



City of Walnut  
**ANNUAL BUDGET**  
Fiscal Year 2019-20



City of Walnut  
**ANNUAL BUDGET**  
2019-20



**Walnut City Council**

Nancy Tragarz, Mayor  
Andrew Rodriguez, Mayor Pro Tem  
Eric Ching, Council Member  
Robert Pacheco, Council Member  
Allen Wu, Council Member

**City Manager**

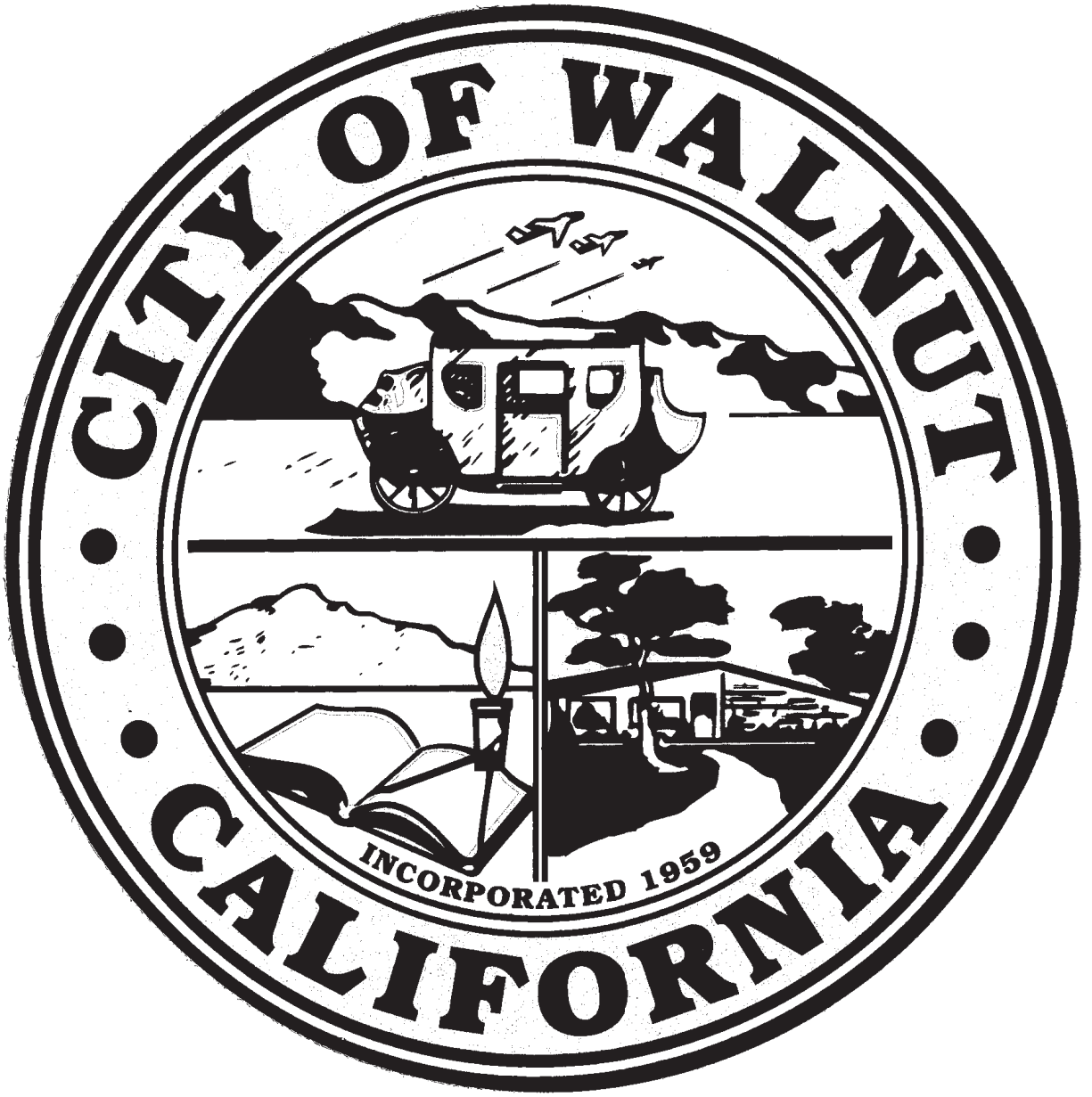
Robert M. Wishner

**Budget Team**

Karen Ogawa, Administrative Services Director  
Jessica Cortez, Finance Officer  
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**Cover Design**

Melanie Tep, Public Information Officer



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# Introduction





# CITY OF WALNUT

June 26, 2019

Honorable Mayor and  
Members of the Walnut City Council

SUBJECT: **FISCAL YEAR 2019-20 ANNUAL BUDGET**

It is with pleasure that City staff once again presents to the City Council the annual budget that is General Fund balanced and will continue to provide the highest quality of services to our citizens. The annual budget includes \$22,965,660 in total resources from all funds, and \$22,438,390 in total appropriations. General Fund is projected to have a surplus of \$102,510. The revenue appropriations consist of the operating budget (\$21,095,750), transfers in (\$175,100), and other financing sources, including restricted fund balances (\$1,694,810). The expenditure appropriations consist of the operating budget (\$19,257,350), transfers out (\$175,100), and the capital projects (\$3,005,940).

## EXECUTIVE SUMMARY

The 2019-20 Annual Budget is consistent with past years. This means Walnut will continue to provide a high level of quality services to the community. The following, have been incorporated into the annual operating budget:

- Sheriff's contract increase of 4.91% and Liability Trust Fund increase of 0.5%
- 3% COLA increases and modifications to the longevity schedule for the classified employees are reflected in the budget
- Continuation of General Fund subsidizing LOSMD direct administrative salaries and benefits
- Continuation of LOSMD arterial expenses paid by General Fund
- Potential Facility Maintenance and LOSMD Fund deficits
- Meadowpass Road mitigation and monitoring
- NPDES requirements
- Continuation of transferring Building Maintenance funding from General Fund to Facility Maintenance Fund

## SIGNIFICANT ISSUES FACING WALNUT

Every year a plethora of policy issues compete for attention. This year we face the following important policy matters:

- **Continuation of transfer of direct administrative salaries and benefits from LOSMD to the General Fund** - As of this date, the General Fund has subsidized a cumulative total of \$3.4 million for LOSMD expenditures (direct administrative salaries and benefits). Aside from increasing assessments, it is necessary to look at other cost sharing options, such as continued use of reclaimed water to decrease the subsidy level and continue the same level of maintenance service for LOSMD zones.
- **Fund Balances** - Per the fiscal policy, if there is a surplus of General Fund monies, the surplus shall be equally divided and deposited into the Facility Maintenance fund and the Capital Projects fund. Fiscal Year 2017-18 had a surplus of \$561,424 and the funds were divided and deposited accordingly to the fiscal policy in Fiscal Year 2018-19.

For Fiscal Year 2018-19, we project a General Fund surplus of \$2,384,550. Fiscal Year 2019-20 Annual Budget does not reflect the application of the fiscal policy of equally dividing the surplus to Facility Maintenance and Capital Projects funds. Further discussion will take place during the upcoming fiscal year regarding said funds.

Facility Maintenance Fund is projected to have a deficit fund balance of \$458,930, as mentioned above, further discussion will take place in the upcoming fiscal year regarding the disposition of the subject fund.

LOSMD (Fund 19) is also projected to have a deficit balance of \$342,447. Since the combined total of LOSMD funds (Fund 18 and Fund 19) is projected to be a deficit of \$98,000, the annual budget reflects a General Fund subsidy which results in a nominal projected fund balance. The General Fund will subsidize any further deficits in the combined LOSMD funds.

- **Successor Agency of the City of Walnut** - Existing law dissolved the Walnut Improvement Agency (WIA) as of February 1, 2012 and designated the City of Walnut as the Successor Agency to wind down the affairs of the dissolved redevelopment agency. The City of Walnut, as the Successor Agency, is responsible for the administrative close out of the WIA activities and to make payments for the enforceable obligations. On April 24, 2012, the City of Walnut Oversight Board of the Successor Agency was formed. The 2019-20 budget includes on-going cost associated with the Successor Agency Administration. In addition, the City continues to work with the Department of Finance (DOF) in addressing the Housing Administrative allowance and the Repayment of the Supplemental Educational Revenue Augmentation fund (SERAF) Loan both of which Department of Finance (DOF) continues to disallow. This will be the last year the City will be reimbursed for Successor Agency activities. In prior years, the City was reimbursed \$250,000 for administrative expenditures. Whereas in Fiscal Year 2019-20, the City will be reimbursed \$121,630 for administrative expenditures and the difference of \$128,370 is absorbed by the General Fund.
- **NPDES Requirements** - The Fiscal Year 2019-20 budget reflects the projected costs to implementation of the Watershed Management Plan (WMP), which will include required water quality testing and monitoring. Future costs will be dependent on water quality monitoring results and/or additional State or Environmental Protection Agency pollutant discharge regulations. Effective Fiscal Year 2019-20, Measure W will be funding

the NPDES expenditures relieving the General Fund of these expenditures.

### REVENUES

Total General Fund operating revenues in Fiscal Year 2019-20 are lower compared to the Fiscal Year 2018-19 estimated actual revenues due to a one-time lump sum of \$2.2 Million from the selling price profit sharing agreement. New housing developments that are currently in the final planning stages will generate additional revenues during Fiscal Year 2019-20. The charges for services are lower compared to prior year due to an anticipated reduction in public works inspection and plan checking fees. Additionally, it is estimated that the property tax will increase 2%, sales tax will slightly increase, and interest earnings will be lower in Fiscal Year 2019-20.

Property tax for the City is projected to increase 2% due to the leveling of the reassessments and the real estate industry. The amount projected for 2019-20 is \$6,190,300 and represents about 29% of the total operating budget. However, of the 1% general property tax collected by the County, Walnut still only receives about 5% of the amount collected, as compared to the statewide average of 15%.

Sales tax revenue for the 2019-20 is projected to total \$2.2 million. Sales tax received by the City represents 10% of the total operating revenue. Because only 3% of Walnut's land area is zoned commercial, the opportunities for retail development are limited. To maximize these opportunities, the City promotes economic development by striving to stimulate business activity, enhance business stability, and increase sales tax revenue. The State is projecting that sales tax statewide will continue to improve with a modest increase during 2019-20.

New funding sources for the City includes Proposition 68, Measure A (M&S), Measure A (Category 1), and Measure W. The combined total new revenues is projected to be \$583,600 for the current year and \$630,000 for the following years annually.

### EXPENDITURES

General Fund expenditures anticipated for Fiscal Year 2019-20 are estimated to increase 3% from the Fiscal Year 2018-19 estimated expenditures. Increases from prior year estimates are primarily due to increase in law enforcement which represents 40% (\$181,000) and building and safety representing 21% (\$97,000) of the total increases. The increase in building and safety expenditures are offset by the increases in building permits revenues (\$180,000).

### LANDSCAPE AND OPEN SPACE MAINTENANCE DISTRICT (LOSMD)

The LOSMD is a district established under the 1972 Act to provide maintenance and lighting to areas (zones) of the City, which are funded by assessments. A public meeting was held and a public hearing conducted to address the assessments; however, no election is required this year since there is no increase in assessments to fund this District.

Fiscal Year 2006-07 and prior, direct administrative salaries and benefits were charged to LOSMD. Fiscal Year 2007-08, these personnel expenditures were transferred to the General Fund. The direct administrative salaries and benefits will again be charged to LOSMD effective Fiscal Year 2018-19.

The maintenance and utility rates continue to increase each year and it is necessary to review the budget and assessments to determine alternative ways to subsidize the same level of service that is reflective of the community. In Fiscal Year 2014-15, a \$1.2 million irrigation system including new controllers, valves, and flow meters in the LOSMD area was installed and the City has realized reduction in water costs. Staff will continue reviewing other cost sharing measures and usage of reclaimed water.

#### FIVE-YEAR ECONOMIC OUTLOOK

The revenue and expenditure projections provided for Fiscal Year 2019-20 through 2023-24 are based upon economic forecasts and trends for the area in which the City is located, and on information supplied by outside agencies, such as the State Department of Finance, State Board of Equalization, and the Los Angeles County Assessor's Office, to predict revenues for entitlements, grants, state subventions, sales tax and property tax. The revenue and expenditure projections are intended to serve as a guide in planning for the future. In addition, City departments provide assistance in projecting development related revenues, and revenues received from various City fees and charges.

As stated previously, the assumptions used for forecasting revenues includes a relatively moderate increase of 2% in sales tax projections. The Village at Snow Creek shopping center continues to be one of the major contributors to the sales tax bases and City anticipates more commercial development in the coming years.

Property taxes and franchise taxes have been projected to increase 2% each year. An increase in license and permit revenue is projected in Fiscal Year 2019-20 due to new development project(s) that are currently in the near final stages; however, no increases are projected for the years thereafter since the City does not have definite details about the projected start dates. Included in the use of money and property is interest earnings and telecommunications. We anticipate interest earnings to remain flat for Fiscal Year 2019-20 and 2020-21 and decreases of 8% to 10% thereafter. Telecommunication lease income is projected to increase 5% each year. Restricted revenues from other agencies, i.e. Propositions A and C, Gas Tax, RMRA, Measures R, M, and A (category 1) have been projected to increase 2% each year.

New funding sources for the City includes Proposition 68 (one-time) revenue of \$200,000. In addition, Measure A (M&S) and Measure A (Category 1) for \$130,000, and Measure W for \$252,000 all of which are ongoing revenue sources. Measure W revenues will increase to \$500,000 in Fiscal Years 2020-21.

The assumptions used for forecasting expenditures include 2% increase for all expenditures related to operations of the City and a 3% increase for personnel costs. All expenditures for the City's Public Safety program, which includes payment for the Los Angeles County Sheriff's services, have been projected to increase at a rate of 5% per year. All liability and property insurance costs have been projected to have 4% increases. In addition, where ever possible, any expenditures which are not "on-going", such as expenditures identified for certain capital or fixed asset items, have not been carried forward as expenditures in following years. Also taken into consideration are any costs for contracted services in which the City has an agreement with the provider, where the fees are to remain constant for a specified number of years.

The overall five-year outlook for the City includes surplus (revenues exceeding expenditures) for Fiscal Year 2019-20 through 2022-23. Fiscal Year 2023-24 is projected to have a deficit of \$94,000, however, staff will continue working on funding alternatives to avoid deficit spending.

### CAPITAL PROJECTS

In addition to the Operating Budget, the five-year Capital Projects is provided for 2019-20 through 2023-24. The Capital Projects budget has decreased by 17% or approximately \$600,000 compared to the prior year. La Puente Road Resurfacing, Slurry Seal Area 7 and Suzanne Park Improvements represents 62% of the Capital Project budget (\$3,005,940). Funding for these projects are funded by Proposition A and C, RMRA and Park Improvement. The Fiscal Year 2019-20 budget includes \$70,000 for the Future Recreation Facility, however, expenditures of said funds will be subject to further policy discussion regarding the Walnut Ranch expansion project.

Although the new projects scheduled for Fiscal Year 2019-20 are included in the budget, they will be presented individually before the City Council for approval throughout the fiscal year. In this year's Capital Project Program Staff has included the potential funding sources for each project. Furthermore, in addition to the five-year Capital Project Program the City has developed an additional five-year projection for street related projects.

During Fiscal Year 2018-19, the City completed Walnut Hills Park Improvements, Veterans Memorial, Slurry Seal Area 4, and Resurfacing Area 4.

### STAFFING

Staffing requirements are continuously monitored to ensure the highest utilization of personnel. This year, an evaluation of full-time employees, part-time employees and contractual services was conducted to determine the most economical and efficient distribution for the City of Walnut. Therefore, staffing will remain consistent with Fiscal Year 2018-19.

### OPERATING BUDGET FORMAT

The Fiscal Year 2019-20 operating budget has again been prepared in the modified program format. The five (5) major programs are: *General Government, Community Development, Public Works, Public Safety, and Community Services.*

The budget allocations for each of these major programs are captured in sub-programs to readily enable the tracking of costs.

### MISSION STATEMENT/GOALS

In 2007, the City's Mission Statement was reviewed and updated. The City Council felt that a Mission Statement is easy to understand, concise and reflection of their continued commitment to responsive and responsible local government, would provide staff and the City Council with a framework to determine the focus and progress of the City in the next 10 to 15 years.

Each Budget Program includes goals and measurable outputs and how they relate to the Mission Statement. These goals and outputs provide a means to identify the progress the City has made during the previous year. The City of Walnut Mission Statement is included in the introduction section of the document.

SUMMARY

With the economy continuing in a positive direction, Walnut continues to remain fiscally solvent. Property values are steadily on the rise; property tax and sales tax have risen slightly and continue to provide a high percentage of our revenues; Walnut Valley Unified School District offers some of the prestigious schools sought by parents; crime rates remain low and the maintenance of City parks, fields, storm drains, and trails are above regional standards.

The 2019-20 Annual Budget allows the City to live within its means and to continue to provide quality municipal services to the citizens of Walnut.

Adoption of the annual budget is the single most significant policy decision for the City Council. Preparation of the budget is a lengthy process and I would like to take this opportunity to acknowledge and thank City staff and our contractual partners for their contributions to this document and for their continued dedication to serving the community of Walnut.

Respectfully,

A handwritten signature in black ink, appearing to read 'R. Wishner', with a long horizontal flourish extending to the right.

Robert M. Wishner  
City Manager

**RESOLUTION NO. 19-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$22,438,390  
FOR FISCAL YEAR 2019-20**

**WHEREAS**, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2019 and ending June 30, 2020; and

**WHEREAS**, the City Council has conferred with the City Manager and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

**WHEREAS**, proceedings for adoption of said budget have been duly taken.

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

**SECTION 1.** The budget is adopted as the Annual Budget for the City of Walnut for the Fiscal Year commencing July 1, 2019, and ending June 30, 2020 in the amount of \$19,257,350 and transfers out in the amount of \$175,100.

**SECTION 2.** The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2019, and ending June 30, 2020 in the amount of \$3,005,940.

**SECTION 3.** At the close of the fiscal year, unexpended appropriations for authorized but, uncompleted projects in the Capital Projects Program Budget may be carried forward to the next succeeding budget upon City Council approval.

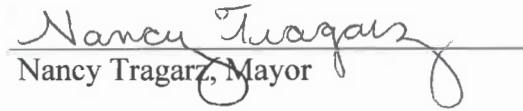
**SECTION 4.** The City Council reaffirms the Committed Fund Balances as identified in the Fund Balance Policy and any unassigned balance in the General Fund as of June 30, 2019 shall be automatically transferred as per the Fiscal Policy.

**SECTION 5.** There is hereby appropriated to each account set forth in said budget, the sum shown for such account in the 2019-20 budget, and the City Manager is authorized and empowered to expend such sum for the purpose of such account. No expenditure by any office or department for any item within an account will exceed the amount budgeted therefore without prior approval of the City Manager.

**SECTION 6.** A copy of the proposed Annual Budget for the Fiscal Year 2019-20 is on file in the City Clerk's office.

**SECTION 7.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Walnut this 26<sup>th</sup> day of June 2019.

  
Nancy Tragarz, Mayor

ATTEST:

  
Teresa De Dios, City Clerk


STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF WALNUT                )

I, Teresa DeDios, City Clerk of the City of Walnut, do hereby certify that the foregoing Resolution No. 19-33 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$22,438,390  
FOR FISCAL YEAR 2019-20**

was approved and adopted by the City Council of the City of Walnut on the 26<sup>th</sup> of June 2019, by the following vote:

AYES:	COUNCILMEMBER(S):	<b>PACHECO, RODRIGUEZ, TRAGARZ</b>
NOES:	COUNCILMEMBER(S):	<b>WU</b>
ABSTAIN:	COUNCILMEMBER(S):	<b>NONE</b>
ABSENT:	COUNCILMEMBER(S):	<b>CHING</b>

  
Teresa De Dios, City Clerk



**RESOLUTION NO. 19-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT IN THE AMOUNT OF \$29,408,221 FOR THE FISCAL YEAR 2019-20**

**WHEREAS**, the voters of California, on November 6, 1979 added Article XIII-B to the State Constitution placing various limitations on the appropriations of the State and local governments; and

**WHEREAS**, Article XIII-B provides that the appropriations limit for the Fiscal Year 2018-19 is calculated by adjusting the base year appropriations of Fiscal Year 1978-79 for changes in the cost of living and population; and

**WHEREAS**, Proposition 111, passed by the voters of California on June 5, 1990, requires the City Council to select the adjustment factors each year. That the appropriations subject to limitation in Fiscal Year 2019-20 shall be based on the 2018-19 appropriation limit of \$28,320,811 as established by Resolution No. 18-34, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 3.85% and the County population change of -0.01% as reported by the State Department of Finance on May 1, 2019; and

**WHEREAS**, the information necessary for making these adjustments is available in the City Finance Department; and

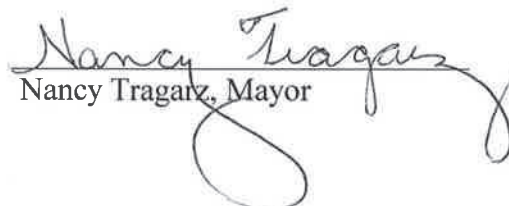
**WHEREAS**, the City of Walnut has complied with all of the provisions of Article XIII-B in determining the appropriation limit for Fiscal Year 2019-20.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WALNUT, CALIFORNIA DOES RESOLVE AS FOLLOWS:**


**SECTION I.** That the appropriations limit in Fiscal Year 2019-20 shall be \$29,408,221 for the City of Walnut and that the inflation factor used was the California Per Capita Personal Income and the population factor used was the County of Los Angeles population growth.

**SECTION 2.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Walnut his 26<sup>th</sup> day of June 2019.

  
Nancy Tragarz, Mayor

ATTEST:

  
Teresa De Dios, City Clerk


**STATE OF CALIFORNIA**            )  
**COUNTY OF LOS ANGELES**    ) ss.  
**CITY OF WALNUT**                )

I, Teresa De Dios, City Clerk of the City of Walnut hereby certify that the foregoing Resolution No. 19-32 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT  
IN THE AMOUNT OF \$29,408,221 FOR THE FISCAL YEAR 2019-20.**

was approved and adopted by the City Council of the City of Walnut on the 26<sup>th</sup> of June 2019, by the following vote:

<b>AYES:</b>	<b>COUNCILMEMBER(S):</b>	<b>PACHECO, RODRIGUEZ, TRAGARZ, WU</b>
<b>NOES:</b>	<b>COUNCILMEMBER(S):</b>	<b>NONE</b>
<b>ABSTAIN:</b>	<b>COUNCILMEMBER(S):</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>COUNCILMEMBER(S):</b>	<b>CHING</b>

  
\_\_\_\_\_  
Teresa De Dios, City Clerk

**APPROPRIATION LIMIT  
FISCAL YEAR 2019-20  
REVENUE SUBJECT TO LIMIT**

Proceeds and Non-Proceeds of Taxes:

<u>SOURCE</u>	<u>Estimate 2018-19</u>	<u>Budget 2019-20</u>
Property Tax	\$ 6,010,000	\$ 6,190,300
Sales Tax	2,135,000	2,199,000
Business License Tax	125,000	125,000
Realty Stamp Tax	170,000	170,000
State Motor Vehicle In-lieu	16,000	16,000
State Homeowners Exemption	9,600	9,600
Interest Earnings on Tax Proceeds	600,000	560,000
<b>Total Tax Proceeds</b>	<b>\$ 9,065,600</b>	<b>\$ 9,269,900</b>
<b>Non-Tax Proceeds</b>	<b>12,447,529</b>	<b>11,475,700</b>
<b>Total Revenues</b>	<b><u>\$ 21,513,129</u></b>	<b><u>\$ 20,745,600</u></b>

**APPROPRIATION LIMIT  
FISCAL YEAR 2019-20  
COMPUTATION OF LIMIT**

2018-19 Appropriation Limit		\$ 28,320,811
County of Los Angeles Population Growth Factor (A)	0.9999	
California Per Capital Personal Income Growth Factor (B)	1.0385	
Adjusted Growth Factor (A x B)		<u>1.038396</u>
<b>2019-20 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)</b>		<b><u><u>\$ 29,408,221</u></u></b>

**APPROPRIATION LIMIT  
FISCAL YEAR 2019-20  
APPROPRIATION SUBJECT TO LIMIT**

	<u>Fiscal Year 2018-19</u>	<u>Fiscal Year 2019-20</u>
Appropriation Limit per calculation	\$ 28,320,811	\$ 29,408,221
Appropriation Subject to Limit:		
Tax Proceeds	\$ 9,065,600	\$ 9,269,900
Excess Fees	-	-
	<u>\$ 9,065,600</u>	<u>\$ 9,269,900</u>
<b>Margin</b>	<b>\$ 19,255,211</b>	<b>\$ 20,138,321</b>

# City Mission Statement

Our mission is to exceed expectations of the people of Walnut. We collaborate with the community to enhance our civic pride.

Walnut is a place where small town values are respected and blended with contemporary ideals. It is a community that considers the lessons of the past, understands current and future realities, and shares a sense of cultural belonging. These are the core values celebrated on the eve of the City's 50th anniversary with our mission statement.

## **We will exceed expectations by:**

- Delivering an excellent level of service
- Striving to be educated and well informed
- Rewarding innovation
- Seeking new cost efficiencies
- Preparing Walnut for the future

## **We will collaborate by:**

- Encouraging open discussion
- Responding to residents with courtesy
- Embracing cultural diversity
- Providing clear directions for people using our services
- Building teamwork among employees

## **We will enhance civic pride by:**

- Ensuring the City is well maintained
- Promoting Public Safety
- Offering superior facilities and programs
- Creating opportunities for Walnut families
- Honoring the City's history
- Supporting a prosperous business environment
- Recognizing achievements

# City of Walnut Organizational Chart

The City of Walnut is a contract City which utilizes contracts with the county and private businesses to provide services to our residents. The City has an Administrative Services department that manages the administration of the City, coordinates the City Budget and purchasing functions, a Community Development department that oversees the building and planning of the City, and a Community Services department that coordinates and maintains the City's parks, recreation programs, and public works.



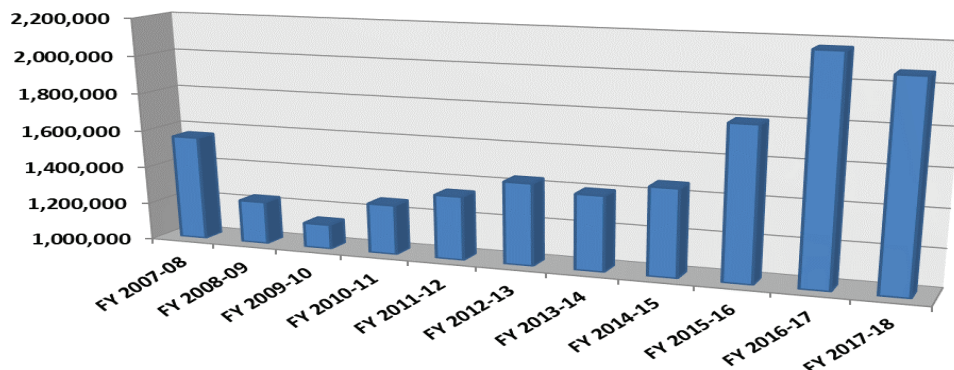
**CITY OF WALNUT**  
**Revenue and Budget Information**  
**Assumptions & Trends**

The revenue and expenditure projections provided for FY 2019-20 through FY 2023-24, are based upon economic forecasts and trends for the area in which the City is located. It is based on information supplied by outside agencies, such as the State Department of Finance, State Board of Equalization, and the Los Angeles County Assessor's Office, to predict revenues for entitlements, grants, state subventions, sales tax, and property tax. The revenue and expenditure projections are intended to serve as a guide in planning for the future. In addition, City departments provide assistance in projecting development related revenues, and revenues received from various City fees.

This year, the assumptions used for forecasting revenues include a moderate increase of 2% in sales tax projections. The Village at Snow Creek shopping center continues to play a major role in supporting additional growth. Property taxes and franchise taxes have been projected to increase 2% each year. License and permit revenue is anticipated to slightly increase in 2019-20 due to development project(s) that are near final planning stages; however, no increases are projected for the years thereafter since the City does not have definite details about the projected start dates. For the use of money and property, particularly on interest earnings, revenue is anticipated to remain level for FY 19-20. Telecommunication lease income will increase 5% each year. There are a few new restricted revenue funding sources for FY 19-20 which include Prop 68 (one-time), Measure A (M&S) Measure A (Category 1), and Measure W. Restricted revenues from other agencies i.e. Proposition A, Proposition C, Gas Tax, Measure M, Measure R, and Road Maintenance Rehabilitation Account (RMRA) have been projected to increase 2% each year.

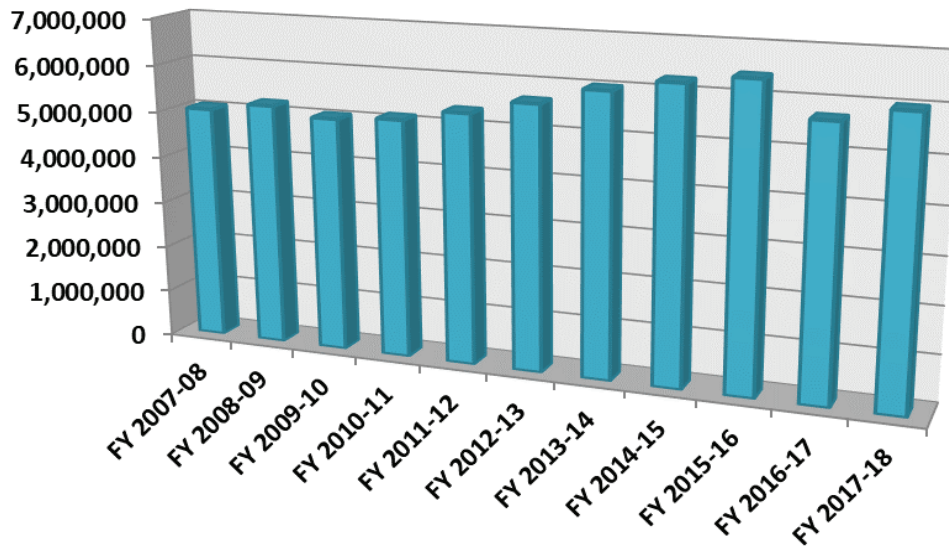
The assumptions used for forecasting expenditures include a 2% increase for all expenditures related to City operations, a 3% increase for personnel cost. All expenditures for the City's Public Safety program, which includes payment for the Los Angeles County Sheriff's services, have been projected to increase by 5%. All liability and property insurance costs are expected to increase by 4%. In addition, where ever possible, any expenditures which are not "on-going", such as expenditures identified for certain capital or fixed asset items, have not been carried forward as expenditures in following years. Also taken into consideration are any costs for contracted services in which the City has an agreement with the provider, where the fees are to remain constant for a specified number of years.

**History of Sales Tax**





## History of Property Tax



### ECONOMIC ANALYSIS

According to the Los Angeles County Economic Development Corporation (LAEDC), the U.S. economic fundamentals look very strong with continued economic growth for FY 19-20. The labor market continues to show improvements by adding jobs at a steady pace. The unemployment rates for 2019 averaged 3.5% and is expected to continue to drop to 3.1% for 2020. Job growth will continue moderately across all sectors of the economy and labor market due to the steady growth of housing and construction, and increase in imports and exports.

LAEDC forecasts that the U.S. economy will remain on a fairly moderate growth path over the next two years, despite rumors of an economic slowdown. Consumption of domestic goods, private residential investments, private non-residential investments, and industrial production contribute to the raise in gross domestic product (GDP) growth. The U.S. economy expanded by almost 3% in 2018 and is projected to steadily grow at a 2.2% growth rate in 2019 to 2.4% for 2020.

*California:* California's economy has continued to grow for ten straight years. This is the longest economic expansion in modern history. For the past few years the state economy continues to add jobs at a faster pace than the nation as a whole. California's economy is growing at an estimated rate of 2.5% and the state accounts for 14.5% of the U.S. GDP, making it the largest of any state. In 2018, California's unemployment rate averaged 4.8%, the lowest since 2000. In addition, the state's finances have stabilized, and the General Fund is expected to end the current fiscal year with a cash surplus.

Recently, Governor Brown released the 2019-20 Budget. The Governor indicates that the state's economy is strong and revenues continue to moderately grow due to the three largest tax sources which are personal income tax, sales tax, and corporation tax. The state has existing long-term liabilities including: deferred maintenance on highways, roads and other infrastructures, unfunded liability for future retiree health care benefits for state employees, and various pension benefits. The state continues to prepare for a future recession while surpassing the threshold for the Rainy Day Fund to \$16.5 billion at the end of 2019-20.

The California Legislative Analyst's Office (LAO) estimates General Fund revenues to grow 3.8% for 2019-20. The increase is related to higher revenues and lower spending. The personal income tax is expected to grow 3% and the corporation tax will be higher at 5.5%. The General Fund spending for FY 19-20 is anticipated to grow 1.5%. Increases in spending is related to the three major program funding for schools and community colleges, health and human services programs, and employee compensation and state retirement programs.

Furthermore, LAO predicts that 2019-20 will bring continued economic growth. As such, the budget and surplus appear to be in extraordinarily good shape for 2019-20, and predicted to end with an estimated amount of \$29.5 billion in total reserves. The total includes \$14.8 billion in the Special Fund for Economic Uncertainties (SFEU) and \$14.5 billion in Budget Stabilization Account (BSA).

It is anticipated that the City of Walnut will continue to deliver the same level of services to its residents. Furthermore, staff continues to look into grants and federal funding to help subsidize cost and special projects. The economic situation is of great concern to Walnut, and is monitored regularly for fiscal and legislative changes and updates.

#### **DEBT MANAGEMENT**

As a general law City, the City of Walnut cannot incur general obligation indebtedness, which exceeds 3.75% of the total assessed valuation of all real and personal property within the City. On June 30, 2018 the City's debt limit was approximately \$197 million. In keeping with the City Council's policy to meet ongoing needs with current revenues and to maintain a low tax rate with the City, there were no outstanding general obligation bonds on that date. The City Council does not intend to issue debt in the future.

#### **CASH MANAGEMENT**

The City Treasurer manages the City of Walnut's portfolio within the Finance Division. The City has taken an approach to maximize interest earnings, maintain adequate liquidity, and comply with state and federal regulations and the City's investment policy. A number of investment vehicles are used, including state and county investment pools, government-backed securities and loans, medium term notes, etc. The City attempts to receive the highest yield obtainable as long as investments meet the criteria established for safety and liquidity. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

#### **BUDGETARY BASIS**

This document represents the City Council's annual budget for 2019-20. As the budget is organized and operated on a fund basis, the underlying accounting records for general governmental operations are maintained on a modified accrual basis. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the fiscal period while expenditures are recognized in the accounting period in which the liability is incurred.

The budget is prepared on a line-item basis by department and fund, and presented in this document in a modified program format. The five major programs are:

GENERAL GOVERNMENT  
COMMUNITY DEVELOPMENT  
PUBLIC WORKS  
PUBLIC SAFETY  
COMMUNITY SERVICES

The budget allocations for each of these major programs are captured in sub-programs to readily enable the tracking of costs.

Appropriation requests are adjusted to be equal or less than the projected revenues of the fund, or approval is requested to utilize restricted fund reserves. Several departments receive funding from a number of different funds as frequently occurs in the Public Works Division. The department/fund structure ties directly to the accounting system organization so departments are familiar with the line-item orientation of the budget used by the City in preparing the annual budget.

### **FINANCIAL AND BUDGET POLICIES**

The budget document is a policy statement and financial plan that allocates City resources such as personnel, materials, and equipment in tangible ways to achieve the general goal of a balanced budget. It is, therefore, prudent for the City to have in place adopted fiscal policies to guide the City Council and staff through the budget decision-making process. These policies are as follows:

#### *RESERVES*

- Maintain a minimum of 50% of the General Fund budget for maintenance and operations (“Rainy Day Fund”).
- Maintain a \$1 million Self-Insured deposit fund reserve and a \$1 million Disaster Recovery Fund reserve for future emergencies.
- After the annual audit is completed each year, determine if there is a surplus of General Fund monies. If the total source of funds is greater than the total use of funds then the result is a surplus. When this occurs, the surplus shall be equally divided and deposited into the Facility Maintenance Fund and the Capital Outlay Fund.

#### *FACILITIES*

- Plan for new facilities only if operations and maintenance cost will not impact the operating budget.
- Provide adequate routine maintenance each year to avoid the cost of deferred maintenance.

### *NEW SERVICES*

- Add new services only when a need has been identified, and when adequate staffing and funding source have been provided.

### *PUBLIC SAFETY*

- Provide funding to maintain the safety of the citizens of Walnut at a level to insure that Walnut maintains one of the lowest crime rates in Los Angeles County.

### *LANDSCAPING AND LIGHTING DISTRICT*

- Utilize revenues derived from the Lighting & Open Space Maintenance District (LOSMD) to sustain the current level of maintenance and street lighting.
- Only add new areas to the LOSMD when the area is visible from a major street.

### *OPERATIONAL EFFICIENCIES*

- Privatize City services when found to be cost effective with no loss of service levels.
- Provide staffing levels, which allow employees to respond promptly to service request from the public.
- Utilize consultants and temporary help instead of hiring staff for special projects or peak workload periods.
- Ensure that fee-supported services are staffed appropriately to render the services for which customers have paid.
- Work through regional agencies to share costs for local and mandated programs whenever possible.

### *EMPLOYEE DEVELOPMENT*

- Attract and retain competent employees for the City work force by compensating employees fairly, providing adequate training opportunities, ensuring safe working conditions, and maintaining a professional work environment.

### *ECONOMIC DEVELOPMENT*

- Promote a mix of businesses, which contributes to a balanced community, develop programs to enhance and retain existing businesses, and pursue new developments and businesses which add to the City's economic base.
- Charge the Walnut Successor Agency its fair share of the cost of City support services.

## *FISCAL MANAGEMENT*

- Maximize investment revenue while maintaining safety and liquidity.
- Utilize grants and subsidies from other agencies when possible and cost effective.
- Charge fees for services, which reflect the cost of providing such services.
- Review fees annually, establish actual costs, adjust existing fees and establish new fees as needed.
- Recover costs when possible for facility use, planning and building services, code enforcement, community events, and administrative costs.

## **BUDGET PROCESS**

Adoption of the annual budget is the single most significant policy decision, which the City Council makes. Although not mandated by the municipal code, the City Council practices the following budget process each year.

The budget process begins in January of each year with a "Budget Kick-Off" meeting, wherein Department Heads are given Budget Instruction booklets, Council guidelines, and worksheets for projecting departmental revenues and expenditures for the next fiscal year. In addition, meetings for mid-year reviews of the current year budget are held which allow Department Heads the opportunity to review their current work program, and plan for any changes to be recommended for the next fiscal year. Departments are then requested to submit their budget projections, providing an estimate of the Department's proposed budget, highlighting any new programs, major cost items, or reductions in programs. This information is compiled by the Finance Division and presented to the City Manager and all Departments as a draft budget.

At this early stage, the budget is usually unbalanced with projected appropriations exceeding projected revenues. This gap in revenues and appropriations is then addressed during meetings wherein the City Manager reviews departmental line-item budgets with all Department Heads. The goal of these meetings is to address where spending may be cut or revenues increased in order to balance the budget.

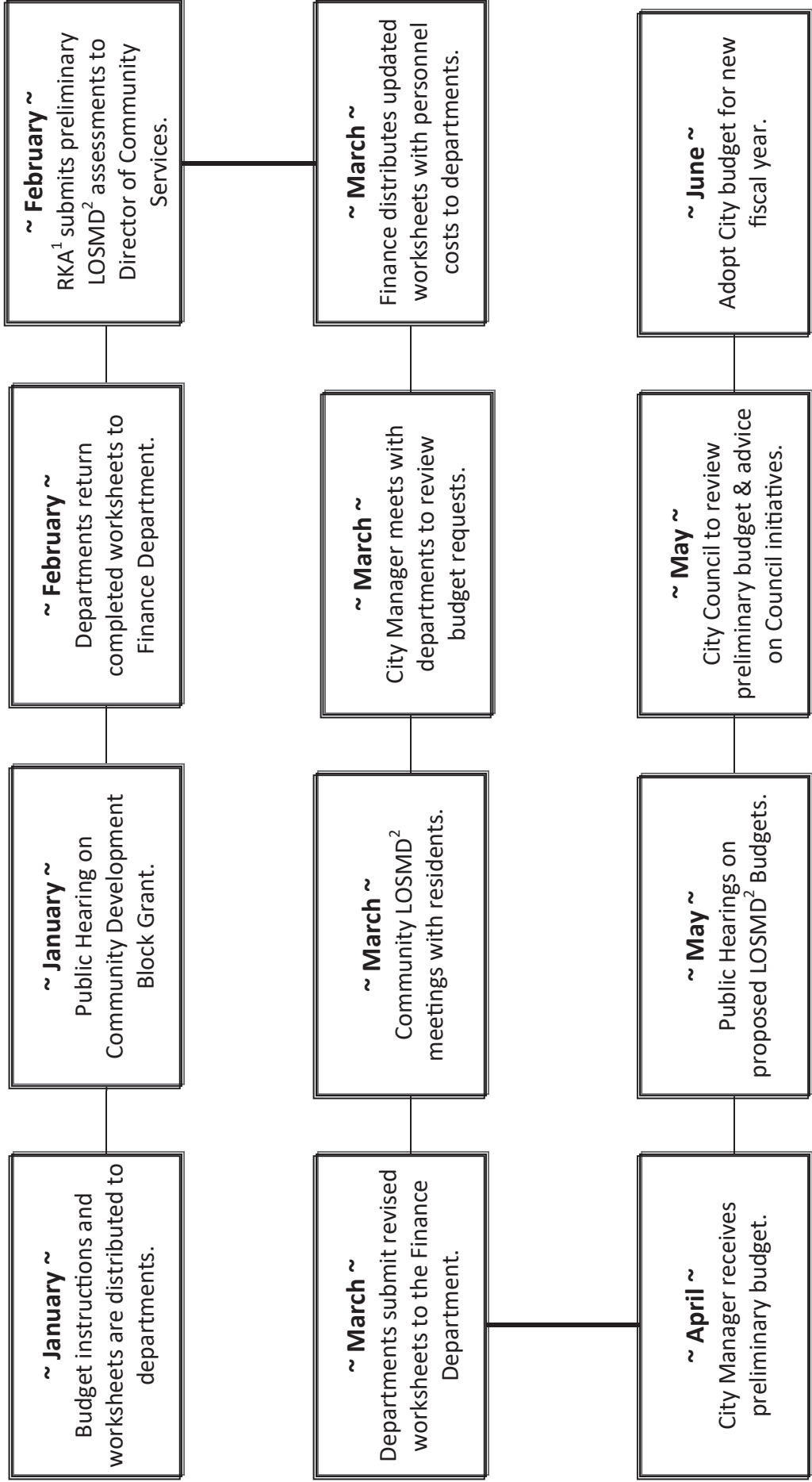
The Finance Division staff then uses all revised projections to produce a preliminary budget, which is submitted to the City Council for review. This document is made available to the public at the Walnut City Hall for review before the annual Budget Study Session. The budget is reviewed at a study session scheduled in May, wherein the City Council reviews the entire budget and directs any adjustments to be made to it. The budget is then recommended for City Council approval and adoption. This meeting is open to the public, and the Council takes into consideration any testimony from the public regarding the budget at this time.

Once approved and adopted final copies of the budget are produced and distributed in late June. It is also posted on the City's website [www.cityofwalnut.org](http://www.cityofwalnut.org).

# CITY OF WALNUT BUDGET PROCESS

<sup>1</sup>RKA = RKA Consulting Group  
– Assessment Engineer

<sup>2</sup>LOSMD = Lighting & Open  
Space Maintenance District.  
For other terms, please see  
the Glossary.



## BUDGET AMENDMENT PROCEDURES

The City's Operating Budget may be amended by one of two methods: Continuing Appropriations approved by the City Council and Additional Appropriations approved by City Council. In all instances where appropriations are increased, funds must be available to match the request.

**Continuing Appropriations:** At the end of each fiscal year, the Finance Division requests that each department review their budgets for programs where expenditures are still outstanding. This may include appropriations for authorized, yet outstanding uncompleted projects. Continuing Appropriation requests are approved by the City Council upon recommendation by the Director of Administrative Services and/or City Manager.

**Additional Appropriations:** Throughout the year, the City Council may consider and approve departmental requests for additional appropriations, as needed, to fund activities not included in the adopted budget.

## CAPITAL PROJECTS PROGRAM

Capital expenditures must meet the threshold of \$100,000 to be considered a capital project. These projects are either a permanent addition to the City's assets, including the design, construction, or purchase of land, or major renovations to buildings or facilities.

The 2019-20 Annual Budget also includes the City of Walnut's Capital Projects Program. The Capital Projects Program is set up as a five-year program, starting with Fiscal Year 2019-20, and includes projects, which have been identified and recommended as necessary in the City of Walnut. The five-year program illustrates the expected distribution of appropriations for the City's multi-year projects. Funding for all Capital Projects is listed in this program. The five-year Capital Project Program is comprised of the following categories:

### New and In Progress Projects:

The "New" projects listed in this section of the program have been identified and recommended as necessary in the City of Walnut. Throughout the new fiscal year, projects scheduled to begin in Fiscal Year 2019-20 will be presented individually before the City Council to approve plans and specifications, review costs, consider the environmental assessment, and authorize the City Engineer to seek bids and award the contract.

The "In Progress" projects listed in this section of the program have previously been approved by the City Council, either in Fiscal Year 2018-19, or prior years. These projects were not completed as of June 30, 2019; therefore, the remaining balance of corresponding appropriations is carried over into the new Fiscal Year 2019-20 and beyond if necessary.

## CAPITAL PROJECTS PROGRAM IMPACT

The Capital Projects Program is funded by restricted revenue and does not affect the operating budget. These restricted revenues include funding from the Capital Equipment Fund, Bikeway Fund, Proposition 68 (one-time), Proposition A Fund, Proposition C Fund, Measure M Fund, Measure R Fund, Park Improvements Fund, and Three Oaks Recreation Facility Fund, and Road Maintenance Rehabilitation Account Fund (RMRA). The Capital Projects Fund was established by the City Council to maintain and improve infrastructure within the City of Walnut. The above mentioned funds are restricted funding sources that may only be utilized to fund certain projects or potential facilities.

For Fiscal Year 2019-20, the capital projects include trail improvement projects, road resurfacing, slurry seal, park improvements, and schematics for a potential recreation facility. These projects will cause no impact to the operating budget because they do not increase the need for maintenance. Trail improvements prevent erosion that will actually reduce the impact on the operating budget because it will decrease the need for future maintenance. Projects such as slurry seal extend the life of streets by 7 years, resurfacing a street extends the life 15 years, and trail improvements, 10 years. These projects represent several replacement and rehabilitation projects of existing infrastructure causing a decrease in operating expenditures because they reduce future maintenance costs to the City and diminish the need for major rehabilitation in future years.

The priority projects for the Fiscal Year 2019-20 will have an impact of \$3,005,940 on the City's Capital Improvement Projects budget. This includes \$100,000 in trail projects, \$70,000 in design and schematics for a potential recreation facility, \$400,000 in road resurfacing, \$1,050,000 in slurry seal projects, \$775,000 in park improvements, \$130,940 General Plan, \$100,000 in sidewalk repairs, \$250,000 in storm water project, \$30,000 in city wide sign replacement signs and \$100,000 city wide heating, ventilation, and air conditioning system (HVAC) repairs.

Funding for these projects in the amount of \$325,940 will be through Capital/Equipment Outlay, \$70,000 will be funded through the Three Oaks Recreation Facility Fund, \$200,000 through Proposition 68, \$650,000 through Proposition A, \$650,000 through Proposition C, \$10,000 through Measure R, \$25,000 through the Bikeway Fund, \$575,000 through Park Improvements Fund, and \$500,000 through RMRA Fund.

During 2010-11, Walnut completed the construction of Meadowpass Road. The completion of this project impacted the operating budget for mitigation and monitoring of the newly constructed road by \$57,000 in 2011-12, \$60,000 in 2012-13, \$70,000 in 2013-14, \$97,000 in 2014-15, \$92,000 in 2015-16, \$174,000 in 2016-17, \$33,000 in 2017-18, and \$33,000 in 18-19. For 2019-20, the impact on the operating budget for General Fund is approximately \$33,000.

It is anticipated that the cost of mitigation and monitoring for Meadowpass will continue throughout Fiscal Year 2019-20.



## APPROPRIATION LIMIT

As a government entity, the City is subject to the Gann Spending Limitation Initiative, which limits the amount of annual appropriations of tax proceeds. The limitation is based upon prior fiscal year amount adjusted for changes in population combined with the change in California per capita personal income. Information necessary to calculate the City's 2019-20 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2019-20 Appropriation Limit

Appropriation Limit:

FY 2018-19 Appropriation Limit	\$28,320,811
Adjustment Factor	1.038396
FY 2019-20 Appropriation Limit	\$29,408,221
FY 2019-20 Appropriation Subject to Limit	\$9,269,900

## CITY OF WALNUT

### About the City

*The City of Walnut* is situated in the southeastern portion of Los Angeles County, 20 miles east of downtown Los Angeles, and encompassing 8.9 square miles. The picturesque greater *Walnut* Valley is nestled between the steep San Jose Hills to the North and the gentle rolling Puente Hills to the South.

*Walnut* is located between the 10, 57, and 60 freeways with accessibility to four counties. Mount San Antonio Community College at Grand and Temple Avenues is conveniently located near California Polytechnic University, Pomona, at the City border. The City provides a pleasant mixture of country living with urban convenience. The climate of *Walnut* is mild and dry, with the average temperatures ranging from 54 degrees in the winter to 79 degrees in the summer. The annual rainfall for the city is 17 inches.

The elevation of *Walnut* is 519 feet above sea level, with gently rolling hills in the south rising to the rugged, steep hills of 1,375 feet to the north. The impressive backdrop of the *Walnut* Valley is the towering San Gabriel mountain range, with snow-capped Mt. Baldy, as well as the San Geronio and San Jacinto ranges.

*Walnut* was named after the largest ranch, Rancho de Los Nogales, meaning "walnut" in Spanish. The City was founded in 1940 and incorporated on January 19, 1959, by local farmers and ranchers wanting to protect the environment. By 1960, the population was 1,000 and by 2003, the population had grown to approximately 30,000 making it one of the fastest growing cities in Los Angeles County.

The City government is directed by a five-member City Council elected by the community at large. This legislative body selects from its members the Mayor, and appoints a City Manager to administer the affairs of the City. The City is committed to providing its residents with a well-balanced mix of residential, employment, service and recreational opportunities.

The City Council adopted an Ethics/Conflict of Interest Program for the *City of Walnut* in 2003-04. The program was created by a Council appointed citizen ad-hoc committee that created a thorough booklet of information for the Council and potential Council candidates. In compliance with new legislation, all City Council Members and Commissioners have attended an Ethics/Conflict of Interest Program.

The City continues to implement strategies to enhance the economy in *Walnut*. The businesses at Snow Creek Village continue to provide a boost to local tax revenues. The City's top employer is Mount San Antonio Community College with 3,781 employees, followed by Nina's Mexican Foods, Inc. with 180 employees. The businesses in the City are mainly small businesses with an average of 6 employees. The majority of businesses in the City are wholesalers.

The *City of Walnut* is approximately 96% Residential and 4% Commercial/Industrial and is 98% built out.

**CITY OF WALNUT**  
**Miscellaneous Statistics**  
**June 30, 2019**

Type of City	General Law - January 19, 1959
Form of Government	City Council/City Manager
Population	30,551 (as of 1/1/2019)
Land Area	8.83 Square Miles
Number of Parks	11
Park Area	97 Acres
Equestrian/Hiking Trails	30.5 Miles
Water Utilities	Walnut Valley Water District Suburban Water Systems Golden State Water
Electric Utility	Southern California Edison Co.
Gas Utility	Southern California Gas Co.
Employees	38 Full-time
Cost Per Capita	\$751

*Source: City of Walnut Finance Division and California Department of Finance (dof.ca.gov)*

**Election and Voter Registration**

Number of registered voters (November 2018)	17,307
Percent voted in last general election (November 2018)	62.86%
Number of vote-by-mail ballots (2018)	5,858
Number of precinct ballots (2018)	5,032

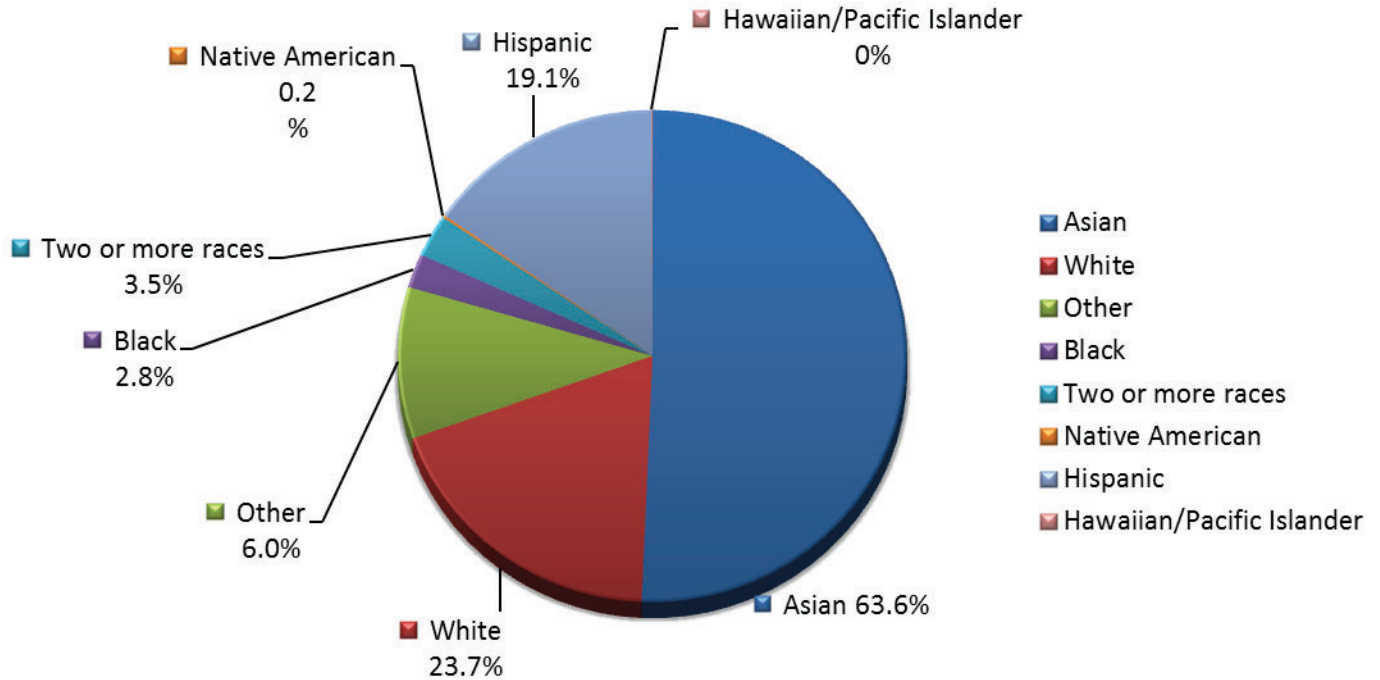
*Source: City of Walnut Administration Department – City Clerk*

## Demographics

	City of Walnut	State of California
<b>Population Characteristics</b>		
Median Age	39.1	36.5
Average Household Size	3.4	3
<b>Ethnicity</b>		
Asian	64.1%	15.2%
White	21.7%	72.4%
Other	10.8%	37.2%
Black	2.9%	6.5%
Two or more races	3.3%	3.9%
Native American	0.4%	1.6%
Hispanic	20.5%	39.1%
Hawaiian/Pacific Islander	0.1%	0.5%
<b>Education</b>		
Bachelors Degree	52%	32.6%
High School or Higher	92.2%	82.5%
Housing Units	9,022	14,277,157
Median Household Income:	\$98,329	\$67,169

**Source:** 2010/2018 Census Data (Census.gov & Censusreporter.org), State Department of Finance – Property and Housing Estimates (dof.ca.gov)

### City of Walnut Population by Race



Source: 2010 Census Data

### Demographics Statistics Last Five Fiscal Years (in thousands of dollars)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Square Miles	8.83	8.83	8.83	8.83	8.83
Number of Housing Units	8,909	8,911	8,925	8,937	9,022
Population	30,112	30,257	30,152	30,134	30,457
Personal Income	1,019,743	1,041,477	1,045,685	1,077,615	1,099,822
Per Capita Personal Income	33,865	34,573	34,680	35,760	36,110
Unemployment Rate	3.6%	5.9%	4.8%	3.7%	3.5%
Average Annual Population % change	0.55%	0.48%	-0.35%	-0.06%	1.07%

**Sources:**

City of Walnut Finance Division, as of June 30, 2018

California State Department of Finance

U.S. Bureau of Census

State of California Employment Development Department

**City of Walnut  
Principal Employers**

<u>Employer</u>	<u>Number of Employees</u>	<u>Percent of Employment</u>	<u>Product/Services</u>
Mount San Antonio College	3,781	49%	Community College
Nina's Mexican Foods, Inc.	180	2%	Manufacturer
Ronsin Photocopy, Inc.	124	2%	Photocopy Manufacturer
Edro Engineering Company, Inc.	109	1%	Engineering
Fairway Injections Molds, Inc.	96	1%	Manufacture Mold Bases
Vons #2167	76	1%	Grocery Store
Stater Brothers Market	74	1%	Grocery Store
Applebee's Neighborhood Grill	71	1%	Restaurant
McDonalds	69	1%	Fast-food
Sodexo, Inc.	69	1%	Food Services Mgmt.
TJ Maxx #682	66	1%	Retail
24 Hour Fitness	60	1%	Health Fitness Facility
Alliance Industrial Refrigeration	51	1%	Industrial Refrigeration
Ten Ren's Tea Time	49	1%	Restaurant
Panera Bread #1630	48	1%	Restaurant

*Source: City of Walnut Finance Division  
As of June 30, 2018*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Walnut  
California**

For the Fiscal Year Beginning

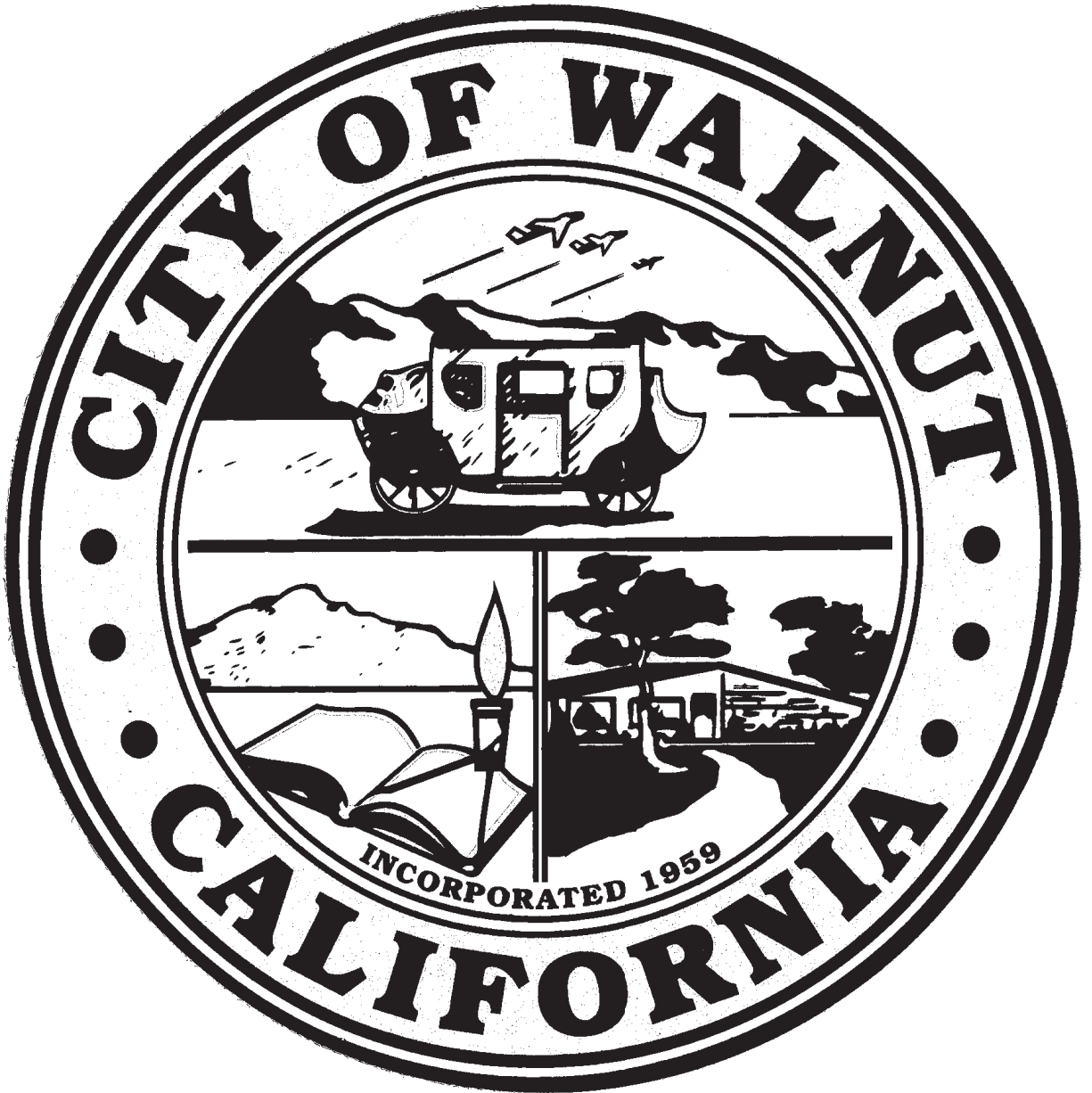
**July 1, 2018**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Walnut, California for its annual budget for the fiscal year beginning July 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.





# **Budget Summaries**

**CITY OF WALNUT  
BUDGET SUMMARY  
FISCAL YEAR 2019-20**

Revenues	
Non-Restricted Revenues	\$ 13,970,370
Restricted Revenues	6,775,230
Walnut Housing Authority Revenues	350,150
Sub-total Revenues	\$ 21,095,750
Transfer-in	\$ 175,100
<b>Total Revenues</b>	<b>\$ 21,270,850</b>

Expenditures	
Personnel	\$ 6,038,470
Operations	12,879,950
Capital Outlay	338,930
Sub-total	\$ 19,257,350
Capital Projects	\$ 3,005,940
Transfers-out	175,100
<b>Total Expenditures</b>	<b>\$ 22,438,390</b>

Use of Reserves	
Restricted Fund Balances	\$ 1,293,870
Restricted General Fund - 3 Oaks Recreation Facility	70,000
Restricted General Fund - Capital Equipment Replacement	330,940
<b>Total Use of Reserves</b>	<b>\$ 1,694,810</b>

<b>Surplus (Deficit)</b>	<b>\$ 527,270</b>
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**CITY OF WALNUT**

**2019-20**

**CONTINUING APPROPRIATIONS**

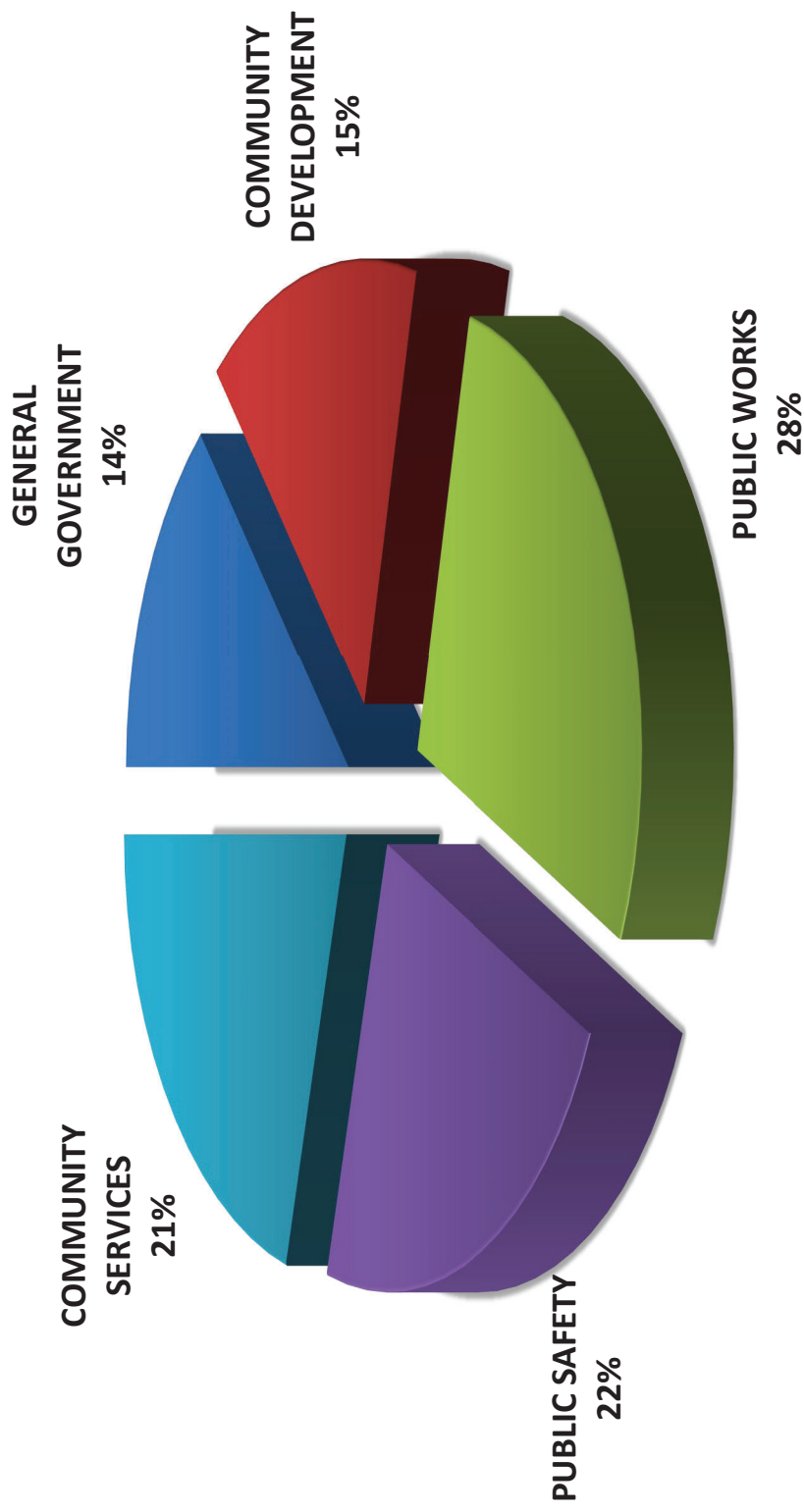
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## 2019-20 APPROPRIATIONS SUMMARY

ACTIVITY	2017-18		2018-19		2019-20
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b><u>PERSONNEL</u></b>					
GENERAL GOVERNMENT	1,336,590	1,509,050	1,473,170	1,475,770	1,685,480
COMMUNITY DEVELOPMENT	1,386,095	1,550,160	1,534,950	1,448,970	1,396,240
PUBLIC WORKS	691,688	785,630	786,430	704,790	774,940
PUBLIC SAFETY	204,079	165,760	180,260	177,710	159,720
COMMUNITY SERVICES	1,769,563	1,893,956	1,895,036	1,842,210	2,022,090
<b>TOTAL PERSONNEL</b>	<b>\$5,388,016</b>	<b>\$5,904,556</b>	<b>\$5,869,846</b>	<b>\$5,649,450</b>	<b>\$6,038,470</b>
<b><u>OPERATIONS</u></b>					
GENERAL GOVERNMENT	972,658	862,130	946,610	912,970	880,150
COMMUNITY DEVELOPMENT	862,569	1,287,940	1,312,915	1,177,815	1,411,370
PUBLIC WORKS	4,292,727	4,563,625	4,647,565	4,597,170	4,476,620
PUBLIC SAFETY	3,778,928	3,975,380	4,022,880	3,959,060	4,163,460
COMMUNITY SERVICES	1,794,852	1,886,320	1,879,650	1,805,440	1,948,350
<b>TOTAL OPERATIONS</b>	<b>\$11,701,734</b>	<b>\$12,575,395</b>	<b>\$12,809,620</b>	<b>\$12,452,455</b>	<b>\$12,879,950</b>
<b><u>SUBTOTAL</u></b>					
GENERAL GOVERNMENT	2,309,248	2,371,180	2,419,780	2,388,740	2,565,630
COMMUNITY DEVELOPMENT	2,248,665	2,838,100	2,847,865	2,626,785	2,807,610
PUBLIC WORKS	4,984,415	5,349,255	5,433,995	5,301,960	5,251,560
PUBLIC SAFETY	3,983,007	4,141,140	4,203,140	4,136,770	4,323,180
COMMUNITY SERVICES	3,564,415	3,780,276	3,774,686	3,647,650	3,970,440
<b>SUBTOTAL</b>	<b>\$17,089,749</b>	<b>\$18,479,951</b>	<b>\$18,679,466</b>	<b>\$18,101,905</b>	<b>\$18,918,420</b>
<b><u>CAPITAL</u></b>					
GENERAL GOVERNMENT	17,255	25,000	25,000	25,000	25,000
COMMUNITY DEVELOPMENT	93,358	159,930	153,135	153,135	145,470
PUBLIC WORKS	332,038	145,950	163,200	125,950	168,460
PUBLIC SAFETY	11,928	0	21,500	21,500	0
COMMUNITY SERVICES	2,700	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$457,278</b>	<b>\$330,880</b>	<b>\$362,835</b>	<b>\$325,585</b>	<b>\$338,930</b>
<b><u>TOTAL</u></b>					
GENERAL GOVERNMENT	2,326,503	2,396,180	2,444,780	2,413,740	2,590,630
COMMUNITY DEVELOPMENT	2,342,023	2,998,030	3,001,000	2,779,920	2,953,080
PUBLIC WORKS	5,316,454	5,495,205	5,597,195	5,427,910	5,420,020
PUBLIC SAFETY	3,994,935	4,141,140	4,224,640	4,158,270	4,323,180
COMMUNITY SERVICES	3,567,114	3,780,276	3,774,686	3,647,650	3,970,440
<b>TOTAL</b>	<b>\$17,547,028</b>	<b>\$18,810,831</b>	<b>\$19,042,301</b>	<b>\$18,427,490</b>	<b>\$19,257,350</b>

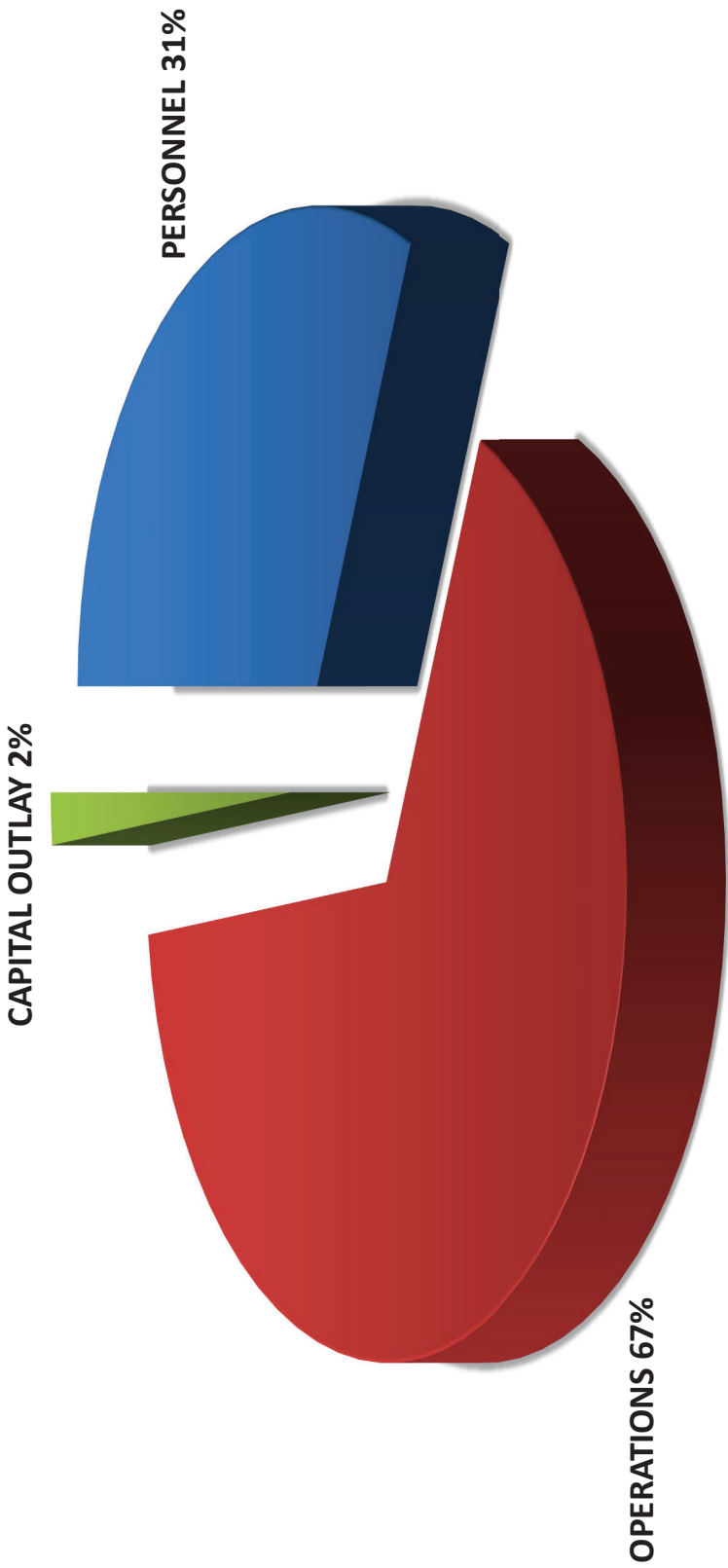
# EXPENDITURE SUMMARY (ALL FUNDS)

## FISCAL YEAR 2019-20



**Total Budget  
\$19,257,350**

# EXPENDITURES BY CATEGORY FISCAL YEAR 2019-20



**Total Budget  
\$19,257,350**

**CITY OF WALNUT  
2017-18  
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2017 ACTUAL FUND BAL.	2017-18 ACTUAL REVENUE	2017-18 ACTUAL PROJECTS	2017-18 ACTUAL OPERATING	FUND TRANSFERS	6/30/2018 ACTUAL FUND BAL.
01	GENERAL	10,641,467	12,777,997	14,550	12,533,840	(1) (2) (3) (4) 127,855 745,821 (441,810) (100,048)	11,202,892
02	GAS TAX	164,818	604,248	-	686,152	-	82,914
03	RMRA	-	176,596	-	-	-	176,596
05	TRAFFIC SAFETY	2,437	135,293	-	83,021	(1) (54,709)	-
06	PARK IMPROV	1,179,227	119,090	656,264	-	-	642,053
07	COPS	162,114	140,246	-	83,746	-	218,614
09	AIR QUALITY	9,135	38,533	-	36,500	-	11,168
11	WASTE MGMT	0	73,146	-	-	(1) (73,146)	0
12	CDBG	2	113,837	-	113,839	-	(0)
13	PROP C	1,078,580	469,045	1,079,603	78,653	-	389,369
14	BIKEWAY	-	20,060	20,060	-	-	-
15	LACMTA (STPL)	524,414	635	520,000	-	-	5,049
16	MEASURE R	1,061,083	353,088	1,255,000	-	-	159,171
18	LOSMD - Zone 9	422,234	650,844	-	640,904	-	432,174
19	LOSMD	165,455	1,730,471	-	1,881,843	-	14,083
20	3 OAKS REC FACILITY	2,666,801	12,487,410	208,023	-	-	14,946,188
21	MEASURE M	-	316,721	375,600	-	(4) 58,879	-
23	PROP A	1,265,621	568,032	-	336,438	-	1,497,215
25	CAP/EQUIP REP	1,456,262	-	1,152,752	260,133	(3) 220,905	264,282
26	FACILITY MAINT	1,837,835	-	-	397,065	(2) (3) (745,821) 220,905	915,854
27	PARK GRANTS	(10,517)	17,174	-	47,826	(4) 41,169	-
31	TRF CONGEST RELIEF	-	34,279	-	-	-	34,279
32	USED OIL GRANT	-	16,756	-	8,489	-	8,267
33	RECYCLING GRANT	-	15,621	-	7,838	-	7,783
35	CABLE TV-EDUC	148,098	34,765	-	13,046	-	169,817
41	WHA	-	368,439	33,723	334,716	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	754,593	-	-	2,978	-	751,615
		24,529,659	31,262,326	5,315,575	17,547,027	-	32,929,383

- (1) Transfer revenue to General Fund to match expenditures.  
(2) Net transfer to/from Maintenance Facility Fund for facilities operations.  
(3) Transfer for prior year General Fund surplus.  
(4) Transfer for deficit fund balance

**CITY OF WALNUT  
2018-19  
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2018 Actual FUND BAL.	2018-19 ESTIMATED REVENUE	2018-19 ESTIMATED PROJECTS	2018-19 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2019 ESTIMATED FUND BAL.
01	GENERAL	11,202,892	15,407,610	193,500	13,185,720	(1) (2) (3) (4) 78,030 739,506 (561,424) 100,048	13,587,442
02	GAS TAX	82,914	613,100	-	694,140	-	1,874
03	RMRA	176,596	480,500	611,000	-	-	46,096
05	TRAFFIC SAFETY	-	95,600	-	92,620	(1) (2,980)	-
06	PARK IMPROV	642,053	27,690	191,000	-	-	478,743
07	COPS	218,614	144,000	-	111,970	-	250,644
09	AIR QUALITY	11,168	36,900	-	37,600	-	10,468
11	WASTE MGMT	0	75,050	-	-	(1) (75,050)	0
12	CDBG	(0)	190,270	-	190,270	-	(0)
13	PROP C	389,369	494,230	430,000	2,500	-	451,099
14	BIKEWAY	-	21,490	21,490	-	-	-
15	LACMTA (STPL)	5,049	-	-	-	-	5,049
16	MEASURE R	159,171	371,930	458,500	-	-	72,601
18	LOSMD - Zone 9	432,174	663,890	-	673,690	-	422,374
19	LOSMD	14,083	1,726,080	-	1,932,670	-	(192,507)
20	3 OAKS REC FACILITY	14,946,188	-	80,000	-	-	14,866,188
21	MEASURE M	-	416,350	-	162,710	(4) (58,879)	194,761
23	PROP A	1,497,215	599,810	-	441,460	-	1,655,565
25	CAP/EQUIP REP	264,282	-	101,510	32,000	(3) 280,712	411,484
26	FACILITY MAINT	915,854	-	-	457,060	(2) (3) (739,506) 280,712	0
27	PARK GRANTS	-	61,169	-	20,000	(4) (41,169)	-
31	TRF CONGEST RELIEF	34,279	34,400	-	-	-	68,679
32	USED OIL GRANT	8,267	8,270	-	8,270	-	8,267
33	RECYCLING GRANT	7,783	7,790	-	7,790	-	7,783
35	CABLE TV-EDUC	169,817	37,000	-	28,550	-	178,267
41	WHA	-	345,070	-	345,070	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	751,615	-	-	3,400	-	748,215
		32,929,383	21,858,199	2,087,000	18,427,490	-	34,273,092

- (1) Transfer revenue to General Fund to match expenditures.
- (2) Net transfer to/from Maintenance Facility Fund for facilities operations.
- (3) Transfer for prior year General Fund surplus.
- (4) Transfer for deficit fund balance



**CITY OF WALNUT  
2019-20  
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2019 ESTIMATED FUND BAL.	2019-20 ESTIMATED REVENUE	2019-20 ESTIMATED PROJECTS	2019-20 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2020 ESTIMATED FUND BAL.
01	GENERAL	13,587,442	13,970,370	200,000	13,646,960	(1) (3) 77,100 (98,000)	13,689,952
02	GAS TAX	1,874	628,000	-	603,600	-	26,274
03	RMRA	46,096	511,500	500,000	-	-	57,596
05	TRAFFIC SAFETY	-	100,420	-	100,420	-	-
06	PARK IMPROV	478,743	230,000	575,000	-	-	133,743
07	COPS	250,644	144,000	-	93,510	-	301,134
09	AIR QUALITY	10,468	36,900	-	39,000	-	8,368
11	WASTE MGMT	0	77,100	-	-	(1) (77,100)	0
12	CDBG	(0)	180,790	-	180,790	-	-
13	PROP C	451,099	511,820	650,000	-	-	312,919
14	BIKEWAY	-	25,000	25,000	-	-	-
15	LACMTA (STPL)	5,049	-	-	-	-	5,049
16	MEASURE R	72,601	385,160	10,000	-	-	447,761
18	LOSMD - Zone 9	422,374	663,890	-	743,770	-	342,494
19	LOSMD	(192,507)	1,726,080	-	1,974,020	(3) 98,000	(342,447)
20	3 OAKS REC FACILITY	14,866,188	-	70,000	-	-	14,796,188
21	MEASURE M	194,761	431,300	-	337,710	-	288,351
23	PROP A	1,655,565	621,010	650,000	447,960	-	1,178,615
25	CAP/EQUIP REP	411,484	-	325,940	5,000	-	80,544
26	FACILITY MAINT	0	-	-	458,930	-	(458,930)
27	PARK GRANTS	-	30,000	-	30,000	-	-
28	MEASURE "A" (M&S)	-	25,350	-	25,000	-	350
29	MEASURE "W"	-	252,000	-	87,000	-	165,000
31	TRF CONGEST RELIEF	68,679	35,500	-	-	-	104,179
32	USED OIL GRANT	8,267	8,360	-	8,360	-	8,267
33	RECYCLING GRANT	7,783	7,800	-	7,800	-	7,783
35	CABLE TV-EDUC	178,267	37,000	-	28,550	-	186,717
37	MEASURE "A" (CAT 1)	-	106,250	-	85,000	-	21,250
41	WHA	-	350,150	-	350,150	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	748,215	-	-	3,820	-	744,395
		34,273,092	21,095,750	3,005,940	19,257,350	-	33,105,552

(1) Transfer revenue to General Fund to match expenditures.

