

2016-17 ANNUAL BUDGET



WALNUT, CALIFORNIA



CITY OF WALNUT 2016-17 ANNUAL BUDGET

WALNUT CITY COUNCIL

Robert “Bob” Pacheco, Mayor
Mary Su, Mayor Pro Tem
Eric Ching, Council Member
Andrew Rodriguez, Council Member
Nancy Tragarz, Council Member

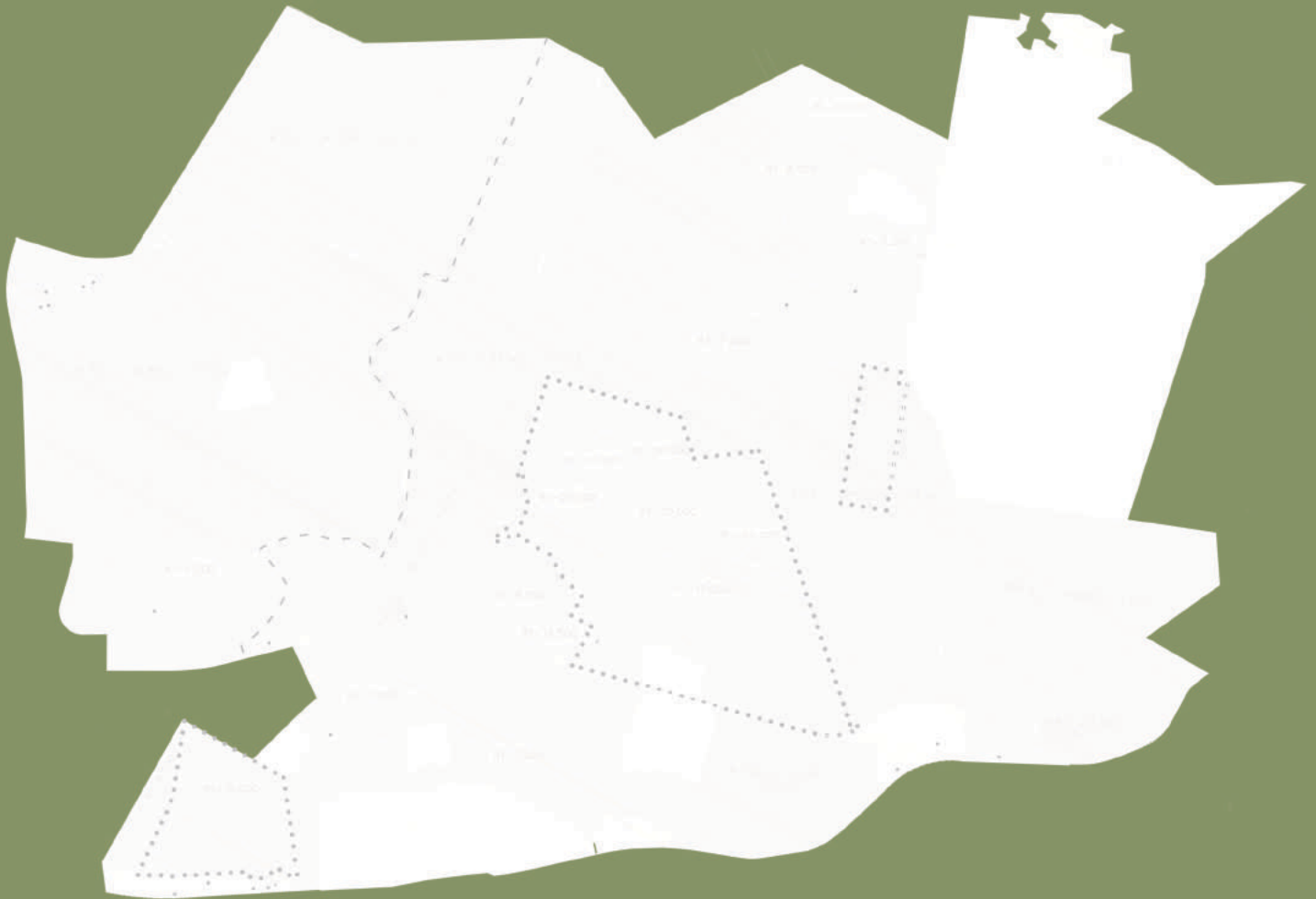
CITY MANAGER

Robert M. Wishner

BUDGET TEAM

Karen Ogawa, Director of Administrative Services
Jessica Cortez, Interim Finance Officer

30,152 Residents 648 Businesses



Situated in the southeastern portion of the Los Angeles County, the City of Walnut is located 20 miles east of downtown Los Angeles and encompasses 8.9 square miles. The City of Walnut provides a pleasant blend of living in a semi-rural country, a hometown atmosphere, urban conveniences, and close proximity to metropolitan areas, deserts, and beaches. Walnut offers a great environment to live, work, or spend quality leisure time.

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COMMUNITY SERVICES

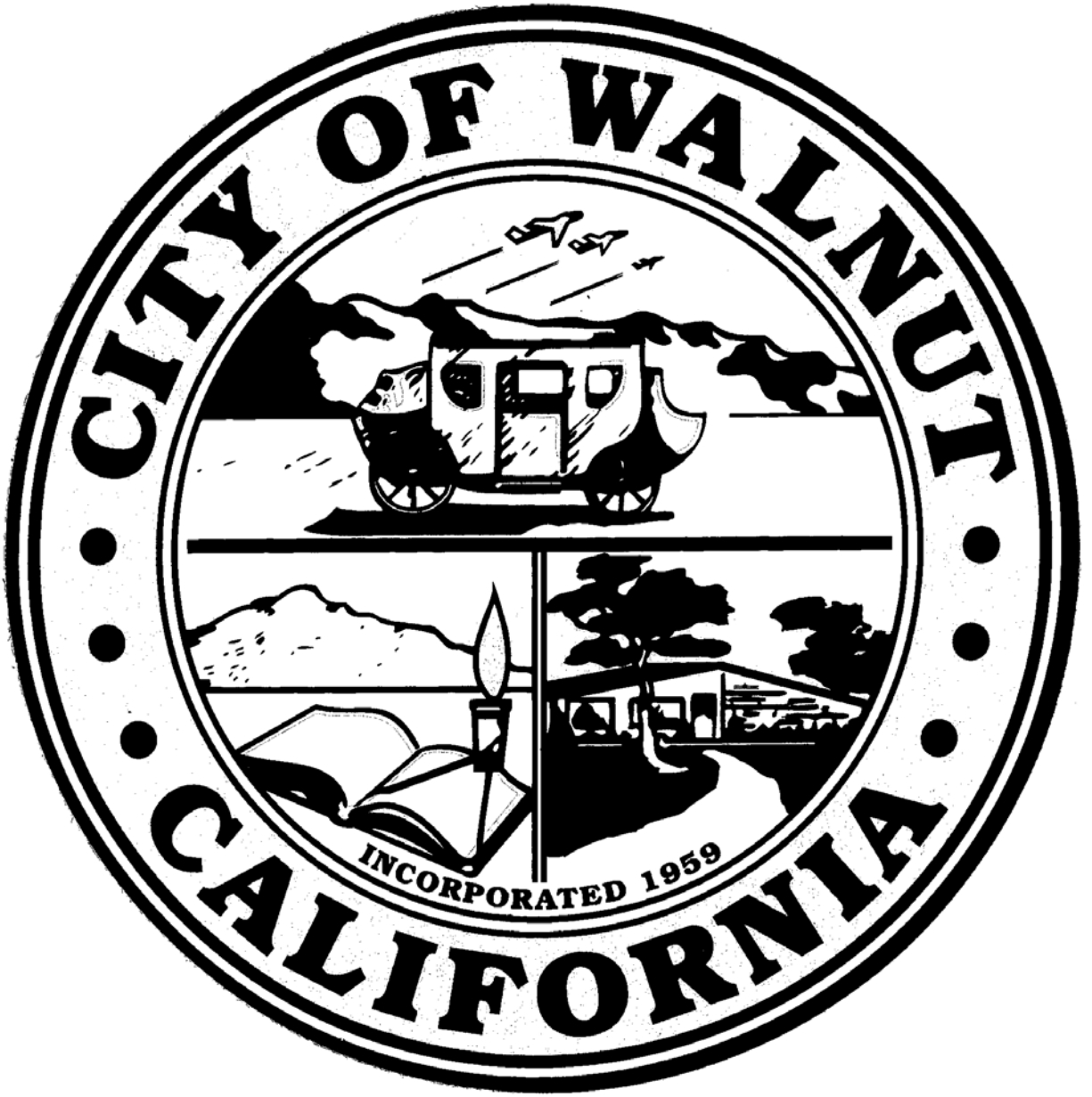
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Introduction



CITY OF WALNUT

June 8, 2016

Honorable Mayor and
Members of the Walnut City Council

SUBJECT: **FISCAL YEAR 2016-17 ANNUAL BUDGET**

It is with pleasure that City staff once again presents to the City Council the annual budget that is balanced and will continue to provide the highest quality of services to our citizens. The annual budget includes \$25,209,213 in total resources from all funds, and \$23,787,840 in total appropriations. General Fund is projected to have a surplus of \$77,570. The revenue appropriations consist of the operating budget (\$18,451,182), other financing sources (\$1,708,120), and the capital projects (\$5,049,911). The expenditure appropriations consist of the operating budget (\$17,832,279), transfers out (\$905,650), and the capital projects (\$5,049,911).

EXECUTIVE SUMMARY

The 2016-17 budget is basically a “roll over” budget. This means Walnut will continue to provide a high level of quality services to the community as in 2015-16. The following, have been incorporated into the annual operating budget:

- Sheriff’s contract increase of 3.7% and Liability Trust Fund increase of 3.5%
- 3% COLA increase for classified employees
- Continuation of LOSMD direct administrative salaries and benefits subsidized by General Fund
- Continuation of LOSMD arterial expenses paid by General Fund
- Meadowpass Road mitigation and monitoring
- NPDES requirements
- Restoring stipend for Planning Commissioners

SIGNIFICANT ISSUES FACING WALNUT

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

- **On-going transfer of direct administrative salaries and benefits from LOSMD to the General Fund-** To date, the General Fund has subsidized a cumulative total \$3.1 million

for LOSMD expenditures. Aside from increasing assessments, it is necessary to look at other cost sharing options, such as continued use of reclaimed water to decrease the subsidy level and continue the same level of maintenance service for LOSMD zones.

- **Fund Balances-**Per the fiscal policy, if there is a surplus of General Fund monies, the surplus shall be equally divided and deposited into the Facility Maintenance Fund and the Capital Projects Fund. The Facility Maintenance Fund continues to subsidize the Walnut Senior Center, Teen Center and Gymnasium by approximately \$728,000 annually. In order to coincide with our fiscal policy and provide proper funds for future maintenance of Walnut facilities, it may be necessary to examine our recreation program fees in effort to lower the level of subsidy provided by the Facility Maintenance Fund.
- **Successor Agency of the City of Walnut-**Existing law dissolved the Walnut Improvement Agency (WIA) as of February 1, 2012 and designated the City of Walnut as the Successor Agency to wind down the affairs of the dissolved redevelopment agency. The City of Walnut, as the Successor Agency, is responsible for the administrative close out of the WIA activities and to make payments for the enforceable obligations. On April 24, 2012, the City of Walnut Oversight Board of the Successor Agency was formed. The 2016-17 budget includes on-going cost associated with the Successor Agency Administration. In addition, the City continues to work with the Department of Finance (DOF) in addressing the Housing Administrative allowance and the Repayment of the Supplemental Educational Revenue Augmentation fund (SERAF) Loan both of which DOF continues to disallow.
- **NPDES Requirements-** The 2016-17 budget reflects the projected costs to implementation of the WMP, which will include required water quality testing and monitoring. Future costs will be dependent on water quality monitoring results and/or additional State or Environmental Protection Agency pollutant discharge regulations.

REVENUES

Total General Fund operating revenues in 2016-17 are slightly higher compared to the 2015-16 estimated actual revenues. New housing developments that are currently in the final planning stages will generate additional revenues during 2016-17. The charges for services are lower compared to 2015-16 due to an anticipated reduction in public works inspection and plan checking fees. However, it is estimated that the property tax will increase 2%, sales tax will slightly increase, and interest earnings will be slightly lower in 2016-17.

Amounts in the following chart are expressed in thousands.

<u>REVENUE SOURCE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL</u>	<u>INCREASE/(DECREASE) FROM PRIOR YEAR</u>	
			<u>ESTIMATED</u>	<u>ACTUAL</u>
Taxes	\$ 9,390,000	71%	\$	119,146
Licenses and Permits	\$ 1,588,250	12%	\$	554,050
Fines and Forfeits	\$ 62,000	0%	\$	(5,641)
Use of Money and Property	\$ 392,920	3%	\$	(11,325)
Intergovernmental	\$ 23,170	0%	\$	(2,007)
Charges for Services	\$ 1,349,500	10%	\$	(163,870)
Other	\$ 385,040	3%	\$	(67,057)
Total	\$13,190,880	100%	\$	423,296

Property tax for the City is projected to increase 2% due to the leveling of the reassessments and the real estate industry. The amount projected for 2016-17 is \$6,510,000 and represents about 49% of the total operating budget. However, of the 1% general property tax collected by the County, Walnut still only receives about 7% of the amount collected, as compared to the statewide average of 15%.

Sales tax revenue for the 2016-17 is projected to total \$1,500,000. Sales tax received by the City represents 11% of the total operating revenue. Because only 3% of Walnut's land area is zoned commercial, the opportunities for retail development are limited. To maximize these opportunities, the City promotes economic development by striving to stimulate business activity, enhance business stability, and increase sales tax revenue. The State is projecting that sales tax state-wide will continue to improve with a modest increase during 2016-17.

EXPENDITURES

General Fund expenditures anticipated for 2016-17 are estimated to increase 2% from the 2015-16 estimated expenditures. The increase is attributed to the Sheriff's contract, NPDES requirements, and other cost of living adjustments. This budget reflects substantially the same level of service as in the previous year.

LANDSCAPE AND OPEN SPACE MAINTENANCE DISTRICT (LOSMD)

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

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

FIVE-YEAR ECONOMIC OUTLOOK

The revenue and expenditure projections provided for 2016-17 through 2020-21 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 flat sales tax projection for the next couple of years with a 2% increase projected in years 3 through 5. The Village at Snow Creek shopping center continues to be one of the major contributors to the sales tax bases and City anticipates more commercial development in the coming years.

Property taxes and franchise taxes have been projected to increase 2% each year. A slight increase in license and permit revenue is projected in 2016-17 due to new development project(s) that are currently in the beginning stages; however, no increases are projected for the years thereafter since the City does not have definite details about the projected start dates. For the use of money and property, particularly on interest earnings, there is no increase projected for year 2 and a 2% increase starting year 3.

Telecommunication lease income is projected to increase 5% each year. Restricted revenues from other agencies, i.e. Proposition A, Proposition C, and Proposition R, have been projected to increase 2% each year.

The assumptions used for forecasting expenditures include 1% increase for all expenditures related to operations of the City and a 3% increase for personnel costs. All expenditures for the City's Public Safety program, which includes payment for the Los Angeles County Sheriff's services, have been projected to increase in year 2 and thereafter at a rate of 4%. All liability and property insurance costs have been projected to have 4% increases. In addition, where ever possible, any expenditures which are not "on-going", such as expenditures identified for certain capital or fixed asset items, have not been carried forward as expenditures in following years. Also taken into consideration are any costs for contracted services in which the City has an agreement with the provider, where the fees are to remain constant for a specified number of years.

CAPITAL PROJECTS

In addition to the Operating Budget, the five-year Capital Projects is provided for 2016-17 through 2020-21. The Capital Projects budget has increased by more than 65% or \$3.3 million compared to the prior year. Amar Road Resurfacing, Slurry Seal Area 6, and Future Recreation Facility, represent 74% of the Capital Projects budget (\$5,049,911). Funding for Amar Road Resurfacing and Slurry Seal Area 6 are from Gas Tax, Proposition C and R, and Capital Equipment/Replacement funds. Whereas, the Future Recreation Facility is being funded from the Three Oaks Facility Fund whereby the funds are from contributions received from the developer.

Although the new projects scheduled for 2016-17 are included in the budget, they will be presented individually before the City Council for approval throughout the fiscal year. In this year's Capital Project Program Staff has included the potential funding sources for each project. Furthermore, in addition to the five-year Capital Project Program the City has developed an additional five-year projection for street related projects.

During 2015-16, the City has completed the Creekside Fitness Equipment and miscellaneous trail improvements throughout the City and anticipates to complete the Commercial Street Resurfacing, Suzanne Park Parking Lot Rehabilitation, and Creekside Park Playground Renovation.

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. Included in the 2016-17 budget are reclassifications which will fulfill departmental staffing requirements.

OPERATING BUDGET FORMAT

The 2016-17 operating budget has again been prepared in the modified program format. The five (5) major programs are: *General Government, Community Development, Public Works, Public Safety, and Community Services.*

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

MISSION STATEMENT/GOALS

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

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

SUMMARY

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

The 2016-17 Annual Budget allows the City to live within its means and to continue to provide quality municipal services to the citizens of Walnut.

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

Respectfully,



Robert M. Wishner
City Manager



RESOLUTION NO. 16-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$23,787,840
FOR FISCAL YEAR 2016-17.**

WHEREAS, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2016 and ending June 30, 2017; and

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

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

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

SECTION 1. The budget is adopted as the Annual Budget for the City of Walnut for the Fiscal Year commencing July 1, 2016, and ending June 30, 2017 in the amount of \$17,832,279.

SECTION 2. The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2016, and ending June 30, 2017 in the amount of \$5,049,911.

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

SECTION 4. The City Council reaffirms the Committed Fund Balances as identified in the Fund Balance Policy and any unassigned balance in the General Fund as of June 30, 2017 shall be automatically transferred as per the Fiscal Policy.


SECTION 5. There is hereby appropriated to each account set forth in said budget, the sum shown for such account in the 2016-17 budget, and the City Manager is authorized and empowered to expend such sum for the purpose of such account. No expenditure by any office or department for any item within an account will exceed the amount budgeted therefore without prior approval of the City Manager.

SECTION 6. A copy of the proposed Annual Budget for the Fiscal Year 2016-17 is on file in the City Clerk's office.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Walnut on June 8, 2016.


Robert Pacheco, Mayor

ATTEST:


Teresa De Dios, City Clerk


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

I, Teresa DeDios, City Clerk of the City of Walnut, do hereby certify that the foregoing Resolution No. 16-25 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$23,787,840
FOR FISCAL YEAR 2016-17.**

was approved and adopted by the City Council of the City of Walnut on the 8th of June 2016, by the following vote:

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


Teresa De Dios, City Clerk

RESOLUTION NO. 16-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT IN THE AMOUNT OF \$26,063,815 FOR THE FISCAL YEAR 2016-17.

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 2016-17 is calculated by adjusting the base year appropriations of Fiscal Year 1978-79 for changes in the cost of living and population; and

WHEREAS, Proposition 111, passed by the voters of California on June 5, 1990, requires the City Council to select the adjustment factors each year. That the appropriations subject to limitation in Fiscal Year 2016-17 shall be based on the 2015-16 appropriation limit of \$24,527,038 as established by Resolution No. 15-30, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 5.37% and the County population change of 0.85% as reported by the State Department of Finance on May 1, 2016; and

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

WHEREAS, the City of Walnut has complied with all of the provisions of Article XIII-B in determining the appropriation limit for Fiscal Year 2016-17.


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

SECTION I. That the appropriations limit in Fiscal Year 2016-17 shall be \$26,063,815 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.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Walnut this 8th day of June 2016.


Robert Pacheco, Mayor

ATTEST:


Teresa De Dios, City Clerk

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

I, Teresa De Dios, City Clerk of the City of Walnut hereby certify that the foregoing Resolution No. 16-26 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT
IN THE AMOUNT OF \$26,063,815 FOR THE FISCAL YEAR 2016-17.**

was approved and adopted by the City Council of the City of Walnut on the 8th of June 2016, by the following vote:

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



Teresa De Dios, City Clerk

**APPROPRIATION LIMIT
FISCAL YEAR 2016-17**

REVENUE SUBJECT TO LIMIT

Proceeds and Non-Proceeds of Taxes:

<u>SOURCE</u>	<u>Estimate 2015-16</u>	<u>Budget 2016-17</u>
Property Tax	\$ 6,390,000	\$ 6,510,000
Sales Tax	1,500,000	1,500,000
Business License Tax	100,000	100,000
Realty Stamp Tax	129,988	130,000
State Motor Vehicle In-lieu	12,208	13,000
State Homeowners Exemption	9,905	9,900
Off Highway License Tax	-	-
VLF Subvention	-	-
Interest Earnings on Tax Proceeds	111,325	100,000
Total Tax Proceeds	\$ 8,253,426	\$ 8,362,900
Non-Tax Proceeds	9,917,306	9,548,080
Total Revenues	\$ 18,170,732	\$ 17,910,980

**APPROPRIATION LIMIT
FISCAL YEAR 2016-17**

COMPUTATION OF 2016-17 LIMIT

2015-16 Appropriation Limit		\$ 24,527,038
County of Los Angeles Population Growth Factor (A)	1.0085	
California Per Capital Personal Income Growth Factor (B)	1.0537	
Adjusted Growth Factor (A x B)		<u>1.062656</u>
2016-17 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)		<u>\$ 26,063,815</u>

**APPROPRIATION LIMIT
FISCAL YEAR 2016-17**

APPROPRIATION SUBJECT TO LIMIT

	Fiscal Year 2015-16	Fiscal Year 2016-17
Appropriation Limit per calculation	\$ 24,527,038	\$ 26,063,815
Appropriation Subject to Limit:		
Tax Proceeds	\$ 8,253,426	\$ 8,362,900
Excess Fees	-	-
	<u>\$ 8,253,426</u>	<u>\$ 8,362,900</u>
Margin	\$ 16,273,612	\$ 17,700,915

City Mission Statement

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

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

We will exceed expectations by:

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

We will collaborate by:

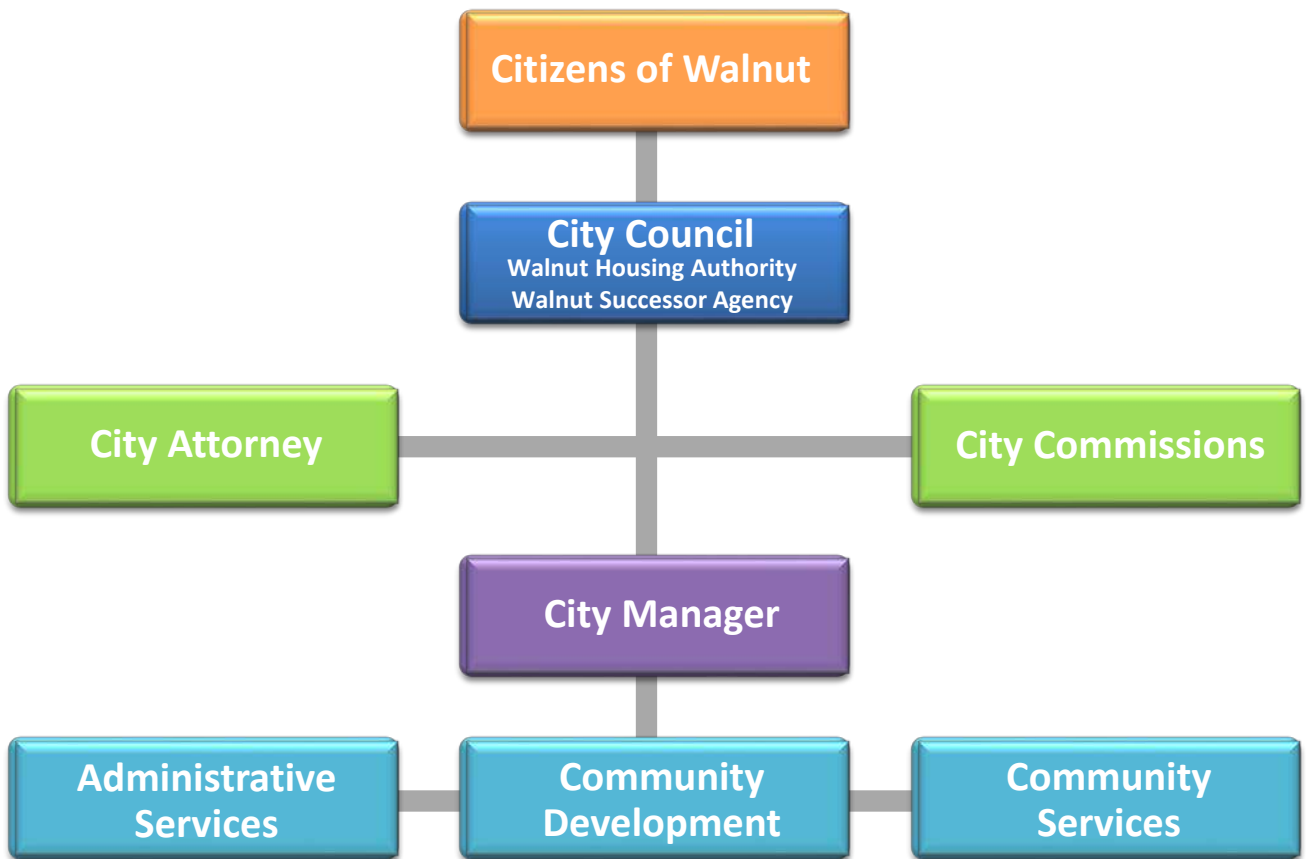
- Encouraging open discussion
- Responding to residents with courtesy
- Embracing cultural diversity
- Providing clear directions for people using our services
- Building teamwork among employees

We will enhance civic pride by:

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

City of Walnut Organizational Chart

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



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

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

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

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

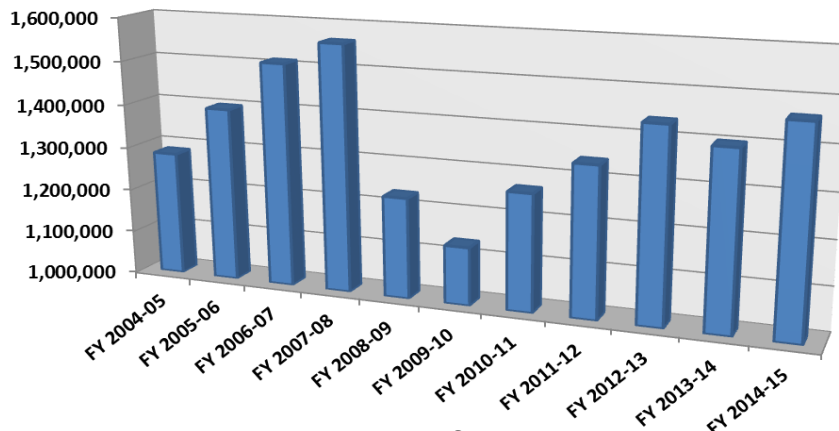
CITY OF WALNUT
Revenue and Budget Information
Assumptions & Trends

The revenue and expenditure projections provided for FY 2016-17 through FY 2020-21, 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 entitlement, 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.

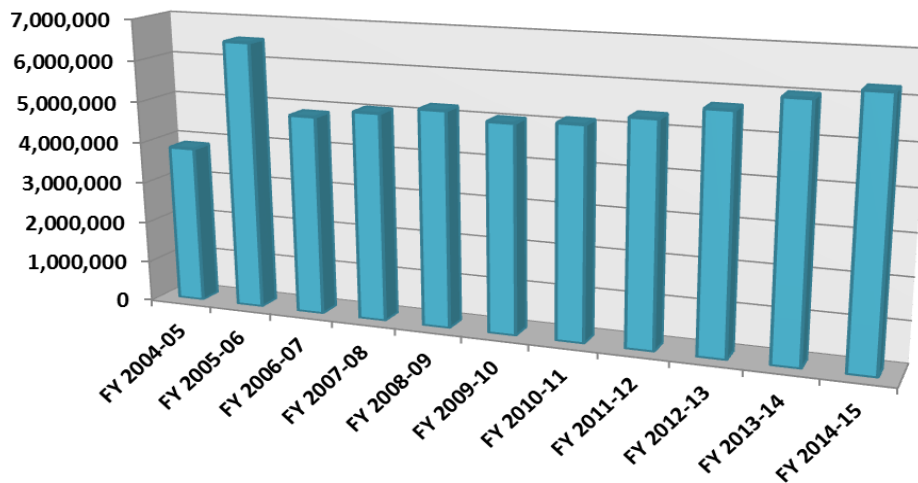
This year, the assumptions used for forecasting revenues include a flat sales tax projection for the next couple of years with a 2% increase projected in years 3 to 5. The Village at Snow Creek shopping center should continue to support additional growth. Property taxes and Franchise taxes have been projected to increase 2% each year. License and permits revenue is projected a slight increase in 2016-17 due to new development project(s) that are currently in the beginning stages; however, no increases are projected for the years thereafter since the City does not have definite details about the projected start dates. For the use of money and property particularly on interest earnings, there will be no increase projected for year 2 and a 2% increase starting year 3. Telecommunication lease income projected increase will be 5% each year. Restricted revenues from other agencies i.e. Proposition A, Proposition C, and Proposition R have been projected to increase 2% each year.

The assumptions used for forecasting expenditures include a 1% increase for all expenditures related to City operation and a 3% increase for personnel costs. All expenditures for the City's Public Safety program, which includes payment for the Los Angeles County Sheriff's services, have been projected to increase 3% in year 2 and 3 and 4% thereafter. All liability and property insurance costs have been projected to have 4% increases. In addition, where ever possible, any expenditures which are not "on-going", such as expenditures identified for certain capital or fixed asset items, have not been carried forward as expenditures in following years. Also taken into consideration are any costs for contracted services in which the City has an agreement with the provider, where the fees are to remain constant for a specified number of years.

History of Sales Tax



History of Property Tax



ECONOMIC ANALYSIS

According to the Los Angeles County Economic Development Corporation (LAEDC), the U.S. economy largely moved out of the shadow of the Great Recession in 2014. Despite a rough year the labor market began adding jobs at a pace that has not been seen in over 15 years. This has driven the unemployment rate to its lowest in eight years and giving the average increase an edge over inflation, allowing the U.S. economy to enter 2016 with expectations of faster growth. LAEDC predicts that over the next two years, the unemployment rate will slowly fall to its natural state, and as such, stronger wage gains will materialize.

LAEDC forecasts that the U.S. economy will see faster growth over the next two years due to the consumer sector and the acceleration of housing and construction, and improvement in California. GDP is projected to slightly increase from a 2.4% growth rate in 2015 to 2.5% over the next two years. Job growth will continue across sectors of the economy and labor market, approaching full employment.

California: After the Great recession California has a large and fast-growing economy. For the last three years the state has added jobs at a faster pace than the nation as whole. California's economy is growing at a fast rate of 3.9% and the state accounts for 13% of the U.S. GDP, making it the largest of any state. In 2015, California's unemployment rate averaged 6.2%, the lowest in eight years. In addition, the state's finances have stabilized, and after years of deficits the General Fund is expected to end the current fiscal year with a cash surplus for the third consecutive year.

Recently, Governor Brown released his 2016-17 Budget. The Governor indicates that the state's economy has strengthened and revenues have grown due to an increase in capital gains and one time revenues. The state has existing liabilities including: deferred maintenance on roads and other infrastructures, unfunded liability for future retiree health care benefits for state employees, and various pension benefits. In the budget it is noted that spikes in capital gains will be used for the preparation of the next recession by saving money to build up the state's Rainy Day Fund and continue to pay off debt and liabilities.

The California Legislative Analyst's Office (LAO) anticipates General Fund revenues to be \$3.6 billion higher than estimated for 2015-16. Unfortunately, the increase is partially offset by General Fund spending on Proposition 98. Resources available for Proposition 98 priorities in 2016-17 will be greater than the current spending level, making the outlook for schools and colleges favorable.

Furthermore, LAO predicts that 2016-17 will bring moderate growth in total General Fund revenues and transfers which outpaces growth in General Fund spending. As such, 2016-17 would end with an estimated amount of \$11.5 billion in total reserves. The total includes \$2 billion in rainy-day fund under the new rules passed by voters in 2014 related to Proposition 2. Proposition 2 requires an additional \$2 billion to be spent on existing state debts, for a total of \$4 billion in Proposition reserve and debt payment requirements.

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, 2015, the City's debt limit was approximately \$172 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 2016-17. As the budget is organized and operated on a fund basis, the underlying accounting records for general governmental operations are maintained on a modified accrual basis. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the fiscal period while expenditures are recognized in the accounting period in which the liability is incurred.

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

GENERAL GOVERNMENT
COMMUNITY DEVELOPMENT
PUBLIC WORKS
PUBLIC SAFETY
COMMUNITY SERVICES

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

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

FINANCIAL AND BUDGET POLICIES

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

RESERVES

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

FACILITIES

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

NEW SERVICES

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

PUBLIC SAFETY

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

LANDSCAPING AND LIGHTING DISTRICT

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

OPERATIONAL EFFICIENCIES

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

EMPLOYEE DEVELOPMENT

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

ECONOMIC DEVELOPMENT

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

FISCAL MANAGEMENT

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

BUDGET PROCESS

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

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

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

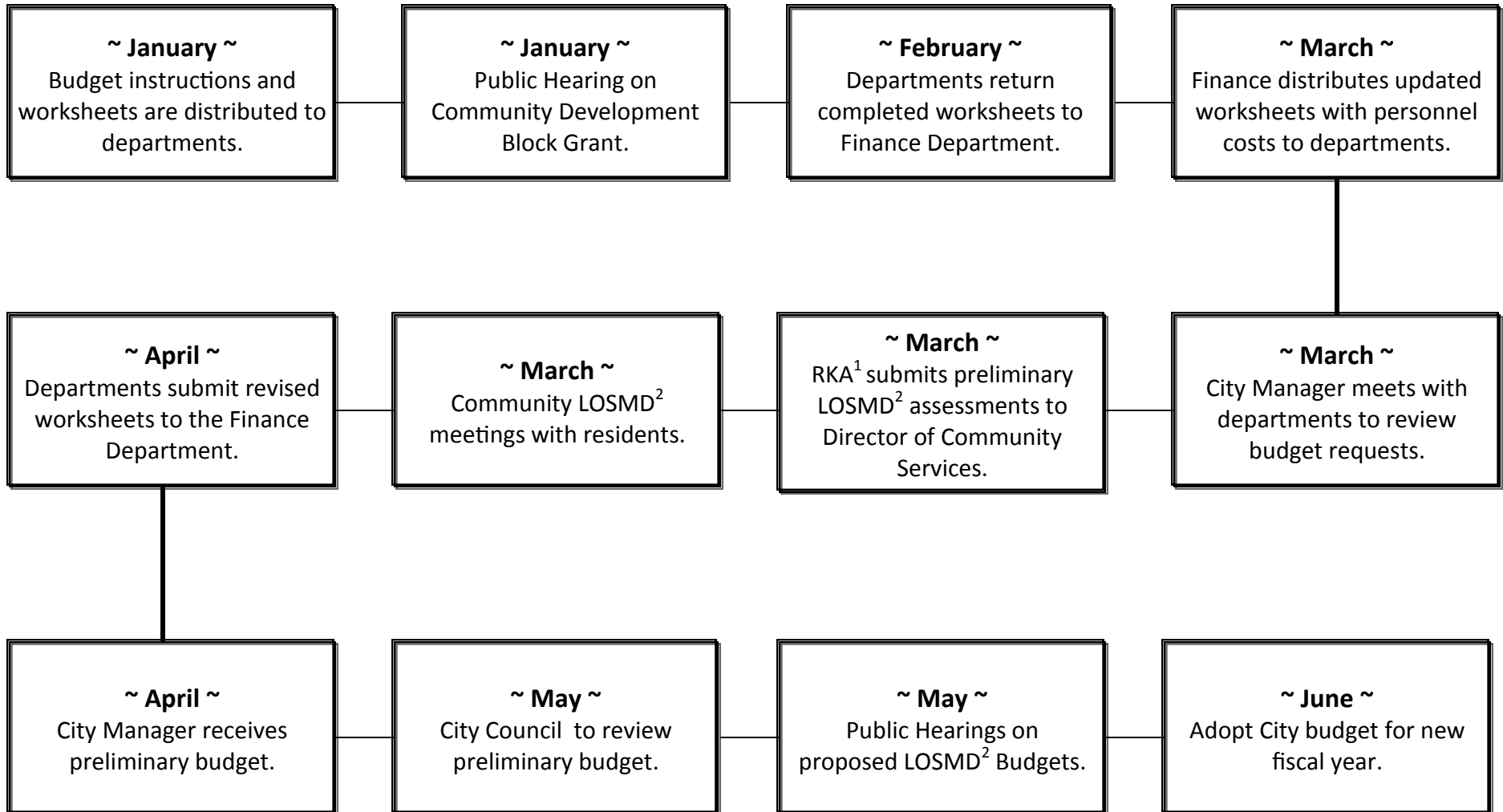
The Finance Division staff then uses all revised projections to produce a preliminary budget, which is submitted to the City Council for review. This document is made available to the public at the Walnut City Hall for review before the annual Budget Study Session. The budget is reviewed at a study session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

Once approved and adopted final copies of the budget document are produced and distributed in late June. It is also posted on the City's website www.ci.walnut.ca.us.

CITY OF WALNUT BUDGET PROCESS

¹RKA = RKA Consulting Group
– Assessment Engineer

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



BUDGET AMENDMENT PROCEDURES

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

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

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

CAPITAL PROJECTS PROGRAM

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

The 2016-17 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 2016-17, 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 Programs 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 2016-17 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 2015-16, or prior years. These projects were not completed as of June 30, 2016, and therefore the remaining balance of their corresponding appropriations is carried over into the new Fiscal Year 2016-17 and beyond if necessary.

CAPITAL PROJECTS PROGRAM IMPACT

The Capital Projects Program is funded by restricted revenue, and does not affect the operating budget. These restricted revenues include funding from the Capital Equipment Fund, Gas Tax Fund, Proposition C Fund, Bikeway Fund, Proposition R Fund, Walnut Housing Authority Fund, and Three Oaks Recreation Facility Fund. The Capital Projects Fund was established by the City Council to maintain and improve infrastructure within the City of Walnut. The Gas Tax Fund, Proposition C Fund, Bikeway Fund, Proposition R Fund, Walnut Housing Authority Fund, and Three Oaks Recreation Facility Fund, are restricted funding sources that may only be utilized to fund certain projects or potential facilities.

For the Fiscal Year 2016-17, the capital projects include trail improvement projects, road resurfacing, general plan update, slurry seal, and construction for seismic retrofit, storm drain maintenance, playground renovation, sidewalk repairs, building maintenance, and schematics for a potential recreation facility. These projects will cause no impact to the operating budget because they do not increase the need for maintenance. Trail improvements prevent erosion that will actually reduce the impact on the operating budget because it will decrease the need for future maintenance. Projects such as slurry seal extend the life of streets by 7 years, resurfacing a street extends the life 15 years, and trail improvements, 10 years. These projects represent several replacement and rehabilitation projects of existing infrastructure causing a decrease in operating expenditures because they reduce future maintenance costs to the City and diminish the need for major rehabilitation in future years.

The priority projects for the Fiscal Year 2016-17 will have an impact of \$5,049,911 on the City's Capital Improvement Projects budget. This includes \$100,000 in trail projects, \$1,734,845 in design and schematics for a potential recreation facility, \$1,250,000 in road resurfacing, \$565,066 in general plan update, \$750,000 in slurry seal projects, \$200,000 in seismic retrofit, \$150,000 in storm drain maintenance, \$100,000 in playground renovations, \$100,000 sidewalk repairs, and \$100,000 building maintenance.

Funding for these projects in the amount of \$3,613,627 will be through Capital/Equipment Outlay, \$1,734,845 will be funded through the Three Oaks Recreation Facility Fund, \$625,000 through Proposition C, \$625,000 through Proposition R, \$38,910 through the Bikeway Fund, \$239,872 through Walnut Housing Authority Fund, \$350,000 through Gas Tax Fund.

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

It is anticipated that the cost of mitigation and monitoring for Meadowpass will continue throughout Fiscal Year 2016-17.

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 2016-17 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2016-17 Appropriation Limit

Appropriation Limit:

FY 2015-16 Appropriation Limit	\$24,527,038
Adjustment Factor (rounded)	1.062656
FY 2016-17 Appropriation Limit	\$26,063,815
FY 2016-17 Appropriation Subject to Limit	\$8,362,900

CITY OF WALNUT

About the City

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

Walnut is located between the 10, 57, and 60 freeways with accessibility to four counties. Mount San Antonio Community College at Grand and Temple Avenues is conveniently located near California Polytechnic University, Pomona, at the City border. The City provides a pleasant mixture of country living with urban convenience. The climate of *Walnut* is mild and dry, with the average temperatures ranging from 54 degrees in the winter to 78 degrees in the summer. The annual rainfall for the city is 20 inches.

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

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

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

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

The City continues to implement strategies to enhance the economy in *Walnut*. The Snow Creek Village commercial project has opened and provided a boost to local tax revenues. The City's top employer is Mount San Antonio Community College with 3,353 employees, followed by Nina's Mexican Foods, Inc. with 133 employees. The businesses in the City are mostly small businesses with an average of 6 employees. The majority of businesses in the City are wholesalers.

The *City of Walnut* is 95% Residential and 5% Commercial/Industrial and is 98% built out.

CITY OF WALNUT
Miscellaneous Statistics
June 30, 2016

Type of City	General Law - January 19, 1959
Form of Government	City Council/City Manager
Population	30,152 (as of 1/1/2016)
Land Area	8.83 Square Miles
Number of Parks	11
Park Area	95 Acres
Equestrian/Hiking Trails	30 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	37 Full-time
Cost Per Capita	\$621

Source: City of Walnut Finance Division and State Department of Finance

Election and Voter Registration

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

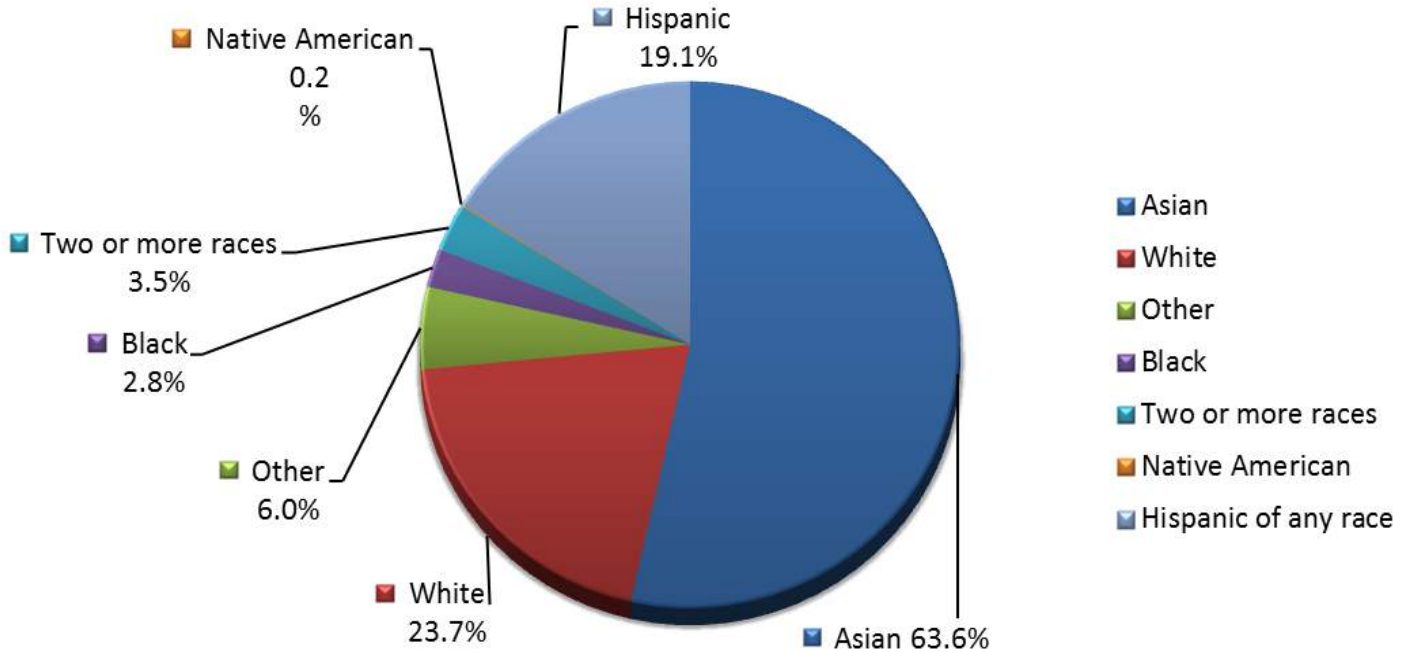
Source: City of Walnut Finance Division

Demographics

	City of Walnut	State of California
Population Characteristics		
Median Age	42.7	36.3
Average Household Size	3.55	2.90
Ethnicity		
Asian	63.6%	13%
White	23.7%	57.6%
Other	6.0%	17%
Black	2.8%	6.2%
Two or more races:	3.5%	4.9%
Native American	0.1%	1.0%
Hispanic of any race	19.1%	37.6%
Education		
Bachelors Degree	50.4%	30.5%
Some College	92.4%	81%
Housing Units	8,753	13,680,081
Median Household Income:	\$102,093	\$61,400

Source: 2010 Census Data

City of Walnut Population by Race



Source: 2010 Census Data

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

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Square Miles	8.83	8.83	8.83	8.83	8.83
Number of Housing Units	8,808	8,867	8,908	8,909	8,911
Population	29,439	29,661	29,947	30,112	30,257
Personal Income	1,022,357	985,249	996,456	1,019,743	1,041,477
Per Capita Personal Income	31,304	33,217	33,274	33,865	34,573
Unemployment Rate	6.20%	6.0%	4.5%	3.6%	5.9%
Average Annual Population % change	-9.86%	0.75%	0.96%	0.55%	0.48%

Sources:

- City of Walnut Finance Division, as of June 30, 2015
- 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	3,353	49%	Community College
Nina's Mexican Foods, Inc.	133	2%	Manufacturer
Ronsin Photocopy Inc.	121	2%	Photocopy Manufacturer
Edro Engineering Company, Inc.	96	1%	Manufacture Mold Bases
Stater Brothers	88	1%	Grocery Store
Vons #2167	71	1%	Grocery Store
McDonald	59	1%	Fastfood
Fairway Injection Molding System	58	1%	Manufacture Mold Bases
Applebee's Neighborhood Grill	55	1%	Restaurant
Mwave.com/Multiwave	54	1%	Computer Wholesales
Albertsons #6588	-	0%	Grocery Store
Royal Pacific Mortgage	-	0%	Mortgage Company

Source: *City of Walnut Finance Division
As of June 30, 2015*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Walnut
California**

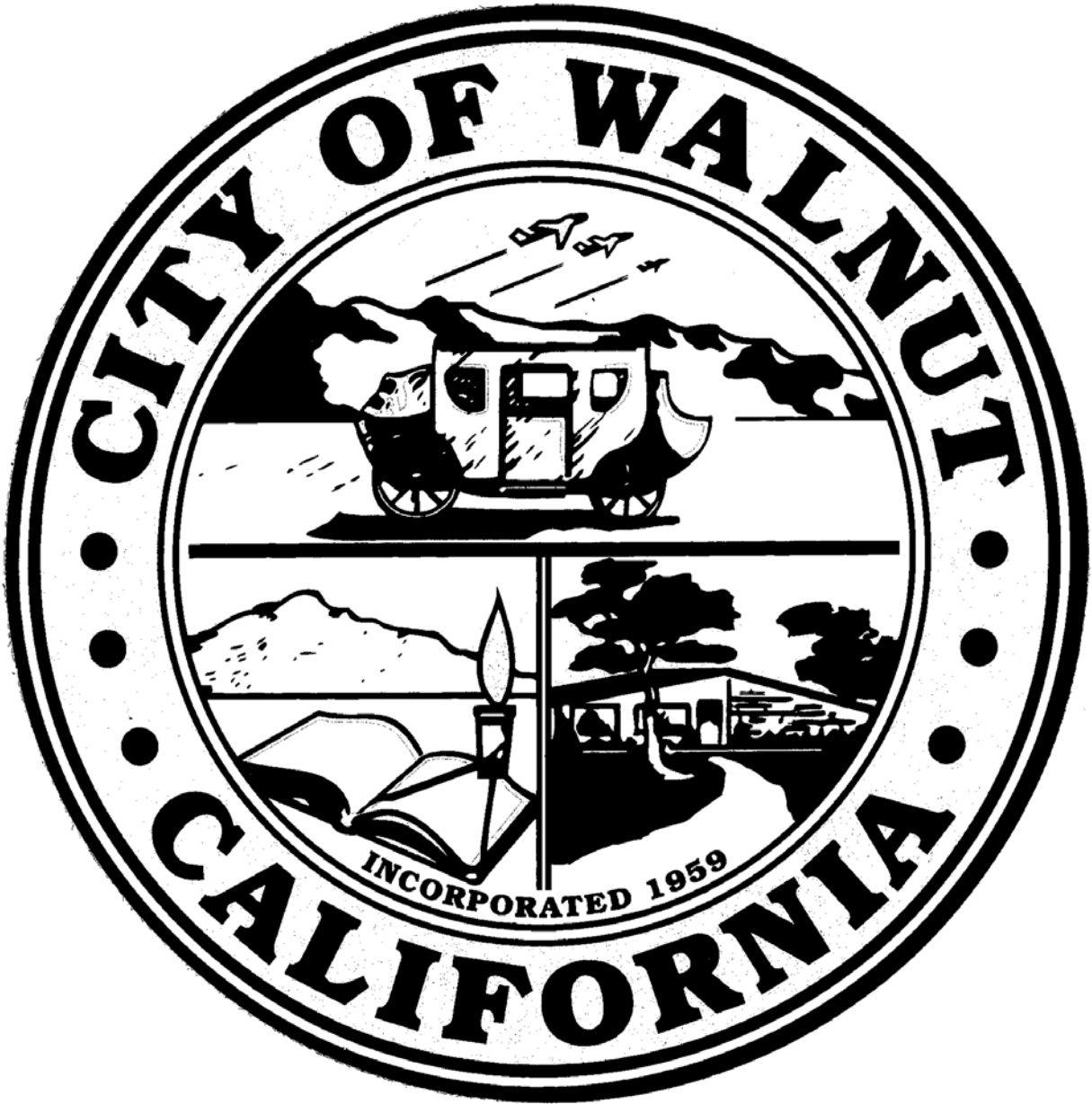
For the Fiscal Year Beginning

July 1, 2015

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, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



Budget Summaries

**CITY OF WALNUT
BUDGET SUMMARY
2016-17**

REVENUES	
RESTRICTED REVENUE APPLIED	4,720,100
NON-RESTRICTED REVENUE	13,190,880
WALNUT HOUSING AUTHORITY	540,202
SUBTOTAL	\$ 18,451,182
RESTRICTED FUND BALANCE APPLIED	802,470
TRANSFERS IN	905,650
SUBTOTAL	\$ 1,708,120
CAPITAL PROJECTS	5,049,911
TOTAL	\$ 25,209,213

EXPENDITURES	
PERSONNEL	5,227,120
OPERATIONS	12,213,739
CAPITAL OUTLAY	391,420
SUBTOTAL	\$ 17,832,279
TRANSFERS OUT	905,650
CAPITAL PROJECTS	5,049,911
TOTAL	\$ 23,787,840

CITY OF WALNUT

2016-17

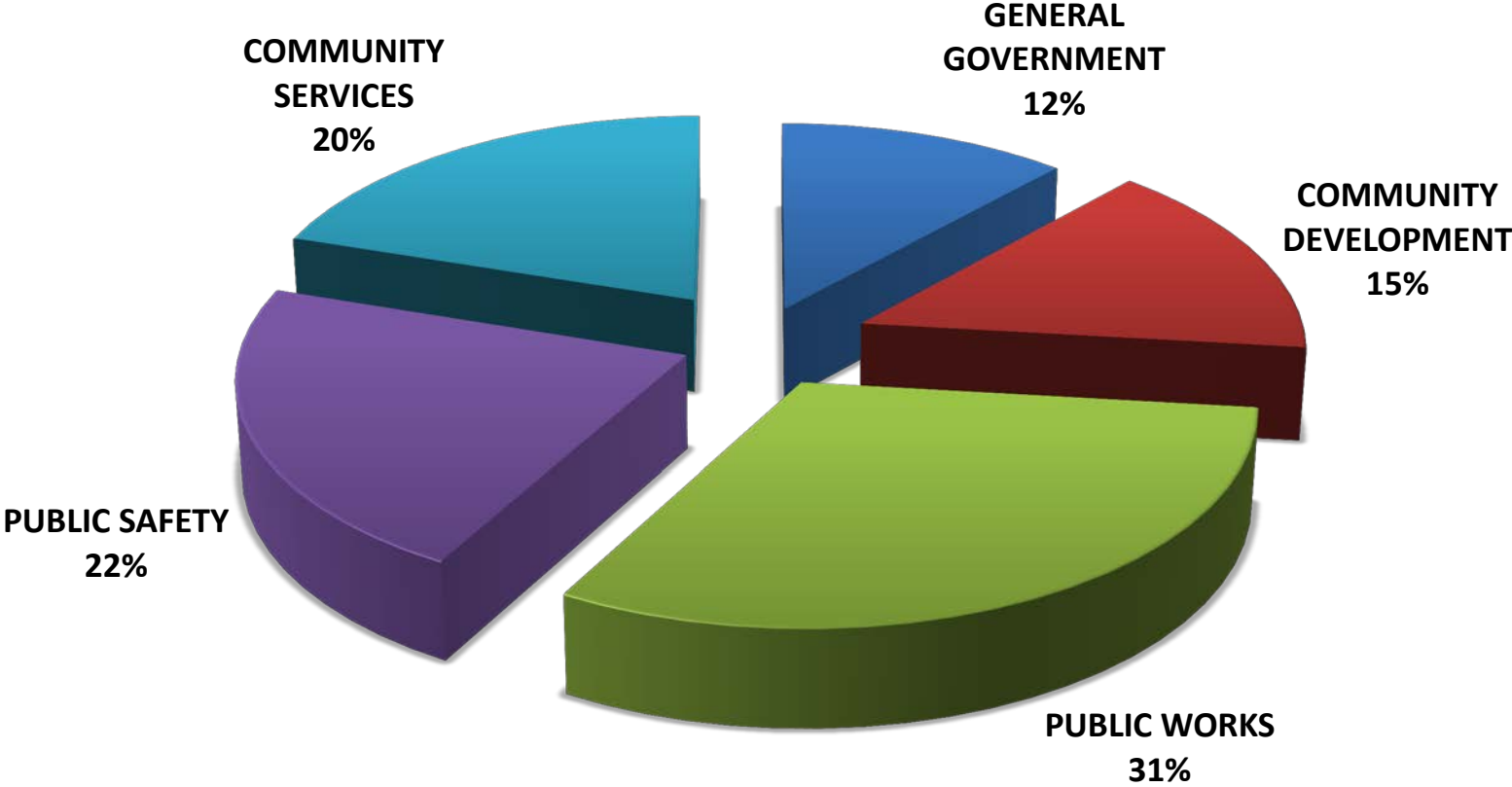
CONTINUING APPROPRIATIONS

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2016-17 APPROPRIATIONS SUMMARY

