



# City of Walnut Annual Budget

FISCAL YEAR 2024-25



**City of Walnut**  
**ANNUAL BUDGET**  
**FISCAL YEAR 2024-25**

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**Walnut City Council**

Nancy Tragarz, Mayor  
Linda Freedman, Mayor Pro Tem  
Eric Ching, Council Member  
Richard Cajulis, Council Member  
Dr. Allen Wu, Council Member

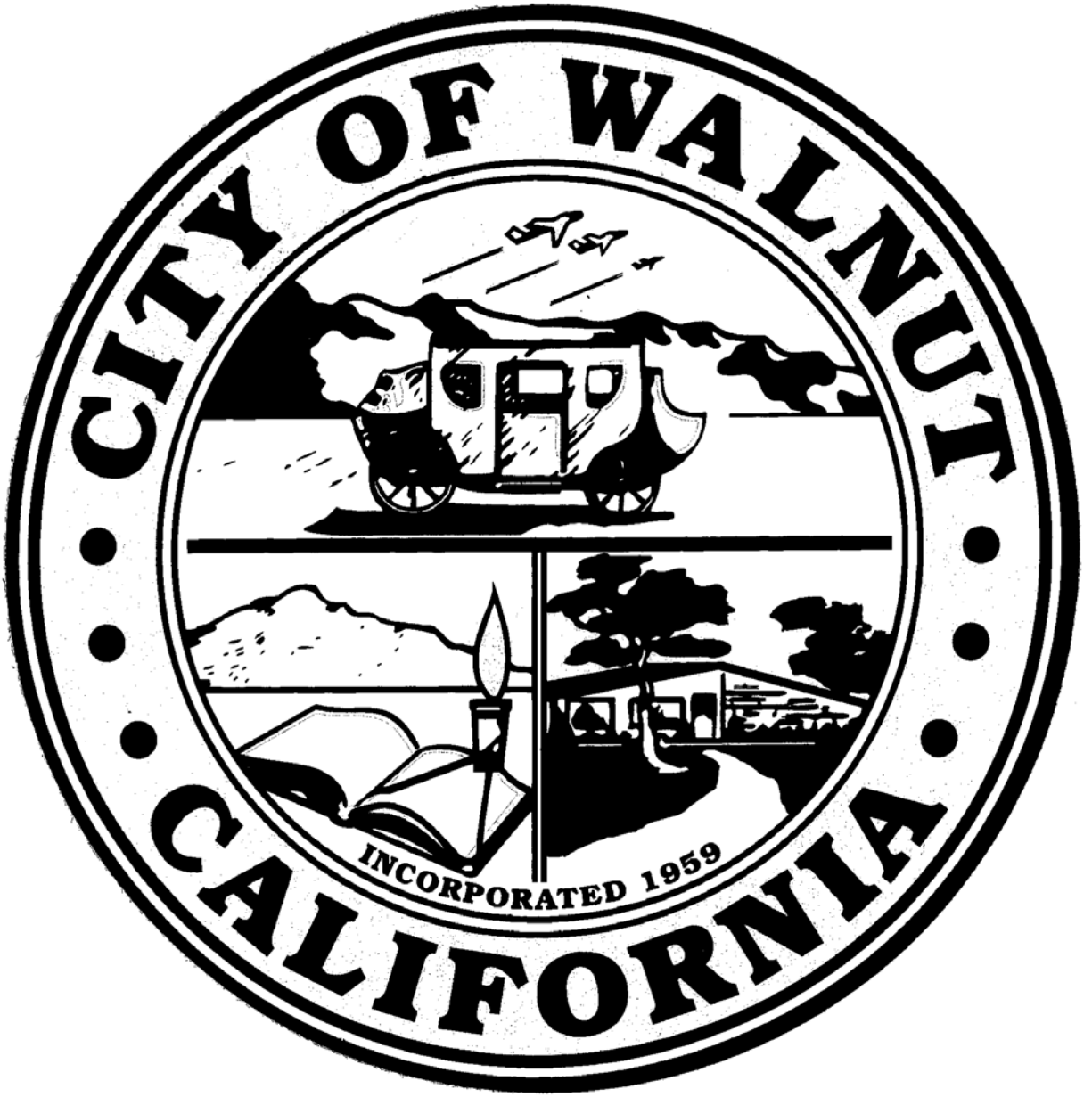
**City Manager**

Tom Weiner

**Budget Team**

Karen Ogawa, Director of Finance  
Yvette Meza, Finance Manager  
Hassnaa Rashad, Finance Analyst





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# Introduction





# CITY OF WALNUT

June 26, 2024

Honorable Mayor and  
Members of the Walnut City Council

**SUBJECT: FISCAL YEAR 2024-25 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 \$30,372,489 in total resources from all funds, \$32,271,079 in total uses of funds, and \$5,609,810 in use of non-General Fund reserves. The use of non-General Fund reserves (\$5.6 million) is from restricted fund balances of \$3.1 million (i.e. Gas Tax, Park Improvement, ARPA, LOSMD, and Measure R and W), Recreation Facility Fund totaling \$1.5 million and Capital Equipment / Replacement at \$1.0 million.

General Fund resources is approximately \$17.3 million, \$16.8 million in expenditures, and operating transfers-in of approximately \$1.6 million, which results in a **surplus of approximately \$2.2 million.**

**EXECUTIVE SUMMARY**

The 2024-25 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 3.44% and no increase in the Liability Trust Fund
- 3% COLA increases for classified and management employees
- American Rescue Plan Act (ARPA) funds
- Continuation of LOSMD arterial expenses paid by both General Fund and Building Permit Surcharge
- LOSMD Fund deficit subsidized by both General Fund and Building Permit Surcharge
- 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** - Building Permit Fee Surcharge (revenue) was adopted in Fiscal Year 2023-24 to help offset LOSMD deficits. Staff projects revenues generated from the Building Permit Fee Surcharge to be approximately \$130,000 annually. The combined total of LOSMD-Zone 9 (Fund 18) and LOSMD (Fund 19) is projected to have a deficit balance of \$505,511. Included in the annual budget is General Fund (Fund 01) subsidy for the LOSMD deficit.

Recreation Facility Fund (Fund 20) is reimbursing the park, equestrian trail and building maintenance expenditures accounted for in General Fund (Fund 01).

- **American Rescue Plan Act of 2021 (ARPA)** – ARPA was signed into law on March 11, 2021 and established the Coronavirus State and Local Fiscal Recovery Fund which allocated \$360 billion to state and local governments. Walnut was allocated \$7.1 million of which we received \$3.6 million in July 2021 and \$3.6 million in June 2022. These funds can be used for revenue replacement due to the pandemic, economic assistance for small businesses, investment in water, sewer, and broadband infrastructure as well as eligible government services. ARPA funds must be obligated by December 31, 2024 and spent by December 31, 2026. Included in the annual budget is approximately \$1.7 million for capital projects and law enforcement. All APRA funds will be obligated and spent by the deadlines. We will return to City Council for approval of additional appropriations for eligible expenditures.

## REVENUES

Total General Fund operating revenues in Fiscal Year 2024-25 are \$104,000 higher compared to the Fiscal Year 2023-24 estimated revenues, which is primarily due to property taxes and building and safety permits.

Property taxes for the City is projected to increase 2% (\$200,000) due to the leveling of reassessments and the overall health of the real estate market. The amount projected for 2024-25 is approximately \$8.8 million and represents about 31% of the total revenues.

Sales tax revenues for the 2024-25 is projected to total \$2.5 million. Sales tax received by the City represents 9% 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 2024-25.

## EXPENDITURES

General Fund expenditures anticipated for Fiscal Year 2024-25 are estimated to increase 6% (\$1.0



million) from the Fiscal Year 2023-24 estimated expenditures. Increases from prior year estimates are primarily due to increase in personnel, contractual maintenance costs and Sherriff's contract increase.

We are anticipating General Fund revenues to exceed General Fund expenditures in Fiscal Years 2023-24 by approximately \$2.9 million and in 2024-25 by approximately \$2.2 million.

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 for a cumulative total of \$3.4 million.

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.

General Fund subsidy for Fiscal Year 2023-24 is approximately \$413,000 and anticipating Fiscal Year 2024-25 to be approximately \$506,000 a 23% increase (\$93,000) from prior year.

FIVE-YEAR ECONOMIC OUTLOOK

The revenue and expenditure projections provided for Fiscal Year 2024-25 through 2028-29 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 base and the City anticipates more commercial development in the coming years, which includes the "49-Acre Site" commercial component.

Property taxes have been projected to increase 3% each year. Fiscal Year 2024-25 licenses and permits are anticipated to be higher than prior year; however, the following years are projected to be slightly lower since the City is uncertain as to when current developments will be completed.

Included in the use of money and property is interest earnings and telecommunication leases. We anticipate interest earnings to increase slightly in Fiscal Year 2024-25 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 3% increase for all expenditures related and personnel costs. All expenditures for the City's Public Safety program, which includes payment for the Los Angeles County Sheriff's services, have been projected to increase at a rate of 4% per year. All liability and property insurance costs have been projected to have 4% increases. In addition, 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 each of the future years including the continuation of Recreation Facility funding park, equestrian trail and building maintenance.

#### CAPITAL PROJECTS

In addition to the Operating Budget, the five-year Capital Projects is provided for 2024-25 through 2028-29. The Capital Projects budget has decreased by \$410,000 compared to the prior year.

Capital projects for Fiscal Year 2024-25 includes Slurry Seal Area 5 Streets, La Puente Road Rehabilitation, Valley Boulevard Rehabilitation, Suzanne Park, NPDES, Flood Plain Trail, and Facility Security/Fire Alarm projects, which represent approximately 65% of the Capital Projects budget. Funding for these projects are funded from ARPA, RMRA, Measure R and W, Proposition C, Capital Equipment funds.

Although the new projects scheduled for Fiscal Year 2024-25 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. We are eliminating a permanent part-time position and replacing with a full-time position which is primarily funded by Walnut Housing Authority and will bring the City's full-time staffing from 35 to 36 employees.

OPERATING BUDGET FORMAT

The Fiscal Year 2024-25 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 prestigious schools sought by parents; crime rates remain low and the maintenance of City parks, fields, storm drains, and trails are well above regional standards.

The 2024-25 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,



Tom Weiner  
City Manager



**RESOLUTION NO. 24-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$32,271,079  
FOR FISCAL YEAR 2024-25**

**WHEREAS**, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025; 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 2024-25 Annual 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 \$1,517,360 to General Fund No. 01 to reimburse for building, park and equestrian trail maintenance and \$505,511 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. The City Council further finds that if and to the extent that the LOSMD deficit can be funded in whole or in part from revenues generated by way of a Building Permit Fee Surcharge or other source, the appropriation from Recreation Facility Fund No. 20 may be reduced.

**SECTION 3.** The budget is adopted as the Annual Budget for the City of Walnut for the Fiscal Year commencing July 1, 2024, and ending June 30, 2025, in the amount of \$24,283,620 and transfers out in the amount of \$1,635,459.

**SECTION 4.** The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2024, and ending June 30, 2025, in the amount of \$6,352,000.

**SECTION 5.** At the close of the fiscal year, unexpended appropriations for authorized but, uncompleted projects in the Capital Projects 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, 2024, shall be 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 2024-25 Annual 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 2024-25 is on file in the City Clerk's office and will be posted to the City's website upon adoption.

**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** by the City Council of the City of Walnut this 26th day of June 2024.

  
Nancy Tragarz, Mayor

ATTEST:

  
Teresa De Dios, City Clerk

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

I, Teresa DeDios, City Clerk of the City of Walnut, do hereby certify that the foregoing Resolution No. 24-37 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$32,271,079  
FOR FISCAL YEAR 2024-25**

was approved and adopted by the City Council of the City of Walnut on the 26<sup>th</sup> of June 2024, by the following vote:

AYES:            COUNCILMEMBERS: CAJULIS, CHING, FREEDMAN, TRAGARZ, WU  
NOES:            COUNCILMEMBERS: NONE  
ABSTAIN:        COUNCILMEMBERS: NONE  
ABSENT:         COUNCILMEMBERS: NONE

  
Teresa De Dios, City Clerk

**RESOLUTION NO. 24-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT IN THE AMOUNT OF \$35,375,161 FOR THE FISCAL YEAR 2024-25**

**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 2024-25 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 2024-25 shall be based on the 2023-24 appropriation limit of \$35,344,687 as established by Resolution No. 23-31, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 3.62% and the County population change of 0.05% as reported by the State Department of Finance on April 30, 2024; and

**WHEREAS**, the information reported by the State Department of Finance necessary for making these adjustments is available at City Hall in the City Finance Department; and

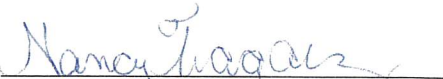
**WHEREAS**, the City of Walnut has complied with all of the provisions of Article XIII-B in determining the appropriation limit for Fiscal Year 2024-25.

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

**SECTION 1.** That the appropriations limit in Fiscal Year 2024-25 shall be \$35,375,161 for the City of Walnut and that the inflation factor used was the California Per Capita Personal Income and the population factor used was the County of Los Angeles population growth.

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

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Walnut this 26<sup>th</sup> day of June 2024.

  
\_\_\_\_\_  
Nancy Tragarz, Mayor

ATTEST:

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


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

I, Teresa De Dios, City Clerk of the City of Walnut hereby certify that the foregoing Resolution No. 24-35 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT  
IN THE AMOUNT OF \$35,375,161 FOR THE FISCAL YEAR 2024-25**

was approved and adopted by the City Council of the City of Walnut on the 26th of June 2024, by the following vote:

AYES:            COUNCILMEMBERS: CAJULIS, CHING, FREEDMAN, TRAGARZ, WU  
NOES:            COUNCILMEMBERS: NONE  
ABSTAIN:        COUNCILMEMBERS: NONE  
ABSENT:         COUNCILMEMBERS: NONE

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

**APPROPRIATION LIMIT  
FISCAL YEAR 2024-25  
REVENUE SUBJECT TO LIMIT**

Proceeds and Non-Proceeds of Taxes:

<u>SOURCE</u>	<u>Estimate 2023-24</u>	<u>Budget 2024-25</u>
Property Tax	\$ 8,600,000	\$ 8,800,000
Sales Tax	2,472,000	2,490,000
Business License Tax	140,000	140,000
Realty Stamp Tax	160,000	160,000
State Motor Vehicle In-lieu	30,000	30,000
State Homeowners Exemption	15,000	15,000
Interest Earnings on Tax Proceeds	480,000	650,000
<b>Total Tax Proceeds</b>	<b>\$ 11,897,000</b>	<b>\$ 12,285,000</b>
<b>Non-Tax Proceeds</b>	<b>17,798,510</b>	<b>15,770,920</b>
<b>Total Revenues</b>	<b>\$ 29,695,510</b>	<b>\$ 28,055,920</b>

**APPROPRIATION LIMIT  
FISCAL YEAR 2024-25  
COMPUTATION OF LIMIT**

2023-24 Appropriation Limit		\$ 35,344,687
County of Los Angeles Population Growth Factor (A)	1.0005	
California Per Capital Personal Income Growth Factor (B)	1.000362	
Adjusted Growth Factor (A x B)		<u>1.000862</u>
<b>2024-25 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)</b>		<b><u><u>\$ 35,375,161</u></u></b>



**APPROPRIATION LIMIT  
FISCAL YEAR 2024-25  
APPROPRIATION SUBJECT TO LIMIT**

	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>
Appropriation Limit per calculation	\$ 35,344,687	\$ 35,375,161
Appropriation Subject to Limit:		
Tax Proceeds	\$ 11,897,000	\$ 12,285,000
Excess Fees	-	-
	<u>\$ 11,897,000</u>	<u>\$ 12,285,000</u>
<b>Margin</b>	<b>\$ 23,447,687</b>	<b>\$ 23,090,161</b>

# City Mission Statement

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

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

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

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

## **We will collaborate by:**

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

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

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

# City of Walnut Organizational Chart

The City of Walnut is a contract City which utilizes contracts with the County and private businesses to provide services to our constituents. The City is comprised of the City Manager's Office, Finance department, Community Development, and Community Services. The City Manager's Office oversees admirations of the city, Public Information, Human Resources, City Clerk, Economic Development, Legislation, Information Technology, Public Safety, and Risk Management. The Finance department coordinates the City's budget, contracts, payroll, accounts payable/receivable, and other purchasing functions. Community Development oversees the building and planning of the City, while Community Services department coordinates and maintains the City's parks, recreation programs, and public works.



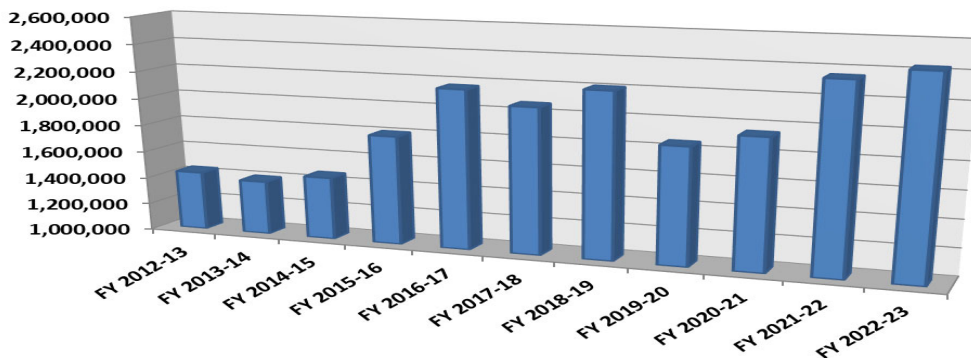
**CITY OF WALNUT**  
**Revenue and Budget Information**  
**Assumptions & Trends**

The revenue and expenditure projections provided for Fiscal Year 2024-25 through 2028-29 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.

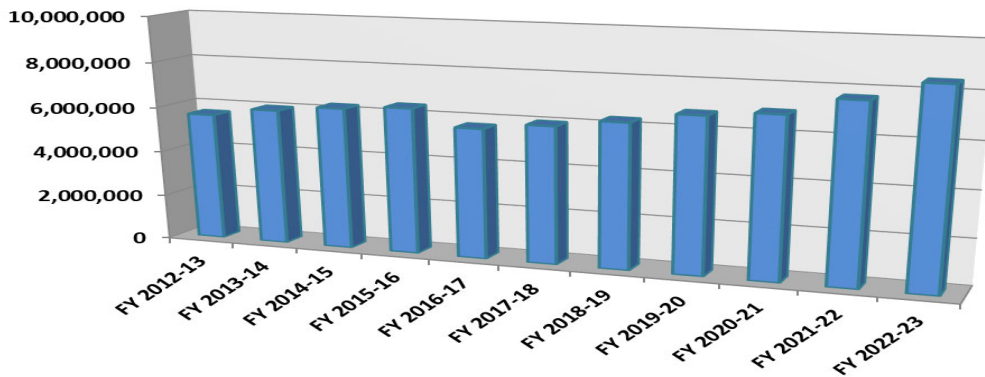
This year, the assumptions used for forecasting revenues include a relatively moderate increase of 2% in sales tax projections. Property taxes have been projected to increase 3% each year. Fiscal Year 2024-25 licenses and permits are anticipated to be higher than prior year; however, the following years are projected to be slightly lower since the City is uncertain as to when current developments will be completed. Included in the use of money and property is interest earnings and telecommunication leases. We anticipate interest earnings to increase slightly in Fiscal Year 2024-25 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 3% increase for all expenditures related and personnel costs. All expenditures for the City's Public Safety program, which includes payment for the Los Angeles County Sheriff's services, have been projected to increase at a rate of 4% per year. All liability and property insurance costs have been projected to have 4% increases. In addition, 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.

**History of Sales Tax**



### History of Property Tax



### ECONOMIC ANALYSIS

According to the Los Angeles County Economic Development Corporation (LAEDC), having moved beyond the economic disruption of the COVID-19 pandemic and the high-inflation situation of 2022 and 2023, Los Angeles County today finds that the past was just the beginning. The U.S. economy upheld remarkable resilience in 2023 in the face of enduring headwinds, namely from the Federal Reserve. The Federal Reserve raised the federal funds rate four times during the year to a target range of 5.25 percent to 5.50 percent to slow the economy and tamp down inflation.

LAEDC reports that as 2024 opens, the large fundamental challenges that the region faced prior to 2020 are reemerging. It is expected that the national economy will be unable to maintain performance. Instead, a more muted economic growth period is expected, with real GDP growing at only 1.7 percent this year and 1.4 percent next year. Moreover, the unemployment rate held steady in 2023 at 3.6 percent, the same rate as in 2022. It was a slight improvement over the 3.7 percent rate seen in 2019. However, as the pace of hiring declines over the next two years, it is anticipated that the unemployment rate will tick upwards to 3.9 percent this year and 4.3 percent next year.

The California Legislative Analyst’s Office (LAO) estimated that California faces a \$68 Billion budget problem and ongoing deficits in 2024-25. The budget problem is mainly attributable to severe revenue decline which are lower than budget projections from 2022-23 by \$26 billion. These deficits likely necessitate ongoing spending reductions, revenue increases, or both. As a result, preserving a substantial portion—potentially up to half—of reserves would provide a helpful cushion in light of the anticipated shortfalls that lie ahead. To address the budget problem, the state has nearly \$24 billion in reserves to address the budget deficit.

California’s labor force is anticipated to grow at a slowing rate as it returns to pre-pandemic trends. Growth is expected to slow from 0.9 percent in 2023 to 0.5 percent in 2027 as population growth. As employment growth flattens, the unemployment rate is expected to peak in early 2025 at 5.2 percent before declining thereafter.



Recently, Governor Galvin Newsom released the 2024-25 Budget. The Budget will incorporate the following balanced combination of measures in order to close the shortfall in the budget year: draw \$13.1 billion from the Reserves funds, reduce \$8.5 billion in various funds, get \$5.7 billion from other revenue sources and borrow internally from special funds, delay \$5.1 billion in funding multiple items, shift \$3.4 billion from General Funds to other funds, defer \$2.1 billion of specific obligations to 2025-26, and withdraw \$5.7 billion from the Public School System Stabilization Account (PSSSA).

Based on the state's economic and revenue outlook stated in the 2024-25 Budget, the unprecedented prior year revenue shortfall created unique challenges. Due to the state conforming to federal tax filing extensions, however, the Legislature is gaining a complete picture of 2022-23 tax collections after the fiscal year has already ended. Specifically, the state estimated that 2022-23 revenue will be \$26 billion below budget act estimates. This created unique and difficult challenges—including limiting the Legislature's options for addressing the budget problem.

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, 2023 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 2024-25. 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 100% 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.

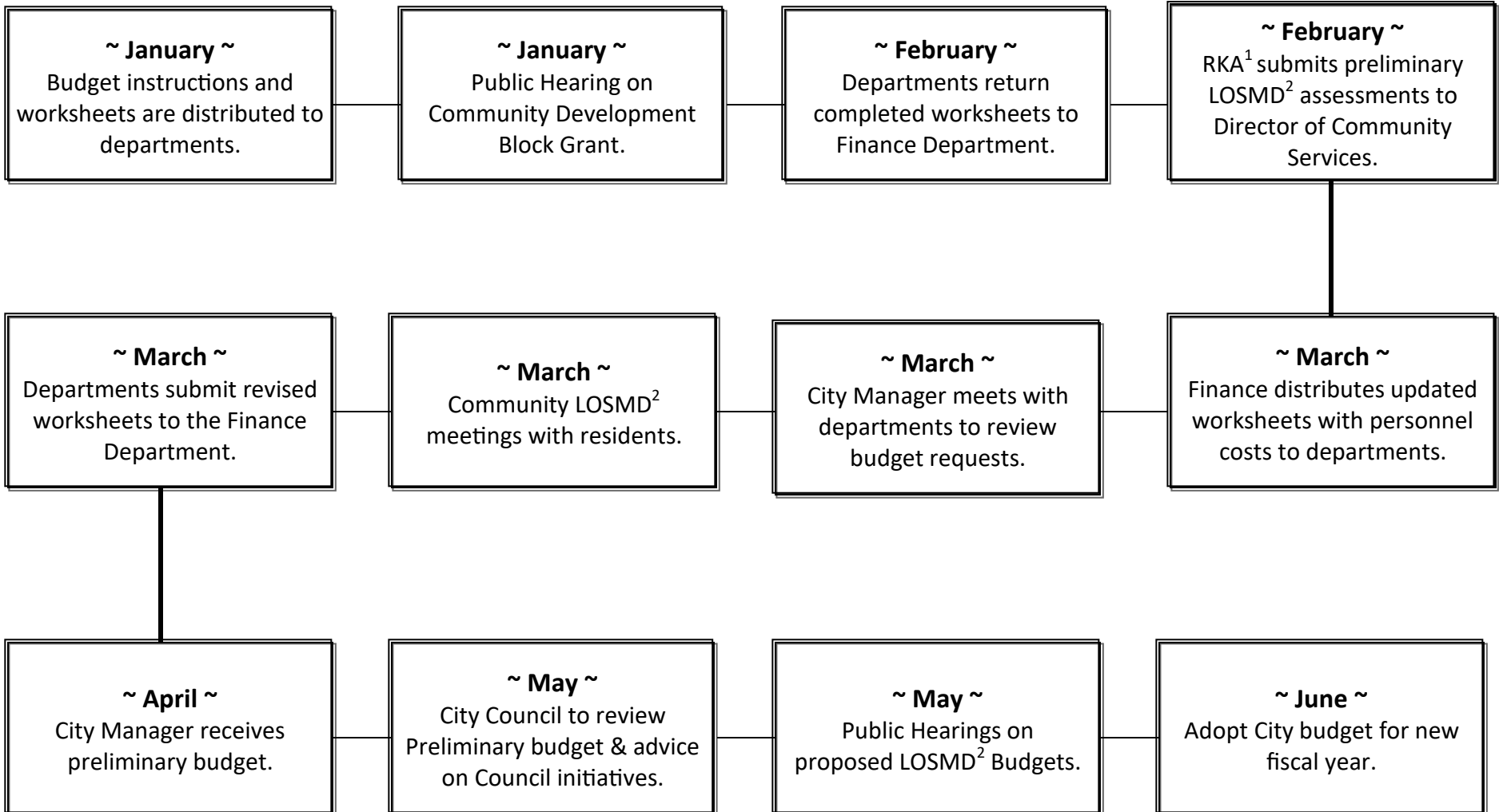
The Finance Division staff then uses all revised projections to produce a preliminary budget, which is submitted to the City Council for review. This document is made available to the public on the City website and at Walnut City Hall for review before the annual Budget Study Session. The budget is reviewed 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](http://www.cityofwalnut.org).

# CITY OF WALNUT BUDGET PROCESS

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

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





**CITY OF WALNUT  
BUDGET CALENDAR  
2024-25**

DATE & TIME	ACTION BY	ACTION
<b>January 10, 2024</b> <i>Wednesday</i>	City Council	Public Hearing on Community Development Block Grant
<b>January 16 &amp; 18, 2024</b> <i>Tuesday &amp; Thursday</i>	City Manager/Departments Finance	Mid Year Budget Review & Budget Calendar Review <b>Distribute:</b> Budget Instructions, Revenue Worksheets, Expenditure Worksheets
<b>January 25, 2024</b> <i>Thursday</i>	Departments	Submit detail request for Part-time and Seasonal hours with completed position schedules to Finance
<b>February 1, 2024</b> <i>Thursday</i>	Departments	Submit completed Revenue and Expenditure Projections to Finance
<b>February 14, 2024</b> <i>Wednesday</i>	City Council	Mid-Year Additional Appropriation and Budget Update
<b>February 21, 2024</b> <i>Wednesday</i>	R K A	Submits preliminary LOSMD assessments to Community Services
<b>March 7, 2024</b> <i>Thursday</i>	Finance	Finance Distributes completed Preliminary Personnel, Operations, and Capital budgets to departments Distribute Recap by Fund Schedule to City Manager
<b>March 11 &amp; 14, 2024</b> <i>Monday &amp; Thursday</i>	City Manager/Departments	City Manager meets with departments to review budget requests.
<b>March 13, 2024</b> <i>Wednesday</i>	City Council Community Services	45-day notice for LOSMD Hearing
<b>March 20, 2024</b> <i>Wednesday by 5:00 p.m.</i>	Departments	Submit final changes to Finance
<b>March 25, 2024</b> <i>Monday at 7:00 p.m.</i>	Community Services	Community meeting with LOSMD residents
<b>May 1, 2024</b> <i>Wednesday at 5:00 p.m.</i>	City Council/City Manager Departments	Budget Workshop Meeting
<b>May 8, 2024</b> <i>Wednesday at 7:00 p.m.</i>	City Council	Public Hearing on LOSMD Budgets
<b>May 16, 2024</b> <i>Thursday</i>	City Clerk/Finance	CIP Budget - 10 day Public Hearing Notice
<b>June 19, 2024</b> <i>Wednesday at 7:00 p.m.</i>	Planning Commission Community Development	2024-25 CIP conformity with the City's General Plan
<b>June 26, 2024</b> <i>Wednesday</i>	City Council	Public Hearing on CIP Adopt 2024-25 to 2028-29 CIP
<b>June 26, 2024</b> <i>Wednesday</i>	City Council	Adopt 2024-25 Budget
<b>June 26, 2024</b> <i>Wednesday</i>	City Council	Adopt 2024-25 Appropriations Limit
<b>June 26, 2024</b> <i>Wednesday</i>	Authority Members	Adopt 2024-25 WHA Budget

## **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 2024-25 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 2024-25, 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 2024-25 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 2023-24, or prior years. These projects were not completed as of June 30, 2024; therefore, the remaining balance of corresponding appropriations is carried over into the new Fiscal Year 2024-25 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 Gas Tax Fund, Road Maintenance Rehabilitation Account Fund (RMRA), Park Improvement Fund, American Rescue Plan Act Fund (ARPA), Proposition C Fund, Bikeway Fund, Measure R Fund, Federal Grant Fund, Measure M Fund, Capital Equipment Fund, and Measure W Fund. 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 2024-25, the capital projects include Meadow Pass off-site mitigation, Slurry Seal projects, city wide sidewalk repairs, storm water projects, La Puente Road rehabilitation, flood plain trail rehabilitation, Creekside Park Diversity, Snow Creek Park Improvement, Suzanne Park Improvement, Walnut Ranch Improvement, Walnut Ranch drain, Creekside Park improvements, windows and entry modifications, city reflective street name signs replacement, trail projects, Gym/Teen Center improvements, Senior Center parking lot, Walnut facilities security/fire alarm, and Valley Blvd. rehabilitation. These projects have no impact on the operating budget because they do not increase the need for maintenance. Trail improvements prevent erosion that will actually reduce the impact on the operating budget as it will decrease the need for future maintenance. Projects such as slurry seal extend the life of streets by 7 years, 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 2024-25 will have an impact of \$6,352,000 on the City's Capital Improvement Projects budget. This includes \$105,000 in meadow pass off-site mitigation, \$1,000,000 in slurry seal, \$100,000 in sidewalk repairs, \$400,000 in storm water projects, \$850,000 in La Puente Road Rehabilitation, \$375,000 in flood plain trail rehabilitation, \$890,000 in park improvements, \$240,000 in Walnut Ranch improvement, \$200,000 in Walnut Ranch Drain, \$242,000 in Windows & Entry Modifications, \$200,000 in City Reflective Street Name Sign Replacement, \$100,000 in trail projects, \$200,000 in gym/teen Center improvements, \$200,000 in Senior Center Parking lot, \$400,000 in Walnut Facilities Security/Fire Alarm, and \$850,000 in Valley Boulevard Rehabilitation.

Funding for these projects in the amount of \$822,000 will be through Capital/Equipment Outlay, \$184,000 through Gas Tax, \$800,000 through RMRA, \$1,530,000 through Park Improvement, \$575,000 through ARPA, \$550,000 through Proposition C, \$25,000 through Bikeway, \$1,100,000 through Measure R, \$166,000 through Federal Grants, \$200,000 through Measure M, and \$400,000 through Measure W.

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 starting in 2011-12. For 2024-25, the impact on the operating budget for General Fund is approximately \$35,000.

## APPROPRIATION LIMIT

As a government entity, the City is subject to the Gann Spending Limitation Initiative, which limits the amount of annual appropriations of tax proceeds. The limitation is based upon prior fiscal year amount adjusted for changes in population combined with the change in California per capita personal income. Information necessary to calculate the City's 2024-25 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2024-25 Appropriation Limit

Appropriation Limit:

FY 2023-24 Appropriation Limit	\$35,344,687
Adjustment Factor	1.000862
FY 2024-25 Appropriation Limit	\$35,375,161
FY 2024-25 Appropriation Subject to Limit	\$12,285,000

## 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 3,804 employees, followed by Edro Engineering Company, Inc. with 102 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, 2024**

Type of City	General Law - January 19, 1959
Form of Government	City Council/City Manager
Population	27,553 (as of 1/1/2023)
Land Area	8.9 Square Miles
Number of Parks	11
Park Area	105.2 Acres
Equestrian/Hiking Trails	33 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	36 Full-time
Cost Per Capita	\$903 (as of 6/30/23)

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

**Election and Voter Registration**

Number of registered voters (November 2022)	19,377
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:** The 2022 Election was cancelled. City of Walnut Administration Department – City Clerk

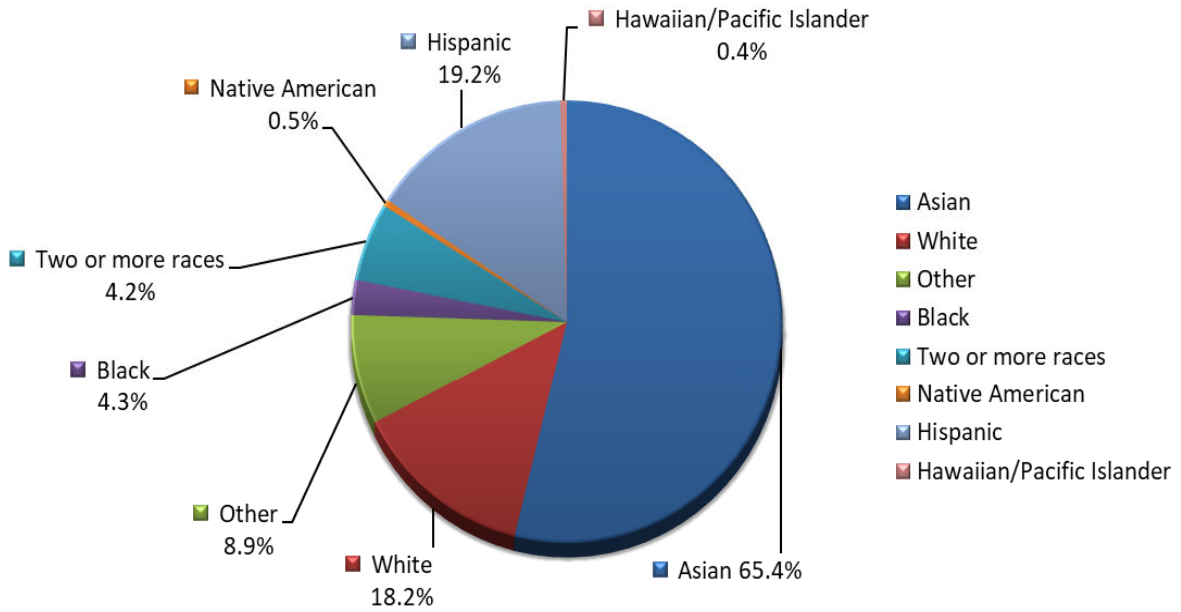


## Demographics

	City of Walnut	State of California
<b>Population Characteristics</b>		
Median Age	46.5	37.9
Average Household Size	3.30	2.80
<b>Ethnicity</b>		
Asian	65.9%	16.3%
White	14.8%	70.7%
Other	9.6%	34.7%
Black	2.9%	6.5%
Two or more races	7.8%	4.3%
Native American	0.3%	1.7%
Hispanic	18.5%	40.3%
Hawaiian/Pacific Islander	0.8%	0.5%
<b>Education</b>		
Bachelors Degree	55.6%	35.9%
High School or Higher	93.3%	84.4%
Housing Units	9,241	14,627,460
Median Household Income:	\$130,444	\$91,905

**Source:** 2020/2022 Census Data (Census.gov & Censusreporter.org), State Department of Finance – Property and Housing Estimates (dof.ca.gov)

### City of Walnut Population by Race



Source: 2020 Census Data

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

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Square Miles	8.83	8.83	8.83	8.83	8.83
Number of Housing Units	9,046	9,061	9,074	9,197	9,241
Population	30,551	29,929	29,835	28,094	27,553
Personal Income	1,105,292	1,173,576	1,232,966	1,240,889	1,318,256
Per Capita Personal Income	36,178	39,211	41,326	44,169	47,844
Unemployment Rate	3.6%	3.4%	10.2%	6.8%	3.6%
Average Annual Population % change	0.31%	-2.04%	-0.31%	-5.84%	-1.93%

**Sources:**

- City of Walnut Finance Division, as of June 30, 2023
- 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	3,804	54%	Community College
Edro Engineering Company, Inc.	102	1%	Engineering
Vons #2167	89	1%	Grocery Store
Alliance Industrial Refrigeration	81	1%	Industrial Refrigeration
Ronsin Photocopy, Inc.	78	1%	Photocopy Manufacturer
Stater Brothers Market #168	71	1%	Grocery Store
TJ Maxx #682	66	1%	Retail
McDonald's	61	1%	Fast Food
Sodexo, Inc.	56	1%	Food Service Management
Fairway Injections Molds, Inc.	50	1%	Manufacture Mold Bases
Home Goods #282	47	1%	Retail
Panera Bread #1630	39	1%	Restaurant

**Source:** *City of Walnut Finance Division  
As of June 30, 2023*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget  
Presentation Award*

PRESENTED TO

**City of Walnut  
California**

For the Fiscal Year Beginning

**July 01, 2023**

*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, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, 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 2023-24 and 2024-25**

	<u>2024-25 Budget</u>	<u>2023-24 Estimate</u>	<u>Increase/ (Decrease)</u>
<b>Revenues</b>			
Non-Restricted Revenues	\$ 17,403,830	\$ 17,299,890	\$ 103,940
Restricted Revenues	10,652,090	12,395,620	(1,743,530)
Walnut Housing Authority Revenues	681,110	598,240	82,870
Sub-total Revenues	<u>\$ 28,737,030</u>	<u>\$ 30,293,750</u>	<u>\$ (1,556,720)</u>
Transfer-in	\$ 1,635,459	\$ 1,584,792	50,667
<b>Total Revenues</b>	<u><u>\$ 30,372,489</u></u>	<u><u>\$ 31,878,542</u></u>	<u><u>\$ (1,506,053)</u></u>
<b>Expenditures</b>			
Personnel	\$ 7,664,980	\$ 6,737,300	927,680
Operations	16,211,650	15,284,623	927,027
Capital Outlay	406,990	401,740	5,250
Sub-total	<u>\$ 24,283,620</u>	<u>\$ 22,423,663</u>	<u>\$ 1,859,957</u>
Capital Projects	\$ 6,352,000	\$ 6,761,920	(409,920)
Transfers-out	1,635,459	1,584,792	50,667
<b>Total Expenditures</b>	<u><u>\$ 32,271,079</u></u>	<u><u>\$ 30,770,375</u></u>	<u><u>\$ 1,500,704</u></u>
<b>Fund Balance</b>			
Estimated Fund Balance at June 30	\$ 44,578,658	\$ 43,470,491	1,108,167
Net change in Fund Balance	(1,898,590)	1,108,167	(3,006,757)
<b>Estimated Fund Balance at 06.30.25</b>	<u><u>\$ 42,680,068</u></u>	<u><u>\$ 44,578,658</u></u>	<u><u>\$ (1,898,590)</u></u>
<b>Use of Reserves</b>			
Restricted Fund Balances	\$ 3,134,450	\$ 1,641,020	1,493,430
General Fund	-	-	-
Recreation Facility	1,517,360	1,376,620	140,740
Capital Equipment/Replacement	942,000	596,230	345,770
Facility Maintenance	-	-	-
OPEB Liability	16,000	12,900	3,100
<b>Total Use of Reserves</b>	<u><u>\$ 5,609,810</u></u>	<u><u>\$ 3,626,770</u></u>	<u><u>\$ 1,983,040</u></u>

**CITY OF WALNUT**

**2024-25**

**CONTINUING APPROPRIATIONS**

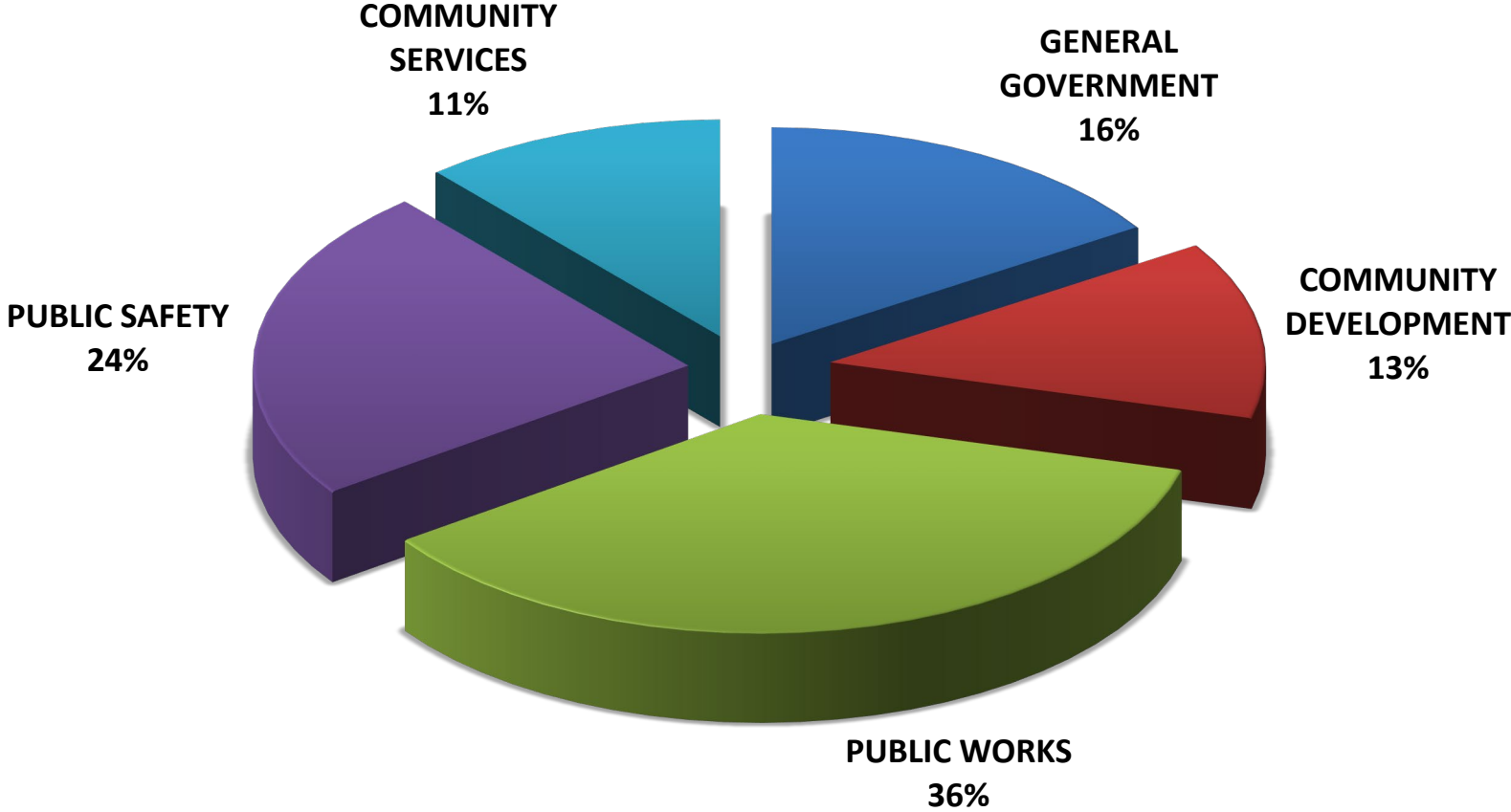
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## 2024-25 APPROPRIATIONS SUMMARY