(2) Transfer for prior year General Fund surplus.

(3) Transfer for deficit fund balance

**CITY OF WALNUT  
2019-20  
TEN-YEAR OPERATING REVENUE HISTORY**

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<b>GENERAL FUND</b>										
Property Taxes	5,206,490	5,027,185	5,108,450	5,347,081	5,641,665	5,995,275	6,238,353	6,408,855	5,700,002	5,984,693
Other Taxes	2,499,918	2,636,702	2,522,328	2,601,096	2,760,136	2,779,657	2,855,598	3,205,950	3,574,950	3,515,040
Licenses & Permits	748,964	1,574,923	2,145,139	763,810	551,180	754,434	785,402	961,562	1,829,914	805,839
Use of Money	894,938	524,718	356,334	385,069	182,529	487,104	427,323	404,421	420,190	688,512
Revenue from Other Agencies	100,168	204,866	186,658	91,462	24,157	146,166	145,339	22,377	26,157	49,026
Recreation Services	622,031	655,347	704,967	749,356	739,734	898,503	553,318	805,406	633,498	774,412
Charges for Service	359,913	403,786	322,092	349,384	387,614	452,467	395,802	844,546	413,787	429,479
Other Revenue	391,474	855,035	448,119	540,392	888,052	782,252	545,689	528,694	464,055	530,996
<b>Total General Fund</b>	<b>10,823,896</b>	<b>11,882,562</b>	<b>11,794,087</b>	<b>10,827,650</b>	<b>11,175,067</b>	<b>12,295,858</b>	<b>11,946,824</b>	<b>13,181,811</b>	<b>13,062,553</b>	<b>12,777,997</b>
Gas Tax Fund	519,690	501,420	837,577	914,524	738,976	1,022,814	826,255	662,200	578,194	604,248
RMRA	-	-	-	-	-	-	-	-	-	176,596
Traffic Safety Fund	268,868	376,815	296,148	252,218	256,611	266,498	171,894	206,391	103,801	135,293
Park Improvement Fund	31,171	-	-	-	-	-	-	998,454	297,630	119,090
COPS Fund	77,326	123,908	100,456	101,446	99,744	101,678	107,219	115,745	131,023	140,246
Air Quality Management Fund	38,424	38,401	50,418	36,856	35,204	38,490	37,817	38,682	38,492	38,533
Waste Management Fund	70,851	93,272	101,880	131,213	82,945	99,476	76,935	100,736	64,099	73,146
MTA Grants	1,478,979	-	-	-	-	-	-	-	-	-
Housing and Community Development	189,440	174,734	310,822	183,446	130,017	239,871	138,393	129,793	187,935	113,837
Prop C Transit Fund	435,723	354,307	379,321	408,606	417,457	435,533	452,134	463,314	469,689	469,045
Bikeway Fund	-	-	-	-	20,000	18,000	24,280	-	38,910	20,060
LACMTA Exchange	137,922	-	-	-	151,000	-	498,000	836	523,578	635
Measure R	-	207,994	278,302	304,666	315,481	323,343	337,632	344,499	352,717	353,088
Landscape & Open Space Maintenance	1,729,902	1,741,027	1,734,102	2,395,881	2,538,271	2,279,177	2,159,654	2,109,527	2,265,337	2,381,313
3 Oaks Facility Development	-	-	-	-	350,000	-	-	-	-	12,487,410
Measure M	-	-	-	-	-	-	-	-	-	316,721
Prop A Transit Fund	481,724	414,971	440,385	479,426	504,090	513,347	536,468	552,155	563,266	568,032
Capital Equipment Replacement Fund	6,650	5,048	25,244	-	-	92,320	-	2,658	300	-
Facility Maintenance Fund	-	-	-	-	-	-	-	-	-	-
State Park Grant Fund	90,204	112,523	117,951	69,148	104,189	54,206	14,212	27,248	2,484	17,174
Edward Byrne Justice Grant	-	-	21,308	-	-	-	-	-	-	-
Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	-	-
Used Oil Recycling Grant Fund	1,154	2,500	8,420	14,440	12,780	8,532	8,570	8,500	8,467	34,279
General Recycling Grant Fund	8,473	5,000	-	8,828	1,105	15,332	8,130	8,194	7,970	16,756
Cable Television Education Fund	48,806	34,533	31,951	30,227	27,129	29,071	28,480	28,404	32,465	15,621
Walnut Improvement Agency Fund	397,155	203,790	336,568	113,081	-	-	-	-	-	-
Walnut Housing Authority Fund	336,704	339,033	326,902	326,902	328,252	306,903	261,080	354,253	424,948	368,439
<b>Total All Funds</b>	<b>17,173,062</b>	<b>16,611,838</b>	<b>16,864,940</b>	<b>16,598,558</b>	<b>17,288,318</b>	<b>18,140,449</b>	<b>17,633,977</b>	<b>19,333,400</b>	<b>19,153,858</b>	<b>31,262,324</b>

CITY OF WALNUT

2019-20

TEN-YEAR OPERATING EXPENDITURE HISTORY

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<b>GENERAL FUND</b>										
General Government	2,534,775	2,481,269	2,535,638	3,520,211	1,976,613	2,091,374	2,115,615	2,301,298	2,146,511	2,310,478
Community Development	1,006,400	1,155,127	1,393,040	1,021,249	1,188,936	1,176,598	1,304,732	1,443,808	1,695,810	1,478,375
Public Works	726,679	709,819	719,113	708,316	667,094	1,509,678	1,735,871	2,008,611	1,748,696	1,397,532
Public Safety	3,190,013	3,368,863	3,426,929	3,340,604	3,416,203	3,397,949	3,393,839	3,552,930	3,716,765	3,828,168
Community Services	3,296,328	3,384,064	3,323,211	3,402,960	3,339,092	3,248,697	3,243,846	3,275,696	3,396,399	3,519,287
<b>Total General Fund</b>	<b>10,754,195</b>	<b>11,099,142</b>	<b>11,397,931</b>	<b>11,993,340</b>	<b>10,587,938</b>	<b>11,424,296</b>	<b>11,793,903</b>	<b>12,582,343</b>	<b>12,704,181</b>	<b>12,533,840</b>
Gas Tax Fund	603,335	583,966	563,320	640,481	679,262	699,174	692,497	822,841	830,254	686,152
RMIRA	-	-	-	-	-	-	-	-	-	-
Traffic Safety Fund	44,720	46,861	46,627	46,931	47,948	42,693	56,730	63,374	47,430	83,021
Park Improvement Fund	-	-	-	-	-	-	-	-	-	-
COPS Fund	96,798	95,065	87,350	48,636	107,802	126,260	99,444	65,883	97,639	83,746
Air Quality Management Fund	21,511	18,694	34,553	7,544	57,123	58,520	59,536	69,626	58,953	36,500
Waste Management Fund	-	-	-	-	-	-	-	-	-	-
Housing and Community Development	189,440	174,734	310,822	183,446	130,017	239,871	138,393	129,793	187,933	113,839
Prop C Transit Fund	39,205	68,543	32,866	227,814	139,281	140,469	148,788	166,941	169,665	78,653
Bikeway Fund	-	-	-	-	-	-	-	-	-	-
Measure R	-	-	-	-	37,655	-	9,202	-	-	-
Measure M	-	-	-	-	2,431,619	2,397,338	2,163,699	2,322,372	2,543,207	2,522,748
Prop A Transit Fund	610,298	584,795	527,163	397,727	411,798	300,445	299,117	284,755	246,157	336,438
Capital Equipment Replacement Fund	49,123	30,131	38,152	3,625	100,051	171,489	114,253	198,486	96,620	260,133
Facility Maintenance Fund	-	-	-	-	-	-	-	-	-	397,065
State Park Grant Fund	90,204	112,524	117,951	69,148	69,320	54,206	27,560	13,900	13,000	47,826
Edward Byrne Justice Grant	-	-	21,308	-	-	-	-	-	-	-
Used Oil Recycling Grant Fund	11,137	7,472	8,420	14,440	8,628	8,532	8,570	8,500	8,467	8,489
General Recycling Grant Fund	8,809	1,741	5,112	8,828	1,105	15,332	8,130	8,194	7,970	7,838
Cable Television Education Fund	5,601	28,545	-	24,315	2,421	4,362	43,464	44,708	3,550	13,046
Walnut Improvement Agency Fund	195,289	203,790	-	113,081	-	-	-	-	-	-
Walnut Housing Authority Fund	336,704	339,033	336,568	326,902	328,252	306,903	261,080	266,068	296,857	334,716
Other Post-Employment Benefits	-	-	160	232	307	908	2,281	2,866	2,682	2,978
<b>Total All Funds</b>	<b>14,890,082</b>	<b>15,099,566</b>	<b>15,251,356</b>	<b>15,928,967</b>	<b>15,140,527</b>	<b>15,990,798</b>	<b>15,926,649</b>	<b>17,050,612</b>	<b>17,314,565</b>	<b>17,547,028</b>

**CITY OF WALNUT**  
**FUND STRUCTURE**  
**2019-20**

A number of different funds are utilized to account for the City, Successor Agency, Walnut Housing Authority and financial resources. The general fund is the City's largest single fund and is used to account for all unrestricted revenues. Appropriations may be made from the General fund for any City activity. The remaining funds are utilized to account for specific restricted revenues, which may be appropriated only for certain specific purpose. A brief description of the major funds reflected in the City's budget is provided below.

**GENERAL FUND**

01 **General Fund**

The General Fund is used to account for all unrestricted resources except those required to be accounted for in another fund.

**SPECIAL REVENUE FUNDS**

02 **Gas Tax Fund**

The Gas Tax Fund accounts for the City's proportionate share of gas tax monies collected by the State of California, which are used for street construction and maintenance.

03 **Road Maintenance Rehabilitation Account Fund (RMRA)**

The Road Maintenance Rehabilitation Account (RMRA) Fund accounts for the City's share of monies collected by the State of California related to Senate Bill 1 (SB1). The Road Repair and Accountability Act of 2017 established the Road Maintenance and Rehabilitation Account (RMRA) to address deferred maintenance on the state highway system and the local street and road system. Streets and Highway Code 2032(h) authorizes the Controller to provide funding to cities and counties for projects approved by the California Transportation Commission.

05 **Traffic Safety Fund**

The Traffic Safety Fund accounts for the vehicle code fines expended for traffic safety enforcement.

06 **Park Improvement Fund**

The Park Improvement Fund accounts for fees charged to residential and commercial developers for park development purposes.

07 **Citizen's Options for Public Safety Fund (COPS)**

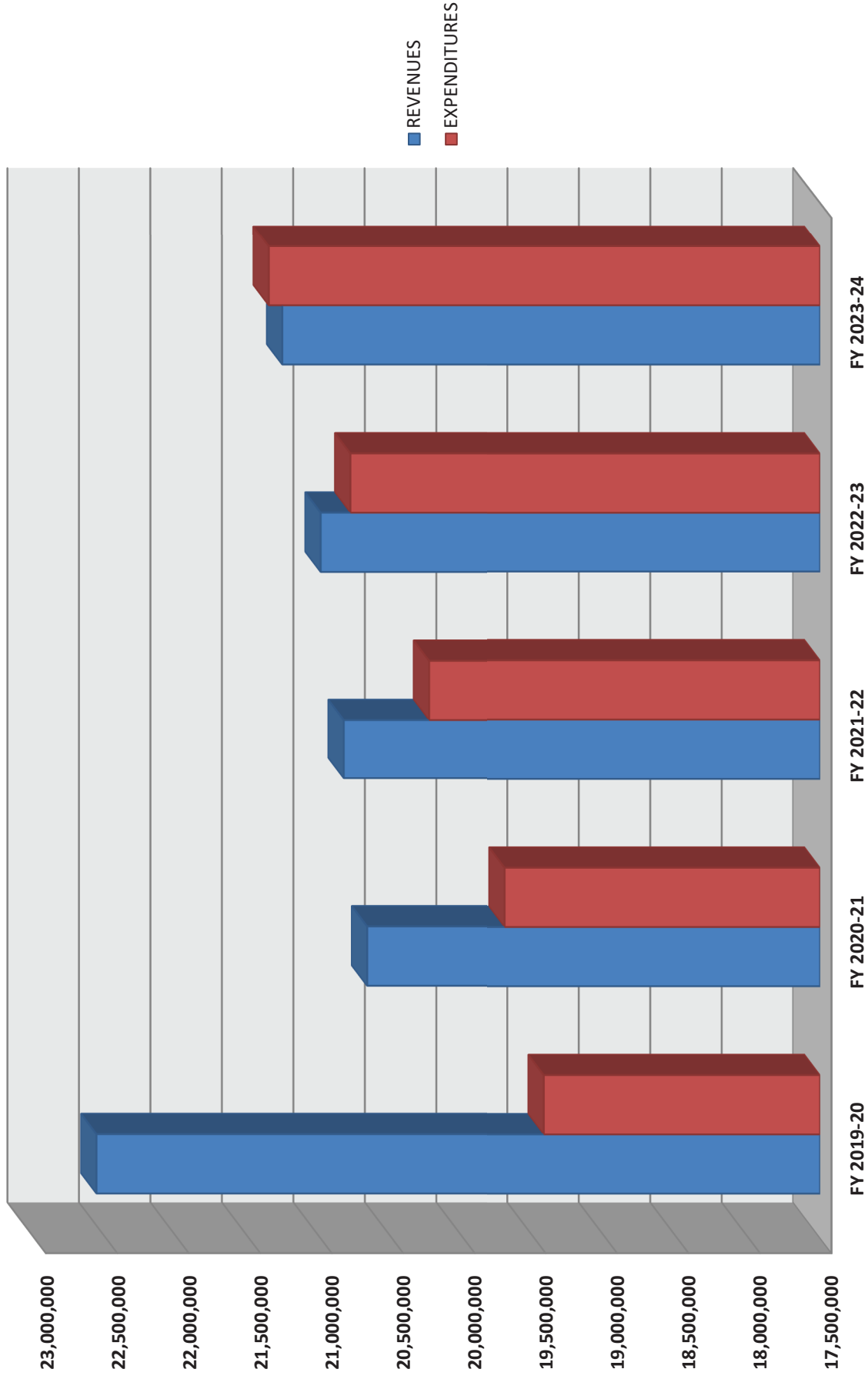
The COPS Fund accounts for the distribution of funds to local agencies on a per-capita basis for the purpose of first-line law enforcement services. AB 3229 authorized this distribution in July of 1996.

- 09     **Air Quality Management Fund (AQMD)**  
The Air Quality Management Fund accounts for the City's portion of the imposition of an additional motor vehicle registration fee of two dollars to be used to reduce air pollution from motor vehicles as approved by the State of California.
- 11     **Waste Management Fund**  
The Waste Management Fund accounts for funds received as part of the resident's refuse bill to fund the City's source reduction and recycling programs.
- 12     **Housing and Community Development Buck grant Fund (CDBG)**  
The CDBG Fund accounts for monies received from the Community Development Block Grant provided by the Federal Housing and Community Development Act.
- 13     **Proposition C Transit Fund (Prop C)**  
The Prop C Fund accounts for the City's portion of the additional 1/2-cent sales tax approved in Los Angeles County for public transit services.
- 14     **Bikeway Fund**  
The Bikeway Fund accounts for SB 821 monies from the State of California for the construction of bikeways, ramps, and pedestrian facilities.
- 15     **LACMTA Exchange Fund**  
The LACMTA Exchange Fund accounts for funds received from MTA to be used for roadway construction, rehabilitation, restorations, transit projects and facilities, carpool projects, bicycle and pedestrian walkways. This money is received from MTA in exchange for STP-L funds and is not federally funded.
- 16     **Measure R Transit Fund**  
The Measure R Fund accounts for the City's portion of the 1/2 cent sales tax approved during the November 2008 election in Los Angeles County for transportation projects.
- 17     **Federal Stimulus Fund**  
The Federal Stimulus Fund accounts for funds received from the American Recovery and Reinvestment Act of 2009 (ARRA) to fund capital projects.
- 18     **LOSMD Zone 9 Assessment Fund**  
The LOSMD Zone 9 Assessment funds accounts for assessments levied by the City to the residents of Three Oaks, who have property maintained by the City.
- 19     **Landscape & Open Space Maintenance Fund (LOSMD)**  
The LOSMD Fund accounts for assessments levied by the City to residents who have property maintained by the City.

- 20     **Three Oaks Recreation Facility Fund**  
The Three Oaks Recreation Facility Fund accounts for contributions received from the developer for the construction of the Three Oaks Community Center.
- 21     **Measure M Transit Fund (MM)**  
The Measure M Fund accounts for the City's portion of the 1/2 cent sales tax approved during the November 2008 election in Los Angeles County for transportation projects.
- 23     **Proposition A Transit Fund (Prop A)**  
The Prop A Fund accounts for the City's share of the 1/2-cent sales tax levied in Los Angeles County for local transit.
- 25     **Capital Equipment Replacement Fund**  
The Capital Equipment Replacement Fund accounts for the purchase of equipment which is new or which is to replace existing equipment.
- 26     **Facility Maintenance Fund**  
The Facility Maintenance Fund provides for a portion of the cost of maintenance and operations for new facilities that are part of the Facility Master Plan.
- 27     **State Park Grant Fund (Park Grants)**  
The Park Grant Fund accounts for various monies restricted for park purposes.
- 28     **Measure A (M&S)**  
The Measure A Maintenance and Services accounts for annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016.
- 29     **Measure W**  
The Measure W Fund accounts for the City's portion of a 2.5 cents per square foot parcel tax collected from property taxes approved during the November 2018 election in Los Angeles County for the Safe Clean Water Program to improve local water supply and quality.
- 31     **Traffic Congestion Relief Fund**  
The Traffic Congestion Relief Fund accounts for monies received from the State of California for street and road maintenance or reconstruction approved, related to Senate Bill 1 (SB1). The Road Repair and Accountability Act of 2017, requires loan repayments pursuant to Government Code (GC) section 16321. The outstanding loans, made pursuant to GC section 14556.8, will be repaid in equal installments over three years beginning FY 2017-18. The locals' share of the payment will be apportioned to cities and counties for Traffic Congestion Relief.

- 32     **Used Oil Recycling Grant Fund**  
The Used Oil Grant Fund accounts for monies received from the State of California to be spent on used motor oil recycling and awareness programs.
- 33     **General Recycling Grant Fund**  
The General Recycling Grant Fund accounts for monies received from the State Department of Conservation to be spent on recycling and waste reduction programs.
- 35     **Cable T.V. Education Fund**  
The Cable Television Education Fund accounts for franchise and other fees designated for Cable Television.
- 37     **Measure A (CATEGORY 1)**  
The Measure A Category 1 (Community Based Park Investment) accounts for an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016.
- 40     **Successor Agency Fund**  
The Successor Agency Fund accounts for the property tax revenue received from the County for the Successor Agency to retire debt of the dissolved Walnut Improvement Agency.
- 41     **Walnut Housing Authority Fund (WHA)**  
The WHA Fund accounts for funding established to administer low-and-moderate housing program funds.
- 50     **Liability Fund**  
The Liability Fund accounts for funding designated for self-insurance purposes.
- 51     **Other Post Employment Benefits Fund (OPEB)**  
The Other Post Employment Benefits Fund accounts for monies designated to fully fund the post employment benefits as per the actuarial valuation study.

# Five-Year Projection Revenues vs. Expenditures





**CITY OF WALNUT  
2019-20  
FIVE-YEAR PROJECTION OF REVENUES**

	2019-20	2020-21	2021-22	2022-23	2023-24
<b>GENERAL REVENUE</b>					
Property Taxes (1)	6,190,300	6,314,106	6,440,388	6,569,196	6,700,580
Other Taxes (2)	3,682,000	3,752,160	3,823,772	3,896,863	3,971,460
Licenses & Permits (3)	1,220,100	756,300	768,800	781,925	795,706
Use of Money (4)	908,440	905,766	883,958	853,060	823,117
Revenue From Other Agencies	226,000	26,000	26,000	26,000	26,000
Recreation Services	815,500	815,500	815,500	815,500	815,500
Charges for Service	404,200	404,200	404,200	404,200	404,200
Other Revenue	523,830	121,130	121,470	121,820	122,181
<b>TOTAL:</b>	<b>13,970,370</b>	<b>13,095,162</b>	<b>13,284,089</b>	<b>13,468,564</b>	<b>13,658,744</b>
<b>RESTRICTED REVENUE</b>					
Revenue From					
Other Agencies (5)	4,322,830	4,643,801	4,716,191	4,790,029	4,865,344
Use of Money & Property	32,000	32,640	33,293	33,959	34,638
Fines & Other Revenue	380,580	350,840	251,534	152,241	152,963
Assessments	2,389,970	2,390,000	2,390,000	2,390,000	2,390,000
<b>TOTAL:</b>	<b>7,125,380</b>	<b>7,417,281</b>	<b>7,391,017</b>	<b>7,366,229</b>	<b>7,442,944</b>
<b>TOTAL REVENUE:</b>	<b>21,095,750</b>	<b>20,512,443</b>	<b>20,675,106</b>	<b>20,834,793</b>	<b>21,101,688</b>
Transfer In	175,100	78,642	80,215	81,819	83,456
Restricted Fund					
Balance Applied:	1,293,870	80,000	80,000	80,000	80,000
<b>TOTAL RESOURCES:</b>	<b>22,564,720</b>	<b>20,671,085</b>	<b>20,835,321</b>	<b>20,996,612</b>	<b>21,265,144</b>

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

- (1) Property tax- Projected to increase 2% each year.
- (2) Other Taxes: Sales tax- 2% increase each year and Franchise tax 2% increase each year.
- (3) Licenses and permits projected to decrease due to no major development anticipated in the next years.
- (4) Use of money: Interest income 0% increase and telecommunication lease 5% increase each year.
- (5) Restricted Revenues from other Agencies: Prop A, Prop C, Gas Tax, RMRA, Measures R, M and A (Category 1) projected to increase 2% each year.

**CITY OF WALNUT  
2019-20  
FIVE-YEAR PROJECTION OF EXPENDITURES**

	2019-20	2020-21	2021-22	2022-23	2023-24
<b>GENERAL GOVERNMENT</b>					
Personnel	1,685,480	1,736,044	1,788,126	1,841,770	1,897,023
Operations (1)	880,150	903,033	926,585	950,828	975,784
Capital	25,000	-	-	-	-
<b>TOTAL:</b>	<b>2,590,630</b>	<b>2,639,078</b>	<b>2,714,711</b>	<b>2,792,598</b>	<b>2,872,807</b>
<b>COMM. DEVELOPMENT</b>					
Personnel	1,396,240	1,438,127	1,481,271	1,525,709	1,571,480
Operations	1,411,370	1,111,535	1,133,765	1,156,441	1,179,570
Capital	145,470	125,000	125,000	125,000	125,000
<b>TOTAL:</b>	<b>2,953,080</b>	<b>2,674,662</b>	<b>2,740,037</b>	<b>2,807,150</b>	<b>2,876,050</b>
<b>PUBLIC WORKS</b>					
Personnel	774,940	798,188	822,134	846,798	872,202
Operations	4,476,620	4,562,152	4,649,395	4,738,383	4,829,151
Capital	168,460	168,460	168,460	168,460	168,460
<b>TOTAL:</b>	<b>5,420,020</b>	<b>5,528,801</b>	<b>5,639,989</b>	<b>5,753,641</b>	<b>5,869,813</b>
<b>PUBLIC SAFETY</b>					
Personnel	159,720	164,512	169,447	174,530	179,766
Operations (2)	4,163,460	4,365,550	4,577,623	4,800,176	5,033,730
Capital	-	-	-	-	-
<b>TOTAL:</b>	<b>4,323,180</b>	<b>4,530,062</b>	<b>4,747,070</b>	<b>4,974,706</b>	<b>5,213,496</b>
<b>COMMUNITY SERVICES</b>					
Personnel	2,022,090	2,082,753	2,145,235	2,209,592	2,275,880
Operations	1,948,350	1,976,097	1,976,097	1,976,097	1,976,097
Capital	-	-	-	-	-
<b>TOTAL:</b>	<b>3,970,440</b>	<b>4,058,849</b>	<b>4,121,332</b>	<b>4,185,689</b>	<b>4,251,977</b>
Transfer Out	175,100	275,000	275,000	275,000	275,000
<b>TOTAL EXPENDITURES:</b>	<b>19,432,450</b>	<b>19,706,451</b>	<b>20,238,139</b>	<b>20,788,784</b>	<b>21,359,142</b>

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

(1) FY 2019-20 3% COLA for classified. 3% increase per year, thereafter.

Operations:

(1) Liability & Property Insurance 4% increase

(2) Public Safety Operations 5% increase per year

All other expenditures except as noted 2% increase.

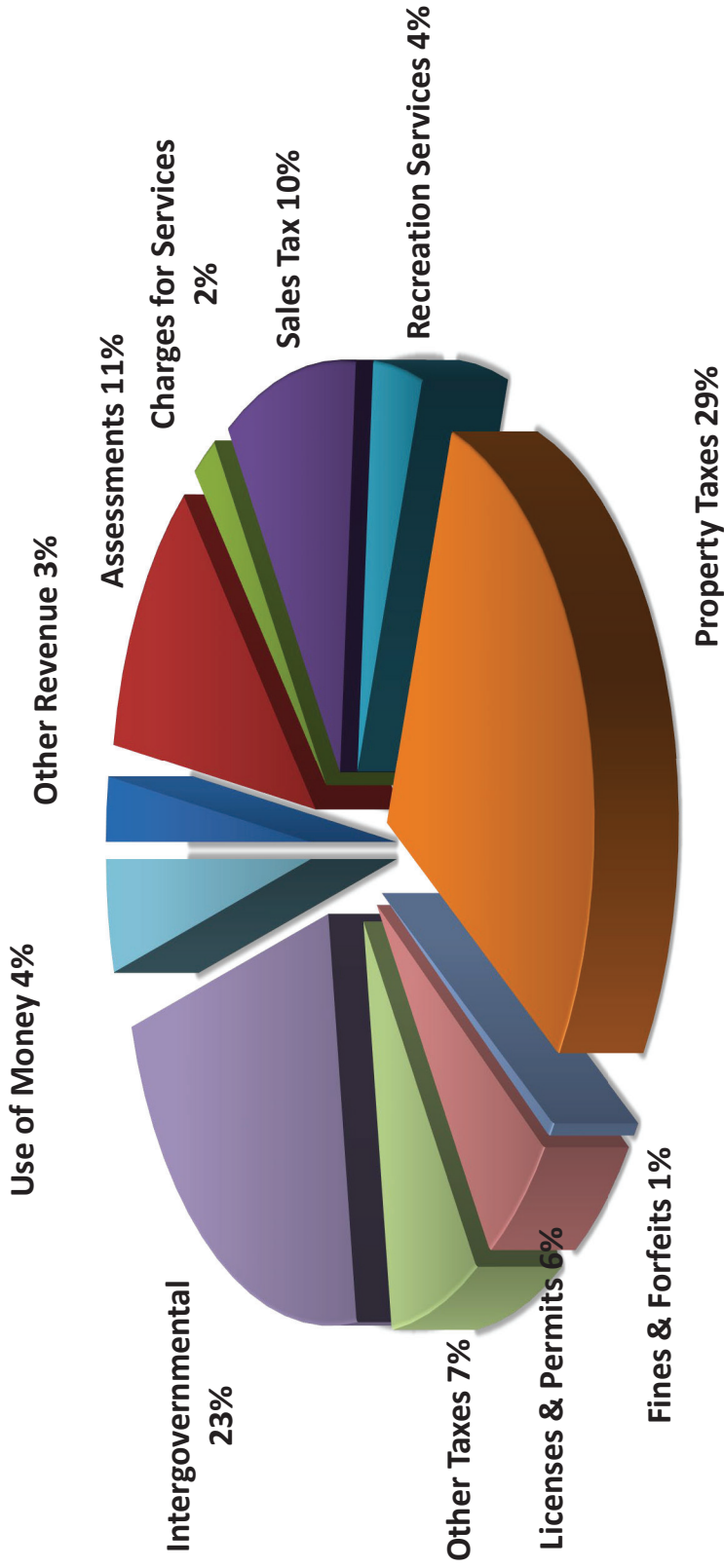
**CITY OF WALNUT  
2019-20 PERSONNEL SUMMARY**

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b><u>GENERAL GOVERNMENT</u></b>			
City Manager	0.60	0.60	0.73
Human Resources	0.25	0.25	0.50
Risk Management	0.00	0.00	0.50
City Clerk	1.85	1.85	1.90
Finance	4.48	4.98	5.15
Computer Services	0.50	0.50	0.35
Administrative Services	2.25	2.25	2.04
<b>TOTAL GENERAL GOVERNMENT</b>	<b>9.93</b>	<b>10.43</b>	<b>11.17</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>			
Planning	3.95	3.95	4.08
Code Enforcement	2.50	2.50	2.50
Building & Safety	0.45	0.45	0.45
Successor Agency Administration	1.00	1.00	0.38
Prop "C" Administration	0.33	0.00	0.00
Prop "A" Administration	0.37	0.70	0.70
Metrolink	0.13	0.13	0.13
WHA Administration	1.60	1.60	1.60
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>10.33</b>	<b>10.33</b>	<b>9.83</b>
<b><u>PUBLIC WORKS</u></b>			
Environmental Services	0.70	0.70	0.70
Street Right-of-Way Maintenance	2.30	2.15	2.15
LOSMD/Public Works Admin	2.00	2.05	2.05
Building Maintenance	0.70	0.80	0.80
<b>TOTAL PUBLIC WORKS</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>
<b><u>PUBLIC SAFETY</u></b>			
Public Safety Administration	0.50	0.50	0.25
Business License Enforcement	0.85	0.25	0.25
Vehicle Code Fines	0.40	0.50	0.50
COPS	0.00	0.00	0.01
<b>TOTAL PUBLIC SAFETY</b>	<b>1.75</b>	<b>1.25</b>	<b>1.01</b>
<b><u>COMMUNITY SERVICES</u></b>			
Recreation Administration	1.50	1.50	1.50
Parks Maintenance	4.10	4.10	4.10
Equestrian Trail Maintenance	0.70	0.70	0.70
Special Events	0.35	0.35	0.35
Excursions	0.35	0.35	0.35
Sports & Gymnasiums	1.00	1.00	1.00
Recreation Classes	0.30	0.30	0.30
Senior Citizens Center	1.00	1.00	1.00
Teen Center	1.00	1.00	1.00
<b>TOTAL COMMUNITY SERVICES</b>	<b>10.30</b>	<b>10.30</b>	<b>10.30</b>
<b>TOTAL FULL-TIME POSITIONS</b>	<b>38.00</b>	<b>38.00</b>	<b>38.00</b>

# Revenues

# Revenue Summary (ALL FUNDS)

## Fiscal Year 2019-20



**Total Revenue Budget  
\$21,095,750**

**CITY OF WALNUT  
2019-20 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION		2017-18	2018-19		2019-20
		ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PROPERTY TAXES</b>					
01-3010	PROPERTY TAXES	5,984,693	6,180,000	6,010,000	6,190,300
	<b>TOTAL PROPERTY TAXES</b>	<b>5,984,693</b>	<b>6,180,000</b>	<b>6,010,000</b>	<b>6,190,300</b>
<b>OTHER TAXES</b>					
01-3100	SALES & USE TAX	2,065,336	2,163,000	2,135,000	2,199,000
01-3110	PUBLIC SAFETY AUGMENTATION FUND	179,762	174,000	185,000	190,000
01-3120	FRANCHISE TAX	926,430	933,000	956,000	984,000
01-3130	BUSINESS LICENSE TAX	124,843	122,000	125,000	125,000
01-3140	REALTY STAMP TAX (DOC TRANSFER)	200,069	185,000	170,000	170,000
01-3150	DEVELOPMENT TAX	18,600	14,000	14,000	14,000
	<b>TOTAL OTHER TAXES</b>	<b>3,515,040</b>	<b>3,591,000</b>	<b>3,585,000</b>	<b>3,682,000</b>
<b>LICENSES &amp; PERMITS</b>					
01-3200	PARKING PERMITS	3,627	3,500	3,600	3,600
01-3205	FILM PERMITS	0	1,000	250	500
01-3220	BUILDING & SAFETY - FULL PLAN CHECK	233,896	300,000	300,000	330,000
01-3230	BUILDING & SAFETY - STANDARD PLAN CHECK	36,106	75,000	2,000	90,000
01-3240	BUILDING & SAFETY - PERMITS	514,421	900,000	600,000	780,000
01-3250	GRADING & STREET PERMITS	6,478	25,000	5,000	5,000
01-3260	CONDITIONAL USE PERMITS	7,635	4,000	7,560	7,000
01-3270	STRONG MOTION INSTRUM FEE	84	300	300	300
01-3271	STATE BLDG STD FUNDS	79	200	200	200
01-3272	DISABILITY ACCESS & EDUCATION FUND	3,513	4,000	3,500	3,500
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>805,839</b>	<b>1,313,000</b>	<b>922,410</b>	<b>1,220,100</b>
<b>FINES, FORFEITS, &amp; PENALTIES</b>					
01-3300	CODE FINES	10,890	11,000	11,000	11,000
01-3305	FALSE ALARM FINES	4,495	5,000	5,000	5,000
01-3311	IMPOUND SERVICE FEE	6,696	9,000	4,000	4,000
	<b>TOTAL FINES, FORFEITS, &amp; PENALTIES</b>	<b>22,081</b>	<b>25,000</b>	<b>20,000</b>	<b>20,000</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
01-3400	INTEREST INCOME	371,953	110,000	600,000	560,000
01-3410	RENTAL OF CITY HALL OFFICES	1,920	1,920	1,920	1,920
01-3420	TELECOMMUNICATION LEASE	314,639	330,000	330,000	346,520
	<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>688,512</b>	<b>441,920</b>	<b>931,920</b>	<b>908,440</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
01-3500	STATE MOTOR VEHICLE IN-LIEU TAX	15,862	16,000	16,000	16,000
01-3510	STATE HOMEOWNERS EXEMPTION	9,092	9,600	9,600	9,600
01-3511	STATE HIGHWAY RENTAL FEES	312	400	400	400
01-3614	BSEP GRANT - BUS STOP PROGRAM	23,760	0	0	0
01-3623	PROPOSITION 68	0	0	0	200,000
	<b>TOTAL REVENUE FROM OTHER AGENCIES</b>	<b>49,026</b>	<b>26,000</b>	<b>26,000</b>	<b>226,000</b>

**CITY OF WALNUT  
2019-20 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2017-18	2018-19		2019-20
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>RECREATION SERVICES</b>				
01-3641 TEEN CENTER EXCURSIONS	4,672	3,500	3,500	3,500
01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE	18,878	15,500	15,000	15,500
01-3644 TEEN CENTER SPECIAL EVENTS	3,081	3,000	3,000	3,000
01-3645 TEEN CENTER MEMBERSHIP	14,890	19,000	19,800	19,000
01-3649 CAMP PROGRAMS	10,980	12,000	12,000	12,000
01-3651 SENIOR EXCURSIONS	38,665	45,000	45,000	45,000
01-3653 SENIOR BINGO DONATIONS	3,500	4,200	3,500	4,200
01-3654 SENIOR SPECIAL EVENTS	18,404	15,000	15,000	15,000
01-3655 SENIOR CLASSES	17,016	10,000	17,000	15,000
01-3690 SPECIAL EVENTS	16,581	16,000	16,000	16,000
01-3691 AQUATICS	120,191	120,000	120,000	120,000
01-3692 EXCURSIONS	57,633	58,800	58,800	58,800
01-3693 SPORTS LEAGUES	295,649	328,000	328,000	328,000
01-3694 RECREATION CLASSES	119,113	124,500	124,500	124,500
01-3696 REFEREE SERVICE FEE	18,777	19,000	19,000	19,000
01-3697 REGISTRATION FEES	16,382	17,000	17,000	17,000
<b>TOTAL RECREATION SERVICES</b>	<b>774,412</b>	<b>810,500</b>	<b>817,100</b>	<b>815,500</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
01-3700 SITE PLAN REVIEW FEES	123,301	80,000	80,000	80,000
01-3710 GENERAL PLAN AMENDMENTS	5,000	0	2,500	1,000
01-3711 GENERAL PLAN MAINTENANCE FEE	34,922	30,000	30,000	35,000
01-3730 VARIANCE APPLICATION FEES	0	0	1,890	0
01-3740 SALE OF MAPS & PUBLICATIONS	924	700	700	700
01-3745 INDUSTRIAL WASTE INSPECTION FEES	54,329	25,000	45,000	60,000
01-3750 PUBLIC WORKS INSPECTION FEES	56,202	47,500	65,000	55,000
01-3760 PUBLIC WORKS PLAN CHECKING FEES	32,954	40,000	65,000	35,000
01-3780 PARKS & RECREATION USE FEES	16,051	21,000	16,000	16,000
01-3783 GYM/TEEN FACILITY USE FEES	9,665	13,000	11,000	11,000
01-3790 SENIOR CENTER USE FEES	0	500	500	500
01-3791 ANIMAL LICENSE SALES	96,132	105,000	105,000	110,000
01-3795 CANDIDATE FILING FEES	0	0	0	0
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>429,479</b>	<b>362,700</b>	<b>422,590</b>	<b>404,200</b>
<b>OTHER REVENUES</b>				
01-3800 SA REIMBURSEMENT	253,492	250,000	250,000	121,630
01-3805 RISK MANAGEMENT CLAIMS REIMBURSEMENT	0	0	0	0
01-3810 WORKERS' COMP REIMBURSEMENT	0	0	0	0
01-3811 GENERAL LIABILITY CLAIMS REIMBURSEMENT	0	0	0	0
01-3819 WALNUT HISTORICAL BOOK	44	0	0	0
01-3820 MISCELLANEOUS REVENUES	78,640	6,000	11,500	6,000
01-3827 SENIOR DONATIONS	215	0	0	0
01-3828 PASSPORT EXECUTION FEES	47,905	49,000	49,000	49,000
01-3833 METROLINK PASSES	0	0	0	0
01-3834 EZ PASSES	325	0	0	0
01-3835 BUS PASSES	1,634	1,800	1,800	1,800

**CITY OF WALNUT  
2019-20 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2017-18	2018-19		2019-20
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>OTHER REVENUES (Continued)</b>				
01-3840 FAMILY FESTIVAL REVENUES	16,954	25,000	25,710	25,000
01-3845 FIREWORKS SHOW	0	0	1,150	0
01-3855 TEEN CENTER MISCELLANEOUS REVENUE	0	0	0	0
01-3856 TEEN CENTER DONATIONS	0	0	250	0
01-3870 APPEALS	523	0	0	0
01-3872 STATE MANDATED COST REIMBURSEMENT	0	0	0	0
01-3873 MT. SAC PARKING METERS	13,732	10,000	10,000	10,000
01-3876 MT. SAC TICKET SALES REIMBURSEMENT	51,467	0	0	0
01-3900 SURPLUS PROPERTY SALE	8,366	4,000	4,000	2,000
01-3960 SEWER REIMBURSEMENT	0	0	0	0
01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE	13,360	7,000	7,000	7,000
01-3970 MISCELLANEOUS REIMBURSEMENT	22,258	21,700	2,312,180	281,400
<b>TOTAL OTHER REVENUES</b>	<b>508,915</b>	<b>374,500</b>	<b>2,672,590</b>	<b>503,830</b>
<b>TOTAL GENERAL FUND (01)</b>	<b>12,777,997</b>	<b>13,124,620</b>	<b>15,407,610</b>	<b>13,970,370</b>
02-3400 INTEREST INCOME	1,542	500	100	0
02-3560 2107.5 GAS TAX	6,000	6,000	6,000	6,000
02-3565 2105 GAS TAX	163,527	181,500	170,000	175,000
02-3570 2106 GAS TAX	103,008	111,000	102,000	102,000
02-3580 2107 GAS TAX	212,821	230,000	215,000	220,000
02-3585 2103 GAS TAX	117,349	110,000	120,000	125,000
<b>TOTAL GAS TAX FUND (02)</b>	<b>604,248</b>	<b>639,000</b>	<b>613,100</b>	<b>628,000</b>
03-3400 INTEREST INCOME	24	500	500	500
03-3590 ROAD MAINTENANCE REHAB ACCT	176,572	511,000	480,000	511,000
<b>TOTAL RMRA FUND (03)</b>	<b>176,596</b>	<b>511,500</b>	<b>480,500</b>	<b>511,500</b>
05-3310 VEHICLE CODE FINES	117,270	89,010	82,600	85,760
05-3330 VEHICLE CODE FINES - COUNTY	18,023	20,000	13,000	14,660
<b>TOTAL TRAFFIC SAFETY FUND (05)</b>	<b>135,293</b>	<b>109,010</b>	<b>95,600</b>	<b>100,420</b>
06-3160 PARK IN-LIEU FEES	119,090	0	27,690	230,000
<b>TOTAL PARK IMPROVEMENT FUND (06)</b>	<b>119,090</b>	<b>0</b>	<b>27,690</b>	<b>230,000</b>
07-3400 INTEREST INCOME	829	4,000	4,000	4,000
07-3515 COPS	139,416	140,000	140,000	140,000
<b>TOTAL COPS FUND (07)</b>	<b>140,246</b>	<b>144,000</b>	<b>144,000</b>	<b>144,000</b>
09-3400 INTEREST INCOME	0	500	0	0
09-3597 AIR QUALITY IMPROVEMENT	38,533	36,900	36,900	36,900
<b>TOTAL AQMD FUND (09)</b>	<b>38,533</b>	<b>37,400</b>	<b>36,900</b>	<b>36,900</b>
11-3880 RECYCLING REBATE	21,896	35,000	23,000	24,000
11-3885 AB939 ADMINISTRATION	51,250	50,970	52,050	53,100
<b>TOTAL WASTE MANAGEMENT FUND (11)</b>	<b>73,146</b>	<b>85,970</b>	<b>75,050</b>	<b>77,100</b>

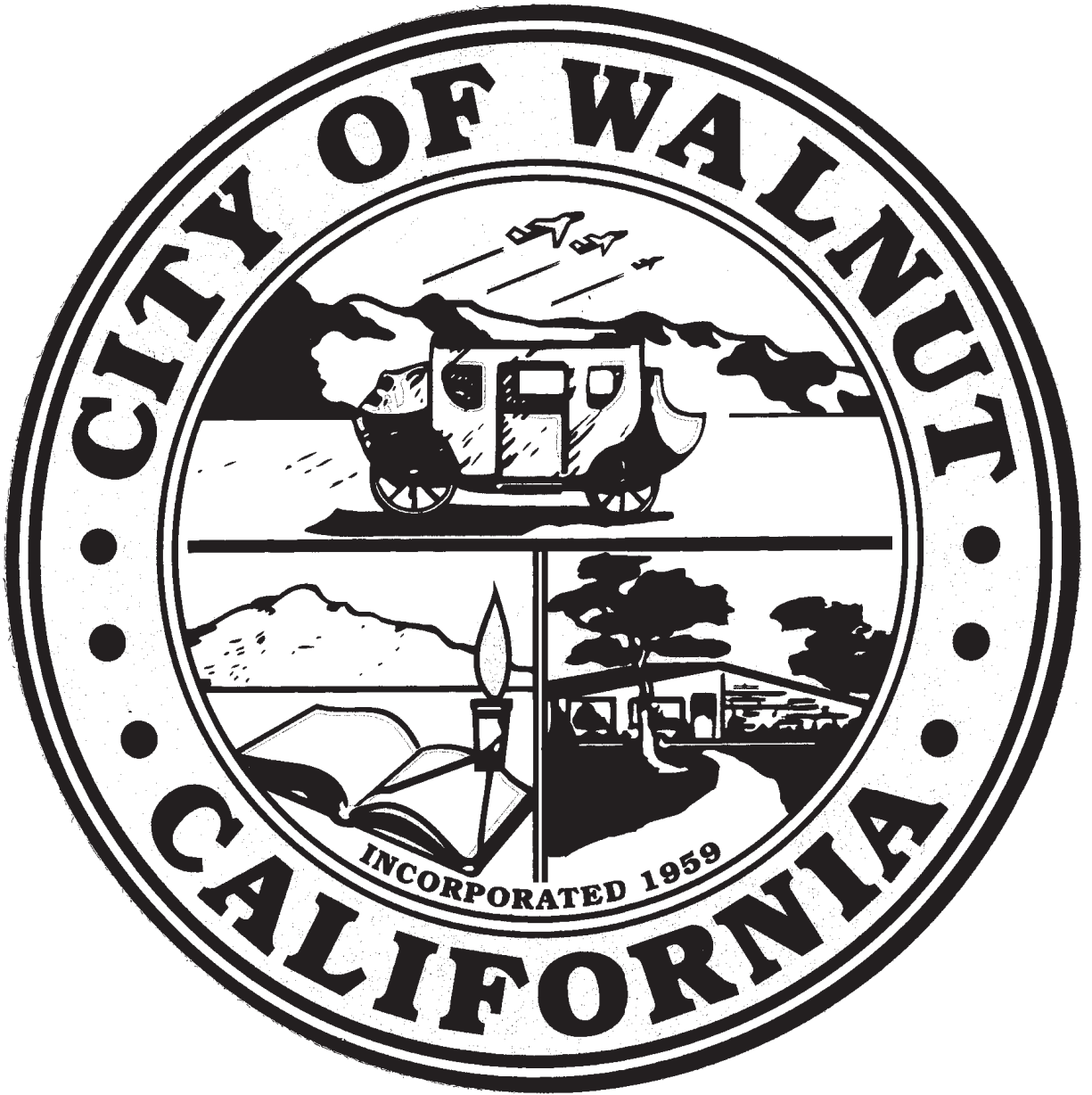


**CITY OF WALNUT  
2019-20 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2017-18	2018-19		2019-20
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT	113,837	190,270	190,270	180,790
<b>TOTAL CDBG FUND (12)</b>	<b>113,837</b>	<b>190,270</b>	<b>190,270</b>	<b>180,790</b>
13-3400 INTEREST INCOME	4,168	5,000	5,000	5,000
13-3680 PROPOSITION "C" TRANSPORTATION	464,877	489,230	489,230	506,820
<b>TOTAL PROPOSITION "C" FUND (13)</b>	<b>469,045</b>	<b>494,230</b>	<b>494,230</b>	<b>511,820</b>
14-3630 SB 821 BIKEWAY	20,060	21,490	21,490	25,000
<b>TOTAL BIKEWAY FUND (14)</b>	<b>20,060</b>	<b>21,490</b>	<b>21,490</b>	<b>25,000</b>
15-3400 INTEREST INCOME	635	0	0	0
15-3517 LACMTA EXCHANGE	0	0	0	0
<b>TOTAL LACMTA FUND (15)</b>	<b>635</b>	<b>0</b>	<b>0</b>	<b>0</b>
16-3400 INTEREST INCOME	3,667	5,000	5,000	5,000
16-3680 MEASURE "R" TRANSPORTATION	349,421	366,930	366,930	380,160
<b>TOTAL MEASURE "R" FUND (16)</b>	<b>353,088</b>	<b>371,930</b>	<b>371,930</b>	<b>385,160</b>
18-3181 L.O.S.M.D. ZONE 9	650,844	663,890	663,890	663,890
<b>TOTAL LOSMD ZONE 9 FUND (18)</b>	<b>650,844</b>	<b>663,890</b>	<b>663,890</b>	<b>663,890</b>
19-3170 L.O.S.M.D.	1,730,471	1,848,360	1,726,080	1,726,080
<b>TOTAL LOSMD FUND (19)</b>	<b>1,730,471</b>	<b>1,848,360</b>	<b>1,726,080</b>	<b>1,726,080</b>
20-3868 3 OAKS REC FACILITY DEV. CONTRIBUTION	12,487,410	0	0	0
<b>TOTAL THREE OAKS RECREATION FACILITY FUND (20)</b>	<b>12,487,410</b>	<b>0</b>	<b>0</b>	<b>0</b>
21-3400 INTEREST INCOME	65	500	500	500
21-3680 MEASURE "M" TRANSPORTATION	316,656	415,850	415,850	430,800
<b>TOTAL MEASURE "M" FUND (21)</b>	<b>316,721</b>	<b>416,350</b>	<b>416,350</b>	<b>431,300</b>
23-3400 INTEREST INCOME	5,598	20,000	10,000	10,000
23-3680 PROPOSITION "A" TRANSPORTATION	562,433	589,810	589,810	611,010
<b>TOTAL PROPOSITION "A" FUND (23)</b>	<b>568,032</b>	<b>609,810</b>	<b>599,810</b>	<b>621,010</b>
25-3820 MISCELLANEOUS REVENUE	0	0	0	0
25-3970 MISCELLANEOUS REIMBURSEMENT	0	0	0	0
<b>TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
27-3666 NEIGHBORHOOD PARK ACT	17,174	20,000	61,169	30,000
<b>TOTAL STATE PARK GRANT FUND (27)</b>	<b>17,174</b>	<b>20,000</b>	<b>61,169</b>	<b>30,000</b>
28-3400 INTEREST INCOME	0	0	0	0
28-3625 MEASURE "A" (M&S)	0	0	0	25,350
<b>TOTAL MEASURE "A" (M&amp;S) FUND (28)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,350</b>

**CITY OF WALNUT  
2019-20 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2017-18	2018-19		2019-20
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
29-3400 INTEREST INCOME	0	0	0	2,000
29-3540 MEASURE "W"	0	0	0	250,000
<b>TOTAL MEASURE "W" FUND (29)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>252,000</b>
31-3400 INTEREST INCOME	21	0	50	1,000
31-3519 TRAFFIC CONGESTION RELIEF	34,257	34,300	34,350	34,500
<b>TOTAL TRAFFIC CONGESTION RELIEF FUND (31)</b>	<b>34,279</b>	<b>34,300</b>	<b>34,400</b>	<b>35,500</b>
32-3874 USED OIL OPP GRANT	16,756	8,270	8,270	8,360
<b>TOTAL USED OIL RECYCLING GRANT FUND (32)</b>	<b>16,756</b>	<b>8,270</b>	<b>8,270</b>	<b>8,360</b>
33-3878 GENERAL RECYCLING GRANT	15,621	7,790	7,790	7,800
<b>TOTAL GENERAL RECYCLING GRANT FUND (33)</b>	<b>15,621</b>	<b>7,790</b>	<b>7,790</b>	<b>7,800</b>
35-3400 INTEREST INCOME	599	3,000	3,000	3,000
35-3670 CABLE TV PEG FEES	34,166	35,000	34,000	34,000
<b>TOTAL CABLE T.V. EDUCATION FUND (35)</b>	<b>34,765</b>	<b>38,000</b>	<b>37,000</b>	<b>37,000</b>
37-3400 INTEREST INCOME	0	0	0	1,000
37-3522 MEASURE "A" CATEGORY 1	0	0	0	105,250
<b>TOTAL MEASURE "A" (CATEGORY 1) (37)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,250</b>
41-3800 WHA REIMBURSEMENT AGREEMENT	368,439	350,580	345,070	350,150
<b>TOTAL WHA FUND (41)</b>	<b>368,439</b>	<b>350,580</b>	<b>345,070</b>	<b>350,150</b>
<b>TOTAL CITY REVENUES</b>	<b>31,262,324</b>	<b>19,726,770</b>	<b>21,858,199</b>	<b>21,095,750</b>



**CITY OF WALNUT**  
**REVENUE ACCOUNT DETAIL**

***GENERAL FUND REVENUES***

All general operations of the City are charged to the General Fund. All revenues, which, by law, do not have to be placed in a separate fund, are deposited in the General Fund. All expenditures must be made pursuant to appropriations that lapse annually at the end of the fiscal year. All unexpended balances are transferred to the unappropriated reserve.

**PROPERTY TAXES:**

**3010 Property Taxes**

Provides for funds received from taxes applied to the assessed value of property in Walnut. Los Angeles County collects, and then distributes, a percentage of the funds collected.

**OTHER TAXES:**

**3100 Sales & Use Tax**

Provides for funds received from sales and use taxes. Walnut merchants collect sales tax on retail sales and taxable services, and periodically remit it to the State Board of Equalization, who returns a portion to the City.

**3110 Public Safety Augmentation Fund**

Provides for funds designated for public safety expenditures. These funds are received from the State and distributed by the County.

**3120 Franchise Tax**

Provides for funds received for special privileges granted by the City, permitting the continued use of public property, such as poles and lines for public utility use, trash collection, and the cable television franchise.

**3130 Business License Tax**

Provides for funds received from the issuance of business licenses to those doing business within the City.

**3140 Realty Stamp Tax (Documentary Transfer)**

Provides for one-half of the deed transfer tax collected by the County Recorder. The tax is levied at the rate of \$.55 per \$500 of the face value of the deed.

- 3150 **Development Tax**  
Provides for funds collected from developer upon application to the city for a building permit, for construction of any such dwelling unit or addition or building to be used for commercial, manufacturing, or industrial purposes.

**LICENSES & PERMITS:**

- 3200 **Parking Permits**  
Provides for funds received from fees charged for the issuance of annual or semi-annual parking permits for residents.
- 3205 **Film Permits**  
Provides for funds received from fees charged for the issuance of permits for film and television production in Walnut.
- 3220 **Full Plan Check**  
Provides for funds received from fees charged to developers and individuals submitting plans for code compliance by Building and Safety Inspectors.
- 3230 **Standard Plan Check**  
Provides for funds received from fees charged to developers whose plans have been pre checked by Building and Safety Inspectors.
- 3240 **Building & Safety Permits**  
Provides for funds received from fees charged for the issuance of building, plumbing, electrical, mechanical, demolition, and occupancy permits.
- 3250 **Grading, Street, Sewer, & Storm Drain Permits**  
Provides for funds received from the issuance of permits by the City Engineer to contractors and builders.
- 3260 **Conditional Use Permits**  
Provides for funds received from individuals who have been granted permission to use a specific area for a special purpose.
- 3270 **Strong Motion Implementation**  
Provides for funds collected from an applicant for building permit assessed based on property valuation. The City retains 5% of the fees collected for administrative cost and seismic retrofit education; the City remits the balance to the Department of Conservation.
- 3271 **Standard Building Special Revolving Fund**  
Provides for funds collected from an applicant for building permit assessed based on property valuation. The City retains 10% of the fees collected for administrative costs and for code enforcement education; the City remits the balance collected to California Building Standard Commission.

**3272 Disability Access & Education Fund**

Provides for funds collected under SB 1186, imposing a \$4.00 state fee on any applicant for a local business license/permit or a renewal effective January 1, 2018.

**FINES, FORFEITS, & PENALTIES:**

**3300 Code Fines**

Provides for funds received from fines levied to individuals in violation of City ordinances or penal code violations, excluding parking violations.

**3305 False Alarm Fines**

Provides for funds received from fines levied to individuals or businesses for false alarms.

**3311 Impound Service Fee**

Provides for monies received for service charge for the release of stored and/or impounded vehicles.

**USE OF MONEY & PROPERTY:**

**3400 Interest Income**

Provides for funds received from interest earned on investments. Investment of funds is pursuant to local and State law.

**3410 Rental of City Hall Offices**

Provides for funds received from the rental of City Hall office space.

**3420 Telecommunication Lease**

Provides for funds received from the placement of cellular towers at City sites.

**REVENUE FROM OTHER AGENCIES:**

**3500 State Motor Vehicle In-Lieu Tax**

Provides for funds received from motor vehicle license fees collected by the State in-lieu of taxes of motor vehicles. The majority of these funds are now received as Property Taxes.

**3510 State Homeowners Exemption**

Provides for funds received as replacement for state homeowner's exemption for property taxes.

- 3511 **State Highway Rental Fees**  
Provides for funds received by the state for state-owned property in the City intended for transportation purposes, but being leased in the interim. The City gets 24% of the rental fees collected, received annually with property taxes.
- 3614 **BSEP GRANT (Bus Stop Enhancement Grant)**  
Provides for bus stop shelter installation and bus stop amenity installation.
- 3623 **Proposition 68**  
Provides for funds received from state bond. Proposition 68 will expand access and infrastructure in state and local park systems, provide funding for habitat restoration and water sustainability, and invest in natural disaster protection projects.

#### **RECREATION SERVICES:**

- 3641 **Teen Center Excursions**  
Provides for funds received from fees charged for recreational excursions offered by the City's Teen Center.
- 3642 **Teen Center Snack Bar Sales**  
Provides for funds received from sales of food and beverages at the City's Teen Center. These sales are subject to collection of sales tax.
- 3644 **Teen Center Special Events**  
Provides for funds received from fees charged for special recreational events offered by the City's Teen Center.
- 3645 **Teen Center Membership**  
Provides for funds received from membership fees.
- 3649 **Camp Programs**  
Provides for funds received from fees charged for Camp Crawdad programs.
- 3651 **Senior Excursions**  
Provides for funds received from fees charged for recreational excursions offered by the City's Senior Citizens Center.
- 3653 **Senior Bingo Donations**  
Provides for funds received from the Senior Club as a donation towards covering expenses of Bingo operations at the City's Senior Citizens Center.
- 3654 **Senior Special Events**  
Provides for funds received from fees charged for special recreational events offered by the City's Senior Citizens Center.

- 3655 **Senior Classes**  
Provides for funds received from recreation classes for older adults.
- 3690 **Special Events**  
Provides for funds received from fees charged for special recreational events.
- 3691 **Aquatics**  
Provides for funds received from fees charged for aquatic recreational activities offered by the City.
- 3692 **Excursions**  
Provides for funds received from fees charged for recreational excursions.
- 3693 **Sports Leagues**  
Provides for funds received from fees charged for recreational sports activities.
- 3694 **Recreation Classes**  
Provides for funds received from fees charged for recreation classes.
- 3696 **Referee Service fee**  
Provides for funds received from sport leagues for referee services.
- 3697 **Registration Fees**  
Provides for funds received from a \$5.00 fee charged for recreation activity registration.

**CHARGES FOR CURRENT SERVICES:**

- 3700 **Site Plan Review Fees**  
Provides for funds received from fees charged for the review of compliance with zoning regulations.
- 3710 **General Plan Amendments**  
Provides for funds received from fees collected to initiate a change in land use for future development this is not permitted by a property's existing land use designation.
- 3711 **General Plan Maintenance Fees**  
Provides for funds collected at a rate of 10% of the Building Permit fee.
- 3730 **Variance Application Fees**  
Provides for funds received from fees charged to applicants wishing to vary from the standards of zoning ordinance requirements.
- 3740 **Sale of Maps & Publications**  
Provides for funds received from the sale of various maps, publications, photocopies, and copies of videotapes.



- 3745 **Industrial Waste Inspection Fees**  
Provides for funds received from fees charged for industrial waste inspections by the county.
- 3750 **Public Works Inspection Fees**  
Provides for funds received from fees charged for public works inspection services by the City Engineer. (i.e. street, curb, gutter, and sewer inspections)
- 3760 **Public Works Plan Checking Fees**  
Provides for funds received from fees charged for plan checks on public improvements, by the City Engineer.
- 3780 **Parks & Recreation Use Fees**  
Provides for funds received from fees charged for the use of Park and Recreation facilities for private and organized recreational activities.
- 3783 **Gymnasium/Teen Center Facility Use Fees**  
Provides for funds received from fees charged for the use of the Gym/Teen Center.
- 3790 **Senior Center Use Fees**  
Provides for funds received from fees charged for the use of the Senior Center.
- 3791 **Animal License Sales**  
Provides for funds received from fees charged for the issuance of dog licenses from the Los Angeles County Department of Animal Care and Control.
- 3795 **Candidate Filing Fees**  
Provides for funds received from a \$25 processing fee required of all persons wishing to run for City Council, paid at the time of submitting their candidate filing paperwork.

**OTHER REVENUES:**

- 3800 **Successor Agency Reimbursement**  
Provides for funds received for administration from the Property tax allocated to the Successor Agency.
- 3805 **Risk Management Claims Reimbursement**  
Provides for funds received as reimbursements to the City for insurance claims, accidents, and other settlements.
- 3810 **Workers' Compensation Reimbursement**  
Provides for funds received as reimbursements to the City for Workers' Compensation claims and insurance.

- 3811 **General Liability Reimbursement**  
Provides for funds received as reimbursements to the City for insurance claims, accidents, and other settlements.
- 3819 **Walnut Historical Book**  
Provides for funds received for the sale of Walnut Historical Books.
- 3820 **Miscellaneous Revenues**  
Provides for funds received as a result of miscellaneous activities, including fees charged by the City for checks returned by our bank for non-sufficient funds and fees charged as overhead for services provided by the City.
- 3827 **Senior Donations**  
Provides for funds received on occasion from individuals and organizations as donations for senior programs.
- 3828 **Passport Execution Fees**  
Provides for funds received for processing Passport applications.
- 3833 **Metrolink Passes**  
Provides for funds received from Metrolink pass sales.
- 3834 **EZ Passes**  
Provides for funds received from EZ Pass sales.
- 3835 **Bus Passes**  
Provides for funds received from a 3% commission on the sale of monthly bus passes for Foothill Transit.
- 3840 **Family Festival Revenues**  
Provides for funds received as contributions for the Parade, and from fees charged for Family Festival booth applications for food, arts & crafts, games, and information booths.
- 3845 **Fireworks Show**  
Provides for funds received from miscellaneous sales performed by recreation during the firework show.
- 3855 **Teen Center Miscellaneous Revenue**  
Provides for miscellaneous funds received at the Teen Center.
- 3856 **Teen Center Donations**  
Provides for funds received on occasion from individuals and organizations as donations for Teen Center programs.

- 3870 **Appeals**  
Provides for funds received from individuals who wish to appeal the actions of the Planning Director to the Planning Commission or of the Planning Commission to the City Council.
- 3872 **State Mandated Cost Reimbursement**  
Provides for funds received from the State Controller's Office for reimbursement of cost incurred to implement state mandated cost programs.
- 3873 **Mt. SAC Parking Meters**  
Provides for funds received from the Mt. San Antonio College parking meters.
- 3876 **Mt. Sac Ticket Sales Reimbursement**  
Provides for funds received from the Mt. San Antonio College Performing Arts Theater.
- 3900 **Surplus Property Sale**  
Provides for funds received from the sale of surplus City property.
- 3960 **Sewer Reimbursement**  
Provides for funds received as reimbursement from property owners for hook-up to the sanitary sewer.
- 3962 **Sewer Reimbursement/Gartel and Fuerte**  
Provides for funds received as reimbursement from property owners for hook-up to the sanitary sewer on Gartel Drive and Fuerte Drive.
- 3970 **Miscellaneous Reimbursement**  
Provides for funds received as reimbursement for miscellaneous activities.

### **RESTRICTED FUNDS REVENUE**

#### **ASSESSMENTS:**

- 18-3170 **District Assessments Zone 9 (LOSMD)**  
Provides for funds received from the County, collected and distributed from assessments levied by the City to residents who have property maintained by the City.
- 18-3181 **LOSMD Zone 9 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to the residents of Three Oaks, who have property maintained by the City.

19-3170 **District Assessments (LOSMD)**

Provides for funds received from the County, collected and distributed from assessments levied by the City to residents who have property maintained by the City.

**OTHER TAXES:**

35-3670 **Cable Television Program Fees**

Provides for funds received from franchise fees from cable television

**FINES, FORFEITS & PENALTIES:**

05-3310 **Vehicle Code Fines**

Provides for funds received from fines levied on the issuance of parking citations.

05-3330 **Vehicle Code Fines/County**

Provides for funds received from the County, collected from assessments made by the municipal courts, in accordance with the vehicle code for fines and forfeitures. These funds are placed in a special revenue fund for financing law enforcement expenditures.

**USE OF MONEY & PROPERTY:**

02-3400 **Interest Income**

Provides for funds received from interest earned on gas tax revenues.

03-3400 **Interest Income**

Provides for funds received from interest earned on gas tax RMRA revenues.

07-3400 **Interest Income**

Provides for funds received from interest earned on COPS/Citizen Options Public Safety funds.

09-3400 **Interest Income**

Provides for funds received from interest earned on air quality improvement funds.

13-3400 **Interest Income**

Provides for funds received from interest earned on Proposition "C" funds.

15-3400 **Interest Income**

Provides for funds received from interest earned on LACMTA Exchange funds.

16-3400 **Interest Income**

Provides for funds received from interest earned on Measure "R" funds.

