

CITY OF WALNUT

Annual Budget



FISCAL YEAR 2018-19

CITY OF WALNUT

2018-2019 Annual Budget

Walnut City Council

Mary Su, Mayor

Nancy Tragarz, Mayor Pro Tem

Eric Ching, Council Member

Robert Pacheco, Council Member

Andrew Rodriguez, Council Member

City Manager

Robert M. Wishner

Budget Team

Karen Ogawa, Administrative Services Director

Jessica Cortez, Finance Officer

Yvette Meza, Finance Analyst



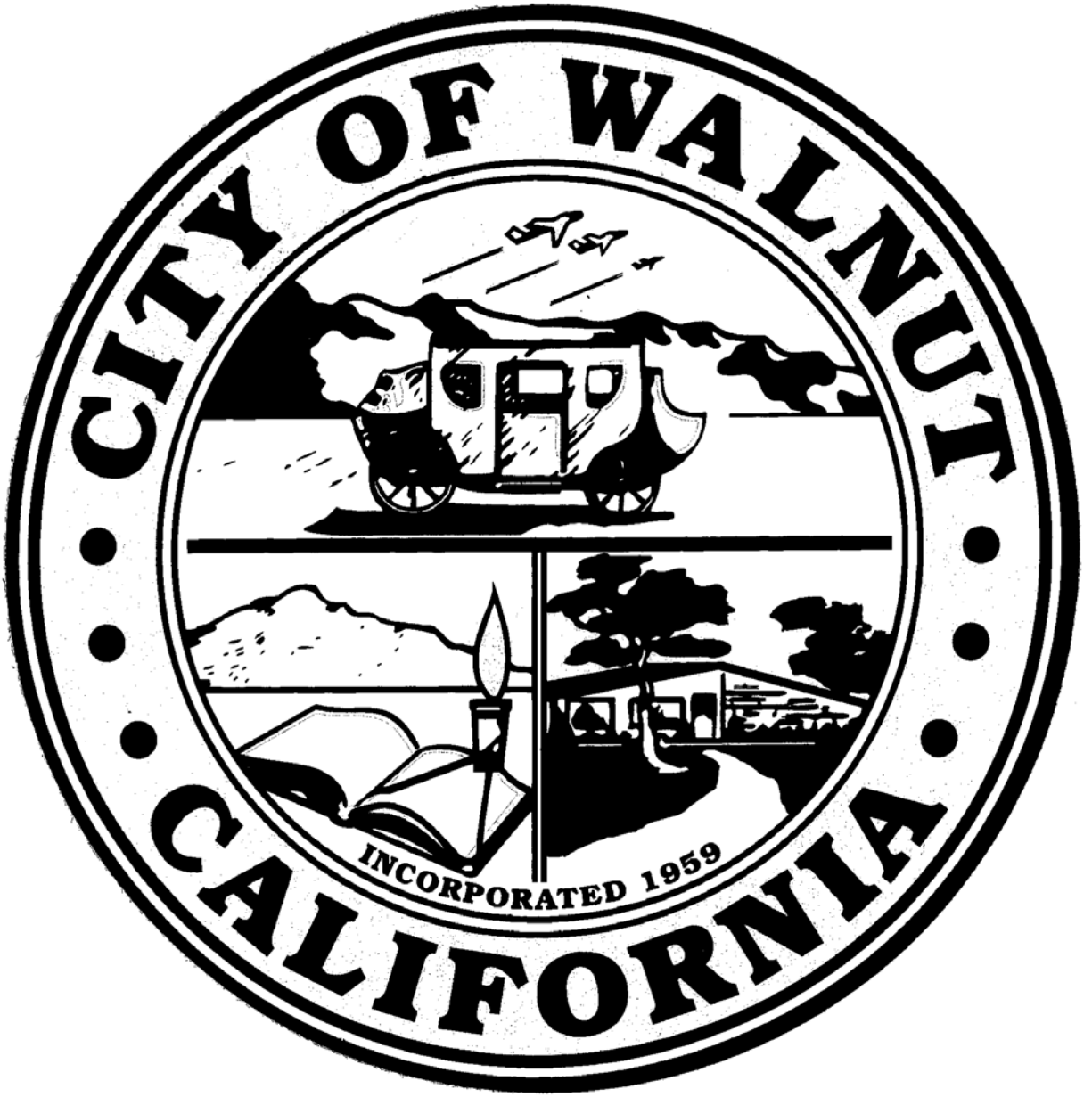


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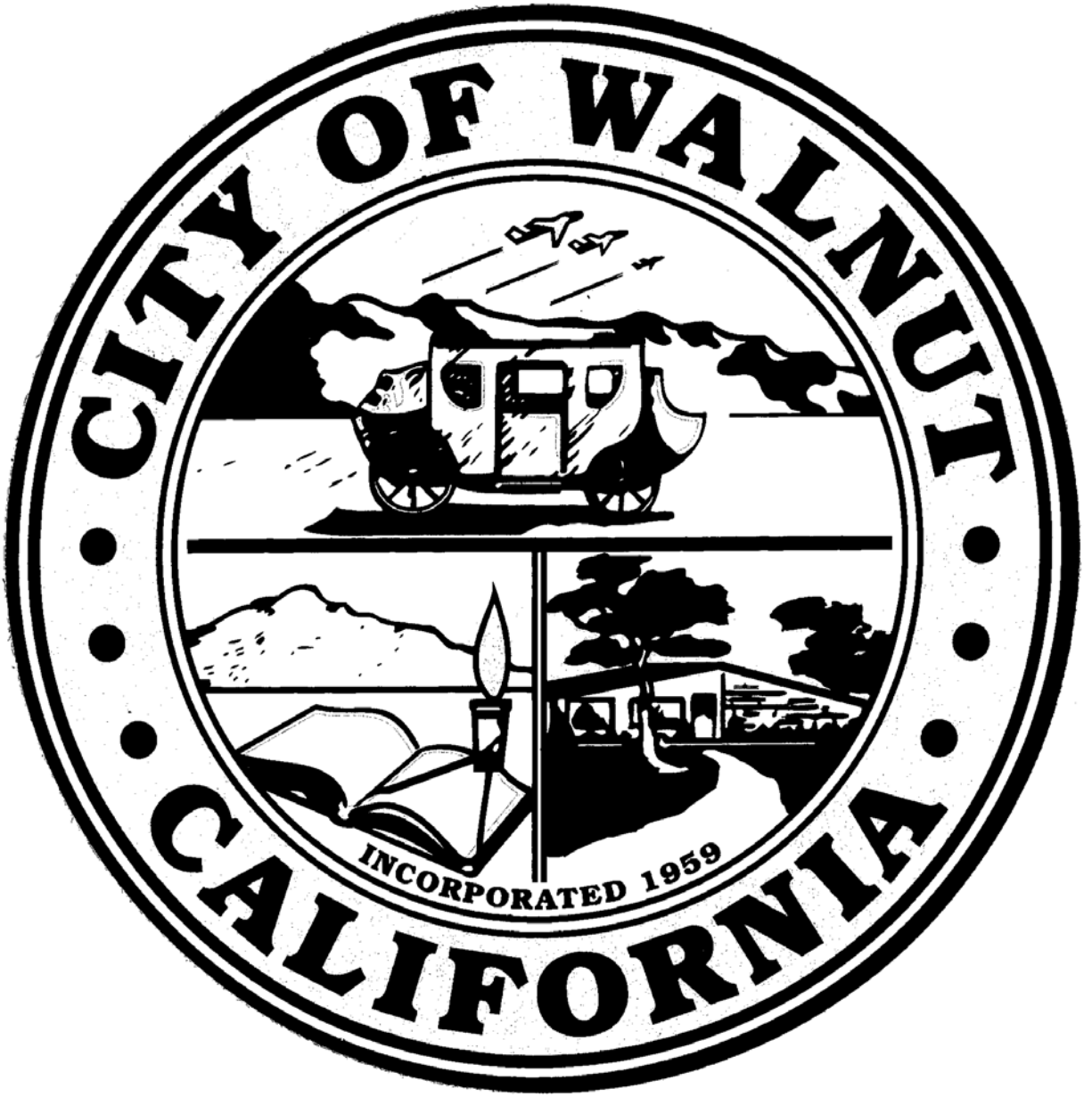
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Introduction



CITY OF WALNUT

June 27, 2018

Honorable Mayor and
Members of the Walnut City Council

SUBJECT: FISCAL YEAR 2018-19 ANNUAL BUDGET

It is with pleasure that City staff once again presents to the City Council the annual budget that is balanced and will continue to provide the highest quality of services to our citizens. The annual budget includes \$23,308,625 in total resources from all funds, and \$23,192,576 in total appropriations. General Fund is projected to have a surplus of \$9,274. The revenue appropriations consist of the operating budget (\$19,640,800), transfers in (\$778,745), and other financing sources (\$2,889,080). The expenditure appropriations consist of the operating budget (\$18,810,831), transfers out (\$778,745), and the capital projects (\$3,603,000).

EXECUTIVE SUMMARY

The 2018-19 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 2.57% and Liability Trust Fund increase of 0.5%
- 6% COLA increases for classified employees
- 6% COLA increases for management employees
- Reclassify one (1) Code Enforcement Specialist I to Code Enforcement Specialist II
- Classified and management employees (classic members) will begin to contribute 2% of the 7% Employer Paid Member Contributions (EPMC) of the PERS
- Reclassify Director of Community Services to Assistant City Manager – Community Services/Public Works
- Reclassify Director of Community Development to Assistant City Manager – Development Services
- Executives, not including City Manager and Director of Administrative Services will be contributing 3.5% of the EPMC of the PERS
- 6% COLA increase for Director of Administrative Services/City Treasurer
- Director of Administrative Services will begin to contribute 2% of the 7% EPMC of the PERS
- Continuation of General Fund subsidizing LOSMD direct administrative salaries and benefits
- Continuation of LOSMD arterial expenses paid by General Fund

- Projected LOSMD Fund deficit
- 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 on-going 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. This is the first year the Facility Maintenance Fund is not able to subsidize all of the Walnut Senior Center, Teen Center and Gymnasium expenditures. Facility Maintenance Fund is subsidizing approximately \$458,910 or 63% of the total expenditures net of revenues. In order to coincide with our fiscal policy and provide proper funds for future maintenance of Walnut facilities, it may be necessary to examine our recreation program fees in effort to lower the level of subsidy provided by the Facility Maintenance Fund. In addition, Facility Maintenance Fund continues to provide funding for Building Maintenance.
- **Projected Deficit Fund Balances** –LOSMD is projected to have a deficit balance of \$120,865. In the event that LOSMD fund is at a deficit at the end of the year, the General Fund will subsidize the shortfall.
- **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 2018-19 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 DOF continues to disallow.
- **NPDES Requirements-** The 2018-19 budget reflects the projected costs to implementation of the 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.

REVENUES

Total General Fund operating revenues in 2018-19 are slightly higher compared to the 2017-18 estimated actual revenues. New housing developments that are currently in the final planning stages will generate additional revenues during 2018-19. The charges for services are lower compared to prior year due to an anticipated reduction in site plan checking fees. However, it is estimated that the property tax will increase 3%, sales tax will slightly increase, and interest earnings will be lower in 2018-19.

Property tax for the City is projected to increase 3% due to the leveling of the reassessments and the real estate industry. The amount projected for 2018-19 is \$6,180,000 and represents about 31% of the total operating budget. However, of the 1% general property tax collected by the County, Walnut still only receives about 7% of the amount collected, as compared to the statewide average of 15%.

Sales tax revenue for the 2018-19 is projected to total \$2,163,000. Sales tax received by the City represents 11% 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 state-wide will continue to improve with a modest increase during 2018-19.

EXPENDITURES

General Fund expenditures anticipated for 2018-19 are estimated to increase 1% from the 2017-18 estimated expenditures. Although there are increases in law enforcement, continuation of NPDES requirements, and other operating increase coupled with the transferring of Building Maintenance to be funded by Facility Maintenance Fund, General Fund expenditures has increased slightly (1%) compared to prior year. This budget reflects substantially the same level of service as in the previous year.

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.

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 Staff anticipates 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 2018-19 through 2022-23 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. A significant decrease in license and permit revenue is projected in 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. For the use of money and property there is a slight increase of 2% increase projected. Telecommunication lease income is projected to increase 5% each year. Restricted revenues from other agencies, i.e. Proposition A, Proposition C, Proposition R and Measure M, have been projected to increase 2% each year.

The assumptions used for forecasting expenditures include 2% increase for all expenditures related to operations of the City and a 6% 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 4% 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.

CAPITAL PROJECTS

In addition to the Operating Budget, the five-year Capital Projects is provided for 2018-19 through 2022-23. The Capital Projects budget has decreased by more than 51% or \$3.7 million compared to the prior year. Future Recreation Facility, Slurry Seal Area 4, Resurfacing Area 4, and La Puente Road Resurfacing, represents 87% of the Capital Projects budget (\$3,603,000). Funding for Slurry Seal Area 4, Resurfacing Area 4 and La Puente Road Resurfacing from Proposition C and R, Measure M and Road Maintenance Rehabilitation Account (SB1) Funds. Whereas, the Future Recreation Facility is being funded from the Three Oaks Facility Fund whereby the funds are from contributions received from the developer.

Although the new projects scheduled for 2018-19 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 2017-18, the City has completed the Amar Road Resurfacing, Slurry Seal Area 6, City-wide Sidewalk Repair and Fuerte Trail Storm Drain projects.

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.

OPERATING BUDGET FORMAT

The 2018-19 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 gaining momentum, 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 2018-19 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 year-long 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,



Robert M. Wishner
City Manager



RESOLUTION NO. 18-35

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$23,192,576
FOR FISCAL YEAR 2018-19**

WHEREAS, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2018 and ending June 30, 2019; 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, 2018, and ending June 30, 2019 in the amount of \$18,810,831 and transfers out in the amount of \$778,745.

SECTION 2. The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2018, and ending June 30, 2019 in the amount of \$3,603,000.

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.

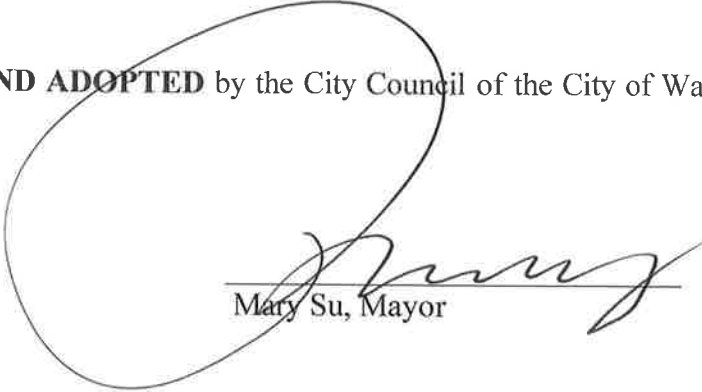
SECTION 4. The City Council reaffirms the Committed Fund Balances as identified in the Fund Balance Policy and any unassigned balance in the General Fund as of June 30, 2018 shall be automatically transferred as per the Fiscal Policy.

SECTION 5. There is hereby appropriated to each account set forth in said budget, the sum shown for such account in the 2018-19 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 2018-19 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 27th day of June 2018.


Mary Su, 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. 18-35 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$23,192,576
FOR FISCAL YEAR 2018-19**

was approved and adopted by the City Council of the City of Walnut on the 27th of June 2018, by the following vote:

AYES:	COUNCILMEMBER(S):	CHING, PACHECO, RODRIGUEZ, SU, TRAGARZ
NOES:	COUNCILMEMBER(S):	NONE
ABSTAIN:	COUNCILMEMBER(S):	NONE
ABSENT:	COUNCILMEMBER(S):	NONE


Teresa De Dios, City Clerk

RESOLUTION NO. 18-34

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$28,320,811 FOR THE FISCAL YEAR 2018-19**

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 2018-19 shall be based on the 2017-18 appropriation limit of \$27,179,616 as established by Resolution No. 17-29, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 3.67% and the County population change of 0.51% as reported by the State Department of Finance on May 1, 2018; and

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

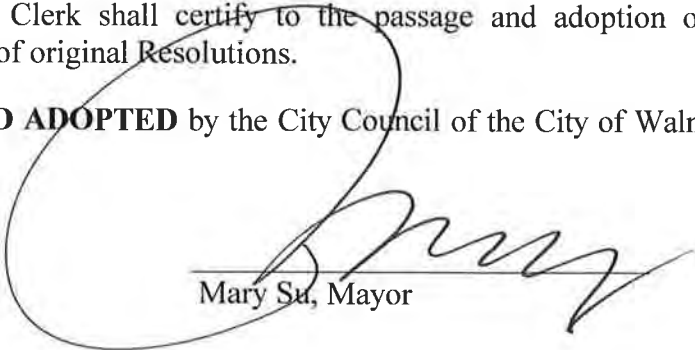
WHEREAS, the City of Walnut has complied with all of the provisions of Article XIII-B in determining the appropriation limit for Fiscal Year 2018-19.

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


SECTION I. That the appropriations limit in Fiscal Year 2018-19 shall be \$28,320,811 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 27th day of June 2018.


Mary Su, 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. 18-34 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$28,320,811 FOR THE FISCAL YEAR 2018-19**

was approved and adopted by the City Council of the City of Walnut on the 27th of June 2018, by the following vote:

AYES:	COUNCILMEMBER(S):	CHING, PACHECO, RODRIGUEZ, SU, TRAGARZ
NOES:	COUNCILMEMBER(S):	NONE
ABSTAIN:	COUNCILMEMBER(S):	NONE
ABSENT:	COUNCILMEMBER(S):	NONE


Teresa De Dios, City Clerk

**APPROPRIATION LIMIT
FISCAL YEAR 2018-19**

REVENUE SUBJECT TO LIMIT

Proceeds and Non-Proceeds of Taxes:

<u>SOURCE</u>	<u>Estimate 2017-18</u>	<u>Budget 2018-19</u>
Property Tax	\$ 6,000,000	\$ 6,180,000
Sales Tax	2,100,000	2,163,000
Business License Tax	122,000	122,000
Realty Stamp Tax	180,000	185,000
State Motor Vehicle In-lieu	15,900	16,000
State Homeowners Exemption	9,600	9,600
Off Highway License Tax	-	-
VLF Subvention	-	-
Interest Earnings on Tax Proceeds	200,000	110,000
Total Tax Proceeds	\$ 8,627,500	\$ 8,785,600
Non-Tax Proceeds	22,536,200	10,590,590
Total Revenues	\$ 31,163,700	\$ 19,376,190

**APPROPRIATION LIMIT
FISCAL YEAR 2018-19**

COMPUTATION OF 2018-19 LIMIT

2017-18 Appropriation Limit		\$ 27,179,616
County of Los Angeles Population Growth Factor (A)	1.0051	
California Per Capital Personal Income Growth Factor (B)	1.0367	
Adjusted Growth Factor (A x B)		<u>1.041987</u>
2018-19 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)		<u><u>\$ 28,320,811</u></u>

**APPROPRIATION LIMIT
FISCAL YEAR 2018-19**

APPROPRIATION SUBJECT TO LIMIT

	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2018-19</u>
Appropriation Limit per calculation	\$ 27,179,616	\$ 28,320,811
Appropriation Subject to Limit:		
Tax Proceeds	\$ 8,627,500	\$ 8,785,600
Excess Fees	-	-
	<u>\$ 8,627,500</u>	<u>\$ 8,785,600</u>
Margin	\$ 18,552,116	\$ 19,535,211

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:

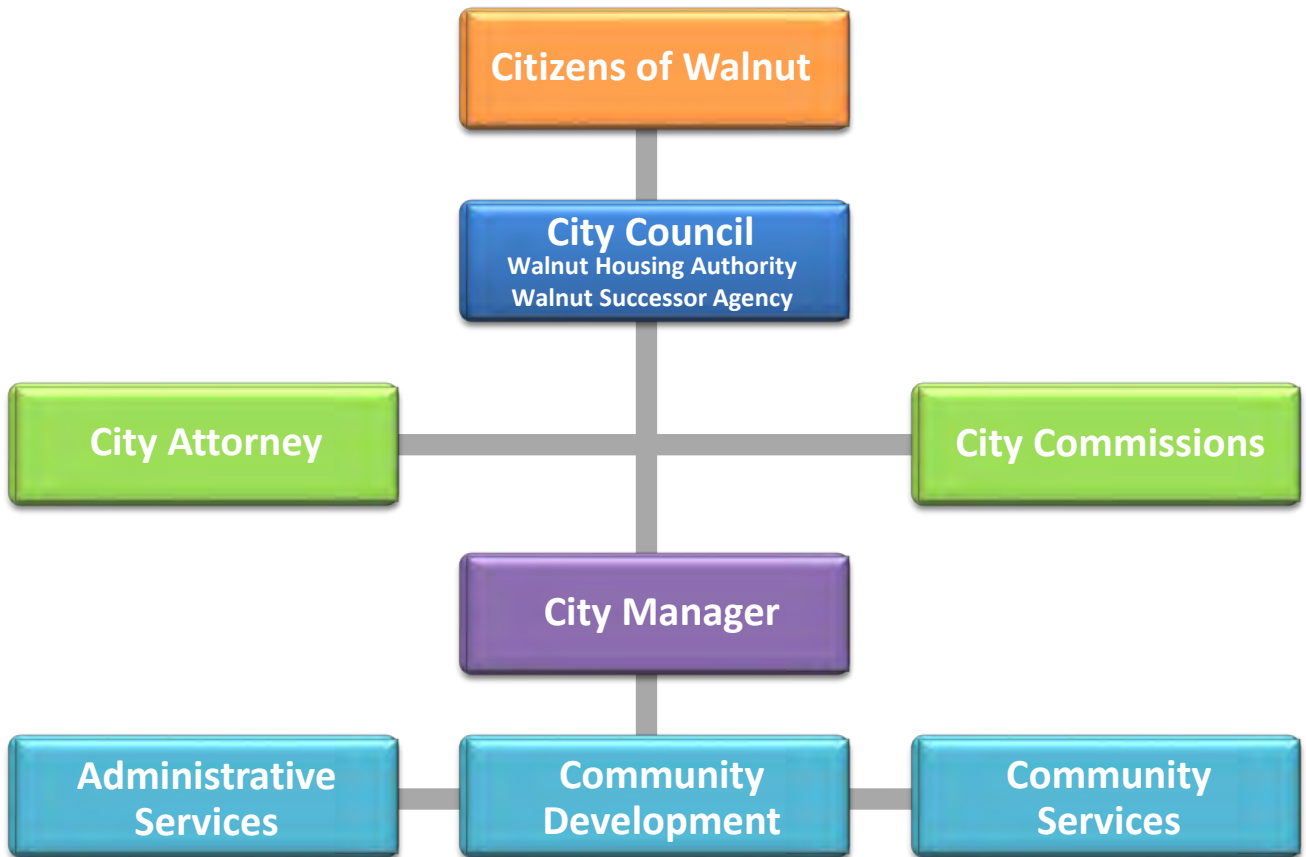
- Encouraging open discussion
- Responding to residents with courtesy
- Embracing cultural diversity
- Providing clear directions for people using our services
- Building teamwork among employees

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 Clerk
Public Safety
Human Resources
Risk Management
Public Relations
Cable Television
Records Management
Emergency
Preparedness

Accounting
Treasury
Business License
Parking Citations
Parking Permits
Budget
Passport Services
Information
Technology

Planning & Zoning
Building & Safety
Code Enforcement
Engineering
Economic
Development
Housing/CDBG

Park Maintenance
LOSMD Maintenance
Recreation
Aquatics
Graffiti Removal
Public Works
Street Sweeping
Public Operations
Building Maintenance
Senior Services

CITY OF WALNUT

Revenue and Budget Information

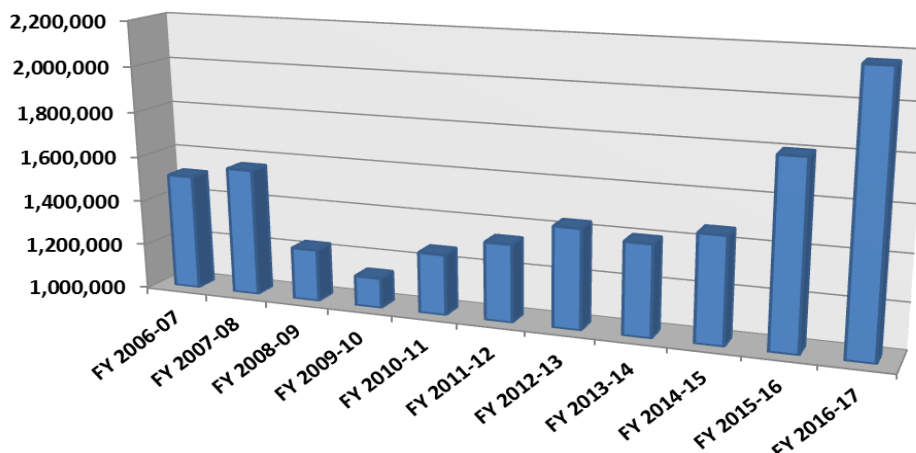
Assumptions & Trends

The revenue and expenditure projections provided for FY 2018-19 through FY 2022-23, 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.

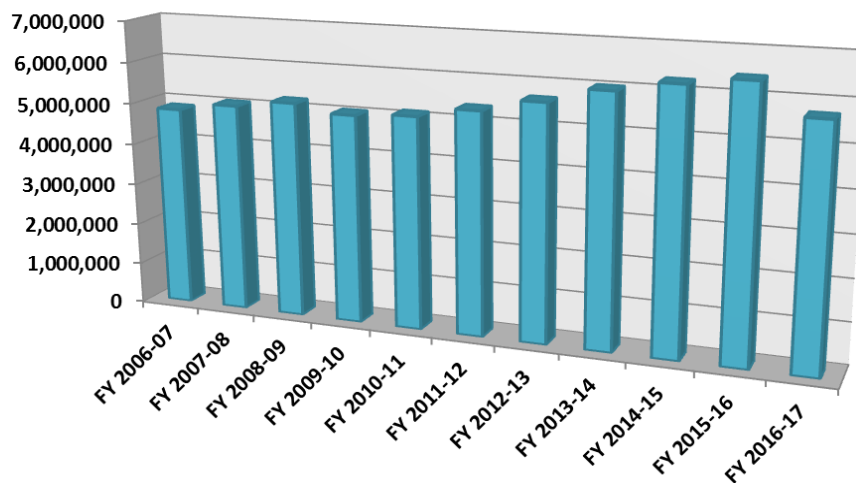
This year, the assumptions used for forecasting revenues include a moderate increase of 2% in sales tax projections. The Village at Snow Creek shopping center continues to play a major role in supporting additional growth. Property taxes and franchise taxes have been projected to increase 2% each year. License and permit revenue is anticipated to slightly decrease in 2018-19 due to development project(s) that are 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. For the use of money and property, particularly on interest earnings, there will be a 2% increase. Telecommunication lease income will increase 5% each year. Restricted revenues from other agencies i.e. Proposition A, Proposition C, Proposition M, and Proposition R, 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 6% 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 4%. 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. economy continues to perform at a modest growth rate. The labor market continues to show slight improvements by adding jobs at a moderate pace. The unemployment rates for 2018 averaged 4.4% and is expected to continue to drop for 2019. Consumption of domestic goods and services and Government spending are up and contribute to the raise in gross domestic product (GDP) growth. LAEDC predicts that over the next few years the U.S. economy will remain on a fairly steady growth path with its financial situation, continued job growth, and consumer spending.

LAEDC forecasts that the U.S. economy will grow conservatively over the next two years due to the increasing business investments, the steady growth of housing and construction, and increase in imports and exports. GDP is projected to grow steadily at increase from a 2.3% growth rate in 2018 to 2.1% for 2019. Job growth will continue moderately across all sectors of the economy and labor market approaching full employment.

California: California's economy has continued to grow at a good pace in recent years. For the past few years the state economy continues to add jobs at a faster pace than the nation as whole. California's economy is growing at an estimated rate of 2.5% and the state accounts for 14.1% of the U.S. GDP, making it the largest of any state. In 2017, 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 2018-19 Budget. The Governor indicates that the state's economy has strengthened and revenues continue to moderately grow due to an increase in capital gains, 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 plan for a future recession and anticipates that the Rainy Day Fund will be 100% funded by the end of FY 2018-19.

The California Legislative Analyst's Office (LAO) estimates General Fund reserves to be \$3.8 billion higher than anticipated for 2017-18. The increase is related to higher revenues and lower spending in Medi-cal. The sales and use tax were 3.4% higher, 4.5% higher in corporation tax revenues, assumptions below budget; however, the sales and use tax, corporation tax, and personal income tax are anticipated to grow 5.4% for 2017-18. General Fund spending for 2018-19 is expected to grow 5.8%. The increase is related to significant growth in the health and human services programs spending which relates to Medi-Cal and the state's health insurance program for low income Californians.

Furthermore, LAO predicts that 2018-19 will bring moderate growth in total General Fund revenues and transfers which outpaces growth in General Fund expenditures. As such, 2018-19 is predicted to end with an estimated amount of \$19.3 billion in total reserves. The total includes \$7.5 billion in the Special Fund for Economic Uncertainties (SFEU) and \$11.8 billion in Budget Stabilization Account (BSA) also known as the rainy-day fund under Proposition 2.

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, 2017 the City's debt limit was approximately \$188 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 2018-19. 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.

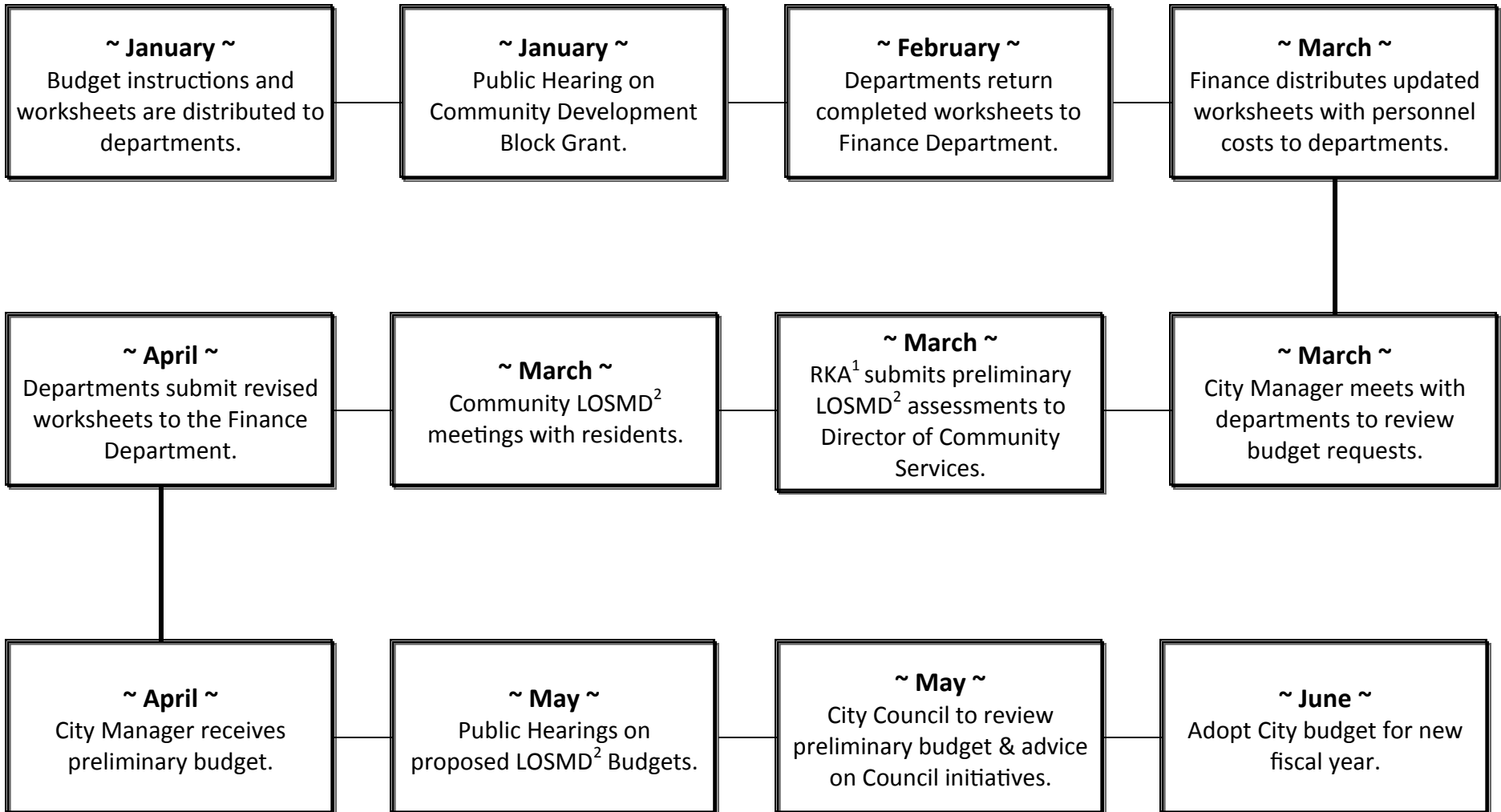
The Finance Division staff then uses all revised projections to produce a preliminary budget, which is submitted to the City Council for review. This document is made available to the public at the Walnut City Hall for review before the annual Budget Study Session. The budget is reviewed at a study session 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.

CITY OF WALNUT BUDGET PROCESS

¹RKA = RKA Consulting Group
– Assessment Engineer

²LOSMD = 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 2018-19 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 2018-19, 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 2018-19 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 2017-18, or prior years. These projects were not completed as of June 30, 2018; therefore, the remaining balance of corresponding appropriations is carried over into the new Fiscal Year 2018-19 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 C Fund, Proposition M Fund, Proposition 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 the Fiscal Year 2018-19, 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 2018-19 will have an impact of \$3,603,000 on the City's Capital Improvement Projects budget. This includes \$130,000 in trail projects, \$1,508,000 in design and schematics for a potential recreation facility, \$950,000 in road resurfacing, \$840,000 in slurry seal projects, and \$175,000 in park improvements.

Funding for these projects in the amount of \$78,510 will be through Capital/Equipment Outlay, \$1,508,000 will be funded through the Three Oaks Recreation Facility Fund, \$400,000 through Proposition C, \$270,000 through Proposition M, \$444,000 through Proposition R, \$21,490 through the Bikeway Fund, \$205,000 through Park Improvements Fund, and \$676,000 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, and \$33,000 in 2017-18. For 2018-19, 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 2018-19.

