

# **CITY OF WALNUT**

## **ANNUAL BUDGET**

**FISCAL YEAR 2017-18**





**CITY OF WALNUT**  
**2017-18 ANNUAL BUDGET**

**WALNUT CITY COUNCIL**

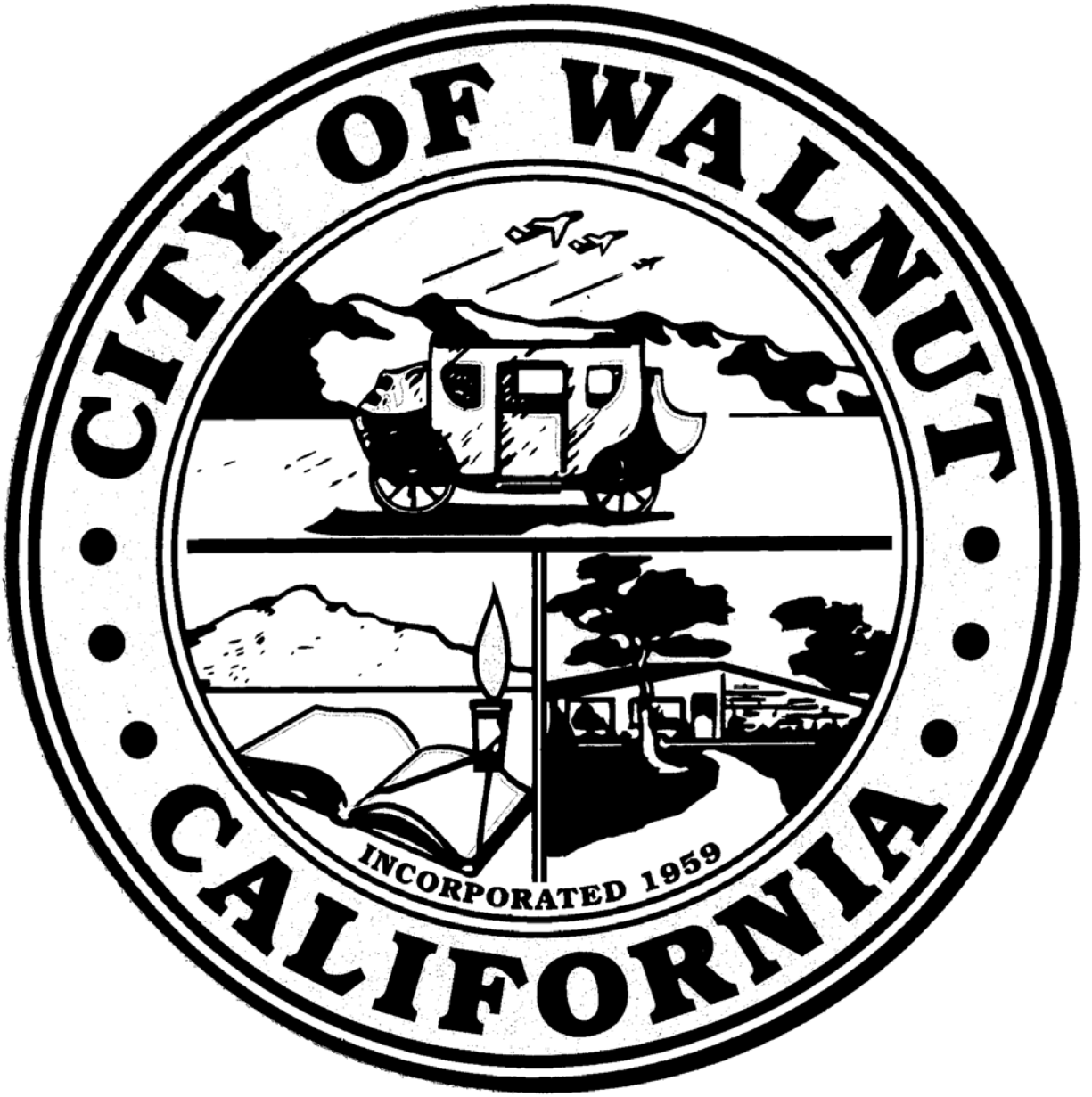
Eric Ching, Mayor  
Mary Su, Mayor Pro Tem  
Robert Pacheco, Council Member  
Andrew Rodriguez, Council Member  
Nancy Tragarz, Council Member

**CITY MANAGER**

Robert M. Wishner

**BUDGET TEAM**

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



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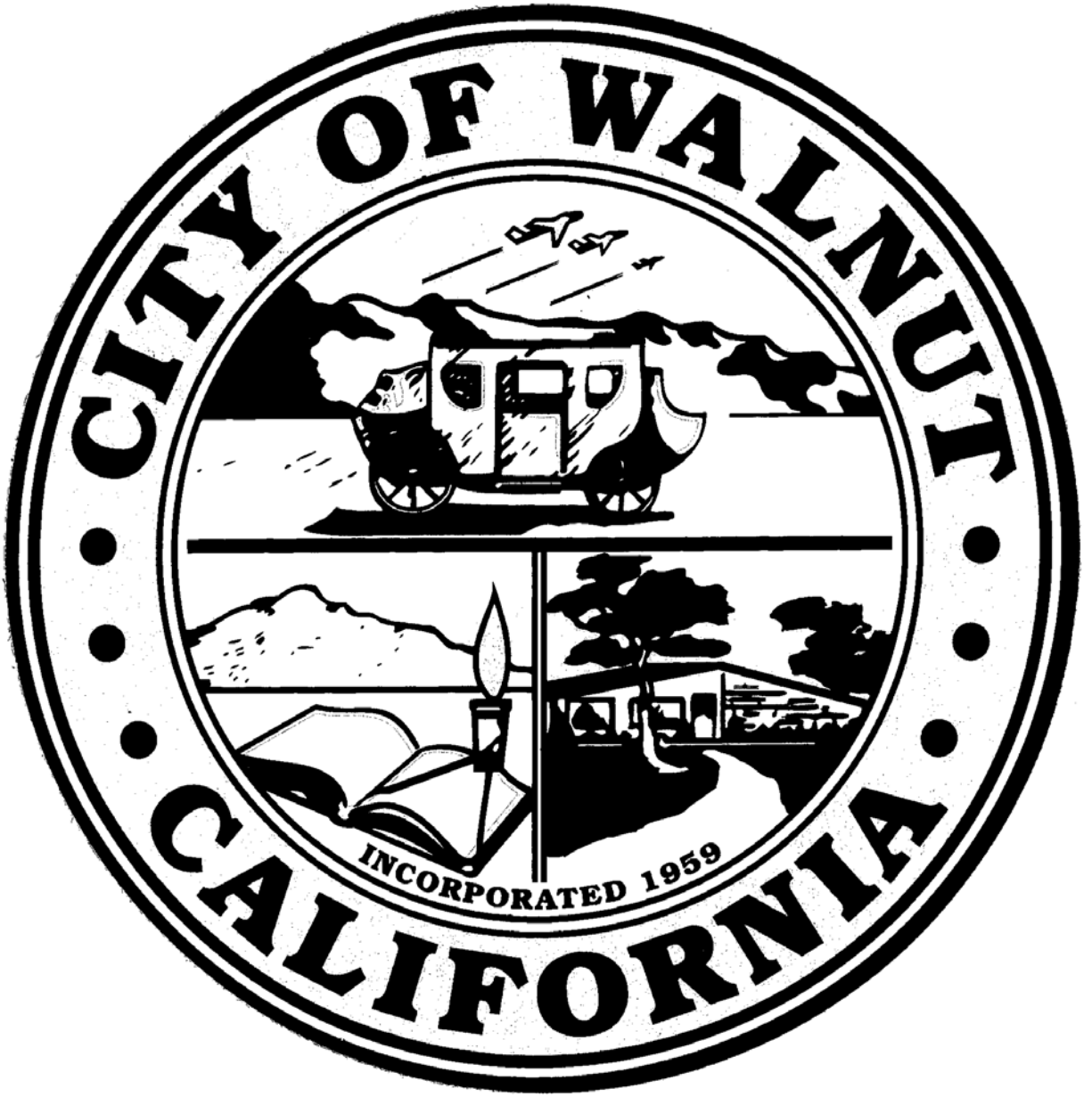
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# Introduction





# CITY OF WALNUT

June 28, 2017

Honorable Mayor and  
Members of the Walnut City Council

**SUBJECT: FISCAL YEAR 2017-18 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 \$27,110,575 in total resources from all funds, and \$26,467,705 in total appropriations. General Fund is projected to have a surplus of \$389,750. The revenue appropriations consist of the operating budget (\$18,554,740) and other financing sources (\$8,555,835). The expenditure appropriations consist of the operating budget (\$18,256,100), transfers out (\$860,290), and the capital projects (\$7,351,315).

## EXECUTIVE SUMMARY

The 2017-18 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 2016-17. The following, have been incorporated into the annual operating budget:

- Sheriff’s contract increase of 3.8% and Liability Trust Fund increase of 0.5%
- 3% COLA increase for classified employees
- 3% COLA for City Manager
- 4% COLA increase for management 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
- Transferring Building Maintenance funding from General Fund to Facility Maintenance Fund

## SIGNIFICANT ISSUES FACING WALNUT

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

**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 \$3.4 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 \$713,000 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. In addition, Facility Maintenance Fund will be providing funding for Building Maintenance effective this fiscal year.
- **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 2017-18 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 2017-18 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 2017-18 are slightly higher compared to the 2016-17 estimated actual revenues. New housing developments that are currently in the final planning stages will generate additional revenues during 2017-18. 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 2017-18.

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 2017-18 is \$6,320,000 and represents about 34% 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 2017-18 is projected to total \$2,100,000. 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 2017-18.

#### EXPENDITURES

General Fund expenditures anticipated for 2017-18 are estimated to decrease 1% from the 2016-17 estimated expenditures. Although there are increases in law enforcement, continuation of NPDES requirements, and other cost of living adjustments with the transferring of Building Maintenance to be funded by Facility Maintenance Fund, General Fund expenditures has decreased slightly (1%) compared to prior year. This budget reflects substantially the same level of service as in the previous year.

#### LANDSCAPE AND OPEN SPACE MAINTENANCE DISTRICT (LOSMD)

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

The 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 2017-18 through 2021-22 are based upon economic forecasts and trends for the area in which the City is located, and on information supplied by outside agencies, such as the State Department of Finance, State Board of Equalization, and the Los Angeles County Assessor's Office, to predict revenues for entitlements, grants, state subventions, sales tax and property tax. The revenue and expenditure projections are intended to serve as a guide in planning for the future. In addition, City departments provide assistance in projecting development related revenues, and revenues received from various City fees and charges.

As stated previously, the assumptions used for forecasting revenues includes a relatively moderate increase of 2% in sales tax projections. The Village at Snow Creek shopping center continues to be one of the major contributors to the sales tax bases and City anticipates more commercial development in the coming years.

Property taxes and franchise taxes have been projected to increase 2% each year. A significant decrease in license and permit revenue is projected in 2017-18 due to new development project(s) that are currently in the near final stages; however, no increases are projected for the years thereafter since the City does not have definite details about the projected start dates. For

the use of money and property there is a slight increase of 2% increase projected. Telecommunication lease income is projected to increase 5% each year. Restricted revenues from other agencies, i.e. Proposition A, Proposition C, and Proposition R, have been projected to increase 2% each year.

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

### CAPITAL PROJECTS

In addition to the Operating Budget, the five-year Capital Projects is provided for 2017-18 through 2021-22. The Capital Projects budget has increased by more than 46% or \$2.3 million compared to the prior year. Amar Road Resurfacing, Slurry Seal Area 4 and 6, and Future Recreation Facility, represent 80% of the Capital Projects budget (\$7,351,315). Funding for Amar Road Resurfacing and Slurry Seal Area 4 and 6 are from 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 and a portion from Capital Equipment/Replacement Fund.

Although the new projects scheduled for 2017-18 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 2016-17, the City has completed the Lemon Creek Park Playground Renovation, Trail Improvements and Commercial Street Resurfacing projects.

### STAFFING

Staffing requirements are continuously monitored to ensure the highest utilization of personnel. This year, an evaluation of full-time employees, part-time employees and contractual services was conducted to determine the most economical and efficient distribution for the City of Walnut. In May 2017, Council has authorized the hiring of a full-time Management Analyst/PIO position which is reflected in the proposed budget.

### OPERATING BUDGET FORMAT

The 2017-18 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.

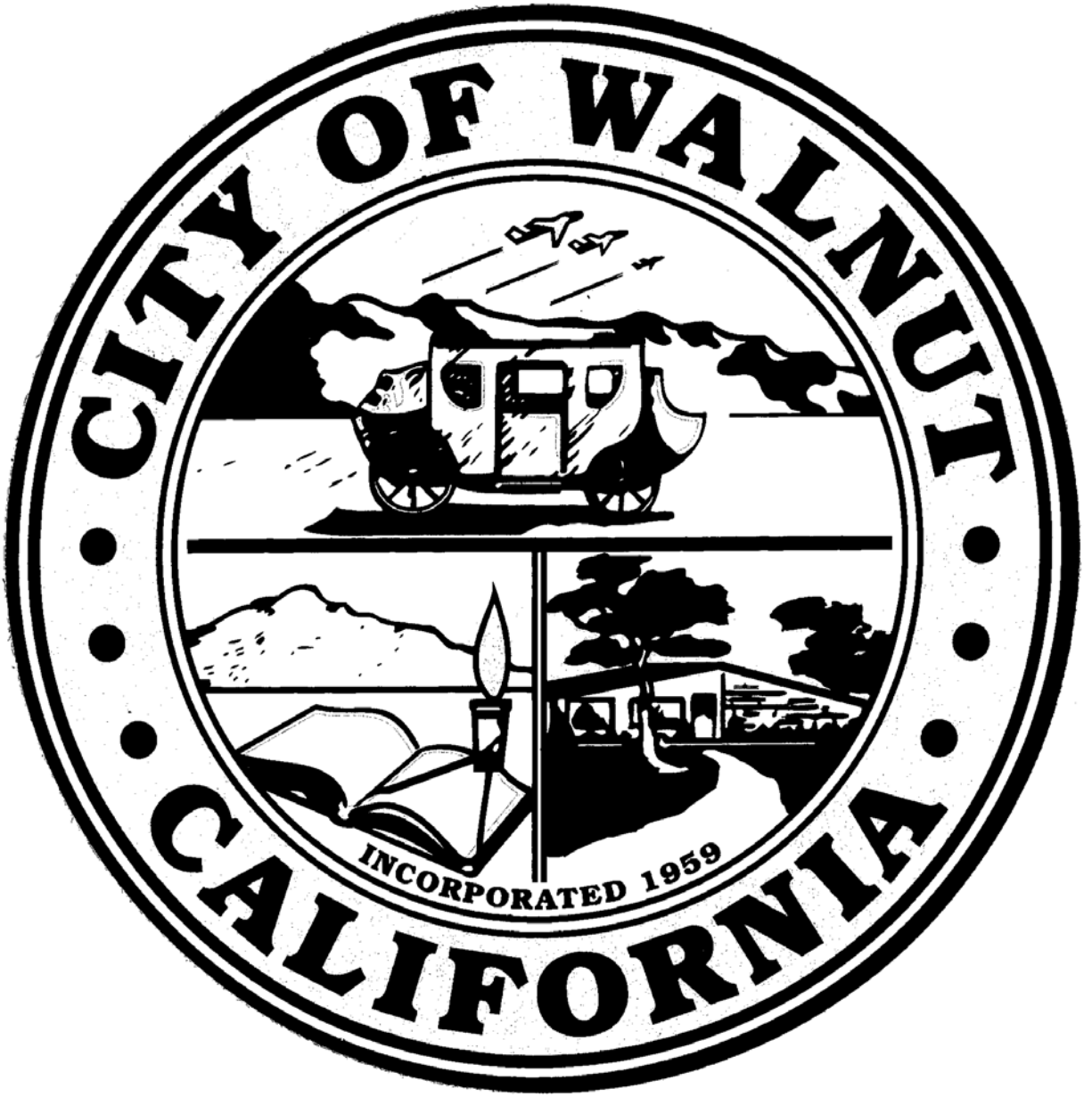
The 2017-18 Annual Budget allows the City to live within its means and to continue to provide quality municipal services to the citizens of Walnut.

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,

A handwritten signature in black ink, appearing to read "Robert M. Wishner", followed by a long horizontal flourish.

Robert M. Wishner  
City Manager



**RESOLUTION NO. 17-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$26,467,705  
FOR FISCAL YEAR 2017-18.**

**WHEREAS**, the City Manager has prepared the City's budget for the fiscal year commencing July 1, 2017 and ending June 30, 2018; 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, 2017, and ending June 30, 2018 in the amount of \$18,256,100 and transfers out in the amount of \$860,290.

**SECTION 2.** The budget is adopted as the Capital Projects Budget for the City of Walnut for the Fiscal Year commencing July 1, 2017, and ending June 30, 2018 in the amount of \$7,351,315.

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

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

**SECTION 5.** There is hereby appropriated to each account set forth in said budget, the sum shown for such account in the 2017-18 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 2017-18 is on file in the City Clerk's office.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Walnut this 28<sup>th</sup> day of June 2017.



Eric Ching, 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, do hereby certify that the foregoing Resolution No. 17-28 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
ADOPTING THE ANNUAL BUDGET IN THE AMOUNT OF \$26,467,705  
FOR FISCAL YEAR 2017-18**

was approved and adopted by the City Council of the City of Walnut on the 28<sup>th</sup> of June 2017, by the following vote:

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



Teresa De Dios, City Clerk



**RESOLUTION NO. 17-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT IN THE AMOUNT OF \$27,179,616 FOR THE FISCAL YEAR 2017-18**

**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 2017-18 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 2017-18 shall be based on the 2016-17 appropriation limit of \$26,063,815 as established by Resolution No. 16-26, and recomputed based on Proposition 111 guidelines and adjusted by the California Per Capita Income change of 3.29% and the County population change of 0.57% as reported by the State Department of Finance on May 1, 2017; 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 2017-18.

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

**SECTION I.** That the appropriations limit in Fiscal Year 2017-18 shall be \$27,179,616 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** this 28<sup>th</sup> day of June 2017.

  
Eric Ching, 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. 17-29 being:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT  
IN THE AMOUNT OF \$27,179,616 FOR THE FISCAL YEAR 2017-18**

was approved and adopted by the City Council of the City of Walnut on the 28<sup>th</sup> of June 2017, by the following vote:

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

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

**APPROPRIATION LIMIT  
FISCAL YEAR 2017-18**

**REVENUE SUBJECT TO LIMIT**

Proceeds and Non-Proceeds of Taxes:

| <u>SOURCE</u>                     | <u>Estimate<br/>2016-17</u> | <u>Budget<br/>2017-18</u> |
|-----------------------------------|-----------------------------|---------------------------|
| Property Tax                      | \$ 6,137,000                | \$ 6,320,000              |
| Sales Tax                         | 2,100,000                   | 2,100,000                 |
| Business License Tax              | 110,000                     | 110,000                   |
| Realty Stamp Tax                  | 145,600                     | 145,600                   |
| State Motor Vehicle In-lieu       | 13,000                      | 13,000                    |
| State Homeowners Exemption        | 9,900                       | 9,900                     |
| Off Highway License Tax           | -                           | -                         |
| VLF Subvention                    | -                           | -                         |
| Interest Earnings on Tax Proceeds | 120,000                     | 110,000                   |
| <b>Total Tax Proceeds</b>         | <b>\$ 8,635,500</b>         | <b>\$ 8,808,500</b>       |
| <b>Non-Tax Proceeds</b>           | <b>9,721,019</b>            | <b>9,575,820</b>          |
| <b>Total Revenues</b>             | <b>\$ 18,356,519</b>        | <b>\$ 18,384,320</b>      |

**APPROPRIATION LIMIT  
FISCAL YEAR 2017-18**

**COMPUTATION OF 2017-18 LIMIT**

|  |        |                             |
|--|--------|-----------------------------|
| 2016-17 Appropriation Limit  |        | \$ 26,063,815               |
| County of Los Angeles Population Growth Factor (A)                             | 1.0057 |                             |
| California Per Capital Personal Income Growth Factor (B)                       | 1.0369 |                             |
| Adjusted Growth Factor (A x B)   |        | <u>1.042810</u>             |
| <b>2017-18 Appropriation Limit (Prior Year Limit x Adjusted Growth Factor)</b> |        | <b><u>\$ 27,179,616</u></b> |

**APPROPRIATION LIMIT  
FISCAL YEAR 2017-18**

**APPROPRIATION SUBJECT TO LIMIT**

|  | <b>Fiscal Year<br/>2016-17</b> | <b>Fiscal Year<br/>2017-18</b> |
|--|--------------------------------|--------------------------------|
| Appropriation Limit<br>per calculation | \$ 26,063,815                  | \$ 27,179,616                  |
| Appropriation Subject to Limit:        |                                |                                |
| Tax Proceeds                           | \$ 8,635,500                   | \$ 8,808,500                   |
| Excess Fees                            | -                              | -                              |
|  | <u>\$ 8,635,500</u>            | <u>\$ 8,808,500</u>            |
| <b>Margin</b>                          | <b>\$ 17,428,315</b>           | <b>\$ 18,371,116</b>           |

# City Mission Statement

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

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

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

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

## **We will collaborate by:**

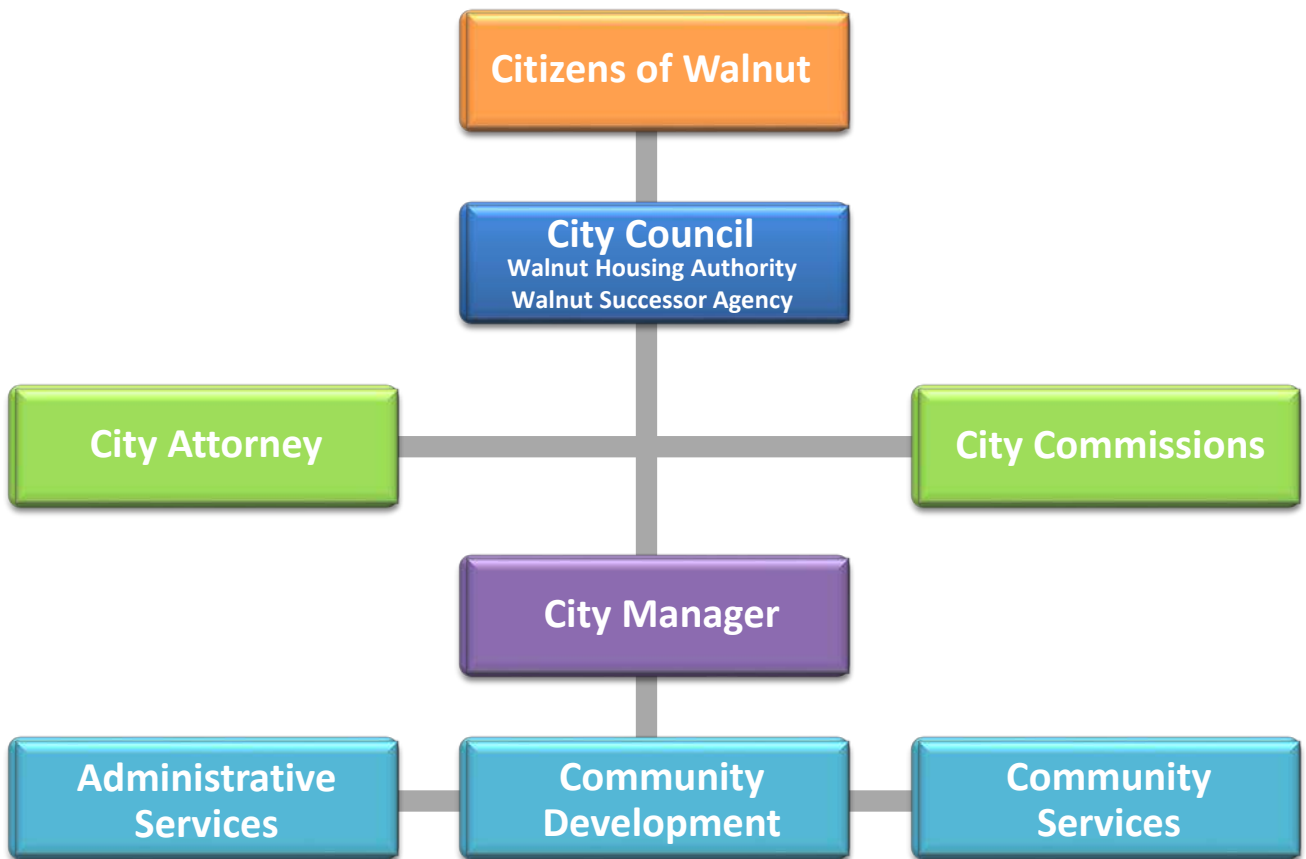
- Encouraging open discussion
- Responding to residents with courtesy
- Embracing cultural diversity
- Providing clear directions for people using our services
- Building teamwork among employees

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

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

# City of Walnut Organizational Chart

The City of Walnut is a contract City which utilizes contracts with the county and private businesses to provide services to our 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

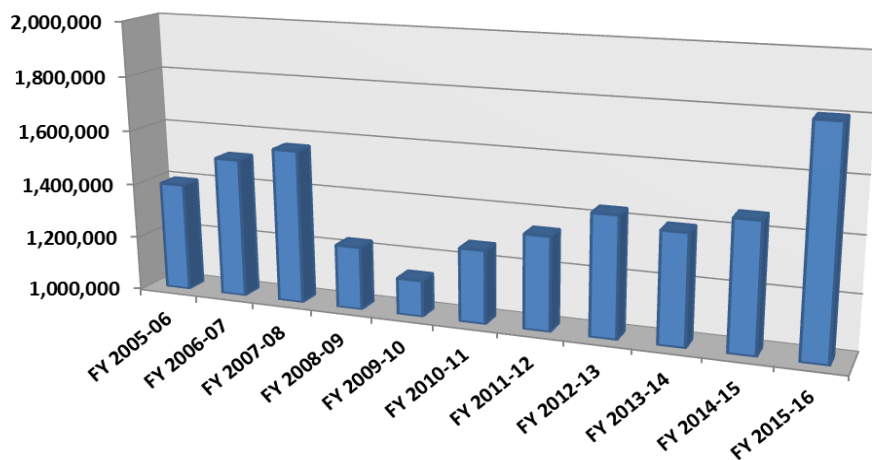
**CITY OF WALNUT**  
**Revenue and Budget Information**  
**Assumptions & Trends**

The revenue and expenditure projections provided for FY 2017-18 through FY 2021-22, are based upon economic forecasts and trends for the area in which the City is located. It is based on information supplied by outside agencies, such as the State Department of Finance, State Board of Equalization, and the Los Angeles County Assessor's Office, to predict revenues for entitlements, grants, state subventions, sales tax, and property tax. The revenue and expenditure projections are intended to serve as a guide in planning for the future. In addition, City departments provide assistance in projecting development related revenues, and revenues received from various City fees.

This year, the assumptions used for forecasting revenues include a moderate increase of 2% in sales tax projections. The Village at Snow Creek shopping center continues to play a major role in supporting additional growth. Property taxes and franchise taxes have been projected to increase 2% each year. License and permits revenue is anticipated to slightly decrease in 2017-18 due to development project(s) that are near final stages; however, no increases are projected for the years thereafter since the City does not have definite details about the projected start dates. For the use of money and property particularly on interest earnings, there will be a 2% increase. Telecommunication lease income will increase 5% each year. Restricted revenues from other agencies i.e. Proposition A, Proposition C, and Proposition R have been projected to increase 2% each year.

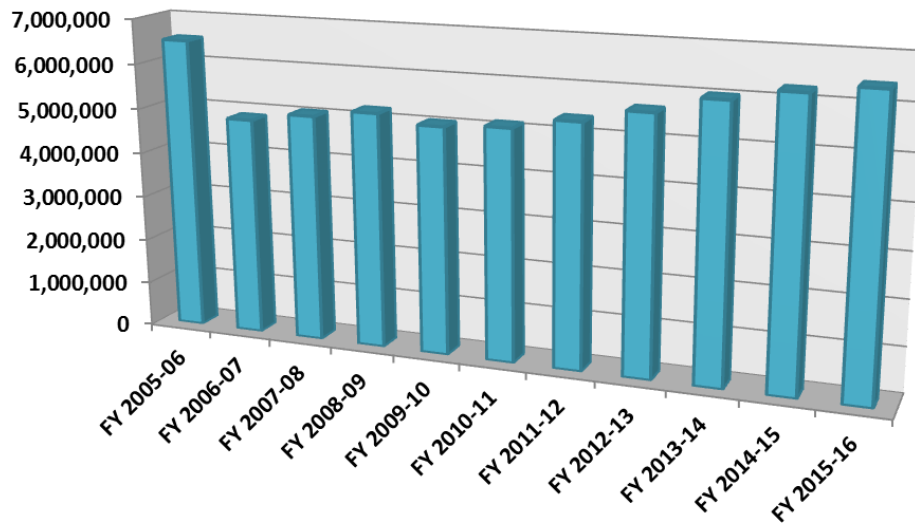
The assumptions used for forecasting expenditures include a 2% increase for all expenditures related to City operation, a 3% increase for classified personnel cost, and a 4% increase for management personnel costs. All expenditures for the City's Public Safety program, which includes payment for the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

**History of Sales Tax**





## History of Property Tax



## ECONOMIC ANALYSIS

According to the Los Angeles County Economic Development Corporation (LAEDC), the U.S. economy continues to recover from the Great Recession. The labor market continues to show slight improvements by adding jobs at a moderate pace. The unemployment rates for 2017 averaged 4.6% and is expected to remain the same for 2018. Consumer spending and Government spending are up and contribute to the raise in GDP growth. LAEDC predicts that over the next few years the U.S. economy will remain on a fairly steady growth path with its financial situation, continued job growth, and consumer spending.

LAEDC forecasts that the U.S. economy will see continued growth over the next two years due to the increasing consumer sector, the moderate growth of housing and construction, and business investments. GDP is projected to slightly increase from a 2.2% growth rate in 2017 to 2.5% for 2018. Job growth will continue moderately across all sectors of the economy and labor market approaching full employment.

*California:* California's economy has continued to grow at a good pace in recent years. For the past few years the state economy has added jobs at a faster pace than the nation as whole. California's economy is growing at a fast rate of 3.8% and the state accounts for 13.6% of the U.S. GDP, making it the largest of any state. In 2016, California's unemployment rate averaged 5.4%, the lowest in nine years. In addition, the state's finances have stabilized, and the General Fund is expected to end the current fiscal year with a cash surplus.

Recently, Governor Brown released the 2017-18 Budget. The Governor indicates that the state's economy has strengthened and revenues continue to moderately grow due to an increase in capital gains, personal income tax, sales tax, and corporation tax. The state has existing liabilities including: deferred maintenance on highways, roads and other infrastructures, unfunded liability for future retiree health care benefits for state employees, and various pension benefits. The state continues to plan for a future recession and anticipates that the Rainy Day Fund will have a total of \$7.8 billion by the end of FY 2017-18.

The California Legislative Analyst's Office (LAO) anticipates General Fund revenues to be \$1.7 billion lower than estimated for 2016-17. Unfortunately, the decrease is related to sales and use tax and corporation tax revenues assumptions below budget; however, the sales and use tax, corporation tax, and personal income tax are anticipated to grow 5.4% for 2017-18. General Fund spending for 2017-18 is expected to grow 4.5%. The increase is related to significant growth in the health and human services program spending which relates to Medi-Cal and the state's health insurance program for low income Californians.

Furthermore, LAO predicts that 2017-18 will bring moderate growth in total General Fund revenues and transfers which outpaces growth in General Fund expenditures. As such, 2017-18 is predicted to end with an estimated amount of \$11.5 billion in total reserves. The total includes \$2.8 billion in the Special Fund for Economic Uncertainties (SFEU) and \$8.7 billion in Budget Stabilization Account (BSA) also known as the rainy-day fund under Proposition 2.

It is anticipated that the City of Walnut will continue to deliver the same level of services to its residents. Furthermore, staff continues to look into grants and federal funding to help subsidize cost and special projects. The economic situation is of great concern to Walnut, and is monitored regularly for fiscal and legislative changes and updates.

#### **DEBT MANAGEMENT**

As a general law City, the City of Walnut cannot incur general obligation indebtedness, which exceeds 3.75% of the total assessed valuation of all real and personal property within the City. On June 30, 2016, the City's debt limit was approximately \$181 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 2017-18. As the budget is organized and operated on a fund basis, the underlying accounting records for general governmental operations are maintained on a modified accrual basis. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the fiscal period while expenditures are recognized in the accounting period in which the liability is incurred.

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

GENERAL GOVERNMENT  
COMMUNITY DEVELOPMENT  
PUBLIC WORKS  
PUBLIC SAFETY  
COMMUNITY SERVICES

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

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

### **FINANCIAL AND BUDGET POLICIES**

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

#### *RESERVES*

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

#### *FACILITIES*

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

#### *NEW SERVICES*

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

#### *PUBLIC SAFETY*

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

#### *LANDSCAPING AND LIGHTING DISTRICT*

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

#### *OPERATIONAL EFFICIENCIES*

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

#### *EMPLOYEE DEVELOPMENT*

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

#### *ECONOMIC DEVELOPMENT*

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

## *FISCAL MANAGEMENT*

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

## **BUDGET PROCESS**

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

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

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

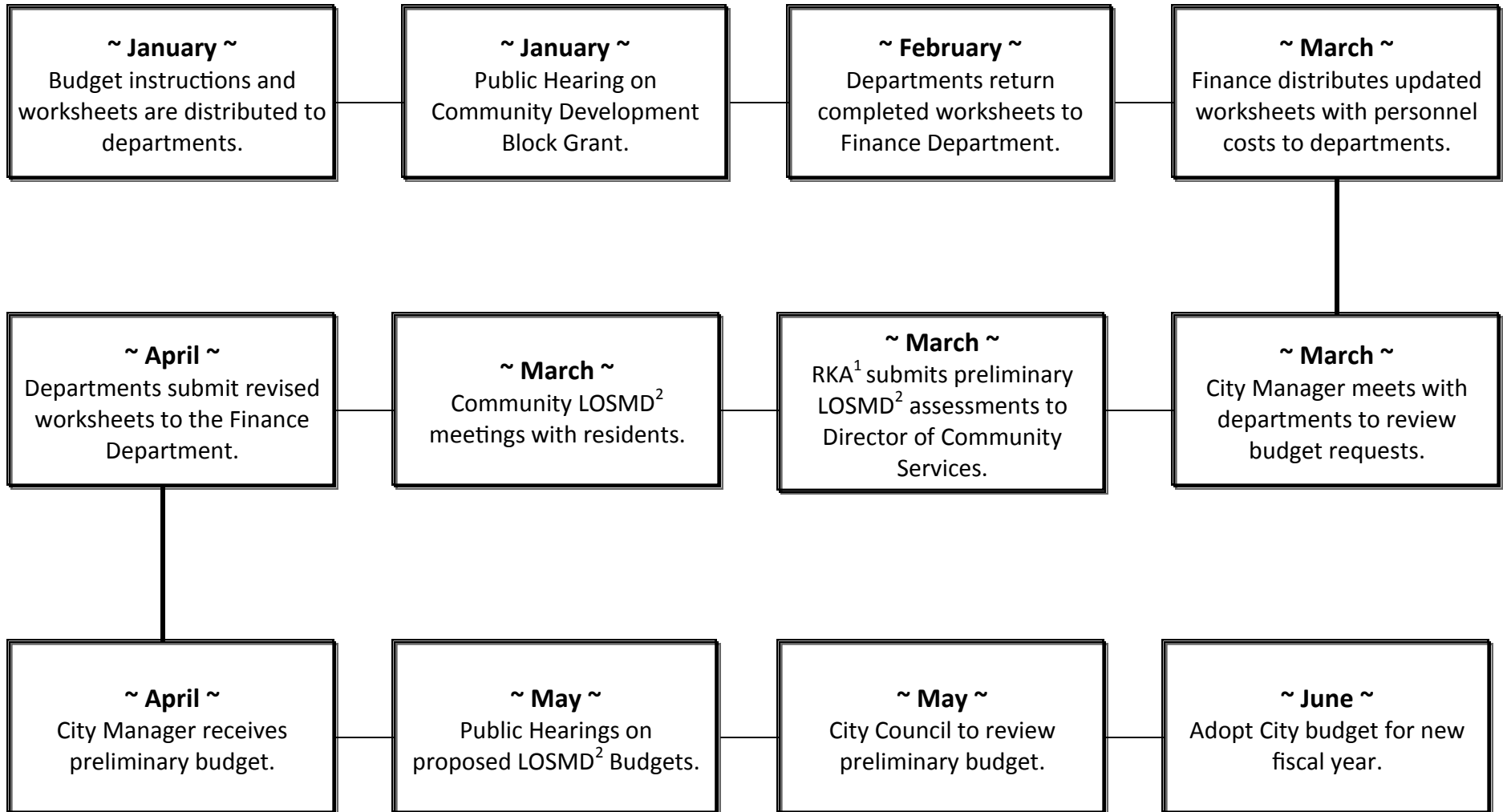
The Finance Division staff then uses all revised projections to produce a preliminary budget, which is submitted to the City Council for review. This document is made available to the public at the Walnut City Hall for review before the annual Budget Study Session. The budget is reviewed at a study session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

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

# CITY OF WALNUT BUDGET PROCESS

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

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



## BUDGET AMENDMENT PROCEDURES

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

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

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

## CAPITAL PROJECTS PROGRAM

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

The 2017-18 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 2017-18, and includes projects, which have been identified and recommended as necessary in the City of Walnut. The five-year program illustrates the expected distribution of appropriations for the City's multi-year projects. Funding for all Capital Projects is listed in this program. The five-year Capital Project Program is comprised of the following categories:

### New and In Progress Projects:

The "New" projects listed in this section of the program have been identified and recommended as necessary in the City of Walnut. Throughout the new fiscal year, projects scheduled to begin in Fiscal Year 2017-18 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 2016-17, or prior years. These projects were not completed as of June 30, 2017; therefore, the remaining balance of corresponding appropriations is carried over into the new Fiscal Year 2017-18 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, Proposition C Fund, Bikeway Fund, Proposition R Fund, Park Improvements 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 above mentioned funds are restricted funding sources that may only be utilized to fund certain projects or potential facilities.

For the Fiscal Year 2017-18, 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 2017-18 will have an impact of \$7,351,315 on the City's Capital Improvement Projects budget. This includes \$140,240 in trail projects, \$1,365,000 in design and schematics for a potential recreation facility, \$3,120,021 in road resurfacing, \$330,194 in general plan update, \$1,425,000 in slurry seal projects, \$200,000 in seismic retrofit, \$150,000 in storm drain maintenance, \$330,000 in playground renovations, \$95,860 sidewalk repairs, and \$195,000 building maintenance.

Funding for these projects in the amount of \$3,511,255 will be through Capital/Equipment Outlay, \$1,365,000 will be funded through the Three Oaks Recreation Facility Fund, \$625,000 through Proposition C, \$1,390,000 through Proposition R, \$20,060 through the Bikeway Fund, \$440,000 through Park Improvements Fund.

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

It is anticipated that the cost of mitigation and monitoring for Meadowpass will continue throughout Fiscal Year 2017-18.



## 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 2017-18 appropriation limit has been provided by the State of California Department of Finance.

The following summarizes the Fiscal Year 2017-18 Appropriation Limit

Appropriation Limit:

|   |              |
|---|--------------|
| FY 2016-17 Appropriation Limit            | \$26,063,815 |
| Adjustment Factor (rounded)               | 1.042810     |
| FY 2017-18 Appropriation Limit            | \$27,179,616 |
| FY 2017-18 Appropriation Subject to Limit | \$8,808,500  |

## CITY OF WALNUT

### About the City

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

*Walnut* is located between the 10, 57, and 60 freeways with accessibility to four counties. Mount San Antonio Community College at Grand and Temple Avenues is conveniently located near California Polytechnic University, Pomona, at the City border. The City provides a pleasant mixture of country living with urban convenience. The climate of *Walnut* is mild and dry, with the average temperatures ranging from 54 degrees in the winter to 79 degrees in the summer. The annual rainfall for the city is 17 inches.

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

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

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

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

The City continues to implement strategies to enhance the economy in *Walnut*. The businesses at Snow Creek Village continue to provide a boost to local tax revenues. The City's top employer is Mount San Antonio Community College with 3,781 employees, followed by Nina's Mexican Foods, Inc. with 118 employees. The businesses in the City are mainly small businesses with an average of 6 employees. The majority of businesses in the City are wholesalers.

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

**CITY OF WALNUT**  
**Miscellaneous Statistics**  
**June 30, 2017**

|                          |  |
|--------------------------|--|
| Type of City             | General Law - January 19, 1959   |
| Form of Government       | City Council/City Manager  |
| Population               | 30,134 (as of 1/1/2017)  |
| Land Area                | 8.83 Square Miles  |
| Number of Parks          | 11   |
| Park Area                | 95 Acres   |
| Equestrian/Hiking Trails | 30.5 Miles   |
| Water Utilities          | Walnut Valley Water District<br>Suburban Water Systems<br>Golden State Water |
| Electric Utility         | Southern California Edison Co.   |
| Gas Utility              | Southern California Gas Co.  |
| Employees                | 37 Full-time   |
| Cost Per Capita          | \$646  |

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

**Election and Voter Registration**

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

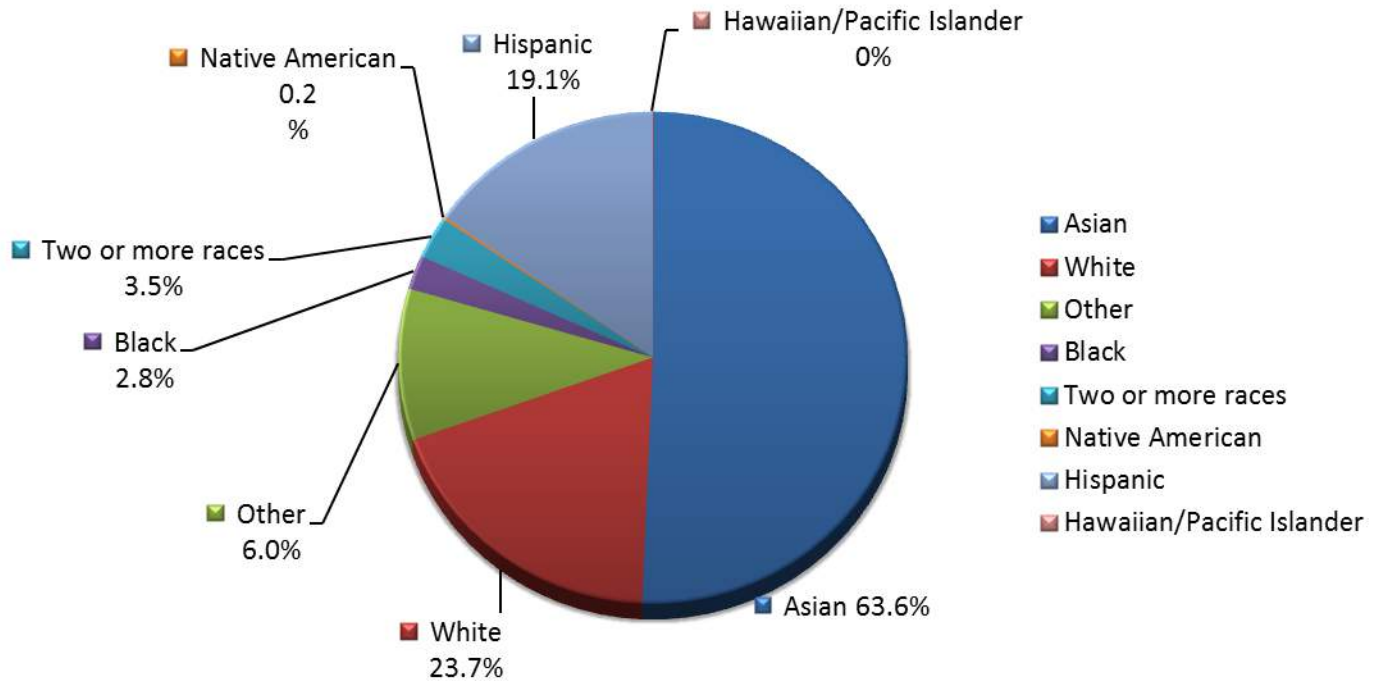
*Source: City of Walnut Administration Department – City Clerk*

## Demographics

|                                   | City of Walnut | State of California |
|-----------------------------------|----------------|---------------------|
| <b>Population Characteristics</b> |                |                     |
| Median Age                        | 44.4           | 35.2                |
| Average Household Size            | 3.48           | 2.96                |
| <b>Ethnicity</b>                  |                |                     |
| Asian                             | 63.6%          | 14.7%               |
| White                             | 23.7%          | 72.9%               |
| Other                             | 12.5%          | 38.0%               |
| Black                             | 2.8%           | 6.5%                |
| Two or more races                 | 3.5%           | 3.8%                |
| Native American                   | 0.2%           | 1.7%                |
| Hispanic                          | 19.1%          | 38.8%               |
| Hawaiian/Pacific Islander         | 0.1%           | 0.5%                |
| <b>Education</b>                  |                |                     |
| Bachelors Degree                  | 52.4%          | 31.4%               |
| High School or Higher             | 93%            | 81.8%               |
| Housing Units                     | 8,937          | 13,987,625          |
| Median Household Income:          | \$100,184      | \$61,818            |

*Source: 2010/2015 Census Data (Census.gov), State Department of Finance – Property and Housing Estimates*

### City of Walnut Population by Race



Source: 2010 Census Data

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

|                                    | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Square Miles                       | 8.83        | 8.83        | 8.83        | 8.83        | 8.83        |
| Number of Housing Units            | 8,867       | 8,908       | 8,909       | 8,911       | 8,925       |
| Population                         | 29,661      | 29,947      | 30,112      | 30,257      | 30,152      |
| Personal Income                    | 985,249     | 996,456     | 1,019,743   | 1,041,477   | 1,045,685   |
| Per Capita Personal Income         | 33,217      | 33,274      | 33,865      | 34,573      | 34,680      |
| Unemployment Rate                  | 6.0%        | 4.5%        | 3.6%        | 5.9%        | 4.8%        |
| Average Annual Population % change | 0.75%       | 0.96%       | 0.55%       | 0.48%       | -0.35%      |

**Sources:**

City of Walnut Finance Division, as of June 30, 2016

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<br/>Employees</u> | <u>Percent of<br/>Employment</u> | <u>Product/Services</u> |
|----------------------------------|--------------------------------|----------------------------------|-------------------------|
| Mount San Antonio College        | 3,781                          | 55%                              | Community College       |
| Nina's Mexican Foods, Inc.       | 118                            | 2%                               | Manufacturer            |
| Ronsin Photocopy Inc.            | 124                            | 2%                               | Photocopy Manufacturer  |
| Edro Engineering Company, Inc.   | 90                             | 1%                               | Manufacture Mold Bases  |
| Stater Brothers                  | 82                             | 1%                               | Grocery Store           |
| Sodexo, Inc.                     | 70                             | 1%                               | Food Service Management |
| Applebee's Neighborhood Grill    | 65                             | 1%                               | Restaurant              |
| Fairway Injection Molding System | 58                             | 1%                               | Manufacture Mold Bases  |
| Vons #2167                       | 58                             | 1%                               | Grocery Store           |
| Mwave.com/Multiwave              | 57                             | 1%                               | Computer Wholesales     |
| McDonalds                        | 53                             | 1%                               | Fast Food               |
| Albertsons #6588                 | -                              | 0%                               | Grocery Store           |

**Source:** *City of Walnut Finance Division  
As of June 30, 2016*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Walnut  
California**

For the Fiscal Year Beginning

**July 1, 2016**

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, 2016. 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  
2017-18**

| <b>REVENUES</b>                            |                      |
|--|----------------------|
| RESTRICTED REVENUE APPLIED                 | \$ 4,509,190         |
| RESTRICTED REVENUES SURPLUS                | \$ 253,120           |
| NON-RESTRICTED REVENUE                     | 13,474,140           |
| WALNUT HOUSING AUTHORITY                   | 318,290              |
| <b>SUBTOTAL</b>                            | <b>\$ 18,554,740</b> |
| RESTRICTED FUND BALANCE APPLIED            | 2,256,760            |
| 3 OAKS RECREATION FACILITY FUND APPLIED    | 1,365,000            |
| CAPITAL EQUIPMENT REPLACEMENT FUND APPLIED | 3,671,255            |
| FACILITY MAINTENANCE FUND APPLIED          | 402,530              |
| <b>SUBTOTAL</b>                            | <b>\$ 7,695,545</b>  |
| TRANSFERS IN                               | 860,290              |
| <b>TOTAL</b>                               | <b>\$ 27,110,575</b> |

| <b>EXPENDITURES</b> |                      |
|---------------------|----------------------|
| PERSONNEL           | 5,523,360            |
| OPERATIONS          | 12,303,320           |
| CAPITAL OUTLAY      | 429,420              |
| <b>SUBTOTAL</b>     | <b>\$ 18,256,100</b> |
| TRANSFERS OUT       | 860,290              |
| CAPITAL PROJECTS    | 7,351,315            |
| <b>TOTAL</b>        | <b>\$ 26,467,705</b> |

**CITY OF WALNUT**

**2017-18**

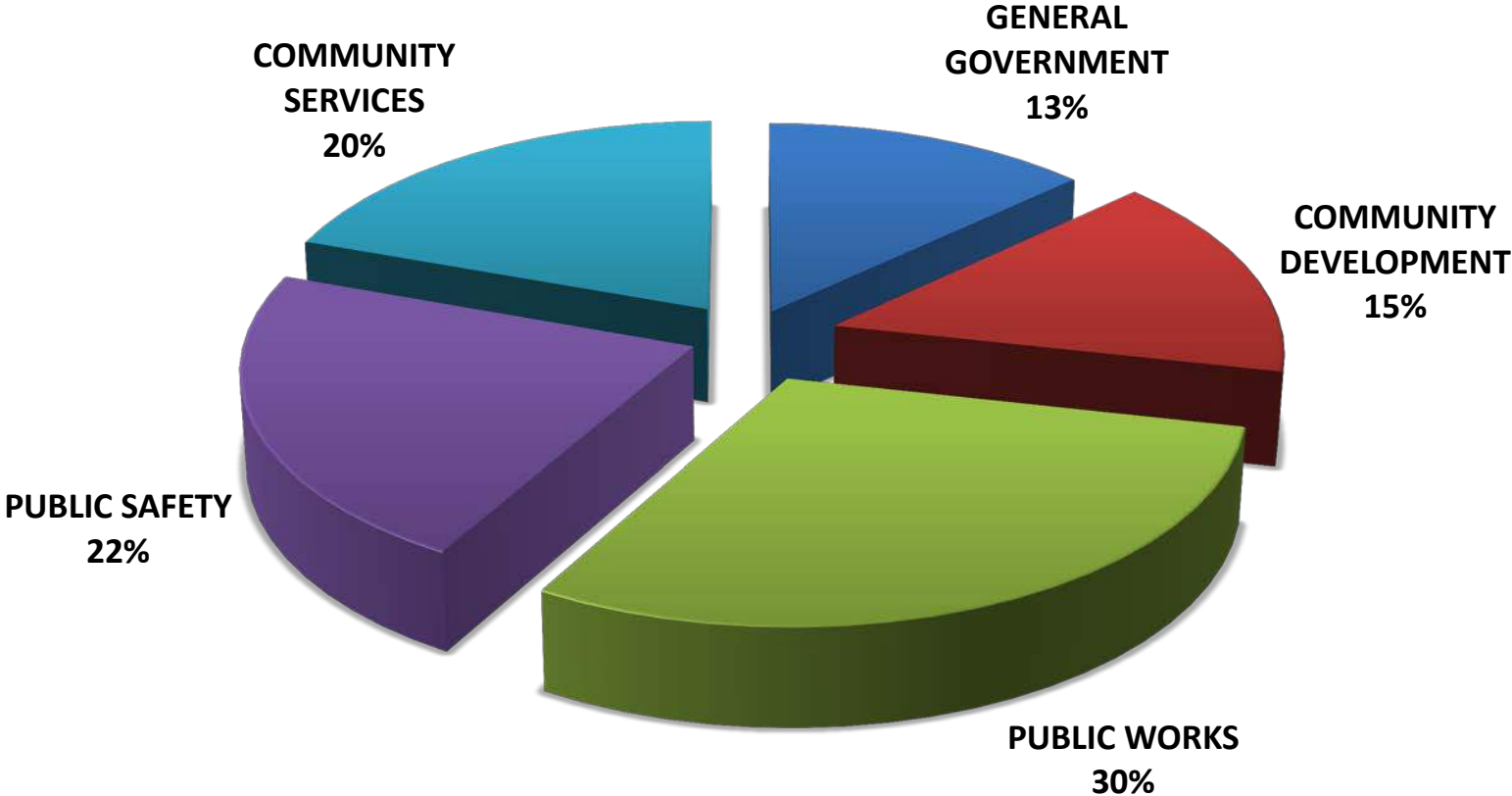
**CONTINUING APPROPRIATIONS**

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## 2017-18 APPROPRIATIONS SUMMARY

