

CITY OF CULVER CITY

ADOPTED BUDGET FISCAL YEAR 2017—2018



100

Culver CITY
CENTENNIAL
CELEBRATION



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CITY OF CULVER CITY

ADOPTED BUDGET

FISCAL YEAR 2017-2018

CITY COUNCIL

Jeffrey Cooper, Mayor
Thomas Aujero Small, Vice Mayor
Jim B. Clarke, Council Member
Meghan Sahli-Wells, Council Member
Göran Eriksson, Council Member

CITY MANAGER

John Nachbar

CHIEF FINANCIAL OFFICER

Jeff S. Muir

STAFF

Kambiz Borhani, Assistant Chief Financial Officer
Mary V. Noller, Budget & Financial Operations Manager
Erica McAdoo, Senior Budget Management Analyst
Michelle Villongco, Associate Analyst

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Culver City
California**

For the Fiscal Year Beginning

July 1, 2016

A handwritten signature in black ink, appearing to read 'Jeffrey R. Snow'.

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Culver City, 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 a financial plan, as an operations guide, and as a communications device.

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

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2016-2017

Presented to the

City of Culver City

For meeting the criteria established to achieve the Operating Budget Excellence Award.

January 31, 2017



A handwritten signature in black ink, appearing to read "John Adams".

John Adams
CSMFO President

A handwritten signature in blue ink, appearing to read "Craig Boyer".

Craig Boyer, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting



Culver CITY

CITY MANAGER'S OFFICE

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

(310) 253-6000

FAX (310) 253-6010

JOHN M. NACHBAR
City Manager

Honorable Mayor, City Council Members, and Citizens of Culver City:

In compliance with the requirements of the City Charter, I am pleased to present the Fiscal Year 2017-18 Adopted Budget to the City Council and the community. This budget primarily provides for the continuation of current levels of City services, with limited recommended additions in targeted areas.

Economy and Overview

While the national economy has now entered into the third longest expansion period since World War II, it has also been the slowest expansion during this period. As of June, California's preliminary unemployment rate was 4.7%, versus the actual rate of 5.5% a year ago. Job growth has improved throughout the year, with Los Angeles County unemployment figures at 4.5%. There is academic debate if we are reaching full employment. Gross Domestic Product (GDP) grew by 1.6% in 2016, and is forecasted to grow modestly over the next two years at an average of 2.2% in 2017 and 2018. Regional home prices increased, with total home sales in the region also improving over the last year. Interest rates remain very low, and inflation has stayed below 2.5%. Since the presidential election, many changes have been introduced and their impact on the country's overall economy is an uncertainty at this point. Both domestic and international economic concerns still linger, and are being monitored closely with consideration of economic impact on California. Nonetheless, the consensus from economic experts seems to be at least two more years of slow but steady economic growth.

Overall, California's financial position has continued in a positive direction, although there are signs of a slowdown in tax revenues. The Governor's budget originally projected a small deficit in the 2017-18 budget, but pushes this now to the 2020-21 budget.

Locally, the economy for Culver City has also improved. The 0.5% transactions and use tax (Measure Y) generated over \$9 million for the City in Fiscal Year 2016-17. Overall, growth in the other major revenue sources, such as Sales Tax, Business Tax, Utility Users' Tax and Transient Occupancy Tax have continued and development related fees and charges remain strong. Values in Culver City's housing market also showed improvement, with an increase of approximate 2.7% in housing median value over the same period in the prior year. The adopted budget for 2017-18 marks the fifth consecutive year where projected ongoing revenues cover ongoing expenditures, but this is projected to change in 2018-19.

The major developments that were held up for several years due to the redevelopment dissolution process (the transit oriented development at Washington and National, the

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of one hundred years of public service, by our present commitment, and by our dedication to meet the challenges of the future.

development of the Parcel B and Town Plaza site downtown, and the market hall development at Washington and Centinela) continue to move towards reality. These projects will result in both one-time development fees and ongoing tax revenues.

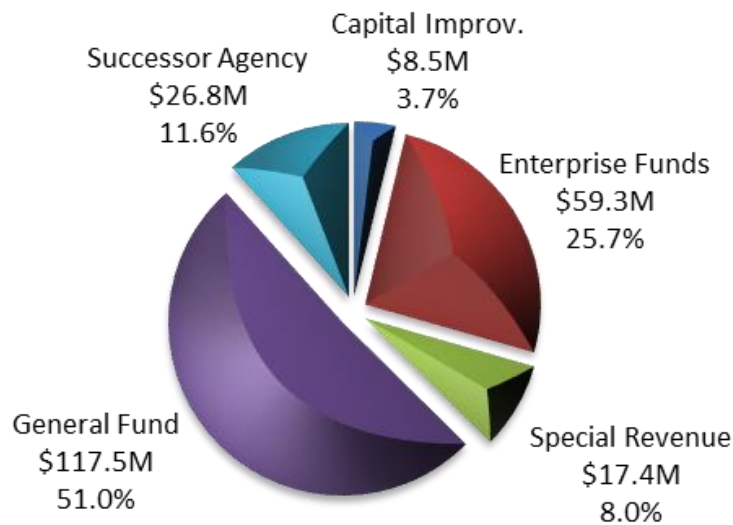
The most significant obstacle facing the City, which has been discussed repeatedly over the last several years, are the increasing costs from CalPERS needed to ensure the long-term viability of our pension system. This has become even more of an issue this fiscal year. In December 2016, CalPERS Board adopted a plan to reduce the assumed earnings rate, which will require significant increases in contributions, and in turn, will ultimately affect cities' ability to provide future services. This change in circumstances has dramatically altered the future financial outlook for the City, and there will be some difficult decisions ahead in seeing our way through.

The prudent financial management of the City during and after the recession, coupled with some one-time cash windfalls as a result of property sales, has placed the City in a very cash-strong position, with reserves well in excess of our reserve requirement. Expected one-time revenues in the coming year allow for some further investments in one-time costs and infrastructure in this budget, as well as some buffer for looming future deficits. More detail is provided in the section focusing on the General Fund and Financial Forecast.

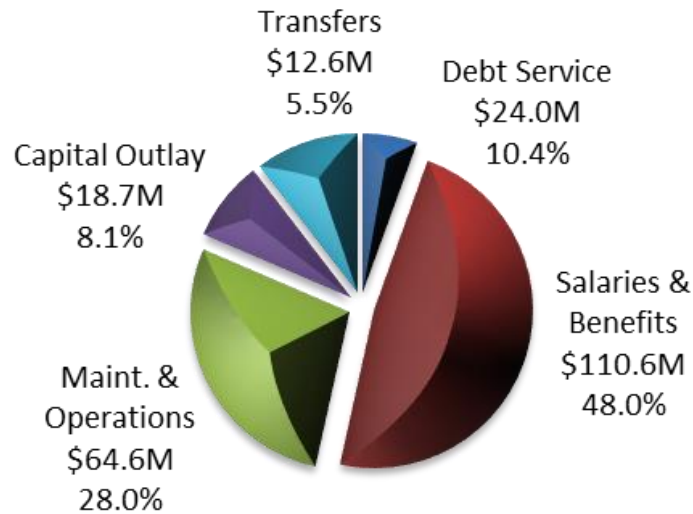
Adopted Citywide Budget

The total Adopted Appropriations for Fiscal Year 2017-18 are \$230.6 million for all funds. This excludes \$24.5 million in expenses towards internal service fund activities. Comparably, the total expenditures in the Fiscal Year 2016-17 Adopted Budget totaled \$220.1 million.

Citywide Expenditures by Fund

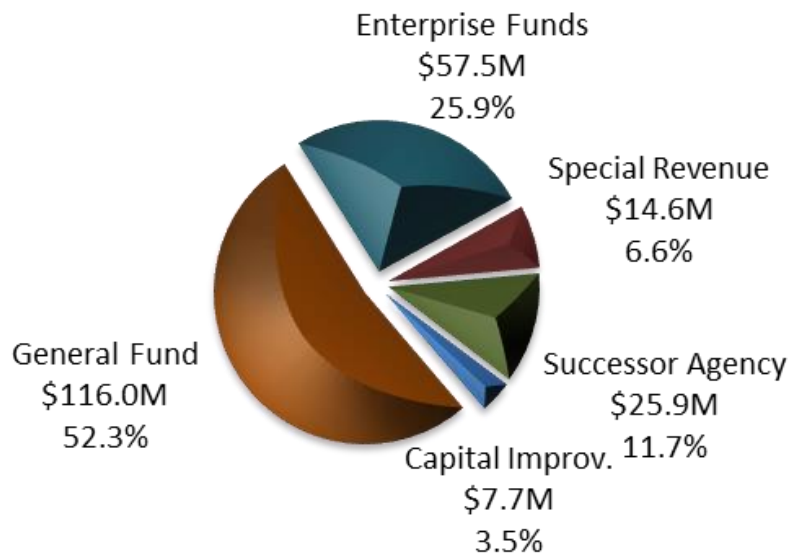


Citywide Expenditures by Category



Adopted citywide revenues of \$221.7 million and the use of reserves and fund balances of \$8.9 million fund the Fiscal Year 2017-18 citywide expenses budget of \$230.6 million. For Fiscal Year 2016-17, citywide revenues totaled \$204.0 million.

Citywide Revenue by Fund



Culver City Fund Groups

In accordance with Generally Acceptable Accounting Principles (GAAP), the City uses several fund types where revenues are deposited and expenditures are released. Within this Budget Message, the focus is on five of these fund types. “Enterprise Funds” levy user charges for certain types of services where the government’s intent is to recover the full or partial cost of the service provided. “Internal Service Funds” receive their income from charges to other funds in the City. “Special Revenue Funds” are used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. “Capital Projects Funds” are used to account for significant capital acquisition and construction projects separately from other operations. The “General Fund” is where general taxes like property and sales taxes are placed and where expenditures for many broad operations (like Police, Fire, and Parks) are released. While all funds are subject to economic forces, the General Fund is often the fund most subject to economic fluctuation. In addition, the General Fund has been, and continues to be, subject to state “redirections” or take-aways. Because of these points, most of the comments contained in this message revolve around the General Fund and will be addressed last.

Enterprise Funds

Refuse Fund

Based on increasing costs for solid waste disposal, staff and pension costs, and some necessary enhancements, a rate increase of 7% per year for the next three years was approved. The rate increases were subject to a protest vote pursuant to Proposition 218, and ultimately approved through a public hearing on June 26, 2017.

The Refuse Fund budget adds an inspector position to enforce the new environmental programs requirements and ensure compliance. Another major one-time enhancement is for a large wheel-loader used to push and lift refuse onto semi-trailers and a hoist used for repair and maintenance of solid waste vehicles. Although a rate increase was approved, it is not sufficient to cover all anticipated costs of operations within the fund. The use of fund balance was used to cover the balance in the Refuse fund this year.

Transportation Fund

Culver City Bus relies on an unpredictable and complex combination of Federal, State, and County funding sources, as well as local farebox receipts, to fund operations. Funding from the County is tied to sales tax revenues, so economic cycles can result in swings in available funding. Federal funding has been erratic as well. The recent improvements in the overall economy (particularly sales tax) have provided additional funding for transportation, and the financial position of the Fund has improved. The approval of the Los Angeles County Measure M, another ½-cent sales tax for transportation purposes, will provide some additional dedicated funding for Culver City Bus beginning in Fiscal Year 2017-18.

For Fiscal Year 2017-18, major ongoing enhancements include four new positions, two management analysts and two administrative interns. Funding has also been increased for various driving safety and employee wellness initiatives.

Sewer Fund

The largest operating expense on an annual basis is the payment to the City of Los Angeles for the City's use of the Hyperion Treatment Plant and Los Angeles sewer transmission lines. The primary source of revenue for the Sewer Fund is user charges, which are billed as part of the property tax bills issued by the County of Los Angeles. A rate increase of 2.7% was approved for Fiscal Year 2017-18 to address inflation.

There is very little change to the Sewer Fund expenditure budget this year. Significant Capital Improvement Projects for sewer main rehabilitation and pump station upgrades were budgeted in previous years and are still underway. Once completed, these projects will reduce ongoing operating and maintenance costs, as well as improve overall system reliability and decrease the potential for sewer overflows.

Municipal Fiber Network Fund

Culver Connect is Culver City's municipal fiber open access network. It will provide high speed, high quality broadband service to the City's business community, school district, and the municipal government operations. Open access networks lower the cost of entry for service providers and give the community more options for high-speed internet service. The network backbone consists of 21 route miles of underground fiber infrastructure with a 576-strand count. The network will also connect with major telecommunications hubs at One Wilshire and in El Segundo. Construction of the Municipal Fiber Network should complete in the summer, with the network becoming operational around the end of the calendar year. Sufficient information is not yet currently available to estimate revenues for Fiscal Year 2017-18, but there should be some flow of revenue that begins in the latter part of the fiscal year.

Internal Service Funds

Self-Insurance Fund

The Self Insurance Fund (SIF) is currently in a healthy financial condition, but due to the unknown nature of claims against the City, will always be subject to volatility. The purpose of having a healthy cash balance in the SIF is to safeguard the General Fund from a severe financial impact due to a particularly expensive lawsuit or workers' compensation claim.

In the prior fiscal year, the City procured excess insurance coverage independently to achieve savings in insurance costs versus the previous participation in an insurance pool. Although a majority of resources flowing into the Self Insurance Fund are paid from the General Fund, a financially sound Self Insurance Fund allows the City to amortize the impact over a number of years and is important to the overall fiscal sustainability of the City.

Equipment Replacement Fund

The purpose of the Equipment Replacement Fund is to establish a means of accumulating funds for vehicle and equipment replacement costs, communication systems replacement costs, and technology related replacement costs.

In Fiscal Year 2017-18, replacements and/or upgrades are scheduled for fuel and radio systems, twenty-seven vehicles, forty networking switches and network attached storage devices, and chair replacements for the City Council Chamber staff seating area.

Equipment Maintenance Fund

The Equipment Maintenance Fund accounts for all activities of the City's central fleet and equipment maintenance operations. The costs of the fund are distributed to those divisions within the City with vehicles or other equipment that requires centralized maintenance.

For Fiscal Year 2017-18, major ongoing enhancements include one fleet service technician position (to be funded by Culver City Bus) and additional costs for parts, materials, and equipment used for fleet maintenance.

Special Revenue Funds

Safe and Clean Water Protection Measure Fund

This fund is used to account for all activities associated with the mitigation and clean-up of urban water runoff/storm water. Culver City sits in two different runoff watersheds. The majority of the City feeds into the Ballona Creek watershed, and a portion of the City feeds into the Marina del Rey watershed. The federal Clean Water Act established the National Pollutant Discharge Elimination System (NPDES) permit program. Our Los Angeles Regional Water Quality Control Board has imposed remarkably stringent discharge requirements for urban runoff that reaches our watersheds. These requirements phase in from 2015 through 2021.

In November 2016, Culver City voters approved Measure CW, creating a dedicated source of funding to pay for water quality programs that will prevent pollution from reaching city waterways, beaches and the Ballona Creek Estuary. This parcel tax is estimated to generate approximately \$2.06 million annually. While there is yet a gap between the needed capital costs to fully comply with the NPDES requirements, the City plans to utilize this funding source to annually complete as many projects as revenues will allow, and leverage potential grants by providing a source for matching.

Proposition A and C and Measure R Local Return Funds

Proposition A, Proposition C and Measure R are ½-cent sales tax overrides that were approved by the voters of Los Angeles County at various times to fund transportation related activities. Activities funded in the adopted Fiscal Year 2017-18 budget include funding for the City's Paratransit Services Program (which provides transportation to Culver City residents who are disabled and unable to use local fixed route transportation), eligible street repair projects, and eligible operational expenses in the Transportation Department.

Measure M Local Return Fund (New)

In November 2016, Los Angeles County voters approved a new ½-cent sales tax override for transportation purposes. Similar to Propositions A and C and Measure R, there is a local return portion of the funds that will be distributed to cities annually for eligible projects. Because bicycle

related projects are eligible, it was recommended that the new Bike Share program be supported by this fund. Capital costs and first year maintenance are estimated at \$960k, where first year revenues are estimated at \$504k. Therefore, it was approved as part of this budget that a cash loan from the General Fund be provided and repaid with the second year Measure M allocation.

Grants Fund

The Grants Fund is used to account for various sources of grant revenues received by the City. These include programs and activities such as the Senior Nutrition Program, which serves balanced nutritional meals five times a week to seniors - both at the Culver City Senior Center and also through the Home Delivered Meal Program; and the La Ballona Creek Bikeway improvement and maintenance program, which helps maintain Culver City's portion of this popular and heavily traveled bikeway system.

Section 8 Housing Fund

The City receives funding from the United States Department of Housing and Urban Development for the purposes of providing rental assistance to individuals that meet income and other qualifying guidelines.

Culver City Parking Authority Fund

The revenues and expenditures associated with the downtown parking structures and lots formerly owned and operated by the Culver City Redevelopment Agency are accounted for in this fund, as well as the revenues and expenditures associated with the City's parking meters.

Pursuant to the recommendations made by Walker Parking Restoration Consultants, significant improvements, such as water-proofing, elevator repairs, painting, security cameras and landscaping, are included as one-time enhancements.

Successor Agency to the Culver City Redevelopment Agency

The elimination of the Redevelopment Agency (RDA), back on January 31, 2012 pursuant to AB 26, brought about the creation of the Successor Agency. While the Successor Agency is a separate legal entity, it is still included in the City's consolidated budget document for administrative purposes. The Successor Agency receives property tax from the County twice per year in order to pay enforceable obligations of the former RDA. A small portion of the funding received, called the Administrative Cost Allowance, will reimburse the General Fund for some staff time and other associated administrative costs. Included in this adopted budget is funding for the fiscal year 2017-18, which has been approved by the Department of Finance.

Culver City Housing Authority

The Culver City Housing Authority was established to account for the former Low/Moderate Income Housing funds (LMIHF) of the Redevelopment Agency (RDA). Funding was primarily geared towards the Rental Assistance Program (RAP), homeless outreach and services, and administrative costs. While the cash transferred to the Housing Authority upon dissolution of the former RDA has been nearly depleted, beginning in Fiscal Year 2017-18, the Successor Agency

has been approved to begin paying off debts of the former RDA owed to the Housing Authority. Approximately \$3.5 million will be transferred to the Housing Authority that will provide funding for staffing, RAP, grant programs and over \$2 million towards creating affordable units.

Capital Projects Funds

The City continues to prioritize investing in ongoing maintenance, improvement and renovation of its infrastructure. Allocations for Capital Improvement Projects in all funds for Fiscal Year 2017-18 total \$15,760,677 (excluding carryover funds from the prior fiscal year and transfers to operating divisions).

The following Sources and Uses tables provide a summary of the projects approved for the 2017-18 Fiscal Year:

CIP FUNDING SOURCES	AMOUNT
Sewer Enterprise (204)	\$ 3,900,000
Capital Improvements & Acquisition (420)	3,390,000
Safe/Clean Water Protection (434)	2,330,000
Parking Authority (475)	1,584,198
Facilities Planning Reserves (420)	1,102,000
Measure M (435)	960,000
Gas Tax (418)	733,067
Park Facilities (Develop In-lieu Fees) (419)	443,000
CDBG - Capital (428)	367,193
Recreation Facilities Reserves (420)	278,000
Measure R (431)	233,419
Capital Grants (423)	80,000
Other Funds	360,000
TOTAL CIP FUNDING SOURCES:	\$ 15,760,877

CIP FUNDING USES	AMOUNT
Sewer Improvement Projects	\$ 3,900,000
Facilities Improvements	2,383,000
Safe/Clean Water Protection	2,330,000
Street & Alley Improvements	1,807,989
Parking Improvements	1,584,198
Traffic Signal & Lighting Improvements	1,042,193
Parks & Park Facilities Projects	671,000
Technology Improvements	440,000
Other Projects	1,602,497
TOTAL CIP FUNDING USES:	\$ 15,760,877

For Fiscal Year 2017-18, staff recommended that the General Fund transfer \$4,770,000 to fund capital projects in the Improvements and Acquisitions Fund (Fund 420). This is in line with

funding over the past several years as the City recognizes the importance of increasing capital investments and addressing deferred maintenance. The significance of capital improvement investments was further emphasized by the City Council in 2014 with the adoption of revised Financial Policies (City Council Policy 5002) and City Council Policy 5003, which annually commits a portion of any General Fund surplus to Facilities Planning Reserves and Recreational Facilities Reserves.

A summary listing of the projects funded by the General Fund is listed below:

PROJECT TITLE	AMOUNT
City Hall - Centennial Garden	\$ 546,000
Traffic Signal Replace/Upgrade	450,000
Street Light Upgrades	450,000
Public Safety CAD/RMS/Mobile Units	400,000
Citywide Electronic Doc. Mgt. Sys.	365,000
Neighborhood Traffic Management Program	225,000
Annual Street Pavement Rehabilitation Project	178,503
City Traffic Sign Retroreflectivity	138,000
Safe Routes to School	129,497
Other Miscellaneous Projects	508,000
<i>Subtotal: General Fund Balance Reserves</i>	<i>\$ 3,390,000</i>
Vet's Memorial Bldg Refurbish	\$ 600,000
Building Repairs	375,000
Radio Tower Repairs	75,000
Fire Station Renovations	52,000
<i>Subtotal: Facilities Planning Reserves</i>	<i>\$ 1,102,000</i>
Veterans Memorial Marquee Sign	\$ 225,000
Plunge Cantilever Canopy Shade Structures	43,000
Park Facilities Improvements	10,000
<i>Subtotal: Recreation Planning Reserves</i>	<i>\$ 278,000</i>
TOTAL IMPROVEMENTS & ACQUISITIONS	\$ 4,770,000
(420) FUNDED PROJECTS:	

Further detail of the table above, and all capital projects, is available in the Adopted Capital Improvement Plan.

Culver City remains committed to investing in its infrastructure and facilities, including land, building, technology, machinery and equipment, park facilities, roads, highways, and bridges. This will become more and more of a challenge as we enter into some difficult budgetary times. Whenever possible, resources will continue to be dedicated towards addressing the City's ongoing maintenance needs.

General Fund

Overview

The Adopted Fiscal Year 2017-18 General Fund Budget is primarily a continuation of current service levels. However, there are approximately \$1.7 million in ongoing enhancements that were approved. By far the largest is the increased cost of the transition of the Police Department Communications & Dispatch Services to the South Bay Regional Communications Authority (SBRCA) versus the costs that were eliminated, as approved by City Council during Fiscal Year 2016-17. Increases in various software maintenance and licensing contracts are also rising versus the current year. A communications consultant contract is recommended in order to ensure the City is leveraging technology and effectively communicating with the public. Funding for a Safe Routes to School program was adopted in Public Works along with funds for a contract Bicycle & Pedestrian Coordinator position. The Public Works Department also anticipated increases to the contract for tree maintenance services, and funds to increase various maintenance service contracts were requested. No additional full-time positions were recommended.

Below is a summary of the main ongoing enhancement items in the General Fund:

DEPARTMENT	DESCRIPTION	ADOPTED AMOUNT
Police	Communications Dispatch Transition to SBRCA	\$ 744,019
IT	Software/Hardware Support and Maintenance	179,293
City Manager	Communications Consultant	95,000
Public Works	Various On-Call Maintenance Contracts	90,000
Public Works	Increase in Tree Maintenance Contracts	69,000
Public Works	Contract Coordinator (Bicycle & Pedestrian Plan)	60,000
Public Works	Safe Routes to School Program	40,000
Miscellaneous	All other items	445,593
TOTAL GF ONGOING ENHANCEMENTS:		\$ 1,722,905

The remaining miscellaneous enhancements included in the Adopted Fiscal Year 2017-18 budget are detailed in the Adopted Reductions/Enhancements Schedule following this message in the budget document.

The Adopted General Fund Budget also includes funding for a number of one-time, or non-operational, items. As mentioned previously, it was recommended that \$3.4 million of one-time revenues, \$1.1 million of Facilities Planning Reserves, and \$0.3 million of Recreation Facilities Reserves (for a total of \$4.8 million) be transferred out for capital projects. Additionally, a total of \$4.1 million of one-time revenues is recommended for the following items:

General Fund Specifics

DEPARTMENT	DESCRIPTION	ADOPTED AMOUNT
Non-Departmental	Increased Appropriated Reserve for accrual payoffs, labor negotiations, etc.	\$ 700,000
City Attorney	Zoning & Environmental issues including IOF Specific Plan Project, LAX Expansion & Overflights, upcoming Historic Preservation update, Marijuana CCMC Amendments	517,000
CDD	On-call Building Inspection Services and Plan Checking	350,000
Public Works	Expo-Downtown Connector Environmental & Engineering	350,000
CDD	Soft Story Study	200,000
Public Works	Consultant Inspector	200,000
CDD	Mansionization Study Contract	180,225
Fire	One-time Funding for Fire Captain to oversee Communications until Supervisor position is filled.	177,135
City Attorney	Telecom Ordinance Update and Complex Enforcement Issues	150,000
Public Works	Bike/Pedestrian/Vision Zero Planning & Project Development	140,000
Police	Furniture and Furnishings	100,000
CDD	Contract Permit Technicians - Building Safety and Public Works	96,000
CDD	Consultant for Cost Recovery Plan	75,000
CDD	Contract Code Enforcement Officer	71,150
Police	Unmanned Aerial Vehicle Equipment/Certification	70,000
CDD	Contract Planner on Oil Field Specific Plans	68,000
Admin. Services	Municipal Election Services	60,000
Admin. Services	Increase Hours for Contract Employee	53,170
IT	Consulting Services - Security Audit and IT Strategic Plan/Smart Cities Initiative	50,000
Public Works	Consultant Plan Reviewer	50,000
Fire	Ford C-Max Vehicle - Electric	37,320
Miscellaneous	All other items	394,000
TOTAL GF ONE-TIME ENHANCEMENTS:		\$ 4,089,000

The following table summarizes the adopted revenue budget for the General Fund for Fiscal Year 2017-18, with comparisons to the adopted budget and estimated amounts for Fiscal Year 2016-17:

<i>(in thousands)</i>	ADOPTED 2016-17	ESTIMATED 2016-17	ADOPTED 2017-18	VARIANCE EST. 16-17 to 17-18
OPERATING REVENUES				
Property Tax	\$6,099	\$7,114	\$7,201	\$87
Sales Tax	21,528	20,906	21,596	690
Sales Tax - Measure Y	9,304	9,256	9,447	191
Business Tax	12,213	12,473	12,800	327
Utility Tax	14,897	14,135	14,311	176
Transient Occupancy Tax	7,210	7,875	8,151	276
Other Taxes	3,925	4,510	4,324	(186)
Licenses & Permits	3,955	4,095	3,925	(170)
Intergovernmental	4,328	4,480	4,831	351
Charges for Services	8,343	9,974	10,199	225
Fines & Forfeitures	4,378	4,505	4,560	55
Use of Money & Property	834	793	679	(115)
Interfunds & Transfers In	6,747	6,796	8,283	1,487
Other	311	370	5,723	5,352
TOTAL REVENUE	\$104,072	\$107,282	\$116,029	\$8,747

Overall, adopted operating revenues are anticipated to increase by approximately \$8.75 million compared to Fiscal Year 2016-17 estimated amounts. The vast majority of this is due to \$5.4 million of anticipated one-time revenue for sale of City-owned land as part of the Ivy Station development. Other major variances explanations include:

- Property Taxes are estimated to rise both as a result of improving assessed valuation and additional pass-through payments from the Successor Agency.
- Sales Tax, Measure Y, Business Tax and Transient Occupancy Tax revenues also increase based on the assumption of further economic growth.
- Utility Users' Tax is estimated to go up slightly overall, with anticipated decreases in telecommunications and cable offset by anticipated increases in electricity, gas and water.
- Other Taxes declined in part due to strong receipts from Commercial and Industrial Development Tax and Real Estate Transfer Tax during the prior year that are not assumed to recur during Fiscal Year 2017-18.
- Licenses and Permits and Charges for Services are estimated to decline slightly due to the high quantity of building related permits expected to taper.
- Interfunds and Transfers In are up due to a transfer in from the Housing Authority to cover Housing staffing costs and the transfer of residual funds related to City-owned property that was sold to the General Fund.
- Other Revenues is comprised of loan payments, land sale proceeds, donations and miscellaneous revenues. \$5.4 million of one-time revenues is anticipated for the sale of the Venice Properties as part of the Ivy Station development.

The following table summarizes the adopted expenditure budget for the General Fund for Fiscal Year 2017-18, with comparisons to the adopted budget and estimated amounts for Fiscal Year 2016-17:

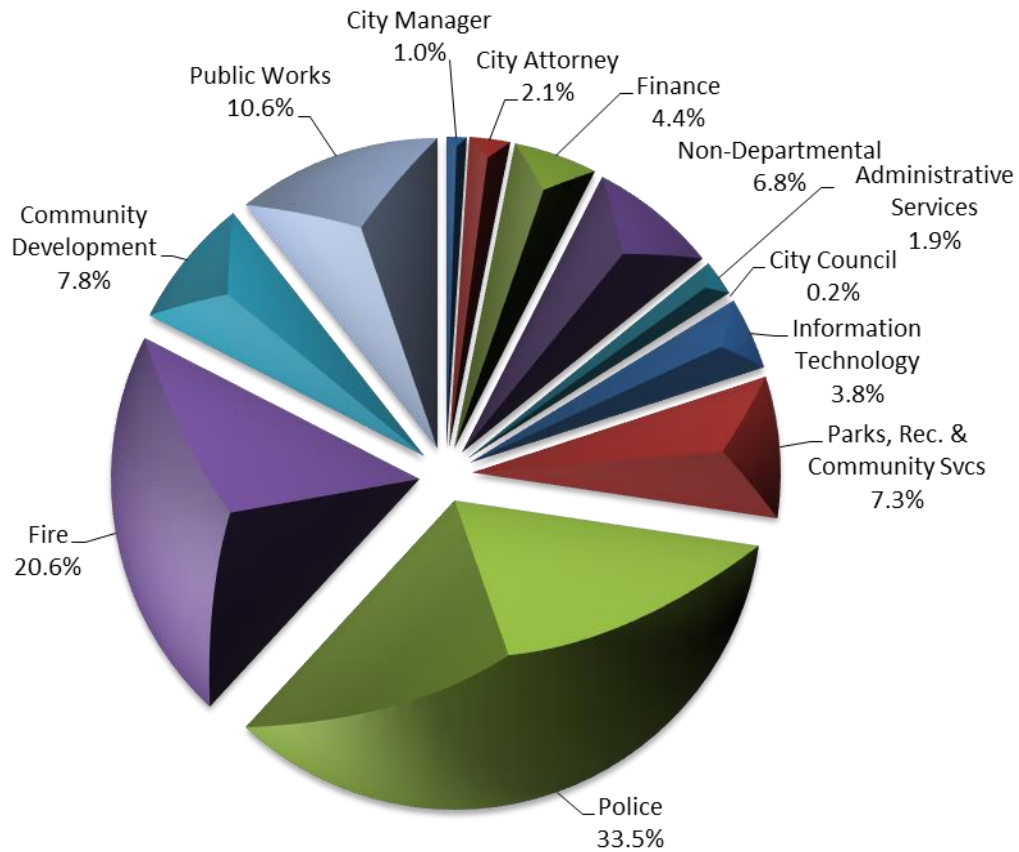
<i>(in thousands)</i>	ADOPTED 2016-17	REVISED 2016-17	ESTIMATED 2016-17	ADOPTED 2017-18	VARIANCE ADOPTED 16-17 to 17-18
Operating Expenditures					
Personnel Costs	82,304	82,736	80,512	85,235	2,931
Operating O&M	15,197	18,047	16,342	18,375	3,178
Assumed Vacancy and O&M Savings	(2,296)	(2,296)	0	(2,365)	69
Internal Service Fund Charges	7,201	7,201	7,201	7,406	205
Total Operating Expenditures	102,406	105,688	104,055	108,651	6,245
One-Time Expenditures					
<i>One-Time O&M</i>	3,923	3,923	3,923	4,089	166
<i>Transfer to CIP</i>	4,700	4,701	4,700	4,770	70
<i>Transfer to Safe/Clean Water Fund</i>	847	847	847	0	847
Total One-Time Expenditures	9,470	9,471	9,470	8,859	(611)
TOTAL EXPENDITURES	\$111,876	\$115,159	\$113,525	\$117,510	\$5,634

The Adopted Fiscal Year 2017-18 General Fund expenditure budget is approximately \$5.6 million more than the Adopted Budget for Fiscal Year 2016-17. Major variance explanations are as follows:

- Personnel costs are up \$2.9 million overall primarily due to a \$1.1 million increase for known Salary Initiative Ordinance increases for Public Safety and an estimated COLA for Non-Safety, a \$1.1 million increase in pension costs due to rising CalPERS contribution rates, and \$0.5 million for health care premium increases for active and retired employees. This is somewhat offset by the elimination of positions in dispatch as a result of the contract with SBRCA.
- Operations and Maintenance costs are up \$3.1 million mostly due to the addition of the \$2.4 million contract with SBRCA. There are also some increased costs for maintenance services and software maintenance support, a communications consultant and some various minor additions detailed further in the Adopted Reductions/Enhancements Schedule.
- Adopted one-time expenditures are down slightly (\$0.6 million) versus the prior year. However, there is still a significant amount of reserves for capital, infrastructure investment and other one-time needs. It is unlikely this level of one-time investment can be supported going forward.

The following graph is helpful in understanding the current allocation of resources by department:

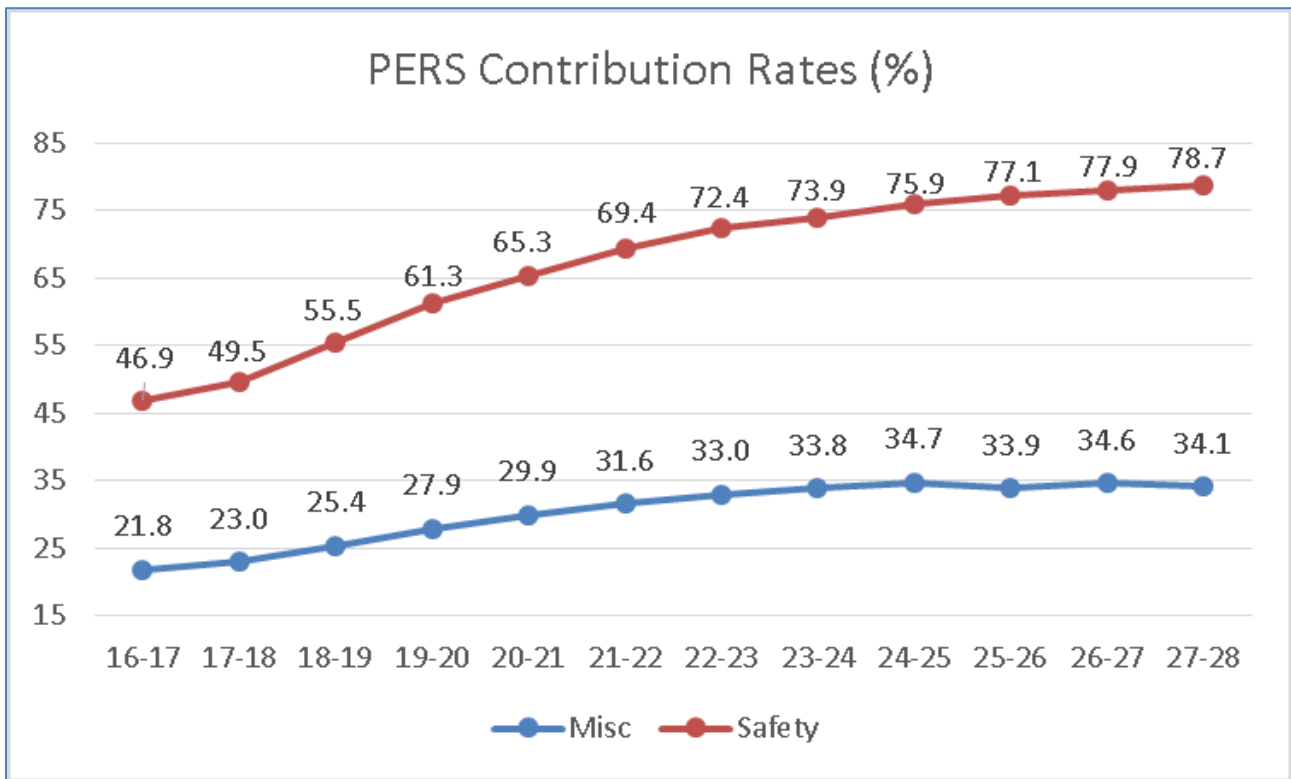
General Fund Expenditures by Department



Pension Costs

Over the past several years, we have consistently discussed the dramatic increase in CalPERS employer contribution rates that are a result of changes to CalPERS actuarial assumptions (decreased interest earnings assumption and increased mortality assumption) and asset smoothing policies. The increases in required contributions became even more alarming this fiscal year when the CalPERS board approved a three-year reduction in the assumed interest earnings rate from 7.5% to 7.0%. While the actions taken by CalPERS over the last several years are the right thing to do and will result in the long-term financial health of the system, the required contributions are going to climb to a level that will challenge the financial sustainability of cities. They are expected to remain at this level for twenty-five years. It is likely there are many cities that may not be up to the challenge and we will see increasing municipal bankruptcies occur in the coming years. In order to be as informed as possible and begin preparations, the City engaged an actuary to project where rates will climb to over the next ten years. In Fiscal Year 2017-18, the Non-Sworn employer contribution rate will increase from 21.8% to 23.0% of salary. The Sworn employer contribution rate will increase from 46.9% to 49.5%. The Fiscal Year 2017-18 rates will be the highest the City has ever paid. The actuarial

analysis shows that the effective contribution rate is expected to grow by another 50% over the next ten years, with Miscellaneous rates expected to reach approximately 35% and Safety rates reaching over 75%. The table below reflects the expected employer contribution rates:



The City cannot absorb these increases without significant reductions in other areas, which would mean personnel and service cuts. The other alternative is requiring employees to contribute more towards their own retirement costs. Based on the recent labor agreements with all of the public safety groups, the increase in the Sworn rate will be shared by employees and the City when it goes above 50%, but that sharing is currently capped at 60%. The City is entering negotiations with its non-sworn employees.

Deferred Infrastructure Maintenance

Sufficient funding for deferred maintenance continues to be an ongoing struggle for Culver City. While the City has been able to appropriate some significant funding from the General Fund Reserve Balance for one-time deferred maintenance projects over the last several years, there is still no stable, ongoing revenue stream to fund necessary deferred maintenance projects into the future. Similar to the safe and clean water improvements, funding the deferred maintenance issue will require either identifying new revenue sources or ultimately competing with other General Fund services for funding.

Financial Forecast

As mentioned previously, the Adopted Fiscal Year 2017-18 Budget anticipates recurring revenues to cover recurring expenditures. The General Fund Financial Forecast extends through Fiscal Year 2027-28 to show the full impact of the CalPERS contribution rate increases. The table below shows the updated General Fund Financial Forecast with Fiscal Year 2017-18 used as the base year.

General Fund Forecast [in millions]												
	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28
	Est	Adopt	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj
RESOURCES												
Beginning Balance *	61.8	55.4	53.8	51.5	47.7	42.6	36.7	32.2	26.7	20.3	13.4	7.8
OPERATING REVENUES												
Operating Revenue	97.8	101.2	102.0	104.2	106.8	109.9	113.2	115.6	118.0	120.6	123.2	125.9
Measure Y	9.3	9.4	9.6	9.9	10.2	10.6	10.9	11.3	11.6	11.9	12.3	12.6
Additional Operating Rev from Development	0.0	0.0	0.1	0.4	0.9	0.9	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUES	107.1	110.6	111.7	114.5	117.9	121.4	124.1	126.8	129.6	132.5	135.5	138.5
OPERATING EXPENDITURES												
Current Service Budget	(104.1)	(110.9)	(114.5)	(118.7)	(122.9)	(127.3)	(131.3)	(135.0)	(138.8)	(142.3)	(144.0)	(149.7)
2% Assumed Savings - Vacancies, O&M, etc.	0.0	2.3	2.3	2.4	2.5	2.5	2.6	2.7	2.8	2.8	2.9	3.0
TOTAL OPERATING EXPENDITURES	(104.1)	(108.6)	(112.2)	(116.4)	(120.5)	(124.8)	(128.6)	(132.3)	(136.0)	(139.4)	(141.1)	(146.7)
OPERATING SURPLUS / (DEFICIT)	3.0	2.0	(0.5)	(1.9)	(2.5)	(3.4)	(4.5)	(5.5)	(6.4)	(6.9)	(5.6)	(8.1)
ONE-TIME ITEMS AND INFRASTRUCTURE INVESTMENTS												
One-Time Revenue - Development	0.0	0.0	0.7	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
One-Time Revenue - Sale of Properties	0.0	5.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
One-time Enhancement Costs	(3.9)	(4.2)	(0.5)	(0.5)	(0.5)	(0.5)	0.0	0.0	0.0	0.0	0.0	0.0
Advance to Urban Runoff Mitigation Fund	(0.8)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
General Infrastructure Funding	(4.7)	(4.8)	(2.0)	(2.0)	(2.0)	(2.0)	0.0	0.0	0.0	0.0	0.0	0.0
Net One-time Items and Infrastructure	(9.5)	(3.6)	(1.8)	(1.9)	(2.5)	(2.5)	0.0	0.0	0.0	0.0	0.0	0.0
GROSS SURPLUS / (DEFICIT)	(6.4)	(1.6)	(2.3)	(3.8)	(5.0)	(5.9)	(4.5)	(5.5)	(6.4)	(6.9)	(5.6)	(8.1)
30% Contingency Reserve Requirement	31.2	32.6	33.7	34.9	36.1	37.4	38.6	39.7	40.8	41.8	42.3	44.0
Facilities Planning Reserve (40% of any gross surplus fees)	5.3	4.6	3.8	3.1	2.3	1.6	0.8	0.1	(0.7)	(0.7)	(0.7)	(0.7)
	0.6	0.6	0.6	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
UNASSIGNED FUND BALANCE	18.3	16.1	13.4	9.2	3.6	(2.8)	(7.7)	(13.5)	(20.3)	(28.2)	(34.4)	(44.1)
ENDING TOTAL BALANCE	55.4	53.8	51.5	47.7	42.6	36.7	32.2	26.7	20.3	13.4	7.8	(0.3)
* NOTE: Excludes Non-Spendable Reserves (Land Held for Resale, Loans Receivable, etc.)												

Important assumptions in this forecast are as follows:

- No position increases
- Reflects CalPERS contribution rate increases based on the latest actuarial valuation obtained due to CalPERS discount rate reduction
- Reflects assumption of 3% decreasing to 2% of Safety Initiative Ordinance increases for Safety and 2% annual COLA adjustments for Non-Safety for FY 17-18 and thereafter
- **Assumes cost sharing for Non-Safety of 1% starting in FY 17-18 and increasing by 1% each year thereafter.**
- **Assumes cost sharing for Safety of 5% by 2020, and increasing by 1% each year thereafter.**
- **Assumes Measure Y sunset is removed by voters**
- Assumes 4% annual increase in City's share of health care for active employees
- Assumes 6% decreasing to 5% annual increase in retiree medical premiums
- Assumes annual CPI increases of 2% for most other costs
- Assumes \$2 million per year towards CIP and \$0.5 million towards one-time enhancements until FY 20-21, **after which \$0 is assumed each year thereafter.**
- Assumes increased revenues from known developments and land sale
- **Does not assume a recessionary period**
- Assumes no further General Fund support to Safe and Clean Water Protection Measure

As can be seen, even with these rather aggressive assumptions the General Fund reserves will be steadily depleted beginning in FY 2018-19, and be well below the City Council policy level by the end of the forecast period. The assumption that we make no contribution towards capital improvements is not a prudent one and would cost the City on the back end. The positive takeaway is that if the sunset is removed from Measure Y, the remaining deficit can likely be solved with further belt tightening and limited staffing reductions. To this end, and as discussed with the City Council at the Mid-Year Budget Review, I recommended one-time funding for placing the removal of the sunset clause from Measure Y on the November 2018 ballot. There is also one-time funding for placing a marijuana tax on the ballot included in the FY 2017-18 adopted budget.

Culver City faces challenging financial times ahead, but unlike many cities we have the ability to weather the storm if we are willing to make some difficult decisions. But we must not delay action, and developing and executing a plan will be a high priority in the coming years.

Conclusion and Acknowledgments

I am pleased to provide this adopted budget document to the City Council and the community. This budget provides for the continuation of services, improvement of specific service levels, and funding of critical capital improvements which will benefit the City and improve its environment and fiscal position. As we look forward to solving the challenges before us, we should be proud of our many achievements to date. In a region where change is swift and expectations high, it is important to celebrate our many accomplishments as we finalize the celebration of our City centennial and move into the future.

I would like to acknowledge that preparation of this budget could not have been accomplished without the cooperation of City staff. Special thanks to the budget staff of the Finance Department who have worked tirelessly to construct and produce this budget.

I would also like to take this opportunity to thank the Culver City constituents and those that serve on the City's Commissions, Committees and Boards. These are the groups that guide and advise us as we work together to carry out the will of the community. Finally, I would like to thank the City Council for your continued support, insight and perspectives in creating policies and programs which serve our diverse constituency.

We are pleased to work with a dedicated City Council, a professional City workforce, and a highly engaged community. Staff and I stand ready to discuss issues and respond to Council questions on the Adopted Fiscal Year 2017-18 Budget.