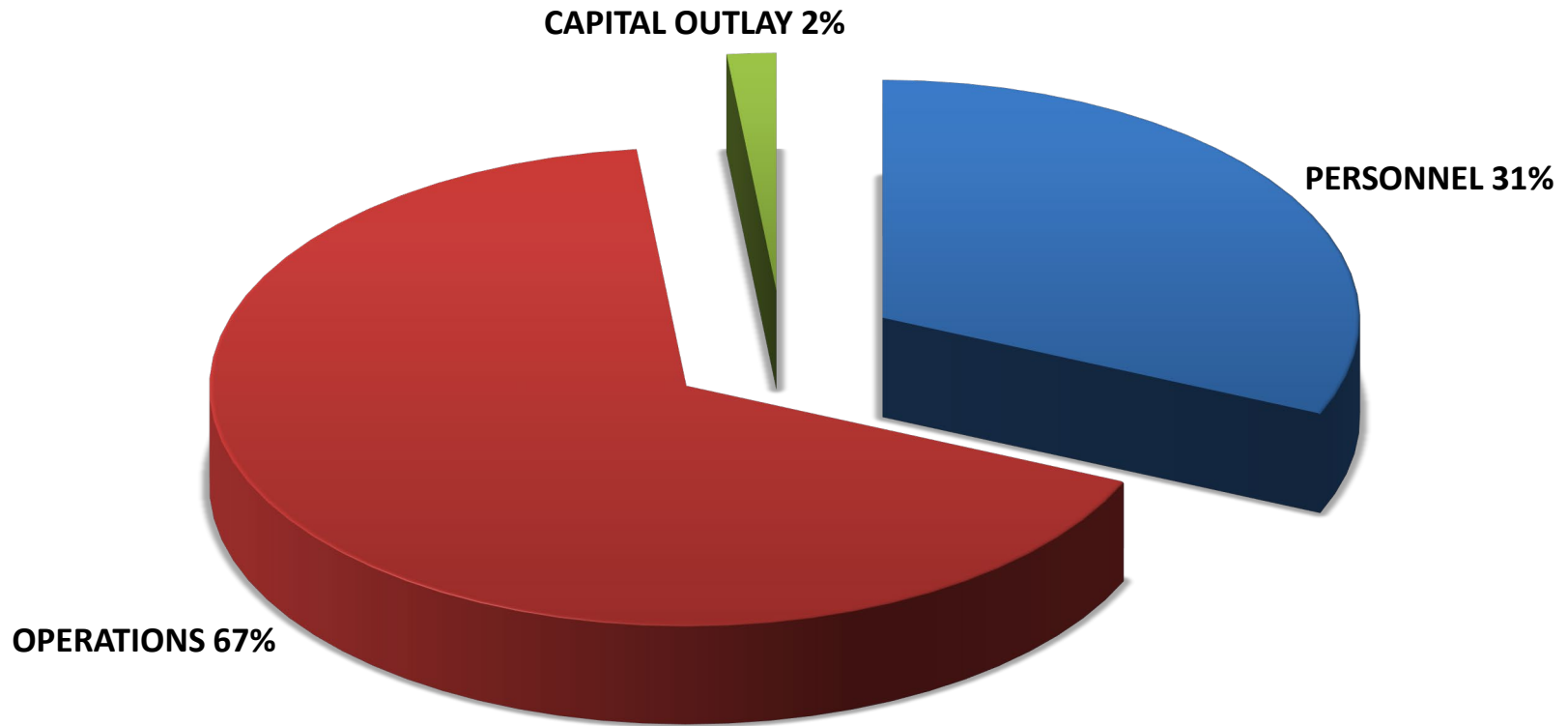
ACTIVITY	2022-23		2023-24		2024-25
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b><u>PERSONNEL</u></b>					
GENERAL GOVERNMENT	1,923,468	2,141,150	2,219,930	2,265,240	2,422,770
COMMUNITY DEVELOPMENT	1,169,213	1,236,760	1,290,420	1,216,250	1,471,910
PUBLIC WORKS	1,431,906	1,489,260	1,591,830	1,548,930	1,866,640
PUBLIC SAFETY	171,784	214,050	201,750	207,060	230,520
COMMUNITY SERVICES	1,351,619	1,485,314	1,516,170	1,499,820	1,673,140
<b>TOTAL PERSONNEL</b>	<b>\$6,047,990</b>	<b>\$6,566,534</b>	<b>\$6,820,100</b>	<b>\$6,737,300</b>	<b>\$7,664,980</b>
<b><u>OPERATIONS</u></b>					
GENERAL GOVERNMENT	1,073,480	1,137,970	1,107,980	1,142,670	1,422,720
COMMUNITY DEVELOPMENT	2,368,562	1,588,650	1,588,170	1,665,340	1,629,040
PUBLIC WORKS	5,512,447	6,319,320	6,461,396	6,329,116	6,613,510
PUBLIC SAFETY	4,530,961	5,063,750	5,139,270	5,077,670	5,464,960
COMMUNITY SERVICES	878,554	936,240	1,128,490	1,069,827	1,081,420
<b>TOTAL OPERATIONS</b>	<b>\$14,364,005</b>	<b>\$15,045,930</b>	<b>\$15,425,306</b>	<b>\$15,284,623</b>	<b>\$16,211,650</b>
<b><u>SUBTOTAL</u></b>					
GENERAL GOVERNMENT	2,996,949	3,279,120	3,327,910	3,407,910	3,845,490
COMMUNITY DEVELOPMENT	3,537,775	2,825,410	2,878,590	2,881,590	3,100,950
PUBLIC WORKS	6,944,353	7,808,580	8,053,226	7,878,046	8,480,150
PUBLIC SAFETY	4,702,745	5,277,800	5,341,020	5,284,730	5,695,480
COMMUNITY SERVICES	2,230,174	2,421,554	2,644,660	2,569,647	2,754,560
<b>SUBTOTAL</b>	<b>\$20,411,996</b>	<b>\$21,612,464</b>	<b>\$22,245,406</b>	<b>\$22,021,923</b>	<b>\$23,876,630</b>
<b><u>CAPITAL</u></b>					
GENERAL GOVERNMENT	243,929	50,000	50,000	50,000	25,000
COMMUNITY DEVELOPMENT	97,757	99,350	99,350	91,650	102,730
PUBLIC WORKS	153,680	250,590	251,490	260,090	279,260
PUBLIC SAFETY	0	0	0	0	0
COMMUNITY SERVICES	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$495,366</b>	<b>\$399,940</b>	<b>\$400,840</b>	<b>\$401,740</b>	<b>\$406,990</b>
<b><u>TOTAL</u></b>					
GENERAL GOVERNMENT	3,240,878	3,329,120	3,377,910	3,457,910	3,870,490
COMMUNITY DEVELOPMENT	3,635,533	2,924,760	2,977,940	2,973,240	3,203,680
PUBLIC WORKS	7,098,033	8,059,170	8,304,716	8,138,136	8,759,410
PUBLIC SAFETY	4,702,745	5,277,800	5,341,020	5,284,730	5,695,480
COMMUNITY SERVICES	2,230,174	2,421,554	2,644,660	2,569,647	2,754,560
<b>TOTAL</b>	<b>\$20,907,362</b>	<b>\$22,012,404</b>	<b>\$22,646,246</b>	<b>\$22,423,663</b>	<b>\$24,283,620</b>

**EXPENDITURE SUMMARY  
(ALL FUNDS)  
FISCAL YEAR 2024-25**



**Total Budget  
\$24,283,620**

# EXPENDITURES BY CATEGORY FISCAL YEAR 2024-25



**Total Budget  
\$24,283,620**

**CITY OF WALNUT  
2022-23  
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2022 ACTUAL FUND BAL.	2022-23 ACTUAL REVENUE	2022-23 ACTUAL PROJECTS	2022-23 ACTUAL OPERATING		FUND TRANSFERS	6/30/2023 ACTUAL FUND BAL.
01	GENERAL	13,111,970	17,803,709	196,624	14,693,945	(1) (2)	1,298,397 (1,398,935)	15,924,572
02	GAS TAX	396,374	726,146	69,760	609,569		-	443,191
03	RMRA	57,275	629,570	35,373	-		-	651,472
05	TRAFFIC SAFETY	(1)	98,816	-	104,256	(2)	5,441	-
06	PARK IMPROV	672,970	3,057,848	576,982	-		-	3,153,836
07	COPS	519,573	176,369	-	69,965		-	625,977
08	ARPA	(40,922)	1,407,294	810,959	513,312		-	42,101
09	AIR QUALITY	30,994	37,295	-	32,272		-	36,017
11	WASTE MGMT	-	105,950	-	-	(1)	(105,950)	-
12	CDBG	5	130,124	-	130,122		-	7
13	PROP C	920,377	668,711	600,000	-		-	989,088
14	BIKEWAY	-	-	-	-		-	-
15	LACMTA (STPL)	6,886	147	-	-		-	7,033
16	MEASURE R	567,354	497,429	85,808	-		-	978,975
18	LOSMD - Zone 9	551,279	710,597	-	659,294		-	602,582
19	LOSMD	(510,073)	1,727,032	-	1,980,907	(2)	161,367	(602,581)
20	RECREATION FACILITY	13,561,031	-	-	2,863	(1)	(1,192,447)	12,365,721
21	MEASURE M	532,295	563,684	-	304,452		-	791,527
23	PROP A	1,519,771	813,207	-	1,011,845		-	1,321,133
25	CAP/EQUIP REP	1,753,375	-	40,673	95,077		-	1,617,625
26	FACILITY MAINT	121,657	-	-	-		-	121,657
27	PARK GRANTS	-	-	676,470	-	(2)	676,470	-
28	MEASURE "A" (M&S)	-	-	550,000	5,657	(2)	555,657	-
29	MEASURE "W"	552,781	501,715	314,227	95,289		-	644,980
31	TRF CONGEST RELIEF	6,018	682	-	-		-	6,700
32	USED OIL GRANT	1	-	-	-		-	1
33	RECYCLING GRANT	7,718	7,340	-	5,985		-	9,073
35	CABLE TV-EDUC	224,405	40,721	-	109,814		-	155,312
37	MEASURE "A" (CAT 1)	-	-	-	-		-	-
41	WHA	-	483,815	-	483,815		-	-
50	GEN LIABILITY	1,000,000	-	-	-		-	1,000,000
51	OPEB LIABILITY	734,074	-	-	9,200		-	724,874
52	PENSION TRUST FUND	1,799,873	59,745	-	-		-	1,859,618
	Total	38,097,060	30,247,946	3,956,876	20,917,639		-	43,470,491

(1) Transfer funds to General Fund to match expenditures

(2) Transfer for deficit fund balance

**CITY OF WALNUT  
2023-24  
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2023 ACTUAL FUND BAL.	2023-24 ESTIMATED REVENUE	2023-24 ESTIMATED PROJECTS	2023-24 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2024 ESTIMATED FUND BAL.
01	GENERAL	15,924,572	17,239,890	-	15,868,873	(1) (2) 152,272	18,880,381
02	GAS TAX	443,191	815,080	-	697,920	-	560,351
03	RMRA	651,472	708,790	984,580	-	-	375,682
05	TRAFFIC SAFETY	-	86,000	-	129,580	(2) 43,580	-
06	PARK IMPROV	3,153,836	274,200	1,202,570	-	-	2,225,466
07	COPS	625,977	195,100	-	174,230	-	646,847
08	ARPA	42,101	3,588,550	3,177,550	362,000	-	91,101
09	AIR QUALITY	36,017	40,360	-	41,000	-	35,377
11	WASTE MGMT	-	55,900	-	-	(1) (55,900)	-
12	CDBG	7	128,600	-	128,600	-	7
13	PROP C	989,088	683,600	233,260	-	-	1,439,428
14	BIKEWAY	-	32,000	25,000	-	-	7,000
15	LACMTA (STPL)	7,033	230	-	-	-	7,263
16	MEASURE R	978,975	513,200	239,200	-	-	1,252,975
17	FEDERAL GRANT	-	-	-	-	-	-
18	LOSMD - Zone 9	602,582	738,710	-	788,990	-	552,302
19	LOSMD	(602,581)	1,858,380	-	2,221,220	(2) 413,118	(552,303)
20	RECREATION FACILITY	12,365,721	-	-	-	(1) (1,376,620)	10,989,101
21	MEASURE M	791,527	579,900	200,000	403,000	-	768,427
23	PROP A	1,321,133	827,600	-	506,870	-	1,641,863
25	CAP/EQUIP REP	1,617,625	-	496,230	100,000	-	1,021,395
26	FACILITY MAINT	121,657	-	-	-	-	121,657
27	PARK GRANTS	-	350,000	3,530	-	(2) (346,470)	-
28	MEASURE "A" (M&S)	-	287,500	-	25,000	(2) (262,500)	-
29	MEASURE "W"	644,980	504,200	200,000	244,900	-	704,280
31	TRF CONGEST RELIEF	6,700	100	-	-	-	6,800
32	USED OIL GRANT	1	-	-	-	-	1
33	RECYCLING GRANT	9,073	7,720	-	3,340	-	13,453
35	CABLE TV-EDUC	155,312	34,900	-	32,000	-	158,212
37	MEASURE "A" (CAT 1)	-	85,000	-	85,000	-	-
41	WHA	-	598,240	-	598,240	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	724,874	-	-	12,900	-	711,974
52	PENSION TRUST FUND	1,859,618	60,000	-	-	-	1,919,618
	Total	43,470,491	30,293,750	6,761,920	22,423,663	-	44,578,658

(1) Transfer funds to General Fund to match expenditures  
(2) Transfer for deficit fund balance

**CITY OF WALNUT  
2024-25  
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2024 ESTIMATED FUND BAL.	2024-25 ESTIMATED REVENUE	2024-25 ESTIMATED PROJECTS	2024-25 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2025 ESTIMATED FUND BAL.
01	GENERAL	18,880,381	17,343,830	-	16,828,340	(1) (2) 60,599	21,031,330
02	GAS TAX	560,351	800,530	184,000	721,700	-	455,181
03	RMRA	375,682	730,200	800,000	-	-	305,882
05	TRAFFIC SAFETY	-	83,000	-	136,140	(2) 53,140	-
06	PARK IMPROV	2,225,466	130,000	1,530,000	-	-	825,466
07	COPS	646,847	197,500	-	290,150	-	554,197
08	ARPA	91,101	1,650,000	575,000	1,035,000	-	131,101
09	AIR QUALITY	35,377	38,500	-	41,000	-	32,877
11	WASTE MGMT	-	57,500	-	-	(1) (57,500)	-
12	CDBG	7	127,320	-	127,320	-	7
13	PROP C	1,439,428	730,000	550,000	-	-	1,619,428
14	BIKEWAY	7,000	32,000	25,000	-	-	14,000
15	LACMTA (STPL)	7,263	380	-	-	-	7,643
16	MEASURE R	1,252,975	524,000	1,100,000	-	-	676,975
17	FEDERAL GRANT	-	166,000	166,000	-	-	-
18	LOSMD - Zone 9	552,302	757,180	-	812,970	-	496,512
19	LOSMD	(552,303)	1,858,380	-	2,308,100	(2) 505,511	(496,512)
20	RECREATION FACILITY	10,989,101	-	-	-	(1) (1,517,360)	9,471,741
21	MEASURE M	768,427	600,000	200,000	405,350	-	763,077
23	PROP A	1,641,863	872,000	-	380,330	-	2,133,533
25	CAP/EQUIP REP	1,021,395	-	822,000	120,000	-	79,395
26	FACILITY MAINT	121,657	-	-	-	-	121,657
27	PARK GRANTS	-	353,250	-	-	(2) (353,250)	-
28	MEASURE "A" (M&S)	-	291,000	-	25,000	(2) (266,000)	-
29	MEASURE "W"	704,280	516,000	400,000	225,000	-	595,280
31	TRF CONGEST RELIEF	6,800	240	-	-	-	7,040
32	USED OIL GRANT	1	-	-	-	-	1
33	RECYCLING GRANT	13,453	13,110	-	13,110	-	13,453
35	CABLE TV-EDUC	158,212	39,000	-	32,000	-	165,212
37	MEASURE "A" (CAT 1)	-	85,000	-	85,000	-	-
41	WHA	-	681,110	-	681,110	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	711,974	-	-	16,000	-	695,974
52	PENSION TRUST FUND	1,919,618	60,000	-	-	-	1,979,618
	Total	44,578,658	28,737,030	6,352,000	24,283,620	-	42,680,068

(1) Transfer funds to General Fund to match expenditures  
(2) Transfer for deficit fund balance

**CITY OF WALNUT  
2024-25  
TEN-YEAR OPERATING REVENUE HISTORY**

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>GENERAL FUND</b>										
Property Taxes	5,995,275	6,238,353	6,408,855	5,700,002	5,984,693	6,306,157	6,756,964	6,962,461	7,682,276	8,457,438
Other Taxes	2,779,657	2,855,598	3,205,950	3,574,950	3,515,040	3,585,112	3,202,458	3,394,294	4,019,929	4,228,662
Licenses & Permits	754,434	785,402	961,562	1,829,914	805,839	895,015	669,135	932,146	1,236,393	1,474,112
Use of Money	487,104	427,323	404,421	420,190	688,512	1,180,012	1,048,627	382,657	64,191	1,008,479
Revenue from Other Agencies	146,166	145,339	22,377	26,157	49,026	22,132	458,286	660,194	50,363	604,634
Recreation Services	898,503	553,318	805,406	633,498	774,412	762,180	500,814	75,725	493,619	719,428
Charges for Service	452,467	395,802	844,546	413,787	429,479	436,331	745,866	541,827	693,005	922,508
Other Revenue	782,252	545,689	528,694	464,055	530,996	2,744,421	647,249	789,685	261,273	388,450
<b>Total General Fund</b>	<b>12,295,858</b>	<b>11,946,824</b>	<b>13,181,811</b>	<b>13,062,553</b>	<b>12,777,997</b>	<b>15,931,360</b>	<b>14,029,399</b>	<b>13,738,989</b>	<b>14,501,049</b>	<b>17,803,711</b>
Gas Tax Fund	1,022,814	826,255	662,200	578,194	604,248	592,465	665,782	655,351	697,657	726,146
RMRA	-	-	-	-	176,596	566,712	536,842	506,317	593,124	629,570
Traffic Safety Fund	266,498	171,894	206,391	103,801	135,293	98,668	79,710	35,859	49,821	98,815
Park Improvement Fund	-	-	998,454	297,630	119,090	38,910	237,211	(920)	449,574	3,057,848
COPS Fund	101,678	107,219	115,745	131,023	140,246	157,048	164,435	157,119	155,456	176,369
ARPA Fund	-	-	-	-	-	-	-	16	586,019	1,407,294
Air Quality Management Fund	38,490	37,817	38,682	38,492	38,533	39,505	38,599	39,093	38,160	37,295
Waste Management Fund	99,476	76,935	100,736	64,099	73,146	52,050	51,550	50,450	-	105,950
Housing and Community Development	239,871	138,393	129,793	187,935	113,837	83,853	102,042	309,555	170,250	130,125
Prop C Transit Fund	435,533	452,134	463,314	469,689	469,045	519,277	498,709	509,743	617,650	668,710
Bikeway Fund	18,000	24,280	-	38,910	20,060	21,490	14,800	18,000	9,800	-
LACMTA Exchange	-	498,000	836	523,578	635	1,759	157	3	(81)	147
Measure R	323,343	337,632	344,499	352,717	353,088	386,356	364,034	383,602	465,919	497,429
Landscape & Open Space Maintenance	2,279,177	2,159,654	2,109,527	2,265,337	2,381,313	2,613,020	2,377,815	2,397,015	2,400,733	2,437,629
Recreation Facility	-	-	-	-	12,487,410	-	-	-	-	-
Measure M	-	-	-	-	316,721	427,720	418,666	434,242	525,941	563,684
Prop A Transit Fund	513,347	536,468	552,155	563,266	568,032	655,422	626,280	611,504	740,230	813,207
Capital Equipment Replacement Fund	92,320	-	2,658	300	-	-	31,552	-	-	-
State Park Grant Fund	54,206	14,212	27,248	2,484	17,174	56,013	-	34,843	-	-
Measure A (M&S) Fund	-	-	-	-	-	-	-	20,178	13,532	-
Measure W Fund	-	-	-	-	-	-	-	494,471	494,026	501,715
Traffic Congestion Relief Fund	-	-	-	-	34,279	35,659	36,398	100	(418)	682
Used Oil Recycling Grant Fund	8,532	8,570	8,500	8,467	16,756	8,352	8,321	5,000	-	-
General Recycling Grant Fund	15,332	8,130	8,194	7,970	15,621	7,792	7,809	-	7,718	7,340
Cable Television Education Fund	29,071	28,480	28,404	32,465	34,765	40,883	41,775	37,091	34,833	40,721
Walnut Housing Authority Fund	306,903	261,080	354,253	424,948	368,439	330,494	344,583	436,414	493,170	483,815
Pension Trust Fund	-	-	-	-	-	-	-	21,362	(221,488)	59,744
<b>Total All Funds</b>	<b>18,140,449</b>	<b>17,633,977</b>	<b>19,333,400</b>	<b>19,153,858</b>	<b>31,262,324</b>	<b>22,664,808</b>	<b>20,676,468</b>	<b>20,895,397</b>	<b>22,822,675</b>	<b>30,247,946</b>



**CITY OF WALNUT  
2024-25  
TEN-YEAR OPERATING EXPENDITURE HISTORY**

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>GENERAL FUND</b>										
General Government	2,091,374	2,115,615	2,301,298	2,146,511	2,310,478	2,309,200	2,649,018	2,661,498	2,797,708	2,992,264
Community Development	1,176,598	1,304,732	1,443,808	1,695,810	1,478,375	1,611,800	1,465,360	1,869,499	1,734,332	1,408,154
Public Works	1,509,678	1,735,871	2,008,611	1,748,696	1,397,532	1,441,092	1,550,908	1,423,595	2,006,027	2,115,809
Public Safety	3,397,949	3,393,839	3,552,930	3,716,765	3,828,168	3,902,895	4,167,140	4,288,123	4,398,749	4,452,783
Community Services	3,248,697	3,243,846	3,275,696	3,396,399	3,519,287	3,489,200	3,234,663	2,773,458	3,026,660	3,724,935
<b>Total General Fund</b>	<b>11,424,296</b>	<b>11,793,903</b>	<b>12,582,343</b>	<b>12,704,181</b>	<b>12,533,840</b>	<b>12,754,187</b>	<b>13,067,089</b>	<b>13,016,173</b>	<b>13,963,476</b>	<b>14,693,945</b>
Gas Tax Fund	699,174	692,497	822,841	830,254	686,152	669,199	491,856	585,100	551,641	609,569
Traffic Safety Fund	42,693	56,730	63,374	47,430	83,021	86,741	88,780	81,149	79,926	104,256
COPS Fund	126,260	99,444	65,883	97,639	83,746	80,725	90,197	77,937	84,238	69,965
ARPA Fund	-	-	-	-	-	-	-	-	504,197	513,312
Air Quality Management Fund	58,520	59,536	69,626	58,953	36,500	37,320	35,732	30,080	32,399	32,272
Housing and Community Development	239,871	138,393	129,793	187,933	113,839	83,852	102,042	151,217	170,247	130,122
Prop C Transit Fund	140,469	148,788	166,941	169,665	78,653	2,500	-	-	-	-
Measure R	-	9,202	(38)	-	-	-	-	-	-	-
Landscape & Open Space Maintenance	2,397,338	2,163,699	2,322,372	2,543,207	2,522,748	2,404,077	2,475,486	2,657,983	2,656,093	2,640,201
Recreation Facility	-	-	-	-	-	-	-	-	-	2,863
Measure M	-	-	-	-	-	116,418	325,052	340,705	331,269	304,452
Prop A Transit Fund	300,445	299,117	284,755	246,157	336,438	382,058	859,559	1,046,024	212,347	1,011,845
Capital Equipment Replacement Fund	171,489	114,253	198,486	96,620	260,133	16,644	34,048	96,343	42,287	95,077
Facility Maintenance Fund	-	-	-	-	397,065	431,337	443,377	415,611	-	-
State Park Grant Fund	54,206	27,560	13,900	13,000	47,826	14,844	34,843	-	-	-
Measure A (M&S)	-	-	-	-	-	-	20,178	13,532	22,662	5,657
Measure W	-	-	-	-	-	-	23,270	160,096	87,207	95,289
Used Oil Recycling Grant Fund	8,532	8,570	8,500	8,467	8,489	8,267	8,352	8,321	4,999	-
General Recycling Grant Fund	15,332	8,130	8,194	7,970	7,838	7,792	2,386	5,397	7,809	5,985
Cable Television Education Fund	4,362	43,464	44,708	3,550	13,046	4,552	74,081	14,266	7,096	109,814
Walnut Housing Authority Fund	306,903	261,080	266,068	296,857	334,716	330,494	344,583	436,414	495,910	483,815
Other Post-Employment Benefits	908	2,281	2,866	2,682	2,978	3,391	4,047	4,232	5,870	9,200
<b>Total All Funds</b>	<b>15,990,798</b>	<b>15,926,647</b>	<b>17,050,612</b>	<b>17,314,567</b>	<b>17,547,028</b>	<b>17,434,398</b>	<b>18,524,958</b>	<b>19,140,580</b>	<b>19,259,673</b>	<b>20,917,639</b>

**CITY OF WALNUT**  
**FUND STRUCTURE**  
**2024-25**

A number of different funds are utilized to account for the City, 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)**

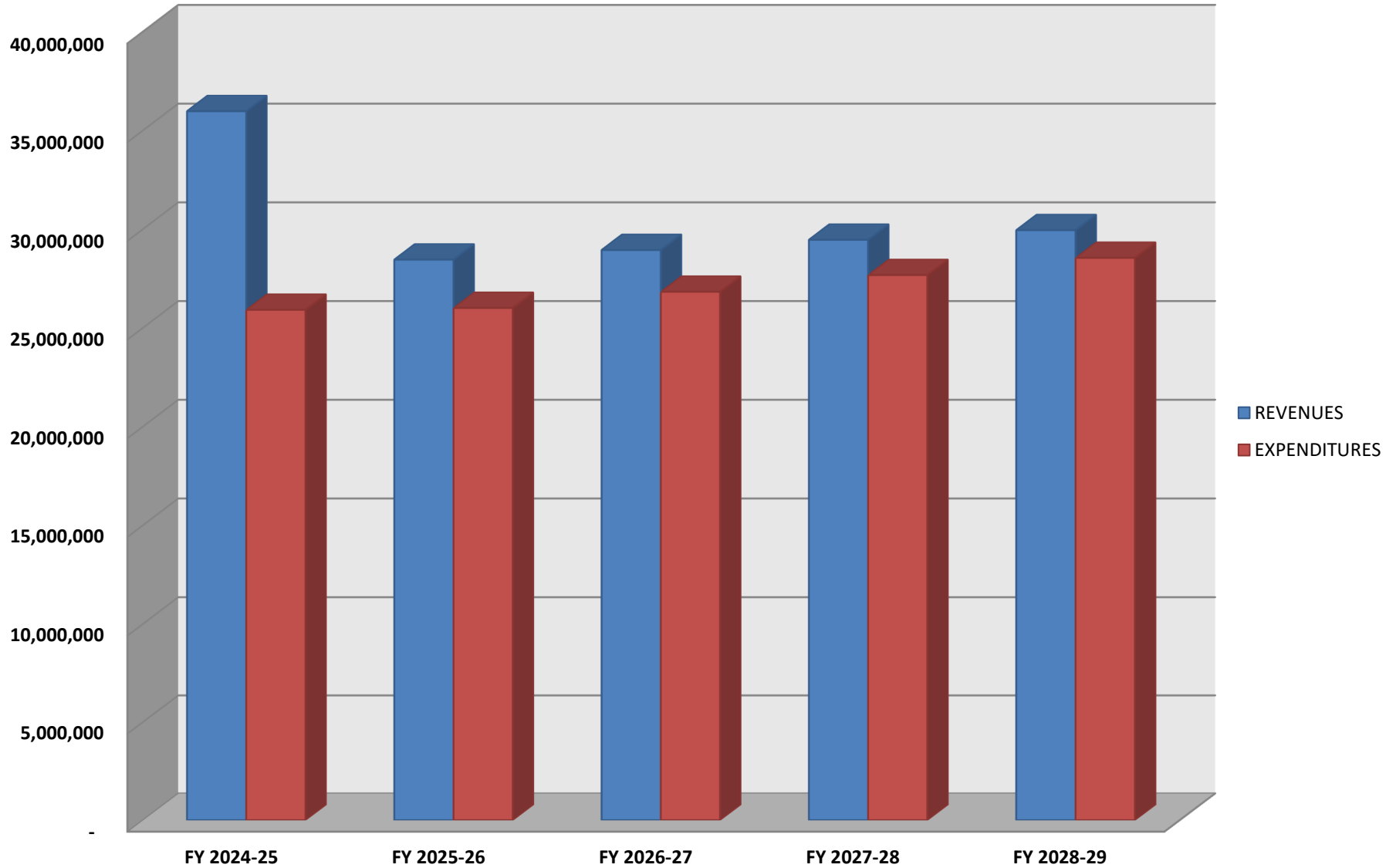
The COPS Fund accounts for the distribution of funds to local agencies on a per-capita basis for the purpose of first-line law enforcement services. AB 3229 authorized this distribution in July of 1996

- 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 Block 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 Grant Fund**  
The Federal Grant Fund accounts for funds received from the federal government to fund certain projects to provide services and stimulate the economy.
- 18 **LOSMD Zone 9 Assessment Fund**  
The LOSMD Zone 9 Assessment Fund 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.
- 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.
- 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  
2024-25  
FIVE-YEAR PROJECTION OF REVENUES**

	2024-25	2025-26	2026-27	2027-28	2028-29
<b>GENERAL REVENUE</b>					
Property Taxes (1)	\$ 8,800,000	\$ 9,064,000	\$ 9,335,920	\$ 9,615,998	\$ 9,904,478
Other Taxes (2)	4,222,650	4,302,300	4,383,631	4,466,671	4,551,451
Licenses & Permits (3)	1,674,310	869,810	890,810	912,860	936,013
Use of Money (4)	1,101,920	1,254,420	1,238,045	1,202,851	1,178,898
Revenue From Other Agencies	115,300	45,300	45,300	45,300	45,300
Recreation Services	778,300	780,000	780,000	780,000	780,000
Charges for Service	446,850	446,850	446,850	446,850	446,850
Other Revenue	204,500	126,020	126,947	127,902	128,885
<b>TOTAL:</b>	<b>\$ 17,343,830</b>	<b>\$ 16,888,700</b>	<b>\$ 17,247,503</b>	<b>\$ 17,598,431</b>	<b>\$ 17,971,874</b>
<b>RESTRICTED REVENUE</b>					
Revenue From Other Agencies (5)	\$ 6,412,910	\$ 5,815,210	\$ 5,924,095	\$ 6,035,369	\$ 6,149,084
Use of Money & Property	373,620	210,000	178,500	151,725	128,966
Fines & Other Revenue	1,991,110	215,770	190,443	191,130	131,830
Assessments	2,615,560	2,615,560	2,615,560	2,615,560	2,615,560
<b>TOTAL:</b>	<b>\$ 11,393,200</b>	<b>\$ 8,856,540</b>	<b>\$ 8,908,598</b>	<b>\$ 8,993,783</b>	<b>\$ 9,025,441</b>
<b>TOTAL REVENUE:</b>	<b>\$ 28,737,030</b>	<b>\$ 25,745,240</b>	<b>\$ 26,156,101</b>	<b>\$ 26,592,215</b>	<b>\$ 26,997,315</b>
Transfer In	\$ 1,635,459	\$ 1,046,120	\$ 1,076,917	\$ 1,108,627	\$ 1,141,275
Fund Balance Applied:					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation Facility	\$ 1,517,360	\$ 1,562,881	\$ 1,609,767	\$ 1,658,060	\$ 1,707,802
Capital Equipment/Replacement	\$ 942,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
OPEB Liability	\$ 16,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Restrictd Fund Balances	\$ 3,134,450	\$ -	\$ -	\$ -	\$ -
Balance Applied:	\$ 5,609,810	\$ 1,670,881	\$ 1,717,767	\$ 1,766,060	\$ 1,815,802
<b>TOTAL RESOURCES:</b>	<b>\$ 35,982,299</b>	<b>\$ 28,462,241</b>	<b>\$ 28,950,785</b>	<b>\$ 29,466,902</b>	<b>\$ 29,954,392</b>

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  
2024-25  
FIVE-YEAR PROJECTION OF EXPENDITURES**

	2024-25	2025-26	2026-27	2027-28	2028-29
<b>GENERAL GOVERNMENT</b>					
Personnel	2,422,770	2,495,453	2,570,317	2,647,426	2,726,849
Operations (1)	1,422,720	1,465,901	1,510,398	1,556,250	1,603,500
Capital	25,000	-	-	-	-
<b>TOTAL:</b>	<b>3,870,490</b>	<b>3,961,354</b>	<b>4,080,715</b>	<b>4,203,676</b>	<b>4,330,349</b>
<b>COMM. DEVELOPMENT</b>					
Personnel	1,471,910	1,516,067	1,561,549	1,608,396	1,656,648
Operations	1,629,040	1,677,911	1,728,249	1,780,096	1,833,499
Capital	102,730	100,000	100,000	100,000	100,000
<b>TOTAL:</b>	<b>3,203,680</b>	<b>3,293,979</b>	<b>3,389,798</b>	<b>3,488,492</b>	<b>3,590,147</b>
<b>PUBLIC WORKS</b>					
Personnel	1,866,640	1,922,639	1,980,318	2,039,728	2,100,920
Operations	6,613,510	6,804,415	7,001,048	7,203,579	7,412,187
Capital	279,260	263,345	267,552	271,885	276,348
<b>TOTAL:</b>	<b>8,759,410</b>	<b>8,990,399</b>	<b>9,248,918</b>	<b>9,515,192</b>	<b>9,789,454</b>
<b>PUBLIC SAFETY</b>					
Personnel	230,520	237,436	244,559	251,895	259,452
Operations (2)	5,464,960	5,684,065	5,907,638	6,140,065	6,381,698
Capital	-	-	-	-	-
<b>TOTAL:</b>	<b>5,695,480</b>	<b>5,921,501</b>	<b>6,152,196</b>	<b>6,391,960</b>	<b>6,641,151</b>
<b>COMMUNITY SERVICES</b>					
Personnel	1,673,140	1,723,334	1,775,034	1,828,285	1,883,134
Operations	1,081,420	1,113,863	1,147,278	1,181,697	1,217,148
Capital	-	-	-	-	-
<b>TOTAL:</b>	<b>2,754,560</b>	<b>2,837,197</b>	<b>2,922,313</b>	<b>3,009,982</b>	<b>3,100,282</b>
Transfer Out	1,635,459	1,027,149	1,057,377	1,088,500	1,120,545
<b>TOTAL EXPENDITURES:</b>	<b>25,919,079</b>	<b>26,031,578</b>	<b>26,851,316</b>	<b>27,697,802</b>	<b>28,571,926</b>

EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

(1) FY 2024-25 3% COLA for employees

Operations:

(1) Liability & Property Insurance 4% increase

(2) Public Safety Operations 4% increase per year

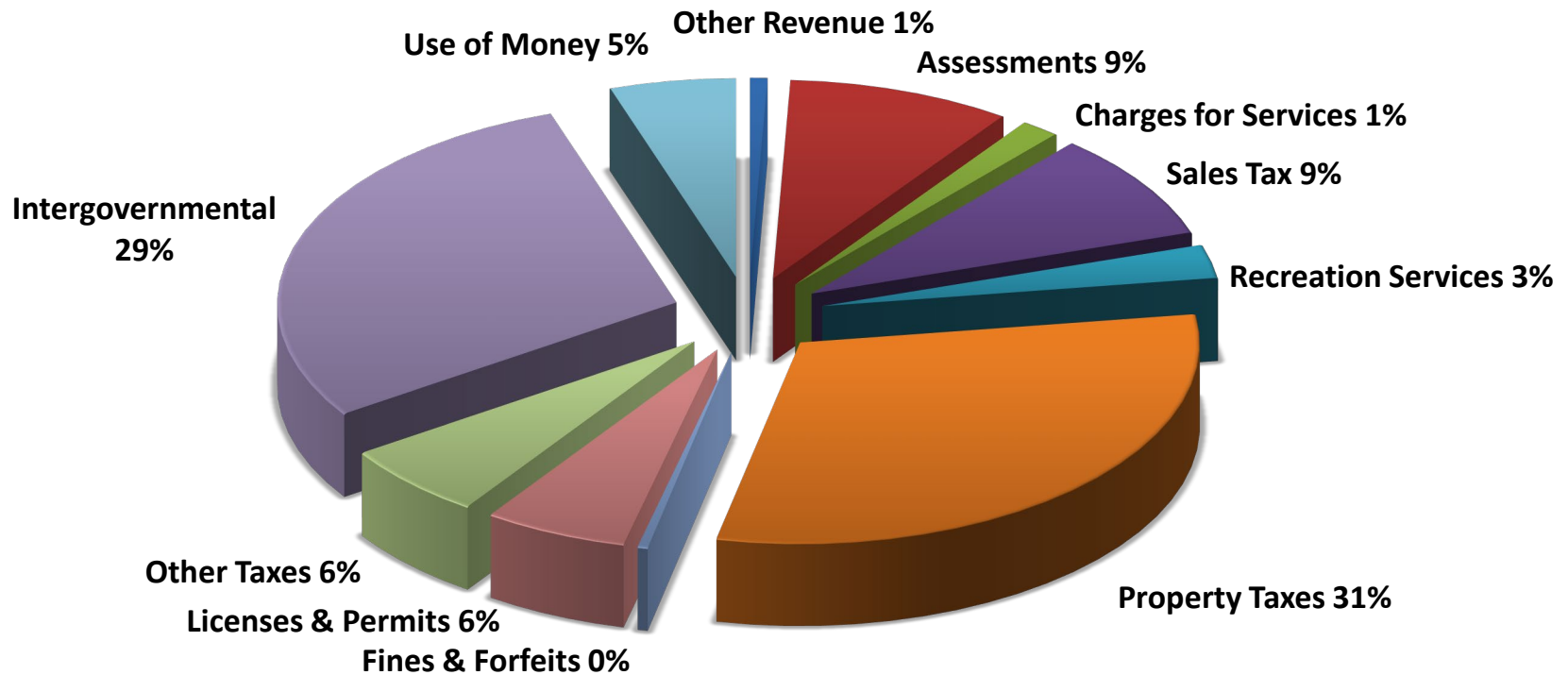
All other expenditures except as noted 3% increase.

**CITY OF WALNUT  
2024-25 PERSONNEL SUMMARY**

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b><u>GENERAL GOVERNMENT</u></b>			
City Manager	0.75	0.75	0.75
Human Resources	0.50	0.50	0.50
Risk Management	0.50	0.50	0.40
City Clerk	1.90	1.70	1.30
Finance	5.15	4.93	4.92
Computer Services	0.35	0.45	0.45
Administrative Services	1.92	1.53	1.48
Community Promotions	0.00	0.85	0.70
Cable TV Admin	0.00	0.45	0.45
<b>TOTAL GENERAL GOVERNMENT</b>	<b>11.07</b>	<b>11.65</b>	<b>10.95</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>			
Planning	2.88	2.10	2.10
Code Enforcement	2.10	1.30	1.60
Building & Safety	0.25	0.25	0.25
Economic Development	0.28	0.20	0.00
Prop "A" Administration	0.25	0.00	0.25
Dial-A-Cab	0.13	0.13	0.13
Metrolink	0.13	0.13	0.13
WHA Administration	2.13	1.75	1.45
WHA Housing Monitoring	0.80	0.40	1.15
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>8.93</b>	<b>6.25</b>	<b>7.05</b>
<b><u>PUBLIC WORKS</u></b>			
Environmental Services	0.70	1.20	1.00
Street Right-of-Way Maintenance	2.15	2.15	2.25
LOSMD/Public Works Admin	2.05	1.80	2.10
Parks Maintenance	0.00	0.00	4.75
Equestrian Trail Maintenance	0.00	0.00	0.70
Building Maintenance	0.80	0.80	0.80
<b>TOTAL PUBLIC WORKS</b>	<b>5.70</b>	<b>5.95</b>	<b>11.60</b>
<b><u>PUBLIC SAFETY</u></b>			
Public Safety Administration	0.25	0.35	0.25
Business License Enforcement	0.25	0.25	0.25
Vehicle Code Fines	0.50	0.50	0.50
COPS	0.01	0.00	0.00
<b>TOTAL PUBLIC SAFETY</b>	<b>1.01</b>	<b>1.10</b>	<b>1.00</b>
<b><u>COMMUNITY SERVICES</u></b>			
Parks Maintenance	4.10	3.85	0.00
Equestrian Trail Maintenance	0.70	0.70	0.00
Recreation Administration	1.50	1.50	1.40
Special Events	0.35	0.35	0.35
Excursions	0.35	0.35	0.35
Sports & Gymnasiums	1.00	1.00	1.00
Recreation Classes	0.30	0.30	0.30
Senior Citizens Center	1.00	1.00	1.00
Teen Center	1.00	1.00	1.00
<b>TOTAL COMMUNITY SERVICES</b>	<b>10.30</b>	<b>10.05</b>	<b>5.40</b>
<b>TOTAL FULL-TIME POSITIONS</b>	<b>37.00</b>	<b>35.00</b>	<b>36.00</b>

# Revenues

# Revenue Summary (ALL FUNDS) Fiscal Year 2024-25



**Total Revenue Budget  
\$28,737,030**

**CITY OF WALNUT**  
**2024-25 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION		2022-23	2023-24		2024-25
		ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PROPERTY TAXES</b>					
01-3010	PROPERTY TAXES	8,457,438	8,310,000	8,600,000	8,800,000
	<b>TOTAL PROPERTY TAXES</b>	<b>8,457,438</b>	<b>8,310,000</b>	<b>8,600,000</b>	<b>8,800,000</b>
<b>OTHER TAXES</b>					
01-3100	SALES & USE TAX	2,428,566	2,472,000	2,472,000	2,490,000
01-3110	PUBLIC SAFETY AUGMENTATION FUND	232,893	246,000	235,000	235,000
01-3120	FRANCHISE TAX	1,161,511	1,058,000	1,156,000	1,160,000
01-3130	BUSINESS LICENSE TAX	139,483	137,000	140,000	140,000
01-3131	TOBACCO RETAIL LICENSE	0	7,910	12,650	12,650
01-3140	REALTY STAMP TAX (DOC TRANSFER)	240,602	160,000	160,000	160,000
01-3150	DEVELOPMENT TAX	25,608	18,000	25,000	25,000
	<b>TOTAL OTHER TAXES</b>	<b>4,228,662</b>	<b>4,098,910</b>	<b>4,200,650</b>	<b>4,222,650</b>
<b>LICENSES &amp; PERMITS</b>					
01-3200	PARKING PERMITS	3,159	2,500	3,600	3,600
01-3205	FILM PERMITS	1,250	500	750	500
01-3220	BUILDING & SAFETY - FULL PLAN CHECK	526,194	275,000	350,000	400,000
01-3230	BUILDING & SAFETY - STANDARD PLAN CHECK	75,319	0	35,000	40,000
01-3240	BUILDING & SAFETY - PERMITS	833,274	750,000	1,000,000	1,200,000
01-3250	GRADING & STREET PERMITS	6,261	5,000	15,000	15,000
01-3260	CONDITIONAL USE PERMITS	21,224	8,710	15,000	8,710
01-3270	STRONG MOTION INSTRUM FEE	156	200	200	200
01-3271	STATE BLDG STD FUNDS	136	200	200	200
01-3272	DISABILITY ACCESS & EDUCATION FUND	7,138	6,100	6,100	6,100
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,474,112</b>	<b>1,048,210</b>	<b>1,425,850</b>	<b>1,674,310</b>
<b>FINES, FORFEITS, &amp; PENALTIES</b>					
01-3300	CODE FINES	29,191	19,000	40,000	30,000
01-3305	FALSE ALARM FINES	(798)	1,000	0	1,000
01-3306	ACCOUNT RECEIVABLE & FALSE ALARM COLLECTIONS	600	500	500	500
01-3311	IMPOUND SERVICE FEE	6,231	3,500	3,500	3,500
	<b>TOTAL FINES, FORFEITS, &amp; PENALTIES</b>	<b>35,224</b>	<b>24,000</b>	<b>44,000</b>	<b>35,000</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
01-3400	INTEREST INCOME	584,384	100,000	480,000	650,000
01-3410	RENTAL OF CITY HALL OFFICES	1,920	1,920	1,920	1,920
01-3420	TELECOMMUNICATION LEASE	422,175	417,600	432,000	450,000
	<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>1,008,479</b>	<b>519,520</b>	<b>913,920</b>	<b>1,101,920</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
01-3500	STATE MOTOR VEHICLE IN-LIEU TAX	29,150	35,000	30,000	30,000
01-3510	STATE HOMEOWNERS EXEMPTION	15,172	10,000	15,000	15,000
01-3511	STATE HIGHWAY RENTAL FEES	312	300	300	300
01-3558	PROPOSITION "A" TRANSFER	560,000	210,000	210,000	70,000
01-3614	BSEP GRANT - BUS STOP PROGRAM	0	40,000	0	0
01-3623	PROPOSITION 68	0	196,620	196,620	0
	<b>TOTAL REVENUE FROM OTHER AGENCIES</b>	<b>604,634</b>	<b>491,920</b>	<b>451,920</b>	<b>115,300</b>

**CITY OF WALNUT**  
**2024-25 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2022-23	2023-24		2024-25
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>RECREATION SERVICES</b>				
01-3641 TEEN CENTER EXCURSIONS	1,876	3,500	3,500	3,500
01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE	15,872	15,500	15,500	15,500
01-3644 TEEN CENTER SPECIAL EVENTS	3,184	2,000	2,000	2,000
01-3645 TEEN CENTER MEMBERSHIP	32,290	25,000	27,000	27,000
01-3649 CAMP PROGRAMS	20,500	12,000	15,000	15,000
01-3651 SENIOR EXCURSIONS	35,765	45,000	40,000	40,000
01-3653 SENIOR BINGO DONATIONS	1,490	4,000	4,000	4,000
01-3654 SENIOR SPECIAL EVENTS	15,274	15,000	15,000	15,000
01-3655 SENIOR CLASSES	7,699	15,000	15,000	15,000
01-3690 SPECIAL EVENTS	9,539	16,000	16,000	16,000
01-3691 AQUATICS	53,683	120,000	60,000	60,000
01-3692 EXCURSIONS	36,637	58,800	58,800	58,800
01-3693 SPORTS LEAGUES	351,772	348,500	345,000	345,000
01-3694 RECREATION CLASSES	77,626	94,500	94,500	94,500
01-3696 REFEREE SERVICE FEE	23,637	54,000	40,000	40,000
01-3697 REGISTRATION FEES	32,583	20,000	27,000	27,000
<b>TOTAL RECREATION SERVICES</b>	<b>719,428</b>	<b>848,800</b>	<b>778,300</b>	<b>778,300</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
01-3700 SITE PLAN REVIEW FEES	290,224	96,020	250,000	200,000
01-3710 GENERAL PLAN AMENDMENTS	7,500	0	0	0
01-3711 GENERAL PLAN MAINTENANCE FEE	50,526	40,000	7,000	0
01-3740 SALE OF MAPS & PUBLICATIONS	250	300	250	300
01-3745 INDUSTRIAL WASTE INSPECTION FEES	83,101	50,000	60,000	60,000
01-3750 PUBLIC WORKS INSPECTION FEES	358,353	75,000	100,000	75,000
01-3760 PUBLIC WORKS PLAN CHECKING FEES	78,944	60,000	70,000	60,000
01-3780 PARKS & RECREATION USE FEES	12,505	16,000	16,000	16,000
01-3783 GYM/TEEN FACILITY USE FEES	(125)	5,000	5,000	5,000
01-3790 SENIOR CENTER USE FEES	1,311	500	500	500
01-3791 ANIMAL LICENSE SALES	39,869	13,500	30,000	30,000
01-3795 CANDIDATE FILING FEES	50	0	0	50
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>922,508</b>	<b>356,320</b>	<b>538,750</b>	<b>446,850</b>
<b>OTHER REVENUES</b>				
01-3818 MISCELLANEOUS DEVELOPER AGREEMENT	35,000	580,000	60,000	75,200
01-3819 WALNUT HISTORICAL BOOK	81	0	0	0
01-3820 MISCELLANEOUS REVENUES	93,131	5,000	50,000	30,000
01-3822 MISCELLANEOUS DONATIONS	0	0	47,500	0
01-3827 SENIOR CENTER DONATIONS	1,000	0	0	0
01-3828 PASSPORT EXECUTION FEES	54,565	40,000	40,000	40,000
01-3833 METROLINK PASSES	(234)	1,500	1,000	1,000
01-3834 EZ PASSES	0	100	0	100
01-3835 BUS PASSES	85	900	300	300
01-3840 FAMILY FESTIVAL REVENUES	5,920	20,000	20,000	20,000
01-3845 FIREWORKS SHOW	1,200	0	0	0
01-3873 MT. SAC PARKING METERS	255	260	400	400