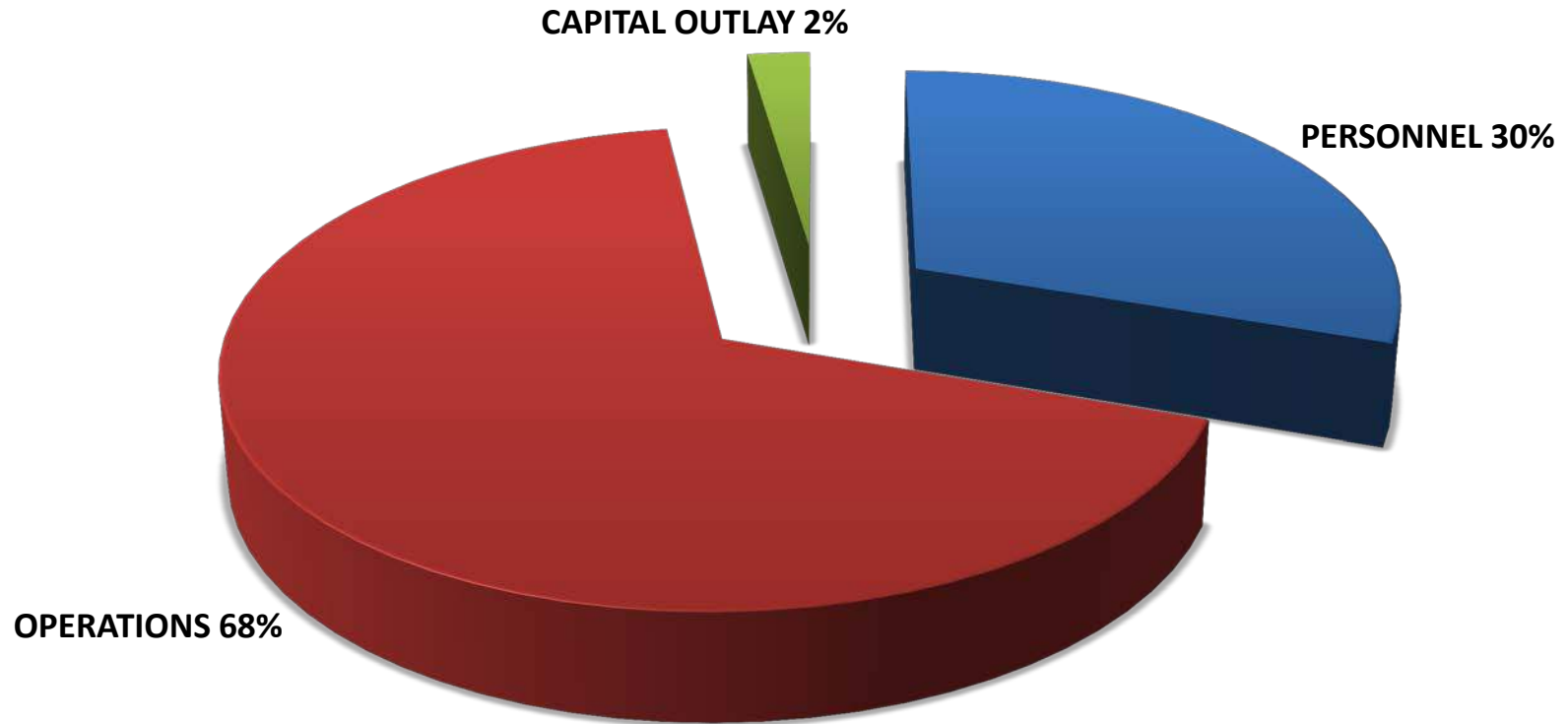
| ACTIVITY                 | 2015-16             |                     | 2016-17             |                     | 2017-18             |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                          | ACTUAL              | BUDGET              | REVISED<br>BUDGET   | ESTIMATE            | APPROVED<br>BUDGET  |
| <b><u>PERSONNEL</u></b>  |                     |                     |                     |                     |                     |
| GENERAL GOVERNMENT       | 1,322,547           | 1,255,440           | 1,255,440           | 1,209,190           | 1,395,320           |
| COMMUNITY DEVELOPMENT    | 1,258,315           | 1,332,370           | 1,332,370           | 1,268,220           | 1,405,620           |
| PUBLIC WORKS             | 638,200             | 682,980             | 682,980             | 660,450             | 723,430             |
| PUBLIC SAFETY            | 199,311             | 195,610             | 195,610             | 187,150             | 204,750             |
| COMMUNITY SERVICES       | 1,553,722           | 1,760,720           | 1,760,750           | 1,720,940           | 1,794,240           |
| <b>TOTAL PERSONNEL</b>   | <b>\$4,972,095</b>  | <b>\$5,227,120</b>  | <b>\$5,227,150</b>  | <b>\$5,045,950</b>  | <b>\$5,523,360</b>  |
| <b><u>OPERATIONS</u></b> |                     |                     |                     |                     |                     |
| GENERAL GOVERNMENT       | 981,617             | 805,630             | 822,180             | 912,790             | 944,730             |
| COMMUNITY DEVELOPMENT    | 940,432             | 1,271,680           | 1,295,790           | 1,259,480           | 1,289,060           |
| PUBLIC WORKS             | 4,541,680           | 4,614,030           | 4,869,050           | 4,656,370           | 4,452,100           |
| PUBLIC SAFETY            | 3,478,705           | 3,731,279           | 3,732,480           | 3,699,380           | 3,845,340           |
| COMMUNITY SERVICES       | 1,724,443           | 1,791,120           | 1,826,760           | 1,819,070           | 1,772,090           |
| <b>TOTAL OPERATIONS</b>  | <b>\$11,666,876</b> | <b>\$12,213,739</b> | <b>\$12,546,260</b> | <b>\$12,347,090</b> | <b>\$12,303,320</b> |
| <b><u>SUBTOTAL</u></b>   |                     |                     |                     |                     |                     |
| GENERAL GOVERNMENT       | 2,304,164           | 2,061,070           | 2,077,620           | 2,121,980           | 2,340,050           |
| COMMUNITY DEVELOPMENT    | 2,198,747           | 2,604,050           | 2,628,160           | 2,527,700           | 2,694,680           |
| PUBLIC WORKS             | 5,179,880           | 5,297,010           | 5,552,030           | 5,316,820           | 5,175,530           |
| PUBLIC SAFETY            | 3,678,016           | 3,926,889           | 3,928,090           | 3,886,530           | 4,050,090           |
| COMMUNITY SERVICES       | 3,278,165           | 3,551,840           | 3,587,510           | 3,540,010           | 3,566,330           |
| <b>SUBTOTAL</b>          | <b>\$16,638,971</b> | <b>\$17,440,859</b> | <b>\$17,773,410</b> | <b>\$17,393,040</b> | <b>\$17,826,680</b> |
| <b><u>CAPITAL</u></b>    |                     |                     |                     |                     |                     |
| GENERAL GOVERNMENT       | 44,708              | 30,000              | 27,220              | 770                 | 50,000              |
| COMMUNITY DEVELOPMENT    | 92,580              | 84,360              | 161,160             | 161,160             | 104,360             |
| PUBLIC WORKS             | 258,750             | 277,060             | 270,420             | 200,290             | 275,060             |
| PUBLIC SAFETY            | 4,171               | 0                   | 20,000              | 20,000              | 0                   |
| COMMUNITY SERVICES       | 11,432              | 0                   | 7,790               | 0                   | 0                   |
| <b>TOTAL CAPITAL</b>     | <b>\$411,640</b>    | <b>\$391,420</b>    | <b>\$486,590</b>    | <b>\$382,220</b>    | <b>\$429,420</b>    |
| <b><u>TOTAL</u></b>      |                     |                     |                     |                     |                     |
| GENERAL GOVERNMENT       | 2,348,872           | 2,091,070           | 2,104,840           | 2,122,750           | 2,390,050           |
| COMMUNITY DEVELOPMENT    | 2,291,327           | 2,688,410           | 2,789,320           | 2,688,860           | 2,799,040           |
| PUBLIC WORKS             | 5,438,630           | 5,574,070           | 5,822,450           | 5,517,110           | 5,450,590           |
| PUBLIC SAFETY            | 3,682,187           | 3,926,889           | 3,948,090           | 3,906,530           | 4,050,090           |
| COMMUNITY SERVICES       | 3,289,596           | 3,551,840           | 3,595,300           | 3,540,010           | 3,566,330           |
| <b>TOTAL</b>             | <b>\$17,050,612</b> | <b>\$17,832,279</b> | <b>\$18,260,000</b> | <b>\$17,775,260</b> | <b>\$18,256,100</b> |

**EXPENDITURE SUMMARY  
(ALL FUNDS)  
FISCAL YEAR 2017-18**



**Total Budget  
\$18,256,100**

# EXPENDITURES BY CATEGORY FISCAL YEAR 2017-18



**Total Budget  
\$18,256,100**

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

| FUND NO. | FUND                | 6/30/2015<br>AUDITED<br>FUND BAL. | 2015-16<br>ACTUAL<br>REVENUE | 2015-16<br>ACTUAL<br>PROJECTS | 2015-16<br>ACTUAL<br>OPERATING | FUND<br>TRANSFERS  | 6/30/2016<br>ACTUAL<br>FUND BAL. |
|----------|---------------------|-----------------------------------|------------------------------|-------------------------------|--------------------------------|--------------------|----------------------------------|
| 01       | GENERAL             | 8,774,987                         | 13,181,811                   | -                             | 12,582,343 (1)<br>(2)          | 209,969<br>608,649 | 10,193,073                       |
| 02       | GAS TAX             | 577,519                           | 662,200                      | -                             | 822,841                        | -                  | 416,878                          |
| 05       | TRAFFIC SAFETY      | -                                 | 206,391                      | -                             | 63,376 (1)                     | (134,838)          | 8,177                            |
| 06       | PARK IMPROV         | 5,143                             | 998,454                      | 122,000                       | -                              | -                  | 881,597                          |
| 07       | COPS                | 78,867                            | 115,745                      | -                             | 65,882                         | -                  | 128,730                          |
| 09       | AIR QUALITY         | 60,540                            | 38,682                       | -                             | 69,626                         | -                  | 29,596                           |
| 11       | WASTE MGMT          | -                                 | 100,736                      | -                             | - (1)                          | (75,131)           | 25,605                           |
| 12       | CDBG                | -                                 | 129,793                      | -                             | 129,793                        | -                  | -                                |
| 13       | PROP C              | 1,034,764                         | 463,314                      | 440,220                       | 166,941                        | -                  | 890,917                          |
| 14       | BIKEWAY             | -                                 | -                            | -                             | -                              | -                  | -                                |
| 15       | LACMTA (STPL)       | -                                 | 836                          | -                             | -                              | -                  | 836                              |
| 16       | MEASURE R           | 408,829                           | 344,499                      | -                             | (38)                           | -                  | 753,366                          |
| 18       | LOSMD - Zone 9      | 671,010                           | 417,865                      | -                             | 614,506                        | -                  | 474,369                          |
| 19       | LOSMD               | 407,391                           | 1,691,662                    | -                             | 1,707,864                      | -                  | 391,189                          |
| 20       | 3 OAKS REC FACILITY | 2,799,845                         | -                            | -                             | -                              | -                  | 2,799,845                        |
| 23       | PROP A              | 681,113                           | 552,155                      | -                             | 284,755                        | -                  | 948,513                          |
| 25       | CAP/EQUIP REP       | 4,088,292                         | 2,658                        | 1,826,586                     | 198,486                        | -                  | 2,065,878                        |
| 26       | FACILITY MAINT      | 2,764,643                         | -                            | -                             | - (2)                          | (608,649)          | 2,155,994                        |
| 27       | PARK GRANTS         | (13,348)                          | 27,248                       | -                             | 13,900                         | -                  | -                                |
| 32       | USED OIL GRANT      | -                                 | 8,500                        | -                             | 8,500                          | -                  | -                                |
| 33       | RECYCLING GRANT     | -                                 | 8,194                        | -                             | 8,194                          | -                  | -                                |
| 35       | CABLE TV-EDUC       | 135,488                           | 28,404                       | -                             | 44,709                         | -                  | 119,183                          |
| 41       | WHA                 | -                                 | 354,253                      | 88,185                        | 266,068                        | -                  | -                                |
| 50       | GEN LIABILITY       | 1,000,000                         | -                            | -                             | -                              | -                  | 1,000,000                        |
| 51       | OPEB LIABILITY      | 760,142                           | -                            | -                             | 2,866                          | -                  | 757,276                          |
|          |                     | 24,235,226                        | 19,333,400                   | 2,476,991                     | 17,050,612                     | 0                  | 24,041,024                       |

(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**

| <b>FUND NO.</b> | <b>FUND</b>         | <b>6/30/2016<br/>ACTUAL<br/>FUND BAL.</b> | <b>2016-17<br/>ESTIMATED<br/>REVENUE</b> | <b>2016-17<br/>ESTIMATED<br/>PROJECTS</b> | <b>2016-17<br/>ESTIMATED<br/>OPERATING</b> | <b>FUND<br/>TRANSFERS</b>        | <b>6/30/2017<br/>ESTIMATED<br/>FUND BAL.</b> |
|-----------------|---------------------|---|--|---|--|----------------------------------|--|
| 01              | GENERAL             | 10,193,073                                | 13,395,349                               | -   | 13,119,020                                 | (1)<br>(2)<br>154,440<br>712,350 | 11,336,192                                   |
| 02              | GAS TAX             | 416,878                                   | 530,700                                  | -   | 756,490                                    | -                                | 191,088                                      |
| 05              | TRAFFIC SAFETY      | 8,177                                     | 119,000                                  | -   | 50,530                                     | (1)<br>(68,470)                  | 8,177  |
| 06              | PARK IMPROV         | 881,597                                   | 278,790                                  | -   | -  | -                                | 1,160,387                                    |
| 07              | COPS                | 128,730                                   | 100,250                                  | -   | 93,050                                     | -                                | 135,930                                      |
| 09              | AIR QUALITY         | 29,596                                    | 37,400                                   | -   | 59,860                                     | -                                | 7,136  |
| 11              | WASTE MGMT          | 25,605                                    | 85,970                                   | -   | -  | (1)<br>(85,970)                  | 25,605                                       |
| 12              | CDBG                | -   | 207,020                                  | -   | 207,020                                    | -                                | -  |
| 13              | PROP C              | 890,917                                   | 464,840                                  | -   | 181,600                                    | -                                | 1,174,157                                    |
| 14              | BIKEWAY             | -   | 38,910                                   | -   | -  | -                                | 38,910                                       |
| 15              | LACMTA (STPL)       | 836                                       | -  | -   | -  | -                                | 836  |
| 16              | MEARURE R           | 753,366                                   | 347,360                                  | -   | -  | -                                | 1,100,726                                    |
| 18              | LOSMD - Zone 9      | 474,369                                   | 412,990                                  | -   | 611,740                                    | -                                | 275,619                                      |
| 19              | LOSMD               | 391,189                                   | 1,726,090                                | -   | 1,948,240                                  | -                                | 169,039                                      |
| 20              | 3 OAKS REC FACILITY | 2,799,845                                 | -  | 389,850                                   | -  | -                                | 2,409,995                                    |
| 23              | PROP A              | 948,513                                   | 554,880                                  | -   | 322,390                                    | -                                | 1,181,003                                    |
| 25              | CAP/EQUIP REP       | 2,065,878                                 | -  | 403,490                                   | 105,000                                    | -                                | 1,557,388                                    |
| 26              | FACILITY MAINT      | 2,155,994                                 | -  | -   | -  | (2)<br>(712,350)                 | 1,443,644                                    |
| 27              | PARK GRANTS         | -   | 13,000                                   | -   | 13,000                                     | -                                | -  |
| 32              | USED OIL GRANT      | -   | 8,500                                    | -   | 8,500                                      | -                                | -  |
| 33              | RECYCLING GRANT     | -   | 7,970                                    | -   | 7,970                                      | -                                | -  |
| 35              | CABLE TV-EDUC       | 119,183                                   | 27,500                                   | -   | 3,550                                      | -                                | 143,133                                      |
| 41              | WHA                 | -   | 444,715                                  | 161,815                                   | 282,900                                    | -                                | -  |
| 50              | GEN LIABILITY       | 1,000,000                                 | -  | -   | -  | -                                | 1,000,000                                    |
| 51              | OPEB LIABILITY      | 757,276                                   | -  | -   | 4,400                                      | -                                | 752,876                                      |
|                 |                     | <b>24,041,024</b>                         | <b>18,801,234</b>                        | <b>955,155</b>                            | <b>17,775,260</b>                          | <b>-</b>                         | <b>24,111,843</b>                            |

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

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



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

| <b>FUND NO.</b> | <b>FUND</b>         | <b>6/30/2017 ESTIMATED FUND BAL.</b> | <b>2017-18 ESTIMATED REVENUE</b> | <b>2017-18 ESTIMATED PROJECTS</b> | <b>2017-18 ESTIMATED OPERATING</b> | <b>FUND TRANSFERS</b>         | <b>6/30/2018 ESTIMATED FUND BAL.</b> |
|-----------------|---------------------|--------------------------------------|----------------------------------|-----------------------------------|------------------------------------|-------------------------------|--------------------------------------|
| 01              | GENERAL             | 11,336,192                           | 13,474,140                       | -                                 | 13,084,390                         | (1)<br>(2) 147,870<br>712,420 | 12,586,232                           |
| 02              | GAS TAX             | 191,088                              | 530,700                          | -                                 | 721,730                            | -                             | 58                                   |
| 05              | TRAFFIC SAFETY      | 8,177                                | 135,000                          | -                                 | 73,100                             | (1) (61,900)                  | 8,177                                |
| 06              | PARK IMPROV         | 1,160,387                            | -                                | 440,000                           | -                                  | -                             | 720,387                              |
| 07              | COPS                | 135,930                              | 100,250                          | -                                 | 85,270                             | -                             | 150,910                              |
| 09              | AIR QUALITY         | 7,136                                | 37,400                           | -                                 | 39,000                             | -                             | 5,536                                |
| 11              | WASTE MGMT          | 25,605                               | 85,970                           | -                                 | -                                  | (1) (85,970)                  | 25,605                               |
| 12              | CDBG                | -                                    | 135,770                          | -                                 | 135,770                            | -                             | -                                    |
| 13              | PROP C              | 1,174,157                            | 474,040                          | 625,000                           | 203,440                            | -                             | 819,757                              |
| 14              | BIKEWAY             | 38,910                               | 20,060                           | 20,060                            | -                                  | -                             | 38,910                               |
| 15              | LACMTA (STPL)       | 836                                  | -                                | -                                 | -                                  | -                             | 836                                  |
| 16              | MEASURE R           | 1,100,726                            | 354,260                          | 1,390,000                         | -                                  | -                             | 64,986                               |
| 18              | LOSMD - Zone 9      | 275,619                              | 647,850                          | -                                 | 647,850                            | -                             | 275,619                              |
| 19              | LOSMD               | 169,039                              | 1,726,080                        | -                                 | 1,929,620                          | -                             | (34,501)                             |
| 20              | 3 OAKS REC FACILITY | 2,409,995                            | -                                | 1,365,000                         | -                                  | -                             | 1,044,995                            |
| 23              | PROP A              | 1,181,003                            | 565,970                          | -                                 | 327,830                            | -                             | 1,419,143                            |
| 25              | CAP/EQUIP REP       | 1,557,388                            | -                                | 3,511,255                         | 160,000                            | -                             | (2,113,867)                          |
| 26              | FACILITY MAINT      | 1,443,644                            | -                                | -                                 | 402,530                            | (2) (712,420)                 | 328,694                              |
| 27              | PARK GRANTS         | -                                    | 53,000                           | -                                 | 53,000                             | -                             | -                                    |
| 32              | USED OIL GRANT      | -                                    | 8,490                            | -                                 | 8,490                              | -                             | -                                    |
| 33              | RECYCLING GRANT     | -                                    | 7,840                            | -                                 | 7,840                              | -                             | -                                    |
| 35              | CABLE TV-EDUC       | 143,133                              | 27,500                           | -                                 | 53,550                             | -                             | 117,083                              |
| 41              | WHA                 | -                                    | 318,290                          | -                                 | 318,290                            | -                             | -                                    |
| 50              | GEN LIABILITY       | 1,000,000                            | -                                | -                                 | -                                  | -                             | 1,000,000                            |
| 51              | OPEB LIABILITY      | 752,876                              | -                                | -                                 | 4,400                              | -                             | 748,476                              |
|                 |                     | 24,111,843                           | 18,702,610                       | 7,351,315                         | 18,256,100                         | -                             | 17,207,038                           |

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

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

**CITY OF WALNUT  
2017-18  
TEN-YEAR OPERATING REVENUE HISTORY**

|                                    | 2015-16           | 2014-15           | 2013-14           | 2012-13           | 2011-12           | 2010-11           | 2009-10           | 2008-09           | 2007-08           | 2006-07           |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>GENERAL FUND</b>                |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Property Taxes                     | 6,408,855         | 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         |
| Other Taxes                        | 3,205,950         | 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         |
| Licenses & Permits                 | 961,562           | 785,402           | 754,434           | 551,180           | 763,810           | 2,145,139         | 1,574,923         | 748,964           | 1,227,529         | 895,101           |
| Use of Money                       | 404,421           | 427,323           | 487,104           | 182,529           | 385,069           | 356,334           | 524,718           | 894,938           | 1,407,193         | 1,432,868         |
| Revenue from Other Agencies        | 22,377            | 145,339           | 146,166           | 24,157            | 91,462            | 186,658           | 204,866           | 100,168           | 191,434           | 241,565           |
| Recreation Services                | 805,406           | 553,318           | 898,503           | 739,734           | 749,356           | 704,967           | 655,347           | 622,031           | 605,331           | 584,862           |
| Charges for Service                | 844,546           | 395,802           | 452,467           | 387,614           | 349,384           | 322,092           | 403,786           | 359,913           | 359,558           | 580,531           |
| Other Revenue                      | 528,694           | 545,689           | 782,252           | 888,052           | 540,392           | 448,119           | 855,035           | 391,474           | 442,382           | 419,657           |
| <b>Total General Fund</b>          | <b>13,181,811</b> | <b>11,946,824</b> | <b>12,295,858</b> | <b>11,175,067</b> | <b>10,827,650</b> | <b>11,794,087</b> | <b>11,882,562</b> | <b>10,823,896</b> | <b>12,021,778</b> | <b>11,673,453</b> |
| Gas Tax Fund                       | 662,200           | 826,255           | 1,022,814         | 738,976           | 914,524           | 837,577           | 501,420           | 519,690           | 577,262           | 592,212           |
| Traffic Safety Fund                | 206,391           | 171,894           | 266,498           | 256,611           | 252,218           | 296,148           | 376,815           | 268,868           | 381,578           | 280,478           |
| Park Improvement Fund              | 998,454           | -                 | -                 | -                 | -                 | -                 | -                 | 31,171            | -                 | -                 |
| COPS Fund                          | 115,745           | 107,219           | 101,678           | 99,744            | 101,446           | 100,456           | 123,908           | 77,326            | 103,880           | 103,978           |
| Air Quality Management Fund        | 38,682            | 37,817            | 38,490            | 35,204            | 36,856            | 50,418            | 38,401            | 38,424            | 84,648            | 39,883            |
| Waste Management Fund              | 100,736           | 76,935            | 99,476            | 82,945            | 131,213           | 101,880           | 93,272            | 70,851            | 177,115           | 90,692            |
| MTA Grants                         | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 1,478,979         | -                 | -                 |
| Housing and Community Development  | 129,793           | 138,393           | 239,871           | 130,017           | 183,446           | 310,822           | 174,734           | 189,440           | 286,438           | 279,023           |
| Prop C Transit Fund                | 463,314           | 452,134           | 435,533           | 417,457           | 408,606           | 379,321           | 354,307           | 435,723           | 472,901           | 459,856           |
| Bikeway Fund                       | -                 | 24,280            | 18,000            | 20,000            | -                 | -                 | -                 | -                 | -                 | 2,502             |
| LACMTA Exchange                    | 836               | 498,000           | -                 | 151,000           | -                 | -                 | -                 | 137,922           | -                 | -                 |
| Proposition R                      | 344,499           | 337,632           | 323,343           | 315,481           | 304,666           | 278,302           | 207,994           | -                 | -                 | -                 |
| Landscape & Open Space Maintenance | 2,109,527         | 2,159,654         | 2,279,177         | 2,538,271         | 2,395,881         | 1,734,102         | 1,741,027         | 1,729,902         | 1,725,027         | 1,720,595         |
| 3 Oaks Facility Development        | -                 | -                 | -                 | 350,000           | -                 | -                 | -                 | -                 | -                 | -                 |
| Prop A Transit Fund                | 552,155           | 536,468           | 513,347           | 504,090           | 479,426           | 440,385           | 414,971           | 481,724           | 540,858           | 536,300           |
| Capital Equipment Replacement Fund | 2,658             | -                 | 92,320            | -                 | -                 | 25,244            | 5,048             | 6,650             | 6,926             | 5,374             |
| Facility Maintenance Fund          | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| State Park Grant Fund              | 27,248            | 14,212            | 54,206            | 104,189           | 69,148            | 117,951           | 112,523           | 90,204            | 134,468           | 350,753           |
| Edward Byrne Justice Grant         | -                 | -                 | -                 | -                 | -                 | 21,308            | -                 | -                 | -                 | -                 |
| Traffic Congestion Relief Fund     | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 233,592           |
| Used Oil Recycling Grant Fund      | 8,500             | 8,570             | 8,532             | 12,780            | 14,440            | 8,420             | 2,500             | 1,154             | 9,352             | 9,506             |
| General Recycling Grant Fund       | 8,194             | 8,130             | 15,332            | 1,105             | 8,828             | -                 | 5,000             | 8,473             | 8,544             | 8,560             |
| Cable Television Education Fund    | 28,404            | 28,480            | 29,071            | 27,129            | 30,227            | 31,951            | 34,533            | 48,806            | 94,568            | 105,078           |
| Walnut Improvement Agency Fund     | -                 | -                 | -                 | -                 | 113,081           | -                 | 203,790           | 397,155           | 192,112           | 398,162           |
| Walnut Housing Authority Fund      | 354,253           | 261,080           | 306,903           | 328,252           | 326,902           | 336,568           | 339,033           | 336,704           | 318,567           | 256,375           |
| <b>Total All Funds</b>             | <b>19,333,400</b> | <b>17,633,977</b> | <b>18,140,449</b> | <b>17,288,318</b> | <b>16,598,558</b> | <b>16,864,940</b> | <b>16,611,838</b> | <b>17,173,062</b> | <b>17,136,022</b> | <b>17,146,371</b> |

**CITY OF WALNUT  
2017-18  
TEN-YEAR OPERATING EXPENDITURE HISTORY**

|                                    | 2015-16           | 2014-15           | 2013-14           | 2012-13           | 2011-12           | 2010-11           | 2009-10           | 2008-09           | 2007-08           | 2006-07           |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>GENERAL FUND</b>                |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| General Government                 | 2,301,298         | 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         |
| Community Development              | 1,443,808         | 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           |
| Public Works                       | 2,008,611         | 1,735,871         | 1,509,678         | 667,094           | 708,316           | 719,113           | 709,819           | 726,679           | 835,680           | 675,667           |
| Public Safety                      | 3,552,930         | 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         |
| Community Services                 | 3,275,696         | 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         |
| <b>Total General Fund</b>          | <b>12,582,343</b> | <b>11,793,903</b> | <b>11,424,296</b> | <b>10,587,938</b> | <b>11,993,340</b> | <b>11,397,931</b> | <b>11,099,142</b> | <b>10,754,195</b> | <b>10,321,131</b> | <b>9,299,424</b>  |
| Gas Tax Fund                       | 822,841           | 692,497           | 699,174           | 679,262           | 640,481           | 563,320           | 583,966           | 603,335           | 557,655           | 592,304           |
| Traffic Safety Fund                | 63,374            | 56,730            | 42,693            | 47,948            | 46,931            | 46,627            | 46,861            | 44,720            | 40,731            | 26,970            |
| Park Improvement Fund              | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| COPS Fund                          | 65,883            | 99,444            | 126,260           | 107,802           | 48,636            | 87,350            | 95,065            | 96,798            | 109,051           | 102,207           |
| Air Quality Management Fund        | 69,626            | 59,536            | 58,520            | 57,123            | 7,544             | 34,553            | 18,694            | 21,511            | 119,161           | 32,707            |
| Waste Management Fund              | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Housing and Community Development  | 129,793           | 138,393           | 239,871           | 130,017           | 183,446           | 310,822           | 174,734           | 189,440           | 286,438           | 279,023           |
| Prop C Transit Fund                | 166,941           | 148,788           | 140,469           | 139,281           | 227,814           | 32,866            | 68,543            | 39,205            | 115,152           | 64,502            |
| Bikeway Fund                       | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Proposition R                      | (38)              | 9,202             | -                 | 37,655            | -                 | -                 | -                 | -                 | -                 | -                 |
| Landscape & Open Space Maintenance | 2,322,372         | 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         |
| Prop A Transit Fund                | 284,755           | 299,117           | 300,445           | 411,798           | 397,727           | 527,163           | 584,795           | 610,298           | 518,192           | 461,392           |
| Capital Equipment Replacement Fund | 198,486           | 114,253           | 171,489           | 100,051           | 3,625             | 38,152            | 30,131            | 49,123            | 104,150           | 116,762           |
| Facility Maintenance Fund          | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| State Park Grant Fund              | 13,900            | 27,560            | 54,206            | 69,320            | 69,148            | 117,951           | 112,524           | 90,204            | 86,208            | 81,592            |
| Edward Byrne Justice Grant         | -                 | -                 | -                 | -                 | -                 | 21,308            | -                 | -                 | -                 | -                 |
| Used Oil Recycling Grant Fund      | 8,500             | 8,570             | 8,532             | 8,628             | 14,440            | 8,420             | 7,472             | 11,137            | 9,910             | 7,870             |
| General Recycling Grant Fund       | 8,194             | 8,130             | 15,332            | 1,105             | 8,828             | 5,112             | 1,741             | 8,809             | 14,092            | 5,141             |
| Cable Television Education Fund    | 44,708            | 43,464            | 4,362             | 2,421             | 24,315            | -                 | 28,545            | 5,601             | 99,063            | 68,249            |
| Walnut Improvement Agency Fund     | -                 | -                 | -                 | -                 | 113,081           | -                 | 203,790           | 195,289           | 192,111           | 328,428           |
| Walnut Housing Authority Fund      | 266,068           | 261,080           | 306,903           | 328,252           | 326,902           | 336,568           | 339,033           | 336,704           | 318,566           | 256,374           |
| Other Post-Employment Benefits     | 2,866             | 2,281             | 908               | 307               | 232               | 160               | -                 | -                 | -                 | -                 |
| <b>Total All Funds</b>             | <b>17,050,612</b> | <b>15,926,649</b> | <b>15,990,798</b> | <b>15,140,527</b> | <b>15,928,967</b> | <b>15,251,356</b> | <b>15,099,566</b> | <b>14,890,082</b> | <b>14,660,223</b> | <b>13,724,637</b> |

**CITY OF WALNUT**

**FUND STRUCTURE**

**2017-18**

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.

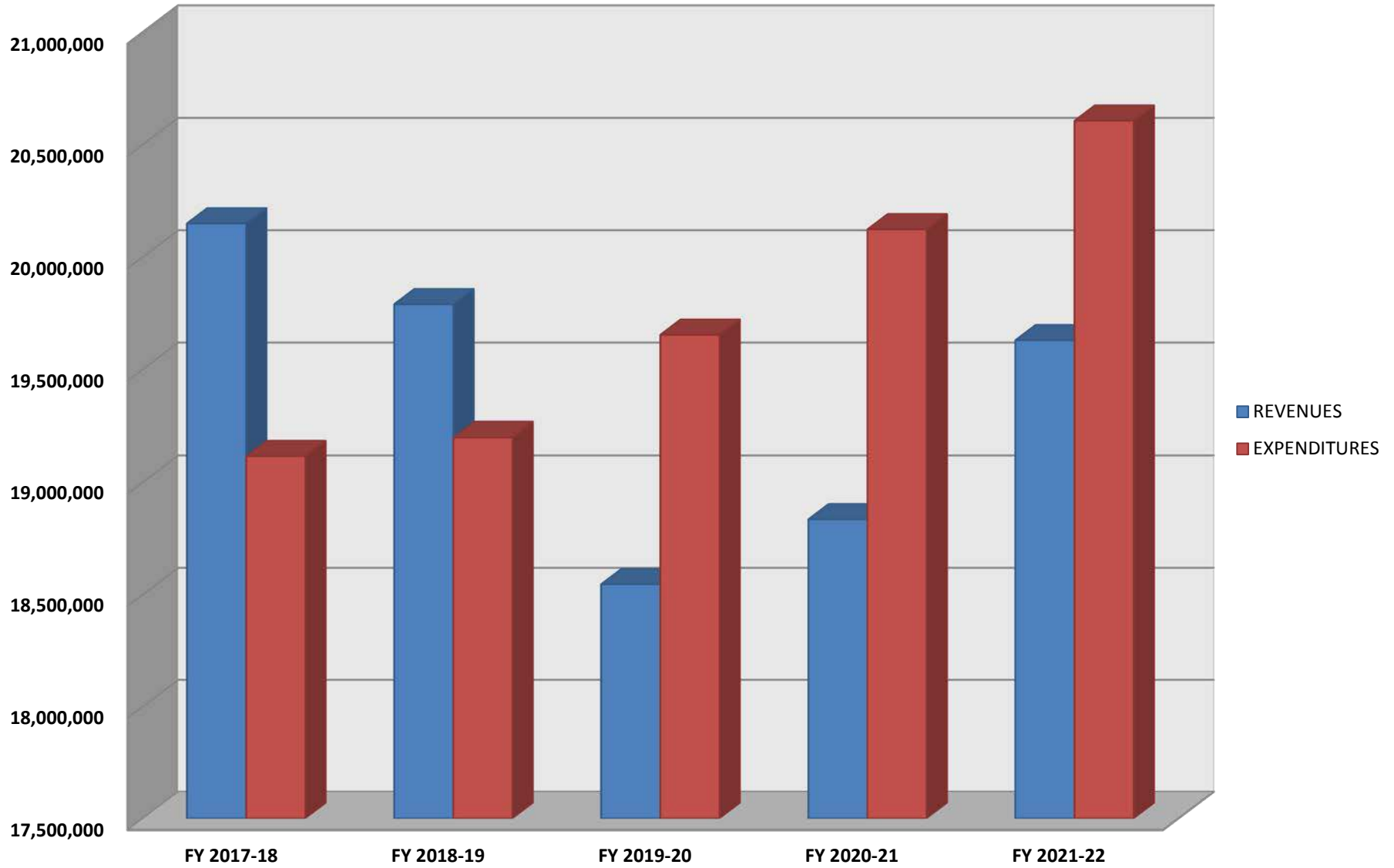
**11 Waste Management Fund**

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  
2017-18  
FIVE-YEAR PROJECTION OF REVENUES**

|                           | 2017-18           | 2018-19           | 2019-20           | 2020-21           | 2021-22           |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>GENERAL REVENUE</b>    |                   |                   |                   |                   |                   |
| Property Taxes (1)        | 6,320,000         | 6,446,400         | 6,575,328         | 6,706,835         | 6,840,971         |
| Other Taxes (2)           | 3,441,600         | 3,507,252         | 3,574,266         | 3,642,667         | 3,712,480         |
| Licenses & Permits (3)    | 1,638,700         | 717,200           | 729,700           | 742,825           | 756,606           |
| Use of Money (4)          | 402,920           | 407,470           | 422,748           | 438,789           | 455,632           |
| 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       | 427,100           | 427,100           | 427,100           | 427,100           | 427,100           |
| Other Revenue             | 414,150           | 364,900           | 365,673           | 366,468           | 367,288           |
| <b>TOTAL:</b>             | <b>13,474,140</b> | <b>12,699,992</b> | <b>12,924,484</b> | <b>13,154,354</b> | <b>13,389,748</b> |
| <b>RESTRICTED REVENUE</b> |                   |                   |                   |                   |                   |
| Revenue From              |                   |                   |                   |                   |                   |
| Other Agencies (5)        | 2,682,790         | 2,715,985         | 2,770,304         | 2,825,710         | 2,882,225         |
| Use of Money & Property   | 9,750             | 9,945             | 10,144            | 10,347            | 10,554            |
| Fines & Other Revenue     | 162,000           | 164,700           | 167,454           | 170,263           | 173,128           |
| Assessments               | 2,373,930         | 2,373,930         | 2,373,930         | 2,373,930         | 2,373,930         |
| <b>TOTAL:</b>             | <b>5,228,470</b>  | <b>5,264,560</b>  | <b>5,321,832</b>  | <b>5,380,250</b>  | <b>5,439,837</b>  |
| <b>TOTAL REVENUE:</b>     | <b>18,702,610</b> | <b>17,964,552</b> | <b>18,246,316</b> | <b>18,534,604</b> | <b>18,829,584</b> |
| Transfer In               | 860,290           | 700,000           | 300,000           | 300,000           | 300,000           |
| Restricted Fund           |                   |                   |                   |                   |                   |
| Balance Applied:          | 586,620           | 1,125,000         | -                 | -                 | 500,000           |
| <b>TOTAL RESOURCES:</b>   | <b>20,149,520</b> | <b>19,789,552</b> | <b>18,546,316</b> | <b>18,834,604</b> | <b>19,629,584</b> |

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

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



**CITY OF WALNUT  
2017-18  
FIVE-YEAR PROJECTION OF EXPENDITURES**

|                            | 2017-18           | 2018-19           | 2019-20           | 2020-21           | 2021-22           |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>GENERAL GOVERNMENT</b>  |                   |                   |                   |                   |                   |
| Personnel                  | 1,395,320         | 1,437,180         | 1,480,295         | 1,524,704         | 1,570,445         |
| Operations (1)             | 944,730           | 968,803           | 993,565           | 1,019,038         | 1,045,244         |
| Capital                    | 50,000            | 0                 | 0                 | 0                 | 0                 |
| <b>TOTAL:</b>              | <b>2,390,050</b>  | <b>2,405,983</b>  | <b>2,473,860</b>  | <b>2,543,742</b>  | <b>2,615,689</b>  |
| <b>COMM. DEVELOPMENT</b>   |                   |                   |                   |                   |                   |
| Personnel                  | 1,405,620         | 1,447,789         | 1,491,222         | 1,535,959         | 1,582,038         |
| Operations                 | 1,289,060         | 1,207,841         | 1,226,998         | 1,246,538         | 1,266,469         |
| Capital                    | 104,360           | 100,000           | 100,000           | 100,000           | 100,000           |
| <b>TOTAL:</b>              | <b>2,799,040</b>  | <b>2,755,630</b>  | <b>2,818,220</b>  | <b>2,882,497</b>  | <b>2,948,506</b>  |
| <b>PUBLIC WORKS</b>        |                   |                   |                   |                   |                   |
| Personnel                  | 723,430           | 745,133           | 767,487           | 790,511           | 814,227           |
| Operations                 | 4,452,100         | 4,537,542         | 4,624,693         | 4,713,587         | 4,804,258         |
| Capital                    | 275,060           | 155,000           | 155,000           | 155,000           | 155,000           |
| <b>TOTAL:</b>              | <b>5,450,590</b>  | <b>5,437,675</b>  | <b>5,547,180</b>  | <b>5,659,098</b>  | <b>5,773,485</b>  |
| <b>PUBLIC SAFETY</b>       |                   |                   |                   |                   |                   |
| Personnel                  | 204,750           | 210,893           | 217,219           | 223,736           | 230,448           |
| Operations (2)             | 3,845,340         | 3,992,849         | 4,146,131         | 4,305,417         | 4,470,943         |
| Capital                    | 0                 | 0                 | 0                 | 0                 | 0                 |
| <b>TOTAL:</b>              | <b>4,050,090</b>  | <b>4,203,741</b>  | <b>4,363,351</b>  | <b>4,529,153</b>  | <b>4,701,391</b>  |
| <b>COMMUNITY SERVICES</b>  |                   |                   |                   |                   |                   |
| Personnel                  | 1,794,240         | 1,848,067         | 1,903,509         | 1,960,614         | 2,019,433         |
| Operations                 | 1,772,090         | 1,797,678         | 1,797,678         | 1,797,678         | 1,797,678         |
| Capital                    | 0                 | 0                 | 0                 | 0                 | 0                 |
| <b>TOTAL:</b>              | <b>3,566,330</b>  | <b>3,645,745</b>  | <b>3,701,187</b>  | <b>3,758,292</b>  | <b>3,817,111</b>  |
| Transfer Out               | 860,290           | 750,000           | 750,000           | 750,000           | 750,000           |
| <b>TOTAL EXPENDITURES:</b> | <b>19,116,390</b> | <b>19,198,774</b> | <b>19,653,798</b> | <b>20,122,782</b> | <b>20,606,182</b> |

INCLUDES SA ADMINISTRATION, EXCLUDES CAPITAL PROJECTS PROGRAM

Assumptions:

Personnel:

- (1) FY 2017-18 3% COLA for classified and 4% COLA for management
- (2) 3% increase per year

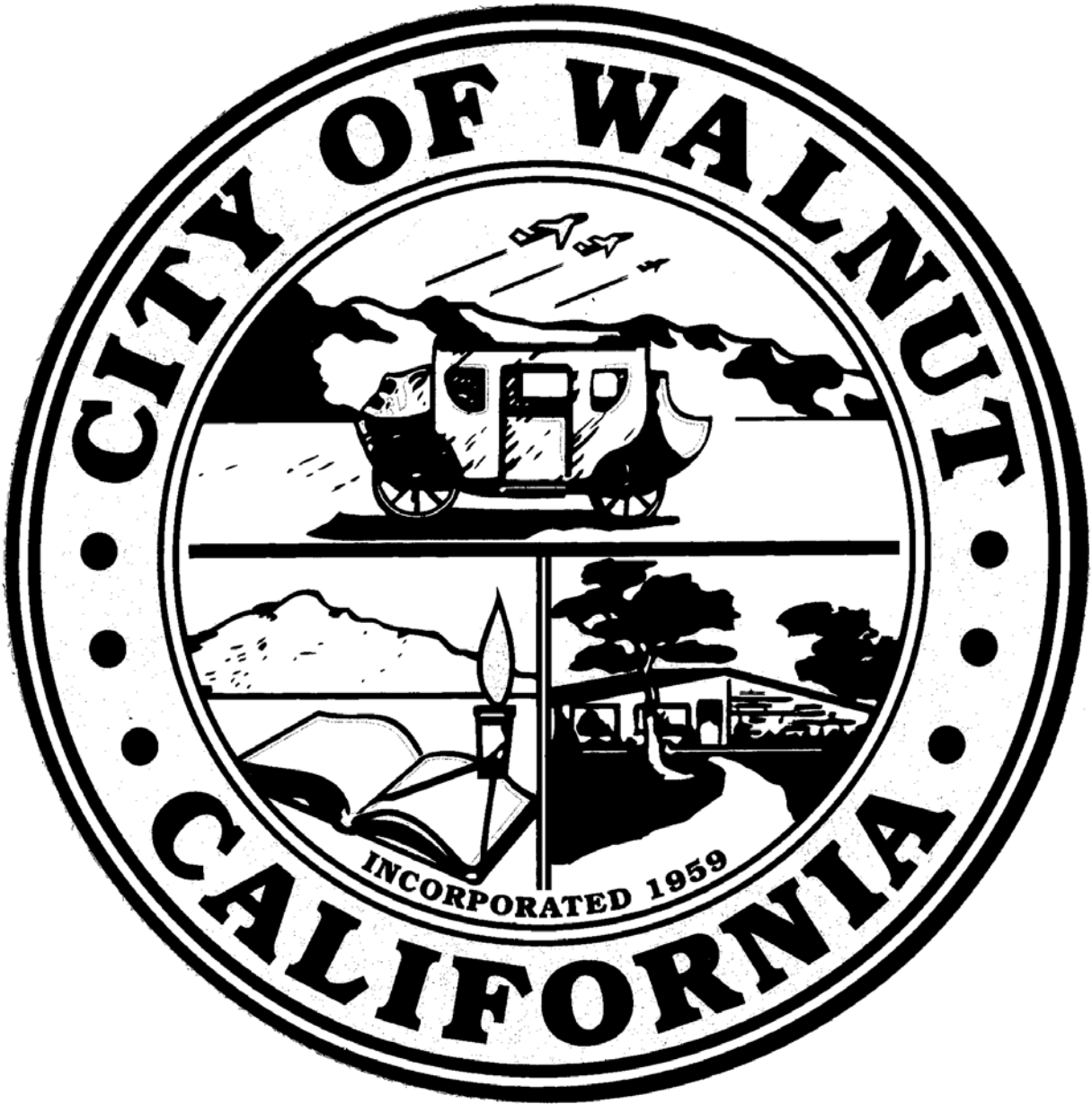
Operations:

- (1) Liability & Property Insurance 4% increase
- (2) Public Safety Operations 4% increase per year

All other expenditures except as noted 2% increase.

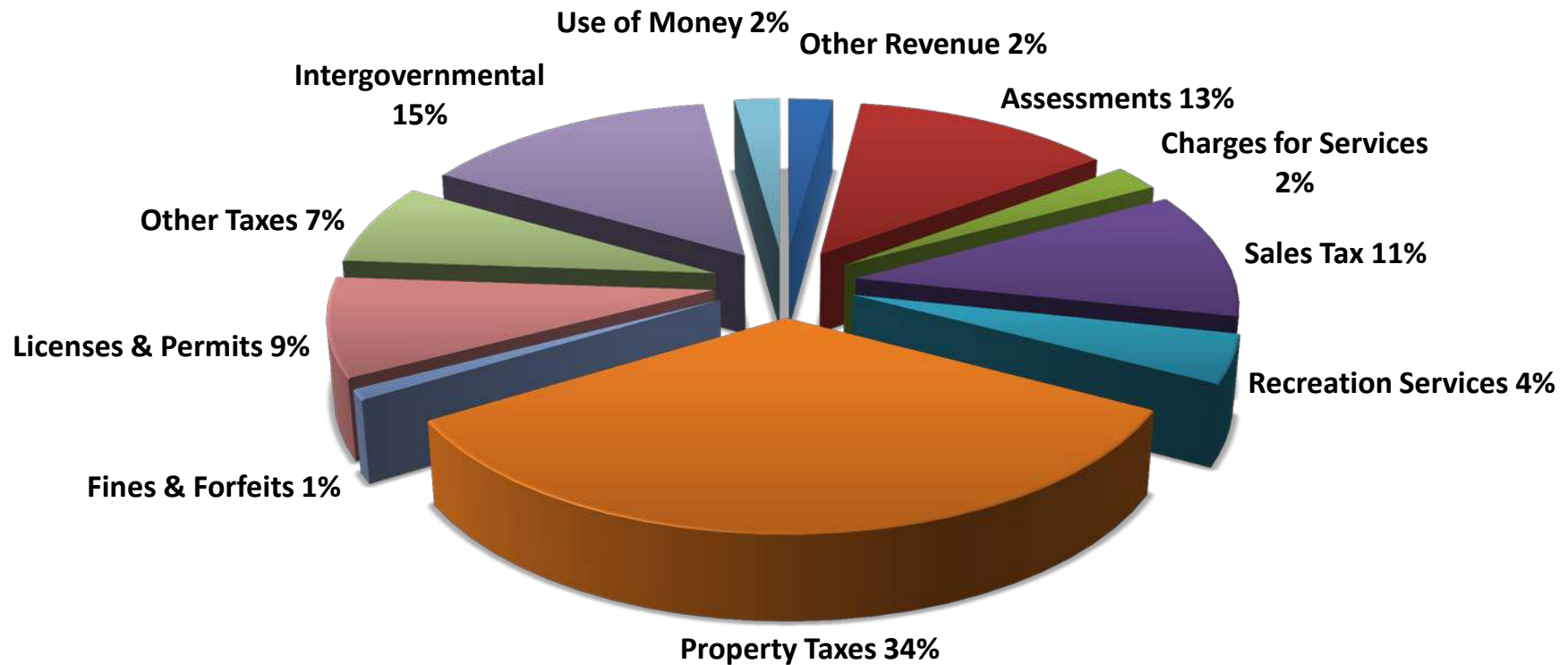
**CITY OF WALNUT  
2017-18 PERSONNEL SUMMARY**

|                                     | 2015-16      | 2016-17      | 2017-18      |
|-------------------------------------|--------------|--------------|--------------|
| <b><u>GENERAL GOVERNMENT</u></b>    |              |              |              |
| City Council                        | 0.00         | 0.00         | 0.00         |
| City Manager                        | 0.60         | 0.60         | 0.60         |
| Personnel                           | 0.33         | 0.00         | 0.25         |
| City Clerk                          | 1.43         | 1.85         | 1.85         |
| Finance                             | 4.48         | 4.48         | 4.48         |
| Computer Services                   | 0.50         | 0.50         | 0.50         |
| Administrative Services             | 1.40         | 1.40         | 2.15         |
| Cable TV Administration/Education   | 0.33         | 0.00         | 0.00         |
| <b>TOTAL GENERAL GOVERNMENT</b>     | <b>9.07</b>  | <b>8.83</b>  | <b>9.83</b>  |
| <b><u>COMMUNITY DEVELOPMENT</u></b> |              |              |              |
| Planning                            | 3.75         | 3.95         | 3.95         |
| Code Enforcement                    | 2.30         | 2.50         | 2.50         |
| Building & Safety                   | 0.30         | 0.45         | 0.45         |
| Successor Agency Administration     | 1.00         | 1.00         | 1.00         |
| Prop "C" Administration             | 0.33         | 0.33         | 0.33         |
| Prop "A" Administration             | 0.47         | 0.47         | 0.47         |
| Prop "R" Administration             | 0.00         | 0.00         | 0.00         |
| Metrolink                           | 0.13         | 0.13         | 0.13         |
| WHA Administration                  | 1.40         | 1.60         | 1.60         |
| <b>TOTAL COMMUNITY DEVELOPMENT</b>  | <b>9.68</b>  | <b>10.43</b> | <b>10.43</b> |
| <b><u>PUBLIC WORKS</u></b>          |              |              |              |
| 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         |
| <b>TOTAL PUBLIC WORKS</b>           | <b>5.70</b>  | <b>5.70</b>  | <b>5.70</b>  |
| <b><u>PUBLIC SAFETY</u></b>         |              |              |              |
| Public Safety Administration        | 0.50         | 0.50         | 0.50         |
| Business License Enforcement        | 0.85         | 0.85         | 0.85         |
| Vehicle Code Fines                  | 0.40         | 0.40         | 0.40         |
| <b>TOTAL PUBLIC SAFETY</b>          | <b>1.75</b>  | <b>1.75</b>  | <b>1.75</b>  |
| <b><u>COMMUNITY SERVICES</u></b>    |              |              |              |
| 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         |
| <b>TOTAL COMMUNITY SERVICES</b>     | <b>10.30</b> | <b>10.30</b> | <b>10.30</b> |
| <b>TOTAL FULL-TIME POSITIONS</b>    | <b>36.49</b> | <b>37.00</b> | <b>38.00</b> |



# Revenues

# Revenue Summary (ALL FUNDS) Fiscal Year 2017-18



**Total Revenue Budget  
\$18,702,610**

**CITY OF WALNUT  
2017-18 REVENUE BUDGET BY FUND**

| ACCOUNT NUMBER AND DESCRIPTION                  | 2015-16          | 2016-17          |                  | 2017-18          |
|---|------------------|------------------|------------------|------------------|
|   | ACTUAL           | REVISED BUDGET   | ESTIMATE         | APPROVED BUDGET  |
| <b>PROPERTY TAXES</b>                           |                  |                  |                  |                  |
| 01-3010 PROPERTY TAXES                          | 6,408,855        | 6,510,000        | 6,137,000        | 6,320,000        |
| <b>TOTAL PROPERTY TAXES</b>                     | <b>6,408,855</b> | <b>6,510,000</b> | <b>6,137,000</b> | <b>6,320,000</b> |
| <b>OTHER TAXES</b>                              |                  |                  |                  |                  |
| 01-3100 SALES & USE TAX                         | 1,800,677        | 1,500,000        | 2,100,000        | 2,100,000        |
| 01-3110 PUBLIC SAFETY AUGMENTATION FUND         | 168,041          | 166,000          | 166,000          | 166,000          |
| 01-3120 FRANCHISE TAX                           | 936,650          | 970,000          | 906,000          | 906,000          |
| 01-3130 BUSINESS LICENSE TAX                    | 109,615          | 100,000          | 110,000          | 110,000          |
| 01-3140 REALTY STAMP TAX (DOC TRANSFER)         | 171,056          | 130,000          | 145,600          | 145,600          |
| 01-3150 DEVELOPMENT TAX                         | 19,911           | 14,000           | 35,000           | 14,000           |
| <b>TOTAL OTHER TAXES</b>                        | <b>3,205,950</b> | <b>2,880,000</b> | <b>3,462,600</b> | <b>3,441,600</b> |
| <b>LICENSES &amp; PERMITS</b>                   |                  |                  |                  |                  |
| 01-3200 PARKING PERMITS                         | 3,913            | 3,500            | 3,500            | 3,500            |
| 01-3205 FILM PERMITS                            | 2,000            | 0                | 500              | 0                |
| 01-3220 BUILDING & SAFETY - FULL PLAN CHECK     | 339,509          | 400,000          | 350,000          | 475,000          |
| 01-3230 BUILDING & SAFETY - STANDARD PLAN CHECK | 0                | 170,000          | 177,500          | 75,000           |
| 01-3240 BUILDING & SAFETY - PERMITS             | 587,684          | 960,000          | 1,100,000        | 1,050,000        |
| 01-3250 GRADING & STREET PERMITS                | 10,620           | 45,000           | 30,000           | 30,000           |
| 01-3260 CONDITIONAL USE PERMITS                 | 17,010           | 8,550            | 4,000            | 4,000            |
| 01-3270 STONG MOTION INSTRUM FEE                | 96               | 100              | 100              | 100              |
| 01-3271 STATE BLDG STD FUNDS                    | 111              | 100              | 100              | 100              |
| 01-3272 DISABILITY ACCESS & EDUCATION FUND      | 620              | 1,000            | 1,000            | 1,000            |
| <b>TOTAL LICENSES &amp; PERMITS</b>             | <b>961,562</b>   | <b>1,588,250</b> | <b>1,666,700</b> | <b>1,638,700</b> |
| <b>FINES, FORFEITS, &amp; PENALTIES</b>         |                  |                  |                  |                  |
| 01-3300 CODE FINES                              | 51,969           | 50,000           | 20,000           | 25,000           |
| 01-3305 FALSE ALARM FINES                       | 5,538            | 3,000            | 8,000            | 5,000            |
| 01-3311 IMPOUND SERVICE FEE                     | 13,113           | 9,000            | 9,000            | 9,000            |
| <b>TOTAL FINES, FORFEITS, &amp; PENALTIES</b>   | <b>70,620</b>    | <b>62,000</b>    | <b>37,000</b>    | <b>39,000</b>    |
| <b>USE OF MONEY &amp; PROPERTY</b>              |                  |                  |                  |                  |
| 01-3400 INTEREST INCOME                         | 109,203          | 100,000          | 120,000          | 110,000          |
| 01-3410 RENTAL OF CITY HALL OFFICES             | 1,920            | 1,920            | 1,920            | 1,920            |
| 01-3420 TELECOMMUNICATION LEASE                 | 293,298          | 291,000          | 291,000          | 291,000          |
| <b>TOTAL USE OF MONEY &amp; PROPERTY</b>        | <b>404,421</b>   | <b>392,920</b>   | <b>412,920</b>   | <b>402,920</b>   |
| <b>REVENUE FROM OTHER AGENCIES</b>              |                  |                  |                  |                  |
| 01-3500 STATE MOTOR VEHICLE IN-LIEU TAX         | 12,208           | 13,000           | 13,000           | 13,000           |
| 01-3510 STATE HOMEOWNERS EXEMPTION              | 9,905            | 9,900            | 9,900            | 9,900            |
| 01-3511 STATE HIGHWAY RENTAL FEES               | 264              | 270              | 270              | 270              |
| 01-3614 BSEP GRANT - BUS STOP PROGRAM           | 0                | 0                | 23,929           | 0                |
| 01-3624 MWD GRANT                               | 0                | 0                | 0                | 0                |
| 01-3667 TREE PLANTING GRANT PROGRAM             | 0                | 0                | 0                | 0                |
| <b>TOTAL REVENUE FROM OTHER AGENCIES</b>        | <b>22,377</b>    | <b>23,170</b>    | <b>47,099</b>    | <b>23,170</b>    |

**CITY OF WALNUT  
2017-18 REVENUE BUDGET BY FUND**

| ACCOUNT NUMBER AND DESCRIPTION                 | 2015-16        | 2016-17        |                | 2017-18         |
|--|----------------|----------------|----------------|-----------------|
|  | ACTUAL         | REVISED BUDGET | ESTIMATE       | APPROVED BUDGET |
| <b>RECREATION SERVICES</b>                     |                |                |                |                 |
| 01-3641 TEEN CENTER EXCURSIONS                 | 3,943          | 3,500          | 3,500          | 3,500           |
| 01-3642 TEEN CENTER SNACK BAR SALES-TAXABLE    | 14,572         | 15,500         | 15,500         | 15,500          |
| 01-3644 TEEN CENTER SPECIAL EVENTS             | 3,051          | 3,000          | 3,000          | 3,000           |
| 01-3645 TEEN CENTER MEMBERSHIP                 | 14,248         | 15,000         | 15,000         | 15,000          |
| 01-3649 CAMP PROGRAMS                          | 17,089         | 12,000         | 12,000         | 12,000          |
| 01-3651 SENIOR EXCURSIONS                      | 46,134         | 45,000         | 45,000         | 45,000          |
| 01-3653 SENIOR BINGO DONATIONS                 | 4,550          | 4,200          | 4,200          | 4,200           |
| 01-3654 SENIOR SPECIAL EVENTS                  | 12,973         | 15,000         | 15,000         | 15,000          |
| 01-3655 SENIOR CLASSES                         | 16,153         | 8,000          | 8,000          | 8,000           |
| 01-3690 SPECIAL EVENTS                         | 18,602         | 16,000         | 16,000         | 16,000          |
| 01-3691 AQUATICS                               | 93,644         | 120,000        | 120,000        | 120,000         |
| 01-3692 EXCURSIONS                             | 64,830         | 58,800         | 58,800         | 58,800          |
| 01-3693 SPORTS LEAGUES                         | 348,853        | 328,000        | 328,000        | 328,000         |
| 01-3694 RECREATION CLASSES                     | 111,851        | 124,500        | 124,500        | 124,500         |
| 01-3695 BROCHURE ADVERTISING                   | 0              | 0              | 0              | 0               |
| 01-3696 REFEREE SERVICE FEE                    | 14,344         | 21,000         | 21,000         | 21,000          |
| 01-3697 REGISTRATION FEES                      | 20,570         | 17,000         | 17,000         | 17,000          |
| <b>TOTAL RECREATION SERVICES</b>               | <b>805,406</b> | <b>806,500</b> | <b>806,500</b> | <b>806,500</b>  |
| <b>CHARGES FOR CURRENT SERVICES</b>            |                |                |                |                 |
| 01-3700 SITE PLAN REVIEW FEES                  | 86,922         | 80,000         | 80,000         | 80,000          |
| 01-3710 GENERAL PLAN AMENDMENTS                | 17,457         | 2,500          | 0              | 2,500           |
| 01-3711 GENERAL PLAN MAINTENANCE FEE           | 17,873         | 30,000         | 70,000         | 50,000          |
| 01-3730 VARIANCE APPLICATION FEES              | 0              | 0              | 0              | 0               |
| 01-3740 SALE OF MAPS & PUBLICATIONS            | 715            | 1,000          | 100            | 100             |
| 01-3745 INDUSTRIAL WASTE INSPECTION FEES       | 60,917         | 60,000         | 50,000         | 25,000          |
| 01-3750 PUBLIC WORKS INSPECTION FEES           | 337,695        | 100,000        | 50,000         | 65,000          |
| 01-3760 PUBLIC WORKS PLAN CHECKING FEES        | 185,807        | 105,000        | 25,000         | 40,000          |
| 01-3780 PARKS & RECREATION USE FEES            | 21,933         | 21,000         | 21,000         | 21,000          |
| 01-3783 GYM/TEEN FACILITY USE FEES             | 10,061         | 13,000         | 13,000         | 13,000          |
| 01-3790 SENIOR CENTER USE FEES                 | 1,117          | 500            | 700            | 500             |
| 01-3791 ANIMAL LICENSE SALES                   | 103,898        | 130,000        | 130,000        | 130,000         |
| 01-3795 CANDIDATE FILING FEES                  | 150            | 0              | 0              | 0               |
| <b>TOTAL CHARGES FOR CURRENT SERVICES</b>      | <b>844,546</b> | <b>543,000</b> | <b>439,800</b> | <b>427,100</b>  |
| <b>OTHER REVENUES</b>                          |                |                |                |                 |
| 01-3800 SA REIMBURSEMENT                       | 189,430        | 250,000        | 250,000        | 250,000         |
| 01-3805 RISK MANAGEMENT CLAIMS REIMBURSEMENT   | 21,283         | 0              | 6,100          | 0               |
| 01-3810 WORKERS' COMP REIMBURSEMENT            | 0              | 0              | 0              | 0               |
| 01-3811 GENERAL LIABILITY CLAIMS REIMBURSEMENT | 0              | 0              | 0              | 0               |
| 01-3819 WALNUT HISTORICAL BOOK                 | 220            | 50             | 0              | 50              |
| 01-3820 MISCELLANEOUS REVENUES                 | 13,881         | 20,000         | 10,000         | 10,000          |
| 01-3823 FLAG DONATIONS                         | 0              | 0              | 0              | 0               |
| 01-3827 SENIOR DONATIONS                       | 1,000          | 0              | 0              | 0               |
| 01-3828 PASSPORT EXECUTION FEES                | 38,900         | 35,000         | 35,000         | 35,000          |
| 01-3833 METROLINK PASSES                       | 506            | 0              | 0              | 0               |

