



City of Walnut

ANNUAL BUDGET

Fiscal Year 2020-21



City of Walnut

ANNUAL BUDGET

Fiscal Year 2020-21

Walnut City Council

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

City Manager

Robert M. Wishner

Budget Team

Karen Ogawa, Administrative Services Director
Jessica Cortez, Finance Officer
Yvette Meza, Finance Analyst

Cover Design

Melanie Tep, Public Information Officer



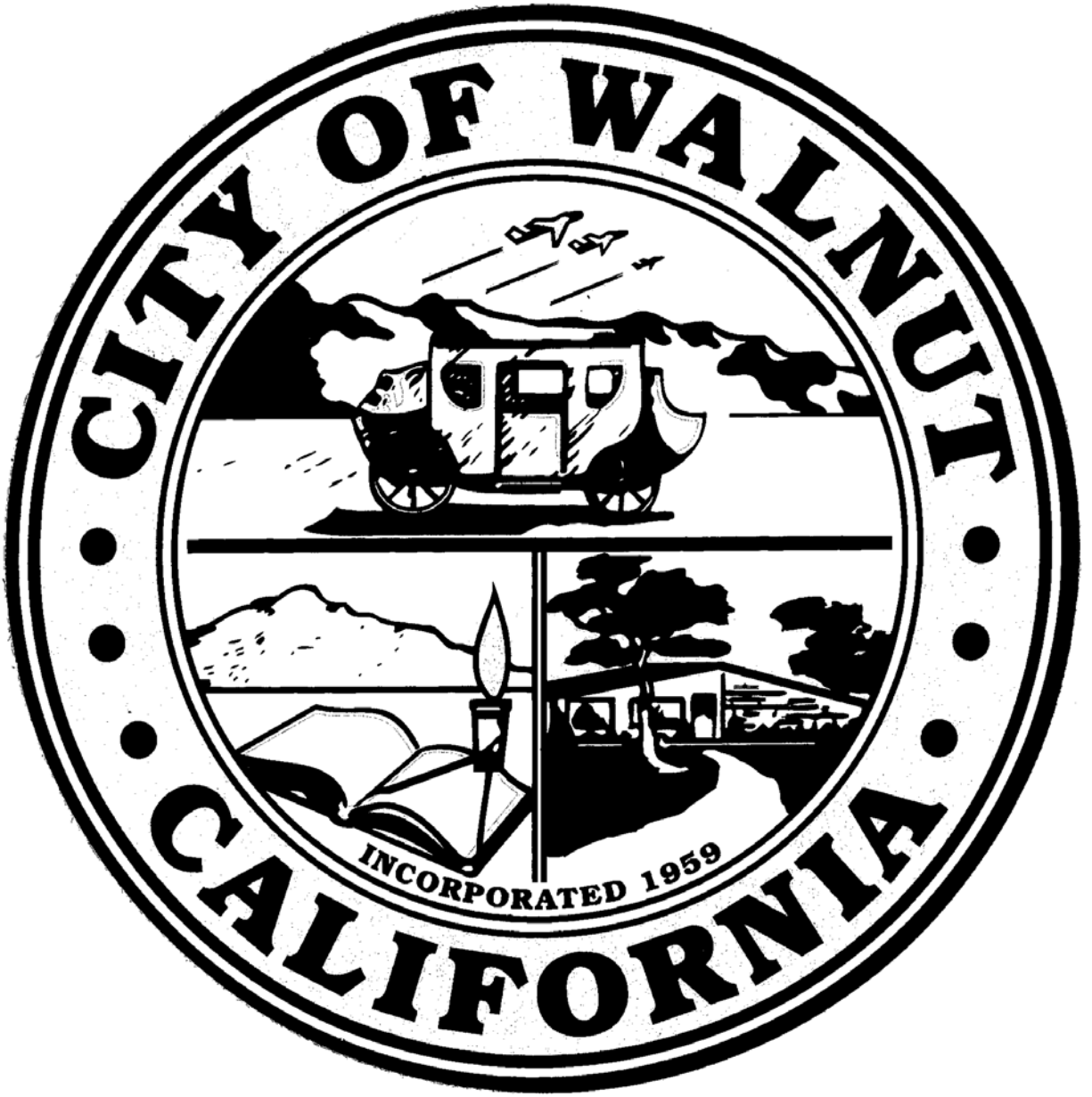


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Introduction



CITY OF WALNUT

June 24, 2020

Honorable Mayor and
Members of the Walnut City Council

SUBJECT: FISCAL YEAR 2020-21 ANNUAL BUDGET

It is with pleasure that City staff once again presents to the City Council an annual budget that is conservative in revenues and expenditures, while continuing to provide the highest quality of services to our citizens. The annual budget includes \$24,597,689 in total resources from all funds, \$27,189,189 in total uses of funds, and \$3,504,410 in use of reserves.

General Fund resources is approximately \$13.2 million and \$13.8 million in expenditures, which results in the use of reserves of approximately \$620,000. Included in the General Fund budget is the use of approximately \$3.3 million of reserves for the application of the fiscal policy by applying Fiscal Year 2018-19 surplus to the Capital Equipment Replacement and Facility Maintenance funds, as well as subsidies to the Landscape Open Space Maintenance (LOSMD) Fund.

EXECUTIVE SUMMARY

The 2020-21 Annual Budget is consistent with past years. This means Walnut will continue to provide a high level of quality services to the community. The following, have been incorporated into the annual operating budget:

- Sheriff's contract increase of 5.5% and Liability Trust Fund increase of 0.5%
- 3% COLA increases for the classified employees
- Novel COVID-19 fiscal impact
- Continuation of General Fund subsidizing LOSMD direct administrative salaries and benefits
- Continuation of LOSMD arterial expenses paid by General Fund
- LOSMD Fund deficit subsidized by General Fund
- 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 transferring direct administrative salaries and benefits from LOSMD to the General Fund** - As of this date, the General Fund has subsidized a cumulative total of \$3.4 million for LOSMD expenditures (direct administrative salaries and benefits). Aside from increasing assessments, it is necessary to look at other cost sharing options, such as continued use of reclaimed water to decrease the subsidy level and continue the same level of maintenance service for LOSMD zones.
- **Fund Balances** - Per the fiscal policy, if there is a surplus of General Fund monies, the surplus shall be equally divided and deposited into the Facility Maintenance fund and the Capital Projects fund. Fiscal Year 2018-19 had a General Fund surplus of \$3,281,358 and included in the annual budget is the application of the fiscal policy of equally dividing the surplus to Capital Projects and Facility Maintenance funds.

LOSMD (Fund 19) is projected to have a deficit balance of \$378,791 and included in the annual budget reflects the General Fund subsidy.

- **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. In prior years, the City was reimbursed for Successor Agency activities of \$250,000 annually. Fiscal Year 2019-20 was the last year the City received reimbursement for Successor Agency activities and now these costs are absorbed by the General Fund.
- **Novel COVID-19** – On March 4, 2020, California Governor Gavin Newsom proclaimed a State of Emergency to exist in California as a result of the threat of Novel COVID-19 and on March 13, 2020, the President of the United States declared a National Emergency. The City of Walnut proclaimed a local emergency on March 17, 2020. Effective March 19, 2020, the Safer at Home Order for control of COVID-19 was issued by the County of Los Angeles Department of Public Health limiting gatherings of individuals, closure of malls, shopping centers, playgrounds, and non-essential retail businesses within the Los Angeles County. As a result of the COVID-19, the estimated net loss of \$310,982 in Fiscal Year 2019-20 and project a net loss of \$208,885 in Fiscal Year 2020-21. These reductions due to COVID are reflected in the annual budget estimates and projections.

REVENUES

Total General Fund operating revenues in Fiscal Year 2020-21 are higher compared to the Fiscal Year 2019-20 estimated actual revenues due to an estimated \$836,000 reimbursement for COVID related costs, which is offset by the reduction of building and safety permits, plan checks, interest earnings, Successor Agency reimbursement and other one-time reimbursements in prior year.

Property tax for the City is projected to increase 2% due to the leveling of the reassessments and the real estate industry. The amount projected for 2020-21 is \$6,100,000 and represents about 42% of the total revenues.

Sales tax revenue for the 2020-21 is projected to total \$2.0 million. Sales tax received by the City represents 15% of the total operating revenue. Because only 3% of Walnut's land area is zoned commercial, the opportunities for retail development are limited. To maximize these opportunities, the City promotes economic development by striving to stimulate business activity, enhance business stability, and increase sales tax revenue. The State is projecting that sales tax statewide will continue to improve with a modest increase during 2020-21.

EXPENDITURES

General Fund expenditures anticipated for Fiscal Year 2020-21 are estimated to increase 6% from the Fiscal Year 2019-20 estimated expenditures. Increases from prior year estimates are primarily due to increase in law enforcement, general liability, cost of living adjustment for classified employees, animal control, and election costs.

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 was conducted to address the assessments; however, no election is required this year since there is no increase in assessments to fund this District.

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

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

FIVE-YEAR ECONOMIC OUTLOOK

The revenue and expenditure projections provided for Fiscal Year 2020-21 through 2024-25 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. No increases are projected for license and permit revenues since the City does not anticipate any major

development in the coming years. Included in the use of money and property is interest earnings and telecommunications. We anticipate interest earnings to increase in Fiscal Year 2021-22 and thereafter. Telecommunication lease income is projected to increase 5% each year. Restricted revenues from other agencies, i.e. Propositions A and C, Gas Tax, RMRA, Measures R, M, and A (category 1) have been projected to increase 2% each year.

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

The overall five-year outlook for the City includes surplus (revenues exceeding expenditures) for Fiscal Year 2020-21 through 2022-23. Fiscal Year 2023-24 and 2024-25 are projected to have a deficit of \$258,673 and \$579,909 respectively; however, staff will continue working on funding alternatives to avoid deficit spending.

CAPITAL PROJECTS

In addition to the Operating Budget, the five-year Capital Projects is provided for 2020-21 through 2024-25. The Capital Projects budget has increased by 15% or approximately \$424,000 compared to the prior year. Amar Road Resurfacing (West), La Puente/Forecastle Traffic Signal and Walnut Ranch Drain projects represents 42% of the Capital Projects budget (\$3,240,750). Funding for these projects are funded from RMRA, Measure M and R and Traffic Congestion Relief funds. The Fiscal Year 2020-21 budget includes Flood Plain Trail Rehabilitation, new MDRS and Gym Roofs, and HVAC projects totaling \$1.1 million of which is funded from Capital Equipment Replacement Fund.

Although the new projects scheduled for Fiscal Year 2020-21 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 majority of the projects. Furthermore, in addition to the five-year Capital Project Program the City has developed an additional five-year projection for street related 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. Therefore, staffing will remain consistent with prior fiscal year.

OPERATING BUDGET FORMAT

The Fiscal Year 2020-21 operating budget has again been prepared in the modified program format. The five (5) major programs are: *General Government, Community Development, Public Works, Public Safety, and Community Services.*

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

MISSION STATEMENT/GOALS

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

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

SUMMARY

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

The 2020-21 Annual Budget allows the City to live within its means and to continue to provide quality municipal services to the citizens of Walnut.

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

Respectfully,



Robert M. Wishner
City Manager



RESOLUTION NO. 20-45

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$27,189,189
FOR FISCAL YEAR 2020-21**

WHEREAS, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021; 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, DECLARE, DETERMINE AND ORDAIN AS FOLLOWS:

SECTION 1. The budget is adopted as the Annual Budget for the City of Walnut for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021, in the amount of \$20,235,190 and transfers out in the amount of \$3,713,249.

SECTION 2. The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021, in the amount of \$3,240,750.

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, 2020, 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 2020-21 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 2020-21 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 24th day of June 2020.



Andrew Rodriguez, 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. 20-45 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$27,189,189
FOR FISCAL YEAR 2020-21**

was approved and adopted by the City Council of the City of Walnut on the 24th of June 2020, by the following vote:

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



Teresa De Dios, City Clerk

RESOLUTION NO. 20-43

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$30,471,592 FOR THE FISCAL YEAR 2020-21**

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 2020-21 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 2020-21 shall be based on the 2019-20 appropriation limit of \$29,408,221 as established by Resolution No. 19-32, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 3.73% and the County population change of -0.11% as reported by the State Department of Finance on May 1, 2020; and

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

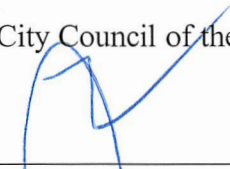
WHEREAS, the City of Walnut has complied with all of the provisions of Article XIII-B in determining the appropriation limit for Fiscal Year 2020-21.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WALNUT, DOES RESOLVE, DECLARE, DETERMINE AND ORDAIN AS FOLLOWS:

SECTION 1. That the appropriations limit in Fiscal Year 2020-21 shall be \$30,471,592 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 this 24th day of June 2020.



Andrew Rodriguez, Mayor

ATTEST:



Teresa De Dios, City Clerk

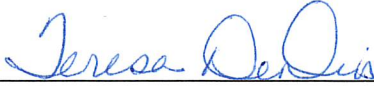
(STATE OF CALIFORNIA)
(COUNTY OF LOS ANGELES) ss.
(CITY OF WALNUT)

I, Teresa De Dios, City Clerk of the City of Walnut hereby certify that the foregoing Resolution No. 20-43 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$30,471,592 FOR THE FISCAL YEAR 2020-21**

was approved and adopted by the City Council of the City of Walnut on the 24th of June 2020, by the following vote:

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



Teresa De Dios, City Clerk

**APPROPRIATION LIMIT
FISCAL YEAR 2020-21
REVENUE SUBJECT TO LIMIT**

Proceeds and Non-Proceeds of Taxes:

<u>SOURCE</u>	<u>Estimate 2019-20</u>	<u>Budget 2020-21</u>
Property Tax	\$ 5,950,000	\$ 6,100,000
Sales Tax	1,852,000	2,000,000
Business License Tax	123,000	125,000
Realty Stamp Tax	124,000	124,000
State Motor Vehicle In-lieu	24,180	24,000
State Homeowners Exemption	8,000	8,000
Interest Earnings on Tax Proceeds	590,000	337,400
Total Tax Proceeds	\$ 8,671,180	\$ 8,718,400
Non-Tax Proceeds	11,088,240	11,745,620
Total Revenues	\$ 19,759,420	\$ 20,464,020

**APPROPRIATION LIMIT
FISCAL YEAR 2020-21
COMPUTATION OF LIMIT**

2019-20 Appropriation Limit		\$ 29,408,221
County of Los Angeles Population Growth Factor (A)	0.9989	
California Per Capital Personal Income Growth Factor (B)	1.0373	
Adjusted Growth Factor (A x B)		<u>1.036159</u>
2020-21 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)		<u><u>\$ 30,471,592</u></u>

City Mission Statement

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

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

We will exceed expectations by:

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

We will collaborate by:

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

We will enhance civic pride by:

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

City of Walnut Organizational Chart

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



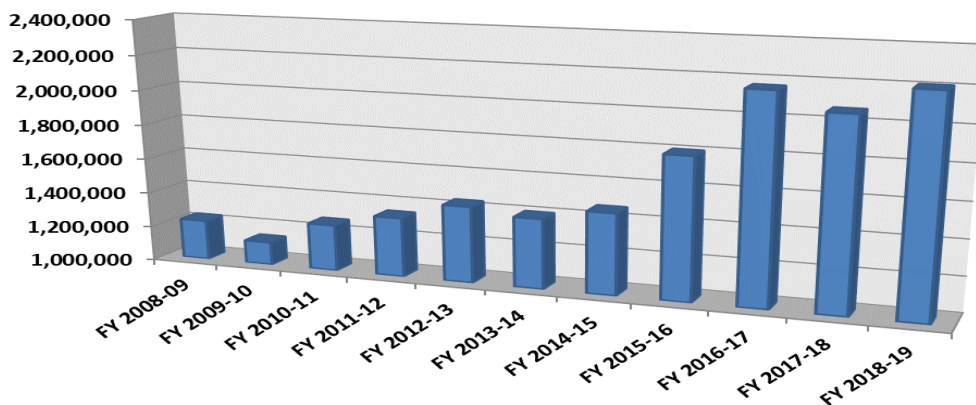
CITY OF WALNUT
Revenue and Budget Information
Assumptions & Trends

The revenue and expenditure projections provided for FY 2020-21 through FY 2024-25, 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.

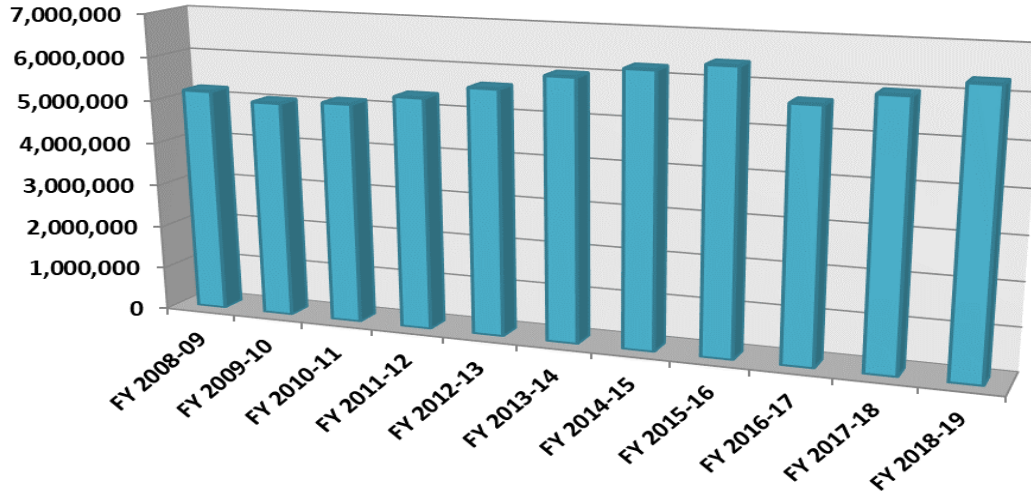
This year, the assumptions used for forecasting revenues include a moderate increase of 2% in sales tax projections. The Village at Snow Creek shopping center continues to play a major role in supporting additional growth. Property taxes and franchise taxes have been projected to increase 2% each year. License and permit revenues are projected to remain level for 2020-21 as the City does not expect any major developments in the coming years. For the use of money and property, particularly on interest earnings and telecommunications revenues are anticipated to increase for FY 2020-21. Telecommunication lease income will increase 5% each year. Restricted revenues from other agencies i.e. Proposition A, Proposition C, Gas Tax, Measure M, Measure R, and Road Maintenance Rehabilitation Account (RMRA) have been projected to increase 2% each year.

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

History of Sales Tax



History of Property Tax



ECONOMIC ANALYSIS

According to the Los Angeles County Economic Development Corporation (LAEDC), the U.S. economic fundamentals looked very strong with promising steady continued economic growth for FY 2020-21. The labor market showed improvements by adding jobs at a steady pace. The unemployment rates for 2019 averaged 3.5% and was expected to continue to drop to 3.4% for 2020.

LAEDC forecasted that the U.S. economy would remain on a fairly steady growth path, despite rumors of an economic slowdown. Consumption of domestic goods, private residential investments, private non-residential investments, and industrial production contribute to the raise in gross domestic product (GDP) growth. The U.S. economy expanded by almost 2.3% in 2019 and was projected to steadily grow at a 1.9% growth rate in 2020 to a 1.7% in 2021.

The California Legislative Analyst's Office (LAO) estimated General Fund revenues to be lower for 2020-21. The decline was anticipated to be related to slow growth in revenues and an increase in spending. The personal income tax was expected to grow more sluggishly with slower wage and salary growth. The General Fund spending for FY 2020-21 was anticipated to grow 2.9%. Increases in spending contributes to the three major program funding for schools and community colleges, health and human services programs, and employee compensation and state retirement programs.

California began 2020 with a solid fiscal foundation. California's economy continued to grow for ten straight years. This was the longest economic expansion in modern history. For the past few years, the state's economy continued to add jobs at a faster pace than the nation as a whole. California's economy grows at an estimated rate of 2.5% and the state accounts for 14.6% of the U.S. GDP, making it the largest of any state. In January 2020, California's unemployment rate averaged 3.9 %, the lowest since 2000.

Most of these forecasts were based on economic trends before COVID-19 pandemic caused a global crisis threatening lives and finances. Recently, Governor Newsom released the 2020-21 Budget. COVID-19 has drastically impacted the budget and resulting recession has changed the fiscal landscape. The unemployment rate is anticipated to increase to 18% due to loss of jobs and business closures. Personal Income revenue is projected to decline 9%. General Fund revenues are projected to decline over \$41 billion and an increase in cost of health and human services programs will lead to a projected budget deficit of approximately \$54 billion.

In order to provide a balanced budget for 2020-21, the canceling of \$6.1 billion in program expansions and spending increases, and a withdrawal of \$8.3 billion, which includes \$7.8 billion from the Rainy Day Fund and \$450 million from the Safety Net Reserve in 2020-21. COVID-19 pandemic and the recession pose a new and challenge that the state will overcome as it as overcome challenges in the past.

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, 2019 the City's debt limit was approximately \$209 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 2020-21. 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.

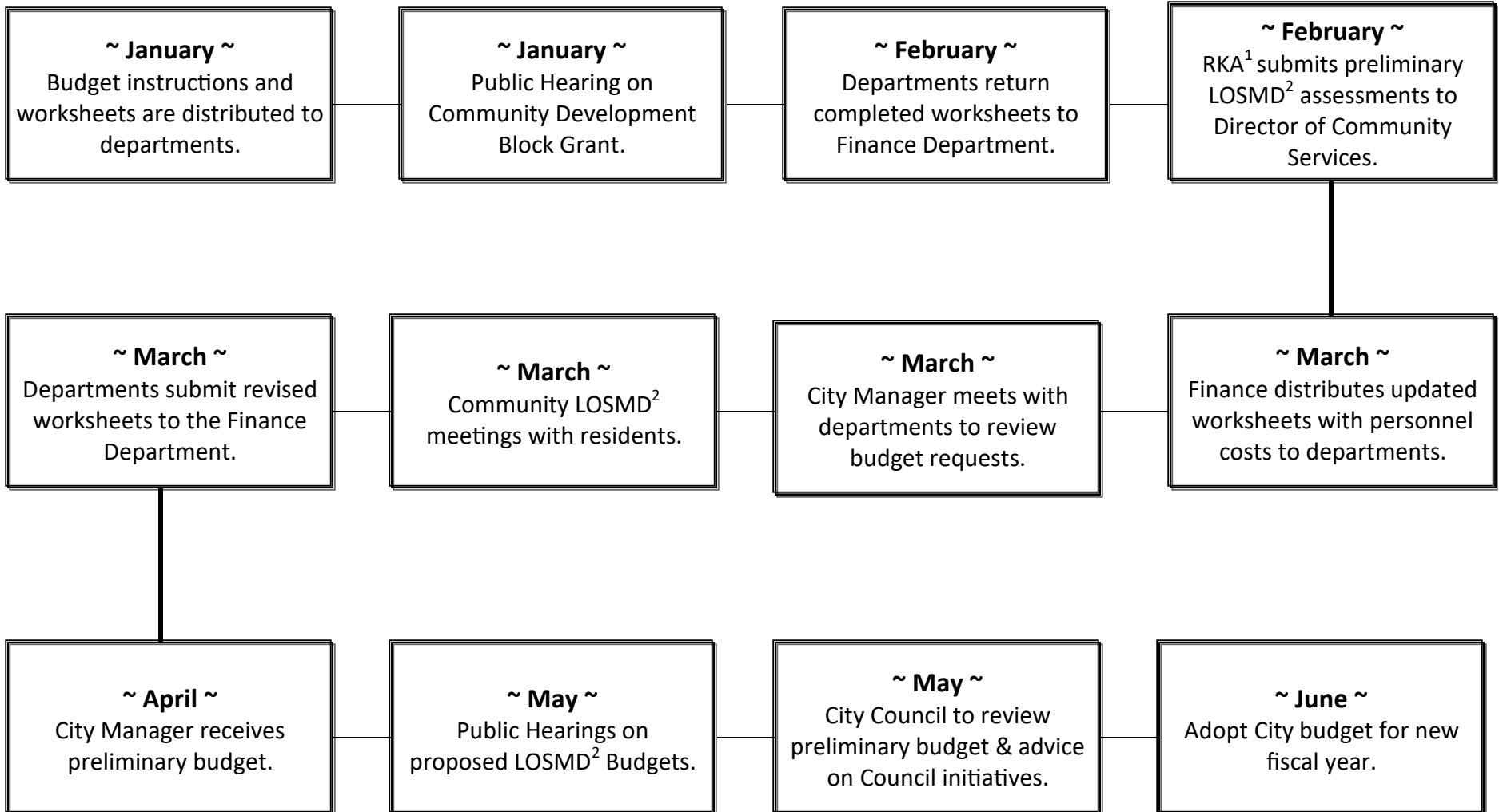
ECONOMIC DEVELOPMENT

- 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.

CITY OF WALNUT BUDGET PROCESS

¹RKA = RKA Consulting Group
– Assessment Engineer

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



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.

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 2020-21 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 2020-21, 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 2020-21 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 2019-20, or prior years. These projects were not completed as of June 30, 2020; therefore, the remaining balance of corresponding appropriations is carried over into the new Fiscal Year 2020-21 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 Bikeway Fund, Capital Equipment Fund, CDBG Fund, Proposition C Fund, Measure M Fund, Measure R Fund, Measure W Fund, Road Maintenance Rehabilitation Account Fund (RMRA), Three Oaks Recreation Facility Fund, and the Traffic Congestion Relief Fund. The Capital Projects Fund was established by the City Council to maintain and improve infrastructure within the City of Walnut. The above mentioned funds are restricted funding sources that may only be utilized to fund certain projects or potential facilities.

For Fiscal Year 2020-21, the capital projects include trail improvement projects, city wide sidewalk repairs, road resurfacing, park improvements, roof projects for city facilities, air conditioning systems for city facilities, traffic signal construction, storm water projects, schematics for a potential recreation facility, and flood plain trail rehabilitation. These projects have no impact on 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 as 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 by 15 years, and trail improvements extend the life by 10 years. These projects represent several replacement and rehabilitation projects of existing infrastructure which decrease the operating expenditures as 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 2020-21 will have an impact of \$3,240,750 on the City's Capital Improvement Projects budget. This includes \$100,000 in trail projects, \$100,000 in sidewalk repairs, \$200,000 in traffic signal construction, \$397,000 in roof projects, \$500,000 in flood plain trail rehabilitation, \$49,910 in design and schematics for a potential recreation facility, \$1,050,000 in road resurfacing, \$314,680 in park improvements, \$39,160 West Valley Comprehensive Sign Program, \$250,000 in storm water project, and \$240,000 city wide heating, ventilation, and air conditioning system (HVAC) repairs.

Funding for these projects in the amount of \$1,251,160 will be through Capital/Equipment Outlay, \$25,000 through Bikeway, \$214,680 through CDBG, \$100,000 through Proposition C, \$200,000 through Measure M, \$540,000 through Measure R, \$250,000 through Measure W, \$510,000 through RMRA, \$49,910 will be funded through the Three Oaks Recreation Facility, and \$100,000 through Traffic Congestion Relief.

During 2010-11, Walnut completed the construction of Meadowpass Road. The completion of this project impacted the operating budget for mitigation and monitoring of the newly constructed road by \$57,000 in 2011-12, \$60,000 in 2012-13, \$70,000 in 2013-14, \$97,000 in 2014-15, \$92,000 in 2015-16, \$174,000 in 2016-17, \$33,000 in 2017-18, and \$33,000 in 2018-19, \$35,000 in 2019-20. For 2020-21, the impact on the operating budget for General Fund is approximately \$35,000.

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 2020-21 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2020-21 Appropriation Limit

Appropriation Limit:

FY 2019-20 Appropriation Limit	\$29,408,221
Adjustment Factor	1.036159
FY 2020-21 Appropriation Limit	\$30,471,592
FY 2020-21 Appropriation Subject to Limit	\$8,718,400

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 3,837 employees, followed by Nina's Mexican Foods, Inc. with 180 employees. The businesses in the City are mainly small businesses with an average of 6 employees. The majority of businesses in the City are wholesalers.

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

CITY OF WALNUT
Miscellaneous Statistics
June 30, 2020

Type of City	General Law - January 19, 1959
Form of Government	City Council/City Manager
Population	29,929 (as of 1/1/2020)
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	\$639 (as of 6/30/19)

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

Election and Voter Registration

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

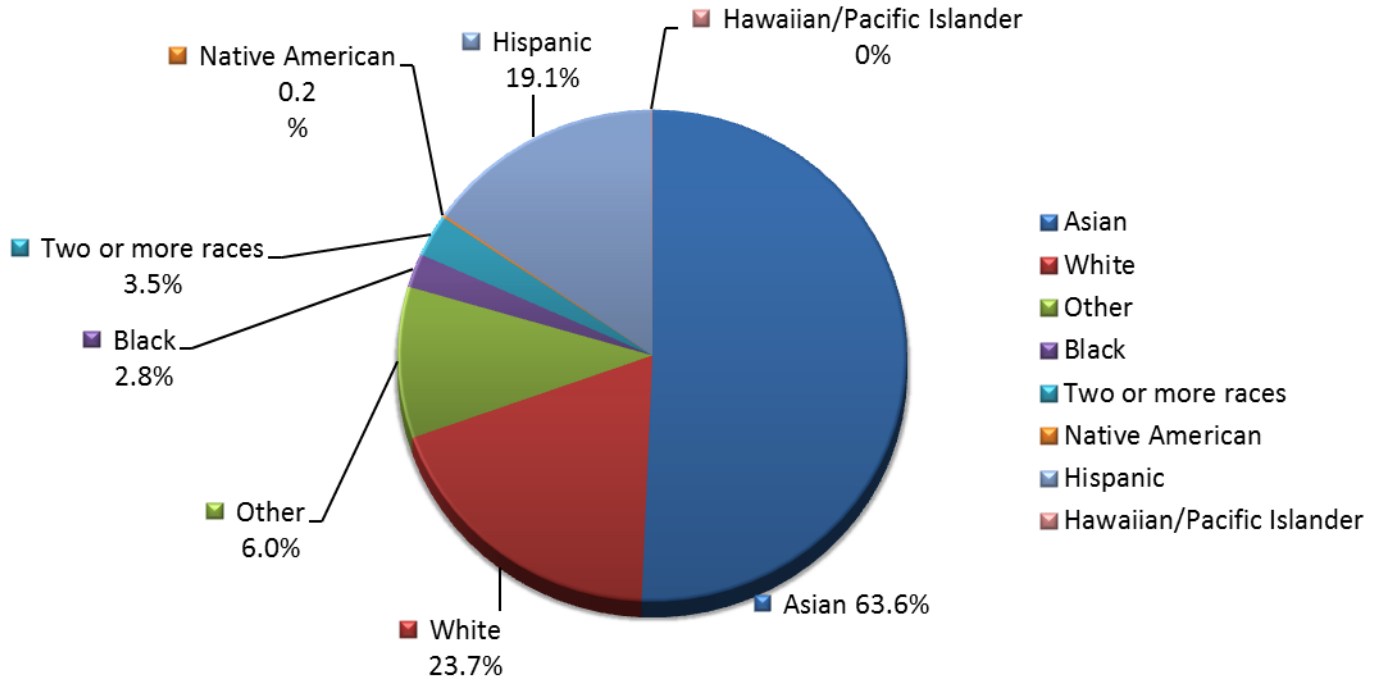
Source: City of Walnut Administration Department – City Clerk

Demographics

	City of Walnut	State of California
Population Characteristics		
Median Age	45.2	36.7
Average Household Size	3.31	2.96
Ethnicity		
Asian	63.4%	15.3%
White	20.9%	72.1%
Other	11.2%	36.8%
Black	3.3%	6.5%
Two or more races	3.6%	3.9%
Native American	0.4%	1.6%
Hispanic	20.1%	39.3%
Hawaiian/Pacific Islander	0.1%	0.5%
Education		
Bachelors Degree	52.9%	33.3%
High School or Higher	92.2%	82.9%
Housing Units	9,061	14,366,336
Median Household Income:	\$104,096	\$71,228

Source: 2010/2019 Census Data (Census.gov & Censusreporter.org), State Department of Finance – Property and Housing Estimates (dof.ca.gov)

City of Walnut Population by Race



Source: 2010 Census Data

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

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Square Miles	8.83	8.83	8.83	8.83	8.83
Number of Housing Units	8,911	8,925	8,937	9,022	9,046
Population	30,257	30,152	30,134	30,457	30,551
Personal Income	1,041,477	1,045,685	1,077,615	1,099,822	1,105,292
Per Capita Personal Income	34,573	34,680	35,760	36,110	36,178
Unemployment Rate	5.9%	4.8%	3.7%	3.5%	3.6%
Average Annual Population % change	0.48%	-0.35%	-0.06%	1.07%	0.31%

Sources:

City of Walnut Finance Division, as of June 30, 2019
 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	3,837	49%	Community College
Nina's Mexican Foods, Inc.	180	2%	Manufacturer
Ronsin Photocopy, Inc.	124	2%	Photocopy Manufacturer
Edro Engineering Company, Inc.	109	1%	Engineering
Fairway Injections Molds, Inc.	96	1%	Manufacture Mold Bases
Vons #2167	76	1%	Grocery Store
Stater Brothers Market	74	1%	Grocery Store
Applebee's Neighborhood Grill	71	1%	Restaurant
McDonalds	69	1%	Fast-food
Sodexo, Inc.	69	1%	Food Services Mgmt.
TJ Maxx #682	66	1%	Retail
24 Hour Fitness	60	1%	Health Fitness Facility
Alliance Industrial Refrigeration	51	1%	Industrial Refrigeration
Ten Ren's Tea Time	49	1%	Restaurant
Panera Bread #1630	48	1%	Restaurant

*Source: City of Walnut Finance Division
As of June 30, 2019*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Walnut
California**

For the Fiscal Year Beginning

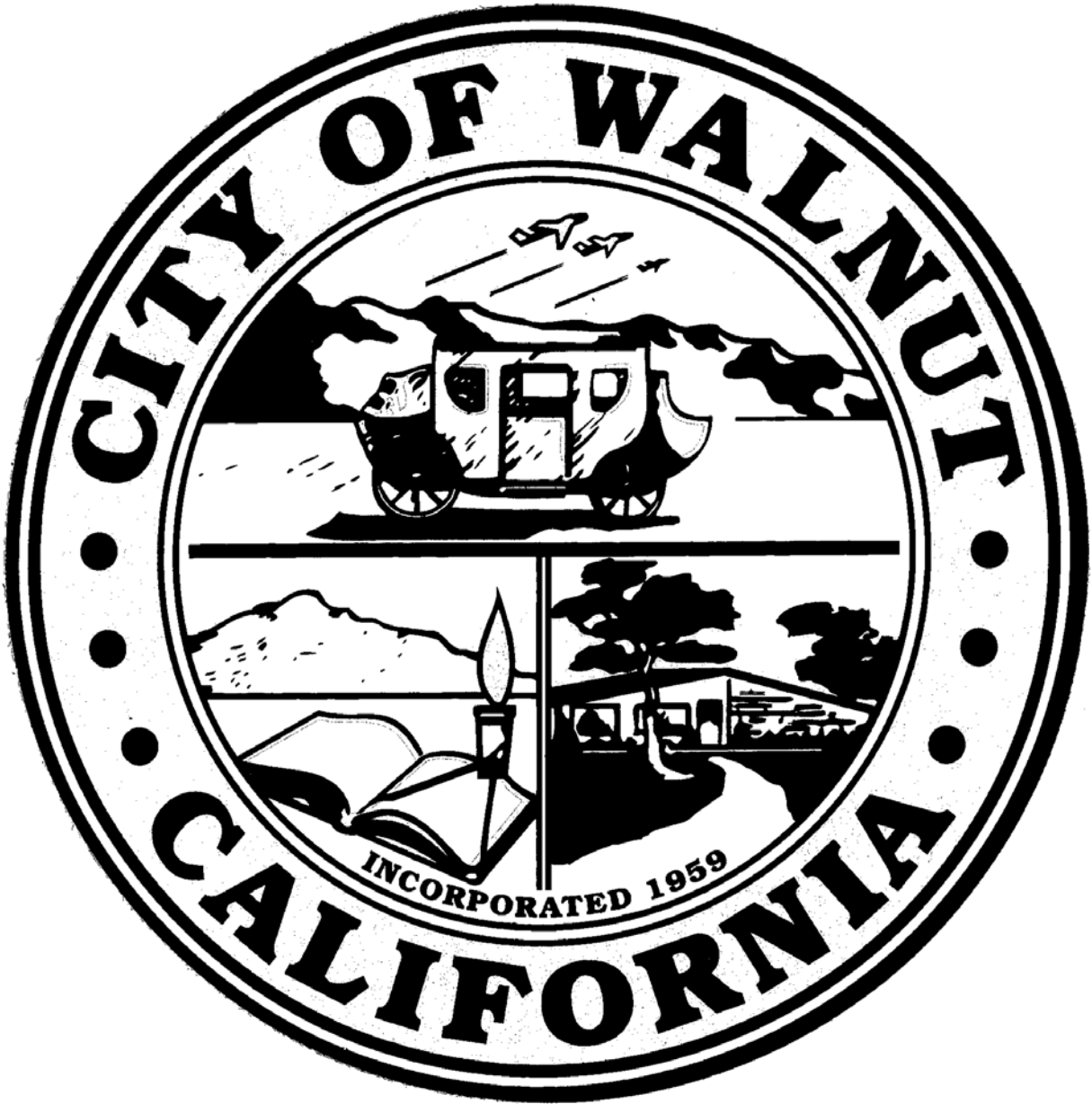
July 1, 2019

Christopher P. Morrill

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, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



Budget Summaries

**CITY OF WALNUT
BUDGET SUMMARY
FISCAL YEAR 2020-21**

Revenues	
Non-Restricted Revenues	\$ 13,205,050
Restricted Revenues	7,258,970
Walnut Housing Authority Revenues	420,420
Sub-total Revenues	<u>\$ 20,884,440</u>
Transfer-in	\$ 3,713,249
Total Revenues	<u><u>\$ 24,597,689</u></u>

Expenditures	
Personnel	\$ 6,154,650
Operations	13,708,530
Capital Outlay	372,010
Sub-total	<u>\$ 20,235,190</u>
Capital Projects	\$ 3,240,750
Transfers-out	3,713,249
Total Expenditures	<u><u>\$ 27,189,189</u></u>

Use of Reserves	
Restricted Fund Balances	\$ 1,001,570
General Fund	621,100
3 Oaks Recreation Facility	49,910
Capital Equipment/Replacement	1,351,160
Facility Maintenance	474,270
OPEB Liability	6,400
Total Use of Reserves	<u><u>\$ 3,504,410</u></u>

Fund Balance	
Estimated Fund Balance at 06.30.20	\$ 34,196,715
Net change in Fund Balance	(2,591,500)
Estimated Fund Balance at 06.30.21	<u><u>\$ 31,605,215</u></u>

CITY OF WALNUT

2020-21

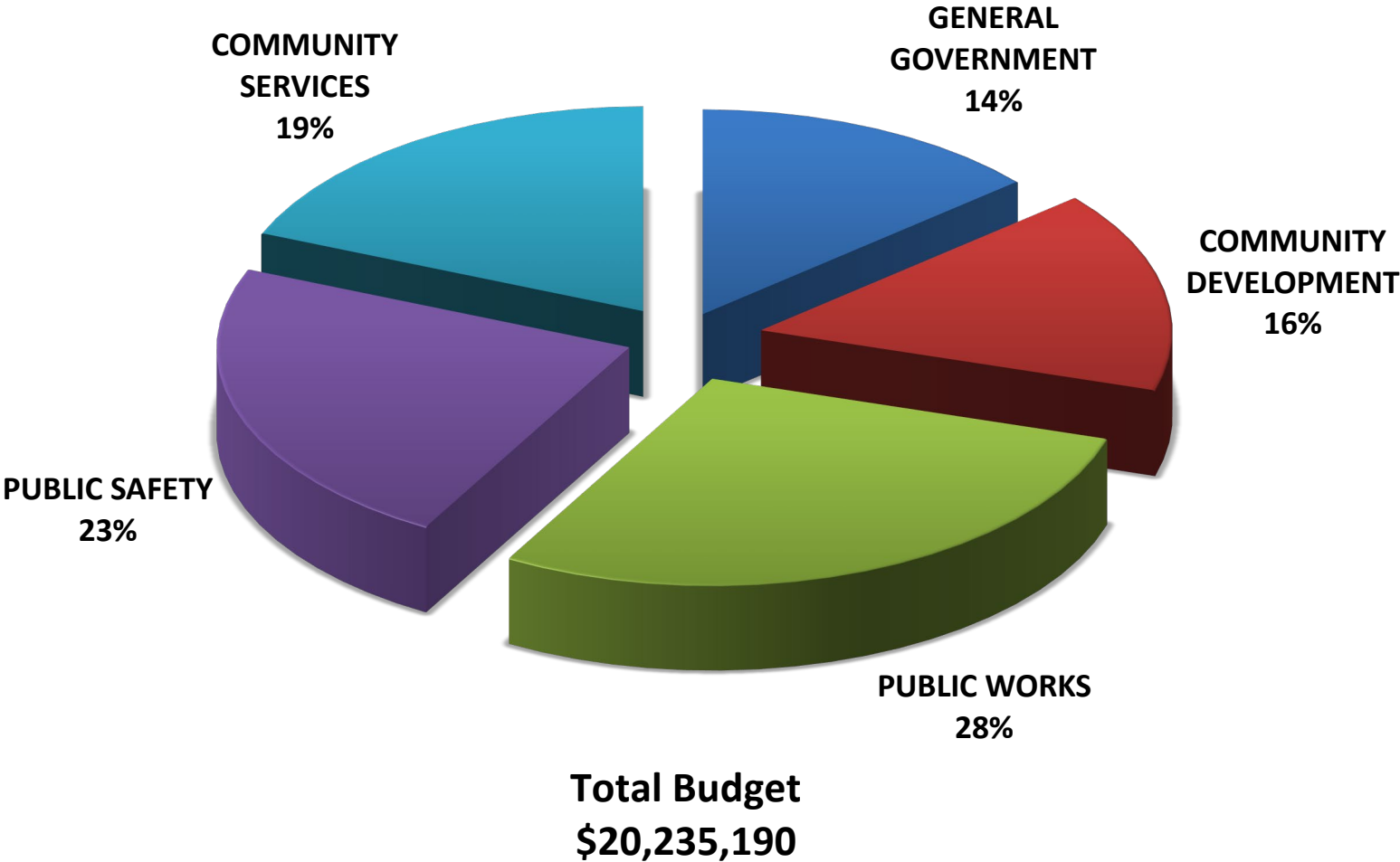
CONTINUING APPROPRIATIONS

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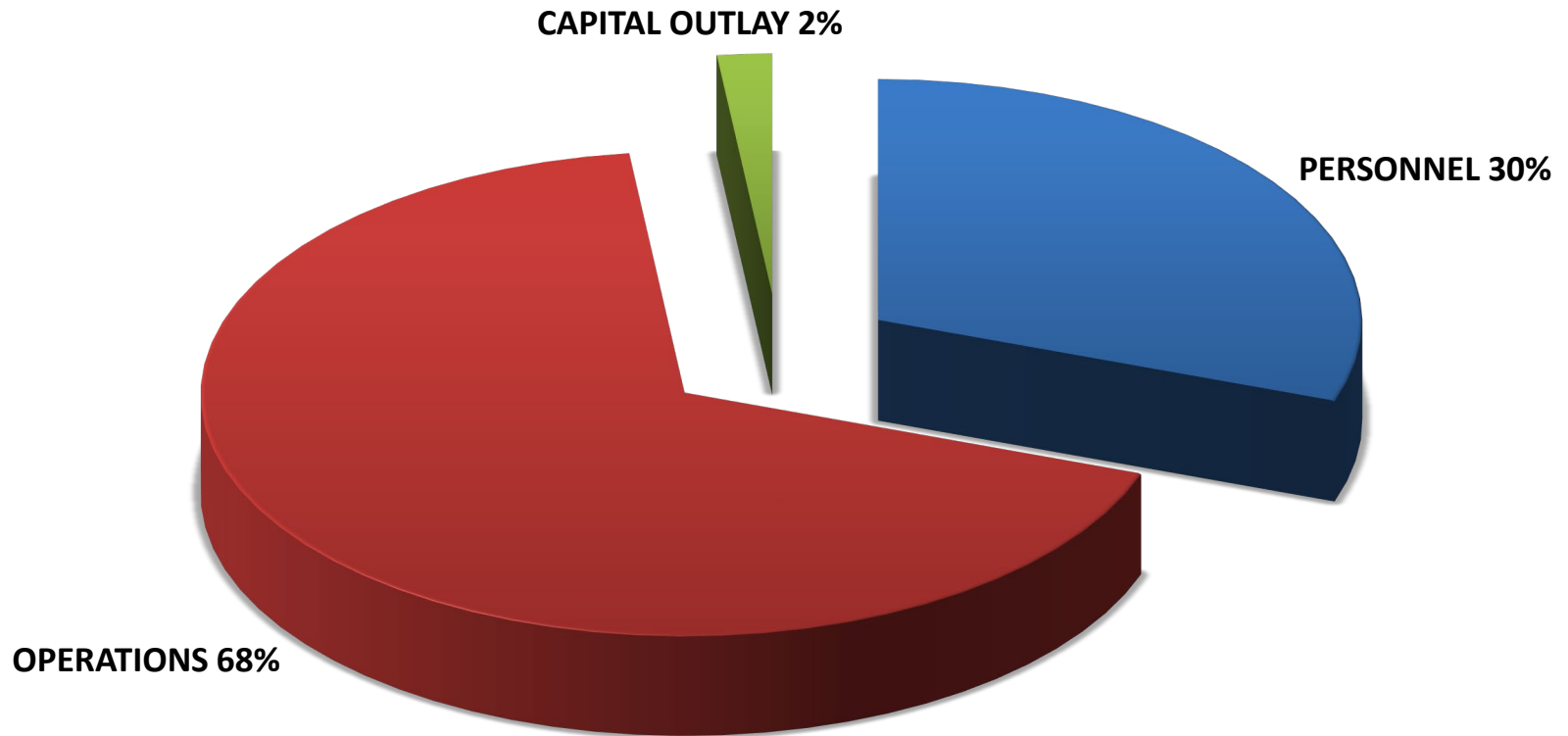
2020-21 APPROPRIATIONS SUMMARY

ACTIVITY	2018-19		2019-20		2020-21
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<u>PERSONNEL</u>					
GENERAL GOVERNMENT	1,472,481	1,685,480	1,682,580	1,668,820	1,777,340
COMMUNITY DEVELOPMENT	1,443,379	1,396,240	1,396,240	1,369,880	1,440,350
PUBLIC WORKS	704,460	774,940	774,940	748,970	805,040
PUBLIC SAFETY	162,265	159,720	159,720	155,450	167,870
COMMUNITY SERVICES	1,824,111	2,022,090	2,025,340	1,803,020	1,964,050
TOTAL PERSONNEL	\$5,606,697	\$6,038,470	\$6,038,820	\$5,746,140	\$6,154,650
<u>OPERATIONS</u>					
GENERAL GOVERNMENT	843,659	880,150	892,220	835,940	995,940
COMMUNITY DEVELOPMENT	1,020,548	1,411,370	2,187,857	1,826,030	1,679,750
PUBLIC WORKS	4,198,258	4,476,620	4,560,155	4,424,280	4,703,210
PUBLIC SAFETY	3,894,199	4,163,460	4,239,410	4,243,330	4,487,790
COMMUNITY SERVICES	1,679,933	1,948,350	1,945,300	1,714,270	1,841,840
TOTAL OPERATIONS	\$11,636,596	\$12,879,950	\$13,824,942	\$13,043,850	\$13,708,530
<u>SUBTOTAL</u>					
GENERAL GOVERNMENT	2,316,141	2,565,630	2,574,800	2,504,760	2,773,280
COMMUNITY DEVELOPMENT	2,463,927	2,807,610	3,584,097	3,195,910	3,120,100
PUBLIC WORKS	4,902,718	5,251,560	5,335,095	5,173,250	5,508,250
PUBLIC SAFETY	4,056,463	4,323,180	4,399,130	4,398,780	4,655,660
COMMUNITY SERVICES	3,504,044	3,970,440	3,970,640	3,517,290	3,805,890
SUBTOTAL	\$17,243,292	\$18,918,420	\$19,863,762	\$18,789,990	\$19,863,180
<u>CAPITAL</u>					
GENERAL GOVERNMENT	1,002	25,000	25,000	25,000	25,000
COMMUNITY DEVELOPMENT	63,193	145,470	66,990	144,970	95,950
PUBLIC WORKS	113,012	168,460	198,932	185,740	251,060
PUBLIC SAFETY	13,898	0	0	0	0
COMMUNITY SERVICES	0	0	0	0	0
TOTAL CAPITAL	\$191,106	\$338,930	\$290,922	\$355,710	\$372,010
<u>TOTAL</u>					
GENERAL GOVERNMENT	2,317,143	2,590,630	2,599,800	2,529,760	2,798,280
COMMUNITY DEVELOPMENT	2,527,120	2,953,080	3,651,087	3,340,880	3,216,050
PUBLIC WORKS	5,015,730	5,420,020	5,534,027	5,358,990	5,759,310
PUBLIC SAFETY	4,070,361	4,323,180	4,399,130	4,398,780	4,655,660
COMMUNITY SERVICES	3,504,044	3,970,440	3,970,640	3,517,290	3,805,890
TOTAL	\$17,434,398	\$19,257,350	\$20,154,684	\$19,145,700	\$20,235,190