**CITY OF WALNUT  
2024-25 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2022-23	2023-24		2024-25
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>OTHER REVENUES (Continued)</b>				
01-3900 SURPLUS PROPERTY SALE	42,878	500	500	500
01-3960 BRIDLE TRAIL SEWER REIMBURSEMENT	3,867	0	0	0
01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE	5,912	4,740	2,000	2,000
01-3970 MISCELLANEOUS REIMBURSEMENT	109,566	0	64,800	0
<b>TOTAL OTHER REVENUES</b>	<b>353,226</b>	<b>653,000</b>	<b>286,500</b>	<b>169,500</b>
<b>TOTAL GENERAL FUND (01)</b>	<b>17,803,710</b>	<b>16,350,680</b>	<b>17,239,890</b>	<b>17,343,830</b>
02-3400 INTEREST INCOME	8,148	8,950	5,900	20,000
02-3560 2107.5 GAS TAX	6,000	6,000	6,000	6,000
02-3565 2105 GAS TAX	161,881	186,610	186,610	176,550
02-3570 2106 GAS TAX	97,728	110,620	110,620	104,170
02-3580 2107 GAS TAX	220,617	224,150	224,150	241,280
02-3585 2103 GAS TAX	231,773	281,800	281,800	252,530
<b>TOTAL GAS TAX FUND (02)</b>	<b>726,146</b>	<b>818,130</b>	<b>815,080</b>	<b>800,530</b>
03-3400 INTEREST INCOME	1,620	1,930	5,800	2,400
03-3590 ROAD MAINTENANCE REHAB ACCT	627,950	702,990	702,990	727,800
<b>TOTAL RMRA FUND (03)</b>	<b>629,570</b>	<b>704,920</b>	<b>708,790</b>	<b>730,200</b>
05-3310 VEHICLE CODE FINES	70,216	46,500	73,000	70,000
05-3330 VEHICLE CODE FINES - COUNTY	28,599	13,000	13,000	13,000
<b>TOTAL TRAFFIC SAFETY FUND (05)</b>	<b>98,815</b>	<b>59,500</b>	<b>86,000</b>	<b>83,000</b>
06-3160 PARK IN-LIEU FEES	3,039,317	60,000	238,200	86,000
06-3400 INTEREST INCOME	18,531	69,370	36,000	44,000
<b>TOTAL PARK IMPROVEMENT FUND (06)</b>	<b>3,057,848</b>	<b>129,370</b>	<b>274,200</b>	<b>130,000</b>
07-3400 INTEREST INCOME	11,098	14,830	9,000	7,500
07-3515 COPS	165,271	175,000	186,100	190,000
<b>TOTAL COPS FUND (07)</b>	<b>176,369</b>	<b>189,830</b>	<b>195,100</b>	<b>197,500</b>
08-3400 INTEREST INCOME	83,023	16,830	49,000	40,000
08-3877 AMERICAN RESCUE PLAN ACT	1,324,271	0	3,539,550	1,610,000
<b>TOTAL ARPA FUND (08)</b>	<b>1,407,294</b>	<b>16,830</b>	<b>3,588,550</b>	<b>1,650,000</b>
09-3400 INTEREST INCOME	209	810	360	1,200
09-3597 AIR QUALITY IMPROVEMENT AB2766	37,086	40,000	40,000	37,300
<b>TOTAL AQMD FUND (09)</b>	<b>37,295</b>	<b>40,810</b>	<b>40,360</b>	<b>38,500</b>
11-3880 RECYCLING REBATE	0	0	0	0
11-3885 AB939 ADMINISTRATION	105,950	53,000	55,900	57,500
<b>TOTAL WASTE MANAGEMENT FUND (11)</b>	<b>105,950</b>	<b>53,000</b>	<b>55,900</b>	<b>57,500</b>
12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT	130,125	130,600	128,600	127,320
<b>TOTAL CDBG FUND (12)</b>	<b>130,125</b>	<b>130,600</b>	<b>128,600</b>	<b>127,320</b>

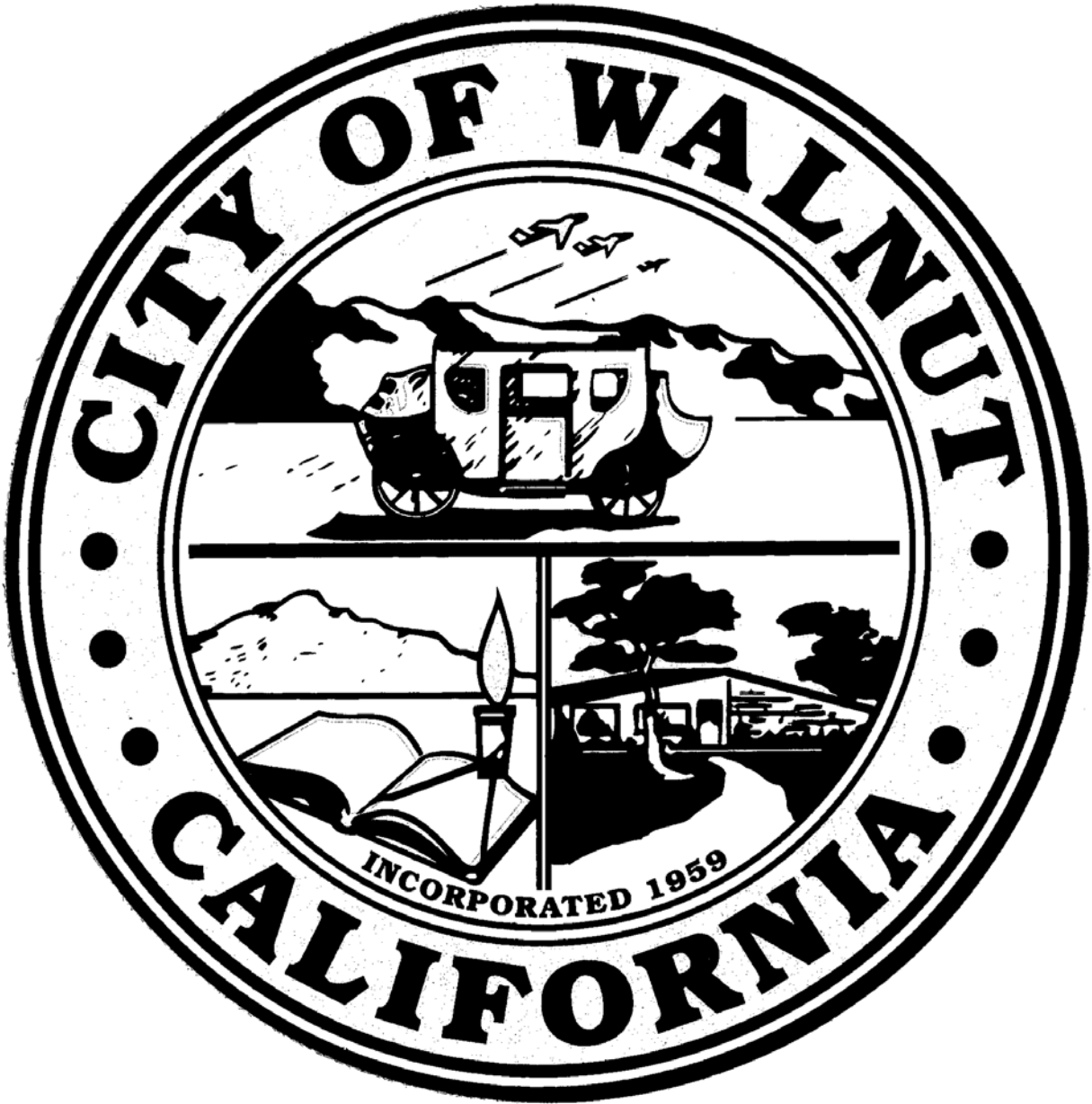
**CITY OF WALNUT  
2024-25 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2022-23	2023-24		2024-25
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
13-3400 INTEREST INCOME	18,236	27,340	13,600	60,000
13-3680 PROPOSITION "C" TRANSPORTATION	650,475	670,000	670,000	670,000
<b>TOTAL PROPOSITION "C" FUND (13)</b>	<b>668,710</b>	<b>697,340</b>	<b>683,600</b>	<b>730,000</b>
14-3630 SB 821 BIKEWAY	0	32,000	32,000	32,000
<b>TOTAL BIKEWAY FUND (14)</b>	<b>0</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
15-3400 INTEREST INCOME	147	200	100	280
15-3517 LACMTA EXCHANGE	0	0	130	100
<b>TOTAL LACMTA FUND (15)</b>	<b>147</b>	<b>200</b>	<b>230</b>	<b>380</b>
16-3400 INTEREST INCOME	9,714	18,380	13,200	24,000
16-3680 MEASURE "R" TRANSPORTATION	487,715	500,000	500,000	500,000
<b>TOTAL MEASURE "R" FUND (16)</b>	<b>497,429</b>	<b>518,380</b>	<b>513,200</b>	<b>524,000</b>
17-3619 FEDERAL GRANT	0	166,000	0	166,000
<b>TOTAL FEDERAL GRANT FUND (17)</b>	<b>0</b>	<b>166,000</b>	<b>0</b>	<b>166,000</b>
18-3181 L.O.S.M.D. ZONE 9	710,597	738,710	738,710	757,180
<b>TOTAL LOSMD ZONE 9 FUND (18)</b>	<b>710,597</b>	<b>738,710</b>	<b>738,710</b>	<b>757,180</b>
19-3171 L.O.S.M.D. ZONE 1	52,312	52,750	52,750	52,750
19-3172 L.O.S.M.D. ZONE 2	105,225	104,710	104,710	104,710
19-3173 L.O.S.M.D. ZONE 3	148,566	147,900	147,900	147,900
19-3174 L.O.S.M.D. ZONE 4	573,802	574,110	574,110	574,110
19-3175 L.O.S.M.D. ZONE 5	206,351	205,900	205,900	205,900
19-3176 L.O.S.M.D. ZONE 6	238,844	240,160	240,160	240,160
19-3177 L.O.S.M.D. ZONE 7	157,868	158,610	158,610	158,610
19-3178 L.O.S.M.D. ZONE 8	226,120	226,180	226,180	226,180
19-3179 L.O.S.M.D. ZONE 12	16,810	16,840	16,840	16,840
19-3180 L.O.S.M.D. ZONE 11	1,133	1,220	1,220	1,220
19-3181 BUILDING PERMIT FEE SURCHARGE	0	0	130,000	130,000
<b>TOTAL LOSMD FUND (19)</b>	<b>1,727,032</b>	<b>1,728,380</b>	<b>1,858,380</b>	<b>1,858,380</b>
21-3400 INTEREST INCOME	11,974	13,960	9,900	30,000
21-3680 MEASURE "M" TRANSPORTATION	551,711	570,000	570,000	570,000
<b>TOTAL MEASURE "M" FUND (21)</b>	<b>563,684</b>	<b>583,960</b>	<b>579,900</b>	<b>600,000</b>
23-3400 INTEREST INCOME	29,003	48,050	17,600	62,000
23-3680 PROPOSITION "A" TRANSPORTATION	784,204	810,000	810,000	810,000
<b>TOTAL PROPOSITION "A" FUND (23)</b>	<b>813,207</b>	<b>858,050</b>	<b>827,600</b>	<b>872,000</b>
25-3820 MISCELLANEOUS REVENUE	0	0	0	0
25-3970 MISCELLANEOUS REIMBURSEMENT	0	0	0	0
<b>TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
27-3666 NEIGHBORHOOD PARK ACT	0	0	350,000	353,250
<b>TOTAL STATE PARK GRANT FUND (27)</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>353,250</b>



**CITY OF WALNUT  
2024-25 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2022-23	2023-24		2024-25
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
28-3400 INTEREST INCOME	0	0	0	0
28-3625 MEASURE "A" (M&S)	0	575,000	287,500	291,000
<b>TOTAL MEASURE "A" (M&amp;S) FUND (28)</b>	<b>0</b>	<b>575,000</b>	<b>287,500</b>	<b>291,000</b>
29-3400 INTEREST INCOME	7,889	9,460	4,200	16,000
29-3540 MEASURE "W"	493,826	500,000	500,000	500,000
<b>TOTAL MEASURE "W" FUND (29)</b>	<b>501,715</b>	<b>509,460</b>	<b>504,200</b>	<b>516,000</b>
31-3400 INTEREST INCOME	682	180	100	240
<b>TOTAL TRAFFIC CONGESTION RELIEF FUND (31)</b>	<b>682</b>	<b>180</b>	<b>100</b>	<b>240</b>
32-3874 USED OIL OPP GRANT	0	0	0	0
<b>TOTAL USED OIL RECYCLING GRANT FUND (32)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
33-3878 GENERAL RECYCLING GRANT	7,340	7,720	7,720	13,110
<b>TOTAL GENERAL RECYCLING GRANT FUND (33)</b>	<b>7,340</b>	<b>7,720</b>	<b>7,720</b>	<b>13,110</b>
35-3400 INTEREST INCOME	4,091	4,340	1,900	6,000
35-3670 CABLE TV PEG FEES	36,630	37,500	33,000	33,000
<b>TOTAL CABLE T.V. EDUCATION FUND (35)</b>	<b>40,721</b>	<b>41,840</b>	<b>34,900</b>	<b>39,000</b>
37-3400 INTEREST INCOME	0	2,380	0	0
37-3522 MEASURE "A" CATEGORY 1	0	85,000	85,000	85,000
<b>TOTAL MEASURE "A" (CATEGORY 1) (37)</b>	<b>0</b>	<b>87,380</b>	<b>85,000</b>	<b>85,000</b>
41-3800 WHA REIMBURSEMENT AGREEMENT	486,556	544,660	598,240	681,110
<b>TOTAL WHA FUND (41)</b>	<b>486,556</b>	<b>544,660</b>	<b>598,240</b>	<b>681,110</b>
52-3400 INTEREST INCOME	59,745	30,000	60,000	60,000
<b>TOTAL PENSION TRUST FUND (52)</b>	<b>59,745</b>	<b>30,000</b>	<b>60,000</b>	<b>60,000</b>
<b>TOTAL CITY REVENUES</b>	<b>30,250,687</b>	<b>25,612,930</b>	<b>30,293,750</b>	<b>28,737,030</b>



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

***GENERAL FUND REVENUES***

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

**PROPERTY TAXES:**

3010 **Property Taxes**

Provides for funds received from taxes applied to the assessed value of property in Walnut. Los Angeles County collects and 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.

3131 **Tobacco Retail License**

Provides for funds received from businesses that sell tobacco products, pursuant to the Tobacco Retail License Program.

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 (SMI)**  
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 (SBSF)**  
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.
- 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:**

- 3818 **Miscellaneous Developer Agreement**  
Provides for monies received through Development Agreement Fee(s), which promote economic opportunities and enhance the quality of life throughout the City.
- 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.
- 3873 **Mt. SAC Parking Meters**  
Provides for funds received from the Mt. San Antonio College parking meters.
- 3900 **Surplus Property Sale**  
Provides for funds received from the sale of surplus City property.
- 3960 **Bridle Trail 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.
- 19-3171    **LOSMD Zone 1 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3172    **LOSMD Zone 2 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3173    **LOSMD Zone 3 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3174    **LOSMD Zone 4 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3175    **LOSMD Zone 5 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3176    **LOSMD Zone 6 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3177    **LOSMD Zone 7 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3178    **LOSMD Zone 8 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.
- 19-3179    **LOSMD Zone 12 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.

19-3180 **LOSMD Zone 11 District Assessment**  
Provides for funds received from the County, collected and distributed from assessment levied by the City to residents who have property maintained by the City.  
City to residents who have property maintained by the City.

19-3181 **Building Permit Fee Surcharge**  
Provides for funds collected at a rate of 30% of the building permit fees. The surcharge is an equitable methodology to distribute the burden of the existing deficit in the expenses arising out of LOSMD.

**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.
- 52-3400 **Interest Income**  
Provides for funds received from interest earned on Pension Trust 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 (CDBG)**  
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.
- 17-3619 **Federal Grant**  
Provides for federal funds received from the government to fund certain projects to provide services and stimulate the economy.
- 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.

- 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, WHA Housing Monitoring Low/Mod budget and WHA capital projects 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:**

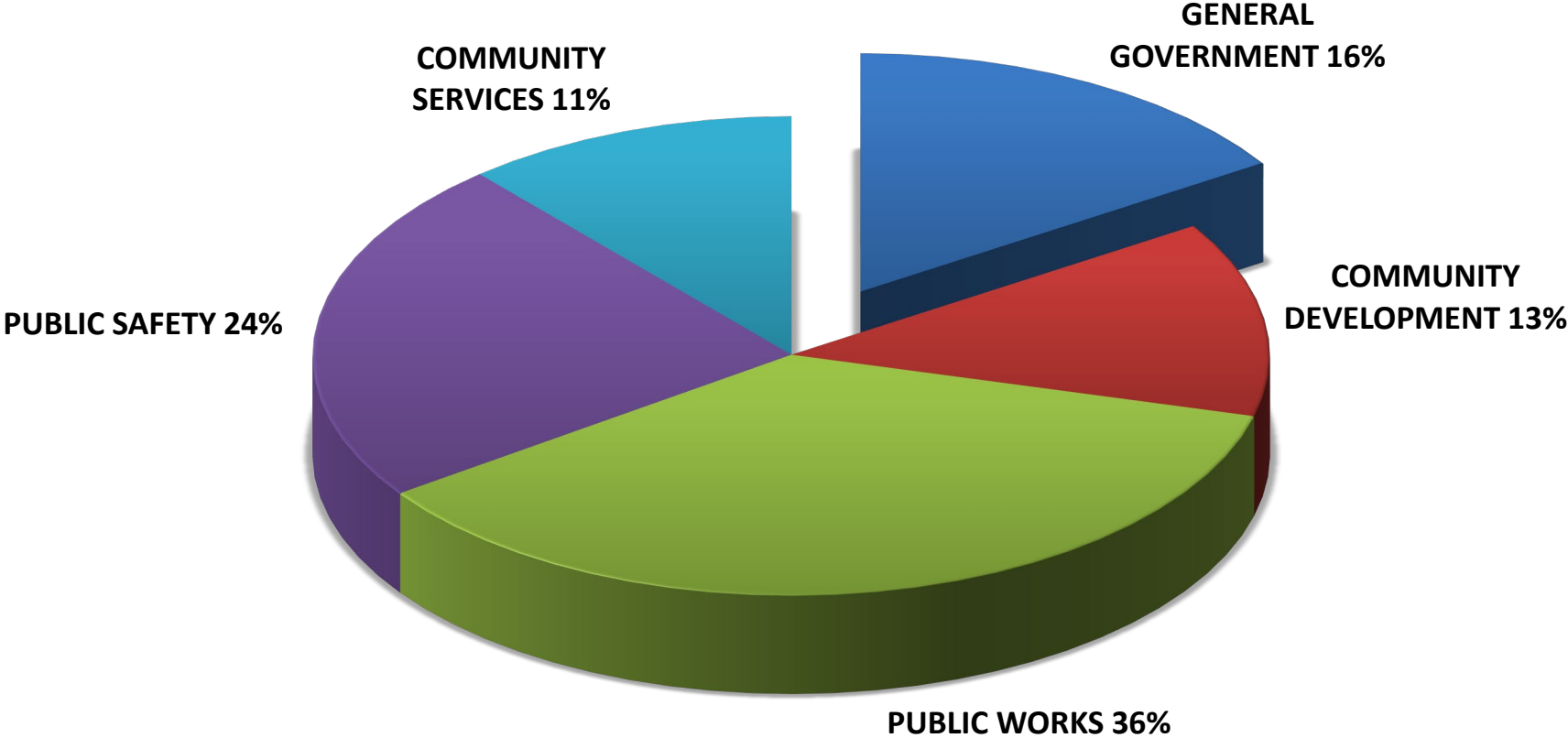
- 14-3630 **Senate Bill 821 (Bikeway Grants)**  
Provides for funds received from the State, for the construction of bikeways, handicap ramps, and pedestrian facilities.
- 25-3820 **Miscellaneous Revenue**  
Provides for funds received as reimbursement to the City for capital projects.
- 25-3970 **Miscellaneous Reimbursement**  
Provides for funds received as reimbursement for miscellaneous activities.

# Revenues



# **General Government**

# GENERAL GOVERNMENT FISCAL YEAR 2024-25



**Total General Government Budget  
\$3,870,490**

**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, and Cable TV Equipment. 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 2024-25**, the General Government Program will work to achieve the following goals:

1. The City will educate the Walnut community about civic services available through the City and partnering agencies via our Social Media and an updated website. Topics will include general public education, City events, public safety matters, and special projects.
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.
3. The City will continue to foster teamwork and morale among employees through the City of Walnut's Annual Employee Service Recognition event and monthly employee gatherings.
4. 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.
5. The City will increase awareness of the City's 2024 Municipal general election through our social media and website.

**In 2023-24**, the General Government Program worked to achieve the following goals:

1. The City will engage the Walnut community via our social media sites, cable T.V. programming, updated 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 sites, cable T.V. programming, the City website, and the Walnut app. Additionally, the Recreation Brochure is available online for residents in an effort to reduce paper use and reach a larger audience.**

2. 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, various charity events and fundraisers.

**Performance Measure: City Staff participated in the following CJPIA Training(s): Preventing Sexual Harassment, Mandated Reporter, Workplace Violence Awareness, Traffic Flagging, and Driving Safety. In addition to the identified mandatory trainings, City Staff participated in, and attended trainings held by LCW, League of California Cities, California Contract Cities Association, CJPIA, CalPERS, and other contracted agencies.**

**The City’s Annual Employee Service Awards were held in December, 2023. And, Staff coordinated monthly employee team building events to promote teamwork and collaboration across all City Departments.**

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 and countries, and conduct tours and informative lectures at City Hall.

**Performance Measure: The City had roughly 5 student volunteers that participated in the City’s Volunteer Internship Program. Their participation in the program is intended to introduce them to the workforce, and provide them with a general framework of how municipal government operates.**

**Additionally, the City welcomed several groups and student organizations on a tour of the City Council Chambers, City Hall, and other City facilities.**

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.

**Performance Measure: The Community Services Department introduced the City’s first Birthday Bash, which combined the Annual Family Festival and Winter Jam. Among others, the City was proud to host in-person annual events, and virtual and in-person City Council meetings, study sessions, and community workshops.**

**General Government  
Measurable Outputs**

<b>Output</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
Volunteer Internship Participant Hours	600 Hours	600 Hours	600 Hours	200 Hours	500 Hours
Number of Cable Programs	9	9	7	7	25
Employee participation in training and education programs	75	75	75	75	80
Employees in Education Enhancement Program	2	1	3	3	2
Employees attending Annual Service Awards Event	56	56	56	45	55
Number of City Council Meetings	22	22	22	22	22
Number of City Council Study Sessions	10	10	10	8	5

**FY 2024-25  
General Government  
Goals and Relationship to the Mission Statement**

In **FY 2024-25**, the General Government Department has identified five major goals:

1. The City will educate the Walnut community about civic services available through the City and partnering agencies via our Social Media and an updated website.
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.
3. The City will continue to foster teamwork and morale among employees through the City of Walnut's Annual Employee Service Recognition event and monthly employee gatherings.
4. 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.
5. The City will increase awareness of the City's 2024 Municipal general election through our social media and website.

The General Government's function in the City of Walnut will exceed expectations, collaborate, and enhance civic pride in FY 2024-25 utilizing the five identified major goals to: encourage agency transparency through the monthly City Manager's Briefing, intended to inform the community of City and other local non-profit organizations' events and services; promoting continued growth and preparation for the future through a more effective and user friendly website design providing clear directions for citizens utilizing our services and tools for daily transactions; fostering teamwork and collaboration among all employees by establishing monthly employee team building events, in addition to the annual Employee Service Recognition 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.

**CITY OF WALNUT  
PROGRAM SUMMARY  
GENERAL GOVERNMENT**

	<b>2022-23</b>		<b>2023-24</b>		<b>2024-25</b>
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,923,468	2,141,150	2,219,930	2,265,240	2,422,770
OPERATIONS EXPENSE	1,073,480	1,137,970	1,107,980	1,142,670	1,422,720
<b>TOTAL OPERATING EXPENSE</b>	<b>2,996,949</b>	<b>3,279,120</b>	<b>3,327,910</b>	<b>3,407,910</b>	<b>3,845,490</b>
CAPITAL	243,929	50,000	50,000	50,000	25,000
<b>PROGRAM TOTAL</b>	<b>3,240,878</b>	<b>3,329,120</b>	<b>3,377,910</b>	<b>3,457,910</b>	<b>3,870,490</b>
<b>TOTAL FULL-TIME EMPLOYEES</b>	11.07	11.65	11.65	11.65	10.95
 <b>SUB-PROGRAMS:</b>					
				<b>PAGE</b>	
CITY COUNCIL	01-4000			76	
CITY MANAGER	01-4100			80	
HUMAN RESOURCES	01-4200			82	
RISK MANAGEMENT	01-4201			86	
CITY CLERK	01-4300			90	
ELECTIONS	01-4301			94	
CITY TREASURER	01-4400			96	
FINANCE	01-4500			98	
COMPUTER SERVICES	01-4502 / 08-4502			102	
CITY ATTORNEY	01-4600			108	
ADMINISTRATIVE SERVICES	01-4700			110	
COMMUNITY PROMOTIONS	01-4800			114	
CABLE TELEVISION ADMINISTRATION	01-4900			118	
CABLE TELEVISION EQUIPMENT	35-4900			122	
OPEB	51-4200			124	

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY COUNCIL**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
01-4000-5101	REGULAR SALARIES	18,000	18,000	18,000	18,000	18,000
01-4000-5105	HEALTH & LIFE INSURANCE	42,000	42,000	42,000	42,000	42,000
01-4000-5107	WORKERS' COMPENSATION	760	760	1,260	790	810
01-4000-5108	PERS	2,346	7,390	7,390	2,620	10,620
01-4000-5110	MEDICARE	479	1,090	1,090	480	1,090
	<b>TOTAL PERSONNEL</b>	<b>63,584</b>	<b>69,240</b>	<b>69,740</b>	<b>63,890</b>	<b>72,520</b>
	<b>OPERATIONS</b>					
01-4000-6103	CONFERENCE & MEETINGS - CHING	70	3,000	2,500	3,000	5,000
01-4000-6104	CONFERENCE & MEETINGS - WU	541	3,000	3,000	3,000	5,000
01-4000-6105	CONFERENCE & MEETINGS - TRAGARZ	2,074	3,000	3,000	3,000	5,000
01-4000-6106	CONFERENCE & MEETINGS - FREEDMAN	3,111	3,000	3,000	3,000	5,000
01-4000-6107	CONFERENCE & MEETINGS - CAJULIS	3,303	3,000	3,000	3,000	5,000
01-4000-6205	OFFICE SUPPLIES	573	2,500	2,500	2,500	2,500
01-4000-6215	VEHICLE ALLOWANCE	15,000	15,000	15,000	15,000	15,000
01-4000-6253	TELEPHONE	2,719	3,900	3,900	3,900	3,900
	<b>TOTAL OPERATIONS</b>	<b>27,392</b>	<b>36,400</b>	<b>35,900</b>	<b>36,400</b>	<b>46,400</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>90,976</b>	<b>105,640</b>	<b>105,640</b>	<b>100,290</b>	<b>118,920</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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:**

**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.

6107 **Conference & Meetings - Cajulis**

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**

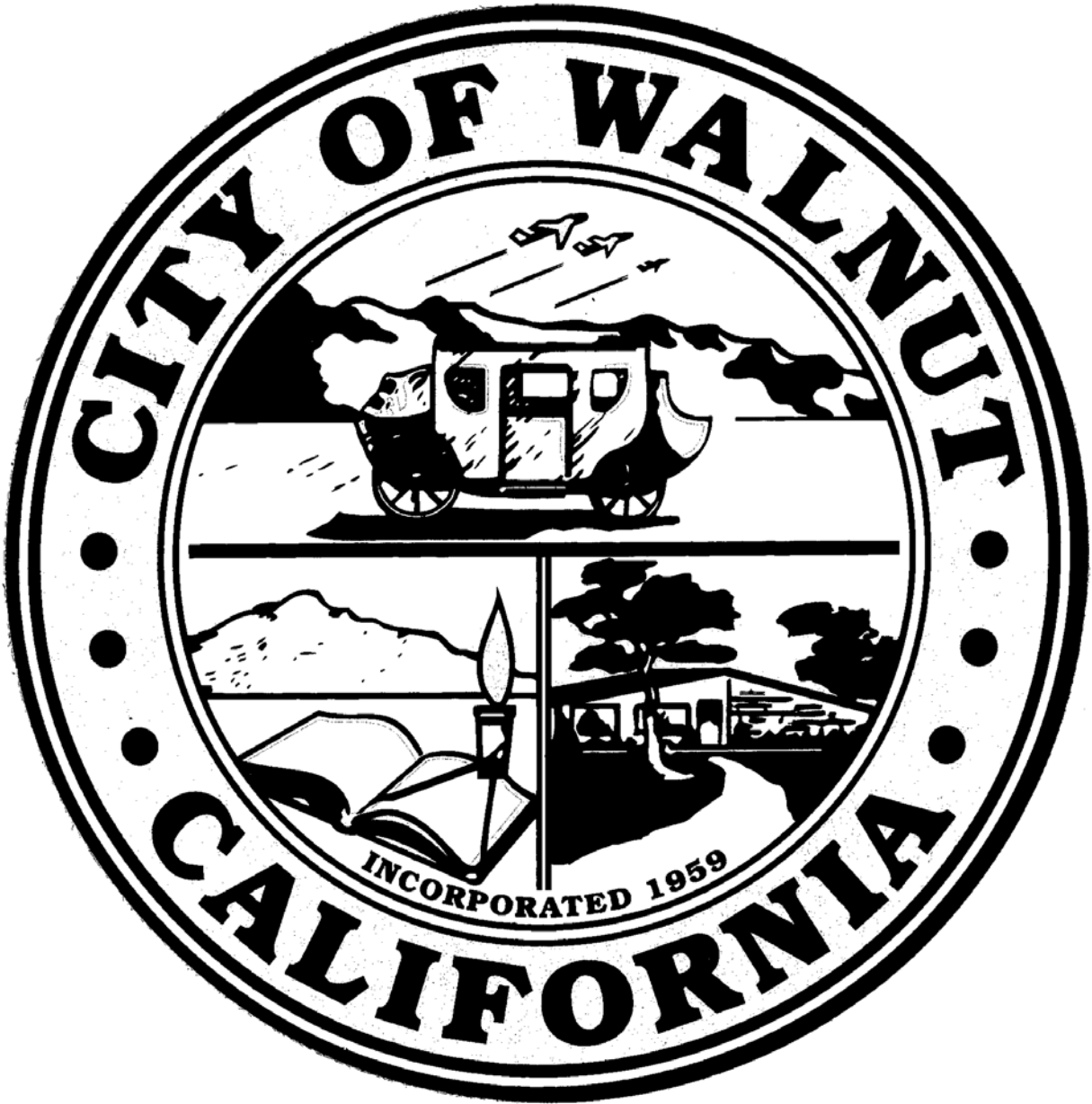
Provides for miscellaneous supplies for council presentations including frames, certificates, council badges, City pins, etc.

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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY MANAGER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4100-5101	REGULAR SALARIES	157,800	169,280	169,280	191,020	206,120
01-4100-5105	HEALTH & LIFE INSURANCE	12,825	12,830	15,870	17,950	18,900
01-4100-5107	WORKERS' COMPENSATION	2,905	3,200	3,200	3,620	4,020
01-4100-5108	PERS	72,857	79,760	79,760	84,910	116,790
01-4100-5110	MEDICARE	2,529	2,660	2,660	3,020	3,320
01-4100-5111	SICK LEAVE/VACATION BUYBACK	13,115	13,440	13,440	21,500	22,320
	<b>TOTAL PERSONNEL</b>	<b>262,032</b>	<b>281,170</b>	<b>284,210</b>	<b>322,020</b>	<b>371,470</b>
<b>OPERATIONS</b>						
01-4100-6201	CONFERENCE & MEETINGS	1,957	4,700	4,700	4,700	4,800
01-4100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	55	100	100	100	150
01-4100-6208	VEHICLE OPERATIONS	2,928	3,000	3,000	3,000	3,300
01-4100-6215	VEHICLE/CELL ALLOWANCE	525	600	600	600	600
01-4100-6256	EQUIPMENT USAGE	974	1,190	1,190	1,230	1,170
01-4100-6265	COMPUTER USAGE	5,763	7,260	7,260	7,210	6,970
	<b>TOTAL OPERATIONS</b>	<b>12,202</b>	<b>16,850</b>	<b>16,850</b>	<b>16,840</b>	<b>16,990</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>274,233</b>	<b>298,020</b>	<b>301,060</b>	<b>338,860</b>	<b>388,460</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.75	0.75	0.75	0.75
			0.75	0.75	0.75	0.75

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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:

2024 Honda Accord    XX53609    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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: HUMAN RESOURCES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
01-4200-5101	REGULAR SALARIES	51,801	42,500	56,710	48,370	52,560
01-4200-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	7,718	10,800	38,740	38,740	47,780
01-4200-5105	HEALTH & LIFE INSURANCE	8,291	9,250	19,390	11,290	12,600
01-4200-5107	WORKERS' COMPENSATION	1,092	1,010	3,170	2,420	3,290
01-4200-5108	PERS	23,826	25,130	29,310	21,130	4,340
01-4200-5109	UNEMPLOYMENT INSURANCE	5,217	10,000	10,000	10,000	8,000
01-4200-5110	MEDICARE	1,037	890	1,680	2,140	1,590
01-4200-5111	SICK LEAVE/VACATION BUYBACK	978	1,580	13,490	12,830	2,610
01-4200-5112	REPLACEMENT BENEFIT PLAN	8,841	10,000	10,000	55,050	10,000
	<b>TOTAL PERSONNEL</b>	<b>108,802</b>	<b>111,160</b>	<b>182,490</b>	<b>201,970</b>	<b>142,770</b>
	<b>OPERATIONS</b>					
01-4200-6201	CONFERENCE & MEETINGS	2,687	2,900	2,900	2,900	2,900
01-4200-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,955	8,000	8,000	8,000	8,000
01-4200-6206	ADVERTISING	1,270	2,000	2,000	2,000	2,000
01-4200-6209	SURETY BONDS	1,158	1,200	1,200	1,200	1,200
01-4200-6211	EDUCATION REIMBURSEMENT	11,298	15,000	15,000	15,000	10,000
01-4200-6215	VEHICLE/CELL ALLOWANCE	1,550	1,600	3,520	1,470	1,500
01-4200-6216	PROFESSIONAL SERVICES	0	1,000	1,000	1,000	1,000
01-4200-6218	SPECIAL LEGAL FEES	78,659	5,000	30,150	32,000	20,000
01-4200-6236	PHYSICALS/BACKGROUNDS	3,346	2,000	2,000	2,000	2,000
01-4200-6256	EQUIPMENT USAGE	642	790	790	800	780
01-4200-6265	COMPUTER USAGE	3,839	4,820	4,820	4,790	4,650
01-4200-6271	SERVICE/RECOGNITION/AWARDS	4,832	5,500	5,500	5,500	5,500
	<b>TOTAL OPERATIONS</b>	<b>114,237</b>	<b>49,810</b>	<b>76,880</b>	<b>76,660</b>	<b>59,530</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>223,039</b>	<b>160,970</b>	<b>259,370</b>	<b>278,630</b>	<b>202,300</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.50	0.50	0.50	0.50	0.50

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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**

***Administrative Services / Human Resources Officer – 50%***

Responsible for the administration, management, and monitoring of all personnel services to City Departments. (30% in 01-4700, 20% in 01-4800)

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

***Human Resources Specialist – 100%***

Responsible for management of personnel services such as administrative, technical, and analytical duties and responsibility to City Departments.

5105 **PERS**

Provides for CalPERS administration fee.

5107 – 5111 See Appendix

5109 **Unemployment Insurance**

Provides for unemployment compensation to former employees if eligible.

5112 **Replacement Benefit Plan**

Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for the Administrative Services / Human Resources Officer 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 Administrative Services / Human Resources Officer, 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 Award Recognition event, employee team building events, 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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: RISK MANAGEMENT**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-4201-5101	REGULAR SALARIES	51,801	53,300	48,400	41,380	42,100	
01-4201-5105	HEALTH & LIFE INSURANCE	6,749	6,750	12,420	8,140	8,640	
01-4201-5107	WORKERS' COMPENSATION	953	1,010	1,510	790	820	
01-4201-5108	PERS	23,696	25,130	27,340	20,580	3,480	
01-4201-5110	MEDICARE	858	890	1,350	880	730	
01-4201-5111	SICK LEAVE/VACATION BUYBACK	978	1,580	13,540	13,520	1,710	
	<b>TOTAL PERSONNEL</b>	<b>85,036</b>	<b>88,660</b>	<b>104,560</b>	<b>85,290</b>	<b>57,480</b>	
<b>OPERATIONS</b>							
01-4201-6201	CONFERENCE & MEETINGS	585	1,000	1,000	600	1,000	
01-4201-6215	VEHICLE/CELL ALLOWANCE	1,550	1,600	2,650	990	1,280	
01-4201-6223	INSURANCE	363,041	450,000	388,440	420,000	345,900	
01-4201-6247	EQUIPMENT MAINTENANCE	47,505	35,000	35,000	40,000	40,000	
01-4201-6256	EQUIPMENT USAGE	642	790	790	800	630	
01-4201-6265	COMPUTER USAGE	3,829	4,810	4,810	4,780	3,710	
	<b>TOTAL OPERATIONS</b>	<b>417,152</b>	<b>493,200</b>	<b>432,690</b>	<b>467,170</b>	<b>392,520</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>502,187</b>	<b>581,860</b>	<b>537,250</b>	<b>552,460</b>	<b>450,000</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.50	0.50	0.50	0.50	0.40

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 – 40%***  
Responsible for management of all Risk Management services to City Departments.  
(40% in 01-4300, 20% in 01-4900)

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)	279,000
Earthquake (JPIA)	N/A
Property (JPIA)	53,900
Facility Coverage	1,700
Vehicle (JPIA)	3,300
Admin. Fees	3,500
Special Events	4,500
<b>Grand Total</b>	<b><u>\$345,900</u></b>

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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY CLERK**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
<b>PERSONNEL</b>						
01-4300-5101	REGULAR SALARIES	187,449	183,890	161,790	172,000	
01-4300-5104	OVERTIME	2,300	3,000	3,000	0	
01-4300-5105	HEALTH & LIFE INSURANCE	25,649	22,950	24,170	28,080	
01-4300-5107	WORKERS' COMPENSATION	3,431	3,540	3,090	3,350	
01-4300-5108	PERS	55,146	60,960	58,970	77,110	
01-4300-5110	MEDICARE	3,073	2,990	3,040	2,690	
01-4300-5111	SICK LEAVE/VACATION BUYBACK	5,240	3,730	3,730	4,170	
	<b>TOTAL PERSONNEL</b>	<b>282,289</b>	<b>281,060</b>	<b>257,790</b>	<b>267,860</b>	
<b>OPERATIONS</b>						
01-4300-6201	CONFERENCE & MEETINGS	50	1,000	1,000	1,000	
01-4300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	2,403	3,000	3,000	3,000	
01-4300-6205	OFFICE SUPPLIES	1,140	1,000	1,000	1,000	
01-4300-6206	ADVERTISING	10,335	12,000	12,000	13,000	
01-4300-6212	ORDINANCE CODIFICATION, AMENDMENTS	4,969	4,000	4,000	4,500	
01-4300-6215	VEHICLE/CELL ALLOWANCE	4,430	5,280	4,170	3,980	
01-4300-6227	CONTRACTUAL SERVICES	689	6,000	6,000	6,000	
01-4300-6256	EQUIPMENT USAGE	2,454	2,700	2,700	2,040	
01-4300-6265	COMPUTER USAGE	14,598	16,380	16,380	12,100	
	<b>TOTAL OPERATIONS</b>	<b>41,067</b>	<b>51,360</b>	<b>50,250</b>	<b>46,620</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>323,356</b>	<b>332,420</b>	<b>308,040</b>	<b>317,940</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.90	1.70	1.70	1.70
						1.30

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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)

***Senior Management Analyst – 40%***

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. (40% in 01-4201, 20% in 01-4900)

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, League of Cities City Clerk Seminars 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 and Senior Management Analyst 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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: ELECTIONS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-4301-6201	CONFERENCE & MEETINGS	0	1,000	1,000	0	1,000
01-4301-6205	OFFICE SUPPLIES	0	0	0	0	1,000
01-4301-6206	ADVERTISING	0	0	0	0	2,000
01-4301-6207	POSTAGE	0	0	0	0	500
01-4301-6227	CONTRACTUAL SERVICES	304	0	0	0	85,000
	<b>TOTAL OPERATIONS</b>	<b>304</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>89,500</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>304</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>89,500</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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**

Provided 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 2024 election.

6206 **Advertising**

Provided for publication of legal notices for the November 2024 election in the required languages.

6207 **Postage**

Provided for postal expenses for City mailings to all registered voters in Walnut for the November 2024 election.

6227 **Contractual Services**

Provided for the November 2024 Election – Translation Services and the County of Los Angeles to assist with election and outreach programs.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY TREASURER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4400-5110	MEDICARE	43	50	50	50	50
	<b>TOTAL PERSONNEL</b>	<b>43</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>OPERATIONS</b>						
01-4400-6201	CONFERENCE & MEETINGS	0	3,000	3,000	500	1,000
01-4400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	200	200	100	100
01-4400-6204	PROP TAX ADMIN FEE (PTAF)	51,014	55,000	55,000	53,500	56,110
01-4400-6214	MILEAGE REIMBURSEMENT	53	100	300	300	500
01-4400-6215	TREASURER STIPEND	3,000	6,000	6,000	3,000	3,000
01-4400-6278	BANK CHARGES	7,945	20,000	19,800	15,000	15,000
	<b>TOTAL OPERATIONS</b>	<b>62,012</b>	<b>84,300</b>	<b>84,300</b>	<b>72,400</b>	<b>75,710</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>62,056</b>	<b>84,350</b>	<b>84,350</b>	<b>72,450</b>	<b>75,760</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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, the management of investments for all City 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 Finance, 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.

6278 **Bank Charges**

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

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: FINANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4500-5101	REGULAR SALARIES	435,849	479,980	479,980	461,680	496,900
01-4500-5102	REGULAR PART-TIME EMPLOYEES	41,467	46,520	46,520	46,760	47,910
01-4500-5104	OVERTIME	451	2,000	2,000	2,000	3,000
01-4500-5105	HEALTH & LIFE INSURANCE	74,953	76,210	96,160	92,840	116,100
01-4500-5107	WORKERS' COMPENSATION	13,062	10,000	10,000	15,020	10,680
01-4500-5108	PERS	158,665	199,940	199,940	200,320	226,340
01-4500-5110	MEDICARE	7,339	8,130	8,130	9,090	8,600
01-4500-5111	SICK LEAVE/VACATION BUYBACK	13,491	16,420	17,850	17,850	21,790
	<b>TOTAL PERSONNEL</b>	<b>745,278</b>	<b>839,200</b>	<b>860,580</b>	<b>845,560</b>	<b>931,320</b>
<b>OPERATIONS</b>						
01-4500-6201	CONFERENCE & MEETINGS	280	2,500	2,500	1,500	3,000
01-4500-6202	TRAINING	1,900	3,000	3,000	3,000	3,500
01-4500-6203	MEMBERSHIP, DUES, SUBSCRIP, BOOKS, FEES	1,625	2,300	2,300	2,300	2,300
01-4500-6210	PRINTING	2,508	4,000	4,000	4,000	4,500
01-4500-6214	MILEAGE REIMBURSEMENT	0	0	0	0	200
01-4500-6215	VEHICLE/CELL ALLOWANCE	8,456	10,910	10,910	8,210	8,770
01-4500-6216	PROFESSIONAL SERVICES	65,399	60,000	60,000	61,000	70,000
01-4500-6256	EQUIPMENT USAGE	6,660	7,820	7,820	7,890	7,720
01-4500-6265	COMPUTER USAGE	39,566	47,450	47,450	47,150	45,830
	<b>TOTAL OPERATIONS</b>	<b>126,393</b>	<b>137,980</b>	<b>137,980</b>	<b>135,050</b>	<b>145,820</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>871,671</b>	<b>977,180</b>	<b>998,560</b>	<b>980,610</b>	<b>1,077,140</b>
FUNDING SOURCE: GENERAL			F/T EMPLOYEES			
		5.15	4.93	4.93	4.93	4.92

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**FINANCE (4500)**

The Finance Division, under the direction of the Director of Finance, provides accounting control over assets, revenues and receivables, budgetary control over all City and Walnut Housing Authority 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 Finance - 55%***

Responsible for directing all operations of the Finance Division, managing all investment operations of the City including the Walnut Housing Authority. 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 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. (10% in 01-8002, 20% in 05-8200, 15% in 41-5800)

***Finance Manager - 100%***

Responsible for the daily management and operation including budgeting, payroll, accounts receivable, accounts payable, parking citations, and passports. Responsible for overseeing and reviewing payroll operations. Performs daily cash management and assists in the accounting operations of the division. Prepares budget transfers, budget appropriations and journal entries. Assist in preparing Annual Budget and Annual Comprehensive Financial Report (ACFR).