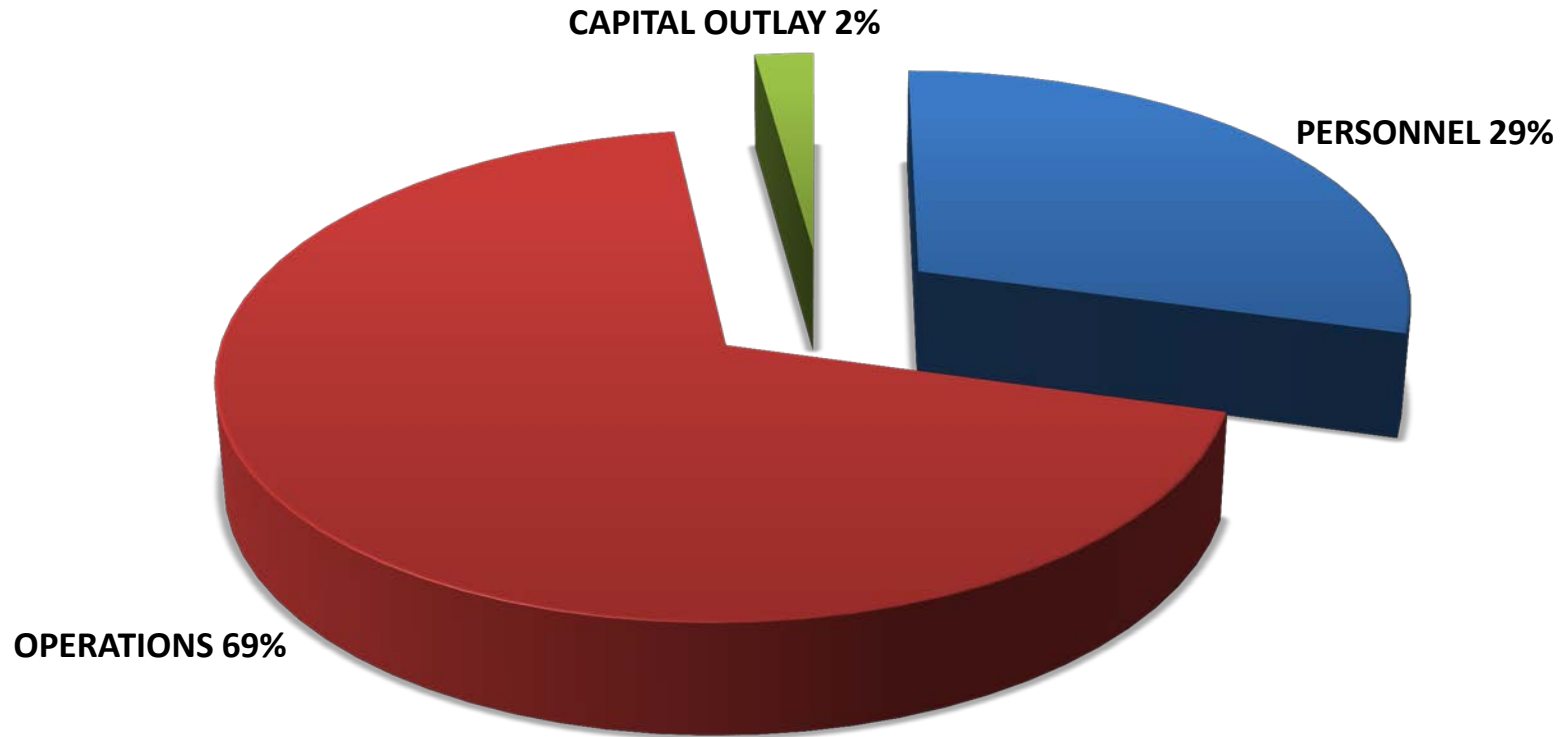
ACTIVITY	2014-15		2015-16		2016-17
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
<u>PERSONNEL</u>					
GENERAL GOVERNMENT	1,317,298	1,347,320	1,400,120	1,313,460	1,255,440
COMMUNITY DEVELOPMENT	1,189,616	1,251,590	1,311,600	1,248,050	1,332,370
PUBLIC WORKS	607,924	627,430	660,240	630,840	682,980
PUBLIC SAFETY	173,809	190,940	201,020	201,020	195,610
COMMUNITY SERVICES	1,545,723	1,568,490	1,627,750	1,552,050	1,760,720
TOTAL PERSONNEL	\$4,834,370	\$4,985,770	\$5,200,730	\$4,945,420	\$5,227,120
<u>OPERATIONS</u>					
GENERAL GOVERNMENT	800,598	990,580	1,082,260	1,045,900	805,630
COMMUNITY DEVELOPMENT	862,474	1,035,370	1,221,335	1,102,280	1,271,680
PUBLIC WORKS	4,009,212	4,453,500	4,758,360	4,552,205	4,614,030
PUBLIC SAFETY	3,376,203	3,491,430	3,514,980	3,505,520	3,731,279
COMMUNITY SERVICES	1,721,436	1,768,870	1,819,990	1,796,290	1,791,120
TOTAL OPERATIONS	\$10,769,924	\$11,739,750	\$12,396,925	\$12,002,195	\$12,213,739
<u>SUBTOTAL</u>					
GENERAL GOVERNMENT	2,117,897	2,337,900	2,482,380	2,359,360	2,061,070
COMMUNITY DEVELOPMENT	2,052,090	2,286,960	2,532,935	2,350,330	2,604,050
PUBLIC WORKS	4,617,135	5,080,930	5,418,600	5,183,045	5,297,010
PUBLIC SAFETY	3,550,013	3,682,370	3,716,000	3,706,540	3,926,889
COMMUNITY SERVICES	3,267,159	3,337,360	3,447,740	3,348,340	3,551,840
SUBTOTAL	\$15,604,294	\$16,725,520	\$17,597,655	\$16,947,615	\$17,440,859
<u>CAPITAL</u>					
GENERAL GOVERNMENT	43,464	45,000	45,000	45,000	30,000
COMMUNITY DEVELOPMENT	109,222	119,070	119,070	119,070	84,360
PUBLIC WORKS	165,421	301,670	429,904	421,334	277,060
PUBLIC SAFETY	0	0	4,180	4,170	0
COMMUNITY SERVICES	4,248	0	3,650	3,650	0
TOTAL CAPITAL	\$322,356	\$465,740	\$601,804	\$593,224	\$391,420
<u>TOTAL</u>					
GENERAL GOVERNMENT	2,161,361	2,382,900	2,527,380	2,404,360	2,091,070
COMMUNITY DEVELOPMENT	2,161,312	2,406,030	2,652,005	2,469,400	2,688,410
PUBLIC WORKS	4,782,556	5,382,600	5,848,504	5,604,379	5,574,070
PUBLIC SAFETY	3,550,013	3,682,370	3,720,180	3,710,710	3,926,889
COMMUNITY SERVICES	3,271,407	3,337,360	3,451,390	3,351,990	3,551,840
TOTAL	\$15,926,649	\$17,191,260	\$18,199,459	\$17,540,839	\$17,832,279

**EXPENDITURE SUMMARY
(ALL FUNDS)
FISCAL YEAR 2016-17**



**Total Budget
\$17,832,279**

EXPENDITURES BY CATEGORY FISCAL YEAR 2016-17



Total Budget
\$17,832,279

**CITY OF WALNUT
2014-15
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2014 AUDITED FUND BAL.	2014-15 ACTUAL REVENUE	2014-15 ACTUAL PROJECTS	2014-15 ACTUAL OPERATING	FUND TRANSFERS	6/30/2015 AUDITED FUND BAL.
01	GENERAL	8,934,437	11,946,824	3,610	11,793,903	(1) (2) (3) (4) 192,100 (1,247,058) 664,843 81,355	8,774,987
02	GAS TAX	443,762	826,255	-	692,497		577,519
05	TRAFFIC SAFETY	-	171,894	-	56,730	(1) (115,165)	-
06	PARK IMPROV	5,143	-	-	-		5,143
07	COPS	71,092	107,219	-	99,444		78,867
09	AIR QUALITY	82,259	37,817	-	59,536		60,540
11	WASTE MGMT	-	76,935	-	-	(1) (76,935)	-
12	CDBG	-	138,393	-	138,393		-
13	PROP C	981,419	452,134	250,000	148,789		1,034,764
14	BIKEWAY	-	24,280	24,280	-		-
15	STPL	-	498,000	498,000	-		-
16	MEASURE R	742,131	337,632	661,731	9,202		408,829
18	LOSMD - Zone 9	801,949	422,715	-	553,653		671,010
19	LOSMD	280,500	1,736,939	-	1,610,047		407,391
20	3 OAKS REC FACILITY	2,800,000	-	155	-		2,799,845
23	PROP A	443,761	536,468	-	299,116		681,113
25	CAP/EQUIP REP	5,060,132	-	1,399,761	114,253	(2) (4) 623,529 (81,355)	4,088,292
26	FACILITY MAINT	2,805,957	-	-	-	(2) (3) 623,529 (664,843)	2,764,643
27	PARK GRANTS	-	14,212	-	27,560		(13,348)
32	USED OIL GRANT	-	8,570	-	8,570		-
33	RECYCLING GRANT	-	8,130	-	8,130		-
35	CABLE TV-EDUC	150,472	28,480	-	43,464		135,488
41	WHA	-	261,080	-	261,080		-
50	GEN LIABILITY	1,000,000	-	-	-		1,000,000
51	OPEB LIABILITY	762,422	-	-	2,281		760,142
		25,365,435	17,633,977	2,837,537	15,926,649	0	24,235,226

- (1) Transfer revenue to General Fund to match expenditures.
(2) Net transfer revenue to Capital Projects and Maintenance Facility Fund per Fiscal Policy.
(3) Net transfer to/from Maintenance Facility Fund for facilities operations.
(4) Transfer revenue to General Fund for Capital Project.

**CITY OF WALNUT
2015-16
STATEMENT OF FUND BALANCES**

FUND NO.	FUND	6/30/2015 AUDITED FUND BAL.	2015-16 ESTIMATED REVENUE	2015-16 ESTIMATED PROJECTS	2015-16 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2016 ESTIMATED FUND BAL.
01	GENERAL	8,774,987	12,767,584	-	12,870,885 (1) (2)	204,778 668,670	9,545,134
02	GAS TAX	577,519	679,308	-	751,490	-	505,337
05	TRAFFIC SAFETY	-	181,208	-	62,400 (1)	(118,808)	-
06	PARK IMPROV	5,143	117,122	122,000	-	-	265
07	COPS	78,867	100,250	-	73,620	-	105,497
09	AIR QUALITY	60,540	37,400	-	70,360	-	27,580
11	WASTE MGMT	-	85,970	-	- (1)	(85,970)	-
12	CDBG	-	160,390	-	160,390	-	-
13	PROP C	1,034,764	456,030	625,000	176,990	-	688,804
14	BIKEWAY	-	-	-	-	-	-
15	STPL	-	-	-	-	-	-
16	MEASURE R	408,829	340,780	-	-	-	749,609
18	LOSMD - Zone 9	671,010	413,000	-	644,250	-	439,760
19	LOSMD	407,391	1,725,800	-	1,736,330	-	396,861
20	3 OAKS REC FACILITY	2,799,845	-	749,845	-	-	2,050,000
23	PROP A	681,113	544,250	-	322,910	-	902,453
25	CAP/EQUIP REP	4,088,292	2,658	2,198,908	311,770	-	1,580,272
26	FACILITY MAINT	2,764,643	-	-	- (2)	(668,670)	2,095,973
27	PARK GRANTS	(13,348)	13,900	-	13,900	-	(13,348)
32	USED OIL GRANT	-	8,500	-	8,500	-	-
33	RECYCLING GRANT	-	8,194	-	8,194	-	-
35	CABLE TV-EDUC	135,488	27,657	-	45,000	-	118,145
41	WHA	-	280,450	-	280,450	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	760,142	-	-	3,400	-	756,742
		24,235,226	17,950,451	3,695,753	17,540,839	-	20,949,085

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

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

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

FUND NO.	FUND	6/30/2016 ESTIMATED FUND BAL.	2016-17 ESTIMATED REVENUE	2016-17 ESTIMATED PROJECTS	2016-17 ESTIMATED OPERATING	FUND TRANSFERS	6/30/2017 ESTIMATED FUND BAL.
01	GENERAL	9,545,134	13,190,880	-	13,113,310	(1) (2) 195,390 710,260	10,528,354
02	GAS TAX	505,337	626,300	350,000	756,490	-	25,147
05	TRAFFIC SAFETY	-	165,000	-	55,580	(1) (109,420)	-
06	PARK IMPROV	265	-	-	-	-	265
07	COPS	105,497	100,250	-	72,799	-	132,948
09	AIR QUALITY	27,580	37,400	-	59,860	-	5,120
11	WASTE MGMT	-	85,970	-	-	(1) (85,970)	-
12	CDBG	-	111,110	-	111,110	-	-
13	PROP C	688,804	464,840	625,000	200,260	-	328,384
14	BIKEWAY	-	38,910	38,910	-	-	-
15	STPL	-	-	-	-	-	-
16	MEARURE R	749,609	347,360	625,000	-	-	471,969
18	LOSMD - Zone 9	439,760	412,990	-	647,850	-	204,900
19	LOSMD	396,861	1,726,090	-	1,989,150	-	133,801
20	3 OAKS REC FACILITY	2,050,000	-	1,734,845	-	-	315,155
23	PROP A	902,453	554,880	-	324,640	-	1,132,693
25	CAP/EQUIP REP	1,580,272	-	1,436,284	145,000	-	(1,012)
26	FACILITY MAINT	2,095,973	-	-	-	(2) (710,260)	1,385,713
27	PARK GRANTS	(13,348)	13,000	-	13,000	-	(13,348)
32	USED OIL GRANT	-	8,500	-	8,500	-	-
33	RECYCLING GRANT	-	-	-	-	-	-
35	CABLE TV-EDUC	118,145	27,500	-	30,000	-	115,645
41	WHA	-	540,202	239,872	300,330	-	-
50	GEN LIABILITY	1,000,000	-	-	-	-	1,000,000
51	OPEB LIABILITY	756,742	-	-	4,400	-	752,342
		20,949,085	18,451,182	5,049,911	17,832,279	-	16,518,077

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

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

**CITY OF WALNUT
2016-17
TEN-YEAR OPERATING REVENUE HISTORY**

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06
GENERAL FUND										
Property Taxes	6,238,353	5,995,275	5,641,665	5,347,081	5,108,450	5,027,185	5,206,490	5,037,420	4,846,145	6,511,341
Other Taxes	2,855,598	2,779,657	2,760,136	2,601,096	2,522,328	2,636,702	2,499,918	2,750,931	2,672,724	2,579,990
Licenses & Permits	785,402	754,434	551,180	763,810	2,145,139	1,574,923	748,964	1,227,529	895,101	476,758
Use of Money	427,323	487,104	182,529	385,069	356,334	524,718	894,938	1,407,193	1,432,868	851,577
Revenue from Other Agencies	145,339	146,166	24,157	91,462	186,658	204,866	100,168	191,434	241,565	263,941
Recreation Services	553,318	898,503	739,734	749,356	704,967	655,347	622,031	605,331	584,862	596,923
Charges for Service	395,805	452,467	387,614	349,384	322,092	403,786	359,913	359,558	580,531	320,292
Other Revenue	545,689	782,252	888,052	540,392	448,119	855,035	391,474	442,382	419,657	336,432
Total General Fund	11,946,827	12,295,858	11,175,067	10,827,650	11,794,087	11,882,562	10,823,896	12,021,778	11,673,453	11,937,254
Gas Tax Fund	826,255	1,022,814	738,976	914,524	837,577	501,420	519,690	577,262	592,212	583,232
Traffic Safety Fund	171,894	266,498	256,611	252,218	296,148	376,815	268,868	381,578	280,478	251,757
Park Improvement Fund	-	-	-	-	-	-	31,171	-	-	-
COPS Fund	107,219	101,678	99,744	101,446	100,456	123,908	77,326	103,880	103,978	152,077
Aid-to-Cities Fund	-	-	-	-	-	-	-	-	-	-
Air Quality Management Fund	37,817	38,490	35,204	36,856	50,418	38,401	38,424	84,648	39,883	40,023
Waste Management Fund	76,935	99,476	82,945	131,213	101,880	93,272	70,851	177,115	90,692	67,737
MTA Grants	-	-	-	-	-	0	1,478,979	-	-	-
Housing and Community Development	138,393	239,871	130,017	183,446	310,822	174,734	189,440	286,438	279,023	228,627
Prop C Transit Fund	452,134	435,533	417,457	408,606	379,321	354,307	435,723	472,901	459,856	451,493
Bikeway Fund	24,280	18,000	20,000	-	-	-	-	-	2,502	73,648
Surface Transportation Program	-	-	-	-	-	-	-	-	-	-
LACMTA Exchange	498,000	0	151,000	-	-	-	137,922	-	-	-
Proposition R	337,632	323,343	315,481	304,666	278,302	207,994	-	-	-	-
Landscape & Open Space Maintenance	2,159,651	2,279,177	2,538,271	2,395,881	1,734,102	1,741,027	1,729,902	1,725,027	1,720,595	1,726,214
3 Oaks Facility Development	0	0	350,000	-	-	-	-	-	-	-
Prop A Transit Fund	536,468	513,347	504,090	479,426	440,385	414,971	481,724	540,858	536,300	522,005
Capital Equipment Replacement Fund	-	92,320	-	-	25,244	5,048	6,650	6,926	5,374	519,132
Facility Maintenance Fund	-	-	-	-	-	-	-	-	-	-
State Park Grant Fund	14,212	54,206	104,189	69,148	117,951	112,523	90,204	134,468	350,753	258,850
Calif. Law Enforcement Equipment	-	-	-	-	-	-	-	-	-	5,847
Local Law Enforcement Block Grant	-	-	-	-	-	-	-	-	-	12,427
Edward Byrne Justice Grant	-	-	-	-	21,308	-	-	-	-	-
Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	233,592	142,532
Used Oil Recycling Grant Fund	8,570	8,532	12,780	14,440	8,420	2,500	1,154	9,352	9,506	9,636
General Recycling Grant Fund	8,130	15,332	1,105	8,828	-	5,000	8,473	8,544	8,560	8,658
Cable Television Education Fund	28,480	29,071	27,129	30,227	31,951	34,533	48,806	94,568	105,078	113,214
Avenida Esplendor Fund	-	-	-	-	-	-	-	-	-	21,079
Avenida Esplendor Reserve Fund	-	-	-	-	-	-	-	-	-	-
Walnut Improvement Agency Fund	-	-	-	113,081	-	203,790	397,155	192,112	398,162	506,377
Walnut Housing Authority Fund	261,080	306,903	328,252	326,902	336,568	339,033	336,704	318,567	256,375	225,081
Total All Funds	17,633,977	18,140,449	17,288,318	16,598,558	16,864,940	16,611,838	17,173,062	17,136,022	17,146,371	17,856,900

**CITY OF WALNUT
2016-17
TEN-YEAR OPERATING EXPENDITURE HISTORY**

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06
GENERAL FUND										
General Government	2,115,615	2,091,374	1,976,613	3,520,211	2,535,638	2,481,269	2,534,775	2,118,653	1,902,600	2,175,233
Community Development	1,304,732	1,176,598	1,188,936	1,021,249	1,393,040	1,155,127	1,006,400	994,590	912,637	783,128
Public Works	1,735,871	1,509,678	667,094	708,316	719,113	709,819	726,679	835,680	675,667	391,357
Public Safety	3,393,839	3,397,949	3,416,203	3,340,604	3,426,929	3,368,863	3,190,013	3,169,002	2,958,081	2,757,302
Community Services	3,243,846	3,248,697	3,339,092	3,402,960	3,323,211	3,384,064	3,296,328	3,203,206	2,850,439	2,752,076
Total General Fund	11,793,903	11,424,296	10,587,938	11,993,340	11,397,931	11,099,142	10,754,195	10,321,131	9,299,424	8,859,096
Gas Tax Fund	692,497	699,174	679,262	640,481	563,320	583,966	603,335	557,655	592,304	529,018
C-Cap Fund	-	-	-	-	-	-	-	-	-	-
Traffic Safety Fund	56,730	42,693	47,948	46,931	46,627	46,861	44,720	40,731	26,970	24,976
Park Improvement Fund	-	-	-	-	-	-	-	-	-	56,681
COPS Fund	99,444	126,260	107,802	48,636	87,350	95,065	96,798	109,051	102,207	122,411
Air Quality Management Fund	59,536	58,520	57,123	7,544	34,553	18,694	21,511	119,161	32,707	66,855
Waste Management Fund	-	-	-	-	-	-	-	-	-	-
Housing and Community Development	138,393	239,871	130,017	183,446	310,822	174,734	189,440	286,438	279,023	228,627
Prop C Transit Fund	148,788	140,469	139,281	227,814	32,866	68,543	39,205	115,152	64,502	66,933
Bikeway Fund	-	-	-	-	-	-	-	-	-	-
Proposition R	9,202	-	37,655	-	-	-	-	-	-	-
Landscape & Open Space Maintenance	2,163,699	2,397,338	2,431,619	1,822,477	1,723,053	1,704,530	1,833,713	1,768,612	2,001,692	1,831,354
Prop A Transit Fund	299,117	300,445	411,798	397,727	527,163	584,795	610,298	518,192	461,392	430,599
Capital Equipment Replacement Fund	114,253	171,489	100,051	3,625	38,152	30,131	49,123	104,150	116,762	125,558
Facility Maintenance Fund	-	-	-	-	-	-	-	-	-	-
State Park Grant Fund	27,560	54,206	69,320	69,148	117,951	112,524	90,204	86,208	81,592	8,164
Edward Byrne Justice Grant	-	-	-	-	21,308	-	-	-	-	-
Calif. Law Enforcement Equipment	-	-	-	-	-	-	-	-	-	5,847
Local Law Enforcement Block Grant	-	-	-	-	-	-	-	-	-	12,427
Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	-	-
Used Oil Recycling Grant Fund	8,570	8,532	8,628	14,440	8,420	7,472	11,137	9,910	7,870	8,113
General Recycling Grant Fund	8,130	15,332	1,105	8,828	5,112	1,741	8,809	14,092	5,141	7,322
Cable Television Education Fund	43,464	4,362	2,421	24,315	-	28,545	5,601	99,063	68,249	124,204
Avenida Esplendor Fund	-	-	-	-	-	-	-	-	-	-
Avenida Esplendor Reserve Fund	-	-	-	-	-	-	-	-	-	-
Walnut Improvement Agency Fund	-	-	-	113,081	-	203,790	195,289	192,111	328,428	441,937
Walnut Housing Authority Fund	261,080	306,903	328,252	326,902	336,568	339,033	336,704	318,566	256,374	221,289
Liability Fund	-	-	-	-	-	-	-	-	-	-
Other Post-Employment Benefits	2,281	908	307	232	160	-	-	-	-	-
Total All Funds	15,926,649	15,990,798	15,140,527	15,928,967	15,251,356	15,099,566	14,890,082	14,660,223	13,724,637	13,171,411

CITY OF WALNUT
FUND STRUCTURE
2016-17

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

GENERAL FUND

01 **General Fund**

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

SPECIAL REVENUE FUNDS

02 **Gas Tax Fund**

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

05 **Traffic Safety Fund**

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

06 **Park Improvement Fund**

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

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

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

09 **Air Quality Management Fund (AQMD)**

The Air Quality Management Fund accounts for the City's portion of the imposition of an additional motor vehicle registration fee of two dollars to be used to reduce air pollution from motor vehicles as approved by the State of California.

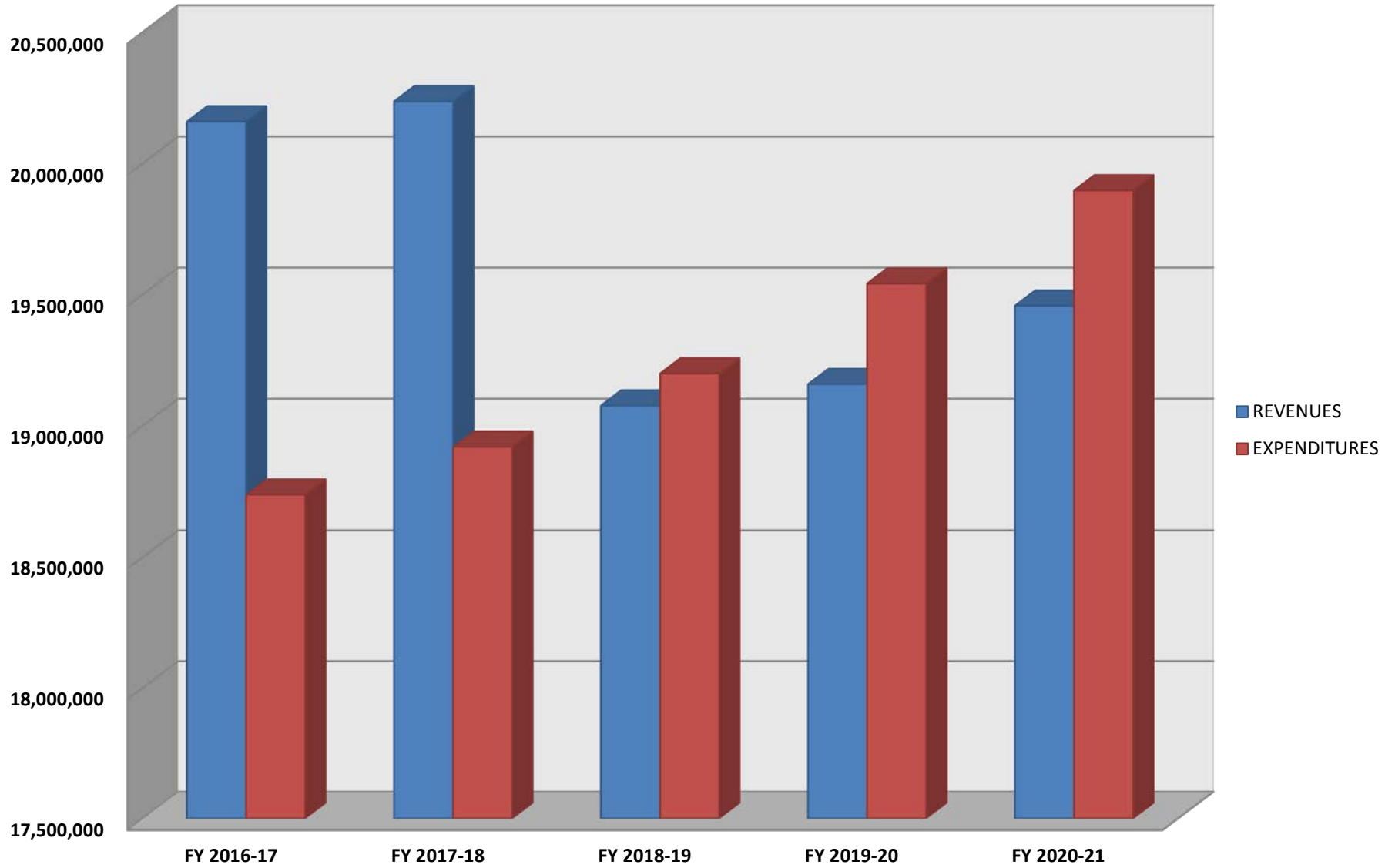
11 **Waste Management Fund**

The Waste Management Fund accounts for funds received as part of the resident's refuse bill to fund the City's source reduction and recycling programs.

- 12 **Housing and Community Development Buck grant Fund (CDBG)**
The CDBG Fund accounts for monies received from the Community Development Block Grant provided by the Federal Housing and Community Development Act.
- 13 **Proposition C Transit Fund (Prop C)**
The Prop C Fund accounts for the City's portion of the additional 1/2-cent sales tax approved in Los Angeles County for public transit services.
- 14 **Bikeway Fund**
The Bikeway Fund accounts for SB 821 monies from the State of California for the construction of bikeways, ramps, and pedestrian facilities.
- 15 **LACMTA Exchange Fund**
The LACMTA Exchange Fund accounts for funds received from MTA to be used for roadway construction, rehabilitation, restorations, transit projects and facilities, carpool projects, bicycle and pedestrian walkways. This money is received from MTA in exchange for STP-L funds and is not federally funded.
- 16 **Proposition R (Measure R)**
The Prop R Fund accounts for the City's portion of the 1/2 cent sales tax approved during the November 2008 election in Los Angeles County for transportation projects.
- 17 **Federal Stimulus**
The Federal Stimulus Fund accounts for funds received from the American Recovery and Reinvestment Act of 2009 (ARRA) to fund capital projects.
- 18 **LOSMD Zone 9 Assessment fund**
The LOSMD Zone 9 Assessment funds accounts for assessments levied by the City to the residents of Three Oaks, who have property maintained by the City.
- 19 **Landscape & Open Space Maintenance Fund (LOSMD)**
The LOSMD Fund accounts for assessments levied by the City to residents who have property maintained by the City.
- 20 **Three Oaks Recreation Facility**
The Three Oaks Recreation Facility Fund accounts for contributions received from the developer for the construction of the Three Oaks Community Center.
- 23 **Proposition A Transportation 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.
- 32 **Used Oil Recycling Grant**
The Used Oil Grant Fund accounts for monies received from the State of California to be spent on used motor oil recycling and awareness programs.
- 33 **General Recycling Grant**
The General Recycling Grant Fund accounts for monies received from the State Department of Conservation to be spent on recycling and waste reduction programs.
- 35 **Cable T.V. Education Fund**
The Cable Television Education Fund accounts for franchise and other fees designated for Cable Television.
- 40 **Successor Agency fund**
The Successor Agency Fund accounts for the property tax revenue received from the County for the Successor Agency to retire debt of the dissolved Walnut Improvement Agency.
- 41 **Walnut Housing Authority Fund (WHA)**
The WHA Fund accounts for funding established to administer low-and-moderate housing program funds.
- 50 **Liability Fund**
The Liability Fund accounts for funding designated for self-insurance purposes.
- 51 **Other Post Employment Benefits (OPEB)**
The Other Post Employment Benefits Fund accounts for monies designated to fully fund the post employment benefits as per the actuarial valuation study.

Five-Year Projection Revenues vs. Expenditures



**CITY OF WALNUT
2016-17
FIVE-YEAR PROJECTION OF REVENUES**

	2016-17	2017-18	2018-19	2019-20	2020-21
GENERAL REVENUE					
Property Taxes (1)	6,510,000	6,640,200	6,770,400	6,900,600	7,030,800
Other Taxes (2)	2,880,000	2,918,520	2,971,029	3,024,636	3,079,358
Licenses & Permits (3)	1,588,050	721,550	734,050	747,175	760,956
Use of Money (4)	392,920	397,470	414,548	432,425	451,141
Revenue From					
Other Agencies	23,170	23,170	23,170	23,170	23,170
Recreation Services	806,500	806,500	806,500	806,500	806,500
Charges for Service	543,000	543,000	543,000	543,000	543,000
Other Revenue	447,240	398,740	400,285	401,876	403,515
TOTAL:	13,190,880	12,449,150	12,662,982	12,879,382	13,098,441
RESTRICTED REVENUE					
Revenue From					
Other Agencies (5)	2,919,472	2,907,744	2,965,355	3,023,575	3,082,415
Use of Money & Property	9,750	9,750	9,945	10,144	10,347
Fines & Other Revenue	192,000	195,300	198,666	205,099	208,601
Assessments	2,139,080	2,139,080	2,139,080	2,139,080	2,139,080
TOTAL:	5,260,302	5,251,874	5,313,046	5,377,898	5,440,443
TOTAL REVENUE:	18,451,182	17,701,024	17,976,028	18,257,280	18,538,884
Transfer In	905,650	860,000	700,000	700,000	718,000
Restricted Fund					
Balance Applied:	802,470	1,675,000	400,000	200,000	200,000
		0	0	0	0
TOTAL RESOURCES:	20,159,302	20,236,024	19,076,028	19,157,280	19,456,884

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

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

**CITY OF WALNUT
2016-17
FIVE-YEAR PROJECTION OF EXPENDITURES**

	2016-17	2017-18	2018-19	2019-20	2020-21
GENERAL GOVERNMENT					
Personnel	1,255,440	1,330,766	1,370,689	1,411,810	1,454,164
Operations (1)	805,630	824,710	842,133	860,119	878,689
Capital	30,000	0	0	0	0
TOTAL:	2,091,070	2,155,476	2,212,822	2,271,929	2,332,853
COMM. DEVELOPMENT					
Personnel	1,332,370	1,415,672	1,458,143	1,501,887	1,546,943
Operations	1,271,680	1,184,560	1,192,032	1,199,654	1,207,429
Capital	84,360	100,000	100,000	100,000	100,000
TOTAL:	2,688,410	2,700,232	2,750,175	2,801,541	2,854,372
PUBLIC WORKS					
Personnel	682,980	723,959	745,678	768,048	791,089
Operations	4,614,030	4,677,078	4,677,078	4,677,078	4,677,078
Capital	277,060	175,000	155,000	155,000	155,000
TOTAL:	5,574,070	5,576,037	5,577,756	5,600,126	5,623,167
PUBLIC SAFETY					
Personnel	195,610	207,347	213,567	219,974	226,573
Operations (2)	3,731,279	3,838,408	3,944,739	4,090,766	4,242,635
Capital	0	0	0	0	0
TOTAL:	3,926,889	4,045,754	4,158,306	4,310,740	4,469,208
COMMUNITY SERVICES					
Personnel	1,760,720	1,876,359	1,932,650	1,990,629	2,050,348
Operations	1,791,120	1,816,644	1,816,644	1,816,644	1,816,644
Capital	0	0	0	0	0
TOTAL:	3,551,840	3,693,003	3,749,294	3,807,273	3,866,992
Transfer Out	905,650	750,000	750,000	750,000	750,000
TOTAL EXPENDITURES:	18,737,929	18,920,503	19,198,352	19,541,610	19,896,593

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

- (1) FY 2017-18 3% COLA
- (2) 3% increase per year

Operations:

- (1) Liability & Property Insurance 4% increase
- (2) Public Safety Operations 3% increase year 2 & 3 and 4% increase thereafter.

All other expenditures except as noted 1% increase.

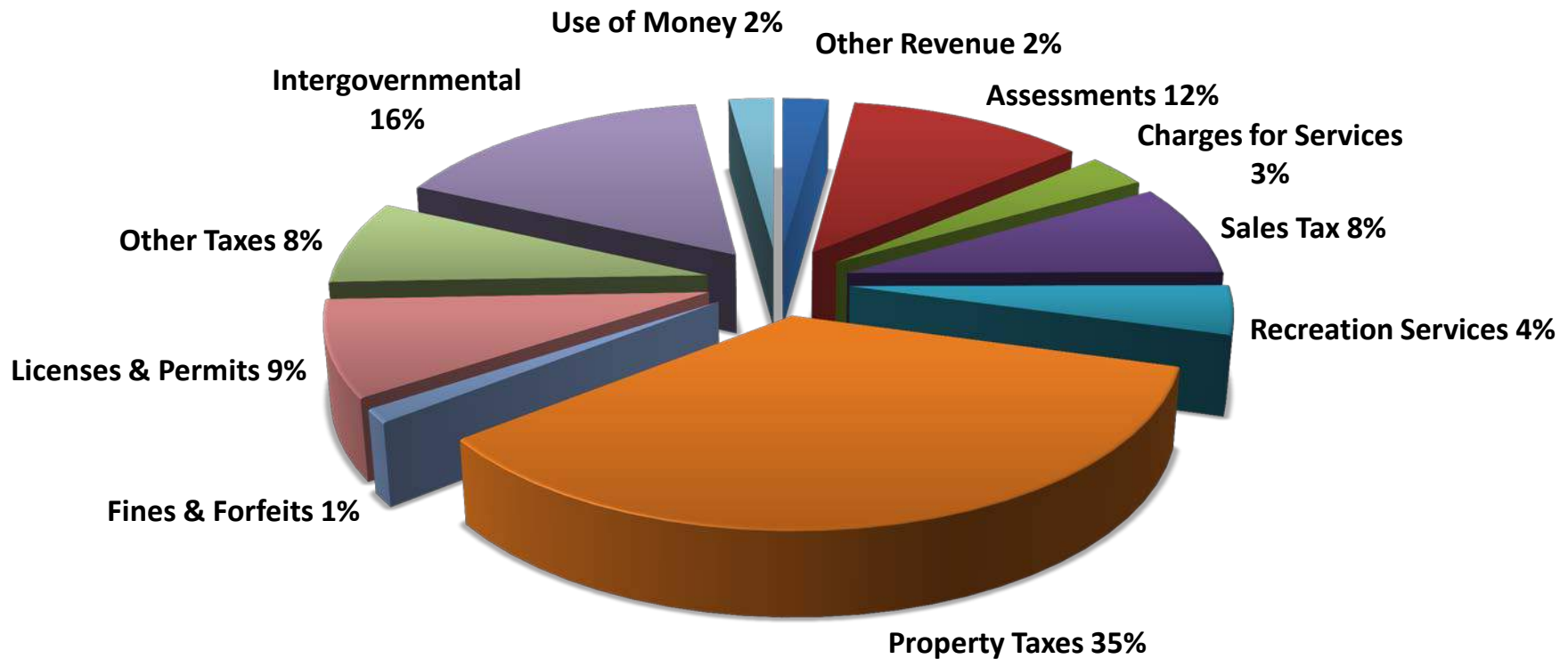
**CITY OF WALNUT
2016-17 PERSONNEL SUMMARY**

	2014-15	2015-16	2016-17
<u>GENERAL GOVERNMENT</u>			
City Council	0.00	0.00	0.00
City Manager	0.60	0.60	0.60
Personnel	0.50	0.33	0.00
City Clerk	0.85	1.43	1.85
Finance	4.23	4.48	4.48
Computer Services	0.60	0.50	0.50
Administrative Services	1.75	1.40	1.40
Cable TV Administration/Education	0.50	0.33	0.00
TOTAL GENERAL GOVERNMENT	9.03	9.07	8.83
<u>COMMUNITY DEVELOPMENT</u>			
Planning	4.15	3.75	3.95
Code Enforcement	1.50	2.30	2.50
Building & Safety	0.35	0.30	0.45
Successor Agency Administration	1.10	1.00	1.00
Prop "C" Administration	0.25	0.33	0.33
Prop "A" Administration	0.37	0.47	0.47
Prop "R" Administration	0.08	0.00	0.00
Metrolink	0.13	0.13	0.13
WHA Administration	1.40	1.40	1.60
TOTAL COMMUNITY DEVELOPMENT	9.33	9.68	10.43
<u>PUBLIC WORKS</u>			
Environmental Services	1.20	1.20	1.20
Street Right-of-Way Maintenance	2.30	2.30	2.30
LOSMD/Public Works Admin	1.50	1.50	1.50
Building Maintenance	0.70	0.70	0.70
TOTAL PUBLIC WORKS	5.70	5.70	5.70
<u>PUBLIC SAFETY</u>			
Public Safety Administration	0.50	0.50	0.50
Business License Enforcement	0.75	0.85	0.85
Vehicle Code Fines	0.40	0.40	0.40
TOTAL PUBLIC SAFETY	1.65	1.75	1.75
<u>COMMUNITY SERVICES</u>			
Recreation Administration	1.50	1.50	1.50
Parks Maintenance	4.10	4.10	4.10
Equestrian Trail Maintenance	0.70	0.70	0.70
Special Events	0.35	0.35	0.35
Excursions	0.35	0.35	0.35
Sports & Gymnasiums	1.00	1.00	1.00
Recreation Classes	0.30	0.30	0.30
Senior Citizens Center	1.00	1.00	1.00
Teen Center	1.00	1.00	1.00
TOTAL COMMUNITY SERVICES	10.30	10.30	10.30
TOTAL FULL-TIME POSITIONS	36.00	36.49	37.00



Revenues

Revenue Summary (ALL FUNDS) Fiscal Year 2016-17



**Total Revenue Budget
\$18,451,182**

**CITY OF WALNUT
2016-17 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2014-15	2015-16		2016-17	
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET	
PROPERTY TAXES					
01-3010	PROPERTY TAXES	6,238,353	6,220,000	6,390,000	6,510,000
	TOTAL PROPERTY TAXES	6,238,353	6,220,000	6,390,000	6,510,000
OTHER TAXES					
01-3100	SALES & USE TAX	1,462,298	1,400,000	1,500,000	1,500,000
01-3110	PUBLIC SAFETY AUGMENTATION FUND	165,918	165,000	165,935	166,000
01-3120	FRANCHISE TAX	963,244	999,000	968,931	970,000
01-3130	BUSINESS LICENSE TAX	99,520	100,000	100,000	100,000
01-3140	REALTY STAMP TAX (DOC TRANSFER)	148,718	160,000	129,988	130,000
01-3150	DEVELOPMENT TAX	15,900	10,000	16,000	14,000
	TOTAL OTHER TAXES	2,855,598	2,834,000	2,880,854	2,880,000
LICENSES & PERMITS					
01-3200	PARKING PERMITS	3,666	3,500	3,500	3,500
01-3205	FILM PERMITS	750	0	500	0
01-3220	BUILDING & SAFETY - FULL PLAN CHECK	236,143	275,350	400,000	400,000
01-3230	BUILDING & SAFETY - STANDARD PLAN CHECK	33,764	0	0	170,000
01-3240	BUILDING & SAFETY - PERMITS	486,542	580,110	600,000	960,000
01-3250	GRADING & STREET PERMITS	4,080	7,500	15,000	45,000
01-3260	CONDITIONAL USE PERMITS	19,218	8,550	14,000	8,550
01-3270	STONG MOTION INSTRUM FEE	14	100	100	100
01-3271	STATE BLDG STD FUNDS	71	100	100	100
01-3272	DISABILITY ACCESS & EDUCATION FUND	1,154	1,000	1,000	1,000
	TOTAL LICENSES & PERMITS	785,402	876,210	1,034,200	1,588,250
FINES, FORFEITS, & PENALTIES					
01-3300	CODE FINES	22,713	40,000	55,000	50,000
01-3305	FALSE ALARM FINES	4,350	3,000	5,500	3,000
01-3311	IMPOUND SERVICE FEE	6,603	5,900	7,141	9,000
	TOTAL FINES, FORFEITS, & PENALTIES	33,665	48,900	67,641	62,000
USE OF MONEY & PROPERTY					
01-3400	INTEREST INCOME	145,813	75,000	111,325	100,000
01-3410	RENTAL OF CITY HALL OFFICES	1,920	1,920	1,920	1,920
01-3420	TELECOMMUNICATION LEASE	279,590	291,000	291,000	291,000
	TOTAL USE OF MONEY & PROPERTY	427,323	367,920	404,245	392,920
REVENUE FROM OTHER AGENCIES					
01-3500	STATE MOTOR VEHICLE IN-LIEU TAX	13,384	13,000	12,208	13,000
01-3510	STATE HOMEOWNERS EXEMPTION	10,289	9,700	9,905	9,900
01-3511	STATE HIGHWAY RENTAL FEES	336	330	264	270
01-3614	BSEP GRANT - BUS STOP PROGRAM	0	0	2,800	0
01-3624	MWD GRANT	121,330	0	0	0
01-3667	TREE PLANTING GRANT PROGRAM	0	0	0	0
	TOTAL REVENUE FROM OTHER AGENCIES	145,339	23,030	25,177	23,170

**CITY OF WALNUT
2016-17 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2014-15	2015-16		2016-17
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
RECREATION SERVICES				
01-3641 TEEN CENTER EXCURSIONS	2,854	3,500	3,500	3,500
01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE	13,790	13,500	13,500	15,500
01-3644 TEEN CENTER SPECIAL EVENTS	3,439	3,000	3,000	3,000
01-3645 TEEN CENTER MEMBERSHIP	12,975	9,000	12,500	15,000
01-3649 CAMP PROGRAMS	5,966	12,000	12,000	12,000
01-3651 SENIOR EXCURSIONS	36,960	45,000	45,000	45,000
01-3653 SENIOR BINGO DONATIONS	4,203	4,200	4,200	4,200
01-3654 SENIOR SPECIAL EVENTS	15,477	15,000	15,000	15,000
01-3655 SENIOR CLASSES	7,330	7,000	8,000	8,000
01-3690 SPECIAL EVENTS	16,028	16,000	16,000	16,000
01-3691 AQUATICS	33,957	66,820	66,820	120,000
01-3692 EXCURSIONS	39,644	58,800	58,800	58,800
01-3693 SPORTS LEAGUES	263,539	320,000	320,000	328,000
01-3694 RECREATION CLASSES	68,983	124,500	124,500	124,500
01-3695 BROCHURE ADVERTISING	0	2,750	0	0
01-3696 REFEREE SERVICE FEE	13,481	31,500	21,000	21,000
01-3697 REGISTRATION FEES	14,691	12,000	14,000	17,000
TOTAL RECREATION SERVICES	553,318	744,570	737,820	806,500
CHARGES FOR CURRENT SERVICES				
01-3700 SITE PLAN REVIEW FEES	80,512	80,000	80,000	80,000
01-3710 GENERAL PLAN AMENDMENTS	2,500	2,500	0	2,500
01-3711 GENERAL PLAN MAINTENANCE FEE	0	0	11,000	30,000
01-3730 VARIANCE APPLICATION FEES	0	0	0	0
01-3740 SALE OF MAPS & PUBLICATIONS	738	1,000	900	1,000
01-3745 INDUSTRIAL WASTE INSPECTION FEES	44,626	50,000	60,000	60,000
01-3750 PUBLIC WORKS INSPECTION FEES	97,685	75,000	290,000	100,000
01-3760 PUBLIC WORKS PLAN CHECKING FEES	14,826	25,000	175,000	105,000
01-3780 PARKS & RECREATION USE FEES	20,601	15,000	15,000	21,000
01-3783 GYM/TEEN FACILITY USE FEES	9,004	13,000	13,000	13,000
01-3790 SENIOR CENTER USE FEES	824	1,500	500	500
01-3791 ANIMAL LICENSE SALES	124,487	130,000	130,000	130,000
01-3795 CANDIDATE FILING FEES	0	0	150	0
TOTAL CHARGES FOR CURRENT SERVICES	395,802	393,000	775,550	543,000
OTHER REVENUES				
01-3800 SA REIMBURSEMENT	225,175	250,000	230,000	250,000
01-3805 RISK MANAGEMENT CLAIMS REIMBURSEMENT	5,277	0	18,040	0
01-3810 WORKERS' COMP REIMBURSEMENT	0	0	0	0
01-3811 GENERAL LIABILITY CLAIMS REIMBURSEMENT	99,705	0	0	0
01-3819 WALNUT HISTORICAL BOOK	66	50	220	50
01-3820 MISCELLANEOUS REVENUES	33,030	10,000	10,000	20,000
01-3823 FLAG DONATIONS	0	0	0	0
01-3828 PASSPORT EXECUTION FEES	41,875	35,000	35,000	35,000
01-3833 METROLINK PASSES	0	0	0	0

**CITY OF WALNUT
2016-17 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2014-15	2015-16		2016-17
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
OTHER REVENUES (Continued)				
01-3834 EZ PASSES	25	40	10	10
01-3835 BUS PASSES	1,516	1,800	1,800	1,800
01-3840 FAMILY FESTIVAL REVENUES	43,057	35,000	35,000	35,000
01-3845 FIREWORKS SHOW	510	0	82	0
01-3855 TEEN CENTER MISCELLANEOUS REVENUE	0	0	0	0
01-3856 TEEN CENTER DONATIONS	0	0	0	0
01-3870 APPEALS	951	0	1,720	0
01-3871 EASEMENT FEES	0	0	0	0
01-3872 STATE MANDATED COST REIMB	24,562	0	18,829	0
01-3873 MT. SAC PARKING METERS	2,675	3,000	19,500	10,000
01-3876 MT. SAC TICKET SALES REIMBURSEMENT	10,121	11,000	10,000	10,000
01-3900 SURPLUS PROPERTY SALE	0	0	1,046	0
01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE	5,230	6,000	4,880	4,080
01-3970 MISCELLANEOUS REIMBURSEMENT	18,248	17,790	65,970	19,100
TOTAL OTHER REVENUES	512,024	369,680	452,097	385,040
TOTAL GENERAL FUND (01)	11,946,824	11,877,310	12,767,584	13,190,880
02-3400 INTEREST INCOME	5,618	500	500	500
02-3560 2107.5 GAS TAX	6,000	6,000	6,000	6,000
02-3565 2105 GAS TAX	176,901	186,590	183,299	188,980
02-3570 2106 GAS TAX	109,004	101,000	94,162	97,040
02-3580 2107 GAS TAX	226,401	255,100	254,248	262,420
02-3585 2103 GAS TAX	302,331	147,930	141,099	71,360
TOTAL GAS TAX FUND (02)	826,255	697,120	679,308	626,300
05-3310 VEHICLE CODE FINES	89,350	74,000	117,328	100,000
05-3330 VEHICLE CODE FINES - COUNTY	82,544	70,000	63,880	65,000
05-3820 MISCELLANEOUS INCOME	0	0	0	0
TOTAL TRAFFIC SAFETY FUND (05)	171,894	144,000	181,208	165,000
06-3160 PARK IN-LIEU FEES	0	0	117,122	0
TOTAL PARK IMPROVEMENT FUND (06)	0	0	117,122	0
07-3400 INTEREST INCOME	989	250	250	250
07-3515 COPS	106,230	100,000	100,000	100,000
TOTAL COPS FUND (07)	107,219	100,250	100,250	100,250
09-3400 INTEREST INCOME	583	500	500	500
09-3597 AIR QUALITY IMPROVEMENT	37,235	36,900	36,900	36,900
TOTAL AQMD FUND (09)	37,817	37,400	37,400	37,400
11-3880 RECYCLING REBATE	25,965	35,000	35,000	35,000
11-3885 AB939 ADMINISTRATION	50,970	50,970	50,970	50,970
TOTAL WASTE MANAGEMENT FUND (11)	76,935	85,970	85,970	85,970

**CITY OF WALNUT
2016-17 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2014-15	2015-16		2016-17
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT	138,393	160,390	160,390	111,110
12-3621 COMMUNITY DEVELOPMENT BLOCK GRANT-R	0	0	0	0
TOTAL CDBG FUND (12)	138,393	160,390	160,390	111,110
13-3400 INTEREST INCOME	11,325	5,000	5,000	5,000
13-3680 PROPOSITION "C" TRANSPORTATION	440,808	451,030	451,030	459,840
TOTAL PROPOSITION "C" FUND (13)	452,134	456,030	456,030	464,840
14-3630 SB 821 BIKEWAY	24,280	19,200	0	38,910
TOTAL BIKEWAY FUND (14)	24,280	19,200	0	38,910
15-3517 LACMTA EXCHANGE	498,000	0	0	0
TOTAL LACMTA FUND (15)	498,000	0	0	0
16-3400 INTEREST INCOME	8,077	2,500	2,500	2,500
16-3680 PROPOSITION "R"	329,555	338,280	338,280	344,860
TOTAL PROPOSITION "R" FUND (16)	337,632	340,780	340,780	347,360
17-3619 FEDERAL STIMULUS GRANT	0	0	0	0
TOTAL FEDERAL STIMULUS FUND (17)	0	0	0	0
18-3181 L.O.S.M.D. ZONE 9	422,715	413,000	413,000	412,990
TOTAL LOSMD ZONE 9 FUND (18)	422,715	413,000	413,000	412,990
19-3170 L.O.S.M.D.	1,736,939	1,725,800	1,725,800	1,726,090
TOTAL LOSMD FUND (19)	1,736,939	1,725,800	1,725,800	1,726,090
20-3868 3 OAKS REC FACILITY DEV. CONTRIBUTION	0	0	0	0
TOTAL THREE OAKS RECREATION FACILITY FUND (20)	0	0	0	0
23-3400 INTEREST INCOME	6,847	500	500	500
23-3680 PROPOSITION "A" TRANSPORTATION	529,621	543,750	543,750	554,380
TOTAL PROPOSITION "A" FUND (23)	536,468	544,250	544,250	554,880
25-3598 COMPUTER PURHCASE REIMBURSEMENT	0	0	0	0
25-3820 MISCELLANEOUS REVENUE	0	0	0	0
25-3970 MISCELLANEOUS REIMBURSEMENT	0	0	2,658	0
TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)	0	0	2,658	0
27-3666 NEIGHBORHOOD PARK ACT	14,212	13,900	13,900	13,000
TOTAL STATE PARK GRANT FUND (27)	14,212	13,900	13,900	13,000

**CITY OF WALNUT
2016-17 REVENUE BUDGET BY FUND**

ACCOUNT NUMBER AND DESCRIPTION	2014-15	2015-16		2016-17
	ACTUAL	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
32-3874 USED OIL OPP GRANT	8,570	8,500	8,500	8,500
32-3875 USED OIL RECYCLING GRANT	0	0	0	0
TOTAL USED OIL RECYCLING GRANT FUND (32)	8,570	8,500	8,500	8,500
33-3878 GENERAL RECYCLING GRANT	8,130	8,010	8,194	0
TOTAL GENERAL RECYCLING GRANT FUND (33)	8,130	8,010	8,194	0
35-3400 INTEREST INCOME	1,614	500	500	500
35-3670 CABLE TV PEG FEES	26,866	25,000	27,157	27,000
TOTAL CABLE T.V. EDUCATION FUND (35)	28,480	25,500	27,657	27,500
41-3800 WHA REIMBURSEMENT AGREEMENT	261,080	381,560	280,450	540,202
TOTAL WHA FUND (41)	261,080	381,560	280,450	540,202
TOTAL CITY REVENUES	17,633,977	17,038,970	17,950,451	18,451,182



CITY OF WALNUT
REVENUE ACCOUNT DETAIL

GENERAL FUND REVENUES

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

PROPERTY TAXES:

3010 Property Taxes

Provides for funds received from taxes applied to the assessed value of property in Walnut. Los Angeles County collects, and then distributes, a percentage of the funds collected. Beginning in 2004-05, additional property taxes are being received from the State, through the County, in-lieu of sales tax (1/4 of 1%) and vehicle licensing fees.