**EXPENDITURE SUMMARY
(ALL FUNDS)
FISCAL YEAR 2020-21**



EXPENDITURES BY CATEGORY FISCAL YEAR 2020-21



**Total Budget
\$20,235,190**

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

FUND NO.	FUND	6/30/2018 ACTUAL FUND BAL.	2018-19 ACTUAL REVENUE	2018-19 ACTUAL PROJECTS	2018-19 ACTUAL OPERATING		FUND TRANSFERS	6/30/2019 ACTUAL FUND BAL.
01	GENERAL	11,202,892	15,931,360	215,367	12,754,185	(1)	63,977	14,484,250
						(2)	716,949	
						(3)	(561,424)	
						(4)	100,048	
02	GAS TAX	82,914	592,465	-	669,199		-	6,180
03	RMRA	176,596	566,712	599,233	-		-	144,075
05	TRAFFIC SAFETY	-	98,668	-	86,741	(1)	(11,927)	-
06	PARK IMPROV	642,053	38,910	174,904	-		-	506,059
07	COPS	218,614	157,048	-	80,725		-	294,937
09	AIR QUALITY	11,168	39,505	-	37,320		-	13,353
11	WASTE MGMT	0	52,050	-	-	(1)	(52,050)	0
12	CDBG	(0)	83,853	-	83,853		-	0
13	PROP C	389,369	519,277	476,782	2,500		-	429,364
14	BIKEWAY	-	21,490	21,490	-		-	-
15	LACMTA (STPL)	5,049	1,759	-	-		-	6,808
16	MEASURE R	159,171	386,356	404,000	-		-	141,527
18	LOSMD - Zone 9	432,174	668,603	-	618,146		-	482,631
19	LOSMD	14,083	1,944,417	-	1,785,931		-	172,569
20	3 OAKS REC FACILITY	14,946,188	-	107,744	-		-	14,838,444
21	MEASURE M	-	427,720	-	116,418	(4)	(58,879)	252,423
23	PROP A	1,497,215	655,422	-	382,058		-	1,770,579
25	CAP/EQUIP REP	264,282	-	100,379	16,644	(3)	280,712	427,971
26	FACILITY MAINT	915,854	-	-	431,337	(2)	(716,949)	48,280
						(3)	280,712	
27	PARK GRANTS	-	56,013	-	14,844	(4)	(41,169)	-
31	TRF CONGEST RELIEF	34,279	35,659	-	-		-	69,938
32	USED OIL GRANT	8,267	8,352	-	8,267		-	8,352
33	RECYCLING GRANT	7,783	7,792	-	7,792		-	7,783
35	CABLE TV-EDUC	169,817	40,883	-	4,552		-	206,148
41	WHA	-	330,494	-	330,494		-	-
50	GEN LIABILITY	1,000,000	-	-	-		-	1,000,000
51	OPEB LIABILITY	751,615	-	-	3,391		-	748,224
		32,929,383	22,664,808	2,099,899	17,434,397		-	36,059,895

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

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

FUND NO.	FUND	6/30/2019 ACTUAL FUND BAL.	2019-20 ESTIMATED REVENUE	2019-20 ESTIMATED PROJECTS	2019-20 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2020 ESTIMATED FUND BAL.
01	GENERAL	14,484,250	12,982,620	200,000	13,033,830	(1) 77,100	14,310,140
02	GAS TAX	6,180	686,400	-	603,310	-	89,270
03	RMRA	144,075	565,000	500,000	-	-	209,075
05	TRAFFIC SAFETY	-	95,200	-	95,200	-	-
06	PARK IMPROV	506,059	70,000	575,000	-	-	1,059
07	COPS	294,937	163,200	-	93,490	-	364,647
09	AIR QUALITY	13,353	36,900	-	39,000	-	11,253
11	WASTE MGMT	0	77,100	-	-	(1) (77,100)	0
12	CDBG	0	164,420	-	164,420	-	0
13	PROP C	429,364	509,000	875,580	-	-	62,784
14	BIKEWAY	-	21,490	14,800	-	-	6,690
15	LACMTA (STPL)	6,808	140	-	-	-	6,948
16	MEASURE R	141,527	380,500	350,000	-	-	172,027
18	LOSMD - Zone 9	482,631	663,890	-	730,270	-	416,251
19	LOSMD	172,569	1,726,080	-	1,974,030	-	(75,381)
20	3 OAKS REC FACILITY	14,838,444	-	70,000	-	-	14,768,444
21	MEASURE M	252,423	437,500	-	337,710	-	352,213
23	PROP A	1,770,579	647,000	90,860	967,040	-	1,359,679
25	CAP/EQUIP REP	427,971	31,500	140,470	34,210	-	284,791
26	FACILITY MAINT	48,280	-	-	457,370	-	(409,090)
27	PARK GRANTS	-	30,000	-	30,000	-	-
28	MEASURE "A" (M&S)	-	25,320	-	25,000	-	320
29	MEASURE "W"	-	250,000	-	87,000	-	163,000
31	TRF CONGEST RELIEF	69,938	36,000	-	-	-	105,938
32	USED OIL GRANT	8,352	8,360	-	8,360	-	8,352
33	RECYCLING GRANT	7,783	7,800	-	7,800	-	7,783
35	CABLE TV-EDUC	206,148	39,000	-	28,550	-	216,598
37	MEASURE "A" (CAT 1)	-	105,000	-	85,000	-	20,000
41	WHA	-	339,810	-	339,810	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	748,224	-	-	4,300	-	743,924
		<u>36,059,895</u>	<u>20,099,230</u>	<u>2,816,710</u>	<u>19,145,700</u>	<u>-</u>	<u>34,196,715</u>

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

**CITY OF WALNUT
2020-21
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2020 ESTIMATED FUND BAL.	2020-21 ESTIMATED REVENUE	2020-21 ESTIMATED PROJECTS	2020-21 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2021 ESTIMATED FUND BAL.
01	GENERAL	14,310,140	13,205,050	-	13,826,150	(1) 53,100 (2) (3,281,358) (3) (378,791)	10,081,991
02	GAS TAX	89,270	695,100	-	613,350	-	171,020
03	RMRA	209,075	573,300	510,000	-	-	272,375
05	TRAFFIC SAFETY	-	104,980	-	104,980	-	-
06	PARK IMPROV	1,059	200,000	-	-	-	201,059
07	COPS	364,647	155,200	-	97,940	-	421,907
09	AIR QUALITY	11,253	36,900	-	39,000	-	9,153
11	WASTE MGMT	0	53,100	-	-	(1) (53,100)	-
12	CDBG	0	338,830	214,680	124,150	-	-
13	PROP C	62,784	528,030	100,000	-	-	490,814
14	BIKEWAY	6,690	18,500	25,000	-	-	190
15	LACMTA (STPL)	6,948	100	-	-	-	7,048
16	MEASURE R	172,027	391,700	540,000	-	-	23,727
18	LOSMD - Zone 9	416,251	663,890	-	765,970	-	314,171
19	LOSMD	(75,381)	1,726,090	-	2,029,500	(3) 378,791	-
20	3 OAKS REC FACILITY	14,768,444	-	49,910	-	-	14,718,534
21	MEASURE M	352,213	446,100	200,000	337,710	-	260,603
23	PROP A	1,359,679	643,040	-	890,680	-	1,112,039
25	CAP/EQUIP REP	284,791	-	1,251,160	100,000	(2) 1,640,679	574,310
26	FACILITY MAINT	(409,090)	-	-	474,270	(2) 1,640,679	757,319
27	PARK GRANTS	-	-	-	-	-	-
28	MEASURE "A" (M&S)	320	25,320	-	25,000	-	640
29	MEASURE "W"	163,000	500,000	250,000	250,000	-	163,000
31	TRF CONGEST RELIEF	105,938	70	100,000	-	-	6,008
32	USED OIL GRANT	8,352	8,320	-	8,320	-	8,352
33	RECYCLING GRANT	7,783	7,800	-	7,800	-	7,783
35	CABLE TV-EDUC	216,598	37,700	-	28,550	-	225,748
37	MEASURE "A" (CAT 1)	20,000	104,900	-	85,000	-	39,900
41	WHA	-	420,420	-	420,420	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	743,924	-	-	6,400	-	737,524
		34,196,715	20,884,440	3,240,750	20,235,190	-	31,605,215

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

(2) Transfer for FY 2018-19 General Fund surplus

(3) Transfer for deficit fund balance

**CITY OF WALNUT
2020-21
TEN-YEAR OPERATING REVENUE HISTORY**

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
GENERAL FUND										
Property Taxes	5,027,185	5,108,450	5,347,081	5,641,665	5,995,275	6,238,353	6,408,855	5,700,002	5,984,693	6,306,157
Other Taxes	2,636,702	2,522,328	2,601,096	2,760,136	2,779,657	2,855,598	3,205,950	3,574,950	3,515,040	3,585,112
Licenses & Permits	1,574,923	2,145,139	763,810	551,180	754,434	785,402	961,562	1,829,914	805,839	895,015
Use of Money	524,718	356,334	385,069	182,529	487,104	427,323	404,421	420,190	688,512	1,180,012
Revenue from Other Agencies	204,866	186,658	91,462	24,157	146,166	145,339	22,377	26,157	49,026	22,132
Recreation Services	655,347	704,967	749,356	739,734	898,503	553,318	805,406	633,498	774,412	762,180
Charges for Service	403,786	322,092	349,384	387,614	452,467	395,802	844,546	413,787	429,479	436,331
Other Revenue	855,035	448,119	540,392	888,052	782,252	545,689	528,694	464,055	530,996	2,744,421
Total General Fund	11,882,562	11,794,087	10,827,650	11,175,067	12,295,858	11,946,824	13,181,811	13,062,553	12,777,997	15,931,360
Gas Tax Fund	501,420	837,577	914,524	738,976	1,022,814	826,255	662,200	578,194	604,248	592,465
RMRA	-	-	-	-	-	-	-	-	176,596	566,712
Traffic Safety Fund	376,815	296,148	252,218	256,611	266,498	171,894	206,391	103,801	135,293	98,668
Park Improvement Fund	-	-	-	-	-	-	998,454	297,630	119,090	38,910
COPS Fund	123,908	100,456	101,446	99,744	101,678	107,219	115,745	131,023	140,246	157,048
Air Quality Management Fund	38,401	50,418	36,856	35,204	38,490	37,817	38,682	38,492	38,533	39,505
Waste Management Fund	93,272	101,880	131,213	82,945	99,476	76,935	100,736	64,099	73,146	52,050
Housing and Community Development	174,734	310,822	183,446	130,017	239,871	138,393	129,793	187,935	113,837	83,853
Prop C Transit Fund	354,307	379,321	408,606	417,457	435,533	452,134	463,314	469,689	469,045	519,277
Bikeway Fund	-	-	-	20,000	18,000	24,280	-	38,910	20,060	21,490
LACMTA Exchange	-	-	-	151,000	-	498,000	836	523,578	635	1,759
Measure R	207,994	278,302	304,666	315,481	323,343	337,632	344,499	352,717	353,088	386,356
Landscape & Open Space Maintenance	1,741,027	1,734,102	2,395,881	2,538,271	2,279,177	2,159,654	2,109,527	2,265,337	2,381,313	2,613,020
3 Oaks Facility Development	-	-	-	350,000	-	-	-	-	12,487,410	-
Measure M	-	-	-	-	-	-	-	-	316,721	427,720
Prop A Transit Fund	414,971	440,385	479,426	504,090	513,347	536,468	552,155	563,266	568,032	655,422
Capital Equipment Replacement Fund	5,048	25,244	-	-	92,320	-	2,658	300	-	-
State Park Grant Fund	112,523	117,951	69,148	104,189	54,206	14,212	27,248	2,484	17,174	56,013
Edward Byrne Justice Grant	-	21,308	-	-	-	-	-	-	-	-
Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	34,279	35,659
Used Oil Recycling Grant Fund	2,500	8,420	14,440	12,780	8,532	8,570	8,500	8,467	16,756	8,352
General Recycling Grant Fund	5,000	-	8,828	1,105	15,332	8,130	8,194	7,970	15,621	7,792
Cable Television Education Fund	34,533	31,951	30,227	27,129	29,071	28,480	28,404	32,465	34,765	40,883
Walnut Improvement Agency Fund	203,790	-	113,081	-	-	-	-	-	-	-
Walnut Housing Authority Fund	339,033	336,568	326,902	328,252	306,903	261,080	354,253	424,948	368,439	330,494
Total All Funds	16,611,838	16,864,940	16,598,558	17,288,318	18,140,449	17,633,977	19,333,400	19,153,858	31,262,324	22,664,807

**CITY OF WALNUT
2020-21
TEN-YEAR OPERATING EXPENDITURE HISTORY**

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
GENERAL FUND										
General Government	2,481,269	2,535,638	3,520,211	1,976,613	2,091,374	2,115,615	2,301,298	2,146,511	2,310,478	2,309,200
Community Development	1,155,127	1,393,040	1,021,249	1,188,936	1,176,598	1,304,732	1,443,808	1,695,810	1,478,375	1,611,800
Public Works	709,819	719,113	708,316	667,094	1,509,678	1,735,871	2,008,611	1,748,696	1,397,532	1,441,092
Public Safety	3,368,863	3,426,929	3,340,604	3,416,203	3,397,949	3,393,839	3,552,930	3,716,765	3,828,168	3,902,895
Community Services	3,384,064	3,323,211	3,402,960	3,339,092	3,248,697	3,243,846	3,275,696	3,396,399	3,519,287	3,489,200
Total General Fund	11,099,142	11,397,931	11,993,340	10,587,938	11,424,296	11,793,903	12,582,343	12,704,181	12,533,840	12,754,187
Gas Tax Fund	583,966	563,320	640,481	679,262	699,174	692,497	822,841	830,254	686,152	669,199
RMRA	-	-	-	-	-	-	-	-	-	-
Traffic Safety Fund	46,861	46,627	46,931	47,948	42,693	56,730	63,374	47,430	83,021	86,741
Park Improvement Fund	-	-	-	-	-	-	-	-	-	-
COPS Fund	95,065	87,350	48,636	107,802	126,260	99,444	65,883	97,639	83,746	80,725
Air Quality Management Fund	18,694	34,553	7,544	57,123	58,520	59,536	69,626	58,953	36,500	37,320
Waste Management Fund	-	-	-	-	-	-	-	-	-	-
Housing and Community Development	174,734	310,822	183,446	130,017	239,871	138,393	129,793	187,933	113,839	83,852
Prop C Transit Fund	68,543	32,866	227,814	139,281	140,469	148,788	166,941	169,665	78,653	2,500
Bikeway Fund	-	-	-	-	-	-	-	-	-	-
Measure R	-	-	-	37,655	-	9,202	(38)	-	-	-
Landscape & Open Space Maintenance	1,704,530	1,723,053	1,822,477	2,431,619	2,397,338	2,163,699	2,322,372	2,543,207	2,522,748	2,404,077
Measure M	-	-	-	-	-	-	-	-	-	116,418
Prop A Transit Fund	584,795	527,163	397,727	411,798	300,445	299,117	284,755	246,157	336,438	382,058
Capital Equipment Replacement Fund	30,131	38,152	3,625	100,051	171,489	114,253	198,486	96,620	260,133	16,644
Facility Maintenance Fund	-	-	-	-	-	-	-	-	397,065	431,337
State Park Grant Fund	112,524	117,951	69,148	69,320	54,206	27,560	13,900	13,000	47,826	14,844
Edward Byrne Justice Grant	-	21,308	-	-	-	-	-	-	-	-
Used Oil Recycling Grant Fund	7,472	8,420	14,440	8,628	8,532	8,570	8,500	8,467	8,489	8,267
General Recycling Grant Fund	1,741	5,112	8,828	1,105	15,332	8,130	8,194	7,970	7,838	7,792
Cable Television Education Fund	28,545	-	24,315	2,421	4,362	43,464	44,708	3,550	13,046	4,552
Walnut Improvement Agency Fund	203,790	-	113,081	-	-	-	-	-	-	-
Walnut Housing Authority Fund	339,033	336,568	326,902	328,252	306,903	261,080	266,068	296,857	334,716	330,494
Other Post-Employment Benefits	-	160	232	307	908	2,281	2,866	2,682	2,978	3,391
Total All Funds	15,099,566	15,251,356	15,928,967	15,140,527	15,990,798	15,926,649	17,050,612	17,314,565	17,547,028	17,434,398

CITY OF WALNUT
FUND STRUCTURE
2020-21

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

GENERAL FUND

01 General Fund

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

SPECIAL REVENUE FUNDS

02 Gas Tax Fund

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

03 Road Maintenance Rehabilitation Account Fund (RMRA)

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

05 Traffic Safety Fund

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

06 Park Improvement Fund

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

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

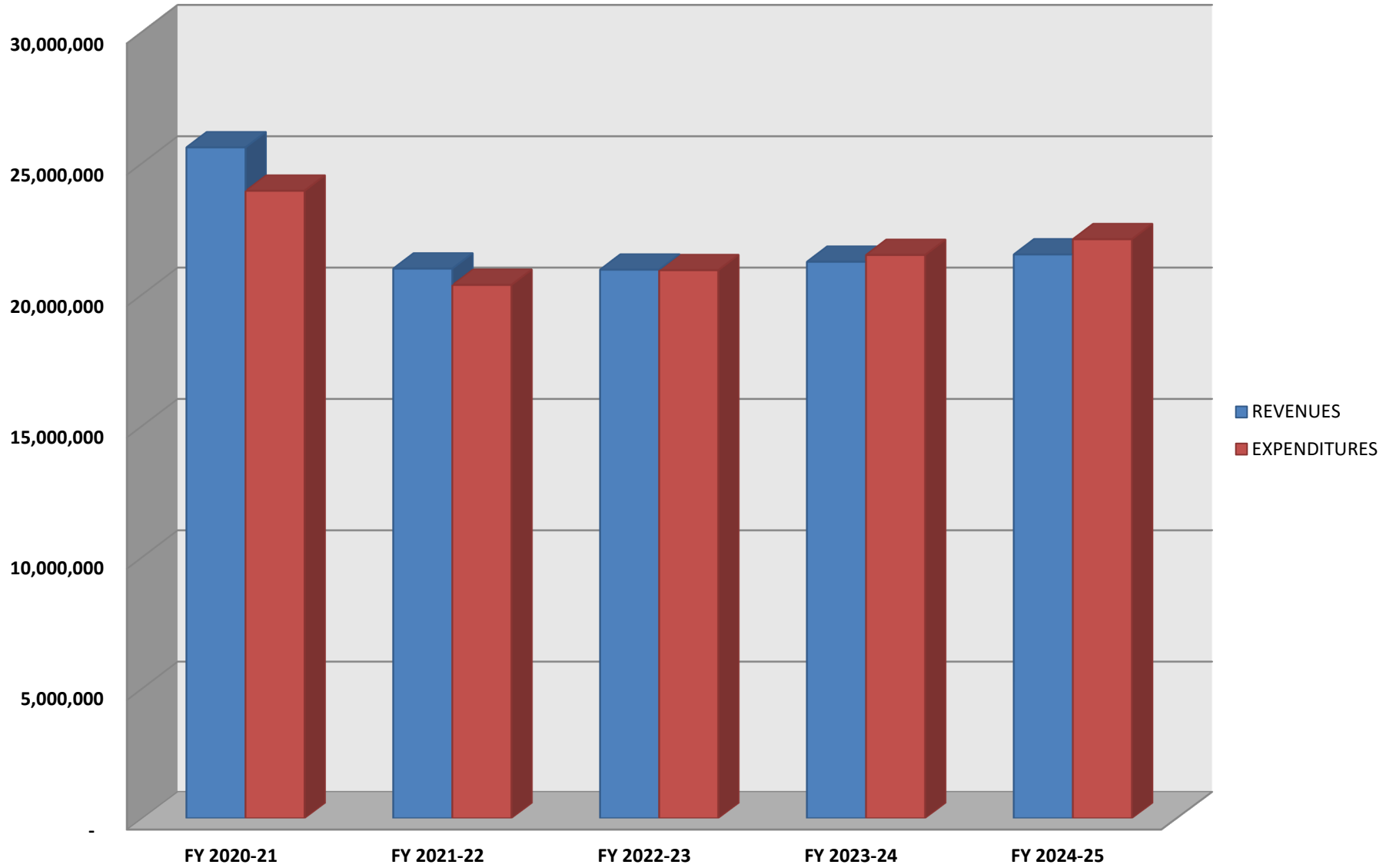
The COPS Fund accounts for the distribution of funds to local agencies on a per-capita basis for the purpose of first-line law enforcement services. AB 3229 authorized this distribution in July of 1996.

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

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

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

Five-Year Projection Revenues vs. Expenditures



**CITY OF WALNUT
2020-21
FIVE-YEAR PROJECTION OF REVENUES**

	2020-21	2021-22	2022-23	2023-24	2024-25
GENERAL REVENUE					
Property Taxes (1)	\$ 6,100,000	\$ 6,222,000	\$ 6,346,440	\$ 6,473,369	\$ 6,602,836
Other Taxes (2)	3,386,200	3,610,584	3,679,498	3,749,830	3,821,606
Licenses & Permits (3)	597,400	711,700	724,200	737,325	751,106
Use of Money (4)	703,150	925,942	1,048,043	1,158,099	1,140,158
Revenue From Other Agencies	382,400	382,400	32,400	32,400	32,400
Recreation Services	823,000	823,000	823,000	823,000	823,000
Charges for Service	291,600	291,600	291,600	291,600	291,600
Other Revenue	921,300	100,645	101,000	101,366	101,743
TOTAL:	\$ 13,205,050	\$ 13,067,871	\$ 13,046,181	\$ 13,366,988	\$ 13,564,449
RESTRICTED REVENUE					
Revenue From					
Other Agencies (5)	\$ 4,896,440	\$ 5,004,832	\$ 5,084,613	\$ 5,166,119	\$ 5,249,388
Use of Money & Property	36,870	31,340	26,639	22,643	19,246
Fines & Other Revenue	356,100	356,820	257,534	158,262	159,005
Assessments	2,389,980	2,389,980	2,393,890	2,393,890	2,393,890
TOTAL:	\$ 7,679,390	\$ 7,782,972	\$ 7,762,675	\$ 7,740,914	\$ 7,821,530
TOTAL REVENUE:	\$ 20,884,440	\$ 20,850,842	\$ 20,808,856	\$ 21,107,902	\$ 21,385,979
Transfer In	\$ 3,713,249	\$ 54,162	\$ 55,245	\$ 56,350	\$ 57,477
Restricted Fund					
Balance Applied:	\$ 1,001,570	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
TOTAL RESOURCES:	\$ 25,599,259	\$ 20,985,004	\$ 20,944,101	\$ 21,244,252	\$ 21,523,456

EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

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

**CITY OF WALNUT
2020-21
FIVE-YEAR PROJECTION OF EXPENDITURES**

	2020-21	2021-22	2022-23	2023-24	2024-25
GENERAL GOVERNMENT					
Personnel	1,777,340	1,830,660	1,885,580	1,942,147	2,000,412
Operations (1)	995,940	1,022,881	1,050,641	1,079,249	1,108,733
Capital	25,000	-	-	-	-
TOTAL:	2,798,280	2,853,541	2,936,221	3,021,397	3,109,145
COMM. DEVELOPMENT					
Personnel	1,440,350	1,483,561	1,528,067	1,573,909	1,621,127
Operations	1,679,750	1,101,345	1,123,372	1,145,839	1,168,756
Capital	95,950	96,000	96,000	96,000	96,000
TOTAL:	3,216,050	2,680,906	2,747,439	2,815,749	2,885,883
PUBLIC WORKS					
Personnel	805,040	829,191	854,067	879,689	906,080
Operations	4,703,210	4,793,274	4,885,140	4,978,842	5,074,419
Capital	251,060	163,460	163,460	163,460	163,460
TOTAL:	5,759,310	5,785,925	5,902,667	6,021,991	6,143,959
PUBLIC SAFETY					
Personnel	167,870	172,906	178,093	183,436	188,939
Operations (2)	4,487,790	4,704,767	4,932,445	5,171,355	5,422,056
Capital	-	-	-	-	-
TOTAL:	4,655,660	4,877,673	5,110,538	5,354,791	5,610,996
COMMUNITY SERVICES					
Personnel	1,964,050	2,022,972	2,083,661	2,146,170	2,210,556
Operations	1,841,840	1,867,827	1,867,827	1,867,827	1,867,827
Capital	-	-	-	-	-
TOTAL:	3,805,890	3,890,799	3,951,488	4,013,997	4,078,383
Transfer Out	3,713,249	275,000	275,000	275,000	275,000
TOTAL EXPENDITURES:	23,948,439	20,363,844	20,923,353	21,502,925	22,103,365

EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

(1) FY 2020-21 3% COLA for classified per MOU

Operations:

(1) Liability & Property Insurance 4% increase

(2) Public Safety Operations 5% increase per year

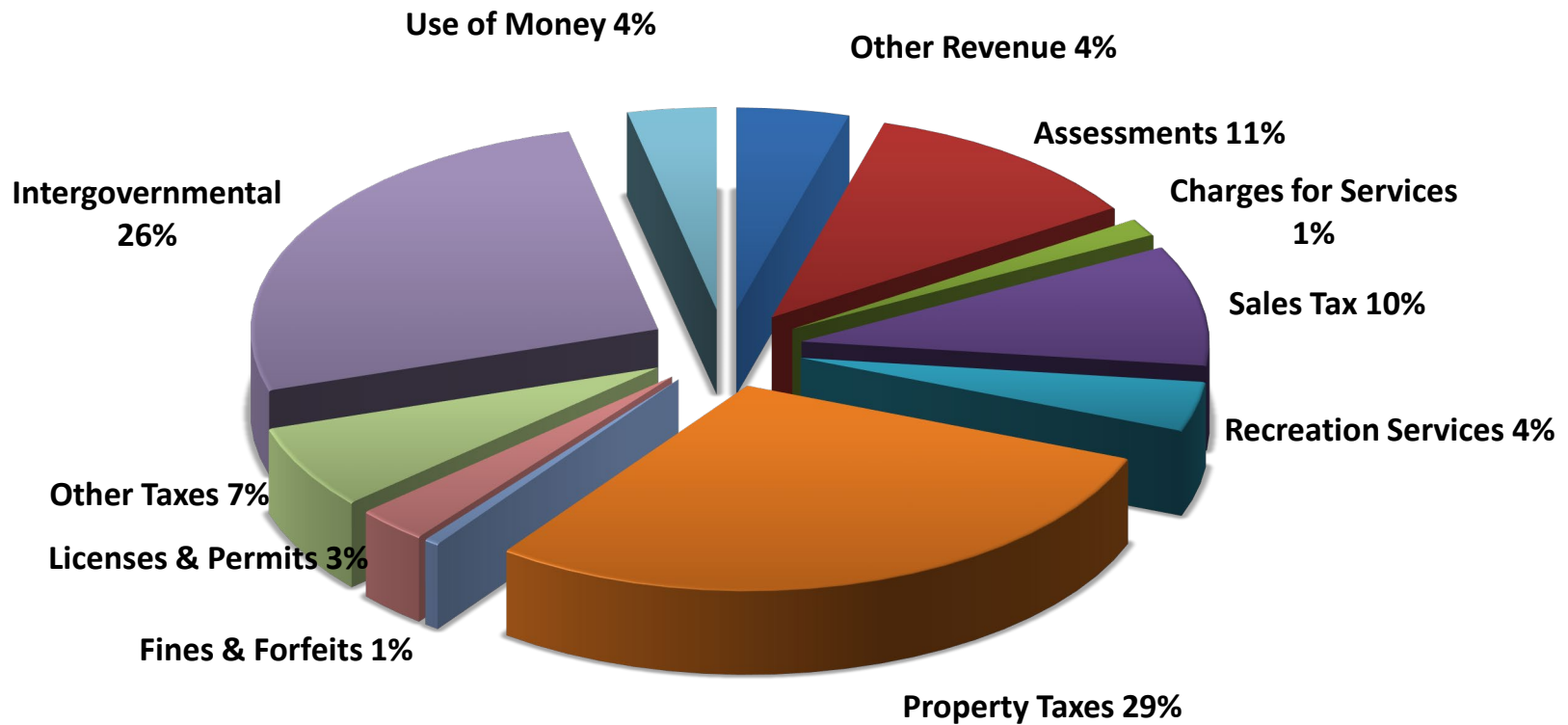
All other expenditures except as noted 2% increase.

**CITY OF WALNUT
2020-21 PERSONNEL SUMMARY**

	2018-19	2019-20	2020-21
<u>GENERAL GOVERNMENT</u>			
City Manager	0.60	0.73	0.75
Human Resources	0.25	0.50	0.50
Risk Management	0.00	0.50	0.50
City Clerk	1.85	1.90	1.90
Finance	4.98	5.15	5.15
Computer Services	0.50	0.35	0.35
Administrative Services	2.25	2.04	2.04
TOTAL GENERAL GOVERNMENT	10.43	11.17	11.19
<u>COMMUNITY DEVELOPMENT</u>			
Planning	3.95	4.08	4.10
Code Enforcement	2.50	2.50	2.50
Building & Safety	0.45	0.45	0.45
Successor Agency Administration	1.00	0.38	0.00
Prop "A" Administration	0.70	0.70	0.70
Metrolink	0.13	0.13	0.13
WHA Administration	1.60	1.60	1.93
TOTAL COMMUNITY DEVELOPMENT	10.33	9.83	9.80
<u>PUBLIC WORKS</u>			
Environmental Services	0.70	0.70	0.70
Street Right-of-Way Maintenance	2.15	2.15	2.15
LOSMD/Public Works Admin	2.05	2.05	2.05
Building Maintenance	0.80	0.80	0.80
TOTAL PUBLIC WORKS	5.70	5.70	5.70
<u>PUBLIC SAFETY</u>			
Public Safety Administration	0.50	0.25	0.25
Business License Enforcement	0.25	0.25	0.25
Vehicle Code Fines	0.50	0.50	0.50
COPS	0.00	0.01	0.01
TOTAL PUBLIC SAFETY	1.25	1.01	1.01
<u>COMMUNITY SERVICES</u>			
Recreation Administration	1.50	1.50	1.50
Parks Maintenance	4.10	4.10	4.10
Equestrian Trail Maintenance	0.70	0.70	0.70
Special Events	0.35	0.35	0.35
Excursions	0.35	0.35	0.35
Sports & Gymnasiums	1.00	1.00	1.00
Recreation Classes	0.30	0.30	0.30
Senior Citizens Center	1.00	1.00	1.00
Teen Center	1.00	1.00	1.00
TOTAL COMMUNITY SERVICES	10.30	10.30	10.30
TOTAL FULL-TIME POSITIONS	38.00	38.00	38.00

Revenues

Revenue Summary (ALL FUNDS) Fiscal Year 2020-21



**Total Revenue Budget
\$20,884,440**

**CITY OF WALNUT
2020-21 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2018-19	2019-20		2020-21
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PROPERTY TAXES				
01-3010 PROPERTY TAXES	6,306,157	6,190,300	5,950,000	6,100,000
TOTAL PROPERTY TAXES	6,306,157	6,190,300	5,950,000	6,100,000
OTHER TAXES				
01-3100 SALES & USE TAX	2,204,841	2,199,000	1,852,000	2,000,000
01-3110 PUBLIC SAFETY AUGMENTATION FUND	188,302	190,000	193,700	199,200
01-3120 FRANCHISE TAX	927,083	984,000	925,800	926,000
01-3130 BUSINESS LICENSE TAX	121,447	125,000	123,000	125,000
01-3140 REALTY STAMP TAX (DOC TRANSFER)	123,023	170,000	124,000	124,000
01-3150 DEVELOPMENT TAX	20,417	14,000	10,000	12,000
TOTAL OTHER TAXES	3,585,112	3,682,000	3,228,500	3,386,200
LICENSES & PERMITS				
01-3200 PARKING PERMITS	3,042	3,600	3,000	2,000
01-3205 FILM PERMITS	750	500	500	500
01-3220 BUILDING & SAFETY - FULL PLAN CHECK	315,439	330,000	250,000	200,000
01-3230 BUILDING & SAFETY - STANDARD PLAN CHECK	836	90,000	0	0
01-3240 BUILDING & SAFETY - PERMITS	556,099	780,000	600,000	385,000
01-3250 GRADING & STREET PERMITS	4,175	5,000	7,500	6,000
01-3260 CONDITIONAL USE PERMITS	7,560	7,000	1,890	0
01-3270 STRONG MOTION INSTRUM FEE	115	300	250	200
01-3271 STATE BLDG STD FUNDS	92	200	180	200
01-3272 DISABILITY ACCESS & EDUCATION FUND	6,908	3,500	3,500	3,500
TOTAL LICENSES & PERMITS	895,015	1,220,100	866,820	597,400
FINES, FORFEITS, & PENALTIES				
01-3300 CODE FINES	16,504	11,000	11,000	11,500
01-3305 FALSE ALARM FINES	6,018	5,000	5,000	5,000
01-3311 IMPOUND SERVICE FEE	6,045	4,000	4,000	4,000
TOTAL FINES, FORFEITS, & PENALTIES	28,566	20,000	20,000	20,500
USE OF MONEY & PROPERTY				
01-3400 INTEREST INCOME	830,686	560,000	590,000	337,400
01-3410 RENTAL OF CITY HALL OFFICES	1,920	1,920	1,920	1,920
01-3420 TELECOMMUNICATION LEASE	347,406	346,520	346,520	363,830
TOTAL USE OF MONEY & PROPERTY	1,180,012	908,440	938,440	703,150
REVENUE FROM OTHER AGENCIES				
01-3500 STATE MOTOR VEHICLE IN-LIEU TAX	14,619	16,000	24,180	24,000
01-3510 STATE HOMEOWNERS EXEMPTION	7,248	9,600	8,000	8,000
01-3511 STATE HIGHWAY RENTAL FEES	264	400	400	400
01-3558 PROPOSITION "A" TRANSFER	0	425,750	425,750	350,000
01-3614 BSEP GRANT - BUS STOP PROGRAM	0	0	0	0
01-3623 PROPOSITION 68	0	200,000	200,000	0
TOTAL REVENUE FROM OTHER AGENCIES	22,132	651,750	658,330	382,400

**CITY OF WALNUT
2020-21 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2018-19	2019-20		2020-21
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
RECREATION SERVICES				
01-3641 TEEN CENTER EXCURSIONS	3,157	3,500	1,610	3,500
01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE	17,379	15,500	10,440	15,500
01-3644 TEEN CENTER SPECIAL EVENTS	3,366	3,000	1,380	3,000
01-3645 TEEN CENTER MEMBERSHIP	19,945	19,000	19,540	19,000
01-3649 CAMP PROGRAMS	10,710	12,000	4,650	12,000
01-3651 SENIOR EXCURSIONS	46,013	45,000	24,900	45,000
01-3653 SENIOR BINGO DONATIONS	4,550	4,200	3,150	4,200
01-3654 SENIOR SPECIAL EVENTS	17,126	15,000	10,770	15,000
01-3655 SENIOR CLASSES	14,391	15,000	10,000	15,000
01-3690 SPECIAL EVENTS	14,381	16,000	14,750	16,000
01-3691 AQUATICS	108,095	120,000	54,620	120,000
01-3692 EXCURSIONS	48,618	58,800	35,720	58,800
01-3693 SPORTS LEAGUES	293,367	328,000	213,430	335,500
01-3694 RECREATION CLASSES	125,394	124,500	91,180	124,500
01-3696 REFEREE SERVICE FEE	20,013	19,000	14,000	19,000
01-3697 REGISTRATION FEES	15,676	17,000	12,570	17,000
TOTAL RECREATION SERVICES	762,180	815,500	522,710	823,000
CHARGES FOR CURRENT SERVICES				
01-3700 SITE PLAN REVIEW FEES	82,312	80,000	25,000	8,500
01-3710 GENERAL PLAN AMENDMENTS	2,500	1,000	0	0
01-3711 GENERAL PLAN MAINTENANCE FEE	39,731	35,000	25,000	30,000
01-3730 VARIANCE APPLICATION FEES	1,890	0	0	0
01-3740 SALE OF MAPS & PUBLICATIONS	1,277	700	450	600
01-3745 INDUSTRIAL WASTE INSPECTION FEES	65,752	60,000	60,000	60,000
01-3750 PUBLIC WORKS INSPECTION FEES	80,387	55,000	55,000	55,000
01-3760 PUBLIC WORKS PLAN CHECKING FEES	72,747	35,000	25,000	20,000
01-3780 PARKS & RECREATION USE FEES	14,987	16,000	19,560	16,000
01-3783 GYM/TEEN FACILITY USE FEES	11,115	11,000	6,530	11,000
01-3790 SENIOR CENTER USE FEES	1,325	500	0	500
01-3791 ANIMAL LICENSE SALES	62,209	110,000	65,000	90,000
01-3795 CANDIDATE FILING FEES	100	0		
TOTAL CHARGES FOR CURRENT SERVICES	436,331	404,200	281,540	291,600
OTHER REVENUES				
01-3800 SA REIMBURSEMENT	250,000	121,630	121,630	0
01-3805 RISK MANAGEMENT CLAIMS REIMBURSEMENT	0	0	0	0
01-3810 WORKERS' COMP REIMBURSEMENT	0	0	0	0
01-3811 GENERAL LIABILITY CLAIMS REIMBURSEMENT	0	0	0	0
01-3819 WALNUT HISTORICAL BOOK	0	0	0	0
01-3820 MISCELLANEOUS REVENUES	15,056	6,000	26,000	836,000
01-3822 MISCELLANEOUS DONATIONS	2,000	0	0	0
01-3828 PASSPORT EXECUTION FEES	56,945	49,000	28,000	34,000
01-3833 METROLINK PASSES	623	0	0	0
01-3834 EZ PASSES	(321)	0	0	0
01-3835 BUS PASSES	1,436	1,800	1,800	1,800

**CITY OF WALNUT
2020-21 REVENUE BUDGET BY FUND**

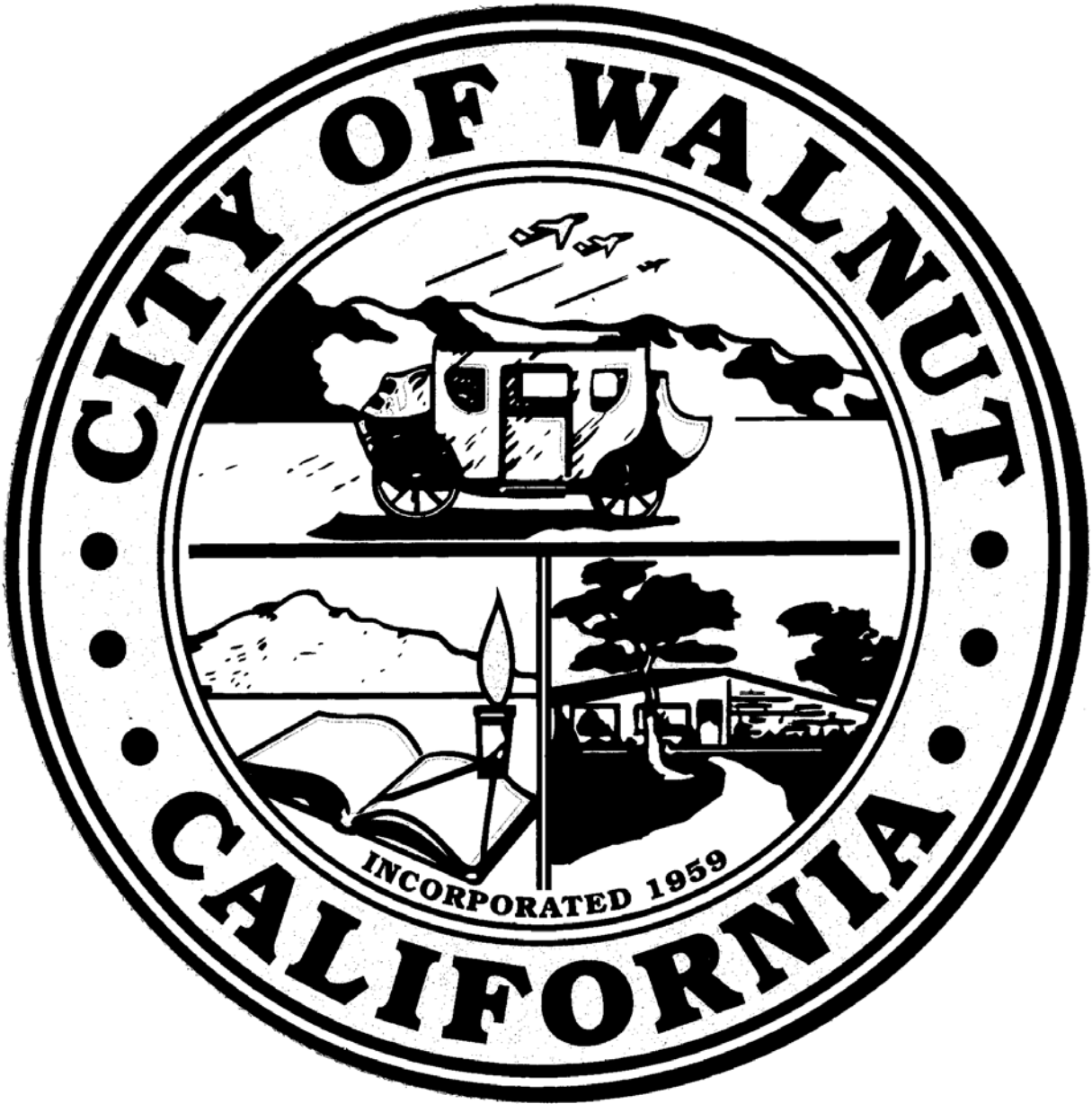
ACCOUNT NUMBER AND DESCRIPTION	2018-19	2019-20		2020-21
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
OTHER REVENUES (Continued)				
01-3840 FAMILY FESTIVAL REVENUES	26,290	25,000	24,320	0
01-3845 FIREWORKS SHOW	1,150	0	1,750	1,500
01-3855 TEEN CENTER MISCELLANEOUS REVENUE	0	0	0	0
01-3856 TEEN CENTER DONATIONS	250	0	0	0
01-3870 APPEALS	0	0	0	0
01-3872 STATE MANDATED COST REIMBURSEMENT	0	0	0	0
01-3873 MT. SAC PARKING METERS	11,370	10,000	10,000	10,000
01-3876 MT. SAC TICKET SALES REIMBURSEMENT	0	0	0	0
01-3900 SURPLUS PROPERTY SALE	15,364	2,000	2,000	500
01-3960 SEWER REIMBURSEMENT	3,779	0	3,780	0
01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE	3,269	7,000	2,000	2,000
01-3970 MISCELLANEOUS REIMBURSEMENT	2,328,642	281,400	295,000	15,000
TOTAL OTHER REVENUES	2,715,853	503,830	516,280	900,800
TOTAL GENERAL FUND (01)	15,931,360	14,396,120	12,982,620	13,205,050
02-3400 INTEREST INCOME	3,002	0	2,000	2,100
02-3560 2107.5 GAS TAX	6,000	6,000	6,000	6,000
02-3565 2105 GAS TAX	167,106	175,000	167,400	175,000
02-3570 2106 GAS TAX	104,453	102,000	102,000	103,000
02-3580 2107 GAS TAX	210,154	220,000	209,000	209,000
02-3585 2103 GAS TAX	101,749	125,000	200,000	200,000
TOTAL GAS TAX FUND (02)	592,465	628,000	686,400	695,100
03-3400 INTEREST INCOME	8,185	500	5,000	3,300
03-3590 ROAD MAINTENANCE REHAB ACCT	558,526	511,000	560,000	570,000
TOTAL RMRA FUND (03)	566,712	511,500	565,000	573,300
05-3310 VEHICLE CODE FINES	88,852	85,760	86,200	93,980
05-3330 VEHICLE CODE FINES - COUNTY	9,816	14,660	9,000	11,000
TOTAL TRAFFIC SAFETY FUND (05)	98,668	100,420	95,200	104,980
06-3160 PARK IN-LIEU FEES	38,910	230,000	70,000	200,000
TOTAL PARK IMPROVEMENT FUND (06)	38,910	230,000	70,000	200,000
07-3400 INTEREST INCOME	8,301	4,000	7,300	5,200
07-3515 COPS	148,747	140,000	155,900	150,000
TOTAL COPS FUND (07)	157,048	144,000	163,200	155,200
09-3400 INTEREST INCOME	0	0	0	0
09-3597 AIR QUALITY IMPROVEMENT	39,505	36,900	36,900	36,900
TOTAL AQMD FUND (09)	39,505	36,900	36,900	36,900
11-3880 RECYCLING REBATE	0	24,000	24,000	0
11-3885 AB939 ADMINISTRATION	52,050	53,100	53,100	53,100
TOTAL WASTE MANAGEMENT FUND (11)	52,050	77,100	77,100	53,100

**CITY OF WALNUT
2020-21 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2018-19	2019-20		2020-21
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT	83,853	180,790	164,420	338,830
TOTAL CDBG FUND (12)	83,853	180,790	164,420	338,830
13-3400 INTEREST INCOME	17,469	5,000	9,000	6,000
13-3680 PROPOSITION "C" TRANSPORTATION	501,808	506,820	500,000	522,030
TOTAL PROPOSITION "C" FUND (13)	519,277	511,820	509,000	528,030
14-3630 SB 821 BIKEWAY	21,490	25,000	21,490	18,500
TOTAL BIKEWAY FUND (14)	21,490	25,000	21,490	18,500
15-3400 INTEREST INCOME	1,759	0	140	100
15-3517 LACMTA EXCHANGE	0	0	0	0
TOTAL LACMTA FUND (15)	1,759	0	140	100
16-3400 INTEREST INCOME	9,892	5,000	500	300
16-3680 MEASURE "R" TRANSPORTATION	376,464	380,160	380,000	391,400
TOTAL MEASURE "R" FUND (16)	386,356	385,160	380,500	391,700
18-3181 L.O.S.M.D. ZONE 9	668,603	663,890	663,890	663,890
TOTAL LOSMD ZONE 9 FUND (18)	668,603	663,890	663,890	663,890
19-3170 L.O.S.M.D.	1,944,417	1,726,080	1,726,080	1,726,090
TOTAL LOSMD FUND (19)	1,944,417	1,726,080	1,726,080	1,726,090
20-3868 3 OAKS REC FACILITY DEV. CONTRIBUTION	0	0	0	0
TOTAL THREE OAKS RECREATION FACILITY FUND (20)	0	0	0	0
21-3400 INTEREST INCOME	3,733	500	7,500	3,200
21-3680 MEASURE "M" TRANSPORTATION	423,986	430,800	430,000	442,900
TOTAL MEASURE "M" FUND (21)	427,720	431,300	437,500	446,100
23-3400 INTEREST INCOME	50,449	10,000	37,000	13,700
23-3680 PROPOSITION "A" TRANSPORTATION	604,973	611,010	610,000	629,340
TOTAL PROPOSITION "A" FUND (23)	655,422	621,010	647,000	643,040
25-3820 MISCELLANEOUS REVENUE	0	0	0	0
25-3970 MISCELLANEOUS REIMBURSEMENT	0	0	31,500	0
TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)	0	0	31,500	0
27-3666 NEIGHBORHOOD PARK ACT	56,013	30,000	30,000	0
TOTAL STATE PARK GRANT FUND (27)	56,013	30,000	30,000	0
28-3400 INTEREST INCOME	0	0	0	0
28-3625 MEASURE "A" (M&S)	0	25,350	25,320	25,320
TOTAL MEASURE "A" (M&S) FUND (28)	0	25,350	25,320	25,320

**CITY OF WALNUT
2020-21 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2018-19	2019-20		2020-21
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
29-3400 INTEREST INCOME	0	2,000	0	0
29-3540 MEASURE "W"	0	250,000	250,000	500,000
TOTAL MEASURE "W" FUND (29)	0	252,000	250,000	500,000
31-3400 INTEREST INCOME	1,313	1,000	1,500	70
31-3519 TRAFFIC CONGESTION RELIEF	34,347	34,500	34,500	0
TOTAL TRAFFIC CONGESTION RELIEF FUND (31)	35,659	35,500	36,000	70
32-3874 USED OIL OPP GRANT	8,352	8,360	8,360	8,320
TOTAL USED OIL RECYCLING GRANT FUND (32)	8,352	8,360	8,360	8,320
33-3878 GENERAL RECYCLING GRANT	7,792	7,800	7,800	7,800
TOTAL GENERAL RECYCLING GRANT FUND (33)	7,792	7,800	7,800	7,800
35-3400 INTEREST INCOME	5,259	3,000	4,000	2,700
35-3670 CABLE TV PEG FEES	35,623	34,000	35,000	35,000
TOTAL CABLE T.V. EDUCATION FUND (35)	40,883	37,000	39,000	37,700
37-3400 INTEREST INCOME	0	1,000	0	200
37-3522 MEASURE "A" CATEGORY 1	0	105,250	105,000	104,700
TOTAL MEASURE "A" (CATEGORY 1) (37)	0	106,250	105,000	104,900
41-3800 WHA REIMBURSEMENT AGREEMENT	330,494	350,150	339,810	420,420
TOTAL WHA FUND (41)	330,494	350,150	339,810	420,420
TOTAL CITY REVENUES	22,664,807	21,521,500	20,099,230	20,884,440



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.
- 3558 **Proposition A Transfer**
Provides for funds received in return for the exchange of Proposition “A” Transportation funds.
- 3614 **BSEP GRANT (Bus Stop Enhancement Grant)**
Provides for bus stop shelter installation and bus stop amenity installation.
- 3623 **Proposition 68**
Provides for funds received from state bond. Proposition 68 will expand access and infrastructure in state and local park systems, provide funding for habitat restoration and water sustainability, and invest in natural disaster protection projects.