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 2018-19 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2018-19 Appropriation Limit

Appropriation Limit:

FY 2017-18 Appropriation Limit	\$27,179,616
Adjustment Factor (rounded)	1.041987
FY 2018-19 Appropriation Limit	\$28,320,811
FY 2018-19 Appropriation Subject to Limit	\$8,785,600

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 3,775 employees, followed by Nina's Mexican Foods, Inc. with 140 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, 2018

Type of City	General Law - January 19, 1959
Form of Government	City Council/City Manager
Population	30,457 (as of 1/1/2018)
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	\$615

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

Election and Voter Registration

Number of registered voters (March 2016)	16,013
Percent voted in last general election (April 2016)	30.2%
Number of vote-by-mail ballots (2016)	3,448
Number of precinct ballots (2016)	1,388

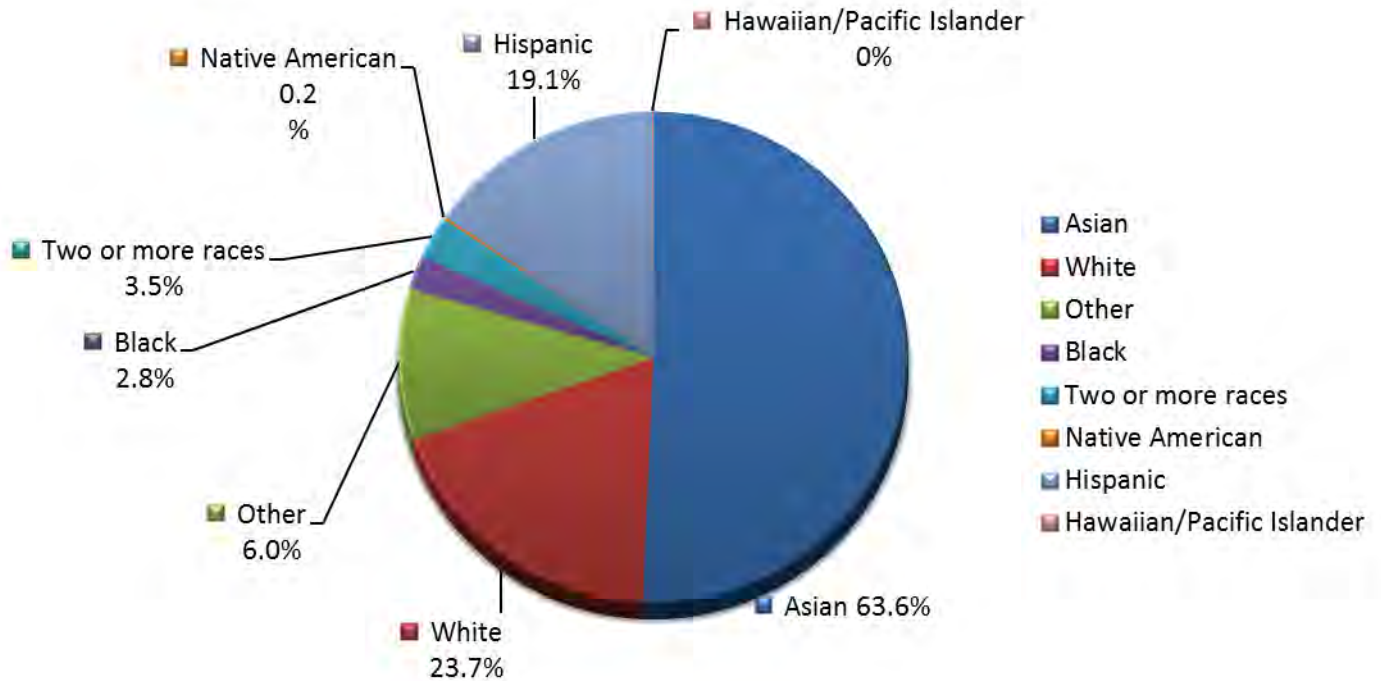
Source: City of Walnut Administration Department – City Clerk

Demographics

	City of Walnut	State of California
Population Characteristics		
Median Age	44.4	35.2
Average Household Size	3.48	2.96
Ethnicity		
Asian	63.7%	14.8%
White	21.4%	72.7%
Other	10.0%	37.7%
Black	3.1%	6.5%
Two or more races	3.4%	3.8%
Native American	0.3%	1.7%
Hispanic	20.6%	38.9%
Hawaiian/Pacific Islander	0.0%	0.5%
Education		
Bachelors Degree	51.1%	32%
High School or Higher	92.9%	82.1%
Housing Units	9,022	14,060,52
Median Household Income:	\$97,345	\$63,783

Source: 2010/2017 Census Data (Census.gov), 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>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Square Miles	8.83	8.83	8.83	8.83	8.83
Number of Housing Units	8,908	8,909	8,911	8,925	8,937
Population	29,947	30,112	30,257	30,152	30,134
Personal Income	996,456	1,019,743	1,041,477	1,045,685	1,077,615
Per Capita Personal Income	33,274	33,865	34,573	34,680	35,760
Unemployment Rate	4.5%	3.6%	5.9%	4.8%	3.7%
Average Annual Population % change	0.96%	0.55%	0.48%	-0.35%	-0.06%

Sources:

City of Walnut Finance Division, as of June 30, 2017

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	3,775	49%	Community College
Nina's Mexican Foods, Inc.	140	2%	Manufacturer
Ronsin Photocopy Inc.	124	2%	Photocopy Manufacturer
Recruiter Exchange Inc.	108	1%	Employment Agency
Edro Engineering Company, Inc.	84	1%	Manufacture Mold Bases
Stater Brothers Market	81	1%	Grocery Store
Sodexo, Inc.	76	1%	Food Service Management
Vons #2167	73	1%	Grocery Store
Applebee's Neighborhood Grill	67	1%	Restaurant
TJ Maxx #682	66	1%	Retail
McDonalds	62	1%	Fast Food
Panera Bread	54	1%	Restaurant
Mwave.com/Multiwave	36	0%	Computer Wholesales
Kaleido Graphics Services Group	-	0%	Printing & Graphics
Albertsons #6588	-	0%	Grocery Store

Source: *City of Walnut Finance Division
As of June 30, 2017*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Walnut
California**

For the Fiscal Year Beginning

July 1, 2017

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, 2017. 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
2018-19**

REVENUES	
RESTRICTED REVENUE APPLIED	\$ 5,721,770
RESTRICTED REVENUES SURPLUS	443,830
NON-RESTRICTED REVENUE	13,124,620
WALNUT HOUSING AUTHORITY	350,580
SUBTOTAL	\$ 19,640,800
RESTRICTED FUND BALANCE APPLIED	721,150
3 OAKS RECREATION FACILITY FUND APPLIED	1,508,000
CAPITAL EQUIPMENT REPLACEMENT FUND APPLIED	165,510
FACILITY MAINTENANCE FUND APPLIED	494,420
SUBTOTAL	\$ 2,889,080
TRANSFERS IN	778,745
TOTAL	\$ 23,308,625

EXPENDITURES	
PERSONNEL	5,904,556
OPERATIONS	12,575,395
CAPITAL OUTLAY	330,880
SUBTOTAL	\$ 18,810,831
TRANSFERS OUT	778,745
CAPITAL PROJECTS	3,603,000
TOTAL	\$ 23,192,576

CITY OF WALNUT

2018-19

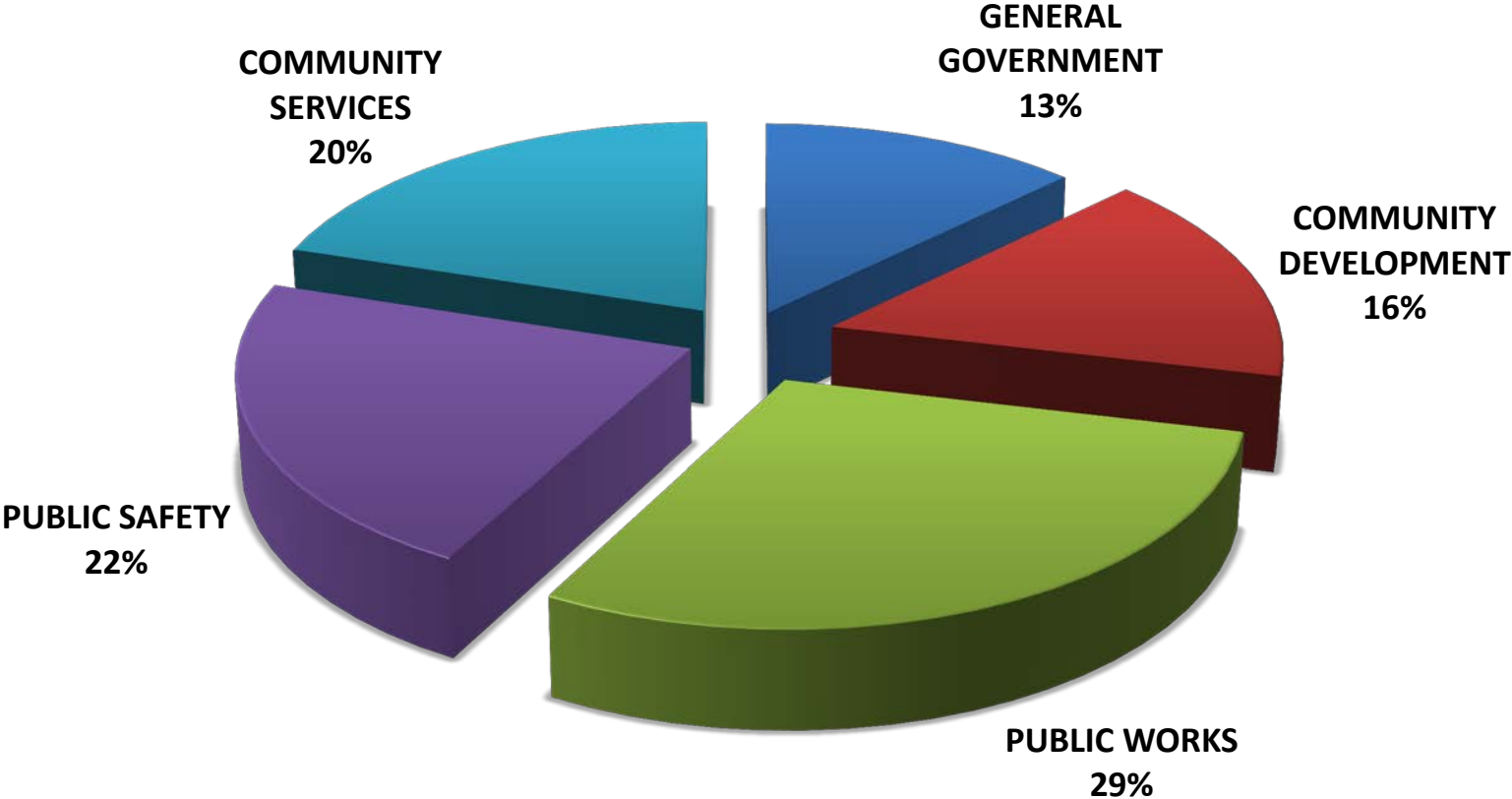
CONTINUING APPROPRIATIONS

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2018-19 APPROPRIATIONS SUMMARY

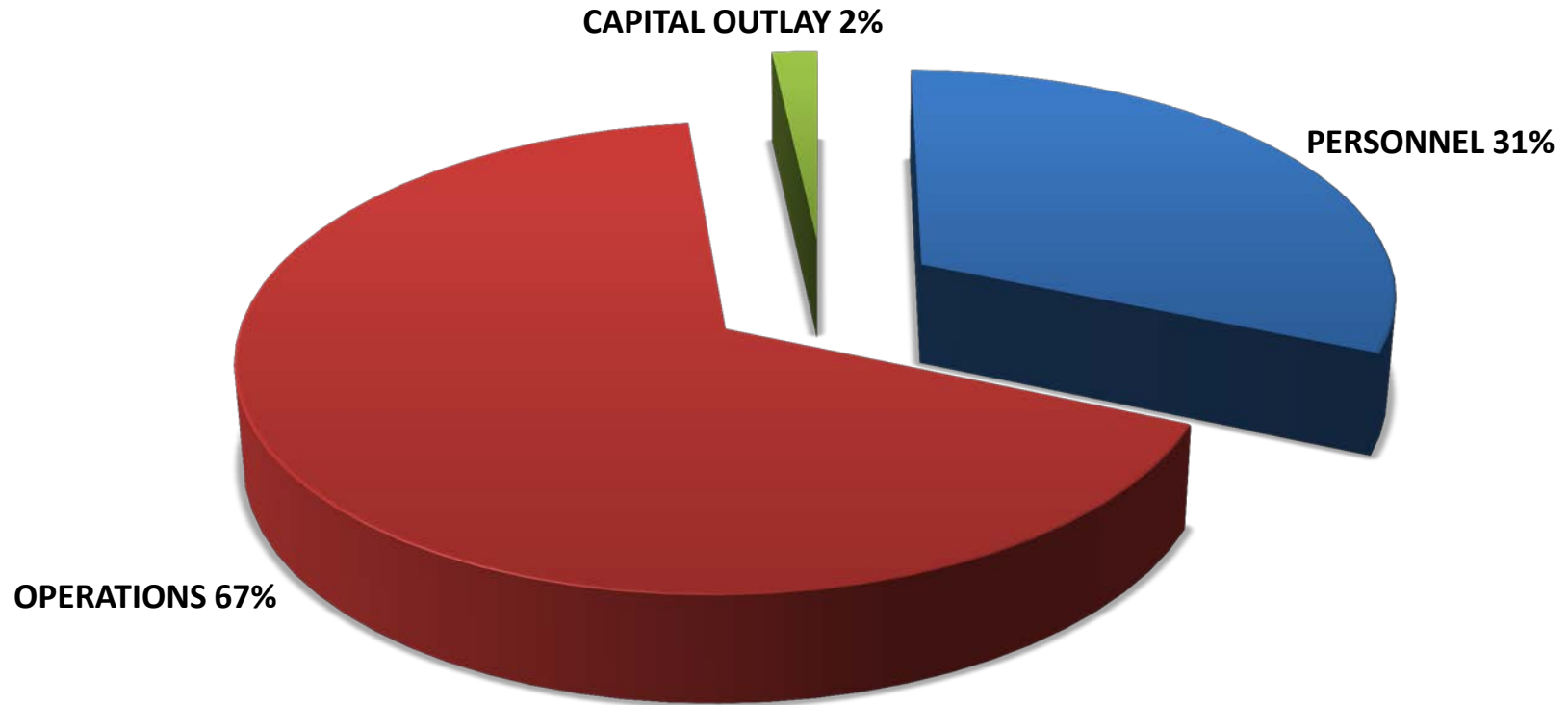
ACTIVITY	2016-17		2017-18		2018-19
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<u>PERSONNEL</u>					
GENERAL GOVERNMENT	1,208,272	1,395,320	1,395,320	1,344,490	1,509,050
COMMUNITY DEVELOPMENT	1,288,122	1,405,620	1,405,620	1,390,230	1,550,160
PUBLIC WORKS	674,700	723,430	723,430	655,010	785,630
PUBLIC SAFETY	190,567	204,750	204,750	204,520	165,760
COMMUNITY SERVICES	1,681,326	1,794,240	1,795,025	1,780,880	1,893,956
TOTAL PERSONNEL	\$5,042,988	\$5,523,360	\$5,524,145	\$5,375,130	\$5,904,556
<u>OPERATIONS</u>					
GENERAL GOVERNMENT	943,704	944,730	960,476	979,950	862,130
COMMUNITY DEVELOPMENT	1,152,698	1,289,060	1,290,170	1,245,250	1,287,940
PUBLIC WORKS	4,460,899	4,452,100	4,640,762	4,510,605	4,563,625
PUBLIC SAFETY	3,654,014	3,845,340	3,848,340	3,866,140	3,975,380
COMMUNITY SERVICES	1,720,384	1,772,090	1,786,609	1,778,159	1,886,320
TOTAL OPERATIONS	\$11,931,700	\$12,303,320	\$12,526,357	\$12,380,104	\$12,575,395
<u>SUBTOTAL</u>					
GENERAL GOVERNMENT	2,151,976	2,340,050	2,355,796	2,324,440	2,371,180
COMMUNITY DEVELOPMENT	2,440,821	2,694,680	2,695,790	2,635,480	2,838,100
PUBLIC WORKS	5,135,599	5,175,530	5,364,192	5,165,615	5,349,255
PUBLIC SAFETY	3,844,581	4,050,090	4,053,090	4,070,660	4,141,140
COMMUNITY SERVICES	3,401,711	3,566,330	3,581,634	3,559,039	3,780,276
SUBTOTAL	\$16,974,688	\$17,826,680	\$18,050,502	\$17,755,234	\$18,479,951
<u>CAPITAL</u>					
GENERAL GOVERNMENT	767	50,000	51,600	26,600	25,000
COMMUNITY DEVELOPMENT	155,602	104,360	108,710	108,860	159,930
PUBLIC WORKS	158,567	275,060	375,929	322,907	145,950
PUBLIC SAFETY	17,253	0	0	12,000	0
COMMUNITY SERVICES	7,689	0	2,700	2,700	0
TOTAL CAPITAL	\$339,877	\$429,420	\$538,939	\$473,067	\$330,880
<u>TOTAL</u>					
GENERAL GOVERNMENT	2,152,743	2,390,050	2,407,396	2,351,040	2,396,180
COMMUNITY DEVELOPMENT	2,596,422	2,799,040	2,804,500	2,744,340	2,998,030
PUBLIC WORKS	5,294,165	5,450,590	5,740,121	5,488,522	5,495,205
PUBLIC SAFETY	3,861,834	4,050,090	4,053,090	4,082,660	4,141,140
COMMUNITY SERVICES	3,409,399	3,566,330	3,584,334	3,561,739	3,780,276
TOTAL	\$17,314,565	\$18,256,100	\$18,589,441	\$18,228,301	\$18,810,831

**EXPENDITURE SUMMARY
(ALL FUNDS)
FISCAL YEAR 2018-19**



**Total Budget
\$18,810,831**

EXPENDITURES BY CATEGORY FISCAL YEAR 2018-19



**Total Budget
\$18,810,831**

**CITY OF WALNUT
2016-17
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2016 ACTUAL FUND BAL.	2016-17 ACTUAL REVENUE	2016-17 ACTUAL PROJECTS	2016-17 ACTUAL OPERATING		FUND TRANSFERS	6/30/2017 ACTUAL FUND BAL.
01	GENERAL	10,199,534	13,062,553	-	12,704,181	(1)	151,816	10,638,161
						(2)	707,880	
						(3)	(779,441)	
02	GAS TAX	416,878	578,194	-	830,254		-	164,818
05	TRAFFIC SAFETY	8,177	103,801	-	47,429	(1)	(62,112)	2,437
06	PARK IMPROV	881,597	297,630	-	-		-	1,179,227
07	COPS	128,730	131,023	-	97,639		-	162,114
09	AIR QUALITY	29,596	38,492	-	58,953		-	9,135
11	WASTE MGMT	25,605	64,099	-	-	(1)	(89,704)	0
12	CDBG	-	187,935	-	187,933		-	2
13	PROP C	890,917	469,689	112,361	169,665		-	1,078,580
14	BIKEWAY	-	38,910	38,910	-		-	-
15	LACMTA (STPL)	836	523,578	-	-		-	524,414
16	MEASURE R	753,366	352,717	45,000	-		-	1,061,083
18	LOSMD - Zone 9	474,369	531,691	-	583,825		-	422,234
19	LOSMD	391,189	1,733,648	-	1,959,382		-	165,455
20	3 OAKS REC FACILITY	2,766,250	-	99,449	-		-	2,666,801
23	PROP A	948,513	563,266	-	246,157		-	1,265,621
25	CAP/EQUIP REP	2,065,878	300	903,016	96,620	(3)	389,721	1,456,262
26	FACILITY MAINT	2,155,994	-	-	-	(2)	(707,880)	1,837,835
						(3)	389,721	
27	PARK GRANTS	-	2,484	-	13,000		-	(10,516)
32	USED OIL GRANT	-	8,467	-	8,467		-	-
33	RECYCLING GRANT	-	7,970	-	7,970		-	-
35	CABLE TV-EDUC	119,183	32,465	-	3,550		-	148,098
41	WHA	-	424,948	128,092	296,857		-	-
50	GEN LIABILITY	1,000,000	-	-	-		-	1,000,000
51	OPEB LIABILITY	757,275	-	-	2,682		-	754,593
		24,013,888	19,153,858	1,326,829	17,314,564		-	24,526,353

(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.

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

FUND NO.	FUND	6/30/2017 ACTUAL FUND BAL.	2017-18 ESTIMATED REVENUE	2017-18 ESTIMATED PROJECTS	2017-18 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2018 ESTIMATED FUND BAL.
01	GENERAL	10,638,161	12,916,630	-	13,094,259	(1) (2) (3) 115,550 710,324 (441,808)	10,844,598
02	GAS TAX	164,818	618,400	-	721,730	-	61,488
03	RMRA	-	171,400	-	-	-	171,400
05	TRAFFIC SAFETY	2,437	104,000	-	75,060	(1) (29,580)	1,797
06	PARK IMPROV	1,179,227	100,630	876,000	-	-	403,857
07	COPS	162,114	145,000	-	97,270	-	209,844
09	AIR QUALITY	9,135	36,900	-	39,000	-	7,035
11	WASTE MGMT	0	85,970	-	-	(1) (85,970)	0
12	CDBG	2	135,770	-	135,770	-	2
13	PROP C	1,078,580	484,040	1,080,000	43,000	-	439,620
14	BIKEWAY	-	20,060	20,060	-	-	-
15	LACMTA (STPL)	524,414	-	520,000	-	-	4,414
16	MEASURE R	1,061,083	366,760	1,255,000	-	-	172,843
18	LOSMD - Zone 9	422,234	647,850	-	609,350	-	460,734
19	LOSMD	165,455	1,726,080	-	1,928,090	-	(36,555)
20	3 OAKS REC FACILITY	2,666,801	12,490,000	300,000	-	-	14,856,801
21	MEASURE M	-	377,600	375,600	-	-	2,000
23	PROP A	1,265,621	585,470	-	433,140	-	1,417,951
25	CAP/EQUIP REP	1,456,262	-	1,350,000	230,402	(3) 220,904	96,764
26	FACILITY MAINT	1,837,835	-	-	403,160	(2) (3) (710,324) 220,904	945,255
27	PARK GRANTS	(10,516)	63,520	-	53,000	-	4
31	TRF CONGEST RELIEF	-	34,300	-	-	-	34,300
32	USED OIL GRANT	-	8,490	-	8,490	-	-
33	RECYCLING GRANT	-	7,840	-	7,840	-	-
35	CABLE TV-EDUC	148,098	36,990	-	28,550	-	156,538
41	WHA	-	367,090	51,300	315,790	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	754,593	-	-	4,400	-	750,193
		24,526,353	31,530,790	5,827,960	18,228,301	-	32,000,882

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

(2) Net transfer to/from Maintenance Facility Fund for facilities operations.

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

FUND NO.	FUND	6/30/2018 ESTIMATED FUND BAL.	2018-19 ESTIMATED REVENUE	2018-19 ESTIMATED PROJECTS	2018-19 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2019 ESTIMATED FUND BAL.
01	GENERAL	10,844,598	13,124,620	-	13,452,281	(1) (2) (3) 98,930 458,910 (220,905)	10,853,872
02	GAS TAX	61,488	639,000	-	691,140	-	9,348
03	RMRA	171,400	511,500	676,000	-	-	6,900
05	TRAFFIC SAFETY	1,797	109,010	-	96,410	(1) (12,960)	1,437
06	PARK IMPROV	403,857	-	205,000	-	-	198,857
07	COPS	209,844	144,000	-	87,470	-	266,374
09	AIR QUALITY	7,035	37,400	-	39,000	-	5,435
11	WASTE MGMT	0	85,970	-	-	(1) (85,970)	0
12	CDBG	2	190,270	-	190,270	-	2
13	PROP C	439,620	494,230	400,000	191,140	-	342,710
14	BIKEWAY	-	21,490	21,490	-	-	-
15	LACMTA (STPL)	4,414	-	-	-	-	4,414
16	MEASURE R	172,843	371,930	444,000	40,000	-	60,773
18	LOSMD - Zone 9	460,734	663,890	-	663,890	-	460,734
19	LOSMD	(36,555)	1,848,360	-	1,932,670	-	(120,865)
20	3 OAKS REC FACILITY	14,856,801	-	1,508,000	-	-	13,348,801
21	MEASURE M	2,000	416,350	270,000	137,710	-	10,640
23	PROP A	1,417,951	609,810	-	287,500	-	1,740,261
25	CAP/EQUIP REP	96,764	-	78,510	87,000	(3) 110,453	41,707
26	FACILITY MAINT	945,255	-	-	494,540	(2) (3) (458,910) 110,452	102,257
27	PARK GRANTS	4	20,000	-	20,000	-	4
31	TRF CONGEST RELIEF	34,300	34,300	-	-	-	68,600
32	USED OIL GRANT	-	8,270	-	8,270	-	-
33	RECYCLING GRANT	-	7,790	-	7,790	-	-
35	CABLE TV-EDUC	156,538	38,000	-	28,550	-	165,988
41	WHA	-	350,580	-	350,580	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	750,193	-	-	4,620	-	745,573
		32,000,882	19,726,770	3,603,000	18,810,831	-	29,313,821

- (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.

**CITY OF WALNUT
2018-19
TEN-YEAR OPERATING REVENUE HISTORY**

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
GENERAL FUND										
Property Taxes	5,037,420	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
Other Taxes	2,750,931	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
Licenses & Permits	1,227,529	748,964	1,574,923	2,145,139	763,810	551,180	754,434	785,402	961,562	1,829,914
Use of Money	1,407,193	894,938	524,718	356,334	385,069	182,529	487,104	427,323	404,421	420,190
Revenue from Other Agencies	191,434	100,168	204,866	186,658	91,462	24,157	146,166	145,339	22,377	26,157
Recreation Services	605,331	622,031	655,347	704,967	749,356	739,734	898,503	553,318	805,406	633,498
Charges for Service	359,558	359,913	403,786	322,092	349,384	387,614	452,467	395,802	844,546	413,787
Other Revenue	442,382	391,474	855,035	448,119	540,392	888,052	782,252	545,689	528,694	464,055
Total General Fund	12,021,778	10,823,896	11,882,562	11,794,087	10,827,650	11,175,067	12,295,858	11,946,824	13,181,811	13,062,553
Gas Tax Fund	577,262	519,690	501,420	837,577	914,524	738,976	1,022,814	826,255	662,200	578,194
Traffic Safety Fund	381,578	268,868	376,815	296,148	252,218	256,611	266,498	171,894	206,391	103,801
Park Improvement Fund	-	31,171	-	-	-	-	-	-	998,454	297,630
COPS Fund	103,880	77,326	123,908	100,456	101,446	99,744	101,678	107,219	115,745	131,023
Air Quality Management Fund	84,648	38,424	38,401	50,418	36,856	35,204	38,490	37,817	38,682	38,492
Waste Management Fund	177,115	70,851	93,272	101,880	131,213	82,945	99,476	76,935	100,736	64,099
MTA Grants	-	1,478,979	-	-	-	-	-	-	-	-
Housing and Community Development	286,438	189,440	174,734	310,822	183,446	130,017	239,871	138,393	129,793	187,935
Prop C Transit Fund	472,901	435,723	354,307	379,321	408,606	417,457	435,533	452,134	463,314	469,689
Bikeway Fund	-	-	-	-	-	20,000	18,000	24,280	-	38,910
LACMTA Exchange	-	137,922	-	-	-	151,000	-	498,000	836	523,578
Proposition R	-	-	207,994	278,302	304,666	315,481	323,343	337,632	344,499	352,717
Landscape & Open Space Maintenance	1,725,027	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
3 Oaks Facility Development	-	-	-	-	-	350,000	-	-	-	-
Prop A Transit Fund	540,858	481,724	414,971	440,385	479,426	504,090	513,347	536,468	552,155	563,266
Capital Equipment Replacement Fund	6,926	6,650	5,048	25,244	-	-	92,320	-	2,658	300
Facility Maintenance Fund	-	-	-	-	-	-	-	-	-	-
State Park Grant Fund	134,468	90,204	112,523	117,951	69,148	104,189	54,206	14,212	27,248	2,484
Edward Byrne Justice Grant	-	-	-	21,308	-	-	-	-	-	-
Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	-	-
Used Oil Recycling Grant Fund	9,352	1,154	2,500	8,420	14,440	12,780	8,532	8,570	8,500	8,467
General Recycling Grant Fund	8,544	8,473	5,000	-	8,828	1,105	15,332	8,130	8,194	7,970
Cable Television Education Fund	94,568	48,806	34,533	31,951	30,227	27,129	29,071	28,480	28,404	32,465
Walnut Improvement Agency Fund	192,112	397,155	203,790	-	113,081	-	-	-	-	-
Walnut Housing Authority Fund	318,567	336,704	339,033	336,568	326,902	328,252	306,903	261,080	354,253	424,948
Total All Funds	17,136,022	17,173,062	16,611,838	16,864,940	16,598,558	17,288,318	18,140,449	17,633,977	19,333,400	19,153,858

**CITY OF WALNUT
2018-19
TEN-YEAR OPERATING EXPENDITURE HISTORY**

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
GENERAL FUND										
General Government	2,118,653	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
Community Development	994,590	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
Public Works	835,680	726,679	709,819	719,113	708,316	667,094	1,509,678	1,735,871	2,008,611	1,748,696
Public Safety	3,169,002	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
Community Services	3,203,206	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
Total General Fund	10,321,131	10,754,195	11,099,142	11,397,931	11,993,340	10,587,938	11,424,296	11,793,903	12,582,343	12,704,181
Gas Tax Fund	557,655	603,335	583,966	563,320	640,481	679,262	699,174	692,497	822,841	830,254
Traffic Safety Fund	40,731	44,720	46,861	46,627	46,931	47,948	42,693	56,730	63,374	47,430
Park Improvement Fund	-	-	-	-	-	-	-	-	-	-
COPS Fund	109,051	96,798	95,065	87,350	48,636	107,802	126,260	99,444	65,883	97,639
Air Quality Management Fund	119,161	21,511	18,694	34,553	7,544	57,123	58,520	59,536	69,626	58,953
Waste Management Fund	-	-	-	-	-	-	-	-	-	-
Housing and Community Development	286,438	189,440	174,734	310,822	183,446	130,017	239,871	138,393	129,793	187,933
Prop C Transit Fund	115,152	39,205	68,543	32,866	227,814	139,281	140,469	148,788	166,941	169,665
Bikeway Fund	-	-	-	-	-	-	-	-	-	-
Proposition R	-	-	-	-	-	37,655	-	9,202	(38)	-
Landscape & Open Space Maintenance	1,768,612	1,833,713	1,704,530	1,723,053	1,822,477	2,431,619	2,397,338	2,163,699	2,322,372	2,543,207
Prop A Transit Fund	518,192	610,298	584,795	527,163	397,727	411,798	300,445	299,117	284,755	246,157
Capital Equipment Replacement Fund	104,150	49,123	30,131	38,152	3,625	100,051	171,489	114,253	198,486	96,620
Facility Maintenance Fund	-	-	-	-	-	-	-	-	-	-
State Park Grant Fund	86,208	90,204	112,524	117,951	69,148	69,320	54,206	27,560	13,900	13,000
Edward Byrne Justice Grant	-	-	-	21,308	-	-	-	-	-	-
Used Oil Recycling Grant Fund	9,910	11,137	7,472	8,420	14,440	8,628	8,532	8,570	8,500	8,467
General Recycling Grant Fund	14,092	8,809	1,741	5,112	8,828	1,105	15,332	8,130	8,194	7,970
Cable Television Education Fund	99,063	5,601	28,545	-	24,315	2,421	4,362	43,464	44,708	3,550
Walnut Improvement Agency Fund	192,111	195,289	203,790	-	113,081	-	-	-	-	-
Walnut Housing Authority Fund	318,566	336,704	339,033	336,568	326,902	328,252	306,903	261,080	266,068	296,857
Other Post-Employment Benefits	-	-	-	160	232	307	908	2,281	2,866	2,682
Total All Funds	14,660,223	14,890,082	15,099,566	15,251,356	15,928,967	15,140,527	15,990,798	15,926,649	17,050,612	17,314,565

CITY OF WALNUT
FUND STRUCTURE
2018-19

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 (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)**

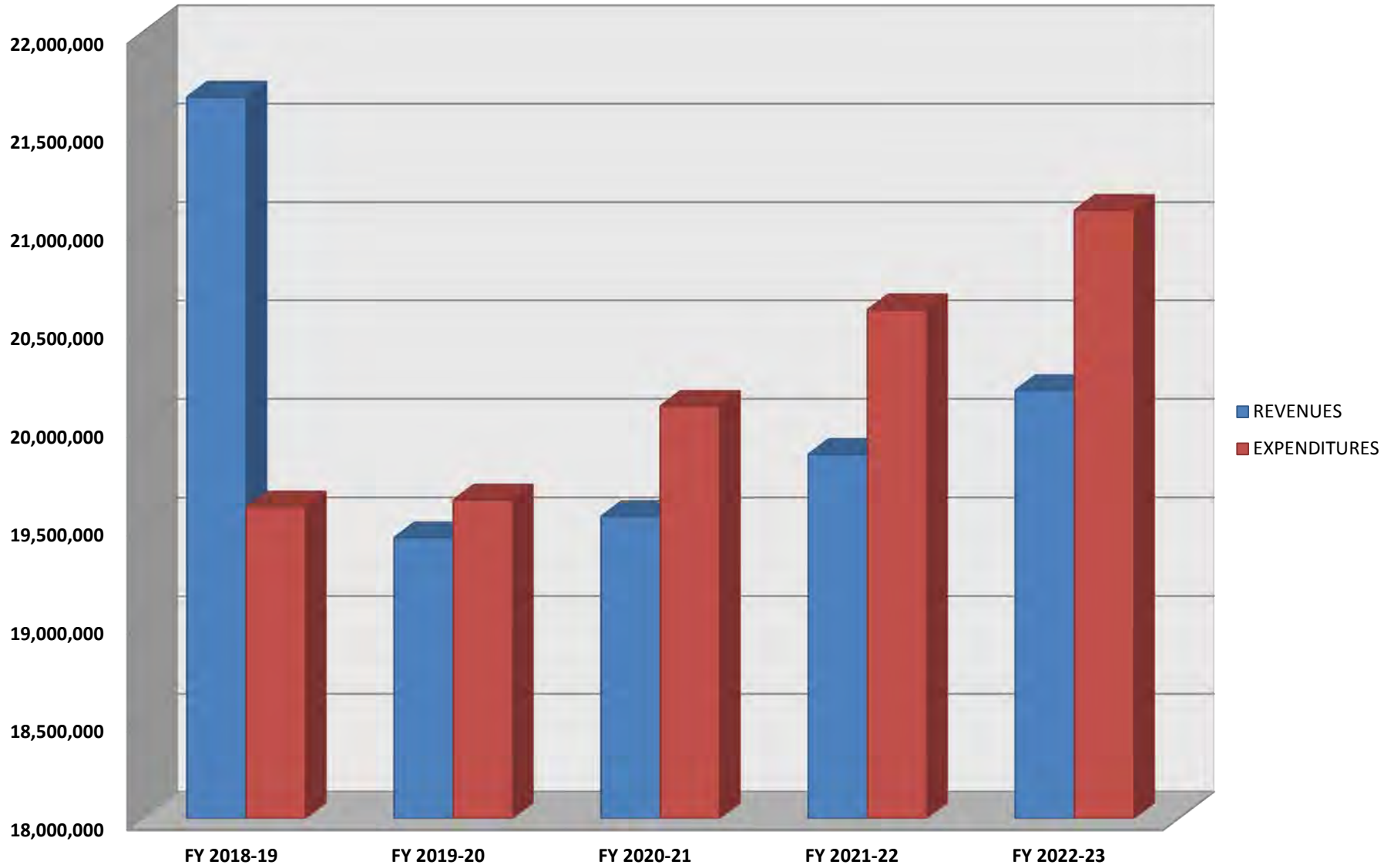
The COPS Fund accounts for the distribution of funds to local agencies on a per-capita basis for the purpose of first-line law enforcement services. AB 3229 authorized this distribution in July of 1996.

- 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 **Proposition R (Measure R)**
The Prop 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**
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**
The Three Oaks Recreation Facility Fund accounts for contributions received from the developer for the construction of the Three Oaks Community Center.
- 21 **Proposition R (Measure R)**
The Prop 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.
- 23 **Measure M**
The Measure M 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.
- 31 **Traffic Congestion Relief**
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**
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**
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.

- 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 (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
2018-19
FIVE-YEAR PROJECTION OF REVENUES**

	2018-19	2019-20	2020-21	2021-22	2022-23
GENERAL REVENUE					
Property Taxes (1)	6,180,000	6,303,600	6,429,672	6,558,265	6,689,431
Other Taxes (2)	3,591,000	3,647,400	3,717,217	3,788,477	3,861,206
Licenses & Permits (3)	1,313,000	720,200	732,700	745,825	759,606
Use of Money (4)	441,920	448,420	465,745	483,936	503,037
Revenue From Other Agencies	26,000	26,000	26,000	26,000	26,000
Recreation Services	810,500	810,500	810,500	810,500	810,500
Charges for Service	362,700	362,700	362,700	362,700	362,700
Other Revenue	399,500	149,830	150,170	150,520	150,881
TOTAL:	13,124,620	12,468,650	12,694,704	12,926,224	13,163,361
RESTRICTED REVENUE					
Revenue From					
Other Agencies (5)	3,906,890	3,963,108	4,042,370	4,123,218	4,205,682
Use of Money & Property	39,000	39,780	40,576	41,387	42,215
Fines & Other Revenue	144,010	146,190	148,414	150,682	152,996
Assessments	2,512,250	2,512,250	2,512,250	2,512,250	2,512,250
TOTAL:	6,602,150	6,661,328	6,743,610	6,827,537	6,913,143
TOTAL REVENUE:	19,726,770	19,129,978	19,438,314	19,753,761	20,076,504
Transfer In	778,745	302,000	102,000	102,000	102,000
Restricted Fund					
Balance Applied:	721,150	-	-	-	-
Surplus Applied:	443,830	-	-	-	-
TOTAL RESOURCES:	21,670,495	19,431,978	19,540,314	19,855,761	20,178,504

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, Prop R, and Prop M projected to increase 2% each year.

**CITY OF WALNUT
2018-19
FIVE-YEAR PROJECTION OF EXPENDITURES**

	2018-19	2019-20	2020-21	2021-22	2022-23
GENERAL GOVERNMENT					
Personnel	1,509,050	1,554,322	1,600,951	1,648,980	1,698,449
Operations (1)	862,130	884,473	907,466	931,132	955,491
Capital	25,000	0	0	0	0
TOTAL:	2,396,180	2,438,794	2,508,417	2,580,111	2,653,940
COMM. DEVELOPMENT					
Personnel	1,550,160	1,596,665	1,644,565	1,693,902	1,744,719
Operations	1,287,940	956,699	975,833	995,349	1,015,256
Capital	159,930	100,000	100,000	100,000	100,000
TOTAL:	2,998,030	2,653,364	2,720,398	2,789,251	2,859,975
PUBLIC WORKS					
Personnel	785,630	809,199	833,475	858,479	884,233
Operations	4,563,625	4,650,898	4,739,915	4,830,714	4,923,328
Capital	145,950	155,000	155,000	155,000	155,000
TOTAL:	5,495,205	5,615,096	5,728,390	5,844,193	5,962,562
PUBLIC SAFETY					
Personnel	165,760	170,733	175,855	181,130	186,564
Operations (2)	3,975,380	4,131,022	4,292,821	4,461,024	4,635,885
Capital	0	0	0	0	0
TOTAL:	4,141,140	4,301,754	4,468,676	4,642,155	4,822,450
COMMUNITY SERVICES					
Personnel	1,893,956	1,950,775	2,009,298	2,069,577	2,131,664
Operations	1,886,320	1,913,476	1,913,476	1,913,476	1,913,476
Capital	0	0	0	0	0
TOTAL:	3,780,276	3,864,251	3,922,774	3,983,053	4,045,140
Transfer Out	778,745	750,000	750,000	750,000	750,000
TOTAL EXPENDITURES:	19,589,576	19,623,259	20,098,655	20,588,763	21,094,067

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

(1) FY 2018-19 6% COLA for classified and management. 3% increase per year, thereafter.

Operations:

(1) Liability & Property Insurance 4% increase

(2) Public Safety Operations 4% increase per year

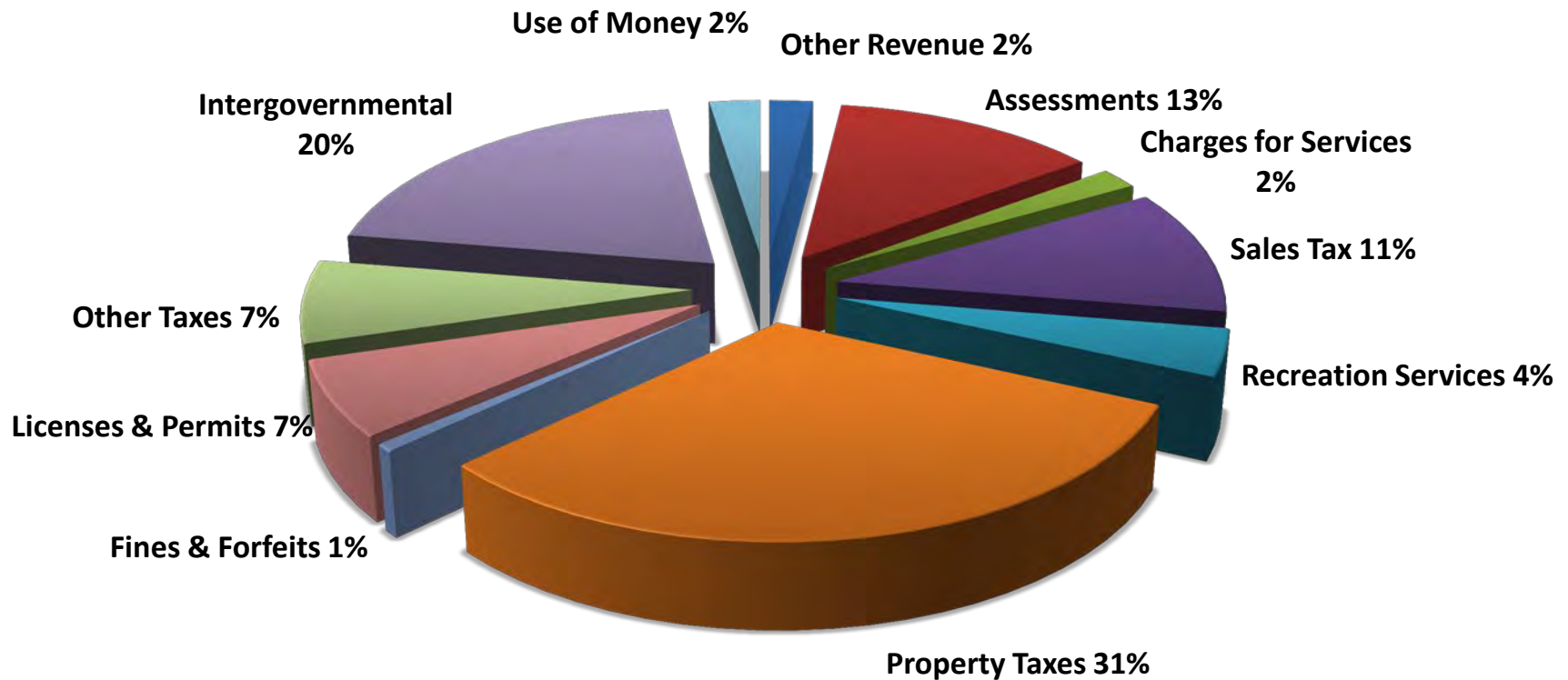
All other expenditures except as noted 2% increase.