**CITY OF WALNUT  
2017-18 REVENUE BUDGET BY FUND**

| ACCOUNT NUMBER AND DESCRIPTION                | 2015-16           | 2016-17           |                   | 2017-18           |
|---|-------------------|-------------------|-------------------|-------------------|
|   | ACTUAL            | REVISED BUDGET    | ESTIMATE          | APPROVED BUDGET   |
| <b>OTHER REVENUES (Continued)</b>             |                   |                   |                   |                   |
| 01-3834 EZ PASSES                             | 48                | 10                | 0                 | 0                 |
| 01-3835 BUS PASSES                            | 2,314             | 1,800             | 1,800             | 1,800             |
| 01-3840 FAMILY FESTIVAL REVENUES              | 34,357            | 35,000            | 35,000            | 35,000            |
| 01-3845 FIREWORKS SHOW                        | 82                | 0                 | 0                 | 0                 |
| 01-3855 TEEN CENTER MISCELLANEOUS REVENUE     | 0                 | 0                 | 0                 | 0                 |
| 01-3856 TEEN CENTER DONATIONS                 | 500               | 0                 | 0                 | 0                 |
| 01-3870 APPEALS                               | 8,635             | 0                 | 1,130             | 0                 |
| 01-3871 EASEMENT FEES                         | 0                 | 0                 | 0                 | 0                 |
| 01-3872 STATE MANDATED COST REIMB             | 18,829            | 0                 | 0                 | 0                 |
| 01-3873 MT. SAC PARKING METERS                | 25,392            | 10,000            | 10,000            | 10,000            |
| 01-3876 MT. SAC TICKET SALES REIMBURSEMENT    | 9,525             | 10,000            | 10,000            | 10,000            |
| 01-3900 SURPLUS PROPERTY SALE                 | 1,046             | 0                 | 100               | 100               |
| 01-3962 SEWER REIMBURSEMENT - GARTEL & FUERTE | 4,828             | 4,080             | 7,400             | 4,000             |
| 01-3970 MISCELLANEOUS REIMBURSEMENT           | 87,299            | 19,100            | 19,200            | 19,200            |
| <b>TOTAL OTHER REVENUES</b>                   | <b>458,074</b>    | <b>385,040</b>    | <b>385,730</b>    | <b>375,150</b>    |
| <b>TOTAL GENERAL FUND (01)</b>                | <b>13,181,811</b> | <b>13,190,880</b> | <b>13,395,349</b> | <b>13,474,140</b> |
| 02-3400 INTEREST INCOME                       | 5,265             | 500               | 500               | 500               |
| 02-3560 2107.5 GAS TAX                        | 6,000             | 6,000             | 6,000             | 6,000             |
| 02-3565 2105 GAS TAX                          | 169,878           | 188,980           | 159,800           | 159,800           |
| 02-3570 2106 GAS TAX                          | 104,424           | 97,040            | 97,040            | 97,040            |
| 02-3580 2107 GAS TAX                          | 221,204           | 262,420           | 196,000           | 196,000           |
| 02-3585 2103 GAS TAX                          | 155,429           | 71,360            | 71,360            | 71,360            |
| <b>TOTAL GAS TAX FUND (02)</b>                | <b>662,200</b>    | <b>626,300</b>    | <b>530,700</b>    | <b>530,700</b>    |
| 05-3310 VEHICLE CODE FINES                    | 169,197           | 100,000           | 100,000           | 116,000           |
| 05-3330 VEHICLE CODE FINES - COUNTY           | 37,194            | 65,000            | 19,000            | 19,000            |
| 05-3820 MISCELLANEOUS INCOME                  | 0                 | 0                 | 0                 | 0                 |
| <b>TOTAL TRAFFIC SAFETY FUND (05)</b>         | <b>206,391</b>    | <b>165,000</b>    | <b>119,000</b>    | <b>135,000</b>    |
| 06-3160 PARK IN-LIEU FEES                     | 998,454           | 0                 | 278,790           | 0                 |
| <b>TOTAL PARK IMPROVEMENT FUND (06)</b>       | <b>998,454</b>    | <b>0</b>          | <b>278,790</b>    | <b>0</b>          |
| 07-3400 INTEREST INCOME                       | 1,127             | 250               | 250               | 250               |
| 07-3515 COPS                                  | 114,618           | 100,000           | 100,000           | 100,000           |
| <b>TOTAL COPS FUND (07)</b>                   | <b>115,745</b>    | <b>100,250</b>    | <b>100,250</b>    | <b>100,250</b>    |
| 09-3400 INTEREST INCOME                       | 163               | 500               | 500               | 500               |
| 09-3597 AIR QUALITY IMPROVEMENT               | 38,519            | 36,900            | 36,900            | 36,900            |
| <b>TOTAL AQMD FUND (09)</b>                   | <b>38,682</b>     | <b>37,400</b>     | <b>37,400</b>     | <b>37,400</b>     |
| 11-3880 RECYCLING REBATE                      | 49,506            | 35,000            | 35,000            | 35,000            |
| 11-3885 AB939 ADMINISTRATION                  | 51,230            | 50,970            | 50,970            | 50,970            |
| <b>TOTAL WASTE MANAGEMENT FUND (11)</b>       | <b>100,736</b>    | <b>85,970</b>     | <b>85,970</b>     | <b>85,970</b>     |

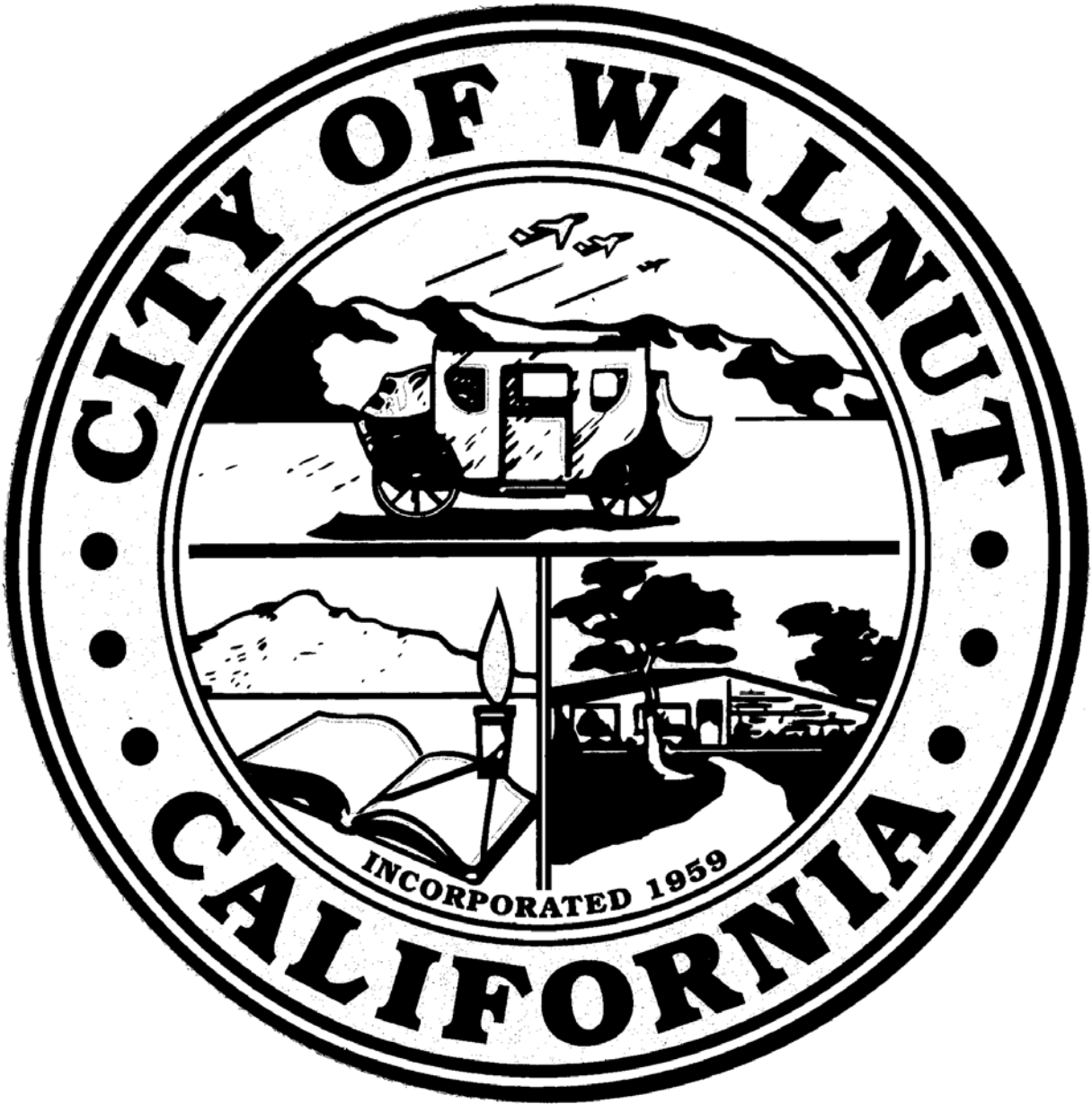


**CITY OF WALNUT  
2017-18 REVENUE BUDGET BY FUND**

| ACCOUNT NUMBER AND DESCRIPTION                        | 2015-16          | 2016-17          |                  | 2017-18          |
|---|------------------|------------------|------------------|------------------|
|   | ACTUAL           | REVISED BUDGET   | ESTIMATE         | APPROVED BUDGET  |
| 12-3620 COMMUNITY DEVELOPMENT BLOCK GRANT             | 129,793          | 207,020          | 207,020          | 135,770          |
| 12-3621 COMMUNITY DEVELOPMENT BLOCK GRANT-R           | 0                | 0                | 0                | 0                |
| <b>TOTAL CDBG FUND (12)</b>                           | <b>129,793</b>   | <b>207,020</b>   | <b>207,020</b>   | <b>135,770</b>   |
| 13-3400 INTEREST INCOME                               | 11,091           | 5,000            | 5,000            | 5,000            |
| 13-3680 PROPOSITION "C" TRANSPORTATION                | 452,222          | 459,840          | 459,840          | 469,040          |
| <b>TOTAL PROPOSITION "C" FUND (13)</b>                | <b>463,314</b>   | <b>464,840</b>   | <b>464,840</b>   | <b>474,040</b>   |
| 14-3630 SB 821 BIKEWAY                                | 0                | 38,910           | 38,910           | 20,060           |
| <b>TOTAL BIKEWAY FUND (14)</b>                        | <b>0</b>         | <b>38,910</b>    | <b>38,910</b>    | <b>20,060</b>    |
| 15-3517 LACMTA EXCHANGE                               | 836              | 0                | 0                | 0                |
| <b>TOTAL LACMTA FUND (15)</b>                         | <b>836</b>       | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| 16-3400 INTEREST INCOME                               | 6,163            | 2,500            | 2,500            | 2,500            |
| 16-3680 PROPOSITION "R"                               | 338,337          | 344,860          | 344,860          | 351,760          |
| <b>TOTAL PROPOSITION "R" FUND (16)</b>                | <b>344,499</b>   | <b>347,360</b>   | <b>347,360</b>   | <b>354,260</b>   |
| 17-3619 FEDERAL STIMULUS GRANT                        | 0                | 0                | 0                | 0                |
| <b>TOTAL FEDERAL STIMULUS FUND (17)</b>               | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| 18-3181 L.O.S.M.D. ZONE 9                             | 417,865          | 412,990          | 412,990          | 647,850          |
| <b>TOTAL LOSMD ZONE 9 FUND (18)</b>                   | <b>417,865</b>   | <b>412,990</b>   | <b>412,990</b>   | <b>647,850</b>   |
| 19-3170 L.O.S.M.D.                                    | 1,691,662        | 1,726,090        | 1,726,090        | 1,726,080        |
| <b>TOTAL LOSMD FUND (19)</b>                          | <b>1,691,662</b> | <b>1,726,090</b> | <b>1,726,090</b> | <b>1,726,080</b> |
| 20-3868 3 OAKS REC FACILITY DEV. CONTRIBUTION         | 0                | 0                | 0                | 0                |
| <b>TOTAL THREE OAKS RECREATION FACILITY FUND (20)</b> | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| 23-3400 INTEREST INCOME                               | 8,626            | 500              | 500              | 500              |
| 23-3680 PROPOSITION "A" TRANSPORTATION                | 543,529          | 554,380          | 554,380          | 565,470          |
| <b>TOTAL PROPOSITION "A" FUND (23)</b>                | <b>552,155</b>   | <b>554,880</b>   | <b>554,880</b>   | <b>565,970</b>   |
| 25-3598 COMPUTER PURHCASE REIMBURSEMENT               | 0                | 0                | 0                | 0                |
| 25-3820 MISCELLANEOUS REVENUE                         | 0                | 0                | 0                | 0                |
| 25-3970 MISCELLANEOUS REIMBURSEMENT                   | 2,658            | 0                | 0                | 0                |
| <b>TOTAL CAPITAL EQUIPMENT REPLACEMENT FUND (25)</b>  | <b>2,658</b>     | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| 27-3666 NEIGHBORHOOD PARK ACT                         | 27,248           | 13,000           | 13,000           | 53,000           |
| <b>TOTAL STATE PARK GRANT FUND (27)</b>               | <b>27,248</b>    | <b>13,000</b>    | <b>13,000</b>    | <b>53,000</b>    |

**CITY OF WALNUT  
2017-18 REVENUE BUDGET BY FUND**

| ACCOUNT NUMBER AND DESCRIPTION                  | 2015-16           | 2016-17           |                   | 2017-18           |
|---|-------------------|-------------------|-------------------|-------------------|
|   | ACTUAL            | REVISED BUDGET    | ESTIMATE          | APPROVED BUDGET   |
| 32-3874 USED OIL OPP GRANT                      | 8,500             | 8,500             | 8,500             | 8,490             |
| 32-3875 USED OIL RECYCLING GRANT                | 0                 | 0                 | 0                 | 0                 |
| <b>TOTAL USED OIL RECYCLING GRANT FUND (32)</b> | <b>8,500</b>      | <b>8,500</b>      | <b>8,500</b>      | <b>8,490</b>      |
| 33-3878 GENERAL RECYCLING GRANT                 | 8,194             | 7,970             | 7,970             | 7,840             |
| <b>TOTAL GENERAL RECYCLING GRANT FUND (33)</b>  | <b>8,194</b>      | <b>7,970</b>      | <b>7,970</b>      | <b>7,840</b>      |
| 35-3400 INTEREST INCOME                         | 1,154             | 500               | 500               | 500               |
| 35-3670 CABLE TV PEG FEES                       | 27,250            | 27,000            | 27,000            | 27,000            |
| <b>TOTAL CABLE T.V. EDUCATION FUND (35)</b>     | <b>28,404</b>     | <b>27,500</b>     | <b>27,500</b>     | <b>27,500</b>     |
| 41-3800 WHA REIMBURSEMENT AGREEMENT             | 354,253           | 540,202           | 444,715           | 318,290           |
| <b>TOTAL WHA FUND (41)</b>                      | <b>354,253</b>    | <b>540,202</b>    | <b>444,715</b>    | <b>318,290</b>    |
| <b>TOTAL CITY REVENUES</b>                      | <b>19,333,400</b> | <b>18,555,062</b> | <b>18,801,234</b> | <b>18,702,610</b> |



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

***GENERAL FUND REVENUES***

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

**PROPERTY TAXES:**

3010 **Property Taxes**

Provides for funds received from taxes applied to the assessed value of property in Walnut. Los Angeles County collects, and then distributes, a percentage of the funds collected.

**OTHER TAXES:**

3100 **Sales & Use Tax**

Provides for funds received from sales and use taxes. Walnut merchants collect sales tax on retail sales and taxable services, and periodically remit it to the State Board of Equalization, who returns a portion to the City.

3110 **Public Safety Augmentation Fund**

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

3120 **Franchise Tax**

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

3130 **Business License Tax**

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

3140 **Realty Stamp Tax (Documentary Transfer)**

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

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

**LICENSES & PERMITS:**

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

**3272 Disability Access & Education Fund**

Provides for funds collected under SB 1186, imposing a \$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 CalRecycle 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:

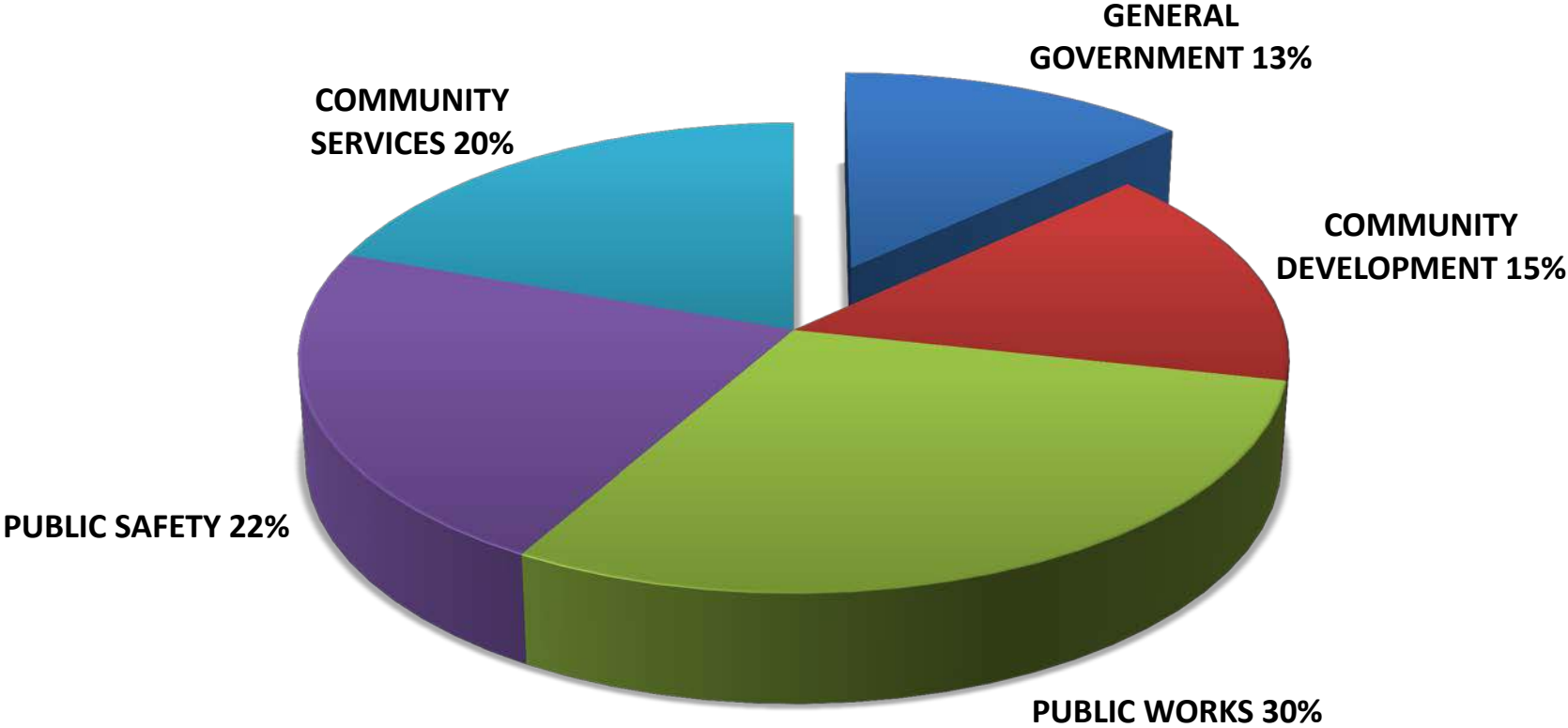
- 14-3630 **Senate Bill 821 (Bikeway Grants)**  
Provides for funds received from the State, for the construction of bikeways, handicap ramps, and pedestrian facilities.
- 20-3868 **Three Oaks Facility Developer Contribution**  
Provides for contributions received from the developer for the construction 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 2017-18



**Total General Government Budget  
\$2,390,050**

**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 2017-18**, the General Government Program will work to achieve the following goals:

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

**In 2016-17**, the General Government Program worked to achieve the following goals:

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

**Performance Measure: City staff received training in customer service, legally mandated harassment and discrimination training, computer applications, first aid and CPR, and emergency preparedness. The City's annual Employee Service Awards was held on December 15, 2016.**

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

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

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

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

**Performance Measure: The City hosted its annual Family Festival in October 2016 and National Night Out in August 2016. The City also hosted City Council Meetings, study sessions, and workshop to discuss items of importance to the City.**

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

**Performance Measure: The City hosted its Election in April 2016. Voter outreach was conducted via the City's website, social media, and the City App.**

**General Government  
Measurable Outputs**

| <b>Output</b>   | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Volunteer Internship Participant Hours                    | 600 Hours         | 580 Hours         | 550 Hours         | 600 Hours         | 600 Hours         |
| Number of Cable Programs                                  | 5                 | 5                 | 5                 | 5                 | 5                 |
| Employee participation in training and education programs | 40                | 50                | 50                | 50                | 50                |
| Number participants subscribed to Online Newsletter       | 1,600             | 2,700             | 2,700             | 2,700             | 2,700             |
| Employees in Education Enhancement Program                | 3                 | 3                 | 2                 | 1                 | 3                 |
| Employees attending Annual Service Awards Event           | 50                | 40                | 45                | 50                | 50                |
| Number of City Council Meetings                           | 22                | 22                | 22                | 22                | 22                |
| Number of City Council Study Sessions                     | 6                 | 10                | 10                | 10                | 10                |

**FY 2017-18**

**General Government**

**Goals and Relationship to the Mission Statement**

In **FY 2017-18**, the General Government Department has identified five major goals:

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

The general services function of the City of Walnut will exceed expectations, collaborate, and enhance civic pride in FY 2017-18 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**

|                                  | <b>2015-16</b>   |                  | <b>2016-17</b>    |                  | <b>2017-18</b>     |
|----------------------------------|------------------|------------------|-------------------|------------------|--------------------|
|                                  | ACTUAL           | BUDGET           | REVISED<br>BUDGET | ESTIMATE         | APPROVED<br>BUDGET |
| PERSONNEL EXPENSE                | 1,322,547        | 1,255,440        | 1,255,440         | 1,209,190        | 1,395,320          |
| OPERATIONS EXPENSE               | 981,617          | 805,630          | 822,180           | 912,790          | 944,730            |
| <b>TOTAL OPERATING EXPENSE</b>   | <b>2,304,164</b> | <b>2,061,070</b> | <b>2,077,620</b>  | <b>2,121,980</b> | <b>2,340,050</b>   |
| CAPITAL                          | 44,708           | 30,000           | 27,220            | 770              | 50,000             |
| <b>PROGRAM TOTAL</b>             | <b>2,348,872</b> | <b>2,091,070</b> | <b>2,104,840</b>  | <b>2,122,750</b> | <b>2,390,050</b>   |
| <b>TOTAL FULL-TIME EMPLOYEES</b> | 9.07             | 8.83             | 8.83              | 8.83             | 9.83               |
| <br><b>SUB-PROGRAMS:</b>         |                  |                  |                   |                  |                    |
|                                  |                  |                  | 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          |                  | 98                |                  |                    |
| COMPUTER SERVICES                | 01-4502          |                  | 102               |                  |                    |
| CITY ATTORNEY                    | 01-4600          |                  | 106               |                  |                    |
| ADMINISTRATIVE SERVICES          | 01-4700          |                  | 108               |                  |                    |
| COMMUNITY PROMOTIONS             | 01-4800          |                  | 112               |                  |                    |
| CABLE TELEVISION ADMINISTRATION  | 01-4900          |                  | 114               |                  |                    |
| CABLE TELEVISION EQUIPMENT       | 35-4900          |                  | 118               |                  |                    |
| OPEB                             | 51-4200          |                  | 120               |                  |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY COUNCIL**

| APPROPRIATION DETAIL    |                            |                |                |                |                |                 |
|-------------------------|----------------------------|----------------|----------------|----------------|----------------|-----------------|
| ACCOUNT NO.             | ACTIVITY                   | 2015-16        |                | 2016-17        |                | 2017-18         |
|                         |                            | ACTUAL         | BUDGET         | REVISED BUDGET | ESTIMATE       | APPROVED BUDGET |
|                         | <b>PERSONNEL</b>           |                |                |                |                |                 |
| 01-4000-5101            | REGULAR SALARIES           | 18,300         | 18,000         | 18,000         | 18,000         | 18,000          |
| 01-4000-5102            | REGULAR PART-TIME SALARIES | 7,960          | 0              | 0              | 0              | 0               |
| 01-4000-5105            | HEALTH & LIFE INSURANCE    | 41,967         | 42,000         | 42,000         | 35,000         | 42,000          |
| 01-4000-5107            | WORKERS' COMPENSATION      | 878            | 720            | 720            | 730            | 760             |
| 01-4000-5108            | PERS                       | 3,285          | 4,210          | 4,210          | 2,580          | 4,410           |
| 01-4000-5110            | MEDICARE                   | 605            | 1,090          | 1,090          | 480            | 1,090           |
|                         | <b>TOTAL PERSONNEL</b>     | <b>72,995</b>  | <b>66,020</b>  | <b>66,020</b>  | <b>56,790</b>  | <b>66,260</b>   |
|                         | <b>OPERATIONS</b>          |                |                |                |                |                 |
| 01-4000-6201            | CONFERENCE & MEETINGS      | 22,389         | 25,000         | 25,000         | 25,000         | 25,000          |
| 01-4000-6205            | OFFICE SUPPLIES            | 415            | 2,000          | 2,000          | 4,000          | 2,000           |
| 01-4000-6215            | VEHICLE ALLOWANCE          | 15,250         | 15,000         | 15,000         | 15,000         | 15,000          |
| 01-4000-6253            | TELEPHONE                  | 3,513          | 5,000          | 5,000          | 4,000          | 4,400           |
|                         | <b>TOTAL OPERATIONS</b>    | <b>41,567</b>  | <b>47,000</b>  | <b>47,000</b>  | <b>48,000</b>  | <b>46,400</b>   |
|                         | <b>CAPITAL</b>             |                |                |                |                |                 |
|                         | <b>TOTAL CAPITAL</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
|                         | <b>SUB-PROGRAM TOTAL</b>   | <b>114,562</b> | <b>113,020</b> | <b>113,020</b> | <b>104,790</b> | <b>112,660</b>  |
| FUNDING SOURCE: GENERAL |                            |                |                |                |                |                 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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**

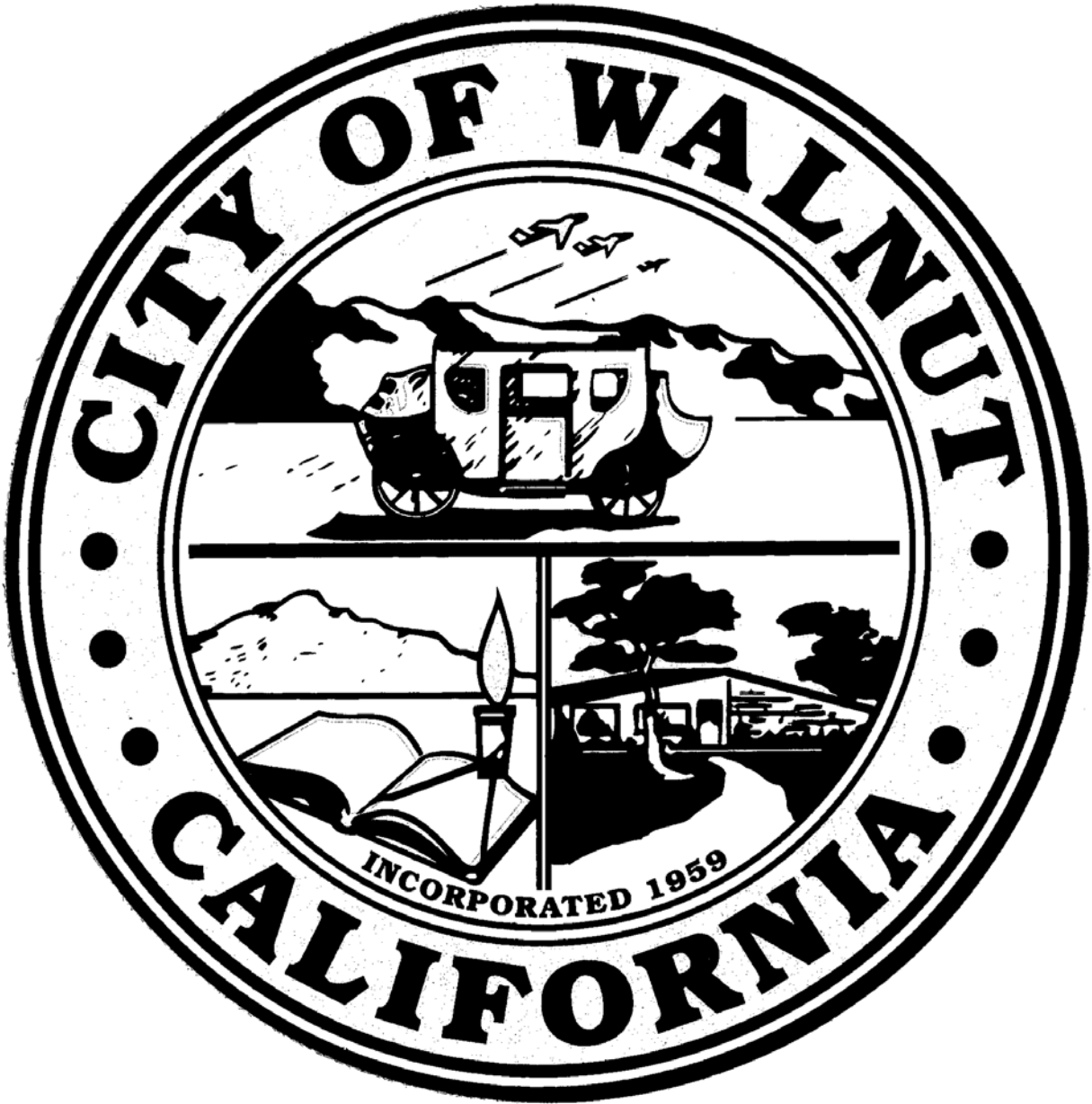
Provides for vehicle allowance for the Council members.



6253 **Telephone**

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

6256 - 6265 See Appendix



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY MANAGER**

| APPROPRIATION DETAIL    |  |                |                |                   |                |                    |
|-------------------------|--|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |  |                |                |                   |                |                    |
| 01-4100-5101            | REGULAR SALARIES                         | 125,869        | 124,670        | 124,670           | 124,670        | 128,390            |
| 01-4100-5105            | HEALTH & LIFE INSURANCE                  | 9,940          | 10,260         | 10,260            | 9,000          | 10,260             |
| 01-4100-5107            | WORKERS' COMPENSATION                    | 2,197          | 2,170          | 2,170             | 2,170          | 2,350              |
| 01-4100-5108            | PERS                                     | 22,737         | 31,240         | 31,240            | 24,360         | 33,890             |
| 01-4100-5110            | MEDICARE                                 | 2,102          | 1,990          | 1,990             | 2,000          | 2,010              |
| 01-4100-5111            | SICK LEAVE/VACATION BUYBACK              | 15,486         | 11,920         | 11,920            | 9,530          | 9,820              |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>178,331</b> | <b>182,250</b> | <b>182,250</b>    | <b>171,730</b> | <b>186,720</b>     |
| <b>OPERATIONS</b>       |  |                |                |                   |                |                    |
| 01-4100-6201            | CONFERENCE & MEETING                     | 7,621          | 6,000          | 6,000             | 6,000          | 6,000              |
| 01-4100-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 55             | 200            | 200               | 100            | 100                |
| 01-4100-6208            | VEHICLE OPERATIONS                       | 4,246          | 5,000          | 5,000             | 5,000          | 5,000              |
| 01-4100-6215            | VEHICLE/CELL ALLOWANCE                   | 364            | 480            | 480               | 480            | 360                |
| 01-4100-6256            | EQUIPMENT USAGE                          | 730            | 730            | 730               | 730            | 760                |
| 01-4100-6265            | COMPUTER USAGE                           | 3,680          | 3,400          | 3,400             | 3,400          | 4,140              |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>16,696</b>  | <b>15,810</b>  | <b>15,810</b>     | <b>15,710</b>  | <b>16,360</b>      |
| <b>CAPITAL</b>          |  |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>195,027</b> | <b>198,060</b> | <b>198,060</b>    | <b>187,440</b> | <b>203,080</b>     |
| FUNDING SOURCE: GENERAL | F/T EMPLOYEES                            | 0.60           | 0.60           | 0.60              | 0.60           | 0.60               |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: PERSONNEL**

| APPROPRIATION DETAIL    |  |               |               |                |               |                 |      |
|-------------------------|--|---------------|---------------|----------------|---------------|-----------------|------|
| ACCOUNT NO.             | ACTIVITY                                 | 2015-16       |               | 2016-17        |               | 2017-18         |      |
|                         |  | ACTUAL        | BUDGET        | REVISED BUDGET | ESTIMATE      | APPROVED BUDGET |      |
|                         | <b>PERSONNEL</b>                         |               |               |                |               |                 |      |
| 01-4200-5101            | REGULAR SALARIES                         | 26,772        | 0             | 0              | 0             | 23,400          |      |
| 01-4200-5105            | HEALTH & LIFE INSURANCE                  | 5,646         | 0             | 1,310          | 2,110         | 3,380           |      |
| 01-4200-5106            | DISABILITY INSURANCE                     | (1,917)       | 0             | 0              | 0             | 0               |      |
| 01-4200-5107            | WORKERS' COMPENSATION                    | 458           | 0             | 0              | 0             | 430             |      |
| 01-4200-5108            | PERS                                     | 6,994         | 0             | 0              | 0             | 6,190           |      |
| 01-4200-5109            | UNEMPLOYMENT INSURANCE                   | 0             | 1,500         | 1,500          | 1,500         | 0               |      |
| 01-4200-5110            | MEDICARE                                 | 488           | 0             | 0              | 0             | 400             |      |
| 01-4200-5111            | SICK LEAVE/VAC BUYBACK                   | 5,809         | 0             | 0              | 0             | 450             |      |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>44,250</b> | <b>1,500</b>  | <b>2,810</b>   | <b>3,610</b>  | <b>34,250</b>   |      |
|                         | <b>OPERATIONS</b>                        |               |               |                |               |                 |      |
| 01-4200-6201            | CONFERENCE & MEETINGS                    | 491           | 1,500         | 1,800          | 1,800         | 1,800           |      |
| 01-4200-6202            | TRAINING                                 | 6,314         | 5,000         | 4,000          | 4,000         | 4,000           |      |
| 01-4200-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 4,478         | 4,620         | 3,720          | 3,720         | 4,620           |      |
| 01-4200-6206            | ADVERTISING                              | 754           | 2,000         | 2,000          | 2,000         | 2,000           |      |
| 01-4200-6209            | SURETY BONDS                             | 920           | 970           | 1,000          | 1,000         | 1,000           |      |
| 01-4200-6211            | EDUCATION REIMBURSEMENT                  | 3,708         | 5,280         | 5,850          | 7,000         | 7,000           |      |
| 01-4200-6215            | VEHICLE/CELL ALLOWANCE                   | 796           | 0             | 0              | 0             | 800             |      |
| 01-4200-6216            | PROFESSIONAL SERVICES                    | 5,347         | 1,000         | 1,000          | 1,000         | 1,000           |      |
| 01-4200-6218            | SPECIAL LEGAL FEES                       | 7,261         | 5,000         | 5,000          | 35,000        | 10,000          |      |
| 01-4200-6236            | PHYSICALS/BACKGROUNDS                    | 761           | 1,000         | 2,000          | 2,000         | 2,000           |      |
| 01-4200-6256            | EQUIPMENT USAGE                          | 610           | 0             | 0              | 0             | 320             |      |
| 01-4200-6265            | COMPUTER USAGE                           | 3,070         | 0             | 0              | 0             | 1,730           |      |
| 01-4200-6271            | SERVICE/RECOGNITION/AWARDS               | 3,646         | 2,000         | 2,000          | 1,800         | 2,000           |      |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>38,155</b> | <b>28,370</b> | <b>28,370</b>  | <b>59,320</b> | <b>38,270</b>   |      |
|                         | <b>CAPITAL</b>                           |               |               |                |               |                 |      |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>        |      |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>82,405</b> | <b>29,870</b> | <b>31,180</b>  | <b>62,930</b> | <b>72,520</b>   |      |
| FUNDING SOURCE: GENERAL |  | F/T EMPLOYEES | 0.33          | 0.00           | 0.00          | 0.00            | 0.25 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**PERSONNEL (4200)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Senior Management Analyst – 25%***

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

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 employee and fingerprinting of the new Recreation Leaders and aquatics personnel.
- 6256 - 6265 See Appendix
- 6271 **Service/Recognition/Awards**  
Provides for annual service and awards recognition function, quarterly employee birthday gatherings, cards and the purchase of service awards. Also provides for certificates presented by City Council to employees for their years of service upon retirement or leaving employment with the City of Walnut.





**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: RISK MANAGEMENT**

| APPROPRIATION DETAIL    |                          |                |                |                   |                |                    |
|-------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                         |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |                |                |                   |                |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |                |                |                   |                |                    |
| 01-4201-6201            | CONFERENCE & MEETINGS    | 912            | 1,130          | 1,130             | 500            | 1,000              |
| 01-4201-6223            | INSURANCE                | 168,455        | 258,440        | 260,390           | 260,130        | 258,940            |
| 01-4201-6247            | EQUIPMENT MAINTENANCE    | 19,525         | 15,000         | 13,150            | 13,150         | 15,000             |
|                         | <b>TOTAL OPERATIONS</b>  | <b>188,893</b> | <b>274,570</b> | <b>274,670</b>    | <b>273,780</b> | <b>274,940</b>     |
|                         | <b>CAPITAL</b>           |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>188,893</b> | <b>274,570</b> | <b>274,670</b>    | <b>273,780</b> | <b>274,940</b>     |
| FUNDING SOURCE: GENERAL |                          |                |                |                   |                |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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)          | \$ 235,000            |
| Earthquake (JPIA)         | N/A                   |
| Property (JPIA)           | 12,800                |
| Facility Coverage         | 1,500                 |
| Vehicle (JPIA)            | 2,900                 |
| Admin. Fees               | 1,740                 |
| Liability Trust Oversight | 0                     |
| Special Events            | 5,000                 |
| <b>Grand Total</b>        | <b><u>258,940</u></b> |

**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  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY CLERK**

| APPROPRIATION DETAIL    |  |                |                |                   |                                |      |
|-------------------------|--|----------------|----------------|-------------------|--------------------------------|------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                        |      |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>        |  |                |                |                   |                                |      |
| 01-4300-5101            | REGULAR SALARIES                         | 116,941        | 143,910        | 143,910           | 151,870                        |      |
| 01-4300-5102            | REGULAR PART-TIME EMPLOYEES              | 7,103          | 0              | 0                 | 0                              |      |
| 01-4300-5104            | OVERTIME                                 | 4,423          | 2,000          | 2,000             | 2,000                          |      |
| 01-4300-5105            | HEALTH & LIFE INSURANCE                  | 19,330         | 24,980         | 24,980            | 24,980                         |      |
| 01-4300-5107            | WORKERS' COMPENSATION                    | 2,215          | 2,540          | 2,540             | 2,820                          |      |
| 01-4300-5108            | PERS                                     | 20,806         | 25,720         | 25,720            | 28,040                         |      |
| 01-4300-5110            | MEDICARE                                 | 1,901          | 2,160          | 2,160             | 2,380                          |      |
| 01-4300-5111            | SICK LEAVE/VACATION BUYBACK              | 0              | 410            | 410               | 3,270                          |      |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>172,719</b> | <b>201,720</b> | <b>201,720</b>    | <b>215,360</b>                 |      |
| <b>OPERATIONS</b>       |  |                |                |                   |                                |      |
| 01-4300-6201            | CONFERENCE & MEETINGS                    | 1,911          | 2,000          | 2,610             | 2,000                          |      |
| 01-4300-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 2,601          | 4,000          | 3,390             | 4,000                          |      |
| 01-4300-6205            | OFFICE SUPPLIES                          | 997            | 1,000          | 1,000             | 1,000                          |      |
| 01-4300-6206            | ADVERTISING                              | 8,315          | 8,000          | 8,000             | 8,000                          |      |
| 01-4300-6212            | ORDINANCE CODIFICATION, AMENDMENTS       | 2,403          | 3,000          | 18,000            | 3,000                          |      |
| 01-4300-6215            | VEHICLE/CELL ALLOWANCE                   | 2,759          | 2,550          | 2,550             | 2,720                          |      |
| 01-4300-6227            | CONTRACTUAL SERVICES                     | 3,101          | 10,000         | 10,000            | 10,000                         |      |
| 01-4300-6256            | EQUIPMENT USAGE                          | 2,250          | 2,240          | 2,240             | 2,340                          |      |
| 01-4300-6265            | COMPUTER USAGE                           | 11,350         | 10,490         | 10,490            | 12,780                         |      |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>35,688</b>  | <b>43,280</b>  | <b>58,280</b>     | <b>45,840</b>                  |      |
| <b>CAPITAL</b>          |  |                |                |                   |                                |      |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                       |      |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>208,407</b> | <b>245,000</b> | <b>260,000</b>    | <b>261,200</b>                 |      |
| FUNDING SOURCE: GENERAL |  | F/T EMPLOYEES  | 1.43           | 1.85              | 1.85                           | 1.85 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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.

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 and cell phone allowance for the City Clerk that is distributed the same as payroll.
- 6227 **Contractual Services**  
Provides for imaging and microfilming of permanent records and destruction of records pursuant to Council adopted records retention program, maintenance of recording and scanning systems.
- 6256 - 6265 See Appendix



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: ELECTIONS**

| APPROPRIATION DETAIL    |                           |                |              |                            |                    |
|-------------------------|---------------------------|----------------|--------------|----------------------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                  | 2015-16        |              | 2016-17                    | 2017-18            |
|                         |                           | ACTUAL         | BUDGET       | REVISED<br>BUDGET ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>          |                |              |                            |                    |
|                         | <b>TOTAL PERSONNEL</b>    | <b>0</b>       | <b>0</b>     | <b>0</b>                   | <b>0</b>           |
|                         | <b>OPERATIONS</b>         |                |              |                            |                    |
| 01-4301-6201            | CONFERENCE & MEETING      | 1,376          | 1,300        | 1,300                      | 1,400              |
| 01-4301-6205            | OFFICE SUPPLIES           | 607            | 0            | 0                          | 600                |
| 01-4301-6206            | ADVERTISING               | 934            | 0            | 0                          | 1,000              |
| 01-4301-6207            | POSTAGE                   | 9,104          | 0            | 0                          | 0                  |
| 01-4301-6217            | PRECINCT WORKERS/POLLSTER | 4,695          | 0            | 0                          | 0                  |
| 01-4301-6227            | CONTRACTUAL SERVICES      | 128,916        | 0            | 0                          | 37,000             |
|                         | <b>TOTAL OPERATIONS</b>   | <b>145,632</b> | <b>1,300</b> | <b>1,300</b>               | <b>40,000</b>      |
|                         | <b>CAPITAL</b>            |                |              |                            |                    |
|                         | <b>TOTAL CAPITAL</b>      | <b>0</b>       | <b>0</b>     | <b>0</b>                   | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>  | <b>145,632</b> | <b>1,300</b> | <b>1,300</b>               | <b>40,000</b>      |
| FUNDING SOURCE: GENERAL |                           |                |              |                            |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 and elections code updates.

**6206 Advertising**

Provided for publication of legal notices for the 2018 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 2018 Election – Translation Services and County of Los Angeles to assist with election and outreach program.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY TREASURER**

| APPROPRIATION DETAIL    |  |               |               |                   |                                |               |
|-------------------------|--|---------------|---------------|-------------------|--------------------------------|---------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16       |               | 2016-17           | 2017-18                        |               |
|                         |  | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |               |
| <b>PERSONNEL</b>        |  |               |               |                   |                                |               |
| 01-4400-5101            | REGULAR SALARIES                         | 5,221         | 6,000         | 6,000             | 3,970                          | 6,000         |
| 01-4400-5107            | WORKERS' COMPENSATION                    | 91            | 100           | 100               | 70                             | 110           |
| 01-4400-5108            | PERS                                     | 770           | 1,500         | 1,500             | 470                            | 1,590         |
| 01-4400-5110            | MEDICARE                                 | 76            | 90            | 90                | 90                             | 90            |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>6,158</b>  | <b>7,690</b>  | <b>7,690</b>      | <b>4,600</b>                   | <b>7,790</b>  |
| <b>OPERATIONS</b>       |  |               |               |                   |                                |               |
| 01-4400-6201            | CONFERENCE & MEETING                     | 0             | 1,820         | 740               | 0                              | 3,000         |
| 01-4400-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 210           | 250           | 250               | 210                            | 210           |
| 01-4400-6204            | PROP TAX ADMIN FEE (PTAF)                | 0             | 0             | 1,080             | 1,080                          | 40,000        |
| 01-4400-6214            | MILEAGE REIMBURSEMENT                    | 356           | 460           | 460               | 460                            | 500           |
| 01-4400-6278            | BANK CHARGES                             | 10,658        | 10,200        | 10,200            | 11,000                         | 13,000        |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>11,224</b> | <b>12,730</b> | <b>12,730</b>     | <b>12,750</b>                  | <b>56,710</b> |
| <b>CAPITAL</b>          |  |               |               |                   |                                |               |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                       | <b>0</b>      |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>17,383</b> | <b>20,420</b> | <b>20,420</b>     | <b>17,350</b>                  | <b>64,500</b> |
| FUNDING SOURCE: GENERAL |  |               |               |                   |                                |               |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**CITY TREASURER (4400)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***City Treasurer - 100%***

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

***Deputy City Treasurer - 100%***

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

5107 - 5110 See Appendix

**OPERATIONS:**

6201 **Conference & Meeting**

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

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

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

6204 **Property Tax Administrative Fee**

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

6214 **Mileage Reimbursement**

Provides for mileage reimbursement for banking activity.

6278 **Bank Charges**

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



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: FINANCE**

| APPROPRIATION DETAIL    |  |                |                |                   |                |                    |
|-------------------------|--|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |  |                |                |                   |                |                    |
| 01-4500-5101            | REGULAR SALARIES                         | 330,191        | 314,930        | 314,930           | 307,620        | 333,220            |
| 01-4500-5102            | REGULAR P/T EMPLOYEES                    | 21,079         | 0              | 0                 | 0              | 0                  |
| 01-4500-5104            | OVERTIME                                 | 321            | 2,000          | 2,000             | 2,000          | 2,000              |
| 01-4500-5105            | HEALTH & LIFE INSURANCE                  | 59,251         | 64,740         | 64,740            | 53,290         | 64,740             |
| 01-4500-5107            | WORKERS' COMPENSATION                    | 6,088          | 5,520          | 5,520             | 5,240          | 6,140              |
| 01-4500-5108            | PERS                                     | 72,265         | 58,980         | 58,980            | 60,550         | 64,810             |
| 01-4500-5110            | MEDICARE                                 | 5,605          | 4,940          | 4,940             | 4,870          | 5,270              |
| 01-4500-5111            | SICK LEAVE/VACATION BUYBACK              | 13,636         | 9,860          | 9,860             | 5,010          | 11,050             |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>508,435</b> | <b>460,970</b> | <b>460,970</b>    | <b>438,580</b> | <b>487,230</b>     |
| <b>OPERATIONS</b>       |  |                |                |                   |                |                    |
| 01-4500-6201            | CONFERENCE & MEETING                     | 2,062          | 2,500          | 2,500             | 2,000          | 7,100              |
| 01-4500-6202            | TRAINING                                 | 0              | 0              | 0                 | 0              | 1,700              |
| 01-4500-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 1,370          | 1,460          | 1,460             | 1,460          | 1,920              |
| 01-4500-6210            | PRINTING                                 | 1,892          | 2,000          | 2,000             | 2,600          | 2,500              |
| 01-4500-6215            | VEHICLE/CELL ALLOWANCE                   | 7,818          | 6,900          | 6,900             | 6,900          | 7,360              |
| 01-4500-6216            | PROFESSIONAL SERVICES                    | 46,175         | 41,850         | 41,850            | 41,850         | 42,850             |
| 01-4500-6256            | EQUIPMENT USAGE                          | 5,440          | 5,420          | 5,420             | 5,420          | 5,670              |
| 01-4500-6265            | COMPUTER USAGE                           | 27,450         | 25,380         | 25,380            | 25,380         | 30,900             |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>92,207</b>  | <b>85,510</b>  | <b>85,510</b>     | <b>85,610</b>  | <b>100,000</b>     |
| <b>CAPITAL</b>          |  |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>600,642</b> | <b>546,480</b> | <b>546,480</b>    | <b>524,190</b> | <b>587,230</b>     |
| FUNDING SOURCE: GENERAL | F/T EMPLOYEES                            | 4.48           | 4.48           | 4.48              | 4.48           | 4.48               |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 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 the attendance of Executive and Management staff to California Society of Municipal Finance Officers (CSMFO) annual conference, bimonthly meetings, League of California Cities Conference, California Contract Cities Annual Conference, and annual budget meetings.

**6202 Training**

Provides for annual tax seminar and Pentamation User group trainings.

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

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

- 6210 **Printing**  
Provides for printing of the annual budget and for the purchase of payroll checks, accounts payable checks, W-2's, 1099's, 1095C, parking decals, and cash receipts.
- 6215 **Vehicle Allowance/Cell**  
Provides for vehicle/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 annual financial audit, preparation of the annual financial report, annual statistical, and the State Controller's report. Also, provides services for sales tax consulting and actuarial services.
- 6256 - 6265 See Appendix



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMPUTER SERVICES**

| APPROPRIATION DETAIL    |                             |                 |                 |                   |                                |      |
|-------------------------|-----------------------------|-----------------|-----------------|-------------------|--------------------------------|------|
| ACCOUNT<br>NO.          | ACTIVITY                    | 2015-16         |                 | 2016-17           | 2017-18                        |      |
|                         |                             | ACTUAL          | BUDGET          | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>        |                             |                 |                 |                   |                                |      |
| 01-4502-5101            | REGULAR SALARIES            | 58,657          | 58,200          | 58,200            | 60,520                         |      |
| 01-4502-5105            | HEALTH & LIFE INSURANCE     | 7,381           | 7,650           | 7,650             | 7,650                          |      |
| 01-4502-5107            | WORKERS' COMPENSATION       | 1,024           | 1,010           | 1,010             | 1,110                          |      |
| 01-4502-5108            | PERS                        | 11,947          | 14,600          | 14,600            | 15,990                         |      |
| 01-4502-5110            | MEDICARE                    | 927             | 930             | 930               | 970                            |      |
| 01-4502-5111            | SICK LEAVE/VACATION BUYBACK | 686             | 1,690           | 1,690             | 2,100                          |      |
|                         | <b>TOTAL PERSONNEL</b>      | <b>80,623</b>   | <b>84,080</b>   | <b>84,080</b>     | <b>88,340</b>                  |      |
| <b>OPERATIONS</b>       |                             |                 |                 |                   |                                |      |
| 01-4502-6205            | OFFICE SUPPLIES             | 4,851           | 4,000           | 4,000             | 4,000                          |      |
| 01-4502-6215            | VEHICLE/CELL ALLOWANCE      | 2,227           | 1,500           | 1,990             | 1,600                          |      |
| 01-4502-6227            | CONTRACTUAL SERVICES        | 450             | 0               | 0                 | 0                              |      |
| 01-4502-6247            | EQUIPMENT MAINTENANCE       | 105,204         | 85,000          | 84,510            | 128,000                        |      |
| 01-4502-6254            | COMMUNICATIONS              | 23,934          | 26,590          | 26,590            | 30,000                         |      |
| 01-4502-6256            | EQUIPMENT USAGE             | 610             | 610             | 610               | 630                            |      |
| 01-4502-6265            | COMPUTER USAGE              | (217,899)       | (201,780)       | (201,780)         | (252,570)                      |      |
|                         | <b>TOTAL OPERATIONS</b>     | <b>(80,623)</b> | <b>(84,080)</b> | <b>(84,080)</b>   | <b>(83,600)</b>                |      |
| <b>CAPITAL</b>          |                             |                 |                 |                   |                                |      |
|                         |                             | 0               | 0               | 0                 | 0                              |      |
|                         | <b>TOTAL CAPITAL</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>          | <b>0</b>                       |      |
|                         | <b>SUB-PROGRAM TOTAL</b>    | <b>(0)</b>      | <b>0</b>        | <b>0</b>          | <b>0</b>                       |      |
| FUNDING SOURCE: GENERAL |                             | F/T EMPLOYEES   | 0.50            | 0.50              | 0.50                           | 0.50 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**COMPUTER SERVICES (4502)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Administrative Services 25%***

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

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

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

5105 - 5111 See Appendix

**OPERATIONS:**

6205 **Office Supplies**

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

6215 **Vehicle Allowance/Cell**

Provides for vehicle 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  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CITY ATTORNEY**

| APPROPRIATION DETAIL    |  |                |                |                   |                             |
|-------------------------|--|----------------|----------------|-------------------|-----------------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                     |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |
|                         | <b>PERSONNEL</b>                         |                |                |                   |                             |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |
|                         | <b>OPERATIONS</b>                        |                |                |                   |                             |
| 01-4600-6201            | CONFERENCE & MEETING                     | 719            | 0              | 0                 | 700                         |
| 01-4600-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 1,570          | 0              | 0                 | 0                           |
| 01-4600-6216            | PROFESSIONAL SERVICES                    | 101,553        | 96,120         | 96,120            | 96,120                      |
| 01-4600-6218            | SPECIAL LEGAL FEES                       | 120,800        | 38,080         | 38,080            | 100,000                     |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>224,643</b> | <b>134,200</b> | <b>134,200</b>    | <b>196,820</b>              |
|                         | <b>CAPITAL</b>                           |                |                |                   |                             |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>224,643</b> | <b>134,200</b> | <b>134,200</b>    | <b>196,820</b>              |
| FUNDING SOURCE: GENERAL |  |                |                |                   |                             |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**CITY ATTORNEY (4600)**

The mission of the City Attorney's Office is to provide the City with the highest quality, responsive and preventative legal services and to identify legal options and strategies for implementing and achieving the City Council's goals, objectives and policies.