***Finance Analyst - 87.5%***

Prepares and coordinates the process for the City's annual budget and the disposal of the equipment surplus. Handles the review of semi-monthly accounts payable, journal entries, and daily bank deposits. Prepares monthly bank reconciliations for all city accounts and monthly payroll liability reconciliation. Assists with the Annual Comprehensive Financial Report (ACFR). Prepares monthly budget exceeded reports, and change orders. (10% in 05-8200, 2.5% in 41-5800)

***Senior Accounting Technician - 85%***

Responsible for purchase order processing, contract/insurance review, prepares daily bank deposit, and business license operations and enforcements. Tracks new fixed assets through City warrants and tags new additions. Handles the yearly 1099 reporting. Assists with the fixed asset inventory count and serves as the primary backup for accounts payable. (15% in 01-8002)

***Accounting Technician - 67.5%***

Responsible for recording accounts receivable, processing payroll, prepares monthly deposit accounts reconciliations and assisting with processing passport applications. Handles the annual W2 reporting and quarterly tax reporting. Serves as primary backup to the cashiering functions. (20% in 05-8200, 12.5% in 23-5430)

***Accounting Technician - 97.5%***

Responsible for data entry of all purchase orders, invoices, and preparing the City 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. (2.5% in 41-5800)

5102 **Regular Part-Time Employees**

***Office Clerk - 100%***

Provides clerical support to the Finance Department. Assist with cashiering, parking permits, and data entry.

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 CentralSquare 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 ACFR 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 the purchase of payroll checks, accounts payable checks, W-2's, 1099's, 1095C, parking decals, and cash receipts.
- 6214 **Mileage Reimbursement**  
Provides for mileage reimbursement for department activity.
- 6215 **Vehicle/Cell Allowance**  
Provides for vehicle and cell phone allowance for the Director of Finance, Finance Manager, and Finance Analyst, 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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMPUTER SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4502-5101	REGULAR SALARIES	39,432	49,060	49,060	49,540	57,640
01-4502-5105	HEALTH & LIFE INSURANCE	4,719	6,080	7,910	8,280	10,440
01-4502-5107	WORKERS' COMPENSATION	726	930	930	940	1,130
01-4502-5108	PERS	15,152	14,920	14,920	15,380	20,400
01-4502-5110	MEDICARE	599	830	830	810	1,010
01-4502-5111	SICK LEAVE/VACATION BUYBACK	0	5,500	5,500	0	7,000
	<b>TOTAL PERSONNEL</b>	<b>60,629</b>	<b>77,320</b>	<b>79,150</b>	<b>74,950</b>	<b>97,620</b>
<b>OPERATIONS</b>						
01-4502-6205	OFFICE SUPPLIES	11,547	6,000	6,000	6,000	6,000
01-4502-6215	VEHICLE/CELL ALLOWANCE	1,101	1,440	1,440	1,730	1,830
01-4502-6247	EQUIPMENT MAINTENANCE	139,485	162,000	162,000	162,000	162,000
01-4502-6254	COMMUNICATIONS	58,806	58,000	58,000	58,000	58,000
01-4502-6256	EQUIPMENT USAGE	448	720	720	720	710
01-4502-6265	COMPUTER USAGE	(278,914)	(330,480)	(332,310)	(328,400)	(326,160)
	<b>TOTAL OPERATIONS</b>	<b>(67,527)</b>	<b>(102,320)</b>	<b>(104,150)</b>	<b>(99,950)</b>	<b>(97,620)</b>
<b>CAPITAL</b>						
01-4502-8402	MACHINERY & EQUIPMENT	6,898	25,000	25,000	25,000	0
	<b>TOTAL CAPITAL</b>	<b>6,898</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.35	0.45	0.45	0.45	0.45

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 managing all operations of the Administrative Services Department, to include Administrative Services, City Clerk, Human Resources, Risk Management, Computer Services and Public Safety Divisions. Is tasked with setting goals and the preparation of budgets for all Divisions, and overseeing the management and supervision of employees. (30% in 01-4700, 25% in 41-5800, 25% in 01-8000)

***Senior Management Analyst - 25%***

Responsible for coordinating computer services purchases, and administering citywide computer operations. (50% in 01-4800, 25% in 01-4900)

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 Administrative Services Manager and Management Analyst/Public Information Officer, 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.

8402 **Machinery & Equipment**

Provides for computer server equipment upgrade & warranty.



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMPUTER SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
08-4502-6247	EQUIPMENT MAINTENANCE	0	0	0	0	200,000
08-4502-6254	COMMUNICATIONS	0	0	0	0	60,000
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>260,000</b>
	<b>CAPITAL</b>					
08-4502-8402	MACHINERY & EQUIPMENT	130,766	0	0	0	0
	<b>TOTAL CAPITAL</b>	<b>130,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>130,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>260,000</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES				
AMERICAN RESCUE PLAN ACT (ARPA)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**COMPUTER SERVICES (08-4502)**

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.

**OPERATIONS:**

6247 **Equipment Maintenance**

Provides for the accounting system upgrade.

6254 **Communications**

Provides for City website upgrade and necessary annual maintenance and hosting.

8402 **Machinery & Equipment**

Provided for City-wide computer upgrades and necessary equipment for public employees to continue delivering quality services as technology advances.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY ATTORNEY**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-4600-6216	PROFESSIONAL SERVICES	104,870	100,000	100,000	105,000
01-4600-6218	SPECIAL LEGAL FEES	0	25,000	25,000	25,000
	<b>TOTAL OPERATIONS</b>	<b>104,870</b>	<b>125,000</b>	<b>125,000</b>	<b>130,000</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>104,870</b>	<b>125,000</b>	<b>125,000</b>	<b>130,000</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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, 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, 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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: ADMINISTRATIVE SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4700-5101	REGULAR SALARIES	208,781	143,720	140,080	152,620	158,130
01-4700-5105	HEALTH & LIFE INSURANCE	32,230	20,590	25,560	29,960	32,940
01-4700-5107	WORKERS' COMPENSATION	3,825	3,440	3,170	2,880	3,880
01-4700-5108	PERS	55,469	56,410	55,880	58,650	74,380
01-4700-5110	MEDICARE	3,183	2,280	2,180	2,340	2,630
01-4700-5111	SICK LEAVE/VACATION BUYBACK	3,086	8,450	8,450	370	13,420
	<b>TOTAL PERSONNEL</b>	<b>306,575</b>	<b>234,890</b>	<b>235,320</b>	<b>246,820</b>	<b>285,380</b>
<b>OPERATIONS</b>						
01-4700-6201	CONFERENCE & MEETINGS	3,615	3,000	3,000	3,300	4,500
01-4700-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	38,481	40,000	40,000	40,000	40,000
01-4700-6205	OFFICE SUPPLIES	10,804	10,000	10,000	12,000	12,000
01-4700-6207	POSTAGE	10,609	11,000	11,000	11,000	11,000
01-4700-6208	VEHICLE OPERATIONS	3,584	4,000	4,000	4,000	4,000
01-4700-6210	PRINTING	9,295	4,500	4,500	4,000	4,000
01-4700-6214	MILEAGE REIMBURSEMENT	906	800	800	400	400
01-4700-6215	VEHICLE/CELL ALLOWANCE	4,740	2,080	1,840	2,410	2,520
01-4700-6216	PROFESSIONAL SERVICES	5,950	8,000	8,000	8,000	8,000
01-4700-6219	PHOTOCOPY SUPPLIES	4,083	5,000	5,000	5,000	5,000
01-4700-6220	OFFICE EQUIPMENT RENTAL	36,466	45,000	45,000	45,000	45,000
01-4700-6247	EQUIPMENT MAINTENANCE	8,229	7,820	7,820	8,300	8,350
01-4700-6250	WATER	4,132	3,900	3,900	4,200	4,300
01-4700-6251	ELECTRICITY	68,645	56,000	65,000	69,000	70,000
01-4700-6253	TELEPHONE	31,876	35,000	35,000	35,000	35,000
01-4700-6256	EQUIPMENT USAGE	(44,695)	(52,820)	(52,820)	(53,300)	(53,350)
01-4700-6265	COMPUTER USAGE	14,717	14,690	14,690	14,600	13,730
	<b>TOTAL OPERATIONS</b>	<b>211,439</b>	<b>197,970</b>	<b>206,730</b>	<b>212,910</b>	<b>214,450</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>518,014</b>	<b>432,860</b>	<b>442,050</b>	<b>459,730</b>	<b>499,830</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	1.92	1.53	1.53	1.53	1.48

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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**

***Director of Administrative Services - 30%***

Responsible for managing all operations of the Administrative Services Department, to include Administrative Services, City Clerk, Human Resources, Risk Management, Computer Services and Public Safety Divisions. Is tasked with setting goals and the preparation of budgets for all Divisions, and overseeing the management and supervision of employees. (20% in 01-4502, 25% in 41-5800, 25% in 01-8000)

***Administrative Services / Human Resources Officer – 30%***

Responsible for the administrative functions of the Department, in addition to the administration, management, and monitoring of special projects, as assigned. Participates in the development of the budget for the Administrative Services Department, monitors program budgets, and develops procedures for efficient department operations. (50% in 01-4200, 20% in 01-4800)

***Executive 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 Community Development Department counter (Reception Desk), handling phone calls, business license information, and processing passport applications. (12.5% in 23-5410)

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

Provides for attendance of executive and management staff to the League of California Cities Conference, Contract Cites 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 one (1) City pool vehicles:
- |                    |         |      |
|--------------------|---------|------|
| 2016 Toyota Tacoma | 1370283 | 100% |
| 2019 Toyota Prius  | 1486243 | 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 Director of Administrative Services, Administrative Services / Human Resources Officer, and Management Analyst/Public Information, 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 machines rental and maintenance to all departments. Charges are based on the number of full-time employees.
  
- 6265 See Appendix

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMMUNITY PROMOTIONS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4800-5101	REGULAR SALARIES	0	71,700	53,880	66,600	71,710
01-4800-5102	REGULAR PART-TIME EMPLOYEES	0	0	3,000	3,000	0
01-4800-5104	OVERTIME	0	0	2,000	2,000	0
01-4800-5105	HEALTH & LIFE INSURANCE	0	11,480	11,280	11,900	15,120
01-4800-5107	WORKERS' COMPENSATION	0	2,080	1,260	1,170	1,930
01-4800-5108	PERS	0	6,040	4,450	5,220	5,930
01-4800-5110	MEDICARE	0	1,140	840	1,090	1,130
01-4800-5111	SICK LEAVE/VACATION BUYBACK	0	3,070	3,070	810	1,990
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>95,510</b>	<b>79,780</b>	<b>91,790</b>	<b>97,810</b>
<b>OPERATIONS</b>						
01-4800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	2,025	2,500	3,200	3,100	3,100
01-4800-6215	VEHICLE/CELL ALLOWANCE	0	2,720	2,000	2,180	2,100
01-4800-6227	CONTRACTUAL SERVICES	0	100	100	100	100
01-4800-6229	COMMUNITY RELATIONS	16,786	15,000	13,150	13,800	13,500
01-4800-6256	EQUIPMENT USAGE	0	1,350	1,350	1,360	1,100
01-4800-6265	COMPUTER USAGE	0	8,190	8,190	8,140	6,510
	<b>TOTAL OPERATIONS</b>	<b>18,811</b>	<b>29,860</b>	<b>27,990</b>	<b>28,680</b>	<b>26,410</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>18,811</b>	<b>125,370</b>	<b>107,770</b>	<b>120,470</b>	<b>124,220</b>
FUNDING SOURCE: GENERAL		0.00	0.85	0.85	0.85	0.70

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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.

**PERSONNEL:**

**5101 Regular Salaries**

***Administrative Services / Human Resources Officer – 20%***

Responsible for the administrative functions of the Department, in addition to the administration, management, and monitoring of special projects and events, as assigned. Participates in the development of the budget for the Administrative Services Department, monitors program budgets, and develops procedures for efficient department operations. (50% in 01-4200, 30% in 01-4700)

***Senior Management Analyst - 50%***

Responsible for the dissemination of information through social media posts, press releases, website postings, and cable programming of community events and ceremonies. Coordinates ordering and maintaining promotional items, and informational guides for the community. (25% in 01-4502, 25% in 01-4900)

**5102 *Office Clerk – 100%***

Responsible for temporary aid and assistance to the Public Information Office, which includes dissemination of information through social media and website postings of community events and ceremonies.

5104 - 5111 See Appendix

**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), Broadcast Music Inc. (BMI), and Society of European Stage Authors & Composers (SESAC).

6215 **Vehicle/Cell Allowance**

Provides for a vehicle and cell phone allowance for the Management Analyst/Public Information Officer and Administrative Services / Human Resources Officer, which is distributed through payroll.

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, staff, military and holiday banner installation.

6256 - 6265 See Appendix





**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CABLE TV ADMINISTRATION**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-4900-5101	REGULAR SALARIES	0	37,810	39,270	39,170	46,400
01-4900-5105	HEALTH & LIFE INSURANCE	0	6,080	7,910	7,600	9,720
01-4900-5107	WORKERS' COMPENSATION	0	720	730	740	910
01-4900-5108	PERS	0	3,190	3,250	3,160	3,840
01-4900-5110	MEDICARE	0	630	640	660	750
01-4900-5111	SICK LEAVE/VACATION BUYBACK	0	1,590	1,590	810	1,330
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>50,020</b>	<b>53,390</b>	<b>52,140</b>	<b>62,950</b>
<b>OPERATIONS</b>						
01-4900-6201	CONFERENCE & MEETINGS	1,315	1,500	1,500	1,500	1,500
01-4900-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	100	100	100	100
01-4900-6215	VEHICLE/CELL ALLOWANCE	0	1,400	1,400	1,300	1,390
01-4900-6227	CONTRACTUAL SERVICES	0	1,000	1,000	1,000	1,000
01-4900-6256	EQUIPMENT USAGE	0	720	720	720	710
01-4900-6265	COMPUTER USAGE	0	4,340	4,340	4,310	4,190
01-4900-6275	CABLE PROGRAMMING SUPPLIES	264	500	500	500	500
	<b>TOTAL OPERATIONS</b>	<b>1,579</b>	<b>9,560</b>	<b>9,560</b>	<b>9,430</b>	<b>9,390</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>1,579</b>	<b>59,580</b>	<b>62,950</b>	<b>61,570</b>	<b>72,340</b>
FUNDING SOURCE: FRANCHISE TAX (\$1,160,000)		0.00	0.45	0.45	0.45	0.45

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**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, educational and governmental programs designed to notify the residents, and other forms of public information, such as updating the digital marquee sign.

**PERSONNEL:**

5101 **Regular Salaries**

***Senior Management Analyst - 25%***

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. (25% in 01-4502, 50% in 01-4800)

***Senior Management Analyst – 20%***

Responsible for management of all Risk Management services to City Departments. (40% in 01-4201, 40% in 01-4300)

5105 - 5111 See Appendix

**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).

6215 **Vehicle/Cell Allowance**

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

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.

6256 - 6265 See Appendix

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 memberships, and equipment maintenance and repairs.



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CABLE TV EQUIPMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
35-4900-6227	CONTRACTUAL SERVICES	3,550	7,000	7,000	7,000	7,000
	<b>TOTAL OPERATIONS</b>	<b>3,550</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
	<b>CAPITAL</b>					
35-4900-8402	MACHINERY & EQUIPMENT	106,264	25,000	25,000	25,000	25,000
	<b>TOTAL CAPITAL</b>	<b>106,264</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>109,814</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
FUNDING SOURCE: CABLE TV PEG FEES (\$33,000)						

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

**2024-25**

**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  
2024-25 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: OPEB**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET	
	<b>PERSONNEL</b>					
51-4200-5105	HEALTH & LIFE INSURANCE	9,200	12,870	12,870	12,900	16,000
	<b>TOTAL PERSONNEL</b>	<b>9,200</b>	<b>12,870</b>	<b>12,870</b>	<b>12,900</b>	<b>16,000</b>
	<b>OPERATIONS</b>					
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>9,200</b>	<b>12,870</b>	<b>12,870</b>	<b>12,900</b>	<b>16,000</b>
FUNDING SOURCE: OPEB						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**OPEB (51-4200)**

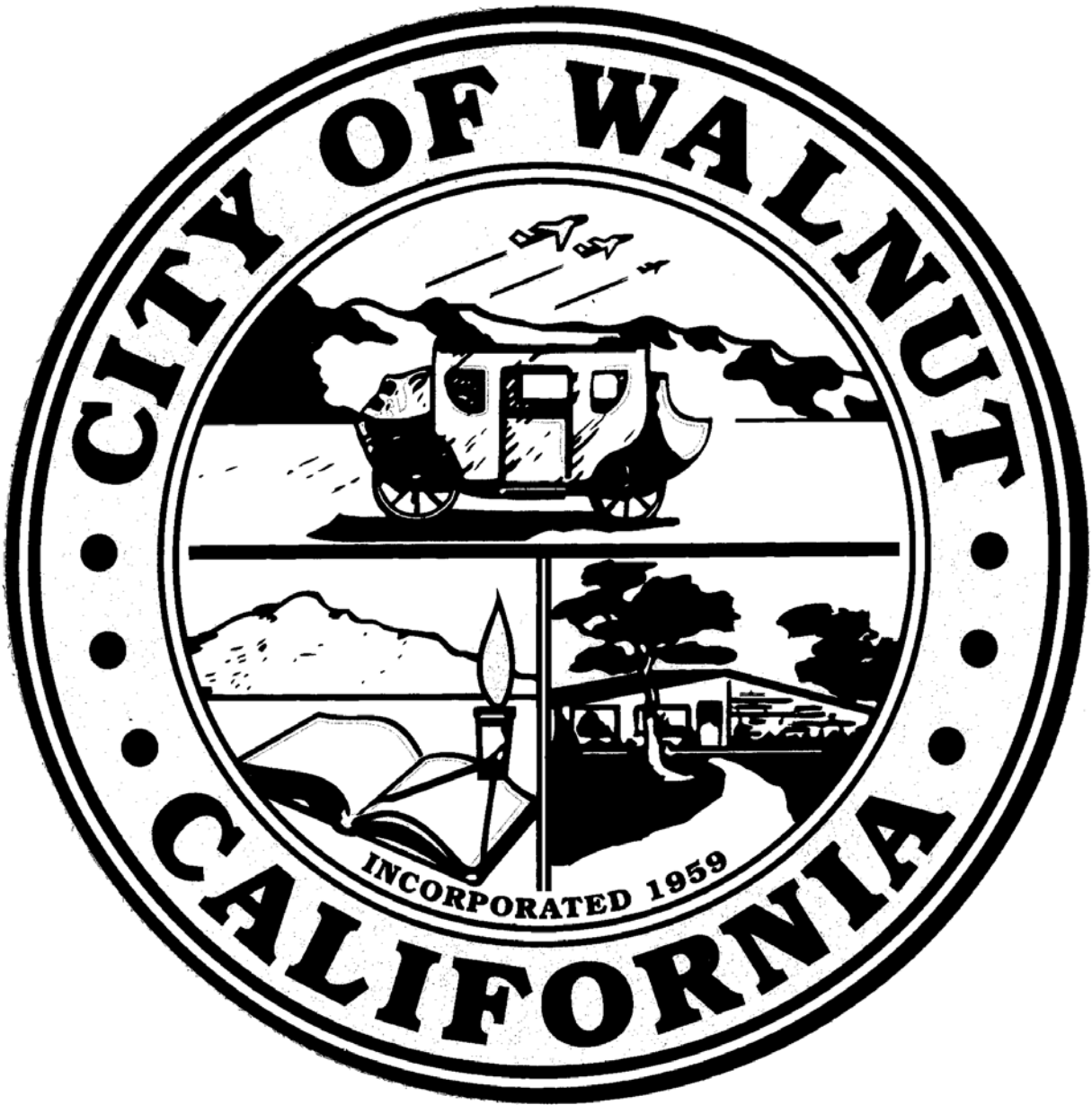
The Other Post-Employment Benefits Fund (OPEB) accounts for monies designated to fully fund the post-employment benefits as per the actuarial valuation study.

**PERSONNEL:**

5105 **Health & Life Insurance**

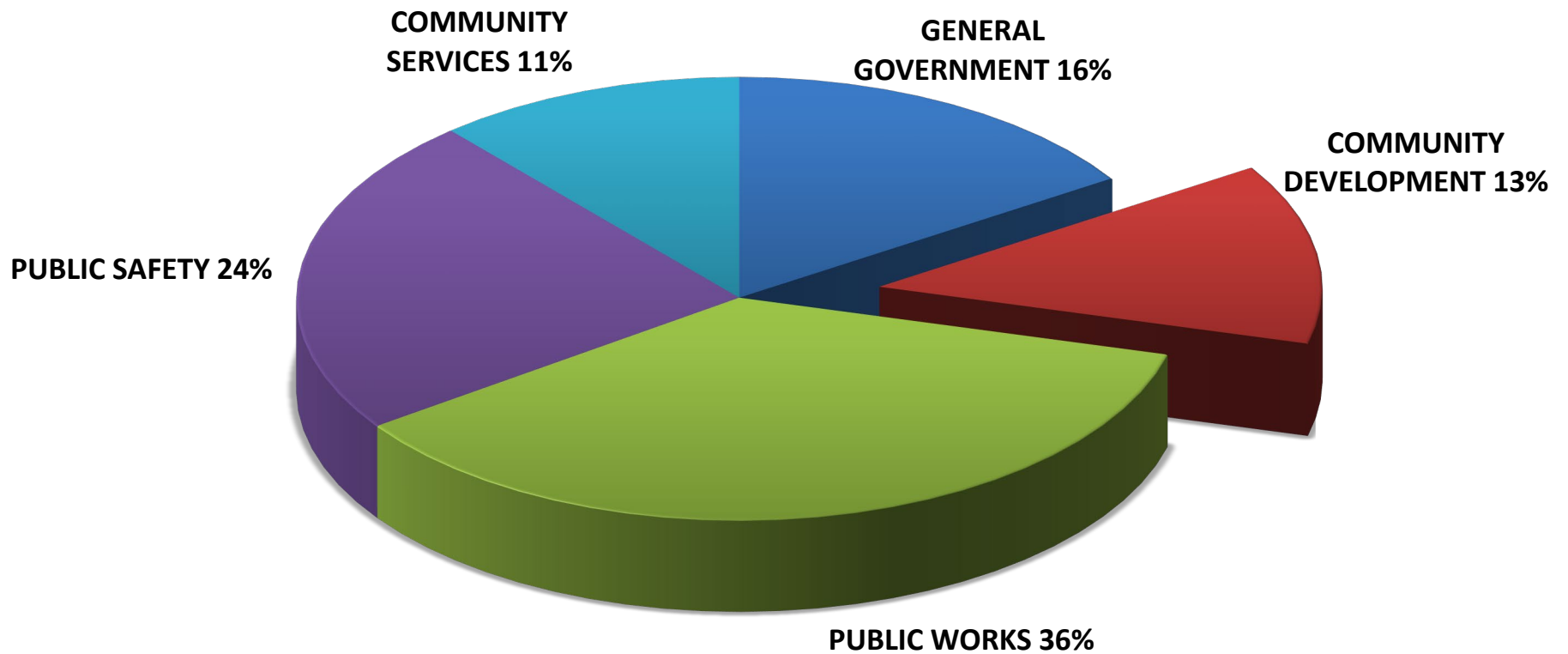
Provides for monthly payments to the California Public Employees' Retirement System (CalPERS).





# **Community Development**

# COMMUNITY DEVELOPMENT FISCAL YEAR 2024-25



**Total Community Development Budget  
\$3,203,680**

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

The Community Development Program 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, and Walnut Housing Authority (WHA).

In **2024-25**, 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), implement the California Department of Housing and Community Development (HCD) certified 2021 – 2029 Housing Element Update of the General Plan, as well as facilitate the long-term interest of Walnut by providing new housing opportunities. 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 and foster economic development by continuing to support local businesses and implementing the “Business of the Quarter” Program for new and existing businesses. 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 other vital City services in an effort to maintain the high quality of life that residents take *Pride* in.
3. 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.
4. 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.
5. Exceed expectations through the newly implemented Code Enforcement Software system which increases productivity and promotes cost efficiency. Code Enforcement will continue to encourage open discussion, Collaboration, and Education with the community on all 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* and *Enhance Civic Pride* by providing the community with brochures, handouts, informational documents, and perform community outreach to ensure that residents are aware of the City's property maintenance standards to preserve and foster Walnut's character and quality of life.

6. Continue to develop and implement program monitoring policies for the existing Walnut Housing Authority (WHA) Senior Citizen Affordable Housing Program. Through an updated and expedited review process of Transfer Applications, the WHA will *Exceed Expectations* and *Enhance Civic Pride* for all existing and incoming Walnut Residents.

In **2023-24**, the Community Development Program worked to achieve the following goals:

1. Encourage new housing opportunities by continuing to efficiently process entitlements for new, proposed developments (including Accessory Dwelling Units), and implement the newly updated Housing Element (2021 – 2029) of the General Plan to facilitate the long-term interest of Walnut through innovative housing opportunities. Examples of Residential development include Mixed – Use project(s) within the West Valley Specific Plan, the “Las Colinas” developments off Francesca Drive, The Terraces at Walnut, and other 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*.

**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:**

- **Las Colinas – A residential development comprised of 49 townhomes, located off Francesca Drive between Nogales Drive and Amar Road. The project is near full buildout and has seen no residents move into their homes and welcomed to the community.**
- **The Reddy Project – A mixed-use project located within the West Valley Specific Plan. The project included five (5) residential units and two (2) commercial units on a 0.34-acre site.**
- **Valley Lofts – A residential development consisting of eight (8) residential townhomes, located on Valley Boulevard between Bourdet Avenue and Castlehill Street was approved by the Planning Commission and City Council, and is in the process of Plan Check review with the Building and Safety Division.**
- **The Terraces at Walnut – A mixed-use development situated along Valley Boulevard, consisting of 290 residential units, including both single – family homes and townhomes. The City has maintained collaboration with the developer to complete site grading and begin construction on models and initial phases of single-family homes. Construction of the commercial has commenced and focus is now shifting to recruit eateries and retailers to occupy the commercial space.**

- **San Jose Hills Road Residential Project** – The twenty (20) single – family homes and related site improvements have been completed, and include an enhanced community design that compliments the character of the surrounding neighborhood.
  - **Buckskin Drive & Paddock Court** – A residential development for the construction of ten (10) single – family residential homes was approved and presently undergoing Plan Check review with the Building and Safety/Engineering Divisions to position the project for construction within the 2024 – 25 fiscal year.
  - **West Valley Lofts – Mixed Use** – A mixed-use project, encompassing thirty-five (35) residential units and 766 square-feet of commercial tenant space, has been reviewed and approved by the Building and Safety/Engineering Divisions and is prepared for permit issuance. The project will be the second to break ground in the West Valley Specific Plan.
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.

**Performance Measure: The City continues to facilitate Development Agreements (DAs) with developers of larger projects to continue to foster future growth in economic development. The DA fee(s) collected are reinvested back into the community to stimulate economic growth and support of local business through events such as the Taste of Walnut.**

3. Strive to *Enhance Civic Pride* and *Promote Collaboration* through the adoption and certification of the 2021 – 2029 Housing Element Update

**Performance Measure:**

- **The 2021 – 2029 Housing Element was successfully adopted by the Walnut City Council in March, 2022 and sent to the State Housing and Community Development Department (HCD) for review and certification.**
  - **The 2021 – 2029 Housing Element was successfully certified by the State Housing and Community Development Department (HCD) in September 2023, thus allowing the City to begin implementation of the housing plan.**
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.

**Performance Measure:**

- **Monitoring response times for application submittals to achieve established goal times.**
  - **Updating application forms and inter-department policies for a more efficient application process.**
  - **Updating project in-take logs for more efficient project management and delivery of the HCD Annual Progress Report(s).**
  - **Continuing to assess Staff duties and adjust assignments as necessary for efficiencies based on work load and staffing levels.**
  - **Continue to improve technology at the public counter to better assist the community with Planning and Zoning inquiries/needs.**
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.

**Performance Measure:**

- **The City continued upkeep of Bus Pads and Bus Stop Shelters through the use of Prop A and Prop C funds.**
  - **The City traded unallocated METRO funds, specifically restricted Prop A, to cities for unrestricted General Fund monies.**
  - **The City continued to work with METRO to apply funds towards new transportation related projects.**
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.

**Performance Measure:**

- **The Code Enforcement Division had collaborated with the community through enforcement of property standards—responding to approximately 1,000 resident submitted inquires and request for service to both residential and commercial properties.**
- **Disseminated educational material(s) and conducted outreach to the community regarding Code Enforcement and how to achieve compliance with the WMC.**

**Community Development  
Measurable Outputs**

<b>Output</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
Process Planning Applications	150	180	185	185	185
Respond to Code Enforcement Complaints	1,000	1,000	1,000	1,200	1,200
Process Building/ Mech./Elec./ Plumb. Permits	1,200	1,350	1,350	1,500	1,700
Housing Rehab Loans/Grants	4	4	4	5	5
Dial-A-Ride Members	5,000 Members (Senior/Disabled)	5,200 Members (Senior/Disabled)	5,300 Members (Senior/Disabled)	5,300 Members (Senior/Disabled)	5,300 Members (Senior/Disabled)
Metrolink/ Foothill/ EZ Passes Sold	Metrolink 1,500 Foothill 380 MTA 50	Metrolink 1,000 Foothill 300 MTA 45	Metrolink 500 Foothill 150 MTA 40	Metrolink 500 Foothill 150 MTA 40	Metrolink 500 Foothill 150 MTA 40

**FY 2024-25**

**Community Development  
Goals and Relationship to the Mission Statement**

In **FY 2024-25**, the Community Development Department has identified six major goals:

1. Encourage new housing opportunities by continuing to efficiently process entitlements for new and proposed developments (including Accessory Dwelling Units), as well as facilitate the long-term interest of Walnut by providing housing opportunities.
2. Promote increased productivity and growth of economic development through the introduction and implementation of promotional program(s) for new and existing business(s) to increase the local tax base in support of public safety and other vital City service(s) that residents can take *Pride* in.
3. 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.
4. Maintain strong fiscal management of LA County Metropolitan Transportation Authority (METRO) funds through continuing the 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.
5. *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.
6. Redevelop and implement modified program policies for the existing Walnut Housing Authority Senior Citizen Affordable Housing Program to *Exceed Expectations* and *Enhance Civic Pride* for all existing and incoming Walnut Residents.

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**

	<b>2022-23</b>		<b>2023-24</b>		<b>2024-25</b>
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,169,213	1,236,760	1,290,420	1,216,250	1,471,910
OPERATIONS EXPENSE	2,368,562	1,588,650	1,588,170	1,665,340	1,629,040
<b>TOTAL OPERATING EXPENSE</b>	<b>3,537,775</b>	<b>2,825,410</b>	<b>2,878,590</b>	<b>2,881,590</b>	<b>3,100,950</b>
CAPITAL	97,757	99,350	99,350	91,650	102,730
<b>PROGRAM TOTAL</b>	<b>3,635,533</b>	<b>2,924,760</b>	<b>2,977,940</b>	<b>2,973,240</b>	<b>3,203,680</b>
<b>TOTAL FULL-TIME EMPLOYEES</b>	<b>8.93</b>	<b>6.25</b>	<b>6.25</b>	<b>6.26</b>	<b>7.05</b>
<b>SUB-PROGRAMS:</b>			<b>PAGE</b>		
PLANNING	01-5000				134
CODE ENFORCEMENT	01-5002				138
BUILDING & SAFETY	01-5100				142
ECONOMIC DEVELOPMENT	01-5911 / 08-5911				146
CDBG - HOUSING REHABILITATION	12-5216				152
CDBG - SENIOR ACTIVITIES	12-5218 - 12-5220				154
CDBG - BASIC BAGS 4U	12-5222				156
STORM DRAIN/STREET MAINTENANCE	21-6102 - 21-6206				158
STREET SWEEPING	21-6203				160
PROPOSITION A	23-5300 - 23-9306				162
DIAL-A-CAB	23-5410				166
METROLINK	23-5430				168
WHA PROJECT ADMINISTRATION	41-5800				170
WHA HOUSING MONITORING	41-5850				174

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PLANNING**

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
<b>PERSONNEL</b>								
01-5000-5101	REGULAR SALARIES	220,822	216,310	216,310	215,850	233,670		
01-5000-5102	REGULAR PART-TIME EMPLOYEES	34,493	65,280	65,280	65,280	73,300		
01-5000-5105	HEALTH & LIFE INSURANCE	33,341	59,570	68,080	41,710	76,580		
01-5000-5107	WORKERS' COMPENSATION	5,242	6,070	6,070	6,080	6,940		
01-5000-5108	PERS	86,118	86,280	86,280	62,510	81,410		
01-5000-5110	MEDICARE	4,017	4,290	4,290	4,270	4,800		
01-5000-5111	SICK LEAVE/VACATION BUYBACK	5,642	8,070	8,070	5,940	10,880		
	<b>TOTAL PERSONNEL</b>	<b>389,673</b>	<b>445,870</b>	<b>454,380</b>	<b>401,640</b>	<b>487,580</b>		
<b>OPERATIONS</b>								
01-5000-6201	CONFERENCE & MEETINGS	426	750	750	750	750		
01-5000-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	756	800	800	800	800		
01-5000-6206	ADVERTISING	5,953	4,500	4,500	3,500	6,000		
01-5000-6208	VEHICLE OPERATIONS	2,283	1,100	1,100	1,100	2,300		
01-5000-6215	VEHICLE/CELL ALLOWANCE	4,892	3,860	3,860	3,450	3,660		
01-5000-6216	PROFESSIONAL SERVICES	24,757	25,000	25,000	25,000	25,000		
01-5000-6231	MAPS, PRINTS, PHOTOS, FILM	787	350	350	350	350		
01-5000-6256	EQUIPMENT USAGE	3,715	3,340	3,340	3,370	3,290		
01-5000-6265	COMPUTER USAGE	22,086	20,230	20,230	20,110	19,540		
	<b>TOTAL OPERATIONS</b>	<b>65,653</b>	<b>59,930</b>	<b>59,930</b>	<b>58,430</b>	<b>61,690</b>		
<b>CAPITAL</b>								
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>455,327</b>	<b>505,800</b>	<b>514,310</b>	<b>460,070</b>	<b>549,270</b>		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	2.88	2.10	2.10	2.10	2.10

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**PLANNING (5000)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Community Development – 50%***

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

***Planning and Code Enforcement Manager – 30%***

Supervises and participates in advanced, highly-complex Planning and Code Enforcement project(s) and activities. Also responsible for the CDBG program, Prop A, Prop C, Measure R, Measure M and special projects. (30% in 01-5002, 40% in 41-5850)

***Senior Planner – 40%***

Responsible for processing projects and/or cases to completion/compliance in the areas of Planning and Code Enforcement. In addition, assists with the processing of business licenses related to Planning and Zoning requirements. (40% in 01-5002, 20% in 41-5800)

***Associate Planner – 40%***

Responsible for processing long range and complex Planning projects to completion. Assists in the area(s) of Code Enforcement, as needed. (40% in 01-5002, 20% in 41-5800)

***Code Enforcement Specialist – 50%***

Responsible for enforcing and attaining compliance with zoning and property maintenance regulations. Also, provides assistance to the Planners by reviewing Planning, Housing and Code Enforcement projects. (50% in 01-5002)

***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**

***Office Clerk - 80%***

Responsible for Planning Commission agendas and minutes, processing regular correspondence(s) for the Community Development Department, provides support for the front counter, answering phone calls, general customer inquiries, and provides a wide-range of interdepartmental administrative support for City Hall. (20% in 01-5002)

***Administrative Interns (3) – 100%***

Provide support for the front counter, answering phone calls, general customer inquiries, and providing a wide-range of interdepartmental administrative support for City Hall.

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 Community Development Director vehicle:

2019 Buick Regal Sportback    1557419    50% (25% in 01-5100, 25% in 41-5800)

6215 **Vehicle/Cell Allowance**

Provides for vehicle allowance and cell phone allowance for the Planning and Code Enforcement Manager, Senior Planner, Associate Planner, which are distributed through payroll. Additionally, provides for cell phone allowance for the Director of Community Development, 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.

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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: CODE ENFORCEMENT**

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
<b>PERSONNEL</b>								
01-5002-5101	REGULAR SALARIES	106,888	112,440	112,440	110,770	151,310		
01-5002-5102	REGULAR P/T EMPLOYEES	7,693	7,280	7,280	7,370	8,670		
01-5002-5105	HEALTH & LIFE INSURANCE	24,605	19,100	24,370	24,580	36,110		
01-5002-5107	WORKERS' COMPENSATION	2,595	3,030	3,030	1,680	3,970		
01-5002-5108	PERS	48,276	25,680	25,680	13,160	32,320		
01-5002-5110	MEDICARE	1,811	1,890	1,890	1,900	2,580		
01-5002-5111	SICK LEAVE/VACATION BUYBACK	1,074	4,380	4,380	2,210	6,330		
	<b>TOTAL PERSONNEL</b>	<b>192,942</b>	<b>173,800</b>	<b>179,070</b>	<b>161,670</b>	<b>241,290</b>		
<b>OPERATIONS</b>								
01-5002-6201	CONFERENCE & MEETINGS	0	500	500	500	500		
01-5002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	100	200	200	100	200		
01-5002-6210	PRINTING	514	500	500	500	500		
01-5002-6214	MILEAGE REIMBURSEMENT	52	0	0	0	0		
01-5002-6215	VEHICLE/CELL ALLOWANCE	2,992	2,500	2,500	2,280	3,360		
01-5002-6227	CONTRACTUAL SERVICES	918	1,000	1,000	1,000	1,000		
01-5002-6239	UNIFORMS	120	300	300	150	300		
01-5002-6253	TELEPHONE	912	1,000	1,000	1,000	1,000		
01-5002-6256	EQUIPMENT USAGE	2,717	2,070	2,070	2,090	2,510		
01-5002-6265	COMPUTER USAGE	16,133	12,530	12,530	12,450	14,890		
	<b>TOTAL OPERATIONS</b>	<b>24,459</b>	<b>20,600</b>	<b>20,600</b>	<b>20,070</b>	<b>24,260</b>		
<b>CAPITAL</b>								
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>217,401</b>	<b>194,400</b>	<b>199,670</b>	<b>181,740</b>	<b>265,550</b>		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	2.10	1.30	1.30	1.30	1.60

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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, 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**

***Planning and Code Enforcement Manager – 30%***

Supervises and participates in advanced, highly-complex Planning and Code Enforcement project(s) and activities. Also responsible for the CDBG program, Prop A, Prop C, Measure R, Measure M and special projects. (30% in 01-5000, 40% in 41-5850)

***Senior Planner – 40%***

Responsible for processing projects and/or cases to completion/compliance in the areas of Planning and Code Enforcement. In addition, assists with the processing of business licenses related to Planning and Zoning requirements. (40% in 01-5000, 20% in 41-5800)

***Associate Planner – 40%***

Responsible for processing long range and complex Planning projects to completion. Assists in the area(s) of Code Enforcement, as needed. (40% in 01-5000, 20% in 41-5800)

***Code Enforcement Specialist – 50%***

Responsible for enforcing and attaining compliance with zoning and property maintenance regulations. Also provides assistance to the Planners by reviewing Planning, Housing and Code Enforcement projects. (50% in 01-5000)

5102 **Regular Part-Time Employees**

***Office Clerk - 20%***

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

5105 - 5111 See Appendix

## **OPERATIONS:**

6201 **Conference & Meetings**

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

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

Provides for membership of up to 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 Planning and Code Enforcement, Senior Planner and Associate Planner, which are distributed through payroll.

6227 **Contractual Services**

Provides for contract services to perform nuisance abatement.

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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: BUILDING & SAFETY**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25	
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>						
01-5100-5101	REGULAR SALARIES	34,051	36,730	36,730	39,680	
01-5100-5102	REGULAR PART-TIME EMPLOYEES	2,075	0	0	0	
01-5100-5105	HEALTH & LIFE INSURANCE	4,275	4,280	5,300	6,300	
01-5100-5107	WORKERS' COMPENSATION	665	700	700	780	
01-5100-5108	PERS	15,049	16,770	16,770	21,900	
01-5100-5110	MEDICARE	571	560	560	610	
01-5100-5111	SICK LEAVE/VACATION BUYBACK	2,041	1,520	1,520	2,280	
	<b>TOTAL PERSONNEL</b>	<b>58,728</b>	<b>60,560</b>	<b>61,580</b>	<b>71,550</b>	
<b>OPERATIONS</b>						
01-5100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	130	130	130	
01-5100-6208	VEHICLE OPERATIONS	1,377	700	700	1,400	
01-5100-6215	VEHICLE/CELL ALLOWANCE	175	200	200	150	
01-5100-6233	BUILDING INSPECTION SERVICES	542,665	386,250	386,250	608,000	
01-5100-6249	INDUSTRIAL WASTE SERVICE	34,598	35,000	35,000	30,000	
01-5100-6256	EQUIPMENT USAGE	321	400	400	390	
01-5100-6265	COMPUTER USAGE	1,924	2,410	2,410	2,330	
	<b>TOTAL OPERATIONS</b>	<b>581,061</b>	<b>425,090</b>	<b>425,090</b>	<b>642,400</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>639,789</b>	<b>485,650</b>	<b>486,670</b>	<b>713,950</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.25	0.25	0.25	0.25
(PLAN CHECK & INSPECTION SERVICES OFFSET BY FEES CHARGED)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**BUILDING & SAFETY (5100)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Community Development – 25%***

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

5102 **Regular Part-Time Employees**

***Administrative Intern***

Provides support for the front counter, answering phone calls, general customer inquiries, and providing a wide-range of interdepartmental administrative support for City Hall. In Fiscal Year 2023-24 moved to 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 Community Development Director vehicle:

2019 Buick Regal Sportback 1557419 25% (50% in 01-5000, 25% in 41-5800)

6215 **Vehicle/Cell Allowance**

Provides for a cell phone allowance for Community Development Director, 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	\$400,000 x 45%	= \$180,000
01-3230 Building & Safety - Standard Plan Check	\$40,000 x 20%	= \$ 8,000
01-3240 Building & Safety - Permits	\$1,200,000 x 35%	= \$ 420,000
	Total:	<u>\$ 608,000</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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: ECONOMIC DEVELOPMENT**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-5911-5101	REGULAR SALARIES	39,817	16,750	5,320	4,610	0	
01-5911-5105	HEALTH & LIFE INSURANCE	6,538	2,700	1,690	780	0	
01-5911-5107	WORKERS' COMPENSATION	713	730	210	80	0	
01-5911-5108	PERS	3,061	1,410	410	330	0	
01-5911-5110	MEDICARE	639	270	80	80	0	
01-5911-5111	SICK LEAVE/VACATION BUYBACK	1,134	380	380	0	0	
	<b>TOTAL PERSONNEL</b>	<b>51,901</b>	<b>22,240</b>	<b>8,090</b>	<b>5,880</b>	<b>0</b>	
<b>OPERATIONS</b>							
01-5911-6201	CONFERENCE & MEETINGS	3,674	2,500	2,500	2,500	4,000	
01-5911-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	100	100	100	100	
01-5911-6215	VEHICLE/CELL ALLOWANCE	1,482	640	160	170	0	
01-5911-6227	CONTRACTUAL SERVICE/DEVELOPER AGREEMENT	35,000	75,200	75,200	75,200	75,200	
01-5911-6229	COMMUNITY RELATIONS	1,110	1,500	1,500	1,200	1,500	
01-5911-6256	EQUIPMENT USAGE	355	320	320	320	0	
01-5911-6265	COMPUTER USAGE	2,114	1,930	1,930	1,910	0	
	<b>TOTAL OPERATIONS</b>	<b>43,736</b>	<b>82,190</b>	<b>81,710</b>	<b>81,400</b>	<b>80,800</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>95,637</b>	<b>104,430</b>	<b>89,800</b>	<b>87,280</b>	<b>80,800</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.28	0.20	0.20	0.20	0.00

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**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.

**PERSONNEL:**

5101 **Regular Salaries**

***Management Analyst – 20%***

Responsible for various administrative functions to include the administration, management, and monitoring of the City's Economic Development Division, as well as various special projects, as assigned. Participates in the development of the budget for the Administrative Services Department, monitors program budgets, and develops procedures for efficient department operations. (35% in 01-4700, 35% in 01-4800; 10% in 01-8000). In Fiscal Year 2024-25 moved to 01-4200.

5105 - 5111 See Appendix

**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 – Innovating Commerce Serving Communities for the City Manager, Community Development Director, Planning and Code Enforcement Manager, and Senior Planner.

6215 **Vehicle/Cell Allowance**

Provides for vehicle and cell phone allowance for Management Analyst, which is distributed through payroll. In Fiscal Year 2024-25 moved to 01-4200.

6227 **Contractual Services/Development Agreements**

Provides for the deposit of Development Agreement Fee(s) to promote economic opportunities and enhance the quality of life throughout the City. Fee(s) collected can be applied to programs and projects that encourage development, as determined by the City in its sole and absolute discretion.

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).

6256 – 6265 See Appendix





**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: ECONOMIC DEVELOPMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
08-5911-5101	REGULAR SALARIES	16,695	0	0	0	0
08-5911-5107	WORKERS' COMPENSATION	307	0	0	0	0
08-5911-5108	PERS	2,256	0	0	0	0
08-5911-5110	MEDICARE EXPENSE	242	0	0	0	0
	<b>TOTAL PERSONNEL</b>	<b>19,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
08-5911-6354	GRANTS	277,646	0	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>277,646</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>297,146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.00	0.00	0.00	0.00
AMERICAN RESCUE PLAN ACT (ARPA)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**ECONOMIC DEVELOPMENT (08-5911)**

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.

**PERSONNEL:**

5101 **Regular Salaries**

Provided for the administrative services in processing the Business Grant Program, including reviewing, accounting and auditing of applications, documents and payments of grant funds.