**CITY OF WALNUT
2018-19 PERSONNEL SUMMARY**

	2016-17	2017-18	2018-19
<u>GENERAL GOVERNMENT</u>			
City Council	0.00	0.00	0.00
City Manager	0.60	0.60	0.60
Personnel	0.00	0.25	0.25
City Clerk	1.85	1.85	1.85
Finance	4.48	4.48	4.98
Computer Services	0.50	0.50	0.50
Administrative Services	1.40	2.25	2.25
Cable TV Administration/Education	0.00	0.00	0.00
TOTAL GENERAL GOVERNMENT	8.83	9.93	10.43
<u>COMMUNITY DEVELOPMENT</u>			
Planning	3.95	3.95	3.95
Code Enforcement	2.50	2.50	2.50
Building & Safety	0.45	0.45	0.45
Successor Agency Administration	1.00	1.00	1.00
Prop "C" Administration	0.33	0.33	0.33
Prop "A" Administration	0.47	0.37	0.37
Prop "R" Administration	0.00	0.00	0.00
Prop "M" Administration	0.00	0.00	0.00
Metrolink	0.13	0.13	0.13
WHA Administration	1.60	1.60	1.60
TOTAL COMMUNITY DEVELOPMENT	10.43	10.33	10.33
<u>PUBLIC WORKS</u>			
Environmental Services	1.20	0.70	0.70
Street Right-of-Way Maintenance	2.30	2.30	2.15
LOSMD/Public Works Admin	1.50	2.00	2.00
Building Maintenance	0.70	0.70	1.15
TOTAL PUBLIC WORKS	5.70	5.70	6.00
<u>PUBLIC SAFETY</u>			
Public Safety Administration	0.50	0.50	0.50
Business License Enforcement	0.85	0.85	0.25
Vehicle Code Fines	0.40	0.40	0.50
TOTAL PUBLIC SAFETY	1.75	1.75	1.25
<u>COMMUNITY SERVICES</u>			
Recreation Administration	1.50	1.50	1.50
Parks Maintenance	4.10	4.10	3.80
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
TOTAL COMMUNITY SERVICES	10.30	10.30	10.00
TOTAL FULL-TIME POSITIONS	37.00	38.00	38.00

Revenues

Revenue Summary (ALL FUNDS) Fiscal Year 2018-19



**Total Revenue Budget
\$19,726,770**

**CITY OF WALNUT
2018-19 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION		2016-17	2017-18		2018-19
		ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PROPERTY TAXES					
01-3010	PROPERTY TAXES	5,700,002	6,320,000	6,000,000	6,180,000
	TOTAL PROPERTY TAXES	5,700,002	6,320,000	6,000,000	6,180,000
OTHER TAXES					
01-3100	SALES & USE TAX	2,164,277	2,100,000	2,100,000	2,163,000
01-3110	PUBLIC SAFETY AUGMENTATION FUND	172,454	166,000	172,000	174,000
01-3120	FRANCHISE TAX	897,264	906,000	906,000	933,000
01-3130	BUSINESS LICENSE TAX	126,642	110,000	122,000	122,000
01-3140	REALTY STAMP TAX (DOC TRANSFER)	173,480	145,600	180,000	185,000
01-3150	DEVELOPMENT TAX	40,832	14,000	14,000	14,000
	TOTAL OTHER TAXES	3,574,950	3,441,600	3,494,000	3,591,000
LICENSES & PERMITS					
01-3200	PARKING PERMITS	1,339	3,500	3,500	3,500
01-3205	FILM PERMITS	1,000	0	0	1,000
01-3220	BUILDING & SAFETY - FULL PLAN CHECK	283,687	475,000	360,000	300,000
01-3230	BUILDING & SAFETY - STANDARD PLAN CHECK	320,569	75,000	75,000	75,000
01-3240	BUILDING & SAFETY - PERMITS	1,196,421	1,050,000	750,000	900,000
01-3250	GRADING & STREET PERMITS	20,937	30,000	25,000	25,000
01-3260	CONDITIONAL USE PERMITS	3,780	4,000	4,000	4,000
01-3270	STRONG MOTION INSTRUM FEE	284	100	360	300
01-3271	STATE BLDG STD FUNDS	200	100	200	200
01-3272	DISABILITY ACCESS & EDUCATION FUND	1,697	1,000	2,000	4,000
	TOTAL LICENSES & PERMITS	1,829,914	1,638,700	1,220,060	1,313,000
FINES, FORFEITS, & PENALTIES					
01-3300	CODE FINES	10,319	25,000	10,800	11,000
01-3305	FALSE ALARM FINES	6,815	5,000	5,000	5,000
01-3311	IMPOUND SERVICE FEE	10,695	9,000	9,000	9,000
	TOTAL FINES, FORFEITS, & PENALTIES	27,829	39,000	24,800	25,000
USE OF MONEY & PROPERTY					
01-3400	INTEREST INCOME	110,316	110,000	200,000	110,000
01-3410	RENTAL OF CITY HALL OFFICES	2,185	1,920	1,920	1,920
01-3420	TELECOMMUNICATION LEASE	307,689	291,000	314,000	330,000
	TOTAL USE OF MONEY & PROPERTY	420,190	402,920	515,920	441,920
REVENUE FROM OTHER AGENCIES					
01-3500	STATE MOTOR VEHICLE IN-LIEU TAX	13,508	13,000	15,900	16,000
01-3510	STATE HOMEOWNERS EXEMPTION	9,579	9,900	9,600	9,600
01-3511	STATE HIGHWAY RENTAL FEES	220	270	350	400
01-3614	BSEP GRANT - BUS STOP PROGRAM	2,850	0	23,760	0
01-3624	MWD GRANT	0	0	0	0
	TOTAL REVENUE FROM OTHER AGENCIES	26,157	23,170	49,610	26,000

CITY OF WALNUT
2018-19 REVENUE BUDGET BY FUND

ACCOUNT NUMBER AND DESCRIPTION	2016-17	2017-18		2018-19
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
RECREATION SERVICES				
01-3641 TEEN CENTER EXCURSIONS	1,834	3,500	3,500	3,500
01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE	14,447	15,500	15,500	15,500
01-3644 TEEN CENTER SPECIAL EVENTS	2,748	3,000	3,000	3,000
01-3645 TEEN CENTER MEMBERSHIP	13,865	15,000	15,000	19,000
01-3649 CAMP PROGRAMS	8,140	12,000	12,000	12,000
01-3651 SENIOR EXCURSIONS	36,965	45,000	45,000	45,000
01-3653 SENIOR BINGO DONATIONS	4,200	4,200	4,200	4,200
01-3654 SENIOR SPECIAL EVENTS	12,112	15,000	15,000	15,000
01-3655 SENIOR CLASSES	14,292	8,000	10,000	10,000
01-3690 SPECIAL EVENTS	14,859	16,000	16,000	16,000
01-3691 AQUATICS	55,787	120,000	120,000	120,000
01-3692 EXCURSIONS	30,943	58,800	58,800	58,800
01-3693 SPORTS LEAGUES	279,948	328,000	328,000	328,000
01-3694 RECREATION CLASSES	112,913	124,500	124,500	124,500
01-3695 BROCHURE ADVERTISING	0	0	0	0
01-3696 REFEREE SERVICE FEE	14,790	21,000	19,000	19,000
01-3697 REGISTRATION FEES	15,656	17,000	17,000	17,000
TOTAL RECREATION SERVICES	633,498	806,500	806,500	810,500
CHARGES FOR CURRENT SERVICES				
01-3700 SITE PLAN REVIEW FEES	64,656	80,000	95,000	80,000
01-3710 GENERAL PLAN AMENDMENTS	0	2,500	0	0
01-3711 GENERAL PLAN MAINTENANCE FEE	82,454	50,000	30,000	30,000
01-3730 VARIANCE APPLICATION FEES	0	0	0	0
01-3740 SALE OF MAPS & PUBLICATIONS	766	100	900	700
01-3745 INDUSTRIAL WASTE INSPECTION FEES	54,990	25,000	25,000	25,000
01-3750 PUBLIC WORKS INSPECTION FEES	63,965	65,000	47,500	47,500
01-3760 PUBLIC WORKS PLAN CHECKING FEES	17,970	40,000	40,000	40,000
01-3780 PARKS & RECREATION USE FEES	15,154	21,000	21,000	21,000
01-3783 GYM/TEEN FACILITY USE FEES	10,880	13,000	13,000	13,000
01-3790 SENIOR CENTER USE FEES	1,042	500	500	500
01-3791 ANIMAL LICENSE SALES	101,910	130,000	105,000	105,000
01-3795 CANDIDATE FILING FEES	0	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	413,787	427,100	377,900	362,700
OTHER REVENUES				
01-3800 SA REIMBURSEMENT	250,000	250,000	250,000	250,000
01-3805 RISK MANAGEMENT CLAIMS REIMBURSEMENT	6,064	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	24	50	50	0
01-3820 MISCELLANEOUS REVENUES	34,726	10,000	6,000	6,000
01-3823 FLAG DONATIONS	0	0	0	0
01-3827 SENIOR DONATIONS	0	0	0	0
01-3828 PASSPORT EXECUTION FEES	39,150	35,000	35,000	49,000
01-3833 METROLINK PASSES	351	0	0	0

**CITY OF WALNUT
2018-19 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2016-17	2017-18		2018-19
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
OTHER REVENUES (Continued)				
01-3834 EZ PASSES	0	0	0	0
01-3835 BUS PASSES	1,591	1,800	1,800	1,800
01-3840 FAMILY FESTIVAL REVENUES	23,012	35,000	35,000	25,000
01-3845 FIREWORKS SHOW	0	0	0	0
01-3855 TEEN CENTER MISCELLANEOUS REVENUE	0	0	0	0
01-3856 TEEN CENTER DONATIONS	1,000	0	0	0
01-3870 APPEALS	1,132	0	520	0
01-3872 STATE MANDATED COST REIMBURSEMENT	0	0	0	0
01-3873 MT. SAC PARKING METERS	16,525	10,000	10,000	10,000
01-3876 MT. SAC TICKET SALES REIMBURSEMENT	10,606	10,000	51,470	0
01-3900 SURPLUS PROPERTY SALE	2,163	100	8,400	4,000
01-3960 SEWER REIMBURSEMENT	0	0	0	0
01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE	8,922	4,000	7,900	7,000
01-3970 MISCELLANEOUS REIMBURSEMENT	40,960	19,200	21,700	21,700
TOTAL OTHER REVENUES	436,226	375,150	427,840	374,500
TOTAL GENERAL FUND (01)	13,062,553	13,474,140	12,916,630	13,124,620
02-3400 INTEREST INCOME	3,885	500	5,000	500
02-3560 2107.5 GAS TAX	6,000	6,000	6,000	6,000
02-3565 2105 GAS TAX	169,422	159,800	176,200	181,500
02-3570 2106 GAS TAX	103,611	97,040	107,800	111,000
02-3580 2107 GAS TAX	214,799	196,000	223,400	230,000
02-3585 2103 GAS TAX	80,477	71,360	100,000	110,000
TOTAL GAS TAX FUND (02)	578,194	530,700	618,400	639,000
03-3400 INTEREST INCOME	0	0	400	500
03-3590 ROAD MAINTENANCE REHAB ACCT	0	171,000	171,000	511,000
TOTAL RMRA FUND (03)	0	171,000	171,400	511,500
05-3310 VEHICLE CODE FINES	83,831	116,000	84,000	89,010
05-3330 VEHICLE CODE FINES - COUNTY	19,971	19,000	20,000	20,000
05-3820 MISCELLANEOUS INCOME	0	0	0	0
TOTAL TRAFFIC SAFETY FUND (05)	103,801	135,000	104,000	109,010
06-3160 PARK IN-LIEU FEES	297,630	0	100,630	0
TOTAL PARK IMPROVEMENT FUND (06)	297,630	0	100,630	0
07-3400 INTEREST INCOME	1,699	250	5,000	4,000
07-3515 COPS	129,324	100,000	140,000	140,000
TOTAL COPS FUND (07)	131,023	100,250	145,000	144,000
09-3400 INTEREST INCOME	(12)	500	0	500
09-3597 AIR QUALITY IMPROVEMENT	38,504	36,900	36,900	36,900
TOTAL AQMD FUND (09)	38,492	37,400	36,900	37,400

**CITY OF WALNUT
2018-19 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2016-17	2017-18		2018-19
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
11-3880 RECYCLING REBATE	12,364	35,000	35,000	35,000
11-3885 AB939 ADMINISTRATION	51,735	50,970	50,970	50,970
TOTAL WASTE MANAGEMENT FUND (11)	64,099	85,970	85,970	85,970
12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT	187,935	135,770	135,770	190,270
TOTAL CDBG FUND (12)	187,935	135,770	135,770	190,270
13-3400 INTEREST INCOME	10,106	5,000	15,000	5,000
13-3680 PROPOSITION "C" TRANSPORTATION	459,583	469,040	469,040	489,230
TOTAL PROPOSITION "C" FUND (13)	469,689	474,040	484,040	494,230
14-3630 SB 821 BIKEWAY	38,910	20,060	20,060	21,490
TOTAL BIKEWAY FUND (14)	38,910	20,060	20,060	21,490
15-3517 LACMTA EXCHANGE	523,578	0	0	0
TOTAL LACMTA FUND (15)	523,578	0	0	0
16-3400 INTEREST INCOME	9,163	2,500	15,000	5,000
16-3680 PROPOSITION "R"	343,554	351,760	351,760	366,930
TOTAL PROPOSITION "R" FUND (16)	352,717	354,260	366,760	371,930
17-3619 FEDERAL STIMULUS GRANT	0	0	0	0
TOTAL FEDERAL STIMULUS FUND (17)	0	0	0	0
18-3181 L.O.S.M.D. ZONE 9	531,691	647,850	647,850	663,890
TOTAL LOSMD ZONE 9 FUND (18)	531,691	647,850	647,850	663,890
19-3170 L.O.S.M.D.	1,733,648	1,726,080	1,726,080	1,848,360
TOTAL LOSMD FUND (19)	1,733,648	1,726,080	1,726,080	1,848,360
20-3868 3 OAKS REC FACILITY DEV. CONTRIBUTION	0	0	12,490,000	0
TOTAL THREE OAKS RECREATION FACILITY FUND (20)	0	0	12,490,000	0
21-3400 INTEREST INCOME	0	0	2,000	500
21-3680 PROPOSITION "M"	0	0	375,600	415,850
TOTAL PROPOSITION "M" FUND (21)	0	0	377,600	416,350
23-3400 INTEREST INCOME	11,155	500	20,000	20,000
23-3680 PROPOSITION "A" TRANSPORTATION	552,110	565,470	565,470	589,810
TOTAL PROPOSITION "A" FUND (23)	563,266	565,970	585,470	609,810
25-3820 MISCELLANEOUS REVENUE	0	0	0	0
25-3970 MISCELLANEOUS REIMBURSEMENT	300	0	0	0
TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)	300	0	0	0
27-3666 NEIGHBORHOOD PARK ACT	2,484	53,000	63,520	20,000
TOTAL STATE PARK GRANT FUND (27)	2,484	53,000	63,520	20,000

**CITY OF WALNUT
2018-19 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2016-17	2017-18		2018-19
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
31-3519 TRAFFIC CONGESTION RELIEF	0	0	34,300	34,300
TOTAL TRAFFIC CONGESTION RELIEF FUND (31)	0	0	34,300	34,300
32-3874 USED OIL OPP GRANT	8,467	8,490	8,490	8,270
TOTAL USED OIL RECYCLING GRANT FUND (32)	8,467	8,490	8,490	8,270
33-3878 GENERAL RECYCLING GRANT	7,970	7,840	7,840	7,790
TOTAL GENERAL RECYCLING GRANT FUND (33)	7,970	7,840	7,840	7,790
35-3400 INTEREST INCOME	1,191	500	3,000	3,000
35-3670 CABLE TV PEG FEES	31,274	27,000	33,990	35,000
TOTAL CABLE T.V. EDUCATION FUND (35)	32,465	27,500	36,990	38,000
41-3800 WHA REIMBURSEMENT AGREEMENT	424,948	318,290	367,090	350,580
TOTAL WHA FUND (41)	424,948	318,290	367,090	350,580
TOTAL CITY REVENUES	19,153,858	18,873,610	31,530,790	19,726,770



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.
- 3624 **MWD Grant**
Provides for funds received from Metropolitan Water District's SoCal WaterSmart Public Agency Landscape Incentive Program related to water conservation.

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.
- 3695 **Brochure Advertising**
Provides for funds received from fees charged to individuals and organizations that advertise in the City's Recreation Brochure.
- 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.
- 3823 **Flag Donations**
Provides for funds received from individuals and organizations as donations for the purchase of flags for 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:

- 18-3181 **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.

16-3400 **Interest Income**

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

21-3400 **Interest Income**

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

- 23-3400 **Interest Income**
Provides for funds received from interest earned on Proposition "A" funds.
- 35-3400 **Interest Income**
Provides for funds received from interest earned on Cable TV - Education 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 **Proposition R**
Provides for City's portion to the half-cent sales tax approved in Los Angeles County for transportation projects.
- 17-3619 **Federal Stimulus Grant**
Provides for the federal monies received through Caltrans from the American Recovery and Reinvestment Act of 2009, to be used for authorized projects.
- 21-3680 **Proposition M**
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.

- 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.
- 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:

- 05-3820 **Miscellaneous Income**
 Provided for funds received as reimbursement to the City for bank charges imposed due to non-sufficient fund checks received in payment of citations.
- 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**

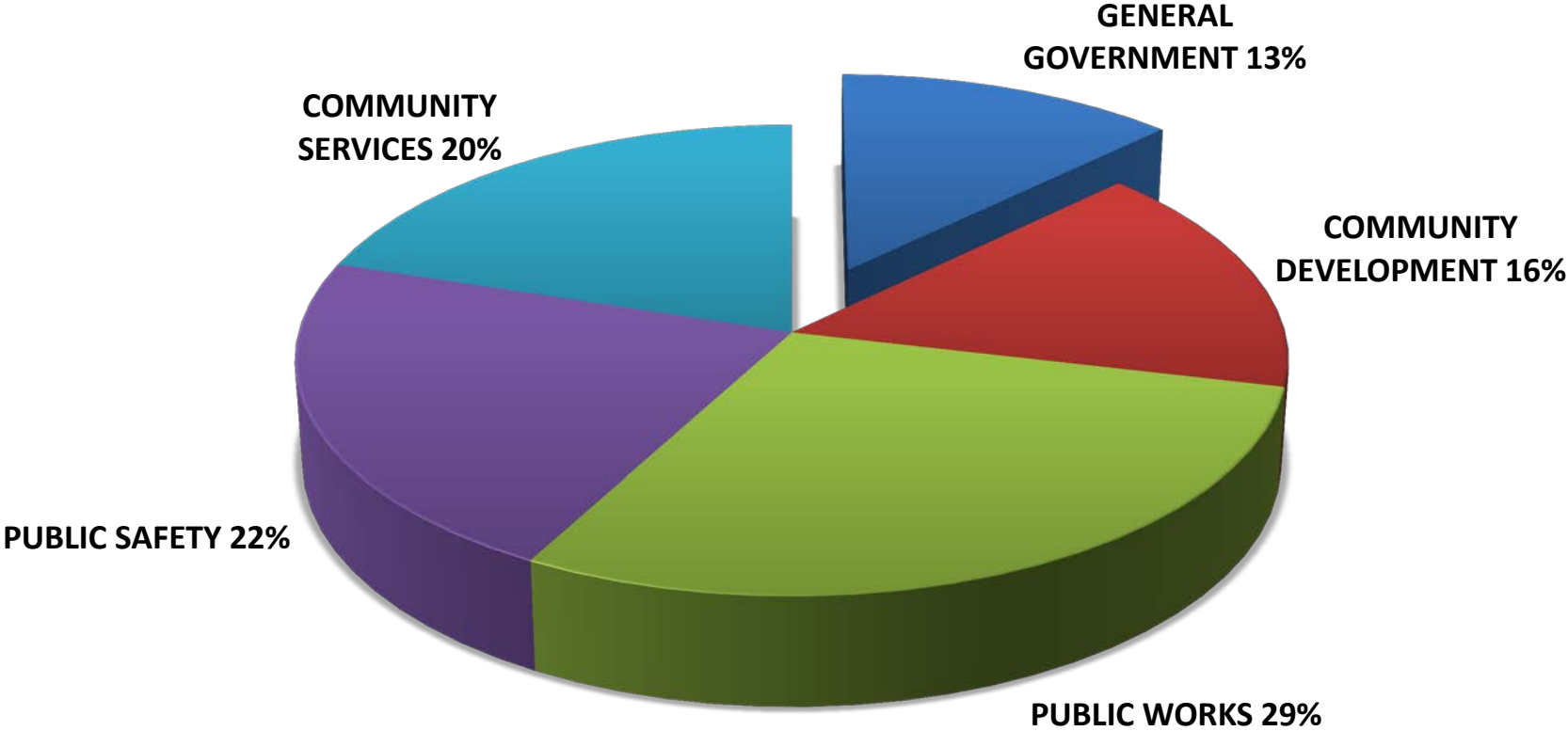
Provides for funds received as reimbursement for miscellaneous activities.

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 2018-19



**Total General Government Budget
\$2,396,180**

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 2018-19, 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 mobile 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 2017-18, the General Government Program worked to achieve the following goals:

1. The City will 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.

Performance Measure: City staff received training in customer service, legally mandated harassment and discrimination training, computer applications, first aid and CPR, and emergency preparedness. The City's annual Employee Service Awards was held on December 14, 2017.

- 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 5 student volunteers participating in the City's Volunteer Intern Program.

- 3 The City will engage the Walnut community via our Social Media sites, newly developed website, and Walnut mobile 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 cable T.V. programming, City website, and City brochures. In addition, the Recreation Brochure is now available online to 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 2017 and National Night Out in August 2017. The City also hosted City Council Meetings, study sessions, and workshop 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 hosted its Election in April 2016. Voter outreach was conducted via the City's website, social media, and the City App.

**General Government
Measurable Outputs**

Output	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Volunteer Internship Participant Hours	580 Hours	550 Hours	600 Hours	600 Hours	600 Hours
Number of Cable Programs	5	5	5	7	7
Employee participation in training and education programs	50	50	50	50	75
Employees in Education Enhancement Program	3	2	1	1	2
Employees attending Annual Service Awards Event	40	45	50	50	65
Number of City Council Meetings	22	22	22	22	22
Number of City Council Study Sessions	10	10	10	10	10

FY 2018-19

General Government

Goals and Relationship to the Mission Statement

In **FY 2018-19**, the General Government Department has identified five major goals:

1. Utilize the City website and social media sites 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 2018-19 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 through quarterly functions 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**

	2016-17		2017-18		2018-19
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,208,272	1,395,320	1,395,320	1,344,490	1,509,200
OPERATIONS EXPENSE	943,704	944,730	960,476	979,950	861,700
TOTAL OPERATING EXPENSE	2,151,976	2,340,050	2,355,796	2,324,440	2,370,900
CAPITAL	767	50,000	51,600	26,600	25,000
PROGRAM TOTAL	2,152,743	2,390,050	2,407,396	2,351,040	2,395,900
TOTAL FULL-TIME EMPLOYEES	8.83	9.83	9.83	9.93	10.43
 SUB-PROGRAMS:					
			PAGE		
CITY COUNCIL	01-4000		76		
CITY MANAGER	01-4100		78		
PERSONNEL	01-4200		80		
RISK MANAGEMENT	01-4201		84		
CITY CLERK	01-4300		86		
ELECTIONS	01-4301		90		
CITY TREASURER	01-4400		92		
FINANCE	01-4500		96		
COMPUTER SERVICES	01-4502		100		
CITY ATTORNEY	01-4600		104		
ADMINISTRATIVE SERVICES	01-4700		106		
COMMUNITY PROMOTIONS	01-4800		110		
CABLE TELEVISION ADMINISTRATION	01-4900		112		
CABLE TELEVISION EQUIPMENT	35-4900		114		
OPEB	51-4200		116		

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY COUNCIL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4000-5101	REGULAR SALARIES	18,000	18,000	18,000	18,000	18,000
01-4000-5105	HEALTH & LIFE INSURANCE	33,716	42,000	42,000	27,100	27,100
01-4000-5107	WORKERS' COMPENSATION	722	760	760	800	800
01-4000-5108	PERS	2,577	4,410	4,410	2,500	5,100
01-4000-5110	MEDICARE	479	1,090	1,090	900	600
	TOTAL PERSONNEL	55,494	66,260	66,260	49,300	51,600
	OPERATIONS					
01-4000-6201	CONFERENCE & MEETINGS	35,075	25,000	25,000	22,500	25,000
01-4000-6205	OFFICE SUPPLIES	3,750	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	3,605	4,400	4,400	4,000	5,700
	TOTAL OPERATIONS	57,430	46,400	46,400	43,500	47,700
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	112,924	112,660	112,660	92,800	99,300
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

6201 **Conference & Meetings**

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.

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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY MANAGER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4100-5101	REGULAR SALARIES	124,670	128,390	128,390	128,390	128,390
01-4100-5105	HEALTH & LIFE INSURANCE	10,260	10,260	10,260	10,260	10,260
01-4100-5107	WORKERS' COMPENSATION	2,169	2,350	2,350	2,350	2,470
01-4100-5108	PERS	32,668	33,890	33,890	35,700	37,530
01-4100-5110	MEDICARE	2,028	2,010	2,010	1,980	2,010
01-4100-5111	SICK LEAVE/VACATION BUYBACK	11,913	9,820	9,820	5,530	9,820
	TOTAL PERSONNEL	183,708	186,720	186,720	184,210	190,480
OPERATIONS						
01-4100-6201	CONFERENCE & MEETINGS	8,228	6,000	6,000	10,500	7,200
01-4100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	55	100	100	100	100
01-4100-6208	VEHICLE OPERATIONS	4,304	5,000	5,000	6,300	5,000
01-4100-6215	VEHICLE/CELL ALLOWANCE	480	360	360	360	480
01-4100-6256	EQUIPMENT USAGE	730	760	760	760	760
01-4100-6265	COMPUTER USAGE	3,400	4,140	4,140	4,140	4,250
	TOTAL OPERATIONS	17,197	16,360	16,360	22,160	17,790
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	200,905	203,080	203,080	206,370	208,270
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.60	0.60	0.60	0.60	0.60

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 - 60%

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. (15% 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 XXXXXXX 60% (15% in 01-5901, 25% in 41-5800)

6215 **Vehicle/Cell Allowance**

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

6256 - 6265 See Appendix

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: PERSONNEL

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
	PERSONNEL						
01-4200-5101	REGULAR SALARIES	0	23,400	23,400	23,400	24,780	
01-4200-5105	HEALTH & LIFE INSURANCE	1,970	3,380	3,380	4,940	3,380	
01-4200-5106	DISABILITY INSURANCE	0	0	0	0	0	
01-4200-5107	WORKERS' COMPENSATION	0	430	430	430	480	
01-4200-5108	PERS	0	6,190	6,190	7,710	12,250	
01-4200-5109	UNEMPLOYMENT INSURANCE	117	0	0	0	0	
01-4200-5110	MEDICARE	0	400	400	3,900	430	
01-4200-5111	SICK LEAVE/VAC BUYBACK	0	450	450	0	470	
	TOTAL PERSONNEL	2,088	34,250	34,250	40,380	41,790	
	OPERATIONS						
01-4200-6201	CONFERENCE & MEETINGS	1,276	1,800	1,600	1,800	1,800	
01-4200-6202	TRAINING	2,739	4,000	4,000	1,000	1,000	
01-4200-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	2,923	4,620	4,620	4,000	4,200	
01-4200-6206	ADVERTISING	1,332	2,000	2,000	1,000	1,000	
01-4200-6209	SURETY BONDS	1,000	1,000	1,000	1,000	1,000	
01-4200-6211	EDUCATION REIMBURSEMENT	9,470	7,000	6,985	3,000	7,000	
01-4200-6215	VEHICLE/CELL ALLOWANCE	0	800	800	800	800	
01-4200-6216	PROFESSIONAL SERVICES	0	1,000	1,000	0	1,000	
01-4200-6218	SPECIAL LEGAL FEES	28,380	10,000	10,000	1,000	5,000	
01-4200-6236	PHYSICALS/BACKGROUNDS	4,052	2,000	1,986	500	2,000	
01-4200-6256	EQUIPMENT USAGE	0	320	320	320	320	
01-4200-6265	COMPUTER USAGE	0	1,730	1,730	1,730	1,770	
01-4200-6271	SERVICE/RECOGNITION/AWARDS	1,735	2,000	2,485	1,400	2,000	
	TOTAL OPERATIONS	52,908	38,270	38,526	17,550	28,890	
	CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	54,996	72,520	72,776	57,930	70,680	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.25	0.25	0.25	0.25

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
PERSONNEL (4200)

The Personnel Department provides for the management of all personnel services to City Departments and to acquire a highly trained and well-compensated work force. Primary functions include the development, modification and management of all employee recruitments, classifications, compensation and benefit administration, education/training, employee relations, labor negotiations, and tracking of leave such as FMLA, CFRA, and PDL.

PERSONNEL:

5101 **Regular Salaries**

Senior Management Analyst – 25%

Responsible for management of all personnel services to City Departments. (25% in 01-4502 and 50% in 01-8000)

5105 - 5108 See Appendix

5109 **Unemployment Insurance**

Provides for claims against the City of Walnut by former employees seeking unemployment compensation.

5110 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

Provides for the Senior Management Analyst to attend the CalPERS annual conference held in October.

6202 **Training**

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

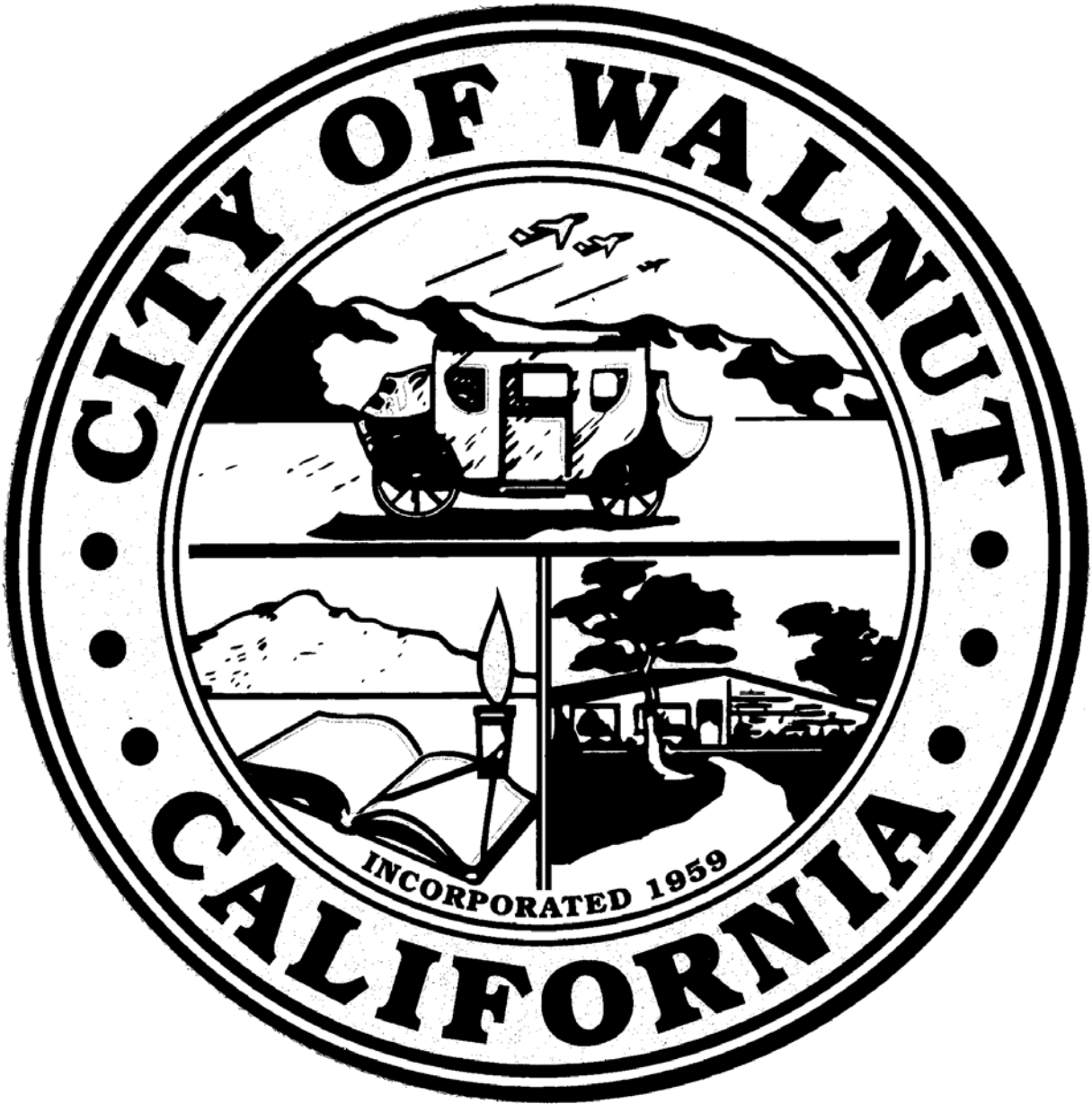
6203 **Membership, Dues, Subscriptions, Books, Fees**

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. Advertising consists of local newspapers, Internet, and specific field & trade publications.

- 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 a vehicle and cell phone allowance for the Senior Management Analyst that is distributed the same as payroll.
- 6216 **Professional Services**
Provides consultant services for personnel related items, including investigations 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.
- 6236 **Physicals/Backgrounds**
Provides for the cost of physicals/substance abuse tests and background checks, if needed, for new employee and fingerprinting of the new Recreation Leaders and aquatics personnel.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**
Provides for annual service and awards recognition function, quarterly employee birthday gatherings, cards and the purchase of service awards. 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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: RISK MANAGEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4201-6201	CONFERENCE & MEETINGS	0	1,000	1,000	0	1,000
01-4201-6223	INSURANCE	286,981	258,940	258,940	250,000	255,000
01-4201-6247	EQUIPMENT MAINTENANCE	13,284	15,000	15,000	15,000	10,000
	TOTAL OPERATIONS	300,265	274,940	274,940	265,000	266,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	300,265	274,940	274,940	265,000	266,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 Incentive Program.

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.

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)	\$ 224,600
Earthquake (JPIA)	N/A
Property (JPIA)	20,900
Facility Coverage	1,500
Vehicle (JPIA)	2,300
Admin. Fees	1,200
Liability Trust Oversight	0
Special Events	4,500
Grand Total	<u>255,000</u>

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

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY CLERK

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-4300-5101	REGULAR SALARIES	144,185	151,870	151,870	160,890
01-4300-5104	OVERTIME	1,790	2,000	2,000	2,000
01-4300-5105	HEALTH & LIFE INSURANCE	24,969	24,980	24,980	24,980
01-4300-5107	WORKERS' COMPENSATION	2,530	2,820	2,820	3,130
01-4300-5108	PERS	26,683	28,040	28,040	32,620
01-4300-5110	MEDICARE	2,161	2,380	2,380	2,520
01-4300-5111	SICK LEAVE/VACATION BUYBACK	512	3,270	3,270	3,350
	TOTAL PERSONNEL	202,830	215,360	215,360	229,490
OPERATIONS					
01-4300-6201	CONFERENCE & MEETINGS	3,297	2,000	2,000	2,000
01-4300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,678	4,000	4,000	3,000
01-4300-6205	OFFICE SUPPLIES	345	1,000	1,000	1,000
01-4300-6206	ADVERTISING	7,418	8,000	8,000	8,000
01-4300-6212	ORDINANCE CODIFICATION, AMENDMENTS	7,448	3,000	13,490	4,000
01-4300-6215	VEHICLE/CELL ALLOWANCE	2,550	2,720	2,720	2,550
01-4300-6227	CONTRACTUAL SERVICES	2,773	10,000	10,000	10,000
01-4300-6256	EQUIPMENT USAGE	2,240	2,340	2,340	2,360
01-4300-6265	COMPUTER USAGE	10,490	12,780	12,780	13,100
	TOTAL OPERATIONS	38,239	45,840	56,330	46,010
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	241,069	261,200	271,690	275,500
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.85	1.85	1.85
			1.85	1.85	1.85

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 - 85%

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 (15% 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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ELECTIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4301-6201	CONFERENCE & MEETINGS	1,110	1,400	1,400	1,400	0
01-4301-6205	OFFICE SUPPLIES	0	600	600	600	600
01-4301-6206	ADVERTISING	0	1,000	1,000	1,500	1,500
01-4301-6207	POSTAGE	0	0	3,910	3,910	4,000
01-4301-6227	CONTRACTUAL SERVICES	0	37,000	33,090	40,000	40,000
	TOTAL OPERATIONS	1,110	40,000	40,000	47,410	46,100
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,110	40,000	40,000	47,410	46,100
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 2018 election.

6206 **Advertising**

Provided for publication of legal notices for the November 2018 election in the required languages.

6207 **Postage**

Provided for postal expenses for City mailings to all registered voters in Walnut for the 2018 November election.

6227 **Contractual Services**

Provides for the 2018 November Election – Translation Services and County of Los Angeles to assist with election and outreach programs.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY TREASURER

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-4400-5101	REGULAR SALARIES	4,038	6,000	6,000	6,000
01-4400-5107	WORKERS' COMPENSATION	70	110	110	120
01-4400-5108	PERS	538	1,590	1,590	0
01-4400-5110	MEDICARE	59	90	90	90
	TOTAL PERSONNEL	4,705	7,790	7,790	6,210
OPERATIONS					
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)	1,076	40,000	40,000	40,000
01-4400-6214	MILEAGE REIMBURSEMENT	383	500	500	500
01-4400-6278	BANK CHARGES	10,682	13,000	13,000	13,000
	TOTAL OPERATIONS	12,296	56,710	56,710	54,710
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	17,002	64,500	64,500	61,610
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 - 100%

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 - 100%

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.

