

CITY OF WALNUT



ANNUAL BUDGET

Fiscal Year 2021-22



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ANNUAL BUDGET

Fiscal Year 2021-22

WALNUT CITY COUNCIL

**ROBERT PACHECO, MAYOR
ERIC CHING, MAYOR PRO TEM
LINDA FREEDMAN, 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
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COVER DESIGN

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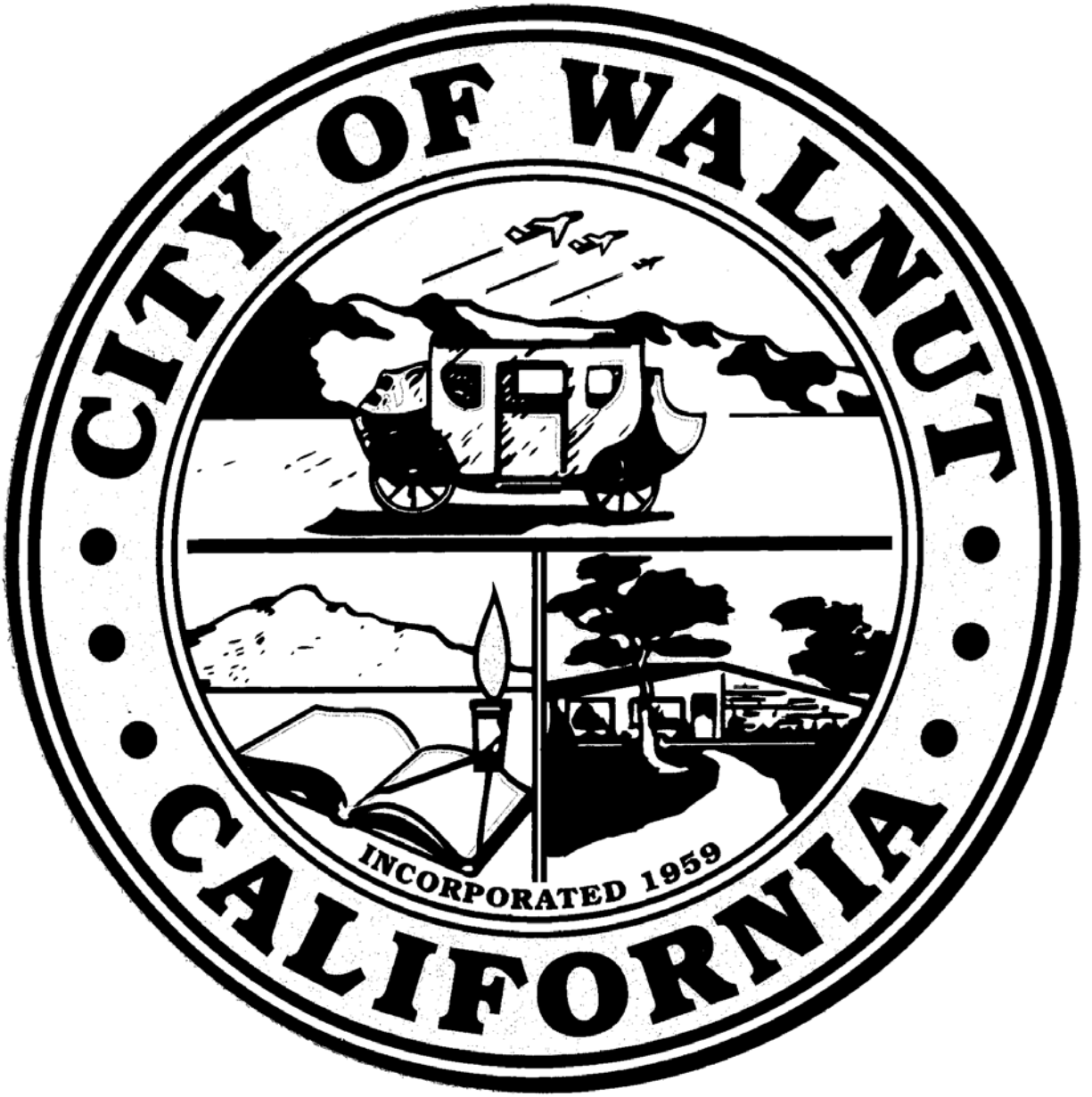


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Introduction



CITY OF WALNUT

June 9, 2021

Honorable Mayor and
Members of the Walnut City Council

SUBJECT: **FISCAL YEAR 2021-22 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 \$25,495,881 in total resources from all funds, \$25,770,141 in total uses of funds, and \$3,650,171 in use of reserves.

General Fund resources is approximately \$13.2 million, \$14.0 million in expenditures, and operating transfers-in of approximately \$2.3 million, which results in a surplus of approximately \$1.4 million.

EXECUTIVE SUMMARY

The 2021-22 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 1.45% and no increases in the Liability Trust Fund
- No COLA increases for the classified nor management employees
- Reclassify Code Enforcement Specialist to Management Analyst
- American Rescue Plan Act (ARPA) funds and 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 Recreation Facility Fund
- Folding the building maintenance expenditures previously funded by Facility Maintenance Fund into the General Fund
- General Fund expenditures for park, equestrian trail and building maintenance expenditures reimbursed from Recreation Facility 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** - Recreation Facility Fund (Fund 20) is reimbursing the park, equestrian trail and building maintenance expenditures accounted for in General Fund (Fund 01). The combined total of LOSMD-Zone 9 (Fund 18) and LOSMD (Fund 19) is projected to have a deficit balance of \$316,111 and included in the annual budget reflects the subsidy by Recreation Facility Fund.
- **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.

The American Rescue Plan Act of 2021 (ARPA) which was signed into law on March 11, 2021 provides funding for state and local governments. As of date, final allocations for the ARPA have not been released, but the City anticipates to receive approximately \$5.6 million which can be used for revenue replacement due to the pandemic, economic assistances for small businesses, investment in water, sewer, and broadband infrastructure as well as COVID-19 related expenditures. Only a portion of the ARPA estimated funds (\$1.6 million) are included in the annual budget for sales and use revenue replacement, rehiring seasonal part-time staff, administrative costs and unemployment expenditures. Upon receipt of the first allocation of funds, we will return to City Council for approval of the additional appropriations for eligible expenditures. Additional ARPA funding to potentially offset use of reserves for Capital Improvement Projects (i.e. HVAC project \$100,000).

REVENUES

Total General Fund operating revenues in Fiscal Year 2021-22 are lower compared to the Fiscal Year 2020-21 estimated actual revenues by approximately \$363,630, which is primarily due to the sale of Proposition A funds, easement fees and COVID-19 reimbursements in prior year.

Property tax for the City is projected to increase 3% due to the leveling of the reassessments and the real estate industry. The amount projected for 2021-22 is approximately \$7.0 million and represents about 32% of the total revenues.

Sales tax revenue for the 2021-22 is projected to total \$1.9 million. Sales tax received by the City represents 8% of the total revenues. 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 2021-22.

EXPENDITURES

General Fund expenditures anticipated for Fiscal Year 2021-22 are estimated to increase 9% from the Fiscal Year 2020-21 estimated expenditures. Increases from prior year estimates are primarily due the anticipation of restoring services levels back to pre-pandemic levels, increase in law enforcement and general liability.

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 and thereafter, these personnel expenditures were transferred to the General Fund.

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 2021-22 through 2025-26 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 3% 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 2022-23 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 3% 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 2021-22 through 2022-23. Fiscal Year 2023-24 and thereafter are projected to have a deficits from \$472,911 to \$804,203; 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 2021-22 through 2025-26. The Capital Projects budget has increased by \$29,132 compared to the prior year. Slurry Seal Area 1 Streets and Flood Plain Trail Rehabilitation projects represent 49% of the Capital Projects budget (\$3,035,000). Funding for these projects are funded from Capital Equipment Replacement, RMRA, and Proposition C funds. The Fiscal Year 2021-22 budget includes City-Wide Sidewalk Repairs, Trail Improvements, Meadow Pass Off-Site Mitigation, and Gym/Teen Center Improvements totaling \$510,000 of which is funded from Capital Equipment Replacement Fund. The HVAC City-Wide project (\$100,000), currently funded by Capital Equipment Replacement Fund, is anticipated to be funded by the American Rescue Plan Act (ARPA) when the allocations and guidelines are available.

Although the new projects scheduled for Fiscal Year 2021-22 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 all 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 2021-22 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 2021-22 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. 21-34

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$25,770,141
FOR FISCAL YEAR 2021-22**

WHEREAS, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022; and

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

WHEREAS, proceedings for adoption of the fiscal year 2021-22 budget have been duly taken.

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

SECTION 1. The City Council finds that the City's parks, open space, and trails system is of utmost importance to the City and supports the physical character of the City and the health and welfare of its residents. The City Council further finds that offsetting maintenance and operations costs for these important public facilities by allocating funds from Recreation Facility Fund No. 20 will preserve the quality and safety of the city's parks, open space and trails without imposing an increased demand on the City's General Fund.

SECTION 2. The City Council finds the proposed budget, including the revenue appropriation from the Recreation Facility Fund No. 20 in the amount of \$1,283,000 to General Fund No. 01 to reimburse for building, park and equestrian trail maintenance and \$314,641 to LOSMD Fund No. 19 to pay for the LOSMD deficit, is to the City's best advantage and in the interests of the health and welfare of the City's residents.

SECTION 3. The budget is adopted as the Annual Budget for the City of Walnut for the Fiscal Year commencing July 1, 2021, and ending June 30, 2022, in the amount of \$20,160,100 and transfers out in the amount of \$2,575,041.

SECTION 4. The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2021, and ending June 30, 2022, in the amount of \$3,035,000.

SECTION 5. 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 6. 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, 2021, shall be automatically transferred as per the Fiscal Policy.

SECTION 7. There is hereby appropriated to each account set forth in said budget, the sum shown for such account in the 2021-22 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 8. A copy of the proposed Annual Budget for the Fiscal Year 2021-22 is on file in the City Clerk’s office.

SECTION 9. 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 this 9th day of June 2021.



Bob Pacheco, 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. 21-34 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$25,770,141
FOR FISCAL YEAR 2021-22**

was approved and adopted by the City Council of the City of Walnut on the 9th of June 2021, by the following vote:

AYES: COUNCILMEMBER(S): **Ching, Freedman, Pacheco, Wu**
NOES: COUNCILMEMBER(S): **None**
ABSTAIN: COUNCILMEMBER(S): **Tragarz**
ABSENT: COUNCILMEMBER(S): **None**



Teresa De Dios, City Clerk

RESOLUTION NO. 21-32

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$31,930,877 FOR THE FISCAL YEAR 2021-22**

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 2021-22 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; and

WHEREAS, the appropriations subject to limitation in Fiscal Year 2021-22 shall be based on the 2020-21 appropriation limit of \$30,471,592 as established by Resolution No. 20-43, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 5.73% and the County population change of -0.89% as reported by the State Department of Finance on May 1, 2021; and

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

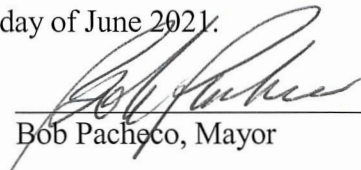
WHEREAS, the City of Walnut has complied with all of the provisions of Article XIII-B in determining the appropriation limit for Fiscal Year 2021-22.

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

SECTION 1. That the appropriations limit in Fiscal Year 2021-22 shall be \$31,930,877 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 this 9th day of June 2021.



Bob Pacheco, 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. 21-32 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$31,930,877 FOR THE FISCAL YEAR 2021-22**

was approved and adopted by the City Council of the City of Walnut on the 9th of June 2021, by the following vote:

AYES: COUNCILMEMBER(S): **Ching, Freedman, Pacheco, Tragarz, Wu**
NOES: COUNCILMEMBER(S): **None**
ABSTAIN: COUNCILMEMBER(S): **None**
ABSENT: COUNCILMEMBER(S): **None**



Teresa De Dios, City Clerk

**APPROPRIATION LIMIT
FISCAL YEAR 2021-22
REVENUE SUBJECT TO LIMIT**

Proceeds and Non-Proceeds of Taxes:

<u>SOURCE</u>	<u>Estimate 2020-21</u>	<u>Budget 2021-22</u>
Property Tax	\$ 6,800,000	\$ 6,995,000
Sales Tax	1,875,000	1,900,000
Business License Tax	116,000	122,000
Realty Stamp Tax	127,000	127,000
State Motor Vehicle In-lieu	24,000	24,000
State Homeowners Exemption	8,000	8,000
Interest Earnings on Tax Proceeds	195,290	203,870
Total Tax Proceeds	\$ 9,145,290	\$ 9,379,870
Non-Tax Proceeds	11,760,056	13,067,040
Total Revenues	<u>\$ 20,905,346</u>	<u>\$ 22,446,910</u>

**APPROPRIATION LIMIT
FISCAL YEAR 2021-22
COMPUTATION OF LIMIT**

2020-21 Appropriation Limit		\$ 30,471,592
County of Los Angeles Population Growth Factor (A)	0.9911	
California Per Capital Personal Income Growth Factor (B)	1.0573	
Adjusted Growth Factor (A x B)		<u>1.047890</u>
2021-22 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)		<u><u>\$ 31,930,877</u></u>

**APPROPRIATION LIMIT
FISCAL YEAR 2021-22
APPROPRIATION SUBJECT TO LIMIT**

	Fiscal Year 2020-21	Fiscal Year 2021-22
Appropriation Limit per calculation	\$ 30,471,592	\$ 31,930,877
Appropriation Subject to Limit:		
Tax Proceeds	\$ 9,145,290	\$ 9,379,870
Excess Fees	-	-
	<u>\$ 9,145,290</u>	<u>\$ 9,379,870</u>
Margin	\$ 21,326,302	\$ 22,551,007

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.

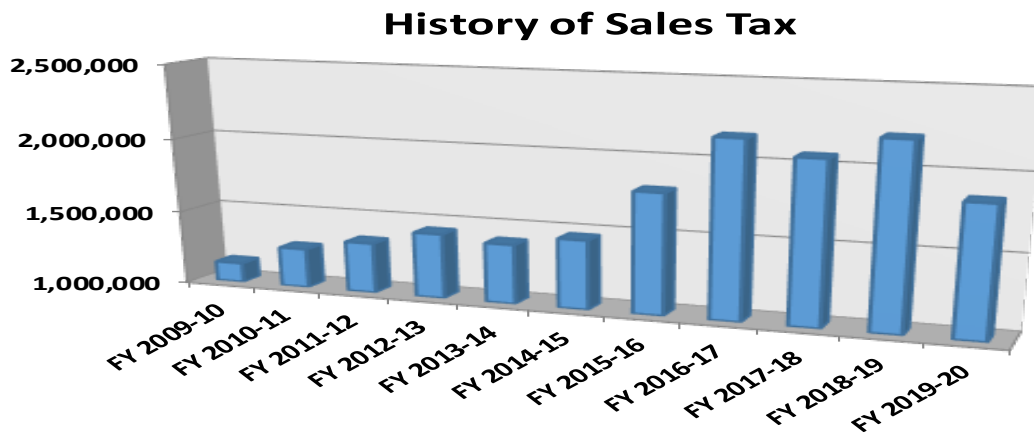


CITY OF WALNUT
Revenue and Budget Information
Assumptions & Trends

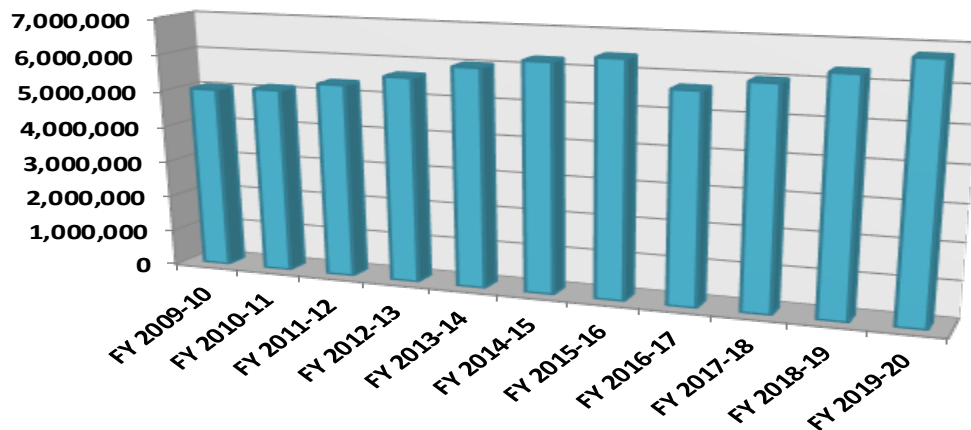
The revenue and expenditure projections provided for FY 2021-22 through FY 2025-26, are based upon economic forecasts and trends for the area in which the City is located. It is based on information supplied by outside agencies, such as the State Department of Finance, State Board of Equalization, and 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 3% each year. License and permit revenues are projected to remain level for 2021-22 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 2021-22. Telecommunication lease income will increase 5% each year. Restricted revenues from other agencies i.e., Proposition A, Proposition C, Gas Tax, Measure A (Category 1), 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 3%. 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 Property Tax



ECONOMIC ANALYSIS

According to the Los Angeles County Economic Development Corporation (LAEDC), the United States economy is in the midst of a recession related to COVID-19. The Federal Reserve has engaged in monetary policy in an attempt to stimulate economic activity. The next two years will likely be regarded as an economic recovery. It is estimated that the majority of industries will return to pre-pandemic employment levels by 2024. The recovery appears promising over the next four years compared to the Great Recession which took over six years.

LAEDC expects that the United States economy will recovery and continue a path of growth, despite the public health crisis. The employment rates were at an all-time high due to the global pandemic and are beginning to decrease. The employment rate for the U.S. is 7.7% which is 4.0% higher compared to pre-pandemic levels. Consumption of domestic goods, private residential investments, private non-residential investments, and industrial production contribute to the steady real gross domestic product (GDP). The United States economy fell by 4.1% in 2020, and is projected to grow 3.0% in 2021, and to 3.3% in 2022.

The California Legislative Analyst's Office (LAO) estimated the General Fund revenues to be higher for 2021-22. The increase was anticipated to be related to higher growth in revenues and an increase in spending. The personal income, corporation, and sales tax was expected to be more sluggish, but actually has been much better than anticipated. The General Fund spending for FY 2021-22 is anticipated to grow 4.4%. 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.

As California began 2021, the state's health and economy were threatened by the highest infection rate of COVID-19. With the increasing distribution of vaccines, the state is beginning to improve. California's economy is recovering and the state accounts for 14.7% of the U.S. GDP in 2020, continuing to be the largest of any state. California's unemployment rate averaged 9.4%, which is 5.3% higher compared to pre-pandemic levels.

Recently, Governor Galvin Newsom released the 2021-22 Budget. In order for California to provide a balanced budget for 2021-22, a withdrawal of \$15.9 billion in Proposition 2 Budget Stabilizer Account (Rainy Day Fund) for fiscal emergencies, \$450 million from the Safety Net Reserve, \$4.6 billion in Public School System Stabilizer Account, and an estimated \$3.4 billion in the state's operating reserves.

California stands in a strictly different position compared to the projected deficit of \$54 billion a year ago. The state has a projected \$75.7 billion surplus combined with \$25 billion in federal relief which supports a \$100 billion California comeback plan to speed the states recovery from the pandemic. As the pandemic threatened the economy in 2020 the state is expected to begin an equitable and broad-based recovery in 2021.

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, 2020 the City's debt limit was approximately \$217 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 2021-22. 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 or at the discretion of City Council.

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 ensure 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.

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.

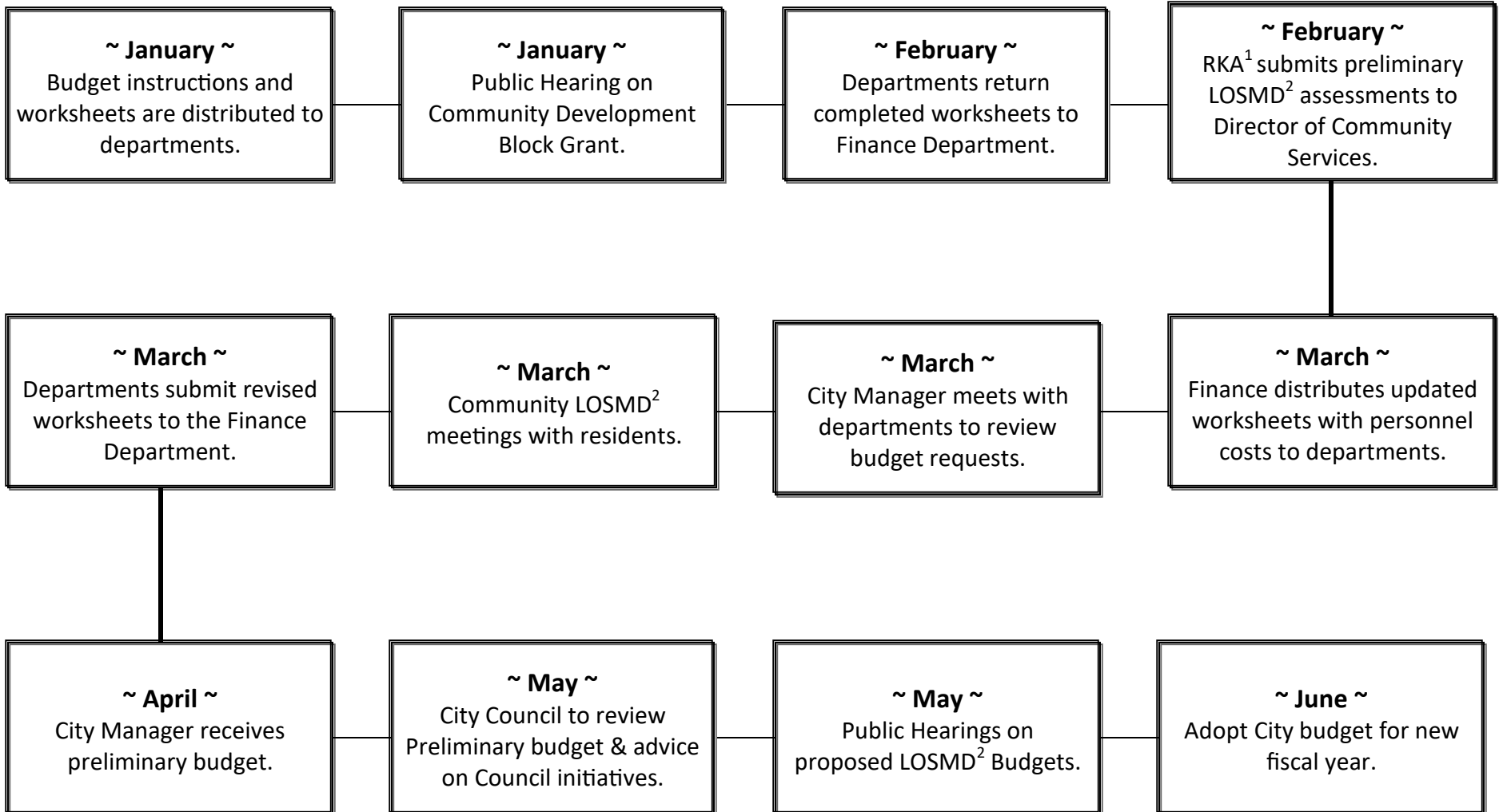
The Finance Division staff then uses all revised projections to produce a preliminary budget, which is submitted to the City Council for review. This document is made available to the public on the City website and at Walnut City Hall for review before the annual Budget Study Session. The budget is reviewed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

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

CITY OF WALNUT BUDGET PROCESS

¹RKA = RKA Consulting Group
– Assessment Engineer

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



**CITY OF WALNUT
BUDGET CALENDAR
2021-22**

DATE & TIME	ACTION BY	ACTION
January 19 & 21, 2021 <i>Tuesday & Thursday</i>	City Manager/Departments Finance	Mid Year Budget Review & Budget Calendar Review Distribute: Budget Instructions, Revenue Worksheets, Expenditure Worksheets
January 27, 2021 <i>Wednesday</i>	City Council	Public Hearing on Community Development Block Grant
January 28, 2021 <i>Thursday</i>	Departments	Submit detail request for Part-time and Seasonal hours with completed position schedules to Finance and Administration Division
February 4, 2021 <i>Thursday</i>	Departments	Submit completed Revenue and Expenditure Projections to Finance
February 4, 2021 <i>Thursday</i>	Administration Division	Submit completed Personnel Projections to Finance
February 10, 2021 <i>Wednesday</i>	City Council	Mid-Year Additional Appropriation requests
February 24, 2021 <i>Wednesday</i>	R K A	Submits preliminary LOSMD assessments to Director of Community Services
March 4, 2021 <i>Thursday</i>	Finance	Finance Distributes completed Preliminary Personnel, Operations, and Capital budgets to departments Distribute Recap by Fund Schedule to City Manager
March 10, 2021 <i>Wednesday</i>	CSD/City Council	45-day notice for LOSMD virtual Hearing
March 10 & 11, 2021 <i>Wednesday & Thursday</i>	City Manager/Departments	City Manager meets with departments to review budget requests.
March 23, 2021 <i>Tuesday at 7:00 p.m.</i>	CSD	Virtual Community meeting with LOSMD residents
March 25, 2021 <i>Thursday by 5:00 p.m.</i>	Departments	Submit final changes to Finance
May 5, 2021 <i>Wednesday at 5:00 p.m.</i>	City Council/City Manager Departments	Budget Workshop Meeting
May 12, 2021 <i>Wednesday at 7:00 p.m.</i>	City Council	Public Hearing on LOSMD Budgets
May 27, 2021 <i>Thursday</i>	City Clerk/Finance	CIP Budget - 10 day Public Hearing Notice
June 2, 2021 <i>Wednesday at 7:00 p.m.</i>	Planning Commission Community Development	2021-22 CIP conformity with the City's General Plan
June 9, 2021 <i>Wednesday</i>	City Council	Public Hearing on CIP Adopt 2021-22 to 2025-26 CIP
June 9, 2021 <i>Wednesday</i>	City Council	Adopt 2021-22 Budget
June 9, 2021 <i>Wednesday</i>	City Council	Adopt 2021-22 Appropriations Limit
June 9, 2021 <i>Wednesday</i>	Authority Members	Adopt 2021-22 WHA Budget
June 9, 2021 <i>Wednesday</i>	City Council	Adopt Investment Policy

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, purchase of land, or major renovations to buildings or facilities.

The 2021-22 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 2021-22, 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 2021-22 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 2020-21, or prior years. These projects were not completed as of June 30, 2021; therefore, the remaining balance of corresponding appropriations is carried over into the new Fiscal Year 2021-22 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, Proposition C Fund, Measure W Fund, Park Improvement Fund, and Road Maintenance Rehabilitation Account Fund (RMRA). The Capital Projects Fund was established by 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 2021-22, the capital projects include citywide sidewalk repairs, air conditioning systems for city facilities, storm water projects, flood plain trail rehabilitation, Walnut Ranch drain project, trail projects, Meadow Pass off-site mitigation, Heidelberg Park improvements, Gym/Teen Center improvements, slurry seal area 1 project, and Grand/La Puente intersection construction project. 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, 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 2021-22 will have an impact of \$3,035,000 on the City's Capital Improvement Projects budget. This includes \$135,000 in sidewalk repairs, \$100,000 citywide heating, ventilation, and air conditioning system (HVAC) repairs, \$250,000 in storm water projects, \$500,000 in flood plain trail rehabilitation, \$100,000 in Walnut Ranch drain project, \$100,000 in trail projects, \$200,000 in Meadow Pass off-site mitigation, \$150,000 in park improvements, \$200,000 in Gym/Teen Center improvements, \$1,000,000 in slurry seal project, and \$300,000 for intersection construction.

Funding for these projects in the amount of \$1,110,000 will be through Capital/Equipment Outlay, \$25,000 through Bikeway, \$900,000 through Proposition C, \$250,000 through Measure W, \$250,000 through Park Improvement, and \$500,000 through RMRA.

During 2010-11, Walnut completed the construction of Meadow Pass 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 and in 2020-21 \$36,000. For 2021-22, the impact on the operating budget for General Fund is approximately \$36,000.

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 2021-22 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2021-22 Appropriation Limit

Appropriation Limit:

FY 2020-21 Appropriation Limit	\$30,471,592
Adjustment Factor	1.047890
FY 2021-22 Appropriation Limit	\$31,930,877
FY 2021-22 Appropriation Subject to Limit	\$9,379,870

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 Gorgonio 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 3,250 employees, followed by Nina's Mexican Foods, Inc. with 140 employees. The businesses in the City are mainly small businesses with an average of 6 employees. The majority of businesses in the City are wholesalers.

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

CITY OF WALNUT
Miscellaneous Statistics
June 30, 2021

Type of City	General Law - January 19, 1959
Form of Government	City Council/City Manager
Population	29,835 (as of 1/1/2021)
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	\$692 (as of 6/30/20)

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

Election and Voter Registration

Number of registered voters (November 2020)	18,889
Percent voted in last general election (November 2020)	81.8%
Number of vote-by-mail ballots (2020)	12,733
Number of precinct ballots (2020)	2,727

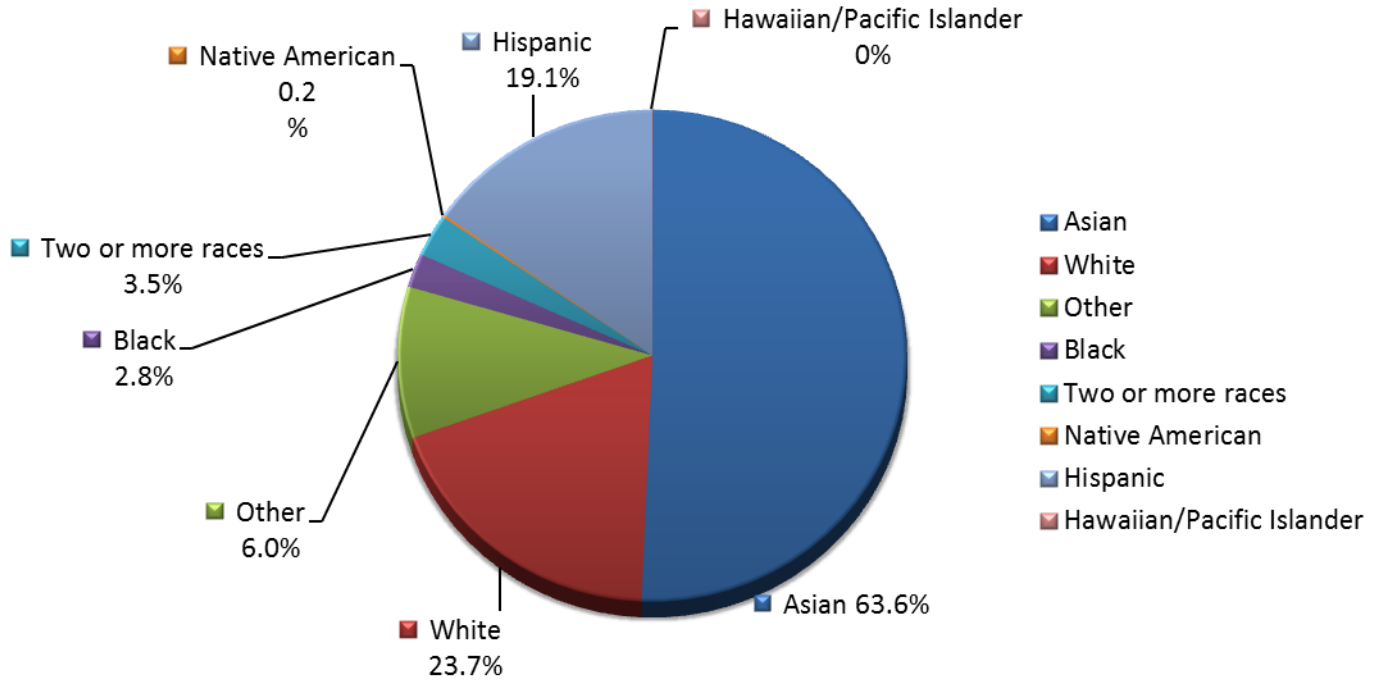
Source: City of Walnut Administration Department – City Clerk

Demographics

	City of Walnut	State of California
Population Characteristics		
Median Age	45.9	37
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	9,074	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>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Square Miles	8.83	8.83	8.83	8.83	8.83
Number of Housing Units	8,925	8,937	9,022	9,046	9,061
Population	30,152	30,134	30,457	30,551	29,929
Personal Income	1,045,685	1,077,615	1,099,822	1,105,292	1,173,576
Per Capita Personal Income	34,680	35,760	36,110	36,178	39,211
Unemployment Rate	4.8%	3.7%	3.5%	3.6%	3.4%
Average Annual Population % change	-0.35%	-0.06%	1.07%	0.31%	-2.04%

Sources:

City of Walnut Finance Division, as of June 30, 2020
 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	3,250	45%	Community College
Nina's Mexican Foods, Inc.	140	2%	Manufacturer
Edro Engineering Company, Inc.	117	2%	Engineering
Stater Brothers Market #168	81	1%	Grocery Store
Vons #2167	76	1%	Grocery Store
Ronsin Photocopy, Inc.	75	1%	Photocopy Manufacturer
Applebee's Neighborhood Grill	73	1%	Restaurant
Home Goods #282	72	1%	Retail
Alliance Industrial Refrigeration	66	1%	Industrial Refrigeration
XLB Dumpling Bar	62	1%	Restaurant
TJ Maxx #682	61	1%	Retail
McDonald's	60	1%	Fast-food
Fairway Injections Molds, Inc.	60	1%	Manufacture Mold Bases
24 Hour Fitness	59	1%	Health Fitness Facility
Sodexo, Inc.	56	1%	Food Service Management

*Source: City of Walnut Finance Division
As of June 30, 2020*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget
Presentation Award*

PRESENTED TO

**City of Walnut
California**

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Walnut, California for its annual budget for the fiscal year beginning July 1, 2020. 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 and 2021-22**

	<u>2021-22 Budget</u>	<u>2020-21 Estimate</u>	<u>Increase/ (Decrease)</u>
Revenues			
Non-Restricted Revenues	\$ 13,150,960	\$ 13,514,590	\$ (363,630)
Restricted Revenues	9,295,950	7,390,756	1,905,194
Walnut Housing Authority Revenues	473,930	411,860	62,070
Sub-total Revenues	<u>\$ 22,920,840</u>	<u>\$ 21,317,206</u>	<u>\$ 1,603,634</u>
Transfer-in	<u>\$ 2,575,041</u>	<u>\$ 5,479,824</u>	<u>(2,904,783)</u>
Total Revenues	<u><u>\$ 25,495,881</u></u>	<u><u>\$ 26,797,030</u></u>	<u><u>\$ (1,301,149)</u></u>
Expenditures			
Personnel	\$ 6,480,020	\$ 5,546,080	933,940
Operations	13,357,000	13,623,890	(266,890)
Capital Outlay	323,080	351,940	(28,860)
Sub-total	<u>\$ 20,160,100</u>	<u>\$ 19,521,910</u>	<u>\$ 638,190</u>
Capital Projects	<u>\$ 3,035,000</u>	<u>\$ 3,005,868</u>	<u>29,132</u>
Transfers-out	2,575,041	5,479,824	(2,904,783)
Total Expenditures	<u><u>\$ 25,770,141</u></u>	<u><u>\$ 28,007,602</u></u>	<u><u>\$ (2,237,461)</u></u>
Fund Balance			
Estimated Fund Balance at June 30	\$ 34,802,037	\$ 36,012,609	(1,210,572)
Net change in Fund Balance	(274,260)	(1,210,572)	936,312
Estimated Fund Balance at 06.30.22	<u><u>\$ 34,527,777</u></u>	<u><u>\$ 34,802,037</u></u>	<u><u>\$ (274,260)</u></u>
Use of Reserves			
Restricted Fund Balances	\$ 888,030	\$ 1,298,449	(410,419)
General Fund	-	4,742,516	(4,742,516)
Recreation Facility	1,597,641	49,910	1,547,731
Capital Equipment/Replacement	1,160,000	-	1,160,000
OPEB Liability	4,500	4,200	300
Total Use of Reserves	<u><u>\$ 3,650,171</u></u>	<u><u>\$ 6,095,075</u></u>	<u><u>\$ (2,444,904)</u></u>

CITY OF WALNUT

2021-22

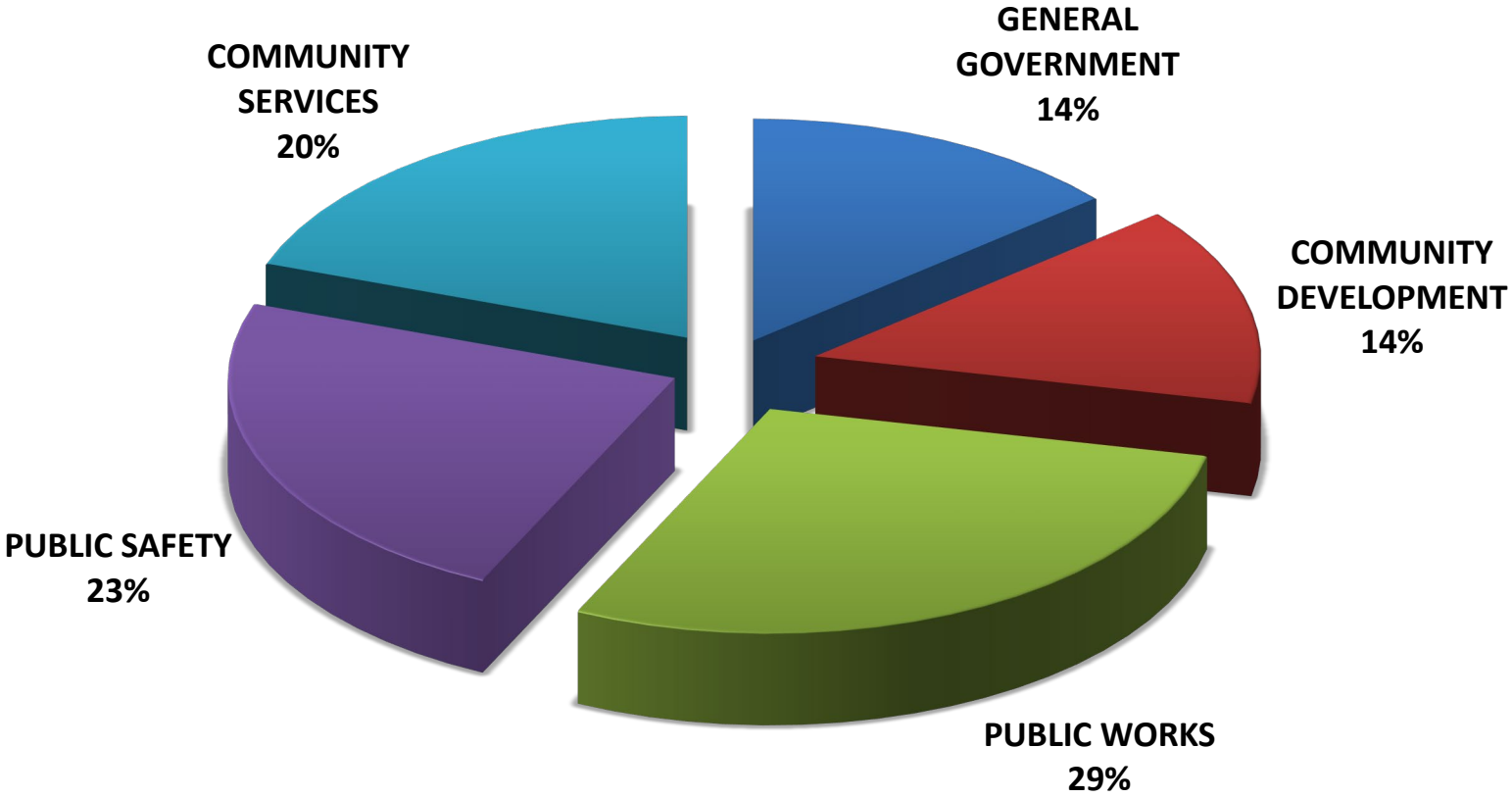
CONTINUING APPROPRIATIONS

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2021-22 APPROPRIATIONS SUMMARY