Respectfully submitted,



John M. Nachbar
City Manager

With contribution from,



Jeff S. Muir
Chief Financial Officer

**CITY OF CULVER CITY
ADOPTED REDUCTIONS/ENHANCEMENTS
FISCAL YEAR 2017-2018**

DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY COUNCIL ADOPTED			COMMENTS
			ONE-TIME PROPOSED INCREASE/DECREASE	ONGOING PROPOSED INCREASE/DECREASE	TOTAL	ONE-TIME ADOPTED INCREASE/DECREASE	ONGOING ADOPTED INCREASE/DECREASE	TOTAL	
CITY COUNCIL									
General Fund									
10110000	619800	Increase in Audio/Video Contract	-	5,000	5,000	-	5,000	5,000	
10110000	514100	Special Recognition Supplies	-	1,000	1,000	-	1,000	1,000	
10110000	516600	Meetings such as WUF, ICA, League of California Cities	-	2,000	2,000	-	2,000	2,000	
10110000	516500	Conferences and Conventions	-	8,000	8,000	-	8,000	8,000	
TOTAL CITY COUNCIL			-	16,000	16,000	-	16,000	16,000	
CITY MANAGER									
General Fund									
10110100	619800	Communications Consultant	-	95,000	95,000	-	95,000	95,000	
10110100	517300	Social Media Advertising	-	5,000	5,000	-	5,000	5,000	
TOTAL CITY MANAGER			-	100,000	100,000	-	100,000	100,000	
CITY ATTORNEY									
General Fund									
10113100	611300	Zoning & Environmental issues including IOF Specific Plan Project, LAX Expansion & Overflights, upcoming Historic Preservation update, Marijuana CCMC Amendments	692,000	-	692,000	692,000	-	692,000	
10113100	611300	Telecom Ordinance Update and Complex Enforcement Issues	150,000	-	150,000	150,000	-	150,000	
General Fund (101) Proposed Changes Subtotal			842,000	-	842,000	842,000	-	842,000	
Municipal Fiber Network									
20513400	619800	Municipal Fiber Project Issues	220,000	-	220,000	220,000	-	220,000	
Risk Management Fund (309) Proposed Changes Subtotal			220,000	-	220,000	220,000	-	220,000	
Risk Management									
30913400	619800	Third Party Administrator (Claims Processing) & Insurance Consultant	30,000	-	30,000	30,000	-	30,000	
Risk Management Fund (309) Proposed Changes Subtotal			30,000	-	30,000	30,000	-	30,000	
TOTAL CITY ATTORNEY			1,092,000	-	1,092,000	1,092,000	-	1,092,000	
FINANCE									
General Fund									
10114100	619800	Increase for Investment Management Service Fee and GASB Actuary Requirements	-	7,500	7,500	-	7,500	7,500	
10114300	411100	New Staff - Associate Analyst	-	102,788	102,788	-	102,788	102,788	
10114300	411100	Pay Increase for Payroll Technician	-	7,977	7,977	-	7,977	7,977	
10114300	411100	Reclassification of Accountant II to Payroll Analyst	-	12,074	12,074	-	12,074	12,074	
10114300	411100	Eliminate (2) Sr Account Clerk	-	(171,191)	(171,191)	-	(171,191)	(171,191)	
10114300	512100	Increase in Customized Form Printing Costs	-	1,500	1,500	-	1,500	1,500	
10114400	512100	Increase in Customized Form Printing Costs	-	1,500	1,500	-	1,500	1,500	
10114400	411100	Reclassification of Associate Analyst to Management Analyst	-	16,547	16,547	-	16,547	16,547	
10114400	411100	Transfer - Upgrade Revenue Inspector to Code Enforcement Officer and transfer 50% to Code Enforcement Division. Position to be managed by Code Enforcement	-	-	-	-	(41,239)	(41,239)	
10114500	619800	Central Stores Site Reconfiguration Consultant	10,000	-	10,000	10,000	-	10,000	
10114500	619800	Inventory Management Consultant (Valuation, Stratification & Counting)	-	7,500	7,500	-	7,500	7,500	
10114500	600200	Web Application for Uploading E-Bids	-	2,500	2,500	-	2,500	2,500	
TOTAL FINANCE			10,000	(11,305)	(1,305)	10,000	(52,544)	(42,544)	
NON-DEPARTMENTAL									
General Fund									
10116100	516600	Funding for Centennial Celebration	25,000	-	25,000	25,000	-	25,000	
10116100	516700	City-Wide Membership & Dues Increases	-	2,407	2,407	-	2,407	2,407	
10116100	517300	Measure Y and Marijuana Excise Tax campaigns Social Media Advertising	2,500	-	2,500	2,500	-	2,500	
10116100	619800	Measure Y Renewal-Polling	31,750	-	31,750	31,750	-	31,750	
10116100	619800	Measure Y Renewal-Educational Campaign	25,750	-	25,750	25,750	-	25,750	
10116100	619800	Marijuana Excise Tax-Polling	31,750	-	31,750	31,750	-	31,750	
10116100	619800	Marijuana Excise Tax-Educational Campaign	25,750	-	25,750	25,750	-	25,750	
10116100	619800	Creative Economy Report Launch Event	10,000	-	10,000	10,000	-	10,000	
10116100	910200	Contingency Funding for Accrual Payouts or Emergency/Unforeseen Needs	700,000	-	700,000	700,000	-	700,000	
TOTAL NON-DEPARTMENTAL			852,500	2,407	854,907	852,500	2,407	854,907	

**CITY OF CULVER CITY
ADOPTED REDUCTIONS/ENHANCEMENTS
FISCAL YEAR 2017-2018**

DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY COUNCIL ADOPTED			COMMENTS	
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME ADOPTED INCREASE/ DECREASE	ONGOING ADOPTED INCREASE/ DECREASE	TOTAL		
ADMINISTRATIVE SERVICES										
City Clerk										
General Fund										
	10122300	411100	Reclassification of Clerk to Records Management Coordinator	-	32,935	32,935	-	32,935	32,935	
	10122300	411000	Reclassification of Sr Mgmt Analyst/Deputy City Clerk to Mgmt Analyst	-	(29,618)	(29,618)	-	(29,618)	(29,618)	
	10122300	411100	Increase Hours for a Non-Benefitted Clerk	-	9,935	9,935	-	9,935	9,935	
	10122300	514100	Software - Public Records Act Request System	-	7,000	7,000	-	7,000	7,000	
	10122300	514100	Software - Online Passport Reservation System	-	1,000	1,000	-	1,000	1,000	
	10122300	517300	Public Notifications	-	2,500	2,500	-	2,500	2,500	
	10122300	610600	Municipal Election Services	60,000	-	60,000	60,000	-	60,000	
	10122300	517000	Funding for Recording & Transcribing Commissioner's Meeting Minutes	-	30,000	30,000	-	30,000	30,000	
			General Fund (101) Proposed Changes Subtotal	60,000	53,752	113,752	60,000	53,752	113,752	
Risk Management										
	30922200	619800	Consultant for American Disability Act & Fair Employment & Housing Act	20,000	-	20,000	20,000	-	20,000	
			Risk Management Fund (309) Proposed Changes Subtotal	20,000	-	20,000	20,000	-	20,000	
Cultural Affairs										
General Fund										
	10122400	619800	Increase Hours for Cultural Affairs Contract Employee	53,170	-	53,170	53,170	-	53,170	
			Risk Management Fund (309) Proposed Changes Subtotal	53,170	-	53,170	53,170	-	53,170	
Cultural Affairs										
Cultural Trust Fund										
	41322400	619800	Increase Hours for Cultural Affairs Contract Employee	22,000	-	22,000	22,000	-	22,000	
			Risk Management Fund (309) Proposed Changes Subtotal	22,000	-	22,000	22,000	-	22,000	
			TOTAL ADMINISTRATIVE SERVICES	155,170	53,752	208,922	155,170	53,752	208,922	
INFORMATION TECHNOLOGY										
General Fund										
	10124100	411100	Reclassification of Service Desk Technician to GIS Technician and Eliminate GIS Intern	-	10,840	10,840	-	10,840	10,840	
	10124100	619800	Consulting Services - Security Audit and IT Strategic Plan/Smart Cities Initiative	50,000	-	50,000	50,000	-	50,000	
	10124100	600200	Enhancements in Repairs & Maintenance	-	179,293	179,293	-	179,293	179,293	
			TOTAL INFORMATION TECHNOLOGY	50,000	190,133	240,133	50,000	190,133	240,133	
PARKS, RECREATION AND COMMUNITY SERVICES										
General Fund										
	10130110	619800	Increase to Contract Veterans Memorial Complex	-	10,650	10,650	-	10,650	10,650	
	10130212	411200	New Staff - Sr. Recreation Leaders (4)	-	32,880	32,880	-	32,880	32,880	
	10130212	411200	New Staff - Sr. Recreation Specialists (2)	-	19,733	19,733	-	19,733	19,733	
	10130212	512100	Office Supplies for Specialty Camp	-	50	50	-	50	50	
	10130212	514100	Program Supplies	-	10,461	10,461	-	10,461	10,461	
	10130212	516600	Field Trips	-	9,123	9,123	-	9,123	9,123	
	10130212	550110	Uniforms	-	303	303	-	303	303	
	10130212	365210	Offset by Increase in Camp Revenue	-	(60,000)	(60,000)	-	(60,000)	(60,000)	
	10130220	411200	Increase in Lifeguard & Swim Instructor Hours to Meet the Requirements	-	30,000	30,000	-	30,000	30,000	
	10130220	411200	Increase in Pool Manager Hours to Meet the Requirements	-	10,000	10,000	-	10,000	10,000	
	10130220	514100	Training & Safety Materials for Lifeguards & Swim Instructors	-	2,192	2,192	-	2,192	2,192	
	10130220	514100	12 Mannequins for Lifeguard and CPR & First Aid Training & Certification	2,492	-	2,492	2,492	-	2,492	
	10130220	550110	Swim Suits	-	1,987	1,987	-	1,987	1,987	
	10130220	732120	New Refrigerator/Freezer	1,481	-	1,481	1,481	-	1,481	
	10130233	411200	New Staff - Child Care Provider (2)	-	28,440	28,440	-	28,440	28,440	
	10130233	514100	Snacks	-	2,700	2,700	-	2,700	2,700	
	10130233	514200	Halloween Party Food & Candy	-	175	175	-	175	175	
	10130233	516600	Party Bouncer Rental for Halloween Party	-	565	565	-	565	565	
	10130233	365150	Offset by Increase in After School Program Revenue	-	(30,000)	(30,000)	-	(30,000)	(30,000)	
	10130240	619800	Skate Side and Youth Sports Education Offerings Contract	-	40,015	40,015	-	40,015	40,015	
	10130240	365310	Offset by Increase in Youth Sports Program Revenue	-	(40,015)	(40,015)	-	(40,015)	(40,015)	
	10130250	411100	Reclassification of Admin Clerk from Non-Benefitted to Benefitted	-	22,405	22,405	-	22,405	22,405	
	10130250	365410	Offset by Increase in New Programming in Enrichment Classes Revenue	-	(22,405)	(22,405)	-	(22,405)	(22,405)	
	10130400	619800	Increase in Security Guard Service Contract at Senior Center	-	2,143	2,143	-	2,143	2,143	

**CITY OF CULVER CITY
ADOPTED REDUCTIONS/ENHANCEMENTS
FISCAL YEAR 2017-2018**

DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY COUNCIL ADOPTED			COMMENTS
			ONE-TIME PROPOSED INCREASE/DECREASE	ONGOING PROPOSED INCREASE/DECREASE	TOTAL	ONE-TIME ADOPTED INCREASE/DECREASE	ONGOING ADOPTED INCREASE/DECREASE	TOTAL	
10130400	619800	Social Worker/Therapist Contract at Senior Center	-	10,000	10,000	-	10,000	10,000	
TOTAL PARKS, RECREATION AND COMMUNITY SERVICES			3,973	81,402	85,375	3,973	81,402	85,375	
POLICE									
General Fund									
10140200	411100	Reclassification of Management Analyst to Sr. Management Analyst	-	9,290	9,290	-	9,290	9,290	
10140200	411100	Reclassification of Community Service Officer to Records Technician	-	17,390	17,390	-	17,390	17,390	
10140200	411310	Increase in Overtime	-	400,000	400,000	-	-	-	
10140200	732160	Software - Internal Affairs and Professional Standards	15,850	-	15,850	15,850	-	15,850	
10140200	517100	Software - Internal Affairs and Professional Standards Annual Maintenance	-	2,450	2,450	-	2,450	2,450	
10140200	619800	Lab Accreditation	-	45,000	45,000	-	45,000	45,000	
10140200	732150	Software - Edge Internet Perimeter Firewall	12,000	-	12,000	12,000	-	12,000	
10140200	517100	Software - Edge Internet Perimeter Firewall Annual Maintenance	-	5,500	5,500	-	5,500	5,500	
10140200	517100	Vigilant Cameras Annual Maintenance	-	20,000	20,000	-	20,000	20,000	
10140200	740100	Furniture and Furnishings	400,000	-	400,000	100,000	-	100,000	
10140200	732150	Software - Crash Analytics	5,000	-	5,000	5,000	-	5,000	
10140200	732120	Unmanned Aerial Vehicle Equipment/Certification	100,000	-	100,000	70,000	-	70,000	
10140200	732160	Software - TeleStaff	50,000	-	50,000	-	-	-	
10140200	517100	Software - TeleStaff Annual Maintenance	-	20,000	20,000	-	-	-	
10140200	619800	South Bay Regional Public Communications Authority	-	2,375,938	2,375,938	-	2,375,938	2,375,938	
10140300	Various	Offset by Previous Associated Personnel Costs of the Division	-	(1,631,919)	(1,631,919)	-	(1,631,919)	(1,631,919)	
10140200	520220	Service Collection Fees Offset	-	70,000	70,000	-	70,000	70,000	
General Fund (101) Proposed Changes Subtotal			582,850	1,333,649	1,916,499	202,850	913,649	1,116,499	
Asset Seizure Fund									
41640454	732150	Vigilant Cameras (30)	185,000	-	185,000	185,000	-	185,000	
41640454	740100	Furniture and Furnishings	-	-	-	150,000	-	150,000	
Asset Seizure Fund (416) Proposed Changes Subtotal			185,000	-	185,000	335,000	-	335,000	
TOTALPOLICE			767,850	1,333,649	2,101,499	537,850	913,649	1,451,499	
FIRE									
General Fund									
10145200	514600	Drone for Large Incident & Disaster Monitoring	15,000	-	15,000	-	-	-	
10145200	600200	Software - Fire Records Management System	6,000	-	6,000	6,000	-	6,000	
10145200	600200	Software - Migration of TeleStaff to Cloud Based System	25,678	-	25,678	25,678	-	25,678	
10145200	600200	RMS Data Transfer Costs	20,000	-	20,000	20,000	-	20,000	
10145400	619800	Consultant for Cost Recovery Plan	75,000	-	75,000	75,000	-	75,000	
10145600	619800	Plan Check Inspection Outsourcing	10,000	-	10,000	10,000	-	10,000	
10145700	411100	One-time Funding for Fire Captain to oversee Communications until Supervisor position is filled.	177,135	-	177,135	177,135	-	177,135	
10145700	411100	Upgrade of Communications Technician to Communications Supervisor	-	33,680	33,680	-	33,680	33,680	
10145700	732100	Ford C-Max Vehicle - Electric	37,320	-	37,320	37,320	-	37,320	
TOTAL FIRE			366,133	33,680	399,813	351,133	33,680	384,813	
COMMUNITY DEVELOPMENT									
General Fund									
10150100	411100	New Staff - Admin Secretary	-	75,420	75,420	-	-	-	
10150100	514100	Laptop Computers (Housing and Administration)	10,000	-	10,000	10,000	-	10,000	
10150100	619800	Contract Permit Technicians - Building Safety and Public Works	96,000	-	96,000	96,000	-	96,000	
10150150	411100	New Staff - Admin Intern	-	15,620	15,620	-	-	-	
10150150	619800	Soft Story Study	200,000	-	200,000	200,000	-	200,000	
10150150	619800	On-call Building Inspection Services and Plan Checking	350,000	-	350,000	350,000	-	350,000	
10150150	619800	Reimagine Fox Hills (City contribution)	25,000	-	25,000	25,000	-	25,000	
10150200	411100	New Staff - Planning Technician I	-	79,390	79,390	-	79,390	79,390	
10150200	411100	Eliminate Admin Secretary	-	(95,215)	(95,215)	-	(95,215)	(95,215)	
10150200	514100	Permit Center Office Equipment	20,000	-	20,000	20,000	-	20,000	
10150200	619800	Mansionization Study Contract	180,225	-	180,225	180,225	-	180,225	
10150200	619800	Contract Planner on Oil Field Specific Plans	68,000	-	68,000	68,000	-	68,000	
10150250	411100	Salary Schedule Increase - Enforcement Services Manager	-	18,740	18,740	-	18,740	18,740	
10150250	411100	New Staff - Code Enforcement Officer	-	92,320	92,320	-	-	-	

**CITY OF CULVER CITY
ADOPTED REDUCTIONS/ENHANCEMENTS
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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY COUNCIL ADOPTED			COMMENTS
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME ADOPTED INCREASE/ DECREASE	ONGOING ADOPTED INCREASE/ DECREASE	TOTAL	
10150250	411100	Transfer - Upgrade Revenue Inspector to Code Enforcement Officer and transfer 50% to Code Enforcement Division. Position to be managed by Code Enforcement	-	-	-	-	51,081		
10150250	619800	Contract Code Enforcement Officer	71,150	-	71,150	71,150	-	71,150	
10150400	512100	O & M for Advance Planning Division	-	1,000	1,000	-	1,000	1,000	
10150400	514100	O & M for Advance Planning Division	-	4,000	4,000	-	4,000	4,000	
10150400	516500	O & M for Advance Planning Division	-	4,000	4,000	-	4,000	4,000	
10150400	517300	O & M for Advance Planning Division	-	22,000	22,000	-	22,000	22,000	
10150400	411100	Increase Advanced Planning Admin Intern Hours from 1500 to 2,000	-	23,430	23,430	-	23,430	23,430	
General Fund (101) Proposed Changes Subtotal			1,020,375	240,705	1,261,080	1,020,375	108,426	1,128,801	
Parking Authority									
47555310	612300	Credit Card Fee Increases	-	75,000	75,000	-	75,000	75,000	
47555310	612300	Increased Parking Operator Contract to Staff Peak Periods to Ensure Egress	-	113,814	113,814	-	113,814	113,814	
47555380	612300	Increased Parking Operator Contract to Staff Peak Periods to Ensure Egress	-	86,946	86,946	-	86,946	86,946	
47555580	612300	Increased Parking Operator Contract to Staff Peak Periods to Ensure Egress	-	63,427	63,427	-	63,427	63,427	
47555380	600100	Ince Parking Structure Maintenance and Improvements Based on Walker Parking Study	170,000	-	170,000	170,000	-	170,000	
47555310	600100	Cardiff Parking Structure Maintenance and Improvements Based on Walker Parking Study	136,000	-	136,000	136,000	-	136,000	
47555580	600100	Watseka Parking Structure Maintenance and Improvements Based on Walker Parking Study	117,000	-	117,000	117,000	-	117,000	
47555380	730100	Parking Structure Security Cameras - Ince	75,000	-	75,000	75,000	-	75,000	
47555310	730100	Parking Structure Security Cameras - Cardiff	37,500	-	37,500	37,500	-	37,500	
47555580	730100	Parking Structure Security Cameras - Watseka	37,500	-	37,500	37,500	-	37,500	
47555100	600100	Improvements and Repairs to Venice, Canfield and Robertson Parking Lots Based on Walker Parking Study	185,000	-	185,000	185,000	-	185,000	
47555560	600100	Improvements and Repairs to Virginia Parking Lot Based on Walker Parking Study	170,000	-	170,000	170,000	-	170,000	
47555100	600100	Media Park - Ivy Substation Roof, Doors & Landscaping	60,000	-	60,000	60,000	-	60,000	
47555100	619800	Bid and Project Management for Parking Structure and Surface Lot Repairs/Improvements	100,000	-	100,000	100,000	-	100,000	
Parking Authority Fund (475) Proposed Changes Subtotal			1,088,000	339,187	1,427,187	1,088,000	339,187	1,427,187	
Housing Authority									
47650710	618100	Housing Authority Affordable Housing Programs	-	2,108,608	2,108,608	-	2,108,608	2,108,608	
47650890	600100	Housing Programs - Jackson Properties rehabilitation to address failing kitchen cabinets	30,000	-	30,000	30,000	-	30,000	
47650890	600100	Housing Programs - Braddock rehabilitation grant to address sub-flooring in restroom	5,000	-	5,000	5,000	-	5,000	
47650890	618100	Housing Programs - Neighborhood Preservation \$5,000 Minor rehabilitation grant (10 assisted)	-	50,000	50,000	-	50,000	50,000	
47650890	618100	Housing Programs - Health and Safety grant for Seniors and disabled - to assist the elderly and disabled address code violations.	10,000	-	10,000	10,000	-	10,000	
47650710	618100	Property Owner Fair	5,000	-	5,000	5,000	-	5,000	
47650720	610300	Homeless Prevention/Rent and Utility	-	35,000	35,000	-	35,000	35,000	
47650720	610300	Rapid Re-Housing/LA County Homeless Initiative	-	30,000	30,000	-	30,000	30,000	
47650710	411100	Reclassification of Admin Clerk to full time position.	-	61,050	61,050	-	61,050	61,050	
Housing Authority Fund (476) Proposed Changes Subtotal			50,000	2,284,658	2,334,658	50,000	2,223,608	2,273,608	
TOTAL COMMUNITY DEVELOPMENT			2,158,375	2,864,550	5,022,925	2,158,375	2,671,221	4,829,596	
PUBLIC WORKS									
General Fund									
10160100	612100	Expo-Downtown Connector Environmental & Engineering	350,000	-	350,000	350,000	-	350,000	
10160100	619800	Metro Bike Share Year One Operations & Maintenance	-	160,000	160,000	-	-	-	
10160100	619800	Bike/Pedestrian/Vision Zero Planning & Project Development	140,000	-	140,000	140,000	-	140,000	
10160100	619800	Walk & Roller Program	-	40,000	40,000	-	40,000	40,000	
10160100	619800	Automated Bike Counters	30,000	-	30,000	30,000	-	30,000	
10160100	411100	Contract Coordinator (Bicycle & Pedestrian)	-	60,000	60,000	-	60,000	60,000	
10160150	411100	New Staff - Assistant Engineer (Traffic)	-	106,140	106,140	-	-	-	
10160150	411100	New Admin Intern	-	24,370	24,370	-	-	-	
10160150	619800	Consultant Inspector	200,000	-	200,000	200,000	-	200,000	

**CITY OF CULVER CITY
ADOPTED REDUCTIONS/ENHANCEMENTS
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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY COUNCIL ADOPTED			COMMENTS
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME ADOPTED INCREASE/ DECREASE	ONGOING ADOPTED INCREASE/ DECREASE	TOTAL	
10160150	619800	Consultant Plan Reviewer	50,000	-	50,000	50,000	-	50,000	
10160210	619800	Alley Maintenance	36,000	-	36,000	36,000	-	36,000	
10160220	619800	Potential Increase in Tree Maintenance Contract	-	69,000	69,000	-	69,000	69,000	
10160230	619800	Potential Increase in Janitorial Service Contract	-	17,000	17,000	-	17,000	17,000	
10160230	411100	New Staff - Facilities Maintenance Worker	-	77,380	77,380	-	-	-	
10160240	411100	New Staff - Technician	-	112,540	112,540	-	-	-	
10160240	619800	Various On-Call Electrical Maintenance Contracts	-	90,000	90,000	-	90,000	90,000	
General Fund (101) Proposed Changes Subtotal			806,000	756,430	1,562,430	806,000	276,000	1,082,000	
Refuse Fund									
20260400	411100	New Staff - Inspector (Environmental Compliance)	-	97,630	97,630	-	97,630	97,630	
20260400	732100	Toyota Tacoma purchase for the Inspector (Environmental Compliance)	45,660	-	45,660	45,660	-	45,660	
20260400	732150	IT Hardware for the Inspector (Environmental Compliance)	5,000	-	5,000	5,000	-	5,000	
20260400	512200	Printing & Binding: Safety Training Hand-Outs, New Collection Schedules and Programs	-	2,000	2,000	-	2,000	2,000	
20260400	514100	Storm Water Testing Equipment, Container Repairs and Safety Supplies	-	11,500	11,500	-	11,500	11,500	
20260400	516100	Additional Training, Education & Meeting Costs	-	2,000	2,000	-	2,000	2,000	
20260400	516500	Additional Conferences & Convention Costs	2,000	-	2,000	2,000	-	2,000	
20260400	600100	Building Maintenance	-	20,000	20,000	-	20,000	20,000	
20260400	600200	Equipment Maintenance	-	7,000	7,000	-	7,000	7,000	
20260400	610100	Audit Containers for All Multi-Family Accounts	95,000	-	95,000	95,000	-	95,000	
20260400	610400	Increase Transfer Stations' Permits from 500 (TPD) to 1000 (TPD)	75,000	-	75,000	75,000	-	75,000	
20260400	619800	CR&R Hauling Services, Storm water Lab Testing, IGP Monitoring SWPPP BMPs, Scale Maintenance	-	125,800	125,800	-	125,800	125,800	
20260400	619800	Clean Streets Contracts, Alpine Technology, Hoist Replacement, Contracted Employee Safety Training Program	200,000	193,332	393,332	200,000	193,332	393,332	
20260400	732120	Container Replacements	-	300,000	300,000	-	300,000	300,000	
20260410	732100	Equipment Purchase - Caterpillar Loader	394,000	-	394,000	394,000	-	394,000	
Refuse Fund (202) Proposed Changes Subtotal			816,660	759,262	1,575,922	816,660	759,262	1,575,922	
TOTAL PUBLIC WORKS			1,622,660	1,515,692	3,138,352	1,622,660	1,035,262	2,657,922	
TRANSPORTATION									
Transportation Fund									
20370100	516500	Admin Conference attendance for additional staff; Transportation Director Washington DC Conference	7,300	-	7,300	7,300	-	7,300	
20370100	517300	Transit Admin Advertising/PR - Culver City Bus 90th Anniversary wrap, advertising and PR for events and celebration	5,000	-	5,000	5,000	-	5,000	
20370100	411100	New Staff - Management Analyst (Finance & Grants)	-	118,530	118,530	-	118,530	118,530	
20370100	411100	Reclassification of Management Analyst (Planning) to Manager (Planning)	-	31,480	31,480	-	31,480	31,480	
20370100	411100	New Staff - Management Analyst (Planning)	-	118,530	118,530	-	118,530	118,530	
20370100	411200	New Staff - Admin Intern (Social Media)	-	24,370	24,370	-	24,370	24,370	
20370200	411200	New Staff - Admin Intern (Transit Operations)	-	24,370	24,370	-	24,370	24,370	
20370200	411100	Reclassification of (2) Fleet Service Assistants from RPT to Full-Time	-	16,980	16,980	-	16,980	16,980	
20370200	411310	Increase in Overtime	-	11,840	11,840	-	11,840	11,840	
20370200	516100	Operations Training & Education - Accident Investigation; DMV Training; NTI Trainer's Workshop; Safety Meetings & Requirements	21,008	-	21,008	21,008	-	21,008	
20370200	516500	Operations Conf & Conventions - APTA Annual Meeting; APTA Bus Ops & Roadco; CTA conference	4,146	-	4,146	4,146	-	4,146	
20370200	619800	Increase in Various Contracts and One Additional Employee Wellness Program	-	24,300	24,300	-	24,300	24,300	
Transportation (Fund 203) Proposed Changes Subtotal			37,454	370,400	407,854	37,454	370,400	407,854	
Equipment Maint. Fund									
30870400	411100	New Staff - Electronic Fleet Service Technician	-	104,440	104,440	-	104,440	104,440	
30870400	512100	Office Supplies	-	425	425	-	425	425	
30870400	514600	New Vehicle Scanner Necessary for HD Vehicle Repair	10,000	-	10,000	10,000	-	10,000	
30870400	516100	Training	20,200	-	20,200	20,200	-	20,200	
30870400	600200	Additional Parts & Materials Used to Maintain the City Fleet. Increases to Transit and Refuse Fleets	-	132,000	132,000	-	132,000	132,000	
Equipment Maintenance Fund (Fund 308) Proposed Changes Subtotal			30,200	236,865	267,065	30,200	236,865	267,065	

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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY COUNCIL ADOPTED			COMMENTS
			ONE-TIME PROPOSED INCREASE/DECREASE	ONGOING PROPOSED INCREASE/DECREASE	TOTAL	ONE-TIME ADOPTED INCREASE/DECREASE	ONGOING ADOPTED INCREASE/DECREASE	TOTAL	
Operating Grant Fund									
41470420	619800	Increase in Taxi Services Contract	-	7,000	7,000	-	7,000	7,000	
Operating Grant Fund (Fund 414) Proposed Changes Subtotal			-	7,000	7,000	-	7,000	7,000	
TOTAL TRANSPORTATION			67,654	614,265	681,919	67,654	614,265	681,919	
TOTAL GENERAL FUND (101)			4,637,001	2,796,853	7,256,719	4,242,001	1,722,905	5,736,690	
TOTAL REFUSE FUND (202)			816,660	759,262	1,575,922	816,660	759,262	1,575,922	
TOTAL TRANSPORTATION FUND (203)			37,454	370,400	407,854	37,454	370,400	407,854	
TOTAL MUNICIPAL FIBER NETWORK FUND (205)			220,000	-	220,000	220,000	-	220,000	
TOTAL EQUIPMENT MAINTENANCE FUND (308)			30,200	236,865	267,065	30,200	236,865	267,065	
TOTAL RISK MANAGEMENT FUND (309)			50,000	-	50,000	50,000	-	50,000	
TOTAL ART FUND (413)			22,000	-	22,000	22,000	-	22,000	
TOTAL OPERATING GRANT FUND (414)			-	7,000	7,000	-	7,000	7,000	
TOTAL OPERATING ASSET SEIZURE FUND (416)			185,000	-	185,000	335,000	-	335,000	
TOTAL PARKING AUTHORITY FUND (475)			1,088,000	339,187	1,427,187	1,088,000	339,187	1,427,187	
TOTAL HOUSING AUTHORITY FUND (476)			50,000	2,284,658	2,334,658	50,000	2,284,658	2,334,658	
TOTAL ALL FUNDS			7,136,315	6,794,225	13,930,540	6,891,315	5,720,277	12,611,592	

ABOUT THE CITY OF CULVER CITY

GENERAL

The City of Culver City is situated in western Los Angeles County approximately five miles north of Los Angeles International Airport and three miles east of the Marina del Rey small craft harbor and the Pacific Ocean. Culver City is bordered on all sides by the City of Los Angeles, with the exception of a portion of the eastern side where the boundary is contiguous with unincorporated County territory. The California Department of Finance Demographic Research Unit estimates the City's population to be approximately 39,364.

Culver City's favorable location in the western section of the County, traversed by the San Diego and Route 90 freeways and less than ¼ mile south of the Santa Monica Freeway, contributes to a strong economic potential for the community. At the present time the entertainment, medical, electronics, and technology industries provide significant sources of employment for Culver City and the surrounding areas.

Culver City is located within the heart of the La Ballona Valley, which was originally settled in the eighteenth century by ranchers attracted by the temperate climate and the availability of fresh water in Ballona Creek. A railroad connecting downtown Los Angeles to the Pacific Ocean coastline went through the area that later became the City of Culver City. The resulting development culminated in the incorporation of the City in 1917. During the decade following incorporation, the original city of 770 acres and 500 persons more than doubled in land area and population and saw the advent of the motion picture industry in the City. The motion picture industry soon became a major local industry that provided jobs for residents and a strong tax base to the City.

The past few decades have seen the City undergo a period of transition from a suburban oriented community to a unique urban environment within the developing Westside hub of Los Angeles County. The opening of Fox Hills Mall in 1975 (now named Westfield Culver City) provided the City and surrounding area with a major shopping facility with excellent local employment opportunities and generated significant sales tax revenue to the City. In addition, Sony Entertainment purchased the former MGM studio site and has revitalized the extensive studio facilities. The City's downtown has undergone a major transformation with a multiplex movie theater and several retail and food establishments. The Kirk Douglas Theatre opened in the fall of 2004 and continues to offer exciting live stage entertainment. Proposed new development on the Parcel B site is expected to bring even more business to the downtown area.

GOVERNMENT AND ADMINISTRATION

Culver City was incorporated as a general law city on September 17, 1917 and celebrates its Centennial Anniversary this year. The City Charter was revised by voters in April 2006, and as of July 1, 2006, Culver City operates under a City Council/City Manager form of government rather than the City Council/Administrator form that it had since 1947. This allows the City Council to focus on making policy decisions while the day-to-day functions will be under the direction of the City Manager.

Members of the City Council are elected for alternating four-year terms, with the Mayor being selected annually by the Council from among its members. Primary elections are not required and filing fees are minimal in order to provide the opportunity for persons with varying backgrounds to seek public office.

The City government is operated under the Civil Service System of merit appointment and promotion. Positions of the City Manager and his staff, the City Attorney and her staff, and all other Executive Management positions, which include the Chief Financial Officer, Human Resources Officer, Chief Information Officer, Parks, Recreation and Community Services Director, Police Chief, Fire Chief, Community Development Director, Public Works Director, and Transportation Director are exempt and serve as "at will" employees. Many remaining positions, including division head and line staff, are filled by appointment based on Civil Service rules and regulations. Presently, the City has approximately 685 employees in regular status and has direct responsibility for the provision of all municipal services in the City with exception of library service and health department service, both of which are provided by the County of Los Angeles.

EDUCATION

Public education is provided to City residents of school age through the Culver City Unified School District, which operates five elementary schools, one intermediate school (Culver City Middle School), and two high schools (Culver City High School and Culver Park High).

Abutting the City's eastern boundary is the West Los Angeles Community College. This two-year facility provides City residents and others an opportunity to continue their education after high school. West Los Angeles Community College supplements the higher education opportunities provided at the University of California at Los Angeles (five miles northwest of the City), the University of Southern California (nine miles east of the City), and Loyola Marymount University in nearby Westchester.

COMMUNITY FACILITIES

Culver City maintains many community services for local residents. Medical facilities include Southern California Hospital-Culver City and numerous convalescent hospitals and medical clinics. Culver City also has a Branch County Library, 30 area churches, and two local newspapers. Twelve banks have branches in the City.

The City's Parks, Recreation and Community Service's Department provides professional supervision for a varied program of playground activities available to City residents at City-owned parks. Various school playgrounds are also open after school hours. The City maintains a community and youth center and a senior citizen's facility. The Veterans' Memorial Auditorium furnishes modern facilities for the community and is the site of many community events.

The local area is served by Los Angeles International Airport, two railroads and the Ports of Los Angeles and Long Beach. Buses, Metro Expo Line and a subway system provide area public transportation. Culver City operates Culver CityBus, the oldest continuously operating municipal bus line in California. The City's regularly scheduled routes coordinate with those of the Los Angeles County Metropolitan Transportation Authority and the Santa Monica Municipal Bus lines to provide convenient connections for those who use public transit.

STRATEGIC PLANNING

Recognizing the many economic, social and environmental changes which are impacting the Culver City community, the City Council previously initiated "Direction 21," a broad citizen-based strategic planning process for developing and achieving a collective vision for the future of the City. Over many months, participants in this process identified and analyzed the key factors impacting our community and recommended/prioritized goals, objectives and action strategies in the areas of City appearance/identity, commercial/residential mix, government financing, transportation/traffic, education and recreation/culture/entertainment needed to attain our vision of Culver City.

The Adopted 2017-2018 City Budget continues as a framework for continuing many key aspects of the Direction 21 Action Plan along with the City's General Plan update, and an Economic Development Strategy Plan. The City has initiated research for a comprehensive General Plan update beginning last fiscal year, along with Zoning and Municipal Code updates related to mobility issues. Continued implementation of projects that are consistent with various City Council approved plans, such as the Bicycle and Pedestrian Master Plan, Economic Development Implementation Plan, and the Disaster Preparedness Plan, ensure the City is on the right path in shaping constructive improvement and growth for residents, businesses and visitors. Communities use strategic planning to provide direction to City officials regarding their vision, their priorities and desires for the future.

GUIDE TO THE 2017-2018 CULVER CITY BUDGET

The Annual City Budget is more than a routine compilation of revenues and expenditures. It represents a financial plan, a comprehensive management plan, a policy implementation plan, and a communications medium for staff, the City Council, and the public at large. It also represents our continued commitment to the citizens of Culver City to provide quality service in an effective and efficient manner during the fiscal year.

The Adopted Fiscal Year 2017-2018 budget document has been organized into four major sections:

- Budget Summary
- Department/Division Budgets
- Capital Improvement Plan (CIP) Budget
- Appendices

The budget summary section includes the transmittal letter from the City Manager, which highlights the revenue and expenditure programs approved by the City Council. Also included is list of approved reductions and enhancements by Department, and a City Organization Chart. The revenue summary provides historical and projected revenue data for comparative purposes. Revenue sources are included for all City funds; General Fund, Grant Funds, Asset Seizure Fund, Enterprise Funds, Internal Services Funds and Capital Funds. Each fund is further subdivided into detailed revenue classifications.

The budget summary also includes summarized expenditure information arranged to display historical and approved expenditures (appropriations) by fund type. Other information included is a schedule of interfund budget transfers, estimated (projected) fund balances and a schedule of authorized City positions.

The department/division budget section describes the missions and objectives of each organizational unit along with its annual work program, funding sources and workload/performance indicators. This information is intended to assist the reader in evaluating the effectiveness of each department in meeting community or organizational needs. The detailed list of appropriations for each department/division is also included within the volume. Together these budget materials establish a baseline for effective budgetary control during the fiscal year.

The Capital Improvement section includes a summary of the City's Capital Improvement Plan (CIP) for the new fiscal year by funding source. Budgetary appropriations include authorization for new City projects or additional funding required for fiscal 2017-2018 as well as reappropriation of funds for prior year capital projects which are not complete and/or are multi-year in scope.

The final section, or appendix, includes general statistical information about the City, the City Council's adopted financial policies, the Budget Adoption Resolution, the Gann Appropriation Limit (Prop 4) calculations and a glossary of terms used throughout this budget document.

BUDGET PROCESS

The City Charter, as adopted by the voters in 1947 and amended in April 2006, requires that the City Manager submit a proposed budget for the coming year at least 45 days prior to the end of the fiscal year. The Charter also provides that the City Council holds a public hearing to solicit public input and adopt the budget on or before June 30.

Once adopted, the budget may only be amended or supplemented by a four-fifths vote of the City Council. However, funds may be transferred between accounts/departments as authorized by the City Manager for amounts not exceeding \$30,000. Standing authority is provided to the City Manager to amend grant budgets as may be deemed appropriate.

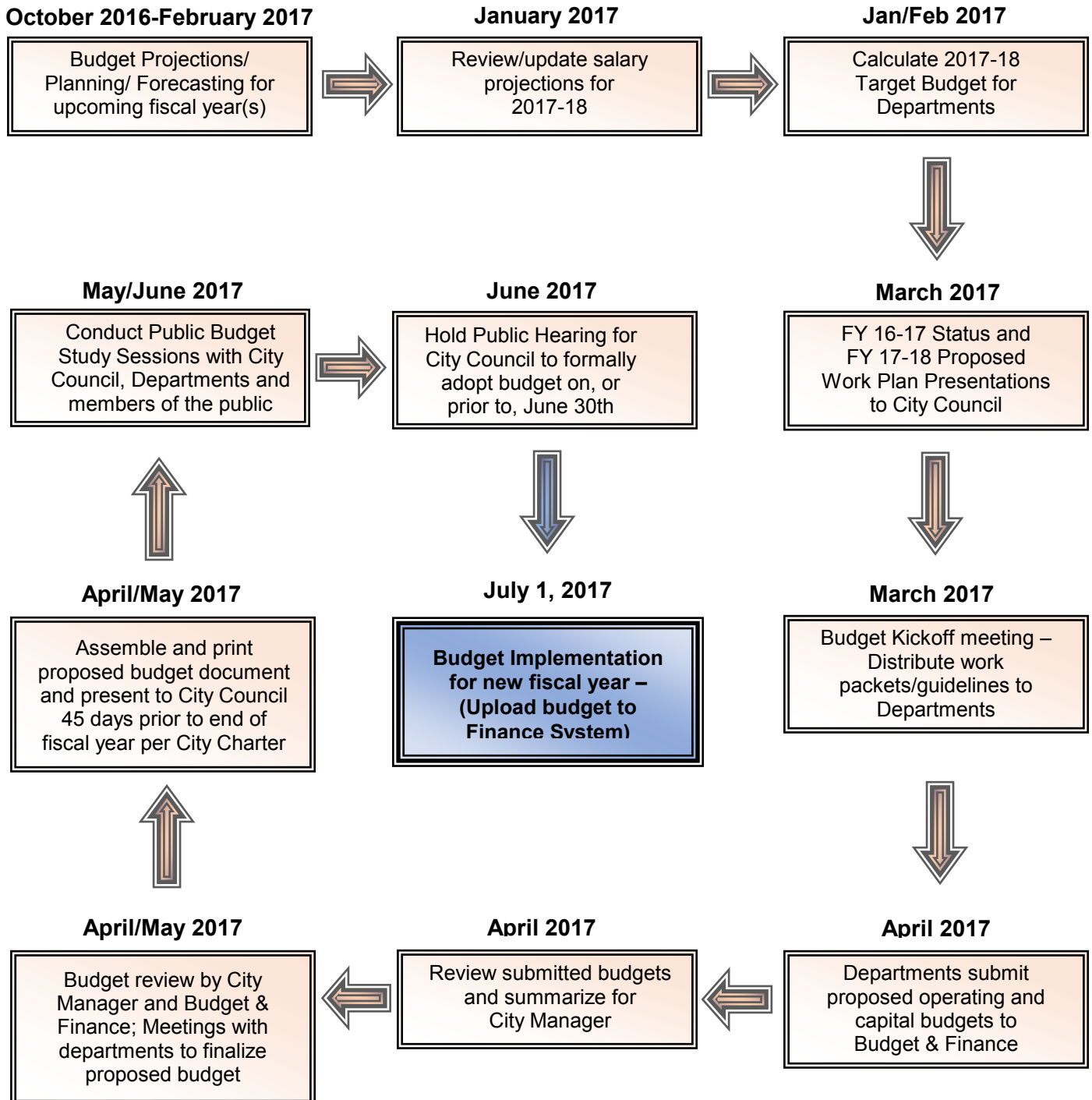
Frequent budget analyses are provided to the City Council during the year comparing budget to actual revenues and expenditures. Revised projections of budget estimates are also included, as appropriate. Each year the Finance Department's Accounting division also prepares a Comprehensive Annual Financial Report for the preceding fiscal year.

In order to provide an effective foundation for development of the 2017-2018 budget, the City Council continues to adhere to the "Budget Development and Administration" process (see Appendix A) as proposed by staff to guide the development, review and administration of future budgets. The Budget Development and Administration process allows the City Council to focus on policy issues regarding the mission, goals, and level of service provided by each City department. It provides staff the flexibility to manage within their budgets.

Rather than having departments competing with each other for available funding, the process is based on the assumption that the existing funding base for services/service levels is reasonable and consistent with the current budget constraints of the City. Accordingly, all department budgets are indexed by provisions in negotiated Memorandum of Understandings (MOUs) for Personnel Costs and by the change in the Consumer Price Index (CPI) for Maintenance and Operations Costs to establish their budget "target" for the coming year. However, the City Council may choose to change the priority/mix of funding for City services in response to changing community needs. Additional "enhancements" requested by departments as a result of client/workload growth, is considered by the City Manager and City Council on a case-by-case basis.

BUDGET PROCESS FLOWCHART OVERVIEW

Below is a simplified flowchart showing the budget process, and when certain processes occur. The below chart was used in the mid-year Fiscal Year 2016-17 budget process and Fiscal Year 2017-18 proposed budget process.



POLICY IMPLEMENTATION

The resulting establishment of programs and allocations of financial resources in the Adopted 2017-2018 City Budget reflects community needs/priorities/policies as established by the City Council. These include authorized funding policies to:

- ◆ Appropriate some service enhancements, which can be accommodated within available recurring General Fund revenues.
- ◆ Maximize the levels of service to the public by using limited funding resources.
- ◆ Maintain, to the extent possible, funding for Enterprise activities (bus, sewer and refuse) on a self-supporting basis.
- ◆ Ensure a strong and prudent General Fund reserve level to cover cash-flow needs or continued economic uncertainty and unexpected emergencies.

FINANCIAL OBJECTIVES

As part of the City's development/implementation of its strategic plan, government financing had been identified as a key strategic issue to ensure a stable and predictable financial base to support current/future community requirements. This led to the formation of a Finance Advisory Committee to advise the City Council on a broad range of community financial issues/strategies. These included evaluating the need for new revenue sources, revenue enhancement/economic development strategies, infrastructure financing, and recommendations regarding overall financial policies to guide future City decisions.

Accordingly, the Committee has recommended a series of financial/budgetary policies dealing with long-term planning, revenues, appropriations, capital improvements and fund balance/reserve policies. The most recent Council policies, which were submitted in late spring and updated and amended by the Council in June 2014, are included in Appendix B.

CLASSIFICATION OF FUNDS AND BASIS OF BUDGETING AND ACCOUNTING

Culver City's accounting system is organized on a fund basis. Each fund is a separate accounting entity with a self-balancing set of accounts recording assets, liabilities, fund equity, revenues and expenditures. The funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Governmental funds are classified into three broad categories: governmental (general, special, debt service, and capital improvement projects), proprietary (enterprise and internal service), and fiduciary funds. Governmental funds include activities usually associated with a typical state or local government's operations. Proprietary funds are financed and operated in a manner similar to private business enterprises, where the intent is to recover the cost of providing goods and services from user charges. Fiduciary funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or an agent. Examples of fiduciary funds are pension trust funds, investment trust funds, or pass-through grants which require a government to distribute funds to other parties where the government has no financial involvement and for which it performs no significant administrative functions, such as selecting recipients or

monitoring performance. The City currently has only one fiduciary fund which is a trust fund used to account for refundable deposits entrusted with the Finance Department.

The *Basis of Budgeting* for the City’s budget is consistent with the Comprehensive Annual Financial Report (CAFR). All governmental funds are budgeted and accounted for using the modified accrual basis of accounting. The revenues are recognized when they become measurable and available as net current assets. The primary revenue sources susceptible to accrual are property, sales, utility users, transient occupancy and business license taxes, investment income, motor vehicle fees and highway users tax (gas tax). A revenue source received by the city that is not susceptible to accrual is franchise fees. Expenditures are generally recognized under the *modified accrual basis of accounting* when the related fund liability is incurred.

Proprietary (enterprise and internal service) and fiduciary fund revenues and expenses are budgeted and recognized on the accrual basis. Revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the accounting period they are incurred.

The table below provides a quick reference list of the major and non-major governmental funds, and the three enterprise funds under the proprietary category, which are also considered major funds of the City:

Governmental and Proprietary Funds		
Major and Non-Major Funds		
GOVERNMENTAL		PROPRIETARY
<i>Major</i>	<i>Non-Major</i>	<i>Major</i>
General Fund	Gas Tax	Refuse
Housing Authority	Operating Grants	Transportation
Improvement & Acquisition	Section 8 Housing	Sewer
Capital Improvement Grants	Art in Public Places	
	New Dev Impact Fund	
	CDBG Operating	
	Landscape Maint	
	Park Facilities	
	Parking CIP	
	CDBG Capital	
	Prop 1B	
	Prop A Local Return	
	Prop C Local Return	
	Measure R	
	Asset Seizure	
	Capital Grants	
	Building Surcharge	
	Economic Development	

Following is a more detailed explanation of the various types of funds of the City and their purpose:

General Fund

The General Fund is used to account for resources traditionally associated with government which are not required to be accounted for in another fund including: property taxes, sales taxes, business taxes, utility taxes, transient occupancy taxes, licenses and permits, and fines and forfeits. The General Fund is used to finance most of the basic municipal functions including general administration, police, fire, community development and parks, recreation and community services.

Enterprise Funds

Enterprise Funds account for the provision of direct services to the general public where all or a substantial portion of the costs involved are paid in the form of user charges or fees for such services.

Transportation Fund is used to account for the operation, as well as the capital assets, of the City's Municipal Bus Lines. Other funding assistance comes from FTA Section 9 (Federal-Capital), TDA and STA (Capital and Operating), and Proposition A and Proposition C.

Refuse Disposal Fund was established to account for the operation of the City's refuse disposal, transfer station operation, recycling efforts, and street sweeping services.

Sewer Fund is used to account for revenues collected through sewer charge fees and sewer facilities charges. These funds are used for expenditures related to the operation and maintenance of sewer disposal facilities, capital projects, and debt service on bonds for sewer facility improvements.

Special Revenue Funds

Gas Tax Fund is used to account for the City's share of state gasoline tax collection in accordance with the provisions of the State of California Streets and Highway Code.

Capital Improvements Grants Fund is used to account for capital grant funds resulting from the City's federal, state and local operating grants, and the qualified expenditure of these restricted funds.

Operating Grants Fund is used to account for operating grant funds resulting from the City's federal, state and local operating grants, and the qualified expenditure of these restricted funds.

CDBG Capital Grants Fund used to account for Community Development Block Grant (CDBG) funds, and the qualified expenditure of these restricted funds for capital improvement projects.

CDBG Operating Grants Fund used to account for Community Development Block Grant (CDBG) funds, and the qualified expenditure of these restricted funds for administrative expenses such as personnel costs.

Asset Seizures Fund receives funds from federal and local seized and forfeited properties. Such funds may be used for the detection and prevention of criminal activity, and the apprehension of criminals through drug prevention, education (D.A.R.E.), and related law enforcement programs.

Art in Public Places Fund is used to account for the “Arts in Public Places” program. The revenues for this Fund come from developer fees.

New Development Impact Fund is used to record fees collected on new non-residential development in excess of 5,000 square feet. These fees are used to finance street improvements, traffic controls and traffic management projects.

Landscape Maintenance Fund is used to account for monies from homeowners for landscaping services of private property within the City.

Park Facilities Fund is used to account for monies from subdivision/residential development impact fees for the improvement and expansion of public parks and facilities throughout the City.

Prop 1B Street Improvement is used to account for funds received from the State in accordance with Proposition 1B, which was approved by voters in November 2006. It is intended to improve safety conditions of roads and bridges, as well as improve Air quality and Port security. These funds are used in the City’s capital improvement process for street infrastructure projects.

Measure R is a ½ cent sales tax approved by Los Angeles County voters in November 2008, and is to be used to fund new transportation projects and programs. Transportation and Public Works utilize the majority of this funding.

Capital Projects Funds

Capital Improvement and Acquisition Fund is utilized for projects other than those specifically identified by the source of funding. Project funding is mainly from general revenues allocated by action of the City Council. In prior fiscal years, the Culver City Redevelopment Agency funded a number of eligible projects.

Parking Capital Improvement Fund is utilized for the accumulation of parking meter collections and other parking lot revenues for major parking improvements by action of the City Council.

Internal Service Funds

The Internal Service Funds are used to account for services and commodities furnished by designated funds of the City to user departments of the City.

Self-Insurance Fund receives and disburses funds pertaining to the public liability and workers' compensation insurance programs. It also funds the Employee Disability (IOD) program for employee long-term work-related disabilities.

Equipment Replacement Fund is used to hold annual replacement payments from designated user departments and to use those funds to purchase equipment for general City purposes.

Equipment Maintenance Fund accounts for all activities of the City's central equipment maintenance operations, the costs of which are distributed among designated user departments.

Central Stores accounts for the timely purchase of needed materials, supplies and auto parts in advance of actual need. Departments are billed as items are issued for use.

LONG TERM FINANCIAL PLAN

The City's financial position is good, although there are some difficult financial issues that face the City. The projected General Fund Fund Balance exceeds 30 percent of annual General Fund expenditures, which is the Fund Balance percentage specified in the City Council's Reserve Policy, and the City has no bonded indebtedness for which the General Fund is responsible. However, the City has no dedicated funding source for deferred maintenance of the City's infrastructure and capital projects, and has not set aside adequate funds for the replacement of technological equipment. As a result, the City's capital project funds have been depleted and money must begin to be accumulated for the replacement of computer hardware and software, and for major repairs or renovations of public buildings.

An assessment of City facilities and parks was completed by an outside consultant to help identify funding amounts needed for immediate repairs and for long-term deferred maintenance. Based on this assessment, along with recommendations from the City's adopted Comprehensive Financial Plan, the City was able to appropriate over \$4.7 million of funding in each of the last two fiscal years for urgent and immediate facility repairs that will assist in lessening future deferred maintenance needs. It is currently recommended to earmark at least \$2 million in each year hereafter for infrastructure needs.

The following table represents the projected cash flow for the General Fund assuming no structural changes to the present pattern of revenues and expenditures. The appropriable fund balance for the beginning of each fiscal year is shown as well as estimated annual revenues and expenditures, which include both recurring and one-time funding estimates. Despite the efforts already made by the City to reduce costs and increase revenues, an even greater improvement in City finances is needed to fully address the increase to pension obligations, and the need to dedicate an ongoing set amount of funding for capital and equipment replacement purposes. Measure Y revenues (the City's ½ cent Transaction Tax) is shown in a separate line and currently is due to 'sunset' in Fiscal Year 2022-23. It is clear that this loss of revenue will severely inhibit the City's ability to continue its current service levels and obligations. (Note: amounts in table shown in thousands.)