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**

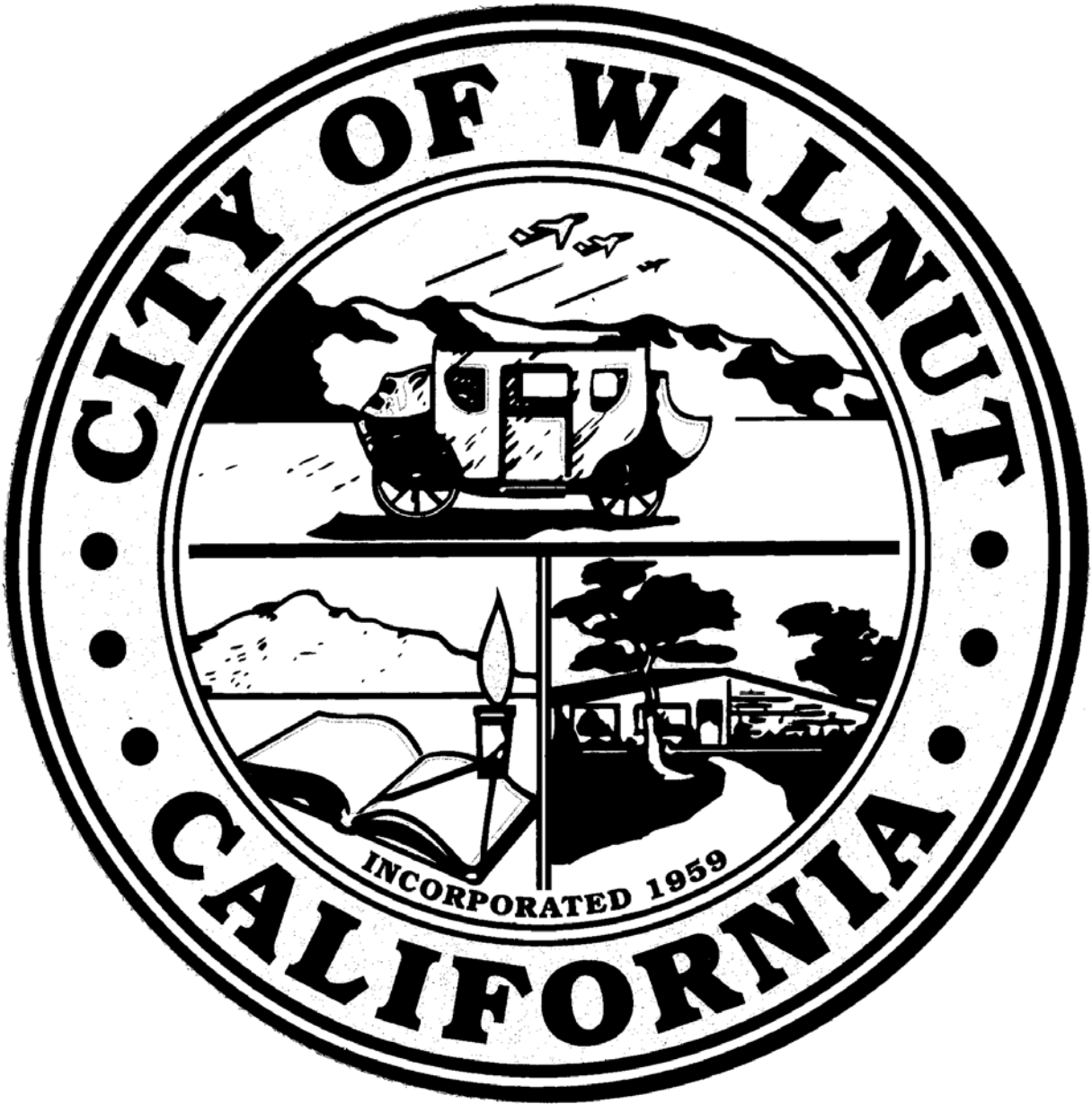
A Property Tax Administration Fee (PTAF) is to offset costs in assessing property values, in collecting the property tax levies, and in the review and appeal processes. In prior fiscal years this fee was captured within the property tax revenue account (01-3010).

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for banking activity.

6278 **Bank Charges**

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



**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: FINANCE

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-4500-5101	REGULAR SALARIES	308,747	333,220	333,220	336,500	404,240	
01-4500-5104	OVERTIME	1,221	2,000	2,000	2,000	2,000	
01-4500-5105	HEALTH & LIFE INSURANCE	61,276	64,740	64,740	61,800	71,480	
01-4500-5107	WORKERS' COMPENSATION	5,302	6,140	6,140	6,200	7,800	
01-4500-5108	PERS	60,710	64,810	64,810	68,100	89,840	
01-4500-5110	MEDICARE	4,883	5,270	5,270	5,300	6,410	
01-4500-5111	SICK LEAVE/VACATION BUYBACK	5,002	11,050	11,050	10,130	11,820	
	TOTAL PERSONNEL	447,141	487,230	487,230	490,030	593,590	
OPERATIONS							
01-4500-6201	CONFERENCE & MEETINGS	1,900	7,100	7,100	5,000	9,260	
01-4500-6202	TRAINING	0	1,700	1,700	1,700	1,700	
01-4500-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,205	1,920	1,920	1,700	1,920	
01-4500-6210	PRINTING	2,480	2,500	2,500	2,000	2,500	
01-4500-6215	VEHICLE/CELL ALLOWANCE	7,500	7,360	7,360	7,360	8,250	
01-4500-6216	PROFESSIONAL SERVICES	37,995	42,850	42,850	42,850	44,950	
01-4500-6256	EQUIPMENT USAGE	5,420	5,670	5,670	5,670	6,340	
01-4500-6265	COMPUTER USAGE	25,380	30,900	30,900	30,900	35,240	
	TOTAL OPERATIONS	81,881	100,000	100,000	97,180	110,160	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	529,022	587,230	587,230	587,210	703,750	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	4.48	4.48	4.48	4.48	4.98

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 -25%

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. (25% in 01-4502, 25% in 01-4700, 15% in 01-5901, 10% in 41-5800)

Finance Officer - 60%

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, 10% in 01-5901, 10% in 01-8002)

Finance Analyst - 80%

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. (10% in 01-5901, 10% in 05-8200)

Finance Analyst - 90%

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. (10% in 01-5901)

Accounting Technician - 80%

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, 5% in 01-5901)

Accounting Technician - 95%

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. (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 13-5430, 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, 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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMPUTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
01-4502-5101	REGULAR SALARIES	58,201	60,520	60,520	65,960	
01-4502-5105	HEALTH & LIFE INSURANCE	7,643	7,650	7,650	7,650	
01-4502-5107	WORKERS' COMPENSATION	1,013	1,110	1,110	1,270	
01-4502-5108	PERS	15,227	15,990	15,990	18,680	
01-4502-5110	MEDICARE	932	970	970	1,070	
01-4502-5111	SICK LEAVE/VACATION BUYBACK	1,567	2,100	2,100	2,390	
	TOTAL PERSONNEL	84,583	88,340	88,340	97,020	
OPERATIONS						
01-4502-6205	OFFICE SUPPLIES	3,345	4,000	4,000	2,000	
01-4502-6215	VEHICLE/CELL ALLOWANCE	2,100	1,600	1,600	2,100	
01-4502-6247	EQUIPMENT MAINTENANCE	77,476	128,000	123,000	128,000	
01-4502-6254	COMMUNICATIONS	30,514	30,000	35,000	30,000	
01-4502-6256	EQUIPMENT USAGE	610	630	630	640	
01-4502-6265	COMPUTER USAGE	(198,628)	(252,570)	(252,570)	(259,760)	
	TOTAL OPERATIONS	(84,583)	(88,340)	(88,340)	(97,020)	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	0	0	0	0	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 in this department are reimbursed through interdepartmental charges.

PERSONNEL:

5101 **Regular Salaries**

Director of Administrative Services 25%

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. (25% in 01-4500, 25% in 01-4700, 15% in 01-5901, 10% in 41-5800)

Senior Management Analyst - 25%

Coordinating computer maintenance and operations. (25% in 01-4200, 50% in 01-8000).

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 allowances for the Director of Administrative Services and Senior Management Analyst, which are 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.

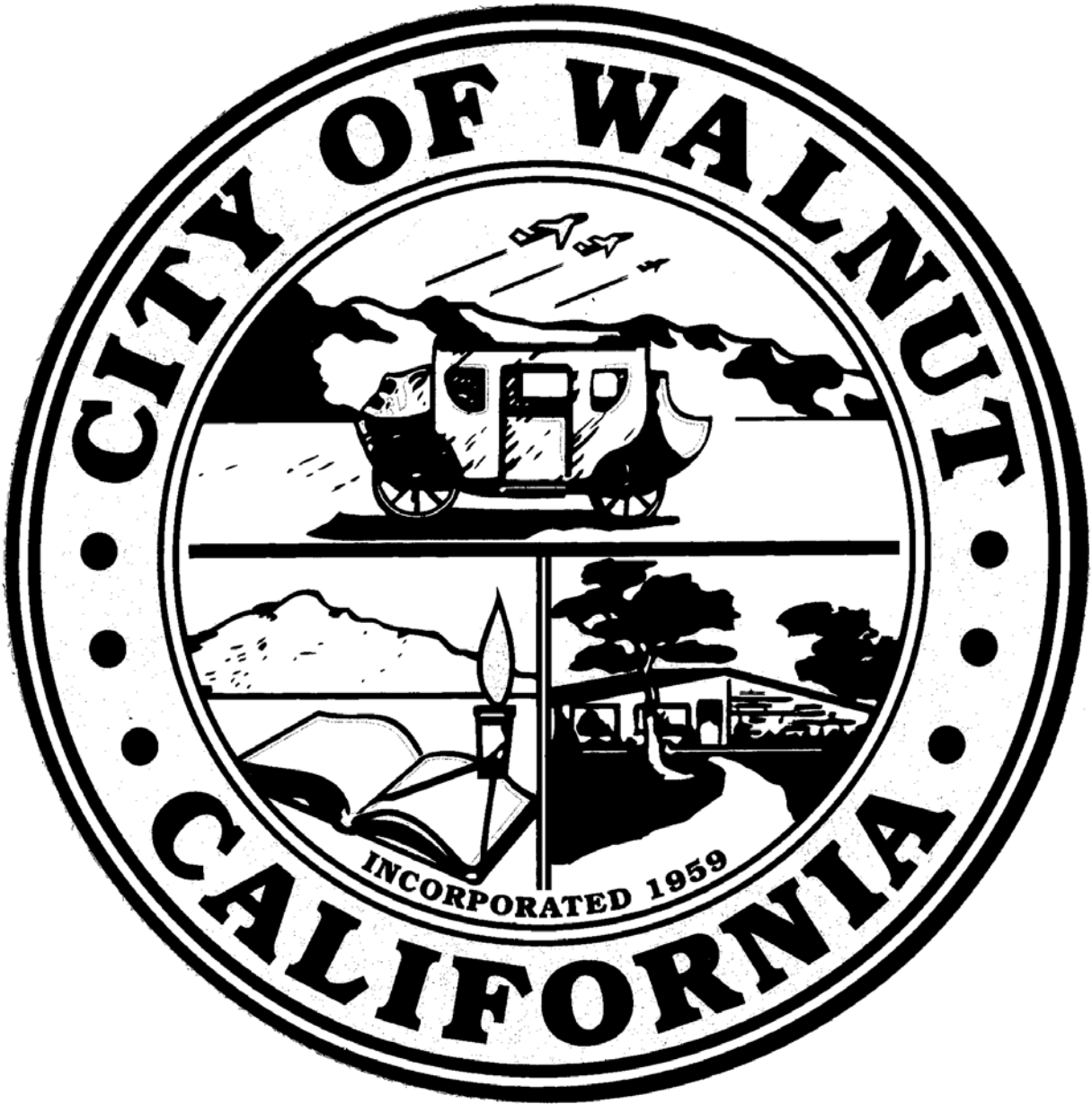
6254 **Communications**

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.



**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4600-6201	CONFERENCE & MEETINGS	678	0	0	0
01-4600-6216	PROFESSIONAL SERVICES	72,403	96,120	96,120	96,120
01-4600-6218	SPECIAL LEGAL FEES	143,768	50,000	50,000	100,000
	TOTAL OPERATIONS	216,849	146,120	146,120	196,120
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	216,849	146,120	146,120	196,120
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ADMINISTRATIVE SERVICES

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET		
PERSONNEL							
01-4700-5101	REGULAR SALARIES	122,537	167,450	167,450	160,120	183,740	
01-4700-5102	REGULAR PART-TIME SALARIES	40,953	33,360	33,360	33,360	30,000	
01-4700-5104	OVERTIME	520	2,000	2,000	2,000	2,000	
01-4700-5105	HEALTH & LIFE INSURANCE	20,941	44,570	44,570	29,000	31,280	
01-4700-5107	WORKERS' COMPENSATION	2,689	3,710	3,710	3,710	3,570	
01-4700-5108	PERS	32,438	46,690	46,690	33,000	36,180	
01-4700-5110	MEDICARE	2,347	3,060	3,060	2,830	2,890	
01-4700-5111	SICK LEAVE/VACATION BUYBACK	2,616	4,130	4,130	720	4,590	
	TOTAL PERSONNEL	225,041	304,970	304,970	264,740	294,250	
OPERATIONS							
01-4700-6201	CONFERENCE & MEETINGS	8,478	7,000	6,700	7,000	7,000	
01-4700-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	31,625	34,500	34,500	33,000	34,500	
01-4700-6205	OFFICE SUPPLIES	13,605	12,000	12,000	12,000	12,000	
01-4700-6207	POSTAGE	15,834	16,000	24,000	16,000	16,000	
01-4700-6208	VEHICLE OPERATIONS	5,624	5,000	5,000	5,000	5,000	
01-4700-6210	PRINTING	6,830	5,000	5,000	2,000	2,000	
01-4700-6214	MILEAGE REIMBURSEMENT	1,042	850	1,150	850	850	
01-4700-6215	VEHICLE/CELL ALLOWANCE	2,100	4,000	4,000	4,000	3,750	
01-4700-6216	PROFESSIONAL SERVICES	48,000	48,000	48,000	48,000	0	
01-4700-6219	PHOTOCOPY SUPPLIES	4,975	6,230	6,230	5,000	5,000	
01-4700-6220	OFFICE EQUIPMENT RENTAL	37,651	38,000	38,000	38,000	38,000	
01-4700-6247	EQUIPMENT MAINTENANCE	6,142	6,230	6,230	6,230	6,500	
01-4700-6250	WATER	3,069	3,200	3,200	3,200	3,200	
01-4700-6251	ELECTRICITY	43,350	50,000	47,000	50,000	50,000	
01-4700-6253	TELEPHONE	34,574	37,000	37,000	37,000	37,000	
01-4700-6256	EQUIPMENT USAGE	(42,000)	(44,230)	(44,230)	(44,230)	(44,500)	
01-4700-6265	COMPUTER USAGE	7,940	14,850	14,850	14,850	15,940	
	TOTAL OPERATIONS	228,839	243,630	248,630	237,900	192,240	
CAPITAL							
01-4700-8401	FURNISHINGS & EQUIPMENT	0	0	1,600	1,600	0	
01-4700-8402	MACHINERY & EQUIPMENT	767	0	0	0	0	
	TOTAL CAPITAL	767	0	1,600	1,600	0	
	SUB-PROGRAM TOTAL	454,647	548,600	555,200	504,240	486,490	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.40	2.15	2.15	2.25	2.25

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 - 100%

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.

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- 25%

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

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 (2) City pool vehicle:
- | | | |
|-------------------|---------|------|
| 2010 Toyota Prius | 1363758 | 100% |
| 2012 GMC Acadia | 1088861 | 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 Senior Management Analyst 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.
- 8402 **Machinery & Equipment**
Provides for the purchase of a new binding machine in 2016-17.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMMUNITY PROMOTIONS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4800-6203	MEMBERSHIP, DUES, SUBSCRIP, BOOKS, FEES	1,253	920	1,280	1,550
01-4800-6227	CONTRACTUAL SERVICES	0	250	250	250
01-4800-6229	COMMUNITY RELATIONS	14,229	16,000	15,640	17,000
	TOTAL OPERATIONS	15,481	17,170	17,170	18,800
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	15,481	17,170	17,170	18,800
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2018-19

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 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 Arcadia Publishing.

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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV ADMINISTRATION

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4900-6201	CONFERENCE & MEETINGS	0	0	0	1,000
01-4900-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	80	80	80	80
01-4900-6227	CONTRACTUAL SERVICES	600	2,000	2,000	1,000
01-4900-6253	TELEPHONE	961	0	0	0
01-4900-6275	CABLE PROGRAMMING SUPPLIES	600	2,000	2,000	2,000
	TOTAL OPERATIONS	2,241	4,080	4,080	4,080
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	2,241	4,080	4,080	4,080
FUNDING SOURCE: GENERAL CABLE FRANCHISE FEES					

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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.

6253 Telephone

Provides for telephone expenses and maintenance agreements.

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, Adobe Creative Cloud membership, and equipment maintenance and repairs.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV EQUIPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
35-4900-6227	CONTRACTUAL SERVICES	3,550	3,550	3,550	3,550	3,550
	TOTAL OPERATIONS	3,550	3,550	3,550	3,550	3,550
	CAPITAL					
35-4900-8402	MACHINERY & EQUIPMENT	0	50,000	50,000	25,000	25,000
	TOTAL CAPITAL	0	50,000	50,000	25,000	25,000
	SUB-PROGRAM TOTAL	3,550	53,550	53,550	28,550	28,550
FUNDING SOURCE: CABLE TV PEG FEES						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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
2018-19 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: OPEB

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
51-4200-5105	HEALTH & LIFE INSURANCE	2,682	4,400	4,400	4,400	4,620
	TOTAL PERSONNEL	2,682	4,400	4,400	4,400	4,620
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	2,682	4,400	4,400	4,400	4,620
FUNDING SOURCE: OPEB						

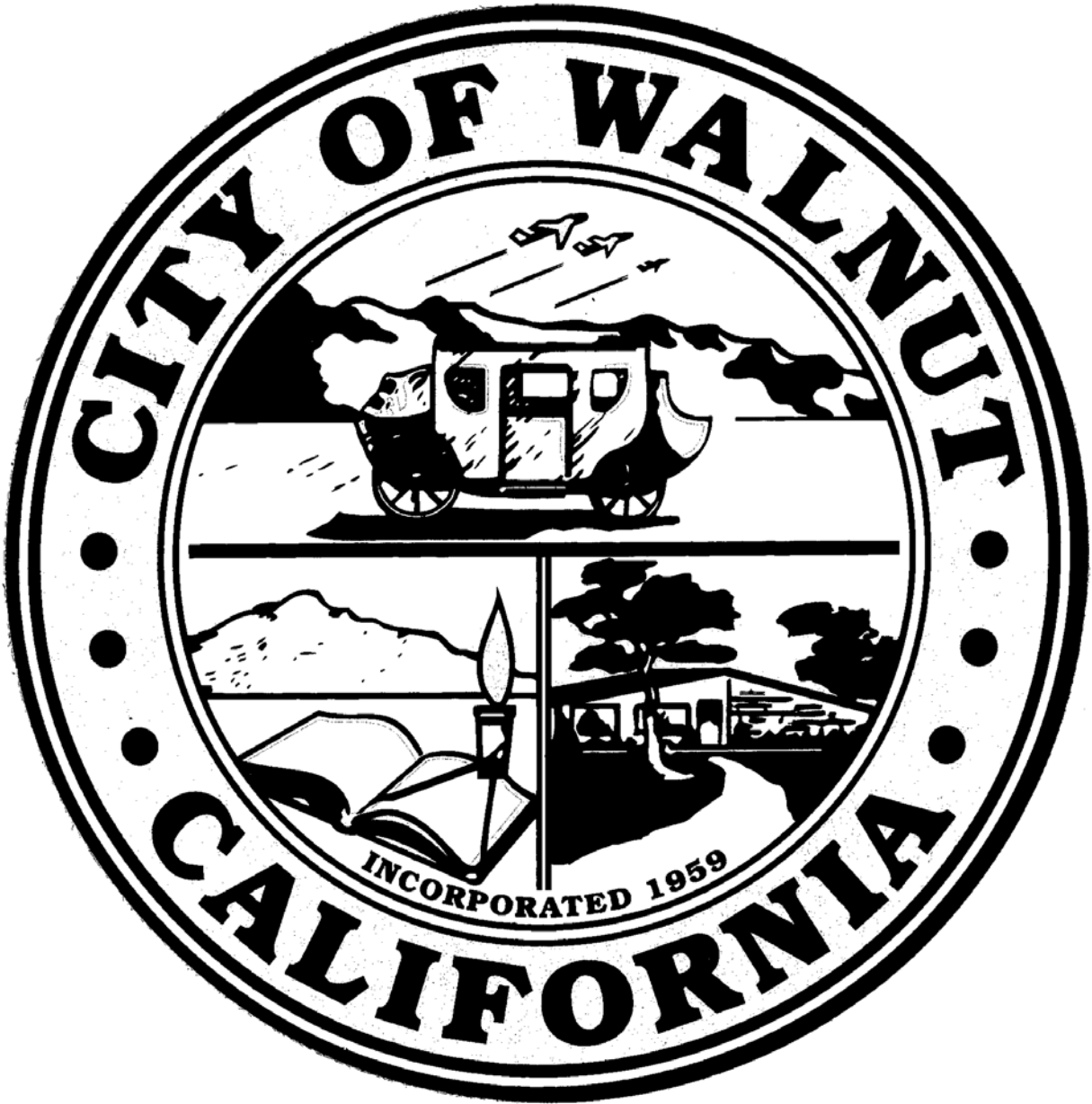
CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
OPEB (51-4200)

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:

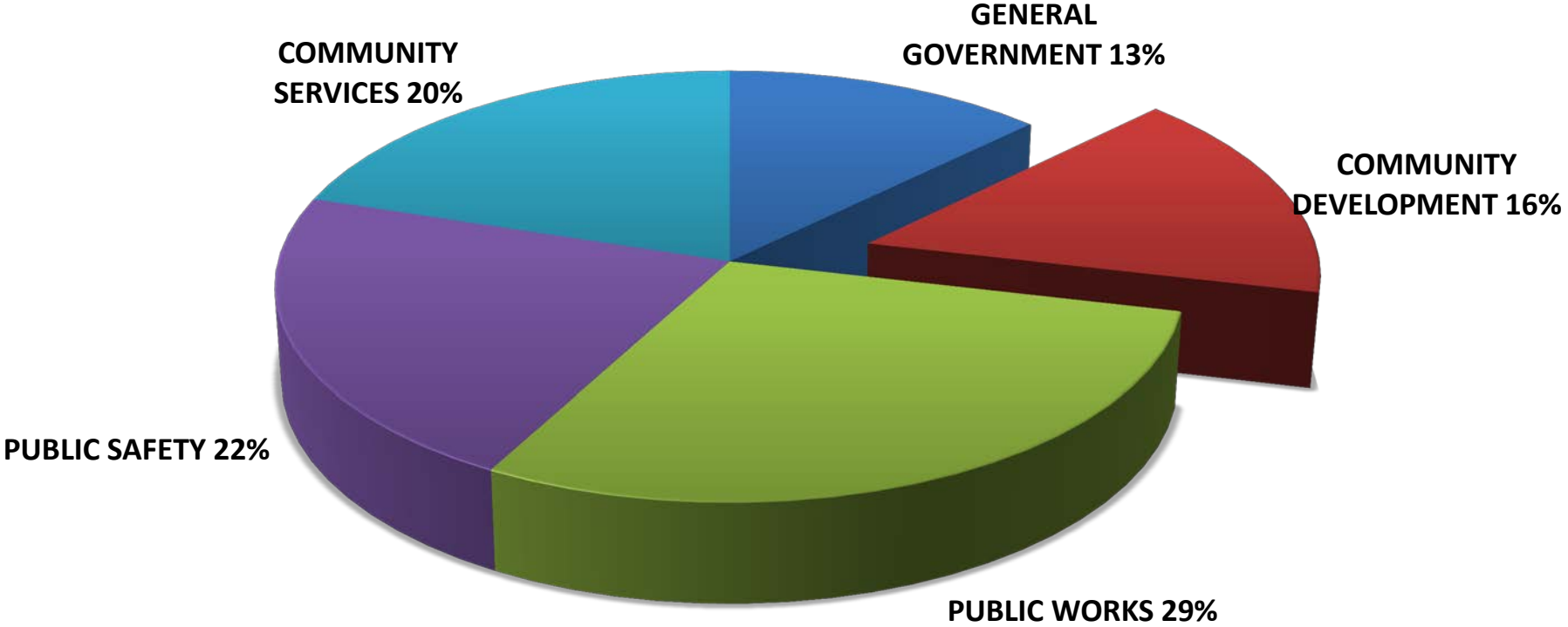
5105 **Health & Life Insurance**

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



Community Development

COMMUNITY DEVELOPMENT FISCAL YEAR 2018-19



**Total Community Development Budget
\$2,998,030**

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, Proposition M, Proposition R, Successor Agency Administration, and Walnut Housing Authority (WHA).

In 2018-19, the Community Development Program will work 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 that are under consideration for development include undeveloped land on, San Jose Hills Road, Camino De Teodoro, Francesca Drive, Camino De Rosa, Brookside, Valley Boulevard 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 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*.
3. Continue to implement, monitor and inspect the grading, construction, dedication of open space, and other activities associated with the ongoing conditions of the Habitat for Humanity single-family residence development, and other subdivision and land development entitlements throughout the community. This goal will help *Exceed Expectations and Enhance Civic Pride*.
4. Adopt and certify the comprehensive update of the Walnut General Plan and the Specific Plan for the Walnut West Valley area. This goal will help *Exceed Expectations and Enhance Civic Pride*.
5. 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*.

6. 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 and Enhance Civic Pride*.

In **2017-18**, 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 vacant sites on Valley Boulevard (east of Grand Avenue), 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:

- **Lemon Avenue & Walnut Vista Way – 18 Single Family Residential Detached homes**
 - **San Jose Hills Road – Single Family Residential project.**
 - **Valley Boulevard (between Pierre Road & Suzanne Road) – Single Family Detached and Townhomes with a commercial component for mixed use development.**
 - **The Terraces at Walnut (49 acres) – Single Family, small lot and townhome residential units with a large commercial component.**
 - **El Vallencito – Three (3) lot subdivision**
 - **Camino De Teodoro – Four (4) lot subdivision and four (4) new single family residential dwellings.**
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:

- **Removed affordability covenant and approved Habitat property to be sold on the open market at fair value**
- **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 nine (9) applications. Out of the nine (9) applications, four (4) were completed with a total construction cost of \$137,161 comprising of four (4) grants and three (3) 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.
 - Monitoring response times for application submittals to maintain established goal times.
 - Updating application forms and department handouts.
 - Continuing to utilize contract staff 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 4,500 members. In 2014-15, Staff revamped the Dial-A-Ride identification card process for faster turn-around to residents.

**Community Development
Measurable Outputs**

Output	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Process Planning Applications	165	170	175	180	185
Respond to Code Enforcement Complaints	600	650	700	750	800
Process Building/ Mech./Elec./Plumb. Permits	950	1,000	1,100	1,200	1,300
Housing Rehab Loans/Grants	8	8	8	6	4
Dial-A-Ride Members	4,075 Members (2,430 Senior/1,645 General)	4,100 Members (Senior/Disabled)	4,300 Members (Senior/Disabled)	4,500 Members (Senior/Disabled)	4,600 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 2,015 Foothill 380 MTA 60

**FY 2018-19
Community Development
Goals and Relationship to the Mission Statement**

In **FY 2018-19**, the Community Development Department has identified five major goals:

1. Continue the successful implementation of Development Review Process Study recommendations as well as maintaining improved streamlining for both routine and complex development projects.
2. Update Walnut Municipal Code (including use classifications, ordinances, and any necessary modifications for marijuana, e-cigarette, water efficiency, boarding/rooming houses, and accessory dwelling unit regulations).
3. Adopt and certify the Final General Plan Update and West Valley Boulevard Specific Plan.
4. Implement, monitor and inspect the development process for proposed specific plans: Brookside, San Jose Hills Road, and The Terraces at Walnut (49 acre-site).
5. Continue to maintain appropriate response times for code enforcement complaints and follow up inspections, including outreach programs to educate the public regarding codes and regulations.

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**

	2016-17		2017-18		2018-19
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,288,122	1,405,620	1,405,620	1,390,230	1,550,160
OPERATIONS EXPENSE	1,152,698	1,289,060	1,290,170	1,245,250	1,287,940
TOTAL OPERATING EXPENSE	2,440,821	2,694,680	2,695,790	2,635,480	2,838,100
CAPITAL	155,602	104,360	108,710	108,860	159,930
PROGRAM TOTAL	2,596,422	2,799,040	2,804,500	2,744,340	2,998,030
TOTAL FULL-TIME EMPLOYEES	10.43	10.43	10.43	10.33	10.33
SUB-PROGRAMS:				PAGE	
PLANNING	01-5000			126	
CODE ENFORCEMENT	01-5002			130	
BUILDING & SAFETY	01-5100			134	
SUCCESSOR AGENCY ADMIN.	01-5901			138	
ECONOMIC DEVELOPMENT	01-5911			142	
CDBG - HOUSING REHABILITATION	12-5216			144	
CDBG - SENIOR ACTIVITIES	12-5218 - 12-5220			146	
PROPOSITION C	13-5310 - 13-9306			148	
METROLINK	13-5430			152	
PROPOSITION R	16-5500			154	
PROPOSITION M	21-6102 - 21-6203			156	
PROPOSITION A	23-5300 - 23-5400			158	
DIAL-A-CAB	23-5410			162	
METROLINK	23-5430			164	
WHA PROJECT ADMINISTRATION	41-5800			166	
WHA HOUSING MONITORING	41-5850			170	

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PLANNING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5000-5101	REGULAR SALARIES	312,565	330,170	330,170	330,170	358,900
01-5000-5102	REGULAR PART-TIME EMPLOYEES	17,748	33,360	33,360	33,360	43,490
01-5000-5105	HEALTH & LIFE INSURANCE	54,991	64,840	64,840	61,000	70,070
01-5000-5107	WORKERS' COMPENSATION	6,893	7,670	7,670	7,970	8,470
01-5000-5108	PERS	66,405	70,790	70,790	73,300	88,880
01-5000-5110	MEDICARE	5,006	5,710	5,710	5,520	6,420
01-5000-5111	SICK LEAVE/VACATION BUYBACK	2,298	12,110	12,110	6,000	16,070
	TOTAL PERSONNEL	465,906	524,650	524,650	517,320	592,300
OPERATIONS						
01-5000-6201	CONFERENCE & MEETING	2,467	1,250	3,250	1,250	1,250
01-5000-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	719	750	750	750	750
01-5000-6206	ADVERTISING	3,654	7,500	7,500	7,500	7,500
01-5000-6208	VEHICLE OPERATIONS	704	1,500	1,500	1,500	1,500
01-5000-6215	VEHICLE/CELL ALLOWANCE	8,080	7,410	7,410	7,410	8,240
01-5000-6216	PROFESSIONAL SERVICES	32,446	17,500	69,360	71,360	17,500
01-5000-6231	MAPS, PRINTS, PHOTOS, FILM	346	3,000	3,000	1,000	1,500
01-5000-6256	EQUIPMENT USAGE	4,780	5,000	5,000	5,000	5,030
01-5000-6265	COMPUTER USAGE	22,400	27,280	27,280	27,280	27,980
	TOTAL OPERATIONS	75,597	71,190	125,050	123,050	71,250
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	541,503	595,840	649,700	640,370	663,550
FUNDING SOURCE: GENERAL			F/T EMPLOYEES			
		3.95	3.95	3.95	3.95	3.95

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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**

Director of Community Development - 35%

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, 15% 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 (37% in 23-5300, 33% in 13-5400).

Senior Planner - 20%

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

Associate Planner – 60%

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

Associate Planner – 40%

Responsible for processing projects including Planning, Housing, and Code Enforcement. (10% in 01-5002, 50% 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 (2) - 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 Director of Community Development's vehicle:
2018 Toyota Prius 1547641 35% (25% in 01-5100, 15% in 01-5901, 25%
in 41-5800)

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance and cell phone stipend for the Director of Community Development, City Planner, Senior Management Analyst, Senior Planner, Associate Planners, 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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CODE ENFORCEMENT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-5002-5101	REGULAR SALARIES	157,625	168,430	168,430	187,660
01-5002-5105	HEALTH & LIFE INSURANCE	32,192	28,750	28,750	33,750
01-5002-5107	WORKERS' COMPENSATION	4,785	6,290	6,290	6,230
01-5002-5108	PERS	31,091	32,800	32,800	40,290
01-5002-5110	MEDICARE	2,370	2,660	2,660	2,970
01-5002-5111	SICK LEAVE/VACATION BUYBACK	1,798	3,690	3,690	5,130
	TOTAL PERSONNEL	229,861	242,620	242,620	276,030
OPERATIONS					
01-5002-6201	CONFERENCE & MEETING	0	1,500	1,500	1,500
01-5002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	100	100	100
01-5002-6210	PRINTING	0	200	200	200
01-5002-6214	MILEAGE REIMBURSEMENT	326	800	800	800
01-5002-6215	VEHICLE/CELL ALLOWANCE	2,100	2,720	2,720	5,300
01-5002-6216	PROFESSIONAL SERVICES	0	0	3,000	1,500
01-5002-6231	MAPS, PRINTS, PHOTOS, FILM	32	700	700	700
01-5002-6239	UNIFORMS	260	250	250	250
01-5002-6253	TELEPHONE	988	1,100	1,100	1,100
01-5002-6256	EQUIPMENT USAGE	3,030	3,170	3,170	3,190
01-5002-6265	COMPUTER USAGE	14,180	17,260	17,260	17,710
	TOTAL OPERATIONS	20,917	27,800	30,800	32,350
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	250,777	270,420	273,420	308,380
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.50	2.50	2.50
			2.50	2.50	2.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 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 – 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)

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)

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 and any Code Enforcement Interns. (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 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 Planners, and Code Enforcement Specialist II distributed the same as payroll.

6216 **Professional Services**

Provides for 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.

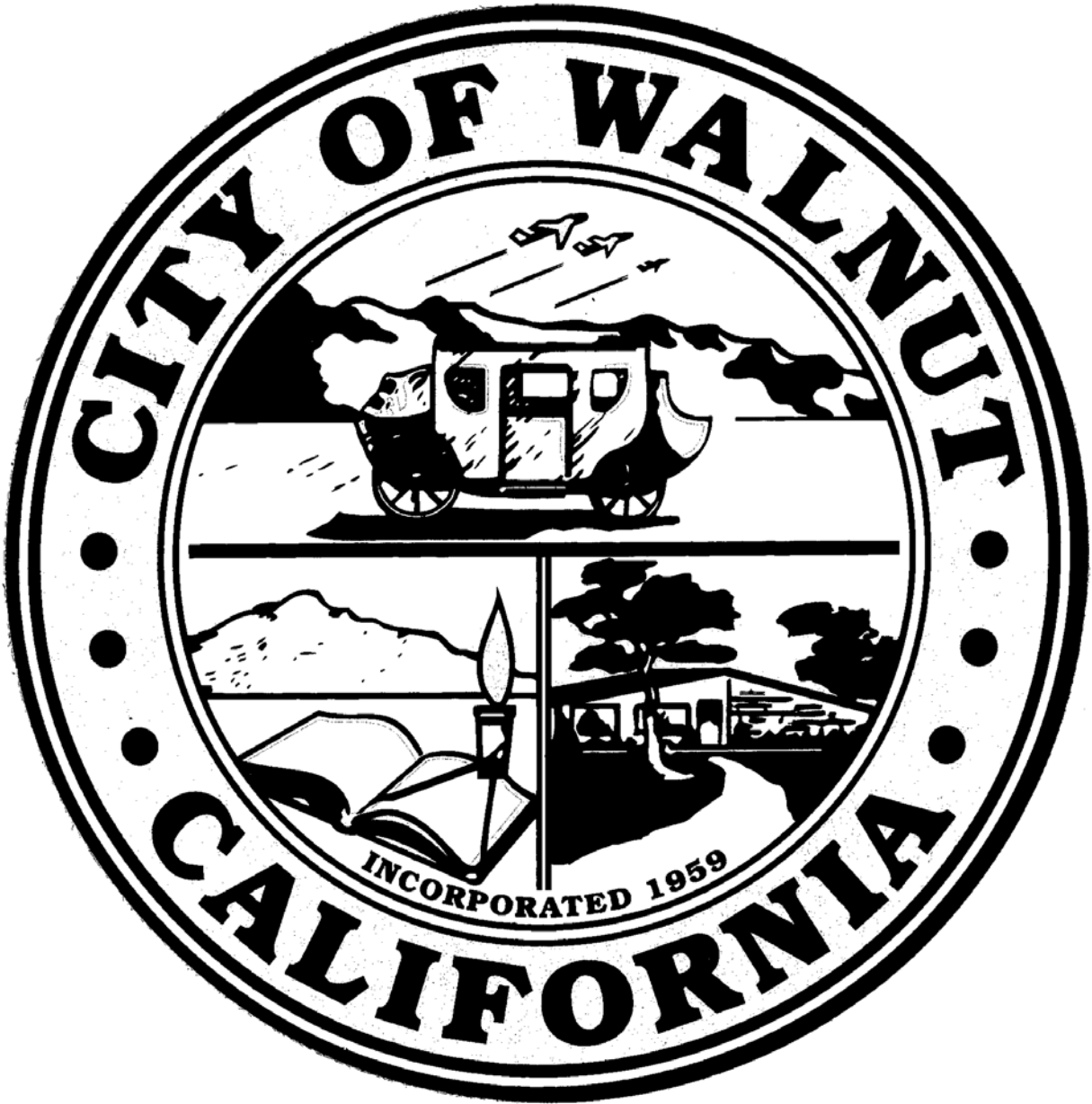
6239 **Uniforms**

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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: BUILDING & SAFETY

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-5100-5101	REGULAR SALARIES	42,298	46,040	46,040	51,020
01-5100-5105	HEALTH & LIFE INSURANCE	6,525	6,980	6,980	6,980
01-5100-5107	WORKERS' COMPENSATION	883	840	840	980
01-5100-5108	PERS	9,846	10,460	10,460	12,170
01-5100-5110	MEDICARE	634	700	700	770
01-5100-5111	SICK LEAVE/VACATION BUYBACK	1,227	1,700	1,700	1,770
	TOTAL PERSONNEL	61,413	66,720	66,720	73,690
OPERATIONS					
01-5100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	130	130	130
01-5100-6208	VEHICLE OPERATIONS	408	720	720	720
01-5100-6215	VEHICLE/CELL ALLOWANCE	200	150	150	200
01-5100-6233	BUILDING INSPECTION SERVICES	610,362	596,250	596,250	465,000
01-5100-6249	INDUSTRIAL WASTE SERVICE	23,668	20,000	20,000	30,000
01-5100-6256	EQUIPMENT USAGE	550	570	570	570
01-5100-6265	COMPUTER USAGE	2,550	3,110	3,110	3,190
	TOTAL OPERATIONS	637,737	620,930	620,930	499,810
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	699,150	687,650	687,650	573,500
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.45	0.45	0.45
(PLAN CHECK & INSPECTION SERVICES OFFSET BY FEES CHARGED)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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**

Director of Community Development - 25%

Responsible for the City's Planning, Project Engineering, Code Enforcement, Building & Safety, Housing Program Administration, Economic Development, and Successor Agency activities. (35% in 01-5000, 15% 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 of the operation costs for the Director of Community Development's vehicle:

2018 Toyota Prius	1547641	25% (35% in 01-5000, 15% in 01-5901, 25% in 41-5800)
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6215 **Vehicle/Cell Allowance**

Provides for cell phone stipend for Director of Community Development distributed the same as payroll.