- 21-3400 **Interest Income**  
Provides for funds received from interest earned on Measure "M" funds.
- 23-3400 **Interest Income**  
Provides for funds received from interest earned on Proposition "A" funds.
- 28-3400 **Interest Income**  
Provides for funds received from interest earned on Measure "A" M&S funds.
- 29-3400 **Interest Income**  
Provides for funds received from interest earned on Measure "W" funds.
- 31-3400 **Interest Income**  
Provides for funds received from interest earned on Traffic Congestion Relief funds.
- 35-3400 **Interest Income**  
Provides for funds received from interest earned on Cable TV Education funds.
- 37-3400 **Interest Income**  
Provides for funds received from interest earned on Measure "A" Category 1 funds.

**REVENUE FROM OTHER AGENCIES:**

- 02-3560 **2107.5 Gas Tax**  
Provides for funds received from the State, collected from the sale of gasoline. These funds may only be expended for administrative and engineering expenses on select or minor street construction and maintenance.
- 02-3565 **2105 Gas Tax**  
Provides for funds received from the State, collected from the sale of gasoline. These funds are allocated to the City on a per capita basis for maintenance or construction on any City street.
- 02-3570 **2106 Gas Tax**  
Provides for funds received from the State, collected from the sale of gasoline. These funds must be expended for select system street construction or maintenance.
- 02-3580 **2107 Gas Tax**  
Provides for funds received from the State, collected from the sale of gasoline. These funds are allocated to the City on a per capita basis for maintenance or construction on any City street.
- 02-3585 **2103 Gas Tax**  
Provides for funds received from the State, collected from the sale of gasoline. These funds are allocated to the City on a per capita basis for maintenance or construction of any City street.

- 03-3590 **Road Maintenance Rehabilitation Account (RMRA)**  
Provides for funds received from the State related to Senate Bill 1 (SB1). The Road Repair and Accountability Act of 2017 established the Road Maintenance and Rehabilitation Account (RMRA) to address deferred maintenance on the state highway system and the local street and road system. Streets and Highway Code 2032(h) authorizes the Controller to provide funding to cities and counties for projects approved by the California Transportation Commission.
- 07-3515 **Citizen’s Options for Public Safety (COPS)**  
In July 1996, Assembly Bill 3229 established the distribution of funds to local agencies on a per capita basis for the purpose of providing funding for first-line law enforcement services.
- 09-3597 **Air Quality Improvement**  
Provides for funds received through the State Department of Motor Vehicles, in accordance with Assembly Bill 2766, designated for air quality improvement projects.
- 11-3880 **Recycling Rebate**  
Provides for funds received for the City's share of profits from the sale of recycled material collected from Walnut's curbside recycling program.
- 11-3885 **Assembly Bill (AB) 939 Administration**  
Provides for funds received as part of the refuse bill to fund the City's source reduction and recycling programs.
- 12-3620 **Community Development Block Grant**  
Provides for funds received for economic studies and the development of the City's blighted area.
- 13-3680 **Proposition C Transportation**  
Provides for funds collected from sales taxes. Los Angeles County distributes these funds to local cities for the purpose of transportation development.
- 15-3517 **LACMTA Exchange**  
Provides for funds received from Los Angeles County Metropolitan Transit Authority through transportation fund exchange.
- 16-3680 **Measure R Transportation**  
Provides for City’s portion to the half-cent sales tax approved in Los Angeles County for transportation projects.
- 21-3680 **Measure M Transportation**  
Provides for City’s portion to the half-cent sales tax approved in Los Angeles County for highway and transit projects.
- 23-3680 **Proposition A Transportation**  
Provides for funds collected from sales taxes. Los Angeles County distributes these funds to local cities for the purpose of transportation development.

- 27-3666 **Neighborhood Park Act**  
Provides for funds received from the County, in accordance with the LA County Safe Neighborhood Parks Act of 1992.
- 28-3625 **Measure A (M&S)**  
Provides for funds collected from an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016.
- 29-3540 **Measure W**  
Provides for City's portion from a 2.5 cents per square foot parcel tax from property owners located in the Los Angeles County Flood District approved in Los Angeles County for the Safe Clean Water Program.
- 31-3519 **Traffic Congestion Relief**  
Provides for funds received from the State related to Senate Bill 1 (SB1). The Road Repair and Accountability Act of 2017, requires loan repayments pursuant to Government Code (GC) section 16321. The outstanding loans, made pursuant to GC section 14556.8, will be repaid in equal installments over three years beginning FY 2017-18. The locals' share of the payment will be apportioned to cities and counties for Traffic Congestion Relief.
- 32-3874 **Used-Oil OPP Grant**  
Provides for funds received from CalRecycle for programs and products to encourage proper used oil recycling.
- 33-3878 **Recycling Grant**  
Provides for State of California grant funds to be used for recycling and waste reduction program.
- 37-3522 **Measure A (Category 1)**  
Provides for funds collected from an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016.
- 41-3800 **WHA Reimbursement Agreement**  
Provides for funds received from the Walnut Housing Authority as a reimbursement to the City, which acts as the lead agency. (See WHA project budget)

**OTHER REVENUES:**

- 06-3160 **Park In-Lieu Fees**  
Provides for funds received in-lieu of park land dedication.

## CAPITAL PROJECTS REVENUE

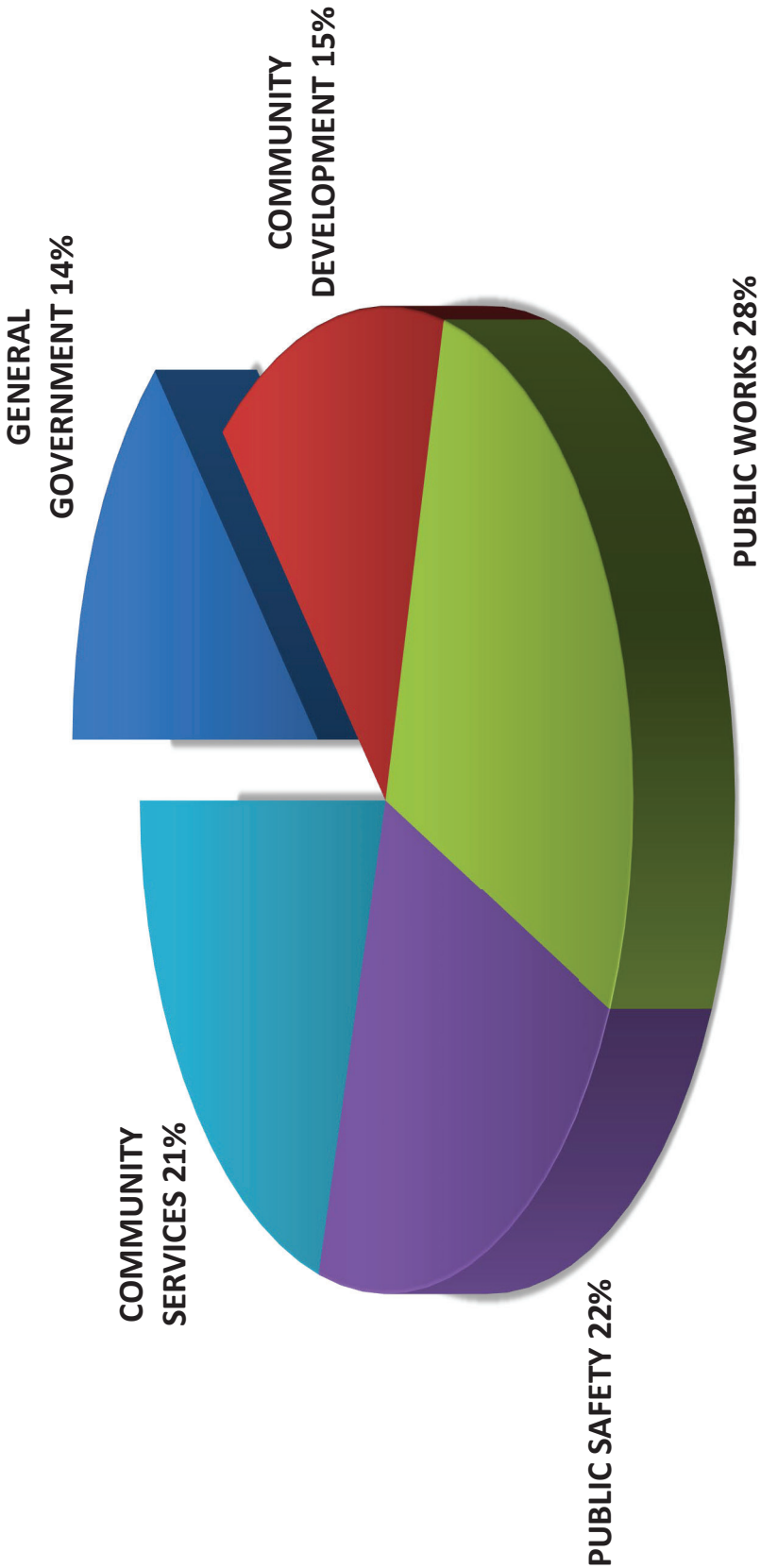
### REVENUE FROM OTHER AGENCIES:

- 14-3630 **Senate Bill 821 (Bikeway Grants)**  
Provides for funds received from the State, for the construction of bikeways, handicap ramps, and pedestrian facilities.
- 20-3868 **Three Oaks Facility Developer Contribution**  
Provides for contributions received from the developer for the construction of the Three Oaks Community Center.
- 25-3820 **Miscellaneous Revenue**  
Provides for funds received as reimbursement to the City for capital projects.
- 25-3970 **Miscellaneous Reimbursement**  
Provides for funds received as reimbursement for miscellaneous activities.
- 41-3800 **WHA Reimbursement Agreement**  
Provides for funds received from the Walnut Housing Authority as a reimbursement to the City, which acts as the lead agency. (See WHA project budget and WHA capital projects budget)



# **General Government**

# GENERAL GOVERNMENT FISCAL YEAR 2019-20



**Total General Government Budget  
\$2,590,630**

**CITY OF WALNUT**  
**GENERAL GOVERNMENT**  
**PROGRAM GOALS & PERFORMANCE MEASURES**

General Government includes the following sub-programs: City Council, City Manager, Personnel, Risk Management, City Clerk, Elections, City Treasurer, Finance, Computer Services, City Attorney, Administrative Services, Community Promotions, Cable TV Administration, Public Relations and Cable TV Education. While implementing several new projects and programs in the coming year, staff will work to meet various aspects of the City's Mission Statement to "...exceed expectations of the people of Walnut. We collaborate with the community to enhance our civic pride."

**In 2019-20**, the General Government Program will work to achieve the following goals:

1. The City will continue to engage the Walnut community via our Social Media sites, website, and Walnut app. These outreach tools will allow the City to keep residents informed of City events, projects, public safety matters, and allow for residents to communicate to the City any concerns or questions. These tools will also be used to promote the City, schools and community.
2. The City will continue to provide training opportunities for staff on a monthly basis to further enhance the strengths of the City's workforce. In addition, the City will continue to foster teamwork and morale among employees through the City of Walnut's annual Employee Service Recognition Event and various charity events and fundraisers.
3. The City will continue to seek resident and student involvement in their community through the City's Volunteer Internship Program. In addition, the City will continue to welcome visitors from other cities or countries and conduct tours and informative lectures/workshops at City Hall.
4. The City will continue to host annual events for Walnut residents including Family Festival and National Night Out, and will continue to hold City Council meetings, study sessions, and workshops. These events are meant to engage and increase community involvement.

**In 2018-19**, the General Government Program worked to achieve the following goals:

1. The City will provide training opportunities for staff to further enhance the strengths of the City's workforce. In addition, the City will continue to foster teamwork and morale among employees through the City of Walnut's annual Employee Service Recognition Event and various charity events and fundraisers.

**Performance Measure: City staff received training in customer service, legally mandated harassment and discrimination training, and emergency preparedness. The City's annual Employee Service Awards was held on December 13, 2018.**

2. The City will continue to seek resident and student involvement in their community through the City's Volunteer Internship Program. In addition, the City will continue to welcome visitors from other cities and countries, and conduct tours and informative lectures at City Hall.

**Performance Measure: Students from local Walnut schools participated in student government day at City Hall. In addition, the City has had over 8 student volunteers participating in the City's Volunteer Intern Program.**

3. The City will engage the Walnut community via our social media mediums, website, and Walnut app. These outreach tools will allow the City to keep residents informed of City events, projects, public safety matters, and allow for residents to communicate to the City any concerns or questions. These tools will also be used to promote the City, schools and community.

**Performance Measure: The City continued to inform residents of local news and events through the City's social media mediums, cable T.V. programming, and City website. In addition, the Recreation Brochure is available online for residents in an effort to reduce paper use. City Council meetings continue to be recorded and broadcasted to residents.**

4. The City will continue to host annual events for Walnut residents, including Family Festival and National Night Out events, and will continue to hold City Council meetings, study sessions, and workshops.

**Performance Measure: The City hosted its annual Family Festival in October 2018 and National Night Out in August 2018. The City also hosted City Council meetings, study sessions, and workshops to discuss items of importance to the City.**

5. Educate Walnut's residents by providing outreach on the importance of voter registration to increase the number of registered voters in the City.

**Performance Measure: The City had its first consolidated General Municipal Election on November 6, 2018. Voter outreach was conducted via the City's website, social media, and the Walnut App.**

**General Government  
Measurable Outputs**

<b>Output</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
Volunteer Internship Participant Hours	550 Hours	600 Hours	600 Hours	600 Hours	600 Hours
Number of Cable Programs	5	5	7	7	9
Employee participation in training and education programs	50	50	50	75	75
Employees in Education Enhancement Program	2	1	1	3	2
Employees attending Annual Service Awards Event	45	50	50	56	56
Number of City Council Meetings	22	22	22	22	22
Number of City Council Study Sessions	5	15	6	10	10

**FY 2019-20  
General Government  
Goals and Relationship to the Mission Statement**

In **FY 2019-20**, the General Government Department has identified five major goals:

1. Utilize the City website and social media mediums as a tool to disseminate information to residents, increase agency transparency by providing access to view and research City contracts and other records, and use as a tool for day-to-day transactions.
2. Recognize employees throughout the year to increase employee morale.
3. Provide monthly trainings through California Joint Powers Insurance Authority (CJPIA) and other professional organizations and provide education enhancement opportunities to City employees.
4. Continue and increase environmentally friendly office procedures.

The general services function of the City of Walnut will exceed expectations, collaborate, and enhance civic pride in FY 2019-20 with the five identified major goals by; continuing to encourage open discussion with bi-monthly email blasts to all online subscribers informing them of City and other local non-profit organizations' events and services; preparing Walnut for the future and providing clear directions for people using our services with a more effective and user friendly website providing a modern design, increased agency transparency, and tools for daily transactions; building teamwork among employees by recognizing achievements in addition to the annual Employee Service Awards event; striving to be educated and well informed by providing monthly employee trainings through CJPIA on OSHA mandated procedures, safety, ergonomics, and other areas reducing risk within the City as a whole; seeking new cost efficiencies and helping the environment by implementing additional green office procedures to lessen the output of paper and other non-environmentally friendly items.

**CITY OF WALNUT  
PROGRAM SUMMARY  
GENERAL GOVERNMENT**

	<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,336,590	1,509,050	1,473,170	1,475,770	1,685,480
OPERATIONS EXPENSE	972,658	862,130	946,610	912,970	880,150
<b>TOTAL OPERATING EXPENSE</b>	<b>2,309,248</b>	<b>2,371,180</b>	<b>2,419,780</b>	<b>2,388,740</b>	<b>2,565,630</b>
CAPITAL	17,255	25,000	25,000	25,000	25,000
<b>PROGRAM TOTAL</b>	<b>2,326,503</b>	<b>2,396,180</b>	<b>2,444,780</b>	<b>2,413,740</b>	<b>2,590,630</b>
TOTAL FULL-TIME EMPLOYEES	9.93	10.43	10.43	10.43	11.17
<b>SUB-PROGRAMS:</b>					<b>PAGE</b>
CITY COUNCIL	01-4000				76
CITY MANAGER	01-4100				80
HUMAN RESOURCES	01-4200				82
RISK MANAGEMENT	01-4201				86
CITY CLERK	01-4300				90
ELECTIONS	01-4301				94
CITY TREASURER	01-4400				96
FINANCE	01-4500				100
COMPUTER SERVICES	01-4502				104
CITY ATTORNEY	01-4600				108
ADMINISTRATIVE SERVICES	01-4700				110
COMMUNITY PROMOTIONS	01-4800				114
CABLE TELEVISION ADMINISTRATION	01-4900				116
CABLE TELEVISION EQUIPMENT	35-4900				118
OPEB	51-4200				120

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY COUNCIL**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
01-4000-5101	REGULAR SALARIES	18,000	18,000	18,000	18,000	18,000
01-4000-5105	HEALTH & LIFE INSURANCE	29,869	27,100	27,100	31,500	42,000
01-4000-5107	WORKERS' COMPENSATION	758	800	800	800	840
01-4000-5108	PERS	2,625	5,100	5,100	3,000	4,640
01-4000-5110	MEDICARE	479	600	600	600	970
	<b>TOTAL PERSONNEL</b>	<b>51,731</b>	<b>51,600</b>	<b>51,600</b>	<b>53,900</b>	<b>66,450</b>
	<b>OPERATIONS</b>					
01-4000-6101	CONFERENCE & MEETINGS - RODRIGUEZ	0	0	0	0	5,000
01-4000-6102	CONFERENCE & MEETINGS - PACHECO	0	0	0	0	5,000
01-4000-6103	CONFERENCE & MEETINGS - CHING	0	0	0	0	5,000
01-4000-6104	CONFERENCE & MEETINGS - WU	0	0	0	0	5,000
01-4000-6105	CONFERENCE & MEETINGS - TRAGARZ	0	0	0	0	5,000
01-4000-6201	CONFERENCE & MEETINGS	13,705	25,000	25,000	25,000	0
01-4000-6205	OFFICE SUPPLIES	1,126	2,000	2,000	2,000	2,000
01-4000-6215	VEHICLE ALLOWANCE	15,000	15,000	15,000	15,000	15,000
01-4000-6253	TELEPHONE	3,060	5,700	2,900	2,700	3,900
	<b>TOTAL OPERATIONS</b>	<b>32,891</b>	<b>47,700</b>	<b>44,900</b>	<b>44,700</b>	<b>45,900</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>84,622</b>	<b>99,300</b>	<b>96,500</b>	<b>98,600</b>	<b>112,350</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CITY COUNCIL (4000)**

The Walnut City Council serves as the legislative and policy making body of the City, enacting all laws and establishing priorities and direction for the City through the development of policies and adoption of ordinances and resolutions. In the interest of the community, the City Council translates the attitude and demands of the citizens into municipal action, while providing the desired levels of service as efficiently and effectively as possible.

**PERSONNEL:**

5101 **Regular Salaries**

***City Council - 5 Members***

Compensation for the City Council is authorized by Section 36516(B) of the Government Code and City Ordinance No. 345. Council members are currently compensated at \$300 per month.

5105 - 5110 See Appendix

**OPERATIONS:**

6101 **Conference & Meetings - Rodriguez**

Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.

6102 **Conference & Meetings - Pacheco**

Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.

6103 **Conference & Meetings - Ching**

Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.



- 6104 **Conference & Meetings - Wu**  
Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.
- 6105 **Conference & Meetings - Tragarz**  
Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.
- 6201 **Conference & Meetings**  
Provides for attendance at conferences and meetings, and miscellaneous travel expenses (FY 19-20 each councilmember assigned a budget account 6101-6105).
- 6205 **Office Supplies**  
Provides for miscellaneous supplies for council presentation frames, certificates, council badges, certificates, etc.
- 6215 **Vehicle Allowance**  
Provides for vehicle allowance for the Council members.
- 6253 **Telephone**  
Provides for cell phones for Council members. These units require airtime for updates and email.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY MANAGER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4100-5101	REGULAR SALARIES	128,386	128,390	128,390	128,390	155,510
01-4100-5105	HEALTH & LIFE INSURANCE	10,260	10,260	10,260	10,690	12,400
01-4100-5107	WORKERS' COMPENSATION	2,349	2,470	2,470	2,470	3,150
01-4100-5108	PERS	35,658	37,530	37,530	39,630	54,240
01-4100-5110	MEDICARE	2,062	2,010	2,010	2,040	2,440
01-4100-5111	SICK LEAVE/VACATION BUYBACK	11,656	9,820	9,820	9,820	11,870
	<b>TOTAL PERSONNEL</b>	<b>190,371</b>	<b>190,480</b>	<b>190,480</b>	<b>193,040</b>	<b>239,610</b>
<b>OPERATIONS</b>						
01-4100-6201	CONFERENCE & MEETINGS	8,107	7,200	7,200	5,000	7,200
01-4100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	55	100	100	100	100
01-4100-6208	VEHICLE OPERATIONS	6,811	5,000	4,000	3,000	3,000
01-4100-6215	VEHICLE/CELL ALLOWANCE	360	480	480	480	440
01-4100-6256	EQUIPMENT USAGE	757	760	760	760	1,010
01-4100-6265	COMPUTER USAGE	4,144	4,250	4,250	4,250	4,730
	<b>TOTAL OPERATIONS</b>	<b>20,235</b>	<b>17,790</b>	<b>16,790</b>	<b>13,590</b>	<b>16,480</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>210,606</b>	<b>208,270</b>	<b>207,270</b>	<b>206,630</b>	<b>256,090</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.60	0.60	0.60	0.60	0.73

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CITY MANAGER (4100)**

The Department of the City Manager provides for the effective implementation of the City Council's policies and priorities. Primary functions in this department include: presenting recommendations and information to the City Council to enable them to make decisions on matters of policy, advising the City Council regarding the financial condition and future needs of the City, serving as liaison between the City, community organizations and citizens, and managing the overall operations of City departments and contracted agencies.

**PERSONNEL:**

5101 **Regular Salaries**

***City Manager – 72.5%***

Responsible for implementing policies of the City Council and the enforcement of City laws. As administrative head of the City government, hires all employees, directs City activities, makes recommendations to City Council and Commissions, and represents the City at official meetings and functions. (2.5% in 01-5901, 25% in 41-5800)

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the attendance of the City Manager to the following conferences and meetings: San Gabriel Valley Association of City Managers meeting, Chamber of Commerce functions, League of California Cities Conference, Contract Cities Annual Conference, legislative hearings and other meetings as necessary.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for the membership in the San Gabriel Valley City Managers' Association, and various publications.

6208 **Vehicle Operations**

Provides for the operations of the City Manager's vehicle:

2019 Buick Regal Sportback    1557419    72.5% (2.5% in 01-5901, 25% in 41-5800)

6215 **Vehicle Allowance/Cell**

Provides for a cell phone stipend for the City Manager that is distributed the same as payroll.

6256 - 6265 See Appendix

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: HUMAN RESOURCES**

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
	<b>PERSONNEL</b>							
01-4200-5101	REGULAR SALARIES	23,392	24,780	24,780	24,780	49,820		
01-4200-5105	HEALTH & LIFE INSURANCE	5,306	3,380	3,380	5,390	6,750		
01-4200-5106	DISABILITY INSURANCE	0	0	0	0	0		
01-4200-5107	WORKERS' COMPENSATION	428	480	480	480	1,010		
01-4200-5108	PERS	9,755	12,250	12,250	10,150	16,400		
01-4200-5109	UNEMPLOYMENT INSURANCE	0	0	120	2,420	0		
01-4200-5110	MEDICARE	574	430	430	240	850		
01-4200-5111	SICK LEAVE/VACATION BUYBACK	0	470	470	0	940		
01-4200-5112	REPLACEMENT BENEFIT PLAN	0	0	0	0	5,000		
	<b>TOTAL PERSONNEL</b>	<b>39,456</b>	<b>41,790</b>	<b>41,910</b>	<b>43,460</b>	<b>80,770</b>		
	<b>OPERATIONS</b>							
01-4200-6201	CONFERENCE & MEETINGS	1,807	1,800	1,800	1,800	2,500		
01-4200-6202	TRAINING	0	1,000	300	0	0		
01-4200-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,027	4,200	4,200	4,200	4,200		
01-4200-6206	ADVERTISING	200	1,000	2,040	2,000	1,500		
01-4200-6209	SURETY BONDS	0	1,000	1,000	1,000	1,000		
01-4200-6211	EDUCATION REIMBURSEMENT	4,989	7,000	5,860	6,000	6,000		
01-4200-6215	VEHICLE/CELL ALLOWANCE	800	800	800	800	1,600		
01-4200-6216	PROFESSIONAL SERVICES	0	1,000	1,000	5,000	5,000		
01-4200-6218	SPECIAL LEGAL FEES	22,967	5,000	5,000	5,000	5,000		
01-4200-6236	PHYSICALS/BACKGROUNDS	583	2,000	1,580	1,580	2,000		
01-4200-6256	EQUIPMENT USAGE	317	320	320	320	700		
01-4200-6265	COMPUTER USAGE	1,726	1,770	1,770	1,770	3,260		
01-4200-6271	SERVICE/RECOGNITION/AWARDS	2,481	2,000	3,600	3,100	3,100		
	<b>TOTAL OPERATIONS</b>	<b>39,897</b>	<b>28,890</b>	<b>29,270</b>	<b>32,570</b>	<b>35,860</b>		
	<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>79,353</b>	<b>70,680</b>	<b>71,180</b>	<b>76,030</b>	<b>116,630</b>		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	0.25	0.25	0.25	0.25	0.50

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**HUMAN RESOURCES (4200)**

The Human Resources Department is responsible for the acquisition, development, utilization, and maintenance of City personnel. Essential functions include job analysis, recruitment & selection, hiring, training, educational development, performance evaluation, employee recognition, benefit administration, labor negotiations, managing labor relationships, investigations and grievances, compensation management, leave tracking for FMLA, CFRA, & PDL, workers compensation, fit for duty evaluations, and adherence to both Federal and California labor laws and regulations.

**PERSONNEL:**

5101 **Regular Salaries**

***Senior Management Analyst – 50%***

Responsible for management of all personnel services to City Departments. (50% in 01-4201)

5105 - 5108 See Appendix

5109 **Unemployment Insurance**

Provides for unemployment compensation to former employees if eligible.

5110 - 5111 See Appendix

5112 **Replacement Benefit Plan**

Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the Senior Management Analyst to attend the CalPERS annual conference held in October and the CALPELRA Human Resources Conference in November.

6202 **Training**

Provides for training for all city employees (full-time and part-time) in all departments, including computer training and notary training.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for membership to Liebert Cassidy Whitmore (LCW) Labor Relations Consortium and the LCW Law Library, and Labor Law postings for all city facilities.

- 6206 **Advertising**  
Provides for the cost of advertising job bulletins for all city positions when necessary.
- 6209 **Surety Bonds**  
Provides for city insurance (surety bonds) protection, a blanket bond for all city employees and City officials.
- 6211 **Education Reimbursement**  
Provides for educational enhancement program costs.
- 6215 **Vehicle Allowance/Cell**  
Provides for vehicle and cell phone allowance for the Sr. Management Analyst, which are distributed the same as payroll.
- 6216 **Professional Services**  
Provides consultant services for personnel related items and interview oral board panels. Also provides for counseling of employees for fit for duty and crisis counseling.
- 6218 **Special Legal Fees**  
Provides for special legal services related to personnel, including investigations.
- 6236 **Physicals/Backgrounds**  
Provides for the cost of pre-employment and background checks for new City employees.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**  
Provides for annual employee service awards recognition event, employee birthday and anniversary cards. Also provides for certificates presented by City Council to employees for their years of service upon retirement or leaving employment with the City of Walnut.





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: RISK MANAGEMENT**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-4201-5101	REGULAR SALARIES	0	0	0	0	49,820	
01-4201-5105	HEALTH & LIFE INSURANCE	0	0	0	0	6,750	
01-4201-5107	WORKERS' COMPENSATION	0	0	0	0	1,010	
01-4201-5108	PERS	0	0	0	0	16,400	
01-4201-5110	MEDICARE	0	0	0	0	850	
01-4201-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	940	
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,770</b>	
<b>OPERATIONS</b>							
01-4201-6201	CONFERENCE & MEETINGS	0	1,000	1,000	1,000	1,000	
01-4201-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	1,600	
01-4201-6216	PROFESSIONAL SERVICES	0	0	80,000	80,000	0	
01-4201-6223	INSURANCE	231,413	255,000	232,000	232,000	264,010	
01-4201-6247	EQUIPMENT MAINTENANCE	7,858	10,000	10,000	10,000	10,000	
01-4201-6256	EQUIPMENT USAGE	0	0	0	0	700	
01-4201-6265	COMPUTER USAGE	0	0	0	0	3,260	
	<b>TOTAL OPERATIONS</b>	<b>239,271</b>	<b>266,000</b>	<b>323,000</b>	<b>323,000</b>	<b>280,570</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>239,271</b>	<b>266,000</b>	<b>323,000</b>	<b>323,000</b>	<b>356,340</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.50

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**RISK MANAGEMENT (4201)**

The Risk Management Department provides for the effective management of programs to prevent or reduce liability risks and claims against the City. Primary functions include administering the City's liability insurance plans and Workers' Compensation program, and coordinating the Employee Safety Program.

**PERSONNEL:**

5101 **Regular Salaries**  
***Senior Management Analyst – 50%***  
Responsible for management of all Risk Management services to City Departments.  
(50% in 01-4200)

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**  
Provides for Senior Management Analyst to attend the California Joint Powers Insurance Authority (CJPIA) Annual Risk Management Educational Forum in October.

6215 **Vehicle Allowance/Cell**  
Provides for vehicle and cell phone allowance for the Sr. Management Analyst, which are distributed the same as payroll.

6216 **Professional Services**  
Provides for ADA evaluation for the City of Walnut in conjunction with the California Joint Powers Authority.

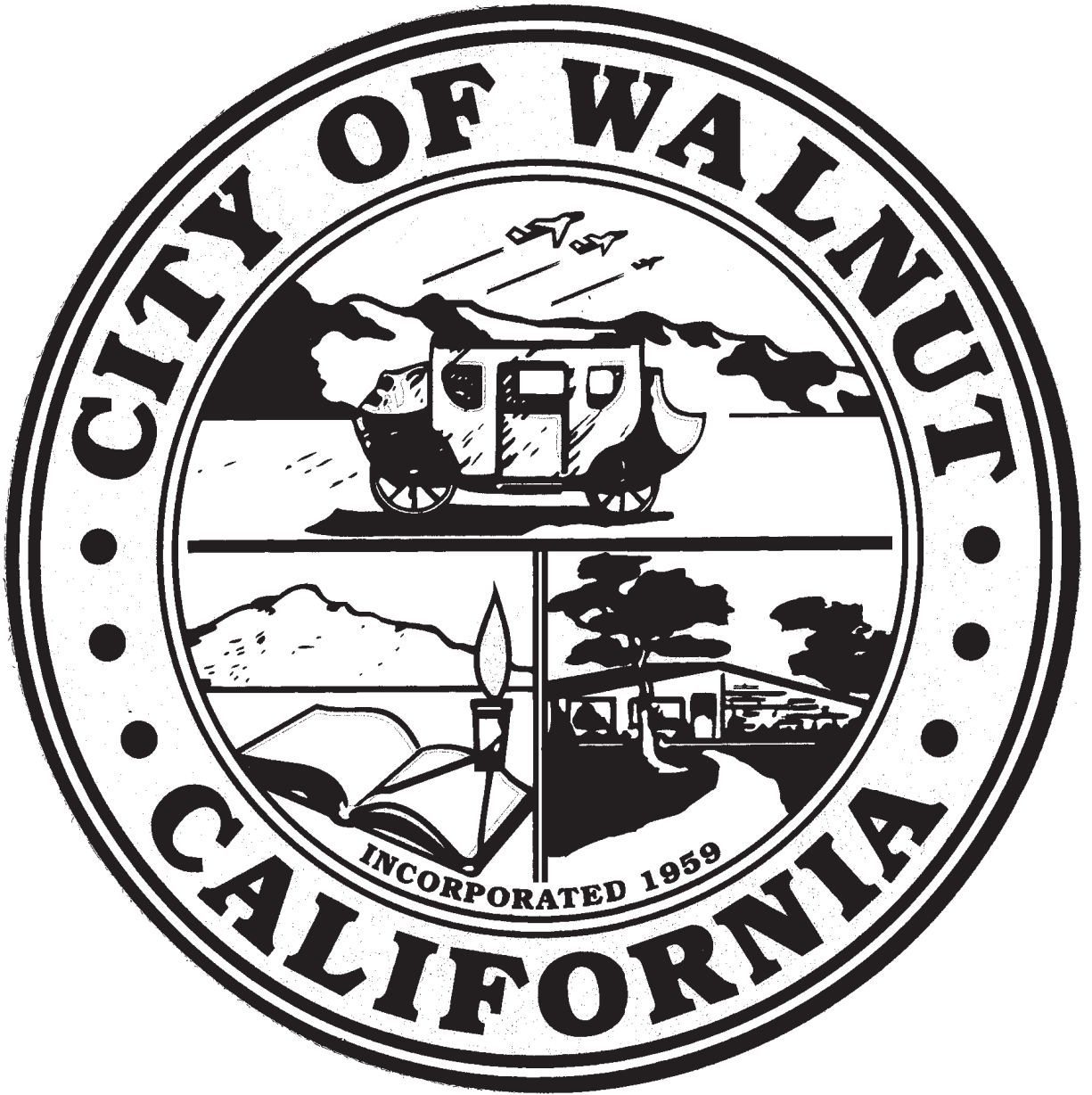
6223 **Insurance**  
Provides for commercial liability insurance and automobile liability insurance for City vehicles, property insurance on City owned facilities, buildings, and building contents; including glass, valuable papers, records, and buildings, and also provides for user group facility coverage and contractor general liability insurance.

	<i>CITY</i>
Liability (JPIA)	\$ 221,510
Earthquake (JPIA)	N/A
Property (JPIA)	32,280
Facility Coverage	1,520
Vehicle (JPIA)	2,510
Admin. Fees	1,690
Liability Trust Oversight	0
Special Events	4,500
<b>Grand Total</b>	<b><u>264,010</u></b>

6247 **Equipment Maintenance**

Provides for the repair or replacement of damaged City property and equipment that has not been collectible from the outside party responsible for the damage.

6256 - 6265 See Appendix



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY CLERK**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
<b>PERSONNEL</b>						
01-4300-5101	REGULAR SALARIES	152,082	160,890	160,890	170,130	
01-4300-5104	OVERTIME	1,822	2,000	2,000	2,000	
01-4300-5105	HEALTH & LIFE INSURANCE	24,951	24,980	24,980	25,650	
01-4300-5107	WORKERS' COMPENSATION	2,806	3,130	3,130	3,480	
01-4300-5108	PERS	29,411	32,620	32,620	38,650	
01-4300-5110	MEDICARE	2,310	2,520	2,520	2,670	
01-4300-5111	SICK LEAVE/VACATION BUYBACK	2,697	3,350	3,350	4,020	
	<b>TOTAL PERSONNEL</b>	<b>216,079</b>	<b>229,490</b>	<b>229,490</b>	<b>246,600</b>	
<b>OPERATIONS</b>						
01-4300-6201	CONFERENCE & MEETINGS	103	2,000	2,000	1,000	
01-4300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,590	3,000	3,000	3,000	
01-4300-6205	OFFICE SUPPLIES	613	1,000	1,000	1,000	
01-4300-6206	ADVERTISING	7,955	8,000	8,000	8,000	
01-4300-6212	ORDINANCE CODIFICATION, AMENDMENTS	13,312	4,000	4,000	4,000	
01-4300-6215	VEHICLE/CELL ALLOWANCE	2,720	2,550	2,550	2,880	
01-4300-6227	CONTRACTUAL SERVICES	5,791	10,000	10,000	10,000	
01-4300-6256	EQUIPMENT USAGE	2,343	2,360	2,360	2,650	
01-4300-6265	COMPUTER USAGE	12,775	13,100	13,100	12,390	
	<b>TOTAL OPERATIONS</b>	<b>47,201</b>	<b>46,010</b>	<b>46,010</b>	<b>44,920</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>263,280</b>	<b>275,500</b>	<b>275,500</b>	<b>291,520</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.85	1.85	1.85	1.90

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CITY CLERK (4300)**

The City Clerk's Department provides support for all Council-related services and maintains all public records. Primary functions include administering and recording proceedings of the City Council, preparing Council agendas and minutes, managing all public records, and providing information to the City Council, City Departments, and the public.

**PERSONNEL:**

5101 **Regular Salaries**  
***City Clerk - 90%***

Responsible for attending Council meetings and finalizing Council minutes; preparing agendas and assembling agenda materials; administering elections in conjunction with Los Angeles County elections; updating the Municipal Code; maintaining all records of the City, and providing information to staff and to the public (10% in 01-5901).

***Administrative Assistant – 100%***

Responsible for attending Council meetings in City Clerk's absence; categorizing, managing, filing, retrieving, and maintaining the City's records; researching records to obtain certain information at the request of staff and the public; proofreading and assisting with assembling agenda packets; composing and typing letters of transmittal; and generally assisting as needed in the conduct of the duties of the City Clerk's office.

5104 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the City Clerk and staff to attend Southern Division City Clerk's meetings, City Clerk Annual Conference and the Association of Records Managers and Administrators meetings.

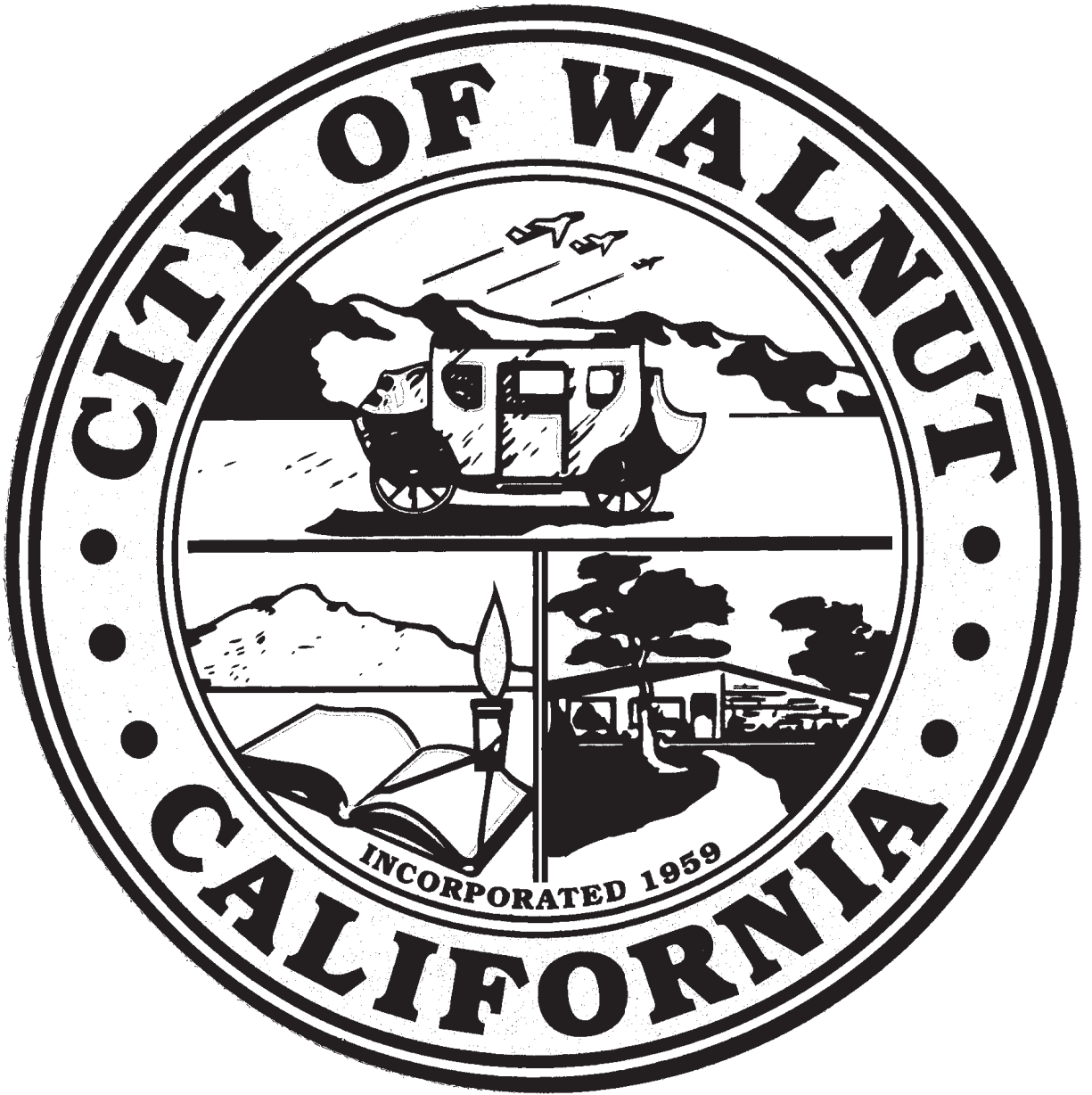
6203 **Membership Dues, Subscriptions, Books, Fees**

Provides for Notary bonding and fees, ARMA International, International Institute of Municipal Clerks, and City Clerk's Association of Southern California and annual subscriptions for the California Penal Code, 4-IN-1 Editions and supplements.

6205 **Office Supplies**

Provides for miscellaneous office supplies as needed, such as archive storage boxes for permanent records, minute book paper, and supplies to maintain city records.

- 6206 **Advertising**  
Provides for the publication of legal advertisements, i.e. public hearing notices, bid notices and other legal notifications as required by law for publishing.
- 6212 **Ordinance Codification, Amendments & Legal Documents**  
Provides for the codification of city ordinances, zoning codes for the Planning Department, fees for purchase of amendments, legal documents, and annual storage as required.
- 6215 **Vehicle Allowance/Cell**  
Provides for a vehicle and cell phone allowance for the City Clerk that is distributed the same as payroll.
- 6227 **Contractual Services**  
Provides for imaging and microfilming of permanent records and destruction of records pursuant to Council adopted records retention program, maintenance of recording and scanning systems.
- 6256 - 6265 See Appendix





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: ELECTIONS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-4301-6201	CONFERENCE & MEETINGS	904	0	0	0	1,000
01-4301-6205	OFFICE SUPPLIES	0	600	600	600	0
01-4301-6206	ADVERTISING	0	1,500	1,500	0	0
01-4301-6207	POSTAGE	3,910	4,000	4,000	0	0
01-4301-6227	CONTRACTUAL SERVICES	9,527	40,000	40,000	37,500	0
	<b>TOTAL OPERATIONS</b>	<b>14,340</b>	<b>46,100</b>	<b>46,100</b>	<b>38,100</b>	<b>1,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>14,340</b>	<b>46,100</b>	<b>46,100</b>	<b>38,100</b>	<b>1,000</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**ELECTIONS (4301)**

The Elections Department provides for the administration of Walnut Municipal Elections in conformity with the Elections Code and mandated Fair Political Practices Commission requirements.

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the City Clerk and staff to attend the Election Law Conference in December and seminars related to Election Law updates throughout the year.

6205 **Office Supplies**

Provides for office supplies and elections code updates for the November 2020 election.

6206 **Advertising**

Provided for publication of legal notices for the November 2020 election in the required languages.

6207 **Postage**

Provided for postal expenses for City mailings to all registered voters in Walnut for the 2020 November election.

6227 **Contractual Services**

Provides for the 2020 November Election – Translation Services and County of Los Angeles to assist with election and outreach programs.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY TREASURER**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-4400-5101	REGULAR SALARIES	6,000	6,000	0	0
01-4400-5107	WORKERS' COMPENSATION	110	120	120	10
01-4400-5108	PERS	648	0	0	0
01-4400-5110	MEDICARE	87	90	90	90
	<b>TOTAL PERSONNEL</b>	<b>6,845</b>	<b>6,210</b>	<b>210</b>	<b>100</b>
<b>OPERATIONS</b>					
01-4400-6201	CONFERENCE & MEETINGS	0	3,000	3,000	3,000
01-4400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	155	210	210	210
01-4400-6204	PROP TAX ADMIN FEE (PTAF)	37,895	40,000	33,500	25,200
01-4400-6214	MILEAGE REIMBURSEMENT	390	500	500	500
01-4400-6215	TREASURER STIPEND	0	0	6,000	6,000
01-4400-6278	BANK CHARGES	13,137	13,000	17,000	18,000
	<b>TOTAL OPERATIONS</b>	<b>51,577</b>	<b>56,710</b>	<b>60,210</b>	<b>52,910</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>58,422</b>	<b>62,920</b>	<b>60,420</b>	<b>53,010</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CITY TREASURER (4400)**

The City Treasurer Department provides for the receipt, custody, and investment of City funds through sound and prudent fiscal policies. Primary functions include the receipt, custody, and recordation of all revenues, payment of properly issued and approved warrants, and the management of investments for all City, Walnut Successor Agency, & Walnut Housing Authority.

**PERSONNEL:**

5101 **Regular Salaries**  
***City Treasurer***

The Director of Administrative Services, serving as the City Treasurer, is compensated \$250 per month and is responsible for the custody and investment of city funds and the issuance of city warrants when authorized by Council (moved to 6215).

***Deputy City Treasurer***

The Finance Officer, serving as the Deputy City Treasurer, is compensated \$250 per month and is assisting the Director of Administrative Services with the custody and investment of city funds and reviews the issuance of city warrants when authorized by Council (moved to 6215).

5107 - 5110 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for attendance of Executive and Management staff to the California Municipal Treasurers Association's (CMTA) annual conference and CMTA meetings and workshops.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for CMTA membership and Government Finance Officers Association (GFOA) Treasury Management Newsletter.

6204 **Property Tax Administrative Fee**

A Property Tax Administration Fee (PTAF) is to offset costs in assessing property values, in collecting the property tax levies, and in the review and appeal processes. In prior fiscal years this fee was captured within the property tax revenue account (01-3010).

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for banking activity.

6215 **Treasurer Stipend**

***City Treasurer***

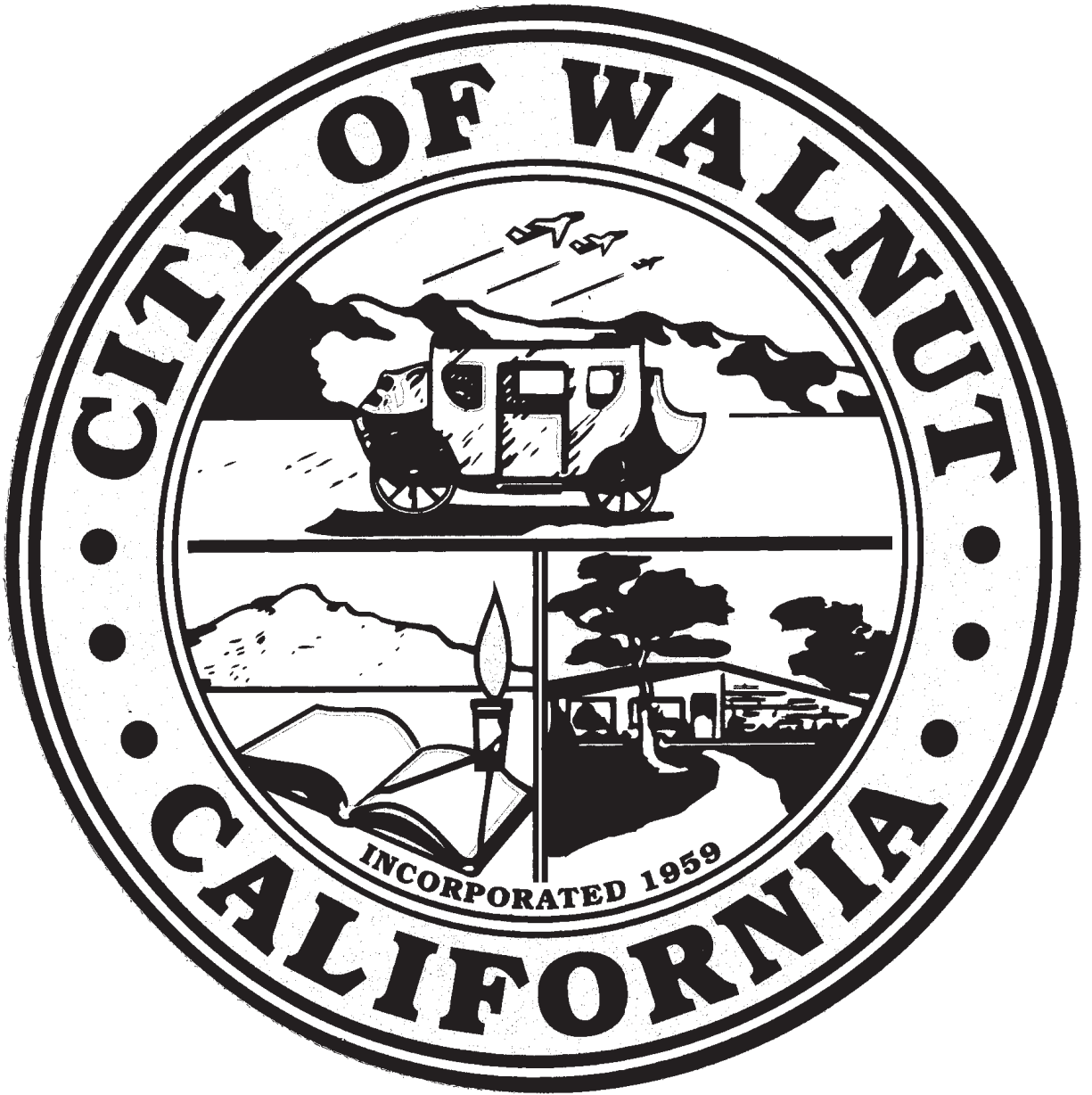
The Director of Administrative Services, serving as the City Treasurer, is compensated \$250 per month and is responsible for the custody and investment of city funds and the issuance of city warrants when authorized by Council.

***Deputy City Treasurer***

The Finance Officer, serving as the Deputy City Treasurer, is compensated \$250 per month and is assisting the Director of Administrative Services with the custody and investment of city funds and reviews the issuance of city warrants when authorized by Council.

6278 **Bank Charges**

Provides for bank activity charges for all city bank accounts and annual fee for Meadowpass Road escrow account.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: FINANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
01-4500-5101	REGULAR SALARIES	336,262	404,240	404,240	428,920	
01-4500-5104	OVERTIME	485	2,000	2,000	2,000	
01-4500-5105	HEALTH & LIFE INSURANCE	61,228	71,480	71,480	69,890	
01-4500-5107	WORKERS' COMPENSATION	6,162	7,800	7,800	8,710	
01-4500-5108	PERS	68,079	89,840	89,840	103,750	
01-4500-5110	MEDICARE	5,299	6,410	6,410	6,790	
01-4500-5111	SICK LEAVE/VACATION BUYBACK	10,123	11,820	11,820	12,270	
	<b>TOTAL PERSONNEL</b>	<b>487,639</b>	<b>593,590</b>	<b>593,590</b>	<b>632,330</b>	
<b>OPERATIONS</b>						
01-4500-6201	CONFERENCE & MEETINGS	2,556	9,260	9,260	9,260	
01-4500-6202	TRAINING	1,185	1,700	1,700	1,700	
01-4500-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,495	1,920	1,920	1,710	
01-4500-6210	PRINTING	1,658	2,500	2,500	2,500	
01-4500-6215	VEHICLE/CELL ALLOWANCE	7,960	8,250	8,250	8,720	
01-4500-6216	PROFESSIONAL SERVICES	40,440	44,950	44,950	49,830	
01-4500-6256	EQUIPMENT USAGE	5,667	6,340	6,340	7,200	
01-4500-6265	COMPUTER USAGE	30,902	35,240	35,240	33,620	
	<b>TOTAL OPERATIONS</b>	<b>91,864</b>	<b>110,160</b>	<b>110,160</b>	<b>114,540</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>579,503</b>	<b>703,750</b>	<b>703,750</b>	<b>746,870</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	4.48	4.98	4.98	5.15

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**FINANCE (4500)**

The Finance Department, under the direction of the Director of Administrative Services, provides accounting control over assets, revenues and receivables, budgetary control over all City and Successor Agency funds, and prepares and administers the annual budget. The department also prepares financial reports for the City, processes payroll, accounts payables, accounts receivables, and administers parking citations and passport applications processing.

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Administrative Services - 10%***

Responsible for directing all operations of the Finance Division, managing all investment operations of the City including the Successor Agency, WHA and administering city-wide computer operations. (20% in 01-4502, 20% in 01-4700, 15% in 01-5901, 10% in 41-5800, 25% in 01-8000)

***Finance Officer – 67.5%***

Responsible for the daily management and operation of the Finance Division including budgeting, payroll, accounts payable, accounts receivable, fixed asset inventory, surplus, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the division. Handles the audit from various agencies including the preparation of financial reports. Serves as the Acting Director of Administrative Services. (20% in 05-8200, 2.5% in 01-5901, 10% in 01-8002)

***Finance Analyst – 87.5%***

Responsible for assisting in preparing the annual City Budget. Handles the review of cash receipts, revenues, finance division claim vouchers, and passport applications. Oversees and reviews the payroll operations. Assists in preparing journal entries, bank reconciliation and other assigned reconciliations. (2.5% in 01-5901, 10% in 05-8200)

***Finance Analyst - 100%***

Responsible for the citywide processing of payroll and assists with the fixed asset inventory count. Performs the daily bank deposit and oversees the daily passport operations.



**Accounting Technician - 85%**

Responsible for the purchase order processing, contract/insurance review, accounts payable review, and business license operations and enforcements. Tracks new fixed assets through city warrants and tags new additions. Assists with the fixed asset inventory count and serves as the primary backup for accounts payable. (15% in 01-8002)

**Accounting Technician – 97.5%**

Responsible for data entry of all invoices and preparing the City, Successor Agency, and WHA warrants for semi-monthly issuance to the City Council for approval. Responsible for processing utility billings. Additionally, maintains purchase order, permits and inspection records. Handles the yearly 1099 reporting and prepares the monthly refund reconciliation. (2.5% in 01-5901)

**Accounting Technician - 67.5%**

Responsible for recording accounts receivable, issuing petty cash, and assists with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Serves as primary backup to the cashiering functions. (12.5% in 23-5430, 20% in 05-8200)

5104 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the attendance of Executive and Management staff to California Society of Municipal Finance Officers (CSMFO) annual conference, Government Finance Officers Association (GFOA) annual conference, bimonthly meetings, Cal JPIA Academies, League of California Cities Conference, California Contract Cities Annual Conference, CalPERS Educational Forum, and annual budget meetings.

6202 **Training**

Provides for annual tax seminar and Pentamation User group trainings.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for membership in the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA). Also provides for Walnut Informed Inc. Filing Fee (biennial), LA County AA2 report (sewer), Budget and CAFR Award program application fees, and the purchase of the Governmental, Accounting, Auditing, and Financial Report (GAAFR) book, as needed.

6210 **Printing**

Provides for printing of the annual budget and for the purchase of payroll checks, accounts payable checks, W-2's, 1099's, 1095C, parking decals, and cash receipts.

6215 **Vehicle Allowance/Cell**

Provides for vehicle and cell phone allowance for the Director of Administrative Services, Finance Officer and Finance Analysts, which are distributed the same as payroll.

6216 **Professional Services**

Provides for the annual financial audit, preparation of the annual financial report, annual statistical, and the State Controller's report. Also, provides services for sales tax consulting and actuarial services.

6256 - 6265 See Appendix

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMPUTER SERVICES**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-4502-5101	REGULAR SALARIES	60,517	65,960	65,960	43,090
01-4502-5105	HEALTH & LIFE INSURANCE	7,646	7,650	7,650	5,450
01-4502-5107	WORKERS' COMPENSATION	1,108	1,270	1,270	870
01-4502-5108	PERS	16,763	18,680	18,680	11,270
01-4502-5110	MEDICARE	958	1,070	1,070	680
01-4502-5111	SICK LEAVE/VACATION BUYBACK	714	2,390	2,390	1,540
	<b>TOTAL PERSONNEL</b>	<b>87,705</b>	<b>97,020</b>	<b>97,020</b>	<b>62,900</b>
<b>OPERATIONS</b>					
01-4502-6205	OFFICE SUPPLIES	2,985	2,000	4,000	3,500
01-4502-6215	VEHICLE/CELL ALLOWANCE	2,200	2,100	2,100	1,480
01-4502-6247	EQUIPMENT MAINTENANCE	97,718	128,000	117,600	124,000
01-4502-6254	COMMUNICATIONS	34,728	30,000	44,000	48,000
01-4502-6256	EQUIPMENT USAGE	633	640	640	490
01-4502-6265	COMPUTER USAGE	(252,570)	(259,760)	(259,760)	(240,370)
	<b>TOTAL OPERATIONS</b>	<b>(114,306)</b>	<b>(97,020)</b>	<b>(91,420)</b>	<b>(86,770)</b>
<b>CAPITAL</b>					
01-4502-8402	MACHINERY & EQUIPMENT	5,709	0	0	0
	<b>TOTAL CAPITAL</b>	<b>5,709</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>(20,891)</b>	<b>0</b>	<b>5,600</b>	<b>9,200</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.50	0.50	0.50	0.50
					0.35

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**COMPUTER SERVICES (4502)**

The Computer Services Department provides for the overall management of the City's computer systems to improve the productivity and effectiveness of the City's operating departments. Primary functions include the administration of contract agreements for the maintenance of hardware and software applications, the planning and recommendation of acquisitions, and the purchase of supplies. All costs incurred within this department are reimbursed through interdepartmental charges.

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Administrative Services - 20%***

Responsible for directing all operations of the Finance Department, managing all investment operations of the City including the Successor Agency, WHA and administering city-wide computer operations. (10% in 01-4500, 20% in 01-4700, 15% in 01-5901, 10% in 41-5800, 25% in 01-8000)

***Management Analyst/Public Information Officer - 15%***

Responsible for coordinating computer services purchases while assisting the Director of Administrative Services in administering city-wide computer operations. (84% in 01-4700, 1% in 07-8003)

5105 - 5111 See Appendix

**OPERATIONS:**

6205 **Office Supplies**

Provides for supplies and replacement drum units for the City's printers. Also includes computer tapes and miscellaneous replacement parts. Could include other replacement computer items that do not meet the capitalization threshold.

6215 **Vehicle Allowance/Cell**

Provides for vehicle and cell phone allowance for the Management Analyst/Public Information Officer and the Director of Administrative Services, which is distributed the same as payroll.

6247 **Equipment Maintenance**

Provides for the annual maintenance agreement of the City's computer systems, including printers, network servers and software agreements.

6254 **Communications**

Provides for communication expenses including facility-linking communication lines, Internet Service Provider (ISP) charges and website hosting.

6256 See Appendix

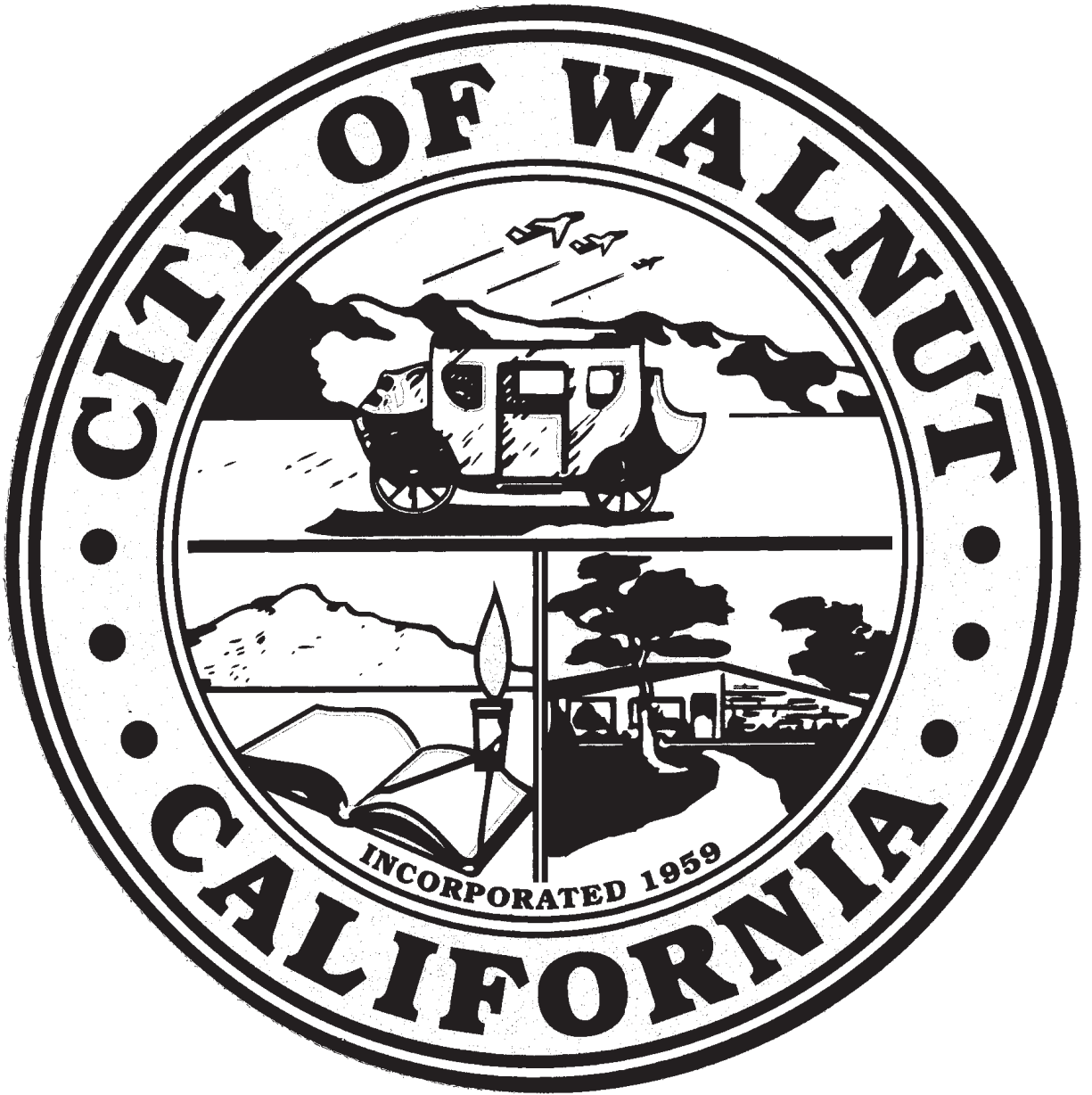
6265 **Computer Usage**

Provides for the internal service funding of citywide computer function expenses. Departments are charged based on their number of full-time employees.

**CAPITAL:**

8402 **Machinery & Equipment**

Provides for citywide computer software expenses.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY ATTORNEY**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-4600-6216	PROFESSIONAL SERVICES	91,112	96,120	96,120	96,120	96,120
01-4600-6218	SPECIAL LEGAL FEES	200,114	25,000	25,000	25,000	25,000
	<b>TOTAL OPERATIONS</b>	<b>291,226</b>	<b>121,120</b>	<b>121,120</b>	<b>121,120</b>	<b>121,120</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>291,226</b>	<b>121,120</b>	<b>121,120</b>	<b>121,120</b>	<b>121,120</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CITY ATTORNEY (4600)**

The mission of the City Attorney's Office is to provide the City with the highest quality, responsive and preventative legal services and to identify legal options and strategies for implementing and achieving the City Council's goals, objectives and policies.

The City Attorney serves as legal advisor to the City Council, Successor Agency, Housing Authority, Planning Commission, City Manager and City staff. The City Attorney's office provides a wide range of professional legal services from complex and sophisticated transactions and litigation to general matters of municipal law, including attendance at City Council and Planning Commission meetings, advising in the formulation of the municipal code, resolutions, ordinances, contracts and other legal documents necessary to the accomplishments of the City's municipal functions and City Council goals.

The City Attorney is appointed by the Walnut City Council. City Attorney services are performed under contract with the law firm of Leibold McClendon & Mann.

**OPERATIONS:**

**6216 Professional Services**

Provides compensation for legal services rendered by the City Attorney, including attendance at City Council and Planning Commission meetings and other meetings requested by City Council or City staff, advising City staff and reviewing/preparing legal documents.

**6218 Special Legal Fees**

Provides compensation for legal services rendered by the City Attorney in excess of 45 hours per month, including special projects, litigation, redevelopment dissolution and planning related projects.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: ADMINISTRATIVE SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4700-5101	REGULAR SALARIES	160,113	183,740	183,740	181,930	166,100
01-4700-5102	REGULAR PART-TIME EMPLOYEES	23,816	30,000	0	0	22,740
01-4700-5104	OVERTIME	69	2,000	2,000	0	2,000
01-4700-5105	HEALTH & LIFE INSURANCE	29,242	31,280	31,280	32,750	36,000
01-4700-5107	WORKERS' COMPENSATION	3,367	3,570	3,570	3,500	3,860
01-4700-5108	PERS	32,584	36,180	36,180	36,350	40,120
01-4700-5110	MEDICARE	2,805	2,890	2,890	2,910	2,600
01-4700-5111	SICK LEAVE/VACATION BUYBACK	1,790	4,590	4,590	2,570	3,810
	<b>TOTAL PERSONNEL</b>	<b>253,786</b>	<b>294,250</b>	<b>264,250</b>	<b>260,010</b>	<b>277,230</b>
<b>OPERATIONS</b>						
01-4700-6201	CONFERENCE & MEETINGS	2,011	7,000	6,800	5,000	6,000
01-4700-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	32,873	34,500	34,000	34,000	35,100
01-4700-6205	OFFICE SUPPLIES	16,072	12,000	14,000	12,000	12,000
01-4700-6207	POSTAGE	23,831	16,000	14,000	15,000	15,000
01-4700-6208	VEHICLE OPERATIONS	1,934	5,000	5,000	3,000	3,000
01-4700-6210	PRINTING	5,673	2,000	2,700	2,400	2,400
01-4700-6214	MILEAGE REIMBURSEMENT	1,194	850	850	1,100	1,100
01-4700-6215	VEHICLE/CELL ALLOWANCE	3,558	3,750	3,750	3,750	3,140
01-4700-6216	PROFESSIONAL SERVICES	48,400	0	23,000	6,000	6,000
01-4700-6219	PHOTOCOPY SUPPLIES	3,972	5,000	4,500	5,000	5,000
01-4700-6220	OFFICE EQUIPMENT RENTAL	35,991	38,000	38,000	38,000	42,000
01-4700-6247	EQUIPMENT MAINTENANCE	6,298	6,500	7,000	7,000	7,100
01-4700-6250	WATER	3,295	3,200	3,200	3,200	3,400
01-4700-6251	ELECTRICITY	43,854	50,000	50,000	46,000	47,500
01-4700-6253	TELEPHONE	37,280	37,000	37,000	37,000	37,800
01-4700-6256	EQUIPMENT USAGE	(44,230)	(44,500)	(44,500)	(45,000)	(49,100)
01-4700-6265	COMPUTER USAGE	14,847	15,940	15,940	15,940	13,320
	<b>TOTAL OPERATIONS</b>	<b>236,855</b>	<b>192,240</b>	<b>215,240</b>	<b>189,390</b>	<b>190,760</b>
<b>CAPITAL</b>						
01-4700-8401	FURNISHINGS & EQUIPMENT	1,587	0	0	0	0
	<b>TOTAL CAPITAL</b>	<b>1,587</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>492,227</b>	<b>486,490</b>	<b>479,490</b>	<b>449,400</b>	<b>467,990</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	2.25	2.25	2.25	2.25	2.04

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**ADMINISTRATIVE SERVICES (4700)**

The Administrative Services Department provides for the management of those operations beneficial on a citywide basis, but not directly assignable to any one department. These costs include items such as telephone, postage, utilities and the citywide purchase of office supplies.

**PERSONNEL:**

**5101 Regular Salaries**

***Management Analyst/Public Information Officer - 84%***

Responsible for dissemination of information through social media posts, press releases, website postings, email blasts and cable programming. Responsible for cable television programming including various productions, City Council meetings, Community Bulletin Board, digital information board, and playback schedule. Also responsible for the purchase, maintenance, and repair of cable equipment, and City Website administration. (15% in 01-4502, 1% in 07-8003)

***Administrative Assistant - 100%***

Responsible for all secretarial duties for the City Manager's Office, which includes correspondence for City Manager and Director of Administrative Services. Also responsible for record management, and ensuring all office equipment is in working order. Responsible for assisting the public at the Finance department counter, handling phone calls, business license information, and passport application processing.

***Director of Administrative Services - 20%***

Responsible for various administrative functions. (10% in 01-4500, 20% in 01-4502, 10% in 41-5800, 15% in 01-5901 and 25% in 01-8000)

**5102 Regular Part-Time Employees**

***Administrative Intern - 100%***

Provides for one (1) Administrative Intern.

5104 - 5111 See Appendix

**OPERATIONS:**

**6201 Conference & Meetings**

Provides for attendance of Executive and Management Staff to the League of California Cities Conference, Contract Cities Annual Conference, legislative hearings and other meetings as necessary.

- 6203 **Membership, Dues, Subscriptions, Books, Fees**  
 Provides for the City's membership in the League of California Cities, California Contract Cities, the Southern California Association of Governments, the San Gabriel Valley Council of Government, Costco, journals and books.
- 6205 **Office Supplies**  
 Provides for the purchase of general office supplies for all departments.
- 6207 **Postage**  
 Provides for the postage for City mailings for all departments. Also provides for the postage cost of bulk mailing permits, Federal Express and postage meter supplies including ink.
- 6208 **Vehicle Operations**  
 Provides for the operation of one (1) City pool vehicle:
- |                   |         |      |
|-------------------|---------|------|
| 2010 Toyota Prius | 1363758 | 100% |
|-------------------|---------|------|
- 6210 **Printing**  
 Provides for the outside printing of forms, letterhead, stationery and business cards. Includes business cards for City Council and multi-language printing.
- 6214 **Mileage Reimbursement**  
 Provides for mileage reimbursement for the classified employees in administration.
- 6215 **Vehicle Allowance/Cell**  
 Provides for vehicle and cell phone allowance for the Management Analyst/Public Information Officer and the Director of Administrative Services, which is distributed the same as payroll.
- 6216 **Professional Services**  
 Provides for legislative advocacy and governmental affairs/services.
- 6219 **Photocopy Supplies**  
 Provides for photocopy supplies needed to operate the copy machines, including paper, toner, dry ink and fax imaging toner.
- 6220 **Office Equipment Rental**  
 Provides for four color copiers and one black & white copier.
- 6247 **Equipment Maintenance**  
 Provides for service agreements for the postage meter, microfiche machine, recording system and Charter Cable communications.
- 6250 **Water**  
 Provides for the water usage costs charged to the City Hall facility.

- 6251 **Electricity**  
Provides for the electrical usage costs charged to the City Hall facility.
- 6253 **Telephone**  
Provides for telephone expenses and maintenance agreements.
- 6256 **Equipment Usage**  
Provides for the allocation of usage costs of the office machine rental and maintenance to all departments. Charges are based on the number of full-time employees.
- 6265 See Appendix

**CAPITAL:**

- 8401 **Furnishing & Equipment**  
Provides for the purchase of a new refrigerator at City Hall during 2017-18.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMMUNITY PROMOTIONS**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-4800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,277	1,550	1,550	1,560
01-4800-6227	CONTRACTUAL SERVICES	0	250	250	250
01-4800-6229	COMMUNITY RELATIONS	15,479	17,000	16,800	17,000
	<b>TOTAL OPERATIONS</b>	<b>16,756</b>	<b>18,800</b>	<b>18,600</b>	<b>18,800</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>16,756</b>	<b>18,800</b>	<b>18,600</b>	<b>18,800</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**

**2019-20**

**COMMUNITY PROMOTIONS (4800)**

The Community Promotions Department provides for the effective promotion of the City and provides information to the residents regarding the City Council's policies and priorities. Primary functions include promotion or planning of community events, dedications, and other ceremonies deemed appropriate by the City Council; ordering and maintaining various promotional items such as City tiles, City pins, and plaques; and the coordination of the City's Military Banner Programs.

**OPERATIONS:**

**6203 Memberships, Dues, Subscriptions, Books, Fees**

Provides for the yearly membership dues to California Association of Public Information Officials (CAPIO). Also provides for a film license through the Motion Picture Licensing Corporation (MPLC), and music licenses through American Society of Composers, Authors and Publishers (ASCAP), and Broadcast Music Inc. (BMI).

**6227 Contractual Services**

Provides for the purchase of Walnut Historical Books through a publishing company.

**6229 Community Relations**

Provides for the expense of community events such as dedications and other ceremonies deemed appropriate by the City Council. Also provides for various City plaques, nameplates, polo shirts for Council, commissioners, and staff, military and holiday banner installation.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CABLE TV ADMINISTRATION**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-4900-6201	CONFERENCE & MEETINGS	0	1,000	1,000	1,000
01-4900-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	80	80	80	80
01-4900-6227	CONTRACTUAL SERVICES	0	1,000	1,000	1,000
01-4900-6275	CABLE PROGRAMMING SUPPLIES	1,220	2,000	1,000	2,000
	<b>TOTAL OPERATIONS</b>	<b>1,300</b>	<b>4,080</b>	<b>3,080</b>	<b>3,580</b>
	<b>CAPITAL</b>				
01-4900-8402	MACHINERY & EQUIPMENT	463	0	0	0
	<b>TOTAL CAPITAL</b>	<b>463</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>1,763</b>	<b>4,080</b>	<b>3,080</b>	<b>3,580</b>
FUNDING SOURCE:					
CABLE FRANCHISE FEES (\$3,580)					

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**CABLE TELEVISION ADMINISTRATION (4900)**

The Cable Television Administration Department provides for the education of the public via cable television. Primary functions include the production of informative news slides, City Council meetings and other educational and governmental programs designed to notify the residents, and other forms of public information, such as updating the digital marquee sign.