GENERAL FUND 10-YEAR FORECAST

General Fund Forecast [in millions]												
	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28
	Est	Adopt	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj
RESOURCES												
Beginning Balance *	61.8	55.4	53.8	51.5	47.7	42.6	36.7	32.2	26.7	20.3	13.4	7.8
OPERATING REVENUES												
Operating Revenue	97.8	101.2	102.0	104.2	106.8	109.9	113.2	115.6	118.0	120.6	123.2	125.9
Measure Y	9.3	9.4	9.6	9.9	10.2	10.6	10.9	11.3	11.6	11.9	12.3	12.6
Additional Operating Rev from Development	0.0	0.0	0.1	0.4	0.9	0.9	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUES	107.1	110.6	111.7	114.5	117.9	121.4	124.1	126.8	129.6	132.5	135.5	138.5
OPERATING EXPENDITURES												
Current Service Budget	(104.1)	(110.9)	(114.5)	(118.7)	(122.9)	(127.3)	(131.3)	(135.0)	(138.8)	(142.3)	(144.0)	(149.7)
2% Assumed Savings - Vacancies, O&M, etc.	0.0	2.3	2.3	2.4	2.5	2.5	2.6	2.7	2.8	2.8	2.9	3.0
TOTAL OPERATING EXPENDITURES	(104.1)	(108.6)	(112.2)	(116.4)	(120.5)	(124.8)	(128.6)	(132.3)	(136.0)	(139.4)	(141.1)	(146.7)
OPERATING SURPLUS / (DEFICIT)	3.0	2.0	(0.5)	(1.9)	(2.5)	(3.4)	(4.5)	(5.5)	(6.4)	(6.9)	(5.6)	(8.1)
ONE-TIME ITEMS AND INFRASTRUCTURE INVESTMENTS												
One-Time Revenue - Development	0.0	0.0	0.7	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
One-Time Revenue - Sale of Properties	0.0	5.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
One-time Enhancement Costs	(3.9)	(4.2)	(0.5)	(0.5)	(0.5)	(0.5)	0.0	0.0	0.0	0.0	0.0	0.0
Advance to Urban Runoff Mitigation Fund	(0.8)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
General Infrastructure Funding	(4.7)	(4.8)	(2.0)	(2.0)	(2.0)	(2.0)	0.0	0.0	0.0	0.0	0.0	0.0
Net One-time Items and Infrastructure	(9.5)	(3.6)	(1.8)	(1.9)	(2.5)	(2.5)	0.0	0.0	0.0	0.0	0.0	0.0
GROSS SURPLUS / (DEFICIT)	(6.4)	(1.6)	(2.3)	(3.8)	(5.0)	(5.9)	(4.5)	(5.5)	(6.4)	(6.9)	(5.6)	(8.1)
30% Contingency Reserve Requirement	31.2	32.6	33.7	34.9	36.1	37.4	38.6	39.7	40.8	41.8	42.3	44.0
Facilities Planning Reserve (40% of any gross surplus)	5.3	4.6	3.8	3.1	2.3	1.6	0.8	0.1	(0.7)	(0.7)	(0.7)	(0.7)
fees)	0.6	0.6	0.6	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
UNASSIGNED FUND BALANCE	18.3	16.1	13.4	9.2	3.6	(2.8)	(7.7)	(13.5)	(20.3)	(28.2)	(34.4)	(44.1)
ENDING TOTAL BALANCE	55.4	53.8	51.5	47.7	42.6	36.7	32.2	26.7	20.3	13.4	7.8	(0.3)

* NOTE: Excludes Non-Spendable Reserves (Land Held for Resale, Loans Receivable, etc.)

The City's work plan for the coming year includes updating the City's Comprehensive Financial Plan. The Plan is optimally updated annually and used as a tool to assist in preparing the City budget, developing long-term financial strategies, and maintaining the City's financial health. By reviewing and analyzing all of the City's funds on an annual or bi-annual basis, the City will continue to identify and develop long-term solutions for funding its deferred maintenance, unfunded liability, and capital improvement program.

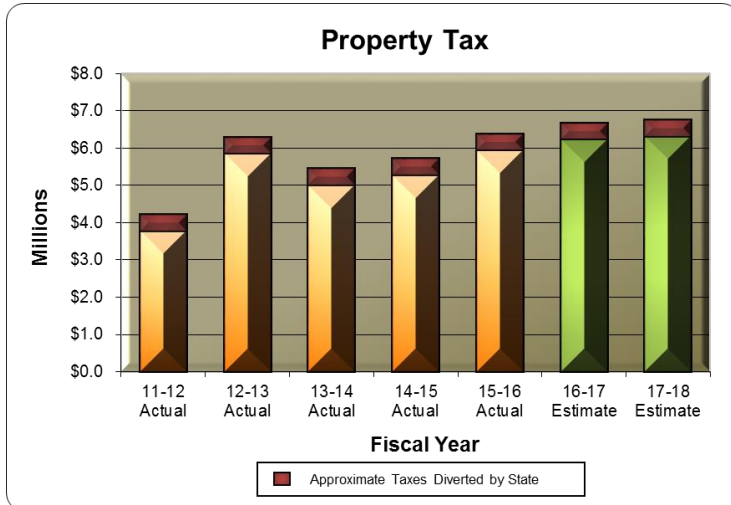
COST ALLOCATION

The City allocates direct costs and indirect costs to the Enterprise Funds for the General Fund. These costs are allocated using several sets of data collected from all departments, such as actual personnel costs; number of supported computers, phones and printers; number of purchase orders processed by division; square footage of occupied space to calculate percentage of electricity, gas and water expenses; number of payroll checks processed annually; number of hours spent on grant activities; number of recruitments processed; etc.

Once the data is collected it is allocated in a schedule on a city-wide basis. From this schedule the amounts for the Enterprise Funds (Sewer and Refuse) are calculated and then included in their annual appropriated budgets under the object account "Administrative Charges." The Transportation Department, an Enterprise Fund, must use amounts calculated from the OMB-A87 Schedule. This schedule is created from the initial Cost Allocation Plan and reduces certain grant activities and other non-eligible activities. Like the other funds, this amount is included in the Transportation Department's annual appropriated budget under the object account "Administrative Charges."

Major Revenue Sources/Basis for Estimate

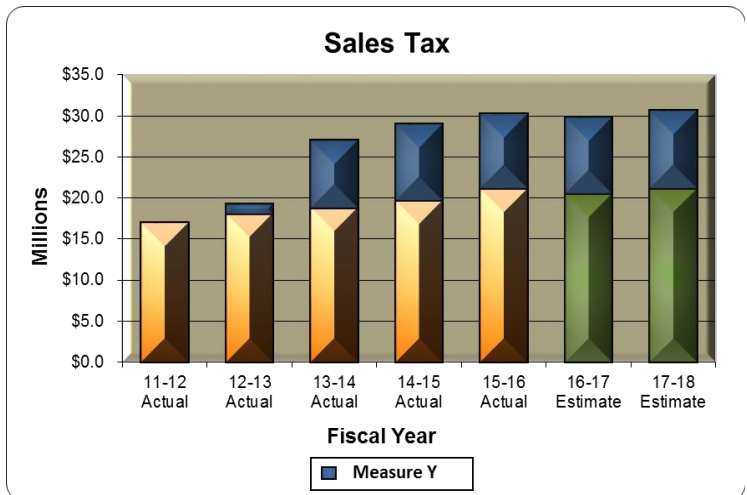
Rationales for revenue estimates are included in the discussion of specific tax types below. Major revenue sources, such as sales taxes, are described in some detail while other more minor revenues are grouped by category.



Property Taxes: The valuation of property in the City is determined by the Los Angeles County Tax Assessor, except for public utility property which is assessed by the State Board of Equalization. As defined by Article XIII A of the California constitution (commonly known as "Proposition 13"), assessed values are stated at 100 percent of full cash value. The County levies a base tax of one percent of assessed valuation (subject to annual growth limitations of two percent).

Historically, about 13 percent of the one-percent County levy was allocated to the City. In 1993, however, the state passed legislation that resulted in the transfer of property tax revenues to schools from cities and counties. This transfer resulted in the City's share of property tax revenues being reduced to about 10.5 percent of the one-percent County levy. Because of implementation procedures adopted by the county and subsequent state "clean-up" legislation, the City's property tax revenues were not substantially reduced until 1994-1995 when the County processed multi-year reductions. FY 2012-2013 includes a one-time distribution of monies from former redevelopment tax increment. For 2017-2018, adopted property taxes are \$7,200,823, or 6.2 percent of total General Fund revenues.

Sales Taxes: In accordance with the California Revenue and Taxation Code, the Bradley-Burns Uniform Local Sales and Use Tax Law, the State of California imposes a 9.75 percent sales and use tax on all taxable sales in the City. The City receives 1.0 percent of the transactions subject to the sales and use tax. The following Los Angeles County levies are also included and authorized for various transportation and infrastructure purposes within the county: Proposition A, 0.5 percent; Proposition C, 0.5 percent; Measure M, 0.5 percent; and Measure R, 0.5 percent.



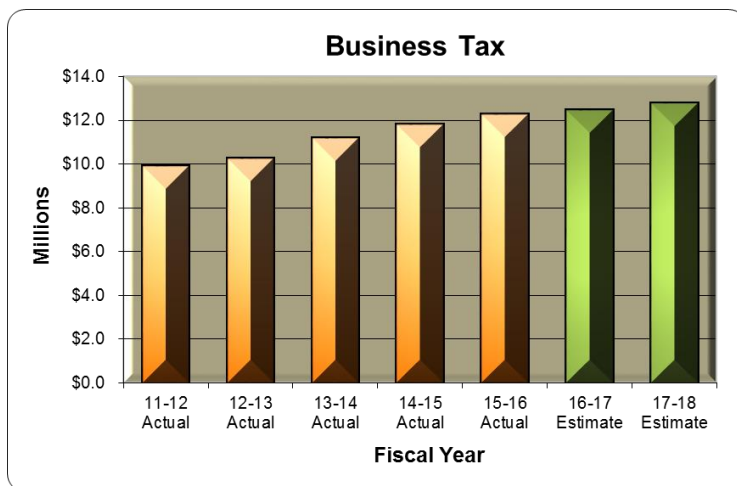
Sales Tax is the City's largest revenue source representing approximately 26.4 percent of total fiscal 2017-2018 General Fund revenue. Total revenues adopted for 2017-2018 of \$30,647,000 represent a slight increase from the preliminary year-end total for 2017-2018. Sales Tax receipts

began to recover in fiscal 2010-2011 and since then have continued to show a strong and steady improvement each year.

In November 2012, Culver City residents overwhelmingly voted for a 10-year ½ cent Transaction Tax. The Transaction Tax took effect on April 1, 2013. Receipts in Fiscal Year 2016-2017 are estimated to be \$9,256,000. Adopted revenues from this source in Fiscal Year 2017-2018 are \$9,447,000.

Beginning in 2004-2005, a State initiated “triple-flip” of revenues was put into effect. Under the triple-flip, the State took 25% of local Sales Tax receipts and substituted it with Property Tax revenues. Fiscal 2015-2016 saw the end of this revenue diversion.

Public Safety Sales Tax (PSAF): The City also receives one-half percent levy of the Public Safety Sales Tax, approved by the voters in November 1993. For 2017-2018, revenues are approved to be \$396,000.

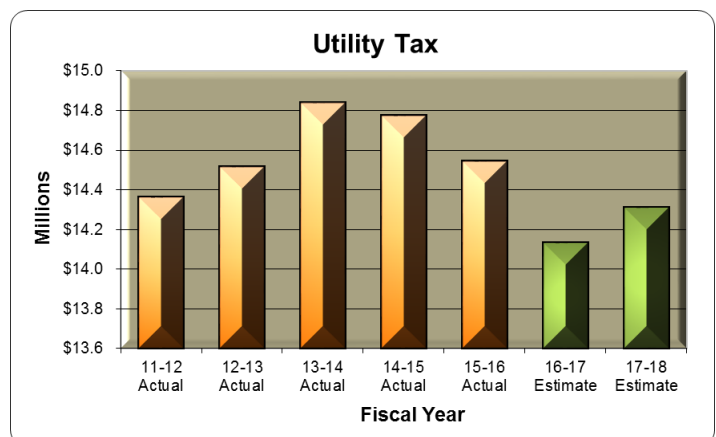


Business Taxes: Culver City Municipal Code requires a tax certificate as a prerequisite for conducting businesses, trades or professions in the City. The Code further imposes an annual tax for the privilege of conducting such businesses at different rates, depending on the type of business. The Business Tax receipts have increased steadily over the last several years, and is expected to continue to remain strong for the foreseeable future. The revenue for fiscal 2017-2018 is approved to be \$12,800,000, or 11.0 percent of total General Fund revenues.

Franchise Fees: The City imposes fees on gas, electric, cable television and oil pipeline companies for the privilege of using City streets. The amount approved for 2017-2018 from franchise fees is \$1,424,000, or 1.2 percent of total General Fund revenues.

Real Property Transfer Tax: The Culver City Municipal Code authorizes the imposition of a transfer tax on real property sold in the city. Effective June 27, 1991, this rate increased from \$25 for the first \$250,000 to \$2.25 per \$500 of purchase value. The revenue for fiscal 2017-2018 is approved to be \$2,000,000, or 1.7 percent of total General Fund revenues.

Utility Taxes: As authorized by the Culver City Municipal Code, an 11.0 percent utility tax is levied on electricity, water, gas, cable TV, and telephone and cellular/mobile telephone service. Utility taxes equal 12.3 percent of the total General Fund budget for fiscal 2017-2018 and are collectively the second largest revenue source for the General Fund. The adopted revenue for fiscal 2017-2018 is \$14,311,000.



Transient Occupancy Taxes: The Culver City Municipal Code authorizes the City to levy a tax for the privilege of occupying lodgings on a transient basis. Effective July 1, 1989, the rate was set at 12.0 percent. This was lower than other surrounding Westside cities of Santa Monica and Beverly Hills who along with the City of Los Angeles have a rate of 14.0 percent. El Segundo, another neighboring city, has a rate of 8.0 percent, and West Hollywood has a rate of 12.5 percent. In April 2012, Culver City residents approved a ballot measure that increased this rate from 12.0 percent to 14.0 percent.

Adopted Transient Occupancy Taxes for Culver City are \$8,151,000, or 7.0 percent, for fiscal year 2017-2018.

Commercial/Industrial Development Tax: In 1990, Culver City imposed a general tax on all commercial/industrial development in the City. The rate is \$25 for the first \$250,000 in building permit valuation and 1.5 percent of valuation thereafter. This is a tax that varies from year-to-year depending on the level and type of new development activity that occurs in a given year. For fiscal year 2017-2018 the adopted tax revenue from this source is \$900,000. Past fiscal years saw some large new development projects in the city which brought in significant revenues in this category. These revenues were mainly used to fund one-time purchases. Fiscal year 2009-10 saw a sharp drop in this category due to the dry financial markets which kept developers from moving forward with their developments. Fiscal year 2017-2018 sees continued signs of growth in this category.

Licenses and Permits: The California Government Code and the State Constitution give cities the authority to assess certain license and permit fees as a means of recovering the cost of regulating various activities. Examples include building, electrical and plumbing permits, filming permits, taxi permits and police alarm permits. Adopted revenues from these sources are estimated to be \$3,925,301 by City departments.

Intergovernmental: The primary revenue included in this category is the state allocated motor vehicle in-lieu tax. Section 11005 of the State Revenue and Taxation Code imposes an annual license fee that was equivalent to 2.0 percent of the market value of motor vehicles before recent rate decreases enacted by the state. The code also specifies that 81.25 percent of the revenues are to be divided equally between cities and counties and apportioned on the basis of population. For 2017-2018, revenue approved for intergovernmental revenues is \$4,831,210; the motor vehicle in-lieu tax represents approximately 97.0 percent of the total category, or \$4,687,210.

Charges for Services: Service charges or fees are imposed on the user for a specialized service provided by the City under the rationale that benefiting parties should pay for the cost of that service rather than the general public. Examples of such services include various recreation program fees, plan check fees, inspection fees and hazardous material fees. The budgetary estimate for this overall category of revenues is \$10,199,175 based on information provided by departments performing the services.

Fines and Penalties: The California Vehicle and Penal Codes impose fines and penalties for traffic violations and vehicular parking. These revenues are collected by the County of Los Angeles through the Culver City Municipal Court and a portion distributed to the City, less a retainer for costs of administration. Effective July 1, 1993, the City assumed responsibility for parking fines and established a joint administration of a common fine schedule with neighboring cities. This revenue category, including the Photo Enforcement Program and court and parking sources, is estimated to be \$4,559,500, or 3.9 percent of total General Fund revenues for fiscal

2017-2018. The Photo Enforcement Program has been effective in lowering injury accidents and accidents of all types at intersections where cameras are installed.

Use of Money and Property: This category of revenue includes interest earnings and relatively minor amounts of lease income. The City pools its available cash from various funds and invests in differing instruments allowed under the City's Investment Policy approved by the City Council. Earnings are allocated to various funds on the basis of proportionate balances. Overall, earnings for 2017-2018 are \$678,560.

Refuse Fees: Culver City provides refuse collection, recycling and street sweeping services to the community and charges fees to residential and commercial customers in accordance with the cost of providing these services. Residential customers are charged a flat fee on the property tax bill. Commercial/industrial and multi-family units using bin service are billed monthly for the specific services provided. Revenues for fiscal 2017-2018 are approved at \$13,943,283.

Sewer Fees: Culver City is a participating agency in the Hyperion Wastewater System, a regional sewer facility operated by the City of Los Angeles. Sewer user fees added to property tax bills finance Culver City's share of the operating, maintenance and capital improvements. Residential single-family properties are billed on the basis of water consumption. Commercial/industrial users are billed on the basis of both flow and strength criteria.

Adopted Sewer Operating revenues for 2017-2018 are \$9,900,500. The City sold wastewater revenue bonds in 1991 as a way of funding its pro-rata share of Hyperion capital upgrade costs to meet EPA clean water standards. These revenues bonds were last refinanced in 2009.

DEBT FINANCING/LEGAL DEBT LIMIT

Section 43605 of the Government Code of the State of California states: A city shall not incur indebtedness for public improvements which exceeds in the aggregate 15 percent of the assessed value of all real and personal property of the city. Within the meaning of this section "indebtedness" means bonded indebtedness of the city payable from the proceeds of taxes levied upon taxable property in the city.

As of June 30, 2016, the legal debt limit for the City of Culver City was approximately \$1,375,382,827. This is based on an assessed value of \$9.169 billion (see Appendix E). The city initially issued wastewater revenue bonds in 1991, which were last refinanced in 2009. These bonds do not constitute a general indebtedness or a pledge of the full faith and credit of the City within the meaning of any constitutional or statutory provision or limitation of indebtedness. These revenue bonds are completely supported by the wastewater revenues, and thus, are exempted from the City's legal debt limit.

Currently, the City has no general obligation debt applicable to the debt limit. If the City were to issue general obligation bonds to fund projects, such as street repaving or city building improvements, the bond issue would not only be subject to the City's legal debt limit but also would require a two-thirds majority vote of the City's residents per the State Constitution. (See *Appendix B* "Debt Management Policies" section.)

Culver CITY PROFILE



The City of Culver City is located 5 miles west of downtown Los Angeles and near the 405 and 10 freeways - minutes from Los Angeles International Airport (LAX) and attracts a myriad of businesses seeking convenient, affordable locations.

Population (July 2016)	39,364	Fire Stations - 3	Age Distribution	
Size	5.11 square miles	Police Stations - 4	Age 18 and under	21%
Elevation	50'-250'	Buses	Age 19-24	8%
Climate	Mild	Culver City Municipal Bus Lines	Age 25-34	19%
Government	Council/City Manager	Metropolitan Transit Authority (MTA)	Age 35-44	15%
Retail Sales Tax:	\$0.0975	Libraries - 1	Age 45-54	14%
Housing Values (2013)		Parks - 11	Age 55-64	11%
Single family home, median sale price	\$765,700	Public Schools	Age 65 and Over	12%
Condo, median sale price	\$393,900	Elementary - 5	Median Age	40.5 years
Property Tax:		Middle - 1	Population Diversity	
Of property value	1%	High Schools - 2	Caucasian	50%
People per dwelling	2.33	Community College - 1	Asian	14%
Commercial Space		Educational Attainment	African American	9%
per sq. ft. per month	\$2.60	High School Grad or Higher	Latino	23%
Utilities		92.8%	Other	4%
Golden State Water Company		Bachelor's Degree or Higher	Income Distribution (2014)	
The Gas Company		52.8%	Under \$24,999	20%
Southern California Edison		Graduate or Profess. Degree	\$25,000 - \$49,999	25%
Time Warner		21.6%	\$50,000 - \$99,999	29%
AT&T			\$100,000 - \$149,999	14%
Verizon			Over \$150,000	12%
Comcast			Income Distribution (2015)	
			Average Household Income	\$105,916
			Median Household Income	\$ 81,189
			State Median Income	\$ 64,500

Culver CITY
Budget Calendar
Fiscal Year 2017 - 18

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP	1/23/2017	Budget & Finance	Preliminary General Fund Year-End Report on FY15-16
OB/CIP/SA	Week of 1/17/2017	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/6/2017	Budget & Finance	Print Public Notice (for 2/20/2017)
OB/CIP/SA	Week of 2/6/2017	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/20/2017	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Presentation of Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	1/30 - 4/7/2017	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP	3/6/2017, 3/7/2017, 3/20/2017	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY16-17 Work Plan Status Updates & Proposed FY17-18 Work Plans - Department Presentations & Discussions of Grant Funding Utilization and Opportunities - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/6/2017	Budget & Finance	Public Notification of Budget Input Box
OB/CIP/SA	3/21/2017	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	4/7/2017	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	4/10/2017	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects
OB/CIP/SA	4/10 - 4/21/2017	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/24/2017	Budget & Finance	Print Public Notice (for 5/8/2017 - Presentation of Proposed FY 17-18 Budget to City Council)

Culver CITY
Budget Calendar
Fiscal Year 2017 - 18

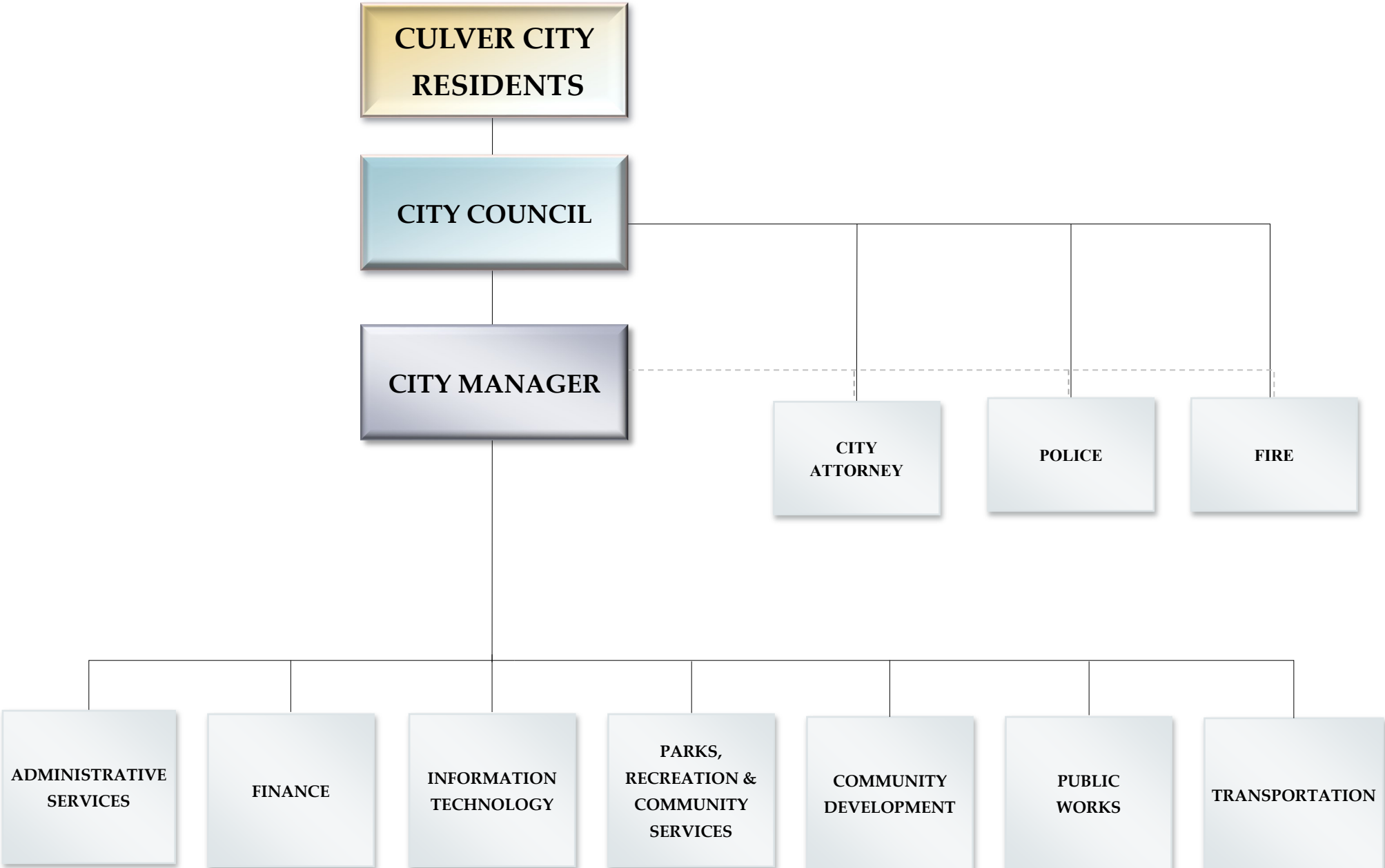
OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	4/24-5/5/2017	Budget & Finance	Prepare and assemble 2017-18 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/1/2017	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/8/2017	City Council/City Manager/Budget & Finance	Presentation of Proposed Budget / Public Comment
OB/CIP/SA	5/22/2017 & 6/5/2017 (Tentative)	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council
OB/CIP	5/22/2017	Budget & Finance	Print Public Notice (for 6/5/2017)
OB/CIP	6/5/2017	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/5/2017	Budget & Finance	Print Public Notice (for 6/26/2017 - Public Hearing)
OB/CIP/SA	6/26/2017	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 17-18 Budget and Prop 4 Gann Limit - Adopt 17-18 Capital Budget
OB/CIP/SA	7/1/2017 (6/30/17)	Budget & Finance	Implement Adopted 2017-18 Budget
OB/CIP/SA	July / August 2017	Budget & Finance	Update budget book to reflect City Council decisions and update final 2016-17 accomplishments
OB/CIP/SA	July / August 2017	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2017	Budget & Finance	Post Adopted Budget on City Website

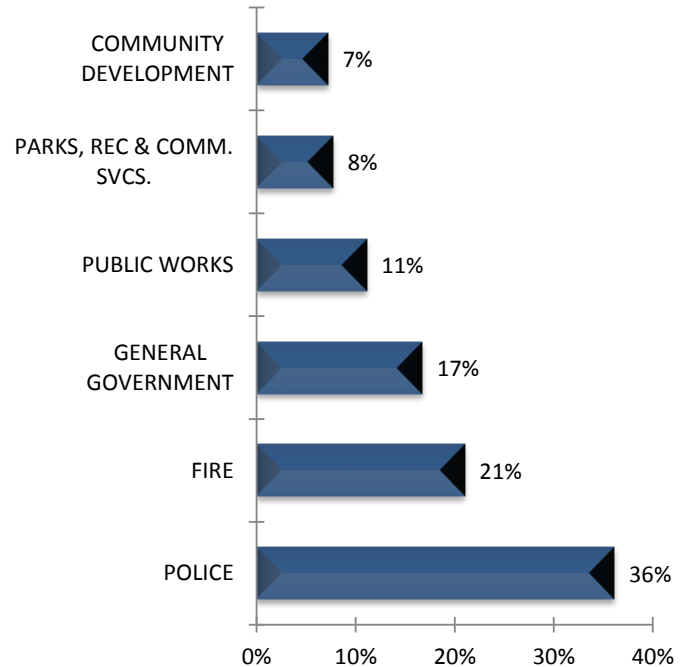
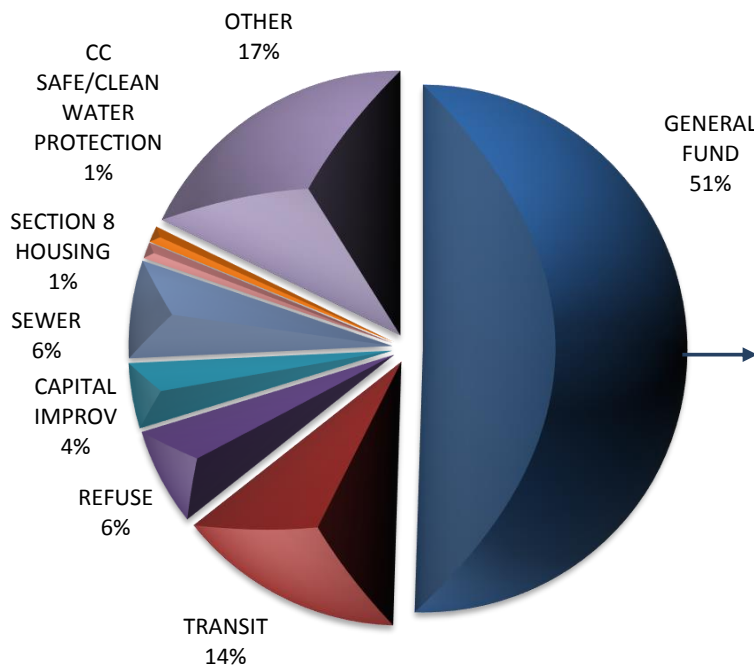
**CULVER CITY OVERVIEW ORGANIZATIONAL CHART
FISCAL YEAR 2017-18**



CITY OF CULVER CITY ADOPTED BUDGET FISCAL YEAR 2017-18 EXPENDITURES AND OTHER FINANCING USES

TOTAL CITY*
\$230,551,357

GENERAL FUND
\$117,510,770

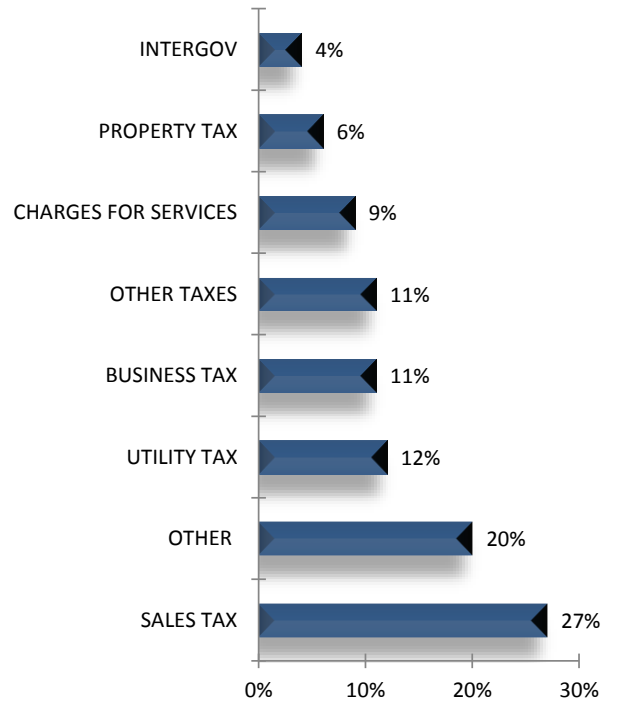
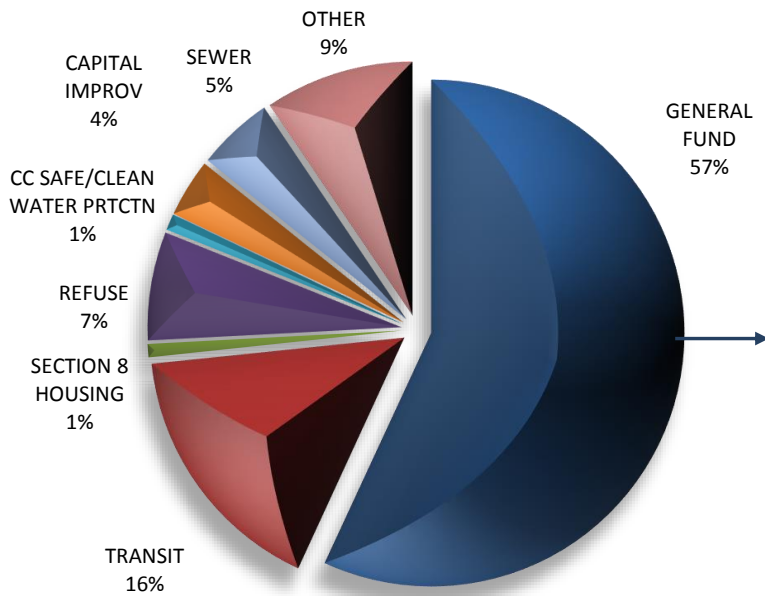


* Includes Transfers-Out (Other Financing Uses) of \$13,507,935, of which \$4,825,402 is from General Fund. Does not include Internal Service Fund.

**CITY OF CULVER CITY
ADOPTED BUDGET
FISCAL YEAR 2017-18
REVENUES AND OTHER FINANCING SOURCES**

TOTAL CITY*
\$221,677,363

GENERAL FUND
\$116,029,491



* Includes Transfers-In (Other Financing Uses) of \$13,507,935, of which \$3,713,991 is to the General Fund. Does not include Internal Service Fund.

**CITY OF CULVER CITY
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2016-17**

	APPROPRIABLE FUND BALANCE July 1, 2016	ESTIMATED REVENUE 2016-17	ESTIMATED TRANSFERS IN	ESTIMATED EXPENDITURES 2016-17	ESTIMATED TRANSFERS OUT	ESTIMATED APPROPRIABLE June 30, 2017	ESTIMATED CHANGE IN FUND BALANCE
GENERAL FUND							
101 GENERAL FUND	63,426,400	104,867,000	2,180,000	107,921,309	5,604,691	56,947,400	(6,479,000)
TOTAL GENERAL FUND	63,426,400	104,867,000	2,180,000	107,921,309	5,604,691	56,947,400	(6,479,000)
SPECIAL REVENUE FUNDS							
412 BUILDING SURCHARGE	718,414	227,200	0	152,000	0	793,614	75,200
413 ARTS IN PUBLIC PLACES	1,680,625	520,000	0	275,000	0	1,925,625	245,000
414 OPERATING GRANTS	(376,331)	1,373,830	161,170	1,356,500	0	(197,831)	178,500
427 CDBG GRANT	0	28,814	0	28,814	0	0	0
415 PROP A LOCAL RETURN	945,872	741,499	0	0	741,499	945,872	0
416 ASSET SEIZURE	1,237,456	131,200	0	485,500	0	883,156	(354,300)
424 PROP C LOCAL RETURN	1,119,780	502,800	0	0	329,533	1,293,047	173,267
426 SECTION 8 HOUSING	1,241,713	1,827,000	0	1,668,500	0	1,400,213	158,500
434 CC SAFE/CLEAN WATER PRTC	5,981,710	3,500	847,000	250,000	0	6,582,210	600,500
475 CC PARKING AUTHORITY	3,542,902	4,385,600	3,450,000	3,775,000	1,080,000	6,523,502	2,980,600
476 CC HOUSING AUTHORITY	1,300,000	304,110	0	495,000	400,000	709,110	(590,890)
481 ECON DEV PROGS	3,442,539	7,461	0	0	3,450,000	0	(3,442,539)
485 COOP AGRMNT-UNRESTRICTED	6,313,350	73,000	0	65,000	0	6,321,350	8,000
TOTAL SPEC REVENUE FUNDS	27,148,030	10,126,014	4,458,170	8,551,314	6,001,032	27,179,868	31,838
ENTERPRISE/USER FEE FUNDS							
202 REFUSE FUND*	2,948,712	12,262,000	0	12,497,250	0	2,713,462	(235,250)
203 BUS FUND**	11,657,599	32,083,818	1,198,182	42,245,000	300,000	2,394,599	(9,263,000)
204 SEWER FUND***	17,079,216	10,631,000	0	9,190,000	0	18,520,216	1,441,000
205 MUNICIPAL FIBER NETWORK	10,185,381	22,000	0	9,805,000	0	402,381	(9,783,000)
425 SPECIAL ASSESMENT & DIST	296,269	0	0	155,000	0	141,269	(155,000)
TOTAL ENTERPRISE	42,167,177	54,998,818	1,198,182	73,892,250	300,000	24,171,927	(17,995,250)
CAPITAL FUNDS							
417 NEW DEV IMPACT FEE	196,113	48,550	0	0	0	244,663	48,550
418 SPECIAL GAS TAX	1,755,746	824,000	0	550,000	400,000	1,629,746	(126,000)
419 PARK FACILITIES	1,356,025	53,750	0	75,000	0	1,334,775	(21,250)
420 CAPITAL IMPV/ACQ (I & A)	4,589,700	4,823,264	4,700,000	13,980,019	0	132,945	(4,456,755)
421 PARKING IMPROVEMENT	0	0	0	0	0	0	0
423 GRANTS CAPITAL (CIP)	(936,815)	7,152,500	0	6,565,000	0	(349,315)	587,500
428 CDBG GRANT-CAPITAL	0	242,000	0	242,000	0	0	0
431 MEASURE R	395,141	441,000	0	0	230,629	605,512	210,371
432 CAPITAL GRANT FUND	26,537	0	0	0	0	26,537	0
435 MEASURE M	0	0	0	0	0	0	0
484 COOP AGRMNT-1993 BONDS	2,696,277	0	0	2,674,995	0	21,282	(2,674,995)
486 COOP AGRMNT-2004 BONDS	2,797,051	6,300	0	2,772,076	0	31,275	(2,765,776)
487 COOP AGRMNT-2002 BONDS	14,077,024	52,300	0	13,949,291	0	180,033	(13,896,991)
TOTAL CAPITAL FUNDS	26,952,799	13,643,664	4,700,000	40,808,381	630,629	3,857,453	(23,095,346)
INTERNAL SERVICE FUNDS							
307 EQUIP. REPLACEMENT	9,939,915	1,685,000	0	3,950,000	0	7,674,915	(2,265,000)
308 EQUIP. MAINT	998,726	8,609,791	0	7,375,000	0	2,233,517	1,234,791
309 SELF INSURANCE	6,851,862	6,917,000	0	8,215,000	0	5,553,862	(1,298,000)
310 CENTRAL STORES	0	1,855,000	0	1,855,000	0	0	0
TOTAL INTERNAL SVCS	17,790,503	19,066,791	0	21,395,000	0	15,462,294	(2,328,209)
OTHER							
550 CC SUCESSOR AGY RDA	8,868,618	24,431,724	0	22,411,642	0	10,888,700	2,020,082
TOTAL OTHER	8,868,618	24,431,724	0	22,411,642	0	10,888,700	2,020,082
TOTAL BUDGET BEFORE ADJSTMNTS	186,353,527	227,134,011	12,536,352	274,979,896	12,536,352	138,507,642	(47,845,885)
LESS INTERNAL SVCS	17,790,503	19,066,791	0	21,395,000	0	15,462,294	(2,328,209)
TOTAL BUDGET	168,563,024	208,067,220	12,536,352	253,584,896	12,536,352	123,045,348	(45,517,676)

* Refuse Expenditures include a budgeted depreciation amount of \$ 514,980 , which when excluded increases the ending fund balance.

** Transit Expenditures include a budgeted depreciation amount of \$ 2,800,000 , which when excluded increases the ending fund balance.

*** Sewer Expenditures include a budgeted depreciation amount of \$ 1,022,730 , which when excluded increases the ending fund balance.

**CITY OF CULVER CITY
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2017-18**

	APPROPRIABLE FUND BALANCE July 1, 2017	ESTIMATED REVENUE 2017-18	ESTIMATED TRANSFERS IN	ESTIMATED EXPENDITURES 2017-18	ESTIMATED TRANSFERS OUT	ESTIMATED APPROPRIABLE June 30, 2018	ESTIMATED CHANGE IN FUND BALANCE
GENERAL FUND							
101 GENERAL FUND	56,947,400	112,315,500	3,713,991	112,769,689	4,825,402	55,381,800	(1,565,600)
TOTAL GENERAL FUND	56,947,400	112,315,500	3,713,991	112,769,689	4,825,402	55,381,800	(1,565,600)
SPECIAL REVENUE FUNDS							
412 BUILDING SURCHARGE	793,614	154,500	0	327,288	0	620,826	(172,788)
413 ARTS IN PUBLIC PLACES	1,925,625	201,750	0	185,000	0	1,942,375	16,750
414 OPERATING GRANTS	(197,831)	969,604	302,720	1,272,324	0	(197,831)	0
427 CDBG GRANT	0	28,500	0	28,500	0	0	0
415 PROP A LOCAL RETURN	945,872	753,402	0	0	750,402	948,872	3,000
416 ASSET SEIZURE	883,156	3,500	0	635,000	0	251,656	(631,500)
424 PROP C LOCAL RETURN	1,293,047	625,939	0	0	480,757	1,438,229	145,182
426 SECTION 8 HOUSING	1,400,213	1,674,800	0	1,849,930	0	1,225,083	(175,130)
434 CC SAFE/CLEAN WATER PRCTN	6,582,210	2,063,500	0	2,330,000	0	6,315,710	(266,500)
475 CC PARKING AUTHORITY	6,523,502	4,484,750	0	5,028,015	1,080,000	4,900,237	(1,623,265)
476 CC HOUSING AUTHORITY	709,110	0	3,503,964	3,000,571	633,991	578,512	(130,598)
481 ECON DEV PROGS	0	0	0	0	0	0	0
485 COOP AGRMNT-UNRESTRICTED	6,321,350	0	0	0	1,300,000	5,021,350	(1,300,000)
TOTAL SPEC REVENUE FUNDS	27,179,868	10,960,245	3,806,684	14,656,628	4,245,150	23,045,019	(4,134,849)
ENTERPRISE/USER FEE FUNDS							
202 REFUSE FUND*	2,713,462	13,943,283	0	15,505,599	0	1,151,146	(1,562,316)
203 BUS FUND**	2,394,599	32,373,006	1,217,260	28,566,651	300,000	7,118,214	4,723,615
204 SEWER FUND***	18,520,216	9,900,500	0	14,419,875	0	14,000,841	(4,519,375)
205 MUNICIPAL FIBER NETWORK	402,381	5,000	0	220,000	0	187,381	(215,000)
425 SPECIAL ASSESSMENT & DIST	141,269	78,533	0	105,315	0	114,487	(26,782)
TOTAL ENTERPRISE	24,171,927	56,300,322	1,217,260	58,817,440	300,000	22,572,069	(1,599,858)
CAPITAL FUNDS							
417 NEW DEV IMPACT FEE	244,663	250	0	0	0	244,913	250
418 SPECIAL GAS TAX	1,629,746	1,135,567	0	733,067	400,000	1,632,246	2,500
419 PARK FACILITIES	1,334,775	3,500	0	443,000	0	895,275	(439,500)
420 CAPITAL IMPV/ACQ (I & A)	132,945	370,000	4,770,000	5,130,000	0	142,945	10,000
421 PARKING IMPROVEMENT	0	0	0	0	0	0	0
423 GRANTS CAPITAL (CIP)	(349,315)	80,000	0	80,000	0	(349,315)	0
428 CDBG GRANT-CAPITAL	0	367,193	0	367,193	0	0	0
431 MEASURE R	605,512	234,419	0	0	233,419	606,512	1,000
432 CAPITAL GRANT FUND	26,537	0	0	0	0	26,537	0
435 MEASURE M	0	503,876	0	960,000	0	(456,124)	(456,124)
484 COOP AGRMNT-1993 BONDS	21,282	0	0	0	0	21,282	0
486 COOP AGRMNT-2004 BONDS	31,275	0	0	0	0	31,275	0
487 COOP AGRMNT-2002 BONDS	180,033	0	0	0	0	180,033	0
TOTAL CAPITAL FUNDS	3,857,453	2,694,805	4,770,000	7,713,260	633,419	2,975,579	(881,874)
INTERNAL SERVICE FUNDS							
307 EQUIP. REPLACEMENT	7,674,915	2,041,073	0	6,954,721	0	2,761,267	(4,913,648)
308 EQUIP. MAINT	2,233,517	8,650,000	0	8,637,775	0	2,245,742	12,225
309 SELF INSURANCE	5,553,862	6,956,954	0	7,071,656	0	5,439,160	(114,702)
310 CENTRAL STORES	0	1,750,000	0	1,815,000	0	(65,000)	(65,000)
TOTAL INTERNAL SVCS	15,462,294	19,398,027	0	24,479,152	0	10,381,169	(5,081,125)
OTHER							
550 CC SUCESSOR AGY RDA	10,888,700	25,898,556	0	23,287,092	3,503,964	9,996,200	(892,500)
TOTAL OTHER	10,888,700	25,898,556	0	23,287,092	3,503,964	9,996,200	(892,500)
TOTAL BUDGET BEFORE ADJSTMNTS	138,507,642	227,567,455	13,507,935	241,723,261	13,507,935	124,351,836	(14,155,806)
LESS INTERNAL SVCS	15,462,294	19,398,027	0	24,479,152	0	10,381,169	(5,081,125)
TOTAL BUDGET	123,045,348	208,169,428	13,507,935	217,244,109	13,507,935	113,970,667	(9,074,681)

* Refuse Expenditures include a budgeted depreciation amount of \$ 514,980 , which when excluded increases the ending fund balance.

** Transit Expenditures include a budgeted depreciation amount of \$ 2,800,000 , which when excluded increases the ending fund balance.

*** Sewer Expenditures include a budgeted depreciation amount of \$ 1,022,730 , which when excluded increases the ending fund balance.

