,108	645,427
Less: Program Revenues	1,378	23,545	85,844	87,914
Net Program Budget	775,232	906,355	806,264	557,513

* A portion of the costs of this division are allocated to the Redevelopment Agency as an internal transfer as a partial reimbursement for staff time spent on redevelopment activities.

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Community Dev Director	1.00	1.00		1.00
Executive Assistant	1.00	1.00		1.00
Admin Analyst II	1.00	1.00		1.00
Total Positions (FTE)	3.00	3.00	0.00	3.00

C. Additional Information On Budget Options Proposed for 2010-2012

In this division, funds are budgeted for the preliminary assessment and establishment of a North Main / Geary Road Redevelopment Area, which would stimulate smart growth and investment near public transit. In addition, grant funding is proposed to be used to offset half of the personnel costs associated with the Admin Analyst II position.



Community Development

Transportation Planning – Division 220

The Transportation Planning Division is responsible for planning of the City’s transportation network. The activities include: staffing the Transportation Commission, Bicycle Advisory Committee, and TRANSPAC; participating in various committees of the Contra Costa Transportation Authority; evaluating future roadway, parking, bicycle, and transit needs of the City; administering the City’s Commute Alternative Program; and administering the Traffic Impact Fee Program.

2008-2010 Division Accomplishments

- Completed public hearings on the Draft Bicycle Master Plan
- Published a Bicycle Safety Brochure
- Supported alternative commute programs, including securing outside funding of four electronic bicycle lockers at City Hall
- Provided regional leadership through participation in TRANSPAC and the Contra Costa Transportation Authority
- Completed analysis and revisions to the City’s Traffic Impact Fee Program
- Administered taxi cab rate increase
- Reviewed CIP and private development proposals as they relate to Transportation Planning, such as the San Carlos Roadway Improvements project, the Village @ 1500 Newell, and Centre Place
- Administered and managed the City’s Commute Alternative Program

2010-2012 Division Goals

1. Adopt the Bicycle Master Plan
2. Implement recommendations of Downtown Parking Task Force
3. Support alternative commute programs and cooperation with 511 Contra Costa
4. Continue to provide regional leadership through participation in TRANSPAC and the Contra Costa Transportation Authority
5. Continue to review development proposals as they relate to Transportation Planning

Division Changes / Budget Highlights

- The Principal Planner (Transportation Planning) position is proposed to be frozen for all of Fiscal Years 2010-2012.
- Slight increase in services and supplies is as a result of 3% increase in contributions to outside agencies, such as TRANSPAC and Route 4 Free Shuttle.
- Funding for professional services will decrease as a result of Bicycle Master Plan completion.
- See the following page for an explanation of the proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Average passenger count per weekday on the downtown trolley	3,4	897	995	1050	1150



City of Walnut Creek 2010-2012 Budget

Community Development

Transportation Planning - Division 220

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	326,183	196,099	137,375	142,130
Services & Supplies	236,249	276,139	62,515	59,518
Capital Outlay				
Total Program Budget	562,432	472,238	199,890	201,648
Less: Program Revenues	10,329			
Net Program Budget	552,103	472,238	199,890	201,648

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Senior Planner	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

Funding for the Downtown Trolley (Route 4) Shuttle Service will be drawn from the Downtown Parking and Enhancement Fund for Fiscal Year 2010-11, and staff is directed to evaluate options for continuing Trolley service for 2011-12 including alternate funding from grants and other sources, and/or collecting a fare from riders. The funding for this service in prior years was accomplished through an operating transfer from the Measure J Transportation Sales Tax fund. This transfer is proposed to be used to offset other transportation costs incurred by the General Fund.



Community Development

Building – Division 230

The mission of the Building Division is to provide quality and courteous building plan check, inspection, and administrative services for the community to ensure public safety. The Building Division also responds to and investigates citizen complaints relating to housing code and other related building code violations and requirements.



The permit and inspection fee revenues collected by the Building Division are designed to fully fund the division’s operating expenditures. The majority of the services performed by the Building Division are mandated by State law.

2008-2010 Division Accomplishments

- Through the customer service team, made significant improvements to the development review process
- Met the department’s published plan review turn-around times
- Continued to meet the department’s next-day inspection service level by performing 100% of the requested inspections each business day
- Responded to building code related complaints within one business day
- Began integrating the Permit Technician Series into the Development Review process
- Adopted revised Waste Management Program Ordinance

2010-2012 Division Goals

1. Prepare building division staff for the 2010 California Building Code Adoption (effective January 1, 2011)
2. Adopt the 2010 California construction codes
3. Adopt Contra Costa Consolidated Fire District Amendments to 2010 California Fire Code.
4. Continue to implement development review process improvements through the customer service team
5. Continue to meet the department’s published plan review turn-around times
6. Continue to meet the department’s next-day inspection service level by performing 100% of the requested inspections each business day
7. Respond to building code related complaints within one business day
8. Continue to Integrate the Permit Technicians into the Development Review process

Division Changes / Budget Highlights

- The Building Division has begun the transition of taking on site development inspections for projects that do not include improvements that will become City owned infrastructure, such as streets, curbs and sidewalks. This change was implemented as a customer service improvement to consolidate building and site development permits into one permit process.
- Expenditure variances for Fiscal Years 2010-2012 are due for additional contract service costs needed for condo conversion and OHSPD-3 reviews and inspections, as well as costs related to the implementation of new building codes, including training of staff and counter coverage so staff can attend these trainings.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Valuation of Permits Applied For	All	\$96,687,000	\$95,000,000	\$95,000,000	\$95,000,000
Total Number of Permits Applied	All	3,228	3,200	3,200	3,200
Total Number of Permits Issued	All	2,967	2,900	2,900	2,900
Total Number of Inspection Stops	All	8,493	8,400	8,400	8,400



City of Walnut Creek 2010-2012 Budget

Community Development

Building - Division 230

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,480,087	1,645,199	1,604,520	1,655,893
Services & Supplies	409,617	353,722	300,633	365,622
Capital Outlay	30,299			
Total Program Budget	1,920,003	1,998,921	1,905,153	2,021,515
Less: Program Revenues	2,212,345	2,305,004	2,659,475	2,769,575
Net Program Budget	(292,342)	(306,083)	(754,322)	(748,060)

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Building Inspection Supervisor	1.00	1.00		1.00
Chief Building Official	1.00	1.00		1.00
Plan Check Engineer	2.00	2.00		2.00
Building Inspector	5.00	4.00		4.00
Permit Technician II	3.00	4.00		4.00
Permit Technician III	1.00	1.00		1.00
Total Positions (FTE)	13.00	13.00	0.00	13.00

C. Additional Information On Budget Options Proposed for FY 2010-2012

Increased revenues in this division result from proposals to add new fees as well as modify existing fees, which are intended to defray costs incurred with new programs or with projects required by outside public agencies. New fees include a waste management fee, a development technology fee, and a green building code plan check fee. Modified fee structures may be implemented for the solar permit and the reroof permit fees in order to better cover City costs. In fiscal year 2010-11 the implementation of a paperless submittal software may be budgeted, which would result in ongoing cost savings. In addition, several staffing changes may be put into effect based on anticipated workloads and evaluations of cost efficiency. This includes proposals to not fund a 1.0 FTE Building Inspector position and to fund an additional 1.0 FTE Permit Technician II position.



Community Development

Planning – Divisions 260/261

The Planning Division provides current and advanced planning customer services to various groups including: residents, business owners, the development community, outside agencies, City departments, and ad hoc citizen’s groups. This division also provides liaison services and direct support for all planning matters to City Council, Planning, and Design Review Commissions. In addition, staff provides nuisance and zoning enforcement for various City codes as well as advanced planning services including General Plan administration, Zoning Ordinance maintenance, Housing Division support, annexation administration, redevelopment / economic development assistance, and other studies.



2008-2010 Division Accomplishments

- Adoption of the General Plan Housing Element and State certification of the Element
- Adoption of Revisions to the Density Bonus and Inclusionary Zoning Ordinance
- (Anticipated) Adoption of the Locust Street/Mt. Diablo Blvd. Specific Plan and the Environment Impact Report - scheduled for final City Council review in Spring 2010
- Completed discretionary review of the following projects: Neiman Marcus department store, Nordstrom major remodel, and multiple infill housing projects.
- Implementation of the following Customer Service Improvements:
 - Created a new “one stop” Development Center Website in conjunction with the Building Division and Engineering Division
 - Established time frames with measurement tools for the Development Review Process
 - Created a “Virtual Counter” to allow easy and shared access of policy documents and guidelines to assist customers

2010-2012 Division Goals

1. Completion of Zoning Code Update and adoption of new Overlay Zones
2. Complete processing of the BART Transit Village Project and Block C commercial project
3. Implement further development review process and customer service improvements.

Division Changes / Budget Highlights

- The funded positions for 2008-10 are net of the 3.5 positions that were frozen during Fiscal Years 2008-09 and 2009-10. The increase in personnel services for 2010-11 result from the full year’s effect of the promotion of two staff members that occurred during Fiscal Year 2009-10 and the freezing of positions that occurred during Fiscal Year 2009-10.
- Significant reduction in revenues compared to previous years are due to both economic downturn and reduction of 3 revenue-generating Planning positions (2 Senior, 1 Associate) which have been frozen to save almost \$400,000 per year in salary and benefit costs. Also, the Office Assistant position was reduced to part-time, saving an additional \$40,000 in salary and benefit costs.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of new applications received	3	101	90	90	95
Number of code enforcement cases closed	3	826	830	830	830



City of Walnut Creek 2010-2012 Budget

Community Development

Planning - Divisions 260/261

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,603,796	1,300,094	1,217,416	1,255,561
Services & Supplies	287,443	58,504	45,144	33,482
Capital Outlay				
Total Program Budget	1,891,239	1,358,598	1,262,560	1,289,043
Less: Program Revenues	654,393	450,782	525,810	542,810
Net Program Budget	1,236,846	907,816	736,750	746,233

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Principal Planner	1.00	1.00		1.00
Planning Manager	1.00	1.00		1.00
Associate Planner	3.00	3.00	1.00	2.00
Senior Planner	2.00	3.00	1.00	2.00
Office Specialist	0.50	1.00	0.50	0.50
Assistant Planner	2.00	2.00		2.00
Total Positions (FTE)	9.50	11.00	2.50	8.50

C. Additional Information On Budget Options Proposed for 2010-2012

A Locust Street / Mt. Diablo Boulevard Specific Plan fee may be implemented that would recover the contractual costs associated with the development of the plan, over the life of the project. It is proposed that Neiman Marcus reimburse the City for the cost of the parking study associated with their project.



Community Development

Housing – Divisions 901-909

The Housing Division works to create, preserve, and improve a range of housing opportunities serving an economically diverse community. Funds from local, state and federal sources are used to provide affordable housing, promote economic development, subsidize public service activities of local community organizations and fund public facilities and capital improvement projects.



2008-2010 Division Accomplishments

- Casa Montego II completed construction. This project provides 33 units of housing for extremely low-income seniors.
- Housing staff received funding approval for a new 48-unit multifamily rental project on Third Avenue by Satellite Housing
- Successful implementation of the Inclusionary Ordinance has resulted in 13 new affordable rental units and 5 new units of ownership housing affordable to low-income households being completed and sold.
- Funded 30 community organizations to provide services to over 700 low income residents
- Provided assistance in the form of loans and grants to rehabilitate the homes of 12 low income homeowners in Walnut Creek.
- Provided first time homebuyer assistance to 13 moderate income homeowners in the form of deferred payment loans.
- Housing staff achieved adoption of a Density Bonus Ordinance.
- Achieved adoption of HCD-compliant 2009-2014 Housing Element.
- Housing Division began supervision of Code Enforcement staff.

2010-2012 Division Goals

1. To increase resources for affordable housing.
2. To increase the number of affordable housing units in Walnut Creek through the successful development of Third Avenue Apartments and 10 new ownership units by Habitat for Humanity.
3. To continue to administer the Housing Rehabilitation Program and make rehabilitation loans and grants to qualified low-income households.
4. To continue to administer the First Time Homebuyer Program and make loans to qualified low and moderate income households.
5. Provide critical public services to over 700 Walnut Creek low income residents per year
6. Leverage funding from other sources for the development of very low income housing in Walnut Creek at an average of 1:7 ratio.
7. Continued supervision of Code Enforcement staff.

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Low Income Residents Served	710	750	700	700
Fund Leverage Ratio (City funds to other sources)	1:7	1:7	1:7	1:7



City of Walnut Creek 2010-2012 Budget

Community Development

Housing - Divisions 901-909

A. Program Expenditures / Revenues

Funded by: Funds 160, 173, 174, 175, 960

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	219,976	234,187	281,336	292,371
Services & Supplies	3,463,799	1,578,133	1,672,936	1,364,091
Capital Outlay	-	-	-	-
Total Program Budget	3,683,775	1,812,320	1,954,272	1,656,462
Less: Program Revenues *	1,512,370	895,598	585,075	583,295
Net Program Budget	2,171,405	916,722	1,369,197	1,073,167

* Excludes transfers in from General Fund and of 20% RDA tax increment set aside for housing

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Principal Planner	1.00	1.00		1.00
Associate Planner	1.00	1.00		1.00
Total Positions (FTE)	2.00	2.00	0.00	2.00

C. Total Expenses by Program for Fiscal Year 2010-2012

Program Number/Name	Community Block Grant Fund 160	Commercial Linkage Housing Fund 173	City Affordable Housing Fund 174	In Lieu Inclusionary Housing Fund 175	RDA Affordable Housing Fund 960	Total Proposed Expenditures 2010-2012
901 - Program Administration	137,256	-	409,524	4,000	301,400	852,180
902 - Rehabilitation Loan Program	-	-	-	-	480,000	480,000
903 - First Time Homebuyer	-	-	-	-	670,000	670,000
904 - New Construction	-	100,000	-	300,000	610,000	1,010,000
906 - Social Services	99,012	-	-	-	-	99,012
909 - Other	499,542	-	-	-	-	499,542
Totals	735,810	100,000	409,524	304,000	2,061,400	3,610,734



Downtown Walnut Creek



Police Department



CHIEF OF POLICE
Joel Bryden

Executive
Assistant

ADMINISTRATION
DIVISION

Captain
Tim Schultz

OPERATIONS
DIVISION

Captain
Craig Zamolo

SERVICES
BUREAU
Manager

INVESTIGATIONS
BUREAU
Lieutenant

PATROL
4 Lieutenants

OPERATIONS
MANAGEMENT
Lieutenant



City of Walnut Creek 2010-2012 Budget

Police Department

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

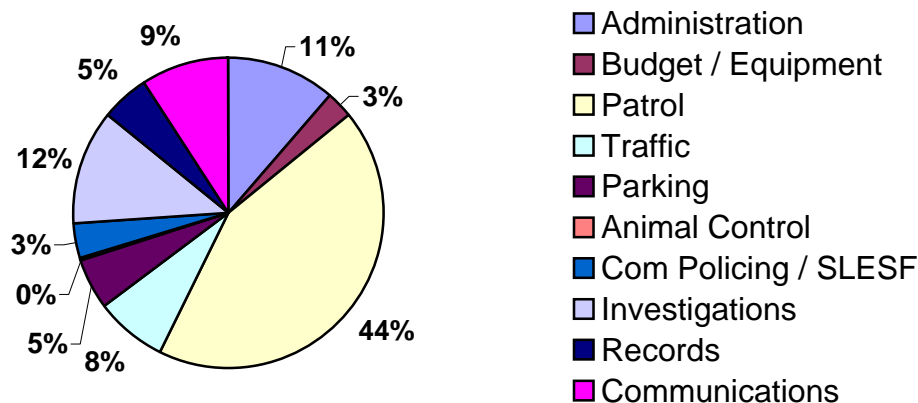
Brief Description of Department Divisions

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

Divisions Budgets for Fiscal Year 2010-2012

Division Name and Number	Fiscal Year 2010-11		Fiscal Year 2011-12	
	Expenses	Net Cost	Expenses	Net Cost
Administration (411)	2,523,750	2,523,750	2,646,586	2,646,586
Budget, Research & Equipment (421)	563,628	522,028	575,895	534,295
Patrol (431)	9,757,126	9,221,248	9,697,026	9,160,226
Traffic (432)	1,662,530	1,637,657	1,729,334	1,704,461
Parking (433)	1,211,612	(1,056,388)	1,172,108	(1,095,892)
Animal Control (434)	49,716	49,716	49,712	49,712
SLESF (435)	202,919	202,919	210,598	210,598
Community Policing (436)	559,251	504,851	580,129	525,729
Investigations (441)	2,664,708	2,596,208	2,773,786	2,705,786
Records (451)	1,077,403	1,039,303	1,110,278	1,072,178
Communications (452)	2,079,962	2,079,962	2,082,607	2,082,607
Totals	22,352,605	19,321,254	22,628,059	19,596,286

Department 2010-12 Expenditures by Division





City of Walnut Creek 2010-2012 Budget

Police Department

A. Department Expenditures / Revenues Funded by: General Fund (99%)
Other (1%)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	18,421,418	19,557,359	17,598,738	18,168,706
Services & Supplies	2,793,089	3,346,297	3,160,569	2,785,055
Capital Outlay	288,107	306,000	250,000	250,000
Debt Service			1,343,298	1,424,298
Cost Allocation Transfers (IDTs)	-	-	-	-
Total Department Budget	21,502,614	23,209,656	22,352,605	22,628,059
Less:				
Department Revenues	2,967,339	2,644,497	3,031,351	3,031,773
Net Department Budget	18,535,275	20,565,159	19,321,254	19,596,286
Cost Recovery %	14%	11%	14%	13%

B. Department Staffing by Division (in FTE)

Program	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Administration (411)	4.50	5.00	-	5.00
Budget, Research & Equipment (421)	1.00	1.00	-	1.00
Patrol (431)	50.00	53.00	4.00	49.00
Traffic (432)	8.00	8.00	-	8.00
Parking (433)	10.00	11.00	1.00	10.00
Animal Control (434)	-	-	-	-
Community Policing / SLESF (435/436)	5.00	5.00	1.00	4.00
Investigations (441)	13.00	13.00	-	13.00
Records (451)	8.00	8.00	-	8.00
Communications (452)	14.50	16.00	3.00	13.00
Total Department Staffing (FTE)	114.00	120.00	9.00	111.00



Police Department

Administration – Division 411

The Police Administration Division represents the department in the community to ensure that services provided are relevant to the community needs and to provide administrative support to all Police Department Divisions.

2008-2010 Division Accomplishments

- Provided administration of the Police Department
- Complied with laws and follow direction established by the City Council
- Managed the Property and Evidence Processes

2010-2012 Division Goals

1. Continue to provide administration of the Police Department
2. Complete Legal Updates to assure continued compliance with laws and follow direction established by the City Council
3. Manage the Property and Evidence Processes

Division Changes / Budget Highlights

- No Major Changes Noted

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of crimes per 1,000 population	n/a	n/a	n/a	n/a
Clearance rate for Part 1 crimes				
Violent crime	67%	50%	50%	50%
Property crime	9%	15%	15%	15%
Number of events responded to	30,425	32,880	33,000	34,000
Part 1 crimes	2,938	3,000	3,000	3,000
Part 2 crimes	3,078	3,100	3,100	3,100
Service calls (non-criminal)	18,255	18,300	18,400	18,400



City of Walnut Creek 2010-2012 Budget

Police Department

Administration - Division 411

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,065,279	1,151,647	984,572	1,056,954
Services & Supplies	134,323	157,834	195,880	165,334
Capital Outlay	-	-	-	-
Repay PERS Internal Loan	-	-	1,343,298	1,424,298
Total Program Budget	1,199,602	1,309,481	2,523,750	2,646,586
Less: Program Revenues	-	-	-	-
Net Program Budget	1,199,602	1,309,481	2,523,750	2,646,586

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Chief of Police	1.00	1.00		1.00
Executive Assistant	1.00	1.00		1.00
Office Specialist Confidential	1.00	1.00		1.00
Police Captain	1.50	2.00		2.00
Total Positions (FTE)	4.50	5.00	0.00	5.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Police Department

Budget, Research and Equipment – Division 421

The training division provides effective and applicable training to all department members to improve levels of service to both internal and external customers. The division provides management and coordination of support functions within the department including: planning and research, disaster preparedness, facilities management, employee development and training. The division coordinates with the reserves and volunteers In Police Services.

2008-2010 Division Accomplishments

1. Provided training for all employees to stay in compliance with State mandates
2. Provided basic academy, field training, and personal equipment to new officers
3. Assisted reserve corps staff with training and equipment needs
4. Inspected department facilities for cleanliness and records compliance
5. Completed annual state reports and audits
6. Provided other specialized training for employee’s development as required for special assignments
7. Collaborated with other City departments to put together annual disaster drill exercises
8. Managed Ballistic Vest Program and submitted funds for Federal Grant reimbursement
9. Managed Employee Training Account for non-funded classes

2010-2012 Division Goals

- Continue performing the activities noted above in the Accomplishments section

Division Changes / Budget Highlights

- The division has hosted several training sessions that resulted in thousands of hours of free training to our employees.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of employees meeting state Continual Professional Training standard	1-3, 6	100%	100%	100%	100%
Percent of new hires completing probation		80%	100%	100%	100%
Total number of training hours provided		9,387	9,000	9,000	9,000
Sworn	1-3, 6	8,939	8,500	8,500	8,500
Civilian	1-3, 6	448	500	500	500
Total number of volunteer hours received	3	15,500	15,500	15,500	15,500



City of Walnut Creek 2010-2012 Budget

Police Department

Budget, Research and Equipment - 421

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	90,093	95,407	94,963	98,538
Services & Supplies	503,007	572,504	468,665	477,357
Capital Outlay				
Total Program Budget	593,100	667,911	563,628	575,895
Less: Program Revenues	34,634	38,600	41,600	41,600
Net Program Budget	558,466	629,311	522,028	534,295

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Program Specialist	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

Revenue increases in this budget result from projected reimbursements to be received from the State since the City's training program is run through an accredited college.



Police Department

Patrol – Division 431

The Patrol Division provides a highly trained and highly skilled team of police officers to respond to emergencies, to protect life and property, and maintain a highly visible presence throughout the City 24 hours a day. This division also provides a high level of service to the community through proactive enforcement actions, investigations, and general service needs.

2008-2010 Division Accomplishments

- Added a second Police Canine handler and canine for deployment
- Added a prisoner transport van to patrol fleet
- Continued the ballistic vest replacement program
- The Bomb Team responded to over 50 calls for assistance county-wide
- New supervisor added to the Bomb Team and completed training
- Numerous uniform enhancements made to existing department uniforms
- Increased staffing on SWAT Team
- Added collateral assignment for civilian personnel to assist Incident Commander during critical incidents
- Purchased new bomb robot with Homeland Security funds
- Updated the bomb robot with a wireless capability with Homeland Security funds
- Received grant approval to purchase a second Bomb team equipment vehicle

2010-2012 Division Goals

1. Collaborate with the Communications Division to assure information is being effectively communicated to patrol officers in order to help officers respond quickly to emergency calls
2. Provide ongoing training to patrol officers including investigative techniques, report writing and legal updates
3. Collaborate with the Community Policing Team to have patrol officers participate in neighborhood and business crime prevention meetings
4. Work with the Investigations Bureau on criminal cases and prosecution with the District Attorney's Office
5. Provide adequate staffing levels on patrol to maintain response times

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of priority one calls responded to in 5 minutes or less.	5	64%	76%	80%	80%
Total calls responded to that are within:					
1) Sector 1 (Excludes Downtown)	5	10,870	10,738	10,750	11,000
2) Sector 2 (Includes downtown and Ygnacio Valley area)	5	10,444	10,074	10,250	10,500
3) Sector 3 (includes Ygnacio Valley)	5	8,620	8,590	9,000	9,250
4) Other (calls outside City)	5	491	570	600	700
Total		30,475	29,972	30,600	31,200



City of Walnut Creek 2010-2012 Budget

Police Department

Patrol - Division 431

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	9,524,575	9,807,070	8,779,694	9,026,959
Services & Supplies	573,921	572,819	977,432	670,067
Capital Outlay	260,107			
Total Program Budget	10,358,603	10,379,889	9,757,126	9,697,026
Less: Program Revenues	706,909	384,574	535,878	536,800
Net Program Budget	9,651,694	9,995,315	9,221,248	9,160,226

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Lieutenant	4.00	4.00	1.00	3.00
Police Sergeant	6.00	6.00		6.00
Police Officer	40.00	43.00	3.00	40.00
Total Positions (FTE)	50.00	53.00	4.00	49.00

C. Additional Information On Budget Options Proposed for 2010-2012

Cost reductions in this budget result from changes in programs, equipment usage, and personnel. Two Police Officer positions will be changed to a "per diem basis" starting January 1, 2011 (and anticipated to be filled with two new officers in January 2012), and one Watch Commander / Lieutenant position and one Police Officer position be unfunded for this budget period only. Additional cost savings may be realized through a reduction in overtime. It is also proposed that the city operate a tow yard, which would net additional ongoing revenue. A police car is recommended to be retired which would result in further cost reductions.



Police Department

Traffic – Division 432

The Traffic team provides a skilled police force that addresses traffic issues, provides for orderly and safe traffic flow, efficiently and thoroughly investigates traffic accidents, and develops strategies to reduce traffic-related deaths, injuries, and property damage.

2008-2010 Division Accomplishments

- Continued emphasis on speed and traffic signal violations
- Provided timely responses to traffic complaints
- Addressed pedestrian issues surrounding school schedules
- Enforced DUI laws through multi-agency coordinated efforts
- Saturated enforcement at high traffic violation areas
- Provided traffic safety presentations through “55 Alive” classes, et al.
- Provided an immediate response to fatal collisions via the “Serious Traffic Accident Response Team” (START)
- Continued ongoing training efforts to raise the quality of our traffic investigations

2010-2012 Division Goals

1. Continue performing the activities noted above in the Accomplishments section

Division Changes / Budget Highlights

- None

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total Accidents	1,107	840	n/a	n/a
Fatal Traffic Collisions	0	1	n/a	n/a
Injury Collisions	235	199	n/a	n/a
Non-injury Collisions	872	640	n/a	n/a



City of Walnut Creek 2010-2012 Budget

Police Department

Traffic - Division 432

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,398,258	1,682,319	1,554,466	1,619,953
Services & Supplies	137,937	137,774	108,064	109,381
Capital Outlay				
Total Program Budget	1,536,195	1,820,093	1,662,530	1,729,334
Less: Program Revenues	27,419	24,873	24,873	24,873
Net Program Budget	1,508,776	1,795,220	1,637,657	1,704,461

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Lieutenant	1.00	1.00		1.00
Police Sergeant	1.00	1.00		1.00
Police Officer	6.00	6.00		6.00
Total Positions (FTE)	8.00	8.00	0.00	8.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division.



Police Department

Parking – Division 433

The Police Services Unit provides support for the Police Department in order to provide efficient, comprehensive service to the community. The primary mission is to maintain available parking through enforcement of parking laws. This unit also supports the Police Department property and patrol functions.

2008-2010 Division Accomplishments

- Kept 90% of Autocite machines available for use
- Kept an average of 80% of all police radios and vehicles in service at all times
- Deployed Radar Trailers six days per week
- Abated all abandoned vehicles
- Documented all Tagged Abandoned vehicles
- Attended Downtown Business Association Meetings
- Held weekly team meetings

2010-2012 Division Goals

1. Keep 90% of Autocite machines available for use
2. Keep an average of 80% of all police radios and vehicles in service at all times
3. Abate all abandoned vehicles
4. Document all Tagged Abandoned vehicles
5. Attend Downtown Business Association Meetings
6. Hold weekly team meetings

Division Changes / Budget Highlights

- See next page for proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Maintain 80% level of parking enforcement service when assigned	2	80%	80%	80%	80%



City of Walnut Creek 2010-2012 Budget

Police Department

Parking - Division 433

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	890,776	900,101	894,886	928,627
Services & Supplies	315,805	561,147	316,726	243,481
Capital Outlay				
Total Program Budget	1,206,581	1,461,248	1,211,612	1,172,108
Less: Program Revenues	2,045,568	2,062,000	2,268,000	2,268,000
Net Program Budget	(838,987)	(600,752)	(1,056,388)	(1,095,892)

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Services Supervisor	1.00	1.00		1.00
Police Services Officer	8.00	9.00	1.00	8.00
Lead Police Services Officer	1.00	1.00		1.00
Total Positions (FTE)	10.00	11.00	1.00	10.00

C. Additional Information On Budget Options Proposed for 2010-2012

Crossing guard services are funded for 2010-11 with Council direction to explore options for meeting these needs regionally for 2011-12. All parking fines are increased by \$5 to recover the additional costs passed on to the City by the County for courthouse construction and renovation. Parking meters in the City Hall and Civic Park Community Center parking lots will be installed to allow for improved enforcement of parking time limits and better overall parking management.



Police Department

Animal Control – Division 434

Division Description

The Contra Costa Animal Services program provides animal control services to the City of Walnut Creek via contract. Contract provisions include responding to dead, injured and stray animal calls, including livestock, preparing reports and conducting investigations involving license violators, animal bites and animals at large.

2008-2010 Division Accomplishments

- Provided animal control services to the City of Walnut Creek

2010-2012 Division Goals

1. Provide animal control services to the City of Walnut Creek

Division Changes / Budget Highlights

- See next page for proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of Activities (e.g. Calls for Service)	1	1,532	1,550	1,575	1,595
Number of Calls/Contacts/Actions related to activities (e.g. Investigations)	1	4,253	4,250	4,275	4,295



City of Walnut Creek 2010-2012 Budget

Police Department

Animal Control - Division 434

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services				
Services & Supplies	311,228	343,880	49,716	49,712
Capital Outlay				
Total Program Budget	311,228	343,880	49,716	49,712
Less: Program Revenues				
Net Program Budget	311,228	343,880	49,716	49,712

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Total Positions (FTE)	0.00	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

A proposed suspension of the Animal Control Services contract with Contra Costa County would reduce expenditures in this division.



Police Department

State COPS Grant (SLESF) – Division 435

The State COPS Grant provides one traffic officer, working in our Community Policing Division, to assess unique traffic problems, and identify training opportunities. This officer focuses on residential areas and develops strategies toward long-term traffic solutions. This officer also participates in community outreach programs such as the Citizens’ Institute, and responds to emerging traffic issues through participation in planning and engineering whenever appropriate.