The City Attorney serves as legal advisor to the City Council, Successor Agency, Housing Authority, Planning Commission, City Manager and City staff. The City Attorney's office provides a wide range of professional legal services from complex and sophisticated transactions and litigation to general matters of municipal law, including attendance at City Council and Planning Commission meetings, advising in the formulation of the municipal code, resolutions, ordinances, contracts and other legal documents necessary to the accomplishments of the City's municipal functions and City Council goals.

The City Attorney is appointed by the Walnut City Council. City Attorney services are performed under contract with the law firm of Leibold McClendon & Mann.

**OPERATIONS:**

**6216 Professional Services**

Provides compensation for legal services rendered by the City Attorney, including attendance at City Council and Planning Commission meetings and other meetings requested by City Council or City staff, advising City staff and reviewing/preparing legal documents.

**6218 Special Legal Fees**

Provides compensation for legal services rendered by the City Attorney in excess of 45 hours per month, including special projects, litigation, redevelopment dissolution and planning related projects.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: ADMINISTRATIVE SERVICES**

| APPROPRIATION DETAIL    |  |                |                |                   |                                |
|-------------------------|--|----------------|----------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                        |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |  |                |                |                   |                                |
| 01-4700-5101            | REGULAR SALARIES                         | 109,016        | 113,180        | 113,180           | 125,060                        |
| 01-4700-5102            | REGULAR PART-TIME SALARIES               | 49,197         | 56,650         | 56,650            | 45,360                         |
| 01-4700-5104            | OVERTIME                                 | 158            | 2,000          | 2,000             | 1,700                          |
| 01-4700-5105            | HEALTH & LIFE INSURANCE                  | 19,045         | 34,440         | 33,130            | 30,250                         |
| 01-4700-5107            | WORKERS' COMPENSATION                    | 2,786          | 2,960          | 2,960             | 3,060                          |
| 01-4700-5108            | PERS                                     | 28,130         | 32,320         | 32,320            | 35,010                         |
| 01-4700-5110            | MEDICARE                                 | 2,398          | 2,570          | 2,570             | 2,390                          |
| 01-4700-5111            | SICK LEAVE/VACATION BUYBACK              | 686            | 2,690          | 2,690             | 2,620                          |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>211,415</b> | <b>246,810</b> | <b>245,500</b>    | <b>245,450</b>                 |
| <b>OPERATIONS</b>       |  |                |                |                   |                                |
| 01-4700-6201            | CONFERENCE & MEETINGS                    | 4,125          | 7,000          | 7,000             | 7,000                          |
| 01-4700-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 30,588         | 32,000         | 32,000            | 33,000                         |
| 01-4700-6205            | OFFICE SUPPLIES                          | 15,954         | 12,000         | 10,100            | 11,470                         |
| 01-4700-6207            | POSTAGE                                  | 11,141         | 16,000         | 16,000            | 16,000                         |
| 01-4700-6208            | VEHICLE OPERATIONS                       | 1,273          | 3,000          | 4,900             | 5,500                          |
| 01-4700-6210            | PRINTING                                 | 10,284         | 5,000          | 5,600             | 4,500                          |
| 01-4700-6214            | MILEAGE REIMBURSEMENT                    | 748            | 850            | 850               | 850                            |
| 01-4700-6215            | VEHICLE/CELL ALLOWANCE                   | 2,207          | 1,500          | 2,000             | 1,500                          |
| 01-4700-6216            | PROFESSIONAL SERVICES                    | 48,000         | 48,000         | 48,000            | 48,000                         |
| 01-4700-6219            | PHOTOCOPY SUPPLIES                       | 5,534          | 6,000          | 5,700             | 6,210                          |
| 01-4700-6220            | OFFICE EQUIPMENT RENTAL                  | 35,543         | 38,000         | 38,000            | 36,800                         |
| 01-4700-6247            | EQUIPMENT MAINTENANCE                    | 6,577          | 4,000          | 6,230             | 6,210                          |
| 01-4700-6250            | WATER                                    | 3,187          | 3,600          | 3,600             | 3,200                          |
| 01-4700-6251            | ELECTRICITY                              | 51,382         | 50,000         | 43,900            | 46,300                         |
| 01-4700-6253            | TELEPHONE                                | 35,078         | 37,380         | 37,380            | 35,000                         |
| 01-4700-6256            | EQUIPMENT USAGE                          | (43,400)       | (42,000)       | (44,230)          | (43,010)                       |
| 01-4700-6265            | COMPUTER USAGE                           | 8,590          | 7,940          | 7,940             | 7,940                          |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>226,814</b> | <b>230,270</b> | <b>224,970</b>    | <b>226,470</b>                 |
| <b>CAPITAL</b>          |  |                |                |                   |                                |
| 01-4700-8402            | MACHINERY & EQUIPMENT                    | 0              | 0              | 770               | 770                            |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>770</b>        | <b>770</b>                     |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>438,229</b> | <b>477,080</b> | <b>471,240</b>    | <b>472,690</b>                 |
| FUNDING SOURCE: GENERAL | F/T EMPLOYEES                            | 1.40           | 1.40           | 1.40              | 1.40                           |
|                         |  |                |                |                   | 2.15                           |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**ADMINISTRATIVE SERVICES (4700)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Management Analyst/Public Information Officer - 100%***

Responsible for various duties involving administrative services.

***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)

***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 one (1) Administrative Intern.

5104 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meetings**

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



- 6203 **Membership, Dues, Subscriptions, Books, Fees**  
Provides for the City's membership in the League of California Cities, California Contract Cities, the Southern California Association of Governments, the San Gabriel Valley Council of Government, Costco, journals and books.
- 6205 **Office Supplies**  
Provides for the purchase of general office supplies for all departments.
- 6207 **Postage**  
Provides for the postage for City mailings for all departments. Also provides for the postage cost of bulk mailing permits, Federal Express and postage meter supplies including ink.
- 6208 **Vehicle Operations**  
Provides for the operation of one (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

**CAPITAL:**

- 8402 **Machinery & Equipment**  
Provides for the purchase of a new binding machine in 2016-17.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: COMMUNITY PROMOTIONS**

| APPROPRIATION DETAIL    |   |               |               |                   |                             |
|-------------------------|---|---------------|---------------|-------------------|-----------------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                | 2015-16       |               | 2016-17           | 2017-18                     |
|                         |   | ACTUAL        | BUDGET        | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |
|                         | <b>PERSONNEL</b>                        |               |               |                   |                             |
|                         | <b>TOTAL PERSONNEL</b>                  | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                    |
|                         | <b>OPERATIONS</b>                       |               |               |                   |                             |
| 01-4800-6203            | MEMBERSHIP, DUES, SUBSCRIP, BOOKS, FEES | 805           | 820           | 1,260             | 920                         |
| 01-4800-6227            | CONTRACTUAL SERVICES                    | 0             | 250           | 250               | 0                           |
| 01-4800-6229            | COMMUNITY RELATIONS                     | 23,746        | 10,000        | 14,560            | 12,000                      |
| 01-4800-6270            | AMERICAN FLAG & BANNER PROGRAM          | 8,973         | 0             | 0                 | 0                           |
|                         | <b>TOTAL OPERATIONS</b>                 | <b>33,524</b> | <b>11,070</b> | <b>16,070</b>     | <b>12,920</b>               |
|                         | <b>CAPITAL</b>                          |               |               |                   |                             |
|                         | <b>TOTAL CAPITAL</b>                    | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                    |
|                         | <b>SUB-PROGRAM TOTAL</b>                | <b>33,524</b> | <b>11,070</b> | <b>16,070</b>     | <b>12,920</b>               |
| FUNDING SOURCE: GENERAL |   |               |               |                   |                             |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**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 yearly membership dues to California Association of Public Information Officials (CAPIO). Provides for Motion Picture License (MPLC), Music License (ASCAP and BMI).

**6227 Contractual Services**

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

**6229 Community Relations**

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

**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  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CABLE TV ADMINISTRATION**

| APPROPRIATION DETAIL    |  |               |              |                   |              |                    |
|-------------------------|--|---------------|--------------|-------------------|--------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16       |              | 2016-17           |              | 2017-18            |
|                         |  | ACTUAL        | BUDGET       | REVISED<br>BUDGET | ESTIMATE     | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |  |               |              |                   |              |                    |
| 01-4900-5101            | REGULAR SALARIES                         | 26,772        | 0            | 0                 | 0            | 0                  |
| 01-4900-5105            | HEALTH & LIFE INSURANCE                  | 4,289         | 0            | 0                 | 0            | 0                  |
| 01-4900-5107            | WORKERS' COMPENSATION                    | 458           | 0            | 0                 | 0            | 0                  |
| 01-4900-5108            | PERS                                     | 6,906         | 0            | 0                 | 0            | 0                  |
| 01-4900-5110            | MEDICARE                                 | 521           | 0            | 0                 | 0            | 0                  |
| 01-4900-5111            | SICK LEAVE/VAC BUYBACK                   | 5,809         | 0            | 0                 | 0            | 0                  |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>44,753</b> | <b>0</b>     | <b>0</b>          | <b>0</b>     | <b>0</b>           |
| <b>OPERATIONS</b>       |  |               |              |                   |              |                    |
| 01-4900-6201            | CONFERENCE & MEETINGS                    | 0             | 0            | 0                 | 0            | 0                  |
| 01-4900-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 80            | 100          | 100               | 80           | 80                 |
| 01-4900-6215            | VEHICLE/CELL ALLOWANCE                   | 796           | 0            | 0                 | 0            | 0                  |
| 01-4900-6227            | CONTRACTUAL SERVICES                     | 180           | 2,000        | 200               | 200          | 2,000              |
| 01-4900-6253            | TELEPHONE                                | 1,824         | 1,500        | 1,500             | 1,000        | 0                  |
| 01-4900-6256            | EQUIPMENT USAGE                          | 610           | 0            | 0                 | 0            | 0                  |
| 01-4900-6265            | COMPUTER USAGE                           | 3,070         | 0            | 0                 | 0            | 0                  |
| 01-4900-6275            | CABLE PROGRAMMING SUPPLIES               | 636           | 2,000        | 2,000             | 600          | 2,000              |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>7,197</b>  | <b>5,600</b> | <b>3,800</b>      | <b>1,880</b> | <b>4,080</b>       |
| <b>CAPITAL</b>          |  |               |              |                   |              |                    |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>     | <b>0</b>          | <b>0</b>     | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>51,950</b> | <b>5,600</b> | <b>3,800</b>      | <b>1,880</b> | <b>4,080</b>       |
| FUNDING SOURCE: GENERAL |  |               |              |                   |              |                    |
|                         | F/T EMPLOYEES                            | 0.33          | 0.00         | 0.00              | 0.00         | 0.00               |
| CABLE FRANCHISE FEES    |  |               |              |                   |              |                    |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**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***

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.

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  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: CABLE TV EQUIPMENT**

| APPROPRIATION DETAIL              |                          |               |               |                   |              |                    |
|-----------------------------------|--------------------------|---------------|---------------|-------------------|--------------|--------------------|
| ACCOUNT<br>NO.                    | ACTIVITY                 | 2015-16       |               | 2016-17           |              | 2017-18            |
|                                   |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE     | APPROVED<br>BUDGET |
|                                   | <b>PERSONNEL</b>         |               |               |                   |              |                    |
|                                   | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>     | <b>0</b>           |
|                                   | <b>OPERATIONS</b>        |               |               |                   |              |                    |
| 35-4900-6227                      | CONTRACTUAL SERVICES     | 0             | 0             | 3,550             | 3,550        | 3,550              |
|                                   | <b>TOTAL OPERATIONS</b>  | <b>0</b>      | <b>0</b>      | <b>3,550</b>      | <b>3,550</b> | <b>3,550</b>       |
|                                   | <b>CAPITAL</b>           |               |               |                   |              |                    |
| 35-4900-8402                      | MACHINERY & EQUIPMENT    | 44,708        | 30,000        | 26,450            | 0            | 50,000             |
|                                   | <b>TOTAL CAPITAL</b>     | <b>44,708</b> | <b>30,000</b> | <b>26,450</b>     | <b>0</b>     | <b>50,000</b>      |
|                                   | <b>SUB-PROGRAM TOTAL</b> | <b>44,708</b> | <b>30,000</b> | <b>30,000</b>     | <b>3,550</b> | <b>53,550</b>      |
| FUNDING SOURCE: CABLE TV PEG FEES |                          |               |               |                   |              |                    |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**CABLE TELEVISION EQUIPMENT (35-4900)**

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

**OPERATIONS:**

**6227 Contractual Services**

Provides for the maintenance of all cable equipment.

**CAPITAL:**

**8402 Machinery & Equipment**

Provides for purchase of various cable production equipment per DIVCA (AB2987) guidelines. Equipment to be purchased includes and upgrade/replacement of the existing marquee sign located at the teen center.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: GENERAL GOVERNMENT**

**SUB-PROGRAM: OPEB**

| APPROPRIATION DETAIL |                          |              |              |                   |                                |
|----------------------|--------------------------|--------------|--------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.       | ACTIVITY                 | 2015-16      |              | 2016-17           | 2017-18                        |
|                      |                          | ACTUAL       | BUDGET       | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
|                      | <b>PERSONNEL</b>         |              |              |                   |                                |
| 51-4200-5105         | HEALTH & LIFE INSURANCE  | 2,866        | 4,400        | 4,400             | 4,400                          |
|                      | <b>TOTAL PERSONNEL</b>   | <b>2,866</b> | <b>4,400</b> | <b>4,400</b>      | <b>4,400</b>                   |
|                      | <b>OPERATIONS</b>        |              |              |                   |                                |
|                      | <b>TOTAL OPERATIONS</b>  | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>                       |
|                      | <b>CAPITAL</b>           |              |              |                   |                                |
|                      | <b>TOTAL CAPITAL</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>                       |
|                      | <b>SUB-PROGRAM TOTAL</b> | <b>2,866</b> | <b>4,400</b> | <b>4,400</b>      | <b>4,400</b>                   |
| FUNDING SOURCE: OPEB |                          |              |              |                   |                                |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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:**

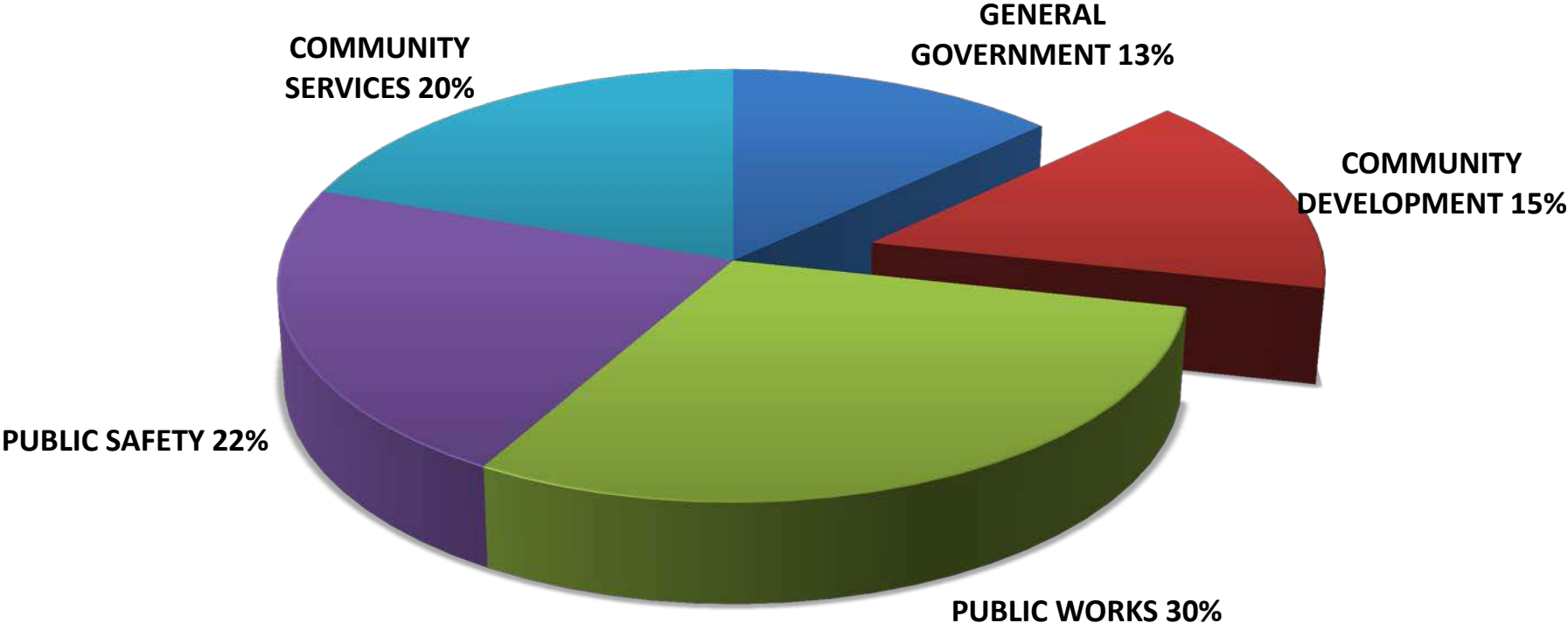
5105 **Health & Life Insurance**

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



# **Community Development**

# COMMUNITY DEVELOPMENT FISCAL YEAR 2017-18



**Total Community Development Budget  
\$2,799,040**

**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 2017-18**, the Community Development Program will work to achieve the following goals:

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



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

**In 2016-17**, the Community Development Program worked to achieve the following goals:

1. Continue to efficiently process entitlements for new and proposed residential housing projects to meet housing requirements set by the State of California. Potential sites under consideration include vacant sites on Valley Boulevard (east of Grand Avenue), Valley Boulevard (between Pierre and Suzanne), San Jose Hills Road, Francesca Drive, Camino de Rosa and other potential infill projects throughout the community. This goal is to provide housing opportunities and neighborhood involvement as we work to *Exceed Expectations and Enhance Civic Pride*.

**Performance Measure: Staff continued to work with the property owners of several properties to prepare a Specific Plan, Site Plan and Architectural review development plans, and environmental documents for the following residential projects:**

- **Lemon Avenue & Walnut Vista Way – 18 Single Family Residential Detached homes**
  - **San Jose Hills Road – Single Family Residential project.**
  - **Valley Boulevard (between Pierre Road & Suzanne Road) – Single Family Detached and Townhomes with a commercial component for mixed use development.**
  - **Olson Homes single family residential project**
  - **Francesca Mixed Used Senior Condominiums**
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 finishes, and site improvements.**
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 (3) 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.**
  - **Continue to revamp Planning Applications and informational fliers based on received feedback.**
  - **Continue to improve technology at public counter to better assist community with Planning and Zoning inquiries/needs.**
5. Continue enhancement of the Walnut Dial-A-Ride program through expanded services, and continued upkeep of our bus stop shelters and the park-n-ride lot with the use of both Prop A and Prop C funds to help *Exceed Expectations and Enhance Civic Pride.*

**Performance Measure: The Dial-A-Ride program maintained its membership this year with a total of approximately 4,300 members. Staff revamped the Dial-A-Ride identification card process for faster turn-around to residents.**

**Community Development  
Measurable Outputs**

| <b>Output</b>                                      | <b>FY 2013-14</b>                                      | <b>FY 2014-15</b>                                      | <b>FY 2015-16</b>                            | <b>FY 2016-17</b>                            | <b>FY 2017-18</b>                         |
|--|--|--|--|--|---|
| Process Planning Applications                      | 155  | 165  | 170  | 175  | 180                                       |
| Respond to Code Enforcement Complaints             | 550  | 600  | 650  | 700  | 750                                       |
| Process Building/<br>Mech./Elec./Plumb.<br>Permits | 950  | 950  | 1000   | 1100   | 1200                                      |
| Housing Rehab<br>Loans/Grants                      | 8  | 8  | 8  | 8  | 6   |
| Dial-A-Ride Members                                | 4,075<br>Members<br>(2,430<br>Senior/1,645<br>General) | 4,075<br>Members<br>(2,430<br>Senior/1,645<br>General) | 4,100 Members<br>(Senior/Disabled)           | 4,300 Members<br>(Senior/Disabled)           | 4,500 Members<br>(Senior/Disabled)        |
| Metrolink/Foothill/EZ<br>Passes Sold               | Metrolink<br>2,015<br>Foothill 380<br>MTA 60           | Metrolink<br>2,015<br>Foothill 380<br>MTA 60           | Metrolink<br>2,015<br>Foothill 380<br>MTA 60 | Metrolink<br>2,015<br>Foothill 380<br>MTA 60 | Metrolink 2,015<br>Foothill 380<br>MTA 60 |

**FY 2017-18  
Community Development  
Goals and Relationship to the Mission Statement**

In **FY 2017-18**, the Community Development Department has identified five major goals:

1. Continue the successful implementation of Development Review Process Study recommendations as well as maintaining improved streamlining for both routine and complex development projects.
2. Update Walnut Municipal Code (including use classifications, ordinances, and any necessary modifications for marijuana, e-cigarette, water efficiency, boarding/rooming houses, and accessory dwelling unit regulations).
3. Continue 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, 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**

|                                | <b>2015-16</b>    |                  | <b>2016-17</b>    |                  | <b>2017-18</b>     |
|--------------------------------|-------------------|------------------|-------------------|------------------|--------------------|
|                                | ACTUAL            | BUDGET           | REVISED<br>BUDGET | ESTIMATE         | APPROVED<br>BUDGET |
| PERSONNEL EXPENSE              | 1,258,315         | 1,332,370        | 1,332,370         | 1,268,220        | 1,405,620          |
| OPERATIONS EXPENSE             | 940,432           | 1,271,680        | 1,295,790         | 1,259,480        | 1,289,060          |
| <b>TOTAL OPERATING EXPENSE</b> | <b>2,198,747</b>  | <b>2,604,050</b> | <b>2,628,160</b>  | <b>2,527,700</b> | <b>2,694,680</b>   |
| CAPITAL                        | 92,580            | 84,360           | 161,160           | 161,160          | 104,360            |
| <b>PROGRAM TOTAL</b>           | <b>2,291,327</b>  | <b>2,688,410</b> | <b>2,789,320</b>  | <b>2,688,860</b> | <b>2,799,040</b>   |
| <br>                           |                   |                  |                   |                  |                    |
| TOTAL FULL-TIME EMPLOYEES      | 9.68              | 10.43            | 10.43             | 10.43            | 10.43              |
| <br>                           |                   |                  |                   |                  |                    |
| <b>SUB-PROGRAMS:</b>           |                   |                  |                   | PAGE             |                    |
| PLANNING                       | 01-5000           |                  |                   | 130              |                    |
| CODE ENFORCEMENT               | 01-5002           |                  |                   | 134              |                    |
| BUILDING & SAFETY              | 01-5100           |                  |                   | 138              |                    |
| SUCCESSOR AGENCY ADMIN.        | 01-5901           |                  |                   | 142              |                    |
| ECONOMIC DEVELOPMENT           | 01-5911           |                  |                   | 146              |                    |
| CDBG - HOUSING REHABILITATION  | 12-5216           |                  |                   | 148              |                    |
| CDBG - SENIOR ACTIVITIES       | 12-5218 - 12-5220 |                  |                   | 150              |                    |
| PROPOSITION C                  | 13-5310 - 13-9306 |                  |                   | 152              |                    |
| METROLINK                      | 13-5430           |                  |                   | 156              |                    |
| PROPOSITION R                  | 16-5500           |                  |                   | 158              |                    |
| PROPOSITION A                  | 23-5300           |                  |                   | 160              |                    |
| DIAL-A-CAB                     | 23-5410           |                  |                   | 162              |                    |
| WHA PROJECT ADMINISTRATION     | 41-5800           |                  |                   | 164              |                    |
| WHA HOUSING MONITORING         | 41-5850           |                  |                   | 168              |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PLANNING**

| APPROPRIATION DETAIL    |  |                |                |                   |                             |                |      |      |
|-------------------------|--|----------------|----------------|-------------------|-----------------------------|----------------|------|------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                     |                |      |      |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |                |      |      |
| <b>PERSONNEL</b>        |  |                |                |                   |                             |                |      |      |
| 01-5000-5101            | REGULAR SALARIES                         | 311,398        | 313,460        | 313,460           | 311,170                     | 330,170        |      |      |
| 01-5000-5102            | REGULAR PART-TIME EMPLOYEES              | 16,039         | 32,380         | 32,380            | 15,000                      | 33,360         |      |      |
| 01-5000-5105            | HEALTH & LIFE INSURANCE                  | 50,677         | 64,840         | 64,840            | 47,650                      | 64,840         |      |      |
| 01-5000-5107            | WORKERS' COMPENSATION                    | 6,383          | 6,950          | 6,950             | 6,870                       | 7,670          |      |      |
| 01-5000-5108            | PERS                                     | 67,179         | 64,840         | 64,840            | 66,170                      | 70,790         |      |      |
| 01-5000-5110            | MEDICARE                                 | 5,153          | 5,270          | 5,270             | 4,980                       | 5,710          |      |      |
| 01-5000-5111            | SICK LEAVE/VACATION BUYBACK              | 17,114         | 7,250          | 7,250             | 2,300                       | 12,110         |      |      |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>473,943</b> | <b>494,990</b> | <b>494,990</b>    | <b>454,140</b>              | <b>524,650</b> |      |      |
| <b>OPERATIONS</b>       |  |                |                |                   |                             |                |      |      |
| 01-5000-6201            | CONFERENCE & MEETING                     | 442            | 1,250          | 2,750             | 2,500                       | 1,250          |      |      |
| 01-5000-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 741            | 750            | 750               | 750                         | 750            |      |      |
| 01-5000-6206            | ADVERTISING                              | 6,506          | 8,000          | 5,500             | 7,500                       | 7,500          |      |      |
| 01-5000-6208            | VEHICLE OPERATIONS                       | 1,226          | 1,500          | 1,500             | 1,500                       | 1,500          |      |      |
| 01-5000-6215            | VEHICLE/CELL ALLOWANCE                   | 8,621          | 7,480          | 7,480             | 7,480                       | 7,410          |      |      |
| 01-5000-6216            | PROFESSIONAL SERVICES                    | 11,200         | 17,500         | 22,500            | 22,500                      | 17,500         |      |      |
| 01-5000-6231            | MAPS, PRINTS, PHOTOS, FILM               | 97             | 3,500          | 3,000             | 3,000                       | 3,000          |      |      |
| 01-5000-6256            | EQUIPMENT USAGE                          | 5,290          | 4,780          | 4,780             | 4,780                       | 5,000          |      |      |
| 01-5000-6265            | COMPUTER USAGE                           | 26,680         | 22,400         | 22,400            | 22,400                      | 27,280         |      |      |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>60,802</b>  | <b>67,160</b>  | <b>70,660</b>     | <b>72,410</b>               | <b>71,190</b>  |      |      |
| <b>CAPITAL</b>          |  |                |                |                   |                             |                |      |      |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    | <b>0</b>       |      |      |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>534,745</b> | <b>562,150</b> | <b>565,650</b>    | <b>526,550</b>              | <b>595,840</b> |      |      |
| FUNDING SOURCE: GENERAL |  |                | F/T EMPLOYEES  | 3.75              | 3.95                        | 3.95           | 3.95 | 3.95 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: CODE ENFORCEMENT**

| APPROPRIATION DETAIL    |  |                |                |                   |                                |                |
|-------------------------|--|----------------|----------------|-------------------|--------------------------------|----------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                        |                |
|                         |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |                |
| <b>PERSONNEL</b>        |  |                |                |                   |                                |                |
| 01-5002-5101            | REGULAR SALARIES                         | 140,779        | 157,570        | 157,570           | 157,630                        | 168,430        |
| 01-5002-5105            | HEALTH & LIFE INSURANCE                  | 29,453         | 33,750         | 33,750            | 27,980                         | 28,750         |
| 01-5002-5107            | WORKERS' COMPENSATION                    | 4,388          | 5,600          | 5,600             | 4,790                          | 6,290          |
| 01-5002-5108            | PERS                                     | 31,507         | 30,140         | 30,140            | 31,100                         | 32,800         |
| 01-5002-5110            | MEDICARE                                 | 2,131          | 2,420          | 2,420             | 2,370                          | 2,660          |
| 01-5002-5111            | SICK LEAVE/VACATION BUYBACK              | 2,645          | 3,490          | 3,490             | 1,800                          | 3,690          |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>210,903</b> | <b>232,970</b> | <b>232,970</b>    | <b>225,670</b>                 | <b>242,620</b> |
| <b>OPERATIONS</b>       |  |                |                |                   |                                |                |
| 01-5002-6201            | CONFERENCE & MEETING                     | 998            | 900            | 450               | 0                              | 1,500          |
| 01-5002-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 160            | 100            | 100               | 100                            | 100            |
| 01-5002-6210            | PRINTING                                 | 760            | 200            | 200               | 200                            | 200            |
| 01-5002-6214            | MILEAGE REIMBURSEMENT                    | 435            | 800            | 800               | 800                            | 800            |
| 01-5002-6215            | VEHICLE/CELL ALLOWANCE                   | 2,273          | 2,700          | 2,700             | 2,700                          | 2,720          |
| 01-5002-6218            | SPECIAL LEGAL FEES                       | 38,285         | 0              | 0                 | 0                              | 0              |
| 01-5002-6231            | MAPS, PRINTS, PHOTOS, FILM               | 0              | 700            | 700               | 700                            | 700            |
| 01-5002-6239            | UNIFORMS                                 | 220            | 250            | 250               | 250                            | 250            |
| 01-5002-6253            | TELEPHONE                                | 912            | 1,150          | 1,150             | 1,000                          | 1,100          |
| 01-5002-6256            | EQUIPMENT USAGE                          | 2,800          | 3,030          | 3,030             | 3,030                          | 3,170          |
| 01-5002-6265            | COMPUTER USAGE                           | 14,110         | 14,180         | 14,180            | 14,180                         | 17,260         |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>60,953</b>  | <b>24,010</b>  | <b>23,560</b>     | <b>22,960</b>                  | <b>27,800</b>  |
| <b>CAPITAL</b>          |  |                |                |                   |                                |                |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                       | <b>0</b>       |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>271,855</b> | <b>256,980</b> | <b>256,530</b>    | <b>248,630</b>                 | <b>270,420</b> |
| FUNDING SOURCE: GENERAL |  | F/T EMPLOYEES  | 2.30           | 2.50              | 2.50                           | 2.50           |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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**

In 2015-16, provided 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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: BUILDING & SAFETY**

| APPROPRIATION DETAIL                                      |  |                |                |                   |                                |      |
|---|--|----------------|----------------|-------------------|--------------------------------|------|
| ACCOUNT<br>NO.  | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                        |      |
|   |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>  |  |                |                |                   |                                |      |
| 01-5100-5101  | REGULAR SALARIES                         | 39,342         | 43,850         | 43,850            | 46,040                         |      |
| 01-5100-5105  | HEALTH & LIFE INSURANCE                  | 4,806          | 6,980          | 6,980             | 6,980                          |      |
| 01-5100-5107  | WORKERS' COMPENSATION                    | 732            | 770            | 770               | 840                            |      |
| 01-5100-5108  | PERS                                     | 8,638          | 9,550          | 9,550             | 10,460                         |      |
| 01-5100-5110  | MEDICARE                                 | 638            | 660            | 660               | 700                            |      |
| 01-5100-5111  | SICK LEAVE/VACATION BUYBACK              | 4,538          | 1,480          | 1,480             | 1,700                          |      |
|   | <b>TOTAL PERSONNEL</b>                   | <b>58,694</b>  | <b>63,290</b>  | <b>63,290</b>     | <b>66,720</b>                  |      |
| <b>OPERATIONS</b>   |  |                |                |                   |                                |      |
| 01-5100-6203  | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 0              | 130            | 130               | 130                            |      |
| 01-5100-6208  | VEHICLE OPERATIONS                       | 526            | 720            | 720               | 720                            |      |
| 01-5100-6215  | VEHICLE/CELL ALLOWANCE                   | 153            | 200            | 200               | 150                            |      |
| 01-5100-6233  | BUILDING INSPECTION SERVICES             | 366,039        | 550,000        | 550,000           | 596,250                        |      |
| 01-5100-6249  | INDUSTRIAL WASTE SERVICE                 | 13,923         | 60,000         | 60,000            | 20,000                         |      |
| 01-5100-6256  | EQUIPMENT USAGE                          | 550            | 550            | 550               | 570                            |      |
| 01-5100-6265  | COMPUTER USAGE                           | 2,760          | 2,550          | 2,550             | 3,110                          |      |
|   | <b>TOTAL OPERATIONS</b>                  | <b>383,951</b> | <b>614,150</b> | <b>614,150</b>    | <b>620,930</b>                 |      |
| <b>CAPITAL</b>  |  |                |                |                   |                                |      |
|   | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                       |      |
|   | <b>SUB-PROGRAM TOTAL</b>                 | <b>442,645</b> | <b>677,440</b> | <b>677,440</b>    | <b>687,650</b>                 |      |
| FUNDING SOURCE: GENERAL                                   |  | F/T EMPLOYEES  | 0.30           | 0.45              | 0.45                           | 0.45 |
| (PLAN CHECK & INSPECTION SERVICES OFFSET BY FEES CHARGED) |  |                |                |                   |                                |      |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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     | \$475,000x 45%    | \$213,750        |
| 01-3230 | Standard Plan Check | \$75,000 x 20%    | \$15,000         |
| 01-3240 | Building Permits    | \$1,050,000 x 35% | <u>\$367,500</u> |
|         | <b>TOTAL</b>        |                   | <b>\$596,250</b> |

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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: SUCCESSOR AGENCY ADMIN**

| APPROPRIATION DETAIL     |  |                |                |                |                |                    |
|--------------------------|--|----------------|----------------|----------------|----------------|--------------------|
| ACCOUNT<br>NO.           | ACTIVITY                                 | 2015-16        |                | 2016-17        |                | 2017-18            |
|                          |  | ACTUAL         | BUDGET         | BUDGET         | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>         |  |                |                |                |                |                    |
| 01-5901-5101             | REGULAR SALARIES                         | 120,793        | 118,560        | 118,560        | 117,230        | 123,580            |
| 01-5901-5105             | HEALTH & LIFE INSURANCE                  | 14,498         | 15,120         | 15,120         | 13,190         | 15,120             |
| 01-5901-5107             | WORKERS' COMPENSATION                    | 2,103          | 2,070          | 2,070          | 2,030          | 2,260              |
| 01-5901-5108             | PERS                                     | 23,472         | 27,610         | 27,610         | 28,720         | 30,190             |
| 01-5901-5110             | MEDICARE                                 | 1,915          | 1,840          | 1,840          | 1,710          | 1,920              |
| 01-5901-5111             | SICK LEAVE/VACATION BUYBACK              | 6,490          | 5,490          | 5,490          | 4,320          | 5,570              |
|                          | <b>TOTAL PERSONNEL</b>                   | <b>169,272</b> | <b>170,690</b> | <b>170,690</b> | <b>167,200</b> | <b>178,640</b>     |
| <b>OPERATIONS</b>        |  |                |                |                |                |                    |
| 01-5901-6201             | CONFERENCE & MEETING                     | 0              | 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                       | 1,502          | 2,200          | 2,200          | 2,200          | 2,200              |
| 01-5901-6210             | PRINTING                                 | 0              | 1,190          | 1,190          | 1,190          | 1,200              |
| 01-5901-6215             | VEHICLE/CELL ALLOWANCE                   | 2,448          | 2,040          | 2,040          | 2,100          | 2,100              |
| 01-5901-6216             | PROFESSIONAL SERVICES                    | 8,858          | 33,000         | 33,000         | 33,000         | 26,000             |
| 01-5901-6218             | SPECIAL LEGAL FEES                       | 0              | 25,000         | 25,000         | 28,430         | 25,680             |
| 01-5901-6227             | CONTRACTUAL SERVICES                     | 0              | 4,000          | 4,000          | 4,000          | 1,000              |
| 01-5901-6256             | EQUIPMENT USAGE                          | 1,220          | 1,210          | 1,210          | 1,210          | 1,270              |
| 01-5901-6265             | COMPUTER USAGE                           | 6,130          | 5,670          | 5,670          | 5,670          | 6,910              |
|                          | <b>TOTAL OPERATIONS</b>                  | <b>20,158</b>  | <b>79,310</b>  | <b>79,310</b>  | <b>82,800</b>  | <b>71,360</b>      |
| <b>CAPITAL</b>           |  |                |                |                |                |                    |
|                          | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>           |
|                          | <b>SUB-PROGRAM TOTAL</b>                 | <b>189,430</b> | <b>250,000</b> | <b>250,000</b> | <b>250,000</b> | <b>250,000</b>     |
| FUNDING SOURCE: SA-RPPTF |  | F/T EMPLOYEES  | 1.00           | 1.00           | 1.00           | 1.00               |

Redevelopment Property Tax Trust Fund

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL  
2017-18**

**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:

|  |            |
|--|------------|
| <b>Director of Administrative Services</b> | <b>15%</b> |
| <b>Director of Community Development</b>   | <b>15%</b> |
| <b>City Manager</b>                        | <b>15%</b> |
| <b>City Clerk</b>                          | <b>15%</b> |
| <b>Finance Officer</b>                     | <b>10%</b> |
| <b>Finance Analyst (2 @ 10%)</b>           | <b>20%</b> |
| <b>Accounting Technicians (2 @ 5%)</b>     | <b>10%</b> |

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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: ECONOMIC DEVELOPMENT**

| APPROPRIATION DETAIL    |  |              |              |                   |                                |
|-------------------------|--|--------------|--------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.          | ACTIVITY                                 | 2015-16      |              | 2016-17           | 2017-18                        |
|                         |  | ACTUAL       | BUDGET       | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>                         |              |              |                   |                                |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>                       |
|                         | <b>OPERATIONS</b>                        |              |              |                   |                                |
| 01-5911-6201            | CONFERENCE & MEETING                     | 49           | 0            | 0                 | 4,000                          |
| 01-5911-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 200          | 500          | 500               | 300                            |
| 01-5911-6227            | CONTRACTUAL SERVICES                     | 0            | 0            | 0                 | 4,500                          |
| 01-5911-6229            | COMMUNITY RELATIONS                      | 4,884        | 5,000        | 6,950             | 1,000                          |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>5,133</b> | <b>5,500</b> | <b>7,450</b>      | <b>9,800</b>                   |
|                         | <b>CAPITAL</b>                           |              |              |                   |                                |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>                       |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>5,133</b> | <b>5,500</b> | <b>7,450</b>      | <b>9,800</b>                   |
| FUNDING SOURCE: GENERAL |  |              |              |                   |                                |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**

**ECONOMIC DEVELOPMENT (5911)**

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

**OPERATIONS:**

6201 **Conference & Meeting**

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

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

Provides for membership in the ICSC for the City Manager, Director of Community Development, and City Planner.

6227 **Contractual Services**

Provides for online access and reports for commercial property real estate data.

6229 **Community Relations**

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

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

| APPROPRIATION DETAIL |                          |                |               |                   |                |                    |
|----------------------|--------------------------|----------------|---------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.       | ACTIVITY                 | 2015-16        |               | 2016-17           |                | 2017-18            |
|                      |                          | ACTUAL         | BUDGET        | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                      | <b>PERSONNEL</b>         |                |               |                   |                |                    |
|                      | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>      | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                      | <b>OPERATIONS</b>        |                |               |                   |                |                    |
| 12-5216-6216         | PROFESSIONAL SERVICES    | 24,611         | 18,890        | 38,000            | 38,000         | 23,880             |
|                      | <b>TOTAL OPERATIONS</b>  | <b>24,611</b>  | <b>18,890</b> | <b>38,000</b>     | <b>38,000</b>  | <b>23,880</b>      |
|                      | <b>CAPITAL</b>           |                |               |                   |                |                    |
| 12-5216-6350         | LOANS                    | 56,323         | 47,230        | 115,860           | 115,860        | 66,890             |
| 12-5216-6354         | GRANTS                   | 32,457         | 28,330        | 36,500            | 36,500         | 28,670             |
|                      | <b>TOTAL CAPITAL</b>     | <b>88,780</b>  | <b>75,560</b> | <b>152,360</b>    | <b>152,360</b> | <b>95,560</b>      |
|                      | <b>SUB-PROGRAM TOTAL</b> | <b>113,391</b> | <b>94,450</b> | <b>190,360</b>    | <b>190,360</b> | <b>119,440</b>     |
| FUNDING SOURCE: CDBG |                          |                |               |                   |                |                    |



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**

**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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

| APPROPRIATION DETAIL |                                   |               |               |                            |                    |
|----------------------|-----------------------------------|---------------|---------------|----------------------------|--------------------|
| ACCOUNT<br>NO.       | ACTIVITY                          | 2015-16       |               | 2016-17                    | 2017-18            |
|                      |                                   | ACTUAL        | BUDGET        | REVISED<br>BUDGET ESTIMATE | APPROVED<br>BUDGET |
|                      | <b>PERSONNEL</b>                  |               |               |                            |                    |
|                      | <b>TOTAL PERSONNEL</b>            | <b>0</b>      | <b>0</b>      | <b>0</b>                   | <b>0</b>           |
|                      | <b>OPERATIONS</b>                 |               |               |                            |                    |
| 12-5218-6227         | SENIOR TRANSPORTATION CONTRACTUAL | 14,002        | 14,260        | 14,260                     | 13,930             |
| 12-5220-6227         | GAINING RECOVERY OF WIDOWHOOD     | 2,400         | 2,400         | 2,400                      | 2,400              |
|                      | <b>TOTAL OPERATIONS</b>           | <b>16,402</b> | <b>16,660</b> | <b>16,660</b>              | <b>16,330</b>      |
|                      | <b>CAPITAL</b>                    |               |               |                            |                    |
|                      | <b>TOTAL CAPITAL</b>              | <b>0</b>      | <b>0</b>      | <b>0</b>                   | <b>0</b>           |
|                      | <b>SUB-PROGRAM TOTAL</b>          | <b>16,402</b> | <b>16,660</b> | <b>16,660</b>              | <b>16,330</b>      |
| FUNDING SOURCE: CDBG |                                   |               |               |                            |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**

**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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PROPOSITION C**

| APPROPRIATION DETAIL   |  |                |                |                   |                                |
|------------------------|--|----------------|----------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.         | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                        |
|                        |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
| <b>PERSONNEL</b>       |  |                |                |                   |                                |
| 13-5400-5101           | REGULAR SALARIES                         | 29,550         | 29,620         | 29,620            | 30,880                         |
| 13-5400-5105           | HEALTH & LIFE INSURANCE                  | 4,452          | 4,460          | 4,460             | 4,460                          |
| 13-5400-5107           | WORKERS' COMPENSATION                    | 514            | 520            | 520               | 570                            |
| 13-5400-5108           | PERS                                     | 6,483          | 7,440          | 7,440             | 8,160                          |
| 13-5400-5110           | MEDICARE                                 | 461            | 460            | 460               | 500                            |
| 13-5400-5111           | SICK LEAVE/VACATION BUYBACK              | 1,178          | 520            | 520               | 1,290                          |
|                        | <b>TOTAL PERSONNEL</b>                   | <b>42,638</b>  | <b>43,020</b>  | <b>43,020</b>     | <b>45,860</b>                  |
| <b>OPERATIONS</b>      |  |                |                |                   |                                |
| 13-5315-6227           | PARK & RIDE CONTRACTUAL                  | 17,170         | 16,990         | 16,990            | 16,990                         |
| 13-5315-6250           | PARK & RIDE WATER                        | 2,754          | 2,690          | 2,690             | 2,690                          |
| 13-5315-6251           | PARK & RIDE ELECTRICITY                  | 598            | 1,320          | 1,320             | 1,320                          |
| 13-5400-6203           | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 4,530          | 4,530          | 4,530             | 4,530                          |
| 13-5400-6215           | VEHICLE/CELL ALLOWANCE                   | 1,094          | 990            | 990               | 1,060                          |
| 13-9306-6227           | RECREATION EXCURSIONS                    | 37,520         | 43,000         | 43,000            | 43,000                         |
|                        | <b>TOTAL OPERATIONS</b>                  | <b>63,666</b>  | <b>69,520</b>  | <b>69,520</b>     | <b>69,590</b>                  |
| <b>CAPITAL</b>         |  |                |                |                   |                                |
| 13-5310-8410           | BUS SHELTER SOLAR LIGHTING               | 0              | 800            | 800               | 800                            |
| 13-5311-8410           | BUS BENCH REPLACEMENT                    | 3,800          | 8,000          | 8,000             | 8,000                          |
|                        | <b>TOTAL CAPITAL</b>                     | <b>3,800</b>   | <b>8,800</b>   | <b>8,800</b>      | <b>8,800</b>                   |
|                        | <b>SUB-PROGRAM TOTAL</b>                 | <b>110,104</b> | <b>121,340</b> | <b>121,340</b>    | <b>124,250</b>                 |
| FUNDING SOURCE: PROP C |  | F/T EMPLOYEES  | 0.33           | 0.33              | 0.33                           |
|                        |  |                | 0.33           | 0.33              | 0.33                           |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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.

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

Provides for lighting of the parking lot.

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

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

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

Provides for a vehicle 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.

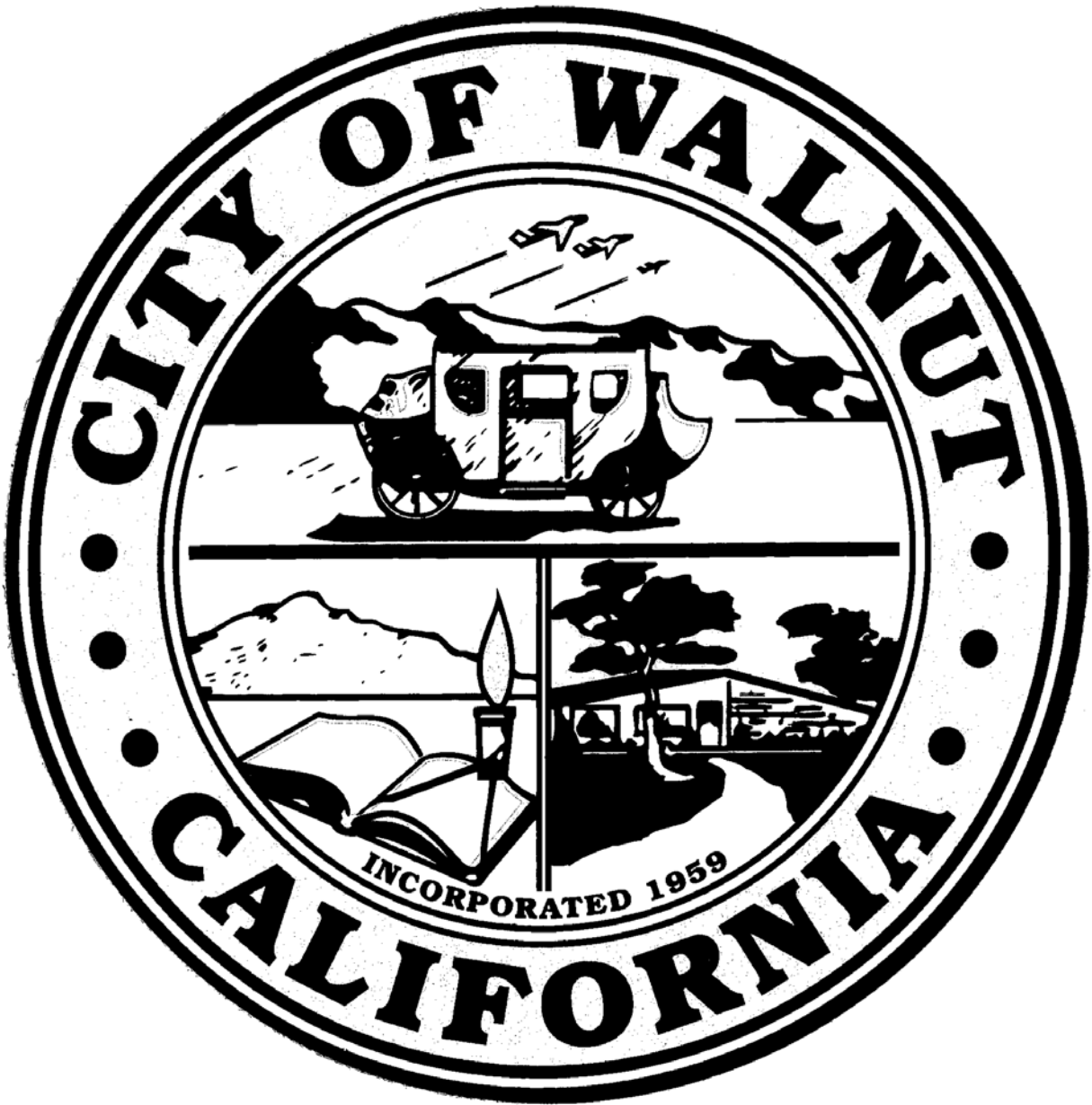
**CAPITAL:**

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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: METROLINK**

| APPROPRIATION DETAIL   |                             |               |               |                   |                                |               |
|------------------------|-----------------------------|---------------|---------------|-------------------|--------------------------------|---------------|
| ACCOUNT<br>NO.         | ACTIVITY                    | 2015-16       |               | 2016-17           | 2017-18                        |               |
|                        |                             | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |               |
| <b>PERSONNEL</b>       |                             |               |               |                   |                                |               |
| 13-5430-5101           | REGULAR SALARIES            | 7,430         | 7,570         | 7,570             | 7,590                          | 7,790         |
| 13-5430-5105           | HEALTH & LIFE INSURANCE     | 1,632         | 1,690         | 1,690             | 1,480                          | 1,690         |
| 13-5430-5107           | WORKERS' COMPENSATION       | 130           | 140           | 140               | 140                            | 140           |
| 13-5430-5108           | PERS                        | 1,864         | 1,910         | 1,910             | 1,910                          | 2,060         |
| 13-5430-5110           | MEDICARE                    | 112           | 120           | 120               | 120                            | 120           |
| 13-5430-5111           | SICK LEAVE/VACATION BUYBACK | 294           | 290           | 290               | 160                            | 190           |
|                        | <b>TOTAL PERSONNEL</b>      | <b>11,461</b> | <b>11,720</b> | <b>11,720</b>     | <b>11,400</b>                  | <b>11,990</b> |
| <b>OPERATIONS</b>      |                             |               |               |                   |                                |               |
| 13-5430-6227           | CONTRACTUAL SERVICES        | 45,376        | 67,200        | 67,200            | 50,000                         | 67,200        |
|                        | <b>TOTAL OPERATIONS</b>     | <b>45,376</b> | <b>67,200</b> | <b>67,200</b>     | <b>50,000</b>                  | <b>67,200</b> |
| <b>CAPITAL</b>         |                             |               |               |                   |                                |               |
|                        | <b>TOTAL CAPITAL</b>        | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                       | <b>0</b>      |
|                        | <b>SUB-PROGRAM TOTAL</b>    | <b>56,837</b> | <b>78,920</b> | <b>78,920</b>     | <b>61,400</b>                  | <b>79,190</b> |
| FUNDING SOURCE: PROP C |                             | F/T EMPLOYEES | 0.13          | 0.13              | 0.13                           | 0.13          |



**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 2017-18, budgeting for 175 pass per month.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PROPOSITION R**

| APPROPRIATION DETAIL   |                          |             |          |          |          |                    |
|------------------------|--------------------------|-------------|----------|----------|----------|--------------------|
| ACCOUNT<br>NO.         | ACTIVITY                 | 2015-16     |          | 2016-17  |          | 2017-18            |
|                        |                          | ACTUAL      | BUDGET   | BUDGET   | ESTIMATE | APPROVED<br>BUDGET |
|                        | <b>PERSONNEL</b>         |             |          |          |          |                    |
| 16-5500-5101           | REGULAR SALARIES         | 0           | 0        | 0        | 0        | 0                  |
| 16-5500-5105           | HEALTH & LIFE INSURANCE  | (33)        | 0        | 0        | 0        | 0                  |
| 16-5500-5107           | WORKERS' COMPENSATION    | 0           | 0        | 0        | 0        | 0                  |
| 16-5500-5108           | PERS                     | 0           | 0        | 0        | 0        | 0                  |
| 16-5500-5110           | MEDICARE                 | 0           | 0        | 0        | 0        | 0                  |
|                        | <b>TOTAL PERSONNEL</b>   | <b>(33)</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                        | <b>OPERATIONS</b>        |             |          |          |          |                    |
| 16-5500-6215           | VEHICLE ALLOWANCE/CELL   | (6)         | 0        | 0        | 0        | 0                  |
|                        | <b>TOTAL OPERATIONS</b>  | <b>(6)</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                        | <b>CAPITAL</b>           |             |          |          |          |                    |
|                        | <b>TOTAL CAPITAL</b>     | <b>0</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                        | <b>SUB-PROGRAM TOTAL</b> | <b>(38)</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
| FUNDING SOURCE: PROP R | F/T EMPLOYEES            | 0.00        | 0.00     | 0.00     | 0.00     | 0.00               |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: PROPOSITION A**

| APPROPRIATION DETAIL   |                             |               |               |                   |                             |
|------------------------|-----------------------------|---------------|---------------|-------------------|-----------------------------|
| ACCOUNT<br>NO.         | ACTIVITY                    | 2015-16       |               | 2016-17           | 2017-18                     |
|                        |                             | ACTUAL        | BUDGET        | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |
| <b>PERSONNEL</b>       |                             |               |               |                   |                             |
| 23-5300-5101           | REGULAR SALARIES            | 38,498        | 39,320        | 39,320            | 40,900                      |
| 23-5300-5105           | HEALTH & LIFE INSURANCE     | 6,189         | 6,350         | 6,350             | 6,350                       |
| 23-5300-5107           | WORKERS' COMPENSATION       | 672           | 690           | 690               | 750                         |
| 23-5300-5108           | PERS                        | 8,632         | 9,880         | 9,880             | 10,810                      |
| 23-5300-5110           | MEDICARE                    | 596           | 600           | 600               | 660                         |
| 23-5300-5111           | SICK LEAVE/VACATION BUYBACK | 1,320         | 690           | 690               | 1,570                       |
|                        | <b>TOTAL PERSONNEL</b>      | <b>55,906</b> | <b>57,530</b> | <b>57,530</b>     | <b>61,040</b>               |
| <b>OPERATIONS</b>      |                             |               |               |                   |                             |
| 23-5300-6215           | VEHICLE/CELL ALLOWANCE      | 1,041         | 1,110         | 1,110             | 1,190                       |
|                        | <b>TOTAL OPERATIONS</b>     | <b>1,041</b>  | <b>1,110</b>  | <b>1,110</b>      | <b>1,190</b>                |
| <b>CAPITAL</b>         |                             |               |               |                   |                             |
|                        | <b>TOTAL CAPITAL</b>        | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                    |
|                        | <b>SUB-PROGRAM TOTAL</b>    | <b>56,948</b> | <b>58,640</b> | <b>58,640</b>     | <b>62,230</b>               |
| FUNDING SOURCE: PROP A |                             | F/T EMPLOYEES | 0.47          | 0.47              | 0.47                        |
|                        |                             |               | 0.47          | 0.47              | 0.47                        |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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. (33% in 13-5400, 30% in 01-5000, 0% 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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

| APPROPRIATION DETAIL   |                          |                |                |                   |                             |
|------------------------|--------------------------|----------------|----------------|-------------------|-----------------------------|
| ACCOUNT<br>NO.         | ACTIVITY                 | 2015-16        |                | 2016-17           | 2017-18                     |
|                        |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |
|                        | <b>PERSONNEL</b>         |                |                |                   |                             |
|                        | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |
|                        | <b>OPERATIONS</b>        |                |                |                   |                             |
| 23-5410-6205           | OFFICE SUPPLIES          | 0              | 1,000          | 1,000             | 300 600                     |
| 23-5410-6227           | CONTRACTUAL SERVICES     | 227,807        | 265,000        | 265,000           | 265,000 265,000             |
|                        | <b>TOTAL OPERATIONS</b>  | <b>227,807</b> | <b>266,000</b> | <b>266,000</b>    | <b>265,300 265,600</b>      |
|                        | <b>CAPITAL</b>           |                |                |                   |                             |
| 23-5410-8401           | FURNISHINGS & EQUIPMENT  | 0              | 0              | 0                 | 0 0                         |
|                        | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0 0</b>                  |
|                        | <b>SUB-PROGRAM TOTAL</b> | <b>227,807</b> | <b>266,000</b> | <b>266,000</b>    | <b>265,300 265,600</b>      |
| FUNDING SOURCE: PROP A |                          |                |                |                   |                             |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**DIAL-A-CAB (23-5410)**

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

**OPERATIONS:**

6205 **Office Supplies**

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

6227 **Contractual Services**

Provides for transportation costs for the Dial-A-Cab program through contractual services.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

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

| APPROPRIATION DETAIL |  |                |                |                   |                                |      |
|----------------------|--|----------------|----------------|-------------------|--------------------------------|------|
| ACCOUNT<br>NO.       | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                        |      |
|                      |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>     |  |                |                |                   |                                |      |
| 41-5800-5101         | REGULAR SALARIES                         | 167,343        | 177,970        | 177,970           | 188,290                        |      |
| 41-5800-5105         | HEALTH & LIFE INSURANCE                  | 20,401         | 23,760         | 23,760            | 23,890                         |      |
| 41-5800-5107         | WORKERS' COMPENSATION                    | 2,986          | 3,620          | 3,620             | 3,960                          |      |
| 41-5800-5108         | PERS                                     | 33,619         | 42,060         | 42,060            | 46,580                         |      |
| 41-5800-5110         | MEDICARE                                 | 2,618          | 2,750          | 2,750             | 2,940                          |      |
| 41-5800-5111         | SICK LEAVE/VACATION BUYBACK              | 8,563          | 8,000          | 8,000             | 8,440                          |      |
|                      | <b>TOTAL PERSONNEL</b>                   | <b>235,531</b> | <b>258,160</b> | <b>258,160</b>    | <b>274,100</b>                 |      |
| <b>OPERATIONS</b>    |  |                |                |                   |                                |      |
| 41-5800-6203         | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 0              | 250            | 250               | 250                            |      |
| 41-5800-6208         | VEHICLE OPERATIONS                       | 876            | 1,200          | 1,200             | 1,200                          |      |
| 41-5800-6215         | VEHICLE/CELL ALLOWANCE                   | 3,465          | 3,700          | 3,700             | 3,660                          |      |
| 41-5800-6216         | PROFESSIONAL SERVICES                    | 4,347          | 10,800         | 10,800            | 10,800                         |      |
| 41-5800-6256         | EQUIPMENT USAGE                          | 1,700          | 1,940          | 1,940             | 2,030                          |      |
| 41-5800-6265         | COMPUTER USAGE                           | 8,590          | 9,080          | 9,080             | 11,050                         |      |
| 41-5800-6278         | BANK CHARGES                             | 78             | 200            | 200               | 200                            |      |
|                      | <b>TOTAL OPERATIONS</b>                  | <b>19,056</b>  | <b>27,170</b>  | <b>27,170</b>     | <b>29,190</b>                  |      |
| <b>CAPITAL</b>       |  |                |                |                   |                                |      |
|                      | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                       |      |
|                      | <b>SUB-PROGRAM TOTAL</b>                 | <b>254,587</b> | <b>285,330</b> | <b>285,330</b>    | <b>303,290</b>                 |      |
| FUNDING SOURCE: WHA  |  | F/T EMPLOYEES  | 1.40           | 1.60              | 1.60                           | 1.60 |



**CITY OF WALNUT  
ANNUAL BUDGET DETAIL  
2017-18**

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

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

**PERSONNEL:**

5101 **Regular Salaries**

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

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

5105 - 5111 See Appendix

**OPERATIONS:**

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

Provides for subscriptions to California housing information and other literature.