**OPERATIONS:**

**6201 Conference & Meetings**

Provides for the Management Analyst or designee to attend the California Association of Public Information Officials (CAPIO) annual conference in April.

**6203 Membership, Dues, Subscriptions, Books, Fees**

Provides for the membership in the States of California and Nevada Chapter (SCAN) National Association of Telecommunication Officers and Advisors (NATOA).

**6227 Contractual Services**

Provides for payment to contracted film and photographer assistance, as needed, for special televised events. Also, provides payment for technical support with Council Chamber equipment and maintenance.

**6275 Cable Programming Supplies**

Provides for programming expenses (i.e. purchase or rental) of cameras, video and audio supplies, and external hard drives. Also, provides payment for the purchase of small equipment, graphic design membership, and equipment maintenance and repairs.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CABLE TV EQUIPMENT**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
35-4900-6227	CONTRACTUAL SERVICES	3,550	3,550	3,550	3,550
	<b>TOTAL OPERATIONS</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>
	<b>CAPITAL</b>				
35-4900-8402	MACHINERY & EQUIPMENT	9,496	25,000	25,000	25,000
	<b>TOTAL CAPITAL</b>	<b>9,496</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>13,046</b>	<b>28,550</b>	<b>28,550</b>	<b>28,550</b>
FUNDING SOURCE: CABLE TV PEG FEES (\$28,550)					

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**CABLE TELEVISION EQUIPMENT (35-4900)**

The Cable Television Equipment Department provides for the education of the public via cable television. Primary functions include the production of informative news bits, live broadcasts, producing public service announcements and other educational and governmental programs designed to notify the residents. This program represents 1% PEG (Public Education Government) Programming fee per AB2987, which are restricted to this use.

**OPERATIONS:**

**6227 Contractual Services**

Provides for the annual maintenance service fee of all cable equipment.

**CAPITAL:**

**8402 Machinery & Equipment**

Provides for purchase of various cable production equipment per DIVCA (AB2987) guidelines.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: OPEB**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	<b>PERSONNEL</b>				
51-4200-5105	HEALTH & LIFE INSURANCE	2,978	4,620	4,620	3,400 3,820
	<b>TOTAL PERSONNEL</b>	<b>2,978</b>	<b>4,620</b>	<b>4,620</b>	<b>3,400 3,820</b>
	<b>OPERATIONS</b>				
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>2,978</b>	<b>4,620</b>	<b>4,620</b>	<b>3,400 3,820</b>
FUNDING SOURCE: OPEB					

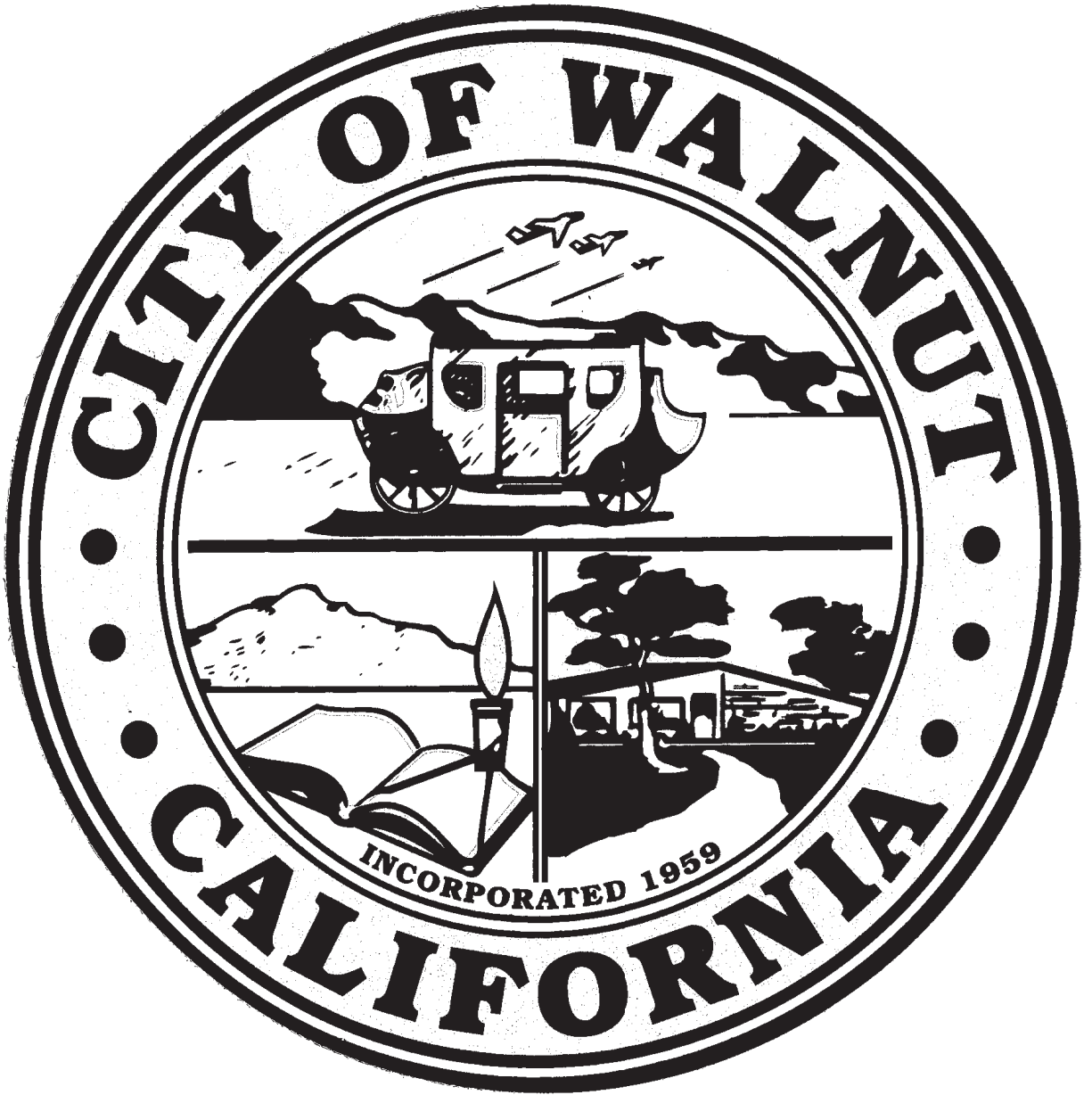
**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**OPEB (51-4200)**

The Other Post-Employment Benefits Fund (OPEB) accounts for monies designated to fully fund the post-employment benefits as per the actuarial valuation study.

**PERSONNEL:**

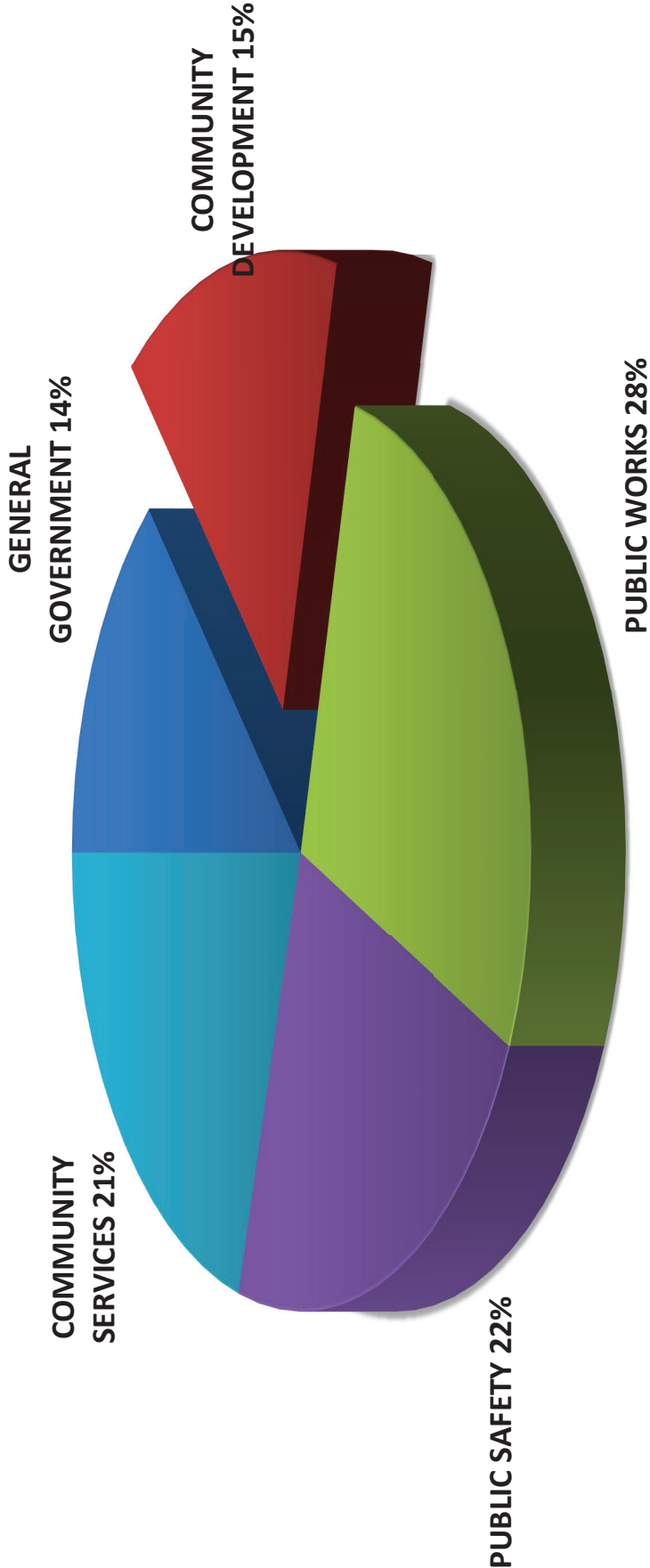
5105 **Health & Life Insurance**

Provides for monthly payments to the California Public Employees' Retirement System (CalPERS).



# **Community Development**

# COMMUNITY DEVELOPMENT FISCAL YEAR 2019-20



**Total Community Development Budget  
\$2,953,080**

**CITY OF WALNUT**  
**COMMUNITY DEVELOPMENT**  
**PROGRAM GOALS & PERFORMANCE MEASURES**

The Community Development Program of the budget includes the following sub-programs: Planning, Code Enforcement, Building & Safety, Economic Development, Community Development Block Grant (CDBG), Proposition A, Proposition C, Measure M, Measure R, Successor Agency Administration, and Walnut Housing Authority (WHA).

**In 2019-20**, the Community Development Department will work to achieve the following goals:

1. Continue to efficiently process entitlements for all new and proposed developments, including residential housing projects in order to continue to meet housing requirements set by the State of California. Potential sites that are under consideration for development include undeveloped land on, San Jose Hills Road, Francesca Drive, Camino De Rosa, Brookside, Valley Boulevard (West Valley Specific Plan and The Terraces at Walnut) and other potential infill projects throughout the community. This goal is to provide housing opportunities and neighborhood involvement as we work to *Exceed Expectations and Enhance Civic Pride*.
2. Continue to retain and recruit existing and new businesses which provide a solid tax base that supports public safety and other vital services while still maintaining the high quality of life that residents have come to enjoy. This goal will help *Exceed Expectations and Enhance Civic Pride*.
3. Adopt and certify the Climate Action Plan, Joint Jurisdictional Local Hazard Mitigation Plan, West Valley Comprehensive Sign Program, and the Walnut Hills Mixed-Use Specific Plan. This goal will help *Exceed Expectations and Enhance Civic Pride*.
4. Continue to implement the “April 2006 Development Review Process Study” to improve efficiency and effectiveness in the review of development applications. This program will help *Exceed Expectations and Enhance Civic Pride*.
5. Continue strong fiscal management and enhancement of the Walnut Dial-A-Ride program through expanded services, and continued upkeep of our bus stop shelters and the park-n-ride lot with the use of Both Prop “A” and Prop “C” funds to help *Exceed Expectations, improve Collaboration and Enhance Civic Pride*.
6. Continue to work with the community on Code Enforcement matters to preserve and maintain the established quality of life in Walnut. This goal will help *Exceed Expectations and Enhance Civic Pride*.



In **2018-19**, the Community Development Program worked to achieve the following goals:

1. Continue to efficiently process entitlements for new and proposed residential housing projects to meet housing requirements set by the State of California. Potential sites under consideration include The Terraces at Walnut on Valley Boulevard (east of Grand Avenue), Cornerstone by Shea on Valley Boulevard (between Pierre and Suzanne), San Jose Hills Road, Francesca Drive, Camino de Rosa and other potential infill projects throughout the community. This goal is to provide housing opportunities and neighborhood involvement as we work to *Exceed Expectations and Enhance Civic Pride*.

**Performance Measure: Staff continued to work with the property owners of several properties to prepare a Specific Plan, Site Plan and Architectural review development plans, and environmental documents for the following residential projects:**

- **The Peak at Three Oaks (Lot 269) – 18 Single Family Residential Detached homes were completed and are owner occupied.**
  - **San Jose Hills Road – 20 Single Family Residential units were reviewed and approved by the Planning Commission and City Council. The owner is in the process of finalizing entitlements to begin construction.**
  - **Cornerstone by Shea – A combination of 98 Single Family Detached units and attached Townhomes with a commercial component for mixed use development. All residential uses were completed and fully occupied. Staff is continuously working to obtain a user for the commercial portion.**
  - **The Terraces at Walnut (49 acres) – Single Family, small lot and townhome residential units with a large commercial component is still in review.**
  - **El Vallencito – Three (3) lot subdivision was completed and the Final Map recorded.**
  - **Camino De Teodoro – Four (4) lot subdivision and four (4) new single family residential dwelling units was approved by the Planning Commission. The applicant is working to finalize entitlements to begin construction.**
2. Continue to implement, monitor and inspect the grading, construction, and other activities associated with the implementation of the Habitat for Humanity residential project. This goal will help *Exceed Expectations and Enhance Civic Pride*.

**Performance Measure:**

- **The affordability covenant was removed and the home was sold on the open market. The unit is owner occupied. A portion of the proceeds from the sale went towards the Veteran’s Memorial outside of City Hall in addition to applicable City reimbursements.**
- **Executed a Transfer Agreement to ensure the Walnut Housing Authority is repaid in full for the donation of funds.**

3. Continue to implement the Community Development Block Grant programs through housing rehabilitation loans and senior citizen activities. This goal will help *Exceed Expectations and Enhance Civic Pride*.

**Performance Measure:**

- The City received a total of ten (10) applications. Out of the ten (10) applications, six (6) were completed with a total construction cost of \$79,773 comprising of six (6) grants and one (1) loans.
  - Served over 302 unduplicated clients through senior citizen activities, of these, four (4) clients participated in the Gaining Recovery of Widowhood Group (GROW), and the remaining clients were served by the Senior Transportation Program.
4. Continue implementation of the recommendations of the “April 2006 Development Review Process Study” to improve efficiency and effectiveness in the review of development applications. This program will help *Exceed Expectations, improve Collaboration, and Enhance Civic Pride*.

**Performance Measure:**

- Continuous updating of the Walnut Municipal Code in order to remain up-to-date and consistent with State Law and the Walnut General Plan.
  - Monitoring response times for application submittals to maintain established goal times.
  - Updating application forms and department handouts as needed.
  - Continuing to assess staff duties as well as utilizing contract staff for efficiencies based on work load and staffing levels.
  - Continue to revamp Planning Applications and informational fliers based on received feedback.
  - Continue to improve technology at public counter to better assist community with Planning and Zoning inquiries/needs.
5. Continue enhancement of the Walnut Dial-A-Ride program through expanded services, and continued upkeep of our bus stop shelters and the park-n-ride lot with the use of both Prop A and Prop C funds to help *Exceed Expectations and Enhance Civic Pride*.

**Performance Measure:** The Dial-A-Ride program maintained its membership this year with a total of approximately 5,000 members. In 2014-15, Staff revamped the Dial-A-Ride identification card process for faster turn-around to residents. Staff continues to monitor trips taken to ensure that the program is implemented as its highest and best use.

**Community Development  
Measurable Outputs**

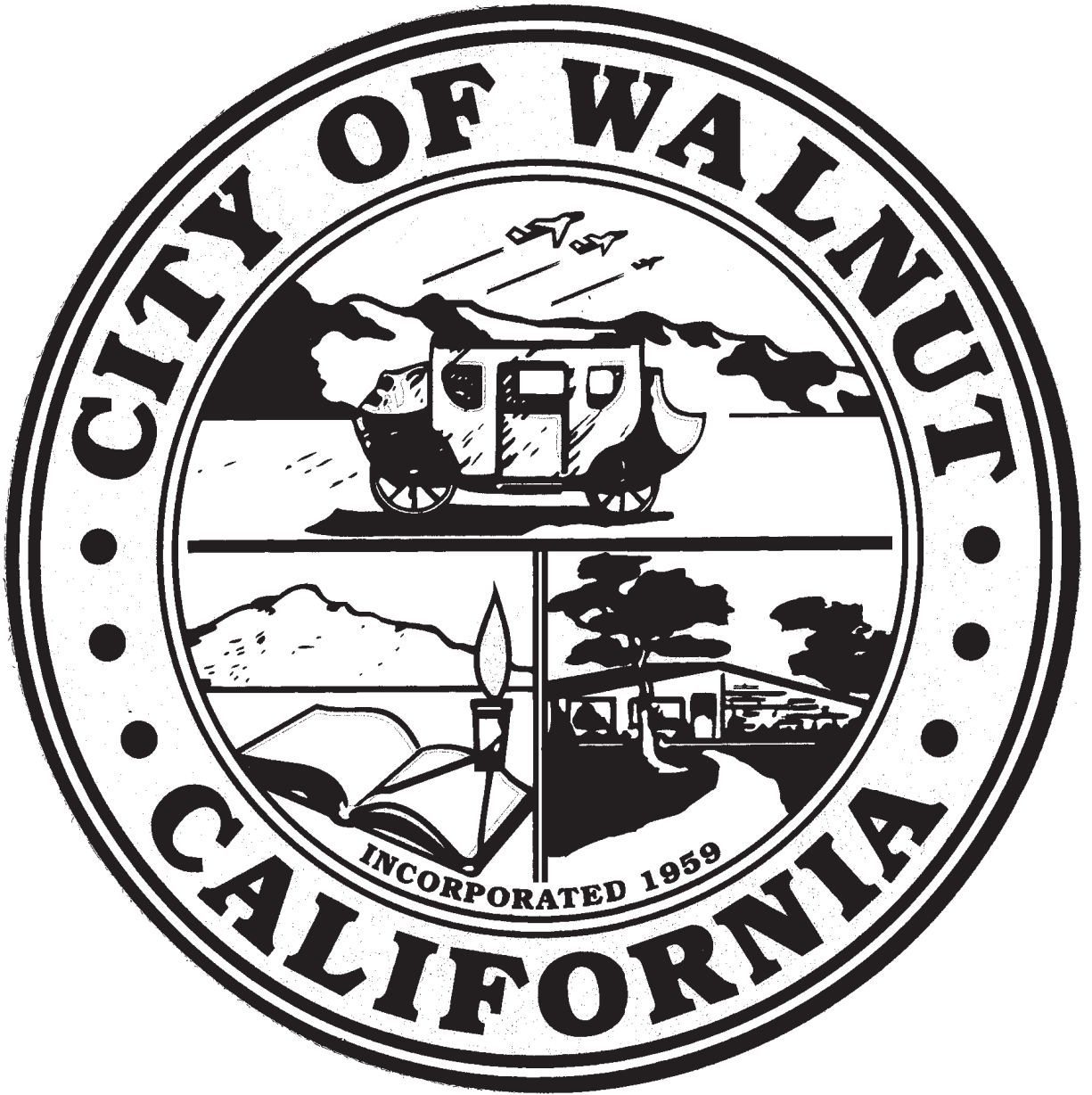
<b>Output</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
Process Planning Applications	170	175	180	185	150
Respond to Code Enforcement Complaints	650	700	750	800	900
Process Building/ Mech./Elec./ Plumb. Permits	1,000	1,100	1,200	1,300	1,200
Housing Rehab Loans/Grants	8	8	6	4	5
Dial-A-Ride Members	4,100 Members (Senior/Disabled)	4,300 Members (Senior/Disabled)	4,500 Members (Senior/Disabled)	4,600 Members (Senior/Disabled)	5,000 Members (Senior/Disabled)
Metrolink/ Foothill/ EZ Passes Sold	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 1,500 Foothill 380 MTA 50

**FY 2019-20  
Community Development  
Goals and Relationship to the Mission Statement**

In **FY 2019-20**, the Community Development Department has identified six major goals:

1. Continue to efficiently process entitlements for all new proposed developments, including residential housing projects in order to continue to meet housing requirements set by the State of California. This goal is to provide housing opportunities and neighborhood involvement.
2. Continue to retain and recruit existing and new businesses, which provide a solid tax base that supports public safety and other vital services while maintaining the high quality of life that residents have come to enjoy.
3. Adopt and certify the Climate Action Plan, Joint Jurisdictional Local Hazard Mitigation Plan, West Valley Comprehensive Sign Program and the Walnut Mixed-Use Specific Plan.
4. Continue to implement the “April 2006 Development Review Process Study” to improve efficiency and effectiveness in the review of development applications.
5. Continue strong fiscal management and enhancement of the Walnut Dial-A-Ride program through expanded services, and continued upkeep of bus stop shelters and the park-n-ride lot with the use of Prop “A” and Prop “C” funds.
6. Continue to work with the community on Code Enforcement matters to preserve and maintain the establish quality of life in walnut.

The goals of the Community Development Department will help the City *Exceed Expectations, improve Collaboration and Enhance Civic Pride.*



**CITY OF WALNUT  
PROGRAM SUMMARY  
COMMUNITY DEVELOPMENT**

	2017-18		2018-19		2019-20
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,386,095	1,550,160	1,534,950	1,448,970	1,396,240
OPERATIONS EXPENSE	862,569	1,287,940	1,312,915	1,177,815	1,411,370
<b>TOTAL OPERATING EXPENSE</b>	<b>2,248,665</b>	<b>2,838,100</b>	<b>2,847,865</b>	<b>2,626,785</b>	<b>2,807,610</b>
CAPITAL	93,358	159,930	153,135	153,135	145,470
<b>PROGRAM TOTAL</b>	<b>2,342,023</b>	<b>2,998,030</b>	<b>3,001,000</b>	<b>2,779,920</b>	<b>2,953,080</b>

TOTAL FULL-TIME EMPLOYEES	10.33	10.33	10.33	10.33	9.83
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<b>SUB-PROGRAMS:</b>		PAGE
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**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PLANNING**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET		
<b>PERSONNEL</b>							
01-5000-5101	REGULAR SALARIES	331,431	358,900	358,900	364,570		
01-5000-5102	REGULAR PART-TIME EMPLOYEES	29,617	43,490	43,490	18,190		
01-5000-5105	HEALTH & LIFE INSURANCE	55,646	70,070	70,070	64,470		
01-5000-5107	WORKERS' COMPENSATION	8,064	8,470	8,470	8,510		
01-5000-5108	PERS	73,424	88,880	88,880	90,370		
01-5000-5110	MEDICARE	5,565	6,420	6,420	6,160		
01-5000-5111	SICK LEAVE/VACATION BUYBACK	5,596	16,070	16,070	17,220		
	<b>TOTAL PERSONNEL</b>	<b>509,343</b>	<b>592,300</b>	<b>592,300</b>	<b>569,490</b>		
<b>OPERATIONS</b>							
01-5000-6201	CONFERENCE & MEETINGS	2,953	1,250	1,250	1,250		
01-5000-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	517	750	750	750		
01-5000-6206	ADVERTISING	5,309	7,500	7,110	7,500		
01-5000-6208	VEHICLE OPERATIONS	907	1,500	1,500	1,000		
01-5000-6215	VEHICLE/CELL ALLOWANCE	7,426	8,240	8,240	8,390		
01-5000-6216	PROFESSIONAL SERVICES	52,794	17,500	38,870	15,700		
01-5000-6231	MAPS, PRINTS, PHOTOS, FILM	2,305	1,500	1,000	1,000		
01-5000-6256	EQUIPMENT USAGE	5,002	5,030	5,030	5,690		
01-5000-6265	COMPUTER USAGE	27,277	27,980	27,980	26,600		
	<b>TOTAL OPERATIONS</b>	<b>104,490</b>	<b>71,250</b>	<b>91,730</b>	<b>64,180</b>		
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>613,833</b>	<b>663,550</b>	<b>684,030</b>	<b>633,670</b>		
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	3.95	3.95	3.95	3.95	4.08

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**PLANNING (5000)**

The Planning Department provides for the administration of State and Local regulations governing planning and development, and through the adoption of a comprehensive General Plan, aims to ensure the future social and economic well-being of the City's residents. Primary functions include maintaining the City's General Plan, providing zoning administration through the issuance of conditional use permits and variances, performing plan checks and site plan reviews, and providing staff support to the City's Planning Commission and City Council.

**PERSONNEL:**

5101 **Regular Salaries**

***Assistant City Manager - Development Services – 47.5%***

Responsible for the City's Planning, Project Engineering, Code Enforcement, Building & Safety, Housing Program Administration, Economic Development, and Successor Agency activities. (25% in 01-5100, 2.5% in 01-5901, 25% in 41-5800)

***City Planner - 90%***

Responsible for processing projects including Planning, Housing, and Code Enforcement. (10% in 01-5002)

***Senior Management Analyst – 30%***

Responsible for the CDBG program, Prop A, Prop C, Measure R, Measure M and special projects. (70% in 23-5300)

***Senior Planner - 20%***

Responsible for processing projects including Planning, Housing, and Code Enforcement. (50% in 01-5002, 30% in 41-5800)

***Associate Planner – 40%***

Responsible for processing projects including Planning, Housing, Code Enforcement, and Business Licenses. (10% in 01-5002, 50% in 41-5800)

***Assistant Planner – 60%***

Responsible for processing projects including Planning, Housing, and Code Enforcement. (20% in 01-5002, 20% in 41-5800)

***Code Enforcement Specialist II - 20%***

Responsible for enforcing and attaining compliance with zoning and property maintenance regulations. In addition, will be responsible for supervising the Code Enforcement Specialist and any Code Enforcement Interns. (80% in 01-5002)

***Code Enforcement Specialist - 20%***

Responsible for enforcing and attaining compliance with zoning and property maintenance regulations. (80% in 01-5002)

***Community Development Technician - 80%***

Responsible for Planning Commission agendas and minutes, assisting with staff reports, processing regular correspondence for the Community Development Department, provides support for the front counter, answering phone calls, general customer inquiries, and provides a wide-range of interdepartmental administrative support for City Hall. (20% in 01-5100)

***Planning Commission - 5 Members***

The Planning Commissioners serve as an advisory body to the City Council regarding community development, in accordance with the general plan, municipal code, and City policies. Provides for Planning Commissioner's compensation (\$50 for each meeting they attend or a maximum of \$600 a year, per each commissioner).

5102 **Regular Part-Time Employees**

***Planning Intern (1) - 100%***

Provides assistance to the Planners by reviewing projects that include Planning, Housing and Code Enforcement.

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for one member of the Planning Commission to attend the League of California Cities Annual Planning Commissioners Institute. Also provides for monthly meetings of the East San Gabriel Valley Planning Committee, and American Planning Association.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for the Planning Commission's membership in the East San Gabriel Valley Planning Committee; yearly subscription to builder publications; one yearly membership to the American Planning Association. Also includes membership in LAFCO and notary bonding and fees.

6206 **Advertising**

Provides for publication of public notices and meetings.



6208 **Vehicle Operations**

Provides for the operation costs for the Assistant City Manager – Development Service’s vehicle:

2018 Toyota Prius                      1547641              47.5% (25% in 01-5100, 2.5 in 01-5901, 25% in 41-5800)

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance and cell phone stipend for the Assistant City Manager – Development Services, City Planner, Senior Management Analyst, Senior Planner, Associate Planner, Assistant Planner, and Code Enforcement Specialist II distributed the same as payroll.

6216 **Professional Services**

Provides for the implementation and administration of the Community Development Block Grant Program. Provides availability for the provision of contract staff for large scale projects and sub-consultants to provide technical support regarding CEQA/Environmental and other planning/land use matters as needed.

6231 **Maps, Prints, Photos, Film**

Provides for maps, plans, and photos for the Planning, Engineering, and Traffic Engineering departments. Also provides for the purchase of current Assessor's maps and records. Also, includes aerial photo updates as needed.

6256 - 6265    See Appendix

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: CODE ENFORCEMENT**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-5002-5101	REGULAR SALARIES	169,296	187,660	187,660	178,110
01-5002-5105	HEALTH & LIFE INSURANCE	32,690	33,750	33,750	34,770
01-5002-5107	WORKERS' COMPENSATION	5,350	6,230	6,230	5,930
01-5002-5108	PERS	34,483	40,290	40,290	39,350
01-5002-5110	MEDICARE	2,552	2,970	2,970	3,070
01-5002-5111	SICK LEAVE/VACATION BUYBACK	1,435	5,130	5,130	6,310
	<b>TOTAL PERSONNEL</b>	<b>245,807</b>	<b>276,030</b>	<b>276,030</b>	<b>267,540</b>
<b>OPERATIONS</b>					
01-5002-6201	CONFERENCE & MEETINGS	945	1,500	1,500	1,500
01-5002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	180	100	100	100
01-5002-6210	PRINTING	0	200	1,050	1,050
01-5002-6214	MILEAGE REIMBURSEMENT	257	800	800	800
01-5002-6215	VEHICLE/CELL ALLOWANCE	2,720	5,300	5,300	5,300
01-5002-6216	PROFESSIONAL SERVICES	225	1,500	36,500	20,000
01-5002-6231	MAPS, PRINTS, PHOTOS, FILM	0	700	300	300
01-5002-6239	UNIFORMS	435	250	300	300
01-5002-6253	TELEPHONE	912	1,100	1,100	1,100
01-5002-6256	EQUIPMENT USAGE	3,166	3,190	3,190	3,190
01-5002-6265	COMPUTER USAGE	17,264	17,710	17,710	17,710
	<b>TOTAL OPERATIONS</b>	<b>26,104</b>	<b>32,350</b>	<b>67,850</b>	<b>51,350</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>271,911</b>	<b>308,380</b>	<b>343,880</b>	<b>318,890</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.50	2.50	2.50
			2.50	2.50	2.50

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CODE ENFORCEMENT (5002)**

The Code Enforcement Department provides for the enforcement of the City's Municipal Code pertaining to zoning and property maintenance regulations. Primary functions include attaining code compliance from violators of property maintenance, abandoned vehicles, sign ordinances, and various other City codes, performing field inspections and follow-up of reported violations, preparing cases for prosecution, and attending administrative conferences and court hearings when necessary.

**PERSONNEL:**

5101 **Regular Salaries**

***City Planner - 10%***

Responsible for supervising and working with the Code Enforcement Specialist II in response to the City's zoning and municipal ordinances; including but not limited to illegal dumping, inoperable vehicles, illegal storage of recreation vehicles, and property maintenance. (90% in 01-5000)

***Senior Planner – 50%***

Responsible for working with Code Enforcement Specialist and process development applications to attain compliance with zoning and property maintenance regulations. (20% in 01-5000, 30% in 41-5800)

***Associate Planner – 10%***

Responsible for working with Code Enforcement Specialist and process development applications to attain compliance with zoning and property maintenance regulations. (40% in 01-5000, 50% in 41-5800)

***Assistant Planner - 20%***

Responsible for working with Code Enforcement Specialist and process development applications to attain compliance with zoning and property maintenance regulations. (60% in 01-5000; 20% in 41-5800)

***Code Enforcement Specialist II - 80%***

Responsible for enforcing and attaining compliance with zoning and property maintenance regulations. In addition, will be responsible for supervising the Code Enforcement Specialist. (20% in 01-5000)

***Code Enforcement Specialist - 80%***

Responsible for enforcing and attaining compliance with zoning and property maintenance regulations. (20% in 01-5000)

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the attendance of a Code Enforcement Specialist II and a Code Enforcement Specialist at various local one-day seminars and at the annual conference of the California Association of Code Enforcement Officers.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for membership of two (2) employees to the California Association of Code Enforcement Officers. Also includes the purchase of resource materials.

6210 **Printing**

Provides for printing of forms used by Code Enforcement such as door hanger notices, post cards, brochures, etc.

6214 **Mileage Reimbursement**

Provides for staff mileage expenses.

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance and cell phone stipend for the City Planner, Senior Planner, Associate Planner, Assistant Planner, and Code Enforcement Specialist II distributed the same as payroll.

6216 **Professional Services**

Provides for legal consulting services for nuisance abatement and code enforcement compliance and an Independent hearing officer to conduct administrative citation and nuisance abatement appeal hearings as needed.

6231 **Maps, Prints, Photos, Film**

Provides for the cost of printing photos, maps, and exhibits required for documentation of code violations.

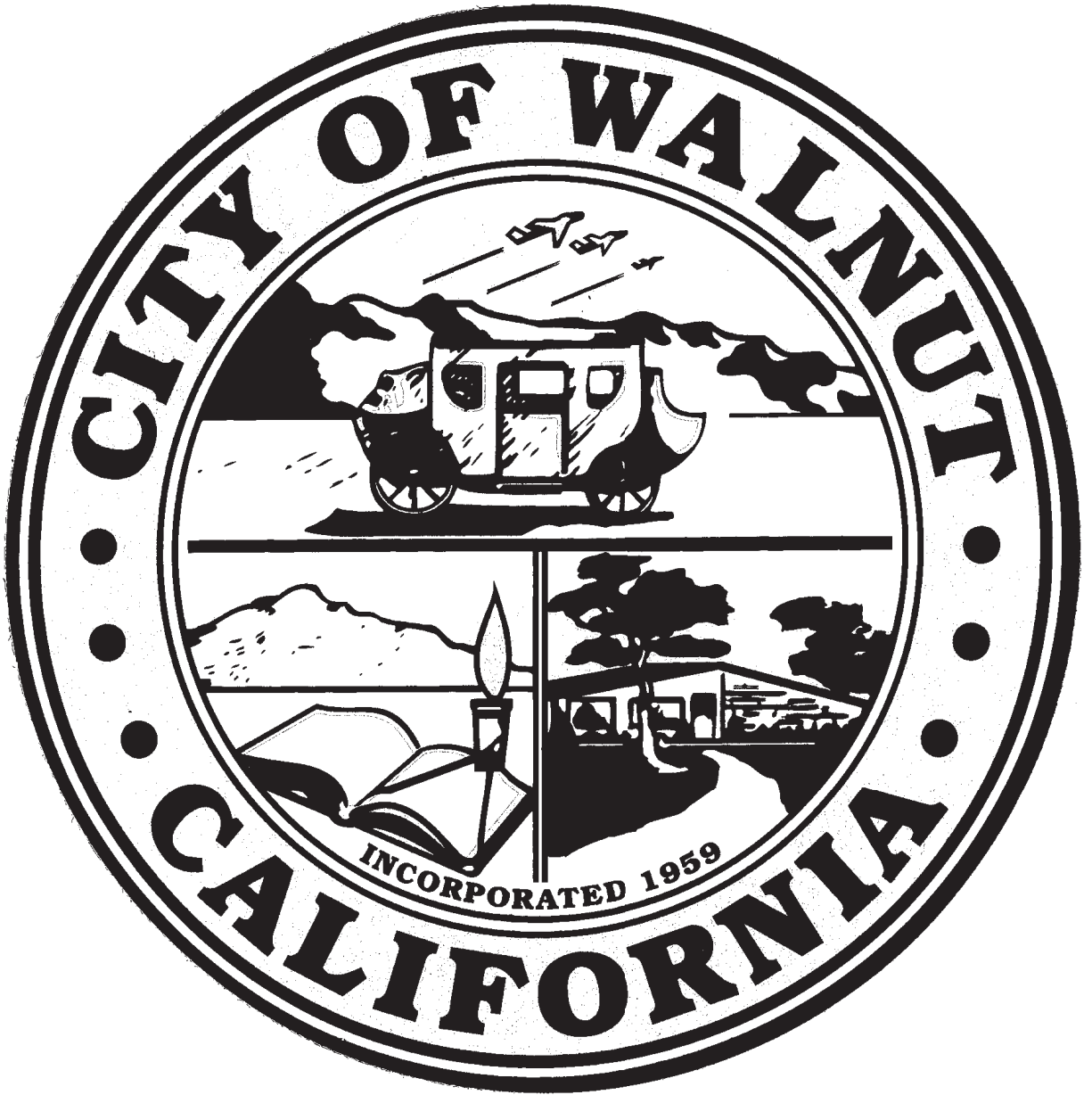
6239 **Uniforms**

Provides for work shirt and boot reimbursement.

6253 **Telephone**

Provides for the wireless and cellular service for Code Enforcement iPads.

6256 - 6265 See Appendix



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: BUILDING & SAFETY**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-5100-5101	REGULAR SALARIES	45,875	51,020	51,020	49,250	50,740
01-5100-5105	HEALTH & LIFE INSURANCE	6,975	6,980	6,980	6,830	6,980
01-5100-5107	WORKERS' COMPENSATION	1,044	980	980	1,150	1,030
01-5100-5108	PERS	10,968	12,170	12,170	11,920	13,720
01-5100-5110	MEDICARE	687	770	770	890	770
01-5100-5111	SICK LEAVE/VACATION BUYBACK	1,365	1,770	1,770	2,010	1,770
	<b>TOTAL PERSONNEL</b>	<b>66,916</b>	<b>73,690</b>	<b>73,690</b>	<b>72,050</b>	<b>75,010</b>
<b>OPERATIONS</b>						
01-5100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	130	130	130	130
01-5100-6208	VEHICLE OPERATIONS	544	720	720	720	700
01-5100-6215	VEHICLE/CELL ALLOWANCE	150	200	200	200	150
01-5100-6233	BUILDING INSPECTION SERVICES	292,537	465,000	465,000	345,400	439,500
01-5100-6249	INDUSTRIAL WASTE SERVICE	24,386	30,000	30,000	30,000	30,000
01-5100-6256	EQUIPMENT USAGE	570	570	570	570	630
01-5100-6265	COMPUTER USAGE	3,108	3,190	3,190	3,190	2,940
	<b>TOTAL OPERATIONS</b>	<b>321,295</b>	<b>499,810</b>	<b>499,810</b>	<b>380,210</b>	<b>474,050</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>388,210</b>	<b>573,500</b>	<b>573,500</b>	<b>452,260</b>	<b>549,060</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.45	0.45	0.45	0.45
(PLAN CHECK & INSPECTION SERVICES OFFSET BY FEES CHARGED)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**BUILDING & SAFETY (5100)**

The Building and Safety Department provides for the enforcement of State-mandated laws and uniform codes governing building and construction. Primary functions include providing the public with basic building regulations and assistance, issuing permits, maintaining all permit records, and performing building inspections to ensure building compliance with building, electrical, plumbing, mechanical, State safety laws and City ordinances.

**PERSONNEL:**

5101 **Regular Salaries**

***Assistant City Manager - Development Services - 25%***

Responsible for the City's Planning, Project Engineering, Code Enforcement, Building & Safety, Housing Program Administration, Economic Development, and Successor Agency activities. (47.5% in 01-5000, 2.5% in 01-5901, 25% in 41-5800)

***Community Development Technician - 20%***

Responsible for Planning Commission agendas and minutes, assisting with staff reports, processing regular correspondence for the Community Development Department, provides support for the front counter, answering phone calls, general customer inquiries, and provides a wide-range of interdepartmental administrative support for City Hall. (80% in 01-5000)

5105 - 5111 See Appendix

**OPERATIONS:**

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for the City's annual membership to the International Code Council (ICC).

6208 **Vehicle Operations**

Provides for operation costs for the Assistant City Manager – Development Service's vehicle:

2018 Toyota Prius	1547641	25% (47.5% in 01-5000, 2.5% in 01-5901, 25% in 41-5800)
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6215 **Vehicle/Cell Allowance**

Provides for cell phone stipend for Assistant City Manager - Development Services, distributed the same as payroll.

6233 **Building Inspection Services**

Provides for building plan check and building inspection services through a contract agreement City Engineers, including staff and public counter assistance, energy plan checks, building & safety full plan checks, building & safety standard plan checks, and building & safety permits. The budget amount is comprised of the following:

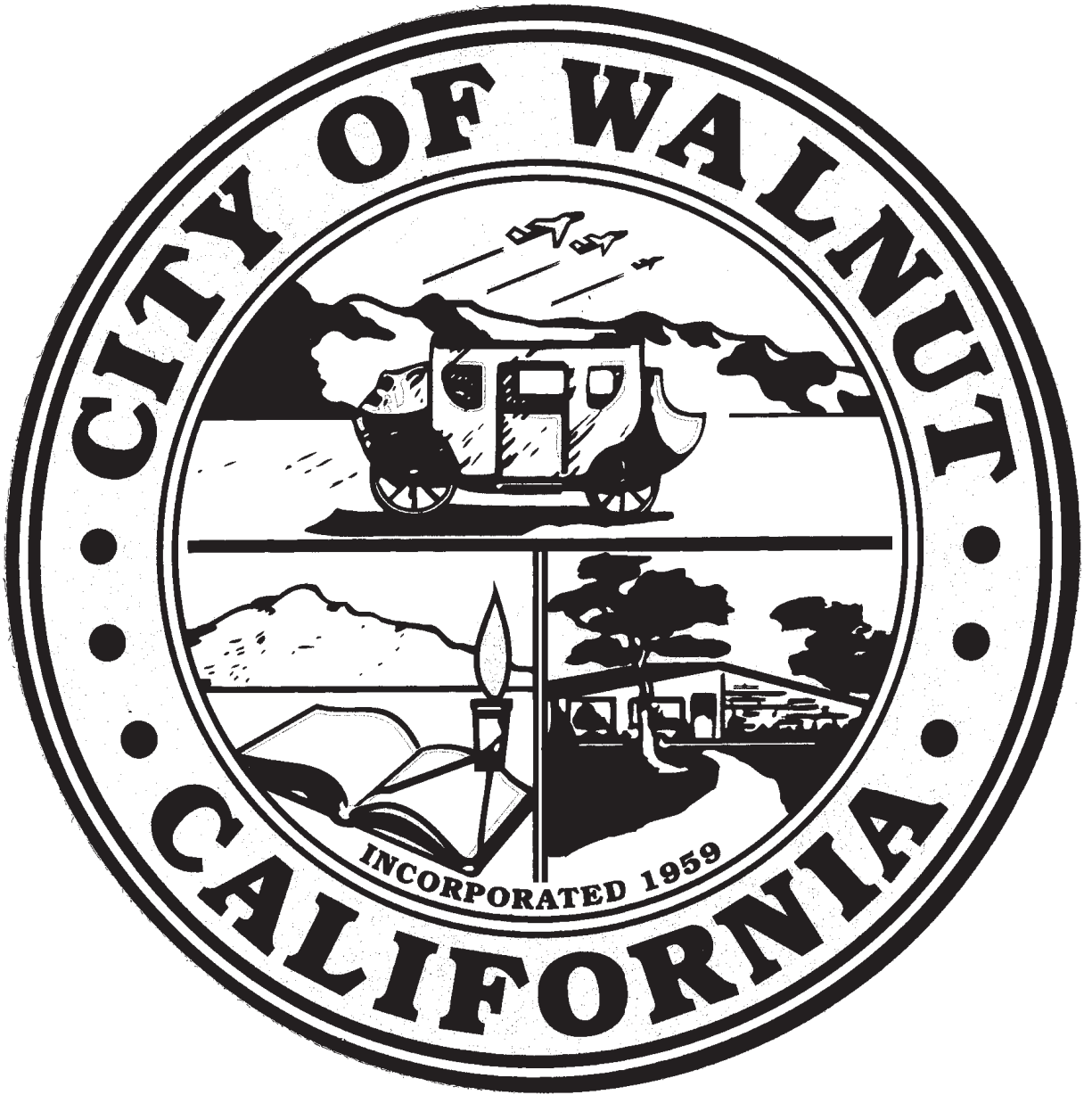
01-3220	Full Plan Check	\$330,000x 45%	\$148,500
01-3230	Standard Plan Check	\$90,000 x 20%	\$18,000
01-3240	Building Permits	\$780,000 x 35%	<u>\$273,000</u>
	<b>TOTAL</b>		<b>\$439,500</b>

6249 **Industrial Waste Service**

Provides for industrial waste services in conjunction with the Los Angeles County Department of Public Works (offset by industrial waste inspection fees).

6256 - 6265 See Appendix





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: SUCCESSOR AGENCY ADMIN**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-5901-5101	REGULAR SALARIES	123,753	132,980	132,980	131,900	51,430	
01-5901-5105	HEALTH & LIFE INSURANCE	15,110	15,120	15,120	15,740	5,790	
01-5901-5107	WORKERS' COMPENSATION	2,265	2,560	2,560	2,540	1,040	
01-5901-5108	PERS	31,677	34,910	34,910	35,370	15,770	
01-5901-5110	MEDICARE	1,925	2,070	2,070	2,320	800	
01-5901-5111	SICK LEAVE/VACATION BUYBACK	5,269	5,860	5,860	6,260	2,010	
	<b>TOTAL PERSONNEL</b>	<b>179,999</b>	<b>193,500</b>	<b>193,500</b>	<b>194,130</b>	<b>76,840</b>	
<b>OPERATIONS</b>							
01-5901-6201	CONFERENCE & MEETINGS	0	0	0	0	0	
01-5901-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	0	0	0	0	
01-5901-6208	VEHICLE OPERATIONS	1,698	2,200	2,200	1,570	1,000	
01-5901-6210	PRINTING	0	0	0	0	0	
01-5901-6215	VEHICLE/CELL ALLOWANCE	2,460	2,400	2,400	2,400	1,350	
01-5901-6216	PROFESSIONAL SERVICES	2,285	26,000	26,000	26,000	16,950	
01-5901-6218	SPECIAL LEGAL FEES	1,315	16,550	16,550	16,550	17,520	
01-5901-6227	CONTRACTUAL SERVICES	0	1,000	1,000	1,000	5,000	
01-5901-6256	EQUIPMENT USAGE	1,266	1,270	1,270	1,270	520	
01-5901-6265	COMPUTER USAGE	6,906	7,080	7,080	7,080	2,450	
	<b>TOTAL OPERATIONS</b>	<b>15,931</b>	<b>56,500</b>	<b>56,500</b>	<b>55,870</b>	<b>44,790</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>195,930</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>121,630</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.00	1.00	1.00	1.00	0.38
REDEVELOPMENT PROPERTY TAX TRUST FUND (\$121,630)							

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL  
2019-20**

**SUCCESSOR AGENCY ADMINISTRATION (5901)**

This department provides for the administration cost associated with the activities of the Successor Agency, including the Oversight Board.

**PERSONNEL:**

5101 **Regular Salaries**

Provides for compensation to City employees, which have time allocated as follows:

<b>City Manager</b>	<b>2.5%</b>
<b>Assistant City Manager – Development Services</b>	<b>2.5%</b>
<b>Director of Administrative Services</b>	<b>15%</b>
<b>City Clerk</b>	<b>10%</b>
<b>Finance Officer</b>	<b>2.5%</b>
<b>Finance Analyst</b>	<b>2.5%</b>
<b>Accounting Technicians</b>	<b>2.5%</b>

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for attendance at the League of California Cities, meetings, conferences, and training as needed.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for publications and membership.

6208 **Vehicle Operations**

Provides for vehicle operations for the City Manager and the Assistant City Manager – Development Services:

2019 Buick Regal Sportback	1557419	2.5% (72.5% in 01-4100, 25% in 41-5800)
2018 Toyota Prius	1547641	2.5% (47.5% in 01-5000, 25% in 01-5100, 25% in 41-5800)

6210 **Printing**

Provides for printing cost associated with the Successor Agency Administration.

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowances for the Director of Administrative Services, City Clerk, Finance Officer, and Finance Analysts, which are distributed the same as payroll. Also provides for monthly cell phone stipend for City Manager, Assistant City Manager – Development Services, Director of Administrative Services, City Clerk, Finance Officer, and Finance Analysts.

6216 **Professional Services**

Provides for fiscal, procedural and bond consultants.

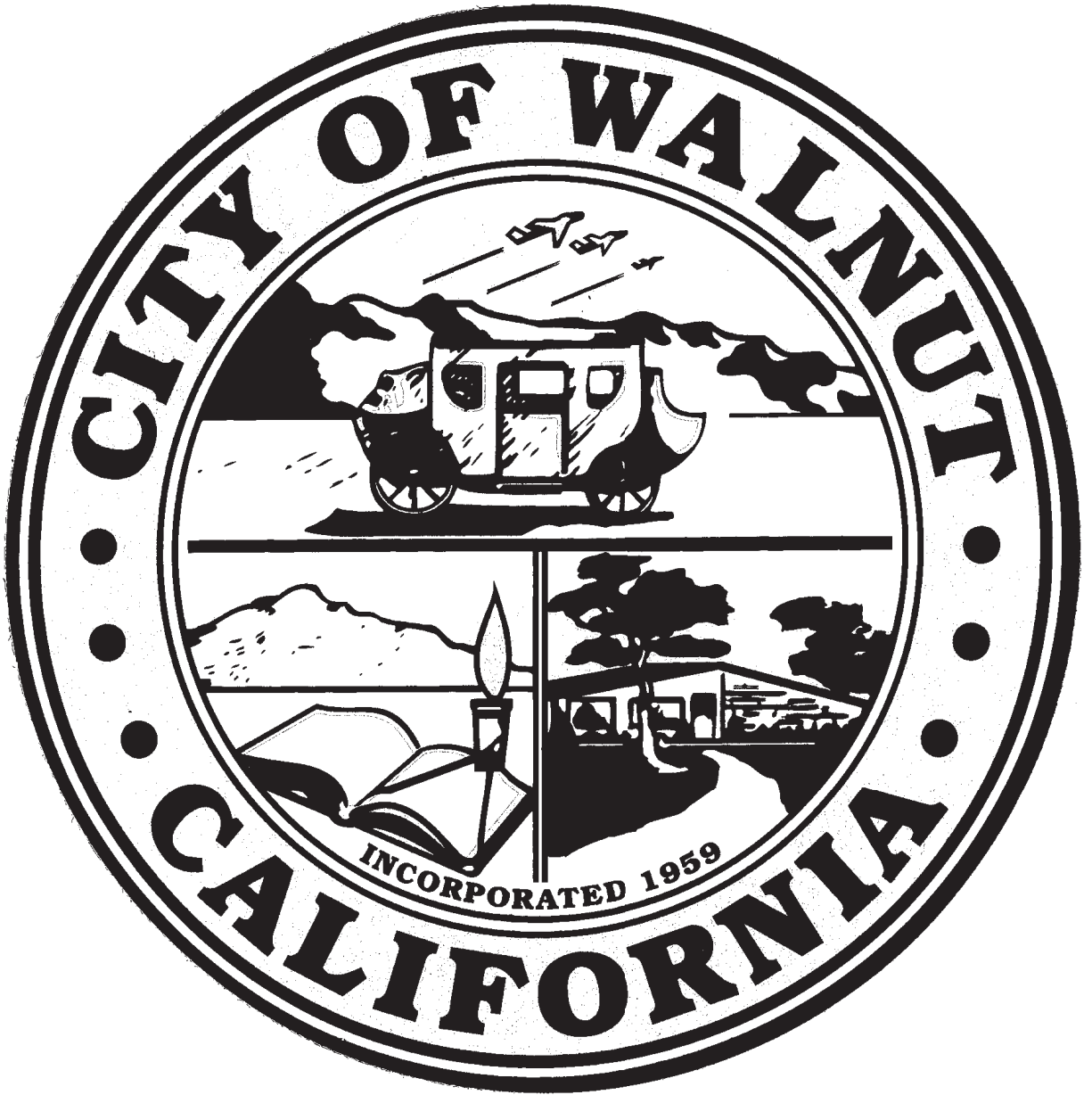
6218 **Special Legal Fees**

Provides for legal consulting expenses.

6227 **Contractual Services**

Provides for record retention, software maintenance, and miscellaneous expenditures.

6256 – 6265 See Appendix



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: ECONOMIC DEVELOPMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-5911-6201	CONFERENCE & MEETINGS	4,781	4,000	4,000	4,000	2,000
01-5911-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	200	200	200	200	200
01-5911-6227	CONTRACTUAL SERVICES	1,790	0	0	0	0
01-5911-6229	COMMUNITY RELATIONS	1,720	1,200	1,200	1,200	1,200
	<b>TOTAL OPERATIONS</b>	<b>8,491</b>	<b>5,400</b>	<b>5,400</b>	<b>5,400</b>	<b>3,400</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>8,491</b>	<b>5,400</b>	<b>5,400</b>	<b>5,400</b>	<b>3,400</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**ECONOMIC DEVELOPMENT (5911)**

In June of 1996, the Economic Development Commission was formed to provide input and guidance to the City Council on issues that relate to the economic growth of the community. This department was previously funded under the Walnut Improvement Agency, which was dissolved in February 2011 but was relocated within the City's General Fund in 2003-04 FY.

**OPERATIONS:**

**6201 Conference & Meetings**

Provides for attendance of City staff at the annual International Council of Shopping Centers (ICSC) Convention.

**6203 Membership, Dues, Subscriptions, Books, Fees**

Provides for membership in the ICSC for the City Manager, Assistant City Manager – Development Services, City Planner and Senior Planner.

**6227 Contractual Services**

In 2017-18, provided for online access and reports for commercial property real estate data.

**6229 Community Relations**

Provides for the REDI Program (Retain, Enhance, Draw, Improve) marketing materials, to distribute at miscellaneous business events, including Family Festival and furthering the Walnut Business Incentive Program (BIPS).

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: CDBG - HOUSING REHAB.**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
12-5216-6216	PROFESSIONAL SERVICES	18,375	34,780	36,780	36,780	32,620
12-5216-6227	CONTRACTUAL SERVICES	0	0	4,500	4,500	5,500
	<b>TOTAL OPERATIONS</b>	<b>18,375</b>	<b>34,780</b>	<b>41,280</b>	<b>41,280</b>	<b>38,120</b>
	<b>CAPITAL</b>					
12-5216-6350	LOANS	30,000	97,440	84,440	84,440	87,480
12-5216-6354	GRANTS	49,868	41,700	48,200	48,200	37,490
	<b>TOTAL CAPITAL</b>	<b>79,868</b>	<b>139,140</b>	<b>132,640</b>	<b>132,640</b>	<b>124,970</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>98,243</b>	<b>173,920</b>	<b>173,920</b>	<b>173,920</b>	<b>163,090</b>
FUNDING SOURCE: CDBG (\$163,090)						



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**C.D.B.G. – HOUSING REHABILITATION (12-5216)**

This program assists residents that qualify as low-moderate income clientele under HUD guidelines. Funds will be provided in the form of grants and/or loans to help elderly and low-mod single family homeowners to complete minor home repairs and eliminate code deficiencies. Part of these funds includes administration of this program to maintain program guidelines plus process applications and other required documents associated with this program.

**OPERATIONS:**

**6216 Professional Services**

These funds will be used to obtain a consultant to administer and to process applications. Fees shall equate to no more than 20% of the project amount. This will also include escrow and NOC services from Farmer’s State Bank of Heartland for the City’s CDBG Housing Rehabilitation program.

**6227 Contractual Services**

Provides for services from contracted agency for asbestos related testing services for the City’s CDBG Housing Rehabilitation program.

**6350 Loans**

Provides low interest loans of up to \$30,000/application to qualified elderly or low-mod income persons to perform minor home repairs to single family homes.

**6354 Grants**

Provides grants up to \$7,500/application to qualified elderly or low-mod income persons to perform minor home repairs on single family homes.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: CDBG - SENIOR ACTIVITIES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
12-5218-6227	SENIOR TRANSPORTATION CONTRACTUAL	13,196	13,950	13,950	13,950	15,200
12-5220-6227	GAINING RECOVERY OF WIDOWHOOD	2,400	2,400	2,400	2,400	2,500
	<b>TOTAL OPERATIONS</b>	<b>15,596</b>	<b>16,350</b>	<b>16,350</b>	<b>16,350</b>	<b>17,700</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>15,596</b>	<b>16,350</b>	<b>16,350</b>	<b>16,350</b>	<b>17,700</b>
FUNDING SOURCE: CDBG (\$17,700)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**C.D.B.G – SENIOR ACTIVITIES (FUND 12)**

This Division provides for Public Service Programs administration, and other projects funded by the Federal Community Development Block Grant Program. The Los Angeles County Community Development Commission, under the provisions of the 1974 Housing and Community Development Act administers this grant. The County reimburses the City for program costs and the time spent administering the program. Administration costs may not exceed 20% of the total grant. Public service Programs provide funding to organizations and service providers that help to serve low and moderate persons within the community. A maximum of 15% of the total grant may be allocated to Public Service Programs.

**OPERATIONS:**

12-5218-6227 **Senior Transportation**

This is a continued program to provide transportation for seniors to scheduled events.

12-5220-6227 **GROW (Gaining Recovery of Widowhood)**

This is a continued program to provide counseling support services for widowed seniors once a month at the Senior Center.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PROPOSITION C**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
13-5400-5101	REGULAR SALARIES	30,000	32,710	0	0	0
13-5400-5105	HEALTH & LIFE INSURANCE	4,000	4,460	0	0	0
13-5400-5107	WORKERS' COMPENSATION	500	630	0	0	0
13-5400-5108	PERS	8,000	9,570	0	0	0
13-5400-5110	MEDICARE	500	560	0	0	0
13-5400-5111	SICK LEAVE/VACATION BUYBACK	0	2,060	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>43,000</b>	<b>49,990</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
13-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	0	5,000	0	0	0
13-5315-6250	PARK & RIDE WATER	0	2,690	0	0	0
13-5315-6251	PARK & RIDE ELECTRICITY	0	1,320	0	0	0
13-5400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	4,530	0	0	0
13-5400-6215	VEHICLE/CELL ALLOWANCE	1,000	990	0	0	0
13-5400-6227	CONTRACTUAL SERVICES	0	0	2,500	2,500	0
13-9306-6227	RECREATION EXCURSIONS	34,653	43,000	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>35,653</b>	<b>57,530</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>
<b>CAPITAL</b>						
13-5310-8410	BUS SHELTER SOLAR LIGHTING	0	6,800	0	0	0
13-5311-8410	BUS BENCH REPLACEMENT	0	13,990	0	0	0
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>20,790</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>78,653</b>	<b>128,310</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>
FUNDING SOURCE: PROP C		F/T EMPLOYEES	0.33	0.33	0.00	0.00
			0.00	0.00	0.00	0.00

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**PROPOSITION C (FUND 13)**

The voters of the County of Los Angeles approved Proposition C in November of 1990, authorizing an additional ½ cent sales tax for local transportation projects. This account provides monies for Proposition C - Los Angeles County Transportation Commission (LACTC) approved projects.

*Funding moved to Proposition A (Fund 23) beginning FY 2017-18 (with the exception of 13-5400-6227).*

**PERSONNEL:**

13-5400-5101 **Regular Salaries**

***Senior Management Analyst - 33%***

Responsible for performing the administration of Proposition C. The amount of funds expended for Administration may not exceed 20% of the total amount expended on Proposition C projects.

5105 - 5111 See Appendix

**OPERATIONS:**

13-5315-6227 **Park & Ride Contractual Services**

Provides for landscape maintenance of the Park & Ride lot and storm ceptor maintenance.

13-5315-6250 **Park & Ride Water**

Provides for irrigation of landscaping at the lot.

13-5315-6251 **Park & Ride Electricity**

Provides for lighting of the parking lot.

13-5400-6203 **Membership, Dues, Subscription, Books, Fees**

Provides for the City's share of costs associated with San Gabriel Valley Council of Governments Transit and Transportation Program.

13-5400-6215 **Vehicle Allowance/Cell**

Provides for a vehicle and cell phone allowance for the Senior Management Analyst, distributed the same as payroll.

13-5400-6227 **Contractual Services**

Provides partial payment for emergency planning consultants to provide professional services to prepare a Hazard Mitigation Plan.

13-9306-6227 **Recreation Excursions**

Provides for services rendered under contract for recreation excursion bus charters. The Recreation Department utilizes these funds to schedule excursions to various attractions during the year.

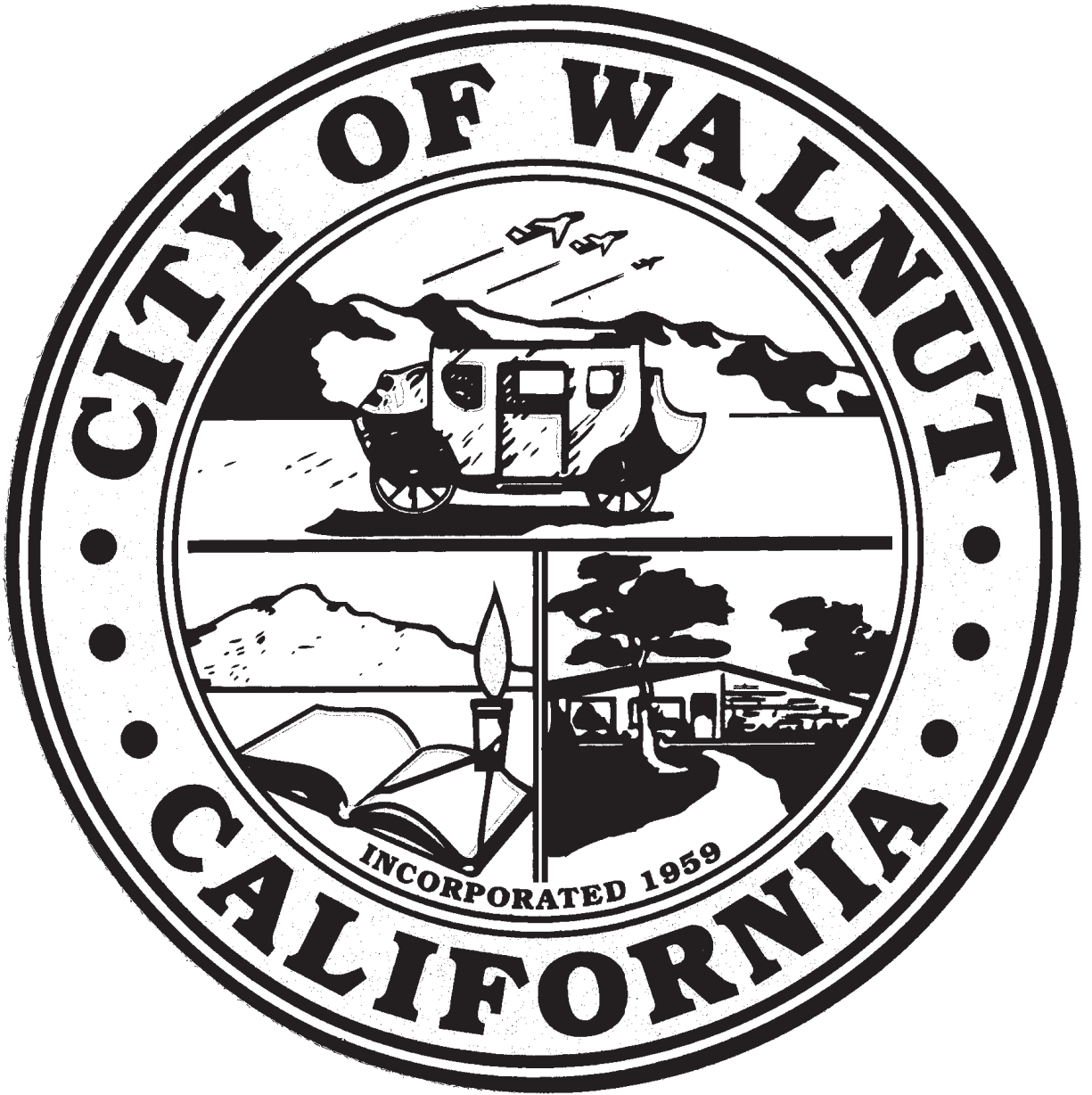
**CAPITAL:**

13-5310-8410 **Bus Shelter – Solar lighting**

Provides for solar panel lighting at various bus shelters.

13-5311-8410 **Bus Bench Replacement – Improvements Other Than Buildings**

Provides for the replacement of damaged bus benches.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: METROLINK**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
13-5430-5101	REGULAR SALARIES	0	8,260	0	0
13-5430-5105	HEALTH & LIFE INSURANCE	0	1,690	0	0
13-5430-5107	WORKERS' COMPENSATION	0	160	0	0
13-5430-5108	PERS	0	2,420	0	0
13-5430-5110	MEDICARE	0	130	0	0
13-5430-5111	SICK LEAVE/VACATION BUYBACK	0	170	0	0
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>12,830</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
13-5430-6227	CONTRACTUAL SERVICES	0	50,000	0	0
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>62,830</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: PROP C					
	F/T EMPLOYEES	0.00	0.13	0.00	0.00



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**METROLINK SUBSIDY (13-5430)**

Metrolink Subsidy provides a subsidy discount for Metrolink train passes. The Metrolink is a viable transportation option that runs along several rail lines and terminates in downtown Los Angeles. Walnut residents providing proof of residency will receive a discount when purchasing a monthly Metrolink pass.

*Funding moved to Proposition A (Fund 23) - Metrolink beginning FY 2017-18.*

**PERSONNEL:**

13-5430-5101 **Regular Salaries**

***Accounting Technician - 12.5%***

Responsible for recording accounts receivable, issuing petty cash, and assists with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Serves as primary backup to the cashiering functions. Assists the public by verifying subsidy eligibility for Foothill Transit, EZ Pass and Metrolink passes.

5105 - 5111 See Appendix

**OPERATIONS:**

13-5430-6227 **Contractual Services**

Provides for reduction in price to Walnut residents for Metrolink transportation. Subsidy set at \$32 per pass up to a maximum of 300 passes per month.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: MEASURE R**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
16-5500-6216	PROFESSIONAL SERVICES	0	40,000	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: MEASURE R						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**Measure R (FUND 16)**

In November 2008, Measure R was approved County-wide by a two-thirds voting majority, committing a projected \$40 billion to traffic relief and transportation upgrades throughout the County over the next 30 years via a half-cent sales tax. Similar to the existing Proposition A and C restricted funds, Measure R funds are restricted to certain uses and may be put to work by cities for approved projects. Metrolink subsidies and certain recreation excursions are eligible uses under Measure R.

**OPERATIONS:**

16-5500-6216 **Professional Services**

Provides for a consultant to prepare a Climate Action Plan per AB 32 (California Global Warming Solutions Act). Project moved to CIP Schedule (16-5001-6216) during FY 2018-19.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: STORM DRAIN/STREET MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
21-6102-6227	CONTRACTUAL SERVICES (Strom Drain)	0	65,000	65,000	90,000	65,000
21-6102-6227	CONTRACTUAL SERVICES (Street Maintenance)	0	0	0	0	200,000
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>90,000</b>	<b>265,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>	<b>90,000</b>	<b>265,000</b>
FUNDING SOURCE: MEASURE M (\$265,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**STORM DRAIN / STREET MAINTENANCE (21-6102)**

Provides for annual and periodic maintenance of the City storm drains.

**OPERATIONS:**

**6227 Contractual Services (Storm Drain)**

Provides for maintenance of the City-wide storm drains (Previously charged to 01-6102 and 02-6102 in FY 2017-18).

**6227 Contractual Services (Street Maintenance)**

Provides for payment to the County of Los Angeles Department of Public Works which the City contracts with to provide general street maintenance services. Additional signals added on La Puente Road and cost for Nogales signals added to the budget (West Covina). (Formerly charged to 02-6102-6227).

- \* Street and Right-of-Way Repair
- \* Concrete Repair
- \* Traffic Signage/Striping
- \* Traffic Counts
- \* Storm Drain & Catch Basins (For FY 18/19 \$15,000 moved to 21-6102-6227)
- \* Bridge & Guard Rail Repair
- \* Traffic Signals/Safety Lighting

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: STREET SWEEPING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
21-6203-6227	CONTRACTUAL SERVICES	0	72,710	72,710	72,710	72,710
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>72,710</b>	<b>72,710</b>	<b>72,710</b>	<b>72,710</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>72,710</b>	<b>72,710</b>	<b>72,710</b>	<b>72,710</b>
FUNDING SOURCE: MEASURE M (\$72,710)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**STREET SWEEPING (21-6203)**

The Street Sweeping program provides for street sweeping services rendered under contract with an outside agency. In 2011-12, a three-year contract was approved by City Council. In 2013, contract was extended by an additional three years to 2016 at the existing Curb Mile rate. In 2014, contract was extended an additional five years to 2021 at the existing Curb Mile rate.

**OPERATIONS:**

**6227 Contractual Services**

Provides a partial payment to the contracted agency that provides street sweeping services (\$10,000 funded from Fund 02-6203 and \$30,000 funded from Fund 09-5610). Also provides for summer special sweep around Collegewood School and other special sweeps as needed. (This portion of the payment was previously charged to 01-6203 in FY 2017-18).

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PROPOSITION A**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
23-5300-5101	REGULAR SALARIES	36,038	36,670	59,430	62,360	
23-5300-5105	HEALTH & LIFE INSURANCE	5,691	5,000	8,100	9,450	
23-5300-5107	WORKERS' COMPENSATION	697	710	1,150	1,260	
23-5300-5108	PERS	10,909	10,730	17,390	16,020	
23-5300-5110	MEDICARE	460	620	1,010	1,100	
23-5300-5111	SICK LEAVE/VACATION BUYBACK	0	2,310	3,740	5,900	
	<b>TOTAL PERSONNEL</b>	<b>53,795</b>	<b>56,040</b>	<b>90,820</b>	<b>84,680</b>	
<b>OPERATIONS</b>						
23-5300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,530	0	4,530	4,530	
23-5300-6215	VEHICLE/CELL ALLOWANCE	1,224	1,110	1,800	2,100	
23-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	10,699	0	7,795	5,400	
23-5315-6250	PARK & RIDE WATER	3,158	0	2,690	2,690	
23-5315-6251	PARK & RIDE ELECTRICITY	505	0	1,320	1,000	
23-9306-6227	RECREATION EXCURSIONS	0	0	40,500	43,000	
	<b>TOTAL OPERATIONS</b>	<b>20,117</b>	<b>1,110</b>	<b>58,635</b>	<b>58,720</b>	
<b>CAPITAL</b>						
23-5310-8410	BUS SHELTER SOLAR LIGHTING	0	0	6,800	6,800	
23-5311-8410	BUS BENCH REPLACEMENT	13,490	0	13,695	13,700	
	<b>TOTAL CAPITAL</b>	<b>13,490</b>	<b>0</b>	<b>20,495</b>	<b>20,500</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>87,403</b>	<b>57,150</b>	<b>169,950</b>	<b>163,900</b>	
FUNDING SOURCE:		F/T EMPLOYEES	0.37	0.37	0.70	0.70
PROP A (\$163,900)						



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**PROPOSITION A (FUND 23)**

The voters of the County of Los Angeles approved Proposition A in 1980 authorizing an additional ½ cent sales tax for local transportation projects. This account provides monies for Proposition A - Metropolitan Transportation Authority (MTA) approved projects.

**PERSONNEL:**

23-5300-5101 **Regular Salaries**

***Senior Management Analyst - 70%***

Responsible for Proposition A administration. The amount of funds expended for Administration may not exceed 20% of the total amount expended on Proposition A projects. (30% in 01-5000)

5105 - 5111 See Appendix

**OPERATIONS:**

23-5300-6203 **Membership, Dues, Subscription, Books, Fees**

Provides for the City's share of costs associated with San Gabriel Valley Council of Governments Transit and Transportation Program.

23-5300-6215 **Vehicle Allowance/Cell**

Provides for a vehicle and cell phone allowance for the Senior Management Analyst, distributed the same as payroll.

23-5315-6227 **Park & Ride Contractual Services**

Provides for landscape maintenance of the Park & Ride lot and storm ceptor maintenance.

23-5315-6250 **Park & Ride Water**

Provides for irrigation of landscaping at the lot.

23-5315-6251 **Park & Ride Electricity**

Provides for lighting of the parking lot.

23-9306-6227 **Recreation Excursions**

Provides for services rendered under contract for recreation excursion bus charters. The Recreation Department utilizes these funds to schedule excursions to various attractions during the year (Previously charged to 13-9306-6227 in FY 2017-18).