6233 **Building Inspection Services**

Provides for building plan check and building inspection services through a contract agreement with RKA Consulting Group, 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	\$300,000 x 45%	\$135,000
01-3230	Standard Plan Check	\$75,000 x 20%	\$15,000
01-3240	Building Permits	\$900,000 x 35%	\$315,000
TOTAL			\$465,000

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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: SUCCESSOR AGENCY ADMIN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5901-5101	REGULAR SALARIES	117,392	123,580	123,580	123,760	132,980
01-5901-5105	HEALTH & LIFE INSURANCE	15,116	15,120	15,120	15,040	15,120
01-5901-5107	WORKERS' COMPENSATION	2,031	2,260	2,260	2,270	2,560
01-5901-5108	PERS	28,718	30,190	30,190	31,680	34,910
01-5901-5110	MEDICARE	1,842	1,920	1,920	1,910	2,070
01-5901-5111	SICK LEAVE/VACATION BUYBACK	4,907	5,570	5,570	3,980	5,860
	TOTAL PERSONNEL	170,006	178,640	178,640	178,640	193,500
OPERATIONS						
01-5901-6201	CONFERENCE & MEETING	0	4,000	4,000	4,000	0
01-5901-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	1,000	1,000	1,000	0
01-5901-6208	VEHICLE OPERATIONS	1,157	2,200	2,200	2,200	2,200
01-5901-6210	PRINTING	0	1,200	1,200	1,200	0
01-5901-6215	VEHICLE/CELL ALLOWANCE	2,400	2,100	2,100	2,100	2,400
01-5901-6216	PROFESSIONAL SERVICES	5,606	26,000	26,000	26,000	26,000
01-5901-6218	SPECIAL LEGAL FEES	11,207	25,680	25,680	25,680	16,550
01-5901-6227	CONTRACTUAL SERVICES	0	1,000	1,000	1,000	1,000
01-5901-6256	EQUIPMENT USAGE	1,210	1,270	1,270	1,270	1,270
01-5901-6265	COMPUTER USAGE	5,670	6,910	6,910	6,910	7,080
	TOTAL OPERATIONS	27,249	71,360	71,360	71,360	56,500
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	197,256	250,000	250,000	250,000	250,000
FUNDING SOURCE: SA-RPPTF		F/T EMPLOYEES	1.00	1.00	1.00	1.00

Redevelopment Property Tax Trust Fund

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19**

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:

Director of Administrative Services	15%
Director of Community Development	15%
City Manager	15%
City Clerk	15%
Finance Officer	10%
Finance Analyst (2 @ 10%)	20%
Accounting Technicians (2 @ 5%)	10%

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 the operations of the City Manager's vehicle and the Director of Community Development's vehicle:

2019 Buick Regal Sportback	XXXXXXX	15% (60% in 01-4100, 25% in 41-5800)
2018 Toyota Prius	1547641	15% (35% 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 Director of Administrative Services, Director of Community Development, City Manager, City Clerk, Finance Officer, and Finance Analysts.

6216 **Professional Services**

Provides for fiscal, procedural and bond consultants.

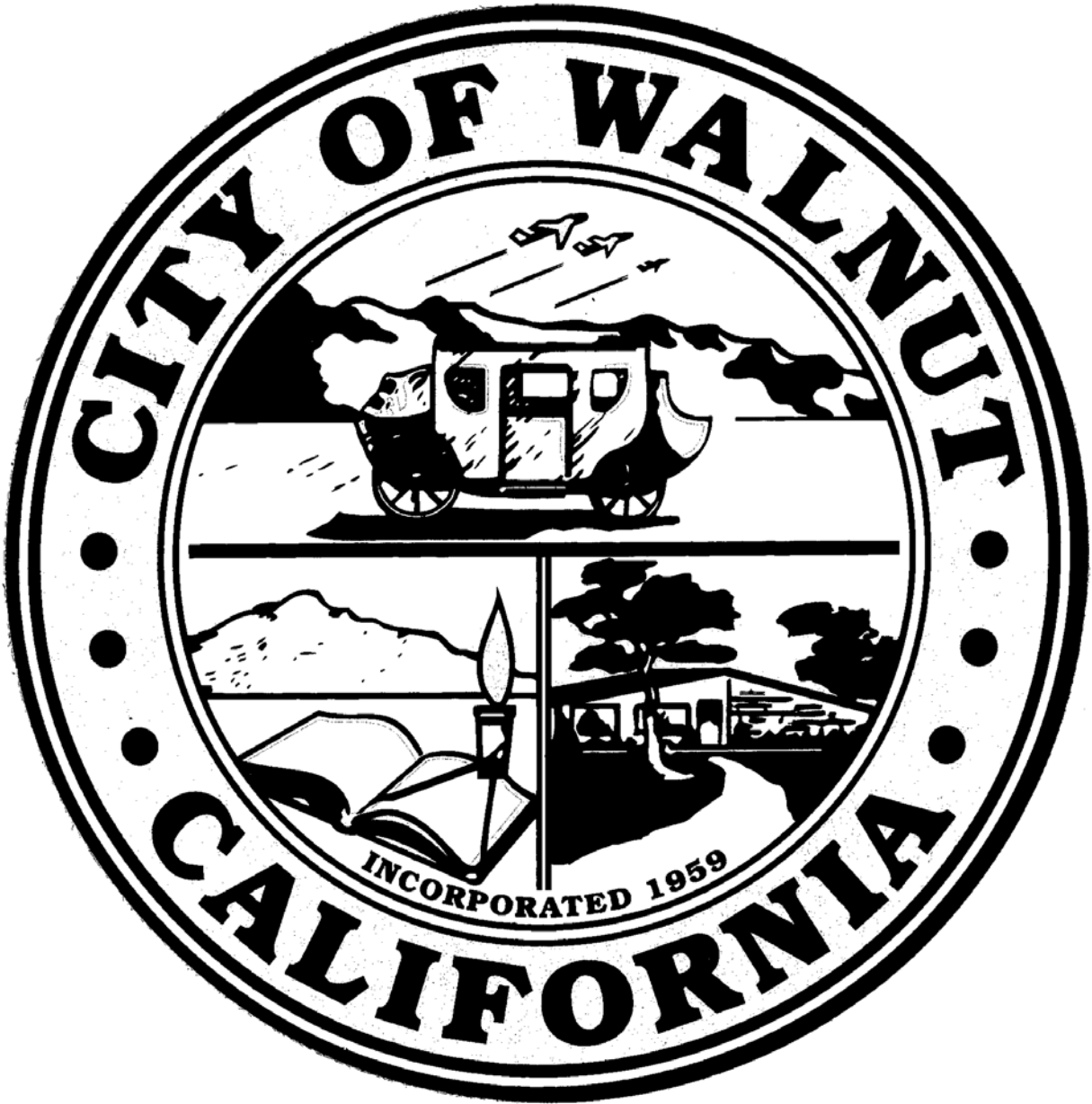
6218 **Special Legal Fees**

Provides for legal consulting expenses.

6227 **Contractual Services**

Provides for records retention, and software maintenance.

6256 – 6265 See Appendix



**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: ECONOMIC DEVELOPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-5911-6201	CONFERENCE & MEETING	0	4,000	5,000	4,000	4,000
01-5911-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	200	300	200	200	200
01-5911-6227	CONTRACTUAL SERVICES	0	4,500	3,390	1,790	0
01-5911-6229	COMMUNITY RELATIONS	6,924	1,000	1,210	1,150	1,200
	TOTAL OPERATIONS	7,124	9,800	9,800	7,140	5,400
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	7,124	9,800	9,800	7,140	5,400
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19

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, Director of Community Development, and City 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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - HOUSING REHAB.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
12-5216-6216	PROFESSIONAL SERVICES	32,813	23,880	25,030	24,880	34,780
	TOTAL OPERATIONS	32,813	23,880	25,030	24,880	34,780
	CAPITAL					
12-5216-6350	LOANS	113,803	66,890	57,740	65,890	97,440
12-5216-6354	GRANTS	25,933	28,670	36,670	28,670	41,700
	TOTAL CAPITAL	139,736	95,560	94,410	94,560	139,140
	SUB-PROGRAM TOTAL	172,549	119,440	119,440	119,440	173,920
FUNDING SOURCE: CDBG						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19

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.

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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - SENIOR ACTIVITIES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
12-5218-6227	SENIOR TRANSPORTATION CONTRACTUAL	12,984	13,930	13,930	13,950
12-5220-6227	GAINING RECOVERY OF WIDOWHOOD	2,400	2,400	2,400	2,400
	TOTAL OPERATIONS	15,384	16,330	16,330	16,350
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	15,384	16,330	16,330	16,350
FUNDING SOURCE: CDBG					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19

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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION C

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
13-5400-5101	REGULAR SALARIES	29,626	30,880	0	0	32,710	
13-5400-5105	HEALTH & LIFE INSURANCE	4,447	4,460	0	0	4,460	
13-5400-5107	WORKERS' COMPENSATION	515	570	0	0	630	
13-5400-5108	PERS	7,777	8,160	0	0	9,570	
13-5400-5110	MEDICARE	444	500	0	0	560	
13-5400-5111	SICK LEAVE/VACATION BUYBACK	0	1,290	0	0	2,060	
	TOTAL PERSONNEL	42,809	45,860	0	0	49,990	
OPERATIONS							
13-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	9,486	16,990	0	0	5,000	
13-5315-6250	PARK & RIDE WATER	2,815	2,690	0	0	2,690	
13-5315-6251	PARK & RIDE ELECTRICITY	492	1,320	0	0	1,320	
13-5400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,530	4,530	0	0	4,530	
13-5400-6215	VEHICLE/CELL ALLOWANCE	990	1,060	0	0	990	
13-9306-6227	RECREATION EXCURSIONS	37,275	43,000	43,000	43,000	43,000	
	TOTAL OPERATIONS	55,588	69,590	43,000	43,000	57,530	
CAPITAL							
13-5310-8410	BUS SHELTER SOLAR LIGHTING	3,176	800	0	0	6,800	
13-5311-8410	BUS BENCH REPLACEMENT	12,690	8,000	0	0	13,990	
	TOTAL CAPITAL	15,866	8,800	0	0	20,790	
	SUB-PROGRAM TOTAL	114,263	124,250	43,000	43,000	128,310	
FUNDING SOURCE: PROP C		F/T EMPLOYEES	0.33	0.33	0.00	0.00	0.33

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 during FY 17/18 only moved to Proposition A (Fund 23) with the exception of 13-9306-6227.

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. (37% in 23-5300, 30% in 01-5000)

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.

13-9306-6227 **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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: METROLINK

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
13-5430-5101	REGULAR SALARIES	7,581	7,790	0	0	8,260	
13-5430-5105	HEALTH & LIFE INSURANCE	1,688	1,690	0	0	1,690	
13-5430-5107	WORKERS' COMPENSATION	132	140	0	0	160	
13-5430-5108	PERS	1,992	2,060	0	0	2,420	
13-5430-5110	MEDICARE	112	120	0	0	130	
13-5430-5111	SICK LEAVE/VACATION BUYBACK	153	190	0	0	170	
	TOTAL PERSONNEL	11,658	11,990	0	0	12,830	
OPERATIONS							
13-5430-6227	CONTRACTUAL SERVICES	43,744	67,200	0	0	50,000	
	TOTAL OPERATIONS	43,744	67,200	0	0	50,000	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	55,402	79,190	0	0	62,830	
FUNDING SOURCE: PROP C		F/T EMPLOYEES	0.13	0.13	0.00	0.00	0.13

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 during FY 17/18 only moved to Proposition A – Metrolink Subsidy (Fund 23-5430).

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. (67.5% in 01-4500, 20% in 05-8200)

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. For 2018-19, budgeting for 130 pass per month.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION R

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
16-5500-5101	REGULAR SALARIES	0	0	0	0	0
16-5500-5105	HEALTH & LIFE INSURANCE	0	0	0	0	0
16-5500-5107	WORKERS' COMPENSATION	0	0	0	0	0
16-5500-5108	PERS	0	0	0	0	0
16-5500-5110	MEDICARE	0	0	0	0	0
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
16-5500-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	0
16-5500-6216	PROFESSIONAL SERVICES	0	0	0	0	40,000
	TOTAL OPERATIONS	0	0	0	0	40,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	40,000
FUNDING SOURCE: PROP R		0.00	0.00	0.00	0.00	0.00
	F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
PROPOSITION R (FUND 16)

In November 2008, Proposition 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, Proposition 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 Proposition R.

All Proposition R expenses are captured under Capital Improvement Projects (CIP). See CIP schedule.

OPERATIONS:

16-5500-6216 **Professional Services**

Provides for a consultant to prepare a Climate Action Plan per AB 32 (California Global Warming Solutions Act).

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION M

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
21-6102-6227	CONTRACTUAL SERVICES - STORM DRAIN	0	0	0	0	65,000
21-6203-6227	CONTRACTUAL SERVICES - STREET SWEEPING	0	0	0	0	72,710
	TOTAL OPERATIONS	0	0	0	0	137,710
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	137,710
FUNDING SOURCE: PROP M						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
PROPOSITION M (FUND 21)

In November 2016, Proposition M was approved County-wide by a two-thirds voting majority, committing a projected \$79.3 billion in economic output to fund major highway and transit projects over a forty (40) year period via a half-cent sales tax. Similar to the existing Proposition A, C, and R, Proposition M funds are restricted to certain uses and may be put to work by cities for approved projects.

OPERATIONS:

21-6102-6227 **Contractual Services –Storm Drain Maintenance**

Provides for maintenance of the City-wide storm drains (Formerly charged to 01-6102 and 02-6102).

21-6203-6227 **Contractual Services – Street Sweeping**

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 formerly charged to 01-6203).

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION A

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
23-5300-5101	REGULAR SALARIES	30,032	40,900	71,780	36,670
23-5300-5105	HEALTH & LIFE INSURANCE	6,336	6,350	10,810	5,000
23-5300-5107	WORKERS' COMPENSATION	684	750	1,320	710
23-5300-5108	PERS	10,326	10,810	18,970	10,730
23-5300-5110	MEDICARE	586	660	1,160	620
23-5300-5111	SICK LEAVE/VACATION BUYBACK	0	1,570	2,860	2,310
	TOTAL PERSONNEL	47,965	61,040	106,900	56,040
OPERATIONS					
23-5300-6215	VEHICLE/CELL ALLOWANCE	1,110	1,190	2,250	1,110
23-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	0	0	12,290	0
23-5315-6250	PARK & RIDE WATER	0	0	2,690	0
23-5315-6251	PARK & RIDE ELECTRICITY	0	0	1,320	0
23-5400-6203	MEMSHP, DUES, SUB, BOOKS, FEE	0	0	4,530	0
	TOTAL OPERATIONS	1,110	1,190	23,080	1,110
CAPITAL					
23-5310-8410	BUS SHELTER SOLAR LIGHTING	0	0	800	0
23-5311-8410	BUS BENCH REPLACEMENT	0	0	13,500	0
	TOTAL CAPITAL	0	0	14,300	0
	SUB-PROGRAM TOTAL	49,075	62,230	144,280	57,150
FUNDING SOURCE: PROP A	F/T EMPLOYEES	0.47	0.47	0.80	0.37

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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.

* Funding for FY 18/19 returned to Proposition C (Fund 13).

PERSONNEL:

23-5300-5101 **Regular Salaries**

Senior Management Analyst - 37%

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. (33% in 13-5400, 30% in 01-5000)

5105 - 5111 See Appendix

OPERATIONS:

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.

23-5400-6203 **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.

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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: DIAL-A-CAB

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
23-5410-6205	OFFICE SUPPLIES	241	600	600	300	350
23-5410-6227	CONTRACTUAL SERVICES	196,841	265,000	230,000	230,000	230,000
	TOTAL OPERATIONS	197,082	265,600	230,600	230,300	230,350
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	197,082	265,600	230,600	230,300	230,350
FUNDING SOURCE: PROP A						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: METROLINK

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
23-5430-5101	REGULAR SALARIES	0	0	7,790	7,790
23-5430-5105	HEALTH & LIFE INSURANCE	0	0	1,690	1,690
23-5430-5107	WORKERS' COMPENSATION	0	0	140	140
23-5430-5108	PERS	0	0	2,060	2,160
23-5430-5110	MEDICARE	0	0	120	120
23-5430-5111	SICK LEAVE/VACATION BUYBACK	0	0	190	0
	TOTAL PERSONNEL	0	0	11,990	11,900
	OPERATIONS				
23-5430-6227	CONTRACTUAL SERVICES	0	0	50,000	50,000
	TOTAL OPERATIONS	0	0	50,000	50,000
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	61,990	61,900
FUNDING SOURCE: PROP A	F/T EMPLOYEES	0.00	0.00	0.13	0.13
					0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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. Funding for FY 18/19 returned to Proposition C – Metrolink Subsidy (Fund 13-5430).

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 2018-19, budgeting for 130 pass per month.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA PROJ. ADMINISTRATION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
41-5800-5101	REGULAR SALARIES	178,136	188,290	188,290	187,600	201,510
41-5800-5105	HEALTH & LIFE INSURANCE	23,097	23,890	23,890	23,600	23,760
41-5800-5107	WORKERS' COMPENSATION	3,164	3,960	3,960	3,500	3,960
41-5800-5108	PERS	44,012	46,580	46,580	48,500	54,220
41-5800-5110	MEDICARE	2,755	2,940	2,940	2,900	3,190
41-5800-5111	SICK LEAVE/VACATION BUYBACK	7,340	8,440	8,440	5,500	9,140
	TOTAL PERSONNEL	258,504	274,100	274,100	271,600	295,780
OPERATIONS						
41-5800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	250	250	250	250
41-5800-6208	VEHICLE OPERATIONS	503	1,200	1,200	1,200	1,200
41-5800-6215	VEHICLE/CELL ALLOWANCE	3,340	3,660	3,660	3,660	3,980
41-5800-6216	PROFESSIONAL SERVICES	9,442	10,800	10,800	10,800	10,800
41-5800-6227	CONTRACTUAL SERVICES	0	0	0	0	10,000
41-5800-6256	EQUIPMENT USAGE	1,940	2,030	2,030	2,030	2,040
41-5800-6265	COMPUTER USAGE	9,080	11,050	11,050	11,050	11,330
41-5800-6278	BANK CHARGES	126	200	200	200	200
	TOTAL OPERATIONS	24,432	29,190	29,190	29,190	39,800
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	282,936	303,290	303,290	300,790	335,580
FUNDING SOURCE: WHA		F/T EMPLOYEES	1.60	1.60	1.60	1.60

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19**

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:

Walnut Housing Authority Members	(\$50 per meeting)
City Manager	25%
Director of Administrative Services	10%
Director of Community Development	25%
Senior Planner	30%
Associate Planner	50%
Associate Planner	20%

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 Director of Community Development's vehicle:

2019 Buick Regal Sportback	XXXXXXX	25% (60% in 01-4100, 15% in 01-5901)
2018 Toyota Prius	1547641	25% (35% in 01-5000, 25% in 01-5100, 15% in 01-5901)

6215 **Vehicle Allowance/Cell Allowance**

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

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
2018-19 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA HOUSING MONITORING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
41-5850-6216	PROFESSIONAL SERVICES	13,921	15,000	15,000	15,000	15,000
	TOTAL OPERATIONS	13,921	15,000	15,000	15,000	15,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	13,921	15,000	15,000	15,000	15,000
FUNDING SOURCE: WHA						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19

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:

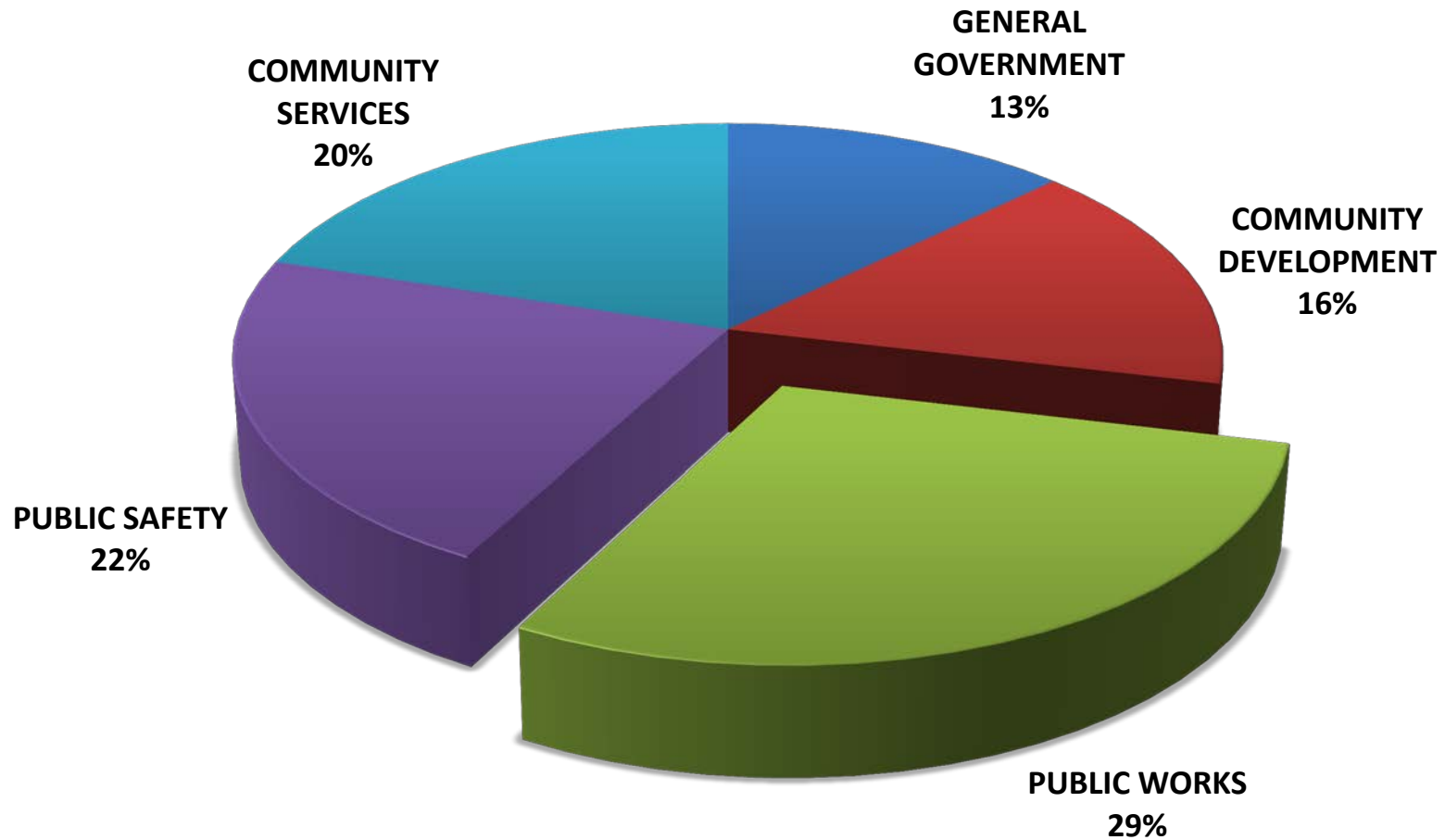
41-5850-6216 **Professional Services**

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



Public Works

PUBLIC WORKS FISCAL YEAR 2018-19



**Total Public Works Budget
\$5,495,205**

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, 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 **2018-19**, Public Works will work to achieve the following goals:

1. Review Traffic Safety items including accident histories, warrant studies and public input. *We will enhance civic pride by promoting public safety.*
2. Complete Environmental Impact Review and all relevant agency permits for the Walnut Ranch Park Expansion Project. Initiate formal design process. *We will enhance civic pride by offering superior facilities.*
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. 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. *We will enhance civic pride by ensuring the City is well maintained.*
5. 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.*
6. 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.*
7. Adjust water management in the LOSMD based on annual data from FY 16-17 and 17-18 to maximize conservation efforts. *We will exceed expectations by preparing Walnut for the future.*
8. Add new trail surface to slope and/or eroding trail areas in the system. *We will enhance civic pride by ensuring the City is well maintained*

In 2017-18, Public Works worked to achieve the following goals:

1. 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.*

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

2. Work to ensure the City is in compliance with CalRecycle's newly established mandatory commercial organics recycling. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: Completed

3. Add to Walnut's Tree City USA stature by expanding public outreach to include educational information about private trees and about requirements unique to urban forest management. *We will collaborate by encouraging open discussion.*

Performance Measure: Completed and ongoing.

4. Conduct the second year cost benefit analysis of the irrigation controllers installed in FY 15-16 in the LOSMD. Adjust water management systems as required to maximize water conservation. *We will exceed expectations by seeking new cost efficiencies.*

Performance Measure: Completed. The second year's study (reviewing FY 16-17) showed that water savings exceeded projections overall with some zones greatly exceeding targeted improvements. Drought climate factored into overall use.

5. Construct new drain on Bridle Trail and Fuerte Road. *We will enhance civic pride by ensuring the City is well maintained.*

Performance Measure: Completed

6. 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. *We will enhance civic pride by ensuring the City is well maintained.*

Performance Measure: Completed

7. 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.*

Performance Measure: Completed

8. Complete the design phase for the Walnut Park Expansion and Regional Aquatics Facility. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: Schematic design phase, operations analysis and funding alternatives were completed. Permit requirements and from Fish and Wildlife and the EIR added 18 months to the timeline for project extending design phase into FY 18-19.

9. Discuss alternatives for improving funding in the LOSMD. *We will collaborate by encouraging open discussion.*

Performance Measure: Two City Council Study Sessions were held and the current General Fund cost share for arterial collectors was supported. Election procedures were reviewed.

**Public Works
Measurable Outputs**

Output	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Trees trimmed/serviced/planted	2,000	2000	1,800	1,800	2,000
Catch basins cleaned	730	730	730	730	730
Graffiti removal requests completed	800	750	700	735	735
Square Feet of streets resurfaced/slurry sealed	2,276,662	2,575000	3,090,874	3,652,352	3,534,172
Median improvements/upgrades (square footage)	0	5,000	8,000	0	8,000
Curb miles of streets swept annually	6,968	6,968	6,968	6,968	6,969
Acres of LOSMD maintained	368	368	368	368	368
Traffic safety installations (signals, signs, striping)	140	140	140	148	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	5	6	11	5

FY 2018-19 Public Works Goals and Relationship to the Mission Statement
<p>In FY 2018-19, the Public Works Division has identified four major goals:</p> <ol style="list-style-type: none"> 1. Complete agency approvals for Walnut Ranch expansion. 2. Initiate design phase for Walnut Ranch Expansion. 3. Construct a Veteran’s Memorial. 4. Test and measure dry season and storm water and initiate design phase for mitigation projects as required by our MS4 Permit. <p><i>The Public Works Division will enhance civic pride by ensuring the City is prepared for the future well maintained and will exceed expectations by delivering an excellent level of service.</i></p>



**CITY OF WALNUT
PROGRAM SUMMARY
PUBLIC WORKS**

	2016-17		2017-18		2018-19
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	674,700	723,430	723,430	655,010	785,630
OPERATIONS EXPENSE	4,460,899	4,452,100	4,640,762	4,510,605	4,563,625
TOTAL OPERATING EXPENSE	5,135,599	5,175,530	5,364,192	5,165,615	5,349,255
CAPITAL	158,567	275,060	375,929	322,907	145,950
PROGRAM TOTAL	5,294,165	5,450,590	5,740,121	5,488,522	5,495,205

TOTAL FULL-TIME EMPLOYEES	5.70	5.70	5.70	5.70	6.00
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**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENVIRONMENTAL SERVICES

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-5600-5101	REGULAR SALARIES	88,783	97,530	97,530	76,600	71,910	
01-5600-5105	HEALTH & LIFE INSURANCE	16,926	16,200	16,200	13,300	9,450	
01-5600-5107	WORKERS' COMPENSATION	2,060	1,790	1,790	1,750	1,380	
01-5600-5108	PERS	10,426	11,340	11,340	10,400	10,810	
01-5600-5110	MEDICARE	1,373	1,530	1,530	1,200	1,130	
01-5600-5111	SICK LEAVE/VACATION BUYBACK	102	1,830	1,830	470	1,380	
	TOTAL PERSONNEL	119,670	130,220	130,220	103,720	96,060	
OPERATIONS							
01-5600-6201	CONFERENCE & MEETING	1,493	1,500	800	800	1,500	
01-5600-6215	VEHICLE/CELL ALLOWANCE	3,600	3,840	3,840	3,840	2,100	
01-5600-6216	PROFESSIONAL SERVICES	83,236	181,400	287,020	287,020	181,400	
01-5600-6227	CONTRACTUAL SERVICES	130,152	32,700	75,010	75,010	32,700	
01-5600-6256	EQUIPMENT USAGE	1,450	1,520	1,520	1,520	890	
01-5600-6265	COMPUTER USAGE	6,810	8,290	8,290	8,290	4,960	
01-5600-6280	ENVIRONMENTAL SERVICES SUPPLIES	1,048	2,000	2,000	2,000	2,000	
	TOTAL OPERATIONS	227,789	231,250	378,480	378,480	225,550	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	347,459	361,470	508,700	482,200	321,610	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.20	1.20	1.20	0.70	0.70
WASTE MANAGEMENT ADMINISTRATION FUND (AB939 - \$50,970; RECYCLING REBATE - \$35,000)							

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 Director of Community Services, 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% in General Fund (LOSMD), 25% in 01-9100)

Deputy Community Services Director - 20%

Under the direction of the Director of Community Services, 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 RWQCB (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, DTSC manifest fee, and sanitary sewer overflow fee.

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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6000-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	12,000
01-6000-6230	PLAN CHECK SERVICES	72,108	52,500	52,500	25,000	48,750
01-6000-6232	PUBLIC WORKS INSPECTION SERVICES	72,448	48,750	48,750	30,000	35,625
02-6000-6216	PROFESSIONAL SERVICES	20,559	17,000	17,000	17,000	17,000
	TOTAL OPERATIONS	177,115	130,250	130,250	84,000	113,375
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	177,115	130,250	130,250	84,000	113,375
FUNDING SOURCE: (01) GENERAL (02) GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
ENGINEERING (01 & 02-6000)

The Engineering Department provides for the retention of a City Engineer, through RKA Consulting Group, 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 for RKA Consulting Group (\$1,000 per month) for engineering services. (50% in 02-6000)

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

Provides for plan check services through the contractual agreement with RKA Consulting Group. 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	\$40,000 x 75% = \$30,000
01-3250 Grading & Street Permits	\$25,000 x 75% = <u>\$18,750</u>
	Total: <u>\$48,750</u>

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

Provides for public works inspection services through the contractual agreement with RKA Consulting Group. 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 (\$47,500) x 75% = \$35,625

02-6000-6216 **Professional Services**

Provides for 50% of the \$2,000 per month retainer for RKA Consulting Group (\$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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: PUBLIC WORKS ADMIN

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-6100-5101	REGULAR SALARIES	145,523	152,210	152,210	135,450	0	
01-6100-5105	HEALTH & LIFE INSURANCE	21,316	21,330	21,330	20,000	0	
01-6100-5107	WORKERS' COMPENSATION	6,225	7,530	7,530	5,050	0	
01-6100-5108	PERS	38,246	40,220	40,220	39,050	0	
01-6100-5110	MEDICARE	2,194	2,410	2,410	2,130	0	
01-6100-5111	SICK LEAVE/VACATION BUYBACK	2,926	8,110	8,110	8,210	0	
	TOTAL PERSONNEL	216,429	231,810	231,810	209,890	0	
OPERATIONS							
01-6100-6208	VEHICLE OPERATIONS	529	2,500	2,500	2,500	0	
01-6100-6215	VEHICLE/CELL ALLOWANCE	890	930	930	930	0	
01-6100-6239	UNIFORMS	404	250	250	250	0	
01-6100-6256	EQUIPMENT USAGE	1,820	1,900	1,900	1,900	0	
01-6100-6265	COMPUTER USAGE	8,510	10,360	10,360	10,360	0	
	TOTAL OPERATIONS	12,153	15,940	15,940	15,940	0	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	228,582	247,750	247,750	225,830	0	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	2.00	0.00

CITY OF WALNUT

ANNUAL BUDGET DETAIL

2018-19

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. (All expenses moved to General Fund (LOSMD) Zone 1-12 for FY 2018-19)

PERSONNEL:

5101 **Regular Salaries**

Director of Community Services – 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 Director of Community Services, 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 – 75%

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. (25% in 26-9200)

Executive Assistant – 20%

Under the direction of the Director of Community Services, 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 for the following vehicles:

2018 GMC Canyon	1535050	50% (25% in 01-9100, 25% in 01-6206)
2016 Toyota Tacoma	1370283	75% (25% in 26-9200)
2015 Honda Accord	1462599	30% (30% in 01-9100, 30% in 01-9001, 10% in 01-6206)

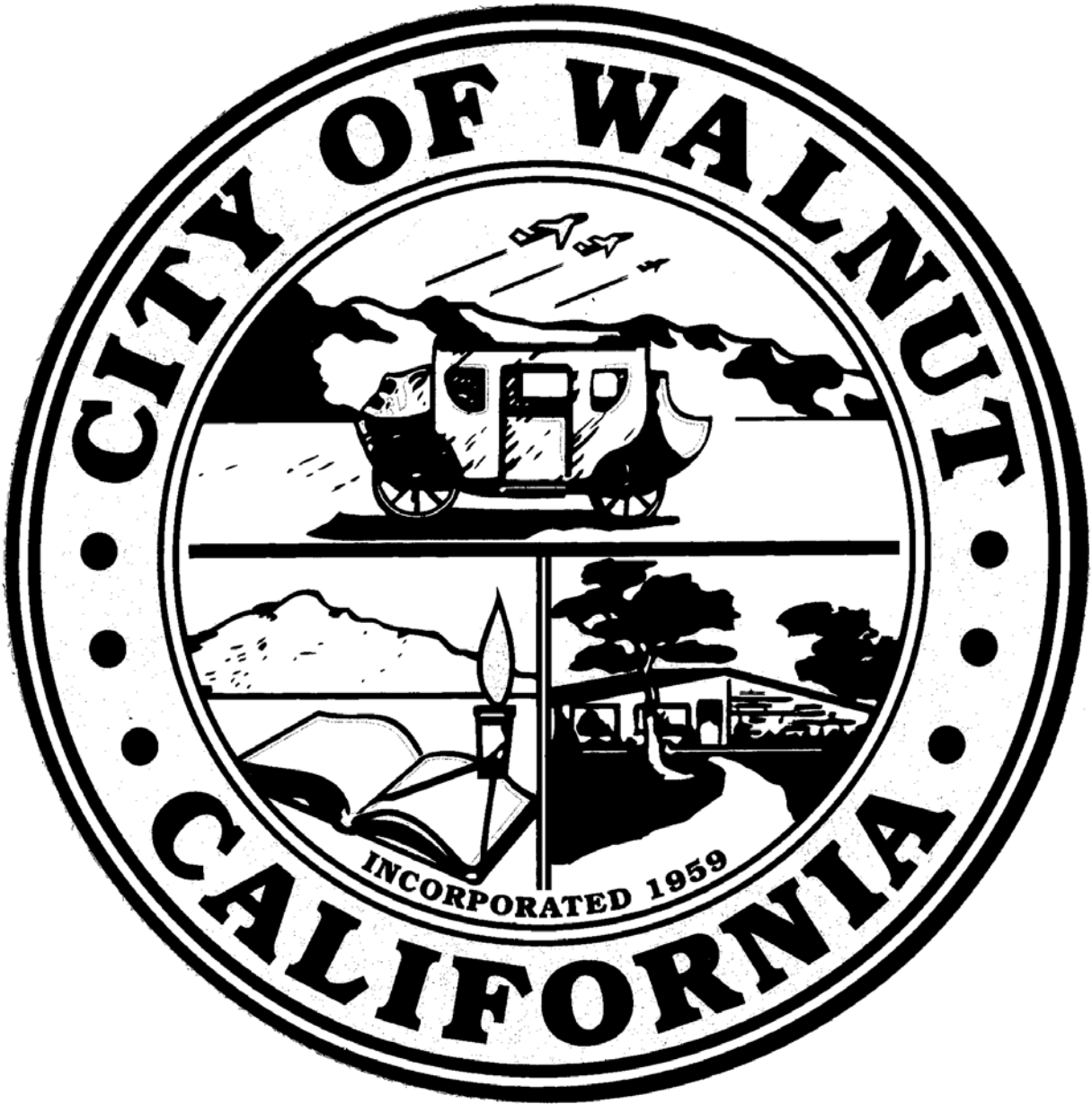
6215 Vehicle/Cell allowance

Provides for cell phone allowance for the Director of Community Services, 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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STORM DRAIN MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6102-6227	CONTRACTUAL SERVICES	48,201	50,000	44,064	25,000	0
	TOTAL OPERATIONS	48,201	50,000	44,064	25,000	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	48,201	50,000	44,064	25,000	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
STORM DRAIN MAINTENANCE (6102)

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

OPERATIONS:

6227 **Contractual Services**

Provides for maintenance of the city-wide storm drains. (Funding for FY 18/19 moved to 21-6102-6227)

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET SWEEPING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6203-6227	CONTRACTUAL SERVICES	0	62,710	62,710	62,710	0
	TOTAL OPERATIONS	0	62,710	62,710	62,710	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	62,710	62,710	62,710	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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.

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. In FY 18/19 funding moved to 21-6203-6227 (\$72,710) and 09-5610-6227 (\$30,000).

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-6206-5101	REGULAR SALARIES	171,783	178,110	178,110	163,620	166,040
01-6206-5104	OVERTIME	1,898	2,000	2,000	2,000	2,000
01-6206-5105	HEALTH & LIFE INSURANCE	31,401	31,410	31,410	29,750	29,390
01-6206-5107	WORKERS' COMPENSATION	10,161	11,760	11,760	10,300	12,010
01-6206-5108	PERS	45,146	47,100	47,100	48,000	47,240
01-6206-5110	MEDICARE	1,779	2,820	2,820	1,700	2,690
01-6206-5111	SICK LEAVE/VACATION BUYBACK	1,977	9,610	9,610	6,810	11,100
	TOTAL PERSONNEL	264,145	282,810	282,810	262,180	270,470
OPERATIONS						
01-6206-6208	VEHICLE OPERATIONS	6,764	11,000	11,000	11,000	11,000
01-6206-6215	VEHICLE/CELL ALLOWANCE	430	410	410	410	470
01-6206-6216	PROFESSIONAL SERVICES	0	0	5,000	0	0
01-6206-6227	CONTRACTUAL SERVICES	72,410	82,000	103,998	82,000	90,000
01-6206-6237	VANDALISM	1,098	1,700	1,700	1,700	1,700
01-6206-6238	SMALL TOOLS	991	2,000	2,000	2,000	2,000
01-6206-6239	UNIFORMS	1,462	1,900	1,900	1,900	1,900
01-6206-6240	RODENT CONTROL	12,960	13,000	13,000	13,000	13,000
01-6206-6247	EQUIPMENT MAINTENANCE	890	1,000	1,000	1,000	1,000
01-6206-6248	GROUNDS MAINTENANCE	5,774	6,000	6,000	6,000	6,000
01-6206-6254	COMMUNICATIONS	1,068	1,430	1,430	1,430	1,430
01-6206-6256	EQUIPMENT USAGE	2,790	2,910	2,910	2,910	2,740
01-6206-6265	COMPUTER USAGE	13,050	15,880	15,880	15,880	15,230
01-6206-6290	SPECIAL MAINTENANCE PROJECTS	3,597	0	0	0	65,000
	TOTAL OPERATIONS	123,285	139,230	166,228	139,230	211,470
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	387,429	422,040	449,038	401,410	481,940
FUNDING SOURCE: GENERAL			F/T EMPLOYEES			
		2.30	2.30	2.30	2.30	2.15

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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**

Director of Community Services - 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 General Fund (LOSMD), 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% in General Fund (LOSMD), 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 Supervisor, 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 Foreman, 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% in General Fund (LOSMD), 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	XXXXXXX	40% (40% in 01-9100, 20% in 01-9101)
2018 Ford F250	XXXXXXX	25% (50% in 01-9100, 25% in 01-9101)
2018 GMC Canyon	1535050	25% (50% in General Fund (LOSMD), 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 General Fund (LOSMD))
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/Cell allowance**

Provides for cell phone allowance for the Director of Community Services, Maintenance Manager and Maintenance Supervisor, distributed the same as payroll.