6208 **Vehicle Operations**

Provides for the operations of the 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.

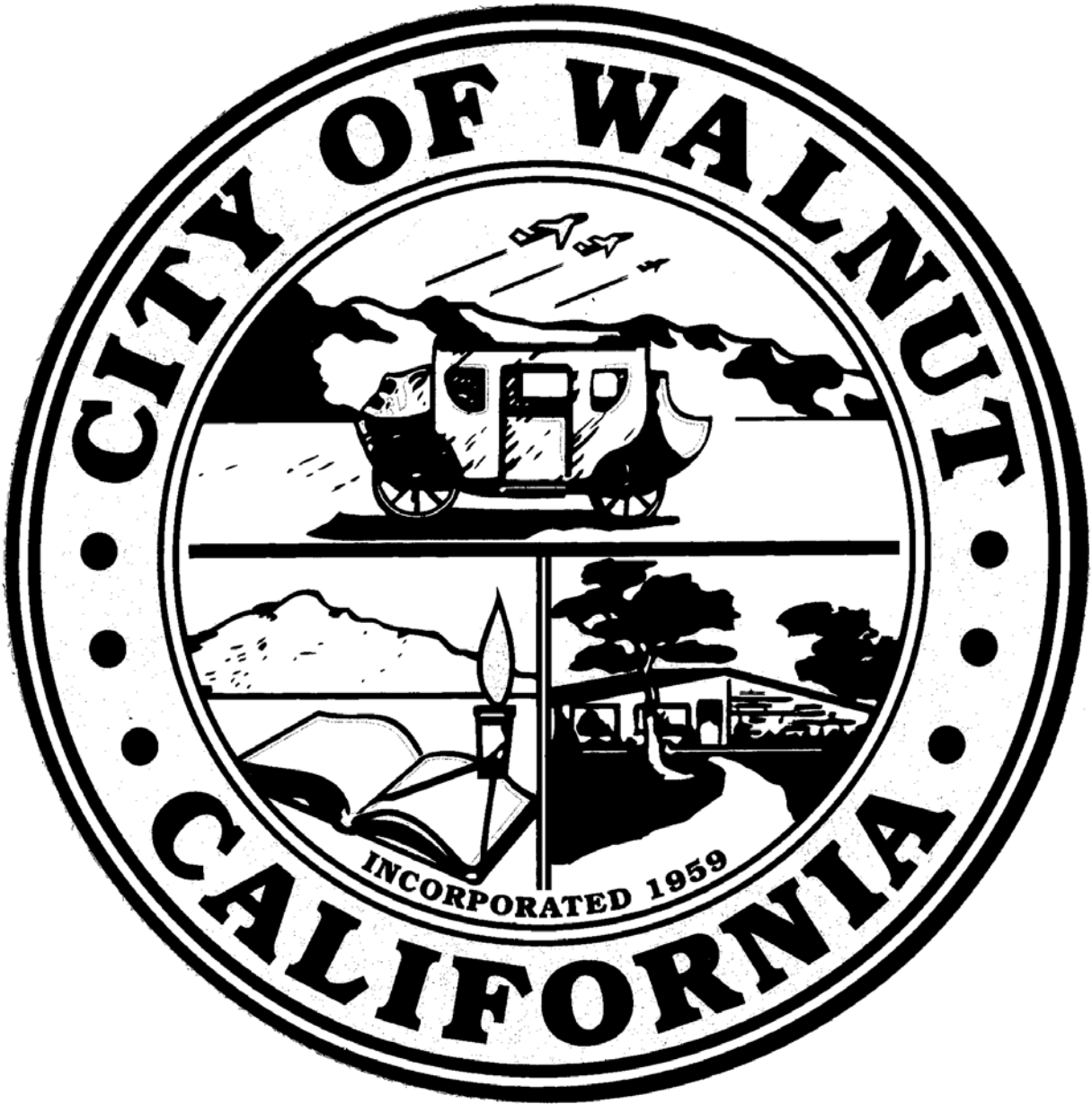
6216 **Professional Services**

Provides for property appraisals, property profiles, title searches and pro-forma housing review.

6256 – 6265 See Appendix

6278 **Bank Charges**

Provides for banking activity for WHA bank accounts.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY DEVELOPMENT**

**SUB-PROGRAM: WHA HOUSING MONITORING**

| APPROPRIATION DETAIL |                          |               |               |                   |               |                    |
|----------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.       | ACTIVITY                 | 2015-16       |               | 2016-17           |               | 2017-18            |
|                      |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                      | <b>PERSONNEL</b>         |               |               |                   |               |                    |
|                      | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                      | <b>OPERATIONS</b>        |               |               |                   |               |                    |
| 41-5850-6216         | PROFESSIONAL SERVICES    | 11,481        | 15,000        | 15,000            | 15,000        | 15,000             |
|                      | <b>TOTAL OPERATIONS</b>  | <b>11,481</b> | <b>15,000</b> | <b>15,000</b>     | <b>15,000</b> | <b>15,000</b>      |
|                      | <b>CAPITAL</b>           |               |               |                   |               |                    |
|                      | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                      | <b>SUB-PROGRAM TOTAL</b> | <b>11,481</b> | <b>15,000</b> | <b>15,000</b>     | <b>15,000</b> | <b>15,000</b>      |
| FUNDING SOURCE: WHA  |                          |               |               |                   |               |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**

**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:**

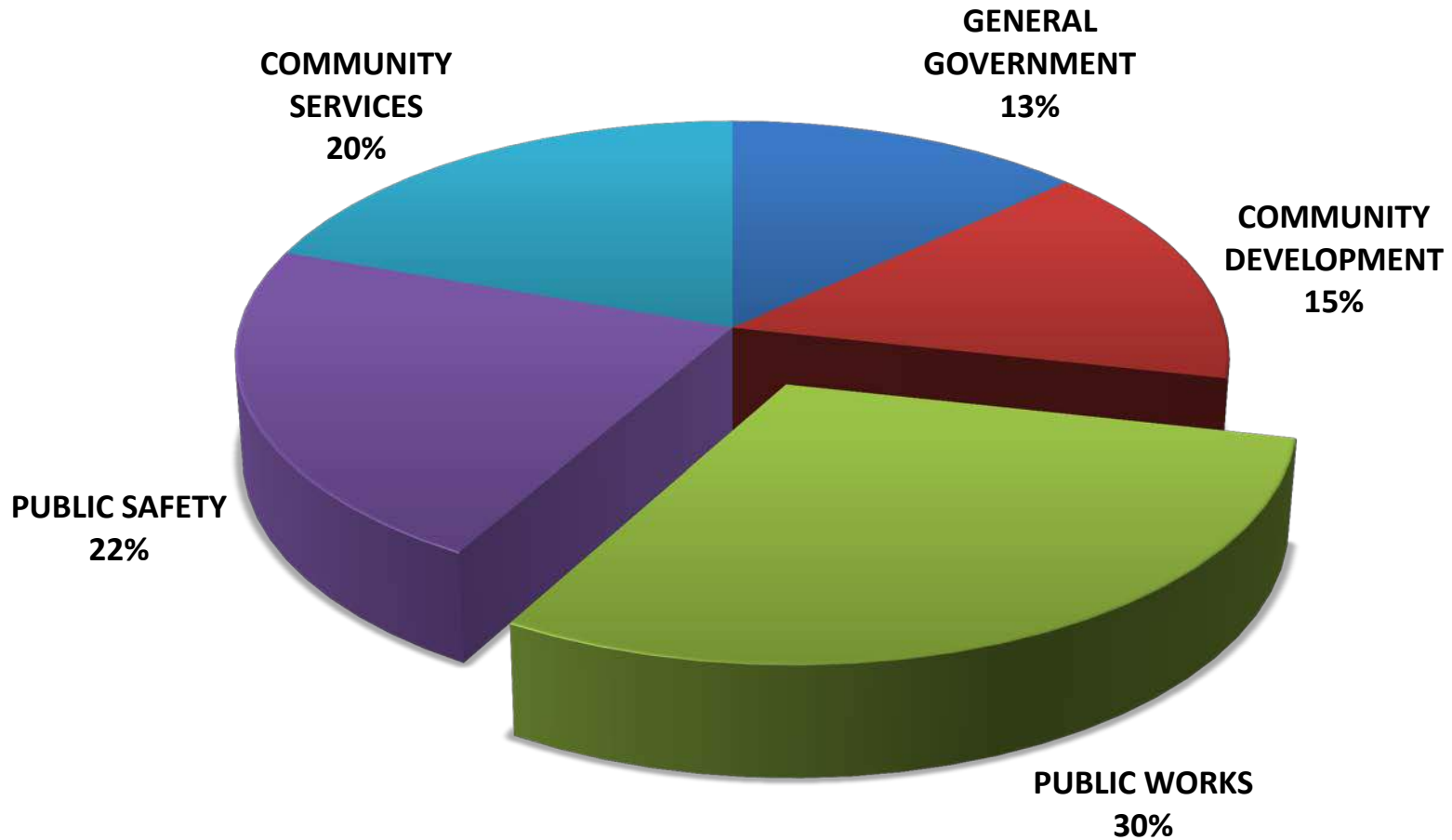
41-5850-6216 **Professional Service**

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



# **Public Works**

# PUBLIC WORKS FISCAL YEAR 2017-18



**Total Public Works Budget  
\$5,450,590**



## 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 2017-18**, Public Works will work to achieve the following goals:

1. Continue to comply with the requirements of our Water Management Plan (WMP) to include: (a) testing, (b) reporting, and if required (c) mitigation. *We will exceed expectations by preparing Walnut for the future.*
2. Work to ensure the City is in compliance with CalRecycle's newly established mandatory commercial organics recycling. *We will exceed expectations by preparing Walnut for the future.*
3. Add to Walnut's Tree City USA stature by expanding public outreach to include educational information about private trees and about requirements unique to urban forest management. *We will collaborate by encouraging open discussion.*
4. Conduct the second year cost benefit analysis of the irrigation controllers installed in FY 15-16 in the LOSMD. Adjust water management systems as required to maximize water conservation. *We will exceed expectations by seeking new cost efficiencies.*
5. Construct new drain on Bridle Trail and Fuerte Road. *We will enhance civic pride by ensuring the City is well maintained.*
6. Conduct annual storm drain maintenance program with contract services and clean-out over 700 catch basins through a contract with Los Angeles County Public Works who will also perform monthly inspections. Continue to maintain and clean screens stalled at the City yard catch basins adjacent to trash receptacles that provide an added layer of protection. *We will enhance civic pride by ensuring the City is well maintained.*
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.*
8. Complete the design phase for the Walnut Park Expansion and Regional Aquatics Facility. *We will exceed expectations by preparing Walnut for the future.*

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

**In 2016-17**, Public Works worked 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.*

**Performance Measure: Completed and ongoing.** Staff completed the first full year of testing and reporting. Walnut's water quality measurements were favorable. During dry water testing, we discovered a bacteria exceedance coming from Mount SAC which their staff worked diligently to resolve.

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.*

**Performance Measure: Completed.** The first year's study (reviewing FY 15-16) showed that water savings exceeded projections overall with some zones greatly exceeding targeted improvements. In the few zones that did not reach the projected savings, a meter by meter analysis was conducted and adjustments were made to water management aimed at improving outcomes. In short, the results showed the City to be on target for the projected 10 year project amortization.

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.*

**Performance Measure: In progress.** Staff identified a solution and gained consensus from property owners to grant a drainage easement to the City on Bridle Trail to install a drain and resurface the alley. Property owners were slow to sign the easement documents, greatly delaying the proposed project construction. Unfortunately, this added significant maintenance impacts during heavy winter storms.

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. 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.**

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

**Performance Measure: Completed.**

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

**Performance Measure: Completed commensurate with budget. Landscape replacements are less than optimum in some zones due to basic maintenance requirements and budget constraints.**

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.*

**Performance Measure: Completed. Website and Family Festival information was expanded to include water conservation requirements and new State mandates (e.g. plastic bag ban) were included in newsletters, web page and event flyers.**

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*

**Performance Measure: Two potential design footprints were established for the project which allowed staff to complete grading and preliminary engineering plans. Funding estimates for both for capital and operations were determined.**

**Public Works  
Measurable Outputs**

| <b>Output</b>   | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Trees trimmed/serviced/planted                                | 1,250             | 2,000             | 2000              | 1,800             | 1,800             |
| Catch basins cleaned  | 730               | 730               | 730               | 730               | 730               |
| Graffiti removal requests completed                           | 810               | 800               | 750               | 700               | 735               |
| Square Feet of streets resurfaced/slurry sealed               | 3,640,156         | 2,276,662         | 2,575,000         | 3,090,874         | 3,699,181         |
| Median improvements/upgrades (square footage)                 | 0                 | 0                 | 5,000             | 8,000             | 10,000            |
| Curb miles of streets swept annually                          | 6,968             | 6,968             | 6,968             | 6,968             | 6,968             |
| Acres of LOSMD maintained                                     | 368               | 368               | 368               | 368               | 368               |
| Traffic safety installations (signals, signs, striping)       | 180               | 140               | 140               | 140               |                   |
| Miles of trails audited per year (for repairs/weed abatement) | 30.8              | 33                | 33                | 33                | 33                |
| Capital Improvement projects completed (\$100,000 or more)    | 8                 | 5                 | 5                 | 6                 | 7                 |

**FY 2017-18  
Public Works  
Goals and Relationship to the Mission Statement**

In **FY 2017-18**, the Public Works Division has identified four major goals:

1. Complete design phase for Walnut Ranch expansion.
2. Expand public outreach for Walnut as a Tree City USA to include educational information for residents about private trees and urban forest management.
3. Test and measure dry season and storm water TMDLs as required by our MS4 Permit.
4. Continue efforts by the staff subcommittee (BOLT) to refine emergency response and maintenance protocols before and during storms.

***The Public Works Division will enhance civic pride by ensuring the City is well maintained.***



**CITY OF WALNUT  
PROGRAM SUMMARY  
PUBLIC WORKS**

|                                | 2015-16           |                  | 2016-17           |                  | 2017-18            |
|--------------------------------|-------------------|------------------|-------------------|------------------|--------------------|
|                                | ACTUAL            | BUDGET           | REVISED<br>BUDGET | ESTIMATE         | APPROVED<br>BUDGET |
| PERSONNEL EXPENSE              | 638,200           | 682,980          | 682,980           | 660,450          | 723,430            |
| OPERATIONS EXPENSE             | 4,541,680         | 4,614,030        | 4,869,050         | 4,656,370        | 4,452,100          |
| <b>TOTAL OPERATING EXPENSE</b> | <b>5,179,880</b>  | <b>5,297,010</b> | <b>5,552,030</b>  | <b>5,316,820</b> | <b>5,175,530</b>   |
| CAPITAL                        | 258,750           | 277,060          | 270,420           | 200,290          | 275,060            |
| <b>PROGRAM TOTAL</b>           | <b>5,438,630</b>  | <b>5,574,070</b> | <b>5,822,450</b>  | <b>5,517,110</b> | <b>5,450,590</b>   |
| <br>                           |                   |                  |                   |                  |                    |
| TOTAL FULL-TIME EMPLOYEES      | 5.00              | 5.00             | 5.00              | 5.00             | 5.70               |
| <br>                           |                   |                  |                   |                  |                    |
| <b>SUB-PROGRAMS:</b>           |                   |                  |                   | PAGE             |                    |
| ENVIRONMENTAL SERVICES         | 01-5600           |                  |                   | 178              |                    |
| ENGINEERING                    | 01-6000 / 02-6000 |                  |                   | 182              |                    |
| PUBLIC WORKS ADMINISTRATION    | 01-6100           |                  |                   | 184              |                    |
| STORM DRAIN MAINTENANCE        | 01-6102           |                  |                   | 188              |                    |
| STREET SWEEPING                | 01-6203           |                  |                   | 190              |                    |
| STREET RIGHT-OF-WAY MAINT.     | 01-6206           |                  |                   | 192              |                    |
| WEED ABATEMENT                 | 01-8700           |                  |                   | 196              |                    |
| BUILDING MAINTENANCE           | 01-9200           |                  |                   | 198              |                    |
| GENERAL STREET MAINTENANCE     | 02-6102           |                  |                   | 202              |                    |
| STREET SWEEPING                | 02-6203           |                  |                   | 204              |                    |
| STREET RIGHT-OF-WAY MAINT.     | 02-6206           |                  |                   | 206              |                    |
| TRAFFIC ENGINEERING            | 02-6215           |                  |                   | 208              |                    |
| AIR QUALITY MANAGEMENT         | 09-5420 - 09-6206 |                  |                   | 210              |                    |
| LOSMD - ZONE 1                 | 19-7100 / 01-7100 |                  |                   | 216              |                    |
| LOSMD - ZONE 2                 | 19-7200 / 01-7200 |                  |                   | 218              |                    |
| LOSMD - ZONE 3                 | 19-7300 / 01-7300 |                  |                   | 220              |                    |
| LOSMD - ZONE 4                 | 19-7400 / 01-7400 |                  |                   | 222              |                    |
| LOSMD - ZONE 5                 | 19-7500 / 01-7500 |                  |                   | 224              |                    |
| LOSMD - ZONE 6                 | 19-7600 / 01-7600 |                  |                   | 226              |                    |
| LOSMD - ZONE 7                 | 19-7700 / 01-7700 |                  |                   | 228              |                    |
| LOSMD - ZONE 8                 | 19-7800 / 01-7800 |                  |                   | 230              |                    |
| LOSMD - ZONE 9                 | 18-7900 / 01-7900 |                  |                   | 232              |                    |
| LOSMD - ZONE 11                | 19-7911           |                  |                   | 234              |                    |
| LOSMD - ZONE 12                | 19-7912           |                  |                   | 235              |                    |
| CAPITAL EQUIPMENT REPLACEMENT  | 25-4502 - 25-9100 |                  |                   | 236              |                    |
| BUILDING MAINTENANCE           | 26-9200           |                  |                   | 238              |                    |
| USED OIL RECYCLING GRANT       | 32-5601           |                  |                   | 242              |                    |
| RECYCLING GRANT                | 33-5605           |                  |                   | 244              |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENVIRONMENTAL SERVICES**

| APPROPRIATION DETAIL  |                                 |                |                |                   |                |                    |
|---|---------------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.  | ACTIVITY                        | 2015-16        |                | 2016-17           |                | 2017-18            |
|   |                                 | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>  |                                 |                |                |                   |                |                    |
| 01-5600-5101  | REGULAR SALARIES                | 78,024         | 87,180         | 87,180            | 88,790         | 97,530             |
| 01-5600-5105  | HEALTH & LIFE INSURANCE         | 14,970         | 16,200         | 16,200            | 12,500         | 16,200             |
| 01-5600-5107  | WORKERS' COMPENSATION           | 1,846          | 1,520          | 1,520             | 2,060          | 1,790              |
| 01-5600-5108  | PERS                            | 13,857         | 10,180         | 10,180            | 10,430         | 11,340             |
| 01-5600-5110  | MEDICARE                        | 1,288          | 1,360          | 1,360             | 1,380          | 1,530              |
| 01-5600-5111  | SICK LEAVE/VACATION BUYBACK     | 261            | 470            | 470               | 110            | 1,830              |
|   | <b>TOTAL PERSONNEL</b>          | <b>110,245</b> | <b>116,910</b> | <b>116,910</b>    | <b>115,270</b> | <b>130,220</b>     |
| <b>OPERATIONS</b>   |                                 |                |                |                   |                |                    |
| 01-5600-6201  | CONFERENCE & MEETING            | 279            | 1,500          | 1,500             | 1,500          | 1,500              |
| 01-5600-6215  | VEHICLE/CELL ALLOWANCE          | 3,896          | 3,600          | 3,600             | 3,600          | 3,840              |
| 01-5600-6216  | PROFESSIONAL SERVICES           | 60,912         | 181,400        | 308,310           | 308,310        | 181,400            |
| 01-5600-6227  | CONTRACTUAL SERVICES            | 58,683         | 174,650        | 174,650           | 174,650        | 32,700             |
| 01-5600-6256  | EQUIPMENT USAGE                 | 1,460          | 1,450          | 1,450             | 1,450          | 1,520              |
| 01-5600-6265  | COMPUTER USAGE                  | 7,360          | 6,810          | 6,810             | 6,810          | 8,290              |
| 01-5600-6280  | ENVIRONMENTAL SERVICES SUPPLIES | 3,229          | 2,000          | 2,000             | 2,000          | 2,000              |
|   | <b>TOTAL OPERATIONS</b>         | <b>135,820</b> | <b>371,410</b> | <b>498,320</b>    | <b>498,320</b> | <b>231,250</b>     |
| <b>CAPITAL</b>  |                                 |                |                |                   |                |                    |
|   | <b>TOTAL CAPITAL</b>            | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|   | <b>SUB-PROGRAM TOTAL</b>        | <b>246,065</b> | <b>488,320</b> | <b>615,230</b>    | <b>613,590</b> | <b>361,470</b>     |
| FUNDING SOURCE: GENERAL   |                                 | F/T EMPLOYEES  | 1.20           | 1.20              | 1.20           | 1.20               |
| WASTE MANAGEMENT ADMINISTRATION FUND<br>(AB939 - \$50,970; RECYCLING REBATE - \$35,000) |                                 |                |                |                   |                |                    |

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

**2017-18**

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

5105 - 5111 See Appendix

**OPERATIONS:**

6201 **Conference & Meeting**

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

6215 **Vehicle Allowance/Cell**

Provides for a vehicle 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.

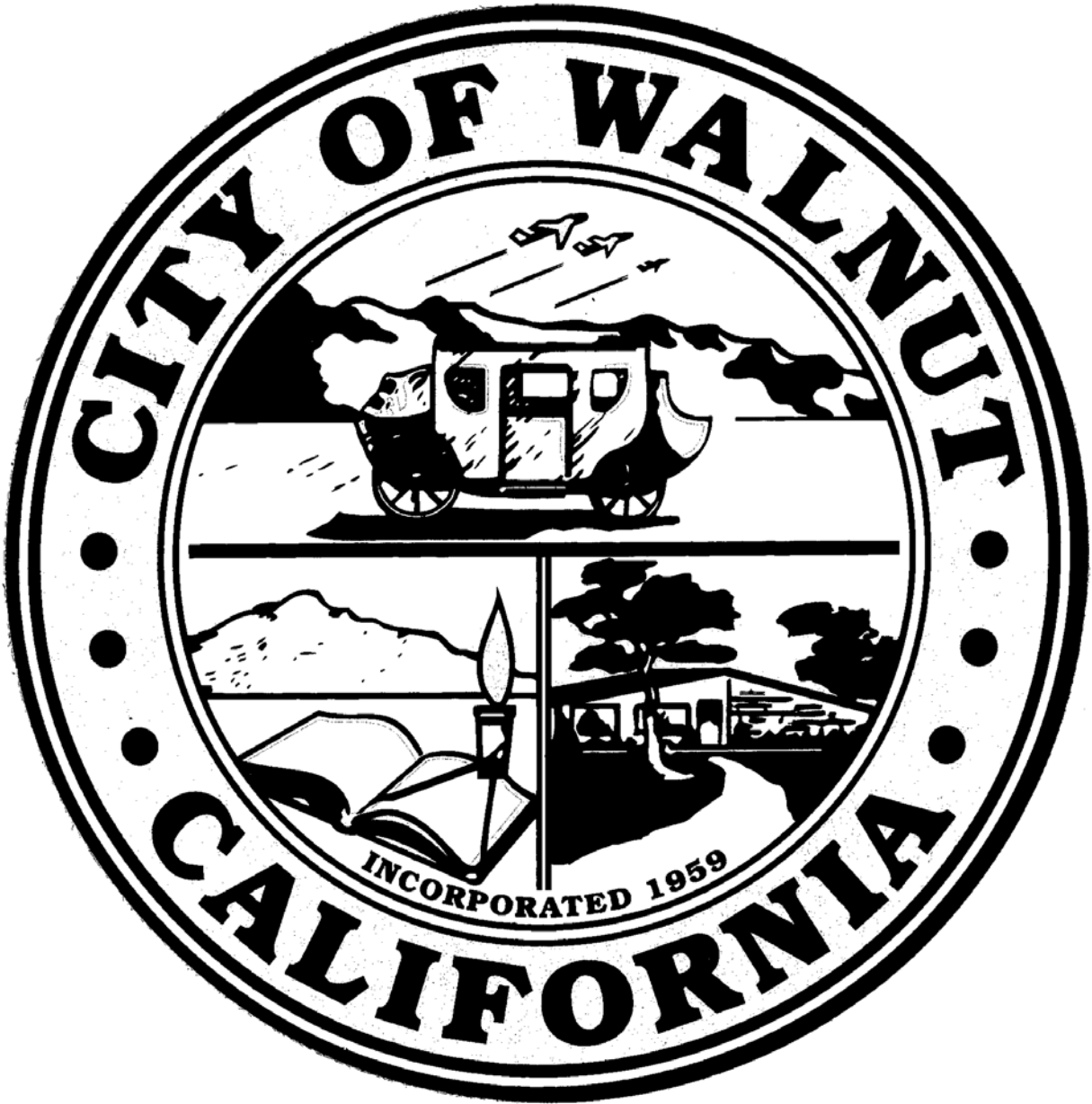
6227 **Contractual Services**

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 Gabriel River (NPDES/WMP requirements). It has also provided for biological monitoring of mitigation for Meadowpass Road.

6256 - 6265 See Appendix

6280 **Environmental Services Supplies**

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



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: ENGINEERING**

| APPROPRIATION DETAIL                      |                                  |                |                |                   |                |                    |
|---|----------------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.                            | ACTIVITY                         | 2015-16        |                | 2016-17           |                | 2017-18            |
|   |                                  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|   | <b>PERSONNEL</b>                 |                |                |                   |                |                    |
|   | <b>TOTAL PERSONNEL</b>           | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|   | <b>OPERATIONS</b>                |                |                |                   |                |                    |
| 01-6000-6216                              | PROFESSIONAL SERVICES            | 12,000         | 12,000         | 12,000            | 12,000         | 12,000             |
| 01-6000-6230                              | PLAN CHECK SERVICES              | 98,563         | 112,500        | 112,500           | 41,250         | 52,500             |
| 01-6000-6232                              | PUBLIC WORKS INSPECTION SERVICES | 46,150         | 75,000         | 75,000            | 37,500         | 48,750             |
| 02-6000-6216                              | PROFESSIONAL SERVICES            | 12,000         | 17,000         | 17,000            | 17,000         | 17,000             |
|   | <b>TOTAL OPERATIONS</b>          | <b>168,712</b> | <b>216,500</b> | <b>216,500</b>    | <b>107,750</b> | <b>130,250</b>     |
|   | <b>CAPITAL</b>                   |                |                |                   |                |                    |
|   | <b>TOTAL CAPITAL</b>             | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|   | <b>SUB-PROGRAM TOTAL</b>         | <b>168,712</b> | <b>216,500</b> | <b>216,500</b>    | <b>107,750</b> | <b>130,250</b>     |
| FUNDING SOURCE: (01) GENERAL (02) GAS TAX |                                  |                |                |                   |                |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**ENGINEERING (01 & 02-6000)**

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

**OPERATIONS:**

01-6000-6216 **Professional Services**

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

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

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

|                                  |                                  |
|----------------------------------|----------------------------------|
| 01-3760 Plan Checking Fees       | \$40,000 x 75% = \$30,000        |
| 01-3250 Grading & Street Permits | \$30,000 x 75% = <u>\$22,500</u> |
|                                  | Total: <u>\$52,500</u>           |

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

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

01-3750 PW Inspection Fees (\$65,000) x 75% = \$48,750

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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: PUBLIC WORKS ADMIN**

| APPROPRIATION DETAIL    |                             |                |                |                   |                |                    |
|-------------------------|-----------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                    | 2015-16        |                | 2016-17           |                | 2017-18            |
|                         |                             | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |                             |                |                |                   |                |                    |
| 01-6100-5101            | REGULAR SALARIES            | 144,392        | 146,060        | 146,060           | 145,470        | 152,210            |
| 01-6100-5105            | HEALTH & LIFE INSURANCE     | 20,671         | 21,330         | 21,330            | 18,510         | 21,330             |
| 01-6100-5107            | WORKERS' COMPENSATION       | 6,248          | 6,900          | 6,900             | 6,230          | 7,530              |
| 01-6100-5108            | PERS                        | 30,812         | 36,660         | 36,660            | 38,250         | 40,220             |
| 01-6100-5110            | MEDICARE                    | 2,161          | 2,240          | 2,240             | 2,200          | 2,410              |
| 01-6100-5111            | SICK LEAVE/VACATION BUYBACK | 2,713          | 7,270          | 7,270             | 2,930          | 8,110              |
|                         | <b>TOTAL PERSONNEL</b>      | <b>206,996</b> | <b>220,460</b> | <b>220,460</b>    | <b>213,590</b> | <b>231,810</b>     |
| <b>OPERATIONS</b>       |                             |                |                |                   |                |                    |
| 01-6100-6208            | VEHICLE OPERATIONS          | 1,470          | 2,500          | 2,410             | 2,410          | 2,500              |
| 01-6100-6215            | VEHICLE/CELL ALLOWANCE      | 951            | 890            | 890               | 890            | 930                |
| 01-6100-6239            | UNIFORMS                    | 203            | 250            | 340               | 340            | 250                |
| 01-6100-6256            | EQUIPMENT USAGE             | 1,820          | 1,820          | 1,820             | 1,820          | 1,900              |
| 01-6100-6265            | COMPUTER USAGE              | 9,200          | 8,510          | 8,510             | 8,510          | 10,360             |
|                         | <b>TOTAL OPERATIONS</b>     | <b>13,644</b>  | <b>13,970</b>  | <b>13,970</b>     | <b>13,970</b>  | <b>15,940</b>      |
| <b>CAPITAL</b>          |                             |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>        | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>    | <b>220,640</b> | <b>234,430</b> | <b>234,430</b>    | <b>227,560</b> | <b>247,750</b>     |
| FUNDING SOURCE: GENERAL |                             | F/T EMPLOYEES  | 1.50           | 1.50              | 1.50           | 1.50               |

**CITY OF WALNUT**

**ANNUAL BUDGET DETAIL**

**2017-18**

**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, work boots reimbursements and rental services for City maintenance workers.

6256-6265 See Appendix





**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STORM DRAIN MAINTENANCE**

| APPROPRIATION DETAIL    |                          |                |               |               |               |                    |
|-------------------------|--------------------------|----------------|---------------|---------------|---------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16        |               | 2016-17       |               | 2017-18            |
|                         |                          | ACTUAL         | BUDGET        | BUDGET        | ESTIMATE      | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |                |               |               |               |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |                |               |               |               |                    |
| 01-6102-6227            | CONTRACTUAL SERVICES     | 112,032        | 25,000        | 50,000        | 50,000        | 50,000             |
|                         | <b>TOTAL OPERATIONS</b>  | <b>112,032</b> | <b>25,000</b> | <b>50,000</b> | <b>50,000</b> | <b>50,000</b>      |
|                         | <b>CAPITAL</b>           |                |               |               |               |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>112,032</b> | <b>25,000</b> | <b>50,000</b> | <b>50,000</b> | <b>50,000</b>      |
| FUNDING SOURCE: GENERAL |                          |                |               |               |               |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STREET SWEEPING**

| APPROPRIATION DETAIL    |                          |         |        |                   |          |                    |
|-------------------------|--------------------------|---------|--------|-------------------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16 |        | 2016-17           |          | 2017-18            |
|                         |                          | ACTUAL  | BUDGET | REVISED<br>BUDGET | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |         |        |                   |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>OPERATIONS</b>        |         |        |                   |          |                    |
| 01-6203-6227            | CONTRACTUAL SERVICES     | 0       | 0      | 0                 | 0        | 62,710             |
|                         | <b>TOTAL OPERATIONS</b>  | 0       | 0      | 0                 | 0        | 62,710             |
|                         | <b>CAPITAL</b>           |         |        |                   |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>SUB-PROGRAM TOTAL</b> | 0       | 0      | 0                 | 0        | 62,710             |
| FUNDING SOURCE: GENERAL |                          |         |        |                   |          |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**STREET SWEEPING (6203)**

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

**OPERATIONS:**

**6227 Contractual Services**

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

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                              |                |                |                   |                                |
|-------------------------|------------------------------|----------------|----------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.          | ACTIVITY                     | 2015-16        |                | 2016-17           | 2017-18                        |
|                         |                              | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |                              |                |                |                   |                                |
| 01-6206-5101            | REGULAR SALARIES             | 167,973        | 172,030        | 172,030           | 178,110                        |
| 01-6206-5104            | OVERTIME                     | 697            | 2,000          | 2,000             | 2,000                          |
| 01-6206-5105            | HEALTH & LIFE INSURANCE      | 30,459         | 31,410         | 31,410            | 31,410                         |
| 01-6206-5107            | WORKERS' COMPENSATION        | 9,913          | 10,860         | 10,860            | 11,760                         |
| 01-6206-5108            | PERS                         | 39,211         | 43,230         | 43,230            | 47,100                         |
| 01-6206-5110            | MEDICARE                     | 1,712          | 2,690          | 2,690             | 2,820                          |
| 01-6206-5111            | SICK LEAVE/VACATION BUYBACK  | 1,877          | 10,570         | 10,570            | 9,610                          |
|                         | <b>TOTAL PERSONNEL</b>       | <b>251,841</b> | <b>272,790</b> | <b>272,790</b>    | <b>282,810</b>                 |
| <b>OPERATIONS</b>       |                              |                |                |                   |                                |
| 01-6206-6208            | VEHICLE OPERATIONS           | 12,004         | 11,000         | 11,000            | 11,000                         |
| 01-6206-6215            | VEHICLE/CELL ALLOWANCE       | 418            | 430            | 430               | 410                            |
| 01-6206-6227            | CONTRACTUAL SERVICES         | 73,018         | 75,000         | 72,530            | 82,000                         |
| 01-6206-6237            | VANDALISM                    | 7,219          | 1,700          | 1,700             | 1,700                          |
| 01-6206-6238            | SMALL TOOLS                  | 1,786          | 2,000          | 1,600             | 2,000                          |
| 01-6206-6239            | UNIFORMS                     | 1,300          | 1,300          | 1,300             | 1,900                          |
| 01-6206-6240            | RODENT CONTROL               | 14,040         | 13,000         | 13,000            | 13,000                         |
| 01-6206-6247            | EQUIPMENT MAINTENANCE        | 1,319          | 1,000          | 1,000             | 1,000                          |
| 01-6206-6248            | GROUNDS MAINTENANCE          | 5,148          | 6,000          | 6,000             | 6,000                          |
| 01-6206-6254            | COMMUNICATIONS               | 1,146          | 2,000          | 2,000             | 1,430                          |
| 01-6206-6256            | EQUIPMENT USAGE              | 2,800          | 2,790          | 2,790             | 2,910                          |
| 01-6206-6265            | COMPUTER USAGE               | 14,110         | 13,050         | 13,050            | 15,880                         |
| 01-6206-6290            | SPECIAL MAINTENANCE PROJECTS | 42,829         | 25,000         | 19,000            | 0                              |
|                         | <b>TOTAL OPERATIONS</b>      | <b>177,137</b> | <b>154,270</b> | <b>145,400</b>    | <b>139,230</b>                 |
| <b>CAPITAL</b>          |                              |                |                |                   |                                |
|                         | <b>TOTAL CAPITAL</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                       |
|                         | <b>SUB-PROGRAM TOTAL</b>     | <b>428,978</b> | <b>427,060</b> | <b>418,190</b>    | <b>422,040</b>                 |
| FUNDING SOURCE: GENERAL |                              | F/T EMPLOYEES  | 2.30           | 2.30              | 2.30                           |
|                         |                              |                | 2.30           | 2.30              | 2.30                           |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**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)                 |
| 2017 GMC Canyon    | 1515499 | 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, plant material and related improvements on medians and street right-of-ways. In FY 2017-18 this item was moved into the CIP schedule.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: WEED ABATEMENT**

| APPROPRIATION DETAIL    |                          |               |               |               |               |                    |
|-------------------------|--------------------------|---------------|---------------|---------------|---------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |               | 2016-17       |               | 2017-18            |
|                         |                          | ACTUAL        | BUDGET        | BUDGET        | ESTIMATE      | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |               |               |               |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |               |               |               |                    |
| 01-8700-6227            | CONTRACTUAL SERVICES     | 87,200        | 40,000        | 42,880        | 45,000        | 45,000             |
|                         | <b>TOTAL OPERATIONS</b>  | <b>87,200</b> | <b>40,000</b> | <b>42,880</b> | <b>45,000</b> | <b>45,000</b>      |
|                         | <b>CAPITAL</b>           |               |               |               |               |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>87,200</b> | <b>40,000</b> | <b>42,880</b> | <b>45,000</b> | <b>45,000</b>      |
| FUNDING SOURCE: GENERAL |                          |               |               |               |               |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**WEED ABATEMENT (8700)**

The Weed Abatement program provides for the contractual agreement, currently with the Los Angeles County Weed Abatement Department, to provide weed abatement services for City-owned or City-maintained property and right-of-ways.

**OPERATIONS:**

6227 **Contractual Services**

Provides for weed abatement services performed on City owned property or City maintained property and right-of-ways (i.e., Collegewood, Alta Hacienda, Gartel/Fuerte right-of-ways, Timberline area, and near the Covina Hills Development).

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: BUILDING MAINTENANCE**

| APPROPRIATION DETAIL    |                               |                |                |                   |                |                    |      |
|-------------------------|-------------------------------|----------------|----------------|-------------------|----------------|--------------------|------|
| ACCOUNT<br>NO.          | ACTIVITY                      | 2015-16        |                | 2016-17           |                | 2017-18            |      |
|                         |                               | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>        |                               |                |                |                   |                |                    |      |
| 01-9200-5101            | REGULAR SALARIES              | 44,082         | 46,100         | 46,100            | 46,060         | 0                  |      |
| 01-9200-5104            | OVERTIME                      | 1,985          | 2,000          | 2,000             | 2,620          | 0                  |      |
| 01-9200-5105            | HEALTH & LIFE INSURANCE       | 8,683          | 9,450          | 9,450             | 8,300          | 0                  |      |
| 01-9200-5107            | WORKERS' COMPENSATION         | 3,555          | 3,780          | 3,780             | 3,640          | 0                  |      |
| 01-9200-5108            | PERS                          | 10,097         | 9,770          | 9,770             | 10,200         | 0                  |      |
| 01-9200-5110            | MEDICARE                      | 713            | 770            | 770               | 770            | 0                  |      |
| 01-9200-5111            | SICK LEAVE/VACATION BUYBACK   | 0              | 950            | 950               | 0              | 0                  |      |
|                         | <b>TOTAL PERSONNEL</b>        | <b>69,117</b>  | <b>72,820</b>  | <b>72,820</b>     | <b>71,590</b>  | <b>0</b>           |      |
| <b>OPERATIONS</b>       |                               |                |                |                   |                |                    |      |
| 01-9200-6208            | VEHICLE OPERATIONS            | 1,079          | 2,000          | 2,000             | 2,000          | 0                  |      |
| 01-9200-6213            | BUILDING MAINTENANCE/SUPPLIES | 18,720         | 18,500         | 18,500            | 24,200         | 0                  |      |
| 01-9200-6215            | VEHICLE/CELL ALLOWANCE        | 328            | 240            | 240               | 240            | 0                  |      |
| 01-9200-6246            | BUILDING MAINTENANCE          | 276,523        | 280,900        | 303,760           | 280,900        | 0                  |      |
| 01-9200-6256            | EQUIPMENT USAGE               | 850            | 850            | 850               | 850            | 0                  |      |
| 01-9200-6265            | COMPUTER USAGE                | 4,290          | 3,970          | 3,970             | 3,970          | 0                  |      |
| 01-9200-6290            | SPECIAL PROJECTS              | 33,409         | 60,000         | 30,000            | 60,000         | 0                  |      |
|                         | <b>TOTAL OPERATIONS</b>       | <b>335,199</b> | <b>366,460</b> | <b>359,320</b>    | <b>372,160</b> | <b>0</b>           |      |
| <b>CAPITAL</b>          |                               |                |                |                   |                |                    |      |
| 01-9200-8402            | MACHINERY & EQUIPMENT         | 7,625          | 0              | 940               | 940            | 0                  |      |
|                         | <b>TOTAL CAPITAL</b>          | <b>7,625</b>   | <b>0</b>       | <b>940</b>        | <b>940</b>     | <b>0</b>           |      |
|                         | <b>SUB-PROGRAM TOTAL</b>      | <b>411,941</b> | <b>439,280</b> | <b>433,080</b>    | <b>444,690</b> | <b>0</b>           |      |
| FUNDING SOURCE: GENERAL |                               | F/T EMPLOYEES  | 0.70           | 0.70              | 0.70           | 0.70               | 0.00 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**BUILDING MAINTENANCE (9200)**

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

**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, floor maintenance, painting and other building projects. In FY 2017-18 this item was moved into the CIP schedule.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |                |                |                   |                             |
|-------------------------|--------------------------|----------------|----------------|-------------------|-----------------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16        |                | 2016-17           | 2017-18                     |
|                         |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |
|                         | <b>PERSONNEL</b>         |                |                |                   |                             |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |
|                         | <b>OPERATIONS</b>        |                |                |                   |                             |
| 02-6102-6216            | PROFESSIONAL SERVICES    | 4,448          | 4,790          | 4,790             | 4,790                       |
| 02-6102-6227            | CONTRACTUAL SERVICES     | 267,576        | 180,000        | 206,250           | 187,000                     |
| 02-6102-6244            | STREET LIGHT MAINTENANCE | 88,692         | 85,000         | 85,000            | 78,000                      |
| 02-6102-6245            | GENERAL MAINTENANCE      | 44,714         | 45,000         | 45,000            | 45,000                      |
|                         | <b>TOTAL OPERATIONS</b>  | <b>405,430</b> | <b>314,790</b> | <b>341,040</b>    | <b>314,790</b>              |
|                         | <b>CAPITAL</b>           |                |                |                   |                             |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>405,430</b> | <b>314,790</b> | <b>341,040</b>    | <b>314,790</b>              |
| FUNDING SOURCE: GAS TAX |                          |                |                |                   |                             |

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

**2017-18**

**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

**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: STREET SWEEPING**

| APPROPRIATION DETAIL    |                          |               |               |                   |               |                    |
|-------------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |               | 2016-17           | 2017-18       |                    |
|                         |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |               |                   |               |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |               |                   |               |                    |
| 02-6203-6227            | CONTRACTUAL SERVICES     | 50,844        | 51,850        | 51,850            | 51,850        | 10,000             |
|                         | <b>TOTAL OPERATIONS</b>  | <b>50,844</b> | <b>51,850</b> | <b>51,850</b>     | <b>51,850</b> | <b>10,000</b>      |
|                         | <b>CAPITAL</b>           |               |               |                   |               |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>50,844</b> | <b>51,850</b> | <b>51,850</b>     | <b>51,850</b> | <b>10,000</b>      |
| FUNDING SOURCE: GAS TAX |                          |               |               |                   |               |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**STREET SWEEPING (02-6203)**

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

**OPERATIONS:**

**6227 Contractual Services**

Provides partial payment to the contracted agency that provides street sweeping services (\$62,710 funded from Fund 01-6203 and \$30,000 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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |                |                |                   |                |                    |
|-------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16        |                | 2016-17           | 2017-18        |                    |
|                         |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |                |                |                   |                |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |                |                |                   |                |                    |
| 02-6206-6227            | CONTRACTUAL SERVICES     | 245,120        | 240,750        | 240,750           | 240,750        | 247,840            |
| 02-6206-6243            | TREE MAINTENANCE         | 38,159         | 57,100         | 87,520            | 57,100         | 57,100             |
| 02-6206-6250            | WATER                    | 27,447         | 30,000         | 30,000            | 30,000         | 30,000             |
| 02-6206-6251            | ELECTRICITY              | 31,841         | 33,000         | 33,000            | 33,000         | 33,000             |
|                         | <b>TOTAL OPERATIONS</b>  | <b>342,567</b> | <b>360,850</b> | <b>391,270</b>    | <b>360,850</b> | <b>367,940</b>     |
|                         | <b>CAPITAL</b>           |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>342,567</b> | <b>360,850</b> | <b>391,270</b>    | <b>360,850</b> | <b>367,940</b>     |
| FUNDING SOURCE: GAS TAX |                          |                |                |                   |                |                    |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: TRAFFIC ENGINEERING**

| APPROPRIATION DETAIL    |                          |               |               |                   |               |                    |
|-------------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |               | 2016-17           | 2017-18       |                    |
|                         |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |               |                   |               |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |               |                   |               |                    |
| 02-6215-6216            | PROFESSIONAL SERVICES    | 12,000        | 12,000        | 12,000            | 12,000        | 12,000             |
|                         | <b>TOTAL OPERATIONS</b>  | <b>12,000</b> | <b>12,000</b> | <b>12,000</b>     | <b>12,000</b> | <b>12,000</b>      |
|                         | <b>CAPITAL</b>           |               |               |                   |               |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>12,000</b> | <b>12,000</b> | <b>12,000</b>     | <b>12,000</b> | <b>12,000</b>      |
| FUNDING SOURCE: GAS TAX |                          |               |               |                   |               |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: AIR QUALITY MANAGEMENT**

| APPROPRIATION DETAIL                   |                          |               |               |                   |               |                    |
|--|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.                         | ACTIVITY                 | 2015-16       |               | 2016-17           |               | 2017-18            |
|  |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|  | <b>PERSONNEL</b>         |               |               |                   |               |                    |
|  | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|  | <b>OPERATIONS</b>        |               |               |                   |               |                    |
| 09-5420-6227                           | BUS PASS SUBSIDY         | 8,060         | 8,000         | 8,000             | 8,000         | 8,000              |
| 09-5425-6227                           | EZ PASS SUBSIDY          | 706           | 1,000         | 1,000             | 1,000         | 1,000              |
| 09-5610-6227                           | CONTRACTUAL SERVICES     | 50,860        | 50,860        | 50,860            | 50,860        | 30,000             |
|  | <b>TOTAL OPERATIONS</b>  | <b>59,626</b> | <b>59,860</b> | <b>59,860</b>     | <b>59,860</b> | <b>39,000</b>      |
|  | <b>CAPITAL</b>           |               |               |                   |               |                    |
| 09-6206-8402                           | MACHINERY & EQUIPMENT    | 10,000        | 0             | 0                 | 0             | 0                  |
|  | <b>TOTAL CAPITAL</b>     | <b>10,000</b> | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|  | <b>SUB-PROGRAM TOTAL</b> | <b>69,626</b> | <b>59,860</b> | <b>59,860</b>     | <b>59,860</b> | <b>39,000</b>      |
| FUNDING SOURCE: AIR QUALITY MANAGEMENT |                          |               |               |                   |               |                    |

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

**2017-18**

**AIR QUALITY MANAGEMENT (FUND 09)**

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

**OPERATIONS:**

09-5420-6227 **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 (\$62,710 funded from Fund 01-6203 and \$10,000 funded from Fund 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**

**2017-18**

**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.,<br>West of Lemon Avenue   | 9.90  | 559   | Nieves     | Walnut Valley |
| 2    | North of La Puente Rd., East<br>of Lemon Avenue   | 17.00 | 444   | Nieves     | Walnut Valley |
| 3    | North of La Puente Rd., East<br>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>    | <b>30%</b> |
| <i>Community Services Superintendent</i> | <b>25%</b> |
| <i>Office Assistant</i>                  | <b>20%</b> |
| <i>Maintenance Supervisor</i>            | <b>75%</b> |

**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |               |                   |               |                    |
|-------------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |               | 2016-17           |               | 2017-18            |
|                         |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |               |                   |               |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |               |                   |               |                    |
| 01-7100-6227            | CONTRACTUAL SERVICES     | 8,940         | 8,940         | 8,940             | 8,940         | 9,210              |
| 01-7100-6240            | RODENT CONTROL           | 1,300         | 1,230         | 1,230             | 1,200         | 1,200              |
| 01-7100-6243            | TREE MAINTENANCE         | 6,638         | 8,000         | 8,000             | 8,000         | 8,800              |
| 01-7100-6244            | STREE LIGHT MAINTENANCE  | 0             | 0             | 0                 | 0             | 0                  |
| 01-7100-6250            | WATER                    | 6,295         | 6,400         | 6,400             | 6,400         | 6,400              |
| 01-7100-6251            | ELECTRICITY              | 613           | 600           | 600               | 600           | 600                |
|                         | <b>TOTAL OPERATIONS</b>  | <b>23,786</b> | <b>25,170</b> | <b>25,170</b>     | <b>25,140</b> | <b>26,210</b>      |
|                         | <b>CAPITAL</b>           |               |               |                   |               |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>23,786</b> | <b>25,170</b> | <b>25,170</b>     | <b>25,140</b> | <b>26,210</b>      |
| FUNDING SOURCE: GENERAL |                          |               |               |                   |               |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |               |               |                   |               |                    |
|---------------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16       |               | 2016-17           |               | 2017-18            |
|                           |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |               |               |                   |               |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |               |               |                   |               |                    |
| 19-7100-6216              | PROFESSIONAL SERVICES    | 1,000         | 1,000         | 1,000             | 1,000         | 1,000              |
| 19-7100-6227              | CONTRACTUAL SERVICES     | 22,220        | 22,220        | 22,220            | 22,220        | 23,820             |
| 19-7100-6237              | VANDALISM                | 0             | 100           | 100               | 0             | 100                |
| 19-7100-6240              | RODENT CONTROL           | 2,379         | 2,280         | 2,280             | 2,200         | 2,200              |
| 19-7100-6243              | TREE MAINTENANCE         | 7,998         | 9,550         | 9,550             | 9,550         | 10,510             |
| 19-7100-6244              | STREET LIGHT MAINTENANCE | 11,686        | 9,330         | 9,330             | 10,260        | 9,330              |
| 19-7100-6250              | WATER                    | 13,377        | 12,000        | 12,000            | 13,000        | 14,000             |
| 19-7100-6251              | ELECTRICITY              | 1,138         | 1,100         | 1,100             | 930           | 1,000              |
|                           | <b>TOTAL OPERATIONS</b>  | <b>59,799</b> | <b>57,580</b> | <b>57,580</b>     | <b>59,160</b> | <b>61,960</b>      |
| <b>CAPITAL</b>            |                          |               |               |                   |               |                    |
| 19-7100-8405              | LANDSCAPE IMPROVEMENTS   | 0             | 3,500         | 3,500             | 2,530         | 3,500              |
| 19-7100-8406              | IRRIGATION IMPROVEMENTS  | 350           | 2,500         | 2,500             | 1,890         | 2,500              |
|                           | <b>TOTAL CAPITAL</b>     | <b>350</b>    | <b>6,000</b>  | <b>6,000</b>      | <b>4,420</b>  | <b>6,000</b>       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>60,149</b> | <b>63,580</b> | <b>63,580</b>     | <b>63,580</b> | <b>67,960</b>      |
| FUNDING SOURCE: ASSESSMT. |                          |               |               |                   |               |                    |
|                           | F/T EMPLOYEES            | 0.00          | 0.00          | 0.00              | 0.00          | 0.00               |
| ACREAGE: 9.90             |                          |               |               |                   |               |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |          |                   |          |                    |
|-------------------------|--------------------------|---------------|----------|-------------------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |          | 2016-17           |          | 2017-18            |
|                         |                          | ACTUAL        | BUDGET   | REVISED<br>BUDGET | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |          |                   |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |          |                   |          |                    |
| 01-7200-6227            | CONTRACTUAL SERVICES     | 4,480         | 0        | 0                 | 0        | 0                  |
| 01-7200-6240            | RODENT CONTROL           | 1,446         | 0        | 0                 | 0        | 0                  |
| 01-7200-6243            | TREE MAINTENANCE         | 5,333         | 0        | 0                 | 0        | 0                  |
| 01-7200-6244            | STREET LIGHT MAINTENANCE | 993           | 0        | 0                 | 0        | 0                  |
| 01-7200-6250            | WATER                    | 3,977         | 0        | 0                 | 0        | 0                  |
| 01-7200-6251            | ELECTRICITY              | 961           | 0        | 0                 | 0        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | <b>17,190</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>CAPITAL</b>           |               |          |                   |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>17,190</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
| FUNDING SOURCE: GENERAL |                          |               |          |                   |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |               |                |                   |                |                    |
|---------------------------|--------------------------|---------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16       |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL        | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |               |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |               |                |                   |                |                    |
| 19-7200-6216              | PROFESSIONAL SERVICES    | 1,340         | 1,340          | 1,340             | 1,340          | 1,340              |
| 19-7200-6227              | CONTRACTUAL SERVICES     | 40,870        | 45,030         | 45,030            | 45,030         | 50,580             |
| 19-7200-6237              | VANDALISM                | 0             | 310            | 310               | 310            | 310                |
| 19-7200-6240              | RODENT CONTROL           | 4,404         | 6,000          | 5,790             | 5,400          | 5,400              |
| 19-7200-6243              | TREE MAINTENANCE         | 17,420        | 17,070         | 25,280            | 17,280         | 16,580             |
| 19-7200-6244              | STREET LIGHT MAINTENANCE | 12,611        | 10,790         | 10,790            | 11,980         | 10,790             |
| 19-7200-6250              | WATER                    | 20,375        | 32,760         | 32,760            | 32,760         | 30,000             |
| 19-7200-6251              | ELECTRICITY              | 1,800         | 2,610          | 2,610             | 2,410          | 2,410              |
|                           | <b>TOTAL OPERATIONS</b>  | <b>98,820</b> | <b>115,910</b> | <b>123,910</b>    | <b>116,510</b> | <b>117,410</b>     |
| <b>CAPITAL</b>            |                          |               |                |                   |                |                    |
| 19-7200-8405              | LANDSCAPE IMPROVEMENTS   | 450           | 3,450          | 3,450             | 2,850          | 3,450              |
| 19-7200-8406              | IRRIGATION IMPROVEMENTS  | 0             | 160            | 160               | 160            | 160                |
|                           | <b>TOTAL CAPITAL</b>     | <b>450</b>    | <b>3,610</b>   | <b>3,610</b>      | <b>3,010</b>   | <b>3,610</b>       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>99,270</b> | <b>119,520</b> | <b>127,520</b>    | <b>119,520</b> | <b>121,020</b>     |
| FUNDING SOURCE: ASSESSMT. |                          | F/T EMPLOYEES | 0.00           | 0.00              | 0.00           | 0.00               |
| ACREAGE: 17.00            |                          |               |                |                   |                |                    |