RECREATION SERVICES:

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

- 3654 **Senior Special Events**
Provides for funds received from fees charged for special recreational events offered by the City's Senior Citizens Center.
- 3655 **Senior Classes**
Provides for funds received from recreation classes for older adults.
- 3690 **Special Events**
Provides for funds received from fees charged for special recreational events.
- 3691 **Aquatics**
Provides for funds received from fees charged for aquatic recreational activities offered by the City.
- 3692 **Excursions**
Provides for funds received from fees charged for recreational excursions.
- 3693 **Sports Leagues**
Provides for funds received from fees charged for recreational sports activities.
- 3694 **Recreation Classes**
Provides for funds received from fees charged for recreation classes.
- 3696 **Referee Service fee**
Provides for funds received from sport leagues for referee services.
- 3697 **Registration Fees**
Provides for funds received from a \$5.00 fee charged for recreation activity registration.

CHARGES FOR CURRENT SERVICES:

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

- 3740 **Sale of Maps & Publications**
Provides for funds received from the sale of various maps, publications, photocopies, and copies of videotapes.
- 3745 **Industrial Waste Inspection Fees**
Provides for funds received from fees charged for industrial waste inspections by the county.
- 3750 **Public Works Inspection Fees**
Provides for funds received from fees charged for public works inspection services by the City Engineer. (i.e. street, curb, gutter, and sewer inspections)
- 3760 **Public Works Plan Checking Fees**
Provides for funds received from fees charged for plan checks on public improvements, by the City Engineer.
- 3780 **Parks & Recreation Use Fees**
Provides for funds received from fees charged for the use of Park and Recreation facilities for private and organized recreational activities.
- 3783 **Gymnasium/Teen Center Facility Use Fees**
Provides for funds received from fees charged for the use of the Gym/Teen Center.
- 3790 **Senior Center Use Fees**
Provides for funds received from fees charged for the use of the Senior Center.
- 3791 **Animal License Sales**
Provides for funds received from fees charged for the issuance of dog licenses from the Los Angeles County Department of Animal Care and Control.
- 3795 **Candidate Filing Fees**
Provides for funds received from a \$25 processing fee required of all persons wishing to run for City Council, paid at the time of submitting their candidate filing paperwork.

OTHER REVENUES:

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

- 3810 **Workers' Compensation Reimbursement**
Provides for funds received as reimbursements to the City for Workers' Compensation claims and insurance.
- 3811 **General Liability Reimbursement**
Provides for funds received as reimbursements to the City for insurance claims, accidents, and other settlements.
- 3819 **Walnut Historical Book**
Provides for funds received for the sale of Walnut Historical Books.
- 3820 **Miscellaneous Revenues**
Provides for funds received as a result of miscellaneous activities, including fees charged by the City for checks returned by our bank for non-sufficient funds and fees charged as overhead for services provided by the City. Also, provides for anticipated grant reimbursement for COVID-19 related to expenditures.
- 3822 **Miscellaneous Donations**
Provides for funds received on occasion from individuals and organizations as donations for city programs.
- 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.

15-3400 **Interest Income**
Provides for funds received from interest earned on LACMTA Exchange funds.

16-3400 **Interest Income**
Provides for funds received from interest earned on Measure "R" funds.

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

REVENUE FROM OTHER AGENCIES:

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

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

- 23-3680 **Proposition A Transportation**
Provides for funds collected from sales taxes. Los Angeles County distributes these funds to local cities for the purpose of transportation development.
- 27-3666 **Neighborhood Park Act**
Provides for funds received from the County, in accordance with the LA County Safe Neighborhood Parks Act of 1992.
- 28-3625 **Measure A (M&S)**
Provides for funds collected from an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016.
- 29-3540 **Measure W**
Provides for City's portion from a 2.5 cents per square foot parcel tax from property owners located in the Los Angeles County Flood District approved in Los Angeles County for the Safe Clean Water Program.
- 31-3519 **Traffic Congestion Relief**
Provides for funds received from the State related to Senate Bill 1 (SB1). The Road Repair and Accountability Act of 2017, requires loan repayments pursuant to Government Code (GC) section 16321. The outstanding loans, made pursuant to GC section 14556.8, will be repaid in equal installments over three years beginning FY 2017-18. The locals' share of the payment will be apportioned to cities and counties for Traffic Congestion Relief.
- 32-3874 **Used-Oil OPP Grant**
Provides for funds received from CalRecycle for programs and products to encourage proper used oil recycling.
- 33-3878 **Recycling Grant**
Provides for State of California grant funds to be used for recycling and waste reduction program.
- 37-3522 **Measure A (Category 1)**
Provides for funds collected from an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure of 2016.
- 41-3800 **WHA Reimbursement Agreement**
Provides for funds received from the Walnut Housing Authority as a reimbursement to the City, which acts as the lead agency. (See WHA project budget)

OTHER REVENUES:

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

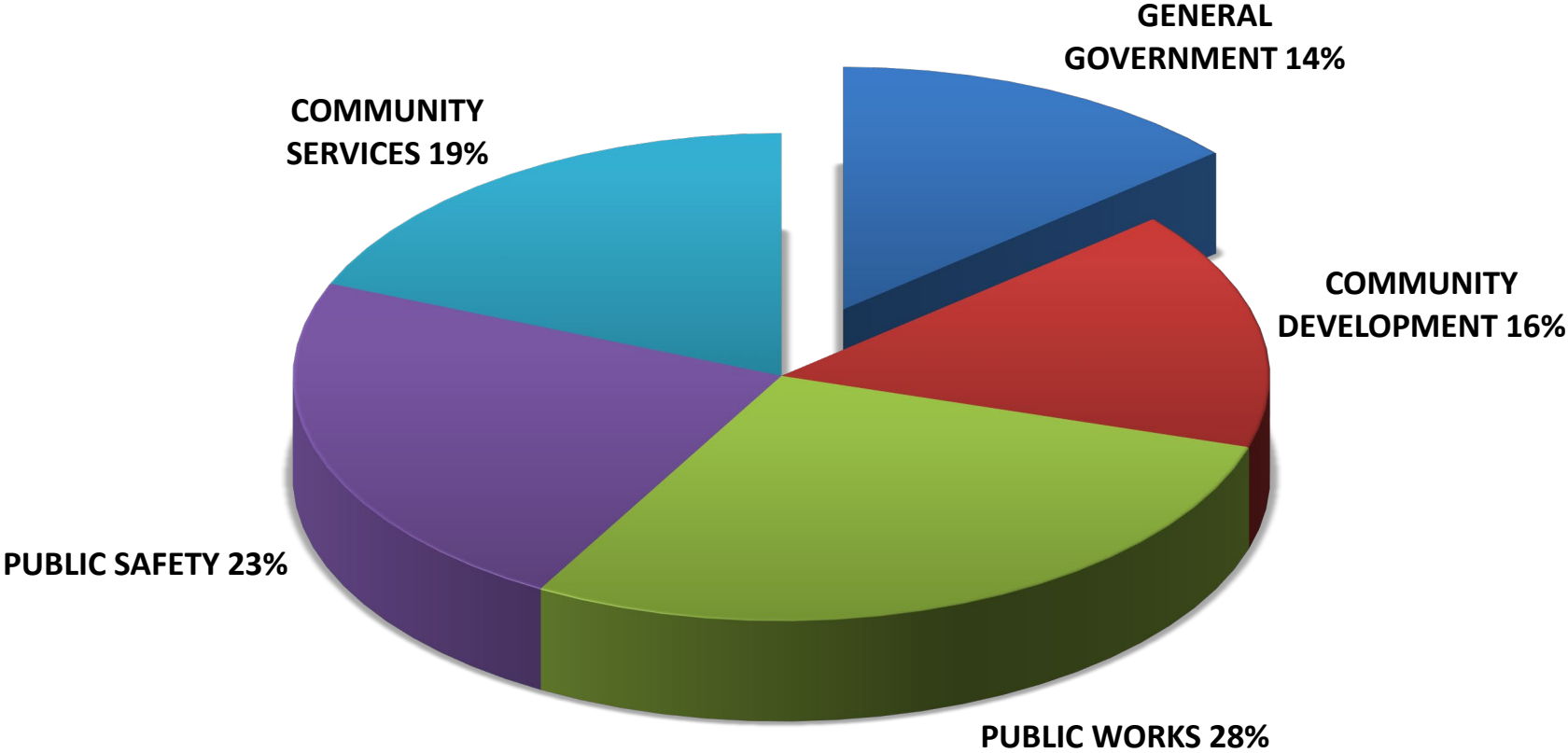
CAPITAL PROJECTS REVENUE

REVENUE FROM OTHER AGENCIES:

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

General Government

GENERAL GOVERNMENT FISCAL YEAR 2020-21



**Total General Government Budget
\$2,798,280**

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 2020-21, the General Government Program will work to achieve the following goals:

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

In 2019-20, the General Government Program worked to achieve the following goals:

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

Performance Measure: City staff received training in customer service, legally mandated harassment and discrimination training, and emergency preparedness. The City's annual Employee Service Awards was held on December 11, 2019.

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

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

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

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

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

Performance Measure: The City hosted its annual Family Festival in October 2019 and National Night Out in August 2019. The City also hosted City Council meetings, study sessions, and workshops to discuss items of importance to the City.

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

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

**General Government
Measurable Outputs**

Output	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Volunteer Internship Participant Hours	600 Hours	600 Hours	600 Hours	600 Hours	600 Hours
Number of Cable Programs	5	7	7	9	9
Employee participation in training and education programs	50	50	75	75	75
Employees in Education Enhancement Program	1	1	3	2	1
Employees attending Annual Service Awards Event	50	50	56	56	56
Number of City Council Meetings	22	22	22	22	22
Number of City Council Study Sessions	15	6	10	10	10

FY 2020-21

General Government

Goals and Relationship to the Mission Statement

In **FY 2020-21**, the General Government Department has identified five major goals:

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

The general services function of the City of Walnut will exceed expectations, collaborate, and enhance civic pride in FY 2020-21 with the four identified major goals by; continuing to encourage open discussion with bi-monthly email blasts to all online subscribers informing them of City and other local non-profit organizations' events and services; preparing Walnut for the future and providing clear directions for people using our services with a more effective and user friendly website providing a modern design, increased agency transparency, and tools for daily transactions; building teamwork among employees by recognizing achievements in addition to the annual Employee Service Awards event; striving to be educated and well informed by providing monthly employee trainings through CJPIA on OSHA mandated procedures, safety, ergonomics, and other areas reducing risk within the City as a whole; seeking new cost efficiencies and helping the environment by implementing additional green office procedures to lessen the output of paper and other non-environmentally friendly items.

**CITY OF WALNUT
PROGRAM SUMMARY
GENERAL GOVERNMENT**

	2018-19		2019-20		2020-21
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,472,481	1,685,480	1,682,580	1,668,820	1,777,340
OPERATIONS EXPENSE	843,659	880,150	892,220	835,940	995,940
TOTAL OPERATING EXPENSE	2,316,141	2,565,630	2,574,800	2,504,760	2,773,280
CAPITAL	1,002	25,000	25,000	25,000	25,000
PROGRAM TOTAL	2,317,143	2,590,630	2,599,800	2,529,760	2,798,280
TOTAL FULL-TIME EMPLOYEES	10.43	11.17	11.17	11.17	11.19
 SUB-PROGRAMS:					
			PAGE		
CITY COUNCIL	01-4000		76		
CITY MANAGER	01-4100		80		
HUMAN RESOURCES	01-4200		82		
RISK MANAGEMENT	01-4201		86		
CITY CLERK	01-4300		90		
ELECTIONS	01-4301		94		
CITY TREASURER	01-4400		96		
FINANCE	01-4500		100		
COMPUTER SERVICES	01-4502		104		
CITY ATTORNEY	01-4600		108		
ADMINISTRATIVE SERVICES	01-4700		110		
COMMUNITY PROMOTIONS	01-4800		114		
CABLE TELEVISION ADMINISTRATION	01-4900		116		
CABLE TELEVISION EQUIPMENT	35-4900		118		
OPEB	51-4200		120		

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY COUNCIL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4000-5101	REGULAR SALARIES	18,300	18,000	18,000	18,000	18,000
01-4000-5105	HEALTH & LIFE INSURANCE	37,156	42,000	42,000	42,000	42,000
01-4000-5107	WORKERS' COMPENSATION	809	840	840	850	840
01-4000-5108	PERS	2,487	4,640	4,640	2,500	4,890
01-4000-5110	MEDICARE	487	970	970	500	1,090
	TOTAL PERSONNEL	59,238	66,450	66,450	63,850	66,820
	OPERATIONS					
01-4000-6101	CONFERENCE & MEETINGS - RODRIGUEZ	0	5,000	5,000	2,800	2,500
01-4000-6102	CONFERENCE & MEETINGS - PACHECO	0	5,000	5,000	600	2,500
01-4000-6103	CONFERENCE & MEETINGS - CHING	0	5,000	5,000	1,300	2,500
01-4000-6104	CONFERENCE & MEETINGS - WU	0	5,000	5,000	900	2,500
01-4000-6105	CONFERENCE & MEETINGS - TRAGARZ	0	5,000	5,000	2,600	2,500
01-4000-6201	CONFERENCE & MEETINGS	11,939	0	0	0	0
01-4000-6205	OFFICE SUPPLIES	1,627	2,000	2,000	2,000	2,000
01-4000-6215	VEHICLE ALLOWANCE	15,250	15,000	15,000	15,000	15,000
01-4000-6253	TELEPHONE	3,038	3,900	3,900	2,940	3,900
	TOTAL OPERATIONS	31,854	45,900	45,900	28,140	33,400
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	91,092	112,350	112,350	91,990	100,220
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
CITY COUNCIL (4000)

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

PERSONNEL:

5101 **Regular Salaries**

City Council – 5 Members

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

5105 - 5110 See Appendix

OPERATIONS:

6101 **Conference & Meetings - Rodriguez**

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

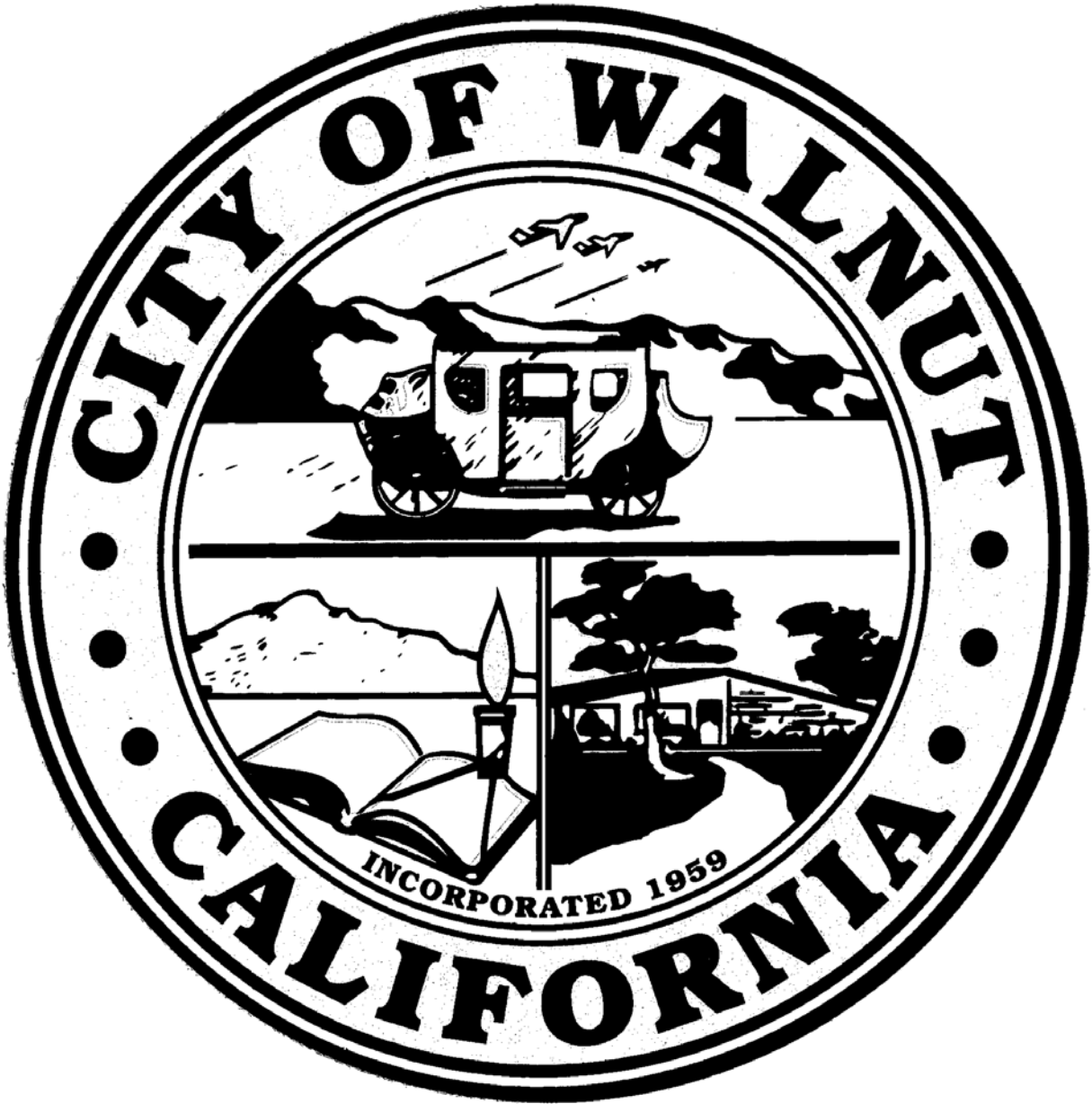
6102 **Conference & Meetings - Pacheco**

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

6103 **Conference & Meetings - Ching**

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

- 6104 **Conference & Meetings - Wu**
Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.
- 6105 **Conference & Meetings - Tragarz**
Provides for attendance at conferences and meetings, legislative seminar meetings, the California Contract Cities Association Annual Conference, the League of California Cities Annual Conference, and Chamber of Commerce functions. Also provides for miscellaneous travel expenses and, expenses for attendance at other meetings.
- 6201 **Conference & Meetings**
Provides for attendance at conferences and meetings, and miscellaneous travel expenses (FY 2019-20 each councilmember assigned a budget account 6101-6105).
- 6205 **Office Supplies**
Provides for miscellaneous supplies for council presentation frames, certificates, council badges, certificates, etc.
- 6215 **Vehicle Allowance**
Provides for vehicle allowance for the City Council members.
- 6253 **Telephone**
Provides for cell phones for Council members. These units require airtime for updates and email.



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY MANAGER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
PERSONNEL						
01-4100-5101	REGULAR SALARIES	128,386	155,510	155,510	160,870	
01-4100-5105	HEALTH & LIFE INSURANCE	10,260	12,400	12,400	12,830	
01-4100-5107	WORKERS' COMPENSATION	2,465	3,150	3,150	2,780	
01-4100-5108	PERS	39,627	54,240	54,240	63,140	
01-4100-5110	MEDICARE	2,081	2,440	2,440	2,520	
01-4100-5111	SICK LEAVE/VACATION BUYBACK	12,883	11,870	11,870	12,270	
	TOTAL PERSONNEL	195,703	239,610	239,610	254,410	
OPERATIONS						
01-4100-6201	CONFERENCE & MEETINGS	3,271	7,200	7,200	3,600	
01-4100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	100	100	100	
01-4100-6208	VEHICLE OPERATIONS	2,280	3,000	3,000	3,000	
01-4100-6215	VEHICLE/CELL ALLOWANCE	480	440	440	600	
01-4100-6256	EQUIPMENT USAGE	765	1,010	1,010	1,110	
01-4100-6265	COMPUTER USAGE	4,302	4,730	4,730	4,990	
	TOTAL OPERATIONS	11,099	16,480	16,480	13,400	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	206,801	256,090	256,090	267,810	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.60	0.73	0.73	0.73
						0.75

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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 – 75%

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. (25% in 41-5800)

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

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

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

6208 **Vehicle Operations**

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

2019 Buick Regal Sportback 1557419 75% (25% in 41-5800)

6215 **Vehicle/Cell Allowance**

Provides for a cell phone allowance for the City Manager, which is distributed the same as payroll.

6256 - 6265 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: HUMAN RESOURCES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4200-5101	REGULAR SALARIES	24,778	49,820	49,820	49,820	49,820
01-4200-5105	HEALTH & LIFE INSURANCE	5,010	6,750	6,750	8,610	8,560
01-4200-5107	WORKERS' COMPENSATION	476	1,010	1,010	1,010	860
01-4200-5108	PERS	10,187	16,400	16,400	16,830	18,570
01-4200-5109	UNEMPLOYMENT INSURANCE	1,037	0	0	0	10,000
01-4200-5110	MEDICARE	235	850	850	830	850
01-4200-5111	SICK LEAVE/VACATION BUYBACK	0	940	940	0	940
01-4200-5112	REPLACEMENT BENEFIT PLAN	0	5,000	5,000	3,000	5,000
	TOTAL PERSONNEL	41,723	80,770	80,770	80,100	94,600
	OPERATIONS					
01-4200-6201	CONFERENCE & MEETINGS	1,771	2,500	2,500	2,500	2,500
01-4200-6202	TRAINING	0	0	0	0	0
01-4200-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	3,135	4,200	4,200	4,500	4,500
01-4200-6206	ADVERTISING	2,135	1,500	1,500	1,500	1,500
01-4200-6209	SURETY BONDS	1,000	1,000	1,000	1,000	1,000
01-4200-6211	EDUCATION REIMBURSEMENT	4,695	6,000	6,000	3,000	6,000
01-4200-6215	VEHICLE/CELL ALLOWANCE	750	1,600	1,600	1,600	1,500
01-4200-6216	PROFESSIONAL SERVICES	0	5,000	5,000	120	2,000
01-4200-6218	SPECIAL LEGAL FEES	12,059	5,000	5,000	0	5,000
01-4200-6236	PHYSICALS/BACKGROUNDS	938	2,000	2,000	2,000	2,000
01-4200-6256	EQUIPMENT USAGE	322	700	700	730	740
01-4200-6265	COMPUTER USAGE	1,792	3,260	3,260	3,260	3,330
01-4200-6271	SERVICE/RECOGNITION/AWARDS	3,421	3,100	3,100	1,100	3,100
	TOTAL OPERATIONS	32,018	35,860	35,860	21,310	33,170
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	73,741	116,630	116,630	101,410	127,770
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.25	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
HUMAN RESOURCES (4200)

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

PERSONNEL:

5101 **Regular Salaries**

Senior Management Analyst – 50%

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

5105 **PERS**

Provides for CalPERS administration fee and Wage Works monthly compliance fee.

5107 - 5108 See Appendix

5109 **Unemployment Insurance**

Provides for unemployment compensation to former employees if eligible.

5110 - 5111 See Appendix

5112 **Replacement Benefit Plan**

Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

OPERATIONS:

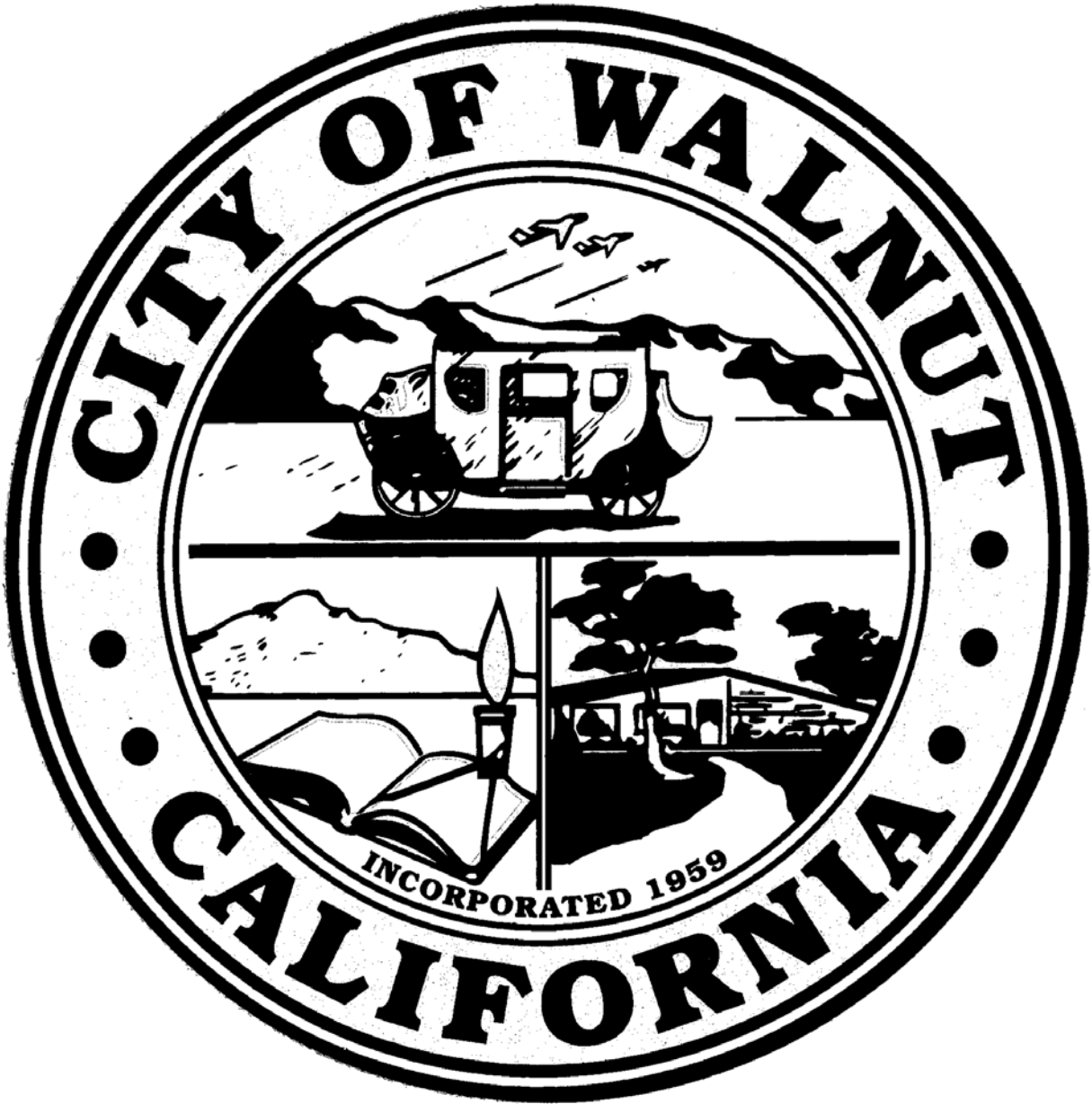
6201 **Conference & Meetings**

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

6202 **Training**

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

- 6203 **Membership, Dues, Subscriptions, Books, Fees**
Provides for membership to Liebert Cassidy Whitmore (LCW) Labor Relations Consortium and the LCW Law Library, and Labor Law postings for all city facilities.
- 6206 **Advertising**
Provides for the cost of advertising job bulletins for all city positions when necessary.
- 6209 **Surety Bonds**
Provides for city insurance (surety bonds) protection, a blanket bond for all city employees and City officials.
- 6211 **Education Reimbursement**
Provides for educational enhancement program costs.
- 6215 **Vehicle/Cell Allowance**
Provides for vehicle and cell phone allowance for the Sr. Management Analyst, which are distributed the same as payroll.
- 6216 **Professional Services**
Provides consultant services for personnel related items and interview oral board panels. Includes funding for classification and compensation study. Also provides for counseling of employees for fit for duty and crisis counseling.
- 6218 **Special Legal Fees**
Provides for special legal services related to personnel, including investigations.
- 6236 **Physicals/Backgrounds**
Provides for the cost of pre-employment and background checks for new City employees.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**
Provides for annual employee service awards recognition event, employee birthday and anniversary cards. Also provides for certificates presented by City Council to employees for their years of service upon retirement or leaving employment with the City of Walnut.



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: RISK MANAGEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4201-5101	REGULAR SALARIES	0	49,820	49,820	49,820	49,820
01-4201-5105	HEALTH & LIFE INSURANCE	0	6,750	6,750	6,490	6,750
01-4201-5107	WORKERS' COMPENSATION	0	1,010	1,010	1,010	860
01-4201-5108	PERS	0	16,400	16,400	16,820	18,570
01-4201-5110	MEDICARE	0	850	850	830	850
01-4201-5111	SICK LEAVE/VACATION BUYBACK	0	940	940	0	940
	TOTAL PERSONNEL	0	75,770	75,770	74,970	77,790
OPERATIONS						
01-4201-6201	CONFERENCE & MEETINGS	497	1,000	1,000	500	1,000
01-4201-6215	VEHICLE/CELL ALLOWANCE	0	1,600	1,600	1,600	1,500
01-4201-6216	PROFESSIONAL SERVICES	79,700	0	10,000	15,000	0
01-4201-6223	INSURANCE	182,090	264,010	264,010	264,010	351,100
01-4201-6247	EQUIPMENT MAINTENANCE	4,757	10,000	10,000	10,000	10,000
01-4201-6256	EQUIPMENT USAGE	0	700	700	730	740
01-4201-6265	COMPUTER USAGE	0	3,260	3,260	3,260	3,330
	TOTAL OPERATIONS	267,044	280,570	290,570	295,100	367,670
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	267,044	356,340	366,340	370,070	445,460
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.00	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
RISK MANAGEMENT (4201)

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

PERSONNEL:

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

5105 - 5111 See Appendix

OPERATIONS:

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

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

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

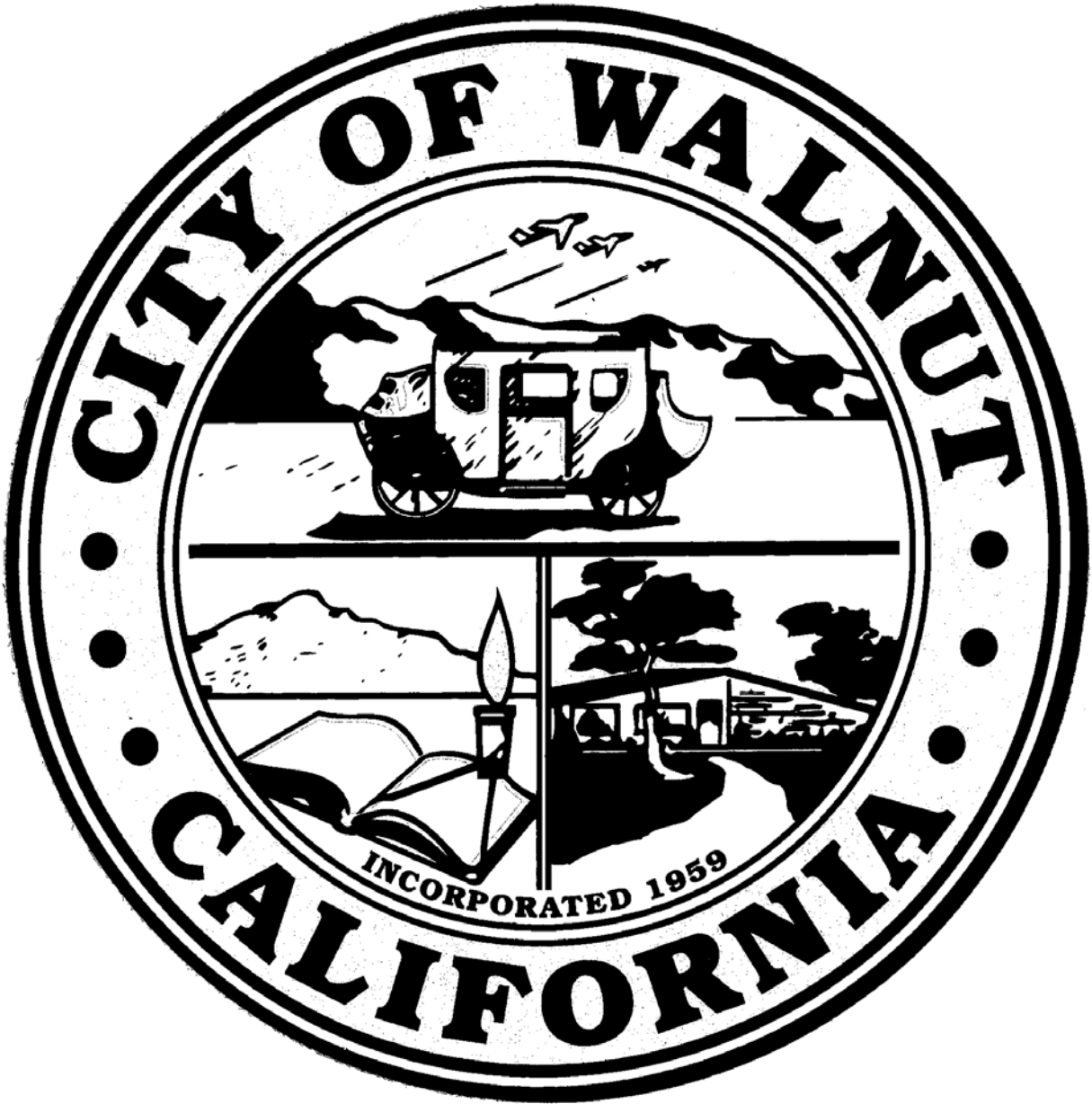
6223 **Insurance**
Provides for commercial liability insurance and automobile liability insurance for City vehicles, property insurance on City owned facilities, buildings, and building contents; including glass, valuable papers, records, and buildings, and also provides for user group facility coverage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

	<i>CITY</i>
Liability (JPIA)	300,532
Earthquake (JPIA)	N/A
Property (JPIA)	40,350
Facility Coverage	1,520
Vehicle (JPIA)	2,510
Admin. Fees	1,690
Liability Trust Oversight	0
Special Events	4,500
Grand Total	<u>\$351,100</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.

6256 - 6265 See Appendix



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY CLERK

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4300-5101	REGULAR SALARIES	160,880	170,130	170,130	170,130	174,180
01-4300-5104	OVERTIME	1,977	2,000	2,000	2,000	3,000
01-4300-5105	HEALTH & LIFE INSURANCE	24,958	25,650	25,650	25,650	25,650
01-4300-5107	WORKERS' COMPENSATION	3,114	3,480	3,480	3,420	3,070
01-4300-5108	PERS	32,443	38,650	38,650	39,400	44,110
01-4300-5110	MEDICARE	2,457	2,670	2,670	2,520	2,660
01-4300-5111	SICK LEAVE/VACATION BUYBACK	3,998	4,020	4,020	1,960	3,430
	TOTAL PERSONNEL	229,827	246,600	246,600	245,080	256,100
OPERATIONS						
01-4300-6201	CONFERENCE & MEETINGS	200	1,000	1,000	850	1,500
01-4300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,978	3,000	3,000	3,000	3,000
01-4300-6205	OFFICE SUPPLIES	396	1,000	1,000	1,000	1,000
01-4300-6206	ADVERTISING	9,582	8,000	11,000	8,000	9,000
01-4300-6212	ORDINANCE CODIFICATION, AMENDMENTS	2,295	4,000	4,000	4,000	4,000
01-4300-6215	VEHICLE/CELL ALLOWANCE	2,550	2,880	2,880	2,880	2,700
01-4300-6227	CONTRACTUAL SERVICES	3,899	10,000	7,000	4,000	10,000
01-4300-6256	EQUIPMENT USAGE	2,376	2,650	2,650	2,760	2,820
01-4300-6265	COMPUTER USAGE	13,260	12,390	12,390	12,390	12,640
	TOTAL OPERATIONS	36,536	44,920	44,920	38,880	46,660
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	266,363	291,520	291,520	283,960	302,760
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.85	1.90	1.90	1.90

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
CITY CLERK (4300)

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

PERSONNEL:

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

Responsible for attending Council meetings and finalizing Council minutes; preparing agendas and assembling agenda materials; administering elections in conjunction with Los Angeles County elections; updating the Municipal Code; maintaining all records of the City, and providing information to staff and to the public (10% in 41-5800).

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.

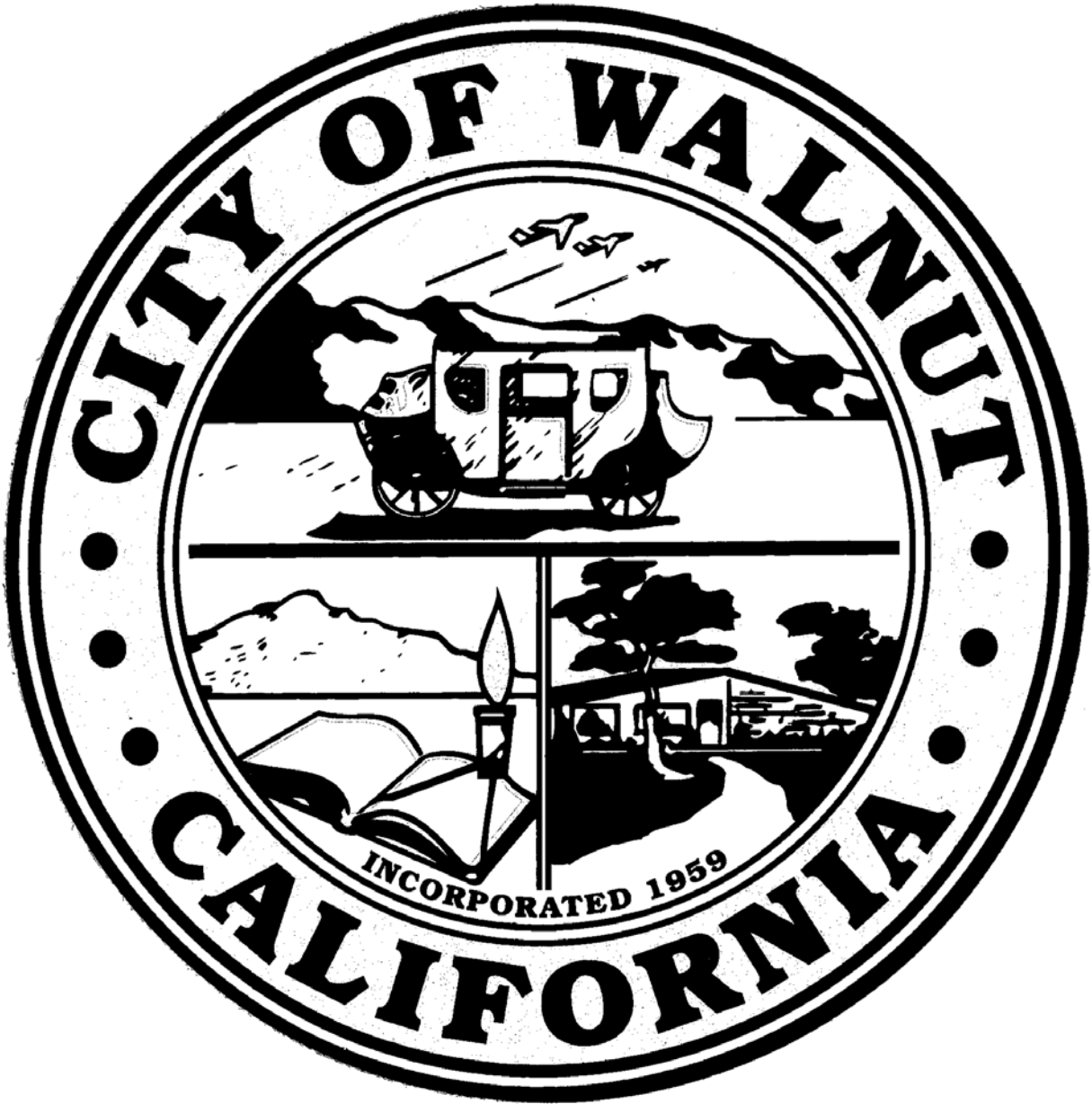
6203 **Membership Dues, Subscriptions, Books, Fees**

Provides for Notary bonding and fees, ARMA International, International Institute of Municipal Clerks, 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/Cell Allowance**
Provides for vehicle and cell phone allowance for the City Clerk, which are 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
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ELECTIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4301-6201	CONFERENCE & MEETINGS	0	1,000	1,000	0	1,500
01-4301-6205	OFFICE SUPPLIES	37	0	0	0	600
01-4301-6206	ADVERTISING	0	0	0	0	1,500
01-4301-6207	POSTAGE	0	0	0	0	2,000
01-4301-6227	CONTRACTUAL SERVICES	39,541	0	0	0	45,000
	TOTAL OPERATIONS	39,578	1,000	1,000	0	50,600
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	39,578	1,000	1,000	0	50,600
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
ELECTIONS (4301)

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

OPERATIONS:

6201 Conference & Meetings

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

6205 Office Supplies

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

6206 Advertising

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

6207 Postage

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

6227 Contractual Services

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY TREASURER

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-4400-5107	WORKERS' COMPENSATION	4	0	0	0
01-4400-5110	MEDICARE	87	0	100	90
	TOTAL PERSONNEL	92	0	100	90
OPERATIONS					
01-4400-6201	CONFERENCE & MEETINGS	0	3,000	2,900	300
01-4400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	155	210	210	190
01-4400-6204	PROP TAX ADMIN FEE (PTAF)	25,134	40,000	35,620	35,000
01-4400-6214	MILEAGE REIMBURSEMENT	410	500	500	500
01-4400-6215	TREASURER STIPEND	6,000	6,000	6,000	6,000
01-4400-6278	BANK CHARGES	16,661	18,000	18,000	18,000
	TOTAL OPERATIONS	48,360	67,710	63,230	59,990
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	48,451	67,710	63,330	60,080
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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, and Walnut Housing Authority.

PERSONNEL:

5107 - 5110 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

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

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

6204 **Property Tax Administrative Fee**

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

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for banking activity.

6215 **Treasurer Stipend**
City Treasurer

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

Deputy City Treasurer

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

6278 **Bank Charges**

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



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: FINANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4500-5101	REGULAR SALARIES	405,358	428,920	428,920	429,850	446,840
01-4500-5104	OVERTIME	459	2,000	2,000	2,000	2,000
01-4500-5105	HEALTH & LIFE INSURANCE	67,801	69,890	69,890	70,590	69,890
01-4500-5107	WORKERS' COMPENSATION	7,791	8,710	8,710	8,690	7,760
01-4500-5108	PERS	89,784	103,750	103,750	106,380	121,330
01-4500-5110	MEDICARE	6,353	6,790	6,790	6,610	6,980
01-4500-5111	SICK LEAVE/VACATION BUYBACK	11,070	12,270	12,270	3,670	12,210
	TOTAL PERSONNEL	588,615	632,330	632,330	627,790	667,010
OPERATIONS						
01-4500-6201	CONFERENCE & MEETINGS	6,239	9,260	9,000	800	7,500
01-4500-6202	TRAINING	1,265	1,700	1,960	1,960	1,980
01-4500-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,445	1,710	1,710	1,710	1,710
01-4500-6210	PRINTING	1,955	2,500	2,500	1,960	2,150
01-4500-6215	VEHICLE/CELL ALLOWANCE	8,250	8,720	8,720	8,720	8,190
01-4500-6216	PROFESSIONAL SERVICES	53,372	49,830	49,830	49,300	49,300
01-4500-6256	EQUIPMENT USAGE	6,383	7,200	7,200	7,490	7,640
01-4500-6265	COMPUTER USAGE	35,671	33,620	33,620	33,580	34,260
	TOTAL OPERATIONS	114,580	114,540	114,540	105,520	112,730
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	703,196	746,870	746,870	733,310	779,740
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	4.98	5.15	5.15	5.15

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
FINANCE (4500)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Administrative Services - 10%

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

Finance Officer – 67.5%

Responsible for the daily management and operation of the Finance Division including budgeting, payroll, accounts payable, accounts receivable, fixed asset inventory, surplus, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the division. Handles the audit from various agencies including the preparation of financial reports. Serves as the Acting Director of Administrative Services. (10% in 01-8002, 20% in 05-8200, 2.5% in 41-5800)

Finance Analyst – 87.5%

Responsible for assisting in preparing the annual City Budget. Handles the review of cash receipts, revenues, finance division claim vouchers, and passport applications. Oversees and reviews the payroll operations. Assists in preparing journal entries, bank reconciliation and other assigned reconciliations. (10% in 05-8200, 2.5% in 41-5800)

Finance Analyst - 100%

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

Accounting Technician - 85%

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

Accounting Technician – 97.5%

Responsible for data entry of all invoices and preparing the City, Successor Agency, and WHA warrants for semi-monthly issuance to the City Council for approval. Responsible for processing utility billings. Additionally, maintains purchase order, permits and inspection records. Handles the yearly 1099 reporting and prepares the monthly refund reconciliation. (2.5% in 41-5800)

Accounting Technician - 67.5%

Responsible for recording accounts receivable, processing payroll, 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. (20% in 05-8200, 12.5% in 23-5430)

5104 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

6202 **Training**

Provides for annual tax seminar and Pentamation User group trainings.

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

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

6210 **Printing**

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

6215 **Vehicle/Cell Allowance**

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
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMPUTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4502-5101	REGULAR SALARIES	64,129	43,090	43,090	43,350	43,410
01-4502-5105	HEALTH & LIFE INSURANCE	7,647	5,450	5,450	5,530	5,450
01-4502-5107	WORKERS' COMPENSATION	1,231	870	870	880	750
01-4502-5108	PERS	18,911	11,270	11,270	11,540	12,790
01-4502-5110	MEDICARE	1,037	680	680	680	680
01-4502-5111	SICK LEAVE/VACATION BUYBACK	2,563	1,540	1,540	1,140	1,500
	TOTAL PERSONNEL	95,519	62,900	62,900	63,120	64,580
OPERATIONS						
01-4502-6205	OFFICE SUPPLIES	3,917	3,500	3,500	3,500	3,500
01-4502-6215	VEHICLE/CELL ALLOWANCE	2,100	1,480	1,480	1,480	1,530
01-4502-6247	EQUIPMENT MAINTENANCE	116,136	124,000	127,000	124,000	127,000
01-4502-6254	COMMUNICATIONS	44,621	48,000	48,000	47,500	48,000
01-4502-6256	EQUIPMENT USAGE	644	490	490	510	520
01-4502-6265	COMPUTER USAGE	(262,937)	(240,370)	(240,370)	(240,110)	(245,130)
	TOTAL OPERATIONS	(95,519)	(62,900)	(59,900)	(63,120)	(64,580)
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	3,000	0	0
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.50	0.35	0.35	0.35

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
COMPUTER SERVICES (4502)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Administrative Services - 20%

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

Management Analyst/Public Information Officer - 15%

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

5105 - 5111 See Appendix

OPERATIONS:

6205 **Office Supplies**

Provides for supplies and miscellaneous replacement parts for City's printers, copiers and computers. Could include other computer items that do not meet the capitalization threshold.