**CITY OF CULVER CITY
SUMMARY OF REVENUES
FISCAL 2017-18**

	ACTUAL RECEIPTS <u>2015-16</u>	ADOPTED BUDGET <u>2016-17</u>	ESTIMATED RECEIPTS <u>2016-17</u>	ADOPTED <u>2017-18</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% <u>VARIANCE</u>
<u>GENERAL FUND</u>						
PROPERTY TAX	6,825,466	6,099,000	7,113,802	7,200,823	87,021	1.2%
SALES TAX	21,127,062	21,145,000	20,523,000	21,200,000	677,000	3.3%
SALES TAX-MEASURE Y	9,117,121	9,304,000	9,256,000	9,447,000	191,000	2.1%
PUBLIC SAFETY SALES TAX	413,254	383,000	383,000	396,000	13,000	3.4%
BUSINESS LICENSE TAX	12,299,395	12,213,000	12,473,000	12,800,000	327,000	2.6%
FRANCHISE TAX	1,408,672	1,525,000	1,410,000	1,424,000	14,000	1.0%
REAL PROP TRANS TAX	3,802,089	1,500,000	2,200,000	2,000,000	(200,000)	(9.1%)
UTILITY TAXES	14,544,070	14,897,000	14,134,776	14,311,000	176,224	1.2%
TRANS OCC TAX	7,572,077	7,210,000	7,875,000	8,151,000	276,000	3.5%
COM/IND DEV TAX	1,228,747	900,000	900,000	900,000	0	0.0%
LICENSES AND PERMITS	4,224,283	3,955,270	4,095,185	3,925,301	(169,884)	(4.1%)
INTERGOVERNMENTAL	4,309,822	4,328,380	4,479,859	4,831,210	351,351	7.8%
CHARGES FOR SERVICES	10,495,458	8,342,564	9,973,875	10,199,175	225,300	2.3%
FINES AND FORFEITS	4,323,432	4,378,000	4,504,710	4,559,500	54,790	1.2%
USE OF MONEY & PROPERTY	849,088	834,480	793,400	678,560	(114,840)	(14.5%)
OTHER REVENUES	530,133	310,750	370,403	5,722,635	5,352,232	1445.0%
OTHER	5,939,143	6,746,731	6,796,391	8,283,287	1,486,896	21.9%
TOTAL GENERAL FUND	109,009,312	104,072,175	107,282,401	116,029,491	8,747,090	8.2%
<u>SPECIAL REVENUE FUNDS</u>						
BUILDING SURCHARGE	258,843	171,500	171,500	154,500	(17,000)	(9.9%)
GRANTS OPERATING FUND	1,632,891	1,171,921	1,366,820	1,272,324	(94,496)	(6.9%)
CDBG OPERATING GRANT FUND	28,633	28,814	28,814	28,500	(314)	(1.1%)
PROP A LOCAL RETURN FUND	723,012	715,501	715,501	753,402	37,901	5.3%
PROP C LOCAL RETURN FUND	604,050	351,500	351,500	625,939	274,439	78.1%
ASSET SEIZURES FUND	177,623	1,500	58,649	3,500	(55,149)	(94.0%)
SECTION 8 HOUSING	1,586,395	1,826,300	1,826,300	1,674,800	(151,500)	(8.3%)
CC SAFE/CLEAN WATER PROTECTION	6,057,237	850,500	850,500	2,063,500	1,213,000	142.6%
CC PARKING AUTHORITY	4,746,417	6,484,000	6,624,000	4,484,750	(2,139,250)	(32.3%)
CC HOUSING AUTHORITY	466,439	122,000	122,000	3,503,964	3,381,964	2772.1%
ECON DEV PROGS	3,611,348	4,202,000	4,202,000	0	(4,202,000)	(100.0%)
TOTAL SPECIAL REVENUE FUNDS	19,892,888	15,925,536	16,317,584	14,565,179	(1,752,405)	(10.7%)
<u>ENTERPRISE FUNDS</u>						
REFUSE FUNDS	12,638,465	12,496,375	12,496,375	13,943,283	1,446,908	11.6%
MUNICIPAL BUS	22,614,277	30,835,453	31,645,108	33,590,266	1,945,158	6.1%
SEWER FUND	10,094,678	10,595,500	10,595,500	9,900,500	(695,000)	(6.6%)
MUNICIPAL FIBER NETWORK	69,637	5,000	5,000	5,000	0	0.0%
SPECIAL ASSESSMENT & DIST	115,613	84,533	84,533	78,533	(6,000)	(7.1%)
TOTAL ENTERPRISE FUNDS	45,532,670	54,016,861	54,826,516	57,517,582	2,691,066	4.9%

**CITY OF CULVER CITY
SUMMARY OF REVENUES
FISCAL 2017-18**

	ACTUAL RECEIPTS <u>2015-16</u>	ADOPTED BUDGET <u>2016-17</u>	ESTIMATED RECEIPTS <u>2016-17</u>	ADOPTED <u>2017-18</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% <u>VARIANCE</u>
<u>CAPITAL IMPROVEMENT FUNDS</u>						
ARTS IN PUBLIC PLACES	337,766	201,750	201,750	201,750	0	0.0%
NEW DEV. IMPACT FEE FUND	2,488	3,000	3,000	250	(2,750)	(91.7%)
SPECIAL GAS TAX FUND	878,824	826,600	826,600	1,135,567	308,967	37.4%
PARK FACILITIES FUND	983,630	42,500	42,500	3,500	(39,000)	(91.8%)
CAPITAL IMPV/ACQ FUND	6,022,311	9,523,264	9,523,264	5,140,000	(4,383,264)	(46.0%)
PARKING IMPROVEMENT FUND	17,507	0	0	0	0	0.0%
GRANTS CAPITAL FUND	1,442,004	17,795,769	17,795,769	80,000	(17,715,769)	(99.6%)
CDBG CAPITAL GRANT FUND	0	406,414	406,414	367,193	(39,221)	(9.7%)
MEASURE R FUND	447,112	1,945,000	1,945,000	234,419	(1,710,581)	(87.9%)
MEASURE M FUND	0	0	0	503,876	503,876	0.0%
TOTAL CAPITAL IMPROVEMENT FUNDS	10,131,642	30,744,297	30,744,297	7,666,555	(23,077,742)	(75.1%)
<u>INTERNAL SERVICE FUNDS</u>						
EQUIPMENT REPLACEMENT	2,149,167	1,451,968	1,451,968	2,041,073	589,105	40.6%
EQUIPMENT MAINTENANCE	7,533,960	8,352,095	8,352,095	8,650,000	297,905	3.6%
SELF INSURANCE	6,309,643	7,010,000	7,010,000	6,956,954	(53,046)	(0.8%)
STORES	1,379,155	1,750,000	1,750,000	1,750,000	0	0.0%
TOTAL INTERNAL SERVICE FUNDS	17,371,925	18,564,063	18,564,063	19,398,027	833,964	4.5%
CC SUCESSOR AGENCY FUNDS TOTAL	20,685,148	20,231,142	20,231,142	25,898,556	5,667,414	28.0%
TOTAL OPERATING AND CIP FUNDS	222,623,585	243,554,074	247,966,003	241,075,390	(6,890,613)	(2.8%)
LESS: INTERNAL SERVICE FUNDS	17,371,925	18,564,063	18,564,063	19,398,027	833,964	4.5%
TOTAL BUDGET	205,251,660	224,990,011	229,401,940	221,677,363	(7,724,577)	(3.4%)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DEPARTMENT
 FISCAL YEAR 2017-18**

	ACTUAL EXPEND <u>2015-16</u>	ADOPTED BUDGET <u>2016-17</u>	ADJUSTED BUDGET * <u>2016-17</u>	ADOPTED BUDGET <u>2017-18</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>
<u>GENERAL FUND</u>						
GENERAL GOVERNMENT						
CITY COUNCIL	192,892	199,406	211,706	227,168	15,462	7.30%
CITY MANAGER	1,397,702	1,206,863	1,325,650	1,216,976	(108,674)	-8.20%
CITY CLERK	439,420	775,490	801,282	0	(801,282)	-100.00%
CITY ATTORNEY	2,191,461	2,282,675	2,351,346	2,474,585	123,239	5.24%
FINANCE	5,023,594	5,110,503	5,232,207	5,134,564	(97,643)	-1.87%
NON-DEPARTMENTAL	3,452,100	4,416,603	4,359,193	5,355,188	995,995	22.85%
NON-DEPARTMENTAL <i>(excess approp.)</i>	0	0	0	(2,300,000)	(2,300,000)	0.00%
ADMINISTRATIVE SERVICES	1,122,876	1,312,166	1,324,757	2,186,422	861,665	65.04%
INFORMATION TECH	3,543,382	4,178,035	4,353,391	4,418,241	64,850	1.49%
TOTAL GENERAL GOVERNMENT	17,363,427	19,481,741	19,959,533	18,713,144	(1,246,389)	-6.24%
PARKS, REC. & COMMUNITY SVCS	7,435,381	8,565,780	8,731,514	8,593,798	(137,716)	-1.58%
POLICE DEPARTMENT	33,806,609	37,177,815	38,277,874	40,594,413	2,316,539	6.05%
FIRE DEPARTMENT	21,490,578	22,269,646	22,730,867	24,236,334	1,505,467	6.62%
COMMUNITY DEVELOPMENT	7,113,386	6,619,383	10,043,739	8,058,991	(1,984,748)	-19.76%
PUBLIC WORKS	10,348,737	9,980,879	11,923,288	12,488,688	565,400	4.74%
Transfers	3,390,984	5,220,324	10,738,524	4,825,402	(5,913,122)	-55.06%
TOTAL GENERAL FUND	100,949,103	109,315,568	122,405,340	117,510,770	(4,894,570)	-4.00%
<u>SPECIAL REVENUE FUNDS</u>						
TOTAL BUILDING SURCHARGE	148,392	238,175	582,206	327,288	(254,918)	-43.78%
TOTAL GRANTS	1,681,222	1,017,958	1,487,472	1,272,324	(215,148)	-14.46%
TOTAL CDBG-OPERATING	28,633	25,736	28,746	28,500	(246)	-0.86%
TOTAL SEC. 8 FUND	1,562,880	1,987,423	2,011,067	1,849,930	(161,137)	-8.01%
TOTAL PROP A FUND	714,704	686,592	741,499	750,402	8,903	1.20%
TOTAL PROP C FUND	1,111,254	569,510	822,040	480,757	(341,283)	-41.52%
TOTAL ASSET SEIZURE FUND	113,534	494,775	584,252	335,000	(249,252)	-42.66%
TOTAL CAPITAL GRANTS FUND	0	0	0	0	0	-
TOTAL CC SAFE/CLEAN WATER PRT	75,527	1,406,552	6,878,552	2,330,000	(4,548,552)	-66.13%
TOTAL CC PARKING AUTHORITY	3,263,297	356,400	7,529,277	6,108,015	(1,421,262)	-18.88%
TOTAL CC HOUSING AUTHORITY	0	0	0	3,634,562	3,634,562	-
TOTAL ECON DEV PROGS	0	3,450,000	3,450,000	0	(3,450,000)	-100.00%
TOTAL SPECIAL REVENUE FUNDS	8,699,444	10,233,121	24,115,111	18,416,778	(5,698,333)	-23.63%

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DEPARTMENT
 FISCAL YEAR 2017-18**

	ACTUAL EXPEND <u>2015-16</u>	ADOPTED BUDGET <u>2016-17</u>	ADJUSTED BUDGET * <u>2016-17</u>	ADOPTED BUDGET <u>2017-18</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>
<u>ENTERPRISE AND USER FEE FUNDS **</u>						
TOTAL REFUSE	12,514,697	13,499,850	14,340,089	15,505,599	1,165,511	8.13%
TOTAL TRANSIT	23,686,852	27,907,075	37,452,369	29,050,285	(8,402,084)	-22.43%
TOTAL SEWER NETWORK	13,165,743	10,800,090	21,094,532	14,419,875	(6,674,657)	-31.64%
	1,384,256	1,500,000	11,925,685	220,000	(11,705,685)	
TOTAL LANDSCAPE	108,794	105,315	137,811	105,315	(32,496)	-23.58%
TOTAL ENTERPRISE	50,860,342	53,812,330	84,950,486	59,301,074	(25,649,412)	-30.19%
CAPITAL IMPROVEMENT FUNDS	7,258,254	12,972,976	36,875,575	8,531,679	(28,343,896)	-76.86%
INTERNAL SERVICE FUNDS	20,411,795	18,314,449	22,221,645	24,499,182	2,277,537	10.25%
SUCCESSOR AGENCY FUNDS	8,817,098	22,097,044	44,508,686	26,791,056	(17,717,630)	-39.81%
TOTAL BUDGET BEFORE ADJ.	196,996,035	226,745,488	335,076,843	255,050,539	(80,026,304)	-23.88%
LESS INTERNAL SERVICE FUND	20,411,795	18,314,449	22,221,645	24,499,182	2,277,537	10.25%
TOTAL BUDGET	176,584,240	208,431,039	312,855,198	230,551,357	(82,303,841)	-26.31%

* The adjusted Budget equals the adopted budget plus any unspent carryovers and/or encumbrances and any budget changes made throughout the year.

** Includes appropriations for capital improvement projects only funded by Enterprise funds.

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2017-18**

	ACTUAL	ADOPTED	ESTIMATED	PERSONNEL	MAINT. &	ADOPTED BUDGET		CHANGE FROM	
	EXPEND	BUDGET	EXPEND	SERVICES	OPERATIONS	CAPITAL	OTHER	TOTAL	PRIOR YR
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2017-18</u>	<u>ADJUSTED</u>
GENERAL FUND									
GENERAL GOVERNMENT									
10110000 CITY COUNCIL	192,892	199,406	211,706	170,635	56,533	0	0	227,168	15,462
10110100 CITY MANAGER	1,397,702	1,206,863	1,325,650	1,049,863	167,113	0	0	1,216,976	(108,674)
10111100 CITY CLERK	439,420	775,490	801,282	0	0	0	0	0	(801,282)
10113100 CITY ATTORNEY	2,191,461	2,282,675	2,351,346	1,430,714	1,043,871	0	0	2,474,585	123,239
10114100 FINANCE ADMIN	1,257,092	1,433,675	1,515,455	1,002,712	457,884	0	0	1,460,596	(54,859)
10114200 GENERAL ACCOUNTING	649,323	670,517	671,212	755,468	18,030	0	0	773,498	102,286
10114300 BUDGET & FINANCIAL OPERATIONS	1,024,682	920,945	950,945	883,438	27,587	0	0	911,025	(39,920)
10114400 TREASURY	1,363,617	1,453,461	1,462,691	1,208,414	137,727	0	0	1,346,141	(116,550)
10114500 PURCHASING	728,880	631,905	631,905	526,855	116,449	0	0	643,304	11,399
10116100 NON-DEPARTMENTAL	3,452,100	4,416,603	4,359,193	60,648	3,584,540	0	1,710,000	5,355,188	995,995
10116100 NON-DEPARTMENTAL (<i>excess approp.</i>)	0	0	0	0	0	0	(2,300,000)	(2,300,000)	(1,449,000)
10122100 HUMAN RESOURCES	1,122,876	1,312,166	1,324,757	1,139,242	157,498	0	0	1,296,740	(28,017)
10122300 CITY CLERK	0	0	0	468,157	206,261	0	0	674,418	674,418
10122400 CULTURAL AFFAIRS	0	0	0	215,264	0	0	0	215,264	215,264
10124100 INFORMATION TECHNOLOGY	3,233,433	3,540,999	3,700,566	2,409,762	1,272,496	0	0	3,682,258	(18,308)
10124200 GRAPHIC SERVICES	309,949	415,608	431,397	151,557	202,419	0	0	353,976	(77,421)
10124300 INFORMATION TECH-PUBLIC SAFETY	0	221,428	221,428	378,327	3,680	0	0	382,007	160,579
TOTAL GENERAL GOVERNMENT	17,363,427	19,481,741	19,959,533	11,851,056	7,452,088	0	(590,000)	18,713,144	(395,389)
PARKS, RECREATION AND COMMUNITY SERVICES DEPT.									
10130100 ADMINISTRATION DIVISION	727,489	674,001	674,001	603,690	75,451	0	0	679,141	5,140
10130110 VETERANS MEMORIAL BUILDING	666,048	658,152	669,993	373,675	282,427	24,743	0	680,845	10,852
10130200 RECREATION DIVISION	762,231	764,775	764,775	747,394	39,575	0	0	786,969	22,194
10130211 PARKS & PLAYGROUNDS	240,154	274,131	274,131	284,259	13,585	0	0	297,844	23,713
10130212 CAMP PROGRAMS	239,624	271,408	278,097	240,664	121,101	0	0	361,765	83,668
10130220 AQUATICS	460,964	594,223	605,110	517,448	72,374	1,481	0	591,303	(13,807)
10130233 CULVER CITY AFTER SCHOOL PROG	171,070	184,445	184,636	209,017	24,803	0	0	233,820	49,184
10130240 SPORTS PROGRAMS	62,085	83,694	116,006	7,897	127,801	0	0	135,698	19,692
10130250 REC. & ENRICHMENT CLASSES	584,188	812,244	892,180	140,976	562,588	0	0	703,564	(188,616)
10130260 TEEN CENTER	111,962	117,433	118,433	91,266	18,478	0	0	109,744	(8,689)
10130270 YOUTH MENTORING PROGRAM	15,129	15,455	15,455	15,969	600	0	0	16,569	1,114
10130280 COMMUNITY EVENT/EXCURSIONS	18,529	26,913	29,913	17,654	10,869	0	0	28,523	(1,390)
10130285 COMM. EVT-FIESTA LA BALLONA	72,301	74,400	74,400	0	74,400	0	0	74,400	(0)
10130300 PARKS DIVISION	2,248,493	2,801,588	2,810,584	1,842,924	913,861	0	0	2,756,785	(53,799)
10130400 SENIOR AND SOCIAL SVCS	949,992	1,106,774	1,117,657	961,941	75,766	0	0	1,037,707	(79,950)
10130430 RSVP	105,123	106,144	106,144	90,558	8,563	0	0	99,121	(7,023)
TOTAL PARKS, REC. & COMM. SVCS.	7,435,381	8,565,780	8,731,514	6,145,332	2,422,242	26,224	0	8,593,798	(137,716)
PUBLIC SAFETY									
POLICE									
10140100 OFC OF THE POLICE CHIEF	1,048,667	1,061,049	1,075,547	1,073,786	57,599	0	0	1,131,385	55,838
10140200 OPERATING BUREAUS	30,747,894	34,061,814	34,375,263	31,816,628	7,154,525	289,850	0	39,261,003	4,885,740
10140300 POLICE COMMUNICATION	1,837,810	1,857,349	2,629,461	0	0	0	0	0	(2,629,461)
10140400 ANIMAL CONTROL	172,238	197,603	197,603	105,252	96,773	0	0	202,025	4,422
TOTAL POLICE	33,806,609	37,177,815	38,277,874	32,995,666	7,308,897	289,850	0	40,594,413	2,316,539
FIRE									
10145100 OFC OF THE FIRE CHIEF	1,146,491	1,171,891	1,172,052	1,189,865	74,852	0	0	1,264,717	92,665
10145200 FIRE SUPPRESSION	12,470,881	11,960,323	12,362,611	11,426,447	1,283,165	0	0	12,709,612	347,001
10145300 EMERGENCY MEDICAL	5,417,529	6,743,791	6,744,266	6,459,031	793,800	0	0	7,252,831	508,565
10145400 EMERGENCY PREP	239,254	256,887	257,987	251,570	107,316	0	0	358,886	100,899
10145600 FIRE PREVENTION	1,652,388	1,545,194	1,580,084	1,634,478	148,465	0	0	1,782,943	202,859
10145700 TELECOMMUNICATIONS	564,037	591,560	613,866	688,690	206,095	37,320	(64,760)	867,345	253,479
TOTAL FIRE	21,490,578	22,269,646	22,730,867	21,650,081	2,613,693	37,320	0	24,236,334	1,505,467
TOTAL PUBLIC SAFETY	55,297,188	59,447,461	61,008,741	54,645,747	9,922,590	327,170	0	64,830,747	3,822,006

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2017-18**

	ACTUAL	ADOPTED	ESTIMATED	PERSONNEL	MAINT. &	ADOPTED BUDGET		CHANGE FROM	
	EXPEND	BUDGET	EXPEND	SERVICES	OPERATIONS	CAPITAL	OTHER	TOTAL	PRIOR YR
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2017-18</u>	<u>ADJUSTED</u>
COMMUNITY DEVELOPMENT									
10150100 ADMINISTRATION	550,762	606,358	1,013,966	492,853	133,274	0	0	626,127	(387,839)
10150120 ECONOMIC DEVELOPMENT	1,309,377	1,586,401	1,693,126	1,140,846	406,282	0	0	1,547,128	(145,998)
10150150 BUILDING SAFETY	1,880,311	2,067,408	2,214,898	1,563,005	705,640	0	0	2,268,645	53,747
10150200 CURRENT PLANNING	1,705,598	2,919,942	3,315,698	1,145,483	371,013	0	0	1,516,496	(1,799,202)
10150250 ENFORCEMENT SERVICES	783,776	913,100	922,396	814,020	145,333	0	0	959,353	36,957
10150300 REDEVELOPMENT	0	0	0	0	0	0	0	0	0
10150400 ADVANCE PLANNING	0	203,332	259,480	467,575	39,676	0	0	507,251	247,771
10150500 AGENCY HOUSING & REHAB.	883,563	574,515	624,175	617,430	16,561	0	0	633,991	9,816
TOTAL COMMUNITY DEVELOPMENT	7,113,386	6,619,383	10,043,739	6,241,212	1,817,779	0	0	8,058,991	(1,984,748)
PUBLIC WORKS									
10160100 ADMINISTRATION	725,472	707,581	971,722	723,687	601,897	0	0	1,325,584	353,862
10160150 ENGINEERING	2,110,868	2,107,216	2,219,542	1,736,225	399,580	0	0	2,135,805	(83,737)
10160200 MAINT OPERATIONS	342,277	412,973	412,973	415,701	25,151	0	0	440,852	27,879
10160210 STREETS	2,136,350	2,407,626	2,408,148	1,666,502	776,621	7,116	0	2,450,239	42,091
10160220 TREES MAINTENANCE	963,419	1,140,177	1,174,079	264,759	934,446	3,000	0	1,202,205	28,126
10160230 MAINT- BLDGS	2,035,943	2,261,185	2,292,149	1,368,194	883,697	0	0	2,251,891	(40,258)
10160240 MAINT- ELECTRICAL	1,276,144	1,531,786	1,537,848	1,067,751	446,015	50,000	0	1,563,766	25,918
10160250 GRAFFITI ABATEMENT	347,492	381,032	381,032	312,966	85,792	0	0	398,758	17,726
10160260 MAINT- PARKING METERS	227,748	400,903	403,460	225,811	229,269	0	0	455,080	51,620
10160460 ENVIRONMENTAL MGMT	183,023	122,335	122,335	254,716	9,792	0	0	264,508	142,173
TOTAL PUBLIC WORKS	10,348,737	9,980,879	11,923,288	8,036,312	4,392,260	60,116	0	12,488,688	565,400
10116100 TRANSFERS-OUT/EQUIP REPLC	305,000	305,000	305,000	0	0	0	0	0	(305,000)
10116100 TRANSFERS-OUT/GRANTS	350	0	0	0	0	0	55,402	55,402	0
10116100 TRANSFERS-OUT/I & A (CAPITAL)	3,085,634	335,324	5,353,524	0	0	0	4,770,000	4,770,000	(583,524)
10116100 TRANSFERS-OUT/SAFE&CLN WTR FUND	0	4,580,000	5,080,000	0	0	0	0	0	(5,080,000)
10116100 TRANSFERS-OUT/SUCCESSOR AGENCY	0	0	0	0	0	0	0	0	0
TOTAL GENERAL FUND	100,949,103	109,315,568	122,405,340	86,919,659	26,006,959	413,510	4,235,402	117,510,770	(4,894,570)
SPECIAL REVENUE FUNDS									
GRANTS OPERATING FUND									
41430410 Senior Nutrition - CI	219,094	272,649	272,833	141,136	106,305	0	0	247,441	(25,392)
41430415 Senior Nutrition - CII & 3B	53,401	55,551	55,610	77,167	27,341	0	0	104,508	48,898
41430430 RSVP	0	0	0	0	0	0	0	0	0
41430902 Parks Division (Dog Park)	0	0	0	0	0	0	0	0	0
41430906 Prop A (Parks Div)	17,418	18,235	18,235	0	0	0	0	0	(18,235)
41430907 CC Nature Park Trail	0	244,366	244,366	0	0	0	0	0	(244,366)
41440230 COPS/SLESF/Bruite	40,540	100,250	100,250	96,846	3,654	0	0	100,500	250
41440913 Police - Misc DOJ Grants	82,139	0	0	0	0	0	0	0	0
41440914 Office/Criminal Justice Plng	0	0	0	0	0	0	0	0	0
41440919 AB 109-PublicSafetyRealignment	185,319	0	0	0	0	0	0	0	0
41440920 DOJ-Byrne JAG 2011 Program	0	0	0	0	0	0	0	0	0
41440921 DOJ-Byrne JAG 2013 Program	0	0	0	0	0	0	0	0	0
41440922 DOJ-Byrne JAG 2014 Program	0	0	0	0	0	0	0	0	0
41440923 SelectiveTrafficEnforc:OTSFY15	68,595	0	0	0	0	0	0	0	0
41440926 DOJ-Coverdell Forensic SciFY15	5,719	0	11,494	0	0	0	0	0	(11,494)
41445904 Emergency Management Performan	31,195	8,000	32,979	0	8,000	0	0	8,000	(24,979)
41445906 Fire	0	0	0	0	0	0	0	0	0
41445907 LACCDR	3,107	0	0	0	0	0	0	0	0
41460902 Bikeways (TDA Article 3)	25,229	26,000	26,000	0	26,000	0	0	26,000	0
41460903 Building Maintenance	84,715	80,000	105,893	0	80,000	0	0	80,000	(25,893)
41460904 Used Oil Block Grant	0	0	0	0	0	0	0	0	0
41460905 Recycling	2,549	0	0	0	0	0	0	0	0
41460906 CalRecycle HHW	0	0	0	0	0	0	0	0	0
41460907 M-J Hazard Mitigation Plan	120,035	0	10,489	0	0	0	0	0	(10,489)
41460908 CicLAvia - Open Streets	456,219	0	0	0	0	0	0	0	0
41460911 CicLAvia - Open Streets - 2017	0	0	0	0	298,000	0	0	298,000	298,000
41470420 Para Transit Services	255,062	282,270	289,474	175,309	125,566	0	0	300,875	11,401
41470600 Rideshare	25,100	39,000	39,000	0	59,000	0	0	59,000	20,000
41470620 AQMD - AB2766	5,786	45,000	280,849	0	0	48,000	0	48,000	(232,849)
TOTAL GRANTS OPERATING FUND	1,681,222	1,017,958	1,487,472	490,458	733,866	48,000	0	1,272,324	(215,148)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2017-18**

	ACTUAL	ADOPTED	ESTIMATED	PERSONNEL	MAINT. &	ADOPTED BUDGET		TOTAL	CHANGE FROM
	EXPEND 2015-16	BUDGET 2016-17	EXPEND 2016-17	SERVICES 2017-18	OPERATIONS 2017-18	CAPITAL OUTLAY 2017-18	OTHER 2017-18		2017-18
<u>BUILDING SURCHARGE FUND</u>									
41250150 BUILDING SAFETY	301	4,000	4,000	4,509	11,513	0	0	16,022	12,022
41224100 INFORMATION TECH	103,092	283,670	556,956	132,343	144,606	7,000	0	283,949	(273,007)
41260150 ENGINEERING	45,000	21,250	21,250	27,317	0	0	0	27,317	6,067
TOTAL BUILDING SURCHARGE FUND	148,392	238,175	582,206	164,169	156,119	7,000	0	327,288	(254,918)
<u>SECTION 8 FUND</u>									
42650510 GRANTS/SECT. 8 HOUSING	1,562,880	2,008,744	2,011,067	178,128	1,671,802	0	0	1,849,930	(161,137)
42650700 HOUSING DEPT SERVICES	0	0	0	0	0	0	0	0	0
TOTAL SECTION 8 FUND	1,562,880	1,987,423	2,011,067	178,128	1,671,802	0	0	1,849,930	(161,137)
<u>PROP A FUND</u>									
41516100 TRANSFERS-OUT/TRANSIT	714,704	741,499	741,499	0	0	0	750,402	750,402	8,903
TOTAL PROP A FUND	714,704	686,592	741,499	0	0	0	750,402	750,402	8,903
<u>PROP C FUND</u>									
42416100 TRANSFERS-OUT/MUNI BUS FUND	555,627	411,020	411,020	0	0	0	233,439	233,439	(177,581)
42416100 TRANSFERS-OUT/GRANTS	555,627	411,020	411,020	0	0	0	247,318	247,318	(163,702)
42480000 CAPITAL IMPROVEMENT PROJ	0	0	0	0	0	0	0	0	0
TOTAL PROP C FUND	1,111,254	569,510	822,040	0	0	0	480,757	480,757	(341,283)
<u>ASSET SEIZURE FUND</u>									
41640451 ST. ASSET SEIZURE FDS 15%	0	0	25,000	0	0	0	0	0	(25,000)
41640454 JUSTICE DEPT. GRANT	113,534	494,775	559,252	0	0	335,000	0	335,000	(224,252)
TOTAL ASSET SEIZURE FUND	113,534	494,775	584,252	0	0	335,000	0	335,000	(249,252)
<u>CDBG - OPERATING GRANTS</u>									
42750110 CDBG GENERAL ADMIN	0	0	0	0	0	0	0	0	0
42730440 DISABILITY SERVICES	28,633	28,746	28,746	28,500	0	0	0	28,500	(246)
TOTAL CDBG - OPERATING GRANTS	28,633	25,736	28,746	28,500	0	0	0	28,500	(246)
<u>SAFE & CLEAN WATER PROTECTION MEASURE</u>									
434 CC SAFE/CLEAN WATER PROTECTION	75,527	1,406,552	6,878,552	0	0	2,330,000	0	2,330,000	(4,548,552)
TOTAL SAFE & CLEAN WATER PROTECTION FUND	75,527	0	6,878,552	0	0	2,330,000	0	2,330,000	(4,548,552)
<u>CULVER CITY PARKING AUTHORITY</u>									
475 CC PARKING AUTHORITY	3,263,297	6,270,361	7,529,277	0	2,886,317	2,141,698	1,080,000	6,108,015	(1,421,262)
TOTAL CULVER CITY PARKING AUTHORITY	3,263,297	356,400	7,529,277	0	2,886,317	2,141,698	1,080,000	6,108,015	(1,421,262)
<u>CULVER CITY HOUSING AUTHORITY</u>									
476 CC HOUSING AUTHORITY	0	0	0	0	3,000,571	0	633,991	3,634,562	3,634,562
TOTAL CULVER CITY HOUSING AUTHORITY	0	0	0	0	3,000,571	0	633,991	3,634,562	3,634,562
<u>COMMUNITY IMPROVEMENT FUNDS</u>									
481 ECON DEV PROGS	0	3,450,000	3,450,000	0	0	0	0	0	(3,450,000)
482 LOW MOD HOUSING	0	0	0	0	0	0	0	0	0
485 COMMUNITY IMPROV FUND	0	0	0	0	0	0	1,300,000	1,300,000	1,300,000
TOTAL COMMUNITY IMPROVEMENT FUNDS	0	1,217,846	3,450,000	0	0	0	1,300,000	1,300,000	(2,150,000)
TOTAL SPECIAL REVENUE FUNDS	8,699,444	8,000,967	24,115,111	861,255	8,448,675	4,861,698	4,245,150	18,416,778	(5,698,333)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2017-18**

	ACTUAL	ADOPTED	ESTIMATED	PERSONNEL	MAINT. &	ADOPTED BUDGET		TOTAL	CHANGE FROM
	EXPEND	BUDGET	EXPEND	SERVICES	OPERATIONS	CAPITAL	OTHER		PRIOR YR
	2015-16	2016-17	2016-17	2017-18	2017-18	2017-18	2017-18	2017-18	ADJUSTED
ENTERPRISE AND USER FEE FUNDS									
REFUSE FUND									
20214500 PURCHASING	0	0	0	51,045	0	0	0	51,045	51,045
20216100 NON-DEPARTMENTAL	961,924	0	0	0	0	0	0	0	0
20260400 REFUSE COLLECTION-ADMIN	7,383,018	8,514,509	8,580,561	4,218,587	5,368,917	475,660	0	10,063,164	1,482,603
20260410 TRANSFER STATION	3,743,158	4,555,220	4,748,365	1,009,082	3,563,622	394,000	170,295	5,136,999	388,634
20260430 RECYCLING	213,369	248,121	249,680	231,465	22,926	0	0	254,391	4,711
20280000 PROJECTS	213,230	182,000	761,483	0	0	0	0	0	(761,483)
TOTAL REFUSE	12,514,697	13,499,850	14,340,089	5,510,179	8,955,465	869,660	170,295	15,505,599	1,165,511
TRANSPORTATION FUND									
20314500 PURCHASING	0	0	0	202,066	0	0	0	202,066	202,066
20316100 NON-DEPARTMENTAL	300,000	300,000	300,000	0	0	0	300,000	300,000	0
20370100 TRANSPORTATION ADMIN	1,704,560	2,378,482	3,467,969	1,440,114	1,214,849	0	0	2,654,963	(813,006)
20370200 TRANSPORTATION OPERATIONS	17,491,952	21,534,068	20,463,507	14,353,328	10,411,483	0	0	24,764,811	4,301,304
20370214 PREVENTATIVE MAINTENANCE FY14	3,441,185	2,500,000	3,713,996	0	0	0	0	0	(3,713,996)
20370300 TRANSPORTATION CAPITAL	610,717	1,054,325	8,033,257	0	0	751,985	0	751,985	(7,281,272)
20370302 6-BUS PURCHASE 2014	0	0	0	0	0	0	0	0	0
20370303 BUS TIRE LEASE FY14	120,013	130,000	131,749	0	0	136,500	0	136,500	4,751
20370306 CNG STATION COMPRESSORS	0	0	1,040,627	0	0	0	0	0	(1,040,627)
20370307 1996 TRANSIT COPS	0	0	0	0	0	0	0	0	0
20370308 BUS SECURITY CAMERAS	13,228	0	291,065	0	0	239,960	0	239,960	(51,105)
20380000 PROJECTS	5,199	10,200	10,200	0	0	0	0	0	(10,200)
TOTAL TRANSIT	23,686,852	27,907,075	37,452,369	15,995,508	11,626,332	1,128,445	300,000	29,050,285	(8,402,084)
SEWER FUND									
20460300 Wastewater Maintenance	8,345,973	8,385,551	8,599,674	1,290,480	7,602,582	21,613	0	8,914,675	315,001
20460310 Hyperion Plant Debt Service	798,201	1,605,200	1,605,200	0	0	0	1,605,200	1,605,200	0
20480000 Projects	4,021,568	500,000	10,889,658	0	0	3,900,000	0	3,900,000	(6,989,658)
TOTAL SEWER	13,165,743	10,800,090	21,094,532	1,290,480	7,602,582	3,921,613	1,605,200	14,419,875	(6,674,657)
MUNICIPAL FIBER NETWORK FUND									
20513400 City Ctorney	0	0	0	0	220,000	0	0	220,000	220,000
20524500 Municipal Fiber Network Ops	263,251	0	1,501,749	0	0	0	0	0	(1,501,749)
20580000 Projects	1,121,005	1,500,000	10,423,936	0	0	0	0	0	(10,423,936)
TOTAL MUNICIPAL FIBER NETWORK	1,384,256	1,500,000	11,925,685	0	220,000	0	0	220,000	(11,705,685)
ASSESMENT & SPECIAL DISTRICTS									
42516510 W Wash Landscape Maint Dist #1	7,976	21,100	23,020	0	21,100	0	0	21,100	(1,920)
42516520 W Wash Landscape Maint Dist #2	7,530	20,100	21,101	0	20,100	0	0	20,100	(1,001)
42516543 Landscape Maint Dist #1	71,581	43,494	43,494	10,000	33,494	0	0	43,494	0
42516545 Higuera St Lndscp/Lghtng Dist	21,707	20,621	20,621	5,400	15,221	0	0	20,621	0
42516570 Arts Business Improvement Dist	0	0	29,575	0	0	0	0	0	(29,575)
TOTAL LANDSCAPE MAINT	108,794	105,315	137,811	15,400	89,915	0	0	105,315	(32,496)
TOTAL ENTERPRISE	50,860,342	53,812,330	84,950,486	22,811,567	28,494,294	5,919,718	2,075,495	59,301,074	(25,649,412)
CAPITAL IMPROVEMENT FUNDS									
413 ARTS IN PUBLIC PLACES	136,292	633,398	1,113,221	22,000	153,000	10,000	0	185,000	(928,221)
417 NEW DEV. IMPACT FEE	26,831	289,660	289,660	0	0	0	0	0	(289,660)
418 SPECIAL GAS TAX	1,170,698	1,653,549	2,472,549	0	0	733,067	400,000	1,133,067	(1,339,482)
419 PARK FACILITIES	58,655	324,526	387,438	0	0	443,000	0	443,000	55,562
420 CAP IMPR. & ACQUISITION	4,134,806	10,794,444	15,080,638	0	425,000	4,705,000	0	5,130,000	(9,950,638)
421 PARKING IMPROVEMENT	800,000	0	800,000	0	0	0	0	0	(800,000)
423 GRANTS CAPITAL	758,659	14,603,632	15,487,614	0	0	80,000	0	80,000	(15,407,614)
428 CDBG - CAPITAL GRANTS	0	399,050	399,050	0	0	367,193	0	367,193	(31,857)
429 PROP 1B	0	0	0	0	0	0	0	0	0
430 TRFC CNGSTN RELIEF FUNDS	0	0	0	0	0	0	0	0	0
431 MEASURE R	172,313	388,118	845,405	0	0	233,419	0	233,419	(611,986)
435 MEASURE M	0	0	0	0	0	960,000	0	960,000	960,000
TOTAL CAPITAL IMPROVEMENT PROJ.	7,258,254	12,972,976	36,875,575	22,000	578,000	7,531,679	400,000	8,531,679	(28,343,896)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2017-18**

	ACTUAL EXPEND <u>2015-16</u>	ADOPTED BUDGET <u>2016-17</u>	ESTIMATED EXPEND <u>2016-17</u>	PERSONNEL SERVICES <u>2017-18</u>	MAINT. & OPERATIONS <u>2017-18</u>	ADOPTED BUDGET		TOTAL <u>2017-18</u>	CHANGE FROM PRIOR YR <u>ADJUSTED</u>
						CAPITAL OUTLAY <u>2017-18</u>	OTHER <u>2017-18</u>		
INTERNAL SERVICE FUNDS									
30724100 EQUIP REPLCMNT - IT	212,941	263,500	328,186	0	0	348,000	0	348,000	19,814
30770500 EQUIP REPLACEMENT (DIV.645)	3,168,663	928,988	4,806,459	0	0	6,581,724	0	6,581,724	1,775,265
30716100 EQUIP REPLACEMENT - NON-DEPT	135,784	25,000	25,000	0	0	25,000	0	25,000	0
30780000 PROJECTS	5,348	0	5,730	0	0	0	0	0	(5,730)
30870400 EQUIP MAINTENANCE	7,126,157	8,194,631	8,289,386	4,987,802	3,650,003	0	0	8,637,805	348,419
30922200 SELF INSURANCE - WORK COMP	619,236	739,806	776,674	333,886	427,815	0	0	761,701	(14,973)
30913400 SELF INSURANCE - LIABILITY	2,064,340	1,025,242	1,055,242	252,612	819,814	0	0	1,072,426	17,184
30922210 IOD	599,799	610,321	610,321	602,752	10,759	0	0	613,511	3,190
30922220 PREMIUMS/CLAIMS	4,953,721	4,400,000	4,400,000	0	4,644,015	0	0	4,644,015	244,015
30980000 PROJECTS	42,608	0	107,392	0	0	0	0	0	(107,392)
31014600 CENTRAL STORES	1,267,719	1,525,000	1,527,254	0	1,525,000	0	0	1,525,000	(2,254)
31016100 NON-DEPARTMENTAL	215,479	225,000	290,000	0	290,000	0	0	290,000	0
TOTAL INTERNAL SERVICE FUNDS	20,411,795	18,314,449	22,221,645	6,177,052	11,367,406	6,954,724	0	24,499,182	2,277,537
TOTAL SUCCESSOR AGENCY FUNDS	8,817,098	22,097,044	44,508,686	0	1,091,500	0	25,699,556	26,791,056	(17,717,630)
UNADJUSTED TOTAL	196,996,035	181,034,780	335,076,843	116,791,533	75,986,834	25,681,329	36,655,603	255,050,539	(80,026,304)
LESS: INTERNAL SERVICE FUND CHARGES	20,411,795	18,314,449	22,221,645	6,177,052	11,367,406	6,954,724	0	24,499,182	2,277,537
TOTAL BUDGET	176,584,240	162,720,331	312,855,198	110,614,481	64,619,428	18,726,605	36,655,603	230,551,357	(82,303,841)

**CITY OF CULVER CITY
SUMMARY OF BUDGET TRANSFERS
FISCAL 2017-18**

<u>DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>GRANTS FUND</u>	<u>PROP A FUND</u>	<u>PROP C FUND</u>	<u>BUS FUND</u>	<u>GAS FUND</u>	<u>I & A FUND</u>	<u>PARKING AUTH FUND</u>	<u>HOUSING AUTH FUND</u>	<u>MEASURE R FUND</u>	<u>COOP AGRMNT FUND</u>
CONTRIBUTION TO BUS/ PARATRANSIT/ CAPITAL/ MEASURE R			(750,402)	(233,439)	1,217,260					(233,419)	
TRANSFER FROM TRANSIT FUND FOR POLICE SERVICES	300,000				(300,000)						
TRANSFER IN FROM GAS FUND	400,000					(400,000)					
CAPITAL IMPROVEMENT & ACQUISITION (I & A)	(4,770,000)						4,770,000				
TRANSFER FROM PARKING AUTHORITY	1,080,000							(1,080,000)			
TRANSFER FROM HOUSING AUTHORITY TO GENERAL FUND	616,143								(616,143)		
TRANSFER FROM GENERAL FUND TO GRANTS OPERATING FUND	(55,402)	55,402									
TRANSFER FROM PROP C TO GRANTS OPERATING		247,318		(247,318)							
TRANSFER FROM COOP AGRMNT FUND TO GENERAL FUND	1,300,000										(1,300,000)

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2017-18**

DIV NO.	DIVISION NAME	2015-16	2016-17	CHANGE FROM		COMMENTS
		ADJUSTED	ADJUSTED	2017-18 ADOPTED	PRIOR YEAR ADJUSTED	
GENERAL FUND						
<u>GENERAL GOVERNMENT</u>						
10110000	CITY COUNCIL	5.00	5.00	5.00	0.00	
10110100	CITY MANAGER	5.00	5.00	4.00	-1.00	Transfer (1) Cultural Affairs Coordinator to 10122400 - Cultural Affairs
10113100	CITY ATTORNEY	5.64	5.65	5.65	0.00	Reclass Clerk/RPT to full-time
10114100	FINANCE ADMINISTRATION	4.50	4.50	4.50	0.00	
10114200	GENERAL ACCOUNTING	4.00	4.00	5.00	1.00	Transfer (1) Accountant II from 10114400 - Treasury
10114300	BUDGET & FINANCIAL OPERATIONS	7.00	7.00	6.00	-1.00	Eliminate (2) Sr. Account Clerks; Add (1) Associate Analyst
10114400	TREASURY	11.50	12.48	10.98	-1.50	Transfer (1) Accountant II to 10114200 - General Accounting; Transfer (0.5) of Revenue Inspector to 10150250 - Code Enforcement
10114500	PURCHASING	4.00	4.00	4.00	0.00	
10122100	HUMAN RESOURCES	6.75	6.75	6.75	0.00	
10122300	CITY CLERK	1.95	2.95	3.00	0.05	Reclass (0.95) Clerk/RPT to Records Management Coordinator FTE
10122400	CULTURAL AFFAIRS	0.00	0.00	1.00	1.00	Transfer (1) Cultural Affairs Coordinator from 10110100 - City Manager
10124100	INFORMATION TECHNOLOGY	13.10	14.00	14.00	0.00	
10124200	GRAPHIC SERVICES	1.00	1.00	1.00	0.00	
10124300	INFORMATION TECH-PUBLIC SAFETY	0.00	2.50	2.50	0.00	
TOTAL GENERAL GOVT.		69.44	74.83	73.38	-1.45	
<u>PARKS, RECREATION AND COMMUNITY SERVICES DEPT.</u>						
10130100	ADMINISTRATION	3.00	3.00	3.00	0.00	
10130110	VETERANS MEMORIAL BUILDING	1.00	1.00	1.00	0.00	
10130200	RECREATION DIVISION	5.63	5.63	5.63	0.00	
10130220	AQUATICS	1.00	1.00	1.00	0.00	
10130250	ENRICHMENT CLASSES	0.00	0.00	0.98	0.98	Reclass Non-Benefitted Administrative Clerk to Administrative Clerk/RPT
10130300	PARKS DIVISION	14.96	15.94	15.94	0.00	
10130400	SENIOR AND SOCIAL SVCS DIVISION	4.79	4.79	4.79	0.00	
10130430	RSVP	0.90	1.00	1.00	0.00	
TOTAL PARKS, RECREATION & COMMUNITY SERVICES		31.28	32.36	33.34	0.98	
<u>POLICE DEPARTMENT</u>						
10140100	OFC. OF THE CHIEF	3.00	3.00	3.00	0.00	
10140200	OPERATING BUREAUS	142.82	144.82	145.84	1.02	Reclass (0.98) Community Services Officer/RPT to (1) Police Records Technician; Transfer (1) Police Sergeant from 10140300 - Police Communications
10140300	POLICE COMMUNICATIONS	13.00	13.00	0.00	-13.00	Eliminate (12) Safety Services Communications Operators; Transfer (1) Police Sergeant to 10140200 - Operating Bureaus
10140400	ANIMAL CONTROL	1.00	1.00	1.00	0.00	
TOTAL POLICE		159.82	161.82	149.84	-11.98	

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2017-18**

DIV NO.	DIVISION NAME	2015-16	2016-17	CHANGE FROM		COMMENTS
		ADJUSTED	ADJUSTED	2017-18 ADOPTED	PRIOR YEAR ADJUSTED	
<u>FIRE DEPARTMENT</u>						
10145100	OFC. OF THE CHIEF	3.50	3.50	3.50	0.00	
10145200	SUPPRESSION/EMG	34.98	34.98	34.98	0.00	
10145300	EMERG. MED. SVC.	23.00	23.00	23.00	0.00	
10145400	EMERG. PREPAREDNESS	1.50	1.50	1.50	0.00	
10145600	FIRE PREVENTION	5.50	5.98	5.98	0.00	
10145700	TELECOMMUNICATIONS	2.98	2.98	2.98	0.00	
TOTAL FIRE		71.46	71.94	71.94	0.00	
<u>COMMUNITY DEVELOPMENT</u>						
10150100	COMM. DEV. ADMIN.	3.00	2.00	2.00	0.00	
10150120	ECONOMIC DEVELOPMENT	5.50	5.50	5.50	0.00	
10150150	BUILDING SAFETY	10.95	10.95	10.95	0.00	
10150200	PLANNING	8.00	7.00	7.00	0.00	
10150250	ENFORCEMENT SERVICES	6.00	6.00	6.50	0.50	Transfer (0.5) of Revenue Inspector from 10114400 - Treasury
10150400	ADVANCE PLANNING	0.00	3.00	3.00	0.00	
10150500	AGNY. HOU. & REHAB.	3.00	3.00	4.00	1.00	Add (1) Administrative Clerk
TOTAL COMM. DEV.		36.45	37.45	38.95	1.50	
<u>PUBLIC WORKS</u>						
10160100	PUBLIC WORKS ADM.	3.25	3.25	3.25	0.00	
10160150	ENGINEERING	9.75	9.65	9.65	0.00	
10160200	MAINT. OPERATIONS	1.72	1.72	1.72	0.00	
10160210	STREETS	12.85	13.85	13.85	0.00	
10160220	TREE MAINTENANCE	2.00	2.00	2.00	0.00	
10160230	BUILDING MAINT.	9.50	9.50	9.50	0.00	
10160240	ELECTRICAL MAINT.	7.50	7.50	7.50	0.00	
10160250	GRAFITI ABATEMENT	3.00	3.00	3.00	0.00	
10160260	PARKING MAINT.	1.00	2.00	2.00	0.00	
10160460	ENVIRONMENTAL PROGRAMS & OPS	0.55	0.45	0.45	0.00	
TOTAL PUBLIC WORKS		51.12	52.92	52.92	0.00	
TOTAL - GENERAL FUND EMPLOYEES		419.57	431.32	420.37	-10.95	

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2017-18**

DIV NO.	DIVISION NAME	2015-16	2016-17	CHANGE FROM		COMMENTS
		ADJUSTED	ADJUSTED	2017-18 ADOPTED	PRIOR YEAR ADJUSTED	
GRANTS OPERATING FUND						
41430410	SR. NUTRITION PROGRAM	1.00	1.00	1.00	0.00	
41440230	C.O.P.S.	1.00	1.00	1.00	0.00	
41470420	PARATRANSIT	2.00	2.00	2.00	0.00	
	TOTAL GRANTS	4.00	4.00	4.00	0.00	
BUILDING SURCHARGE FUND						
41224100	INFORMATION TECHNOLOGY	0.20	1.00	1.00	0.00	
	TOTAL BUILDING SURCHARGE FUND	0.20	1.00	1.00	0.00	
CDBG-OPERATING GRANTS						
42730440	DISABILITY SERVICES	0.31	0.31	0.31	0.00	
	TOTAL CDBG OPERATING	0.31	0.31	0.31	0.00	
SECTION 8 FUND						
42650700	SECTION 8 HOUSING	1.50	1.50	1.50	0.00	
	TOTAL SECTION 8 FUND	1.50	1.50	1.50	0.00	
ENTERPRISE AND USER FEE FUNDS						
20214500	PURCHASING	0.00	0.00	0.63	0.63	Transfer (0.63) Stores Specialist from 20260400 - Refuse Collection
20260400	REFUSE COLLECTION	32.77	37.27	37.64	0.37	Add (1) Environmental Compliance Officer; Transfer (0.63) Stores Specialist to 20214500 - Purchasing
20260410	TRANSFER STATION	7.94	7.94	7.94	0.00	
20260430	RECYCLING	1.25	1.25	1.25	0.00	
	TOTAL REFUSE	41.96	46.46	47.46	1.00	
20314500	PURCHASING	0.00	0.00	2.37	2.37	Transfer (0.63) Stores Specialist from 20370200 - Transit Operations
20370100	TRANSIT ADMIN.	6.00	6.00	8.00	2.00	Add (2) Management Analysts
20370200	TRANSIT OPERATION	147.32	147.32	144.99	-2.33	Transfer (2.37) Stores Specialist to 20314500 - Purchasing; Upgrade (0.4) RPT Fleet Services Assistant to FTE
	TOTAL TRANSIT	153.32	153.32	155.36	2.04	
20460300	SEWER MAINTENANCE	10.88	11.58	11.58	0.00	
	TOTAL SEWER	10.88	10.88	11.58	0.00	
INTERNAL SERVICE FUNDS						
30870400	EQUIPMENT MAINTENANCE	39.00	39.00	40.00	1.00	Add (1) Electronic Fleet Services Technician
30922200	RISK MGMT. - WORK COMP	2.25	2.25	2.25	0.00	
30913400	RISK MGMT - LIABILITY	1.34	1.35	1.35	0.00	
	TOTAL INTERNAL SVC.	42.59	42.60	43.60	1.00	
GRAND TOTAL - CITY		674.33	691.39	685.18	-6.91	

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**Revenue Detail
Fiscal 2017-18**

			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
101 - General Fund Revenues								
Taxes								
10116100	311100	Current - Secured	4,372,513	5,604,000	4,613,802	4,800,823	187,021	4.1%
10116100	311130	Interest & Penalties	19,215	0	0	0	0	0.0%
10116100	311220	Tax Increment-Pass-Throu	2,433,738	495,000	2,500,000	2,400,000	-100,000	-4.0%
10114400	312100	UUT-Electricity	6,613,138	6,922,000	6,216,521	6,465,000	248,479	4.0%
10114400	312110	UUT-Gas	954,796	890,000	992,988	1,023,000	30,012	3.0%
10114400	312120	UUT-Water	1,321,314	1,188,000	1,334,527	1,348,000	13,473	1.0%
10114400	312130	UUT-Telecommunications	4,697,432	4,966,000	4,681,220	4,611,000	-70,220	-1.5%
10114400	312140	UUT-Cable TV	957,390	931,000	909,520	864,000	-45,520	-5.0%
10116100	313000	Sales Tax	17,060,795	21,145,000	20,523,000	21,200,000	677,000	3.3%
10116100	313010	Sales Tax In-Lieu	4,066,267	0	0	0	0	0.0%
10116100	313020	Sales Tax - Measure Y	9,117,121	9,304,000	9,256,000	9,447,000	191,000	2.1%
10116100	314000	PSAF Tax	413,254	383,000	383,000	396,000	13,000	3.4%
10114400	315100	Business License Tax	11,101,877	11,613,000	11,448,000	12,000,000	552,000	4.8%
10114400	315110	Business License Fee	700,514	500,000	650,000	600,000	-50,000	-7.7%
10114400	315120	Business License Penaltie	497,004	100,000	375,000	200,000	-175,000	-46.7%
10114400	316000	Franchise Tax	1,408,672	1,525,000	1,410,000	1,424,000	14,000	1.0%
10114400	317000	Real Property Transfer Tax	3,802,089	1,500,000	2,200,000	2,000,000	-200,000	-9.1%
10114400	318000	Transient Occupancy Tax	7,572,077	7,210,000	7,875,000	8,151,000	276,000	3.5%
10116100	319000	Comm Industrial Develop T	1,228,747	900,000	900,000	900,000	0	0.0%
Taxes		Sub Total	78,337,955	75,176,000	76,268,578	77,829,823	1,561,245	2.0%
Licenses & Permits								
10150150	321000	Building Permits	1,805,478	1,946,335	1,946,335	1,751,701	-194,634	-10.0%
10150150	321010	Bldg Standards Admin Sur	4,056	435	4,000	3,600	-400	-10.0%
10150150	321100	Other License & Permits -	52,778	0	50,000	45,000	-5,000	-10.0%
10150150	322000	Electric Permits	534,013	392,000	500,000	500,000	0	0.0%
10150150	323000	Residential Building Recor	50,595	50,000	40,000	36,000	-4,000	-10.0%
10150150	324000	Plumbing and Heating	789,205	614,000	650,000	650,000	0	0.0%
10116100	325000	Utilities	91,157	75,000	75,000	75,000	0	0.0%
10116100	326000	Filming Permit	40,400	40,000	40,000	40,000	0	0.0%
10130200	326000	Filming Permit	62,654	53,000	40,000	40,000	0	0.0%
10116100	327000	Taxi Cab Permit	38,680	75,000	35,000	35,000	0	0.0%
10116100	327100	Massage Establishment P	0	0	1,350	12,500	11,150	825.9%
10140200	328100	Police Alarm Permits	35,452	35,000	35,000	47,000	12,000	34.3%
10140400	328520	Dog Licenses	40,924	35,000	35,000	35,000	0	0.0%
10145600	329000	Fire Detection / Suppressio	227,662	100,000	200,000	200,000	0	0.0%
10145600	330000	Studio Inspection Fees	55,160	52,000	55,000	55,000	0	0.0%
10145600	330100	Other License & Permits -	32,861	35,000	35,000	35,000	0	0.0%
10145600	330150	Fire Permit Surcharge	2,320	4,000	0	0	0	0.0%
10160150	331000	Street Permits	138,963	150,000	135,000	150,000	15,000	11.1%
10160150	331150	Storefront Encroach Permit	50	0	0	0	0	0.0%
10160150	331200	Outdoor Dining Permit	173,444	185,000	170,000	170,000	0	0.0%
10160150	331300	Banner Permit	0	500	500	500	0	0.0%
10160210	332000	House Moving Permits	12,044	10,000	12,000	12,000	0	0.0%
10116100	334300	Developer In-Lieu Fee	0	35,000	0	0	0	0.0%
10150120	334300	Developer In-Lieu Fee	0	35,000	0	0	0	0.0%
10114400	335100	Committee on Permits & Li	24,520	20,000	24,000	20,000	-4,000	-16.7%
10116100	335200	Tobacco Retailer's License	11,867	13,000	12,000	12,000	0	0.0%