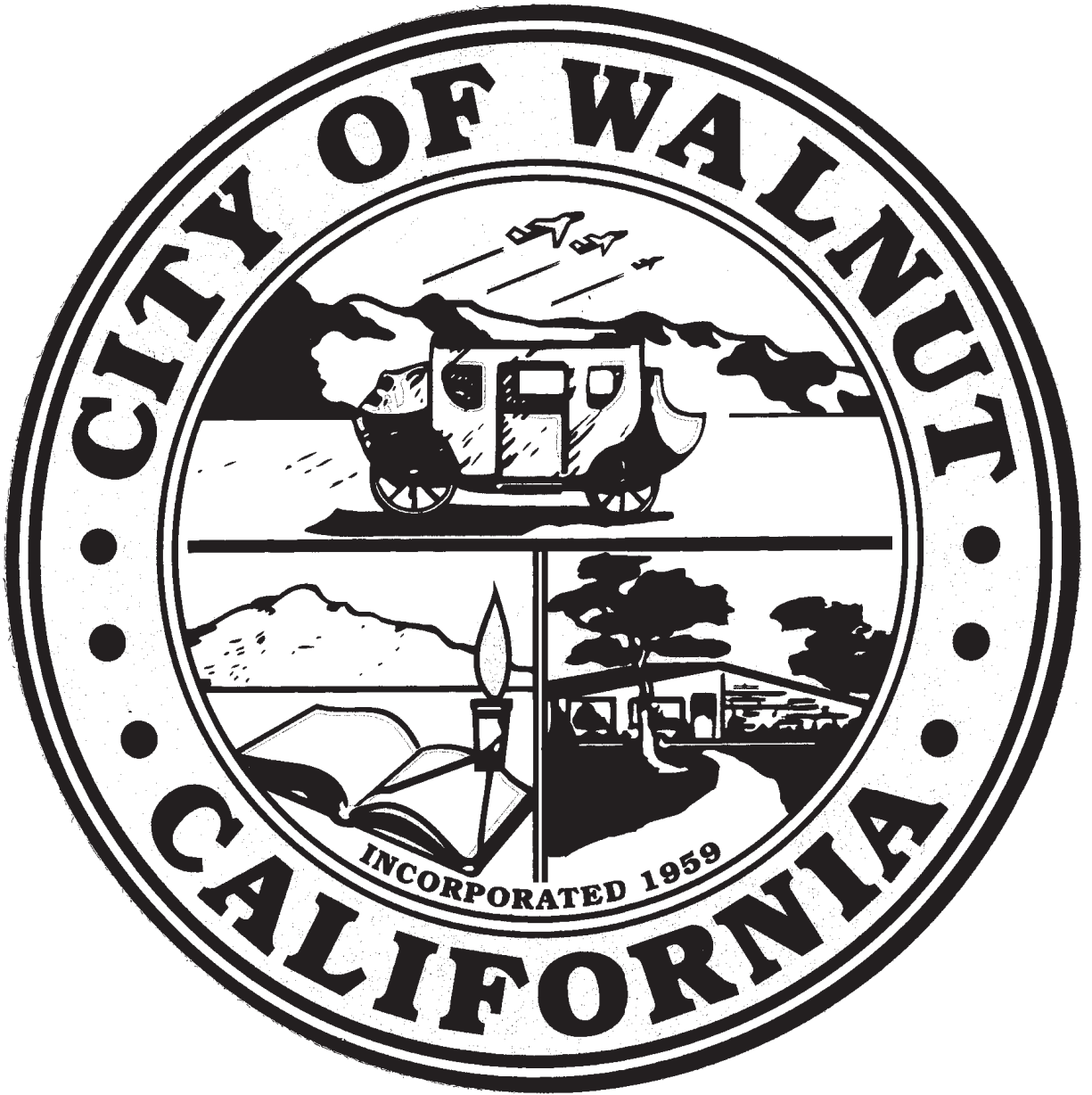
**CAPITAL:**

23-5310-8410 **Bus Shelter – Solar lighting**

Provides for solar panel lighting at various bus shelters.

23-5311-8410 **Bus Bench Replacement – Improvements Other Than Buildings**

Provides for the replacement of damaged bus benches.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: DIAL-A-CAB**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
23-5410-6205	OFFICE SUPPLIES	170	350	450	350
23-5410-6227	CONTRACTUAL SERVICES	194,159	230,000	229,900	230,000
	<b>TOTAL OPERATIONS</b>	<b>194,329</b>	<b>230,350</b>	<b>230,350</b>	<b>230,350</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>194,329</b>	<b>230,350</b>	<b>230,350</b>	<b>230,350</b>
FUNDING SOURCE: PROP A (\$220,350)					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**DIAL-A-CAB (23-5410)**

Funded through Proposition A, Dial-A-Cab provides transportation service to Walnut senior citizens, 55 years or older, and persons with disabilities. The service allows qualifying Walnut residents to travel within a five-mile radius of the City and to certain approved locations outside the five-mile radius.

**OPERATIONS:**

6205 **Office Supplies**

Provides for the identification cards and miscellaneous supplies for the Dial-A-Cab Photo Identification System.

6227 **Contractual Services**

Provides for transportation costs for the Dial-A-Cab program through contractual services.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: METROLINK**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
23-5430-5101	REGULAR SALARIES	7,503	0	8,260	8,260	8,660
23-5430-5105	HEALTH & LIFE INSURANCE	1,688	0	1,690	1,020	1,690
23-5430-5107	WORKERS' COMPENSATION	135	0	160	160	180
23-5430-5108	PERS	2,108	0	2,420	2,370	2,860
23-5430-5110	MEDICARE	107	0	130	120	130
23-5430-5111	SICK LEAVE/VACATION BUYBACK	0	0	170	0	190
	<b>TOTAL PERSONNEL</b>	<b>11,540</b>	<b>0</b>	<b>12,830</b>	<b>11,930</b>	<b>13,710</b>
<b>OPERATIONS</b>						
23-5430-6227	CONTRACTUAL SERVICES	43,168	0	50,000	50,000	50,000
	<b>TOTAL OPERATIONS</b>	<b>43,168</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>54,708</b>	<b>0</b>	<b>62,830</b>	<b>61,930</b>	<b>63,710</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.13	0.00	0.13	0.13
PROP A (\$63,710)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**METROLINK SUBSIDY (23-5430)**

Metrolink Subsidy provides a subsidy discount for Metrolink train passes. The Metrolink is a viable transportation option that runs along several rail lines and terminates in downtown Los Angeles. Walnut residents providing proof of residency will receive a discount when purchasing a monthly Metrolink pass.

**PERSONNEL:**

23-5430-5101 **Regular Salaries**

***Accounting Technician - 12.5%***

Responsible for recording accounts receivable, issuing petty cash, and assists with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Serves as primary backup to the cashiering functions. Assists the public by verifying subsidy eligibility for Foothill Transit, EZ Pass and Metrolink passes. (67.5% in 01-4500, 20% in 05-8200)

5105 - 5111 See Appendix

**OPERATIONS:**

23-5430-6227 **Contractual Services**

Provides for reduction in price to Walnut residents for Metrolink transportation. Subsidy set at \$32 per pass up to a maximum of 300 passes per month. For FY 2019-20, the City budgeted for 130 passes per month.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: WHA PROJ. ADMINISTRATION**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
<b>PERSONNEL</b>					
41-5800-5101	REGULAR SALARIES	188,833	201,510	201,510	195,400
41-5800-5105	HEALTH & LIFE INSURANCE	23,744	23,760	23,760	23,760
41-5800-5107	WORKERS' COMPENSATION	3,530	3,960	3,960	3,950
41-5800-5108	PERS	48,625	54,220	54,220	61,490
41-5800-5110	MEDICARE	2,930	3,190	3,190	3,080
41-5800-5111	SICK LEAVE/VACATION BUYBACK	8,034	9,140	9,140	8,220
	<b>TOTAL PERSONNEL</b>	<b>275,696</b>	<b>295,780</b>	<b>295,780</b>	<b>290,270</b>
<b>OPERATIONS</b>					
41-5800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	250	250	250
41-5800-6208	VEHICLE OPERATIONS	670	1,200	1,200	1,200
41-5800-6215	VEHICLE/CELL ALLOWANCE	3,900	3,980	3,980	4,020
41-5800-6216	PROFESSIONAL SERVICES	26,413	10,800	10,800	10,800
41-5800-6227	CONTRACTUAL SERVICES	0	10,000	10,000	10,000
41-5800-6256	EQUIPMENT USAGE	2,026	2,040	2,040	2,240
41-5800-6265	COMPUTER USAGE	11,049	11,330	11,330	10,440
41-5800-6278	BANK CHARGES	(38)	200	200	300
	<b>TOTAL OPERATIONS</b>	<b>44,020</b>	<b>39,800</b>	<b>39,800</b>	<b>39,250</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>319,716</b>	<b>335,580</b>	<b>335,580</b>	<b>330,070</b>
FUNDING SOURCE: WHA (\$335,150)		F/T EMPLOYEES	1.60	1.60	1.60
			1.60	1.60	1.60



**CITY OF WALNUT  
ANNUAL BUDGET DETAIL  
2019-20**

**WALNUT HOUSING AUTHORITY PROJECT ADMINISTRATION (41-5800)**

This department provides for the reimbursement of City funds that are expended on Walnut Housing Authority (WHA) project administration. The City is the lead agency for the implementation of these programs in cooperation with the Walnut Housing Agency.

**PERSONNEL:**

5101 **Regular Salaries**

Provides for compensation to City employees which have time allocated to WHA as follows:

<b>Walnut Housing Authority Members</b>	<b>(\$50 per meeting)</b>
<b>City Manager</b>	<b>25%</b>
<b>Director of Administrative Services</b>	<b>10%</b>
<b>Assistant City Manager – Development Services</b>	<b>25%</b>
<b>Senior Planner</b>	<b>30%</b>
<b>Associate Planner</b>	<b>50%</b>
<b>Assistant Planner</b>	<b>20%</b>

5105 - 5111 See Appendix

**OPERATIONS:**

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for subscriptions to California housing information and other literature.

6208 **Vehicle Operations**

Provides for the operations of the City Manager’s vehicle and the Assistant City Manager – Development Service’s vehicle:

2019 Buick Regal Sportback	1557419	25% (72.5% in 01-4100, 2.5% in 01-5901)
2018 Toyota Prius	1547641	25% (47.5% in 01-5000, 25% in 01-5100, 2.5% in 01-5901)

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance for the Director of Administrative Services, Senior Planner, Associate Planner, and Assistant Planner, which are distributed the same as payroll. Also provides for monthly cell phone stipend for City Manager, Assistant City Manager – Development Services, Director of Administrative Services, Senior Planner, Associate Planner, and Assistant Planner.

6216 **Professional Services**

Provides for property appraisals, property profiles, title searches and pro-forma housing review.

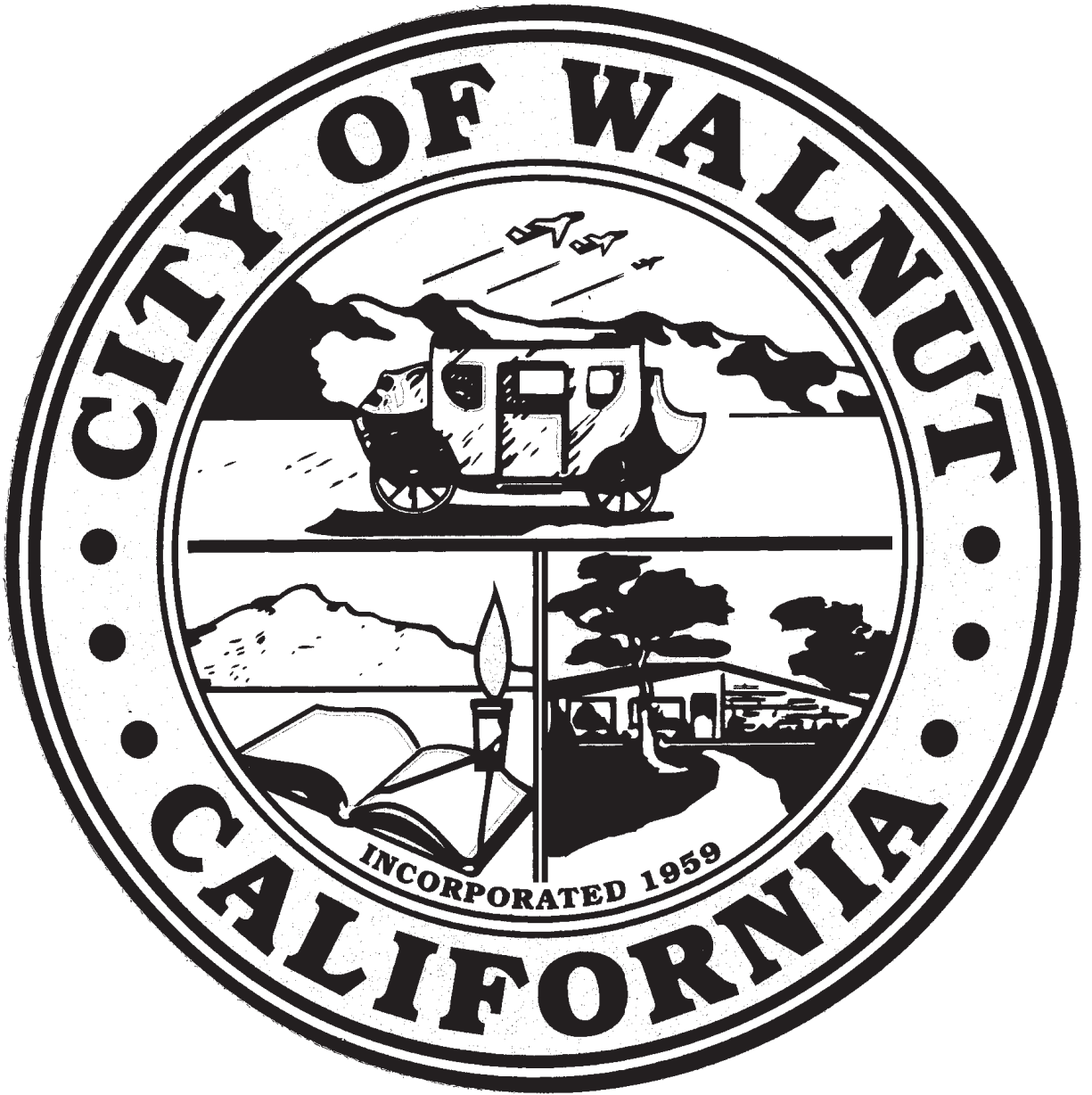
6227 **Contractual Services**

Provides for consulting services for the regional housing needs assessment allocation.

6256 – 6265 See Appendix

6278 **Bank Charges**

Provides for banking activity for WHA bank accounts.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: WHA HOUSING MONITORING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
41-5850-6216	PROFESSIONAL SERVICES	15,000	15,000	15,000	15,000	15,000
	<b>TOTAL OPERATIONS</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
FUNDING SOURCE: WHA (\$15,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

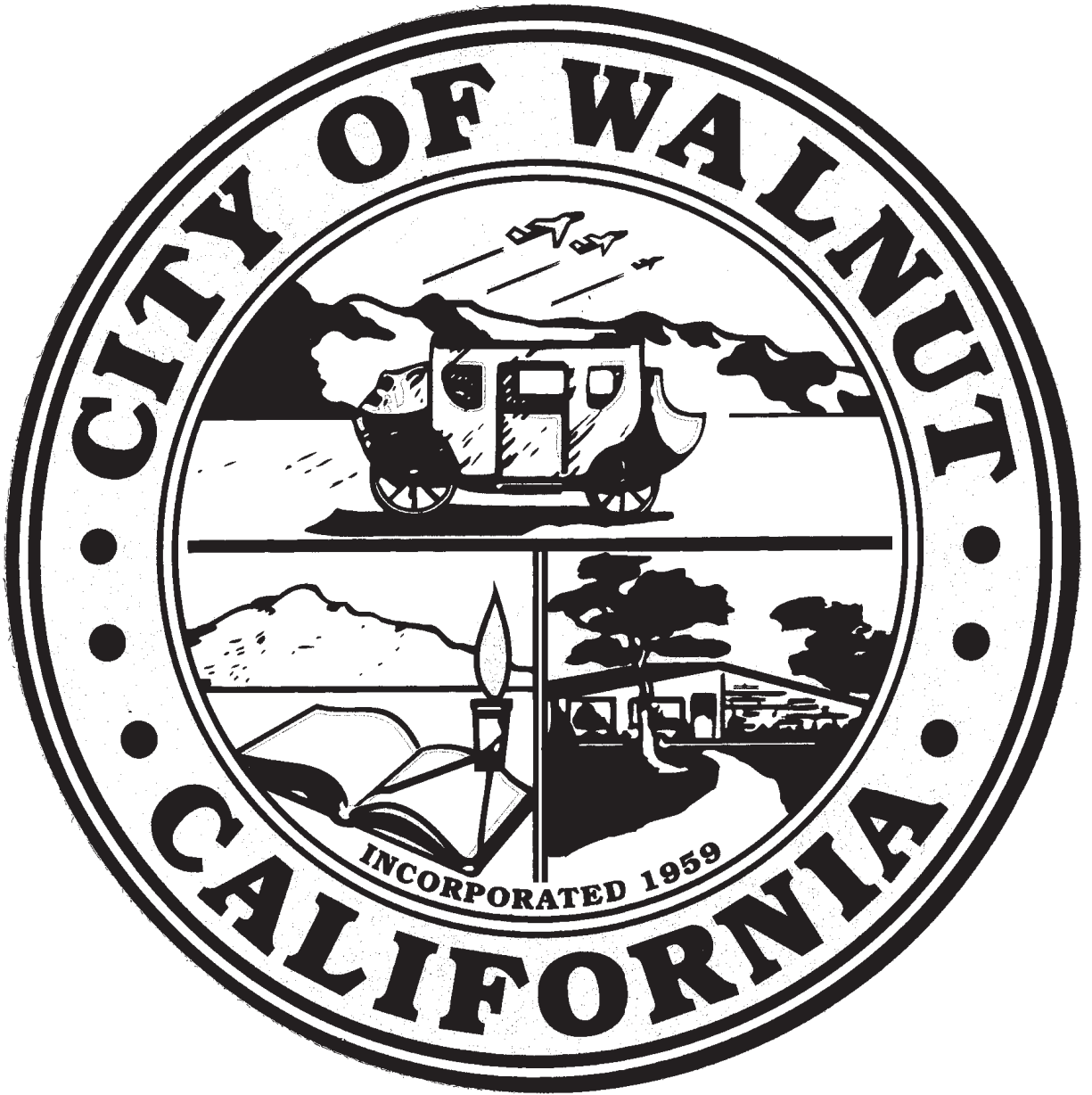
**WHA HOUSING MONITORING (41-5850)**

This department handles a variety of programs designed to provide for and ensure the long-term maintenance of affordable housing units. Affordable Housing funds provide for the implementation and administration of affordable housing programs, including project implementation, low to moderate income household qualification processing, annual monitoring, and other reporting requirements under State affordable housing law.

**OPERATIONS:**

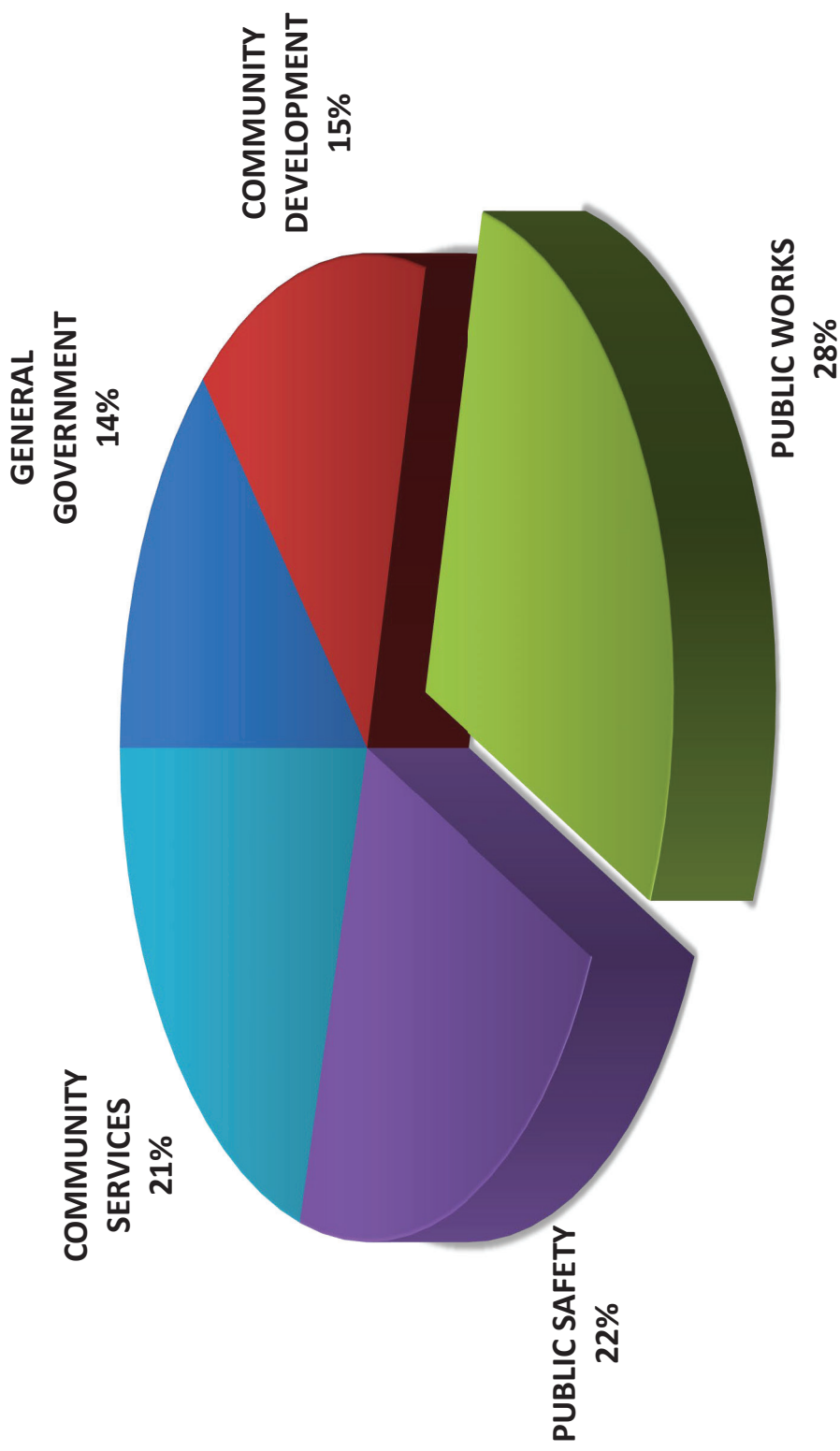
41-5850-6216 **Professional Services**

Provides for a consultant related to implementation and monitoring of any affordable housing.



# **Public Works**

# PUBLIC WORKS FISCAL YEAR 2019-20



**Total Public Works Budget  
\$5,420,020**



## CITY OF WALNUT

### PUBLIC WORKS

#### PROGRAM GOALS & PERFORMANCE MEASURES

The Public Works Program of the budget includes the following sub-programs: Environmental Services, Engineering, Public Works Administration, Storm Drains, NPDES, Street Sweeping, Street Right-of-Way Maintenance, Traffic Engineering, Weed Abatement, Air Quality Management, General Street Maintenance, Lighting & Open Space Maintenance District (LOSMD), Capital Equipment Replacement, and Recycling.

In 2019-20, Public Works will work to achieve the following goals:

1. Establish fountain maintenance and seasonal planting protocols for the Walnut Veterans Memorial. *We will enhance civic pride by recognizing achievements.*
2. Conduct annual storm drain maintenance program and clean-out over 700 catch basins as well as large storm drains. Design new catch basin screens in select commercial areas as required by the Regional Water Board. *We will exceed expectations by delivering an excellent level of service.*
3. Continue to comply with the requirements of our Water Management Plan (WMP) to include: (a) testing, (b) reporting, and if required (c) mitigation. *We will exceed expectations by preparing Walnut for the future.*
4. Retain our highly responsive graffiti abatement program focusing on visible areas in the public right of way. *We will enhance civic pride by ensuring the City is well maintained.*
5. Review Traffic Safety items at the Traffic Safety Committee meetings including accident histories, warrant studies and public input. Identify road projects and other alternatives to assist. *We will enhance civic pride by promoting public safety.*
6. Complete items identified to complete requirements for the Meadow Pass Road mitigation area and close out agency permits. *We will exceed expectations by delivering an excellent level of service.*
7. Complete annual water usage cost/benefit analysis for the LOSMD to continue tracking amortization for the installation of the controllers (currently exceeding projected goal). *We will exceed expectations by seeking new cost efficiencies.*
8. Conduct annual tree inspections in selected areas identified in parks and arterial and collector roads. *We will exceed expectations by delivering an excellent level of service.*

In 2018-19, Public Works worked to achieve the following goals:

1. Review Traffic Safety items including accident histories, warrant studies and public input.

**Performance Measure: Completed.**

2. Complete Environmental Impact Review and all relevant agency permits for the Walnut Ranch Park Expansion Project. Initiate formal design process.

**Performance Measure: In progress. Successful completion of EIR milestones. Formal design required more Council input to establish project priority.**

3. Continue to comply with the requirements of our Water Management Plan (WMP) to include: (a) testing, (b) reporting, and if required (c) mitigation.

**Performance Measure: Completed and ongoing. Staff completed the third full year of testing and reporting. Walnut's water quality measurements were favorable.**

4. Conduct annual storm drain maintenance program with contract services and clean-out over 700 catch basins through a contract with Los Angeles County Public Works who will also perform monthly inspections. Continue to maintain and clean screens stalled at the City yard catch basins adjacent to trash receptacles that provide an added layer of protection.

**Performance Measure: Completed. Walnut fared well in FY 18-19 storm events.**

5. Conduct annual tree inspections in selected areas identified in parks and arterial and collector roads.

**Performance Measure: Completed.**

6. Retain our highly responsive graffiti abatement program focusing on visible areas in the public right of way.

**Performance Measure: Completed.**

7. Adjust water management in the LOSMD based on annual data from FY 16-17 and 17-18 to maximize conservation efforts.

**Performance Measure: Completed. Controller project cost amortization is on target.**

8. Add new trail surface to slope and/or eroding trail areas in the system.

**Performance Measure: Completed.**

**Public Works  
Measurable Outputs**

<b>Output</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
Trees trimmed/serviced/planted	2000	1,800	1,800	2,000	2,000
Catch basins cleaned	730	730	730	730	730
Graffiti removal requests completed	750	700	735	735	735
Square Feet of streets resurfaced/slurry sealed	2,575,000	3,090,874	3,652,352	3,534,172	2,656,000
Median improvements/upgrades (square footage)	5,000	8,000	0	8,000	2,000
Curb miles of streets swept annually	6,968	6,968	6,968	6,969	6,969
Acres of LOSMD maintained	368	368	368	368	368
Traffic safety installations (signals, signs, striping)	140	140	148	140	140
Miles of trails audited per year (for repairs/weed abatement)	33	33	33	33	33
Capital Improvement projects completed (\$100,000 or more)	5	6	11	5	3

<b>FY 2019-20 Public Works Goals and Relationship to the Mission Statement</b>
<p>In <b>FY 2019-20</b>, the Public Works Division has identified four major goals:</p> <ol style="list-style-type: none"> <li>1. Complete agency approvals for Meadow Pass Road Mitigation.</li> <li>2. Design new catch basin screens in select commercial areas as required by the Regional Water Board.</li> <li>3. Establish protocols for seasonal landscaping and fountain maintenance for the Walnut Veterans Memorial.</li> <li>4. Complete road and maintenance projects identified in the Capital Improvement Budget.</li> </ol> <p><b><i>The Public Works Division will enhance civic pride by ensuring Walnut prepares for the future and is well maintained. Public Works will exceed expectations by delivering an excellent level of service while seeking cost efficiencies.</i></b></p>

**CITY OF WALNUT  
PROGRAM SUMMARY  
PUBLIC WORKS**

	2017-18		2018-19		2019-20
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	691,688	785,630	786,430	704,790	774,940
OPERATIONS EXPENSE	4,292,727	4,563,625	4,647,565	4,597,170	4,476,620
<b>TOTAL OPERATING EXPENSE</b>	<b>4,984,415</b>	<b>5,349,255</b>	<b>5,433,995</b>	<b>5,301,960</b>	<b>5,251,560</b>
CAPITAL	332,038	145,950	163,200	125,950	168,460
<b>PROGRAM TOTAL</b>	<b>5,316,454</b>	<b>5,495,205</b>	<b>5,597,195</b>	<b>5,427,910</b>	<b>5,420,020</b>

TOTAL FULL-TIME EMPLOYEES	5.70	6.00	5.70	5.70	5.70
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**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENVIRONMENTAL SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-5600-5101	REGULAR SALARIES	77,887	71,910	71,910	71,920	74,530
01-5600-5105	HEALTH & LIFE INSURANCE	13,382	9,450	9,450	9,840	9,450
01-5600-5107	WORKERS' COMPENSATION	1,746	1,380	1,380	1,390	1,510
01-5600-5108	PERS	10,477	10,810	10,810	10,830	12,170
01-5600-5110	MEDICARE	1,261	1,130	1,130	1,190	1,170
01-5600-5111	SICK LEAVE/VACATION BUYBACK	467	1,380	1,380	1,020	1,380
	<b>TOTAL PERSONNEL</b>	<b>105,220</b>	<b>96,060</b>	<b>96,060</b>	<b>96,190</b>	<b>100,210</b>
<b>OPERATIONS</b>						
01-5600-6201	CONFERENCE & MEETINGS	0	1,500	1,500	1,500	1,500
01-5600-6215	VEHICLE/CELL ALLOWANCE	3,148	2,100	2,100	2,100	2,240
01-5600-6216	PROFESSIONAL SERVICES	78,627	181,400	221,000	214,000	94,400
01-5600-6227	CONTRACTUAL SERVICES	72,351	32,700	32,700	27,700	32,700
01-5600-6256	EQUIPMENT USAGE	1,520	890	890	890	980
01-5600-6265	COMPUTER USAGE	8,287	4,960	4,960	4,960	4,570
01-5600-6280	ENVIRONMENTAL SERVICES SUPPLIES	6,441	2,000	2,000	2,000	2,000
	<b>TOTAL OPERATIONS</b>	<b>170,373</b>	<b>225,550</b>	<b>265,150</b>	<b>253,150</b>	<b>138,390</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>275,593</b>	<b>321,610</b>	<b>361,210</b>	<b>349,340</b>	<b>238,600</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70
WASTE MANAGEMENT ADMINISTRATION FUND (AB939 - \$53,100; RECYCLING REBATE - \$24,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**ENVIRONMENTAL SERVICES (5600)**

The Environmental Services Division provides for the interpretation, analysis, and compliance of Local, State, and Federal environmental regulations. This is accomplished through the development, implementation, reporting, and education of waste management, waste reduction, air quality, water quality, and conservation programs and information for the community, City Council, and City Staff.

**PERSONNEL:**

5101 **Regular Salaries**

***Community Services Superintendent - 50%***

Under direction of the Assistant City Manager- Community Services/Public Works, responsible for the Maintenance and Public Works Division. Also responsible for administering and coordinating the City's environmental service programs, for purchasing and landscape inspections as required, preparation of budgets for this division and overseeing the supervision and training of employees. (25% 01-6100, 25% in 01-9100)

***Deputy Community Services Director - 20%***

Under the direction of the Assistant City Manager- Community Services/Public Works, responsible for the Environmental Services and Recreation Division, including Recreation classes, Teen Center, Senior Center, Gymnasium, Aquatics, Excursions, Sport Leagues, Sport classes and special events. Also responsible for monthly activity reports to the Parks & Recreation Commission, the Senior Citizens Commission, and the Youth Advisory Commission. Supervises the Recreation Supervisors, Recreation Coordinators, Office Clerks, and part-time personnel. Participates in the development of the budget for the Community Services Department, monitors program budgets, and develops procedures for efficient department operations. (80% in 01-9001)

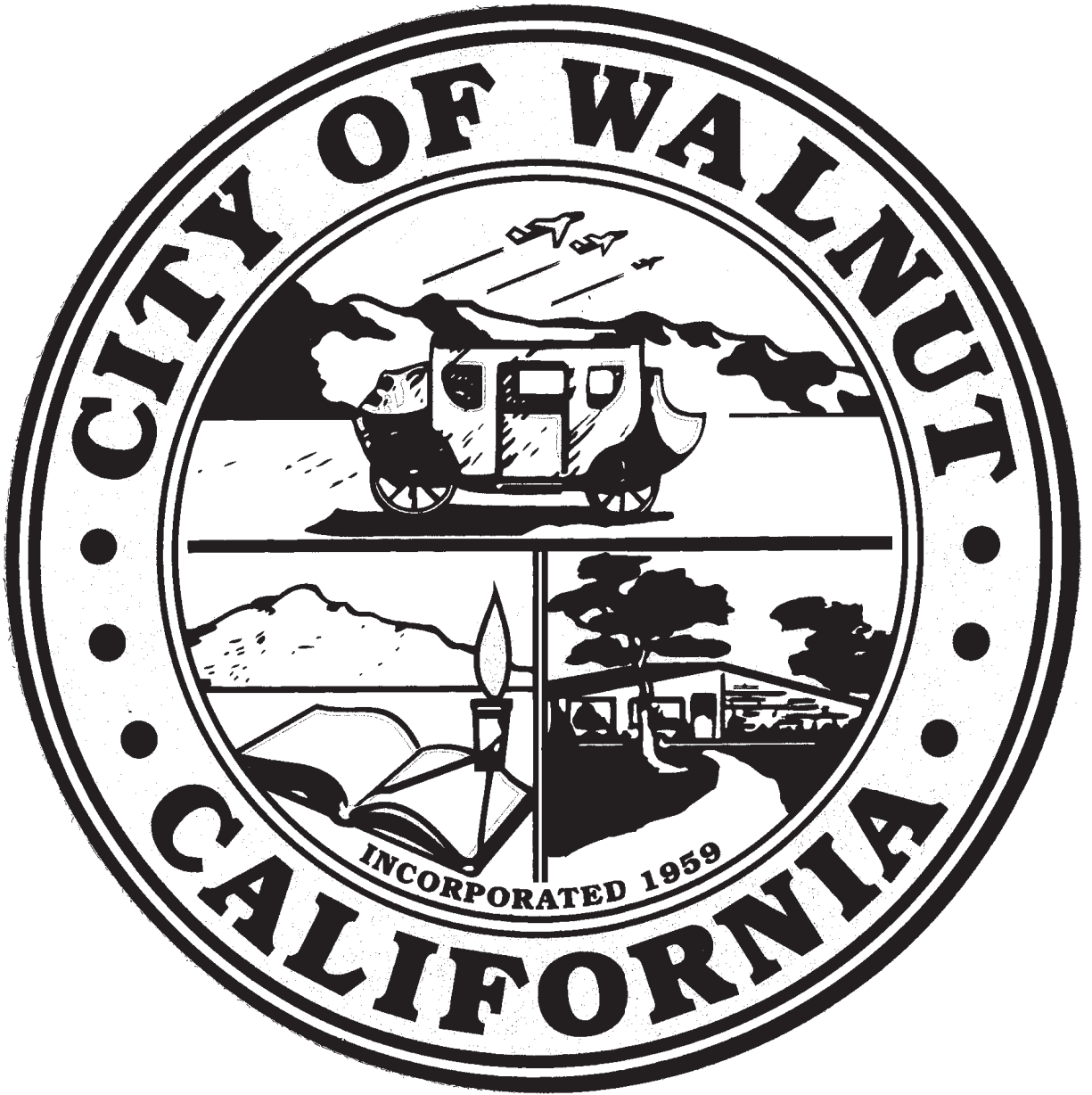
5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the Community Services Superintendent's attendance at pertinent seminars addressing legislative and regulatory compliance and implementation, AQMD regulations, water quality and conservation regulations, and other relevant community service and environmental seminars.

- 6215 **Vehicle Allowance/Cell**  
Provides for a vehicle and cell phone allowance for the Community Services Superintendent and Deputy Community Services Director, distributed the same as payroll.
- 6216 **Professional Services**  
Provides for assistance in administering the City's National Pollutant Discharge Elimination System (NPDES) Programs; including County storm drain/outfall/catch basin mapping, annual permits (2) with Regional Water Quality Control Board (Citywide NPDES & City Yard), NPDES required water testing and monitoring programs, NPDES permit regulation compliance, including new NPDES required industrial/commercial/development inspection & mapping programs and minimum controls measures for TMDL compliance, NPDES Watershed Management Plan (WMP) required digital mapping of minimum control measures, legal fees, Disadvantaged Business Enterprise Program, Department of Toxic Substance Control manifest fee, and sanitary sewer overflow fee. (Partially funded with Measure W funds 29-5600-6216)
- 6227 **Contractual Services**  
Provides for periodic removal of household hazardous waste from the City Yard, and contractual services for Water Quality Testing and Monitoring of the Upper San Gabriel River Water and Harbors Toxics in lower San Gabriel River (NPDES/WMP requirements). It has also provided for biological monitoring of mitigation for Meadowpass Road.
- 6256 - 6265 See Appendix
- 6280 **Environmental Services Supplies**  
Provides for promotional supplies for the integrated waste management programs in the City.





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENGINEERING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-6000-6216	PROFESSIONAL SERVICES	12,000	12,000	42,000	42,000	12,000
01-6000-6230	PLAN CHECK SERVICES	15,630	48,750	48,750	48,750	30,000
01-6000-6232	PUBLIC WORKS INSPECTION SERVICES	39,963	35,625	60,625	55,000	41,250
02-6000-6216	PROFESSIONAL SERVICES	13,431	17,000	17,000	17,000	17,000
	<b>TOTAL OPERATIONS</b>	<b>81,024</b>	<b>113,375</b>	<b>168,375</b>	<b>162,750</b>	<b>100,250</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>81,024</b>	<b>113,375</b>	<b>168,375</b>	<b>162,750</b>	<b>100,250</b>
FUNDING SOURCE: (01) GENERAL (02) GAS TAX						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**ENGINEERING (01 & 02-6000)**

The Engineering Department provides for the retention of a City Engineer to provide professional engineering, planning, and supervision of public works programs. Primary functions include providing the design, plans, specifications, permits, and construction of public works and development projects, including infrastructure and capital projects. Services provided also include performing inspections to ensure that grading, sewers, streets, and drainage are completed according to plans and specifications.

**OPERATIONS:**

01-6000-6216 **Professional Services**

Provides for 50% of the \$2,000 per month retainer (\$1,000 per month) for engineering services (50% in 02-6000). Additionally, provides for the speed survey to review and update citywide speed limits in accordance with California Vehicle Code during FY 2018-19.

01-6000-6230 **Plan Check Services**

Provides for plan check services through the contractual agreement with City Engineer. Plan check services are performed on all proposed public improvements, i.e. streets, sewers, storm drains, traffic signals and controls that are proposed as part of private development. This includes all activities by public utilities within public right-of-ways. The budget amount is comprised of the following:

01-3760 Plan Checking Fees	$\$35,000 \times 75\% =$	$\$26,250$
01-3250 Grading & Street Permits	$\$ 5,000 \times 75\% =$	$\$ 3,750$
	Total:	<u><math>\\$30,000</math></u>

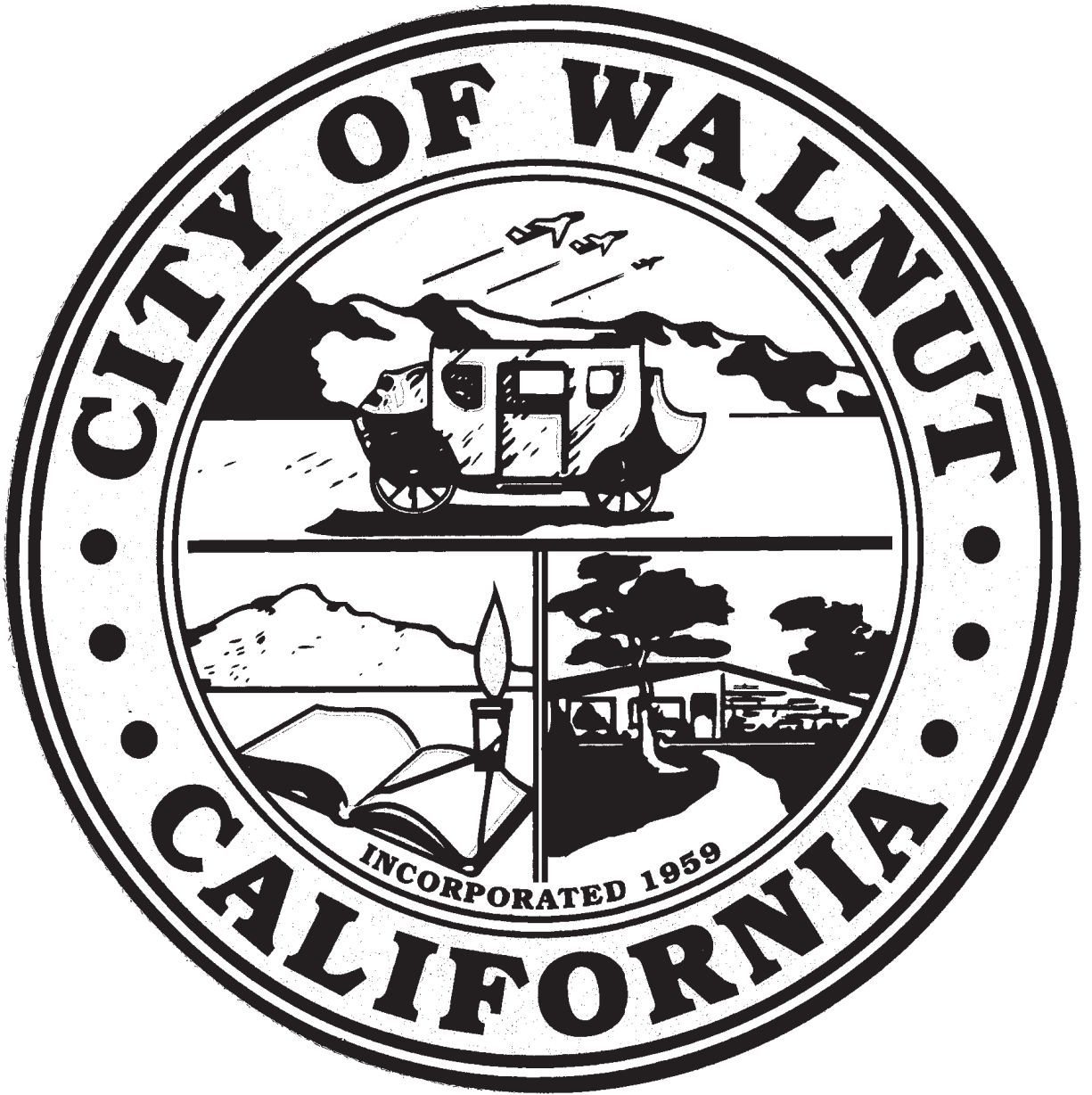
01-6000-6232 **Public Works Inspection Services**

Provides for public works inspection services through the contractual agreement with City Engineer. Inspection services are performed on all proposed public improvements, i.e. streets, sewers, storm drains, traffic signals and controls that are proposed as part of private development. This includes all activities by public utilities within public right-of-ways. The budget amount is comprised of the following:

01-3750 PW Inspection Fees	$\$55,000 \times 75\% =$	$\$41,250$
----------------------------	--------------------------	------------

02-6000-6216 **Professional Services**

Provides for 50% of the \$2,000 per month retainer (\$1,000 per month) for engineering services (50% in 01-6000). Also provides for the scanning and indexing of existing improvement and grading plans to the City's website.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: PUBLIC WORKS ADMIN**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-6100-5101	REGULAR SALARIES	155,591	0	202,550	184,260	202,630
01-6100-5105	HEALTH & LIFE INSURANCE	23,017	0	28,140	25,990	28,760
01-6100-5107	WORKERS' COMPENSATION	6,750	0	11,650	7,490	12,070
01-6100-5108	PERS	40,381	0	39,010	36,600	44,430
01-6100-5110	MEDICARE	2,449	0	3,200	3,310	3,270
01-6100-5111	SICK LEAVE/VACATION BUYBACK	8,205	0	8,730	6,530	9,030
	<b>TOTAL PERSONNEL</b>	<b>236,393</b>	<b>0</b>	<b>293,280</b>	<b>264,180</b>	<b>300,190</b>
<b>OPERATIONS</b>						
01-6100-6208	VEHICLE OPERATIONS	1,235	0	2,550	2,550	2,550
01-6100-6215	VEHICLE/CELL ALLOWANCE	1,438	0	1,920	1,920	1,380
01-6100-6239	UNIFORMS	0	0	300	300	300
01-6100-6256	EQUIPMENT USAGE	1,900	0	2,550	2,550	2,860
01-6100-6265	COMPUTER USAGE	10,358	0	14,170	14,170	13,380
	<b>TOTAL OPERATIONS</b>	<b>14,931</b>	<b>0</b>	<b>21,490</b>	<b>21,490</b>	<b>20,470</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>251,324</b>	<b>0</b>	<b>314,770</b>	<b>285,670</b>	<b>320,660</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.00	0.00	2.05	2.05
					2.05	2.05

**CITY OF WALNUT**

**ANNUAL BUDGET DETAIL**

**2019-20**

**PUBLIC WORKS ADMINISTRATION (6100)**

The Public Works Division provides for the management and supervision of all public works areas of responsibility including: engineering, street and right-of-way maintenance, traffic engineering and the LOSMD.

**PERSONNEL:**

5101 **Regular Salaries**

***Assistant City Manager- Community Services/Public Works – 30%***

Responsible to administer service contracts to maintain the appearance of streets, storm drains, public right-of-ways and the LOSMD. Work with the contract engineers to accomplish Capital Improvement Projects in the streets, right-of-ways and other public areas. Administer the contract with the LA County Public Works. Also responsible for setting the goals and the preparation of budgets for the division and oversee and supervision of employees. (10% in 01-6206, 30% in 01-9001, 30% in 01-9100)

***Community Services Superintendent – 25 %***

Under the direction of the Assistant City Manager- Community Services/Public Works, responsible for the day-to-day maintenance operations for the Division including supervising landscape and maintenance contracts, street repairs, sign replacements, and graffiti abatement. Monitors all maintenance contracts for the Division. (50% in 01-5600, 25% in 01-9100)

***Maintenance Manager – 50%***

Under the direction of the Community Services Superintendent, directly supervises employees assigned to the LOSMD, tree and street maintenance. (25% in 01-6206, 25% in 01-9100)

***Maintenance Supervisor – 20%***

Under the direction of the Maintenance Manager responsible to assist in the management of the LOSMD. (20% 01-9100, 60% in 26-9200)

***Foreman - 60%***

Under the direction of the Maintenance Manager responsible to monitor the landscape contracts for the LOSMD, right-of-ways and medians to ensure that all landscaped areas are maintained to City standards. (20% in 01-9100, 20% 26-9200)

***Executive Assistant – 20%***

Under the direction of the Assistant City Manager- Community Services/Public Works, responsible for fielding calls, monitoring complaints on Request Partner, and forwarding work order requests to LA County Public Works. (20% in 01-6206, 40% in 01-9001, 20% in 01-9100)

5105-5111 See Appendix

**OPERATIONS:**

6208 **Vehicle Operations**

Provides for costs associated with vehicle operations such as, gas, oil, tires, batteries, parts, and repairs.

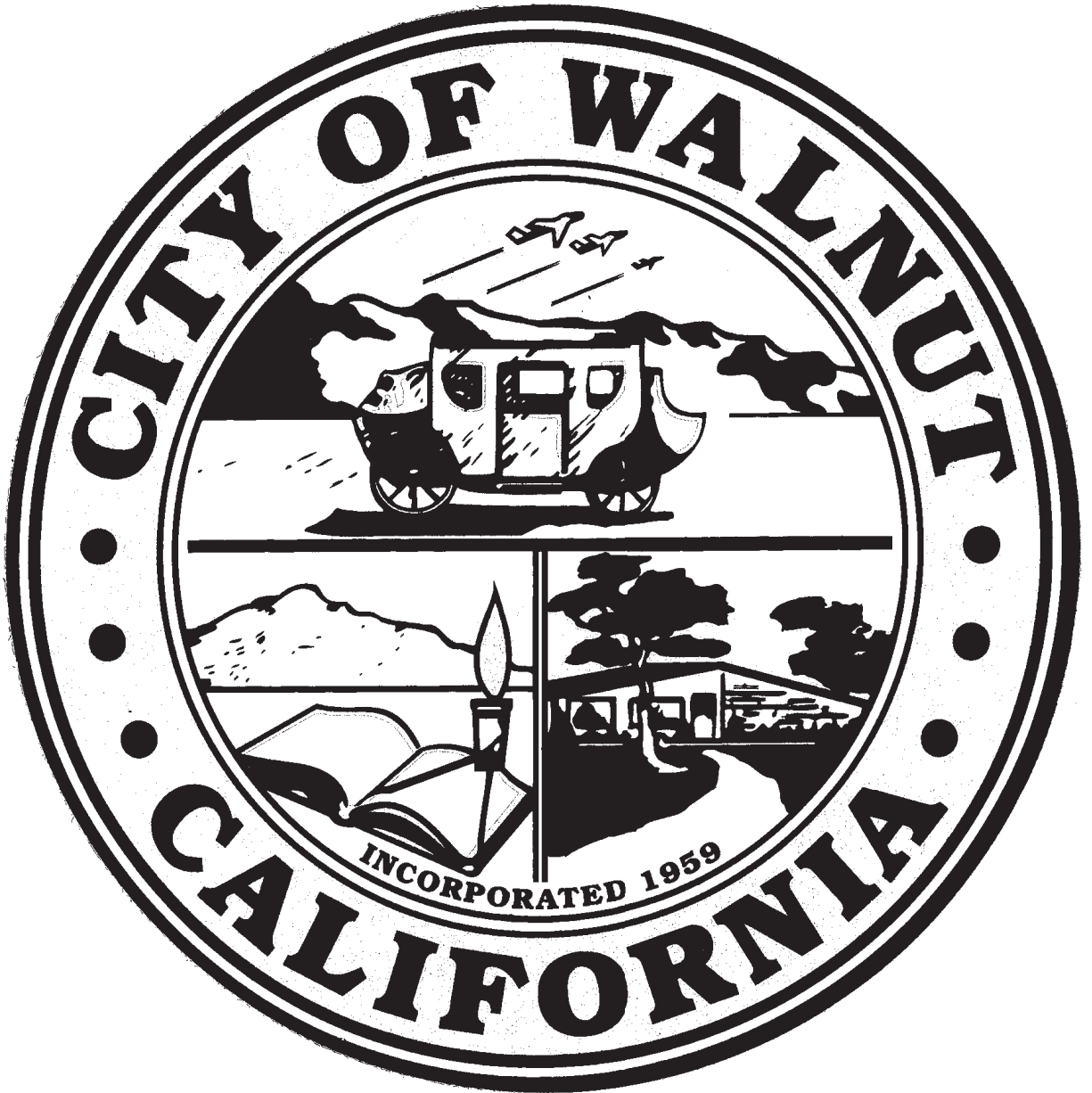
6215 **Vehicle Allowance/Cell**

Provides for cell phone allowance for the Assistant City Manager- Community Services/Public Works, Community Services Superintendent, Maintenance Manager and Maintenance Supervisor, distributed the same as payroll. Provide for vehicle allowance for Community Services Superintendent, distributed the same as payroll.

6239 **Uniforms**

Provides for a percentage of uniforms, work boots reimbursements and rental services for City maintenance workers.

6256-6265 See Appendix





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STORM DRAIN MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-6102-6227	CONTRACTUAL SERVICES	34,609	0	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>34,609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>34,609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**STORM DRAIN MAINTENANCE (6102)**

Provides for annual and periodic maintenance of the City storm drains.

*Expenses moved to 21-6102-6227 starting FY 2018-19.*

**OPERATIONS:**

**6227 Contractual Services**

Provides for maintenance of the city-wide storm drains.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STREET SWEEPING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
01-6203-6227	CONTRACTUAL SERVICES	61,879	0	0	0	0
	<b>TOTAL OPERATIONS</b>	61,879	0	0	0	0
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	61,879	0	0	0	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**STREET SWEEPING (6203)**

The Street Sweeping program provides for street sweeping services rendered under contract with an outside agency. In 2011-12, a three-year contract was approved by City Council. In 2013, contract was extended by an additional three years to 2016 at the existing Curb Mile rate. In 2014, contract was extended an additional five years to 2021 at the existing Curb Mile rate.

*Expenses moved to 21-6203-6227 starting FY 2018-19.*

**OPERATIONS:**

**6227 Contractual Services**

Provides a partial payment to the contracted agency that provides street sweeping services. Provides for summer special sweep around Collegewood School and other special sweeps as needed.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-6206-5101	REGULAR SALARIES	170,117	166,040	166,040	161,460
01-6206-5104	OVERTIME	2,118	2,000	2,800	2,400
01-6206-5105	HEALTH & LIFE INSURANCE	30,852	29,390	29,390	29,710
01-6206-5107	WORKERS' COMPENSATION	10,897	12,010	12,010	10,900
01-6206-5108	PERS	47,707	47,240	47,240	45,610
01-6206-5110	MEDICARE	1,799	2,690	2,690	2,470
01-6206-5111	SICK LEAVE/VACATION BUYBACK	6,801	11,100	11,100	3,530
	<b>TOTAL PERSONNEL</b>	<b>270,292</b>	<b>270,470</b>	<b>271,270</b>	<b>256,080</b>
<b>OPERATIONS</b>					
01-6206-6208	VEHICLE OPERATIONS	9,311	11,000	11,000	7,000
01-6206-6215	VEHICLE/CELL ALLOWANCE	437	470	470	470
01-6206-6216	PROFESSIONAL SERVICES	3,618	0	1,400	1,400
01-6206-6227	CONTRACTUAL SERVICES	99,898	90,000	91,000	91,000
01-6206-6237	VANDALISM	813	1,700	1,700	1,700
01-6206-6238	SMALL TOOLS	1,445	2,000	2,000	2,000
01-6206-6239	UNIFORMS	499	1,900	1,900	1,900
01-6206-6240	RODENT CONTROL	12,960	13,000	13,000	13,000
01-6206-6247	EQUIPMENT MAINTENANCE	999	1,000	1,000	1,000
01-6206-6248	GROUNDS MAINTENANCE	5,227	6,000	6,000	6,000
01-6206-6254	COMMUNICATIONS	811	1,430	1,430	1,000
01-6206-6256	EQUIPMENT USAGE	2,913	2,740	2,740	2,740
01-6206-6265	COMPUTER USAGE	15,883	15,230	15,230	15,230
01-6206-6290	SPECIAL MAINTENANCE PROJECTS	7,779	65,000	64,700	59,000
	<b>TOTAL OPERATIONS</b>	<b>162,592</b>	<b>211,470</b>	<b>213,570</b>	<b>203,440</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>432,883</b>	<b>481,940</b>	<b>484,840</b>	<b>459,520</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.30	2.15	2.15
				2.15	2.15

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**STREET RIGHT-OF-WAY MAINTENANCE (01-6206)**

The Street Right-of-Way Division provides for the maintenance of the street right-of-ways throughout the City by providing weed abatement, graffiti removal, parkway and median tree trimming, cleaning storm drains, repair of small equipment, and responding to emergencies.

**PERSONNEL:**

5101 **Regular Salaries**

***Assistant City Manager- Community Services/Public Works - 10%***

Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for setting goals and the preparation of budgets for maintenance divisions, and overseeing the management and supervision of employees. (30% in 01-6100, 30% in 01-9001, 30% in 01-9100)

***Maintenance Manager - 25%***

Under the direction of the Community Services Superintendent, responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for overseeing the Maintenance staff and monitoring the City's tree inventory. (50% 01-6100, 25% in 01-9100)

***Maintenance Supervisor - 40%***

Under the direction of the Maintenance Manager, responsible to monitor the contracts for the medians and right-of-ways to ensure that all landscaped areas are maintained to City standards. (40% in 01-9100, 20% in 01-9101)

***Foreman - 25%***

Under the direction of the Maintenance Manager, responsible for monitoring graffiti, shopping carts, traffic and street signs, to ensure areas are maintained to City standards. (50% in 01-9100, 25% in 01-9101)

***Maintenance Worker I – 10%***

Provides for two (2) Maintenance Workers. Under the direction of the Foreman, responsible for minor repairs and set ups of city buildings. (90% in 01-9100)

***Maintenance Worker II - 75%***

Under the direction of the Maintenance Supervisor, responsible for monitoring graffiti, shopping carts, traffic and street signs, to ensure areas are maintained to City standards. (25% in 01-9101)

**Executive Assistant - 20%**

Responsible for secretarial support for Parks, Streets, Recreation, and LOSMD operations; prepares Parks & Recreation Commission agendas, handles correspondence, and provides general office support. (20% 01-6100, 40% in 01-9001, 20% in 01-9100)

5104 - 5111 See Appendix

**OPERATIONS:**

6208 **Vehicle Operations**

Provides for costs associated with vehicle operations such as gas, oil, tires, batteries, parts, and repairs for the following vehicles:

2018 Ford F150	1548265	40% (40% in 01-9100, 20% in 01-9101)
2018 Ford F150	1548266	25% (50% in 01-9100, 25% in 01-9101)
2018 GMC Canyon	1535050	25% (50% in 01-6100, 25% in 01-9100)
2017 GMC Canyon	1515499	75% (25% in 01-9101)
2015 Honda Accord	1462599	10% (30% in 01-9100, 30% in 01-9001, 30% in 01-6100)
2014 Ford F250 CNG	1397739	10% (90% in 01-9100)
2014 Ford F250 CNG	1397738	10% (90% in 01-9100)
2002 GMC C3500	1086338	100%

6215 **Vehicle Allowance/Cell**

Provides for cell phone allowance for the Assistant City Manager- Community Services/Public Works, Maintenance Manager, and Maintenance Supervisor, distributed the same as payroll.

6216 **Professional Services**

Provides for the engineering services provided by City Engineer.

6227 **Contractual Services**

Provides for scheduled litter removal and quarterly weed abatement service in public right-of-way.

6237 **Vandalism**

Provides for repairs for various forms of vandalism in the City.

6238 **Small Tools**

Provides for the purchase of hand and small power tools as needed to perform maintenance and repair operations.

6239 **Uniforms**

Provides for uniform rental services, work boots reimbursements, summer T-shirts for City maintenance workers, and polo shirts for the Foremen.

- 6240 **Rodent Control**  
Provides for City's contracted rodent control services on City-owned property at Gartel/Fuerte right-of-ways, Collegewood, Alta Hacienda, area surrounding Teen Center/Gymnasium, City Hall, park & ride parking lot, and Martingale Drive.
- 6247 **Equipment Maintenance**  
Provides for repairs, parts and maintenance costs for streets right-of-way maintenance equipment.
- 6248 **Grounds Maintenance/Supplies**  
Provides for irrigation system parts and repair, landscape products and supplies for street right-of-way maintenance.
- 6254 **Communications**  
Provides for a percentage of radio/telephone communications for citywide system.
- 6256 - 6265 See Appendix
- 6290 **Special Maintenance Project**  
Provides for the installation of mulch, plant material and related improvements on medians and street right-of-ways. In FY 2017-18 this item was moved into the CIP schedule. (Partial funding for FY 19/20 see 02-6206-6290)



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: WEED ABATEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8700-6227	CONTRACTUAL SERVICES	42,450	45,000	60,300	45,000	50,000
	<b>TOTAL OPERATIONS</b>	<b>42,450</b>	<b>45,000</b>	<b>60,300</b>	<b>45,000</b>	<b>50,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>42,450</b>	<b>45,000</b>	<b>60,300</b>	<b>45,000</b>	<b>50,000</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**WEED ABATEMENT (8700)**

The Weed Abatement program provides for the contractual agreement, currently with the Los Angeles County Weed Abatement Department, to provide weed abatement services for City-owned or City-maintained property and right-of-ways.

**OPERATIONS:**

**6227 Contractual Services**

Provides for weed abatement services performed on City owned property or City maintained property and right-of-ways (i.e., Collegewood, Alta Hacienda, Gartel/Fuerte right-of-ways, Timberline area, and near the Covina Hills Development).

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: BUILDING MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-9200-6290	SPECIAL MAINTENANCE PROJECTS	28,960	17,500	31,890	25,700	30,000
	<b>TOTAL OPERATIONS</b>	<b>28,960</b>	<b>17,500</b>	<b>31,890</b>	<b>25,700</b>	<b>30,000</b>
	<b>CAPITAL</b>					
01-9200-8402	MACHINERY & EQUIPMENT	0	0	0	0	10,000
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>28,960</b>	<b>17,500</b>	<b>31,890</b>	<b>25,700</b>	<b>40,000</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**BUILDING MAINTENANCE (9200)**

The Building Maintenance Division provides for the maintenance of City buildings including City Hall, MDRS, and the Gymnasium/Teen Center. Services provided within the buildings include building maintenance projects, contractual services and building maintenance supplies. In Fiscal Year 2017-18 building expenses were moved to the Facility Maintenance Fund (26).

**OPERATIONS:**

6290 **Special Maintenance Projects**

Provides for roof maintenance projects, HVAC mechanical and software upgrades, floor maintenance, painting and other building projects. For Fiscal Year 2017-18 part of the special projects were moved into the CIP schedule.

**CAPITAL:**

8402 **Machinery & Equipment**

Provides for replacement of equipment and furniture in City Facilities.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: GENERAL STREET MAINT.**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
02-6102-6216	PROFESSIONAL SERVICES	4,141	4,790	4,790	4,790	4,790
02-6102-6227	CONTRACTUAL SERVICES	204,808	172,000	172,000	175,000	0
02-6102-6244	STREET LIGHT MAINTENANCE	76,893	78,000	78,000	78,000	78,000
02-6102-6245	GENERAL MAINTENANCE	7,653	45,000	40,000	45,000	45,000
	<b>TOTAL OPERATIONS</b>	<b>293,495</b>	<b>299,790</b>	<b>294,790</b>	<b>302,790</b>	<b>127,790</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>293,495</b>	<b>299,790</b>	<b>294,790</b>	<b>302,790</b>	<b>127,790</b>
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**

**2019-20**

**GENERAL STREET MAINTENANCE (02-6102)**

The General Street Maintenance Division provides for the maintenance and repair of streets, curbs, sidewalks, storm drains, etc. This division also provides for contracting with outside agencies to perform these services, including street reviews updates of the Pavement Management System Document, and maintenance of all traffic signals and safety lighting. The City currently has a total of 32 signalized intersections, and has an agreement with the City of West Covina for maintenance of jurisdictionally shared traffic signals.

**OPERATIONS:**

**6216 Professional Services**

Provides for the annual preparation of the State Controller's Office Street Report, includes updates of the Pavement Management System document.

**6227 Contractual Services**

Provides for payment to the County of Los Angeles Department of Public Works which the City contracts with to provide general street maintenance services. Additional signals added on La Puente Road and cost for Nogales signals added to the budget (West Covina). (Moved to 21-6102-6227).

**6244 Street Light Maintenance**

Provides for Edison energy costs for city owned streetlights.

**6245 General Maintenance (non-county contractor)**

Provides for services for right of way, streets, signage, and other public facilities. Also can perform other services noted under Contractual Services (6227).

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STREET SWEEPING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
02-6203-6227	CONTRACTUAL SERVICES	10,000	0	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**STREET SWEEPING (02-6203)**

The Street Sweeping program provides for street sweeping services rendered under contract with an outside agency. In 2011-12, a three-year contract was approved by City Council. In 2013, contract was extended by an additional three years to 2016 at the existing Curb Mile rate. In 2014, contract was extended an additional five years to 2021 at the existing Curb Mile rate.

*Expenses moved to 21-6203-6227 starting FY 2018-19.*

**OPERATIONS:**

**6227 Contractual Services**

Provides partial payment to the contracted agency that provides street sweeping services. Provides for summer special sweep around Collegewood School (and includes five additional sweeps at \$80 per sweep) and other special sweeps as needed.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
02-6206-6227	CONTRACTUAL SERVICES	245,147	252,450	247,450	252,450	258,760
02-6206-6243	TREE MAINTENANCE	55,119	57,100	67,100	57,100	70,000
02-6206-6250	WATER	28,433	31,800	31,800	31,800	33,400
02-6206-6251	ELECTRICITY	28,527	33,000	33,000	33,000	34,650
02-6206-6290	SPECIAL MAINTENANCE PROJECTS	0	0	0	0	50,000
	<b>TOTAL OPERATIONS</b>	<b>357,226</b>	<b>374,350</b>	<b>379,350</b>	<b>374,350</b>	<b>446,810</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>357,226</b>	<b>374,350</b>	<b>379,350</b>	<b>374,350</b>	<b>446,810</b>
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**STREET RIGHT-OF-WAY MAINTENANCE (02-6206)**

The Street Right-of-Way Division provides for the maintenance of the street right-of-ways and medians throughout the City by providing weed abatement, parkway and median tree trimming, landscape maintenance, and response to emergencies.

**OPERATIONS:**

**6227 Contractual Services**

Provides for a contracted landscaping company to provide landscaping of street medians. Maintenance cost of median on Amar Road as part of agreement with West Covina and 34% of annual cost of Nogales median to West Covina. Includes Valley Boulevard medians East of Grand Ave to City limits as part of an agreement with the City of Industry. Added the recently completed Meadowpass Road medians and R.O.W. Also includes the mitigation area adjacent to Meadowpass Rd.

**6243 Tree Maintenance**

Provides for tree trimming, removals and planting in the ROW.

**6250 Water**

Provides for irrigation needs in the ROW.

**6251 Electricity**

Provides for the electrical usage costs for the valves, clocks, and controllers on medians.

**6290 Special Maintenance Project**

Provides for the installation of mulch, plant material and related improvements on medians and street right-of-ways. In FY 2017-18 this item was moved into the CIP schedule. (Partial funding for FY 19/20 see 01-6206-6290)

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: TRAFFIC ENGINEERING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
02-6215-6216	PROFESSIONAL SERVICES	12,000	0	0	0	12,000
	<b>TOTAL OPERATIONS</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**TRAFFIC ENGINEERING (02-6215)**

The Traffic Engineering Division provides for services pertaining to traffic, parking, and other aspects of transportation and traffic issues in the City. These services are provided by City Engineer, and include traffic counts, speed surveys, special studies, and the on-going School Traffic Safety Program. The Traffic Safety Program is an annual review of any traffic concerns surrounding all schools, identifies safety problems, and implements safety solutions.

**OPERATIONS:**

**02-6215-6216 Professional Services**

Provides for the retainer for traffic engineering services provided by City Engineer at \$1,000 per month. (Funding for FY 18/19 moved to 25-6215-6216)

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: AIR QUALITY MANAGEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
09-5420-6227	CONTRACTUAL SERVICES - BUS PASS SUBSIDY	5,918	8,000	8,000	7,000	8,000
09-5425-6227	CONTRACTUAL SERVICES - EZ PASS SUBSIDY	582	1,000	1,000	600	1,000
09-5610-6227	CONTRACTUAL SERVICES	30,000	30,000	30,000	30,000	30,000
	<b>TOTAL OPERATIONS</b>	<b>36,500</b>	<b>39,000</b>	<b>39,000</b>	<b>37,600</b>	<b>39,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>36,500</b>	<b>39,000</b>	<b>39,000</b>	<b>37,600</b>	<b>39,000</b>
FUNDING SOURCE: GENERAL						
AIR QUALITY MANAGEMENT (\$36,900)						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**AIR QUALITY MANAGEMENT (FUND 09)**

The Air Quality Management fund provides for the implementation of air quality programs and actions, which aid in the direct reduction of mobile source air pollution. Programs are funded by fees collected by the Department of Motor Vehicles, and these fees are provided to the South Coast Air Quality Management District for local mobile source air pollution control.

**OPERATIONS:**

09-5420-6227 **Contractual Services - Bus Pass Subsidy**

Provides for reduction in price to Walnut residents for monthly passes on Foothill Transit Routes.

09-5425-6227 **Contractual Services - EZ Pass Subsidy**

Provides for a reduction in price to Walnut residents for monthly passes that may be used on various transit carriers.

09-5610-6227 **Contractual Services**

Provides for partial cost of Street Sweeping program (21-6203-6227 (\$72,710) and 09-5610-6227 (\$30,000)).

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**L.O.S.M.D. (FUND 01, 18 and 19)**

The Landscape & Open Space Maintenance District (LOSMD) is comprised of approximately 368 acres of landscape areas throughout the City that is divided into 10 Zones. It is the responsibility of the Maintenance Division to oversee the landscape maintenance, rodent control, weed abatement, and tree trimming contractors within the LOSMD.

ZONE	AREA	ACRES	LOTS	CONTRACTOR	WATER CO.
1	South of La Puente Rd., West of Lemon Avenue	9.90	559	Nieves	Walnut Valley
2	North of La Puente Rd., East of Lemon Avenue	17.00	444	Nieves	Walnut Valley
3	North of La Puente Rd., East of Nogales Street	29.88	731	Nieves	Suburban
4	Umark	94.86	2,027	Nieves	Suburban
5	Marlborough	47.37	795	Nieves	Walnut Valley
6	Snow Creek	29.21	964	Nieves	Walnut Valley
7	Lewis Homes	25.39	431	Nieves	Walnut Valley
8	Timberline	20.25	331	Nieves	Golden State
9	Three Oaks	93.5	268	Nieves	Walnut Valley
11	Misc. - Street Lights only		19		
12	K&B, Crestwood, TNT	1.41	29	Nieves	Walnut Valley
12	Misc. - Street Lights only		28		

**OPERATIONS:**

6216 **Professional Services\***

Provides for engineering costs to prepare an engineer's report for the Landscape District, which is required by the 1972 Landscape and Lighting Act (Streets and Highways Code).

6227 **Contractual Services**

Provides for contractual services for landscaping, weed abatement, water consultant, and backflow testing services.

6237 **Vandalism**

Provides for the cost of materials needed to repair damaged grounds, and facilities.

6240 **Rodent Control**

Provides for the rodent control program in landscaped areas.

6242 **Storm Drain Maintenance**

Provides for maintenance of storm drains zone 9.

6243 **Tree Maintenance**

Provides for tree trimming, removals and plantings. Also, provides for emergency call outs. Amounts increased in some zones due to tree inventory.

6244 **Street Light Maintenance**

Provides for street lighting maintenance in LOSMD areas.

6250 **Water\***

Provides for water usage costs for irrigation within LOSMD areas.

6251 **Electricity**

Provides for electrical usage costs to operate LOSMD irrigation controllers and booster pumps.

**CAPITAL:**

8405 **Landscape Improvements**

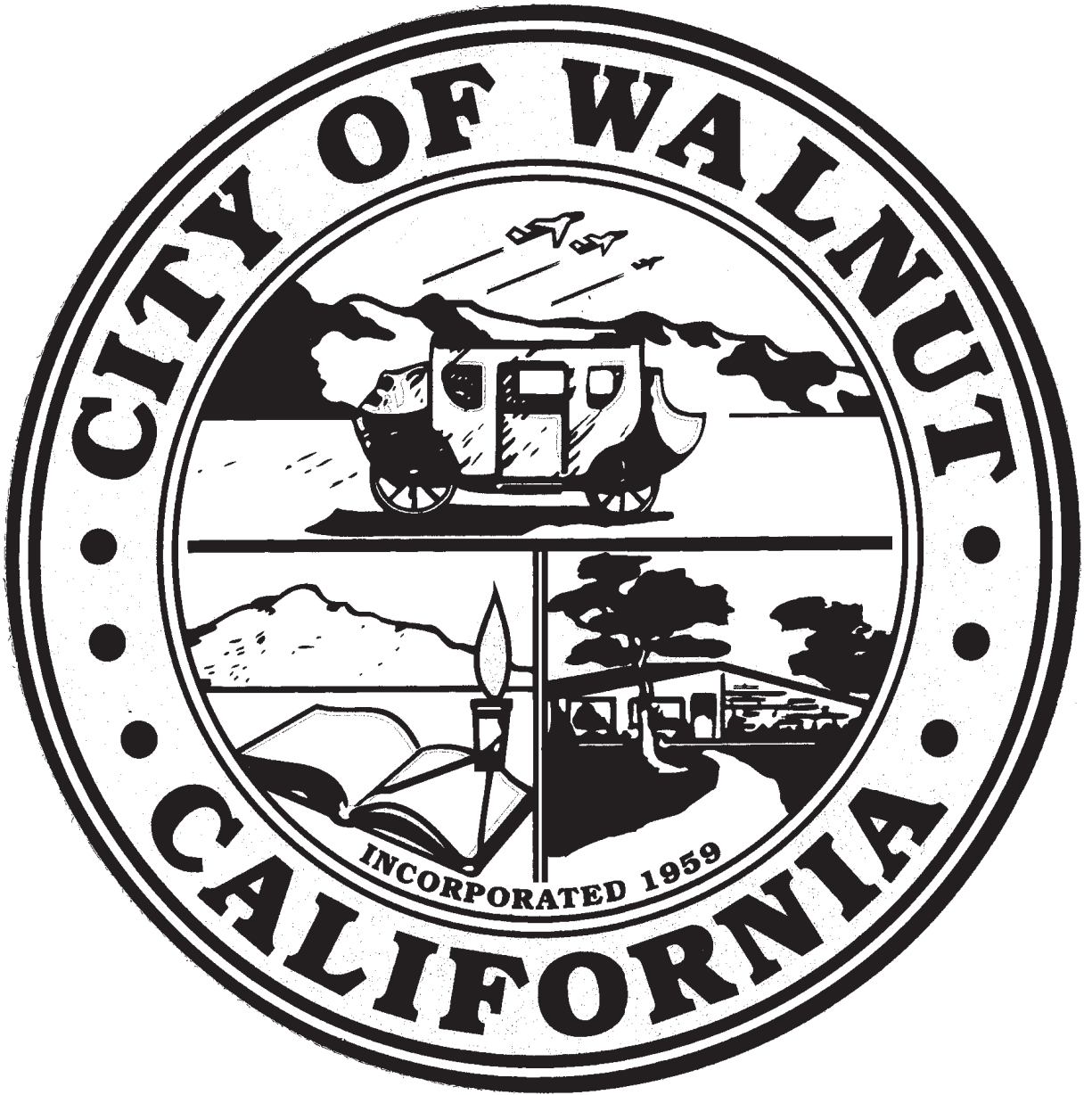
Provides for landscape improvements identified in various zones through an in-depth review of the districts. Includes tree trimming, ground cover replacement, additional trees and installation of turf and shrubs.