6216 **Professional Services**

Provides for the engineering services provided by RKA Consulting Group.

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 street foreman.
- 6240 **Rodent Control**
Provides for City's contracted rodent control services on City-owned property at Gattel/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.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: WEED ABATEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8700-6227	CONTRACTUAL SERVICES	49,981	45,000	45,336	45,000	45,000
	TOTAL OPERATIONS	49,981	45,000	45,336	45,000	45,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	49,981	45,000	45,336	45,000	45,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9200-5101	REGULAR SALARIES	46,281	0	0	0	0
01-9200-5104	OVERTIME	3,770	0	0	0	0
01-9200-5105	HEALTH & LIFE INSURANCE	9,579	0	0	0	0
01-9200-5107	WORKERS' COMPENSATION	3,831	0	0	0	0
01-9200-5108	PERS	10,212	0	0	0	0
01-9200-5110	MEDICARE	783	0	0	0	0
01-9200-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	0
	TOTAL PERSONNEL	74,457	0	0	0	0
OPERATIONS						
01-9200-6208	VEHICLE OPERATIONS	1,831	0	0	0	0
01-9200-6213	BUILDING MAINTENANCE/SUPPLIES	19,354	0	0	0	0
01-9200-6215	VEHICLE/CELL ALLOWANCE	241	0	0	0	0
01-9200-6246	BUILDING MAINTENANCE	295,699	0	0	0	0
01-9200-6256	EQUIPMENT USAGE	850	0	0	0	0
01-9200-6265	COMPUTER USAGE	3,970	0	0	0	0
01-9200-6290	SPECIAL PROJECTS	16,120	0	0	0	17,500
	TOTAL OPERATIONS	338,065	0	0	0	17,500
CAPITAL						
01-9200-8402	MACHINERY & EQUIPMENT	940	0	0	0	0
	TOTAL CAPITAL	940	0	0	0	0
	SUB-PROGRAM TOTAL	413,462	0	0	0	17,500
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.00	0.00	0.00
						0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 Projects**

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

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: GENERAL STREET MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6102-6216	PROFESSIONAL SERVICES	3,993	4,790	4,790	4,790	4,790
02-6102-6227	CONTRACTUAL SERVICES	265,447	187,000	187,000	187,000	172,000
02-6102-6244	STREET LIGHT MAINTENANCE	78,934	78,000	78,000	78,000	78,000
02-6102-6245	GENERAL MAINTENANCE	20,161	45,000	45,000	45,000	45,000
	TOTAL OPERATIONS	368,535	314,790	314,790	314,790	299,790
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	368,535	314,790	314,790	314,790	299,790
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2018-19

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).

- * 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

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 6227 – Contractual Services.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET SWEEPING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6203-6227	CONTRACTUAL SERVICES	50,844	10,000	10,000	10,000	0
	TOTAL OPERATIONS	50,844	10,000	10,000	10,000	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	50,844	10,000	10,000	10,000	0
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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.

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. In FY 18/19 funding moved to 21-6203-6227 (\$72,710) and 09-5610-6227 (\$30,000).

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6206-6227	CONTRACTUAL SERVICES	238,480	247,840	247,840	247,840	252,450
02-6206-6243	TREE MAINTENANCE	86,001	57,100	57,100	57,100	57,100
02-6206-6250	WATER	26,171	30,000	30,000	30,000	31,800
02-6206-6251	ELECTRICITY	27,664	33,000	33,000	33,000	33,000
	TOTAL OPERATIONS	378,316	367,940	367,940	367,940	374,350
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	378,316	367,940	367,940	367,940	374,350
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19

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. Previously charged to 01-6206.

6250 Water

Provides for irrigation needs in the ROW. Previously charged to 01-6206.

6251 Electricity

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

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: TRAFFIC ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6215-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	0
	TOTAL OPERATIONS	12,000	12,000	12,000	12,000	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	12,000	12,000	12,000	12,000	0
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 RKA Consulting Group, 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 RKA Consulting Group, at \$1,000 per month. (Funding for FY 18/19 moved to 25-6215-6216)

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: AIR QUALITY MANAGEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
09-5420-6227	CONTRACTUAL SERVICES - BUS PASS SUBSIDY	7,556	8,000	8,000	8,000	8,000
09-5425-6227	CONTRACTUAL SERVICES - EZ PASS SUBSIDY	537	1,000	1,000	1,000	1,000
09-5610-6227	CONTRACTUAL SERVICES	50,860	30,000	30,000	30,000	30,000
	TOTAL OPERATIONS	58,953	39,000	39,000	39,000	39,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	58,953	39,000	39,000	39,000	39,000
FUNDING SOURCE: AIR QUALITY MANAGEMENT						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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. In FY 18/19 partial funding moved to 21-6203-6227 (\$72,710) and 09-5610-6227 (\$30,000).

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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		

PERSONNEL:

Employee percentage costs listed below are divided between 10 zones.

5101 **Regular Salaries**

Director of Community Services – 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 Director of Community Services, 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 – 75%

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. (25% in 26-9200)

Executive Assistant – 20%

Under the direction of the Director of Community Services, 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:

6207 **Postage***

Provided for the mailing of City informational material related to LOSMD issues.

- 6208 **Vehicle Operations**
 Provides for costs associated with vehicle operations such as, gas, oil, tires, batteries, parts, and repairs for the following vehicles:
- | | | |
|--------------------|---------|---|
| 2018 GMC Canyon | 1535050 | 50% (25% in 01-9100, 25% in 01-6206) |
| 2016 Toyota Tacoma | 1370283 | 75% (25% in 26-9200) |
| 2015 Honda Accord | 1462599 | 30% (30% in 01-9100, 30% in 01-9001,
10% in 01-6206) |
- 6215 **Vehicle/Cell allowance**
 Provides for cell phone allowance for the Director of Community Services, 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.
- 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, facilities, and graffiti.
- 6239 **Uniforms**
 Provides for a percentage of uniforms, work boots reimbursements and rental services for City maintenance workers.
- 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.

6256 - 6265 See Appendix

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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 1

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-7100-5101	REGULAR SALARIES	0	0	0	0	5,440
01-7100-5105	HEALTH & LIFE INSURANCE	0	0	0	0	760
01-7100-5107	WORKERS' COMPENSATION	0	0	0	0	320
01-7100-5108	PERS	0	0	0	0	1,070
01-7100-5110	MEDICARE	0	0	0	0	90
01-7100-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	240
	TOTAL PERSONNEL	0	0	0	0	7,920
OPERATIONS						
01-7100-6208	VEHICLE OPERATIONS	0	0	0	0	70
01-7100-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	50
01-7100-6227	CONTRACTUAL SERVICES	8,940	9,210	9,300	9,300	9,700
01-7100-6239	UNIFORMS	0	0	0	0	10
01-7100-6240	RODENT CONTROL	1,200	1,200	1,200	1,200	1,200
01-7100-6243	TREE MAINTENANCE	4,593	8,800	8,800	8,800	8,760
01-7100-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7100-6250	WATER	6,145	6,400	6,310	6,310	7,000
01-7100-6251	ELECTRICITY	522	600	600	600	560
01-7100-6256	EQUIPMENT USAGE	0	0	0	0	70
01-7100-6265	COMPUTER USAGE	0	0	0	0	390
	TOTAL OPERATIONS	21,401	26,210	26,210	26,210	27,810
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	21,401	26,210	26,210	26,210	35,730
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.05

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 1

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0
OPERATIONS					
19-7100-6216	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000
19-7100-6227	CONTRACTUAL SERVICES	22,220	23,820	23,820	24,170
19-7100-6237	VANDALISM	0	100	100	100
19-7100-6240	RODENT CONTROL	2,196	2,200	2,200	2,200
19-7100-6243	TREE MAINTENANCE	8,431	10,510	10,510	10,550
19-7100-6244	STREET LIGHT MAINTENANCE	10,377	9,330	9,330	9,330
19-7100-6250	WATER	13,058	14,000	14,000	14,640
19-7100-6251	ELECTRICITY	970	1,000	1,000	1,040
	TOTAL OPERATIONS	58,251	61,960	61,960	63,030
CAPITAL					
19-7100-8405	LANDSCAPE IMPROVEMENTS	0	3,500	3,500	3,500
19-7100-8406	IRRIGATION IMPROVEMENTS	1,339	2,500	2,500	2,500
	TOTAL CAPITAL	1,339	6,000	6,000	6,000
	SUB-PROGRAM TOTAL	59,590	67,960	67,960	69,030
FUNDING SOURCE:					
ASSESSMENT (\$52,750)					
GENERAL (\$16,280)					
ACREAGE: 9.90					

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 2

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-7200-5101	REGULAR SALARIES	0	0	0	0	9,330	
01-7200-5105	HEALTH & LIFE INSURANCE	0	0	0	0	1,300	
01-7200-5107	WORKERS' COMPENSATION	0	0	0	0	540	
01-7200-5108	PERS	0	0	0	0	1,800	
01-7200-5110	MEDICARE	0	0	0	0	150	
01-7200-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	400	
	TOTAL PERSONNEL	0	0	0	0	13,520	
OPERATIONS							
01-7200-6208	VEHICLE OPERATIONS	0	0	0	0	120	
01-7200-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	90	
01-7200-6227	CONTRACTUAL SERVICES	0	0	0	0	0	
01-7200-6239	UNIFORMS	0	0	0	0	20	
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	0	0	0	120	
01-7200-6265	COMPUTER USAGE	0	0	0	0	650	
	TOTAL OPERATIONS	0	0	0	0	1,000	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	0	0	0	0	14,520	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.09

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 2

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7200-6216	PROFESSIONAL SERVICES	1,340	1,340	1,340	1,340	1,340
19-7200-6227	CONTRACTUAL SERVICES	45,030	50,580	50,580	50,850	51,660
19-7200-6237	VANDALISM	0	310	65	65	310
19-7200-6240	RODENT CONTROL	5,400	5,400	5,400	5,400	5,400
19-7200-6243	TREE MAINTENANCE	41,945	16,580	16,580	16,580	16,580
19-7200-6244	STREET LIGHT MAINTENANCE	12,235	10,790	10,790	10,790	10,790
19-7200-6250	WATER	27,672	30,000	30,000	30,000	31,800
19-7200-6251	ELECTRICITY	2,388	2,410	2,410	2,410	2,410
	TOTAL OPERATIONS	136,009	117,410	117,165	117,435	120,290
CAPITAL						
19-7200-8405	LANDSCAPE IMPROVEMENTS	783	3,450	3,695	3,695	3,690
19-7200-8406	IRRIGATION IMPROVEMENTS	0	160	160	160	160
	TOTAL CAPITAL	783	3,610	3,855	3,855	3,850
	SUB-PROGRAM TOTAL	136,792	121,020	121,020	121,290	124,140
FUNDING SOURCE:						
ASSESSMENT (\$124,140)						
ACREAGE: 17.00						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 3

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-7300-5101	REGULAR SALARIES	0	0	0	0	16,420	
01-7300-5105	HEALTH & LIFE INSURANCE	0	0	0	0	2,280	
01-7300-5107	WORKERS' COMPENSATION	0	0	0	0	940	
01-7300-5108	PERS	0	0	0	0	3,160	
01-7300-5110	MEDICARE	0	0	0	0	260	
01-7300-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	710	
	TOTAL PERSONNEL	0	0	0	0	23,770	
OPERATIONS							
01-7300-6208	VEHICLE OPERATIONS	0	0	0	0	210	
01-7300-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	160	
01-7300-6227	CONTRACTUAL SERVICES	0	0	0	0	5,800	
01-7300-6239	UNIFORMS	0	0	0	0	20	
01-7300-6240	RODENT CONTROL	0	0	0	0	1,300	
01-7300-6243	TREE MAINTENANCE	0	0	0	0	6,320	
01-7300-6250	WATER	0	0	0	0	10,190	
01-7300-6251	ELECTRICITY	0	0	0	0	740	
01-7300-6256	EQUIPMENT USAGE	0	0	0	0	210	
01-7300-6265	COMPUTER USAGE	0	0	0	0	1,150	
	TOTAL OPERATIONS	0	0	0	0	26,100	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	0	0	0	0	49,870	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.16

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 3

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7300-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500	1,500
19-7300-6227	CONTRACTUAL SERVICES	59,560	61,350	61,350	61,350	57,100
19-7300-6237	VANDALISM	0	150	150	150	150
19-7300-6240	RODENT CONTROL	9,000	9,000	9,000	9,000	7,700
19-7300-6243	TREE MAINTENANCE	43,773	38,510	43,510	43,510	37,190
19-7300-6250	WATER	56,565	61,720	61,720	61,720	57,705
19-7300-6251	ELECTRICITY	5,655	6,090	6,090	6,090	5,345
	TOTAL OPERATIONS	176,053	178,320	183,320	183,320	166,690
CAPITAL						
19-7300-8405	LANDSCAPE IMPROVEMENTS	1,162	6,000	1,000	1,000	1,000
19-7300-8406	IRRIGATION IMPROVEMENTS	1,702	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	2,864	8,500	3,500	3,500	3,500
	SUB-PROGRAM TOTAL	178,917	186,820	186,820	186,820	170,190
FUNDING SOURCE:						
ASSESSMENT (\$170,190)						
ACREAGE: 29.88						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 4

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-7400-5101	REGULAR SALARIES	0	0	0	0	52,090
01-7400-5105	HEALTH & LIFE INSURANCE	0	0	0	0	7,230
01-7400-5107	WORKERS' COMPENSATION	0	0	0	0	2,990
01-7400-5108	PERS	0	0	0	0	10,020
01-7400-5110	MEDICARE	0	0	0	0	820
01-7400-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	2,240
	TOTAL PERSONNEL	0	0	0	0	75,390
OPERATIONS						
01-7400-6208	VEHICLE OPERATIONS	0	0	0	0	650
01-7400-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	490
01-7400-6227	CONTRACTUAL SERVICES	49,960	51,460	51,460	51,460	72,600
01-7400-6239	UNIFORMS	0	0	0	0	70
01-7400-6240	RODENT CONTROL	3,480	3,480	3,480	3,480	3,480
01-7400-6243	TREE MAINTENANCE	12,246	8,250	8,250	8,250	7,050
01-7400-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7400-6250	WATER	25,681	47,130	47,130	47,130	51,740
01-7400-6251	ELECTRICITY	4,258	4,500	4,500	4,500	4,900
01-7400-6256	EQUIPMENT USAGE	0	0	0	0	650
01-7400-6265	COMPUTER USAGE	0	0	0	0	3,640
	TOTAL OPERATIONS	95,625	114,820	114,820	114,820	145,270
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	95,625	114,820	114,820	114,820	220,660
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.51

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 4

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7400-6216	PROFESSIONAL SERVICES	6,990	6,990	6,990	6,990	6,990
19-7400-6227	CONTRACTUAL SERVICES	239,448	251,010	251,010	251,010	232,450
19-7400-6237	VANDALISM	0	310	310	310	310
19-7400-6240	RODENT CONTROL	20,736	20,740	20,740	20,740	20,740
19-7400-6243	TREE MAINTENANCE	44,019	48,700	48,700	48,700	49,900
19-7400-6244	STREET LIGHT MAINTENANCE	77,110	80,780	80,780	80,780	80,780
19-7400-6250	WATER	176,444	189,930	189,209	189,930	209,110
19-7400-6251	ELECTRICITY	10,013	10,500	10,500	10,500	10,100
	TOTAL OPERATIONS	574,760	608,960	608,239	608,960	610,380
	CAPITAL					
19-7400-8405	LANDSCAPE IMPROVEMENTS	6,260	9,000	9,721	9,000	9,000
19-7400-8406	IRRIGATION IMPROVEMENTS	6,651	9,000	9,000	9,000	9,000
	TOTAL CAPITAL	12,911	18,000	18,721	18,000	18,000
	SUB-PROGRAM TOTAL	587,671	626,960	626,960	626,960	628,380
FUNDING SOURCE:						
ASSESSMENT (\$574,106)						
GENERAL (\$54,274)						
ACREAGE: 94.86						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 5

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-7500-5101	REGULAR SALARIES	0	0	0	0	26,000	
01-7500-5105	HEALTH & LIFE INSURANCE	0	0	0	0	3,610	
01-7500-5107	WORKERS' COMPENSATION	0	0	0	0	1,500	
01-7500-5108	PERS	0	0	0	0	5,000	
01-7500-5110	MEDICARE	0	0	0	0	410	
01-7500-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	1,120	
	TOTAL PERSONNEL	0	0	0	0	37,640	
OPERATIONS							
01-7500-6208	VEHICLE OPERATIONS	0	0	0	0	330	
01-7500-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	250	
01-7500-6227	CONTRACTUAL SERVICES	0	0	0	0	0	
01-7500-6239	UNIFORMS	0	0	0	0	40	
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	0	0	0	330	
01-7500-6265	COMPUTER USAGE	0	0	0	0	1,810	
	TOTAL OPERATIONS	0	0	0	0	2,760	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	0	0	0	0	40,400	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.26

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 5

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7500-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7500-6227	CONTRACTUAL SERVICES	124,000	127,720	127,720	127,720	130,300
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	17,365	15,940	18,940	15,940	15,940
19-7500-6244	STREET LIGHT MAINTENANCE	15,481	17,710	17,710	17,710	17,710
19-7500-6250	WATER	55,993	59,300	59,300	59,300	62,860
19-7500-6251	ELECTRICITY	7,790	8,300	8,300	8,300	8,300
	TOTAL OPERATIONS	229,811	238,360	241,360	238,360	244,500
	CAPITAL					
19-7500-8405	LANDSCAPE IMPROVEMENTS	2,350	6,610	3,610	6,610	6,610
19-7500-8406	IRRIGATION IMPROVEMENTS	1,701	2,000	2,000	200	200
	TOTAL CAPITAL	4,051	8,610	5,610	6,810	6,810
	SUB-PROGRAM TOTAL	233,862	246,970	246,970	245,170	251,310
FUNDING SOURCE:						
ASSESSMENT (\$251,310)						
ACREAGE: 47.37						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-7600-5101	REGULAR SALARIES	0	0	0	0	16,050
01-7600-5105	HEALTH & LIFE INSURANCE	0	0	0	0	2,230
01-7600-5107	WORKERS' COMPENSATION	0	0	0	0	920
01-7600-5108	PERS	0	0	0	0	3,090
01-7600-5110	MEDICARE	0	0	0	0	250
01-7600-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	690
	TOTAL PERSONNEL	0	0	0	0	23,230
OPERATIONS						
01-7600-6208	VEHICLE OPERATIONS	0	0	0	0	200
01-7600-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	150
01-7600-6227	CONTRACTUAL SERVICES	0	21,580	21,600	21,600	26,140
01-7600-6239	UNIFORMS	0	0	0	0	20
01-7600-6240	RODENT CONTROL	0	600	600	600	610
01-7600-6243	TREE MAINTENANCE	0	2,620	2,620	2,620	3,500
01-7600-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7600-6250	WATER	0	11,270	11,250	11,250	12,800
01-7600-6251	ELECTRICITY	0	8,970	8,970	8,970	8,970
01-7600-6256	EQUIPMENT USAGE	0	0	0	0	200
01-7600-6265	COMPUTER USAGE	0	0	0	0	1,120
	TOTAL OPERATIONS	0	45,040	45,040	45,040	53,710
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	45,040	45,040	45,040	76,940
FUNDING SOURCE: GENERAL		0.00	0.00	0.00	0.00	0.16
F/T EMPLOYEES		0.00	0.00	0.00	0.00	0.16

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 6

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
19-7600-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670
19-7600-6227	CONTRACTUAL SERVICES	100,810	89,860	89,860	88,260
19-7600-6237	VANDALISM	0	100	100	100
19-7600-6240	RODENT CONTROL	3,144	2,550	2,550	2,550
19-7600-6243	TREE MAINTENANCE	31,372	31,990	36,990	36,990
19-7600-6244	STREET LIGHT MAINTENANCE	44,827	36,800	36,800	36,800
19-7600-6250	WATER	63,128	55,060	55,060	55,060
19-7600-6251	ELECTRICITY	21,761	14,030	14,030	14,030
	TOTAL OPERATIONS	266,711	232,060	237,060	237,060
	CAPITAL				
19-7600-8405	LANDSCAPE IMPROVEMENTS	5,809	7,000	2,000	2,000
19-7600-8406	IRRIGATION IMPROVEMENTS	872	1,100	1,100	1,100
	TOTAL CAPITAL	6,681	8,100	3,100	3,100
	SUB-PROGRAM TOTAL	273,392	240,160	240,160	240,160
FUNDING SOURCE:					
ASSESSMENT (\$240,160)					
ACREAGE: 29.21					

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 7

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-7700-5101	REGULAR SALARIES	0	0	0	0	13,950
01-7700-5105	HEALTH & LIFE INSURANCE	0	0	0	0	1,940
01-7700-5107	WORKERS' COMPENSATION	0	0	0	0	800
01-7700-5108	PERS	0	0	0	0	2,690
01-7700-5110	MEDICARE	0	0	0	0	220
01-7700-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	600
	TOTAL PERSONNEL	0	0	0	0	20,200
OPERATIONS						
01-7700-6208	VEHICLE OPERATIONS	0	0	0	0	180
01-7700-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	130
01-7700-6227	CONTRACTUAL SERVICES	0	22,460	22,480	22,480	21,570
01-7700-6239	UNIFORMS	0	0	0	0	20
01-7700-6240	RODENT CONTROL	0	1,250	1,250	1,250	1,250
01-7700-6243	TREE MAINTENANCE	0	9,630	9,630	9,630	10,660
01-7700-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7700-6250	WATER	0	10,400	10,380	10,380	15,310
01-7700-6251	ELECTRICITY	0	1,500	1,500	1,500	1,560
01-7700-6256	EQUIPMENT USAGE	0	0	0	0	180
01-7700-6265	COMPUTER USAGE	0	0	0	0	980
	TOTAL OPERATIONS	0	45,240	45,240	45,240	51,840
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	45,240	45,240	45,240	72,040
FUNDING SOURCE: GENERAL		0.00	0.00	0.00	0.00	0.14
F/T EMPLOYEES		0.00	0.00	0.00	0.00	0.14

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 7

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE
				2018-19 APPROVED	BUDGET
PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0
OPERATIONS					
19-7700-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500
19-7700-6227	CONTRACTUAL SERVICES	82,630	62,650	62,650	65,930
19-7700-6237	VANDALISM	0	100	100	100
19-7700-6240	RODENT CONTROL	4,836	3,590	3,590	3,580
19-7700-6243	TREE MAINTENANCE	34,618	28,600	28,600	27,570
19-7700-6244	STREET LIGHT MAINTENANCE	13,620	13,970	13,970	13,970
19-7700-6250	WATER	50,647	41,600	41,600	39,710
19-7700-6251	ELECTRICITY	3,017	2,200	2,200	2,140
	TOTAL OPERATIONS	190,868	154,210	154,210	154,500
CAPITAL					
19-7700-8405	LANDSCAPE IMPROVEMENTS	3,055	2,400	2,400	2,400
19-7700-8406	IRRIGATION IMPROVEMENTS	911	2,000	2,000	2,000
	TOTAL CAPITAL	3,966	4,400	4,400	4,400
	SUB-PROGRAM TOTAL	194,834	158,610	158,610	158,900
FUNDING SOURCE:					
ASSESSMENT (\$158,900)					
ACREAGE: 25.39					

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 8

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-7800-5101	REGULAR SALARIES	0	0	0	0	11,130	
01-7800-5105	HEALTH & LIFE INSURANCE	0	0	0	0	1,550	
01-7800-5107	WORKERS' COMPENSATION	0	0	0	0	640	
01-7800-5108	PERS	0	0	0	0	2,150	
01-7800-5110	MEDICARE	0	0	0	0	180	
01-7800-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	480	
	TOTAL PERSONNEL	0	0	0	0	16,130	
OPERATIONS							
01-7800-6208	VEHICLE OPERATIONS	0	0	0	0	140	
01-7800-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	110	
01-7800-6227	CONTRACTUAL SERVICES	0	0	0	0	0	
01-7800-6239	UNIFORMS	0	0	0	0	20	
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	0	0	0	140	
01-7800-6265	COMPUTER USAGE	0	0	0	0	780	
	TOTAL OPERATIONS	0	0	0	0	1,190	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	0	0	0	0	17,320	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.11

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 8

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE	2018-19 BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7800-6216	PROFESSIONAL SERVICES	2,270	2,270	2,270	2,270	2,270
19-7800-6227	CONTRACTUAL SERVICES	95,180	98,900	119,400	98,900	100,500
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	48,050	22,660	24,660	22,660	22,660
19-7800-6244	STREET LIGHT MAINTENANCE	8,555	11,520	11,520	11,520	11,520
19-7800-6250	WATER	100,492	98,000	98,000	98,000	105,840
19-7800-6251	ELECTRICITY	5,983	6,300	6,300	6,300	6,300
	TOTAL OPERATIONS	266,602	246,140	268,640	246,140	255,580
CAPITAL						
19-7800-8405	LANDSCAPE IMPROVEMENTS	1,761	2,000	0	2,000	2,000
19-7800-8406	IRRIGATION IMPROVEMENTS	5,831	8,000	8,000	8,000	8,000
	TOTAL CAPITAL	7,591	10,000	8,000	10,000	10,000
	SUB-PROGRAM TOTAL	274,194	256,140	276,640	256,140	265,580
FUNDING SOURCE:						
ASSESSMENT (\$265,580)						
ACREAGE: 20.25						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 9

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-7900-5101	REGULAR SALARIES	0	0	0	0	51,360
01-7900-5105	HEALTH & LIFE INSURANCE	0	0	0	0	7,130
01-7900-5107	WORKERS' COMPENSATION	0	0	0	0	2,950
01-7900-5108	PERS	0	0	0	0	9,880
01-7900-5110	MEDICARE	0	0	0	0	800
01-7900-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	2,210
	TOTAL PERSONNEL	0	0	0	0	74,330
OPERATIONS						
01-7900-6208	VEHICLE OPERATIONS	0	0	0	0	640
01-7900-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	480
01-7900-6227	CONTRACTUAL SERVICES	0	0	0	0	0
01-7900-6239	UNIFORMS	0	0	0	0	70
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	0	0	0	640
01-7900-6265	COMPUTER USAGE	0	0	0	0	3,590
	TOTAL OPERATIONS	0	0	0	0	5,420
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	79,750
FUNDING SOURCE: GENERAL		0.00	0.00	0.00	0.00	0.51
F/T EMPLOYEES						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 9

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
18-7900-6216	PROFESSIONAL SERVICES	1,570	1,570	1,570	1,570	1,570
18-7900-6227	CONTRACTUAL SERVICES	356,851	361,000	357,200	358,500	368,000
18-7900-6237	VANDALISM	5,010	2,500	3,800	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	0	0	25,000
18-7900-6243	TREE MAINTENANCE	27,444	25,000	13,000	25,000	25,000
18-7900-6244	STREET LIGHT MAINTENANCE	10,598	10,450	10,450	10,450	10,450
18-7900-6250	WATER	105,288	109,130	134,130	109,130	115,670
18-7900-6251	ELECTRICITY	42,013	51,000	51,000	51,000	51,000
	TOTAL OPERATIONS	570,974	607,850	593,350	580,350	621,390
	CAPITAL					
18-7900-8405	LANDSCAPE IMPROVEMENTS	0	20,000	5,000	1,500	15,000
18-7900-8406	IRRIGATION IMPROVEMENTS	12,851	20,000	49,500	27,500	27,500
	TOTAL CAPITAL	12,851	40,000	54,500	29,000	42,500
	SUB-PROGRAM TOTAL	583,825	647,850	647,850	609,350	663,890
FUNDING SOURCE:						
ASSESSMENT (\$663,890)						
ACREAGE: 93.5						



**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 11

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
19-7911-6207	POSTAGE	0	0	0	0
19-7911-6216	PROFESSIONAL SERVICES	620	620	620	620
19-7911-6227	CONTRACTUAL SERVICES	0	400	400	400
19-7911-6244	STREET LIGHT MAINTENANCE	761	600	600	600
	TOTAL OPERATIONS	1,381	1,620	1,620	1,620
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	1,381	1,620	1,620	1,620
FUNDING SOURCE: ASSESSMENT (\$1,620) ACREAGE: None					

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 12

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-7912-5101	REGULAR SALARIES	0	0	0	0	780
01-7912-5105	HEALTH & LIFE INSURANCE	0	0	0	0	110
01-7912-5107	WORKERS' COMPENSATION	0	0	0	0	50
01-7912-5108	PERS	0	0	0	0	150
01-7912-5110	MEDICARE	0	0	0	0	20
01-7912-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	40
	TOTAL PERSONNEL	0	0	0	0	1,150
OPERATIONS						
01-7912-6208	VEHICLE OPERATIONS	0	0	0	0	10
01-7912-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	10
01-7912-6227	CONTRACTUAL SERVICES	0	0	0	0	0
01-7912-6239	UNIFORMS	0	0	0	0	10
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	0	0	0	10
01-7912-6265	COMPUTER USAGE	0	0	0	0	60
	TOTAL OPERATIONS	0	0	0	0	100
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	1,250
FUNDING SOURCE: GENERAL		0.00	0.00	0.00	0.00	0.01
F/T EMPLOYEES		0.00	0.00	0.00	0.00	0.01

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 12

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7912-6216	PROFESSIONAL SERVICES	720	720	720	720	720
19-7912-6227	CONTRACTUAL SERVICES	8,900	9,070	9,170	9,170	9,070
19-7912-6237	VANDALISM	0	100	0	0	100
19-7912-6240	RODENT CONTROL	1,392	1,400	1,400	1,400	1,400
19-7912-6243	TREE MAINTENANCE	0	2,890	2,890	2,890	2,890
19-7912-6244	STREET LIGHT MAINTENANCE	1,193	2,120	2,120	2,120	2,120
19-7912-6250	WATER	5,656	6,100	6,100	6,100	6,100
19-7912-6251	ELECTRICITY	889	960	960	960	960
	TOTAL OPERATIONS	18,750	23,360	23,360	23,360	23,360
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	18,750	23,360	23,360	23,360	23,360
FUNDING SOURCE: ASSESSMENT (\$16,840) GENERAL (\$6,520) ACREAGE: 1.41						

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
25-6215-6216	PROFESSIONAL SERVICES	0	0	0	0	47,000
	TOTAL OPERATIONS	0	0	0	0	47,000
	CAPITAL					
25-4100-8402	MACHINERY & EQUIPMENT	0	0	42,522	42,522	0
25-4502-8402	MACHINERY & EQUIPMENT (COMPUTERS)	61,114	40,000	40,000	10,000	40,000
25-5000-8402	MACHINERY & EQUIPMENT	0	40,000	40,000	40,000	0
25-6206-8402	MACHINERY & EQUIPMENT	35,506	0	0	0	0
25-9100-8402	MACHINERY & EQUIPMENT	0	80,000	137,881	137,880	0
	TOTAL CAPITAL	96,620	160,000	260,403	230,402	40,000
	SUB-PROGRAM TOTAL	96,620	160,000	260,403	230,402	87,000
FUNDING SOURCE: CAPITAL EQUIPMENT						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19

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 RKA Consulting Group, at \$1,000 per month. It also includes funds for Pavement Management System of \$35,000. (Funding in prior years charged to 02-6215-6216)

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.

25-6206-8402 **Machinery & Equipment**

In FY 2016-17, provided for the purchase of one vehicle at MDRS.

25-9100-8402 **Machinery & Equipment**

In FY 2017-18, provided for the purchase of two vehicles for parks maintenance workers.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
26-9200-5101	REGULAR SALARIES	0	48,410	48,410	48,550	89,790	
26-9200-5104	OVERTIME	0	3,000	4,990	4,990	3,000	
26-9200-5105	HEALTH & LIFE INSURANCE	0	9,450	9,450	9,300	15,530	
26-9200-5107	WORKERS' COMPENSATION	0	4,240	4,240	4,290	8,030	
26-9200-5108	PERS	0	10,670	10,670	11,250	6,220	
26-9200-5110	MEDICARE	0	830	830	840	1,540	
26-9200-5111	SICK LEAVE/VACATION BUYBACK	0	1,990	0	0	1,710	
	TOTAL PERSONNEL	0	78,590	78,590	79,220	125,820	
OPERATIONS							
26-9200-6208	VEHICLE OPERATIONS	0	2,000	2,000	2,000	2,000	
26-9200-6213	BUILDING MAINTENANCE/SUPPLIES	0	25,000	25,000	25,000	25,000	
26-9200-6215	VEHICLE/CELL ALLOWANCE	0	320	320	320	200	
26-9200-6246	BUILDING MAINTENANCE	0	290,900	290,900	290,900	331,900	
26-9200-6256	EQUIPMENT USAGE	0	890	890	890	1,470	
26-9200-6265	COMPUTER USAGE	0	4,830	4,830	4,830	8,150	
	TOTAL OPERATIONS	0	323,940	323,940	323,940	368,720	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	0	402,530	402,530	403,160	494,540	
FUNDING SOURCE: FACILITY MAINT.		F/T EMPLOYEES	0.00	0.70	0.70	0.70	1.15

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 – 25%

Under the direction of the Maintenance Manager, responsible for the inspection of city buildings and monitor the contracts related to maintenance of city buildings. (75% in General Fund (LOSMD))

Foreman -90%

Under the direction of the Supervisor, responsible for minor repairs and inspections of city buildings. (10% in 01-9100)

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 F150	XXXXXXX	90% (10% in 01-9100)
2016 Toyota Tacoma	1370283	25% (75% in General Fund (LOSMD))

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/Cell allowance**

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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: USED OIL RECYCLING GRANT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
32-5601-6280	ENVIRONMENTAL SERVICES SUPPLIES	8,467	8,490	8,490	8,490	8,270
	TOTAL OPERATIONS	8,467	8,490	8,490	8,490	8,270
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	8,467	8,490	8,490	8,490	8,270
FUNDING SOURCE: USED OIL RECYCLING GRANT						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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
2018-19 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: RECYCLING GRANT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
33-5605-8410	IMPROVEMENTS OTHER THAN BLDGS	7,970	7,840	7,840	7,840	7,790
	TOTAL CAPITAL	7,970	7,840	7,840	7,840	7,790
	SUB-PROGRAM TOTAL	7,970	7,840	7,840	7,840	7,790
FUNDING SOURCE: GENERAL RECYCLING GRANT						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

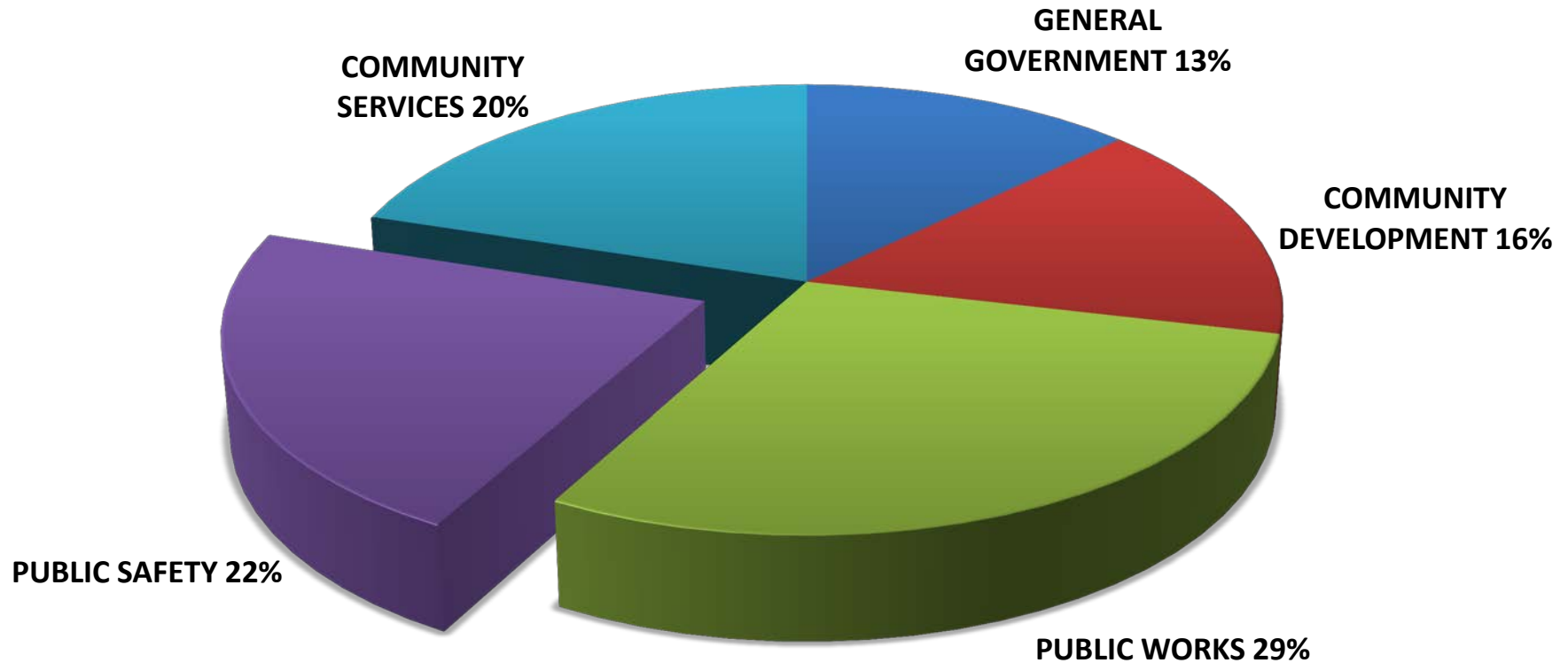
8410 **Improvements other than Buildings**

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 2018-19



**Total Public Safety Budget
\$4,141,140**

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 2018-19, the Public Safety Program will work to achieve the following goals:

1. Update the City's Hazard Mitigation Plan.
2. Update and replenish the City's Emergency Operations supplies.
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.
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.