**Revenue Detail
Fiscal 2017-18**

			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Licenses & Permits		Sub Total	4,224,283	3,955,270	4,095,185	3,925,301	-169,884	-4.1%
Fines & Forfeitures								
10140200	328150	Police False Alarm Chgs	170,885	50,000	100,000	155,000	55,000	55.0%
10140200	338100	Court Fines - General	2,035,817	1,775,000	1,850,000	1,850,000	0	0.0%
10140200	338200	Vehicle Code Fines	2,113,061	2,550,000	2,550,000	2,550,000	0	0.0%
10114400	338300	Admin Citations	100	0	400	0	-400	-100.0%
10140400	338300	Admin Citations	685	0	1,310	2,000	690	52.7%
10150250	338300	Admin Citations	2,884	3,000	3,000	2,500	-500	-16.7%
Fines & Forfeitures		Sub Total	4,323,432	4,378,000	4,504,710	4,559,500	54,790	1.2%
Intergovernmental								
10160240	339110	LA DOT & Caltrans (State)	6,903	5,800	4,000	4,000	0	0.0%
10116100	339140	CNG Excise Tax Credit	4,306	0	0	0	0	0.0%
10140200	342100	Post Program	0	0	243	0	-243	-100.0%
10116100	343000	SB 90 Reimbursement	83,694	0	0	0	0	0.0%
10145300	343820	State of Calif - GEMT	105,103	40,000	40,000	115,000	75,000	187.5%
10116100	345010	State Motor VLF In-Lieu	4,080,951	4,257,580	4,410,616	4,687,210	276,594	6.3%
10116100	345100	Home Owners Exemption	28,415	25,000	25,000	25,000	0	0.0%
10130110	346740	LA County Arts Com Grant	450	0	0	0	0	0.0%
Intergovernmental		Sub Total	4,309,822	4,328,380	4,479,859	4,831,210	351,351	7.8%
Charges for Services								
10111100	353100	Passport Processing Fee	8,575	10,000	9,000	0	-9,000	-100.0%
10122300	353100	Passport Processing Fee	0	0	0	22,500	22,500	0.0%
10150200	364100	Plan Zone, Subdivision	856,129	450,000	550,000	625,000	75,000	13.6%
10150120	364350	405 Specific Plan Reimbur	62,877	0	0	0	0	0.0%
10150200	364400	Business Planning Review	14,225	13,000	13,000	13,000	0	0.0%
10150200	364500	Community Benefit Contrib	99,563	100,000	99,563	100,000	437	0.4%
10130240	365110	Special Events	30	0	0	0	0	0.0%
10130280	365110	Special Events	285	0	0	0	0	0.0%
10130285	365125	Fiesta - Rides	48,724	53,000	65,353	60,000	-5,353	-8.2%
10130260	365130	Concessions Revenue	3,405	3,500	3,500	3,500	0	0.0%
10130285	365135	Fiesta - Vendors	42,197	36,250	36,250	35,000	-1,250	-3.4%
10130285	365136	Fiesta - Sponsors	13,420	15,000	12,650	15,000	2,350	18.6%
10130233	365150	After School Program	208,484	230,000	250,000	330,000	80,000	32.0%
10130200	365160	Non-Resident Admin Char	15,576	18,000	12,000	15,000	3,000	25.0%
10130211	365210	Day Camp Fees	-1,111	0	0	0	0	0.0%
10130212	365210	Day Camp Fees	303,740	210,000	260,000	320,000	60,000	23.1%
10130212	365220	Youth Camp Fees	104,776	60,000	80,000	70,000	-10,000	-12.5%
10130211	365240	Recreation Park & Picnic P	120,722	105,000	120,000	110,000	-10,000	-8.3%
10130211	365250	Park Programs Revenue	24,278	20,000	20,000	20,000	0	0.0%
10130240	365310	Youth Sports Program Rev	604	76,000	81,360	173,015	91,655	112.7%
10130240	365350	Adult Sports Program Rev	96,827	69,600	80,000	78,400	-1,600	-2.0%
10130250	365410	Classes - Contracted Fees	673,436	731,000	600,000	776,905	176,905	29.5%
10130220	365510	City Plunge (Pool) Admissi	151,502	125,000	145,000	125,000	-20,000	-13.8%
10130220	365520	Pool Rental & Passes	283,586	130,755	130,755	135,000	4,245	3.2%
10130220	365530	Aquatics Programs	82,446	60,000	40,000	40,000	0	0.0%
10130220	365540	Aquatics Contract Classes	24,672	32,000	25,000	25,000	0	0.0%
10130260	365600	Membership Fees	22,179	20,000	22,000	20,000	-2,000	-9.1%
10130400	365600	Membership Fees	11,200	11,200	11,200	11,200	0	0.0%
10130110	365710	Senior Center Rental	60,051	45,000	60,000	50,000	-10,000	-16.7%

**Revenue Detail
Fiscal 2017-18**

			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
10130110	365720	Teen Center Rental	59,015	50,000	55,000	50,000	-5,000	-9.1%
10130110	365730	Meeting Room Rental	363,172	275,000	360,000	330,000	-30,000	-8.3%
10130110	365740	Auditorium Rental	188,727	125,000	150,000	135,000	-15,000	-10.0%
10130300	365800	LA County Library-Kaizuka	17,100	18,809	18,809	20,690	1,881	10.0%
10145200	367210	Strike Team	335,498	100,000	201,980	125,000	-76,980	-38.1%
10145200	367300	Fire Inspection - Business	644,154	450,000	550,000	550,000	0	0.0%
10145200	367310	Fire Inspection - Penalties	18,302	5,000	5,000	5,000	0	0.0%
10145600	367320	Penalty/Adm. Charges	1,200	0	100	100	0	0.0%
10145200	367400	Ambulance Fees	1,642,506	1,500,000	1,550,000	1,600,000	50,000	3.2%
10145200	367500	Hazardous Materials Fees	-124	0	0	0	0	0.0%
10145600	367500	Hazardous Materials Fees	127,967	125,000	125,000	125,000	0	0.0%
10140200	367900	Sfty Special Event/Filming	1,410	300,000	250,000	250,000	0	0.0%
10145200	367900	Sfty Special Event/Filming	0	210,000	0	0	0	0.0%
10145300	367900	Sfty Special Event/Filming	0	130,000	0	0	0	0.0%
10145600	367900	Sfty Special Event/Filming	0	20,000	250,000	250,000	0	0.0%
10140200	368100	Special Police Services	96,337	95,000	90,000	95,000	5,000	5.6%
10140200	368300	Live Scan Fees	164,384	165,000	140,000	140,000	0	0.0%
10140200	368500	DNA Services	2,430	2,750	2,750	3,000	250	9.1%
10140400	368600	Animal Control Fees	1,225	1,200	1,200	500	-700	-58.3%
10160210	369100	Street Division Services	25,229	22,000	25,000	22,865	-2,135	-8.5%
10160220	369120	Tree Removal Service	0	1,000	0	1,000	1,000	0.0%
10160150	369410	Stormwater Plan Ck Fees	2,203	5,000	5,000	8,000	3,000	60.0%
10160150	369420	Banner Installation/Remov	119	1,000	1,000	1,000	0	0.0%
10160150	369450	Engineeing Svs Fees/Char	2,356	3,000	3,000	3,000	0	0.0%
10160150	369460	Traffic Impact Study Fee	62,200	20,000	24,200	30,000	5,800	24.0%
10150250	370110	Code Enforcement Fees	2,105	1,000	1,000	500	-500	-50.0%
10116100	370610	P-Card Incentive Program	10,985	10,000	10,000	10,000	0	0.0%
10116100	370620	Credit Card Convenience F	5,246	5,000	5,000	5,000	0	0.0%
10113100	370710	City Property Damages Re	20,958	20,000	20,005	20,000	-5	0.0%
10116100	371000	Work for Others	44,984	0	0	0	0	0.0%
10150120	371000	Work for Others	81,390	0	0	0	0	0.0%
10160100	371000	Work for Others	3,335	0	0	0	0	0.0%
10145600	371300	Plan Check Fees	382,173	275,000	400,000	400,000	0	0.0%
10150150	371300	Plan Check Fees	2,652,990	1,422,500	2,808,200	2,650,000	-158,200	-5.6%
10160150	371300	Plan Check Fees	143,307	100,000	150,000	150,000	0	0.0%
10116100	371560	City Hall - P1 Parking	60,960	100,000	45,000	45,000	0	0.0%
10150120	372160	Film Parking	-784	160,000	0	0	0	0.0%
Charges for Services		Sub Total	10,495,458	8,342,564	9,973,875	10,199,175	225,300	2.3%
Use of Money & Prop								
10116100	382000	Interest Income	473,674	450,000	475,000	450,000	-25,000	-5.3%
10116100	382010	Net Incr/Decr Fair Val Inve	117,264	0	0	0	0	0.0%
10116100	382100	Interest Income-Notes Rec	20,900	0	15,000	0	-15,000	-100.0%
10150120	383120	Rental Ivy Substation	1,940	0	0	0	0	0.0%
10116100	383150	Rent/Concession - Other	0	0	5,400	0	-5,400	-100.0%
10160410	383150	Rent/Concession - Other	78,000	78,000	78,000	9,000	-69,000	-88.5%
10150120	383160	Farmers Market Income	69,274	130,000	130,000	130,000	0	0.0%
10150120	383190	Leases - Econ Dev Agrmnt	68,475	70,000	70,000	70,000	0	0.0%
10160410	386600	Loan Payments	19,561	106,480	20,000	19,560	-440	-2.2%
Use of Money & Prop		Sub Total	849,088	834,480	793,400	678,560	-114,840	-14.5%

**Revenue Detail
Fiscal 2017-18**

			2015-16	2016-17	2016-17	2017-18	Change	%
			Actual	Adopted	Adjusted	Adopted		Change
				Budget	Budget	Budget		
Other Revenue								
10116100	339200	Westfield Sign Revenue	225,000	225,000	225,000	225,000	0	0.0%
10111100	386100	Miscellaneous Revenue	7,561	100	100	0	-100	-100.0%
10113100	386100	Miscellaneous Revenue	5,198	0	296	0	-296	-100.0%
10114400	386100	Miscellaneous Revenue	-2,377	0	-2,500	0	2,500	-100.0%
10116100	386100	Miscellaneous Revenue	116,628	0	-3,974	0	3,974	-100.0%
10130110	386100	Miscellaneous Revenue	900	0	0	0	0	0.0%
10130285	386100	Miscellaneous Revenue	0	500	1,500	500	-1,000	-66.7%
10130300	386100	Miscellaneous Revenue	7,335	0	0	0	0	0.0%
10130400	386100	Miscellaneous Revenue	43,500	35,000	35,000	40,000	5,000	14.3%
10140200	386100	Miscellaneous Revenue	11,371	6,000	35,812	7,500	-28,312	-79.1%
10145600	386100	Miscellaneous Revenue	263	0	135	135	0	0.0%
10150120	386100	Miscellaneous Revenue	56	2,500	16,100	0	-16,100	-100.0%
10150150	386100	Miscellaneous Revenue	6,453	1,500	1,500	1,350	-150	-10.0%
10150200	386100	Miscellaneous Revenue	1,557	500	500	500	0	0.0%
10160150	386100	Miscellaneous Revenue	4,124	3,000	6,092	7,000	908	14.9%
10160220	386100	Miscellaneous Revenue	1,470	0	975	0	-975	-100.0%
10160240	386100	Miscellaneous Revenue	2,912	0	2,700	0	-2,700	-100.0%
10160250	386100	Miscellaneous Revenue	75	0	125	0	-125	-100.0%
10116100	386103	Elec Veh/Plug-In Hybrd Pr	761	0	1,000	2,000	1,000	100.0%
10114400	386105	Unidentified Revenue	7,367	0	7,000	0	-7,000	-100.0%
10130200	386110	Coins-Over/Short	0	0	123	0	-123	-100.0%
10130212	386200	Donations	0	0	2,119	0	-2,119	-100.0%
10130233	386200	Donations	158	150	150	150	0	0.0%
10130260	386200	Donations	0	1,500	0	0	0	0.0%
10130400	386200	Donations	35,000	35,000	35,000	35,000	0	0.0%
10140200	386240	Explorer Program	157	0	650	0	-650	-100.0%
10116100	386300	Sale of Property	3,835	0	5,000	3,500	-1,500	-30.0%
10116100	386350	Land Sale Proceeds	50,831	0	0	5,400,000	5,400,000	0.0%
Other Revenue	Sub Total		530,133	310,750	370,403	5,722,635	5,352,232	1444.9%
Other-Transfers								
10116100	391203	Trsf In From - Fund 203	300,000	300,000	300,000	300,000	0	0.0%
10116100	391418	Trsf In From - Fund 418	400,000	400,000	400,000	400,000	0	0.0%
10116100	391475	Trsf In From - Fund 475	1,000,000	1,080,000	1,080,000	1,080,000	0	0.0%
10116100	391476	Trsf In From - Fund 476	0	400,000	449,660	633,991	184,331	41.0%
10116100	391485	Trsf In From - Fund 485	0	0	0	1,300,000	1,300,000	0.0%
Other-Transfers	Sub Total		1,700,000	2,180,000	2,229,660	3,713,991	1,484,331	66.6%
Cost Allocation Rec								
10160300	375000	Admin Cost Alloc (Interfun	596,818	583,460	583,460	670,738	87,278	15.0%
10160400	375000	Admin Cost Alloc (Interfun	1,385,512	1,628,457	1,628,457	1,672,322	43,865	2.7%
10170100	375000	Admin Cost Alloc (Interfun	1,495,753	1,524,814	1,524,814	1,646,236	121,422	8.0%
10116100	375100	Admin Cost-Successor Ag	761,060	830,000	830,000	580,000	-250,000	-30.1%
Cost Allocation Rec	Sub Total		4,239,143	4,566,731	4,566,731	4,569,296	2,565	0.1%
General Fund Total			109,009,314	104,072,175	107,282,401	116,029,491	8,693,438	8.1%

202 - Refuse Disposal Fund Revenues

Licenses & Permits								
20260430	333500	Recycling Plan Permit Fee	12,223	9,000	9,000	13,379	4,379	48.7%
Licenses & Permits	Sub Total		12,223	9,000	9,000	13,379	4,379	48.7%

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			2015-16	2016-17	2016-17	2017-18	Change	%
			Actual	Adopted	Adjusted	Adopted		Change
				Budget	Budget	Budget		
Intergovernmental								
20260400	339140	CNG Excise Tax Credit	44,413	0	0	42,400	42,400	0.0%
Intergovernmental		Sub Total	44,413	0	0	42,400	42,400	0.0%
Charges for Services								
20260400	352000	Refuse Disposal	3,563,289	3,532,589	3,532,589	3,779,870	247,281	7.0%
20260400	352100	Can Service	47,049	41,898	41,898	58,176	16,278	38.9%
20260400	352200	Bin Service	5,755,677	5,545,402	5,545,402	6,532,630	987,228	17.8%
20260400	352300	Drop Box Service	517,957	546,228	546,228	543,674	-2,554	-0.5%
20260400	352400	Bin Rental Charges	238,662	210,367	210,367	263,228	52,861	25.1%
20260400	352510	Tonnage Charges	893,601	893,971	893,971	786,726	-107,245	-12.0%
20260400	352520	Tonnage Charges - Green	56,925	46,371	46,371	56,026	9,655	20.8%
20260400	352530	Tonnage Charges - Inerts	113,895	227,552	227,552	125,780	-101,772	-44.7%
20260400	352560	Tonnage Charges - Other	237,895	444,088	444,088	597,452	153,364	34.5%
20260400	352600	Interest & Penalties	130,343	104,231	104,231	134,231	30,000	28.8%
20260400	352700	Special Services	447,614	410,880	410,880	514,175	103,295	25.1%
20260400	352900	Sale of Recycle Items	546,547	473,798	473,798	485,536	11,738	2.5%
Charges for Services		Sub Total	12,549,453	12,477,375	12,477,375	13,877,504	1,400,129	11.2%
Use of Money & Prop								
20216100	382000	Interest Income	16,565	10,000	10,000	10,000	0	0.0%
20216100	382010	Net Incr/Decr Fair Val Inve	5,658	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	22,223	10,000	10,000	10,000	0	0.0%
Other Revenue								
20260400	386100	Miscellaneous Revenue	10,093	0	0	0	0	0.0%
20260410	386100	Miscellaneous Revenue	60	0	0	0	0	0.0%
Other Revenue		Sub Total	10,153	0	0	0	0	0.0%
Refuse Disposal Fund Total			12,638,465	12,496,375	12,496,375	13,943,283	1,446,908	11.6%

203 - Municipal Bus Fund Revenues

Intergovernmental								
20370200	313500	Measure R - OP	1,992,192	2,102,170	2,102,170	2,101,228	-942	0.0%
20370300	313540	Measure R - Clean Fuel	0	0	0	141,149	141,149	0.0%
20370200	313610	Measure M-Local Return	0	0	0	2,005,383	2,005,383	0.0%
20370200	339140	CNG Excise Tax Credit	377,496	375,000	375,000	0	-375,000	-100.0%
20370200	340910	FTA - 5307 (Sect 9)	0	2,500,000	2,500,000	1,850,550	-649,450	-26.0%
20370214	340910	FTA - 5307 (Sect 9)	2,500,000	0	0	2,500,000	2,500,000	0.0%
20370303	340910	FTA - 5307 (Sect 9)	88,509	97,500	97,500	97,500	0	0.0%
20370306	340910	FTA - 5307 (Sect 9)	0	0	809,655	0	-809,655	-100.0%
20370309	340910	FTA - 5307 (Sect 9)	0	649,450	649,450	0	-649,450	-100.0%
20370307	340915	FTA 5307 (Sct 9)-COPS	781,850	0	0	0	0	0.0%
20370200	342200	STA Grant	767,062	414,727	414,727	195,682	-219,045	-52.8%
20370200	342300	TDA Grant	4,893,591	5,165,678	5,165,678	5,179,398	13,720	0.3%
20370300	342500	AQMD-AB2766Subvention	0	46,000	46,000	106,000	60,000	130.4%
20370306	342500	AQMD-AB2766Subvention	0	110,000	110,000	0	-110,000	-100.0%
20370300	342600	AQMD - Discretionary	0	36,000	36,000	156,000	120,000	333.3%
20370200	343590	CalCap&Trade LCTOP Lo	0	56,805	56,805	26,218	-30,587	-53.8%
20370200	346310	Prop A Disc	3,244,101	3,326,445	3,326,445	3,426,617	100,172	3.0%
20370300	346363	Prop 1B - PTIMSEA	0	0	0	1,054,000	1,054,000	0.0%
20370300	346367	Prop 1B Transit Security	0	0	0	144,187	144,187	0.0%
20370308	346367	Prop 1B Transit Security	66,090	66,090	66,090	66,090	0	0.0%

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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
20370300	346368	Metro Prop 1B Bridge Tran	-1	0	0	78,097	78,097	0.0%
20370300	346369	Metro Prop 1B Bridge Fun	0	402,419	402,419	344,025	-58,394	-14.5%
20370200	346510	Prop C Disc - Transit Svc	232,123	236,417	236,417	240,554	4,137	1.7%
20370200	346520	Prop C Disc - BSIP Overcr	162,208	165,209	165,209	168,100	2,891	1.7%
20370200	346530	Prop C Disc - Foothill Mitig	147,273	150,655	150,655	152,075	1,420	0.9%
20370200	346560	Prop C Disc - Security	348,264	313,167	313,167	374,019	60,852	19.4%
20370200	346580	Prop C Disc - MOSIP	674,197	306,649	306,649	1,051,248	744,599	242.8%
20370300	346580	Prop C Disc - MOSIP	446,348	700,000	700,000	0	-700,000	-100.0%
20370303	346580	Prop C Disc - MOSIP	0	32,500	32,500	30,000	-2,500	-7.7%
20370300	346675	MTA - Bus Signal Priority P	35,293	2,920,000	2,920,000	2,870,000	-50,000	-1.7%
20370300	346680	MTA - Real Time Bus Arriv	33,783	2,920,000	2,920,000	2,870,000	-50,000	-1.7%
Intergovernmental		Sub Total	16,790,379	23,092,881	23,902,536	27,228,120	3,325,584	13.9%
Charges for Services								
20370200	355010	Farebox Revenues	2,732,882	2,881,000	2,881,000	2,400,000	-481,000	-16.7%
20370200	355020	TAP Card Sales	274,237	300,000	300,000	300,000	0	0.0%
20370200	355060	EZ Pass Revenue	265,455	300,000	300,000	222,000	-78,000	-26.0%
20370200	355070	BruinGO Program	212,276	210,000	210,000	200,000	-10,000	-4.8%
20370200	355080	Access Services	95,260	100,000	100,000	90,000	-10,000	-10.0%
20370200	355090	Rider Relief	2,162	2,500	2,500	2,200	-300	-12.0%
20380000	365600	Membership Fees	10,200	10,200	10,200	0	-10,200	-100.0%
20370200	370520	Cost Recovery	8,771	0	0	0	0	0.0%
Charges for Services		Sub Total	3,601,243	3,803,700	3,803,700	3,214,200	-589,500	-15.5%
Use of Money & Prop								
20316100	382000	Interest Income	-941	35,000	35,000	35,000	0	0.0%
20370200	382000	Interest Income	47,977	25,000	25,000	25,000	0	0.0%
20316100	382010	Net Incr/Decr Fair Val Inve	22,574	0	0	0	0	0.0%
20370200	383150	Rent/Concession - Other	65,361	65,361	65,361	65,361	0	0.0%
Use of Money & Prop		Sub Total	134,971	125,361	125,361	125,361	0	0.0%
Other Revenue								
20370200	346595	EIR Transit Mitigation Fund	541,303	1,433,090	1,433,090	1,453,125	20,035	1.4%
20370300	346595	EIR Transit Mitigation Fund	0	902,093	902,093	0	-902,093	-100.0%
20370200	365655	Advertising - Bus	288,061	220,000	220,000	280,000	60,000	27.3%
20370100	386100	Miscellaneous Revenue	172	200	200	200	0	0.0%
20370200	386100	Miscellaneous Revenue	11,732	12,000	12,000	12,000	0	0.0%
20370200	386300	Sale of Property	9,203	50,000	50,000	60,000	10,000	20.0%
Other Revenue		Sub Total	850,471	2,617,383	2,617,383	1,805,325	-812,058	-31.0%
Other-Transfers								
20316100	391415	Trsf In From - Fund 415	714,704	741,499	741,499	750,402	8,903	1.2%
20316100	391424	Trsf In From - Fund 424	350,197	224,000	224,000	233,439	9,439	4.2%
20316100	391431	Trsf In From - Fund 431	172,313	230,629	230,629	233,419	2,790	1.2%
20316100	391435	Trsf In From - Fund 435	0	0	0	0	0	0.0%
Other-Transfers		Sub Total	1,237,214	1,196,128	1,196,128	1,217,260	21,132	1.8%
Municipal Bus Fund Total			22,614,277	30,835,453	31,645,108	33,590,266	1,945,158	6.1%

204 - Sewer Enterprise Fund Revenues

Intergovernmental								
20460300	339140	CNG Excise Tax Credit	690	0	0	0	0	0.0%
Intergovernmental		Sub Total	690	0	0	0	0	0.0%

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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Charges for Services								
20460300	357100	Sewer - Operating	8,959,659	9,100,000	9,100,000	9,340,000	240,000	2.6%
20460300	357110	Ind Waste Inspection Fees	87,233	125,000	125,000	135,000	10,000	8.0%
20460300	357120	Permit Sewer Facility - LA	348,283	630,000	630,000	150,000	-480,000	-76.2%
20460300	357125	Permit-Sewer Facility - CC	504,246	715,000	715,000	250,000	-465,000	-65.0%
Charges for Services		Sub Total	9,899,422	10,570,000	10,570,000	9,875,000	-695,000	-6.6%
Use of Money & Prop								
20460300	382000	Interest Income	120,060	25,000	25,000	25,000	0	0.0%
20460310	382000	Interest Income	914	500	500	500	0	0.0%
20416100	382010	Net Incr/Decr Fair Val Inve	36,524	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	157,497	25,500	25,500	25,500	0	0.0%
Other Revenue								
20416100	386100	Miscellaneous Revenue	1,068	0	0	0	0	0.0%
20460300	386100	Miscellaneous Revenue	36,000	0	0	0	0	0.0%
Other Revenue		Sub Total	37,068	0	0	0	0	0.0%
Sewer Enterprise Fund Total			10,094,678	10,595,500	10,595,500	9,900,500	-695,000	-6.6%
205 - Municipal Fiber Network Fund Revenues								
Use of Money & Prop								
20516100	382000	Interest Income	71,600	5,000	5,000	5,000	0	0.0%
20516100	382010	Net Incr/Decr Fair Val Inve	-1,962	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	69,637	5,000	5,000	5,000	0	0.0%
Municipal Fiber Network Fund Total			69,637	5,000	5,000	5,000	0	0.0%
307 - Equipment Replacement Fund Revenues								
Charges for Services								
30770500	359100	Vehicle Amortization	1,655,652	1,379,820	1,379,820	1,968,925	589,105	42.7%
Charges for Services		Sub Total	1,655,652	1,379,820	1,379,820	1,968,925	589,105	42.7%
Use of Money & Prop								
30770500	382000	Interest Income	68,306	15,000	15,000	15,000	0	0.0%
30716100	382010	Net Incr/Decr Fair Val Inve	17,328	0	0	0	0	0.0%
30760410	386600	Loan Payments	10,498	57,148	57,148	57,148	0	0.0%
Use of Money & Prop		Sub Total	96,132	72,148	72,148	72,148	0	0.0%
Other Revenue								
30770500	386100	Miscellaneous Revenue	55,000	0	0	0	0	0.0%
30770500	386300	Sale of Property	37,383	0	0	0	0	0.0%
Other Revenue		Sub Total	92,383	0	0	0	0	0.0%
Other-Transfers								
30716100	391101	Trsf In From - Fund 101	305,000	0	0	0	0	0.0%
Other-Transfers		Sub Total	305,000	0	0	0	0	0.0%
Equipment Replacement Fund Total			2,149,167	1,451,968	1,451,968	2,041,073	589,105	40.6%
308 - Equipment Maint Fund Revenues								
Intergovernmental								
30870400	339140	CNG Excise Tax Credit	557	0	0	0	0	0.0%
Intergovernmental		Sub Total	557	0	0	0	0	0.0%
Charges for Services								
30870400	360100	Equip Maint - Labor	4,618,814	5,435,631	5,435,631	5,710,000	274,369	5.0%

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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
30870400	360110	Equip Maint - Commerc	312,030	0	0	0	0	0.0%
30870400	360120	Equip Maint - Fuel	1,453,128	1,618,225	1,618,225	1,630,000	11,775	0.7%
30870400	360130	Equip Maint - Parts	1,140,100	1,296,739	1,296,739	1,310,000	13,261	1.0%
Charges for Services		Sub Total	7,524,072	8,350,595	8,350,595	8,650,000	299,405	3.6%
Use of Money & Prop								
30870400	382000	Interest Income	6,711	1,500	1,500	0	-1,500	-100.0%
30816100	382010	Net Incr/Decr Fair Val Inve	1,658	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	8,369	1,500	1,500	0	-1,500	-100.0%
Other Revenue								
30870400	386100	Miscellaneous Revenue	963	0	0	0	0	0.0%
Other Revenue		Sub Total	963	0	0	0	0	0.0%
Equipment Maint Fund Total			7,533,960	8,352,095	8,352,095	8,650,000	297,905	3.6%

309 - Risk Management Fund Revenues

Charges for Services								
30922200	361000	Liability Reserve Fees	1,659,614	1,925,000	1,925,000	3,328,726	1,403,726	72.9%
30922200	362000	Workers Comp Reserve Fe	4,527,257	4,275,000	4,275,000	2,818,228	-1,456,772	-34.1%
30922200	362500	Property Insurance Fees	0	800,000	800,000	800,000	0	0.0%
Charges for Services		Sub Total	6,186,871	7,000,000	7,000,000	6,946,954	-53,046	-0.8%
Use of Money & Prop								
30922200	382000	Interest Income	48,617	10,000	10,000	10,000	0	0.0%
30916100	382010	Net Incr/Decr Fair Val Inve	14,693	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	63,310	10,000	10,000	10,000	0	0.0%
Other Revenue								
30922200	386100	Miscellaneous Revenue	59,463	0	0	0	0	0.0%
Other Revenue		Sub Total	59,463	0	0	0	0	0.0%
Risk Management Fund Total			6,309,643	7,010,000	7,010,000	6,956,954	-53,046	-0.8%

310 - Stores Fund Revenues

Charges for Services								
31016100	363100	Telephone Cost Allocation	186,809	250,000	250,000	250,000	0	0.0%
31014600	363110	Stores Charges	1,192,347	1,500,000	1,500,000	1,500,000	0	0.0%
Charges for Services		Sub Total	1,379,155	1,750,000	1,750,000	1,750,000	0	0.0%
Stores Fund Total			1,379,155	1,750,000	1,750,000	1,750,000	0	0.0%

412 - Building Surcharge Fund Revenues

Licenses & Permits								
41250150	321100	Other License & Permits -	253,096	170,000	170,000	153,000	-17,000	-10.0%
Licenses & Permits		Sub Total	253,096	170,000	170,000	153,000	-17,000	-10.0%
Use of Money & Prop								
41216100	382000	Interest Income	4,785	1,500	1,500	1,500	0	0.0%
41216100	382010	Net Incr/Decr Fair Val Inve	962	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	5,747	1,500	1,500	1,500	0	0.0%
Building Surcharge Fund Total			258,843	171,500	171,500	154,500	-17,000	-9.9%

413 - Cultural Trust Fund Revenues

Licenses & Permits								
41310400	334200	Art in Public Places Fee	323,665	200,000	200,000	0	-200,000	-100.0%
41322400	334200	Art in Public Places Fee	0	0	0	200,000	200,000	0.0%

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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Licenses & Permits	Sub Total		323,665	200,000	200,000	200,000	0	0.0%
Use of Money & Prop								
41316100	382000	Interest Income	11,691	1,750	1,750	1,750	0	0.0%
41316100	382010	Net Incr/Decr Fair Val Inve	2,410	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		14,101	1,750	1,750	1,750	0	0.0%
Cultural Trust Fund Total			337,766	201,750	201,750	201,750	0	0.0%

414 - Operating Grants Fund Revenues

Intergovernmental								
41470420	339140	CNG Excise Tax Credit	3,217	1,500	1,500	0	-1,500	-100.0%
41430410	340600	NSIP Senior Nutr Title III C	17,161	16,384	16,384	17,094	710	4.3%
41430415	340600	NSIP Senior Nutr Title III C	4,794	4,325	4,325	4,711	386	8.9%
41430415	340700	LAC CSS Title III-B	703	1,000	1,000	1,000	0	0.0%
41430410	340800	LAC CSS Title III C	146,188	139,564	139,564	160,183	20,619	14.8%
41430415	340800	LAC CSS Title III C	40,332	41,618	41,618	45,759	4,141	10.0%
41460908	341160	CMAQ-Open Street Events	33,397	0	0	0	0	0.0%
41460911	341160	CMAQ-Open Street Events	0	0	0	298,000	298,000	0.0%
41445908	341300	Fed Emerg Mgmt Agency (0	0	11,600	0	-11,600	-100.0%
41440913	341410	DOJ-Bulletproof Vest Gran	8,039	0	0	0	0	0.0%
41440927	341430	DOJ-Byrne Discretionary G	0	0	13,579	0	-13,579	-100.0%
41440924	341435	DOJ-2015 PaulCoverdell F	10,991	0	0	0	0	0.0%
41440923	341448	Selective Traffic Enforcem	75,012	0	0	0	0	0.0%
41440925	341448	Selective Traffic Enforcem	60,850	0	0	0	0	0.0%
41440928	341449	Selective Traffic Enforcem	0	0	603	0	-603	-100.0%
41440913	341460	CalMMET	116,305	0	0	0	0	0.0%
41440919	341461	AB 109-PublicSafetyRealig	98,153	0	0	0	0	0.0%
41440926	341462	Coverdell Forensic Scienc	5,719	0	11,494	0	-11,494	-100.0%
41460902	342400	TDA 3 - Bikeways (Gas Ta	25,229	26,000	26,000	26,000	0	0.0%
41470600	342500	AQMD-AB2766Subvention	0	39,000	39,000	39,000	0	0.0%
41470620	342500	AQMD-AB2766Subvention	134,641	45,000	111,043	48,000	-63,043	-56.8%
41440230	342700	COPS/SLESF/Brulte Reve	114,618	100,000	100,000	100,000	0	0.0%
41460907	343205	Office of Emergency Servic	58,526	0	0	0	0	0.0%
41445904	343206	Emergency Managemt Per	65,967	8,000	32,979	8,000	-24,979	-75.7%
41460905	343500	Dept/Conservation-Recycli	10,673	0	0	0	0	0.0%
41460910	343511	CalRecycle Rubberized Si	0	0	66,600	0	-66,600	-100.0%
41470420	346200	Prop A Incentive	0	85,000	85,000	67,557	-17,443	-20.5%
41430906	346330	Prop A: Maint & Srvc.	17,418	18,235	18,235	0	-18,235	-100.0%
41430907	346330	Prop A: Maint & Srvc.	0	244,366	244,366	0	-244,366	-100.0%
41460903	346330	Prop A: Maint & Srvc.	84,715	80,000	80,000	80,000	0	0.0%
41460909	346330	Prop A: Maint & Srvc.	199,431	0	0	0	0	0.0%
41470420	346700	County Paratransit Reimbu	343	1,000	1,000	500	-500	-50.0%
41445902	346730	LA County EMS Agency	6,919	0	0	0	0	0.0%
Intergovernmental	Sub Total		1,339,342	850,992	1,045,891	895,804	-150,087	-14.4%
Charges for Services								
41470420	356100	Dial-a-Ride	3,924	5,000	5,000	2,500	-2,500	-50.0%
41470420	356110	Extended Areas	424	750	750	500	-250	-33.3%
Charges for Services	Sub Total		4,348	5,750	5,750	3,000	-2,750	-47.8%
Use of Money & Prop								
41416100	382000	Interest Income	-263	0	0	0	0	0.0%

**Revenue Detail
Fiscal 2017-18**

			2015-16	2016-17	2016-17	2017-18	Change	%
			Actual	Adopted	Adjusted	Adopted		Change
				Budget	Budget	Budget		
41440230	382000	Interest Income	214	250	250	500	250	100.0%
41470620	382000	Interest Income	1,030	600	600	200	-400	-66.7%
41416100	382010	Net Incr/Decr Fair Val Inve	199	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		1,181	850	850	700	-150	-17.6%
Other Revenue								
41430410	386200	Donations	55,744	59,010	59,010	59,000	-10	0.0%
41460909	386200	Donations	14,585	0	0	0	0	0.0%
41470420	386200	Donations	4,135	2,000	2,000	2,500	500	25.0%
41430415	386210	Donations - Home Delivery	7,571	8,608	8,608	8,600	-8	-0.1%
41470620	386300	Sale of Property	556	0	0	0	0	0.0%
Other Revenue	Sub Total		82,591	69,618	69,618	70,100	482	0.7%
Other-Transfers								
41416100	391101	Trsf In From - Fund 101	0	57,691	57,691	55,402	-2,289	-4.0%
41470420	391424	Trsf In From - Fund 424	180,330	187,020	187,020	227,318	40,298	21.5%
41470600	391424	Trsf In From - Fund 424	25,100	0	0	20,000	20,000	0.0%
Other-Transfers	Sub Total		205,430	244,711	244,711	302,720	58,009	23.7%
Operating Grants Fund Total			1,632,891	1,171,921	1,366,820	1,272,324	-94,496	-6.9%

415 - Prop A Local Return Fund Revenues

Intergovernmental								
41516100	346100	Prop A Local Return	714,411	714,001	714,001	750,402	36,401	5.1%
Intergovernmental	Sub Total		714,411	714,001	714,001	750,402	36,401	5.1%
Use of Money & Prop								
41516100	382000	Interest Income	6,983	1,500	1,500	3,000	1,500	100.0%
41516100	382010	Net Incr/Decr Fair Val Inve	1,618	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		8,601	1,500	1,500	3,000	1,500	100.0%
Prop A Local Return Fund Total			723,012	715,501	715,501	753,402	37,901	5.3%

416 - Asset Seizure Fund Revenues

Intergovernmental								
41640454	341500	Asset Seizure - Justice	125,072	0	31,196	0	-31,196	-100.0%
41640452	341600	Asset Seizure - Treasury	17,238	0	0	0	0	0.0%
41640450	342800	Asset Seizure - State	7,237	0	0	0	0	0.0%
41640451	342900	Asset Seizure - State 15%	1,014	0	25,000	0	-25,000	-100.0%
Intergovernmental	Sub Total		150,562	0	56,196	0	-56,196	-100.0%
Use of Money & Prop								
41616100	382000	Interest Income	8,649	1,500	1,500	3,500	2,000	133.3%
41616100	382010	Net Incr/Decr Fair Val Inve	1,903	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		10,551	1,500	1,500	3,500	2,000	133.3%
Other Revenue								
41640450	386100	Miscellaneous Revenue	10,572	0	0	0	0	0.0%
41640453	386100	Miscellaneous Revenue	0	0	953	0	-953	-100.0%
41640454	386300	Sale of Property	5,938	0	0	0	0	0.0%
Other Revenue	Sub Total		16,510	0	953	0	-953	-100.0%
Asset Seizure Fund Total			177,623	1,500	58,649	3,500	-55,149	-94.0%

417 - Community Development Fund Revenues

Licenses & Permits								
41750100	334110	Comm Dev Impact Fees -	0	0	0	0	0	0.0%

**Revenue Detail
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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Licenses & Permits	Sub Total		0	0	0	0	0	0.0%
Use of Money & Prop								
41750100	382000	Interest Income	1,893	3,000	3,000	250	-2,750	-91.7%
41716100	382010	Net Incr/Decr Fair Val Inve	595	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		2,488	3,000	3,000	250	-2,750	-91.7%
Community Development Fund Total			2,488	3,000	3,000	250	-2,750	-91.7%
418 - Special Gas Tax Fund Revenues								
Intergovernmental								
41860210	344050	Gas Tax - 2103	204,312	93,800	93,800	161,945	68,145	72.6%
41860210	344100	Gas Tax - 2105	223,306	248,400	248,400	235,094	-13,306	-5.4%
41860210	344200	Gas Tax - 2106	135,757	126,000	126,000	146,789	20,789	16.5%
41860210	344300	Gas Tax - 2107	290,774	344,900	344,900	303,707	-41,193	-11.9%
41860150	344400	Gas Tax - 2107.5	6,000	0	0	0	0	0.0%
41860210	344400	Gas Tax - 2107.5	0	6,000	6,000	6,000	0	0.0%
41860210	344410	Gas Tax - Loan Repaymen	0	0	0	46,280	46,280	0.0%
41860210	344420	Gas Tax - Road Maint Reh	0	0	0	233,252	233,252	0.0%
Intergovernmental	Sub Total		860,149	819,100	819,100	1,133,067	313,967	38.3%
Use of Money & Prop								
41816100	382000	Interest Income	15,296	7,500	7,500	2,500	-5,000	-66.7%
41816100	382010	Net Incr/Decr Fair Val Inve	3,380	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		18,676	7,500	7,500	2,500	-5,000	-66.7%
Special Gas Tax Fund Total			878,824	826,600	826,600	1,135,567	308,967	37.4%
419 - Park Facilities Fund Revenues								
Charges for Services								
41916100	366000	Park Facilities - Quimby	977,152	40,000	40,000	0	-40,000	-100.0%
Charges for Services	Sub Total		977,152	40,000	40,000	0	-40,000	-100.0%
Use of Money & Prop								
41916100	382000	Interest Income	5,941	2,500	2,500	3,500	1,000	40.0%
41916100	382010	Net Incr/Decr Fair Val Inve	538	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		6,479	2,500	2,500	3,500	1,000	40.0%
Park Facilities Fund Total			983,630	42,500	42,500	3,500	-39,000	-91.8%
420 - Capital Improv and Acq Fund Revenues								
Use of Money & Prop								
42016100	382000	Interest Income	39,392	15,000	15,000	10,000	-5,000	-33.3%
42016100	382010	Net Incr/Decr Fair Val Inve	10,535	0	0	0	0	0.0%
42016100	383150	Rent/Concession - Other	360,000	360,000	360,000	360,000	0	0.0%
Use of Money & Prop	Sub Total		409,927	375,000	375,000	370,000	-5,000	-1.3%
Other Revenue								
42080000	339100	Playa Vista/Sunkist NTMP	0	231,520	231,520	0	-231,520	-100.0%
42080000	339105	Playa Vista Rdwy/Cap Enh	0	788,056	788,056	0	-788,056	-100.0%
42080000	339115	West LA College Mitigation	51,516	2,194,519	2,194,519	0	-2,194,519	-100.0%
42080000	339120	SONY Revenue	12,000	15,000	15,000	0	-15,000	-100.0%
42080000	348210	Energy Effcy-Loan, Reb & I	185,344	1,218,017	1,218,017	0	-1,218,017	-100.0%
42080000	386100	Miscellaneous Revenue	10,000	0	0	0	0	0.0%
Other Revenue	Sub Total		258,860	4,447,112	4,447,112	0	-4,447,112	-100.0%

**Revenue Detail
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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Other-Transfers								
42016100	391101	Trsf In From - Fund 101	5,353,524	4,701,152	4,701,152	4,770,000	68,848	1.5%
Other-Transfers		Sub Total	5,353,524	4,701,152	4,701,152	4,770,000	68,848	1.5%
Capital Improv and Acq Fund Total			6,022,311	9,523,264	9,523,264	5,140,000	-4,383,264	-46.0%
421 - Parking Improvement Fund Revenues								
Licenses & Permits								
42116100	326000	Filming Permit	0	0	0	0	0	0.0%
Licenses & Permits		Sub Total	0	0	0	0	0	0.0%
Charges for Services								
42160260	371505	Parking Meter Credit Cards	0	0	0	0	0	0.0%
42160260	371510	Culver, Main	0	0	0	0	0	0.0%
42160260	371520	Culver, Cardiff	0	0	0	0	0	0.0%
42160260	371530	Culver, Watseka	0	0	0	0	0	0.0%
42160260	371550	Culver, Overland	0	0	0	0	0	0.0%
42160260	371600	Irving, Van Buren	0	0	0	0	0	0.0%
42160260	371630	National, Wash	0	0	0	0	0	0.0%
42160260	371640	Sepulveda, Washington, V	0	0	0	0	0	0.0%
42160260	371650	Sepulveda, Washington, Br	0	0	0	0	0	0.0%
42160260	371660	Stellar Drive	0	0	0	0	0	0.0%
42160260	371680	Washington, Elenda, Overl	0	0	0	0	0	0.0%
42160260	371690	Washington, Landmark	0	0	0	0	0	0.0%
42160260	371700	Washington Pl - Fwy	0	0	0	0	0	0.0%
42160260	371710	Wash, Walnut	0	0	0	0	0	0.0%
42160260	371720	Wash, Zanja, Michael	0	0	0	0	0	0.0%
42160260	371730	Wash, Overland, Jean	0	0	0	0	0	0.0%
42160260	371740	Media Park	0	0	0	0	0	0.0%
42160260	371770	Overland / Overland Parkin	0	0	0	0	0	0.0%
42160260	371780	Preferential Parking	0	0	0	0	0	0.0%
42160260	371820	Key Program Sales	0	0	0	0	0	0.0%
42160260	371840	Jefferson Bl. (Street Meter	0	0	0	0	0	0.0%
42160260	371850	Fox Hills (96 meters)	0	0	0	0	0	0.0%
Charges for Services		Sub Total	0	0	0	0	0	0.0%
Use of Money & Prop								
42116100	382000	Interest Income	13,430	0	0	0	0	0.0%
42116100	382010	Net Incr/Decr Fair Val Inve	4,077	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	17,507	0	0	0	0	0.0%
Parking Improvement Fund Total			17,507	0	0	0	0	0.0%
423 - Capital Grants (CIP) Fund Revenues								
Intergovernmental								
42380000	339110	LA DOT & Caltrans (State)	-13,717	528,296	528,296	0	-528,296	-100.0%
42380000	339111	LA DOT & Caltrans (Feder	227,266	2,729,968	2,729,968	0	-2,729,968	-100.0%
42380000	340860	Dpt/Interior-Land&WaterCo	0	172,043	172,043	0	-172,043	-100.0%
42380000	340870	EPA - Brownfield Grant	0	7,540	7,540	0	-7,540	-100.0%
42380000	341000	US Dept/Transportation-ST	499,182	410,044	410,044	0	-410,044	-100.0%
42380000	341100	Fed Hwy Administration Gr	258,231	2,717,850	2,717,850	0	-2,717,850	-100.0%
42380000	341120	SAFETEA-LU Earmark	0	25,600	25,600	0	-25,600	-100.0%
42380000	341700	American Recovery Reinve	0	50,721	50,721	0	-50,721	-100.0%

**Revenue Detail
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			2015-16	2016-17	2016-17	2017-18	Change	%
			Actual	Adopted	Adjusted	Adopted		Change
				Budget	Budget	Budget		
42380000	342620	AQMD - Tree Planting	0	12,193	12,193	0	-12,193	-100.0%
42380000	343110	State Trans Imp Prog (STI	46,816	1,985,204	1,985,204	0	-1,985,204	-100.0%
42380000	343455	Prop 50-Cal River Pkwys	0	0	0	0	0	0.0%
42380000	343459	BH Conservancy-Higuera	0	15,000	15,000	0	-15,000	-100.0%
42380000	343511	CalRecycle Rubberized Si	0	183,880	183,880	0	-183,880	-100.0%
42380000	346500	Prop C Discretionary	17,645	640,698	640,698	0	-640,698	-100.0%
42380000	346570	Prop C Disc-Call/Proj	27,217	1,167,818	1,167,818	0	-1,167,818	-100.0%
42380000	346670	MTA - Flex Funds (Federal	130,541	1,473,625	1,473,625	0	-1,473,625	-100.0%
42380000	346720	LA Co Dept Public Works	0	2,438,000	2,438,000	0	-2,438,000	-100.0%
42380000	346750	County NPDES Reimburse	0	485,000	485,000	0	-485,000	-100.0%
42380000	346763	State Bicycle Rack Grant	0	45,000	45,000	0	-45,000	-100.0%
42380000	346800	County Regional Park/Ope	187,949	829,188	829,188	0	-829,188	-100.0%
42380000	346803	County Regional Park/Ope	0	150,000	150,000	0	-150,000	-100.0%
42380000	346830	Prop A - Excess Funds	0	0	0	0	0	0.0%
42380000	346840	Prop 1B Bond Funds	0	240,776	240,776	0	-240,776	-100.0%
Intergovernmental		Sub Total	1,381,129	16,308,443	16,308,443	0	-16,308,443	-100.0%
Other Revenue								
42380000	348350	Cal State Parks Foundatio	0	230,000	230,000	0	-230,000	-100.0%
42380000	399901	Baldwin Hills Conservation	60,647	1,257,326	1,257,326	80,000	-1,177,326	-93.6%
Other Revenue		Sub Total	60,647	1,487,326	1,487,326	80,000	-1,407,326	-94.6%
Capital Grants (CIP) Fund Total			1,441,776	17,795,769	17,795,769	80,000	-17,715,769	-99.6%
424 - Prop C Local Return Fund Revenues								
Intergovernmental								
42416100	346400	Prop C Local Return	593,339	350,000	350,000	622,439	272,439	77.8%
Intergovernmental		Sub Total	593,339	350,000	350,000	622,439	272,439	77.8%
Use of Money & Prop								
42416100	382000	Interest Income	8,806	1,500	1,500	3,500	2,000	133.3%
42416100	382010	Net Incr/Decr Fair Val Inve	1,905	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	10,711	1,500	1,500	3,500	2,000	133.3%
Prop C Local Return Fund Total			604,050	351,500	351,500	625,939	274,439	78.1%
425 - Special Assessment & Districts Revenues								
Charges for Services								
42516543	365910	Landscaping Dist #1	40,933	40,638	40,638	40,638	0	0.0%
42516540	365920	Higuera St. Ldscp & Lghtg	209	0	0	0	0	0.0%
42516545	365920	Higuera St. Ldscp & Lghtg	19,246	19,402	19,402	19,402	0	0.0%
42516510	365930	W Wash Landscape Maint	11,084	11,046	11,046	11,046	0	0.0%
42516520	365930	W Wash Landscape Maint	7,908	6,947	6,947	6,947	0	0.0%
42516570	365940	Arts Business Improv Distri	33,635	0	0	0	0	0.0%
42516550	369500	Albright Ave St Light Asses	0	6,000	6,000	0	-6,000	-100.0%
Charges for Services		Sub Total	113,015	84,033	84,033	78,033	-6,000	-7.1%
Use of Money & Prop								
42516540	382000	Interest Income	2,178	500	500	500	0	0.0%
42516100	382010	Net Incr/Decr Fair Val Inve	420	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	2,598	500	500	500	0	0.0%
Special Assessment & Districts Total			115,613	84,533	84,533	78,533	-6,000	-7.1%