2008-2010 Division Accomplishments

1. Provided “Coptalk” column for the “Nutshell” publication
2. Presented traffic diversion classes
3. Participated in “Every 15 Minutes”
4. Participated in middle school safety presentations
5. Provided organized responses to identified community traffic complaints
6. Participated in Saturation Enforcement Programs
7. Provide Car Seat Inspection Services
8. Provided New Officer Traffic Training
9. Participated with countywide task force endeavors
10. Participated in Citizens’ Institute

2010-2012 Division Goals

- Continue performing the activities noted above in the Accomplishments section

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Identify and resolve at least 6 community traffic issues	2,5,6	100%	100%	100%	100%
Conduct DUI Checkpoints	6	2	2	2	2
Present 3 car seat inspection events	7	3	3	3	3



City of Walnut Creek 2010-2012 Budget
Police Department
State COPS Grant (SLESF) - Division 435

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	135,283	187,168	192,419	200,098
Services & Supplies	6,976		10,500	10,500
Capital Outlay				
Total Program Budget	142,259	187,168	202,919	210,598
Less: Program Revenues				
Net Program Budget	142,259	187,168	202,919	210,598

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Officer	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Police Department

Community Policing – Division 436

The Community Policing Division is a communication link and resource between the community, local business, City departments, and the Police Department. The members of this team use the collaborative problem-solving approach to resolve community issues. They work together and coordinate the use of resources to address quality of life issues.

2008-2010 Division Accomplishments

- Offered bicycle training classes for young cyclists
- Planned and implemented at least three interagency DUI Checkpoints
- Planned and participated in “Shoulder Tap” operations
- Fostered the community policing philosophy throughout the organization
- Provided Orientation Training for all newly hired sworn police employees
- Facilitated at least one session of the Citizens’ Academy
- Planned at least two bar owner / operator training sessions
- Managed and sought out grant funds

2010-2012 Division Goals

1. Continue performing the activities noted above in the Accomplishments section

Division Changes / Budget Highlights

- Effective fall 2010, the police department will no longer be teaching ROP (Regional Occupational Program) at Las Lomas High School. This is due to staffing constraints and an increased workload for the Community Policing Team.
- See the next page for a proposed budget revenue option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Conduct Crime Prevention Meetings	50	50	50	50
School Presentations	150	170	25	25
Percent of Neighborhood Disputes Resolved	100%	100%	100%	100%
Alarm response interventions	50	50	50	50



City of Walnut Creek 2010-2012 Budget

Police Department

Community Policing - Division 436

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	607,209	712,221	508,971	529,849
Services & Supplies	10,673	50,280	50,280	50,280
Capital Outlay				
Total Program Budget	617,882	762,501	559,251	580,129
Less: Program Revenues	49,338	51,400	54,400	54,400
Net Program Budget	568,544	711,101	504,851	525,729

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Sergeant	1.00	1.00		1.00
Police Dispatcher/ Assistant	1.00	1.00		1.00
Police Officer	2.00	2.00	1.00	1.00
Total Positions (FTE)	4.00	4.00	1.00	3.00

C. Additional Information On Budget Options Proposed for 2010-2012

Taxi Permit Fees are increased to cover a greater portion of the costs associated with administering the program.



Police Department

Investigations – Division 441

This division coordinates and ensures high quality, thorough investigations of major crimes, including homicide, robbery, rape, domestic violence, vice, elder abuse, high-technology crimes, and juvenile cases. The division acts as a department liaison with schools, community groups, and other investigative agencies. It provides programs for youth including Character Counts, and Awareness, as well as other programs involving other city departments. It acts as a liaison with the District Attorney’s office, adult parole and probation departments, and other police agencies. It supports patrol officers in all investigations as needed. It also trains patrol officers, gathers and coordinates investigative information with other County, State and Federal agencies.

2008-2010 Division Accomplishments

- Reviewed and coordinated investigations of crimes against persons, property, vice and narcotics.
- Developed and disseminated intelligence and crime data to patrol.
- Investigated narcotics and vice violations, ensured compliance with State and local licensing laws.
- Managed youth programs such as Character Counts and Awareness for the schools. Acted as a liaison with the probation department, child and family services and other youth agencies.
- Coordinated and used other city departments as resources to help address issues.
- Investigated juvenile crimes and managed cases to be diverted from the courts.
- Acted as a liaison with the District Attorney, courts, adult parole, other police agencies and probation department.
- Developed organizational-wide investigative skills.

2010-2012 Division Goals

1. Provide necessary investigative support for all other divisions within the department, including participation in outreach activities with the community.
2. Continue the development of the high-technology unit.
3. Assist patrol and the other investigative positions with computer analysis and data retrieval for court presentation.
4. Comply with all mandated training within the investigations bureau.
5. Develop a team of investigators able to respond to a wide variety of crime scenes.
6. Provide training to develop investigative skills among the newly hired patrol officers.

Division Changes / Budget Highlights

- See the discussion on the following page regarding proposed budget options for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Cases assigned to Investigations	1	901	900	900	900
Percent of assigned cases closed	3,5,6				
Part 1 violent crime		89%	90%	90%	90%
Part 1 property crime		81%	90%	90%	90%
Part 2 crime		80%	80%	80%	80%
Domestic violence		89%	80%	80%	80%
High technology crime		95%	80%	80%	80%



City of Walnut Creek 2010-2012 Budget

Police Department

Investigations - Division 441

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	2,498,966	2,671,396	2,400,792	2,499,296
Services & Supplies	207,392	268,994	263,916	274,490
Capital Outlay				
Total Program Budget	2,706,358	2,940,390	2,664,708	2,773,786
Less: Program Revenues	19,535	47,000	68,500	68,000
Net Program Budget	2,686,823	2,893,390	2,596,208	2,705,786

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Lieutenant	1.00	1.00		1.00
Police Sergeant	2.00	2.00		2.00
Police Officer	10.00	10.00		10.00
Total Positions (FTE)	13.00	13.00	0.00	13.00

C. Additional Information On Budget Options Proposed for 2010-2012

New fees are being implemented for Dance Permits, Massage Permit Revocation and Alcoholic Beverage Control (ABC) administration and other fees such as the massage permit fee are being increased to better recover the costs of administering the programs.



Police Department

Records – Division 451

Division Description

This Division provides for the management of police records and the processing and storage of evidence and property. Records management includes the processing, storage, and dissemination of records, and the preparation of statistical and management reports.

2008-2010 Division Accomplishments

1. Managed the Versaterm systems, which allow for the efficient use of employee resources and more reliance on electronic means of information storage and dissemination
2. Continued to work with Information Technology to develop a long term, consistent means of maintaining and/or upgrading computer equipment
3. Managed the document imaging system for the long-term storage of police documents
4. Prepared and submit statistical reports to the Department of Justice within 10 days of the end of the month
5. Prepared and disseminate information to the public as required by the Public Records Act
6. Processed all warrants within 72 hours of receipt
7. Prepared misdemeanor complaints at least 4 days before the court appearance
8. Managed all criminal and traffic subpoenas for police employees
9. Processed and forward all traffic citations to the court within 72 hours of issuance
10. Efficiently processed all police reports, including dictated reports, transcription (quality control), dissemination to people/agencies as required, and proper release of reports to the public as dictated by law

2010-2012 Division Goals

- Continue performing the activities noted above in the Accomplishments section

Division Changes / Budget Highlights

11. See the discussion on the following page regarding proposed budget options for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of misdemeanor complaints processed at least 4 days prior to court date	7	99%	99%	99%	99%
Number of records requests processed	1,3,5,8	3,373	3,152	3,150	3,150
Number of subpoenas processed	8	5,200	4,160	4,160	4,160
Number of volunteer (VIP) hours worked		2,439	2,650	2,700	2,700



City of Walnut Creek 2010-2012 Budget

Police Department

Records - Division 451

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	650,002	749,639	746,988	775,708
Services & Supplies	259,727	273,645	330,415	334,570
Capital Outlay				
Total Program Budget	909,729	1,023,284	1,077,403	1,110,278
Less: Program Revenues	83,936	36,050	38,100	38,100
Net Program Budget	825,793	987,234	1,039,303	1,072,178

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Services Supervisor	1.00	1.00		1.00
Police Dispatcher/ Assistant	1.00	1.00		1.00
Police Records Technician	6.00	6.00		6.00
Total Positions (FTE)	8.00	8.00	0.00	8.00

C. Additional Information On Budget Options Proposed for 2010-2012

It is anticipated that a Police Records Technician position will go to a per diem basis starting January 1, 2011. According to the League of California Cities, Contra Costa County may be reimbursed by the State for approximately 79% of booking fees, versus a 90% estimated reimbursement rate for Fiscal Year 2009-2010. Both the reduced cost and the lower reimbursement amounts are shown above.



Police Department

Communications – Division 452

The Communications Division uses modern communications systems and highly trained dispatchers to efficiently answer emergency and non-emergency calls, dispatch police resources, and provide information to department personnel, the public, and other agencies. Communications personnel manage and maintain the radio infrastructure, including station and remote repeater/transmitter sites, as well as station, portable and mobile radios. They also manage and maintain mobile data terminals and data communications.

2008-2010 Division Accomplishments

- Answered all 9-1-1 calls within five seconds
- Provided timely and professional response to citizen requests for information and service
- Answered all other telephone calls within ten seconds
- Broadcast emergency calls within ten seconds of obtaining the essential information
- Broadcast non-emergency calls within 30 minutes, or within 60 minutes with supervisory approval
- Responded to warrant and file checks within one minute of receipt
- Maintained 24-hour observation of the California Law Enforcement Telecommunications System (CLETS) computer terminal
- Maintained 24-hour monitoring of closed circuit security camera system
- Kept 85% of mobile and portable radios functional and available
- Provided for the data entry of traffic citations, restraining orders, tows/impounds, and other information and/or documents as required
- Maintained the Versaterm computer aided design and mobile data terminal systems, keeping systems online 99% of the time
- Further developed the Communications Training Officer staff and program, to provide the most effective training possible for new dispatchers
- Maintained efficient staffing levels at all times, through timely hiring processes, effective training, and efficient scheduling practices

2010-2012 Division Goals

1. Continue performing the activities noted above in the Accomplishments section

Division Changes / Budget Highlights

- During 2009-10, the Communications Center began taking cellular 911 calls and saw an immediate increase in the number of calls taken per month. During the next budget period, we anticipate increased volume in cell 911 calls taken, as CHP realigns cell towers to direct more calls to individual agencies.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of 911 calls answered within 5 seconds	1	100%	100%	100%	100%
Percent of all other calls answered in 10 seconds	3	99%	99%	100%	100%
Number of 911 calls received	1, 4	13,101	18,500	20,000	20,000



City of Walnut Creek 2010-2012 Budget

Police Department

Communications - Division 452

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,560,977	1,600,391	1,440,987	1,432,724
Services & Supplies	332,100	407,420	388,975	399,883
Capital Outlay	28,000	306,000	250,000	250,000
Total Program Budget	1,921,077	2,313,811	2,079,962	2,082,607
Less: Program Revenues				
Net Program Budget	1,921,077	2,313,811	2,079,962	2,082,607

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Police Services Supervisor	1.00	1.00		1.00
Police Manager	0.50	1.00	1.00	0.00
Police Dispatcher/ Assistant	13.00	14.00	2.00	12.00
Total Positions (FTE)	14.50	16.00	3.00	13.00

C. Additional Information On Budget Options Proposed for 2010-2012

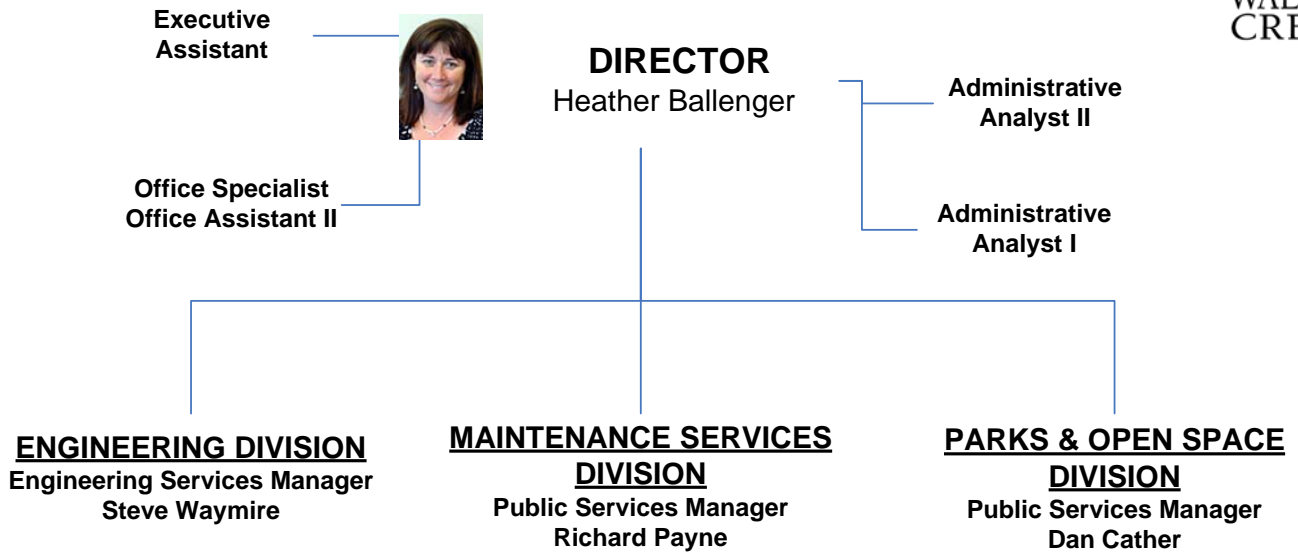
Included in this budget cycle are the freezing of the Police Manager position and a Police Dispatcher position.



Downtown Walnut Creek



Public Services





City of Walnut Creek 2010-2012 Budget

Public Services

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

Brief Description of Department Divisions

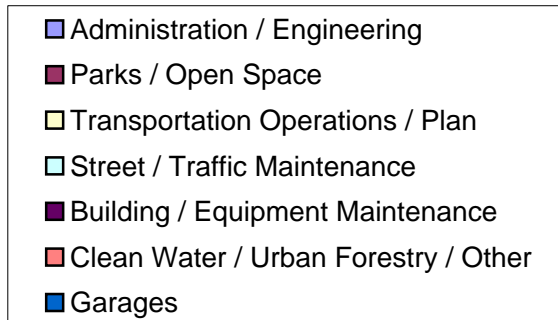
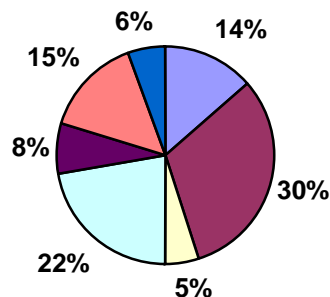
The Department includes the following divisions: Engineering, Transportation Operations and Planning, Capital Investment Program, Parks, Open Space, Urban Forestry, Maintenance of Streets, Equipment, Building and Traffic, Museums, Graffiti Removal, Street Sweeping, Clean Water Program and Administration,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

Division Budgets for Fiscal Year 2010-2012

Division Name and Number	Fiscal Year 2010-11		Fiscal Year 2011-12	
	Expenses	Net Cost	Expenses	Net Cost
Current Engineering (240)	1,351,611	183,411	1,292,544	125,344
Clean Water (244)	1,596,189	286,289	1,650,069	333,569
Administration (311)	867,581	793,181	888,639	814,239
Parks (322)	4,048,125	4,048,125	4,164,637	4,164,637
Graffiti Removal (323)	109,794	109,794	114,667	114,667
Urban Forestry (324)	528,677	482,677	528,974	482,344
Open Space (326)	961,021	411,100	992,190	454,707
Museums (327)	94,475	94,475	91,475	91,475
Transportation Operations / Planning (330)	786,068	744,418	809,205	767,555
Traffic Signs, Marking, Parking Meters (331)	779,898	(470,602)	806,655	(458,845)
Traffic Signals and Streetlights (332)	1,183,331	1,162,331	1,203,137	1,182,137
Street Maintenance (341)	1,579,980	553,596	1,625,195	598,811
Street Sweeping (342) *	-	-	-	-
Custodial (345)	-	-	-	-
Building Maintenance (346)	1,193,637	1,193,637	1,270,293	1,270,293
Equipment Maintenance (347) *	2,500	-	2,500	-
Garages / Leased Properties (348)	913,736	(834,054)	914,258	(838,532)
Totals	15,996,623	8,758,378	16,354,438	9,102,401

* Expenditures are shown net of interdivision transfers of expenditures

Department 2010-12 Expenditures by Division





City of Walnut Creek 2010-2012 Budget

Public Services

A. Department Expenditures / Revenues

Funding: General (87%) Other (13%)

Category	2008-09 Actual	2009-10 Estimate	2010-11 Proposed	2011-12 Proposed
Personnel Services	11,859,054	11,530,640	10,677,974	11,070,896
Services & Supplies	7,013,661	7,149,863	7,550,879	7,566,013
Capital Outlay	-	20,000	22,000	-
Debt Service	-	-	273,553	273,553
Cost Allocation Transfers (IDTs)	(2,969,598)	(2,882,116)	(2,527,783)	(2,556,024)
Budget Options - Expense Changes			-	-
Total Department Budget	15,903,117	15,818,387	15,996,623	16,354,438
Less:				
Department Revenues	6,078,712	6,610,383	7,238,245	7,252,037
Net Department Budget	9,824,405	9,208,004	8,758,378	9,102,401
Cost Recovery %	38%	42%	45%	44%

B. Department Staffing by Program (in FTE)

Division Name and Number	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Current Engineering (240)	9.30	9.05	1.20	7.85
Capital Investment Program (242) **	12.40	12.15	1.80	10.35
Clean Water (244)	1.00	1.50	-	1.50
Administration (311)	5.00	6.00	1.00	5.00
Parks (322)	28.75	31.75	2.00	29.75
Graffiti Removal (323)	1.00	1.00	-	1.00
Urban Forestry (324)	2.95	2.95	-	2.95
Open Space (326)	7.30	7.30	1.00	6.30
Museums (327)	-	-	-	-
Transportation Operations / Planning (330)	5.30	5.30	-	5.30
Traffic Signs, Marking, Parking Meters (331)	6.50	7.50	1.00	6.50
Traffic Signals and Streetlights (332)	3.50	4.50	1.00	3.50
Street Maintenance (341)	10.42	10.42	-	10.42
Street Sweeping (342) *	4.00	4.00	-	4.00
Custodial (345)	8.75	1.00	-	1.00
Building Maintenance (346)	8.43	10.43	2.00	8.43
Equipment Maintenance (347) *	6.15	6.15	1.00	5.15
Garages / Leased Properties (348)	-	-	-	-
Total Department Staffing (FTE)	120.75	121.00	12.00	109.00

** The budget for this program is accounted for in the Capital Investment Budget section of this document.



Public Services

Current Engineering – Division 240

Current Engineering provides quality customer service for engineering plan checking, processing of permits and subdivisions, construction inspection and other engineering issues. Current Engineering is responsible for ensuring that subdivision and permit improvements on private property and within the public right-of-way are designed and constructed in a safe manner, in compliance with City design standards, and conform to any conditions of approvals.

2008-2010 Division Accomplishments

- Provided internal and external customer service to engineering-related issues.
- Reviewed discretionary applications and building permits for engineering issues.
- Reviewed, approved and inspected site development permits, lot line adjustments, lot mergers, and subdivision improvement plans and maps.
- Reviewed and inspected all encroachment permits for work within the public right of way.
- Reviewed, coordinated, and issued Special Event Permits (e.g. Harvest Festival, Art on Main, etc.)
- Implemented SIRE database tracking system for permanent record storage and retrieval.
- Developed and maintained communication with other departments in a proactive, solutions-oriented manner that results in accuracy, consistency and customer satisfaction.

2010-2012 Division Goals

1. Provide internal and external customer service to engineering-related issues.
2. Review discretionary applications and building permits for engineering issues.
3. Review, approve and inspect site development permits, encroachment permits, lot line adjustments, lot mergers, and subdivision improvement plans and maps.
4. Review and inspect all encroachment permits for work within the public right of way.
5. Review, coordinate, and issue Special Event Permits (e.g. Harvest Festival, Art on Main, etc.)
6. Update and revise site development, encroachment, and subdivision permit processing forms and procedures to maximize use of existing and new software capabilities.
7. Developed and maintained communication with other departments in a proactive, solutions-oriented manner that results in accuracy, consistency and customer satisfaction.

Division Changes / Budget Highlights

- Reduced engineering inspection staff in 2009 to reflect revised operating practices and reduced workload.
- Increase use of consultants to handle peak demands for plan check and inspection services. Consultant expenses are offset by revenue from development review and inspection.

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Discretionary (Planning) applications	1, 2	45	33	30	40
Site Development Permits	3	47	30	30	40
Building Permits (B & P #'s)	2	253	202	200	250
Encroachment Permits	4	919	947	900	900
Special Event Permits	5	16	20	20	20



City of Walnut Creek 2010-2012 Budget

Public Services

Current Engineering - Division 240

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,469,315	1,222,035	1,093,930	1,112,060
Services & Supplies	208,911	159,858	247,681	180,484
Capital Outlay	-	-	10,000	-
Total Program Budget	1,678,226	1,381,893	1,351,611	1,292,544
Less: Program Revenues	957,144	1,202,952	1,168,200	1,167,200
Net Program Budget	721,082	178,941	183,411	125,344

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Senior Civil Engineer	1.00	1.00		1.00
Mgr. of Engineering Services	0.35	0.35		0.35
Assistant Engineer	2.00	1.50		1.50
Associate Engineer	1.00	2.00	1.00	1.00
Project Manager	1.00	1.00		1.00
Office Assistant II	0.20	0.20	0.20	0.00
Engineering Inspector	2.75	2.00		2.00
Engineering Technician II	1.00	1.00		1.00
Total Positions (FTE)	9.30	9.05	1.20	7.85

C. Additional Information On Budget Options Proposed for 2010-2012

A new fee for Engineering Review is included in this division. In addition, it is recommended that the Office Assistant II position (shared among divisions) not be funded after the anticipated retirement of the current incumbent.



Public Services

Clean Water – Division 244

Division Description

The Clean Water division is committed to reducing storm water pollution to the maximum extent practicable by implementing the City's National Pollutant Discharge Elimination System (NPDES) permit, thereby enhancing the quality of life in Walnut Creek, the health of local waterways and the San Francisco Bay. The Division strives to optimize its pollutant removal through municipal operations, site controls, industrial and commercial inspections, public education, trash load reduction and water quality monitoring programs.



2008-2010 Division Accomplishments

- Modified the City's policies and procedures to ensure that all applicable development projects will incorporate and maintain water quality and quantity control measures
- Participated in the development of regional water quality monitoring plans and special studies to address pollutants of concern and Total Maximum Daily Loads
- Adopted and coordinated implementation of Integrated Pest Management (IPM) policies and procedures within the Public Services Department
- Installed and integrated new web-based tracking database to improve efficiency of inspection activities and to streamline the reporting process
- Enhanced the drainage infrastructure management inventory database to include inspection scheduling and maintenance activities
- Inspected 34 business types, including industrial facilities, and increased enforcement requirements that would escalate enforcement for repeat offenders. Over 156 businesses were inspected with about 95% compliance achieved.
- Conducted 6 public education outreach and 2 community participation events, which were attended by over 440 residents, school-age children and business operators.
- Conducted an initial trash assessment in the downtown core and high-density areas to select and clean up trash problem areas.
- Developed a comprehensive Stormwater tracking database and enhanced drainage infrastructure management inventory database

2010-2012 Division Goals

1. Develop a short-term trash loading reduction plan and tracking method, with additional control measures to be implemented
2. Produce and distribute English and Spanish language educational brochures on litter reduction, pollution prevention and best construction practices through local schools, businesses and neighborhood groups
3. Conduct water quality monitoring at regional level through the use of best management practices
4. Implement an Enforcement Response Plan for abating illicit discharges
5. Annually participate in and conduct media pitches, public outreach events, citizen involvement events and school-age children outreach events
6. Support and encourage watershed stewardship collaborative efforts
7. Enhance inspection activities to include abatement of pollution from mobile business sources.



City of Walnut Creek 2010-2012 Budget

Public Services

Clean Water - Division 244

A. Program Expenditures / Revenues Funded by: NPDES (152)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	183,642	192,498	214,183	223,537
Services & Supplies	951,909	1,067,051	1,382,006	1,426,532
Capital Outlay	-	-	-	-
Total Program Budget	1,135,551	1,259,549	1,596,189	1,650,069
Less: Program Revenues	1,367,728	1,304,560	1,309,900	1,316,500
Net Program Budget	(232,177)	(45,011)	286,289	333,569

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Assistant Engineer	0.00	0.50		0.50
Project Manager	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.50	0.00	1.50

C. Additional Information On Budget Options Proposed for 2010-2012

Tasks which were traditionally contracted out to Central Contra Costa Sanitary District will be performed by a .5 FTE Assistant Engineer going forward. Other significant cost increases are primarily due to much higher expenses associated with countywide and regional participation efforts and new state compliance mandates for this program.



Public Services

Administration – Division 311

The Public Services Administration Division provides administrative and clerical support to managers, supervisors and employees in all the divisions within this department: Capital Investment Plan, Current and Traffic Engineering; Equipment, Building, Custodial, Street, Sidewalk, and Traffic Maintenance; Park Maintenance, and Open Space. Clerical and office support is provided at City Hall and the Corporation Yard/Traffic Operating Center. A portion of the costs of this division are allocated to other divisions as an internal transfer, as a partial reimbursement for the Director's and administrative staff time spent on the City's clean water program and engineering.

2008-2010 Division Accomplishments

- Provided mandated safety training for department staff, including development of a comprehensive safety program
- Collaborated with Risk Management on City-wide Gap Analysis
- Provided staff training and development with emphasis on succession planning and conducted various professional training including leadership for supervisors
- Reviewed department records management system and implement recommended improvements
- Developed and implemented customer surveys and tracking systems to support collection of information necessary to report on performance measurements
- Continued various sustainability efforts, including re-certification of Bay Area Green Business certification and Climate Action Plan efforts
- Director acted as City liaison to Park Recreation Open Space (PROS) Commission in an effort to keep them informed on the status of various projects
- Worked collaboratively on programs with the Arts Recreation and Community Services Department

2010-2012 Division Goals

1. Continue to provide mandated safety training for department staff, including development of a comprehensive safety program
2. Continue to collaborate with Risk Management on Gap Analysis goals
3. Continue to provide staff training and development with emphasis on succession planning
4. Continue various sustainability efforts and projects
5. Director to act as City liaison to Park Recreation Open Space (PROS) Commission. As City Liaison continue to build relations with PROS members and keep them informed
6. Continue to develop relationship with the Arts Recreation and Community Services Department and work collaboratively on programs

Division Changes / Budget Highlights

- No major changes noted



City of Walnut Creek 2010-2012 Budget

Public Services

Administration - Division 311

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	745,406	662,700	664,067	688,913
Services & Supplies	246,201	349,688	299,932	300,824
Capital Outlay	-	-	-	-
Cost Allocation Transfers	(88,900)	(93,100)	(96,418)	(101,098)
Total Program Budget	902,707	919,288	867,581	888,639
Less: Program Revenues	35,409	74,400	74,400	74,400
Net Program Budget	867,298	844,888	793,181	814,239

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Public Services Director	1.00	1.00		1.00
Executive Assistant	1.00	1.00		1.00
Admin Analyst II	2.00	2.00		2.00
Office Specialist	1.00	1.00		1.00
Office Assistant II	0.00	1.00	1.00	0.00
Total Positions (FTE)	5.00	6.00	1.00	5.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Public Services

Parks – Division 322

The Parks division provides high quality maintenance services on 249 acres of sports fields, landscaped medians, and park landscaping. In addition, the Parks Division partners with the Walnut Creek School District to provide maintenance for their athletic turf areas at six school sites.

2008-2010 Division Accomplishments

- Updated the pump station in the Heather Farm irrigation pump system by replacing the main control panel along with three new energy efficient motors
- Installed two new benches at Heather Farm Dog Park and a picnic table over granite pads
- Replaced resilient surfacing in the tot lot play area at Walden Park
- Overhauled the irrigation system booster pump at Walden Park, including the updating of the main control panel
- Assisted the school district in topdressing, aerifying and overseeding the heavily worn sports field at the Walnut Creek Intermediate School
- Overhauled the irrigation pump station at Castle Rock Park, including the replacement of both pump motors and a reconfiguration of the wiring scheme that controlled the pumps
- Constructed a large concrete planter in front of the Clark Swim Center at Heather Farm Park and planted a rose garden in it

2010-2012 Division Goals

1. Resume major renovations of sports fields to correct damage associated with overuse, insects and water rationing
2. Complete loop pathway in the Nature Area at Heather Farm Park. Extend split rail fence along North San Carlos and horse arena parking lot
3. Perform preventive maintenance on remaining two irrigation pumps at Heather Farm Park

Division Changes / Budget Highlights

- For Fiscal Years 2010-2012, it is proposed to perform major renovations at some of the existing sports fields within the City. In addition, the budget assumes higher utility costs for the City’s parks, street medians and other landscaped areas for which the City is responsible.
- See the discussion on the following page regarding a proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of parkland acres maintained	1,3	249	249	249	249



City of Walnut Creek 2010-2012 Budget

Public Services

Parks - Division 322

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	2,835,941	2,875,580	2,807,876	2,938,553
Services & Supplies	1,350,015	1,273,357	1,240,249	1,226,084
Capital Outlay	-	-	-	-
Total Program Budget	4,185,956	4,148,937	4,048,125	4,164,637
Less: Program Revenues	-	100	-	-
Net Program Budget	4,185,956	4,148,837	4,048,125	4,164,637

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Park Maintenance Supervisor	1.00	2.00		2.00
Public Services Manager	0.50	0.50		0.50
Project Manager	0.25	0.25		0.25
Park Maintenance Worker	10.00	10.00		10.00
Landscape Maintenance Worker	14.00	16.00	2.00	14.00
Sr. Park Maintenance Worker	3.00	3.00		3.00
Total Positions (FTE)	28.75	31.75	2.00	29.75

C. Additional Information On Budget Options Proposed for 2010-2012

The budget for this division reflects the elimination of funding for eight temporary positions.