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 (3/4 of 1%, see 3010-Property Taxes).

3110 Public Safety Augmentation Fund

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

3120 Franchise Tax

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

3130 Business License Tax

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

3140 Realty Stamp Tax (Documentary Transfer)

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

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

LICENSES & PERMITS:

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

3272 Disability Access & Education Fund

Provides for funds collected under SB 1186, imposing a \$1.00 state fee on any applicant for a local business license/permit or a renewal.

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

Provides for funds received from fines levied to individual or business 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.

- 3520 **Vehicle License Fee (VLF) Subvention**
Provides for funds received from the Assembly Bill (AB) 1197 restoration of the VLF subvention to "no tax" and "low tax" cities.
- 3550 **Off-Highway License Tax**
Provides for funds received from the state, collected in-lieu of taxes on off-highway vehicles.
- 3555 **Asset Forfeiture**
Provides for funds received from the state, collected through asset forfeiture.
- 3559 **CDBG transfer**
Provides for funds received from the exchange of the CDBG unallocated balance to the general fund.
- 3616 **OTS – Seat Belt Grant**
Provides for funds received from the Office of Traffic Safety to undergo enforcement of automobile passenger seat belt usage.
- 3624 **MWD Grant**
Provides for funds received from Metropolitan Water District’s SoCal Water\$mart Public Agency Landscape Incentive Program related to water conservation.

RECREATION SERVICES:

- 3641 **Teen Center Excursions**
Provides for funds received from fees charged for recreational excursions offered by the City’s Teen Center.
- 3642 **Teen Center Snack Bar Sales**
Provides for funds received from sales of food and beverages at the City’s Teen Center. These sales are subject to collection of sales tax.
- 3644 **Teen Center Special Events**
Provides for funds received from fees charged for special recreational events offered by the City’s Teen Center.
- 3645 **Teen Center Membership**
Provides for funds received from membership fees.
- 3649 **Camp Programs**
Provides for funds received from fees charged for Camp Crawdad programs.

- 3651 **Senior Excursions**
Provides for funds received from fees charged for recreational excursions offered by the City's Senior Citizens Center.
- 3653 **Senior Bingo Donations**
Provides for funds received from the Senior Club as a donation towards covering expenses of Bingo operations at the City's Senior Citizens Center.
- 3654 **Senior Special Events**
Provides for funds received from fees charged for special recreational events offered by the City's Senior Citizens Center.
- 3690 **Special Events**
Provides for funds received from fees charged for special recreational events.
- 3691 **Aquatics**
Provides for funds received from fees charged for aquatic recreational activities offered by the City.
- 3692 **Excursions**
Provides for funds received from fees charged for recreational excursions.
- 3693 **Sports Leagues**
Provides for funds received from fees charged for recreational sports activities.
- 3694 **Recreation Classes**
Provides for funds received from fees charged for recreation classes.
- 3695 **Brochure Advertising**
Provides for funds received from fees charged to individuals and organizations that advertise in the City's Recreation Brochure.
- 3696 **Referee Services 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.
- 3711 **General Plan Maintenance Fees**
Provides for funds collected at a rate of 10% of the Building Permit fee.

- 3730 **Variance Application Fees**
Provides for funds received from fees charged to applicants wishing to vary from the standards of zoning ordinance requirements.
- 3740 **Sales 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 **Plan Checking Fees**
Provides for funds received from fees charged for plan checks on public improvements, by the City Engineer.
- 3780 **Park & Recreation Use Fees**
Provides for funds received from fees charged for the use of Park and Recreation facilities for private and organized recreational activities.
- 3783 **Gymnasium/Teen Center Facility Use Fees**
Provides for funds received from fees charged for the use of the Gym/Teen Center.
- 3790 **Senior Center Use Fees**
Provides for funds received from fees charged for the use of the Senior Center.
- 3791 **Animal License Sales**
Provides for funds received from fees charged for the issuance of dog licenses from the Los Angeles County Department of Animal Care and Control.
- 3795 **Candidate Filing Fees**
Provides for funds received from a \$25 processing fee required of all persons wishing to run for City Council, paid at the time of submitting their candidate filing paperwork.

OTHER REVENUES:

- 3800 **Successor Agency Reimbursement**
Provides for funds received for administration from the Property tax allocated to the Successor Agency.

- 3805 **Risk Management Claims Reimbursement**
Provides for funds received as reimbursements to the City for insurance claims, accidents, and other settlements.
- 3811 **General Liability Reimbursement**
Provides for funds received as reimbursements to the City for insurance claims, accidents, and other settlements.
- 3819 **Walnut Historical Book**
Provides for funds received for the sale of Walnut Historical Books.
- 3820 **Miscellaneous Revenues**
Provides for funds received as a result of miscellaneous activities, including fees charged by the City for checks returned by our bank for non-sufficient funds and fees charged as overhead for services provided by the City (charged at 20%).
- 3823 **Flag Donations**
Provides for funds received from individuals and organizations as donations for the purchase of flags for the City.
- 3824 **S.T.A.R. Donations**
Provides for funds received as contributions and donations for the **Success Through Awareness & Resistance Program**.
- 3828 **Passport Execution Fees**
Provides for funds received for processing Passport applications.
- 3833 **Metrolink Passes**
Provides for funds received from Metrolink pass sales.
- 3834 **EZ Passes**
Provides for funds received from EZ Pass sales.
- 3835 **Bus Passes**
Provides for funds received from a 3% commission on the sale of monthly bus passes for Foothill Transit.
- 3840 **Family Festival Revenues**
Provides for funds received as contributions for the Parade, and from fees charged for Family Festival booth applications for food, arts & crafts, games, and information booths.
- 3845 **Fireworks Show**
Provides for funds received from miscellaneous sales performed by recreation during the firework show.

- 3855 **Teen Center Miscellaneous Revenue**
Provides for miscellaneous funds received at the Teen Center.
- 3870 **Appeals**
Provides for funds received from individuals who wish to appeal the actions of the Planning Director to the Planning Commission; or of the Planning Commission to the City Council.
- 3872 **State Mandated Cost Reimbursement**
Provides for funds received from the State Controller's Office for reimbursement of cost incurred to implement state mandated cost programs.
- 3873 **Mt. SAC Parking Meters**
Provides for funds received from the Mt. San Antonio College parking meters.
- 3876 **Mt. Sac Ticket Sales Reimbursement**
Provides for funds received from the Mt. San Antonio College Performing Arts Theater.
- 3900 **Surplus Property Sale**
Provides for funds received from the sale of surplus City property.
- 3960 **Sewer Reimbursement**
Provides for funds received as reimbursement from property owners for hook-up to the sanitary sewer.
- 3962 **Sewer Reimbursement/Gartel and Fuerte**
Provides for funds received as reimbursement from property owners for hook-up to the sanitary sewer on Gartel Drive and Fuerte Drive.
- 3970 **Miscellaneous Reimbursement**
Provides for funds received as reimbursement for miscellaneous activities.

RESTRICTED FUNDS REVENUE

ASSESSMENTS:

- 18-3181 **LOSMD Zone 9 District Assessment**
Provides for funds received from the County, collected and distributed from assessment levied by the City to the residents of Three Oaks, who have property maintained by the City.
- 19-3170 **District Assessments (LOSMD)**
Provides for funds received from the County, collected and distributed from assessments levied by the City to residents who have property maintained by the City.

OTHER TAXES:

35-3670 **Cable Television Program Fees**
Provides for funds received from franchise fees from cable television

FINES, FORFEITS & PENALTIES:

05-3310 **Vehicle Code Fines**
Provides for funds received from fines levied on the issuance of parking citations.

05-3330 **Vehicle Code Fines/County**
Provides for funds received from the County, collected from assessments made by the municipal courts, in accordance with the vehicle code for fines and forfeitures. These funds are placed in a special revenue fund for financing law enforcement expenditures.

USE OF MONEY & PROPERTY:

02-3400 **Interest Income**
Provides for funds received from interest earned on gas tax revenues.

07-3400 **Interest Income**
Provides for funds received from interest earned on COPS/Citizen Options Public Safety funds.

09-3400 **Interest Income**
Provides for funds received from interest earned on air quality improvement funds.

13-3400 **Interest Income**
Provides for funds received from interest earned on Proposition "C" funds.

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

23-3400 **Interest Income**
Provides for funds received from interest earned on Proposition "A" funds.

35-3400 **Interest Income**
Provides for funds received from interest earned on Cable TV - Education funds.

REVENUE FROM OTHER AGENCIES:

- 02-3560 **2107.5 Gas Tax**
Provides for funds received from the State, collected from the sale of gasoline. These funds may only be expended for administrative and engineering expenses on select or minor street construction and maintenance.
- 02-3565 **2105 Gas Tax**
Provides for funds received from the State, collected from the sale of gasoline. These funds are allocated to the City on a per capita basis for maintenance or construction on any City street.
- 02-3570 **2106 Gas Tax**
Provides for funds received from the State, collected from the sale of gasoline. These funds must be expended for select system street construction or maintenance.
- 02-3580 **2107 Gas Tax**
Provides for funds received from the State, collected from the sale of gasoline. These funds are allocated to the City on a per capita basis for maintenance or construction on any City street.
- 02-3585 **2103 Gas Tax**
Provides for funds received from the State, collected from the sale of gasoline. These funds are allocated to the City on a per capita basis for maintenance or construction of any City street.
- 07-3515 **Citizen's Options for Public Safety (COPS)**
In July 1996, Assembly Bill 3229 established the distribution of funds to local agencies on a per capita basis for the purpose of providing funding for first-line law enforcement services.
- 09-3597 **Air Quality Improvement**
Provides for funds received through the State Department of Motor Vehicles, in accordance with Assembly Bill 2766, designated for air quality improvement projects.
- 11-3880 **Recycling Rebate**
Provides for funds received for the City's share of profits from the sale of recycled material collected from Walnut's curbside recycling program.
- 11-3885 **Assembly Bill (AB) 939 Administration**
Provides for funds received as part of the refuse bill to fund the City's source reduction and recycling programs.
- 12-3620 **Community Development Block Grant**
Provides for funds received for economic studies and the development of the City's blighted area.

- 13-3680 **Proposition C Transportation**
Provides for funds collected from sales taxes. Los Angeles County distributes these funds to local cities for the purpose of transportation development.
- 14-3630 **Senate Bill 821 (Bikeway Grants)**
Provides for funds received from the State, for the construction of bikeways, handicap ramps, and pedestrian facilities.
- 16-3680 **Proposition R**
Provides for City's portion to the half-cent sales tax approved in Los Angeles County for transportation projects.
- 17-3619 **Federal Stimulus Grant**
Provides for the federal monies received through Caltrans from the American Recovery and Reinvestment Act of 2009, to be used for authorized projects.
- 23-3680 **Proposition A Transportation**
Provides for funds collected from sales taxes. Los Angeles County distributes these funds to local cities for the purpose of transportation development.
- 27-3666 **Neighborhood Park Act**
Provides for funds received from the County, in accordance with the LA County Safe Neighborhood Parks Act of 1992.
- 32-3875 **Used-Oil Recycling Grant**
Provides for funds received from Cal Recycle as a reimbursement for the City's expenses related to the Used Oil Recycling Program.
- 33-3878 **Recycling Grant**
Provides for State of California grant funds to be used for recycling and waste reduction program.
- 41-3800 **WHA Project Account**
Provides for funds received from the Walnut Housing Authority as a reimbursement to the City, which acts as the lead agency. (See WHA project budget)

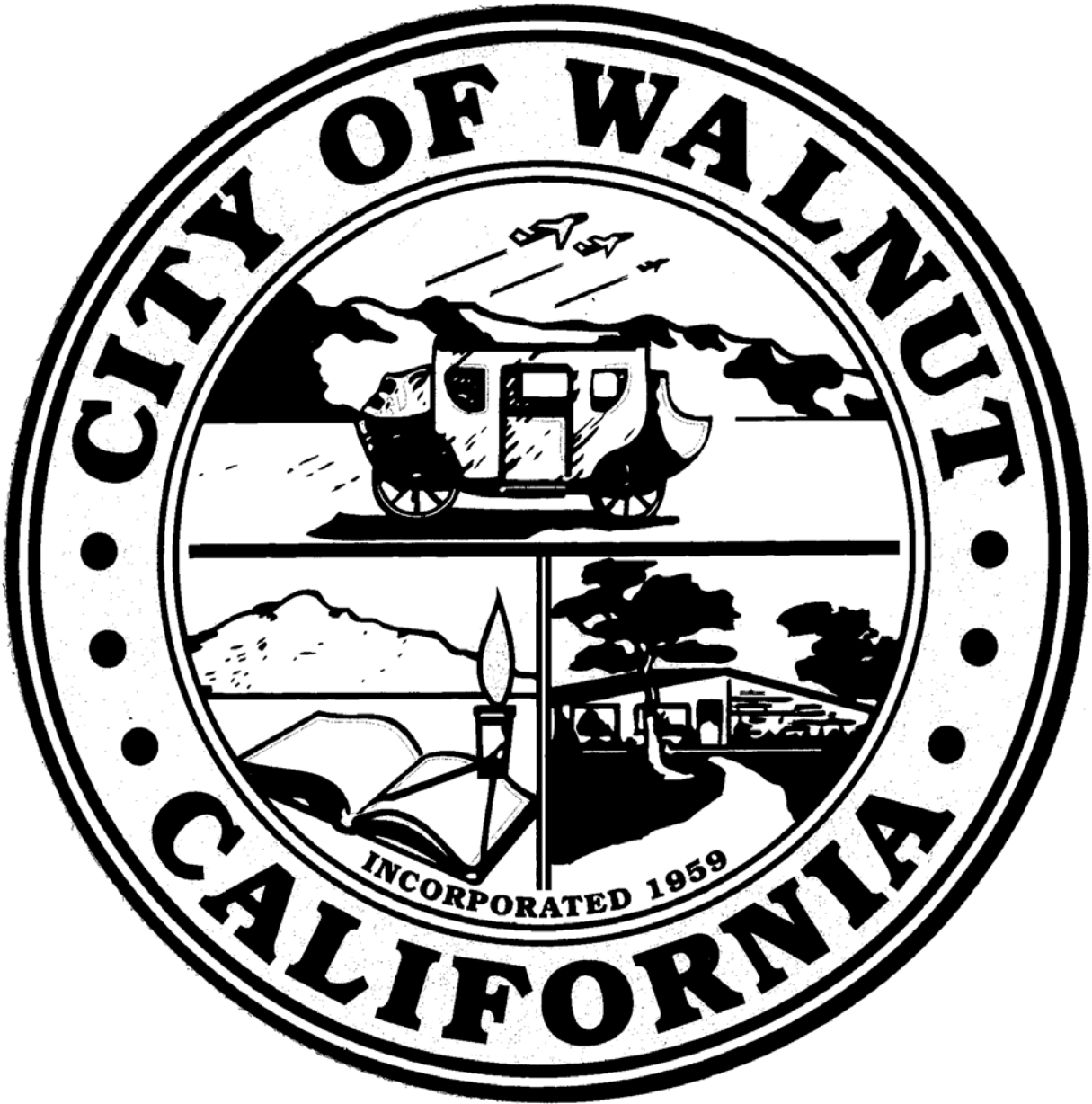
OTHER REVENUES:

- 05-3820 **Miscellaneous Income**
Provided for funds received as reimbursement to the City for bank charges imposed due to non-sufficient fund checks received in payment of citations.
- 06-3160 **Park In-Lieu Fees**
Provides for funds received in-lieu of park land dedication.

CAPITAL PROJECTS REVENUE

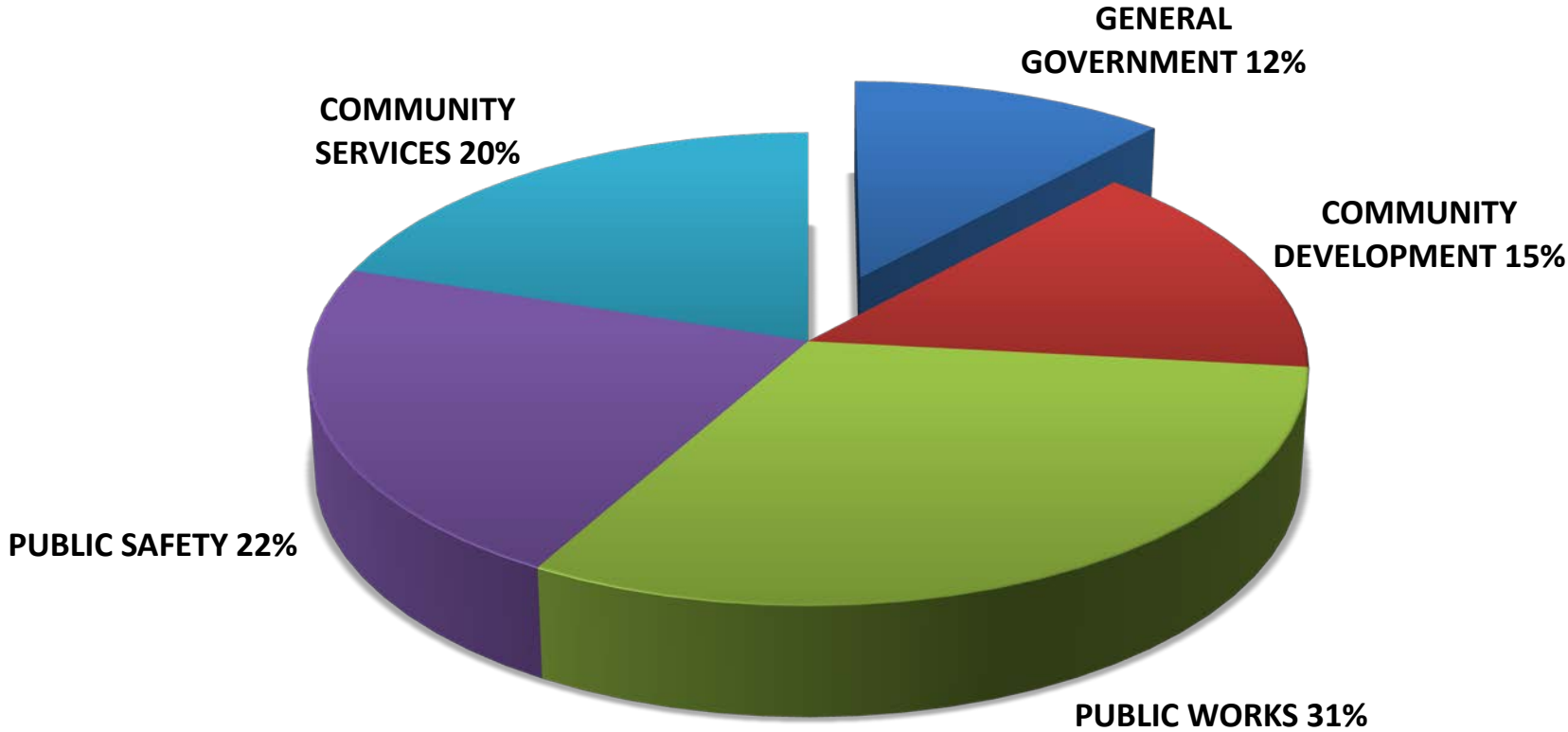
REVENUE FROM OTHER AGENCIES:

- 14-3630 **Senate Bill 821 (Bikeway Grants)**
Provides for funds received from the State, for the construction of bikeways, handicap ramps, and pedestrian facilities.
- 20-3868 **Three Oaks Facility Developer Contribution**
Provides for contributions received from the developer for the construction of the Three Oaks Community Center.
- 25-3820 **Miscellaneous Income**
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.
- 40-3010 **Successor Agency Property Tax**
Provides for property tax funds received from the County for the Successor Agency to retire debt of the Redevelopment Agency.
- 41-3800 **WHA Project Account**
Provides for funds received from the Walnut Housing Authority as a reimbursement to the City, which acts as the lead agency. (See WHA project budget and WHA capital projects budget)



General Government

GENERAL GOVERNMENT FISCAL YEAR 2016-17



**Total General Government Budget
\$2,091,070**

CITY OF WALNUT
GENERAL GOVERNMENT
PROGRAM GOALS & PERFORMANCE MEASURES

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

In 2016-17, the General Government Program will work to achieve the following goals:

1. The City will engage the Walnut community via our Social Media sites, newly developed website, and Walnut mobile app. These outreach tools will allow the City to keep residents informed of City events, projects, public safety matters, and allow for residents to communicate to the City any concerns or questions. These tools will also be used to promote the City, schools and community.
2. The City will provide training opportunities for staff on a monthly basis to further enhance the strengths of the City's workforce. In addition, the City will continue to foster teamwork and morale among employees through the City of Walnut's annual Employee Service Recognition Event and various charity events and fundraisers.
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 host Student Government Days, welcome visitors from other cities and countries, and conduct tours and informative lectures/workshops at City Hall.
4. The City will continue its commitment to keeping residents informed of events, projects, and issues affecting the community through monthly email blasts to residents, press releases, and the City's cable programming. Programming will continue to include City Council Meetings, business profile segments, and features of City recreation classes.
5. 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.
6. Educate Walnut's residents by providing outreach on the importance of voter registration to increase the number of registered voters in the City.

In **2015-16**, the General Government Program worked to achieve the following goals:

1. The City provided training opportunities for staff in the areas of customer services, first aid and CPR, computer applications, and legally mandated workshops 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.

Performance Measure: City staff received training in customer service, legally mandated harassment and discrimination training, computer applications, first aid and CPR, and emergency preparedness. The City's annual Employee Service Awards was held on December 17, 2015.

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

Performance Measure: Students from local Walnut schools participated in student government day at City Hall. In addition the City has had over 10 student volunteers participating in the City's Volunteer Intern Program.

3. The City will continue its commitment to keeping residents informed of events, projects, and issues affecting the community through the City's cable programming. Programming will continue to include City Council Meetings, business profile segments, local sports programming, and segments on distinguished residents.

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

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

Performance Measure: The City hosted its annual Family Festival in October 2015 and National Night Out in August 2015. The City also hosted City Council Meetings, study sessions, and workshop to discuss items of importance to the City.

**General Government
Measurable Outputs**

Output	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Volunteer Internship Participant Hours	550 Hours	600 Hours	580 Hours	550 Hours	600 Hours
Number of Cable Programs	5	5	5	5	5
Employee participation in training and education programs	40	40	50	50	50
Number participants subscribed to Online Newsletter	1,500	1,600	2,700	2,700	2,700
Employees in Education Enhancement Program	4	3	3	2	1
Employees attending Annual Service Awards Event	50	50	40	45	50
Number of City Council Meetings	20	22	22	22	22
Number of City Council Study Sessions	7	6	10	10	10

FY 2016-17

**General Government
Goals and Relationship to the Mission Statement**

In **FY 2016-17**, the General Government Department has identified five major goals:

1. Provide monthly information about City and other local non-profit community events and services through email blasts to online subscribers.
2. Re-design City website as a tool to disseminate information to residents, increase agency transparency by providing access to view and research City contracts and other records, and use as a tool for day-to-day transactions.
3. Recognize employees throughout the year to increase employee morale.
4. Provide monthly trainings through California Joint Powers Insurance Authority (CJPIA) and other professional organizations and provide education enhancement opportunities to City employees.
5. Continue and increase environmentally friendly office procedures.

The general services function of the City of Walnut will exceed expectations, collaborate, and enhance civic pride in FY 2016-17 with the five identified major goals by; continuing to encourage open discussion with monthly email blasts to all online subscribers informing them of City and other local non-profit organizations' events and services; preparing Walnut for the future and providing clear directions for people using our services with a more effective and user friendly website providing a modern design, increased agency transparency, and tools for daily transactions; building teamwork among employees by recognizing achievements through quarterly functions in addition to the annual Employee Service Awards event; striving to be educated and well informed by providing monthly employee trainings through CJPIA on OSHA mandated procedures, safety, ergonomics, and other areas reducing risk within the City as a whole; seeking new cost efficiencies and helping the environment by implementing additional green office procedures to lessen the output of paper and other non-environmentally friendly items.

**CITY OF WALNUT
PROGRAM SUMMARY
GENERAL GOVERNMENT**

	2014-15		2015-16		2016-17
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,317,298	1,347,320	1,400,120	1,313,460	1,255,440
OPERATIONS EXPENSE	800,598	990,580	1,082,260	1,045,900	805,630
TOTAL OPERATING EXPENSE	2,117,897	2,337,900	2,482,380	2,359,360	2,061,070
CAPITAL	43,464	45,000	45,000	45,000	30,000
PROGRAM TOTAL	2,161,361	2,382,900	2,527,380	2,404,360	2,091,070
TOTAL FULL-TIME EMPLOYEES	9.03	8.83	9.07	9.07	8.83
SUB-PROGRAMS:					
			PAGE		
CITY COUNCIL	01-4000		76		
CITY MANAGER	01-4100		80		
PERSONNEL	01-4200		82		
RISK MANAGEMENT	01-4201		86		
CITY CLERK	01-4300		88		
ELECTIONS	01-4301		92		
CITY TREASURER	01-4400		94		
FINANCE	01-4500		96		
COMPUTER SERVICES	01-4502		100		
CITY ATTORNEY	01-4600		104		
ADMINISTRATIVE SERVICES	01-4700		106		
COMMUNITY PROMOTIONS	01-4800		110		
CABLE TELEVISION ADMINISTRATION	01-4900		112		
CABLE TELEVISION EQUIPMENT	35-4900		116		
OPEB	51-4200		118		

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY COUNCIL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4000-5101	REGULAR SALARIES	18,000	18,000	18,000	18,000	18,000
01-4000-5102	REGULAR PART-TIME SALARIES	0	22,010	7,960	0	0
01-4000-5105	HEALTH & LIFE INSURANCE	42,000	48,750	43,360	43,360	42,000
01-4000-5107	WORKERS' COMPENSATION	594	1,100	860	870	720
01-4000-5108	PERS	3,677	4,250	3,310	3,310	4,210
01-4000-5110	MEDICARE	479	1,410	850	850	1,090
	TOTAL PERSONNEL	64,750	95,520	74,340	66,390	66,020
	OPERATIONS					
01-4000-6201	CONFERENCE & MEETINGS	14,309	30,000	25,900	23,000	25,000
01-4000-6205	OFFICE SUPPLIES	3,393	2,000	2,000	2,000	2,000
01-4000-6215	VEHICLE ALLOWANCE	15,000	15,000	15,000	15,000	15,000
01-4000-6253	TELEPHONE	3,574	5,000	5,000	3,800	5,000
01-4000-6256	EQUIPMENT USAGE	0	610	0	0	0
01-4000-6265	COMPUTER USAGE	0	3,070	0	0	0
	TOTAL OPERATIONS	36,275	55,680	47,900	43,800	47,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	101,025	151,200	122,240	110,190	113,020
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.00	0.00	0.00	0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CITY COUNCIL (4000)

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

PERSONNEL:

5101 **Regular Salaries**

City Council - 5 Members

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

5102 **Regular Part-Time Salaries**

Provided compensation for assistance to the City Council during FY 2015-16.

5105 - 5110 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

6205 **Office Supplies**

Provides for miscellaneous supplies for council presentation frames, certificates, council badges, certificates, etc.

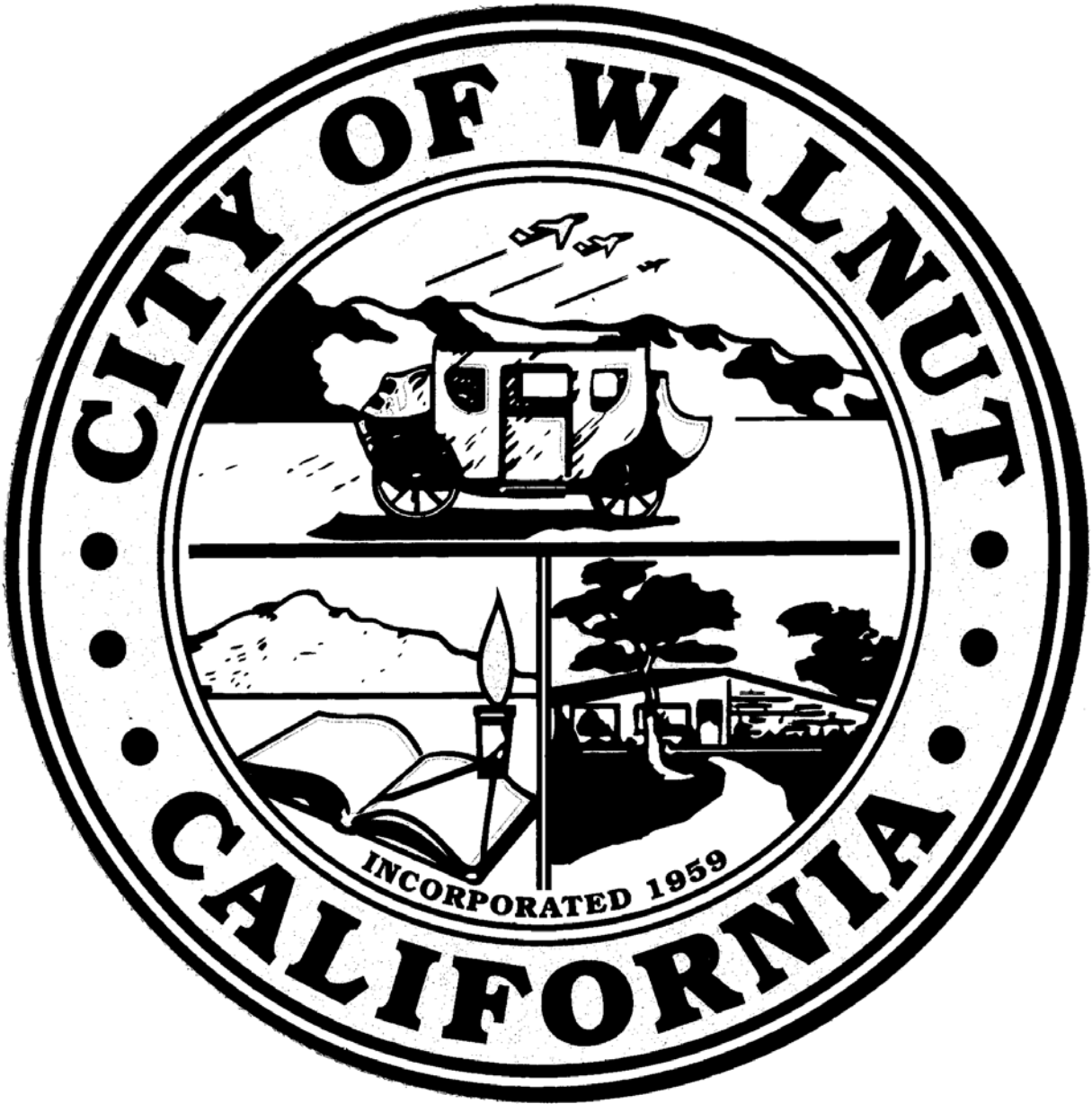
6215 **Vehicle Allowance**

Provides for vehicle allowance for the Council members.

6253 **Telephone**

Provides for cell phones for Council members. These units require airtime for updates and email.

6256 - 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY MANAGER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4100-5101	REGULAR SALARIES	125,295	127,150	127,150	127,150	124,670
01-4100-5105	HEALTH & LIFE INSURANCE	10,314	10,260	10,260	10,260	10,260
01-4100-5107	WORKERS' COMPENSATION	1,936	2,210	2,210	2,210	2,170
01-4100-5108	PERS	26,054	19,770	23,220	23,220	31,240
01-4100-5110	MEDICARE	2,073	2,030	2,030	2,030	1,990
01-4100-5111	SICK LEAVE/VACATION BUYBACK	11,913	12,150	12,150	11,920	11,920
	TOTAL PERSONNEL	177,585	173,570	177,020	176,790	182,250
OPERATIONS						
01-4100-6201	CONFERENCE & MEETING	5,167	6,000	6,000	6,000	6,000
01-4100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	200	200	200	200
01-4100-6208	VEHICLE OPERATIONS	4,754	6,000	6,000	4,900	5,000
01-4100-6215	VEHICLE/CELL ALLOWANCE	482	360	360	360	480
01-4100-6256	EQUIPMENT USAGE	760	730	730	730	730
01-4100-6265	COMPUTER USAGE	3,730	3,680	3,680	3,680	3,400
	TOTAL OPERATIONS	14,893	16,970	16,970	15,870	15,810
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	192,478	190,540	193,990	192,660	198,060
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.60	0.60	0.60	0.60	0.60

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CITY MANAGER (4100)

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

PERSONNEL:

5101 **Regular Salaries**

City Manager - 60%

Responsible for implementing policies of the City Council and the enforcement of City laws. As administrative head of the City government, hires all employees, directs City activities, prepares reports, makes recommendations to City Council and Commissions, and represents the City at official meetings and functions. (15% in 01-5901, 25% in 41-5800)

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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

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

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

6208 **Vehicle Operations**

Provides for the operations of the City Manager's vehicle:
2012 GMC Acadia 1088861 85% (15% in 01-5901)

6215 **Vehicle/Cell Allowance**

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

6256 - 6265 See Appendix

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: PERSONNEL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-4200-5101	REGULAR SALARIES	37,831	40,240	40,240	26,780	0
01-4200-5102	REGULAR PART-TIME SALARIES	20,747	0	0	0	0
01-4200-5105	HEALTH & LIFE INSURANCE	8,109	6,750	6,750	5,560	0
01-4200-5106	DISABILITY INSURANCE	0	0	0	0	0
01-4200-5107	WORKERS' COMPENSATION	906	700	700	460	0
01-4200-5108	PERS	10,855	6,280	9,160	7,000	0
01-4200-5109	UNEMPLOYMENT INSURANCE	2,950	1,500	1,500	1,500	1,500
01-4200-5110	MEDICARE	886	610	610	490	0
01-4200-5111	SICK LEAVE/VAC BUYBACK	0	80	1,940	5,810	0
	TOTAL PERSONNEL	82,283	56,160	60,900	47,600	1,500
	OPERATIONS					
01-4200-6201	CONFERENCE & MEETINGS	687	1,500	1,500	200	1,500
01-4200-6202	TRAINING	12,514	5,000	5,000	3,500	5,000
01-4200-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,029	4,200	4,430	4,450	4,620
01-4200-6206	ADVERTISING	1,683	2,000	2,000	1,000	2,000
01-4200-6209	SURETY BONDS	875	900	920	920	970
01-4200-6211	EDUCATION REIMBURSEMENT	4,348	6,000	5,210	5,280	5,280
01-4200-6215	VEHICLE/CELL ALLOWANCE	1,206	1,600	1,600	800	0
01-4200-6216	PROFESSIONAL SERVICES	135	1,000	5,100	1,000	1,000
01-4200-6218	SPECIAL LEGAL FEES	0	5,000	5,000	5,000	5,000
01-4200-6236	PHYSICALS/BACKGROUNDS	882	1,000	1,000	1,000	1,000
01-4200-6256	EQUIPMENT USAGE	630	610	610	610	0
01-4200-6265	COMPUTER USAGE	3,110	3,070	3,070	3,070	0
01-4200-6271	SERVICE/RECOGNITION/AWARDS	2,241	1,500	2,000	2,000	2,000
	TOTAL OPERATIONS	32,340	33,380	37,440	28,830	28,370
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	114,623	89,540	98,340	76,430	29,870
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.50	0.50	0.33	0.33	0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PERSONNEL (4200)

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

PERSONNEL:

5101 **Regular Salaries**

Senior Management Analyst/Public Information Officer – 50%

Responsible for management of all personnel and risk management services to City Departments during FY 2015-16. (50% in 01-4900)

5102 **Regular Part-Time Salaries**

Provided for two (2) Administrative Interns during FY 2014-15 (Moved to 01-4700).

5105 - 5108 See Appendix

5109 **Unemployment Insurance**

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

5110 - 5111 See Appendix

OPERATIONS:

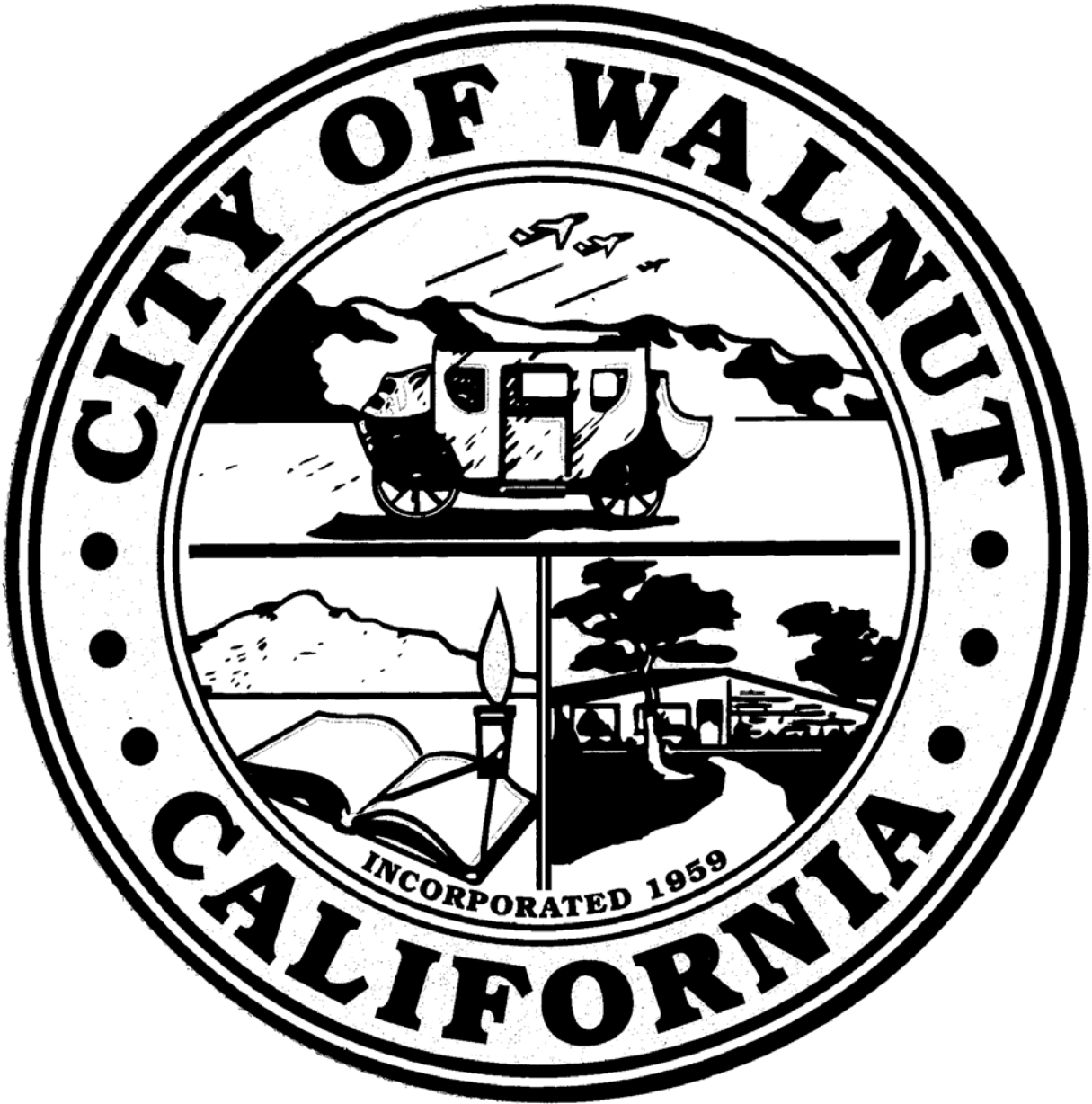
6201 **Conference & Meetings**

Provides for the Senior Management Analyst to attend the California Joint Powers Insurance Authority (CJPIA) Human Resources Academy in April and three CALPELRA Labor Relations Academies in September.

6202 **Training**

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

- 6203 **Membership, Dues, Subscriptions, Books, Fees**
Provides for membership to Liebert Cassidy Whitmore (LCW) Labor Relations Consortium and the LCW Law Library, California Public Employers Labor Relations Association (CALPELRA), Southern California Public Management Association, Human Resources (SCPMA-HR), and Labor Law postings for all city facilities.
- 6206 **Advertising**
Provides for the cost of advertising job bulletins for all city positions when necessary. Advertising consists of local newspapers, Internet, and specific field and trade publications.
- 6209 **Surety Bonds**
Provides for city insurance (surety bonds) protection, a blanket bond for all city employees and City officials.
- 6211 **Education Reimbursement**
Provides for educational enhancement program costs.
- 6215 **Vehicle Allowance/Cell**
Provides for a vehicle allowance for the Senior Management Analyst that is distributed the same as payroll.
- 6216 **Professional Services**
Provides consultant services for personnel related items, including investigations and interview oral board panels. Also provides for counseling of employees for fit for duty and crisis counseling.
- 6218 **Special Legal Fees**
Provides for special legal services related to personnel.
- 6236 **Physicals/Backgrounds**
Provides for the cost of physicals/substance abuse tests and background checks, if needed, for new employees.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**
Provides for annual service and awards recognition function, quarterly employee birthday gatherings, cards and the purchase of service awards. Also provides for certificates presented by City Council to employees for their years of service upon retirement or leaving employment with the City of Walnut.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: RISK MANAGEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-4201-6201	CONFERENCE & MEETINGS	546	600	1,130	1,130	1,130
01-4201-6223	INSURANCE	279,416	245,020	244,500	244,500	258,440
01-4201-6247	EQUIPMENT MAINTENANCE	37,215	50,000	50,000	33,000	15,000
	TOTAL OPERATIONS	317,177	295,620	295,630	278,630	274,570
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	317,177	295,620	295,630	278,630	274,570
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
RISK MANAGEMENT (4201)

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

OPERATIONS:

6201 Conference & Meeting

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

6223 Insurance

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

	<i>CITY</i>
Liability (JPIA)	\$ 240,000
Earthquake (JPIA)	N/A
Property (JPIA)	7,400
Facility Coverage	1,500
Vehicle (JPIA)	2,800
Admin. Fees	1,740
Liability Trust Oversight	0
Special Events	5,000
Grand Total	<u>258,440</u>

6247 Property/Equipment Replacement

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY CLERK

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4300-5101	REGULAR SALARIES	86,195	87,370	112,620	111,670	143,910
01-4300-5102	REGULAR PART-TIME EMPLOYEES	29,548	22,010	7,100	7,110	0
01-4300-5104	OVERTIME	0	0	2,000	3,490	2,000
01-4300-5105	HEALTH & LIFE INSURANCE	15,115	18,230	23,620	20,070	24,980
01-4300-5107	WORKERS' COMPENSATION	1,776	1,900	2,140	2,980	2,540
01-4300-5108	PERS	19,867	15,040	20,870	20,180	25,720
01-4300-5110	MEDICARE	1,708	1,630	2,190	2,550	2,160
01-4300-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	410
	TOTAL PERSONNEL	154,208	146,180	170,540	168,050	201,720
OPERATIONS						
01-4300-6201	CONFERENCE & MEETINGS	0	0	1,550	1,550	2,000
01-4300-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,577	4,000	4,000	4,000	4,000
01-4300-6205	OFFICE SUPPLIES	319	500	1,300	800	1,000
01-4300-6206	ADVERTISING	7,021	10,000	9,000	7,900	8,000
01-4300-6212	ORDINANCE CODIFICATION, AMENDMENTS	2,616	3,000	2,500	3,000	3,000
01-4300-6215	VEHICLE/CELL ALLOWANCE	2,050	2,720	2,720	2,720	2,550
01-4300-6227	CONTRACTUAL SERVICES	10,601	9,000	6,150	7,700	10,000
01-4300-6256	EQUIPMENT USAGE	1,080	1,640	2,250	2,250	2,240
01-4300-6265	COMPUTER USAGE	5,280	8,280	11,350	11,350	10,490
	TOTAL OPERATIONS	30,545	39,140	40,820	41,270	43,280
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	184,753	185,320	211,360	209,320	245,000
FUNDING SOURCE: GENERAL						
	F/T EMPLOYEES	0.85	0.85	1.43	1.43	1.85

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CITY CLERK (4300)

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

PERSONNEL:

5101 **Regular Salaries**
City Clerk - 85%

Responsible for attending Council meetings and finalizing Council minutes; typing agendas and assembling agenda material; administering elections in conjunction with Los Angeles County elections; updating the Municipal Code; maintaining all records of the City, and providing information to staff and to the public (15% in 01-5901).

Administrative Assistant – 100%

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

5102 **Regular Part-Time Salaries**

Provided compensation for assistance to the City Clerk during FY 2015-16.

5104 - 5111 See Appendix

OPERATIONS:

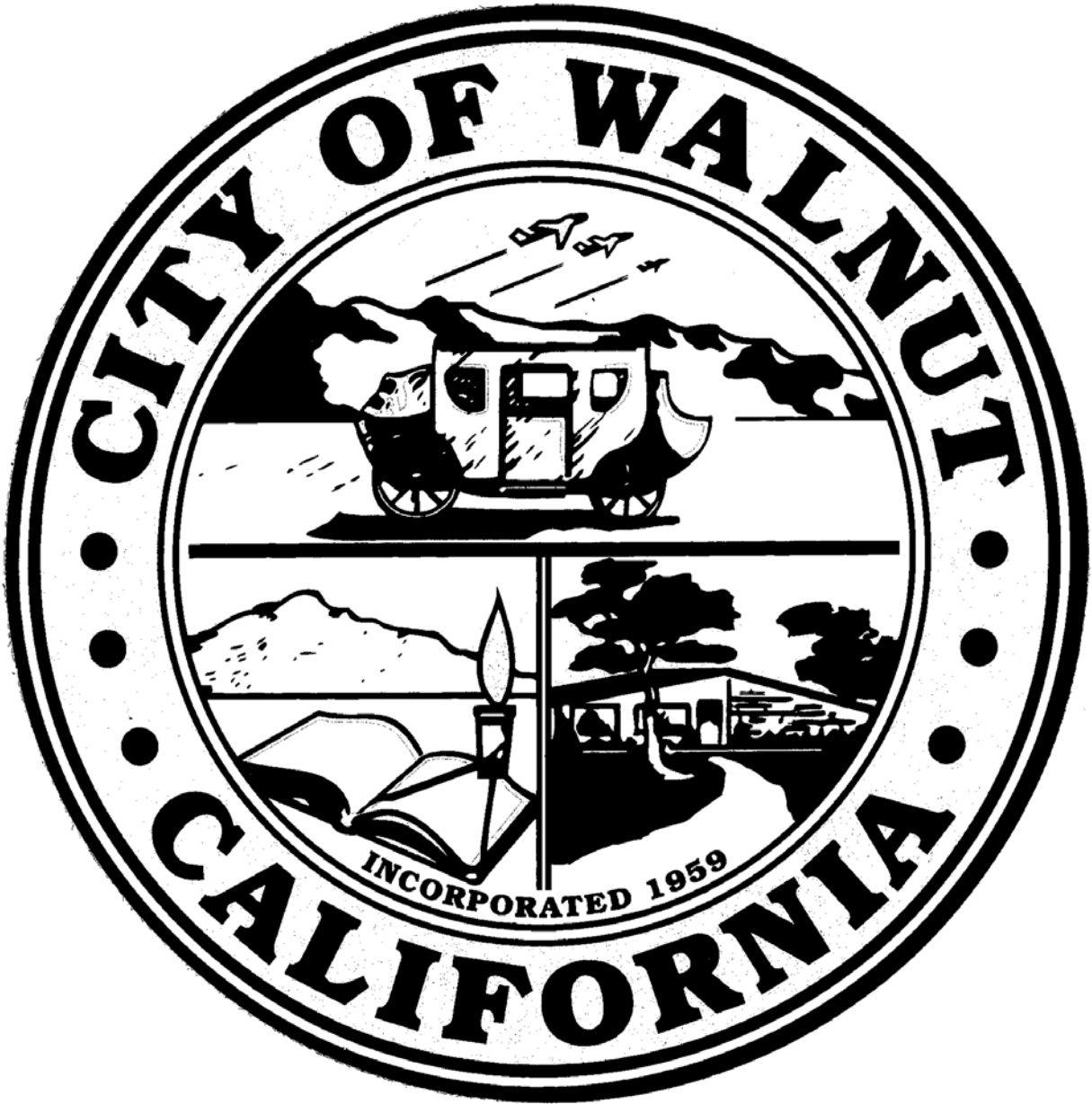
6201 **Conference & Meetings Expense**

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

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

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

- 6205 **Office Supplies**
Provides for miscellaneous office supplies as needed, such as archive storage boxes for permanent records, minute book paper, and supplies to maintain city records.
- 6206 **Advertising**
Provides for the publication of legal advertisements, i.e. public hearing notices, bid notices and other legal notifications as required by law for publishing.
- 6212 **Ordinance Codification, Amendments & Legal Documents**
Provides for the codification of city ordinances, zoning codes for the Planning Department, fees for purchase of amendments, legal documents, and annual storage as required.
- 6215 **Vehicle Allowance/Cell**
Provides for a vehicle allowance for the City Clerk that is distributed the same as payroll.
- 6227 **Contractual Services**
Provides for imaging and microfilming of permanent records and destruction of records pursuant to Council adopted records retention program, maintenance of recording and scanning systems.
- 6256 - 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ELECTIONS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4301-6201	CONFERENCE & MEETING	949	1,000	1,380	1,300
01-4301-6205	OFFICE SUPPLIES	0	1,000	630	0
01-4301-6206	ADVERTISING	0	3,000	3,000	0
01-4301-6207	POSTAGE	0	10,000	10,000	0
01-4301-6217	PRECINCT WORKERS/POLLSTER	0	7,000	7,000	0
01-4301-6227	CONTRACTUAL SERVICES	0	115,000	115,000	0
	TOTAL OPERATIONS	949	137,000	137,010	1,300
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	949	137,000	137,010	1,300
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
ELECTIONS (4301)

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

OPERATIONS:

6201 Conference & Meeting

Provides for the City Clerk to attend the Election Law Conference in December and to attend Martin & Chapman's Election Law updates in November.

6205 Office Supplies

Provided for office supplies, precinct maps and sample ballot copying services, and elections code updates.

6206 Advertising

Provided for publication of legal notices for the 2016 election.

6207 Postage

Provided for postal expenses for City mailings including mailing of sample and vote by mail ballots to all registered voters in Walnut for 2016 election.

6217 Precinct Workers/Pollsters

Provided for Precinct and Poll Workers during the 2016 Election.

6227 Contractual Services

Provided for the 2016 Election – Martin & Chapman, County of Los Angeles, consultant to assist with the election process and outreach program.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY TREASURER

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-4400-5101	REGULAR SALARIES	3,014	6,000	6,000	6,000
01-4400-5107	WORKERS' COMPENSATION	47	100	100	100
01-4400-5108	PERS	624	930	930	1,500
01-4400-5110	MEDICARE	44	90	90	90
	TOTAL PERSONNEL	3,728	7,120	7,120	7,690
OPERATIONS					
01-4400-6201	CONFERENCE & MEETING	968	2,130	1,630	1,820
01-4400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	245	250	250	250
01-4400-6214	MILEAGE REIMBURSEMENT	423	460	460	460
01-4400-6278	BANK CHARGES	7,384	8,400	10,400	10,200
	TOTAL OPERATIONS	9,019	11,240	12,740	12,730
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	12,747	18,360	19,860	20,420
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CITY TREASURER (4400)

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

PERSONNEL:

5101 **Regular Salaries**

City Treasurer - 100%

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

Deputy City Treasurer - 100%

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

5107 - 5110 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

Provides for the costs for the California Municipal Treasurers Association's (CMTA) annual conference and attendance at CMTA meetings. Also provides for CMTA workshops, as needed.

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

Provides for membership to the CMTA, the Public Investor Newsletter, and certification fees.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for banking activity.