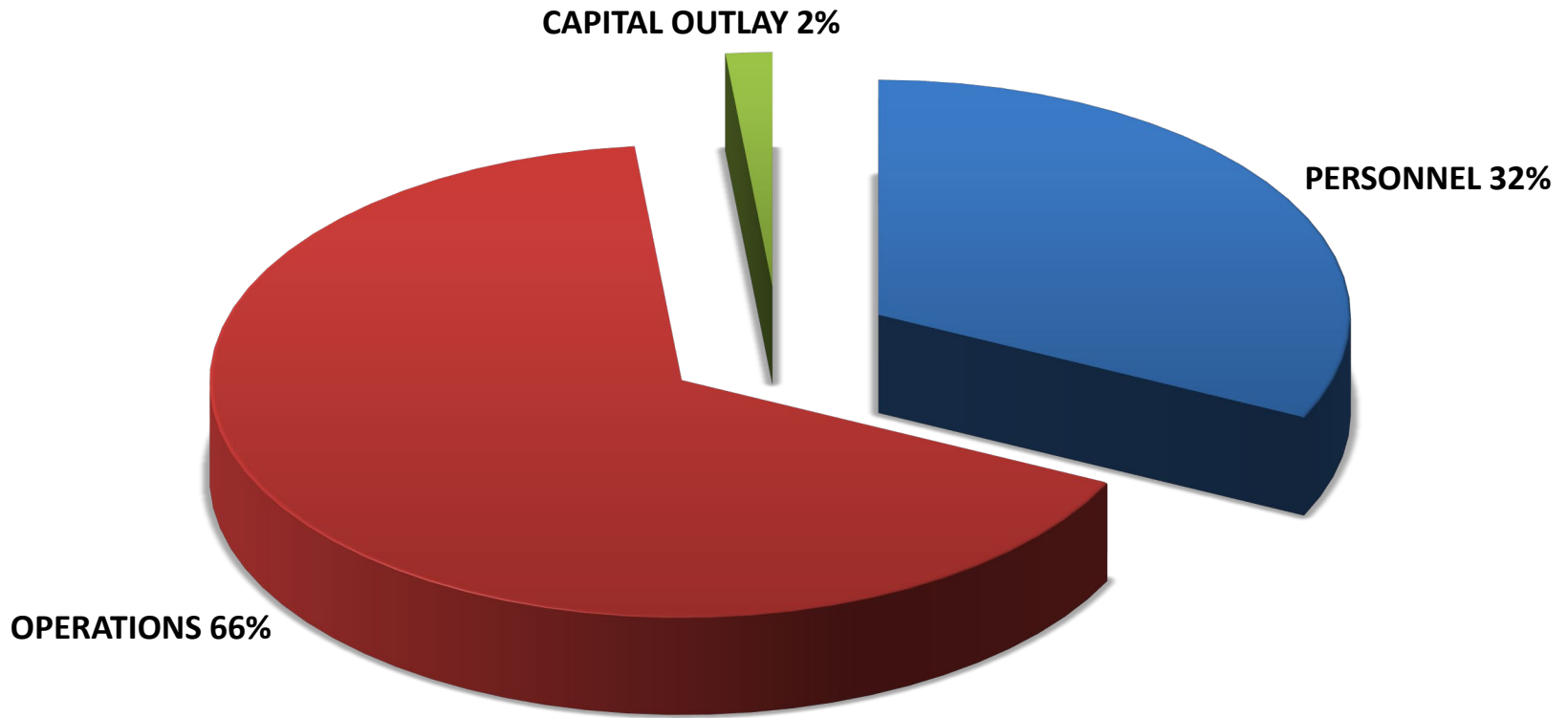
ACTIVITY	2019-20		2020-21		2021-22
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<u>PERSONNEL</u>					
GENERAL GOVERNMENT	1,733,794	1,777,340	1,846,965	1,737,680	1,825,520
COMMUNITY DEVELOPMENT	1,371,600	1,440,350	1,441,050	1,407,150	1,537,970
PUBLIC WORKS	754,934	805,040	806,100	775,000	829,910
PUBLIC SAFETY	158,963	167,870	168,170	159,500	170,920
COMMUNITY SERVICES	1,746,357	1,964,050	1,962,990	1,466,750	2,115,700
TOTAL PERSONNEL	\$5,765,647	\$6,154,650	\$6,225,275	\$5,546,080	\$6,480,020
<u>OPERATIONS</u>					
GENERAL GOVERNMENT	922,822	995,940	995,190	913,820	959,800
COMMUNITY DEVELOPMENT	1,660,832	1,679,750	2,462,934	2,054,550	1,276,970
PUBLIC WORKS	4,168,625	4,703,210	4,809,524	4,779,080	4,751,440
PUBLIC SAFETY	4,187,158	4,487,790	4,552,490	4,310,300	4,534,770
COMMUNITY SERVICES	1,543,328	1,841,840	1,927,340	1,566,140	1,834,020
TOTAL OPERATIONS	\$12,482,765	\$13,708,530	\$14,747,478	\$13,623,890	\$13,357,000
<u>SUBTOTAL</u>					
GENERAL GOVERNMENT	2,656,617	2,773,280	2,842,155	2,651,500	2,785,320
COMMUNITY DEVELOPMENT	3,032,432	3,120,100	3,903,984	3,461,700	2,814,940
PUBLIC WORKS	4,923,559	5,508,250	5,615,624	5,554,080	5,581,350
PUBLIC SAFETY	4,346,121	4,655,660	4,720,660	4,469,800	4,705,690
COMMUNITY SERVICES	3,289,685	3,805,890	3,890,330	3,032,890	3,949,720
SUBTOTAL	\$18,248,413	\$19,863,180	\$20,972,753	\$19,169,970	\$19,837,020
<u>CAPITAL</u>					
GENERAL GOVERNMENT	70,531	25,000	37,758	37,760	25,000
COMMUNITY DEVELOPMENT	64,165	95,950	95,950	65,500	97,020
PUBLIC WORKS	141,855	251,060	251,060	248,680	201,060
PUBLIC SAFETY	(5)	0	0	0	0
COMMUNITY SERVICES	0	0	0	0	0
TOTAL CAPITAL	\$276,546	\$372,010	\$384,768	\$351,940	\$323,080
<u>TOTAL</u>					
GENERAL GOVERNMENT	2,727,148	2,798,280	2,879,913	2,689,260	2,810,320
COMMUNITY DEVELOPMENT	3,096,597	3,216,050	3,999,934	3,527,200	2,911,960
PUBLIC WORKS	5,065,413	5,759,310	5,866,684	5,802,760	5,782,410
PUBLIC SAFETY	4,346,116	4,655,660	4,720,660	4,469,800	4,705,690
COMMUNITY SERVICES	3,289,685	3,805,890	3,890,330	3,032,890	3,949,720
TOTAL	\$18,524,958	\$20,235,190	\$21,357,521	\$19,521,910	\$20,160,100

**EXPENDITURE SUMMARY
(ALL FUNDS)
FISCAL YEAR 2021-22**



**Total Budget
\$20,160,100**

EXPENDITURES BY CATEGORY FISCAL YEAR 2021-22



**Total Budget
\$20,160,100**

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

FUND NO.	FUND	6/30/2019 ACTUAL FUND BAL.	2019-20 ACTUAL REVENUE	2019-20 ACTUAL PROJECTS	2019-20 ACTUAL OPERATING	FUND TRANSFERS	6/30/2020 ACTUAL FUND BAL.
01	GENERAL	14,484,250	14,029,399	-	13,067,091	(1) (2) (3) 51,550 708,312 (87,361)	16,119,059
02	GAS TAX	6,180	665,782	-	491,855	-	180,107
03	RMRA	144,075	536,842	478,970	-	-	201,947
05	TRAFFIC SAFETY	-	79,710	-	88,780	(3) 9,070	-
06	PARK IMPROV	506,059	237,211	469,728	-	-	273,542
07	COPS	294,937	164,435	-	90,199	-	369,173
09	AIR QUALITY	13,353	38,599	-	35,732	-	16,220
11	WASTE MGMT	-	51,550	-	-	(1) (51,550)	-
12	CDBG	-	102,042	-	102,042	-	-
13	PROP C	429,364	498,709	691,052	-	-	237,021
14	BIKEWAY	-	14,800	14,800	-	-	-
15	LACMTA (STPL)	6,808	157	-	-	-	6,965
16	MEASURE R	141,527	364,036	350,000	-	-	155,563
18	LOSMD - Zone 9	482,631	659,019	-	638,567	-	503,083
19	LOSMD	172,569	1,718,796	-	1,836,919	-	54,446
20	RECREATION FACILITY	14,838,444	-	21,677	-	-	14,816,767
21	MEASURE M	252,423	418,666	-	325,053	-	346,036
23	PROP A	1,770,579	626,280	90,862	859,559	-	1,446,438
25	CAP/EQUIP REP	427,971	31,552	81,703	34,050	-	343,770
26	FACILITY MAINT	48,280	-	-	443,378	(2) (708,312)	(1,103,410)
27	PARK GRANTS	-	-	-	34,843	(3) 34,843	-
28	MEASURE "A" (M&S)	-	-	-	20,178	(3) 20,178	-
29	MEASURE "W"	-	-	-	23,270	(3) 23,270	-
31	TRF CONGEST RELIEF	69,938	36,398	-	-	-	106,336
32	USED OIL GRANT	8,352	8,321	-	8,352	-	8,321
33	RECYCLING GRANT	7,783	7,809	-	2,386	-	13,206
35	CABLE TV-EDUC	206,148	41,775	-	74,080	-	173,843
37	MEASURE "A" (CAT 1)	-	-	-	-	-	-
41	WHA	-	344,583	-	344,583	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	748,224	-	-	4,048	-	744,176
		36,059,895	20,676,471	2,198,792	18,524,965	-	36,012,609

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

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

(3) Transfer for deficit fund balance

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

FUND NO.	FUND	6/30/2020 ACTUAL FUND BAL.	2020-21 ESTIMATED REVENUE	2020-21 ESTIMATED PROJECTS	2020-21 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2021 ESTIMATED FUND BAL.	
01	GENERAL	16,119,059	13,514,590	210,670	12,903,970	(1) (2) (3) (4) (5)	53,100 67,078 18,711 (3,281,355) (2,000,000)	11,376,543
02	GAS TAX	180,107	694,660	-	613,350	-	-	261,417
03	RMRA	201,947	570,000	753,000	-	-	-	18,947
05	TRAFFIC SAFETY	-	29,300	-	88,880	(3)	59,580	-
06	PARK IMPROV	273,542	557,950	50,230	-	-	-	781,262
07	COPS	369,173	158,780	-	162,870	-	-	365,083
09	AIR QUALITY	16,220	36,900	-	39,000	-	-	14,120
11	WASTE MGMT	-	53,100	-	-	(1)	(53,100)	-
12	CDBG	-	298,865	164,815	134,050	-	-	-
13	PROP C	237,021	502,930	142,090	-	-	-	597,861
14	BIKEWAY	-	18,500	18,500	-	-	-	-
15	LACMTA (STPL)	6,965	50	-	-	-	-	7,015
16	MEASURE R	155,563	321,430	437,729	-	-	-	39,264
18	LOSMD - Zone 9	503,083	663,890	-	765,970	-	-	401,003
19	LOSMD	54,446	1,726,090	-	2,029,500	-	-	(248,964)
20	RECREATION FACILITY	14,816,767	-	49,910	-	-	-	14,766,857
21	MEASURE M	346,036	429,230	110,670	340,460	-	-	324,136
23	PROP A	1,446,438	609,140	20,030	1,055,320	-	-	980,228
25	CAP/EQUIP REP	343,770	-	724,170	100,000	(4)	1,640,677	1,160,277
26	FACILITY MAINT	(1,103,410)	-	-	470,190	(2) (4)	(67,078) 1,640,678	-
27	PARK GRANTS	-	34,843	-	-	(3)	(34,843)	-
28	MEASURE "A" (M&S)	-	45,178	-	25,000	(3)	(20,178)	-
29	MEASURE "W"	-	500,000	224,054	250,000	(3)	(23,270)	2,676
31	TRF CONGEST RELIEF	106,336	640	100,000	-	-	-	6,976
32	USED OIL GRANT	8,321	8,320	-	8,320	-	-	8,321
33	RECYCLING GRANT	13,206	7,800	-	5,420	-	-	15,586
35	CABLE TV-EDUC	173,843	38,160	-	28,550	-	-	183,453
37	MEASURE "A" (CAT 1)	-	85,000	-	85,000	-	-	-
41	WHA	-	411,860	-	411,860	-	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	-	1,000,000
51	OPEB LIABILITY	744,176	-	-	4,200	-	-	739,976
52	PENSION TRUST FUND	-	-	-	-	(5)	2,000,000	2,000,000
		36,012,609	21,317,206	3,005,868	19,521,910	-	-	34,802,037

- (1) Transfer funds to General Fund to match expenditures
(2) Net transfer to/from Maintenance Facility Fund for facilities operations
(3) Transfer for deficit fund balance
(4) Transfer to prior year General Fund surplus
(5) Transfer to establish Pension Trust Fund (52)

**CITY OF WALNUT
2021 - 22
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2021 ESTIMATED FUND BAL.	2021-22 ESTIMATED REVENUE	2021-22 ESTIMATED PROJECTS	2021-22 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2022 ESTIMATED FUND BAL.
01	GENERAL	11,376,543	13,150,960	-	14,021,010	(1) (1) (3) 53,100 1,283,000 924,300	12,766,893
02	GAS TAX	261,417	695,580	-	613,950	-	343,047
03	RMRA	18,947	570,670	500,000	-	-	89,617
05	TRAFFIC SAFETY	-	104,230	-	104,230	-	-
06	PARK IMPROV	781,262	1,024,770	250,000	-	-	1,556,032
07	COPS	365,083	158,590	-	169,320	-	354,353
08	ARPA	-	1,583,090	-	658,790	(3) (924,300)	-
09	AIR QUALITY	14,120	36,980	-	41,000	-	10,100
11	WASTE MGMT	-	53,100	-	-	(1) (53,100)	-
12	CDBG	-	123,370	-	123,370	-	-
13	PROP C	597,861	493,400	900,000	-	-	191,261
14	BIKEWAY	-	25,000	25,000	-	-	-
15	LACMTA (STPL)	7,015	60	-	-	-	7,075
16	MEASURE R	39,264	342,840	-	-	-	382,104
18	LOSMD - Zone 9	401,003	670,530	-	771,920	-	299,613
19	LOSMD	(248,964)	1,727,700	-	2,092,990	(2) 314,641	(299,613)
20	RECREATION FACILITY	14,766,857	-	-	-	(1) (1,283,000) (2) (314,641)	13,169,216
21	MEASURE M	324,136	421,000	-	340,460	-	404,676
23	PROP A	980,228	603,230	-	338,270	-	1,245,188
25	CAP/EQUIP REP	1,160,277	-	1,110,000	50,000	-	277
26	FACILITY MAINT	-	-	-	-	-	-
27	PARK GRANTS	-	-	-	-	-	-
28	MEASURE "A" (M&S)	-	25,000	-	25,000	-	-
29	MEASURE "W"	2,676	500,510	250,000	205,000	-	48,186
31	TRF CONGEST RELIEF	6,976	50	-	-	-	7,026
32	USED OIL GRANT	8,321	5,000	-	5,000	-	8,321
33	RECYCLING GRANT	15,586	7,810	-	7,810	-	15,586
35	CABLE TV-EDUC	183,453	38,440	-	28,550	-	193,343
37	MEASURE "A" (CAT 1)	-	85,000	-	85,000	-	-
41	WHA	-	473,930	-	473,930	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	739,976	-	-	4,500	-	735,476
52	PENSION TRUST FUND	2,000,000	-	-	-	-	2,000,000
		34,802,037	22,920,840	3,035,000	20,160,100	-	34,527,777

(1) Transfer funds to General Fund to match expenditures

(2) Transfer for deficit fund balance

(3) Transfer funds per ARPA

**CITY OF WALNUT
2021-22
TEN-YEAR OPERATING REVENUE HISTORY**

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
GENERAL FUND										
Property Taxes	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	6,756,964
Other Taxes	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	3,202,458
Licenses & Permits	2,145,139	763,810	551,180	754,434	785,402	961,562	1,829,914	805,839	895,015	669,135
Use of Money	356,334	385,069	182,529	487,104	427,323	404,421	420,190	688,512	1,180,012	1,048,627
Revenue from Other Agencies	186,658	91,462	24,157	146,166	145,339	22,377	26,157	49,026	22,132	458,286
Recreation Services	704,967	749,356	739,734	898,503	553,318	805,406	633,498	774,412	762,180	500,814
Charges for Service	322,092	349,384	387,614	452,467	395,802	844,546	413,787	429,479	436,331	745,866
Other Revenue	448,119	540,392	888,052	782,252	545,689	528,694	464,055	530,996	2,744,421	647,249
Total General Fund	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	14,029,399
Gas Tax Fund	837,577	914,524	738,976	1,022,814	826,255	662,200	578,194	604,248	592,465	665,782
RMRA	-	-	-	-	-	-	-	176,596	566,712	536,842
Traffic Safety Fund	296,148	252,218	256,611	266,498	171,894	206,391	103,801	135,293	98,668	79,710
Park Improvement Fund	-	-	-	-	-	998,454	297,630	119,090	38,910	237,211
COPS Fund	100,456	101,446	99,744	101,678	107,219	115,745	131,023	140,246	157,048	164,435
Air Quality Management Fund	50,418	36,856	35,204	38,490	37,817	38,682	38,492	38,533	39,505	38,599
Waste Management Fund	101,880	131,213	82,945	99,476	76,935	100,736	64,099	73,146	52,050	51,550
Housing and Community Development	310,822	183,446	130,017	239,871	138,393	129,793	187,935	113,837	83,853	102,042
Prop C Transit Fund	379,321	408,606	417,457	435,533	452,134	463,314	469,689	469,045	519,277	498,709
Bikeway Fund	-	-	20,000	18,000	24,280	-	38,910	20,060	21,490	14,800
LACMTA Exchange	-	-	151,000	-	498,000	836	523,578	635	1,759	157
Measure R	278,302	304,666	315,481	323,343	337,632	344,499	352,717	353,088	386,356	364,034
Landscape & Open Space Maintenance	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	2,377,815
Recreation Facility	-	-	350,000	-	-	-	-	12,487,410	-	-
Measure M	-	-	-	-	-	-	-	316,721	427,720	418,666
Prop A Transit Fund	440,385	479,426	504,090	513,347	536,468	552,155	563,266	568,032	655,422	626,280
Capital Equipment Replacement Fund	25,244	-	-	92,320	-	2,658	300	-	-	31,552
State Park Grant Fund	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	36,398
Used Oil Recycling Grant Fund	8,420	14,440	12,780	8,532	8,570	8,500	8,467	16,756	8,352	8,321
General Recycling Grant Fund	-	8,828	1,105	15,332	8,130	8,194	7,970	15,621	7,792	7,809
Cable Television Education Fund	31,951	30,227	27,129	29,071	28,480	28,404	32,465	34,765	40,883	41,775
Walnut Improvement Agency Fund	-	113,081	-	-	-	-	-	-	-	-
Walnut Housing Authority Fund	336,568	326,902	328,252	306,903	261,080	354,253	424,948	368,439	330,494	344,583
Total All Funds	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	20,676,469

**CITY OF WALNUT
2021-22
TEN-YEAR OPERATING EXPENDITURE HISTORY**

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
GENERAL FUND										
General Government	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	2,649,018
Community Development	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	1,465,360
Public Works	719,113	708,316	667,094	1,509,678	1,735,871	2,008,611	1,748,696	1,397,532	1,441,092	1,550,908
Public Safety	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	4,167,140
Community Services	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	3,234,663
Total General Fund	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	13,067,089
Gas Tax Fund	563,320	640,481	679,262	699,174	692,497	822,841	830,254	686,152	669,199	491,856
Traffic Safety Fund	46,627	46,931	47,948	42,693	56,730	63,374	47,430	83,021	86,741	88,780
COPS Fund	87,350	48,636	107,802	126,260	99,444	65,883	97,639	83,746	80,725	90,197
Air Quality Management Fund	34,553	7,544	57,123	58,520	59,536	69,626	58,953	36,500	37,320	35,732
Housing and Community Development	310,822	183,446	130,017	239,871	138,393	129,793	187,933	113,839	83,852	102,042
Prop C Transit Fund	32,866	227,814	139,281	140,469	148,788	166,941	169,665	78,653	2,500	-
Measure R	-	-	37,655	-	9,202	(38)	-	-	-	-
Landscape & Open Space Maintenance	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	2,475,486
Measure M	-	-	-	-	-	-	-	-	116,418	325,052
Prop A Transit Fund	527,163	397,727	411,798	300,445	299,117	284,755	246,157	336,438	382,058	859,559
Capital Equipment Replacement Fund	38,152	3,625	100,051	171,489	114,253	198,486	96,620	260,133	16,644	34,048
Facility Maintenance Fund	-	-	-	-	-	-	-	397,065	431,337	443,377
State Park Grant Fund	117,951	69,148	69,320	54,206	27,560	13,900	13,000	47,826	14,844	34,843
Measure A (M&S)	-	-	-	-	-	-	-	-	-	20,178
Measure W	-	-	-	-	-	-	-	-	-	23,270
Edward Byrne Justice Grant	21,308	-	-	-	-	-	-	-	-	-
Used Oil Recycling Grant Fund	8,420	14,440	8,628	8,532	8,570	8,500	8,467	8,489	8,267	8,352
General Recycling Grant Fund	5,112	8,828	1,105	15,332	8,130	8,194	7,970	7,838	7,792	2,386
Cable Television Education Fund	-	24,315	2,421	4,362	43,464	44,708	3,550	13,046	4,552	74,081
Walnut Improvement Agency Fund	-	113,081	-	-	-	-	-	-	-	-
Walnut Housing Authority Fund	336,568	326,902	328,252	306,903	261,080	266,068	296,857	334,716	330,494	344,583
Other Post-Employment Benefits	160	232	307	908	2,281	2,866	2,682	2,978	3,391	4,047
Total All Funds	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	18,524,958

CITY OF WALNUT
FUND STRUCTURE
2021-22

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 purposes. 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)**

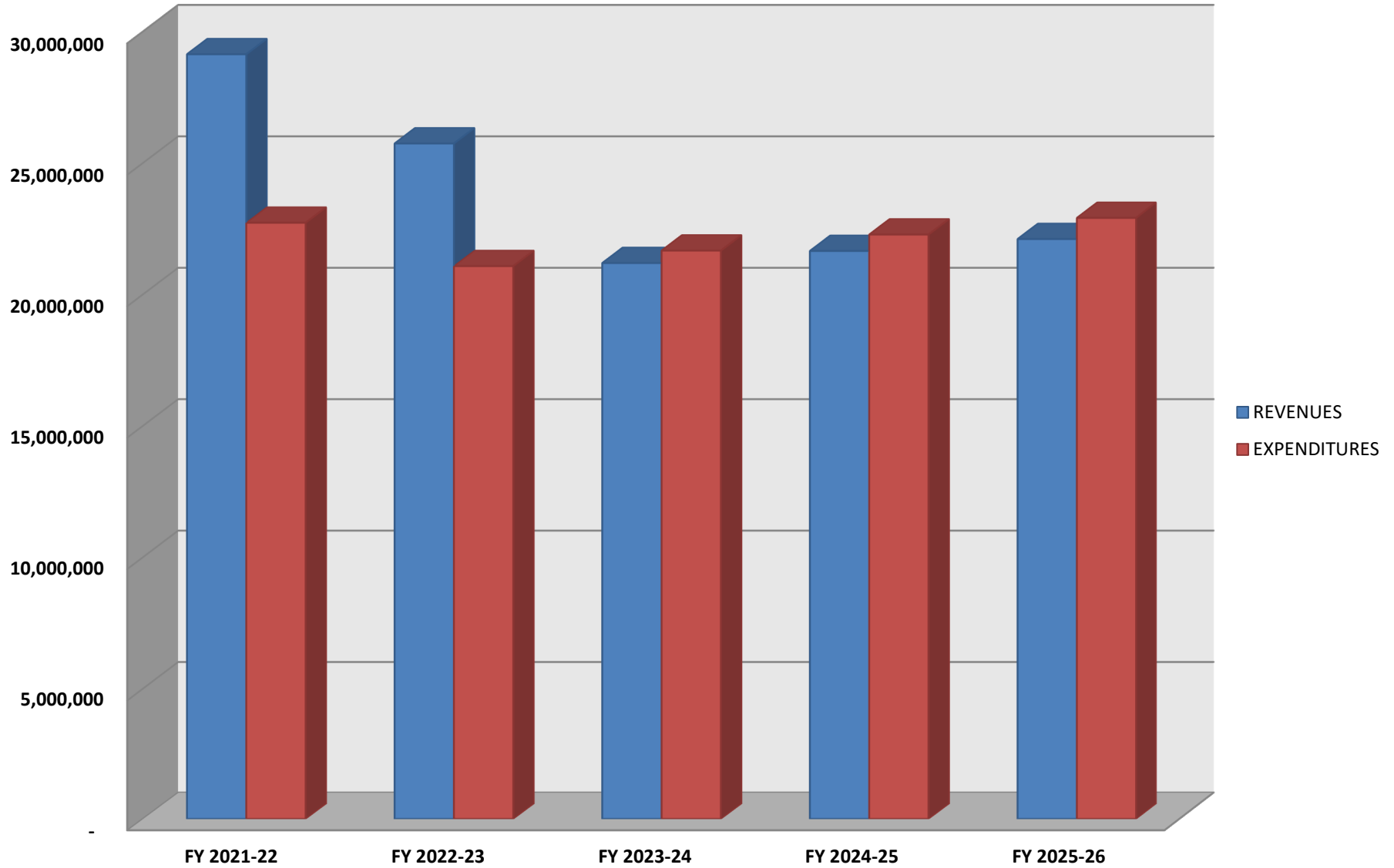
The COPS Fund accounts for the distribution of funds to local agencies on a per-capita basis for the purpose of first-line law enforcement services. AB 3229 authorized this distribution in July of 1996.

- 08 **American Rescue Plan Act (ARPA)**
The American Rescue Plan Act Fund accounts for revenue received from the State related to ARPA bill passed on March 11, 2021. Funds are for revenue replacement due to pandemic, economic assistance for small businesses, investment in water, sewer, and broadband infrastructure as well as COVID-19 related expenses.
- 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 **Recreation Facility Fund**
The Recreation Facility Fund accounts for contributions received from the developer for the sale of the property lot 269 (Three Oaks).
- 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 Fund (M&S)**
The Measure A Maintenance and Services Fund 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 Fund**
The Measure W Fund accounts for the City's portion of 2.5 cents per square foot parcel tax collected from property taxes approved during the November 2018 election in Los Angeles County for 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 Fiscal Year 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 Fund (Category 1)**
The Measure A Category 1 Fund (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.
- 52 **Pension Trust Fund**
The Pension Trust Fund accounts for monies deposited into Section 115 Trust. The trust permits the City, under federal and state law, to invest in a more diversified array of investments to maximize investment returns long term and reduce the City's pension liabilities.

Five-Year Projection Revenues vs. Expenditures



**CITY OF WALNUT
2021-22
FIVE-YEAR PROJECTION OF REVENUES**

	2021-22	2022-23	2023-24	2024-25	2025-26
GENERAL REVENUE					
Property Taxes (1)	\$ 6,995,000	\$ 7,204,850	\$ 7,420,996	\$ 7,643,625	\$ 7,872,934
Other Taxes (2)	3,289,400	3,353,908	3,417,708	3,482,824	3,549,281
Licenses & Permits (3)	796,000	681,750	693,563	705,966	718,989
Use of Money (4)	584,590	760,580	860,227	940,608	1,001,754
Revenue From Other Agencies	32,400	32,400	32,400	32,400	32,400
Recreation Services	779,950	823,000	823,000	823,000	823,000
Charges for Service	387,000	387,000	387,000	387,000	387,000
Other Revenue	286,620	108,490	108,768	109,055	109,350
TOTAL:	\$ 13,150,960	\$ 13,351,978	\$ 13,743,661	\$ 14,124,478	\$ 14,494,707
RESTRICTED REVENUE					
Revenue From Other Agencies (5)	\$ 4,585,300	\$ 4,663,358	\$ 4,743,119	\$ 4,824,622	\$ 4,907,906
Use of Money & Property	36,020	30,617	26,024	22,121	18,803
Fines & Other Revenue	2,750,330	5,172,460	156,305	157,075	157,860
Assessments	2,398,230	2,398,230	2,398,230	2,398,230	2,398,230
TOTAL:	\$ 9,769,880	\$ 12,264,665	\$ 7,323,678	\$ 7,402,048	\$ 7,482,799
TOTAL REVENUE:	\$ 22,920,840	\$ 25,616,643	\$ 21,067,340	\$ 21,526,526	\$ 21,977,505
Transfer In	\$ 2,575,041	\$ 54,162	\$ 55,245	\$ 56,350	\$ 57,477
Fund Balance Applied:					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation Facility	\$ 1,597,641	\$ 1,645,570	\$ 1,694,937	\$ 1,745,785	\$ 1,798,159
Capital Equipment/Replacement	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -
OPEB Liability	\$ 4,500	\$ 4,600	\$ 4,600	\$ 4,700	\$ 4,700
Restrictd Fund Balances	\$ 888,030	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Balance Applied:	\$ 3,650,171	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
TOTAL RESOURCES:	\$ 29,146,052	\$ 25,750,805	\$ 21,202,585	\$ 21,662,876	\$ 22,114,983

EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

- (1) Property tax- Projected to increase 3% 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 0.5% 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
2021-22
FIVE-YEAR PROJECTION OF EXPENDITURES**

	2021-22	2022-23	2023-24	2024-25	2025-26
GENERAL GOVERNMENT					
Personnel	1,825,520	1,880,286	1,936,694	1,994,795	2,054,639
Operations (1)	959,800	986,415	1,013,860	1,042,162	1,071,351
Capital	25,000	-	-	-	-
TOTAL:	2,810,320	2,866,701	2,950,554	3,036,957	3,125,990
COMM. DEVELOPMENT					
Personnel	1,537,970	1,584,109	1,631,632	1,680,581	1,730,999
Operations	1,276,970	1,302,509	1,328,560	1,355,131	1,382,233
Capital	97,020	96,000	96,000	96,000	96,000
TOTAL:	2,911,960	2,982,619	3,056,192	3,131,712	3,209,232
PUBLIC WORKS					
Personnel	829,910	854,807	880,452	906,865	934,071
Operations	4,751,440	4,842,469	4,935,318	5,030,025	5,126,625
Capital	201,060	171,270	171,270	171,270	171,270
TOTAL:	5,782,410	5,868,546	5,987,040	6,108,160	6,231,966
PUBLIC SAFETY					
Personnel	170,920	176,048	181,329	186,769	192,372
Operations (2)	4,534,770	4,768,769	5,000,842	5,244,392	5,499,990
Capital	-	-	-	-	-
TOTAL:	4,705,690	4,944,816	5,182,171	5,431,161	5,692,362
COMMUNITY SERVICES					
Personnel	2,115,700	2,179,171	2,244,546	2,311,883	2,381,239
Operations	1,834,020	1,870,700	1,870,700	1,870,700	1,870,700
Capital	-	-	-	-	-
TOTAL:	3,949,720	4,049,871	4,115,247	4,182,583	4,251,939
Transfer Out	2,575,041	373,100	384,293	395,822	407,696
TOTAL EXPENDITURES:	22,735,141	21,085,653	21,675,496	22,286,394	22,919,186

EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

(1) FY 2021-22 no COLA for classified

Operations:

(1) Liability & Property Insurance 4% increase

(2) Public Safety Operations 3% increase per year

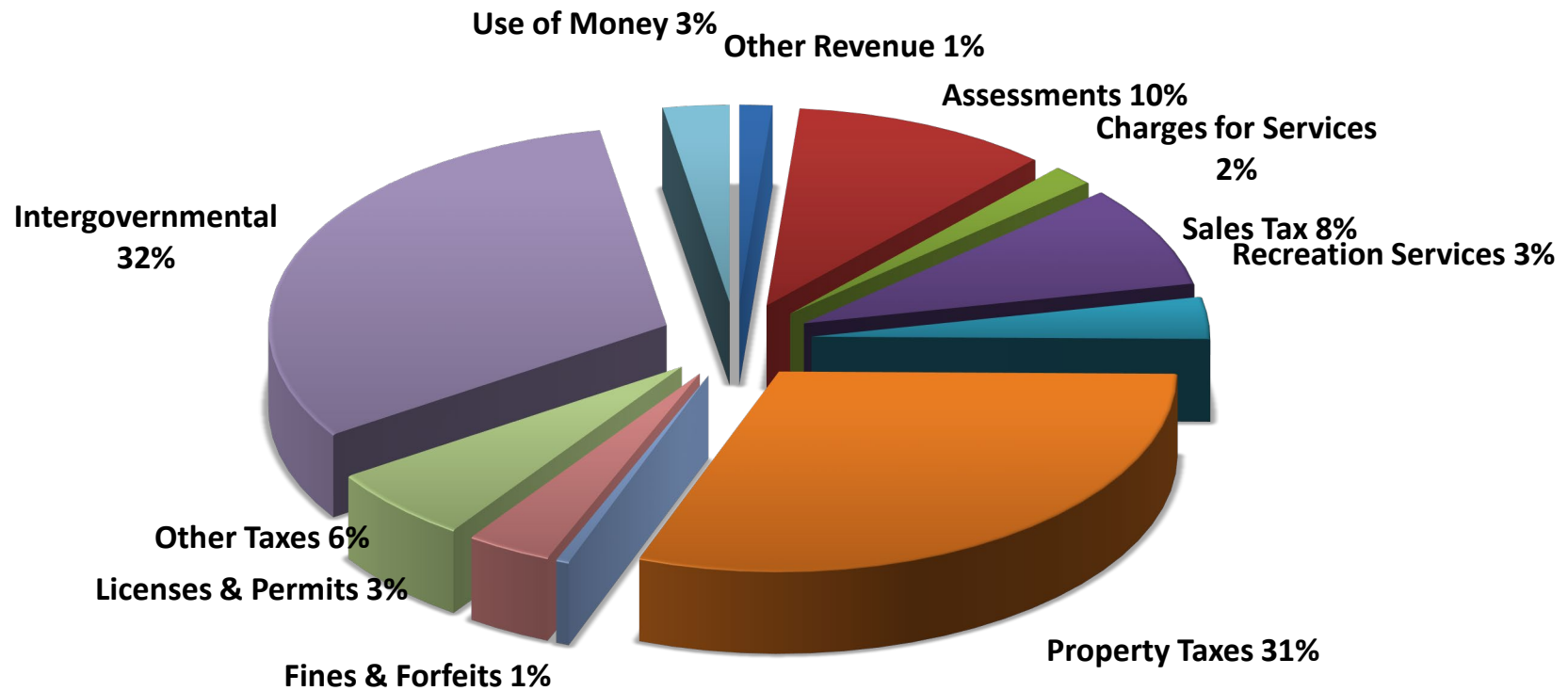
All other expenditures except as noted 2% increase.