Public Services

Graffiti Removal – Division 323

The Graffiti Removal Division consists of one full time employee who works to eliminate graffiti in Walnut Creek within 48 hours of initial notification and provides pressure cleaning of the downtown core area sidewalks and plazas and numerous park pathways.

2008-2010 Division Accomplishments

- The Graffiti Division staff person developed and maintained a photographic record of graffiti marks and ‘tags’ for support in police prosecutions
- The Division worked proactively with property owners to develop protective measures to deter vandalism to their property
- The Graffiti Division staff person served as emergency response staff during the events of material spills and tree related road closures
- The Graffiti Division continued to respond to calls for removal of graffiti within 48 hours of receipt

2010-2012 Division Goals

1. Expand the support uses of the specialized high pressure pump equipment to all city maintenance services
2. Investigate low cost sources for paints used in covering larger areas
3. Continue to strive to eliminate graffiti within 48 hours of initial notification

Division Changes / Budget Highlights

- No major changes noted

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of requests responded to within 48 hours	3	85%	85%	85%	85%



City of Walnut Creek 2010-2012 Budget

Public Services

Graffiti Removal - Division 323

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	88,676	91,393	93,062	97,772
Services & Supplies	9,505	9,337	16,732	16,895
Capital Outlay	-	-	-	-
Total Program Budget	98,181	100,730	109,794	114,667
Less: Program Revenues	-	-	-	-
Net Program Budget	98,181	100,730	109,794	114,667

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Park Maintenance Worker	1.00	1.00		1.00
Total Positions (FTE)	1.00	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Public Services

Urban Forestry Program – Division 324

The Urban Forestry Division continues to ensure the long-term health and sustainability of trees throughout Walnut Creek by managing the Tree Removal Program and City pruning requirements. The City Arborist reviews development plans and encroachment permits for compliance with City ordinances and maintenance of the urban tree canopy.

2008-2010 Division Accomplishments

- Increased tree plantings to 100 annually
- Increased trees pruned to 600 annually
- Processed tree removal requests within 10 working days at 93% or higher level
- The Boundary Oak Tree Maintenance Program has begun with many older trees removed and new specimens installed.

2010-2012 Division Goals

1. Confirm technological support for the development of a city tree inventory program
2. Replace a small aging wood chipper machine
3. Continue to strive to process tree removal requests within 10 working days

Division Changes / Budget Highlights

- City Arborist John Davis was reclassified from Park Supervisor to a Project Manager classification.
- It is proposed to purchase a new system for developing a GIS based inventory system of City trees

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Percent of tree removal requests responded to within 10 working days.	3	90%	90%	90%	90%
Number of trees trimmed		500	600	600	600



City of Walnut Creek 2010-2012 Budget

Public Services

Urban Forestry Program - Division 324

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	314,260	311,475	313,059	324,892
Services & Supplies	124,615	135,823	203,618	204,082
Capital Outlay	-	-	12,000	-
Total Program Budget	438,875	447,298	528,677	528,974
Less: Program Revenues	21,840	28,644	46,000	46,630
Net Program Budget	417,035	418,654	482,677	482,344

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Public Services Manager	0.20	0.20		0.20
Project Manager	0.75	0.75		0.75
Landscape Maintenance Worker	1.00	1.00		1.00
Sr. Park Maintenance Worker	1.00	1.00		1.00
Total Positions (FTE)	2.95	2.95	0.00	2.95

C. Additional Information On Budget Options Proposed for 2010-2012

Additional revenues resulting from a new Tree Permit are included in this budget cycle.



Public Services

Open Space- Division 326

The Open Space division is responsible for protection of the natural resources of the City’s open space lands, safety of open space visitors, and enhancement of visitor experience through both active and passive educational opportunities. A staff of seven full-time employees and occasional temporary maintenance employees carry out these activities. The Open Space division works cooperatively with community organizations whenever possible and is expanding the volunteer staff to allow for improved maintenance and the growth of educational programming in the division.

2008-2010 Division Accomplishments

- Identified appropriate riparian areas within each Open Space that would benefit from habitat restoration
- Identified new vegetation management areas and implemented them into our weed abatement and fire management plan
- Improved communication with the public through the establishment and maintenance of a Facebook information page
- Focused trail work on eliminating on-going maintenance problem areas
- Performed an assessment of maintenance equipment throughout the Open Space Division
- Established an education program appropriate for the Heather Farm Nature Area
- Completed training with the Police Department on writing citations for municipal code violations to improve safety in the open space lands
- Increased participation in the summer intern program to six positions, including three positions for economically disadvantaged in our community
- Established an operating policy for the division’s volunteer program and began recruitment for site specific volunteers and Borges Ranch history volunteers
- Established a policy for the design and placement of trail identification signs
- Partnered with Contra Costa County Agriculture Department in the placement of raptor perches to improve predation on rodent populations while reducing pesticide use

2010-2012 Division Goals

1. Replace trail identification signs throughout the Open Space and establish a policy for signage of trail information
2. Assess natural resource impacts as cattle are removed from Acalanes and Sugarloaf open space areas
3. Complete education plan for Heather Farm Nature Area and Creek Walk
4. Increase the number and variety of programs conducted by ranger staff and increase the number of participants in our programs

Division Changes / Budget Highlights

- No major changes noted

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Number of Ranger Led Programs	4	21	21	101	101
Number of participants in programs	4	1,933	1,200	3,853	3,853



City of Walnut Creek 2010-2012 Budget

Public Services

Open Space - Division 326

A. Program Expenditures / Revenues Funded by: Open Space (115)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	678,595	730,762	688,771	714,565
Services & Supplies	247,982	319,484	272,250	277,625
Capital Outlay	-	20,000	-	-
Total Program Budget	926,577	1,070,246	961,021	992,190
Less: Program Revenues	543,908	528,696	549,921	537,483
Net Program Budget	382,669	541,550	411,100	454,707

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Open Space Supervisor	1.00	1.00		1.00
Public Services Manager	0.30	0.30		0.30
Open Space Ranger	3.00	3.00		3.00
Landscape Maintenance Worker	3.00	3.00	1.00	2.00
Total Positions (FTE)	7.30	7.30	1.00	6.30

C. Additional Information On Budget Options Proposed for 2010-2012

A Landscape Maintenance Worker position will be frozen. New revenue generated by siting Sprint / Nextel cell towers on Lime Ridge is included in the budget.



Public Services

Museums – Division 327

The City, through partnerships with various community-based, non-profit organizations, provides land and, in some cases, buildings which allow these organizations to operate their service programs. The Lindsay Museum Association, located in Larkey Park; the Walnut Creek Model Railroad Society, in Larkey Park; the Assistance League of Diablo Valley, located in Larkey Park; the Gardens at Heather Farm, and the Walnut Creek Historical Society, operating from the Shadelands Historical Museum, all provide valuable programs to the community.



Generally, the City's support is limited to providing a site or building for these institutions to carry out their programs. In some cases, the City provides limited operating assistance to offset costs of certain services, such as alarm service at the Shadelands Ranch Museum, and contributions towards educational programs at Lindsay Museum and the Gardens at Heather Farm.

2008-2010 Division Accomplishments

- Negotiate new leases with the Walnut Creek Historical Society and the Gardens at Heather Farm

2010-2012 Division Goals

1. Continue to provide assistance and support to the City's community and non-profit partners.
2. Maintain a strong working relationship with the City's non-profit tenants.

Division Changes / Budget Highlights

- See the discussion on the proposed budget option for this division on the next page



City of Walnut Creek 2010-2012 Budget

Public Services

Museums - Division 327

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	-	-	-	-
Services & Supplies	125,949	97,475	94,475	91,475
Capital Outlay	-	-	-	-
Total Program Budget	125,949	97,475	94,475	91,475
Less: Program Revenues	-	-	-	-
Net Program Budget	125,949	97,475	94,475	91,475

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Total Positions (FTE)	0.00	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

Funding reductions are proposed for the Gardens at Heather Farm. Council support for the Lindsay Museum is budgeted contingent upon the organization raising matching funds.



The Traffic Engineering Division provides traffic operations, development review and specialty traffic signal, street lighting and parking design services. The division has many programs to ensure the safe and efficient movement of people within the City. It also assesses the future needs for capital investment transportation projects, including capacity improvements, pedestrian and bicycle safety, and parking. This division also supports the development review and participates in the approval process through various Committees and Commissions.

2008-2010 Division Accomplishments

- Maintain the most efficient traffic signal timing on all City Streets
- Respond to resident inquiries and provide appropriate traffic solutions to all users
- Review all corners at non-signalized intersections in compliance with City ordinance
- Maximize the benefits of the newly upgraded signal master computer by utilizing special features and improve customer satisfaction with the traffic flow in Walnut Creek
- Continue to respond in a timely fashion to all requests for traffic engineering services from external and internal customers
- Support the development review process with traffic engineering expertise
- Protect residential neighborhoods through studies and permit parking

2010-2012 Division Goals

1. Maintain the most efficient traffic signal timing on all City streets
2. Implement adaptive signal timing on Ygnacio Valley Road
3. Review and make recommendations on all development applications for environmental clearances for traffic impacts, site circulation, parking and lighting.
4. Administer and revise the Traffic Impact Fee to improve the transportation infrastructure of the City.
5. Compete for Federal, State and Regional Transportation funds
6. Support the development review process with traffic engineering expertise
7. Respond to resident inquiries and provide appropriate traffic solutions to all users
8. Review all corners at non-signalized intersections for compliance with City ordinance

Division Changes / Budget Highlights

- No major changes noted

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total applications reviewed					
• Discretionary (Planning) Applications	6	143	140	140	140
• Site development Applications	6	68	70	70	70
Total number of the following completed					
• Municipal Services Requests	7	171	160	160	160
• Site Distance Program areas	8	35	32	32	32
• Radar Speed Surveys	8	14	15	15	15



City of Walnut Creek 2010-2012 Budget

Public Services

Transportation Operations and Planning - 330

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	713,643	699,618	693,736	720,399
Services & Supplies	75,069	105,251	92,332	88,806
Capital Outlay	-	-	-	-
Total Program Budget	788,712	804,869	786,068	809,205
Less: Program Revenues	46,028	45,940	41,650	41,650
Net Program Budget	742,684	758,929	744,418	767,555

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	Change for 2010-2012
Traffic Engineer	1.00	1.00		1.00
Mgr. of Engineering Services	0.30	0.30		0.30
Assistant Engineer	1.00	1.00		1.00
Associate Engineer	1.00	1.00		1.00
Office Assistant II	1.00	1.00		1.00
Traffic Technician	1.00	1.00		1.00
Total Positions (FTE)	5.30	5.30	0.00	5.30

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Public Services

Traffic Signs, Marking, Parking Meters - 331

The Traffic Signs, Markings, and Meters Division installs and maintains over 9,500 traffic-related signs, 171 miles of markings and 1,650 meters.

2008-2010 Division Accomplishments

- Continued implementation of pay stations
- Conducted two Citywide Reflectivity Surveys
- Replaced Street Name signs in two areas
- Reviewed and Updated Parking Meter Maintenance Plan
- Replaced 10,000 raised pavement markers
- Surveyed, prioritized and refreshed Thermoplastic Markings systematically
- Used solar, low energy, and local products in support of sustainability
- Recycled all aluminum, steel, paper and batteries
- Completed 260 Municipal Service Requests
- Replaced 40 Knockdown signs
- Repaired or replaced 172 Night survey signs
- Completed 53 Traffic Orders
- Completed 50 inter-departmental projects, mostly sign making
- Installed 6,750 raised pavement markers
- Applied 10,000 pounds of white thermoplastic
- Applied 205 gallons of red curb paint in area B
- Made and installed 137 street name signs
- Repaired 922 parking meters
- Processed 259 parking meter citation challenges
- Collected over one million dollars of parking meter revenue and delivered to the bank

2010-2012 Division Goals

1. Continue Systematic Traffic Maintenance Program
2. Continue Systematic Parking Meter and Pavement Marking Maintenance Programs
3. Replace knocked down signs within one day
4. Repair parking meter malfunctions within the same day
5. Complete Traffic Orders within 6 weeks

Division Changes / Budget Highlights

- See the discussion on the following page regarding a proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Complete traffic orders in 6 weeks	5	90%	85%	85%	80%
Replace knocked down signs in 1 day	3	100%	100%	100%	100%
Repair parking meter malfunctions within the same day	4	95%	95%	95%	95%



City of Walnut Creek 2010-2012 Budget

Public Services

Traffic Signs, Marking, Parking Meters - 331

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	671,232	630,905	617,376	644,516
Services & Supplies	146,686	158,886	162,522	162,139
Capital Outlay	-	-	-	-
Total Program Budget	817,918	789,791	779,898	806,655
Less: Program Revenues	1,074,860	938,706	1,250,500	1,265,500
Net Program Budget	(256,942)	(148,915)	(470,602)	(458,845)

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Traffic Control Supervisor	0.50	0.50		0.50
Sr Traffic Maintenance Worker	1.00	1.00		1.00
Traffic Maintenance Worker	5.00	6.00	1.00	5.00
Total Positions (FTE)	6.50	7.50	1.00	6.50

C. Additional Information On Budget Options Proposed for 2010-2012

Expenditure reductions are based on a proposal to no longer provide cone service at Homestead avenue at the intersection of Ygnacio Valley Road during peak commute hours, and staff investigate alternatives. Revenues are expected to increase as a result of the installation of parking meters in the City Hall and Civic Park Community Center parking lots and from the opening of the parking lot at the new library.



Public Services

Traffic Signals and Streetlights – Division 332

The Signal and Streetlight Division maintains 96 signalized intersections and over 2,800 City-owned streetlights.

2008-2010 Division Accomplishments

- Performed preventive maintenance at 96 intersections bimonthly
- Conducted quarterly streetlight survey
- Maintained interconnect cable
- Maintained 16 video cameras
- Supported Engineering staff with construction/improvements
- Investigated solar and LED options in support of sustainability
- Suggested signal-timing changes to improve fuel efficiency

2010-2012 Division Goals

1. Begin group streetlight relamping program
2. Began systematic traffic signal LED replacement program
3. Maintain call out response times of less than 1 hour
4. Complete intersection preventative maintenance on schedule

Division Changes / Budget Highlights

- Replacing the signal LEDs will be a larger part of the operating budget in the future

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Call out response time, less than 1 hour	3	90%	95%	95%	95%
Municipal Service Requests - Proactive		250	240	230	230
Intersection preventative Maintenance completed on schedule		75%	100%	100%	100%



City of Walnut Creek 2010-2012 Budget

Public Services

Traffic Signals and Streetlights - Division 332

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	358,457	403,265	419,512	438,163
Services & Supplies	825,050	935,840	763,819	764,974
Capital Outlay	-	-	-	-
Total Program Budget	1,183,507	1,339,105	1,183,331	1,203,137
Less: Current Program Revenues	14,119	21,145	21,000	21,000
Net Program Budget	1,169,388	1,317,960	1,162,331	1,182,137

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Traffic Control Supervisor	0.50	0.50		0.50
Traffic Signal Technician II	2.00	3.00	1.00	2.00
Sr Traffic Signal Technician	1.00	1.00		1.00
Total Positions (FTE)	3.50	4.50	1.00	3.50

C. Additional Information On Budget Options Proposed for 2010-2012

Expenditure reductions in this division are the result of a proposal to reduce street lighting utility costs by 25%.



Public Services

Street Maintenance – Division 341

This division is divided into two sections, the Paving Maintenance section and the Sidewalk Maintenance section. The Paving Maintenance section is responsible for inspecting and maintaining all City owned streets, asphalt pathways, and facility parking lots. This Division also responds to unexpected roadway hazards throughout the City, identified through citizen requests and risk management reports. The Sidewalk Maintenance section is responsible for inspecting, maintaining and repairing the City’s concrete infrastructure. These infrastructure assets include curbs, gutters, sidewalks, and all concrete pathways in the City parks and open space.

2008-2010 Division Accomplishments

The Street Maintenance Division completed over 350 municipal service requests from citizens. Staff also adhered to better safety procedures and reduced accidents with more safety awareness through bi-monthly safety meetings and involvement with the Public Services safety committee

Paving Crew:

The paving crew met or exceeded goals set at the beginning of the year of completing over 100,000 square feet of patch repairs in residential areas as well as the core area of the City.

Concrete Crew:

The concrete crew met or exceeded goals set at the beginning of the year of 15,000 square feet of sidewalk repairs. They also performed special projects for other divisions such as installing the new charging stations in the parking garages. The crew also responded to 27 trip and fall claims from the City Attorney’s office and temporarily mitigated until a permanent repair was made. The crew continues to make sidewalk repairs citywide from citizen requests and from the result of sidewalk inspections.

2010-2012 Division Goals

1. Continue to work closely with the Engineering Division in preparing a comprehensive street maintenance program. This program includes assessing the condition of main arterials and downtown streets, and assigning necessary treatments and costs.
2. Increase the crack-sealing program to cover streets other than those that are to be sealed or repaved in the current year
3. Continue to address street repairs to maintain the highest quality of pavement surfaces
4. Inspect, identify and repair all trip hazards in the core area
5. Continuing emphasizing safety through bi-weekly safety meetings
6. Continue to respond to citizen requests on sidewalk issues in an effective and efficient manner
7. Continue annual sidewalk inspections in five zones each year
8. Continue to incorporate the use of recycled materials and other recycling procedures whenever possible

Division Changes / Budget Highlights

- No significant changes noted

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total square footage of repairs made:					
Streets	1,2,3	135K sf	125,000 sf	100,000 sf	100,000 sf
Sidewalks	1,2,3	14,500 sf	16,000 sf	15,000 sf	15,000 sf



City of Walnut Creek 2010-2012 Budget

Public Services

Street Maintenance - Division 341

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	1,035,028	1,029,574	1,032,730	1,076,707
Services & Supplies	561,001	547,143	547,250	548,488
Capital Outlay	-	-	-	-
Total Program Budget	1,596,029	1,576,717	1,579,980	1,625,195
Less: Program Revenues	342,127	1,026,384	1,026,384	1,026,384
Net Program Budget	1,253,902	550,333	553,596	598,811

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Street Maintenance Supervisor	1.00	1.00		1.00
Public Services Manager	0.42	0.42		0.42
Senior Street Maintenance Work	2.00	2.00		2.00
Street Maintenance Worker	7.00	7.00		7.00
Total Positions (FTE)	10.42	10.42	0.00	10.42

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Public Services

Street Sweeping and Drainage – Division 342

This division is responsible for maintaining the City storm water drainage system and sweeping all City streets and parking lots, resulting in a clean and safe environment. The Storm Drain Program is responsible for insuring the adequate flow of storm water throughout the City and insuring compliance with the National Pollution Discharge Elimination System (N.P.D.E.S.). The goal of this program is to efficiently manage storm water and prevent losses to public and private properties, while preserving wildlife habitat by preventing pollutants and contaminants from reaching local creeks and bays. The costs of this division are allocated to other divisions as an internal transfer, based upon their usage of street sweeping services.

2008-2010 Division Accomplishments

Clean-Water Crew:

The clean water crew improved public awareness with the new clean water requirements by making contact with residents that were dealing with clean water issues. The crew also began a more efficient way of completing the annual storm drain inspections and responded to numerous calls dealing with clean water violations citywide. The crew completed yearly storm water inspections of over 4,000 catch basins as well as completing over 90 repairs of storm drain inlets. Over 14,000 curb miles of residential, major arterials and the core area of the City was swept.

2010-2012 Division Goals

1. Continue to identify public and private responsibility of all ditches, v-ditches and catch basins throughout the City and educate property owners on the maintenance of ditches that have been determined to be private
2. Continue to work with Engineering on updating our storm drain database software to insure information is correct
3. Develop an assessment project of the City’s storm drain infrastructure beginning with the older areas of the City
4. Continue to emphasize safety through bi-weekly safety meetings
5. Continue to sweep City streets and inspect storm drains in an efficient manner that results in an attractive place to live and visit and which is environmentally friendly
6. Continue to meet all of the requirements mandated by the Regional Water Quality Control Board.
7. Continue to incorporate the use of recycled materials and other recycling procedures whenever possible

Division Changes / Budget Highlights

- Regional Water Quality Control Board has added a new component to the Clean Water Permit emphasizing the importance of meeting a zero tolerance of trash within the City limits.
- Increase in expenses for Fiscal Years 2010-2012 due to higher vehicle maintenance expenses for the division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Totals for Clean Water					
Street miles swept	5	14,000	14,000	14,000	14,000
Storm drains inspected	5	4,000	4,000	4,000	4,000
Storm drains repaired		80	85	100	100



City of Walnut Creek 2010-2012 Budget

Public Services

Street Sweeping and Drainage - Division 342

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	376,868	377,702	384,058	400,805
Services & Supplies	208,043	242,166	269,190	271,846
Capital Outlay	-	-	-	-
Total Program Budget	1,286	-	-	-
Less: Program Revenues	-	-	-	-
Net Program Budget	1,286	-	-	-

* The costs of this division are allocated to other divisions as an internal transfer based upon their usage of street sweeping services.

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Senior Street Maintenance Work	1.00	1.00		1.00
Street Maintenance Worker	1.00	1.00		1.00
Street Sweeper Operator	2.00	2.00		2.00
Total Positions (FTE)	4.00	4.00	0.00	4.00

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Public Services

Custodial – Division 345

The Custodial Division is responsible for the cleaning activities in 18 buildings. The division’s objective is to provide efficient and timely custodial services resulting in clean, safe and sanitary conditions. Custodial services are a two-shift operation that covers over 195,000 square feet of buildings and over 7,000 square feet of park restroom space. Staff also performs set-ups to accommodate user needs in conference rooms, meeting rooms, and assembly halls. The full range of cleaning tasks includes carpet cleaning, floor stripping and waxing, window cleaning, and upholstery cleaning. Staff also performs light building maintenance repairs and small paint projects. Staff is also responsible for collection of recyclables and delivery of supplies to remote locations throughout the city. The costs of this division are allocated to other divisions as an internal transfer based upon their usage of custodial services.

2008-2010 Division Accomplishments

- Continued ongoing sustainability efforts by completely eliminating non eco-friendly products in all City facilities replacing them with recycled content paper products and ‘green’ certified cleansers
- Trained custodial staff in Leadership in Energy and Environmental Design (LEED) certified green housekeeping methods and implemented those techniques in each city facility
- Continued efforts toward reduction of supplies purchased and realized associated cost savings
- Continued bi-weekly safety trainings involving each staff member
- Addressed all items identified in inspection process and maintenance schedules, resulting in improved condition of buildings
- Continued to provide timely, cost effective and efficient custodial service in each facility

2010-2012 Division Goals

1. Clean and maintain city buildings
2. Continue evaluating cleaning products and procedures to insure division’s commitment to sustainable practices

Division Changes / Budget Highlights

- Increased expenditures for Fiscal Years 2010-2012 primarily due to additional expenditures incurred for the maintenance of the new City library
- See the discussion on the following page regarding a proposed budget option for this division

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total square footage inspected, cleaned and maintained.	1	202,800	202,800	242,800	242,800



City of Walnut Creek 2010-2012 Budget

Public Services

Custodial - Division 345

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	804,491	675,851	109,120	85,178
Services & Supplies	123,913	131,769	426,750	439,221
Capital Outlay	-	-	-	-
Cost Allocation Transfers *	(928,404)	(811,261)	(535,870)	(524,399)
Total Program Budget	-	(3,641)	-	-
Less: Program Revenues	-	-	-	-
Net Program Budget	-	(3,641)	-	-

* The costs of this division are allocated to other divisions as an internal transfer based upon their usage of custodial services.

B. Program Staffing in FTE

Position	2008-2010 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Custodian	7.75	0.00		0.00
Senior Custodian - Modified	1.00	1.00		1.00
Total Positions (FTE)	8.75	1.00	0.00	1.00

C. Additional Information On Budget Options Proposed for 2010-2012

Expenditure reductions in this division reflect the proposal to outsource custodial services, resulting in the elimination of funding for 7.75 FTE Custodian positions.



Public Services

Building Maintenance – Division 346

The Building Maintenance Division provides proactive inspection and repair services that prolong the useful life of the City’s structures. The goal is to maintain and upgrade the quality of electrical, mechanical, and building infrastructure within the City and to improve and operate all City-owned facilities in a modern, cost- effective manner that is responsive to the needs of its customers.

To accomplish this goal, the Building Maintenance staff conducts ongoing exterior and interior safety inspections of the 706,200 sq. ft. of facilities under Public Services maintenance responsibility. Users and custodial staff also identify minor maintenance needs that occur between inspections.

2008-2010 Division Accomplishments

- Updated and refined master maintenance plan to reflect ongoing repair/replacement of building components and develop a future equipment replacement schedule with cost estimates
- Refined process for conducting routine interior and exterior maintenance, safety inspections and fire extinguishers in City facilities
- Established program of bi-weekly safety meetings, targeting areas that directly affect building maintenance staff
- Established city-wide contract for fire/security monitoring service
- Continued efforts toward improving sustainability and energy savings in City buildings by implementing lighting, plumbing, and mechanical systems audits, identifying retrofit opportunities, and implementing improvements where practical
- Completed work with the Association of Bay Area Governments (ABAG) on the City Hall mechanical and lighting energy management system
- Improved security of City Hall with upgraded key card access hardware and software.

2010-2012 Division Goals

1. Complete lighting retro-fits at Tice Gym, Civic Arts Shadelands and Clarke Swim Center
2. Establish contractual services necessary to maintain library
3. Complete preventive maintenance work on schedule

Division Changes / Budget Highlights

- Proposed increases in expenditures for Fiscal Years 2010-2012 are due to projected increased costs for contract building maintenance services and for building maintenance supplies

Key Division Performance and Workload Measurements

Item of Measurement	Relates to Goal No.	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Completed work orders		1,302	1,400	1,500	1,600
Scheduled work orders completed		58%	60%	70%	75%
Unscheduled work orders completed		42%	40%	30%	25%
Preventive maintenance work completed on schedule	3	80%	85%	90%	100%



City of Walnut Creek 2010-2012 Budget

Public Services

Building Maintenance - Division 346

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	886,092	918,856	935,289	976,898
Services & Supplies	234,574	233,639	258,348	293,395
Capital Outlay	-	-	-	-
Total Program Budget	1,120,666	1,152,495	1,193,637	1,270,293
Less: Program Revenues	-	-	-	-
Net Program Budget	1,120,666	1,152,495	1,193,637	1,270,293

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Bldg Maintenance Supervisor	1.00	1.00		1.00
Public Services Manager	0.43	0.43		0.43
Building Trades Worker	6.00	8.00	2.00	6.00
Sr Building Trades Worker	1.00	1.00		1.00
Total Positions (FTE)	8.43	10.43	2.00	8.43

C. Additional Information On Budget Options Proposed for 2010-2012

No budget options are proposed for this division



Public Services

Equipment Maintenance – Division 347

This division repairs and maintains all vehicles and equipment owned and utilized by the City of Walnut Creek. This includes 166 vehicles and over 150 equipment items, including construction, mowing and landscape equipment. The division shares the responsibility for the purchase and disposal of City vehicles and equipment with the assistance of the operator’s department management. Whenever practical, the division recommends replacements to be new Alternative Fuel Vehicles (AFV) that will be environmentally friendly, fuel-efficient and require less maintenance. Other responsibilities include maintaining the City’s fuel systems, dispensers, and leaks monitoring equipment, hazardous material storage and disposal, and maintaining the City’s building backup generators. The expenditures of this division are allocated through

Inter-Divisional Transfer (IDT) from other divisions based upon their usage of equipment maintenance services.

2008-2010 Division Accomplishments

- Completed implementation of the Enhanced Vapor Recovery (EVR) equipment mandate from the State Environmental Protection Agency (EPA) and Air Quality Management District for the City’s fueling system
- Lowered the City’s contractual spending for Harley-Davidson motorcycle repairs by sending two staff members to training to perform basic preventative services in-house
- Completed the first round of identification of the City’s off-road diesel equipment as part of the California Air Resources Board (C.A.R.B.) upcoming Particulate Matter filter mandate
- Completed the installation of three particulate matter filters to address the recent mandates from the California Air Resources Board (CARB) for on-road diesel vehicles
- Purchase five (5) additional AFV (Alternative Fuel Vehicles) as replacements

2010-2012 Division Goals

1. Continue to work safely, schedule and attend safety trainings, and use personal protective equipment to avoid injury to staff
2. Purchase more AFVs (Alternative Fuel Vehicles) such as hybrids, electric and bio-diesel vehicles
3. Continue to purchase environmentally sound products and supplies
4. Implement new fleet management software to improve documentation and communication to other divisions and improve parts inventory management

Division Changes / Budget Highlights

- No major changes noted

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Total PM services completed	439	522	400	400
Reduction of average repair count	1,047	1,066	1,000	1,000
Total repair come-backs	12	10	5	5
Complete regulatory inspections for all divisions	Yes	Yes	Yes	Yes
Complete vehicle utilization reports	Yes	Yes	Yes	Yes



City of Walnut Creek 2010-2012 Budget

Public Services

Equipment Maintenance - Division 347

A. Program Expenditures / Revenues

Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services	691,838	696,032	598,174	614,385
Services & Supplies	657,879	639,820	646,573	645,991
Capital Outlay	-	-	-	-
Cost Allocation Transfers *	(1,368,669)	(1,357,887)	(1,242,247)	(1,257,876)
Total Program Budget	(18,952)	(22,035)	2,500	2,500
Less: Program Revenues	4,022	2,136	2,500	2,500
Net Program Budget	(22,974)	(24,171)	-	-

* The costs of this division are allocated to other divisions as an internal transfer based upon their usage of equipment maintenance services.

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Vehicle & Maintenance Supvr	1.00	1.00		1.00
Public Services Manager	0.15	0.15		0.15
Equipment Mechanic II	4.00	4.00	1.00	3.00
Senior Equipment Mechanic	1.00	1.00		1.00
Total Positions (FTE)	6.15	6.15	1.00	5.15

C. Additional Information On Budget Options Proposed for 2010-2012

A proposal to reduce the use of fuels and lubricants is anticipated to reduce expenditures in this budget cycle. In addition, a proposed departmental reorganization includes the decision to not fund an Equipment Mechanic II position.