6278 **Bank Charges**

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: FINANCE

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET		
PERSONNEL								
01-4500-5101	REGULAR SALARIES	312,302	347,770	347,770	319,300	314,930		
01-4500-5102	REGULAR P/T EMPLOYEES	28,194	30,470	30,470	20,630	0		
01-4500-5104	OVERTIME	1,519	1,000	1,000	1,000	2,000		
01-4500-5105	HEALTH & LIFE INSURANCE	61,615	68,510	68,510	61,590	64,740		
01-4500-5107	WORKERS' COMPENSATION	5,330	6,600	6,600	6,000	5,520		
01-4500-5108	PERS	67,555	53,680	79,430	71,990	58,980		
01-4500-5110	MEDICARE	5,285	5,980	5,980	6,960	4,940		
01-4500-5111	SICK LEAVE/VACATION BUYBACK	4,457	9,820	9,820	13,640	9,860		
	TOTAL PERSONNEL	486,257	523,830	549,580	501,110	460,970		
OPERATIONS								
01-4500-6201	CONFERENCE & MEETING	1,469	2,600	2,600	2,020	2,500		
01-4500-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,205	1,270	1,370	1,390	1,460		
01-4500-6210	PRINTING	971	2,100	2,000	1,840	2,000		
01-4500-6215	VEHICLE/CELL ALLOWANCE	5,554	7,960	7,960	6,340	6,900		
01-4500-6216	PROFESSIONAL SERVICES	27,795	34,880	37,880	37,880	41,850		
01-4500-6256	EQUIPMENT USAGE	6,932	5,440	5,440	5,440	5,420		
01-4500-6265	COMPUTER USAGE	21,754	27,450	27,450	27,450	25,380		
	TOTAL OPERATIONS	65,680	81,700	84,700	82,360	85,510		
CAPITAL								
	TOTAL CAPITAL	0	0	0	0	0		
	SUB-PROGRAM TOTAL	551,937	605,530	634,280	583,470	546,480		
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	4.23	4.48	4.48	4.48	4.48

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
FINANCE (4500)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Administrative Services -25%

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

Finance Officer - 70%

Responsible for the daily management and operation of the Finance Department including budgeting, payroll, Accounts Payable, Accounts Receivable, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, various reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the department. Handles the audit from various agencies including the preparation of financial reports. Serves as Acting Director of Administrative Services-Finance. (20% in 05-8200, 10% in 01-5901)

Finance Analyst - 80%

Responsible for preparing the annual City Budget, overseeing the City's fixed-asset inventory. Process passports. Handles the review of cash receipts, revenues, payroll, prepares journal entries, and prepares the bank reconciliation and other assigned reconciliations. (10% in 01-5901, 10% in 01-8002)

Finance Analyst - 55%

Performs the daily cash management. Administering the passport and business license operations and enforcement, Responsible for recording accounts receivables, and assisting with fixed asset inventory. Responsible for the review of Accounts Payable batches, transportation passes and prepares the various assigned monthly reconciliations. Responsible for maintaining the forms inventory. Serves as the primary back for A/P, and Purchase Order processing. (10% in 01-5901, 35% in 01-8002)

Accounting Technician - 65%

Responsible for data entry of all invoices and journal entries, business licenses, preparing the bank deposits, and passport applications, record new fixed asset including tagging. Assist with contract review Serves as primary backup to the finance counter. (30% in 01-8002, 5% in 01-5901)

Accounting Technician - 95%

Responsible for preparing the City, Successor Agency, and WHA warrants for semi-monthly issuance to the City Council for approval. Handles the Purchase Order processing. Processes all utility billing, issuing petty cash and maintaining purchase order records. maintain permits and inspection records. Processes passport applications. Handles the 1099 reporting and prepares the monthly refund reconciliation. (5% in 01-5901)

Accounting Technician -57.5%

Responsible for citywide payroll processing. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Prepares the transportation passes reconciliation and payment processing. Prepares SMI and SBSF reconciliation and payment processing. Serves as primary backup to the cashiering functions. (12.5% in 13-5430, 10% in 01-8002, 20% in 05-8200)

5102 **Regular Part-Time Employees – 100%**

Provided for one (1) Office Clerk at 35 hours per week during FY 2015-16.

5104 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

Provides for attendance at the California Society of Municipal Finance Officers (CSMFO) bimonthly meetings, and annual conference, tax seminar, Pentamation User group conference and other conferences/meetings as needed.

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

Provides for membership in the California Society of Municipal Finance Officers and the Government Finance Officers Association. Also provides Walnut Informed Filing Fee, LA County AA2 report (sewer), and the Budget and CAFR Award program application fees.

6210 **Printing**

Provides for printing services within the Finance Department for the comprehensive annual financial report, annual budget, payroll checks, accounts payable checks, W-2's, 1099's, and parking permits.

6215 **Vehicle Allowance/Cell**

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

6216 **Professional Services**

Provides for the review and recommendations on procedures, interim audits, and preparation of the annual financial reports and the State Controller's report. Also, provides services for grant audits, sales tax consulting and actuarial services.

6256 - 6265 See Appendix

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMPUTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
01-4502-5101	REGULAR SALARIES	59,907	58,200	58,200	58,200	
01-4502-5105	HEALTH & LIFE INSURANCE	8,394	7,650	7,650	7,650	
01-4502-5107	WORKERS' COMPENSATION	922	1,010	1,010	1,010	
01-4502-5108	PERS	10,307	9,070	11,950	11,950	
01-4502-5110	MEDICARE	955	920	920	920	
01-4502-5111	SICK LEAVE/VACATION BUYBACK	0	710	710	710	
	TOTAL PERSONNEL	80,486	77,560	80,440	80,440	
OPERATIONS						
01-4502-6205	OFFICE SUPPLIES	3,114	4,000	4,040	4,040	
01-4502-6215	VEHICLE/CELL ALLOWANCE	1,853	2,200	2,200	2,200	
01-4502-6227	CONTRACTUAL SERVICES	5,400	0	450	450	
01-4502-6247	EQUIPMENT MAINTENANCE	92,490	120,000	119,550	119,550	
01-4502-6254	COMMUNICATIONS	23,111	19,990	19,990	19,990	
01-4502-6256	EQUIPMENT USAGE	760	610	610	610	
01-4502-6265	COMPUTER USAGE	(207,214)	(224,360)	(227,280)	(227,280)	
	TOTAL OPERATIONS	(80,486)	(77,560)	(80,440)	(80,440)	
CAPITAL						
		0	0	0	0	
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	0	0	0	0	
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.60	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
COMPUTER SERVICES (4502)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Administrative Services 25%

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

Senior Management Analyst - 25%

Coordinating computer maintenance and operations. (25% in 01-4700, 50% in 01-8000).

5105 - 5111 See Appendix

OPERATIONS:

6205 **Office Supplies**

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

6215 **Vehicle Allowance/Cell**

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

6227 **Contractual Services**

Provides for a managed firewall service to protect the City's computer network.

6247 **Equipment Maintenance**

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

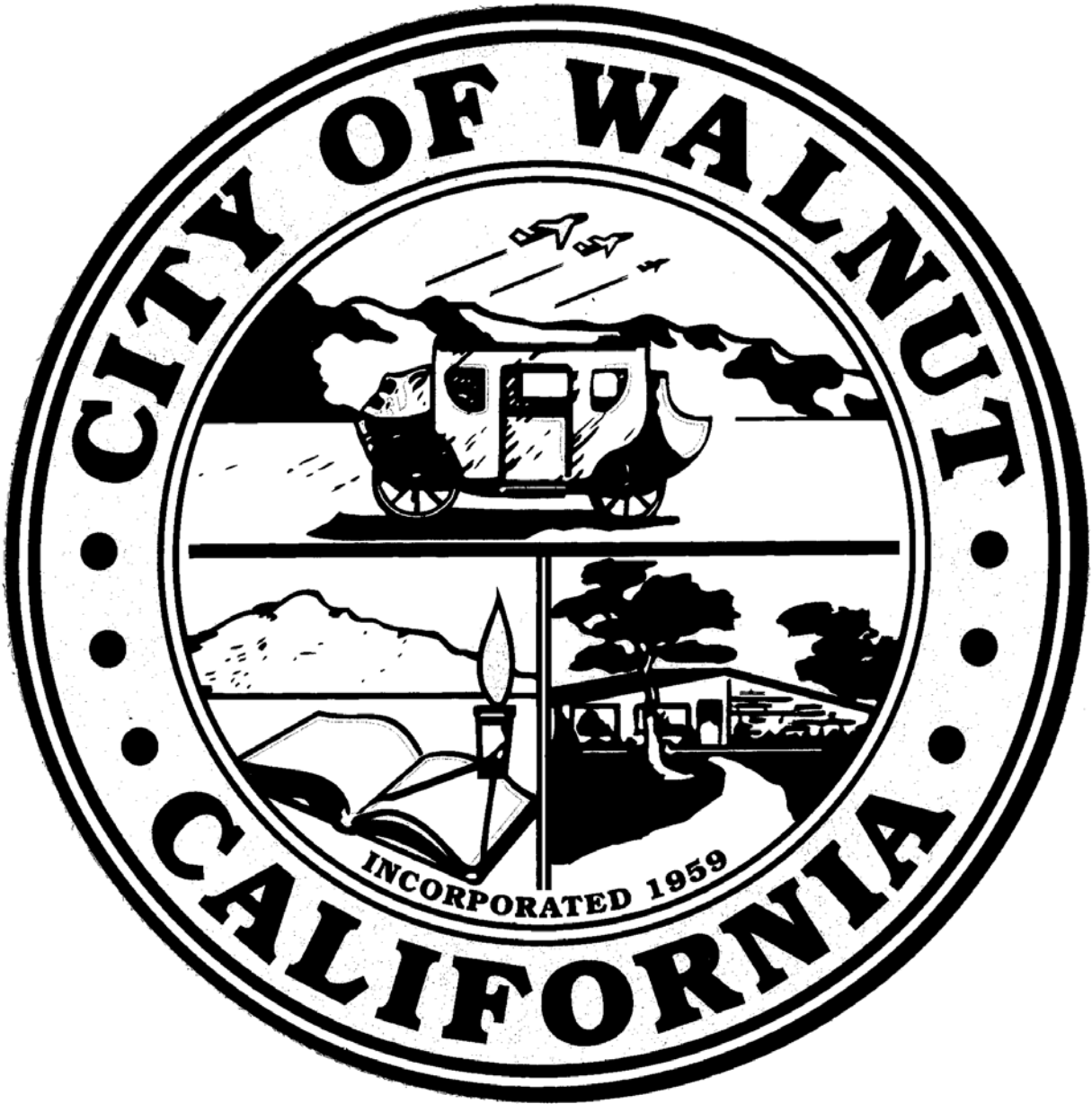
6254 **Communications**

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

6256 See Appendix

6265 **Computer Usage**

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



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CITY ATTORNEY

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4600-6201	CONFERENCE & MEETING	1,054	2,000	2,000	800
01-4600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,683	2,000	2,000	1,800
01-4600-6216	PROFESSIONAL SERVICES	109,200	109,200	109,200	109,200
01-4600-6218	SPECIAL LEGAL FEES	38,985	20,000	105,000	100,000
	TOTAL OPERATIONS	150,922	133,200	218,200	211,800
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	150,922	133,200	218,200	211,800
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CITY ATTORNEY (4600)

The City Attorney Department provides legal services by an attorney to assure the activities of the City are conducted in accordance with the requirements of law. Primary functions include counseling the City Council and City Staff in pertinent matters of law, representing the City in court and before administrative bodies, advising in the formulation of the municipal code, ordinances, resolutions, contracts, and other legal documents, and attending Council and Planning Commission meetings.

OPERATIONS:

6201 **Conference & Meeting**

Provides for continuing education requirements for City Attorney at League of California Cities and Contract Cities annual conferences.

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

Provides for Motion Picture License (MPLC), Music License (ASCAP and BMI), Lexis Nexus Standard California Codes Handbook, and California Municipal Law Handbook updates.

6216 **Professional Services**

Provides compensation for the City Attorney for general services including attendance at City Council and Planning Commission meetings, other occasional meetings, and advice to the City Council, City Manager, and City Staff.

6218 **Special Legal Fees**

Provides for legal services rendered by the City Attorney in excess of 45 hours per month, including special projects, city prosecutor services, special legal counsel including the defense of lawsuits, outside legal services, and planning related projects.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: ADMINISTRATIVE SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-4700-5101	REGULAR SALARIES	131,446	108,710	108,710	108,710	113,180
01-4700-5102	REGULAR PART-TIME SALARIES	552	47,170	47,170	47,170	56,650
01-4700-5104	OVERTIME	0	0	0	0	2,000
01-4700-5105	HEALTH & LIFE INSURANCE	24,753	27,000	27,000	27,000	34,440
01-4700-5107	WORKERS' COMPENSATION	2,038	2,710	2,710	2,710	2,960
01-4700-5108	PERS	27,552	20,090	28,150	28,150	32,320
01-4700-5110	MEDICARE	2,101	2,370	2,370	2,370	2,570
01-4700-5111	SICK LEAVE/VACATION BUYBACK	0	1,670	1,670	1,670	2,690
	TOTAL PERSONNEL	188,442	209,720	217,780	217,780	246,810
OPERATIONS						
01-4700-6201	CONFERENCE & MEETINGS	5,089	7,000	7,000	7,000	7,000
01-4700-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	27,647	28,500	31,500	31,500	32,000
01-4700-6205	OFFICE SUPPLIES	14,048	15,000	14,690	15,000	12,000
01-4700-6207	POSTAGE	16,065	17,000	16,000	15,000	16,000
01-4700-6208	VEHICLE OPERATIONS	2,808	6,000	6,000	4,000	3,000
01-4700-6210	PRINTING	3,380	10,000	10,000	10,000	5,000
01-4700-6214	MILEAGE REIMBURSEMENT	563	850	850	850	850
01-4700-6215	VEHICLE/CELL ALLOWANCE	2,572	2,200	2,200	2,200	1,500
01-4700-6216	PROFESSIONAL SERVICES	16,000	48,000	48,000	48,000	48,000
01-4700-6219	PHOTOCOPY SUPPLIES	4,885	7,000	7,000	6,000	6,000
01-4700-6220	OFFICE EQUIPMENT RENTAL	32,469	40,000	40,000	36,000	38,000
01-4700-6247	EQUIPMENT MAINTENANCE	8,632	3,400	7,330	8,000	4,000
01-4700-6250	WATER	2,681	3,240	3,240	3,240	3,600
01-4700-6251	ELECTRICITY	47,427	40,000	40,000	49,600	50,000
01-4700-6253	TELEPHONE	37,363	38,000	37,380	37,380	37,380
01-4700-6256	EQUIPMENT USAGE	(45,544)	(43,400)	(47,330)	(43,400)	(42,000)
01-4700-6265	COMPUTER USAGE	10,880	8,590	8,590	8,590	7,940
	TOTAL OPERATIONS	186,964	231,380	232,450	238,960	230,270
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	375,406	441,100	450,230	456,740	477,080
FUNDING SOURCE: GENERAL						
	F/T EMPLOYEES	1.75	1.40	1.40	1.40	1.40

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
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**

Administrative Assistant-90%

Responsible for all secretarial duties for the City Manager's Office, which includes correspondence for City Manager and Director of Administrative Services. Also responsible for record management, and ensuring all office equipment is in working order. Responsible for assisting the public at the Finance department counter, handling phone calls, business license information, and passport application processing. (10% in 23-5300)

Senior Management Analyst - 25%

Responsible for various duties involving administrative services. (25% in 01-4502, 50% in 01-8000)

Director of Administrative Services- 25%

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

5102 **Regular Part-Time Employees**

Provides for two (2) Administrative Interns.

5104 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meetings**

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

- 6203 **Membership, Dues, Subscriptions, Books, Fees**
Provides for the City's membership in the League of California Cities, California Contract Cities, the Southern California Association of Governments, the San Gabriel Valley Council of Government, Costco, journals and books.
- 6205 **Office Supplies**
Provides for the purchase of general office supplies for all departments.
- 6207 **Postage**
Provides for the postage for City mailings for all departments. Also provides for the postage cost of bulk mailing permits, Federal Express and postage meter supplies including ink.
- 6208 **Vehicle Operations**
Provides for the operation of one (1) City pool vehicle:
- 2005 Honda Accord 1210150 100%
- 6210 **Printing**
Provides for the outside printing of forms, letterhead, stationery and business cards. Includes business cards for City Council and multi-language printing.
- 6214 **Mileage Reimbursement**
Provides for mileage reimbursement for the classified employees in administration.
- 6215 **Vehicle Allowance/Cell**
Provides for vehicle allowance for the Senior Management Analyst and the Director of Administrative Services, which is distributed the same as payroll.
- 6216 **Professional Services**
Provides for legislative advocacy and governmental affairs/services.
- 6219 **Photocopy Supplies**
Provides for photocopy supplies needed to operate the copy machines, including paper, toner, dry ink and fax imaging toner.
- 6220 **Office Equipment Rental**
Provides for four color copiers and one black & white copier.
- 6247 **Equipment Maintenance**
Provides for service agreements for the postage meter, microfiche machine, recording system and Charter Cable communications.

- 6250 **Water**
Provides for the water usage costs charged to the City Hall facility.
- 6251 **Electricity**
Provides for the electrical usage costs charged to the City Hall facility.
- 6253 **Telephone**
Provides for telephone expenses and maintenance agreements.
- 6256 **Equipment Usage**
Provides for the allocation of usage costs of the office machine rental and maintenance to all departments. Charges are based on the number of full-time employees.
- 6265 See Appendix

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: COMMUNITY PROMOTIONS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-4800-6203	MEMBERSHIP, DUES, SUBSCRIP, BOOKS, FEES	225	800	810	820
01-4800-6227	CONTRACTUAL SERVICES	0	250	250	250
01-4800-6229	COMMUNITY RELATIONS	11,463	10,000	16,000	15,000
01-4800-6270	AMERICAN FLAG & BANNER PROGRAM	9,975	10,000	10,000	10,000
	TOTAL OPERATIONS	21,663	21,050	27,060	26,060
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	21,663	21,050	27,060	26,060
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.00	0.00	0.00	0.00

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

COMMUNITY PROMOTIONS (4800)

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

OPERATIONS:

6203 Memberships, Dues, Subscrip., Books, Fees

Provides for the annual dues to Sister City International and yearly membership dues to California Association of Public Information Officials (CAPIO).

6227 Contractual Services

Provides for the purchase of Walnut Historical Books through Arcadia Publishing.

6229 Community Relations

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

6270 American Flag & Banner Program

A sponsored program that provides for purchase and installation of American flags and banners, maintenance of the flag brackets and bracket installation.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV ADMINISTRATION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
01-4900-5101	REGULAR SALARIES	37,830	40,240	40,240	26,780	0
01-4900-5102	REGULAR PART-TIME EMPLOYEES	21,545	0	0	0	0
01-4900-5105	HEALTH & LIFE INSURANCE	6,793	6,750	6,750	4,290	0
01-4900-5107	WORKERS' COMPENSATION	916	700	700	460	0
01-4900-5108	PERS	9,315	6,280	9,160	6,910	0
01-4900-5110	MEDICARE	878	610	610	530	0
01-4900-5111	SICK LEAVE/VAC BUYBACK	0	80	1,940	5,810	0
	TOTAL PERSONNEL	77,278	54,660	59,400	44,780	0
OPERATIONS						
01-4900-6201	CONFERENCE & MEETINGS	1,283	1,000	1,000	0	0
01-4900-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	0	80	80	100
01-4900-6215	VEHICLE/CELL ALLOWANCE	1,206	1,600	1,600	800	0
01-4900-6227	CONTRACTUAL SERVICES	6,612	2,000	2,000	1,000	2,000
01-4900-6253	TELEPHONE	1,144	1,500	1,500	2,000	1,500
01-4900-6256	EQUIPMENT USAGE	630	610	610	610	0
01-4900-6265	COMPUTER USAGE	3,110	3,070	3,070	3,070	0
01-4900-6275	CABLE PROGRAMMING SUPPLIES	672	2,000	1,920	2,000	2,000
	TOTAL OPERATIONS	14,657	11,780	11,780	9,560	5,600
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	91,935	66,440	71,180	54,340	5,600
FUNDING SOURCE: GENERAL						
	F/T EMPLOYEES	0.50	0.50	0.33	0.33	0.00
CABLE FRANCHISE FEES						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2016-17

CABLE TELEVISION ADMINISTRATION (4900)

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

PERSONNEL:

5101 **Regular Employees**

Senior Management Analyst/ Public Information Officer (1) - 50%

Responsible for dissemination of information through press releases, website postings, email blasts and cable programming. Responsible for cable television programming including various productions, City Council meetings, Community Bulletin Board, digital information board, and playback schedule. Also responsible for the purchase, maintenance, and repair of cable equipment, and City Website administration during FY 2015-16 (50% in 01-4200).

5102 **Regular Part-Time Salaries**

Provided for two (2) Administrative Interns during FY 2014-15 (Moved to 01-4700).

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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

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

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

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance for the Senior Management Analyst which is distributed the same as payroll.

6227 **Contractual Services**

Provides for payment to contracted film and photographer assistance, as needed, for special televised events such as the Family Festival and Mt. SAC Relays. Also, provides payment for technical support with Council Chamber equipment and maintenance.

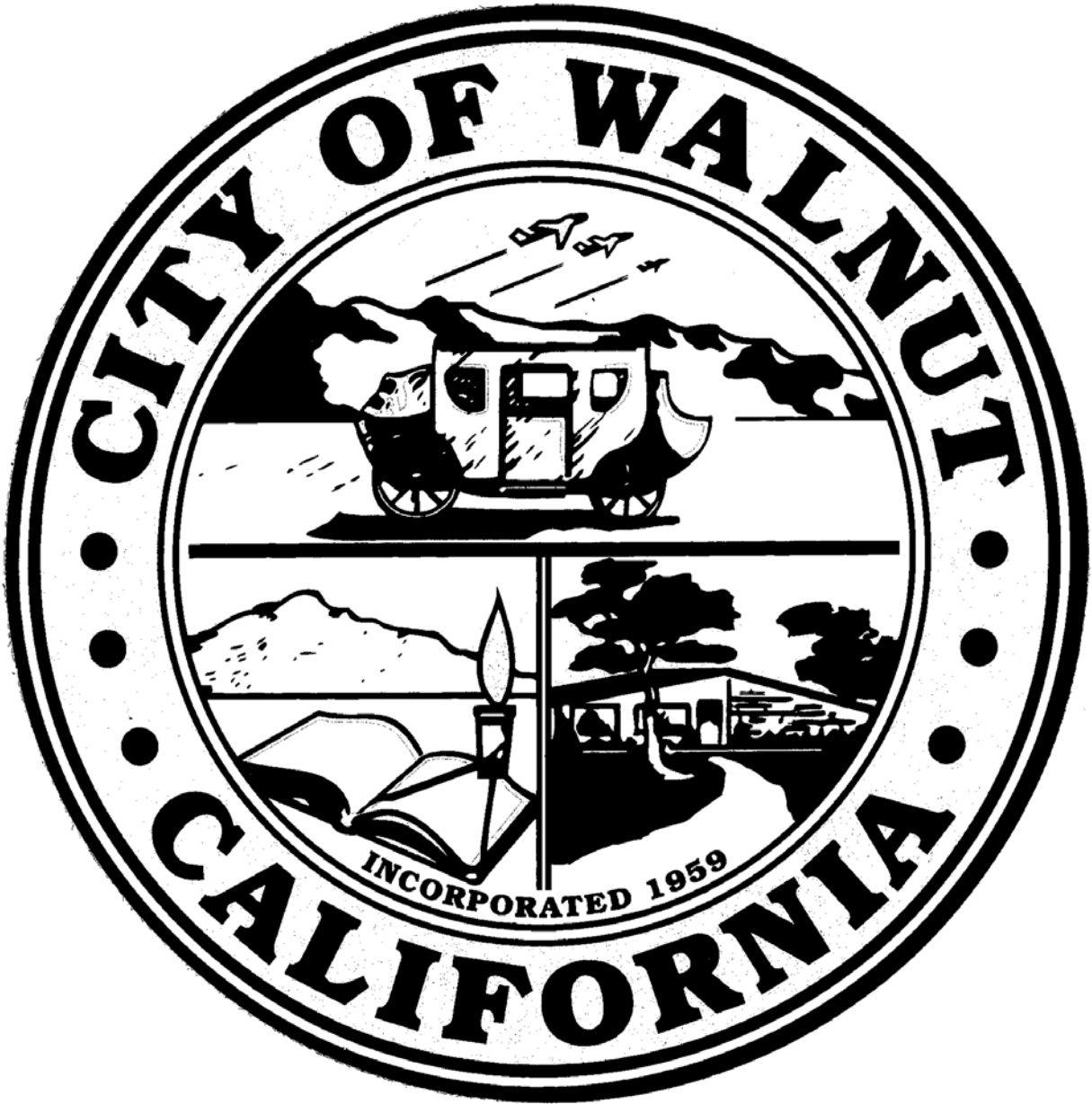
6253 **Telephone**

Provides for telephone expenses and maintenance agreements.

6256 - 6265 See Appendix

6275 **Cable Programming Supplies**

Provides for programming expenses (i.e. purchase or rental) of MINI-DV tapes for cameras, video and audio cables, external hard drives, DVDs, DVD cases and labels for production or dubbing use. Also, provides payment for the purchase of small equipment and equipment maintenance and repairs.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: CABLE TV EQUIPMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
35-4900-8402	MACHINERY & EQUIPMENT	43,464	45,000	45,000	45,000	30,000
	TOTAL CAPITAL	43,464	45,000	45,000	45,000	30,000
	SUB-PROGRAM TOTAL	43,464	45,000	45,000	45,000	30,000
FUNDING SOURCE: CABLE TV PEG FEES						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

CABLE TELEVISION EQUIPMENT (35-4900)

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

CAPITAL:

8402 Machinery & Equipment

Provides for purchase of various cable production equipment per DIVCA (AB2987) guidelines. Equipment to be purchased includes hardwire microphones, sound mixers, effects modules, and various broadcasting gear to be used in the City Council Chambers in support of the City's P.E.G. channel.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: GENERAL GOVERNMENT

SUB-PROGRAM: OPEB

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
51-4200-5105	HEALTH & LIFE INSURANCE	2,281	3,000	3,000	4,400
	TOTAL PERSONNEL	2,281	3,000	3,000	4,400
	OPERATIONS				
	TOTAL OPERATIONS	0	0	0	0
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	2,281	3,000	3,000	4,400
FUNDING SOURCE: OPEB					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
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:

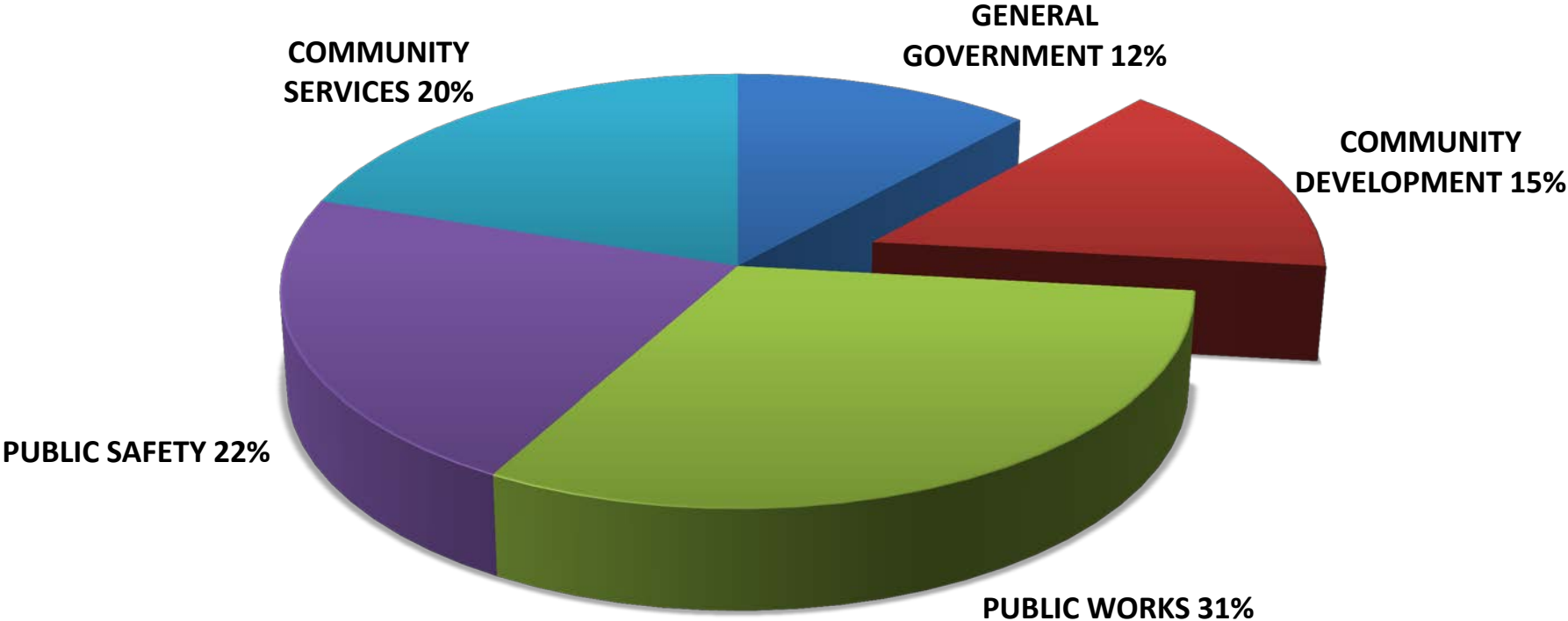
5105 **Health & Life Insurance**

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



Community Development

COMMUNITY DEVELOPMENT FISCAL YEAR 2016-17



**Total Community Development Budget
\$2,688,410**

CITY OF WALNUT
COMMUNITY DEVELOPMENT
PROGRAM GOALS & PERFORMANCE MEASURES

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

In 2016-17, the Community Development Program will work to achieve the following goals:

1. Continue the processing of entitlements for housing and commercial projects through the Site Plan and Architectural Review process and implement approved housing projects to address the housing requirements set by the State of California. Potential sites that are under consideration for development include vacant sites on Valley Boulevard/Pierre Road, San Jose Hills Road, Camino De Rosa, Valley Boulevard/Suzanne Road, and other potential infill projects throughout the community. This goal is to provide housing opportunities and neighborhood involvement as we work to *Exceed Expectations and Enhance Civic Pride*.
2. Continue to implement the Community Development Block Grant programs through housing rehabilitation loans and senior citizen activities. This goal will help *Exceed Expectations and Enhance Civic Pride*.
3. Continue to implement, monitor and inspect the grading, construction, dedication of open space, and other activities associated with the ongoing conditions of the Habitat for Humanity single-family residence development and other subdivision entitlements throughout the community. This goal will help *Exceed Expectations and Enhance Civic Pride*.
4. Continue the comprehensive update process of the Walnut General Plan and commence the specific plan for the Walnut Valley West area. This goal will help *Exceed Expectations and Enhance Civic Pride*.
5. Continue implementation of the recommendations of the April 2006 Development Review Process Study to improve efficiency and effectiveness in the review of development applications. This program will help *Exceed Expectations, improve Collaboration and Enhance Civic Pride*.
6. Continue strong fiscal management and enhancement of the Walnut Dial-A-Ride program through expanded services, and continued upkeep of our bus stop shelters and the park-n-

ride lot with the use of both Prop A and Prop C funds to help *Exceed Expectations and Enhance Civic Pride*.

In 2015-16, the Community Development Program worked to achieve the following goals:

1. Continue the processing of entitlements for potential housing projects and implement approved housing projects to address the housing requirements set by the State of California. Potential sites under consideration include vacant sites on Valley Boulevard/Pierre Road, San Jose Hills Road, Francesca Drive, Camino de Rosa and other potential infill projects throughout the community. This goal is to provide housing opportunities and neighborhood involvement as we work to *Exceed Expectations and Enhance Civic Pride*.

Performance Measure: Staff continued to work with the property owners of several properties to prepare a specific plan, site plan and elevations and environmental documents for the following residential projects:

- **San Jose Hills Road – Single Family Residential project.**
 - **Valley Blvd./Pierre Road – Single Family Detached and Townhomes with a commercial component for mixed use development.**
 - **Brookside Equestrian residential development**
 - **Olson Homes single family residential project**
 - **Francesca Mixed Used Senior Condominiums – Handled the entitlement process for project extension and building plan check. Work continues with the housing implementation plan and subdivision map**
2. Continue to implement, monitor and inspect the grading, construction, and other activities associated with the implementation of the Habitat for Humanity residential project. This goal will help *Exceed Expectations and Enhance Civic Pride*.

Performance Measure:

- **Approved permits for grading and building the single-family residence**
 - **Completion of the residence foundation**
 - **Continued monitoring the framing of the residence**
3. Continue to implement the Community Development Block Grant programs through housing rehabilitation loans and senior citizen activities. This goal will help *Exceed Expectations and Enhance Civic Pride*.

Performance Measure:

- **Approved two (2) Single Family Rehabilitation loans**

- **Served over 250 unduplicated clients through senior citizen activities, of these, 10 clients participated in the Gaining Recovery of Widowhood Group (GROW), and the remaining clients were served by the Senior Transportation Program.**
4. Continue implementation of the recommendations of the April 2006 Development Review Process Study to improve efficiency and effectiveness in the review of development applications. This program will help *Exceed Expectations, improve Collaboration, and Enhance Civic Pride.*

Performance Measure:

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

Performance Measure: The Dial-A-Ride program maintained its membership this year with a total of approximately 4,100 members. Staff revamped the Dial-A-Ride identification card process for faster turn-around to residents.

**Community Development
Measurable Outputs**

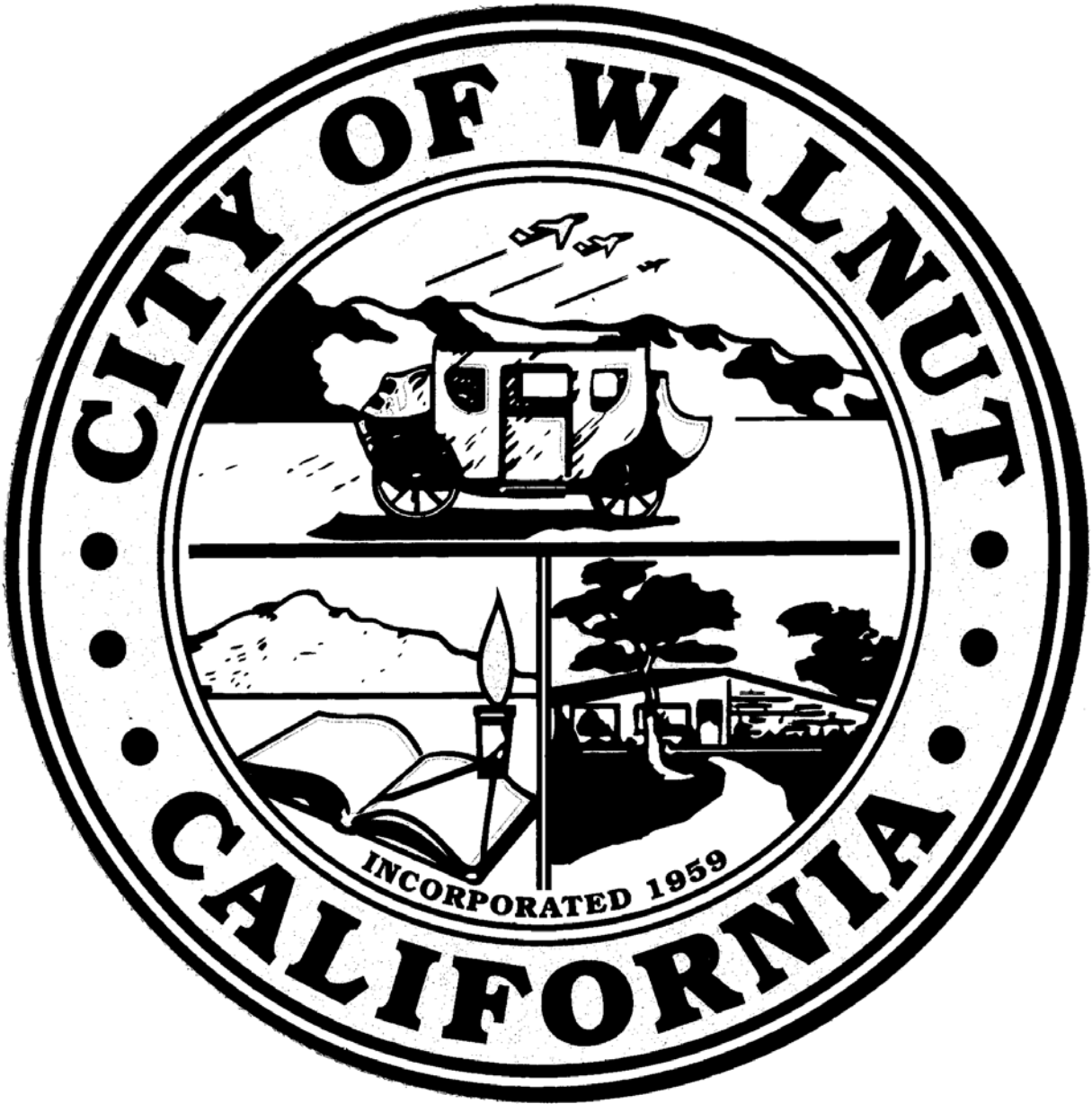
Output	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Process Planning Applications	140	155	165	170	175
Respond to Code Enforcement Complaints	500	550	600	650	700
Process Building/ Mech./Elec./Plumb. Permits	-	950	950	1000	1100
Housing Rehab Loans/Grants	8	8	8	8	8
Dial-A-Ride Members	4,075 Members (2,430 Senior/1,645 General)	4,075 Members (2,430 Senior/1,645 General)	4,075 Members (2,430 Senior/1,645 General)	4,100 Members (Senior/Disabled)	4,300 (Senior/Disabled)
Metrolink/Foothill/EZ Passes Sold	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60	Metrolink 2,015 Foothill 380 MTA 60

**FY 2016-17
Community Development
Goals and Relationship to the Mission Statement**

In **FY 2016-17**, the Community Development Department has identified five major goals:

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

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



**CITY OF WALNUT
PROGRAM SUMMARY
COMMUNITY DEVELOPMENT**

	2014-15		2015-16		2016-17
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,189,616	1,251,590	1,311,600	1,248,050	1,332,370
OPERATIONS EXPENSE	862,474	1,035,370	1,221,335	1,102,280	1,271,680
TOTAL OPERATING EXPENSE	2,052,090	2,286,960	2,532,935	2,350,330	2,604,050
CAPITAL	109,222	119,070	119,070	119,070	84,360
PROGRAM TOTAL	2,161,312	2,406,030	2,652,005	2,469,400	2,688,410
TOTAL FULL-TIME EMPLOYEES	9.33	10.43	9.68	9.68	10.43
SUB-PROGRAMS:			PAGE		
PLANNING	01-5000		128		
CODE ENFORCEMENT	01-5002		132		
BUILDING & SAFETY	01-5100		136		
SUCCESSOR AGENCY ADMIN.	01-5901		140		
ECONOMIC DEVELOPMENT	01-5911		144		
CDBG - HOUSING REHABILITATION	12-5216		146		
CDBG - SENIOR ACTIVITIES	12-5218 - 12-6430		148		
PROPOSITION C	13-5310 - 13-9306		150		
METROLINK	13-5430		154		
PROPOSITION R	16-5500		156		
PROPOSITION A	23-5300		158		
DIAL-A-CAB	23-5410		160		
WHA PROJECT ADMINISTRATION	41-5800		162		
WHA HOUSING MONITORING	41-5850		166		

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PLANNING

APPROPRIATION DETAIL								
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17			
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET			
PERSONNEL								
01-5000-5101	REGULAR SALARIES	338,133	343,650	333,190	299,640 313,460			
01-5000-5102	REGULAR PART-TIME EMPLOYEES	9,572	15,060	15,060	14,850 32,380			
01-5000-5105	HEALTH & LIFE INSURANCE	57,980	59,990	59,990	52,150 64,840			
01-5000-5107	WORKERS' COMPENSATION	5,293	7,080	7,080	6,150 6,950			
01-5000-5108	PERS	58,377	47,670	72,700	65,620 64,840			
01-5000-5110	MEDICARE	5,172	5,440	5,440	4,940 5,270			
01-5000-5111	SICK LEAVE/VACATION BUYBACK	1,850	7,300	17,760	17,020 7,250			
	TOTAL PERSONNEL	476,377	486,190	511,220	460,370 494,990			
OPERATIONS								
01-5000-6201	CONFERENCE & MEETING	313	1,250	1,250	1,250 1,250			
01-5000-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	892	750	750	750 750			
01-5000-6206	ADVERTISING	9,391	8,000	8,000	6,370 8,000			
01-5000-6208	VEHICLE OPERATIONS	882	3,250	3,250	3,250 1,500			
01-5000-6215	VEHICLE/CELL ALLOWANCE	7,092	9,170	9,170	9,170 7,480			
01-5000-6216	PROFESSIONAL SERVICES	14,791	17,500	20,565	17,500 17,500			
01-5000-6231	MAPS, PRINTS, PHOTOS, FILM	3,352	3,500	2,500	3,500 3,500			
01-5000-6256	EQUIPMENT USAGE	5,260	5,290	5,290	5,290 4,780			
01-5000-6265	COMPUTER USAGE	21,284	26,680	26,680	26,680 22,400			
	TOTAL OPERATIONS	63,258	75,390	77,455	73,760 67,160			
CAPITAL								
01-5000-8401	FURNISHINGS & EQUIPMENT	3,894	0	0	0 0			
	TOTAL CAPITAL	3,894	0	0	0 0			
	SUB-PROGRAM TOTAL	543,529	561,580	588,675	534,130 562,150			
FUNDING SOURCE: GENERAL			F/T EMPLOYEES	4.15	4.35	3.75	3.75	3.95

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PLANNING (5000)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Community Development - 35%

Responsible for the City's Planning, Project Engineering, Code Enforcement, Building & Safety, Housing Program Administration, Economic Development, and Successor Agency activities. (25% in 01-5100, 15% in 01-5901, 25% in 41-5800)

City Planner - 90%

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

Senior Management Analyst – 30%

Responsible for the CDBG program, Prop A, Prop C, Measure R and special projects (37% in 23-5300, 33% in 13-5400, 0% in 16-5500).

Associate Planner – 40%

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

Associate Planner- 20%

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

Associate Planner – 60%

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

Code Enforcement Specialist (2) - 20%

Responsible for processing projects including Planning and Housing. (80% in 01-5002)

Community Development Technician - 80%

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

Planning Commission - 5 Members

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

5102 **Regular Part-Time Employees**

Planning Intern (2) - 100%

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

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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

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

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

6206 **Advertising**

Provides for advertising the Planning Division's legal notices.

6208 **Vehicle Operations**

Provides for the operation costs for the Director of Community Development's vehicle:

2010 Toyota Prius 1363758 35% (25% in 01-5100, 15% in 01-5901, 25% in 41-5800)

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance and cell phone stipend for the City Planner, Associate Planners, and Senior Management Analyst and cell phone stipend for the Director of Community Development and City Planner distributed the same as payroll.

6216 **Professional Services**

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

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

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

6256 - 6265 See Appendix

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CODE ENFORCEMENT

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET		
PERSONNEL							
01-5002-5101	REGULAR SALARIES	100,710	143,980	143,980	157,570		
01-5002-5105	HEALTH & LIFE INSURANCE	20,341	31,050	31,050	33,750		
01-5002-5107	WORKERS' COMPENSATION	3,250	5,370	5,370	5,600		
01-5002-5108	PERS	20,570	18,640	31,880	30,140		
01-5002-5110	MEDICARE	1,503	2,170	2,170	2,420		
01-5002-5111	SICK LEAVE/VACATION BUYBACK	1,245	3,230	3,230	3,490		
	TOTAL PERSONNEL	147,619	204,440	217,680	232,970		
OPERATIONS							
01-5002-6201	CONFERENCE & MEETING	8	500	750	900		
01-5002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	75	100	200	100		
01-5002-6210	PRINTING	0	200	900	200		
01-5002-6214	MILEAGE REIMBURSEMENT	123	300	800	800		
01-5002-6215	VEHICLE/CELL ALLOWANCE	1,693	2,240	2,240	2,700		
01-5002-6218	SPECIAL LEGAL FEES	22,450	1,800	39,350	0		
01-5002-6231	MAPS, PRINTS, PHOTOS, FILM	0	700	0	700		
01-5002-6239	UNIFORMS	173	250	250	250		
01-5002-6253	TELEPHONE	358	1,000	1,150	1,150		
01-5002-6256	EQUIPMENT USAGE	1,900	2,800	2,800	3,030		
01-5002-6265	COMPUTER USAGE	9,320	14,110	14,110	14,180		
	TOTAL OPERATIONS	36,100	24,000	62,550	24,010		
CAPITAL							
	TOTAL CAPITAL	0	0	0	0		
	SUB-PROGRAM TOTAL	183,719	228,440	280,230	256,980		
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	2.30	2.30	2.30	2.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CODE ENFORCEMENT (5002)

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

PERSONNEL:

5101 **Regular Salaries**

City Planner - 10%

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

Associate Planner - 10%

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

Associate Planner – 50%

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

Associate Planner – 20%

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

Code Enforcement Specialist (2) - 80%

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

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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

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

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

6210 **Printing**

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

6214 **Mileage Reimbursement**

Provides for staff mileage expenses.

6215 **Vehicle Allowance/Cell**

Provided for a vehicle allowance and cell phone stipend for the City Planner and Associate Planners, distributed the same as payroll.

6218 **Special Legal Fees**

Provides for legal expenses and City prosecutor services related to Code Enforcement and Nuisance Abatement activities.

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

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

6239 **Uniforms**

Provides for work shirt and boot reimbursement.

6253 **Telephone**

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

6256 - 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: BUILDING & SAFETY

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET		
PERSONNEL							
01-5100-5101	REGULAR SALARIES	32,196	47,080	44,260	43,850		
01-5100-5105	HEALTH & LIFE INSURANCE	5,287	6,980	6,980	6,980		
01-5100-5107	WORKERS' COMPENSATION	498	820	820	770		
01-5100-5108	PERS	6,702	7,340	9,930	9,550		
01-5100-5110	MEDICARE	478	710	710	660		
01-5100-5111	SICK LEAVE/VACATION BUYBACK	636	1,720	4,540	1,480		
	TOTAL PERSONNEL	45,796	64,650	67,240	63,290		
OPERATIONS							
01-5100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	130	130	130		
01-5100-6208	VEHICLE OPERATIONS	378	720	720	720		
01-5100-6215	VEHICLE/CELL ALLOWANCE	120	150	150	200		
01-5100-6233	BUILDING INSPECTION SERVICES	280,684	297,000	297,000	550,000		
01-5100-6249	INDUSTRIAL WASTE SERVICE	17,150	50,000	50,000	60,000		
01-5100-6256	EQUIPMENT USAGE	440	550	550	550		
01-5100-6265	COMPUTER USAGE	2,180	2,760	2,760	2,550		
	TOTAL OPERATIONS	300,952	351,310	351,310	614,150		
CAPITAL							
	TOTAL CAPITAL	0	0	0	0		
	SUB-PROGRAM TOTAL	346,749	415,960	418,550	677,440		
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.35	0.45	0.30	0.30	0.45
(PLAN CHECK & INSPECTION SERVICES OFFSET BY FEES CHARGED)							

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
BUILDING & SAFETY (5100)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Community Development - 25%

Responsible for the City's Planning, Project Engineering, Code Enforcement, Building & Safety, Housing Program Administration, Economic Development, and Successor Agency activities. (35% in 01-5000, 15% in 01-5901, 25% in 41-5800)

Community Development Technician - 20%

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

5105 - 5111 See Appendix

OPERATIONS:

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

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

6208 **Vehicle Operations**

Provides for of the operation costs for the Director of Community Development's vehicle:

2010 Toyota Prius 1363758 25% (35% in 01-5000, 15% in 01-5901, 25% in 41-5800)

6215 **Vehicle/Cell Allowance**

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

6233 **Building Inspection Services**

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

01-3220	Full Plan Check	\$400,000 x 45%	\$180,000
01-3230	Standard Plan Check	\$170,000 x 20%	\$34,000
01-3240	Building Permits	\$960,000 x 35%	<u>\$336,000</u>
	TOTAL		\$550,000

6249 **Industrial Waste Service**

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

6256 - 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: SUCCESSOR AGENCY ADMIN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5901-5101	REGULAR SALARIES	142,005	122,840	122,840	122,840	118,560
01-5901-5105	HEALTH & LIFE INSURANCE	17,276	15,120	15,120	15,120	15,120
01-5901-5107	WORKERS' COMPENSATION	2,195	2,140	2,140	2,140	2,070
01-5901-5108	PERS	29,507	18,460	24,220	24,220	27,610
01-5901-5110	MEDICARE	2,177	1,920	1,920	1,920	1,840
01-5901-5111	SICK LEAVE/VACATION BUYBACK	4,243	5,000	5,000	5,000	5,490
	TOTAL PERSONNEL	197,402	165,480	171,240	171,240	170,690
OPERATIONS						
01-5901-6201	CONFERENCE & MEETING	2,060	4,000	4,000	4,000	4,000
01-5901-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	1,000	1,000	1,000	1,000
01-5901-6208	VEHICLE OPERATIONS	1,461	2,200	2,200	2,200	2,200
01-5901-6210	PRINTING	0	1,190	1,190	1,190	1,190
01-5901-6215	VEHICLE/CELL ALLOWANCE	2,522	2,460	2,460	2,460	2,040
01-5901-6216	PROFESSIONAL SERVICES	14,548	37,320	31,560	31,560	33,000
01-5901-6218	SPECIAL LEGAL FEES	(1,058)	25,000	25,000	25,000	25,000
01-5901-6227	CONTRACTUAL SERVICES	0	4,000	4,000	4,000	4,000
01-5901-6256	EQUIPMENT USAGE	1,400	1,220	1,220	1,220	1,210
01-5901-6265	COMPUTER USAGE	6,840	6,130	6,130	6,130	5,670
	TOTAL OPERATIONS	27,773	84,520	78,760	78,760	79,310
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	225,175	250,000	250,000	250,000	250,000
FUNDING SOURCE: SA-RPPTF		F/T EMPLOYEES	1.10	1.00	1.00	1.00

Redevelopment Property Tax Trust Fund

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17**

SUCCESSOR AGENCY ADMINISTRATION (5901)

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

PERSONNEL:

5101 **Regular Salaries**

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

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

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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

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

Provides for publications and membership.

6208 **Vehicle Operations**

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

2012 GMC Acadia	1088861	15% (85% in 01-4100)
2010 Toyota Prius	1363758	15% (35% in 01-5000, 25% in 01-5100, 25% in 41-5800)

- 6210 **Printing**
Provides for printing cost associated with the Successor Agency Administration.
- 6215 **Vehicle Allowance/Cell**
Provides for vehicle allowances for the Director of Administrative Services, City Clerk, Finance Officer, and Finance Analysts, which are distributed the same as payroll. Also provides for monthly cell phone stipend for Director of Community Development, City Manager, Director of Administrative Services, City Clerk, Finance Officer, and Finance Analysts.
- 6216 **Professional Services**
Provides for fiscal, procedural and bond consultants.
- 6218 **Special Legal Fees**
Provides for legal consulting expenses.
- 6227 **Contractual Services**
Provides for records retention, and software maintenance.
- 6256 – 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: ECONOMIC DEVELOPMENT

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET ESTIMATE	APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
01-5911-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	365	500	500	500
01-5911-6229	COMMUNITY RELATIONS	5,195	5,000	5,000	5,000
	TOTAL OPERATIONS	5,560	5,500	5,500	5,500
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	5,560	5,500	5,500	5,500
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
ECONOMIC DEVELOPMENT (5911)

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

OPERATIONS:

6203 Membership, Dues, Subscriptions, Books, Fees

Provides for membership in the International Council of Shopping Centers (ICSC) for the City Manager, Director of Community Development and City Planner.

6229 Community Relations

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - HOUSING REHAB.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
12-5216-6216	PROFESSIONAL SERVICES	24,175	28,760	28,760	28,760	18,890
	TOTAL OPERATIONS	24,175	28,760	28,760	28,760	18,890
	CAPITAL					
12-5216-6350	LOANS	72,920	70,190	70,190	70,190	47,230
12-5216-6354	GRANTS	24,479	44,880	44,880	44,880	28,330
	TOTAL CAPITAL	97,399	115,070	115,070	115,070	75,560
	SUB-PROGRAM TOTAL	121,574	143,830	143,830	143,830	94,450
FUNDING SOURCE: CDBG						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17

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

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

OPERATIONS:

6216 Professional Services

These funds will be used to obtain a consultant to administer and to process applications. Fees shall equate to no more than 20% of the project amount.