**CITY OF WALNUT
2021-22 PERSONNEL SUMMARY**

	2019-20	2020-21	2021-22
<u>GENERAL GOVERNMENT</u>			
City Manager	0.73	0.75	0.75
Human Resources	0.50	0.50	0.50
Risk Management	0.50	0.50	0.50
City Clerk	1.90	1.90	1.90
Finance	5.15	5.15	5.15
Computer Services	0.35	0.35	0.35
Administrative Services	2.04	2.04	1.92
TOTAL GENERAL GOVERNMENT	11.17	11.19	11.07
<u>COMMUNITY DEVELOPMENT</u>			
Planning	4.08	4.10	4.55
Code Enforcement	2.50	2.50	1.90
Building & Safety	0.45	0.45	0.45
Successor Agency Administration	0.38	0.00	0.00
Prop "A" Administration	0.70	0.70	0.25
Dial-A-Cab	0.00	0.00	0.13
Metrolink	0.13	0.13	0.13
WHA Administration	1.60	1.93	1.93
WHA Housing Monitoring	0.00	0.00	0.60
TOTAL COMMUNITY DEVELOPMENT	9.83	9.80	9.93
<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	0.25	0.25	0.25
Business License Enforcement	0.25	0.25	0.25
Vehicle Code Fines	0.50	0.50	0.50
COPS	0.01	0.01	0.01
TOTAL PUBLIC SAFETY	1.01	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 2021-22



**Total Revenue Budget
\$22,920,840**

**CITY OF WALNUT
2021-22 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2019-20	2020-21		2021-22	
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PROPERTY TAXES					
01-3010	PROPERTY TAXES	6,756,964	6,100,000	6,800,000	6,995,000
	TOTAL PROPERTY TAXES	6,756,964	6,100,000	6,800,000	6,995,000
OTHER TAXES					
01-3100	SALES & USE TAX	1,851,982	2,000,000	1,875,000	1,900,000
01-3110	PUBLIC SAFETY AUGMENTATION FUND	183,240	199,200	183,300	186,400
01-3120	FRANCHISE TAX	926,347	926,000	923,000	942,000
01-3130	BUSINESS LICENSE TAX	123,188	125,000	116,000	122,000
01-3140	REALTY STAMP TAX (DOC TRANSFER)	109,001	124,000	127,000	127,000
01-3150	DEVELOPMENT TAX	8,700	12,000	10,000	12,000
	TOTAL OTHER TAXES	3,202,458	3,386,200	3,234,300	3,289,400
LICENSES & PERMITS					
01-3200	PARKING PERMITS	2,626	2,000	2,500	2,500
01-3205	FILM PERMITS	0	500	500	500
01-3220	BUILDING & SAFETY - FULL PLAN CHECK	249,466	200,000	270,000	225,000
01-3230	BUILDING & SAFETY - STANDARD PLAN CHECK	0	0	0	125,000
01-3240	BUILDING & SAFETY - PERMITS	402,778	385,000	385,000	425,000
01-3250	GRADING & STREET PERMITS	7,396	6,000	5,500	6,000
01-3260	CONDITIONAL USE PERMITS	1,890	0	3,800	7,600
01-3270	STRONG MOTION INSTRUM FEE	74	200	200	200
01-3271	STATE BLDG STD FUNDS	62	200	200	200
01-3272	DISABILITY ACCESS & EDUCATION FUND	4,843	3,500	4,150	4,000
	TOTAL LICENSES & PERMITS	669,135	597,400	671,850	796,000
FINES, FORFEITS, & PENALTIES					
01-3300	CODE FINES	12,649	11,500	8,500	9,000
01-3305	FALSE ALARM FINES	3,266	5,000	3,000	4,000
01-3306	ACCOUNT RECEIVABLE & FALSE ALARM COLLECTIONS	0	0	500	500
01-3311	IMPOUND SERVICE FEE	6,045	4,000	4,000	4,000
	TOTAL FINES, FORFEITS, & PENALTIES	21,960	20,500	16,000	17,500
USE OF MONEY & PROPERTY					
01-3400	INTEREST INCOME	691,102	337,400	195,290	203,870
01-3410	RENTAL OF CITY HALL OFFICES	1,920	1,920	1,920	1,920
01-3420	TELECOMMUNICATION LEASE	355,604	363,830	364,230	378,800
	TOTAL USE OF MONEY & PROPERTY	1,048,627	703,150	561,440	584,590
REVENUE FROM OTHER AGENCIES					
01-3500	STATE MOTOR VEHICLE IN-LIEU TAX	24,180	24,000	24,000	24,000
01-3510	STATE HOMEOWNERS EXEMPTION	8,044	8,000	8,000	8,000
01-3511	STATE HIGHWAY RENTAL FEES	312	400	400	400
01-3558	PROPOSITION "A" TRANSFER	425,750	840,000	490,000	0
01-3614	BSEP GRANT - BUS STOP PROGRAM	0	0	0	0
01-3623	PROPOSITION 68	0	0	0	0
	TOTAL REVENUE FROM OTHER AGENCIES	458,286	872,400	522,400	32,400

CITY OF WALNUT
2021-22 REVENUE BUDGET BY FUND

ACCOUNT NUMBER AND DESCRIPTION	2019-20	2020-21		2021-22
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
RECREATION SERVICES				
01-3641 TEEN CENTER EXCURSIONS	1,613	3,500	0	3,500
01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE	10,805	15,500	2,500	15,500
01-3644 TEEN CENTER SPECIAL EVENTS	1,381	3,000	0	3,000
01-3645 TEEN CENTER MEMBERSHIP	19,535	19,000	2,000	19,000
01-3649 CAMP PROGRAMS	6,183	12,000	5,000	12,000
01-3651 SENIOR EXCURSIONS	23,515	45,000	0	45,000
01-3653 SENIOR BINGO DONATIONS	3,150	4,200	0	3,150
01-3654 SENIOR SPECIAL EVENTS	10,750	15,000	500	15,000
01-3655 SENIOR CLASSES	10,801	15,000	4,000	15,000
01-3690 SPECIAL EVENTS	14,751	16,000	16,000	16,000
01-3691 AQUATICS	54,623	120,000	40,000	120,000
01-3692 EXCURSIONS	22,132	58,800	0	58,800
01-3693 SPORTS LEAGUES	205,294	335,500	125,500	323,500
01-3694 RECREATION CLASSES	86,869	124,500	59,500	94,500
01-3696 REFEREE SERVICE FEE	17,730	19,000	2,500	19,000
01-3697 REGISTRATION FEES	11,683	17,000	10,000	17,000
TOTAL RECREATION SERVICES	500,814	823,000	267,500	779,950
CHARGES FOR CURRENT SERVICES				
01-3700 SITE PLAN REVIEW FEES	27,406	8,500	80,500	75,000
01-3710 GENERAL PLAN AMENDMENTS	0	0	3,500	0
01-3711 GENERAL PLAN MAINTENANCE FEE	24,675	30,000	32,000	30,000
01-3730 VARIANCE APPLICATION FEES	0	0	0	0
01-3740 SALE OF MAPS & PUBLICATIONS	1,300	600	200	500
01-3745 INDUSTRIAL WASTE INSPECTION FEES	70,642	60,000	60,000	60,000
01-3750 PUBLIC WORKS INSPECTION FEES	178,859	55,000	175,000	85,000
01-3760 PUBLIC WORKS PLAN CHECKING FEES	332,548	130,000	200,000	75,000
01-3780 PARKS & RECREATION USE FEES	13,122	16,000	5,000	5,000
01-3783 GYM/TEEN FACILITY USE FEES	6,533	11,000	5,000	11,000
01-3790 SENIOR CENTER USE FEES	0	500	0	500
01-3791 ANIMAL LICENSE SALES	90,782	90,000	38,000	45,000
01-3795 CANDIDATE FILING FEES	0	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	745,866	401,600	599,200	387,000
OTHER REVENUES				
01-3800 SA REIMBURSEMENT	207,025	0	0	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	22	0	0	0
01-3820 MISCELLANEOUS REVENUES	28,604	36,000	3,500	25,000
01-3822 MISCELLANEOUS DONATIONS	0	0	0	0
01-3827 SENIOR CENTER DONATIONS	500	0	0	0
01-3828 PASSPORT EXECUTION FEES	28,070	34,000	0	14,000
01-3833 METROLINK PASSES	(417)	0	1,030	0
01-3834 EZ PASSES	0	0	0	0
01-3835 BUS PASSES	1,725	1,800	0	900

**CITY OF WALNUT
2021-22 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2019-20	2020-21		2021-22
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
OTHER REVENUES (Continued)				
01-3840 FAMILY FESTIVAL REVENUES	24,320	0	0	24,320
01-3845 FIREWORKS SHOW	1,749	1,500	0	0
01-3855 TEEN CENTER MISCELLANEOUS REVENUE	0	0	0	0
01-3856 TEEN CENTER DONATIONS	150	0	0	0
01-3870 APPEALS	0	0	0	0
01-3871 EASEMENT FEES	1,000	0	250,000	0
01-3872 STATE MANDATED COST REIMBURSEMENT	0	0	0	0
01-3873 MT. SAC PARKING METERS	7,397	10,000	0	2,000
01-3876 MT. SAC TICKET SALES REIMBURSEMENT	0	0	0	0
01-3877 DISASTER REIMBURSEMENT	0	1,169,537	369,540	0
01-3900 SURPLUS PROPERTY SALE	38	500	0	500
01-3960 SEWER REIMBURSEMENT	3,779	0	0	0
01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE	3,072	2,000	6,830	2,000
01-3970 MISCELLANEOUS REIMBURSEMENT	318,254	385,667	211,000	200,400
TOTAL OTHER REVENUES	625,289	1,641,004	841,900	269,120
TOTAL GENERAL FUND (01)	14,029,399	14,545,254	13,514,590	13,150,960
02-3400 INTEREST INCOME	3,312	2,100	1,660	2,580
02-3560 2107.5 GAS TAX	6,000	6,000	6,000	6,000
02-3565 2105 GAS TAX	155,843	175,000	175,000	175,000
02-3570 2106 GAS TAX	93,185	103,000	103,000	103,000
02-3580 2107 GAS TAX	196,782	209,000	209,000	209,000
02-3585 2103 GAS TAX	210,660	200,000	200,000	200,000
TOTAL GAS TAX FUND (02)	665,782	695,100	694,660	695,580
03-3400 INTEREST INCOME	7,702	3,300	0	670
03-3590 ROAD MAINTENANCE REHAB ACCT	529,139	570,000	570,000	570,000
TOTAL RMRA FUND (03)	536,842	573,300	570,000	570,670
05-3310 VEHICLE CODE FINES	67,958	93,980	21,800	96,230
05-3330 VEHICLE CODE FINES - COUNTY	11,752	11,000	7,500	8,000
TOTAL TRAFFIC SAFETY FUND (05)	79,710	104,980	29,300	104,230
06-3160 PARK IN-LIEU FEES	224,419	200,000	556,000	1,013,200
06-3400 INTEREST INCOME	12,792	0	1,950	11,570
TOTAL PARK IMPROVEMENT FUND (06)	237,211	200,000	557,950	1,024,770
07-3400 INTEREST INCOME	8,487	5,200	2,780	2,590
07-3515 COPS	155,948	150,000	156,000	156,000
TOTAL COPS FUND (07)	164,435	155,200	158,780	158,590
08-3400 INTEREST INCOME	0	0	0	0
08-3877 AMERICAN RESCUE PLAN ACT	0	0	0	1,583,090
TOTAL ARPA FUND (08)	0	0	0	1,583,090
09-3400 INTEREST INCOME	0	0	0	80
09-3597 AIR QUALITY IMPROVEMENT	38,599	36,900	36,900	36,900
TOTAL AQMD FUND (09)	38,599	36,900	36,900	36,980

**CITY OF WALNUT
2021-22 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2019-20	2020-21		2021-22
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
11-3880 RECYCLING REBATE	0	0	0	0
11-3885 AB939 ADMINISTRATION	51,550	53,100	53,100	53,100
TOTAL WASTE MANAGEMENT FUND (11)	51,550	53,100	53,100	53,100
12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT	102,042	414,369	298,865	123,370
TOTAL CDBG FUND (12)	102,042	414,369	298,865	123,370
13-3400 INTEREST INCOME	13,009	6,000	3,230	1,400
13-3680 PROPOSITION "C" TRANSPORTATION	485,700	522,030	499,700	492,000
TOTAL PROPOSITION "C" FUND (13)	498,709	528,030	502,930	493,400
14-3630 SB 821 BIKEWAY	14,800	18,500	18,500	25,000
TOTAL BIKEWAY FUND (14)	14,800	18,500	18,500	25,000
15-3400 INTEREST INCOME	157	100	50	60
15-3517 LACMTA EXCHANGE	0	0	0	0
TOTAL LACMTA FUND (15)	157	100	50	60
16-3400 INTEREST INCOME	280	300	930	2,840
16-3680 MEASURE "R" TRANSPORTATION	363,754	391,400	320,500	340,000
TOTAL MEASURE "R" FUND (16)	364,034	391,700	321,430	342,840
18-3181 L.O.S.M.D. ZONE 9	659,019	663,890	663,890	670,530
TOTAL LOSMD ZONE 9 FUND (18)	659,019	663,890	663,890	670,530
19-3171 L.O.S.M.D. ZONE 1	52,285	52,750	52,750	52,750
19-3172 L.O.S.M.D. ZONE 2	105,321	104,040	104,040	104,040
19-3173 L.O.S.M.D. ZONE 3	147,334	147,900	147,900	147,900
19-3174 L.O.S.M.D. ZONE 4	570,701	574,100	574,100	574,110
19-3175 L.O.S.M.D. ZONE 5	204,159	204,290	204,290	205,890
19-3176 L.O.S.M.D. ZONE 6	236,418	240,160	240,160	240,160
19-3177 L.O.S.M.D. ZONE 7	158,371	158,610	158,610	158,610
19-3178 L.O.S.M.D. ZONE 8	226,462	226,180	226,180	226,180
19-3179 L.O.S.M.D. ZONE 12	16,409	16,840	16,840	16,840
19-3180 L.O.S.M.D. ZONE 11	1,037	1,220	1,220	1,220
19-3181 L.O.S.M.D. ZONE 9	300	0	0	0
TOTAL LOSMD FUND (19)	1,718,796	1,726,090	1,726,090	1,727,700
21-3400 INTEREST INCOME	9,194	3,200	2,730	3,000
21-3680 MEASURE "M" TRANSPORTATION	409,472	442,900	426,500	418,000
TOTAL MEASURE "M" FUND (21)	418,666	446,100	429,230	421,000
23-3400 INTEREST INCOME	40,748	13,700	6,540	9,230
23-3680 PROPOSITION "A" TRANSPORTATION	585,532	629,340	602,600	594,000
TOTAL PROPOSITION "A" FUND (23)	626,280	643,040	609,140	603,230
25-3820 MISCELLANEOUS REVENUE	0	0	0	0
25-3970 MISCELLANEOUS REIMBURSEMENT	31,552	0	0	0
TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)	31,552	0	0	0

**CITY OF WALNUT
2021-22 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2019-20	2020-21		2021-22
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
27-3666 NEIGHBORHOOD PARK ACT	0	0	34,843	0
TOTAL STATE PARK GRANT FUND (27)	0	0	34,843	0
28-3400 INTEREST INCOME	0	0	0	0
28-3625 MEASURE "A" (M&S)	0	25,320	45,178	25,000
TOTAL MEASURE "A" (M&S) FUND (28)	0	25,320	45,178	25,000
29-3400 INTEREST INCOME	0	0	0	510
29-3540 MEASURE "W"	0	500,000	500,000	500,000
TOTAL MEASURE "W" FUND (29)	0	500,000	500,000	500,510
31-3400 INTEREST INCOME	2,052	70	640	50
31-3519 TRAFFIC CONGESTION RELIEF	34,346	0	0	0
TOTAL TRAFFIC CONGESTION RELIEF FUND (31)	36,398	70	640	50
32-3874 USED OIL OPP GRANT	8,321	8,320	8,320	5,000
TOTAL USED OIL RECYCLING GRANT FUND (32)	8,321	8,320	8,320	5,000
33-3878 GENERAL RECYCLING GRANT	7,809	7,800	7,800	7,810
TOTAL GENERAL RECYCLING GRANT FUND (33)	7,809	7,800	7,800	7,810
35-3400 INTEREST INCOME	4,958	2,700	1,160	1,440
35-3670 CABLE TV PEG FEES	36,817	35,000	37,000	37,000
TOTAL CABLE T.V. EDUCATION FUND (35)	41,775	37,700	38,160	38,440
37-3400 INTEREST INCOME	0	200	0	0
37-3522 MEASURE "A" CATEGORY 1	0	104,700	85,000	85,000
TOTAL MEASURE "A" (CATEGORY 1) (37)	0	104,900	85,000	85,000
41-3800 WHA REIMBURSEMENT AGREEMENT	344,583	420,420	411,860	473,930
TOTAL WHA FUND (41)	344,583	420,420	411,860	473,930
TOTAL CITY REVENUES	20,676,469	22,300,183	21,317,206	22,920,840



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.

3306 Account Receivable & False Alarm Collections

Provides for funds collected by the collection agency on behalf of the City for 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.
- 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 Assistant City Manager – Development Services to the Planning Commission or the Planning Commission to the City Council.
- 3871 **Easement Fees**
Provides for funds received for easement projects.
- 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.
- 3877 **Disaster Reimbursement**
Provides for funds received from State for declared disaster reimbursement. Also, provides for anticipated grant reimbursement for COVID-19 related to expenditures.
- 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. Also, provides for grant reimbursements related to SB 2 Grant funds and the Local Early Action Planning (LEAP) Grant.

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.

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.

06-3400 **Interest Income**

Provides for funds received from interest earned on in-lieu park land revenues.

07-3400 **Interest Income**

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

08-3400 **Interest Income**

Provides for funds received from interest earned on American Rescue Plan Act (ARPA) 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.
- 08-3877 **American Rescue Plan Act (ARPA)**
Provides for funds received from the State related to ARPA bill passed on March 11, 2021. Funds are for revenue replacement due to pandemic, economic assistance for small businesses, investment in water, sewer, and broadband infrastructure as well as COVID-19 related expenses.
- 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 1/2 sales tax approved in Los Angeles County for transportation projects.
- 21-3680 **Measure M Transportation**
Provides for City's portion to the 1/2 sales tax approved in Los Angeles County for highway and transit projects.
- 23-3680 **Proposition A Transportation**
Provides for City's portion to the 1/2 sales tax approved in Los Angeles County for 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 Fiscal Year 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.

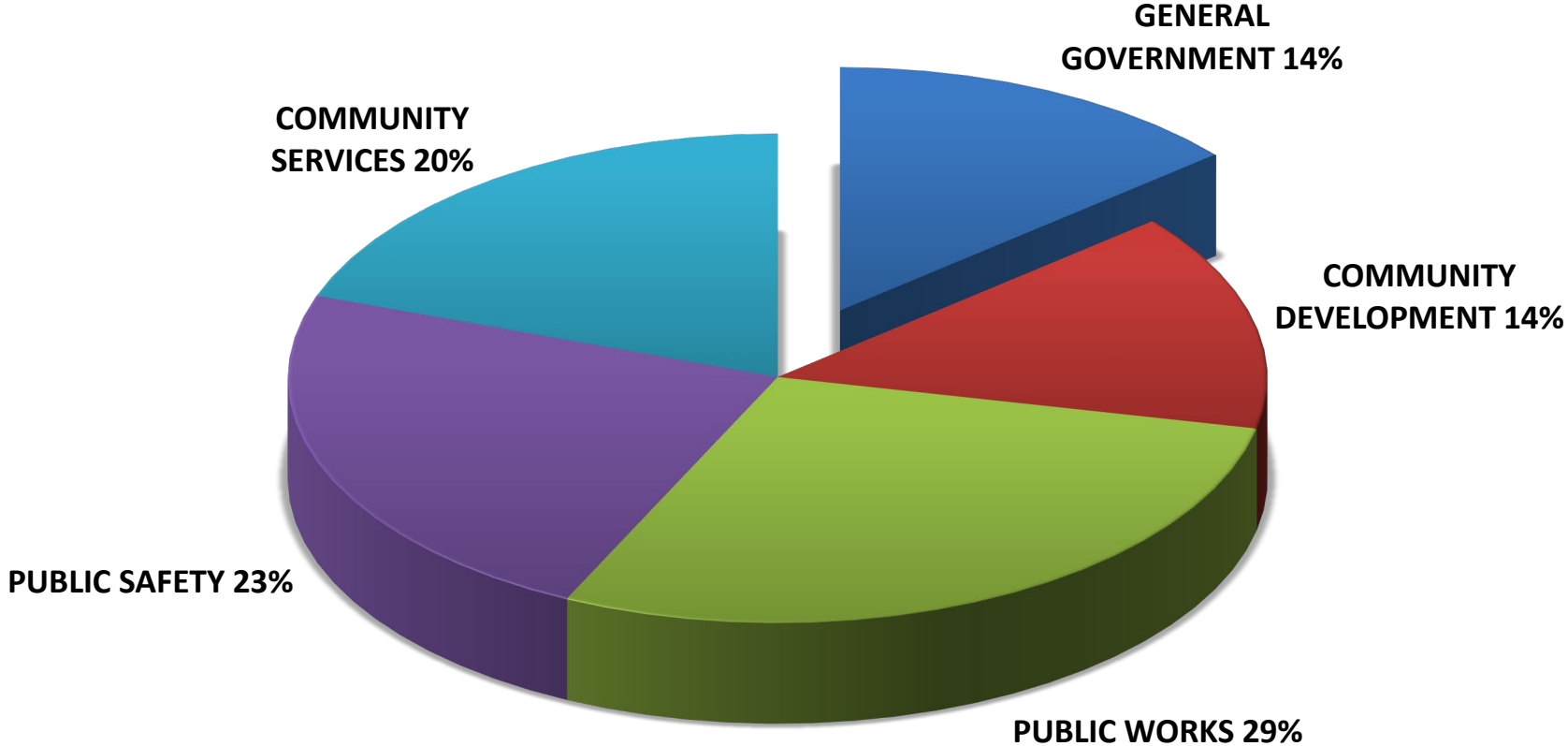
CAPITAL PROJECTS REVENUE

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.
- 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, WHA Housing Monitoring Low/Mod budget and WHA capital projects budget)

General Government

GENERAL GOVERNMENT FISCAL YEAR 2021-22



**Total General Government Budget
\$2,810,320**

CITY OF WALNUT
GENERAL GOVERNMENT
PROGRAM GOALS & PERFORMANCE MEASURES

General Government includes the following sub-programs: City Council, City Manager, Human Resources, 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 2021-22, 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 2020-21, 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: Unable to provide in-person trainings due to LA County Department of Public Health (LACDPH) orders related to the COVID-19 pandemic. City staff is utilizing online trainings and webinars. The City's annual Employee Service Awards were canceled and will be postponed to a later date.

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: Unable to provide volunteer internships and in-person tours and lectures at City Hall due to LA County Department of Public Health (LACDPH) orders related to the COVID-19 pandemic.

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: Unable to host annual in-person events due to LA County Department of Public Health (LACDPH) orders related to the COVID-19 pandemic. The City hosted virtual 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Volunteer Internship Participant Hours	600 Hours	600 Hours	600 Hours	200 Hours	0 Hours
Number of Cable Programs	7	7	9	9	9
Employee participation in training and education programs	50	75	75	75	75
Employees in Education Enhancement Program	1	3	2	1	1
Employees attending Annual Service Awards Event	50	56	56	N/A	56
Number of City Council Meetings	22	22	22	22	22
Number of City Council Study Sessions	6	10	10	8	10

**FY 2021-22
General Government
Goals and Relationship to the Mission Statement**

In **FY 2021-22**, 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 2021-22 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**

	2019-20		2020-21		2021-22
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,733,794	1,777,340	1,846,965	1,737,680	1,825,520
OPERATIONS EXPENSE	922,822	995,940	995,190	913,820	959,800
TOTAL OPERATING EXPENSE	2,656,617	2,773,280	2,842,155	2,651,500	2,785,320
CAPITAL	70,531	25,000	37,758	37,760	25,000
PROGRAM TOTAL	2,727,148	2,798,280	2,879,913	2,689,260	2,810,320
TOTAL FULL-TIME EMPLOYEES	11.17	11.19	11.19	11.19	11.07
 SUB-PROGRAMS:					
				PAGE	
CITY COUNCIL	01-4000			76	
CITY MANAGER	01-4100			80	
HUMAN RESOURCES	01-4200 / 08-4200			82	
RISK MANAGEMENT	01-4201			88	
CITY CLERK	01-4300			92	
ELECTIONS	01-4301			96	
CITY TREASURER	01-4400			99	
FINANCE	01-4500			102	
COMPUTER SERVICES	01-4502			106	
CITY ATTORNEY	01-4600			110	
ADMINISTRATIVE SERVICES	01-4700			112	
COMMUNITY PROMOTIONS	01-4800			116	
CABLE TELEVISION ADMINISTRATION	01-4900			118	
CABLE TELEVISION EQUIPMENT	35-4900			120	
OPEB	51-4200			122	

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY COUNCIL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4000-5101	REGULAR SALARIES	18,000	18,000	18,000	18,300	18,000
01-4000-5105	HEALTH & LIFE INSURANCE	42,000	42,000	42,000	41,300	42,000
01-4000-5107	WORKERS' COMPENSATION	847	840	840	800	840
01-4000-5108	PERS	2,348	4,890	4,890	3,600	4,890
01-4000-5110	MEDICARE	482	1,090	1,090	860	1,090
	TOTAL PERSONNEL	63,677	66,820	66,820	64,860	66,820
	OPERATIONS					
01-4000-6101	CONFERENCE & MEETINGS - RODRIGUEZ	855	2,500	0	0	0
01-4000-6102	CONFERENCE & MEETINGS - PACHECO	575	2,500	2,500	500	2,500
01-4000-6103	CONFERENCE & MEETINGS - CHING	1,180	2,500	2,500	500	2,500
01-4000-6104	CONFERENCE & MEETINGS - WU	899	2,500	2,500	500	2,500
01-4000-6105	CONFERENCE & MEETINGS - TRAGARZ	2,653	2,500	2,500	500	2,500
01-4000-6106	CONFERENCE & MEETINGS - FREEDMAN	0	0	2,500	500	2,500
01-4000-6205	OFFICE SUPPLIES	104	2,000	2,620	2,000	2,000
01-4000-6215	VEHICLE ALLOWANCE	15,000	15,000	15,000	15,000	15,000
01-4000-6253	TELEPHONE	3,030	3,900	3,900	3,900	3,900
	TOTAL OPERATIONS	24,296	33,400	34,020	23,400	33,400
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	87,973	100,220	100,840	88,260	100,220
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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. City 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.

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.

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.

- 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.
- 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.
- 6106 **Conference & Meetings - Freedman**
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.
- 6205 **Office Supplies**
Provides for miscellaneous supplies for council presentation including frames, certificates, council badges, etc.
- 6215 **Vehicle Allowance**
Provides for a vehicle allowance for the City Council members.
- 6253 **Telephone**
Provides for cell phones for City Council members. These units require an unlimited data plan for updates and email.



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY MANAGER

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-4100-5101	REGULAR SALARIES	156,781	160,870	160,870	159,330
01-4100-5105	HEALTH & LIFE INSURANCE	12,323	12,830	12,830	19,240
01-4100-5107	WORKERS' COMPENSATION	3,166	2,780	2,780	2,760
01-4100-5108	PERS	55,838	63,140	63,140	62,070
01-4100-5110	MEDICARE	2,583	2,520	2,520	2,490
01-4100-5111	SICK LEAVE/VACATION BUYBACK	17,050	12,270	12,270	11,510
	TOTAL PERSONNEL	247,740	254,410	254,410	257,400
OPERATIONS					
01-4100-6201	CONFERENCE & MEETINGS	6,199	3,600	3,600	500
01-4100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	55	100	100	100
01-4100-6208	VEHICLE OPERATIONS	2,766	3,000	3,000	1,500
01-4100-6215	VEHICLE/CELL ALLOWANCE	477	600	600	600
01-4100-6256	EQUIPMENT USAGE	839	1,110	1,110	870
01-4100-6265	COMPUTER USAGE	4,960	4,990	4,990	5,290
	TOTAL OPERATIONS	15,295	13,400	13,400	8,860
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	263,035	267,810	267,810	266,260
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.73	0.75	0.75	0.75

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
CITY MANAGER (4100)

The City Manager provides for the effective implementation of the City Council's policies and priorities. Primary functions 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 a 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 City Managers' Association 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 through payroll.

6256 - 6265 See Appendix

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: HUMAN RESOURCES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4200-5101	REGULAR SALARIES	50,265	49,820	49,820	49,820	49,820
01-4200-5105	HEALTH & LIFE INSURANCE	9,308	8,560	8,560	7,930	8,050
01-4200-5107	WORKERS' COMPENSATION	1,014	860	860	860	890
01-4200-5108	PERS	16,911	18,570	18,570	18,310	20,330
01-4200-5109	UNEMPLOYMENT INSURANCE	50,081	10,000	79,625	50,000	0
01-4200-5110	MEDICARE	838	850	850	850	830
01-4200-5111	SICK LEAVE/VACATION BUYBACK	0	940	940	0	1,370
01-4200-5112	REPLACEMENT BENEFIT PLAN	3,155	5,000	5,000	3,560	5,000
	TOTAL PERSONNEL	131,573	94,600	164,225	131,330	86,290
	OPERATIONS					
01-4200-6201	CONFERENCE & MEETINGS	2,538	2,500	2,500	500	2,500
01-4200-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	3,045	4,500	4,500	4,500	4,500
01-4200-6206	ADVERTISING	0	1,500	750	0	1,000
01-4200-6209	SURETY BONDS	1,000	1,000	1,050	1,050	1,100
01-4200-6211	EDUCATION REIMBURSEMENT	5,000	6,000	5,950	6,000	6,000
01-4200-6215	VEHICLE/CELL ALLOWANCE	1,615	1,500	1,500	1,500	1,600
01-4200-6216	PROFESSIONAL SERVICES	4,825	2,000	2,000	1,000	1,000
01-4200-6218	SPECIAL LEGAL FEES	38	5,000	5,000	2,000	2,000
01-4200-6236	PHYSICALS/BACKGROUNDS	244	2,000	2,000	0	2,000
01-4200-6256	EQUIPMENT USAGE	582	740	740	580	740
01-4200-6265	COMPUTER USAGE	3,418	3,330	3,330	3,520	3,350
01-4200-6271	SERVICE/RECOGNITION/AWARDS	1,017	3,100	3,100	1,500	3,100
	TOTAL OPERATIONS	23,322	33,170	32,420	22,150	28,890
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	154,895	127,770	196,645	153,480	115,180
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.50	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 and 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.

5107 - 5108 See Appendix

5109 **Unemployment Insurance**

Provides for unemployment compensation to former employees if eligible.
(Funding starting Fiscal Year 2021-22 moved to 08-4200)

5110 - 5111 See Appendix

5112 **Replacement Benefit Plan**

Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

OPERATIONS:

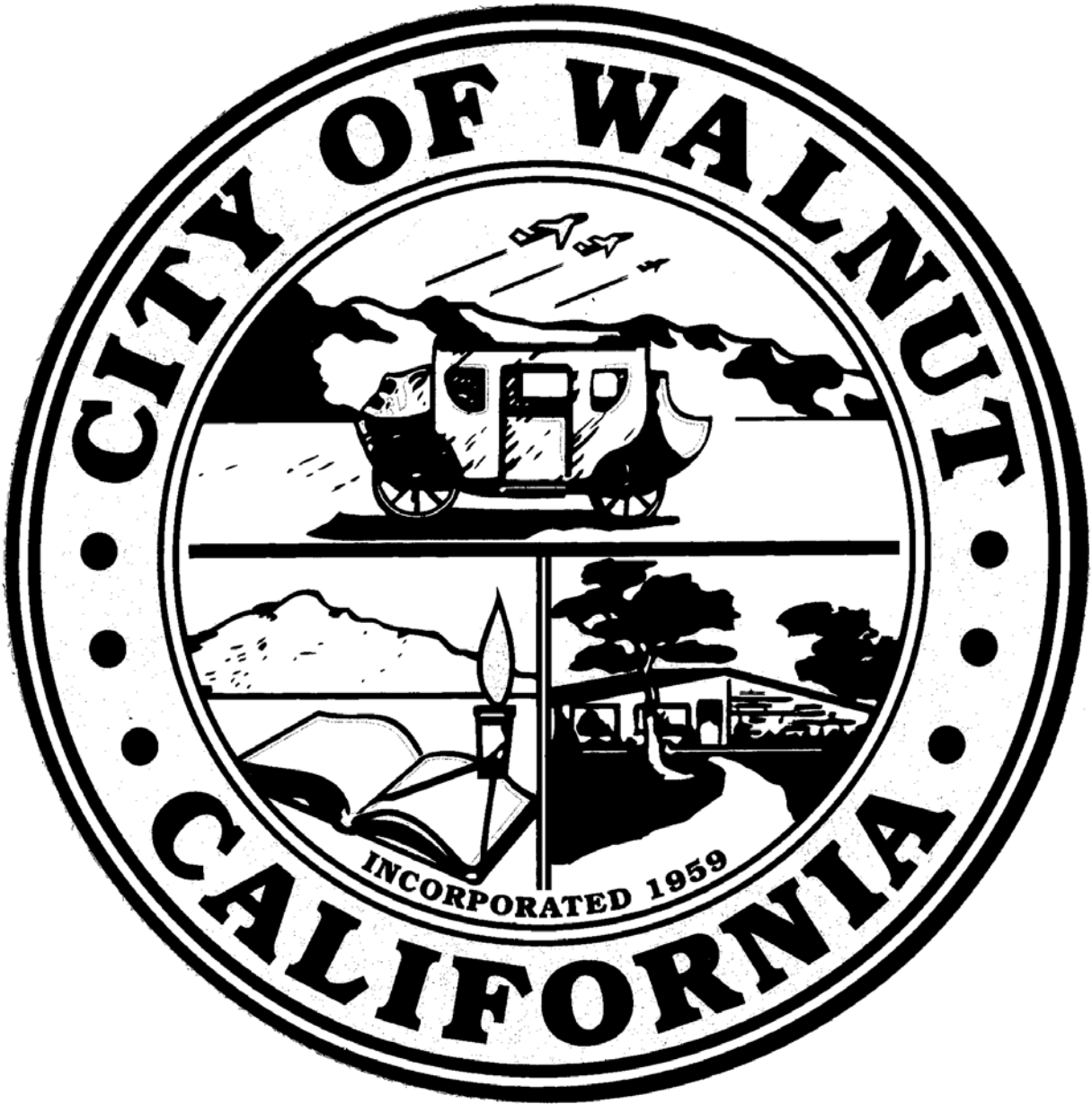
6201 **Conference & Meetings**

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

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

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

- 6206 **Advertising**
Provides for the cost of advertising job bulletins for all 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 a vehicle and cell phone allowance for the Senior Management Analyst, which are distributed through 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, and employee birthday and anniversary cards. Also, provides for certificates presented by the City Council to employees for their years of service upon retirement or leaving employment with the City of Walnut.



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: HUMAN RESOURCES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-4200-5109	UNEMPLOYMENT INSURANCE	0	0	0	0	50,000
	TOTAL PERSONNEL	0	0	0	0	50,000
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	50,000
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
HUMAN RESOURCES (08-4200)

The Human Resources Department is responsible for the acquisition, development, utilization, and maintenance of City personnel. Essential functions include job analysis, recruitment and 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:

5109 **Unemployment Insurance**

Provides for unemployment compensation to former employees if eligible. In prior fiscal years, unemployment insurance was funded from General Fund (01).

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: RISK MANAGEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4201-5101	REGULAR SALARIES	50,265	49,820	49,820	49,820	49,820
01-4201-5105	HEALTH & LIFE INSURANCE	6,486	6,750	6,750	7,020	6,750
01-4201-5107	WORKERS' COMPENSATION	1,014	860	860	860	890
01-4201-5108	PERS	16,910	18,570	18,570	18,310	20,330
01-4201-5110	MEDICARE	837	850	850	850	830
01-4201-5111	SICK LEAVE/VACATION BUYBACK	0	940	940	0	1,370
	TOTAL PERSONNEL	75,512	77,790	77,790	76,860	79,990
OPERATIONS						
01-4201-6201	CONFERENCE & MEETINGS	492	1,000	1,000	0	1,000
01-4201-6215	VEHICLE/CELL ALLOWANCE	1,614	1,500	1,500	1,500	1,600
01-4201-6223	INSURANCE	289,769	351,100	351,100	351,000	370,970
01-4201-6247	EQUIPMENT MAINTENANCE	47,083	10,000	10,000	6,500	10,000
01-4201-6256	EQUIPMENT USAGE	582	740	740	580	740
01-4201-6265	COMPUTER USAGE	3,418	3,330	3,330	3,520	3,350
	TOTAL OPERATIONS	342,959	367,670	367,670	363,100	387,660
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	418,471	445,460	445,460	439,960	467,650
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 a vehicle and cell phone allowance for the Senior Management Analyst, which are distributed through payroll.

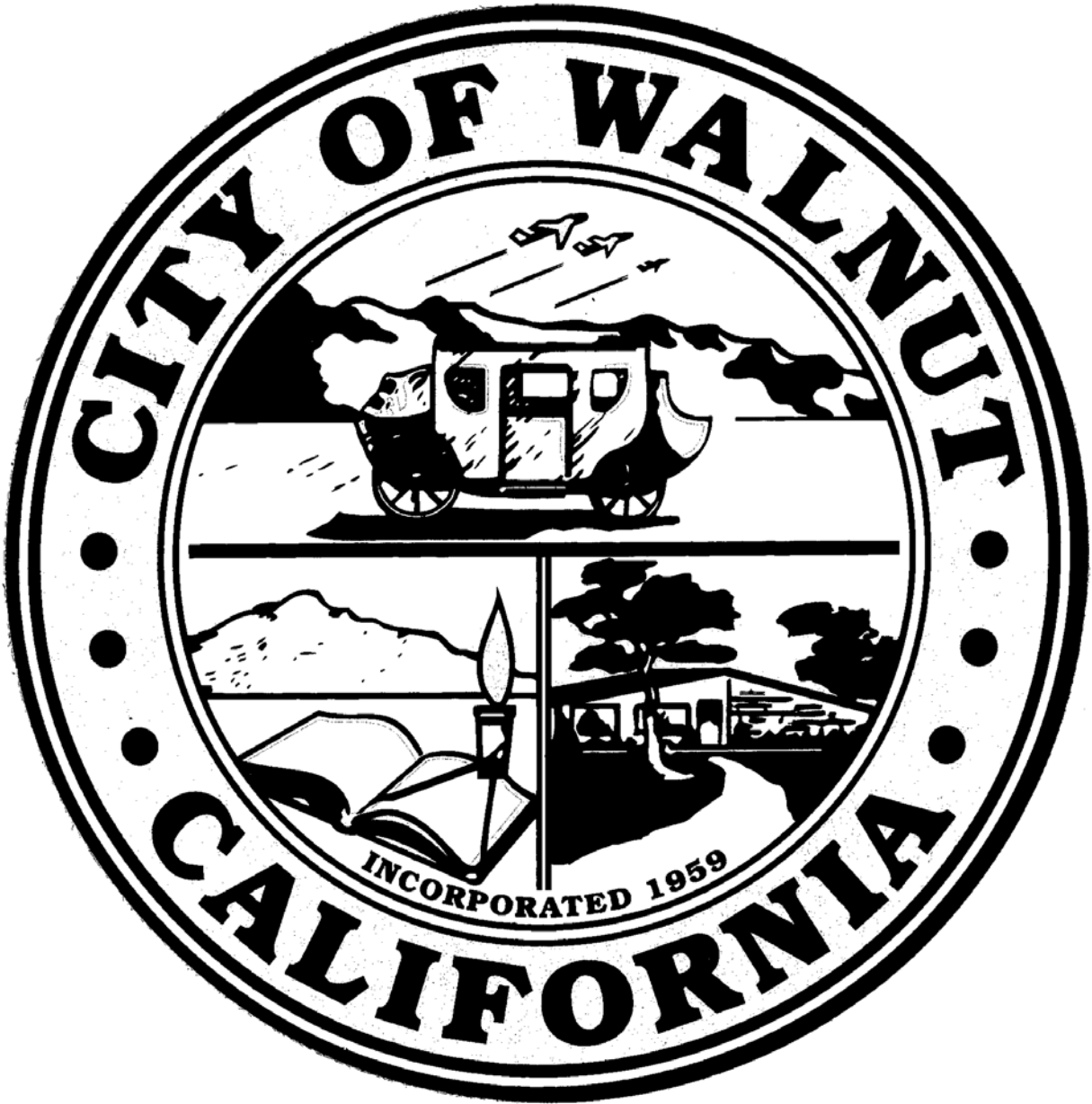
6223 **Insurance**
Provides for commercial liability insurance and automobile liability insurance for City vehicles, property insurance on City-owned facilities, buildings, and building contents; including glass, valuable papers, records, and buildings. Also, provides for user group facility coverage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

	<i>CITY</i>
Liability (JPIA)	311,250
Earthquake (JPIA)	N/A
Property (JPIA)	49,380
Facility Coverage	1,570
Vehicle (JPIA)	2,230
Admin. Fees	2,040
Liability Trust Oversight	0
Special Events	4,500
Grand Total	<u>\$370,970</u>

6247 **Equipment Maintenance**

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

6256 - 6265 See Appendix



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY CLERK

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4300-5101	REGULAR SALARIES	170,358	174,180	174,180	174,180	172,120
01-4300-5104	OVERTIME	1,680	3,000	2,520	3,000	2,000
01-4300-5105	HEALTH & LIFE INSURANCE	24,475	25,650	25,650	26,840	25,650
01-4300-5107	WORKERS' COMPENSATION	3,459	3,070	3,070	3,070	3,100
01-4300-5108	PERS	39,601	44,110	44,110	42,300	47,480
01-4300-5110	MEDICARE	2,633	2,660	2,660	2,660	2,800
01-4300-5111	SICK LEAVE/VACATION BUYBACK	5,163	3,430	3,910	3,910	3,650
	TOTAL PERSONNEL	247,369	256,100	256,100	255,960	256,800
OPERATIONS						
01-4300-6201	CONFERENCE & MEETINGS	150	1,500	1,500	0	1,000
01-4300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	2,026	3,000	3,000	2,000	3,000
01-4300-6205	OFFICE SUPPLIES	732	1,000	1,000	1,000	1,000
01-4300-6206	ADVERTISING	14,354	9,000	12,000	9,000	10,000
01-4300-6212	ORDINANCE CODIFICATION, AMENDMENTS	3,949	4,000	4,000	3,000	4,000
01-4300-6215	VEHICLE/CELL ALLOWANCE	2,906	2,700	2,700	2,700	2,880
01-4300-6227	CONTRACTUAL SERVICES	821	10,000	6,239	1,000	5,000
01-4300-6256	EQUIPMENT USAGE	2,202	2,820	2,820	2,190	2,820
01-4300-6265	COMPUTER USAGE	12,992	12,640	12,640	13,380	12,740
	TOTAL OPERATIONS	40,131	46,660	45,899	34,270	42,440
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	287,500	302,760	301,999	290,230	299,240
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	1.90	1.90	1.90	1.90	1.90

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
CITY CLERK (4300)

The City Clerk's Department provides support for all City Council-related services and maintains all public records. Primary functions include administering and recording proceedings of the City Council, preparing City 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 City Council meetings and finalizing City Council minutes; preparing agendas and assembling agenda materials; administering elections in conjunction with the 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 City 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 the Southern Division City Clerk's meetings, City Clerk Annual Conference, and the Association of Records Managers and Administrators (ARMA) 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 a vehicle and cell phone allowance for the City Clerk, which are distributed through payroll.
- 6227 **Contractual Services**
Provides for imaging and microfilming of permanent records and destruction of records pursuant to City Council adopted records retention program, maintenance of recording and scanning systems.
- 6256 - 6265 See Appendix



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ELECTIONS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4301-6201	CONFERENCE & MEETINGS	0	1,500	0	1,500 500
01-4301-6205	OFFICE SUPPLIES	0	600	0	600 0
01-4301-6206	ADVERTISING	0	1,500	0	1,500 0
01-4301-6207	POSTAGE	0	2,000	0	2,000 0
01-4301-6227	CONTRACTUAL SERVICES	1,000	45,000	51,361	45,000 0
	TOTAL OPERATIONS	1,000	50,600	51,361	50,600 500
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	1,000	50,600	51,361	50,600 500
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
ELECTIONS (4301)

Elections provides for the administration of the 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**

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

6206 **Advertising**

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

6207 **Postage**

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

6227 **Contractual Services**

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

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY TREASURER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4400-5110	MEDICARE	87	90	90	90	90
	TOTAL PERSONNEL	87	90	90	90	90
OPERATIONS						
01-4400-6201	CONFERENCE & MEETINGS	223	3,000	3,000	680	3,000
01-4400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	190	240	240	190	200
01-4400-6204	PROP TAX ADMIN FEE (PTAF)	22,462	35,000	35,000	32,000	32,000
01-4400-6214	MILEAGE REIMBURSEMENT	250	500	500	500	500
01-4400-6215	TREASURER STIPEND	6,057	6,000	6,000	6,000	6,000
01-4400-6278	BANK CHARGES	16,888	18,000	18,000	18,000	18,000
	TOTAL OPERATIONS	46,070	62,740	62,740	57,370	59,700
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	46,157	62,830	62,830	57,460	59,790
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
CITY TREASURER (4400)

The City Treasurer 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:

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 the City 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 the City 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
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: FINANCE

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-4500-5101	REGULAR SALARIES	435,135	446,840	446,840	442,040
01-4500-5104	OVERTIME	44	2,000	2,000	2,000
01-4500-5105	HEALTH & LIFE INSURANCE	70,252	69,890	69,890	69,890
01-4500-5107	WORKERS' COMPENSATION	8,783	7,760	7,760	7,910
01-4500-5108	PERS	107,090	121,330	121,330	130,020
01-4500-5110	MEDICARE	6,773	6,980	6,980	6,930
01-4500-5111	SICK LEAVE/VACATION BUYBACK	9,639	12,210	12,210	17,010
	TOTAL PERSONNEL	637,716	667,010	667,010	675,800
OPERATIONS					
01-4500-6201	CONFERENCE & MEETINGS	149	7,500	7,000	7,000
01-4500-6202	TRAINING	1,731	1,980	2,480	2,480
01-4500-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,864	1,710	1,710	1,710
01-4500-6210	PRINTING	1,502	2,150	2,150	2,150
01-4500-6215	VEHICLE/CELL ALLOWANCE	8,799	8,190	8,190	8,550
01-4500-6216	PROFESSIONAL SERVICES	36,617	49,300	49,300	51,000
01-4500-6256	EQUIPMENT USAGE	5,985	7,640	7,640	7,640
01-4500-6265	COMPUTER USAGE	35,252	34,260	34,260	34,520
	TOTAL OPERATIONS	91,900	112,730	112,730	115,050
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	729,616	779,740	779,740	790,850
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	5.15	5.15	5.15

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
FINANCE (4500)

The Finance Division, 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, administers parking citations, and processes passport applications.