Public Services

Garages and Leased Properties – Division 348

This Division is focused on the efficient operation and maintenance of the City’s three public parking garages and the management of all city-owned leased properties. The day-to-day operation and maintenance of the garages are contracted out to a private operating company, while the leased properties are managed internally by City staff. Benefits to the City from this Division include convenient and inexpensive off-street parking for patrons and employees of downtown businesses. Additionally, revenue generated from the City’s leased properties helps to support city-wide programs and services.



2008-2010 Division Accomplishments

- Replaced the operating and ticketing system in all three garages with a central cashiering technology to improve customer service and garage efficiency
- Expanded the operating hours of all three garages to a 24-hour continuous operation
- Installed electric vehicle charging stations in the City garages
- Worked closely with the Leshner Center for the Arts to create a seamless and user-friendly experience for patrons attending special events and shows
- Instituted a new back-office software system that will allow staff to better utilize occupancy data for decision-making
- Replaced and improved the lighting in all three garages with new energy efficient lighting
- Supported the Downtown Parking Taskforce in its analysis of downtown parking operations
- Secured a new tenant for the South Locust Parking Garage
- Continued to improve customer services in all three parking garages

2010-2012 Division Goals

1. Utilize the new automated parking system to streamline garage operations and provide improved customer service.
2. Complete the City’s new parking website to highlight and promote the City’s downtown parking options
3. Facilitate the opening of Tender Greens Restaurant in the South Locust Parking Garage retail space
4. Update and replace the exterior and interior signage at all three garages
5. Secure a tenant for the Downtown Library’s coffee bar

Division Changes / Budget Highlights

- To better reflect how the division is managed within the City, the Garages Division was moved from the Administrative Services Department to Public Services Department in the 2010-2012 budget presentation.
- The City Manager revenues, relating to the management of the City’s retail leased spaces, was also moved from division 730 (City Manager) to Division 348 (Garages) - both in the General Fund
- The Fee and Charges schedule for all three garages was updated to reflect the new 24-hour operation.

Key Division Performance and Workload Measurements

Item of Measurement	Actual 2008-09	Projected 2009-10	Projected 2010-11	Projected 2011-12
Special Event Parking Tickets	100,000	90,000	95,000	100,000
Monthly Parking Passes	404	404	404	404



City of Walnut Creek 2010-2012 Budget

Public Services

Garages and Leased Properties - Division 348

A. Program Expenditures / Revenues Funded by: General Fund (10)

Category	2008-09 Actual	2009-10 Estimated	2010-11 Proposed	2011-12 Proposed
Personnel Services *	5,570	12,394	13,031	13,553
Services & Supplies	916,359	743,276	627,152	627,152
Capital Outlay				
Debt Service			273,553	273,553
Total Program Budget	921,929	755,670	913,736	914,258
Less: Program Revenues	1,671,527	1,436,720	1,747,790	1,752,790
Net Program Budget	(749,598)	(681,050)	(834,054)	(838,532)

*Personnel costs reflect the anticipated cost of time spent by City-employed landscape maintenance workers at the North and South Locust garages. This cost is reimbursed by the tenants through a Common Area Maintenance Agreement.

B. Program Staffing in FTE

Position	2008-10 Funded	2010-2012 Authorized	Less Frozen Positions	2010-2012 Funded
Total Positions (FTE)	0.00	0.00	0.00	0.00

C. Additional Information On Budget Options Proposed for 2010-2012

Revenues are projected to increase based on the installation of the new parking garage equipment and an increase in the hours of operation at all three City garages. In addition, new revenue is expected as a result of coffee bar operations at the new Downtown Library.



Downtown Walnut Creek



Other Funds





City of Walnut Creek 2010-2012 Budget Historical Comparison of Revenues by Fund Fiscal Years 2008-2012

	<u>Actual</u> <u>2008-09</u>	<u>Estimated</u> <u>2009-10</u>	<u>Proposed</u> <u>2010-11</u>	<u>Proposed</u> <u>2011-12</u>
General Fund (010)	\$ 62,810,178	\$ 59,879,271	\$ 58,656,406	\$ 58,595,526
Special Revenue Funds				
105 Property Development	\$ 4,901	\$ 2,644	\$ 2,500	\$ 2,500
106 Library Parcel	960,731	885,510	38,000	40,100
115 Open Space	543,908	528,696	549,921	537,483
116 Interpretive Open Space	0	0	0	0
120 Revolving Loan	215,998	5,500	5,600	9,500
125 Revolving Sidewalk Assessment	0	0	0	0
135 Traffic Safety	191,590	162,400	159,152	155,969
140 SLESF (Sup. Law Enforcement Service Fund)	100,302	100,750	101,000	101,500
141 Astound (Seren) PEG Access Fees	241,402	224,742	233,443	246,730
142 Comcast Technology Grants	16,437	4,900	6,500	9,900
143 Comcast PEG Access	103,062	87,600	88,680	91,968
150 Gas Tax	1,073,988	1,070,009	1,667,243	1,655,876
152 NPDES (Nat'l Pollut. Discharge Elimin. Syst.)	1,367,728	1,304,560	1,309,900	1,316,500
154 In-Lieu Underground	197,890	13,700	12,900	11,900
156 Storm Drain	12,032	3,500	4,700	7,200
157 In-Lieu Creek Restoration	24,435	1,400	1,900	23,100
158 In-Lieu Park	46,059	65,200	59,200	52,300
159 In-Lieu Public Art	64,711	13,969	26,000	21,500
160 CDBG (Community Develop. Bldg. Grant)	1,105,255	366,872	367,905	367,905
162 In-Lieu Parking	47,703	10,983	12,900	14,700
164 Local Street & MTCE-Measure J	756,361	767,800	745,800	736,300
165 Traffic Congestion Relief	558,563	604,076	7,000	0
166 Federal Grant	18,946	75,398	0	0
168 Traffic Impact Mitigation	374,275	124,845	244,700	253,400
170 Tree Mitigation	13,101	30,929	1,500	2,200
172 Core Area	5,728	1,700	1,500	1,000
173 Commercial Linkage Housing	119,938	295,020	50,020	50,040
174 Affordable Housing (City)	65,332	104,794	7,650	8,550
175 Inclusionary Housing	7,003	29,504	152,600	152,700
180 Downtown Parking and Enhancement	1,015,260	874,400	859,900	861,800
Total Special Revenue Funds	\$ 9,252,639	\$ 7,761,401	\$ 6,718,114	\$ 6,732,621
Capital Project Funds				
210 Capital Improvement Program	\$ -	\$ -	\$ -	\$ -
212 Capital Projects Outside Funding	607,878	2,618,921	6,507,163	8,700,850
250 Improvement District 25 Shadelands Park	47,034	13,900	18,600	28,000
255 Improvement District 31 North Locust Parking	2,064	600	800	1,200
260 Improvement District 41 North Broadway Ext.	21,107	6,200	8,400	12,700
Total Capital Project Funds	\$ 678,083	\$ 2,639,621	\$ 6,534,963	\$ 8,742,750



City of Walnut Creek 2010-2012 Budget
Historical Comparison of Revenues by Fund
Fiscal Years 2008-2012

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Proposed 2011-12</u>
Enterprise Funds				
225 Golf Course Construction	\$ -	\$ -	\$ -	\$ -
310 Golf Course Debt Service	160,174	157,873	157,801	162,254
510 Golf Course - City Administration	1,611,653	8,916	300	1,600
520 Clubhouse - City Administration	43,402	900	1,100	2,700
525 Boundary Oak - Onsite Contract Operations	299,972	3,561,344	4,200,788	4,520,407
Total Enterprise Funds	\$ 2,115,201	\$ 3,729,033	\$ 4,359,989	\$ 4,686,961
Internal Service Funds				
610 Vehicle Replacement	\$ 793,410	\$ 801,801	\$ 713,587	\$ 717,319
620 Police Equipment Replacement	39,000	40,500	40,500	41,310
630 Equipment Replacement Fund-LCA	0	0	0	0
640 Equipment Replacement Fund-IT	0	0	0	0
650 Equipment Replacement Fund-Finance	0	0	0	0
660 Equipment Replacement-GF	0	0	0	0
670 Facilities Replacement	0	0	0	0
680 Major Roadway Reconstruction	0	0	0	0
690 PERS Safety Side Fund Liability	0	0	1,343,298	1,424,298
Total Internal Service Funds	\$ 832,410	\$ 842,301	\$ 2,097,385	\$ 2,182,927
Other Agency Funds				
720 Assessment Districts 38, 41 and 42	\$ 41,589	\$ 12,300	\$ 16,500	\$ 24,900
730 Assessment District 25 Shadelands Park	1,284	400	500	800
Total Other Agency Funds	\$ 42,873	\$ 12,700	\$ 17,000	\$ 25,700
Redevelopment Agency				
950 South Broadway	\$ 949,905	\$ 962,318	\$ 883,143	\$ 861,425
955 Mount Diablo	2,802,967	3,083,107	1,970,839	260,410
960 Redevelopment Affordable Housing Program	214,843	99,408	6,900	4,100
966 Veterans Building	8,398	756	0	0
970 Redevelopment Debt Service	3,461	0	1,200	1,700
Total Redevelopment Funds	\$ 3,979,574	\$ 4,145,589	\$ 2,862,082	\$ 1,127,635
Total All Funds	\$ 79,710,958	\$ 79,009,916	\$ 81,245,939	\$ 82,094,120



City of Walnut Creek 2010-2012 Budget
Historical Comparison of Expenditures by Fund
Fiscal Years 2008-2012

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
General Fund (010)	\$ 62,441,424	\$ 63,732,888	\$ 60,590,144	\$ 59,632,173
Special Revenue Funds				
105 Property Development	\$ -	\$ -	\$ -	\$ -
106 Library Parcel	265,902	198,165	938,300	956,300
115 Open Space	926,577	1,070,246	961,021	992,190
116 Interpretive Open Space	0	0	0	0
120 Revolving Loan	0	45,000	45,000	45,000
125 Revolving Sidewalk Assessment	0	0	0	0
135 Traffic Safety	0	0	0	0
140 SLESF (Sup. Law Enforcement Service Fund)	0	0	0	0
141 Astound PEG Access Fees	1,960	96,346	227,015	237,593
142 Comcast Technology Grants	0	0	0	0
143 Comcast PEG Access	0	47,000	223,000	10,000
150 Gas Tax	0	0	0	0
152 NPDES (Nat'l Pollut. Discharge Elimin. Syst.)	1,135,552	1,259,549	1,596,189	1,650,069
154 In-Lieu Underground	0	0	0	0
156 Storm Drain	0	0	0	0
157 In-Lieu Creek Restoration	0	0	0	0
158 In-Lieu Park	0	0	0	0
159 In-Lieu Public Art	0	0	0	0
160 CDBG (Community Develop. Bldg. Grant)	1,053,127	366,872	367,905	367,905
162 In-Lieu Parking	0	0	0	0
164 Local Street & MTCE-Measure J	0	0	0	0
165 Traffic Congestion Relief	0	0	0	0
166 Federal Grant	20,024	75,398	0	0
168 Traffic Impact Mitigation	0	0	0	0
170 Tree Replacement	18,977	5,000	5,000	5,000
172 Core Area	0	0	0	0
173 Commercial Linkage Housing	133,000	295,000	50,000	50,000
174 Affordable Housing (City)	599,383	205,613	202,967	206,557
175 Inclusionary Housing	356,878	16,364	152,000	152,000
180 Downtown Parking and Enhancement	15,002	18,177	412,505	213,610
Total Special Revenue Funds	\$ 4,526,382	\$ 3,698,730	\$ 5,180,902	\$ 4,886,224
Capital Project Funds				
210 Capital Improvement Program	\$ 21,517,082	\$ 21,854,354	\$ 8,675,524	\$ 7,821,591
212 Capital Projects Outside Funding	0	0	0	0
250 Improvement District 25 Shadelands Park	0	0	0	0
255 Improvement District 31 North Locust Parking	0	0	0	0
260 Improvement District 41 North Broadway Ext.	0	0	0	0
Total Capital Project Funds	\$ 21,517,082	\$ 21,854,354	\$ 8,675,524	\$ 7,821,591



City of Walnut Creek 2010-2012 Budget Historical Comparison of Expenditures by Fund Fiscal Years 2008-2012

	<u>Actual 2008-09</u>	<u>Estimated 2009-10</u>	<u>Proposed 2010-11</u>	<u>Proposed 2011-12</u>
Enterprise Funds				
225 Golf Course Construction	\$ 64,552	\$ 14,131	\$ 19,724	\$ -
310 Golf Course Debt Service	60,462	57,573	52,601	47,154
510 Golf Course - City Administration	1,718,707	269,658	239,274	237,010
520 Clubhouse - City Administration	143,219	19,320	35,205	33,220
525 Boundary Oak - Onsite Contract Operations	420,317	3,460,869	3,729,241	3,923,019
Total Enterprise Funds	\$ 2,407,257	\$ 3,821,551	\$ 4,076,045	\$ 4,240,403
Internal Service Funds				
610 Vehicle Replacement	\$ 680,636	\$ 488,733	\$ 584,685	\$ 599,302
620 Police Equipment Replacement	0	0	24,000	24,000
630 Equipment Replacement Fund-LCA	1,552	29,100	26,913	0
640 Equipment Replacement Fund-IT	408,568	936,586	803,963	698,162
650 Equipment Replacement Fund-Finance	0	0	0	0
660 Equipment Replacement-GF	23,903	43,535	69,060	6,000
670 Facilities Replacement	4,700	0	0	0
680 Major Roadway Reconstruction	0	0	0	0
690 PERS Safety Side Fund Liability	0	12,526,994	438,445	406,775
Total Internal Service Funds	\$ 1,119,359	\$ 14,024,948	\$ 1,947,066	\$ 1,734,239
Other Agency Funds				
720 Assessment Districts 38, 41 and 42	\$ -	\$ -	\$ -	\$ -
730 Assessment District 25 Shadelands Park	0	0	0	0
Total Other Agency Funds	\$ -	\$ -	\$ -	\$ -
Redevelopment Agency				
950 South Broadway	\$ 33,246	\$ 432,046	\$ 89,433	\$ 113,907
955 Mount Diablo	89,616	1,304,608	285,677	342,783
960 Redevelopment Affordable Housing Program	1,489,258	928,471	1,181,400	880,000
966 Veterans Building	0	0	0	0
970 Redevelopment Debt Service	1,293,904	1,290,530	1,293,019	1,292,098
Total Redevelopment Funds	\$ 2,906,024	\$ 3,955,655	\$ 2,849,529	\$ 2,628,788
Total All Funds	\$ 94,917,528	\$ 111,088,126	\$ 83,319,210	\$ 80,943,418



Special Revenue Funds

Fund Descriptions

Special Revenue Funds are used to account for proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

105-Property Development Fund accounts for receipts and expenditures from taxes levied by the City on new construction on property that has never been built on before. Fees are collected by the Building Division.

106-Library Parcel Fund accounts for assessments to Walnut Creek residents from taxes levied by City (Measure Q) and expenditures to fund additional hours of service at both City library locations. Based on property tax and calculated as \$22 per year/parcel or equivalent. Assessed from 2002 through 2010.

115-Open Space Fund accounts for receipts and expenditures related to designated open space and facilities.

120-Revolving Loan Fund is used to consolidate all General Fund loan obligations which include loans made to facilitate City projects and finance employee housing.

125-Revolving Sidewalk Assessment Fund accounts for assessments to Walnut Creek property owners levied by the City for the costs incurred by the City to repair and maintain sidewalks, including residential and commercial properties.

135-Traffic Safety Fund accounts for receipts and expenditures from fines paid to the City under the State Motor Vehicle Code.

140-SLESF (Supplemental Law Enforcement Service Fund) accounts for receipts and expenditures appropriated from the State General Fund Citizens' Option for Public Safety (COPS) program to be used for front line police services (additional police officers and equipment).

141-Astound PEG Access Fees Fund accounts for receipts and expenditures for fees paid by Astound for public educational and government (PEG) access channels. Funds, including interest, may only be used for capital or operational expenses related to PEG access.

142-Comcast Technology Grants Fund accounts for receipts and expenditures of technology grants received from Comcast. Funds including interest may be used for capital or operational expenses related to public, educational and governmental (PEG) access channels.

143-Comcast PEG Access Fees Fund accounts for receipts and expenditures of fees paid by Comcast for public, educational and governmental (PEG) access channels. Funds, including interest, may only be used for capital expenses related to PEG Access channels.



Special Revenue Funds

Fund Descriptions

150-Gas Tax Fund accounts for receipts and expenditures of money apportioned under Streets and Highway Code Sections 2105, 2106, 2107.5 of the State of California, which must be used for street and highway purposes. This fund is officially called the Highway Users Tax Fund and is distributed on a per capita basis based on the sale of fuel and the State tax that is assessed on fuel purchases. This money must be appropriated to research, planning, construction, improvements, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including mitigation of their environmental effects, the payment for property taken or damaged for such purpose, and the administrative costs necessarily incurred in the foregoing process.

152-NPDES (National Pollutant Discharge Elimination System) Fund accounts for assessments to Walnut Creek property owners and expenditures in compliance with the United States Environmental Protection Agency's NPDES mandates.

154-In-Lieu Underground Fund accounts for receipts and expenditures from fees imposed on developers to provide for underground utilities.

156-Storm Drain Fund accounts for receipts and expenditures from fees imposed on developers to provide for storm drain improvements.

157-In-Lieu Creek Restoration Fund accounts for receipts and expenditures from fees imposed on developers to mitigate for impacted or lost creek and wetland areas.

158-In-lieu Park Fund accounts for fees collected from residential developers for purchasing of land for parks or park improvements. The fee is based on the additional population generated by the development and the value of the property. This money can only be spent on park related projects.

159-In Lieu Public Art Fund accounts for receipts and expenditures from fees imposed on developers to provide for public art elements on site improvements.

160-CDBG (Community Development Building Grant) Fund accounts for receipts and expenditures from a Federal government grant program for the primary purpose of developing viable urban communities. Funds are used to provide affordable housing, promote economic development, subsidize public service activities of local community organizations and fund public facilities and capital improvement projects.

162-In-Lieu Parking Fund accounts for receipts and expenditures from fees imposed on developers to provide for parking facilities improvements.

164-Local Street & Measure J Fund accounts for receipts and expenditures from a local half-cent sales tax for new transportation-related projects and programs, a portion of which is returned to each local jurisdiction.

165-Traffic Congestion Relief Fund accounts for receipts and expenditures of money apportioned under Proposition 42 by the State of California, which must be used for local street and road repairs.



Special Revenue Funds

Fund Descriptions

166-Federal Grant Fund accounts for receipts and expenditures from LLEBG (Local Law Enforcement Block Grants) program for the primary purpose of reducing crime and improving public safety.

168-Traffic Impact Mitigation Fund accounts for fees collected from developers to pay for projects that mitigate the cumulative affect of the traffic created by these projects on the City's transportation system. They can only be spent on projects in a list approved by Council.

170-Tree Replacement Fund accounts for receipts and expenditures from fees imposed on developers for the installation or replacement of trees in areas of benefit to the public.

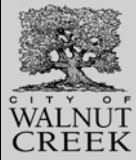
172-Core Area Fund accounts for expenditure of fees previously imposed on developers in prior years to provide for parking and traffic circulation improvements. Fee not collected anymore.

173-Commercial Linkage Housing Fund accounts for receipts on new construction of commercial development to be put toward construction of ownership or rental affordable workforce housing.

174-Affordable Housing (City) Fund accounts for receipts and expenditures of unrestricted funds designated for affordable housing projects.

175-Inclusionary Housing Fund accounts for in-lieu fees from developers who are eligible and pay fees in-lieu of providing affordable housing within a new development. Funds are used to subsidize new affordable rental or ownership housing construction.

180-Downtown Parking and Enhancement Fund accounts for a portion of the receipts from parking meter and garage revenues to be available for funding parking structure improvements and for enhancement of the downtown area. While these fees are general in purpose and could be used for any purpose, Council has set a policy stating that these funds are for the construction of new parking facilities and downtown enhancements.



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 105-Property Development

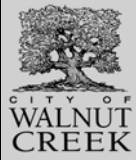
	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	0	0	0	0
Expected Revenues (Taxes)	4,901	2,644	2,500	2,500
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out-General Fund	(4,901)	(2,644)	(2,500)	(2,500)
Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund: 106 Library Parcel Tax

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	2,990,836	3,685,665	4,373,010	3,355,363
Expected Revenues				
Parcel Taxes*	876,894	855,310	0	0
Interest / Other Revenue	83,837	30,200	38,000	40,100
Total Expected Revenues	<u>960,731</u>	<u>885,510</u>	<u>38,000</u>	<u>40,100</u>
Less: Appropriations				
Funding for Additional Hours	(265,902)	(198,165)	(938,300)	(956,300)
Operating Transfers In	0	0	0	0
Operating Transfers Out +	0	0	(117,347)	(117,972)
Ending Fund Balance	<u>3,685,665</u>	<u>4,373,010</u>	<u>3,355,363</u>	<u>2,321,191</u>

*Library Parcel Tax (Measure Q) sunsets in 2010.

+ Includes reimbursement to General Fund for Library related expenses & Facilities Replacement Fund contribution



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 115-Open Space

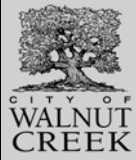
	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	0	0	0	0
Expected Revenues				
Parcel Taxes	465,803	451,714	424,611	411,873
Rents and Concessions	42,651	41,528	89,856	90,156
Other Revenue	35,454	35,454	35,454	35,454
Total Expected Revenues	543,908	528,696	549,921	537,483
Less: Appropriations				
Personnel Services	(678,595)	(730,762)	(688,771)	(714,565)
Services & Supplies	(247,982)	(319,484)	(272,250)	(277,625)
Capital Outlay	0	(20,000)	0	0
Budget Options-Expense changes			0	0
Total Appropriations	(926,577)	(1,070,246)	(961,021)	(992,190)
Operating Transfers In*	382,669	541,550	411,100	454,707
Operating Transfers Out	0	0	0	0
Ending Fund Balance	0	0	0	0

* From the General Fund to subsidize Open Space program

Fund: 116-Interpretive Open Space*

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	15,675	0	0	0
Expected Revenues				
Less: Appropriations				
Operating Transfers In				
Operating Transfers Out				
Residual Fund Balance transfer	(15,675)			
Ending Fund Balance	0	0	0	0

*This fund closed as of July 1, 2009. Program incorporated into Fund 115-Open Space.



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

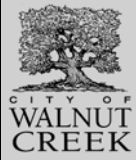
Fund: 120-Revolving Loan

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	775,173	991,171	951,671	912,271
Expected Revenues				
Interest Income	20,998	5,500	5,600	9,500
Loan Repayments / Other	195,000	0	0	0
Expected Revenues	215,998	5,500	5,600	9,500
Less: Appropriations				
Employee Housing Loans	0	(45,000)	(45,000)	(45,000)
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Fund Balance:				
Reserved for Employee Housing	420,000	420,000	420,000	420,000
Undesignated	571,171	531,671	492,271	456,771

Fund: 125- Revolving Street Assessment

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	109,815	109,815	0	0
Expected Revenues	0	0	0	0
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out *	0	(109,815)	0	0
Ending Fund Balance	109,815	0	0	0

*Transfer balance remaining to Clean Water fund for maintenance of storm drain improvements.



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 135-Traffic Safety

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	15,029	18,385	0	0
Expected Revenues				
Vehicle Code Fines	191,590	162,400	159,152	155,969
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(188,234)	(180,785)	(159,152)	(155,969)
 Ending Fund Balance	 <u>18,385</u>	 <u>0</u>	 <u>0</u>	 <u>0</u>

* To the General Fund to support Traffic Safety programs

Fund: 140-SLESF Supplemental Law Enforcement Service Fund

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	0	0	0	0
Expected Revenues				
State COPS Grant	100,000	100,000	100,000	100,000
Interest Income / Other	302	750	1,000	1,500
Expected Revenues	<u>100,302</u>	<u>100,750</u>	<u>101,000</u>	<u>101,500</u>
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(100,302)	(100,750)	(101,000)	(101,500)
 Ending Fund Balance	 <u>0</u>	 <u>0</u>	 <u>0</u>	 <u>0</u>

* To General Fund to support SLESF program expenditures



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 141-Astound PEG Access Fees

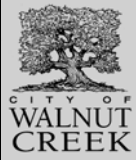
	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,059,959	1,299,401	1,427,797	1,434,225
Expected Revenues				
PEG Access Fees	212,498	215,042	219,343	223,730
Interest Income / Other	28,904	9,700	14,100	23,000
Expected Revenues	<u>241,402</u>	<u>224,742</u>	<u>233,443</u>	<u>246,730</u>
Less: Appropriations				
Council television broadcast	(1,960)	(96,346)	(227,015)	(237,593)
Operating Transfers In	0	0	0	0
Budget Options - Expense Changes	0	0	0	0
Ending Fund Balance	<u><u>1,299,401</u></u>	<u><u>1,427,797</u></u>	<u><u>1,434,225</u></u>	<u><u>1,443,362</u></u>

Funds may only be used on capital or operational expenses for public education or governmental (PEG) access. A proposed budget option is for a limited duration full time producer and .75 FTE video production position.

Fund: 142-Comcast Technology Grants

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	634,649	651,086	655,986	662,486
Expected Revenues				
Comcast Technology Grant	0	0	0	0
Interest Income / Other	16,437	4,900	6,500	9,900
Total Expected Revenues	<u>16,437</u>	<u>4,900</u>	<u>6,500</u>	<u>9,900</u>
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	<u><u>651,086</u></u>	<u><u>655,986</u></u>	<u><u>662,486</u></u>	<u><u>672,386</u></u>

Use of these funds is primarily restricted to technology related to public education or governmental access programming, including telecommunications for schools.



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 143-Comcast PEG Access

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	646,046	749,108	789,708	655,388
Expected Revenues				
PEG Access Fees	85,670	82,000	81,180	80,368
Interest Income / Other	17,392	5,600	7,500	11,600
Total Expected Revenues	103,062	87,600	88,680	91,968
Less: Appropriations	0	(47,000)	(223,000)	(10,000)
Operating Transfers In	0	0	0	0
Budget Options - Expense Changes	0	0	0	0
Ending Fund Balance	749,108	789,708	655,388	737,356

Funds may only be used for capital expenses related to public education or government access capital payments. A proposed budget option is included for equipment needed for ongoing operations and expansion of capability.

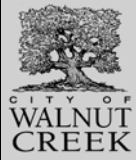
Fund: 150-Gas Tax

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	573,110	88,114	579,596	320,048
Expected Revenues				
Gas Taxes	1,073,302	1,067,909	1,661,943 +	1,640,276 +
Interest Income / Other	686	2,100	5,300	15,600
Total Expected Revenues	1,073,988	1,070,009	1,667,243	1,655,876
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out				
Street Maintenance (General Fund)*	(565,000)	(425,785)	(765,000)	(765,000)
Transfer Out for Capital Projects**	(993,984)	(152,742)	(1,161,791)	0
Ending Fund Balance	88,114	579,596	320,048	1,210,924

+State reclassifying Prop 42 funds such that the City is recording as part of Gas Tax for FY10-12 @ \$598,766/yr.

*Fiscal years 2010-12 reflect a budget option proposing an additional \$200K/yr to assist in funding General Fund street programs, projects and maintenance.