5107 - 5110 See Appendix

**OPERATIONS:**

6354 **Grants**

Provides economic development grants to small businesses to help with financial distress due to impacts of the pandemic.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
12-5216-6216	PROFESSIONAL SERVICES	24,989	20,000	20,000	20,000	20,000
12-5216-6227	CONTRACTUAL SERVICES	1,299	4,000	4,000	2,000	4,000
	<b>TOTAL OPERATIONS</b>	<b>26,288</b>	<b>24,000</b>	<b>24,000</b>	<b>22,000</b>	<b>24,000</b>
	<b>CAPITAL</b>					
12-5216-6350	LOANS	38,545	15,000	15,000	15,000	15,000
12-5216-6354	GRANTS	42,500	65,850	65,850	65,850	69,230
	<b>TOTAL CAPITAL</b>	<b>81,045</b>	<b>80,850</b>	<b>80,850</b>	<b>80,850</b>	<b>84,230</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>107,333</b>	<b>104,850</b>	<b>104,850</b>	<b>102,850</b>	<b>108,230</b>
FUNDING SOURCE: CDBG (\$108,230)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**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 the administration of this program to maintain program guidelines, 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.

**CAPITAL:**

**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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
12-5218-6227	SENIOR TRANSPORTATION CONTRACTUAL	20,389	20,750	20,750	20,750
12-5220-6227	GAINING RECOVERY OF WIDOWHOOD	2,400	2,500	2,500	2,500
	<b>TOTAL OPERATIONS</b>	<b>22,789</b>	<b>23,250</b>	<b>23,250</b>	<b>23,250</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>22,789</b>	<b>23,250</b>	<b>23,250</b>	<b>23,250</b>
FUNDING SOURCE: CDBG (\$19,090)					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: CDBG - BASIC BAGS 4U**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
12-5222-6216	BASIC BAGS 4 U - SENIOR PROGRAM	0	2,500	2,500	2,500	0
	<b>TOTAL OPERATIONS</b>	0	2,500	2,500	2,500	0
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	2,500	2,500	2,500	0
FUNDING SOURCE: CDBG (\$0)						



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**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 delivery program that delivers groceries to our at-risk (elderly and disabled) residents each week. This program services approximately 100 Walnut households.

**OPERATIONS:**

12-5222-6216 **Professional Services**

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

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
21-6102-6227	CONTRACTUAL SERVICES (Storm Drain)	234,998	70,000	70,000	70,000	70,000
21-6206-6227	CONTRACTUAL SERVICES (Street Maintenance)	0	250,000	250,000	250,000	250,000
	<b>TOTAL OPERATIONS</b>	<b>234,998</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>234,998</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
FUNDING SOURCE: MEASURE M (\$320,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**STORM DRAIN / STREET MAINTENANCE (FUND 21)**

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

**OPERATIONS:**

21-6102-6227 **Contractual Services (Storm Drain)**

Provides for maintenance of citywide storm drains.

21-6206-6227 **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 21-6102-6227)

- \* Street and Right-of-Way Repair
- \* Concrete Repair
- \* Traffic Signage/Striping
- \* Traffic Counts
- \* Storm Drain & Catch Basins
- \* Bridge & Guard Rail Repair
- \* Traffic Signals/Safety Lighting

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: STREET SWEEPING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
21-6203-6227	CONTRACTUAL SERVICES	69,454	83,000	83,000	83,000	85,350
	<b>TOTAL OPERATIONS</b>	<b>69,454</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>	<b>85,350</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>69,454</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>	<b>85,350</b>
FUNDING SOURCE: MEASURE M (\$85,350)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 (\$85,350 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PROPOSITION A**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
23-5300-5101	REGULAR SALARIES	3,081	0	0	0	15,080
23-5300-5105	HEALTH & LIFE INSURANCE	524	0	0	0	5,400
23-5300-5107	WORKERS' COMPENSATION	56	0	0	0	300
23-5300-5108	PERS	344	0	0	0	1,260
23-5300-5110	MEDICARE	45	0	0	0	260
23-5300-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	290
	<b>TOTAL PERSONNEL</b>	<b>4,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,590</b>
<b>OPERATIONS</b>						
23-5300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	4,530	4,530	4,530	4,530
23-5300-6215	VEHICLE/CELL ALLOWANCE	101	0	0	0	0
23-5307-6227	TRANSFER CONTRACTUAL SERVICES	800,000	300,000	300,000	300,000	100,000
23-5315-6227	PARK & RIDE CONTRACTUAL SERVICES	5,868	8,000	8,000	6,000	8,000
23-5315-6250	PARK & RIDE WATER	3,253	4,500	4,500	3,500	4,500
23-5315-6251	PARK & RIDE ELECTRICITY	817	1,300	1,300	850	1,300
23-9306-6227	RECREATION EXCURSIONS	28,704	35,000	35,000	30,000	35,000
	<b>TOTAL OPERATIONS</b>	<b>838,743</b>	<b>353,330</b>	<b>353,330</b>	<b>344,880</b>	<b>153,330</b>
<b>CAPITAL</b>						
23-5310-8410	BUS SHELTER SOLAR LIGHTING	3,472	4,800	4,800	4,800	4,800
23-5311-8410	BUS BENCH REPLACEMENT	13,240	13,700	13,700	6,000	13,700
	<b>TOTAL CAPITAL</b>	<b>16,712</b>	<b>18,500</b>	<b>18,500</b>	<b>10,800</b>	<b>18,500</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>859,506</b>	<b>371,830</b>	<b>371,830</b>	<b>355,680</b>	<b>194,420</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.25	0.00	0.00	0.25
PROP A (\$194,420)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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**

***Community Development Specialist - 25%\****

Responsible for management and monitoring of the City's Senior (affordable) Housing Project(s). Assists with the City's CDBG program, Prop A, Prop C, Measure R, and Measure M projects. Responsible for special projects, as assigned. (75% in 41-5850). (\*Administrative costs cannot exceed 20% of the overall FY expenditures).

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 Planning and Code Enforcement Manager, 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
23-5410-5101	REGULAR SALARIES	9,747	10,380	10,380	10,960	11,170
23-5410-5105	HEALTH & LIFE INSURANCE	1,619	1,690	1,690	2,440	2,700
23-5410-5107	WORKERS' COMPENSATION	168	200	200	200	220
23-5410-5108	PERS	4,311	4,900	4,900	4,970	6,340
23-5410-5110	MEDICARE	132	160	160	150	170
23-5410-5111	SICK LEAVE/VACATION BUYBACK	0	200	200	0	300
	<b>TOTAL PERSONNEL</b>	<b>15,977</b>	<b>17,530</b>	<b>17,530</b>	<b>18,720</b>	<b>20,900</b>
<b>OPERATIONS</b>						
23-5410-6205	OFFICE SUPPLIES	332	350	350	350	350
23-5410-6227	CONTRACTUAL SERVICES	119,679	140,000	140,000	120,000	140,350
23-5410-6256	EQUIPMENT USAGE	0	0	0	0	200
23-5410-6265	COMPUTER USAGE	0	0	0	0	1,170
	<b>TOTAL OPERATIONS</b>	<b>120,012</b>	<b>140,350</b>	<b>140,350</b>	<b>120,350</b>	<b>142,070</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>135,989</b>	<b>157,880</b>	<b>157,880</b>	<b>139,070</b>	<b>162,970</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.13	0.13	0.13	0.13
PROP A (\$162,970)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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**

***Executive Assistant – 12.5%***

Responsible for all secretarial duties for the City Manager's Office, which includes correspondence for City Manager. 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.

6256 – 6265 See Appendix

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: METROLINK**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
23-5430-5101	REGULAR SALARIES	8,161	9,690	9,690	5,550	7,790
23-5430-5105	HEALTH & LIFE INSURANCE	1,406	1,690	1,690	850	2,700
23-5430-5107	WORKERS' COMPENSATION	142	190	190	110	160
23-5430-5108	PERS	4,544	4,570	4,570	3,530	650
23-5430-5110	MEDICARE	112	150	150	80	120
23-5430-5111	SICK LEAVE/VACATION BUYBACK	0	220	220	0	150
	<b>TOTAL PERSONNEL</b>	<b>14,366</b>	<b>16,510</b>	<b>16,510</b>	<b>10,120</b>	<b>11,570</b>
<b>OPERATIONS</b>						
23-5430-6227	CONTRACTUAL SERVICES	1,984	10,000	10,000	2,000	10,000
23-5430-6256	EQUIPMENT USAGE	0	0	0	0	200
23-5430-6265	COMPUTER USAGE	0	0	0	0	1,170
	<b>TOTAL OPERATIONS</b>	<b>1,984</b>	<b>10,000</b>	<b>10,000</b>	<b>2,000</b>	<b>11,370</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>16,350</b>	<b>26,510</b>	<b>26,510</b>	<b>12,120</b>	<b>22,940</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.13	0.13	0.13	0.13
PROP A (\$22,940)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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:**

5101 **Regular Salaries**

***Accounting Technician- 12.5%***

Responsible for recording accounts receivable, processing payroll, preparing monthly deposit accounts reconciliations and assisting with processing passport applications. Handles the annual W2 reporting and quarterly tax reporting. Serves as primary backup to the cashiering functions. (67.5% in 01-4500, 20% in 05-8200)

5105 - 5111 See Appendix

**OPERATIONS:**

6227 **Contractual Services**

Provides for reduction in price to Walnut residents for Metrolink transportation. Subsidy is set at \$32; for FY 2024-25, the City has budgeted for approximately 300 passes total.

6256 – 6265 See Appendix

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
41-5800-5101	REGULAR SALARIES	225,725	231,580	231,580	246,430	234,030	
41-5800-5105	HEALTH & LIFE INSURANCE	26,969	25,970	25,970	37,870	34,560	
41-5800-5107	WORKERS' COMPENSATION	4,217	4,460	4,460	4,700	4,640	
41-5800-5108	PERS	89,410	101,470	101,470	105,540	122,390	
41-5800-5110	MEDICARE	3,516	3,650	3,650	3,810	3,810	
41-5800-5111	SICK LEAVE/VACATION BUYBACK	8,634	14,090	14,090	11,880	20,760	
	<b>TOTAL PERSONNEL</b>	<b>358,471</b>	<b>381,220</b>	<b>381,220</b>	<b>410,230</b>	<b>420,190</b>	
<b>OPERATIONS</b>							
41-5800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	250	250	250	250	
41-5800-6208	VEHICLE OPERATIONS	1,914	1,300	1,300	1,300	1,900	
41-5800-6215	VEHICLE/CELL ALLOWANCE	4,669	4,630	4,630	4,740	4,090	
41-5800-6216	PROFESSIONAL SERVICES	26,092	10,000	10,000	10,000	26,000	
41-5800-6256	EQUIPMENT USAGE	2,751	2,780	2,780	2,810	2,270	
41-5800-6265	COMPUTER USAGE	16,323	16,860	16,860	16,760	13,490	
41-5800-6278	BANK CHARGES	(1,384)	400	400	200	400	
	<b>TOTAL OPERATIONS</b>	<b>50,365</b>	<b>36,220</b>	<b>36,220</b>	<b>36,060</b>	<b>48,400</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>408,836</b>	<b>417,440</b>	<b>417,440</b>	<b>446,290</b>	<b>468,590</b>	
FUNDING SOURCE: WHA (\$468,590)		F/T EMPLOYEES	2.13	1.75	1.75	1.75	1.45

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL  
2024-25**

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

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

**PERSONNEL:**

5101 **Regular Salaries**

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

<b>Walnut Housing Authority Members</b>	<b>(\$50 per meeting)</b>
<b>City Manager</b>	<b>25%</b>
<b>Director of Finance</b>	<b>15%</b>
<b>Director of Community Development</b>	<b>25%</b>
<b>Director of Administration Services</b>	<b>25%</b>
<b>City Clerk</b>	<b>10%</b>
<b>Senior Planner</b>	<b>20%</b>
<b>Associate Planner</b>	<b>20%</b>
<b>Finance Analyst</b>	<b>2.5%</b>
<b>Accounting Technician</b>	<b>2.5%</b>

5105 - 5111 See Appendix

**OPERATIONS:**

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

Provides for subscriptions to California housing information and other literature.

6208 **Vehicle Operations**

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

2024 Honda Accord	XX53609	25% (75% in 01-4100)
2019 Buick Regal Sportback	1557419	25% (50% in 01-5000, 25% in 01-5100)

6215 **Vehicle/Cell Allowance**

Provides for vehicle allowance for the Director of Finance, City Clerk, Director of Administrative Services, Senior Planner, Associate Planner, and Finance Analyst, which is distributed through payroll. Also, provides for a cell phone allowance for the City Manager, Director of Finance, Director of Community Development, City Clerk, Director of Administrative Services, Senior Planner, Associate Planner, and Finance Analyst, 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: WHA HOUSING MONITORING**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
41-5850-5101	REGULAR SALARIES	37,721	53,090	53,090	51,450	102,610	
41-5850-5102	REGULAR PART-TIME EMPLOYEES	14,037	38,170	70,290	70,290	39,310	
41-5850-5105	HEALTH & LIFE INSURANCE	5,628	13,140	17,390	10,150	32,580	
41-5850-5107	WORKERS' COMPENSATION	943	1,740	2,350	2,000	2,770	
41-5850-5108	PERS	4,443	7,630	23,190	8,330	11,720	
41-5850-5110	MEDICARE	833	1,460	1,930	1,620	2,320	
41-5850-5111	SICK LEAVE/VACATION BUYBACK	0	3,800	3,800	0	4,930	
	<b>TOTAL PERSONNEL</b>	<b>63,605</b>	<b>119,030</b>	<b>172,040</b>	<b>143,840</b>	<b>196,240</b>	
<b>OPERATIONS</b>							
41-5850-6215	VEHICLE/CELL ALLOWANCE	1,315	1,200	1,200	1,140	1,280	
41-5850-6216	PROFESSIONAL SERVICES	2,425	2,500	2,500	2,500	2,500	
41-5850-6250	WATER	460	0	0	0	0	
41-5850-6256	EQUIPMENT USAGE	1,032	640	640	640	1,800	
41-5850-6265	COMPUTER USAGE	6,142	3,850	3,850	3,830	10,700	
	<b>TOTAL OPERATIONS</b>	<b>11,374</b>	<b>8,190</b>	<b>8,190</b>	<b>8,110</b>	<b>16,280</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>74,979</b>	<b>127,220</b>	<b>180,230</b>	<b>151,950</b>	<b>212,520</b>	
FUNDING SOURCE:		F/T EMPLOYEES	0.80	0.40	0.40	0.40	1.15
WHA - LOW/MOD (\$212,520)							

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**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:**

5101 **Regular Salaries**

***Planning and Code Enforcement Manager – 40%***

Supervises and participates in advanced, highly-complex Planning and Code Enforcement project(s) and activities. Also responsible for the CDBG program, Prop A, Prop C, Measure R, Measure M and special projects. (30% in 01-5000, 30% in 01-5002)

***Community Development Specialist - 75%***

Responsible for management and monitoring of the City's Senior (affordable) Housing Project(s). Assists with the City's CDBG program, Prop A, Prop C, Measure R, and Measure M projects. Responsible for special projects, as assigned. (25% in 23-5300)

5102 **Regular Part-Time Employees**

***Community Development Technician - 100%***

Responsible for administration, management, and monitoring of the City's Senior (Affordable) Housing projects. In addition, responsible for special projects, as assigned.

5105 - 5111 See Appendix

**OPERATIONS:**

6215 **Vehicle/Cell Allowance**

Provides for a vehicle and cell allowance for Planning and Code Enforcement Manager, which are distributed through payroll.

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.

6250 **Water**

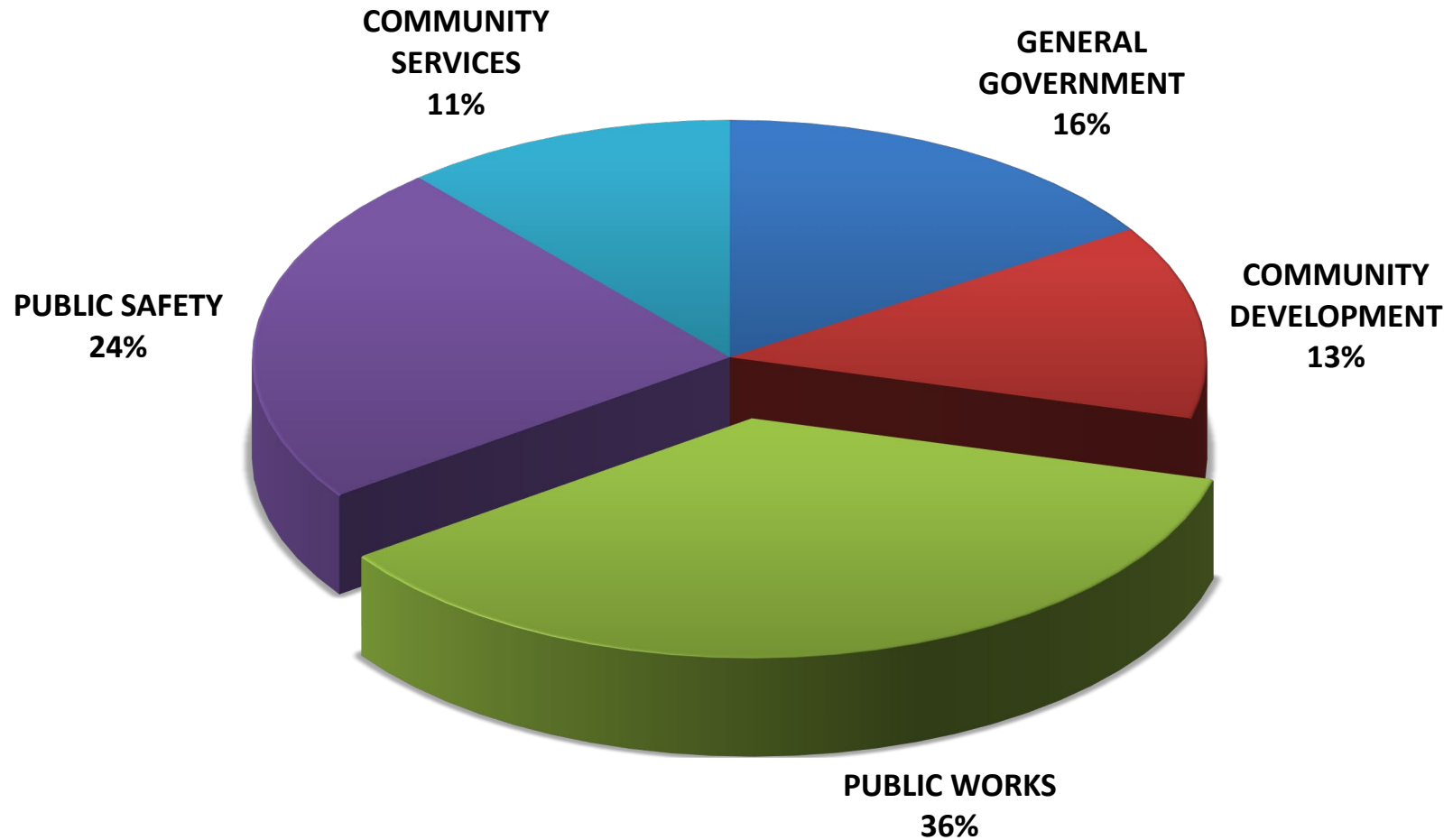
Provides for irrigation of landscaping at the lot.

6256 – 6265 See Appendix



# **Public Works**

# PUBLIC WORKS FISCAL YEAR 2024-25



**Total Public Works Budget  
\$8,759,410**

## CITY OF WALNUT

### PUBLIC WORKS

#### PROGRAM GOALS & PERFORMANCE MEASURES

The Public Works Program 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 2024-25**, Public Works will work to achieve the following goals:

1. Complete road, building, park and sidewalk maintenance projects identified in the Capital Improvement Budget. *We will enhance civic pride by ensuring the City is well maintained.*
2. 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.*
3. 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.*
4. 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.*
5. 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.*
6. Add new trail surface to slope and/or eroding trail segments in the system. *We will enhance civic pride by ensuring the City is well maintained.*
7. Work to expand the City's distribution of compost and mulch to Walnut residents. *We will exceed expectations by delivering and excellent level of service.*

**In 2023-24**, Public Works worked to achieve the following goals:

1. Retain our highly responsive graffiti abatement program for City right-of ways, parks and facilities. *We will enhance civic pride by ensuring the City is well maintained.*

**Performance Measure: Completed.** The Community Services Department works diligently to ensure that all graffiti in the City right-of-way, City parks, and City-owned building and facilities is abated within 48 hours.

2. Obtain Champion Status in the San Gabriel Valley Council of Government Energy Champion Program. *We will exceed expectations by seeking new cost efficiencies.*

**Performance Measure: Completed.** Walnut Champion status with the completion of energy efficiency upgrades, program outreach, and a focus on energy education on the City website, social media, and at City events.

3. Continue to comply with the requirements of our Water Management Plan (WMP) to include: (a) testing, (b) reporting, and if required (c) mitigation. *We will exceed expectations by preparing Walnut for the future.*

**Performance Measure: Completed.**

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

**Performance Measure: Completed.**

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

**Performance Measure: Completed.**

6. Develop public outreach programs to encourage and inform residents about Walnut's Environmental Services objectives, ordinances, and programs, including mandatory organic waste recycling. *We will collaborate by encouraging open discussion.*

**Performance Measure: Completed.**



**Public Works  
Measurable Outputs**

<b>Output</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
Trees trimmed/serviced/planted	2,000	2,000	2,000	2,000	2,000
Catch basins cleaned	730	730	730	730	730
Graffiti removal requests completed	725	700	700	700	700
Square Feet of streets resurfaced/slurry sealed	2,862,703	2,875,203	2,317,370	2,317,370	2,526,400
Median improvements/upgrades (square footage)	1,000	2,000	1,000	1,000	900
Curb miles of streets swept annually	6,969	6,969	6,969	6,969	6,969
Acres of LOSMD maintained	368	368	368	368	368
Traffic safety installations (signals, signs, striping)	140	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)	6	8	6	8	6

**FY 2024-25**

**Public Works**

**Goals and Relationship to the Mission Statement**

In **FY 2024-25**, the Public Works Division has identified four major goals:

1. Complete road and maintenance projects identified in the Capital Improvement Budget, prioritizing projects funded by American Rescue Plan Act Funds.
2. Continue to comply with the requirements of our Water Management Plan.
3. Complete construction of additional mitigation area needed for the Meadow Pass Road Extension Project.
4. Expand public outreach for Environmental Services.

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

**CITY OF WALNUT  
PROGRAM SUMMARY  
PUBLIC WORKS**

	2022-23		2023-24		2024-25
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,431,906	1,489,260	1,591,830	1,548,930	1,866,640
OPERATIONS EXPENSE	5,512,447	6,319,320	6,461,396	6,329,116	6,613,510
<b>TOTAL OPERATING EXPENSE</b>	<b>6,944,353</b>	<b>7,808,580</b>	<b>8,053,226</b>	<b>7,878,046</b>	<b>8,480,150</b>
CAPITAL	153,680	250,590	251,490	260,090	279,260
<b>PROGRAM TOTAL</b>	<b>7,098,033</b>	<b>8,059,170</b>	<b>8,304,716</b>	<b>8,138,136</b>	<b>8,759,410</b>

TOTAL FULL-TIME EMPLOYEES	5.70	5.95	5.95	5.95	11.60
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**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENVIRONMENTAL SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-5600-5101	REGULAR SALARIES	92,580	109,220	109,220	111,920	87,490
01-5600-5105	HEALTH & LIFE INSURANCE	12,261	16,200	21,060	23,940	21,600
01-5600-5107	WORKERS' COMPENSATION	1,705	2,070	2,070	2,120	1,710
01-5600-5108	PERS	16,900	18,660	18,660	18,640	7,240
01-5600-5110	MEDICARE	1,413	1,680	1,680	1,720	1,370
01-5600-5111	SICK LEAVE/VACATION BUYBACK	1,524	2,070	2,070	2,960	3,580
	<b>TOTAL PERSONNEL</b>	<b>126,384</b>	<b>149,900</b>	<b>154,760</b>	<b>161,300</b>	<b>122,990</b>
<b>OPERATIONS</b>						
01-5600-6201	CONFERENCE & MEETINGS	764	1,500	1,500	1,500	1,500
01-5600-6215	VEHICLE/CELL ALLOWANCE	2,764	3,640	3,640	3,440	3,200
01-5600-6216	PROFESSIONAL SERVICES	6,164	6,650	6,650	6,650	6,650
01-5600-6227	CONTRACTUAL SERVICES	4,575	7,000	7,000	7,000	8,000
01-5600-6256	EQUIPMENT USAGE	906	1,910	1,910	1,930	1,570
01-5600-6265	COMPUTER USAGE	5,374	11,560	11,560	11,490	9,310
01-5600-6280	ENVIRONMENTAL SERVICES SUPPLIES	1,696	2,000	45,076	45,076	2,000
	<b>TOTAL OPERATIONS</b>	<b>22,243</b>	<b>34,260</b>	<b>77,336</b>	<b>77,086</b>	<b>32,230</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>148,627</b>	<b>184,160</b>	<b>232,096</b>	<b>238,386</b>	<b>155,220</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	1.20	1.20	1.20
WASTE MANAGEMENT ADMINISTRATION FUND (AB939 - \$57,500; RECYCLING REBATE - \$0)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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**

***Management Analyst - 100%***

Under the direction of the Director of Public Works, responsible for administering and coordinating the City's Environmental Services Program including the City's annual storm water permit, solid waste contract, and public outreach. Assists in the development and tracking of the Public Works budget.

5105 - 5111 See Appendix

**OPERATIONS:**

**6201 Conference & Meetings**

Provides for the Management Analyst and the Director of Public Works 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 Management Analyst, 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 Meadow Pass 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 in 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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENGINEERING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-6000-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	12,000
01-6000-6230	PLAN CHECK SERVICES	130,484	48,750	48,750	63,750	56,250
01-6000-6232	PUBLIC WORKS INSPECTION SERVICES	134,518	56,250	56,250	75,000	56,250
02-6000-6216	PROFESSIONAL SERVICES	12,000	49,500	12,000	12,000	12,000
	<b>TOTAL OPERATIONS</b>	<b>289,002</b>	<b>166,500</b>	<b>129,000</b>	<b>162,750</b>	<b>136,500</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>289,002</b>	<b>166,500</b>	<b>129,000</b>	<b>162,750</b>	<b>136,500</b>
FUNDING SOURCE: (01) GENERAL (02) GAS TAX						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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).

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	\$60,000 x 75%	=	\$45,000
01-3250 Grading & Street Permits	\$ 15,000 x 75%	=	<u>\$11,250</u>
	Total:		<u>\$56,250</u>

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

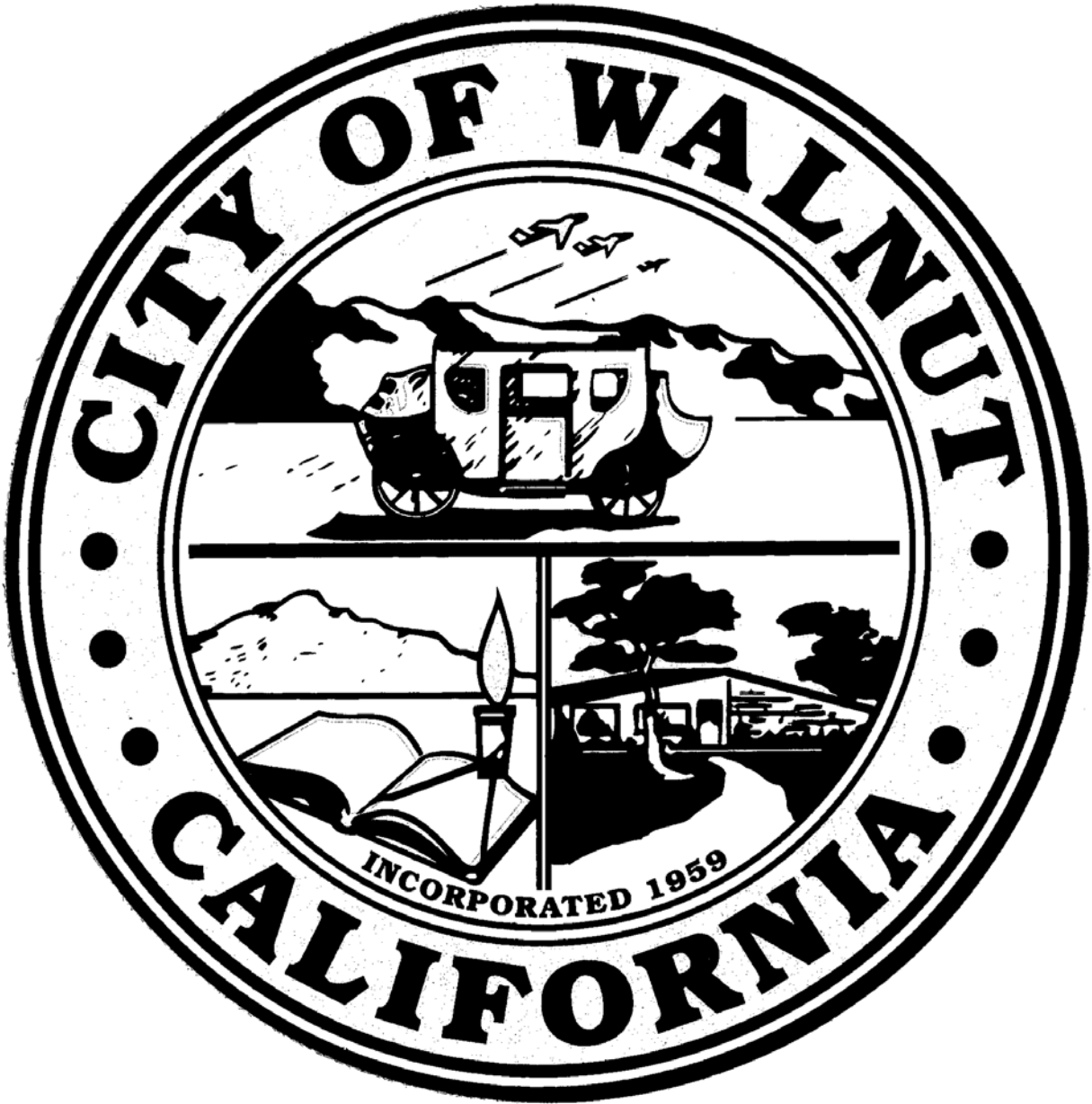
Provides for public works inspection services through the contractual agreement with City Engineer. Inspection services are performed on all proposed public improvements, i.e. streets, sewers, storm drains, traffic signals and controls that are proposed as part of private development. This includes all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

01-3750 PW Inspection Fees	\$75,000 x 75%	=	\$56,250
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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. Additionally, provides for the speed survey to review and update citywide speed limits in accordance with California Vehicle Code during Fiscal Year 2024-25.



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: PUBLIC WORKS ADMIN**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET		
<b>PERSONNEL</b>							
01-6100-5101	REGULAR SALARIES	186,794	191,070	191,070	252,650		
01-6100-5105	HEALTH & LIFE INSURANCE	24,954	25,380	32,670	47,520		
01-6100-5107	WORKERS' COMPENSATION	7,251	12,140	12,140	14,140		
01-6100-5108	PERS	44,596	46,210	46,210	59,590		
01-6100-5110	MEDICARE	3,138	3,080	3,080	4,150		
01-6100-5111	SICK LEAVE/VACATION BUYBACK	21,705	16,060	16,060	22,350		
	<b>TOTAL PERSONNEL</b>	<b>288,439</b>	<b>293,940</b>	<b>301,230</b>	<b>400,400</b>		
<b>OPERATIONS</b>							
01-6100-6208	VEHICLE OPERATIONS	3,026	5,500	5,500	5,500		
01-6100-6215	VEHICLE/CELL ALLOWANCE	1,294	2,480	2,480	780		
01-6100-6239	UNIFORMS	0	300	300	300		
01-6100-6256	EQUIPMENT USAGE	2,648	2,860	2,860	3,290		
01-6100-6265	COMPUTER USAGE	16,522	17,340	17,340	19,540		
	<b>TOTAL OPERATIONS</b>	<b>23,490</b>	<b>28,480</b>	<b>28,480</b>	<b>29,410</b>		
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>311,929</b>	<b>322,420</b>	<b>329,710</b>	<b>429,810</b>		
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.05	1.80	1.80	1.80	2.10

**CITY OF WALNUT**

**ANNUAL BUDGET DETAIL**

**2024-25**

**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**

***Director of Public Works – 60%***

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. Administers the contract with Los Angeles County Public Works. Also, responsible for setting the goals and the preparation of budgets for the division, and oversees supervision of employees. (10% in 01-6206, 30% in 01-9100)

***Community Services Superintendent – 50 %***

Under the direction of the Director of 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. 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. (25% in 01-6206, 25% in 01-9100)

***Maintenance Supervisor – 20%***

Under the direction of the Community Services Superintendent, responsible for the management of the LOSMD. (20% in 01-9100, 60% in 01-9200)

***Foreman - 60%***

Under the direction of the Community Services Superintendent, 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 Director of Public Works, responsible for fielding calls, monitoring resident requests on the City website, and forwarding work order requests to LA County Public Works. (20% in 01-6206, 40% in 01-9001, 20% in 01-9100)

5105-5111 See Appendix

**OPERATIONS:**

**6208 Vehicle Operations**

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

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 Director of Public Works, Community Services Superintendent, and Maintenance Supervisor, which are 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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-6206-5101	REGULAR SALARIES	182,631	187,240	187,240	200,570	208,330	
01-6206-5104	OVERTIME	10,565	5,600	5,600	10,040	9,600	
01-6206-5105	HEALTH & LIFE INSURANCE	29,300	29,390	37,490	40,760	48,960	
01-6206-5107	WORKERS' COMPENSATION	12,040	14,290	14,290	13,430	16,780	
01-6206-5108	PERS	65,232	71,720	71,720	74,580	92,720	
01-6206-5110	MEDICARE	2,981	3,140	3,140	3,570	3,590	
01-6206-5111	SICK LEAVE/VACATION BUYBACK	5,995	16,880	16,880	4,410	21,430	
	<b>TOTAL PERSONNEL</b>	<b>308,745</b>	<b>328,260</b>	<b>336,360</b>	<b>347,360</b>	<b>401,410</b>	
<b>OPERATIONS</b>							
01-6206-6208	VEHICLE OPERATIONS	4,965	11,000	11,000	11,000	11,000	
01-6206-6215	VEHICLE/CELL ALLOWANCE	595	1,200	1,200	510	450	
01-6206-6216	PROFESSIONAL SERVICES	0	5,000	5,000	5,000	5,000	
01-6206-6227	CONTRACTUAL SERVICES	102,115	120,300	120,300	120,300	123,800	
01-6206-6237	VANDALISM	871	1,700	1,700	1,700	1,700	
01-6206-6238	SMALL TOOLS	1,969	2,000	2,000	2,000	4,000	
01-6206-6239	UNIFORMS	830	1,000	1,000	1,000	1,000	
01-6206-6240	RODENT CONTROL	12,960	13,000	13,000	13,000	13,000	
01-6206-6247	EQUIPMENT MAINTENANCE	1,925	1,500	1,500	1,500	3,000	
01-6206-6248	GROUNDS MAINTENANCE	5,721	7,000	7,000	7,000	7,000	
01-6206-6254	COMMUNICATIONS	607	700	700	700	700	
01-6206-6256	EQUIPMENT USAGE	2,775	3,420	3,420	3,450	3,530	
01-6206-6265	COMPUTER USAGE	15,755	20,720	20,720	20,580	20,940	
01-6206-6290	SPECIAL MAINTENANCE PROJECTS	64,997	75,000	75,000	15,000	75,000	
	<b>TOTAL OPERATIONS</b>	<b>216,085</b>	<b>263,540</b>	<b>263,540</b>	<b>202,740</b>	<b>270,120</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>524,830</b>	<b>591,800</b>	<b>599,900</b>	<b>550,100</b>	<b>671,530</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.15	2.15	2.15	2.15	2.25

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

**2024-25**

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

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

**PERSONNEL:**

**5101 Regular Salaries**

***Director of Public Works – 10%***

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. (60% in 01-6100, 30% in 01-9100)

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

Under the direction of the Director of 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. 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 Community Services Superintendent, 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 Community Services Superintendent, 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)

***Lead Worker - 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)



**Lead Worker - 10%**

Under the direction of the Maintenance Supervisor, responsible for general grounds and facility maintenance, and special events support in the parks. (90% in 01-9100)

**Maintenance Worker I - 10%**

Provides for one (1) Maintenance Worker. Under the direction of the Maintenance Supervisor, responsible for general grounds and facility maintenance, and special events support in the parks. (90% in 01-9100)

**Maintenance Worker II - 10%**

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. (90% in 01-9100)

**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)
2023 GMC Canyon	1649996	75% (25% in 01-9101)
2022 GMC Canyon	1608628	10% (90% in 01-9100)
2015 Honda Accord	1462599	10% (30% in 01-6100, 30% in 01-9001, 30% in 01-9100)
2022 GMC Canyon	1640513	10% (90% in 01-9100)
2017 GMC Canyon	1515499	75% (25% in 01-9101)
2002 GMC C3500	1086338	100%

6215 **Vehicle/Cell Allowance**

Provides for a cell phone allowance for the Director of Public Works, Community Services Superintendent, 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.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: WEED ABATEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8700-6227	CONTRACTUAL SERVICES	101,212	100,000	100,000	100,000	100,000
	<b>TOTAL OPERATIONS</b>	<b>101,212</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>101,212</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: PARKS MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9100-5101	REGULAR SALARIES	318,669	317,230	346,590	353,640	405,220
01-9100-5102	REGULAR PART-TIME EMPLOYEES	11,551	11,520	11,520	11,520	13,080
01-9100-5104	OVERTIME	3,271	3,000	3,000	3,000	8,000
01-9100-5105	HEALTH & LIFE INSURANCE	56,071	58,480	88,520	72,180	109,100
01-9100-5107	WORKERS' COMPENSATION	20,167	23,360	25,860	26,340	31,890
01-9100-5108	PERS	87,370	82,060	95,970	87,600	116,460
01-9100-5110	MEDICARE	5,616	5,520	5,950	6,590	6,940
01-9100-5111	SICK LEAVE/VACATION BUYBACK	19,395	16,130	16,130	5,470	21,700
	<b>TOTAL PERSONNEL</b>	<b>522,111</b>	<b>517,300</b>	<b>593,540</b>	<b>566,340</b>	<b>712,390</b>
<b>OPERATIONS</b>						
01-9100-6201	CONFERENCE & MEETINGS	2,224	3,000	3,000	3,000	3,000
01-9100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,690	1,700	1,700	1,700	1,700
01-9100-6208	VEHICLE OPERATIONS	12,058	12,000	12,000	12,000	15,000
01-9100-6213	BUILDING MAINTENANCE/SUPPLIES	13,905	14,000	14,000	14,000	14,000
01-9100-6215	VEHICLE/CELL ALLOWANCE	1,389	2,000	2,000	780	690
01-9100-6221	MACHINERY EQUIPMENT RENTAL	0	500	500	500	500
01-9100-6227	CONTRACTUAL SERVICES	389,310	446,000	446,000	446,000	476,000
01-9100-6237	VANDALISM	1,165	1,500	1,000	1,000	1,000
01-9100-6238	SMALL TOOLS	1,000	1,000	1,500	1,500	3,000
01-9100-6239	UNIFORMS	8,219	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	45,139	36,000	56,000	56,000	58,000
01-9100-6247	EQUIPMENT MAINTENANCE	6,953	5,000	5,000	5,000	5,000
01-9100-6248	GROUND MAINTENANCE	35,021	40,000	80,000	60,000	60,000
01-9100-6250	WATER	185,539	265,650	205,650	225,650	265,560
01-9100-6251	ELECTRICITY	65,353	63,170	63,170	63,170	69,000
01-9100-6252	GAS	2,200	3,000	3,000	3,000	3,000
01-9100-6253	TELEPHONE	13,688	19,000	19,000	19,000	19,000
01-9100-6254	COMMUNICATIONS	11,160	11,400	11,400	11,400	11,400
01-9100-6256	EQUIPMENT USAGE	5,307	6,120	6,120	6,180	7,450
01-9100-6265	COMPUTER USAGE	31,499	37,090	37,090	36,860	44,200
	<b>TOTAL OPERATIONS</b>	<b>840,762</b>	<b>985,630</b>	<b>985,630</b>	<b>984,240</b>	<b>1,075,000</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>1,362,873</b>	<b>1,502,930</b>	<b>1,579,170</b>	<b>1,550,580</b>	<b>1,787,390</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	4.10	3.85	3.85	3.85	4.75

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 105.2 acres.

**PERSONNEL:**

5101 **Regular Salaries**

***Director of 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. (60% in 01-6100, 10% in 01-6206)

***Community Services Superintendent - 25%***

Under the direction of the Director of 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. 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 01-6206)

***Maintenance Supervisor - 40%***

Under the direction of the Community Services Superintendent, 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 Community Services Superintendent, 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 Community Services Superintendent, 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 Community Services Superintendent, 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)

***Lead Worker - 90%***

Provides for one (1) Lead Worker. Under the direction of the Maintenance Supervisor, responsible for general grounds, facility maintenance, and special events support in the parks. (10% in 01-6206)

***Maintenance Worker I - 90%***

Provides for one (1) Maintenance Worker. Under the direction of the Maintenance Supervisor, responsible for general grounds, facility maintenance, and special events support in the parks. (10% in 01-6206)

***Maintenance Worker II - 90%***

Under the direction of the Maintenance Supervisor, responsible for monitoring graffiti, traffic, street signs and shopping carts to ensure areas are maintained to City standards. (10% in 01-6206)

5102 **Regular Part-Time Employees**

***Recreation Specialist - 30%***

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 Public Works Director. (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 Public Works Director 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	1617876	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)
2022 GMC Canyon	1640513	90% (10% in 01-6206)
2022 GMC Canyon	1608628	90% (10% in 01-6206)

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 Supervisor, and Director of Public Works, 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**

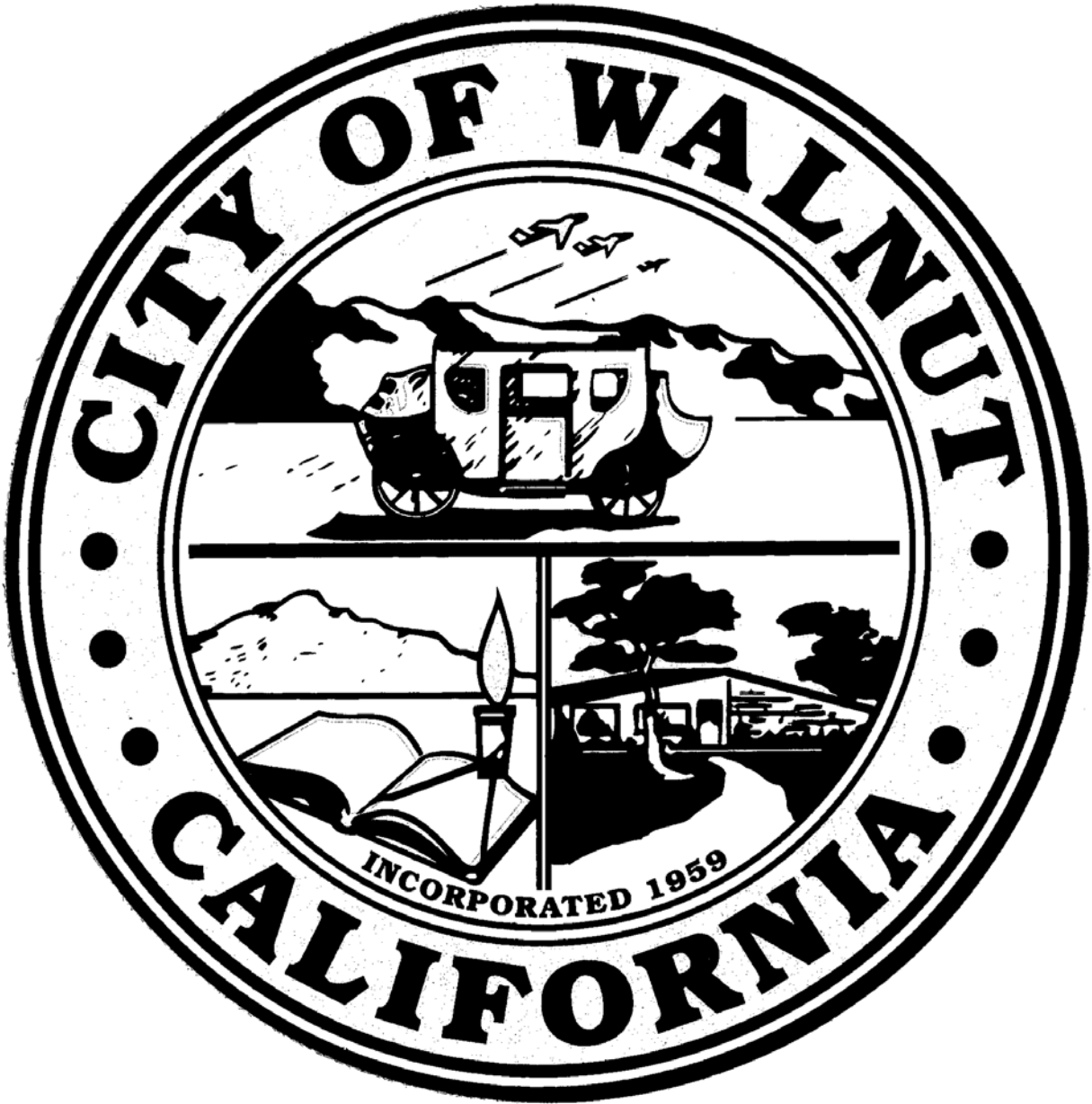
Provides for the purchase of materials for vandalism repairs to grounds and facilities.