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |          |          |          |                    |
|-------------------------|--------------------------|---------------|----------|----------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |          | 2016-17  |          | 2017-18            |
|                         |                          | ACTUAL        | BUDGET   | BUDGET   | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |          |          |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |          |          |          |                    |
| 01-7300-6227            | CONTRACTUAL SERVICES     | 5,490         | 0        | 0        | 0        | 0                  |
| 01-7300-6240            | RODENT CONTROL           | 1,352         | 0        | 0        | 0        | 0                  |
| 01-7300-6243            | TREE MAINTENANCE         | 4,196         | 0        | 0        | 0        | 0                  |
| 01-7300-6250            | WATER                    | 8,337         | 0        | 0        | 0        | 0                  |
| 01-7300-6251            | ELECTRICITY              | 781           | 0        | 0        | 0        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | <b>20,156</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>CAPITAL</b>           |               |          |          |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>20,156</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
| FUNDING SOURCE: GENERAL |                          |               |          |          |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                   |                |                    |
|---------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |                |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |                |                |                   |                |                    |
| 19-7300-6216              | PROFESSIONAL SERVICES    | 1,500          | 1,500          | 1,500             | 1,500          | 1,500              |
| 19-7300-6227              | CONTRACTUAL SERVICES     | 54,070         | 59,560         | 59,560            | 59,560         | 61,350             |
| 19-7300-6237              | VANDALISM                | 0              | 150            | 150               | 150            | 150                |
| 19-7300-6240              | RODENT CONTROL           | 8,398          | 9,500          | 9,500             | 9,000          | 9,000              |
| 19-7300-6243              | TREE MAINTENANCE         | 24,700         | 35,010         | 44,010            | 35,010         | 38,510             |
| 19-7300-6250              | WATER                    | 47,241         | 51,390         | 51,390            | 57,460         | 61,720             |
| 19-7300-6251              | ELECTRICITY              | 5,728          | 6,090          | 6,090             | 6,090          | 6,090              |
|                           | <b>TOTAL OPERATIONS</b>  | <b>141,637</b> | <b>163,200</b> | <b>172,200</b>    | <b>168,770</b> | <b>178,320</b>     |
| <b>CAPITAL</b>            |                          |                |                |                   |                |                    |
| 19-7300-8405              | LANDSCAPE IMPROVEMENTS   | 160            | 16,000         | 7,000             | 10,430         | 6,000              |
| 19-7300-8406              | IRRIGATION IMPROVEMENTS  | 368            | 2,500          | 2,500             | 2,500          | 2,500              |
|                           | <b>TOTAL CAPITAL</b>     | <b>528</b>     | <b>18,500</b>  | <b>9,500</b>      | <b>12,930</b>  | <b>8,500</b>       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>142,165</b> | <b>181,700</b> | <b>181,700</b>    | <b>181,700</b> | <b>186,820</b>     |
| FUNDING SOURCE: ASSESSMT. |                          |                |                |                   |                |                    |
|                           | F/T EMPLOYEES            | 0.00           | 0.00           | 0.00              | 0.00           | 0.00               |
| ACREAGE: 29.88            |                          |                |                |                   |                |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |                |               |                   |                |                    |
|-------------------------|--------------------------|----------------|---------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16        |               | 2016-17           |                | 2017-18            |
|                         |                          | ACTUAL         | BUDGET        | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |                |               |                   |                |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>      | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |                |               |                   |                |                    |
| 01-7400-6227            | CONTRACTUAL SERVICES     | 75,897         | 49,960        | 49,960            | 49,960         | 51,460             |
| 01-7400-6240            | RODENT CONTROL           | 3,770          | 3,500         | 3,500             | 3,480          | 3,480              |
| 01-7400-6243            | TREE MAINTENANCE         | 6,084          | 7,500         | 13,500            | 7,500          | 8,250              |
| 01-7400-6244            | STREE LIGHT MAINTENANCE  | 6,044          | 0             | 0                 | 0              | 0                  |
| 01-7400-6250            | WATER                    | 41,013         | 23,000        | 23,000            | 42,970         | 47,130             |
| 01-7400-6251            | ELECTRICITY              | 5,203          | 4,500         | 4,500             | 4,500          | 4,500              |
|                         | <b>TOTAL OPERATIONS</b>  | <b>138,011</b> | <b>88,460</b> | <b>94,460</b>     | <b>108,410</b> | <b>114,820</b>     |
|                         | <b>CAPITAL</b>           |                |               |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>      | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>138,011</b> | <b>88,460</b> | <b>94,460</b>     | <b>108,410</b> | <b>114,820</b>     |
| FUNDING SOURCE: GENERAL |                          |                |               |                   |                |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                   |                |                    |
|---------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |                |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |                |                |                   |                |                    |
| 19-7400-6216              | PROFESSIONAL SERVICES    | 6,990          | 6,990          | 6,990             | 6,990          | 6,990              |
| 19-7400-6227              | CONTRACTUAL SERVICES     | 243,100        | 246,800        | 246,800           | 240,410        | 251,010            |
| 19-7400-6237              | VANDALISM                | 0              | 310            | 310               | 0              | 310                |
| 19-7400-6240              | RODENT CONTROL           | 22,464         | 22,500         | 22,500            | 20,740         | 20,740             |
| 19-7400-6243              | TREE MAINTENANCE         | 43,111         | 44,270         | 44,270            | 44,270         | 48,700             |
| 19-7400-6244              | STREET LIGHT MAINTENANCE | 80,780         | 80,780         | 80,780            | 76,390         | 80,780             |
| 19-7400-6250              | WATER                    | 165,770        | 161,550        | 161,550           | 179,000        | 189,930            |
| 19-7400-6251              | ELECTRICITY              | 10,740         | 12,000         | 12,000            | 10,200         | 10,500             |
|                           | <b>TOTAL OPERATIONS</b>  | <b>572,955</b> | <b>575,200</b> | <b>575,200</b>    | <b>578,000</b> | <b>608,960</b>     |
| <b>CAPITAL</b>            |                          |                |                |                   |                |                    |
| 19-7400-8405              | LANDSCAPE IMPROVEMENTS   | 420            | 9,000          | 9,000             | 6,200          | 9,000              |
| 19-7400-8406              | IRRIGATION IMPROVEMENTS  | 8,340          | 9,000          | 9,000             | 9,000          | 9,000              |
|                           | <b>TOTAL CAPITAL</b>     | <b>8,760</b>   | <b>18,000</b>  | <b>18,000</b>     | <b>15,200</b>  | <b>18,000</b>      |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>581,715</b> | <b>593,200</b> | <b>593,200</b>    | <b>593,200</b> | <b>626,960</b>     |
| FUNDING SOURCE: ASSESSMT. |                          |                |                |                   |                |                    |
|                           | F/T EMPLOYEES            | 0.00           | 0.00           | 0.00              | 0.00           | 0.00               |
| ACREAGE: 94.86            |                          |                |                |                   |                |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |          |          |          |                    |
|-------------------------|--------------------------|---------------|----------|----------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |          | 2016-17  |          | 2017-18            |
|                         |                          | ACTUAL        | BUDGET   | BUDGET   | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |          |          |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |          |          |          |                    |
| 01-7500-6227            | CONTRACTUAL SERVICES     | 18,000        | 0        | 0        | 0        | 0                  |
| 01-7500-6240            | RODENT CONTROL           | 858           | 0        | 0        | 0        | 0                  |
| 01-7500-6243            | TREE MAINTENANCE         | 1,978         | 0        | 0        | 0        | 0                  |
| 01-7500-6250            | WATER                    | 3,701         | 0        | 0        | 0        | 0                  |
| 01-7500-6251            | ELECTRICITY              | 2,533         | 0        | 0        | 0        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | <b>27,070</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>CAPITAL</b>           |               |          |          |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>27,070</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
| FUNDING SOURCE: GENERAL |                          |               |          |          |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                   |                |                    |
|---------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                           | <b>PERSONNEL</b>         |                |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                           | <b>OPERATIONS</b>        |                |                |                   |                |                    |
| 19-7500-6216              | PROFESSIONAL SERVICES    | 1,670          | 1,670          | 1,670             | 1,670          | 1,670              |
| 19-7500-6227              | CONTRACTUAL SERVICES     | 106,000        | 124,000        | 124,000           | 124,000        | 127,720            |
| 19-7500-6237              | VANDALISM                | 0              | 200            | 200               | 0              | 200                |
| 19-7500-6240              | RODENT CONTROL           | 7,280          | 7,800          | 7,800             | 7,510          | 7,520              |
| 19-7500-6243              | TREE MAINTENANCE         | 10,109         | 14,490         | 19,490            | 14,490         | 15,940             |
| 19-7500-6244              | STREET LIGHT MAINTENANCE | 17,308         | 17,710         | 17,710            | 15,360         | 17,710             |
| 19-7500-6250              | WATER                    | 47,053         | 49,820         | 49,820            | 57,800         | 59,300             |
| 19-7500-6251              | ELECTRICITY              | 6,203          | 8,300          | 8,300             | 8,300          | 8,300              |
|                           | <b>TOTAL OPERATIONS</b>  | <b>195,623</b> | <b>223,990</b> | <b>228,990</b>    | <b>229,130</b> | <b>238,360</b>     |
|                           | <b>CAPITAL</b>           |                |                |                   |                |                    |
| 19-7500-8405              | LANDSCAPE IMPROVEMENTS   | 295            | 16,610         | 11,610            | 11,470         | 6,610              |
| 19-7500-8406              | IRRIGATION IMPROVEMENTS  | 1,869          | 2,000          | 2,000             | 2,000          | 2,000              |
|                           | <b>TOTAL CAPITAL</b>     | <b>2,164</b>   | <b>18,610</b>  | <b>13,610</b>     | <b>13,470</b>  | <b>8,610</b>       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>197,787</b> | <b>242,600</b> | <b>242,600</b>    | <b>242,600</b> | <b>246,970</b>     |
| FUNDING SOURCE: ASSESSMT. |                          | F/T EMPLOYEES  | 0.00           | 0.00              | 0.00           | 0.00               |
| ACREAGE: 47.37            |                          |                |                |                   |                |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |          |          |          |                    |
|-------------------------|--------------------------|---------------|----------|----------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |          | 2016-17  |          | 2017-18            |
|                         |                          | ACTUAL        | BUDGET   | BUDGET   | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |          |          |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |          |          |          |                    |
| 01-7600-6227            | CONTRACTUAL SERVICES     | 25,625        | 0        | 0        | 0        | 21,580             |
| 01-7600-6240            | RODENT CONTROL           | 650           | 0        | 0        | 0        | 600                |
| 01-7600-6243            | TREE MAINTENANCE         | 1,852         | 0        | 0        | 0        | 2,620              |
| 01-7600-6244            | STREE LIGHT MAINTENANCE  | 0             | 0        | 0        | 0        | 0                  |
| 01-7600-6250            | WATER                    | 11,206        | 0        | 0        | 0        | 11,270             |
| 01-7600-6251            | ELECTRICITY              | 8,988         | 0        | 0        | 0        | 8,970              |
|                         | <b>TOTAL OPERATIONS</b>  | <b>48,321</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>45,040</b>      |
|                         | <b>CAPITAL</b>           |               |          |          |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>48,321</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>45,040</b>      |
| FUNDING SOURCE: GENERAL |                          |               |          |          |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                   |                |                    |
|---------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |                |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |                |                |                   |                |                    |
| 19-7600-6216              | PROFESSIONAL SERVICES    | 1,670          | 1,670          | 1,670             | 1,670          | 1,670              |
| 19-7600-6227              | CONTRACTUAL SERVICES     | 85,735         | 100,810        | 100,810           | 100,810        | 89,860             |
| 19-7600-6237              | VANDALISM                | 0              | 620            | 0                 | 0              | 100                |
| 19-7600-6240              | RODENT CONTROL           | 2,756          | 3,300          | 3,150             | 3,150          | 2,550              |
| 19-7600-6243              | TREE MAINTENANCE         | 16,676         | 28,590         | 31,390            | 28,590         | 31,990             |
| 19-7600-6244              | STREET LIGHT MAINTENANCE | 50,441         | 36,800         | 36,800            | 44,400         | 36,800             |
| 19-7600-6250              | WATER                    | 54,710         | 76,060         | 76,060            | 69,230         | 55,060             |
| 19-7600-6251              | ELECTRICITY              | 14,059         | 23,000         | 23,000            | 23,000         | 14,030             |
|                           | <b>TOTAL OPERATIONS</b>  | <b>226,047</b> | <b>270,850</b> | <b>272,880</b>    | <b>270,850</b> | <b>232,060</b>     |
| <b>CAPITAL</b>            |                          |                |                |                   |                |                    |
| 19-7600-8405              | LANDSCAPE IMPROVEMENTS   | 154            | 11,840         | 9,820             | 11,840         | 7,000              |
| 19-7600-8406              | IRRIGATION IMPROVEMENTS  | 391            | 1,100          | 1,100             | 1,100          | 1,100              |
|                           | <b>TOTAL CAPITAL</b>     | <b>545</b>     | <b>12,940</b>  | <b>10,920</b>     | <b>12,940</b>  | <b>8,100</b>       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>226,593</b> | <b>283,790</b> | <b>283,800</b>    | <b>283,790</b> | <b>240,160</b>     |
| 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           | 0.00               |



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |          |          |          |                    |
|-------------------------|--------------------------|---------------|----------|----------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |          | 2016-17  |          | 2017-18            |
|                         |                          | ACTUAL        | BUDGET   | BUDGET   | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |          |          |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |          |          |          |                    |
| 01-7700-6227            | CONTRACTUAL SERVICES     | 21,800        | 0        | 0        | 0        | 22,460             |
| 01-7700-6240            | RODENT CONTROL           | 1,352         | 0        | 0        | 0        | 1,250              |
| 01-7700-6243            | TREE MAINTENANCE         | 7,233         | 0        | 0        | 0        | 9,630              |
| 01-7700-6244            | STREE LIGHT MAINTENANCE  | 0             | 0        | 0        | 0        | 0                  |
| 01-7700-6250            | WATER                    | 9,231         | 0        | 0        | 0        | 10,400             |
| 01-7700-6251            | ELECTRICITY              | 1,421         | 0        | 0        | 0        | 1,500              |
|                         | <b>TOTAL OPERATIONS</b>  | <b>41,037</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>45,240</b>      |
|                         | <b>CAPITAL</b>           |               |          |          |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>41,037</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>45,240</b>      |
| FUNDING SOURCE: GENERAL |                          |               |          |          |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                   |                |                    |
|---------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                           | <b>PERSONNEL</b>         |                |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                           | <b>OPERATIONS</b>        |                |                |                   |                |                    |
| 19-7700-6216              | PROFESSIONAL SERVICES    | 1,500          | 1,500          | 1,500             | 1,500          | 1,500              |
| 19-7700-6227              | CONTRACTUAL SERVICES     | 66,660         | 82,810         | 82,810            | 82,810         | 62,650             |
| 19-7700-6237              | VANDALISM                | 0              | 100            | 100               | 100            | 100                |
| 19-7700-6240              | RODENT CONTROL           | 3,887          | 5,300          | 4,840             | 4,840          | 3,590              |
| 19-7700-6243              | TREE MAINTENANCE         | 18,720         | 34,310         | 34,620            | 34,310         | 28,600             |
| 19-7700-6244              | STREET LIGHT MAINTENANCE | 15,369         | 13,970         | 13,970            | 13,510         | 13,970             |
| 19-7700-6250              | WATER                    | 36,923         | 55,200         | 55,200            | 55,200         | 41,600             |
| 19-7700-6251              | ELECTRICITY              | 1,962          | 3,700          | 3,390             | 3,200          | 2,200              |
|                           | <b>TOTAL OPERATIONS</b>  | <b>145,021</b> | <b>196,890</b> | <b>196,430</b>    | <b>195,470</b> | <b>154,210</b>     |
|                           | <b>CAPITAL</b>           |                |                |                   |                |                    |
| 19-7700-8405              | LANDSCAPE IMPROVEMENTS   | 2,400          | 2,400          | 3,060             | 3,060          | 2,400              |
| 19-7700-8406              | IRRIGATION IMPROVEMENTS  | 1,698          | 2,000          | 1,810             | 1,350          | 2,000              |
|                           | <b>TOTAL CAPITAL</b>     | <b>4,098</b>   | <b>4,400</b>   | <b>4,870</b>      | <b>4,410</b>   | <b>4,400</b>       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>149,119</b> | <b>201,290</b> | <b>201,300</b>    | <b>199,880</b> | <b>158,610</b>     |
| FUNDING SOURCE: ASSESSMT. |                          | 0.00           | 0.00           | 0.00              | 0.00           | 0.00               |
| ACREAGE: 25.39            |                          | F/T EMPLOYEES  | 0.00           | 0.00              | 0.00           | 0.00               |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |               |          |                   |          |                    |
|-------------------------|--------------------------|---------------|----------|-------------------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16       |          | 2016-17           |          | 2017-18            |
|                         |                          | ACTUAL        | BUDGET   | REVISED<br>BUDGET | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |               |          |                   |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |               |          |                   |          |                    |
| 01-7800-6227            | CONTRACTUAL SERVICES     | 9,860         | 0        | 0                 | 0        | 0                  |
| 01-7800-6240            | RODENT CONTROL           | 858           | 0        | 0                 | 0        | 0                  |
| 01-7800-6243            | TREE MAINTENANCE         | 880           | 0        | 0                 | 0        | 0                  |
| 01-7800-6244            | STREE LIGHT MAINTENANCE  | 0             | 0        | 0                 | 0        | 0                  |
| 01-7800-6250            | WATER                    | 13,413        | 0        | 0                 | 0        | 0                  |
| 01-7800-6251            | ELECTRICITY              | 843           | 0        | 0                 | 0        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | <b>25,854</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>CAPITAL</b>           |               |          |                   |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>25,854</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
| FUNDING SOURCE: GENERAL |                          |               |          |                   |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                   |                |                    |
|---------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |                |                |                   |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |                |                |                   |                |                    |
| 19-7800-6216              | PROFESSIONAL SERVICES    | 2,270          | 2,270          | 2,270             | 2,270          | 2,270              |
| 19-7800-6227              | CONTRACTUAL SERVICES     | 84,645         | 95,880         | 95,880            | 95,880         | 98,900             |
| 19-7800-6237              | VANDALISM                | 0              | 410            | 410               | 0              | 410                |
| 19-7800-6240              | RODENT CONTROL           | 5,720          | 6,300          | 6,300             | 6,070          | 6,080              |
| 19-7800-6243              | TREE MAINTENANCE         | 17,731         | 20,600         | 50,600            | 20,600         | 22,660             |
| 19-7800-6244              | STREET LIGHT MAINTENANCE | 9,630          | 11,520         | 11,520            | 8,500          | 11,520             |
| 19-7800-6250              | WATER                    | 98,362         | 126,140        | 126,140           | 96,000         | 98,000             |
| 19-7800-6251              | ELECTRICITY              | 6,178          | 6,900          | 6,900             | 6,200          | 6,300              |
|                           | <b>TOTAL OPERATIONS</b>  | <b>224,537</b> | <b>270,020</b> | <b>300,020</b>    | <b>235,520</b> | <b>246,140</b>     |
| <b>CAPITAL</b>            |                          |                |                |                   |                |                    |
| 19-7800-8405              | LANDSCAPE IMPROVEMENTS   | 2,035          | 2,000          | 2,000             | 2,000          | 2,000              |
| 19-7800-8406              | IRRIGATION IMPROVEMENTS  | 2,480          | 8,000          | 8,000             | 3,000          | 8,000              |
|                           | <b>TOTAL CAPITAL</b>     | <b>4,515</b>   | <b>10,000</b>  | <b>10,000</b>     | <b>5,000</b>   | <b>10,000</b>      |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>229,052</b> | <b>280,020</b> | <b>310,020</b>    | <b>240,520</b> | <b>256,140</b>     |
| 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           | 0.00               |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL    |                          |              |          |                   |          |                    |
|-------------------------|--------------------------|--------------|----------|-------------------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16      |          | 2016-17           |          | 2017-18            |
|                         |                          | ACTUAL       | BUDGET   | REVISED<br>BUDGET | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |              |          |                   |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>     | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |              |          |                   |          |                    |
| 01-7900-6227            | CONTRACTUAL SERVICES     | 1,970        | 0        | 0                 | 0        | 0                  |
| 01-7900-6240            | RODENT CONTROL           | 130          | 0        | 0                 | 0        | 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                    | 1,519        | 0        | 0                 | 0        | 0                  |
| 01-7900-6251            | ELECTRICITY              | 0            | 0        | 0                 | 0        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | <b>3,619</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>CAPITAL</b>           |              |          |                   |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>     | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>3,619</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>           |
| FUNDING SOURCE: GENERAL |                          |              |          |                   |          |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |                |                |                |                |                    |
|---------------------------|--------------------------|----------------|----------------|----------------|----------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16        |                | 2016-17        |                | 2017-18            |
|                           |                          | ACTUAL         | BUDGET         | BUDGET         | ESTIMATE       | APPROVED<br>BUDGET |
|                           | <b>PERSONNEL</b>         |                |                |                |                |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>           |
|                           | <b>OPERATIONS</b>        |                |                |                |                |                    |
| 18-7900-6216              | PROFESSIONAL SERVICES    | 1,570          | 1,570          | 1,570          | 1,570          | 1,570              |
| 18-7900-6227              | CONTRACTUAL SERVICES     | 370,737        | 367,000        | 361,000        | 361,000        | 361,000            |
| 18-7900-6237              | VANDALISM                | 0              | 0              | 6,000          | 6,000          | 2,500              |
| 18-7900-6240              | RODENT CONTROL           | 23,920         | 22,200         | 22,200         | 22,200         | 22,200             |
| 18-7900-6242              | STORM DRAIM              | 0              | 25,000         | 25,000         | 0              | 25,000             |
| 18-7900-6243              | TREE MAINTENANCE         | 24,429         | 39,270         | 39,270         | 39,270         | 25,000             |
| 18-7900-6244              | STREET LIGHT MAINTENANCE | 12,007         | 10,450         | 10,450         | 10,700         | 10,450             |
| 18-7900-6250              | WATER                    | 111,769        | 92,360         | 92,360         | 105,000        | 109,130            |
| 18-7900-6251              | ELECTRICITY              | 57,041         | 50,000         | 50,000         | 51,000         | 51,000             |
|                           | <b>TOTAL OPERATIONS</b>  | <b>601,473</b> | <b>607,850</b> | <b>607,850</b> | <b>596,740</b> | <b>607,850</b>     |
|                           | <b>CAPITAL</b>           |                |                |                |                |                    |
| 18-7900-8405              | LANDSCAPE IMPROVEMENTS   | 0              | 20,000         | 20,000         | 0              | 20,000             |
| 18-7900-8406              | IRRIGATION IMPROVEMENTS  | 13,034         | 20,000         | 20,000         | 15,000         | 20,000             |
|                           | <b>TOTAL CAPITAL</b>     | <b>13,034</b>  | <b>40,000</b>  | <b>40,000</b>  | <b>15,000</b>  | <b>40,000</b>      |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>614,507</b> | <b>647,850</b> | <b>647,850</b> | <b>611,740</b> | <b>647,850</b>     |
| FUNDING SOURCE: ASSESSMT. |                          | F/T EMPLOYEES  | 0.00           | 0.00           | 0.00           | 0.00               |
| ACREAGE: 93.5             |                          |                |                |                |                |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |              |              |                   |                                |
|---------------------------|--------------------------|--------------|--------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16      |              | 2016-17           | 2017-18                        |
|                           |                          | ACTUAL       | BUDGET       | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
|                           | <b>PERSONNEL</b>         |              |              |                   |                                |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>                       |
|                           | <b>OPERATIONS</b>        |              |              |                   |                                |
| 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               | 240                            |
| 19-7911-6244              | STREET LIGHT MAINTENANCE | 856          | 600          | 600               | 760                            |
|                           | <b>TOTAL OPERATIONS</b>  | <b>1,476</b> | <b>1,620</b> | <b>1,620</b>      | <b>1,620</b>                   |
|                           | <b>CAPITAL</b>           |              |              |                   |                                |
|                           | <b>TOTAL CAPITAL</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>                       |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>1,476</b> | <b>1,620</b> | <b>1,620</b>      | <b>1,620</b>                   |
| FUNDING SOURCE: ASSESSMT. |                          |              |              |                   |                                |
| ACREAGE: None             |                          |              |              |                   |                                |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

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

| APPROPRIATION DETAIL      |                          |               |               |                   |               |                    |
|---------------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.            | ACTIVITY                 | 2015-16       |               | 2016-17           | 2017-18       |                    |
|                           |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>          |                          |               |               |                   |               |                    |
|                           | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
| <b>OPERATIONS</b>         |                          |               |               |                   |               |                    |
| 19-7912-6216              | PROFESSIONAL SERVICES    | 720           | 720           | 720               | 720           | 720                |
| 19-7912-6227              | CONTRACTUAL SERVICES     | 8,900         | 9,240         | 9,240             | 8,960         | 9,070              |
| 19-7912-6237              | VANDALISM                | 0             | 100           | 100               | 0             | 100                |
| 19-7912-6240              | RODENT CONTROL           | 1,508         | 2,060         | 2,060             | 1,390         | 1,400              |
| 19-7912-6243              | TREE MAINTENANCE         | 1,922         | 2,630         | 2,630             | 2,630         | 2,890              |
| 19-7912-6244              | STREET LIGHT MAINTENANCE | 1,346         | 2,120         | 2,120             | 1,180         | 2,120              |
| 19-7912-6250              | WATER                    | 5,122         | 4,000         | 4,000             | 6,100         | 6,100              |
| 19-7912-6251              | ELECTRICITY              | 1,021         | 960           | 960               | 850           | 960                |
|                           | <b>TOTAL OPERATIONS</b>  | <b>20,539</b> | <b>21,830</b> | <b>21,830</b>     | <b>21,830</b> | <b>23,360</b>      |
| <b>CAPITAL</b>            |                          |               |               |                   |               |                    |
|                           | <b>TOTAL CAPITAL</b>     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                           | <b>SUB-PROGRAM TOTAL</b> | <b>20,539</b> | <b>21,830</b> | <b>21,830</b>     | <b>21,830</b> | <b>23,360</b>      |
| FUNDING SOURCE: ASSESSMT. |                          | 0.00          | 0.00          | 0.00              | 0.00          | 0.00               |
|                           | F/T EMPLOYEES            | 0.00          | 0.00          | 0.00              | 0.00          | 0.00               |
| ACREAGE: 1.41             |                          |               |               |                   |               |                    |



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: CAPITAL EQUIP REPLACEMENT**

| APPROPRIATION DETAIL              |                                   |                |                |                   |                |                    |
|-----------------------------------|-----------------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.                    | ACTIVITY                          | 2015-16        |                | 2016-17           | 2017-18        |                    |
|                                   |                                   | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                                   | <b>PERSONNEL</b>                  |                |                |                   |                |                    |
|                                   | <b>TOTAL PERSONNEL</b>            | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                                   | <b>OPERATIONS</b>                 |                |                |                   |                |                    |
|                                   | <b>TOTAL OPERATIONS</b>           | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                                   | <b>CAPITAL</b>                    |                |                |                   |                |                    |
| 25-4502-8402                      | MACHINERY & EQUIPMENT (COMPUTERS) | 79,336         | 100,000        | 100,000           | 60,000         | 40,000             |
| 25-5000-8402                      | MACHINERY & EQUIPMENT             | 0              | 0              | 0                 | 0              | 40,000             |
| 25-6206-8402                      | MACHINERY & EQUIPMENT             | 81,607         | 45,000         | 45,000            | 45,000         | 0                  |
| 25-9100-8402                      | MACHINERY & EQUIPMENT             | 37,543         | 0              | 0                 | 0              | 80,000             |
|                                   | <b>TOTAL CAPITAL</b>              | <b>198,486</b> | <b>145,000</b> | <b>145,000</b>    | <b>105,000</b> | <b>160,000</b>     |
|                                   | <b>SUB-PROGRAM TOTAL</b>          | <b>198,486</b> | <b>145,000</b> | <b>145,000</b>    | <b>105,000</b> | <b>160,000</b>     |
| FUNDING SOURCE: CAPITAL EQUIPMENT |                                   |                |                |                   |                |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**

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

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

**CAPITAL:**

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

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

25-5000-8402 **Machinery & Equipment**

Will provide for the purchase of one vehicle for the Community Development Director during FY 2017-18.

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

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

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

In FY 2015-16, provided for purchase of one vehicle at MDRS for the Community Services Superintendent during FY 2015-16. In FY 2017-18, will provide for the purchase of two vehicles for parks maintenance workers.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: BUILDING MAINTENANCE**

| APPROPRIATION DETAIL            |                               |               |          |          |          |                    |      |
|---------------------------------|-------------------------------|---------------|----------|----------|----------|--------------------|------|
| ACCOUNT<br>NO.                  | ACTIVITY                      | 2015-16       |          | 2016-17  |          | 2017-18            |      |
|                                 |                               | ACTUAL        | BUDGET   | BUDGET   | ESTIMATE | APPROVED<br>BUDGET |      |
|                                 | <b>PERSONNEL</b>              |               |          |          |          |                    |      |
| 26-9200-5101                    | REGULAR SALARIES              | 0             | 0        | 0        | 0        | 48,410             |      |
| 26-9200-5104                    | OVERTIME                      | 0             | 0        | 0        | 0        | 3,000              |      |
| 26-9200-5105                    | HEALTH & LIFE INSURANCE       | 0             | 0        | 0        | 0        | 9,450              |      |
| 26-9200-5107                    | WORKERS' COMPENSATION         | 0             | 0        | 0        | 0        | 4,240              |      |
| 26-9200-5108                    | PERS                          | 0             | 0        | 0        | 0        | 10,670             |      |
| 26-9200-5110                    | MEDICARE                      | 0             | 0        | 0        | 0        | 830                |      |
| 26-9200-5111                    | SICK LEAVE/VACATION BUYBACK   | 0             | 0        | 0        | 0        | 1,990              |      |
|                                 | <b>TOTAL PERSONNEL</b>        | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>78,590</b>      |      |
|                                 | <b>OPERATIONS</b>             |               |          |          |          |                    |      |
| 26-9200-6208                    | VEHICLE OPERATIONS            | 0             | 0        | 0        | 0        | 2,000              |      |
| 26-9200-6213                    | BUILDING MAINTENANCE/SUPPLIES | 0             | 0        | 0        | 0        | 25,000             |      |
| 26-9200-6215                    | VEHICLE/CELL ALLOWANCE        | 0             | 0        | 0        | 0        | 320                |      |
| 26-9200-6246                    | BUILDING MAINTENANCE          | 0             | 0        | 0        | 0        | 290,900            |      |
| 26-9200-6256                    | EQUIPMENT USAGE               | 0             | 0        | 0        | 0        | 890                |      |
| 26-9200-6265                    | COMPUTER USAGE                | 0             | 0        | 0        | 0        | 4,830              |      |
|                                 | <b>TOTAL OPERATIONS</b>       | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>323,940</b>     |      |
|                                 | <b>CAPITAL</b>                |               |          |          |          |                    |      |
|                                 | <b>TOTAL CAPITAL</b>          | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>           |      |
|                                 | <b>SUB-PROGRAM TOTAL</b>      | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>402,530</b>     |      |
| FUNDING SOURCE: FACILITY MAINT. |                               | F/T EMPLOYEES | 0.00     | 0.00     | 0.00     | 0.00               | 0.70 |

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

**2017-18**

**BUILDING MAINTENANCE (26-9200)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Maintenance Supervisor – 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



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: USED OIL RECYCLING GRANT**

| APPROPRIATION DETAIL                     |                                 |              |              |                   |              |                    |
|--|---------------------------------|--------------|--------------|-------------------|--------------|--------------------|
| ACCOUNT<br>NO.                           | ACTIVITY                        | 2015-16      |              | 2016-17           |              | 2017-18            |
|  |                                 | ACTUAL       | BUDGET       | REVISED<br>BUDGET | ESTIMATE     | APPROVED<br>BUDGET |
|  | <b>PERSONNEL</b>                |              |              |                   |              |                    |
|  | <b>TOTAL PERSONNEL</b>          | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>     | <b>0</b>           |
|  | <b>OPERATIONS</b>               |              |              |                   |              |                    |
| 32-5601-6261                             | ADMINISTRATIVE OVERHEAD         | 850          | 850          | 0                 | 0            | 0                  |
| 32-5601-6280                             | ENVIRONMENTAL SERVICES SUPPLIES | 7,650        | 7,650        | 8,500             | 8,500        | 8,490              |
|  | <b>TOTAL OPERATIONS</b>         | <b>8,500</b> | <b>8,500</b> | <b>8,500</b>      | <b>8,500</b> | <b>8,490</b>       |
|  | <b>CAPITAL</b>                  |              |              |                   |              |                    |
|  | <b>TOTAL CAPITAL</b>            | <b>0</b>     | <b>0</b>     | <b>0</b>          | <b>0</b>     | <b>0</b>           |
|  | <b>SUB-PROGRAM TOTAL</b>        | <b>8,500</b> | <b>8,500</b> | <b>8,500</b>      | <b>8,500</b> | <b>8,490</b>       |
| FUNDING SOURCE: USED OIL RECYCLING GRANT |                                 |              |              |                   |              |                    |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**USED OIL RECYCLING GRANT (32-5601)**

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

**OPERATIONS:**

**6261 Administrative Overhead**

Provides a percentage of administrative overhead to help administer the Used Oil Recycling Grant. Beginning FY 2016-17 the administrative overhead charge will no longer be applied for the use of this 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  
2017-18 BUDGET**

**PROGRAM: PUBLIC WORKS**

**SUB-PROGRAM: RECYCLING GRANT**

| APPROPRIATION DETAIL                    |                               |         |        |         |          |                    |
|---|-------------------------------|---------|--------|---------|----------|--------------------|
| ACCOUNT<br>NO.                          | ACTIVITY                      | 2015-16 |        | 2016-17 |          | 2017-18            |
|   |                               | ACTUAL  | BUDGET | BUDGET  | ESTIMATE | APPROVED<br>BUDGET |
|   | <b>PERSONNEL</b>              |         |        |         |          |                    |
|   | <b>TOTAL PERSONNEL</b>        | 0       | 0      | 0       | 0        | 0                  |
|   | <b>OPERATIONS</b>             |         |        |         |          |                    |
|   | <b>TOTAL OPERATIONS</b>       | 0       | 0      | 0       | 0        | 0                  |
|   | <b>CAPITAL</b>                |         |        |         |          |                    |
| 33-5605-8410                            | IMPROVEMENTS OTHER THAN BLDGS | 8,194   | 0      | 7,970   | 7,970    | 7,840              |
|   | <b>TOTAL CAPITAL</b>          | 8,194   | 0      | 7,970   | 7,970    | 7,840              |
|   | <b>SUB-PROGRAM TOTAL</b>      | 8,194   | 0      | 7,970   | 7,970    | 7,840              |
| FUNDING SOURCE: GENERAL RECYCLING GRANT |                               |         |        |         |          |                    |

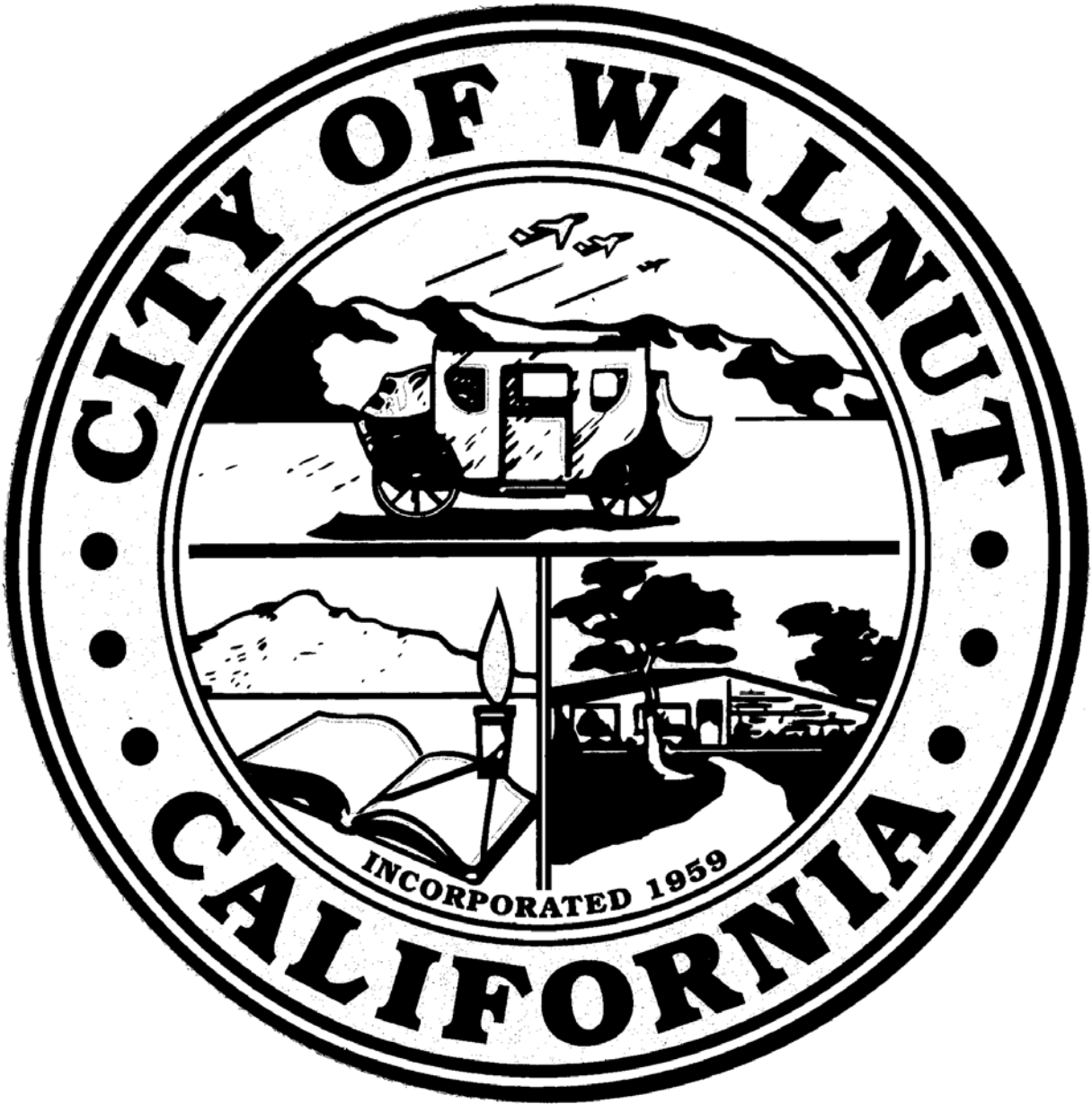
**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**RECYCLING GRANT (33-5605)**

The Recycling Grant provides funds for the augmentation of waste reduction programs to enable the City to meet its AB 939 and SB 1016 goals. This grant will provide for recycling in City facilities, parks, trails, and schools. This is funded through a grant from the California Department of Conservation pursuant to the California Beverage Container Recycling and Litter Reduction Act. This will also assist the State to maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers.

**CAPITAL:**

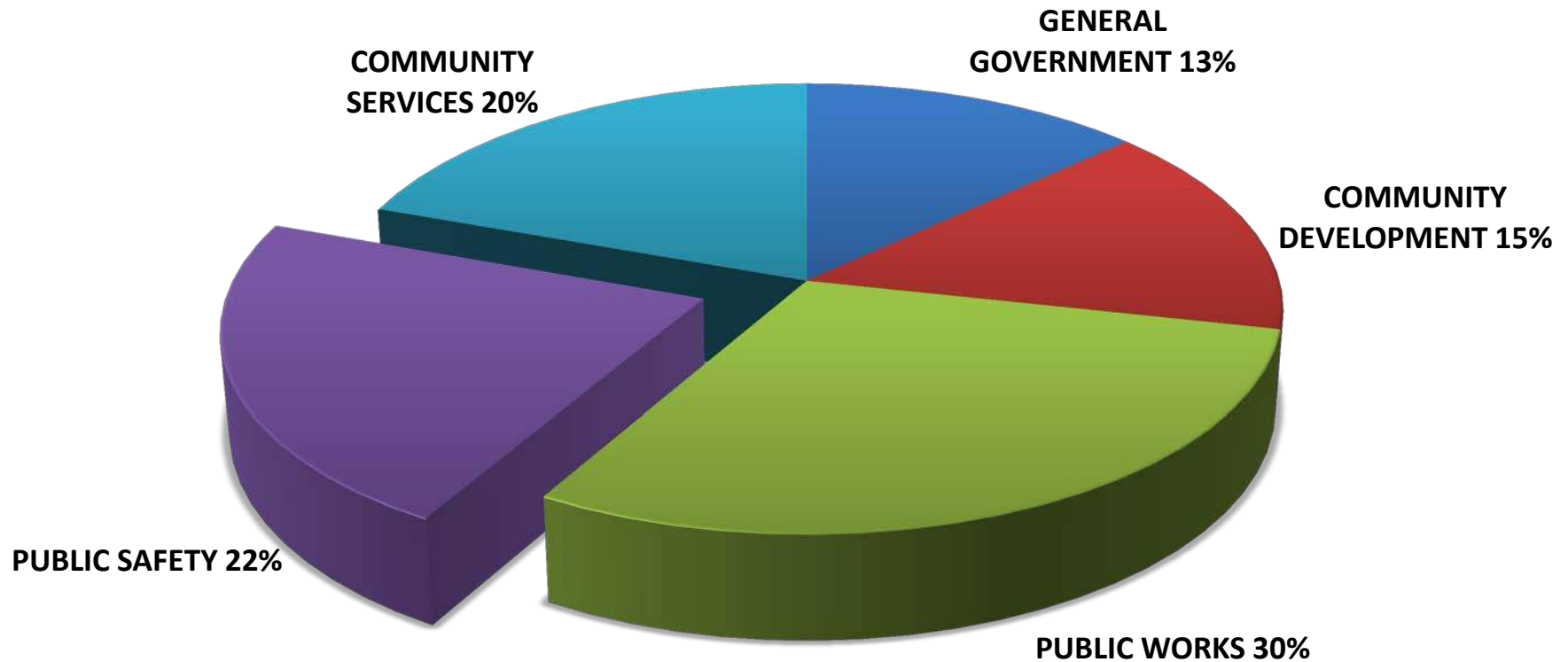
8410 **Improvements other than Buildings**

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



# **Public Safety**

# PUBLIC SAFETY FISCAL YEAR 2017-18



**Total Public Safety Budget  
\$4,050,090**

## **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 2017-18**, 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.
5. Staff will continue to promote both the Neighborhood Watch programs and Business Watch programs and host the City's National Night Out event in August.

In **2016-17**, the Public Safety Program worked to achieve the following goals:

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

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

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

**Performance Measure: The City provided CPR/AED/First Aid training to staff and also held an EOC table top exercise for Staff and City Council.**

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

**Performance Measure: Joint meetings with the Sheriff's Department and the Fire Department were held in the Spring as well as various study sessions through out the year.**

- 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 2016 and recognized the City's Neighborhood Watch Block Captains at City events.**

**Public Safety  
Measurable Outputs**

| <b>Output</b>                             | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Employees trained on Emergency Operations | 70                | 80                | 100               | 100               | 100               |
| National Night Out Event Attendees        | 1,250             | 1,250             | 1,250             | 1,250             | 1,250             |
| Neighborhood Watch Meetings               | 35                | 40                | 40                | 40                | 40                |
| Number of DUI Check Points                | 2                 | 2                 | 2                 | 0                 | 0                 |
| Public Safety Seminar                     | 1                 | 1                 | 1                 | 0                 | 0                 |
| Number of Volunteers on Patrol            | 25                | 25                | 25                | 25                | 25                |
| Joint City Council/Sheriff Meeting        | 1                 | 1                 | 1                 | 1                 | 1                 |

| <b>FY 2017-18<br/>Public Safety<br/>Goals and Relationship to the Mission Statement</b>   |
|---|
| <p>In <b>FY 2017-18</b>, the Public Safety Department has identified four major goals:</p> <ol style="list-style-type: none"> <li>1. Enhance the City's EOC by upgrading equipment and replacing supplies as needed.</li> <li>2. Continue to meet on a regular basis with members of the Sheriff's Department and Fire Department to discuss Public Safety matters.</li> <li>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.</li> <li>4. Continue to provide EOC training to City staff to maintain the City's level of readiness.</li> </ol> <p>The aforementioned goals continue a <i>High Level of Safety and Services</i> for the residents of Walnut by way of enhanced emergency preparedness in the event of a natural and/or manmade disaster, increased communication to the Public via the City's website, app, and social media sites, and enhanced public outreach on public safety programs.</p> |



**CITY OF WALNUT  
PROGRAM SUMMARY  
PUBLIC SAFETY**

|                                  | 2015-16          |                  | 2016-17           |                  | 2017-18            |
|----------------------------------|------------------|------------------|-------------------|------------------|--------------------|
|                                  | ACTUAL           | BUDGET           | REVISED<br>BUDGET | ESTIMATE         | APPROVED<br>BUDGET |
| PERSONNEL EXPENSE                | 199,311          | 195,610          | 195,610           | 187,150          | 204,750            |
| OPERATIONS EXPENSE               | 3,478,705        | 3,731,279        | 3,732,480         | 3,699,380        | 3,845,340          |
| <b>TOTAL OPERATING EXPENSE</b>   | <b>3,678,016</b> | <b>3,926,889</b> | <b>3,928,090</b>  | <b>3,886,530</b> | <b>4,050,090</b>   |
| CAPITAL                          | 4,171            | 0                | 20,000            | 20,000           | 0                  |
| <b>PROGRAM TOTAL</b>             | <b>3,682,187</b> | <b>3,926,889</b> | <b>3,948,090</b>  | <b>3,906,530</b> | <b>4,050,090</b>   |
| <b>TOTAL FULL-TIME EMPLOYEES</b> | <b>1.75</b>      | <b>1.75</b>      | <b>1.75</b>       | <b>1.75</b>      | <b>1.75</b>        |
| <b>SUB-PROGRAMS:</b>             |                  |                  |                   |                  |                    |
|                                  |                  |                  |                   |                  | <b>PAGE</b>        |
| PUBLIC SAFETY ADMINISTRATION     | 01-8000          |                  |                   |                  | 252                |
| BUSINESS LICENSE ENFORCEMENT     | 01-8002          |                  |                   |                  | 254                |
| GENERAL LAW ENFORCEMENT          | 01-8100          |                  |                   |                  | 258                |
| HELICOPTER SERVICES              | 01-8101          |                  |                   |                  | 260                |
| CRIME PREVENTION                 | 01-8400          |                  |                   |                  | 262                |
| ANIMAL CONTROL                   | 01-8500          |                  |                   |                  | 264                |
| EMERGENCY PREPAREDNESS           | 01-8600          |                  |                   |                  | 266                |
| HAZARD MITIGATION                | 01-8613          |                  |                   |                  | 268                |
| VOLUNTEERS ON PATROL             | 01-8900          |                  |                   |                  | 270                |
| VEHICLE CODE FINES               | 05-8200          |                  |                   |                  | 272                |
| CITIZEN'S OPTIONS FOR PUB SFTY   | 07-8003          |                  |                   |                  | 276                |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

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

| APPROPRIATION DETAIL    |                             |                |                |                |                |                 |
|-------------------------|-----------------------------|----------------|----------------|----------------|----------------|-----------------|
| ACCOUNT NO.             | ACTIVITY                    | 2015-16        |                | 2016-17        |                | 2017-18         |
|                         |                             | ACTUAL         | BUDGET         | REVISED BUDGET | ESTIMATE       | APPROVED BUDGET |
|                         | <b>PERSONNEL</b>            |                |                |                |                |                 |
| 01-8000-5101            | REGULAR SALARIES            | 45,466         | 45,010         | 45,010         | 45,010         | 46,780          |
| 01-8000-5105            | HEALTH & LIFE INSURANCE     | 6,538          | 6,750          | 6,750          | 5,740          | 6,750           |
| 01-8000-5107            | WORKERS' COMPENSATION       | 793            | 790            | 790            | 790            | 860             |
| 01-8000-5108            | PERS                        | 9,863          | 11,300         | 11,300         | 11,820         | 12,360          |
| 01-8000-5110            | MEDICARE                    | 753            | 750            | 750            | 750            | 800             |
| 01-8000-5111            | SICK LEAVE/VACATION BUYBACK | 0              | 310            | 310            | 0              | 890             |
|                         | <b>TOTAL PERSONNEL</b>      | <b>63,414</b>  | <b>64,910</b>  | <b>64,910</b>  | <b>64,110</b>  | <b>68,440</b>   |
|                         | <b>OPERATIONS</b>           |                |                |                |                |                 |
| 01-8000-6201            | CONFERENCE & MEETING        | 104            | 800            | 800            | 800            | 800             |
| 01-8000-6215            | VEHICLE/CELL ALLOWANCE      | 1,623          | 1,500          | 1,500          | 1,500          | 1,600           |
| 01-8000-6227            | CONTRACTUAL SERVICE         | 66,847         | 78,330         | 78,330         | 78,330         | 90,100          |
| 01-8000-6256            | EQUIPMENT USAGE             | 610            | 610            | 610            | 610            | 630             |
| 01-8000-6265            | COMPUTER USAGE              | 3,070          | 2,840          | 2,840          | 2,840          | 3,450           |
|                         | <b>TOTAL OPERATIONS</b>     | <b>72,253</b>  | <b>84,080</b>  | <b>84,080</b>  | <b>84,080</b>  | <b>96,580</b>   |
|                         | <b>CAPITAL</b>              |                |                |                |                |                 |
|                         | <b>TOTAL CAPITAL</b>        | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
|                         | <b>SUB-PROGRAM TOTAL</b>    | <b>135,667</b> | <b>148,990</b> | <b>148,990</b> | <b>148,190</b> | <b>165,020</b>  |
| FUNDING SOURCE: GENERAL |                             | F/T EMPLOYEES  | 0.50           | 0.50           | 0.50           | 0.50            |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**PUBLIC SAFETY ADMINISTRATION (8000)**

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

**PERSONNEL:**

5101 **Regular Salaries**

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

Responsible for administering the City's public safety contracts, coordinating service requests, serving as a liaison for communications and quarterly meetings, maintaining the traffic and crime statistic files, and authorizing contractual expenditures. (25% in 01-4200, 25% in 01-4502)

5105 - 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 8<sup>th</sup> crossing guard is paid out of 07-8003-6227.

6256 - 6265 See Appendix

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

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

| APPROPRIATION DETAIL |  |                |                |                |                |                 |
|----------------------|--|----------------|----------------|----------------|----------------|-----------------|
| ACCOUNT NO.          | ACTIVITY                                 | 2015-16        |                | 2016-17        |                | 2017-18         |
|                      |  | ACTUAL         | BUDGET         | REVISED BUDGET | ESTIMATE       | APPROVED BUDGET |
|                      | <b>PERSONNEL</b>                         |                |                |                |                |                 |
| 01-8002-5101         | REGULAR SALARIES                         | 58,349         | 58,070         | 58,070         | 55,150         | 60,440          |
| 01-8002-5105         | HEALTH & LIFE INSURANCE                  | 11,151         | 11,480         | 11,480         | 9,980          | 11,480          |
| 01-8002-5107         | WORKERS' COMPENSATION                    | 1,018          | 1,010          | 1,010          | 970            | 1,110           |
| 01-8002-5108         | PERS                                     | 13,524         | 14,600         | 14,600         | 15,270         | 15,980          |
| 01-8002-5110         | MEDICARE                                 | 908            | 930            | 930            | 900            | 960             |
| 01-8002-5111         | SICK LEAVE/VACATION BUYBACK              | 1,080          | 2,880          | 2,880          | 1,090          | 2,550           |
|                      | <b>TOTAL PERSONNEL</b>                   | <b>86,030</b>  | <b>88,970</b>  | <b>88,970</b>  | <b>83,360</b>  | <b>92,520</b>   |
|                      | <b>OPERATIONS</b>                        |                |                |                |                |                 |
| 01-8002-6203         | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 0              | 190            | 190            | 0              | 0               |
| 01-8002-6210         | PRINTING                                 | 388            | 700            | 700            | 700            | 700             |
| 01-8002-6215         | VEHICLE/CELL ALLOWANCE                   | 1,426          | 1,350          | 1,350          | 1,350          | 1,440           |
| 01-8002-6216         | PROFESSIONAL SERVICES                    | 32,735         | 25,000         | 25,000         | 14,000         | 14,000          |
| 01-8002-6227         | CONTRACTUAL SERVICE                      | 1,836          | 700            | 700            | 700            | 700             |
| 01-8002-6256         | EQUIPMENT USAGE                          | 1,030          | 1,030          | 1,030          | 1,030          | 1,080           |
| 01-8002-6265         | COMPUTER USAGE                           | 5,210          | 4,820          | 4,820          | 4,680          | 5,870           |
|                      | <b>TOTAL OPERATIONS</b>                  | <b>42,625</b>  | <b>33,790</b>  | <b>33,790</b>  | <b>22,460</b>  | <b>23,790</b>   |
|                      | <b>CAPITAL</b>                           |                |                |                |                |                 |
|                      | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
|                      | <b>SUB-PROGRAM TOTAL</b>                 | <b>128,655</b> | <b>122,760</b> | <b>122,760</b> | <b>105,820</b> | <b>116,310</b>  |
| FUNDING SOURCE:      | F/T EMPLOYEES                            | 0.85           | 0.85           | 0.85           | 0.85           | 0.85            |
| BUSINESS LICENSE TAX |  |                |                |                |                |                 |

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

**2017-18**

**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 and serves as 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 and serves as 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 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 Delinquent License Fee Order to Comply booklets.