** FY10-12-Street Slurry Seal project \$353K(reduced by \$200K per budget option); Residential Overlay \$808,791;



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 152-NPDES Nat'l Pollutant Discharge Elimination System

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,999,961	2,232,137	2,277,148	1,990,859
Expected Revenues				
NPDES Assessments	1,235,407	1,235,400	1,235,400	1,235,400
Interest / Other Income	132,321	69,160	74,500	81,100
Total Expected Revenues	1,367,728	1,304,560	1,309,900	1,316,500
Less: Appropriations				
Personnel Services	(183,642)	(192,498)	(214,183)	(223,537)
Services & Supplies	(951,910)	(1,067,051)	(1,382,006)	(1,426,532)
Capital Outlay	0	0	0	0
Total Appropriations	(1,135,552)	(1,259,549)	(1,596,189)	(1,650,069)
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	2,232,137	2,277,148	1,990,859	1,657,290

Fund: 154-In-Lieu Underground

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,198,755	781,179	794,879	807,779
Expected Revenues				
In Lieu Undergrounding Fees/Other	151,200	0	0	0
Interest Income	46,689	13,700	12,900	11,900
Total Expected Revenues	197,890	13,700	12,900	11,900
Less: Appropriations	0	0	0	0
Operating Transfers In	484,535	0	0	0
Operating Transfers Out	0	0	0	0
Transfer Out for Capital Projects	(1,100,000)			
Ending Fund Balance	781,179	794,879	807,779	819,679



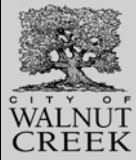
Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 156-Storm Drain

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	460,744	472,776	476,276	480,976
Expected Revenues				
Storm Drain Fees / Other	0	0	0	0
Interest Income	<u>12,032</u>	<u>3,500</u>	<u>4,700</u>	<u>7,200</u>
Total Expected Revenues	12,032	3,500	4,700	7,200
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	<u><u>472,776</u></u>	<u><u>476,276</u></u>	<u><u>480,976</u></u>	<u><u>488,176</u></u>

Fund: 157-In Lieu Creek Restoration

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	169,046	193,481	194,881	196,781
Expected Revenues				
In Lieu Creek Restoration / Other	20,000	0	0	20,000
Interest Income	<u>4,435</u>	<u>1,400</u>	<u>1,900</u>	<u>3,100</u>
Expected Revenues	24,435	1,400	1,900	23,100
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	<u><u>193,481</u></u>	<u><u>194,881</u></u>	<u><u>196,781</u></u>	<u><u>219,881</u></u>



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 158- In-Lieu Park

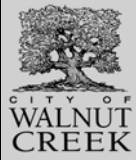
	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,642,657	398,087	463,287	137,487
Expected Revenues				
In Lieu Park Fees	0	52,000	50,000	50,000
Interest Income / Other	46,059	13,200	9,200	2,300
Total Expected Revenues	46,059	65,200	59,200	52,300
Less: Appropriations	0	0	0	0
Operating Transfers In	39,371	0	0	0
Operating Transfers Out	(1,330,000)	0	0	0
Transfer Out for Capital Projects*			(385,000)	
Ending Fund Balance	398,087	463,287	137,487	189,787

* To CIP for Civic Park Master Plan \$300K; Howe Homestead Restroom \$85K

Fund: 159-In Lieu Public Art

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	43,091	107,802	121,771	87,771
Expected Revenues				
In Lieu Park Fees	62,093	13,069	25,000	20,000
Interest Income / Other	2,618	900	1,000	1,500
Total Expected Revenues	64,711	13,969	26,000	21,500
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Transfer Out for Capital Projects*			(60,000)	
Ending Fund Balance	107,802	121,771	87,771	109,271

* For renovation of Main Street fountains



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

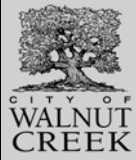
Fund: 160-CDBG Community Development Building Grant

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	0	0	0	0
Expected Revenues				
Interest Earnings	581	15,000	15,000	15,000
Loan Repayments	3,910	35,000	30,000	30,000
Federal Grants*	1,100,764	316,872	322,905	322,905
Total Expected Revenues	1,105,255	366,872	367,905	367,905
Less: Appropriations				
Personnel	(52,129)	(63,543)	(59,889)	(62,172)
Housing Administration	(4,326)	(1,505)	(8,119)	(7,076)
New Construction	(945,968)	(227,353)	0	0
Social Services	(70,047)	(49,471)	(49,506)	(49,506)
Housing Other	(32,785)	(25,000)	(250,391)	(249,151)
Total Appropriations	(1,053,127)	(366,872)	(367,905)	(367,905)
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	0	0	0	0

* Housing & Urban Development (HUD)

Fund: 162-In Lieu Parking

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,841,927	289,630	300,613	313,513
Expected Revenues				
In Lieu Park Fees	0	2,883	10,000	10,000
Interest Income / Other	47,703	8,100	2,900	4,700
Total Expected Revenues	47,703	10,983	12,900	14,700
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Transfer Out -Library Parking Garage	(1,600,000)			
Ending Fund Balance	289,630	300,613	313,513	328,213



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 164-Local Street & MTCE-Measure C/J

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	3,255,637	3,218,036	1,667,428	792,028
Expected Revenues				
Measure C/J	682,879	746,000	728,000	728,000
Interest / Other Income	73,482	21,800	17,800	8,300
Total Expected Revenues	756,361	767,800	745,800	736,300
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(198,000)	(198,000)	(206,200)	(212,400)
Transfer Out for Capital Projects**	(595,962)	(2,120,408)	(1,415,000)	0
Ending Fund Balance	3,218,036	1,667,428	792,028	1,315,928

* To General Fund for Downtown Shuttle support (A budget option proposes to redesignate the use of these funds for street projects funded out of the General Fund)

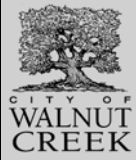
**To CIP for Residential Overlay and Slurry Seal projects

Fund: 165-Traffic Congestion Relief

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	101	551,965	384,209	0
Expected Revenues				
Traffic Congestion Relief - State*	553,685	598,776	0	0
Interest Income / Other	4,878	5,300	7,000	0
Total Expected Revenues	558,563	604,076	7,000	0
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out				
Transfer Out for Capital Projects**	(6,699)	(771,832)	(391,209)	0
Ending Fund Balance	551,965	384,209	0	0

* For FY10-12, the State is reclassifying these funds such that the City will record as part of Gas Tax -See Fund 150

**Residential Overlay and Roadway Reconstruction projects



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 166-Federal Grant

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,077	0	0	0
Expected Revenues				
Federal Grants	18,706	75,398	0	0
Interest Income / Other	241	0	0	0
Total Expected Revenues	<u>18,946</u>	<u>75,398</u>	<u>0</u>	<u>0</u>
Less: Appropriations				
Capital Outlay	(20,024)	(75,398)	0	0
Other Expenses	0	0	0	0
Total Appropriations	<u>(20,024)</u>	<u>(75,398)</u>	<u>0</u>	<u>0</u>
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Fund: 168-Traffic Impact Mitigation

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	5,284,826	4,334,101	4,458,946	3,493,646
Expected Revenues				
Traffic Impact Fees	227,812	83,845	200,000	200,000
Interest / Other Income	146,463	41,000	44,700	53,400
Total Expected Revenues	<u>374,275</u>	<u>124,845</u>	<u>244,700</u>	<u>253,400</u>
Less: Appropriations	0	0	0	0
Operating Transfers In	75,000	0	0	0
Operating Transfers Out				
Transfer Out for Capital Projects	(1,400,000)	0	(1,210,000) *	0
Ending Fund Balance	<u><u>4,334,101</u></u>	<u><u>4,458,946</u></u>	<u><u>3,493,646</u></u>	<u><u>3,747,046</u></u>

*To CIP for Incident Detection Video - to be installed at additional locations \$350,000;

Newell/Main Intersection & Signal Phasing \$150,000; Newell/Calif. Protected Permissive Signal Phasing \$50,000

Mt. Diablo/Ironhorse Trail Crossing \$250,000

Safe Routes to School -Buena Vista/Parkside \$ 210,000; Safe Routes to School-San Juan Ave \$200,000



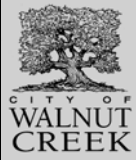
Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 170-Tree Replacement

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	134,195	128,319	154,248	100,748
Expected Revenues				
Tree Mitigation Fees	9,500	29,829	0	0
Interest / Other Income	3,601	1,100	1,500	2,200
Total Expected Revenues	13,101	30,929	1,500	2,200
Less: Appropriations	(18,977)	(5,000)	(5,000)	(5,000)
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	(50,000)	(50,000)
Transfer Out for Capital Projects				
Ending Fund Balance	128,319	154,248	100,748	47,948

Fund: 172-Core Area

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	118,677	64,405	66,105	67,605
Expected Revenues (Interest)	5,728	1,700	1,500	1,000
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out		0	0	0
Transfer Out for Capital Projects	(60,000)			
Ending Fund Balance	64,405	66,105	67,605	68,605



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 173-Commercial Linkage Housing

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	15,544	2,482	2,502	2,522
Expected Revenues				
Commercial Linkage Fee	118,065	295,000	50,000	50,000
Interest / Other Income	1,873	20	20	40
Total Expected Revenues	119,938	295,020	50,020	50,040
Less: Appropriations				
Affordable Housing Projects	(133,000)	(295,000)	(50,000)	(50,000)
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	2,482	2,502	2,522	2,562

Fund: 174-Affordable Housing (City)

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	296,717	0	78,847	78,530
Expected Revenues				
Loan Repayments	0	0	0	0
State Grants	50,500	97,844	0	0
Interest / Other Income	14,832	6,950	7,650	8,550
Total Expected Revenues	65,332	104,794	7,650	8,550
Less: Appropriations				
Personnel Services	(105,548)	(105,553)	(131,567)	(136,557)
Housing Administration	(2,007)	(900)	(1,400)	0
New Housing Construction	(394,844)	0	0	0
Social Services*	(96,984)	(99,160)	(70,000)	(70,000)
Total Appropriations	(599,383)	(205,613)	(202,967)	(206,557)
Operating Transfers In **	237,334	198,000	195,000	195,000
Operating Transfers Out	0	(18,334)	0	0
Ending Fund Balance	0	78,847	78,530	75,523

*Fiscal years 2010-11 and 2011-12 reflect a budget option proposing a reduction in the CSG Program of \$15,000.

**From RDA for Admin Costs and from General Fund for Community Service Grant (CSG) Program



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 175-Inclusionary Housing

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	340,435	0	3,700	4,300
Expected Revenues				
In-Lieu Housing Fee	0	26,704	150,000	150,000
Interest / Other Income	7,003	2,800	2,600	2,700
Total Expected Revenues	7,003	29,504	152,600	152,700
Less: Appropriations				
Housing Administration	0	0	(2,000)	(2,000)
New Housing Construction	(356,878)	(16,364)	(150,000)	(150,000)
	(356,878)	(16,364)	(152,000)	(152,000)
Operating Transfers In	9,440	0	0	0
Operating Transfers Out	0	(9,440)	0	0
Ending Fund Balance	0	3,700	4,300	5,000



Special Revenue Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 180-Downtown Parking and Enhancement

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	6,550,687	1,593,069	1,446,471	1,193,866
Expected Revenues				
Parking Meters	536,000	536,000	536,000	536,000
Garage Revenues	300,000	300,000	300,000	300,000
Interest / Other Income	179,260	38,400	23,900	25,800
Total Expected Revenues	1,015,260	874,400	859,900	861,800
Less: Appropriations:				
Services and Supplies	(15,002)	(18,177)	(412,505) *	(213,610) *
Operating Transfers In	60,752	0	0	0
Operating Transfers Out				
General Fund-DBA (Planning)*	(185,000)	(200,000)	(200,000)	0
General Fund Parking/Garages*	(300,000)	(300,000)	(300,000)	(300,000)
Capital Projects	(5,533,628)	(502,821)	(200,000) +	0
Ending Fund Balance	1,593,069	1,446,471	1,193,866	1,542,056

* For support of Downtown Business Association and for Parking Meter/Garage operation costs in General Fund in FY 10-12. Includes funding for the Downtown Trolley in FY 10-11.

+ FY 10-12 To CIP for Core Area Directional Signage

PARKING METER AND GARAGE OPERATIONS SUMMARY

(Combination of Activity Reported in General Fund (GF) and Fund 180)

Parking Meters	1,610,356	1,474,206	1,786,000	1,801,000
Parking Citations / Tow Fees	2,045,568	2,062,000	2,268,000	2,268,000
Garage Operations	1,474,963	1,346,021	1,469,347	1,474,347
Retail Lease Payments	496,564	390,699	578,443	578,443
Interest / Other Parking Revenues	179,260	38,400	23,900	25,800
Total Revenues	5,806,711	5,311,326	6,125,690	6,147,590
Administration	15,002	18,177	412,505	213,610
Pay Stations/Meter Maintenance	245,375	236,937	233,969	241,997
Garages Operations	921,929	755,670	913,736	914,258
Police - Parking	1,206,581	1,461,248	1,211,612	1,172,108
New Library Garage and Pay Stations	5,300,000			
Capital Outlay	233,628	502,821	200,000	0
Total Expenditures	7,922,515	2,974,853	2,971,822	2,541,973
Net Income / Expenditures *	(2,115,804)	2,336,473	3,153,868	3,605,617

* A portion of this is used to fund contributions to the Downtown Business Association..



Capital Projects Funds

Fund Descriptions

Capital Project Funds are used to account for financial resources used in the acquisition, construction or maintenance of major capital facilities

210-Capital Investment Program Fund accounts for expenditures for the construction of major facilities or projects related to the Capital Investment Program.

212-Capital Projects Outside Funding Fund accounts for receipts from funding sources other than the General Fund and/or Special Revenue funds. These typically include Federal and State grants. Expenditures are for capital projects related to the Capital Improvement Program.

250,255,260-Local Improvement Districts Fund(s) account for the construction of public improvements deemed to benefit the properties against which special assessments are levied.



Capital Projects Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 210-Capital Investment Program Fund (CIP)

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	33,409,499	36,762,563	26,074,020	11,367,884
Expected Revenues				
Less: Appropriations				
Personnel Services	(1,667,420)	(1,547,589)	(1,432,892)	(1,483,656)
Capital Projects/Services Supplies	(19,849,662)	(20,306,765)	(7,217,632)	(6,337,935)
Capital Equipment	0	0	(25,000)	0
Total Appropriations	(21,517,082)	(21,854,354)	(8,675,524)	(7,821,591)
Less Carryover of 2008-10 CIP			(15,296,000)	
Operating Transfers In	25,709,706	11,782,811	11,054,894	3,363,495
Operating Transfers Out				
Transfer of surplus capital funding	(839,560)	(617,000)	(1,789,506) *	0
Ending Fund Balance	36,762,563	26,074,020	11,367,884	6,909,788

*PS FY10-11 Option: Return appropriated monies for CIP projects (to be closed) back to General Fund.

See the Capital Investment Budget section for proposed projects and funding sources for 2010-12.

Fund: 212-Capital Projects Outside Funding

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	(1,326,512)	(9,064,791)	(11,266,458)	(9,299,799)
Expected Revenues:				
Interest Earnings	21,802	4,500	1,700	850
Measure J Grant				8,700,000
California Safe Route to School			420,000	
State Proposition 1B Bond Funds			970,000	
Other Grants / Outside Sources	586,076	2,614,421	5,115,463	0
Total Expected Revenues	607,878	2,618,921	6,507,163	8,700,850
Operating Transfers In	25,000	0	0	0
Operating Transfers Out				
Transfer Fund 210 - Capital Projects	(8,371,157)	(4,820,588)	(4,540,504) *	(1,677,805) *
Ending Fund Balance	(9,064,791)	(11,266,458)	(9,299,799)	(2,276,754)

*Represents funding for the following projects: Energy Strategy projects \$593K;

Open Space acquisition \$400K; Buena Vista/Parkside Intersection PH II \$420K;

San Juan Avenue Sidewalk \$450K; New City Library \$1.5MIL; Main Street Fountain Renovation \$30K;

Residential Slurry & Overlay \$970K ; Roadway Reconstruction \$1.856MIL+D219



Capital Projects Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 250-Local Improvement District 25 - Shadelands Park

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,803,405	1,850,439	1,864,339	1,882,939
Expected Revenues (Interest)	47,034	13,900	18,600	28,000
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	1,850,439	1,864,339	1,882,939	1,910,939

Fund: 255-Local Improvement District 31 - North Locust Parking

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	79,671	81,735	82,335	83,135
Expected Revenues (Interest)	2,064	600	800	1,200
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	81,735	82,335	83,135	84,335

Fund: 260-Local Improvement District 41 - North Broadway Extension

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	815,017	836,124	842,324	850,724
Expected Revenues (Interest)	21,107	6,200	8,400	12,700
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Fund Balance	836,124	842,324	850,724	863,424



Enterprise Funds

Fund Descriptions

Enterprise Funds are used to account for operations that function in a manner similar to a private business enterprise, where the intent of the governing body is that the costs of providing goods and services be fully recovered through user charges.

225 - Golf Course Construction Fund accounts for proceeds from 1997 Lease Revenue Bonds to be used for the construction costs of renovations and improvements to the Boundary Oak Golf Course. Expenses are made in accordance with requirements as specified in the bond issue for the ‘Golf Course and the Project’

310 - Golf Course Debt Service Fund accounts for Boundary Oak Golf Course debt service payments on 1997 Lease Revenue Bonds. A summary of the bonds are listed below:

Issue	Purpose of Bonds	Debt Service for 2010-2011	Debt Service for 2011-2012	Balance at 6/30/2012	Year of Maturity
Series 1997	Renovations and improvements to golf course	\$156,276	\$160,829	\$815,000	2018

For 2010-2011, \$105,000 of the debt service is for principal and the balance is for interest. For 2011-2012, \$115,000 of the debt service is for principal and the balance is for interest. As of June 30, 2009, the City’s debt limit was \$1,965,263,000 (15% of the June 30, 2009 assessed value), and the amount of bonds outstanding is less than .1% of the debt limit. These are currently the only bonds outstanding subject to the City’s debt limit. See the Glossary section of this document for additional information regarding the City’s debt policy.

510 - Golf Course - City Administration Fund accounts for the City administration of the Boundary Oaks Golf Course and capital improvements made to the golf course, including funding for any related debt service.

520 - The Clubhouse – City Administration Fund accounts for the City administration of the Boundary Oaks Clubhouse and capital improvements made to the clubhouse, including funding for any related debt service.

525 – The Boundary Oak – Onsite Contract Operations accounts for Boundary Oaks Golf Course and The Clubhouse operations run by a third party operator.



Enterprise Funds

Budget Summary by Fund

Fiscal Years 2008-2012

Fund: 225- Golf Course Construction

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	193,726	129,174	115,043	95,319
Expected Revenues				
Lease Bond Revenues	0	0	0	0
Interest / Other Revenue	0	0	0	0
Total Expected Revenues	0	0	0	0
Less: Appropriations				
Depreciation	(64,552)	0	0	0
Capital Outlay	0	(14,131)	(19,724)	0
Total Appropriations	(64,552)	(14,131)	(19,724)	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Retained Earnings	129,174	115,043	95,319	95,319

Note: Numbers have been restated beginning in 2008-09 to reflect the relocation of the bond liability previously in Fund 225 to Fund 310.

Fund: 310- Golf Course Debt Service

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	(1,088,586)	(988,874)	(888,574)	(783,374)
Expected Revenues				
Lease Bond Revenues	155,215	157,573	157,601	162,154
Interest / Other Revenues	4,959	300	200	100
Total Expected Revenues	160,174	157,873	157,801	162,254
Less: Appropriations				
Interest/Trustee fees	(60,462)	(57,573)	(52,601)	(47,154)
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Ending Retained Earnings*	(988,874)	(888,574)	(783,374)	(668,274) *

Note: Numbers have been restated beginning in 2008-09 to reflect the relocation of the bond liability previously in Fund 225 to Fund 310.

* Negative fund balance due to \$815,000 of outstanding bonds as of June 30, 2012, to be repaid from future revenues from the City's golf course, which is partially offset by bond reserves by a third party trustee



Enterprise Funds

Budget Summary by Fund

Fiscal Years 2008-2012

Fund: 510-Golf Course - City Administration

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	2,610,040	2,500,867	2,234,500	1,839,901
Expected Revenues				
Operations	1,595,148	7,516	0	0
Interest / Capital Contributions	16,505	1,400	300	1,600
Total Expected Revenues	1,611,653	8,916	300	1,600
Less: Appropriations				
Operations **	(1,718,707)	(269,658)	(239,274)	(237,010)
Depreciation / Other	0	0	0	0
Total Appropriations	(1,718,707)	(269,658)	(239,274)	(237,010)
Operating Transfers In	3,506	0	195,000	448,000
Operating Transfers Out *	(5,625)	(5,625)	(350,625)	(5,625)
Ending Retained Earnings	2,500,867	2,234,500	1,839,901	2,046,866
Unrestricted Retained Earnings	764,450	503,708	109,109	316,074

* To General fund for Administrative Services- Finance & IT and for Public Services- Maintenance

** For Fiscal Year 2008-2009, included golf course contract operations now being accounted for in Fund 525

Beginning in Fiscal Year 2009-2010, these costs include lease revenue bond payments

Fund: 520-Clubhouse - City Administration

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	(1,967,225)	(2,072,667)	(2,096,712)	(2,081,442)
Expected Revenues				
Operations	36,637	0	0	0
Interest / Capital Contributions	6,765	900	1,100	2,700
Total Expected Revenues	43,402	900	1,100	2,700
Less: Appropriations				
Operations ***	(143,219)	(19,320)	(35,203)	(33,218)
Depreciation / Other	0	0	(2)	(2)
Total Appropriations	(143,219)	(19,320)	(35,205)	(33,220)
Operating Transfers In	0	0	55,000	192,000
Operating Transfers Out *	(5,625)	(5,625)	(5,625)	(5,625)
Ending Retained Earnings**	(2,072,667)	(2,096,712)	(2,081,442)	(1,925,587)
Available Working Capital	114,893	90,848	15,270	171,125

* To General fund for Administrative Services- Finance & IT and for Public Services- Maintenance

**Deficit balance is due to a long term advance payable to the City for \$2,826,957 as of June 30, 2009

*** Fiscal Year 2008-2009 included City's share of clubhouse lease operations, now part of Fund 525



Enterprise Funds

Budget Summary by Fund

Fiscal Years 2008-2012

Fund: 525-Boundary Oak - Onsite Contract Operations

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	0	(120,345)	(19,870)	201,677
Expected Revenues				
Operations	299,972	3,561,144	4,198,888	4,515,607
Interest / Capital Contributions	0	200	1,900	4,800
Total Expected Revenues	<u>299,972</u>	<u>3,561,344</u>	<u>4,200,788</u>	<u>4,520,407</u>
Less: Appropriations				
Operations	(420,317)	(3,460,869)	(3,729,241)	(3,923,019)
Depreciation / Other	0	0	0	0
Total Appropriations	<u>(420,317)</u>	<u>(3,460,869)</u>	<u>(3,729,241)</u>	<u>(3,923,019)</u>
Operating Transfers In	0	0	0	0
Operating Transfers Out *	0	0	(250,000)	(640,000)
Ending Retained Earnings	<u>(120,345)</u>	<u>(19,870)</u>	<u>201,677</u>	<u>159,065</u>

* To Golf Course and Restaurant funds for balance net of working capital from contract operations



Internal Service and Other Funds

Fund Descriptions

Internal Service Funds (i.e. funds 610-680) are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis. Other Funds (i.e. funds 720-730) are used to account for special assessments collected by the City in prior years.

610-Vehicle Replacement Fund accumulates funds for the replacement of vehicles and other fleet equipment on a regular basis. Funds are accumulated by depreciation expenses charged to the City departments based upon expected useful life and replacement costs and are expended only to purchase replacement vehicles in the existing fleet of City vehicles.

620-Radio Replacement 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 and replacement costs, and transferred to the Radio Replacement Fund.

630-Equipment Replacement Fund-LCA Fund has accumulated funds for the replacement of theater equipment. Funds are budgeted in the Arts Recreation and Community Services Department operating budgets as they become available and are transferred to this fund. Equipment is replaced based as they reach the end of their useful life.

640-Information Technology Replacement accumulates funds for the replacement of personal computers, technology infrastructure and major software applications based upon their expected replacement cost and useful life.

650-Finance Equipment Replacement Fund has accumulated available funds for the replacement of finance equipment based upon their expected replacement cost and useful life. This fund will be closed out during Fiscal Year 2008-2010.

660-Capital Equipment Replacement-General Fund accumulates funds for the replacement of worn and obsolete equipment other than vehicles based upon their expected useful life and replacement cost.

670-Facilities Replacement Fund accumulates funds as they become available for the costs associated with the maintenance of all City facilities.

680-Major Roadway Reconstruction Replacement Fund accumulates funds as they become available for the reconstruction of arterial roads as they deteriorate. City Council created this fund to provide for its matching funds in qualifying for grants funding major reconstruction projects on the City's arterial streets.

690-PERS Safety Side Fund Liability Fund accounts for the repayment of an internal loan made for the early retirement of a portion of the public safety pension liability.

Issued	Purpose of Advance	Debt Service for 2010-2011	Debt Service for 2011-2012	Balance at 6/30/2012	Year of Maturity
2010	Early retirement of portion of public safety pension liability	\$1,343,298	\$1,424,298	\$10,604,618	2019

For 2010-2011, \$904,853 of the debt service is for principal and the balance is for interest. For 2011-2012, \$1,017,523 of the debt service is for principal and the balance is for interest.

720,730-Assessment Districts accounts for the redemption of special assessment bonds.



Internal Service Funds Budget Summary By Fund Fiscal Years 2008-2012

Fund: 610- Vehicle Replacement Fund

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	4,050,695	3,953,469	3,756,537	3,885,439
Expected Revenues (Division IDT charges)	793,410	801,801	713,587	717,319
Less: Appropriations	(680,636)	(488,733)	(584,685)	(599,302)
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(210,000)	(510,000)	0	0
Total Retained Earnings	3,953,469	3,756,537	3,885,439	4,003,456
Unrestricted Retained Earnings	1,272,147	1,075,215	1,204,117	1,322,134

*To General Fund for net reductions for FY08-09 & FY09-10 to annual contributions made to this fund.

Fund: 620-Radio Replacement Replacement

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	293,506	292,506	259,006	275,506
Expected Revenues (Division IDT charges)	39,000	40,500	40,500	41,310
Less: Appropriations (Capital Outlay)	0	0	(24,000)	(24,000)
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(40,000)	(74,000)	0	0
Total Retained Earnings	292,506	259,006	275,506	292,816
Unrestricted Retained Earnings	292,506	259,006	275,506	292,816

*To General Fund for net reductions for FY08-09 & FY09-10 to annual contributions made to this fund.



Internal Service Funds Budget Summary By Fund Fiscal Years 2008-2012

Fund: 630- Equipment Replacement Fund LCA

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	49,632	69,332	96,232	69,319
Expected Revenues	0	0	0	0
Less: Appropriations	(1,552)	(29,100)	(26,913)	0
Operating Transfers In	21,252	56,000	0	0
Operating Transfers Out	0	0	0	0
Total Retained Earnings	69,332	96,232	69,319	69,319
Unrestricted Retained Earnings	56,013	82,913	56,000	56,000

Fund: 640- Information Technology Replacement

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	1,915,743	2,107,175	1,909,589	1,905,626
Expected Revenues	0	0	0	0
Less: Appropriations *				
Capital Outlay / Professional Services	(401,623)	(746,016)	(550,900)	(445,100)
Debt Service	(6,945)	(190,570)	(253,063)	(253,062)
Operating Transfers In (from General Fund)	600,000	739,000	800,000	900,000
Operating Transfers Out				
Transfer Out for Capital Projects	0	0	0	0
Total Retained Earnings	2,107,175	1,909,589	1,905,626	2,107,464
Unrestricted Retained Earnings	1,443,922	1,246,336	1,242,373	1,444,211

*FY10-12- Regularly scheduled hardware lifecycle replacements; debt service on CISCO telecomm equipment lease



Internal Service Funds Budget Summary By Fund Fiscal Years 2008-2012

Fund: 650- Equipment Replacement Fund Finance

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	10,000	100	0	0
Expected Revenues	0	0	0	0
Less: Appropriations (Capital Outlay)	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out				
Transfer Out for Capital Projects	(9,900)	(100)	0	0
Total Retained Earnings	100	0	0	0
Unrestricted Retained Earnings	100	0	0	0

Fund: 660- Equipment Replacement Fund GF

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	1,741,563	1,513,387	1,519,852	1,519,792
Expected Revenues	0	0	0	0
Less: Appropriations				
Capital Outlay / Professional Services	(23,903)	(43,535)	(69,060)	(6,000)
Operating Transfers In (from General Fund)	100,000	50,000	69,000	0
Operating Transfers Out				
Transfer Out for Capital Projects	(304,273)	0	0	0
Total Retained Earnings	1,513,387	1,519,852	1,519,792	1,513,792
Unrestricted Retained Earnings	1,450,392	1,456,857	1,456,797	1,450,797



Internal Service Funds Budget Summary By Fund Fiscal Years 2008-2012

Fund: 670- Facilities Replacement Fund

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	410,154	464,738	464,738	464,738
Expected Revenues	0	0	0	0
Less: Appropriations	(4,700)	0	0	0
Operating Transfers In	130,143	0	0 *	0 *
Operating Transfers Out				
Transfer Out for Capital Projects	(70,859)	0	0	0
Total Retained Earnings	464,738	464,738	464,738	464,738
Unrestricted Retained Earnings	243,446	243,446	243,446	243,446

*Represents contributions from Library Parcel Tax Fund

Fund: 680 Major Roadway Reconstruction Fund

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	1,512,077	0	0	0
Expected Revenues	0	0	0	0
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out				
Transfer Out for Capital Projects	(1,512,077)	0	0	0
Total Retained Earnings	0	0	0	0
Unrestricted Retained Earnings	0	0	0	0



Internal Service Funds Budget Summary By Fund Fiscal Years 2008-2012

Fund: 690 PERS Safety Side Fund Liability Fund

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Retained Earnings	0	0	(12,526,994)	(11,622,141)
Expected Revenues	0	0	1,343,298	1,424,298
Less: Appropriations	0	(12,526,994)	(438,445)	(406,775)
Operating Transfers In	0	0	0	0
Operating Transfers Out				
Transfer Out for Capital Projects	0	0	0	0
Total Retained Earnings*	0	(12,526,994)	(11,622,141)	(10,604,618)
Unrestricted Retained Earnings	0	(12,526,994)	(11,622,141)	(10,604,618)

* Deficit balance is due to long term advance to other funds for payment of PERS side fund liability in June 2010 which is to be repayed via annually scheduled payments beginning FY2010-11 and ending FY2018-19



Other Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 720-Assessment Districts 38-41

38 (Riviera Undergrounding),

41 (North Broadway Extension)

42 (Essenay Ave Reconstruction Larkey Castle Hill
Storm Drains)

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,605,862	1,647,451	1,659,751	1,676,251
Expected Revenues (Interest)	41,589	12,300	16,500	24,900
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Transfer Out for Capital Projects				
Ending Fund Balance	1,647,451	1,659,751	1,676,251	1,701,151

Fund: 730-Assessment District 25 - Shadelands Park

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	49,572	50,856	51,256	51,756
Expected Revenues (Interest)	1,284	400	500	800
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out	0	0	0	0
Transfer Out for Capital Projects				
Ending Fund Balance	50,856	51,256	51,756	52,556



Redevelopment Agency Funds

Fund Descriptions

The Redevelopment Agency of the City of Walnut Creek is a component unit of the City of Walnut Creek; it is controlled by the City, which appoints the Agency’s Board of Directors. City employees perform all the duties and functions required of the Agency.

The Agency’s purpose under California law is to eliminate urban blight in the City of Walnut Creek; it is given certain powers under the law, to assist it in that endeavor. The Agency may condemn property under certain circumstances prescribed by the law and it may incur indebtedness to finance redevelopment of property. The Agency may not assess or receive property tax, but it may receive any increases in property tax amounts received in the year before the property in the Agency’s area became subject to redevelopment (called the Base Year). The increases are called Property Tax Increments. One-fifth (20%) of the property tax increments received must be used to increase the supply of low and moderate-income housing.

Redevelopment Agency Funds for the City of Walnut Creek consist of both Special Revenue and Debt Service type funds and are as follows:

950-South Broadway Fund accounts for financial resources for the construction of infrastructure within the South Broadway Redevelopment Project Sub-Area.

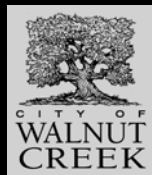
955-Mt. Diablo Fund accounts for financial resources to be used for the construction of infrastructure within the Mt. Diablo Redevelopment Project Sub-Area.