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, 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.
- 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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: EQUESTRIAN TRAIL MAINT.**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25	
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>						
01-9101-5101	REGULAR SALARIES	56,932	58,440	58,440	62,500	
01-9101-5105	HEALTH & LIFE INSURANCE	9,450	9,450	12,290	15,120	
01-9101-5107	WORKERS' COMPENSATION	4,706	4,980	4,980	5,480	
01-9101-5108	PERS	18,013	19,090	19,090	24,380	
01-9101-5110	MEDICARE	877	950	950	1,020	
01-9101-5111	SICK LEAVE/VACATION BUY BACK	247	2,770	2,770	4,010	
	<b>TOTAL PERSONNEL</b>	<b>90,225</b>	<b>95,680</b>	<b>98,520</b>	<b>112,510</b>	
<b>OPERATIONS</b>						
01-9101-6208	VEHICLE OPERATIONS	1,964	3,000	3,000	4,000	
01-9101-6215	VEHICLE/CELL ALLOWANCE	140	160	160	120	
01-9101-6227	CONTRACTUAL SERVICES	28,613	32,400	32,400	58,400	
01-9101-6248	GROUND MAINTENANCE	8,078	8,000	8,000	8,000	
01-9101-6256	EQUIPMENT USAGE	906	1,110	1,110	1,100	
01-9101-6265	COMPUTER USAGE	5,374	6,740	6,740	6,510	
	<b>TOTAL OPERATIONS</b>	<b>45,075</b>	<b>51,410</b>	<b>51,410</b>	<b>78,130</b>	
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>135,300</b>	<b>147,090</b>	<b>149,930</b>	<b>190,640</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70

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

**2024-25**

**EQUESTRIAN TRAIL MAINTENANCE (9101)**

The Public Works 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 Superintendent, 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 Community Services Superintendent, responsible for the maintenance of equestrian trails. (25% in 01-6206, 50% in 01-9100)

***Lead Worker - 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:

2017 GMC Canyon	1515499	25% (75% in 01-6206)
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)
2023 GMC Canyon	1649996	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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: BUILDING MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9200-5101	REGULAR SALARIES	65,327	72,850	72,850	74,210	75,970
01-9200-5104	OVERTIME	2,628	5,000	5,000	5,000	5,000
01-9200-5105	HEALTH & LIFE INSURANCE	10,140	10,800	14,040	11,840	17,280
01-9200-5107	WORKERS' COMPENSATION	5,544	6,460	6,460	6,370	7,100
01-9200-5108	PERS	5,325	6,130	6,130	5,780	6,280
01-9200-5110	MEDICARE	1,186	1,250	1,250	1,230	1,380
01-9200-5111	SICK LEAVE/VACATION BUYBACK	5,853	1,690	1,690	1,080	3,930
	<b>TOTAL PERSONNEL</b>	<b>96,003</b>	<b>104,180</b>	<b>107,420</b>	<b>105,510</b>	<b>116,940</b>
<b>OPERATIONS</b>						
01-9200-6208	VEHICLE OPERATIONS	2,671	3,500	3,500	3,500	5,000
01-9200-6213	BUILDING MAINTENANCE/SUPPLIES	23,991	27,000	27,000	27,000	29,000
01-9200-6215	VEHICLE/CELL ALLOWANCE	414	1,920	1,920	410	360
01-9200-6246	BUILDING MAINTENANCE	332,446	370,500	370,500	370,500	400,000
01-9200-6256	EQUIPMENT USAGE	1,032	1,270	1,270	1,280	1,250
01-9200-6265	COMPUTER USAGE	6,142	7,710	7,710	7,660	7,440
01-9200-6290	SPECIAL MAINTENANCE PROJECTS	5,053	30,000	30,000	30,000	30,000
	<b>TOTAL OPERATIONS</b>	<b>371,750</b>	<b>441,900</b>	<b>441,900</b>	<b>440,350</b>	<b>473,050</b>
<b>CAPITAL</b>						
01-9200-8402	MACHINERY & EQUIPMENT	9,855	10,000	10,000	10,000	10,000
	<b>TOTAL CAPITAL</b>	<b>9,855</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>477,608</b>	<b>556,080</b>	<b>559,320</b>	<b>555,860</b>	<b>599,990</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.80	0.80	0.80	0.80

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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 Community Services Superintendent, responsible for the inspection of City buildings and monitors the contracts related to maintenance of City buildings. (20% in 01-6100, 20% in 01-9100)

***Foreman - 20%***

Under the direction of the Community Services Superintendent, 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

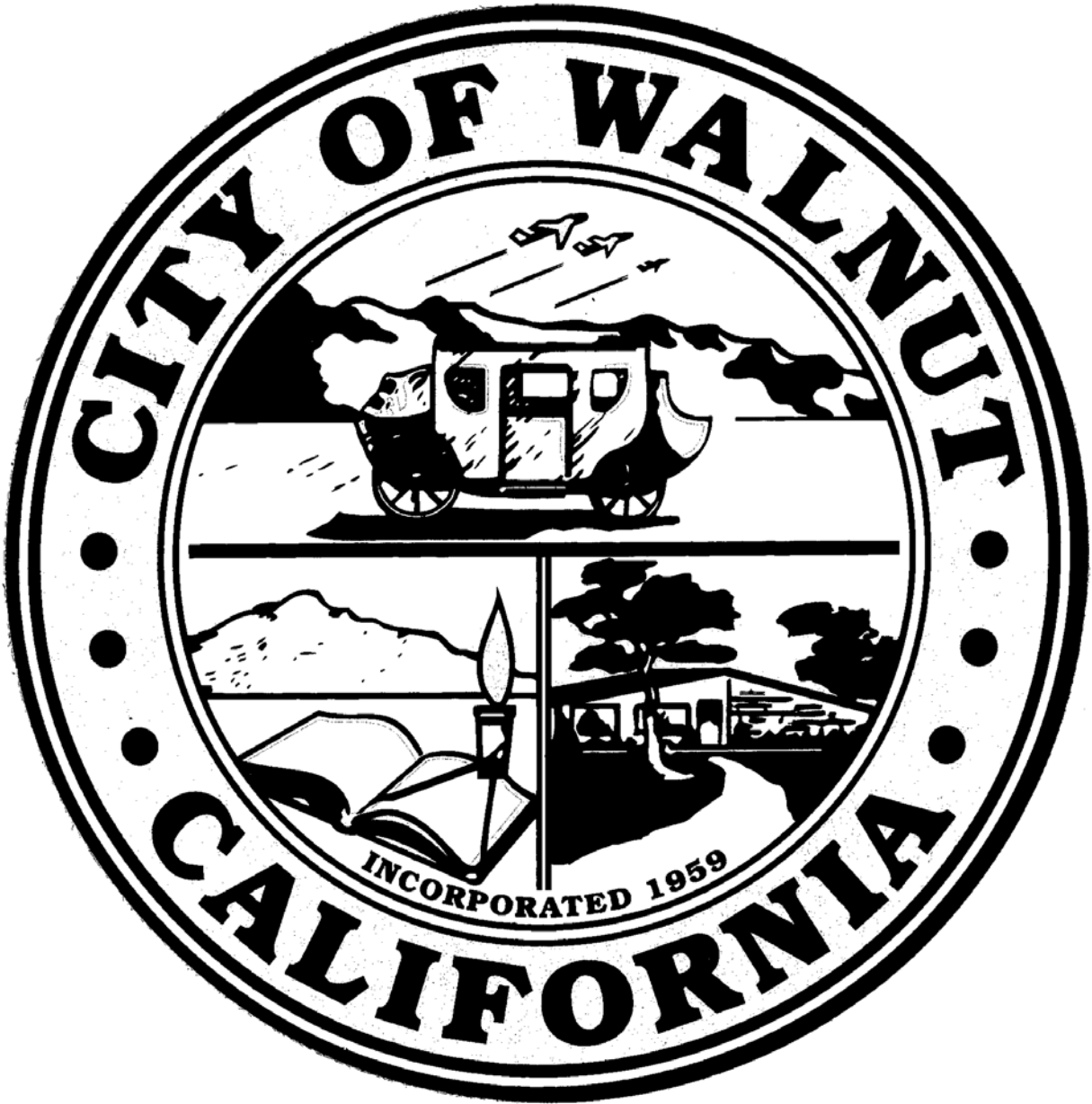
6290 **Special Maintenance Projects**

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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
02-6102-6216	PROFESSIONAL SERVICES	4,164	4,500	4,650	4,500	4,500
02-6102-6244	STREET LIGHT MAINTENANCE	108,665	100,000	100,000	120,000	120,000
02-6102-6245	GENERAL MAINTENANCE	19,849	50,000	49,850	50,000	50,000
	<b>TOTAL OPERATIONS</b>	<b>132,678</b>	<b>154,500</b>	<b>154,500</b>	<b>174,500</b>	<b>174,500</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>132,678</b>	<b>154,500</b>	<b>154,500</b>	<b>174,500</b>	<b>174,500</b>
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
02-6206-6227	CONTRACTUAL SERVICES	268,715	281,500	281,500	281,500 289,500
02-6206-6243	TREE MAINTENANCE	78,230	90,000	177,500	90,000 100,000
02-6206-6250	WATER	34,499	39,700	39,700	39,700 43,700
02-6206-6251	ELECTRICITY	28,476	38,220	38,220	38,220 40,000
02-6206-6290	SPECIAL MAINTENANCE PROJECTS	42,971	50,000	50,000	50,000 50,000
	<b>TOTAL OPERATIONS</b>	<b>452,892</b>	<b>499,420</b>	<b>586,920</b>	<b>499,420 523,200</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>452,892</b>	<b>499,420</b>	<b>586,920</b>	<b>499,420 523,200</b>
FUNDING SOURCE: GAS TAX					

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: TRAFFIC ENGINEERING**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
02-6215-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	12,000
	<b>TOTAL OPERATIONS</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
FUNDING SOURCE: GAS TAX						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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.



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: AIR QUALITY MANAGEMENT**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
09-5420-6227	CONTRACTUAL SERVICES - BUS PASS SUBSIDY	272	8,000	8,000	8,000
09-5425-6227	CONTRACTUAL SERVICES - EZ PASS SUBSIDY	0	1,000	1,000	1,000
09-5610-6227	CONTRACTUAL SERVICES	32,000	32,000	32,000	32,000
	<b>TOTAL OPERATIONS</b>	<b>32,272</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>32,272</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>
FUNDING SOURCE: AIR QUALITY MANAGEMENT (\$37,300)					

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

**2024-25**

**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 a 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 (\$85,350) and 09-5610-6227 (\$32,000)).

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

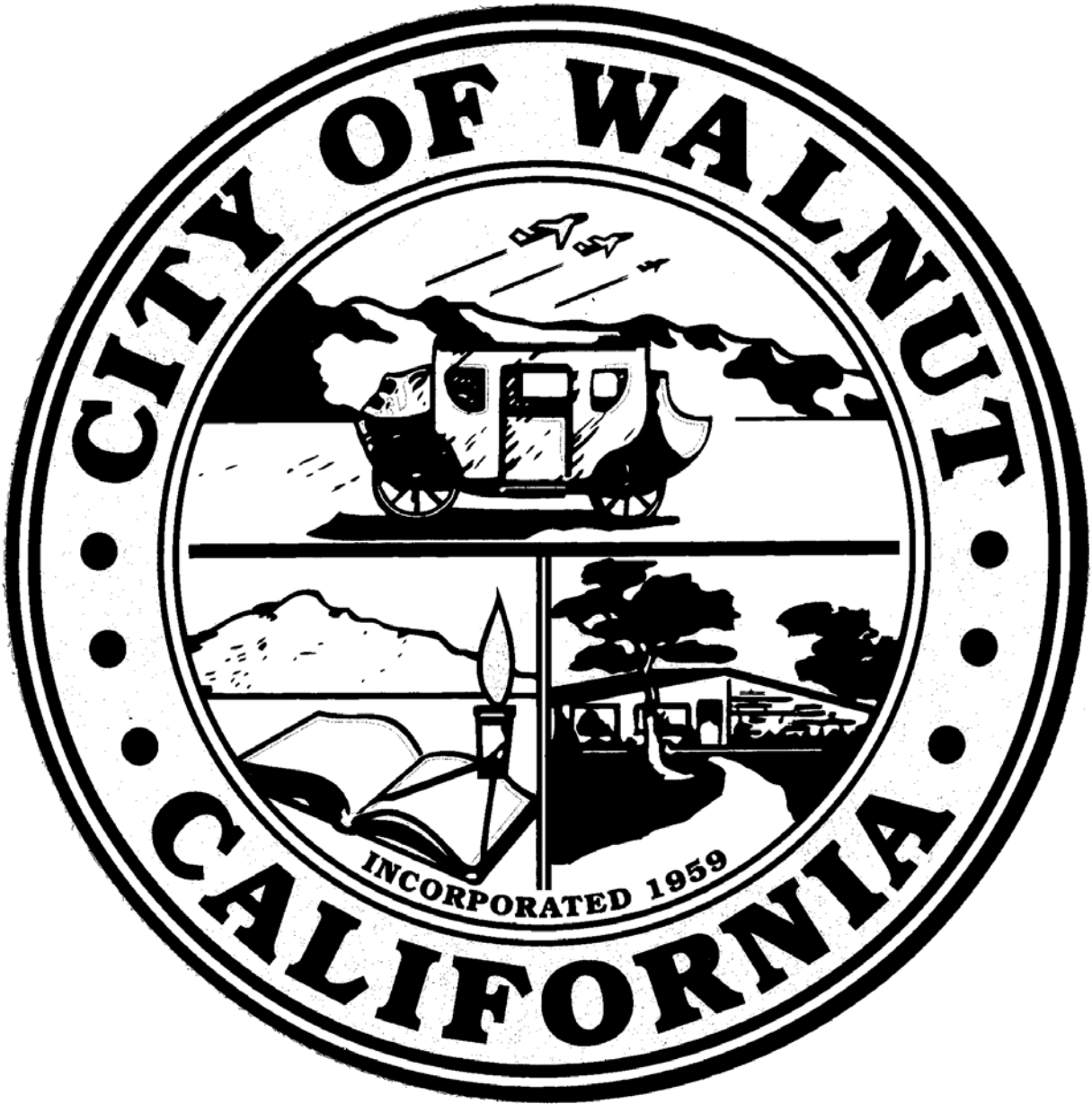
APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-7100-6227	CONTRACTUAL SERVICES	10,164	10,500	10,500	10,800
01-7100-6240	RODENT CONTROL	1,200	1,200	1,200	1,200
01-7100-6243	TREE MAINTENANCE	8,696	8,760	8,760	9,200
01-7100-6250	WATER	6,588	8,510	8,510	9,360
01-7100-6251	ELECTRICITY	124	620	620	620
	<b>TOTAL OPERATIONS</b>	<b>26,771</b>	<b>29,590</b>	<b>29,590</b>	<b>31,180</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>26,771</b>	<b>29,590</b>	<b>29,590</b>	<b>31,180</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7100-6216	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	1,000
19-7100-6227	CONTRACTUAL SERVICES	25,263	26,030	26,030	26,030	27,000
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	12,050	12,060	12,060	12,060	12,700
19-7100-6244	STREET LIGHT MAINTENANCE	11,596	9,330	12,430	9,330	9,330
19-7100-6250	WATER	13,999	16,600	15,600	16,600	18,260
19-7100-6251	ELECTRICITY	230	1,150	1,150	1,150	4,500
	<b>TOTAL OPERATIONS</b>	<b>66,333</b>	<b>68,470</b>	<b>70,570</b>	<b>68,470</b>	<b>75,090</b>
	<b>CAPITAL</b>					
19-7100-8405	LANDSCAPE IMPROVEMENTS	0	3,500	2,500	3,500	1,000
19-7100-8406	IRRIGATION IMPROVEMENTS	501	2,500	1,400	2,500	1,500
	<b>TOTAL CAPITAL</b>	<b>501</b>	<b>6,000</b>	<b>3,900</b>	<b>6,000</b>	<b>2,500</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>66,834</b>	<b>74,470</b>	<b>74,470</b>	<b>74,470</b>	<b>77,590</b>
FUNDING SOURCE:						
ASSESSMENT (\$52,750)						
GENERAL (\$24,840)						
ACREAGE: 9.90						



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7200-6216	PROFESSIONAL SERVICES	1,340	1,340	1,340	1,340	1,340
19-7200-6227	CONTRACTUAL SERVICES	51,196	55,800	55,800	55,800	57,500
19-7200-6237	VANDALISM	0	310	310	310	310
19-7200-6240	RODENT CONTROL	5,400	5,400	5,400	5,400	5,400
19-7200-6243	TREE MAINTENANCE	19,499	20,480	40,480	20,480	21,450
19-7200-6244	STREET LIGHT MAINTENANCE	15,446	10,790	19,790	10,790	10,900
19-7200-6250	WATER	30,091	40,000	34,000	40,000	40,000
19-7200-6251	ELECTRICITY	557	2,730	2,730	2,730	8,690
	<b>TOTAL OPERATIONS</b>	<b>123,529</b>	<b>136,850</b>	<b>159,850</b>	<b>136,850</b>	<b>145,590</b>
	<b>CAPITAL</b>					
19-7200-8405	LANDSCAPE IMPROVEMENTS	233	3,690	690	3,690	1,000
19-7200-8406	IRRIGATION IMPROVEMENTS	0	150	150	150	150
	<b>TOTAL CAPITAL</b>	<b>233</b>	<b>3,840</b>	<b>840</b>	<b>3,840</b>	<b>1,150</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>123,762</b>	<b>140,690</b>	<b>160,690</b>	<b>140,690</b>	<b>146,740</b>
FUNDING SOURCE:						
ASSESSMENT (\$104,710)						
GENERAL (\$42,030)						
ACREAGE: 17.00						



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-7300-6227	CONTRACTUAL SERVICES	6,088	6,300	6,300	6,300	6,470
01-7300-6240	RODENT CONTROL	1,300	1,300	1,300	1,300	1,300
01-7300-6243	TREE MAINTENANCE	7,229	7,590	7,590	7,590	8,350
01-7300-6250	WATER	9,985	12,770	12,770	12,770	13,400
01-7300-6251	ELECTRICITY	158	880	880	880	880
	<b>TOTAL OPERATIONS</b>	<b>24,760</b>	<b>28,840</b>	<b>28,840</b>	<b>28,840</b>	<b>30,400</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>24,760</b>	<b>28,840</b>	<b>28,840</b>	<b>28,840</b>	<b>30,400</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7300-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500	1,500
19-7300-6227	CONTRACTUAL SERVICES	61,627	63,500	63,500	63,500	65,400
19-7300-6237	VANDALISM	0	150	150	150	150
19-7300-6240	RODENT CONTROL	7,700	7,700	7,710	7,710	7,710
19-7300-6243	TREE MAINTENANCE	44,996	47,250	54,650	47,250	51,980
19-7300-6250	WATER	57,174	72,220	66,810	72,210	72,220
19-7300-6251	ELECTRICITY	1,158	6,550	6,550	6,550	6,550
	<b>TOTAL OPERATIONS</b>	<b>174,156</b>	<b>198,870</b>	<b>200,870</b>	<b>198,870</b>	<b>205,510</b>
	<b>CAPITAL</b>					
19-7300-8405	LANDSCAPE IMPROVEMENTS	637	1,000	1,000	1,000	1,000
19-7300-8406	IRRIGATION IMPROVEMENTS	1,063	2,500	500	2,500	2,500
	<b>TOTAL CAPITAL</b>	<b>1,700</b>	<b>3,500</b>	<b>1,500</b>	<b>3,500</b>	<b>3,500</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>175,856</b>	<b>202,370</b>	<b>202,370</b>	<b>202,370</b>	<b>209,010</b>
FUNDING SOURCE: ASSESSMENT (\$147,900) GENERAL (\$61,110) ACREAGE: 29.88						

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-7400-6227	CONTRACTUAL SERVICES	76,521	82,540	82,540	82,540
01-7400-6240	RODENT CONTROL	3,480	3,480	3,480	3,450
01-7400-6243	TREE MAINTENANCE	12,141	14,200	14,200	15,620
01-7400-6250	WATER	29,566	52,920	52,920	54,000
01-7400-6251	ELECTRICITY	1,765	5,850	5,850	5,850
	<b>TOTAL OPERATIONS</b>	<b>123,474</b>	<b>158,990</b>	<b>158,990</b>	<b>161,460</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>123,474</b>	<b>158,990</b>	<b>158,990</b>	<b>161,460</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS</b>						
19-7400-6216	PROFESSIONAL SERVICES	6,990	6,990	6,990	6,990	6,990
19-7400-6227	CONTRACTUAL SERVICES	269,061	272,170	272,170	272,170	279,430
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	54,963	60,900	60,900	60,900	66,990
19-7400-6244	STREET LIGHT MAINTENANCE	91,596	80,780	97,780	80,780	80,780
19-7400-6250	WATER	203,750	249,300	232,300	249,300	250,000
19-7400-6251	ELECTRICITY	4,119	11,400	11,400	11,400	22,000
	<b>TOTAL OPERATIONS</b>	<b>651,215</b>	<b>702,590</b>	<b>702,590</b>	<b>702,590</b>	<b>727,240</b>
<b>CAPITAL</b>						
19-7400-8405	LANDSCAPE IMPROVEMENTS	1,732	8,000	8,000	8,000	8,000
19-7400-8406	IRRIGATION IMPROVEMENTS	3,437	10,000	10,000	10,000	10,000
	<b>TOTAL CAPITAL</b>	<b>5,169</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>656,384</b>	<b>720,590</b>	<b>720,590</b>	<b>720,590</b>	<b>745,240</b>
FUNDING SOURCE:						
ASSESSMENT (\$574,110)						
GENERAL (\$171,130)						
ACREAGE: 94.86						



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7500-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7500-6227	CONTRACTUAL SERVICES	140,979	145,210	145,210	145,210	149,570
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	18,444	19,950	19,950	19,950	20,950
19-7500-6244	STREET LIGHT MAINTENANCE	19,695	17,840	17,840	17,840	17,840
19-7500-6250	WATER	57,586	73,870	73,870	73,870	81,000
19-7500-6251	ELECTRICITY	4,025	9,000	9,000	9,000	9,000
	<b>TOTAL OPERATIONS</b>	<b>249,911</b>	<b>275,260</b>	<b>275,260</b>	<b>275,260</b>	<b>287,750</b>
	<b>CAPITAL</b>					
19-7500-8405	LANDSCAPE IMPROVEMENTS	3,098	6,410	6,410	6,410	6,000
19-7500-8406	IRRIGATION IMPROVEMENTS	0	700	700	700	700
	<b>TOTAL CAPITAL</b>	<b>3,098</b>	<b>7,110</b>	<b>7,110</b>	<b>7,110</b>	<b>6,700</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>253,009</b>	<b>282,370</b>	<b>282,370</b>	<b>282,370</b>	<b>294,450</b>
FUNDING SOURCE:						
ASSESSMENT (\$205,900)						
GENERAL (\$88,550)						
ACREAGE: 47.37						

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-7600-6227	CONTRACTUAL SERVICES	23,819	28,820	28,820	28,820
01-7600-6240	RODENT CONTROL	600	610	610	610
01-7600-6243	TREE MAINTENANCE	3,640	3,980	3,980	4,180
01-7600-6250	WATER	12,117	15,710	15,710	16,500
01-7600-6251	ELECTRICITY	12,537	12,500	12,500	13,750
	<b>TOTAL OPERATIONS</b>	<b>52,711</b>	<b>61,620</b>	<b>61,620</b>	<b>63,860</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>52,711</b>	<b>61,620</b>	<b>61,620</b>	<b>63,860</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7600-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7600-6227	CONTRACTUAL SERVICES	90,795	93,520	93,520	93,520	96,330
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	32,630	36,380	37,380	36,380	38,200
19-7600-6244	STREET LIGHT MAINTENANCE	56,286	36,800	54,800	36,800	36,800
19-7600-6250	WATER	59,157	75,480	57,480	75,480	70,000
19-7600-6251	ELECTRICITY	19,608	28,500	28,500	28,500	46,000
	<b>TOTAL OPERATIONS</b>	<b>262,690</b>	<b>275,000</b>	<b>276,000</b>	<b>275,000</b>	<b>291,650</b>
	<b>CAPITAL</b>					
19-7600-8405	LANDSCAPE IMPROVEMENTS	1,680	2,000	2,000	2,000	2,000
19-7600-8406	IRRIGATION IMPROVEMENTS	699	1,900	900	1,900	1,900
	<b>TOTAL CAPITAL</b>	<b>2,379</b>	<b>3,900</b>	<b>2,900</b>	<b>3,900</b>	<b>3,900</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>265,069</b>	<b>278,900</b>	<b>278,900</b>	<b>278,900</b>	<b>295,550</b>
FUNDING SOURCE: ASSESSMENT (\$240,160) GENERAL (\$55,390) ACREAGE: 29.21						



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

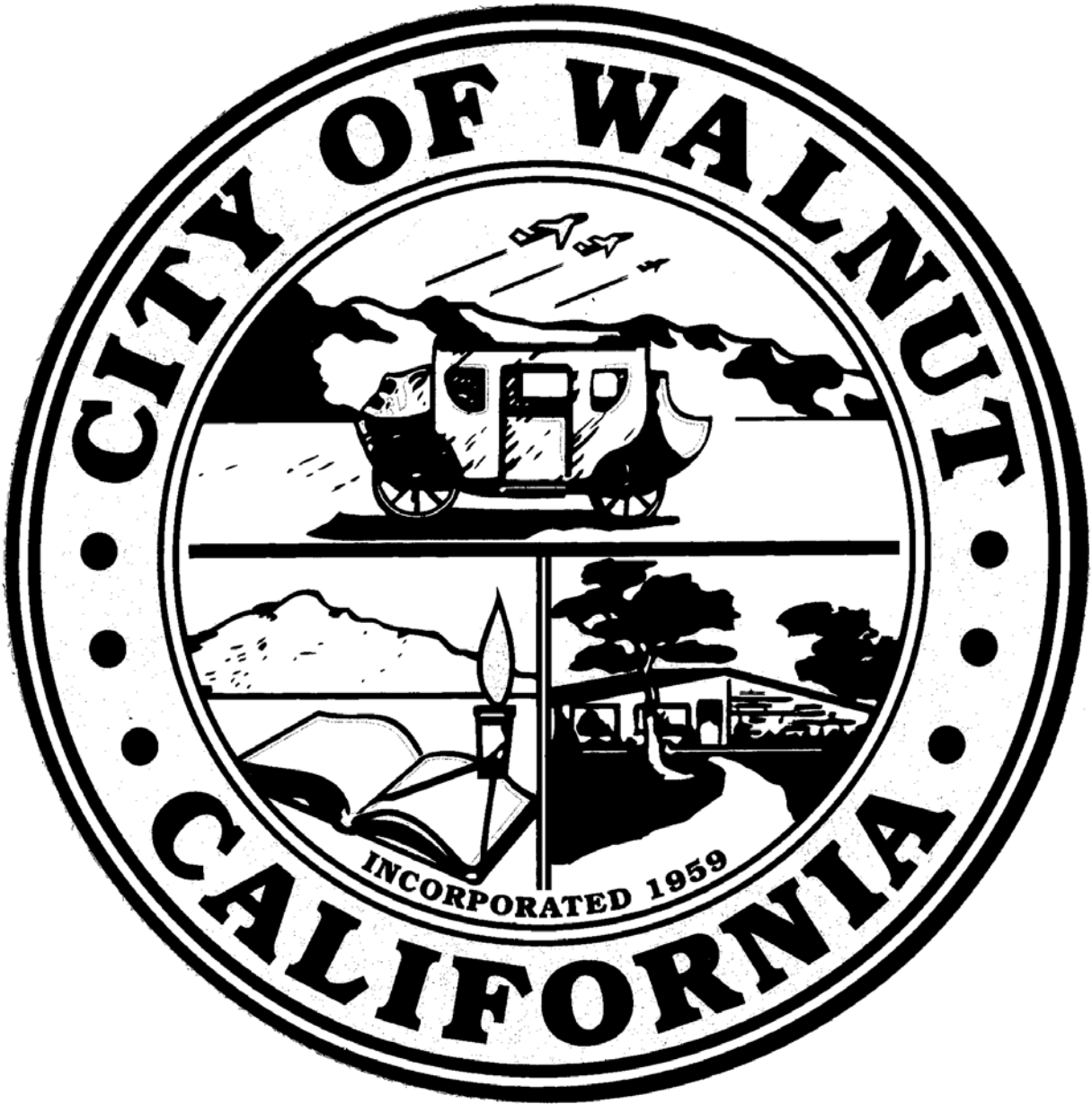
APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-7700-6227	CONTRACTUAL SERVICES	24,785	25,070	25,070	26,300
01-7700-6240	RODENT CONTROL	1,248	1,250	1,250	1,250
01-7700-6243	TREE MAINTENANCE	9,774	12,810	12,810	13,450
01-7700-6250	WATER	10,766	18,830	18,830	18,830
01-7700-6251	ELECTRICITY	312	1,720	1,720	1,720
	<b>TOTAL OPERATIONS</b>	<b>46,885</b>	<b>59,680</b>	<b>59,680</b>	<b>61,550</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>46,885</b>	<b>59,680</b>	<b>59,680</b>	<b>61,550</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7700-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500	1,500
19-7700-6227	CONTRACTUAL SERVICES	69,159	71,240	71,240	71,240	73,380
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	24,181	34,440	34,440	34,440	36,100
19-7700-6244	STREET LIGHT MAINTENANCE	16,887	13,970	18,070	13,970	13,970
19-7700-6250	WATER	43,064	48,850	40,750	48,350	53,200
19-7700-6251	ELECTRICITY	431	4,740	4,740	4,740	5,500
	<b>TOTAL OPERATIONS</b>	<b>158,810</b>	<b>178,430</b>	<b>174,430</b>	<b>177,930</b>	<b>187,340</b>
	<b>CAPITAL</b>					
19-7700-8405	LANDSCAPE IMPROVEMENTS	1,692	2,400	6,400	2,900	2,900
19-7700-8406	IRRIGATION IMPROVEMENTS	1,336	2,000	2,000	2,000	2,000
	<b>TOTAL CAPITAL</b>	<b>3,028</b>	<b>4,400</b>	<b>8,400</b>	<b>4,900</b>	<b>4,900</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>161,839</b>	<b>182,830</b>	<b>182,830</b>	<b>182,830</b>	<b>192,240</b>
FUNDING SOURCE:						
ASSESSMENT (\$158,610)						
GENERAL (\$33,630)						
ACREAGE: 25.39						



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7800-6216	PROFESSIONAL SERVICES	2,270	2,270	2,270	2,270	2,270
19-7800-6227	CONTRACTUAL SERVICES	108,595	111,940	109,940	111,940	116,000
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	25,796	26,000	32,000	26,000	27,300
19-7800-6244	STREET LIGHT MAINTENANCE	10,211	11,520	11,520	11,520	11,520
19-7800-6250	WATER	94,632	136,500	123,500	123,500	129,700
19-7800-6251	ELECTRICITY	1,888	7,140	7,140	7,140	7,140
	<b>TOTAL OPERATIONS</b>	<b>249,463</b>	<b>301,860</b>	<b>292,860</b>	<b>288,860</b>	<b>300,420</b>
	<b>CAPITAL</b>					
19-7800-8405	LANDSCAPE IMPROVEMENTS	4,740	4,000	2,000	4,000	4,000
19-7800-8406	IRRIGATION IMPROVEMENTS	3,534	6,000	17,000	19,000	15,000
	<b>TOTAL CAPITAL</b>	<b>8,273</b>	<b>10,000</b>	<b>19,000</b>	<b>23,000</b>	<b>19,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>257,737</b>	<b>311,860</b>	<b>311,860</b>	<b>311,860</b>	<b>319,420</b>
FUNDING SOURCE:						
ASSESSMENT (\$226,180)						
GENERAL (\$93,240)						
ACREAGE: 20.25						

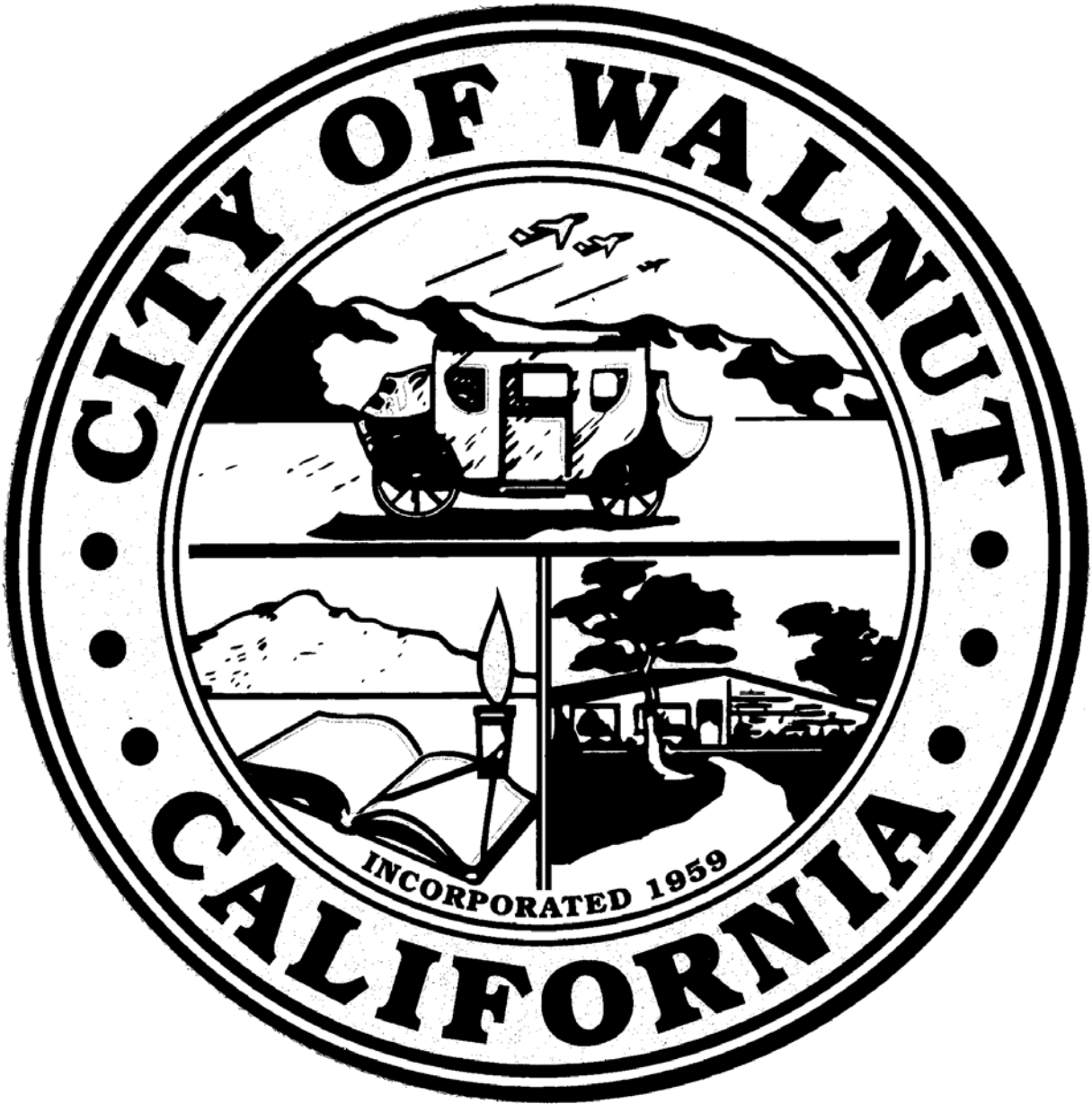


**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
18-7900-6216	PROFESSIONAL SERVICES	1,570	1,570	1,570	1,570	1,570
18-7900-6227	CONTRACTUAL SERVICES	466,587	443,670	453,670	443,670	460,000
18-7900-6237	VANDALISM	1,292	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	28,593	28,600	35,600	28,600	30,000
18-7900-6244	STREET LIGHT MAINTENANCE	13,590	10,450	16,450	10,450	10,710
18-7900-6250	WATER	76,113	124,950	111,950	124,950	131,200
18-7900-6251	ELECTRICITY	30,968	53,550	47,550	53,550	53,290
	<b>TOTAL OPERATIONS</b>	<b>640,914</b>	<b>712,490</b>	<b>716,490</b>	<b>712,490</b>	<b>736,470</b>
	<b>CAPITAL</b>					
18-7900-8405	LANDSCAPE IMPROVEMENTS	1,925	1,500	11,500	1,500	1,500
18-7900-8406	IRRIGATION IMPROVEMENTS	16,455	75,000	61,000	75,000	75,000
	<b>TOTAL CAPITAL</b>	<b>18,380</b>	<b>76,500</b>	<b>72,500</b>	<b>76,500</b>	<b>76,500</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>659,294</b>	<b>788,990</b>	<b>788,990</b>	<b>788,990</b>	<b>812,970</b>
FUNDING SOURCE:						
ASSESSMENT (\$757,180)						
ACREAGE: 93.5						



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7911-6216	PROFESSIONAL SERVICES	620	620	620	620	620
19-7911-6227	CONTRACTUAL SERVICES	0	400	0	400	700
19-7911-6244	STREET LIGHT MAINTENANCE	936	600	1,000	600	600
	<b>TOTAL OPERATIONS</b>	<b>1,556</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>	<b>1,920</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>1,556</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>	<b>1,920</b>
FUNDING SOURCE: ASSESSMENT (\$1,220) GENERAL (\$700) ACREAGE: NONE						





**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: LOSMD - ZONE 12**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
19-7912-6216	PROFESSIONAL SERVICES	720	720	720	720	720
19-7912-6227	CONTRACTUAL SERVICES	10,005	10,310	10,310	10,310	10,620
19-7912-6237	VANDALISM	0	100	100	100	100
19-7912-6240	RODENT CONTROL	1,392	1,400	1,400	1,400	1,400
19-7912-6243	TREE MAINTENANCE	0	3,150	3,150	3,150	3,150
19-7912-6244	STREET LIGHT MAINTENANCE	1,803	2,120	2,120	2,120	2,120
19-7912-6250	WATER	4,739	6,730	6,730	6,730	6,730
19-7912-6251	ELECTRICITY	202	990	990	990	1,100
	<b>TOTAL OPERATIONS</b>	<b>18,861</b>	<b>25,520</b>	<b>25,520</b>	<b>25,520</b>	<b>25,940</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>18,861</b>	<b>25,520</b>	<b>25,520</b>	<b>25,520</b>	<b>25,940</b>
FUNDING SOURCE:						
ASSESSMENT (\$16,840)						
GENERAL (\$9,100)						
ACREAGE: 1.41						

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>				
25-9100-8402	MACHINERY & EQUIPMENT	95,077	100,000	100,000	120,000
	<b>TOTAL CAPITAL</b>	<b>95,077</b>	<b>100,000</b>	<b>100,000</b>	<b>120,000</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>95,077</b>	<b>100,000</b>	<b>100,000</b>	<b>120,000</b>
FUNDING SOURCE: CAPITAL EQUIPMENT					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**

**CAPITAL EQUIPMENT PURCHASE & REPLACEMENT (FUND 25-9100)**

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:**

**8402 Machinery & Equipment**

Provides for the purchase of two (2) City vehicles and one (1) pressure washer for the Maintenance Department.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: PARK GRANTS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
28-9696-6246	SR. CTR: BUILDING MAINTENANCE	5,657	25,000	25,000	25,000	25,000
	<b>TOTAL OPERATIONS</b>	<b>5,657</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>5,657</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
FUNDING SOURCE: MEASURE "A" (M&S) (\$25,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**PARK GRANTS (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:**

6246 **Building Maintenance**  
Provides for a portion of maintenance costs at the Senior Center facility.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENVIRONMENTAL SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
29-5600-6216	PROFESSIONAL SERVICES	68,820	175,000	204,900	204,900	175,000
29-5600-6227	CONTRACTUAL SERVICES	26,469	40,000	40,000	40,000	50,000
	<b>TOTAL OPERATIONS</b>	<b>95,289</b>	<b>215,000</b>	<b>244,900</b>	<b>244,900</b>	<b>225,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>95,289</b>	<b>215,000</b>	<b>244,900</b>	<b>244,900</b>	<b>225,000</b>
FUNDING SOURCE: MEASURE W (\$225,000)						

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

**2024-25**

**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, conservation programs, and information for the community, City Council, and City staff.

**OPERATIONS:**

**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)

**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: RECYCLING GRANT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL</b>					
33-5605-8410	IMPROVEMENTS OTHER THAN BLDGS	5,985	7,340	7,340	3,340	13,110
	<b>TOTAL CAPITAL</b>	<b>5,985</b>	<b>7,340</b>	<b>7,340</b>	<b>3,340</b>	<b>13,110</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>5,985</b>	<b>7,340</b>	<b>7,340</b>	<b>3,340</b>	<b>13,110</b>
FUNDING SOURCE: GENERAL RECYCLING GRANT (\$13,110)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: PARKS MAINTENANCE**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
37-9100-6290	SPECIAL MAINTENANCE PROJECTS	0	85,000	85,000	85,000	85,000
	<b>TOTAL OPERATIONS</b>	0	85,000	85,000	85,000	85,000
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	85,000	85,000	85,000	85,000
FUNDING SOURCE: MEASURE A (CATEGORY 1) (\$85,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 105.2 acres. Funding for the projects listed below is provided by grants through Measure A Category 1.

**OPERATIONS:**

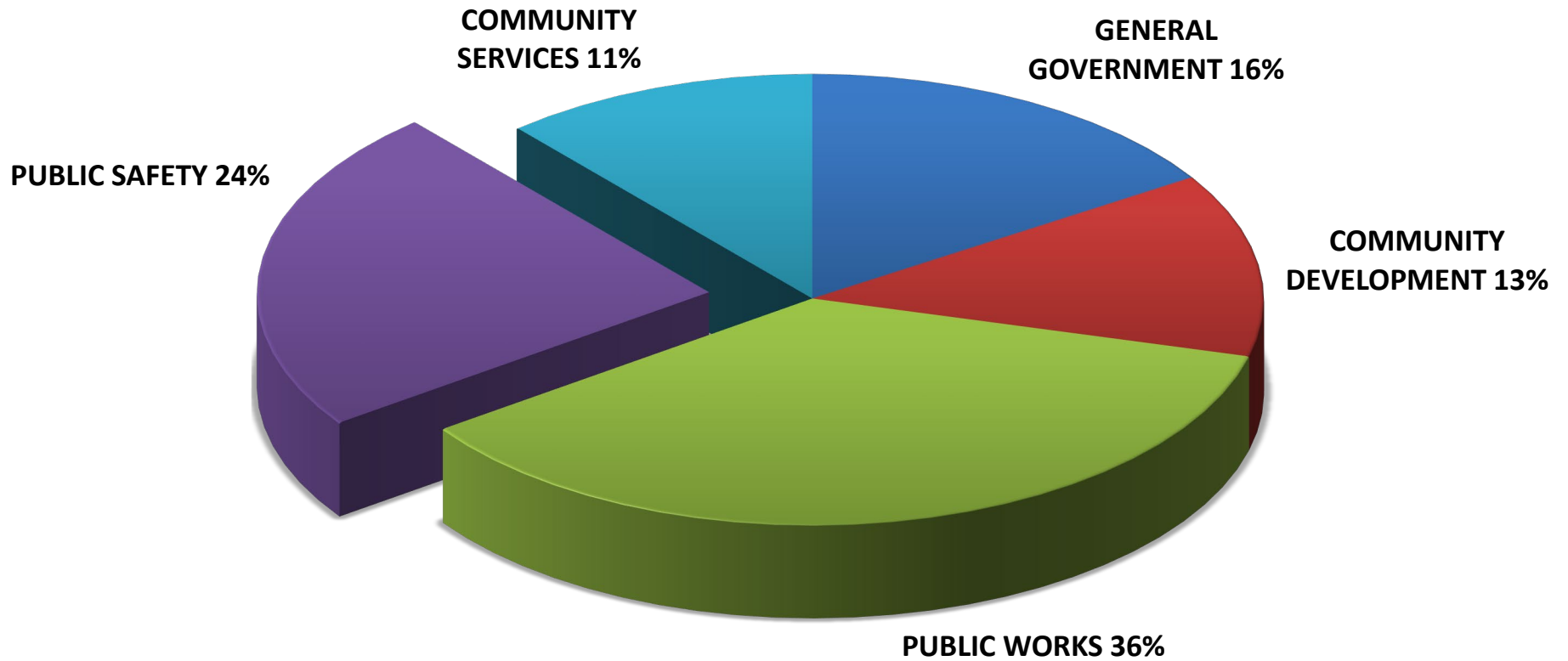
6290 **Special Maintenance Projects**

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).



# **Public Safety**

# PUBLIC SAFETY FISCAL YEAR 2024-25



**Total Public Safety Budget  
\$5,695,480**

## CITY OF WALNUT

### PUBLIC SAFETY

#### PROGRAM GOALS & PERFORMANCE MEASURES

The Public Safety Program 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 2024-25**, the Public Safety Program will work to achieve the following goals:

1. Continue to maintain the functionality of primary and backup EOC sites.
2. Continue to maintain and update the inventory system established for the City's Emergency Operations supplies.
3. Conduct annual training for key City staff in appropriate areas of EOC activation using the Walnut EOC Activation Guide created by staff.
4. 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 meeting(s) with the Sheriff's Department and the Fire Department to discuss public safety matters as well as to identify ways to incorporate innovative crime prevention tactics.
5. Utilize the Walnut app, website, and social media sites to inform residents of public safety matters and provide emergency preparedness information to the community.
6. Continue to provide updated EOC training to City staff to maintain the City's level of readiness.

**In 2023-24**, the Public Safety Program worked to achieve the following goals:

1. Maintain functionality of primary and backup EOC sites.

**Performance Measure: Staff continues to monitor and maintain primary and backup EOC sites throughout the City.**



2. Continue to maintain the inventory system established for the City's Emergency Operations supplies.

**Performance Measure: Staff continues to monitor and maintain the inventory of the City's Emergency Operations supplies.**

3. Conduct annual training for key City staff in appropriate areas of EOC activation using the Walnut EOC Activation Guide created by staff.

**Performance Measure: Staff attended FEMA workshops and various training series.**

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

**Performance Measure: Staff hosted its annual joint meeting with the County's Fire and Sheriff Departments. Staff also attended various meetings with the Walnut Sheriff Department Administration Staff to ensure that proper staffing and response levels are being maintained.**

5. 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.