8406 **Irrigation Improvements**

Provides for the replacement of worn-out irrigation systems, and the installation of new systems in areas that do not currently have an irrigation system.



\*These account costs are spread throughout the LOSMD zones based on a percentage determined by actual maintenance costs in relation to total budget expenditures and the area, accessibility, and aesthetic value derived for each specific LOSMD zone.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 1**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-7100-5101	REGULAR SALARIES	0	5,440	0	0	0
01-7100-5105	HEALTH & LIFE INSURANCE	0	760	0	0	0
01-7100-5107	WORKERS' COMPENSATION	0	320	0	0	0
01-7100-5108	PERS	0	1,070	0	0	0
01-7100-5110	MEDICARE	0	90	0	0	0
01-7100-5111	SICK LEAVE/VACATION BUYBACK	0	240	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>7,920</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
01-7100-6208	VEHICLE OPERATIONS	0	70	0	0	0
01-7100-6215	VEHICLE/CELL ALLOWANCE	0	50	0	0	0
01-7100-6227	CONTRACTUAL SERVICES	9,291	9,700	9,700	9,700	9,700
01-7100-6239	UNIFORMS	0	10	0	0	0
01-7100-6240	RODENT CONTROL	1,200	1,200	1,200	1,200	1,200
01-7100-6243	TREE MAINTENANCE	3,345	8,760	8,760	8,760	8,760
01-7100-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7100-6250	WATER	6,136	7,000	7,000	7,000	7,350
01-7100-6251	ELECTRICITY	527	560	560	560	590
01-7100-6256	EQUIPMENT USAGE	0	70	0	0	0
01-7100-6265	COMPUTER USAGE	0	390	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>20,499</b>	<b>27,810</b>	<b>27,220</b>	<b>27,220</b>	<b>27,600</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>20,499</b>	<b>35,730</b>	<b>27,220</b>	<b>27,220</b>	<b>27,600</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.05	0.00	0.00
			0.00	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 1**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7100-6216	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	1,000
19-7100-6227	CONTRACTUAL SERVICES	23,226	24,170	24,170	24,170	24,170
19-7100-6237	VANDALISM	0	100	100	100	100
19-7100-6240	RODENT CONTROL	2,196	2,200	2,200	2,200	2,200
19-7100-6243	TREE MAINTENANCE	9,381	10,550	10,550	10,550	11,600
19-7100-6244	STREET LIGHT MAINTENANCE	11,099	9,330	9,330	9,330	9,330
19-7100-6250	WATER	13,038	14,640	14,640	14,640	14,640
19-7100-6251	ELECTRICITY	980	1,040	1,040	1,040	1,090
	<b>TOTAL OPERATIONS</b>	<b>60,920</b>	<b>63,030</b>	<b>63,030</b>	<b>63,030</b>	<b>64,130</b>
	<b>CAPITAL</b>					
19-7100-8405	LANDSCAPE IMPROVEMENTS	0	3,500	3,500	3,500	3,500
19-7100-8406	IRRIGATION IMPROVEMENTS	0	2,500	2,500	2,500	2,500
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>60,920</b>	<b>69,030</b>	<b>69,030</b>	<b>69,030</b>	<b>70,130</b>
FUNDING SOURCE:						
ASSESSMENT (\$52,750)						
GENERAL (\$17,380)						
ACREAGE: 9.90						

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 2**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-7200-5101	REGULAR SALARIES	0	9,330	0	0	0	
01-7200-5105	HEALTH & LIFE INSURANCE	0	1,300	0	0	0	
01-7200-5107	WORKERS' COMPENSATION	0	540	0	0	0	
01-7200-5108	PERS	0	1,800	0	0	0	
01-7200-5110	MEDICARE	0	150	0	0	0	
01-7200-5111	SICK LEAVE/VACATION BUYBACK	0	400	0	0	0	
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>13,520</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OPERATIONS</b>							
01-7200-6208	VEHICLE OPERATIONS	0	120	0	0	0	
01-7200-6215	VEHICLE/CELL ALLOWANCE	0	90	0	0	0	
01-7200-6227	CONTRACTUAL SERVICES	0	0	0	0	0	
01-7200-6239	UNIFORMS	0	20	0	0	0	
01-7200-6240	RODENT CONTROL	0	0	0	0	0	
01-7200-6243	TREE MAINTENANCE	0	0	0	0	0	
01-7200-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0	
01-7200-6250	WATER	0	0	0	0	0	
01-7200-6251	ELECTRICITY	0	0	0	0	0	
01-7200-6256	EQUIPMENT USAGE	0	120	0	0	0	
01-7200-6265	COMPUTER USAGE	0	650	0	0	0	
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>14,520</b>	<b>0</b>	<b>0</b>	<b>0</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.09	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 2**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE
				2019-20 APPROVED	BUDGET
<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>					
19-7200-6216	PROFESSIONAL SERVICES	1,340	1,340	1,340	1,340
19-7200-6227	CONTRACTUAL SERVICES	46,681	51,660	51,510	51,660
19-7200-6237	VANDALISM	0	310	310	310
19-7200-6240	RODENT CONTROL	5,400	5,400	5,400	5,400
19-7200-6243	TREE MAINTENANCE	16,479	16,580	19,580	16,580
19-7200-6244	STREET LIGHT MAINTENANCE	13,434	10,790	10,790	10,790
19-7200-6250	WATER	31,332	31,800	28,800	31,800
19-7200-6251	ELECTRICITY	2,412	2,410	2,410	2,410
	<b>TOTAL OPERATIONS</b>	<b>117,077</b>	<b>120,290</b>	<b>120,140</b>	<b>120,290</b>
<b>CAPITAL</b>					
19-7200-8405	LANDSCAPE IMPROVEMENTS	3,695	3,690	3,840	3,690
19-7200-8406	IRRIGATION IMPROVEMENTS	0	160	160	160
	<b>TOTAL CAPITAL</b>	<b>3,695</b>	<b>3,850</b>	<b>4,000</b>	<b>3,850</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>120,772</b>	<b>124,140</b>	<b>124,140</b>	<b>124,140</b>
FUNDING SOURCE:					
ASSESSMENT (\$104,039)					
GENERAL (\$23,471)					
ACREAGE: 17.00					

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 3**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-7300-5101	REGULAR SALARIES	0	16,420	0	0	0
01-7300-5105	HEALTH & LIFE INSURANCE	0	2,280	0	0	0
01-7300-5107	WORKERS' COMPENSATION	0	940	0	0	0
01-7300-5108	PERS	0	3,160	0	0	0
01-7300-5110	MEDICARE	0	260	0	0	0
01-7300-5111	SICK LEAVE/VACATION BUYBACK	0	710	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>23,770</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
01-7300-6208	VEHICLE OPERATIONS	0	210	0	0	0
01-7300-6215	VEHICLE/CELL ALLOWANCE	0	160	0	0	0
01-7300-6227	CONTRACTUAL SERVICES	0	5,800	5,800	5,800	5,800
01-7300-6239	UNIFORMS	0	20	0	0	0
01-7300-6240	RODENT CONTROL	0	1,300	1,300	1,300	1,300
01-7300-6243	TREE MAINTENANCE	0	6,320	7,320	6,320	6,950
01-7300-6250	WATER	0	10,190	9,190	10,190	10,700
01-7300-6251	ELECTRICITY	0	740	740	740	780
01-7300-6256	EQUIPMENT USAGE	0	210	0	0	0
01-7300-6265	COMPUTER USAGE	0	1,150	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>26,100</b>	<b>24,350</b>	<b>24,350</b>	<b>25,530</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>49,870</b>	<b>24,350</b>	<b>24,350</b>	<b>25,530</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.16	0.00	0.00
			0.00	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 3**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>					
19-7300-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500
19-7300-6227	CONTRACTUAL SERVICES	61,049	57,100	57,100	58,400
19-7300-6237	VANDALISM	0	150	150	150
19-7300-6240	RODENT CONTROL	9,000	7,700	7,700	7,700
19-7300-6243	TREE MAINTENANCE	49,028	37,190	39,190	40,900
19-7300-6250	WATER	50,794	57,705	55,705	60,600
19-7300-6251	ELECTRICITY	5,715	5,345	5,345	5,600
	<b>TOTAL OPERATIONS</b>	<b>177,086</b>	<b>166,690</b>	<b>166,690</b>	<b>174,850</b>
<b>CAPITAL</b>					
19-7300-8405	LANDSCAPE IMPROVEMENTS	330	1,000	1,000	1,000
19-7300-8406	IRRIGATION IMPROVEMENTS	589	2,500	2,500	2,500
	<b>TOTAL CAPITAL</b>	<b>919</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>178,005</b>	<b>170,190</b>	<b>170,190</b>	<b>178,350</b>
FUNDING SOURCE:					
ASSESSMENT (\$178,350)					
ACREAGE: 29.88					



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 4**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-7400-5101	REGULAR SALARIES	0	52,090	0	0	0
01-7400-5105	HEALTH & LIFE INSURANCE	0	7,230	0	0	0
01-7400-5107	WORKERS' COMPENSATION	0	2,990	0	0	0
01-7400-5108	PERS	0	10,020	0	0	0
01-7400-5110	MEDICARE	0	820	0	0	0
01-7400-5111	SICK LEAVE/VACATION BUYBACK	0	2,240	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>75,390</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
01-7400-6208	VEHICLE OPERATIONS	0	650	0	0	0
01-7400-6215	VEHICLE/CELL ALLOWANCE	0	490	0	0	0
01-7400-6227	CONTRACTUAL SERVICES	51,209	72,600	72,600	59,600	60,000
01-7400-6239	UNIFORMS	0	70	0	0	0
01-7400-6240	RODENT CONTROL	3,480	3,480	3,480	3,480	3,480
01-7400-6243	TREE MAINTENANCE	8,155	7,050	7,050	7,050	7,760
01-7400-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7400-6250	WATER	26,672	51,740	51,740	44,740	51,740
01-7400-6251	ELECTRICITY	4,392	4,900	4,900	4,900	5,150
01-7400-6256	EQUIPMENT USAGE	0	650	0	0	0
01-7400-6265	COMPUTER USAGE	0	3,640	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>93,908</b>	<b>145,270</b>	<b>139,770</b>	<b>119,770</b>	<b>128,130</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>93,908</b>	<b>220,660</b>	<b>139,770</b>	<b>119,770</b>	<b>128,130</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.51	0.00	0.00
			0.00	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 4**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>					
19-7400-6216	PROFESSIONAL SERVICES	6,990	6,990	6,990	6,990
19-7400-6227	CONTRACTUAL SERVICES	245,718	232,450	232,450	232,450
19-7400-6237	VANDALISM	0	310	310	310
19-7400-6240	RODENT CONTROL	20,736	20,740	20,740	20,740
19-7400-6243	TREE MAINTENANCE	48,536	49,900	49,900	49,900
19-7400-6244	STREET LIGHT MAINTENANCE	74,333	80,780	80,780	80,780
19-7400-6250	WATER	183,930	209,110	209,110	209,110
19-7400-6251	ELECTRICITY	10,248	10,100	10,100	10,600
	<b>TOTAL OPERATIONS</b>	<b>590,492</b>	<b>610,380</b>	<b>610,380</b>	<b>610,380</b>
<b>CAPITAL</b>					
19-7400-8405	LANDSCAPE IMPROVEMENTS	9,721	9,000	9,000	9,000
19-7400-8406	IRRIGATION IMPROVEMENTS	6,061	9,000	9,000	9,000
	<b>TOTAL CAPITAL</b>	<b>15,781</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>606,273</b>	<b>628,380</b>	<b>628,380</b>	<b>628,380</b>
FUNDING SOURCE: ASSESSMENT (\$574,106) GENERAL (\$59,774) ACREAGE: 94.86					

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 5**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-7500-5101	REGULAR SALARIES	0	26,000	0	0	0
01-7500-5105	HEALTH & LIFE INSURANCE	0	3,610	0	0	0
01-7500-5107	WORKERS' COMPENSATION	0	1,500	0	0	0
01-7500-5108	PERS	0	5,000	0	0	0
01-7500-5110	MEDICARE	0	410	0	0	0
01-7500-5111	SICK LEAVE/VACATION BUYBACK	0	1,120	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>37,640</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
01-7500-6208	VEHICLE OPERATIONS	0	330	0	0	0
01-7500-6215	VEHICLE/CELL ALLOWANCE	0	250	0	0	0
01-7500-6227	CONTRACTUAL SERVICES	0	0	0	0	0
01-7500-6239	UNIFORMS	0	40	0	0	0
01-7500-6240	RODENT CONTROL	0	0	0	0	0
01-7500-6243	TREE MAINTENANCE	0	0	0	0	0
01-7500-6250	WATER	0	0	0	0	0
01-7500-6251	ELECTRICITY	0	0	0	0	0
01-7500-6256	EQUIPMENT USAGE	0	330	0	0	0
01-7500-6265	COMPUTER USAGE	0	1,810	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>2,760</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>40,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: GENERAL		0.00	0.26	0.00	0.00	0.00
F/T EMPLOYEES		0.00	0.26	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 5**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7500-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7500-6227	CONTRACTUAL SERVICES	127,650	130,300	130,300	130,300	133,600
19-7500-6237	VANDALISM	0	200	200	200	200
19-7500-6240	RODENT CONTROL	7,512	7,520	7,520	7,520	7,520
19-7500-6243	TREE MAINTENANCE	17,106	15,940	15,940	15,940	17,540
19-7500-6244	STREET LIGHT MAINTENANCE	16,742	17,710	17,710	17,710	17,710
19-7500-6250	WATER	53,930	62,860	62,860	62,860	62,860
19-7500-6251	ELECTRICITY	8,083	8,300	8,300	8,300	8,300
	<b>TOTAL OPERATIONS</b>	<b>232,692</b>	<b>244,500</b>	<b>244,500</b>	<b>244,500</b>	<b>249,400</b>
	<b>CAPITAL</b>					
19-7500-8405	LANDSCAPE IMPROVEMENTS	2,200	6,610	6,610	6,610	6,610
19-7500-8406	IRRIGATION IMPROVEMENTS	1,607	200	200	200	200
	<b>TOTAL CAPITAL</b>	<b>3,807</b>	<b>6,810</b>	<b>6,810</b>	<b>6,810</b>	<b>6,810</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>236,499</b>	<b>251,310</b>	<b>251,310</b>	<b>251,310</b>	<b>256,210</b>
FUNDING SOURCE:						
ASSESSMENT (\$256,210)						
ACREAGE: 47.37						

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 6**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-7600-5101	REGULAR SALARIES	0	16,050	0	0	0	
01-7600-5105	HEALTH & LIFE INSURANCE	0	2,230	0	0	0	
01-7600-5107	WORKERS' COMPENSATION	0	920	0	0	0	
01-7600-5108	PERS	0	3,090	0	0	0	
01-7600-5110	MEDICARE	0	250	0	0	0	
01-7600-5111	SICK LEAVE/VACATION BUYBACK	0	690	0	0	0	
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>23,230</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OPERATIONS</b>							
01-7600-6208	VEHICLE OPERATIONS	0	200	0	0	0	
01-7600-6215	VEHICLE/CELL ALLOWANCE	0	150	0	0	0	
01-7600-6227	CONTRACTUAL SERVICES	21,599	26,140	26,140	26,140	26,140	
01-7600-6239	UNIFORMS	0	20	0	0	0	
01-7600-6240	RODENT CONTROL	600	610	610	610	610	
01-7600-6243	TREE MAINTENANCE	2,619	3,500	3,500	3,500	3,500	
01-7600-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0	
01-7600-6250	WATER	11,578	12,800	12,800	12,800	13,180	
01-7600-6251	ELECTRICITY	9,354	8,970	8,970	8,970	9,400	
01-7600-6256	EQUIPMENT USAGE	0	200	0	0	0	
01-7600-6265	COMPUTER USAGE	0	1,120	0	0	0	
	<b>TOTAL OPERATIONS</b>	<b>45,751</b>	<b>53,710</b>	<b>52,020</b>	<b>52,020</b>	<b>52,830</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>45,751</b>	<b>76,940</b>	<b>52,020</b>	<b>52,020</b>	<b>52,830</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.16	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 6**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7600-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7600-6227	CONTRACTUAL SERVICES	81,857	88,260	82,560	88,260	88,260
19-7600-6237	VANDALISM	0	100	100	100	100
19-7600-6240	RODENT CONTROL	2,544	2,540	2,550	2,550	2,540
19-7600-6243	TREE MAINTENANCE	36,435	36,110	34,110	36,110	39,720
19-7600-6244	STREET LIGHT MAINTENANCE	44,839	36,800	45,000	36,800	36,800
19-7600-6250	WATER	56,530	57,550	57,540	57,540	59,280
19-7600-6251	ELECTRICITY	14,631	14,030	14,030	14,030	14,730
	<b>TOTAL OPERATIONS</b>	<b>238,506</b>	<b>237,060</b>	<b>237,560</b>	<b>237,060</b>	<b>243,100</b>
	<b>CAPITAL</b>					
19-7600-8405	LANDSCAPE IMPROVEMENTS	1,463	2,000	2,000	2,000	2,000
19-7600-8406	IRRIGATION IMPROVEMENTS	727	1,100	600	1,100	1,100
	<b>TOTAL CAPITAL</b>	<b>2,191</b>	<b>3,100</b>	<b>2,600</b>	<b>3,100</b>	<b>3,100</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>240,696</b>	<b>240,160</b>	<b>240,160</b>	<b>240,160</b>	<b>246,200</b>
FUNDING SOURCE:						
ASSESSMENT (\$240,160)						
GENERAL (\$6,040)						
ACREAGE: 29.21						

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 7**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-7700-5101	REGULAR SALARIES	0	13,950	0	0	0	
01-7700-5105	HEALTH & LIFE INSURANCE	0	1,940	0	0	0	
01-7700-5107	WORKERS' COMPENSATION	0	800	0	0	0	
01-7700-5108	PERS	0	2,690	0	0	0	
01-7700-5110	MEDICARE	0	220	0	0	0	
01-7700-5111	SICK LEAVE/VACATION BUYBACK	0	600	0	0	0	
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>20,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OPERATIONS</b>							
01-7700-6208	VEHICLE OPERATIONS	0	180	0	0	0	
01-7700-6215	VEHICLE/CELL ALLOWANCE	0	130	0	0	0	
01-7700-6227	CONTRACTUAL SERVICES	22,471	21,570	21,570	21,570	23,500	
01-7700-6239	UNIFORMS	0	20	0	0	0	
01-7700-6240	RODENT CONTROL	1,248	1,250	1,250	1,250	1,250	
01-7700-6243	TREE MAINTENANCE	6,648	10,660	10,660	10,660	11,720	
01-7700-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0	
01-7700-6250	WATER	10,576	15,310	15,310	15,310	15,770	
01-7700-6251	ELECTRICITY	1,140	1,560	1,560	1,560	1,640	
01-7700-6256	EQUIPMENT USAGE	0	180	0	0	0	
01-7700-6265	COMPUTER USAGE	0	980	0	0	0	
	<b>TOTAL OPERATIONS</b>	<b>42,083</b>	<b>51,840</b>	<b>50,350</b>	<b>50,350</b>	<b>53,880</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>42,083</b>	<b>72,040</b>	<b>50,350</b>	<b>50,350</b>	<b>53,880</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.14	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 7**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
19-7700-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500
19-7700-6227	CONTRACTUAL SERVICES	62,350	65,930	65,930	65,930
19-7700-6237	VANDALISM	0	100	100	100
19-7700-6240	RODENT CONTROL	3,588	3,580	3,590	3,590
19-7700-6243	TREE MAINTENANCE	20,047	27,570	31,970	27,570
19-7700-6244	STREET LIGHT MAINTENANCE	13,690	13,970	13,970	13,970
19-7700-6250	WATER	42,302	39,710	37,700	39,700
19-7700-6251	ELECTRICITY	1,574	2,140	2,140	2,140
	<b>TOTAL OPERATIONS</b>	<b>145,052</b>	<b>154,500</b>	<b>156,900</b>	<b>154,500</b>
	<b>CAPITAL</b>				
19-7700-8405	LANDSCAPE IMPROVEMENTS	968	2,400	0	2,400
19-7700-8406	IRRIGATION IMPROVEMENTS	235	2,000	2,000	2,000
	<b>TOTAL CAPITAL</b>	<b>1,202</b>	<b>4,400</b>	<b>2,000</b>	<b>4,400</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>146,255</b>	<b>158,900</b>	<b>158,900</b>	<b>158,900</b>
FUNDING SOURCE:					
ASSESSMENT (\$162,940)					
ACREAGE: 25.39					



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 8**

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
<b>PERSONNEL</b>								
01-7800-5101	REGULAR SALARIES	0	11,130	0	0	0		
01-7800-5105	HEALTH & LIFE INSURANCE	0	1,550	0	0	0		
01-7800-5107	WORKERS' COMPENSATION	0	640	0	0	0		
01-7800-5108	PERS	0	2,150	0	0	0		
01-7800-5110	MEDICARE	0	180	0	0	0		
01-7800-5111	SICK LEAVE/VACATION BUYBACK	0	480	0	0	0		
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>16,130</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATIONS</b>								
01-7800-6208	VEHICLE OPERATIONS	0	140	0	0	0		
01-7800-6215	VEHICLE/CELL ALLOWANCE	0	110	0	0	0		
01-7800-6227	CONTRACTUAL SERVICES	0	0	0	0	0		
01-7800-6239	UNIFORMS	0	20	0	0	0		
01-7800-6240	RODENT CONTROL	0	0	0	0	0		
01-7800-6243	TREE MAINTENANCE	0	0	0	0	0		
01-7800-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0		
01-7800-6250	WATER	0	0	0	0	0		
01-7800-6251	ELECTRICITY	0	0	0	0	0		
01-7800-6256	EQUIPMENT USAGE	0	140	0	0	0		
01-7800-6265	COMPUTER USAGE	0	780	0	0	0		
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>1,190</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL</b>								
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>17,320</b>	<b>0</b>	<b>0</b>	<b>0</b>		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	0.00	0.11	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 8**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
19-7800-6216	PROFESSIONAL SERVICES	2,270	2,270	2,270	2,270	2,270
19-7800-6227	CONTRACTUAL SERVICES	115,623	100,500	100,500	100,500	102,000
19-7800-6237	VANDALISM	0	410	410	410	410
19-7800-6240	RODENT CONTROL	6,072	6,080	6,080	6,080	6,080
19-7800-6243	TREE MAINTENANCE	24,623	22,660	22,660	22,660	24,930
19-7800-6244	STREET LIGHT MAINTENANCE	8,338	11,520	11,520	11,520	11,520
19-7800-6250	WATER	106,006	105,840	105,840	105,840	110,000
19-7800-6251	ELECTRICITY	6,105	6,300	6,300	6,300	6,610
	<b>TOTAL OPERATIONS</b>	<b>269,037</b>	<b>255,580</b>	<b>255,580</b>	<b>255,580</b>	<b>263,820</b>
<b>CAPITAL</b>						
19-7800-8405	LANDSCAPE IMPROVEMENTS	0	2,000	2,000	2,000	2,000
19-7800-8406	IRRIGATION IMPROVEMENTS	3,672	8,000	8,000	8,000	8,000
	<b>TOTAL CAPITAL</b>	<b>3,672</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>272,709</b>	<b>265,580</b>	<b>265,580</b>	<b>265,580</b>	<b>273,820</b>
FUNDING SOURCE:						
ASSESSMENT (\$273,820)						
ACREAGE: 20.25						

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 9**

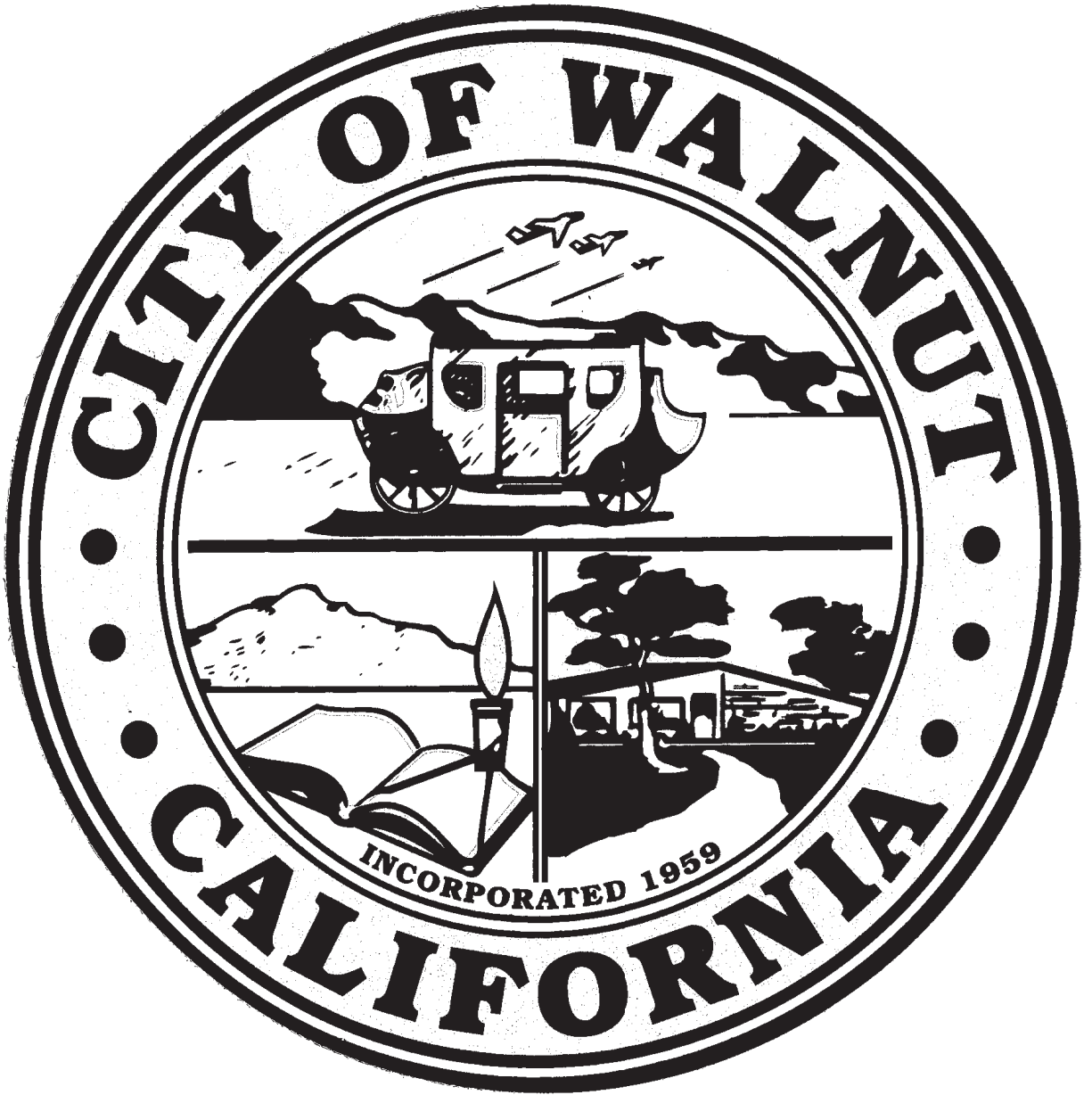
APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
	<b>PERSONNEL</b>							
01-7900-5101	REGULAR SALARIES	0	51,360	0	0	0		
01-7900-5105	HEALTH & LIFE INSURANCE	0	7,130	0	0	0		
01-7900-5107	WORKERS' COMPENSATION	0	2,950	0	0	0		
01-7900-5108	PERS	0	9,880	0	0	0		
01-7900-5110	MEDICARE	0	800	0	0	0		
01-7900-5111	SICK LEAVE/VACATION BUYBACK	0	2,210	0	0	0		
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>74,330</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>OPERATIONS</b>							
01-7900-6208	VEHICLE OPERATIONS	0	640	0	0	0		
01-7900-6215	VEHICLE/CELL ALLOWANCE	0	480	0	0	0		
01-7900-6227	CONTRACTUAL SERVICES	0	0	0	0	0		
01-7900-6239	UNIFORMS	0	70	0	0	0		
01-7900-6240	RODENT CONTROL	0	0	0	0	0		
01-7900-6243	TREE MAINTENANCE	0	0	0	0	0		
01-7900-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0		
01-7900-6250	WATER	0	0	0	0	0		
01-7900-6251	ELECTRICITY	0	0	0	0	0		
01-7900-6256	EQUIPMENT USAGE	0	640	0	0	0		
01-7900-6265	COMPUTER USAGE	0	3,590	0	0	0		
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>5,420</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>79,750</b>	<b>0</b>	<b>0</b>	<b>0</b>		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	0.00	0.51	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 9**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
18-7900-6216	PROFESSIONAL SERVICES	1,570	1,570	1,570	1,570	1,570
18-7900-6227	CONTRACTUAL SERVICES	355,871	368,000	381,800	377,800	392,000
18-7900-6237	VANDALISM	3,756	2,500	2,500	2,500	2,500
18-7900-6240	RODENT CONTROL	22,200	22,200	22,200	22,200	22,200
18-7900-6242	STORM DRAIN	0	25,000	10,000	25,000	25,000
18-7900-6243	TREE MAINTENANCE	1,674	25,000	25,000	25,000	27,500
18-7900-6244	STREET LIGHT MAINTENANCE	10,316	10,450	10,450	10,450	10,450
18-7900-6250	WATER	160,651	115,670	106,670	115,670	119,000
18-7900-6251	ELECTRICITY	52,064	51,000	51,000	51,000	53,550
	<b>TOTAL OPERATIONS</b>	<b>608,102</b>	<b>621,390</b>	<b>611,190</b>	<b>631,190</b>	<b>653,770</b>
	<b>CAPITAL</b>					
18-7900-8405	LANDSCAPE IMPROVEMENTS	1,633	15,000	12,400	15,000	15,000
18-7900-8406	IRRIGATION IMPROVEMENTS	31,169	27,500	50,100	27,500	75,000
	<b>TOTAL CAPITAL</b>	<b>32,802</b>	<b>42,500</b>	<b>62,500</b>	<b>42,500</b>	<b>90,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>640,904</b>	<b>663,890</b>	<b>673,690</b>	<b>673,690</b>	<b>743,770</b>
FUNDING SOURCE:						
ASSESSMENT (\$743,770)						
ACREAGE: 93.5						



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 11**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7911-6216	PROFESSIONAL SERVICES	620	620	620	620	620
19-7911-6227	CONTRACTUAL SERVICES	0	400	150	400	400
19-7911-6244	STREET LIGHT MAINTENANCE	592	600	850	600	600
	<b>TOTAL OPERATIONS</b>	<b>1,212</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>1,212</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>
FUNDING SOURCE: ASSESSMENT (\$1,620) ACREAGE: None						

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD-ZONE 12**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-7912-5101	REGULAR SALARIES	0	780	0	0	0
01-7912-5105	HEALTH & LIFE INSURANCE	0	110	0	0	0
01-7912-5107	WORKERS' COMPENSATION	0	50	0	0	0
01-7912-5108	PERS	0	150	0	0	0
01-7912-5110	MEDICARE	0	20	0	0	0
01-7912-5111	SICK LEAVE/VACATION BUYBACK	0	40	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>1,150</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
01-7912-6208	VEHICLE OPERATIONS	0	10	0	0	0
01-7912-6215	VEHICLE/CELL ALLOWANCE	0	10	0	0	0
01-7912-6227	CONTRACTUAL SERVICES	0	0	0	0	0
01-7912-6239	UNIFORMS	0	10	0	0	0
01-7912-6240	RODENT CONTROL	0	0	0	0	0
01-7912-6243	TREE MAINTENANCE	0	0	0	0	0
01-7912-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7912-6250	WATER	0	0	0	0	0
01-7912-6251	ELECTRICITY	0	0	0	0	0
01-7912-6256	EQUIPMENT USAGE	0	10	0	0	0
01-7912-6265	COMPUTER USAGE	0	60	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>1,250</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: GENERAL		0.00	0.01	0.00	0.00	0.00
	F/T EMPLOYEES	0.00	0.01	0.00	0.00	0.00

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 12**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
19-7912-6216	PROFESSIONAL SERVICES	720	720	720	720
19-7912-6227	CONTRACTUAL SERVICES	9,120	9,070	9,070	9,070
19-7912-6237	VANDALISM	0	100	100	100
19-7912-6240	RODENT CONTROL	1,392	1,400	1,400	1,400
19-7912-6243	TREE MAINTENANCE	0	2,890	2,890	2,890
19-7912-6244	STREET LIGHT MAINTENANCE	1,503	2,120	2,120	2,120
19-7912-6250	WATER	4,869	6,100	6,100	6,100
19-7912-6251	ELECTRICITY	897	960	960	960
	<b>TOTAL OPERATIONS</b>	<b>18,502</b>	<b>23,360</b>	<b>23,360</b>	<b>23,360</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>18,502</b>	<b>23,360</b>	<b>23,360</b>	<b>23,360</b>
FUNDING SOURCE:					
ASSESSMENT (\$16,840)					
GENERAL (\$6,520)					
ACREAGE: 1.41					



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
25-6215-6216	PROFESSIONAL SERVICES	0	47,000	12,000	12,000 0
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>47,000</b>	<b>12,000</b>	<b>12,000 0</b>
	<b>CAPITAL</b>				
25-4100-8402	MACHINERY & EQUIPMENT	42,522	0	0	0 0
25-4502-8402	MACHINERY & EQUIPMENT (COMPUTERS)	39,958	40,000	40,000	20,000 5,000
25-5000-8402	MACHINERY & EQUIPMENT	34,053	0	0	0 0
25-9100-8402	MACHINERY & EQUIPMENT	143,600	0	0	0 0
	<b>TOTAL CAPITAL</b>	<b>260,131</b>	<b>40,000</b>	<b>40,000</b>	<b>20,000 5,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>260,131</b>	<b>87,000</b>	<b>52,000</b>	<b>32,000 5,000</b>
FUNDING SOURCE: CAPITAL EQUIPMENT					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**CAPITAL EQUIPMENT PURCHASE & REPLACEMENT (FUND 25)**

The Capital Equipment Purchase & Replacement fund was established to provide for the timely acquisition or replacement of the City's vehicles and major pieces of equipment.

**OPERATIONS:**

25-6215-6216 **Professional Services**

Provides for the retainer for traffic engineering services provided by City Engineer at \$1,000 per month. (Funding returned to 02-6215-6216 in FY 2019-20)

**CAPITAL:**

25-4100-8402 **Machinery & Equipment**

In FY 2017-18 provided for the purchase of one vehicle for the City Manager.

25-4502-8402 **Machinery & Equipment (Computer Equipment)**

Provides for the purchase of computers, printers, software, servers and other IT related items.

25-5000-8402 **Machinery & Equipment**

In FY 2017-18 provided for the purchase of one vehicle for the Community Development Director.

25-9100-8402 **Machinery & Equipment**

In FY 2017-18, provided for the purchase of two vehicles for parks maintenance workers.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: BUILDING MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
26-9200-5101	REGULAR SALARIES	48,796	89,790	89,790	62,560	66,330
26-9200-5104	OVERTIME	5,160	3,000	3,000	3,000	3,000
26-9200-5105	HEALTH & LIFE INSURANCE	9,446	15,530	15,530	11,180	10,800
26-9200-5107	WORKERS' COMPENSATION	4,304	8,030	8,030	5,460	6,300
26-9200-5108	PERS	11,240	6,220	6,220	4,550	4,910
26-9200-5110	MEDICARE	838	1,540	1,540	1,050	1,070
26-9200-5111	SICK LEAVE/VACATION BUYBACK	0	1,710	1,710	540	1,280
	<b>TOTAL PERSONNEL</b>	<b>79,784</b>	<b>125,820</b>	<b>125,820</b>	<b>88,340</b>	<b>93,690</b>
<b>OPERATIONS</b>						
26-9200-6208	VEHICLE OPERATIONS	646	2,000	2,000	2,000	2,000
26-9200-6213	BUILDING MAINTENANCE/SUPPLIES	23,129	25,000	25,000	25,000	25,000
26-9200-6215	VEHICLE/CELL ALLOWANCE	320	200	200	200	0
26-9200-6246	BUILDING MAINTENANCE	287,465	331,900	331,900	331,900	331,900
26-9200-6256	EQUIPMENT USAGE	886	1,470	1,470	1,470	1,120
26-9200-6265	COMPUTER USAGE	4,834	8,150	8,150	8,150	5,220
	<b>TOTAL OPERATIONS</b>	<b>317,281</b>	<b>368,720</b>	<b>368,720</b>	<b>368,720</b>	<b>365,240</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>397,065</b>	<b>494,540</b>	<b>494,540</b>	<b>457,060</b>	<b>458,930</b>
FUNDING SOURCE: FACILITY MAINT.		F/T EMPLOYEES	0.70	1.15	0.80	0.80
					0.80	0.80

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**BUILDING MAINTENANCE (26-9200)**

The Building Maintenance Division provides for the maintenance of City buildings including City Hall, MDRS, and the Gymnasium/Teen Center. Services provided within the buildings include building maintenance projects, contractual services and building maintenance supplies. In prior fiscal years building expenses were charged to the General Fund (01).

**PERSONNEL:**

5101 **Regular Salaries**

***Maintenance Supervisor – 60%***

Under the direction of the Maintenance Manager, responsible for the inspection of city buildings and monitor the contracts related to maintenance of city buildings. (20% 01-9100, 20% in 01-6100)

***Foreman -20%***

Under the direction of the Maintenance Manager, responsible for minor repairs and inspections of city buildings. (20% in 01-9100, 60% 01-6100)

5104 - 5111 See Appendix

**OPERATIONS:**

6208 **Vehicle Operations**

Provides for costs associated with vehicle operations such as gas and natural gas, oil, tires, batteries, parts and repairs for the following vehicles:

2018 Ford F250	1548267	60% (20% 01-6100), 20% in 01-9100)
2016 Toyota Tacoma	1370283	20% (60% in 01-6100), 20% in 01-9100)

6213 **Building Maintenance/Supplies**

Provides for the purchase of building supplies for the facilities, building materials, sanitary supplies, janitorial supplies, and miscellaneous repairs.

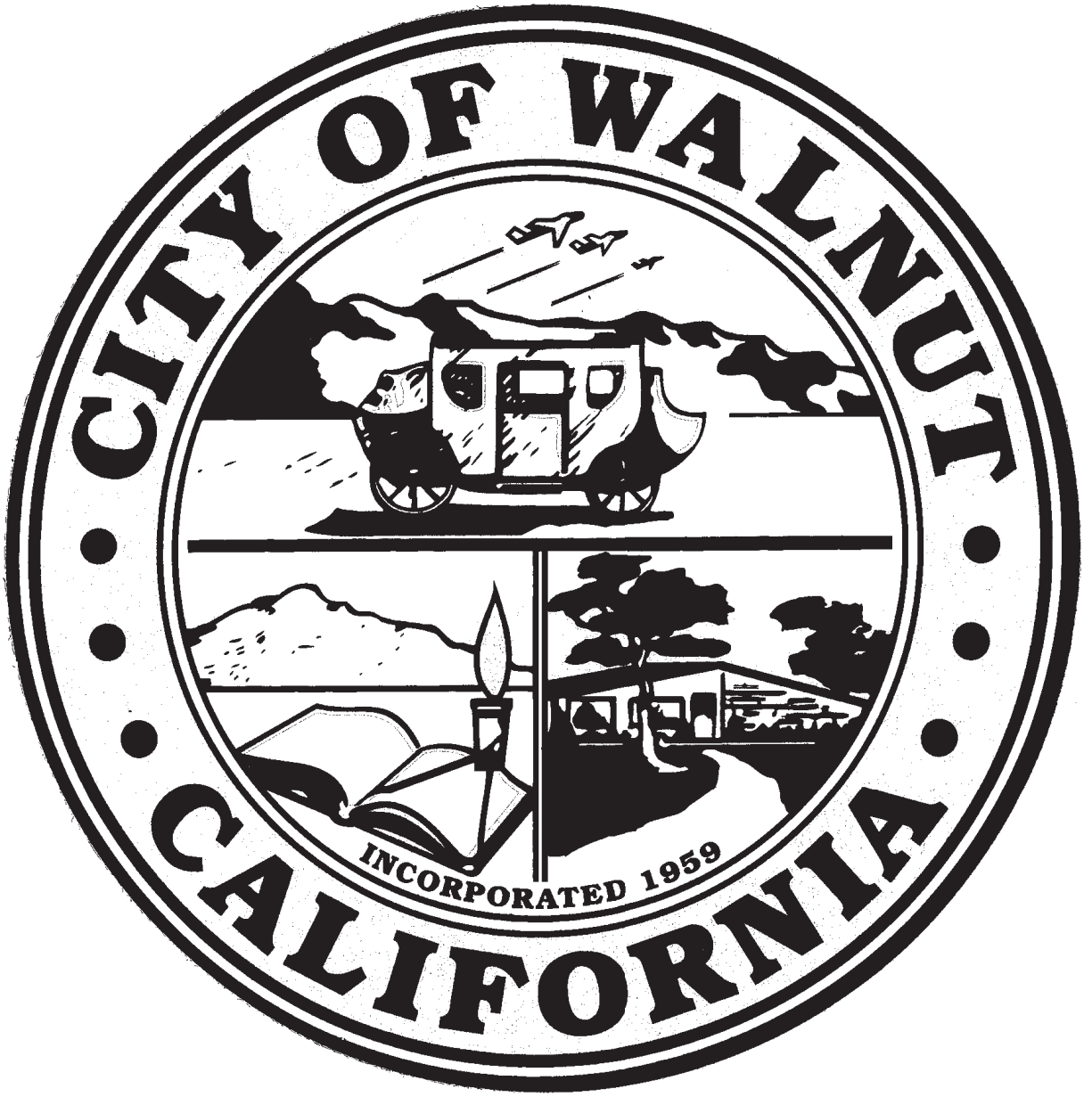
6215 **Vehicle Allowance/Cell**

Provides for cell phone allowance for the Maintenance Supervisor, distributed the same as payroll.

6246 **Building Maintenance**

Provides for the contractual services for the buildings including, HVAC, custodial, plumbing, electrical/lighting, painting, landscape maintenance, elevator maintenance, security systems, pest control, fire systems, and miscellaneous other services pertaining to the general maintenance of the facilities.

6256 - 6265 See Appendix



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENVIRONMENTAL SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
29-5600-6216	PROFESSIONAL SERVICES	0	0	0	0	87,000
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,000</b>
FUNDING SOURCE: MEASURE W (\$87,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**

**2019-20**

**ENVIRONMENTAL SERVICES (29-5600)**

In November 2018, Measure W was approved County-wide by a two-thirds voting majority, committing an estimated \$300 million per year from a 2.5 cents a square foot parcel tax to property owners located in the Los Angeles County Flood Control District used to fund projects for the Safe Clean Water Program which will improve local water supply and water quality. Similar to the existing Prop A, Prop C, Measure M, and Measure R funds are restricted to certain uses and may be put to work by cities for approved projects.

The Environmental Services Division provides for the interpretation, analysis, and compliance of Local, State, and Federal environmental regulations. This is accomplished through the development, implementation, reporting, and education of waste management, waste reduction, air quality, water quality, and conservation programs and information for the community, City Council, and City Staff.

**OPERATIONS:**

**29-5600-6216 Professional Services**

Provides for assistance in administering the City's National Pollutant Discharge Elimination System (NPDES) Programs; including County storm drain/outfall/catch basin mapping, annual permits (2) with Regional Water Quality Control Board (Citywide NPDES & City Yard), NPDES required water testing and monitoring programs, NPDES permit regulation compliance, including new NPDES required industrial/commercial/development inspection & mapping programs and minimum controls measures for TMDL compliance, NPDES Watershed Management Plan (WMP) required digital mapping of minimum control measures, legal fees, Disadvantaged Business Enterprise Program, Department of Toxic Substance Control manifest fee, and sanitary sewer overflow fee. (Partially funded out of 01-5600-6216)



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: USED OIL RECYCLING GRANT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
32-5601-6280	ENVIRONMENTAL SERVICES SUPPLIES	8,489	8,270	8,270	8,270	8,360
	<b>TOTAL OPERATIONS</b>	<b>8,489</b>	<b>8,270</b>	<b>8,270</b>	<b>8,270</b>	<b>8,360</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>8,489</b>	<b>8,270</b>	<b>8,270</b>	<b>8,270</b>	<b>8,360</b>
FUNDING SOURCE: USED OIL RECYCLING GRANT (\$8,360)						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**USED OIL RECYCLING GRANT (32-5601)**

The Used Oil Recycling Grant provides for the augmentation of the City's existing participation in the County-wide Household Hazardous Waste Roundup, by conducting public education and awareness campaigns to increase usage of local opportunities to recycle used motor oil in the general population. This department also works with local firms and groups to maintain and expand the availability of certified used oil collection services.

**OPERATIONS:**

**6280 Environmental Services Supplies**

Provides for the purchase of promotional supplies, Used Oil Filter Recycling Program supplies in support of Walnut's Used Oil Recycling Program.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: RECYCLING GRANT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
33-5605-8410	IMPROVEMENTS OTHER THAN BLDGS	7,838	7,790	7,790	7,790	7,800
	<b>TOTAL CAPITAL</b>	<b>7,838</b>	<b>7,790</b>	<b>7,790</b>	<b>7,790</b>	<b>7,800</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>7,838</b>	<b>7,790</b>	<b>7,790</b>	<b>7,790</b>	<b>7,800</b>
FUNDING SOURCE: GENERAL RECYCLING GRANT (\$7,800)						

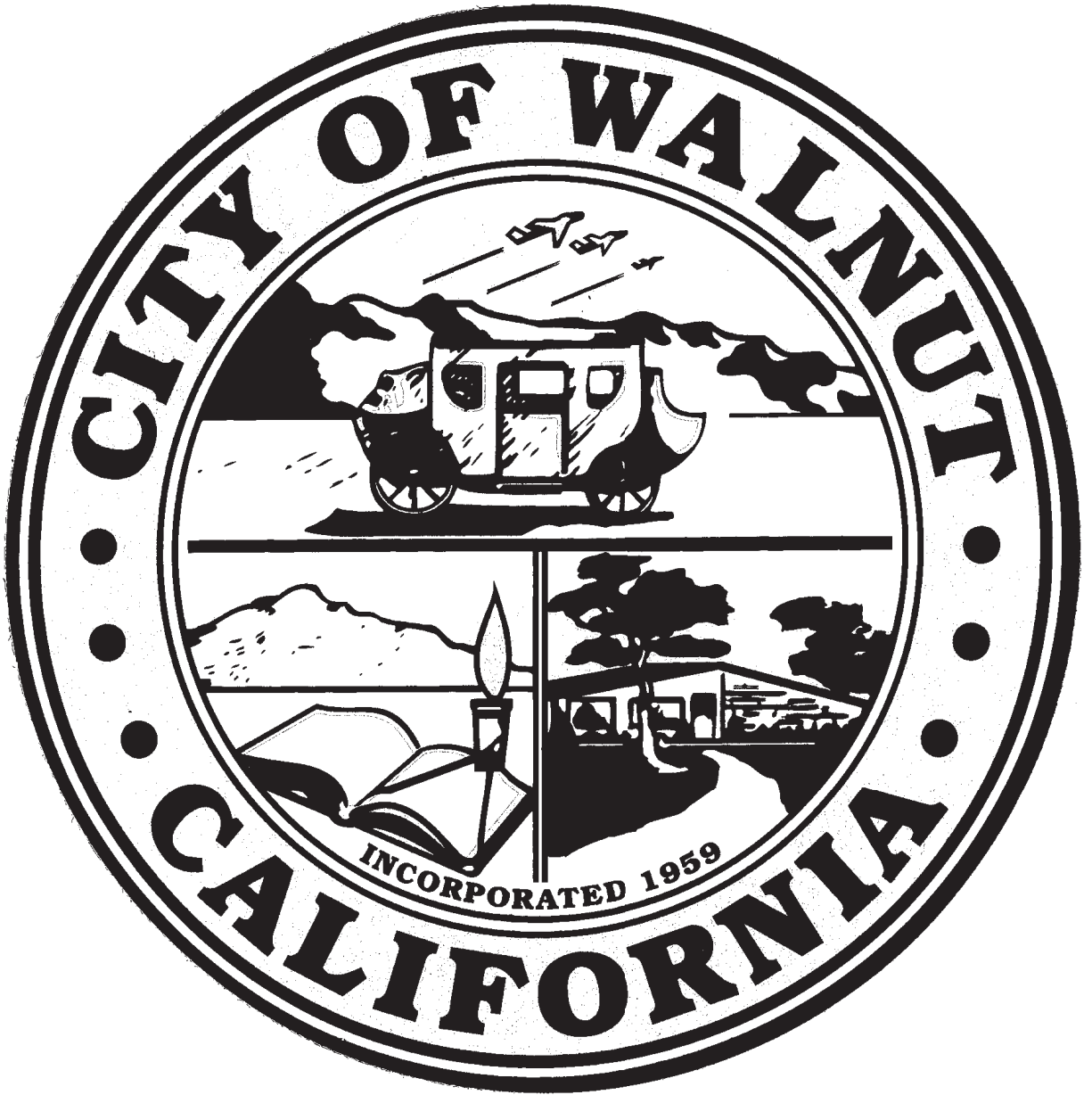
**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**RECYCLING GRANT (33-5605)**

The Recycling Grant provides funds for the augmentation of waste reduction programs to enable the City to meet its AB 939 and SB 1016 goals. This grant will provide for recycling in City facilities, parks, trails, and schools. This is funded through a grant from the California Department of Conservation pursuant to the California Beverage Container Recycling and Litter Reduction Act. This will also assist the State to maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers.

**CAPITAL:**

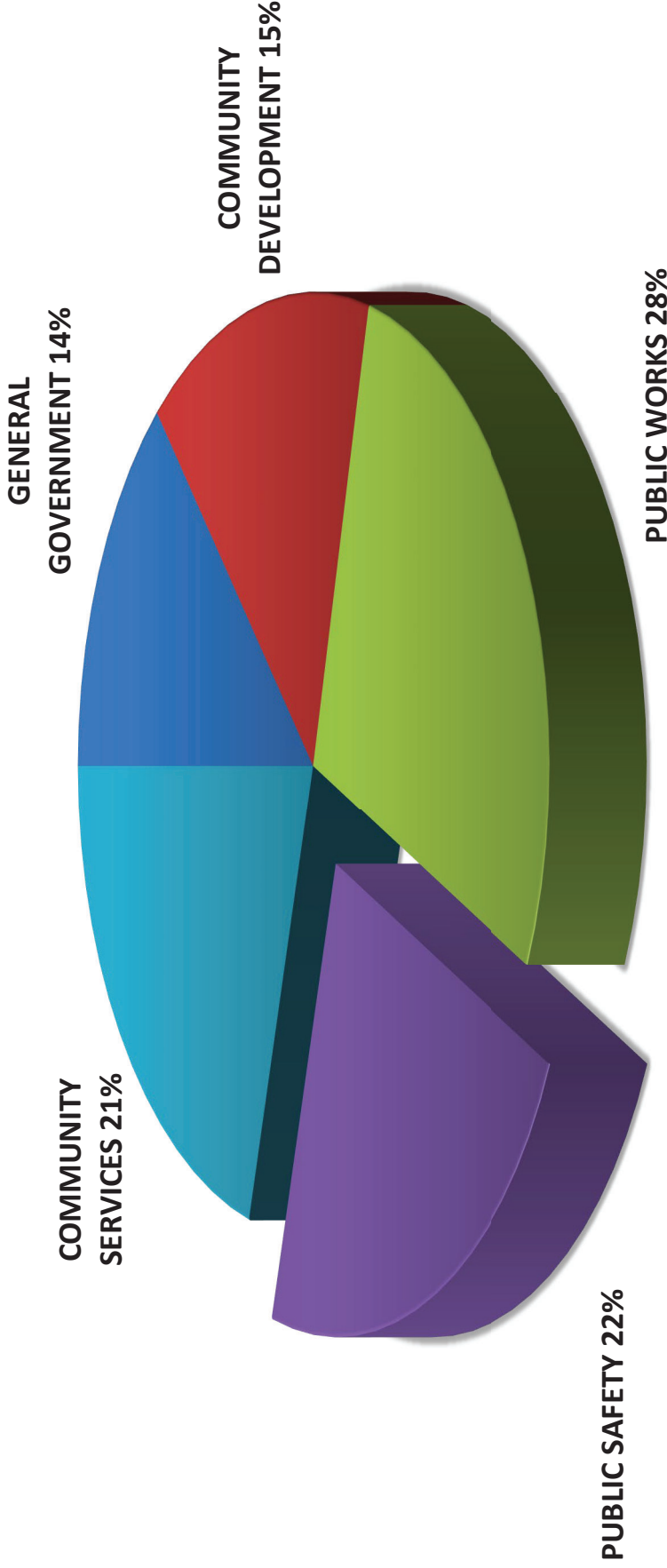
8410 **Improvements other than Buildings**

Provides for the purchase of recycling equipment for the City's facilities, parks, trails and local schools. Some site preparation included.



# **Public Safety**

# PUBLIC SAFETY FISCAL YEAR 2019-20



**Total Public Safety Budget  
\$4,323,180**

## CITY OF WALNUT

### PUBLIC SAFETY

#### PROGRAM GOALS & PERFORMANCE MEASURES

The Public Safety Program of the budget includes the following sub-programs: Public Safety Administration, Business License Enforcement, General Law Enforcement, Helicopter Services, Crime Prevention, Animal Control, Emergency Preparedness, Hazard Mitigation, Volunteers on Patrol, Vehicle Code Fines, and Citizens Options for Public Safety (COPS). The City's law enforcement services will continue to be provided under contract with the Los Angeles County Sheriff's Department. Staff will work to meet various aspects of the City's Mission Statement to "...exceed expectations of the people of Walnut. We collaborate with the community to enhance our civic pride" in the Public Safety Program.

**In 2019-20**, the Public Safety Program will work to achieve the following goals:

1. Establish a backup EOC site at MDRS
2. Establish an inventory system for the City's Emergency Operations supplies.
3. Train key City staff in appropriate areas of EOC activation and create an in-house EOC activation guide.
4. The City will continue to work closely with the County's Fire and Sheriff's Departments to ensure proper staffing and response levels are maintained for the overall safety of the public. In addition, the City will host annual meetings with the Sheriff's Department and the Fire Department to discuss public safety matters.
5. Utilize the City's mobile app, website, and social media pages to inform residents of Public Safety matters and provide Emergency Preparedness information to the community.

**In 2018-19**, the Public Safety Program worked to achieve the following goals:

1. Update the City's Hazard Mitigation Plan.  
**Performance Measure: Consultants hired and anticipate Hazard Mitigation Plan to be completed in Fiscal Year 2019-20.**



2. Update and replenish the City's Emergency Operations supplies.

**Performance Measure: Completed. Supplies were inventoried and restocked as needed. Additional equipment was added to the EOC at City Hall and the Los Angeles County Area D Radio handheld unit was replaced.**

3. The City will continue to work closely with the County's Fire and Sheriff's Departments to ensure proper staffing and response levels are maintained for the overall safety of the public. In addition, the City will host annual meetings with the Sheriff's Department and the Fire Department to discuss public safety matters.

**Performance Measure: Joint meetings with the Sheriff's Department and Fire Department were held in March 2019 and various meetings held throughout the year.**

4. Utilize the City's mobile app, website, and social media pages to inform residents of Public Safety matters and provide Emergency Preparedness information to the community.

**Performance Measure: Staff utilized the City's mobile app, website and social media mediums to provide information to the community regarding Public Safety matters.**

**Public Safety  
Measurable Outputs**

<b>Output</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
Employees trained on Emergency Operations	100	100	100	100	100
National Night Out Event Attendees	1,250	1,250	0	1,250	1,250
Neighborhood Watch Meetings	40	40	40	30	30
Number of DUI Check Points	2	0	0	0	0
Public Safety Seminar	1	0	0	0	0
Number of Volunteers on Patrol	25	25	25	20	22
Joint City Council/Sheriff Meeting	1	1	1	1	1

<b>FY 2019-20 Public Safety Goals and Relationship to the Mission Statement</b>
<p>In <b>FY 2019-20</b>, the Public Safety Department has identified four major goals:</p> <ol style="list-style-type: none"> <li>1. Continue to enhance the City’s EOC by developing an inventory system for equipment and supplies and replacing as needed.</li> <li>2. Continue to meet on a regular basis with members of the Sheriff’s Department and Fire Department to discuss public safety matters.</li> <li>3. Utilize the Walnut app, website, and social media mediums to inform residents of public safety matters and provide emergency preparedness information to the community.</li> <li>4. Continue to provide EOC training to City staff to maintain the City’s level of readiness.</li> <li>5. Establish a backup EOC site at MDRS.</li> </ol> <p>The aforementioned goals continue a <i>High Level of Safety and Services</i> for the residents of Walnut by way of enhanced emergency preparedness in the event of a natural and/or manmade disaster, increased communication to the Public via the City’s website, Walnut app, and social media sites, and enhanced public outreach on public safety programs.</p>

**CITY OF WALNUT  
PROGRAM SUMMARY  
PUBLIC SAFETY**

	<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	204,079	165,760	180,260	177,710	159,720
OPERATIONS EXPENSE	3,778,928	3,975,380	4,022,880	3,959,060	4,163,460
<b>TOTAL OPERATING EXPENSE</b>	<b>3,983,007</b>	<b>4,141,140</b>	<b>4,203,140</b>	<b>4,136,770</b>	<b>4,323,180</b>
CAPITAL	11,928	0	21,500	21,500	0
<b>PROGRAM TOTAL</b>	<b>3,994,935</b>	<b>4,141,140</b>	<b>4,224,640</b>	<b>4,158,270</b>	<b>4,323,180</b>
TOTAL FULL-TIME EMPLOYEES	1.75	1.25	1.25	1.25	1.01
<b>SUB-PROGRAMS:</b>					<b>PAGE</b>
PUBLIC SAFETY ADMINISTRATION	01-8000				262
BUSINESS LICENSE ENFORCEMENT	01-8002				264
GENERAL LAW ENFORCEMENT	01-8100				268
HELICOPTER SERVICES	01-8101				270
CRIME PREVENTION	01-8400				272
ANIMAL CONTROL	01-8500				274
EMERGENCY PREPAREDNESS	01-8600				276
HAZARD MITIGATION	01-8613				278
VOLUNTEERS ON PATROL	01-8900				280
VEHICLE CODE FINES	05-8200				282
CITIZEN'S OPTIONS FOR PUB SFTY	07-8003				286

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: PUBLIC SAFETY ADMINIST'N**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
01-8000-5101	REGULAR SALARIES	46,784	49,560	49,560	49,560	39,620
01-8000-5105	HEALTH & LIFE INSURANCE	6,741	6,750	6,750	7,010	4,280
01-8000-5107	WORKERS' COMPENSATION	856	960	960	960	800
01-8000-5108	PERS	13,018	14,500	14,500	14,330	13,030
01-8000-5110	MEDICARE	779	850	850	830	620
01-8000-5111	SICK LEAVE/VACATION BUYBACK	0	940	940	0	1,660
	<b>TOTAL PERSONNEL</b>	<b>68,178</b>	<b>73,560</b>	<b>73,560</b>	<b>72,690</b>	<b>60,010</b>
	<b>OPERATIONS</b>					
01-8000-6201	CONFERENCE & MEETINGS	223	800	800	800	800
01-8000-6215	VEHICLE/CELL ALLOWANCE	1,600	1,500	1,500	1,400	1,400
01-8000-6227	CONTRACTUAL SERVICES	67,912	88,800	88,800	79,000	89,000
01-8000-6256	EQUIPMENT USAGE	633	640	640	640	350
01-8000-6265	COMPUTER USAGE	3,453	3,540	3,540	6,540	1,630
	<b>TOTAL OPERATIONS</b>	<b>73,821</b>	<b>95,280</b>	<b>95,280</b>	<b>88,380</b>	<b>93,180</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>141,999</b>	<b>168,840</b>	<b>168,840</b>	<b>161,070</b>	<b>153,190</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.50	0.50	0.50	0.50	0.25

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**

**2019-20**

**PUBLIC SAFETY ADMINISTRATION (8000)**

The Public Safety Administration Department provides for the overall administration of the City's public safety program and contracts. The Public Safety programs covered are general contract administration, crime prevention, volunteers on patrol, COPS Grant, and Emergency Preparedness.

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Administrative Services - 25%***

Responsible for administering the City's public safety contracts, coordinating service requests, serving as a liaison for communications and quarterly meetings, maintaining the traffic and crime statistic files, and authorizing contractual expenditures. (10% in 01-4500, 20% in 01-4502, 20% in 01-4700, 15% in 01-5901, 10% in 41-5800)

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meeting**

Provides for joint meeting with City Council and the Sheriff's/Fire Department.

6215 **Vehicle Allowance/Cell**

Provides for a vehicle and cell phone allowance for the Director of Administrative Services, distributed the same as payroll.

6227 **Contractual Services**

Provides for payment to contracted agency for seven (7) crossing guards for Walnut schools. The 8<sup>th</sup> crossing guard is paid out of 07-8003-6227.

6256 - 6265 See Appendix

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: BUSINESS LICENSE ENFORCE.**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
01-8002-5101	REGULAR SALARIES	59,908	21,580	21,580	21,500	23,000
01-8002-5105	HEALTH & LIFE INSURANCE	11,452	3,380	3,380	3,840	3,380
01-8002-5107	WORKERS' COMPENSATION	1,096	420	420	420	470
01-8002-5108	PERS	14,521	3,730	3,730	3,720	4,450
01-8002-5110	MEDICARE	950	360	360	410	380
01-8002-5111	SICK LEAVE/VACATION BUYBACK	2,492	910	910	600	1,010
	<b>TOTAL PERSONNEL</b>	<b>90,420</b>	<b>30,380</b>	<b>30,380</b>	<b>30,490</b>	<b>32,690</b>
	<b>OPERATIONS</b>					
01-8002-6210	PRINTING	389	500	500	430	500
01-8002-6215	VEHICLE/CELL ALLOWANCE	1,440	300	300	300	320
01-8002-6216	PROFESSIONAL SERVICES	10,225	32,000	34,500	32,000	35,000
01-8002-6227	CONTRACTUAL SERVICES	0	700	700	700	700
01-8002-6256	EQUIPMENT USAGE	1,077	320	320	320	350
01-8002-6265	COMPUTER USAGE	5,870	1,770	1,770	1,770	1,630
	<b>TOTAL OPERATIONS</b>	<b>19,001</b>	<b>35,590</b>	<b>38,090</b>	<b>35,520</b>	<b>38,500</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>109,421</b>	<b>65,970</b>	<b>68,470</b>	<b>66,010</b>	<b>71,190</b>
FUNDING SOURCE:	F/T EMPLOYEES	0.85	0.25	0.25	0.25	0.25
BUSINESS LICENSE TAX (\$71,190)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**

**2019-20**

**BUSINESS LICENSE ENFORCEMENT (8002)**

The Business License Department provides for the administration and enforcement of all businesses operating in the City. Primary functions include proper licensing of new business activities; processing annual license renewals; recordkeeping of all ongoing businesses; and conducting enforcement, as needed. The department will assist the public towards starting a business, home occupations, soliciting permits, and provides information regarding and other areas as needed.

**PERSONNEL:**

5101 **Regular Salaries**

***Finance Officer - 10%***

Responsible for the daily management and operation of the Finance Division including budgeting, payroll, accounts payable, accounts receivable, fixed asset inventory, surplus, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the division. Handles the audit from various agencies including the preparation of financial reports. Serves as the Acting Director of Administrative Services. (67.5% in 01-4500, 20% in 05-8200, 2.5% in 01-5901)

***Accounting Technician - 15%***

Responsible for the purchase order processing, contract/insurance review, accounts payable review, and business license operations and enforcements. Tracks new fixed assets through city warrants and tags new additions. Assists with the fixed asset inventory count and serves as the primary backup for accounts payable. (85% in 01-4500)

5105 - 5111 See Appendix

**OPERATIONS:**

6210 **Printing**

Provides for printing services for Business License Certificates, Business License Stickers, and Delinquent License Fee Order to Comply booklets.

6215 **Vehicle Allowance/Cell**

Provides for a vehicle and cell phone allowance for the Finance Officer, distributed the same as payroll.

6216 **Professional Services**

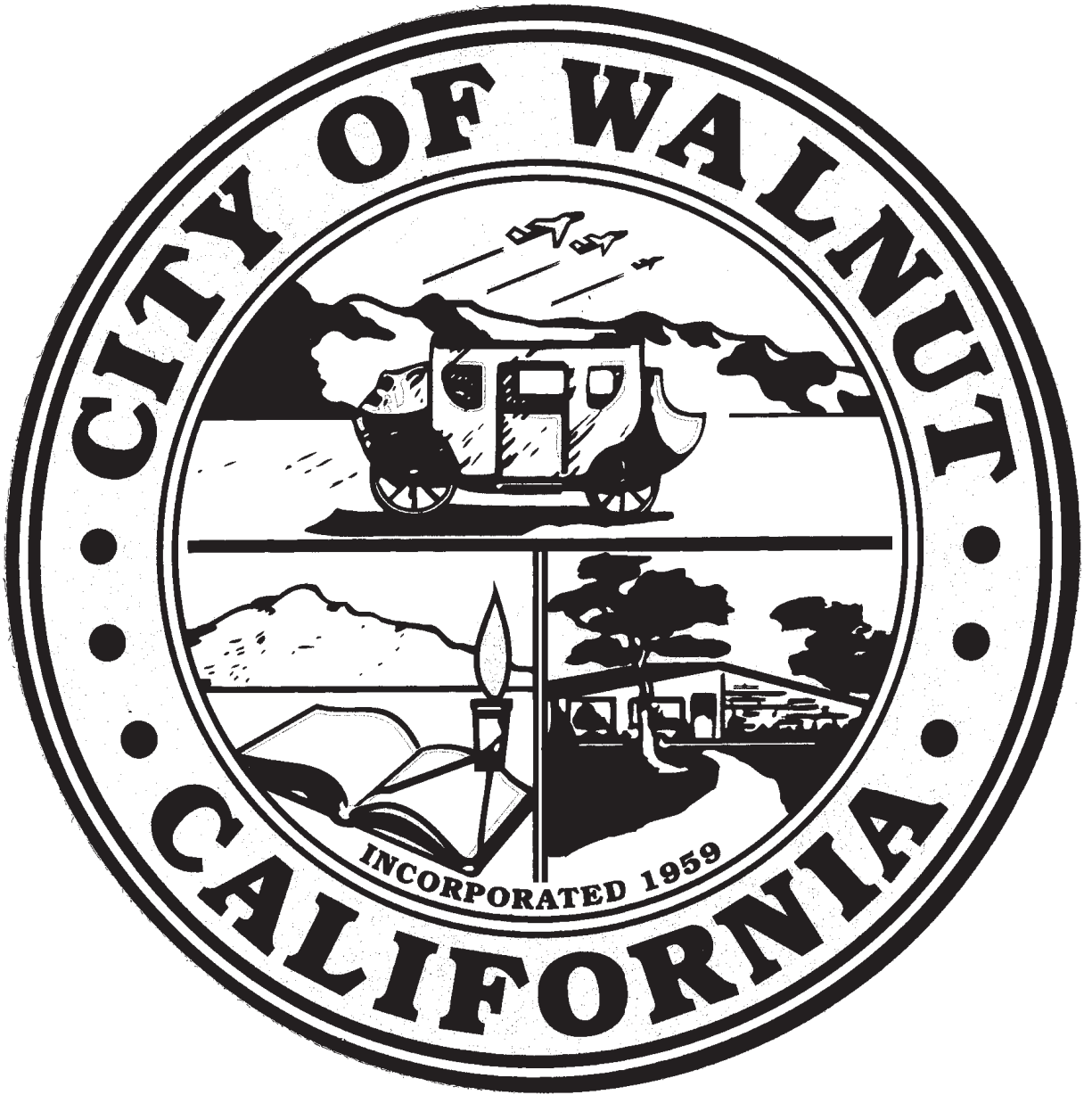
Provides for services from contracted agency to process city business licenses.

6227 **Contractual Services**

Provides for the use of a non-sworn License Investigator (through agreement with the Los Angeles County Sheriff's Department) to perform, as needed, background investigations and issue citations to businesses.

6256 - 6265 See Appendix





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: GENERAL LAW ENFORCEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8100-6227	CONTRACTUAL SERVICES	3,306,910	3,411,900	3,411,900	3,410,000	3,591,000
01-8100-6247	EQUIPMENT MAINTENANCE	4,650	5,150	5,150	4,650	5,000
	<b>TOTAL OPERATIONS</b>	<b>3,311,560</b>	<b>3,417,050</b>	<b>3,417,050</b>	<b>3,414,650</b>	<b>3,596,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>3,311,560</b>	<b>3,417,050</b>	<b>3,417,050</b>	<b>3,414,650</b>	<b>3,596,000</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**GENERAL LAW ENFORCEMENT (8100)**

The General Law Enforcement Department provides for the contractual agreement with the Los Angeles County Sheriff's Department to provide personnel and equipment for general law enforcement services in the City of Walnut.

**OPERATIONS:**

**6227 Contractual Services**

Provides for payment to the Los Angeles County Sheriff's Department for general law enforcement services, including liability insurance. Services include (1.5) 40 hour Deputies, and (6.6) 56 hour Deputies. (50% of a 40 hour deputy in 8400).

**6247 Equipment Maintenance**

Provides for the calibration and maintenance of five (5) radar guns.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: HELICOPTER SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
01-8101-6227	CONTRACTUAL SERVICES	0	2,000	1,500	1,500	1,500
	<b>TOTAL OPERATIONS</b>	0	2,000	1,500	1,500	1,500
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	2,000	1,500	1,500	1,500
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**HELICOPTER SERVICES (8101)**

The Helicopter Services Department provides for the contractual agreement with the Los Angeles County Sheriff's Department to provide personnel and equipment for helicopter services for emergency situations.

**OPERATIONS:**

**6227 Contractual Services**

Provides for payment to the Los Angeles County Sheriff's Department for helicopter patrol services on an as-needed basis.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: CRIME PREVENTION**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8400-6227	CONTRACTUAL SERVICES	141,754	146,100	146,100	146,100	154,000
01-8400-6271	CRIME TIP REWARD PROGRAM	0	1,000	1,000	0	0
01-8400-6272	CRIME PREVENTION PROGRAM SUPPLIES	1,496	2,500	2,500	2,500	2,500
	<b>TOTAL OPERATIONS</b>	<b>143,250</b>	<b>149,600</b>	<b>149,600</b>	<b>148,600</b>	<b>156,500</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>143,250</b>	<b>149,600</b>	<b>149,600</b>	<b>148,600</b>	<b>156,500</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CRIME PREVENTION (8400)**

Crime Prevention supplements the contractual agreement with the Los Angeles County Sheriff's Department. Crime Prevention conducts and coordinates various public information and community involvement programs including Business Watch and Neighborhood Watch. The contract provides for related employee salary and benefits, equipment, and the City's National Night Out program.

**OPERATIONS:**

**6227 Contractual Services**

Provides for payment to the Los Angeles County Sheriff's Department for 50% of the Team Leader (50% in 01-8100).

**6271 Crime Tip Reward Program**

Provides for the recognition of Walnut residents leading to the arrest and conviction of residential or vehicle burglary suspects.

**6272 Crime Prevention Program Supplies**

Provides for Neighborhood Watch signs, recognition of the City's Sheriff Volunteers, and other program supplies as needed.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: ANIMAL CONTROL**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
01-8500-6227	CONTRACTUAL SERVICES	90,356	120,000	115,000	115,000	115,000
	<b>TOTAL OPERATIONS</b>	90,356	120,000	115,000	115,000	115,000
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	90,356	120,000	115,000	115,000	115,000
FUNDING SOURCE: GENERAL ANIMAL LICENSES (\$110,000)						



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**ANIMAL CONTROL (8500)**

The Animal Control Department provides for the contractual agreement with the Los Angeles County Animal Care & Control Department to provide personnel and equipment for animal control services throughout the City. Animal Control services are performed in the City 15-20 hours per week, and the budget amount provides for the cost of picking up animals for impoundment, housing, veterinarian costs, humane investigations, issuing citations, court appearances, and picking up dead animals, etc.

**OPERATIONS:**

6227 **Contractual Services**

Provides for payment to the LA County Animal Care & Control, and contracted agency for performance of pest control services as needed.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: EMERGENCY PREPAREDNESS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8600-6201	CONFERENCE & MEETINGS	0	200	200	0	200
01-8600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	2,375	2,870	3,070	2,870	3,000
01-8600-6227	CONTRACTUAL SERVICES	9,580	12,300	11,540	9,500	9,500
01-8600-6247	EQUIPMENT MAINTENANCE	9,616	10,220	10,220	10,220	11,000
01-8600-6253	TELEPHONE	1,097	1,210	4,330	4,330	4,100
01-8600-6254	COMMUNICATIONS	1,921	3,300	2,700	2,000	2,100
01-8600-6273	EMERGENCY PREPAREDNESS SUPPLIES	6,536	3,000	3,540	2,980	4,770
	<b>TOTAL OPERATIONS</b>	<b>31,125</b>	<b>33,100</b>	<b>35,600</b>	<b>31,900</b>	<b>34,670</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>31,125</b>	<b>33,100</b>	<b>35,600</b>	<b>31,900</b>	<b>34,670</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**EMERGENCY PREPAREDNESS (8600)**

The Emergency Preparedness Department provides for ensuring the City's efficient and effective response to disaster and emergency situations. Major functions include educating staff on the proper State and Federal reporting procedures, on-going training on the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). In addition, this program provides for purchasing of all equipment and supplies necessary to respond to emergencies and disasters.