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 Walnut Successor Agency, Walnut Housing Authority, and administering citywide 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, Walnut Successor Agency and Walnut Housing Authority 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 City's annual budget. Handles the review of cash receipts, revenues, accounts payable, and passport applications. Assists in preparing journal entries, and bank reconciliations. Serves as the primary backup for payroll operations. (10% in 05-8200, 2.5% in 41-5800)

Finance Analyst - 100%

Responsible for overseeing and reviewing the payroll operations. Performs the daily bank deposit and oversees the daily passport operations.

Accounting Technician - 85%

Responsible for purchase order processing, contract/insurance review, daily deposit review, business license operations and enforcements, and assists with the accounts payable review, as needed. 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, Walnut Successor Agency, and Walnut Housing Authority warrants for semi-monthly issuance to the City Council for approval. Responsible for processing utility billings. Additionally, maintains purchase orders, permits, and inspection records. Handles the yearly 1099 reporting and prepares monthly reconciliations. (2.5% in 41-5800)

Accounting Technician - 67.5%

Responsible for recording accounts receivable, processing payroll, issuing petty cash, and assisting with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records. Serves as primary backup to the cashiering functions and office supply inventory. (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 the 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 the attendance to CSMFO and GFOA trainings/courses for professional development. Additionally, provides for the annual tax seminar and Superior 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 a vehicle and cell phone allowance for the Director of Administrative Services, Finance Officer, and Finance Analysts, which are distributed through 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
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMPUTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4502-5101	REGULAR SALARIES	43,767	43,410	43,040	43,410	43,410
01-4502-5105	HEALTH & LIFE INSURANCE	5,530	5,450	5,450	5,680	5,450
01-4502-5107	WORKERS' COMPENSATION	883	750	750	750	770
01-4502-5108	PERS	11,606	12,790	12,790	12,790	13,890
01-4502-5110	MEDICARE	693	680	680	680	680
01-4502-5111	SICK LEAVE/VACATION BUYBACK	1,744	1,500	1,870	1,870	1,700
	TOTAL PERSONNEL	64,223	64,580	64,580	65,180	65,900
OPERATIONS						
01-4502-6205	OFFICE SUPPLIES	11,619	3,500	7,200	6,500	4,000
01-4502-6215	VEHICLE/CELL ALLOWANCE	1,615	1,530	1,530	1,530	1,600
01-4502-6247	EQUIPMENT MAINTENANCE	128,307	127,000	123,800	125,000	128,000
01-4502-6254	COMMUNICATIONS	45,847	48,000	48,000	48,000	49,000
01-4502-6256	EQUIPMENT USAGE	407	520	520	400	520
01-4502-6265	COMPUTER USAGE	(252,017)	(245,130)	(245,130)	(259,370)	(249,020)
	TOTAL OPERATIONS	(64,222)	(64,580)	(64,080)	(77,940)	(65,900)
CAPITAL						
01-4502-8402	MACHINERY & EQUIPMENT	0	0	12,758	12,760	0
	TOTAL CAPITAL	0	0	12,758	12,760	0
	SUB-PROGRAM TOTAL	0	0	13,258	0	0
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.35	0.35	0.35	0.35	0.35

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
COMPUTER SERVICES (4502)

Computer Services 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 Division, managing all investment operations of the City including the Walnut Successor Agency, Walnut Housing Authority and administering citywide 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 citywide 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 a vehicle and cell phone allowance for the Management Analyst/Public Information Officer and the Director of Administrative Services, which are distributed through 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 the respective number of full-time employees.

6265 **Machinery & Equipment**

Provides for equipment to improve telework capabilities for public employees to enable compliance with public health directives related to COVID-19.



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4600-6216	PROFESSIONAL SERVICES	119,939	96,120	96,120	96,120	96,120
01-4600-6218	SPECIAL LEGAL FEES	74,571	25,000	25,000	25,000	25,000
	TOTAL OPERATIONS	194,510	121,120	121,120	121,120	121,120
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	194,510	121,120	121,120	121,120	121,120
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 a 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
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ADMINISTRATIVE SERVICES

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
01-4700-5101	REGULAR SALARIES	170,603	171,970	171,970	171,970	160,840	
01-4700-5102	REGULAR PART-TIME EMPLOYEES	11,121	22,220	22,220	550	23,430	
01-4700-5104	OVERTIME	0	2,000	2,000	0	0	
01-4700-5105	HEALTH & LIFE INSURANCE	31,423	36,000	36,000	29,550	30,440	
01-4700-5107	WORKERS' COMPENSATION	3,666	3,400	3,400	3,400	3,290	
01-4700-5108	PERS	40,526	47,040	47,040	47,040	53,900	
01-4700-5110	MEDICARE	2,767	3,010	3,010	3,010	2,790	
01-4700-5111	SICK LEAVE/VACATION BUYBACK	1,744	3,900	3,900	3,090	4,480	
	TOTAL PERSONNEL	261,850	289,540	289,540	258,610	279,170	
OPERATIONS							
01-4700-6201	CONFERENCE & MEETINGS	2,473	2,820	2,820	450	3,000	
01-4700-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	35,055	37,100	37,100	32,820	36,000	
01-4700-6205	OFFICE SUPPLIES	12,780	11,000	10,380	7,500	11,000	
01-4700-6207	POSTAGE	10,402	14,000	9,600	7,000	11,000	
01-4700-6208	VEHICLE OPERATIONS	2,469	3,000	3,000	1,500	4,000	
01-4700-6210	PRINTING	5,316	3,700	3,700	3,700	3,700	
01-4700-6214	MILEAGE REIMBURSEMENT	830	1,000	1,000	500	1,000	
01-4700-6215	VEHICLE/CELL ALLOWANCE	3,843	3,600	3,600	3,600	3,810	
01-4700-6216	PROFESSIONAL SERVICES	3,905	6,000	9,900	7,000	7,000	
01-4700-6219	PHOTOCOPY SUPPLIES	4,303	5,000	5,000	5,000	5,000	
01-4700-6220	OFFICE EQUIPMENT RENTAL	33,840	44,500	44,500	33,630	45,000	
01-4700-6247	EQUIPMENT MAINTENANCE	6,974	7,600	7,600	6,910	7,800	
01-4700-6250	WATER	3,929	3,600	3,600	3,700	3,900	
01-4700-6251	ELECTRICITY	49,777	51,500	51,500	51,500	53,000	
01-4700-6253	TELEPHONE	39,066	40,000	40,000	42,600	45,300	
01-4700-6256	EQUIPMENT USAGE	(40,814)	(52,100)	(52,100)	(40,540)	(52,800)	
01-4700-6265	COMPUTER USAGE	13,966	13,580	13,580	14,370	12,840	
	TOTAL OPERATIONS	188,113	195,900	194,780	181,240	200,550	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	449,963	485,440	484,320	439,850	479,720	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.04	2.04	2.04	2.04	1.92

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 the dissemination of information through social media posts, press releases, website postings, and cable programming. Responsible for cable television programming including various productions, City Council meetings, Digital Information Board, and playback schedule. Also, responsible for the purchase, maintenance, repair of cable equipment, and City website administration. (15% in 01-4502, 1% in 07-8003)

Administrative Assistant – 87.5%

Responsible for all secretarial duties for the City Manager's office, which includes correspondences for the 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 processing passport applications. (12.5% in 23-5410)

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 - 100%

Provides clerical support to the Administrative Services Department.

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 of 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 two (2) City pool vehicles:

2016 Toyota Tacoma	1370283	100%
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 a vehicle and cell phone allowance for the Management Analyst/Public Information Officer and the Director of Administrative Services, which are distributed through 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 located 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
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMMUNITY PROMOTIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,533	1,630	1,630	1,610	1,650
01-4800-6227	CONTRACTUAL SERVICES	0	150	150	150	100
01-4800-6229	COMMUNITY RELATIONS	12,217	15,000	15,000	15,000	15,000
	TOTAL OPERATIONS	13,751	16,780	16,780	16,760	16,750
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	13,751	16,780	16,780	16,760	16,750
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

COMMUNITY PROMOTIONS (4800)

Community Promotions 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 program.

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 City Council, Commissioners, and staff, military and holiday banner installation.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV ADMINISTRATION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4900-6201	CONFERENCE & MEETINGS	0	200	200	200	200
01-4900-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	80	100	100	100	100
01-4900-6227	CONTRACTUAL SERVICES	2,067	2,000	2,000	2,000	2,000
01-4900-6275	CABLE PROGRAMMING SUPPLIES	0	500	500	500	500
	TOTAL OPERATIONS	2,147	2,800	2,800	2,800	2,800
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	2,147	2,800	2,800	2,800	2,800
FUNDING SOURCE: FRANCHISE TAX (\$942,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

CABLE TELEVISION ADMINISTRATION (4900)

Cable Television Administration 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/Public Information Officer 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
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV EQUIPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	70,531	25,000	25,000	25,000	25,000
	TOTAL CAPITAL	70,531	25,000	25,000	25,000	25,000
	SUB-PROGRAM TOTAL	74,081	28,550	28,550	28,550	28,550
FUNDING SOURCE: CABLE TV PEG FEES (\$37,000)						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

CABLE TELEVISION EQUIPMENT (35-4900)

Cable Television Equipment 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
2021-22 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: OPEB

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
51-4200-5105	HEALTH & LIFE INSURANCE	4,047	6,400	6,400	4,200	4,500
	TOTAL PERSONNEL	4,047	6,400	6,400	4,200	4,500
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	4,047	6,400	6,400	4,200	4,500
FUNDING SOURCE: OPEB						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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:

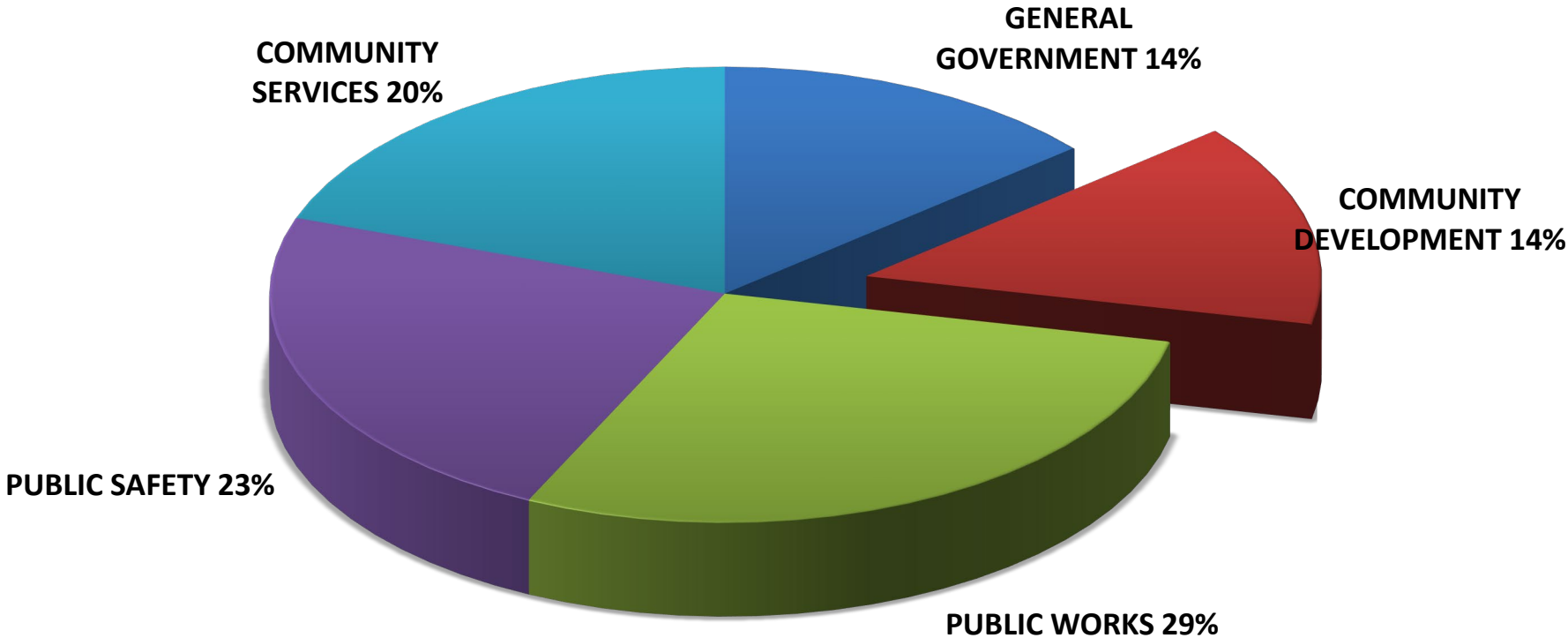
5105 **Health & Life Insurance**

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



Community Development

COMMUNITY DEVELOPMENT FISCAL YEAR 2021-22



**Total Community Development Budget
\$2,911,960**

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 **2021-22**, the Community Development Department will work to achieve the following goals:

1. Encourage new housing opportunities by continuing to efficiently process entitlements for new, proposed developments (including Accessory Dwelling Units), update the current Housing Element of the General Plan, per the requirements set by the State of California, as well as facilitate the long-term interest of Walnut by providing housing opportunities. Residential development projects include Lemon Creek Lofts within the West Valley Specific Plan, 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. Promote business development through retention and economic development 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 increases the local tax base, creates jobs, maximizes the use of commercial properties, and diversifies the economy in order to *Promote Public Safety* and these vital services.
3. Strive to *Enhance Civic Pride* and *Promote Collaboration* through the adoption and certification of the 2021-2029 Housing Element and the West Valley Comprehensive Sign Program.
4. Analyze developments by implementing the Site Plan/Architectural Review Development Review Process, as outlined within the Walnut Municipal Code (WMC), 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 (METRO) 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 WMC. Code Enforcement will strive to *Exceed Expectations by striving to be educated and well informed* by updating brochures, handouts, informational documents, and perform community outreach to ensure that residents are aware of the City's property maintenance standards that preserve and foster Walnut's character and quality of life.

In **2020-21**, the Community Development Program worked to achieve the following goals:

1. Provide housing opportunities and encourage neighborhood involvement through efficiently processing entitlements for all new and proposed developments, including residential housing projects that met housing requirements set by the State of California. Development projects that were considered and are now approved and/or in development include San Jose Hills Road; 780, 808 and 788 Francesca Drive; mixed-use projects on Valley Boulevard (within the West Valley Specific Plan); the Terraces at Walnut and other 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 review Specific Plan(s), process Site Plan and Architectural Review cases, and certify environmental documents for the following residential projects:

- **780 & 808 Francesca Drive – 36 Single Family units on two (2) parcels, totaling 3.23 acres of land.**
 - **788 Francesca Drive – 13 Attached, Dwelling Units on one (1), 0.79 acres.**
 - **The West Valley Specific Plan – Establishes guidelines for the reinvention of the southwest portion of Walnut, to allow for Mixed – Use projects. The most recent project set to go before the Planning Commission is the Lemon Creek Lofts.**
 - **The Terraces at Walnut (49 acres) – The Planning Commission approved the Site Plan/Architectural review case for the residential products (Single-Family, Small Lot Homes, and Townhomes), and commercial product for the project.**
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: During the COVID-19 pandemic, in the efforts to ensure business development and retention, a Business Recovery Grant Program was implemented. Through Federal CARES Act funds, Staff awarded grants to over 30 businesses that incurred expenses to keep business open during the Pandemic restrictions implemented by the State and County.

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 and certified the Multi-Jurisdictional Hazard Mitigation Plan.**
- **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:

- **Updating of the WMC, with regards to ADUs, in order to remain up-to-date and consistent with State Law.**
- **Monitoring response times for application submittals to achieve established goal times.**
- **Updating application forms and department handouts as the WMC is updated.**
- **Continuing to assess Staff duties, utilizing contract Staff for efficiencies based on work load and staffing levels.**
- **Continue to update Planning Applications and informational flyers.**
- **Continue to improve technology at the public counter to better assist the 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, though ridership was reduced due to the Pandemic.**
- **The City continued upkeep of Bus Pads and Bus Stop Shelters through the use of Prop A/C funds.**

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 over 500 resident submitted complaints and performing four (4) – five (5) abatements within the year.**
- **Updated the Public Nuisance section of the WMC to better serve the community.**
- **Disseminated educational materials and conducted outreach to the community regarding Code Enforcement, and how to achieve compliance with the WMC.**

**Community Development
Measurable Outputs**

Output	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Process Planning Applications	180	185	150	150	180
Respond to Code Enforcement Complaints	750	800	900	1,000	1,000
Process Building/ Mech./Elec./ Plumb. Permits	1,200	1,300	1,200	1,200	1,350
Housing Rehab Loans/Grants	6	4	5	4	4
Dial-A-Ride Members	4,500 Members (Senior/Disabled)	4,600 Members (Senior/Disabled)	5,000 Members (Senior/Disabled)	5,000 Members (Senior/Disabled)	4,000 Members (Senior/Disabled)
Metrolink/ Foothill/ EZ Passes Sold	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	Metrolink 1,000 Foothill 300 MTA 45

**FY 2021-22
Community Development
Goals and Relationship to the Mission Statement**

In **FY 2021-22**, the Community Development Department has identified six major goals:

1. Encourage new housing opportunities by continuing to efficiently process entitlements for new, proposed developments (including Accessory Dwelling Units), update the current Housing Element of the General Plan, per the requirements set by the State of California, as well as facilitate the long-term interest of Walnut by providing housing opportunities.
2. Promote business development through retention and economic development 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.
3. Strive to *Enhance Civic Pride and Promote Collaboration* through the adoption and certification of the 2021-2029 Housing Element and the West Valley Comprehensive Sign Program.
4. Analyze developments by implementing the Site Plan/Architectural Review Development Review Process, as outlined within the Walnut Municipal Code (WMC), 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 (METRO) 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 WMC.

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**

	2019-20		2020-21		2021-22
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,371,600	1,440,350	1,441,050	1,407,150	1,537,970
OPERATIONS EXPENSE	1,660,832	1,679,750	2,462,934	2,054,550	1,276,970
TOTAL OPERATING EXPENSE	3,032,432	3,120,100	3,903,984	3,461,700	2,814,940
CAPITAL	64,165	95,950	95,950	65,500	97,020
PROGRAM TOTAL	3,096,597	3,216,050	3,999,934	3,527,200	2,911,960
TOTAL FULL-TIME EMPLOYEES	9.83	9.80	9.80	9.80	9.93
 SUB-PROGRAMS:					
			PAGE		
PLANNING	01-5000		132		
CODE ENFORCEMENT	01-5002		136		
BUILDING & SAFETY	01-5100		140		
SUCCESSOR AGENCY ADMIN.	01-5901		144		
ECONOMIC DEVELOPMENT	01-5911		148		
CDBG - HOUSING REHABILITATION	12-5216		150		
CDBG - SENIOR ACTIVITIES	12-5218 - 12-5220		152		
CDBG - BASIC BAGS 4U	12-5221 - 12-5222		154		
STORM DRAIN/STREET MAINTENANCE	21-6102		156		
STREET SWEEPING	21-6203		158		
PROPOSITION A	23-5300 - 23-9306		160		
DIAL-A-CAB	23-5410		164		
METROLINK	23-5430		166		
WHA PROJECT ADMINISTRATION	41-5800		168		
WHA HOUSING MONITORING	41-5850		172		

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PLANNING

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-5000-5101	REGULAR SALARIES	401,472	373,590	373,590	428,750
01-5000-5102	REGULAR PART-TIME EMPLOYEES	16,191	17,990	17,990	22,490
01-5000-5105	HEALTH & LIFE INSURANCE	61,406	68,760	68,760	74,840
01-5000-5107	WORKERS' COMPENSATION	10,124	7,500	7,500	9,010
01-5000-5108	PERS	94,657	104,720	104,720	130,540
01-5000-5110	MEDICARE	6,598	6,200	6,200	7,360
01-5000-5111	SICK LEAVE/VACATION BUYBACK	5,545	17,500	17,280	23,380
	TOTAL PERSONNEL	595,992	596,260	596,040	696,370
OPERATIONS					
01-5000-6201	CONFERENCE & MEETINGS	55	750	750	750
01-5000-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	622	1,000	1,000	1,000
01-5000-6206	ADVERTISING	3,022	6,000	7,410	6,000
01-5000-6208	VEHICLE OPERATIONS	1,426	1,000	1,000	1,000
01-5000-6215	VEHICLE/CELL ALLOWANCE	9,525	8,420	8,420	10,390
01-5000-6216	PROFESSIONAL SERVICES	28,291	127,130	206,975	198,500
01-5000-6231	MAPS, PRINTS, PHOTOS, FILM	143	750	750	750
01-5000-6256	EQUIPMENT USAGE	4,729	6,080	6,080	6,750
01-5000-6265	COMPUTER USAGE	27,891	27,290	27,290	30,500
	TOTAL OPERATIONS	75,705	178,420	259,675	255,640
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	671,696	774,680	855,715	952,010
FUNDING SOURCE: GENERAL			F/T EMPLOYEES		
		4.08	4.10	4.10	4.55

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 – 75%

Responsible for the CDBG program, Prop A, Prop C, Measure R, Measure M, and special projects. (25% in 23-5300)

Management Analyst - 20%

Responsible for administration, management, and monitoring of affordable housing developments within the City. In addition, will be responsible for the preservation of the City's neighborhoods through such means as code enforcement processes and nuisance abatement. Also, will perform economic and community development duties as assigned. (20% in 01-5002, 60% in 41-5850)

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, responsible for supervising the Code Enforcement Specialist and any Code Enforcement Interns. (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, providing support for the front counter, answering phone calls, general customer inquiries, and providing 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 – 100%

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.

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, and 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 Services 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 the City Planner, Senior Management Analyst, Management Analyst, Senior Planner, Associate Planner, Assistant Planner, and Code Enforcement Specialist II, which are distributed through payroll. Additionally, provides for a cell phone allowance for the Assistant City Manager – Development Services, which is distributed through payroll.

6216 **Professional Services**

Provides for the implementation and administration of the Community Development Block Grant Program. Also, 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. SB 2 Grant Funds awarded December 2019 for \$160,000 and the Local Early Action Planning (LEAP) Grant Funds awarded August 2020 for \$150,000, provides for a consultant to assist the City with the Regional Housing Needs Assessment (RHNA) and drafting of the 6th Cycle Housing Element. The State of California Department of Housing and Community Development reimburses SB 2 and LEAP funds based on milestones, where reimbursement of expenditures are provided when the deliverables are produced.

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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CODE ENFORCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5002-5101	REGULAR SALARIES	186,433	192,890	192,890	193,300	163,480
01-5002-5105	HEALTH & LIFE INSURANCE	33,748	33,750	33,750	35,180	25,650
01-5002-5107	WORKERS' COMPENSATION	6,541	5,850	5,850	5,840	4,730
01-5002-5108	PERS	47,770	54,380	54,380	54,980	57,830
01-5002-5110	MEDICARE	2,859	3,000	3,000	2,960	2,570
01-5002-5111	SICK LEAVE/VACATION BUYBACK	3,468	4,900	4,900	3,970	7,100
	TOTAL PERSONNEL	280,819	294,770	294,770	296,230	261,360
OPERATIONS						
01-5002-6201	CONFERENCE & MEETINGS	855	1,000	1,000	800	1,000
01-5002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	275	300	300	300	300
01-5002-6210	PRINTING	0	1,050	1,040	1,050	1,100
01-5002-6214	MILEAGE REIMBURSEMENT	184	400	400	400	400
01-5002-6215	VEHICLE/CELL ALLOWANCE	5,289	5,300	5,300	5,300	5,880
01-5002-6216	PROFESSIONAL SERVICES/ABATEMENT	400	1,000	8,500	8,000	0
01-5002-6227	CONTRACTUAL SERVICES	0	1,000	1,000	500	1,000
01-5002-6231	MAPS, PRINTS, PHOTOS, FILM	16	300	300	200	300
01-5002-6239	UNIFORMS	378	500	1,250	450	500
01-5002-6253	TELEPHONE	912	1,000	1,000	900	1,000
01-5002-6256	EQUIPMENT USAGE	2,900	3,710	3,710	2,890	3,710
01-5002-6265	COMPUTER USAGE	17,112	16,640	16,640	17,610	16,760
	TOTAL OPERATIONS	28,322	32,200	40,440	38,400	31,950
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	309,141	326,970	335,210	334,630	293,310
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.50	2.50	2.50	2.50
						1.90

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 the Code Enforcement Specialist and processing 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 processing 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 the 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)

Management Analyst - 20%

Responsible for administration, management, and monitoring of affordable housing developments within the City. In addition, will be responsible for the preservation of the City's neighborhoods through such means as code enforcement processes and nuisance abatement. Also, will perform economic and community development duties as assigned. (20% in 01-5000, 60% in 41-5850)

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 a vehicle allowance and cell phone allowance for the City Planner, Senior Planner, Associate Planner, Assistant Planner, Code Enforcement Specialist II, and Management Analyst, which are distributed through payroll.

6216 **Professional Services/Abatement**

Provides for legal consulting services for code enforcement compliance, and an independent hearing officer to conduct administrative citation and nuisance abatement appeal hearings as needed. Also, provides for nuisance abatement work that is reimbursed to the City through the process of placing a lien on the violating property.

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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: BUILDING & SAFETY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5100-5101	REGULAR SALARIES	50,887	51,300	51,300	51,000	51,990
01-5100-5105	HEALTH & LIFE INSURANCE	6,991	6,980	6,980	7,370	6,980
01-5100-5107	WORKERS' COMPENSATION	1,261	890	1,110	1,110	930
01-5100-5108	PERS	14,119	15,670	15,370	15,460	17,180
01-5100-5110	MEDICARE	799	780	780	780	790
01-5100-5111	SICK LEAVE/VACATION BUYBACK	1,911	1,770	2,280	2,280	1,970
	TOTAL PERSONNEL	75,967	77,390	77,820	78,000	79,840
OPERATIONS						
01-5100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	130	130	130	130
01-5100-6208	VEHICLE OPERATIONS	827	700	490	700	700
01-5100-6215	VEHICLE/CELL ALLOWANCE	151	200	200	200	150
01-5100-6233	BUILDING INSPECTION SERVICES	254,295	224,750	224,750	224,750	275,000
01-5100-6249	INDUSTRIAL WASTE SERVICE	29,874	30,000	30,000	30,000	30,000
01-5100-6256	EQUIPMENT USAGE	524	670	670	520	670
01-5100-6265	COMPUTER USAGE	3,083	3,000	3,000	3,170	3,020
	TOTAL OPERATIONS	288,754	259,450	259,240	259,470	309,670
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	364,720	336,840	337,060	337,470	389,510
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
2021-22
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, providing support for the front counter, answering phone calls, general customer inquiries, and providing 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 Services vehicle:

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

Provides for a cell phone allowance for Assistant City Manager - Development Services, which is distributed through payroll.

6233 **Building Inspection Services**

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

01-3220 Building & Safety - Full Plan Check	\$225,000 x 75% = \$101,250
01-3230 Building & Safety - Standard Plan Check	\$125,000 x 20% = \$ 25,000
01-3240 Building & Safety - Permits	\$425,000 x 35% = <u>\$148,750</u>
	Total: <u>\$275,000</u>

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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: SUCCESSOR AGENCY ADMIN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5901-5101	REGULAR SALARIES	51,347	0	0	0	0
01-5901-5105	HEALTH & LIFE INSURANCE	6,172	0	0	0	0
01-5901-5107	WORKERS' COMPENSATION	1,038	0	0	0	0
01-5901-5108	PERS	16,158	0	0	0	0
01-5901-5110	MEDICARE	804	0	0	0	0
01-5901-5111	SICK LEAVE/VACATION BUYBACK	2,361	0	0	0	0
	TOTAL PERSONNEL	77,879	0	0	0	0
OPERATIONS						
01-5901-6208	VEHICLE OPERATIONS	365	0	0	0	0
01-5901-6215	VEHICLE/CELL ALLOWANCE	1,350	0	0	0	0
01-5901-6216	PROFESSIONAL SERVICES	6,500	0	0	0	0
01-5901-6218	SPECIAL LEGAL FEES	9,300	0	0	0	0
01-5901-6227	CONTRACTUAL SERVICES	0	0	0	0	0
01-5901-6256	EQUIPMENT USAGE	432	0	0	0	0
01-5901-6265	COMPUTER USAGE	2,569	0	0	0	0
	TOTAL OPERATIONS	20,516	0	0	0	0
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	98,396	0	0	0	0
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.38	0.00	0.00	0.00
REDEVELOPMENT PROPERTY TAX TRUST FUND (\$0)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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 Fiscal Year 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 a vehicle allowance for the Director of Administrative Services, City Clerk, Finance Officer, and Finance Analyst, which is distributed through payroll. Also, provides for a 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 through 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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: ECONOMIC DEVELOPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-5911-6201	CONFERENCE & MEETINGS	2,799	4,000	815	2,000	0
01-5911-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	50	100	100	100	100
01-5911-6216	PROFESSIONAL SERVICES	18,000	0	0	0	0
01-5911-6229	COMMUNITY RELATIONS	558	500	2,285	1,800	1,000
01-5911-6354	GRANTS	0	0	207,500	207,500	0
	TOTAL OPERATIONS	21,407	4,600	210,700	211,400	1,100
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	21,407	4,600	210,700	211,400	1,100
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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 Fiscal Year 2003-04.

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).

6354 Grants

Provides economic development grants to small businesses under the Business Recovery Program (BRP) to reimburse cost associated with business interruption during the COVID-19 public health pandemic.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - HOUSING REHAB.

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
12-5216-6216	PROFESSIONAL SERVICES	11,844	19,870	19,870	19,870 18,490
12-5216-6227	CONTRACTUAL SERVICES	990	4,000	4,000	4,000 3,500
	TOTAL OPERATIONS	12,834	23,870	23,870	23,870 21,990
	CAPITAL				
12-5216-6350	LOANS	0	20,450	20,450	10,000 12,850
12-5216-6354	GRANTS	46,385	55,000	55,000	35,000 63,670
	TOTAL CAPITAL	46,385	75,450	75,450	45,000 76,520
	SUB-PROGRAM TOTAL	59,219	99,320	99,320	68,870 98,510
FUNDING SOURCE: CDBG (\$98,510)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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 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 \$12,500/application (maximum may be increased to \$15,000/application when coupled with a loan) to qualified elderly or low-mod income persons to perform minor home repairs on single family homes.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - SENIOR ACTIVITIES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
12-5218-6227	SENIOR TRANSPORTATION CONTRACTUAL	9,069	22,330	7,330	13,960
12-5220-6227	GAINING RECOVERY OF WIDOWHOOD	2,400	2,500	5,000	2,500
	TOTAL OPERATIONS	11,469	24,830	12,330	16,460
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	11,469	24,830	12,330	16,460
FUNDING SOURCE: CDBG (\$16,460)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - BASIC BAGS 4U

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
12-5221-6216	BASIC BAGS 4 U - SENIOR PROGRAM	31,354	0	42,550	42,500	0
12-5222-6216	BASIC BAGS 4 U - SENIOR PROGRAM	0	0	45,489	17,680	8,400
	TOTAL OPERATIONS	31,354	0	88,039	60,180	8,400
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	31,354	0	88,039	60,180	8,400
FUNDING SOURCE: CDBG (\$8,400)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

C.D.B.G - BASIC BAGS 4 U PROGRAM (FUND 12)

This program is from the Coronavirus Aid, Relief and Economic Security Act (CARES Act). Basic Bags 4 U program is a modified meal deliver program that delivers groceries to our at-risk (elderly and disabled) residents each week. This program services approximately 100 Walnut households.

OPERATIONS:

12-5221-6216 **Professional Services**

Provides for pre-packed grocery deliveries to Walnut seniors using CDBG CARES-Act funds.

12-5222-6216 **Professional Services**

Provides for pre-packed grocery deliveries to Walnut seniors using CDBG funds.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: STORM DRAIN/STREET MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
21-6102-6227	CONTRACTUAL SERVICES (Storm Drain)	51,021	65,000	65,000	65,000	65,000
21-6102-6227	CONTRACTUAL SERVICES (Street Maintenance)	202,067	200,000	212,750	202,750	202,750
	TOTAL OPERATIONS	253,088	265,000	277,750	267,750	267,750
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	253,088	265,000	277,750	267,750	267,750
FUNDING SOURCE: MEASURE M (\$267,750)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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 were 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 Fiscal Year 2018-19 \$15,000 moved to 21-6102-6227)
- * Bridge & Guard Rail Repair
- * Traffic Signals/Safety Lighting

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: STREET SWEEPING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
21-6203-6227	CONTRACTUAL SERVICES	71,964	72,710	72,710	72,710	72,710
	TOTAL OPERATIONS	71,964	72,710	72,710	72,710	72,710
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	71,964	72,710	72,710	72,710	72,710
FUNDING SOURCE: MEASURE M (\$72,710)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
STREET SWEEPING (21-6203)

The Street Sweeping program provides for street sweeping services rendered under contract with an outside agency. In Fiscal Year 2011-12, a three-year contract was approved by City Council. In 2013, the contract was extended by an additional three years to 2016 at the existing Curb Mile rate. In 2014, the contract was extended again 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 (\$72,710 funded from Fund 21-6203 and \$32,000 funded from Fund 09-5610). Also, provides for summer special sweep around Collegewood School and other special sweeps as needed.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION A

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
PERSONNEL						
23-5300-5101	REGULAR SALARIES	21,968	65,420	65,420	24,520	
23-5300-5105	HEALTH & LIFE INSURANCE	2,935	9,450	9,450	3,380	
23-5300-5107	WORKERS' COMPENSATION	440	1,130	1,130	440	
23-5300-5108	PERS	1,467	5,460	5,460	2,030	
23-5300-5110	MEDICARE	317	1,130	1,130	430	
23-5300-5111	SICK LEAVE/VACATION BUYBACK	0	2,470	2,470	1,470	
	TOTAL PERSONNEL	27,128	85,060	85,060	32,270	
OPERATIONS						
23-5300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,530	4,530	4,530	4,530	
23-5300-6215	VEHICLE/CELL ALLOWANCE	708	2,240	2,240	750	
23-5307-6227	TRANSFER CONTRACTUAL SERVICES	601,000	500,000	900,000	0	
23-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	5,649	6,000	6,000	6,000	
23-5315-6250	PARK & RIDE WATER	3,804	3,000	3,000	4,000	
23-5315-6251	PARK & RIDE ELECTRICITY	488	1,000	1,000	1,000	
23-9306-6227	RECREATION EXCURSIONS	22,810	43,000	43,000	29,000	
	TOTAL OPERATIONS	638,989	559,770	959,770	45,280	
CAPITAL						
23-5310-8410	BUS SHELTER SOLAR LIGHTING	5,559	6,800	6,800	6,800	
23-5311-8410	BUS BENCH REPLACEMENT	12,221	13,700	13,700	13,700	
	TOTAL CAPITAL	17,780	20,500	20,500	20,500	
	SUB-PROGRAM TOTAL	683,897	665,330	1,065,330	98,050	
FUNDING SOURCE:		F/T EMPLOYEES	0.70	0.70	0.70	0.25
PROP A (\$98,050)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 - 25%

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. (75% 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 a vehicle and cell phone allowance for the Senior Management Analyst, which are distribute through 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 stormceptor 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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: DIAL-A-CAB

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
23-5410-5101	REGULAR SALARIES	0	0	0	0	9,070
23-5410-5105	HEALTH & LIFE INSURANCE	0	0	0	0	1,690
23-5410-5107	WORKERS' COMPENSATION	0	0	0	0	160
23-5410-5108	PERS	0	0	0	0	3,700
23-5410-5110	MEDICARE	0	0	0	0	130
23-5410-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	170
	TOTAL PERSONNEL	0	0	0	0	14,920
OPERATIONS						
23-5410-6205	OFFICE SUPPLIES	0	350	350	300	350
23-5410-6227	CONTRACTUAL SERVICES	140,639	160,000	160,000	80,000	160,000
	TOTAL OPERATIONS	140,639	160,350	160,350	80,300	160,350
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	140,639	160,350	160,350	80,300	175,270
FUNDING SOURCE:		F/T EMPLOYEES	0.00	0.00	0.00	0.13
PROP A (\$175,270)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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.