**Revenue Detail
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			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
426 - Section 8 Fund Revenues								
Intergovernmental								
42650510	340220	HUD Revenue - Voucher	1,358,938	1,600,000	1,600,000	1,450,000	-150,000	-9.4%
42650510	340300	Hud Revenue - Port Ins HA	2,446	2,000	2,000	2,500	500	25.0%
42650510	340410	Admin Fees	0	69,000	69,000	69,000	0	0.0%
42650510	340420	Admin Fees - Voucher	147,536	150,000	150,000	150,000	0	0.0%
42650510	340423	Admin Fees - Coordinator	73,591	0	0	0	0	0.0%
Intergovernmental	Sub Total		1,582,511	1,821,000	1,821,000	1,671,500	-149,500	-8.2%
Use of Money & Prop								
42616100	382000	Interest Income	425	300	300	300	0	0.0%
42650510	382000	Interest Income	-141	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		284	300	300	300	0	0.0%
Other Revenue								
42650510	386100	Miscellaneous Revenue	1,800	5,000	5,000	3,000	-2,000	-40.0%
42650510	386115	Fraud Recovery Admin	1,800	0	0	0	0	0.0%
Other Revenue	Sub Total		3,600	5,000	5,000	3,000	-2,000	-40.0%
Section 8 Fund Total			1,586,395	1,826,300	1,826,300	1,674,800	-151,500	-8.3%
427 - CDBG - Operating Fund Revenues								
Intergovernmental								
42730440	340100	Comm Dev Block Grant (C	28,633	28,814	28,814	28,500	-314	-1.1%
Intergovernmental	Sub Total		28,633	28,814	28,814	28,500	-314	-1.1%
CDBG - Operating Fund Total			28,633	28,814	28,814	28,500	-314	-1.1%
428 - CDBG - Capital Fund Revenues								
Intergovernmental								
42880000	340100	Comm Dev Block Grant (C	0	386,182	386,182	367,193	-18,989	-4.9%
42880000	341700	American Recovery Reinve	0	20,232	20,232	0	-20,232	-100.0%
Intergovernmental	Sub Total		0	406,414	406,414	367,193	-39,221	-9.7%
CDBG - Capital Fund Total			0	406,414	406,414	367,193	-39,221	-9.7%
431 - Measure R Revenues								
Intergovernmental								
43116100	313500	Measure R - OP	0	1,500,000	1,500,000	0	-1,500,000	-100.0%
43180000	313520	Measure R Local Return	444,708	444,000	444,000	233,419	-210,581	-47.4%
Intergovernmental	Sub Total		444,708	1,944,000	1,944,000	233,419	-1,710,581	-88.0%
Use of Money & Prop								
43116100	382000	Interest Income	2,312	1,000	1,000	1,000	0	0.0%
43116100	382010	Net Incr/Decr Fair Val Inve	92	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		2,404	1,000	1,000	1,000	0	0.0%
Measure R Total			447,112	1,945,000	1,945,000	234,419	-1,710,581	-87.9%
432 - Capital Grants Fund Revenues								
Intergovernmental								
43245700	341210	Homeland Security Grant	0	0	0	0	0	0.0%
Intergovernmental	Sub Total		0	0	0	0	0	0.0%
Use of Money & Prop								
43216100	382000	Interest Income	185	0	0	0	0	0.0%
43216100	382010	Net Incr/Decr Fair Val Inve	43	0	0	0	0	0.0%
88								

**Revenue Detail
Fiscal 2017-18**

			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Use of Money & Prop	Sub Total		228	0	0	0	0	0.0%
	Capital Grants Fund Total		228	0	0	0	0	0.0%
434 - CC Safe/Clean Water Protection Revenues								
Taxes								
43416100	313700	CC Safe/Clean Wtr Prtctn	0	0	0	2,060,000	2,060,000	0.0%
Taxes	Sub Total		0	0	0	2,060,000	2,060,000	0.0%
Use of Money & Prop								
43416100	382000	Interest Income	28,184	3,500	3,500	3,500	0	0.0%
43416100	382010	Net Incr/Decr Fair Val Inve	-947	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		27,237	3,500	3,500	3,500	0	0.0%
Other-Transfers								
43416100	391101	Trsf In From - Fund 101	5,080,000	847,000	847,000	0	-847,000	-100.0%
43416100	391202	Trsf In From - Fund 202	950,000	0	0	0	0	0.0%
Other-Transfers	Sub Total		6,030,000	847,000	847,000	0	-847,000	-100.0%
	CC Safe/Clean Water Protection Total		6,057,237	850,500	850,500	2,063,500	1,213,000	142.6%
435 - Measure M Revenues								
Intergovernmental								
43580000	313600	Measure M-OP	0	0	0	503,876	503,876	0.0%
Intergovernmental	Sub Total		0	0	0	503,876	503,876	0.0%
	Measure M Total		0	0	0	503,876	503,876	0.0%
475 - Culver City Parking Authority Revenues								
Licenses & Permits								
47516100	326000	Filming Permit	286,720	0	0	225,000	225,000	0.0%
Licenses & Permits	Sub Total		286,720	0	0	225,000	225,000	0.0%
Charges for Services								
47555100	317560	City Hall Parking P1	0	0	0	65,000	65,000	0.0%
47560260	371505	Parking Meter Credit Cards	774,567	600,000	600,000	800,000	200,000	33.3%
47560260	371510	Culver, Main	3,813	4,000	4,000	10,000	6,000	150.0%
47560260	371520	Culver, Cardiff	2,938	3,500	3,500	30,000	26,500	757.1%
47560260	371530	Culver, Watseka	41,011	40,000	40,000	25,000	-15,000	-37.5%
47560260	371540	Culver, Lincoln	3,101	3,000	3,000	4,000	1,000	33.3%
47560260	371550	Culver, Overland	2,196	2,000	2,000	13,000	11,000	550.0%
47560260	371570	Culver, Venice	0	0	0	2,000	2,000	0.0%
47560260	371600	Irving, Van Buren	55,296	50,000	50,000	23,000	-27,000	-54.0%
47560260	371610	Linblade, Ince	0	0	0	3,000	3,000	0.0%
47560260	371620	Eastham, Higueara	0	0	0	6,500	6,500	0.0%
47560260	371630	National, Wash	54,022	50,000	50,000	40,000	-10,000	-20.0%
47560260	371640	Sepulveda, Washington, V	55,418	47,500	47,500	55,000	7,500	15.8%
47560260	371650	Sepulveda, Washington, Br	83,937	70,000	70,000	37,500	-32,500	-46.4%
47560260	371660	Stellar Drive	19,724	16,000	16,000	13,000	-3,000	-18.8%
47560260	371670	Warner	0	0	0	2,000	2,000	0.0%
47560260	371680	Washington, Elenda, Overl	70,730	60,000	60,000	22,000	-38,000	-63.3%
47560260	371690	Washington, Landmark	1,945	3,000	3,000	26,000	23,000	766.7%
47560260	371700	Washington Pl - Fwy	15,575	15,000	15,000	27,000	12,000	80.0%
47560260	371710	Wash, Walnut	80,236	75,000	75,000	60,000	-15,000	-20.0%
47560260	371720	Wash, Zanja, Michael	76,501	65,000	65,000	69,000	4,000	6.2%

**Revenue Detail
Fiscal 2017-18**

			2015-16	2016-17	2016-17	2017-18		
			Actual	Adopted	Adjusted	Adopted	Change	%
				Budget	Budget	Budget		Change
47560260	371730	Wash, Overland, Jean	75,091	65,000	65,000	36,000	-29,000	-44.6%
47560260	371740	Media Park	24,752	20,000	20,000	27,500	7,500	37.5%
47560260	371770	Overland / Overland Parkin	17,940	20,000	20,000	10,000	-10,000	-50.0%
47560260	371780	Preferential Parking	78,847	85,000	85,000	100,000	15,000	17.6%
47555310	371790	Cardiff Parking	20,278	28,000	28,000	30,000	2,000	7.1%
47555560	371795	Virginia Parking Lot	160,032	140,000	140,000	160,000	20,000	14.3%
47560260	371820	Key Program Sales	16,610	1,500	1,500	3,500	2,000	133.3%
47560260	371840	Jefferson Bl. (Street Meter	25,968	21,500	21,500	27,500	6,000	27.9%
47560260	371850	Fox Hills (96 meters)	8,813	7,500	7,500	15,000	7,500	100.0%
47555580	372050	RDA Watseka Parking	152,232	200,000	200,000	210,000	10,000	5.0%
47555100	372060	RDA Venice Parking Lot -	9,600	25,000	25,000	12,000	-13,000	-52.0%
47555100	372080	RDA Sony Parking - 9099	50,000	150,000	150,000	65,000	-85,000	-56.7%
47555100	372090	RDA Parking Meters - Oth	4,373	4,000	4,000	750	-3,250	-81.3%
47555100	372100	RDA Robertson Bl Parking	20,940	20,000	20,000	18,000	-2,000	-10.0%
47555380	372130	Ince Parking Structure Rev	412,407	400,000	400,000	420,000	20,000	5.0%
47555100	372150	RDA - 3825 Canfield Parki	19,490	35,000	35,000	20,000	-15,000	-42.9%
47550120	372160	Film Parking	178,970	0	140,000	160,000	20,000	14.3%
47555100	372170	8906 Venice Parking Lot	17,820	5,000	5,000	9,000	4,000	80.0%
47555100	372200	Transient Parking	0	0	0	2,500	2,500	0.0%
47555310	372200	Transient Parking	415,844	290,000	290,000	650,000	360,000	124.1%
47555380	372200	Transient Parking	287,449	190,000	190,000	450,000	260,000	136.8%
47555560	372200	Transient Parking	0	0	0	15,000	15,000	0.0%
47555580	372200	Transient Parking	305,601	220,000	220,000	475,000	255,000	115.9%
Charges for Services		Sub Total	3,644,068	3,031,500	3,171,500	4,249,750	1,078,250	34.0%
Use of Money & Prop								
47555310	382000	Interest Income	13,330	2,500	2,500	10,000	7,500	300.0%
47516100	382010	Net Incr/Decr Fair Val Inve	321	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	13,651	2,500	2,500	10,000	7,500	300.0%
Other Revenue								
47516100	386100	Miscellaneous Revenue	1,978	0	0	0	0	0.0%
Other Revenue		Sub Total	1,978	0	0	0	0	0.0%
Other-Transfers								
47516100	391421	Trsf In From - Fund 421	800,000	0	0	0	0	0.0%
47516100	391481	Trsf In From - Fund 481	0	3,450,000	3,450,000	0	-3,450,000	-100.0%
Other-Transfers		Sub Total	800,000	3,450,000	3,450,000	0	-3,450,000	-100.0%
Culver City Parking Authority Total			4,746,417	6,484,000	6,624,000	4,484,750	-2,139,250	-32.3%
476 - Culver City Housing Authority Revenues								
Use of Money & Prop								
47650730	382100	Interest Income-Notes Rec	293	0	0	0	0	0.0%
47680000	382100	Interest Income-Notes Rec	394,680	0	0	0	0	0.0%
47650700	383150	Rent/Concession - Other	66,366	122,000	122,000	0	-122,000	-100.0%
Use of Money & Prop		Sub Total	461,339	122,000	122,000	0	-122,000	-100.0%
Other Revenue								
47680000	386100	Miscellaneous Revenue	5,100	0	0	0	0	0.0%
47616100	399100	Other Fin Source-Special It	0	0	0	0	0	0.0%
Other Revenue		Sub Total	5,100	0	0	0	0	0.0%

**Revenue Detail
Fiscal 2017-18**

			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
Other-Transfers								
47616100	391550	Trsf In From - Fund 550	0	0	0	3,503,964	3,503,964	0.0%
Other-Transfers Sub Total			0	0	0	3,503,964	3,503,964	0.0%
Culver City Housing Authority Total			466,439	122,000	122,000	3,503,964	3,381,964	2772.1%
481 - Econ Dev Programs & Operations Revenues								
Use of Money & Prop								
48155000	382000	Interest Income	25,652	0	0	0	0	0.0%
48116100	382010	Net Incr/Decr Fair Val Inve	6,383	0	0	0	0	0.0%
Use of Money & Prop Sub Total			32,035	0	0	0	0	0.0%
Econ Dev Programs & Operations Total			32,035	0	0	0	0	0.0%
484 - 1993 TaxExempt Bonds Revenues								
Use of Money & Prop								
48416100	382000	Interest Income	21,770	0	0	0	0	0.0%
48416100	382010	Net Incr/Decr Fair Val Inve	-489	0	0	0	0	0.0%
Use of Money & Prop Sub Total			21,281	0	0	0	0	0.0%
Other Revenue								
48480000	386220	Contribution fr Developers	826,925	0	0	0	0	0.0%
48416100	399100	Other Fin Source-Special It	2,310,800	0	0	0	0	0.0%
Other Revenue Sub Total			3,137,725	0	0	0	0	0.0%
1993 TaxExempt Bonds Total			3,159,006	0	0	0	0	0.0%
485 - COOP Unrestricted CAP Funds Revenues								
Use of Money & Prop								
48516100	382000	Interest Income	9,572	0	0	0	0	0.0%
48516100	382010	Net Incr/Decr Fair Val Inve	1,716	0	0	0	0	0.0%
48580000	383000	Rental Income	235,901	0	0	0	0	0.0%
Use of Money & Prop Sub Total			247,190	0	0	0	0	0.0%
Other Revenue								
48580000	386350	Land Sale Proceeds	0	4,202,000	4,202,000	0	-4,202,000	-100.0%
Other Revenue Sub Total			0	4,202,000	4,202,000	0	-4,202,000	-100.0%
COOP Unrestricted CAP Funds Total			247,190	4,202,000	4,202,000	0	-4,202,000	-100.0%
486 - COOP 1999 TaxExempt Bonds Revenues								
Use of Money & Prop								
48616100	382000	Interest Income	19,448	0	0	0	0	0.0%
48655000	382000	Interest Income	0	0	0	0	0	0.0%
48616100	382010	Net Incr/Decr Fair Val Inve	4,554	0	0	0	0	0.0%
Use of Money & Prop Sub Total			24,002	0	0	0	0	0.0%
COOP 1999 TaxExempt Bonds Total			24,002	0	0	0	0	0.0%
487 - COOP 2002 Tax Exempt Bonds Revenues								
Use of Money & Prop								
48716100	382000	Interest Income	98,017	0	0	0	0	0.0%
48755000	382000	Interest Income	0	0	0	0	0	0.0%
48716100	382010	Net Incr/Decr Fair Val Inve	22,902	0	0	0	0	0.0%
Use of Money & Prop Sub Total			120,919	0	0	0	0	0.0%
COOP 2002 Tax Exempt Bonds Total			120,919	0	0	0	0	0.0%

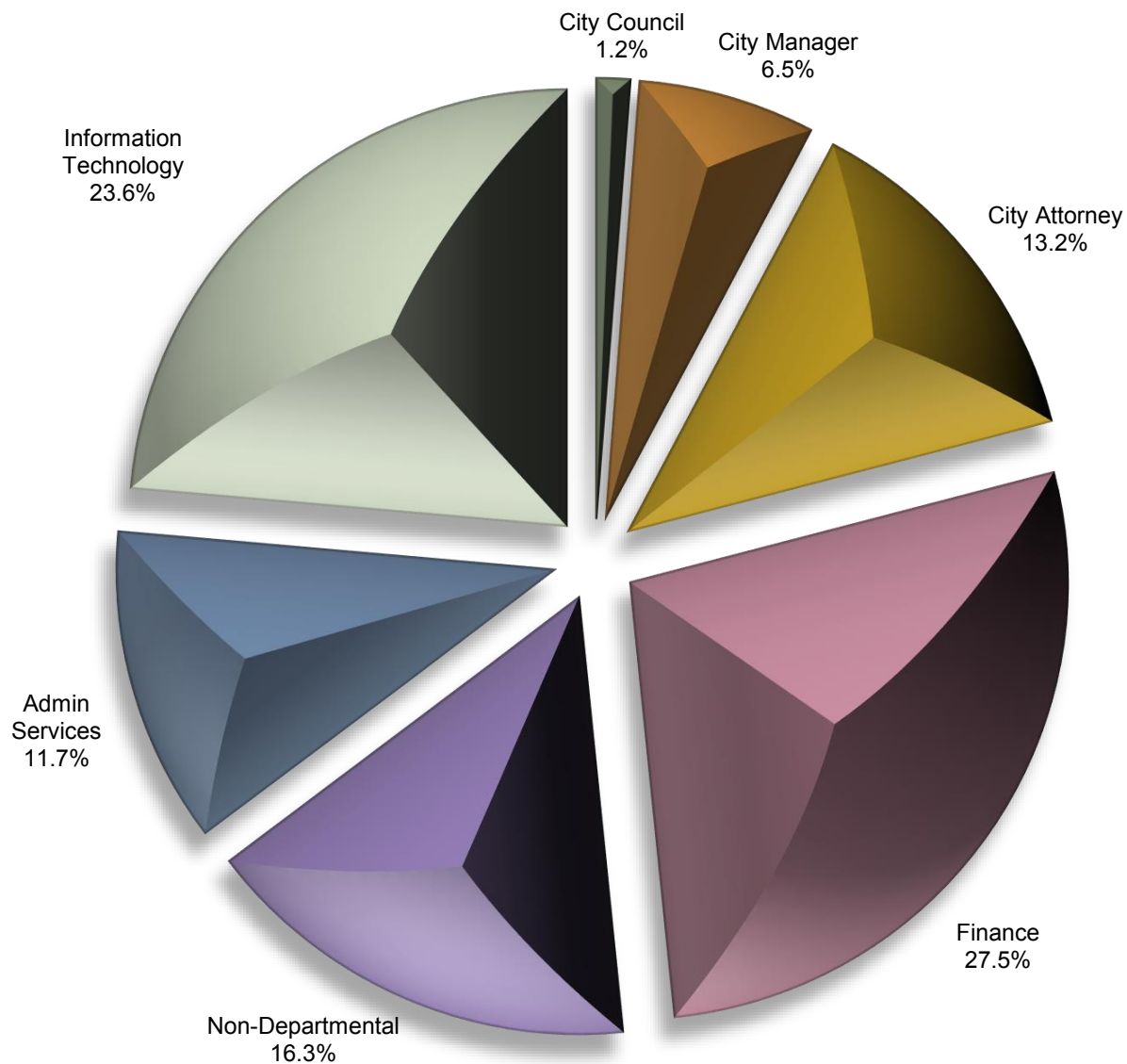
**Revenue Detail
Fiscal 2017-18**

			2015-16 Actual	2016-17 Adopted Budget	2016-17 Adjusted Budget	2017-18 Adopted Budget	Change	% Change
489 - 2011 Taxable Bonds Revenues								
Use of Money & Prop								
48916100	382000	Interest Income	5,576	0	0	0	0	0.0%
48916100	382010	Net Incr/Decr Fair Val Inve	1,339	0	0	0	0	0.0%
Use of Money & Prop			6,915	0	0	0	0	0.0%
2011 Taxable Bonds Total			6,915	0	0	0	0	0.0%
550 - Successor Agency - RORF Revenues								
Taxes								
55090000	311210	Tax Increment	20,922,046	20,231,142	20,231,142	25,866,056	5,634,914	27.9%
Taxes			20,922,046	20,231,142	20,231,142	25,866,056	5,634,914	27.9%
Use of Money & Prop								
55090000	382000	Interest Income	13,862	0	0	7,500	7,500	0.0%
55090860	382000	Interest Income	21,532	0	0	0	0	0.0%
55090161	382010	Net Incr/Decr Fair Val Inve	-536	0	0	0	0	0.0%
55090000	382100	Interest Income-Notes Rec	60,732	0	0	25,000	25,000	0.0%
Use of Money & Prop			95,589	0	0	32,500	32,500	0.0%
Other Revenue								
55090000	386350	Land Sale Proceeds	-332,486	0	0	0	0	0.0%
Other Revenue			-332,486	0	0	0	0	0.0%
Successor Agency - RORF Total			20,685,148	20,231,142	20,231,142	25,898,556	5,667,414	28.0%
554 - Successor Agency - LMIHF Revenues								
Use of Money & Prop								
55490000	382000	Interest Income	0	0	0	0	0	0.0%
55490730	382100	Interest Income-Notes Rec	0	0	0	0	0	0.0%
55490870	383150	Rent/Concession - Other	0	0	0	0	0	0.0%
Use of Money & Prop			0	0	0	0	0	0.0%
Other-Transfers								
55490161	391482	Trsf In From - Fund 482	0	0	0	0	0	0.0%
55490161	391512	Trsf In From - Fund 512	0	0	0	0	0	0.0%
55490161	391522	Trsf In From - Fund 522	0	0	0	0	0	0.0%
55490161	391532	Trsf In From - Fund 532	0	0	0	0	0	0.0%
55490161	391542	Trsf In From - Fund 542	0	0	0	0	0	0.0%
55490161	391550	Trsf In From - Fund 550	0	0	0	0	0	0.0%
Other-Transfers			0	0	0	0	0	0.0%
Successor Agency - LMIHF Total			0	0	0	0	0	0.0%
578 - SA Debt Service - 1999/2005 Revenues								
Other-Transfers								
57890161	391522	Trsf In From - Fund 522	0	0	0	0	0	0.0%
57890161	391542	Trsf In From - Fund 542	0	0	0	0	0	0.0%
57890161	391550	Trsf In From - Fund 550	0	0	0	0	0	0.0%
Other-Transfers			0	0	0	0	0	0.0%
SA Debt Service - 1999/2005 Total			0	0	0	0	0	0.0%
Total All Funds			222,602,311	243,554,074	247,966,003	241,075,390	-6,890,613	-2.8%

ADOPTED 2017-18 BUDGET

GENERAL GOVERNMENT

\$18,713,144



FOOTNOTE: CHART EXCLUDES RISK MANAGEMENT AND CENTRAL STORES AS THESE INTERNAL SERVICE COSTS ARE DISTRIBUTED TO ALL DEPARTMENTAL BUDGETS

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CITY COUNCIL

RESP. MGR.: MAYOR & COUNCILMEMBERS

DEPARTMENT MISSION

To provide overall policy directions which serve to maintain and improve the quality of life in the City of Culver City while being open and responsive to the changing needs, desires and interests of the citizenry.

DEPARTMENT DESCRIPTION

The five-member elected City Council is the legislative body for the City of Culver City. As such, they are responsible for providing policy direction for the City. In their policy-making role, major activities of the City Council include identifying the needs of the community and translating them into programs and services; establishing general objectives for City program activities and service levels; reviewing and adopting the annual City budget, as well as ordinances and resolutions; approving major purchases and contracts; and serving as the governing body of the Successor Agency to the Culver City Redevelopment Agency, the Culver City Parking Authority, the Culver City Housing Authority, and the Redevelopment Financing Authority.

All members of the City Council serve on a part-time basis and are responsible for appointing the City Manager, City Attorney, Fire Chief and Police Chief.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	152,455	159,631	173,848	14,217	8.9%
Maint & Operations	40,437	58,175	56,533	-1,642	-2.8%
Division Total	\$192,892	\$217,806	\$230,381	\$12,575	5.8%



CITY COUNCIL

RESP. MGR.: MAYOR & COUNCILMEMBERS

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% OF CHANGE
<u>10000 City Council</u>					
Councilmembers	4.00	4.00	4.00	0.00	0.0%
Mayor	1.00	1.00	1.00	0.00	0.0%
Total Positions	5.00	5.00	5.00	0.00	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

ADMINISTRATION			101	10110000			
			GENERAL FUND	City Council			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
32,867	32,710	32,710	411100	Regular Salaries	32,710	0	0.0%
624	623	623	432000	Social Security	703	80	12.8%
5,165	5,297	5,297	433000	Retirement - Employer	2,201	-3,096	-58.4%
0	0	0	433050	Retirement-Unfunded Liability	3,213	3,213	0.0%
1,458	1,494	1,494	434000	Workers Compensation	590	-904	-60.5%
58,975	61,087	61,087	435000	Group Insurance	63,300	2,213	3.6%
41,766	47,000	47,000	435500	Retiree Insurance	59,530	12,530	26.7%
3,620	3,620	3,620	435600	Retiree Medical Prefunding	3,801	181	5.0%
7,980	7,800	7,800	438500	Cell Phone Allowance	7,800	0	0.0%
152,455	159,631	159,631	Total	Personnel Services	173,848	14,217	8.9%
906	1,000	1,000	512100	Office Expense	1,000	0	0.0%
1,098	1,550	1,550	512400	Communications	1,550	0	0.0%
0	0	0	514100	Departmental Special Supplies	1,000	1,000	0.0%
14,597	12,000	25,600	516500	Conferences & Conventions	20,000	-5,600	-21.9%
5,892	0	0	516600	Special Events & Meetings	2,000	2,000	0.0%
2	0	0	517100	Subscriptions	0	0	0.0%
17,280	25,000	29,800	619800	Other Contractual Services	30,000	200	0.7%
662	225	225	650300	Liability Reserve Charge	983	758	336.9%
40,437	39,775	58,175	Total	Maint & Operations	56,533	-1,642	-2.8%
192,892	199,406	217,806	Division Total		230,381	12,575	5.8%

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CITY MANAGER

RESP. MGR.: JOHN NACHBAR

DEPARTMENT MISSION

To provide leadership, guidance and support to the City organization in the efficient and effective day-to-day management of the City organization; and to implement policies, annual goals and objectives as established by the City Council.

DEPARTMENT DESCRIPTION

The City Manager is appointed by the City Council and is responsible for managing the day-to-day operation of the entire City through the coordination of all City departments in executing the policies and objectives formulated by the City Council. The City Manager provides direct supervision of the following Department Heads: Assistant City Manager, Human Resources Director, Parks, Recreation and Community Services Director, Community Development Director, Public Works Director, Transportation Director, Information Technology Director and Chief Financial Officer. Further, as provided in the City Charter, the City Manager also directs and supervises the administration of all City departments.

The City Manager is responsible for the development of program and policy alternatives for consideration by the City Council and recommends to the City Council current and future financial, human resource and program needs of the City; establishes administrative policies which will enhance the effectiveness and efficiency of City operations; develops and maintains intergovernmental relationships and intra-agency activities beneficial to the City, and serves as the Executive Director of the Successor Agency to the Culver City Redevelopment Agency, the Culver City Parking Authority, the Culver City Housing Authority, and the Redevelopment Financing Authority. In addition, the City Manager's office reviews and analyzes proposed legislation and prepares position letters regarding legislation support or opposition.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,339,127	1,197,218	1,046,650	-150,568	-12.6%
Maint & Operations	58,575	210,821	167,113	-43,708	-20.7%
Division Total	\$1,397,702	\$1,408,039	\$1,213,763	-\$194,276	-13.8%



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% OF CHANGE
<u>10100 City Manager</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Assistant City Manager	1.00	0.00	0.00	0.00	0.0%
Assistant to the City Manager	1.00	2.00	2.00	0.00	0.0%
City Manager	1.00	1.00	1.00	0.00	0.0%
Cultural Affairs Coordinator *	1.00	1.00	0.00	-1.00	-100.0%
Total Positions	5.00	5.00	4.00	-1.00	-20.0%

* Transfer one (1) Cultural Affairs Coordinator position to 10122400 - Cultural Affairs



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2016-17 WORK PLANS

- Consistent with City Council direction, lead the City's efforts to manage the relationship between the City/Successor Agency and the State of California (including the State Department of Finance and the State Controller's Office) related to the implementation of the State Department of Finance Approved Long Range Property Management Plan and the disposition of the assets of the former Culver City Redevelopment Agency (former CCRA) in accordance with the State's Dissolution Law.

03/01/17 STATUS – ONGOING: The State Department of Finance approved the Long Range Property Management Plan on March 18, 2014. This approval has allowed the City to proceed with the disposition of former Culver City Redevelopment Agency's (former CCRA) assets. These efforts are ongoing.

- Working with the City Council's Ad-Hoc Parking and Traffic Subcommittee, continue efforts to address parking and traffic issues throughout the City, especially in the downtown area.

03/01/17 STATUS - ONGOING: The Subcommittee met on July 11, 2016 and discussed the City's current parking permit standards and one day/multi-day event waivers in permit parking districts. It is anticipated that the Subcommittee will meet again in April 2017.

- Continue efforts to evaluate and improve administrative processes throughout the City, including the completion and presentation to the City Council of recommendations related to the evaluation of the City's development review process currently underway.

03/01/17 STATUS – ONGOING: The City Completed a Management Study of the Development Services Process in April 2016. Implementation of the study's recommendations are ongoing and will increase efficiency and improve customer service in the area of development services.

- Coordinate efforts with the Public Works and Transportation Departments to further implement the use of alternative modes of transportation.

03/01/17 STATUS – ONGOING: The Public Works Department serves as the facilitator of the Bicycle and Pedestrian Advisory Committee (BPAC). On January 7, 2017, Public Works staff held a Public Workshop for the "Expo to Downtown Bicycle Connector Project." Public Works staff will discuss options for a Bike Share program with the BPAC at its next meeting on March 16, 2017 and anticipates a recommendation from the BPAC to the City Council coming forward in April. The Transportation Department is researching the role and function of autonomous vehicles in municipal transportation systems.

- Coordinate efforts of various City Departments to move forward with the former CCRA projects at Washington/National and Parcel B, among others. Moving forward from the dissolution of the former CCRA, explore ways the City can encourage appropriate private development in the areas near the Culver City METRO Exposition Line Light Rail Station and the Hayden Tract.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

03/01/17 Status – ONGOING: In order to help the City plan for private development within the Transit Oriented Development (TOD) District that harmonizes with existing uses and the adjacent residential neighborhoods, the City Council selected a consultant to prepare a TOD visioning study on December 12, 2016. The visioning study will also identify ways to improve traffic circulation and encourage alternative modes of transportation within the TOD District. In the TOD District, the Platform mixed-use development was completed in March 2016, and Access Culver City, was completed in April 2016. The Metro Expo Station parking lot at Washington/National closed on February 14, 2017, in order to facilitate the construction of the Washington/National TOD project, anticipated to begin in April 2017. There are currently several other high profile projects in the TOD working through the entitlements process. In Downtown, construction on Parcel B is anticipated to begin in April 2017. The City Manager implemented a weekly interdepartmental meeting to coordinate development review of major projects in February 2017. The City Manager's office has kept the public informed through social media, email blasts, website updates, and press releases about the status of major development projects as they proceed.

- In light of the dissolution of the former CCRA, assist the City Council and staff in efforts to explore creative methods to build affordable housing.

03/01/17 Status – ONGOING: The City Council hosted a Community Conversation on Affordable Housing and Related Issues on January 28, 2017, engaging the community and generating ideas for solutions to combat homelessness and a lack of affordable and workforce housing, which the City Council will pursue during Fiscal Year 2017-18. City staff joined a regional working group sponsored by the Westside Cities Council of Governments in February 2017 in order to seek regional partnerships on homelessness. The Council voted to endorse Measure H, the County Plan to Prevent and Combat Homelessness on February 13, 2017. The Culver City Unified School District/City Council Liaison Committee discussed provision of affordable housing to teachers and school district employees on January 13, 2017, and plans to continue to seek creative opportunities to provide housing to those groups.

- With the input of the Cultural Affairs Commission, examine the subject of historic preservation. Continue to support the implementation of the Art in Public Places and Historic Preservation Programs as associated with the development process; support collections management of permanent artworks throughout the City; and support the Performing Arts Grant Program administered by the Parks, Recreation, and Community Services Department and funded in part by the Cultural Trust Fund.

03/01/17 Status - ONGOING: Cultural Affairs staff is currently involved in nearly two dozen development projects, pertaining to either the Art in Public Places and/or Historic Preservation Programs. With the new part-time hire of an experienced art collections manager at the end of November, the long-term vision of creating a fulcrum of information for the ever-growing Art in Public Places Program has begun. The 2017 application was the first fully online application for the Performing Arts Grant program. Twenty music, dance and theatre organizations were awarded grants, and nine organizations proposed Centennial themes. Staff is working closely with the organizations on their promotional campaigns.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Facilitate an update of the City's Historic Preservation Program, beginning with revisions to the Municipal Code.

03/01/17 Status - ONGOING: Cultural Affairs, with input from the City Attorney's office, is drafting a process outline and timeline to allow adequate community input while facilitating completion of the project in a reasonable timeframe. With plans to update the City's General Plan, there currently exists an opportunity to further coordinate and streamline guidelines City-wide as pertain to historic preservation.

- Facilitate the completion of a report on the Creative Economy in Culver City.

03/01/17 Status - NEAR COMPLETION. The Los Angeles County Economic Development Corporation (LAEDC) completed their report in the fall of last year using primarily Quarterly Census of Employment and Wages (QCEW) data sets and incorporating information from various internal City sources. A second team that includes a graphic designer and writer was hired in the fall to complete interviews of individuals representing businesses and non-profits comprising Culver City's Creative Economy. The final graphic treatment is being applied to the report, which will be presented to the Cultural Affairs Commission and the City Council in March and April of this year.

- Pursuant to the direction of the City Council, lead efforts to establish a municipal fiber optic network to the City's business community.

03/01/17 Status - ONGOING: On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. The City Manager's office continues to work with IT staff, Mox and other stakeholders to move this project forward. Construction of the fiber optic network backbone began on August 22, 2016, and is anticipated to be completed by August 2017. The process for selection and construction of City and customer funded laterals was approved by the City Council on November 14, 2016. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.

- Facilitate the timely completion of work plan items Citywide.

03/01/17 Status - ONGOING: The City Council conducted a Strategic Planning session during the first two quarters of the Fiscal Year. The resulting adopted Strategic Plan for 2016-2021, adopted by the City Council on November 14, 2016, will supplement the efforts for Citywide Departmental Work Plans beginning in Fiscal Year 2017-18. The City Council's strategic planning efforts represent a policy and organizational management activity that sets priorities; focuses energy and resources; enhances operations; ensures that City staff and stakeholders are working toward established goals; establishes agreement around intended outcomes/results; and measures the organization's direction to respond to Culver City's changing environment. It provides the context to connect identified objectives with the budget process, the Capital Improvement Plan, General Plan Update, and City Council policy concerns. The Strategic Plan emphasizes the importance of civic engagement through Task Force participation and Community Meetings.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

The City Council has identified the following six goals in the City's Strategic Plan:

- 1. Increase Civic Engagement*
- 2. Enhance the Restoration and Utilization of Ballona Creek*
- 3. Improve Transportation Circulation and Reduce Traffic Congestion*
- 4. Promote Workforce Diversity and Development*
- 5. Identify New Revenue Sources to Maintain Financial Stability*
- 6. Enhance Culver City's Reputation as a City of Kindness*

- Continue and further improve efforts to evaluate and identify grant funding opportunities throughout the City.

03/01/17 Status - ONGOING: Staff members from various City departments have been meeting regularly to discuss grant-funding opportunities; advance interdepartmental collaboration; and evaluate and streamline grant procedures. City departments are managing nearly \$43.7 Million in active grants.

- Engage the services of a professional public relations firm in an on-call capacity in the case such services become necessary during the fiscal year (in the case of an emergency or crisis).

03/01/17 Status - ONGOING: On January 23, 2017, the City Council approved entering into an Agreement with a consulting firm to provide professional public relations services through June 30, 2017. The consultant's scope of work includes services that will support the City in emergency and crisis communications as needed.

- Retain a communications consultant to assist in assessing and improving the City's overall communications strategy.

03/01/17 Status - ONGOING: Since February 2, 2017, the consultant has held meetings with City staff on a regular basis. The consultant has been working with City staff to develop a 12-month communications calendar and has assisted in the refinement of the City's email notification system lists. The consultant will advance the City's efforts in creating press releases, news items for the City website, social media posts, staff training, and will help strengthen the City's relationships with local media outlets.

- (Joint Project with the City Attorney's Office) Utilizing the recently City Council approved California Public Utilities Commission regulated franchise as a guide, conclude the update of the City's oil pipeline franchise renewals.

03/01/17 Status - ONGOING: A renewal of the franchise agreement with Torrance Valley Pipeline Company is currently in negotiation and is pending the completion of an audit of the existing franchise agreement. The City Manager's Office is in the process of documenting all existing oil pipelines within City boundaries and verifying the status of the franchise agreement for each pipeline. Staff has also reviewed comparable oil pipeline franchise agreements from other cities in order to ensure best practices for public safety are in any agreement.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Continue coordinating efforts with the Culver City Centennial Celebration Committee to implement Centennial-related events.

03/01/17 Status - ONGOING: Staff has regularly attended the monthly Culver City Centennial Celebration Committee (CCCCC) meetings. Staff has conducted regular interdepartmental meetings for such Centennial related events as the Centennial Parade and Opening Ceremonies held on September 24, 2016, and the Screenland 5K, held on February 26, 2017. Other Centennial related efforts currently underway include Centennial-related performing arts related events. The Centennial Celebration activities will conclude on September 20, 2017.

- Coordinate efforts with the Community Development Department to implement the City Council adopted Economic Development Implementation Plan.

03/01/17 Status – ONGOING: Staff has worked to make city processes more business friendly by continuing to implement the recommendations related to the recent evaluation of the City's development review process. Staff has also worked closely with CDD to support the Downtown Business Association and other business districts and ensure timely communication from the City about issues important to Culver City's businesses. Marketing of the City during the Fiscal Year has focused on the City's Centennial Celebration, and staff has played a key role coordinating interdepartmentally on Centennial events such as the Screenland 5K. The West Los Angeles City College / City Council Liaison Committee met for the first time on November 1, 2016. One of its main goals is to identify the workforce needs of City businesses and facilitate partnerships between educational institutions and the business community to satisfy market demands, which was the topic of discussion at its December 5, 2016 meeting. Working with the Ad-Hoc Parking and Traffic Subcommittee on improving parking, coordinating efforts with the Public Works and Transportation Departments to further implement the use of alternative modes of transportation, and establishing a municipal fiber-optic network are all ways in which the City Manager's office has worked to retain and attract desirable businesses and promote an innovative business environment. The fiber project has also positioned the City to take advantage of economic trends and remain a leader of innovation in the Southern California region. Finally, City Council selected a consultant for the TOD Visioning Study on December 12, 2016, which will use land use planning to enhance job growth and continued economic health in the City.

- Prepare for negotiations with the Culver City Employees' Association and Culver City Management Group.

03/01/17 Status – ONGOING: Negotiation discussions are anticipated to begin in March 2017.

- (Joint Project with the City Attorney's Office and other City Departments) Conduct a comprehensive update on the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents, bid protest procedures, and insurance and indemnity issues relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during second quarter of Fiscal Year 2016/2017.)

03/01/17 Status – ONGOING: The Finance Department and the City Attorney's Office are working on this effort with various City Departments.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

STRATEGIC PLAN INITIATIVES

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort.
- Create City Council-appointed Citizen Advisory Task Forces out of community issue meetings. Task Forces will meet and develop policy recommendations to staff and the City Council.

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

- Hold quarterly meetings with nonprofit organizations and service clubs to share information and coordinate activities.
- Establish a baseline measurement of the number of volunteers and volunteer hours and periodically reassess participation.
- Promote existing programs to increase resident and employee volunteer participation in nonprofit organization activities and boards.
- Work with Culver City's service clubs to establish a coordinated marketing campaign for membership.

Goal 3: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Identify opportunities for a partnership with the Southern California Association of Governments (SCAG) when pursuing the Mobility Element of the General Plan.
- Engage the City Council's Traffic and Parking Subcommittee in the process.

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 1: Potential Retail Marijuana Excise Tax

- Now that recreational marijuana has been legalized in California, the City Council will consider whether dispensaries will be permitted in Culver City.
- If permitted, the City Council would consider a marijuana tax for placement on the ballot during the April 2018 municipal election.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

STRATEGIC PLAN INITIATIVES (*CONTINUED*)

Goal 6: Enhance Culver City's Reputation as a City of Kindness

Objective 1: Define what it Means to be a City of Kindness

- Establish kindness guidelines and principles, utilizing input from staff, community stakeholders, and relevant websites.
- Use the Mayor and City Council Members in their official roles to discuss kindness with community groups and City staff.
- Use media and social media to promote the idea of kindness through articles and publishing acts of kindness.
- Consider the Moral Courage Project and existing Culver City Unified School District programs as resources.

Objective 2: Implement a Kindness Strategy within City Government

- Review City policies and procedures for ways to incorporate kindness principles.

Objective 3: Conduct Outreach to Schools, Organizations, and Businesses about Kindness

- Identify stakeholders, businesses, schools, and organizations to meet with to promote kindness principles.
- Establish a Citizen Task Force to receive and promote acts of kindness.
- Obtain letters of agreement from participating entities.

FISCAL YEAR 2017-18 WORK PLANS

- Collaborate with Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest, including public safety, economic development, and infrastructure. Actively participate in the CCUSD and WLAC liaison committee meetings. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*
- Work to improve the City's overall communications strategy, and increase opportunities for community engagement. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*
- Facilitate community events such as the Summer Concert Series and other activities on City property and/or in the public right of way. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*
- Continue coordinating efforts with the Culver City Centennial Celebration Committee to implement Centennial-related events. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- With guidance from the City Council and the community, coordinate efforts of various City Departments to ensure the proper buildout of the Transit Oriented Development (TOD) District. This will include completion of a TOD visioning study to identify ways to improve traffic circulation and encourage alternative modes of transportation. *Strategic Plan References: Goal 1 - Increase Civic Engagement and Goal 3 - Improve Traffic Circulation and Reduce Traffic Congestion.*
- Continue and further improve efforts to evaluate and identify grant funding opportunities throughout the City, including opportunities for a partnership with the Southern California Association of Government (SCAG) when pursuing the Mobility Element of the General Plan. *Strategic Plan References: Goal 3 - Improve Traffic Circulation and Reduce Traffic Congestion and Goal 5 - Expansion of Funding Alternatives.*
- Coordinate the efforts of various City Departments to develop a set of comprehensive regulations related to recreational and medical marijuana. Coordinate the meetings of the Marijuana Task Force. *Strategic Plan Reference: Goal 5 - Identify new Revenue Sources to Maintain Financial Stability.*
- Oversee efforts with City departments to advance the initiatives contained the City Council-adopted Strategic Plan for 2016-2021, as well as the timely completion of work plan items Citywide. *Strategic Plan Reference: N/A*
- Work with Public Works, City Council, and the community to evaluate opportunities to implement a Community Choice Aggregation program in Culver City. *Strategic Plan Reference: N/A*
- Work with the IT Department to develop a plan for smart city initiatives, such as Wi-Fi, environmental sensors, and vehicle and pedestrian counting. Evaluate telecommunications technologies and develop a plan for strategic innovation of government services to improve business operations and service to the community. Work with City Attorney's office and the City Council to implement a small cell ordinance allowing the City to capitalize on its vertical pole assets. *Strategic Plan Reference: N/A*
- Continue to lead efforts, along with the IT Department, to expand the municipal fiber optic network and enhance connection opportunities for the City's business community. *Strategic Plan Reference: N/A*
- Assist the City Council, staff, and community in efforts to explore creative methods to identify affordable and workforce housing opportunities, and address homelessness. *Strategic Plan Reference: N/A*
- Implement the State Department of Finance Approved Long Range Property Management Plan and the disposition of the assets of the former Culver City Redevelopment Agency (former CCRA) in accordance with the State's Dissolution Law. *Strategic Plan Reference: N/A*
- Continue efforts to evaluate and improve administrative processes throughout the City, including the implementation of recommendations related to the recent evaluation of the City's development review process. *Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- (Joint Project with the City Attorney's Office) Conclude review and update of the City's oil pipeline franchises, using as a guide the City's most recently approved California Public Utilities Commission regulated franchise, as well as best practices from other cities. *Strategic Plan Reference: N/A*
- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space and potentially increasing opportunities for public meeting space. *Strategic Plan Reference: N/A*

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

ADMINISTRATION			101	10110100			
			GENERAL FUND	City Manager's Office			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
816,835	687,326	687,326	411100	Regular Salaries	599,164	-88,162	-12.8%
35,432	17,680	17,680	431000	Deferred Compensation	13,520	-4,160	-23.5%
41,876	40,936	40,936	432000	Social Security	35,083	-5,853	-14.3%
153,076	147,152	147,152	433000	Retirement - Employer	48,993	-98,159	-66.7%
0	0	0	433050	Retirement-Unfunded Liability	79,819	79,819	0.0%
32,802	38,924	38,924	434000	Workers Compensation	13,485	-25,439	-65.4%
75,129	72,416	72,416	435000	Group Insurance	59,470	-12,946	-17.9%
3,215	3,250	3,250	435400	Retiree Health Savings	2,600	-650	-20.0%
92,657	100,000	100,000	435500	Retiree Insurance	103,480	3,480	3.5%
64,040	64,040	64,040	435600	Retiree Medical Prefunding	67,242	3,202	5.0%
218	214	214	436000	State Disability Insurance	214	0	0.0%
2,000	2,000	2,000	437000	Mgt Health Ben	1,500	-500	-25.0%
1,366	2,400	2,400	437500	Longevity Pay	1,200	-1,200	-50.0%
15,909	16,200	16,200	438000	Auto Allowance	16,200	0	0.0%
4,572	4,680	4,680	438500	Cell Phone Allowance	4,680	0	0.0%
1,339,127	1,197,218	1,197,218	Total	Personnel Services	1,046,650	-150,568	-12.6%
937	3,500	3,500	512100	Office Expense	3,500	0	0.0%
2,177	3,075	3,075	512400	Communications	3,075	0	0.0%
360	200	542	514100	Departmental Special Supplies	200	-342	-63.1%
256	1,000	0	516100	Training & Education	1,000	1,000	0.0%
5,628	6,830	5,790	516500	Conferences & Conventions	6,830	1,040	18.0%
675	1,500	1,500	516600	Special Events & Meetings	1,500	0	0.0%
3,190	2,700	2,700	516700	Memberships & Dues	2,700	0	0.0%
21,149	20,720	20,720	517100	Subscriptions	20,720	0	0.0%
0	0	2,040	517300	Advertising and Public Relatio	5,000	2,960	145.1%
0	150	150	517850	Employee Recognition Events	120	-30	-20.0%
9,305	5,000	164,939	619800	Other Contractual Services	100,000	-64,939	-39.4%
14,898	5,865	5,865	650300	Liability Reserve Charge	22,468	16,603	283.1%
58,575	50,540	210,821	Total	Maint & Operations	167,113	-43,708	-20.7%
0	-40,895	(40,895)	910300	Projected Excess Appropriation	0	40,895	-100.0%
0	-40,895	(40,895)	Total	Inter-Fund Transfers	0	40,895	-100.0%
1,397,702	1,206,863	1,367,144	Division Total		1,213,763	-153,381	-11.2%



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

DEPARTMENT MISSION

The mission of the City Attorney's Office is to provide high quality, timely and cost effective legal guidance, support and representation for all City Officials and City Staff on matters of law pertaining to their duties and responsibilities.