In 2017-18, the Public Safety Program worked to achieve the following goals:

1. 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 and website to provide information to the community regarding Public Safety matters.

2. Continue to provide EOC training to City staff to maintain the City's level of readiness.

Performance Measure: The City provided CPR/AED/First Aid training to staff.

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 the Fire Department were held in the spring as well as various study sessions throughout the year.

4. Enhance the City's EOC by upgrading equipment and replacing supplies as needed.
Performance Measure: The City replaced the City's Automatic External Defibrillators
5. Staff will continue to promote both the Neighborhood Watch programs and Business Watch programs and host the City's National Night Out event in August.

Performance Measure: The City's Crime Prevention Officer held NW meetings throughout the City.

**Public Safety
Measurable Outputs**

Output	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Employees trained on Emergency Operations	80	100	100	100	100
National Night Out Event Attendees	1,250	1,250	1,250	0	1250
Neighborhood Watch Meetings	40	40	40	40	40
Number of DUI Check Points	2	2	0	0	0
Public Safety Seminar	1	1	0	0	0
Number of Volunteers on Patrol	25	25	25	25	20
Joint City Council/Sheriff Meeting	1	1	1	1	1

FY 2018-19 Public Safety Goals and Relationship to the Mission Statement
<p>In FY 2018-19, the Public Safety Department has identified four major goals:</p> <ol style="list-style-type: none"> 1. Enhance the City's EOC by upgrading equipment and replacing supplies as needed. 2. Continue to meet on a regular basis with members of the Sheriff's Department and Fire Department to discuss Public Safety matters. 3. Utilize the City's mobile app, website, and social media sites to inform residents of Public Safety matters and provide Emergency Preparedness information to the community. 4. Continue to provide EOC training to City staff to maintain the City's level of readiness. <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, app, and social media sites, and enhanced public outreach on public safety programs.</p>

**CITY OF WALNUT
PROGRAM SUMMARY
PUBLIC SAFETY**

	2016-17		2017-18		2018-19																								
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET																								
PERSONNEL EXPENSE	190,567	204,750	204,750	204,520	165,760																								
OPERATIONS EXPENSE	3,654,014	3,845,340	3,848,340	3,866,140	3,975,380																								
TOTAL OPERATING EXPENSE	3,844,581	4,050,090	4,053,090	4,070,660	4,141,140																								
CAPITAL	17,253	0	0	12,000	0																								
PROGRAM TOTAL	3,861,834	4,050,090	4,053,090	4,082,660	4,141,140																								
TOTAL FULL-TIME EMPLOYEES	1.75	1.75	1.75	1.75	1.25																								
<p>SUB-PROGRAMS:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">PAGE</th> </tr> </thead> <tbody> <tr> <td>PUBLIC SAFETY ADMINISTRATION</td> <td style="text-align: center;">254</td> </tr> <tr> <td>BUSINESS LICENSE ENFORCEMENT</td> <td style="text-align: center;">256</td> </tr> <tr> <td>GENERAL LAW ENFORCEMENT</td> <td style="text-align: center;">260</td> </tr> <tr> <td>HELICOPTER SERVICES</td> <td style="text-align: center;">262</td> </tr> <tr> <td>CRIME PREVENTION</td> <td style="text-align: center;">264</td> </tr> <tr> <td>ANIMAL CONTROL</td> <td style="text-align: center;">266</td> </tr> <tr> <td>EMERGENCY PREPAREDNESS</td> <td style="text-align: center;">268</td> </tr> <tr> <td>HAZARD MITIGATION</td> <td style="text-align: center;">270</td> </tr> <tr> <td>VOLUNTEERS ON PATROL</td> <td style="text-align: center;">272</td> </tr> <tr> <td>VEHICLE CODE FINES</td> <td style="text-align: center;">274</td> </tr> <tr> <td>CITIZEN'S OPTIONS FOR PUB SFTY</td> <td style="text-align: center;">278</td> </tr> </tbody> </table>							PAGE	PUBLIC SAFETY ADMINISTRATION	254	BUSINESS LICENSE ENFORCEMENT	256	GENERAL LAW ENFORCEMENT	260	HELICOPTER SERVICES	262	CRIME PREVENTION	264	ANIMAL CONTROL	266	EMERGENCY PREPAREDNESS	268	HAZARD MITIGATION	270	VOLUNTEERS ON PATROL	272	VEHICLE CODE FINES	274	CITIZEN'S OPTIONS FOR PUB SFTY	278
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HAZARD MITIGATION	270																												
VOLUNTEERS ON PATROL	272																												
VEHICLE CODE FINES	274																												
CITIZEN'S OPTIONS FOR PUB SFTY	278																												

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: PUBLIC SAFETY ADMINIST'N

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8000-5101	REGULAR SALARIES	45,008	46,780	46,780	46,780	49,560
01-8000-5105	HEALTH & LIFE INSURANCE	6,737	6,750	6,750	6,550	6,750
01-8000-5107	WORKERS' COMPENSATION	783	860	860	860	960
01-8000-5108	PERS	11,815	12,360	12,360	13,020	14,500
01-8000-5110	MEDICARE	745	800	800	780	850
01-8000-5111	SICK LEAVE/VACATION BUYBACK	0	890	890	0	940
	TOTAL PERSONNEL	65,087	68,440	68,440	67,990	73,560
	OPERATIONS					
01-8000-6201	CONFERENCE & MEETINGS	743	800	800	800	800
01-8000-6215	VEHICLE/CELL ALLOWANCE	1,500	1,600	1,600	1,600	1,500
01-8000-6227	CONTRACTUAL SERVICES	65,737	90,100	90,100	88,000	88,800
01-8000-6256	EQUIPMENT USAGE	610	630	630	630	640
01-8000-6265	COMPUTER USAGE	2,840	3,450	3,450	3,450	3,540
	TOTAL OPERATIONS	71,429	96,580	96,580	94,480	95,280
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	136,516	165,020	165,020	162,470	168,840
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2018-19

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**

Senior Management Analyst - 50%

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. (25% in 01-4200, 25% in 01-4502)

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 Senior Management Analyst, distributed the same as payroll.

6227 **Contractual Services**

Provides for payment to All City Management for seven (7) crossing guards for Walnut schools. The 8th crossing guard is paid out of 07-8003-6227.

6256 - 6265 See Appendix

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: BUSINESS LICENSE ENFORCE.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8002-5101	REGULAR SALARIES	55,142	60,440	60,440	60,000	21,580
01-8002-5105	HEALTH & LIFE INSURANCE	11,466	11,480	11,480	11,300	3,380
01-8002-5107	WORKERS' COMPENSATION	965	1,110	1,110	1,100	420
01-8002-5108	PERS	15,264	15,980	15,980	14,530	3,730
01-8002-5110	MEDICARE	894	960	960	950	360
01-8002-5111	SICK LEAVE/VACATION BUYBACK	1,087	2,550	2,550	2,500	910
	TOTAL PERSONNEL	84,818	92,520	92,520	90,380	30,380
	OPERATIONS					
01-8002-6210	PRINTING	0	700	700	500	500
01-8002-6215	VEHICLE/CELL ALLOWANCE	1,350	1,440	1,440	1,440	300
01-8002-6216	PROFESSIONAL SERVICES	32,824	14,000	14,000	32,000	32,000
01-8002-6227	CONTRACTUAL SERVICE	0	700	700	700	700
01-8002-6256	EQUIPMENT USAGE	1,030	1,080	1,080	1,080	320
01-8002-6265	COMPUTER USAGE	4,820	5,870	5,870	5,870	1,770
	TOTAL OPERATIONS	40,024	23,790	23,790	41,590	35,590
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	124,842	116,310	116,310	131,970	65,970
FUNDING SOURCE:	F/T EMPLOYEES	0.85	0.85	0.85	0.85	0.25
BUSINESS LICENSE TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2018-19

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. (60% in 01-4500, 20% in 05-8200, 10% 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. (80% in 01-4500, 5% in 01-5901)

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.

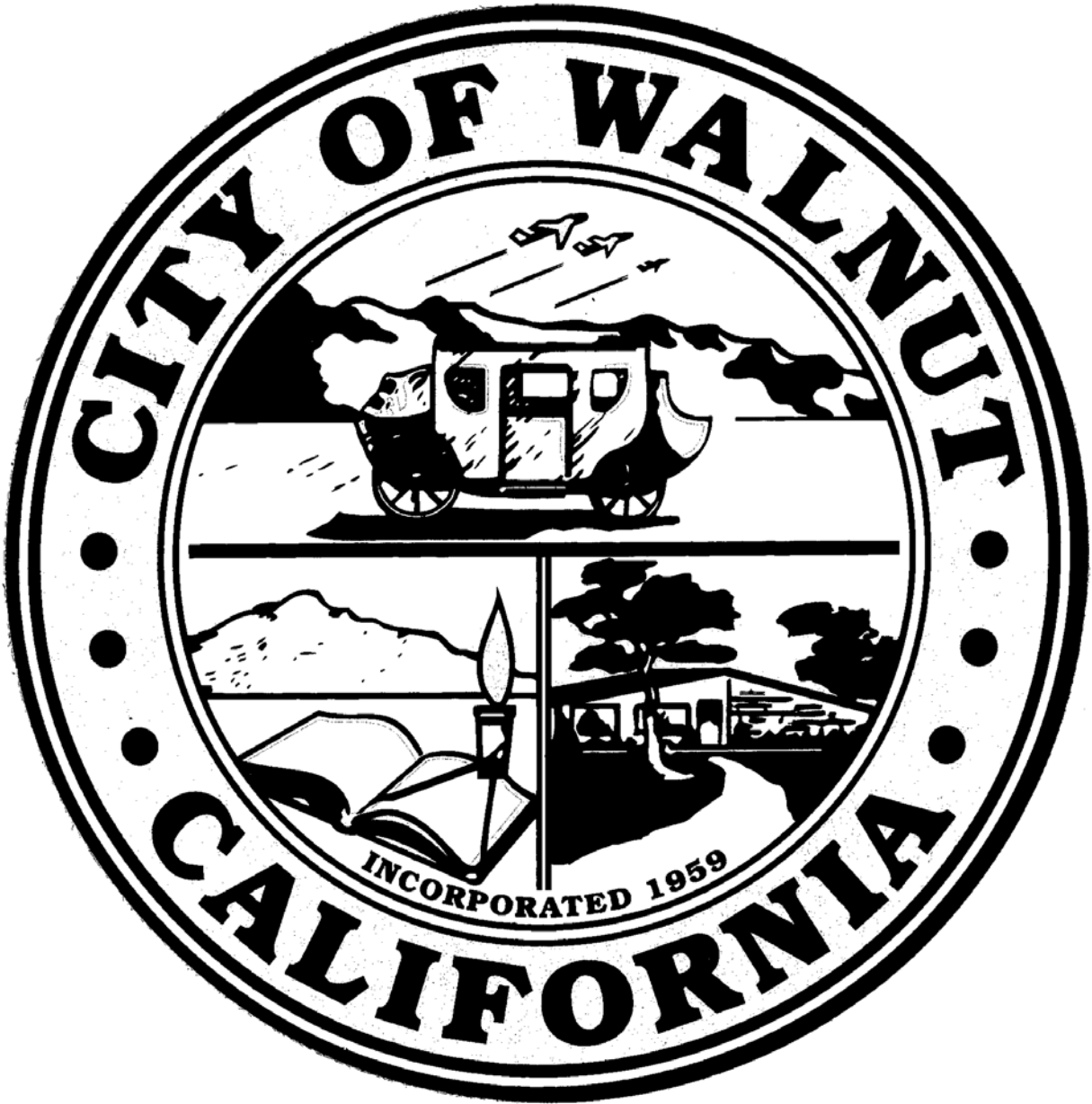
6216 **Professional Services**

Provides for services from Hinderliter de Llamas & Associates Software (HDL) 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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: GENERAL LAW ENFORCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8100-6227	CONTRACTUAL SERVICES	3,184,851	3,306,830	3,302,180	3,302,180	3,411,900
01-8100-6247	EQUIPMENT MAINTENANCE	0	500	5,150	5,150	5,150
	TOTAL OPERATIONS	3,184,851	3,307,330	3,307,330	3,307,330	3,417,050
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	3,184,851	3,307,330	3,307,330	3,307,330	3,417,050
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HELICOPTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8101-6227	CONTRACTUAL SERVICES	0	2,000	2,000	500	2,000
	TOTAL OPERATIONS	0	2,000	2,000	500	2,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	2,000	2,000	500	2,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CRIME PREVENTION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8400-6227	CONTRACTUAL SERVICES	135,967	141,760	141,760	141,760	146,100
01-8400-6271	CRIME TIP REWARD PROGRAM	0	1,000	1,000	0	1,000
01-8400-6272	CRIME PREVENTION PROGRAM SUPPLIES	543	2,500	2,500	2,500	2,500
	TOTAL OPERATIONS	136,510	145,260	145,260	144,260	149,600
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	136,510	145,260	145,260	144,260	149,600
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: ANIMAL CONTROL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8500-6227	CONTRACTUAL SERVICES	104,699	120,000	115,000	120,000	120,000
	TOTAL OPERATIONS	104,699	120,000	115,000	120,000	120,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	104,699	120,000	115,000	120,000	120,000
FUNDING SOURCE: ANIMAL LICENSES						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 American Pest Management for performance of pest control services as needed.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: EMERGENCY PREPAREDNESS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8600-6201	CONFERENCE & MEETINGS	0	200	200	200	200
01-8600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,734	2,870	2,870	2,870	2,870
01-8600-6227	CONTRACTUAL SERVICES	9,220	12,300	12,300	12,300	12,300
01-8600-6247	EQUIPMENT MAINTENANCE	12,339	12,220	12,220	12,220	10,220
01-8600-6253	TELEPHONE	1,056	1,210	1,210	1,210	1,210
01-8600-6254	COMMUNICATIONS	2,210	3,300	3,300	3,300	3,300
01-8600-6273	EMERGENCY PREPAREDNESS SUPPLIES	2,600	3,000	11,000	11,000	3,000
	TOTAL OPERATIONS	29,159	35,100	43,100	43,100	33,100
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	29,159	35,100	43,100	43,100	33,100
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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 an Emergency Preparedness Management Consultant and for the City's mass-notification system, Everbridge.

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 two (2) satellite phone airtime agreements.

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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HAZARD MITIGATION PLAN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8613-6227	CONTRACTUAL SERVICES	0	0	0	0	0
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VOLUNTEERS ON PATROL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8900-6201	CONFERENCE & MEETINGS	40	200	200	200	200
01-8900-6239	UNIFORMS	148	500	500	500	500
	TOTAL OPERATIONS	188	700	700	700	700
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	188	700	700	700	700
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VEHICLE CODE FINES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
05-8200-5101	REGULAR SALARIES	29,830	31,920	31,920	44,400	
05-8200-5105	HEALTH & LIFE INSURANCE	5,397	5,400	5,400	6,750	
05-8200-5107	WORKERS' COMPENSATION	493	590	590	860	
05-8200-5108	PERS	4,239	4,590	4,590	7,810	
05-8200-5110	MEDICARE	457	500	500	690	
05-8200-5111	SICK LEAVE/VACATION BUYBACK	245	790	790	1,310	
	TOTAL PERSONNEL	40,662	43,790	43,790	61,820	
OPERATIONS						
05-8200-6210	PRINTING	0	2,500	2,500	2,500	
05-8200-6215	VEHICLE/CELL ALLOWANCE	600	640	640	900	
05-8200-6227	CONTRACTUAL SERVICES	3,418	22,900	22,900	27,000	
05-8200-6256	EQUIPMENT USAGE	480	510	510	640	
05-8200-6265	COMPUTER USAGE	2,270	2,760	2,760	3,550	
	TOTAL OPERATIONS	6,768	29,310	29,310	34,590	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	47,430	73,100	73,100	96,410	
FUNDING SOURCE:		F/T EMPLOYEES	0.40	0.40	0.40	0.50
VEHICLE CODE FINES						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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. (60% in 01-4500, 10% 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. (80% in 01-4500, 10% 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 13-5430)

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
2018-19 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CITIZENS OPTNS PUBLIC SFTY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
07-8003-6216	PROFESSIONAL SERVICES	4,800	5,000	5,000	5,000	5,000
07-8003-6227	CONTRACTUAL SERVICES	74,295	79,500	79,500	79,500	81,700
07-8003-6253	TELEPHONE	1,290	770	770	770	770
	TOTAL OPERATIONS	80,386	85,270	85,270	85,270	87,470
	CAPITAL					
07-8003-8401	FURNISHINGS & EQUIPMENT	17,253	0	0	12,000	0
	TOTAL CAPITAL	17,253	0	0	12,000	0
	SUB-PROGRAM TOTAL	97,639	85,270	85,270	97,270	87,470
FUNDING SOURCE: COPS						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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.

OPERATIONS:

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.

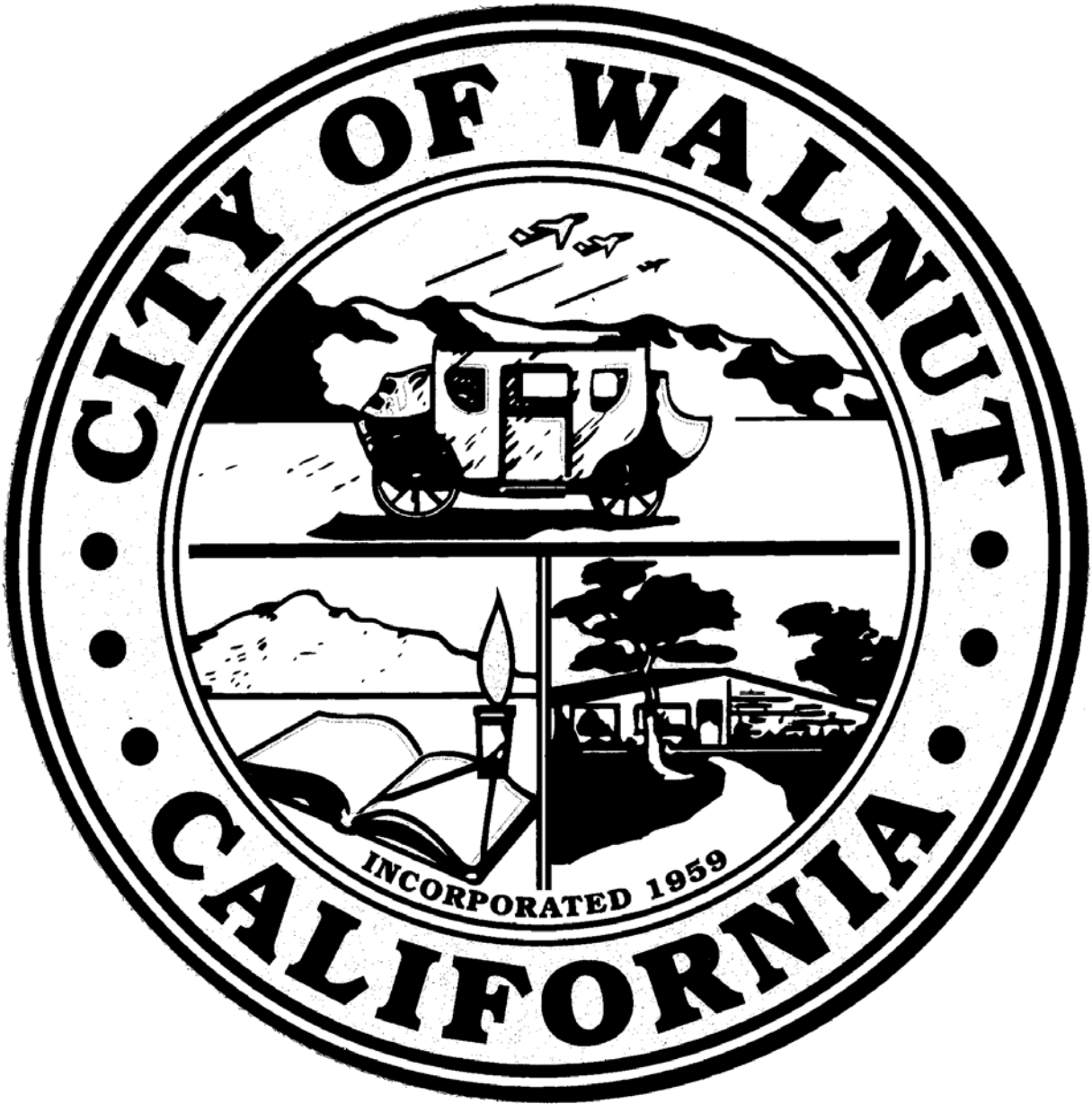
6253 **Telephone**

Provides for cellular phone use for public safety matters.

CAPITAL:

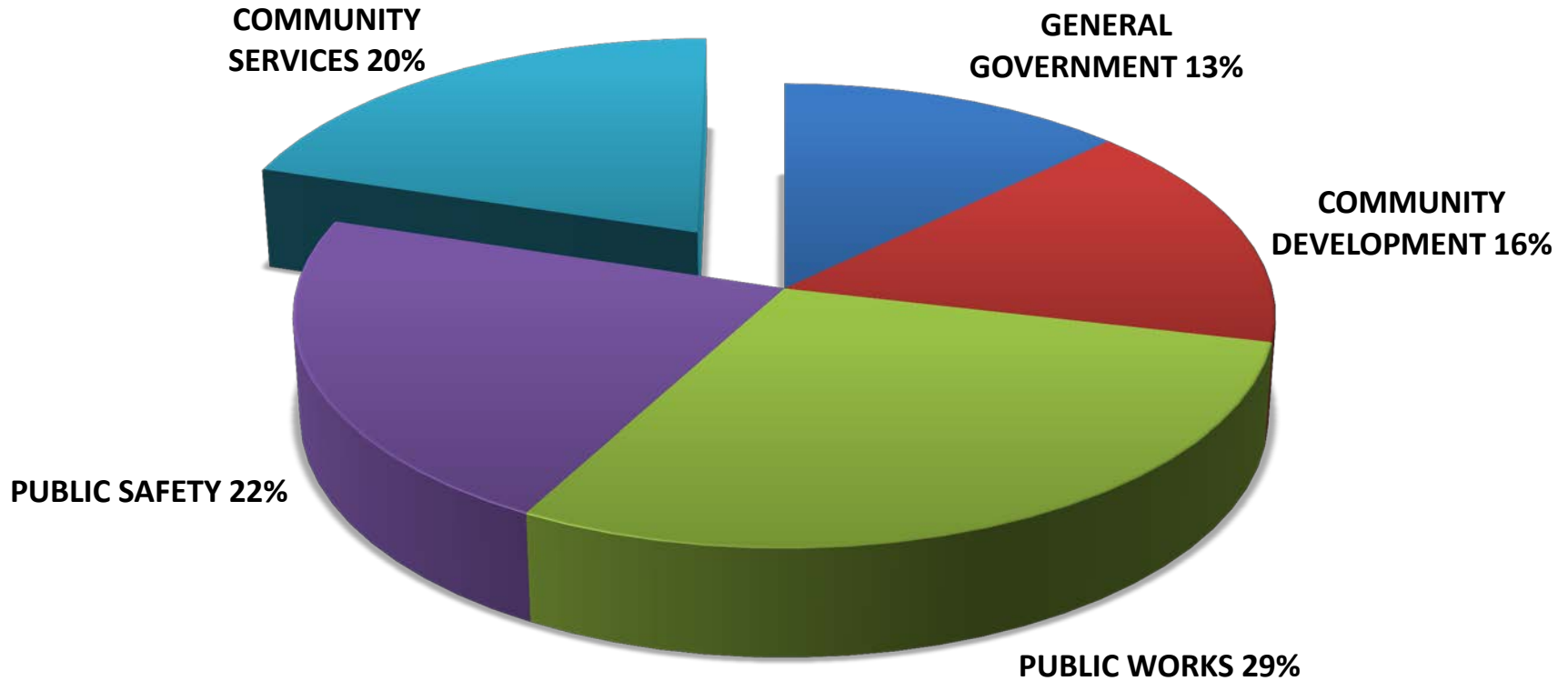
8401 **Furnishings & Equipment**

In 2017-18, provided for the purchase and installation of ten motion activated cameras.



Community Services

COMMUNITY SERVICES FISCAL YEAR 2018-19



**Total Community Services Budget
\$3,780,276**

CITY OF WALNUT
COMMUNITY SERVICES
PROGRAM GOALS & PERFORMANCE MEASURES

The Community Services Program of the budget 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 2018-19, the Community Services Department will work to achieve the following goals:

1. Expand the Lunar New Year Festival. *We will collaborate by embracing cultural diversity.*
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.*
3. Host a reopening ceremony for the Rowland Adobe House. *We will enhance civic pride by honoring the City's history.*
4. Implement trail surface maintenance schedule to extend the life of newly resurfaced trails City wide. *We will enhance civic pride by offering superior facilities.*
5. Complete installation of new playground equipment at Butterfield Park. *We will enhance civic pride by offering superior facilities and programs.*
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.*
7. Install a Veteran's Memorial in front of City Hall. *We will enhance civic pride by recognizing achievements.*

In 2017-18, Community Services worked to achieve the following goals:

1. Implement trail surface maintenance schedule to extend the life of newly resurfaced trails City wide. *We will enhance civic pride by offering superior facilities.*

Performance Measure: Completed.

2. Enhance the Walnut Family Festival to attract new participants and attendees. *We will enhance civic pride by creating opportunities for Walnut families.*

Performance Measure: The Committee and staff revamped the parade route, changed the event footprint, and added new activities aimed at attracting more Walnut families to the event. Attendance did not increase substantially over the prior year (temperatures exceeded 100 degrees which may have shortened some visits) though attendance at the end of the event was greater than in the prior year (attributed to community performances).

3. Complete installation of new playground equipment at Lemon Creek Park. *We will enhance civic pride by offering superior facilities and programs.*

Performance Measure: Completed and also added a second playground area.

4. Create additional events aimed at health and wellness at the Senior Center. *We will exceed expectations by striving to be educated and well informed.*

Performance Measure: Completed. A new annual Taste of Wellness event was added. In addition, the Senior Center offered health and wellness informational programs during regular programming hours.

5. Add a community event to celebrate the Lunar New Year. *We will collaborate by embracing cultural diversity.*

Performance Measure: Completed. Event was held on February 17, 2018.

6. Celebrate Walnut's park system by creating a link to information about the history of each. *We will enhance civic pride by honoring the City's history.*

Performance Measure: Completed.

7. Re-open the Rowland Adobe House for tours. *We will enhance civic pride by honoring the City's history.*

Performance Measure: Construction (wood section renovation) completed.

8. Add a wheelchair accessible ramp(s) to Walnut Ranch Park. *We will enhance civic pride by creating opportunities for Walnut families.*

Performance Measure: Completed.

**Community Services
Measurable Outputs**

Output	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Contract classes offered	600	600	605	610	615
Camps offered	33	33	33	33	33
Sports Leagues offered	14	14	14	14	15
Aquatic program participants	5,550	1,500	5,550	5,600	5,600
Total number of adult registrants	16,000	16,500	16,700	16,900	16,950
Total number of youth registered	7,500	7,775	7,900	8,010	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	0	105	5	7	5

FY 2018-19 Community Services Goals and Relationship to the Mission Statement
<p>In FY 2018-19, the Community Services Department has identified four major goals:</p> <ol style="list-style-type: none"> 1. Build and enhance the Lunar New Year Event. 2. Initiate architectural design phase for Walnut Park Expansion. 3. Identify training opportunities for Recreation Division staff to prepare for the Walnut Park Expansion Project operations with special emphasis on Aquatics and private event management. 4. Opening ceremony/ ribbon cutting for Veteran’s Memorial. <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**

	2016-17		2017-18		2018-19
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,681,326	1,794,240	1,795,025	1,780,880	1,893,956
OPERATIONS EXPENSE	1,720,384	1,772,090	1,786,609	1,778,159	1,886,320
TOTAL OPERATING EXPENSE	3,401,711	3,566,330	3,581,634	3,559,039	3,780,276
CAPITAL	7,689	0	2,700	2,700	0
PROGRAM TOTAL	3,409,399	3,566,330	3,584,334	3,561,739	3,780,276
TOTAL FULL-TIME EMPLOYEES	10.30	10.30	10.30	10.30	10.00
SUB-PROGRAMS:				PAGE	
FAMILY FESTIVAL	01-4801			286	
BUS STOP ENHANCEMENT	01-5314			288	
RECREATION ADMINISTRATION	01-9001			290	
FIREWORKS SHOW	01-9005			294	
PARK MAINTENANCE	01-9100			296	
EQUESTRIAN TRAIL MAINTENANCE	01-9101			302	
SPECIAL EVENTS	01-9690			306	
AQUATICS	01-9691			310	
EXCURSIONS	01-9692			314	
SPORTS & GYMNASIUM	01-9693			316	
RECREATION CLASSES	01-9694			320	
SENIOR CENTER	01-9696			322	
TEEN CENTER	01-9697			326	
CAMP CRAWDAD	01-9699			330	
PARK GRANTS	27-9696			332	

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FAMILY FESTIVAL

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	3,941	5,280	5,280	5,500
01-4801-5104	OVERTIME	4,335	5,400	5,400	5,400
01-4801-5107	WORKERS' COMPENSATION	385	670	670	710
01-4801-5110	MEDICARE	109	160	160	160
	TOTAL PERSONNEL	8,770	11,510	11,510	11,770
OPERATIONS					
01-4801-6210	PRINTING	0	0	0	0
01-4801-6227	CONTRACTUAL SERVICES	37,667	37,850	30,350	33,850
01-4801-6281	FESTIVAL SUPPLIES	3,414	3,630	6,130	7,630
	TOTAL OPERATIONS	41,081	41,480	36,480	41,480
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	49,851	52,990	47,990	53,250
FUNDING SOURCE: FAMILY FESTIVAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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, parade, 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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: BUS STOP ENHANCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-5314-6227	CONTRACTUAL SERVICES	10,364	0	13,560	13,560	0
	TOTAL OPERATIONS	10,364	0	13,560	13,560	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	10,364	0	13,560	13,560	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

BUS STOP ENHANCEMENT PROGRAM (5314)

The Bust 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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION ADMINISTR'N

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9001-5101	REGULAR SALARIES	161,956	171,640	171,640	171,230	183,880
01-9001-5102	REGULAR PART-TIME EMPLOYEES	20,387	22,710	22,710	22,710	26,210
01-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	4,468	5,910	5,910	5,910	6,640
01-9001-5104	OVERTIME	405	1,400	1,400	1,400	1,400
01-9001-5105	HEALTH & LIFE INSURANCE	26,610	31,580	31,580	26,200	29,070
01-9001-5107	WORKERS' COMPENSATION	5,848	4,380	4,380	6,230	5,120
01-9001-5108	PERS	44,083	47,040	47,040	48,950	54,920
01-9001-5110	MEDICARE	2,932	3,350	3,350	3,300	3,610
01-9001-5111	SICK LEAVE/VACATION BUYBACK	2,054	10,420	10,420	4,710	11,240
	TOTAL PERSONNEL	268,743	298,430	298,430	290,640	322,090
OPERATIONS						
01-9001-6201	CONFERENCE & MEETINGS	3,608	3,970	5,419	5,170	5,270
01-9001-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	878	960	883	960	960
01-9001-6207	POSTAGE	8,825	8,400	8,425	8,400	8,400
01-9001-6208	VEHICLE OPERATIONS	2,480	3,500	4,000	3,500	3,500
01-9001-6210	PRINTING	13,713	13,500	14,983	13,500	13,500
01-9001-6214	MILEAGE REIMBURSEMENT	0	360	0	0	0
01-9001-6215	VEHICLE/CELL ALLOWANCE	2,640	2,740	2,740	2,740	2,640
01-9001-6239	UNIFORMS	1,985	1,320	1,320	1,320	1,320
01-9001-6247	EQUIPMENT MAINTENANCE	1,076	1,500	635	1,360	1,500
01-9001-6250	WATER	1,237	1,680	1,680	1,680	1,680
01-9001-6251	ELECTRICITY	4,468	5,000	5,000	5,000	5,000
01-9001-6253	TELEPHONE	4,700	5,500	5,500	5,500	5,100
01-9001-6254	COMMUNICATIONS	1,416	1,650	1,650	1,650	1,600
01-9001-6256	EQUIPMENT USAGE	1,820	1,900	1,900	1,900	1,910
01-9001-6265	COMPUTER USAGE	8,510	10,360	10,360	10,360	10,620
01-9001-6278	BANK CHARGES	32,782	28,500	28,500	28,500	28,500
	TOTAL OPERATIONS	90,137	90,840	92,995	91,540	91,500
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	358,880	389,270	391,425	382,180	413,590
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	1.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2018-19

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**

Director of Community Services - 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% in General Fund (LOSMD), 10% in 01-6206, 30% in 01-9100)

Deputy Community Services Director - 80%

Under the direction of the Director of Community Services, 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% in General Fund (LOSMD))

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 Director 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% in General Fund (LOSMD), 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 allowance stipend for the Director of Community Services, 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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FIREWORKS SHOW

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
01-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	2,137	2,160	2,635	2,630	2,250
01-9005-5104	OVERTIME	1,424	1,800	2,160	2,160	1,800
01-9005-5107	WORKERS COMPENSATION	161	250	200	200	260
01-9005-5110	MEDICARE	52	70	70	70	60
	TOTAL PERSONNEL	3,774	4,280	5,065	5,060	4,370
OPERATIONS						
01-9005-6227	CONTRACTUAL SERVICES	51,076	60,860	57,620	60,075	60,860
01-9005-6277	RECREATION SUPPLIES	213	1,710	1,710	1,710	1,710
	TOTAL OPERATIONS	51,288	62,570	59,330	61,785	62,570
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	55,062	66,850	64,395	66,845	66,940
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARKS MAINTENANCE

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-9100-5101	REGULAR SALARIES	276,945	293,370	293,370	293,370	286,610	
01-9100-5102	REGULAR PART-TIME EMPLOYEES	8,737	9,730	9,730	9,730	11,240	
01-9100-5104	OVERTIME	1,581	3,000	3,000	3,000	3,000	
01-9100-5105	HEALTH & LIFE INSURANCE	59,851	60,820	60,820	57,000	52,380	
01-9100-5107	WORKERS' COMPENSATION	15,188	18,600	18,600	18,600	19,660	
01-9100-5108	PERS	56,038	59,190	59,190	59,190	67,060	
01-9100-5110	MEDICARE	4,708	5,160	5,160	5,160	4,950	
01-9100-5111	SICK LEAVE/VACATION BUYBACK	1,648	11,700	11,700	11,300	11,820	
	TOTAL PERSONNEL	424,697	461,570	461,570	457,350	456,720	
OPERATIONS							
01-9100-6201	CONFERENCE & MEETINGS	1,314	3,000	3,000	3,000	3,000	
01-9100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,298	1,700	1,700	1,700	1,700	
01-9100-6208	VEHICLE OPERATIONS	14,739	17,000	17,000	17,000	13,000	
01-9100-6213	BUILDING MAINTENANCE/SUPPLIES	9,938	13,000	13,000	13,000	10,000	
01-9100-6215	VEHICLE/CELL ALLOWANCE	881	800	800	800	1,380	
01-9100-6221	MACHINERY EQUIPMENT RENTAL	226	500	500	500	500	
01-9100-6227	CONTRACTUAL SERVICES	397,120	398,520	397,520	393,520	403,000	
01-9100-6237	VANDALISM	1,425	1,500	1,500	1,500	1,500	
01-9100-6238	SMALL TOOLS	763	1,000	1,000	1,000	1,000	
01-9100-6239	UNIFORMS	9,225	9,500	5,000	9,500	9,500	
01-9100-6240	RODENT CONTROL	7,944	8,000	8,000	8,000	8,000	
01-9100-6243	TREE MAINTENANCE	25,829	23,040	28,040	28,040	28,000	
01-9100-6247	EQUIPMENT MAINTENANCE	645	3,000	3,000	3,000	3,000	
01-9100-6248	GROUNDS MAINTENANCE	34,972	35,000	36,800	32,300	35,000	
01-9100-6250	WATER	174,167	197,500	197,500	197,500	212,300	
01-9100-6251	ELECTRICITY	47,751	54,000	54,000	54,000	54,000	
01-9100-6252	GAS	690	600	600	600	600	
01-9100-6253	TELEPHONE	11,867	13,860	13,860	12,500	12,500	
01-9100-6254	COMMUNICATIONS	11,390	12,540	12,540	11,800	11,800	
01-9100-6256	EQUIPMENT USAGE	4,960	5,190	5,190	5,190	4,840	
01-9100-6265	COMPUTER USAGE	23,280	28,310	28,310	28,310	26,910	
01-9100-6290	SPECIAL MAINTENANCE PROJECTS	64,871	0	0	0	85,000	
	TOTAL OPERATIONS	845,295	827,560	828,860	822,760	926,530	
CAPITAL							
01-9100-8401	FURNISHING & EQUIPMENT	7,789	0	0	0	0	
01-9100-8402	MACHINERY & EQUIPMENT	(100)	0	2,700	2,700	0	
	TOTAL CAPITAL	7,689	0	2,700	2,700	0	
	SUB-PROGRAM TOTAL	1,277,680	1,289,130	1,293,130	1,282,810	1,383,250	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	4.10	4.10	4.10	4.10	3.80

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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**

Director of Community Services - 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% in General Fund (LOSMD), 10% in 01-6206, 30% in 01-9001)

Community Services Superintendent – 25%

Under direction of the Director of Community Services, 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% in General Fund (LOSMD))

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% in General Fund (LOSMD), 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)

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% in General Fund (LOSMD))

Foreman 10%

Under the direction of the Maintenance Supervisor, responsible for the maintenance in city parks and responsible for the supervision of two (2) Maintenance Worker I. (90% in 26-9200)

Foreman - 50%

Under the direction of the Supervisor, 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 Foreman, 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 Director of Community Services 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 F150	XXXXXXX	10% (90% in 26-9200)
2018 Ford F150	XXXXXXX	40% (40% in 01-6206, 20% in 01-9101)
2018 Ford F250	XXXXXXX	50% (25% in 01-6206, 25% in 01-9101)
2018 GMC Canyon	1535050	25% (50% in General Fund (LOSMD), 25% in 01-6206)

2015 Honda Accord	1462599	30% (30% in 01-9001, 30% in General Fund (LOSMD), 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 Director of Community Services, 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 \$5213 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 \$1000.
- 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. In FY 2017-18 this item was moved into the CIP schedule.

8401 **Furnishing & Equipment**

Provided for the purchase of the Walnut Ranch Park ice machine for the snack bar in FY 2016-17.

8402 **Machinery & Equipment**

Provided for the purchase of the Walnut Ranch Park Freezer in FY 2017-18.