PERSONNEL:

5101 **Regular Salaries**

Administrative Assistant – 12.5%

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. (87.5% in 01-4700)

5105 - 5111 See Appendix

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
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: METROLINK

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
23-5430-5101	REGULAR SALARIES	7,066	9,330	9,330	8,830	9,070
23-5430-5105	HEALTH & LIFE INSURANCE	1,267	1,690	1,690	1,800	1,690
23-5430-5107	WORKERS' COMPENSATION	137	160	160	150	160
23-5430-5108	PERS	2,647	3,480	3,480	3,320	3,700
23-5430-5110	MEDICARE	99	140	140	130	130
23-5430-5111	SICK LEAVE/VACATION BUYBACK	0	200	200	0	200
	TOTAL PERSONNEL	11,216	15,000	15,000	14,230	14,950
OPERATIONS						
23-5430-6227	CONTRACTUAL SERVICES	23,808	50,000	50,000	500	50,000
	TOTAL OPERATIONS	23,808	50,000	50,000	500	50,000
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	35,024	65,000	65,000	14,730	64,950
FUNDING SOURCE:		F/T EMPLOYEES	0.13	0.13	0.13	0.13
PROP A (\$64,950)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 assisting with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records. Serves as primary backup to the cashiering functions and office supply inventory. 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 Fiscal Year 2021-22, the City budgeted for 130 passes per month.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA PROJ. ADMINISTRATION

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
41-5800-5101	REGULAR SALARIES	198,182	240,770	240,770	241,260
41-5800-5105	HEALTH & LIFE INSURANCE	23,673	28,690	28,690	29,950
41-5800-5107	WORKERS' COMPENSATION	4,062	4,250	4,150	4,280
41-5800-5108	PERS	63,420	84,740	83,440	83,430
41-5800-5110	MEDICARE	3,107	3,720	3,720	3,730
41-5800-5111	SICK LEAVE/VACATION BUYBACK	10,153	9,700	11,590	11,590
	TOTAL PERSONNEL	302,599	371,870	372,360	374,240
OPERATIONS					
41-5800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	250	250	0
41-5800-6208	VEHICLE OPERATIONS	1,795	1,300	810	1,300
41-5800-6215	VEHICLE/CELL ALLOWANCE	4,082	5,240	5,240	5,240
41-5800-6216	PROFESSIONAL SERVICES	2,496	10,800	10,800	0
41-5800-6256	EQUIPMENT USAGE	1,863	2,850	2,850	2,220
41-5800-6265	COMPUTER USAGE	10,947	12,810	12,810	13,560
41-5800-6278	BANK CHARGES	110	300	300	300
	TOTAL OPERATIONS	21,291	33,550	33,060	22,620
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	323,890	405,420	405,420	396,860
FUNDING SOURCE: WHA (\$416,940)		F/T EMPLOYEES	1.60	1.93	1.93
				1.93	1.93

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22**

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 a vehicle allowance for the Director of Administrative Services, Finance Officer, City Clerk, Senior Planner, Associate Planner, Finance Analyst, and Assistant Planner, which is distributed through payroll. Also, provides for a cell phone allowance for the 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 through payroll.

6216 **Professional Services**

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

6256 – 6265 See Appendix

6278 **Bank Charges**

Provides for banking activity for WHA bank accounts.



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA HOUSING MONITORING

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
41-5850-5101	REGULAR SALARIES	0	0	0	0	40,510	
41-5850-5105	HEALTH & LIFE INSURANCE	0	0	0	0	8,100	
41-5850-5107	WORKERS' COMPENSATION	0	0	0	0	1,660	
41-5850-5108	PERS	0	0	0	0	3,360	
41-5850-5110	MEDICARE	0	0	0	0	660	
41-5850-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	780	
	TOTAL PERSONNEL	0	0	0	0	55,070	
OPERATIONS							
41-5850-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	1,920	
41-5850-6216	PROFESSIONAL SERVICES	20,692	15,000	15,000	15,000	0	
	TOTAL OPERATIONS	20,692	15,000	15,000	15,000	1,920	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	20,692	15,000	15,000	15,000	56,990	
FUNDING SOURCE:		F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.60
WHA - LOW/MOD (\$56,990)							

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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.

PERSONNEL:

41-5850-5101 **Regular Salaries**

Management Analyst - 60%

Responsible for administration, management, and monitoring of affordable housing developments within the City. In addition, will be responsible for the preservation of the City's neighborhoods through such means as code enforcement processes and nuisance abatement. Also, will perform economic and community development duties as assigned. (20% in 01-5000, 20% in 01-5002)

5105 - 5111 See Appendix

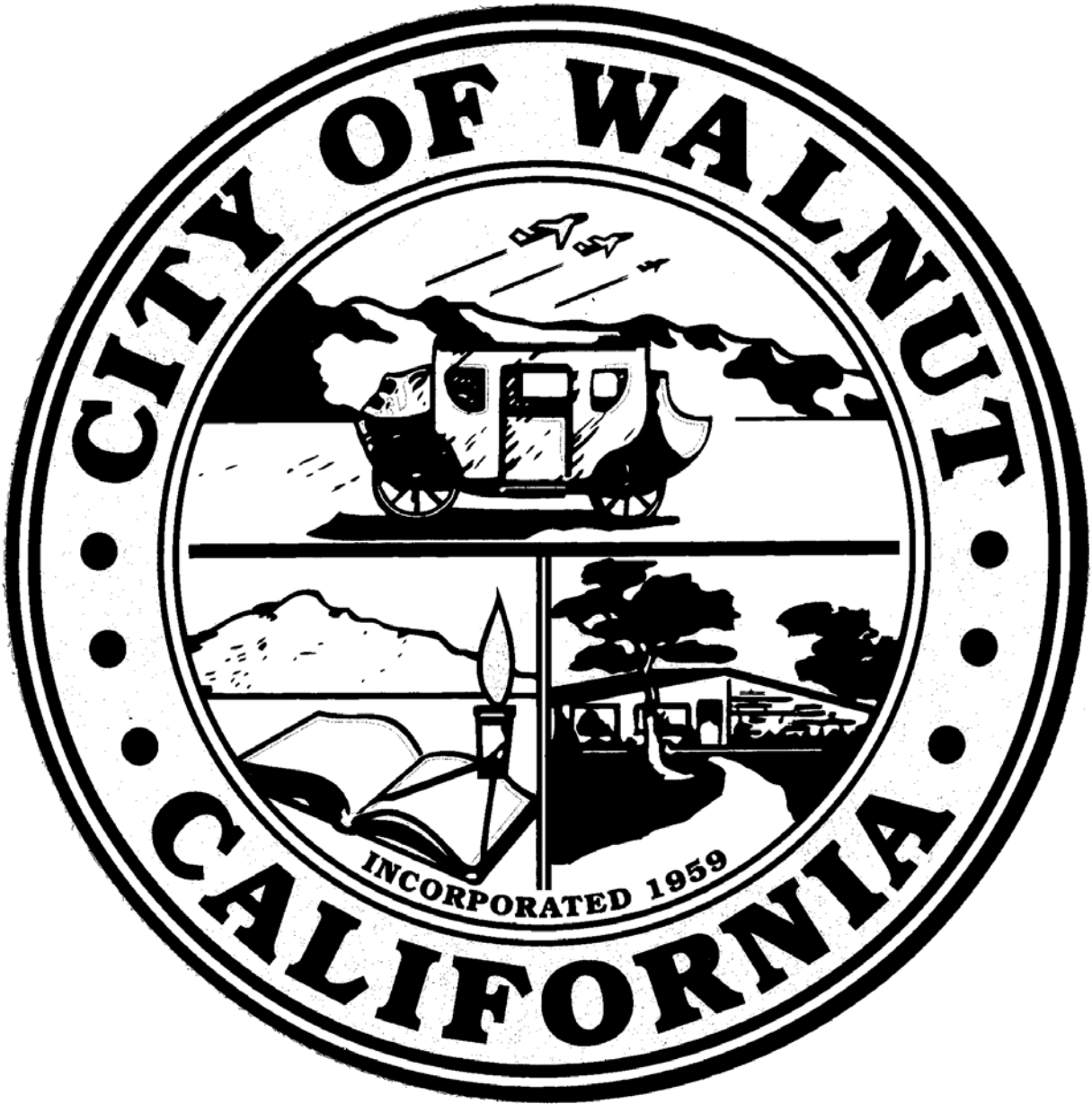
OPERATIONS:

41-5850-6215 **Vehicle/Cell Allowance**

Provides for a vehicle and cell allowance for Management Analyst, which are distributed through payroll.

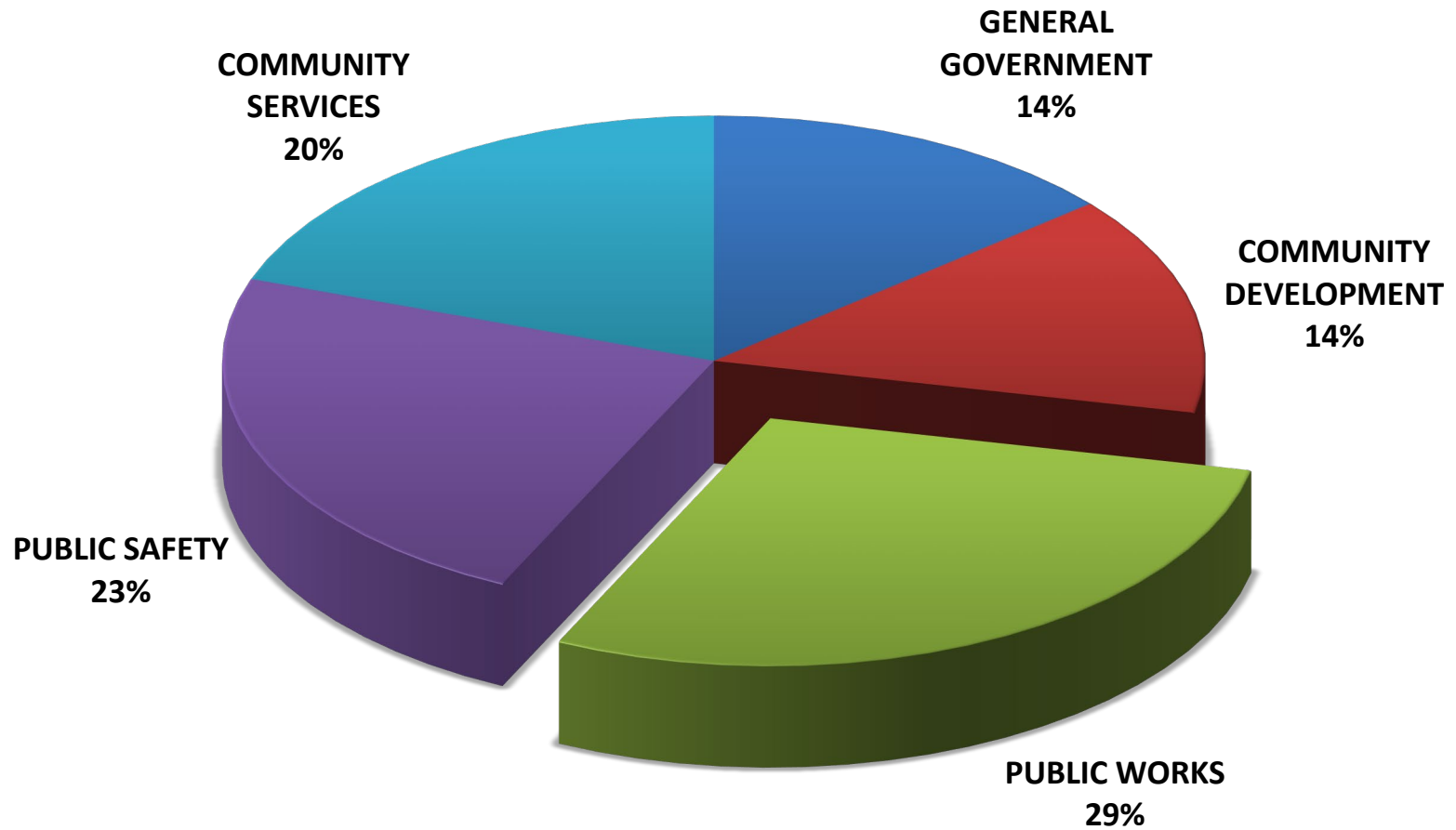
41-5850-6216 **Professional Services**

Provides for a consultant related to implementation and monitoring of any affordable housing. Starting in Fiscal Year 2021-22, City staff will monitor affordable housing.



Public Works

PUBLIC WORKS FISCAL YEAR 2021-22



**Total Public Works Budget
\$5,782,410**

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 2021-22, Public Works will work to achieve the following goals:

1. Complete road and maintenance projects identified in the Capital Improvement Budget.
2. Conduct annual large 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. *We will enhance civic pride by ensuring the City is well maintained.*
3. Fulfill criteria to retain the City's Platinum Status as an Energy Leader for FY 21-22. *We will exceed expectations by seeking new cost efficiencies.*
4. 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.*
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. Finalize the annual water usage cost/benefit analysis for the LOSMD for the installation of the controllers. *We will exceed expectations by seeking new cost efficiencies.*
7. Retain our highly responsive graffiti abatement program focusing on visible areas in the public right of way. *We will enhance civic pride by ensuring the City is well maintained.*

In 2020-21, Public Works worked 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.*

Performance Measure: Completed. The City was recognized and awarded the Gold Status Award at a zoom event in December.

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.*

Performance Measure: Completed.

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.*

Performance Measure: Completed.

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 and ongoing.

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.*

Performance Measure: Completed. Amortization of the irrigation controller installation remains ahead of target with original projections.

7. Complete MDRS Building Roof repairs and Building HVAC replacements as required. *We will enhance civic pride by ensuring the City is well maintained.*

Performance Measure: Completed.

8. Amar Road Resurfacing-West (Creekside Drive to Nogales Street). *We will enhance civic pride by ensuring the City is well maintained.*

Performance Measure: Completed. Notable that we incorporated bio filter tree wells with the road project to satisfy a requirement of our WMP.

**Public Works
Measurable Outputs**

Output	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Trees trimmed/serviced/planted	1,800	2,000	2,000	2,000	2,000
Catch basins cleaned	730	730	730	730	730
Graffiti removal requests completed	735	735	735	725	700
Square Feet of streets resurfaced/slurry sealed	3,652,352	3,534,172	2,656,000	2,862,703	2,875,203
Median improvements/upgrades (square footage)	0	8,000	2,000	1,000	2,000
Curb miles of streets swept annually	6,968	6,969	6,969	6,969	6,969
Acres of LOSMD maintained	368	368	368	368	368
Traffic safety installations (signals, signs, striping)	148	140	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)	11	5	3	6	8

**FY 2021-22
Public Works
Goals and Relationship to the Mission Statement**

In **FY 2021-22**, the Public Works Division has identified four major goals:

1. Complete road and maintenance projects identified in the Capital Improvement Budget.
2. Complete construction of additional acre for the Meadow Pass Road Mitigation Area.
3. Meet criteria to retain Gold Status in the Energy Leader Model.
4. Seek cost efficiencies delivering required water permit installations by combining mitigation projects with street and park capital improvements where feasible.

The Public Works Division will enhance civic pride by ensuring City parks, streets, LOSMD, public areas and buildings are 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**

	2019-20		2020-21	2021-22	
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	754,934	805,040	806,100	775,000	829,910
OPERATIONS EXPENSE	4,168,625	4,703,210	4,809,524	4,779,080	4,751,440
TOTAL OPERATING EXPENSE	4,923,559	5,508,250	5,615,624	5,554,080	5,581,350
CAPITAL	141,855	251,060	251,060	248,680	201,060
PROGRAM TOTAL	5,065,413	5,759,310	5,866,684	5,802,760	5,782,410

TOTAL FULL-TIME EMPLOYEES	5.70	5.70	5.70	5.70	5.70
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**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENVIRONMENTAL SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5600-5101	REGULAR SALARIES	73,196	77,130	77,130	78,820	82,300
01-5600-5105	HEALTH & LIFE INSURANCE	9,449	9,450	9,450	9,840	9,450
01-5600-5107	WORKERS' COMPENSATION	1,476	1,330	1,330	1,370	1,470
01-5600-5108	PERS	12,510	13,990	13,990	13,990	15,300
01-5600-5110	MEDICARE	1,172	1,190	1,190	1,200	1,270
01-5600-5111	SICK LEAVE/VACATION BUYBACK	495	1,470	1,470	500	1,570
	TOTAL PERSONNEL	98,298	104,560	104,560	105,720	111,360
OPERATIONS						
01-5600-6201	CONFERENCE & MEETINGS	0	1,500	1,500	500	1,500
01-5600-6215	VEHICLE/CELL ALLOWANCE	2,260	2,100	2,100	2,100	2,240
01-5600-6216	PROFESSIONAL SERVICES	41,646	26,650	41,210	41,210	6,650
01-5600-6227	CONTRACTUAL SERVICES	30,528	7,000	15,000	7,000	7,000
01-5600-6256	EQUIPMENT USAGE	815	1,040	1,040	810	1,040
01-5600-6265	COMPUTER USAGE	4,792	4,660	4,660	4,930	4,690
01-5600-6280	ENVIRONMENTAL SERVICES SUPPLIES	946	2,000	2,000	1,000	2,000
	TOTAL OPERATIONS	80,986	44,950	67,510	57,550	25,120
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	179,284	149,510	172,070	163,270	136,480
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

2021-22

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, purchasing landscape inspections as required, preparing the 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, Air Quality Management District (AQMD) regulations, water quality and conservation regulations, and other relevant community service and environmental seminars.

6215 **Vehicle/Cell Allowance**

Provides for a vehicle and cell phone allowance for the Community Services Superintendent and Deputy Community Services Director, which are distributed through 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). Also, provides for biological monitoring of mitigation for Meadowpass Road. (Cost of water quality testing, monitoring of the Upper San Gabriel River Watershed and harbor toxics in lower San Gabriel River moved to 29-5600-6227 for Fiscal Year 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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6000-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	12,000
01-6000-6230	PLAN CHECK SERVICES	94,502	19,500	102,000	82,500	60,750
01-6000-6232	PUBLIC WORKS INSPECTION SERVICES	65,299	41,250	41,250	41,250	63,750
02-6000-6216	PROFESSIONAL SERVICES	12,000	17,000	17,000	17,000	12,000
	TOTAL OPERATIONS	183,801	89,750	172,250	152,750	148,500
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	183,801	89,750	172,250	152,750	148,500
FUNDING SOURCE: (01) GENERAL (02) GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 Fiscal Year 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	$\$75,000 \times 75\% =$	$\$56,250$
01-3250 Grading & Street Permits	$\$ 6,000 \times 75\% =$	$\$ 4,500$
	Total:	<u>$\\$ 60,750$</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	$\$85,000 \times 75\% =$	$\$63,750$
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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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: PUBLIC WORKS ADMIN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-6100-5101	REGULAR SALARIES	203,606	207,900	207,900	207,140	210,650
01-6100-5104	OVERTIME	31	0	0	0	0
01-6100-5105	HEALTH & LIFE INSURANCE	28,747	28,760	28,760	29,940	28,760
01-6100-5107	WORKERS' COMPENSATION	9,822	10,620	10,620	8,620	11,030
01-6100-5108	PERS	45,693	51,170	51,170	50,520	55,390
01-6100-5110	MEDICARE	3,106	3,220	3,220	3,100	3,300
01-6100-5111	SICK LEAVE/VACATION BUYBACK	3,850	10,810	10,810	3,850	13,170
	TOTAL PERSONNEL	294,855	312,480	312,480	303,170	322,300
OPERATIONS						
01-6100-6208	VEHICLE OPERATIONS	4,069	4,700	4,700	4,700	4,700
01-6100-6215	VEHICLE/CELL ALLOWANCE	1,402	1,450	1,450	1,450	1,500
01-6100-6239	UNIFORMS	0	300	300	300	300
01-6100-6256	EQUIPMENT USAGE	2,376	3,040	3,040	2,370	3,040
01-6100-6265	COMPUTER USAGE	14,029	13,650	13,650	14,440	13,740
	TOTAL OPERATIONS	21,878	23,140	23,140	23,260	23,280
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	316,733	335,620	335,620	326,430	345,580
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.05	2.05	2.05	2.05

CITY OF WALNUT

ANNUAL BUDGET DETAIL

2021-22

PUBLIC WORKS ADMINISTRATION (6100)

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

PERSONNEL:

5101 Regular Salaries

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

Responsible for administering 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 Los Angeles County Public Works. Also, responsible for setting the goals and the preparation of budgets for the division, and oversee 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 01-9200)

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 01-9200)

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)

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:

2020 Ford F150	1607009	60% (20% in 01-9100, 20% in 01-9200)
2018 GMC Canyon	1535050	50% (25% in 01-6206, 25% in 01-9100)
2018 Ford F250	1548267	20% (20% in 01-9100, 60% in 01-9200)
2015 Honda Accord	1462599	30% (10% in 01-6206, 30% in 01-9001, 30% in 01-9100)

6215 **Vehicle/Cell Allowance**

Provides for a cell phone allowance for the Assistant City Manager - Community Services/Public Works, Community Services Superintendent, Maintenance Manager, and Maintenance Supervisor, which are distributed through payroll. Also, provides for vehicle allowance for Community Services Superintendent, which is distributed through 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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
01-6206-5101	REGULAR SALARIES	170,118	174,000	174,000	173,520
01-6206-5104	OVERTIME	2,517	2,000	3,060	2,600
01-6206-5105	HEALTH & LIFE INSURANCE	29,400	29,390	29,390	29,390
01-6206-5107	WORKERS' COMPENSATION	12,089	11,700	11,700	12,090
01-6206-5108	PERS	51,486	58,230	58,230	62,900
01-6206-5110	MEDICARE	2,619	2,850	2,850	2,850
01-6206-5111	SICK LEAVE/VACATION BUYBACK	1,552	14,560	14,560	14,320
	TOTAL PERSONNEL	269,782	292,730	293,790	297,670
OPERATIONS					
01-6206-6208	VEHICLE OPERATIONS	4,678	11,000	11,000	11,000
01-6206-6215	VEHICLE/CELL ALLOWANCE	584	470	470	580
01-6206-6216	PROFESSIONAL SERVICES	5,000	5,000	5,000	5,000
01-6206-6227	CONTRACTUAL SERVICES	116,086	116,000	116,000	101,000
01-6206-6237	VANDALISM	1,020	1,700	2,200	1,700
01-6206-6238	SMALL TOOLS	1,581	2,000	2,000	2,000
01-6206-6239	UNIFORMS	843	1,000	1,000	1,000
01-6206-6240	RODENT CONTROL	12,960	13,000	13,000	13,000
01-6206-6247	EQUIPMENT MAINTENANCE	955	1,500	1,500	1,500
01-6206-6248	GROUND MAINTENANCE	5,378	7,000	7,000	7,000
01-6206-6254	COMMUNICATIONS	626	680	680	700
01-6206-6256	EQUIPMENT USAGE	2,493	3,190	3,190	3,190
01-6206-6265	COMPUTER USAGE	14,711	14,310	14,310	14,410
01-6206-6290	SPECIAL MAINTENANCE PROJECTS	45,955	65,000	56,500	50,000
	TOTAL OPERATIONS	212,871	241,850	233,850	212,080
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	482,652	534,580	527,640	509,750
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.15	2.15	2.15
			2.15	2.15	2.15

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

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, traffic and street signs and shopping carts 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, traffic and street signs and shopping carts 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 a cell phone allowance for the Assistant City Manager - Community Services/Public Works, Maintenance Manager, and Maintenance Supervisor, which is distributed through 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 street 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 Fiscal Year 2020-21 see 02-6206-6290)

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: WEED ABATEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8700-6227	CONTRACTUAL SERVICES	66,644	50,000	50,000	50,000	50,000
	TOTAL OPERATIONS	66,644	50,000	50,000	50,000	50,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	66,644	50,000	50,000	50,000	50,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9200-5101	REGULAR SALARIES	0	0	0	0	68,050
01-9200-5104	OVERTIME	0	0	0	0	3,000
01-9200-5105	HEALTH & LIFE INSURANCE	0	0	0	0	10,800
01-9200-5107	WORKERS' COMPENSATION	0	0	0	0	5,700
01-9200-5108	PERS	0	0	0	0	5,640
01-9200-5110	MEDICARE	0	0	0	0	1,190
01-9200-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	4,200
	TOTAL PERSONNEL	0	0	0	0	98,580
OPERATIONS						
01-9200-6208	VEHICLE OPERATIONS	0	0	0	0	3,000
01-9200-6213	BUILDING MAINTENANCE/SUPPLIES	0	0	0	0	27,000
01-9200-6215	VEHICLE/CELL ALLOWANCE	0	0	0	0	360
01-9200-6246	BUILDING MAINTENANCE	0	0	0	0	348,500
01-9200-6256	EQUIPMENT USAGE	0	0	0	0	1,190
01-9200-6265	COMPUTER USAGE	0	0	0	0	5,630
01-9200-6290	SPECIAL MAINTENANCE PROJECTS	64,167	30,000	39,254	30,000	30,000
	TOTAL OPERATIONS	64,167	30,000	39,254	30,000	415,680
CAPITAL						
01-9200-8402	MACHINERY & EQUIPMENT	12,077	10,000	10,000	10,000	10,000
	TOTAL CAPITAL	12,077	10,000	10,000	10,000	10,000
	SUB-PROGRAM TOTAL	76,244	40,000	49,254	40,000	524,260
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.80

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

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 prior fiscal years, building expenses were charged to Facility Maintenance Fund (26).

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:

2020 Ford F150	1607009	20% (60% in 01-6100, 20% in 01-9100)
2018 Ford F250	1548267	60% (20% 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 a cell phone allowance for the Maintenance Supervisor, which is distributed through 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

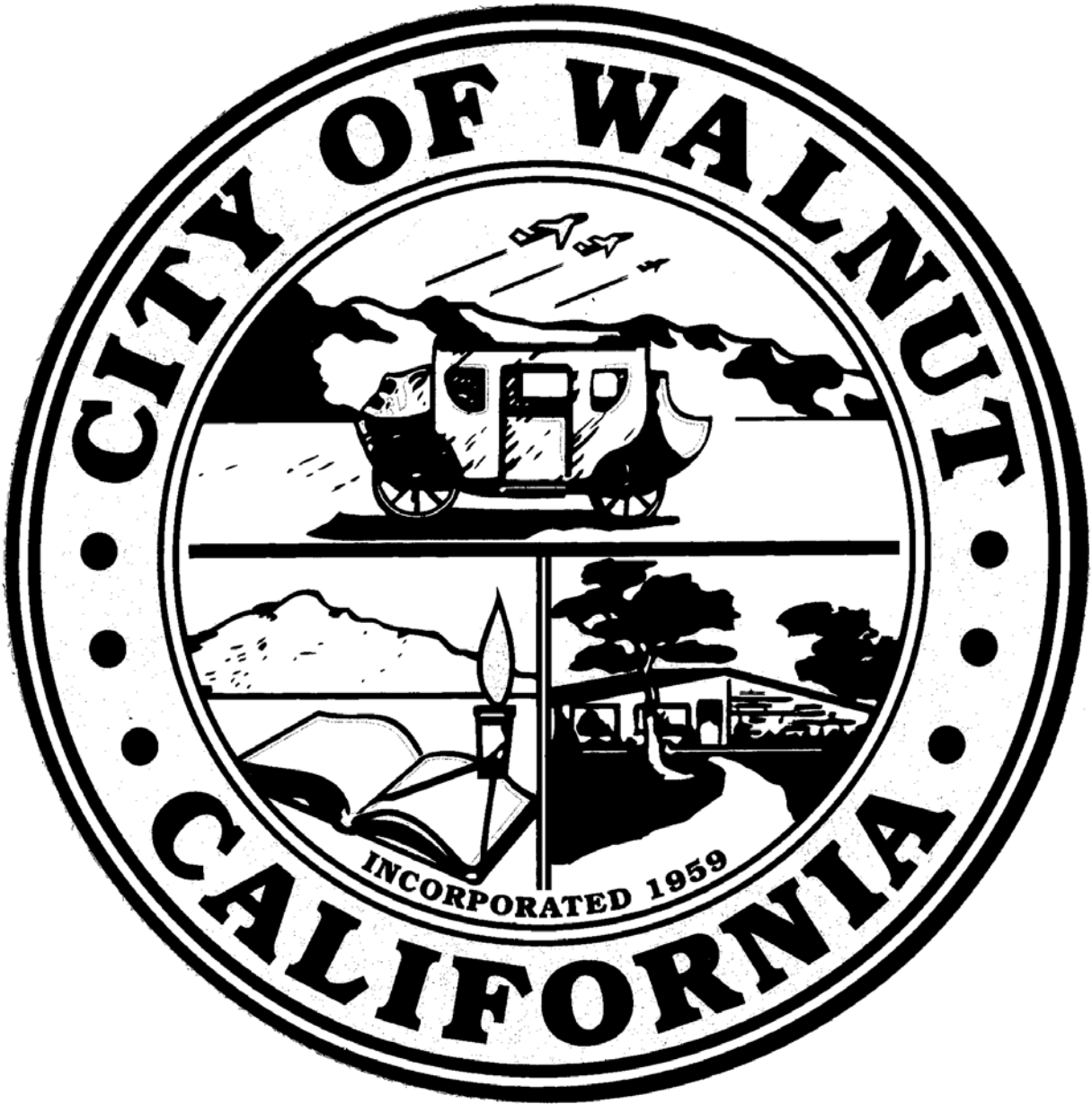
6290 **Special Maintenance Projects**

Provides for special projects such as 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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: GENERAL STREET MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6102-6216	PROFESSIONAL SERVICES	4,800	4,500	4,500	4,500	4,500
02-6102-6244	STREET LIGHT MAINTENANCE	77,815	78,000	78,000	78,000	82,000
02-6102-6245	GENERAL MAINTENANCE	17,038	45,000	45,000	45,000	45,000
	TOTAL OPERATIONS	99,652	127,500	127,500	127,500	131,500
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	99,652	127,500	127,500	127,500	131,500
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

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 33 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.

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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
02-6206-6227	CONTRACTUAL SERVICES	256,653	265,000	265,000	265,000
02-6206-6243	TREE MAINTENANCE	44,558	72,800	72,800	72,800
02-6206-6250	WATER	29,435	34,400	34,400	36,000
02-6206-6251	ELECTRICITY	23,771	34,650	34,650	34,650
02-6206-6290	SPECIAL MAINTENANCE PROJECTS	13,787	50,000	50,000	50,000
	TOTAL OPERATIONS	368,204	456,850	456,850	458,450
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	368,204	456,850	456,850	458,450
FUNDING SOURCE: GAS TAX					

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

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 the median on Amar Road is part of an agreement with City of West Covina and 34% of the annual cost of the Nogales median is allocated to the City of West Covina. Also, includes Valley Boulevard medians East of Grand Ave to City limits as part of an agreement with the City of Industry. Added recently completed Meadow Pass Road medians and right-of-way. Also, includes the mitigation area adjacent to Meadow Pass Road.

6243 Tree Maintenance

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

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 Fiscal Year 2020-21 see 01-6206-6290)

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: TRAFFIC ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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
2021-22
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 Fiscal Year 2018-19 moved to 25-6215-6216)

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: AIR QUALITY MANAGEMENT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
09-5420-6227	CONTRACTUAL SERVICES - BUS PASS SUBSIDY	5,371	8,000	8,000	8,000
09-5425-6227	CONTRACTUAL SERVICES - EZ PASS SUBSIDY	360	1,000	1,000	1,000
09-5610-6227	CONTRACTUAL SERVICES	30,000	30,000	30,000	32,000
	TOTAL OPERATIONS	35,731	39,000	39,000	41,000
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	35,731	39,000	39,000	41,000
FUNDING SOURCE: AIR QUALITY MANAGEMENT (\$36,900)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

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 (\$32,000)).