960-Redevelopment Affordable Housing Program Fund accounts for redevelopment property tax increments, which must be set aside for low and moderate income housing.

966-Veterans Building Fund accounts for the financial resources received from Tax Allocation Bonds to be used for City share of relocation costs of Veterans Building.

970-Redevelopment Debt Service Fund accounts for the South Broadway and Mt. Diablo Merged Project Area Series 2000 & 2003 A&B Tax Allocation Bonds debt service payments. A summary of the bonds are listed below (**note that the bonds of the Agency are not subject to any of the City’s debt limits**): See the Glossary section of this document for additional information regarding the City’s debt policy.

Issue	Purpose of Bonds	Debt Service for 2010-2011	Debt Service for 2011-2012	Balance at 6/30/2012	Year of Maturity
Series 2000	Parking Structure Improvements, Seismic Retrofits, RDA activities	\$235,425	\$233,748	\$1,770,000	2022
Series 2003A	Defeas 1993 Bonds, Property Acquisition, Relocation Veterans Hall	\$771,100	\$769,800	\$2,035,000	2019
Series 2003B	Same as Series A	\$286,494	\$288,550	\$785,000	2015



Redevelopment Agency Funds

Budget Summary by Fund

Fiscal Years 2008-2012

Fund: 950-South Broadway

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	594,668	860,075	696,265	844,421
Expected Revenues				
Tax Increment	929,710	954,418	875,743	848,725
Interest / Other Revenue	20,195	7,900	7,400	12,700
Total Expected Revenues	949,905	962,318	883,143	861,425
Less: Appropriations:				
Services/Supplies	(33,246)	(432,046) **	(89,433)	(113,907)
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(651,252)	(694,082)	(645,554)	(684,874)
Ending Fund Balance	860,075	696,265	844,421	907,065

* includes RDA Housing, RDA Debt Service and City Housing Administrative support

** includes Supplemental Education Revenue Augmentation Fund (SERAF) sent to State of CA

Note: Fund Balance will be needed to retire RDA debt outstanding of approximately \$4.6 million as of 6/30/2012.

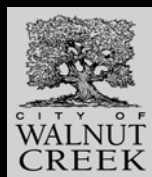
Fund: 955-Mt.Diablo

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	3,300,578	4,386,968	4,546,274	4,749,335
Expected Revenues				
Tax Increment	2,711,192	2,794,307	1,922,439	196,510
Interest / Other Revenue	91,775	288,800	48,400	63,900
Total Expected Revenues	2,802,967	3,083,107	1,970,839	260,410
Less: Appropriations				
Services/Supplies	(89,616)	(1,304,608) **	(285,677)	(342,783)
Operating Transfers In	0	0	0	0
Operating Transfers Out *	(1,626,961)	(1,619,193)	(1,482,101)	(1,241,269)
Ending Fund Balance	4,386,968	4,546,274	4,749,335	3,425,693

* includes RDA Housing, RDA Debt Service and City Housing Administrative support

** includes Supplemental Education Revenue Augmentation Fund (SERAF) sent to State of CA

Note: Fund Balance will be needed to retire RDA debt outstanding of approximately \$4.6 million as of 6/30/2012.



Redevelopment Agency Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 960-Redevelopment Affordable Housing Program

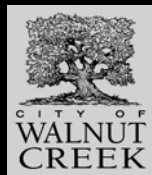
	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,257,505	861,273	931,955	467,091
Expected Revenues				
Loan Repayments	120,900	92,808	0	0
Interest / Other Revenue	93,943	6,600	6,900	4,100
Total Expected Revenues	214,843	99,408	6,900	4,100
Less Appropriations				
Personnel Services	(62,299)	(65,091)	(89,880)	(93,642)
Administration	(10,745)	(42,410)	(61,520)	(56,358)
Home Rehabilitation	(241,704)	(180,000)	(260,000)	(220,000)
1st Time Homebuyer Program	(292,010)	(300,000)	(370,000)	(300,000)
New Construction	(882,498)	(340,970)	(400,000)	(210,000)
Total Appropriations	(1,489,258)	(928,471)	(1,181,400)	(880,000)
Operating Transfers In*	878,181	899,745	709,636	509,045
Operating Transfers Out	0	0	0	0
Ending Fund Balance	861,273	931,955	467,091	100,236

*From Funds 950 and 955 for 20% required setaside of tax increment for Affordable Housing

Fund: 966-Veterans Building

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	111,137	119,535	0	0
Expected Revenues (Interest)	8,398	756	0	0
Less: Appropriations	0	0	0	0
Operating Transfers In	0	0	0	0
Operating Transfers Out *	0	(120,291)	0	0
Ending Fund Balance	119,535	0	0	0

* Transfer balance at 6/30/10 to Redevelopment Debt Service Fund



Redevelopment Agency Funds Budget Summary by Fund Fiscal Years 2008-2012

Fund: 970-Redevelopment Debt Service

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	1,135,505	1,126,092	1,246,383	1,247,583
Expected Revenues (Interest)	3,461	0	1,200	1,700
Less: Appropriations (Debt Service)				
Principal Payments	(905,000)	(940,000)	(985,000)	(1,030,000)
Interest Payments	(388,904)	(350,530)	(308,019)	(262,098)
Total Appropriations	(1,293,904)	(1,290,530)	(1,293,019)	(1,292,098)
Operating Transfers In	1,281,030	1,410,821	1,293,019	1,292,098
Operating Transfers Out	0	0	0	0
Ending Fund Balance*	1,126,092	1,246,383	1,247,583	1,249,283

*Includes reserve account balance held with third party



General Fund

Budget Summary

The General Fund is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

Fund: 10 - General Fund

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Beginning Fund Balance	29,151,583	27,291,417	21,319,733	20,391,460
Expected Revenues	62,810,178	59,879,271	58,656,406	58,595,526
Less: Appropriations	(62,441,424)	(63,732,888)	(60,590,144)	(59,632,173)
Operating Transfers In	1,797,165	2,897,118	3,701,955	1,716,591
Operating Transfers Out				
Transfer Out for Capital Projects	(2,815,643)	(3,554,150)	(1,346,390)	(1,685,690)
Transfer Out to Other Funds	(1,210,442)	(1,461,035)	(1,350,100)	(1,424,707)
Ending Fund Balance	<u>27,291,417</u>	<u>21,319,733</u>	<u>20,391,460</u>	<u>17,961,007</u>

Note: Beginning Fund Balance represents the unreserved portion of fund balance (including all designations)

Designations of Fund Balance

	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Worker's Compensation	3,577,863	2,000,000	2,000,000	2,000,000
Emergency Reserves	6,818,051	6,294,277	6,294,277	5,395,691
Legal	4,000,000	3,000,000	3,000,000	3,000,000
Dental	450,500	250,000	250,000	250,000
Compensated Absences	3,318,697	320,000	320,000	320,000
Unrealized investment gain	96,826	0	0	0
Council discretionary	332,273	314,714	314,714	181,393
City Manager discretionary	75,000	75,000	75,000	45,000
Future Years budgets	7,195,623	2,296,819	1,368,546	
Capital Investment Program	1,405,022			
PERS Reserve		4,847,361	4,847,361	4,847,361
Radio Communications Equipment		1,900,000	1,900,000	1,900,000
Recreation Scholarships	21,562	21,562	21,562	21,562
	<u>27,291,417</u>	<u>21,319,733</u>	<u>20,391,460</u>	<u>17,961,007</u>

People and Places of the City

Lesher Center / Parks And Recreation

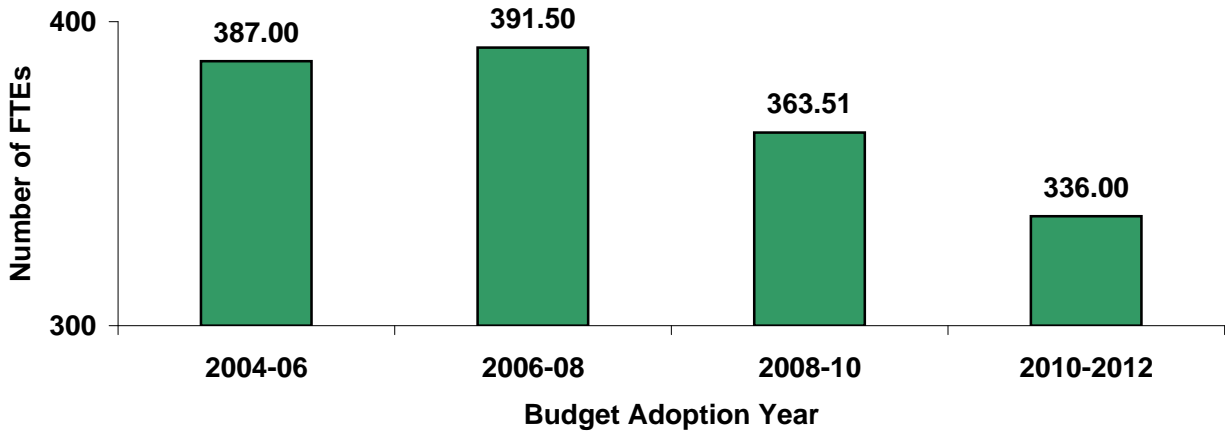




City of Walnut Creek 2010-2012 Budget

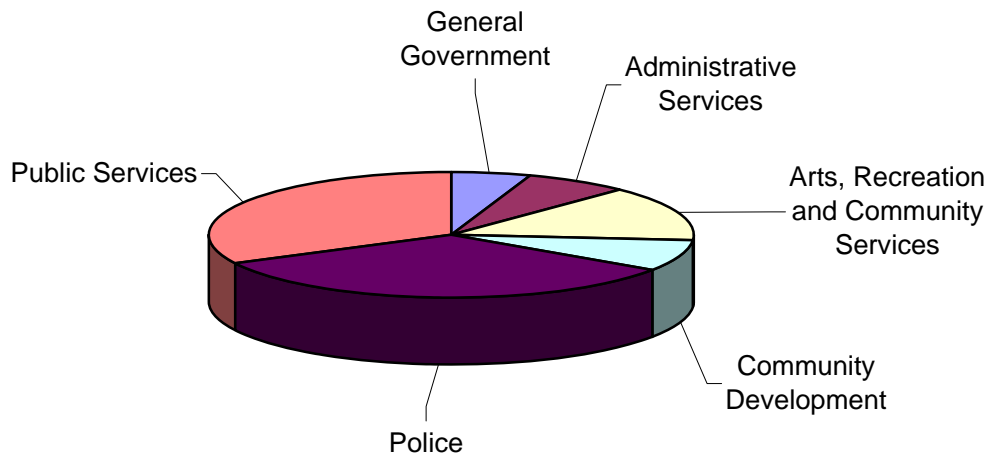
Staffing History

Total Authorized/Funded Full-Time Equivalent Positions



Total Staffing* by Department - Fiscal Year 2011-12

(*Permanent only; does not include temporary staffing)



Staffing By Department

	2006-2008 Funded	2008-2010 Funded	2010-2012 Funded	Change for 2010-2012
General Government	18.56	16.41	17.66	1.25
Administrative Services	29.94	27.34	23.84	-3.50
Arts, Recreation and Community Services	59.25	56.51	47.00	-9.51
Community Development	32.00	28.50	27.50	-1.00
Police	119.00	114.00	111.00	-3.00
Public Services	132.75	120.75	109.00	-11.75
Totals	391.50	363.51	336.00	-27.51

* Numbers for 2010-11 and 2011-12 are net of positions proposed to be left unfilled for a portion or all of the Fiscal Year. Some of the positions are funded outside of the General Fund.



City of Walnut Creek 2010-2012 Budget

Staffing by Department

Fiscal Years 2004-06 through 2010-2012

	2004-06	2006-08	2008-10	2010-2012
General Government				
Mail 152	1.00	1.00	0.50	0.00
City Council 720	5.00	5.00	5.00	5.00
City Manager 730	3.50	3.50	3.10	3.10
Community Outreach 731	1.00	1.00	1.00	0.90
Interagency Relations 734	0.00	0.00	0.00	0.00
Public Information 737	1.00	1.00	0.00	0.00
City Clerk 741	3.00	2.00	2.00	2.00
City Treasurer 750	1.06	1.06	1.06	1.06
City Attorney 760	4.00	4.00	3.75	3.75
Video and Multi-Media Production (Funded by PEG Access Fees)	0.00	0.00	0.00	1.85
Total General Government	19.56	18.56	16.41	17.66
Administrative Services Department				
Administration 111	1.86	1.86	1.86	1.86
General Accounting 121	7.83	7.83	7.33	7.33
Business License 122	2.15	2.65	2.15	2.15
General Personnel 131	2.34	2.34	2.60	2.60
Recruitment 132	2.33	2.33	1.00	1.00
Disability Loss Management 134	1.33	1.33	1.00	1.00
Information Technology 141	5.50	5.50	6.50	6.50
Telecom Systems 142	0.50	0.50	0.50	0.50
Reprographics 151	2.00	2.00	1.00	0.00
Purchasing / Warehouse 314	2.50	2.50	2.50	0.00
Risk Management 735	0.10	1.10	0.90	0.90
Total Administrative Services Department	28.44	29.94	27.34	23.84
Arts, Recreation, and Community Services Department				
Sports/Teens 350	3.78	4.20	3.20	3.60
Aquatics 351	5.38	5.00	5.00	4.00
Recreation Facilities 352	1.73	1.95	1.15	0.90
Recreation Classes, Camps & Preschool 353	2.98	2.90	3.40	1.50
Social Services 354	5.03	4.95	4.25	3.00
Administration 611	4.50	4.85	4.82	4.84
Arts Education Programs 621	9.25	9.25	8.50	6.00
Arts Education Facilities 625	4.50	4.50	4.50	3.00
Leshner Center 631	15.50	15.50	16.00	15.00
Center REPeritory 641	1.45	1.45	1.95	1.95
Municipal Special Events 642	0.05	0.05	0.05	0.05
Bedford Gallery 651	3.50	3.50	3.50	3.00
Youth and Family Services 733	1.00	1.00	0.00	0.00
Golf Course 312	0.60	0.15	0.13	0.08
Restaurant 313	0.00	0.00	0.06	0.08
Total Arts, Recreation, and Community Services Department	59.25	59.25	56.51	47.00



City of Walnut Creek 2010-2012 Budget

Staffing by Department

Fiscal Years 2004-06 through 2010-2012

	2004-06	2006-08	2008-10	2010-2012
Community Development Department				
Administration 210	6.00	6.00	3.00	3.00
Transportation Planning 220	2.00	2.00	1.00	1.00
Building 230	10.00	10.00	13.00	13.00
Planning 260	14.00	12.00	9.50	8.50
Housing (Grant Funded)	1.00	2.00	2.00	2.00
Total Community Development Department	33.00	32.00	28.50	27.50
Police Department				
Administration 411	5.00	5.00	4.50	5.00
Budget, Research and Equipment 421	2.00	2.00	1.00	1.00
Patrol 431	49.00	51.00	50.00	49.00
Traffic 432	10.00	10.00	8.00	8.00
Parking 433	10.00	10.00	10.00	10.00
Animal Services 434	0.00	0.00	0.00	0.00
Supplemental Law Enforcement Services Fund (SLESF) 435	0.00	0.00	1.00	1.00
Community Policing 436	4.00	4.00	4.00	3.00
Investigations 441	12.00	13.00	13.00	13.00
Records 451	8.00	8.00	8.00	8.00
Communications 452	16.00	16.00	14.50	13.00
Total Police Department	116.00	119.00	114.00	111.00
Public Services Department				
Current Engineering 240	9.85	11.30	9.30	7.85
Capital Improvement Program 242	14.85	13.40	12.40	10.35
Clean Water 244	0.00	1.00	1.00	1.50
Administration 311	6.00	6.00	5.00	5.00
Parks 322	31.75	31.75	28.75	29.75
Graffiti Removal 323	1.00	1.00	1.00	1.00
Urban Forestry 324	2.95	2.95	2.95	2.95
Open Space 326	7.30	7.30	7.30	6.30
Museum 327	0.00	0.00	0.00	0.00
Transportation Operations and Planning 330	5.30	5.30	5.30	5.30
Traffic Signals, Marking, Parking Meters 331	7.50	7.50	6.50	6.50
Traffic Signals and Streetlights 332	4.50	4.50	3.50	3.50
Street Maintenance 341	10.42	10.42	10.42	10.42
Street Sweeping 342	4.00	4.00	4.00	4.00
Custodial 345	10.75	10.75	8.75	1.00
Building Maintenance 346	9.43	9.43	8.43	8.43
Equipment Maintenance 347	5.15	6.15	6.15	5.15
Garage 348	0.00	0.00	0.00	0.00
Total Public Services Department	130.75	132.75	120.75	109.00
GRAND TOTAL	387.00	391.50	363.51	336.00
Change for Fiscal Years 2008-10 and 2010-2012			-27.99	-27.51

* Numbers for 2008-10 and 2010-2012 are net of positions proposed to be left unfilled for a portion or all of the period.



City of Walnut Creek 2010-2012 Budget
 Historical Comparison of Revenues by Department
 Fiscal Years 2008-2012

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Mail 152			-	-	-	-
Non Departmental 710			-	-	360,000	360,000
City Council 720		9,500	2,371	4,500	-	-
City Manager 730	604,355	616,954	1,053	-	-	-
Community Outreach 731	347		6,420	2,000	2,600	2,600
Interagency Relations 734			-	-	-	-
Public Information 737	1,205	633	975	10	-	-
City Clerk 741	2,595	563	4,409	460	3,150	150
City Treasurer 750			-	-	-	-
City Attorney 760			-	-	50,000	50,000
Total - General Government	\$ 608,502	\$ 627,650	\$ 15,228	\$ 6,970	\$ 415,750	\$ 412,750
Administration 111			-	-	-	-
General Accounting 121			-	-	-	-
Business License 122	1,931,392	2,065,850	2,003,837	1,976,814	1,995,848	1,971,787
General Personnel 131			-	-	-	-
Recruitment 132			-	-	-	-
Disability Loss Management 134	150		-	-	-	-
Information Technology 141			-	-	-	-
Telecom Systems 142			-	-	-	-
Reprographics 151			-	-	-	-
Purchasing / Warehouse 314	2,498	408	880	-	-	-
Risk Management 735	81,012	62,179	21,907	73,021	50,000	50,000
Total Administrative Services	\$ 2,015,052	\$ 2,128,437	\$ 2,026,624	\$ 2,049,835	\$ 2,045,848	\$ 2,021,787
Sports/Teens 350	769,886	755,101	993,610	1,007,750	1,368,340	1,414,547
Aquatics 351	608,654	728,991	862,434	1,011,632	755,006	771,390
Recreation Facilities 352	304,089	364,475	281,059	288,800	284,350	283,350
Recreation Classes, Camps & Preschool 353	733,426	775,817	795,876	861,258	414,750	430,294
Social Services 354	44,160	36,945	62,704	60,365	76,678	54,472
Administration 611	25	7	-	687	-	-
Arts Education Programs 621	1,785,049	1,885,892	2,030,680	1,754,864	1,491,090	1,489,816
Arts Education Facilities 625	235,449	209,570	218,895	173,445	178,487	183,842
Leshner Center 631	3,045,992	2,495,934	2,646,696	2,521,686	2,723,200	2,860,200
Center REPeritory 641	1,099,380	1,242,935	1,443,676	1,538,734	1,620,800	1,659,800
Municipal Special Events 642	9,460	65,709	69,631	81,627	100,000	100,000
Bedford Gallery 651	133,439	97,927	114,074	114,804	109,100	110,100
Youth and Family Services 733		300				
Total ARCS	\$ 8,769,009	\$ 8,659,603	\$ 9,519,335	\$ 9,415,652	\$ 9,121,801	\$ 9,357,811



City of Walnut Creek 2010-2012 Budget
 Historical Comparison of Revenues by Department
 Fiscal Years 2008-2012

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
CDD Administration 210	5,817	2,782	1,378	23,545	85,844	87,914
Transportation Planning 220	1,663	2,713	10,329	-	-	-
Building Division 230	2,371,181	2,383,361	2,212,345	2,305,004	2,659,475	2,769,575
Planning 260	692,289	772,157	654,393	450,782	525,810	542,810
Total Community Development	\$ 3,070,950	\$ 3,161,013	\$ 2,878,445	\$ 2,779,331	\$ 3,271,129	\$ 3,400,299
Administration 411			-	-	-	-
Budget, Research and Equipment 421	59,860	59,414	34,634	38,600	41,600	41,600
Patrol 431	91,152	58,245	706,909	384,574	535,878	536,800
Traffic 432	22,339	28,176	27,419	24,873	24,873	24,873
Parking 433	1,708,293	1,619,244	2,045,568	2,062,000	2,268,000	2,268,000
Animal Control 434			-	-	-	-
Supplemental Law Enforcement 435			-	-	-	-
Community Policing 436	101,673	93,029	49,338	51,400	54,400	54,400
Investigations 441	2,546	21,194	19,535	47,000	68,500	68,000
Records 451	163,579	34,677	83,936	36,050	38,100	38,100
Communications 452			-	-	-	-
Total Police Department	\$ 2,149,442	\$ 1,913,979	\$ 2,967,339	\$ 2,644,497	\$ 3,031,351	\$ 3,031,773
Administration 311	64,802	30,026	35,409	74,400	74,400	74,400
Current Engineering 240	1,272,955	1,259,862	957,144	1,202,952	1,168,200	1,167,200
Parks 322	30	7,431	-	100	-	-
Graffiti Removal 323			-	-	-	-
Urban Forestry 324	20,000	21,000	21,840	28,644	46,000	46,630
Museums 327			-	-	-	-
Transportation Operations and Planning 330	26,227	36,640	46,028	45,940	41,650	41,650
Traffic Signals, Marking, Parking Meters 331	(9,006)	3,850	1,074,860	938,706	1,250,500	1,265,500
Traffic Signals and Streetlights 332	19,345	26,818	14,119	21,145	21,000	21,000
Street Maintenance 341		5,000	342,127	1,026,384	1,026,384	1,026,384
Street Sweeping 342			-	-	-	-
Custodial 345			-	-	-	-
Building Maintenance 346			-	-	-	-
Equipment Maintenance 347	3,704	3,937	4,022	2,136	2,500	2,500
Garages 348	947,014	1,090,157	1,671,527	1,436,720	1,747,790	1,752,790
Total Public Services	\$ 2,345,071	\$ 2,484,721	\$ 4,167,076	\$ 4,777,127	\$ 5,378,424	\$ 5,398,054
Total Departmental Revenues	\$ 18,958,026	\$ 18,975,403	\$ 21,574,047	\$ 21,673,412	\$ 23,264,303	\$ 23,622,474
Total General Revenues/Library Contributions	\$ 45,964,771	\$ 45,893,811	\$ 41,236,131	\$ 38,205,859	\$ 35,392,103	\$ 34,973,052
Total General Fund	\$ 64,922,797	\$ 64,869,214	\$ 62,810,178	\$ 59,879,271	\$ 58,656,406	\$ 58,595,526
Enterprise Activities	\$ 2,035,946	\$ 1,890,462	\$ 2,115,201	\$ 3,729,033	\$ 4,359,989	\$ 4,686,961
Redevelopment Activities	\$ 3,713,852	\$ 3,825,991	\$ 3,979,574	\$ 4,145,589	\$ 2,862,082	\$ 1,127,635
Internal Service Activities	\$ 1,110,528	\$ 896,297	\$ 832,410	\$ 842,301	\$ 2,097,385	\$ 2,182,927
Capital Projects and Assessment Districts	\$ 3,319,731	\$ 3,479,097	\$ 720,956	\$ 2,652,321	\$ 6,551,963	\$ 8,768,450
Special Program Activities	\$ 7,557,576	\$ 5,514,176	\$ 9,252,639	\$ 7,761,401	\$ 6,718,114	\$ 6,732,621
Total All Funds	\$ 82,660,430	\$ 80,475,237	\$ 79,710,958	\$ 79,009,916	\$ 81,245,939	\$ 82,094,120



City of Walnut Creek 2010-2012 Budget
 Historical Comparison of Expenses by Department
 Fiscal Years 2008-2012

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
Mail 152	16,268	21,332	13,379	(801)	-	-
Non Departmental 710	1,131,429	250,883	111,803	465,942	204,593	(1,029,191)
City Council 720	172,873	180,806	165,123	182,034	175,927	173,903
City Manager 730	748,043	702,800	738,362	717,773	635,762	639,141
Community Outreach 731	200,442	196,626	189,615	159,553	198,310	201,626
Interagency Relations 734	866,522	34,417	121,465	136,711	85,550	35,550
Public Information 737	227,846	231,767	217,293	86,300	-	-
City Clerk 741	456,915	279,370	397,487	376,762	390,121	304,440
City Treasurer 750	7,265	9,434	9,650	11,490	11,667	12,015
City Attorney 760	852,088	814,392	870,994	1,000,196	878,030	904,352
Total - General Government	\$ 4,679,691	\$ 2,721,827	\$ 2,835,171	\$ 3,135,960	\$ 2,579,960	\$ 1,241,836
Administration 111	488,071	452,040	470,688	457,720	433,049	444,475
General Accounting 121	850,580	996,398	1,087,897	1,015,082	1,010,998	1,028,328
Business License 122	247,795	323,775	304,188	276,920	277,878	290,073
General Personnel 131	385,534	444,787	495,554	508,604	534,669	535,929
Recruitment 132	328,238	436,720	145,420	123,257	135,405	143,056
Disability Loss Management 134	202,389	272,005	201,811	169,675	183,161	185,140
Information Technology 141	1,222,601	1,135,566	1,309,133	1,610,141	1,504,482	1,536,904
Telecom Systems 142	91,334	88,604	91,120	27,849	97,853	100,319
Reprographics 151	143,685	75,940	77,286	93,315	-	-
Purchasing / Warehouse 314/315	266,724	278,669	330,212	278,521	20,584	8,000
Risk Management 735			646,348	883,062	1,035,493	1,139,080
Total Administrative Services	\$ 4,226,951	\$ 4,504,504	\$ 5,159,657	\$ 5,444,146	\$ 5,233,572	\$ 5,411,304
Sports & Teens 350	1,078,255	1,124,397	1,092,472	988,882	1,170,751	1,199,390
Aquatics & Special Events 351	1,440,049	1,459,892	1,532,731	1,512,559	1,371,530	1,329,711
Recreation Facilities 352	495,972	489,088	407,641	386,993	328,410	322,579
Recreation Classes & Camps 353	945,423	1,019,159	1,113,905	1,053,028	569,818	550,322
Social Services 354	747,157	770,544	694,437	664,074	534,888	472,521
Administration 611	775,374	843,704	857,720	899,873	874,429	881,210
Arts Education Programs 621	2,183,670	2,301,484	2,296,626	2,128,397	1,703,172	1,554,360
Arts Education Facilities 625	549,056	623,862	715,973	658,059	572,312	568,602
Leshner Center 631	2,629,853	2,688,435	2,791,728	2,840,936	3,072,728	3,030,798
Center REPeritory 641	1,355,862	1,553,768	1,808,386	1,912,684	1,907,105	1,966,924
Municipal Special Events 642	31,931	98,567	102,285	104,939	125,980	126,426
Bedford Gallery 651	518,746	525,342	538,805	544,453	493,760	478,319
Youth and Family Services 733	119,400	130,556				
Total Arts, Recreation and Community Services	\$ 12,870,748	\$ 13,628,798	\$ 13,952,709	\$ 13,694,877	\$ 12,724,883	\$ 12,481,162



City of Walnut Creek 2010-2012 Budget
 Historical Comparison of Expenses by Department
 Fiscal Years 2008-2012

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
CDD Administration 210	818,651	921,169	776,610	929,900	892,108	645,427
Transportation Planning 220	525,557	545,604	562,432	472,238	199,890	201,648
Building Division 230	1,775,883	1,908,344	1,920,003	1,998,921	1,905,153	2,021,515
Planning 260/261	1,809,495	1,878,178	1,891,239	1,358,598	1,262,560	1,289,043
Total Community Development	\$ 4,929,586	\$ 5,253,295	\$ 5,150,284	\$ 4,759,657	\$ 4,259,711	\$ 4,157,633
Administration 411	1,076,752	976,795	1,199,602	1,309,481	2,523,750	2,646,586
Budget, Research and Equipment 421	674,587	759,286	593,100	667,911	563,628	575,895
Patrol 431	8,847,107	9,583,931	10,358,603	10,379,889	9,757,126	9,697,026
Traffic 432	1,373,196	1,332,212	1,536,195	1,820,093	1,662,530	1,729,334
Parking 433	1,103,188	1,066,143	1,206,581	1,461,248	1,211,612	1,172,108
Animal Control 434	240,068	277,259	311,228	343,880	49,716	49,712
Supplemental Law Enforcement 435	160,098	179,632	142,259	187,168	202,919	210,598
Community Policing 436	522,796	662,308	617,882	762,501	559,251	580,129
Investigations 441	2,324,909	2,385,044	2,706,358	2,940,390	2,664,708	2,773,786
Records 451	1,018,435	980,281	909,729	1,023,284	1,077,403	1,110,278
Communications 452	1,889,019	1,880,470	1,921,077	2,313,811	2,079,962	2,082,607
Total Police Department	\$ 19,230,155	\$ 20,083,361	\$ 21,502,614	\$ 23,209,656	\$ 22,352,605	\$ 22,628,059
Administration 311	858,457	837,979	902,707	919,288	867,581	888,639
Current Engineering 240	1,514,910	1,668,905	1,678,226	1,381,893	1,351,611	1,292,544
Parks 322	4,391,358	4,139,836	4,185,956	4,148,937	4,048,125	4,164,637
Graffiti Removal 323	91,742	95,828	98,181	100,730	109,794	114,667
Urban Forestry 324	362,540	482,519	438,875	447,298	528,677	528,974
Museums 327	117,104	264,067	125,949	97,475	94,475	91,475
Transportation Operations and Planning 330	688,058	762,515	788,712	804,869	786,068	809,205
Traffic Signals, Marking, Parking Meters 331	841,106	779,749	817,918	789,791	779,898	806,655
Traffic Signals and Streetlights 332	1,322,286	1,270,742	1,183,507	1,339,105	1,183,331	1,203,137
Street Maintenance 341	1,353,227	1,476,061	1,596,029	1,576,717	1,579,980	1,625,195
Street Sweeping 342	421	3,651	1,286	-	-	-
Custodial 345	9,000	(9,000)	-	(3,641)	-	-
Building Maintenance 346	1,090,794	1,056,453	1,120,666	1,152,495	1,193,637	1,270,293
Equipment Maintenance 347	165,740	207,010	(18,952)	(22,035)	2,500	2,500
Garages 348	718,921	846,567	921,929	755,670	913,736	914,258
Total Public Services	\$ 13,525,664	\$ 13,882,882	\$ 13,840,989	\$ 13,488,592	\$ 13,439,413	\$ 13,712,179
Total General Fund	\$ 59,462,795	\$ 60,074,667	\$ 62,441,424	\$ 63,732,888	\$ 60,590,144	\$ 59,632,173
Enterprise Activities	\$ 1,981,904	\$ 2,252,385	\$ 2,407,257	\$ 3,821,551	\$ 4,076,045	\$ 4,240,403
Redevelopment Activities	3,182,975	\$ 3,515,940	2,906,024	3,955,655	2,849,529	2,628,788
Internal Service Activities	4,359,357	\$ 978,186	1,119,359	14,024,948	1,947,066	1,734,239
Capital Projects and Assessment Districts	16,890,228	\$ 10,543,438	21,517,082	21,854,354	8,675,524	7,821,591
Special Program Activities	3,524,848	\$ 3,647,355	4,526,382	3,698,730	5,180,902	4,886,224
Total All Funds	\$ 89,402,107	\$ 81,011,971	\$ 94,917,528	\$ 111,088,126	\$ 83,319,210	\$ 80,943,418



Proposition 4 (Gann Limit) Analysis

Fiscal Year 2010-2011

Each fiscal year a resolution must be adopted to approve an annual appropriations limit. This action is required under Section 7910 of the Government Code and by Article XIII B of the California Constitution (commonly referred to as the "Gann Limitations").