**CITY OF WALNUT
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EQUESTRIAN TRAIL MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9101-5101	REGULAR SALARIES	47,617	49,000	49,000	49,000	51,870
01-9101-5105	HEALTH & LIFE INSURANCE	9,450	9,450	9,450	9,450	9,450
01-9101-5107	WORKERS' COMPENSATION	3,743	4,040	4,040	4,040	4,490
01-9101-5108	PERS	12,496	12,960	12,960	13,660	15,190
01-9101-5110	MEDICARE	435	750	750	750	800
01-9101-5111	SICK LEAVE/VACATION BUY BACK	334	2,290	2,290	350	2,650
	TOTAL PERSONNEL	74,075	78,490	78,490	77,250	84,450
OPERATIONS						
01-9101-6208	VEHICLE OPERATIONS	2,077	3,000	3,000	3,000	3,000
01-9101-6215	VEHICLE/CELL ALLOWANCE	121	160	160	160	120
01-9101-6227	CONTRACTUAL SERVICES	25,700	0	0	0	30,000
01-9101-6248	GROUNDS MAINTENANCE	5,817	0	0	0	6,500
01-9101-6256	EQUIPMENT USAGE	850	890	890	890	890
01-9101-6265	COMPUTER USAGE	3,970	4,830	4,830	4,830	4,960
	TOTAL OPERATIONS	38,535	8,880	8,880	8,880	45,470
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	112,609	87,370	87,370	86,130	129,920
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2018-19

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 Supervisor, responsible for the maintenance of equestrian trails and responsible for the supervision of a Maintenance Worker I. (25% in 01-6206, 50% in 01-9100)

Maintenance Worker II – 25%

Under the direction of the Foreman, 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	XXXXXXX	20% (40% in 01-9100, 40% in 01-6206)
2018 Ford F250	XXXXXXX	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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SPECIAL EVENTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9690-5101	REGULAR SALARIES	18,336	18,860	18,860	18,770	19,960
01-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	17,578	20,860	20,860	20,860	31,580
01-9690-5104	OVERTIME	2,537	3,500	3,500	3,500	3,500
01-9690-5105	HEALTH & LIFE INSURANCE	4,736	4,730	4,730	4,700	4,730
01-9690-5107	WORKERS' COMPENSATION	1,574	1,960	1,960	1,960	2,590
01-9690-5108	PERS	4,814	5,000	5,000	5,250	5,850
01-9690-5110	MEDICARE	572	630	630	630	830
01-9690-5111	SICK LEAVE/VACATION BUYBACK	344	360	360	360	380
	TOTAL PERSONNEL	50,490	55,900	55,900	56,030	69,420
OPERATIONS						
01-9690-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	60	60	0	0
01-9690-6214	MILEAGE REIMBURSEMENT	146	110	110	110	110
01-9690-6221	MACHINERY EQUIPMENT RENTAL	2,633	3,630	3,630	3,630	3,630
01-9690-6227	CONTRACTUAL SERVICES	35,104	45,920	45,920	45,920	52,220
01-9690-6256	EQUIPMENT USAGE	420	440	440	440	450
01-9690-6265	COMPUTER USAGE	1,990	2,420	2,420	2,420	2,480
01-9690-6277	RECREATION SUPPLIES	11,086	8,550	14,550	14,050	14,250
	TOTAL OPERATIONS	51,379	61,130	67,130	66,570	73,140
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	101,869	117,030	123,030	122,600	142,560
FUNDING SOURCE: SPECIAL EVENTS		F/T EMPLOYEES	0.35	0.35	0.35	0.35

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 Carnival, Dinner with Santa, Santa Visits, Snow Day, Kids' Night Out, Community Dance, Holiday Craft Fair & Boutique, 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:

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

Formerly provided for 35% of the CPRS membership for the Recreation Coordinator and for Cal Fest Membership. (30% in 01-9694, 35% in 01-9692). Moved to 01-9001 in FY 18/19

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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: AQUATICS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	98,321	98,620	98,620	98,610
01-9691-5107	WORKERS' COMPENSATION	3,942	4,160	4,160	4,360
01-9691-5110	MEDICARE	1,451	1,430	1,430	1,430
	TOTAL PERSONNEL	103,714	104,210	104,210	104,400
OPERATIONS					
01-9691-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	664	1,000	1,000	1,000
01-9691-6213	BUILDING MAINTENANCE/SUPPLIES	0	250	250	250
01-9691-6214	MILEAGE REIMBURSEMENT	92	420	420	420
01-9691-6222	FACILITY RENTAL	1,411	2,700	2,700	2,700
01-9691-6227	CONTRACTUAL SERVICES	288	1,130	1,130	1,130
01-9691-6239	UNIFORMS	2,756	2,900	2,900	2,900
01-9691-6254	COMMUNICATIONS	0	500	500	500
01-9691-6271	SERVICE/RECOGNITION/AWARDS	0	440	490	490
01-9691-6277	RECREATION SUPPLIES	2,618	2,900	2,850	2,850
	TOTAL OPERATIONS	7,829	12,240	12,240	12,240
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	111,543	116,450	116,450	116,640
FUNDING SOURCE: AQUATICS					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EXCURSIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9692-5101	REGULAR SALARIES	18,336	18,860	18,860	18,860	19,960
01-9692-5105	HEALTH & LIFE INSURANCE	4,736	4,730	4,730	4,730	4,730
01-9692-5107	WORKERS' COMPENSATION	735	800	800	800	890
01-9692-5108	PERS	4,813	5,000	5,000	5,000	5,850
01-9692-5110	MEDICARE	279	280	280	280	310
01-9692-5111	SICK LEAVE/VACATION BUYBACK	344	360	360	360	380
	TOTAL PERSONNEL	29,243	30,030	30,030	30,030	32,120
OPERATIONS						
01-9692-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	50	50	0	0
01-9692-6227	CONTRACTUAL SERVICES	7,235	7,000	7,400	7,400	7,400
01-9692-6256	EQUIPMENT USAGE	420	440	440	440	450
01-9692-6265	COMPUTER USAGE	1,990	2,420	2,420	2,420	2,480
01-9692-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	39,092	39,990	44,490	39,590	39,590
01-9692-6277	RECREATION SUPPLIES	223	180	180	180	230
	TOTAL OPERATIONS	48,960	50,080	54,980	50,030	50,150
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	78,202	80,110	85,010	80,060	82,270
FUNDING SOURCE: EXCURSIONS		F/T EMPLOYEES	0.35	0.35	0.35	0.35

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

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

Formerly provided for 35% of CPRS membership for the Recreation Coordinator. (35% in 01-9690, 30% in 01-9694). Moved to 01-9001 in FY 18/19.

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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SPORTS & GYMNASIUM

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9693-5101	REGULAR SALARIES	68,790	68,150	68,150	71,900	76,420
01-9693-5102	REGULAR PART-TIME EMPLOYEES	31,857	35,120	35,120	35,120	39,230
01-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	159,503	175,110	175,110	175,110	183,430
01-9693-5105	HEALTH & LIFE INSURANCE	19,952	21,520	21,520	13,300	20,940
01-9693-5107	WORKERS' COMPENSATION	8,871	10,150	10,150	10,150	11,320
01-9693-5108	PERS	20,109	21,280	21,280	22,110	25,201
01-9693-5110	MEDICARE	3,860	4,180	4,180	4,180	4,480
01-9693-5111	SICK LEAVE/VACATION BUYBACK	1,425	1,740	1,740	2,900	1,780
	TOTAL PERSONNEL	314,367	337,250	337,250	334,770	362,801
OPERATIONS						
01-9693-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	130	290	290	290	290
01-9693-6214	MILEAGE REIMBURSEMENT	185	370	70	370	370
01-9693-6215	VEHICLE/CELL ALLOWANCE	3,000	3,200	3,200	3,200	3,000
01-9693-6227	CONTRACTUAL SERVICES	108,605	115,000	115,000	115,000	115,000
01-9693-6235	REFEREE SERVICES	23,250	21,000	26,451	21,000	21,000
01-9693-6250	WATER	2,833	2,800	2,800	2,800	2,800
01-9693-6251	ELECTRICITY	33,900	40,000	40,000	39,000	39,000
01-9693-6252	GAS	846	1,000	1,000	1,000	1,000
01-9693-6253	TELEPHONE	3,363	3,520	3,520	3,900	3,900
01-9693-6256	EQUIPMENT USAGE	1,210	1,270	1,270	1,270	1,270
01-9693-6265	COMPUTER USAGE	5,670	6,910	6,910	6,910	7,080
01-9693-6271	SERVICE/RECOGNITION/AWARDS	3,604	5,000	5,000	5,000	5,000
01-9693-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	13,141	16,680	15,625	16,680	16,680
01-9693-6277	RECREATION SUPPLIES	5,510	8,380	8,124	8,124	8,120
01-9693-6279	UNIFORMS	18,593	18,000	15,858	18,000	18,000
	TOTAL OPERATIONS	223,841	243,420	245,118	242,544	242,510
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	538,208	580,670	582,368	577,314	605,311
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
SPORTS LEAGUES REVENUE (\$360,000)						
FACILITY MAINTENANCE FUND (\$245,311)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

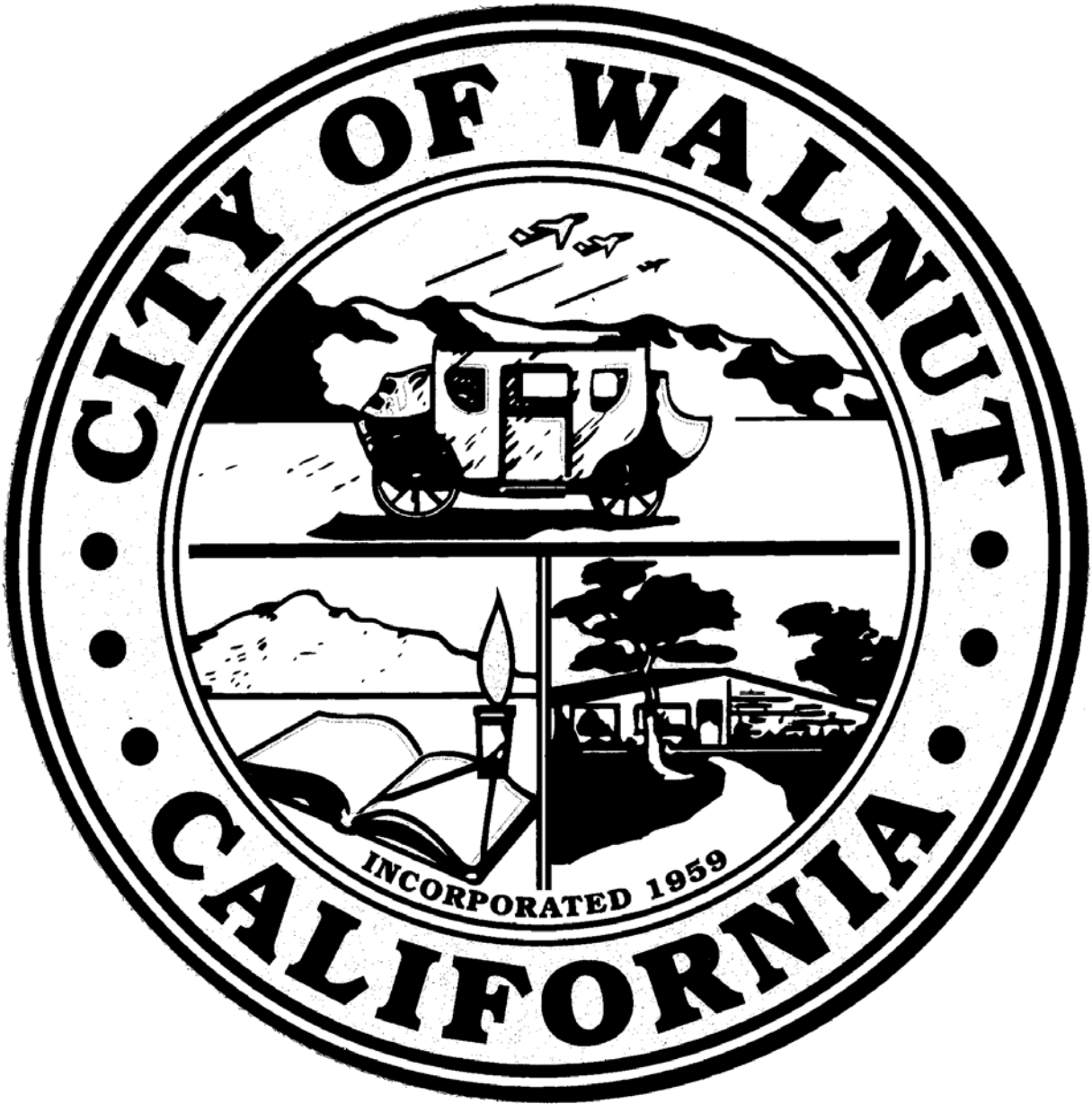
6203 **Memberships, Dues, Subscriptions, Books, Fees**

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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION CLASSES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-9694-5101	REGULAR SALARIES	15,716	16,160	16,160	17,110
01-9694-5105	HEALTH & LIFE INSURANCE	4,059	4,050	4,050	4,050
01-9694-5107	WORKERS' COMPENSATION	630	690	690	760
01-9694-5108	PERS	4,126	4,280	4,280	5,020
01-9694-5110	MEDICARE	238	240	240	270
01-9694-5111	SICK LEAVE/VACATION BUYBACK	295	300	300	330
	TOTAL PERSONNEL	25,065	25,720	25,720	27,540
OPERATIONS					
01-9694-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	50	50	0
01-9694-6214	MILEAGE REIMBURSEMENT	0	160	160	160
01-9694-6222	BUILDING RENTAL	0	0	0	0
01-9694-6227	CONTRACTUAL SERVICES	78,073	78,000	78,000	78,000
01-9694-6256	EQUIPMENT USAGE	360	380	380	380
01-9694-6265	COMPUTER USAGE	1,700	2,070	2,070	2,120
01-9694-6277	RECREATION SUPPLIES	505	1,000	1,000	1,000
	TOTAL OPERATIONS	80,638	81,660	81,660	81,660
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	105,703	107,380	107,380	109,200
FUNDING SOURCE:		F/T EMPLOYEES	0.30	0.30	0.30
RECREATION CLASSES					0.30

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

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

Formerly provided for 30% of CPRS membership. (35% in 01-9690, 35% in 01-9692). Moved to 01-9001 in FY 18/19.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for recreation staff to travel between facilities and other destinations as required.

6222 **Building Rental**

Provides for building rental for recreation classes when community center or other facilities are not available.

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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SENIOR CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
01-9696-5101	REGULAR SALARIES	69,691	72,670	72,670	76,420	
01-9696-5102	REGULAR PART-TIME EMPLOYEES	32,902	34,080	34,080	39,230	
01-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	69,581	79,610	79,610	89,080	
01-9696-5105	HEALTH & LIFE INSURANCE	21,110	20,820	20,820	22,695	
01-9696-5107	WORKERS' COMPENSATION	5,324	6,120	6,120	7,150	
01-9696-5108	PERS	27,125	28,290	28,290	33,840	
01-9696-5110	MEDICARE	2,557	2,780	2,780	3,050	
01-9696-5111	SICK LEAVE/VACATION BUYBACK	1,167	1,650	1,650	1,780	
	TOTAL PERSONNEL	229,456	246,020	246,020	273,245	
OPERATIONS						
01-9696-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	170	170	0	
01-9696-6206	ADVERTISING	500	500	500	500	
01-9696-6210	PRINTING	347	560	560	560	
01-9696-6214	MILEAGE REIMBURSEMENT	169	370	370	370	
01-9696-6215	VEHICLE/CELL ALLOWANCE	2,410	3,200	3,200	3,000	
01-9696-6227	CONTRACTUAL SERVICES	34,812	33,500	34,700	33,500	
01-9696-6250	WATER	3,771	4,200	4,200	4,200	
01-9696-6251	ELECTRICITY	50,841	49,000	49,000	51,000	
01-9696-6252	GAS	1,182	1,600	1,600	1,600	
01-9696-6253	TELEPHONE	5,455	6,380	6,380	6,000	
01-9696-6254	COMMUNICATIONS	1,105	1,320	1,320	1,200	
01-9696-6256	EQUIPMENT USAGE	1,210	1,270	1,270	1,270	
01-9696-6265	COMPUTER USAGE	5,670	6,910	6,910	7,080	
01-9696-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	29,604	35,000	30,600	35,000	
01-9696-6277	RECREATION SUPPLIES	10,924	11,000	9,300	11,000	
01-9696-6286	MEALS PROGRAM	6,000	6,000	6,000	6,000	
	TOTAL OPERATIONS	154,002	160,980	156,080	162,280	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	383,457	407,000	402,100	435,525	
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
PROGRAM REVENUE (\$74,700)		FACILITY MAINTENANCE (\$360,825)				

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

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

Formerly provided for annual membership in the California Parks and Recreation Society for the Recreation Supervisor. Moved to 01-9001 in FY 18/19.

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. Moved from 27-9696.
- 6251 **Electricity**
Provides for electricity for the Senior Center. Moved from 27-9696.
- 6252 **Gas**
Provides for gas for the Senior Center. Moved from 27-9696
- 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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: TEEN CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9697-5101	REGULAR SALARIES	44,795	48,680	48,680	48,680	47,000
01-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	60,663	53,080	53,080	53,080	57,860
01-9697-5105	HEALTH & LIFE INSURANCE	13,676	13,500	13,500	13,500	13,500
01-9697-5107	WORKERS' COMPENSATION	4,229	4,290	4,290	4,950	4,640
01-9697-5108	PERS	2,992	3,240	3,240	3,240	3,280
01-9697-5110	MEDICARE	1,665	1,560	1,560	1,480	1,620
01-9697-5111	SICK LEAVE/VACATION BUYBACK	5,542	1,120	1,120	1,110	1,090
	TOTAL PERSONNEL	133,562	125,470	125,470	126,040	128,990
OPERATIONS						
01-9697-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	20	560	0	0	0
01-9697-6206	ADVERTISING	175	770	0	0	770
01-9697-6214	MILEAGE REIMBURSEMENT	0	210	210	210	210
01-9697-6227	CONTRACTUAL SERVICES	7,957	6,350	5,726	6,350	6,350
01-9697-6250	WATER	1,888	2,200	2,200	2,200	2,200
01-9697-6251	ELECTRICITY	22,600	26,200	26,200	25,200	25,200
01-9697-6252	GAS	564	520	520	520	520
01-9697-6253	TELEPHONE	2,927	3,300	3,300	3,300	3,300
01-9697-6254	COMMUNICATIONS	675	770	770	750	750
01-9697-6256	EQUIPMENT USAGE	1,210	1,270	1,270	1,270	1,270
01-9697-6265	COMPUTER USAGE	5,670	6,910	6,910	6,910	7,080
01-9697-6271	SERVICE/RECOGNITION/AWARDS	679	1,170	1,170	1,170	1,170
01-9697-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	1,576	5,000	5,000	5,000	5,000
01-9697-6277	RECREATION SUPPLIES	6,134	6,250	6,250	6,250	6,250
01-9697-6283	SNACK BAR SUPPLIES	7,700	9,500	9,500	9,500	9,500
	TOTAL OPERATIONS	59,775	70,980	69,026	68,630	69,570
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	193,337	196,450	194,496	194,670	198,560
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
PROGRAM REVENUE (\$41,000)						
FACILITY MAINTENANCE (\$157,560)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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 6th through 12th 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:

- 6203 **Membership, Dues, Subscriptions, Books, Fees**
Formerly provided for the purchase of magazines for the teen center and 70% of CPRS membership for Recreation Coordinator. (30% in 01-9699). Moved to 01-9001 in FY 18/19.
- 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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: CAMP CRAWDAD

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2016-17		2017-18	2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	14,576	14,540	14,540	15,150
01-9699-5107	WORKERS' COMPENSATION	585	610	610	670
01-9699-5110	MEDICARE	212	210	210	220
	TOTAL PERSONNEL	15,373	15,360	15,360	16,040
OPERATIONS					
01-9699-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	50	50	0
01-9699-6214	MILEAGE REIMBURSEMENT	0	270	270	270
01-9699-6227	CONTRACTUAL SERVICES	0	1,000	1,000	1,000
01-9699-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	2,202	2,950	2,950	2,950
01-9699-6277	RECREATION SUPPLIES	2,060	3,000	3,000	3,000
	TOTAL OPERATIONS	4,261	7,270	7,270	7,220
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	19,634	22,630	22,630	23,260
FUNDING SOURCE: CAMP CRAWDAD PROGRAM					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
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:

6203 **Memberships, Dues, Subscriptions, Books, Fees**
Formerly provided for 30% of membership to CPRS. (70% in 01-9697). Moved to 01-9001 in FY 18/19.

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
2018-19 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARK GRANTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2016-17		2017-18		2018-19
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
27-9696-6246	SR. CTR: BUILDING MAINTENANCE	13,000	53,000	53,000	53,000	20,000
	TOTAL OPERATIONS	13,000	53,000	53,000	53,000	20,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	13,000	53,000	53,000	53,000	20,000
FUNDING SOURCE: PARK GRANTS						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2018-19
PARK GRANTS (27-9696)

Funding for the projects listed below is provided by grants through the Los Angeles County Safe Neighborhood Parks Act of 1996.

OPERATIONS:

27-9696-6246 **Building Maintenance**

Provides for a portion of maintenance costs at the Walnut Senior Center. Balance in 26-9200.



Capital Projects

**CITY OF WALNUT
CAPITAL PROJECT
5 - YEAR PROJECTIONS**

PROJECT DEFINITION

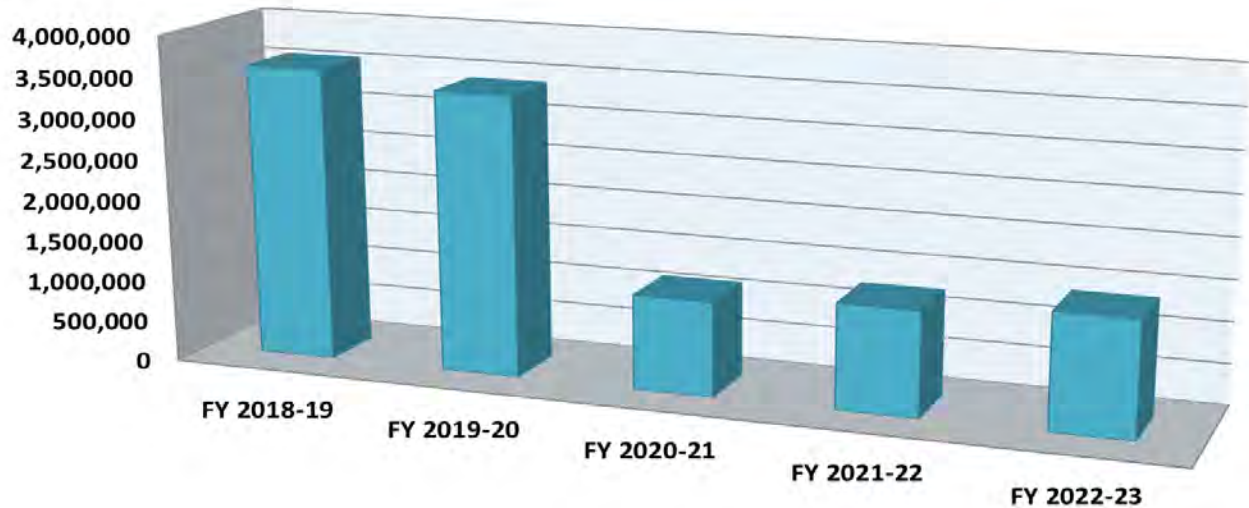
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

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 2018-19 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 2017-18, or prior years. If these projects were not completed as of June 30, 2018, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2018-19 and beyond if necessary.

**Capital Projects
Five-Year Projection**



**CITY OF WALNUT
CAPITAL PROJECT
5 - YEAR PROJECTIONS**

SUMMARY

Fiscal Year	
2018-19	\$3,603,000
2019-20	\$3,411,000
2020-21	\$1,150,000
2021-22	\$1,275,000
2022-23	\$1,400,000
	\$10,839,000

FUNDING SOURCE

Funding for the Capital Projects is provided by various sources. For Fiscal Year 2018-19 they are as follows:

RMRA -03	\$	676,000
Park Improvement-06	\$	205,000
PROP C-13	\$	400,000
Bikeway-14	\$	21,490
Measure R-16	\$	444,000
Contribution-20	\$	1,508,000
Measure M-21	\$	270,000
Capital/Equip-25	\$	78,510
	\$	3,603,000

**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	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
9226	TRAIL PROJECT	Capital/Equip-25	\$78,510	\$0					
		Bikeway Fund-14	\$21,490	\$0					
		Park Improvement-06	\$30,000	\$0					
	CONSTRUCTION		<u>\$130,000</u>		130,000	0	0	0	0
	TOTAL		\$130,000						
	Provides for various trail improvements throughout the City.								
6423	FUTURE RECREATION FACILITY	Aquatics Center - Capital/Equip-25	\$93,647	\$93,647					
		Aquatics Center - Contribution-20	\$1,695,000	\$205,316					
		Sub-total	\$1,788,647	\$298,963					
		3 Oaks - Capital/Equip-25	\$39,273	\$39,273					
		3 Oaks - Contribution-20	\$40,000	\$21,455					
		Sub-total	\$79,273	\$60,728					
	Aquatics Center								
	PROFESSIONAL SERVICES-25	\$93,647			0	0	0	0	0
	PROFESSIONAL SERVICES-20	<u>\$1,695,000</u>			1,490,000	0	0	0	0
	TOTAL	\$1,788,647							
	3 Oaks								
	PROFESSIONAL SERVICES-25	\$39,273			0	0	0	0	0
	PROFESSIONAL SERVICES-20	<u>\$40,000</u>			18,000	0	0	0	0
	TOTAL	\$79,273							
	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.								
6105	SLURRY SEAL AREA 4 STREETS	RMRA-03	\$511,000	\$0					
		Measure R-16	\$164,000						
	ENGINEERING	\$50,000			50,000	0	0	0	0
	CONSTRUCTION	<u>\$625,000</u>			625,000	0	0	0	0
	TOTAL	\$675,000							
	Provides for the engineering, contract administration and slurry seal of various streets in Area 4 (Westerly half of Creekside Drive). Estimated completion date of 6/30/19 and an estimated useful life of 7 years.								
	AREA 4 RESURFACING	Prop C-13	\$400,000	\$0					
		Measure R-16	\$200,000						
	ENGINEERING	\$75,000			75,000	0	0	0	0
	CONSTRUCTION	<u>\$525,000</u>			525,000	0	0	0	0
	TOTAL	\$600,000							
	Provides for the engineering, contract administration and resurfacing of various streets in Area 4.								

**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	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
	BUTTERFIELD PARK IMPROVEMENT	Park Improvements-06	\$175,000	\$0					
	CONSTRUCTION		\$175,000		175,000	0	0	0	0
	TOTAL		\$175,000						
	Provides for replacement of playground equipment at Butterfield Park.								
	LA PUENTE ROAD RESURFACING	Measure R-16 Measure M-21	\$80,000 \$270,000	\$0					
	ENGINEERING		\$50,000		50,000	0	0	0	0
	CONSTRUCTION		\$300,000		300,000	0	0	0	0
	TOTAL		\$350,000						
	Provides for the design, construction administration and resurfacing of La Puente Road from Pierre Road to Gartel Drive.								
	SLURRY SEAL - VALLEY BOULEVARD	RMRA-03	\$165,000	\$0					
	ENGINEERING		\$30,000		30,000	0	0	0	0
	CONSTRUCTION		\$135,000		135,000	0	0	0	0
	TOTAL		\$165,000						
	Provides for the engineering, contract administration and slurry seal of Valley Boulevard from Suzanne Road to the westerly city limits. Joint project with the City of Industry and County of Los Angeles.								
	CITY WIDE SIGN REPLACEMENT	UNFUNDED	\$100,000	\$0					
	ENGINEERING		\$10,000		0	10,000	0	0	0
	CONSTRUCTION		\$90,000		0	90,000	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.								
	SLURRY SEAL AREA 7 STREETS	UNFUNDED	\$950,000	\$0					
	ENGINEERING		\$75,000		0	75,000	0	0	0
	CONSTRUCTION		\$875,000		0	875,000	0	0	0
	TOTAL		\$950,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 7 (Snow Creek and Timberline).								

**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	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
	CITY SCAPE LIGHT POLES	UNFUNDED	\$298,000	\$0					
	CONSTRUCTION		<u>\$298,000</u>		0	298,000	0	0	0
	TOTAL		<u>\$298,000</u>						
	Provides for the installation of decorative light poles to create civic corridor identity.								
	CITY REFLECTIVE STREET NAME SIGNS (RSNS) REPLACEMENT	UNFUNDED	\$200,000	\$0					
	ENGINEERING		\$10,000		0	10,000	0	0	0
	CONSTRUCTION		<u>\$190,000</u>		0	190,000	0	0	0
	TOTAL		<u>\$200,000</u>						
	Provides for the removal and replacement of the internally illuminated street name signs at the existing traffic signals with reflective street name signs.								
	HVAC: SENIOR CENTER	UNFUNDED	\$200,000	\$0					
	CONSTRUCTION		<u>\$200,000</u>		0	200,000	0	0	0
	TOTAL		<u>\$200,000</u>						
	Provides for replacement of the older HVAC units.								
	MDRS ROOF PROJECT	UNFUNDED	\$198,000	\$0					
	CONSTRUCTION		<u>\$198,000</u>		0	198,000	0	0	0
	TOTAL		<u>\$198,000</u>						
	Provides for replacement of the existing roof at the MDRS building.								
	AREA 1 RESURFACING PROJECT	UNFUNDED	\$575,000	\$0					
	ENGINEERING		\$50,000		0	50,000	0	0	0
	CONSTRUCTION		<u>\$525,000</u>		0	525,000	0	0	0
	TOTAL		<u>\$575,000</u>						
	Provides for the design, contract administration and reconstruction of Camino de								
	SUZANNE PARK IRRIGATION RENOVATION	UNFUNDED	\$400,000	\$0					
	ENGINEERING		\$40,000		0	40,000	0	0	0
	CONSTRUCTION		<u>\$360,000</u>		0	360,000	0	0	0
	TOTAL		<u>\$400,000</u>						
	Provides for the redesign renovation of sports fields irrigation system at Suzanne								

**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	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
	HVAC: GYMNASIUM/TEEN CENTER	UNFUNDED	\$115,000	\$0					
	CONSTRUCTION		<u>\$115,000</u>		0	115,000	0	0	0
	TOTAL		<u>\$115,000</u>						
	Provides for replacement of the older HVAC units.								
	NORM ASHLEY PARK IMPROVEMENT	UNFUNDED	\$125,000	\$0					
	CONSTRUCTION		<u>\$125,000</u>		0	125,000	0	0	0
	TOTAL		<u>\$125,000</u>						
	Provides for replacement of playground equipment at Norm Ashley Park.								
	NPDES: GREEN TREE PROJECT	UNFUNDED	\$250,000	\$0					
	ENGINEERING		\$50,000		0	50,000	0	0	0
	CONSTRUCTION		<u>\$200,000</u>		0	200,000	0	0	0
	TOTAL		<u>\$250,000</u>						
	Provides for the installation of biofilter tree boxes to meet requirements outlined in the City's Water Management Plan (WMP).								
	SLURRY SEAL AREA 1 STREETS	UNFUNDED	\$825,000	\$0					
	ENGINEERING		\$75,000		0	0	75,000	0	0
	CONSTRUCTION		<u>\$750,000</u>		0	0	750,000	0	0
	TOTAL		<u>\$825,000</u>						
	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).								
	HVAC UNITS: CITY BUILDINGS	UNFUNDED	\$175,000	\$0					
	CONSTRUCTION		<u>\$175,000</u>		0	0	175,000	0	0
	TOTAL		<u>\$175,000</u>						
	Provides for replacement of the older HVAC units at MDRS and City Hall.								

**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	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
	HEIDELBERG PARK IMPROVEMENT	UNFUNDED	\$150,000	\$0					
	CONSTRUCTION		<u>\$150,000</u>		0	0	150,000	0	0
	TOTAL		\$150,000						
	Provides for replacement of playground equipment at Heidelberg Park.								
	SLURRY SEAL AREA 2 STREETS	UNFUNDED	\$925,000	\$0					
	ENGINEERING		\$75,000		0	0	0	75,000	0
	CONSTRUCTION		<u>\$850,000</u>		0	0	0	850,000	0
	TOTAL		\$925,000						
	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).								
	SNOW CREEK PARK IMPROVEMENT	UNFUNDED	\$350,000	\$0					
	CONSTRUCTION		<u>\$350,000</u>		0	0	0	350,000	0
	TOTAL		\$350,000						
	Provides for replacement of playground equipment at Snow Creek Park.								
	SLURRY SEAL AREA 3 STREETS	UNFUNDED	\$500,000	\$0					
	ENGINEERING		\$50,000		0	0	0	0	50,000
	CONSTRUCTION		<u>\$450,000</u>		0	0	0	0	450,000
	TOTAL		\$500,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 3 (Gartel Road and Fuerte Drive area).								

**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	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
	AMAR ROAD RESURFACING (WEST)	UNFUNDED	\$900,000	\$0					
	ENGINEERING		\$100,000		0	0	0	0	100,000
	CONSTRUCTION		\$800,000		0	0	0	0	800,000
	TOTAL		\$900,000						
<p>Provides for the engineering, contract administration and resurfacing of Amar Road from Creekside Drive to Nogales Street.</p>									

TOTAL \$11,198,920 \$359,691 \$3,603,000 \$3,411,000 \$1,150,000 \$1,275,000 \$1,400,000

Funding Summary

RMRA -03	\$ 676,000	\$ -	\$ -	\$ -	\$ -
Park Improvement-06	\$ 205,000	\$ -	\$ -	\$ -	\$ -
PROP C-13	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Bikeway-14	\$ 21,490	\$ -	\$ -	\$ -	\$ -
Measure R-16	\$ 444,000	\$ -	\$ -	\$ -	\$ -
Contribution-20	\$ 1,508,000	\$ -	\$ -	\$ -	\$ -
Measure M-21	\$ 270,000	\$ -	\$ -	\$ -	\$ -
Capital/Equip-25	\$ 78,510	\$ -	\$ -	\$ -	\$ -
UNFUNDED	\$ -	\$ 3,411,000	\$ 1,150,000	\$ 1,275,000	\$ 1,400,000
Total	\$ 3,603,000	\$ 3,411,000	\$ 1,150,000	\$ 1,275,000	\$ 1,400,000

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>
2023-24	Area 5 Slurry	\$650,000
2024-25	Area 6 Slurry	\$850,000
2025-26	Area 4 Slurry	\$700,000
2026-27	Area 7 Slurry	\$850,000
2027-28	Area 1 Slurry	\$825,000



Appendix

CHART OF ACCOUNTS

OBJECT DESIGNATIONS

XX-XXXX-###

PERSONNEL:

<u>Object No.</u>	<u>Line Item & Description</u>
5101	Regular Salaries Provides for compensation for full-time, permanent employees.
5102	Regular Part-Time Employees Provides for compensation for all part-time employees.
5103	Seasonal/Limited Part-Time Employees Provides for compensation for non-permanent, part-time employees.
5104	Overtime Provides for compensation for any overtime throughout the year, at one and one half times the regular salary.
5105	Health & Life Insurance Provides for benefits for health, accidental death, dismemberment, life insurance, and long-term disability for full-time employees.
5106	Disability Insurance Provides for employee benefits for disability insurance for full-time permanent employees.
5107	Workers' Compensation Provides for City-paid benefits for Workers' Compensation pursuant to State Law.
5108	PERS Provides for City-paid employee benefits for employee's retirement system.
5109	Unemployment Insurance Provides for City-paid employee benefits for unemployment insurance.
5110	Medicare Expense All employees with hire dates of 04/01/86 and after must contribute 1.45% and City to match.
5111	Sick Leave Buyback/Vacation Buyback 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

OPERATIONS:

<u>Object No.</u>	<u>Line Item & Description</u>
6201	Conference & Meetings Provides for all travel, conference, and meeting expenses.
6202	Training Provides for training seminars and sessions generally requested by City and taken on City time.
6203	Memberships, Dues, Subscriptions, Books, Fees Provides for membership fees, dues, subscriptions, and publications of professional organizations.
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.
6205	Office Supplies Provides for the purchase of office supplies.
6206	Advertising Provides for advertising and legal notices of various City activities.
6207	Postage Provides for postal expenses for City mailings.
6208	Vehicle Operations Provides for operational costs for gasoline, oil, tires, batteries, parts, and repairs for vehicle use.
6209	Surety Bonds Provides for City insurance protection.
6210	Printing Provides for business cards, and any outside printing.
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.

CHART OF ACCOUNTS

- 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**
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.
- 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.

CHART OF ACCOUNTS

- 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.
- 6239 **Uniforms**
Provides for uniform rental service and purchase of boots.
- 6240 **Rodent Control**
Provides funds for the Rodent Control Program.
- 6242 **Storm Drain Maintenance**
Provides for maintenance of storm drain zone 9.

CHART OF ACCOUNTS

- 6243 **Tree Maintenance**
Provides for expenditures in relation to the tree maintenance program on City property and each LOSMD zone.
- 6244 **Street Light Maintenance**
Provides funds for Highway Safety Lighting, Traffic Signal, and Street Lighting Maintenance Programs.
- 6245 **General Maintenance**
Provides funds for general maintenance of City buildings, streets, roads and all other city maintained facilities.
- 6246 **Building Maintenance**
Provides for the building maintenance service contract for City buildings, including HVAC, elevator maintenance, alarm monitoring and termite control.
- 6247 **Equipment Maintenance**
Provides for maintenance costs of City-owned equipment.
- 6248 **Grounds Maintenance**
Provides for supplies, repairs, and maintenance of City grounds.
- 6249 **Industrial Waste Service**
Provides funds for industrial waste services by the county for extraordinary inspections, corrections, and legal expenses.
- 6250 **Water**
Provides for water service.
- 6251 **Electricity**
Provides for electrical service.
- 6252 **Gas**
Provides for gas service.
- 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.

CHART OF ACCOUNTS

- 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.
- 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.

CHART OF ACCOUNTS

- 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.
- 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.

CHART OF ACCOUNTS

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 & Description</u>
8401	Furnishings & Equipment Provides for purchase of office furniture, equipment, and furnishings for City offices.
8402	Machinery & Equipment Provides for purchase of machinery and equipment for City offices.
8403	Buildings & Structures Provides for the acquisition of permanent structures for City or Government use.
8404	Land Purchase Provides for the acquisition of land for City or Government use.
8405	Landscape Improvements Provides for the expenses incurred for landscape improvements.
8406	Irrigation Improvements Provides for the expenses incurred for irrigation improvements to replace worn-out systems, or to install new systems.
8407	Slope Restoration Provides for expenses incurred for slope restoration where failures occur.
8409	Building Improvements Provides for capital improvements to City or Government owned buildings and structures.
8410	Improvements Other Than Buildings Provides for any capital improvements for the City.
8425	Special Capital Projects 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 "A"

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"

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.

Proposition "R"

A proposition approved by the voters of Los Angeles County in November 2008, which authorized a ½ cent sales tax for transportation projects.

Proposition “M”

A proposition approved by the voters of Los Angeles County in November 2016, which authorized a ½ cent sales tax for highway and transportation projects.

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 4th, 5th, and 6th), 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



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