**Performance Measure: Staff utilized the City's mobile app, website, and social media mediums to provide information to the community regarding Public Safety matters as well as information in regards to emergency preparedness.**

**Public Safety  
Measurable Outputs**

<b>Output</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
Employees trained on Emergency Operations	100	100	100	100	115
National Night Out Event Attendees	0	0	0	1000	1250
Neighborhood Watch Meetings	0	0	0	30	31
Public Safety Seminar	0	0	0	0	0
Number of Volunteers on Patrol	15	10	10	15	15
Joint City Council/Sheriff Meeting	0	0	0	1	1

<b>FY 2024-25 Public Safety Goals and Relationship to the Mission Statement</b>
<p>In <b>FY 2024-25</b>, the Public Safety Department has identified six major goals:</p> <ol style="list-style-type: none"> <li>1. Continue to maintain functionality of primary and backup EOC sites.</li> <li>2. Continue to maintain and update the inventory system established for the City's Emergency Operational supplies.</li> <li>3. Conduct annual training for key City staff in appropriate areas of EOC activation using the Walnut EOC Activation Guide created by staff.</li> <li>4. Continue to work closely with the County's Fire and Sheriff's Departments to ensure that proper staffing and response levels are maintained for the overall safety of the public. In addition, the City will host annual meeting(s) with the Sheriff's Department and the Fire Department to discuss public safety matters as well as to identify ways to incorporate innovative crime prevention tactics.</li> <li>5. Utilize the Walnut app, website, and social media sites to inform residents of public safety matters and provide emergency preparedness information to the community.</li> <li>6. Continue to provide updated EOC training to City staff to maintain the City's level of readiness.</li> </ol> <p>The aforementioned goals continue a <i>High Level of Safety and Services</i> for the residents of Walnut by way of enhanced emergency preparedness in the event of a natural and/or manmade disaster, increased communication to the Public via the City's website, Walnut app, social media sites, and enhanced public outreach on public safety programs.</p>

**CITY OF WALNUT  
PROGRAM SUMMARY  
PUBLIC SAFETY**

	2022-23		2023-24		2024-25
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	171,784	214,050	201,750	207,060	230,520
OPERATIONS EXPENSE	4,530,961	5,063,750	5,139,270	5,077,670	5,464,960
<b>TOTAL OPERATING EXPENSE</b>	<b>4,702,745</b>	<b>5,277,800</b>	<b>5,341,020</b>	<b>5,284,730</b>	<b>5,695,480</b>
CAPITAL	0	0	0	0	0
<b>PROGRAM TOTAL</b>	<b>4,702,745</b>	<b>5,277,800</b>	<b>5,341,020</b>	<b>5,284,730</b>	<b>5,695,480</b>
<b>TOTAL FULL-TIME EMPLOYEES</b>	<b>1.01</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.00</b>
<b>SUB-PROGRAMS:</b>				<b>PAGE</b>	
PUBLIC SAFETY ADMINISTRATION	01-8000			262	
BUSINESS LICENSE ENFORCEMENT	01-8002			264	
GENERAL LAW ENFORCEMENT	01-8100/08-8100			268	
HELICOPTER SERVICES	01-8101			272	
CRIME PREVENTION	01-8400			274	
ANIMAL CONTROL	01-8500			276	
EMERGENCY PREPAREDNESS	01-8600			278	
VOLUNTEERS ON PATROL	01-8900			280	
VEHICLE CODE FINES	05-8200			282	
CITIZEN'S OPTIONS FOR PUB SFTY	07-8003			286	

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: PUBLIC SAFETY ADMINIST'N**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
01-8000-5101	REGULAR SALARIES	34,014	43,200	30,540	39,570	40,370
01-8000-5105	HEALTH & LIFE INSURANCE	3,364	4,730	5,650	6,110	6,300
01-8000-5107	WORKERS' COMPENSATION	626	1,030	710	750	790
01-8000-5108	PERS	17,702	17,120	16,060	17,290	22,880
01-8000-5110	MEDICARE	517	750	550	640	780
01-8000-5111	SICK LEAVE/VACATION BUYBACK	0	5,570	5,570	0	8,160
	<b>TOTAL PERSONNEL</b>	<b>56,223</b>	<b>72,400</b>	<b>59,080</b>	<b>64,360</b>	<b>79,280</b>
	<b>OPERATIONS</b>					
01-8000-6201	CONFERENCE & MEETINGS	40	500	1,000	500	500
01-8000-6215	VEHICLE/CELL ALLOWANCE	791	1,120	640	1,330	1,350
01-8000-6227	CONTRACTUAL SERVICES	118,679	120,000	120,000	120,000	129,000
01-8000-6256	EQUIPMENT USAGE	321	560	560	560	390
01-8000-6265	COMPUTER USAGE	1,924	3,370	3,370	3,350	2,330
	<b>TOTAL OPERATIONS</b>	<b>121,756</b>	<b>125,550</b>	<b>125,570</b>	<b>125,740</b>	<b>133,570</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>177,979</b>	<b>197,950</b>	<b>184,650</b>	<b>190,100</b>	<b>212,850</b>
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.25	0.35	0.35	0.35	0.25

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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 managing all operations of the Administrative Services Department, to include Administrative Services, City Clerk, Human Resources, Risk Management, Computer Services and Public Safety Divisions. Is tasked with setting goals and the preparation of budgets for all Divisions, and overseeing the management and supervision of employees. (20% in 01-4502, 30% 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 through payroll.

6227 **Contractual Services**

Provides for payment to contracted agency for seven (7) crossing guards for Walnut schools. The 8<sup>th</sup> crossing guard is paid out of 07-8003-6227.

6256 - 6265 See Appendix

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: BUSINESS LICENSE ENFORCE.**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25	
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET	
	<b>PERSONNEL</b>					
01-8002-5101	REGULAR SALARIES	27,739	30,050	30,050	30,670	31,590
01-8002-5105	HEALTH & LIFE INSURANCE	3,727	3,740	4,760	5,310	5,760
01-8002-5107	WORKERS' COMPENSATION	1,261	570	570	1,420	620
01-8002-5108	PERS	7,926	14,170	14,170	14,520	17,910
01-8002-5110	MEDICARE	435	480	480	480	510
01-8002-5111	SICK LEAVE/VACATION BUYBACK	859	880	880	650	1,040
	<b>TOTAL PERSONNEL</b>	<b>41,948</b>	<b>49,890</b>	<b>50,910</b>	<b>53,050</b>	<b>57,430</b>
	<b>OPERATIONS</b>					
01-8002-6210	PRINTING	0	600	600	0	600
01-8002-6215	VEHICLE/CELL ALLOWANCE	540	560	560	530	540
01-8002-6216	PROFESSIONAL SERVICES	39,710	40,000	40,000	44,000	47,000
01-8002-6227	CONTRACTUAL SERVICES	0	700	700	700	700
01-8002-6256	EQUIPMENT USAGE	321	400	400	400	390
01-8002-6265	COMPUTER USAGE	1,924	2,410	2,410	2,390	2,330
	<b>TOTAL OPERATIONS</b>	<b>42,496</b>	<b>44,670</b>	<b>44,670</b>	<b>48,020</b>	<b>51,560</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>84,444</b>	<b>94,560</b>	<b>95,580</b>	<b>101,070</b>	<b>108,990</b>
FUNDING SOURCE:	F/T EMPLOYEES	0.25	0.25	0.25	0.25	0.25
BUSINESS LICENSE TAX (\$140,000)						

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

**2024-25**

**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**

***Director of Finance - 10%***

Responsible for directing all operations of the Finance Division, managing all investment operations of the City including the Walnut Housing Authority. 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 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. (55% in 01-4500, 20% in 05-8200, 15% in 41-5800)

***Senior Accounting Technician - 15%***

Responsible for purchase order processing, contract/insurance review, prepares daily bank deposit, and business license operations and enforcements. Tracks new fixed assets through City warrants and tags new additions. Handles the yearly 1099 reporting. 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 stickers, and delinquent license fee order to comply booklets.

- 6215 **Vehicle/Cell Allowance**  
Provides for a vehicle and cell phone allowance for the Director of Finance, 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  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: GENERAL LAW ENFORCEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8100-6227	CONTRACTUAL SERVICES	3,900,750	3,986,200	3,986,200	3,986,200	3,818,200
01-8100-6247	EQUIPMENT MAINTENANCE	180	5,000	2,000	5,000	5,000
	<b>TOTAL OPERATIONS</b>	<b>3,900,930</b>	<b>3,991,200</b>	<b>3,988,200</b>	<b>3,991,200</b>	<b>3,823,200</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>3,900,930</b>	<b>3,991,200</b>	<b>3,988,200</b>	<b>3,991,200</b>	<b>3,823,200</b>
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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) Lidar guns, the maintenance of applicable equipment, and the purchase of supplies as needed.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: GENERAL LAW ENFORCEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
08-8100-6227	CONTRACTUAL SERVICES	72,682	350,000	350,000	350,000	763,000
08-8100-6247	EQUIPMENT MAINTENANCE	3,059	3,000	3,000	3,000	3,000
	<b>TOTAL OPERATIONS</b>	<b>75,742</b>	<b>353,000</b>	<b>353,000</b>	<b>353,000</b>	<b>766,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>75,742</b>	<b>353,000</b>	<b>353,000</b>	<b>353,000</b>	<b>766,000</b>
AMERICAN RESCUE PLAN ACT (ARPA)						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**GENERAL LAW ENFORCEMENT (08-8100)**

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.

**6247 Equipment Maintenance**

Provides for the calibration of two (2) Lidar guns, the maintenance of applicable equipment, and the purchase of supplies as needed.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: HELICOPTER SERVICES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
01-8101-6227	CONTRACTUAL SERVICES	0	10,000	10,000	10,000	10,000
	<b>TOTAL OPERATIONS</b>	0	10,000	10,000	10,000	10,000
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	10,000	10,000	10,000	10,000
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: CRIME PREVENTION**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8400-6227	CONTRACTUAL SERVICES	167,213	181,600	181,600	181,600	188,000
01-8400-6272	CRIME PREVENTION PROGRAM SUPPLIES	0	2,500	1,000	2,500	2,500
	<b>TOTAL OPERATIONS</b>	<b>167,213</b>	<b>184,100</b>	<b>182,600</b>	<b>184,100</b>	<b>190,500</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>167,213</b>	<b>184,100</b>	<b>182,600</b>	<b>184,100</b>	<b>190,500</b>
FUNDING SOURCE: GENERAL						



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: ANIMAL CONTROL**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
01-8500-6227	CONTRACTUAL SERVICES	96,282	115,000	115,000	110,000	115,000
	<b>TOTAL OPERATIONS</b>	<b>96,282</b>	<b>115,000</b>	<b>115,000</b>	<b>110,000</b>	<b>115,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>96,282</b>	<b>115,000</b>	<b>115,000</b>	<b>110,000</b>	<b>115,000</b>
FUNDING SOURCE: GENERAL ANIMAL LICENSE SALES (\$30,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: EMERGENCY PREPAREDNESS**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-8600-6201	CONFERENCE & MEETINGS	0	1,500	100	1,500
01-8600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	3,650	4,450	4,450	4,450
01-8600-6227	CONTRACTUAL SERVICES	13,402	10,000	11,400	12,000
01-8600-6247	EQUIPMENT MAINTENANCE	3,936	12,000	12,000	12,000
01-8600-6253	TELEPHONE	3,621	5,300	5,300	6,300
01-8600-6254	COMMUNICATIONS	1,327	2,000	2,000	2,000
01-8600-6273	EMERGENCY PREPAREDNESS SUPPLIES	0	2,000	2,000	3,000
	<b>TOTAL OPERATIONS</b>	<b>25,935</b>	<b>37,250</b>	<b>37,250</b>	<b>40,250</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>25,935</b>	<b>37,250</b>	<b>37,250</b>	<b>40,250</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: VOLUNTEERS ON PATROL**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	<b>PERSONNEL</b>				
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>				
01-8900-6201	CONFERENCE & MEETINGS	0	200	200	200
01-8900-6239	UNIFORMS	0	1,000	1,000	1,200
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>1,400</b>
	<b>CAPITAL</b>				
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>1,400</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 new and replacement uniforms.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: VEHICLE CODE FINES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
05-8200-5101	REGULAR SALARIES	49,339	57,100	57,100	52,920	56,650
05-8200-5105	HEALTH & LIFE INSURANCE	6,908	7,470	7,470	8,770	11,520
05-8200-5107	WORKERS' COMPENSATION	908	1,080	1,080	1,040	1,110
05-8200-5108	PERS	12,748	23,460	23,460	22,840	21,630
05-8200-5110	MEDICARE	763	880	880	980	880
05-8200-5111	SICK LEAVE/VACATION BUYBACK	1,906	1,770	1,770	3,100	2,020
	<b>TOTAL PERSONNEL</b>	<b>72,572</b>	<b>91,760</b>	<b>91,760</b>	<b>89,650</b>	<b>93,810</b>
<b>OPERATIONS</b>						
05-8200-6210	PRINTING	2,931	2,500	2,500	3,000	3,500
05-8200-6215	VEHICLE/CELL ALLOWANCE	1,360	1,420	1,420	1,340	1,400
05-8200-6227	CONTRACTUAL SERVICES	22,912	18,000	18,000	30,000	32,000
05-8200-6256	EQUIPMENT USAGE	642	790	790	800	780
05-8200-6265	COMPUTER USAGE	3,839	4,820	4,820	4,790	4,650
	<b>TOTAL OPERATIONS</b>	<b>31,684</b>	<b>27,530</b>	<b>27,530</b>	<b>39,930</b>	<b>42,330</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>104,256</b>	<b>119,290</b>	<b>119,290</b>	<b>129,580</b>	<b>136,140</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.50	0.50	0.50	0.50
VEHICLE CODE FINES (\$83,000)						



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

**2024-25**

**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**

***Director of Finance - 20%***

Responsible for directing all operations of the Finance Division, managing all investment operations of the City including the Walnut Housing Authority. 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 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. (55% in 01-4500, 10% in 01-8002, 15% in 41-5800)

***Finance Analyst - 10%***

Prepares and coordinates the process for the City's annual budget and the disposal of the equipment surplus. Handles the review of semi-monthly accounts payable, journal entries, and daily bank deposits. Prepares monthly bank reconciliations for all city accounts and monthly payroll liability reconciliation. Assists with the Annual Comprehensive Financial Report (ACFR). Prepares monthly budget exceeded reports, and change orders. (87.5% in 01-4500, 2.5% in 41-5800)

***Accounting Technician - 20%***

Responsible for recording accounts receivable, processing payroll, prepares monthly deposit accounts reconciliations and assisting with processing passport applications. Handles the annual W2 reporting and quarterly tax reporting. Serves as primary backup to the cashiering functions. (67.5% in 01-4500, 12.5% in 23-5430)

5105 - 5111 See Appendix

**OPERATIONS:**

6210 **Printing**

Provides for the cost of parking citation forms.

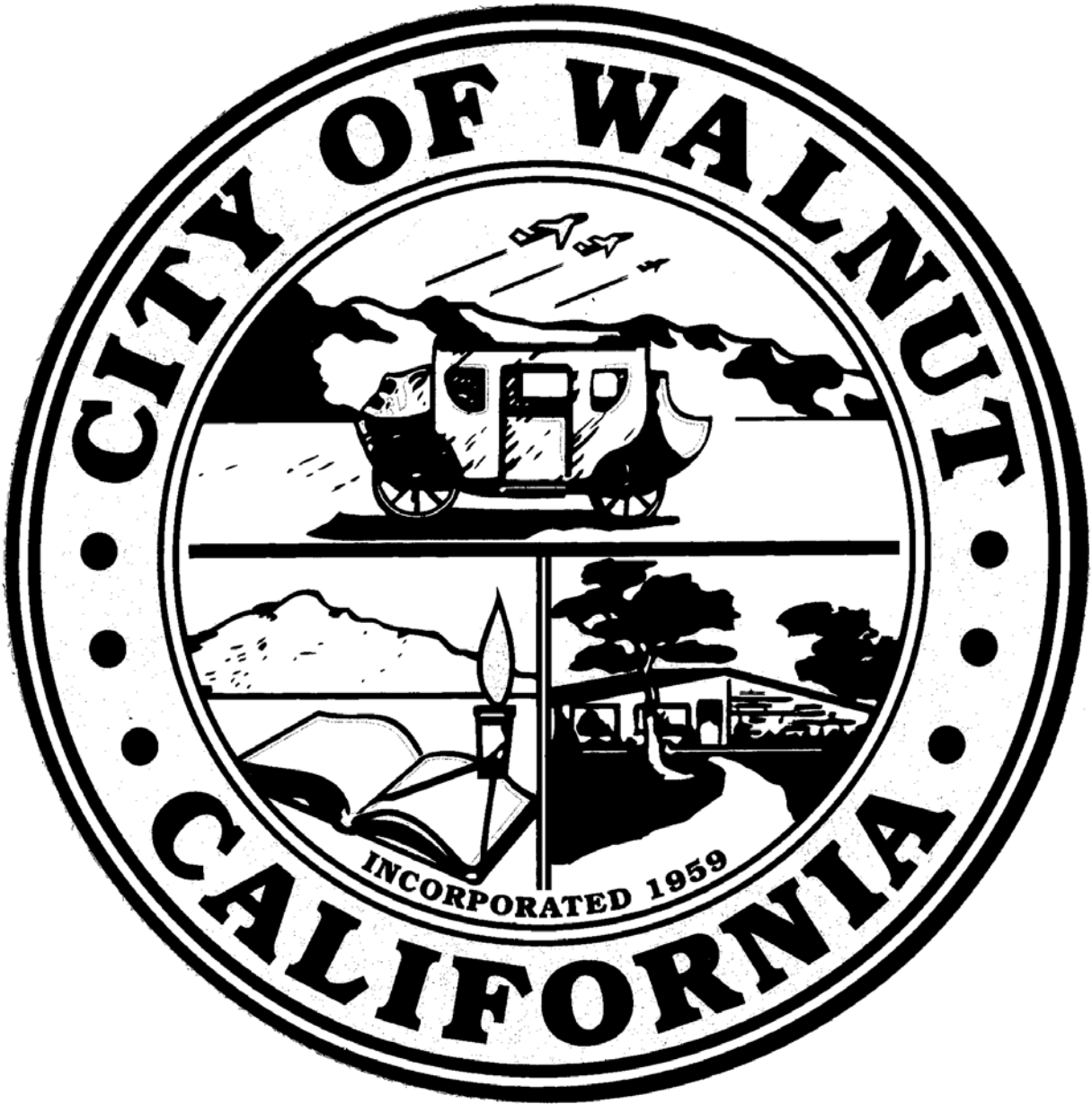
6215 **Vehicle/Cell Allowance**

Provides for a vehicle and cell phone allowance for the Director of Finance 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  
2024-25 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: CITIZENS OPTNS PUBLIC SFTY**

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
<b>PERSONNEL</b>								
07-8003-5101	REGULAR SALARIES	813	0	0	0	0		
07-8003-5105	HEALTH & LIFE INSURANCE	135	0	0	0	0		
07-8003-5107	WORKERS' COMPENSATION	15	0	0	0	0		
07-8003-5108	PERS	66	0	0	0	0		
07-8003-5110	MEDICARE	12	0	0	0	0		
07-8003-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	0		
	<b>TOTAL PERSONNEL</b>	<b>1,042</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OPERATIONS</b>								
07-8003-6215	VEHICLE/CELL ALLOWANCE	30	0	0	0	0		
07-8003-6216	PROFESSIONAL SERVICES	4,600	5,500	5,500	5,500	5,500		
07-8003-6227	CONTRACTUAL SERVICES	4,593	108,080	108,080	108,080	114,000		
07-8003-6247	EQUIPMENT MAINTENANCE	59,000	60,000	140,000	60,000	170,000		
07-8003-6253	TELEPHONE	603	670	670	650	650		
07-8003-6256	EQUIPMENT USAGE	18	0	0	0	0		
07-8003-6265	COMPUTER USAGE	80	0	0	0	0		
	<b>TOTAL OPERATIONS</b>	<b>68,923</b>	<b>174,250</b>	<b>254,250</b>	<b>174,230</b>	<b>290,150</b>		
<b>CAPITAL</b>								
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>SUB-PROGRAM TOTAL</b>	<b>69,965</b>	<b>174,250</b>	<b>254,250</b>	<b>174,230</b>	<b>290,150</b>		
FUNDING SOURCE: COPS (\$190,000)			F/T EMPLOYEES	0.01	0.00	0.00	0.00	0.00

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2024-25**

**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***

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. In Fiscal Year 2024-25, moved to 25% in 01-4502, 50% in 01-4800, 25% in 01-4900.

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 and ongoing operations of the automated license plate readers (ALPR).

6253 **Telephone**

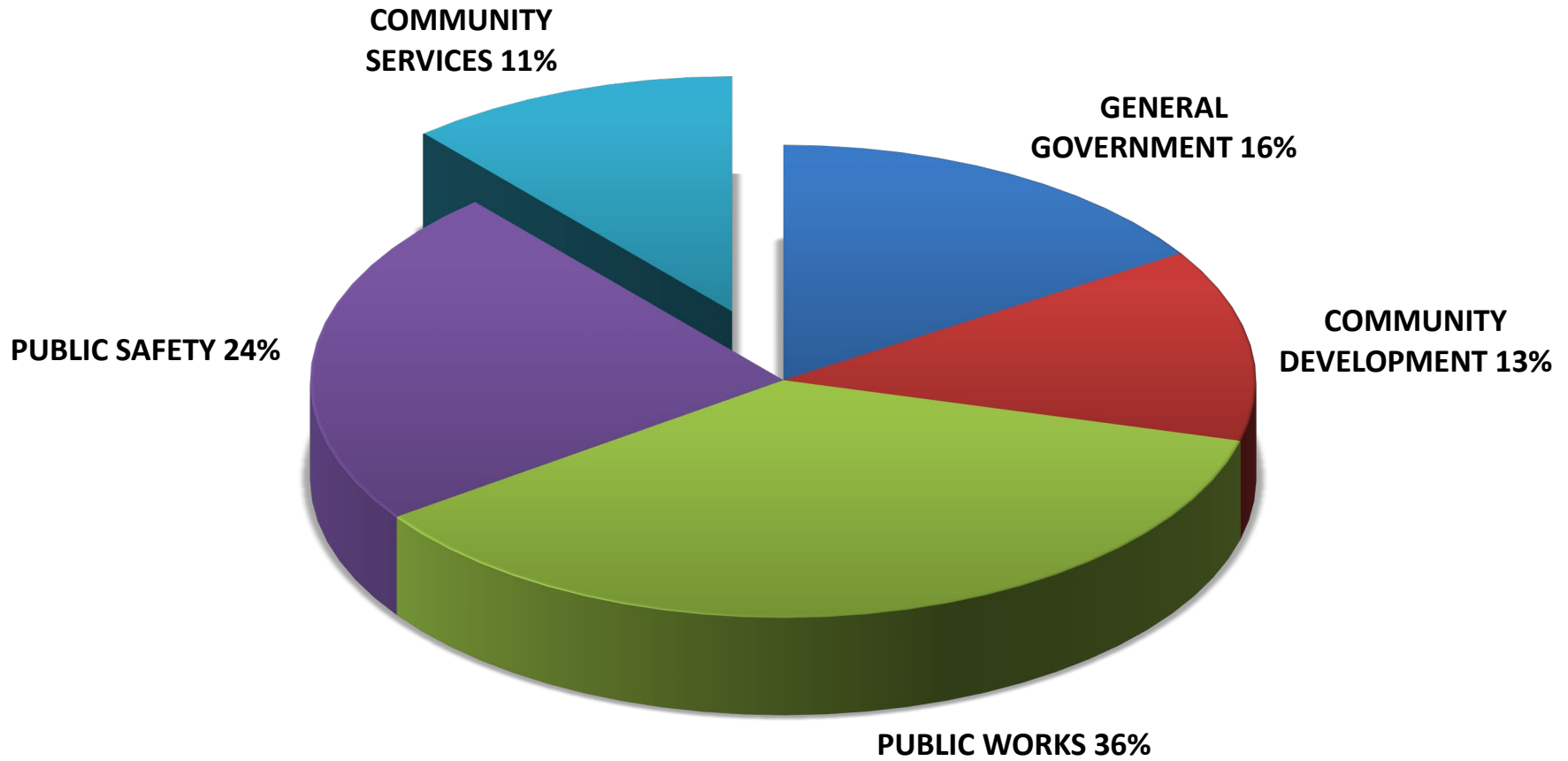
Provides for cellular phone use for public safety matters.

6256 - 6265 See Appendix



# **Community Services**

# COMMUNITY SERVICES FISCAL YEAR 2024-25



**Total Community Services Budget  
\$2,754,560**



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

The Community Services Program includes the following sub-programs: Family Festival, Bus Stop Enhancement, Recreation Administration, Fireworks Show, Special Events, Aquatics, Excursions, Sports & Gymnasium, Recreation Classes, Senior Center, Teen Center, and Camps. The Superintendent also heads the Emergency Operations Center (EOC) for the City.

**In 2024-25**, the Community Services Department will work to achieve the following goals:

1. Work with the Youth Advisory Commission to enhance involvement of the Commission and expand volunteer opportunities for youth in the community. *We will exceed expectation by preparing Walnut for the future.*
2. Enhance inclusivity of Walnut Recreation programming by increasing the amount of programs available and dedicated to the special needs community. *We will enhance civic pride by creating opportunities for Walnut families.*
3. Complete an update to the City's trail map guide and signage to enhance access to the City's 33 miles of equestrian, pedestrian, and bike trails. *We will collaborate by providing clear direction for people using our services.*
4. Continue to enhance and promote the City's pickleball program by offering additional organized gameplay and instruction. *We will enhance civic pride by offering superior facilities and programs.*
5. Enhance seasonal part-time employee recruitment by establishing a job fair event for summer aquatics and camp staff. *We will exceed expectations by preparing Walnut for the future.*
6. Expand programming at the Walnut Senior Center by adding new health and wellness classes and seminars. *We will enhance civic pride by offering superior facilities and programs.*
7. Install new accessible playground and pathways at Snow Creek Park. *We will enhance civic pride by creating opportunities for Walnut families.*

**In 2023-24**, Community Services worked to achieve the following goals:

1. 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.*

**Performance Measure: Completed.** Walnut completed a trail resurfacing project along La Puente Road from Citadel to Old Post.

2. Install new playgrounds at Heidleberg and Ashley Parks. *We will enhance civic pride by creating opportunities for Walnut families.*

**Performance Measure: Completed.**

3. Cut ribbon on Diversity Plaza at Creekside Park. *We will collaborate by embracing cultural diversity.*

**Performance Measure: Completed.**

4. Upgrade irrigation system at Creekside Park. *We will exceed expectations by seeking new cost efficiencies.*

**Performance Measure: Completed.**

5. Introduce Volleyball programming in the Gymnasium/Teen Center to include, clinics, leagues and regional events. *We will enhance civic pride by offering superior facilities and programs.*

**Performance Measure: Completed.**

6. Continue to lead the Emergency Operations Center (EOC) for the City to include pandemic related changes and and/all other declared emergencies. *We will exceed expectations by striving to be educated and well informed.*

**Performance Measure: Completed.**

**Community Services  
Measurable Outputs**

<b>140</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
Contract classes offered	20	500	400	450	450
Camps offered	2	10	33	35	35
Sports Leagues offered	0	15	15	15	17
Aquatic program participants	500	3,000	3,000	3,000	2500
Total number of adult registrants	100	13,000	14,000	14,000	14,000
Total number of youth registered	500	850	8,000	8,250	8,250
Acres of landscape maintained weekly/parks	80	80	80	80	80
Acres of turf mowed weekly	40	40	40	40	40
Irrigation upgrades performed	5	5	5	8	6

**FY 2024-25**

**Community Services**

**Goals and Relationship to the Mission Statement**

In **FY 2024-25**, the Community Services Department has identified four major goals:

1. Work with the Youth Advisory, Parks and Recreation, and Senior Commissions to enhance their involvement.
2. Enhance inclusivity and accessibility of Walnut Recreation programs.
3. Complete an update to the City's trail map guide and signage to enhance access to the City's 33 miles of trails.
4. Continue to collaborate with local agencies and neighboring cities to enhance Walnut programming and special events.

***The Community Services Department will enhance civic pride by offering superior facilities and programs, creating opportunities for Walnut families, and remaining educated and informed.***

**CITY OF WALNUT  
PROGRAM SUMMARY  
COMMUNITY SERVICES**

	2022-23		2023-24		2024-25
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,351,619	1,485,314	1,516,170	1,499,820	1,673,140
OPERATIONS EXPENSE	878,554	936,240	1,128,490	1,069,827	1,081,420
<b>TOTAL OPERATING EXPENSE</b>	<b>2,230,174</b>	<b>2,421,554</b>	<b>2,644,660</b>	<b>2,569,647</b>	<b>2,754,560</b>
CAPITAL	0	0	0	0	0
<b>PROGRAM TOTAL</b>	<b>2,230,174</b>	<b>2,421,554</b>	<b>2,644,660</b>	<b>2,569,647</b>	<b>2,754,560</b>
<b>TOTAL FULL-TIME EMPLOYEES</b>	10.30	10.05	10.05	10.05	5.40
<b>SUB-PROGRAMS:</b>					
			PAGE		
FAMILY FESTIVAL	01-4801		294		
BUS STOP ENHANCEMENT	01-5314		296		
RECREATION ADMINISTRATION	01-9001		298		
FIREWORKS SHOW	01-9005		302		
SPECIAL EVENTS	01-9690		304		
AQUATICS	01-9691		306		
EXCURSIONS	01-9692		310		
SPORTS & GYMNASIUM	01-9693		312		
RECREATION CLASSES	01-9694 / 08-9694		316		
SENIOR CENTER	01-9696		320		
TEEN CENTER	01-9697		324		
CAMP CRAWDAD	01-9699		328		

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: FAMILY FESTIVAL**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
<b>PERSONNEL</b>					
01-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	5,148	8,690	8,690	10,020
01-4801-5104	OVERTIME	3,583	4,500	7,650	9,000
01-4801-5107	WORKERS' COMPENSATION	409	760	760	1,230
01-4801-5110	MEDICARE	127	200	200	280
	<b>TOTAL PERSONNEL</b>	<b>9,266</b>	<b>14,150</b>	<b>17,300</b>	<b>20,530</b>
<b>OPERATIONS</b>					
01-4801-6210	PRINTING	0	1,500	1,500	1,500
01-4801-6227	CONTRACTUAL SERVICES	35,957	43,940	88,290	44,000
01-4801-6281	FESTIVAL SUPPLIES	11,315	4,850	4,850	5,000
	<b>TOTAL OPERATIONS</b>	<b>47,273</b>	<b>50,290</b>	<b>94,640</b>	<b>50,500</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>56,539</b>	<b>64,440</b>	<b>111,940</b>	<b>71,030</b>
FUNDING SOURCE: FAMILY FESTIVAL (\$20,000)					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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.

5104 **Overtime**

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

5107 - 5110 See Appendix

**OPERATIONS:**

6210 **Printing**

Provides for the printing of stationary and promotional materials.

6227 **Contractual Services**

Provides for security services of a private company and the Sheriff's department, road closure services, custodial service, rental of sound system, generators, canopies, tables and chairs, and other equipment as necessary. Provides for the compensation 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  
2014-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: BUS STOP ENHANCEMENT**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	0	0	0	0	0
	<b>OPERATIONS</b>					
01-5314-6227	CONTRACTUAL SERVICES	0	0	40,000	0	0
	<b>TOTAL OPERATIONS</b>	0	0	40,000	0	0
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	0	0	0	0	0
	<b>SUB-PROGRAM TOTAL</b>	0	0	40,000	0	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2014-15**

**BUS STOP ENHANCEMENT PROGRAM (5314)**

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

**OPERATIONS:**

**6227 Contractual Services**

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



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION ADMINISTRATION**

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
<b>PERSONNEL</b>							
01-9001-5101	REGULAR SALARIES	170,172	177,160	177,160	184,110	171,020	
01-9001-5102	REGULAR PART-TIME EMPLOYEES	13,117	26,860	26,860	26,860	30,510	
01-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	3,784	8,000	8,000	8,000	9,000	
01-9001-5104	OVERTIME	524	1,400	1,400	1,400	1,400	
01-9001-5105	HEALTH & LIFE INSURANCE	22,274	23,660	29,740	28,760	32,570	
01-9001-5107	WORKERS' COMPENSATION	3,779	4,320	4,320	4,600	4,460	
01-9001-5108	PERS	82,150	68,250	68,250	69,690	114,220	
01-9001-5110	MEDICARE	3,022	3,400	3,400	3,190	3,530	
01-9001-5111	SICK LEAVE/VACATION BUYBACK	15,092	15,590	15,590	3,520	17,860	
	<b>TOTAL PERSONNEL</b>	<b>313,913</b>	<b>328,640</b>	<b>334,720</b>	<b>330,130</b>	<b>384,570</b>	
<b>OPERATIONS</b>							
01-9001-6201	CONFERENCE & MEETINGS	6,599	7,500	7,700	7,500	7,500	
01-9001-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,316	1,200	1,800	1,500	1,500	
01-9001-6207	POSTAGE	0	9,000	8,800	9,000	9,000	
01-9001-6208	VEHICLE OPERATIONS	2,444	3,500	3,000	3,500	3,500	
01-9001-6210	PRINTING	26,441	30,000	29,400	30,000	30,000	
01-9001-6214	MILEAGE REIMBURSEMENT	0	100	100	100	100	
01-9001-6215	VEHICLE/CELL ALLOWANCE	2,843	2,800	2,800	2,630	3,000	
01-9001-6239	UNIFORMS	2,154	2,500	2,500	2,500	2,500	
01-9001-6247	EQUIPMENT MAINTENANCE	1,066	1,500	2,000	1,500	1,500	
01-9001-6250	WATER	1,641	2,000	2,000	2,000	3,000	
01-9001-6251	ELECTRICITY	5,766	5,500	5,500	5,500	6,500	
01-9001-6253	TELEPHONE	5,322	7,000	7,000	5,000	5,000	
01-9001-6254	COMMUNICATIONS	937	1,200	1,200	1,200	1,400	
01-9001-6256	EQUIPMENT USAGE	1,938	2,380	2,380	2,410	2,200	
01-9001-6265	COMPUTER USAGE	11,527	14,450	14,450	14,360	13,030	
01-9001-6278	BANK CHARGES	39,868	29,400	29,400	39,900	39,900	
	<b>TOTAL OPERATIONS</b>	<b>109,861</b>	<b>120,030</b>	<b>120,030</b>	<b>128,600</b>	<b>129,630</b>	
<b>CAPITAL</b>							
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SUB-PROGRAM TOTAL</b>	<b>423,774</b>	<b>448,670</b>	<b>454,750</b>	<b>458,730</b>	<b>514,200</b>	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	1.50	1.40

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**RECREATION ADMINISTRATION (9001)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Community Services -100%***

Responsible for the Emergency Operations and the 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, Recreation Specialists, 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.

***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**

***Recreation Specialist -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 Community Services Director. (30% in 01-9100)

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

Provides for Recreation Leader staff coverage of MDRS facility during recreation classes, Recreation Specialist's absence, and when regular staff is attending citywide training, staff meetings, etc. In Fiscal Year 2021-22, moved to ARPA Fund (08).

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 Community Services Director and Parks and Recreation Commissioners, membership for the Director of Community Services 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)
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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 Director of Community Services, which are distributed through payroll.

6239 **Uniforms**

Provides for the purchase of staff t-shirts and sweatshirts.

6247 **Equipment Maintenance**

Provides for maintenance and repair of the Mobile Stage and Special Events trailers.

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)
- 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: FIREWORKS SHOW**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
<b>PERSONNEL</b>					
01-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	2,355	4,010	4,010	3,910 4,580
01-9005-5104	OVERTIME	3,535	4,000	6,600	8,000 8,000
01-9005-5107	WORKERS' COMPENSATION	245	520	570	550 910
01-9005-5110	MEDICARE	85	120	170	180 190
	<b>TOTAL PERSONNEL</b>	<b>6,221</b>	<b>8,650</b>	<b>11,350</b>	<b>12,640 13,680</b>
<b>OPERATIONS</b>					
01-9005-6227	CONTRACTUAL SERVICES	48,618	76,220	73,520	76,220 77,000
01-9005-6277	RECREATION SUPPLIES	306	1,350	1,350	1,350 1,350
	<b>TOTAL OPERATIONS</b>	<b>48,924</b>	<b>77,570</b>	<b>74,870</b>	<b>77,570 78,350</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>55,145</b>	<b>86,220</b>	<b>86,220</b>	<b>90,210 92,030</b>
FUNDING SOURCE: GENERAL					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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.

5104 **Overtime**

Provides funds for maintenance staff to assist with event.

5107 – 5110 See Appendix

**OPERATIONS:**

6227 **Contractual Services**

Provides for fireworks display, law enforcement services, school district personnel, road closure services, equipment rental, sound system, and entertainment.

6277 **Recreation Supplies**

Provides for the purchase of decorations, refreshments, and other miscellaneous supplies.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SPECIAL EVENTS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9690-5101	REGULAR SALARIES	22,447	23,080	23,080	23,530	24,210
01-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	14,153	29,570	29,570	29,570	31,940
01-9690-5104	OVERTIME	4,032	4,500	6,900	4,500	5,500
01-9690-5105	HEALTH & LIFE INSURANCE	4,717	4,730	6,150	6,830	7,560
01-9690-5107	WORKERS' COMPENSATION	1,752	2,640	2,640	2,710	2,960
01-9690-5108	PERS	10,276	10,890	10,890	11,160	13,730
01-9690-5110	MEDICARE	612	860	860	900	970
01-9690-5111	SICK LEAVE/VACATION BUYBACK	828	600	600	430	950
	<b>TOTAL PERSONNEL</b>	<b>58,817</b>	<b>76,870</b>	<b>80,690</b>	<b>79,630</b>	<b>87,820</b>
<b>OPERATIONS</b>						
01-9690-6214	MILEAGE REIMBURSEMENT	18	110	110	110	110
01-9690-6221	MACHINERY EQUIPMENT RENTAL	0	3,500	3,500	3,500	3,500
01-9690-6227	CONTRACTUAL SERVICES	80,636	81,000	70,000	81,000	81,000
01-9690-6256	EQUIPMENT USAGE	448	560	560	560	550
01-9690-6265	COMPUTER USAGE	2,692	3,370	3,370	3,350	3,260
01-9690-6277	RECREATION SUPPLIES	7,027	8,500	8,500	8,500	8,500
	<b>TOTAL OPERATIONS</b>	<b>90,821</b>	<b>97,040</b>	<b>86,040</b>	<b>97,020</b>	<b>96,920</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>149,638</b>	<b>173,910</b>	<b>166,730</b>	<b>176,650</b>	<b>184,740</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
SPECIAL EVENTS (\$16,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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: Concerts in the Park, National Night Out, Halloween events, Dinner with Santa, Santa visits, Snow Night, Kids' Night Out, community dances, Lunar New Year, Winter Jam, the Veteran's Day reception, and other civic celebrations.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 35%***

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

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

Provides for staffing at special events.

5104 - 5111 See Appendix

**OPERATIONS:**

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for recreation staff to deliver promotional materials to offsite locations, 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: AQUATICS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	52,313	83,560	83,560	83,560	86,020
01-9691-5107	WORKERS' COMPENSATION	2,208	3,530	3,530	3,530	5,150
01-9691-5110	MEDICARE	759	1,220	1,220	1,220	1,720
	<b>TOTAL PERSONNEL</b>	<b>55,279</b>	<b>88,310</b>	<b>88,310</b>	<b>88,310</b>	<b>92,890</b>
<b>OPERATIONS</b>						
01-9691-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	934	1,000	1,000	1,000	1,000
01-9691-6213	BUILDING MAINTENANCE/SUPPLIES	0	250	250	250	250
01-9691-6214	MILEAGE REIMBURSEMENT	300	450	450	450	450
01-9691-6222	FACILITY RENTAL	735	2,700	2,700	2,700	2,700
01-9691-6227	CONTRACTUAL SERVICES	6,800	1,130	1,130	1,130	1,130
01-9691-6239	UNIFORMS	2,420	2,500	2,500	2,500	2,500
01-9691-6271	SERVICE/RECOGNITION/AWARDS	96	580	580	580	580
01-9691-6277	RECREATION SUPPLIES	2,000	3,350	3,350	3,350	3,350
	<b>TOTAL OPERATIONS</b>	<b>13,285</b>	<b>11,960</b>	<b>11,960</b>	<b>11,960</b>	<b>11,960</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>68,565</b>	<b>100,270</b>	<b>100,270</b>	<b>100,270</b>	<b>104,850</b>
FUNDING SOURCE: AQUATICS (\$60,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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.

5107 - 5110 See Appendix

**OPERATIONS:**

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

Provides for annual membership in the USA Swimming for swim team coaches. Provides for swim team registration in the Southern California Municipal Athletic Federation (SCMAF).

6213 **Building Maintenance/Supplies**

Provides for cleaning and staff supplies for the aquatics office at the WHS pool.

6214 **Mileage Reimbursement**

Provides for mileage reimbursements for the aquatics staff.

6222 **Facility Rental**

Provides for use of the pool for the swim team during the school year.

6227 **Contractual Services**

Provides for compensation for officiating service at swim meets, contractual instructors, and in-service trainer.

6239 **Uniforms**

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

6271 **Service/Recognition/Awards**

Provides for trophies, ribbons, and gift certificates for youth swim team.

6277 **Recreation Supplies**

Provides for the purchase of aquatic supplies for the operation of the aquatic program at the WHS pool. Includes items such as rescue tubes, life lines, first-aid supplies, office supplies, banquet supplies, swim team t-shirts, sunscreen, and snack bar items.



**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: EXCURSIONS**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9692-5101	REGULAR SALARIES	22,448	23,090	23,090	23,530	24,210
01-9692-5105	HEALTH & LIFE INSURANCE	4,717	4,730	6,150	6,830	7,560
01-9692-5107	WORKERS' COMPENSATION	948	1,010	1,010	1,030	1,090
01-9692-5108	PERS	10,275	10,890	10,890	11,160	13,730
01-9692-5110	MEDICARE	354	370	370	380	420
01-9692-5111	SICK LEAVE/VACATION BUYBACK	828	600	600	430	950
	<b>TOTAL PERSONNEL</b>	<b>39,569</b>	<b>40,690</b>	<b>42,110</b>	<b>43,360</b>	<b>47,960</b>
<b>OPERATIONS</b>						
01-9692-6227	CONTRACTUAL SERVICES	1,046	7,400	7,400	7,400	7,400
01-9692-6256	EQUIPMENT USAGE	448	560	560	560	550
01-9692-6265	COMPUTER USAGE	2,692	3,370	3,370	3,350	3,260
01-9692-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	25,386	39,590	39,590	39,590	39,590
01-9692-6277	RECREATION SUPPLIES	96	230	230	230	230
	<b>TOTAL OPERATIONS</b>	<b>29,668</b>	<b>51,150</b>	<b>51,150</b>	<b>51,130</b>	<b>51,030</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>69,237</b>	<b>91,840</b>	<b>93,260</b>	<b>94,490</b>	<b>98,990</b>
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.35	0.35	0.35
EXCURSIONS (\$58,800)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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%***

Develops and supervises 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SPORTS & GYMNASIUM**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9693-5101	REGULAR SALARIES	88,186	91,010	91,010	91,020	93,700
01-9693-5102	REGULAR PART-TIME EMPLOYEES	23,629	38,380	38,380	38,380	43,580
01-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	165,706	205,560	205,560	205,560	226,700
01-9693-5105	HEALTH & LIFE INSURANCE	20,356	21,240	21,800	17,870	29,340
01-9693-5107	WORKERS' COMPENSATION	9,567	13,370	13,370	13,370	14,910
01-9693-5108	PERS	39,740	42,914	46,720	47,580	78,110
01-9693-5110	MEDICARE	4,134	4,990	4,990	4,860	5,520
01-9693-5111	SICK LEAVE/VACATION BUYBACK	3,455	2,190	2,190	3,780	3,810
	<b>TOTAL PERSONNEL</b>	<b>354,773</b>	<b>419,654</b>	<b>424,020</b>	<b>422,420</b>	<b>495,670</b>
<b>OPERATIONS</b>						
01-9693-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	280	290	290	290	290
01-9693-6214	MILEAGE REIMBURSEMENT	174	370	370	370	370
01-9693-6215	VEHICLE/CELL ALLOWANCE	2,400	2,400	2,400	2,400	2,400
01-9693-6227	CONTRACTUAL SERVICES	125,683	85,000	121,600	100,000	100,000
01-9693-6235	REFEREE SERVICES	38,330	30,500	71,500	84,500	84,500
01-9693-6250	WATER	3,836	4,000	4,000	4,000	4,500
01-9693-6251	ELECTRICITY	47,635	42,000	62,000	62,000	62,000
01-9693-6252	GAS	1,655	3,000	3,000	3,000	3,500
01-9693-6253	TELEPHONE	2,596	3,700	3,700	3,700	3,700
01-9693-6256	EQUIPMENT USAGE	1,295	1,590	1,590	1,600	1,570
01-9693-6265	COMPUTER USAGE	7,688	9,630	9,630	9,570	9,310
01-9693-6271	SERVICE/RECOGNITION/AWARDS	1,183	5,000	5,000	5,000	5,000
01-9693-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	12,920	20,000	20,000	20,000	20,000
01-9693-6277	RECREATION SUPPLIES	6,839	8,120	7,645	8,120	8,120
01-9693-6279	UNIFORMS	7,613	15,000	6,475	6,475	6,480
	<b>TOTAL OPERATIONS</b>	<b>260,127</b>	<b>230,600</b>	<b>319,200</b>	<b>311,025</b>	<b>311,740</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>614,900</b>	<b>650,254</b>	<b>743,220</b>	<b>733,445</b>	<b>807,410</b>
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$417,410)						
SPORTS LEAGUES REVENUE (\$390,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 Director of Community Services, is responsible for the operation and supervision of the daily activities, recreation programs, sports leagues and classes, rentals of the facility, special events, and excursions conducted through the gym or sports programs.