6350 Loans

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

6354 Grants

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: CDBG - SENIOR ACTIVITIES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
12-5218-6227	SENIOR TRANSPORTATION CONTRACTUAL	14,419	14,160	14,160	14,160	14,260
12-5220-6227	GAINING RECOVERY OF WIDOWHOOD	2,400	2,400	2,400	2,400	2,400
	TOTAL OPERATIONS	16,819	16,560	16,560	16,560	16,660
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	16,819	16,560	16,560	16,560	16,660
FUNDING SOURCE: CDBG						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17

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
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION C

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
13-5400-5101	REGULAR SALARIES	21,754	28,920	28,920	28,920	29,620
13-5400-5105	HEALTH & LIFE INSURANCE	3,263	4,460	4,460	4,460	4,460
13-5400-5107	WORKERS' COMPENSATION	337	500	500	500	520
13-5400-5108	PERS	4,532	4,510	6,410	6,410	7,440
13-5400-5110	MEDICARE	324	450	450	450	460
13-5400-5111	SICK LEAVE/VACATION BUYBACK	0	1,190	1,190	1,190	520
	TOTAL PERSONNEL	30,210	40,030	41,930	41,930	43,020
OPERATIONS						
13-5315-6227	PARK & RIDE CONTRACTUAL	10,523	16,990	16,990	16,990	16,990
13-5315-6250	PARK & RIDE WATER	2,648	2,690	2,690	2,690	2,690
13-5315-6251	PARK & RIDE ELECTRICITY	585	1,320	1,320	1,320	1,320
13-5400-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	4,530	4,530	4,530	4,530	4,530
13-5400-6215	VEHICLE/CELL ALLOWANCE	581	1,060	1,060	1,060	990
13-9306-6227	RECREATION EXCURSIONS	40,521	43,000	43,000	43,000	43,000
	TOTAL OPERATIONS	59,388	69,590	69,590	69,590	69,520
CAPITAL						
13-5310-8410	BUS SHELTER SOLAR LIGHTING	485	800	800	800	800
13-5311-8410	BUS BENCH REPLACEMENT	3,800	3,200	3,200	3,200	8,000
	TOTAL CAPITAL	4,285	4,000	4,000	4,000	8,800
	SUB-PROGRAM TOTAL	93,884	113,620	115,520	115,520	121,340
FUNDING SOURCE: PROP. C	F/T EMPLOYEES	0.25	0.33	0.33	0.33	0.33

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PROPOSITION C (FUND 13)

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

PERSONNEL:

13-5400-5101 **Regular Salaries**

Senior Management Analyst- 33%

Responsible for performing the administration of Proposition C. The amount of funds expended for Administration may not exceed 20% of the total amount expended on Proposition C projects. (37% in 23-5300, 30% in 01-5000, 0% in 16-5500)

5105 - 5111 See Appendix

OPERATIONS:

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

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

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

Provides for irrigation of landscaping at the lot. Formerly in Fund 23.

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

Provides for lighting of the parking lot.

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

Provides for the City's share of costs associated with San Gabriel Valley Council of Governments Transit and Transportation Program. (\$2,340 in 01-4700 and \$3,600 in 09-5610)

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

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

13-9306-6227 **Recreation Excursions**

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

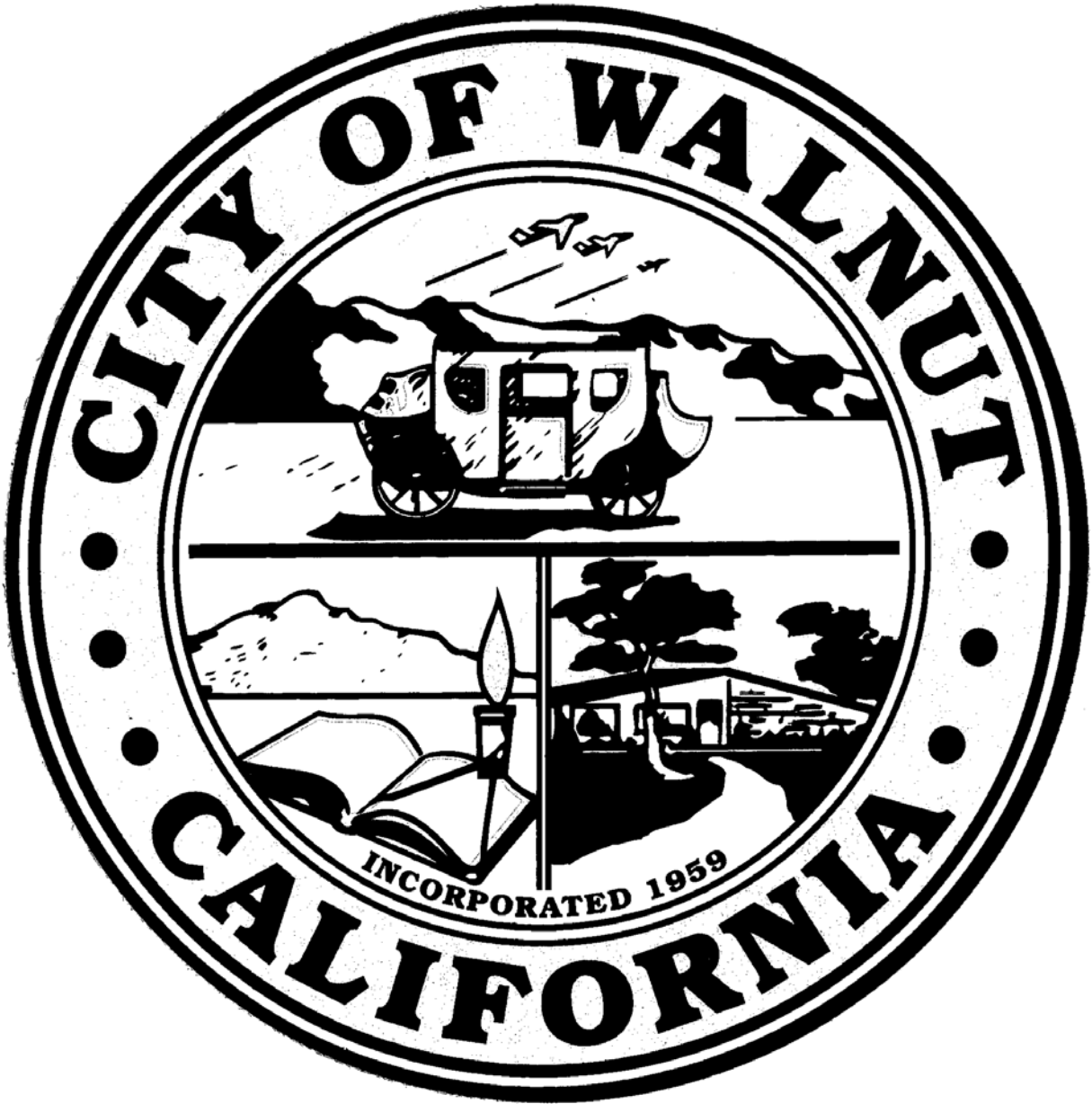
CAPITAL:

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

Provides for solar panel lighting at various bus shelters.

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

Provides for the replacement of damaged bus benches.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: METROLINK

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
13-5430-5101	REGULAR SALARIES	7,232	7,360	7,360	7,570
13-5430-5105	HEALTH & LIFE INSURANCE	1,696	1,690	1,690	1,690
13-5430-5107	WORKERS' COMPENSATION	112	130	130	140
13-5430-5108	PERS	1,509	1,150	1,870	1,910
13-5430-5110	MEDICARE	109	110	110	120
13-5430-5111	SICK LEAVE/VACATION BUYBACK	288	310	310	290
	TOTAL PERSONNEL	10,945	10,750	11,470	11,720
OPERATIONS					
13-5430-6227	CONTRACTUAL SERVICES	43,960	67,200	67,200	67,200
	TOTAL OPERATIONS	43,960	67,200	67,200	67,200
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	54,905	77,950	78,670	78,920
FUNDING SOURCE: PROP C		F/T EMPLOYEES	0.13	0.13	0.13
			0.13	0.13	0.13

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
METROLINK SUBSIDY (13-5430)

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

PERSONNEL:

13-5430-5101 **Regular Salaries**

Accounting Technician-12.5%

Responsible for assisting the public at the Finance department counter, handling phone calls business license information, and passport application processing. Assisting the public at the main reception area, receiving payments at the front desk, issuing permits, and verifying subsidy eligibility for Foothill Transit, EZ Pass and Metrolink passes. (10% in 01-8002, 20% in 05-8200, 57.5% in 01-4500)

5105 - 5110 See Appendix

OPERATIONS:

13-5430-6227 **Contractual Services**

Provides for reduction in price to Walnut residents for Metrolink transportation. Subsidy set at \$32 per pass up to a maximum of 300 passes per month. For 2016-17, budgeting for 175 pass per month.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION R

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
16-5500-5101	REGULAR SALARIES	6,372	0	0	0	0
16-5500-5105	HEALTH & LIFE INSURANCE	1,113	0	0	0	0
16-5500-5107	WORKERS' COMPENSATION	98	0	0	0	0
16-5500-5108	PERS	1,326	0	0	0	0
16-5500-5110	MEDICARE	95	0	0	0	0
	TOTAL PERSONNEL	9,005	0	0	0	0
OPERATIONS						
16-5500-6215	VEHICLE ALLOWANCE/CELL	197	0	0	0	0
	TOTAL OPERATIONS	197	0	0	0	0
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	9,202	0	0	0	0
FUNDING SOURCE: PROP R		F/T EMPLOYEES	0.08	0.00	0.00	0.00

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PROPOSITION R (FUND 16)

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

PERSONNEL:

16-5500-5101 **Regular Salaries**

Senior Management Analyst–0%

Responsible for performing the administration of Proposition R. The amount of funds expended for Administration may not exceed 20% of the total amount expended on Proposition R projects (37% in 23-5300, 33% in 13-5400, 30% in 01-5000).

5105 - 5110 See Appendix

OPERATIONS:

16-5500-6215 **Vehicle Allowance/Cell**

In FY 2014-15, provided for a vehicle allowance for the Senior Management Analyst, distributed the same as payroll.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: PROPOSITION A

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
23-5300-5101	REGULAR SALARIES	30,946	38,040	38,040	39,320	
23-5300-5105	HEALTH & LIFE INSURANCE	5,021	6,350	6,350	6,350	
23-5300-5107	WORKERS' COMPENSATION	478	660	660	690	
23-5300-5108	PERS	6,445	5,940	8,650	9,880	
23-5300-5110	MEDICARE	462	590	590	600	
23-5300-5111	SICK LEAVE/VACATION BUYBACK	0	1,440	1,440	690	
	TOTAL PERSONNEL	43,351	53,020	55,730	57,530	
OPERATIONS						
23-5300-6215	VEHICLE/CELL ALLOWANCE	892	1,180	1,180	1,110	
	TOTAL OPERATIONS	892	1,180	1,180	1,110	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	44,244	54,200	56,910	58,640	
FUNDING SOURCE: PROP A		F/T EMPLOYEES	0.37	0.47	0.47	0.47

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PROPOSITION A (FUND 23)

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

PERSONNEL:

23-5300-5101 **Regular Salaries**

Senior Management Analyst - 37%

Responsible for Proposition A administration. The amount of funds expended for Administration may not exceed 15% of the total amount expended on Proposition A projects. (25% in 13-5400, 30% in 01-5000, 8% in 16-5500)

Administrative Assistant -10%

Responsible for the processing of Dial-A-Cab application. (90% in 01-4700)

5105 - 5111 See Appendix

OPERATIONS:

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

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: DIAL-A-CAB

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	APPROVED ESTIMATE BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
23-5410-6205	OFFICE SUPPLIES	0	1,000	1,000	1,000
23-5410-6227	CONTRACTUAL SERVICES	251,228	265,000	265,000	265,000
	TOTAL OPERATIONS	251,228	266,000	266,000	266,000
	CAPITAL				
23-5410-8401	FURNISHINGS & EQUIPMENT	3,645	0	0	0
	TOTAL CAPITAL	3,645	0	0	0
	SUB-PROGRAM TOTAL	254,873	266,000	266,000	266,000
FUNDING SOURCE: PROP. A					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
DIAL-A-CAB (23-5410)

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

OPERATIONS:

- 6205 **Office Supplies**
Provides for the identification cards and miscellaneous supplies for the Dial-A-Cab Photo Identification System.

- 6227 **Contractual Services**
Provides for transportation costs for the Dial-A-Cab program through contractual services.

CAPITAL:

- 8401 **Furnishings & Equipment**
In 2014-15, provided for the purchase of the Dial-A-Cab Photo Identification System.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA PROJ. ADMINISTRATION

APPROPRIATION DETAIL							
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET		
PERSONNEL							
41-5800-5101	REGULAR SALARIES	162,770	166,690	166,690	177,970		
41-5800-5105	HEALTH & LIFE INSURANCE	21,175	21,060	21,060	23,760		
41-5800-5107	WORKERS' COMPENSATION	2,559	3,470	3,470	3,620		
41-5800-5108	PERS	33,671	25,930	33,990	42,060		
41-5800-5110	MEDICARE	2,492	2,570	2,570	2,750		
41-5800-5111	SICK LEAVE/VACATION BUYBACK	6,242	7,310	7,310	8,000		
	TOTAL PERSONNEL	228,909	227,030	235,090	258,160		
OPERATIONS							
41-5800-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	250	250	250		
41-5800-6208	VEHICLE OPERATIONS	630	1,200	1,200	1,200		
41-5800-6215	VEHICLE/CELL ALLOWANCE	2,873	3,420	3,420	3,700		
41-5800-6216	PROFESSIONAL SERVICES	4,200	15,000	15,000	10,800		
41-5800-6256	EQUIPMENT USAGE	1,780	1,700	1,700	1,940		
41-5800-6265	COMPUTER USAGE	8,700	8,590	8,590	9,080		
41-5800-6278	BANK CHARGES	68	200	200	200		
	TOTAL OPERATIONS	18,251	30,360	30,360	27,170		
CAPITAL							
	TOTAL CAPITAL	0	0	0	0		
	SUB-PROGRAM TOTAL	247,160	257,390	265,450	285,330		
FUNDING SOURCE: WHA		F/T EMPLOYEES	1.40	1.40	1.40	1.40	1.60

**CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17**

WALNUT HOUSING AUTHORITY PROJECT ADMINISTRATION (41-5800)

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

PERSONNEL:

5101 **Regular Salaries**

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

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

5105 - 5111 See Appendix

OPERATIONS:

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

Provides for subscriptions to California housing information and other literature.

6208 **Vehicle Operations**

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

2010 Toyota Prius 1363758 25% (35% in 01-5000, 25% in 01-5100, 15% in 01-5901)

6215 **Vehicle Allowance/Cell Allowance**

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

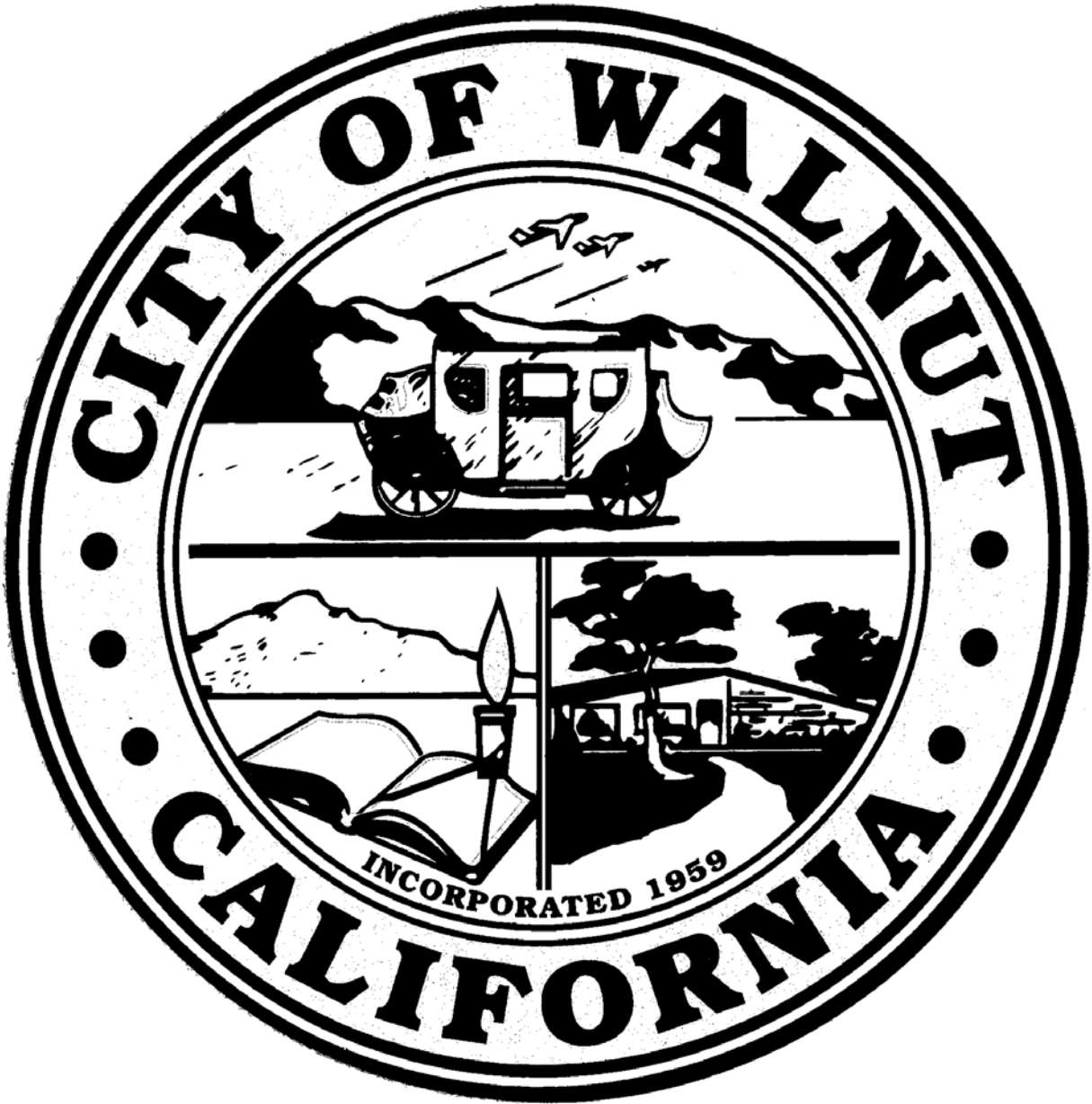
6216 **Professional Services**

Provides for property appraisals, property profiles, title searches and pro-forma housing review. In 2015-16, provided for a portion of the expense associated with the commencement of the General Plan Update and West Valley Boulevard Specific Plan.

6256 – 6265 See Appendix

6278 **Bank Charges**

Provides for banking activity for WHA bank accounts.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

SUB-PROGRAM: WHA HOUSING MONITORING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
41-5850-6216	PROFESSIONAL SERVICES	13,920	15,000	166,110	15,000	15,000
	TOTAL OPERATIONS	13,920	15,000	166,110	15,000	15,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	13,920	15,000	166,110	15,000	15,000
FUNDING SOURCE: WHA						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17

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 under California Redevelopment Law. 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 housing and redevelopment law.

OPERATIONS:

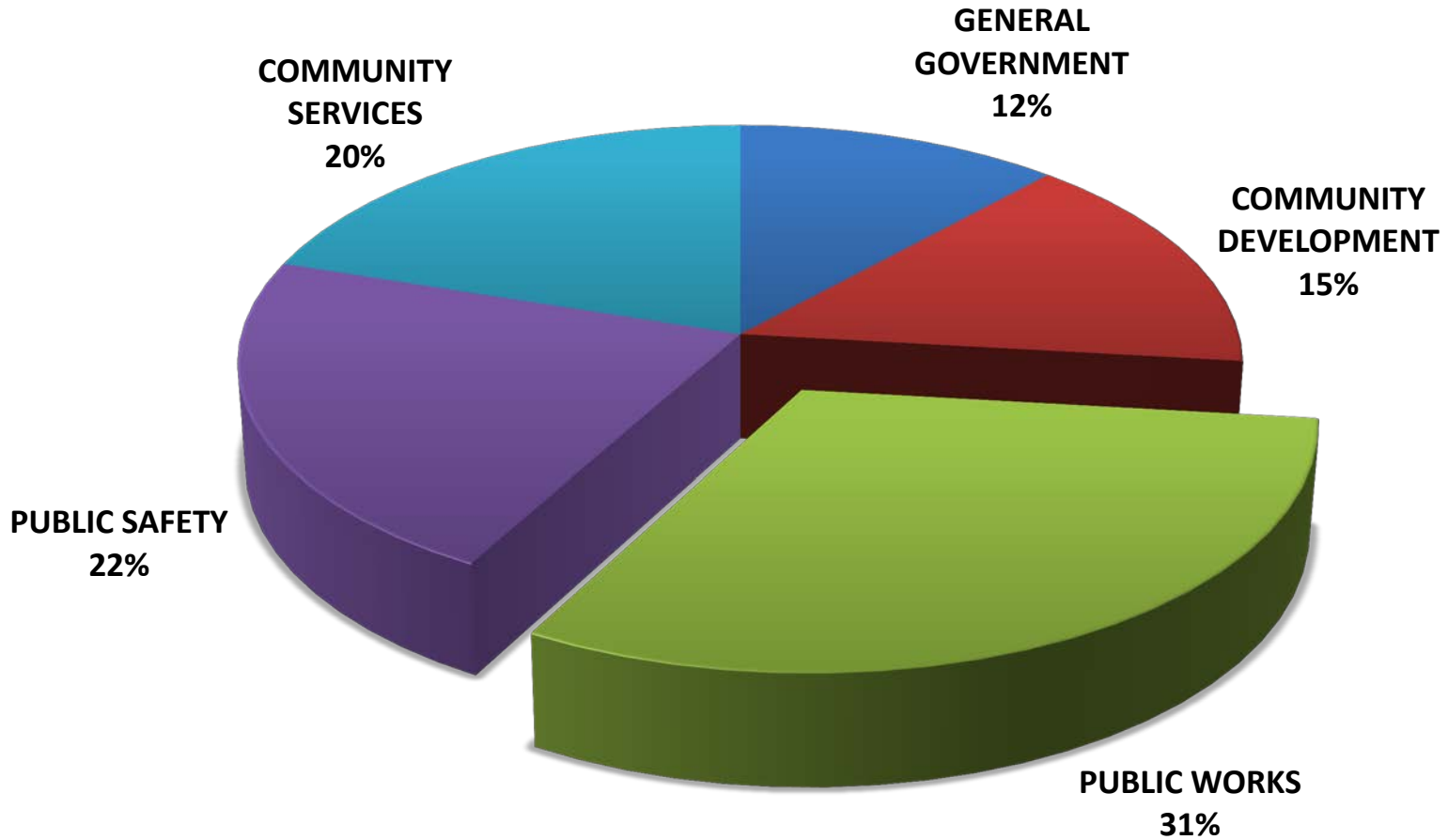
41-5850-6216 **Professional Service**

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



Public Works

PUBLIC WORKS FISCAL YEAR 2016-17



**Total Public Works Budget
\$5,574,070**

CITY OF WALNUT

PUBLIC WORKS

PROGRAM GOALS & PERFORMANCE MEASURES

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

In **2016-17**, Public Works will work to achieve the following goals:

1. Implement 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.*
2. Initiate cost benefit analysis of the irrigation controllers installed in FY 15-16 in the LOSMD. Adjust water management systems as required to maximize water conservation. *We will exceed expectations by seeking new cost efficiencies.*
3. Work with residents to resolve rain event debris flow from private property access road to Fuerte Road. *We will collaborate by encouraging open discussion.*
4. Conduct annual storm drain maintenance program with contract services and clean-out over 700 catch basins through a contract with Los Angeles County Public Works who will also perform monthly inspections. Continue to maintain and clean screens stalled at the City yard catch basins adjacent to trash receptacles that provide an added layer of protection. *We will enhance civic pride by ensuring the City is well maintained.*
5. 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.*
6. Review Traffic safety items including accident histories, warrant studies and public input. *We will enhance civic pride by promoting public safety.*
7. Enhance appearance of LOSMD landscape slopes on arterials and collector roads with General Funds cost sharing in LOSMD Zones. *We will enhance civic pride by ensuring the City is well maintained.*
8. Develop public outreach programs to encourage and inform residents about Walnut's environmental services objectives, ordinances, and programs. *We will collaborate by encouraging open discussion.*

9. Study funding and design alternatives for the prospective Walnut Park Expansion and Regional Aquatics Facility. *We will exceed expectations by preparing Walnut for the future*

In 2015-16, Public Works worked to achieve the following goals:

1. Program new irrigation controllers in the LOSMD to maximize water conservation goals. *We will exceed expectations by seeking new cost efficiencies.*

Performance Measure: Completed.

2. Enhance appearance of LOSMD landscape slopes on arterials and collector roads with General Funds cost sharing in LOSMD Zones. *We will enhance civic pride by ensuring the City is well maintained.*

Performance Measure: In progress. While tree trimming and general maintenance has improved, to fulfill the objective of enhanced appearance would require more landscape upgrades than current budget levels allow.

3. Implement the 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. The City's Watershed Management Program (WMP) was approved by the Regional Water Board. We conducted Walnut's first year of storm water testing in compliance with our Municipal Separate Storm Sewer System (MS4) permit.

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

Performance Measure: Completed.

5. Conduct preventative large storm drain receptor maintenance including new installations on Meadow Pass Road. *We will enhance civic pride by promoting public safety.*

Performance Measure: Completed. Due to the anticipated El Nino storms, City Council added \$64,000 to the originally budgeted amount of \$50,000 to ensure every major receptor was cleaned in FY 15-16.

6. Meet new standards required for traffic sign reflectivity. *We will enhance civic pride by promoting public safety.*

Performance Measure: Plan completed. An annual sign replacement program was approved and initial audits were conducted. This will be an ongoing maintenance program.

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

Performance Measure: Completed.

8. Review Traffic safety items including accident histories, warrant studies and public input. *We will enhance civic pride by promoting public safety.*

Performance Measure: Completed.

**Public Works
Measureable Outputs**

Output	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Trees trimmed/serviced/planted	1,200	1,250	2,000	2000	1,800
Catch basins cleaned	740	730	730	730	730
Graffiti removal requests completed	750	810	800	750	700
Square Feet of streets resurfaced/slurry sealed	3,056,000	3,640,156	2,276,662	2,575,000	3,090,874
Median improvements/upgrades (square footage)	5,000	0	0	5,000	8,000
Curb miles of streets swept annually	6,968	6,968	6,968	6,968	6,968
Acres of LOSMD maintained	265	368	368	368	368
Traffic safety installations (signals, signs, striping)	140	180	140	140	140
Miles of trails audited per year (for repairs/weed abatement)	30.8	30.8	33	33	33
Capital Improvement projects completed (\$100,000 or more)	8	8	5	5	6

FY 2016-17 Public Works Goals and Relationship to the Mission Statement
<p>In FY 2016-17, the Public Works Division has identified four major goals:</p> <ol style="list-style-type: none"> 1. Complete grading studies for potential Walnut Ranch expansion. 2. Complete Meadowpass Road mitigation (natural areas) and conservancy easement requirements. 3. Test and measure dry season and storm water TMDLs as required by our MS4 Permit. 4. Evaluate cost effectiveness of newly installed LOSMD irrigation controllers. <p><i>The Public Works Division will enhance civic pride by ensuring the City is well maintained.</i></p>



**CITY OF WALNUT
PROGRAM SUMMARY
PUBLIC WORKS**

	2014-15		2015-16		2016-17
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	607,924	627,430	660,240	630,840	682,980
OPERATIONS EXPENSE	4,009,212	4,453,500	4,758,360	4,552,205	4,614,030
TOTAL OPERATING EXPENSE	4,617,135	5,080,930	5,418,600	5,183,045	5,297,010
CAPITAL	165,421	301,670	429,904	421,334	277,060
PROGRAM TOTAL	4,782,556	5,382,600	5,848,504	5,604,379	5,574,070
TOTAL FULL-TIME EMPLOYEES	5.70	5.70	5.70	5.70	5.70
SUB-PROGRAMS:				PAGE	
ENVIRONMENTAL SERVICES	01-5600			176	
ENGINEERING	01-6000 / 02-6000			180	
PUBLIC WORKS ADMINISTRATION	01-6100			182	
STORM DRAIN MAINTENANCE	01-6102			186	
STREET RIGHT-OF-WAY MAINT.	01-6206			188	
WEED ABATEMENT	01-8700			192	
BUILDING MAINTENANCE	01-9200			194	
GENERAL STREET MAINTENANCE	02-6102			198	
STREET SWEEPING	02-6203			200	
STREET RIGHT-OF-WAY MAINT.	02-6206			202	
TRAFFIC ENGINEERING	02-6215			204	
AIR QUALITY MANAGEMENT	09-5420 / 09-5610			206	
LOSMD - ZONE 1	19-7100 / 01-7100			212	
LOSMD - ZONE 2	19-7200 / 01-7200			214	
LOSMD - ZONE 3	19-7300 / 01-7300			216	
LOSMD - ZONE 4	19-7400 / 01-7400			218	
LOSMD - ZONE 5	19-7500 / 01-7500			220	
LOSMD - ZONE 6	19-7600 / 01-7600			222	
LOSMD - ZONE 7	19-7700 / 01-7700			224	
LOSMD - ZONE 8	19-7800 / 01-7800			226	
LOSMD - ZONE 9	18-7900 / 01-7900			228	
LOSMD - ZONE 11	19-7911			230	
LOSMD - ZONE 12	19-7912			231	
CAPITAL EQUIPMENT REPLACEMENT	25-4502 - 25-9100			232	
USED OIL RECYCLING GRANT	32-5601			234	
RECYCLING GRANT	33-5605			236	

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENVIRONMENTAL SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-5600-5101	REGULAR SALARIES	77,381	80,970	80,970	75,520	87,180
01-5600-5105	HEALTH & LIFE INSURANCE	16,416	16,200	16,200	15,560	16,200
01-5600-5107	WORKERS' COMPENSATION	1,459	1,410	1,410	1,800	1,520
01-5600-5108	PERS	7,898	7,050	13,960	13,640	10,180
01-5600-5110	MEDICARE	1,197	1,270	1,270	1,240	1,360
01-5600-5111	SICK LEAVE/VACATION BUYBACK	152	490	490	270	470
	TOTAL PERSONNEL	104,503	107,390	114,300	108,030	116,910
OPERATIONS						
01-5600-6201	CONFERENCE & MEETING	1,157	1,500	1,500	1,500	1,500
01-5600-6215	VEHICLE/CELL ALLOWANCE	2,887	3,840	3,840	3,840	3,600
01-5600-6216	PROFESSIONAL SERVICES	81,942	181,400	213,690	213,690	181,400
01-5600-6227	CONTRACTUAL SERVICES	95,498	92,820	215,690	73,090	174,650
01-5600-6256	EQUIPMENT USAGE	1,520	1,460	1,460	1,460	1,450
01-5600-6265	COMPUTER USAGE	7,460	7,360	7,360	7,360	6,810
01-5600-6280	ENVIRONMENTAL SERVICES SUPPLIES	1,871	2,000	2,000	2,000	2,000
	TOTAL OPERATIONS	192,335	290,380	445,540	302,940	371,410
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	296,838	397,770	559,840	410,970	488,320
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.20	1.20	1.20	1.20
WASTE MANAGEMENT ADMINISTRATION FUND						
(AB939 - \$50,970; RECYCLING REBATE - \$35,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
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%

Responsible for administering and coordinating the City's environmental service programs.

Deputy Community Services Director - 20%

Under the direction of the Director of Community Services, responsible for recreation activities such as leisure classes, sports leagues and classes, Teen Center, Senior Center, gymnasium activities, Aquatics, Excursions, Sport Leagues, Classes and special events. Also responsible for monthly activity reports to the Parks & Recreation Commission, the Senior Citizens Commission, and the Youth Advisory Commission. Supervises the Recreation Supervisors, Recreation Coordinators, Office Clerks, part-time personnel. Participates in the development of the budget for the department, monitors program budgets, and develops procedures for efficient department operations (80% in 01-9001).

5105 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

Provides for the Management Analyst's attendance at pertinent seminars addressing AB 939 compliance and implementation, AQMD regulations, water quality and conservation regulations, and other relevant community service and environmental seminars.

6215 **Vehicle Allowance/Cell**

Provides for a vehicle allowance and cell phone stipend for the Management Analyst and Deputy Community Services Director, distributed the same as payroll.

6216 **Professional Services**

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

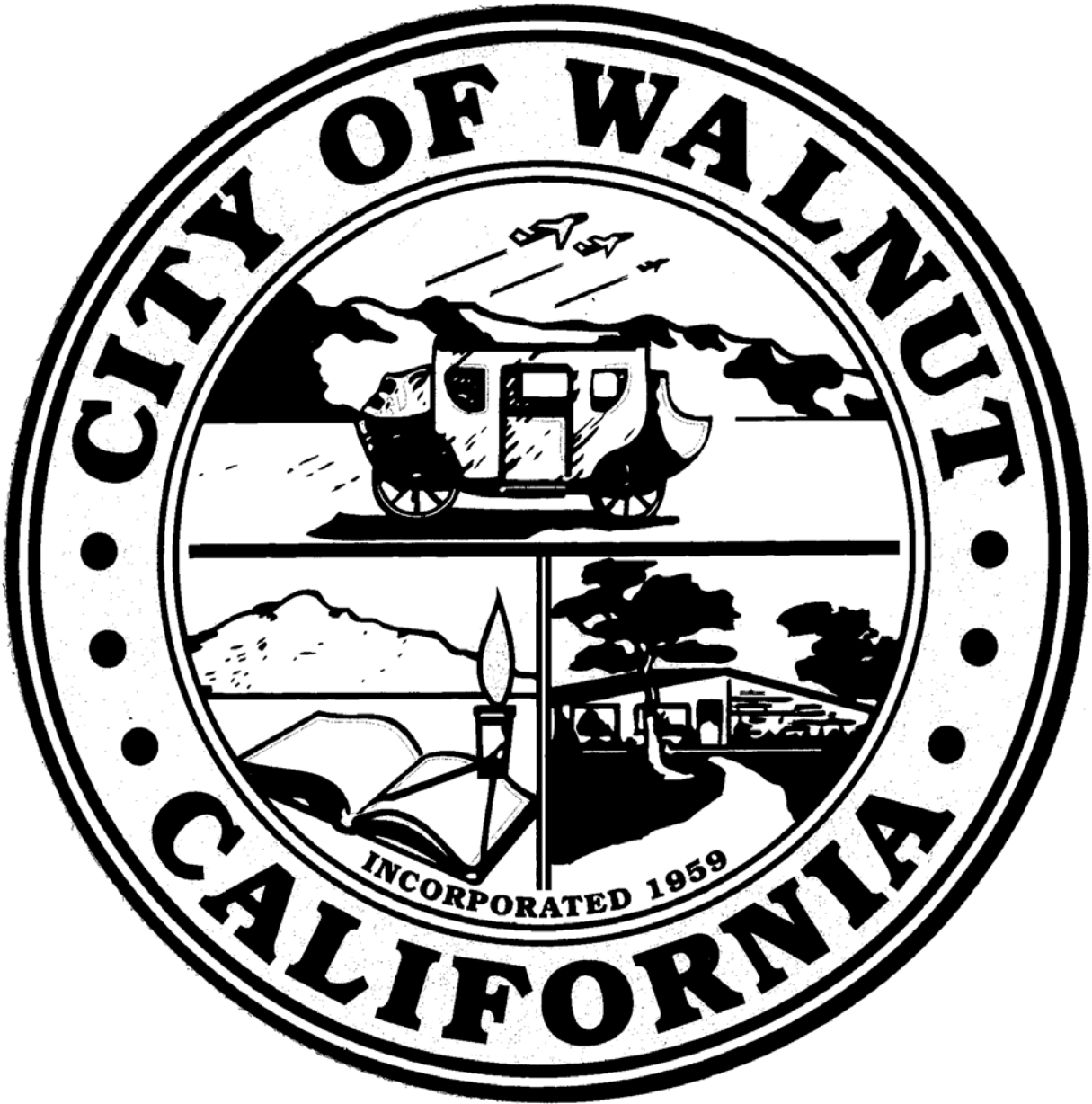
6227 **Contractual Services**

Provides for periodic removal of household hazardous waste from the City Yard, and contractual services for Water Quality Testing and Monitoring of the Upper San Gabriel River Water and Harbors Toxics in lower San Gavril River (NPDES/WMP requirements). In addition, it provides for biological monitoring of mitigation for Meadowpass Road.

6256 - 6265 See Appendix

6280 **Environmental Services Supplies**

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



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6000-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	12,000
01-6000-6230	PLAN CHECK SERVICES	12,943	24,380	24,380	55,000	112,500
01-6000-6232	PUBLIC WORKS INSPECTION SERVICES	57,491	56,250	56,250	40,000	75,000
02-6000-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	17,000
	TOTAL OPERATIONS	94,434	104,630	104,630	119,000	216,500
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	94,434	104,630	104,630	119,000	216,500
FUNDING SOURCE: (01) GENERAL (02) GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
ENGINEERING (01 & 02-6000)

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

OPERATIONS:

01-6000-6216 **Professional Services**

Provides for 50% of the \$2,000 per month retainer for RKA Consulting Group (\$1,000 per month) for engineering services. (50% in 02-6000)

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

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

01-3760 Plan Checking Fees \$105,000 x 75% = \$78,750

01-3250 Grading & Street Permits \$ 45,000 x 75% = \$33,750

Total: \$112,500

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

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

01-3750 PW Inspection Fees (\$100,000) x 75% = \$75,000

02-6000-6216 **Professional Services**

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: PUBLIC WORKS ADMIN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-6100-5101	REGULAR SALARIES	141,158	141,950	141,950	139,730	146,060
01-6100-5105	HEALTH & LIFE INSURANCE	21,264	21,330	21,330	21,320	21,330
01-6100-5107	WORKERS' COMPENSATION	5,874	6,740	6,740	6,030	6,900
01-6100-5108	PERS	28,689	22,150	30,780	30,200	36,660
01-6100-5110	MEDICARE	2,082	2,170	2,170	2,090	2,240
01-6100-5111	SICK LEAVE/VACATION BUYBACK	3,425	6,590	6,590	2,720	7,270
	TOTAL PERSONNEL	202,492	200,930	209,560	202,090	220,460
OPERATIONS						
01-6100-6208	VEHICLE OPERATIONS	1,204	4,500	4,500	4,500	2,500
01-6100-6215	VEHICLE/CELL ALLOWANCE	364	930	930	930	890
01-6100-6239	UNIFORMS	0	250	250	250	250
01-6100-6256	EQUIPMENT USAGE	1,900	1,820	1,820	1,820	1,820
01-6100-6265	COMPUTER USAGE	9,320	9,200	9,200	9,200	8,510
	TOTAL OPERATIONS	12,788	16,700	16,700	16,700	13,970
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	215,280	217,630	226,260	218,790	234,430
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	1.50

CITY OF WALNUT

ANNUAL BUDGET DETAIL

2016-17

PUBLIC WORKS ADMINISTRATION (6100)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Community Services – 30%

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

Community Services Superintendent – 25 %

Under the direction of the Director of Community Services, responsible for the day-to-day maintenance operations for the Division including supervising landscape and maintenance contracts, street repairs, sign replacements, and graffiti abatement. Directly supervises employees assigned to the LOSMD, tree and street maintenance. Monitors all maintenance contracts for the Division. (25% in 01-6206, 50% in 01-9100)

Maintenance Supervisor – 75%

Under the direction of the Community Services Superintendent, responsible to monitor the landscape contracts for the LOSMD, right-of-ways and medians to ensure that all landscaped areas are maintained to City standards. (25% in 01-6206)

Executive Assistant – 20%

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

5105-5111 See Appendix

OPERATIONS:

6208 Vehicle Operations

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

2016 Toyota Tacoma	1370283	25% (50% in 01-9100, 25% in 01-6206)
2014 Ford F250 CNG	1397739	75% (25% in 01-6206)

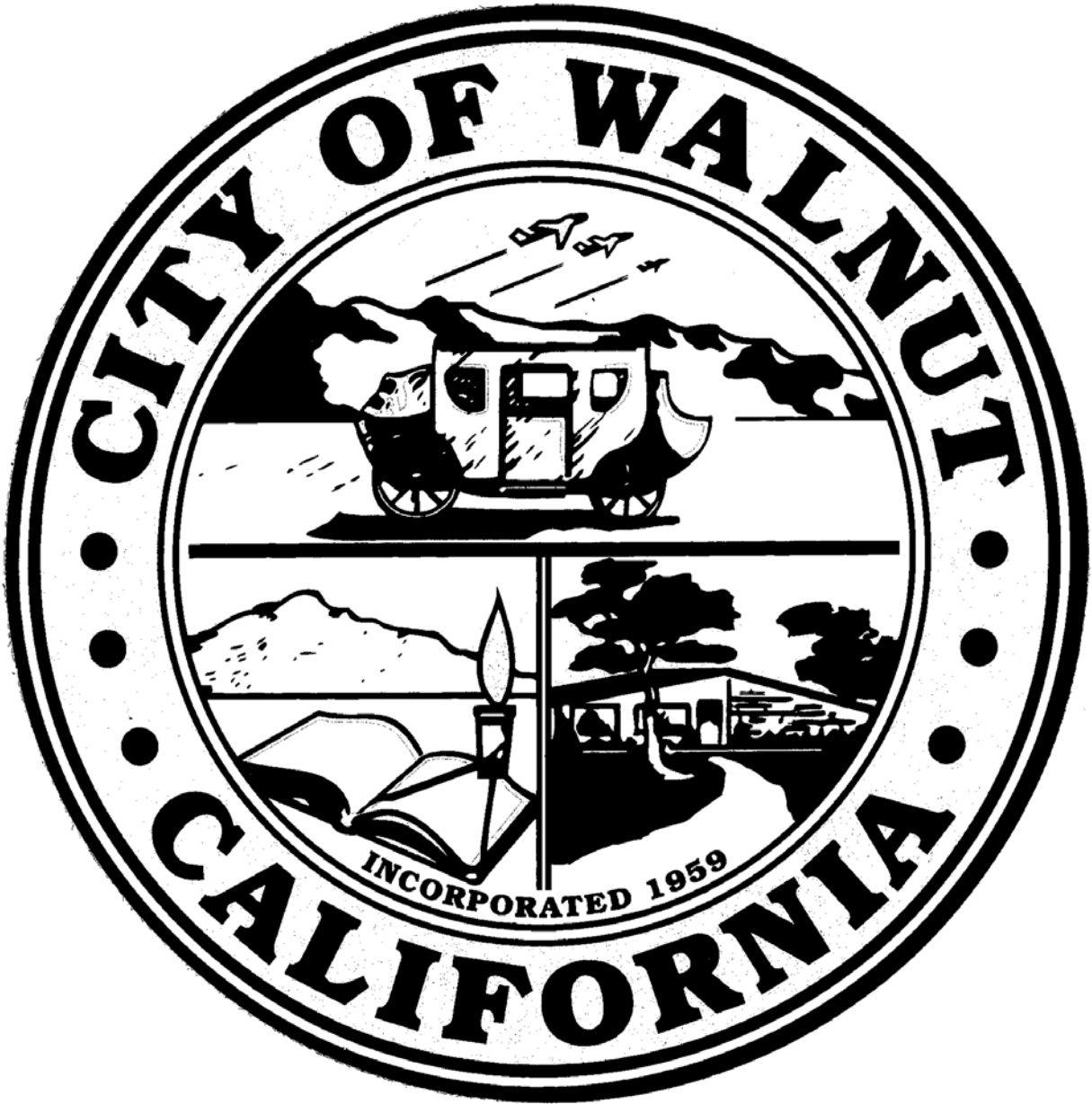
6215 Vehicle/Cell allowance

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

6239 Uniforms

Provides for a percentage of uniforms and rental services for City maintenance workers.

6256-6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STORM DRAIN MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-6102-6227	CONTRACTUAL SERVICES	26,473	50,000	114,000	114,000	25,000
	TOTAL OPERATIONS	26,473	50,000	114,000	114,000	25,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	26,473	50,000	114,000	114,000	25,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
STORM DRAIN MAINTENANCE (6102)

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

OPERATIONS:

6227 **Contractual Services**

Provides for maintenance of the city-wide storm drains.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-6206-5101	REGULAR SALARIES	147,280	165,260	165,260	163,640	172,030
01-6206-5104	OVERTIME	617	3,500	3,500	3,500	2,000
01-6206-5105	HEALTH & LIFE INSURANCE	31,394	31,410	31,410	31,530	31,410
01-6206-5107	WORKERS' COMPENSATION	9,624	10,600	10,600	9,570	10,860
01-6206-5108	PERS	26,731	25,830	39,070	34,370	43,230
01-6206-5110	MEDICARE	1,547	1,820	1,820	1,670	2,690
01-6206-5111	SICK LEAVE/VACATION BUYBACK	2,095	10,160	10,160	1,880	10,570
	TOTAL PERSONNEL	219,289	248,580	261,820	246,160	272,790
OPERATIONS						
01-6206-6208	VEHICLE OPERATIONS	13,569	12,500	12,500	12,500	11,000
01-6206-6215	VEHICLE/CELL ALLOWANCE	242	410	410	410	430
01-6206-6227	CONTRACTUAL SERVICES	72,019	75,000	73,900	73,900	75,000
01-6206-6237	VANDALISM	1,929	1,700	7,400	7,400	1,700
01-6206-6238	SMALL TOOLS	1,697	2,000	2,000	2,000	2,000
01-6206-6239	UNIFORMS	980	1,300	1,300	1,300	1,300
01-6206-6240	RODENT CONTROL	12,960	13,000	12,960	13,000	13,000
01-6206-6247	EQUIPMENT MAINTENANCE	0	1,000	1,320	1,000	1,000
01-6206-6248	GROUNDS MAINTENANCE	5,570	6,000	5,720	6,000	6,000
01-6206-6254	COMMUNICATIONS	1,767	2,000	2,000	2,000	2,000
01-6206-6256	EQUIPMENT USAGE	2,920	2,800	2,800	2,800	2,790
01-6206-6265	COMPUTER USAGE	14,290	14,110	14,110	14,110	13,050
01-6206-6290	SPECIAL MAINTENANCE PROJECTS	55,955	75,000	63,370	65,000	25,000
	TOTAL OPERATIONS	183,898	206,820	199,790	201,420	154,270
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	403,188	455,400	461,610	447,580	427,060
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	2.30	2.30	2.30	2.30
			2.30	2.30	2.30	2.30

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

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

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

PERSONNEL:

5101 **Regular Salaries**

Director of Community Services - 10%

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

Community Services Superintendent - 25%

Under direction of the Director of Community Services, responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for purchasing and landscape inspections as required, preparation of budgets for this division and overseeing the supervision, and training of employees. (25% in 01-6100, 50% in 01-9100)

Maintenance Supervisor - 25%

Under the direction of the Community Services Superintendent, responsible to monitor the contracts for the medians and right-of-ways to ensure that all landscaped areas are maintained to City standards. (75% in 01-6100)

Foreman - 75%

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

Maintenance Worker II - 75%

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

Executive Assistant - 20%

Responsible for secretarial support for Parks, Streets, Recreation, and LOSMD operations; prepares Parks & Recreation Commission agendas, handles correspondence, and provides general office support. (20% in 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:

2016 Toyota Tacoma	1370283	25% (50% in 01-9100, 25% in 01-6100)
2014 Ford F250 CNG	1397739	25% (75% in 01-6100)
2007 Ford F250 LX	1253574	75% (25% in 01-9101)
2003 Ford F150 CNG	1173163	75% (25% in 01-9101)
2002 GMC C3500	1086338	100%

6215 Vehicle/Cell allowance

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

6227 Contractual Services

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

6237 Vandalism

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

6238 Small Tools

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

6239 Uniforms

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

6240 Rodent Control

Provides for City's contracted rodent control services on City-owned property at Gartel/Fuerte right-of-ways, Collegewood, Alta Hacienda, area surrounding Teen Center/Gymnasium, City Hall, park & ride parking lot, and Martingale Drive.

6247 Equipment Maintenance

Provides for repairs, parts and maintenance costs for streets right-of-way maintenance equipment.

6248 Grounds Maintenance/Supplies

Provides for irrigation system parts and repair, landscape products and supplies for street right-of-way maintenance.

6254 **Communications**
Provides for a percentage of radio/telephone communications for citywide system.

6256 - 6265 See Appendix

6290 **Special Maintenance Project**
Provides for the installation of mulch and the installation of plant material on medians.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: WEED ABATEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8700-6227	CONTRACTUAL SERVICES	20,787	45,000	45,000	45,000	40,000
	TOTAL OPERATIONS	20,787	45,000	45,000	45,000	40,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	20,787	45,000	45,000	45,000	40,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
WEED ABATEMENT (8700)

The Weed Abatement Division 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
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: BUILDING MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9200-5101	REGULAR SALARIES	54,388	46,920	46,920	46,920	46,100
01-9200-5104	OVERTIME	290	2,000	2,000	2,000	2,000
01-9200-5105	HEALTH & LIFE INSURANCE	11,507	9,450	9,450	9,450	9,450
01-9200-5107	WORKERS' COMPENSATION	4,157	3,840	3,840	3,840	3,780
01-9200-5108	PERS	10,340	6,980	11,010	11,010	9,770
01-9200-5110	MEDICARE	722	760	760	760	770
01-9200-5111	SICK LEAVE/VACATION BUYBACK	235	580	580	580	950
	TOTAL PERSONNEL	81,640	70,530	74,560	74,560	72,820
OPERATIONS						
01-9200-6208	VEHICLE OPERATIONS	1,088	2,000	2,000	2,000	2,000
01-9200-6213	BUILDING MAINTENANCE/SUPPLIES	17,314	17,000	17,000	18,500	18,500
01-9200-6215	VEHICLE/CELL ALLOWANCE	0	320	320	320	240
01-9200-6246	BUILDING MAINTENANCE	258,706	280,000	295,980	295,975	280,900
01-9200-6256	EQUIPMENT USAGE	890	850	850	850	850
01-9200-6265	COMPUTER USAGE	4,350	4,290	4,290	4,290	3,970
01-9200-6290	SPECIAL PROJECTS	54,227	60,000	37,200	37,200	60,000
	TOTAL OPERATIONS	336,574	364,460	357,640	359,135	366,460
CAPITAL						
01-9200-8402	MACHINERY & EQUIPMENT	0	0	7,630	7,630	0
	TOTAL CAPITAL	0	0	7,630	7,630	0
	SUB-PROGRAM TOTAL	418,214	434,990	439,830	441,325	439,280
FUNDING SOURCE: GENERAL	F/T EMPLOYEES	0.70	0.70	0.70	0.70	0.70

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
BUILDING MAINTENANCE (9200)

The Building Maintenance Division provides for the maintenance of City buildings including City Hall, MDRS, and the Gymnasium/Teen Center. Services provided within the buildings include building maintenance projects, contractual services and building maintenance supplies.

PERSONNEL:

5101 **Regular Salaries**

Maintenance Supervisor – 40%

Under the direction of the Community Services Superintendent, responsible for the inspection of city buildings and monitor the contracts related to maintenance of city buildings. (40% in 01-9100, 20% in 01-9101)

Foreman -10%

Under the direction of the Supervisor, responsible for minor repairs and inspections of city buildings. (90% in 01-9100)

Maintenance Worker I – 10%

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

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:

2014 Ford F250 CNG	1397738	40% (40% in 01-9100, 20% in 01-9101)
2003 Ford F150 CNG	1173162	10% (90% in 01-9100)
2003 Ford F250	1169679	10% (90% in 01-9100)
2002 Ford F150	1109897	10% (90% in 01-9100)

6213 **Building Maintenance/Supplies**

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

6215 **Vehicle/Cell allowance**

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

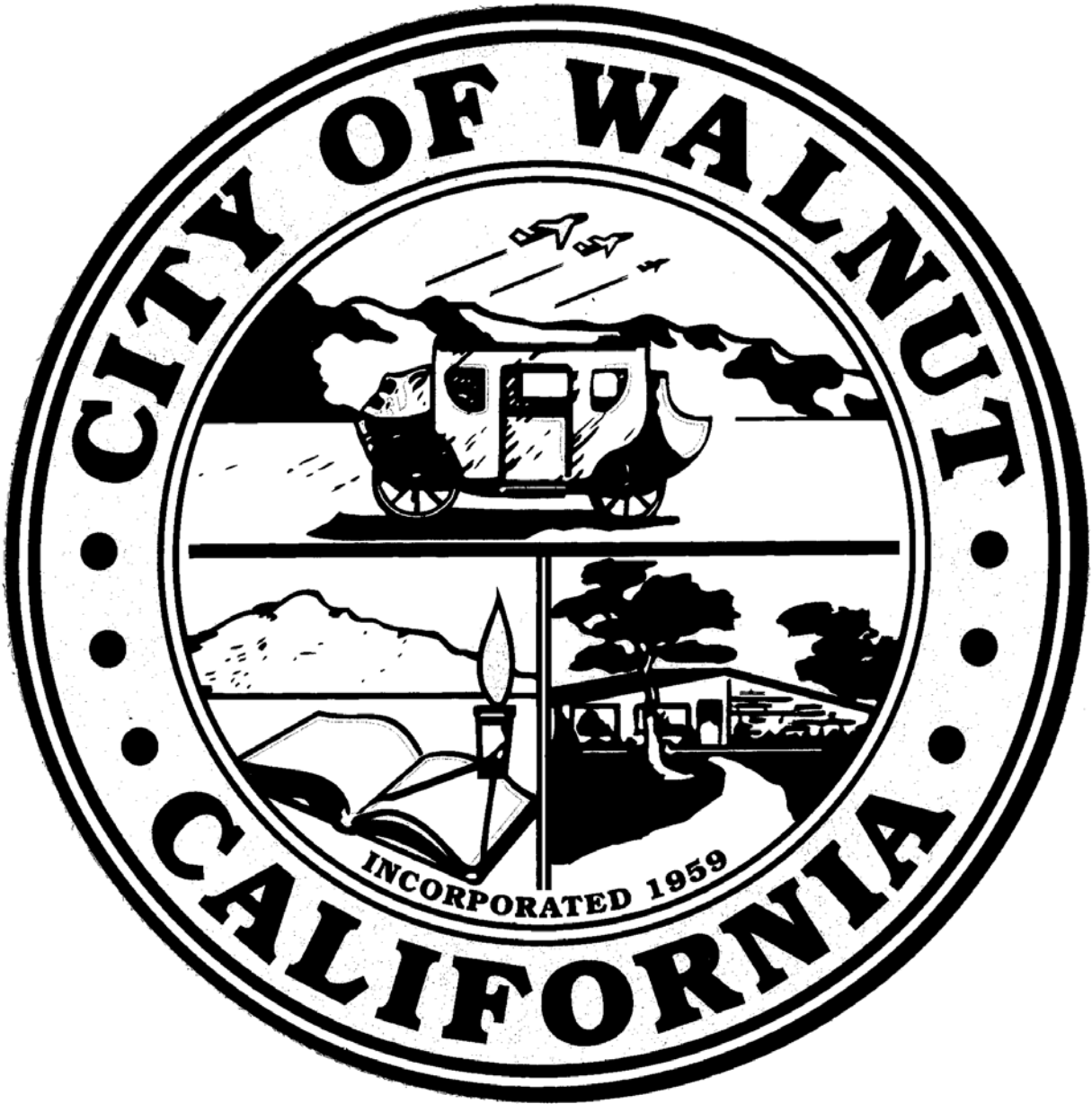
6246 **Building Maintenance**

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

6256 - 6265 See Appendix

6290 **Special Projects**

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



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: GENERAL STREET MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6102-6216	PROFESSIONAL SERVICES	3,483	4,790	4,790	4,790	4,790
02-6102-6227	CONTRACTUAL SERVICES	153,359	180,000	239,950	180,000	180,000
02-6102-6244	STREET LIGHT MAINTENANCE	84,039	85,000	85,000	83,900	85,000
02-6102-6245	GENERAL MAINTENANCE	43,942	45,000	45,000	46,100	45,000
	TOTAL OPERATIONS	284,822	314,790	374,740	314,790	314,790
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	284,822	314,790	374,740	314,790	314,790
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2016-17

GENERAL STREET MAINTENANCE (02-6102)

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

OPERATIONS:

6216 Professional Services

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

6227 Contractual Services

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

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

Total: \$180,000

6244 Street Light Maintenance

Provides for Edison energy costs for city owned streetlights.