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

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		

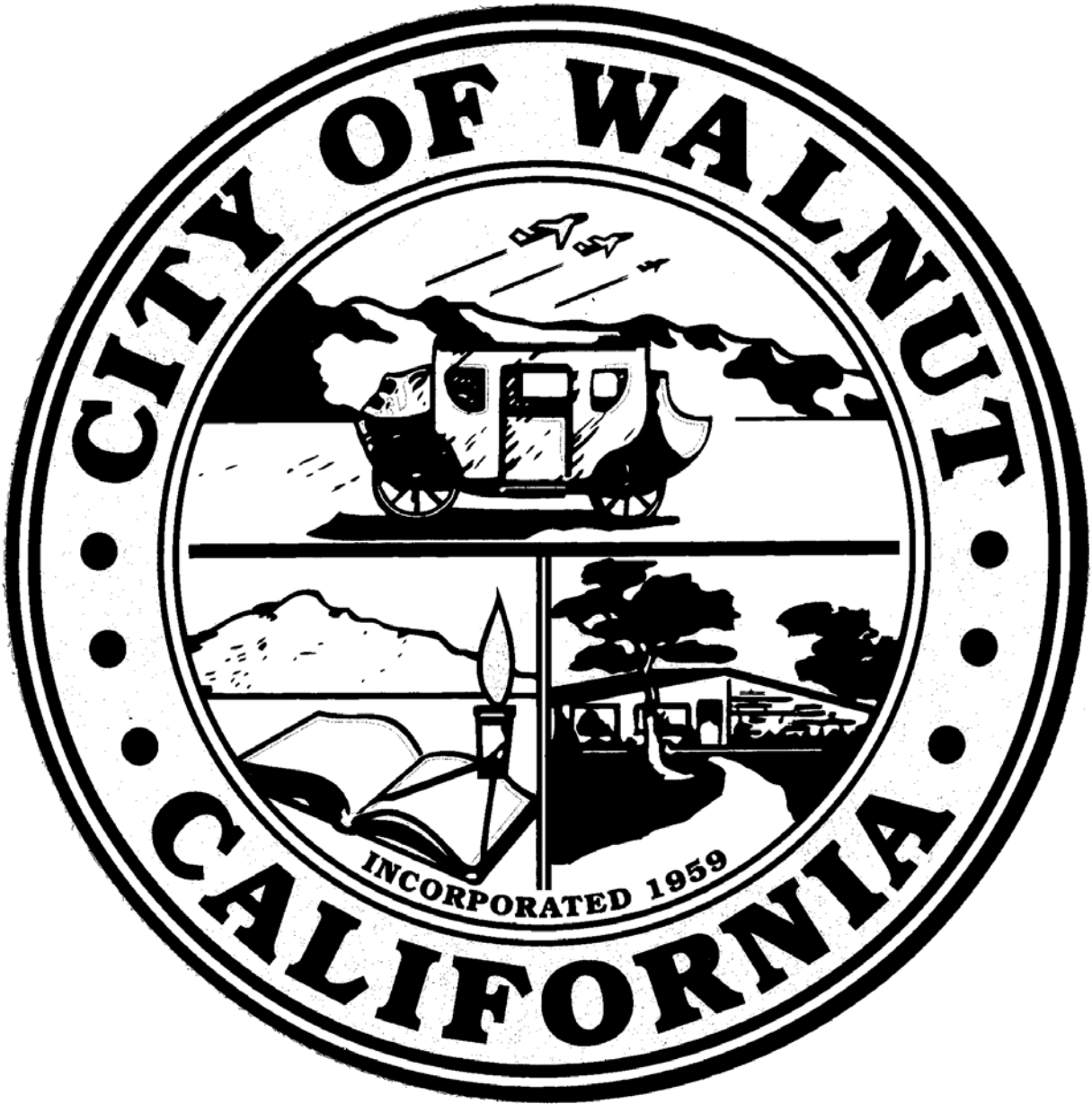
OPERATIONS:

- 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 in 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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 1

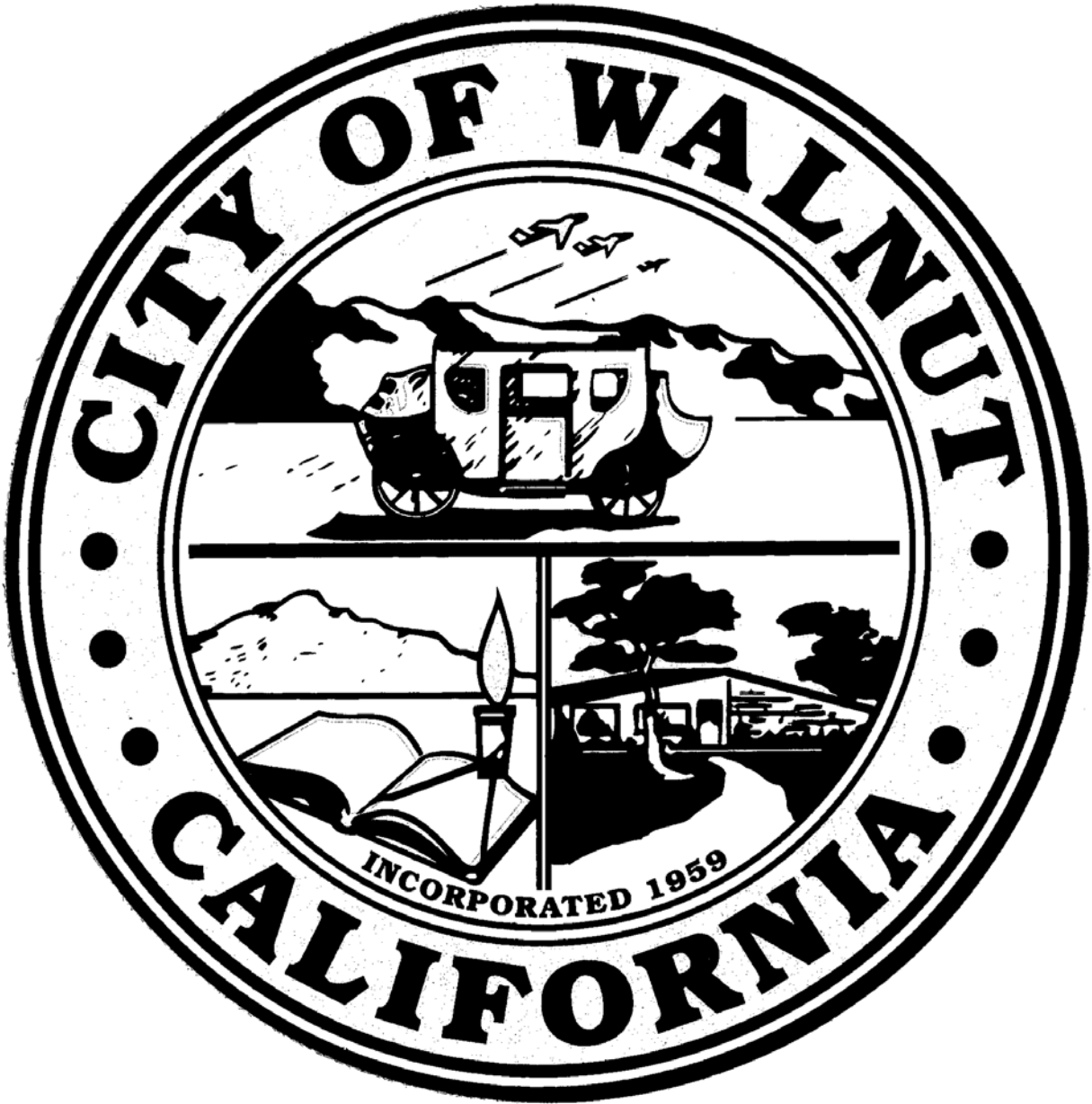
APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7100-6227	CONTRACTUAL SERVICES	9,627	9,950	9,950	9,950	9,950
01-7100-6240	RODENT CONTROL	1,200	1,200	1,200	1,200	1,200
01-7100-6243	TREE MAINTENANCE	8,758	8,760	8,760	8,760	8,760
01-7100-6250	WATER	5,959	7,350	7,350	7,350	7,700
01-7100-6251	ELECTRICITY	244	590	590	590	590
	TOTAL OPERATIONS	25,788	27,850	27,850	27,850	28,200
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	25,788	27,850	27,850	27,850	28,200
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 1

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7100-6216	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	1,000
19-7100-6227	CONTRACTUAL SERVICES	23,929	24,770	24,770	24,770	24,770
19-7100-6237	VANDALISM	0	100	100	100	100
19-7100-6240	RODENT CONTROL	2,196	2,200	2,200	2,200	2,200
19-7100-6243	TREE MAINTENANCE	1,803	12,060	12,060	12,060	12,060
19-7100-6244	STREET LIGHT MAINTENANCE	9,463	9,330	9,330	9,330	9,330
19-7100-6250	WATER	12,662	15,100	15,100	15,100	15,900
19-7100-6251	ELECTRICITY	453	1,090	1,090	1,090	1,090
	TOTAL OPERATIONS	51,505	65,650	65,650	65,650	66,450
	CAPITAL					
19-7100-8405	LANDSCAPE IMPROVEMENTS	0	3,500	3,500	3,500	3,500
19-7100-8406	IRRIGATION IMPROVEMENTS	1,825	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	1,825	6,000	6,000	6,000	6,000
	SUB-PROGRAM TOTAL	53,330	71,650	71,650	71,650	72,450
FUNDING SOURCE:						
ASSESSMENT (\$52,750)						
GENERAL (\$19,700)						
ACREAGE: 9.90						



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 2

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	49,103	52,800	52,800	52,800	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	17,815	19,500	19,500	19,500	19,500
19-7200-6244	STREET LIGHT MAINTENANCE	13,219	10,790	10,790	10,790	10,790
19-7200-6250	WATER	29,833	34,400	34,400	34,400	37,120
19-7200-6251	ELECTRICITY	1,117	2,600	2,600	2,600	2,600
	TOTAL OPERATIONS	117,827	127,140	127,140	127,140	129,860
	CAPITAL					
19-7200-8405	LANDSCAPE IMPROVEMENTS	1,123	3,690	3,690	3,690	3,690
19-7200-8406	IRRIGATION IMPROVEMENTS	0	160	160	160	150
	TOTAL CAPITAL	1,123	3,850	3,850	3,850	3,840
	SUB-PROGRAM TOTAL	118,950	130,990	130,990	130,990	133,700
FUNDING SOURCE:						
ASSESSMENT (\$104,040)						
GENERAL (\$29,660)						
ACREAGE: 17.00						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 3

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-7300-6227	CONTRACTUAL SERVICES	5,767	5,800	5,920	5,920
01-7300-6240	RODENT CONTROL	1,300	1,300	1,300	1,300
01-7300-6243	TREE MAINTENANCE	3,535	7,230	7,230	7,230
01-7300-6250	WATER	8,618	11,020	10,900	11,580
01-7300-6251	ELECTRICITY	316	800	800	800
	TOTAL OPERATIONS	19,536	26,150	26,150	26,830
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	19,536	26,150	26,150	26,830
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 3

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	58,373	61,320	61,320	61,320	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	39,228	42,540	42,540	42,540	42,540
19-7300-6250	WATER	48,837	62,420	62,420	62,420	65,550
19-7300-6251	ELECTRICITY	2,317	5,940	5,940	5,940	5,940
	TOTAL OPERATIONS	157,954	181,570	181,570	181,570	184,700
CAPITAL						
19-7300-8405	LANDSCAPE IMPROVEMENTS	960	1,000	1,000	1,000	1,000
19-7300-8406	IRRIGATION IMPROVEMENTS	1,894	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	2,854	3,500	3,500	3,500	3,500
	SUB-PROGRAM TOTAL	160,809	185,070	185,070	185,070	188,200
FUNDING SOURCE:						
ASSESSMENT (\$147,900)						
GENERAL (\$40,300)						
ACREAGE: 29.88						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 4

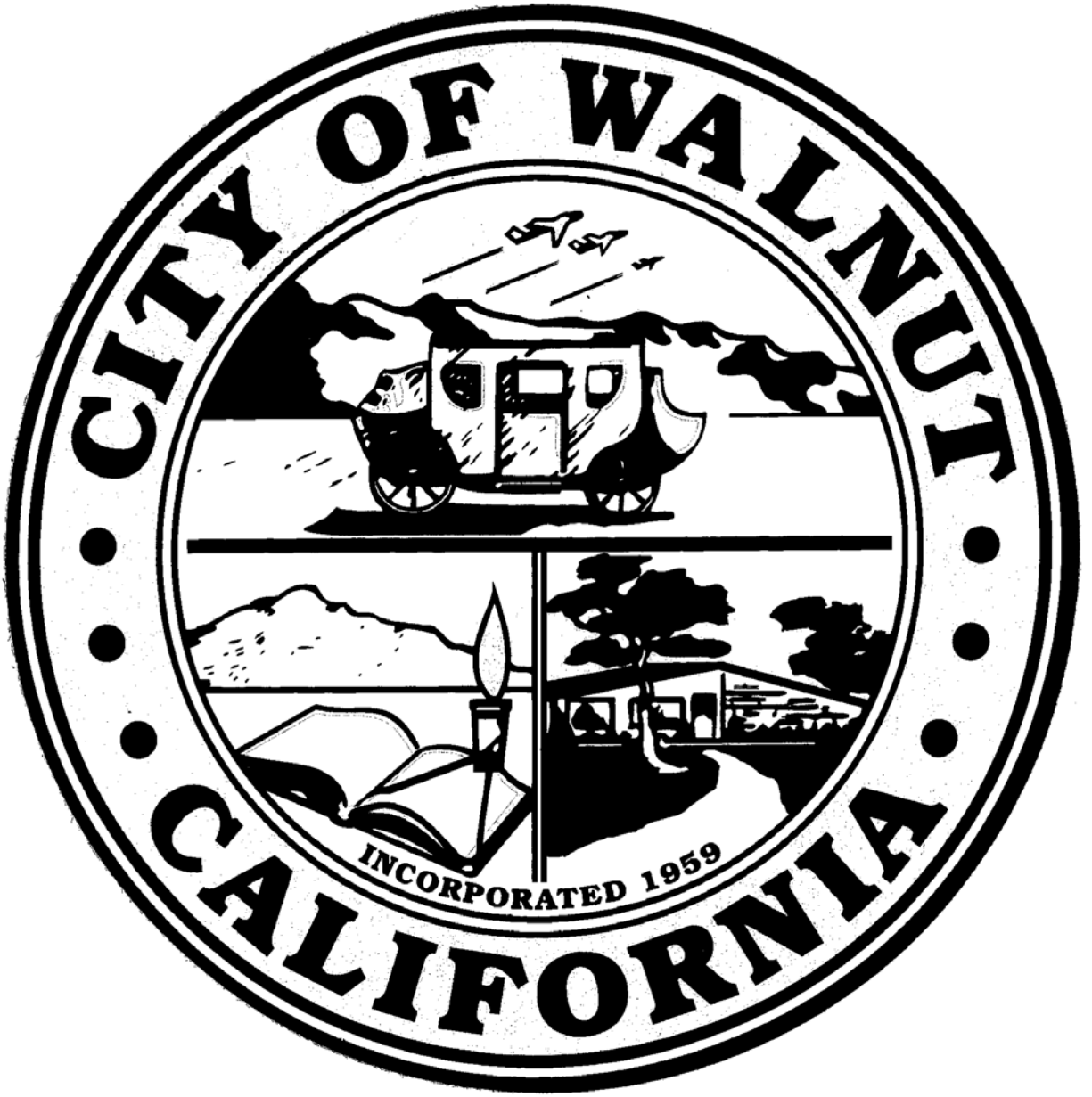
APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7400-6227	CONTRACTUAL SERVICES	61,041	55,200	55,200	55,200	55,200
01-7400-6240	RODENT CONTROL	3,480	3,480	3,480	3,480	3,480
01-7400-6243	TREE MAINTENANCE	18,366	13,000	13,000	13,000	13,000
01-7400-6250	WATER	28,786	48,000	48,000	48,000	48,000
01-7400-6251	ELECTRICITY	2,328	5,300	5,300	5,300	5,300
	TOTAL OPERATIONS	114,001	124,980	124,980	124,980	124,980
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	114,001	124,980	124,980	124,980	124,980
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 4

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	250,875	238,020	238,020	238,020	258,020
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	40,847	57,100	57,100	57,100	57,100
19-7400-6244	STREET LIGHT MAINTENANCE	78,182	80,780	80,780	80,780	80,780
19-7400-6250	WATER	198,191	215,390	215,390	215,390	226,160
19-7400-6251	ELECTRICITY	5,433	10,920	10,920	10,920	10,920
	TOTAL OPERATIONS	601,252	630,250	630,250	630,250	661,020
	CAPITAL					
19-7400-8405	LANDSCAPE IMPROVEMENTS	2,551	8,000	8,000	8,000	8,000
19-7400-8406	IRRIGATION IMPROVEMENTS	9,402	10,000	10,000	10,000	10,000
	TOTAL CAPITAL	11,953	18,000	18,000	18,000	18,000
	SUB-PROGRAM TOTAL	613,206	648,250	648,250	648,250	679,020
FUNDING SOURCE:						
ASSESSMENT (\$574,110)						
GENERAL (\$104,910)						
ACREAGE: 94.86						



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 5

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	133,534	137,000	137,000	137,000	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	14,135	19,000	19,000	19,000	19,000
19-7500-6244	STREET LIGHT MAINTENANCE	16,762	17,710	17,710	17,710	17,840
19-7500-6250	WATER	61,995	64,000	64,000	64,000	67,200
19-7500-6251	ELECTRICITY	4,696	8,550	8,550	8,550	8,550
	TOTAL OPERATIONS	240,305	255,650	255,650	255,650	258,980
	CAPITAL					
19-7500-8405	LANDSCAPE IMPROVEMENTS	1,268	6,610	6,410	6,410	6,410
19-7500-8406	IRRIGATION IMPROVEMENTS	733	500	700	700	700
	TOTAL CAPITAL	2,001	7,110	7,110	7,110	7,110
	SUB-PROGRAM TOTAL	242,306	262,760	262,760	262,760	266,090
FUNDING SOURCE:						
ASSESSMENT (\$205,890)						
GENERAL (\$60,200)						
ACREAGE: 47.37						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7600-6227	CONTRACTUAL SERVICES	28,148	26,710	26,710	26,710	27,710
01-7600-6240	RODENT CONTROL	600	610	610	610	610
01-7600-6243	TREE MAINTENANCE	3,176	3,640	3,640	3,640	3,640
01-7600-6250	WATER	12,098	13,570	13,570	13,570	14,250
01-7600-6251	ELECTRICITY	7,175	9,690	9,690	9,690	9,690
	TOTAL OPERATIONS	51,198	54,220	54,220	54,220	55,900
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	51,198	54,220	54,220	54,220	55,900
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	86,001	90,450	88,250	90,450	90,450
19-7600-6237	VANDALISM	0	100	100	100	100
19-7600-6240	RODENT CONTROL	2,544	2,550	2,550	2,550	2,550
19-7600-6243	TREE MAINTENANCE	16,190	41,300	33,300	41,300	33,300
19-7600-6244	STREET LIGHT MAINTENANCE	47,379	36,800	47,000	36,800	36,800
19-7600-6250	WATER	59,069	65,200	65,200	65,200	68,460
19-7600-6251	ELECTRICITY	11,223	15,500	15,500	15,500	25,500
	TOTAL OPERATIONS	224,075	253,570	253,570	253,570	258,830
	CAPITAL					
19-7600-8405	LANDSCAPE IMPROVEMENTS	1,160	2,000	2,000	2,000	2,000
19-7600-8406	IRRIGATION IMPROVEMENTS	1,921	1,900	1,900	1,900	1,900
	TOTAL CAPITAL	3,081	3,900	3,900	3,900	3,900
	SUB-PROGRAM TOTAL	227,156	257,470	257,470	257,470	262,730
FUNDING SOURCE:						
ASSESSMENT (\$262,730)						
ACREAGE: 29.21						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 7

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7700-6227	CONTRACTUAL SERVICES	23,476	24,100	24,100	24,100	24,100
01-7700-6240	RODENT CONTROL	1,248	1,250	1,250	1,250	1,250
01-7700-6243	TREE MAINTENANCE	10,862	12,200	12,200	12,200	12,200
01-7700-6250	WATER	10,917	16,250	16,250	16,250	17,070
01-7700-6251	ELECTRICITY	524	1,640	1,640	1,640	1,640
	TOTAL OPERATIONS	47,027	55,440	55,440	55,440	56,260
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	47,027	55,440	55,440	55,440	56,260
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 7

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	65,507	67,200	67,200	67,200	67,200
19-7700-6237	VANDALISM	0	100	100	100	100
19-7700-6240	RODENT CONTROL	3,588	3,590	3,590	3,590	3,590
19-7700-6243	TREE MAINTENANCE	29,016	31,540	31,540	31,540	31,540
19-7700-6244	STREET LIGHT MAINTENANCE	14,303	13,970	13,970	13,970	13,970
19-7700-6250	WATER	43,666	42,120	42,120	42,120	44,300
19-7700-6251	ELECTRICITY	724	2,240	2,240	2,240	4,740
	TOTAL OPERATIONS	158,304	162,260	162,260	162,260	166,940
	CAPITAL					
19-7700-8405	LANDSCAPE IMPROVEMENTS	1,149	2,400	2,400	2,400	2,400
19-7700-8406	IRRIGATION IMPROVEMENTS	1,973	2,000	2,000	2,000	2,000
	TOTAL CAPITAL	3,122	4,400	4,400	4,400	4,400
	SUB-PROGRAM TOTAL	161,426	166,660	166,660	166,660	171,340
FUNDING SOURCE: ASSESSMENT (\$171,340) ACREAGE: 25.39						



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 8

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	102,859	105,000	105,390	105,390	106,000
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	6,475	26,000	26,000	26,000	26,000
19-7800-6244	STREET LIGHT MAINTENANCE	8,852	11,520	11,520	11,520	11,520
19-7800-6250	WATER	101,318	113,000	112,610	112,610	124,300
19-7800-6251	ELECTRICITY	3,022	6,800	6,800	6,800	6,800
	TOTAL OPERATIONS	230,868	271,080	271,080	271,080	283,380
	CAPITAL					
19-7800-8405	LANDSCAPE IMPROVEMENTS	1,383	2,000	2,000	2,000	2,000
19-7800-8406	IRRIGATION IMPROVEMENTS	5,214	8,000	8,000	8,000	8,000
	TOTAL CAPITAL	6,597	10,000	10,000	10,000	10,000
	SUB-PROGRAM TOTAL	237,465	281,080	281,080	281,080	293,380
FUNDING SOURCE:						
ASSESSMENT (\$226,180)						
GENERAL (\$67,200)						
ACREAGE: 20.25						

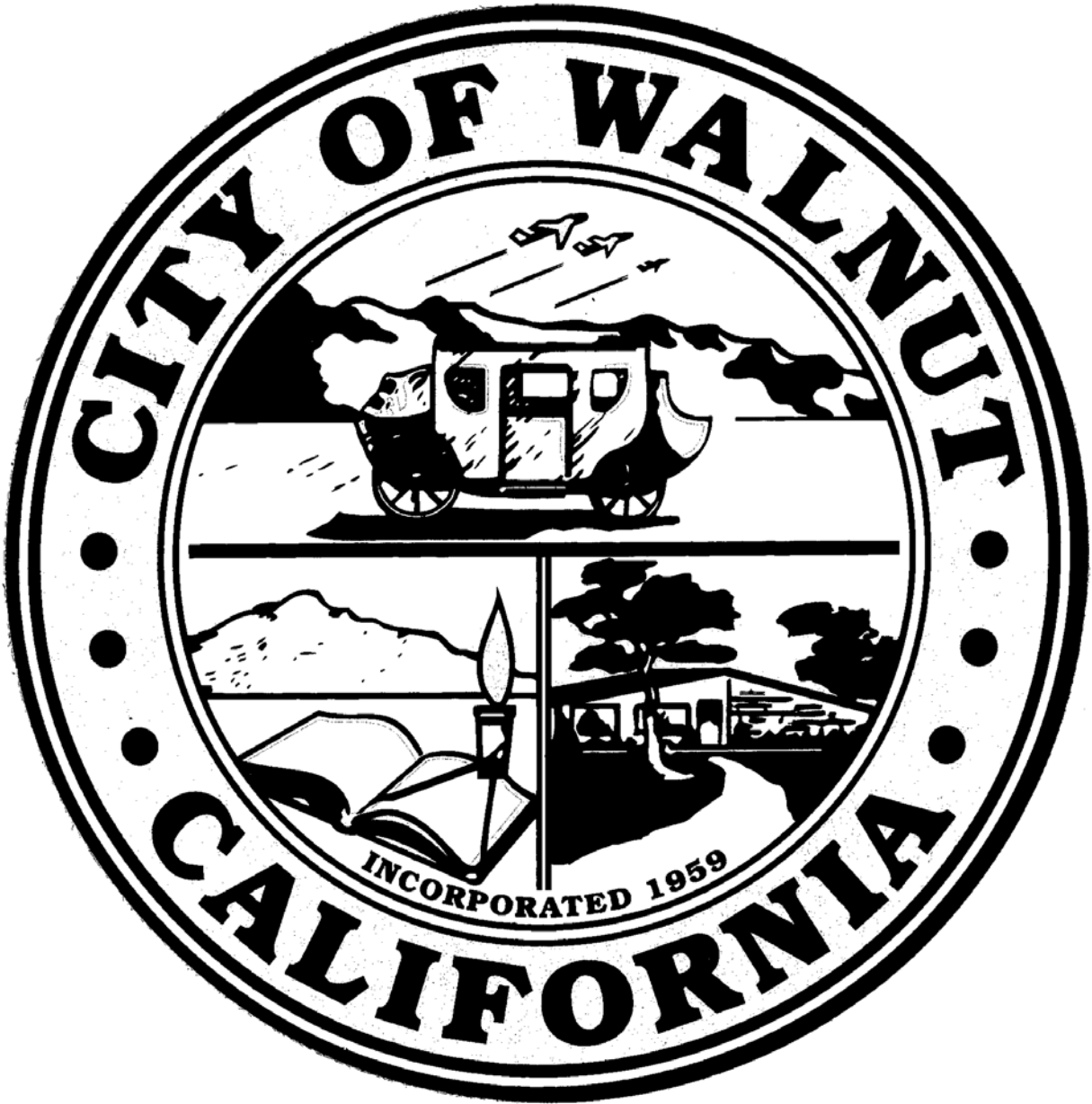


**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 9

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	392,301	426,600	426,600	426,600	426,600
18-7900-6237	VANDALISM	0	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	19,111	28,600	28,600	28,600	28,600
18-7900-6244	STREET LIGHT MAINTENANCE	11,518	10,450	10,450	10,450	10,450
18-7900-6250	WATER	105,895	119,000	119,000	119,000	124,950
18-7900-6251	ELECTRICITY	25,184	53,550	53,550	53,550	53,550
	TOTAL OPERATIONS	577,779	689,470	689,470	689,470	695,420
	CAPITAL					
18-7900-8405	LANDSCAPE IMPROVEMENTS	6,551	1,500	1,500	1,500	1,500
18-7900-8406	IRRIGATION IMPROVEMENTS	54,237	75,000	75,000	75,000	75,000
	TOTAL CAPITAL	60,788	76,500	76,500	76,500	76,500
	SUB-PROGRAM TOTAL	638,567	765,970	765,970	765,970	771,920
FUNDING SOURCE:						
ASSESSMENT (\$771,920)						
ACREAGE: 93.5						



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 11

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	400	400	400
19-7911-6244	STREET LIGHT MAINTENANCE	818	600	600	600	600
	TOTAL OPERATIONS	1,438	1,620	1,620	1,620	1,620
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,438	1,620	1,620	1,620	1,620
FUNDING SOURCE: ASSESSMENT (\$1,620) ACREAGE: NONE						



**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 12

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7912-6216	PROFESSIONAL SERVICES	720	720	720	720	720
19-7912-6227	CONTRACTUAL SERVICES	9,477	9,520	9,720	9,720	9,720
19-7912-6237	VANDALISM	151	100	100	100	100
19-7912-6240	RODENT CONTROL	1,392	1,400	1,400	1,400	1,400
19-7912-6243	TREE MAINTENANCE	1,346	3,000	3,000	3,000	3,000
19-7912-6244	STREET LIGHT MAINTENANCE	1,511	2,120	2,120	2,120	2,120
19-7912-6250	WATER	5,827	6,100	5,900	5,900	6,410
19-7912-6251	ELECTRICITY	409	990	990	990	990
	TOTAL OPERATIONS	20,832	23,950	23,950	23,950	24,460
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	20,832	23,950	23,950	23,950	24,460
FUNDING SOURCE: ASSESSMENT (\$16,840) GENERAL (\$7,620) ACREAGE: 1.41						

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
	TOTAL OPERATIONS	0	0	0	0
	CAPITAL				
25-4502-8402	MACHINERY & EQUIPMENT (COMPUTERS)	4,842	0	0	0
25-5000-8402	MACHINERY & EQUIPMENT	29,206	0	0	0
25-9100-8402	MACHINERY & EQUIPMENT	0	100,000	100,000	100,000
	TOTAL CAPITAL	34,048	100,000	100,000	100,000
	SUB-PROGRAM TOTAL	34,048	100,000	100,000	100,000
FUNDING SOURCE: CAPITAL EQUIPMENT					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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 Fiscal Year 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 one (1) scissor lift and one (1) utility vehicle for the maintenance department. In Fiscal Year 2020-21, provided for the purchase of two trucks.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PERSONNEL							
26-9200-5101	REGULAR SALARIES	66,905	67,840	67,840	66,840	0	
26-9200-5104	OVERTIME	2,113	3,000	3,000	880	0	
26-9200-5105	HEALTH & LIFE INSURANCE	10,797	10,800	10,800	11,230	0	
26-9200-5107	WORKERS' COMPENSATION	6,189	5,520	5,520	5,480	0	
26-9200-5108	PERS	4,888	5,670	5,670	5,580	0	
26-9200-5110	MEDICARE	1,106	1,150	1,150	1,150	0	
26-9200-5111	SICK LEAVE/VACATION BUYBACK	0	1,290	1,290	0	0	
	TOTAL PERSONNEL	91,999	95,270	95,270	91,160	0	
OPERATIONS							
26-9200-6208	VEHICLE OPERATIONS	2,214	3,000	3,000	3,000	0	
26-9200-6213	BUILDING MAINTENANCE/SUPPLIES	20,836	27,000	27,000	27,000	0	
26-9200-6215	VEHICLE/CELL ALLOWANCE	30	480	480	480	0	
26-9200-6246	BUILDING MAINTENANCE	321,894	342,000	342,000	342,000	0	
26-9200-6256	EQUIPMENT USAGE	931	1,190	1,190	920	0	
26-9200-6265	COMPUTER USAGE	5,473	5,330	5,330	5,630	0	
	TOTAL OPERATIONS	351,378	379,000	379,000	379,030	0	
CAPITAL							
	TOTAL CAPITAL	0	0	0	0	0	
	SUB-PROGRAM TOTAL	443,377	474,270	474,270	470,190	0	
FUNDING SOURCE: FACILITY MAINT.		F/T EMPLOYEES	0.80	0.80	0.80	0.80	0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

BUILDING MAINTENANCE (26-9200)

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 2021-22, building expenses were moved to 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:

2020 Ford F150	1607009	20% (60% in 01-6100, 20% in 01-9100)
2018 Ford F250	1548267	60% (20% 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.

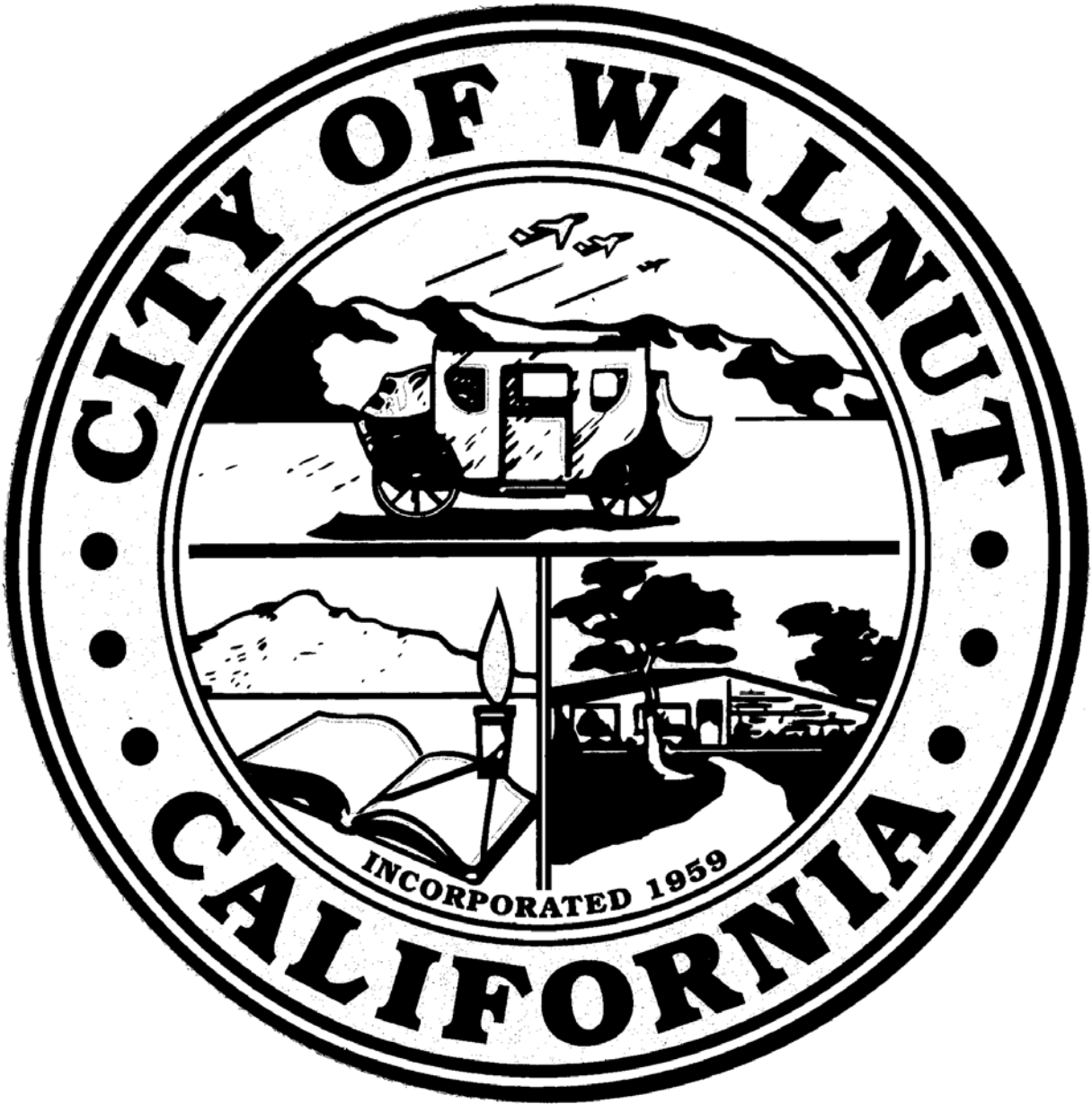
6215 **Vehicle/Cell Allowance**

Provides for a cell phone allowance for the Maintenance Supervisor, which is distributed through 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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENVIRONMENTAL SERVICES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
29-5600-6216	PROFESSIONAL SERVICES	23,270	220,000	220,000	220,000
29-5600-6227	CONTRACTUAL SERVICES	0	30,000	30,000	30,000
	TOTAL OPERATIONS	23,270	250,000	250,000	250,000
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	23,270	250,000	250,000	205,000
FUNDING SOURCE: MEASURE W (\$205,000)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

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
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: USED OIL RECYCLING GRANT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
32-5601-6280	ENVIRONMENTAL SERVICES SUPPLIES	8,352	8,320	8,320	5,000
	TOTAL OPERATIONS	8,352	8,320	8,320	5,000
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	8,352	8,320	8,320	5,000
FUNDING SOURCE: USED OIL RECYCLING GRANT (\$5,000)					

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

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 and Used Oil Filter Recycling Program supplies in support of Walnut's Used Oil Recycling Program.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: RECYCLING GRANT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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	2,386	7,800	7,800	5,420	7,810
	TOTAL CAPITAL	2,386	7,800	7,800	5,420	7,810
	SUB-PROGRAM TOTAL	2,386	7,800	7,800	5,420	7,810
FUNDING SOURCE: GENERAL RECYCLING GRANT (\$7,810)						

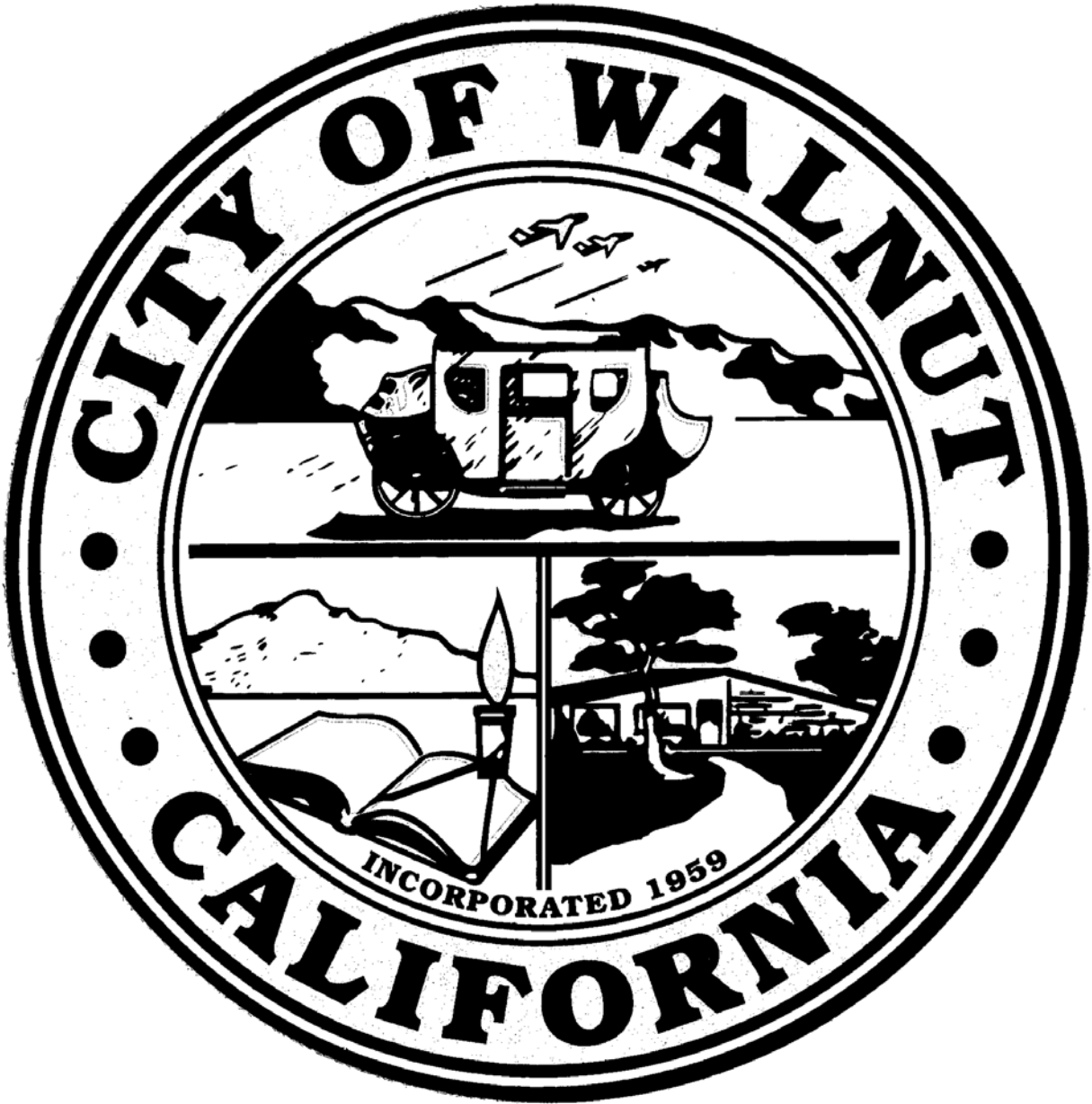
CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
RECYCLING GRANT (33-5605)

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:

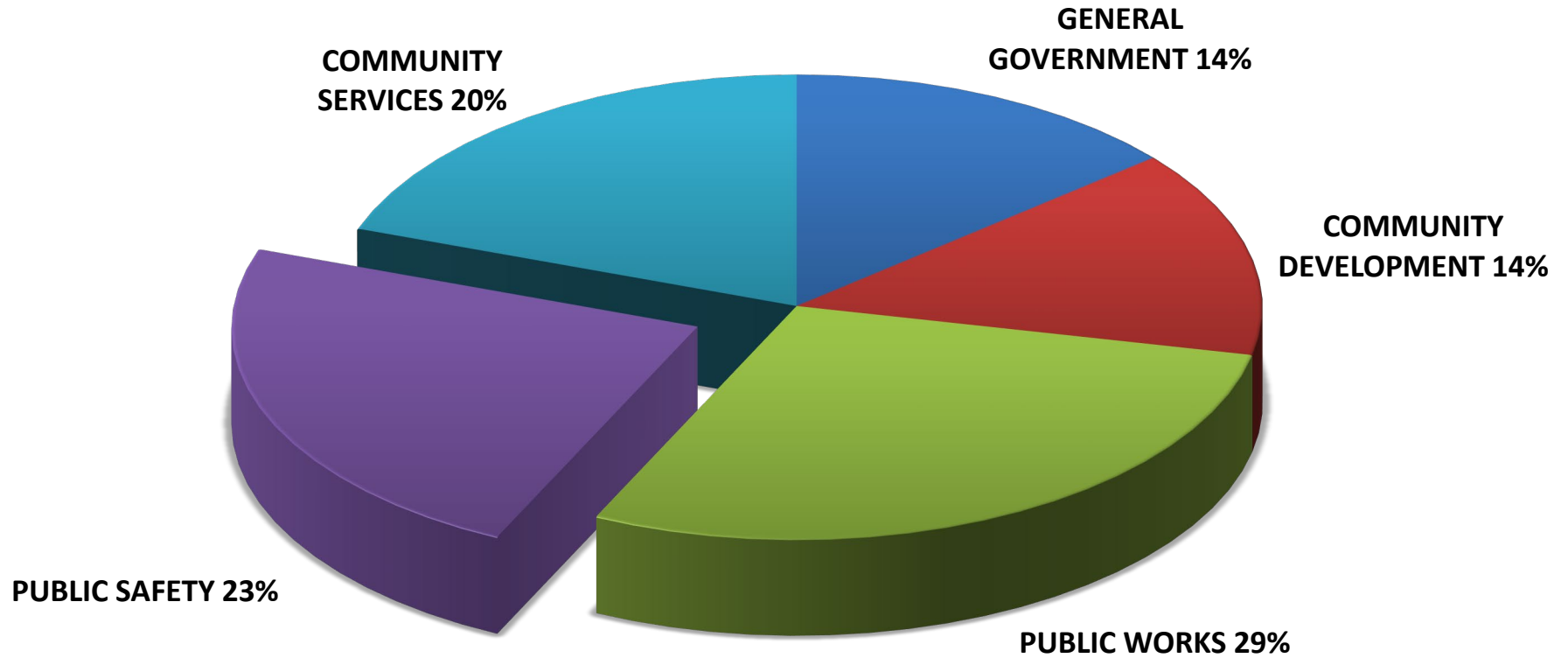
8410 **Improvements other than Buildings**

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 2021-22



**Total Public Safety Budget
\$4,705,690**

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 2021-22, the Public Safety Program will work to achieve the following goals:

1. Maintain functionality of primary and backup EOC sites.
2. Continue to maintain the inventory system established for the City's Emergency Operations supplies.
3. Update the City's Emergency Action Plan.
4. Conduct annual training for key City staff in appropriate areas of EOC activation using the Walnut EOC Activation Guide created by staff.
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. Continue to 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 2020-21, 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 postponed due to Los Angeles County Department of Public Health (IACDPH) orders related to the pandemic.