6215 **Vehicle/Cell Allowance**

Provides for vehicle and cell phone allowance for the Management Analyst/Public Information Officer and the Director of Administrative Services, 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
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4600-6216	PROFESSIONAL SERVICES	110,199	96,120	96,120	96,120	96,120
01-4600-6218	SPECIAL LEGAL FEES	44,272	25,000	25,000	25,000	25,000
	TOTAL OPERATIONS	154,470	121,120	121,120	121,120	121,120
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	154,470	121,120	121,120	121,120	121,120
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
CITY ATTORNEY (4600)

The mission of the City Attorney's Office is to provide the City with the highest quality of responsive and preventative legal services, 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, other meetings requested by City Council or City staff, and 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
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ADMINISTRATIVE SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4700-5101	REGULAR SALARIES	181,921	166,100	166,100	168,970	171,970
01-4700-5102	REGULAR PART-TIME EMPLOYEES	0	22,740	22,740	19,990	22,220
01-4700-5104	OVERTIME	0	2,000	500	2,000	2,000
01-4700-5105	HEALTH & LIFE INSURANCE	31,256	36,000	36,000	28,390	36,000
01-4700-5107	WORKERS' COMPENSATION	3,493	3,860	3,860	3,640	3,400
01-4700-5108	PERS	36,344	40,120	40,120	40,300	47,040
01-4700-5110	MEDICARE	2,797	2,600	2,600	2,730	3,010
01-4700-5111	SICK LEAVE/VACATION BUYBACK	2,563	3,810	2,310	1,140	3,900
	TOTAL PERSONNEL	258,373	277,230	274,230	267,160	289,540
OPERATIONS						
01-4700-6201	CONFERENCE & MEETINGS	3,726	6,000	6,000	3,000	2,820
01-4700-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	33,195	35,100	35,100	35,300	37,100
01-4700-6205	OFFICE SUPPLIES	13,740	12,000	10,560	10,560	11,000
01-4700-6207	POSTAGE	10,323	15,000	15,000	14,000	14,000
01-4700-6208	VEHICLE OPERATIONS	1,271	3,000	3,000	3,000	3,000
01-4700-6210	PRINTING	2,631	2,400	5,440	3,640	3,700
01-4700-6214	MILEAGE REIMBURSEMENT	873	1,100	1,100	1,000	1,000
01-4700-6215	VEHICLE/CELL ALLOWANCE	3,750	3,140	3,140	3,140	3,600
01-4700-6216	PROFESSIONAL SERVICES	5,551	6,000	6,000	6,000	6,000
01-4700-6219	PHOTOCOPY SUPPLIES	5,564	5,000	5,000	5,000	5,000
01-4700-6220	OFFICE EQUIPMENT RENTAL	37,396	42,000	43,950	43,950	44,500
01-4700-6247	EQUIPMENT MAINTENANCE	7,404	7,100	7,100	7,100	7,600
01-4700-6250	WATER	3,294	3,400	3,400	3,400	3,600
01-4700-6251	ELECTRICITY	45,032	47,500	47,500	49,500	51,500
01-4700-6253	TELEPHONE	36,515	37,800	37,800	38,500	40,000
01-4700-6256	EQUIPMENT USAGE	(44,801)	(49,100)	(49,100)	(51,050)	(52,100)
01-4700-6265	COMPUTER USAGE	16,135	13,320	13,320	13,300	13,580
	TOTAL OPERATIONS	181,598	190,760	194,310	189,340	195,900
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	439,971	467,990	468,540	456,500	485,440
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.25	2.04	2.04	2.04

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

ADMINISTRATIVE SERVICES (4700)

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

PERSONNEL:

5101 Regular Salaries

Management Analyst/Public Information Officer - 84%

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

Administrative Assistant - 100%

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

Director of Administrative Services - 20%

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

5102 Regular Part-Time Employees

Administrative Intern - 71%

Provides clerical support to the Administration Services Department. (29% in 01-5000)

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, Southern California Association of Governments, San Gabriel Valley Council of Government, Costco, and other related items.
- 6205 **Office Supplies**
 Provides for the purchase of general office supplies for all departments.
- 6207 **Postage**
 Provides for the postage for City mailings for all departments. Also provides for the postage cost of bulk mailing permits, Federal Express and postage meter supplies including ink.
- 6208 **Vehicle Operations**
 Provides for the operation of one (1) City pool vehicle:
- | | | |
|-------------------|---------|------|
| 2010 Toyota Prius | 1363758 | 100% |
|-------------------|---------|------|
- 6210 **Printing**
 Provides for the outside printing of forms, letterhead, stationery and business cards. Includes business cards for City Council and multi-language printing.
- 6214 **Mileage Reimbursement**
 Provides for mileage reimbursement for the classified employees in administration.
- 6215 **Vehicle/Cell Allowance**
 Provides for vehicle and cell phone allowance for the Management Analyst/Public Information Officer and the Director of Administrative Services, which are distributed the same as payroll.
- 6216 **Professional Services**
 Provides for assistance with broadcasting and other administrative 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 five (5) copiers at City Hall (2), Teen Center, Senior Center and MDRS.
- 6247 **Equipment Maintenance**
 Provides for service agreements for the postage meter, microfiche machine, recording system and cable services.
- 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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMMUNITY PROMOTIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,529	1,560	1,560	1,560	1,630
01-4800-6227	CONTRACTUAL SERVICES	0	250	250	250	150
01-4800-6229	COMMUNITY RELATIONS	15,251	15,250	13,650	14,400	15,000
	TOTAL OPERATIONS	16,779	17,060	15,460	16,210	16,780
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	16,779	17,060	15,460	16,210	16,780
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2020-21

COMMUNITY PROMOTIONS (4800)

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

OPERATIONS:

6203 Memberships, Dues, Subscriptions, Books, Fees

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

6227 Contractual Services

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

6229 Community Relations

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV ADMINISTRATION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4900-6201	CONFERENCE & MEETINGS	941	1,000	1,000	1,000	200
01-4900-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	80	80	80	80	100
01-4900-6227	CONTRACTUAL SERVICES	600	1,000	3,600	2,850	2,000
01-4900-6275	CABLE PROGRAMMING SUPPLIES	93	1,500	500	500	500
	TOTAL OPERATIONS	1,713	3,580	5,180	4,430	2,800
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,713	3,580	5,180	4,430	2,800
FUNDING SOURCE: CABLE FRANCHISE FEES (\$926,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

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 and other public information opportunities.

6203 Membership, Dues, Subscriptions, Books, Fees

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

6227 Contractual Services

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

6275 Cable Programming Supplies

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV EQUIPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	1,002	25,000	25,000	25,000	25,000
	TOTAL CAPITAL	1,002	25,000	25,000	25,000	25,000
	SUB-PROGRAM TOTAL	4,552	28,550	28,550	28,550	28,550
FUNDING SOURCE: CABLE TV PEG FEES (\$35,000)						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2020-21

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
2020-21 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: OPEB

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
51-4200-5105	HEALTH & LIFE INSURANCE	3,391	3,820	3,820	4,300	6,400
	TOTAL PERSONNEL	3,391	3,820	3,820	4,300	6,400
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	3,391	3,820	3,820	4,300	6,400
FUNDING SOURCE: OPEB						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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:

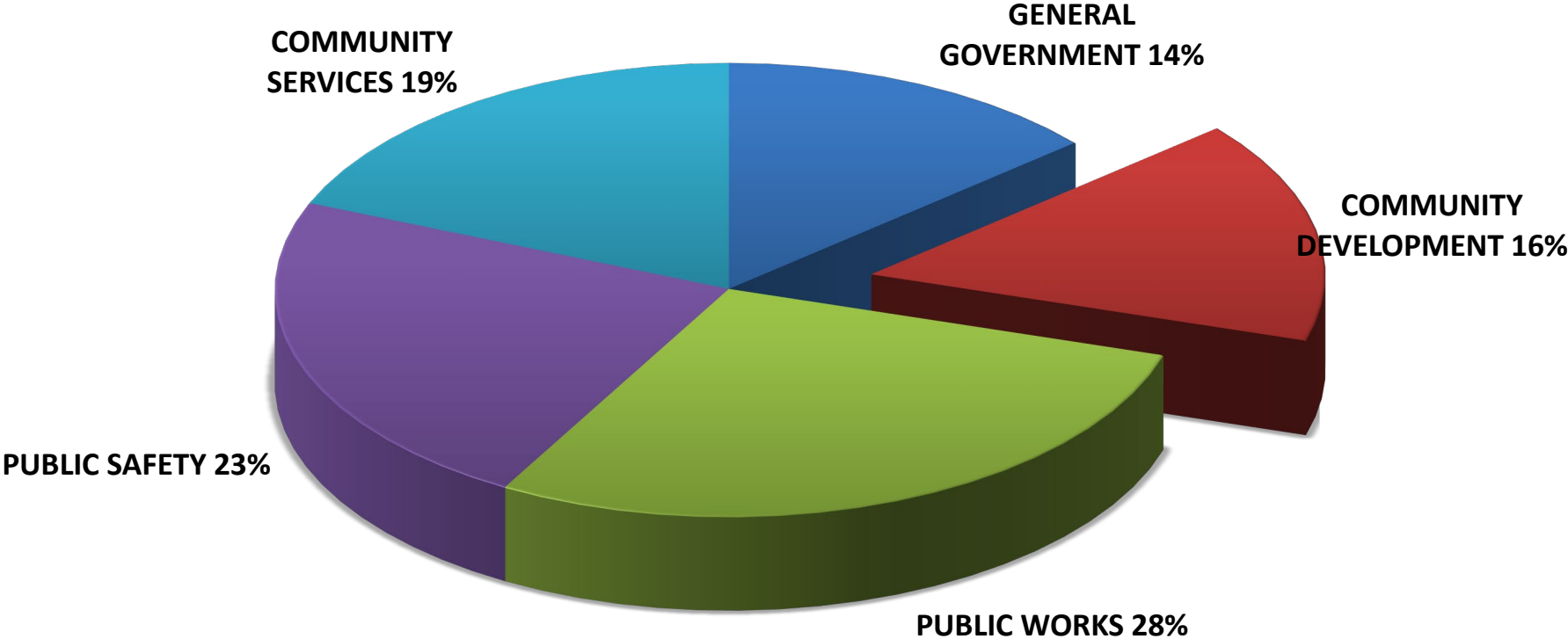
5105 **Health & Life Insurance**

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



Community Development

COMMUNITY DEVELOPMENT FISCAL YEAR 2020-21



**Total Community Development Budget
\$3,216,050**

CITY OF WALNUT
COMMUNITY DEVELOPMENT
PROGRAM GOALS & PERFORMANCE MEASURES

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

In **2020-21**, the Community Development Department will work to achieve the following goals:

1. Encourage new housing opportunities by continuing to efficiently process entitlements for proposed developments (including residential housing projects), satisfying housing requirements set by the State of California, as well as oversee and implement the long-term interest of Walnut by providing housing opportunities. Residential development projects include 788 Francesca Drive, 20500 San Jose Hills Road, 800 Meadow Pass Road (Brookside), The Terraces at Walnut and other potential infill projects throughout the community. The Community Development Department will strive to serve the Walnut community through comprehensive planning, efficient and effective operations, and long term quality of all projects in order to *Exceed Expectations and Enhance Civic Pride*.
2. Cultivate business development through retention and recruitment of existing and new businesses that provide a solid tax base in order to support public safety and other vital City services, while maintaining the high quality of life that residents take *Pride* in. The retention and recruitment of businesses will work to increase the local tax base, create jobs, maximize the use of commercial properties, and diversify the economy in order to support public safety and these vital services.
3. Strive to *Enhance Civic Pride* and *Promote Collaboration* through the adoption and certification of the Multi-Jurisdictional Hazard Mitigation Plan, West Valley Comprehensive Sign Program, and the 2021-2029 Housing Element.
4. Review and analyze developments by implementing the Development Review Process Study, as outlined in the current Housing Element, improving efficiency and effectiveness in the review of development applications to enhance Walnut's physical environment.
5. Maintain strong fiscal management of LA County Metropolitan Transportation Authority funds through continuing development of municipal transportation projects, such as (but not limited to) the Dial-A-Ride program and the maintenance of Bus Stop Shelters and the City's Park-n-Ride lot.

6. Encourage open discussion, *Collaboration*, and education with the community on Code Enforcement matters in order to protect public health and property values through the enforcement of property maintenance standards as set forth in the Walnut Municipal Code. Code Enforcement will strive to *Exceed Expectations* by continually updating brochures, handouts, informational documents, and community outreach to ensure that residents are aware of the property maintenance standards that preserve and cultivate the established quality of life in Walnut.

In **2019-20**, the Community Development Program worked to achieve the following goals:

1. To provide housing opportunities and neighborhood involvement through efficiently processing entitlements for all new and proposed developments, including 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, Francesca Drive, Camino De Rosa, Brookside, Valley Boulevard (West Valley Specific Plan and The Terraces at Walnut) and other potential infill projects throughout the community. This goal establishes all Community Development efforts to ensure that the design, sustainability, construction, and long term quality of all projects *Exceed Expectations and Enhance Civic Pride*.

Performance Measure: Staff provided the highest level of customer service coordinating with the owners of several properties to prepare Specific Plan(s), process Site Plan and Architectural Review cases, and certify environmental documents for the following residential projects:

- **20500 San Jose Hills Road – 20 Single – Family Residential units were reviewed and approved by the Planning Commission and City Council. The owner is in the process of finalizing the Building Plan Check, and site grading has commenced.**
- **780 & 808 Francesca Drive – 36 Single – Family units on two (2) parcels, totaling 3.23 acres of land.**
- **800 Meadow Pass Road (Brookside) – A proposal to subdivide a 25.8-acre property into a residential use.**
- **The West Valley Specific Plan – Establishes guidelines for the reinvention of the southwest portion of Walnut, to allow for Mixed – Use projects. The first Mixed – Use project has been approved by the Planning Commission, with two other Mixed – Use projects currently within the Community Development Department and under review.**
- **The Terraces at Walnut (49 acres) – Approved by the City Council to subdivide a 49-acre property for the purpose of developing residential units, a commercial center, pocket parks, and open space areas. The Planning Department is actively reviewing the architectural design of the residential units.**

2. To cultivate business development through retention and recruiting of existing and new businesses which produces a solidified tax base to support public safety and other vital services while maintaining the high quality of life that residents take pride in. This goal will help *Exceed Expectations and Enhance Civic Pride*.

Performance Measure: Through Economic Development efforts, the City acquired several upstanding new businesses, each projected to support the existing prosperous business environment.

- **XLB Dumpling** – This new business (in addition to other new businesses), located in the Walnut Hills Plaza, has aided in revitalizing the shopping center by attracting other neighborhood serving businesses.
- **Drive-through Starbucks** – The well-known American coffeehouse chain conducted tenant improvements within the previously vacated Burger King unit of the Walnut Hills Village and is projected to increase revenue sales with the updated drive-through.
- **Aldi Grocery Store** – Replaced the former Staples in The Village at Snow Creek shopping center, offering residents low prices for high quality grocery products.
- **Walnut Village (Location of the Walnut Liqueur)** – The shopping center underwent significant façade enhancements, that are suggested to facilitate new, and enhance existing retail, eateries and shopping opportunities within the City.

3. Adopt and certify the Climate Action Plan, Joint Jurisdictional Local Hazard Mitigation Plan, West Valley Comprehensive Sign Program, and the Walnut Hills Mixed-Use Specific Plan. This goal will help *Exceed Expectations and Enhance Civic Pride*.

Performance Measure:

- **Adopted the Climate Strategy Initiative.**
- **Adopted the Multi-Jurisdictional Hazard Mitigation Plan and are actively pursuing certification.**
- **Continuing to work on the West Valley Comprehensive Sign Program.**

4. To ensure new development is properly designed, is a positive addition to the City's physical environment, enhances Walnut's cultural heritage and parallels the "April 2006 Development Review Process Study" to improve efficiency and effectiveness in the review of development applications.

Performance Measure:

- **Continuous updating of the Walnut Municipal Code in order to remain up-to-date and consistent with State Law and the Walnut General Plan.**
- **Monitoring response times for application submittals to maintain established goal times.**

- **Updating application forms and department handouts as needed.**
 - **Continuing to assess staff duties as well as utilizing contract staff for efficiencies based on work load and staffing levels.**
 - **Continue to revamp Planning Applications and informational fliers based on received feedback.**
 - **Continue to improve technology at public counter to better assist community with Planning and Zoning inquiries/needs.**
5. Maintain 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 *Exceed Expectations, improve Collaboration and Enhance Civic Pride.*

Performance Measure:

- **The Dial-A-Ride program maintained its membership this year with approximately 5,100 members. To maintain fiduciary responsibility and to better serve the ridership demand, the City eliminated service to Ontario International Airport, and expanded the medical facilities radius by fifteen (15) miles.**
6. To collaborate with the community on Code Enforcement matters to preserve and maintain the established quality of life in Walnut. This goal will help *Exceed Expectations and Enhance Civic Pride.*

Performance Measure:

- **The Code Enforcement Division had collaborated with the community through enforcement of property standards—responding to approximately 1,100 resident submitted complaints.**
- **Working to update the Public Nuisance section of the Walnut Municipal Code to better serve the community.**
- **Disseminated educational materials and conducted outreach to the community regarding Code Enforcement, and how to achieving compliance with the Walnut Municipal Code.**
- **Engaged with the community at community events, such as the annual Family Festival.**

**Community Development
Measurable Outputs**

Output	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Process Planning Applications	175	180	185	150	150
Respond to Code Enforcement Complaints	700	750	800	900	1,000
Process Building/ Mech./Elec./ Plumb. Permits	1,100	1,200	1,300	1,200	1,200
Housing Rehab Loans/Grants	8	6	4	5	4
Dial-A-Ride Members	4,300 Members (Senior/Disabled)	4,500 Members (Senior/Disabled)	4,600 Members (Senior/Disabled)	5,000 Members (Senior/Disabled)	5,000 Members (Senior/Disabled)
Metrolink/ Foothill/ EZ Passes Sold	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 1,500 Foothill 380 MTA 50	Metrolink 1,500 Foothill 380 MTA 50

**FY 2020-21
Community Development
Goals and Relationship to the Mission Statement**

In **FY 2020-21**, the Community Development Department has identified six major goals:

1. Encourage new housing opportunities by continuing to efficiently process entitlements for proposed developments (including residential housing projects), satisfying housing requirements set by the State of California, as well as oversee and implement the long-term interest of Walnut by providing housing opportunities.
2. Cultivate business development through retention and recruitment of existing and new businesses that provide a solid tax base in order to support public safety and other vital City services, while maintaining the high quality of life that residents have come to enjoy.
3. Strive to *Enhance Civic Pride* and *Promote Collaboration* through the adoption and certification of the Multi-Jurisdictional Hazard Mitigation Plan, West Valley Comprehensive Sign Program, and the 2021-2029 Housing Element.
4. Review and analyze developments by implementing the Development Review Process Study, as outlined in the current Housing Element, improving efficiency and effectiveness in the review of development applications to enhance Walnut's physical environment.
5. Maintain strong fiscal management of LA County Metropolitan Transportation Authority funds through continuing development of municipal transportation projects, such as (but not limited to) the Dial-A-Ride program and the maintenance of Bus Stop Shelters and the City's Park-n-Ride lot..
6. Work with the community on Code Enforcement matters in order to protect public health and property values through enforcement of property maintenance standards that preserve and cultivate the established quality of life in Walnut.

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

**CITY OF WALNUT
PROGRAM SUMMARY
COMMUNITY DEVELOPMENT**

	2018-19		2019-20		2020-21
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,443,379	1,396,240	1,396,240	1,369,880	1,440,350
OPERATIONS EXPENSE	1,020,548	1,411,370	2,187,857	1,826,030	1,679,750
TOTAL OPERATING EXPENSE	2,463,927	2,807,610	3,584,097	3,195,910	3,120,100
CAPITAL	63,193	145,470	66,990	144,970	95,950
PROGRAM TOTAL	2,527,120	2,953,080	3,651,087	3,340,880	3,216,050
TOTAL FULL-TIME EMPLOYEES	10.33	9.83	9.83	9.83	9.80
SUB-PROGRAMS:					
				PAGE	
PLANNING	01-5000			130	
CODE ENFORCEMENT	01-5002			134	
BUILDING & SAFETY	01-5100			138	
SUCCESSOR AGENCY ADMIN.	01-5901			142	
ECONOMIC DEVELOPMENT	01-5911			146	
CDBG - HOUSING REHABILITATION	12-5216			148	
CDBG - SENIOR ACTIVITIES	12-5218 - 12-5220			150	
PROPOSITION C	13-5400			152	
STORM DRAIN/STREET MAINTENANCE	21-6102			154	
STREET SWEEPING	21-6203			156	
PROPOSITION A	23-5300 - 23-9306			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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PLANNING

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
PERSONNEL								
01-5000-5101	REGULAR SALARIES	358,246	364,570	364,570	364,570	373,590		
01-5000-5102	REGULAR PART-TIME EMPLOYEES	16,569	18,190	18,190	16,650	17,990		
01-5000-5105	HEALTH & LIFE INSURANCE	57,126	64,470	64,470	66,340	68,760		
01-5000-5107	WORKERS' COMPENSATION	8,679	8,510	8,510	8,510	7,500		
01-5000-5108	PERS	79,511	90,370	90,370	90,370	104,720		
01-5000-5110	MEDICARE	6,217	6,160	6,160	6,160	6,200		
01-5000-5111	SICK LEAVE/VACATION BUYBACK	20,792	17,220	17,220	3,380	17,500		
	TOTAL PERSONNEL	547,139	569,490	569,490	555,980	596,260		
OPERATIONS								
01-5000-6201	CONFERENCE & MEETINGS	75	1,250	750	700	750		
01-5000-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	735	750	750	750	1,000		
01-5000-6206	ADVERTISING	5,441	7,500	6,500	5,500	6,000		
01-5000-6208	VEHICLE OPERATIONS	496	1,000	1,000	1,000	1,000		
01-5000-6215	VEHICLE/CELL ALLOWANCE	9,345	8,390	8,390	8,390	8,420		
01-5000-6216	PROFESSIONAL SERVICES	31,503	12,000	135,127	20,000	127,130		
01-5000-6231	MAPS, PRINTS, PHOTOS, FILM	0	1,000	1,000	800	750		
01-5000-6256	EQUIPMENT USAGE	5,064	5,690	5,690	5,930	6,080		
01-5000-6265	COMPUTER USAGE	28,322	26,600	26,600	26,570	27,290		
	TOTAL OPERATIONS	80,981	64,180	185,807	69,640	178,420		
CAPITAL								
	TOTAL CAPITAL	0	0	0	0	0		
	SUB-PROGRAM TOTAL	628,120	633,670	755,297	625,620	774,680		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	3.95	4.08	4.08	4.08	4.10

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
PLANNING (5000)

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

PERSONNEL:

5101 **Regular Salaries**

Assistant City Manager - Development Services – 50%

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, 25% in 41-5800)

City Planner - 90%

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

Senior Management Analyst – 30%

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

Senior Planner - 20%

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

Associate Planner – 40%

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

Assistant Planner – 60%

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

Code Enforcement Specialist II - 20%

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

Code Enforcement Specialist - 20%

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

Community Development Technician - 80%

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

Planning Commission - 5 Members

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

5102 **Regular Part-Time Employees**

Planning Intern – 100%

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

Planning Intern – 29%

Provides assistance to Code Enforcement by drafting letters, following up on inspections and answering inquires. Provides minor administrative assistance to the Planning and Building & Safety Department by answering phones and general planning inquires. (71% in 01-4700)

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

6203 **Membership, Dues, Subscriptions, Books, Fees**
Provides for the Planning Commission's membership in the East San Gabriel Valley Planning Committee; yearly subscription to builder publications; one yearly membership to the American Planning Association. Also includes membership in LAFCO and notary bonding and fees.

6206 **Advertising**
Provides for publication of public notices and meetings.

6208 **Vehicle Operations**
Provides for the operation costs for the Assistant City Manager – Development Service's vehicle:

2019 Toyota Prius	1486243	50% (25% in 01-5100, 25% in 41-5800)
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6215 **Vehicle/Cell Allowance**
Provides for vehicle allowance and cell phone allowance for City Planner, Senior Management Analyst, Senior Planner, Associate Planner, Assistant Planner, and Code Enforcement Specialist II, which are distributed the same as payroll. Additionally, provides for cell phone allowance to Assistant City Manager – Development Services, which is 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. Through reimbursement from SB 2 Grant Funds, provides for a consultant to assist the City with the Regional Housing Needs Assessment (RHNA) and drafting of the 6th Cycle Housing Element.

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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CODE ENFORCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
PERSONNEL						
01-5002-5101	REGULAR SALARIES	179,631	186,240	186,240	192,890	
01-5002-5105	HEALTH & LIFE INSURANCE	33,265	33,750	33,750	33,750	
01-5002-5107	WORKERS' COMPENSATION	5,968	6,520	6,520	5,850	
01-5002-5108	PERS	39,516	46,600	46,600	54,380	
01-5002-5110	MEDICARE	2,791	2,980	2,980	3,000	
01-5002-5111	SICK LEAVE/VACATION BUYBACK	6,308	4,520	4,520	4,900	
	TOTAL PERSONNEL	267,480	280,610	280,610	294,770	
OPERATIONS						
01-5002-6201	CONFERENCE & MEETINGS	654	1,500	1,000	1,000	
01-5002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	95	200	300	300	
01-5002-6210	PRINTING	976	1,050	1,050	1,050	
01-5002-6214	MILEAGE REIMBURSEMENT	49	400	400	400	
01-5002-6215	VEHICLE/CELL ALLOWANCE	5,324	5,240	5,240	5,300	
01-5002-6216	PROFESSIONAL SERVICES/ABATEMENT	3,060	18,000	33,770	1,000	
01-5002-6227	CONTRACTUAL SERVICES	6,548	0	0	1,000	
01-5002-6231	MAPS, PRINTS, PHOTOS, FILM	0	300	300	300	
01-5002-6239	UNIFORMS	490	500	500	500	
01-5002-6253	TELEPHONE	912	1,100	1,100	1,000	
01-5002-6256	EQUIPMENT USAGE	3,212	3,490	3,490	3,710	
01-5002-6265	COMPUTER USAGE	17,927	16,320	16,320	16,640	
	TOTAL OPERATIONS	39,246	48,100	63,470	32,200	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	306,726	328,710	344,080	326,970	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.50	2.50	2.50	2.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
CODE ENFORCEMENT (5002)

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

PERSONNEL:

5101 **Regular Salaries**

City Planner - 10%

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

Senior Planner – 50%

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

Associate Planner – 10%

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

Assistant Planner - 20%

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

Code Enforcement Specialist II - 80%

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

Code Enforcement Specialist - 80%

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

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

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

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

6210 **Printing**

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

6214 **Mileage Reimbursement**

Provides for staff mileage expenses.

6215 **Vehicle/Cell Allowance**

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

6216 **Professional Services/Abatement**

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

6227 **Contractual Services**

Provides for contract services to perform nuisance abatement.

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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: BUILDING & SAFETY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5100-5101	REGULAR SALARIES	49,258	50,740	50,740	50,300	51,300
01-5100-5105	HEALTH & LIFE INSURANCE	6,624	6,980	6,980	6,990	6,980
01-5100-5107	WORKERS' COMPENSATION	1,141	1,030	1,030	1,250	890
01-5100-5108	PERS	11,918	13,720	13,720	14,050	15,670
01-5100-5110	MEDICARE	773	770	770	780	780
01-5100-5111	SICK LEAVE/VACATION BUYBACK	2,010	1,770	1,770	1,120	1,770
	TOTAL PERSONNEL	71,724	75,010	75,010	74,490	77,390
OPERATIONS						
01-5100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	130	130	130	130
01-5100-6208	VEHICLE OPERATIONS	281	700	700	700	700
01-5100-6215	VEHICLE/CELL ALLOWANCE	200	150	150	150	200
01-5100-6233	BUILDING INSPECTION SERVICES	336,188	439,500	439,500	350,000	224,750
01-5100-6249	INDUSTRIAL WASTE SERVICE	33,432	30,000	30,000	25,000	30,000
01-5100-6256	EQUIPMENT USAGE	574	630	630	650	670
01-5100-6265	COMPUTER USAGE	3,229	2,940	2,940	2,930	3,000
	TOTAL OPERATIONS	373,904	474,050	474,050	379,560	259,450
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	445,627	549,060	549,060	454,050	336,840
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.45	0.45	0.45	0.45
(PLAN CHECK & INSPECTION SERVICES OFFSET BY FEES CHARGED)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
BUILDING & SAFETY (5100)

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

PERSONNEL:

5101 **Regular Salaries**

Assistant City Manager - Development Services - 25%

Responsible for the City's Planning, Project Engineering, Code Enforcement, Building & Safety, Housing Program Administration, Economic Development, and Successor Agency activities. (50% in 01-5000, 25% in 41-5800)

Community Development Technician - 20%

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

5105 - 5111 See Appendix

OPERATIONS:

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

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

6208 **Vehicle Operations**

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

2019 Toyota Prius	1486243	25% (50% in 01-5000, 25% in 41-5800)
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6215 **Vehicle/Cell Allowance**

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

6233 **Building Inspection Services**

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

\$200,000 x 45%	\$90,000
\$0 x 20%	\$0
\$385,000 x 35%	<u>\$134,750</u>
TOTAL	\$224,750

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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: SUCCESSOR AGENCY ADMIN

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21	
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-5901-5101	REGULAR SALARIES	131,900	51,430	51,430	51,350	0	
01-5901-5105	HEALTH & LIFE INSURANCE	15,113	5,790	5,790	6,170	0	
01-5901-5107	WORKERS' COMPENSATION	2,533	1,040	1,040	1,040	0	
01-5901-5108	PERS	35,366	15,770	15,770	15,000	0	
01-5901-5110	MEDICARE	2,074	800	800	790	0	
01-5901-5111	SICK LEAVE/VACATION BUYBACK	7,018	2,010	2,010	1,390	0	
	TOTAL PERSONNEL	194,004	76,840	76,840	75,740	0	
OPERATIONS							
01-5901-6208	VEHICLE OPERATIONS	840	1,000	1,000	1,000	0	
01-5901-6215	VEHICLE/CELL ALLOWANCE	2,400	1,350	1,350	1,350	0	
01-5901-6216	PROFESSIONAL SERVICES	19,833	16,950	16,950	18,030	0	
01-5901-6218	SPECIAL LEGAL FEES	4,316	17,520	17,520	17,520	0	
01-5901-6227	CONTRACTUAL SERVICES	0	5,000	5,000	5,000	0	
01-5901-6256	EQUIPMENT USAGE	1,279	520	520	540	0	
01-5901-6265	COMPUTER USAGE	7,167	2,450	2,450	2,450	0	
	TOTAL OPERATIONS	35,835	44,790	44,790	45,890	0	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	229,839	121,630	121,630	121,630	0	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.00	0.38	0.38	0.38	0.00
REDEVELOPMENT PROPERTY TAX TRUST FUND (\$0)							

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

SUCCESSOR AGENCY ADMINISTRATION (5901)

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

The Successor Agency Administration Funding dissolved starting FY 2020-21.

PERSONNEL:

5101 Regular Salaries

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

City Manager	0%
Assistant City Manager – Development Services	0%
Director of Administrative Services	0%
City Clerk	0%
Finance Officer	0%
Finance Analyst	0%
Accounting Technician	0%

5105 - 5111 See Appendix

OPERATIONS:

6208 Vehicle Operations

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

6215 Vehicle/Cell Allowance

Provides for vehicle allowance for the Director of Administrative Services, City Clerk, Finance Officer, and Finance Analyst, which is distributed the same as payroll. Also provides for cell phone allowance for City Manager, Assistant City Manager – Development Services, Director of Administrative Services, City Clerk, Finance Officer, and Finance Analyst, which is distributed the same as payroll.

6216 Professional Services

Provides for fiscal, procedural and bond consultants.

6218 **Special Legal Fees**

Provides for legal consulting expenses.

6227 **Contractual Services**

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

6256 – 6265 See Appendix



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: ECONOMIC DEVELOPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-5911-6201	CONFERENCE & MEETINGS	395	2,000	4,650	4,500	4,000
01-5911-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	200	200	50	50	100
01-5911-6216	PROFESSIONAL SERVICES	0	0	18,000	18,000	0
01-5911-6229	COMMUNITY RELATIONS	893	1,200	700	500	500
	TOTAL OPERATIONS	1,488	3,400	23,400	23,050	4,600
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,488	3,400	23,400	23,050	4,600
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

ECONOMIC DEVELOPMENT (5911)

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

OPERATIONS:

6201 Conference & Meetings

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

6203 Membership, Dues, Subscriptions, Books, Fees

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

6216 Professional Services

Provides for contracting consultant services to draft and complete a Hotel Feasibility Study.

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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - HOUSING REHAB.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
12-5216-6216	PROFESSIONAL SERVICES	18,200	32,620	32,620	18,250	19,870
12-5216-6227	CONTRACTUAL SERVICES	1,995	5,500	5,500	3,500	4,000
	TOTAL OPERATIONS	20,195	38,120	38,120	21,750	23,870
	CAPITAL					
12-5216-6350	LOANS	0	87,480	10,400	87,480	20,450
12-5216-6354	GRANTS	47,500	37,490	37,490	37,490	55,000
	TOTAL CAPITAL	47,500	124,970	47,890	124,970	75,450
	SUB-PROGRAM TOTAL	67,695	163,090	86,010	146,720	99,320
FUNDING SOURCE: CDBG (\$99,320)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

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

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

OPERATIONS:

6216 Professional Services

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

6227 Contractual Services

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

6350 Loans

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

6354 Grants

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - SENIOR ACTIVITIES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
12-5218-6227	SENIOR TRANSPORTATION CONTRACTUAL	13,756	15,200	15,200	22,330
12-5220-6227	GAINING RECOVERY OF WIDOWHOOD	2,400	2,500	2,500	2,500
	TOTAL OPERATIONS	16,156	17,700	17,700	24,830
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	16,156	17,700	17,700	24,830
FUNDING SOURCE: CDBG (\$24,830)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION C

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
13-5400-6227	CONTRACTUAL SERVICES	2,500	0	0	0	0
	TOTAL OPERATIONS	2,500	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	2,500	0	0	0	0
FUNDING SOURCE: PROP C						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
PROPOSITION C (FUND 13)

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

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

OPERATIONS:

13-5400-6227 **Contractual Services**

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: STORM DRAIN/STREET MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
21-6102-6227	CONTRACTUAL SERVICES (Storm Drain)	44,539	65,000	65,000	65,000	65,000
21-6102-6227	CONTRACTUAL SERVICES (Street Maintenance)	0	200,000	217,090	200,000	200,000
	TOTAL OPERATIONS	44,539	265,000	282,090	265,000	265,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	44,539	265,000	282,090	265,000	265,000
FUNDING SOURCE: MEASURE M (\$265,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

STORM DRAIN / STREET MAINTENANCE (21-6102)

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

OPERATIONS:

6227 Contractual Services (Storm Drain)

Provides for maintenance of Citywide storm drains.

6227 Contractual Services (Street Maintenance)

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

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: STREET SWEEPING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
21-6203-6227	CONTRACTUAL SERVICES	71,879	72,710	72,710	72,710	72,710
	TOTAL OPERATIONS	71,879	72,710	72,710	72,710	72,710
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	71,879	72,710	72,710	72,710	72,710
FUNDING SOURCE: MEASURE M (\$72,710)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
STREET SWEEPING (21-6203)

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

OPERATIONS:

6227 Contractual Services

Provides a partial payment to the contracted agency that provides street sweeping services (\$10,000 funded from Fund 02-6203 and \$30,000 funded from Fund 09-5610). Also provides for summer special sweep around Collegewood School and other special sweeps as needed.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION A

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
23-5300-5101	REGULAR SALARIES	37,544	62,360	62,360	62,360	65,420
23-5300-5105	HEALTH & LIFE INSURANCE	5,123	9,450	9,450	9,450	9,450
23-5300-5107	WORKERS' COMPENSATION	714	1,260	1,260	1,260	1,130
23-5300-5108	PERS	14,826	4,610	4,610	4,610	5,460
23-5300-5110	MEDICARE	539	1,100	1,100	1,100	1,130
23-5300-5111	SICK LEAVE/VACATION BUYBACK	0	5,900	5,900	0	2,470
	TOTAL PERSONNEL	58,747	84,680	84,680	78,780	85,060
OPERATIONS						
23-5300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,530	4,530	4,530	4,530	4,530
23-5300-6215	VEHICLE/CELL ALLOWANCE	1,112	2,100	2,100	2,100	2,240
23-5307-6227	TRANSFER CONTRACTUAL SERVICES	0	0	601,000	601,000	500,000
23-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	7,032	5,400	6,060	5,650	6,000
23-5315-6250	PARK & RIDE WATER	2,781	2,690	3,590	2,690	3,000
23-5315-6251	PARK & RIDE ELECTRICITY	491	1,000	840	840	1,000
23-9306-6227	RECREATION EXCURSIONS	38,746	43,000	43,000	43,000	43,000
	TOTAL OPERATIONS	54,691	58,720	661,120	659,810	559,770
CAPITAL						
23-5310-8410	BUS SHELTER SOLAR LIGHTING	3,843	6,800	6,800	6,800	6,800
23-5311-8410	BUS BENCH REPLACEMENT	11,850	13,700	12,300	13,200	13,700
	TOTAL CAPITAL	15,693	20,500	19,100	20,000	20,500
	SUB-PROGRAM TOTAL	129,131	163,900	764,900	758,590	665,330
FUNDING SOURCE:		F/T EMPLOYEES	0.70	0.70	0.70	0.70
PROP A (\$665,330)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
PROPOSITION A (FUND 23)

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

PERSONNEL:

23-5300-5101 **Regular Salaries**

Senior Management Analyst - 70%

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

5105 - 5111 See Appendix

OPERATIONS:

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

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

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

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

23-5307-6227 **Transfer Contractual Services**

Provides for the exchange of Proposition A Transportation funds approved by the Metropolitan Transportation Authority (MTA).

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

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

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

Provides for irrigation of landscaping at the lot.

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

Provides for lighting of the parking lot.

23-9306-6227 **Recreation Excursions**

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

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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: DIAL-A-CAB

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
23-5410-6205	OFFICE SUPPLIES	406	350	350	350
23-5410-6227	CONTRACTUAL SERVICES	204,520	220,000	220,000	150,000
	TOTAL OPERATIONS	204,926	220,350	220,350	150,350
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	204,926	220,350	220,350	150,350
FUNDING SOURCE: PROP A (\$160,350)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: METROLINK

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
23-5430-5101	REGULAR SALARIES	8,253	8,660	8,660	8,320	9,330
23-5430-5105	HEALTH & LIFE INSURANCE	1,620	1,690	1,690	1,620	1,690
23-5430-5107	WORKERS' COMPENSATION	155	180	180	170	160
23-5430-5108	PERS	2,366	2,860	2,860	2,870	3,480
23-5430-5110	MEDICARE	117	130	130	120	140
23-5430-5111	SICK LEAVE/VACATION BUYBACK	0	190	190	0	200
	TOTAL PERSONNEL	12,512	13,710	13,710	13,100	15,000
OPERATIONS						
23-5430-6227	CONTRACTUAL SERVICES	35,488	50,000	50,000	45,000	50,000
	TOTAL OPERATIONS	35,488	50,000	50,000	45,000	50,000
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	48,000	63,710	63,710	58,100	65,000
FUNDING SOURCE:		F/T EMPLOYEES	0.13	0.13	0.13	0.13
PROP A (\$65,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
METROLINK SUBSIDY (23-5430)

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

PERSONNEL:

23-5430-5101 **Regular Salaries**

Accounting Technician - 12.5%

Responsible for recording accounts receivable, processing payroll, 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 is set at \$32 per pass up to a maximum of 300 passes per month. For FY 2020-21, the City budgeted for 130 passes per month.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA PROJ. ADMINISTRATION

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
41-5800-5101	REGULAR SALARIES	197,288	195,400	195,400	194,840	240,770	
41-5800-5105	HEALTH & LIFE INSURANCE	23,768	23,760	23,760	23,630	28,690	
41-5800-5107	WORKERS' COMPENSATION	3,854	3,950	3,950	3,950	4,250	
41-5800-5108	PERS	54,122	61,490	61,490	62,900	84,740	
41-5800-5110	MEDICARE	3,088	3,080	3,080	3,010	3,720	
41-5800-5111	SICK LEAVE/VACATION BUYBACK	9,654	8,220	8,220	7,230	9,700	
	TOTAL PERSONNEL	291,773	295,900	295,900	295,560	371,870	
OPERATIONS							
41-5800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	250	250	250	250	
41-5800-6208	VEHICLE OPERATIONS	1,279	1,200	1,550	1,300	1,300	
41-5800-6215	VEHICLE/CELL ALLOWANCE	4,020	4,020	4,020	4,020	5,240	
41-5800-6216	PROFESSIONAL SERVICES	5,159	10,800	10,800	10,800	10,800	
41-5800-6227	CONTRACTUAL SERVICES	0	10,000	9,650	0	0	
41-5800-6256	EQUIPMENT USAGE	2,054	2,240	2,240	2,320	2,850	
41-5800-6265	COMPUTER USAGE	11,469	10,440	10,440	10,430	12,810	
41-5800-6278	BANK CHARGES	(260)	300	300	130	300	
	TOTAL OPERATIONS	23,721	39,250	39,250	29,250	33,550	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	315,494	335,150	335,150	324,810	405,420	
FUNDING SOURCE: WHA (\$405,420)		F/T EMPLOYEES	1.60	1.60	1.60	1.60	1.93

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21**

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	25%
Assistant City Manager – Development Services	25%
Finance Officer	2.5%
City Clerk	10%
Senior Planner	30%
Associate Planner	50%
Finance Analyst	2.5%
Assistant Planner	20%
Accounting Technician	2.5%

5105 - 5111 See Appendix

OPERATIONS:

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

Provides for subscriptions to California housing information and other literature.

6208 **Vehicle Operations**

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

2019 Buick Regal Sportback	1557419	25% (75% in 01-4100)
2019 Toyota Prius	1486243	25% (50% in 01-5000, 25% in 01-5100)

6215 **Vehicle/Cell Allowance**

Provides for vehicle allowance for the Director of Administrative Services, Finance Officer, City Clerk, Senior Planner, Associate Planner, Finance Analyst, and Assistant Planner, which is distributed the same as payroll. Also provides for cell phone allowance for City Manager, Assistant City Manager – Development Services, Director of Administrative Services, Finance Officer, City Clerk, Senior Planner, Associate Planner, Finance Analyst and Assistant Planner, which is distributed the same as payroll.

6216 **Professional Services**

Provides for property appraisals, property profiles, title searches, pro-forma housing review, and legal services rendered by City Attorney.

6227 **Contractual Services**

Provides for consulting services related to Regional Housing Needs Assessment (RHNA) allocation for the City's Housing Element.

6256 – 6265 See Appendix

6278 **Bank Charges**

Provides for banking activity for WHA bank accounts.



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA HOUSING MONITORING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
41-5850-6216	PROFESSIONAL SERVICES	15,000	15,000	15,000	15,000	15,000
	TOTAL OPERATIONS	15,000	15,000	15,000	15,000	15,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	15,000	15,000	15,000	15,000	15,000
FUNDING SOURCE: WHA (\$15,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

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:

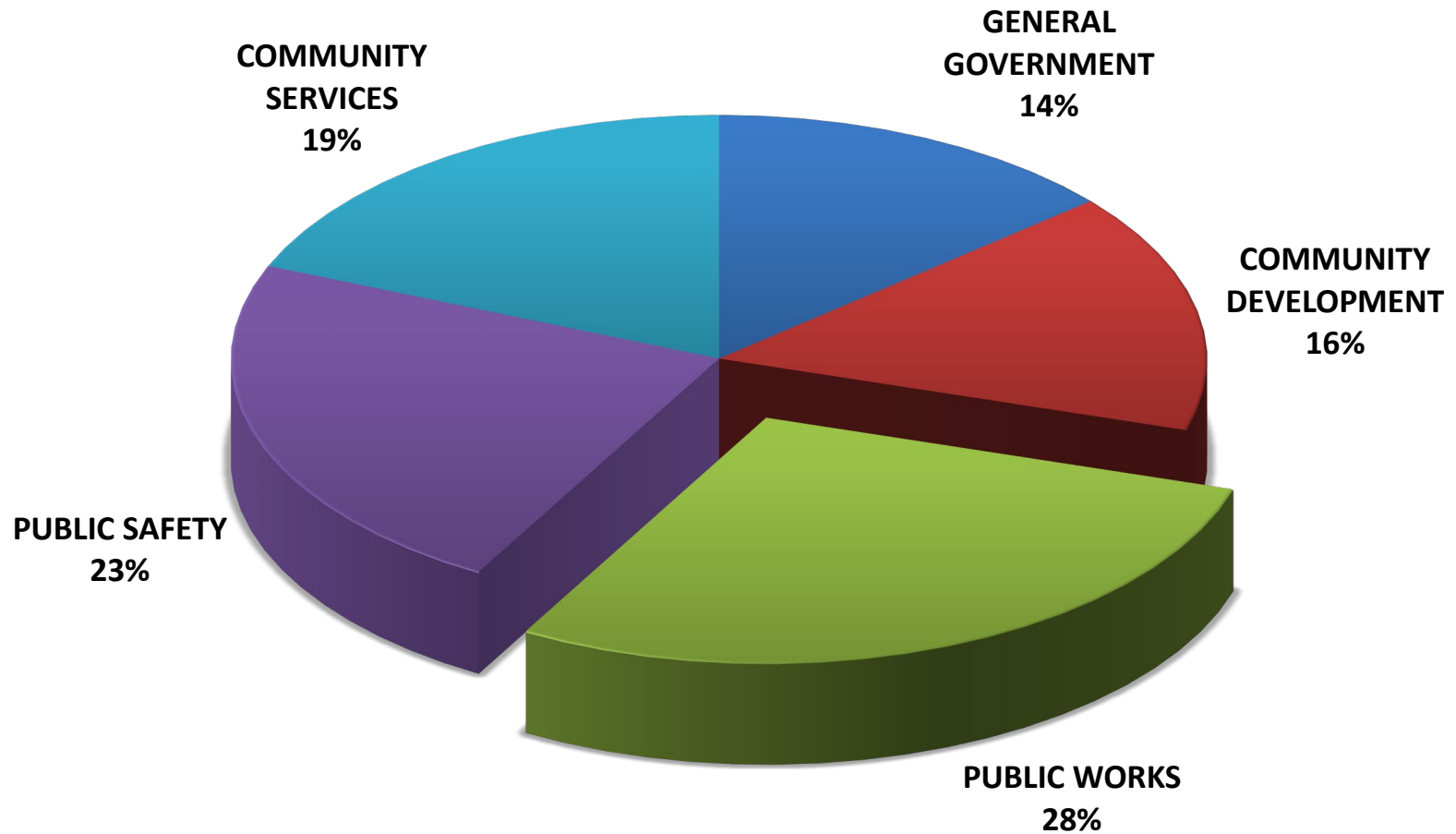
41-5850-6216 **Professional Services**

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



Public Works

PUBLIC WORKS FISCAL YEAR 2020-21



**Total Public Works Budget
\$5,759,310**

CITY OF WALNUT

PUBLIC WORKS

PROGRAM GOALS & PERFORMANCE MEASURES

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

In **2020-21**, Public Works will work to achieve the following goals:

1. Obtain Gold Status in the SCE Energy Leader Model to ensure a 5% reduction in electric bills for FY 20-21. *We will exceed expectations by seeking new cost efficiencies.*
2. 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.*
3. 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.*
4. Retain our highly responsive graffiti abatement program focusing on visible areas in the public right of way. *We will enhance civic pride by ensuring the City is well maintained.*
5. Review Traffic Safety items at the Traffic Safety Committee meetings including accident histories, warrant studies and public input. Identify road projects and other alternatives to assist. *We will enhance civic pride by promoting public safety.*
6. Complete annual water usage cost/benefit analysis for the LOSMD to continue tracking amortization for the installation of the controllers (currently exceeding projected goal). *We will exceed expectations by seeking new cost efficiencies.*
7. Complete MDRS Building Roof repairs and Building HVAC replacements as required. *We will enhance civic pride by ensuring the City is well maintained.*
8. Amar Road Resurfacing-West (Creekside Drive to Nogales Street). *We will enhance civic pride by ensuring the City is well maintained.*

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

1. Establish fountain maintenance and seasonal planting protocols for the Walnut Veterans Memorial. *We will enhance civic pride by recognizing achievements.*

Performance Measure: Completed.

2. Conduct annual storm drain maintenance program and clean-out over 700 catch basins as well as large storm drains. Design new catch basin screens in select commercial areas as required by the Regional Water Board. *We will exceed expectations by delivering an excellent level of service.*

Performance Measure: Completed.

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.*

Performance Measure: Completed. In addition, the City installed its first WMP storm drain enhancement at the Park and Ride Lot (tree drains).

4. Retain our highly responsive graffiti abatement program focusing on visible areas in the public right of way. *We will enhance civic pride by ensuring the City is well maintained.*

Performance Measure: Completed and ongoing.

5. Review Traffic Safety items at the Traffic Safety Committee meetings including accident histories, warrant studies and public input. Identify road projects and other alternatives to assist. *We will enhance civic pride by promoting public safety.*

Performance Measure: Completed.

6. Complete items identified to complete requirements for the Meadow Pass Road mitigation area and close out agency permits. *We will exceed expectations by delivering an excellent level of service.*

Performance Measure: The City's Long Term Management Plan was approved after we identified a no cost solution for a concern Fish and Wildlife had regarding minor erosion in the mitigation area (by extending the footprint of the mitigation area by an acre). Some minor restoration will occur in FY 20-21 to complete the near term permit requirements.

7. Complete annual water usage cost/benefit analysis for the LOSMD to continue tracking amortization for the installation of the controllers (currently exceeding projected goal). *We will exceed expectations by seeking new cost efficiencies.*

Performance Measure: Completed.

8. Conduct annual tree inspections in selected areas identified in parks and arterial and collector roads. *We will exceed expectations by delivering an excellent level of service.*

Performance Measure: Completed.