**OPERATIONS:**

6201 **Conference & Meeting**

Provides for staff training on emergency preparations.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for the City's membership in the Southern California Emergency Preparedness, the Office of Emergency Services Area "D", and AQMD permit fee and registration of four (4) emergency generators. Also provides for the OARRIS system for interconnectivity with LA County EOC during disasters.

6227 **Contractual Services**

Provides for the City's mass-notification system and training consultant costs as needed.

6247 **Equipment Maintenance**

Provides for maintenance and necessary repairs of four (4) emergency generators located at the Senior Center, Gym/Teen Center, MDRS, and City Hall every six months.

6253 **Telephone**

Provides for the yearly fee for one (1) satellite phone airtime agreement.

6254 **Communications**

Provides for the monthly service charge and airtime for emergency preparedness staff.

6273 **Emergency Preparedness Supplies**

Provides for the purchase of emergency preparedness supplies as needed for replenishment.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: HAZARD MITIGATION PLAN**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
01-8613-6227	CONTRACTUAL SERVICES	0	0	47,500	13,750	0
	<b>TOTAL OPERATIONS</b>	0	0	47,500	13,750	0
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	0	47,500	13,750	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**HAZARD MITIGATION (8613)**

This department provides for mitigation planning to identify policies and actions that can be implemented over the long term to reduce risk and future losses. Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard Mitigation creates a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters.

**OPERATIONS:**

6227 **Contractual Services**

Provides for emergency planning consultants to provide professional services to prepare a Hazard Mitigation Plan.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: VOLUNTEERS ON PATROL**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8900-6201	CONFERENCE & MEETINGS	0	200	200	200	200
01-8900-6239	UNIFORMS	457	500	1,000	1,000	1,000
	<b>TOTAL OPERATIONS</b>	<b>457</b>	<b>700</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>457</b>	<b>700</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**VOLUNTEERS ON PATROL (8900)**

This department provides for administration of the Volunteers On Patrol program (V.O.P.), which provides assistance to all Walnut law enforcement activities by conducting various inspections, and checks which would otherwise be completed by sworn deputies or City Staff. Primary functions of the program include vacation checks, park patrol, business center watch, code enforcement field checks and early morning recycling and scavenging checks.

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the attendance at the annual contract cities BBQ event.

6239 **Uniforms**

Provides for the purchase of uniforms (replacements and for new volunteers).

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: VEHICLE CODE FINES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
05-8200-5101	REGULAR SALARIES	31,303	44,400	44,400	46,690	
05-8200-5105	HEALTH & LIFE INSURANCE	5,393	6,750	6,750	6,750	
05-8200-5107	WORKERS' COMPENSATION	573	860	860	950	
05-8200-5108	PERS	6,836	7,810	7,810	9,130	
05-8200-5110	MEDICARE	487	690	690	730	
05-8200-5111	SICK LEAVE/VACATION BUYBACK	890	1,310	1,310	1,750	
	<b>TOTAL PERSONNEL</b>	<b>45,481</b>	<b>61,820</b>	<b>61,820</b>	<b>66,000</b>	
<b>OPERATIONS</b>						
05-8200-6210	PRINTING	2,081	2,500	2,500	2,500	
05-8200-6215	VEHICLE/CELL ALLOWANCE	640	900	900	960	
05-8200-6227	CONTRACTUAL SERVICES	31,547	27,000	27,000	27,000	
05-8200-6256	EQUIPMENT USAGE	509	640	640	700	
05-8200-6265	COMPUTER USAGE	2,762	3,550	3,550	3,260	
	<b>TOTAL OPERATIONS</b>	<b>37,540</b>	<b>34,590</b>	<b>34,590</b>	<b>34,420</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>83,021</b>	<b>96,410</b>	<b>96,410</b>	<b>100,420</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.40	0.50	0.50	0.50
VEHICLE CODE FINES (\$96,000)						



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**VEHICLE CODE FINES (05-8200)**

The Vehicle Code Fines Department provides for the administration and collection of all vehicle code fines. The City contracts to provide processing services for all parking citations. The contract provides for the following services: collection of all citation payments and late fees, issuing delinquent notices, maintaining computer records of all citations, processing all administrative reviews, scheduling hearings, maintaining a citation website, providing the City with status reports, obtaining DMV information pertaining to license plate numbers, and coordinating with DMV for placing registration holds on all delinquent citations.

**PERSONNEL:**

5101 **Regular Salaries**

***Finance Officer - 20%***

Responsible for the daily management and operation of the Finance Division including budgeting, payroll, accounts payable, accounts receivable, fixed asset inventory, surplus, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the division. Handles the audit from various agencies including the preparation of financial reports. Serves as the Acting Director of Administrative Services. (67.5% in 01-4500, 2.5% in 01-5901, 10% in 01-8002)

***Finance Analyst - 10%***

Responsible for assisting in preparing the annual City Budget. Handles the review of cash receipts, revenues, finance division claim vouchers, and passport applications. Oversees and reviews the payroll operations. Assists in preparing journal entries, bank reconciliation and other assigned reconciliations. (87.5% in 01-4500, 2.5% in 01-5901)

***Accounting Technician -20%***

Responsible for recording accounts receivable, issuing petty cash, and assists with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Serves as primary backup to the cashiering functions. (67.5% in 01-4500, 12.5% in 23-5430)

5105 - 5111 See Appendix

**OPERATIONS:**

6210 **Printing**

Provides for the cost of parking citation forms.

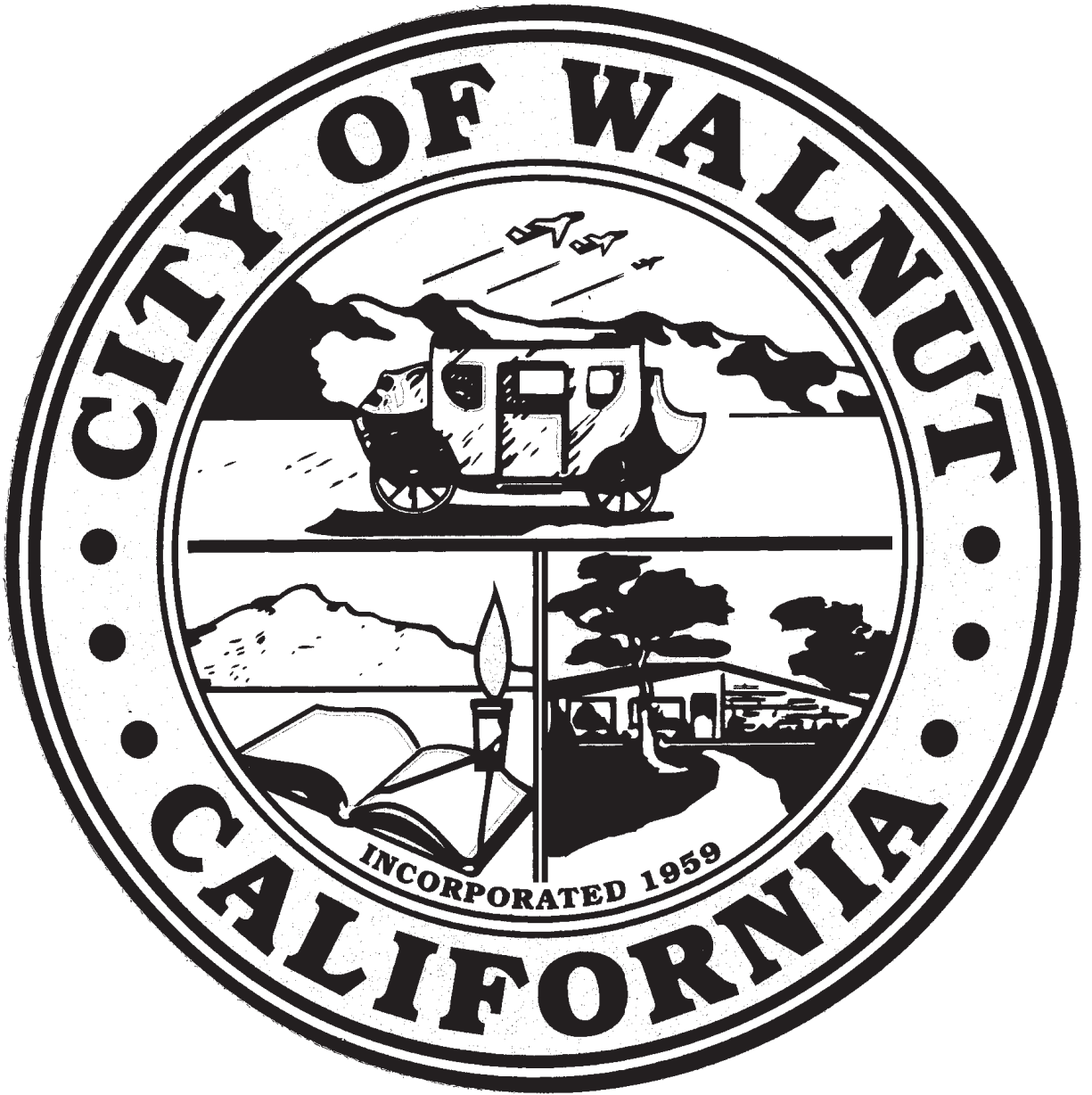
6215 **Vehicle Allowance/Cell**

Provides for vehicle and cell phone allowance for the Finance Officer and Finance Analyst, which is distributed the same as payroll.

6227 **Contractual Services**

Provides for services rendered under contract for all parking citation processing activities. In prior fiscal years the Los Angeles Court Fees were captured within the vehicle fines revenue account (05-3310).

6256 - 6265 See Appendix



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: CITIZENS OPTNS PUBLIC SFTY**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
07-8003-5101	REGULAR SALARIES	0	0	14,500	14,500	760	
07-8003-5105	HEALTH & LIFE INSURANCE	0	0	0	0	140	
07-8003-5107	WORKERS' COMPENSATION	0	0	0	0	20	
07-8003-5108	PERS	0	0	0	0	60	
07-8003-5110	MEDICARE	0	0	0	0	20	
07-8003-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	20	
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>14,500</b>	<b>14,500</b>	<b>1,020</b>	
<b>OPERATIONS</b>							
07-8003-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	30	
07-8003-6216	PROFESSIONAL SERVICES	4,800	5,000	5,200	5,200	5,200	
07-8003-6227	CONTRACTUAL SERVICES	66,220	81,700	81,500	70,000	86,500	
07-8003-6253	TELEPHONE	799	770	770	770	680	
07-8003-6256	EQUIPMENT USAGE	0	0	0	0	10	
07-8003-6265	COMPUTER USAGE	0	0	0	0	70	
	<b>TOTAL OPERATIONS</b>	<b>71,819</b>	<b>87,470</b>	<b>87,470</b>	<b>75,970</b>	<b>92,490</b>	
<b>CAPITAL</b>							
07-8003-8401	FURNISHINGS & EQUIPMENT	11,928	0	21,500	21,500	0	
	<b>TOTAL CAPITAL</b>	<b>11,928</b>	<b>0</b>	<b>21,500</b>	<b>21,500</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>83,746</b>	<b>87,470</b>	<b>123,470</b>	<b>111,970</b>	<b>93,510</b>	
FUNDING SOURCE: COPS (\$93,510)		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.01

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**

**CITIZEN'S OPTIONS FOR PUBLIC SAFETY - COPS (07-8003)**

In July of 1996, the state approved AB 3229, which authorized the distribution of funds to local agencies on a per capita basis for the purposes of first-line law enforcement services.

**PERSONNEL:**

5101 **Regular Salaries**

***Management Analyst/Public Information Officer - 1%***

Responsible for the weekly administration of the City's Motion Activated License Plate Camera Program. Assists in the preparation of memory cards and batteries, updating card logs, and responding to request from Sherriff personnel for stored data for investigation purposes. (84% in 01-4700, 15% in 01-4502)

5105 - 5111 See Appendix

**OPERATIONS:**

6215 **Vehicle Allowance/Cell**

Provides for vehicle and cell phone allowance for the Management Analyst\Public Information Officer, which is distributed the same as payroll.

6216 **Professional Services**

Provides for group counseling for social behavior and anti-gang/drug intervention and one-day intervention workshops at the Teen Center.

6227 **Contractual Services**

Provides for 100% of a Community Service Officer and one (1) Crossing Guard at Collegewood Elementary School.

6253 **Telephone**

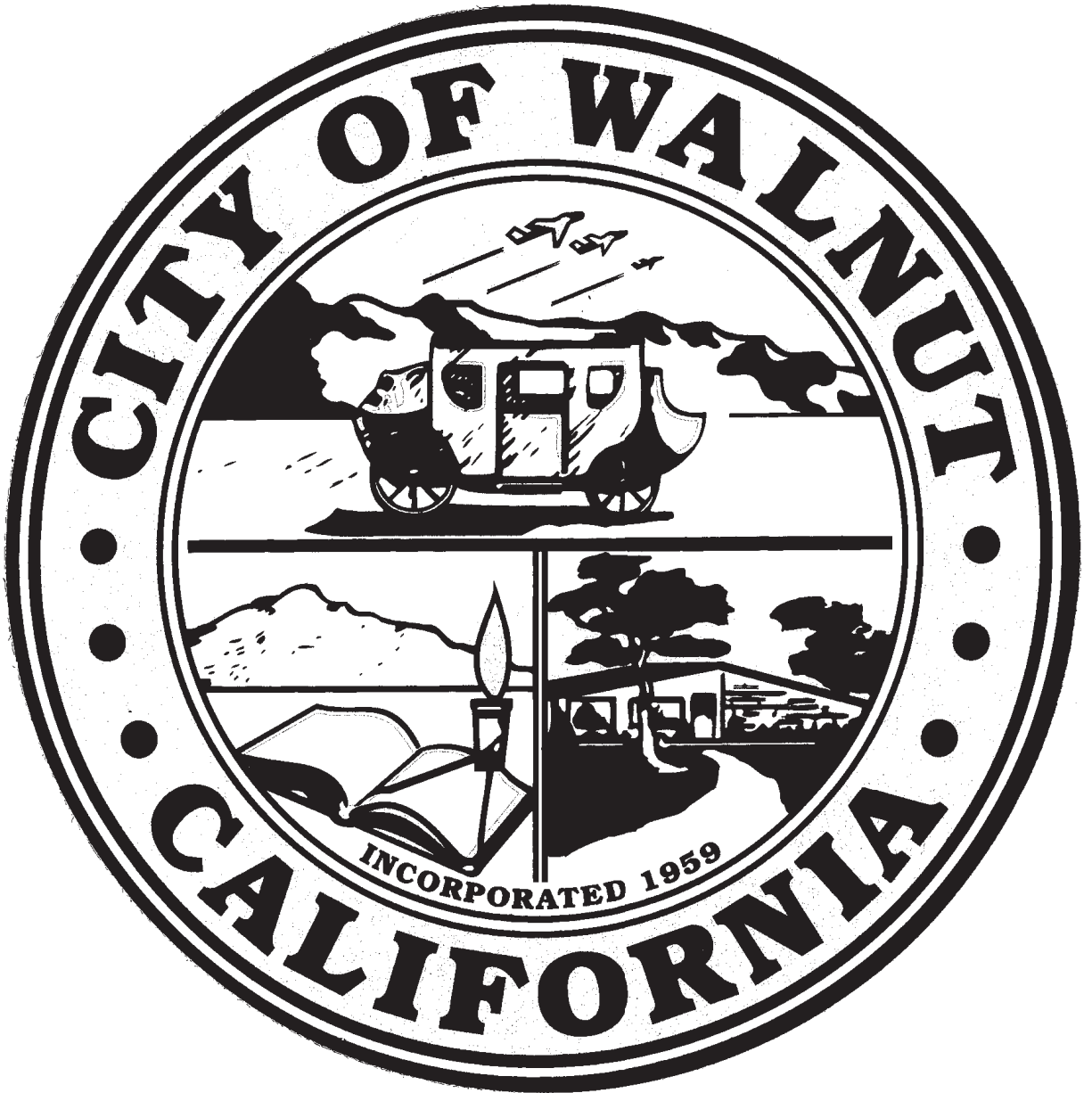
Provides for cellular phone use for public safety matters.

6256 - 6265 See Appendix

**CAPITAL:**

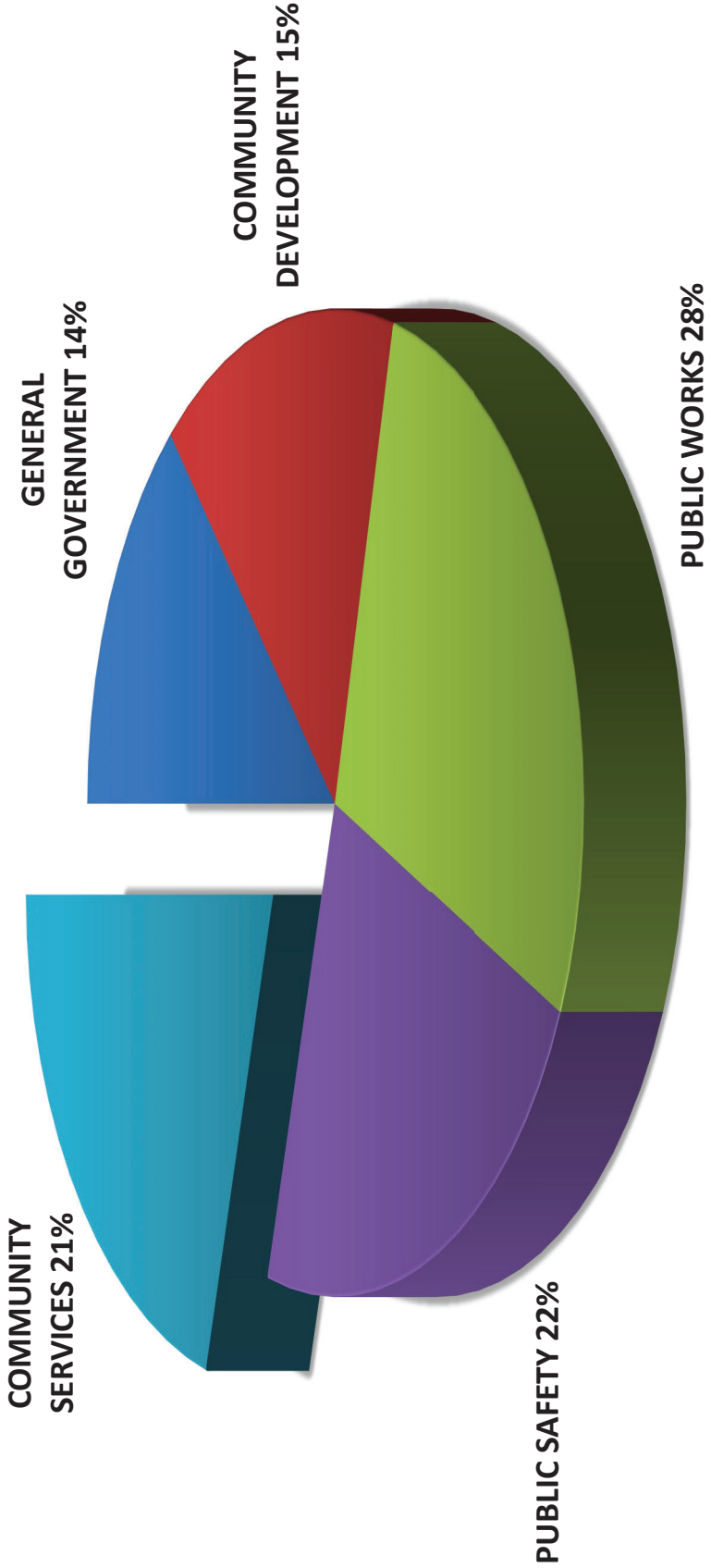
8401 **Furnishings & Equipment**

In 2017-18, provided for the purchase and installation of ten motion activated cameras.



# **Community Services**

# COMMUNITY SERVICES FISCAL YEAR 2019-20



**Total Community Services Budget  
\$3,970,440**



**CITY OF WALNUT**  
**COMMUNITY SERVICES**  
**PROGRAM GOALS & PERFORMANCE MEASURES**

The Community Services Program includes the following sub-programs: Family Festival, Recreation Administration, Park Maintenance, Equestrian Trail Maintenance, Special Events, Aquatics, Excursions, Sports & Gymnasium, Recreation Classes, Senior Center, Teen Center, Camps, and Park Grants.

**In 2019-20**, the Community Services Department will work to achieve the following goals:

1. Add Veterans and Memorial Day wreath ceremonies at the newly constructed Walnut Veterans Memorial. *We will enhance civic pride by honoring the City's history.*
2. Continue with the trail resurfacing capital program to extend the life of trails Citywide. *We will enhance civic pride by offering superior facilities.*
3. Maintain superior sports fields with attention to turf management and irrigation enhancements. *We will enhance civic pride by offering superior facilities.*
4. Prepare an implementation schedule and project list for parks and recreation facilities as recommended by the ADA Self Evaluation Report. *We will exceed expectations by preparing Walnut for the future.*
5. Determine next steps for the proposed Walnut Ranch Park Expansion. *We will collaborate by encouraging open discussion.*
6. Complete installation of new playground equipment at Butterfield and Norm Ashley Parks. *We will enhance civic pride by providing opportunities for Walnut families.*
7. Develop system wide plan to enhance and replace park trees as recommended during arborist inspections. Retain Walnut's status as a Tree City, USA. *We will exceed expectations by preparing Walnut for the future.*

**In 2018-19**, Community Services worked to achieve the following goals:

1. Expand the Lunar New Year Festival. *We will collaborate by embracing cultural diversity.*

**Performance Measure: The Recreation Division added (a) photo opportunities, (b) games, (c) food and tea for the 2019 Festival.**

2. Actively pursue training opportunities for staff applicable to programming areas identified as part of the Walnut Ranch Park Expansion project. *We will exceed expectations by striving to be educated and well informed.*

**Performance Measure: Completed. Staff attended Aquatics Conference and Training as well as grant workshops to explore regional funding opportunities.**

3. Host a reopening ceremony for the Rowland Adobe House. *We will enhance civic pride by honoring the City's history.*

**Performance Measure: Completed. The Mayor, City Council, residents, and Camp Cawdad youngsters cut ribbon and took reopening day tours on June 27, 2018.**

4. Implement trail surface maintenance schedule to extend the life of newly resurfaced trails Citywide. *We will enhance civic pride by offering superior facilities.*

**Performance Measure: Completed. Contractor resurfaced the trail on San Roque adjacent to Butterfield Park with highly compacted decomposed granite.**

5. Complete installation of new playground equipment at Butterfield Park. *We will enhance civic pride by offering superior facilities and programs.*

**Performance Measure: Will be completed FY 19-20 with added park amenities to improve access.**

6. Assist newly formed *NexGen Colab* (informal meeting group of Walnut adults aged 23- 45) with any City event(s) or recreation program(s) they may be interested in. *We will collaborate by encouraging open discussion.*

**Performance Measure: The volunteers from NexGen successfully launched their inaugural "Walnut Nightlife" on October 20, 2018. City staff attended meetings and provided support to the Colab related to marketing and event planning. Charitable contributions funded this event.**

7. Install a Veterans Memorial in front of City Hall. *We will enhance civic pride by recognizing achievements.*

**Performance Measure: Completed. The Walnut Veterans Memorial was dedicated on November 28, 2018.**

**Community Services  
Measurable Outputs**

<b>Output</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
Contract classes offered	600	605	610	615	612
Camps offered	33	33	33	33	33
Sports Leagues offered	14	14	14	15	15
Aquatic program participants	1,500	5,550	5,600	5,600	5,000
Total number of adult registrants	16,500	16,700	16,900	16,950	16,950
Total number of youth registered	7,775	7,900	8,010	8,075	8,075
Acres of landscape maintained weekly/parks	80	80	80	80	80
Acres of turf mowed weekly	40	40	40	40	40
Irrigation upgrades performed	105	5	7	5	5

<b>FY 2019-20 Community Services Goals and Relationship to the Mission Statement</b>
<p>In <b>FY 2019-20</b>, the Community Services Department has identified four major goals:</p> <ol style="list-style-type: none"> <li>1. Add Veterans observances to the event schedule for the newly constructed Memorial.</li> <li>2. Determine next steps for the Walnut Park Expansion.</li> <li>3. Expand tree audits for arterials, collectors, parks and public buildings.</li> <li>4. Prepare an implementation schedule and project list for parks and recreation facilities as recommended by the ADA Self Evaluation Report.</li> </ol> <p><i>The Community Services Department will enhance civic pride by offering superior facilities and programs, creating opportunities for Walnut families and honoring the City's history.</i></p>

**CITY OF WALNUT  
PROGRAM SUMMARY  
COMMUNITY SERVICES**

	2017-18		2018-19		2019-20
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,769,563	1,893,956	1,895,036	1,842,210	2,022,090
OPERATIONS EXPENSE	1,794,852	1,886,320	1,879,650	1,805,440	1,948,350
<b>TOTAL OPERATING EXPENSE</b>	<b>3,564,415</b>	<b>3,780,276</b>	<b>3,774,686</b>	<b>3,647,650</b>	<b>3,970,440</b>
CAPITAL	2,700	0	0	0	0
<b>PROGRAM TOTAL</b>	<b>3,567,114</b>	<b>3,780,276</b>	<b>3,774,686</b>	<b>3,647,650</b>	<b>3,970,440</b>
TOTAL FULL-TIME EMPLOYEES	10.30	10.00	10.30	10.30	10.30
<b>SUB-PROGRAMS:</b>				<b>PAGE</b>	
FAMILY FESTIVAL	01-4801			294	
BUS STOP ENHANCEMENT	01-5314			296	
RECREATION ADMINISTRATION	01-9001			298	
FIREWORKS SHOW	01-9005			302	
PARKS MAINTENANCE	01-9100			304	
EQUESTRIAN TRAIL MAINTENANCE	01-9101			310	
SPECIAL EVENTS	01-9690			314	
AQUATICS	01-9691			316	
EXCURSIONS	01-9692			320	
SPORTS & GYMNASIUM	01-9693			322	
RECREATION CLASSES	01-9694			326	
SENIOR CENTER	01-9696			328	
TEEN CENTER	01-9697			332	
CAMP CRAWDAD	01-9699			336	
PARK GRANTS	27-9696 / 28-9696			338	
PARKS MAINTENANCE	37-9100			340	

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: FAMILY FESTIVAL**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
01-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	4,753	5,500	6,800	6,790	8,020
01-4801-5104	OVERTIME	4,533	5,400	4,100	2,030	4,000
01-4801-5107	WORKERS' COMPENSATION	449	710	710	420	750
01-4801-5110	MEDICARE	124	160	160	120	180
	<b>TOTAL PERSONNEL</b>	<b>9,859</b>	<b>11,770</b>	<b>11,770</b>	<b>9,360</b>	<b>12,950</b>
<b>OPERATIONS</b>						
01-4801-6210	PRINTING	0	0	0	0	0
01-4801-6227	CONTRACTUAL SERVICES	30,205	33,850	34,100	33,650	33,850
01-4801-6281	FESTIVAL SUPPLIES	5,713	7,630	7,380	6,830	7,630
	<b>TOTAL OPERATIONS</b>	<b>35,917</b>	<b>41,480</b>	<b>41,480</b>	<b>40,480</b>	<b>41,480</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>45,776</b>	<b>53,250</b>	<b>53,250</b>	<b>49,840</b>	<b>54,430</b>
FUNDING SOURCE: GENERAL						
FAMILY FESTIVAL REVENUE (\$25,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**FAMILY FESTIVAL (4801)**

The Family Festival provides for the planning and execution of the City's largest community event. The Family Festival is held annually and is planned by community volunteers. Primary functions include planning of the booth area, procession, and entertainment.

**PERSONNEL:**

5103 **Seasonal/Part-Time Employees**

Provides for Recreation Leaders to assist with traffic control, set up and take down, and support for the events.

5104 **Overtime**

Provides for payment of overtime to maintenance personnel for staffing in conjunction with the annual Walnut Family Festival.

5107 - 5110 See Appendix

**OPERATIONS:**

6210 **Printing**

Provides for the printing of stationary and promotional materials.

6227 **Contractual Services**

Provides for security services of a private company and the sheriff's department, road closure services, custodial service, rental of sound system, generators, canopies, tables and chairs, and other equipment as necessary. Provides for the compensation for entertainment. Provides for expenses relative to advertising.

6281 **Festival Supplies**

Provides for supplies for the decorations, ice, committee awards, and other miscellaneous supplies.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: BUS STOP ENHANCEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-5314-6227	CONTRACTUAL SERVICES	13,397	0	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>13,397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>13,397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**BUS STOP ENHANCEMENT PROGRAM (5314)**

The Bus Stop Enhancement Program (BSEP) Grant provides for the improvement of Foothill Transit bus stops located in the City to increase public safety, improve aesthetic appearance, and attract ridership.

**OPERATIONS:**

**6227 Contractual Services**

Provides for improvements related to Foothill Transit bus stops located within the City.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION ADMINISTRATION**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9001-5101	REGULAR SALARIES	171,213	183,880	183,880	183,890	185,650
01-9001-5102	REGULAR PART-TIME EMPLOYEES	19,793	26,210	26,210	24,650	26,720
01-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	7,745	6,640	6,640	7,100	7,150
01-9001-5104	OVERTIME	422	1,400	600	1,400	1,400
01-9001-5105	HEALTH & LIFE INSURANCE	25,938	29,070	29,070	27,630	26,750
01-9001-5107	WORKERS' COMPENSATION	5,811	5,120	5,120	4,940	4,760
01-9001-5108	PERS	49,036	54,920	54,920	54,190	62,350
01-9001-5110	MEDICARE	3,134	3,610	3,610	3,820	3,670
01-9001-5111	SICK LEAVE/VACATION BUYBACK	4,704	11,240	11,240	6,920	12,110
	<b>TOTAL PERSONNEL</b>	<b>287,796</b>	<b>322,090</b>	<b>321,290</b>	<b>314,540</b>	<b>330,560</b>
<b>OPERATIONS</b>						
01-9001-6201	CONFERENCE & MEETINGS	5,459	5,270	6,750	5,920	5,270
01-9001-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	883	960	960	960	960
01-9001-6207	POSTAGE	8,425	8,400	8,635	8,400	8,600
01-9001-6208	VEHICLE OPERATIONS	4,267	3,500	3,500	3,500	3,500
01-9001-6210	PRINTING	14,982	13,500	14,800	13,500	15,000
01-9001-6214	MILEAGE REIMBURSEMENT	260	0	0	0	0
01-9001-6215	VEHICLE/CELL ALLOWANCE	2,740	2,640	2,640	2,640	2,740
01-9001-6239	UNIFORMS	1,320	1,320	670	0	1,320
01-9001-6247	EQUIPMENT MAINTENANCE	401	1,500	1,500	1,500	1,500
01-9001-6250	WATER	1,295	1,680	1,680	1,680	1,680
01-9001-6251	ELECTRICITY	4,671	5,000	5,000	5,000	5,000
01-9001-6253	TELEPHONE	5,221	5,100	5,700	5,700	6,000
01-9001-6254	COMMUNICATIONS	1,157	1,600	1,100	1,100	1,200
01-9001-6256	EQUIPMENT USAGE	1,900	1,910	1,910	1,910	2,100
01-9001-6265	COMPUTER USAGE	10,358	10,620	10,620	10,620	9,790
01-9001-6278	BANK CHARGES	33,584	28,500	28,500	29,170	29,400
	<b>TOTAL OPERATIONS</b>	<b>96,922</b>	<b>91,500</b>	<b>93,965</b>	<b>91,600</b>	<b>94,060</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>384,717</b>	<b>413,590</b>	<b>415,255</b>	<b>406,140</b>	<b>424,620</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	1.50

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**

**2019-20**

**RECREATION ADMINISTRATION (9001)**

The Recreation Division provides for the management and supervision of all recreation programs that are scheduled for the residents of the City. These programs include Aquatics, Excursions, Sports Leagues and Classes, Recreation Classes, Special Events, Camps, Senior Center, Gymnasium, and Teen Center.

**PERSONNEL:**

5101 **Regular Salaries**

***Assistant City Manager- Community Services/Public Works - 30%***

Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for setting goals and the preparation of budgets for maintenance and recreation divisions, and overseeing the management and supervision of employees. (30% 01-6100, 10% in 01-6206, 30% in 01-9100)

***Deputy Community Services Director - 80%***

Under the direction of the Assistant City Manager- Community Services/Public Works, responsible for the Environmental Services and Recreation Division, including Recreation classes, Teen Center, Senior Center, Gymnasium, Aquatics, Excursions, Sport Leagues, Sport classes and special events. Also responsible for monthly activity reports to the Parks & Recreation Commission, the Senior Citizens Commission, and the Youth Advisory Commission. Supervises the Recreation Supervisors, Recreation Coordinators, Office Clerks, and part-time personnel. Participates in the development of the budget for the Community Services Department, monitors program budgets, and develops procedures for efficient department operations. (20% in 01-5600)

***Executive Assistant - 40%***

Responsible for secretarial support for Parks, Streets, Recreation, and LOSMD operations; prepares Parks & Recreation, Youth Advisory Commission, and Senior Citizens Commission agendas, handles correspondence, and provides general office support for the department. (20% in 01-6206, 20% in 01-9100, 20% 01-6100)

5102 **Regular Part-Time Employees**

Provides for 70% of an ***Office Clerk***. (30% in 01-9100)

5103 **Seasonal/Limited Part-Time Employees**

Provides for recreation leader staff coverage of MDRS facility during recreation classes, Office Clerk's absence, and when regular staff is attending Citywide training, staff meetings, etc.

5104 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for attendance to various professional conferences, workshops and training sessions, including California Parks & Recreation (CPRS) Conferences, District meetings and trainings, SCMAF meetings and trainings, and attendance at the Aquatics Management School. In FY 18/19, training and membership budgets from the following accounts were consolidated into this account: 01-9690, 01-9692, 1-9694, 01-9696, 01-9697, 01-9699.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides for memberships to professional organizations, including 50% of: 1) the City's annual agency membership in the California's Parks & Recreation Society (CPRS), 2) individual CPRS memberships for the Deputy Director and Parks and Recreation Commissioners, 3) membership for the Assistant City Manager- Community Services/Public Works in NRPA, and 4) membership to CAPRCBM for Parks and Recreation Commissioners. (50% in 01-9100)

6207 **Postage**

Provides mailing of the recreation brochure.

6208 **Vehicle Operations**

Provides for costs associated with vehicle operations such as gas, oil, tires, batteries, parts, and repairs for the following vehicles:

2015 Honda Accord	1462599	30% (30% in 01-9100, 30% 01-6100, 10% in 01-6206)
2006 Ford F250	1257207	100%

6210 **Printing**

Provides for the total printing of the recreation brochure four times per year and printing of registration forms, and cash receipts.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for the Recreation Staff.

6215 **Vehicle Allowance/Cell**

Provides for vehicle and cell phone allowance for the Deputy Community Services Director and provides for cell phone allowance stipend for the Assistant City Manager- Community Services/Public Works, distributed the same as payroll.

- 6239 **Uniforms**  
Provides for the purchase of staff T-shirts and sweatshirts.
- 6247 **Equipment Maintenance**  
Provides for maintenance and repair for the Showmobile and Special Events Trailer.
- 6250 **Water**  
Provides for 30% of the water usage costs for the MDRS facility. (70% in 01-9100)
- 6251 **Electricity**  
Provides for 30% of the electrical usage costs for the MDRS facility. (70% in 01-9100)  
Previously provided for costs of WHS tennis court light usage.
- 6253 **Telephone**  
Provides for 50% of the telephone service cost for the MDRS facility. (50% in 01-9100)  
Provides for 50% of the call box at Norm Ashley Park (50% in 01-9100)
- 6254 **Communications**  
Provides for 4% of two-way radio/telephone service for citywide system.
- 6256 - 6265 See Appendix
- 6278 **Bank Charges**  
Provides for bank fees incurred from use of credit card transactions for Recreation programs.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: FIREWORKS SHOW**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
01-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	3,289	2,250	3,650	3,070	2,590
01-9005-5104	OVERTIME	2,158	1,800	2,230	2,230	2,230
01-9005-5107	WORKERS' COMPENSATION	227	260	260	240	330
01-9005-5110	MEDICARE	79	60	110	80	80
	<b>TOTAL PERSONNEL</b>	<b>5,754</b>	<b>4,370</b>	<b>6,250</b>	<b>5,620</b>	<b>5,230</b>
<b>OPERATIONS</b>						
01-9005-6227	CONTRACTUAL SERVICES	50,002	60,860	55,500	49,080	60,860
01-9005-6277	RECREATION SUPPLIES	3,358	1,710	2,610	2,610	1,710
	<b>TOTAL OPERATIONS</b>	<b>53,359</b>	<b>62,570</b>	<b>58,110</b>	<b>51,690</b>	<b>62,570</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>59,113</b>	<b>66,940</b>	<b>64,360</b>	<b>57,310</b>	<b>67,800</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**FIREWORKS SHOW (9005)**

Provides for funding for an annual fireworks display held on Independence Day. The event includes fireworks, live on-stage entertainment, games and contests, and other attractions for families.

**PERSONNEL:**

- 5103 **Seasonal/Limited Part-Time Employees**  
Provides for recreation leaders to assist with operation of the event.
- 5104 **Overtime**  
Provides funds for maintenance staff to assist with event.
- 5107 – 5110 See Appendix

**OPERATIONS:**

- 6227 **Contractual Services**  
Provides for fireworks display, law enforcement services, school district personnel, road closure services, equipment rental, sound system, and entertainment.
- 6277 **Recreation Supplies**  
Provides for the purchase of decorations, refreshments and other miscellaneous supplies.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: PARKS MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9100-5101	REGULAR SALARIES	284,058	286,610	286,610	270,720	312,790
01-9100-5102	REGULAR PART-TIME EMPLOYEES	8,483	11,240	11,240	10,570	11,450
01-9100-5104	OVERTIME	4,103	3,000	3,000	3,000	3,000
01-9100-5105	HEALTH & LIFE INSURANCE	57,831	52,380	52,380	52,390	58,760
01-9100-5107	WORKERS' COMPENSATION	17,331	19,660	19,660	16,890	22,580
01-9100-5108	PERS	59,366	67,060	67,060	63,760	80,500
01-9100-5110	MEDICARE	4,999	4,950	4,950	4,460	5,370
01-9100-5111	SICK LEAVE/VACATION BUYBACK	11,296	11,820	11,820	6,990	13,230
	<b>TOTAL PERSONNEL</b>	<b>447,466</b>	<b>456,720</b>	<b>456,720</b>	<b>428,780</b>	<b>507,680</b>
<b>OPERATIONS</b>						
01-9100-6201	CONFERENCE & MEETINGS	2,725	3,000	2,880	3,000	3,000
01-9100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	883	1,700	1,820	17,000	1,700
01-9100-6208	VEHICLE OPERATIONS	17,193	13,000	13,000	10,000	13,000
01-9100-6213	BUILDING MAINTENANCE/SUPPLIES	11,811	10,000	10,720	10,000	10,000
01-9100-6215	VEHICLE/CELL ALLOWANCE	1,065	1,380	1,380	1,380	1,500
01-9100-6221	MACHINERY EQUIPMENT RENTAL	324	500	500	500	500
01-9100-6227	CONTRACTUAL SERVICES	390,140	403,000	403,000	393,000	407,000
01-9100-6237	VANDALISM	517	1,500	1,500	1,500	1,500
01-9100-6238	SMALL TOOLS	392	1,000	1,000	1,000	1,000
01-9100-6239	UNIFORMS	4,776	9,500	9,500	9,500	9,500
01-9100-6240	RODENT CONTROL	7,944	8,000	8,000	8,000	8,000
01-9100-6243	TREE MAINTENANCE	27,901	28,000	30,000	28,000	31,000
01-9100-6247	EQUIPMENT MAINTENANCE	2,015	3,000	2,280	3,000	3,000
01-9100-6248	GROUNDS MAINTENANCE	38,439	35,000	35,000	35,000	35,000
01-9100-6250	WATER	197,875	212,300	209,800	172,000	223,000
01-9100-6251	ELECTRICITY	52,801	54,000	54,000	54,000	55,600
01-9100-6252	GAS	566	600	1,100	600	600
01-9100-6253	TELEPHONE	12,812	12,500	14,600	14,400	14,500
01-9100-6254	COMMUNICATIONS	10,912	11,800	10,900	11,000	11,500
01-9100-6256	EQUIPMENT USAGE	5,192	4,840	4,840	4,840	5,730
01-9100-6265	COMPUTER USAGE	28,313	26,910	26,910	26,910	26,760
01-9100-6290	SPECIAL MAINTENANCE PROJECTS	45,842	85,000	77,610	70,000	0
	<b>TOTAL OPERATIONS</b>	<b>860,438</b>	<b>926,530</b>	<b>920,340</b>	<b>874,630</b>	<b>863,390</b>
<b>CAPITAL</b>						
01-9100-8402	MACHINERY & EQUIPMENT	2,700	0	0	0	0
	<b>TOTAL CAPITAL</b>	<b>2,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>1,310,604</b>	<b>1,383,250</b>	<b>1,377,060</b>	<b>1,303,410</b>	<b>1,371,070</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	4.10	3.80	4.10	4.10

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**PARKS MAINTENANCE (9100)**

The Parks Maintenance Division provides for the maintenance of all City parks, which are comprised of 11 parks for a combined total of 104 acres.

**PERSONNEL:**

5101 **Regular Salaries**

***Assistant City Manager- Community Services/Public Works - 30%***

Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for setting goals and the preparation of budgets for maintenance and recreation divisions, and overseeing the management and supervision of employees. (30% 01-6100, 10% in 01-6206, 30% in 01-9001)

***Community Services Superintendent – 25%***

Under direction of the Assistant City Manager- Community Services/Public Works, responsible for the Maintenance and Public Works Division. Also responsible for administering and coordinating the City's environmental service programs, for purchasing and landscape inspections as required, preparation of budgets for this division and overseeing the supervision and training of employees. (50% in 01-5600, 25% 01-6100)

***Maintenance Manager - 25%***

Under the general direction of the Community Services Superintendent, responsible for maintaining all parks and facilities, supervising and training the Parks Maintenance Division employees, and scheduling work assignments. (50% 01-6100, 25% in 01-6206)

***Maintenance Supervisor - 40%***

Under the direction of the Maintenance Manager, responsible to monitor a variety of park maintenance contracts and to ensure that all landscaped areas are maintained to City standards. Responsible for maintaining all parks and facilities. (20% in 01-9101, and 40% in 01-6206)

***Maintenance Supervisor - 20%***

Under the direction of the Maintenance Manager, responsible to monitor a variety of park maintenance contracts and to ensure that all landscaped areas are maintained to City standards. Responsible for maintaining all parks and facilities. (60% in 26-9200, and 20% 01-6100)



***Executive Assistant - 20%***

Responsible for secretarial support for Parks, Streets, Recreation, Senior Commission, and LOSMD operations; prepares Parks & Recreation and Youth Advisory Commission agendas, handles correspondence, and provides general office support for the department. (20% in 01-6206, 40% in 01-9001, 20% 01-6100)

***Foreman - 20%***

Under the direction of the Maintenance Manager, responsible for the maintenance in city-wide LOSMD, assists in Parks, and Facilities. (60% 01-6100, 20% in 26-9200)

***Foreman - 50%***

Under the direction of the Maintenance Manager, responsible for monitoring graffiti, shopping carts, traffic and street signs, to ensure areas are maintained to City standards. (25% in 01-6206, 25% in 01-9101)

***Maintenance Worker I -90%***

Provides for two (2) Maintenance Workers. Under the direction of the Maintenance Supervisor, responsible for general grounds and facility maintenance and special events support in the parks. (10% in 01-6206)

5102 **Regular Part-Time Employees**

Provides for 30% of an ***Office Clerk***. (70% in 01-9001)

5104 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for attendance to various professional conferences, workshops and training sessions such as California Parks & Recreation Society (CPRS) conference (50% in 9001), Sports Turf Managers Association (STMA) conference and meetings, arborist and pesticide application meetings throughout the year.

6203 **Membership, Dues, Subscriptions, Books, Fees**

Provides 50% of the City's annual agency and individual memberships in the California Parks & Recreation, membership of the Assistant City Manager- Community Services/Public Works in the National Recreation & Parks Association, CAPRCBM membership for Parks and Recreation Commissioners (50% in 01-9001). Also provides for other membership and fees for Parks Maintenance staff.

6208 **Vehicle Operations**

Provides for costs associated with vehicle operations such as gas and natural gas, oil, tires, batteries, parts, and repairs for the following vehicles:

2018 Ford F250	1548267	20% (20% 01-6100, 60% in 26-9200)
2018 Ford F150	1548266	50% (25% in 01-6206, 25% in 01-9101)
2018 Ford F150	1548265	40% (40% in 01-6206, 20% in 01-9101)
2018 GMC Canyon	1535050	25% (50% 01-6100, 25% in 01-6206)
2016 Toyota Tacoma	1370283	20% (60% in 01-6100, 20% in 26-9200)
2015 Honda Accord	1462599	30% (30% in 01-9001, 30% in 01-6100, 10% in 01-6206)
2014 Ford F250 CNG	1397739	90% (10% in 01-6206)
2014 Ford F250 CNG	1397738	90% (10% in 01-6206)
2003 Ford F250	1169679	100%
2002 GEM Utility Cart	1162313	100%
2000 GMC 3500	1070930	100%

6213 **Building Maintenance/Supplies**

Provides for park janitorial and other supplies at the buildings and snack bars.

6215 **Vehicle Allowance/Cell**

Provides for cell phone allowance for the Community Services Superintendent, Maintenance Manager, Maintenance Supervisor and Assistant City Manager- Community Services/Public Works, distributed the same as payroll. Provides for vehicle allowance for the Community Services Superintendent.

6221 **Machinery Equipment Rental**

Provides for the rental of equipment needed to perform maintenance and repair operations.

6227 **Contractual Services**

Provides for contracted plumbing, restroom cleaning, turf and general park maintenance, and electrical work as required in City parks. Also provides for ball field light maintenance and security lighting maintenance.

6237 **Vandalism**

Provides for the purchase of materials for vandalism repairs to grounds and facilities.

6238 **Small Tools**

Provides for the purchase of hand and small power tools as needed to perform maintenance and repair operations.

6239 **Uniforms**

Provides for the uniform rental service, work boot reimbursement, and purchases for City Maintenance Workers.

- 6240 **Rodent Control**  
Provides for the rodent and pest control programs in the parks.
- 6243 **Tree Maintenance**  
Provides for services to trim, remove and plant city park trees, and emergency call-outs.
- 6247 **Equipment Maintenance**  
Provides for playground equipment repairs, parts and maintenance costs of parks maintenance equipment.
- 6248 **Grounds Maintenance**  
Provides for irrigation system parts and repair, landscape products and supplies for the parks.
- 6250 **Water**  
Provides for water usage costs of irrigation in the parks and 70% of the water usage costs for the MDRS Facility. (30% in 01-9001)
- 6251 **Electricity**  
Provides for the electrical usage costs to operate valves, clocks, controllers, ball-field lights, parking lot lights, security lights, and the Walnut Ranch Park tennis court lights. Also provides for 70% of the electrical usage costs for the MDRS Facility (30% in 01-9001). Revenue from youth sports organizations helps offset these costs.
- 6252 **Gas**  
Provides for gas usage for the MDRS facility.
- 6253 **Telephone**  
Provides for 50% of the telephone service cost for the MDRS facility (50% in 01-9001). Also provides for one phone line modem with five lines for the computerized irrigation system. Provides for 50% of the call box at Norm Ashley Park (50% from 01-9001). Provides for service of call boxes at Suzanne Park, Lemon Creek Park and Butterfield Park. NOTE: FY 2014-15 Capital Irrigation Project for Calsense irrigation system provided five-year data plan for three of four locations. (Expiration in FY 2019-20, current rate \$5,213 per location). Fourth location on separate plan.
- 6254 **Communications**  
Provides for 41% of two-way radios/telephone service for citywide system and antennas at Carbon Ridge and Parker Canyon. The City currently has 29 units with telephone service. Note: Walnut Valley Water District Arbor Ridge lease expires 9/30/2025. Renewal is \$1,000.
- 6256 - 6265 See Appendix

6290 **Special Maintenance Projects**

Provides for special projects in the parks, such as grading/renovating sports fields, upgrading irrigation systems, upgrades to LED lighting at restrooms facilities and parking lots, and installation of automated sports field lighting. (Funding for FY 19/20 moved to 37-9100-6290).

**CAPITAL:**

8402 **Machinery & Equipment**

Provided for the purchase of the Walnut Ranch Park Freezer in FY 2017-18.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: EQUESTRIAN TRAIL MAINT.**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-9101-5101	REGULAR SALARIES	48,997	51,870	51,870	50,210
01-9101-5105	HEALTH & LIFE INSURANCE	9,450	9,450	9,450	9,450
01-9101-5107	WORKERS' COMPENSATION	4,037	4,490	4,490	4,560
01-9101-5108	PERS	13,649	15,190	15,190	12,340
01-9101-5110	MEDICARE	446	800	800	780
01-9101-5111	SICK LEAVE/VACATION BUY BACK	344	2,650	2,650	3,040
	<b>TOTAL PERSONNEL</b>	<b>76,922</b>	<b>84,450</b>	<b>84,450</b>	<b>80,380</b>
<b>OPERATIONS</b>					
01-9101-6208	VEHICLE OPERATIONS	2,318	3,000	2,000	3,000
01-9101-6215	VEHICLE/CELL ALLOWANCE	160	120	120	160
01-9101-6227	CONTRACTUAL SERVICES	27,152	30,000	30,000	30,000
01-9101-6248	GROUNDS MAINTENANCE	7,848	6,500	8,700	6,500
01-9101-6256	EQUIPMENT USAGE	886	890	890	980
01-9101-6265	COMPUTER USAGE	4,834	4,960	4,960	4,570
	<b>TOTAL OPERATIONS</b>	<b>43,199</b>	<b>45,470</b>	<b>46,670</b>	<b>45,210</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>120,121</b>	<b>129,920</b>	<b>131,120</b>	<b>125,590</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70
			0.70	0.70	0.70

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2019-20**

**EQUESTRIAN TRAIL MAINTENANCE (9101)**

The Community Services Department provides for the maintenance of all the equestrian/hiking trails that are located within the City, which comprise over 33 miles of trails.

**PERSONNEL:**

5101 **Regular Salaries**

***Maintenance Supervisor - 20%***

Under the direction of the Community Services Manager responsible for the maintenance of equestrian trails through contractual services and in-house staff. Also responsible for supervising the repair or replacement of equestrian trail fencing, weed abatement, tree clearance, and surface material on trails. (40% in 01-9100 and 40% in 01-6206)

***Foreman - 25%***

Under the direction of the Maintenance Manger, responsible for the maintenance of equestrian trails . (25% in 01-6206, 50% in 01-9100)

***Maintenance Worker II – 25%***

Under the direction of the Maintenance Supervisor, responsible for the maintenance of equestrian trails. (75% in 01-6206)

5105 - 5111 See Appendix

**OPERATIONS:**

6208 **Vehicle Operations**

Provides for costs associated with vehicle operations such as gas, oil, tires, batteries, parts, and repairs for the following vehicles:

2018 Ford F150	1548265	20% (40% in 01-9100, 40% in 01-6206)
2018 Ford F150	1548266	25% (50% in 01-9100, 25% in 01-6206)
2017 GMC Canyon	1515499	25% (75% in 01-6206)

6215 **Vehicle Allowance/Cell**

Provides for cell phone allowance for the Maintenance Supervisor, distributed the same as payroll.

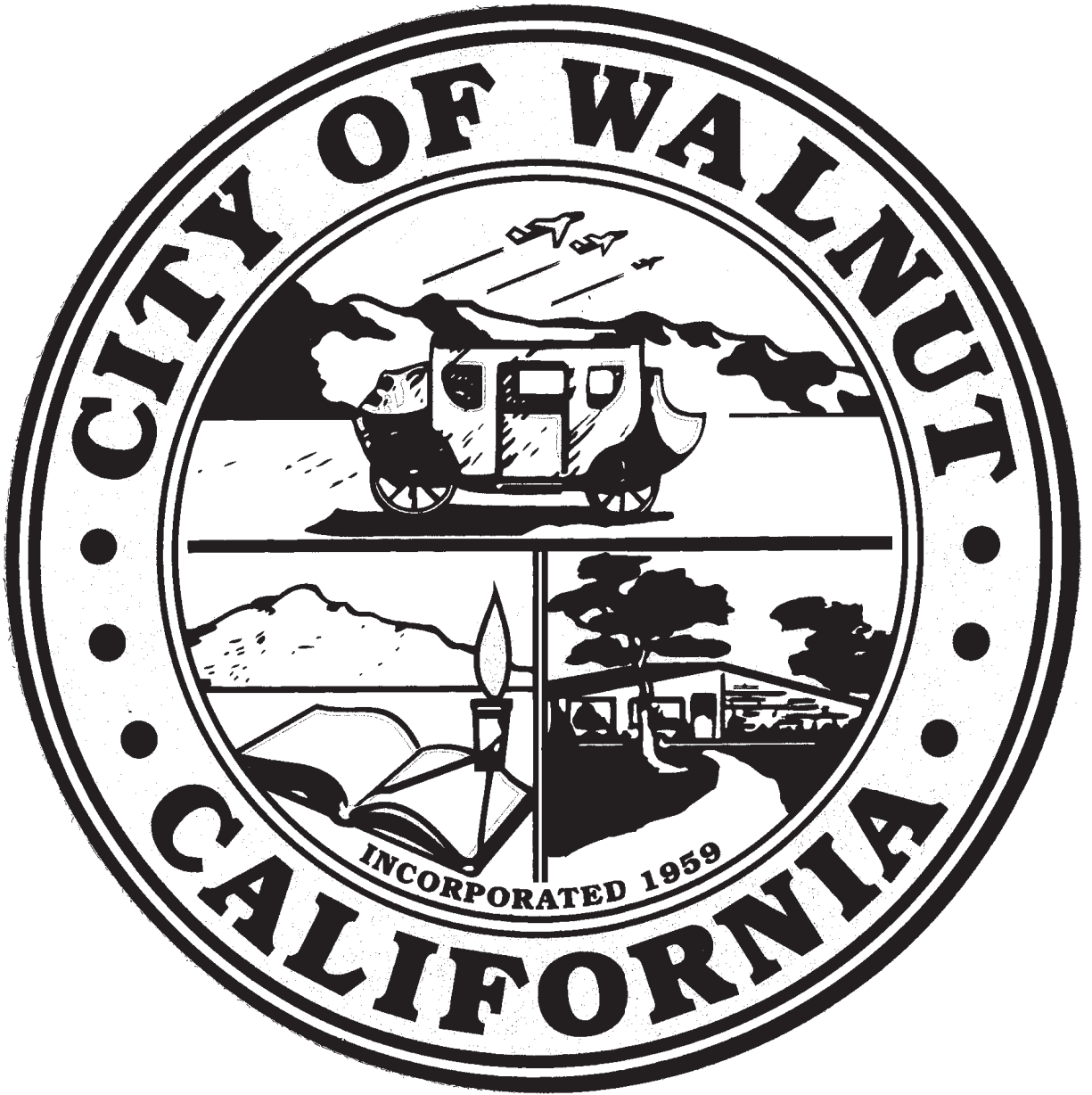
6227 **Contractual Services**

Provides for a contracted quarterly maintenance program that performs weed abatement, tree trimming for trail clearance, and monitors post and rail condition. In FY 2017-18 this item was moved into the CIP schedule as part of the Trail Maintenance Project.

6248 **Grounds Maintenance**

Provides for the cost of materials necessary to repair or replace equestrian/hiking trail fence posts and rails. Also, provides for the purchase of decomposed granite material. In FY 2017-18 this item was moved into the CIP schedule. In FY 2017-18 this item was moved into the CIP schedule as part of the Trail Maintenance Project.

6256 - 6265 See Appendix





**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SPECIAL EVENTS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9690-5101	REGULAR SALARIES	18,778	19,960	19,960	19,960	21,000
01-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	18,729	31,580	31,580	31,580	39,170
01-9690-5104	OVERTIME	2,497	3,500	3,500	3,500	3,500
01-9690-5105	HEALTH & LIFE INSURANCE	4,720	4,730	4,730	4,920	4,730
01-9690-5107	WORKERS' COMPENSATION	1,716	2,590	2,590	2,490	3,120
01-9690-5108	PERS	5,248	5,850	5,850	5,790	6,920
01-9690-5110	MEDICARE	595	830	830	880	950
01-9690-5111	SICK LEAVE/VACATION BUYBACK	354	380	380	470	390
	<b>TOTAL PERSONNEL</b>	<b>52,637</b>	<b>69,420</b>	<b>69,420</b>	<b>69,590</b>	<b>79,780</b>
<b>OPERATIONS</b>						
01-9690-6214	MILEAGE REIMBURSEMENT	104	110	110	110	110
01-9690-6221	MACHINERY EQUIPMENT RENTAL	2,150	3,630	3,630	3,630	3,630
01-9690-6227	CONTRACTUAL SERVICES	39,038	52,220	53,883	50,220	52,220
01-9690-6256	EQUIPMENT USAGE	443	450	450	450	490
01-9690-6265	COMPUTER USAGE	2,417	2,480	2,480	2,480	2,280
01-9690-6277	RECREATION SUPPLIES	14,599	14,250	15,167	13,750	14,250
	<b>TOTAL OPERATIONS</b>	<b>58,751</b>	<b>73,140</b>	<b>75,720</b>	<b>70,640</b>	<b>72,980</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>111,388</b>	<b>142,560</b>	<b>145,140</b>	<b>140,230</b>	<b>152,760</b>
FUNDING SOURCE: GENERAL						
	F/T EMPLOYEES	0.35	0.35	0.35	0.35	0.35
SPECIAL EVENTS REVENUE (\$16,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**SPECIAL EVENTS (9690)**

The Special Events program includes the organization and promotion of annual events that are conducted by the Recreation Division of the Community Services Department, such as Summer Band Concerts, Halloween Events, Dinner with Santa, Santa Visits, Snow Night, Kids' Night Out, Community Dance, Holiday Craft Fair & Boutique, Lunar New Year, Family Science Night, Veteran's Day Reception, and other Civic celebrations.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 35%***

Develop and supervise recreation programs, sports leagues, social services, special events, and excursions under the direction of the Recreation Supervisor. (35% in 01-9692, 30% in 01-9694)

5103 **Seasonal/Limited Part-Time Employees**

Provides for the staffing at the special events.

5104 - 5111 See Appendix

**OPERATIONS:**

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for recreation staff to deliver promotional materials to offsite locations, pickup supplies, and move supplies to event sites.

6221 **Machinery Equipment Rental**

Provides for the rental of equipment needed to conduct Special Events.

6227 **Contractual Services**

Provides for payment to independent contractors for bands, Santa services, sound reinforcement for events, snow, holiday entertainment, and equipment rental. Also provides for paid advertising.

6256 - 6265 See Appendix

6277 **Recreation Supplies**

Provides for the purchase of supplies for all special events.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: AQUATICS**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	111,404	98,610	98,610	101,290
01-9691-5107	WORKERS' COMPENSATION	4,694	4,360	4,360	4,700
01-9691-5110	MEDICARE	1,615	1,430	1,430	1,470
	<b>TOTAL PERSONNEL</b>	<b>117,713</b>	<b>104,400</b>	<b>104,400</b>	<b>107,460</b>
<b>OPERATIONS</b>					
01-9691-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	742	1,000	1,000	1,000
01-9691-6213	BUILDING MAINTENANCE/SUPPLIES	43	250	250	250
01-9691-6214	MILEAGE REIMBURSEMENT	36	420	420	420
01-9691-6222	FACILITY RENTAL	1,117	2,700	2,700	2,700
01-9691-6227	CONTRACTUAL SERVICES	0	1,130	1,170	1,130
01-9691-6239	UNIFORMS	2,742	2,900	3,030	2,810
01-9691-6254	COMMUNICATIONS	96	500	240	0
01-9691-6271	SERVICE/RECOGNITION/AWARDS	167	490	580	580
01-9691-6277	RECREATION SUPPLIES	2,996	2,850	2,850	2,850
	<b>TOTAL OPERATIONS</b>	<b>7,939</b>	<b>12,240</b>	<b>12,240</b>	<b>11,740</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>125,652</b>	<b>116,640</b>	<b>116,640</b>	<b>119,200</b>
FUNDING SOURCE: AQUATICS REVENUE (\$120,000)					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**AQUATICS (9691)**

The Aquatics program consists of day and evening swimming lessons, day and evening recreation swimming, and special aquatic events. Beginning in 2003, it includes a year-round youth swim team. All programs held at the Walnut High School pool.

**PERSONNEL:**

**5103 Seasonal/Limited Part-Time Employees**

Provides for one Swimming Pool Manager, one Assistant Pool Manager, Swim Instructors, Lifeguards and Swim Team Coaches. The Aquatics Staff is responsible for operating the recreation swim program at the Walnut High School (WHS) pool.

5107 - 5110 See Appendix

**OPERATIONS:**

**6203 Memberships, Dues, Subscriptions, Books, Fees**

Provides for annual membership in the USA Swimming for swim team coaches. Provides for swim team registration in the Southern California Municipal Athletic Federation (SCMAF).

**6213 Building Maintenance/Supplies**

Provides for cleaning and staff supplies for the Aquatics office at the WHS pool.

**6214 Mileage Reimbursement**

Provides for mileage reimbursements for the aquatics staff.

**6222 Facility Rental**

Provides for use of the pool for the swim team during the school year.

**6227 Contractual Services**

Provides for compensation for officiating service at swim meets, contractual instructors, and in-service trainer.

**6239 Uniforms**

Provides for the purchase of hats, whistles, swimsuits, and T-shirts for the aquatics staff involved in the Aquatics Program.

6254 **Communications**

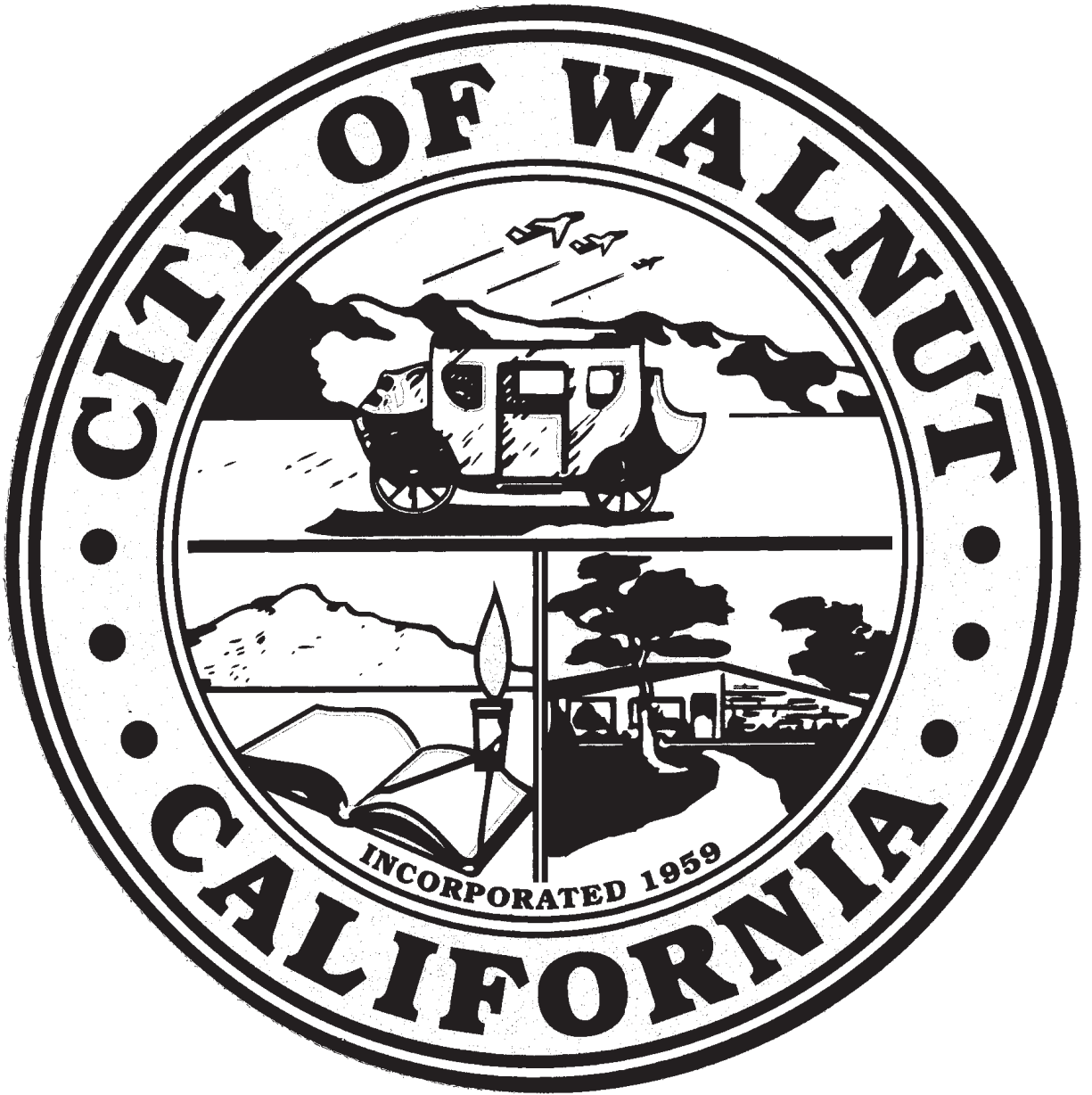
Provides for internet service for on-site registration.

6271 **Service/Recognition/Awards**

Provides for trophies, ribbons and gift certificates for youth swim team.

6277 **Recreation Supplies**

Provides for the purchase of aquatic supplies for the operation of the Aquatic Program at the WHS pool. Includes items such as rescue tubes, life lines, first aid supplies, office supplies, banquet supplies, swim team T-shirts, sunscreen, and snack bar items.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: EXCURSIONS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9692-5101	REGULAR SALARIES	18,778	19,960	19,960	19,960	21,000
01-9692-5105	HEALTH & LIFE INSURANCE	4,720	4,730	4,730	4,920	4,730
01-9692-5107	WORKERS' COMPENSATION	791	890	890	890	980
01-9692-5108	PERS	5,247	5,850	5,850	5,790	6,920
01-9692-5110	MEDICARE	292	310	310	210	330
01-9692-5111	SICK LEAVE/VACATION BUYBACK	354	380	380	470	390
	<b>TOTAL PERSONNEL</b>	<b>30,181</b>	<b>32,120</b>	<b>32,120</b>	<b>32,240</b>	<b>34,350</b>
<b>OPERATIONS</b>						
01-9692-6227	CONTRACTUAL SERVICES	7,363	7,400	7,400	5,400	7,400
01-9692-6256	EQUIPMENT USAGE	443	450	450	450	490
01-9692-6265	COMPUTER USAGE	2,417	2,480	2,480	2,480	2,280
01-9692-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	44,396	39,590	39,590	34,590	39,590
01-9692-6277	RECREATION SUPPLIES	114	230	230	230	230
	<b>TOTAL OPERATIONS</b>	<b>54,734</b>	<b>50,150</b>	<b>50,150</b>	<b>43,150</b>	<b>49,990</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>84,915</b>	<b>82,270</b>	<b>82,270</b>	<b>75,390</b>	<b>84,340</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
EXCURSION REVENUE (\$58,800)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**EXCURSIONS (9692)**

The Excursions program consists of a variety of excursions to local destinations such as amusement parks, theaters, museums, points of interest, and extended trips of various lengths to destinations requiring overnight accommodations.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 35%***

Develop and supervise recreation programs, sports leagues, social services, special events, and excursions under the direction of the Recreation Supervisor. (35% in 01-9690, 30% in 01-9694)

5105 – 5111 See Appendix

**OPERATIONS:**

6227 **Contractual Services**

Provides for the cost of transportation beyond Prop C boundaries and for payments to travel agencies for special trips. Also provides for fees associated with step-on tour guides.

6256-6265 See Appendix

6276 **Tickets, Hotels, Deposits, Reservations**

Provides for payment of admission tickets, hotel reservations, restaurants for excursions, and for deposits for future excursions.

6277 **Recreation Supplies**

Provides for various supplies used on excursions.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SPORTS & GYMNASIUM**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9693-5101	REGULAR SALARIES	72,000	76,420	76,420	76,420	76,420
01-9693-5102	REGULAR PART-TIME EMPLOYEES	32,085	39,230	39,230	39,230	38,170
01-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	168,603	183,430	183,430	183,430	210,780
01-9693-5105	HEALTH & LIFE INSURANCE	13,469	20,940	20,940	14,030	21,240
01-9693-5107	WORKERS' COMPENSATION	9,767	11,320	11,320	9,620	14,110
01-9693-5108	PERS	22,135	25,201	25,201	24,700	28,030
01-9693-5110	MEDICARE	4,078	4,480	4,480	3,920	4,870
01-9693-5111	SICK LEAVE/VACATION BUYBACK	2,896	1,780	1,780	1,700	1,710
	<b>TOTAL PERSONNEL</b>	<b>325,032</b>	<b>362,801</b>	<b>362,801</b>	<b>353,050</b>	<b>395,330</b>
<b>OPERATIONS</b>						
01-9693-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	130	290	290	290	290
01-9693-6214	MILEAGE REIMBURSEMENT	18	370	370	370	370
01-9693-6215	VEHICLE/CELL ALLOWANCE	3,200	3,000	3,000	3,000	3,200
01-9693-6227	CONTRACTUAL SERVICES	96,813	115,000	115,000	115,000	115,000
01-9693-6235	REFEREE SERVICES	25,700	21,000	23,350	21,000	21,000
01-9693-6250	WATER	2,844	2,800	2,800	2,800	2,800
01-9693-6251	ELECTRICITY	38,001	39,000	39,000	39,000	39,750
01-9693-6252	GAS	587	1,000	1,800	1,000	1,000
01-9693-6253	TELEPHONE	2,998	3,900	3,350	3,900	3,500
01-9693-6256	EQUIPMENT USAGE	1,266	1,270	1,270	1,270	1,400
01-9693-6265	COMPUTER USAGE	6,906	7,080	7,080	7,080	6,530
01-9693-6271	SERVICE/RECOGNITION/AWARDS	5,238	5,000	4,150	3,800	5,000
01-9693-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	14,300	16,680	15,780	16,680	16,680
01-9693-6277	RECREATION SUPPLIES	8,605	8,120	7,520	8,120	8,120
01-9693-6279	UNIFORMS	15,420	18,000	15,215	16,600	18,000
	<b>TOTAL OPERATIONS</b>	<b>222,026</b>	<b>242,510</b>	<b>239,975</b>	<b>239,910</b>	<b>242,640</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>547,058</b>	<b>605,311</b>	<b>602,776</b>	<b>592,960</b>	<b>637,970</b>
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$279,970)						
SPORTS LEAGUES REVENUE (\$358,000)						
FACILITY MAINTENANCE FUND (\$0)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**SPORTS & GYMNASIUM (9693)**

The Sports & Gymnasium program provides for the operation and maintenance of the Gymnasium. It provides for the coordination of adult sports leagues and tournaments such as softball, volleyball, and basketball. It also provides for youth leagues and sports-related classes such as badminton, table tennis, gymnastics, tennis, and fitness.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Supervisor - 100%***

Under the direction of the Deputy Community Services Director, is responsible for the operation and supervision of the daily activities, recreation programs, sports leagues and classes, rentals of the facility, special events, and excursions conducted through the gym or sports programs.

5102 **Regular Part-time Employees**

***Recreation Specialist – 100%***

Provides for a ***Recreation Specialist*** responsible for assisting with the daily operation of the Teen Center’s activities, special events and the afterschool program.

5103 **Seasonal/Limited Part-Time Employees**

Provides for Recreation Leaders to conduct sports-related camps, to act as scorekeepers for adult sports leagues and to prepare softball fields before games. Provides for Recreation Leaders to supervise activities related to sports.