DEPARTMENT DESCRIPTION

The City Attorney's Office advises and represents the City Council, all City boards, commissions, committees, and all City officers and departments on matters of law pertaining to their duties and responsibilities. The City Attorney also supervises all litigation matters including liability claims for all City activities. The City Attorney's Office is responsible for the prosecution of all violations of the Culver City Municipal Code and City Charter.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
13100	City Attorney	2,191,461	2,416,346	2,474,585	58,239	2.4%
	Fund Total	\$2,191,461	\$2,416,346	\$2,474,585	\$58,239	2.4%
<i>205 - MUNICIPAL FIBER NETWORK</i>						
13400	City Attorney - Risk	0	0	220,000	220,000	100.0%
	Fund Total	\$0	\$0	\$220,000	\$220,000	100.0%
<i>309 – SELF-INSURANCE FUND</i>						
13400	City Attorney - Risk Mgt	2,064,340	1,055,242	1,072,426	17,184	1.6%
	Fund Total	\$2,064,340	\$1,055,242	\$1,072,426	\$17,184	1.6%
	Department Total	\$4,255,801	\$3,471,588	\$3,767,011	\$295,423	8.5%



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
City Property Damages Recovery	20,958	20,005	20,000	-5	0.0%
Liability Reserve Fees	1,659,614	1,925,000	3,328,726	1,403,726	72.9%
Miscellaneous Revenue	5,198	296	0	-296	-100.0%
General Revenues	2,570,032	1,526,287	418,285	-1,108,002	-72.6%
Department Total	\$4,255,801	\$3,471,588	\$3,767,011	\$295,423	8.5%

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>13100 City Attorney</u>					
Assistant City Attorney	1.00	1.00	1.00	0.00	0.0%
City Attorney	0.75	0.75	0.75	0.00	0.0%
Clerk/RPT	0.49	0.00	0.00	0.00	0.0%
Administrative Clerk	0.00	0.50	0.50	0.00	0.0%
Deputy City Attorney II	0.90	0.90	0.90	0.00	0.0%
Dpty City Atty II/Asst City Prosecutor	0.00	0.00	0.00	0.00	0.0%
Legal Operations Manager	0.85	0.85	0.85	0.00	0.0%
Legal Secretary	0.75	0.75	0.75	0.00	0.0%
Sr. Deputy City Attorney	0.90	0.90	0.90	0.00	0.0%
Division Total	5.64	5.65	5.65	0.00	0.0%
<u>13400 SIF Liability</u>					
City Attorney	0.25	0.25	0.25	0.00	0.0%
Clerk/RPT	0.49	0.00	0.00	0.00	0.0%
Administrative Clerk	0.00	0.50	0.50	0.00	0.0%
Deputy City Attorney II	0.10	0.10	0.10	0.00	0.0%
Deputy City Attorney II/Asst City Prosecc	0.00	0.00	0.00	0.00	0.0%
Legal Operations Manager	0.15	0.15	0.15	0.00	0.0%
Legal Secretary	0.25	0.25	0.25	0.00	0.0%
Sr. Deputy City Attorney	0.10	0.10	0.10	0.00	0.0%
Division Total	1.34	1.35	1.35	0.00	0.0%
Total Positions	6.98	7.00	7.00	0.00	0.0%



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS

- Provide legal assistance to other Departments relating to their respective Work Plans.

*Status (a/o 04/11/17): **Ongoing.***

- Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. (The next AB1234/Brown Act/Conflict of Interest Training will be held during the last quarter of Fiscal Year 16-17.)

*Status (a/o 04/11/17): **Completed and ongoing.** The AB1234/Brown Act/Conflict of Interest Training was held on June 16, 2016. This training is now conducted annually in June of each year, and as needed, after new appointments are made to the various City commissions, boards and committees. The next training is tentatively scheduled for June 29, 2017.*

- Oil Drilling: 1) Ordinance/Regulations (Joint project with Community Development Department.) (Anticipate completion of Draft Specific Plan and related Draft EIR by first or second quarter of Fiscal Year 16-17.); and 2) Monitoring and, when applicable, commenting on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.). (Joint project with Community Development Department.)

*Status (a/o 04/11/17): (1) **In progress.** The Draft Specific Plan document and Draft EIR for the Specific Plan are on a temporary hold pending further City Council discussion at an April 17, 2017 community meeting to consider the oil operator's request to become a project applicant. If the City Council determines to proceed with the current process, the Draft Specific Plan document and Draft EIR are expected to be released in May 2017, during the fourth quarter of Fiscal Year 16-17. (2) Discussion of fracking regulations to be folded into the Specific Plan process. Staff continues to monitor and, when applicable, comment on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.).*

- Assist with update of City Council Policies and Administrative Procedures (Assist City Manager's and City Clerk's Offices.)

*Status (a/o 04/11/17): **In progress.** This project has changed to "City Council Policies – Comprehensive Update." Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Thus far in Fiscal Year 16-17, the following City Council Policies have been reviewed (and amended as needed): 2201, 3001, 3003, 5001, 5002, 2010-01, 2014-CP001, 2014-CP002, 2014-CP003 and 2014-CP004. Additional Policies will be considered by the City Council on April 18, 2017, including Policies 2301, 3204 and 3402. It is the Council Subcommittee's goal that this project be completed by April, 2018, during the fourth quarter of Fiscal Year 17-18.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Monitor Medical Marijuana case law and prepare any required amendments to Culver City Municipal Code (CCMC). (While the CCMC is still in compliance, our Office will be bringing to City Council, during Fiscal Year 16-17, discussion items and potential changes to the CCMC to address components of new state law such as delivery and cultivation of medical marijuana.)

Status (a/o 04/11/17): In progress. This project has changed to “Marijuana Task Force (MTF).” The MTF was formed consisting of two members of the City Council; one member from the Planning Commission; one member from the Finance Advisory Committee; staff from the City Manager’s and City Attorney’s Offices; and the staff from the Police, Fire, Community Development, Finance and Public Works Departments, for the purpose of evaluating and developing potential marijuana policies, regulations and tax measures under the 2015 Medical Cannabis Regulation and Safety Act (MCRSA) and 2016 Adult Use of Marijuana Act (AUMA).

- Telecommunications Ordinance and Procedures Update, Including Review of Design and Use Standards (Joint project with Public Works and Community Development Departments). (Anticipate completing procedural revisions, to modify encroachment permit process from City Council approval to administrative approval, prior to the end of Fiscal Year 15-16. If remaining organizational and other amendments to CCMC to be completed by the end of the second quarter of Fiscal Year 16-17.)

Status (a/o 04/11/17): In progress. City Attorney’s Office has re-directed its efforts this fiscal year, in response to an increasing number of applications for installation of wireless antennas in the public rights-of-way. Both federal and state law now require that local governments approve applications for wireless antennas on an expedited basis. To address the need for expedited approval, the City Attorney’s Office developed a new application form designed to expedite processing of these applications within the legally shortened time frames, which application form is now being used by Public Works. In conjunction with the Public Works Department, the City Attorney’s Office is developing an ordinance which will enable the City to regulate new wireless antennas in the public rights-of-way. It is anticipated that this proposed ordinance will be brought to City Council prior to the end of Fiscal Year 16–17. Concurrently, proposed amendments to address the processing of encroachment permits (change from City Council approval to administrative approval) will be presented to the City Council.

- Implementation of Emergency Preparedness Ordinance, including review of Disaster Preparedness Plan (Assist the Fire Department as needed.) (Submitted to State in June 2015 and pending approval.)

Status (a/o 04/11/17): Completed. The City’s draft Emergency Operations Plan (EOP) was approved by the State on March 11, 2016. On October 24, 2016, the Disaster Council convened, approved the EOP and recommended it to the City Council. City Council adopted the EOP on that same date.

- Assist Information Technology Department with the drafting and implementation of new policies and procedures relating to Email Retention, Social Media and Electronically Stored Information (ESI) (Joint project with Information Technology.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

*Status (a/o 04/11/17): **Partially completed with remainder to be carried over to the next fiscal year.** A working group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and Attorney's Office prepared Administrative Policies and Procedures for the Social Media Policy, which were approved by the City Manager in January, 2017. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the activity for these policies was initially put on hold pending the selection of an Email/Cloud storage solution. The IT Department has completed its implementation of Microsoft's Office 365 Cloud solution, which also includes an E-Discovery module. The City Attorney's Office will work in coordination with IT to update polices related to Email retention and Electronically Stored Information.*

- Message Business Ordinance update. (The moratorium expires on April 11, 2017; anticipate bringing a proposed Ordinance to City Council well before that date.)

*Status (a/o 04/11/17): **Completed.** The Massage Business Ordinance update was adopted by the City Council on September 26, 2016.*

- Assist with Pipeline Franchise renewals (Assist City Manager's Office.)

*Status (a/o 04/11/17): **Ongoing.** A renewal of the franchise agreement with Torrance Valley Pipeline Company is currently in negotiation and is pending the completion of an audit of the existing franchise agreement. Staff is in the process of documenting all existing oil pipelines within City boundaries and verifying the status of the franchise agreement for each pipeline. Staff has also reviewed comparable oil pipeline franchise agreements from other cities in order to ensure best practices for public safety are in any agreement. City Attorney's Office is assisting with these efforts.*

- Zoning Code Amendments—multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 16-17.)

*Status (a/o 04/11/17): **In progress.** Working in partnership with the Community Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during Fiscal Year 13-14 and has continued through Fiscal Year 16-17. Thus far in Fiscal Year 16-17, amendments to development standards to address large single family residential homes, automated parking standards and restaurant parking requirements, have been completed. An amendment concerning accessory dwelling units will be considered by the City Council on April 11, 2017, during the fourth quarter of FY 16-17. Various other amendments will continue into Fiscal Year 17-18 and include, but not be limited to, amendments relating to short-term rentals, neighborhood-specific development standards, and hillside development and construction standards.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Animal Services Ordinance Update to establish administrative procedures for barking dogs, potentially dangerous dogs and other animal nuisances. (Joint project with Police Department.) (Anticipate completing during Fiscal Year 16-17.)

Status (a/o 04/11/17): In progress. The proposed amendments and additions to the Animal Services Ordinance are anticipated to be brought before the City Council on May 8, 2017, during the last quarter of Fiscal Year 16-17.

- LAX/FAA Overflights (Our Office will continue to oversee litigation and other issues regarding LAX, including, overflight concerns, Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.)

Status (a/o 04/11/17): Ongoing. The City Attorney's Office continues to work with the City's LAX Council Subcommittee, and the Transportation and Public Works Departments, as well as outside consultants, on transit and traffic issues pertaining to the LAX Specific Plan expansion project, the "LAMP" (Landside) development and the Northside development. Additionally, the City submitted substantial comments to the draft Southern California Metroplex Environmental Assessment (EA) and attended numerous FAA workshops and meetings in regard to the proposed flight paths, and the City Attorney's Office is managing current litigation related to the EA.

- Municipal Fiber Network Project (Assist Information Technology Department with Project as needed.)

Status (a/o 04/11/17): Ongoing. On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. Our Office continues to work with City staff, Mox and other stakeholders to move this project forward. Construction of the fiber network backbone began on August 22, 2016, and is anticipated to be completed by August 2017. The process for selection and construction of City and customer funded laterals was approved by City Council on November 14, 2016. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.

- Multi Jurisdiction Hazard Mitigation Plan (Assist Public Works Department as needed.)

Status (a/o 04/11/17): In progress. Our Office participates on the Steering Committee for the Multi Jurisdiction Hazard Mitigation Plan (MJHMP), along with staff from the Public Works Department, other City departments, and the School District. After completing a draft of the plan and obtaining City Council and public input, on May 25, 2016, the draft MJHMP was submitted to the California Office of Emergency Services (OES) for comments. OES and FEMA approved the MJHMP on December 19, 2016 and February 28, 2017, respectively. The MJHMP will be presented to the City Council on April 11, 2017 and the CCUSD Board on April 25, 2017 for final approval and implementation.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with City Manager's Office and other City Departments, including Finance and Public Works Departments) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during second quarter of Fiscal Year 2016/2017.)

*Status (a/o 04/11/17): **In progress.** A working group, consisting of staff from the Finance, Public Works and Transportation Departments, and the City Attorney's Office, are conducting a comprehensive review of the City's regulations, policies and documents pertaining to the contracting and purchasing processes. The working group anticipates making recommendations to the City Council regarding any updates to the CCMC during the second quarter of FY 17-18.*

- Update to City's Historic Preservation Program, Including Culver City Municipal Code Amendments (Joint Project with City Manager's Office).

*Status (a/o 04/11/17): **Carried over to next fiscal year.** The City Attorney's office is assisting the Administrative Services Department (Cultural Affairs Division) in drafting an outline of the process and timeline to update the Historic Preservation Program to include an opportunity for adequate community input while facilitating completion of the project in reasonable timeframe. With plans to update the City's General Plan, there currently exists an opportunity to further coordinate and streamline guidelines City-wide as they pertain to historic preservation.*

- Monitoring Grant Opportunities (None available at this time. Will continue to monitor eCivis and other resources for available grant opportunities.)

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort. (*City Attorney's Office will assist with reviewing any new or updated policies relating to this initiative.*)
- Evaluate the criteria to post an event on the Community Calendar on the City's website. Promote the use of the Community Calendar through development and maintenance of the calendar items. (*City Attorney's Office will participate with the Information Technology Department with this initiative.*)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

Goal 2: Enhance the Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City *(The City Attorney's Office will provide legal assistance for the Objective 1 initiatives as needed.)*

- Research the reclamation of the Ballona Creek right-of-way. Explore legal, political/jurisdictional, and financial implications. *(City Attorney's Office will research applicable legal requirements and/or implications for the reclamation of right-of-way.)*

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 1: Potential Retail Marijuana Excise Tax

- Now that recreational marijuana has been legalized in California, the City Council will consider whether dispensaries will be permitted in Culver City. *(City Attorney's Office will assist with evaluating potential regulations and preparing amendments to the CCMC as directed.)*
- If permitted, the City Council would consider a marijuana tax for placement on the ballot during the April 2018 municipal election. *(City Attorney will prepare the required Impartial Analysis of the ballot measure if the Council determines to place the tax on the ballot.)*

Objective 2: Application of Transient Occupancy Tax to Short-Term Rentals

- Evaluate regulations with respect to zoning; community implications; impacts to affordable housing; and communication with property owners who may be absent during the rental period. *(City Attorney's Office will assist the Community Development Department with this item.)*

DEPARTMENTAL WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.
- **Training:** Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. (The next AB1234/Brown Act/Conflict of Interest Training will be held on June 29, 2017, during the last quarter of Fiscal Year 17-18.)
- **Oil Drilling:** (1) Ordinance/Regulations (Joint project with Community Development Department.) (Release date for Draft Specific Plan and related Draft EIR are to be determined, pending direction from City Council at a community meeting on April 17, 2017); and (2) Monitoring and, when applicable, commenting on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.). (Joint project with Community Development Department.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- **City Council Policies – Comprehensive Update:** (Joint Project with Administrative Services Department) Working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. (It is the Subcommittee’s goal to complete this project by April 2018, during the fourth quarter of Fiscal Year 17-18)
- **Marijuana Task Force (MTF):** (Joint Project with Multiple City Departments and elected and appointed officials) Evaluating and developing potential marijuana policies, regulations and tax measures under the 2015 Medical Cannabis Regulation and Safety Act (MCRSA) and 2016 Adult Use of Marijuana Act (AUMA).
- **Telecommunications Ordinance and Procedures Update, Including Review of Design and Use Standards:** (Joint project with Public Works and Community Development Departments). (1) Wireless antenna ordinance; (2) Update encroachment permit process; and (3) Review and update existing CCMC telecommunications regulations. (Anticipate bringing an ordinance to regulate new wireless antennas in the public rights-of-way and to update the encroachment permit process to the City Council prior to the end of Fiscal Year 16–17)
- **Email Retention and Electronically Stored Information (ESI) Policies:** Assist Information Technology Department with the drafting and implementation of new policies and procedures relating to Email Retention and Electronically Stored Information (ESI) (Joint project with Information Technology.)
- **Pipeline Franchise Renewals:** Assist with Pipeline Franchise renewals (Assist City Manager’s Office.)
- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 17-18.)
- **Animal Services Ordinance Update:** Establish administrative procedures for barking dogs, potentially dangerous dogs and other animal nuisances. (Joint project with Police Department.) (Anticipate completing during Fiscal Year 16-17.)
- **LAX/FAA Overflights:** (The City Attorney’s Office will continue to oversee litigation and other issues regarding LAX, including, overflight concerns, Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.)
- **Municipal Fiber Network Project:** (Assist Information Technology Department with Project as needed.)
- **Multi Jurisdiction Hazard Mitigation Plan:** (Assist Public Works Department as needed.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during second quarter of Fiscal Year 17-18.)
- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).
- **Grant Opportunities:** Monitoring grant opportunities.



CITY ATTORNEY

10113100 – CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

DEPARTMENT MISSION

The mission of the City Attorney’s Office is to provide high quality, timely and cost effective legal guidance, support and representation for all City Officials and City Staff on matters of law pertaining to their duties and responsibilities.

DEPARTMENT DESCRIPTION

The City Attorney’s Office advises and represents the City Council, all City boards, commissions, committees, and all City officers and departments on matters of law pertaining to their duties and responsibilities. The City Attorney also supervises all litigation matters including liability claims for all City activities. The City Attorney’s Office is responsible for the prosecution of all violations of the Culver City Municipal Code and City Charter.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,379,537	1,413,101	1,430,714	17,613	1.2%
Maint & Operations	811,924	1,003,245	1,043,871	40,626	4.0%
Division Total	\$2,191,461	\$2,416,346	\$2,474,585	\$58,239	2.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

CITY ATTORNEY			101	10113100			
			GENERAL FUND	City Attorney			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
946,338	895,813	895,813	411100	Regular Salaries	932,710	36,897	4.1%
0	836	836	411310	Overtime-Regular	836	0	0.0%
19,974	19,641	19,641	431000	Deferred Compensation	19,641	0	0.0%
49,218	47,832	47,832	432000	Social Security	50,036	2,204	4.6%
170,481	183,560	183,560	433000	Retirement - Employer	71,889	-111,671	-60.8%
0	0	0	433050	Retirement-Unfunded Liability	117,121	117,121	0.0%
36,051	43,803	43,803	434000	Workers Compensation	14,342	-29,461	-67.3%
14,604	67,883	67,883	435000	Group Insurance	72,870	4,987	7.3%
3,749	3,677	3,677	435400	Retiree Health Savings	3,677	0	0.0%
52,257	60,000	60,000	435500	Retiree Insurance	50,980	-9,020	-15.0%
73,360	73,360	73,360	435600	Retiree Medical Prefunding	77,028	3,668	5.0%
304	313	313	436000	State Disability Insurance	336	23	7.3%
2,500	2,200	2,200	437000	Mgt Health Ben	2,200	0	0.0%
3,023	6,075	6,075	437500	Longevity Pay	8,550	2,475	40.7%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
3,144	3,608	3,608	438500	Cell Phone Allowance	3,998	390	10.8%
1,379,537	1,413,101	1,413,101	Total	Personnel Services	1,430,714	17,613	1.2%
5,518	4,363	4,363	512100	Office Expense	4,363	0	0.0%
1,090	1,540	1,540	512400	Communications	1,540	0	0.0%
1,889	1,959	1,959	514100	Departmental Special Supplies	1,959	0	0.0%
14,308	12,865	12,865	514400	Legal-Suplmt & Pocket Part	12,865	0	0.0%
4,751	4,500	4,500	516100	Training & Education	4,500	0	0.0%
549	500	500	516600	Special Events & Meetings	500	0	0.0%
2,020	2,225	2,225	516700	Memberships & Dues	2,225	0	0.0%
0	670	670	517100	Subscriptions	670	0	0.0%
0	210	210	517850	Employee Recognition Events	210	0	0.0%
203	370	370	600200	R&M - Equipment	370	0	0.0%
49,998	50,000	50,000	611200	Legal Services - Personnel Gri	50,000	0	0.0%
499,476	500,000	605,211	611300	Legal Services - Land Use	767,000	161,789	26.7%
215,748	283,773	312,233	611600	Legal Services - Miscellaneous	173,773	-138,460	-44.3%
16,374	6,599	6,599	650300	Liability Reserve Charge	23,896	17,297	262.1%
811,924	869,574	1,003,245	Total	Maint & Operations	1,043,871	40,626	4.0%
2,191,461	2,282,675	2,416,346	Division Total		2,474,585	58,239	2.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

CITY ATTORNEY			205			20513400		
			MUNICIPAL FIBER NETWORK FUND		City Attorney - Risk			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	0	619800	Other Contractual Services	220,000	220,000	0.0%	
0	0	0	Total	Maint & Operations	220,000	220,000	0.0%	
0	0	0	Division Total		220,000	220,000	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

CITY ATTORNEY			309	30913400			
			RISK MANAGEMENT FUND	City Attorney - Risk Mgt			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
162,029	169,516	169,516	411100	Regular Salaries	175,049	5,533	3.3%
3,082	3,239	3,239	431000	Deferred Compensation	3,239	0	0.0%
8,104	8,696	8,696	432000	Social Security	9,277	581	6.7%
(2,815)	33,042	33,042	433000	Retirement - Employer	13,303	-19,739	-59.7%
0	0	0	433050	Retirement-Unfunded Liability	21,673	21,673	0.0%
0	0	0	434000	Workers Compensation	2,889	2,889	0.0%
0	16,131	16,131	435000	Group Insurance	17,312	1,181	7.3%
836	873	873	435400	Retiree Health Savings	873	0	0.0%
4,640	4,640	4,640	435600	Retiree Medical Prefunding	4,872	232	5.0%
146	167	167	436000	State Disability Insurance	187	20	12.0%
0	300	300	437000	Mgt Health Ben	300	0	0.0%
0	2,025	2,025	437500	Longevity Pay	2,025	0	0.0%
0	1,125	1,125	438000	Auto Allowance	1,125	0	0.0%
0	488	488	438500	Cell Phone Allowance	488	0	0.0%
176,023	240,242	240,242	Total	Personnel Services	252,612	12,370	5.1%
49,425	35,000	65,000	619800	Other Contractual Services	65,000	0	0.0%
0	0	0	650300	Liability Reserve Charge	4,814	4,814	0.0%
1,838,892	750,000	750,000	660100	Liability Insurance Claims	750,000	0	0.0%
1,888,317	785,000	815,000	Total	Maint & Operations	819,814	4,814	0.6%
2,064,340	1,025,242	1,055,242	Division Total		1,072,426	17,184	1.6%



FINANCE

RESP. MGR.: JEFF MUIR

DEPARTMENT MISSION

To provide sound fiscal advice, information and service to City officials, City departments and the general public that ensures a financially strong and effective city government, in a timely, cost-effective and professional manner.

DEPARTMENT DESCRIPTION

The Finance Department plays a key role in each financial transaction of the City, ranging from cash handling to debt management; from financial forecasting to budgetary controls. The Department responsibilities include: financial administration, budgeting and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash management, debt management, purchasing, investments, billing and collection of monies due the City, issuing of business licenses, accounts payable and payroll. The Department assists the City Manager in preparing and administering the operating and capital improvement budgets, ensures accurate fiscal analysis on items presented to the City Council, and through the City Manager provides an annual audited statement of the City's financial condition to the City Council, prepared in accordance with generally accepted accounting standards.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
101 – GENERAL FUND						
14100	Finance Administration	1,257,092	1,515,455	1,460,596	-54,859	-3.6%
14200	General Accounting	649,323	671,212	773,498	102,286	15.2%
14300	Budget & Accounting Operations	1,024,682	958,316	911,025	-47,291	-4.9%
14400	Treasury	1,363,617	1,462,691	1,346,141	-116,550	-8.0%
14500	Purchasing	728,880	631,905	643,304	11,399	1.8%
	Fund Total	\$5,023,594	\$5,239,579	\$5,134,564	-\$105,015	-2.0%
202 – REFUSE FUND						
14500	Purchasing	0	0	51,045	51,045	100.0%
	Fund Total	\$0	\$0	\$51,045	\$51,045	100.0%
203 – TRANSPORTATION FUND						
14500	Purchasing	0	0	202,066	202,066	100.0%
	Fund Total	\$0	\$0	\$202,066	\$202,066	100.0%
310 - CENTRAL STORES						
14600	Central Stores	1,267,719	1,527,254	1,525,000	-2,254	-0.1%
	Fund Total	\$1,267,719	\$1,527,254	\$1,525,000	-\$2,254	100.0%
	Department Total	\$6,291,313	\$6,766,833	\$6,912,675	\$145,842	2.2%



FINANCE

RESP. MGR.: JEFF MUIR

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Committee on Permits & License	24,520	24,000	20,000	-4,000	-16.7%
Admin Citations	100	400	0	-400	-100.0%
Stores Charges	1,192,347	1,500,000	1,500,000	0	0.0%
Miscellaneous Revenue	-2,377	-2,500	0	2,500	-100.0%
Unidentified Revenue	7,367	7,000	0	-7,000	-100.0%
General Reserves	5,069,357	5,237,933	5,392,675	154,742	3.0%
Department Total	\$6,291,313	\$6,766,833	\$6,912,675	\$145,842	2.2%

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>14100 Finance Administration</u>					
Asst. Chief Financial Officer	1.00	1.00	1.00	0.00	0.0%
Associate Analyst	0.50	0.50	0.50	0.00	0.0%
Chief Financial Officer	1.00	1.00	1.00	0.00	0.0%
Sr. Financial Systems Business Analyst	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	4.50	4.50	4.50	0.00	0.0%
<u>14200 General Accounting</u>					
Accountant	1.00	1.00	1.00	0.00	0.0%
Accountant II *	1.00	1.00	2.00	1.00	100.0%
Accounting Division Manager	1.00	1.00	1.00	0.00	0.0%
Senior Accountant	1.00	1.00	1.00	0.00	0.0%
Division Total	4.00	4.00	5.00	1.00	25.0%
<u>14300 Budget & Financial Operations</u>					
Accountant II **	1.00	1.00	0.00	-1.00	-100.0%
Accounting Technician	1.00	1.00	1.00	0.00	0.0%
Associate Analyst ***	0.00	0.00	1.00	1.00	100.0%
Budget & Financial Ops Manager	1.00	1.00	1.00	0.00	0.0%
Payroll Analyst **	0.00	0.00	1.00	1.00	100.0%
Payroll Technician	1.00	1.00	1.00	0.00	0.0%
Senior Account Clerk ^	3.00	3.00	1.00	-2.00	-66.7%
Division Total	7.00	7.00	6.00	-1.00	-14.3%



FINANCE

RESP. MGR.: JEFF MUIR

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>14400 Treasury</u>					
Account Clerk/RPT	0.00	0.98	0.98	0.00	0.0%
Accountant	1.00	1.00	1.00	0.00	0.0%
Accountant II *	1.00	1.00	0.00	-1.00	-100.0%
Accounting Technician	1.00	1.00	1.00	0.00	0.0%
Associate Analyst ^	1.50	1.50	0.50	-1.00	-66.7%
Code Enforcement Officer ^^	0.00	0.00	0.50	0.50	100.0%
Management Analyst ^^	0.00	0.00	1.00	1.00	100.0%
Revenue Inspector ^^	1.00	1.00	0.00	-1.00	-100.0%
Revenue Operations Manager	1.00	1.00	1.00	0.00	0.0%
Senior Account Clerk	5.00	5.00	5.00	0.00	0.0%
Division Total	11.50	12.48	10.98	-1.50	-12.0%
<u>14500 Purchasing</u>					
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Buyer	1.00	1.00	1.00	0.00	0.0%
Warehouse Supervisor	1.00	1.00	1.00	0.00	0.0%
Stores Specialist	1.00	1.00	1.00	0.00	0.0%
Division Total	4.00	4.00	4.00	0.00	0.0%
<u>14500 Purchasing (Fund 202)</u>					
Stores Specialist #	0.00	0.00	0.63	0.63	100.0%
Division Total	0.00	0.00	0.63	0.63	100.0%
<u>14500 Purchasing (Fund 203)</u>					
Stores Specialist ##	0.00	0.00	2.37	2.37	100.0%
Division Total	0.00	0.00	2.37	2.37	100.0%
Total Positions	31.00	31.98	33.48	1.50	4.7%

* Transfer one (1) Accountant II position from 10114400 - Treasury to 10114200 - General Accounting

** Reclass one (1) Accountant II position to a Payroll Analyst

*** Add one (1) Associate Analyst position

^ Eliminate two (2) Senior Account Clerk positions

^^ Reclass one (1) Associate Analyst position to a Management Analyst

^^^ Reclass one (1) Revenue Inspector position to Code Enforcement Officer and transfer 0.5 from 10114400 - Treasury to 10150250 - Code Enforcement

Transfer 0.63 of Stores Specialist from 20260400 - Refuse. Position funded by Fund 202.

Transfer 2.37 of Stores Specialist from 20370200 - Transportation. Position funded by Fund 203.



FINANCE

RESP. MGR.: JEFF MUIR

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>14400 Treasury</u>					
Account Clerk	936	0	0	0	0.0%
Division Total	936	0	0	0	0.0%
Total Hours	936	0	0	0	0.0%



FINANCE

RESP. MGR.: JEFF MUIR

FISCAL YEAR 2016-17 WORK PLANS

Complete IRS Review of Payroll

- Review of payroll practices and compliance with IRS guidelines.

Completed examination of the process for fiscal years ending 2013 and 2014.

Continue Internal Audit Function

- Based on Enterprise Risk Assessment and Internal Control Review, prioritized individual areas will begin to be audited in FY 2016/17.

Completed initial assessment of internal control review and enterprise risk assessment. Individual areas are being further analyzed and scheduled to be reviewed on an on-going basis.

Financial System Implementation

- Implementation of replacement for existing timekeeping software. Implement CAFR Statement Builder. Provide user support and training. Continue to identify applications of the new system to improve business processes.

Implementation of timekeeping system is underway, with likely completion in early FY 2017/18. CAFR Statement Builder implementation was delayed due to staff turnover, and is expected to be completed during FY 2017/18.

RFP for Banking Services

- Create an RFP for banking services to ensure best pricing for required services.

This work plan will be carried over to FY 2017/18.

RFP for City-wide Historical Document Digitization

- Complete an RFP process for a vendor to provide historical document digitization that is usable by all City departments, subject to appropriations.

It was determined an updated City-wide records retention schedule should first be adopted before moving forward on this. The records retention schedule is expected to be adopted before FY 2016/17 ends. The City is also evaluating RFP submissions for a new document management system. This item will be revisited next fiscal year for relevancy.

Municipal Code Updates

- Updates for commercial refuse late charges and taxi permitting requirements.

Expected to be completed prior to the end of FY 2016/17.



FINANCE

RESP. MGR.: JEFF MUIR

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

Financial and Departmental Policies

- Complete policies and procedures manual for Finance Department.

On-going.

Staffing of Finance Advisory Committee

- Continued support of the FAC and their Work Plan.

On-going.

Redevelopment Agency Wind-Down

- Continued preparation of annual ROPS documents, payment of enforceable obligations, and navigation of State and County issues.

On-going.

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal Four, Objective 2(d)

- Participate in the Government Alliance on Race and Equity program.

Goal Five, Objective 1(b)

- If authorized by City Council, assist in the process of placing a marijuana tax on the April 2018 ballot.

Goal Five, Objective 1(c)

- If authorized by City Council, work with the Finance Advisory Committee to provide analysis and recommendations to the City Council on marijuana taxation.

Goal Five, Objective 2(c)

- Work with Finance Advisory Committee to forward recommendations regarding the application of Transient Occupancy Tax (TOT). Based on City Council action, implement the collection of TOT on short-term rentals where applicable.

Goal Five, Objective 3(a)

- Support Finance Advisory Committee in exploration of potential public/private partnerships.



FINANCE

RESP. MGR.: JEFF MUIR

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

DEPARTMENTAL INITIATIVES

Assist With Development of Cost Reduction/Revenue Generation Strategies

- Work with City Manager's Office to develop some realistic alternatives for consideration in reducing costs or increasing revenues, to attempt to mitigate known expenditures increases in coming years for pension obligation costs.

Continue Internal Audit Function

- Based on Enterprise Risk Assessment and Internal Control Review, individual areas such as cash handling improvement initiative and fraud, waste and abuse program development will continue to be reviewed in FY 2017/18.

Financial System Implementation

- Complete implementation of replacement for existing timekeeping software. Complete implementation CAFR Statement Builder. Provide user support and training. Continue to identify applications of the new system to improve business processes.

RFP for Investment Services Advisor

- Create an RFP for investment services advisor to ensure best pricing for required services.

RFP for Banking Services

- Create an RFP for banking services to ensure best pricing for required services.

Municipal Code Updates

- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during 2nd quarter of Fiscal Year 17-18.).

Financial and Departmental Policies

- Continue to update policies and procedures manual for Finance Department.

Staffing of Finance Advisory Committee

- Continued support of the FAC and their Work Plan.

Redevelopment Agency Wind-Down

- Continued preparation of annual ROPS documents, payment of enforceable obligations, and navigation of State and County issues.

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FINANCE

10114100 – FINANCE ADMINISTRATION

RESP. MGR.: JEFF MUIR

DIVISION MISSION

To provide leadership within the Department, as well as fiscal and financial leadership to City officials and other City departments. To ensure that the fiscal integrity of the City is maintained at the highest standards.

DIVISION DESCRIPTION

The Finance Administration Division is responsible for monitoring and reporting on the fiscal well-being of the City to the City Manager, the City Council and the public. It also coordinates long range financial planning and debt administration. The Division provides staff support to the City Council Budget and Finance Advisory Committee. The Division is also responsible for technological support and training to the Department and users of the financial systems. The Chief Financial Officer directs the development and implementation of the City's financial policies, and provides coordination of the activities of the other divisions within the Department.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	820,093	1,012,264	1,002,712	-9,552	-0.9%
Maint & Operations	436,711	501,926	457,884	-44,042	-8.8%
Capital Outlay	289	1,265	0	-1,265	-100.0%
Division Total	\$1,257,092	\$1,515,455	\$1,460,596	-\$54,859	-3.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			101		10114100		
			GENERAL FUND		Finance Administration		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
530,606	636,224	678,958	411100	Regular Salaries	647,189	-31,769	-4.7%
13,724	17,160	17,160	431000	Deferred Compensation	17,160	0	0.0%
32,682	38,473	38,473	432000	Social Security	40,022	1,549	4.0%
99,718	132,075	132,075	433000	Retirement - Employer	52,732	-79,343	-60.1%
0	0	0	433050	Retirement-Unfunded Liability	85,911	85,911	0.0%
16,737	22,314	22,314	434000	Workers Compensation	10,232	-12,082	-54.1%
41,103	36,032	36,032	435000	Group Insurance	56,700	20,668	57.4%
2,336	2,925	2,925	435400	Retiree Health Savings	2,925	0	0.0%
40,515	40,000	40,000	435500	Retiree Insurance	43,830	3,830	9.6%
33,600	33,600	33,600	435600	Retiree Medical Prefunding	35,280	1,680	5.0%
101	132	132	436000	State Disability Insurance	136	4	3.0%
2,000	2,000	2,000	437000	Mgt Health Ben	2,000	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,436	4,095	4,095	438500	Cell Phone Allowance	4,095	0	0.0%
820,093	969,530	1,012,264	Total	Personnel Services	1,002,712	-9,552	-0.9%
4,676	4,000	4,000	512100	Office Expense	4,000	0	0.0%
574	810	810	512400	Communications	810	0	0.0%
1,779	2,000	2,000	514100	Departmental Special Supplies	2,000	0	0.0%
1,242	5,750	5,750	516100	Training & Education	5,750	0	0.0%
529	6,200	6,200	516500	Conferences & Conventions	6,200	0	0.0%
180	750	750	516600	Special Events & Meetings	750	0	0.0%
915	2,500	2,500	516700	Memberships & Dues	2,500	0	0.0%
2,137	0	0	517000	City Commission Expenses	0	0	0.0%
712	953	953	517850	Employee Recognition Events	1,005	52	5.5%
0	100	100	518300	Auto Mileage Reimbursement	100	0	0.0%
139,601	125,000	125,000	610100	Audit Services	105,000	-20,000	-16.0%
136,725	191,720	175,975	619100	Fiscal Services	191,720	15,745	8.9%
6,199	22,500	24,484	619700	Micrographic Services	15,000	-9,484	-38.7%
133,841	98,500	150,042	619800	Other Contractual Services	106,000	-44,042	-29.4%
7,602	3,362	3,362	650300	Liability Reserve Charge	17,049	13,687	407.1%
436,711	464,145	501,926	Total	Maint & Operations	457,884	-44,042	-8.8%
0	0	1,265	732150	IT Equipment - Hardware	0	-1,265	-100.0%
289	0	0	740100	Furniture & Furnishings	0	0	0.0%
289	0	1,265	Total	Capital Outlay	0	-1,265	-100.0%
1,257,092	1,433,675	1,515,455	Division Total		1,460,596	-54,859	-3.6%



FINANCE

10114200 – GENERAL ACCOUNTING

RESP. MGR.: IRIS KYM

DIVISION MISSION

To ensure that timely, accurate and useful financial information is provided to the City Council, City staff, residents, credit providers, bond holders and grant providers.

DIVISION DESCRIPTION

The Accounting Division performs financial reporting and general accounting activities consisting of general ledger review, government GAAP implementation of new accounting standards, standard and correcting monthly journal entries, account analyses, cash and investment account reconciliations, establishment and assessments of internal control, grant advances/reimbursements and accounting, and capital assets accounting. The Division works with external auditors (City auditors and grant auditors), fiscal agents, and insurers. The Division monitors compliance with laws, regulations, contracts and grants agreements as they relate to accounting and financial reporting. The Division supports operating departments with various financial reviews and forecasts for planning needs as required. Specific deliverables are the Comprehensive Annual Financial Report (CAFR), the Municipal Bus Line financial statements, the Single Audit report (for granting agencies), and a variety of State of California and County of Los Angeles reports.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	636,554	660,285	755,468	95,183	14.4%
Maint & Operations	12,769	10,927	18,030	7,103	65.0%
Division Total	\$649,323	\$671,212	\$773,498	\$102,286	15.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			101		10114200		
			GENERAL FUND		General Accounting		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
382,220	371,236	371,236	411100	Regular Salaries	466,553	95,317	25.7%
0	12,138	12,138	411200	Part-Time Salaries	0	-12,138	-100.0%
0	4,025	4,025	411310	Overtime-Regular	4,025	0	0.0%
7,336	10,400	10,400	431000	Deferred Compensation	8,320	-2,080	-20.0%
29,070	28,491	28,491	432000	Social Security	34,396	5,905	20.7%
72,978	78,879	78,879	433000	Retirement - Employer	38,586	-40,293	-51.1%
0	0	0	433050	Retirement-Unfunded Liability	50,919	50,919	0.0%
16,751	17,139	17,139	434000	Workers Compensation	6,230	-10,909	-63.7%
39,915	41,013	41,013	435000	Group Insurance	51,400	10,387	25.3%
2,620	2,600	2,600	435400	Retiree Health Savings	3,250	650	25.0%
49,458	58,000	58,000	435500	Retiree Insurance	52,350	-5,650	-9.7%
33,470	33,470	33,470	435600	Retiree Medical Prefunding	35,144	1,674	5.0%
1,070	694	694	436000	State Disability Insurance	1,395	701	101.0%
500	1,000	1,000	437000	Mgt Health Ben	500	-500	-50.0%
1,166	1,200	1,200	437500	Longevity Pay	2,400	1,200	100.0%
636,554	660,285	660,285	Total	Personnel Services	755,468	95,183	14.4%
1,717	3,000	3,000	512100	Office Expense	3,000	0	0.0%
0	500	500	512200	Printing and Binding	500	0	0.0%
106	150	150	512400	Communications	150	0	0.0%
695	1,500	2,195	514100	Departmental Special Supplies	1,500	-695	-31.7%
110	0	0	516700	Memberships & Dues	0	0	0.0%
2,533	2,500	2,500	619800	Other Contractual Services	2,500	0	0.0%
7,608	2,582	2,582	650300	Liability Reserve Charge	10,380	7,798	302.0%
12,769	10,232	10,927	Total	Maint & Operations	18,030	7,103	65.0%
649,323	670,517	671,212	Division Total		773,498	102,286	15.2%



FINANCE

10114300 – BUDGET & FINANCIAL OPERATIONS

RESP. MGR.: MARY NOLLER

DIVISION MISSION

To provide timely and accurate financial operations (budget related, accounts payables, payroll and quality assurance audit functions) to meet the needs of City officials and departments.

DIVISION DESCRIPTION

The Budget and Financial Operations Division performs operational duties for the City and its various agencies that include, but are not limited to: preparation of the City budget; special projects; preparing payroll and related reports; processing accounts payable; maintaining related automated systems; and maintaining related compliance reviews.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	999,549	957,371	883,438	-73,933	-7.7%
Maint & Operations	25,133	45,945	27,587	-18,358	-40.0%
Division Total	\$1,024,682	\$1,003,316	\$911,025	-\$92,291	-9.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			101	10114300			
			GENERAL FUND	Budget & Accounting Operations			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
606,850	550,353	557,724	411100	Regular Salaries	522,799	-34,925	-6.3%
9,784	4,025	4,025	411310	Overtime-Regular	4,025	0	0.0%
12,036	10,400	10,400	431000	Deferred Compensation	12,480	2,080	20.0%
43,536	38,485	38,485	432000	Social Security	36,483	-2,002	-5.2%
113,273	117,272	117,272	433000	Retirement - Employer	38,505	-78,767	-67.2%
0	0	0	433050	Retirement-Unfunded Liability	73,252	73,252	0.0%
27,473	29,896	29,896	434000	Workers Compensation	8,791	-21,105	-70.6%
92,296	103,472	103,472	435000	Group Insurance	91,650	-11,822	-11.4%
4,614	4,550	4,550	435400	Retiree Health Savings	3,900	-650	-14.3%
24,150	25,000	25,000	435500	Retiree Insurance	23,270	-1,730	-6.9%
52,930	52,930	52,930	435600	Retiree Medical Prefunding	55,577	2,647	5.0%
1,664	1,642	1,642	436000	State Disability Insurance	1,131	-511	-31.1%
1,000	500	500	437000	Mgt Health Ben	1,000	500	100.0%
9,702	10,500	10,500	437500	Longevity Pay	9,600	-900	-8.6%
240	975	975	438500	Cell Phone Allowance	975	0	0.0%
999,549	950,000	957,371	Total	Personnel Services	883,438	-73,933	-7.7%
10,949	10,000	10,000	512100	Office Expense	11,500	1,500	15.0%
312	440	440	512400	Communications	440	0	0.0%
299	1,000	1,000	514100	Departmental Special Supplies	1,000	0	0.0%
650	0	0	516100	Training & Education	0	0	0.0%
30	0	0	516500	Conferences & Conventions	0	0	0.0%
415	0	0	516700	Memberships & Dues	0	0	0.0%
0	0	30,000	619800	Other Contractual Services	0	-30,000	-100.0%
12,478	4,505	4,505	650300	Liability Reserve Charge	14,647	10,142	225.1%
25,133	15,945	45,945	Total	Maint & Operations	27,587	-18,358	-40.0%
0	-45,000	(45,000)	910300	Projected Excess Appropriation	0	45,000	-100.0%
0	-45,000	(45,000)	Total	Inter-Fund Transfers	0	45,000	-100.0%
1,024,682	920,945	958,316	Division Total		911,025	-47,291	-4.9%



FINANCE

10114400 – REVENUE ADMINISTRATION

RESP. MGR.: NAGAM RAO

DIVISION MISSION

To manage the City revenue programs from billing to collection (including legal enforcement) to deposit. This includes, but is not limited to, the areas of Business Tax, Utility Users Tax, Transient Occupancy Tax, Sales Tax, Property Tax, Franchise Fees, miscellaneous fees and charges and other revenue streams to ensure the receipt of all monies due to the City.

DIVISION DESCRIPTION

The Revenue Division is responsible for comprehensive management of the City revenue programs from tax monitoring to collections, including audits and on-site visits to business taxpayers, utility companies, and hotels. This can also include legal enforcement when necessary. This division receives all payments to the City received by mail, wire transfer or walk-in, and ensures the timely deposit of funds to the proper accounts. This division also handles the necessary daily banking and investment matters.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,242,899	1,334,530	1,208,414	-126,116	-9.5%
Maint & Operations	120,718	128,161	137,727	9,566	7.5%
Division Total	\$1,363,617	\$1,462,691	\$1,346,141	-\$116,550	-8.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			101	10114400			
			GENERAL FUND	Treasury			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
703,966	753,300	755,189	411100	Regular Salaries	654,522	-100,667	-13.3%
14,879	16,349	16,349	411200	Part-Time Salaries	0	-16,349	-100.0%
3,538	4,840	4,840	411310	Overtime-Regular	4,840	0	0.0%
13,232	14,040	14,040	431000	Deferred Compensation	16,640	2,600	18.5%
53,970	55,097	55,097	432000	Social Security	50,835	-4,262	-7.7%
138,854	159,277	159,277	433000	Retirement - Employer	57,650	-101,627	-63.8%
0	0	0	433050	Retirement-Unfunded Liability	104,033	104,033	0.0%
36,897	35,761	35,761	434000	Workers Compensation	12,484	-23,277	-65.1%
93,478	103,040	103,040	435000	Group Insurance	122,480	19,440	18.9%
6,330	6,825	6,825	435400	Retiree Health Savings	6,500	-325	-4.8%
89,147	95,000	95,000	435500	Retiree Insurance	87,160	-7,840	-8.3%
78,190	78,190	78,190	435600	Retiree Medical Prefunding	82,100	3,910	5.0%
2,438	2,522	2,522	436000	State Disability Insurance	1,845	-677	-26.8%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
6,781	7,200	7,200	437500	Longevity Pay	6,600	-600	-8.3%
700	700	700	440000	Uniform Allowance	225	-475	-67.9%
1,242,899	1,332,641	1,334,530	Total	Personnel Services	1,208,414	-126,116	-9.5%
12,308	11,000	11,000	512100	Office Expense	12,500	1,500	13.6%
1,296	1,830	1,830	512400	Communications	1,830	0	0.0%
2,649	2,000	2,000	514100	Departmental Special Supplies	2,000	0	0.0%
333	0	0	516500	Conferences & Conventions	0	0	0.0%
8	0	0	516600	Special Events & Meetings	0	0	0.0%
180	0	0	517100	Subscriptions	0	0	0.0%
256	400	400	600200	R&M - Equipment	400	0	0.0%
806	2,000	2,000	600800	Equip Maint Expenses	2,000	0	0.0%
79	72	72	605400	Amortization of Equipment	67	-5	-6.9%
85,936	90,000	90,401	610100	Audit Services	90,000	-401	-0.4%
110	8,130	15,070	619800	Other Contractual Services	8,130	-6,940	-46.1%
16,758	5,388	5,388	650300	Liability Reserve Charge	20,800	15,412	286.0%
120,718	120,820	128,161	Total	Maint & Operations	137,727	9,566	7.5%
1,363,617	1,453,461	1,462,691	Division Total		1,346,141	-116,550	-8.0%



FINANCE

10114500 – PURCHASING

RESP. MGR.: KAMBIZ BORHANI

DIVISION MISSION

To provide high-quality supplies and services at the best value available for all using departments and to maintain a well-organized supply of commonly used products for our customers. Handle all incoming and outgoing merchandise for City departments including pick-up and delivery services. Use teamwork, creative problem-solving abilities, and product knowledge to meet the supply requirements of customers in an expeditious and friendly manner.

DIVISION DESCRIPTION

The Purchasing Division is responsible for the centralized purchase of goods and services for the entire City. In addition, the Purchasing Division is responsible for the dispensing and/or delivery of stock items from Central Stores to all City departments and divisions, receiving and distributing non-stock items delivered to Central Receiving, and tracking and disposal of City property.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	632,082	534,153	526,855	-7,298	-1.4%
Maint & Operations	96,798	97,752	116,449	18,697	19.1%
Division Total	\$728,880	\$631,905	\$643,304	\$11,399	1.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			101	10114500			
			GENERAL FUND	Purchasing			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
371,716	289,558	289,558	411100	Regular Salaries	295,071	5,513	1.9%
0	12,138	12,138	411200	Part-Time Salaries	0	-12,138	-100.0%
19,305	4,570	4,570	411310	Overtime-Regular	4,570	0	0.0%
3,449	3,141	3,141	431000	Deferred Compensation	3,123	-18	-0.6%
27,380	21,888	21,888	432000	Social Security	21,574	-314	-1.4%
72,362	62,548	62,548	433000	Retirement - Employer	24,972	-37,576	-60.1%
0	0	0	433050	Retirement-Unfunded Liability	40,684	40,684	0.0%
17,732	12,562	12,562	434000	Workers Compensation	4,856	-7,706	-61.3%
47,784	54,734	54,734	435000	Group Insurance	56,700	1,966	3.6%
3,307	2,612	2,612	435400	Retiree Health Savings	2,601	-11	-0.4%
11,916	13,000	13,000	435500	Retiree Insurance	12,480	-520	-4.0%
47,010	47,010	47,010	435600	Retiree Medical Prefunding	49,361	2,351	5.0%
1,607	1,201	1,201	436000	State Disability Insurance	1,213	12	1.0%
7,860	7,800	7,800	437500	Longevity Pay	9,000	1,200	15.4%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
0	741	741	440000	Uniform Allowance	0	-741	-100.0%
632,082	534,153	534,153	Total	Personnel Services	526,855	-7,298	-1.4%
4,838	2,000	2,000	512100	Office Expense	2,000	0	0.0%
3,791	2,125	2,125	512400	Communications	2,125	0	0.0%
7,017	6,000	6,000	514100	Departmental Special Supplies	6,000	0	0.0%
0	750	750	516100	Training & Education	750	0	0.0%
2,102	2,300	2,300	516500	Conferences & Conventions	2,300	0	0.0%
260	500	500	516700	Memberships & Dues	500	0	0.0%
1,466	2,000	2,000	550110	Uniforms	2,000	0	0.0%
0	0	0	600200	R&M - Equipment	2,500	2,500	0.0%
2,084	5,500	5,500	600800	Equip Maint Expenses	5,500	0	0.0%
1,823	1,823	1,823	605400	Amortization of Equipment	1,823	0	0.0%
65,361	65,361	65,361	605500	Rental of Building	65,361	0	0.0%
0	7,500	7,500	619800	Other Contractual Services	17,500	10,000	133.3%
8,054	1,893	1,893	650300	Liability Reserve Charge	8,090	6,197	327.4%
96,798	97,752	97,752	Total	Maint & Operations	116,449	18,697	19.1%
728,880	631,905	631,905	Division Total		643,304	11,399	1.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			202	20214500			
			REFUSE DISPOSAL FUND	Purchasing			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	0	411100	Regular Salaries	39,489	39,489	0.0%
0	0	0	431000	Deferred Compensation	642	642	0.0%
0	0	0	432000	Social Security	2,852	2,852	0.0%
0	0	0	433000	Retirement - Employer	2,861	2,861	0.0%
0	0	0	433050	Retirement-Unfunded Liability	4,661	4,661	0.0%
0	0	0	435400	Retiree Health Savings	402	402	0.0%
0	0	0	436000	State Disability Insurance	138	138	0.0%
0	0	0	Total	Personnel Services	51,045	51,045	0.0%
0	0	0	Division Total		51,045	51,045	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			203	20314500				
			MUNICIPAL BUS LINES FUND	Purchasing				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	0	411100	Regular Salaries	133,590	133,590	0.0%	
0	0	0	431000	Deferred Compensation	1,435	1,435	0.0%	
0	0	0	432000	Social Security	9,952	9,952	0.0%	
0	0	0	433000	Retirement - Employer	11,136	11,136	0.0%	
0	0	0	433050	Retirement-Unfunded Liability	18,143	18,143	0.0%	
0	0	0	435000	Group Insurance	24,520	24,520	0.0%	
0	0	0	435400	Retiree Health Savings	1,547	1,547	0.0%	
0	0	0	436000	State Disability Insurance	543	543	0.0%	
0	0	0	437500	Longevity Pay	1,200	1,200	0.0%	
0	0	0	Total	Personnel Services	202,066	202,066	0.0%	
0	0	0	Division Total		202,066	202,066	0.0%	



FINANCE

31014600 – CENTRAL STORES

RESP. MGR.: KAMBIZ BORHANI

DIVISION MISSION

To provide a revolving fund for the purchase and storage of parts and materials in advance of actual need.