**Public Works
Measurable Outputs**

Output	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Trees trimmed/serviced/planted	1,800	1,800	2,000	2,000	2,000
Catch basins cleaned	730	730	730	730	730
Graffiti removal requests completed	700	735	735	735	725
Square Feet of streets resurfaced/slurry sealed	3,090,874	3,652,352	3,534,172	2,656,000	2,862,703
Median improvements/upgrades (square footage)	8,000	0	8,000	2,000	1,000
Curb miles of streets swept annually	6,968	6,968	6,969	6,969	6,969
Acres of LOSMD maintained	368	368	368	368	368
Traffic safety installations (signals, signs, striping)	140	148	140	140	140
Miles of trails audited per year (for repairs/weed abatement)	33	33	33	33	33
Capital Improvement projects completed (\$100,000 or more)	6	11	5	3	6

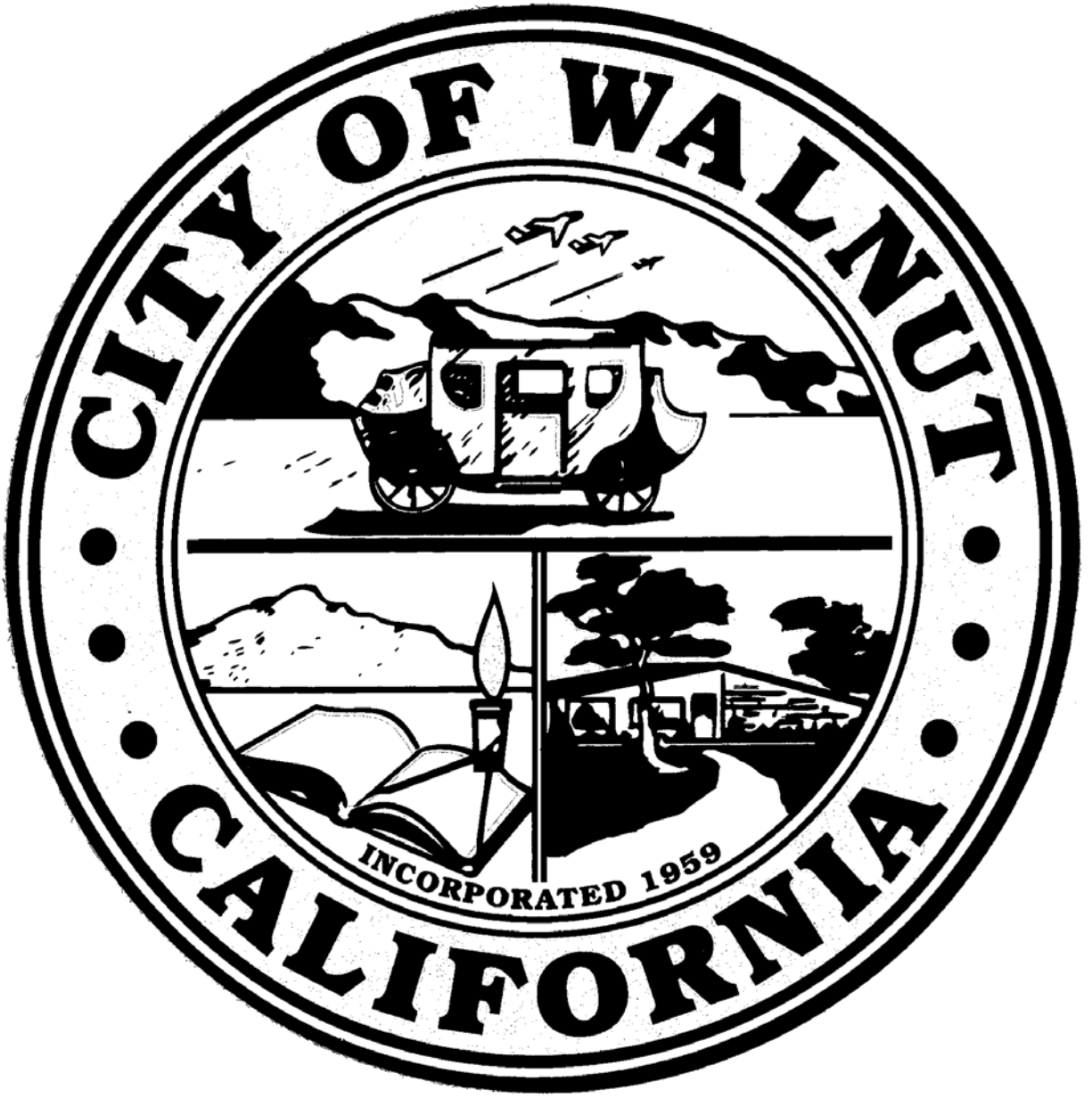
**FY 2020-21
Public Works
Goals and Relationship to the Mission Statement**

In **FY 2020-21**, the Public Works Division has identified four major goals:

Obtain Gold Status in the SCE Energy Leader Model to ensure a 5% reduction in electric bills for FY 20-21.

1. Design new catch basin screens in select commercial areas as required by the Regional Water Board.
2. Complete road and maintenance projects identified in the Capital Improvement Budget.
3. Complete construction of additional acre for the Meadow Pass Road Mitigation Area.
4. With a completed EIR for Walnut Ranch Park Expansion, explore project direction and feasibility with the City Council.

The Public Works Division will enhance civic pride by ensuring the City is well maintained. Public Works will exceed expectations by delivering an excellent level of service while seeking cost efficiencies.



**CITY OF WALNUT
PROGRAM SUMMARY
PUBLIC WORKS**

	2018-19		2019-20		2020-21
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	704,460	774,940	774,940	748,970	805,040
OPERATIONS EXPENSE	4,198,258	4,476,620	4,560,155	4,424,280	4,703,210
TOTAL OPERATING EXPENSE	4,902,718	5,251,560	5,335,095	5,173,250	5,508,250
CAPITAL	113,012	168,460	198,932	185,740	251,060
PROGRAM TOTAL	5,015,730	5,420,020	5,534,027	5,358,990	5,759,310
TOTAL FULL-TIME EMPLOYEES	5.70	5.70	5.70	5.70	5.70
SUB-PROGRAMS:					
				PAGE	
ENVIRONMENTAL SERVICES	01-5600			180	
ENGINEERING	01-6000 / 02-6000			184	
PUBLIC WORKS ADMINISTRATION	01-6100			188	
STREET RIGHT-OF-WAY MAINT.	01-6206			192	
WEED ABATEMENT	01-8700			196	
BUILDING MAINTENANCE	01-9200			198	
GENERAL STREET MAINTENANCE	02-6102			200	
STREET RIGHT-OF-WAY MAINT.	02-6206			202	
TRAFFIC ENGINEERING	02-6215			204	
AIR QUALITY MANAGEMENT	09-5420 - 09-5610			206	
LOSMD - ZONE 1	19-7100 / 01-7100			212	
LOSMD - ZONE 2	19-7200			215	
LOSMD - ZONE 3	19-7300 / 01-7300			216	
LOSMD - ZONE 4	19-7400 / 01-7400			218	
LOSMD - ZONE 5	19-7500			221	
LOSMD - ZONE 6	19-7600 / 01-7600			222	
LOSMD - ZONE 7	19-7700 / 01-7700			224	
LOSMD - ZONE 8	19-7800			227	
LOSMD - ZONE 9	18-7900			229	
LOSMD - ZONE 11	19-7911			231	
LOSMD - ZONE 12	19-7912			233	
CAPITAL EQUIPMENT REPLACEMENT	25-4502 - 25-9100			234	
BUILDING MAINTENANCE	26-9200			236	
ENVIRONMENTAL SERVICES	29-5600			240	
USED OIL RECYCLING GRANT	32-5601			242	
RECYCLING GRANT	33-5605			244	

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENVIRONMENTAL SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5600-5101	REGULAR SALARIES	71,914	74,530	74,530	74,630	77,130
01-5600-5105	HEALTH & LIFE INSURANCE	9,445	9,450	9,450	9,430	9,450
01-5600-5107	WORKERS' COMPENSATION	1,381	1,510	1,510	1,510	1,330
01-5600-5108	PERS	10,826	12,170	12,170	12,360	13,990
01-5600-5110	MEDICARE	1,114	1,170	1,170	1,140	1,190
01-5600-5111	SICK LEAVE/VACATION BUYBACK	1,016	1,380	1,380	0	1,470
	TOTAL PERSONNEL	95,695	100,210	100,210	99,070	104,560
OPERATIONS						
01-5600-6201	CONFERENCE & MEETINGS	541	1,500	1,500	1,000	1,500
01-5600-6215	VEHICLE/CELL ALLOWANCE	2,100	2,240	2,240	2,240	2,100
01-5600-6216	PROFESSIONAL SERVICES	82,100	94,400	118,200	48,200	26,650
01-5600-6227	CONTRACTUAL SERVICES	27,123	32,700	32,700	32,700	7,000
01-5600-6256	EQUIPMENT USAGE	896	980	980	1,020	1,040
01-5600-6265	COMPUTER USAGE	5,021	4,570	4,570	4,560	4,660
01-5600-6280	ENVIRONMENTAL SERVICES SUPPLIES	529	2,000	2,000	2,000	2,000
	TOTAL OPERATIONS	118,310	138,390	162,190	91,720	44,950
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	214,005	238,600	262,400	190,790	149,510
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70
WASTE MANAGEMENT ADMINISTRATION FUND (AB939 - \$ 53,100; RECYCLING REBATE - \$0)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
ENVIRONMENTAL SERVICES (5600)

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

PERSONNEL:

5101 **Regular Salaries**

Community Services Superintendent - 50%

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

Deputy Community Services Director - 20%

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

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

6215 **Vehicle/Cell Allowance**

Provides for vehicle and cell phone allowance for the Community Services Superintendent and Deputy Community Services Director, which are distributed the same as payroll.

6216 **Professional Services**

Provides for assistance in administering the City's National Pollutant Discharge Elimination System (NPDES) Programs; including County storm drain/outfall/catch basin mapping, annual permits (2) with Regional Water Quality Control Board (Citywide NPDES & City Yard), NPDES required water testing and monitoring programs, NPDES permit regulation compliance, including new NPDES required industrial/commercial/development inspection & mapping programs and minimum controls measures for TMDL compliance, NPDES Watershed Management Plan (WMP) required digital mapping of minimum control measures, legal fees, Disadvantaged Business Enterprise Program, Department of Toxic Substance Control manifest fee, and sanitary sewer overflow fee. (Partially funded with Measure W funds 29-5600-6216)

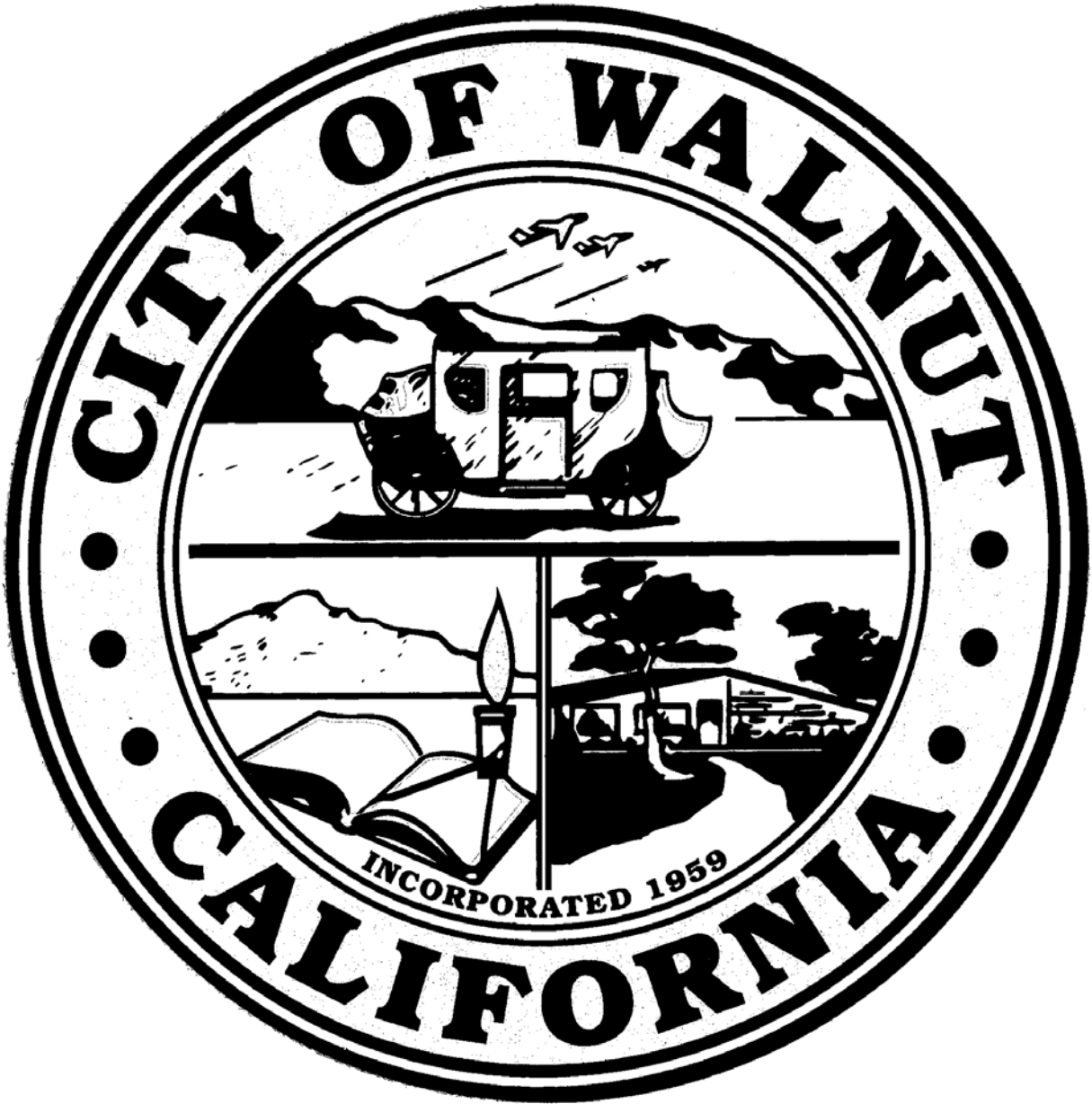
6227 **Contractual Services**

Provides for periodic removal of household hazardous waste from the City Yard, and contractual services for Water Quality Testing and Monitoring of the Upper San Gabriel River Watershed and Harbors Toxics in lower San Gabriel River (NPDES/WMP requirements). It has also provided for biological monitoring of mitigation for Meadowpass Road. (Cost of Water Quality Testing and Monitoring of the Upper San Gabriel River Watershed and Harbor Toxics in lower San Gabriel River moved to 29-5600-6227 for FY 2020-21)

6256 - 6265 See Appendix

6280 **Environmental Services Supplies**

Provides for promotional supplies for the integrated waste management programs in the City.



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6000-6216	PROFESSIONAL SERVICES	38,056	12,000	12,000	12,000	12,000
01-6000-6230	PLAN CHECK SERVICES	51,030	30,000	30,000	25,000	19,500
01-6000-6232	PUBLIC WORKS INSPECTION SERVICES	82,895	41,250	41,250	41,250	41,250
02-6000-6216	PROFESSIONAL SERVICES	13,431	17,000	17,000	17,000	17,000
	TOTAL OPERATIONS	185,412	100,250	100,250	95,250	89,750
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	185,412	100,250	100,250	95,250	89,750
FUNDING SOURCE: (01) GENERAL (02) GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
ENGINEERING (01 & 02-6000)

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

OPERATIONS:

01-6000-6216 **Professional Services**

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

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

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

01-3760 Plan Checking Fees	\$20,000 x 75% = \$15,000
01-3250 Grading & Street Permits	\$ 6,000 x 75% = <u>\$ 4,500</u>
	Total: <u>\$ 19,500</u>

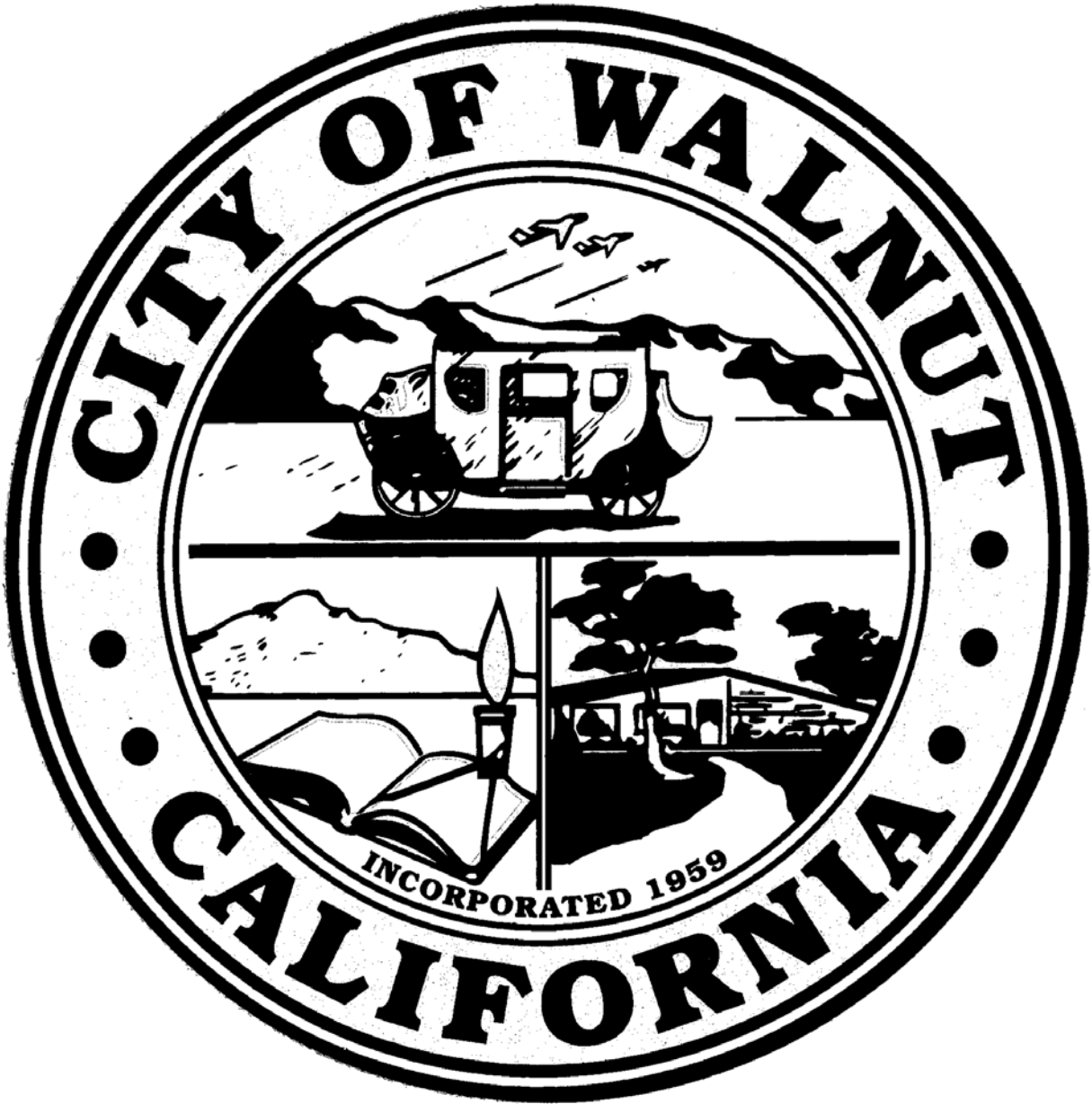
01-6000-6232 **Public Works Inspection Services**

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

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

02-6000-6216 **Professional Services**

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



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: PUBLIC WORKS ADMIN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-6100-5101	REGULAR SALARIES	183,687	202,630	202,630	202,510	207,900
01-6100-5105	HEALTH & LIFE INSURANCE	26,487	28,760	28,760	28,750	28,760
01-6100-5107	WORKERS' COMPENSATION	7,856	12,070	12,070	9,750	10,620
01-6100-5108	PERS	37,538	44,430	44,430	45,400	51,170
01-6100-5110	MEDICARE	2,828	3,270	3,270	3,040	3,220
01-6100-5111	SICK LEAVE/VACATION BUYBACK	6,481	9,030	9,030	1,910	10,810
	TOTAL PERSONNEL	264,876	300,190	300,190	291,360	312,480
OPERATIONS						
01-6100-6208	VEHICLE OPERATIONS	4,148	2,550	4,650	4,650	4,700
01-6100-6215	VEHICLE/CELL ALLOWANCE	1,350	1,380	1,380	1,380	1,450
01-6100-6239	UNIFORMS	0	300	300	0	300
01-6100-6256	EQUIPMENT USAGE	2,567	2,860	2,860	2,980	3,040
01-6100-6265	COMPUTER USAGE	14,343	13,380	13,380	13,370	13,650
	TOTAL OPERATIONS	22,409	20,470	22,570	22,380	23,140
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	287,285	320,660	322,760	313,740	335,620
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	2.05	2.05	2.05	2.05	2.05

CITY OF WALNUT

ANNUAL BUDGET DETAIL

2020-21

PUBLIC WORKS ADMINISTRATION (6100)

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

PERSONNEL:

5101 **Regular Salaries**

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

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

Community Services Superintendent – 25 %

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

Maintenance Manager – 50%

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

Maintenance Supervisor – 20%

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

Foreman - 60%

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

Executive Assistant – 20%

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

5105-5111 See Appendix

OPERATIONS:

6208 Vehicle Operations

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

2018 GMC Canyon	1535050	50% (25% in 01-6206, 25% in 01-9100)
2018 Ford F250	1548267	20% (20% in 01-9100, 60% in 26-9200)
2016 Toyota Tacoma	1370283	60% (20% in 01-9100, 20% in 26-9200)
2015 Honda Accord	1462599	30% (10% in 01-6206, 30% in 01-9001, 30% in 01-9100)

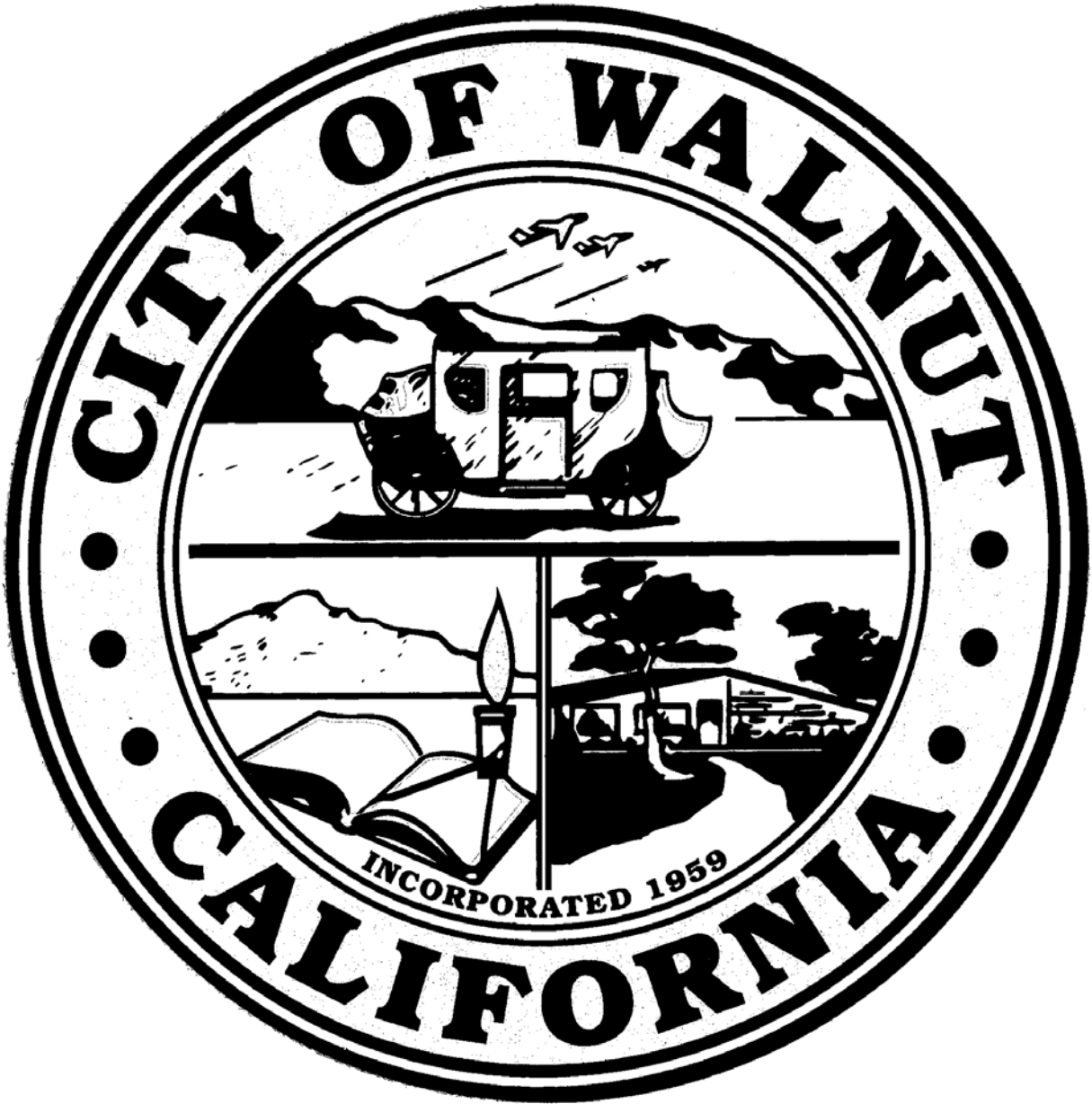
6215 Vehicle/Cell Allowance

Provides for cell phone allowance for the Assistant City Manager- Community Services/Public Works, Community Services Superintendent, Maintenance Manager, and Maintenance Supervisor, which are distributed the same as payroll. Additionally, provides for vehicle allowance for Community Services Superintendent, which is 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
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
PERSONNEL						
01-6206-5101	REGULAR SALARIES	162,129	169,550	169,550	174,000	
01-6206-5104	OVERTIME	2,736	2,000	2,000	2,000	
01-6206-5105	HEALTH & LIFE INSURANCE	28,883	29,390	29,390	29,390	
01-6206-5107	WORKERS' COMPENSATION	10,995	13,300	13,300	11,700	
01-6206-5108	PERS	45,616	51,380	51,380	58,230	
01-6206-5110	MEDICARE	2,366	2,760	2,760	2,850	
01-6206-5111	SICK LEAVE/VACATION BUYBACK	3,526	12,470	12,470	14,560	
	TOTAL PERSONNEL	256,251	280,850	280,850	292,730	
OPERATIONS						
01-6206-6208	VEHICLE OPERATIONS	5,791	11,000	11,000	11,000	
01-6206-6215	VEHICLE/CELL ALLOWANCE	470	580	580	470	
01-6206-6216	PROFESSIONAL SERVICES	1,383	5,000	10,000	5,000	
01-6206-6227	CONTRACTUAL SERVICES	107,844	116,000	131,730	116,000	
01-6206-6237	VANDALISM	1,009	1,700	1,700	1,700	
01-6206-6238	SMALL TOOLS	1,999	2,000	2,000	2,000	
01-6206-6239	UNIFORMS	847	1,900	1,900	1,000	
01-6206-6240	RODENT CONTROL	12,960	13,000	13,000	13,000	
01-6206-6247	EQUIPMENT MAINTENANCE	223	1,000	1,000	1,500	
01-6206-6248	GROUNDS MAINTENANCE	3,116	6,000	6,000	7,000	
01-6206-6254	COMMUNICATIONS	747	1,000	1,000	680	
01-6206-6256	EQUIPMENT USAGE	2,758	3,000	3,000	3,190	
01-6206-6265	COMPUTER USAGE	15,416	14,030	14,030	14,310	
01-6206-6290	SPECIAL MAINTENANCE PROJECTS	39,713	15,000	50,670	65,000	
	TOTAL OPERATIONS	194,276	191,210	247,610	241,850	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	450,527	472,060	528,460	534,580	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.15	2.15	2.15	2.15

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

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

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

PERSONNEL:

5101 **Regular Salaries**

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

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

Maintenance Manager - 25%

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

Maintenance Supervisor - 40%

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

Foreman - 25%

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

Maintenance Worker I – 10%

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

Maintenance Worker II - 75%

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

Executive Assistant - 20%

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

5104 - 5111 See Appendix

OPERATIONS:

6208 Vehicle Operations

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

2018 Ford F150	1548265	40% (40% in 01-9100, 20% in 01-9101)
2018 Ford F150	1548266	25% (50% in 01-9100, 25% in 01-9101)
2018 GMC Canyon	1535050	25% (50% in 01-6100, 25% in 01-9100)
2017 GMC Canyon	1515499	75% (25% in 01-9101)
2015 Honda Accord	1462599	10% (30% in 01-6100, 30% in 01-9001, 30% in 01-9100)
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 Assistant City Manager- Community Services/Public Works, Maintenance Manager, and Maintenance Supervisor, which is distributed the same as payroll.

6216 Professional Services

Provides for the engineering services provided by City Engineer.

6227 Contractual Services

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

6237 Vandalism

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

6238 Small Tools

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

6239 Uniforms

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

- 6240 **Rodent Control**
Provides for City's contracted rodent control services on City-owned property at Gartel/Fuerte right-of-ways, Collegewood, Alta Hacienda, area surrounding Teen Center/Gymnasium, City Hall, park & ride parking lot, and Martingale Drive.
- 6247 **Equipment Maintenance**
Provides for repairs, parts and maintenance costs for streets right-of-way maintenance equipment.
- 6248 **Grounds Maintenance/Supplies**
Provides for irrigation system parts and repair, landscape products and supplies for street right-of-way maintenance.
- 6254 **Communications**
Provides for a percentage of radio/telephone communications for citywide system.
- 6256 - 6265 See Appendix
- 6290 **Special Maintenance Project**
Provides for the installation of mulch, plant material and related improvements on medians and street right-of-ways. (Partial funding for FY 20-21 see 02-6206-6290)

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: WEED ABATEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8700-6227	CONTRACTUAL SERVICES	55,476	50,000	50,000	50,000	50,000
	TOTAL OPERATIONS	55,476	50,000	50,000	50,000	50,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	55,476	50,000	50,000	50,000	50,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-9200-6290	SPECIAL MAINTENANCE PROJECTS	31,815	30,000	32,500	30,000	30,000
	TOTAL OPERATIONS	31,815	30,000	32,500	30,000	30,000
	CAPITAL					
01-9200-8402	MACHINERY & EQUIPMENT	0	10,000	10,000	10,000	10,000
	TOTAL CAPITAL	0	10,000	10,000	10,000	10,000
	SUB-PROGRAM TOTAL	31,815	40,000	42,500	40,000	40,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
BUILDING MAINTENANCE (9200)

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

OPERATIONS:

6290 **Special Maintenance Projects**

Provides for roof maintenance projects, HVAC mechanical and software upgrades, floor maintenance, painting and other building projects.

CAPITAL:

8402 **Machinery & Equipment**

Provides for replacement of equipment and furniture in City Facilities.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: GENERAL STREET MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6102-6216	PROFESSIONAL SERVICES	4,130	4,790	4,810	4,500	4,500
02-6102-6227	CONTRACTUAL SERVICES	179,380	0	0	0	0
02-6102-6244	STREET LIGHT MAINTENANCE	74,277	78,000	78,000	78,000	78,000
02-6102-6245	GENERAL MAINTENANCE	16,337	45,000	44,980	45,000	45,000
	TOTAL OPERATIONS	274,124	127,790	127,790	127,500	127,500
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	274,124	127,790	127,790	127,500	127,500
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

GENERAL STREET MAINTENANCE (02-6102)

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

OPERATIONS:

6216 Professional Services

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

6227 Contractual Services

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

6244 Street Light Maintenance

Provides for Edison energy costs for city owned streetlights.

6245 General Maintenance (non-county contractor)

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6206-6227	CONTRACTUAL SERVICES	249,892	258,760	258,760	258,760	265,000
02-6206-6243	TREE MAINTENANCE	66,760	70,000	70,000	70,000	72,800
02-6206-6250	WATER	26,664	33,400	33,400	33,400	34,400
02-6206-6251	ELECTRICITY	26,328	34,650	34,650	34,650	34,650
02-6206-6290	SPECIAL MAINTENANCE PROJECTS	0	50,000	50,000	50,000	50,000
	TOTAL OPERATIONS	369,644	446,810	446,810	446,810	456,850
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	369,644	446,810	446,810	446,810	456,850
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

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 recently completed Meadowpass Road medians and right-of-way. Also includes the mitigation area adjacent to Meadowpass Road.

6243 Tree Maintenance

Provides for tree trimming, removals and planting in the right-of-wy.

6250 Water

Provides for irrigation needs in the right-of-way.

6251 Electricity

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

6290 Special Maintenance Project

Provides for the installation of mulch, plant material and related improvements on medians and street right-of-ways. (Partial funding for FY 20-21 see 01-6206-6290)

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: TRAFFIC ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	12,000
	TOTAL OPERATIONS	12,000	12,000	12,000	12,000	12,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	12,000	12,000	12,000	12,000	12,000
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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 the City Engineer and include traffic counts, speed surveys, special studies, and the on-going School Traffic Safety Program. The Traffic Safety Program is an annual review of any traffic concerns surrounding all schools, identifies safety problems, and implements safety solutions.

OPERATIONS:

02-6215-6216 Professional Services

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: AIR QUALITY MANAGEMENT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
09-5420-6227	CONTRACTUAL SERVICES - BUS PASS SUBSIDY	6,849	8,000	8,000	8,000
09-5425-6227	CONTRACTUAL SERVICES - EZ PASS SUBSIDY	471	1,000	1,000	1,000
09-5610-6227	CONTRACTUAL SERVICES	30,000	30,000	30,000	30,000
	TOTAL OPERATIONS	37,320	39,000	39,000	39,000
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	37,320	39,000	39,000	39,000
FUNDING SOURCE: AIR QUALITY MANAGEMENT (\$36,900)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

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. These fees are provided to the South Coast Air Quality Management District for local mobile source air pollution control.

OPERATIONS:

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

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

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

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

09-5610-6227 **Contractual Services**

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

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2020-21

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

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

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

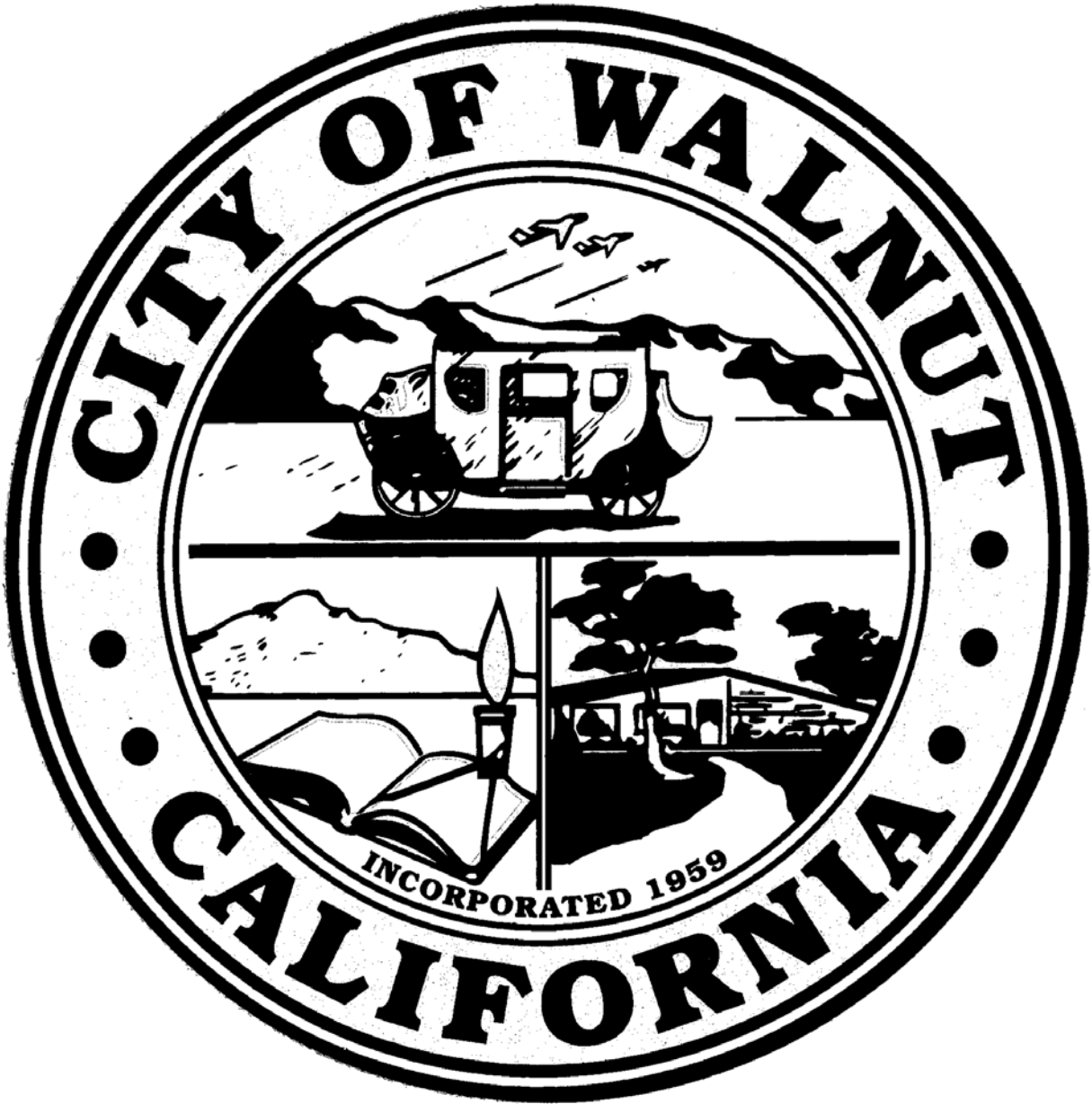
OPERATIONS:

- 6216 **Professional Services***
Provides for engineering costs to prepare an engineer's report for the Landscape District, which is required by the 1972 Landscape and Lighting Act (Streets and Highways Code).
- 6227 **Contractual Services**
Provides for contractual services for landscaping, weed abatement, water consultant, and backflow testing services.
- 6237 **Vandalism**
Provides for the cost of materials needed to repair damaged grounds, and facilities.
- 6240 **Rodent Control**
Provides for the rodent control program in landscaped areas.
- 6242 **Storm Drain Maintenance**
Provides for maintenance of storm drains zone 9.
- 6243 **Tree Maintenance**
Provides for tree trimming, removals and plantings. Also provides for emergency call outs. Amounts increased in some zones due to tree inventory.
- 6244 **Street Light Maintenance**
Provides for street lighting maintenance in LOSMD areas.
- 6250 **Water***
Provides for water usage costs for irrigation within LOSMD areas.
- 6251 **Electricity**
Provides for electrical usage costs to operate LOSMD irrigation controllers and booster pumps.

CAPITAL:

- 8405 **Landscape Improvements**
Provides for landscape improvements identified in various zones through an in-depth review of the districts. Includes tree trimming, ground cover replacement, additional trees and installation of turf and shrubs.
- 8406 **Irrigation Improvements**
Provides for the replacement of worn-out irrigation systems, and the installation of new systems in areas that do not currently have an irrigation system.

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



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 1

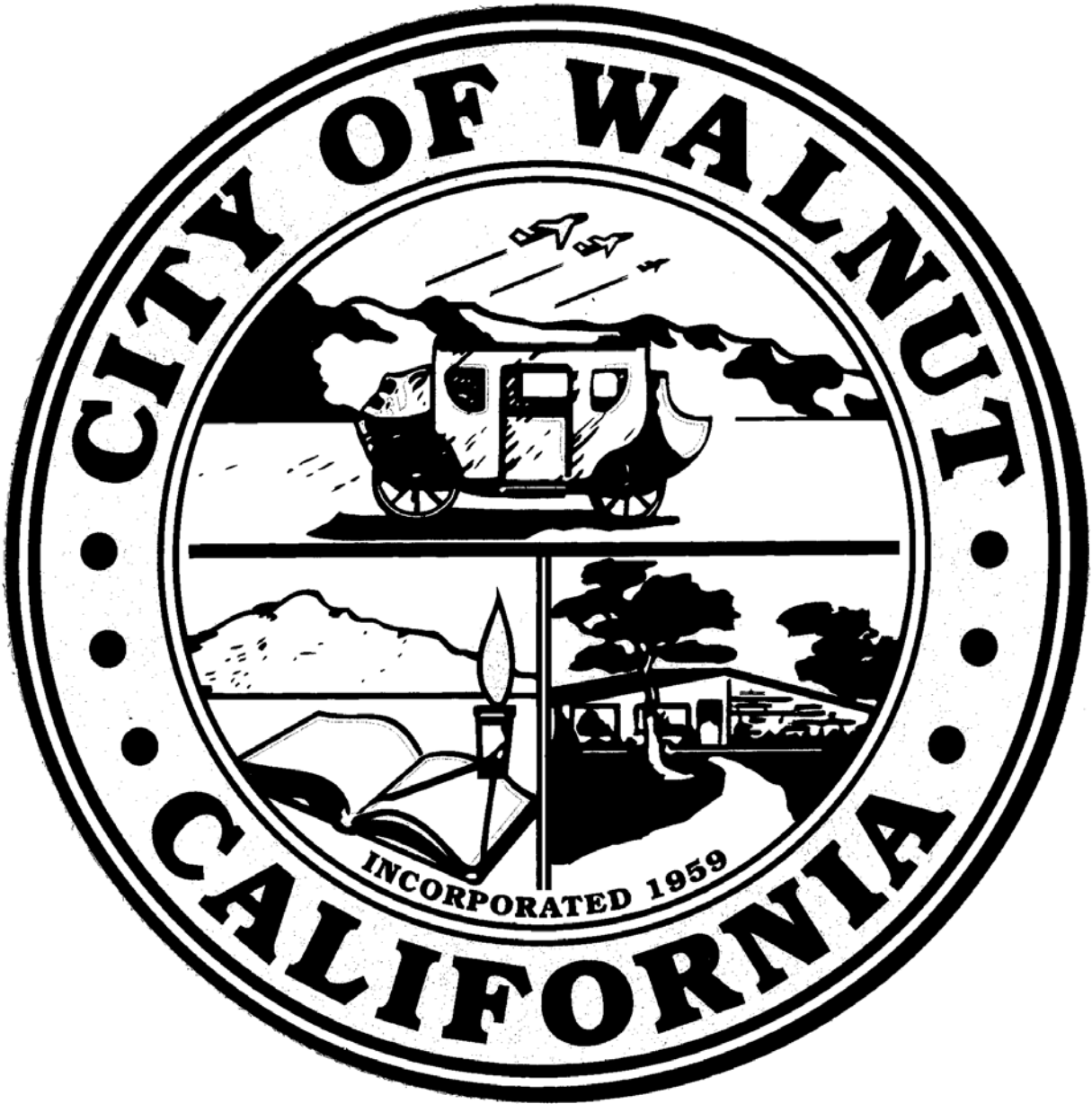
APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-7100-6227	CONTRACTUAL SERVICES	9,333	9,700	9,700	9,950
01-7100-6240	RODENT CONTROL	1,200	1,200	1,200	1,200
01-7100-6243	TREE MAINTENANCE	5,565	8,760	8,760	8,760
01-7100-6250	WATER	6,330	7,350	7,350	7,350
01-7100-6251	ELECTRICITY	437	590	590	590
	TOTAL OPERATIONS	22,865	27,600	27,600	27,850
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	22,865	27,600	27,600	27,850
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 1

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE 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	23,013	24,170	24,170	24,770
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	7,706	11,600	11,600	12,060
19-7100-6244	STREET LIGHT MAINTENANCE	9,892	9,330	9,630	9,330
19-7100-6250	WATER	13,452	14,640	14,640	15,100
19-7100-6251	ELECTRICITY	811	1,090	1,090	1,090
	TOTAL OPERATIONS	58,069	64,130	64,430	65,650
CAPITAL					
19-7100-8405	LANDSCAPE IMPROVEMENTS	0	3,500	3,200	3,500
19-7100-8406	IRRIGATION IMPROVEMENTS	356	2,500	2,500	2,500
	TOTAL CAPITAL	356	6,000	5,700	6,000
	SUB-PROGRAM TOTAL	58,425	70,130	70,130	71,650
FUNDING SOURCE: ASSESSMENT (\$52,750) GENERAL (\$18,900) ACREAGE: 9.90					



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 2

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	46,637	51,660	51,660	51,660	52,800
19-7200-6237	VANDALISM	0	310	310	310	310
19-7200-6240	RODENT CONTROL	5,400	5,400	5,400	5,400	5,400
19-7200-6243	TREE MAINTENANCE	19,063	18,240	18,240	18,240	19,500
19-7200-6244	STREET LIGHT MAINTENANCE	12,645	10,790	14,790	10,790	10,790
19-7200-6250	WATER	26,784	33,390	29,390	33,390	34,400
19-7200-6251	ELECTRICITY	1,997	2,530	2,530	2,530	2,600
	TOTAL OPERATIONS	113,866	123,660	123,660	123,660	127,140
	CAPITAL					
19-7200-8405	LANDSCAPE IMPROVEMENTS	3,661	3,690	3,690	3,690	3,690
19-7200-8406	IRRIGATION IMPROVEMENTS	141	160	160	160	160
	TOTAL CAPITAL	3,802	3,850	3,850	3,850	3,850
	SUB-PROGRAM TOTAL	117,667	127,510	127,510	127,510	130,990
FUNDING SOURCE: ASSESSMENT (\$130,990) ACREAGE: 17.00						

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 3

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-7300-6227	CONTRACTUAL SERVICES	5,546	5,800	5,800	5,800
01-7300-6240	RODENT CONTROL	1,300	1,300	1,300	1,300
01-7300-6243	TREE MAINTENANCE	7,046	6,950	6,950	7,230
01-7300-6250	WATER	7,044	10,700	10,700	11,020
01-7300-6251	ELECTRICITY	567	780	780	800
	TOTAL OPERATIONS	21,503	25,530	25,530	26,150
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	21,503	25,530	25,530	26,150
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 3

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	56,539	58,400	58,400	58,400	61,320
19-7300-6237	VANDALISM	0	150	150	150	150
19-7300-6240	RODENT CONTROL	7,700	7,700	7,700	7,700	7,700
19-7300-6243	TREE MAINTENANCE	38,487	40,900	40,900	40,900	42,540
19-7300-6250	WATER	39,913	60,600	60,600	60,600	62,420
19-7300-6251	ELECTRICITY	4,161	5,600	5,600	5,600	5,940
	TOTAL OPERATIONS	148,300	174,850	174,850	174,850	181,570
	CAPITAL					
19-7300-8405	LANDSCAPE IMPROVEMENTS	686	1,000	1,000	1,000	1,000
19-7300-8406	IRRIGATION IMPROVEMENTS	2,412	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	3,098	3,500	3,500	3,500	3,500
	SUB-PROGRAM TOTAL	151,398	178,350	178,350	178,350	185,070
FUNDING SOURCE:						
ASSESSMENT (\$147,900)						
GENERAL (\$37,170)						
ACREAGE: 29.88						

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 4

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-7400-6227	CONTRACTUAL SERVICES	58,219	60,000	54,000	55,200
01-7400-6240	RODENT CONTROL	3,480	3,480	3,480	3,480
01-7400-6243	TREE MAINTENANCE	5,714	7,760	18,760	13,000
01-7400-6250	WATER	24,520	51,740	46,740	48,000
01-7400-6251	ELECTRICITY	3,587	5,150	5,150	5,300
	TOTAL OPERATIONS	95,521	128,130	128,130	124,980
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	95,521	128,130	128,130	124,980
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 4

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	248,105	232,450	232,450	232,450	238,020
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	49,515	54,900	54,900	54,900	57,100
19-7400-6244	STREET LIGHT MAINTENANCE	74,557	80,780	80,780	80,780	80,780
19-7400-6250	WATER	169,216	209,110	209,110	209,110	215,390
19-7400-6251	ELECTRICITY	8,415	10,600	10,600	10,600	10,920
	TOTAL OPERATIONS	577,535	615,880	615,880	615,880	630,250
	CAPITAL					
19-7400-8405	LANDSCAPE IMPROVEMENTS	8,737	9,000	8,500	8,000	8,000
19-7400-8406	IRRIGATION IMPROVEMENTS	3,128	9,000	9,500	10,000	10,000
	TOTAL CAPITAL	11,865	18,000	18,000	18,000	18,000
	SUB-PROGRAM TOTAL	589,400	633,880	633,880	633,880	648,250
FUNDING SOURCE:						
ASSESSMENT (\$574,110)						
GENERAL (\$74,140)						
ACREAGE: 94.86						



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 5

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	128,984	133,600	133,600	133,600	137,000
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	15,929	17,540	17,540	17,540	19,000
19-7500-6244	STREET LIGHT MAINTENANCE	16,300	17,710	17,710	17,710	17,710
19-7500-6250	WATER	53,823	62,860	62,120	62,120	64,000
19-7500-6251	ELECTRICITY	6,939	8,300	8,300	8,300	8,550
	TOTAL OPERATIONS	231,156	249,400	248,660	248,660	255,650
	CAPITAL					
19-7500-8405	LANDSCAPE IMPROVEMENTS	790	6,610	6,610	6,610	6,610
19-7500-8406	IRRIGATION IMPROVEMENTS	0	200	940	940	500
	TOTAL CAPITAL	790	6,810	7,550	7,550	7,110
	SUB-PROGRAM TOTAL	231,946	256,210	256,210	256,210	262,760
FUNDING SOURCE: ASSESSMENT (\$204,290) GENERAL (\$58,470) ACREAGE: 47.37						