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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Employees trained on Emergency Operations	100	100	100	100	100
National Night Out Event Attendees	0	1,250	1,250	0	0
Neighborhood Watch Meetings	40	30	30	0	30
Public Safety Seminar	0	0	0	0	1
Number of Volunteers on Patrol	25	20	15	15	15
Joint City Council/Sheriff Meeting	1	1	0	0	1

FY 2021-22 Public Safety Goals and Relationship to the Mission Statement
<p>In FY 2021-22, the Public Safety Department has identified seven major goals:</p> <ol style="list-style-type: none"> 1. Continue to maintain the City’s EOC inventory system for equipment and supplies and add/replace items 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. 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**

	2019-20		2020-21		2021-22
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	158,963	167,870	168,170	159,500	170,920
OPERATIONS EXPENSE	4,187,158	4,487,790	4,552,490	4,310,300	4,534,770
TOTAL OPERATING EXPENSE	4,346,121	4,655,660	4,720,660	4,469,800	4,705,690
CAPITAL	(5)	0	0	0	0
PROGRAM TOTAL	4,346,116	4,655,660	4,720,660	4,469,800	4,705,690
TOTAL FULL-TIME EMPLOYEES	1.01	1.01	1.01	1.01	1.01
SUB-PROGRAMS:					
					PAGE
PUBLIC SAFETY ADMINISTRATION	01-8000				254
BUSINESS LICENSE ENFORCEMENT	01-8002				256
GENERAL LAW ENFORCEMENT	01-8100				260
HELICOPTER SERVICES	01-8101				262
CRIME PREVENTION	01-8400				264
ANIMAL CONTROL	01-8500				266
EMERGENCY PREPAREDNESS	01-8600				268
HAZARD MITIGATION	01-8613				270
VOLUNTEERS ON PATROL	01-8900				272
VEHICLE CODE FINES	05-8200				274
CITIZEN'S OPTIONS FOR PUB SFTY	07-8003				278

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: PUBLIC SAFETY ADMINIST'N

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8000-5101	REGULAR SALARIES	39,912	39,610	39,370	39,230	39,610
01-8000-5105	HEALTH & LIFE INSURANCE	4,358	4,280	4,280	4,460	4,280
01-8000-5107	WORKERS' COMPENSATION	805	690	690	680	710
01-8000-5108	PERS	13,426	14,760	14,560	14,550	16,150
01-8000-5110	MEDICARE	631	620	620	620	620
01-8000-5111	SICK LEAVE/VACATION BUYBACK	2,180	1,590	2,330	2,330	1,690
	TOTAL PERSONNEL	61,313	61,550	61,850	61,870	63,060
	OPERATIONS					
01-8000-6201	CONFERENCE & MEETINGS	0	500	200	0	500
01-8000-6215	VEHICLE/CELL ALLOWANCE	1,413	1,350	1,350	1,350	1,400
01-8000-6227	CONTRACTUAL SERVICES	61,156	95,500	95,500	4,000	95,500
01-8000-6256	EQUIPMENT USAGE	291	370	370	290	370
01-8000-6265	COMPUTER USAGE	1,709	1,660	1,660	1,760	1,680
	TOTAL OPERATIONS	64,569	99,380	99,080	7,400	99,450
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	125,882	160,930	160,930	69,270	162,510
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.25	0.25	0.25	0.25	0.25

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

PUBLIC SAFETY ADMINISTRATION (8000)

Public Safety Administration 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 an annual 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: BUSINESS LICENSE ENFORCE.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8002-5101	REGULAR SALARIES	23,086	24,320	24,320	20,450	24,070
01-8002-5105	HEALTH & LIFE INSURANCE	3,375	3,380	3,380	3,520	3,380
01-8002-5107	WORKERS' COMPENSATION	466	420	420	420	430
01-8002-5108	PERS	4,544	5,330	5,330	5,200	5,600
01-8002-5110	MEDICARE	367	390	390	370	390
01-8002-5111	SICK LEAVE/VACATION BUYBACK	428	920	920	250	1,240
	TOTAL PERSONNEL	32,266	34,760	34,760	30,210	35,110
	OPERATIONS					
01-8002-6210	PRINTING	435	500	500	450	500
01-8002-6215	VEHICLE/CELL ALLOWANCE	323	300	300	300	320
01-8002-6216	PROFESSIONAL SERVICES	33,864	35,000	35,000	35,000	35,000
01-8002-6227	CONTRACTUAL SERVICES	0	700	700	200	700
01-8002-6256	EQUIPMENT USAGE	291	370	370	290	370
01-8002-6265	COMPUTER USAGE	1,709	1,660	1,660	1,760	1,680
	TOTAL OPERATIONS	36,622	38,530	38,530	38,000	38,570
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	68,888	73,290	73,290	68,210	73,680
FUNDING SOURCE:	F/T EMPLOYEES	0.25	0.25	0.25	0.25	0.25
BUSINESS LICENSE TAX (\$122,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

BUSINESS LICENSE ENFORCEMENT (8002)

Business License 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, Walnut Successor Agency and Walnut Housing Authority 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, daily deposit review, business license operations and enforcements, and assists with the accounts payable review, as needed. 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 a vehicle and cell phone allowance for the Finance Officer, which are distributed through 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: GENERAL LAW ENFORCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8100-6227	CONTRACTUAL SERVICES	3,594,810	3,805,300	3,805,300	3,805,300	3,846,000
01-8100-6247	EQUIPMENT MAINTENANCE	4,888	5,000	5,000	5,000	5,000
	TOTAL OPERATIONS	3,599,698	3,810,300	3,810,300	3,810,300	3,851,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	3,599,698	3,810,300	3,810,300	3,810,300	3,851,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

GENERAL LAW ENFORCEMENT (8100)

General Law Enforcement 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HELICOPTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8101-6227	CONTRACTUAL SERVICES	8,402	10,000	10,000	10,000	10,000
	TOTAL OPERATIONS	8,402	10,000	10,000	10,000	10,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	8,402	10,000	10,000	10,000	10,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
HELICOPTER SERVICES (8101)

Helicopter Services 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CRIME PREVENTION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8400-6227	CONTRACTUAL SERVICES	153,924	163,200	163,200	163,200	165,000
01-8400-6272	CRIME PREVENTION PROGRAM SUPPLIES	0	2,500	2,500	1,000	2,500
	TOTAL OPERATIONS	153,924	165,700	165,700	164,200	167,500
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	153,924	165,700	165,700	164,200	167,500
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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.

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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: ANIMAL CONTROL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8500-6227	CONTRACTUAL SERVICES	145,088	190,000	190,000	55,000	130,000
	TOTAL OPERATIONS	145,088	190,000	190,000	55,000	130,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	145,088	190,000	190,000	55,000	130,000
FUNDING SOURCE: GENERAL ANIMAL LICENSE SALES (\$45,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
ANIMAL CONTROL (8500)

Animal Control 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 deceased 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: EMERGENCY PREPAREDNESS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-8600-6201	CONFERENCE & MEETINGS	1,074	1,250	1,250	500
01-8600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,108	4,000	4,000	4,000
01-8600-6227	CONTRACTUAL SERVICES	8,925	9,500	9,500	9,500
01-8600-6247	EQUIPMENT MAINTENANCE	11,678	12,000	12,000	12,000
01-8600-6253	TELEPHONE	4,662	4,900	4,900	4,900
01-8600-6254	COMMUNICATIONS	1,795	1,900	1,900	1,900
01-8600-6273	EMERGENCY PREPAREDNESS SUPPLIES	4,265	7,770	7,770	7,770
	TOTAL OPERATIONS	36,508	41,320	41,320	40,570
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	36,508	41,320	41,320	40,570
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

EMERGENCY PREPAREDNESS (8600)

Emergency Preparedness 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 OARRS 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 four (4) satellite phones airtime agreement (two satellite phones added in Fiscal Year 2021-22).

6254 Communications

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

6273 Emergency Preparedness Supplies

Provides for the purchase of emergency preparedness supplies as needed for replenishment.

**CITY OF WALNUT
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HAZARD MITIGATION PLAN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8613-6227	CONTRACTUAL SERVICES	28,750	0	0	0	0
	TOTAL OPERATIONS	28,750	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	28,750	0	0	0	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
HAZARD MITIGATION (8613)

This 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VOLUNTEERS ON PATROL

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-8900-6201	CONFERENCE & MEETINGS	0	200	200	0 200
01-8900-6239	UNIFORMS	0	1,000	1,000	500 1,000
	TOTAL OPERATIONS	0	1,200	1,200	500 1,200
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0 0
	SUB-PROGRAM TOTAL	0	1,200	1,200	500 1,200
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
VOLUNTEERS ON PATROL (8900)

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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VEHICLE CODE FINES

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2019-20		2020-21	2021-22
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
PERSONNEL					
05-8200-5101	REGULAR SALARIES	45,698	49,300	49,300	48,990
05-8200-5105	HEALTH & LIFE INSURANCE	6,752	6,750	6,750	6,750
05-8200-5107	WORKERS' COMPENSATION	922	850	850	870
05-8200-5108	PERS	9,141	10,900	10,900	11,540
05-8200-5110	MEDICARE	704	770	770	770
05-8200-5111	SICK LEAVE/VACATION BUYBACK	1,162	1,940	1,940	2,780
	TOTAL PERSONNEL	64,380	70,510	70,510	71,700
OPERATIONS					
05-8200-6210	PRINTING	2,250	2,500	2,500	2,500
05-8200-6215	VEHICLE/CELL ALLOWANCE	969	900	900	940
05-8200-6227	CONTRACTUAL SERVICES	17,181	27,000	27,000	25,000
05-8200-6256	EQUIPMENT USAGE	582	740	740	740
05-8200-6265	COMPUTER USAGE	3,418	3,330	3,330	3,350
	TOTAL OPERATIONS	24,401	34,470	34,470	32,530
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	88,780	104,980	104,980	104,230
FUNDING SOURCE:		F/T EMPLOYEES	0.50	0.50	0.50
VEHICLE CODE FINES (\$104,230)					0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
VEHICLE CODE FINES (05-8200)

Vehicle Code Fines 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, Walnut Successor Agency, and Walnut Housing Authority 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, accounts payable, and passport applications. Assists in preparing journal entries and bank reconciliations. Serves as the primary backup for payroll operations. (87.5% in 01-4500, 2.5% in 41-5800)

Accounting Technician - 20%

Responsible for recording accounts receivable, processing payroll, issuing petty cash, and assisting with processing passport applications. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records. Serves as primary backup for cashiering functions and office supply inventory. (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 a vehicle and cell phone allowance for the Finance Officer and Finance Analyst, which are distributed through 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
2021-22 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CITIZENS OPTNS PUBLIC SFTY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
07-8003-5101	REGULAR SALARIES	789	780	780	780	780
07-8003-5105	HEALTH & LIFE INSURANCE	129	140	140	150	140
07-8003-5107	WORKERS' COMPENSATION	16	20	20	20	20
07-8003-5108	PERS	58	70	70	70	70
07-8003-5110	MEDICARE	12	20	20	20	20
07-8003-5111	SICK LEAVE/VACATION BUYBACK	0	20	20	0	20
	TOTAL PERSONNEL	1,004	1,050	1,050	1,040	1,050
OPERATIONS						
07-8003-6215	VEHICLE/CELL ALLOWANCE	32	30	30	30	40
07-8003-6216	PROFESSIONAL SERVICES	4,600	5,200	5,200	5,200	5,500
07-8003-6227	CONTRACTUAL SERVICES	83,835	90,900	90,900	90,900	97,000
07-8003-6247	EQUIPMENT MAINTENANCE	0	0	65,000	65,000	65,000
07-8003-6253	TELEPHONE	649	680	680	620	650
07-8003-6256	EQUIPMENT USAGE	8	10	10	10	10
07-8003-6265	COMPUTER USAGE	73	70	70	70	70
	TOTAL OPERATIONS	89,198	96,890	161,890	161,830	168,270
CAPITAL						
07-8003-8401	FURNISHINGS & EQUIPMENT	(5)	0	0	0	0
	TOTAL CAPITAL	(5)	0	0	0	0
	SUB-PROGRAM TOTAL	90,197	97,940	162,940	162,870	169,320
FUNDING SOURCE: COPS (\$156,000)		F/T EMPLOYEES	0.01	0.01	0.01	0.01

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22

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%

Assist in administering the contract for the City's Motion Activated License Plate Camera Program. Also, assists in responding to request from Sherriff's personnel for stored data for investigation purposes. (15% in 01-4502, 84% in 01-4700)

5105 - 5111 See Appendix

OPERATIONS:

6215 **Vehicle/Cell Allowance**

Provides for a vehicle and cell phone allowance for the Management Analyst/Public Information Officer, which are distributed through 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.

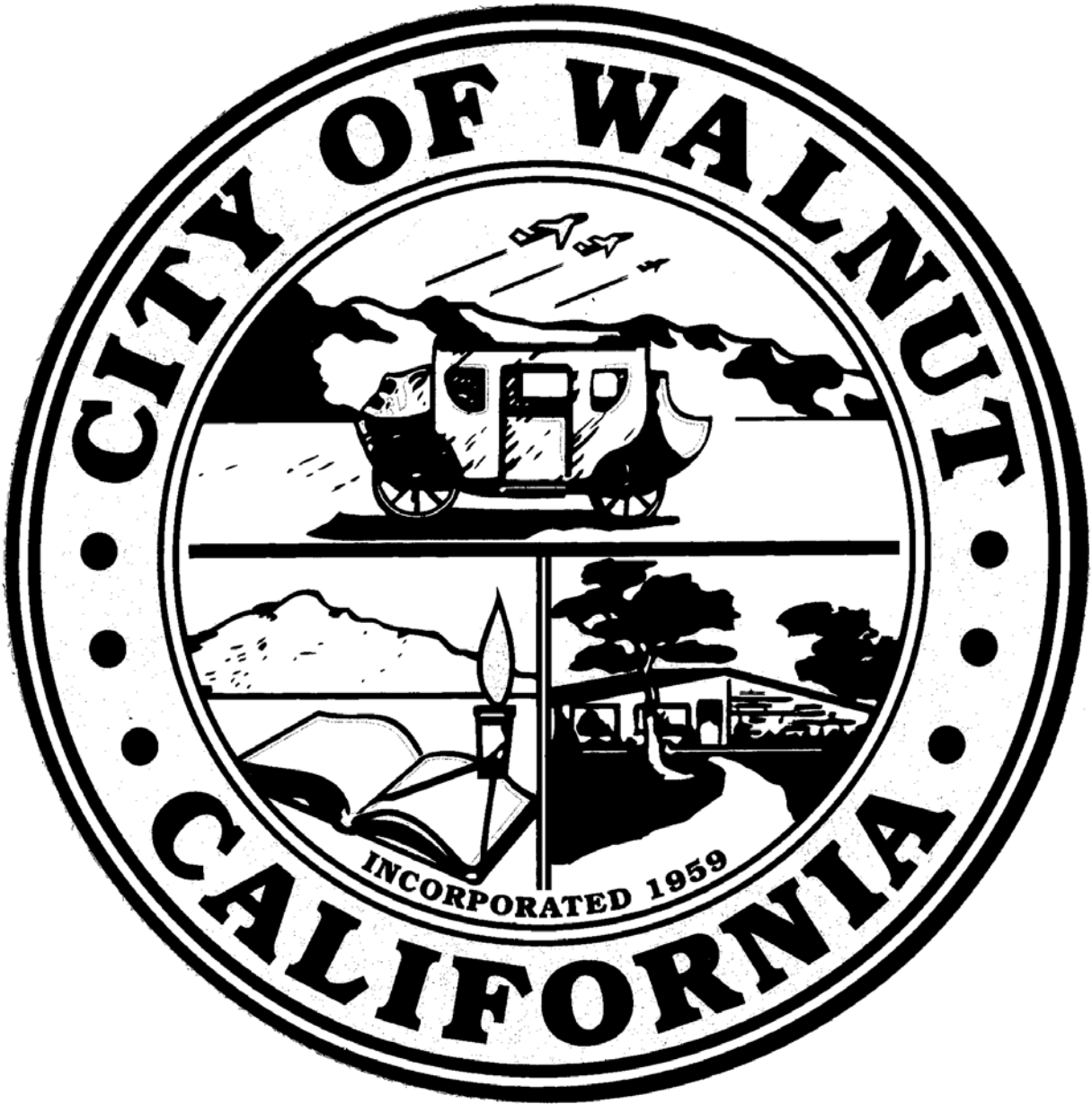
6247 **Equipment Maintenance**

Provides for maintenance of the automated license plate readers (ALPR).

6253 **Telephone**

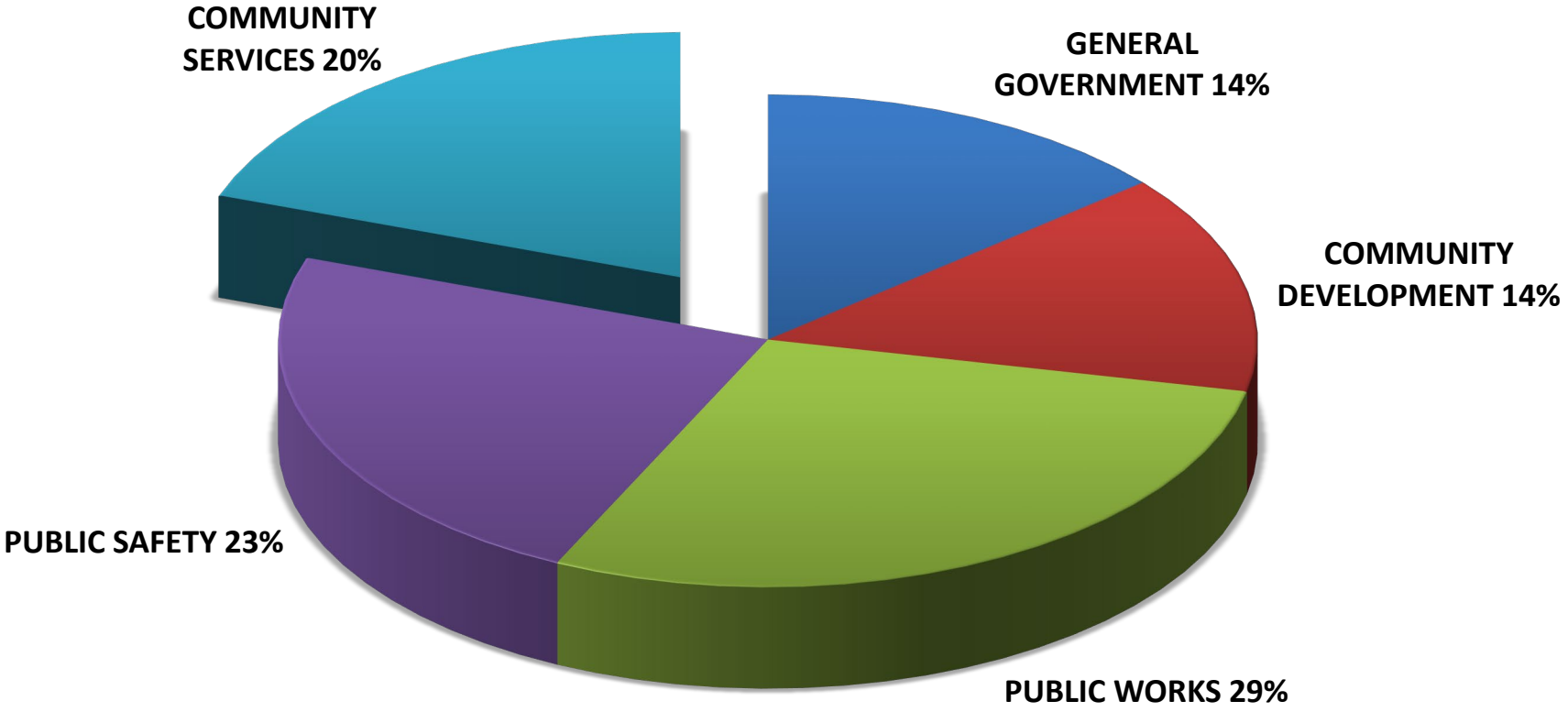
Provides for cellular phone use for public safety matters.

6256 - 6265 See Appendix



Community Services

COMMUNITY SERVICES FISCAL YEAR 2021-22



**Total Community Services Budget
\$3,949,720**

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 2021-22, the Community Services Department will work to achieve the following goals:

1. Continue to adapt and rebuild recreation programs as LACDPH health orders (related to the pandemic) allow. Develop an evaluation model for both ongoing and prospective new programs and seek participation from commissions, organizations, and interested residents to identify community wants and needs. *We will collaborate by encouraging open discussion.*
2. Continue with the trail resurfacing program to extend the life of Walnut’s trail system. *We will exceed expectations by preparing Walnut for the future.*
3. Expand outdoor recreation programs. *We will enhance civic pride by creating opportunities for Walnut families.*
4. Creatively assemble and memorialize unique programs and events that occurred in Walnut during the pandemic for historic purposes. *We will enhance civic pride by honoring Walnut’s history.*
5. Recruit and train additional part time recreation leaders as required to re-introduce popular seasonal programs and to add new ones. *We will collaborate by building teamwork among employees.*

In 2020-21, Community Services worked to achieve the following goals:

1. Complete playground and accessibility upgrades at Suzanne Park. *We will enhance civic pride by offering superior facilities.*

Performance Measure: Completed.

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.

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

Performance Measure: Completed. With immediate direction for the proposed expansion uncertain, the next step was determined to completing the Environmental Impact Report in a way to allow for a wide variety of potential projects (parks, residential, City Yard).

4. Create a new Veterans Day event to coincide with the Holiday. *We will enhance civic pride by recognizing achievements.*

Performance Measure: Completed.

5. Identify an e-sport program and/or event for Teen Center participants. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: Delayed this in-person event due to LA County Department of Public Health (LACDPH) orders related to the pandemic.

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.*

Performance Measure: Delayed this in-person event due to LACDPH orders related to the pandemic.

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.*

Performance Measure: Staff revised recreation offerings to comply with LACDPH orders related to the pandemic. Social services, ranging from expanded at home food deliveries for Senior Citizens to counseling for teens were added in response to the new restrictions. Creative recreation programs (e.g., Camp in a Box, virtual Arts and Crafts classes, Zoom Santa visits, Drive-in movie Night, 5K fun run, Drive-through Trick-or-Treating, Drive-through Holiday Hot Chocolate Happy Hour, Drive-through Lunar New Year) were launched.

Staff worked diligently to connect with residents and retain a sense of community in Walnut. Weekly calls to senior residents, handmade greeting cards, holiday notes from City Council Members and special gifts baskets recognizing Walnut students who graduated that year, are examples of these efforts.

**Community Services
Measurable Outputs**

Output	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Contract classes offered	610	615	612	20	500
Camps offered	33	33	33	2	10
Sports Leagues offered	14	15	15	0	15
Aquatic program participants	5,600	5,600	5,000	500	3,000
Total number of adult registrants	16,900	16,950	16,950	100	13,000
Total number of youth registered	8,010	8,075	8,075	500	5,000
Acres of landscape maintained weekly/parks	80	80	80	80	80
Acres of turf mowed weekly	40	40	40	40	40
Irrigation upgrades performed	7	5	5	5	5

**FY 2021-22
Community Services
Goals and Relationship to the Mission Statement**

In **FY 2021-22**, the Community Services Department has identified four major goals:

1. Continue to adapt and rebuild recreation programs as LACDPH orders related to the pandemic allow. Develop an evaluation model for both ongoing and prospective new programs and seek participation from the Commissions, organizations, and interested residents to identify community wants and needs.
2. Creatively assemble and memorialize unique programs and events that occurred in Walnut during the pandemic for historic purposes.
3. Recruit and train new part time staff as required to open programs when permitted.
4. Expand outdoor recreation offerings.

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.

**CITY OF WALNUT
PROGRAM SUMMARY
COMMUNITY SERVICES**

	2019-20		2020-21		2021-22
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,746,357	1,964,050	1,962,990	1,466,750	2,115,700
OPERATIONS EXPENSE	1,543,328	1,841,840	1,927,340	1,566,140	1,834,020
TOTAL OPERATING EXPENSE	3,289,685	3,805,890	3,890,330	3,032,890	3,949,720
CAPITAL	0	0	0	0	0
PROGRAM TOTAL	3,289,685	3,805,890	3,890,330	3,032,890	3,949,720
TOTAL FULL-TIME EMPLOYEES	10.30	10.30	10.30	10.30	10.30
SUB-PROGRAMS:					
				PAGE	
FAMILY FESTIVAL	01-4801 / 08-4801			286	
RECREATION ADMINISTRATION	01-9001 / 08-9001			290	
FIREWORKS SHOW	01-9005 / 08-9005			296	
PARKS MAINTENANCE	01-9100			300	
EQUESTRIAN TRAIL MAINTENANCE	01-9101			306	
SPECIAL EVENTS	01-9690 / 08-9690			310	
AQUATICS	01-9691 / 08-9691			314	
EXCURSIONS	01-9692			320	
SPORTS & GYMNASIUM	01-9693 / 08-9693			322	
RECREATION CLASSES	01-9694 / 08-9694			328	
SENIOR CENTER	01-9696 / 08-9696			332	
TEEN CENTER	01-9697 / 08-9697			338	
CAMP CRAWDAD	01-9699 / 08-9699			344	
PARK GRANTS	27-9696 / 28-9696			348	
PARKS MAINTENANCE	37-9100			350	

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FAMILY FESTIVAL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	6,840	0	0	0	0
01-4801-5104	OVERTIME	4,069	0	0	0	0
01-4801-5107	WORKERS' COMPENSATION	564	0	0	0	0
01-4801-5110	MEDICARE	158	0	0	0	0
	TOTAL PERSONNEL	11,631	0	0	0	0
OPERATIONS						
01-4801-6210	PRINTING	0	0	0	0	0
01-4801-6227	CONTRACTUAL SERVICES	35,941	0	0	0	35,940
01-4801-6281	FESTIVAL SUPPLIES	4,932	0	0	0	4,930
	TOTAL OPERATIONS	40,873	0	0	0	40,870
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	52,504	0	0	0	40,870
FUNDING SOURCE: FAMILY FESTIVAL (\$24,320)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
FAMILY FESTIVAL (4801)

Family Festival provides for the planning and execution of the City's largest community event. The Walnut 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. (Funding starting Fiscal Year 2021-22 moved to 08-4801)

5104 **Overtime**

Provides for payment of overtime to maintenance personnel for staffing in conjunction with the annual Walnut Family Festival. (Funding starting Fiscal Year 2021-22 moved to 08-4801)

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 of entertainment. Provides for expenses relative to advertising.

6281 **Festival Supplies**

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FAMILY FESTIVAL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	6,840	0	0	0	8,120
08-4801-5104	OVERTIME	4,069	0	0	0	4,200
08-4801-5107	WORKERS' COMPENSATION	564	0	0	0	430
08-4801-5110	MEDICARE	158	0	0	0	180
	TOTAL PERSONNEL	11,631	0	0	0	12,930
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	11,631	0	0	0	12,930
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
FAMILY FESTIVAL (08-4801)

Family Festival provides for the planning and execution of the City's largest community event. The Walnut Family Festival is held annually and is planned by community volunteers. Primary functions include planning of the booth area, procession, and entertainment. In prior fiscal years, funded from General Fund (01).

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION ADMINISTRATION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9001-5101	REGULAR SALARIES	187,445	187,450	187,450	184,750	186,540
01-9001-5102	REGULAR PART-TIME EMPLOYEES	20,783	26,190	26,190	25,210	27,640
01-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	4,530	2,700	2,700	130	0
01-9001-5104	OVERTIME	394	1,400	1,400	180	1,400
01-9001-5105	HEALTH & LIFE INSURANCE	21,311	26,750	26,750	22,170	26,750
01-9001-5107	WORKERS' COMPENSATION	4,416	4,100	4,100	3,650	3,850
01-9001-5108	PERS	63,819	71,350	71,350	70,110	77,680
01-9001-5110	MEDICARE	3,316	3,550	3,550	3,230	3,470
01-9001-5111	SICK LEAVE/VACATION BUYBACK	4,833	13,310	13,310	4,840	13,880
	TOTAL PERSONNEL	310,848	336,800	336,800	314,270	341,210
OPERATIONS						
01-9001-6201	CONFERENCE & MEETINGS	3,340	2,270	2,270	600	2,270
01-9001-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	923	960	960	960	960
01-9001-6207	POSTAGE	6,240	8,600	8,600	0	8,600
01-9001-6208	VEHICLE OPERATIONS	1,340	3,500	3,500	3,500	3,500
01-9001-6210	PRINTING	12,419	17,000	17,000	0	17,000
01-9001-6214	MILEAGE REIMBURSEMENT	0	0	0	0	0
01-9001-6215	VEHICLE/CELL ALLOWANCE	2,765	2,640	2,640	2,640	2,740
01-9001-6239	UNIFORMS	0	1,320	1,320	1,320	1,320
01-9001-6247	EQUIPMENT MAINTENANCE	462	1,500	1,500	1,500	1,500
01-9001-6250	WATER	1,371	1,680	1,680	1,600	1,680
01-9001-6251	ELECTRICITY	4,289	5,000	5,000	5,000	5,000
01-9001-6253	TELEPHONE	6,734	6,800	6,800	7,630	7,900
01-9001-6254	COMMUNICATIONS	997	1,200	1,200	1,010	1,200
01-9001-6256	EQUIPMENT USAGE	1,746	2,220	2,220	1,730	2,230
01-9001-6265	COMPUTER USAGE	10,265	9,980	9,980	10,570	10,050
01-9001-6278	BANK CHARGES	23,861	29,400	29,400	15,000	29,400
	TOTAL OPERATIONS	76,751	94,070	94,070	53,060	95,350
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	387,599	430,870	430,870	367,330	436,560
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	1.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

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. Also, prepares the Parks & Recreation Commission, 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 Assistant 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. (Funding starting Fiscal Year 2021-22 moved to 08-9001)

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 Fiscal Year 2018-19, 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 & Recreation Commissioners. (50% in 01-9100)

6207 **Postage**

Provides for 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 brochures four times per year, printing of registration forms, and cash receipts.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for the recreation staff.

- 6215 **Vehicle/Cell Allowance**
Provides for a 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 of 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: RECREATION ADMINISTRATION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	7,440
08-9001-5107	WORKERS' COMPENSATION	0	0	0	0	330
08-9001-5110	MEDICARE	0	0	0	0	110
	TOTAL PERSONNEL	0	0	0	0	7,880
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	7,880
FUNDING SOURCE:						
AMERICAN RESCUE PLAN ACT (ARPA)						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

RECREATION ADMINISTRATION (08-9001)

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. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

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.

5107-5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FIREWORKS SHOW

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	3,699	1,000	1,000	0	0
01-9005-5104	OVERTIME	3,375	900	900	0	0
01-9005-5107	WORKERS' COMPENSATION	334	40	40	0	0
01-9005-5110	MEDICARE	103	20	20	0	0
	TOTAL PERSONNEL	7,510	1,960	1,960	0	0
OPERATIONS						
01-9005-6227	CONTRACTUAL SERVICES	52,788	17,610	17,610	0	18,310
01-9005-6277	RECREATION SUPPLIES	183	1,710	1,710	0	1,010
	TOTAL OPERATIONS	52,971	19,320	19,320	0	19,320
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	60,481	21,280	21,280	0	19,320
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
FIREWORKS SHOW (9005)

Provides for funding of 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. (Funding starting Fiscal Year 2021-22 moved to 08-9005)

5104 **Overtime**

Provides funds for maintenance staff to assist with event. (Funding starting Fiscal Year 2021-22 moved to 08-9005)

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: FIREWORKS SHOW

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	3,740
08-9005-5104	OVERTIME	0	0	0	0	3,900
08-9005-5107	WORKERS' COMPENSATION	0	0	0	0	240
08-9005-5110	MEDICARE	0	0	0	0	120
	TOTAL PERSONNEL	0	0	0	0	8,000
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	8,000
FUNDING SOURCE:						
AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
FIREWORKS SHOW (08-9005)

Provides for funding of an annual fireworks display held on Independence Day. The event includes fireworks, live on-stage entertainment, games and contests, and other attractions for families. In prior fiscal years, funded from General Fund (01).

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARKS MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9100-5101	REGULAR SALARIES	305,627	315,710	315,710	312,300	322,000
01-9100-5102	REGULAR PART-TIME EMPLOYEES	8,907	11,230	11,230	10,810	11,850
01-9100-5104	OVERTIME	2,458	3,000	2,940	2,750	3,000
01-9100-5105	HEALTH & LIFE INSURANCE	56,420	58,760	58,760	58,720	58,760
01-9100-5107	WORKERS' COMPENSATION	20,485	19,460	19,460	18,050	20,420
01-9100-5108	PERS	69,268	78,770	78,770	77,450	85,310
01-9100-5110	MEDICARE	5,154	5,460	5,460	5,240	5,590
01-9100-5111	SICK LEAVE/VACATION BUYBACK	3,350	14,960	14,960	3,350	16,330
	TOTAL PERSONNEL	471,669	507,350	507,290	488,670	523,260
OPERATIONS						
01-9100-6201	CONFERENCE & MEETINGS	1,365	3,000	3,000	1,000	3,000
01-9100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,257	1,700	1,700	1,700	1,700
01-9100-6208	VEHICLE OPERATIONS	9,316	13,000	13,000	13,000	12,000
01-9100-6213	BUILDING MAINTENANCE/SUPPLIES	10,459	12,000	12,000	12,000	12,000
01-9100-6215	VEHICLE/CELL ALLOWANCE	1,523	1,540	1,540	1,540	1,620
01-9100-6221	MACHINERY EQUIPMENT RENTAL	0	500	500	500	500
01-9100-6227	CONTRACTUAL SERVICES	372,885	415,000	415,000	415,000	417,000
01-9100-6237	VANDALISM	1,033	1,500	1,500	15,000	1,500
01-9100-6238	SMALL TOOLS	755	1,000	1,000	1,000	1,000
01-9100-6239	UNIFORMS	5,800	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	26,980	32,300	32,300	32,300	32,300
01-9100-6247	EQUIPMENT MAINTENANCE	2,972	4,000	4,000	4,000	4,000
01-9100-6248	GROUNDS MAINTENANCE	34,994	37,000	47,000	37,000	40,000
01-9100-6250	WATER	202,174	229,600	219,100	229,600	241,000
01-9100-6251	ELECTRICITY	44,129	57,300	57,300	57,300	57,300
01-9100-6252	GAS	973	800	1,300	1,000	1,000
01-9100-6253	TELEPHONE	15,325	15,500	15,500	16,860	17,400
01-9100-6254	COMMUNICATIONS	10,917	12,000	11,550	10,150	11,000
01-9100-6256	EQUIPMENT USAGE	4,763	6,080	6,080	4,730	6,090
01-9100-6265	COMPUTER USAGE	28,059	27,290	27,290	28,880	27,480
	TOTAL OPERATIONS	783,621	888,610	888,160	900,060	905,390
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	1,255,290	1,395,960	1,395,450	1,388,730	1,428,650
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	4.10	4.10	4.10	4.10	4.10

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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, purchasing landscape inspections as required, preparing the 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 ensuring 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 ensuring that all landscaped areas are maintained to City standards. Responsible for maintaining all parks and facilities. (20% in 01-6100, 60% in 01-9200)

Executive Assistant - 20%

Responsible for secretarial support for Parks, Streets, Recreation, Senior Commission, and LOSMD operations. Also, prepares the Parks & Recreation, Youth Advisory, and Senior Center 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 01-9200)

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 Assistant 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, and 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 & 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:

2021 Ford F450	XXXXXXX	100%
2020 Ford F150	1607009	20% (60% in 01-6100, 20% in 01-9200)
2018 Ford F250	1548267	20% (20% in 01-6100, 60% in 01-9200)
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)
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)
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 a cell phone allowance for the Community Services Superintendent, Maintenance Manager, Maintenance Supervisor, and Assistant City Manager - Community Services/Public Works which is distributed through payroll. Also, provides for a vehicle allowance for the Community Services Superintendent, which is distributed through 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: Fiscal Year 2014-15 Capital Irrigation Project for Calsense irrigation system provided five-year data plan for three of four locations. (Expiration in Fiscal Year 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



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EQUESTRIAN TRAIL MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9101-5101	REGULAR SALARIES	50,621	52,120	52,120	51,450	52,830
01-9101-5105	HEALTH & LIFE INSURANCE	9,455	9,450	9,450	9,850	9,450
01-9101-5107	WORKERS' COMPENSATION	4,576	4,060	4,060	4,000	4,240
01-9101-5108	PERS	12,679	14,390	14,390	14,150	15,500
01-9101-5110	MEDICARE	780	850	850	800	860
01-9101-5111	SICK LEAVE/VACATION BUY BACK	0	3,460	3,460	0	2,960
	TOTAL PERSONNEL	78,110	84,330	84,330	80,250	85,840
OPERATIONS						
01-9101-6208	VEHICLE OPERATIONS	1,561	3,000	3,000	3,000	3,000
01-9101-6215	VEHICLE/CELL ALLOWANCE	161	120	120	120	160
01-9101-6227	CONTRACTUAL SERVICES	29,715	30,000	30,110	30,110	31,000
01-9101-6248	GROUND MAINTENANCE	6,124	8,000	7,890	7,890	8,000
01-9101-6256	EQUIPMENT USAGE	815	1,040	1,040	810	1,040
01-9101-6265	COMPUTER USAGE	4,792	4,660	4,660	4,930	4,690
	TOTAL OPERATIONS	43,168	46,820	46,820	46,860	47,890
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	121,278	131,150	131,150	127,110	133,730
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2021-22

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 of 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 a cell phone allowance for the Maintenance Supervisor, which is distributed through 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	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9690-5101	REGULAR SALARIES	21,209	22,230	21,890	21,400	21,610
01-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	24,712	24,940	24,940	2,270	0
01-9690-5104	OVERTIME	3,522	3,500	3,500	590	3,500
01-9690-5105	HEALTH & LIFE INSURANCE	4,718	4,730	4,730	4,920	4,730
01-9690-5107	WORKERS' COMPENSATION	2,282	2,150	2,150	960	950
01-9690-5108	PERS	7,143	8,290	8,290	8,090	8,820
01-9690-5110	MEDICARE	734	760	760	380	390
01-9690-5111	SICK LEAVE/VACATION BUYBACK	628	410	750	750	530
	TOTAL PERSONNEL	64,948	67,010	67,010	39,360	40,530
OPERATIONS						
01-9690-6214	MILEAGE REIMBURSEMENT	115	110	110	50	110
01-9690-6221	MACHINERY EQUIPMENT RENTAL	2,847	3,630	3,630	3,000	3,630
01-9690-6227	CONTRACTUAL SERVICES	43,636	36,220	39,220	5,000	43,000
01-9690-6256	EQUIPMENT USAGE	407	520	520	400	520
01-9690-6265	COMPUTER USAGE	2,391	2,330	2,330	2,470	2,350
01-9690-6277	RECREATION SUPPLIES	7,878	14,250	25,750	10,000	8,000
	TOTAL OPERATIONS	57,275	57,060	71,560	20,920	57,610
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	122,222	124,070	138,570	60,280	98,140
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
SPECIAL EVENTS (\$16,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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. (Funding starting Fiscal Year 2021-22 moved to 08-9690)

5104 - 5111 See Appendix

OPERATIONS:

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for recreation staff to deliver promotional materials to offsite locations, pick-up 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: SPECIAL EVENTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	28,110
08-9690-5107	WORKERS' COMPENSATION	0	0	0	0	1,250
08-9690-5110	MEDICARE	0	0	0	0	410
	TOTAL PERSONNEL	0	0	0	0	29,770
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	29,770
FUNDING SOURCE:						
AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
SPECIAL EVENTS (08-9690)

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. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

5103 **Seasonal/Limited Part-Time Employees**
Provides for staffing at special events.