6245 General Maintenance (non-county contractor)

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET SWEEPING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6203-6227	CONTRACTUAL SERVICES	50,844	51,850	51,850	51,850	51,850
	TOTAL OPERATIONS	50,844	51,850	51,850	51,850	51,850
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	50,844	51,850	51,850	51,850	51,850
FUNDING SOURCE: (02) GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
STREET SWEEPING (02-6203)

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

OPERATIONS:

6227 Contractual Services

Provides partial payment to the contracted agency that provides street sweeping services (balance funded from Fund 09-5610). Provides for summer special sweep around Collegewood School (five additional sweeps at \$50 per sweep) and other special sweeps as needed.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: STREET RIGHT-OF-WAY MTNC

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6206-6227	CONTRACTUAL SERVICES	239,012	240,750	240,750	240,750	240,750
02-6206-6243	TREE MAINTENANCE	35,489	38,500	38,500	46,100	57,100
02-6206-6250	WATER	27,705	36,000	36,000	36,000	30,000
02-6206-6251	ELECTRICITY	30,625	45,600	45,600	38,000	33,000
	TOTAL OPERATIONS	332,831	360,850	360,850	360,850	360,850
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	332,831	360,850	360,850	360,850	360,850
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17

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

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

OPERATIONS:

6227 Contractual Services

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

6243 Tree Maintenance

Provides for tree trimming, removals and planting in the ROW. Previously charged to 01-6206.

6250 Water

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

6251 Electricity

Provides for the electrical usage costs for the valves, clocks, and controllers on medians. Previously charged to 01-6206.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: TRAFFIC ENGINEERING

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
02-6215-6216	PROFESSIONAL SERVICES	12,000	12,000	12,000	12,000	12,000
	TOTAL OPERATIONS	12,000	12,000	12,000	12,000	12,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	12,000	12,000	12,000	12,000	12,000
FUNDING SOURCE: GAS TAX						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
TRAFFIC ENGINEERING (02-6215)

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

OPERATIONS:

02-6215-6216 **Professional Services**

Provides for the retainer for traffic engineering services provided by RKA Consulting Group, at \$1,000 per month.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: AIR QUALITY MANAGEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
09-5420-6227	BUS PASS SUBSIDY	8,000	8,000	8,000	8,000	8,000
09-5425-6227	EZ PASS SUBSIDY	676	1,500	1,500	1,500	1,000
09-5610-6227	CONTRACTUAL SERVICES	50,860	50,860	50,860	50,860	50,860
	TOTAL OPERATIONS	59,536	60,360	60,360	60,360	59,860
	CAPITAL					
09-6206-8402	MACHINERY & EQUIPMENT	0	0	10,000	10,000	0
	TOTAL CAPITAL	0	0	10,000	10,000	0
	SUB-PROGRAM TOTAL	59,536	60,360	70,360	70,360	59,860
FUNDING SOURCE: AIR QUALITY MANAGEMENT						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

AIR QUALITY MANAGEMENT (FUND 09)

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

OPERATIONS:

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

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

09-5425-6227 **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 (balance in 02-6203).

09-5610-8402 **Machinery & Equipment**

Provided for partial cost (25%) of the purchase of one (1) vehicle at MDRS for the Community Services Director during FY 2015-16. (75%, 25-6206-8402)

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

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

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

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

PERSONNEL:

5101 **Regular Salaries**

Previously provided for the compensation to City employees which have time allocated to LOSMD. In 2007-08, moved to 01-6100:

<i>Director of Community Services</i>	30%
<i>Community Services Superintendent</i>	25%
<i>Office Assistant</i>	20%
<i>Maintenance Supervisor</i>	75%

OPERATIONS:

6207 **Postage***

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

6208 **Vehicle Operations***

In 2009-10, provided for costs associated with vehicle operations such as gas, oil, tires, batteries, parts, and repairs for the following vehicle (Moved to 01-6100).

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).

6223 **Insurance***

Provided for 5% of the cost of commercial liability insurance and automobile liability insurance for city vehicles.

6227 **Contractual Services**

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

6237 **Vandalism**

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

6240 **Rodent Control**

Provides for the rodent control program in landscaped areas.

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**

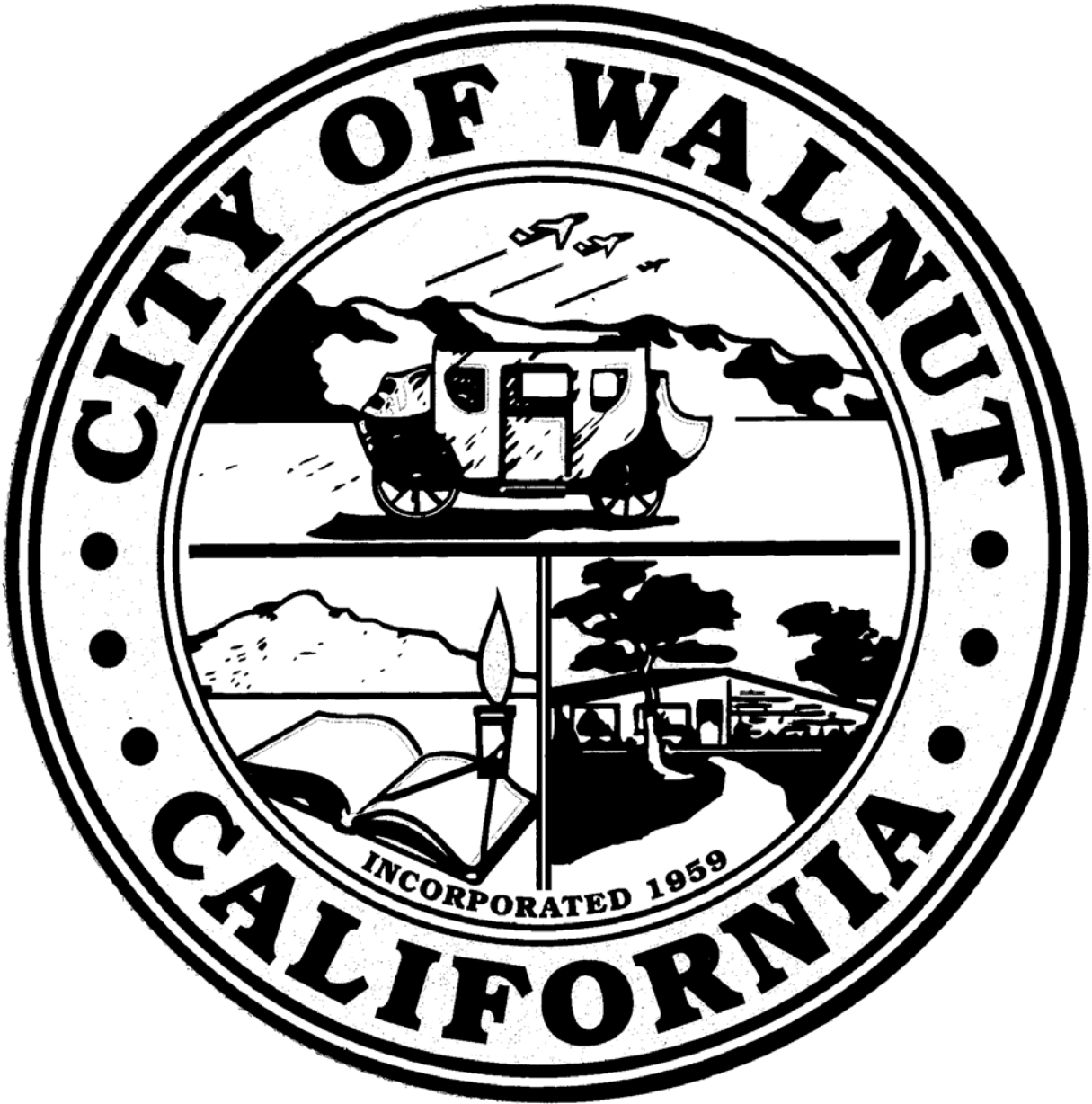
Provides for street lighting maintenance in LOSMD areas.

- 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.
- 6253 **Telephone***
Provides for the telephone service for LOSMD related functions. Additional lines have been installed due to the computerized irrigation system throughout the district.
- 6254 **Communications**
Provides for two-way radio service through citywide system.
- 6256 - 6265 See Appendix

CAPITAL:

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

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



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 1

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7100-6227	CONTRACTUAL SERVICES	8,940	8,940	8,940	8,940	8,940
01-7100-6240	RODENT CONTROL	1,200	1,230	1,230	1,230	1,230
01-7100-6243	TREE MAINTENANCE	6,394	6,720	6,720	6,720	8,000
01-7100-6244	STREE LIGHT MAINTENANCE	0	0	0	0	0
01-7100-6250	WATER	6,153	7,600	7,600	7,600	6,400
01-7100-6251	ELECTRICITY	550	600	600	600	600
	TOTAL OPERATIONS	23,237	25,090	25,090	25,090	25,170
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	23,237	25,090	25,090	25,090	25,170
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 1

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
19-7100-6216	PROFESSIONAL SERVICES	1,000	1,000	1,000	1,000	1,000
19-7100-6227	CONTRACTUAL SERVICES	22,220	22,220	22,220	22,220	22,220
19-7100-6237	VANDALISM	0	100	100	100	100
19-7100-6240	RODENT CONTROL	2,196	2,280	2,280	2,280	2,280
19-7100-6243	TREE MAINTENANCE	7,556	8,020	8,020	8,020	9,550
19-7100-6244	STREET LIGHT MAINTENANCE	11,024	9,330	9,330	10,970	9,330
19-7100-6250	WATER	12,467	18,000	18,000	12,000	12,000
19-7100-6251	ELECTRICITY	1,022	1,100	1,100	1,100	1,100
	TOTAL OPERATIONS	57,485	62,050	62,050	57,690	57,580
	CAPITAL					
19-7100-8405	LANDSCAPE IMPROVEMENTS	8,159	3,500	3,500	3,500	3,500
19-7100-8406	IRRIGATION IMPROVEMENTS	258	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	8,416	6,000	6,000	6,000	6,000
	SUB-PROGRAM TOTAL	65,901	68,050	68,050	63,690	63,580
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00	0.00
ACREAGE: 9.90		F/T EMPLOYEES	0.00	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 2

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7200-6227	CONTRACTUAL SERVICES	4,480	4,480	4,480	4,480	0
01-7200-6240	RODENT CONTROL	996	1,000	1,000	1,000	0
01-7200-6243	TREE MAINTENANCE	1,717	4,200	5,400	5,400	0
01-7200-6244	STREET LIGHT MAINTENANCE	0	0	0	0	0
01-7200-6250	WATER	3,620	5,000	3,800	3,800	0
01-7200-6251	ELECTRICITY	768	800	800	800	0
	TOTAL OPERATIONS	11,581	15,480	15,480	15,480	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	11,581	15,480	15,480	15,480	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 2

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7200-6216	PROFESSIONAL SERVICES	1,340	1,340	1,340	1,340	1,340
19-7200-6227	CONTRACTUAL SERVICES	40,550	40,550	41,146	40,550	45,030
19-7200-6237	VANDALISM	0	310	310	310	310
19-7200-6240	RODENT CONTROL	4,404	5,000	4,404	5,000	6,000
19-7200-6243	TREE MAINTENANCE	7,488	8,460	17,460	17,460	17,070
19-7200-6244	STREET LIGHT MAINTENANCE	12,789	10,790	10,790	10,790	10,790
19-7200-6250	WATER	22,240	31,000	22,000	22,000	32,760
19-7200-6251	ELECTRICITY	1,792	1,250	1,250	1,250	2,610
	TOTAL OPERATIONS	90,604	98,700	98,700	98,700	115,910
CAPITAL						
19-7200-8405	LANDSCAPE IMPROVEMENTS	186	450	450	450	3,450
19-7200-8406	IRRIGATION IMPROVEMENTS	450	160	160	160	160
	TOTAL CAPITAL	636	610	610	610	3,610
	SUB-PROGRAM TOTAL	91,240	99,310	99,310	99,310	119,520
FUNDING SOURCE: ASSESSMT.						
	F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.00
ACREAGE: 17.00						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 3

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7300-6227	CONTRACTUAL SERVICES	5,490	5,490	5,490	5,490	0
01-7300-6240	RODENT CONTROL	1,248	1,250	1,250	1,250	0
01-7300-6243	TREE MAINTENANCE	4,065	4,310	4,310	4,310	0
01-7300-6250	WATER	6,529	6,400	6,400	6,400	0
01-7300-6251	ELECTRICITY	727	750	750	750	0
	TOTAL OPERATIONS	18,059	18,200	18,200	18,200	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	18,059	18,200	18,200	18,200	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 3

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7300-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500	1,500
19-7300-6227	CONTRACTUAL SERVICES	54,070	54,070	54,070	54,070	59,560
19-7300-6237	VANDALISM	0	150	150	150	150
19-7300-6240	RODENT CONTROL	7,752	8,250	8,250	8,250	9,500
19-7300-6243	TREE MAINTENANCE	22,841	25,110	25,110	25,110	35,010
19-7300-6250	WATER	37,011	46,500	44,700	44,000	51,390
19-7300-6251	ELECTRICITY	5,330	3,500	5,300	5,340	6,090
	TOTAL OPERATIONS	128,505	139,080	139,080	138,420	163,200
CAPITAL						
19-7300-8405	LANDSCAPE IMPROVEMENTS	280	6,000	6,000	6,000	16,000
19-7300-8406	IRRIGATION IMPROVEMENTS	1,507	2,500	2,500	2,500	2,500
	TOTAL CAPITAL	1,787	8,500	8,500	8,500	18,500
	SUB-PROGRAM TOTAL	130,292	147,580	147,580	146,920	181,700
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00	0.00
ACREAGE: 29.88		F/T EMPLOYEES	0.00	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 4

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7400-6227	CONTRACTUAL SERVICES	49,960	49,960	49,960	49,960	49,960
01-7400-6240	RODENT CONTROL	3,480	3,500	3,500	3,500	3,500
01-7400-6243	TREE MAINTENANCE	5,823	6,300	6,300	7,500	7,500
01-7400-6244	STREE LIGHT MAINTENANCE	0	0	0	0	0
01-7400-6250	WATER	22,391	22,000	22,000	23,000	23,000
01-7400-6251	ELECTRICITY	4,559	5,500	5,500	4,500	4,500
	TOTAL OPERATIONS	86,213	87,260	87,260	88,460	88,460
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	86,213	87,260	87,260	88,460	88,460
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 4

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7400-6216	PROFESSIONAL SERVICES	6,990	6,990	6,990	6,990	6,990
19-7400-6227	CONTRACTUAL SERVICES	227,148	246,800	246,800	246,800	246,800
19-7400-6237	VANDALISM	310	310	310	310	310
19-7400-6240	RODENT CONTROL	20,736	22,500	22,500	22,500	22,500
19-7400-6243	TREE MAINTENANCE	38,560	37,200	43,200	43,200	44,270
19-7400-6244	STREET LIGHT MAINTENANCE	81,586	80,780	80,780	81,300	80,780
19-7400-6250	WATER	154,699	149,000	156,900	157,000	161,550
19-7400-6251	ELECTRICITY	10,637	13,330	13,330	11,130	12,000
	TOTAL OPERATIONS	540,666	556,910	570,810	569,230	575,200
CAPITAL						
19-7400-8405	LANDSCAPE IMPROVEMENTS	501	9,000	3,000	2,680	9,000
19-7400-8406	IRRIGATION IMPROVEMENTS	7,488	9,000	9,000	3,000	9,000
	TOTAL CAPITAL	7,989	18,000	12,000	5,680	18,000
	SUB-PROGRAM TOTAL	548,655	574,910	582,810	574,910	593,200
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00	0.00
ACREAGE: 94.86		F/T EMPLOYEES	0.00	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 5

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7500-6227	CONTRACTUAL SERVICES	18,000	18,000	18,000	18,000	0
01-7500-6240	RODENT CONTROL	792	800	800	800	0
01-7500-6243	TREE MAINTENANCE	981	1,840	2,040	2,040	0
01-7500-6250	WATER	2,759	4,000	3,800	3,800	0
01-7500-6251	ELECTRICITY	2,384	2,400	2,400	2,400	0
	TOTAL OPERATIONS	24,915	27,040	27,040	27,040	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	24,915	27,040	27,040	27,040	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 5

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0
OPERATIONS					
19-7500-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670
19-7500-6227	CONTRACTUAL SERVICES	106,000	106,000	106,000	124,000
19-7500-6237	VANDALISM	0	200	200	200
19-7500-6240	RODENT CONTROL	6,720	7,000	7,000	7,800
19-7500-6243	TREE MAINTENANCE	8,876	10,340	10,340	27,340
19-7500-6244	STREET LIGHT MAINTENANCE	16,237	17,710	17,710	17,710
19-7500-6250	WATER	39,171	49,000	49,000	32,000
19-7500-6251	ELECTRICITY	5,836	5,900	5,900	8,300
	TOTAL OPERATIONS	184,509	197,820	197,820	197,820
CAPITAL					
19-7500-8405	LANDSCAPE IMPROVEMENTS	2,110	6,610	6,610	16,610
19-7500-8406	IRRIGATION IMPROVEMENTS	894	2,000	2,000	2,000
	TOTAL CAPITAL	3,004	8,610	8,610	18,610
	SUB-PROGRAM TOTAL	187,513	206,430	206,430	206,430
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00
ACREAGE: 47.37		F/T EMPLOYEES	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7600-6227	CONTRACTUAL SERVICES	20,950	20,950	20,950	20,950	0
01-7600-6240	RODENT CONTROL	600	600	600	600	0
01-7600-6243	TREE MAINTENANCE	1,838	2,000	2,000	2,380	0
01-7600-6244	STREE LIGHT MAINTENANCE	0	0	0	0	0
01-7600-6250	WATER	10,184	14,900	14,900	9,100	0
01-7600-6251	ELECTRICITY	9,052	9,000	9,000	9,000	0
	TOTAL OPERATIONS	42,624	47,450	47,450	42,030	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	42,624	47,450	47,450	42,030	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 6

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7600-6216	PROFESSIONAL SERVICES	1,670	1,670	1,670	1,670	1,670
19-7600-6227	CONTRACTUAL SERVICES	79,860	79,860	79,860	79,860	100,810
19-7600-6237	VANDALISM	0	620	620	620	620
19-7600-6240	RODENT CONTROL	2,544	2,700	2,700	2,700	3,300
19-7600-6243	TREE MAINTENANCE	18,791	16,790	16,790	32,590	28,590
19-7600-6244	STREET LIGHT MAINTENANCE	46,830	36,800	36,800	47,200	36,800
19-7600-6250	WATER	49,722	71,800	71,800	45,600	76,060
19-7600-6251	ELECTRICITY	14,158	14,000	14,000	14,000	23,000
	TOTAL OPERATIONS	213,575	224,240	224,240	224,240	270,850
CAPITAL						
19-7600-8405	LANDSCAPE IMPROVEMENTS	10,840	1,840	1,840	1,840	11,840
19-7600-8406	IRRIGATION IMPROVEMENTS	6,353	1,100	1,100	1,100	1,100
	TOTAL CAPITAL	17,193	2,940	2,940	2,940	12,940
	SUB-PROGRAM TOTAL	230,767	227,180	227,180	227,180	283,790
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00	0.00
ACREAGE: 29.21		F/T EMPLOYEES	0.00	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 7

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7700-6227	CONTRACTUAL SERVICES	21,800	21,980	21,980	21,980	0
01-7700-6240	RODENT CONTROL	1,248	1,250	1,250	1,250	0
01-7700-6243	TREE MAINTENANCE	6,300	7,350	7,350	8,750	0
01-7700-6244	STREE LIGHT MAINTENANCE	0	0	0	0	0
01-7700-6250	WATER	8,850	12,000	12,000	7,000	0
01-7700-6251	ELECTRICITY	1,321	1,500	1,500	1,500	0
	TOTAL OPERATIONS	39,518	44,080	44,080	40,480	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	39,518	44,080	44,080	40,480	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 7

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0
OPERATIONS					
19-7700-6216	PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500
19-7700-6227	CONTRACTUAL SERVICES	60,830	60,830	60,830	82,810
19-7700-6237	VANDALISM	0	100	100	100
19-7700-6240	RODENT CONTROL	3,588	4,050	3,650	4,050
19-7700-6243	TREE MAINTENANCE	18,487	18,850	18,850	34,920
19-7700-6244	STREET LIGHT MAINTENANCE	14,325	13,970	13,970	14,400
19-7700-6250	WATER	35,399	47,000	47,000	30,000
19-7700-6251	ELECTRICITY	1,824	2,100	2,100	2,200
	TOTAL OPERATIONS	135,953	148,400	148,000	148,000
CAPITAL					
19-7700-8405	LANDSCAPE IMPROVEMENTS	0	2,000	2,400	2,400
19-7700-8406	IRRIGATION IMPROVEMENTS	1,828	2,000	2,000	2,000
	TOTAL CAPITAL	1,828	4,000	4,400	4,400
	SUB-PROGRAM TOTAL	137,780	152,400	152,400	152,400
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00
ACREAGE: 25.39		F/T EMPLOYEES	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 8

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7800-6227	CONTRACTUAL SERVICES	9,860	9,860	9,860	9,860	0
01-7800-6240	RODENT CONTROL	792	800	800	800	0
01-7800-6243	TREE MAINTENANCE	1,605	1,840	1,840	2,190	0
01-7800-6244	STREE LIGHT MAINTENANCE	0	0	0	0	0
01-7800-6250	WATER	10,067	11,200	11,200	15,000	0
01-7800-6251	ELECTRICITY	777	800	800	800	0
	TOTAL OPERATIONS	23,102	24,500	24,500	28,650	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	23,102	24,500	24,500	28,650	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 8

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
	TOTAL PERSONNEL	0	0	0	0	0
OPERATIONS						
19-7800-6216	PROFESSIONAL SERVICES	2,270	2,270	2,270	2,270	2,270
19-7800-6227	CONTRACTUAL SERVICES	85,270	86,020	86,020	86,020	95,880
19-7800-6237	VANDALISM	0	410	410	410	410
19-7800-6240	RODENT CONTROL	5,280	5,500	5,500	5,500	6,300
19-7800-6243	TREE MAINTENANCE	15,145	15,470	18,470	18,470	20,600
19-7800-6244	STREET LIGHT MAINTENANCE	9,036	11,520	11,520	9,040	11,520
19-7800-6250	WATER	73,828	85,000	108,100	109,000	126,140
19-7800-6251	ELECTRICITY	5,699	6,100	6,100	6,100	6,900
	TOTAL OPERATIONS	196,527	212,290	238,390	236,810	270,020
CAPITAL						
19-7800-8405	LANDSCAPE IMPROVEMENTS	932	2,000	2,000	2,000	2,000
19-7800-8406	IRRIGATION IMPROVEMENTS	1,254	8,000	5,000	5,000	8,000
	TOTAL CAPITAL	2,185	10,000	7,000	7,000	10,000
	SUB-PROGRAM TOTAL	198,712	222,290	245,390	243,810	280,020
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00	0.00
ACREAGE: 20.25		F/T EMPLOYEES	0.00	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD-ZONE 9

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-7900-6227	CONTRACTUAL SERVICES	1,970	1,970	1,970	1,970	0
01-7900-6240	RODENT CONTROL	120	120	120	120	0
01-7900-6243	TREE MAINTENANCE	0	0	0	0	0
01-7900-6244	STREE LIGHT MAINTENANCE	0	0	0	0	0
01-7900-6250	WATER	1,318	1,300	1,300	1,300	0
01-7900-6251	ELECTRICITY	0	0	0	0	0
	TOTAL OPERATIONS	3,408	3,390	3,390	3,390	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	3,408	3,390	3,390	3,390	0
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 9

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
18-7900-6216	PROFESSIONAL SERVICES	1,570	1,570	1,570	1,570	1,570
18-7900-6227	CONTRACTUAL SERVICES	364,070	365,030	365,030	365,030	367,000
18-7900-6240	RODENT CONTROL	22,080	22,080	22,080	22,080	22,200
18-7900-6242	STORM DRAIM	0	25,000	25,000	25,000	25,000
18-7900-6243	TREE MAINTENANCE	29,330	33,000	33,000	39,270	39,270
18-7900-6244	STREET LIGHT MAINTENANCE	11,296	10,450	10,450	11,300	10,450
18-7900-6250	WATER	83,987	112,880	112,880	90,000	92,360
18-7900-6251	ELECTRICITY	41,321	40,000	40,000	50,000	50,000
	TOTAL OPERATIONS	553,653	610,010	610,010	604,250	607,850
	CAPITAL					
18-7900-8405	LANDSCAPE IMPROVEMENTS	0	20,000	20,000	20,000	20,000
18-7900-8406	IRRIGATION IMPROVEMENTS	0	20,000	20,000	20,000	20,000
	TOTAL CAPITAL	0	40,000	40,000	40,000	40,000
	SUB-PROGRAM TOTAL	553,653	650,010	650,010	644,250	647,850
FUNDING SOURCE: ASSESSMT.						
	F/T EMPLOYEES	0.00	0.00	0.00	0.00	0.00
ACREAGE: 93.5						

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 11

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
	PERSONNEL				
	TOTAL PERSONNEL	0	0	0	0
	OPERATIONS				
19-7911-6207	POSTAGE	0	0	0	0
19-7911-6216	PROFESSIONAL SERVICES	620	620	620	620
19-7911-6227	CONTRACTUAL SERVICES	0	400	400	200
19-7911-6244	STREET LIGHT MAINTENANCE	803	600	600	800
	TOTAL OPERATIONS	1,423	1,620	1,620	1,620
	CAPITAL				
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	1,423	1,620	1,620	1,620
FUNDING SOURCE: ASSESSMT.					
ACREAGE: None					

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: LOSMD - ZONE 12

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0
OPERATIONS					
19-7912-6216	PROFESSIONAL SERVICES	720	720	720	720
19-7912-6227	CONTRACTUAL SERVICES	8,800	9,240	9,240	9,240
19-7912-6237	VANDALISM	100	100	100	100
19-7912-6240	RODENT CONTROL	1,392	2,060	2,060	2,060
19-7912-6243	TREE MAINTENANCE	1,022	2,210	2,210	2,630
19-7912-6244	STREET LIGHT MAINTENANCE	1,270	2,120	1,770	2,120
19-7912-6250	WATER	3,511	6,500	6,500	4,000
19-7912-6251	ELECTRICITY	948	600	950	960
	TOTAL OPERATIONS	17,763	23,550	23,550	20,060
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	17,763	23,550	23,550	20,060
FUNDING SOURCE: ASSESSMT.		0.00	0.00	0.00	0.00
ACREAGE: 1.41		F/T EMPLOYEES	0.00	0.00	0.00

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
25-4502-8402	MACHINERY & EQUIPMENT (COMPUTERS)	114,253	100,000	192,250	190,000	100,000
25-6206-8402	MACHINERY & EQUIPMENT	0	55,000	81,770	81,770	45,000
25-9100-8402	MACHINERY & EQUIPMENT	0	40,000	40,000	40,000	0
	TOTAL CAPITAL	114,253	195,000	314,020	311,770	145,000
	SUB-PROGRAM TOTAL	114,253	195,000	314,020	311,770	145,000
FUNDING SOURCE: CAPITAL EQUIPMENT						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17

CAPITAL EQUIPMENT PURCHASE & REPLACEMENT (FUND 25)

The Capital Equipment Purchase & Replacement fund was established to provide for the timely acquisition or replacement of the City's vehicles and major pieces of equipment.

CAPITAL:

25-4502-8402 **Machinery & Equipment (Computer Equipment)**

Provides for the purchase of computers, printers, software, servers and other IT related items.

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

In FY 2015-16, provided for purchase (75%) of one (1) vehicle at MDRS for the Community Services Director during FY 2015-16. (25% in 09-5610-8402) In FY 2015-16 will provide for the purchase of a utility tractor for the Public Works Department. In FY 2016-17, will provide for the purchase of one (1) vehicle at MDRS.

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

In FY 2015-16, provided for purchase of one (1) vehicle at MDRS for the Community Services Superintendent during FY 2015-16.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: USED OIL RECYCLING GRANT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
32-5601-6261	ADMINISTRATIVE OVERHEAD	857	850	850	850	850
32-5601-6280	ENVIRONMENTAL SERVICES SUPPLIES	7,713	7,650	7,650	7,650	7,650
	TOTAL OPERATIONS	8,570	8,500	8,500	8,500	8,500
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	8,570	8,500	8,500	8,500	8,500
FUNDING SOURCE: USED OIL RECYCLING GRANT						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

USED OIL RECYCLING GRANT (32-5601)

The Used Oil Recycling Grant Department provides for the augmentation of the City's existing participation in the County-wide Household Hazardous Waste Roundup, by conducting public education and awareness campaigns to increase usage of local opportunities to recycle used motor oil in the general population. This department also works with local firms and groups to maintain and expand the availability of certified used oil collection services.

OPERATIONS:

6261 Administrative Overhead

Provides a percentage of administrative overhead to help administer the Used Oil Recycling Grant.

6280 Environmental Services Supplies

Provides for the purchase of promotional supplies, Used Oil Filter Recycling Program supplies in support of Walnut's Used Oil Recycling Program.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC WORKS

SUB-PROGRAM: RECYCLING GRANT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
	TOTAL OPERATIONS	0	0	0	0	0
	CAPITAL					
33-5605-8410	IMPROVEMENTS OTHER THAN BLDGS	8,130	8,010	8,194	8,194	0
	TOTAL CAPITAL	8,130	8,010	8,194	8,194	0
	SUB-PROGRAM TOTAL	8,130	8,010	8,194	8,194	0
FUNDING SOURCE: GENERAL RECYCLING GRANT						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
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:

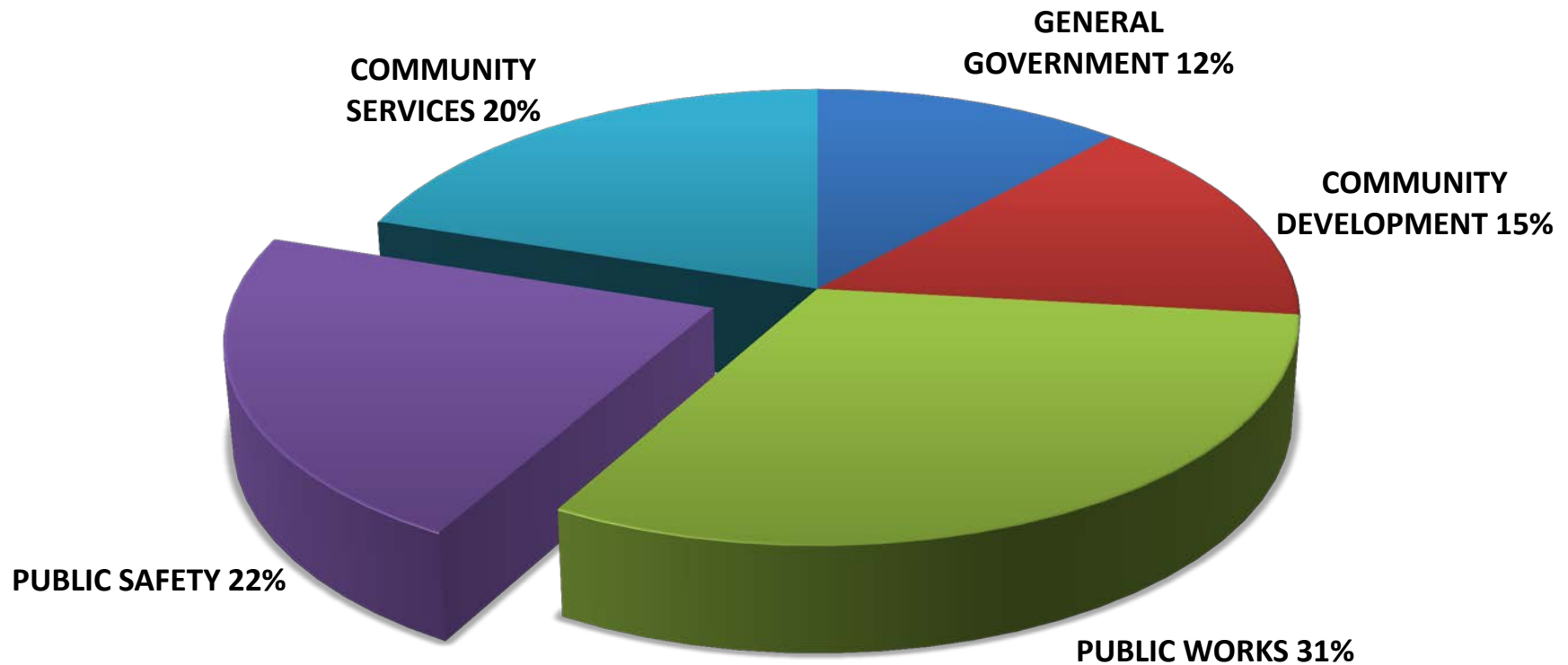
8410 **Improvements other than Buildings**

Provided for the purchase of recycling equipment for the City's facilities, parks, trails and local schools. Some site preparation included.



Public Safety

PUBLIC SAFETY FISCAL YEAR 2016-17



**Total Public Safety Budget
\$3,926,889**

CITY OF WALNUT

PUBLIC SAFETY

PROGRAM GOALS & PERFORMANCE MEASURES

The Public Safety Program of the budget includes the following sub-programs: Public Safety Administration, Business License Enforcement, General Law Enforcement, Helicopter Services, Crime Prevention, Animal Control, Emergency Preparedness, Hazard Mitigation, Volunteers on Patrol, Vehicle Code Fines, and Citizens Options for Public Safety (COPS). The City's law enforcement services will continue to be provided under contract with the Los Angeles County Sheriff's Department. Staff will work to meet various aspects of the City's Mission Statement to "...exceed expectations of the people of Walnut. We collaborate with the community to enhance our civic pride" in the Public Safety Program.

In 2016-17, the Public Safety Program will work to achieve the following goals:

1. Utilize the City's mobile app, website, and social media pages to inform residents of Public Safety matters and provide Emergency Preparedness information to the community.
2. Continue to provide EOC training to City staff to maintain the City's level of readiness.
3. The City will continue to work closely with the County's Fire and Sheriff's Departments to ensure proper staffing and response levels are maintained for the overall safety of the public. In addition, the City will host annual meetings with the Sheriff's Department and the Fire Department to discuss public safety matters.
4. Enhance the City's EOC by upgrading equipment and replacing supplies as needed.

In 2015-16, the Public Safety Program worked to achieve the following goals:

1. Continue to provide training to Walnut City Staff in first aid & CPR, and hold emergency preparedness exercises throughout the year.

Performance Measure: The City hosted training in first aid and CPR, as well as provided training on the City's EOC radio system.

2. The City will continue to work closely with the Sheriff's Departments by meeting to discuss public safety items as needed and 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 to discuss public safety matters.

Performance Measure: The City hosted a joint meeting with the City Council and Sheriff's department, and communicated regularly with Sheriff's Department staff and LA County Fire staff regularly.

3. The City will continue to provide information to the community regarding Public Safety matters via the City's publications, the website, and public service announcements on the City's Cable channel.

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

4. Staff will continue to promote both the Neighborhood Watch programs and Business Watch programs and host the City's National Night Out event in August.

Performance Measure: The City hosted its annual National Night Out event in August 2015 and recognized the City's Neighborhood Watch Block Captains at City events.

**Public Safety
Measurable Outputs**

Output	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Employees trained on Emergency Operations	50	70	80	100	100
National Night Out Event Attendees	1,250	1,250	1,250	1,250	1,250
Neighborhood Watch Meetings	35	35	40	40	40
Number of DUI Check Points	2	2	2	2	2
Public Safety Seminar	1	1	1	1	0
Number of Volunteers on Patrol	25	25	25	25	25
Joint City Council/Sheriff Meeting	1	1	1	1	1

FY 2016-17 Public Safety Goals and Relationship to the Mission Statement
<p>In FY 2016-17, the Public Safety Department has identified four major goals:</p> <ol style="list-style-type: none"> 1. Enhance the City's EOC by upgrading equipment and replacing supplies as needed. 2. Continue to meet on a regular basis with members of the Sheriff's Department and Fire Department to discuss Public Safety matters. 3. Utilize the City's mobile app, website, and social media sites to inform residents of Public Safety matters and provide Emergency Preparedness information to the community. 4. Continue to provide EOC training to City staff to maintain the City's level of readiness. <p>The aforementioned goals continue a <i>High Level of Safety and Services</i> for the residents of Walnut by way of enhanced emergency preparedness in the event of a natural and/or manmade disaster, increased communication to the Public via the City's website, app, and social media sites, and enhanced public outreach on public safety programs.</p>

**CITY OF WALNUT
PROGRAM SUMMARY
PUBLIC SAFETY**

	2014-15		2015-16		2016-17
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	173,809	190,940	201,020	201,020	195,610
OPERATIONS EXPENSE	3,376,203	3,491,430	3,514,980	3,505,520	3,731,279
TOTAL OPERATING EXPENSE	3,550,013	3,682,370	3,716,000	3,706,540	3,926,889
CAPITAL	0	0	4,180	4,170	0
PROGRAM TOTAL	3,550,013	3,682,370	3,720,180	3,710,710	3,926,889
TOTAL FULL-TIME EMPLOYEES	1.65	1.75	1.75	1.75	1.75
SUB-PROGRAMS:					
					PAGE
PUBLIC SAFETY ADMINISTRATION	01-8000				244
BUSINESS LICENSE ENFORCEMENT	01-8002				246
GENERAL LAW ENFORCEMENT	01-8100				250
HELICOPTER SERVICES	01-8101				252
CRIME PREVENTION	01-8400				254
ANIMAL CONTROL	01-8500				256
EMERGENCY PREPAREDNESS	01-8600				258
HAZARD MITIGATION	01-8613				260
VOLUNTEERS ON PATROL	01-8900				262
VEHICLE CODE FINES	05-8200				264
CITIZEN'S OPTIONS FOR PUB SFTY	07-8003				268

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: PUBLIC SAFETY ADMINIST'N

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8000-5101	REGULAR SALARIES	44,383	45,010	45,010	45,010	45,010
01-8000-5105	HEALTH & LIFE INSURANCE	6,779	6,750	6,750	6,750	6,750
01-8000-5107	WORKERS' COMPENSATION	686	780	780	780	790
01-8000-5108	PERS	9,241	7,020	9,900	9,900	11,300
01-8000-5110	MEDICARE	734	750	750	750	750
01-8000-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	0	310
	TOTAL PERSONNEL	61,823	60,310	63,190	63,190	64,910
	OPERATIONS					
01-8000-6201	CONFERENCE & MEETING	1,080	800	800	800	800
01-8000-6215	VEHICLE/CELL ALLOWANCE	1,206	1,600	1,600	1,600	1,500
01-8000-6227	CONTRACTUAL SERVICE	59,384	62,800	71,950	78,330	78,330
01-8000-6256	EQUIPMENT USAGE	630	610	610	610	610
01-8000-6265	COMPUTER USAGE	3,110	3,070	3,070	3,070	2,840
	TOTAL OPERATIONS	65,410	68,880	78,030	84,410	84,080
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	127,232	129,190	141,220	147,600	148,990
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.50	0.50	0.50	0.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2016-17

PUBLIC SAFETY ADMINISTRATION (8000)

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

PERSONNEL:

5101 **Regular Salaries**

Senior Management Analyst - 50%

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

5105 - 5110 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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

6215 **Vehicle Allowance/Cell**

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

6227 **Contractual Services**

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

6256 - 6265 See Appendix

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: BUSINESS LICENSE ENFORCE.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
01-8002-5101	REGULAR SALARIES	44,860	57,940	57,940	57,940	58,070
01-8002-5105	HEALTH & LIFE INSURANCE	9,775	11,480	11,480	11,480	11,480
01-8002-5107	WORKERS' COMPENSATION	688	1,010	1,010	1,010	1,010
01-8002-5108	PERS	6,337	8,380	13,270	13,270	14,600
01-8002-5110	MEDICARE	693	930	930	930	930
01-8002-5111	SICK LEAVE/VACATION BUYBACK	540	2,890	2,890	2,890	2,880
	TOTAL PERSONNEL	62,892	82,630	87,520	87,520	88,970
	OPERATIONS					
01-8002-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	190	190	110	190
01-8002-6210	PRINTING	571	700	700	700	700
01-8002-6215	VEHICLE/CELL ALLOWANCE	747	1,440	1,440	1,090	1,350
01-8002-6216	PROFESSIONAL SERVICES	0	0	0	25,000	25,000
01-8002-6227	CONTRACTUAL SERVICE	190	700	1,200	700	700
01-8002-6256	EQUIPMENT USAGE	950	1,030	1,030	1,030	1,030
01-8002-6265	COMPUTER USAGE	4,660	5,210	5,210	5,210	4,820
	TOTAL OPERATIONS	7,119	9,270	9,770	33,840	33,790
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	70,011	91,900	97,290	121,360	122,760
FUNDING SOURCE:	F/T EMPLOYEES	0.75	0.85	0.85	0.85	0.85
BUSINESS LICENSE TAX (\$100,000)						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

BUSINESS LICENSE ENFORCEMENT (8002)

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

PERSONNEL:

5101 **Regular Salaries**

Finance Analyst -10%

Responsible for preparing the annual City Budget, overseeing the City's fixed-asset inventory. Handles the review of cash receipts, revenues, payroll, prepares journal entries, and prepares the bank reconciliation and other assigned reconciliations (10% in 01-5901, 80% in 01-4500)

Finance Analyst - 35%

Performs the daily cash management. Administering the passport and business license operations and enforcement, Responsible for recording accounts receivables, and assisting with fixed asset inventory. Responsible for the review of Accounts Payable batches, transportation passes and prepares the various assigned monthly reconciliations. Responsible for maintaining the forms inventory. Serves as the primary back for A/P, and Purchase Order processing. (10% in 01-5901, 55% in 01-4500)

Accounting Technician - 30%

Responsible for data entry of all invoices and journal entries, business licenses, preparing the bank deposits, and passport applications, record new fixed asset including tagging. Assist with contract review Serves as primary backup to the finance counter. (65% in 01-4500, 5% in 01-5901)

Accounting Technician -10%

Responsible for assisting the public at the Finance department counter, handling phone calls business license information, and passport application processing. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Prepares the transportation passes reconciliation and payment processing. Serves as primary backup to the cashiering functions. (57.5% in 01-4500, 20% in 05-8200, 12.5% in 13-5430)

5105 - 5111 See Appendix

OPERATIONS:

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

Provides for the Finance Analyst's annual membership to the Municipal Management Association of Southern California (MMASC) and California Municipal Revenue & Tax Association (CMRTA).

6210 **Printing**

Provides for printing services for Business License Certificates, Business License Stickers and Order to Comply books.

6215 **Vehicle Allowance/Cell**

Provides for a vehicle allowance and cell phone stipend for the Finance Analysts, distributed the same as payroll.

6216 **Professional Services**

Provides for services from Hinderliter de Llamas Software (HDL) to process city business licenses.

6227 **Contractual Services**

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

6256 - 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: GENERAL LAW ENFORCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8100-6227	CONTRACTUAL SERVICES	2,905,655	2,991,000	2,999,850	3,018,000	3,212,760
01-8100-6247	EQUIPMENT MAINTENANCE	815	500	500	500	500
	TOTAL OPERATIONS	2,906,471	2,991,500	3,000,350	3,018,500	3,213,260
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	2,906,471	2,991,500	3,000,350	3,018,500	3,213,260
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

GENERAL LAW ENFORCEMENT (8100)

The General Law Enforcement Department provides for the contractual agreement with the Los Angeles County Sheriff's Department to provide personnel and equipment for general law enforcement services in the City of Walnut.

OPERATIONS:

6227 Contractual Services

Provides for payment to the Los Angeles County Sheriff's Department for general law enforcement services, including liability insurance. Services include (1.5) 40 hour Deputies, and (6.6) 56 hour Deputies. (50% of a 40 hour deputy in 8400).

6247 Equipment Maintenance

Provides for the calibration and maintenance of five (5) radar guns.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HELICOPTER SERVICES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8101-6227	CONTRACTUAL SERVICES	761	2,000	2,000	2,000	2,000
	TOTAL OPERATIONS	761	2,000	2,000	2,000	2,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	761	2,000	2,000	2,000	2,000
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
HELICOPTER SERVICES (8101)

The Helicopter Services Department provides for the contractual agreement with the Los Angeles County Sheriff's Department to provide personnel and equipment for helicopter services for emergency situations.

OPERATIONS:

6227 Contractual Services

Provides for payment to the Los Angeles County Sheriff's Department for helicopter patrol services on an as-needed basis.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CRIME PREVENTION

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8400-6227	CONTRACTUAL SERVICES	134,320	139,000	139,000	139,000	149,570
01-8400-6271	CRIME TIP REWARD PROGRAM	0	1,000	1,000	1,000	1,000
01-8400-6272	CRIME PREVENTION PROGRAM SUPPLIES	580	2,500	2,500	2,500	2,500
	TOTAL OPERATIONS	134,900	142,500	142,500	142,500	153,070
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	134,900	142,500	142,500	142,500	153,070
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CRIME PREVENTION (8400)

Crime Prevention supplements the contractual agreement with the Los Angeles County Sheriff's Department. Crime Prevention conducts and coordinates various public information and community involvement programs including Business Watch and Neighborhood Watch. The contract provides for related employee salary and benefits, equipment, and the City's National Night Out program.

OPERATIONS:

6227 Contractual Services

Provides for payment to the Los Angeles County Sheriff's Department for 50% of the Team Leader (50% in 01-8100).

6271 Crime Tip Reward Program

Provides for the recognition of Walnut residents leading to the arrest and conviction of residential or vehicle burglary suspects.

6272 Crime Prevention Program Supplies

Provides for Neighborhood Watch signs, recognition of the City's Sheriff Volunteers, and other program supplies as needed.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: ANIMAL CONTROL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8500-6227	CONTRACTUAL SERVICES	108,189	130,000	130,000	115,000	130,000
	TOTAL OPERATIONS	108,189	130,000	130,000	115,000	130,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	108,189	130,000	130,000	115,000	130,000
FUNDING SOURCE: ANIMAL LICENSES (\$130,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
ANIMAL CONTROL (8500)

The Animal Control Department provides for the contractual agreement with the Los Angeles County Animal Care & Control Department to provide personnel and equipment for animal control services throughout the City. Animal Control services are performed in the City 15-20 hours per week, and the budget amount provides for the cost of picking up animals for impoundment, housing, veterinarian costs, humane investigations, issuing citations, court appearances, and picking up dead animals, etc.

OPERATIONS:

6227 **Contractual Services**

Provides for payment to the LA County Animal Care & Control, and American Pest Management for performance of pest control services as needed.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: EMERGENCY PREPAREDNESS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8600-6201	CONFERENCE & MEETING	125	400	400	0	200
01-8600-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	1,725	2,870	2,870	2,870	2,870
01-8600-6227	CONTRACTUAL SERVICES	25,516	12,300	12,300	10,300	12,300
01-8600-6247	EQUIPMENT MAINTENANCE	4,274	6,500	12,430	6,020	6,020
01-8600-6253	TELEPHONE	881	980	980	980	980
01-8600-6254	COMMUNICATIONS	2,573	2,360	2,360	2,360	2,360
01-8600-6273	EMERGENCY PREPAREDNESS SUPPLIES	1,906	4,500	4,500	4,500	3,000
	TOTAL OPERATIONS	36,998	29,910	35,840	27,030	27,730
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	36,998	29,910	35,840	27,030	27,730
FUNDING SOURCE: GENERAL						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

EMERGENCY PREPAREDNESS (8600)

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

OPERATIONS:

6201 **Conference & Meeting**

Provides for staff training on emergency preparations.

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

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

6227 **Contractual Services**

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

6247 **Equipment Maintenance**

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

6253 **Telephone**

Provides for the yearly fee for two (2) satellite phone airtime agreements.

6254 **Communications**

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

6273 **Emergency Preparedness Supplies**

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: HAZARD MITIGATION PLAN

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8613-6227	CONTRACTUAL SERVICES	9,277	0	0	0	0
	TOTAL OPERATIONS	9,277	0	0	0	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	9,277	0	0	0	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
HAZARD MITIGATION (8613)

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

OPERATIONS:

6227 **Contractual Services**
Provides for updates to the City's Hazard Mitigation Plan.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VOLUNTEERS ON PATROL

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-8900-6201	CONFERENCE & MEETING	0	200	200	200	200
01-8900-6239	UNIFORMS	0	500	500	500	500
	TOTAL OPERATIONS	0	700	700	700	700
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	700	700	700	700
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
VOLUNTEERS ON PATROL (8900)

This department provides for administration of the Volunteers On Patrol program (V.O.P.), which provides assistance to all Walnut law enforcement activities by conducting various inspections, and checks which would otherwise be completed by sworn deputies or City Staff. Primary functions of the program include vacation checks, park patrol, business center watch, code enforcement field checks and early morning recycling and scavenging checks.

OPERATIONS:

6201 Conference & Meeting

Provides for the attendance at the annual contract cities BBQ event.

6239 Uniforms

Provides for the purchase of uniforms (replacements and for new volunteers).

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: VEHICLE CODE FINES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
05-8200-5101	REGULAR SALARIES	34,862	35,400	35,400	30,580	
05-8200-5105	HEALTH & LIFE INSURANCE	5,423	5,400	5,400	5,400	
05-8200-5107	WORKERS' COMPENSATION	538	620	620	540	
05-8200-5108	PERS	7,259	5,530	7,840	4,280	
05-8200-5110	MEDICARE	551	560	560	480	
05-8200-5111	SICK LEAVE/VACATION BUYBACK	461	490	490	450	
	TOTAL PERSONNEL	49,094	48,000	50,310	41,730	
OPERATIONS						
05-8200-6210	PRINTING	0	2,000	5,300	2,500	
05-8200-6215	VEHICLE/CELL ALLOWANCE	482	640	640	600	
05-8200-6227	CONTRACTUAL SERVICES	4,153	5,640	5,640	8,000	
05-8200-6256	EQUIPMENT USAGE	510	490	490	480	
05-8200-6265	COMPUTER USAGE	2,490	2,450	2,450	2,270	
	TOTAL OPERATIONS	7,635	11,220	14,520	13,850	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	56,730	59,220	64,830	55,580	
FUNDING SOURCE:		F/T EMPLOYEES	0.40	0.40	0.40	0.40
VEHICLE CODE FINES (\$100,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
VEHICLE CODE FINES (05-8200)

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

PERSONNEL:

5101 **Regular Salaries**

Finance Officer - 20%

Responsible for the daily management and operation of the Finance Department including budgeting, payroll, Accounts Payable, Accounts Receivable, business licenses, parking citations and passports. Responsible for maintaining the City, Successor Agency and WHA general ledgers, various reconciliations, and monthly revenue and expenditures reports. Supervises the daily cash management and the accounting operations of the department. Handles the audit from various agencies including the preparation of financial reports. Serves as Acting Director of Administrative Services-Finance. (50% in 01-4500, 20% in 01-4502, 10% 01-5901)

Accounting Technician -20%

Responsible for assisting the public at the Finance department counter, handling phone calls business license information, and passport application processing. Oversees the parking citation operations and parking permit processing; maintains the active files and archived records; and office supply inventory. Prepares the transportation passes reconciliation and payment processing. Serves as primary backup to the cashiering functions. (57.5% in 01-4500, 10% in 01-8002, 12.5% in 13-5430)

5105 - 5111 See Appendix

OPERATIONS:

6210 **Printing**

Provides for the cost of all parking citation forms.