6215 **Vehicle Allowance/Cell**

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

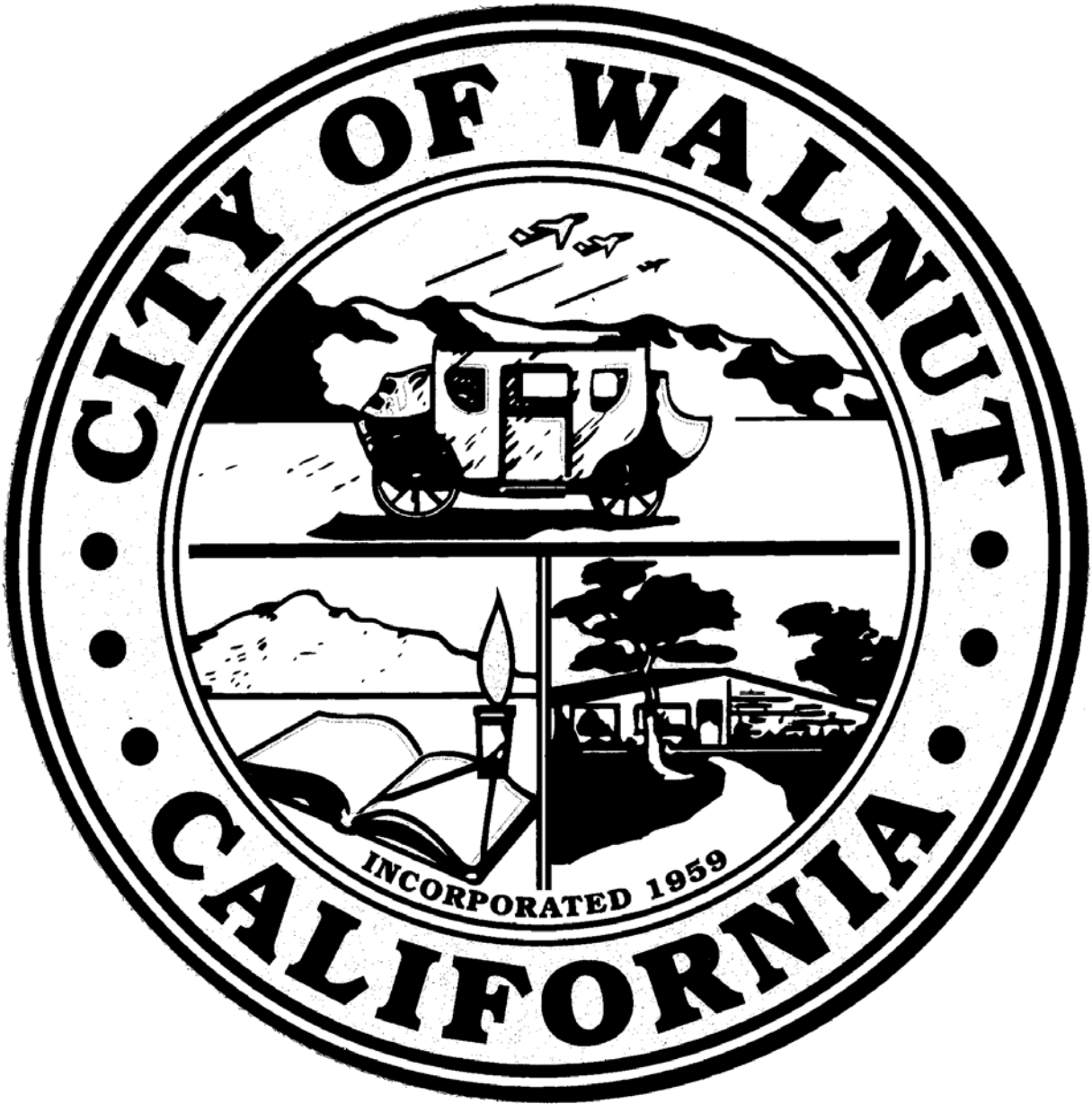
6216 **Professional Services**

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

6227 **Contractual Services**

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

6256 - 6265 See Appendix



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: GENERAL LAW ENFORCEMENT**

| APPROPRIATION DETAIL    |                          |                  |                  |                  |                  |                  |
|-------------------------|--------------------------|------------------|------------------|------------------|------------------|------------------|
| ACCOUNT NO.             | ACTIVITY                 | 2015-16          |                  | 2016-17          |                  | 2017-18          |
|                         |                          | ACTUAL           | BUDGET           | REVISED BUDGET   | ESTIMATE         | APPROVED BUDGET  |
|                         | <b>PERSONNEL</b>         |                  |                  |                  |                  |                  |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|                         | <b>OPERATIONS</b>        |                  |                  |                  |                  |                  |
| 01-8100-6227            | CONTRACTUAL SERVICES     | 3,017,384        | 3,212,760        | 3,212,760        | 3,200,000        | 3,306,830        |
| 01-8100-6247            | EQUIPMENT MAINTENANCE    | 25               | 500              | 500              | 500              | 500              |
|                         | <b>TOTAL OPERATIONS</b>  | <b>3,017,409</b> | <b>3,213,260</b> | <b>3,213,260</b> | <b>3,200,500</b> | <b>3,307,330</b> |
|                         | <b>CAPITAL</b>           |                  |                  |                  |                  |                  |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>3,017,409</b> | <b>3,213,260</b> | <b>3,213,260</b> | <b>3,200,500</b> | <b>3,307,330</b> |
| FUNDING SOURCE: GENERAL |                          |                  |                  |                  |                  |                  |



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

**2017-18**

**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: HELICOPTER SERVICES**

| APPROPRIATION DETAIL    |                          |         |        |                   |          |                    |
|-------------------------|--------------------------|---------|--------|-------------------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16 |        | 2016-17           |          | 2017-18            |
|                         |                          | ACTUAL  | BUDGET | REVISED<br>BUDGET | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |         |        |                   |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>OPERATIONS</b>        |         |        |                   |          |                    |
| 01-8101-6227            | CONTRACTUAL SERVICES     | 1,068   | 2,000  | 2,000             | 2,000    | 2,000              |
|                         | <b>TOTAL OPERATIONS</b>  | 1,068   | 2,000  | 2,000             | 2,000    | 2,000              |
|                         | <b>CAPITAL</b>           |         |        |                   |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>SUB-PROGRAM TOTAL</b> | 1,068   | 2,000  | 2,000             | 2,000    | 2,000              |
| FUNDING SOURCE: GENERAL |                          |         |        |                   |          |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: CRIME PREVENTION**

| APPROPRIATION DETAIL    |                                   |                |                |                   |                |                    |
|-------------------------|-----------------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                          | 2015-16        |                | 2016-17           |                | 2017-18            |
|                         |                                   | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>                  |                |                |                   |                |                    |
|                         | <b>TOTAL PERSONNEL</b>            | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>OPERATIONS</b>                 |                |                |                   |                |                    |
| 01-8400-6227            | CONTRACTUAL SERVICES              | 139,623        | 149,570        | 149,570           | 149,570        | 141,760            |
| 01-8400-6271            | CRIME TIP REWARD PROGRAM          | 0              | 1,000          | 1,000             | 0              | 1,000              |
| 01-8400-6272            | CRIME PREVENTION PROGRAM SUPPLIES | 729            | 2,500          | 2,500             | 2,500          | 2,500              |
|                         | <b>TOTAL OPERATIONS</b>           | <b>140,352</b> | <b>153,070</b> | <b>153,070</b>    | <b>152,070</b> | <b>145,260</b>     |
|                         | <b>CAPITAL</b>                    |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>              | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>          | <b>140,352</b> | <b>153,070</b> | <b>153,070</b>    | <b>152,070</b> | <b>145,260</b>     |
| FUNDING SOURCE: GENERAL |                                   |                |                |                   |                |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: ANIMAL CONTROL**

| APPROPRIATION DETAIL            |                          |                |                |                   |                |                    |
|---------------------------------|--------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.                  | ACTIVITY                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                                 |                          | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
|                                 | <b>PERSONNEL</b>         |                |                |                   |                |                    |
|                                 | <b>TOTAL PERSONNEL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                                 | <b>OPERATIONS</b>        |                |                |                   |                |                    |
| 01-8500-6227                    | CONTRACTUAL SERVICES     | 101,369        | 130,000        | 125,000           | 120,000        | 120,000            |
|                                 | <b>TOTAL OPERATIONS</b>  | <b>101,369</b> | <b>130,000</b> | <b>125,000</b>    | <b>120,000</b> | <b>120,000</b>     |
|                                 | <b>CAPITAL</b>           |                |                |                   |                |                    |
|                                 | <b>TOTAL CAPITAL</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                                 | <b>SUB-PROGRAM TOTAL</b> | <b>101,369</b> | <b>130,000</b> | <b>125,000</b>    | <b>120,000</b> | <b>120,000</b>     |
| FUNDING SOURCE: ANIMAL LICENSES |                          |                |                |                   |                |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: EMERGENCY PREPAREDNESS**

| APPROPRIATION DETAIL    |  |               |               |                |               |                 |
|-------------------------|--|---------------|---------------|----------------|---------------|-----------------|
| ACCOUNT NO.             | ACTIVITY                                 | 2015-16       |               | 2016-17        |               | 2017-18         |
|                         |  | ACTUAL        | BUDGET        | REVISED BUDGET | ESTIMATE      | APPROVED BUDGET |
|                         | <b>PERSONNEL</b>                         |               |               |                |               |                 |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>        |
|                         | <b>OPERATIONS</b>                        |               |               |                |               |                 |
| 01-8600-6201            | CONFERENCE & MEETING                     | 0             | 200           | 200            | 0             | 200             |
| 01-8600-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 2,868         | 2,870         | 2,870          | 2,870         | 2,870           |
| 01-8600-6227            | CONTRACTUAL SERVICES                     | 8,800         | 12,300        | 12,300         | 12,300        | 12,300          |
| 01-8600-6247            | EQUIPMENT MAINTENANCE                    | 13,003        | 6,020         | 12,220         | 11,500        | 12,220          |
| 01-8600-6253            | TELEPHONE                                | 1,144         | 980           | 1,056          | 1,100         | 1,210           |
| 01-8600-6254            | COMMUNICATIONS                           | 2,150         | 2,360         | 2,360          | 3,000         | 3,300           |
| 01-8600-6273            | EMERGENCY PREPAREDNESS SUPPLIES          | 0             | 3,000         | 2,924          | 2,900         | 3,000           |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>27,964</b> | <b>27,730</b> | <b>33,930</b>  | <b>33,670</b> | <b>35,100</b>   |
|                         | <b>CAPITAL</b>                           |               |               |                |               |                 |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>        |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>27,964</b> | <b>27,730</b> | <b>33,930</b>  | <b>33,670</b> | <b>35,100</b>   |
| FUNDING SOURCE: GENERAL |  |               |               |                |               |                 |



**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**EMERGENCY PREPAREDNESS (8600)**

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

**OPERATIONS:**

**6201 Conference & Meeting**

Provides for staff training on emergency preparations.

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

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

**6227 Contractual Services**

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

**6247 Equipment Maintenance**

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

**6253 Telephone**

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

**6254 Communications**

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

**6273 Emergency Preparedness Supplies**

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

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: HAZARD MITIGATION PLAN**

| APPROPRIATION DETAIL    |                          |         |        |                   |          |                    |
|-------------------------|--------------------------|---------|--------|-------------------|----------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16 |        | 2016-17           | 2017-18  |                    |
|                         |                          | ACTUAL  | BUDGET | REVISED<br>BUDGET | ESTIMATE | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |         |        |                   |          |                    |
|                         | <b>TOTAL PERSONNEL</b>   | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>OPERATIONS</b>        |         |        |                   |          |                    |
| 01-8613-6227            | CONTRACTUAL SERVICES     | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>CAPITAL</b>           |         |        |                   |          |                    |
|                         | <b>TOTAL CAPITAL</b>     | 0       | 0      | 0                 | 0        | 0                  |
|                         | <b>SUB-PROGRAM TOTAL</b> | 0       | 0      | 0                 | 0        | 0                  |
| FUNDING SOURCE: GENERAL |                          |         |        |                   |          |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: VOLUNTEERS ON PATROL**

| APPROPRIATION DETAIL    |                          |            |            |                   |            |                    |
|-------------------------|--------------------------|------------|------------|-------------------|------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16    |            | 2016-17           | 2017-18    |                    |
|                         |                          | ACTUAL     | BUDGET     | REVISED<br>BUDGET | ESTIMATE   | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |            |            |                   |            |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>          | <b>0</b>   | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |            |            |                   |            |                    |
| 01-8900-6201            | CONFERENCE & MEETING     | 0          | 200        | 200               | 200        | 200                |
| 01-8900-6239            | UNIFORMS                 | 445        | 500        | 500               | 500        | 500                |
|                         | <b>TOTAL OPERATIONS</b>  | <b>445</b> | <b>700</b> | <b>700</b>        | <b>700</b> | <b>700</b>         |
|                         | <b>CAPITAL</b>           |            |            |                   |            |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>   | <b>0</b>   | <b>0</b>          | <b>0</b>   | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>445</b> | <b>700</b> | <b>700</b>        | <b>700</b> | <b>700</b>         |
| FUNDING SOURCE: GENERAL |                          |            |            |                   |            |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

**SUB-PROGRAM: VEHICLE CODE FINES**

| APPROPRIATION DETAIL |                             |               |               |                   |                                |      |
|----------------------|-----------------------------|---------------|---------------|-------------------|--------------------------------|------|
| ACCOUNT<br>NO.       | ACTIVITY                    | 2015-16       |               | 2016-17           | 2017-18                        |      |
|                      |                             | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>     |                             |               |               |                   |                                |      |
| 05-8200-5101         | REGULAR SALARIES            | 33,718        | 30,580        | 30,580            | 31,920                         |      |
| 05-8200-5105         | HEALTH & LIFE INSURANCE     | 5,276         | 5,400         | 5,400             | 5,400                          |      |
| 05-8200-5107         | WORKERS' COMPENSATION       | 575           | 540           | 540               | 590                            |      |
| 05-8200-5108         | PERS                        | 6,914         | 4,280         | 4,280             | 4,590                          |      |
| 05-8200-5110         | MEDICARE                    | 567           | 480           | 480               | 500                            |      |
| 05-8200-5111         | SICK LEAVE/VACATION BUYBACK | 2,819         | 450           | 450               | 790                            |      |
|                      | <b>TOTAL PERSONNEL</b>      | <b>49,867</b> | <b>41,730</b> | <b>41,730</b>     | <b>43,790</b>                  |      |
| <b>OPERATIONS</b>    |                             |               |               |                   |                                |      |
| 05-8200-6210         | PRINTING                    | 2,086         | 2,500         | 2,500             | 2,500                          |      |
| 05-8200-6215         | VEHICLE/CELL ALLOWANCE      | 668           | 600           | 600               | 640                            |      |
| 05-8200-6227         | CONTRACTUAL SERVICES        | 7,813         | 8,000         | 8,000             | 22,900                         |      |
| 05-8200-6256         | EQUIPMENT USAGE             | 490           | 480           | 480               | 510                            |      |
| 05-8200-6265         | COMPUTER USAGE              | 2,450         | 2,270         | 2,270             | 2,760                          |      |
|                      | <b>TOTAL OPERATIONS</b>     | <b>13,507</b> | <b>13,850</b> | <b>13,850</b>     | <b>29,310</b>                  |      |
| <b>CAPITAL</b>       |                             |               |               |                   |                                |      |
|                      | <b>TOTAL CAPITAL</b>        | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                       |      |
|                      | <b>SUB-PROGRAM TOTAL</b>    | <b>63,374</b> | <b>55,580</b> | <b>55,580</b>     | <b>73,100</b>                  |      |
| FUNDING SOURCE:      |                             | F/T EMPLOYEES | 0.40          | 0.40              | 0.40                           | 0.40 |
| VEHICLE CODE FINES   |                             |               |               |                   |                                |      |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 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 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. In prior fiscal years the Los Angeles Court Fees were captured within the vehicle fines revenue account (05-3310).

6256 - 6265 See Appendix





**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: PUBLIC SAFETY**

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

| APPROPRIATION DETAIL |                          |               |               |                   |               |                    |
|----------------------|--------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.       | ACTIVITY                 | 2015-16       |               | 2016-17           |               | 2017-18            |
|                      |                          | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                      | <b>PERSONNEL</b>         |               |               |                   |               |                    |
|                      | <b>TOTAL PERSONNEL</b>   | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                      | <b>OPERATIONS</b>        |               |               |                   |               |                    |
| 07-8003-6216         | PROFESSIONAL SERVICES    | 5,000         | 5,000         | 5,000             | 5,000         | 5,000              |
| 07-8003-6227         | CONTRACTUAL SERVICES     | 55,983        | 67,349        | 67,350            | 67,350        | 79,500             |
| 07-8003-6253         | TELEPHONE                | 729           | 450           | 450               | 700           | 770                |
|                      | <b>TOTAL OPERATIONS</b>  | <b>61,712</b> | <b>72,799</b> | <b>72,800</b>     | <b>73,050</b> | <b>85,270</b>      |
|                      | <b>CAPITAL</b>           |               |               |                   |               |                    |
| 07-8003-8401         | FURNISHINGS & EQUIPMENT  | 4,171         | 0             | 20,000            | 20,000        | 0                  |
|                      | <b>TOTAL CAPITAL</b>     | <b>4,171</b>  | <b>0</b>      | <b>20,000</b>     | <b>20,000</b> | <b>0</b>           |
|                      | <b>SUB-PROGRAM TOTAL</b> | <b>65,883</b> | <b>72,799</b> | <b>92,800</b>     | <b>93,050</b> | <b>85,270</b>      |
| FUNDING SOURCE: COPS |                          |               |               |                   |               |                    |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**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:**

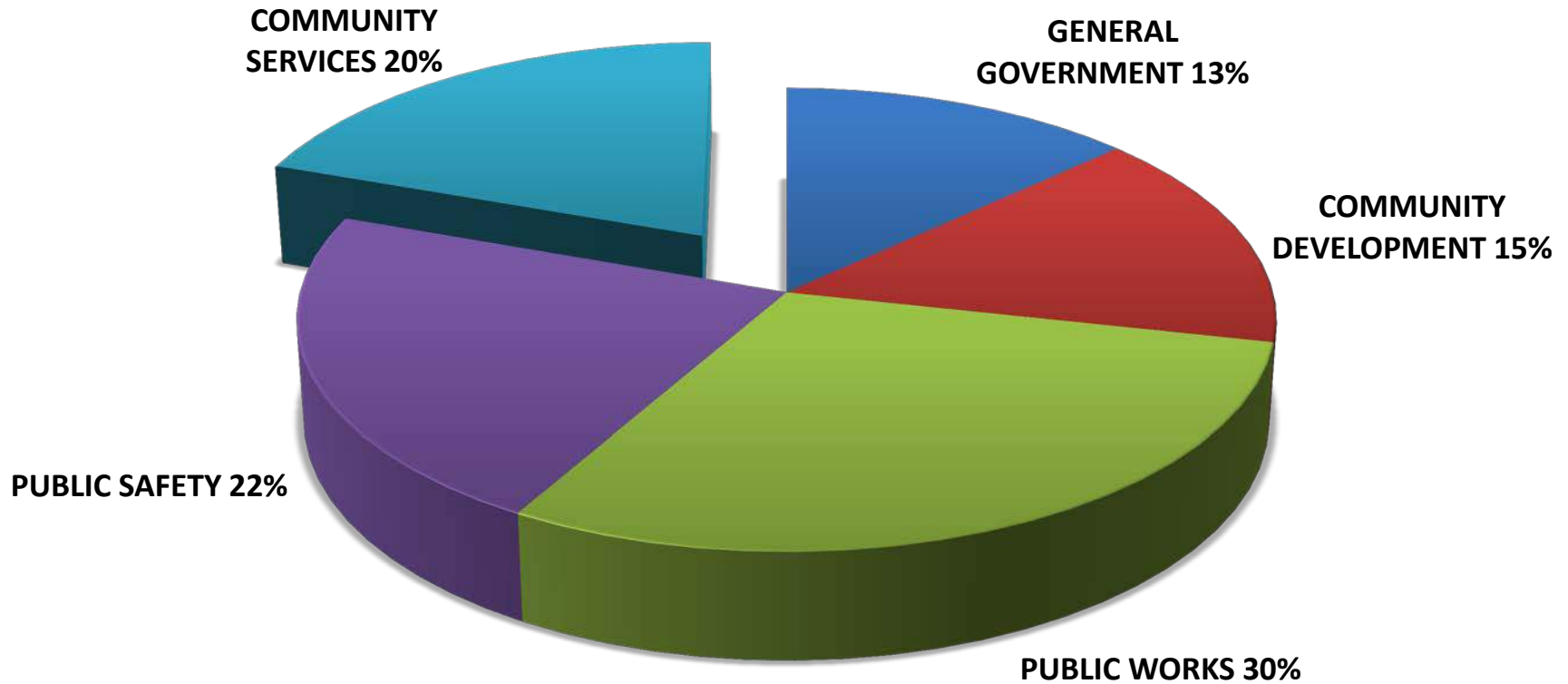
8401 **Furnishings & Equipment**

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



# **Community Services**

# COMMUNITY SERVICES FISCAL YEAR 2017-18



**Total Community Services Budget  
\$3,566,330**

**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 2017-18**, the Community Services Department will work to achieve the following goals:

1. Implement trail surface maintenance schedule to extend the life of newly resurfaced trails City wide. *We will enhance civic pride by offering superior facilities.*
2. Enhance the Walnut Family Festival to attract new participants and attendees. *We will enhance civic pride by creating opportunities for Walnut families.*
3. Complete installation of new playground equipment at Lemon Creek Park. *We will enhance civic pride by offering superior facilities and programs.*
4. Create additional events aimed at health and wellness at the Senior Center. *We will exceed expectations by striving to be educated and well informed.*
5. Add a community event to celebrate the Lunar New Year. *We will collaborate by embracing cultural diversity.*
6. Celebrate Walnut's park system by creating a link to information about the history of each. *We will enhance civic pride by honoring the City's history.*
7. Re-open the Rowland Adobe House for tours. *We will enhance civic pride by honoring the City's history.*
8. Add a wheelchair accessible ramp(s) to Walnut Ranch Park. *We will enhance civic pride by creating opportunities for Walnut families.*

**In 2016-17**, Community Services worked 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.*

**Performance Measure: Cultural practices were revised and incorporated into routine and special maintenance schedules.**

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

**Performance Measure: The Recreation Division assigned a Supervisor to be a liaison to the Walnut Valley Symphony Orchestra and Master Chorale to find opportunities for City participation and assistance. Staff connected with High School art instructors and increased youth participation in the City's Intergenerational Art Show on April 18-22, 2016.**

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.*

**Performance Measure: In Progress. Commissioners keep the Walnut Park Expansion (Aquatics) Subcommittee Report on the monthly agenda. In addition, they (a) approved preliminary grading and engineering plans and (b) participated in environmental review (EIR) and operations studies.**

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.*

**Performance Measure: Completed. Fields were well prepared for the prestigious Pony League tournaments.**

5. Add a new community event to honor Veterans. *We will enhance civic pride by recognizing achievements.*

**Performance Measure: Completed. Operation White Socks was conducted in all City buildings to collect new socks for homeless veterans. In addition, City buildings had letter writing tables for a month so that residents could thank those in active service (letters were sent to the VA for distribution). Both programs were also part of the Family Festival. A reception honoring Walnut veterans was held on the City Council meeting prior to Veteran's Day.**

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.*

**Performance Measure: Completed. Recreation Division staff attended social service training at California Parks and Recreation Society and new referral protocols were established.**

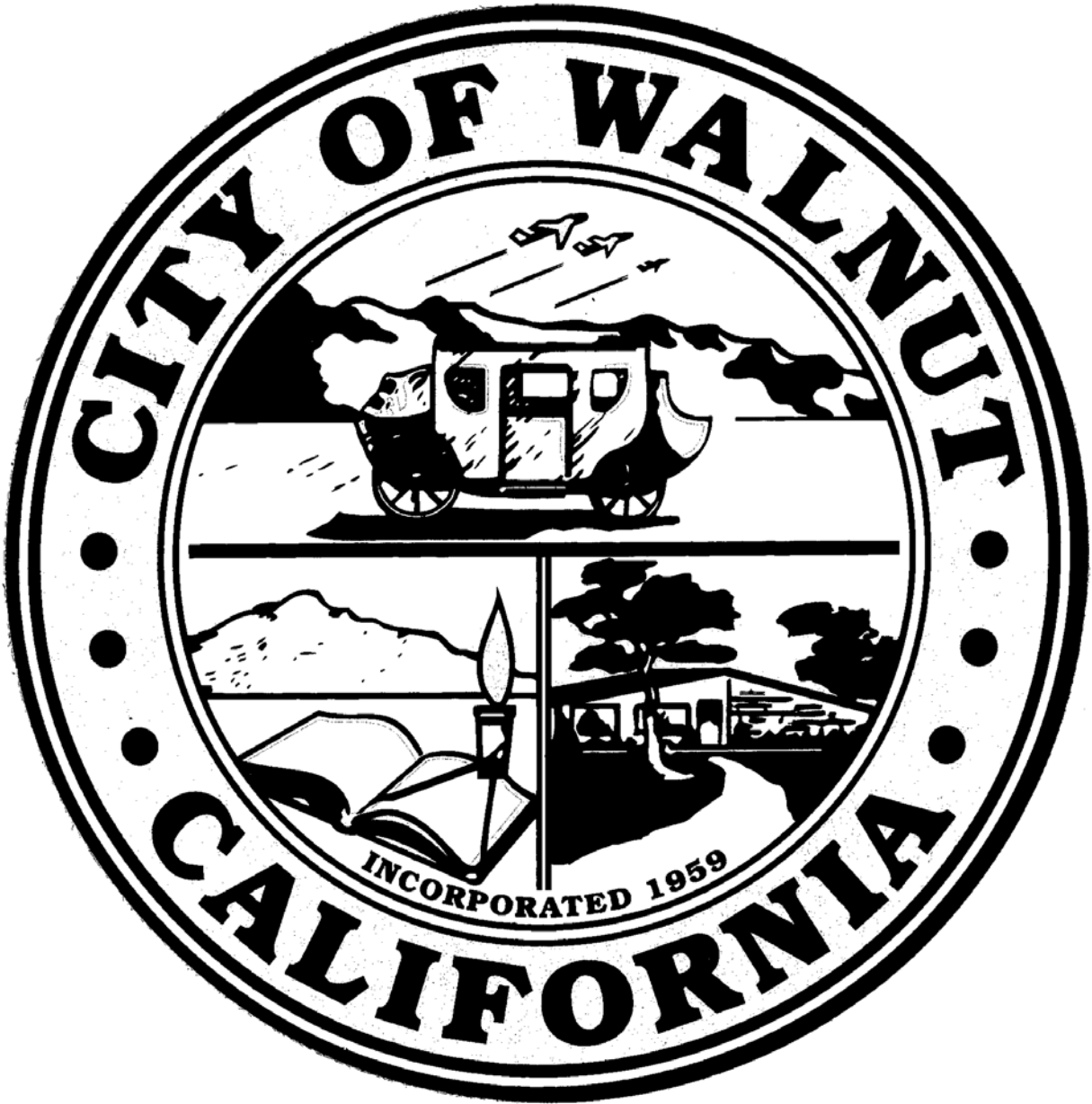


7. Complete the retrofit of the Rowland Adobe wooden portions. *We will enhance civic pride by honoring the City's history.*

**Performance Measure: In Progress.**

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.*

**Performance Measure: Completed.**



**Community Services  
Measurable Outputs**

| <b>Output</b>                              | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| Contract classes offered                   | 578               | 600               | 600               | 605               | 608               |
| Camps offered                              | 32                | 33                | 33                | 33                | 33                |
| Sports Leagues offered                     | 13                | 14                | 14                | 14                | 14                |
| Aquatic program participants               | 5,480             | 5,550             | 1,500             | 5,550             | 5,550             |
| Total number of adult registrants          | 15,547            | 16,000            | 16,500            | 16,700            | 16,900            |
| Total number of youth registered           | 7,280             | 7,500             | 7,775             | 7,900             | 8,000             |
| Acres of landscape maintained weekly/parks | 80                | 80                | 80                | 80                | 80                |
| Acres of turf mowed weekly                 | 40                | 40                | 40                | 40                | 40                |
| Irrigation upgrades performed              | 1                 | 0                 | 105               | 5                 | 7                 |

**FY 2017-18  
Community Services  
Goals and Relationship to the Mission Statement**

In **FY 2017-18**, the Community Services Department has identified four major goals:

1. Complete EIR, operations and funding plan for the Walnut Park Expansion.
2. Enhance the Walnut Family Festival.
3. Begin architectural design phase for Walnut Park Expansion.
4. Create community outreach component of Walnut Tree City USA, addressing private tree care and understanding urban forest maintenance practices.

*The Community Services Department will enhance civic pride by offering superior facilities and programs, creating opportunities for Walnut families and honoring the City's history.*

**CITY OF WALNUT  
PROGRAM SUMMARY  
COMMUNITY SERVICES**

|                                | 2015-16          |                  | 2016-17           |                  | 2017-18            |
|--------------------------------|------------------|------------------|-------------------|------------------|--------------------|
|                                | ACTUAL           | BUDGET           | REVISED<br>BUDGET | ESTIMATE         | APPROVED<br>BUDGET |
| PERSONNEL EXPENSE              | 1,553,722        | 1,760,720        | 1,760,750         | 1,720,940        | 1,794,240          |
| OPERATIONS EXPENSE             | 1,724,443        | 1,791,120        | 1,826,760         | 1,819,070        | 1,772,090          |
| <b>TOTAL OPERATING EXPENSE</b> | <b>3,278,165</b> | <b>3,551,840</b> | <b>3,587,510</b>  | <b>3,540,010</b> | <b>3,566,330</b>   |
| CAPITAL                        | 11,432           | 0                | 7,790             | 0                | 0                  |
| <b>PROGRAM TOTAL</b>           | <b>3,289,596</b> | <b>3,551,840</b> | <b>3,595,300</b>  | <b>3,540,010</b> | <b>3,566,330</b>   |
| <br>                           |                  |                  |                   |                  |                    |
| TOTAL FULL-TIME EMPLOYEES      | 10.30            | 10.30            | 10.30             | 10.30            | 10.30              |
| <br>                           |                  |                  |                   |                  |                    |
| <b>SUB-PROGRAMS:</b>           |                  |                  | PAGE              |                  |                    |
| FAMILY FESTIVAL                | 01-4801          |                  | 286               |                  |                    |
| BUS STOP ENHANCEMENT           | 01-5314          |                  | 288               |                  |                    |
| RECREATION ADMINISTRATION      | 01-9001          |                  | 290               |                  |                    |
| FIREWORKS SHOW                 | 01-9005          |                  | 294               |                  |                    |
| PARK MAINTENANCE               | 01-9100          |                  | 296               |                  |                    |
| EQUESTRIAN TRAIL MAINTENANCE   | 01-9101          |                  | 302               |                  |                    |
| SPECIAL EVENTS                 | 01-9690          |                  | 306               |                  |                    |
| AQUATICS                       | 01-9691          |                  | 310               |                  |                    |
| EXCURSIONS                     | 01-9692          |                  | 314               |                  |                    |
| SPORTS & GYMNASIUM             | 01-9693          |                  | 316               |                  |                    |
| RECREATION CLASSES             | 01-9694          |                  | 320               |                  |                    |
| SENIOR CENTER                  | 01-9696          |                  | 322               |                  |                    |
| TEEN CENTER                    | 01-9697          |                  | 326               |                  |                    |
| CAMP CRAWDAD                   | 01-9699          |                  | 330               |                  |                    |
| PARK GRANTS                    | 27-9696          |                  | 332               |                  |                    |

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: FAMILY FESTIVAL**

| APPROPRIATION DETAIL            |                                      |               |               |                   |                                |
|---------------------------------|--------------------------------------|---------------|---------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.                  | ACTIVITY                             | 2015-16       |               | 2016-17           | 2017-18                        |
|                                 |                                      | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
| <b>PERSONNEL</b>                |                                      |               |               |                   |                                |
| 01-4801-5103                    | SEASONAL/LIMITED PART-TIME EMPLOYEES | 3,583         | 10,190        | 10,190            | 5,280                          |
| 01-4801-5104                    | OVERTIME                             | 3,766         | 5,400         | 5,400             | 5,400                          |
| 01-4801-5107                    | WORKERS' COMPENSATION                | 341           | 830           | 830               | 670                            |
| 01-4801-5110                    | MEDICARE                             | 94            | 160           | 160               | 160                            |
|                                 | <b>TOTAL PERSONNEL</b>               | <b>7,783</b>  | <b>16,580</b> | <b>16,580</b>     | <b>11,510</b>                  |
| <b>OPERATIONS</b>               |                                      |               |               |                   |                                |
| 01-4801-6210                    | PRINTING                             | 261           | 650           | 0                 | 0                              |
| 01-4801-6227                    | CONTRACTUAL SERVICES                 | 34,889        | 36,000        | 37,850            | 37,850                         |
| 01-4801-6281                    | FESTIVAL SUPPLIES                    | 5,974         | 4,830         | 3,630             | 3,630                          |
|                                 | <b>TOTAL OPERATIONS</b>              | <b>41,123</b> | <b>41,480</b> | <b>41,480</b>     | <b>41,480</b>                  |
| <b>CAPITAL</b>                  |                                      |               |               |                   |                                |
|                                 | <b>TOTAL CAPITAL</b>                 | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                       |
|                                 | <b>SUB-PROGRAM TOTAL</b>             | <b>48,907</b> | <b>58,060</b> | <b>58,060</b>     | <b>52,990</b>                  |
| FUNDING SOURCE: FAMILY FESTIVAL |                                      |               |               |                   |                                |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: BUS STOP ENHANCEMENT**

| APPROPRIATION DETAIL    |                          |              |          |                   |               |                    |
|-------------------------|--------------------------|--------------|----------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                 | 2015-16      |          | 2016-17           | 2017-18       |                    |
|                         |                          | ACTUAL       | BUDGET   | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                         | <b>PERSONNEL</b>         |              |          |                   |               |                    |
|                         | <b>TOTAL PERSONNEL</b>   | <b>0</b>     | <b>0</b> | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>OPERATIONS</b>        |              |          |                   |               |                    |
| 01-5314-6227            | CONTRACTUAL SERVICES     | 2,850        | 0        | 23,930            | 23,930        | 0                  |
|                         | <b>TOTAL OPERATIONS</b>  | <b>2,850</b> | <b>0</b> | <b>23,930</b>     | <b>23,930</b> | <b>0</b>           |
|                         | <b>CAPITAL</b>           |              |          |                   |               |                    |
|                         | <b>TOTAL CAPITAL</b>     | <b>0</b>     | <b>0</b> | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b> | <b>2,850</b> | <b>0</b> | <b>23,930</b>     | <b>23,930</b> | <b>0</b>           |
| FUNDING SOURCE: GENERAL |                          |              |          |                   |               |                    |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**BUS STOP ENHANCEMENT PROGRAM (5314)**

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

**OPERATIONS:**

**6227 Contractual Services**

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



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION ADMINISTR'N**

| APPROPRIATION DETAIL    |  |                |                |                |                |                 |
|-------------------------|--|----------------|----------------|----------------|----------------|-----------------|
| ACCOUNT NO.             | ACTIVITY                                 | 2015-16        |                | 2016-17        |                | 2017-18         |
|                         |  | ACTUAL         | BUDGET         | REVISED BUDGET | ESTIMATE       | APPROVED BUDGET |
| <b>PERSONNEL</b>        |  |                |                |                |                |                 |
| 01-9001-5101            | REGULAR SALARIES                         | 155,847        | 164,100        | 164,100        | 161,910        | 171,640         |
| 01-9001-5102            | REGULAR PART-TIME EMPLOYEES              | 20,542         | 23,630         | 23,630         | 19,650         | 22,710          |
| 01-9001-5103            | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 6,492          | 5,690          | 5,690          | 5,690          | 5,910           |
| 01-9001-5104            | OVERTIME                                 | 610            | 0              | 800            | 800            | 1,400           |
| 01-9001-5105            | HEALTH & LIFE INSURANCE                  | 24,520         | 31,580         | 31,580         | 22,900         | 31,580          |
| 01-9001-5107            | WORKERS' COMPENSATION                    | 5,686          | 4,040          | 4,040          | 4,980          | 4,380           |
| 01-9001-5108            | PERS                                     | 35,477         | 42,900         | 42,900         | 44,040         | 47,040          |
| 01-9001-5110            | MEDICARE                                 | 2,876          | 3,140          | 3,140          | 2,890          | 3,350           |
| 01-9001-5111            | SICK LEAVE/VACATION BUYBACK              | 3,123          | 10,290         | 9,490          | 2,060          | 10,420          |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>255,173</b> | <b>285,370</b> | <b>285,370</b> | <b>264,920</b> | <b>298,430</b>  |
| <b>OPERATIONS</b>       |  |                |                |                |                |                 |
| 01-9001-6201            | CONFERENCE & MEETING                     | 4,830          | 3,970          | 3,720          | 3,970          | 3,970           |
| 01-9001-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 960            | 960            | 960            | 960            | 960             |
| 01-9001-6207            | POSTAGE                                  | 8,400          | 8,400          | 8,820          | 8,400          | 8,400           |
| 01-9001-6208            | VEHICLE OPERATIONS                       | 3,082          | 3,500          | 3,500          | 3,500          | 3,500           |
| 01-9001-6210            | PRINTING                                 | 13,838         | 13,500         | 13,800         | 13,500         | 13,500          |
| 01-9001-6214            | MILEAGE REIMBURSEMENT                    | 119            | 360            | 110            | 360            | 360             |
| 01-9001-6215            | VEHICLE/CELL ALLOWANCE                   | 2,779          | 2,640          | 2,640          | 2,640          | 2,740           |
| 01-9001-6236            | PHYSICALS/BACKGROUNDS                    | 608            | 1,000          | 0              | 0              | 0               |
| 01-9001-6239            | UNIFORMS                                 | 997            | 1,320          | 1,100          | 1,320          | 1,320           |
| 01-9001-6247            | EQUIPMENT MAINTENANCE                    | 1,503          | 1,500          | 1,500          | 1,500          | 1,500           |
| 01-9001-6250            | WATER                                    | 1,394          | 1,680          | 1,680          | 1,680          | 1,680           |
| 01-9001-6251            | ELECTRICITY                              | 5,232          | 5,000          | 5,000          | 5,000          | 5,000           |
| 01-9001-6253            | TELEPHONE                                | 4,823          | 5,990          | 5,990          | 5,000          | 5,500           |
| 01-9001-6254            | COMMUNICATIONS                           | 1,446          | 2,000          | 2,000          | 1,500          | 1,650           |
| 01-9001-6256            | EQUIPMENT USAGE                          | 1,820          | 1,820          | 1,820          | 1,820          | 1,900           |
| 01-9001-6265            | COMPUTER USAGE                           | 9,200          | 8,510          | 8,510          | 8,510          | 10,360          |
| 01-9001-6278            | BANK CHARGES                             | 27,525         | 20,500         | 20,500         | 25,000         | 28,500          |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>88,557</b>  | <b>82,650</b>  | <b>81,650</b>  | <b>84,660</b>  | <b>90,840</b>   |
| <b>CAPITAL</b>          |  |                |                |                |                |                 |
|                         | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>343,730</b> | <b>368,020</b> | <b>367,020</b> | <b>349,580</b> | <b>389,270</b>  |
| FUNDING SOURCE: GENERAL |  | F/T EMPLOYEES  | 1.50           | 1.50           | 1.50           | 1.50            |

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

**2017-18**

**RECREATION ADMINISTRATION (9001)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Director of Community Services - 30%***

Responsible for the appearance and condition of parks, streets, LOSMD, and contract areas in the City. Also responsible for setting goals and the preparation of budgets for maintenance and recreation divisions, and overseeing the management and supervision of employees. (30% in 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 Recreation classes, Teen Center, Senior Center, Gymnasium, Aquatics, Excursions, Sport Leagues, Sport classes and special events. Also responsible for monthly activity reports to the Parks & Recreation Commission, the Senior Citizens Commission, and the Youth Advisory Commission. Supervises the Recreation Supervisors, Recreation Coordinators, Office Clerks, and part-time personnel. Participates in the development of the budget for the Community Services Department, monitors program budgets, and develops procedures for efficient department operations (20% in 01-5600).

***Executive Assistant - 40%***

Responsible for secretarial support for Parks, Streets, Recreation, and LOSMD operations; prepares Parks & Recreation, Youth Advisory Commission, and Senior Citizens Commission agendas, handles correspondence, and provides general office support for the department. (20% in 01-6206, 20% in 01-9100, 20% in 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 recreation 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 Deputy Director and Parks and Recreation Commissioners, 3) membership for the Director in NRPA, and 4) membership to CAPRCBM for Parks and Recreation Commissioners. (50% in 01-9100).

6207 **Postage**

Provides mailing of the recreation brochure.

6208 **Vehicle Operations**

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

|                   |         |                      |
|-------------------|---------|----------------------|
| 2015 Honda Accord | 1462599 | 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 in FY 2015-16 (Moved to 01-4200-6236 in FY 2016-17).

- 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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: FIREWORKS SHOW**

| APPROPRIATION DETAIL    |                                      |               |               |                   |                                |               |
|-------------------------|--------------------------------------|---------------|---------------|-------------------|--------------------------------|---------------|
| ACCOUNT<br>NO.          | ACTIVITY                             | 2015-16       |               | 2016-17           | 2017-18                        |               |
|                         |                                      | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |               |
| <b>PERSONNEL</b>        |                                      |               |               |                   |                                |               |
| 01-9005-5103            | SEASONAL/LIMITED PART-TIME EMPLOYEES | 2,630         | 2,110         | 2,140             | 2,140                          | 2,160         |
| 01-9005-5104            | OVERTIME                             | 1,429         | 1,800         | 1,800             | 1,430                          | 1,800         |
| 01-9005-5107            | WORKERS COMPENSATION                 | 161           | 240           | 240               | 170                            | 250           |
| 01-9005-5108            | PERS                                 | 19            | 0             | 0                 | 0                              | 0             |
| 01-9005-5110            | MEDICARE                             | 59            | 60            | 60                | 60                             | 70            |
|                         | <b>TOTAL PERSONNEL</b>               | <b>4,298</b>  | <b>4,210</b>  | <b>4,240</b>      | <b>3,800</b>                   | <b>4,280</b>  |
| <b>OPERATIONS</b>       |                                      |               |               |                   |                                |               |
| 01-9005-6227            | CONTRACTUAL SERVICES                 | 17,510        | 58,860        | 58,860            | 58,860                         | 60,860        |
| 01-9005-6277            | RECREATION SUPPLIES                  | 313           | 1,730         | 1,710             | 1,710                          | 1,710         |
|                         | <b>TOTAL OPERATIONS</b>              | <b>17,823</b> | <b>60,590</b> | <b>60,570</b>     | <b>60,570</b>                  | <b>62,570</b> |
| <b>CAPITAL</b>          |                                      |               |               |                   |                                |               |
|                         | <b>TOTAL CAPITAL</b>                 | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                       | <b>0</b>      |
|                         | <b>SUB-PROGRAM TOTAL</b>             | <b>22,121</b> | <b>64,800</b> | <b>64,810</b>     | <b>64,370</b>                  | <b>66,850</b> |
| FUNDING SOURCE: GENERAL |                                      |               |               |                   |                                |               |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**FIREWORKS SHOW (9005)**

Provides for funding for an annual fireworks display held on Independence Day. The event includes fireworks, live on-stage entertainment, games and contests, and other attractions for families.

**PERSONNEL:**

- 5103 **Seasonal/Limited Part-Time Employees**  
Provides for recreation leaders to assist with operation of the event.
- 5104 **Overtime**  
Provides funds for maintenance staff to assist with event.
- 5107 – 5110 See Appendix

**OPERATIONS:**

- 6227 **Contractual Services**  
Provides for fireworks display, law enforcement services, school district personnel, road closure services, equipment rental, sound system, and entertainment.
- 6277 **Recreation Supplies**  
Provides for the purchase of decorations, refreshments and other miscellaneous supplies.

**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: PARKS MAINTENANCE**

| APPROPRIATION DETAIL    |  |                  |                  |                  |                  |                  |
|-------------------------|--|------------------|------------------|------------------|------------------|------------------|
| ACCOUNT NO.             | ACTIVITY                                 | 2015-16          |                  | 2016-17          |                  | 2017-18          |
|                         |  | ACTUAL           | BUDGET           | REVISED BUDGET   | ESTIMATE         | APPROVED BUDGET  |
| <b>PERSONNEL</b>        |  |                  |                  |                  |                  |                  |
| 01-9100-5101            | REGULAR SALARIES                         | 252,913          | 277,670          | 277,670          | 274,900          | 293,370          |
| 01-9100-5102            | REGULAR PART-TIME EMPLOYEES              | 8,804            | 10,130           | 10,130           | 10,130           | 9,730            |
| 01-9100-5104            | OVERTIME                                 | 1,852            | 3,000            | 3,000            | 3,000            | 3,000            |
| 01-9100-5105            | HEALTH & LIFE INSURANCE                  | 52,075           | 60,830           | 60,830           | 54,410           | 60,820           |
| 01-9100-5107            | WORKERS' COMPENSATION                    | 13,460           | 16,760           | 16,760           | 17,840           | 18,600           |
| 01-9100-5108            | PERS                                     | 57,325           | 54,260           | 54,260           | 55,890           | 59,190           |
| 01-9100-5110            | MEDICARE                                 | 4,244            | 4,790            | 4,790            | 4,560            | 5,160            |
| 01-9100-5111            | SICK LEAVE/VACATION BUYBACK              | 1,833            | 7,500            | 7,500            | 1,650            | 11,700           |
|                         | <b>TOTAL PERSONNEL</b>                   | <b>392,505</b>   | <b>434,940</b>   | <b>434,940</b>   | <b>422,380</b>   | <b>461,570</b>   |
| <b>OPERATIONS</b>       |  |                  |                  |                  |                  |                  |
| 01-9100-6201            | CONFERENCE & MEETING                     | 2,906            | 4,000            | 1,540            | 4,000            | 3,000            |
| 01-9100-6203            | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 1,030            | 1,700            | 1,700            | 1,700            | 1,700            |
| 01-9100-6208            | VEHICLE OPERATIONS                       | 15,131           | 15,000           | 16,500           | 17,000           | 17,000           |
| 01-9100-6213            | BUILDING MAINTENANCE/SUPPLIES            | 12,909           | 15,100           | 15,100           | 12,000           | 13,000           |
| 01-9100-6215            | VEHICLE/CELL ALLOWANCE                   | 813              | 880              | 880              | 880              | 800              |
| 01-9100-6221            | MACHINERY EQUIPMENT RENTAL               | 162              | 500              | 500              | 500              | 500              |
| 01-9100-6227            | CONTRACTUAL SERVICES                     | 391,348          | 388,520          | 403,245          | 392,000          | 398,520          |
| 01-9100-6237            | VANDALISM                                | 456              | 1,500            | 1,500            | 1,500            | 1,500            |
| 01-9100-6238            | SMALL TOOLS                              | 104              | 2,000            | 2,000            | 2,000            | 1,000            |
| 01-9100-6239            | UNIFORMS                                 | 8,092            | 8,200            | 8,200            | 9,200            | 9,500            |
| 01-9100-6240            | RODENT CONTROL                           | 8,606            | 8,000            | 8,000            | 7,940            | 8,000            |
| 01-9100-6243            | TREE MAINTENANCE                         | 33,664           | 20,950           | 25,965           | 20,950           | 23,040           |
| 01-9100-6247            | EQUIPMENT MAINTENANCE                    | 2,083            | 7,000            | 1,000            | 7,000            | 3,000            |
| 01-9100-6248            | GROUNDS MAINTENANCE                      | 31,773           | 34,100           | 34,100           | 34,100           | 35,000           |
| 01-9100-6250            | WATER                                    | 186,367          | 199,500          | 193,000          | 195,000          | 197,500          |
| 01-9100-6251            | ELECTRICITY                              | 55,199           | 54,000           | 52,500           | 54,000           | 54,000           |
| 01-9100-6252            | GAS                                      | 493              | 600              | 670              | 450              | 600              |
| 01-9100-6253            | TELEPHONE                                | 16,383           | 14,500           | 14,500           | 12,600           | 13,860           |
| 01-9100-6254            | COMMUNICATIONS                           | 12,386           | 11,160           | 11,160           | 11,400           | 12,540           |
| 01-9100-6256            | EQUIPMENT USAGE                          | 4,980            | 4,960            | 4,960            | 4,960            | 5,190            |
| 01-9100-6265            | COMPUTER USAGE                           | 25,170           | 23,280           | 23,280           | 23,280           | 28,310           |
| 01-9100-6290            | SPECIAL MAINTENANCE PROJECTS             | 59,360           | 60,000           | 63,250           | 63,250           | 0                |
|                         | <b>TOTAL OPERATIONS</b>                  | <b>869,415</b>   | <b>875,450</b>   | <b>883,550</b>   | <b>875,710</b>   | <b>827,560</b>   |
| <b>CAPITAL</b>          |  |                  |                  |                  |                  |                  |
| 01-9100-8401            | FURNISHING & EQUIPMENT                   | 7,290            | 0                | 7,790            | 0                | 0                |
| 01-9100-8402            | MACHINERY & EQUIPMENT                    | 4,142            | 0                | 0                | 0                | 0                |
|                         | <b>TOTAL CAPITAL</b>                     | <b>11,432</b>    | <b>0</b>         | <b>7,790</b>     | <b>0</b>         | <b>0</b>         |
|                         | <b>SUB-PROGRAM TOTAL</b>                 | <b>1,273,351</b> | <b>1,310,390</b> | <b>1,326,280</b> | <b>1,298,090</b> | <b>1,289,130</b> |
| FUNDING SOURCE: GENERAL |  | F/T EMPLOYEES    | 4.10             | 4.10             | 4.10             | 4.10             |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 26-9200)

***Executive Assistant - 20%***

Responsible for secretarial support for Parks, Streets, Recreation, Senior Commission, and LOSMD operations; prepares Parks & Recreation and Youth Advisory Commission agendas, handles correspondence, and provides general office support for the department. (20% in 01-6206, 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 26-9200)



**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 26-9200)

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 26-9200, 20% in 01-9101) |
| 2003 Ford F150 CNG | 1173162 | 90% (10% in 26-9200)                 |
| 2003 Ford F250     | 1169679 | 90% (10% in 26-9200)                 |
| 2002 Ford F150     | 1109897 | 90% (10% in 26-9200)                 |
| 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 lighting. In FY 2017-18 this item was moved into the CIP schedule.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

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

| APPROPRIATION DETAIL    |                              |                |                |                   |                |                    |
|-------------------------|------------------------------|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.          | ACTIVITY                     | 2015-16        |                | 2016-17           |                | 2017-18            |
|                         |                              | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>        |                              |                |                |                   |                |                    |
| 01-9101-5101            | REGULAR SALARIES             | 46,986         | 47,450         | 47,450            | 47,620         | 49,000             |
| 01-9101-5105            | HEALTH & LIFE INSURANCE      | 9,163          | 9,450          | 9,450             | 10,220         | 9,450              |
| 01-9101-5107            | WORKERS' COMPENSATION        | 3,688          | 3,730          | 3,730             | 3,750          | 4,040              |
| 01-9101-5108            | PERS                         | 11,304         | 11,930         | 11,930            | 12,500         | 12,960             |
| 01-9101-5110            | MEDICARE                     | 430            | 730            | 730               | 440            | 750                |
| 01-9101-5111            | SICK LEAVE/VACATION BUY BACK | 324            | 2,450          | 2,450             | 340            | 2,290              |
|                         | <b>TOTAL PERSONNEL</b>       | <b>71,895</b>  | <b>75,740</b>  | <b>75,740</b>     | <b>74,870</b>  | <b>78,490</b>      |
| <b>OPERATIONS</b>       |                              |                |                |                   |                |                    |
| 01-9101-6208            | VEHICLE OPERATIONS           | 2,433          | 3,000          | 3,000             | 3,000          | 3,000              |
| 01-9101-6215            | VEHICLE/CELL ALLOWANCE       | 164            | 120            | 120               | 120            | 160                |
| 01-9101-6227            | CONTRACTUAL SERVICES         | 29,697         | 26,000         | 25,085            | 25,085         | 0                  |
| 01-9101-6248            | GROUNDS MAINTENANCE          | 9,001          | 5,000          | 5,915             | 5,915          | 0                  |
| 01-9101-6256            | EQUIPMENT USAGE              | 850            | 850            | 850               | 850            | 890                |
| 01-9101-6265            | COMPUTER USAGE               | 4,290          | 3,970          | 3,970             | 3,970          | 4,830              |
|                         | <b>TOTAL OPERATIONS</b>      | <b>46,435</b>  | <b>38,940</b>  | <b>38,940</b>     | <b>38,940</b>  | <b>8,880</b>       |
| <b>CAPITAL</b>          |                              |                |                |                   |                |                    |
|                         | <b>TOTAL CAPITAL</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                         | <b>SUB-PROGRAM TOTAL</b>     | <b>118,330</b> | <b>114,680</b> | <b>114,680</b>    | <b>113,810</b> | <b>87,370</b>      |
| FUNDING SOURCE: GENERAL |                              | F/T EMPLOYEES  | 0.70           | 0.70              | 0.70           | 0.70               |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**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 26-9200)

***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 26-9200) |
| 2007 Ford F250 LX  | 1253574 | 25% (75% in 01-6206)                 |
| 2017 GMC Canyon    | 1515499 | 25% (75% in 01-6206)                 |

6215 **Vehicle Allowance/Cell**

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

6227 **Contractual Services**

Provides for a contracted quarterly maintenance program that performs weed abatement, tree trimming for trail clearance, and monitors post and rail condition. In FY 2017-18 this item was moved into the CIP schedule as part of the Trail Maintenance Project.

6248 **Grounds Maintenance**

Provides for the cost of materials necessary to repair or replace equestrian/hiking trail fence posts and rails. Also, provides for the purchase of decomposed granite material. In FY 2017-18 this item was moved into the CIP schedule. In FY 2017-18 this item was moved into the CIP schedule as part of the Trail Maintenance Project.

6256 - 6265 See Appendix





**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SPECIAL EVENTS**

| APPROPRIATION DETAIL           |  |                |                |                   |                             |      |
|--------------------------------|--|----------------|----------------|-------------------|-----------------------------|------|
| ACCOUNT<br>NO.                 | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                     |      |
|                                |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |      |
| <b>PERSONNEL</b>               |  |                |                |                   |                             |      |
| 01-9690-5101                   | REGULAR SALARIES                         | 17,784         | 18,230         | 18,230            | 18,860                      |      |
| 01-9690-5103                   | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 22,490         | 20,220         | 20,220            | 20,860                      |      |
| 01-9690-5104                   | OVERTIME                                 | 1,839          | 3,500          | 3,500             | 3,500                       |      |
| 01-9690-5105                   | HEALTH & LIFE INSURANCE                  | 4,573          | 4,730          | 4,730             | 4,730                       |      |
| 01-9690-5107                   | WORKERS' COMPENSATION                    | 1,715          | 1,830          | 1,830             | 1,960                       |      |
| 01-9690-5108                   | PERS                                     | 4,771          | 4,590          | 4,590             | 5,000                       |      |
| 01-9690-5110                   | MEDICARE                                 | 617            | 630            | 630               | 630                         |      |
| 01-9690-5111                   | SICK LEAVE/VACATION BUYBACK              | 688            | 730            | 730               | 360                         |      |
|                                | <b>TOTAL PERSONNEL</b>                   | <b>54,477</b>  | <b>54,460</b>  | <b>54,460</b>     | <b>55,900</b>               |      |
| <b>OPERATIONS</b>              |  |                |                |                   |                             |      |
| 01-9690-6203                   | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 0              | 60             | 60                | 60                          |      |
| 01-9690-6214                   | MILEAGE REIMBURSEMENT                    | 64             | 110            | 150               | 110                         |      |
| 01-9690-6221                   | MACHINERY EQUIPMENT RENTAL               | 788            | 1,500          | 3,630             | 3,630                       |      |
| 01-9690-6227                   | CONTRACTUAL SERVICES                     | 48,991         | 45,920         | 45,920            | 45,920                      |      |
| 01-9690-6256                   | EQUIPMENT USAGE                          | 430            | 420            | 420               | 440                         |      |
| 01-9690-6265                   | COMPUTER USAGE                           | 2,150          | 1,990          | 1,990             | 2,420                       |      |
| 01-9690-6277                   | RECREATION SUPPLIES                      | 7,632          | 8,550          | 8,510             | 8,550                       |      |
|                                | <b>TOTAL OPERATIONS</b>                  | <b>60,054</b>  | <b>58,550</b>  | <b>60,680</b>     | <b>61,130</b>               |      |
| <b>CAPITAL</b>                 |  |                |                |                   |                             |      |
|                                | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |      |
|                                | <b>SUB-PROGRAM TOTAL</b>                 | <b>114,532</b> | <b>113,010</b> | <b>115,140</b>    | <b>117,030</b>              |      |
| FUNDING SOURCE: SPECIAL EVENTS |  | F/T EMPLOYEES  | 0.35           | 0.35              | 0.35                        | 0.35 |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**SPECIAL EVENTS (9690)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 35%***

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

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

Provides for the staffing at the special events.