5107 - 5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: AQUATICS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	47,653	101,680	101,680	0	0
01-9691-5104	OVERTIME	0	4,050	3,050	0	0
01-9691-5107	WORKERS' COMPENSATION	2,211	0	0	0	0
01-9691-5110	MEDICARE	691	1,480	1,480	0	0
	TOTAL PERSONNEL	50,555	107,210	106,210	0	0
OPERATIONS						
01-9691-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	582	1,000	1,000	580	1,000
01-9691-6213	BUILDING MAINTENANCE/SUPPLIES	0	250	250	250	250
01-9691-6214	MILEAGE REIMBURSEMENT	29	420	420	120	420
01-9691-6222	FACILITY RENTAL	587	2,700	2,700	950	2,700
01-9691-6227	CONTRACTUAL SERVICES	0	1,130	1,130	500	1,130
01-9691-6239	UNIFORMS	0	2,810	2,810	2,810	2,810
01-9691-6271	SERVICE/RECOGNITION/AWARDS	0	580	580	0	580
01-9691-6277	RECREATION SUPPLIES	435	2,850	2,850	750	2,850
	TOTAL OPERATIONS	1,633	11,740	11,740	5,960	11,740
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	52,188	118,950	117,950	5,960	11,740
FUNDING SOURCE: AQUATICS (\$120,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 are 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. (Funding starting Fiscal Year 2021-22 moved to 08-9691)

5104 - 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: AQUATICS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	107,440
08-9691-5107	WORKERS' COMPENSATION	0	0	0	0	4,750
08-9691-5110	MEDICARE	0	0	0	0	1,560
	TOTAL PERSONNEL	0	0	0	0	113,750
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	113,750
FUNDING SOURCE:						
AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
AQUATICS (08-9691)

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 are held at the Walnut High School (WHS) pool. In prior fiscal years, funded from General Fund (01).

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EXCURSIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9692-5101	REGULAR SALARIES	21,209	22,230	21,890	21,400	21,610
01-9692-5105	HEALTH & LIFE INSURANCE	4,717	4,730	4,730	4,920	4,730
01-9692-5107	WORKERS' COMPENSATION	958	880	880	840	890
01-9692-5108	PERS	7,143	8,290	8,290	8,090	8,820
01-9692-5110	MEDICARE	334	350	350	340	340
01-9692-5111	SICK LEAVE/VACATION BUYBACK	628	410	750	750	530
	TOTAL PERSONNEL	34,990	36,890	36,890	36,340	36,920
OPERATIONS						
01-9692-6227	CONTRACTUAL SERVICES	561	7,400	7,400	0	7,400
01-9692-6256	EQUIPMENT USAGE	407	520	520	400	520
01-9692-6265	COMPUTER USAGE	2,391	2,330	2,330	2,470	2,350
01-9692-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	18,029	39,590	39,590	0	39,590
01-9692-6277	RECREATION SUPPLIES	0	230	230	0	230
	TOTAL OPERATIONS	21,388	50,070	50,070	2,870	50,090
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	56,379	86,960	86,960	39,210	87,010
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
EXCURSIONS (\$58,800)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 of 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	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9693-5101	REGULAR SALARIES	77,155	76,420	76,420	75,690	76,420
01-9693-5102	REGULAR PART-TIME EMPLOYEES	37,693	38,340	38,340	37,670	39,490
01-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	126,338	184,850	183,450	21,420	0
01-9693-5105	HEALTH & LIFE INSURANCE	13,501	21,240	21,240	22,400	21,240
01-9693-5107	WORKERS' COMPENSATION	9,165	11,870	11,870	410	3,840
01-9693-5108	PERS	29,086	31,750	31,750	31,300	34,500
01-9693-5110	MEDICARE	3,653	4,770	4,770	2,090	1,820
01-9693-5111	SICK LEAVE/VACATION BUYBACK	2,907	1,780	3,180	3,180	1,780
	TOTAL PERSONNEL	299,498	371,020	371,020	194,160	179,090
OPERATIONS						
01-9693-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	235	290	290	290	290
01-9693-6214	MILEAGE REIMBURSEMENT	299	370	370	50	370
01-9693-6215	VEHICLE/CELL ALLOWANCE	3,229	3,000	3,000	3,000	2,400
01-9693-6227	CONTRACTUAL SERVICES	71,512	115,000	115,000	54,000	85,000
01-9693-6235	REFEREE SERVICES	20,730	28,500	28,500	16,500	28,500
01-9693-6250	WATER	3,301	3,000	3,000	3,000	3,000
01-9693-6251	ELECTRICITY	33,448	40,000	40,000	40,000	40,000
01-9693-6252	GAS	623	1,500	1,500	1,500	1,500
01-9693-6253	TELEPHONE	3,258	3,600	3,600	3,890	4,800
01-9693-6256	EQUIPMENT USAGE	1,164	1,480	1,480	1,150	1,480
01-9693-6265	COMPUTER USAGE	6,847	6,660	6,660	7,040	6,700
01-9693-6271	SERVICE/RECOGNITION/AWARDS	2,568	5,000	5,000	0	5,000
01-9693-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	7,269	16,680	16,680	0	16,680
01-9693-6277	RECREATION SUPPLIES	9,272	8,120	8,120	1,000	8,120
01-9693-6279	UNIFORMS	15,780	18,000	18,000	9,000	18,000
	TOTAL OPERATIONS	179,536	251,200	251,200	140,420	221,840
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	479,034	622,220	622,220	334,580	400,930
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$47,430)						
SPORTS LEAGUES REVENUE (\$353,500)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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. (Funding starting Fiscal Year 2021-22 moved to 08-9693)

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 a vehicle allowance for the Recreation Supervisor, which are distributed through payroll.
- 6227 **Contractual Services**
Provides for payments to game officials for tournaments and leagues. Provides for compensation for businesses providing sports recreation classes. Fiscal Year 2021-22, provides \$15,000 for modifying gymnasium floor to accommodate volleyball stands.
- 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 a City issued cell phone for the Recreation Supervisor and 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: SPORTS & GYMNASIUM

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	238,930
08-9693-5107	WORKERS' COMPENSATION	0	0	0	0	10,560
08-9693-5110	MEDICARE	0	0	0	0	3,470
	TOTAL PERSONNEL	0	0	0	0	252,960
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	252,960
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2021-22

SPORTS & GYMNASIUM (08-9693)

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. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

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.

5107 - 5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION CLASSES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9694-5101	REGULAR SALARIES	18,179	19,050	18,760	18,350	18,520
01-9694-5105	HEALTH & LIFE INSURANCE	4,043	4,050	4,050	4,220	4,050
01-9694-5107	WORKERS' COMPENSATION	822	760	760	720	760
01-9694-5108	PERS	6,123	7,110	7,110	6,930	7,560
01-9694-5110	MEDICARE	286	300	300	290	290
01-9694-5111	SICK LEAVE/VACATION BUYBACK	538	350	640	640	450
	TOTAL PERSONNEL	29,992	31,620	31,620	31,150	31,630
OPERATIONS						
01-9694-6214	MILEAGE REIMBURSEMENT	133	160	160	50	160
01-9694-6227	CONTRACTUAL SERVICES	59,611	78,000	78,000	33,000	33,000
01-9694-6256	EQUIPMENT USAGE	349	440	440	350	450
01-9694-6265	COMPUTER USAGE	2,055	2,000	2,000	2,110	2,010
01-9694-6277	RECREATION SUPPLIES	118	0	0	0	2,500
	TOTAL OPERATIONS	62,267	80,600	80,600	35,510	38,120
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	92,258	112,220	112,220	66,660	69,750
FUNDING SOURCE:		F/T EMPLOYEES	0.30	0.30	0.30	0.30
RECREATION CLASSES (\$94,500)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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)

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

Provides for Recreation Leaders for recreation classes and other activities. (Funding starting Fiscal Year 2021-22 moved to 08-9694)

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 compensation for businesses providing 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: RECREATION CLASSES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9694-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	15,000
08-9694-5107	WORKERS' COMPENSATION	0	0	0	0	670
08-9694-5110	MEDICARE	0	0	0	0	220
	TOTAL PERSONNEL	0	0	0	0	15,890
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	15,890
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
RECREATION CLASSES (08-9694)

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. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

5103 **Seasonal/Limited Part-Time Employees**
Provides for Recreation Leaders for recreation classes and other activities.

5107 - 5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SENIOR CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9696-5101	REGULAR SALARIES	77,160	76,940	76,940	76,200	76,940
01-9696-5102	REGULAR PART-TIME EMPLOYEES	37,186	38,340	38,340	37,670	39,490
01-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	68,301	88,290	88,150	15,500	0
01-9696-5105	HEALTH & LIFE INSURANCE	22,541	21,240	21,240	24,620	21,240
01-9696-5107	WORKERS' COMPENSATION	6,449	5,760	5,760	3,440	1,370
01-9696-5108	PERS	38,773	42,970	42,970	42,390	47,560
01-9696-5110	MEDICARE	2,716	3,120	3,120	1,940	1,190
01-9696-5111	SICK LEAVE/VACATION BUYBACK	1,445	2,210	2,350	2,350	1,780
	TOTAL PERSONNEL	254,572	278,870	278,870	204,110	189,570
OPERATIONS						
01-9696-6206	ADVERTISING	0	500	500	500	500
01-9696-6210	PRINTING	687	560	560	560	560
01-9696-6214	MILEAGE REIMBURSEMENT	212	370	370	75	370
01-9696-6215	VEHICLE/CELL ALLOWANCE	3,229	3,000	3,000	3,000	3,200
01-9696-6227	CONTRACTUAL SERVICES	17,176	30,500	101,500	97,950	30,500
01-9696-6250	WATER	4,138	4,200	4,200	4,200	4,200
01-9696-6251	ELECTRICITY	39,929	52,000	52,000	52,000	52,000
01-9696-6252	GAS	1,049	1,600	1,600	1,600	1,600
01-9696-6253	TELEPHONE	8,285	8,100	8,100	9,200	9,500
01-9696-6254	COMMUNICATIONS	1,090	1,300	1,300	1,410	1,500
01-9696-6256	EQUIPMENT USAGE	1,164	1,480	1,480	1,150	1,480
01-9696-6265	COMPUTER USAGE	6,847	6,660	6,660	7,040	6,700
01-9696-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	17,438	35,000	35,000	7,000	35,000
01-9696-6277	RECREATION SUPPLIES	7,843	8,000	8,000	4,500	8,000
01-9696-6286	MEALS PROGRAM	6,000	6,000	6,000	6,000	6,000
	TOTAL OPERATIONS	115,088	159,270	230,270	196,185	161,110
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	369,660	438,140	509,140	400,295	350,680
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$272,030)						
PROGRAM REVENUE (\$78,650)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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. (Funding starting Fiscal Year 2021-22 moved to 08-9696)

5105 - 5111 See Appendix

OPERATIONS:

6206 **Advertising**

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

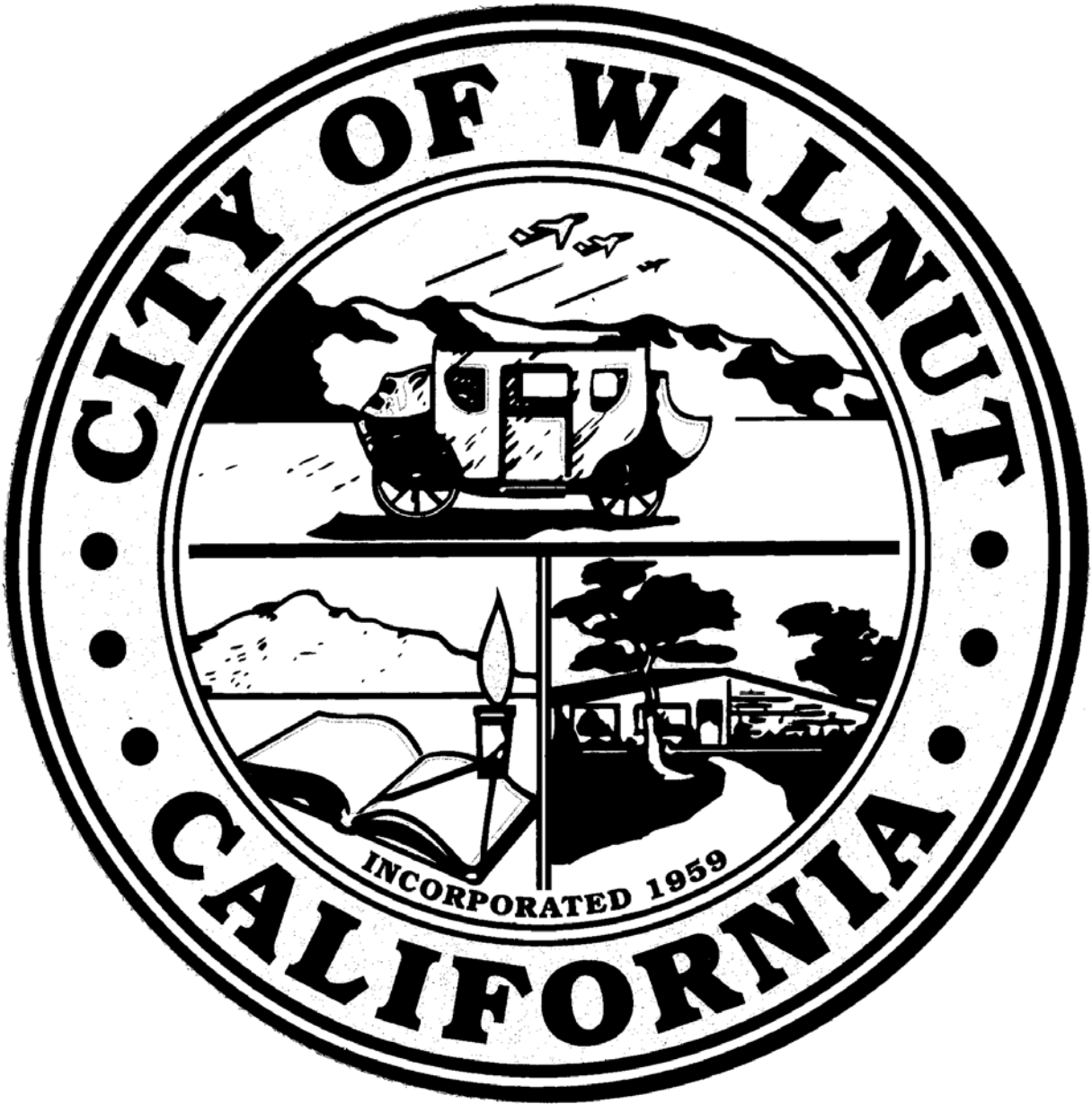
6210 **Printing**

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 a vehicle and cell phone allowance for the Recreation Supervisor, which are distributed through 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 facility.
- 6251 **Electricity**
Provides for electricity for the Senior Center facility.
- 6252 **Gas**
Provides for gas for the Senior Center facility.
- 6253 **Telephone**
Provides for telephone service for the Senior Center facility.
- 6254 **Communications**
Provides for Internet service for the computer lab and 3% of two-way radios/telephone service for citywide system.
- 6256 - 6265 See Appendix
- 6276 **Tickets, Hotels, Deposits, Reservations**
Provides for excursions scheduled for seniors throughout the year.
- 6277 **Recreation Supplies**
Provides for decorations, volunteer awards, coffee supplies, door prizes, Health Fair supplies, and other event or program supplies.
- 6286 **Meals Program**
Provides for funding to contract a lunchtime meal program.



**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SENIOR CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	88,780
08-9696-5107	WORKERS' COMPENSATION	0	0	0	0	3,930
08-9696-5110	MEDICARE	0	0	0	0	1,290
	TOTAL PERSONNEL	0	0	0	0	94,000
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	94,000
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
SENIOR CITIZENS CENTER (08-9696)

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. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

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

Provides for Recreation Leaders at the Senior Center for special events and other activities.

5107 - 5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: TEEN CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9697-5101	REGULAR SALARIES	51,534	53,120	53,120	54,670	56,270
01-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	45,061	59,090	58,000	190	0
01-9697-5105	HEALTH & LIFE INSURANCE	13,499	13,500	13,500	14,010	13,500
01-9697-5107	WORKERS' COMPENSATION	4,479	4,550	4,550	2,190	2,310
01-9697-5108	PERS	3,801	4,460	4,460	4,580	4,680
01-9697-5110	MEDICARE	1,431	1,680	1,680	470	830
01-9697-5111	SICK LEAVE/VACATION BUYBACK	2,098	1,240	2,330	2,330	1,270
	TOTAL PERSONNEL	121,903	137,640	137,640	78,440	78,860
OPERATIONS						
01-9697-6206	ADVERTISING	0	770	770	50	770
01-9697-6214	MILEAGE REIMBURSEMENT	114	210	210	50	210
01-9697-6227	CONTRACTUAL SERVICES	1,889	4,350	4,350	2,000	4,350
01-9697-6250	WATER	2,201	2,200	2,200	2,200	2,200
01-9697-6251	ELECTRICITY	22,298	27,750	27,750	27,750	27,750
01-9697-6252	GAS	415	1,000	1,000	1,000	1,000
01-9697-6253	TELEPHONE	3,511	3,600	3,600	3,890	4,010
01-9697-6254	COMMUNICATIONS	810	870	1,320	1,320	1,400
01-9697-6256	EQUIPMENT USAGE	1,164	1,480	1,480	1,150	1,480
01-9697-6265	COMPUTER USAGE	6,847	6,660	6,660	7,040	6,700
01-9697-6271	SERVICE/RECOGNITION/AWARDS	776	1,170	1,170	0	1,170
01-9697-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	1,250	5,000	5,000	0	5,000
01-9697-6277	RECREATION SUPPLIES	1,911	4,250	4,250	2,950	4,250
01-9697-6283	SNACK BAR SUPPLIES	5,636	9,500	9,500	3,500	9,500
	TOTAL OPERATIONS	48,822	68,810	69,260	52,900	69,790
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	170,725	206,450	206,900	131,340	148,650
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$107,650)						
PROGRAM REVENUE (\$41,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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.
(Funding starting Fiscal Year 2021-22 moved to 08-9697)
- 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 facility. (60% in 01-9693)
- 6251 **Electricity**
Provides for 40% electrical usage costs for the Teen Center facility. (60% in 01-9693)

- 6252 **Gas**
Provides for 40% gas usage costs for the Teen Center facility. (60% in 01-9693)
- 6253 **Telephone**
Provides 50% of telephone service cost for the Teen Center facility. (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: TEEN CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	54,510
08-9697-5107	WORKERS' COMPENSATION	0	0	0	0	2,410
08-9697-5110	MEDICARE	0	0	0	0	790
	TOTAL PERSONNEL	0	0	0	0	57,710
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	57,710
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
TEEN CENTER (08-9697)

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. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

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

Provides for Recreation Leaders for daily supervision, special events, excursions, etc.

5107 - 5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: CAMP CRAWDAD

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	9,550	2,390	2,390	0	0
01-9699-5107	WORKERS' COMPENSATION	443	700	700	0	0
01-9699-5110	MEDICARE	138	260	260	0	0
	TOTAL PERSONNEL	10,132	3,350	3,350	0	0
OPERATIONS						
01-9699-6214	MILEAGE REIMBURSEMENT	0	270	270	95	100
01-9699-6227	CONTRACTUAL SERVICES	466	1,000	1,000	300	1,000
01-9699-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	2,203	0	0	0	1,300
01-9699-6277	RECREATION SUPPLIES	2,245	3,000	3,000	1,000	2,500
	TOTAL OPERATIONS	4,913	4,270	4,270	1,395	4,900
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	15,045	7,620	7,620	1,395	4,900
FUNDING SOURCE: CAMP PROGRAM (\$12,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
CAMP CRAWDAD (9699)

The budget provides for recreational activities for Camp Cawdad in the summer.

PERSONNEL:

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

Provides for part-time Recreation Leaders to conduct a summer program for children.
(Funding starting in Fiscal Year 2021-22 moved to 08-9699)

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: CAMP CRAWDAD

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
08-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	0	0	0	0	15,010
08-9699-5107	WORKERS' COMPENSATION	0	0	0	0	670
08-9699-5110	MEDICARE	0	0	0	0	220
	TOTAL PERSONNEL	0	0	0	0	15,900
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	0	0	15,900
FUNDING SOURCE:						
AMERICAN RESCUE PLAN ACT (ARPA)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
CAMP CRAWDAD (08-9699)

The budget provides for recreational activities for Camp Crowdad in the summer. In prior fiscal years, funded from General Fund (01).

PERSONNEL:

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

Provides for part-time Recreation Leaders to conduct a summer program for children.

5107 - 5110 See Appendix

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARK GRANTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
27-9696-6246	SR. CTR: BUILDING MAINTENANCE	34,843	0	0	0	0
28-9696-6246	SR. CTR: BUILDING MAINTENANCE	20,178	25,000	25,000	25,000	25,000
	TOTAL OPERATIONS	55,021	25,000	25,000	25,000	25,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	55,021	25,000	25,000	25,000	25,000
FUNDING SOURCE: MEASURE "A" (M&S) (\$25,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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 facility. (Funding Ended in Fiscal Year 2019-20)

28-9696-6246 **Building Maintenance**

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

**CITY OF WALNUT
2020-21 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARKS MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2019-20		2020-21		2021-22
		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) (\$85,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2021-22
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

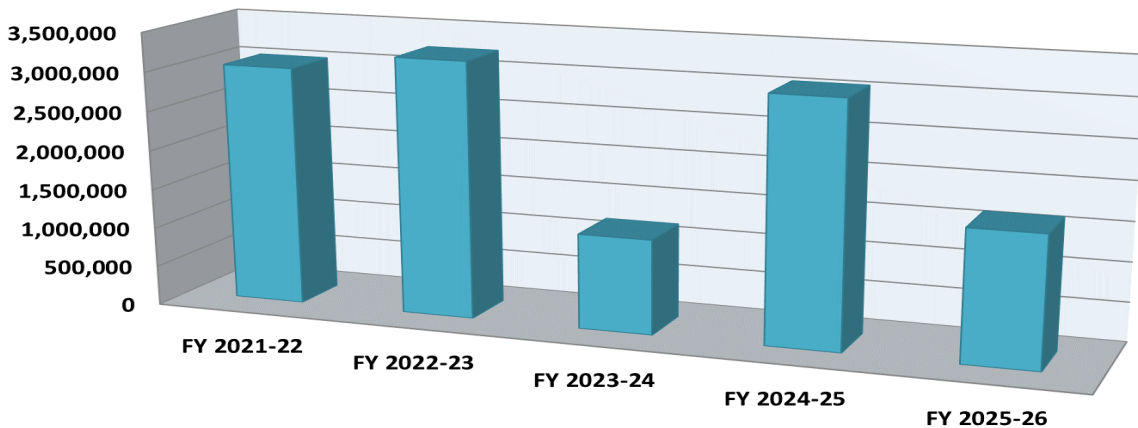
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

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 2021-22 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 2020-21, or prior years. If these projects were not completed as of June 30, 2021, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2021-22 and beyond if necessary.

**Capital Projects
Five-Year Projection**



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

SUMMARY

Fiscal Year	
2021-22	\$3,035,000
2022-23	\$3,250,000
2023-24	\$1,200,000
2024-25	\$3,075,000
2025-26	\$1,650,000
	\$12,210,000

FUNDING SOURCE

Funding for the Capital Projects is provided by various sources. For Fiscal Year 2021-22 they are as follows:

RMRA - 03	\$ 500,000
Park Improvement - 06	\$ 250,000
PROP C - 13	\$ 900,000
Bikeway - 14	\$ 25,000
Capital/Equip - 25	\$ 1,110,000
Measure W - 29	\$ 250,000
	\$ 3,035,000

**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	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
6127	CITY WIDE SIDEWALK REPAIRS	Prop C-13	\$100,000	\$0					
		Capital/Equip-25	\$35,000	\$0					
	ENGINEERING		\$20,000		20,000	20,000	20,000	20,000	20,000
	CONSTRUCTION		\$115,000		115,000	80,000	80,000	80,000	80,000
	TOTAL		\$135,000						
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	\$100,000	\$0					
	CONSTRUCTION		\$100,000		100,000	100,000	100,000	100,000	0
	TOTAL		\$100,000						
Provides for replacement of the older HVAC units City Wide.									
6137	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).									
6362	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.									

**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	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
9207	WALNUT RANCH DRAIN PROJECT	Park Improvements-06	\$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.								
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.								
	MEADOW PASS OFF-SITE MITIGATION	Capital/Equip-25	\$200,000	\$0					
	ENGINEERING		\$95,000		95,000	0	0	0	0
	CONSTRUCTION		\$105,000		105,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for the planting and 5-year monitoring of the required off-site mitigation for Meadow Pass Road.								
	HEIDELBERG PARK IMPROVEMENT	Park Improvement-06	\$150,000	\$0					
	CONSTRUCTION		\$150,000		150,000	0	0	0	0
	TOTAL		\$150,000						
	Provides for replacement of playground equipment at Heidelberg Park.								
	GYM/TEEN CENTER IMPROVEMENT	Capital/Equip-25	\$200,000	\$0					
	CONSTRUCTION		\$200,000		200,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for replacement of flooring and painting indoors.								

**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	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
	SLURRY SEAL AREA 1 STREETS	RMRA-03	\$500,000	\$0					
		Prop C-13	\$500,000	\$0					
	ENGINEERING		\$100,000		100,000	0	0	0	0
	CONSTRUCTION		\$900,000		900,000	0	0	0	0
	TOTAL		\$1,000,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 1 (Area south of La Puente Road and west of Lemon Avenue to City limits).								
	GRAND/LA PUENTE INTERSECTION	Prop C-13	\$300,000	\$0					
	CONSTRUCTION		\$300,000		300,000	0	0	0	0
	TOTAL		\$300,000						
	Provides for construction of dual left-turn pockets on Grand northbound and southbound.								
	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.								
	CITY WIDE SIGN REPLACEMENT	Measure M-21	\$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 OF WALNUT
CAPITAL PROJECTS
5-YEAR PROGRAM**

NEW AND IN PROGRESS PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
	CITY REFLECTIVE STREET NAME SIGNS (RSNS) REPLACEMENT	Measure M-21	\$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.								
	LA PUENTE ROAD REHABILITATION	Gas Tax-02	\$350,000	\$0					
		Measure R-16	\$400,000	\$0					
	ENGINEERING		\$75,000		0	75,000			
	CONSTRUCTION		\$675,000		0	675,000	0	0	0
	TOTAL		\$750,000						
	Provides for rehabilitation of pavement on La Puente Road westerly city limits to Lemon Avenue.								
	SLURRY SEAL AREA 2 STREETS	RMRA-03	\$600,000	\$0					
		Prop C-13	\$500,000	\$0					
		Measure R-16	\$200,000	\$0					
	ENGINEERING		\$100,000		0	100,000	0	0	0
	CONSTRUCTION		\$1,200,000		0	1,200,000	0	0	0
	TOTAL		\$1,300,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 2 (north of Valley Blvd., east of Lemon Avenue, south of La Puente Road and west of Grand Avenue).								

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

NEW AND IN PROGRESS PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
SLURRY SEAL AREA 3 STREETS									
		RMRA-03	\$500,000	\$0					
		Measure R-16	\$150,000	\$0					
	ENGINEERING		\$75,000		0	0	75,000	0	0
	CONSTRUCTION		\$575,000		0	0	575,000	0	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).									
LEMON AVENUE REHABILITATION									
		Prop C-13	\$500,000	\$0					
		Measure R-16	\$600,000	\$0					
	ENGINEERING		\$100,000		0	0	0	100,000	0
	CONSTRUCTION		\$1,000,000		0	0	0	1,000,000	0
	TOTAL		\$1,100,000						
Provides for rehabilitation of the pavement between Valley Boulevard and La Puente Road.									
GRAND AVENUE STREET LIGHTS									
		Gas Tax -02	\$200,000	\$0					
		Measure M-21	\$300,000	\$0					
	ENGINEERING		\$445,000		0	0	0	445,000	0
	CONSTRUCTION		\$55,000		0	0	0	55,000	0
	TOTAL		\$500,000						
Provides for installation of street lights on Grand Avenue between Amar/Temple and Stonybrook Drive.									
SLURRY SEAL AREA 5 STREETS									
		RMRA-03	\$600,000	\$0					
		Prop C-13	\$325,000	\$0					
	ENGINEERING		\$75,000		0	0	0	75,000	0
	CONSTRUCTION		\$850,000		0	0	0	850,000	0
	TOTAL		\$925,000						
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).									

**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	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
	SLURRY SEAL AREA 6 STREETS	RMRA-03	\$700,000	\$0					
		Prop C-13	\$200,000	\$0					
	ENGINEERING		\$75,000		0	0	0	0	75,000
	CONSTRUCTION		\$825,000		0	0	0	0	825,000
	TOTAL		\$900,000						

Provides for the engineering, contract administration and slurry seal of various streets in Area 6 (east of Lemon Avenue, west of Meadow Pass, and south of

	LEMON AVENUE STREET LIGHTS	Measure M-21	\$300,000	\$0					
	ENGINEERING		\$260,000		0	0	0	0	260,000
	CONSTRUCTION		\$40,000		0	0	0	0	40,000
	TOTAL		\$300,000						

Provides for installation of street lights on Lemon Avenue between La Puente Road and Meadow Pass Road.

TOTAL \$10,110,000 \$0 \$3,035,000 \$3,250,000 \$1,200,000 \$3,075,000 \$1,650,000

Funding Summary

Gas Tax-02	\$ -	\$ 350,000	\$ -	\$ 200,000	\$ -
RMRA - 03	\$ 500,000	\$ 600,000	\$ 500,000	\$ 600,000	\$ 700,000
Park Improvement - 06	\$ 250,000	\$ 350,000	\$ -	\$ -	\$ -
PROP C - 13	\$ 900,000	\$ 500,000	\$ 100,000	\$ 925,000	\$ 300,000
Bikeway - 14	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Measure R - 16	\$ -	\$ 600,000	\$ 150,000	\$ 600,000	\$ -
Measure M - 21	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ 300,000
Capital/Equip - 25	\$ 1,110,000	\$ 275,000	\$ 175,000	\$ 175,000	\$ 75,000
Measure W - 29	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Total	\$ 3,035,000	\$ 3,250,000	\$ 1,200,000	\$ 3,075,000	\$ 1,650,000

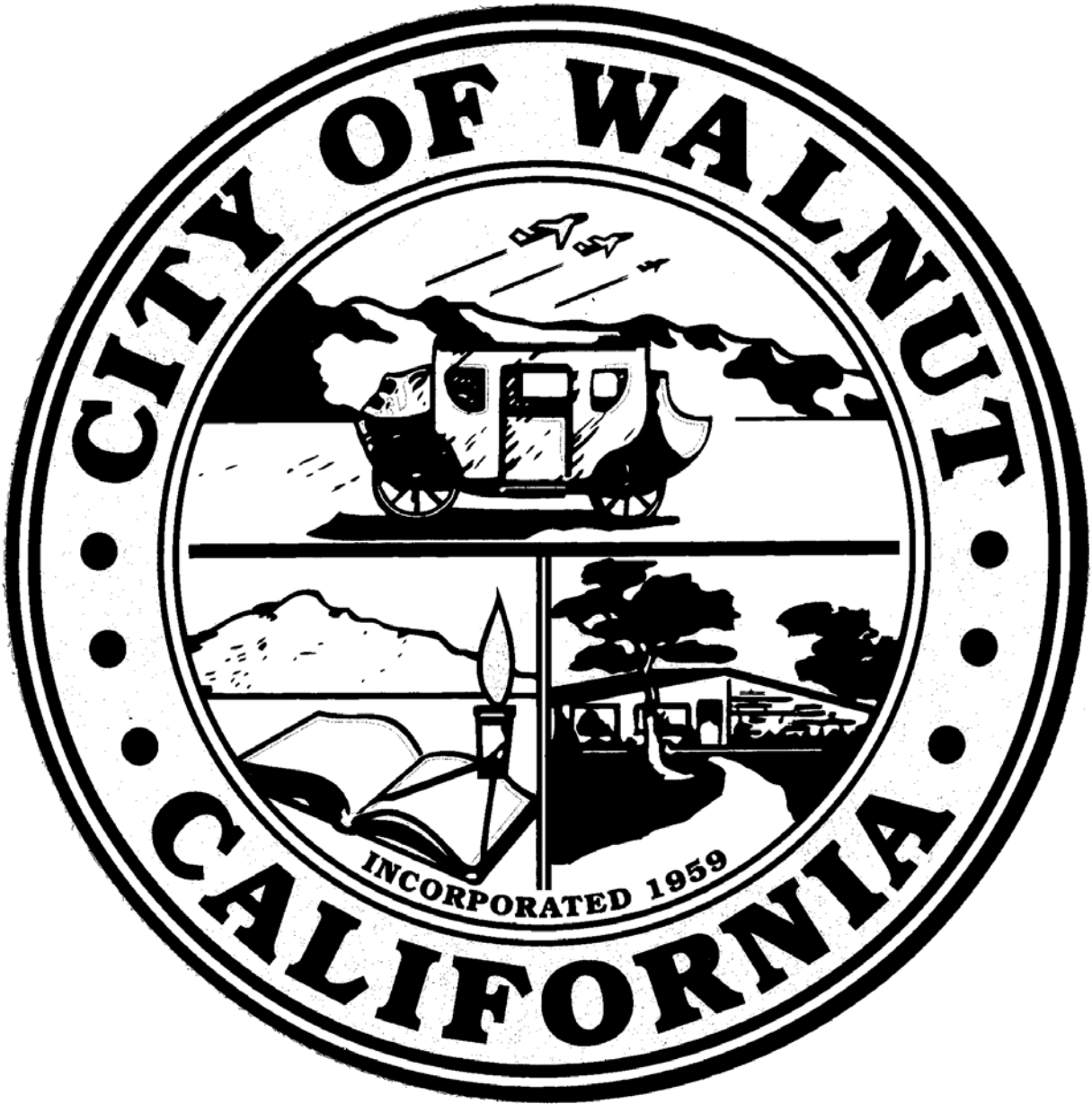
CITY OF WALNUT

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>
2026-27	Area 4 Slurry	\$925,000
2027-28	Area 7 Slurry	\$975,000
2028-29	Area 1 Slurry	\$1,100,000
2029-30	Area 2 Slurry	\$1,425,000
2030-31	Area 3 Slurry	\$700,000



Appendix

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 April 1, 1986 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.

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.
6106	Conference & Meetings - Freedman Provides for all travel, conference, and meeting expenses.
6201	Conference & Meetings Provides for all travel, conference, and meeting expenses. In Fiscal Year 2019-20, each Councilmember was assigned an individual 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.
- 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.
- 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.
- 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.
- 6250 **Water**
Provides for water service.
- 6251 **Electricity**
Provides for electricity 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.
- 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.
- 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.

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.

American Rescue Plan Act (ARPA)

On March 11, 2021 President Biden signed the American Rescue Plan Act of 2021, which established the Coronavirus State and Local Fiscal Recovery Fund to provide direct aid to local governments. Funds are for revenue replacement due to pandemic, economic assistance for small businesses, investment in water, sewer, and broadband infrastructure as well as COVID-19 related expenses.

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.

Local Early Action Planning Grant (LEAP)

One-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for the 6th cycle Regional Housing Needs Assessment.

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.

Pension Trust Fund

A Section 115 Trust to pre-fund both pension and retiree health care liabilities. The trust permits the City, under federal and state law to invest in a more diversified array of investments to maximize investment returns long term and reduce the City's pension liabilities.

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 intergovernmental 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 2 Planning Grant

One-time grant funding to cities and counties to prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.

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

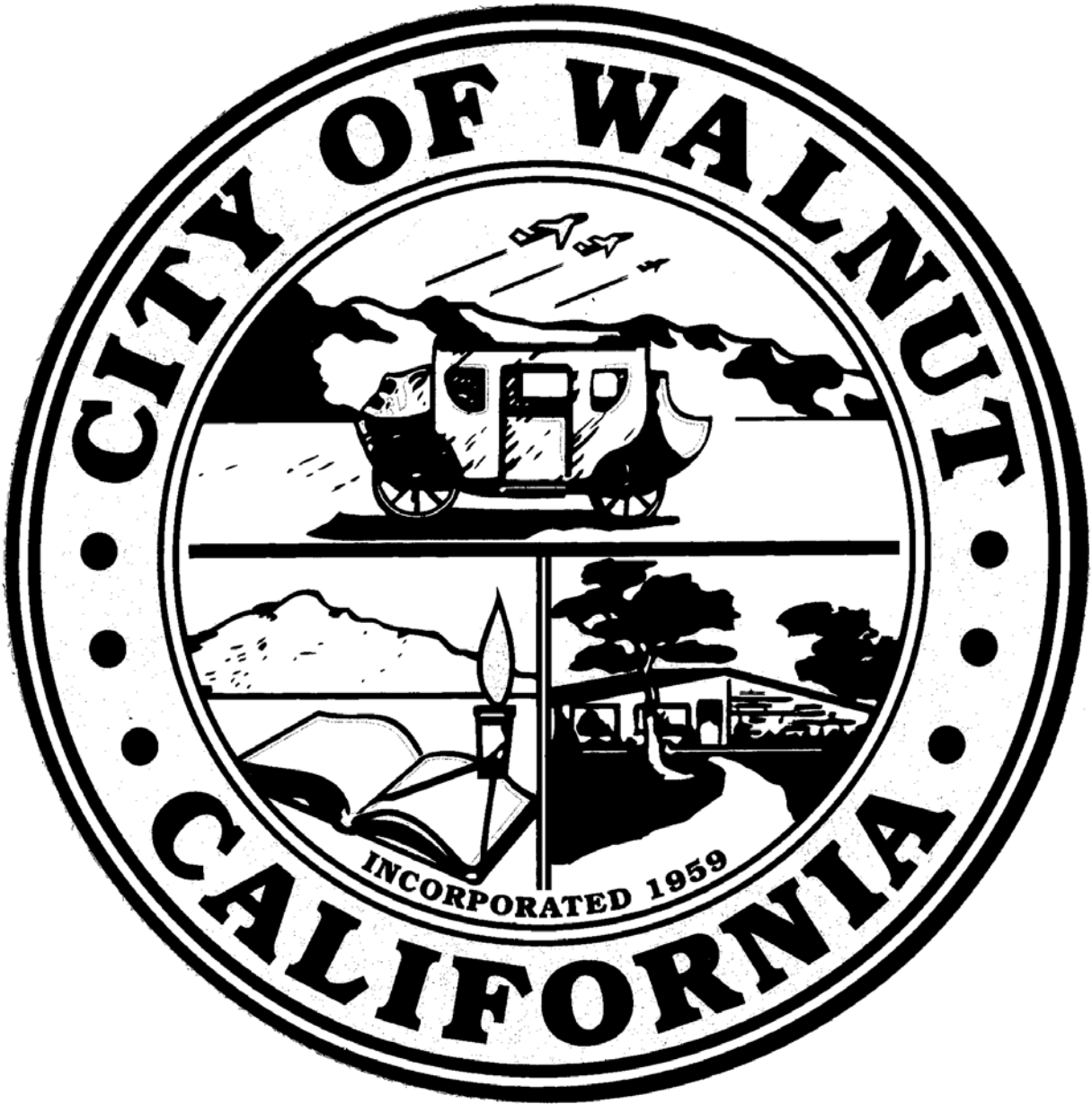
This fund accounts for the vehicle code fines expended for traffic safety enforcement.

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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