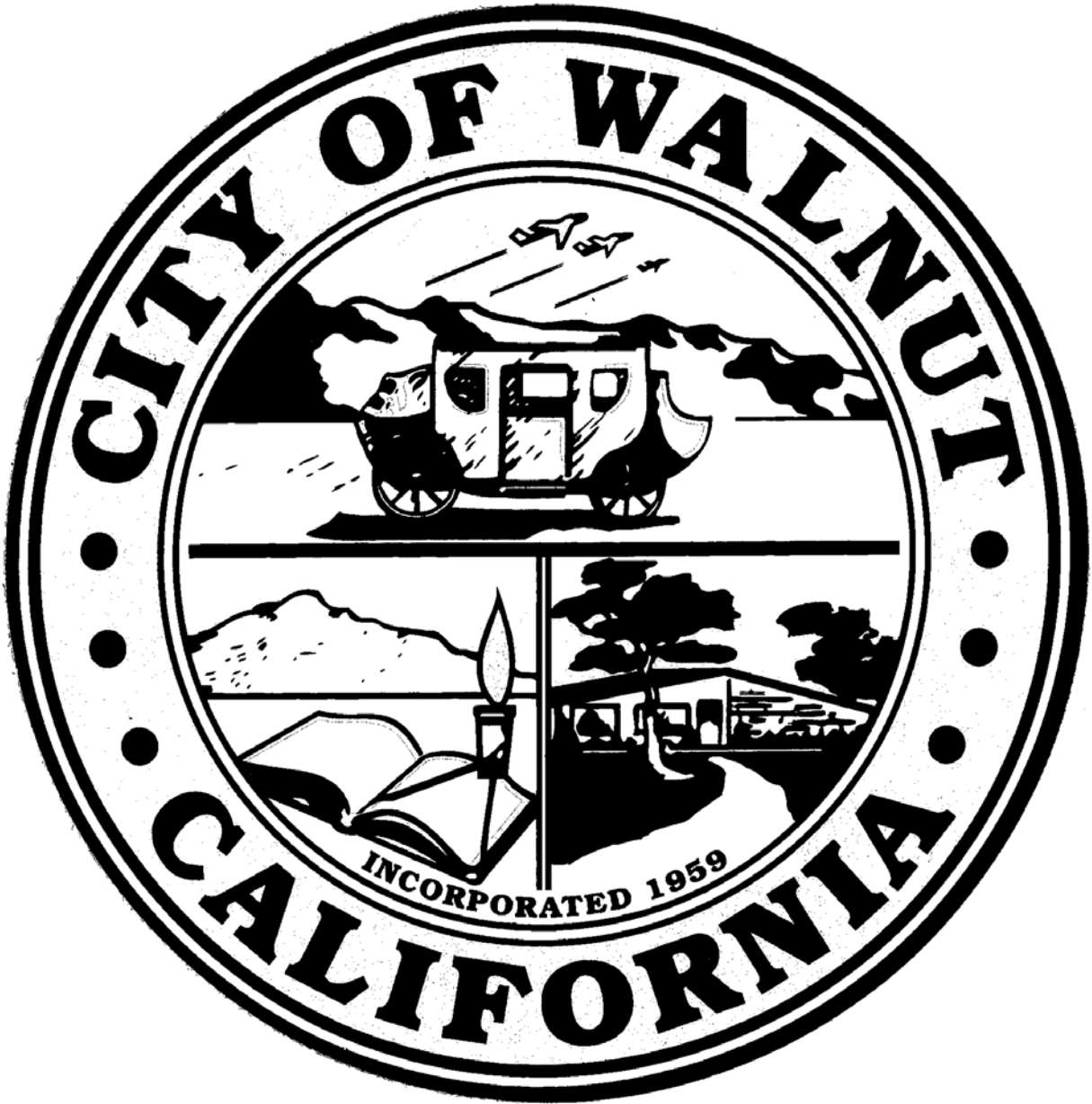
6215 **Vehicle Allowance/Cell**

Provides for the Finance Officer's vehicle allowance and cell phone stipend which is distributed the same as payroll.

6227 **Contractual Services**

Provides for services rendered under contract for all parking citation processing activities.

6256 - 6265 See Appendix



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: PUBLIC SAFETY

SUB-PROGRAM: CITIZENS OPTNS PUBLIC SFTY

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
07-8003-6216	PROFESSIONAL SERVICES	4,800	5,000	5,000	5,000	5,000
07-8003-6227	CONTRACTUAL SERVICES	94,232	100,000	95,820	64,000	67,349
07-8003-6253	TELEPHONE	413	450	450	450	450
	TOTAL OPERATIONS	99,444	105,450	101,270	69,450	72,799
	CAPITAL					
07-8003-8401	FURNISHINGS & EQUIPMENT	0	0	4,180	4,170	0
	TOTAL CAPITAL	0	0	4,180	4,170	0
	SUB-PROGRAM TOTAL	99,444	105,450	105,450	73,620	72,799
FUNDING SOURCE: COPS (\$100,000)						

**CITY OF WALNUT
ANNUAL BUDGET DETAIL**

2016-17

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

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

OPERATIONS:

6216 **Professional Services**

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

6227 **Contractual Services**

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

6253 **Telephone**

Provides for cellular phone use for public safety matters.

CAPITAL:

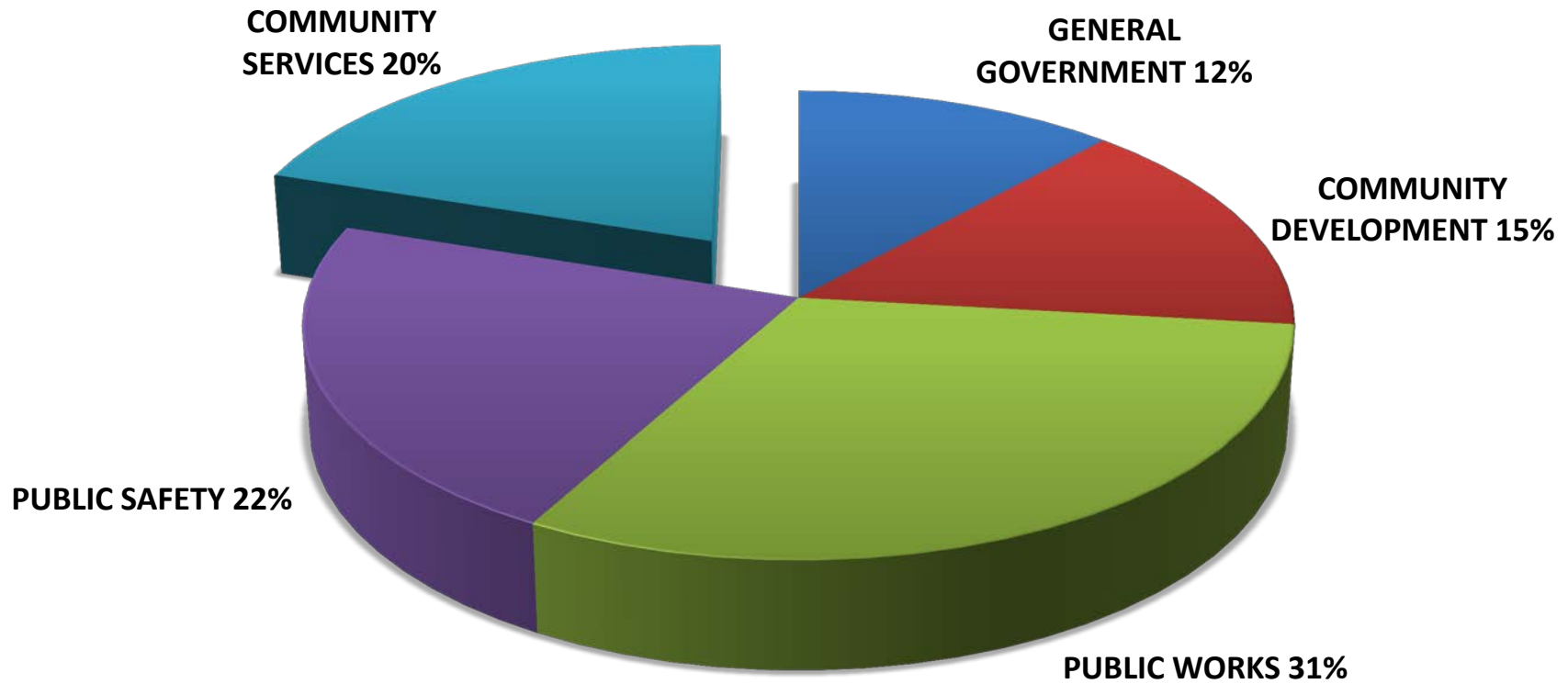
8401 **Furnishings & Equipment**

In 2015-16, provided for the purchase of two (2) Radar Gun.



Community Services

COMMUNITY SERVICES FISCAL YEAR 2016-17



**Total Community Services Budget
\$3,551,840**

CITY OF WALNUT
COMMUNITY SERVICES
PROGRAM GOALS & PERFORMANCE MEASURES

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

In 2016-17, the Community Services Department will work to achieve the following goals:

1. Implement the new turf maintenance cultural practices in the parks. *We will exceed expectations by delivering an excellent level of service.*
2. Work with community arts organizations to collaborate on events and activities. *We will collaborate by encouraging open discussion.*
3. Work with the Parks and Recreation Commission Aquatics Subcommittee to retain community input in the planning phase for the prospective new facility. *We will collaborate by encouraging open discussion.*
4. Retain our high level of attention and maintenance to sports fields including preparations to host the Regional and World Series Tournaments for Pony Baseball. *We will enhance civic pride by offering superior facilities and programs.*
5. Add a new community event to honor Veterans. *We will enhance civic pride by recognizing achievements.*
6. Expand social services education for Recreation Division staff at the Senior and Teen Centers. *We will exceed expectations by striving to be educated and well informed.*
7. Complete the retrofit of the Rowland Adobe wooden portions. *We will enhance civic pride by honoring the City's history.*
8. Complete the installation of the Creekside Park children's playground equipment and add items to our routine playground safety inspection logs. *We will enhance civic pride by offering superior facilities and programs.*

In 2015-16, Community Services worked to achieve the following goals:

1. Audit turf maintenance cultural practices to enhance open turf areas in the parks. *We will exceed expectations by delivering an excellent level of service.*

Performance Measure: In progress. A program emphasizing weed abatement, verta-cutting and fertilization improved turf density.

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

Performance Measure: Completed. Trail maintenance programs were integral to El Nino preparations. Our yearly enhanced trail material capital program and routine maintenance prevented debris flow from slope trails during storms.

3. Enhance special events to attract new participants. *We will enhance civic pride by creating opportunities for Walnut families.*

Performance Measure: Completed.

4. Continue to develop new health and fitness classes for Seniors and Teens. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: Completed. Nine new exercise classes were added and the newly constructed Creekside Park Fitness Zone was opened with a ribbon-cutting event (December 14) focused on Seniors who received instruction on the proper use of the new equipment.

5. Expand teen volunteer opportunities in the Recreation Division. *We will exceed expectations by preparing Walnut for the future.*

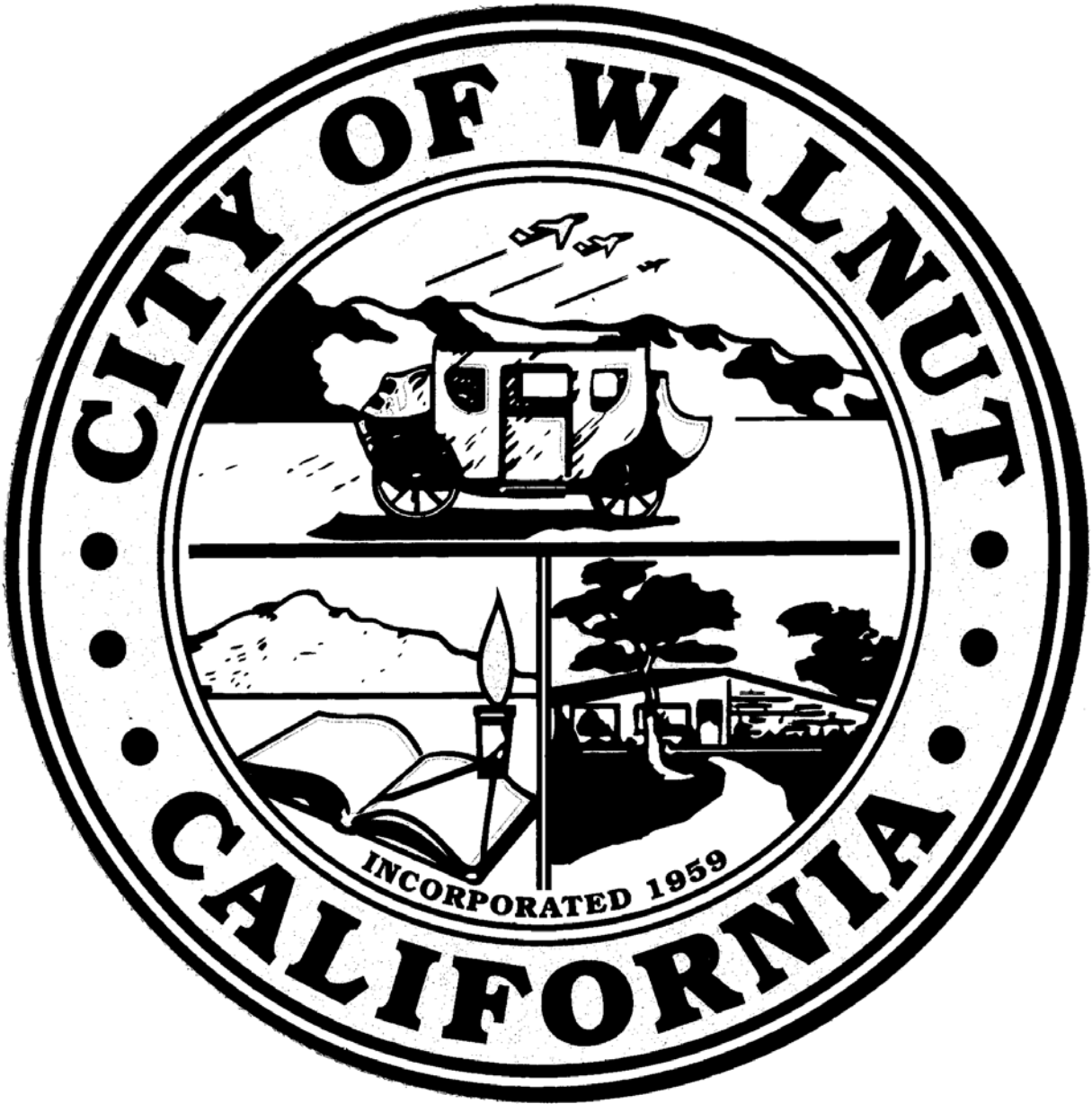
Performance Measure: Completed. Opportunities for teen involvement expanded at all community events. At Family Science Night, Walnut Youth Commissioners planned and presented five experiments. In addition, they hosted an event at the Walnut Teen Center showcasing High School Clubs for Middle School students.

6. Work with community arts organizations to collaborate on events and activities. *We will collaborate by encouraging open discussion.*

Performance Measure: A staff liaison was assigned to work with local arts organizations such as the Walnut Valley Symphony Orchestra to assist and support efforts to expand performing arts in the City.

7. Complete site identification and design phase for future Aquatics facility. *We will exceed expectations by preparing Walnut for the future.*

Performance Measure: In progress. Walnut Ranch Park was selected as a prospective site for the project and a concept plan was developed. The City property located atop Three Oaks was sold to Standard Pacific, creating additional funds that may be allocated to this project. Preliminary grading plans were completed concurrently with alternative funding scenarios.



**Community Services
Measurable Outputs**

Output	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Contract classes offered	562	578	600	600	605
Camps offered	27	32	33	33	33
Sports Leagues offered	12	13	14	14	14
Aquatic program participants	5,457	5,480	5,550	1,500	5,550
Total number of adult registrants	14,158	15,547	16,000	16,500	16,700
Total number of youth registered	6,649	7,280	7,500	7,775	7,900
Acres of landscape maintained weekly/parks	80	80	80	80	80
Acres of turf mowed weekly	40	40	40	40	40
Irrigation upgrades performed	1	1	0	105	5

FY 2016-17 Community Services Goals and Relationship to the Mission Statement
<p>In FY 2016-17, the Community Services Department has identified four major goals:</p> <ol style="list-style-type: none"> 1. Study operations feasibility for future Aquatics facility. 2. Continue to identify workable short term solution to retain youth Aquatics programs when/if School District facilities are temporarily unavailable. 3. Repair/retrofit Rowland Adobe (Ilemon Creek Park). 4. Provide Recreation Division staff with educational opportunities in (a) aquatics operations, (b) social services and (c) programming. <p><i>The Community Services Department will enhance civic pride by offering superior facilities and programs, creating opportunities for Walnut families and honoring the City's history.</i></p>

**CITY OF WALNUT
PROGRAM SUMMARY
COMMUNITY SERVICES**

	2014-15		2015-16		2016-17
	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL EXPENSE	1,545,723	1,568,490	1,627,750	1,552,050	1,760,720
OPERATIONS EXPENSE	1,721,436	1,768,870	1,819,990	1,796,290	1,791,120
TOTAL OPERATING EXPENSE	3,267,159	3,337,360	3,447,740	3,348,340	3,551,840
CAPITAL	4,248	0	3,650	3,650	0
PROGRAM TOTAL	3,271,407	3,337,360	3,451,390	3,351,990	3,551,840
TOTAL FULL-TIME EMPLOYEES	10.30	10.30	10.30	10.30	10.30
SUB-PROGRAMS:				PAGE	
FAMILY FESTIVAL	01-4801			278	
BUS STOP ENHANCEMENT	01-5314			280	
RECREATION ADMINISTRATION	01-9001			282	
FIREWORKS SHOW	01-9005			286	
PARK MAINTENANCE	01-9100			288	
EQUESTRIAN TRAIL MAINTENANCE	01-9101			294	
SPECIAL EVENTS	01-9690			298	
AQUATICS	01-9691			302	
EXCURSIONS	01-9692			306	
SPORTS & GYMNASIUM	01-9693			308	
RECREATION CLASSES	01-9694			312	
SENIOR CENTER	01-9696			314	
TEEN CENTER	01-9697			318	
CAMP CRAWDAD	01-9699			322	
PARK GRANTS	27-9696			324	

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FAMILY FESTIVAL

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-4801-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	3,222	4,850	4,850	10,190
01-4801-5104	OVERTIME	4,058	5,400	5,400	5,400
01-4801-5107	WORKERS' COMPENSATION	318	620	620	830
01-4801-5110	MEDICARE	82	150	150	160
	TOTAL PERSONNEL	7,681	11,020	11,020	16,580
OPERATIONS					
01-4801-6210	PRINTING	0	650	280	650
01-4801-6227	CONTRACTUAL SERVICES	32,242	33,270	35,080	36,000
01-4801-6281	FESTIVAL SUPPLIES	7,509	7,560	6,120	4,830
	TOTAL OPERATIONS	39,752	41,480	41,480	41,480
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	47,432	52,500	52,500	58,060
FUNDING SOURCE: FAMILY FESTIVAL (\$35,000)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
FAMILY FESTIVAL (4801)

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

PERSONNEL:

5103 **Seasonal/Part-Time Employees**

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

5104 **Overtime**

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

5105 - 5110 See Appendix

OPERATIONS:

6210 **Printing**

Provides for the printing of stationary and promotional materials.

6227 **Contractual Services**

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

6281 **Festival Supplies**

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: BUS STOP ENHANCEMENT

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
01-5314-6227	CONTRACTUAL SERVICES	0	0	2,850	2,850	0
	TOTAL OPERATIONS	0	0	2,850	2,850	0
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	0	0	2,850	2,850	0
FUNDING SOURCE: GENERAL						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17

BUS STOP ENHANCEMENT PROGRAM (5314)

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

OPERATIONS:

6227 Contractual Services

Provides for improvements related to Foothill Transit bus stops located within the City during FY 2015-16.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION ADMINISTR'N

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9001-5101	REGULAR SALARIES	148,629	151,130	151,130	152,580	164,100
01-9001-5102	REGULAR PART-TIME EMPLOYEES	21,046	23,160	23,160	23,160	23,630
01-9001-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	5,546	5,360	5,360	5,360	5,690
01-9001-5104	OVERTIME	181	400	400	400	0
01-9001-5105	HEALTH & LIFE INSURANCE	25,555	26,370	26,370	25,560	31,580
01-9001-5107	WORKERS' COMPENSATION	4,235	3,780	3,780	5,690	4,040
01-9001-5108	PERS	35,355	27,220	35,850	30,940	42,900
01-9001-5110	MEDICARE	2,704	2,900	2,900	2,800	3,140
01-9001-5111	SICK LEAVE/VACATION BUYBACK	2,224	9,200	9,200	2,690	10,290
	TOTAL PERSONNEL	245,475	249,520	258,150	249,180	285,370
OPERATIONS						
01-9001-6201	CONFERENCE & MEETING	715	3,670	4,550	3,970	3,970
01-9001-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	795	800	960	960	960
01-9001-6207	POSTAGE	8,334	8,400	8,400	8,400	8,400
01-9001-6208	VEHICLE OPERATIONS	2,331	2,950	2,950	2,950	3,500
01-9001-6210	PRINTING	13,473	13,500	13,500	13,500	13,500
01-9001-6214	MILEAGE REIMBURSEMENT	178	450	290	290	360
01-9001-6215	VEHICLE/CELL ALLOWANCE	2,119	2,740	2,740	2,740	2,640
01-9001-6236	PHYSICALS/BACKGROUNDS	346	1,000	1,000	1,000	1,000
01-9001-6239	UNIFORMS	4,050	1,320	1,020	1,320	1,320
01-9001-6247	EQUIPMENT MAINTENANCE	4,480	1,500	1,500	1,500	1,500
01-9001-6250	WATER	1,333	1,600	1,600	1,600	1,680
01-9001-6251	ELECTRICITY	4,394	5,000	5,000	5,000	5,000
01-9001-6253	TELEPHONE	4,788	5,990	5,990	5,990	5,990
01-9001-6254	COMMUNICATIONS	1,982	2,000	2,000	2,000	2,000
01-9001-6256	EQUIPMENT USAGE	1,900	1,820	1,820	1,820	1,820
01-9001-6265	COMPUTER USAGE	9,320	9,200	9,200	9,200	8,510
01-9001-6278	BANK CHARGES	24,702	20,500	20,500	20,500	20,500
	TOTAL OPERATIONS	85,241	82,440	83,020	82,740	82,650
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	330,716	331,960	341,170	331,920	368,020
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	1.50	1.50	1.50	1.50

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2016-17

RECREATION ADMINISTRATION (9001)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Community Services - 30%

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

Deputy Community Services Director - 80%

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

Executive Assistant - 40%

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

5102 **Regular Part-Time Employees**

Provides for 70% of an ***Office Clerk***. (30% in 01-9100)

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

Provides for recreation leader staff coverage of MDRS facility during leisure classes, Office Clerk's absence, and when regular staff is attending citywide training, staff meetings, etc.

5104 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

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.

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

Provides for memberships to professional organizations, including 50% of: 1) the City's annual agency membership in the California's Parks & Recreation Society (CPRS), 2) individual CPRS memberships for the Superintendent and Parks and Recreation Commissioners, 3) membership for the Director in NRPA, and 4) membership to CAPRCBM for Parks and Recreation Commissioners. (50% in 01-9100).

6207 **Postage**

Provides mailing of the recreation brochure.

6208 **Vehicle Operations**

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

2015 Honda Accord	1462599	50% (50% in 01-9100)
2006 Ford F250	1257207	100%

6210 **Printing**

Provides for the total printing of the recreation brochure four times per year and printing of registration forms, and cash receipts.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for the Recreation Staff.

6215 **Vehicle Allowance/Cell**

Provides for vehicle allowance for the Deputy Community Services Director and provides for cell phone stipend for the Director of Community Services, distributed the same as payroll.

6236 **Physicals/Backgrounds**

For fingerprinting of the new Recreation Leaders and aquatics personnel.

6239 **Uniforms**

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

- 6247 **Equipment Maintenance**
Provides for maintenance and repair for the Showmobile and Special Events Trailer.
- 6250 **Water**
Provides for 30% of the water usage costs for the MDRS facility. (70% in 01-9100)
- 6251 **Electricity**
Provides for 30% of the electrical usage costs for the MDRS facility. (70% in 01-9100)
Previously provided for costs of WHS tennis court light usage.
- 6253 **Telephone**
Provides for 50% of the telephone service cost for the MDRS facility. (50% in 01-9100)
Provides for 50% of the call box at Norm Ashley Park (50% in 01-9100)
- 6254 **Communications**
Provides for 4% of two-way radio/telephone service for citywide system.
- 6256 - 6265 See Appendix
- 6278 **Bank Charges**
Provides for bank fees incurred from use of credit card transactions for Recreation programs.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: FIREWORKS SHOW

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-9005-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	1,964	1,980	2,280	2,110
01-9005-5104	OVERTIME	1,024	1,800	1,480	1,800
01-9005-5107	WORKERS COMPENSATION	109	220	220	240
01-9005-5108	PERS	0	0	20	0
01-9005-5110	MEDICARE	43	60	60	60
	TOTAL PERSONNEL	3,140	4,060	4,060	4,210
OPERATIONS					
01-9005-6227	CONTRACTUAL SERVICES	38,678	47,060	55,360	58,860
01-9005-6277	RECREATION SUPPLIES	842	1,730	1,730	1,730
	TOTAL OPERATIONS	39,520	48,790	57,090	60,590
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	42,660	52,850	61,150	64,800
FUNDING SOURCE: GENERAL					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
FIREWORKS SHOW (9005)

Provides for funding for an annual fireworks display held on Independence Day. The event includes fireworks, live on-stage entertainment, games and contests, and other attractions for families.

PERSONNEL:

- 5103 **Seasonal/Limited Part-Time Employees**
Provides for recreation leaders to assist with operation of the event.
- 5104 **Overtime**
Provides funds for maintenance staff to assist with event.
- 5107 – 5110 See Appendix

OPERATIONS:

- 6227 **Contractual Services**
Provides for fireworks display, law enforcement services, school district personnel, equipment rental, sound system, and entertainment.
- 6277 **Recreation Supplies**
Provides for the purchase of decorations, refreshments and other miscellaneous supplies.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARKS MAINTENANCE

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9100-5101	REGULAR SALARIES	297,131	277,020	277,020	245,450	277,670
01-9100-5102	REGULAR PART-TIME EMPLOYEES	9,020	9,930	9,930	9,280	10,130
01-9100-5104	OVERTIME	1,261	6,000	6,000	1,430	3,000
01-9100-5105	HEALTH & LIFE INSURANCE	57,659	58,590	58,590	53,100	60,830
01-9100-5107	WORKERS' COMPENSATION	16,062	17,240	17,240	13,170	16,760
01-9100-5108	PERS	60,232	41,660	65,230	51,790	54,260
01-9100-5110	MEDICARE	3,589	4,690	4,690	4,140	4,790
01-9100-5111	SICK LEAVE/VACATION BUYBACK	3,732	8,040	8,040	1,650	7,500
	TOTAL PERSONNEL	448,686	423,170	446,740	380,010	434,940
OPERATIONS						
01-9100-6201	CONFERENCE & MEETING	2,770	4,000	4,000	4,000	4,000
01-9100-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	960	1,700	1,700	1,700	1,700
01-9100-6208	VEHICLE OPERATIONS	14,546	25,000	25,000	25,000	15,000
01-9100-6213	BUILDING MAINTENANCE/SUPPLIES	15,470	16,000	16,000	15,040	15,100
01-9100-6215	VEHICLE/CELL ALLOWANCE	545	800	800	800	880
01-9100-6221	MACHINERY EQUIPMENT RENTAL	460	2,000	2,000	2,000	500
01-9100-6227	CONTRACTUAL SERVICES	408,531	388,520	386,020	386,020	388,520
01-9100-6237	VANDALISM	1,459	1,500	1,500	500	1,500
01-9100-6238	SMALL TOOLS	1,995	2,000	2,000	500	2,000
01-9100-6239	UNIFORMS	7,001	5,300	5,300	8,500	8,200
01-9100-6240	RODENT CONTROL	7,944	8,000	8,000	8,000	8,000
01-9100-6243	TREE MAINTENANCE	16,598	17,600	25,100	25,000	20,950
01-9100-6247	EQUIPMENT MAINTENANCE	5,797	8,000	8,000	8,000	7,000
01-9100-6248	GROUNDS MAINTENANCE	38,081	47,000	43,360	47,000	34,100
01-9100-6250	WATER	173,946	200,000	195,000	188,000	199,500
01-9100-6251	ELECTRICITY	51,233	47,000	47,000	54,500	54,000
01-9100-6252	GAS	441	600	600	600	600
01-9100-6253	TELEPHONE	14,322	16,000	16,000	14,500	14,500
01-9100-6254	COMMUNICATIONS	7,483	5,900	13,400	12,160	11,160
01-9100-6256	EQUIPMENT USAGE	6,792	4,980	4,980	4,980	4,960
01-9100-6265	COMPUTER USAGE	23,217	25,170	25,170	25,170	23,280
01-9100-6290	SPECIAL MAINTENANCE PROJECTS	60,716	60,000	60,000	60,000	60,000
	TOTAL OPERATIONS	860,309	887,070	890,930	891,970	875,450
CAPITAL						
01-9100-8401	FURNISHING & EQUIPMENT	0	0	3,650	3,650	0
	TOTAL CAPITAL	0	0	3,650	3,650	0
	SUB-PROGRAM TOTAL	1,308,994	1,310,240	1,341,320	1,275,630	1,310,390
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	4.10	4.10	4.10	4.10

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PARKS MAINTENANCE (9100)

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

PERSONNEL:

5101 **Regular Salaries**

Director of Community Services - 30%

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

Community Services Superintendent - 50%

Under direction of the Director of Community Services, Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for purchasing and landscape inspections as required, preparation of budgets for this division and overseeing the supervision and training of employees. (25% 01-6206, 25% in 01-6100)

Maintenance Supervisor - 40%

Under the direction of the Community Services Superintendent, responsible to monitor a variety of park maintenance contracts and to ensure that all landscaped areas are maintained to City standards. Responsible for maintaining all parks and facilities, supervising and training the Parks Maintenance Division employees, and scheduling work assignments. (20% in 01-9101, and 40% in 01-9200)

Executive Assistant - 20%

Responsible for secretarial support for Parks, Streets, Recreation, Senior Commission, and LOSMD operations; prepares Parks & Recreation and Youth Advisory Commission agendas, handles correspondence, and provides general office support for the department. (20% in 01-6206, 40% in 01-9001, 20% in 01-6100)

Foreman 90%

Under the direction of the Supervisor, responsible for the maintenance in city parks and responsible for the supervision of two (2) Maintenance Worker I. (10% in 01-9200)

Maintenance Worker I -90%

Provides for two (2) Maintenance Workers. Under the direction of the Foreman, responsible for general grounds and facility maintenance and special events support in the parks. (10% in 01-9200)

5102 **Regular Part-Time Employees**

Provides for 30% of an **Office Clerk**. (70% in 01-9001)

5104 - 5111 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

Provides for attendance to various professional conferences, workshops and training sessions such as California Parks & Recreation Society (CPRS) conference (50% in 9001), Sports Turf Managers Association (STMA) conference and meetings, arborist and pesticide application meetings throughout the year.

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

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

6208 **Vehicle Operations**

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

2016 Toyota Tacoma	1370283	50% (25% in 01-6100, 25% in 01-6206)
2014 Ford F250 CNG	1397738	40% (40% in 01-9200, 20% in 01-9101)
2003 Ford F150 CNG	1173162	90% (10% in 01-9200)
2003 Ford F250	1169679	90% (10% in 01-9200)
2002 Ford F150	1109897	90% (10% in 01-9200)
2002 GEM Car	1162313	100%
2000 GMC 3500	1070930	100%

6213 **Building Maintenance/Supplies**

Provides for park janitorial and other supplies at the buildings and snack bars.

6215 **Vehicle Allowance/Cell**

Provides for cell phone stipend for the Community Services Superintendent and Director of Community Services, distributed the same as payroll.

- 6221 **Machinery Equipment Rental**
Provides for the rental of equipment needed to perform maintenance and repair operations.
- 6227 **Contractual Services**
Provides for contracted plumbing, restroom cleaning, turf and general park maintenance, and electrical work as required in City parks. Also provides for ball field light maintenance and security lighting maintenance.
- 6237 **Vandalism**
Provides for the purchase of materials for vandalism repairs to grounds and facilities.
- 6238 **Small Tools**
Provides for the purchase of hand and small power tools as needed to perform maintenance and repair operations.
- 6239 **Uniforms**
Provides for the uniform rental service, work boot reimbursement, and purchases for City Maintenance Workers.
- 6240 **Rodent Control**
Provides for the rodent and pest control programs in the parks.
- 6243 **Tree Maintenance**
Provides for services to trim, remove and plant city park trees, and emergency call-outs.
- 6247 **Equipment Maintenance**
Provides for playground equipment repairs, parts and maintenance costs of parks maintenance equipment.
- 6248 **Grounds Maintenance**
Provides for irrigation system parts and repair, landscape products and supplies for the parks.
- 6250 **Water**
Provides for water usage costs of irrigation in the parks and 70% of the water usage costs for the MDRS Facility. (30% in 01-9001)
- 6251 **Electricity**
Provides for the electrical usage costs to operate valves, clocks, controllers, ball-field lights, parking lot lights, security lights, and the *Walnut Ranch Park* tennis court lights. Also provides for 70% of the electrical usage costs for the MDRS Facility (30% in 01-9001). Revenue from youth sports organizations helps offset these costs.

6252 **Gas**
Provides for gas usage for the MDRS facility.

6253 **Telephone**
Provides for 50% of the telephone service cost for the MDRS facility (50% in 01-9001). Also provides for one phone line modem with five lines for the computerized irrigation system. Provides for 50% of the call box at Norm Ashley Park (50% from 01-9001). Provides for service of call boxes at Suzanne Park, Lemon Creek Park and Butterfield Park. NOTE: FY 2014-15 Capital Irrigation Project for Calsense irrigation system provided five-year data plan for three of four locations. (Expiration in FY 2019-20, current rate \$5213 per location). Fourth location on separate plan.

6254 **Communications**
Provides for 41% of two-way radios/telephone service for citywide system and antennas at Carbon Ridge and Parker Canyon. The City currently has 29 units with telephone service. Note: Walnut Valley Water District Arbor Ridge lease expires 9/30/2025. Renewal is \$1000.

6256 - 6265 See Appendix

6290 **Special Maintenance Projects**
Provides for special projects in the parks, such as grading/renovating sports fields, upgrading irrigation systems, upgrades to LED lighting at restrooms facilities and parking lots, and installation of automated sports field lights.

CAPITAL:

8401 **Furnishing & Equipment**
Provides for the purchase of a new ice machine for Suzanne Park (south snack bar).



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EQUESTRIAN TRAIL MAINT.

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9101-5101	REGULAR SALARIES	35,710	46,560	46,560	46,560	47,450
01-9101-5105	HEALTH & LIFE INSURANCE	7,101	9,450	9,450	9,450	9,450
01-9101-5107	WORKERS' COMPENSATION	3,383	3,650	3,650	3,650	3,730
01-9101-5108	PERS	7,038	7,280	11,310	11,310	11,930
01-9101-5110	MEDICARE	281	450	450	450	730
01-9101-5111	SICK LEAVE/VACATION BUY BACK	318	2,220	2,220	2,220	2,450
	TOTAL PERSONNEL	53,831	69,610	73,640	73,640	75,740
OPERATIONS						
01-9101-6208	VEHICLE OPERATIONS	2,835	4,000	4,000	4,000	3,000
01-9101-6215	VEHICLE/CELL ALLOWANCE	0	160	160	160	120
01-9101-6227	CONTRACTUAL SERVICES	28,335	26,000	27,100	27,100	26,000
01-9101-6248	GROUNDS MAINTENANCE	9,486	5,000	5,000	5,000	5,000
01-9101-6256	EQUIPMENT USAGE	890	850	850	850	850
01-9101-6265	COMPUTER USAGE	4,350	4,290	4,290	4,290	3,970
	TOTAL OPERATIONS	45,896	40,300	41,400	41,400	38,940
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	99,727	109,910	115,040	115,040	114,680
FUNDING SOURCE: GENERAL		F/T EMPLOYEES	0.70	0.70	0.70	0.70

CITY OF WALNUT
ANNUAL BUDGET DETAIL

2016-17

EQUESTRIAN TRAIL MAINTENANCE (9101)

The Community Services Department provides for the maintenance of all the equestrian/hiking trails that are located within the City, which comprise over 33 miles of trails.

PERSONNEL:

5101 **Regular Salaries**

Maintenance Supervisor- 20%

Under the direction of the Community Services 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 01-9100 and 40% in 01-9200)

Foreman - 25%

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

Maintenance Worker II – 25%

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

5105 - 5111 See Appendix

OPERATIONS:

6208 **Vehicle Operations**

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

2014 Ford F250 CNG	1397738	20% (40% in 01-9100, 40% in 01-9200)
2007 Ford F250 LX	1253574	25% (75% in 01-6206)
2003 Ford F150 CNG	1173163	25% (75% in 01-6206)

6215 **Vehicle Allowance/Cell**

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

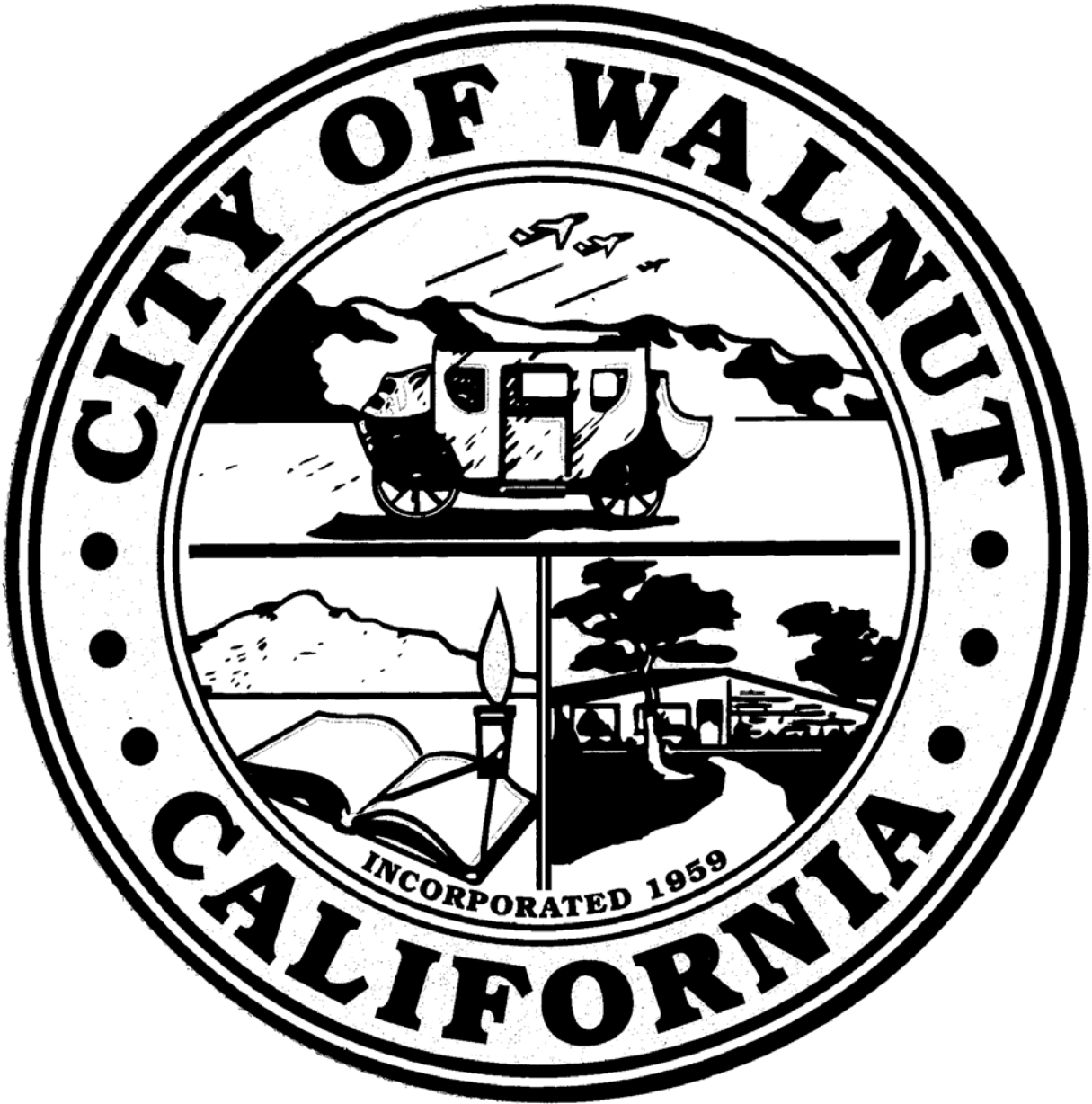
6227 **Contractual Services**

Provides for a contracted quarterly maintenance program that performs weed abatement, tree trimming for trail clearance, and monitors post and rail condition. Recently added 2.5 miles of trail in the 3-Oaks Development.

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
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SPECIAL EVENTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9690-5101	REGULAR SALARIES	17,181	17,710	17,710	17,710	18,230
01-9690-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	21,039	19,460	19,460	19,460	20,220
01-9690-5104	OVERTIME	2,670	3,500	3,500	3,500	3,500
01-9690-5105	HEALTH & LIFE INSURANCE	4,750	4,730	4,730	4,730	4,730
01-9690-5107	WORKERS' COMPENSATION	1,400	1,760	1,760	1,760	1,830
01-9690-5108	PERS	3,590	2,780	4,790	4,790	4,590
01-9690-5110	MEDICARE	604	600	600	600	630
01-9690-5111	SICK LEAVE/VACATION BUYBACK	736	720	720	720	730
	TOTAL PERSONNEL	51,969	51,260	53,270	53,270	54,460
OPERATIONS						
01-9690-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	15	60	60	60	60
01-9690-6214	MILEAGE REIMBURSEMENT	65	110	110	110	110
01-9690-6221	MACHINERY EQUIPMENT RENTAL	1,074	3,530	3,530	3,530	1,500
01-9690-6227	CONTRACTUAL SERVICES	46,224	45,920	45,920	45,920	45,920
01-9690-6256	EQUIPMENT USAGE	440	430	430	430	420
01-9690-6265	COMPUTER USAGE	2,180	2,150	2,150	2,150	1,990
01-9690-6277	RECREATION SUPPLIES	6,968	8,550	8,550	8,550	8,550
	TOTAL OPERATIONS	56,966	60,750	60,750	60,750	58,550
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	108,934	112,010	114,020	114,020	113,010
FUNDING SOURCE:		F/T EMPLOYEES	0.35	0.35	0.35	0.35
SPECIAL EVENTS (\$16,000)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
SPECIAL EVENTS (9690)

The Special Events program includes the organization and promotion of annual events that are conducted by the Community Services Department, such as Summer Band Concerts, Halloween Carnival, Dinner with Santa, Santa Visits, Snow Day, Kids' Night Out, Community Dance, Holiday Craft Fair & Boutique, Family Science Night, and Civic celebrations.

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 35%

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

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

Provides for the staffing at the special events.

5104 - 5110 See Appendix

OPERATIONS:

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

Provides for 35% of the CPRS membership for the Recreation Coordinator and for Cal Fest Membership. (30% in 01-9694, 35% in 01-9692)

6214 **Mileage**

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

6221 **Machinery Equipment Rental**

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

6227 **Contractual Services**

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

6256 - 6265 See Appendix

6277 **Recreation Supplies**

Provides for the purchase of supplies for all special events.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: AQUATICS

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-9691-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	65,292	49,700	49,700	102,550
01-9691-5107	WORKERS' COMPENSATION	3,155	1,990	1,990	4,120
01-9691-5110	MEDICARE	947	720	720	1,490
	TOTAL PERSONNEL	69,393	52,410	52,410	108,160
OPERATIONS					
01-9691-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	998	1,000	1,400	1,000
01-9691-6213	BUILDING MAINTENANCE/SUPPLIES	0	250	250	250
01-9691-6214	MILEAGE REIMBURSEMENT	72	420	420	420
01-9691-6222	FACILITY RENTAL	1,796	3,000	2,300	2,700
01-9691-6227	CONTRACTUAL SERVICES	989	1,130	1,130	1,130
01-9691-6239	UNIFORMS	792	2,900	2,900	2,900
01-9691-6254	COMMUNICATIONS	114	500	500	500
01-9691-6271	SERVICE/RECOGNITION/AWARDS	447	0	0	440
01-9691-6277	RECREATION SUPPLIES	4,094	2,900	2,900	2,900
	TOTAL OPERATIONS	9,303	12,100	11,800	12,240
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	78,696	64,510	64,210	120,400
FUNDING SOURCE: AQUATICS REVENUE (\$120,000)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
AQUATICS (9691)

The Aquatics program consists of day and evening swimming lessons, day and evening recreation swimming, and special aquatic events. Beginning in 2003, it includes a year-round youth swim team. All programs held at the Walnut High School pool.

PERSONNEL:

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

Provides for one Swimming Pool Manager, one Assistant Pool Manager, Swim Aides, and various Lifeguards and Instructors. The Aquatics Staff is responsible for operating the recreation swim program at the Walnut High School (WHS) pool.

5107 - 5110 See Appendix

OPERATIONS:

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

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

6213 **Building Maintenance/Supplies**

Provides for cleaning supplies for the Aquatics office at the WHS pool and Sparkletts water service at the pool site.

6214 **Mileage Reimbursement**

Provides for mileage reimbursements for the aquatics staff.

6222 **Facility Rental**

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

6227 **Contractual Services**

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

6239 **Uniforms**

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

6254 **Communications**

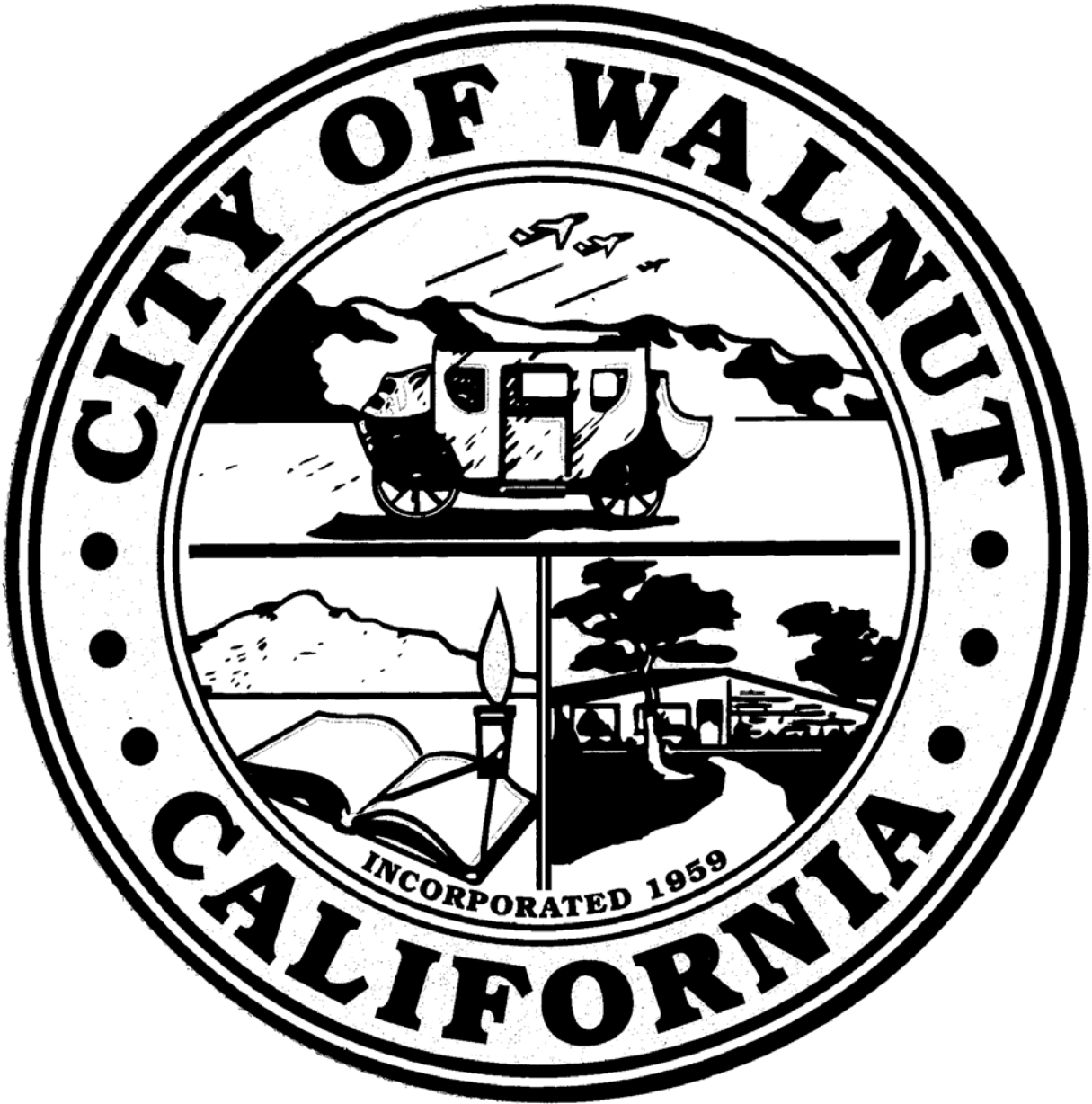
Provides for internet service for on-site registration.

6271 **Service/Recognition/Awards**

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

6277 **Recreation Supplies**

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



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: EXCURSIONS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9692-5101	REGULAR SALARIES	17,181	17,710	17,710	17,710	18,230
01-9692-5105	HEALTH & LIFE INSURANCE	4,750	4,730	4,730	4,730	4,730
01-9692-5107	WORKERS' COMPENSATION	587	710	710	710	740
01-9692-5108	PERS	3,590	2,780	4,790	4,790	4,590
01-9692-5110	MEDICARE	260	270	270	270	280
01-9692-5111	SICK LEAVE/VACATION BUYBACK	736	720	720	720	730
	TOTAL PERSONNEL	27,103	26,920	28,930	28,930	29,300
OPERATIONS						
01-9692-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	50	50	50	50
01-9692-6227	CONTRACTUAL SERVICES	4,333	7,000	7,000	7,000	7,000
01-9692-6256	EQUIPMENT USAGE	440	430	430	430	420
01-9692-6265	COMPUTER USAGE	2,180	2,150	2,150	2,150	1,990
01-9692-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	40,725	39,990	39,720	39,990	39,990
01-9692-6277	RECREATION SUPPLIES	0	180	180	180	180
	TOTAL OPERATIONS	47,678	49,800	49,530	49,800	49,630
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	74,781	76,720	78,460	78,730	78,930
FUNDING SOURCE:		F/T EMPLOYEES	0.35	0.35	0.35	0.35
EXCURSIONS (\$58,800)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
EXCURSIONS (9692)

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

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 35%

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

5105 – 5110 See Appendix

OPERATIONS:

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

Provides for 35% of CPRS membership for the Recreation Coordinator. (35% in 01-9690, 30% in 01-9694)

6227 **Contractual Services**

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

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

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

6277 **Recreation Supplies**

Provides for various supplies used on excursions.

6256-6265 See Appendix

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SPORTS & GYMNASIUM

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9693-5101	REGULAR SALARIES	60,950	65,670	65,670	65,670	67,860
01-9693-5102	REGULAR PART-TIME EMPLOYEES	30,959	33,090	33,090	33,090	34,430
01-9693-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	146,903	159,190	159,190	159,190	169,490
01-9693-5105	HEALTH & LIFE INSURANCE	13,545	20,700	20,700	20,700	28,140
01-9693-5107	WORKERS' COMPENSATION	7,311	8,850	8,850	8,850	9,360
01-9693-5108	PERS	14,735	12,420	18,180	18,180	19,490
01-9693-5110	MEDICARE	3,571	3,840	3,840	3,840	4,030
01-9693-5111	SICK LEAVE/VACATION BUYBACK	2,470	1,420	1,420	1,420	1,440
	TOTAL PERSONNEL	280,444	305,180	310,940	310,940	334,240
OPERATIONS						
01-9693-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	90	290	290	290	290
01-9693-6214	MILEAGE REIMBURSEMENT	37	370	370	370	370
01-9693-6215	VEHICLE/CELL ALLOWANCE	2,412	3,200	3,200	3,200	3,000
01-9693-6227	CONTRACTUAL SERVICES	114,944	103,000	103,000	103,000	115,000
01-9693-6235	REFEREE SERVICES	20,500	31,500	31,500	14,900	21,000
01-9693-6250	WATER	2,847	2,800	2,800	2,800	2,800
01-9693-6251	ELECTRICITY	40,296	43,100	43,100	43,100	40,000
01-9693-6252	GAS	465	1,000	1,000	1,000	1,000
01-9693-6253	TELEPHONE	2,565	2,400	2,400	2,400	2,400
01-9693-6256	EQUIPMENT USAGE	1,270	1,220	1,220	1,220	1,210
01-9693-6265	COMPUTER USAGE	6,210	6,130	6,130	6,130	5,670
01-9693-6271	SERVICE/RECOGNITION/AWARDS	3,588	5,000	5,000	5,000	5,000
01-9693-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	15,249	16,680	16,680	16,680	16,680
01-9693-6277	RECREATION SUPPLIES	4,035	8,380	8,380	8,380	8,380
01-9693-6279	UNIFORMS	17,000	21,400	21,400	18,000	18,000
	TOTAL OPERATIONS	231,508	246,470	246,470	226,470	240,800
CAPITAL						
01-9693-8401	FURNISHINGS & EQUIPMENT	4,248	0	0	0	0
	TOTAL CAPITAL	4,248	0	0	0	0
	SUB-PROGRAM TOTAL	516,200	551,650	557,410	537,410	575,040
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
SPORTS LEAGUES REVENUE (\$362,000)						
FACILITY MAINTENANCE FUND (\$213,040)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
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, fitness, and golf.