5104 - 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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: AQUATICS**

| APPROPRIATION DETAIL     |  |               |                |                   |                                |
|--------------------------|--|---------------|----------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.           | ACTIVITY                                 | 2015-16       |                | 2016-17           | 2017-18                        |
|                          |  | ACTUAL        | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
| <b>PERSONNEL</b>         |  |               |                |                   |                                |
| 01-9691-5103             | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 49,826        | 102,550        | 102,550           | 98,620                         |
| 01-9691-5107             | WORKERS' COMPENSATION                    | 2,022         | 4,120          | 4,120             | 4,160                          |
| 01-9691-5110             | MEDICARE                                 | 698           | 1,490          | 1,490             | 1,430                          |
|                          | <b>TOTAL PERSONNEL</b>                   | <b>52,546</b> | <b>108,160</b> | <b>108,160</b>    | <b>104,210</b>                 |
| <b>OPERATIONS</b>        |  |               |                |                   |                                |
| 01-9691-6203             | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 1,348         | 1,000          | 1,000             | 1,000                          |
| 01-9691-6213             | BUILDING MAINTENANCE/SUPPLIES            | 0             | 250            | 250               | 250                            |
| 01-9691-6214             | MILEAGE REIMBURSEMENT                    | 342           | 420            | 420               | 420                            |
| 01-9691-6222             | FACILITY RENTAL                          | 0             | 2,700          | 2,700             | 2,700                          |
| 01-9691-6227             | CONTRACTUAL SERVICES                     | 300           | 1,130          | 1,130             | 1,130                          |
| 01-9691-6239             | UNIFORMS                                 | 552           | 2,900          | 2,900             | 2,900                          |
| 01-9691-6254             | COMMUNICATIONS                           | 0             | 500            | 500               | 500                            |
| 01-9691-6271             | SERVICE/RECOGNITION/AWARDS               | 0             | 440            | 440               | 440                            |
| 01-9691-6277             | RECREATION SUPPLIES                      | 4,041         | 2,900          | 2,900             | 2,900                          |
|                          | <b>TOTAL OPERATIONS</b>                  | <b>6,583</b>  | <b>12,240</b>  | <b>12,240</b>     | <b>12,240</b>                  |
| <b>CAPITAL</b>           |  |               |                |                   |                                |
|                          | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>       | <b>0</b>          | <b>0</b>                       |
|                          | <b>SUB-PROGRAM TOTAL</b>                 | <b>59,129</b> | <b>120,400</b> | <b>120,400</b>    | <b>116,450</b>                 |
| FUNDING SOURCE: AQUATICS |  |               |                |                   |                                |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**AQUATICS (9691)**

The Aquatics program consists of day and evening swimming lessons, day and evening recreation swimming, and special aquatic events. Beginning in 2003, it includes a year-round youth swim team. All programs held at the Walnut High School pool.

**PERSONNEL:**

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

Provides for one Swimming Pool Manager, one Assistant Pool Manager, Swim Instructors, Lifeguards and Swim Team Coaches. The Aquatics Staff is responsible for operating the recreation swim program at the Walnut High School (WHS) pool.

5107 - 5110 See Appendix

**OPERATIONS:**

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

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

6213 **Building Maintenance/Supplies**

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

6214 **Mileage Reimbursement**

Provides for mileage reimbursements for the aquatics staff.

6222 **Facility Rental**

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

6227 **Contractual Services**

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

6239 **Uniforms**

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

6254 **Communications**

Provides for internet service for on-site registration.

6271 **Service/Recognition/Awards**

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

6277 **Recreation Supplies**

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





**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: EXCURSIONS**

| APPROPRIATION DETAIL       |  |               |               |                   |               |                    |
|----------------------------|--|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.             | ACTIVITY                                 | 2015-16       |               | 2016-17           |               | 2017-18            |
|                            |  | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>           |  |               |               |                   |               |                    |
| 01-9692-5101               | REGULAR SALARIES                         | 17,784        | 18,230        | 18,230            | 18,230        | 18,860             |
| 01-9692-5105               | HEALTH & LIFE INSURANCE                  | 4,573         | 4,730         | 4,730             | 4,730         | 4,730              |
| 01-9692-5107               | WORKERS' COMPENSATION                    | 717           | 740           | 740               | 740           | 800                |
| 01-9692-5108               | PERS                                     | 4,755         | 4,590         | 4,590             | 4,590         | 5,000              |
| 01-9692-5110               | MEDICARE                                 | 267           | 280           | 280               | 280           | 280                |
| 01-9692-5111               | SICK LEAVE/VACATION BUYBACK              | 688           | 730           | 730               | 730           | 360                |
|                            | <b>TOTAL PERSONNEL</b>                   | <b>28,784</b> | <b>29,300</b> | <b>29,300</b>     | <b>29,300</b> | <b>30,030</b>      |
| <b>OPERATIONS</b>          |  |               |               |                   |               |                    |
| 01-9692-6203               | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 0             | 50            | 50                | 50            | 50                 |
| 01-9692-6227               | CONTRACTUAL SERVICES                     | 4,451         | 7,000         | 7,000             | 7,000         | 7,000              |
| 01-9692-6256               | EQUIPMENT USAGE                          | 430           | 420           | 420               | 420           | 440                |
| 01-9692-6265               | COMPUTER USAGE                           | 2,150         | 1,990         | 1,990             | 1,990         | 2,420              |
| 01-9692-6276               | TICKETS, HOTELS, DEPOSITS, RESERVATIONS  | 42,193        | 39,990        | 39,990            | 39,990        | 39,990             |
| 01-9692-6277               | RECREATION SUPPLIES                      | 106           | 180           | 180               | 180           | 180                |
|                            | <b>TOTAL OPERATIONS</b>                  | <b>49,330</b> | <b>49,630</b> | <b>49,630</b>     | <b>49,630</b> | <b>50,080</b>      |
| <b>CAPITAL</b>             |  |               |               |                   |               |                    |
|                            | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                            | <b>SUB-PROGRAM TOTAL</b>                 | <b>78,114</b> | <b>78,930</b> | <b>78,930</b>     | <b>78,930</b> | <b>80,110</b>      |
| FUNDING SOURCE: EXCURSIONS |  | F/T EMPLOYEES | 0.35          | 0.35              | 0.35          | 0.35               |
|                            |  |               | 0.35          | 0.35              | 0.35          | 0.35               |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 C 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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SPORTS & GYMNASIUM**

| APPROPRIATION DETAIL                  |  |                |                |                   |                |                    |
|---------------------------------------|--|----------------|----------------|-------------------|----------------|--------------------|
| ACCOUNT<br>NO.                        | ACTIVITY                                 | 2015-16        |                | 2016-17           |                | 2017-18            |
|                                       |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | ESTIMATE       | APPROVED<br>BUDGET |
| <b>PERSONNEL</b>                      |  |                |                |                   |                |                    |
| 01-9693-5101                          | REGULAR SALARIES                         | 66,208         | 67,860         | 67,860            | 67,860         | 68,150             |
| 01-9693-5102                          | REGULAR PART-TIME EMPLOYEES              | 32,803         | 34,430         | 34,430            | 34,430         | 35,120             |
| 01-9693-5103                          | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 152,471        | 169,490        | 169,490           | 169,490        | 175,110            |
| 01-9693-5105                          | HEALTH & LIFE INSURANCE                  | 18,452         | 28,140         | 28,140            | 28,140         | 21,520             |
| 01-9693-5107                          | WORKERS' COMPENSATION                    | 8,641          | 9,360          | 9,360             | 9,360          | 10,150             |
| 01-9693-5108                          | PERS                                     | 18,099         | 19,490         | 19,490            | 19,490         | 21,280             |
| 01-9693-5110                          | MEDICARE                                 | 3,733          | 4,030          | 4,030             | 4,030          | 4,180              |
| 01-9693-5111                          | SICK LEAVE/VACATION BUYBACK              | 1,321          | 1,440          | 1,440             | 1,440          | 1,740              |
|                                       | <b>TOTAL PERSONNEL</b>                   | <b>301,728</b> | <b>334,240</b> | <b>334,240</b>    | <b>334,240</b> | <b>337,250</b>     |
| <b>OPERATIONS</b>                     |  |                |                |                   |                |                    |
| 01-9693-6203                          | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 130            | 290            | 290               | 290            | 290                |
| 01-9693-6214                          | MILEAGE REIMBURSEMENT                    | 47             | 370            | 370               | 370            | 370                |
| 01-9693-6215                          | VEHICLE/CELL ALLOWANCE                   | 3,246          | 3,000          | 3,000             | 3,000          | 3,200              |
| 01-9693-6227                          | CONTRACTUAL SERVICES                     | 113,523        | 115,000        | 115,000           | 115,000        | 115,000            |
| 01-9693-6235                          | REFEREE SERVICES                         | 17,300         | 21,000         | 23,500            | 21,000         | 21,000             |
| 01-9693-6250                          | WATER                                    | 3,245          | 2,800          | 2,800             | 2,800          | 2,800              |
| 01-9693-6251                          | ELECTRICITY                              | 41,595         | 40,000         | 40,000            | 40,000         | 40,000             |
| 01-9693-6252                          | GAS                                      | 797            | 1,000          | 1,000             | 1,000          | 1,000              |
| 01-9693-6253                          | TELEPHONE                                | 2,896          | 2,400          | 2,400             | 3,200          | 3,520              |
| 01-9693-6256                          | EQUIPMENT USAGE                          | 1,220          | 1,210          | 1,210             | 1,210          | 1,270              |
| 01-9693-6265                          | COMPUTER USAGE                           | 6,130          | 5,670          | 5,670             | 5,670          | 6,910              |
| 01-9693-6271                          | SERVICE/RECOGNITION/AWARDS               | 1,792          | 5,000          | 4,395             | 5,000          | 5,000              |
| 01-9693-6276                          | TICKETS, HOTELS, DEPOSITS, RESERVATIONS  | 16,025         | 16,680         | 16,680            | 16,680         | 16,680             |
| 01-9693-6277                          | RECREATION SUPPLIES                      | 8,730          | 8,380          | 8,380             | 8,380          | 8,380              |
| 01-9693-6279                          | UNIFORMS                                 | 18,012         | 18,000         | 18,605            | 18,000         | 18,000             |
|                                       | <b>TOTAL OPERATIONS</b>                  | <b>234,689</b> | <b>240,800</b> | <b>243,300</b>    | <b>241,600</b> | <b>243,420</b>     |
| <b>CAPITAL</b>                        |  |                |                |                   |                |                    |
| 01-9693-8401                          | FURNISHINGS & EQUIPMENT                  | 0              | 0              | 0                 | 0              | 0                  |
|                                       | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>0</b>           |
|                                       | <b>SUB-PROGRAM TOTAL</b>                 | <b>536,417</b> | <b>575,040</b> | <b>577,540</b>    | <b>575,840</b> | <b>580,670</b>     |
| FUNDING SOURCE:                       |  | F/T EMPLOYEES  | 1.00           | 1.00              | 1.00           | 1.00               |
| SPORTS LEAGUES REVENUE (\$362,000)    |  |                |                |                   |                |                    |
| FACILITY MAINTENANCE FUND (\$218,670) |  |                |                |                   |                |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**SPORTS & GYMNASIUM (9693)**

The Sports & Gymnasium program provides for the operation and maintenance of the Gymnasium. It provides for the coordination of adult sports leagues and tournaments such as softball, volleyball, and basketball. It also provides for youth leagues and sports-related classes such as badminton, table tennis, gymnastics, tennis, and fitness.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Supervisor- 100%***

Under the direction of the Deputy Community Services Director, is responsible for the operation and supervision of the daily activities, recreation programs, sports leagues and classes, rentals of the facility, special events, and excursions conducted through the gym or sports programs.

5102 **Regular Part-time Employees**

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 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 recreation class instructors.
- 6235 **Referee Services**  
Provides for payment to referees for the adult basketball leagues.
- 6250 **Water**  
Provides for 60% of water costs for the facility. (40% in 01-9697)
- 6251 **Electricity**  
Provides for 60% of electrical energy costs associated with gymnasium. (40% in 01-9697)
- 6252 **Gas**  
Provides for 60% of gas energy costs associated with gymnasium. (40% in 01-9697)
- 6253 **Telephone**  
Provides for 50% of telephone costs. (50% in 01-9697)
- 6256-6265     See Appendix
- 6271 **Service/Recognition/Awards**  
Provides for the purchase of trophies and other awards for the sport leagues.
- 6276 **Tickets, Hotels, Deposits, Reservations**  
Provides for the excursions scheduled for summer camps and other programs.
- 6277 **Recreation Supplies**  
Provides for the purchase of supplies for the various activities and sports leagues, such as basketballs, chalk, base pegs, etc.
- 6279 **Other Program Supplies**  
Provides for the purchase of uniforms for the youth sports leagues and coaches and adult basketball jerseys.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: RECREATION CLASSES**

| APPROPRIATION DETAIL |  |               |                |                   |                                |      |
|----------------------|--|---------------|----------------|-------------------|--------------------------------|------|
| ACCOUNT<br>NO.       | ACTIVITY                                 | 2015-16       |                | 2016-17           | 2017-18                        |      |
|                      |  | ACTUAL        | BUDGET         | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |      |
| <b>PERSONNEL</b>     |  |               |                |                   |                                |      |
| 01-9694-5101         | REGULAR SALARIES                         | 15,243        | 15,630         | 15,630            | 16,160                         |      |
| 01-9694-5105         | HEALTH & LIFE INSURANCE                  | 3,920         | 4,050          | 4,050             | 4,050                          |      |
| 01-9694-5107         | WORKERS' COMPENSATION                    | 614           | 630            | 630               | 690                            |      |
| 01-9694-5108         | PERS                                     | 4,076         | 3,940          | 3,940             | 4,280                          |      |
| 01-9694-5110         | MEDICARE                                 | 228           | 240            | 240               | 240                            |      |
| 01-9694-5111         | SICK LEAVE/VACATION BUYBACK              | 590           | 630            | 630               | 300                            |      |
|                      | <b>TOTAL PERSONNEL</b>                   | <b>24,671</b> | <b>25,120</b>  | <b>25,120</b>     | <b>25,720</b>                  |      |
| <b>OPERATIONS</b>    |  |               |                |                   |                                |      |
| 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             | 0              | 0                 | 0                              |      |
| 01-9694-6227         | CONTRACTUAL SERVICES                     | 66,129        | 78,000         | 78,000            | 78,000                         |      |
| 01-9694-6256         | EQUIPMENT USAGE                          | 360           | 360            | 360               | 380                            |      |
| 01-9694-6265         | COMPUTER USAGE                           | 1,840         | 1,700          | 1,700             | 2,070                          |      |
| 01-9694-6277         | RECREATION SUPPLIES                      | 606           | 1,000          | 1,000             | 1,000                          |      |
|                      | <b>TOTAL OPERATIONS</b>                  | <b>68,934</b> | <b>81,270</b>  | <b>81,270</b>     | <b>81,660</b>                  |      |
| <b>CAPITAL</b>       |  |               |                |                   |                                |      |
|                      | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>       | <b>0</b>          | <b>0</b>                       |      |
|                      | <b>SUB-PROGRAM TOTAL</b>                 | <b>93,606</b> | <b>106,390</b> | <b>106,390</b>    | <b>107,380</b>                 |      |
| FUNDING SOURCE:      |  | F/T EMPLOYEES | 0.30           | 0.30              | 0.30                           | 0.30 |
| RECREATION CLASSES   |  |               |                |                   |                                |      |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**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 recreation classes when community center or other facilities are not available.

6227 **Contractual Services**

Provides for payments to independent contractors to conduct recreation classes.

6256-6265 See Appendix

6277 **Recreation Supplies**

Provides for supplies needed to conduct various classes.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: SENIOR CENTER**

| APPROPRIATION DETAIL       |  |                                  |                |                         |                 |
|----------------------------|--|----------------------------------|----------------|-------------------------|-----------------|
| ACCOUNT NO.                | ACTIVITY                                 | 2015-16                          |                | 2016-17                 | 2017-18         |
|                            |  | ACTUAL                           | BUDGET         | REVISED BUDGET ESTIMATE | APPROVED BUDGET |
| <b>PERSONNEL</b>           |  |                                  |                |                         |                 |
| 01-9696-5101               | REGULAR SALARIES                         | 69,870                           | 69,430         | 69,430                  | 72,670          |
| 01-9696-5102               | REGULAR PART-TIME EMPLOYEES              | 32,033                           | 34,430         | 34,430                  | 34,080          |
| 01-9696-5103               | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 62,489                           | 77,480         | 77,480                  | 79,610          |
| 01-9696-5105               | HEALTH & LIFE INSURANCE                  | 19,311                           | 20,820         | 20,820                  | 20,820          |
| 01-9696-5107               | WORKERS' COMPENSATION                    | 5,030                            | 5,700          | 5,700                   | 6,120           |
| 01-9696-5108               | PERS                                     | 21,468                           | 26,150         | 26,150                  | 28,290          |
| 01-9696-5110               | MEDICARE                                 | 2,410                            | 2,700          | 2,700                   | 2,780           |
| 01-9696-5111               | SICK LEAVE/VACATION BUYBACK              | 0                                | 1,270          | 1,270                   | 1,650           |
|                            | <b>TOTAL PERSONNEL</b>                   | <b>212,612</b>                   | <b>237,980</b> | <b>237,980</b>          | <b>246,020</b>  |
| <b>OPERATIONS</b>          |  |                                  |                |                         |                 |
| 01-9696-6203               | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 150                              | 170            | 170                     | 170             |
| 01-9696-6206               | ADVERTISING                              | 0                                | 500            | 500                     | 500             |
| 01-9696-6210               | PRINTING                                 | 0                                | 560            | 560                     | 560             |
| 01-9696-6214               | MILEAGE REIMBURSEMENT                    | 102                              | 370            | 370                     | 370             |
| 01-9696-6215               | VEHICLE/CELL ALLOWANCE                   | 2,413                            | 3,000          | 3,000                   | 3,200           |
| 01-9696-6227               | CONTRACTUAL SERVICES                     | 32,264                           | 33,500         | 33,500                  | 33,500          |
| 01-9696-6250               | WATER                                    | 4,061                            | 4,200          | 4,200                   | 4,200           |
| 01-9696-6251               | ELECTRICITY                              | 55,943                           | 49,000         | 49,000                  | 49,000          |
| 01-9696-6252               | GAS                                      | 933                              | 1,600          | 1,600                   | 1,600           |
| 01-9696-6253               | TELEPHONE                                | 5,491                            | 5,800          | 5,800                   | 6,380           |
| 01-9696-6254               | COMMUNICATIONS                           | 1,052                            | 1,600          | 1,600                   | 1,320           |
| 01-9696-6256               | EQUIPMENT USAGE                          | 1,220                            | 1,210          | 1,210                   | 1,270           |
| 01-9696-6265               | COMPUTER USAGE                           | 6,130                            | 5,670          | 5,670                   | 6,910           |
| 01-9696-6276               | TICKETS, HOTELS, DEPOSITS, RESERVATIONS  | 27,521                           | 35,000         | 35,000                  | 35,000          |
| 01-9696-6277               | RECREATION SUPPLIES                      | 9,019                            | 11,000         | 11,000                  | 11,000          |
| 01-9696-6286               | MEALS PROGRAM                            | 6,000                            | 6,000          | 6,000                   | 6,000           |
|                            | <b>TOTAL OPERATIONS</b>                  | <b>152,300</b>                   | <b>159,180</b> | <b>159,180</b>          | <b>160,980</b>  |
| <b>CAPITAL</b>             |  |                                  |                |                         |                 |
|                            | <b>TOTAL CAPITAL</b>                     | <b>0</b>                         | <b>0</b>       | <b>0</b>                | <b>0</b>        |
|                            | <b>SUB-PROGRAM TOTAL</b>                 | <b>364,912</b>                   | <b>397,160</b> | <b>397,160</b>          | <b>407,000</b>  |
| FUNDING SOURCE:            |  | F/T EMPLOYEES                    | 1.00           | 1.00                    | 1.00            |
| PROGRAM REVENUE (\$72,700) |  | FACILITY MAINTENANCE (\$334,300) |                |                         |                 |

**CITY OF WALNUT  
ANNUAL BUDGET DETAIL**

**2017-18**

**SENIOR CITIZENS CENTER (9696)**

The Senior Citizens Center program provides for the physical and social needs of older adults by offering a large variety of program activities and services in a comfortable and welcoming environment.

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Supervisor - 100%***

Under the direction of the Deputy Community Services Director, is responsible for the operation and supervision of the full-service senior citizens center including daily activities, meal program, social services, excursions, events, etc.

5102 **Regular Part-Time Employees**

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 and other event or program supplies.
- 6286 **Meals Program**  
Provides for funding to contract for a lunchtime meal program.



**CITY OF WALNUT  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: TEEN CENTER**

| APPROPRIATION DETAIL             |  |                |                |                   |                             |
|----------------------------------|--|----------------|----------------|-------------------|-----------------------------|
| ACCOUNT<br>NO.                   | ACTIVITY                                 | 2015-16        |                | 2016-17           | 2017-18                     |
|                                  |  | ACTUAL         | BUDGET         | REVISED<br>BUDGET | APPROVED<br>ESTIMATE BUDGET |
| <b>PERSONNEL</b>                 |  |                |                |                   |                             |
| 01-9697-5101                     | REGULAR SALARIES                         | 41,890         | 44,460         | 44,460            | 48,680                      |
| 01-9697-5103                     | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 61,775         | 71,290         | 71,290            | 53,080                      |
| 01-9697-5105                     | HEALTH & LIFE INSURANCE                  | 13,076         | 13,500         | 13,500            | 13,500                      |
| 01-9697-5107                     | WORKERS' COMPENSATION                    | 4,172          | 4,650          | 4,650             | 4,290                       |
| 01-9697-5108                     | PERS                                     | 8,461          | 3,000          | 3,000             | 3,240                       |
| 01-9697-5110                     | MEDICARE                                 | 1,550          | 1,760          | 1,760             | 1,560                       |
| 01-9697-5111                     | SICK LEAVE/VACATION BUYBACK              | 0              | 1,030          | 1,030             | 1,120                       |
|                                  | <b>TOTAL PERSONNEL</b>                   | <b>130,925</b> | <b>139,690</b> | <b>139,690</b>    | <b>125,470</b>              |
| <b>OPERATIONS</b>                |  |                |                |                   |                             |
| 01-9697-6203                     | MEMBERSHIP, DUES, SUBSCRIP., BOOKS, FEES | 0              | 560            | 560               | 560                         |
| 01-9697-6206                     | ADVERTISING                              | 0              | 770            | 770               | 770                         |
| 01-9697-6214                     | MILEAGE REIMBURSEMENT                    | 0              | 210            | 210               | 210                         |
| 01-9697-6227                     | CONTRACTUAL SERVICES                     | 5,232          | 6,350          | 6,350             | 6,350                       |
| 01-9697-6250                     | WATER                                    | 2,163          | 2,200          | 2,200             | 2,200                       |
| 01-9697-6251                     | ELECTRICITY                              | 27,730         | 26,200         | 26,200            | 26,200                      |
| 01-9697-6252                     | GAS                                      | 532            | 520            | 520               | 520                         |
| 01-9697-6253                     | TELEPHONE                                | 2,792          | 3,000          | 3,000             | 3,300                       |
| 01-9697-6254                     | COMMUNICATIONS                           | 660            | 1,460          | 1,460             | 770                         |
| 01-9697-6256                     | EQUIPMENT USAGE                          | 1,220          | 1,210          | 1,210             | 1,270                       |
| 01-9697-6265                     | COMPUTER USAGE                           | 6,130          | 5,670          | 5,670             | 6,910                       |
| 01-9697-6271                     | SERVICE/RECOGNITION/AWARDS               | 43             | 1,170          | 1,170             | 1,170                       |
| 01-9697-6276                     | TICKETS, HOTELS, DEPOSITS, RESERVATIONS  | 3,919          | 5,000          | 5,000             | 5,000                       |
| 01-9697-6277                     | RECREATION SUPPLIES                      | 8,808          | 6,250          | 6,250             | 6,250                       |
| 01-9697-6283                     | SNACK BAR SUPPLIES                       | 7,165          | 9,500          | 9,500             | 9,500                       |
|                                  | <b>TOTAL OPERATIONS</b>                  | <b>66,393</b>  | <b>70,070</b>  | <b>70,070</b>     | <b>70,980</b>               |
| <b>CAPITAL</b>                   |  |                |                |                   |                             |
|                                  | <b>TOTAL CAPITAL</b>                     | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>                    |
|                                  | <b>SUB-PROGRAM TOTAL</b>                 | <b>197,318</b> | <b>209,760</b> | <b>209,760</b>    | <b>196,450</b>              |
| FUNDING SOURCE:                  |  | F/T EMPLOYEES  | 1.00           | 1.00              | 1.00                        |
| PROGRAM REVENUE (\$37,000)       |  |                |                |                   |                             |
| FACILITY MAINTENANCE (\$159,450) |  |                |                |                   |                             |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**TEEN CENTER (9697)**

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

**PERSONNEL:**

5101 **Regular Salaries**

***Recreation Coordinator - 100%***

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:**

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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: CAMP CRAWDAD**

| APPROPRIATION DETAIL                 |  |               |               |                   |                                |
|--------------------------------------|--|---------------|---------------|-------------------|--------------------------------|
| ACCOUNT<br>NO.                       | ACTIVITY                                 | 2015-16       |               | 2016-17           | 2017-18                        |
|                                      |  | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE<br>APPROVED<br>BUDGET |
| <b>PERSONNEL</b>                     |  |               |               |                   |                                |
| 01-9699-5103                         | SEASONAL/LIMITED PART-TIME EMPLOYEES     | 15,469        | 14,150        | 14,150            | 14,540                         |
| 01-9699-5107                         | WORKERS' COMPENSATION                    | 630           | 570           | 570               | 610                            |
| 01-9699-5110                         | MEDICARE                                 | 224           | 210           | 210               | 210                            |
|                                      | <b>TOTAL PERSONNEL</b>                   | <b>16,323</b> | <b>14,930</b> | <b>14,930</b>     | <b>15,360</b>                  |
| <b>OPERATIONS</b>                    |  |               |               |                   |                                |
| 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                     | 1,000         | 1,000         | 1,000             | 1,000                          |
| 01-9699-6276                         | TICKETS, HOTELS, DEPOSITS, RESERVATIONS  | 2,603         | 2,950         | 2,950             | 2,950                          |
| 01-9699-6277                         | RECREATION SUPPLIES                      | 2,453         | 3,000         | 3,000             | 3,000                          |
|                                      | <b>TOTAL OPERATIONS</b>                  | <b>6,056</b>  | <b>7,270</b>  | <b>7,270</b>      | <b>7,270</b>                   |
| <b>CAPITAL</b>                       |  |               |               |                   |                                |
|                                      | <b>TOTAL CAPITAL</b>                     | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>                       |
|                                      | <b>SUB-PROGRAM TOTAL</b>                 | <b>22,379</b> | <b>22,200</b> | <b>22,200</b>     | <b>22,630</b>                  |
| FUNDING SOURCE: CAMP CRAWDAD PROGRAM |  |               |               |                   |                                |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**CAMP CRAWDAD (9699)**

The budget provides for recreational activities for Camp Crowdad.

**PERSONNEL:**

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

5107 - 5110 See Appendix

**OPERATIONS:**

6203 **Memberships, Dues, Subscriptions, Books, Fees**  
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  
2017-18 BUDGET**

**PROGRAM: COMMUNITY SERVICES**

**SUB-PROGRAM: PARK GRANTS**

| APPROPRIATION DETAIL        |                               |               |               |                   |               |                    |
|-----------------------------|-------------------------------|---------------|---------------|-------------------|---------------|--------------------|
| ACCOUNT<br>NO.              | ACTIVITY                      | 2015-16       |               | 2016-17           |               | 2017-18            |
|                             |                               | ACTUAL        | BUDGET        | REVISED<br>BUDGET | ESTIMATE      | APPROVED<br>BUDGET |
|                             | <b>PERSONNEL</b>              |               |               |                   |               |                    |
|                             | <b>TOTAL PERSONNEL</b>        | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                             | <b>OPERATIONS</b>             |               |               |                   |               |                    |
| 27-9696-6246                | SR. CTR: BUILDING MAINTENANCE | 13,900        | 13,000        | 13,000            | 13,000        | 53,000             |
|                             | <b>TOTAL OPERATIONS</b>       | <b>13,900</b> | <b>13,000</b> | <b>13,000</b>     | <b>13,000</b> | <b>53,000</b>      |
|                             | <b>CAPITAL</b>                |               |               |                   |               |                    |
|                             | <b>TOTAL CAPITAL</b>          | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>      | <b>0</b>           |
|                             | <b>SUB-PROGRAM TOTAL</b>      | <b>13,900</b> | <b>13,000</b> | <b>13,000</b>     | <b>13,000</b> | <b>53,000</b>      |
| FUNDING SOURCE: PARK GRANTS |                               |               |               |                   |               |                    |

**CITY OF WALNUT**  
**ANNUAL BUDGET DETAIL**  
**2017-18**  
**PARK GRANTS (27-9696)**

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

**OPERATIONS:**

27-9696-6246 **Building Maintenance**

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



# **Capital Projects**

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

**PROJECT DEFINITION**

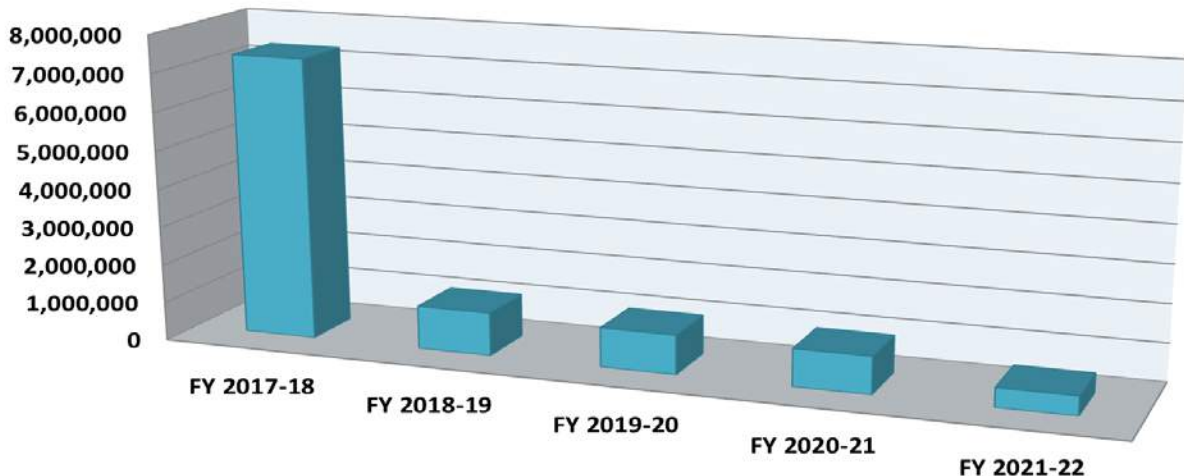
The Capital Projects five-year Program generally includes projects that cost in excess of \$100,000 or have a life greater than ten years.

**NEW AND IN -PROGRESS PROJECTS**

New Projects are projects identified and recommended as necessary in the City of Walnut. Throughout the fiscal year, the projects scheduled to begin in Fiscal Year 2017-18 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 2016-17, or prior years. If these projects were not completed as of June 30, 2017, the remaining balances of their corresponding appropriations are carried over into the new Fiscal Year 2017-18 and beyond if necessary.

**Capital Projects  
Five-Year Projection**



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

**SUMMARY**

| <b>Fiscal Year</b> |                     |
|--------------------|---------------------|
| 2017-18            | \$7,351,315         |
| 2018-19            | \$1,125,000         |
| 2019-20            | \$1,025,000         |
| 2020-21            | \$975,000           |
| 2021-22            | \$500,000           |
|                    | <b>\$10,976,315</b> |

**FUNDING SOURCE**

Funding for the Capital Projects is provided by various sources. For Fiscal Year 2017-18 they are as follows:

|                               |                     |
|-------------------------------|---------------------|
| Gas Tax - 02                  | \$ -                |
| Park Improvement - 06         | \$ 440,000          |
| Proposition C-13              | \$ 625,000          |
| Bikeway Fund -14              | \$ 20,060           |
| Proposition R-16              | \$ 1,390,000        |
| Future Recreation Facility-20 | \$ 1,365,000        |
| Capital /Equipment Outlay-25  | \$ 3,511,255        |
| WHA-41                        | \$ -                |
|                               | <b>\$ 7,351,315</b> |



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

**NEW AND IN PROGRESS PROJECTS**

| ACCOUNT NUMBER | PROJECT NAME DESCRIPTION  | FUNDING SOURCE                            | ESTIMATED COST     | SPENT TO DATE    | 2017-18 BUDGET | 2018-19 BUDGET | 2019-20 BUDGET | 2020-21 BUDGET | 2021-22 BUDGET |
|----------------|---|---|--------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| 9226           | <b>TRAIL PROJECT</b>  | Capital/Equip-25                          | \$120,180          | \$0              |                |                |                |                |                |
|                |   | Bikeway Fund-14                           | \$20,060           | \$0              |                |                |                |                |                |
|                | <b>CONSTRUCTION</b>   |   | <u>\$140,240</u>   |                  | 140,240        | 0              | 0              | 0              | 0              |
|                | <b>TOTAL</b>  |   | \$140,240          |                  |                |                |                |                |                |
|                | Provides for various trail improvements throughout the City.  |   |                    |                  |                |                |                |                |                |
| 6423           | <b>FUTURE RECREATION FACILITY</b>   | <b>Aquatics Center - Capital/Equip-25</b> | \$93,647           | \$93,647         |                |                |                |                |                |
|                |   | <b>Aquatics Center - Contribution-20</b>  | \$1,695,000        | \$51,710         |                |                |                |                |                |
|                |   | <b>Sub-total</b>                          | <b>\$1,788,647</b> | <b>\$145,357</b> |                |                |                |                |                |
|                |   | <b>3 Oaks - Capital/Equip-25</b>          | \$39,273           | \$39,273         |                |                |                |                |                |
|                |   | <b>3 Oaks - Contribution-20</b>           | \$40,000           | \$18,231         |                |                |                |                |                |
|                |   | <b>Sub-total</b>                          | <b>\$79,273</b>    | <b>\$57,504</b>  |                |                |                |                |                |
|                | <b>Aquatics Center</b>  |   |                    |                  |                |                |                |                |                |
|                | PROFESSIONAL SERVICES-25  | \$93,647                                  |                    |                  | 0              | 0              | 0              | 0              | 0              |
|                | PROFESSIONAL SERVICES-20  | <u>\$1,695,000</u>                        |                    |                  | 1,345,000      | 0              | 0              | 0              | 0              |
|                | <b>TOTAL</b>  | <u>\$1,788,647</u>                        |                    |                  |                |                |                |                |                |
|                | <b>3 Oaks</b>   |   |                    |                  |                |                |                |                |                |
|                | PROFESSIONAL SERVICES-25  | \$39,273                                  |                    |                  | 0              | 0              | 0              | 0              | 0              |
|                | PROFESSIONAL SERVICES-20  | <u>\$40,000</u>                           |                    |                  | 20,000         | 0              | 0              | 0              | 0              |
|                | <b>TOTAL</b>  | <u>\$79,273</u>                           |                    |                  |                |                |                |                |                |
|                | 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.                     |   |                    |                  |                |                |                |                |                |
| 6113           | <b>AMAR ROAD RESURFACING</b>  | Measure R-16                              | \$625,000          | \$0              |                |                |                |                |                |
|                |   | PROP C -13                                | \$625,000          |                  |                |                |                |                |                |
|                |   | Capital/Equip-25                          | \$1,870,021        |                  |                |                |                |                |                |
|                | <b>ENGINEERING</b>  | \$200,000                                 |                    |                  | 200,000        | 0              | 0              | 0              | 0              |
|                | <b>CONSTRUCTION</b>   | <u>\$2,920,021</u>                        |                    |                  | 2,920,021      | 0              | 0              | 0              | 0              |
|                | <b>TOTAL</b>  | <u>\$3,120,021</u>                        |                    |                  |                |                |                |                |                |
|                | Provides for the rehabilitation of the pavement sections and upgrades to the ADA access ramps (Country Hollow to Creekside Drive).  |   |                    |                  |                |                |                |                |                |
| 5001/5800      | <b>GENERAL PLAN</b>   | Capital/Equip-25                          | \$335,194          | \$1,533          |                |                |                |                |                |
|                |   | WHA-41                                    | \$250,000          | \$190,438        |                |                |                |                |                |
|                | PROFESSIONAL SERVICES-25  | \$325,194                                 |                    |                  | 325,194        | 0              | 0              | 0              | 0              |
|                | PROFESSIONAL SERVICES-41  | \$250,000                                 |                    |                  | 0              | 0              | 0              | 0              | 0              |
|                | SPECIAL LEGAL-25  | <u>\$10,000</u>                           |                    |                  | 5,000          | 0              | 0              | 0              | 0              |
|                | <b>TOTAL</b>  | <u>\$585,194</u>                          |                    |                  |                |                |                |                |                |
|                | 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 AND IN PROGRESS PROJECTS**

| ACCOUNT NUMBER | PROJECT NAME DESCRIPTION   | FUNDING SOURCE       | ESTIMATED COST   | SPENT TO DATE | 2017-18 BUDGET | 2018-19 BUDGET | 2019-20 BUDGET | 2020-21 BUDGET | 2021-22 BUDGET |
|----------------|--|----------------------|------------------|---------------|----------------|----------------|----------------|----------------|----------------|
| 6118           | <b>SLURRY SEAL AREA 6 STREETS</b>  | Capital/Equip-25     | \$750,000        | \$0           |                |                |                |                |                |
|                | ENGINEERING  |                      | \$75,000         |               | 75,000         | 0              | 0              | 0              | 0              |
|                | CONSTRUCTION   |                      | <u>\$675,000</u> |               | 675,000        | 0              | 0              | 0              | 0              |
|                | TOTAL  |                      | <u>\$750,000</u> |               |                |                |                |                |                |
|                | Provides for the engineering, contract administration and slurry seal of various streets in Area 6 (Easterly half of Creekside).                             |                      |                  |               |                |                |                |                |                |
| 6121           | <b>W.R. ROWLAND ADOBE HOUSE SEISMIC RETROFIT</b>   | Park Improvements-06 | \$200,000        | \$0           |                |                |                |                |                |
|                | ENGINEERING  |                      | \$10,000         |               | 10,000         | 0              | 0              | 0              | 0              |
|                | CONSTRUCTION   |                      | <u>\$190,000</u> |               | 190,000        | 0              | 0              | 0              | 0              |
|                | TOTAL  |                      | <u>\$200,000</u> |               |                |                |                |                |                |
|                | Provides for the contract administration and construction for seismic retrofit and related improvements at the W.R. Rowland Adobe House at Lemon Creek Park. |                      |                  |               |                |                |                |                |                |
| 6123           | <b>FUERTE TRAIL STORM DRAIN</b>  | Capital/Equip-25     | \$150,000        | \$0           |                |                |                |                |                |
|                | ENGINEERING  |                      | \$30,000         |               | 30,000         | 0              | 0              | 0              | 0              |
|                | CONSTRUCTION   |                      | <u>\$120,000</u> |               | 120,000        | 0              | 0              | 0              | 0              |
|                | TOTAL  |                      | <u>\$150,000</u> |               |                |                |                |                |                |
|                | Provides for construction of underground storm drain improvements in a private trail northerly of Fuerte Drive including trail restoration.                  |                      |                  |               |                |                |                |                |                |
| 6127           | <b>CITY WIDE SIDEWALK REPAIRS</b>  | Capital/Equip-25     | \$100,000        | \$4,140       |                |                |                |                |                |
|                | ENGINEERING  |                      | \$20,000         |               | 20,000         | 0              | 0              | 0              | 0              |
|                | CONSTRUCTION   |                      | <u>\$80,000</u>  |               | 75,860         | 0              | 0              | 0              | 0              |
|                | TOTAL  |                      | <u>\$100,000</u> |               |                |                |                |                |                |
|                | Provides for the removal and replacement of existing damaged sidewalks, driveways, and ADA ramps at various locations throughout the City.                   |                      |                  |               |                |                |                |                |                |
|                | <b>SPECIAL PROJECTS</b>  | Capital/Equip-25     | \$195,000        | \$0           |                |                |                |                |                |
|                | CONSTRUCTION   |                      | <u>\$195,000</u> |               | 195,000        | 0              | 0              | 0              | 0              |
|                | TOTAL  |                      | <u>\$195,000</u> |               |                |                |                |                |                |
|                | Provides for special projects needed for City buildings, parks, and right-of-ways.   |                      |                  |               |                |                |                |                |                |

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

**NEW AND IN PROGRESS PROJECTS**

| ACCOUNT NUMBER | PROJECT NAME DESCRIPTION  | FUNDING SOURCE       | ESTIMATED COST   | SPENT TO DATE | 2017-18 BUDGET | 2018-19 BUDGET | 2019-20 BUDGET | 2020-21 BUDGET | 2021-22 BUDGET |
|----------------|---|----------------------|------------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                | <b>WALNUT HILLS PARK IMPROVEMENT</b>  | Park Improvements-06 | \$140,000        | \$0           |                |                |                |                |                |
|                | CONSTRUCTION  |                      | <u>\$140,000</u> |               | 140,000        | 0              | 0              | 0              | 0              |
|                | TOTAL   |                      | \$140,000        |               |                |                |                |                |                |
|                | Provides for replacement of playground equipment at Walnut Hills Park.  |                      |                  |               |                |                |                |                |                |
|                | <b>ARROYO PARK IMPROVEMENT</b>  | Park Improvements-06 | \$100,000        | \$0           |                |                |                |                |                |
|                | CONSTRUCTION  |                      | <u>\$100,000</u> |               | 100,000        | 0              | 0              | 0              | 0              |
|                | TOTAL   |                      | \$100,000        |               |                |                |                |                |                |
|                | Provides for replacement of playground equipment at Arroyo Park.  |                      |                  |               |                |                |                |                |                |
|                | <b>WALNUT RANCH PARK IMPROVEMENT</b>  | Measure R-16         | \$90,000         | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$30,000         |               | 30,000         | 0              | 0              | 0              | 0              |
|                | CONSTRUCTION  |                      | <u>\$60,000</u>  |               | 60,000         | 0              | 0              | 0              | 0              |
|                | TOTAL   |                      | \$90,000         |               |                |                |                |                |                |
|                | Provides for replacement of playground equipment at Walnut Ranch Park.  |                      |                  |               |                |                |                |                |                |
|                | <b>SLURRY SEAL AREA 4 STREETS</b>   | Measure R-16         | \$675,000        | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$50,000         |               | 50,000         | 0              | 0              | 0              | 0              |
|                | CONSTRUCTION  |                      | <u>\$625,000</u> |               | 625,000        | 0              | 0              | 0              | 0              |
|                | TOTAL   |                      | \$675,000        |               |                |                |                |                |                |
|                | Provides for the engineering, contract administration and slurry seal of various streets in Area 4 (Westerly half of Creekside Drive).                  |                      |                  |               |                |                |                |                |                |
|                | <b>CITY WIDE SIGN REPLACEMENT</b>   | Capital/Equip-25     | \$250,000        | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$25,000         |               | 0              | 15,000         | 5,000          | 5,000          | 0              |
|                | CONSTRUCTION  |                      | <u>\$225,000</u> |               | 0              | 135,000        | 45,000         | 45,000         | 0              |
|                | TOTAL   |                      | \$250,000        |               |                |                |                |                |                |
|                | Provides for the removal and replacement of regulatory signs at various locations throughout the City required by new regulations and implementation of |                      |                  |               |                |                |                |                |                |

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

**NEW AND IN PROGRESS PROJECTS**

| ACCOUNT NUMBER | PROJECT NAME DESCRIPTION  | FUNDING SOURCE       | ESTIMATED COST | SPENT TO DATE | 2017-18 BUDGET | 2018-19 BUDGET | 2019-20 BUDGET | 2020-21 BUDGET | 2021-22 BUDGET |
|----------------|---|----------------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                | <b>BUTTERFIELD PARK IMPROVEMENT</b>   | Park Improvements-06 | \$125,000      | \$0           |                |                |                |                |                |
|                | CONSTRUCTION  |                      | \$125,000      |               | 0              | 125,000        | 0              | 0              | 0              |
|                | TOTAL   |                      | \$125,000      |               |                |                |                |                |                |
|                | Provides for replacement of playground equipment at Butterfield Park.   |                      |                |               |                |                |                |                |                |
|                | <b>SLURRY SEAL AREA 7 STREETS</b>   | PROP C -13           | \$850,000      | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$75,000       |               | 0              | 75,000         | 0              | 0              | 0              |
|                | CONSTRUCTION  |                      | \$775,000      |               | 0              | 775,000        | 0              | 0              | 0              |
|                | TOTAL   |                      | \$850,000      |               |                |                |                |                |                |
|                | Provides for the engineering, contract administration and slurry seal of various streets in Area 7 (Snow Creek and Timberline).                                       |                      |                |               |                |                |                |                |                |
|                | <b>SUZANNE PARK IRRIGATION RENOVATION</b>   | Capital/Equip-25     | \$150,000      | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$15,000       |               | 0              | 0              | 15,000         | 0              | 0              |
|                | CONSTRUCTION  |                      | \$135,000      |               | 0              | 0              | 135,000        | 0              | 0              |
|                | TOTAL   |                      | \$150,000      |               |                |                |                |                |                |
|                | Provides for the redesign renovation of sports fields irrigation system at Suzanne Park.  |                      |                |               |                |                |                |                |                |
|                | <b>SLURRY SEAL AREA 1 STREETS</b>   | Capital/Equip-25     | \$825,000      | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$75,000       |               | 0              | 0              | 75,000         | 0              | 0              |
|                | CONSTRUCTION  |                      | \$750,000      |               | 0              | 0              | 750,000        | 0              | 0              |
|                | TOTAL   |                      | \$825,000      |               |                |                |                |                |                |
|                | Provides for the engineering, contract administration and slurry seal of various streets in Area 1 (Valley Blvd, Lemon Ave, La Puente Road, and Westerly City limit). |                      |                |               |                |                |                |                |                |
|                | <b>SLURRY SEAL AREA 2 STREETS</b>   | Capital/Equip-25     | \$925,000      | \$0           |                |                |                |                |                |
|                | ENGINEERING   |                      | \$75,000       |               | 0              | 0              | 0              | 75,000         | 0              |
|                | CONSTRUCTION  |                      | \$850,000      |               | 0              | 0              | 0              | 850,000        | 0              |
|                | TOTAL   |                      | \$925,000      |               |                |                |                |                |                |
|                | Provides for the engineering, contract administration and slurry seal of various streets in Area 2 (north of Valley Blvd, east of Lemon Ave, south of La Puente       |                      |                |               |                |                |                |                |                |

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

**NEW AND IN PROGRESS PROJECTS**

| ACCOUNT NUMBER | PROJECT NAME DESCRIPTION          | FUNDING SOURCE | ESTIMATED COST | SPENT TO DATE | 2017-18 BUDGET | 2018-19 BUDGET | 2019-20 BUDGET | 2020-21 BUDGET | 2021-22 BUDGET |
|----------------|-----------------------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                | <b>SLURRY SEAL AREA 3 STREETS</b> | Measure R-16   | \$500,000      | \$0           |                |                |                |                |                |
|                | ENGINEERING                       |                | \$50,000       |               | 0              | 0              | 0              | 0              | 50,000         |
|                | CONSTRUCTION                      |                | \$450,000      |               | 0              | 0              | 0              | 0              | 450,000        |
|                | TOTAL                             |                | \$500,000      |               |                |                |                |                |                |

Provides for the engineering, contract administration and slurry seal of various streets in Area 3 (Gartel Road and Fuerte Drive area).

**TOTAL    \$11,738,375    \$398,972    \$7,351,315    \$1,125,000    \$1,025,000    \$975,000    \$500,000**

**Funding Summary**

|                     |                     |                     |                     |                   |                   |
|---------------------|---------------------|---------------------|---------------------|-------------------|-------------------|
| Gas Tax-02          | \$ -                | \$ -                | \$ -                | \$ -              | \$ -              |
| Park Improvement-06 | \$ 440,000          | \$ 125,000          | \$ -                | \$ -              | \$ -              |
| PROP C-13           | \$ 625,000          | \$ 850,000          | \$ -                | \$ -              | \$ -              |
| Bikeway-14          | \$ 20,060           | \$ -                | \$ -                | \$ -              | \$ -              |
| PROP R-16           | \$ 1,390,000        | \$ -                | \$ -                | \$ -              | \$ 500,000        |
| Contribution-20     | \$ 1,365,000        | \$ -                | \$ -                | \$ -              | \$ -              |
| Capital/Equip-25    | \$ 3,511,255        | \$ 150,000          | \$ 1,025,000        | \$ 975,000        | \$ -              |
| WHA-41              | \$ -                | \$ -                | \$ -                | \$ -              | \$ -              |
| <b>Total</b>        | <b>\$ 7,351,315</b> | <b>\$ 1,125,000</b> | <b>\$ 1,025,000</b> | <b>\$ 975,000</b> | <b>\$ 500,000</b> |

**CITY OF WALNUT**

**FUTURE STREET CAPITAL PROJECTS**

It is important to Walnut to maintain the structure, mobility and extend the useful life of the public right of way. In addition to the five year Capital Projects Program the City has developed an additional five year projection for street related projects.

The City is divided into seven areas, with each area being slurried or resurfaced every seven years. These future street projects are only estimates and depend greatly on the condition of the street. Each fiscal year, this list will be examined and is subject to change depending on need and funding source.

| <u>Year</u> | <u>Project Description</u> | <u>Amount</u> |
|-------------|----------------------------|---------------|
| 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     |
| 2026-27     | Area 1 Slurry              | \$825,000     |

# Appendix

## CHART OF ACCOUNTS

### OBJECT DESIGNATIONS

**XX-XXXX-###**

#### PERSONNEL:

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



## CHART OF ACCOUNTS

### OPERATIONS:

| <b><u>Object No.</u></b> | <b><u>Line Item &amp; Description</u></b>   |
|--------------------------|---|
| 6201                     | <b>Conference &amp; Meeting</b><br>Provides for all travel, conference, and meeting expenses.   |
| 6202                     | <b>Training</b><br>Provides for training seminars and sessions generally requested by City and taken on City time.  |
| 6203                     | <b>Memberships, Dues, Subscriptions, Books, Fees</b><br>Provides for membership fees, dues, subscriptions, and publications of professional organizations.  |
| 6204                     | <b>Property Tax Administrative Fee</b><br>A Property Tax Administration Fee (PTAF) is to offset costs in assessing property values, in collecting the property tax levies, and in the review and appeal processes.        |
| 6205                     | <b>Office Supplies</b><br>Provides for the purchase of office supplies.   |
| 6206                     | <b>Advertising</b><br>Provides for advertising and legal notices of various City activities.  |
| 6207                     | <b>Postage</b><br>Provides for postal expenses for City mailings.   |
| 6208                     | <b>Vehicle Operations</b><br>Provides for operational costs for gasoline, oil, tires, batteries, parts, and repairs for vehicle use.  |
| 6209                     | <b>Surety Bonds</b><br>Provides for City insurance protection.  |
| 6210                     | <b>Printing</b><br>Provides for business cards, and any outside printing.   |
| 6211                     | <b>Education Enhancement</b><br>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                     | <b>Ordinance Codification, Amendments &amp; Legal Documents</b><br>Provides for codification of ordinances, amendments, & legal documents.  |

## CHART OF ACCOUNTS

- 6213      **Building Maintenance/Supplies**  
Provides for building materials, miscellaneous repairs, and City supplies and materials for city buildings.
- 6214      **Mileage Reimbursement**  
Provides for mileage reimbursement when private vehicle is used for City business.
- 6215      **Vehicle 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.

## CHART OF ACCOUNTS

- 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.

## CHART OF ACCOUNTS

- 6243      **Tree Maintenance**  
Provides for expenditures in relation to the tree maintenance program on City property and each LOSMD zone.
- 6244      **Street Light Maintenance**  
Provides funds for Highway Safety Lighting, Traffic Signal, and Street Lighting Maintenance Programs.
- 6245      **General Maintenance**  
Provides funds for general maintenance of City buildings, streets, roads and all other city maintained facilities.
- 6246      **Building Maintenance**  
Provides for the building maintenance service contract for City buildings, including HVAC, elevator maintenance, alarm monitoring and termite control.
- 6247      **Equipment Maintenance**  
Provides for maintenance costs of City-owned equipment.
- 6248      **Grounds Maintenance**  
Provides for supplies, repairs, and maintenance of City grounds.
- 6249      **Industrial Waste Service**  
Provides funds for industrial waste services by the county for extraordinary inspections, corrections, and legal expenses.
- 6250      **Water**  
Provides for water service.
- 6251      **Electricity**  
Provides for electrical service.
- 6252      **Gas**  
Provides for gas service.
- 6253      **Telephone**  
Provides for telephone service.
- 6254      **Communications**  
Provides funds for communication expenses, such as mobile radios and airtime for City vehicles.
- 6255      **Vehicle Leases**  
Provides for expenses incurred by City for leasing vehicles.

## CHART OF ACCOUNTS

- 6256      **Equipment Usage**  
Provides for the allocation of usage cost of the office machine rental and maintenance to all departments
- 6257      **Business Grants**  
Provides for OPA's and small business grants issued in conjunction with economic development projects.
- 6260      **Emergency Fund**  
Provides funds for unanticipated emergency expenses not budgeted.
- 6261      **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.

## CHART OF ACCOUNTS

- 6276      **Tickets, Hotels, Deposits, Reservations**  
Provides for the purchase of tickets, hotel reservations, deposits, and other expenses related to recreation programs such as excursions.
- 6277      **Recreation Supplies**  
Provides for the purchase of supplies as necessary for recreation programs.
- 6278      **Bank Charges**  
Provides for the payment of fees charged by the bank for various bank services.
- 6279      **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.

## CHART OF ACCOUNTS

|      |  |
|------|--|
| 6300 | <b>Principal</b><br>Provides funds for payment of principal on outstanding debt.   |
| 6301 | <b>Interest Expense</b><br>Provides funds for payment of interest on outstanding debt.   |
| 6302 | <b>Cost of Issuance</b><br>Provides funds for bond issuance fees.  |
| 6303 | <b>Trustee Fee</b><br>Provides funds for trustee administration fee.   |
| 6304 | <b>Defeasance of Funds</b><br>Retirement/Closing of Bonds.   |
| 6305 | <b>County Administration Fee</b><br>Provides funds for county administration fee.  |
| 6350 | <b>Loans</b><br>Provides for loans made in relation to the City's housing program.   |
| 6354 | <b>Grants</b><br>Provides for grants issued in relation to the City's housing program.   |
| 6999 | <b>Prior Year Adjustment</b><br>Provides for after-audit adjustments to a previous fiscal year, which are identified by the city auditors. |

## CHART OF ACCOUNTS

### CAPITAL:

| <u>Object No.</u> | <u>Line Item &amp; Description</u>  |
|-------------------|---|
| 8401              | <b>Furnishings &amp; Equipment</b><br>Provides for purchase of office furniture, equipment, and furnishings for City offices.   |
| 8402              | <b>Machinery &amp; Equipment</b><br>Provides for purchase of machinery and equipment for City offices.  |
| 8403              | <b>Buildings &amp; Structures</b><br>Provides for the acquisition of permanent structures for City or Government use.   |
| 8404              | <b>Land</b><br>Provides for the acquisition of land for City or Government use.   |
| 8405              | <b>Landscape Improvements</b><br>Provides for the expenses incurred for landscape improvements.   |
| 8406              | <b>Irrigation Improvements</b><br>Provides for the expenses incurred for irrigation improvements to replace worn-out systems, or to install new systems.  |
| 8407              | <b>Slope Restoration</b><br>Provides for expenses incurred for slope restoration where failures occur.  |
| 8409              | <b>Building Improvements</b><br>Provides for capital improvements to City or Government owned buildings and structures.   |
| 8410              | <b>Improvements Other Than Buildings</b><br>Provides for any capital improvements for the City.   |
| 8425              | <b>Special Capital Projects</b><br>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 6<sup>th</sup>), to include instruction on the effects of drug abuse, decision making, and dealing with peer pressure.

### **Successor Agency**

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

**Subventions**

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

**Traffic Safety Committee**

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

**Traffic Safety Fund**

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

**Volunteers On Patrol (VOP)**

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

**Walnut Housing Authority (WHA)**

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





Walnut  
ALWAYS ELEGANT. ALWAYS FRIENDLY.