The City Council must make a decision on two factors used to calculate the Fiscal Year 2010-2011 limit. The factors are used as an inflator to increase the limit for subsequent years and must be based on the following:

- Factor #1 Either the change in California's Per Capita Personal Income factor or the percentage change in the local assessment roll from the preceding year due to the addition of new nonresidential construction in the City

- Factor #2 Either the change in the City's own population growth or the change in population growth of the entire County

To calculate the 2010-2011 appropriations limit, staff has selected the California Per Capita Personal Income factor. This is used since the 2010-2011 local assessment information is not available from the County of Contra Costa at this time. The percentage change in the California Per Capita Personal Income over the prior year is an decrease of 2.54%. For the second factor, the population growth of the County, 1.11%, was selected as it exceeded the population change of the City, which increased 1.01%.

For Fiscal Year 2010-2011, the City will continue to maintain a comfortable cushion between the appropriations limit and net proceeds of taxes. The 2010-2011 appropriations limit is established at \$84,147,399, as compared to the net proceeds of taxes for Fiscal Year 2010-2011, which is estimated to be \$35,459,750. The following represents a trend analysis of the appropriations limit versus the net proceeds of taxes for the last five fiscal years, which shows that the City should remain under its appropriations limit well into the future.

	2006-07	2007-08	2008-09	2009-10	2010-11
Appropriations Limit	\$75,154,342	\$79,362,945	\$83,893,255	\$85,392,589	\$84,147,399
Net Proceeds from Taxes	\$46,232,011	\$48,935,215	\$44,411,287	\$37,276,542	\$35,459,750
Difference	\$28,922,331	\$30,427,730	\$39,481,968	\$48,116,047	\$48,687,649



Proposition 4 (Gann Limit) Analysis

Fiscal Year 2010-2011

A. Calculation of Appropriations Limit for Fiscal Year 2010-2011

Appropriations Limit, Fiscal Year 2009-2010 \$ 85,392,589

Multiplied by the greater of the following:

 % Increase in City Population 1.01%

 % Increase in County Population 1.11% 1.0111

(Source: California Department of Finance)

Multiplied by the change in the California Per Capita

Personal Income Factor -2.54% 0.9746

(Source: California Department of Finance)

Appropriations Limit, Fiscal Year 2010-2011 \$ 84,147,399

B. Appropriations Subject to Limit for Fiscal Year 2010-2011 - Net Proceeds of Taxes

(Note: Numbers listed are amounts budgeted for FY 2010-2011)

Sales Tax \$ 14,993,000

Property Tax 15,055,950

Other Taxes (Funds 010, 106 and 115) 5,033,636

Subtotal 35,082,586

Total Revenues (Funds 010, 106 and 115) 61,856,128

% of Total Revenues for Funds 010, 106 and 115 56.7%

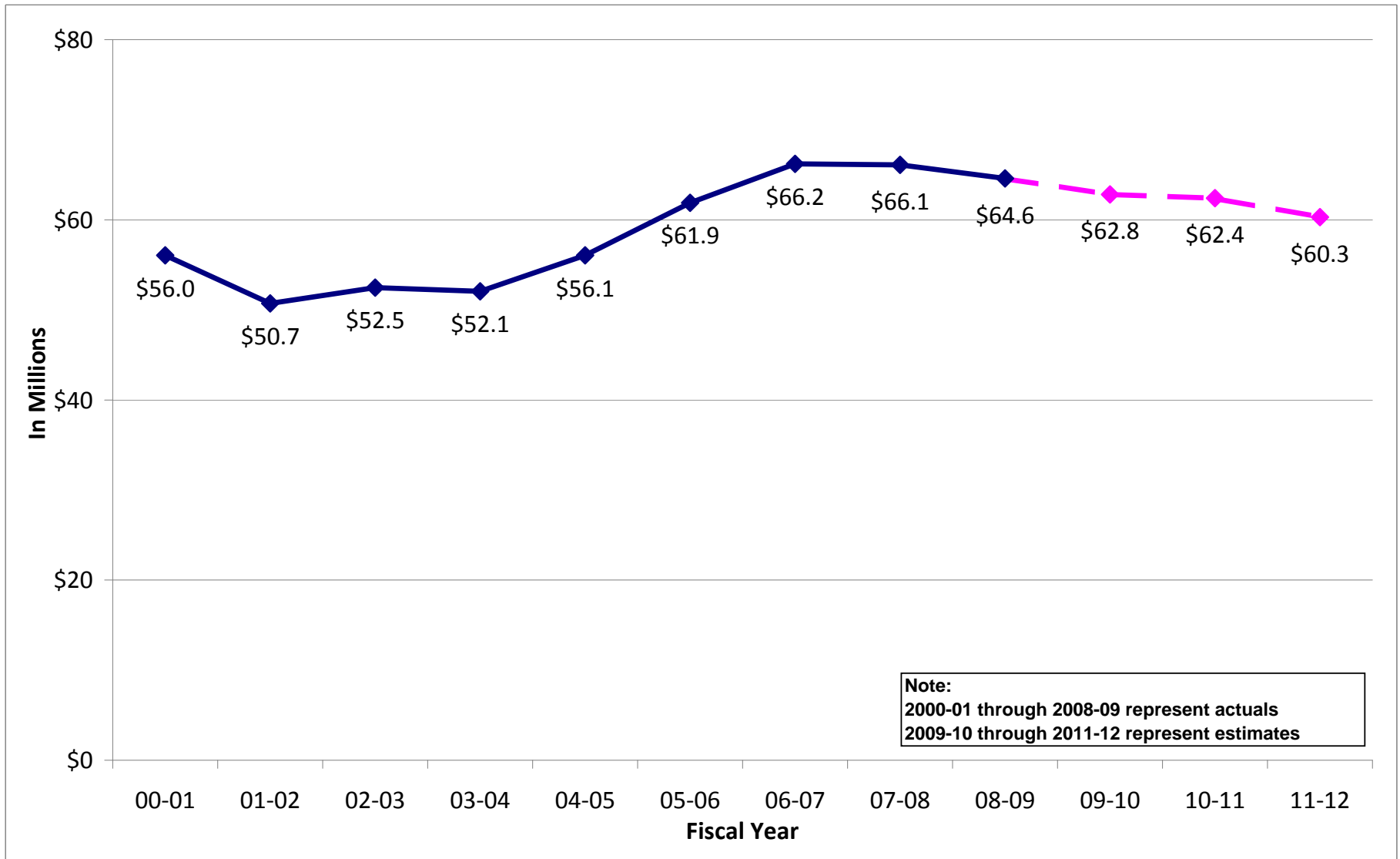
Investment Revenue (Funds 010, 106 and 115) 665,000

% Allocated for Appropriations Limit Calculation 377,164

Total Appropriations Subject to Limit \$ 35,459,750



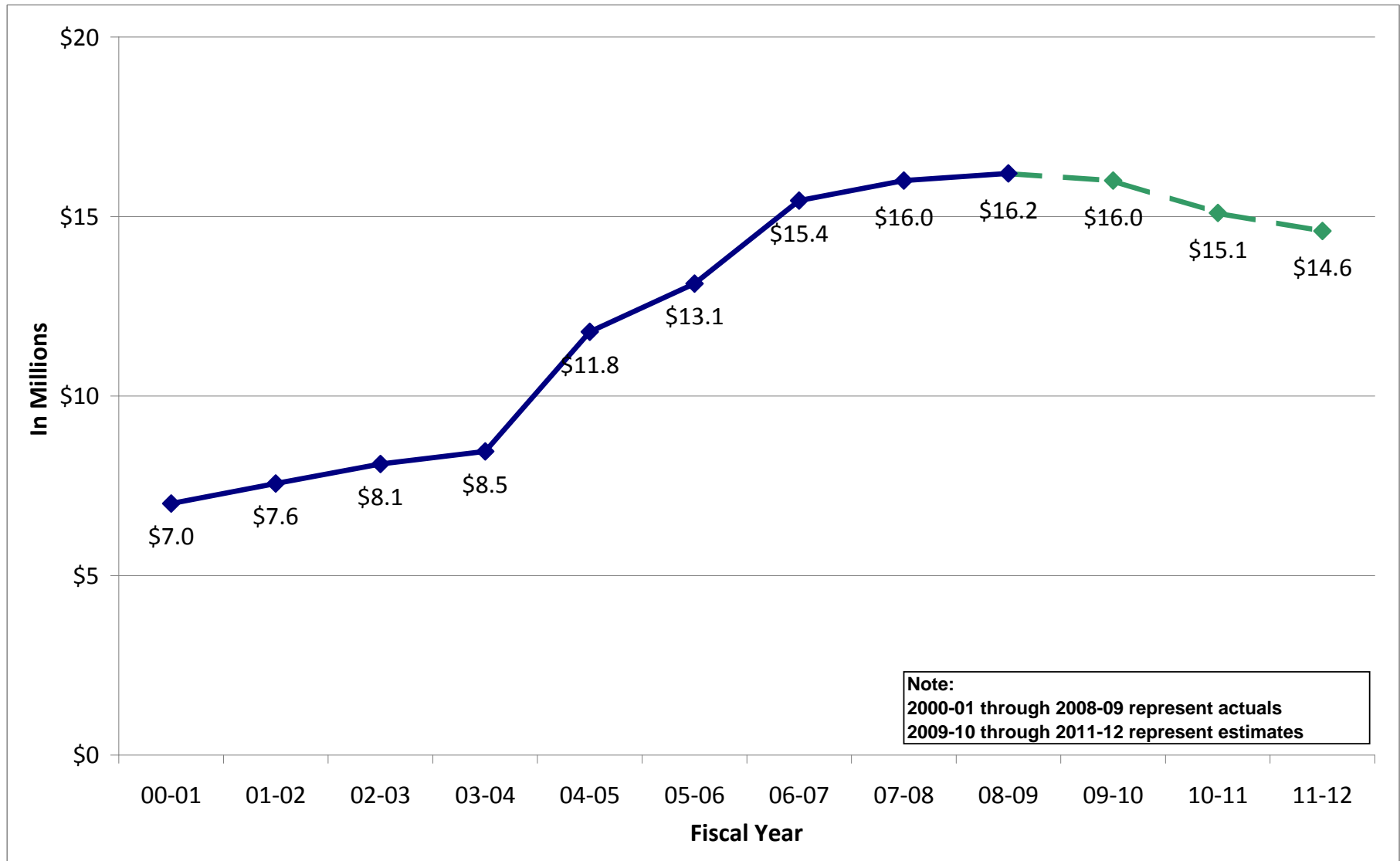
General Fund - Total Revenues (In Millions)



City of Walnut Creek Operating Budget



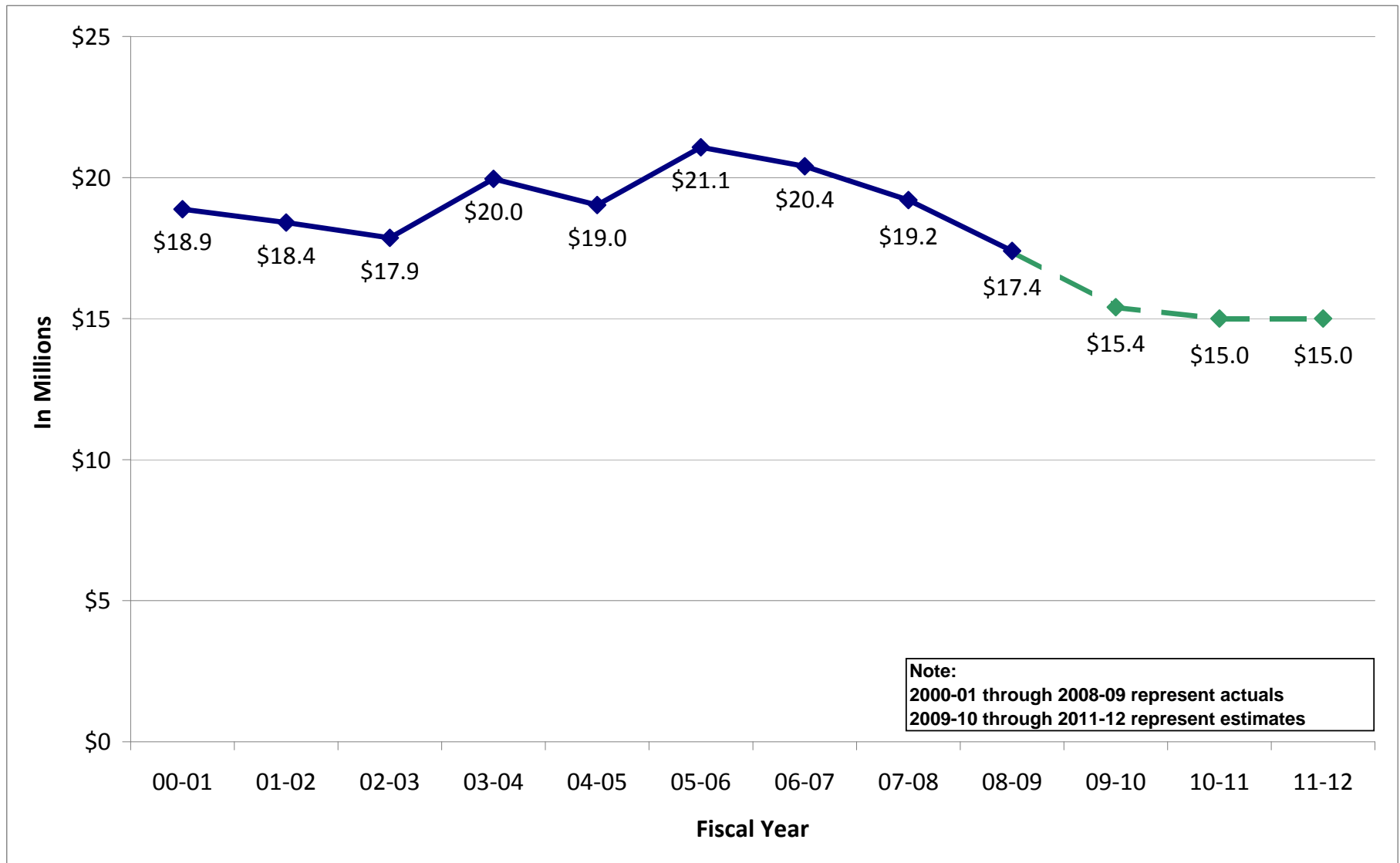
General Fund - Property Taxes (In Millions)



City of Walnut Creek Operating Budget



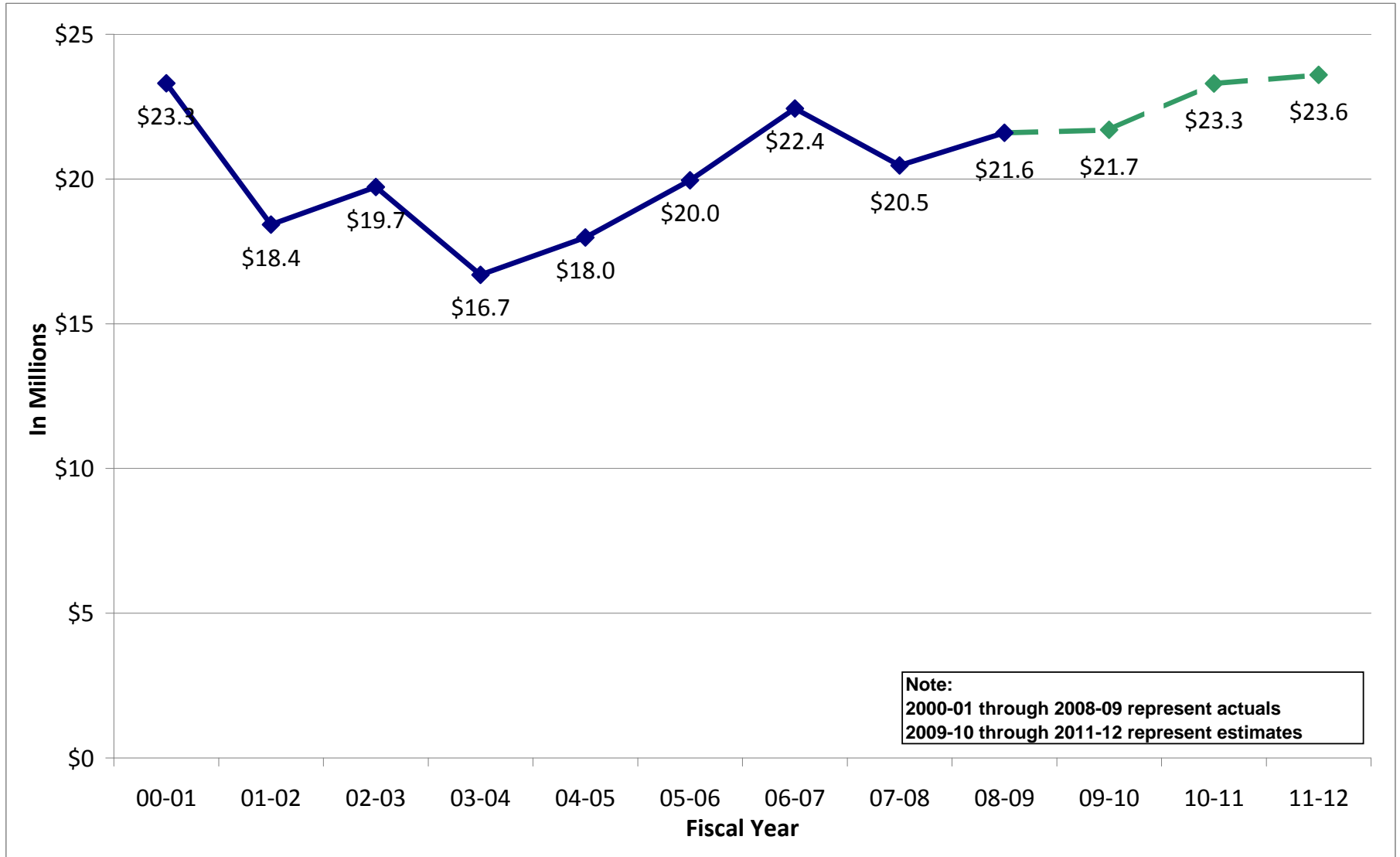
General Fund - Sales and Use Taxes (In Millions)



City of Walnut Creek Operating Budget

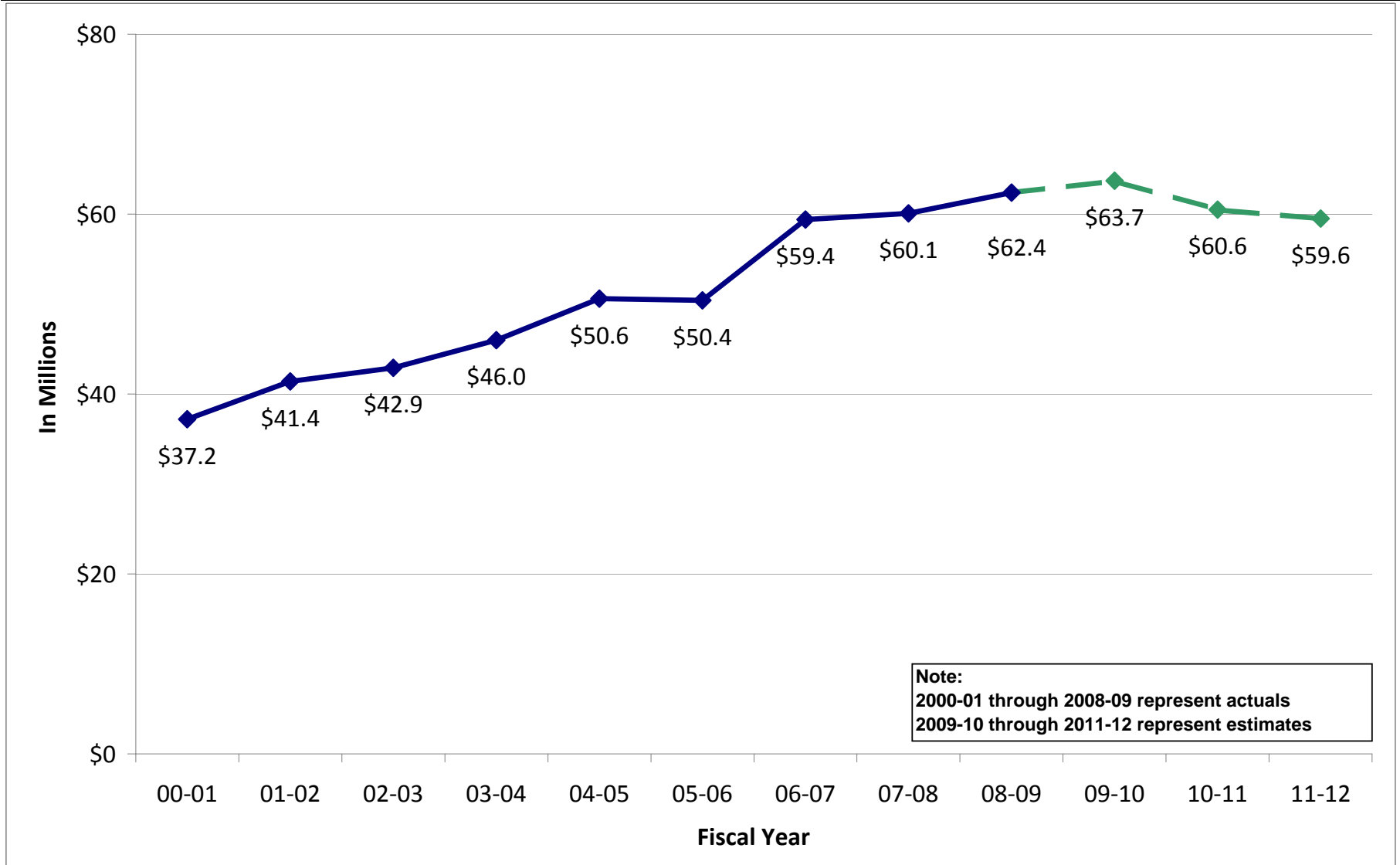


General Fund - Department Revenues (In Millions)



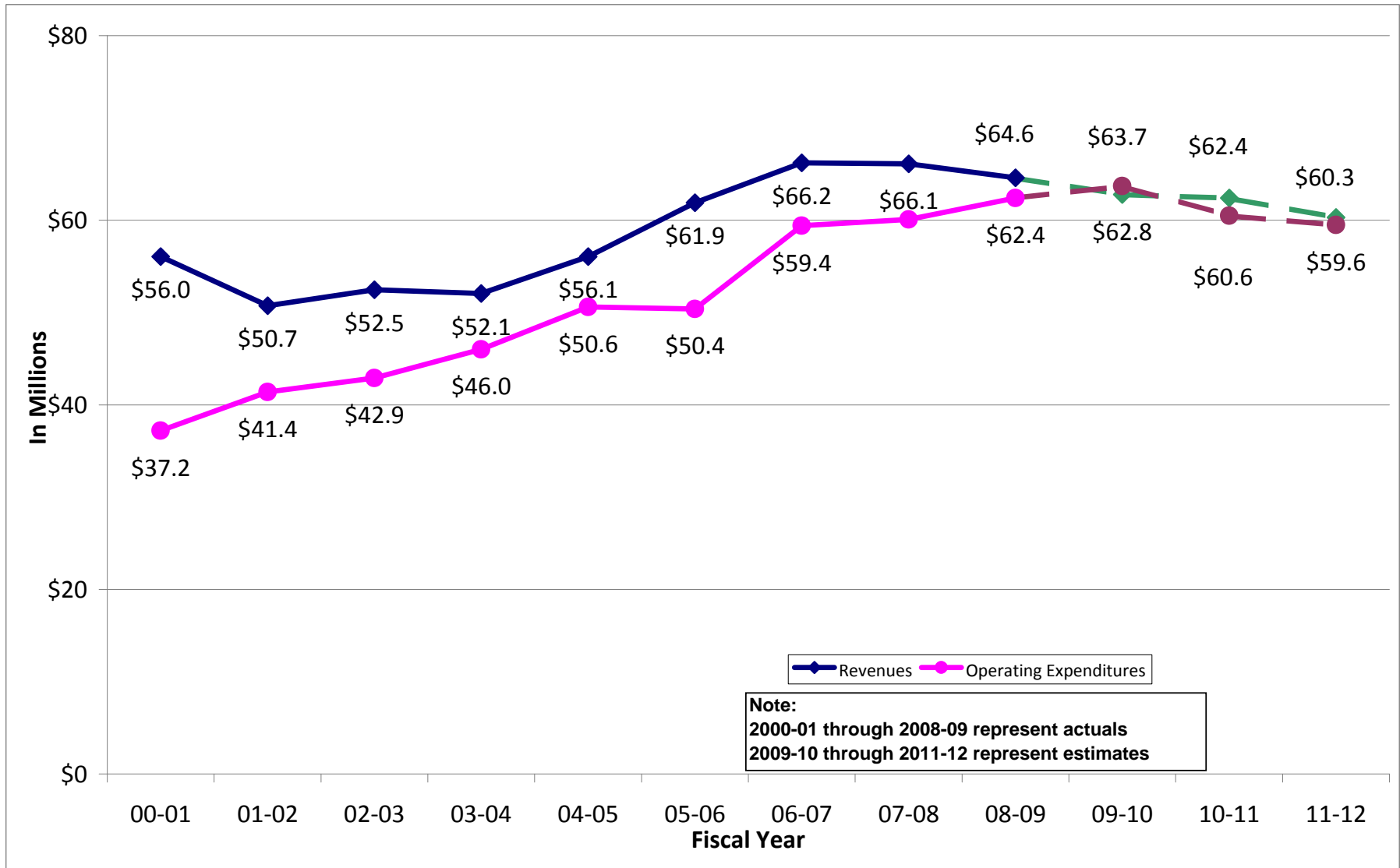


General Fund - Total Operating Expenses (In Millions)



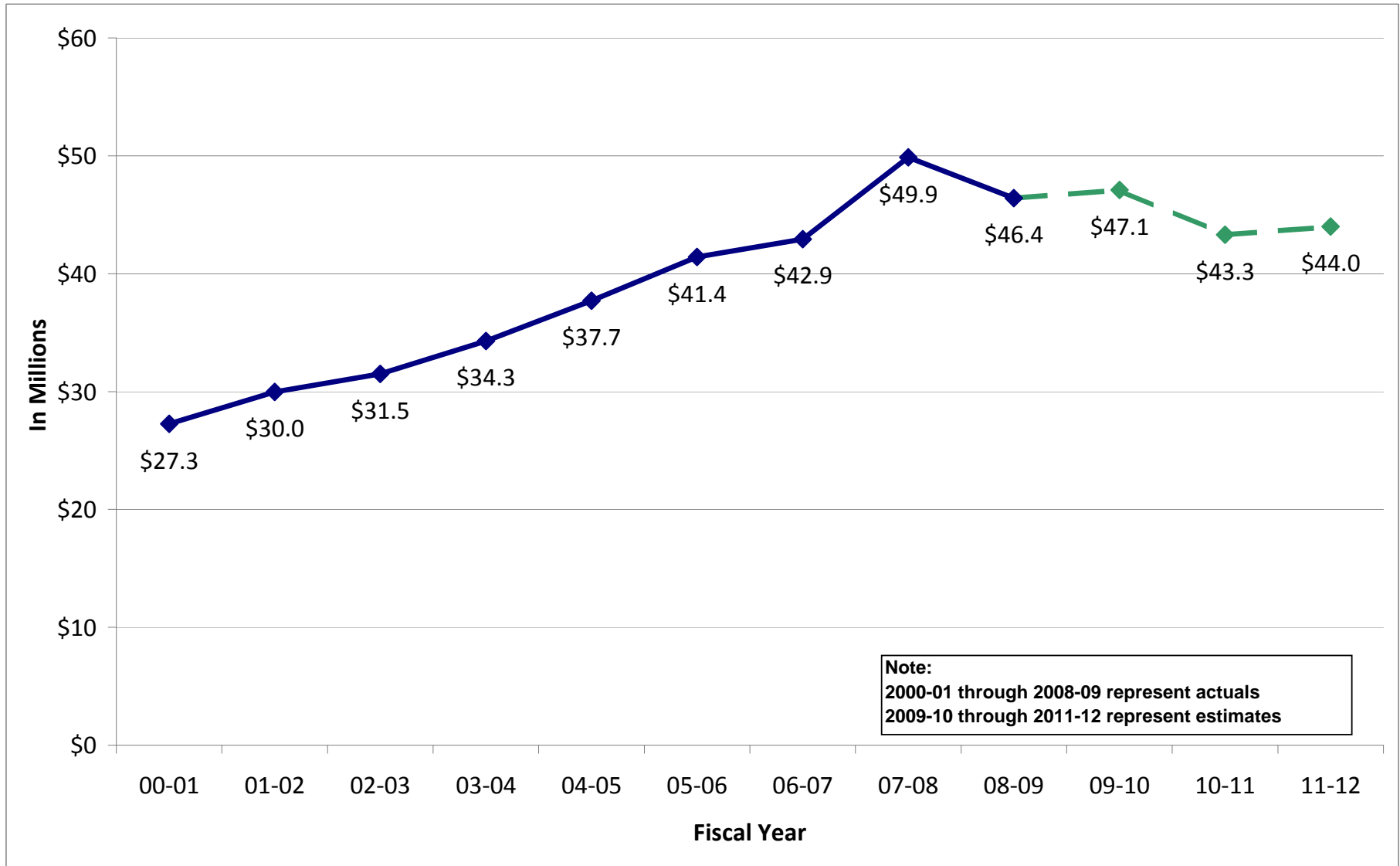


General Fund - Total Revenues and Operating Expenditures (In Millions)