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7600-6227	CONTRACTUAL SERVICES	21,771	26,140	26,140	26,140	26,710
01-7600-6240	RODENT CONTROL	600	610	610	610	610
01-7600-6243	TREE MAINTENANCE	3,494	3,500	3,500	3,500	3,640
01-7600-6250	WATER	10,289	13,180	13,180	13,180	13,570
01-7600-6251	ELECTRICITY	9,601	9,400	9,400	9,400	9,690
	TOTAL OPERATIONS	45,754	52,830	52,830	52,830	54,220
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	45,754	52,830	52,830	52,830	54,220
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7600-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7600-6227	CONTRACTUAL SERVICES	82,709	88,260	86,060	88,260	90,450
19-7600-6237	VANDALISM	0	100	100	100	100
19-7600-6240	RODENT CONTROL	2,544	2,540	2,550	2,550	2,550
19-7600-6243	TREE MAINTENANCE	29,021	39,720	31,720	39,720	41,300
19-7600-6244	STREET LIGHT MAINTENANCE	45,124	36,800	47,000	36,800	36,800
19-7600-6250	WATER	50,235	59,280	58,445	58,450	65,200
19-7600-6251	ELECTRICITY	15,016	14,730	14,730	14,730	15,500
	TOTAL OPERATIONS	226,319	243,100	242,275	242,280	253,570
	CAPITAL					
19-7600-8405	LANDSCAPE IMPROVEMENTS	1,984	2,000	2,000	2,000	2,000
19-7600-8406	IRRIGATION IMPROVEMENTS	560	1,100	1,925	1,930	1,900
	TOTAL CAPITAL	2,544	3,100	3,925	3,930	3,900
	SUB-PROGRAM TOTAL	228,863	246,200	246,200	246,210	257,470
FUNDING SOURCE: ASSESSMENT (\$257,470) ACREAGE: 29.21						

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 7

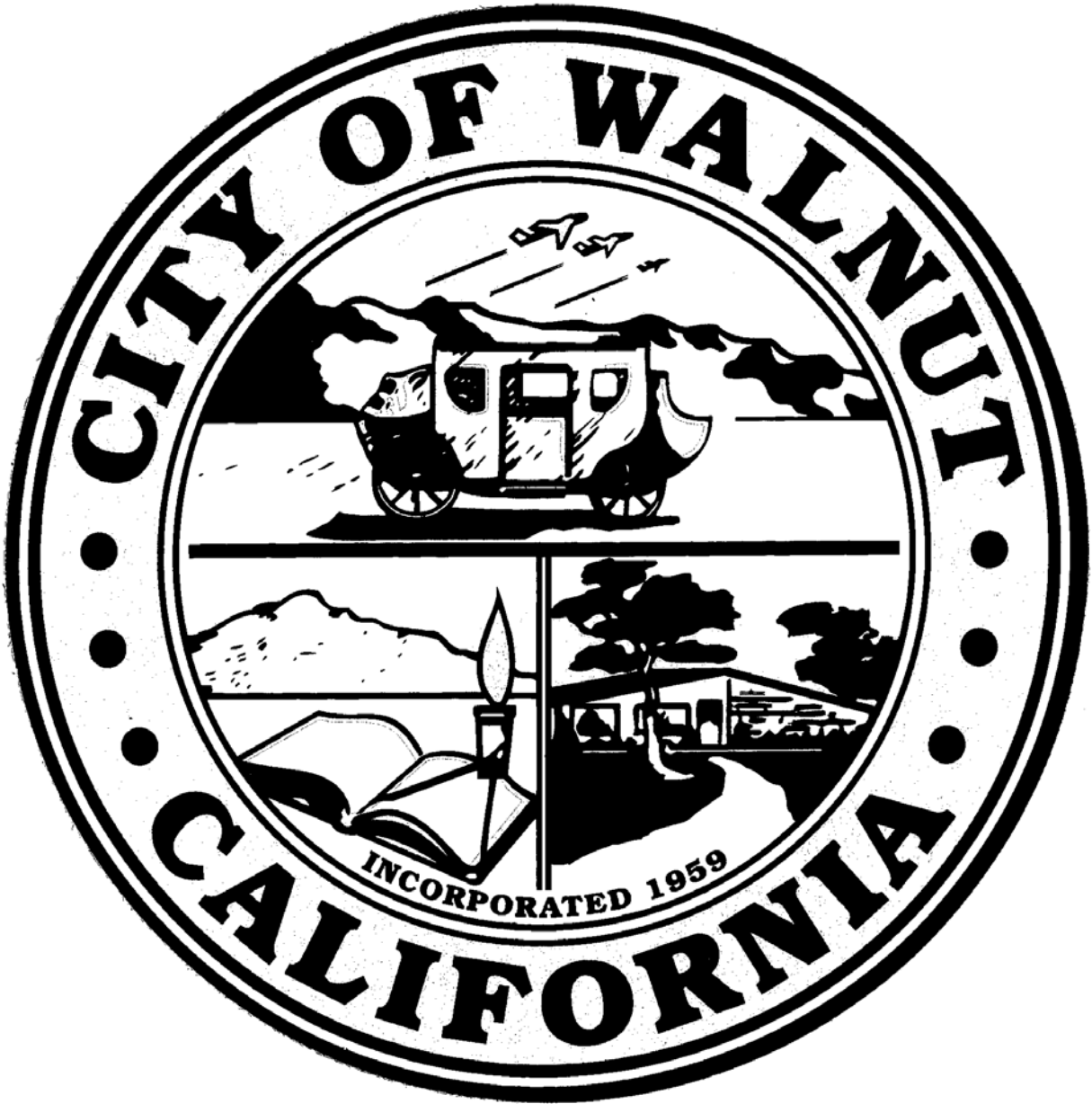
APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-7700-6227	CONTRACTUAL SERVICES	22,122	23,500	23,500	24,100
01-7700-6240	RODENT CONTROL	1,248	1,250	1,250	1,250
01-7700-6243	TREE MAINTENANCE	10,290	11,720	11,720	12,200
01-7700-6250	WATER	9,724	15,770	15,770	16,250
01-7700-6251	ELECTRICITY	977	1,640	1,640	1,640
	TOTAL OPERATIONS	44,360	53,880	53,880	55,440
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	44,360	53,880	53,880	55,440
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 7

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7700-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500	1,500
19-7700-6227	CONTRACTUAL SERVICES	64,418	65,930	65,930	65,930	67,200
19-7700-6237	VANDALISM	0	100	100	100	100
19-7700-6240	RODENT CONTROL	3,588	3,580	3,590	3,590	3,590
19-7700-6243	TREE MAINTENANCE	31,789	30,320	30,320	30,320	31,540
19-7700-6244	STREET LIGHT MAINTENANCE	13,653	13,970	14,370	13,970	13,970
19-7700-6250	WATER	38,894	40,900	40,890	40,890	42,120
19-7700-6251	ELECTRICITY	1,348	2,240	1,840	2,240	2,240
	TOTAL OPERATIONS	155,191	158,540	158,540	158,540	162,260
	CAPITAL					
19-7700-8405	LANDSCAPE IMPROVEMENTS	0	2,400	2,400	2,400	2,400
19-7700-8406	IRRIGATION IMPROVEMENTS	323	2,000	2,000	2,000	2,000
	TOTAL CAPITAL	323	4,400	4,400	4,400	4,400
	SUB-PROGRAM TOTAL	155,514	162,940	162,940	162,940	166,660
FUNDING SOURCE:						
ASSESSMENT (\$166,660)						
ACREAGE: 25.39						



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 8

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED 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	99,563	102,000	102,860	102,860	105,000
19-7800-6237	VANDALISM	0	410	410	410	410
19-7800-6240	RODENT CONTROL	6,072	6,080	6,080	6,080	6,080
19-7800-6243	TREE MAINTENANCE	13,868	24,930	24,930	24,930	26,000
19-7800-6244	STREET LIGHT MAINTENANCE	8,454	11,520	11,520	11,520	11,520
19-7800-6250	WATER	88,632	110,000	109,140	109,140	113,000
19-7800-6251	ELECTRICITY	5,170	6,610	6,610	6,610	6,800
	TOTAL OPERATIONS	224,030	263,820	263,820	263,820	271,080
	CAPITAL					
19-7800-8405	LANDSCAPE IMPROVEMENTS	2,000	2,000	2,000	2,000	2,000
19-7800-8406	IRRIGATION IMPROVEMENTS	5,060	8,000	8,000	8,000	8,000
	TOTAL CAPITAL	7,060	10,000	10,000	10,000	10,000
	SUB-PROGRAM TOTAL	231,090	273,820	273,820	273,820	281,080
FUNDING SOURCE:						
ASSESSMENT (\$226,180)						
GENERAL (\$54,900)						
ACREAGE: 20.25						

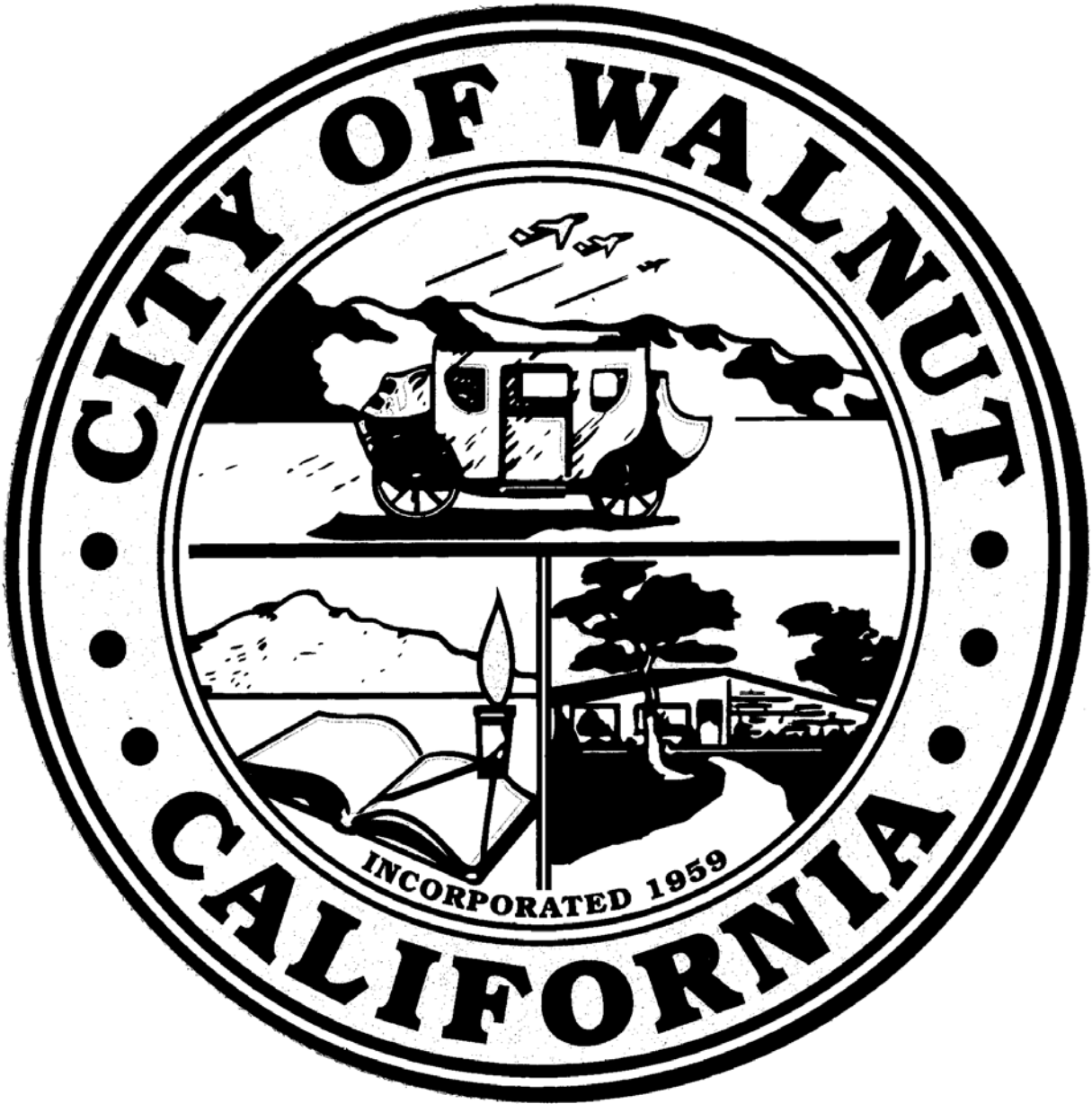


**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 9

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	386,875	392,000	392,310	392,310	426,600
18-7900-6237	VANDALISM	375	2,500	2,500	2,500	2,500
18-7900-6240	RODENT CONTROL	22,200	22,200	22,200	22,200	22,200
18-7900-6242	STORM DRAIN	0	25,000	25,000	25,000	25,000
18-7900-6243	TREE MAINTENANCE	20,589	27,500	27,500	27,500	28,600
18-7900-6244	STREET LIGHT MAINTENANCE	11,288	10,450	11,650	10,450	10,450
18-7900-6250	WATER	82,596	119,000	117,490	118,690	119,000
18-7900-6251	ELECTRICITY	33,915	53,550	53,550	53,550	53,550
	TOTAL OPERATIONS	559,407	653,770	653,770	653,770	689,470
	CAPITAL					
18-7900-8405	LANDSCAPE IMPROVEMENTS	11,493	15,000	15,000	1,500	1,500
18-7900-8406	IRRIGATION IMPROVEMENTS	47,246	75,000	75,000	75,000	75,000
	TOTAL CAPITAL	58,739	90,000	90,000	76,500	76,500
	SUB-PROGRAM TOTAL	618,146	743,770	743,770	730,270	765,970
FUNDING SOURCE:						
ASSESSMENT (\$765,970)						
ACREAGE: 93.5						



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 11

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7911-6216	PROFESSIONAL SERVICES	620	620	620	620	620
19-7911-6227	CONTRACTUAL SERVICES	0	400	0	400	400
19-7911-6244	STREET LIGHT MAINTENANCE	782	600	1,000	600	600
	TOTAL OPERATIONS	1,402	1,620	1,620	1,620	1,620
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,402	1,620	1,620	1,620	1,620
FUNDING SOURCE: ASSESSMENT (\$1,620) ACREAGE: None						



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 12

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7912-6208	VEHICLE OPERATIONS	0	0	0	0	0
19-7912-6216	PROFESSIONAL SERVICES	720	720	720	720	720
19-7912-6227	CONTRACTUAL SERVICES	9,114	9,070	9,720	9,520	9,520
19-7912-6237	VANDALISM	0	100	160	100	100
19-7912-6240	RODENT CONTROL	1,392	1,400	1,400	1,400	1,400
19-7912-6243	TREE MAINTENANCE	1,893	2,890	2,690	2,890	3,000
19-7912-6244	STREET LIGHT MAINTENANCE	1,439	2,120	2,120	2,120	2,120
19-7912-6250	WATER	4,933	6,100	5,650	5,650	6,100
19-7912-6251	ELECTRICITY	736	960	900	960	990
	TOTAL OPERATIONS	20,226	23,360	23,360	23,360	23,950
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	20,226	23,360	23,360	23,360	23,950
FUNDING SOURCE: ASSESSMENT (\$16,840) GENERAL (\$7,110) ACREAGE: 1.41						

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
25-4502-8402	MACHINERY & EQUIPMENT (COMPUTERS)	16,644	5,000	5,000	5,000	0
25-5000-8402	MACHINERY & EQUIPMENT	0	0	29,207	29,210	0
25-9100-8402	MACHINERY & EQUIPMENT	0	0	0	0	100,000
	TOTAL CAPITAL	16,644	5,000	34,207	34,210	100,000
	SUB-PROGRAM TOTAL	16,644	5,000	34,207	34,210	100,000
FUNDING SOURCE: CAPITAL EQUIPMENT						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21

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.

CAPITAL:

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 2019-20, provided for the purchase of one vehicle for the Assistant City Manager - Development Services.

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

Provides for the purchase of two (2) trucks for the maintenance department.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
26-9200-5101	REGULAR SALARIES	63,460	66,330	66,330	66,270	67,840
26-9200-5104	OVERTIME	1,632	3,000	3,000	3,000	3,000
26-9200-5105	HEALTH & LIFE INSURANCE	10,749	10,800	10,800	10,800	10,800
26-9200-5107	WORKERS' COMPENSATION	5,587	6,300	6,300	6,090	5,520
26-9200-5108	PERS	4,611	4,910	4,910	4,840	5,670
26-9200-5110	MEDICARE	1,067	1,070	1,070	1,090	1,150
26-9200-5111	SICK LEAVE/VACATION BUYBACK	532	1,280	1,280	0	1,290
	TOTAL PERSONNEL	87,638	93,690	93,690	92,090	95,270
OPERATIONS						
26-9200-6208	VEHICLE OPERATIONS	1,802	2,000	2,000	2,000	3,000
26-9200-6213	BUILDING MAINTENANCE/SUPPLIES	22,259	25,000	25,000	25,000	27,000
26-9200-6215	VEHICLE/CELL ALLOWANCE	20	0	0	0	480
26-9200-6246	BUILDING MAINTENANCE	309,888	331,900	331,900	331,900	342,000
26-9200-6256	EQUIPMENT USAGE	1,480	1,120	1,120	1,160	1,190
26-9200-6265	COMPUTER USAGE	8,250	5,220	5,220	5,220	5,330
	TOTAL OPERATIONS	343,699	365,240	365,240	365,280	379,000
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	431,337	458,930	458,930	457,370	474,270
FUNDING SOURCE: FACILITY MAINT.		F/T EMPLOYEES	0.80	0.80	0.80	0.80

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

BUILDING MAINTENANCE (26-9200)

The Building Maintenance Division provides for the maintenance of City buildings including City Hall, MDRS, Senior Center, and Gymnasium/Teen Center. Services provided within the buildings include building maintenance projects, contractual services and building maintenance supplies. In prior fiscal years building expenses were charged to the General Fund (01).

PERSONNEL:

5101 **Regular Salaries**

Maintenance Supervisor - 60%

Under the direction of the Maintenance Manager, responsible for the inspection of city buildings and monitor the contracts related to maintenance of city buildings. (20% in 01-6100, 20% in 01-9100)

Foreman - 20%

Under the direction of the Maintenance Manager, responsible for minor repairs and inspections of city buildings. (60% in 01-6100, 20% 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 F250	1548267	60% (20% in 01-6100, 20% in 01-9100)
2016 Toyota Tacoma	1370283	20% (60% in 01-6100, 20% in 01-9100)

6213 **Building Maintenance/Supplies**

Provides for the purchase of building supplies for the facilities, building materials, sanitary supplies, janitorial supplies, and miscellaneous repairs.

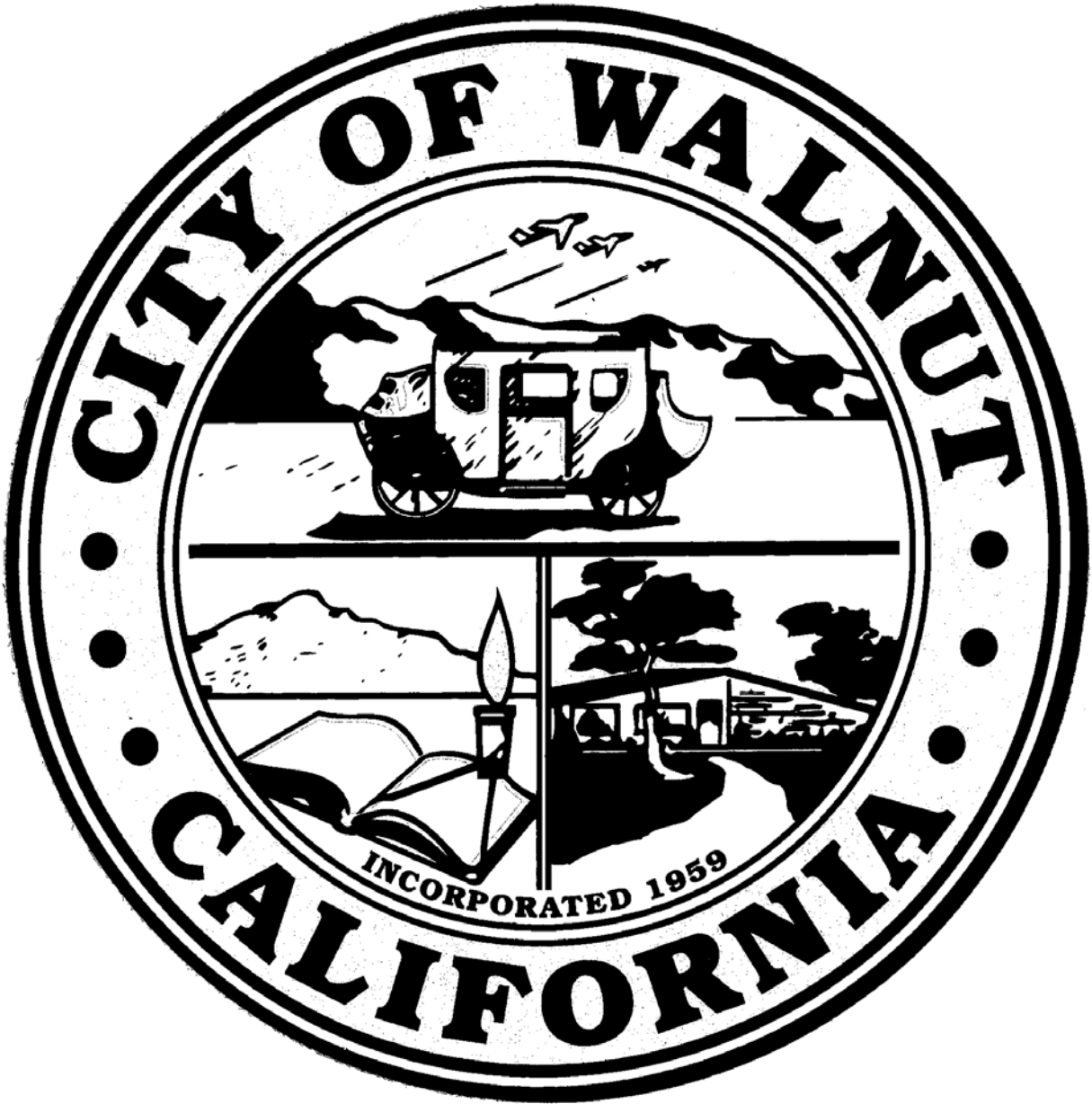
6215 **Vehicle/Cell Allowance**

Provides for cell phone allowance for the Maintenance Supervisor, which is distributed the same as payroll.

6246 **Building Maintenance**

Provides for contractual services for city buildings such as HVAC, custodial, plumbing, electrical/lighting, painting, landscape maintenance, elevator maintenance, security systems, pest control, fire systems, and miscellaneous services pertaining to the general maintenance of the facilities.

6256 - 6265 See Appendix



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENVIRONMENTAL SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
29-5600-6216	PROFESSIONAL SERVICES	0	87,000	87,000	87,000	220,000
29-5600-6227	CONTRACTUAL SERVICES	0	0	0	0	30,000
	TOTAL OPERATIONS	0	87,000	87,000	87,000	250,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	87,000	87,000	87,000	250,000
FUNDING SOURCE: MEASURE W (\$250,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

ENVIRONMENTAL SERVICES (29-5600)

In November 2018, Measure W was approved County-wide by a two-thirds voting majority, committing an estimated \$300 million per year from a 2.5 cents a square foot parcel tax to property owners located in the Los Angeles County Flood Control District used to fund projects for the Safe Clean Water Program which will improve local water supply and water quality. Similar to the existing Prop A, Prop C, Measure M, and Measure R funds are restricted to certain uses and may be put to work by cities for approved projects.

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

OPERATIONS:

29-5600-6216 Professional Services

Provides for assistance in administering the City's National Pollutant Discharge Elimination System (NPDES) Programs; including County storm drain/outfall/catch basin mapping, annual permits (2) with Regional Water Quality Control Board (Citywide NPDES & City Yard), NPDES required water testing and monitoring programs, NPDES permit regulation compliance, including new NPDES required industrial/commercial/development inspection & mapping programs and minimum controls measures for TMDL compliance, NPDES Watershed Management Plan (WMP) required digital mapping of minimum control measures, legal fees, Disadvantaged Business Enterprise Program, Department of Toxic Substance Control manifest fee, and sanitary sewer overflow fee. (Partially funded out of 01-5600-6216)

29-5600-6227 Contractual Services

Provides for contractual services for Water Quality Testing and Monitoring of the Upper San Gabriel River Watershed and Harbors Toxics in lower San Gabriel River (NPDES/WMP requirements).

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: USED OIL RECYCLING GRANT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
32-5601-6280	ENVIRONMENTAL SERVICES SUPPLIES	8,267	8,360	8,360	8,320
	TOTAL OPERATIONS	8,267	8,360	8,360	8,320
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	8,267	8,360	8,360	8,320
FUNDING SOURCE: USED OIL RECYCLING GRANT (\$8,320)					

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2020-21

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
2020-21 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: RECYCLING GRANT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		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	7,792	7,800	7,800	7,800	7,800
	TOTAL CAPITAL	7,792	7,800	7,800	7,800	7,800
	SUB-PROGRAM TOTAL	7,792	7,800	7,800	7,800	7,800
FUNDING SOURCE: GENERAL RECYCLING GRANT (\$7,800)						

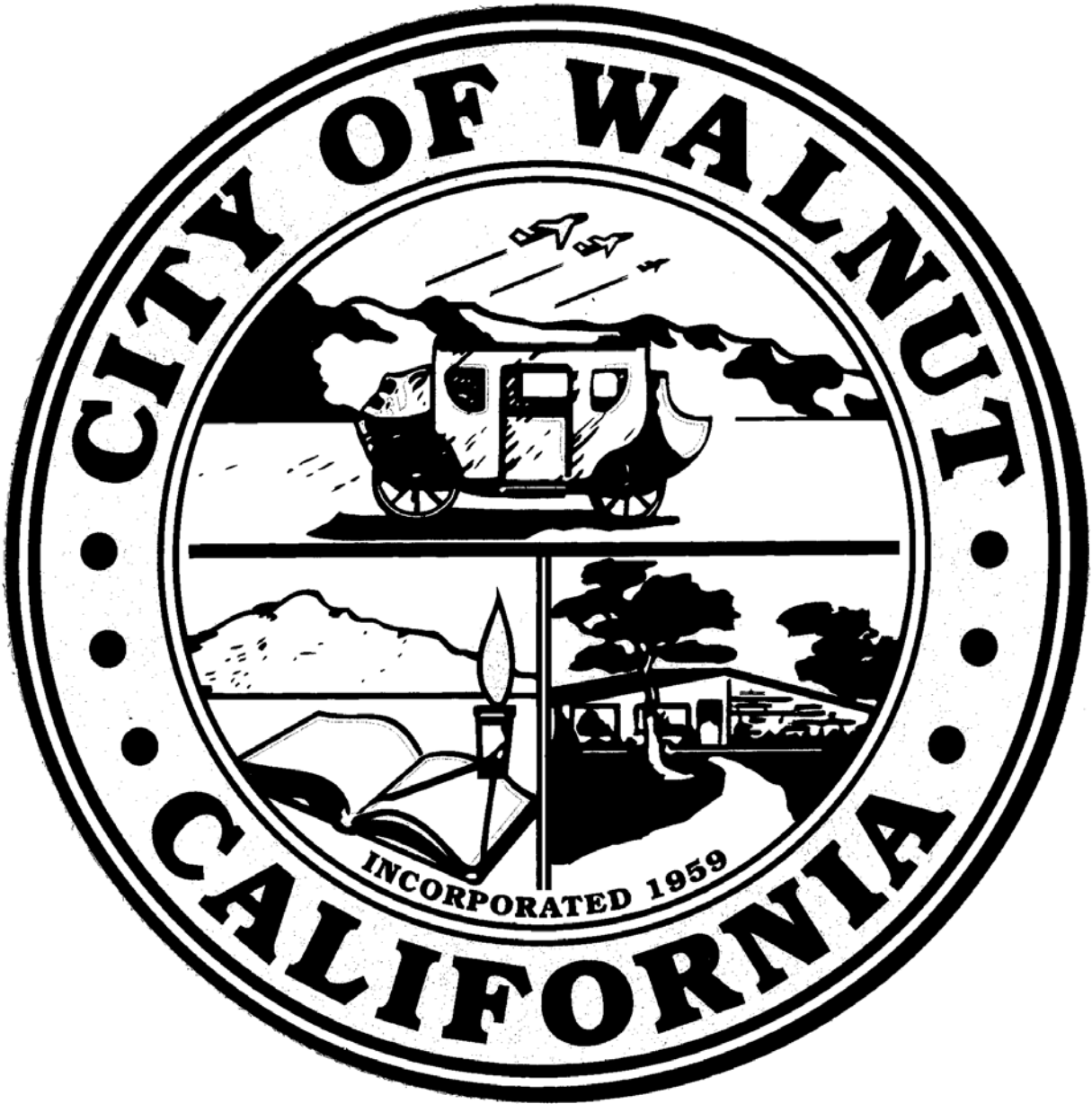
CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
RECYCLING GRANT (33-5605)

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:

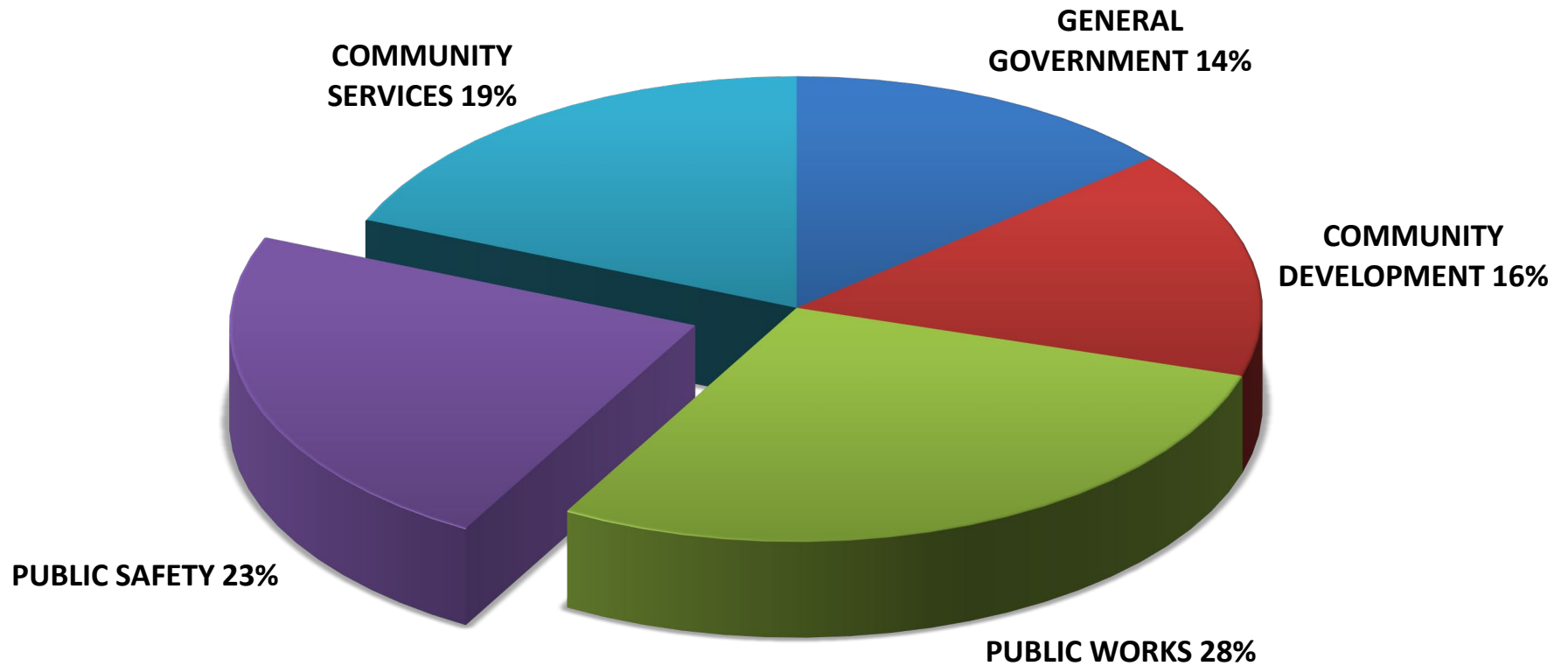
8410 **Improvements other than Buildings**

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 2020-21



**Total Public Safety Budget
\$4,655,660**

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 2020-21, the Public Safety Program will work to achieve the following goals:

1. Establish a backup EOC site at MDRS
2. Establish an inventory system for the City's Emergency Operations supplies.
3. Update the City's Emergency Action Plan.
4. Train key City staff in appropriate areas of EOC activation and create an in-house EOC activation guide.
5. 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.
6. 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 2019-20, the Public Safety Program worked to achieve the following goals:

1. Update the City's Hazard Mitigation Plan.

Performance Measure: Consultants hired and anticipate Hazard Mitigation Plan to be completed in Fiscal Year 2019-20.

2. Update and replenish the City's Emergency Operations supplies.

Performance Measure: Completed. Supplies were inventoried and restocked as needed. Additional equipment was added to the EOC at City Hall and the Los Angeles County Area D Radio handheld unit was replaced.

3. The City will continue to work closely with the County's Fire and Sheriff's Departments to ensure proper staffing and response levels are maintained for the overall safety of the public. In addition, the City will host annual meetings with the Sheriff's Department and the Fire Department to discuss public safety matters.

Performance Measure: Joint meetings with the Sheriff's Department and Fire Department were held in April 2020 and various meetings held throughout the year.

4. Utilize the City's mobile app, website, and social media pages to inform residents of Public Safety matters and provide Emergency Preparedness information to the community.

Performance Measure: Staff utilized the City's mobile app, website and social media mediums to provide information to the community regarding Public Safety matters.

**Public Safety
Measurable Outputs**

Output	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Employees trained on Emergency Operations	100	100	100	100	100
National Night Out Event Attendees	1,250	0	1,250	1,250	0
Neighborhood Watch Meetings	40	40	30	30	20
Number of DUI Check Points	0	0	0	0	0
Public Safety Seminar	0	0	0	0	1
Number of Volunteers on Patrol	25	25	20	15	15
Joint City Council/Sheriff Meeting	1	1	1	0	1

FY 2020-21 Public Safety Goals and Relationship to the Mission Statement
<p>In FY 2020-21, the Public Safety Department has identified seven major goals:</p> <ol style="list-style-type: none"> 1. Continue to enhance the City's EOC by developing an inventory system for equipment and supplies and replacing 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. Continue to research opportunities that can enhance law enforcement investigations. 4. Utilize the Walnut app, website, and social media mediums to inform residents of public safety matters and provide emergency preparedness information to the community. 5. Continue to provide EOC training to City staff to maintain the City's level of readiness. 6. Establish a backup EOC site at MDRS. 7. Update the City's Emergency Action Plan. <p>The aforementioned goals continue a <i>High Level of Safety and Services</i> for the residents of Walnut by way of enhanced emergency preparedness in the event of a natural and/or manmade disaster, increased communication to the Public via the City's website, Walnut app, and social media sites, and enhanced public outreach on public safety programs.</p>

**CITY OF WALNUT
PROGRAM SUMMARY
PUBLIC SAFETY**

	2018-19		2019-20		2020-21
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	162,265	159,720	159,720	155,450	167,870
OPERATIONS EXPENSE	3,894,199	4,163,460	4,239,410	4,243,330	4,487,790
TOTAL OPERATING EXPENSE	4,056,463	4,323,180	4,399,130	4,398,780	4,655,660
CAPITAL	13,898	0	0	0	0
PROGRAM TOTAL	4,070,361	4,323,180	4,399,130	4,398,780	4,655,660
TOTAL FULL-TIME EMPLOYEES	1.25	1.01	1.01	1.01	1.01
SUB-PROGRAMS:					
			PAGE		
PUBLIC SAFETY ADMINISTRATION	01-8000		252		
BUSINESS LICENSE ENFORCEMENT	01-8002		254		
GENERAL LAW ENFORCEMENT	01-8100		258		
HELICOPTER SERVICES	01-8101		260		
CRIME PREVENTION	01-8400		262		
ANIMAL CONTROL	01-8500		264		
EMERGENCY PREPAREDNESS	01-8600		266		
HAZARD MITIGATION	01-8613		268		
VOLUNTEERS ON PATROL	01-8900		270		
VEHICLE CODE FINES	05-8200		272		
CITIZEN'S OPTIONS FOR PUB SFTY	07-8003		276		

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: PUBLIC SAFETY ADMINIST'N

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8000-5101	REGULAR SALARIES	49,556	39,620	39,620	39,540	39,610
01-8000-5105	HEALTH & LIFE INSURANCE	6,744	4,280	4,280	4,360	4,280
01-8000-5107	WORKERS' COMPENSATION	951	800	800	800	690
01-8000-5108	PERS	14,326	13,030	13,030	13,370	14,760
01-8000-5110	MEDICARE	821	620	620	620	620
01-8000-5111	SICK LEAVE/VACATION BUYBACK	0	1,660	1,660	1,430	1,590
	TOTAL PERSONNEL	72,398	60,010	60,010	60,120	61,550
	OPERATIONS					
01-8000-6201	CONFERENCE & MEETINGS	353	800	800	500	500
01-8000-6215	VEHICLE/CELL ALLOWANCE	1,500	1,400	1,400	1,400	1,350
01-8000-6227	CONTRACTUAL SERVICES	75,277	89,000	89,000	89,300	95,500
01-8000-6256	EQUIPMENT USAGE	644	350	350	360	370
01-8000-6265	COMPUTER USAGE	3,583	1,630	1,630	1,630	1,660
	TOTAL OPERATIONS	81,357	93,180	93,180	93,190	99,380
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	153,756	153,190	153,190	153,310	160,930
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.50	0.25	0.25	0.25	0.25

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

PUBLIC SAFETY ADMINISTRATION (8000)

The Public Safety Administration Department provides for the overall administration of the City's public safety program and contracts. The public safety programs covered are general contract administration, crime prevention, Volunteers on Patrol, COPS Grant, and Emergency Preparedness.

PERSONNEL:

5101 **Regular Salaries**

Director of Administrative Services - 25%

Responsible for administering the City's public safety contracts, coordinating service requests, serving as a liaison for communications and quarterly meetings, maintaining the traffic and crime statistic files, and authorizing contractual expenditures. (10% in 01-4500, 20% in 01-4502, 20% in 01-4700, 25% in 41-5800)

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

Provides for joint meeting with City Council and the Sheriff's/Fire Department.

6215 **Vehicle/Cell Allowance**

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

6227 **Contractual Services**

Provides for payment to contracted agency 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
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: BUSINESS LICENSE ENFORCE.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8002-5101	REGULAR SALARIES	21,500	23,000	23,000	22,870	24,320
01-8002-5105	HEALTH & LIFE INSURANCE	3,699	3,380	3,380	3,340	3,380
01-8002-5107	WORKERS' COMPENSATION	413	470	470	470	420
01-8002-5108	PERS	3,711	4,450	4,450	4,520	5,330
01-8002-5110	MEDICARE	347	380	380	360	390
01-8002-5111	SICK LEAVE/VACATION BUYBACK	598	1,010	1,010	0	920
	TOTAL PERSONNEL	30,267	32,690	32,690	31,560	34,760
	OPERATIONS					
01-8002-6210	PRINTING	425	500	500	440	500
01-8002-6215	VEHICLE/CELL ALLOWANCE	300	320	320	320	300
01-8002-6216	PROFESSIONAL SERVICES	33,649	35,000	35,000	35,000	35,000
01-8002-6227	CONTRACTUAL SERVICES	388	700	700	700	700
01-8002-6256	EQUIPMENT USAGE	322	350	350	360	370
01-8002-6265	COMPUTER USAGE	1,792	1,630	1,630	1,630	1,660
	TOTAL OPERATIONS	36,875	38,500	38,500	38,450	38,530
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	67,142	71,190	71,190	70,010	73,290
FUNDING SOURCE:	F/T EMPLOYEES	0.25	0.25	0.25	0.25	0.25
BUSINESS LICENSE TAX (\$125,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

BUSINESS LICENSE ENFORCEMENT (8002)

The Business License Department provides for the administration and enforcement of all businesses operating in the City. Primary functions include proper licensing of new business activities; processing annual license renewals; recordkeeping of all ongoing businesses; and conducting enforcement, as needed. The department will assist the public towards starting a business, home occupations, soliciting permits, and provides information regarding and other areas as needed.

PERSONNEL:

5101 **Regular Salaries**

Finance Officer - 10%

Responsible for the daily management and operation of the Finance Division including budgeting, payroll, accounts payable, accounts receivable, fixed asset inventory, surplus, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the division. Handles the audit from various agencies including the preparation of financial reports. Serves as the Acting Director of Administrative Services. (67.5% in 01-4500, 20% in 05-8200, 2.5% in 41-5800)

Accounting Technician - 15%

Responsible for the purchase order processing, contract/insurance review, accounts payable review, and business license operations and enforcements. Tracks new fixed assets through city warrants and tags new additions. Assists with the fixed asset inventory count and serves as the primary backup for accounts payable. (85% in 01-4500)

5105 - 5111 See Appendix

OPERATIONS:

6210 **Printing**

Provides for printing services for Business License Certificates, Business License Stickers, and Delinquent License Fee Order to Comply booklets.

6215 **Vehicle/Cell Allowance**

Provides for vehicle and cell phone allowance for the Finance Officer, which are distributed the same as payroll.

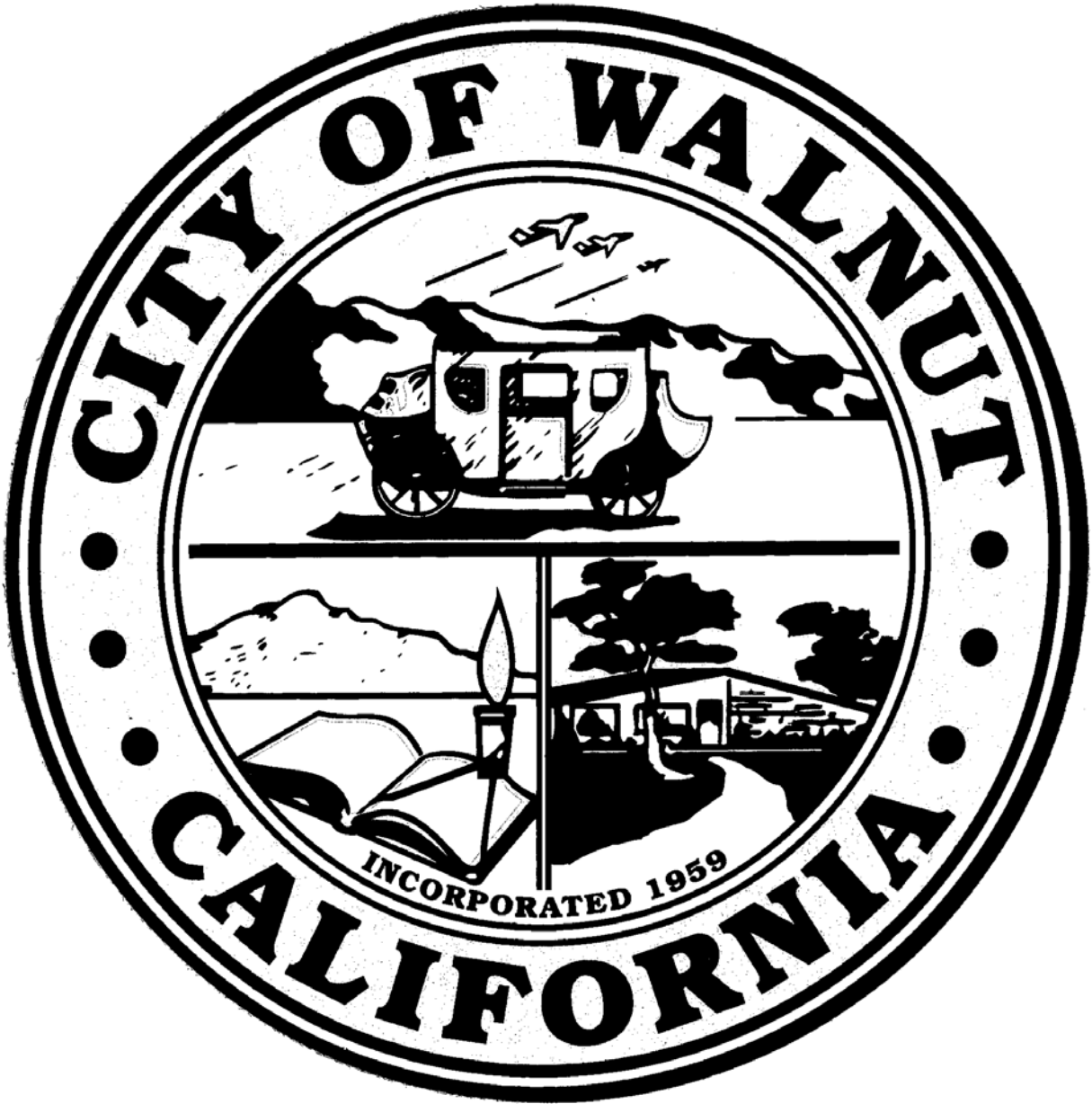
6216 **Professional Services**

Provides for services from contracted agency to process city business licenses.

6227 **Contractual Services**

Provides for the use of a non-sworn License Investigator (through agreement with the Los Angeles County Sheriff's Department) to perform, as needed, background investigations and issue citations to businesses.

6256 - 6265 See Appendix



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: GENERAL LAW ENFORCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8100-6227	CONTRACTUAL SERVICES	3,407,266	3,591,000	3,585,000	3,594,900	3,805,300
01-8100-6247	EQUIPMENT MAINTENANCE	4,433	5,000	5,000	4,650	5,000
	TOTAL OPERATIONS	3,411,699	3,596,000	3,590,000	3,599,550	3,810,300
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	3,411,699	3,596,000	3,590,000	3,599,550	3,810,300
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

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 (2.0) 40 hour Deputies, and (6.6) 56 hour Deputies. (50% of a 40 hour deputy in 01-8400).

6247 Equipment Maintenance

Provides for the calibration of two (2) radar guns and maintenance of equipment.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HELICOPTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8101-6227	CONTRACTUAL SERVICES	0	1,500	7,500	10,000	10,000
	TOTAL OPERATIONS	0	1,500	7,500	10,000	10,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	1,500	7,500	10,000	10,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CRIME PREVENTION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8400-6227	CONTRACTUAL SERVICES	146,059	154,000	154,000	154,000	163,200
01-8400-6272	CRIME PREVENTION PROGRAM SUPPLIES	0	2,500	2,500	2,000	2,500
	TOTAL OPERATIONS	146,059	156,500	156,500	156,000	165,700
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	146,059	156,500	156,500	156,000	165,700
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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).

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
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: ANIMAL CONTROL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8500-6227	CONTRACTUAL SERVICES	78,516	115,000	142,000	140,000	190,000
	TOTAL OPERATIONS	78,516	115,000	142,000	140,000	190,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	78,516	115,000	142,000	140,000	190,000
FUNDING SOURCE: GENERAL ANIMAL LICENSES (\$90,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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 Los Angeles County Animal Care & Control, and contracted agency for performance of pest control services as needed.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: EMERGENCY PREPAREDNESS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-8600-6201	CONFERENCE & MEETINGS	0	200	1,250	1,250
01-8600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,003	3,000	3,200	3,000
01-8600-6227	CONTRACTUAL SERVICES	8,500	9,500	9,500	9,500
01-8600-6247	EQUIPMENT MAINTENANCE	9,127	11,000	11,000	11,000
01-8600-6253	TELEPHONE	3,994	4,100	4,100	4,700
01-8600-6254	COMMUNICATIONS	2,186	2,100	2,100	1,850
01-8600-6273	EMERGENCY PREPAREDNESS SUPPLIES	3,537	4,770	3,720	3,720
	TOTAL OPERATIONS	31,347	34,670	34,870	35,020
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	31,347	34,670	34,870	35,020
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2020-21

EMERGENCY PREPAREDNESS (8600)

The Emergency Preparedness Department provides for ensuring the City's efficient and effective response to disaster and emergency situations. Major functions include educating staff on the proper State and Federal reporting procedures, on-going training on the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). In addition, this program provides for purchasing of all equipment and supplies necessary to respond to emergencies and disasters.

OPERATIONS:

6201 Conference & Meeting

Provides for staff training on emergency preparations.

6203 Membership, Dues, Subscriptions, Books, Fees

Provides for the City's membership in the Southern California Emergency Preparedness, the Office of Emergency Services Area "D", and AQMD permit fee and registration of four (4) emergency generators. Also provides for the OARRIS system for interconnectivity with LA County EOC during disasters.

6227 Contractual Services

Provides for the City's mass-notification system and training consultant costs as needed.

6247 Equipment Maintenance

Provides for maintenance and necessary repairs of four (4) emergency generators located at the Senior Center, Gym/Teen Center, MDRS, and City Hall every six months.

6253 Telephone

Provides for annual fee for two (2) satellite phones airtime agreement.

6254 Communications

Provides for the monthly service charge and airtime for emergency preparedness staff.

6273 Emergency Preparedness Supplies

Provides for the purchase of emergency preparedness supplies as needed for replenishment. Includes the purchase of five (5) additional hand-held radios for maintenance staff in FY 2020-21.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HAZARD MITIGATION PLAN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8613-6227	CONTRACTUAL SERVICES	13,750	0	48,750	45,000	0
	TOTAL OPERATIONS	13,750	0	48,750	45,000	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	13,750	0	48,750	45,000	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
HAZARD MITIGATION (8613)

This department provides for mitigation planning to identify policies and actions that can be implemented to reduce risk and future losses. Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard Mitigation creates a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters.