PERSONNEL:

5101 **Regular Salaries**

Recreation Supervisor- 100%

Under the direction of the Community Services Superintendent, 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**

Provides for one ***Recreation Specialist*** to provide service at the front counter.

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 and Facility Monitors to supervise activities related to sports.

5104 - 5110 See Appendix

OPERATIONS:

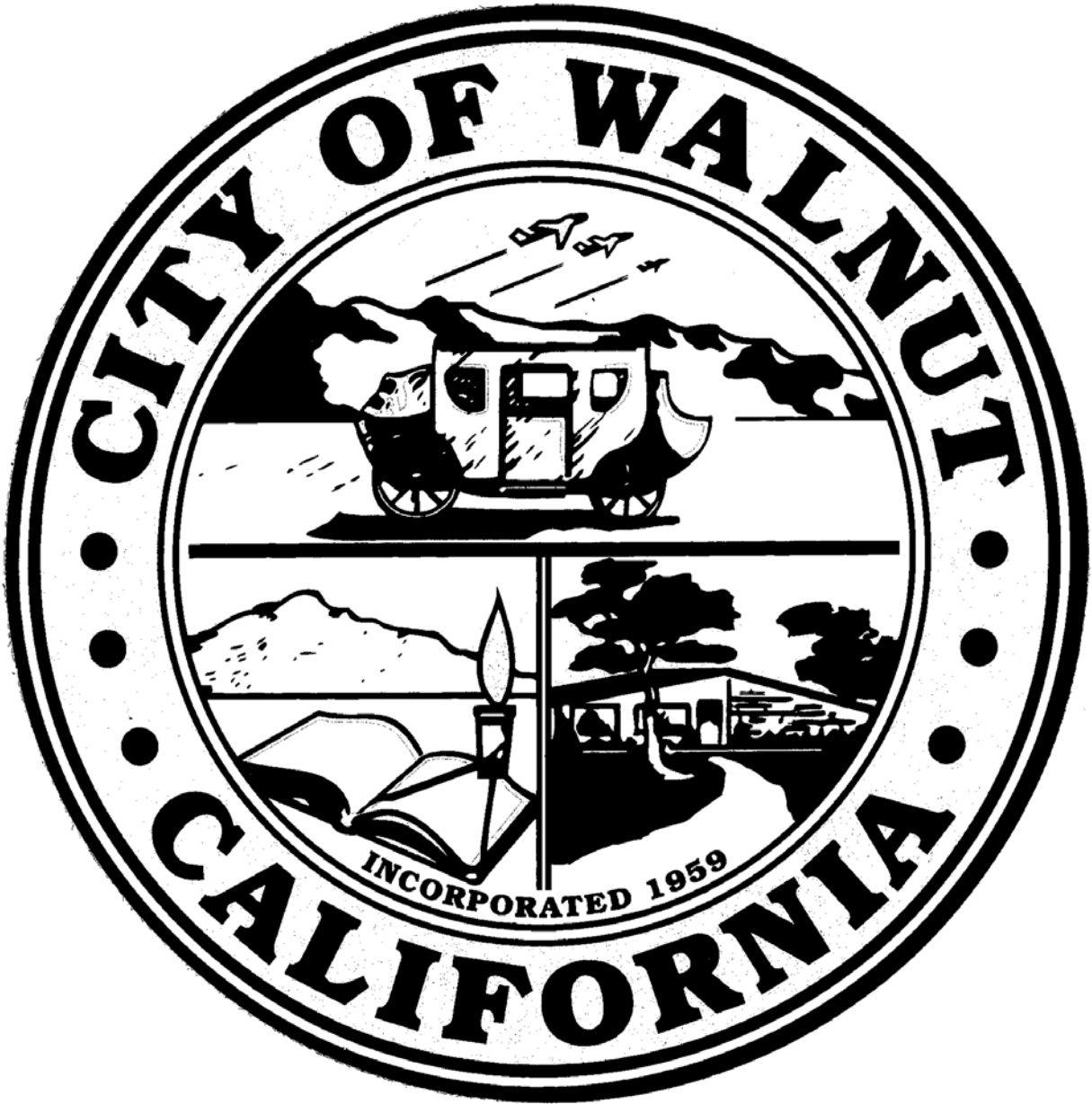
6203 **Memberships, Dues, Subscriptions, Books, Fees**

Provides for the annual membership of the Recreation Supervisor in the Southern California Municipal Athletic Federation and CPRS. Also provides for the purchase of League rulebooks.

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for the recreation staff to travel between facilities and conduct business for the sports programs.

- 6215 **Vehicle Allowance/Cell**
Provides for a vehicle allowance for the Recreation Supervisor, distributed the same as payroll.
- 6227 **Contractual Services**
Provides for payments to game officials for tournaments and leagues. Provides for compensation of sports leisure class instructors.
- 6235 **Referee Services**
Provides for payment to referees for the adult basketball leagues.
- 6250 **Water**
Provides for 60% of water costs for the facility. (40% in 01-9697)
- 6251 **Electricity**
Provides for 60% of electrical energy costs associated with gymnasium. (40% in 01-9697)
- 6252 **Gas**
Provides for 60% of gas energy costs associated with gymnasium. (40% in 01-9697)
- 6253 **Telephone**
Provides for 50% of telephone costs. (50% in 01-9697)
- 6256-6265 See Appendix
- 6271 **Service/Recognition/Awards**
Provides for the purchase of trophies and other awards for the sport leagues.
- 6276 **Tickets, Hotels, Deposits, Reservations**
Provides for the excursions scheduled for summer camps and other programs.
- 6277 **Recreation Supplies**
Provides for the purchase of supplies for the various activities and sports leagues, such as basketballs, chalk, base pegs, etc.
- 6279 **Other Program Supplies**
Provides for the purchase of uniforms for the youth sports leagues and coaches and adult basketball jerseys.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: RECREATION CLASSES

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17	
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET	
PERSONNEL						
01-9694-5101	REGULAR SALARIES	14,726	15,180	15,180	15,630	
01-9694-5105	HEALTH & LIFE INSURANCE	4,071	4,050	4,050	4,050	
01-9694-5107	WORKERS' COMPENSATION	486	610	610	630	
01-9694-5108	PERS	3,077	2,380	4,110	3,940	
01-9694-5110	MEDICARE	223	230	230	240	
01-9694-5111	SICK LEAVE/VACATION BUYBACK	631	620	620	630	
	TOTAL PERSONNEL	23,214	23,070	24,800	25,120	
OPERATIONS						
01-9694-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	50	50	50	
01-9694-6214	MILEAGE REIMBURSEMENT	0	160	160	160	
01-9694-6222	BUILDING RENTAL	0	500	500	0	
01-9694-6227	CONTRACTUAL SERVICES	51,623	43,000	78,000	78,000	
01-9694-6256	EQUIPMENT USAGE	380	360	360	360	
01-9694-6265	COMPUTER USAGE	1,860	1,840	1,840	1,700	
01-9694-6277	RECREATION SUPPLIES	311	1,000	1,000	1,000	
	TOTAL OPERATIONS	54,174	46,910	81,910	81,270	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	77,388	69,980	106,710	106,390	
FUNDING SOURCE:		F/T EMPLOYEES	0.30	0.30	0.30	0.30
RECREATION CLASSES (\$124,500)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
RECREATION CLASSES (9694)

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

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 30%

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

5105 - 5111 See Appendix

OPERATIONS:

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

Provides for 30% of CPRS membership. (35% in 01-9690, 35% in 01-9692)

6214 **Mileage Reimbursement**

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

6222 **Building Rental**

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

6227 **Contractual Services**

Provides for payments to independent contractors to conduct recreation classes.

6256-6265 See Appendix

6277 **Recreation Supplies**

Provides for supplies needed to conduct various classes.

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: SENIOR CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
PERSONNEL						
01-9696-5101	REGULAR SALARIES	68,234	69,420	69,420	69,420	69,430
01-9696-5102	REGULAR PART-TIME EMPLOYEES	31,399	33,090	33,090	33,090	34,430
01-9696-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	63,191	69,950	69,950	69,950	77,480
01-9696-5105	HEALTH & LIFE INSURANCE	19,004	20,700	20,700	20,700	20,820
01-9696-5107	WORKERS' COMPENSATION	4,176	5,340	5,340	5,340	5,700
01-9696-5108	PERS	20,818	16,070	21,830	21,830	26,150
01-9696-5110	MEDICARE	2,396	2,560	2,560	2,560	2,700
01-9696-5111	SICK LEAVE/VACATION BUYBACK	0	820	820	820	1,270
	TOTAL PERSONNEL	209,219	217,950	223,710	223,710	237,980
OPERATIONS						
01-9696-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	170	170	170	170
01-9696-6206	ADVERTISING	300	500	500	500	500
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	2,412	3,200	3,200	3,200	3,000
01-9696-6227	CONTRACTUAL SERVICES	37,475	35,000	35,000	33,500	33,500
01-9696-6250	WATER	3,588	4,000	4,000	4,000	4,200
01-9696-6251	ELECTRICITY	49,915	49,000	49,000	49,000	49,000
01-9696-6252	GAS	878	1,600	1,600	1,600	1,600
01-9696-6253	TELEPHONE	5,044	5,800	5,800	5,800	5,800
01-9696-6254	COMMUNICATIONS	1,105	1,600	1,600	1,600	1,600
01-9696-6256	EQUIPMENT USAGE	1,270	1,220	1,220	1,220	1,210
01-9696-6265	COMPUTER USAGE	6,210	6,130	6,130	6,130	5,670
01-9696-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	30,920	35,000	35,000	35,000	35,000
01-9696-6277	RECREATION SUPPLIES	7,283	11,000	11,000	11,000	11,000
01-9696-6286	MEALS PROGRAM	6,000	9,000	9,000	6,000	6,000
	TOTAL OPERATIONS	152,460	164,150	164,150	159,650	159,180
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	361,679	382,100	387,860	383,360	397,160
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
PROGRAM REVENUE (\$72,700)		FACILITY MAINTENANCE (\$324,460)				

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
SENIOR CITIZENS CENTER (9696)

Provides for the physical and social needs of Seniors 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 Community Services Superintendent, is responsible for the operation and supervision of the full-service senior citizens center including daily activities, meal program, social services, excursions, etc.

5102 **Regular Part-Time Employees**

Provides for a ***Recreation Specialist*** responsible for assisting with the daily operation of the Senior Center's activities, community special events and the afterschool program.

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

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

5105 - 5111 See Appendix

OPERATIONS:

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

Provides for annual membership in the California Parks and Recreation Society for the Recreation Supervisor.

6206 **Advertising**

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

6210 **Printing**

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

6214 **Mileage Reimbursement**

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

- 6215 **Vehicle Allowance/Cell**
Provides for vehicle allowance and cell phone stipend for the Recreation Supervisor, distributed the same as payroll.
- 6227 **Contractual Services**
Provides for compensation to class instructors, social-event caterers, and entertainers. Also provides for equipment rentals for the Health Fair and other special events. Provides for transportation costs beyond the CDBG allocation.
- 6250 **Water**
Provides for water for the Senior Center. Moved from 27-9696.
- 6251 **Electricity**
Provides for electricity for the Senior Center. Moved from 27-9696.
- 6252 **Gas**
Provides for gas for the Senior Center. Moved from 27-9696
- 6253 **Telephone**
Provides for telephone service at the facility.
- 6254 **Communications**
Provides for Internet Service for the computer lab and 3% of two-way radios/telephone service for citywide system.
- 6256 - 6265 See Appendix
- 6276 **Tickets, Hotels, Deposits, Reservations**
Provides for the excursions scheduled for seniors throughout the year.
- 6277 **Recreation Supplies**
Provides for decorations, volunteer awards, coffee supplies, door prizes, and Health Fair supplies. Also provides for May is Older Americans Month supplies.
- 6286 **Meals Program**
Provides for funding to contract for a lunchtime meals program and Meals On Wheels.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: TEEN CENTER

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	
				2016-17	APPROVED BUDGET	
PERSONNEL						
01-9697-5101	REGULAR SALARIES	34,816	41,630	41,630	44,460	
01-9697-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	57,346	56,760	56,760	71,290	
01-9697-5105	HEALTH & LIFE INSURANCE	12,429	13,500	13,500	13,500	
01-9697-5107	WORKERS' COMPENSATION	3,442	3,950	3,950	4,650	
01-9697-5108	PERS	2,274	2,680	8,440	3,000	
01-9697-5110	MEDICARE	1,389	1,480	1,480	1,760	
01-9697-5111	SICK LEAVE/VACATION BUYBACK	0	0	0	1,030	
	TOTAL PERSONNEL	111,696	120,000	125,760	139,690	
OPERATIONS						
01-9697-6201	CONFERENCE & MEETING	17	0	0	0	
01-9697-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	560	460	560	
01-9697-6206	ADVERTISING	0	770	270	770	
01-9697-6214	MILEAGE REIMBURSEMENT	143	210	210	210	
01-9697-6227	CONTRACTUAL SERVICES	5,802	5,350	5,350	6,350	
01-9697-6250	WATER	1,898	2,100	2,100	2,200	
01-9697-6251	ELECTRICITY	26,864	26,200	26,200	26,200	
01-9697-6252	GAS	310	520	520	520	
01-9697-6253	TELEPHONE	2,565	3,000	3,000	3,000	
01-9697-6254	COMMUNICATIONS	660	1,460	1,460	1,460	
01-9697-6256	EQUIPMENT USAGE	1,270	1,220	1,220	1,210	
01-9697-6265	COMPUTER USAGE	6,210	6,130	6,130	5,670	
01-9697-6271	SERVICE/RECOGNITION/AWARDS	20	1,170	1,170	1,170	
01-9697-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	3,347	5,000	5,000	5,000	
01-9697-6277	RECREATION SUPPLIES	7,145	5,250	5,850	6,250	
01-9697-6283	SNACK BAR SUPPLIES	8,858	8,500	8,500	9,500	
	TOTAL OPERATIONS	65,109	67,440	67,440	70,070	
CAPITAL						
	TOTAL CAPITAL	0	0	0	0	
	SUB-PROGRAM TOTAL	176,805	187,440	193,200	209,760	
FUNDING SOURCE:		F/T EMPLOYEES	1.00	1.00	1.00	1.00
PROGRAM REVENUE (\$37,000)						
FACILITY MAINTENANCE (\$172,760)						

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
TEEN CENTER (9697)

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

PERSONNEL:

5101 **Regular Salaries**

Recreation Coordinator - 100%

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

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

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

5105 - 5110 See Appendix

OPERATIONS:

6201 **Conference & Meeting**

Provides for the 2014-15 Teen Collation Attendance.

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

Provides for the purchase of magazines for the teen center and 70% of CPRS membership for Recreation Coordinator. (30% in 01-9699)

6206 **Advertising**

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

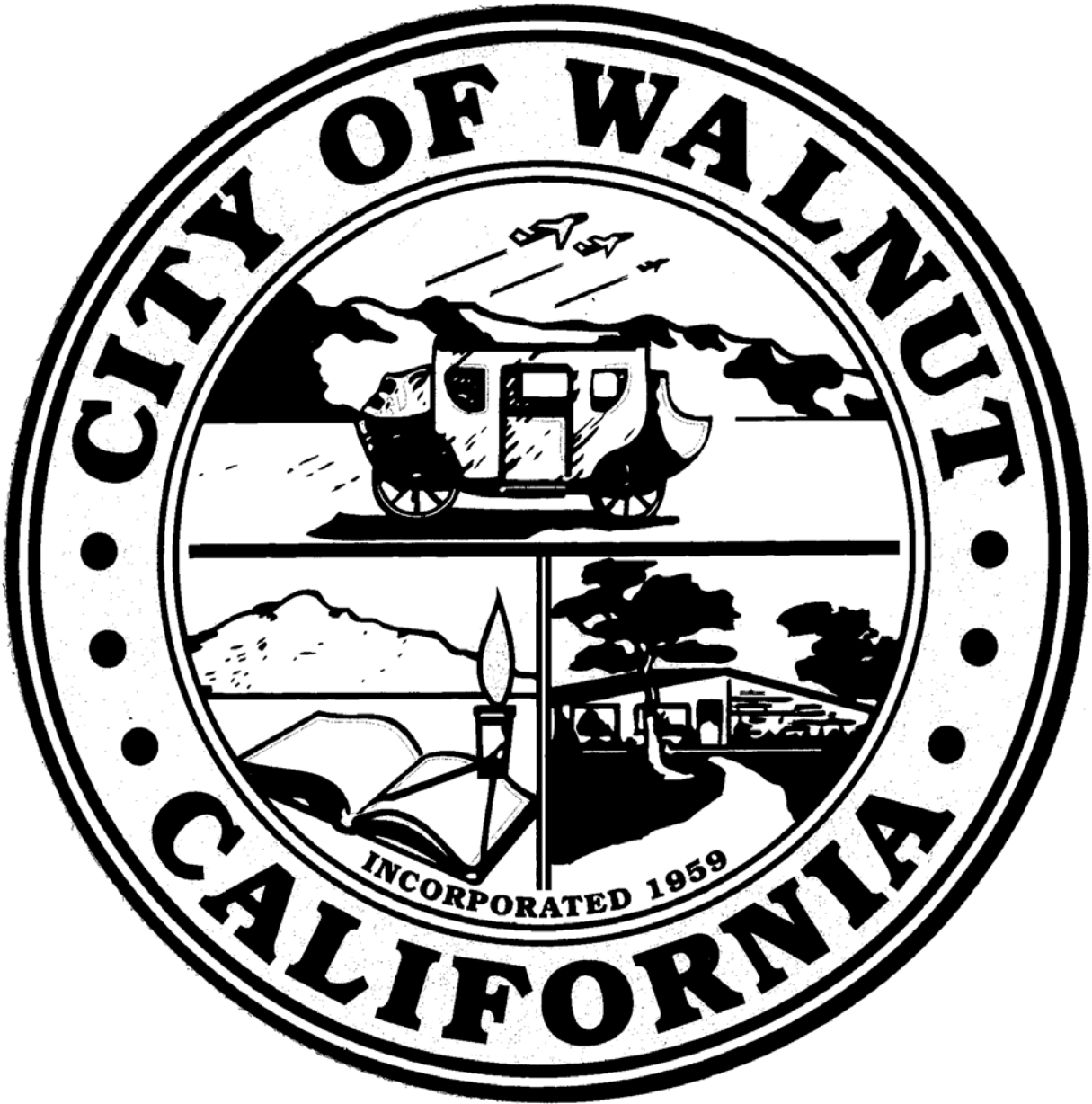
6214 **Mileage Reimbursement**

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

6227 **Contractual Services**

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

- 6250 **Water**
Provides for 40% of water charges for the center. (60% in 01-9693)
- 6251 **Electricity**
Provides for 40% electrical usage costs for the Teen Center facility. (60% in 01-9693)
- 6252 **Gas**
Provides for 40% gas usage costs for the Teen Center facility. (60% in 01-9693)
- 6253 **Telephone**
Provides 50% of telephone service cost for the Teen Center. (50% in 01-9693)
- 6254 **Communications**
Provides for Internet Service for the computer lab.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**
Provides for awards for contests and tournaments.
- 6276 **Tickets, Hotels, Deposits, Reservations**
Provides for the excursions scheduled for teens throughout the year.
- 6277 **Recreation Supplies**
Provides for the purchase of supplies needed for the Teen Center such as arts and crafts, video rentals, cue sticks, games, refreshments, and supplies for special events.
- 6283 **Snack Bar Supplies**
Provides for snack bar food items that are marked up for resale to the teens.



**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: CAMP CRAWDAD

APPROPRIATION DETAIL					
ACCOUNT NO.	ACTIVITY	2014-15		2015-16	2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE APPROVED BUDGET
PERSONNEL					
01-9699-5103	SEASONAL/LIMITED PART-TIME EMPLOYEES	13,243	13,580	13,580	14,150
01-9699-5107	WORKERS' COMPENSATION	437	540	540	570
01-9699-5110	MEDICARE	192	200	200	210
	TOTAL PERSONNEL	13,872	14,320	14,320	14,930
OPERATIONS					
01-9699-6203	MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES	0	50	50	50
01-9699-6214	MILEAGE REIMBURSEMENT	0	270	270	270
01-9699-6227	CONTRACTUAL SERVICES	2,555	1,000	1,000	1,000
01-9699-6276	TICKETS, HOTELS, DEPOSITS, RESERVATIONS	2,490	2,950	2,950	2,950
01-9699-6277	RECREATION SUPPLIES	917	3,000	3,000	3,000
	TOTAL OPERATIONS	5,962	7,270	7,270	7,270
CAPITAL					
	TOTAL CAPITAL	0	0	0	0
	SUB-PROGRAM TOTAL	19,834	21,590	21,590	22,200
FUNDING SOURCE: CAMP CRAWDAD PROGRAM (\$12,000)					

CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
CAMP CRAWDAD (9699)

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

PERSONNEL:

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

5107 - 5110 See Appendix

OPERATIONS:

6203 **Memberships, Dues, Subscriptions, Books, Fees**
Provides for 30% of membership to CPRS. (70% in 01-9697)

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

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

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

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

**CITY OF WALNUT
2016-17 BUDGET**

PROGRAM: COMMUNITY SERVICES

SUB-PROGRAM: PARK GRANTS

APPROPRIATION DETAIL						
ACCOUNT NO.	ACTIVITY	2014-15		2015-16		2016-17
		ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	APPROVED BUDGET
	PERSONNEL					
	TOTAL PERSONNEL	0	0	0	0	0
	OPERATIONS					
27-9696-6246	SR. CTR: BUILDING MAINTENANCE	27,560	13,900	13,900	13,900	13,000
	TOTAL OPERATIONS	27,560	13,900	13,900	13,900	13,000
	CAPITAL					
	TOTAL CAPITAL	0	0	0	0	0
	SUB-PROGRAM TOTAL	27,560	13,900	13,900	13,900	13,000
FUNDING SOURCE: PARK GRANTS						

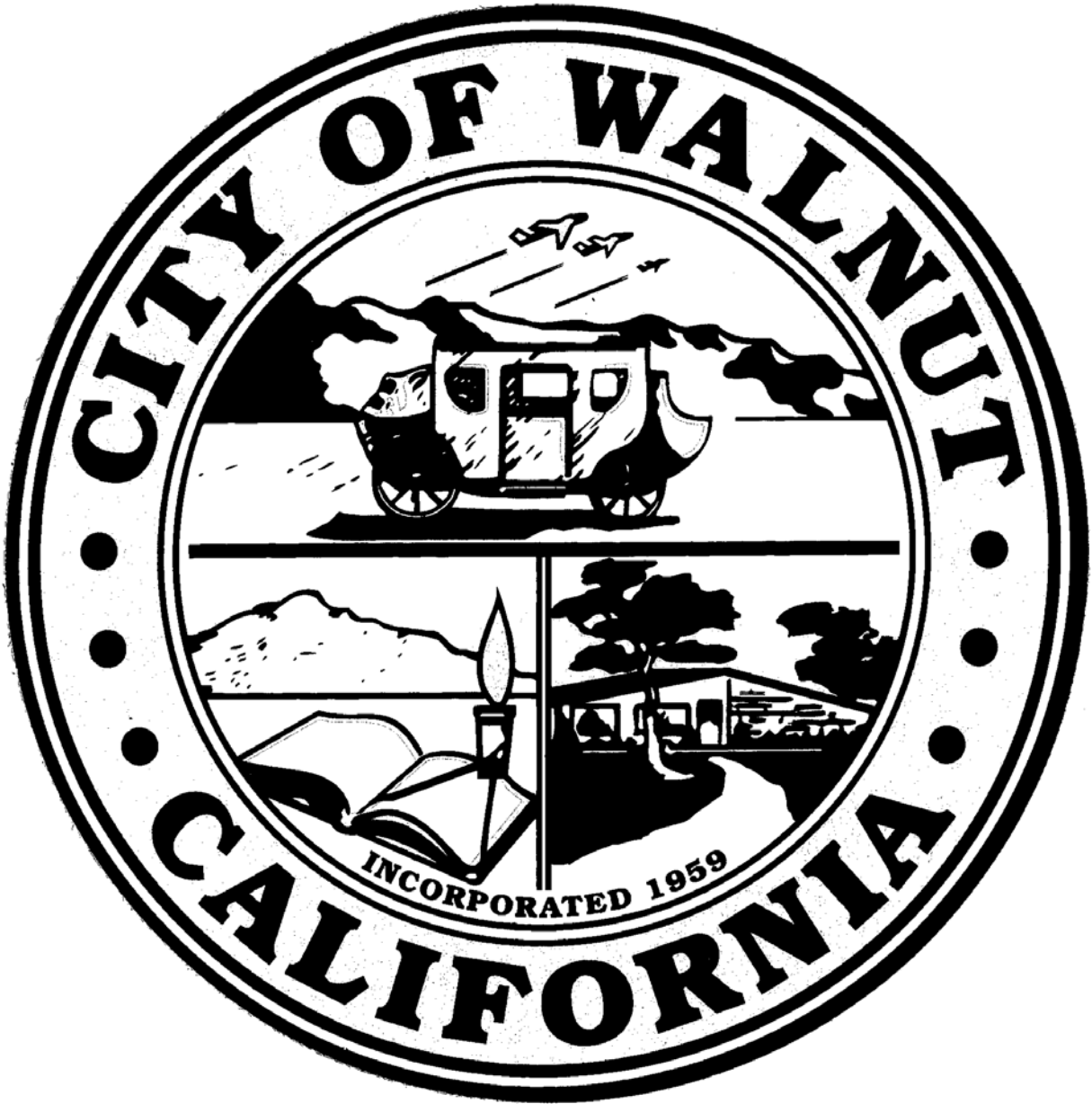
CITY OF WALNUT
ANNUAL BUDGET DETAIL
2016-17
PARK GRANTS (27-9696)

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

OPERATIONS:

27-9696-6246 **Building Maintenance**

Provides for a portion of maintenance costs at the Walnut Senior Center. Balance in 01-9200.



Capital Projects

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

PROJECT DEFINITION

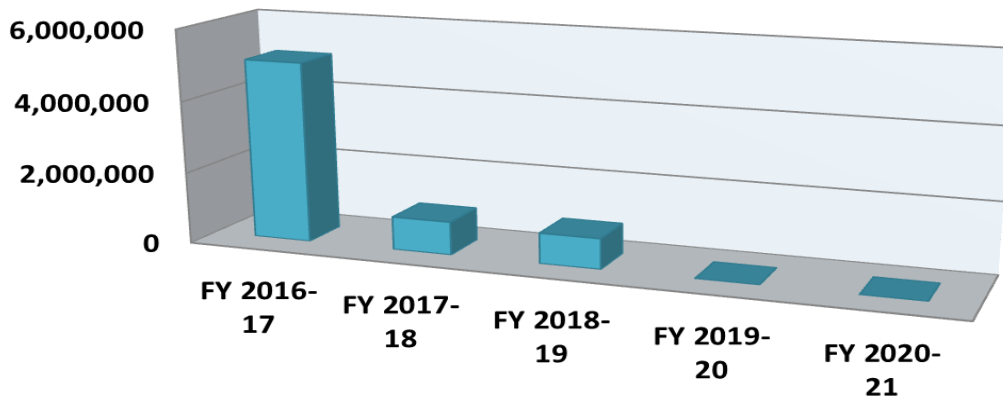
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

NEW AND IN -PROGRESS PROJECTS

New Projects are projects identified and recommended as necessary in the City of Walnut. Throughout the fiscal year, the projects scheduled to begin in Fiscal Year 2016-17 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 2015-16, or prior years. If these projects were not completed as of June 30, 2016, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2016-17 and beyond if necessary.

**Capital Projects
Five-Year Projection**



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

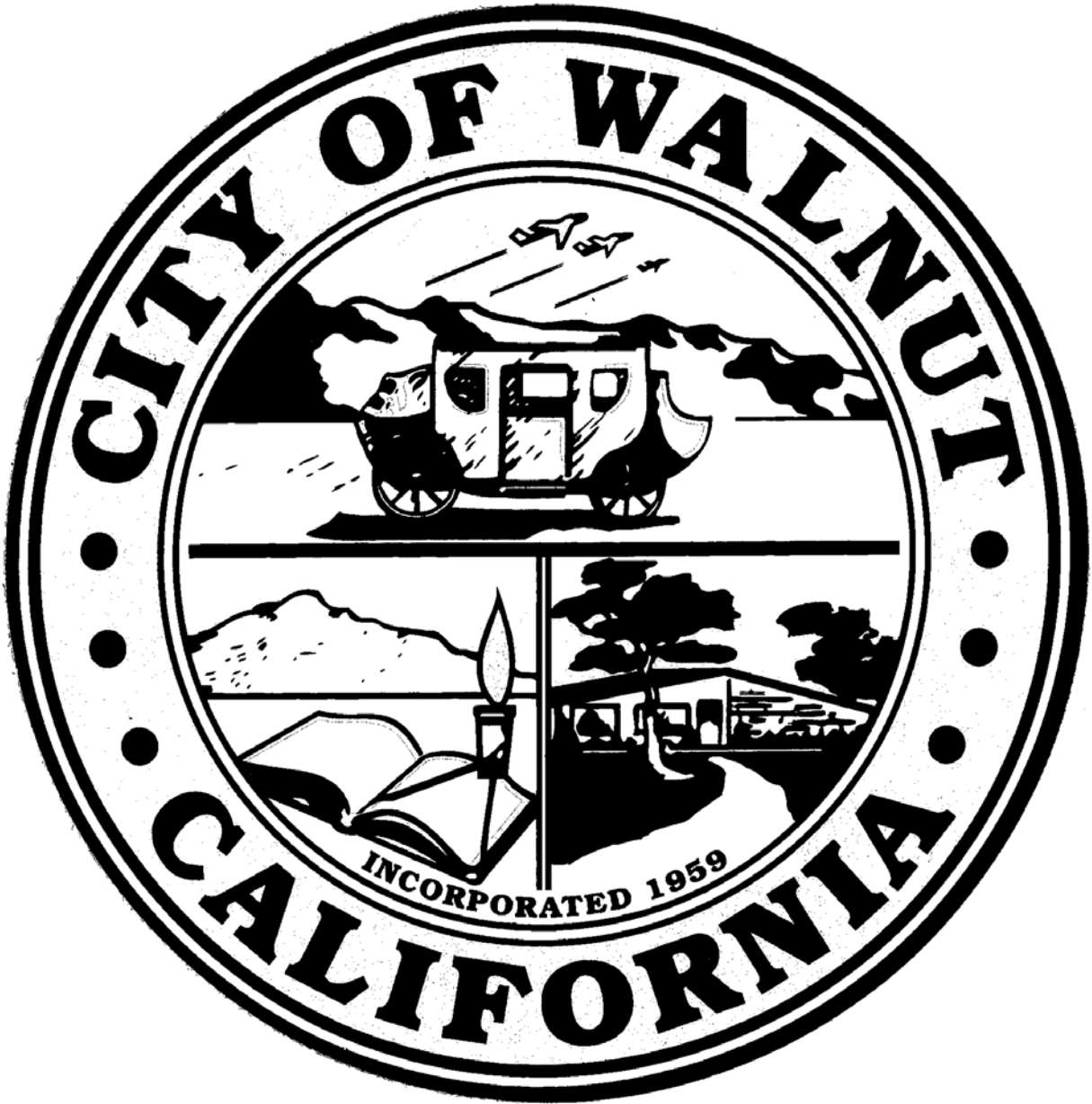
SUMMARY

Fiscal Year	
2016-17	\$5,049,911
2017-18	\$925,000
2018-19	\$850,000
2019-20	\$0
2020-21	\$0
	\$6,824,911

FUNDING SOURCE

Funding for the Capital Projects listed in this program are provided by various sources. They are as follows for the Fiscal Year 2016-17:

Gas Tax - 02	\$ 350,000
Propostion C-13	\$ 625,000
Bikeway Fund -14	\$ 38,910
Propostion R-16	\$ 625,000
Future Recreation Facility-20	\$ 1,734,845
Capital /Equipment Outlay-25	\$ 1,436,284
WHA-41	\$ 239,872
	\$ 5,049,911



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

NEW PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
9226	TRAIL PROJECT	Capital/Equip-25	\$61,090	\$0					
		Bikeway Fund-14	\$38,910	\$0					
	CONSTRUCTION		<u>\$100,000</u>		100,000	0	0	0	0
	TOTAL		\$100,000						
	Provides for various trail improvements throughout the City.								
6423	FUTURE RECREATION FACILITY	Aquatics Center - Capital/Equip-25	\$93,647	\$93,647					
		Aquatics Center - Contribution-20	\$1,735,000	\$155					
		Sub-total	\$1,828,647	\$93,801					
		3 Oaks - Capital/Equip-25	\$39,273	\$39,273					
		3 Oaks - Contribution-20	\$15,000	\$14,423					
		Sub-total	\$54,273	\$53,696					
	Aquatics Center								
	PROFESSIONAL SERVICES-20	\$1,735,000			1,734,845	0	0	0	0
	CONSTRUCTION-20	<u>\$15,000</u>			0	0	0	0	0
	TOTAL	\$1,750,000							
	3 Oaks								
	PROFESSIONAL SERVICES-20	\$93,647			0	0	0	0	0
	CONSTRUCTION-20	<u>\$39,273</u>			0	0	0	0	0
	TOTAL	\$132,920							
	Provides for the design and construction of the aquatics portion of the Multi-Use Facility to be determined with City Recreation Master Plan process. Currently the estimated (unfunded) cost of the project is \$20,000,000.								
TBD	AMAR ROAD RESURFACING (CENTRAL-PHASE I)	Measure R-16	\$625,000	\$0					
		PROP C -13	\$625,000						
	ENGINEERING	\$100,000			100,000	0	0	0	0
	CONSTRUCTION	<u>\$1,150,000</u>			1,150,000	0	0	0	0
	TOTAL	\$1,250,000							
	Provides for the rehabilitation of the pavement sections and upgrades to the ADA access ramps (Country Hollow to Lemon).								
TBD	GENERAL PLAN	Capital/Equip-25	\$325,194	\$0					
		WHA-41	\$250,000	\$10,128					
	ENGINEERING-25	\$325,194			325,194	0	0	0	0
	ENGINEERING-41	<u>\$250,000</u>			239,872	0	0	0	0
	TOTAL	\$575,194							
	The General Plan Update discusses Walnut's goals, policies, and implementation actions regarding future development and also presents a vision for the future, with long-range goals and objectives for all activities that affect the community.								

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

NEW PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
TBD	SLURRY SEAL AREA 6 STREETS	Capital/Equip-25 Gas Tax-02	\$400,000 \$350,000	\$0					
	ENGINEERING		\$75,000		75,000	0	0	0	0
	CONSTRUCTION		\$675,000		675,000	0	0	0	0
	TOTAL		\$750,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 6 (Easterly half of Creekside).								
TBD	W.R. ROWLAND ADOBE HOUSE SEISMIC RETROFIT	Capital/Equip-25	\$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 contract administration and construction for seismic retrofit and related improvements at the W.R. Rowland Adobe House at Lemon Creek Park.								
TBD	FUERTE TRAIL STORM DRAIN	Capital/Equip-25	\$150,000	\$0					
	ENGINEERING		\$30,000		30,000	0	0	0	0
	CONSTRUCTION		\$120,000		120,000	0	0	0	0
	TOTAL		\$150,000						
	Provides for construction of underground storm drain improvements in a private trail northerly of Fuerte Drive including trail restoration.								
TBD	LEMON CREEK PARK PLAYGROUND RENOVATION	Capital/Equip-25	\$100,000	\$0					
	CONSTRUCTION		\$100,000		100,000	0	0	0	0
	TOTAL		\$100,000						
	Provides for replacement of playground equipment at Lemon Creek Park.								
TBD	CITY WIDE SIDEWALK REPAIRS	Capital/Equip-25	\$100,000	\$0					
	ENGINEERING		\$20,000		20,000	0	0	0	0
	CONSTRUCTION		\$80,000		80,000	0	0	0	0
	TOTAL		\$100,000						
	Provides for the removal and replacement of existing damaged sidewalks, driveways, and ADA ramps at various locations throughout the City.								

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

NEW PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
TBD	BUILDING MAINTENANCE	Capital/Equip-25	\$100,000	\$0					
	CONSTRUCTION		\$100,000		100,000	0	0	0	0
	TOTAL		\$100,000						
	Provides for the City building roof repairs.								
	CITY WIDE SIGN REPLACEMENT	Capital/Equip-25	\$100,000	\$0					
	ENGINEERING		\$10,000		0	10,000	0	0	0
	CONSTRUCTION		\$90,000		0	90,000	0	0	0
	TOTAL		\$100,000						
	Provides for the removal and replacement of regulatory signs at various locations throughout the City required by new regulations.								
	SUZANNE PARK IRRIGATION RENOVATION	Capital/Equip-25	\$150,000	\$0					
	ENGINEERING		\$15,000		0	15,000	0	0	0
	CONSTRUCTION		\$135,000		0	135,000	0	0	0
	TOTAL		\$150,000						
	Provides for the redesign renovation of sports fields irrigation system at Suzanne Park.								
	SLURRY SEAL AREA 4 STREETS	Measure R-16	\$675,000	\$0					
	ENGINEERING		\$50,000		0	50,000	0	0	0
	CONSTRUCTION		\$625,000		0	625,000	0	0	0
	TOTAL		\$675,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 4 (Westerly half of Creekside Drive).								
	SLURRY SEAL AREA 7 STREETS	PROP C -13	\$850,000	\$0					
	ENGINEERING		\$75,000		0	0	75,000	0	0
	CONSTRUCTION		\$775,000		0	0	775,000	0	0
	TOTAL		\$850,000						
	Provides for the engineering, contract administration and slurry seal of various streets in Area 7 (Snow Creek and Timberline).								
	TOTAL		\$6,983,114	\$157,625	\$5,049,911	\$925,000	\$850,000	\$0	\$0

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

NEW PROJECTS

ACCOUNT NUMBER	PROJECT NAME DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	SPENT TO DATE	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
Funding Summary									
	Gas Tax-02				\$ 350,000	\$ -	\$ -	\$ -	\$ -
	Park Improvement-06				\$ -	\$ -	\$ -	\$ -	\$ -
	PROP C-13				\$ 625,000	\$ -	\$ 850,000	\$ -	\$ -
	Bikeway-14				\$ 38,910	\$ -	\$ -	\$ -	\$ -
	PROP R-16				\$ 625,000	\$ 675,000	\$ -	\$ -	\$ -
	Capital/Equip-25				\$ 1,436,284	\$ 250,000	\$ -	\$ -	\$ -
	Contribution-20				\$ 1,734,845	\$ -	\$ -	\$ -	\$ -
	WHA-41				\$ 239,872	\$ -	\$ -	\$ -	\$ -
	Grant-01				\$ -	\$ -	\$ -	\$ -	\$ -
	STPL-15 (ARRA-17)				\$ -	\$ -	\$ -	\$ -	\$ -
	Total				\$ 5,049,911	\$ 925,000	\$ 850,000	\$ -	\$ -

CITY OF WALNUT

FUTURE STREET CAPITAL PROJECTS

It is important to Walnut to maintain the structure, mobility and extend the useful life of the public right of way. In addition to the five year Capital Projects Program the City has developed an additional five year projection for street related projects.

The City is divided into seven areas, with each area being slurred 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>
2021-22	Area 3 Slurry	\$500,000
2022-23	Area 5 Slurry	\$650,000
2023-24	Area 6 Slurry	\$850,000
2024-25	Area 4 Slurry	\$700,000
2025-26	Area 7 Slurry	\$850,000

Appendix

OBJECT DESIGNATIONS

XX-XXXX-###

PERSONNEL:

<u>Object No.</u>	<u>Line Item & Description</u>
5101	Regular Salaries Provides for compensation for full-time, permanent employees.
5102	Regular Part-Time Employees Provides for compensation for all part-time employees.
5103	Seasonal/Limited Part-Time Employees Provides for compensation for non-permanent, part-time employees.
5104	Overtime Provides for compensation for any overtime throughout the year, at one and one half times the regular salary.
5105	Health & Life Insurance Provides for benefits for health, accidental death, dismemberment, life insurance, and long-term disability for full-time employees.
5106	Disability Insurance Provides for employee benefits for disability insurance for full-time permanent employees.
5107	Workers' Compensation Provides for City-paid benefits for Workers' Compensation pursuant to State Law.
5108	PERS Provides for City-paid employee benefits for employee's retirement system.
5109	Unemployment Insurance Provides for City-paid employee benefits for unemployment insurance.
5110	Medicare All employees with hire dates of 04/01/86 and after must contribute 1.45% and City to match.
5111	Sick Leave Buyback/Vacation Buyback Provides for employee reimbursement for non-used sick leave. Only employees with over 160 hours at the end of the calendar year will be eligible for buybacks. Provides reimbursement of unused vacation up to 40 hours, provided employee has taken 80 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.

OPERATIONS:

<u>Object No.</u>	<u>Line Item & Description</u>
6201	Conference & Meeting Provides for all travel, conference, and meeting expenses.
6202	Training Provides for training seminars and sessions generally requested by City and taken on City time.
6203	Memberships, Dues, Subscriptions, Books, Fees Provides for membership fees, dues, subscriptions, and publications of professional organizations.
6205	Office Supplies Provides for the purchase of office supplies.
6206	Advertising Provides for advertising and legal notices of various City activities.
6207	Postage Provides for postal expenses for City mailings.
6208	Vehicle Operations Provides for operational costs for gasoline, oil, tires, batteries, parts, and repairs for vehicle use.
6209	Surety Bonds Provides for City insurance protection.
6210	Printing Provides for business cards, and any outside printing.
6211	Education Enhancement 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 Allowance/Cell phone**
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 phone.
- 6216 **Professional Services**
Provides for professional services/retainers.
- 6217 **Precinct Workers/Pollsters**
Provides for election workers & polling places during City elections.
- 6218 **Special Legal Fees**
Provides for legal services not rendered by the City Attorney in the retainer; includes defense of lawsuits.
- 6219 **Photocopy Supplies**
Provides for all photocopy materials and supplies.
- 6220 **Office Equipment Rental**
Provides for all office equipment rentals.
- 6221 **Machinery Equipment Rental**
Provides for rental of equipment not owned by City, or to temporarily replace owned equipment when breakdown occurs.
- 6222 **Facility Rental**
Provides for building or space rental to carry out City functions and business.
- 6223 **Insurance**
Provides for City insurance protection for general liability, auto, and property.
- 6224 **Records Management**
Provides for services of microfilming City records.
- 6225 **Claims & Insurance Adjustments**
Provides for deductible allowances or claims covered by insurance.
- 6226 **Temporary Workers**
Provides for services rendered under contract with another entity on a temporary basis.

- 6227 **Contractual Services**
Provides for services rendered under contract with another entity.
- 6229 **Community Relations**
Provides for the expense of community events.
- 6230 **Plan Check Services**
Provides for public works plan check services through contract with a private engineer.
- 6231 **Maps, Prints, Photos, Film**
Provides for maps, plans, photos, slides, and film.
- 6232 **Public Works Inspection Services**
Provides for public work construction inspections of public works improvements required of builders and developers.
- 6233 **Building Inspection Services**
Provides for building plan check and inspection services by the City's private contractor.
- 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.
- 6243 **Tree Maintenance**
Provides for expenditures in relation to the tree maintenance program on City property and each LOSMD zone.

- 6244 **Street Light Maintenance**
Provides funds for Highway Safety Lighting, Traffic Signal, and Street Lighting Maintenance Programs.
- 6245 **General Maintenance**
Provides funds for general maintenance of City buildings, streets, roads and all other city maintained facilities.
- 6246 **Building Maintenance**
Provides for the building maintenance service contract for City buildings, including HVAC, elevator maintenance, alarm monitoring and termite control.
- 6247 **Equipment Maintenance**
Provides for maintenance costs of City-owned equipment.
- 6248 **Grounds Maintenance**
Provides for supplies, repairs, and maintenance of City grounds.
- 6249 **Industrial Waste Service**
Provides funds for industrial waste services by the county for extraordinary inspections, corrections, and legal expenses.
- 6250 **Water**
Provides for water service.
- 6251 **Electricity**
Provides for electrical service.
- 6252 **Gas**
Provides for gas service.
- 6253 **Telephone**
Provides for telephone service.
- 6254 **Communications**
Provides funds for communication expenses, such as mobile radios and airtime for City vehicles.
- 6255 **Vehicle Leases**
Provides for expenses incurred by City for leasing vehicles.
- 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 **Admin Overhead Charge**
Provides for accounting of overhead charge administration.
- 6265 **Computer Usage**
Provides for internal service funding of citywide computer function expenses. Departments are charged on the basis of number of employees.
- 6270 **American Flag Program**
Provides funds for the purchase of American Flags, flag poles, and bracket installation and maintenance.
- 6271 **Service/Recognition/Awards**
Provides for the annual service and awards recognition functions, and for the purchase of service awards.
- 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 **Other Program Supplies**
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 **Program Sponsorships/Registrations**
Provides for expenses incurred in relation to the City's Camp Sponsorship Program.
- 6283 **Snack Bar Supplies**
Provides for the cost of restocking the Teen Center snack bar with beverages, candy, and miscellaneous snack food items for sales during its regular operating hours.
- 6286 **Meals Program**
Provides for expenses in relation to the meal programs offered at the Senior Citizens Center.
- 6287 **Bingo Program**
Provides for expenses in relation to the bingo activities offered at the Senior Citizens Center.
- 6290 **Special Maintenance Projects**
Provides for special maintenance/repairs necessary in City parks or facilities which are beyond the scope of routine maintenance, such as grading or renovating sports fields, adding landscaping, and improving public areas.

- 6300 **Principal**
Provides funds for payment of principal on outstanding debt.
- 6301 **Interest Expense**
Provides funds for payment of interest on outstanding debt.
- 6302 **Cost of Issuance**
Provides funds for bond issuance fees.
- 6303 **Trustee Fee**
Provides funds for trustee administration fee.
- 6304 **Defeasance of Funds**
Retirement/Closing of Bonds.
- 6305 **County Administration Fee**
Provides funds for county administration fee.
- 6350 **Loans**
Provides for loans made in relation to the City's housing program.
- 6354 **Grants**
Provides for grants issued in relation to the City's housing program.
- 6999 **Prior Year Adjustment**
Provides for after-audit adjustments to a previous fiscal year, which are identified by the city auditors.

CAPITAL:

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

Glossary

CITY OF WALNUT
GLOSSARY OF TERMS

AB 939

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

Accrual

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

Agency Funds

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

Air Quality Improvement Fund

This fund is used to account for the City's portion of the imposition of an additional motor vehicle registration fee of two dollars to be used to reduce air pollution from motor vehicles as approved by the State of California.

Appropriation

An authorization by the City Council to make an expenditure and to incur an obligation or debt for a specific purpose. An appropriation is usually limited in the amount and time when it may be expended. (i.e. per fiscal year)

Appropriations Limit

As a government entity in the State of California, the City is subject to the Gann Spending Limit Initiative, which limits the amount of annual appropriations of tax proceeds.

Area "D"

Area "D" Office of Emergency Services is a regional division of the State Office of Emergency Services. The division is comprised of disaster experts who work for the State, and assist member cities with their many planning and training needs for emergency preparedness.

Assessments

Charges made to parties for actual services or benefits received. For example, the County of Los Angeles maintains the storm drains for many areas throughout the City. All residents of LA County are assessed through their County taxes to offset the costs of the storm drain maintenance.

Balanced Budget

A budget in which income (revenue) is equal to expenditures. A budget may also be balanced with the use of operating reserves.

Bikeway Fund

This fund is used to account for Senate Bill 821 grant monies from the State for the construction of bikeways, ramps, and pedestrian facilities.

Budget

A plan of financial operation listing an estimate of proposed expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council. The adopted budget is for one fiscal year, from July 1 to June 30.

Budget Message

A general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of the principal budget items and documents included in the current adopted budget.

Capital Improvement

A permanent addition to the City's assets, including the design, construction, or purchase of land, building, or facilities, or major renovations of it.

Capital Outlay

The exchange of one asset (cash) for another (capital asset), with no ultimate effect on net assets.

Capital Projects

The major acquisition and construction separate from ongoing operating activities to account for financial resources to be used for the purchase or construction of major capital facilities financed through borrowings or contributions.

Community Development Block Grant (CDBG)

A federal grant administered by the County of Los Angeles Department of Community Development under the provisions of the 1974 Housing and Community Development Act. The funds are available to cities to provide improvements to those areas considered "blighted" under the definitions set forth in the Act.

Consumer Price Index (CPI)

An index that tracks the prices of a specified set of goods and services purchased by consumers, providing a measure of inflation (often considered a cost-of-living index).

Contingencies

Funds set aside by the City for economic uncertainties and unforeseen circumstances. One example would be public works projects. There is a contingency built into the contract amount to cover changes in design or construction that occur during the projects construction phase, which were not originally planned.

Contract City

A City whose municipal services are provided via a contract arrangement with another unit of government, a public agency, or private or commercial organizations

Debt Service Fund

This fund is used to account for the accumulation of resources for and the payment of interest and principal on general long-term debt.

Department

An organizational unit which has the responsibility for providing programs, activities, and/or functions in a specific field.

Expenditure

The actual spending of funds set-aside by an appropriation.

Family Festival

The City of Walnut's largest community event which is held annually. The daylong event is planned entirely by volunteers and includes a parade, 5 and 10-K runs, various booths and entertainment throughout the day.

Federal Emergency Management Agency (FEMA)

This Federal agency is responsible for emergency management preparedness in the United States. FEMA's role is to develop programs and training that will enable state and local governments to reduce the loss of life and property caused by emergencies and disasters.

Fiscal Year (FY)

A 12-month period of time to which the budget applies. For Walnut, it is July 1 through June 30.

Fund

An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. For instance, the Gas Tax Fund was created in order to receive all gas tax revenue and track all expenditures, which are reimbursable under the gas tax guidelines.

Fund balance

Governmental funds that report the difference between their assets and liabilities.

General Fund

The primary fund of the City used to account for all revenues and expenditures of the City, which are not legally restricted to a particular use.

General Plan

A statement of the general policies and goals of the City for its long-term physical development.

Grant

Contributions of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant given by the Federal Government.

Governmental funds

Funds generally used to account for tax-supported activities.

Industrial Waste Services

A county agency that enforces Los Angeles County Code Title 20, Utility Division 2, which is called the Sanitary Sewers and Industrial Waste Regulations. These regulations control what businesses are permitted to place in the sewers, and how they must dispose of and handle certain waste products, which are classified as Industrial Waste. The City is billed the inspection costs for plan checks, permit issuance, permit compliance and inspection, and enforcement costs by Industrial Waste Services.

Life in Walnut

Quarterly newsletter produced by the City and delivered to all Walnut residents through the Recreation Brochures. Each edition focuses on current issues, such as recycling and water conservation. The newsletter also highlights community events, such as the Business Exposition and the Family Festival.

Lighting & Open Space Maintenance District (LOSMD)

This is a special assessment district established according to the provisions of the 1972 Lighting and Landscaping Act, to provide for the maintenance and upkeep of landscaped areas within the boundaries of the district. Residents are assessed for those costs related to their district's corresponding landscape maintenance and administration.

Long-Term Goals

Statements of high aspirations, usually representing an end result or condition toward which efforts are directed. (i.e. meeting the needs of the city as set forth by the elected official through policy directives)

Major Fund

Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements.

Modified accrual basis of accounting

The basis of accounting, according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Mount San Antonio Community College Relays (Mt. Sac Relays)

The annual track & field competition held each April at Mt. SAC's Hilmer Lodge Stadium in Walnut. Considered the nation's premiere track & field event.

Non-Restricted Revenues

Revenues received by the City, which can be expended for any governmental activity.

NPDES

National Pollutant Discharge Elimination System

Object Designation

The account number assigned to a department or a specific function within a department. For example 01-8002-6227 refers to General Fund (01), Business License Dept. (8002), and Contractual Services (6227).

Office of Traffic Safety

A State Agency which distributes State and Federal funds to local agencies for traffic safety programs. These programs include, but are not limited to, occupant protection, driving under the influence, emergency medical services, traffic studies, and traffic device inventory control.

Personal Computer (PC)

A desktop computer used by both employees at the City. The computers are used for word-processing, spreadsheets, and data analysis.

Programs

The 5 major categories which the City of Walnut's budget is divided up among. The 5 programs are General Government, Community Development, Public Works, Public Safety, and Community Services.

Proposition "A"

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

Proposition "C"

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

Proposition "R"

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

Reimbursement District

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

Restricted Revenues

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

Revenues

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

RKA Consulting Group, Inc.

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

SB 821

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

Southern California Air Quality Management District (SCAQMD)

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

Special Revenue funds

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

State Gas Tax Fund

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

Sub-Program

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

Success Through Awareness & Resistance (STAR)

This program consists of a Sheriff's Deputy to provide substance abuse and narcotics education to the City's elementary school children (grades 4th, 5th, and 6th), to include instruction on the effects of drug abuse, decision making, and dealing with peer pressure.

Successor Agency

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

Subventions

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

Traffic Safety Committee

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

Traffic Safety Fund

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

Volunteers On Patrol (VOP)

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

Walnut Housing Authority (WHA)

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