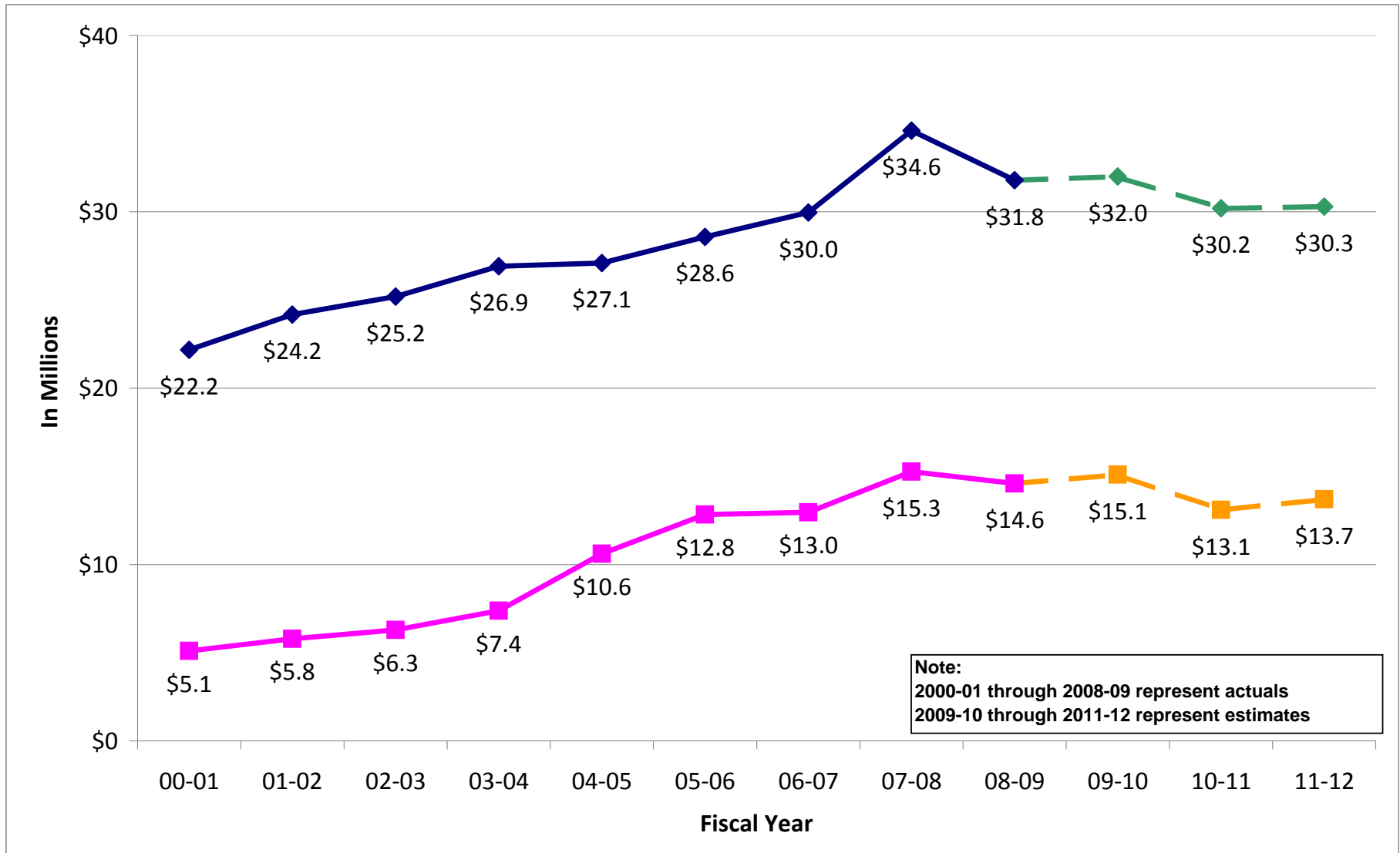
General Fund - Total Salaries and Benefits (In Millions)



City of Walnut Creek Operating Budget



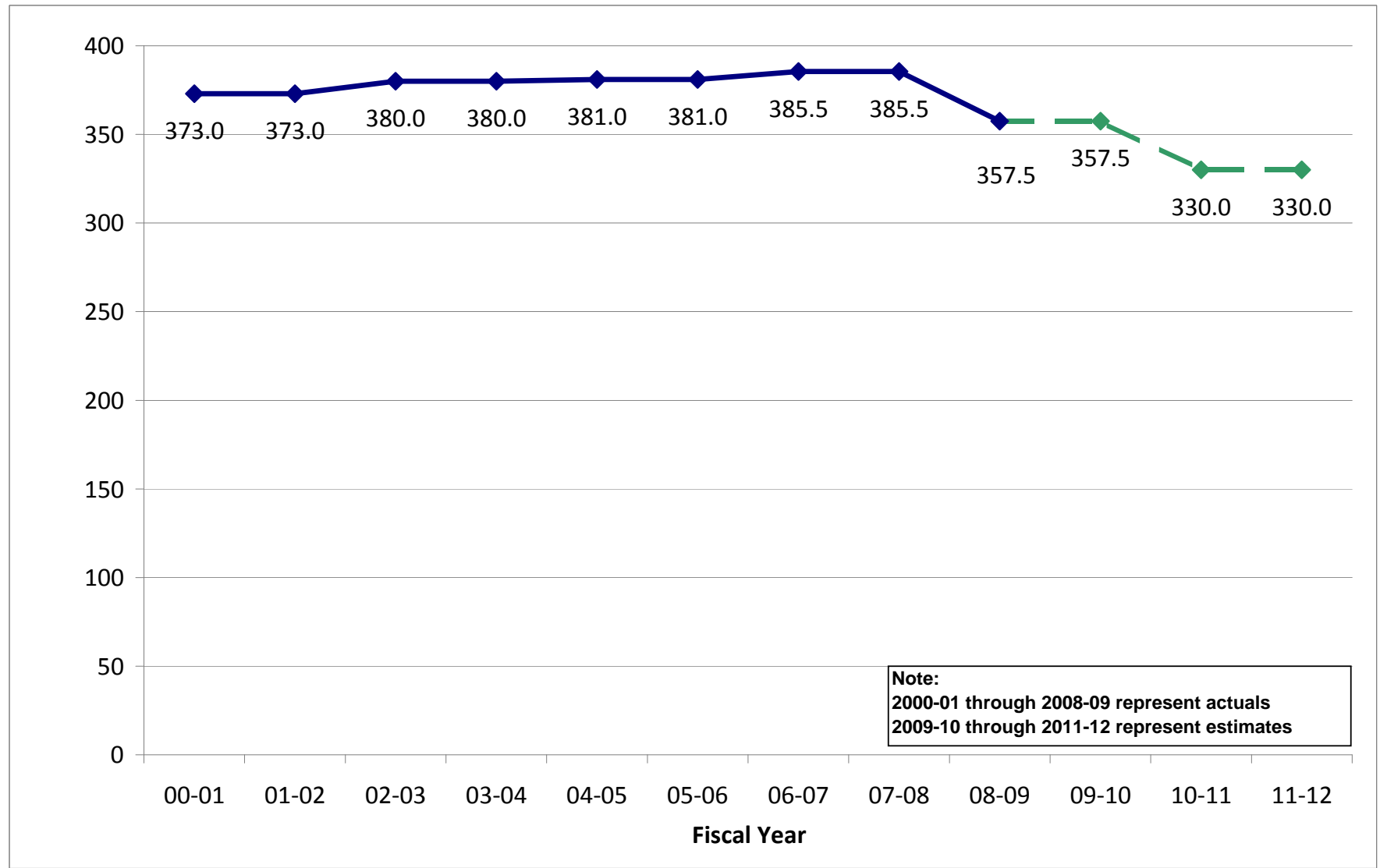
General Fund - Total Salaries and Benefits (In Millions)



City of Walnut Creek Operating Budget

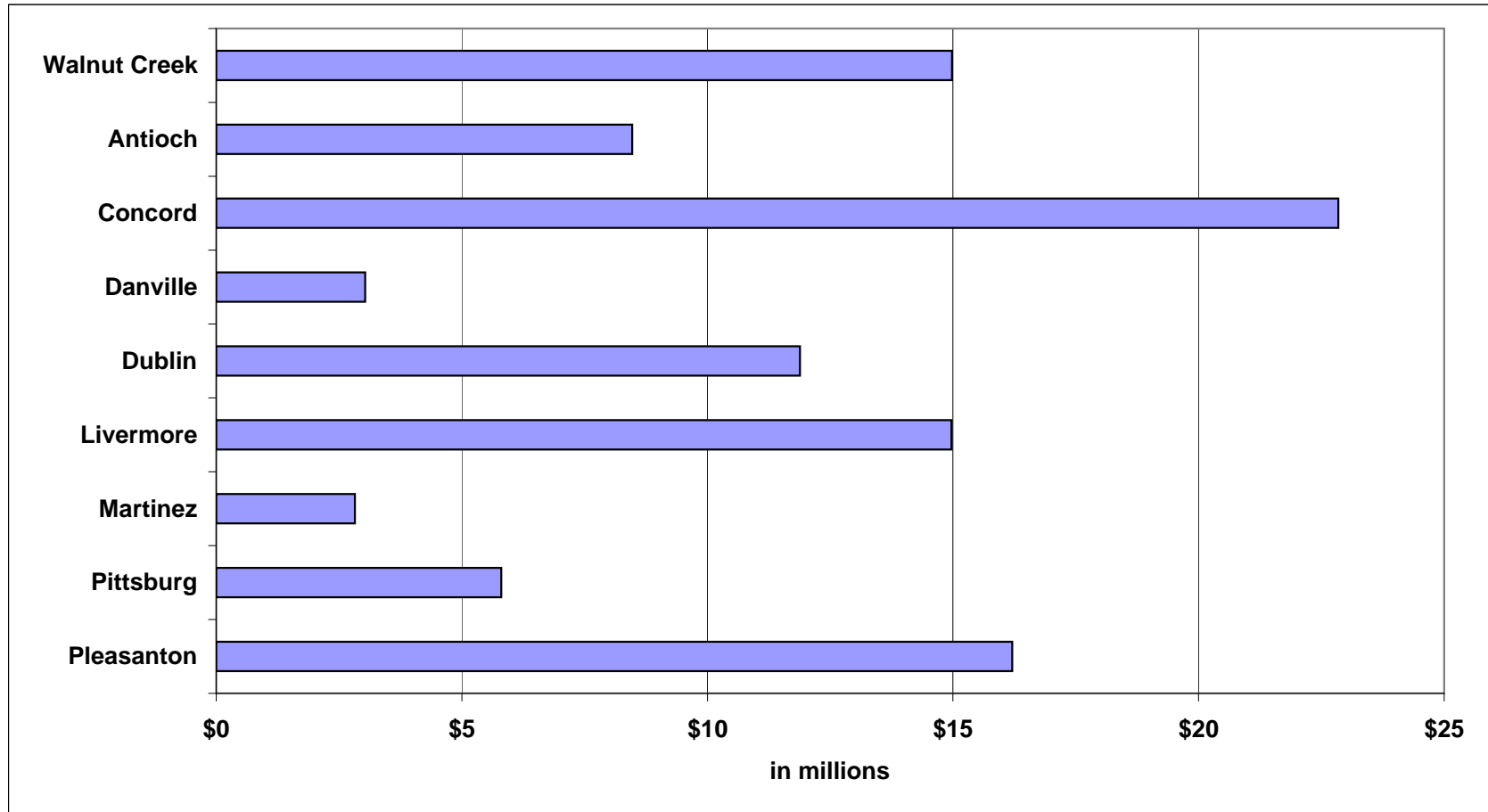


Staffing (In FTEs)





Sales Tax Comparison of Cities (General Fund Portion Only) For the Year Ending June 30, 2011

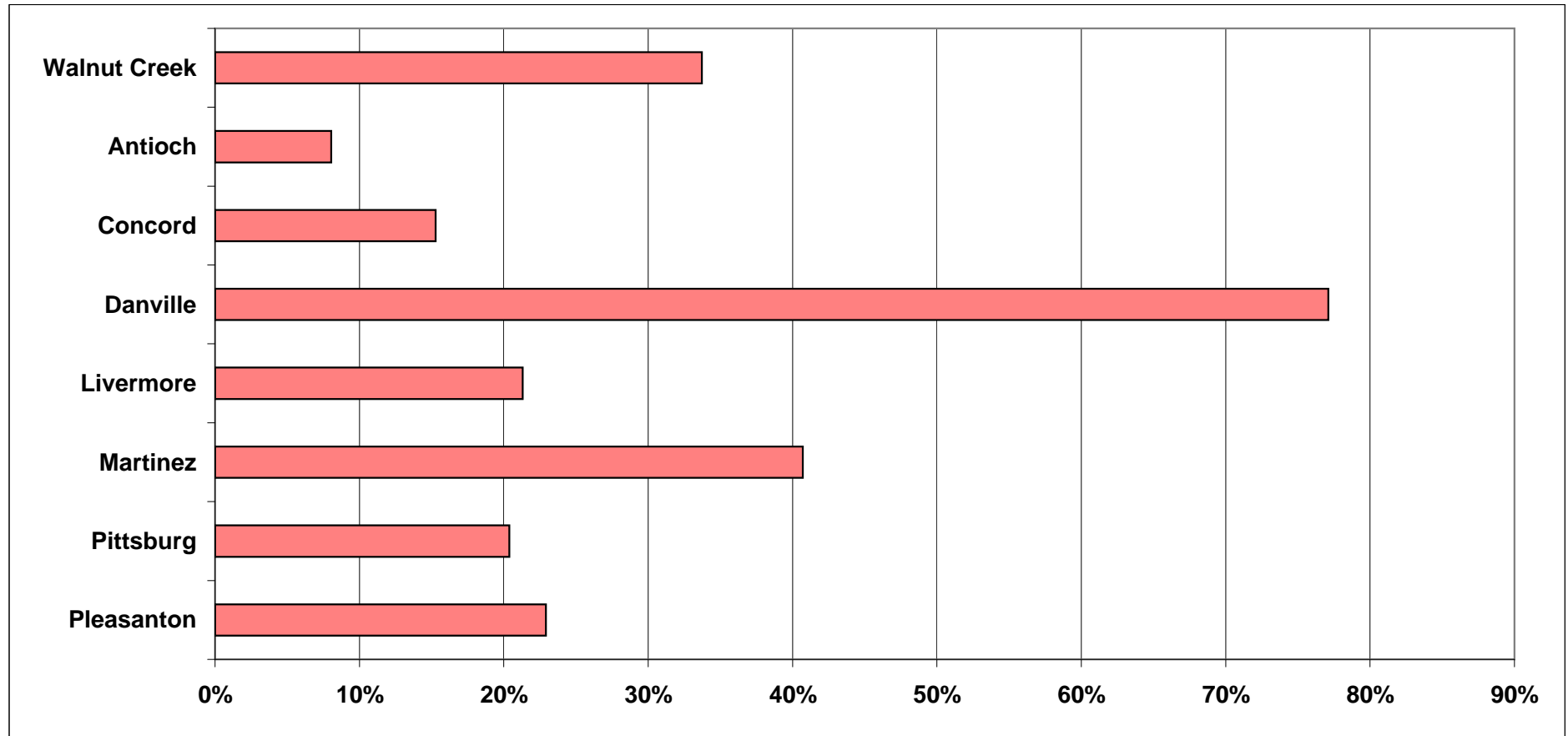


	Walnut Creek	Antioch	Concord	Danville	Dublin	Livermore	Martinez *	Pittsburg	Pleasanton
Sales Tax (in millions)	15	8	23	3	12	15	3	6	16
Population	66,584	102,330	125,864	43,574	48,821	85,312	36,663	64,967	70,711
\$ Per Capita	225	83	181	70	243	175	77	89	229

*based on 2009-2011 Adopted Budget



Ending General Fund Balance Comparison of Cities (as a percentage of Expenditures) For the Year Ending June 30, 2011



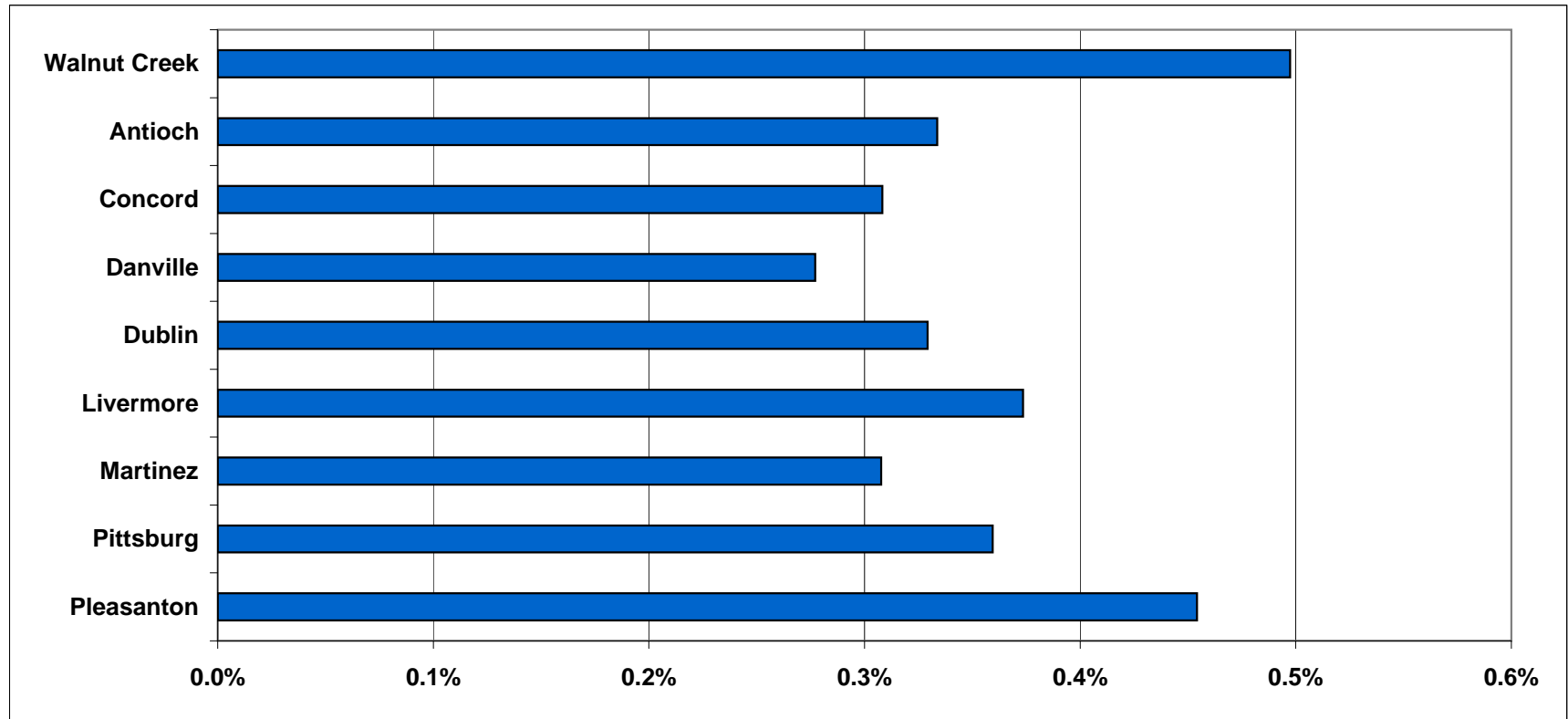
(\$ in millions)	Walnut Creek	Antioch	Concord	Danville	Livermore	Martinez *	Pittsburg	Pleasanton
Expenditures	60	35	65	18	70	19	31	85
Ending Fund Balance	20	3	10	14	15	8	6	20
% of Expenditures	34%	8%	15%	77%	21%	41%	20%	23%

*based on 2009-2011 Adopted Budget



Employees Per Capita Comparison of Cities

For the Year Ending June 30, 2011



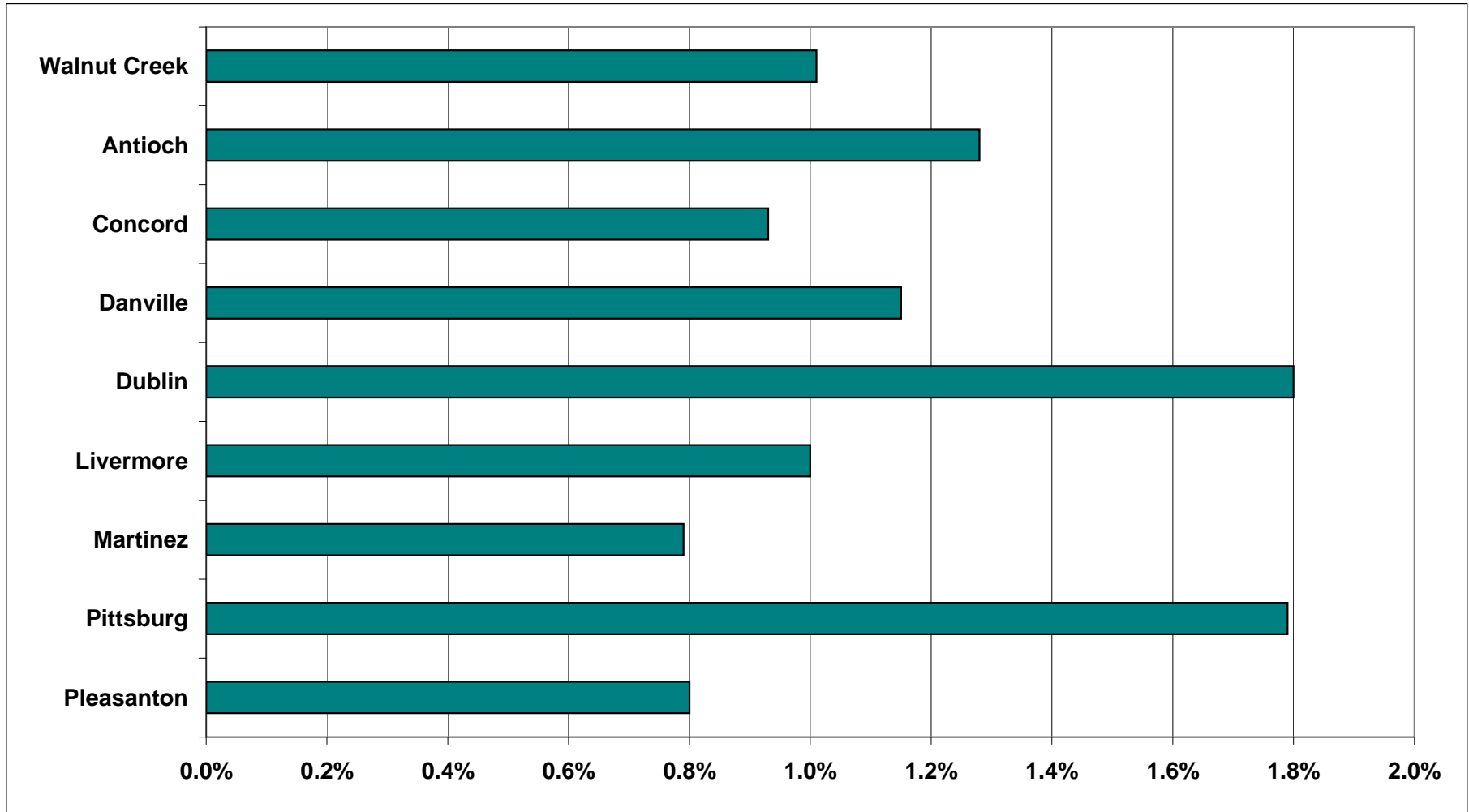
	Walnut Creek	Antioch	Concord	Danville	Dublin	Livermore	Martinez *	Pittsburg	Pleasanton
Administration	42	52	60	18	21	44	14	19	45
Public Services/CDD	137	87	113	52	50	128	44	104	83
Police	111	185	200	36	59	146	55	96	116
ARCS	47	18	15	15	31	0	0	15	78
Total FTE employees	336	342	388	121	161	319	113	234	321
Population	66,584	102,330	125,864	43,574	48,821	85,312	36,663	64,967	70,711
Employees Per Capita	0.5%	0.3%	0.3%	0.3%	0.3%	0.4%	0.3%	0.4%	0.5%

*based on 2009-2011 Adopted Budget



Percent Change in City Population

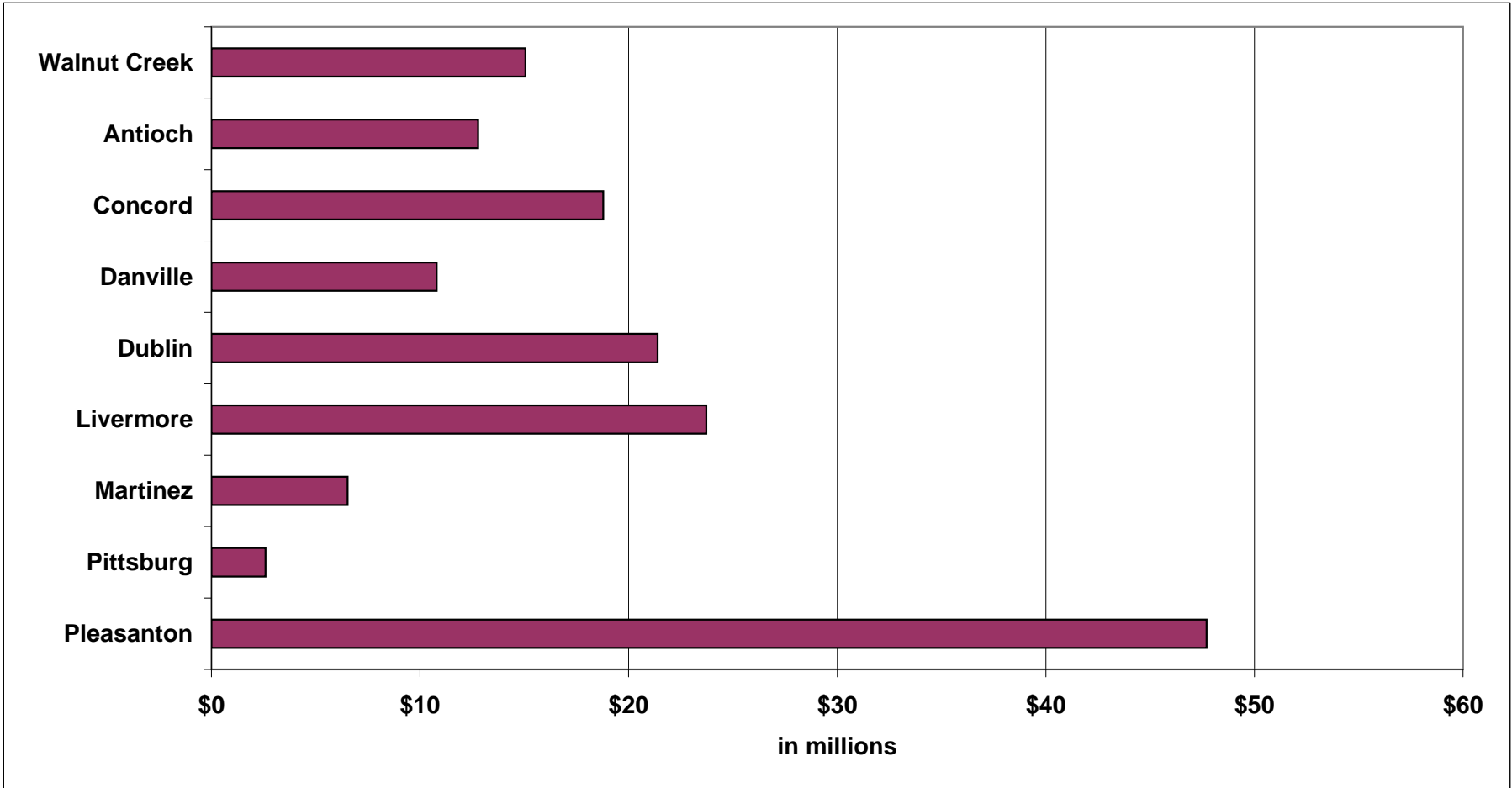
From January 1, 2009 to January 1, 2010



	Walnut Creek	Antioch	Concord	Danville	Dublin	Livermore	Martinez	Pittsburg	Pleasanton
Population	66,584	102,330	125,864	43,574	48,821	85,312	36,663	64,967	70,711
% Change	1.0%	1.3%	0.9%	1.2%	1.8%	1.0%	0.8%	1.8%	0.8%



Property Tax Comparison of Cities (General Fund Portion Only) For the Year Ending June 30, 2011



(\$ in millions)	Walnut Creek	Antioch	Concord	Danville	Dublin	Livermore	Martinez *	Pittsburg	Pleasanton
Property Taxes	15	13	19	11	21	24	7	3	48

*based on 2009-2011 Adopted Budget



People and Places of the City

Lime Ridge Open Space / Veterans Memorial Plaza