OPERATIONS:

6227 **Contractual Services**

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VOLUNTEERS ON PATROL

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-8900-6201	CONFERENCE & MEETINGS	0	200	200	200
01-8900-6239	UNIFORMS	626	1,000	1,000	1,000
	TOTAL OPERATIONS	626	1,200	1,200	1,200
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	626	1,200	1,200	1,200
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
VOLUNTEERS ON PATROL (8900)

This department provides for administration of the Volunteers On Patrol (V.O.P) program, 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
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VEHICLE CODE FINES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
05-8200-5101	REGULAR SALARIES	42,624	46,690	46,690	49,300
05-8200-5105	HEALTH & LIFE INSURANCE	6,693	6,750	6,750	6,750
05-8200-5107	WORKERS' COMPENSATION	818	950	950	850
05-8200-5108	PERS	7,545	9,130	9,130	10,900
05-8200-5110	MEDICARE	661	730	730	770
05-8200-5111	SICK LEAVE/VACATION BUYBACK	1,258	1,750	1,750	1,940
	TOTAL PERSONNEL	59,599	66,000	66,000	70,510
OPERATIONS					
05-8200-6210	PRINTING	0	2,500	2,500	2,500
05-8200-6215	VEHICLE/CELL ALLOWANCE	900	960	960	900
05-8200-6227	CONTRACTUAL SERVICES	22,014	27,000	27,000	27,000
05-8200-6256	EQUIPMENT USAGE	644	700	700	740
05-8200-6265	COMPUTER USAGE	3,583	3,260	3,260	3,330
	TOTAL OPERATIONS	27,142	34,420	34,420	34,470
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	86,741	100,420	100,420	95,200
FUNDING SOURCE:		F/T EMPLOYEES	0.50	0.50	0.50
VEHICLE CODE FINES (\$104,980)					0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
VEHICLE CODE FINES (05-8200)

The Vehicle Code Fines Department provides for the administration and collection of all vehicle code fines. The City contracts to provide processing services for all parking citations. The contract provides for the following services: collection of all citation payments and late fees, issuing delinquent notices, maintaining computer records of all citations, processing all administrative reviews, scheduling hearings, maintaining a citation website, providing the City with status reports, obtaining DMV information pertaining to license plate numbers, and coordinating with DMV for placing registration holds on all delinquent citations.

PERSONNEL:

5101 **Regular Salaries**

Finance Officer - 20%

Responsible for the daily management and operation of the Finance Division including budgeting, payroll, accounts payable, accounts receivable, fixed asset inventory, surplus, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the division. Handles the audit from various agencies including the preparation of financial reports. Serves as the Acting Director of Administrative Services. (67.5% in 01-4500, 10% in 01-8002, 2.5% in 41-5800)

Finance Analyst - 10%

Responsible for assisting in preparing the annual City Budget. Handles the review of cash receipts, revenues, finance division claim vouchers, and passport applications. Oversees and reviews the payroll operations. Assists in preparing journal entries, bank reconciliation and other assigned reconciliations. (87.5% in 01-4500, 2.5% in 41-5800)

Accounting Technician - 20%

Responsible for recording accounts receivable, processing payroll, issuing petty cash, and assists with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Serves as primary backup to the cashiering functions. (67.5% in 01-4500, 12.5% in 23-5430)

5105 - 5111 See Appendix

OPERATIONS:

6210 **Printing**

Provides for the cost of parking citation forms.

6215 **Vehicle/Cell Allowance**

Provides for vehicle and cell phone allowance for the Finance Officer and Finance Analyst, which are 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
2020-21 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CITIZENS OPTNS PUBLIC SFTY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
07-8003-5101	REGULAR SALARIES	0	760	760	780	780
07-8003-5105	HEALTH & LIFE INSURANCE	0	140	140	140	140
07-8003-5107	WORKERS' COMPENSATION	0	20	20	20	20
07-8003-5108	PERS	0	60	60	60	70
07-8003-5110	MEDICARE	0	20	20	20	20
07-8003-5111	SICK LEAVE/VACATION BUYBACK	0	20	20	0	20
	TOTAL PERSONNEL	0	1,020	1,020	1,020	1,050
OPERATIONS						
07-8003-6215	VEHICLE/CELL ALLOWANCE	0	30	30	30	30
07-8003-6216	PROFESSIONAL SERVICES	4,000	5,200	5,200	5,200	5,200
07-8003-6227	CONTRACTUAL SERVICES	62,181	86,500	86,500	86,500	90,900
07-8003-6253	TELEPHONE	646	680	680	660	680
07-8003-6256	EQUIPMENT USAGE	0	10	10	10	10
07-8003-6265	COMPUTER USAGE	0	70	70	70	70
	TOTAL OPERATIONS	66,827	92,490	92,490	92,470	96,890
CAPITAL						
07-8003-8401	FURNISHINGS & EQUIPMENT	13,898	0	0	0	0
	TOTAL CAPITAL	13,898	0	0	0	0
	SUB-PROGRAM TOTAL	80,725	93,510	93,510	93,490	97,940
FUNDING SOURCE: COPS (\$150,000)		F/T EMPLOYEES	0.00	0.01	0.01	0.01

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21**

CITIZEN'S OPTIONS FOR PUBLIC SAFETY - COPS (07-8003)

In July of 1996, the state approved AB 3229, which authorized the distribution of funds to local agencies on a per capita basis for the purposes of first-line law enforcement services.

PERSONNEL:

5101 **Regular Salaries**

Management Analyst/Public Information Officer - 1%

Responsible for the weekly administration of the City's Motion Activated License Plate Camera Program. Assists in the preparation of memory cards and batteries, updating card logs, and responding to request from Sherriff personnel for stored data for investigation purposes. (84% in 01-4700, 15% in 01-4502)

5105 - 5111 See Appendix

OPERATIONS:

6215 **Vehicle/Cell Allowance**

Provides for vehicle and cell phone allowance for the Management Analyst/Public Information Officer, which are distributed the same as payroll.

6216 **Professional Services**

Provides for group counseling for social behavior and anti-gang/drug intervention and one-day intervention workshops at the Teen Center.

6227 **Contractual Services**

Provides for 100% of a Community Service Officer and one (1) Crossing Guard at Collegewood Elementary School.

6253 **Telephone**

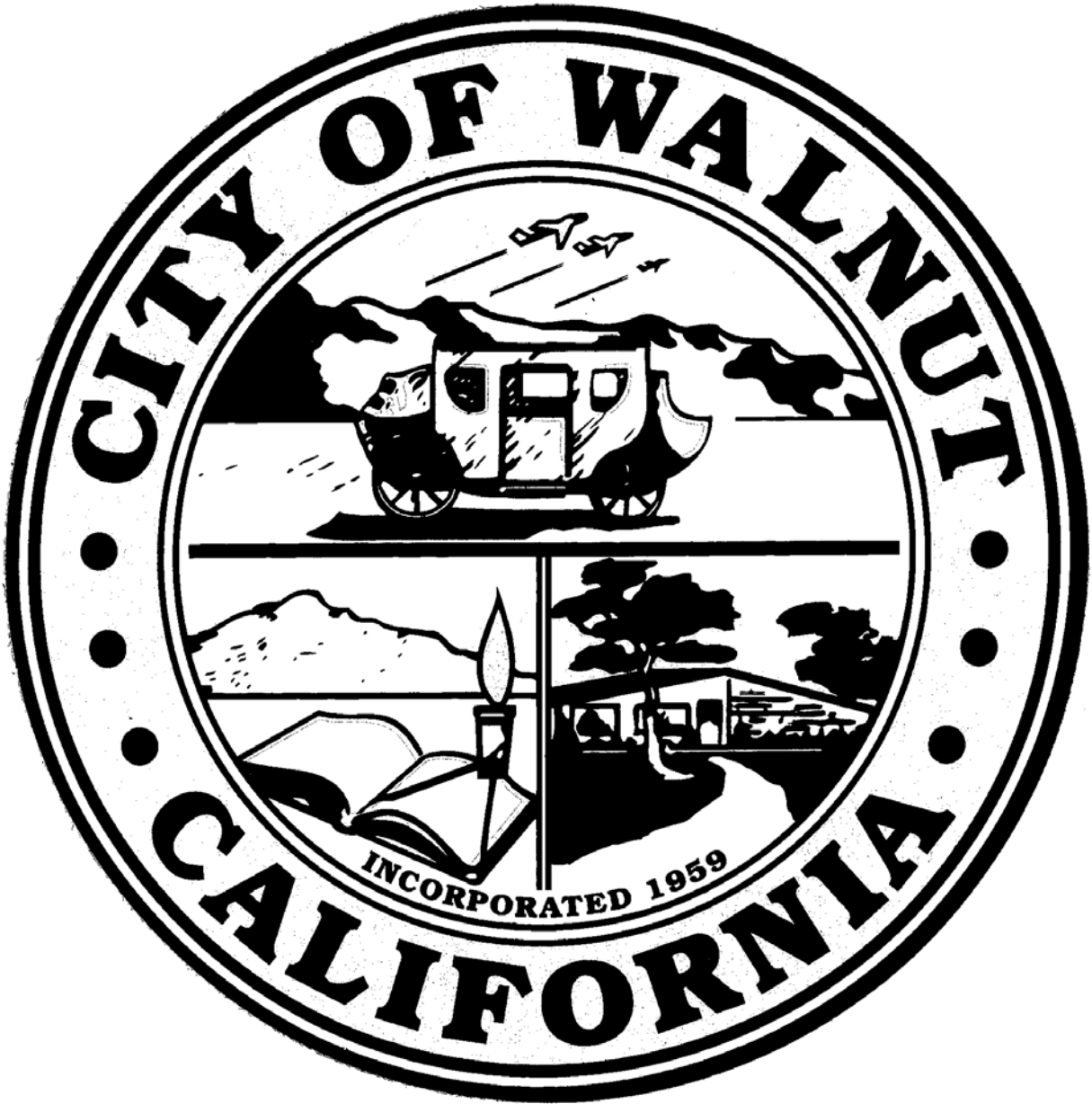
Provides for cellular phone use for public safety matters.

6256 - 6265 See Appendix

CAPITAL:

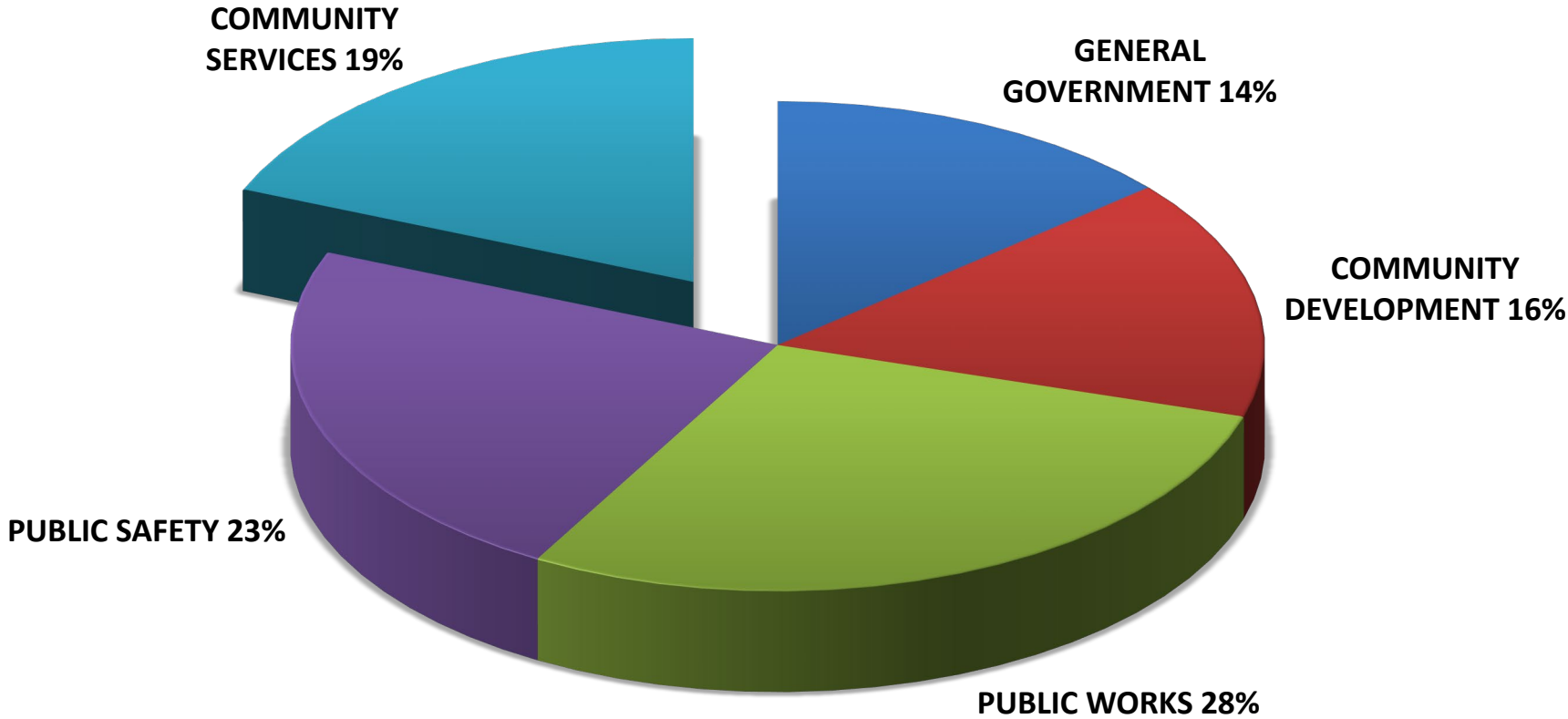
8401 **Furnishings & Equipment**

In 2018-19, provided for the purchase and installation of ten motion activated cameras.



Community Services

COMMUNITY SERVICES FISCAL YEAR 2020-21



**Total Community Services Budget
\$3,805,890**

CITY OF WALNUT
COMMUNITY SERVICES
PROGRAM GOALS & PERFORMANCE MEASURES

The Community Services Program includes the following sub-programs: Family Festival, Recreation Administration, Park Maintenance, Equestrian Trail Maintenance, Special Events, Aquatics, Excursions, Sports & Gymnasium, Recreation Classes, Senior Center, Teen Center, Camps, and Park Grants.

In 2020-21, the Community Services Department will work to achieve the following goals:

1. Complete playground and accessibility upgrades at Suzanne Park. *We will enhance civic pride by offering superior facilities.*
2. Continue with the trail resurfacing capital program to extend the life of trails Citywide. *We will enhance civic pride by offering superior facilities.*
3. Determine next steps for the proposed Walnut Ranch Park Expansion. *We will collaborate by encouraging open discussion.*
4. Create a new Veterans Day event to coincide with the Holiday. *We will enhance civic pride by recognizing achievements.*
5. Identify an e-sport program and/or event for Teen Center participants. *We will exceed expectations by preparing Walnut for the future.*
6. Build on the success of the 2019-20 Winter Season of Walnut Youth Basketball by expanding participation in the Southern California Municipal Athletic Federation and increasing participation by girls. *We will enhance civic pride by creating opportunities for Walnut families.*
7. Evaluate special events, sports leagues and recreation programs to ensure offerings reflect broad community interests aimed at inspiring strong resident participation. Address gaps if any to fortify existing programs and establishing new ones. *We will exceed expectations by preparing Walnut for the future.*

In 2019-20, Community Services worked to achieve the following goals:

1. Add Veterans and Memorial Day wreath ceremonies at the newly constructed Walnut Veterans Memorial. *We will enhance civic pride by honoring the City's history.*

Performance Measure: Completed and ongoing.

2. Continue with the trail resurfacing capital program to extend the life of trails Citywide. *We will enhance civic pride by offering superior facilities.*

Performance Measure: Completed and ongoing.

3. Maintain superior sports fields with attention to turf management and irrigation enhancements. *We will enhance civic pride by offering superior facilities.*

Performance Measure: Completed. Irrigation enhancements completed on the Suzanne Park softball fields. Fields at Walnut Ranch and Creekside Parks groomed for seasonal and World Series play.

4. Prepare an implementation schedule and project list for parks and recreation facilities as recommended by the ADA Self Evaluation Report. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: Completed.

5. Determine next steps for the proposed Walnut Ranch Park Expansion. *We will collaborate by encouraging open discussion.*

Performance Measure: EIR completed. In progress; awaiting legislative direction.

6. Complete installation of new playground equipment at Butterfield and Norm Ashley Parks. *We will enhance civic pride by providing opportunities for Walnut families.*

Performance Measure: Butterfield Park was completed and accessibility improvements were added to enhance access to park amenities. Norm Ashley Park is in progress with the addition of LA County Grant Funding approval and reporting procedures.

7. Develop system wide plan to enhance and replace park trees as recommended during arborist inspections. Retain Walnut's status as a Tree City, USA. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: Completed.

**Community Services
Measurable Outputs**

Output	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Contract classes offered	605	610	615	612	614
Camps offered	33	33	33	33	33
Sports Leagues offered	14	14	15	15	16
Aquatic program participants	5,550	5,600	5,600	5,000	4,750
Total number of adult registrants	16,700	16,900	16,950	16,950	16,850
Total number of youth registered	7,900	8,010	8,075	8,075	7,925
Acres of landscape maintained weekly/parks	80	80	80	80	80
Acres of turf mowed weekly	40	40	40	40	40
Irrigation upgrades performed	5	7	5	5	5

FY 2020-21 Community Services Goals and Relationship to the Mission Statement
<p>In FY 2020-21, the Community Services Department has identified four major goals:</p> <ol style="list-style-type: none"> 1. Complete playground and accessibility upgrades at Suzanne Park. 2. Work closely with Community Development to identify trails and park elements for residential development projects. 3. Expand participation in Southern California Municipal Athletic Federation with the Fall Walnut Youth Basketball Program. 4. Evaluate special events and programs to (a) improve existing ones and (b) create new ones that respond to community desires. <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**

	2018-19		2019-20	2020-21	
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,824,111	2,022,090	2,025,340	1,803,020	1,964,050
OPERATIONS EXPENSE	1,679,933	1,948,350	1,945,300	1,714,270	1,841,840
TOTAL OPERATING EXPENSE	3,504,044	3,970,440	3,970,640	3,517,290	3,805,890
CAPITAL	0	0	0	0	0
PROGRAM TOTAL	3,504,044	3,970,440	3,970,640	3,517,290	3,805,890
TOTAL FULL-TIME EMPLOYEES	10.30	10.30	10.30	10.30	10.30
SUB-PROGRAMS:				PAGE	
FAMILY FESTIVAL	01-4801			284	
BUS STOP ENHANCEMENT	01-5314			286	
RECREATION ADMINISTRATION	01-9001			288	
FIREWORKS SHOW	01-9005			292	
PARKS MAINTENANCE	01-9100			294	
EQUESTRIAN TRAIL MAINTENANCE	01-9101			300	
SPECIAL EVENTS	01-9690			304	
AQUATICS	01-9691			306	
EXCURSIONS	01-9692			310	
SPORTS & GYMNASIUM	01-9693			312	
RECREATION CLASSES	01-9694			316	
SENIOR CENTER	01-9696			318	
TEEN CENTER	01-9697			322	
CAMP CRAWDAD	01-9699			326	
PARK GRANTS	27-9696 / 28-9696			328	
PARKS MAINTENANCE	37-9100			330	

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FAMILY FESTIVAL

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	7,533	8,020	7,950	6,840 0
01-4801-5104	OVERTIME	2,021	4,000	4,070	4,070 0
01-4801-5107	WORKERS' COMPENSATION	449	750	750	570 0
01-4801-5110	MEDICARE	128	180	180	160 0
	TOTAL PERSONNEL	10,131	12,950	12,950	11,640 0
OPERATIONS					
01-4801-6210	PRINTING	0	0	0	0 0
01-4801-6227	CONTRACTUAL SERVICES	33,237	33,850	36,350	36,350 0
01-4801-6281	FESTIVAL SUPPLIES	6,896	7,630	7,630	7,630 0
	TOTAL OPERATIONS	40,133	41,480	43,980	43,980 0
CAPITAL					
	TOTAL CAPITAL	0	0	0	0 0
	SUB-PROGRAM TOTAL	50,264	54,430	56,930	55,620 0
FUNDING SOURCE: FAMILY FESTIVAL (\$0)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
FAMILY FESTIVAL (4801)

The Family Festival provides for the planning and execution of the City's largest community event. The Family Festival is held annually and is planned by community volunteers. Primary functions include planning of the booth area, procession, and entertainment.

PERSONNEL:

5103 **Seasonal/Part-Time Employees**

Provides for Recreation Leaders to assist with traffic control, set up and take down, and support for the events.

5104 **Overtime**

Provides for payment of overtime to maintenance personnel for staffing in conjunction with the annual Walnut Family Festival.

5107 - 5110 See Appendix

OPERATIONS:

6210 **Printing**

Provides for the printing of stationary and promotional materials.

6227 **Contractual Services**

Provides for security services of a private company and the sheriff's department, road closure services, custodial service, rental of sound system, generators, canopies, tables and chairs, and other equipment as necessary. Provides for the compensation for entertainment. Provides for expenses relative to advertising.

6281 **Festival Supplies**

Provides for supplies for decorations, ice, committee awards, and other miscellaneous supplies.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: BUS STOP ENHANCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-5314-6227	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**

2020-21

BUS STOP ENHANCEMENT PROGRAM (5314)

The Bus Stop Enhancement Program (BSEP) Grant provides for the improvement of Foothill Transit bus stops located in the City to increase public safety, improve aesthetic appearance, and attract ridership.

OPERATIONS:

6227 Contractual Services

Provides for improvements related to Foothill Transit bus stops located within the City.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION ADMINISTRATION

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE
				2020-21 APPROVED BUDGET	
PERSONNEL					
01-9001-5101	REGULAR SALARIES	183,882	185,650	185,650	187,450
01-9001-5102	REGULAR PART-TIME EMPLOYEES	24,178	26,720	26,720	26,190
01-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	6,425	7,150	7,150	2,700
01-9001-5104	OVERTIME	396	1,400	1,400	1,400
01-9001-5105	HEALTH & LIFE INSURANCE	26,574	26,750	26,750	21,320
01-9001-5107	WORKERS' COMPENSATION	4,888	4,760	4,760	4,100
01-9001-5108	PERS	54,151	62,350	62,350	71,350
01-9001-5110	MEDICARE	3,386	3,670	3,670	3,550
01-9001-5111	SICK LEAVE/VACATION BUYBACK	7,503	12,110	12,110	13,310
TOTAL PERSONNEL		311,384	330,560	330,560	336,800
OPERATIONS					
01-9001-6201	CONFERENCE & MEETINGS	6,438	5,270	5,270	2,270
01-9001-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	885	960	960	960
01-9001-6207	POSTAGE	8,635	8,600	8,600	8,600
01-9001-6208	VEHICLE OPERATIONS	2,687	3,500	3,500	3,500
01-9001-6210	PRINTING	14,671	15,000	15,000	17,000
01-9001-6214	MILEAGE REIMBURSEMENT	0	0	0	0
01-9001-6215	VEHICLE/CELL ALLOWANCE	2,640	2,740	2,740	2,640
01-9001-6239	UNIFORMS	0	1,320	1,320	1,320
01-9001-6247	EQUIPMENT MAINTENANCE	1,393	1,500	1,500	1,500
01-9001-6250	WATER	1,222	1,680	1,680	1,680
01-9001-6251	ELECTRICITY	4,429	5,000	5,000	5,000
01-9001-6253	TELEPHONE	5,811	6,000	6,000	6,800
01-9001-6254	COMMUNICATIONS	1,063	1,200	1,200	1,200
01-9001-6256	EQUIPMENT USAGE	1,923	2,100	2,100	2,220
01-9001-6265	COMPUTER USAGE	10,750	9,790	9,790	9,980
01-9001-6278	BANK CHARGES	33,673	29,400	29,400	29,400
TOTAL OPERATIONS		96,219	94,060	94,060	94,070
CAPITAL					
TOTAL CAPITAL		0	0	0	0
SUB-PROGRAM TOTAL		407,603	424,620	424,620	430,870
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50
			1.50	1.50	1.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2020-21

RECREATION ADMINISTRATION (9001)

The Recreation Division provides for the management and supervision of all recreation programs that are scheduled for the residents of the City. These programs include Aquatics, Excursions, Sports Leagues and Classes, Recreation Classes, Special Events, Camps, Senior Center, Gymnasium, and Teen Center.

PERSONNEL:

5101 **Regular Salaries**

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

Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for setting goals and the preparation of budgets for maintenance and recreation divisions, and overseeing the management and supervision of employees. (30% in 01-6100, 10% in 01-6206, 30% in 01-9100)

Deputy Community Services Director - 80%

Under the direction of the Assistant City Manager- Community Services/Public Works, responsible for the Environmental Services and Recreation Division, including Recreation classes, Teen Center, Senior Center, Gymnasium, Aquatics, Excursions, Sport Leagues, Sport classes and special events. Also responsible for monthly activity reports to the Parks & Recreation Commission, the Senior Citizens Commission, and the Youth Advisory Commission. Supervises the Recreation Supervisors, Recreation Coordinators, Office Clerks, and part-time personnel. Participates in the development of the budget for the Community Services Department, monitors program budgets, and develops procedures for efficient department operations. (20% in 01-5600)

Executive Assistant - 40%

Responsible for secretarial support for Parks, Streets, Recreation, and LOSMD operations; prepares Parks & Recreation, Youth Advisory Commission, and Senior Citizens Commission agendas, handles correspondence, and provides general office support for the department. (20% in 01-6100, 20% in 01-6206, 20% in 01-9100)

5102 **Regular Part-Time Employees**

Office Clerk -70%

Provides support to the Community Services Department through a wide variety of tasks and specific area assignments under the supervision of the Executive Assistant to the Acting City Manager - Community Services/Public Works. (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, 01-9694, 01-9696, 01-9697, 01-9699.

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

Provides for memberships to professional organizations, including 50% of: the City's annual agency membership in the California's Parks & Recreation Society (CPRS), individual CPRS memberships for the Deputy Director and Parks and Recreation Commissioners, membership for the Assistant City Manager- Community Services/Public Works in NRPA, and 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 01-6100, 10% in 01-6206, 30% in 01-9100)
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/Cell Allowance**
Provides for vehicle and cell phone allowance for the Deputy Community Services Director and provides for cell phone allowance for the Assistant City Manager - Community Services/Public Works, which are 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
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FIREWORKS SHOW

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	3,983	2,590	4,590	3,700 1,000
01-9005-5104	OVERTIME	2,230	2,230	3,380	3,380 900
01-9005-5107	WORKERS' COMPENSATION	273	330	380	340 40
01-9005-5110	MEDICARE	90	80	130	110 20
	TOTAL PERSONNEL	6,576	5,230	8,480	7,530 1,960
OPERATIONS					
01-9005-6227	CONTRACTUAL SERVICES	41,036	60,860	57,610	41,110 17,610
01-9005-6277	RECREATION SUPPLIES	2,373	1,710	1,710	1,710 1,710
	TOTAL OPERATIONS	43,409	62,570	59,320	42,820 19,320
CAPITAL					
	TOTAL CAPITAL	0	0	0	0 0
	SUB-PROGRAM TOTAL	49,984	67,800	67,800	50,350 21,280
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARKS MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9100-5101	REGULAR SALARIES	280,500	312,790	312,790	303,680	315,710
01-9100-5102	REGULAR PART-TIME EMPLOYEES	10,362	11,450	11,450	11,450	11,230
01-9100-5104	OVERTIME	3,407	3,000	3,000	3,000	3,000
01-9100-5105	HEALTH & LIFE INSURANCE	53,388	58,760	58,760	56,410	58,760
01-9100-5107	WORKERS' COMPENSATION	17,870	22,580	22,580	22,580	19,460
01-9100-5108	PERS	64,391	80,500	80,500	68,820	78,770
01-9100-5110	MEDICARE	4,473	5,370	5,370	5,370	5,460
01-9100-5111	SICK LEAVE/VACATION BUYBACK	7,238	13,230	13,230	1,910	14,960
	TOTAL PERSONNEL	441,629	507,680	507,680	473,220	507,350
OPERATIONS						
01-9100-6201	CONFERENCE & MEETINGS	1,347	3,000	3,000	2,000	3,000
01-9100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,660	1,700	1,700	1,700	1,700
01-9100-6208	VEHICLE OPERATIONS	12,556	13,000	10,900	13,000	13,000
01-9100-6213	BUILDING MAINTENANCE/SUPPLIES	10,632	10,000	10,000	10,000	12,000
01-9100-6215	VEHICLE/CELL ALLOWANCE	1,380	1,500	1,500	1,500	1,540
01-9100-6221	MACHINERY EQUIPMENT RENTAL	0	500	500	500	500
01-9100-6227	CONTRACTUAL SERVICES	366,398	407,000	406,800	407,000	415,000
01-9100-6237	VANDALISM	1,277	1,500	1,500	1,500	1,500
01-9100-6238	SMALL TOOLS	669	1,000	1,000	1,000	1,000
01-9100-6239	UNIFORMS	6,044	9,500	9,500	9,500	9,500
01-9100-6240	RODENT CONTROL	7,944	8,000	8,000	8,000	8,000
01-9100-6243	TREE MAINTENANCE	25,789	31,000	31,000	3,100	32,300
01-9100-6247	EQUIPMENT MAINTENANCE	537	3,000	3,000	3,000	4,000
01-9100-6248	GROUNDS MAINTENANCE	32,560	35,000	35,000	35,000	37,000
01-9100-6250	WATER	179,013	223,000	222,500	208,000	229,600
01-9100-6251	ELECTRICITY	48,292	55,600	55,600	45,600	57,300
01-9100-6252	GAS	892	600	1,100	600	800
01-9100-6253	TELEPHONE	13,547	14,500	14,500	14,900	15,500
01-9100-6254	COMMUNICATIONS	10,594	11,500	11,500	11,750	12,000
01-9100-6256	EQUIPMENT USAGE	4,873	5,730	5,730	5,960	6,080
01-9100-6265	COMPUTER USAGE	27,239	26,760	26,760	26,730	27,290
01-9100-6290	SPECIAL MAINTENANCE PROJECTS	59,438	0	0	0	0
	TOTAL OPERATIONS	812,681	863,390	861,090	810,340	888,610
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,254,310	1,371,070	1,368,770	1,283,560	1,395,960
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	4.10	4.10	4.10	4.10	4.10

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
PARKS MAINTENANCE (9100)

The Parks Maintenance Division provides for the maintenance of all City parks, which are comprised of 11 parks for a combined total of 104 acres.

PERSONNEL:

5101 **Regular Salaries**

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

Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for setting goals and the preparation of budgets for maintenance and recreation divisions, and overseeing the management and supervision of employees. (30% in 01-6100, 10% in 01-6206, 30% in 01-9001)

Community Services Superintendent - 25%

Under direction of the Assistant City Manager- Community Services/Public Works, responsible for the Maintenance and Public Works Division. Also responsible for administering and coordinating the City's environmental service programs, for purchasing and landscape inspections as required, preparation of budgets for this division and overseeing the supervision and training of employees. (50% in 01-5600, 25% in 01-6100)

Maintenance Manager - 25%

Under the general direction of the Community Services Superintendent, responsible for maintaining all parks and facilities, supervising and training the Parks Maintenance Division employees, and scheduling work assignments. (50% in 01-6100, 25% in 01-6206)

Maintenance Supervisor - 40%

Under the direction of the Maintenance Manager, responsible for monitoring 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. (40% in 01-6206, 20% in 01-9101)

Maintenance Supervisor - 20%

Under the direction of the Maintenance Manager, responsible for monitoring 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 01-6100, 60% in 26-9200)

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 01-6100, 20% in 01-6206, 40% in 01-9001)

Foreman - 20%

Under the direction of the Maintenance Manager, responsible for the maintenance in citywide LOSMD, assists in Parks, and facilities. (60% in 01-6100, 20% in 26-9200)

Foreman - 50%

Under the direction of the Maintenance Manager, responsible for monitoring graffiti, shopping carts, traffic and street signs to ensure areas are maintained to City standards. (25% in 01-6206, 25% in 01-9101)

Maintenance Worker I - 90%

Provides for two (2) Maintenance Workers. Under the direction of the Maintenance Supervisor, responsible for general grounds and facility maintenance and special events support in the parks. (10% in 01-6206)

5102 **Regular Part-Time Employees**

Office Clerk - 70%

Provides support to the Community Services Department through a wide variety of tasks and specific area assignments under the supervision of the Executive Assistant to the Acting City Manager - Community Services/Public Works. (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 01-9001), Sports Turf Managers Association (STMA) conference and meetings, arborist and pesticide application meetings throughout the year.

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

Provides 50% of the City's annual agency and individual memberships in the California Parks & Recreation, membership of the Assistant City Manager - Community Services/Public Works in the National Recreation & Parks Association, CAPRCBM membership for Parks and Recreation Commissioners (50% in 01-9001). Also provides for other membership and fees for Parks Maintenance staff.

6208 **Vehicle Operations**

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

2018 Ford F250	1548267	20% (20% in 01-6100, 60% in 26-9200)
2018 Ford F150	1548266	50% (25% in 01-6206, 25% in 01-9101)
2018 Ford F150	1548265	40% (40% in 01-6206, 20% in 01-9101)
2018 GMC Canyon	1535050	25% (50% in 01-6100, 25% in 01-6206)
2016 Toyota Tacoma	1370283	20% (60% in 01-6100, 20% in 26-9200)
2015 Honda Accord	1462599	30% (30% in 01-6100, 10% in 01-6206, 30% in 01-9001)
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/Cell Allowance**

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

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, and parts and maintenance costs for parks maintenance equipment.
- 6248 **Grounds Maintenance**
Provides for irrigation system parts and repair, landscape products, and supplies for the parks.
- 6250 **Water**
Provides for water usage costs of irrigation in the parks and 70% of the water usage costs for the MDRS Facility. (30% in 01-9001)
- 6251 **Electricity**
Provides for the electrical usage costs to operate valves, clocks, controllers, ball-field lights, parking lot lights, security lights, and the Walnut Ranch Park tennis court lights. Also provides for 70% of the electrical usage costs for the MDRS facility (30% in 01-9001). Revenue from youth sports organizations helps offset these costs.
- 6252 **Gas**
Provides for gas usage for the MDRS facility.
- 6253 **Telephone**
Provides for 50% of the telephone service cost for the MDRS facility (50% in 01-9001). Also provides for one phone line modem with five lines for the computerized irrigation system. Provides for 50% of the call box at Norm Ashley Park (50% from 01-9001). Provides for service of call boxes at Suzanne Park, Lemon Creek Park, and Butterfield Park. NOTE: FY 2014-15 Capital Irrigation Project for Calsense irrigation system provided five-year data plan for three of four locations. (Expiration in FY 2019-20, current rate \$5,213 per location). Fourth location on separate plan.
- 6254 **Communications**
Provides for 41% of two-way radios/telephone service for citywide system and antennas at Carbon Ridge and Parker Canyon. The City currently has 29 units with telephone service. Note: Walnut Valley Water District Arbor Ridge lease expires 9/30/2025. Renewal is \$1,000.
- 6256 - 6265 See Appendix

6290 **Special Maintenance Projects**

Provides for special projects in the parks, such as grading/renovating sports fields, upgrading irrigation systems, upgrades to LED lighting at restrooms facilities and parking lots, and installation of automated sports field lighting. (Funding for FY 19/20 moved to 37-9100-6290).

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EQUESTRIAN TRAIL MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9101-5101	REGULAR SALARIES	49,238	50,210	50,210	50,110	52,120
01-9101-5105	HEALTH & LIFE INSURANCE	9,272	9,450	9,450	9,450	9,450
01-9101-5107	WORKERS' COMPENSATION	4,259	4,560	4,560	4,540	4,060
01-9101-5108	PERS	13,977	12,340	12,340	12,620	14,390
01-9101-5110	MEDICARE	620	780	780	780	850
01-9101-5111	SICK LEAVE/VACATION BUY BACK	1,559	3,040	3,040	0	3,460
	TOTAL PERSONNEL	78,926	80,380	80,380	77,500	84,330
OPERATIONS						
01-9101-6208	VEHICLE OPERATIONS	1,859	3,000	3,000	3,000	3,000
01-9101-6215	VEHICLE/CELL ALLOWANCE	120	160	160	160	120
01-9101-6227	CONTRACTUAL SERVICES	28,939	30,000	30,000	30,000	30,000
01-9101-6248	GROUND'S MAINTENANCE	8,562	6,500	6,500	6,500	8,000
01-9101-6256	EQUIPMENT USAGE	896	980	980	1,020	1,040
01-9101-6265	COMPUTER USAGE	5,021	4,570	4,570	4,560	4,660
	TOTAL OPERATIONS	45,397	45,210	45,210	45,240	46,820
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	124,323	125,590	125,590	122,740	131,150
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2020-21

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 01-6206 and 40% in 01-9100)

Foreman - 25%

Under the direction of the Maintenance Manger, responsible for the maintenance of equestrian trails. (25% in 01-6206, 50% in 01-9100)

Maintenance Worker II – 25%

Under the direction of the Maintenance Supervisor, responsible for the maintenance of equestrian trails. (75% in 01-6206)

5105 - 5111 See Appendix

OPERATIONS:

6208 **Vehicle Operations**

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

2018 Ford F150	1548265	20% (40% in 01-6206, 40% in 01-9100)
2018 Ford F150	1548266	25% (25% in 01-6206, 50% in 01-9100)
2017 GMC Canyon	1515499	25% (75% in 01-6206)

6215 **Vehicle/Cell Allowance**

Provides for cell phone allowance for the Maintenance Supervisor, which is 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.

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.

6256 - 6265 See Appendix



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SPECIAL EVENTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9690-5101	REGULAR SALARIES	19,960	21,000	21,000	21,010	22,230
01-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	27,669	39,170	39,170	25,170	24,940
01-9690-5104	OVERTIME	3,422	3,500	3,500	3,500	3,500
01-9690-5105	HEALTH & LIFE INSURANCE	4,717	4,730	4,730	4,720	4,730
01-9690-5107	WORKERS' COMPENSATION	2,302	3,120	3,120	3,120	2,150
01-9690-5108	PERS	5,782	6,920	6,920	7,110	8,290
01-9690-5110	MEDICARE	756	950	950	950	760
01-9690-5111	SICK LEAVE/VACATION BUYBACK	469	390	390	250	410
	TOTAL PERSONNEL	65,077	79,780	79,780	65,830	67,010
OPERATIONS						
01-9690-6214	MILEAGE REIMBURSEMENT	92	110	110	110	110
01-9690-6221	MACHINERY EQUIPMENT RENTAL	2,900	3,630	3,630	3,630	3,630
01-9690-6227	CONTRACTUAL SERVICES	46,396	52,220	52,220	43,720	36,220
01-9690-6256	EQUIPMENT USAGE	453	490	490	510	520
01-9690-6265	COMPUTER USAGE	2,510	2,280	2,280	2,280	2,330
01-9690-6277	RECREATION SUPPLIES	10,675	14,250	14,250	9,250	14,250
	TOTAL OPERATIONS	63,026	72,980	72,980	59,500	57,060
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	128,103	152,760	152,760	125,330	124,070
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
SPECIAL EVENTS (\$16,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
SPECIAL EVENTS (9690)

The Special Events program includes the organization and promotion of annual events that are conducted by the Recreation Division of the Community Services Department, such as Summer Band Concerts, Halloween Events, Dinner with Santa, Santa Visits, Snow Night, Kids' Night Out, Community Dance, Holiday Craft Fair & Boutique, Lunar New Year, Family Science Night, Veteran's Day Reception, and other civic celebrations.

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 35%

Develop and supervise recreation programs, sports leagues, social services, special events, and excursions under the direction of the Recreation Supervisor. (35% in 01-9692, 30% in 01-9694)

5103 **Seasonal/Limited Part-Time Employees**

Provides for staffing at special events.

5104 - 5111 See Appendix

OPERATIONS:

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for recreation staff to deliver promotional materials to offsite locations, pickup supplies, and move supplies to event sites.

6221 **Machinery Equipment Rental**

Provides for the rental of equipment needed to conduct Special Events.

6227 **Contractual Services**

Provides for payment to independent contractors for bands, Santa services, sound reinforcement for events, snow, holiday entertainment, and equipment rental. Also provides for paid advertising.

6256 - 6265 See Appendix

6277 **Recreation Supplies**

Provides for the purchase of supplies for all special events.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: AQUATICS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	88,527	101,290	101,290	101,680
01-9691-5107	WORKERS' COMPENSATION	3,914	4,700	4,700	4,050
01-9691-5110	MEDICARE	1,284	1,470	1,470	1,480
	TOTAL PERSONNEL	93,725	107,460	107,460	107,210
OPERATIONS					
01-9691-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	978	1,000	1,000	1,000
01-9691-6213	BUILDING MAINTENANCE/SUPPLIES	0	250	250	250
01-9691-6214	MILEAGE REIMBURSEMENT	56	420	420	420
01-9691-6222	FACILITY RENTAL	500	2,700	2,700	2,700
01-9691-6227	CONTRACTUAL SERVICES	1,170	1,130	1,130	1,130
01-9691-6239	UNIFORMS	3,043	2,810	2,810	2,810
01-9691-6271	SERVICE/RECOGNITION/AWARDS	570	580	580	580
01-9691-6277	RECREATION SUPPLIES	3,158	2,850	2,850	2,850
	TOTAL OPERATIONS	9,476	11,740	11,740	11,740
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	103,201	119,200	119,200	118,950
FUNDING SOURCE: AQUATICS (\$120,000)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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 (WHS) 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 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**

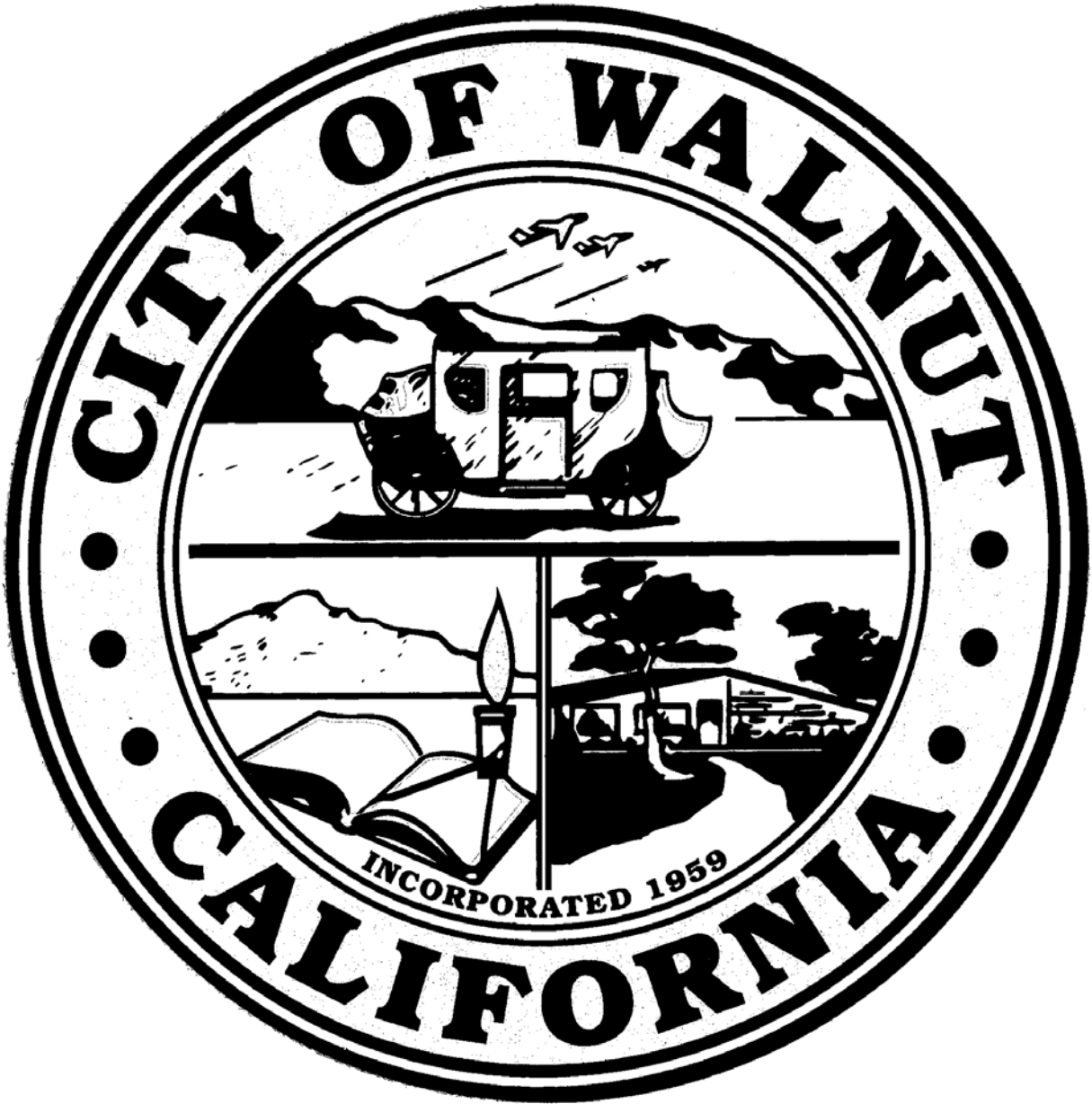
Provides for the purchase of hats, whistles, swimsuits, and T-shirts for the aquatics staff involved in the Aquatics program.

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
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EXCURSIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9692-5101	REGULAR SALARIES	19,960	21,000	21,000	21,010	22,230
01-9692-5105	HEALTH & LIFE INSURANCE	4,717	4,730	4,730	4,720	4,730
01-9692-5107	WORKERS' COMPENSATION	882	980	980	950	880
01-9692-5108	PERS	5,782	6,920	6,920	7,110	8,290
01-9692-5110	MEDICARE	306	330	330	330	350
01-9692-5111	SICK LEAVE/VACATION BUYBACK	469	390	390	250	410
	TOTAL PERSONNEL	32,115	34,350	34,350	34,370	36,890
OPERATIONS						
01-9692-6227	CONTRACTUAL SERVICES	3,320	7,400	7,400	900	7,400
01-9692-6256	EQUIPMENT USAGE	453	490	490	510	520
01-9692-6265	COMPUTER USAGE	2,510	2,280	2,280	2,280	2,330
01-9692-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	31,116	39,590	39,590	24,590	39,590
01-9692-6277	RECREATION SUPPLIES	13	230	230	230	230
	TOTAL OPERATIONS	37,412	49,990	49,990	28,510	50,070
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	69,527	84,340	84,340	62,880	86,960
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
EXCURSIONS (\$58,800)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
EXCURSIONS (9692)

The Excursions program consists of a variety of excursions to local destinations such as amusement parks, theaters, museums, points of interest, and extended trips of various lengths to destinations requiring overnight accommodations.

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 35%

Develop and supervise recreation programs, sports leagues, social services, special events, and excursions under the direction of the Recreation Supervisor. (35% in 01-9690, 30% in 01-9694)

5105 – 5111 See Appendix

OPERATIONS:

6227 **Contractual Services**

Provides for the cost of transportation beyond Prop C boundaries and for payments to travel agencies for special trips. Also provides for fees associated with step-on tour guides.

6256-6265 See Appendix

6276 **Tickets, Hotels, Deposits, Reservations**

Provides for payment of admission tickets, hotel reservations, restaurants for excursions, and for deposits for future excursions.