5102 **Regular Part-Time Employees**

***Recreation Specialist – 100%***

Provides for assisting with the daily operation of the Teen Center’s activities, special events, and the afterschool program.

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

Provides for Recreation Leaders to conduct sports-related camps, to act as scorekeepers for adult sports leagues, and to prepare softball fields before games. Provides for Recreation Leaders to supervise activities related to sports.

5105 - 5111 See Appendix

**OPERATIONS:**

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

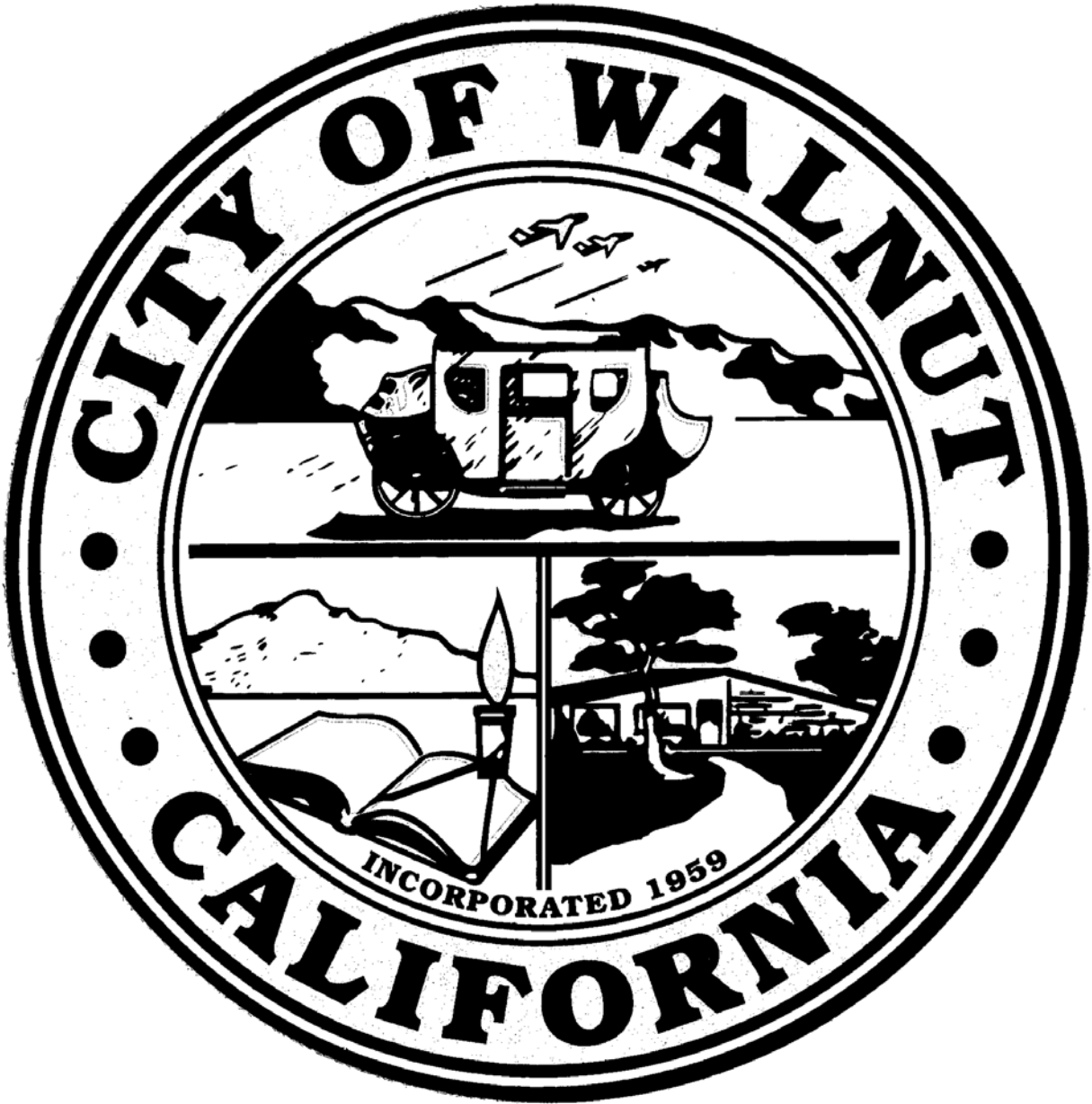
Provides for the annual membership of the Recreation Supervisor in the Southern California Municipal Athletic Federation (SCMAF). Also, provides for the purchase of League rulebooks.

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.
- 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION CLASSES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9694-5101	REGULAR SALARIES	19,241	19,790	19,790	20,170	20,750
01-9694-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	896	18,520	18,520	18,520	0
01-9694-5105	HEALTH & LIFE INSURANCE	4,042	4,050	5,270	5,850	6,480
01-9694-5107	WORKERS' COMPENSATION	851	1,650	1,650	1,650	930
01-9694-5108	PERS	8,808	9,340	9,340	9,570	11,770
01-9694-5110	MEDICARE	317	580	580	570	360
01-9694-5111	SICK LEAVE/VACATION BUYBACK	710	510	510	370	820
	<b>TOTAL PERSONNEL</b>	<b>34,865</b>	<b>54,440</b>	<b>55,660</b>	<b>56,700</b>	<b>41,110</b>
<b>OPERATIONS</b>						
01-9694-6214	MILEAGE REIMBURSEMENT	0	160	160	160	160
01-9694-6227	CONTRACTUAL SERVICES	43,422	33,000	37,500	45,000	45,000
01-9694-6256	EQUIPMENT USAGE	389	480	480	480	470
01-9694-6265	COMPUTER USAGE	2,303	2,890	2,890	2,870	2,790
01-9694-6277	RECREATION SUPPLIES	5,437	2,500	0	2,500	2,500
	<b>TOTAL OPERATIONS</b>	<b>51,551</b>	<b>39,030</b>	<b>41,030</b>	<b>51,010</b>	<b>50,920</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>86,416</b>	<b>93,470</b>	<b>96,690</b>	<b>107,710</b>	<b>92,030</b>
FUNDING SOURCE:		F/T EMPLOYEES	0.30	0.30	0.30	0.30
RECREATION CLASSES (\$94,500)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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%***

Develops and supervises 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.

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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION CLASSES**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	<b>PERSONNEL</b>					
	<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>OPERATIONS</b>					
08-9694-6227	CONTRACTUAL SERVICES	3,411	9,000	9,000	9,000	9,000
	<b>TOTAL OPERATIONS</b>	<b>3,411</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
	<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>3,411</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
FUNDING SOURCE: AMERICAN RESCUE PLAN ACT (ARPA)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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.

**OPERATIONS:**

6227 **Contractual Services**

Provides for services to our community with special need by providing special events, education, and recreational classes.

**CITY OF WALNUT  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SENIOR CENTER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9696-5101	REGULAR SALARIES	71,958	75,650	75,650	75,860	81,730
01-9696-5102	REGULAR PART-TIME EMPLOYEES	39,478	42,310	42,310	41,480	43,580
01-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	121,805	100,350	100,350	100,350	111,930
01-9696-5105	HEALTH & LIFE INSURANCE	22,607	21,240	25,290	29,280	29,340
01-9696-5107	WORKERS' COMPENSATION	8,119	8,330	8,330	8,330	9,380
01-9696-5108	PERS	48,817	26,370	26,370	26,120	27,350
01-9696-5110	MEDICARE	3,494	3,250	3,250	3,250	3,550
01-9696-5111	SICK LEAVE/VACATION BUYBACK	4,831	1,800	1,800	3,110	3,290
	<b>TOTAL PERSONNEL</b>	<b>321,108</b>	<b>279,300</b>	<b>283,350</b>	<b>287,780</b>	<b>310,150</b>
<b>OPERATIONS</b>						
01-9696-6210	PRINTING	0	560	560	560	560
01-9696-6214	MILEAGE REIMBURSEMENT	60	370	370	370	370
01-9696-6215	VEHICLE/CELL ALLOWANCE	3,200	3,000	3,000	2,830	3,200
01-9696-6227	CONTRACTUAL SERVICES	22,080	30,500	30,500	30,500	35,500
01-9696-6250	WATER	5,029	4,410	4,410	4,410	6,000
01-9696-6251	ELECTRICITY	61,366	54,600	76,600	76,600	76,600
01-9696-6252	GAS	3,743	3,000	3,000	3,000	4,500
01-9696-6253	TELEPHONE	6,901	8,300	8,300	7,000	7,000
01-9696-6254	COMMUNICATIONS	1,779	1,600	1,600	1,612	1,700
01-9696-6256	EQUIPMENT USAGE	1,295	1,590	1,590	1,600	1,570
01-9696-6265	COMPUTER USAGE	7,688	9,630	9,630	9,570	9,310
01-9696-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	26,570	37,000	37,000	37,000	37,000
01-9696-6277	RECREATION SUPPLIES	6,993	8,500	8,500	8,500	8,500
01-9696-6286	MEALS PROGRAM	6,000	6,000	6,000	6,000	6,000
	<b>TOTAL OPERATIONS</b>	<b>152,704</b>	<b>169,060</b>	<b>191,060</b>	<b>189,552</b>	<b>197,810</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>473,813</b>	<b>448,360</b>	<b>474,410</b>	<b>477,332</b>	<b>507,960</b>
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$433,460)						
PROGRAM REVENUE (\$74,500)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**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 Director of Community Services, is responsible for the operation and supervision of the full-service Senior Citizens Center including daily activities, meal program, social services, excursions, events, etc.

5102 **Regular Part-Time Employees**

***Recreation Specialist – 100%***

Provides for assisting with the daily operation of the Senior Center’s activities and community special events.

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

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

5105 - 5111 See Appendix

**OPERATIONS:**

6210 **Printing**

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

6214 **Mileage Reimbursement**

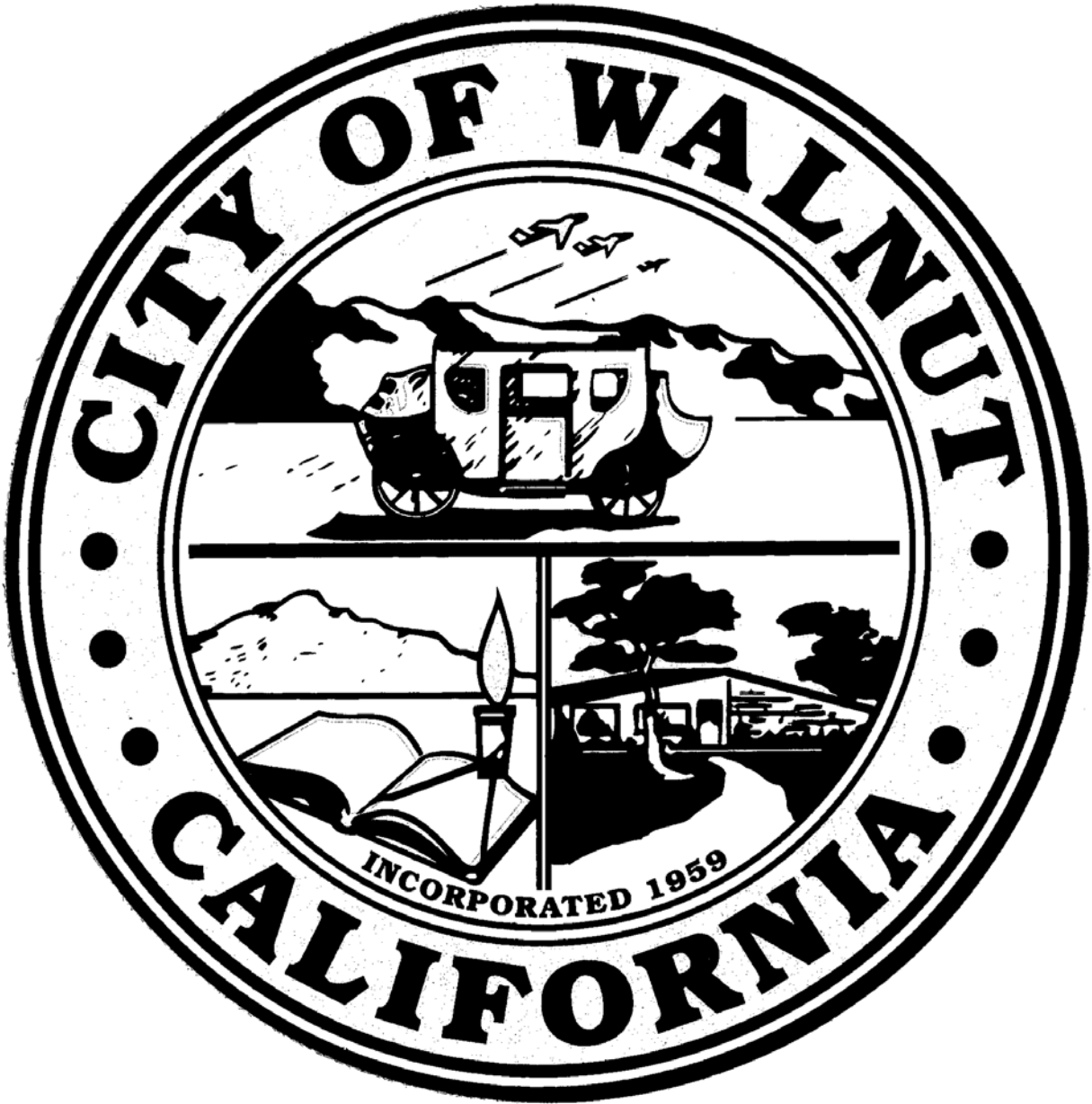
Provides mileage reimbursement for Recreation Specialist or Recreation Leader when completing errands for the Senior Center.

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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: TEEN CENTER**

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2022-23		2023-24		2024-25
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<b>PERSONNEL</b>						
01-9697-5101	REGULAR SALARIES	47,682	52,760	52,760	53,120	57,060
01-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	65,592	55,850	55,850	55,850	64,050
01-9697-5105	HEALTH & LIFE INSURANCE	12,436	13,500	17,550	19,540	21,600
01-9697-5107	WORKERS' COMPENSATION	4,753	4,660	4,660	4,660	5,350
01-9697-5108	PERS	3,957	24,910	24,910	4,170	4,740
01-9697-5110	MEDICARE	1,706	1,650	1,650	1,580	1,640
01-9697-5111	SICK LEAVE/VACATION BUYBACK	1,409	1,280	1,280	1,210	2,340
	<b>TOTAL PERSONNEL</b>	<b>137,535</b>	<b>154,610</b>	<b>158,660</b>	<b>140,130</b>	<b>156,780</b>
<b>OPERATIONS</b>						
01-9697-6206	ADVERTISING	536	250	250	250	250
01-9697-6214	MILEAGE REIMBURSEMENT	0	210	210	210	210
01-9697-6227	CONTRACTUAL SERVICES	2,352	4,350	4,350	4,350	4,350
01-9697-6250	WATER	2,557	2,310	2,310	2,310	3,300
01-9697-6251	ELECTRICITY	31,756	29,200	40,200	41,200	41,200
01-9697-6252	GAS	1,103	1,100	1,100	1,100	1,500
01-9697-6253	TELEPHONE	1,979	3,000	3,000	3,000	3,000
01-9697-6254	COMMUNICATIONS	1,686	1,600	1,600	1,600	1,600
01-9697-6256	EQUIPMENT USAGE	1,295	1,590	1,590	1,600	1,570
01-9697-6265	COMPUTER USAGE	7,688	9,630	9,630	9,570	9,310
01-9697-6271	SERVICE/RECOGNITION/AWARDS	349	1,170	1,170	1,170	1,170
01-9697-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	2,789	5,000	3,000	5,000	5,000
01-9697-6277	RECREATION SUPPLIES	2,784	5,000	5,000	5,000	5,000
01-9697-6283	SNACK BAR SUPPLIES	8,753	9,500	9,500	9,500	9,500
	<b>TOTAL OPERATIONS</b>	<b>65,627</b>	<b>73,910</b>	<b>82,910</b>	<b>85,860</b>	<b>86,960</b>
<b>CAPITAL</b>						
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>203,162</b>	<b>228,520</b>	<b>241,570</b>	<b>225,990</b>	<b>243,740</b>
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
GENERAL (\$195,740)						
PROGRAM REVENUE (\$48,000)						

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**TEEN CENTER (9697)**

The Teen Center provides a place for youth to meet and participate in positive and productive activities during non-school hours. Various activities are planned throughout the year and include teen dances, excursions, on-site peer counseling, tutoring, and game tournaments. The Center and its activities are geared for the youth in 6<sup>th</sup> through 12<sup>th</sup> grades.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 100%***

Develops and supervises recreation programs, sports leagues, social services, special events, and excursions under the direction of the Recreation Supervisor.

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

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

5105 - 5111 See Appendix

**OPERATIONS:**

6206 **Advertising**

Provides for advertising in the *Hoof Print* (WHS paper) and other newspapers.

6214 **Mileage Reimbursement**

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

6227 **Contractual Services**

Provides for Band/DJ and sound system for events during the year. Provides for contracts for guest speakers for educational seminars and class instructors.

6250 **Water**

Provides for 40% of water charges for the Teen Center 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  
2024-25 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: CAMP CRAWDAD**

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2022-23		2023-24	2024-25
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
<b>PERSONNEL</b>					
01-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	19,184	18,920	18,920	20,760
01-9699-5107	WORKERS' COMPENSATION	810	800	800	910
01-9699-5110	MEDICARE	278	280	280	310
	<b>TOTAL PERSONNEL</b>	<b>20,272</b>	<b>20,000</b>	<b>20,000</b>	<b>21,980</b>
<b>OPERATIONS</b>					
01-9699-6214	MILEAGE REIMBURSEMENT	28	100	100	100
01-9699-6227	CONTRACTUAL SERVICES	872	1,500	1,500	1,500
01-9699-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	1,610	2,000	2,000	2,000
01-9699-6277	RECREATION SUPPLIES	2,794	3,000	3,000	3,000
	<b>TOTAL OPERATIONS</b>	<b>5,303</b>	<b>6,600</b>	<b>6,600</b>	<b>6,600</b>
<b>CAPITAL</b>					
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>SUB-PROGRAM TOTAL</b>	<b>25,575</b>	<b>26,600</b>	<b>26,600</b>	<b>28,580</b>
FUNDING SOURCE: CAMP PROGRAM (\$15,000)					

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2024-25**  
**CAMP CRAWDAD (9699)**

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

**PERSONNEL:**

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

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

5107 - 5110 See Appendix

**OPERATIONS:**

6214 **Mileage Reimbursement**

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

6227 **Contractual Services**

Provides for bus transportation costs for excursions. Provides for services rendered by instructors, entertainers, etc.

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

Provides for the purchase of tickets for various excursions.

6277 **Recreation Supplies**

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





# **Capital Projects**

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

**PROJECT DEFINITION**

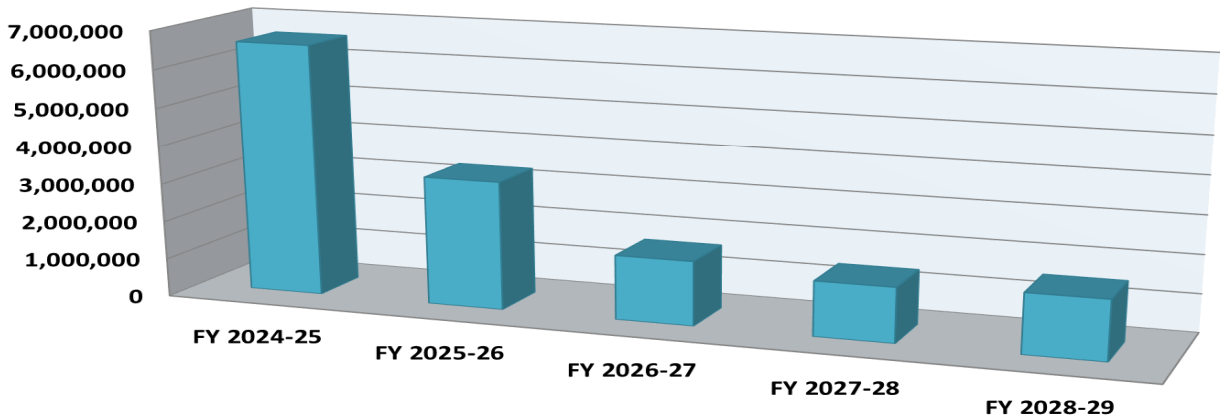
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

**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 2024-25 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 2023-24, or prior years. If these projects were not completed as of June 30, 2024, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2024-25 and beyond if necessary.

**Capital Projects**  
**Five-Year Projection**



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

**SUMMARY**

<b>Fiscal Year</b>	
2024-25	\$6,352,000
2025-26	\$3,350,000
2026-27	\$1,675,000
2027-28	\$1,425,000
2028-29	\$1,550,000
	<b>\$14,352,000</b>

**FUNDING SOURCE**

Funding for the Capital Projects is provided by various sources. For Fiscal Year 2024-25 they are as follows:

Gas Tax - 02	\$ 184,000
RMRA - 03	\$ 800,000
Park Improvement - 06	\$ 1,530,000
ARPA - 08	\$ 575,000
PROP C - 13	\$ 550,000
Bikeway - 14	\$ 25,000
Measure R - 16	\$ 1,100,000
Federal Grant - 17	\$ 166,000
Measure M - 21	\$ 200,000
Capital/Equip - 25	\$ 822,000
Measure W - 29	\$ 400,000
	<b>\$ 6,352,000</b>

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

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET
5910	<b>MEADOW PASS OFF-SITE MITIGATION</b>	Capital/Equip-25	\$105,000	\$0					
	ENGINEERING		\$65,000		65,000	0	0	0	0
	CONSTRUCTION		\$40,000		40,000	0	0	0	0
	TOTAL		<u>\$105,000</u>						
	Provides for the planting and 5-year monitoring of the required off-site mitigation for Meadow Pass Road.								
6105	<b>SLURRY SEAL AREA 5 STREETS</b>	RMRA-03 Measure R-16	\$500,000 \$500,000	\$0 \$0					
	ENGINEERING		\$75,000		75,000	0	0	0	0
	CONSTRUCTION		\$925,000		925,000	0	0	0	0
	TOTAL		<u>\$1,000,000</u>						
	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).								
6127	<b>CITY WIDE SIDEWALK REPAIRS</b>	Prop C-13	\$100,000	\$0					
	ENGINEERING		\$20,000		20,000	20,000	20,000	20,000	20,000
	CONSTRUCTION		\$80,000		80,000	80,000	80,000	80,000	80,000
	TOTAL		<u>\$100,000</u>						
	Provides for removal and replacement of existing damaged sidewalks, driveways, and ADA ramps at various locations throughout the City.								
6137	<b>NPDES: STORM WATER</b>	Measure W-29	\$400,000	\$0					
	ENGINEERING		\$50,000		50,000	50,000	50,000	50,000	50,000
	CONSTRUCTION		\$350,000		350,000	200,000	200,000	200,000	200,000
	TOTAL		<u>\$400,000</u>						
	Provides for the installation of storm water project to meet requirements outlined in the City's Water Management Plan (WMP).								

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

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET	
6156	<b>LA PUENTE ROAD REHABILITATION</b>	Gas Tax-02	\$184,000	\$0						
		Measure R-16	\$500,000	\$0						
		Federal Grant-17	\$166,000	\$0						
		ENGINEERING	\$50,000		50,000	0	0	0	0	
		CONSTRUCTION	\$800,000		800,000	0	0	0	0	
	TOTAL	\$850,000								
Provides for rehabilaition of pavement on La Puente Road westerly city limits to Lemon Avenue.										
6362	<b>FLOOD PLAIN TRAIL REHABILITATION</b>	ARPA-08	\$600,000	\$225,000						
		Capital/Equip-25	\$170,000	\$170,000						
		ENGINEERING	\$0		0	0	0	0	0	
		CONSTRUCTION	\$375,000		375,000	0	0	0	0	
			TOTAL	\$375,000						
Provides for the rehabilitation of the northerly Lemon Creek streambank north of the Istik Bridge.										
9201	<b>CREEKSIDE PARK DIVERSITY</b>	Park Improvement-06	\$502,330	\$462,330						
		ARPA-08	\$156,980	156,980						
		State Park Grant-27	\$3,530	3,530						
		CONSTRUCTION	\$40,000		40,000	0	0	0	0	
			TOTAL	\$40,000						
Provides for the construction of Diversity Plaza at Creekside Park including picnic area with shade structure, new restroom facility, and spray play area.										
9205	<b>SNOW CREEK PARK IMPROVEMENT</b>	Park Improvement-06	\$400,000	\$0						
		ARPA-08	\$350,000	\$350,000						
		CONSTRUCTION	\$400,000		400,000	0	0	0	0	
			TOTAL	\$400,000						
		Provides for replacement of playground equipment and restroom to be ADA accessible at Snow Creek Park.								

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

**NEW AND IN PROGRESS PROJECTS**

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET
9214	<b>SUZANNE PARK IMPROVEMENTS</b>	Park Improvement-06	\$250,000	\$0					
	CONSTRUCTION		<u>\$250,000</u>		250,000	0	0	0	0
	TOTAL		\$250,000						
	Provides for the renovation of restrooms, parking lot, horse arena, and support buildings at Suzanne Park.								
9207	<b>WALNUT RANCH IMPROVEMENT</b>	Park Improvement-06	\$240,000	\$0					
	CONSTRUCTION		<u>\$240,000</u>		240,000	0	0	0	0
	TOTAL		\$240,000						
	Provides for the construction of an additional picnic area at Walnut Ranch Park.								
9207	<b>WALNUT RANCH DRAIN</b>	ARPA-08	\$200,000	\$0					
	ENGINEERING		<u>\$200,000</u>		200,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for installation of drains at Walnut Ranch Park.								
9216	<b>CREEKSIDE PARK IMPROVEMENTS</b>	Park Improvement-06	\$200,000	\$0					
	CONSTRUCTION		<u>\$200,000</u>		200,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for landscape improvements at Creekside Park.								
9217	<b>WINDOWS &amp; ENTRY MODIFICATIONS</b>	Capital/Equip-25	\$242,000	\$0					
	CONSTRUCTION		<u>\$242,000</u>		242,000	0	0	0	0
	TOTAL		\$242,000						
	Provides for replacement of windows at the Gym/Teen Center, Senior Center, and MDRS for improved ventilation.								

**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	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET
9219	<b>CITY REFLECTIVE STREET NAME SIGNS REPLACEMENT</b>	MEASURE M-21	\$200,000	\$0					
	ENGINEERING		\$10,000		10,000	0	0	0	0
	CONSTRUCTION		\$190,000		190,000	0	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.								
9226	<b>TRAIL PROJECT</b>	Bikeway Fund-14	\$25,000	\$0					
		Capital/Equipment-25	\$75,000	\$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.								
9693	<b>GYM/TEEN CENTER IMPROVEMENT</b>	Park Improvement-06	\$200,000	\$0					
	CONSTRUCTION		\$200,000		200,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for replacement of flooring and painting indoors.								
	<b>SENIOR CENTER PARKING LOT</b>	Park Improvement-06	\$200,000	\$0					
	CONSTRUCTION		\$200,000		200,000	0	0	0	0
	TOTAL		\$200,000						
	Provides for renovation and expansion of the parking lot at the Senior Center.								
	<b>WALNUT FACILITIES SECURITY/FIRE ALARM</b>	Capital/Equipment-25	\$400,000	\$0					
	CONSTRUCTION		\$400,000		400,000	0	0	0	0
	TOTAL		\$400,000						
	Provides for an upgrade to the security, fire, and camera systems at Walnut facilities.								



**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	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET
	<b>VALLEY BLVD. REHABILITATION</b>	RMRA-03	\$300,000	\$0					
		Prop C-13	\$450,000						
		Measure R-16	\$100,000						
	ENGINEERING		\$50,000		50,000	0	0	0	0
	CONSTRUCTION		\$800,000		800,000	0	0	0	0
	TOTAL		\$850,000						
	Provides for pavement rehabilitaiton of Valley Boulevard between Grand avenue and Suzanne road. (Joint project with Los Angeles County).								
6163	<b>GRAND/LA PUENTE INTERSECTION</b>	Prop C-13	\$300,000	\$0					
	CONSTRUCTION		\$300,000		0	300,000	0	0	0
	TOTAL		\$300,000						
	Provides for construction of dual left-turn pockets on Grand northbound and southbound.								
	<b>LEMON AVENUE REHABILITATION</b>	Prop C-13	\$600,000	\$0					
		Measure R-16	\$600,000	\$0					
	ENGINEERING		\$100,000		0	100,000	0	0	0
	CONSTRUCTION		\$1,100,000		0	1,100,000	0	0	0
	TOTAL		\$1,200,000						
	Provides for rehabilitation of the pavement between Valley Boulevard and Meadow Pass.								
	<b>GRAND AVENUE STREET LIGHTS</b>	Gas Tax -02	\$200,000	\$0					
		Measure M-21	\$300,000	\$0					
	ENGINEERING		\$55,000		0	55,000	0	0	0
	CONSTRUCTION		\$445,000		0	445,000	0	0	0
	TOTAL		\$500,000						
	Provides for installation of street lights on Grand Avenue between Amar/Temple and Stonybrook Drive.								

**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	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET
	<b>SLURRY SEAL AREA 6 STREETS</b>	RMRA-03	\$700,000	\$0					
		Prop C-13	\$200,000	\$0					
	ENGINEERING		\$75,000		0	75,000	0	0	0
	CONSTRUCTION		\$825,000		0	825,000	0	0	0
	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 Amar).

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

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

	<b>SLURRY SEAL AREA 4 STREETS</b>	RMRA-03	\$700,000	\$0					
		Prop C-13	\$225,000	\$0					
	ENGINEERING		\$75,000		0	0	75,000	0	0
	CONSTRUCTION		\$850,000		0	0	850,000	0	0
	TOTAL		\$925,000						

Provides for the engineering, contract administration and slurry seal of various streets in Area 4 (westerly half of Creekside Drive).

**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	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET	2028-29 BUDGET
	<b>SLURRY SEAL AREA 7 STREETS</b>	RMRA-03	\$700,000	\$0					
		Prop C-13	\$275,000	\$0					
	ENGINEERING		\$75,000		0	0	0	75,000	0
	CONSTRUCTION		\$900,000		0	0	0	900,000	0
	TOTAL		\$975,000						

Provides for the engineering, contract administration and slurry seal of various streets in Area 7 (Snow Creek & Timberline).

6103	<b>SLURRY SEAL AREA 1 STREETS</b>	RMRA-03	\$550,000	\$0					
		Prop C-13	\$550,000	\$0					
	ENGINEERING		\$100,000		0	0	0	0	100,000
	CONSTRUCTION		\$1,000,000		0	0	0	0	1,000,000
	TOTAL		\$1,100,000						

Provides for the engineering, contract administration and slurry seal of various streets in Area 1 (south of La Puente Road and west of Lemon Avenue to City limits).

<b>TOTAL</b>	<b>\$13,919,840</b>	<b>\$1,367,840</b>	<b>\$6,352,000</b>	<b>\$3,350,000</b>	<b>\$1,675,000</b>	<b>\$1,425,000</b>	<b>\$1,550,000</b>
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**Funding Summary**

Gas Tax-02	\$ 184,000	\$ 200,000	\$ -	\$ -	\$ -
RMRA - 03	\$ 800,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 650,000
Park Improvement - 06	\$ 1,530,000	\$ -	\$ -	\$ -	\$ -
ARPA - 08	\$ 575,000	\$ -	\$ -	\$ -	\$ -
PROP C - 13	\$ 550,000	\$ 1,200,000	\$ 325,000	\$ 375,000	\$ 550,000
Bikeway - 14	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Measure R - 16	\$ 1,100,000	\$ 600,000	\$ -	\$ -	\$ -
Federal Grant -17	\$ 166,000	\$ -	\$ -	\$ -	\$ -
Measure M - 21	\$ 200,000	\$ 300,000	\$ 300,000	\$ -	\$ -
Capital/Equip - 25	\$ 822,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Measure W - 29	\$ 400,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>Total</b>	<b>\$ 6,352,000</b>	<b>\$ 3,350,000</b>	<b>\$ 1,675,000</b>	<b>\$ 1,425,000</b>	<b>\$ 1,550,000</b>

**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>
2029-30	Area 2 Slurry	\$1,425,000
2030-31	Area 3 Slurry	\$700,000
2031-32	Area 5 Slurry	\$1,000,000
2032-33	Area 6 Slurry	\$900,000
2033-34	Area 4 Slurry	\$925,000

# Appendix

## CHART OF ACCOUNTS

### OBJECT DESIGNATIONS

XX-XXXX-###

#### PERSONNEL:

<u>Object No.</u>	<u>Line Item &amp; Description</u>
5101	<b>Regular Salaries</b> Provides for compensation for full-time, permanent employees.
5102	<b>Regular Part-Time Employees</b> Provides for compensation for all part-time employees.
5103	<b>Seasonal/Limited Part-Time Employees</b> Provides for compensation for non-permanent, part-time employees.
5104	<b>Overtime</b> Provides for compensation for any overtime throughout the year, at one and one half times the regular salary.
5105	<b>Health &amp; Life Insurance</b> Provides for benefits for health, accidental death, dismemberment, life insurance, and long-term disability for full-time employees. Additionally, provides for the monthly PERS administrative fee and wake works compliance fee under the Human Resources Division (4200).
5107	<b>Workers' Compensation</b> Provides for City-paid benefits for Workers' Compensation pursuant to State Law.
5108	<b>PERS</b> Provides for City-paid employee benefits for employee's retirement system.
5109	<b>Unemployment Insurance</b> Provides for City-paid employee benefits for unemployment insurance.
5110	<b>Medicare Expense</b> All employees with hire dates of April 1, 1986 and after must contribute 1.45% and City to match.
5111	<b>Sick Leave Buyback/Vacation Buyback</b> Provides for employee reimbursement for non-used sick leave. Only employees with over 160 hours at the end of the calendar year will be eligible for buybacks. Provides reimbursement of unused vacation up to 40 hours, provided employee has taken 40 hours of vacation during the preceding calendar year and had a vacation balance in excess of 160 hours at the end of the calendar year.
5112	<b>Replacement Benefit Plan</b> Provides for the CalPERS Replacement Benefit Plan contributions as necessary.

## CHART OF ACCOUNTS

### OPERATIONS:

<b><u>Object No.</u></b>	<b><u>Line Item &amp; Description</u></b>
6103	<b>Conference &amp; Meetings - Ching</b> Provides for all travel, conference, and meeting expenses.
6104	<b>Conference &amp; Meetings - Wu</b> Provides for all travel, conference, and meeting expenses.
6105	<b>Conference &amp; Meetings - Tragarz</b> Provides for all travel, conference, and meeting expenses.
6106	<b>Conference &amp; Meetings - Freedman</b> Provides for all travel, conference, and meeting expenses.
6107	<b>Conference &amp; Meetings - Cajulis</b> Provides for all travel, conference, and meeting expenses.
6201	<b>Conference &amp; Meetings</b> Provides for all travel, conference, and meeting expenses. In Fiscal Year 2019-20, each Councilmember was assigned an individual budget account (6101-6105).
6202	<b>Training</b> Provides for training seminars and sessions generally requested by City and taken on City time.
6203	<b>Memberships, Dues, Subscriptions, Books, Fees</b> Provides for membership fees, dues, subscriptions, and publications of professional organizations.
6204	<b>Property Tax Administrative Fee</b> A Property Tax Administration Fee (PTAF) is to offset costs in assessing property values, in collecting the property tax levies, and in the review and appeal process.
6205	<b>Office Supplies</b> Provides for the purchase of office supplies.
6206	<b>Advertising</b> Provides for advertising and legal notices of various City activities.
6207	<b>Postage</b> Provides for postal expenses for City mailings.

## CHART OF ACCOUNTS

- 6208      **Vehicle Operations**  
Provides for operational costs for gasoline, oil, tires, batteries, parts, and repairs for vehicle use.
- 6209      **Surety Bonds**  
Provides for City insurance protection.
- 6210      **Printing**  
Provides for business cards, and any outside printing.
- 6211      **Education Reimbursement**  
Provides for education reimbursement for employee development related to the improvement of the position; generally requested by employee and taken on own time; requires prior approval.
- 6212      **Ordinance Codification, Amendments & Legal Documents**  
Provides for codification of ordinances, amendments, & legal documents.
- 6213      **Building Maintenance/Supplies**  
Provides for building materials, miscellaneous repairs, and City supplies and materials for city buildings.
- 6214      **Mileage Reimbursement**  
Provides for mileage reimbursement when private vehicle is used for City business.
- 6215      **Vehicle/Cell Allowance/Treasurer Stipend**  
Provides for monthly car allowances for positions approved by City Council. Also, provides cell phone stipend for those employees who elect not to receive a city issued cell phone.
- 6216      **Professional Services**  
Provides for professional services/retainers.
- 6218      **Special Legal Fees**  
Provides for legal services not rendered by the City Attorney in the retainer; includes defense of lawsuits.
- 6219      **Photocopy Supplies**  
Provides for all photocopy materials and supplies.
- 6220      **Office Equipment Rental**  
Provides for all office equipment rentals.



## CHART OF ACCOUNTS

- 6221      **Machinery Equipment Rental**  
Provides for rental of equipment not owned by City, or to temporarily replace owned equipment when breakdown occurs.
- 6222      **Facility Rental**  
Provides for building or space rental to carry out City functions and business.
- 6223      **Insurance**  
Provides for City insurance protection for general liability, auto, and property.
- 6224      **Records Management**  
Provides for services of microfilming City records.
- 6225      **Claims & Insurance Adjustments**  
Provides for deductible allowances or claims covered by insurance.
- 6226      **Temporary Workers**  
Provides for services rendered under contract with another entity on a temporary basis.
- 6227      **Contractual Services**  
Provides for services rendered under contract with another entity.
- 6229      **Community Relations**  
Provides for the expense of community events.
- 6230      **Plan Check Services**  
Provides for public works plan check services through contract with a private engineer.
- 6231      **Maps, Prints, Photos, Film**  
Provides for maps, plans, photos, slides, and film.
- 6232      **Public Works Inspection Services**  
Provides for public work construction inspections of public works improvements required of builders and developers.
- 6233      **Building Inspection Services**  
Provides for building plan check and inspection services by the City's private contractor.
- 6235      **Referee Services**  
Provides for payment to referees for the adult basketball leagues.

## CHART OF ACCOUNTS

- 6236      **Physicals/Backgrounds**  
Provides for pre-employment physicals for new, permanent employees, DMV background checks, and Department of Justice background checks.
- 6237      **Vandalism**  
Provides for replacement of such items as irrigation materials and equipment due to damage of controllers, valves, pipes, sprinkler heads and fittings caused by vandalism.
- 6238      **Small Tools**  
Provides for replacement of worn or damaged hand and small power tools.
- 6239      **Uniforms**  
Provides for uniform rental service and purchase of boots.
- 6240      **Rodent Control**  
Provides funds for the Rodent Control Program.
- 6242      **Storm Drain Maintenance**  
Provides for maintenance of storm drain Zone 9.
- 6243      **Tree Maintenance**  
Provides for expenditures in relation to the tree maintenance program on City property and each LOSMD zone.
- 6244      **Street Light Maintenance**  
Provides funds for Highway Safety Lighting, Traffic Signal, and Street Lighting Maintenance Programs.
- 6245      **General Maintenance**  
Provides funds for general maintenance of City buildings, streets, roads and all other city maintained facilities.
- 6246      **Building Maintenance**  
Provides for the building maintenance service contract for City buildings, including HVAC, elevator maintenance, alarm monitoring, and termite control.
- 6247      **Equipment Maintenance**  
Provides for maintenance costs of City-owned equipment.
- 6248      **Grounds Maintenance**  
Provides for supplies, repairs, and maintenance of City grounds.
- 6249      **Industrial Waste Service**  
Provides funds for industrial waste services by the county for extraordinary inspections, corrections, and legal expenses.

## CHART OF ACCOUNTS

- 6250      **Water**  
Provides for water service.
- 6251      **Electricity**  
Provides for 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.

## CHART OF ACCOUNTS

- 6272      **Crime Prevention Program Supplies**  
Provides for the purchase of Neighborhood Watch decals, signs, and newsletter materials; for the production and bulk mailings of Business Watch and Walnut Watchword program materials; and for Lock-It Walnut materials.
- 6273      **Emergency Preparedness Supplies**  
Provides for the purchase of supplies necessary for the City's emergency preparedness program.
- 6274      **Volunteer Patrol Supplies**  
Provides for the purchase of supplies as necessary for the Senior Volunteer Patrol Program.
- 6275      **Cable Programming Supplies**  
Provides for programming expenses (i.e., purchase/rental) of MINI DV tapes for cameras, DVDS, DVD cases and labels for production or dubbing use. Also, provides payment for the purchase of small equipment and equipment maintenance and repairs.
- 6276      **Tickets, Hotels, Deposits, Reservations**  
Provides for the purchase of tickets, hotel reservations, deposits, and other expenses related to recreation programs such as excursions.
- 6277      **Recreation Supplies**  
Provides for the purchase of supplies as necessary for recreation programs.
- 6278      **Bank Charges**  
Provides for the payment of fees charged by the bank for various bank services.
- 6279      **Uniforms**  
Provides for the purchase of supplies i.e., (Uniforms for youth sport leagues and coaches).
- 6280      **Environmental Services Supplies**  
Provides for the purchase of supplies related to environmental services programs, such as the used oil recycling program and composting fairs.
- 6281      **Festival Supplies**  
Provides for the purchase and rental of supplies and materials necessary for the annual Family Festival.
- 6282      **Camp Sponsorship Program**  
Provides for expenses incurred in relation to the City's Camp Sponsorship Program.

## CHART OF ACCOUNTS

- 6283      **Snack Bar Supplies**  
Provides for the cost of restocking the Teen Center snack bar with beverages, candy, and miscellaneous snack food items for sale during its regular operating hours.
- 6286      **Meals Program**  
Provides for expenses in relation to the meal programs offered at the Senior Citizens Center.
- 6287      **Bingo Program**  
Provides for expenses in relation to the bingo activities offered at the Senior Citizens Center.
- 6290      **Special Maintenance Projects**  
Provides for special maintenance/repairs necessary in City parks or facilities which are beyond the scope of routine maintenance, such as grading or renovating sports fields, adding landscaping, and improving public areas.
- 6300      **Principal**  
Provides funds for payment of principal on outstanding debt.
- 6301      **Interest Expense**  
Provides funds for payment of interest on outstanding debt.
- 6302      **Cost of Issuance**  
Provides funds for bond issuance fees.
- 6303      **Trustee Fee**  
Provides funds for trustee administration fee.
- 6304      **Defeasance of Funds**  
Retirement/Closing of Bonds.
- 6305      **County Administration Fee**  
Provides funds for county administration fee.
- 6350      **Loans**  
Provides for loans made in relation to the City's housing program.
- 6354      **Grants**  
Provides for grants issued in relation to the City's housing program.
- 6999      **Prior Year Adjustment**  
Provides for after-audit adjustments to a previous fiscal year, which are identified by the city auditors.

## CHART OF ACCOUNTS

### CAPITAL:

<b><u>Object No.</u></b>	<b><u>Line Item &amp; Description</u></b>
8401	<b>Furnishings &amp; Equipment</b> Provides for purchase of office furniture, equipment, and furnishings for City offices.
8402	<b>Machinery &amp; Equipment</b> Provides for purchase of machinery and equipment for City offices.
8403	<b>Buildings &amp; Structures</b> Provides for the acquisition of permanent structures for City or government use.
8404	<b>Land Purchase</b> Provides for the acquisition of land for City or government use.
8405	<b>Landscape Improvements</b> Provides for the expenses incurred for landscape improvements.
8406	<b>Irrigation Improvements</b> Provides for the expenses incurred for irrigation improvements to replace worn-out systems, or to install new systems.
8407	<b>Slope Restoration</b> Provides for expenses incurred for slope restoration where failures occur.
8409	<b>Building Improvements</b> Provides for capital improvements to City or government owned buildings and structures.
8410	<b>Improvements Other Than Buildings</b> Provides for any capital improvements for the City.
8425	<b>Special Capital Projects</b> Provides for expenditures in relation to incidental projects needed in the course of operations, which are beyond the scope of the department's regular operations budget.

# Glossary

**CITY OF WALNUT**  
**GLOSSARY OF TERMS**

**AB 939**

The California Integrated Waste Management Act of 1989 (AB 939) required all cities to prepare and adopt a Source Reduction and Recycling Element by July 1, 1991. Cities were to demonstrate how they intend to meet the requirements of this Act to, among other things, reduce the amount of waste disposed in landfills a total of 25% by the year 1995 and 50% by the year 2000.

**Accrual**

A method of accounting that recognizes the financial effect of transactions, events, and inter-fund activity when they occur, regardless of the timing of related cash flows.

**Agency Funds**

These funds are used to account for assets held by the City as trustee or agent for individuals, private organizations, other governmental units and/or other funds.

**Air Quality Improvement Fund (AQMD)**

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 6<sup>th</sup> 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 6<sup>th</sup>), to include instruction on the effects of drug abuse, decision making, and dealing with peer pressure.

### **Successor Agency**

An organization created as a result of AB1X 26, the Successor Agency manages the payment listed on ROPS (Recognized Obligation Payment Schedule) to retire the debt of the dissolved Redevelopment Agency through tax funds received from the County.

### **Subventions**

That portion of revenues collected by outside agencies on behalf of the City.

### **Traffic Safety Committee**

A committee formed in order to discuss and make recommendations on speed control, parking regulations, signing, striping and other matters related to traffic safety and control. The Committee consists of representatives from City Hall and the Los Angeles County Sheriff's Department.

### **Traffic Safety Fund**

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

### **Volunteers on Patrol (VOP)**

This program provides for assistance to Walnut law enforcement activities by city residents serving as volunteers. Assistance is provided in the areas of park patrol, vacation checks, business center watch, code enforcement field checks, and morning recycling and scavenging checks.

### **Walnut Housing Authority (WHA)**

The City's housing authority was formed in 1996, and the City Council serves as the governing board, with the City Manager serving as the Executive Director. The Walnut Housing Authority was established to fund the construction of low and moderate income housing in the City of Walnut.







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