5105 - 5111 See Appendix

**OPERATIONS:**

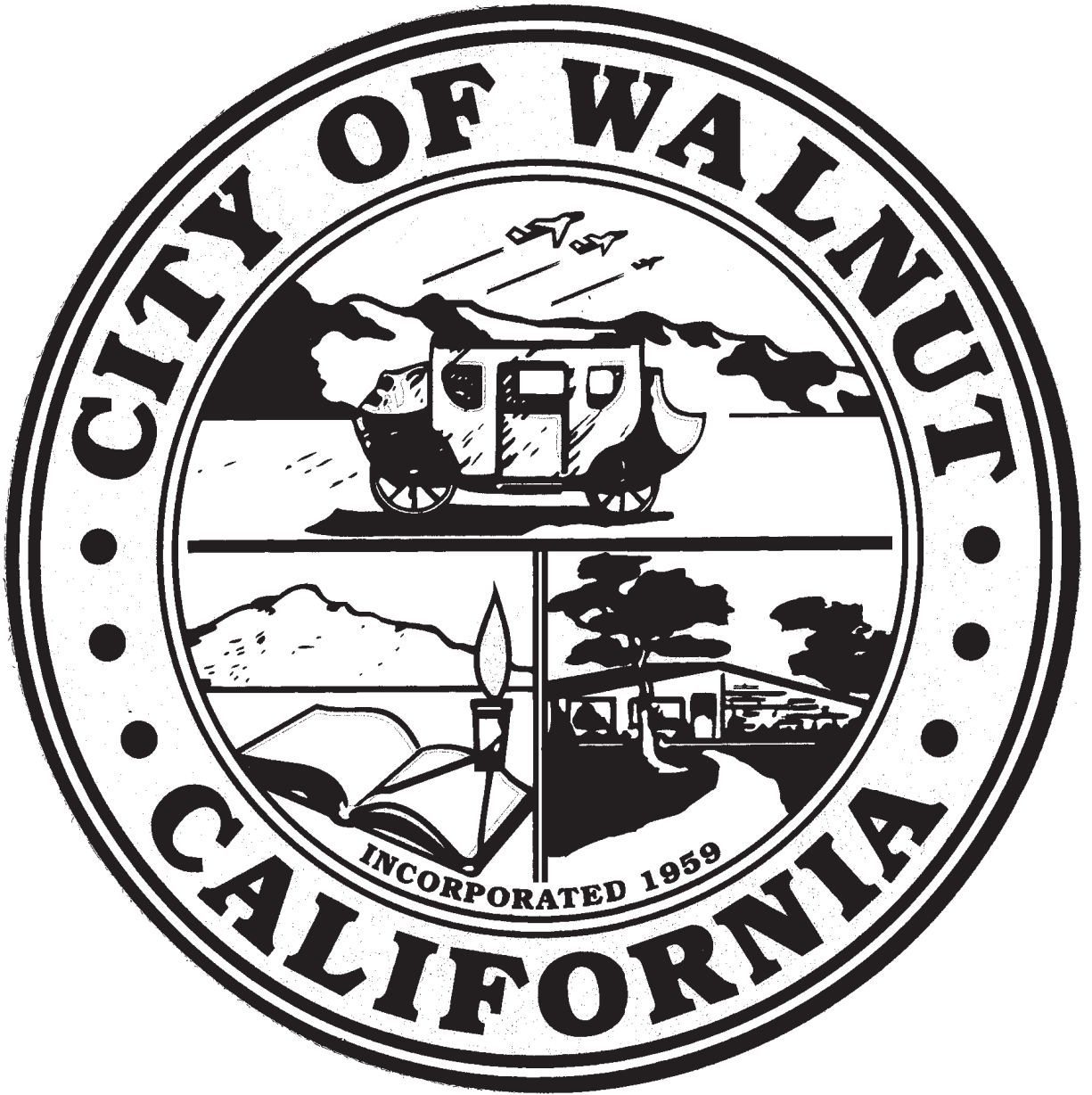
6203 **Memberships, Dues, Subscriptions, Books, Fees**

Provides for the annual membership of the Recreation Supervisor in the Southern California Municipal Athletic Federation. Also provides for the purchase of League rulebooks.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for the recreation staff to travel between facilities and conduct business for the sports programs.

- 6215 **Vehicle Allowance/Cell**  
Provides for a vehicle and cell phone allowance for the Recreation Supervisor, distributed the same as payroll.
- 6227 **Contractual Services**  
Provides for payments to game officials for tournaments and leagues. Provides for compensation of sports recreation class instructors.
- 6235 **Referee Services**  
Provides for payment to referees for the adult basketball leagues.
- 6250 **Water**  
Provides for 60% of water costs for the facility. (40% in 01-9697)
- 6251 **Electricity**  
Provides for 60% of electrical energy costs associated with gymnasium. (40% in 01-9697)
- 6252 **Gas**  
Provides for 60% of gas energy costs associated with gymnasium. (40% in 01-9697)
- 6253 **Telephone**  
Provides for 50% of telephone costs. (50% in 01-9697)
- 6256-6265 See Appendix
- 6271 **Service/Recognition/Awards**  
Provides for the purchase of trophies and other awards for the sport leagues.
- 6276 **Tickets, Hotels, Deposits, Reservations**  
Provides for the excursions scheduled for summer camps and other programs.
- 6277 **Recreation Supplies**  
Provides for the purchase of supplies for the various activities and sports leagues, such as basketballs, chalk, base pegs, etc.
- 6279 **Uniforms**  
Provides for the purchase of uniforms for the youth sports leagues and coaches and adult basketball jerseys.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION CLASSES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
01-9694-5101	REGULAR SALARIES	16,096	17,110	17,110	18,000	
01-9694-5105	HEALTH & LIFE INSURANCE	4,045	4,050	4,050	4,050	
01-9694-5107	WORKERS' COMPENSATION	678	760	760	840	
01-9694-5108	PERS	4,498	5,020	5,020	5,930	
01-9694-5110	MEDICARE	250	270	270	280	
01-9694-5111	SICK LEAVE/VACATION BUYBACK	303	330	330	340	
	<b>TOTAL PERSONNEL</b>	<b>25,870</b>	<b>27,540</b>	<b>27,540</b>	<b>29,440</b>	
<b>OPERATIONS</b>						
01-9694-6214	MILEAGE REIMBURSEMENT	0	160	160	160	
01-9694-6227	CONTRACTUAL SERVICES	74,805	78,000	78,000	78,000	
01-9694-6256	EQUIPMENT USAGE	380	380	380	420	
01-9694-6265	COMPUTER USAGE	2,072	2,120	2,120	1,960	
01-9694-6277	RECREATION SUPPLIES	42	1,000	1,000	1,000	
	<b>TOTAL OPERATIONS</b>	<b>77,298</b>	<b>81,660</b>	<b>81,660</b>	<b>80,910</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>103,168</b>	<b>109,200</b>	<b>109,200</b>	<b>110,980</b>	
FUNDING SOURCE:		F/T EMPLOYEES	0.30	0.30	0.30	0.30
RECREATION CLASSES REVENUE (\$124,500)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**RECREATION CLASSES (9694)**

The Recreation Classes program consists of a variety of instructional classes that include, but are not limited to, dance, music, arts and crafts, computers, early childhood, and other adult and youth interests.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 30%***

Develop and supervise recreation programs, social services, special events, and excursions under the direction of the Recreation Supervisor. (35% in 01-9690, 35% in 01-9692)

5105 - 5111 See Appendix

**OPERATIONS:**

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for recreation staff to travel between facilities and other destinations as required.

6227 **Contractual Services**

Provides for payments to independent contractors to conduct recreation classes.

6256-6265 See Appendix

6277 **Recreation Supplies**

Provides for supplies needed to conduct various classes.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SENIOR CENTER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
<b>PERSONNEL</b>						
01-9696-5101	REGULAR SALARIES	72,160	76,420	76,420	76,420	
01-9696-5102	REGULAR PART-TIME EMPLOYEES	33,074	39,230	39,230	38,170	
01-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	78,873	89,080	89,080	95,620	
01-9696-5105	HEALTH & LIFE INSURANCE	21,173	22,695	22,695	21,240	
01-9696-5107	WORKERS' COMPENSATION	6,034	7,150	7,150	6,770	
01-9696-5108	PERS	29,501	33,840	33,840	37,770	
01-9696-5110	MEDICARE	2,756	3,050	3,050	3,130	
01-9696-5111	SICK LEAVE/VACATION BUYBACK	2,776	1,780	1,780	1,450	
	<b>TOTAL PERSONNEL</b>	<b>246,348</b>	<b>273,245</b>	<b>273,245</b>	<b>274,080</b>	
<b>OPERATIONS</b>						
01-9696-6206	ADVERTISING	458	500	370	500	
01-9696-6210	PRINTING	0	560	560	560	
01-9696-6214	MILEAGE REIMBURSEMENT	91	370	370	370	
01-9696-6215	VEHICLE/CELL ALLOWANCE	3,200	3,000	3,000	3,200	
01-9696-6227	CONTRACTUAL SERVICES	34,761	33,500	33,500	33,500	
01-9696-6250	WATER	4,042	4,200	4,200	4,200	
01-9696-6251	ELECTRICITY	53,170	51,000	51,000	52,000	
01-9696-6252	GAS	798	1,600	1,600	1,600	
01-9696-6253	TELEPHONE	5,887	6,000	6,650	7,400	
01-9696-6254	COMMUNICATIONS	1,070	1,200	1,200	1,200	
01-9696-6256	EQUIPMENT USAGE	1,266	1,270	1,270	1,400	
01-9696-6265	COMPUTER USAGE	6,906	7,080	7,080	6,530	
01-9696-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	30,148	35,000	35,000	35,000	
01-9696-6277	RECREATION SUPPLIES	7,329	11,000	11,000	11,000	
01-9696-6286	MEALS PROGRAM	6,000	6,000	6,000	6,000	
	<b>TOTAL OPERATIONS</b>	<b>155,127</b>	<b>162,280</b>	<b>162,800</b>	<b>160,180</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>401,474</b>	<b>435,525</b>	<b>436,045</b>	<b>434,260</b>	
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$365,330)						
PROGRAM REVENUE (\$79,700)						
FACILITY MAINTENANCE (\$0)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**SENIOR CITIZENS CENTER (9696)**

The Senior Citizens Center program provides for the physical and social needs of older adults by offering a large variety of program activities and services in a comfortable and welcoming environment.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Supervisor - 100%***

Under the direction of the Deputy Community Services Director, is responsible for the operation and supervision of the full-service senior citizens center including daily activities, meal program, social services, excursions, events, etc.

5102 **Regular Part-Time Employees**

***Recreation Specialist – 100%***

Provides for a ***Recreation Specialist*** responsible for assisting with the daily operation of the Senior Center's activities and community special events.

5103 **Seasonal/Limited Part-Time Employees**

Provides for Recreation Leaders at the senior center for special events and other activities.

5105 - 5111 See Appendix

**OPERATIONS:**

6206 **Advertising**

Provides for the advertising of the Senior Center through promotional items.

6210 **Printing**

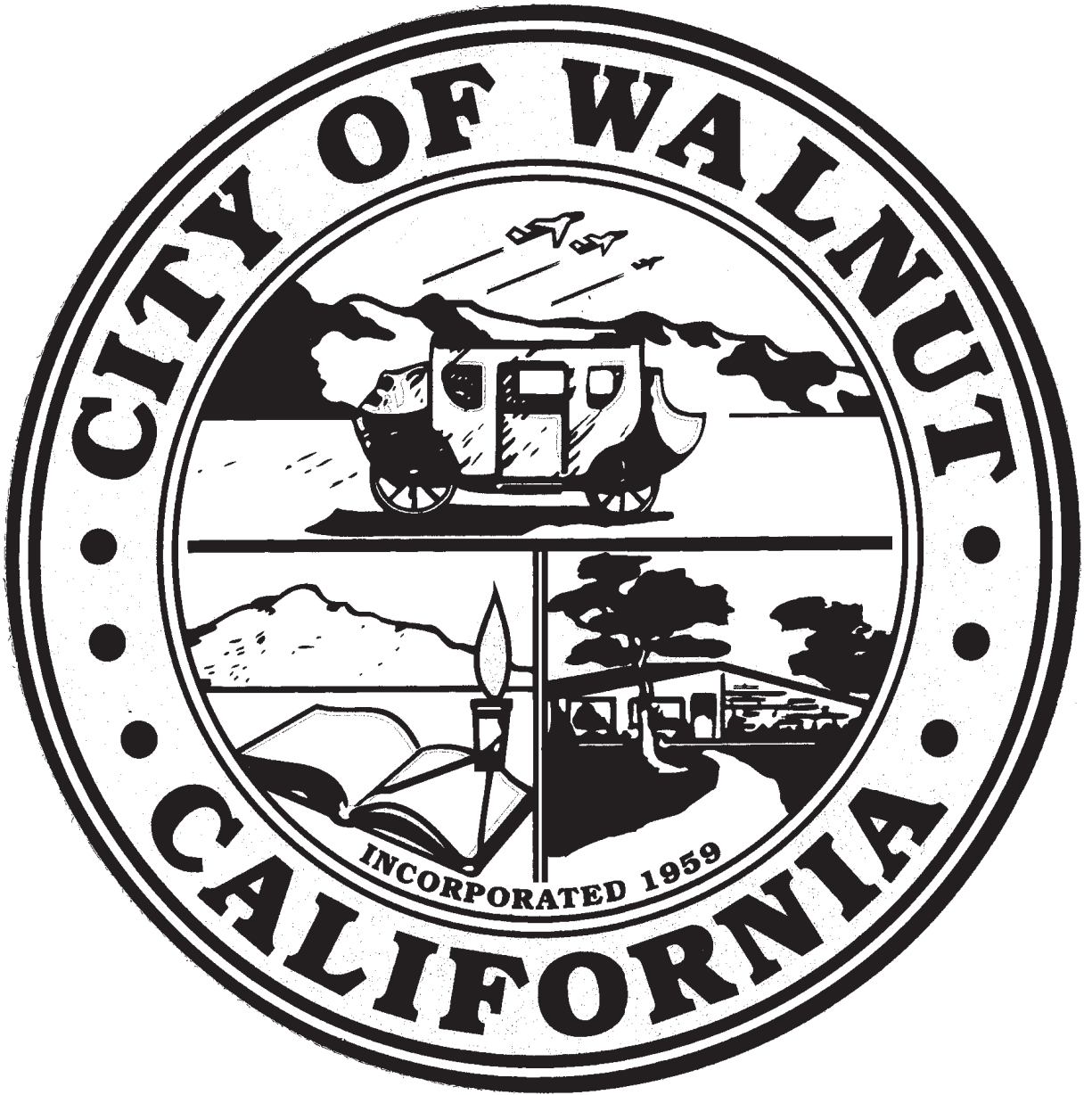
Provides for printing of required forms and bi-monthly newsletter.

6214 **Mileage Reimbursement**

Provides mileage reimbursement for Recreation Specialist or Recreation Leader when completing errands for the Senior Center.



- 6215 **Vehicle Allowance/Cell**  
Provides for vehicle and cell phone allowance for the Recreation Supervisor, distributed the same as payroll.
- 6227 **Contractual Services**  
Provides for compensation to class instructors, social-event caterers, and entertainers. Also provides for equipment rentals for the Health Fair and other special events. Provides for transportation costs beyond the CDBG allocation.
- 6250 **Water**  
Provides for water for the Senior Center.
- 6251 **Electricity**  
Provides for electricity for the Senior Center.
- 6252 **Gas**  
Provides for gas for the Senior Center.
- 6253 **Telephone**  
Provides for telephone service at the facility.
- 6254 **Communications**  
Provides for Internet Service for the computer lab and 3% of two-way radios/telephone service for citywide system.
- 6256 - 6265 See Appendix
- 6276 **Tickets, Hotels, Deposits, Reservations**  
Provides for the excursions scheduled for seniors throughout the year.
- 6277 **Recreation Supplies**  
Provides for decorations, volunteer awards, coffee supplies, door prizes, and Health Fair supplies and other event or program supplies.
- 6286 **Meals Program**  
Provides for funding to contract for a lunchtime meal program.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: TEEN CENTER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9697-5101	REGULAR SALARIES	42,387	47,000	47,000	47,180	50,830
01-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	64,029	57,860	57,860	57,860	63,460
01-9697-5105	HEALTH & LIFE INSURANCE	13,480	13,500	13,500	14,020	13,500
01-9697-5107	WORKERS' COMPENSATION	4,480	4,640	4,640	5,020	5,310
01-9697-5108	PERS	2,908	3,280	3,280	3,420	3,780
01-9697-5110	MEDICARE	1,559	1,620	1,620	1,660	1,750
01-9697-5111	SICK LEAVE/VACATION BUYBACK	1,109	1,090	1,090	1,060	1,130
	<b>TOTAL PERSONNEL</b>	<b>129,953</b>	<b>128,990</b>	<b>128,990</b>	<b>130,220</b>	<b>139,760</b>
<b>OPERATIONS</b>						
01-9697-6206	ADVERTISING	0	770	520	370	770
01-9697-6214	MILEAGE REIMBURSEMENT	40	210	210	60	210
01-9697-6227	CONTRACTUAL SERVICES	5,086	6,350	5,450	6,350	6,350
01-9697-6250	WATER	1,896	2,200	2,200	2,200	2,200
01-9697-6251	ELECTRICITY	25,334	25,200	25,200	25,200	27,000
01-9697-6252	GAS	392	520	1,420	520	520
01-9697-6253	TELEPHONE	2,998	3,300	3,300	3,300	3,400
01-9697-6254	COMMUNICATIONS	720	750	750	750	770
01-9697-6256	EQUIPMENT USAGE	1,266	1,270	1,270	1,270	1,400
01-9697-6265	COMPUTER USAGE	6,906	7,080	7,080	7,080	6,530
01-9697-6271	SERVICE/RECOGNITION/AWARDS	335	1,170	1,170	670	1,170
01-9697-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	3,948	5,000	5,000	5,000	5,000
01-9697-6277	RECREATION SUPPLIES	5,389	6,250	6,250	5,550	6,250
01-9697-6283	SNACK BAR SUPPLIES	8,397	9,500	9,500	9,500	9,500
	<b>TOTAL OPERATIONS</b>	<b>62,707</b>	<b>69,570</b>	<b>69,320</b>	<b>67,820</b>	<b>71,070</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>192,659</b>	<b>198,560</b>	<b>198,310</b>	<b>198,040</b>	<b>210,830</b>
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$169,830)						
PROGRAM REVENUE (\$41,000)						
FACILITY MAINTENANCE (\$0)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**TEEN CENTER (9697)**

The Teen Center provides a place for youth to meet and participate in positive and productive activities during non-school hours. Various activities are planned throughout the year and include teen dances, excursions, on-site peer counseling, tutoring, and game tournaments. The Center and its activities are geared for the youth in 6<sup>th</sup> through 12<sup>th</sup> grades.

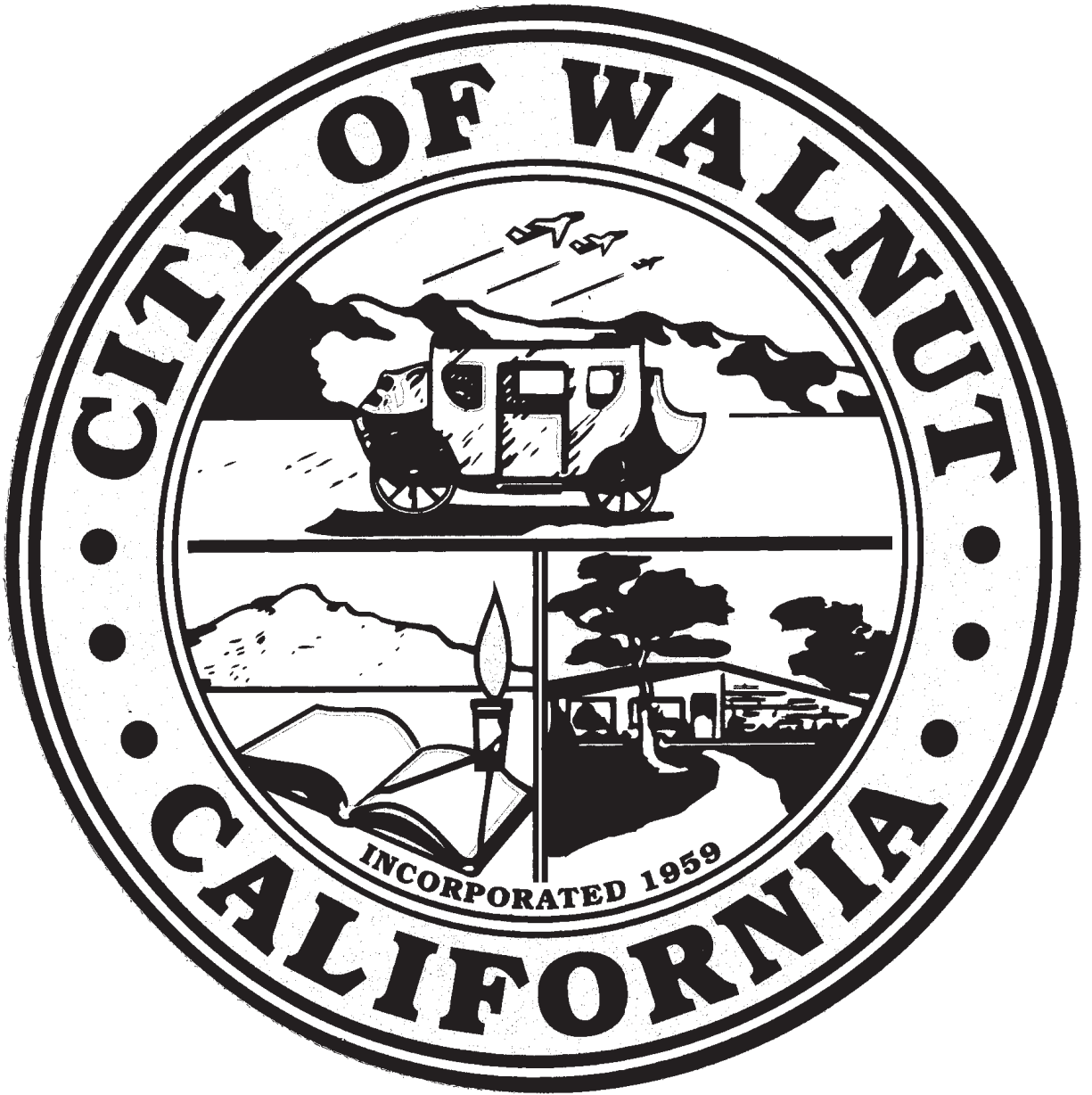
**PERSONNEL:**

- 5101 **Regular Salaries**  
***Recreation Coordinator - 100%***  
Develop and supervise recreation programs, sports leagues, social services, special events, and excursions under the direction of the Recreation Supervisor.
- 5103 **Seasonal/Limited Part-Time Employees**  
Provides for Recreation Leaders for daily supervision, special events, excursions, etc.
- 5105 - 5111 See Appendix

**OPERATIONS:**

- 6206 **Advertising**  
Provides for advertising in the *Hoof Print* (WHS paper) and other newspapers.
- 6214 **Mileage Reimbursement**  
Provides for mileage reimbursement for the Recreation staff to travel between the facilities and other destinations as required.
- 6227 **Contractual Services**  
Provides for Band/DJ and sound system for events during the year. Provides for contracts for guest speakers for educational seminars, and class instructors.
- 6250 **Water**  
Provides for 40% of water charges for the center. (60% in 01-9693)
- 6251 **Electricity**  
Provides for 40% electrical usage costs for the Teen Center facility. (60% in 01-9693)

- 6252 **Gas**  
Provides for 40% gas usage costs for the Teen Center facility. (60% in 01-9693)
- 6253 **Telephone**  
Provides 50% of telephone service cost for the Teen Center. (50% in 01-9693)
- 6254 **Communications**  
Provides for Internet Service for the computer lab.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**  
Provides for awards for contests and tournaments.
- 6276 **Tickets, Hotels, Deposits, Reservations**  
Provides for the excursions scheduled for teens throughout the year.
- 6277 **Recreation Supplies**  
Provides for the purchase of supplies needed for the Teen Center such as arts and crafts, video rentals, cue sticks, games, refreshments, and supplies for special events.
- 6283 **Snack Bar Supplies**  
Provides for snack bar food items that are marked up for resale to the teens.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: CAMP CRAWDAD**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2017-18		2018-19	2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
<b>PERSONNEL</b>					
01-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	13,281	15,150	15,150	17,520
01-9699-5107	WORKERS' COMPENSATION	559	670	670	820
01-9699-5110	MEDICARE	193	220	220	260
	<b>TOTAL PERSONNEL</b>	<b>14,033</b>	<b>16,040</b>	<b>16,040</b>	<b>18,600</b>
<b>OPERATIONS</b>					
01-9699-6214	MILEAGE REIMBURSEMENT	0	270	270	270
01-9699-6227	CONTRACTUAL SERVICES	784	1,000	1,000	1,000
01-9699-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	2,218	2,950	3,000	2,950
01-9699-6277	RECREATION SUPPLIES	2,211	3,000	2,950	3,000
	<b>TOTAL OPERATIONS</b>	<b>5,212</b>	<b>7,220</b>	<b>7,220</b>	<b>7,220</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>19,245</b>	<b>23,260</b>	<b>23,260</b>	<b>25,820</b>
FUNDING SOURCE: GENERAL CAMP PROGRAM REVENUE (\$12,000)					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**CAMP CRAWDAD (9699)**

The budget provides for recreational activities for summer Camp Crowdad.

**PERSONNEL:**

5103 **Seasonal/Limited Part-Time Employees**  
Provides for part-time Recreation Leaders to conduct a summer program for children.

5107 - 5110 See Appendix

**OPERATIONS:**

6214 **Mileage Reimbursement**  
Provides for mileage reimbursement for recreation staff to travel between facilities and other destinations as required.

6227 **Contractual Services**  
Provides for bus transportation costs for excursions. Provides for services rendered by instructors, entertainers, etc.

6276 **Tickets, Hotels, Deposits, Reservations**  
Provides for the purchase of tickets for various excursions.

6277 **Recreation Supplies**  
Provides for the purchase of supplies such as games, athletic equipment, and other items needed to operate an after school recreation program.



**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: PARK GRANTS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
27-9696-6246	SR. CTR: BUILDING MAINTENANCE	47,826	20,000	20,000	20,000	30,000
28-9696-6246	SR. CTR: BUILDING MAINTENANCE	0	0	0	0	25,000
	<b>TOTAL OPERATIONS</b>	<b>47,826</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>55,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>47,826</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>55,000</b>
FUNDING SOURCE: PARK GRANTS (\$30,000) MEASURE "A" (M&S) (\$25,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**PARK GRANTS (27 & 28-9696)**

Funding for the projects listed below is provided by grants through the Los Angeles County Safe Neighborhood Parks Act of 1996 and Measure A Maintenance & Services (M&S).

**OPERATIONS:**

27-9696-6246 **Building Maintenance**

Provides for a portion of maintenance costs at the Walnut Senior Center. Balance in 28-9696.

28-9696-6246 **Building Maintenance**

Provides for a portion of maintenance costs at the Walnut Senior Center. Balance in 27-9696.

**CITY OF WALNUT  
2019-20 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: PARKS MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2017-18		2018-19		2019-20
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
37-9100-6290	SPECIAL MAINTENANCE PROJECTS	0	0	0	0	85,000
	<b>TOTAL OPERATIONS</b>	0	0	0	0	85,000
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	0	0	0	85,000
FUNDING SOURCE: MEASURE A (CATEGORY 1) (\$85,000)						

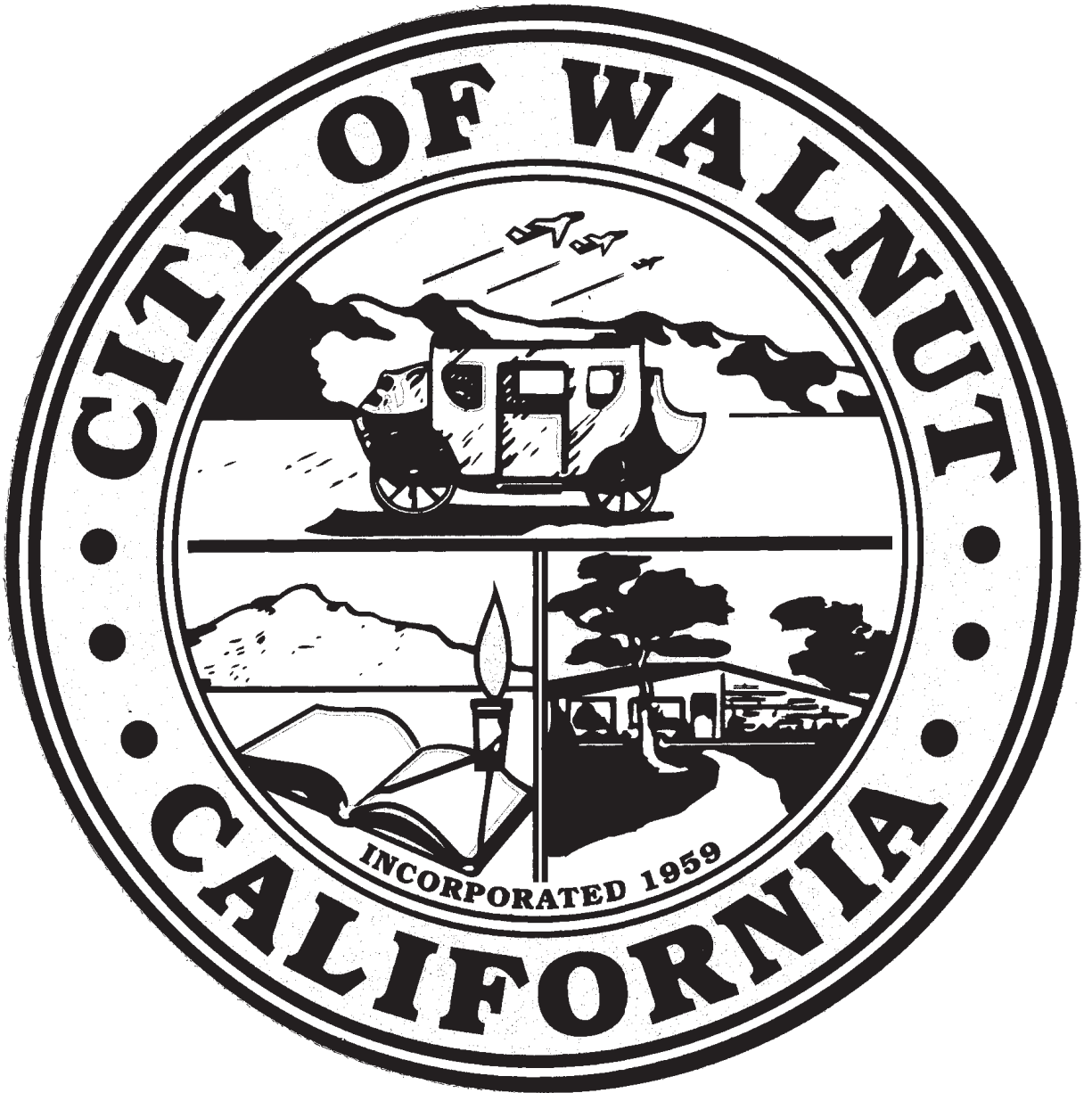
**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2019-20**  
**PARKS MAINTENANCE (37-9100)**

The Parks Maintenance Division provides for the maintenance of all City parks, which are comprised of 11 parks for a combined total of 104 acres. Funding for the projects listed below is provided by grants through Measure A Category 1.

**OPERATIONS:**

6290 **Special Maintenance Projects**

Provides for special projects in the parks, such as grading/renovating sports fields, upgrading irrigation systems, upgrades to LED lighting at restrooms facilities and parking lots, and installation of automated sports field lighting. (Formerly charged to 01-9100-6290).



# **Capital Projects**

**CITY OF WALNUT  
CAPITAL PROJECT  
5 - YEAR PROJECTIONS**

**PROJECT DEFINITION**

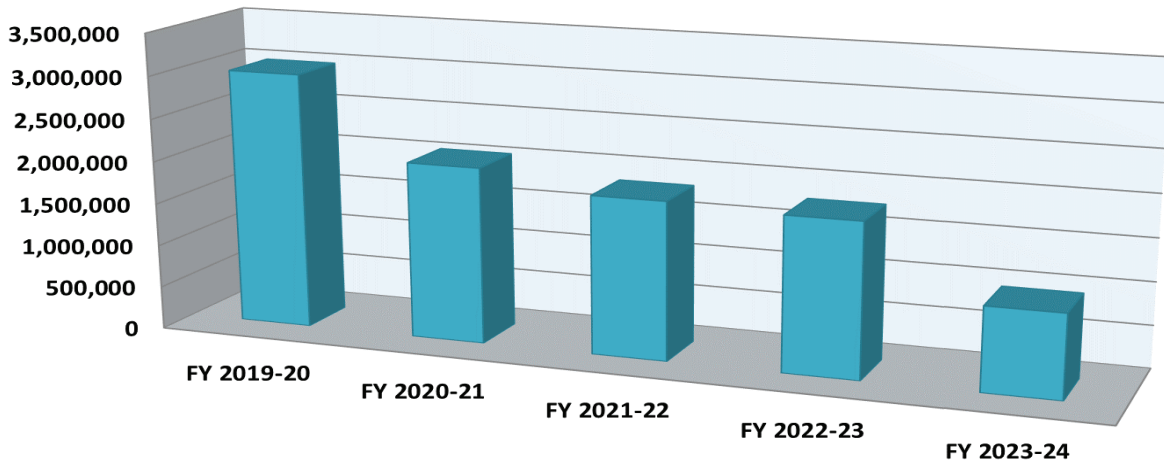
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

**NEW AND IN -PROGRESS PROJECTS**

New Projects are projects identified and recommended as necessary in the City of Walnut. Throughout the fiscal year, the projects scheduled to begin in Fiscal Year 2019-20 will be presented individually before the City Council to approve plans and specifications, review costs, consider the environmental assessment, authorize the City Engineer to seek bids, and award the contract. Some of these projects may take over a year to complete. This 5-year program illustrates the estimated appropriation distribution for each project for the next five years.

In-Progress Projects are projects that have previously been approved by the City Council, either in Fiscal Year 2018-19, or prior years. If these projects were not completed as of June 30, 2019, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2019-20 and beyond if necessary.

**Capital Projects  
Five-Year Projection**



**CITY OF WALNUT  
CAPITAL PROJECT  
5 - YEAR PROJECTIONS**

**SUMMARY**

<b>Fiscal Year</b>	
2019-20	\$3,005,940
2020-21	\$2,066,000
2021-22	\$1,850,000
2022-23	\$1,800,000
2023-24	\$975,000
	<b>\$9,696,940</b>
	<b>\$9,696,940</b>

**FUNDING SOURCE**

Funding for the Capital Projects is provided by various sources. For Fiscal Year 2019-20 they are as follows:

General Fund -01	\$	200,000
RMRA -03	\$	500,000
Park Improvement-06	\$	575,000
PROP C-13	\$	650,000
Bikeway-14	\$	25,000
Measure R-16	\$	10,000
Contribution-20	\$	70,000
PROP A-23	\$	650,000
Capital/Equip-25	\$	325,940
	<b>\$</b>	<b>3,005,940</b>
	<b>\$</b>	<b>3,005,940</b>



**CITY OF WALNUT  
CAPITAL PROJECTS  
5-YEAR PROGRAM**

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	
9226	<b>TRAIL PROJECT</b>									
		Capital/Equip-25	\$75,000	\$0						
		Bikeway Fund-14	\$25,000	\$0						
	<b>CONSTRUCTION</b>				100,000	0	0	0	0	
	<b>TOTAL</b>									
		\$100,000								
		\$100,000								
	Provides for various trail improvements throughout the City.									
6423	<b>FUTURE RECREATION FACILITY</b>									
		Aquatics Center - Capital/Equip-25	\$93,647	\$93,647						
		Aquatics Center - Contribution-20	\$441,632	\$389,812						
		<b>Sub-total</b>	<b>\$535,279</b>	<b>\$483,459</b>						
		3 Oaks - Capital/Equip-25	\$39,273	\$39,273						
		3 Oaks - Contribution-20	\$40,000	\$21,822						
		<b>Sub-total</b>	<b>\$79,273</b>	<b>\$61,094</b>						
	<b>Aquatics Center</b>									
	PROFESSIONAL SERVICES-25	\$93,647		0	0	0	0	0	0	
	PROFESSIONAL SERVICES-20	\$441,632		51,820	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$535,279</b>								
	<b>3 Oaks</b>									
	PROFESSIONAL SERVICES-25	\$39,273		0	0	0	0	0	0	
	PROFESSIONAL SERVICES-20	\$40,000		18,180	0	0	0	0	0	
	<b>TOTAL</b>	<b>\$79,273</b>								
	Provides for the design and construction of the aquatics portion of the Multi-Use Facility to be determined with City Recreation Master Plan process. Currently the estimated (unfunded) cost of the project is \$20,000,000.									
6363	<b>BUTTERFIELD PARK IMPROVEMENTS</b>									
		Park Improvement-06	\$175,000	\$0						
	<b>CONSTRUCTION</b>				175,000	0	0	0	0	
	<b>TOTAL</b>									
		\$175,000								
		\$175,000								
	Provides for replacement of playground equipment at Butterfield Park.									

**CITY OF WALNUT  
CAPITAL PROJECTS  
5-YEAR PROGRAM**

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	
6156	<b>LA PUENTE ROAD RESURFACING</b>	Prop A-23	\$400,000	\$0						
	ENGINEERING	\$50,000			50,000	0	0	0	0	
	CONSTRUCTION	\$350,000			350,000	0	0	0	0	
	TOTAL	\$400,000								
	Provides for the design, construction administration and resurfacing of La Puente Road from Pierre Road to Gartel Drive.									
5001	<b>GENERAL PLAN</b>									
	CLIMATE ACTION PLAN (CAP) - Capital/Equip-25		\$78,920	\$0						
	CLIMATE ACTION PLAN (CAP) - MEASURE R-16		\$40,000	\$30,000						
	Sub-total		\$118,920	\$30,000						
	WEST VALLEY COMPREHENSIVE SIGN PROGRAM (WVCSP) - Capital/Equip-25		\$46,390	\$4,374						
	Sub-total		\$46,390	\$4,374						
	CLIMATE ACTION PLAN									
	PROFESSIONAL SERVICES-25		\$78,920		78,920	0	0	0	0	
	PROFESSIONAL SERVICES-16		\$40,000		10,000	0	0	0	0	
	TOTAL		\$118,920							
	WEST VALLEY COMPREHENSIVE SIGN PROGRAM									
	PROFESSIONAL SERVICES-25		\$46,390		42,020	0	0	0	0	
	TOTAL		\$46,390							
	Climate Action Plan – The Climate Action Plan provides goals and policies to be implemented at the Local level for compliance with the California Global Warming Solutions Act of 2006 (AB 32) in an effort to reduce greenhouse gas emissions across the State.									
	West Valley Comprehensive Sign Program – The West Valley Comprehensive Sign Program provides guidelines for all public (wayfinding/directional) and private (business/residential) signs within the West Valley Specific Plan area.									
	<b>NPDES: STORM WATER PROJECT</b>	Prop A-23	\$250,000	\$0						
	ENGINEERING	\$50,000			50,000	0	0	0	0	
	CONSTRUCTION	\$200,000			200,000	0	0	0	0	
	TOTAL	\$250,000								
	Provides for the installation of a storm water project at the Park-N-Ride lot.									

**CITY OF WALNUT  
CAPITAL PROJECTS  
5-YEAR PROGRAM**

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	
	<b>CITY WIDE SIDEWALK REPAIRS</b>	Prop C-13	\$100,000	\$0						
	ENGINEERING	\$20,000			20,000	0	0	0	0	
	CONSTRUCTION	\$80,000			80,000	0	0	0	0	
	TOTAL	\$100,000								
	Provides for removal and replacement of existing damaged sidewalks, driveways, and ADA ramps at various locations throughout the City.									
	<b>SLURRY SEAL AREA 7 STREETS</b>	Prop C-13 RMRA-03	\$550,000 \$500,000	\$0						
	ENGINEERING	\$75,000			75,000	0	0	0	0	
	CONSTRUCTION	\$975,000			975,000	0	0	0	0	
	TOTAL	\$1,050,000								
	Provides for the engineering, contract administration and slurry seal of various streets in Area 7 (Snow Creek and Timberline).									
	<b>SUZANNE PARK IMPROVEMENTS</b>	Park Improvement-06	\$400,000	\$0						
	ENGINEERING	\$40,000			40,000	0	0	0	0	
	CONSTRUCTION	\$360,000			360,000	0	0	0	0	
	TOTAL	\$400,000								
	Provides for various park improvements including playgroup, concrete, and construction.									
	<b>NORM ASHLEY PARK IMPROVEMENT</b>	General Fund-01	\$200,000	\$0						
	CONSTRUCTION	\$200,000			200,000	0	0	0	0	
	TOTAL	\$200,000								
	Provides for replacement of playground equipment at Norm Ashley Park.									

**CITY OF WALNUT  
CAPITAL PROJECTS  
5-YEAR PROGRAM**

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	
	<b>CITY WIDE SIGN REPLACEMENT/GIS</b>	Capital/Equip-25	\$100,000	\$0						
	ENGINEERING	\$10,000			10,000	0	0	0	0	
	CONSTRUCTION	\$90,000			20,000	70,000	0	0	0	
	TOTAL	\$100,000								
	Provides for the removal and replacement of regulatory signs at various locations throughout the City required by new regulations and implementation of retroreflective signs.									
	<b>HVAC: CITY WIDE</b>	Capital/Equip-25	\$500,000	\$0						
	CONSTRUCTION	\$500,000			100,000	100,000	100,000	100,000	100,000	
	TOTAL	\$500,000								
	Provides for replacement of the older HVAC units City Wide.									
	<b>MDRS ROOF PROJECT</b>	Capital/Equip-25	\$198,000	\$0						
	CONSTRUCTION	\$198,000			0	198,000	0	0	0	
	TOTAL	\$198,000								
	Provides for replacement of the existing roof at the MDRS building.									
	<b>CITY SCAPE LIGHT POLES</b>	Capital/Equip-25	\$298,000	\$0						
	CONSTRUCTION	\$298,000			0	298,000	0	0	0	
	TOTAL	\$298,000								
	Provides for the installation of decorative light poles to create civic corridor identity.									
	<b>NPDES: GREEN TREE PROJECT</b>	Measure W-29	\$250,000	\$0						
	ENGINEERING	\$50,000			0	50,000	0	0	0	
	CONSTRUCTION	\$200,000			0	200,000	0	0	0	
	TOTAL	\$250,000								
	Provides for the installation of biofilter tree boxes to meet requirements outlined in the City's Water Management Plan (WMP).									

**CITY OF WALNUT  
CAPITAL PROJECTS  
5-YEAR PROGRAM**

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET
<b>SLURRY SEAL AREA 1 STREETS</b>									
		Measure R-16	\$500,000	\$0					
		RMRA-03	\$500,000	\$0					
	ENGINEERING	\$75,000			0	75,000	0	0	0
	CONSTRUCTION	\$925,000			0	925,000	0	0	0
	TOTAL	\$1,000,000							
	Provides for the engineering, contract administration and slurry seal of various streets in Area 1 (Valley Blvd, Lemon Ave, La Puente Road, and Westerly City limit).								
<b>HEIDELBERG PARK IMPROVEMENT</b>									
		UNFUNDED	\$150,000	\$0					
	CONSTRUCTION	\$150,000			0	150,000	0	0	0
	TOTAL	\$150,000							
	Provides for replacement of playground equipment at Heidelberg Park.								
<b>CITY REFLECTIVE STREET NAME SIGNS (RSNS) REPLACEMENT</b>									
		UNFUNDED	\$200,000	\$0					
	ENGINEERING	\$10,000			0	0	10,000	0	0
	CONSTRUCTION	\$190,000			0	0	190,000	0	0
	TOTAL	\$200,000							
	Provides for the removal and replacement of the internally illuminated street name signs at the existing traffic signals with reflective street name signs.								
<b>SLURRY SEAL AREA 2 STREETS</b>									
		Prop C-13	\$700,000	\$0					
		RMRA-03	\$500,000						
	ENGINEERING	\$75,000			0	0	75,000	0	0
	CONSTRUCTION	\$1,125,000			0	0	1,125,000	0	0
	TOTAL	\$1,200,000							
	Provides for the engineering, contract administration and slurry seal of various streets in Area 2 (north of Valley Blvd, east of Lemon Ave, south of La Puente Road, and west of Grand Avenue).								

**CITY OF WALNUT  
CAPITAL PROJECTS  
5-YEAR PROGRAM**

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	
	<b>SNOW CREEK PARK IMPROVEMENT</b>	Park Improvement-06	\$350,000	\$0						
	CONSTRUCTION		\$350,000				350,000			
	TOTAL		\$350,000				350,000			
	Provides for replacement of playground equipment at Snow Creek Park.									
	<b>SLURRY SEAL AREA 3 STREETS</b>	RMRA-03 UNFUNDED	\$500,000 \$150,000	\$0						
	ENGINEERING		\$50,000					50,000		
	CONSTRUCTION		\$600,000					600,000		
	TOTAL		\$650,000					650,000		
	Provides for the engineering, contract administration and slurry seal of various streets in Area 3 (Gartel Road and Fuerte Drive area).									
	<b>AMAR ROAD RESURFACING (WEST)</b>	Measure R-16 LACMTA Exchange (STPL)-15	\$550,000 \$500,000	\$0						
	ENGINEERING		\$100,000					100,000		
	CONSTRUCTION		\$950,000					950,000		
	TOTAL		\$1,050,000					1,050,000		
	Provides for the engineering, contract administration and resurfacing of Amar Road from Creekside Drive to Nogales Street.									



**CITY OF WALNUT**

**FUTURE STREET CAPITAL PROJECTS**

It is important to Walnut to maintain the structure, mobility, and extend the useful life of the public right-of-way. In addition to the five year Capital Projects Program the City has developed an additional five-year projection for street related projects.

The City is divided into seven areas with each area being slurried or resurfaced every seven years. These future street projects are only estimates and depend greatly on the condition of the street. Each fiscal year, this list will be examined and is subject to change depending on need and funding source.

<u>Year</u>	<u>Project Description</u>	<u>Amount</u>
2024-25	Area 6 Slurry	\$850,000
2025-26	Area 4 Slurry	\$875,000
2026-27	Area 7 Slurry	\$1,000,000
2027-28	Area 1 Slurry	\$1,050,000
2028-29	Area 2 Slurry	\$1,200,000



# Appendix

## CHART OF ACCOUNTS

### OBJECT DESIGNATIONS

XX-XXXX-###

#### PERSONNEL:

<u>Object No.</u>	<u>Line Item &amp; Description</u>
5101	<b>Regular Salaries</b> Provides for compensation for full-time, permanent employees.
5102	<b>Regular Part-Time Employees</b> Provides for compensation for all part-time employees.
5103	<b>Seasonal/Limited Part-Time Employees</b> Provides for compensation for non-permanent, part-time employees.
5104	<b>Overtime</b> Provides for compensation for any overtime throughout the year, at one and one half times the regular salary.
5105	<b>Health &amp; Life Insurance</b> Provides for benefits for health, accidental death, dismemberment, life insurance, and long-term disability for full-time employees.
5106	<b>Disability Insurance</b> Provides for employee benefits for disability insurance for full-time permanent employees.
5107	<b>Workers' Compensation</b> Provides for City-paid benefits for Workers' Compensation pursuant to State Law.
5108	<b>PERS</b> Provides for City-paid employee benefits for employee's retirement system.
5109	<b>Unemployment Insurance</b> Provides for City-paid employee benefits for unemployment insurance.
5110	<b>Medicare Expense</b> All employees with hire dates of 04/01/86 and after must contribute 1.45% and City to match.
5111	<b>Sick Leave Buyback/Vacation Buyback</b> Provides for employee reimbursement for non-used sick leave. Only employees with over 160 hours at the end of the calendar year will be eligible for buybacks. Provides reimbursement of unused vacation up to 40 hours, provided employee has taken 40 hours of vacation during the preceding calendar year and had a vacation balance in excess of 160 hours at the end of the calendar year.

## CHART OF ACCOUNTS

5112      **Replacement Benefit Plan**  
Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

### OPERATIONS:

<u>Object No.</u>	<u>Line Item &amp; Description</u>
6201	<b>Conference &amp; Meetings</b> Provides for all travel, conference, and meeting expenses.
6202	<b>Training</b> Provides for training seminars and sessions generally requested by City and taken on City time.
6203	<b>Memberships, Dues, Subscriptions, Books, Fees</b> Provides for membership fees, dues, subscriptions, and publications of professional organizations.
6204	<b>Property Tax Administrative Fee</b> A Property Tax Administration Fee (PTAF) is to offset costs in assessing property values, in collecting the property tax levies, and in the review and appeal processes.
6205	<b>Office Supplies</b> Provides for the purchase of office supplies.
6206	<b>Advertising</b> Provides for advertising and legal notices of various City activities.
6207	<b>Postage</b> Provides for postal expenses for City mailings.
6208	<b>Vehicle Operations</b> Provides for operational costs for gasoline, oil, tires, batteries, parts, and repairs for vehicle use.
6209	<b>Surety Bonds</b> Provides for City insurance protection.
6210	<b>Printing</b> Provides for business cards, and any outside printing.

## CHART OF ACCOUNTS

- 6211      **Education Reimbursement**  
Provides for education reimbursement for employee development related to the improvement of the position; generally requested by employee and taken on own time; requires prior approval.
- 6212      **Ordinance Codification, Amendments & Legal Documents**  
Provides for codification of ordinances, amendments, & legal documents.
- 6213      **Building Maintenance/Supplies**  
Provides for building materials, miscellaneous repairs, and City supplies and materials for city buildings.
- 6214      **Mileage Reimbursement**  
Provides for mileage reimbursement when private vehicle is used for City business.
- 6215      **Vehicle/Cell Allowance/Treasurer Stipend**  
Provides for monthly car allowances for positions approved by City Council. Also provides cell phone stipend for those employees who elect not to receive a city issued cell phone.
- 6216      **Professional Services**  
Provides for professional services/retainers.
- 6218      **Special Legal Fees**  
Provides for legal services not rendered by the City Attorney in the retainer; includes defense of lawsuits.
- 6219      **Photocopy Supplies**  
Provides for all photocopy materials and supplies.
- 6220      **Office Equipment Rental**  
Provides for all office equipment rentals.
- 6221      **Machinery Equipment Rental**  
Provides for rental of equipment not owned by City, or to temporarily replace owned equipment when breakdown occurs.
- 6222      **Facility Rental**  
Provides for building or space rental to carry out City functions and business.
- 6223      **Insurance**  
Provides for City insurance protection for general liability, auto, and property.

## CHART OF ACCOUNTS

- 6224      **Records Management**  
Provides for services of microfilming City records.
- 6225      **Claims & Insurance Adjustments**  
Provides for deductible allowances or claims covered by insurance.
- 6226      **Temporary Workers**  
Provides for services rendered under contract with another entity on a temporary basis.
- 6227      **Contractual Services**  
Provides for services rendered under contract with another entity.
- 6229      **Community Relations**  
Provides for the expense of community events.
- 6230      **Plan Check Services**  
Provides for public works plan check services through contract with a private engineer.
- 6231      **Maps, Prints, Photos, Film**  
Provides for maps, plans, photos, slides, and film.
- 6232      **Public Works Inspection Services**  
Provides for public work construction inspections of public works improvements required of builders and developers.
- 6233      **Building Inspection Services**  
Provides for building plan check and inspection services by the City's private contractor.
- 6235      **Referee Services**  
Provides for payment to referees for the adult basketball leagues
- 6236      **Physicals/Backgrounds**  
Provides for pre-employment physicals for new, permanent employees, DMV background checks, and Department of Justice background checks.
- 6237      **Vandalism**  
Provides for replacement of such items as irrigation materials and equipment due to damage of controllers, valves, pipes, sprinkler heads and fittings caused by vandalism.
- 6238      **Small Tools**  
Provides for replacement of worn or damaged hand and small power tools.

## CHART OF ACCOUNTS

6239	<b>Uniforms</b> Provides for uniform rental service and purchase of boots.
6240	<b>Rodent Control</b> Provides funds for the Rodent Control Program.
6242	<b>Storm Drain Maintenance</b> Provides for maintenance of storm drain zone 9.
6243	<b>Tree Maintenance</b> Provides for expenditures in relation to the tree maintenance program on City property and each LOSMD zone.
6244	<b>Street Light Maintenance</b> Provides funds for Highway Safety Lighting, Traffic Signal, and Street Lighting Maintenance Programs.
6245	<b>General Maintenance</b> Provides funds for general maintenance of City buildings, streets, roads and all other city maintained facilities.
6246	<b>Building Maintenance</b> Provides for the building maintenance service contract for City buildings, including HVAC, elevator maintenance, alarm monitoring and termite control.
6247	<b>Equipment Maintenance</b> Provides for maintenance costs of City-owned equipment.
6248	<b>Grounds Maintenance</b> Provides for supplies, repairs, and maintenance of City grounds.
6249	<b>Industrial Waste Service</b> Provides funds for industrial waste services by the county for extraordinary inspections, corrections, and legal expenses.
6250	<b>Water</b> Provides for water service.
6251	<b>Electricity</b> Provides for electrical service.
6252	<b>Gas</b> Provides for gas service.

## CHART OF ACCOUNTS

- 6253      **Telephone**  
Provides for telephone service.
- 6254      **Communications**  
Provides funds for communication expenses, such as mobile radios and airtime for City vehicles.
- 6255      **Vehicle Leases**  
Provides for expenses incurred by City for leasing vehicles.
- 6256      **Equipment Usage**  
Provides for the allocation of usage cost of the office machine rental and maintenance to all departments
- 6257      **Business Grants**  
Provides for OPA's and small business grants issued in conjunction with economic development projects.
- 6260      **Emergency Fund**  
Provides funds for unanticipated emergency expenses not budgeted.
- 6261      **Administration**  
Provides for accounting of overhead charge administration.
- 6265      **Computer Usage**  
Provides for internal service funding of citywide computer function expenses. Departments are charged on the basis of number of employees.
- 6270      **American Flag Program**  
Provides funds for the purchase of American Flags, flag poles, and bracket installation and maintenance.
- 6271      **Service/Recognition/Awards**  
Provides for the annual service awards recognition functions, purchase of service awards, and recognition of residents leading in the arrest and conviction of residential or vehicle burglary suspects.
- 6272      **Crime Prevention Program Supplies**  
Provides for the purchase of Neighborhood Watch decals, signs, and newsletter materials; for the production and bulk mailings of Business Watch and Walnut Watchword program materials; and for Lock-It Walnut materials.
- 6273      **Emergency Preparedness Supplies**  
Provides for the purchase of supplies necessary for the City's emergency preparedness program.

## CHART OF ACCOUNTS

- 6274      **Volunteer Patrol Supplies**  
Provides for the purchase of supplies as necessary for the Senior Volunteer Patrol Program.
- 6275      **Cable Programming Supplies**  
Provides for programming expenses (i.e., purchase/rental) of MINI DV tapes for cameras, DVDS, DVD cases and labels for production or dubbing use. Also, provides payment for the purchase of small equipment and equipment maintenance and repairs.
- 6276      **Tickets, Hotels, Deposits, Reservations**  
Provides for the purchase of tickets, hotel reservations, deposits, and other expenses related to recreation programs such as excursions.
- 6277      **Recreation Supplies**  
Provides for the purchase of supplies as necessary for recreation programs.
- 6278      **Bank Charges**  
Provides for the payment of fees charged by the bank for various bank services.
- 6279      **Uniforms**  
Provides for the purchase of supplies i.e. (Uniforms for youth sport leagues and coaches).
- 6280      **Environmental Services Supplies**  
Provides for the purchase of supplies related to environmental services programs, such as the used oil recycling program and composting fairs.
- 6281      **Festival Supplies**  
Provides for the purchase and rental of supplies and materials necessary for the annual Family Festival.
- 6282      **Camp Sponsorship Program**  
Provides for expenses incurred in relation to the City's Camp Sponsorship Program.
- 6283      **Snack Bar Supplies**  
Provides for the cost of restocking the Teen Center snack bar with beverages, candy, and miscellaneous snack food items for sale during its regular operating hours.
- 6286      **Meals Program**  
Provides for expenses in relation to the meal programs offered at the Senior Citizens Center.



## CHART OF ACCOUNTS

- 6287      **Bingo Program**  
Provides for expenses in relation to the bingo activities offered at the Senior Citizens Center.
- 6290      **Special Maintenance Projects**  
Provides for special maintenance/repairs necessary in City parks or facilities which are beyond the scope of routine maintenance, such as grading or renovating sports fields, adding landscaping, and improving public areas.
- 6300      **Principal**  
Provides funds for payment of principal on outstanding debt.
- 6301      **Interest Expense**  
Provides funds for payment of interest on outstanding debt.
- 6302      **Cost of Issuance**  
Provides funds for bond issuance fees.
- 6303      **Trustee Fee**  
Provides funds for trustee administration fee.
- 6304      **Defeasance of Funds**  
Retirement/Closing of Bonds.
- 6305      **County Administration Fee**  
Provides funds for county administration fee.
- 6350      **Loans**  
Provides for loans made in relation to the City's housing program.
- 6354      **Grants**  
Provides for grants issued in relation to the City's housing program.
- 6999      **Prior Year Adjustment**  
Provides for after-audit adjustments to a previous fiscal year, which are identified by the city auditors.

## CHART OF ACCOUNTS

### CAPITAL:

<u>Object No.</u>	<u>Line Item &amp; Description</u>
8401	<b>Furnishings &amp; Equipment</b> Provides for purchase of office furniture, equipment, and furnishings for City offices.
8402	<b>Machinery &amp; Equipment</b> Provides for purchase of machinery and equipment for City offices.
8403	<b>Buildings &amp; Structures</b> Provides for the acquisition of permanent structures for City or Government use.
8404	<b>Land Purchase</b> Provides for the acquisition of land for City or Government use.
8405	<b>Landscape Improvements</b> Provides for the expenses incurred for landscape improvements.
8406	<b>Irrigation Improvements</b> Provides for the expenses incurred for irrigation improvements to replace worn-out systems, or to install new systems.
8407	<b>Slope Restoration</b> Provides for expenses incurred for slope restoration where failures occur.
8409	<b>Building Improvements</b> Provides for capital improvements to City or Government owned buildings and structures.
8410	<b>Improvements Other Than Buildings</b> Provides for any capital improvements for the City.
8425	<b>Special Capital Projects</b> Provides for expenditures in relation to incidental projects needed in the course of operations, which are beyond the scope of the department's regular operations budget.

# Glossary

**CITY OF WALNUT**  
**GLOSSARY OF TERMS**

**AB 939**

The California Integrated Waste Management Act of 1989 (AB 939) required all cities to prepare and adopt a Source Reduction and Recycling Element by July 1, 1991. Cities were to demonstrate how they intend to meet the requirements of this Act to, among other things, reduce the amount of waste disposed in landfills a total of 25% by the year 1995 and 50% by the year 2000.

**Accrual**

A method of accounting that recognizes the financial effect of transactions, events, and inter-fund activity when they occur, regardless of the timing of related cash flows.

**Agency Funds**

These funds are used to account for assets held by the City as trustee or agent for individuals, private organizations, other governmental units and/or other funds.

**Air Quality Improvement Fund**

This fund is used to account for the City's portion of the imposition of an additional motor vehicle registration fee of two dollars to be used to reduce air pollution from motor vehicles as approved by the State of California.

**Appropriation**

An authorization by the City Council to make an expenditure and to incur an obligation or debt for a specific purpose. An appropriation is usually limited in the amount and time when it may be expended. (i.e. per fiscal year)

**Appropriations Limit**

As a government entity in the State of California, the City is subject to the Gann Spending Limit Initiative, which limits the amount of annual appropriations of tax proceeds.

**Area "D"**

Area "D" Office of Emergency Services is a regional division of the State Office of Emergency Services. The division is comprised of disaster experts who work for the State, and assist member cities with their many planning and training needs for emergency preparedness.

**Assessments**

Charges made to parties for actual services or benefits received. For example, the County of Los Angeles maintains the storm drains for many areas throughout the City. All residents of LA County are assessed through their County taxes to offset the costs of the storm drain maintenance.

**Balanced Budget**

A budget in which income (revenue) is equal to expenditures. A budget may also be balanced with the use of operating reserves.

### **Bikeway Fund**

This fund is used to account for Senate Bill 821 grant monies from the State for the construction of bikeways, ramps, and pedestrian facilities.

### **Budget**

A plan of financial operation listing an estimate of proposed expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council. The adopted budget is for one fiscal year, from July 1 to June 30.

### **Budget Message**

A general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of the principal budget items and documents included in the current adopted budget.

### **Capital Equipment**

Long-lasting goods the City acquires and owns that are not consumed in the normal course of business. These may include assets such as machines, trucks, computers, and office furniture.

### **Capital Improvement**

A permanent addition to the City's assets, including the design, construction, or purchase of land, building, or facilities, or major renovations of it.

### **Capital Outlay**

The exchange of one asset (cash) for another (capital asset), with no ultimate effect on net assets.

### **Capital Projects**

The major acquisition and construction separate from ongoing operating activities to account for financial resources to be used for the purchase or construction of major capital facilities financed through borrowings or contributions.

### **Community Development Block Grant (CDBG)**

A federal grant administered by the County of Los Angeles Department of Community Development under the provisions of the 1974 Housing and Community Development Act. The funds are available to cities to provide improvements to those areas considered "blighted" under the definitions set forth in the Act.

### **Consumer Price Index (CPI)**

An index that tracks the prices of a specified set of goods and services purchased by consumers, providing a measure of inflation (often considered a cost-of-living index).

### **Contingencies**

Funds set aside by the City for economic uncertainties and unforeseen circumstances. One example would be public works projects. There is a contingency built into the contract amount to cover changes in design or construction that occur during the projects construction phase, which were not originally planned.

**Contract City**

A City whose municipal services are provided via a contract arrangement with another unit of government, a public agency, or private or commercial organizations

**Debt Service Fund**

This fund is used to account for the accumulation of resources for and the payment of interest and principal on general long-term debt.

**Department**

An organizational unit which has the responsibility for providing programs, activities, and/or functions in a specific field.

**Expenditure**

The actual spending of funds set-aside by an appropriation.

**Family Festival**

The City of Walnut's largest community event which is held annually. The daylong event is planned entirely by volunteers and includes a parade, 5 and 10-K runs, various booths and entertainment throughout the day.

**Federal Emergency Management Agency (FEMA)**

This Federal agency is responsible for emergency management preparedness in the United States. FEMA's role is to develop programs and training that will enable state and local governments to reduce the loss of life and property caused by emergencies and disasters.

**Fiscal Year (FY)**

A 12-month period of time to which the budget applies. For Walnut, it is July 1 through June 30.

**Fund**

An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. For instance, the Gas Tax Fund was created in order to receive all gas tax revenue and track all expenditures, which are reimbursable under the gas tax guidelines.

**Fund Balance**

Governmental funds that report the difference between their assets and liabilities.

**General Fund**

The primary fund of the City used to account for all revenues and expenditures of the City, which are not legally restricted to a particular use.

**General Plan**

A statement of the general policies and goals of the City for its long-term physical development.

**Grant**

Contributions of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant given by the Federal Government.

**Governmental Funds**

Funds generally used to account for tax-supported activities.

**Industrial Waste Services**

A county agency that enforces Los Angeles County Code Title 20, Utility Division 2, which is called the Sanitary Sewers and Industrial Waste Regulations. These regulations control what businesses are permitted to place in the sewers, and how they must dispose of and handle certain waste products, which are classified as Industrial Waste. The City is billed the inspection costs for plan checks, permit issuance, permit compliance and inspection, and enforcement costs by Industrial Waste Services.

**Life in Walnut**

Quarterly newsletter produced by the City and delivered to all Walnut residents through the Recreation Brochures. Each edition focuses on current issues, such as recycling and water conservation. The newsletter also highlights community events, such as the Business Exposition and the Family Festival.

**Lighting & Open Space Maintenance District (LOSMD)**

This is a special assessment district established according to the provisions of the 1972 Lighting and Landscaping Act, to provide for the maintenance and upkeep of landscaped areas within the boundaries of the district. Residents are assessed for those costs related to their district's corresponding landscape maintenance and administration.

**Long-Term Goals**

Statements of high aspirations, usually representing an end result or condition toward which efforts are directed. (i.e. meeting the needs of the city as set forth by the elected official through policy directives)

**Major Fund**

Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements.

**Modified Accrual Basis of Accounting**

The basis of accounting, according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

**Mount San Antonio Community College Relays (Mt. Sac Relays)**

The annual track & field competition held each April at Mt. SAC's Hilmer Lodge Stadium in Walnut. Considered the nation's premiere track & field event.

**Non-Restricted Revenues**

Revenues received by the City, which can be expended for any governmental activity.

**NPDES**

National Pollutant Discharge Elimination System

**Object Designation**

The account number assigned to a department or a specific function within a department. For example 01-8002-6227 refers to General Fund (01), Business License Dept. (8002), and Contractual Services (6227).

**Office of Traffic Safety**

A State Agency which distributes State and Federal funds to local agencies for traffic safety programs. These programs include, but are not limited to, occupant protection, driving under the influence, emergency medical services, traffic studies, and traffic device inventory control.

**Personal Computer (PC)**

A desktop computer used by both employees at the City. The computers are used for word-processing, spreadsheets, and data analysis.

**Programs**

The 5 major categories which the City of Walnut's budget is divided up among. The 5 programs are General Government, Community Development, Public Works, Public Safety, and Community Services.

**Proposition 68**

A proposition approved by the voters of Los Angeles County in June 2018, which authorized a \$4 billion general obligation bond for state and local parks, environmental protection projects, water infrastructure projects and flood protection projects which are in accordance with the Clean Water and Safe Parks Act.

**Proposition "A" Transportation**

A proposition approved by the voters of Los Angeles County in 1982, which authorized an additional 1/2-cent sales tax to provide funds for local transportation projects, approved by the Los Angeles County Transportation Commission.

**Proposition "C" Transportation**

A proposition approved by the voters of Los Angeles County in 1990, which authorized an additional 1/2-cent sales tax to provide funds for local transportation projects, approved by the Los Angeles County Transportation Commission.



### **Measure “A” (M&S)**

A proposition approved by the voters of Los Angeles County in November 2016, which authorizes an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure.

### **Measure “A” (Category 1)**

A proposition approved by the voters of Los Angeles County in November 2016, which authorizes an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure.

### **Measure “R” Transportation**

A proposition approved by the voters of Los Angeles County in November 2008, which authorized a 1/2-cent sales tax for transportation projects.

### **Measure “M” Transportation**

A proposition approved by the voters of Los Angeles County in November 2016, which authorized a 1/2-cent sales tax for highway and transportation projects.

### **Measure “W”**

A proposition approved by voters of Los Angeles County in November 2018, which authorized a 2.5 cent square foot parcel tax to property owners to fund projects for the Safe Clean Water Program which will improve local water supply and quality.

### **Reimbursement District**

District formed for the purpose of providing a public improvement where funding is reimbursed by the affected property owner at the time they take advantage of the service.

### **Restricted Revenues**

Revenues received by the City, which must be expended in specific areas or for specific purposes.

### **Revenues**

Amount of funds received from taxes, fees, permits, licenses, interest, and inter-governmental sources during the fiscal year.

### **RKA Consulting Group, Inc.**

A private civil engineering firm which the City contracts with to provide Building & Safety Services, LOSMD Services, and to serve as the City Engineer and Director of Municipal Services.

### **Road Maintenance Rehabilitation Account (RMRA)**

The Road Maintenance Rehabilitation Account (RMRA) is funding available to cities and counties for projects approved by the California Transportation Commission. Fees are collected by the State of California related to Senate Bill 1 (SB1) which provides for maintenance on the state highway system, local street, and road systems.

### **SB 821**

SB 821 is a State legislative bill, which provides funding to local agencies for bicycle and pedestrian facilities. It is administered through the Southern California Association of Governments.

### **Southern California Air Quality Management District (SCAQMD)**

The SCAQMD is a regional governmental agency, which regulates emissions from stationary sources. The District covers the Los Angeles, Orange, and Riverside Counties, and the non-desert areas of San Bernardino County. The SCAQMD receives its authority from the California Health and Safety Code, as it relates to the California Air Pollution Law. The district reports to the California Air Resources Board, which is a state agency.

### **Special Revenue Funds**

Used to account for the revenue derived from specific taxes or other earmarked revenue sources (other than for major capital projects) that are restricted by law or administrative action to expenditures for specific purposes.

### **State Gas Tax Fund**

This fund accounts for the City's proportionate share of gas tax monies collected by the State of California, which are used for street construction and maintenance.

### **Sub-Program**

Each program is divided into sub-programs that address specific departments, projects, or concerns of the City. Also, the sub-program division enables the City to more easily track costs for specific projects and departments.

### **Success Through Awareness & Resistance (STAR)**

This program consists of a Sheriff's Deputy to provide substance abuse and narcotics education to the City's elementary school children (grades 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>), to include instruction on the effects of drug abuse, decision making, and dealing with peer pressure.

### **Successor Agency**

An organization created as a result of AB1X 26, the Successor Agency manages the payment listed on ROPS (Recognized Obligation Payment Schedule) to retire the debt of the dissolved Redevelopment Agency through tax funds received from the County.

### **Subventions**

That portion of revenues collected by outside agencies on behalf of the City.

### **Traffic Safety Committee**

A committee formed in order to discuss and make recommendations on speed control, parking regulations, signing, striping and other matters related to traffic safety and control. The Committee consists of representatives from City Hall and the Los Angeles County Sheriff's Department.

**Traffic Safety Fund**

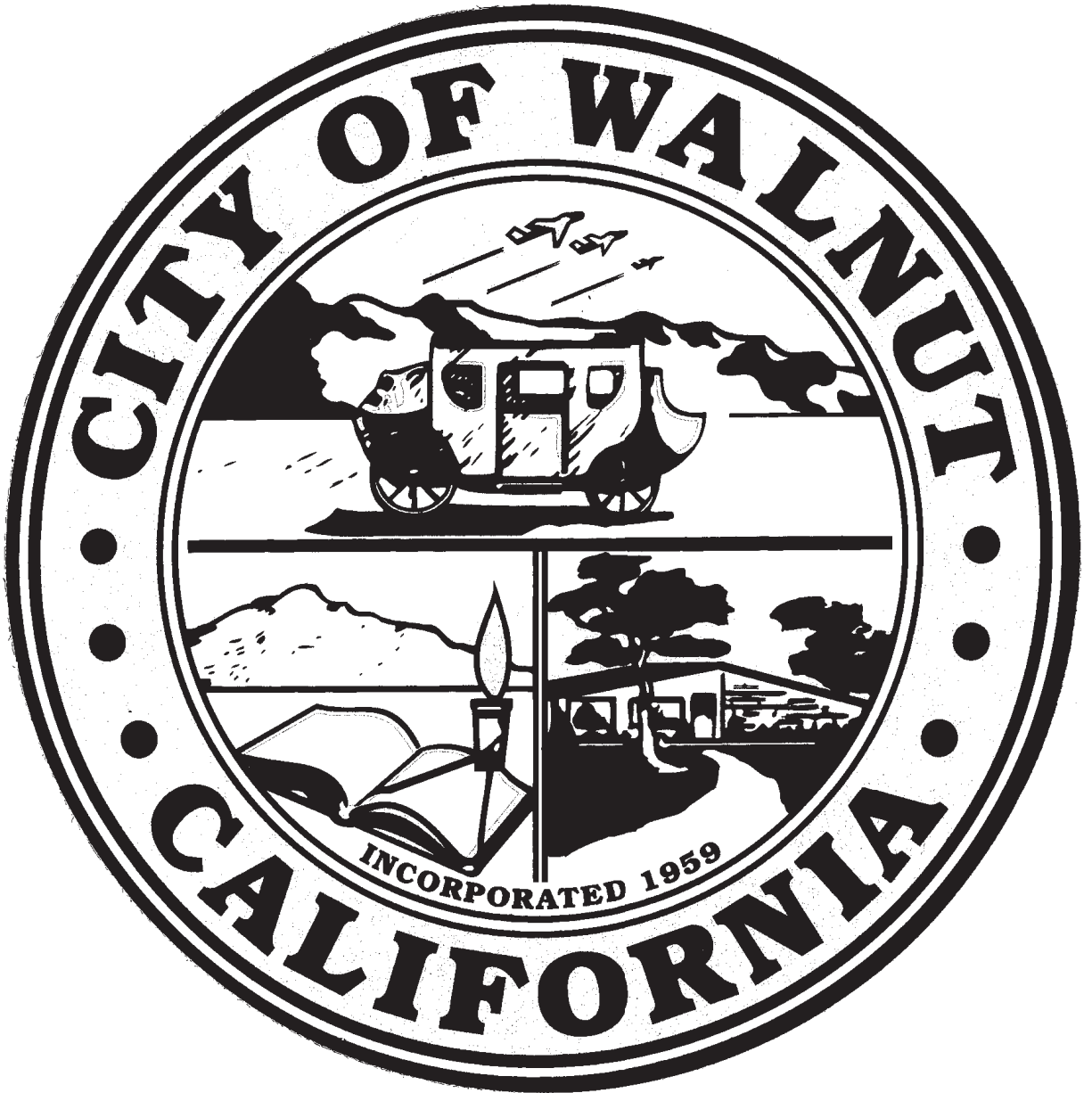
This fund accounts for the vehicle code fines expended for traffic safety enforcement.

**Volunteers on Patrol (VOP)**

This program provides for assistance to Walnut law enforcement activities by city residents serving as volunteers. Assistance is provided in the areas of park patrol, vacation checks, business center watch, code enforcement field checks, and morning recycling and scavenging checks.

**Walnut Housing Authority (WHA)**

The City's housing authority was formed in 1996, and the City Council serves as the governing board, with the City Manager serving as the Executive Director. The Walnut Housing Authority was established to fund the construction of low and moderate income housing in the City of Walnut.





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[www.CityofWalnut.org](http://www.CityofWalnut.org)



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