6277 **Recreation Supplies**

Provides for various supplies used on excursions.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SPORTS & GYMNASIUM

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-9693-5101	REGULAR SALARIES	76,420	76,420	76,420	76,420
01-9693-5102	REGULAR PART-TIME EMPLOYEES	35,515	38,170	38,170	38,340
01-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	169,843	210,780	210,780	184,850
01-9693-5105	HEALTH & LIFE INSURANCE	13,481	21,240	21,240	21,240
01-9693-5107	WORKERS' COMPENSATION	10,546	14,110	14,110	11,870
01-9693-5108	PERS	24,705	28,030	28,030	31,750
01-9693-5110	MEDICARE	4,216	4,870	4,870	4,770
01-9693-5111	SICK LEAVE/VACATION BUYBACK	1,697	1,710	1,710	1,780
	TOTAL PERSONNEL	336,423	395,330	395,330	371,020
OPERATIONS					
01-9693-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	221	290	290	290
01-9693-6214	MILEAGE REIMBURSEMENT	106	370	370	370
01-9693-6215	VEHICLE/CELL ALLOWANCE	3,000	3,200	3,200	3,000
01-9693-6227	CONTRACTUAL SERVICES	95,666	115,000	111,200	115,000
01-9693-6235	REFEREE SERVICES	23,350	21,000	27,320	28,500
01-9693-6250	WATER	2,741	2,800	2,800	3,000
01-9693-6251	ELECTRICITY	35,773	39,750	39,750	40,000
01-9693-6252	GAS	1,369	1,000	1,000	1,500
01-9693-6253	TELEPHONE	3,224	3,500	3,500	3,600
01-9693-6256	EQUIPMENT USAGE	1,279	1,400	1,400	1,480
01-9693-6265	COMPUTER USAGE	7,167	6,530	6,530	6,660
01-9693-6271	SERVICE/RECOGNITION/AWARDS	3,788	5,000	4,300	5,000
01-9693-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	14,012	16,680	14,700	16,680
01-9693-6277	RECREATION SUPPLIES	6,733	8,120	11,120	8,120
01-9693-6279	UNIFORMS	13,631	18,000	15,790	18,000
	TOTAL OPERATIONS	212,059	242,640	243,270	251,200
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	548,481	637,970	638,600	622,220
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00
GENERAL (\$256,720)					
SPORTS LEAGUES REVENUE (\$365,500)					
FACILITY MAINTENANCE FUND (\$0)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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 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:

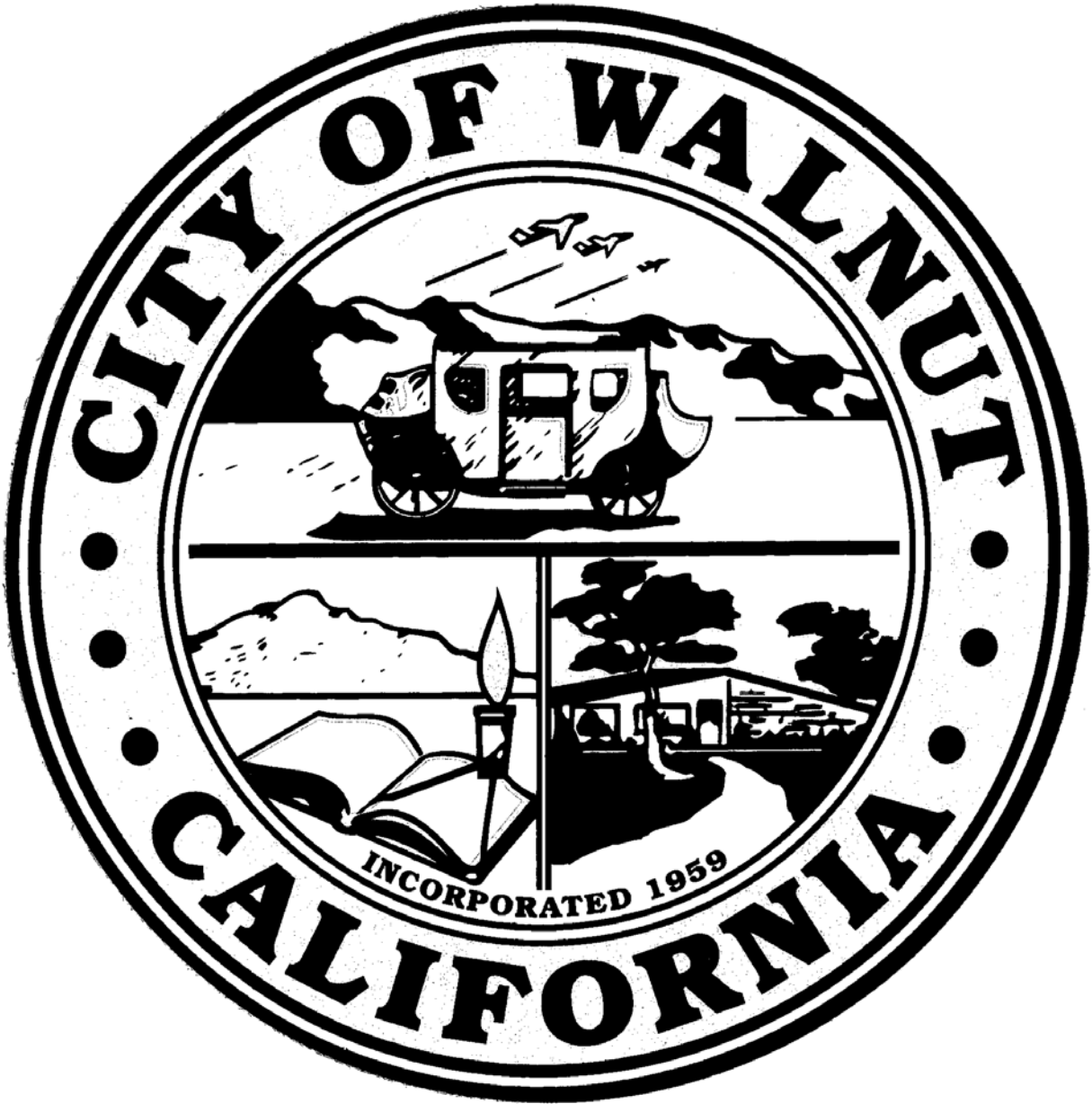
6203 **Memberships, Dues, Subscriptions, Books, Fees**

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/Cell Allowance**
Provides for vehicle and cell phone allowance for the Recreation Supervisor, which are 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 associated with gymnasium. (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
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION CLASSES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9694-5101	REGULAR SALARIES	17,108	18,000	18,000	18,000	19,050
01-9694-5105	HEALTH & LIFE INSURANCE	4,044	4,050	4,050	4,050	4,050
01-9694-5107	WORKERS' COMPENSATION	756	840	840	820	760
01-9694-5108	PERS	4,956	5,930	5,930	6,100	7,110
01-9694-5110	MEDICARE	262	280	280	280	300
01-9694-5111	SICK LEAVE/VACATION BUYBACK	402	340	340	210	350
	TOTAL PERSONNEL	27,528	29,440	29,440	29,460	31,620
OPERATIONS						
01-9694-6214	MILEAGE REIMBURSEMENT	29	160	160	160	160
01-9694-6227	CONTRACTUAL SERVICES	81,357	78,000	78,000	63,000	78,000
01-9694-6256	EQUIPMENT USAGE	383	420	420	440	440
01-9694-6265	COMPUTER USAGE	2,146	1,960	1,960	1,960	2,000
01-9694-6277	RECREATION SUPPLIES	774	1,000	1,000	1,000	0
	TOTAL OPERATIONS	84,688	81,540	81,540	66,560	80,600
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	112,216	110,980	110,980	96,020	112,220
FUNDING SOURCE:		F/T EMPLOYEES	0.30	0.30	0.30	0.30
RECREATION CLASSES (\$124,500)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
RECREATION CLASSES (9694)

The Recreation Classes program consists of a variety of instructional classes that include, but are not limited to, dance, music, arts and crafts, computers, early childhood, and other adult and youth interests.

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 30%

Develop and supervise recreation programs, social services, special events, and excursions under the direction of the Recreation Supervisor. (35% in 01-9690, 35% in 01-9692)

5105 - 5111 See Appendix

OPERATIONS:

6214 **Mileage Reimbursement**

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

6227 **Contractual Services**

Provides for payments to independent contractors to conduct recreation classes.

6256-6265 See Appendix

6277 **Recreation Supplies**

Provides for supplies needed to conduct various classes.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SENIOR CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9696-5101	REGULAR SALARIES	76,420	76,420	76,420	76,420	76,940
01-9696-5102	REGULAR PART-TIME EMPLOYEES	35,563	38,170	38,170	38,170	38,340
01-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	91,430	95,620	95,620	71,620	88,290
01-9696-5105	HEALTH & LIFE INSURANCE	21,255	21,240	21,240	22,540	21,240
01-9696-5107	WORKERS' COMPENSATION	7,080	6,770	6,770	6,770	5,760
01-9696-5108	PERS	32,970	37,770	37,770	38,610	42,970
01-9696-5110	MEDICARE	3,037	3,130	3,130	3,130	3,120
01-9696-5111	SICK LEAVE/VACATION BUYBACK	3,034	1,450	1,450	0	2,210
	TOTAL PERSONNEL	270,789	280,570	280,570	257,260	278,870
OPERATIONS						
01-9696-6206	ADVERTISING	0	500	500	500	500
01-9696-6210	PRINTING	0	560	688	688	560
01-9696-6214	MILEAGE REIMBURSEMENT	218	370	370	370	370
01-9696-6215	VEHICLE/CELL ALLOWANCE	3,000	3,200	3,200	3,200	3,000
01-9696-6227	CONTRACTUAL SERVICES	31,242	33,500	33,500	19,500	30,500
01-9696-6250	WATER	3,891	4,200	4,200	4,200	4,200
01-9696-6251	ELECTRICITY	50,279	52,000	52,000	38,000	52,000
01-9696-6252	GAS	1,209	1,600	1,600	1,600	1,600
01-9696-6253	TELEPHONE	6,740	7,400	7,400	7,540	8,100
01-9696-6254	COMMUNICATIONS	1,062	1,200	1,200	1,100	1,300
01-9696-6256	EQUIPMENT USAGE	1,279	1,400	1,400	1,450	1,480
01-9696-6265	COMPUTER USAGE	7,167	6,530	6,530	6,520	6,660
01-9696-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	34,692	35,000	35,000	22,000	35,000
01-9696-6277	RECREATION SUPPLIES	8,371	11,000	10,872	7,872	8,000
01-9696-6286	MEALS PROGRAM	6,000	6,000	6,000	6,000	6,000
	TOTAL OPERATIONS	155,149	164,460	164,460	120,540	159,270
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	425,938	445,030	445,030	377,800	438,140
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$358,440)						
PROGRAM REVENUE (\$79,700)						
FACILITY MAINTENANCE (\$0)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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 assisting with the daily operation of the Senior Center's activities and community special events.

5103 **Seasonal/Limited Part-Time Employees**

Provides for Recreation Leaders at the senior center for special events and other activities.

5105 - 5111 See Appendix

OPERATIONS:

6206 **Advertising**

Provides for the advertising of the Senior Center through promotional items.

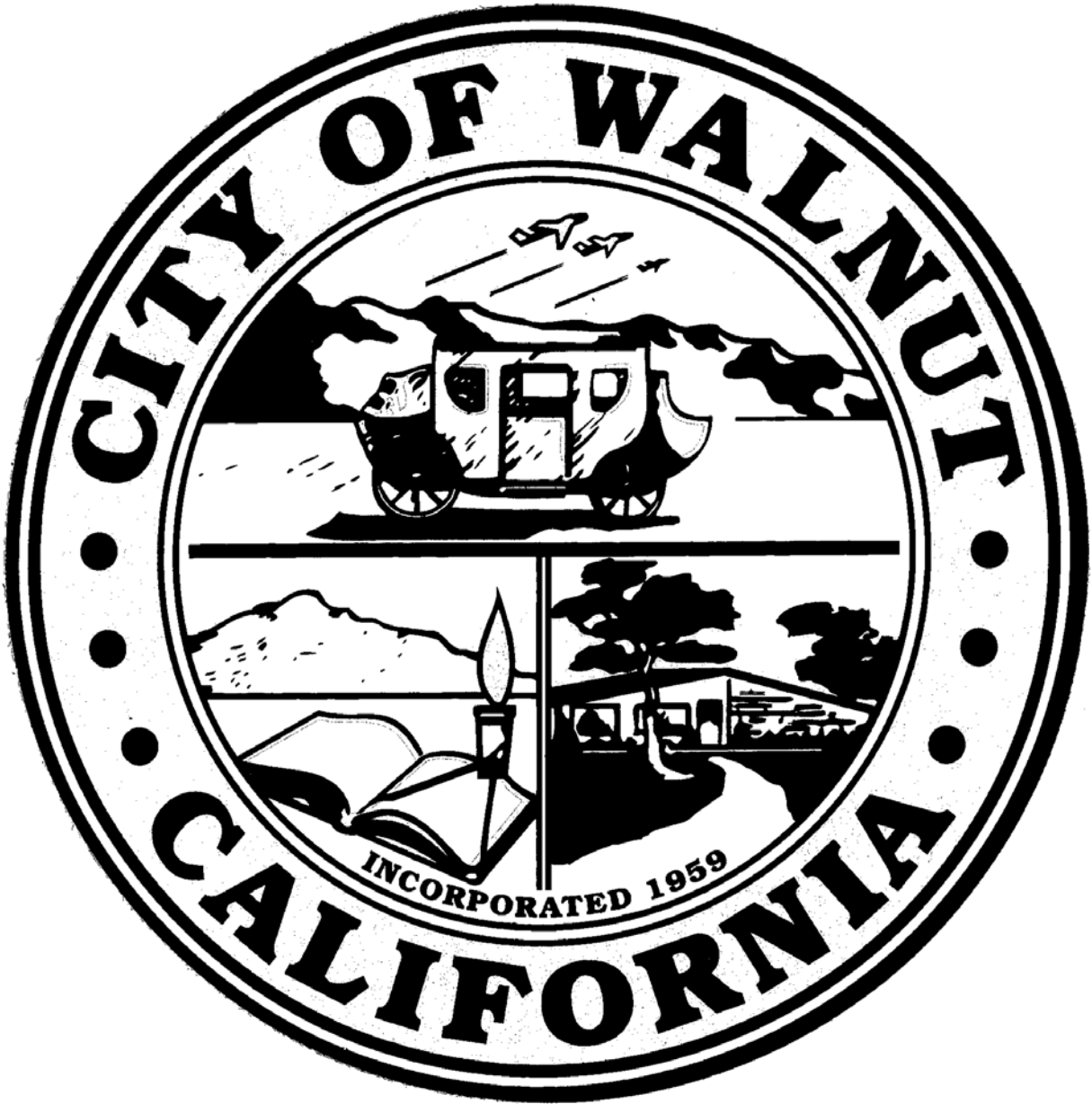
6210 **Printing**

Provides for printing of required forms and bi-monthly newsletter.

6214 **Mileage Reimbursement**

Provides mileage reimbursement for Recreation Specialist or Recreation Leader when completing errands for the Senior Center.

- 6215 **Vehicle/Cell Allowance**
Provides for vehicle and cell phone allowance for the Recreation Supervisor, which are distributed the same as payroll.
- 6227 **Contractual Services**
Provides for compensation to class instructors, social-event caterers, and entertainers. Also provides for equipment rentals for the Health Fair and other special events. Provides for transportation costs beyond the CDBG allocation.
- 6250 **Water**
Provides for water for the Senior Center.
- 6251 **Electricity**
Provides for electricity for the Senior Center.
- 6252 **Gas**
Provides for gas for the Senior Center.
- 6253 **Telephone**
Provides for telephone service for the Senior Center.
- 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 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
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: TEEN CENTER

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-9697-5101	REGULAR SALARIES	47,174	50,830	50,830	53,120
01-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	62,954	63,460	63,460	59,090
01-9697-5105	HEALTH & LIFE INSURANCE	13,472	13,500	13,500	13,500
01-9697-5107	WORKERS' COMPENSATION	4,868	5,310	5,310	4,550
01-9697-5108	PERS	3,415	3,780	3,780	4,460
01-9697-5110	MEDICARE	1,612	1,750	1,750	1,680
01-9697-5111	SICK LEAVE/VACATION BUYBACK	1,060	1,130	1,130	1,240
	TOTAL PERSONNEL	134,555	139,760	139,760	137,640
OPERATIONS					
01-9697-6206	ADVERTISING	0	770	140	770
01-9697-6214	MILEAGE REIMBURSEMENT	0	210	210	210
01-9697-6227	CONTRACTUAL SERVICES	4,240	6,350	6,350	4,350
01-9697-6250	WATER	1,828	2,200	2,200	2,200
01-9697-6251	ELECTRICITY	23,782	27,000	27,000	27,750
01-9697-6252	GAS	912	520	520	1,000
01-9697-6253	TELEPHONE	3,224	3,400	3,400	3,600
01-9697-6254	COMMUNICATIONS	720	770	770	870
01-9697-6256	EQUIPMENT USAGE	1,279	1,400	1,400	1,480
01-9697-6265	COMPUTER USAGE	7,167	6,530	6,530	6,660
01-9697-6271	SERVICE/RECOGNITION/AWARDS	257	1,170	1,170	1,170
01-9697-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	3,759	5,000	5,000	5,000
01-9697-6277	RECREATION SUPPLIES	3,783	6,250	6,250	4,250
01-9697-6283	SNACK BAR SUPPLIES	8,769	9,500	9,500	9,500
	TOTAL OPERATIONS	59,719	71,070	70,440	68,810
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	194,275	210,830	210,200	206,450
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00
GENERAL (\$165,450)					
PROGRAM REVENUE (\$41,000)					
FACILITY MAINTENANCE (\$0)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
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.

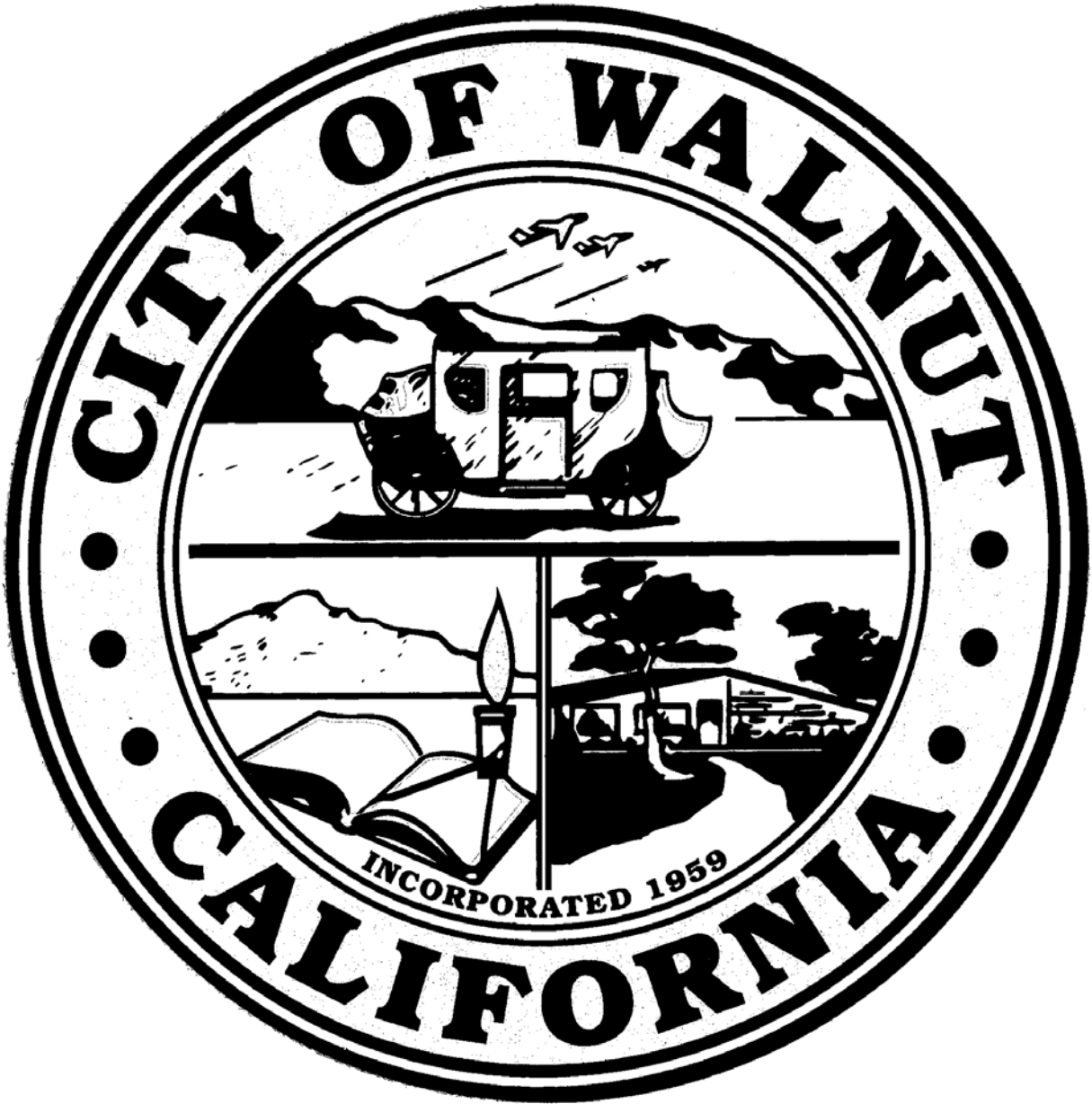
PERSONNEL:

- 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:

- 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 Teen Center. (60% in 01-9693)
- 6251 **Electricity**
Provides for 40% electrical usage costs for the Teen Center. (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
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: CAMP CRAWDAD

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2018-19		2019-20	2020-21
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	14,407	17,520	17,520	2,390
01-9699-5107	WORKERS' COMPENSATION	637	820	820	700
01-9699-5110	MEDICARE	209	260	260	260
	TOTAL PERSONNEL	15,253	18,600	18,600	3,350
OPERATIONS					
01-9699-6214	MILEAGE REIMBURSEMENT	0	270	270	270
01-9699-6227	CONTRACTUAL SERVICES	632	1,000	1,000	1,000
01-9699-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	2,802	2,950	2,950	0
01-9699-6277	RECREATION SUPPLIES	2,287	3,000	3,000	3,000
	TOTAL OPERATIONS	5,721	7,220	7,220	4,270
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	20,974	25,820	25,820	7,620
FUNDING SOURCE: CAMP PROGRAM (\$12,000)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
CAMP CRAWDAD (9699)

The budget provides for recreational activities for summer Camp Crowdad.

PERSONNEL:

5103 **Seasonal/Limited Part-Time Employees**
Provides for part-time Recreation Leaders to conduct a summer program for children.

5107 - 5110 See Appendix

OPERATIONS:

6214 **Mileage Reimbursement**
Provides for mileage reimbursement for recreation staff to travel between facilities and other destinations as required.

6227 **Contractual Services**
Provides for bus transportation costs for excursions. Provides for services rendered by instructors, entertainers, etc.

6276 **Tickets, Hotels, Deposits, Reservations**
Provides for the purchase of tickets for various excursions.

6277 **Recreation Supplies**
Provides for the purchase of supplies such as games, athletic equipment, and other items needed to operate an after school recreation program.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARK GRANTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
27-9696-6246	SR. CTR: BUILDING MAINTENANCE	14,844	30,000	30,000	30,000	0
28-9696-6246	SR. CTR: BUILDING MAINTENANCE	0	25,000	25,000	25,000	25,000
	TOTAL OPERATIONS	14,844	55,000	55,000	55,000	25,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	14,844	55,000	55,000	55,000	25,000
FUNDING SOURCE: MEASURE "A" (M&S) (\$25,320)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
PARK GRANTS (27 & 28-9696)

Funding for the projects listed below is provided by grants through the Los Angeles County Safe Neighborhood Parks Act of 1996 and Measure A Maintenance & Services (M&S).

OPERATIONS:

27-9696-6246 **Building Maintenance**

Provides for a portion of maintenance costs at the Senior Center. (Funding Ended in FY 2019-20)

28-9696-6246 **Building Maintenance**

Provides for a portion of maintenance costs at the Senior Center.

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARKS MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2018-19		2019-20		2020-21
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
37-9100-6290	SPECIAL MAINTENANCE PROJECTS	0	85,000	85,000	85,000	85,000
	TOTAL OPERATIONS	0	85,000	85,000	85,000	85,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	85,000	85,000	85,000	85,000
FUNDING SOURCE: MEASURE A (CATEGORY 1) (\$104,700)						

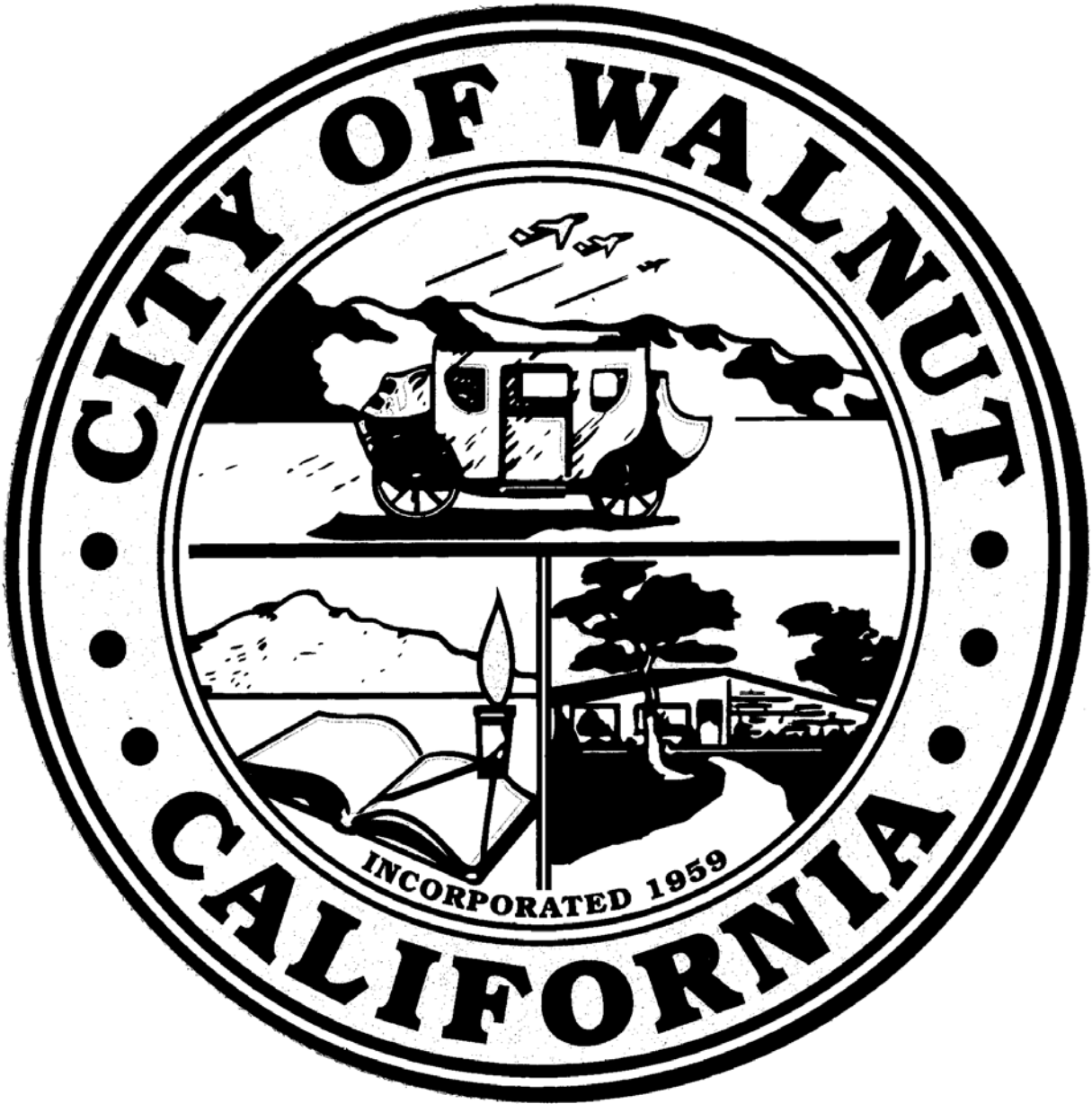
CITY OF WALNUT
ANNUAL BUDGET DETAIL
2020-21
PARKS MAINTENANCE (37-9100)

The Parks Maintenance Division provides for the maintenance of all City parks, which are comprised of 11 parks for a combined total of 104 acres. Funding for the projects listed below is provided by grants through Measure A Category 1.

OPERATIONS:

6290 **Special Maintenance Projects**

Provides for special projects in the parks, such as grading/renovating sports fields, upgrading irrigation systems, upgrades to LED lighting at restrooms facilities and parking lots, and installation of automated sports field lighting. (Formerly charged to 01-9100-6290).



Capital Projects

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

PROJECT DEFINITION

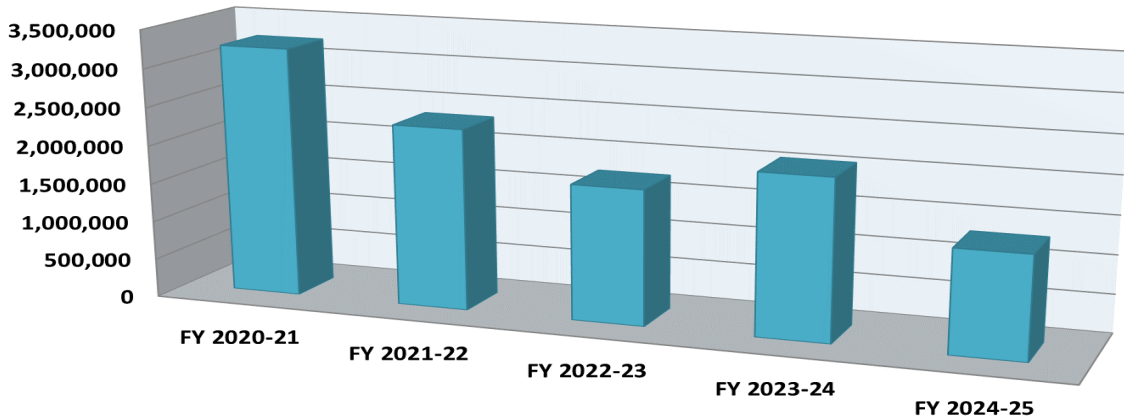
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

NEW AND IN -PROGRESS PROJECTS

New Projects are projects identified and recommended as necessary in the City of Walnut. Throughout the fiscal year, the projects scheduled to begin in Fiscal Year 2020-21 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 2019-20, or prior years. If these projects were not completed as of June 30, 2020, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2020-21 and beyond if necessary.

**Capital Projects
Five-Year Projection**



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

SUMMARY

Fiscal Year	
2020-21	\$3,240,750
2021-22	\$2,350,000
2022-23	\$1,750,000
2023-24	\$2,075,000
2024-25	\$1,325,000
	\$10,740,750

FUNDING SOURCE

Funding for the Capital Projects is provided by various sources. For Fiscal Year 2020-21 they are as follows:

RMRA - 03	\$	510,000
CDBG - 12	\$	214,680
PROP C - 13	\$	100,000
Bikeway - 14	\$	25,000
Measure R - 16	\$	540,000
Contribution - 20	\$	49,910
Measure M - 21	\$	200,000
Capital/Equip - 25	\$	1,251,160
Measure W - 29	\$	250,000
Traffic Congestion Relief - 31	\$	100,000
	\$	3,240,750

**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	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
5001	GENERAL PLAN	CLIMATE ACTION PLAN (CAP) - Capital/Equip-25	\$78,920	\$67,277					
		CLIMATE ACTION PLAN (CAP) - MEASURE R-16	\$40,000	\$40,000					
		Sub-total	\$118,920	\$107,277					
	WEST VALLEY COMPREHENSIVE SIGN PROGRAM (WVCSP) - Capital/Equip-25		\$46,390	\$7,234					
		Sub-total	\$46,390	\$7,234					
		CLIMATE ACTION PLAN							
		PROFESSIONAL SERVICES-25	\$78,920		0	0	0	0	0
		PROFESSIONAL SERVICES-16	\$40,000		0	0	0	0	0
		TOTAL	\$118,920						
	WEST VALLEY COMPREHENSIVE SIGN PROGRAM		\$46,390			39,160	0	0	0
PROFESSIONAL SERVICES-25		\$46,390							
TOTAL		\$46,390							
<p>Climate Action Plan – The Climate Action Plan provides goals and policies to be implemented at the Local level for compliance with the California Global Warming Solutions Act of 2006 (AB 32) in an effort to reduce greenhouse gas emissions across the State.</p> <p>West Valley Comprehensive Sign Program – The West Valley Comprehensive Sign Program provides guidelines for all public (wayfinding/directional) and private (business/residential) signs within the West Valley Specific Plan area.</p>									
6423	FUTURE RECREATION FACILITY	Aquatics Center - Capital/Equip-25	\$93,647	\$93,647					
		Aquatics Center - Contribution-20	\$473,880	\$446,502					
		Sub-total	\$567,527	\$540,149					
		3 Oaks - Capital/Equip-25	\$39,273	\$39,273					
		3 Oaks - Contribution-20	\$45,030	\$22,502					
		Sub-total	\$84,303	\$61,774					
	Aquatics Center		\$93,647		0	0	0	0	0
			\$473,880		27,380	0	0	0	0
		TOTAL	\$567,527						
	3 Oaks		\$39,273		0	0	0	0	0
		\$45,030		22,530	0	0	0	0	
TOTAL		\$84,303							

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.

**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	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
6127	CITY WIDE SIDEWALK REPAIRS	Prop C-13	\$100,000	\$0					
	ENGINEERING		\$20,000		20,000	20,000	20,000	20,000	20,000
	CONSTRUCTION		\$80,000		80,000	80,000	80,000	80,000	80,000
	TOTAL		\$100,000						
	Provides for removal and replacement of existing damaged sidewalks, driveways, and ADA ramps at various locations throughout the City.								
6134	HVAC: CITY WIDE	Capital/Equip-25	\$540,000	\$0					
	CONSTRUCTION		\$540,000		240,000	100,000	100,000	100,000	0
	TOTAL		\$540,000						
	Provides for replacement of the older HVAC units City Wide.								
6162	LA PUENTE/FORECASTLE TRAFFIC SIGNAL	Measure M-21	\$100,000	\$0					
		Traffic Congestion Relief -31	\$100,000	\$0					
	ENGINEERING		\$25,000		25,000	0	0	0	0
	CONSTRUCTION		\$175,000		175,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for construction of a traffic signal at the intersection of La Puente Road and Forecastle Avenue.								
9215	BUTTERFIELD PARK ADA	CDBG-12	\$214,680	\$0					
	CONSTRUCTION		\$214,680		214,680	0	0	0	0
	TOTAL		\$214,680						
	Provides for accessible improvements to Butterfield Park.								
9226	TRAIL PROJECT	Capital/Equip-25	\$75,000	\$0					
		Bikeway Fund-14	\$25,000	\$0					
	CONSTRUCTION		\$100,000		100,000	100,000	100,000	100,000	100,000
	TOTAL		\$100,000						
	Provides for various trail improvements throughout the City.								

**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	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
	MDRS ROOF PROJECT	Capital/Equip-25	\$260,000	\$0					
	CONSTRUCTION		\$260,000		260,000	0	0	0	0
	TOTAL		\$260,000						
	Provides for replacement of the existing roof at the MDRS building.								
	GYM ROOF PROJECT	Capital/Equip-25	\$137,000	\$0					
	CONSTRUCTION		\$137,000		137,000	0	0	0	0
	TOTAL		\$137,000						
	Provides for replacement of the existing roof at the Gymnasium building.								
	NPDES: STORM WATER	Measure W-29	\$250,000	\$0					
	ENGINEERING		\$50,000		50,000	50,000	50,000	50,000	50,000
	CONSTRUCTION		\$200,000		200,000	200,000	200,000	200,000	200,000
	TOTAL		\$250,000						
	Provides for the installation of storm water project to meet requirements outlined in the City's Water Management Plan (WMP).								
	AMAR ROAD RESURFACING (WEST)	Measure R-16 RMRA-03	\$540,000 \$510,000	\$0 \$0					
	ENGINEERING		\$100,000		100,000	0	0	0	0
	CONSTRUCTION		\$950,000		950,000	0	0	0	0
	TOTAL		\$1,050,000						
	Provides for the engineering, contract administration and resurfacing of Amar Road from Creekside Drive to Nogales Street.								
	WALNUT RANCH DRAIN PROJECT	Measure M-21	\$100,000	\$0					
	ENGINEERING		\$100,000		100,000	0	0	0	0
	TOTAL		\$100,000						
	Provides for the installation of drains at Walnut Ranch Park.								

**CITY OF WALNUT
CAPITAL PROJECTS
5-YEAR PROGRAM**

NEW AND IN PROGRESS PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
	FLOOD PLAIN TRAIL REHABILITATION	Capital/Equip-25	\$500,000	\$0					
	ENGINEERING		\$225,000		225,000	0	0	0	0
	CONSTRUCTION		\$275,000		275,000	0	0	0	0
	TOTAL		\$500,000						
	Provides for the rehabilitation of the northerly Lemon Creek streambank north of the Istik Bridge.								
	HEIDELBERG PARK IMPROVEMENT	Park Improvement-06	\$150,000	\$0					
	CONSTRUCTION		\$150,000		0	150,000	0	0	0
	TOTAL		\$150,000						
	Provides for replacement of playground equipment at Heidelberg Park.								
	CITY WIDE SIGN REPLACEMENT	Capital/Equip-25	\$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 location throughout the City required by new regulations and implementation of retroreflective signs.								
	CITY REFLECTIVE STREET NAME SIGNS (RSNS) REPLACEMENT	UNFUNDED	\$200,000	\$0					
	ENGINEERING		\$10,000		0	10,000	0	0	0
	CONSTRUCTION		\$190,000		0	190,000	0	0	0
	TOTAL		\$200,000						
	Provides for the removal and replacement of the internally illuminated street name signs at the existing traffic signals with reflective street name signs.								

**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	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
	SLURRY SEAL AREA 1 STREETS	Measure R-16	\$490,000	\$0					
		RMRA-03	\$510,000	\$0					
	ENGINEERING		\$100,000		0	100,000	0	0	0
	CONSTRUCTION		\$900,000		0	900,000	0	0	0
	TOTAL		\$1,000,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 1 (Valley Blvd, Lemon Avenue, La Puente Road, and westerly city limit).								
	SNOW CREEK PARK IMPROVEMENT	Park Improvement-06	\$350,000	\$0					
	CONSTRUCTION		\$350,000		0	350,000	0	0	0
	TOTAL		\$350,000						
	Provides for replacement of playground equipment at Snow Creek Park.								
	SLURRY SEAL AREA 2 STREETS	Prop C-13	\$700,000	\$0					
		RMRA-03	\$500,000	\$0					
	ENGINEERING		\$100,000		0	0	100,000	0	0
	CONSTRUCTION		\$1,100,000		0	0	1,100,000	0	0
	TOTAL		\$1,200,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 2 (north of Valley Blvd, east of Lemon Ave, south of La Puente Road and west of Grand Avenue).								
	SLURRY SEAL AREA 3 STREETS	RMRA-03	\$500,000	\$0					
		Unfunded	\$150,000	\$0					
	ENGINEERING		\$75,000		0	0	0	75,000	0
	CONSTRUCTION		\$575,000		0	0	0	575,000	0
	TOTAL		\$650,000						
	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	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
	LEMON AVENUE REHABILITATION	UNFUNDED	\$875,000	\$0					
	ENGINEERING		\$125,000		0	0	0	125,000	0
	CONSTRUCTION		\$750,000		0	0	0	750,000	0
	TOTAL		\$875,000						
	Provides for rehabilitation of the pavement between Valley Boulevard and La Puente Road.								
	SLURRY SEAL AREA 5 STREETS	RMRA-03 Measure R-16	\$500,000 \$375,000	\$0 \$0					
	ENGINEERING		\$75,000		0	0	0	0	75,000
	CONSTRUCTION		\$800,000		0	0	0	0	800,000
	TOTAL		\$875,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 5 (north of Amar Road and west of Grand Avenue to Three Oaks).								
		TOTAL	\$9,668,820	\$716,434	\$3,240,750	\$2,350,000	\$1,750,000	\$2,075,000	\$1,325,000

Funding Summary

General Fund - 01	\$ -	\$ -	\$ -	\$ -	\$ -
RMRA - 03	\$ 510,000	\$ 510,000	\$ 500,000	\$ 500,000	\$ 75,000
Park Improvement - 06	\$ -	\$ 500,000	\$ -	\$ -	\$ -
CDBG - 12	\$ 214,680	\$ -	\$ -	\$ -	\$ -
PROP C - 13	\$ 100,000	\$ 100,000	\$ 800,000	\$ 100,000	\$ 100,000
Bikeway - 14	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
LACMTA (STPL) - 15	\$ -	\$ -	\$ -	\$ -	\$ -
Measure R - 16	\$ 540,000	\$ 490,000	\$ -	\$ -	\$ 800,000
Contribution - 20	\$ 49,910	\$ -	\$ -	\$ -	\$ -
Measure M - 21	\$ 200,000	\$ -	\$ -	\$ -	\$ -
PROP A - 23	\$ -	\$ -	\$ -	\$ -	\$ -
Capital/Equip - 25	\$ 1,251,160	\$ 275,000	\$ 175,000	\$ 175,000	\$ 75,000
Measure W - 29	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Traffic Congestion Relief - 31	\$ 100,000	\$ -	\$ -	\$ -	\$ -
UNFUNDED	\$ -	\$ 200,000	\$ -	\$ 1,025,000	\$ -
Total	\$ 3,240,750	\$ 2,350,000	\$ 1,750,000	\$ 2,075,000	\$ 1,325,000

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>
2025-26	Area 6 Slurry	\$850,000
2026-27	Area 4 Slurry	\$875,000
2027-28	Area 7 Slurry	\$1,000,000
2028-29	Area 1 Slurry	\$1,050,000
2029-30	Area 2 Slurry	\$1,200,000



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. Additionally, provides for the monthly PERS administrative fee and wake works compliance fee under the Human Resources Division (4200).
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.
5112	Replacement Benefit Plan Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

CHART OF ACCOUNTS

OPERATIONS:

<u>Object No.</u>	<u>Line Item & Description</u>
6101	Conference & Meetings - Rodriguez Provides for all travel, conference, and meeting expenses.
6102	Conference & Meetings - Pacheco Provides for all travel, conference, and meeting expenses.
6103	Conference & Meetings - Ching Provides for all travel, conference, and meeting expenses.
6104	Conference & Meetings - Wu Provides for all travel, conference, and meeting expenses.
6105	Conference & Meetings - Tragarz Provides for all travel, conference, and meeting expenses.
6201	Conference & Meetings Provides for all travel, conference, and meeting expenses FY 19-20 each councilmember assigned at budget account 6101-6105
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 process.
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.

CHART OF ACCOUNTS

- 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.
- 6213 **Building Maintenance/Supplies**
Provides for building materials, miscellaneous repairs, and City supplies and materials for city buildings.
- 6214 **Mileage Reimbursement**
Provides for mileage reimbursement when private vehicle is used for City business.
- 6215 **Vehicle/Cell Allowance/Treasurer Stipend**
Provides for monthly car allowances for positions approved by City Council. Also provides cell phone stipend for those employees who elect not to receive a city issued cell phone.
- 6216 **Professional Services**
Provides for professional services/retainers.
- 6218 **Special Legal Fees**
Provides for legal services not rendered by the City Attorney in the retainer; includes defense of lawsuits.
- 6219 **Photocopy Supplies**
Provides for all photocopy materials and supplies.
- 6220 **Office Equipment Rental**
Provides for all office equipment rentals.

CHART OF ACCOUNTS

- 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.
- 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

CHART OF ACCOUNTS

- 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.
- 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.

CHART OF ACCOUNTS

- 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.
- 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, flagpoles, 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.

CHART OF ACCOUNTS

- 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.
- 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.

CHART OF ACCOUNTS

- 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.
- 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 68

A proposition approved by the voters of Los Angeles County in June 2018, which authorized a \$4 billion general obligation bond for state and local parks, environmental protection projects, water infrastructure projects and flood protection projects which are in accordance with the Clean Water and Safe Parks Act.

Proposition "A" Transportation

A proposition approved by the voters of Los Angeles County in 1982, which authorized an additional 1/2-cent sales tax to provide funds for local transportation projects, approved by the Los Angeles County Transportation Commission.

Proposition "C" Transportation

A proposition approved by the voters of Los Angeles County in 1990, which authorized an additional 1/2-cent sales tax to provide funds for local transportation projects, approved by the Los Angeles County Transportation Commission.

Measure “A” (M&S)

A proposition approved by the voters of Los Angeles County in November 2016, which authorizes an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure.

Measure “A” (Category 1)

A proposition approved by the voters of Los Angeles County in November 2016, which authorizes an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County. Funds are in accordance with the LA County Safe, Clean Neighborhood Parks and Beaches Measure.

Measure “R” Transportation

A proposition approved by the voters of Los Angeles County in November 2008, which authorized a 1/2-cent sales tax for transportation projects.

Measure “M” Transportation

A proposition approved by the voters of Los Angeles County in November 2016, which authorized a 1/2-cent sales tax for highway and transportation projects.

Measure “W”

A proposition approved by voters of Los Angeles County in November 2018, which authorized a 2.5 cent square foot parcel tax to property owners to fund projects for the Safe Clean Water Program which will improve local water supply and quality.

Reimbursement District

District formed for the purpose of providing a public improvement where funding is reimbursed by the affected property owner at the time they take advantage of the service.

Restricted Revenues

Revenues received by the City, which must be expended in specific areas or for specific purposes.

Revenues

Amount of funds received from taxes, fees, permits, licenses, interest, and inter-governmental sources during the fiscal year.

RKA Consulting Group, Inc.

A private civil engineering firm which the City contracts with to provide Building & Safety Services, LOSMD Services, and to serve as the City Engineer and Director of Municipal Services.

Road Maintenance Rehabilitation Account (RMRA)

The Road Maintenance Rehabilitation Account (RMRA) is funding available to cities and counties for projects approved by the California Transportation Commission. Fees are collected by the State of California related to Senate Bill 1 (SB1) which provides for maintenance on the state highway system, local street, and road systems.

SB 821

SB 821 is a State legislative bill, which provides funding to local agencies for bicycle and pedestrian facilities. It is administered through the Southern California Association of Governments.

Southern California Air Quality Management District (SCAQMD)

The SCAQMD is a regional governmental agency, which regulates emissions from stationary sources. The District covers the Los Angeles, Orange, and Riverside Counties, and the non-desert areas of San Bernardino County. The SCAQMD receives its authority from the California Health and Safety Code, as it relates to the California Air Pollution Law. The district reports to the California Air Resources Board, which is a state agency.

Special Revenue Funds

Used to account for the revenue derived from specific taxes or other earmarked revenue sources (other than for major capital projects) that are restricted by law or administrative action to expenditures for specific purposes.

State Gas Tax Fund

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

Sub-Program

Each program is divided into sub-programs that address specific departments, projects, or concerns of the City. Also, the sub-program division enables the City to more easily track costs for specific projects and departments.

Success Through Awareness & Resistance (STAR)

This program consists of a Sheriff's Deputy to provide substance abuse and narcotics education to the City's elementary school children (grades 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

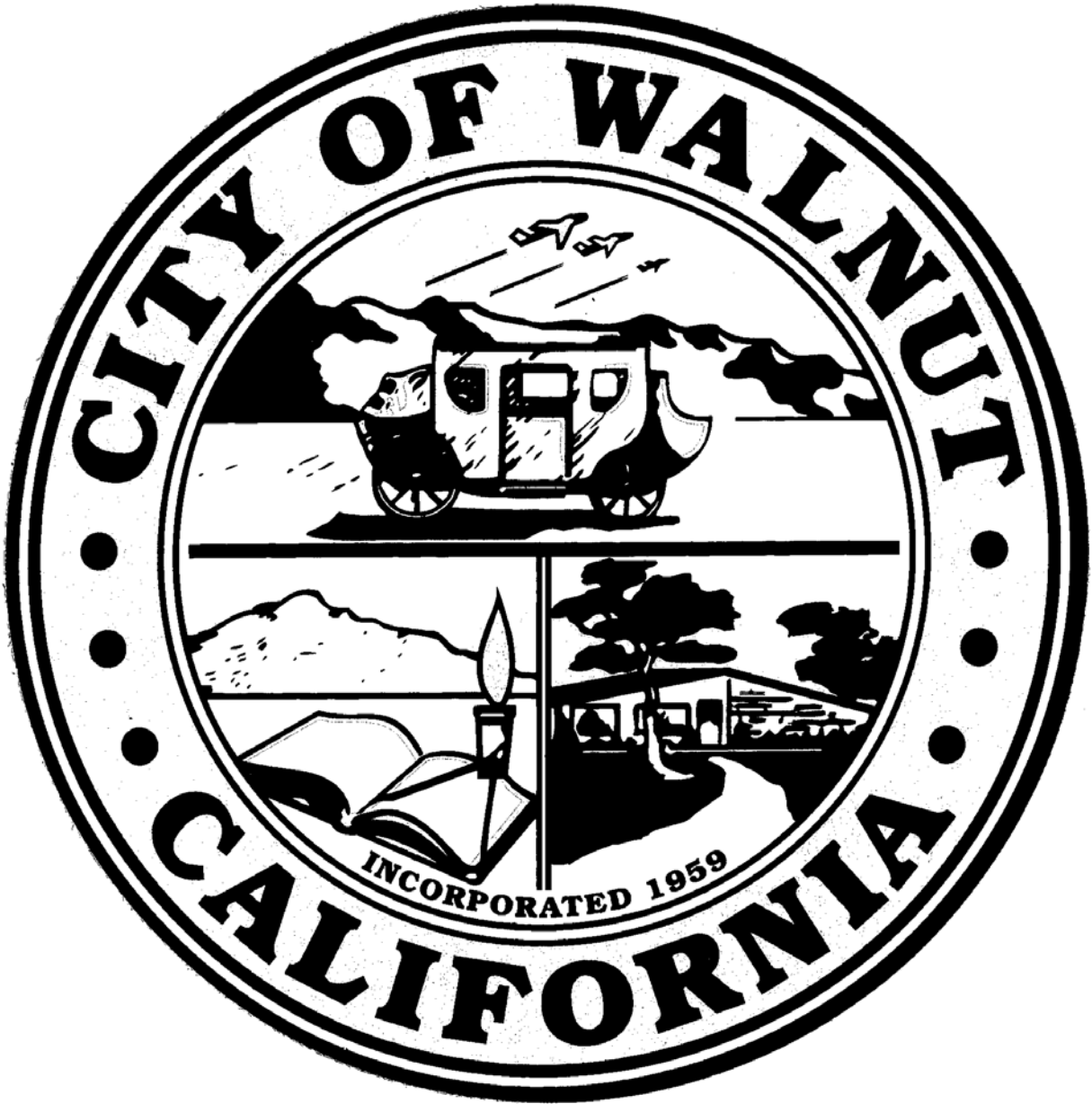
This fund accounts for the vehicle code fines expended for traffic safety enforcement.

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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