DIVISION DESCRIPTION

Frequently required parts and materials are purchased in advance to take advantage of quantity discounts and have the items immediately available when required by City staff for rapid repair of equipment/facilities. When issued the cost of such parts and materials are then charged back to the using department/division. The Purchasing Division administers Central Stores. (This division is self-supporting.)

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Maint & Operations	1,267,719	1,527,254	1,525,000	-2,254	-0.1%
Division Total	\$1,267,719	\$1,527,254	\$1,525,000	-\$2,254	-0.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FINANCE			310		31014600		
			CENTRAL STORES FUND		Central Stores		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
2,024	0	0	600100	R&M - Building	0	0	0.0%
1,265,695	1,525,000	1,527,254	600900	Central Stores	1,525,000	-2,254	-0.1%
1,267,719	1,525,000	1,527,254	Total	Maint & Operations	1,525,000	-2,254	-0.1%
1,267,719	1,525,000	1,527,254	Division Total		1,525,000	-2,254	-0.1%



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

DEPARTMENT MISSION

To provide effective advice and support to the City Council, City Manager, boards, commissions and internal staff.

DEPARTMENT DESCRIPTION

Administrative Services is responsible for planning, directing, coordinating and implementing various internal services, programs and special projects as assigned by the City Manager. The programs and projects in the Administrative Services Department include organizational and leadership development, labor relations, records management, elections, historic preservation, art in public places, risk management, and providing support and advice to internal service departments and staff.

The department is divided into four divisions – City Clerk, Cultural Affairs, Human Resources and Risk Management.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
101 – GENERAL FUND						
22100	Human Resources	1,122,876	1,324,757	1,296,740	-28,017	-2.1%
22300	City Clerk*	439,420	801,282	674,418	-126,864	-15.8%
22400	Cultural Affairs-Art Fund	0	0	215,264	215,264	100.0%
Fund Total		\$1,562,297	\$2,126,039	\$2,186,422	\$60,383	2.8%
309 – SELF-INSURANCE FUND						
22200	Risk Management	614,536	771,974	761,701	-10,273	-1.3%
22210	Employee Disability (IOD)	599,799	610,321	613,511	3,190	0.5%
22220	Premium/Claims	4,953,721	4,400,000	4,644,015	244,015	5.5%
Fund Total		\$6,168,056	\$5,782,295	\$6,019,227	\$236,932	4.1%
413 – ART FUND						
22400	Cultural Affairs**	136,292	1,113,221	185,000	-928,221	-83.4%
Fund Total		\$136,292	\$1,113,221	\$185,000	-\$928,221	100.0%
Department Total		\$7,866,645	\$9,021,555	\$8,390,649	-\$630,906	-7.0%

* 10122300–City Clerk previously in City Manager’s Office under 10111100. It was moved to Administrative Services for FY 17-18. For easier fiscal year comparison, it is shown under Administrative Services.

** 41322400 – Culver Affairs previously in City Manager’s Office under 41310400. It was moved to Administrative Services for FY 17-18. For easier fiscal year comparison, it is shown under Administrative Services.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Art in Public Places Fee	323,665	200,000	200,000	0	0.0%
Passport Processing Fee	8,575	9,000	22,500	13,500	150.0%
Workers Comp Reserve Fees	4,527,257	4,275,000	2,818,228	-1,456,772	-34.1%
Property Insurance Fees	0	800,000	800,000	0	0.0%
Interest Income	48,617	10,000	10,000	0	0.0%
Miscellaneous Revenue	67,023	100	0	-100	-100.0%
General Revenues	2,891,508	3,727,455	4,539,921	812,466	21.8%
Department Total	\$7,866,645	\$9,021,555	\$8,390,649	-\$630,906	-7.0%

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>22100 Human Resources</u>					
Human Resources Analyst	2.00	2.00	2.00	0.00	0.0%
Human Resources Director	0.75	0.75	0.75	0.00	0.0%
Human Resources Associate/Conf	2.00	2.00	2.00	0.00	0.0%
Human Resources Tech/Conf	1.00	2.00	2.00	0.00	0.0%
Secretary/Conf	1.00	0.00	0.00	0.00	0.0%
Division Total	6.75	6.75	6.75	0.00	0.0%
<u>22200 Risk Management</u>					
Human Resources Director	0.25	0.25	0.25	0.00	0.0%
Claims and Safety Coordinator	1.00	1.00	1.00	0.00	0.0%
Claims and Safety Technician	1.00	1.00	1.00	0.00	0.0%
Division Total	2.25	2.25	2.25	0.00	0.0%
<u>22300 City Clerk *</u>					
City Clerk	0.00	1.00	1.00	0.00	0.0%
Clerk/RPT **	0.95	0.95	0.00	-0.95	-100.0%
Management Analyst ***	0.00	0.00	1.00	1.00	100.0%
Records Management Coordinator **	0.00	0.00	1.00	1.00	100.0%
Sr. Management Analyst ***	1.00	1.00	0.00	-1.00	-100.0%
Division Total	1.95	2.95	3.00	0.05	0.0%



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>22400 Cultural Affairs</u>					
Cultural Affairs Coordinator ^	0.00	0.00	1.00	1.00	0.0%
Division Total	0.00	0.00	1.00	1.00	0.0%
Total Positions	10.95	11.95	13.00	1.05	0.0%

* City Clerk Division moved to Administrative Services

** Reclass Clerk/RPT position to full-time Records Management Coordinator

*** Downgrade one (1) Sr. Management Analyst position to Management Analyst

^ Transfer one (1) Cultural Affairs Coordinator position from 10110100 - City Manager

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>22100 Human Resources</u>					
Administrative Clerk	0	1,560	1,560	0	0.0%
Student Worker	0	480	480	0	0.0%
Division Total	0	2,040	2,040	0	0.0%
<u>22300 City Clerk</u>					
Clerk/Exempt PT *	1,000	1,000	1,500	500	50.0%
Division Total	1,000	1,000	1,500	500	50.0%
Total Hours	1,000	3,040	3,540	500	16.4%

* Increase Clerk/Exempt PT hours by 500



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2016-17 WORK PLANS

CITY CLERK

- Should the City Council determine to adopt the proposed resolutions calling a Special Municipal Election on November 8, 2016, coordinate such election with the Los Angeles County Registrar/Recorder-County Clerk's Office.

Status – Complete. The City Clerk's Office successfully coordinated the Special Municipal Election on November 8, 2016 which included four City ballot measures.

- Continue working with all City Departments to conclude the City-wide implementation of the GRANICUS agenda processing and government transparency system and continue coordination of its continued use and constant upgrade throughout the City.

Status – Complete and Ongoing. The City Clerk's Office has concluded Granicus implementation and continues to provide individual and group training on use of the system.

- Begin planning for Phase II of the City-wide document management, retention, and destruction program - replacement of SIRE's electronic document management functions.

Status – In Progress. In coordination with Finance and Information Technology, a Request for Proposal was released to solicit for vendors in January 2017. Responses are being reviewed and interviews will be scheduled in April 2017. A City-wide records retention and destruction schedule is being developed. The draft schedule will be brought to City Council for approval prior to the beginning of fiscal year 2017-18.

- Continue the process for the Assistant City Manager/City Clerk and the Senior Management Analyst/Deputy City Clerk to achieve the designation of Certified Municipal Clerk (CMC).

Status – Ongoing. The Deputy City Clerk has completed numerous educational workshops in support of receiving the designation of Certified Municipal Clerk (CMC). It is anticipated that the Deputy City Clerk will receive this designation by December 2017.

- Complete the process for the Assistant City Manager/City Clerk and one additional staff member in the City Clerk's Office to become Notaries Public.

Status – Complete. The Deputy City Clerk has become a certified Notary Public. One additional staff member will receive become a Notary Public next fiscal year.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Update City Council Policies and Administrative Procedures.

Status: In progress. This project has changed to “City Council Policies – Comprehensive Update.” Staff from the Administrative Services Department and City Attorney’s Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Thus far in Fiscal Year 16-17, the following City Council Policies have been reviewed (and amended as needed): 2201, 3001, 3003, 5001, 5002, 2010-01, 2014-CP001, 2014-CP002, 2014-CP003 and 2014-CP004. Several additional Policies are tentatively scheduled for consideration for April 11, 2017. It is the Council Subcommittee’s goal that this project be completed by April, 2018, during the fourth quarter of Fiscal Year 17-18.

CULTURAL AFFAIRS

- With the input of the Cultural Affairs Commission, examine the subject of historic preservation. Continue to support the implementation of the Art in Public Places and Historic Preservation Programs as associated with the development process; support collections management of permanent artworks throughout the City; and support the Performing Arts Grant Program administered by the Parks, Recreation, and Community Services Department and funded in part by the Cultural Trust Fund.

Status – Ongoing. Cultural Affairs staff is currently involved in nearly two dozen development projects, pertaining to either the Art in Public Places and/or Historic Preservation Programs. With the new part-time hire of an experienced art collections manager at the end of November, the long-term vision of creating a fulcrum of information for the ever-growing Art in Public Places Program has begun.

- Facilitate an update of the City’s Historic Preservation Program, beginning with revisions to the Municipal Code.

Status – Ongoing. Cultural Affairs, with input from the City Attorney’s Office, is drafting a process outline and timeline to allow adequate community input while facilitating completion of the project within a reasonable timeframe. With plans to update the City’s General Plan, there currently exists an opportunity to further coordinate and streamline guidelines City-wide as pertain to historic preservation.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Facilitate the completion of a report on the Creative Economy in Culver City.

Status – Near Completion. The Los Angeles County Economic Development Corporation (LAEDC) completed their report in the fall of last year using primarily Quarterly Census of Employment and Wages (QCEW) data sets and incorporating information from various internal City sources. A second team that includes a graphic designer and writer was hired in the fall to complete interviews of individuals representing businesses and non-profits representative of Culver City’s Creative Economy. The final graphic treatment is being applied to the report, which will be presented to the Cultural Affairs Commission and City Council in March and April of this year.

HUMAN RESOURCES AND RISK MANAGEMENT

Administrative Policies and Procedures

- Review and update various personnel-related City policies and procedures.

Status: Ongoing. Part of a working group consisting of Information Technology, the City Attorney and City Manager Offices to draft a Social Media policy and procedure. In coordination with the Police Department, developed an Administrative Appeal Procedure in accordance with the Police Officer Bill of Rights (POBR). Existing Administrative Policies will be reviewed and updated at the conclusion of the City Council Policies – Comprehensive Update project.

Applicant Tracking System

- Implement new Applicant Tracking System to assist with streamlining and improving the application and hiring processes.

Status: Implementation of the new Applicant Tracking System is underway. It is anticipated that the system will be up and running by June 2017.

City Department Support

- Continue to provide advice and support to City staff related to implementation of their Work Programs and assist in addressing day-to-day issues that arise.

Status: Ongoing. Throughout the year, HR staff is consistently coaching, counseling and advising departments and employees on a variety of issues pertaining to employee/labor relations issues, workers compensation matters, benefits administration, workforce planning, etc.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

Contract Negotiations

- Human Resources will support the City Manager's Office in negotiations for successor Memorandum of Understanding with the following recognized bargaining units:
 - a. Culver City Management Group – contract will expire on June 30, 2017
 - b. Culver City Employees Association – contract will expire on June 30, 2017

Status: Negotiation discussions are anticipated to begin in March 2017.

Employee Wellness Program

- Continue to provide an Employee Wellness Program with the goal of educating and motivating City employees to live a healthy lifestyle.

Status: Completed and ongoing. This fiscal year the Wellness Program has provided City employees with 20 wellness activity classes (Yoga and Zumba), 2 lunch and learn workshops emphasizing healthy eating and nutrition. The Wellness Program also offered various online challenges throughout the year.

Student Work Program

- Continue partnership with local high schools to market and recruit eligible students to participate in the Student Worker Program.

Status: Ongoing. There were a total of 16 Culver City High School students that applied to be a part of the program this year. Session 1 was concluded on December 12, 2016 and Session 2 will start on April 10, 2017.

Succession Planning

- Develop and implement organizational strategy to address potential workforce gap. Offer job-related training and mentoring to employees to prepare them for promotional opportunities.

Status: In development. Each department has been provided with employee data that reflects potential turnover. The next steps will be to meet individually with each department to identify special needs and then develop a city-wide approach.

Training and Development

- Continue to provide mandatory and discretionary training opportunities to City employees that will enhance professional and personal development.

Status: Ongoing



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal: Increase Civic Engagement

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

(c) Promote existing programs to increase resident and employee volunteer participation in nonprofit organization activities and boards.

- Work with the City Manager's Office to create an employee volunteer program in support of non-profit organizations in the Culver City.

Objective 3: Increase Voter Participation

- Review current election processes and evaluate potential impact of vote by mail, election consolidation and proposed legislative impacts.
- Develop a partnership with the local high school to create a Student Volunteer Program for voter registration.
- Enhance and promote Birdee's visibility through focused marketing using social media and other online and print resources.

Goal: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- Continue partnership with local high schools to market and recruit eligible students to participate in the Student Worker Program.
- Continue participation in the My Brother's Keeper initiative. Develop ideas and programs through the working committee to further this initiative.
- Implement the Pre-Supervisor Training program to encourage and prepare employees for promotional opportunities.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Objective 2: Increase Diversity in the Workplace

- Redesign the recruitment program. Develop and utilize new marketing, recruiting and testing tools. Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media and professional organizations.
- Form a working group to join the Government Alliance on Race and Equity (GARE). Provide training to employees on inclusion and cultural/diversity awareness.

DEPARTMENTAL WORK PLANS

CITY CLERK

City Council Policies – Comprehensive Update

- (Joint Project with City Attorney’s Office) Working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council.

Document Management System

- Continue with selection and implementation of a City-wide document management system with the goal of providing public and internal access to various official city documents.

Municipal Election

- Prepare for April 2018 municipal election.

Passport Services

- Review passport application services and program to identify opportunities for improvement.

Public Records Act – Request System

- Develop and implement a policy and online program for efficient, greater access to public records that will assist with coordination and tracking to ensure compliance with state law

Records Retention and Destruction Schedule

- Develop and implement city-wide records retention and destruction schedule.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Training and Development

- Continue the process for the Deputy City Clerk to achieve the designation of Certified Municipal Clerk (CMC).
- Provide training and support for additional staff to become Notary Public.

CULTURAL AFFAIRS

Continue to support the implementation of the Art in Public Places and Historic Preservation Programs as associated with the development process

- Continue to provide support and guidance for development projects that have public art and/or preservation requirements. Oversee the temporary removal and/or relocation of artwork in conjunction with new development as needed.
- Develop an Art in Public Places process and flow chart for developers.

Continue public outreach of the Art in Public Places Program via web, social media, mobile devices and printed materials.

- Continue to update the City's webpages pertaining to the Art in Public Places Program so that content is complete and current.
- Develop a walking tour of downtown artworks for both a mobile platform and as a print publication.

Support the collections management of permanent artworks throughout the City

- Develop a new customized database to incorporate all known information on permanent public artworks, including all personnel contact details, fabrication and materials specifications, plaque disposition, maintenance/condition reports, covenants, and updated condition inspections.

Coordinate and oversee special Centennial-themed events related to the Art in Public Places Ordinance

- Facilitate four site-specific performances approved by City Council celebrating Culver City's Centennial celebration.

Develop a temporary art program celebrating the 30th anniversary of the creation of the Art in Public Places Program.

- Develop and issue an RFP for a consultant to implement a series of temporary art installations in 2018 to mark the Art in Public Places Program's 30th Anniversary.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

With the input of the Cultural Affairs Commission, examine the subject of historic preservation; plus facilitate an update of the City's Historic Preservation Program, beginning with revisions to the Municipal Code

- Coordinate with the City Attorney's Office to draft a project outline and timeline to begin updating the Historic Preservation Program.

Support the Performing Arts Grant Program administered by the Parks, Recreation, and Community Services Department and funded in part by the Cultural Trust Fund

- Continue to support and oversee the Performing Arts Grant Program in coordination with the Parks, Recreation and Community Services Department.

Cultural Venue Enhancement Project – Veterans Memorial Auditorium

- Continue to support and oversee the renovation of the Veterans Memorial Auditorium in coordination with Public Works and the Parks, Recreation, and Community Services Departments.

Facilitate the completion of a report on the creative economy in Culver City

- Complete and present the Creative Economy Report of Culver City.

Artist Laureate Program

- Continue working with the Cultural Affairs Commission Artist Laureate Subcommittee to develop guidelines for a potential Artist Laureate program.

Cultural Affairs Foundation

- Continue to work with the special subcommittee comprised of representatives from the City Council, the Cultural Affairs Commission and the Cultural Affairs Foundation Board to explore the feasibility of the Cultural Affairs Foundation being separated from the City.

HUMAN RESOURCES AND RISK MANAGEMENT

Administrative Policies and Procedures

- Review and update various personnel-related City policies and procedures.

Applicant Tracking System

- Implement new Applicant Tracking System to assist with streamlining and improving the application and hiring processes.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

City Department Support

- Continue to provide advice and support to City staff related to implementation of their Work Programs and assist in addressing day-to-day issues that arise.

Contract Negotiations

- Human Resources will support the City Manager's Office in negotiations for successor Memorandum of Understanding with the following recognized bargaining units:
 - c. Culver City Management Group – contract will expire on June 30, 2017
 - d. Culver City Employees Association – contract will expire on June 30, 2017

Employee Wellness Program

- Continue to provide an Employee Wellness Program with the goal of educating and motivating City employees to live a healthy lifestyle.

Performance Management System

- Implement new Performance Management System to assist with monitoring and managing employee performance. The system will allow departments to measure employee competencies and goals, develop succession plans, and automate the employee evaluation process

Recruitment and Testing

- Redesign the recruitment program. Develop and utilize new marketing, recruiting and testing tools. Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media and professional organizations.

Student Work Program

- Continue partnership with local high schools to market and recruit eligible students to participate in the Student Worker Program.

Succession Planning

- Develop and implement organizational strategy to address potential workforce gap. Offer job-related training and mentoring to employees to prepare them for promotional opportunities.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Training and Development

- Continue to provide mandatory and discretionary training opportunities to City employees that will enhance professional and personal development. Establish a Pre-Supervisory Training program to encourage and prepare employees for promotional opportunities. Expand current Supervisory Training program to tie in with performance management. Mandate that certain job classes attend specific number/hours of continuing education training. Incorporate elected officials into mandatory sexual harassment training program requirement per AB 1661.

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ADMINISTRATIVE SERVICES

10122100 – HUMAN RESOURCES

RESP. MGR.: SERENA WRIGHT-BLACK

DIVISION MISSION

To ensure and enhance quality public services by fulfilling the human resource and employee relations needs of the City Council, City Manager, operating departments and City employees.

DIVISION DESCRIPTION

The Culver City Human Resources Department is responsible for effectively administering the City's comprehensive Human Resource programs, including recruitment, testing, classification, compensation, benefits, training, Civil Service Rule administration, negotiation and contract administration, memoranda of understanding, compliance with laws, rules, regulations and council policies, and for providing administrative support to the City Manager, City Council and Civil Service Commission.

The Culver City Human Resources Department:

- Administers approximately 80+ recruitments per year.
- Provides principal interpretation and application of the Civil Service Rules which oversee the recruitment process, discipline and grievance procedures, and citywide administrative procedures.
- Negotiates six (6) bargaining unit contracts on behalf of the City.
- Provides contract administration, guidance and interpretation of all the MOU's for City staff, officials and labor representatives.
- Administers all City employee benefits including medical, dental, vision and other voluntary insurance programs, deferred compensation, PERS, retirement, personal flex-spending, among other benefit programs for 700+ City employees.
- Coordinates citywide training programs for all City employees as required including special training on Civil Service procedures, supervisory skills, dealing with conflict, and public service.
- Administers the City's pre-placement, fit-for-duty, and special medical examination process.
- Administers the City's unemployment insurance claims.
- Coordinates with Risk Management:
 - In the development of processes for streamlining and monitoring the coordination of benefits to employees injured-on-duty; and
 - Attend depositions, and participate in ADA accommodation and strategy meetings.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,015,153	1,142,271	1,139,242	-3,029	-0.3%
Maint & Operations	107,723	182,486	157,498	-24,988	-13.7%
Division Total	\$1,122,876	\$1,324,757	\$1,296,740	-\$28,017	-2.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			101	10122100			
			GENERAL FUND	Human Resources			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
613,986	667,794	667,794	411100	Regular Salaries	702,452	34,658	5.2%
0	37,818	37,818	411200	Part-Time Salaries	5,263	-32,555	-86.1%
317	0	0	411310	Overtime-Regular	0	0	0.0%
15,779	15,630	15,630	431000	Deferred Compensation	15,631	1	0.0%
40,111	41,104	41,104	432000	Social Security	42,656	1,552	3.8%
118,618	135,041	135,041	433000	Retirement - Employer	55,130	-79,911	-59.2%
0	0	0	433050	Retirement-Unfunded Liability	87,719	87,719	0.0%
18,448	20,009	20,009	434000	Workers Compensation	9,284	-10,725	-53.6%
92,093	107,151	107,151	435000	Group Insurance	102,080	-5,071	-4.7%
4,430	4,392	4,392	435400	Retiree Health Savings	4,392	0	0.0%
42,815	45,000	45,000	435500	Retiree Insurance	42,530	-2,470	-5.5%
58,010	58,010	58,010	435600	Retiree Medical Prefunding	60,911	2,901	5.0%
1,191	1,162	1,162	436000	State Disability Insurance	1,234	72	6.2%
1,500	1,000	1,000	437000	Mgt Health Ben	1,500	500	50.0%
1,842	2,100	2,100	437500	Longevity Pay	2,400	300	14.3%
4,465	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
1,548	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
1,015,153	1,142,271	1,142,271	Total	Personnel Services	1,139,242	-3,029	-0.3%
5,442	8,000	8,000	512100	Office Expense	6,000	-2,000	-25.0%
1,402	1,980	1,980	512400	Communications	1,980	0	0.0%
3,110	29,000	29,000	514100	Departmental Special Supplies	5,710	-23,290	-80.3%
4,016	0	825	514160	Employee Wellness Supplies	0	-825	-100.0%
7,578	10,075	10,330	516100	Training & Education	10,000	-330	-3.2%
1,624	3,000	3,000	516500	Conferences & Conventions	3,000	0	0.0%
27,949	31,555	32,742	516600	Special Events & Meetings	30,000	-2,742	-8.4%
1,065	1,080	1,080	516700	Memberships & Dues	1,000	-80	-7.4%
3,983	5,096	5,096	517000	City Commission Expenses	5,096	0	0.0%
0	300	300	517100	Subscriptions	300	0	0.0%
5,796	6,000	6,000	517300	Advertising and Public Relatio	8,000	2,000	33.3%
259	270	270	517850	Employee Recognition Events	420	150	55.6%
42	414	414	518300	Auto Mileage Reimbursement	414	0	0.0%
294	110	174	600200	R&M - Equipment	110	-64	-36.8%
32,612	50,000	50,162	610300	Personnel Services	50,000	-162	-0.3%
4,173	20,000	30,099	611200	Legal Services - Personnel Gri	20,000	-10,099	-33.6%
8,379	3,015	3,015	650300	Liability Reserve Charge	15,468	12,453	413.0%
107,723	169,895	182,486	Total	Maint & Operations	157,498	-24,988	-13.7%
1,122,876	1,312,166	1,324,757	Division Total		1,296,740	-28,017	-2.1%



ADMINISTRATIVE SERVICES

10122300 – CITY CLERK

RESP. MGR.: JEREMY GREEN

DIVISION MISSION

To keep and maintain records of all City Council proceedings, administer oaths, conduct elections, maintain a central filing system for the City, and provide a records management program to all departments. Continue to be highly visible and helpful to the community. Assist the public by serving as an information and documentation center.

DIVISION DESCRIPTION

The City Clerk is an appointed position and is responsible for compiling and maintaining a full record of all City Council proceedings; compiling and maintaining ordinance and resolution books; administering oaths and taking affidavits; preparing legal publications and notices; conducting general and special elections; and maintains a records management program for all departments.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	253,780	577,139	468,157	-108,982	-18.9%
Maint & Operations	185,641	224,143	206,261	-17,882	-8.0%
Division Total	\$439,420	\$801,282	\$674,418	-\$126,864	-15.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			101	10122300				
			GENERAL FUND	City Clerk				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	0	411100	Regular Salaries	310,633	310,633	0.0%	
0	0	0	411200	Part-Time Salaries	9,460	9,460	0.0%	
0	0	0	431000	Deferred Compensation	8,899	8,899	0.0%	
0	0	0	432000	Social Security	22,130	22,130	0.0%	
0	0	0	433000	Retirement - Employer	13,393	13,393	0.0%	
0	0	0	433050	Retirement-Unfunded Liability	20,404	20,404	0.0%	
0	0	0	434000	Workers Compensation	4,932	4,932	0.0%	
0	0	0	435000	Group Insurance	33,480	33,480	0.0%	
0	0	0	435400	Retiree Health Savings	1,950	1,950	0.0%	
0	0	0	435500	Retiree Insurance	26,550	26,550	0.0%	
0	0	0	435600	Retiree Medical Prefunding	13,839	13,839	0.0%	
0	0	0	436000	State Disability Insurance	287	287	0.0%	
0	0	0	437000	Mgt Health Ben	1,000	1,000	0.0%	
0	0	0	437500	Longevity Pay	1,200	1,200	0.0%	
0	0	0	Total	Personnel Services	468,157	468,157	0.0%	
0	0	0	512100	Office Expense	3,000	3,000	0.0%	
0	0	0	512400	Communications	1,465	1,465	0.0%	
0	0	0	514100	Departmental Special Supplies	13,314	13,314	0.0%	
0	0	0	514300	Municipal Code Revisions	1,500	1,500	0.0%	
0	0	0	516100	Training & Education	2,760	2,760	0.0%	
0	0	0	516500	Conferences & Conventions	6,901	6,901	0.0%	
0	0	0	516600	Special Events & Meetings	2,000	2,000	0.0%	
0	0	0	516700	Memberships & Dues	2,500	2,500	0.0%	
0	0	0	517000	City Commission Expenses	30,000	30,000	0.0%	
0	0	0	517300	Advertising and Public Relatio	20,000	20,000	0.0%	
0	0	0	517850	Employee Recognition Events	103	103	0.0%	
0	0	0	600200	R&M - Equipment	2,000	2,000	0.0%	
0	0	0	610400	Consulting Services	20,000	20,000	0.0%	
0	0	0	610600	Election Services	60,000	60,000	0.0%	
0	0	0	619800	Other Contractual Services	32,500	32,500	0.0%	
0	0	0	650300	Liability Reserve Charge	8,218	8,218	0.0%	
0	0	0	Total	Maint & Operations	206,261	206,261	0.0%	
0	0	0	Division Total		674,418	674,418	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

CITY CLERK			101	1011100			
			GENERAL FUND	City Clerk			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
145,520	356,358	356,358	411100	Regular Salaries	0	-356,358	-100.0%
88	16,257	16,257	411200	Part-Time Salaries	0	-16,257	-100.0%
1,769	0	0	411310	Overtime-Regular	0	0	0.0%
5,240	9,360	9,360	431000	Deferred Compensation	0	-9,360	-100.0%
11,107	22,035	22,035	432000	Social Security	0	-22,035	-100.0%
27,364	80,157	80,157	433000	Retirement - Employer	0	-80,157	-100.0%
4,373	5,364	5,364	434000	Workers Compensation	0	-5,364	-100.0%
14,549	32,348	32,348	435000	Group Insurance	0	-32,348	-100.0%
1,310	2,600	2,600	435400	Retiree Health Savings	0	-2,600	-100.0%
27,419	31,000	31,000	435500	Retiree Insurance	0	-31,000	-100.0%
13,180	13,180	13,180	435600	Retiree Medical Prefunding	0	-13,180	-100.0%
172	220	220	436000	State Disability Insurance	0	-220	-100.0%
500	1,000	1,000	437000	Mgt Health Ben	0	-1,000	-100.0%
1,189	1,200	1,200	437500	Longevity Pay	0	-1,200	-100.0%
0	4,500	4,500	438000	Auto Allowance	0	-4,500	-100.0%
0	1,560	1,560	438500	Cell Phone Allowance	0	-1,560	-100.0%
253,780	577,139	577,139	Total	Personnel Services	0	-577,139	-100.0%
1,095	3,000	2,000	512100	Office Expense	0	-2,000	-100.0%
1,418	0	0	512200	Printing and Binding	0	0	0.0%
1,037	1,465	1,465	512400	Communications	0	-1,465	-100.0%
5,596	5,314	5,314	514100	Departmental Special Supplies	0	-5,314	-100.0%
708	1,500	5,700	514300	Municipal Code Revisions	0	-5,700	-100.0%
0	2,760	3,760	516100	Training & Education	0	-3,760	-100.0%
2,748	6,901	6,901	516500	Conferences & Conventions	0	-6,901	-100.0%
0	2,000	2,000	516600	Special Events & Meetings	0	-2,000	-100.0%
390	2,500	2,500	516700	Memberships & Dues	0	-2,500	-100.0%
21,238	0	0	517000	City Commission Expenses	0	0	0.0%
38,317	17,500	23,292	517300	Advertising and Public Relatio	0	-23,292	-100.0%
0	103	103	517850	Employee Recognition Events	0	-103	-100.0%
128	2,000	2,000	600200	R&M - Equipment	0	-2,000	-100.0%
0	20,000	20,000	610400	Consulting Services	0	-20,000	-100.0%
109,516	100,000	100,000	610600	Election Services	0	-100,000	-100.0%
1,464	32,500	48,300	619800	Other Contractual Services	0	-48,300	-100.0%
1,986	808	808	650300	Liability Reserve Charge	0	-808	-100.0%
185,641	198,351	224,143	Total	Maint & Operations	0	-224,143	-100.0%
439,420	775,490	801,282	Division Total		0	-801,282	-100.0%

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ADMINISTRATIVE SERVICES

10122400 – CULTURAL AFFAIRS

RESP. MGR.: CHRISTINE BYERS

DIVISION MISSION

The Cultural Affairs Division is dedicated to supporting and strengthening Culver City’s vibrant cultural life by promoting and delivering performing, visual and literary arts experiences, education, and services to residents and visitors of the City of Culver City. The Cultural Affairs Division strives to advance the social and economic impact of arts and culture through performing arts grants, public art, and historic preservation programs.

DIVISION DESCRIPTION

The Cultural Affairs Division is responsible for managing the City’s extensive collection of public art, overseeing the performing arts grant program and providing guidance and support for development projects that have public art and preservation requirements. The Division also provides administrative support to the Cultural Affairs Commission and Cultural Affairs Foundation Board.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	0	0	215,264	215,264	100.0%
Division Total	\$0	\$0	\$215,264	\$215,264	100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			101	10122400				
			GENERAL FUND	Cultural Affairs-Art Fund				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	0	411100	Regular Salaries	108,112	108,112	0.0%	
0	0	0	411200	Part-Time Salaries	50,000	50,000	0.0%	
0	0	0	431000	Deferred Compensation	4,160	4,160	0.0%	
0	0	0	432000	Social Security	9,803	9,803	0.0%	
0	0	0	433000	Retirement - Employer	10,949	10,949	0.0%	
0	0	0	433050	Retirement-Unfunded Liability	14,330	14,330	0.0%	
0	0	0	435000	Group Insurance	15,560	15,560	0.0%	
0	0	0	435400	Retiree Health Savings	650	650	0.0%	
0	0	0	437000	Mgt Health Ben	500	500	0.0%	
0	0	0	437500	Longevity Pay	1,200	1,200	0.0%	
0	0	0	Total	Personnel Services	215,264	215,264	0.0%	
0	0	0	Division Total		215,264	215,264	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			413			41322400		
			CULTURAL TRUST FUND		Art Fund			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	0	411200	Part-Time Salaries	22,000	22,000	0.0%	
0	0	0	Total	Personnel Services	22,000	22,000	0.0%	
0	0	0	516700	Memberships & Dues	2,000	2,000	0.0%	
0	0	0	517000	City Commission Expenses	6,000	6,000	0.0%	
0	0	0	619800	Other Contractual Services	145,000	145,000	0.0%	
0	0	0	Total	Maint & Operations	153,000	153,000	0.0%	
0	0	0	730100	Improvements other than Bldg	10,000	10,000	0.0%	
0	0	0	Total	Capital Outlay	10,000	10,000	0.0%	
0	0	0	Division Total		185,000	185,000	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

ADMINISTRATION			413			41310400		
			CULTURAL TRUST FUND		Art Fund			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
615	0	34,300	411200	Part-Time Salaries	0	-34,300	-100.0%	
9	0	2,775	432000	Social Security	0	-2,775	-100.0%	
22	0	1,225	433000	Retirement - Employer	0	-1,225	-100.0%	
645	0	38,300	Total	Personnel Services	0	-38,300	-100.0%	
0	0	2,000	512100	Office Expense	0	-2,000	-100.0%	
91	0	909	512200	Printing and Binding	0	-909	-100.0%	
324	0	2,012	514100	Departmental Special Supplies	0	-2,012	-100.0%	
0	1,350	4,126	516500	Conferences & Conventions	0	-4,126	-100.0%	
327	0	1,187	516600	Special Events & Meetings	0	-1,187	-100.0%	
2,169	2,300	2,570	516700	Memberships & Dues	0	-2,570	-100.0%	
6,465	8,000	10,035	517000	City Commission Expenses	0	-10,035	-100.0%	
0	100	300	517100	Subscriptions	0	-300	-100.0%	
0	250	3,000	517300	Advertising and Public Relatio	0	-3,000	-100.0%	
125,501	183,500	387,845	619800	Other Contractual Services	0	-387,845	-100.0%	
134,877	195,500	413,984	Total	Maint & Operations	0	-413,984	-100.0%	
769	437,898	659,037	730100	Improvements other than Bldg	0	-659,037	-100.0%	
0	0	1,900	732150	IT Equipment - Hardware	0	-1,900	-100.0%	
769	437,898	660,937	Total	Capital Outlay	0	-660,937	-100.0%	
136,292	633,398	1,113,221	Division Total		0	-1,113,221	-100.0%	



ADMINISTRATIVE SERVICES

30922200 – RISK MANAGEMENT

RESP. MGR.: SERENA WRIGHT-BLACK

DIVISION MISSION

To effectively manage claims and administer the City's insurance, loss prevention/control and safety programs. To reduce insurance related costs whenever possible while maintaining appropriate levels of coverage. To reinforce the importance of safety awareness and training, and to assist in the mitigation of adverse environmental impacts.

DIVISION DESCRIPTION

The Risk Management Division of the Human Resource's Department is responsible for administering various City self-insurance programs including Workers' Compensation, Property, and Fidelity Bonds. In addition, it administers contracts for the City physician, medical facilities and claims administrators and administers/coordinates safety and environmental programs.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	260,858	330,887	333,886	2,999	0.9%
Maint & Operations	353,678	441,087	427,815	-13,272	-3.0%
Division Total	\$614,536	\$771,974	\$761,701	-\$10,273	-1.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			309	30922200			
			RISK MANAGEMENT FUND	Risk Management			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
206,751	202,581	202,581	411100	Regular Salaries	207,108	4,527	2.2%
6,229	6,210	6,210	431000	Deferred Compensation	6,209	-1	0.0%
14,488	14,248	14,248	432000	Social Security	14,583	335	2.4%
(3,274)	43,516	43,516	433000	Retirement - Employer	16,967	-26,549	-61.0%
0	0	0	433050	Retirement-Unfunded Liability	27,643	27,643	0.0%
5,664	6,531	6,531	434000	Workers Compensation	2,749	-3,782	-57.9%
16,874	17,330	17,330	435000	Group Insurance	17,920	590	3.4%
1,465	1,458	1,458	435400	Retiree Health Savings	1,458	0	0.0%
29,293	30,000	30,000	435500	Retiree Insurance	28,980	-1,020	-3.4%
6,820	6,820	6,820	435600	Retiree Medical Prefunding	7,161	341	5.0%
(24,154)	0	0	435650	OPEB Liability Charge	0	0	0.0%
202	178	178	436000	State Disability Insurance	193	15	8.4%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
0	0	0	437500	Longevity Pay	900	900	0.0%
0	1,125	1,125	438000	Auto Allowance	1,125	0	0.0%
0	390	390	438500	Cell Phone Allowance	390	0	0.0%
260,858	330,887	330,887	Total	Personnel Services	333,886	2,999	0.9%
620	1,500	1,500	512100	Office Expense	1,500	0	0.0%
312	440	440	512400	Communications	440	0	0.0%
0	4,400	4,400	513000	Utilities	4,400	0	0.0%
26,664	32,000	36,000	514100	Departmental Special Supplies	32,000	-4,000	-11.1%
0	7,000	7,000	514160	Employee Wellness Supplies	7,000	0	0.0%
4,696	4,620	4,620	516100	Training & Education	4,620	0	0.0%
200	3,000	3,000	516500	Conferences & Conventions	3,000	0	0.0%
0	150	150	516600	Special Events & Meetings	150	0	0.0%
0	1,325	1,325	516700	Memberships & Dues	1,325	0	0.0%
410	3,300	3,300	517100	Subscriptions	3,300	0	0.0%
0	500	500	518300	Auto Mileage Reimbursement	500	0	0.0%
21,470	35,000	40,795	614100	Medical Services	35,000	-5,795	-14.2%
7,372	10,000	11,908	619600	Drug Testing Program	10,000	-1,908	-16.0%
288,845	300,000	325,165	619800	Other Contractual Services	320,000	-5,165	-1.6%
2,572	984	984	650300	Liability Reserve Charge	4,580	3,596	365.4%
518	0	0	665100	Depreciation	0	0	0.0%
353,678	404,219	441,087	Total	Maint & Operations	427,815	-13,272	-3.0%
614,536	735,106	771,974	Division Total		761,701	-10,273	-1.3%



ADMINISTRATIVE SERVICES

30922210 – EMPLOYEE DISABILITY (IOD)

RESP. MGR.: SERENA WRIGHT-BLACK

DIVISION MISSION

To provide a source of funding to pay the salaries of employees while off for work-related disability.

DIVISION DESCRIPTION

The Risk Management Division of the Human Resource's Department is assigned responsibility for coordinating this program which is intended to help fund the salary/benefits of City employees on work-related disability (Injured-on-Duty). This allows City departments/divisions to use their existing funds to backfill or hire temporary workers to avoid any decline in service to the community.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	594,805	608,399	602,752	-5,647	-0.9%
Maint & Operations	4,994	1,922	10,759	8,837	459.8%
Division Total	\$599,799	\$610,321	\$613,511	\$3,190	0.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			309	30922210			
			RISK MANAGEMENT FUND	Employee Disability (IOD)			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
464,170	475,000	475,000	411100	Regular Salaries	475,000	0	0.0%
1,477	5,000	5,000	411310	Overtime-Regular	5,000	0	0.0%
5,716	4,050	4,050	431000	Deferred Compensation	4,050	0	0.0%
19,553	0	0	432000	Social Security	0	0	0.0%
(7,722)	95,000	95,000	433000	Retirement - Employer	95,000	0	0.0%
12,535	0	0	433500	Retirement - Employee	0	0	0.0%
10,995	12,759	12,759	434000	Workers Compensation	6,457	-6,302	-49.4%
57,309	0	0	435000	Group Insurance	0	0	0.0%
2,693	0	0	435400	Retiree Health Savings	0	0	0.0%
13,090	13,090	13,090	435600	Retiree Medical Prefunding	13,745	655	5.0%
808	500	500	436000	State Disability Insurance	500	0	0.0%
12,780	0	0	437500	Longevity Pay	0	0	0.0%
1,404	3,000	3,000	440000	Uniform Allowance	3,000	0	0.0%
594,805	608,399	608,399	Total	Personnel Services	602,752	-5,647	-0.9%
4,994	1,922	1,922	650300	Liability Reserve Charge	10,759	8,837	459.8%
4,994	1,922	1,922	Total	Maint & Operations	10,759	8,837	459.8%
599,799	610,321	610,321	Division Total		613,511	3,190	0.5%



ADMINISTRATIVE SERVICES

30922220 – PREMIUMS/CLAIMS

RESP. MGR.: SERENA WRIGHT-BLACK

DIVISION MISSION

To provide an accounting mechanism to better identify insurance premiums and claim costs.

DIVISION DESCRIPTION

The Risk Management Division of the Human Resources Department is assigned responsibility for coordinating insurance and other claims. This Business Unit allows for the separate accounting of the costs for various insurance premiums and liability, unemployment, and workers compensation claims.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Maint & Operations	4,953,721	4,400,000	4,644,015	244,015	5.5%
Division Total	\$4,953,721	\$4,400,000	\$4,644,015	\$244,015	5.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

HUMAN RESOURCES			309		30922220		
			RISK MANAGEMENT FUND		Premium/Claims		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,236,406	500,000	501,000	650100	Insurance Premiums - Liability	500,000	-1,000	-0.2%
0	0	0	650150	Insurance - ICRMA Assessment	224,015	224,015	0.0%
658,591	700,000	699,000	650200	Insurance Premiums - Other	720,000	21,000	3.0%
296,375	300,000	300,000	650400	Workers Comp Ins Premiums	300,000	0	0.0%
(7,238)	0	0	660100	Liability Insurance Claims	0	0	0.0%
2,688,568	2,800,000	2,800,000	660200	Workers Comp Ins Claims	2,800,000	0	0.0%
81,019	100,000	100,000	660300	Unemployment Insurance Claims	100,000	0	0.0%
4,953,721	4,400,000	4,400,000	Total	Maint & Operations	4,644,015	244,015	5.5%
4,953,721	4,400,000	4,400,000	Division Total		4,644,015	244,015	5.5%



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

DEPARTMENT MISSION

To provide technology services that align with the City’s strategic vision, enhance the productivity of City departments, facilitate collaboration for effective decision making, and enable information access to the public to ensure government transparency.

DEPARTMENT DESCRIPTION

The Information Technology Department is responsible for providing centralized network services, telecommunications, and technology solutions support. Information Technology provides project management, implementation, and programming support for the enhancement of software systems. Support services include: system analysis, application development, hardware and infrastructure maintenance, and training. The IT Public Safety Division provides technology support services to the Police and Fire Department. The Graphic Services Division provides custom printing support, fax and copier support, and mail services.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
24100	Information Technology	3,233,433	3,763,803	3,682,258	-81,545	-2.2%
24200	Graphic Services	309,949	431,397	353,976	-77,421	-17.9%
24300	IT Public Safety	0	221,428	382,007	160,579	72.5%
	Fund Total	\$3,543,382	\$4,416,628	\$4,418,241	\$1,613	0.0%
<i>205 - MUNICIPAL FIBER NETWORK FUND</i>						
24500	Municipal Fiber Network Ops	0	1,501,749	0	-1,501,749	-100.0%
	Fund Total	\$0	\$1,501,749	\$0	-\$1,501,749	-100.0%
<i>307 - EQUIPMENT REPLACEMENT FUND</i>						
24100	Information Technology	174,755	328,186	348,000	19,814	6.0%
	Fund Total	\$174,755	\$328,186	\$348,000	\$19,814	6.0%
<i>412 - BUILDING SURCHARGE FUND</i>						
24100	Information Technology	103,092	556,956	283,949	-273,007	-49.0%
	Fund Total	\$103,092	\$556,956	\$283,949	-\$273,007	-49.0%
	Department Total	\$3,821,229	\$6,803,519	\$5,050,190	-\$1,753,329	-25.8%



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>24100 Information Technology</u>					
Chief Information Officer	1.00	1.00	1.00	0.00	0.0%
Computer Programmer	0.00	0.00	0.00	0.00	0.0%
GIS Analyst	1.00	1.00	1.00	0.00	0.0%
GIS Technician *	0.00	0.00	1.00	1.00	100.0%
Information Systems Analyst	1.50	1.50	1.50	0.00	0.0%
Information Tech Analyst	1.00	1.00	1.00	0.00	0.0%
Network Administrator	2.00	3.00	3.00	0.00	0.0%
Service Desk Technician *	2.00	2.00	1.00	-1.00	-50.0%
Sr. Computer Program Analyst	2.00	2.00	2.00	0.00	0.0%
Systems Support Manager	0.00	0.50	0.50	0.00	0.0%
Tech. Services Manager/Ex	1.00	1.00	1.00	0.00	0.0%
Telecommunications Analyst	1.00	0.00	0.00	0.00	0.0%
Webmaster	1.00	1.00	1.00	0.00	0.0%
Division Total	13.50	14.00	14.00	0.00	0.0%
<u>24100 Information Technology (Fund 412)</u>					
Sr. Computer Program Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>24200 Graphic Services</u>					
Graphic Services Supervisor	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>24300 Information Technology - Public Safety</u>					
Systems Support Manager	0.00	0.50	0.50	0.00	0.0%
Information Tech Analyst	0.00	2.00	2.00	0.00	0.0%
Division Total	0.00	2.50	2.50	0.00	0.0%
Total Positions	15.50	18.50	18.50	0.00	0.0%

* Reclass one (1) Service Desk Technician position to a GIS Technician



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>24100 Information Technology</u>					
Administrative Intern/Ex	750	750	750	0	0.0%
GIS Intern/Ex *	750	750	0	-750	-100.0%
Division Total	1,500	1,500	750	-750	-50.0%
Total Hours	1,500	1,500	750	-750	-50.0%

* *Eliminate GIS Intern hours. Savings used to offset reclass of Service Desk Technician position to a GIS Technician position*



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2016-17 WORK PLANS

IT Strategic Direction – Cloud Solutions

- Complete cloud E-mail and calendar migration to Office 365. Implement productivity solutions, cloud storage, and E-Discovery module in Microsoft Office 365 and provide training to City. Implement cloud online backup/recovery solution.

Status: The migration of e-mail and calendaring to Office 365 is complete. In the process of converting licensing to the full productivity suite for all staff members. The rollout of Microsoft One Drive and Productivity suite use will begin in the spring and continue into fiscal year 17-18. E-Discovery has been implemented. Training of City Attorney's office staff to be completed this spring. A project to migrate Committees, Commissions, and Boards to City e-mail in progress to be completed early summer 2017.

The vendor for the online backup/recovery solution has been selected and currently working with the City Attorney's office to finalize the agreements. The project will initiate after contract execution.

Permitting Software Upgrade

- Initiate Phase II of this project which will include online permitting, remote inspections, streamlined workflow, electronic plan submissions, and additional interfaces to GIS.

Status: Staff has completed the provision of replacement hardware (servers) in preparation of a major software upgrade. Once the upgrade is complete (April 2017), IT staff will work with the Community Development, Fire, and Public Works to implement online permitting. Staff is also working with the vendor to evaluate an open data portal for permits which will provide the public with visibility to the City's permitting activity. The implementation of this module is targeted for June 2017.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.

Proactively work with all city departments to analyze areas where technology can be implemented to enhance productivity and to leverage existing software solutions.

Status: IT has provided support and participated in a various technology initiatives from other departments this year. Many of these efforts will also continue into the next fiscal year. Below is a partial list of projects:

- *Transit Smartbus (CAD/AVL) replacement*
- *Transit Bus Signal Priority*
- *Transit Intelligent Bus Signage*
- *Upgrade Wi-Fi at Transportation*
- *Transit Bus Video Wi-Fi and Transit Bus in-Bus Monitor*
- *Transit - Updates of Fleet Management training program as part of Fleet to the Cloud Transit project*
- *Finance - Executime employee time clock and time-keeping project*



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- *Public Works - SetPoint building temperature and lighting management project*
- *Public Works - Transfer Station lower area scale replacement project*
- *Public Works – Preferential Parking Permit Management*
- *Human Resources – NeoGov Applicant Processing and Employee Performance Project*
- *Fire - Review and propose options for Fire Training’s Smart Classroom*
- *Public Safety - Work with the Police and Fire on planning for relocation of Dispatch to RCC*

Technology Enhancement & Replacements

- Replace approximately 140 PCs’ SATA disks with Solid State Drives (SSD). Replace Cisco upcoming end of life equipment as determined by audit and published end of life information. Work with Public Works to enhance cooling in City data closets and investigate a cost effective monitoring system for high temperature events.

Status: Approximately 20 PCs have been upgraded with SSD drives. The inventory of laptops are also being upgraded (SSD drives and additional RAM) where appropriate to extend the laptop the useful life as an alternative to replacing the units.

Replacement project for telephone infrastructure (Cisco voice gateway and phone management system) is in progress. Replacement of network security infrastructure (Cisco security/access control software/hardware) is in progress. In the process of replacing data closet equipment with temperature tolerant equipment. The City’s storage area network (SAN) unit was upgraded to increase the amount of data storage. The unit now has approximately 25 Terabytes (TB) of space in use and 46 TB available for future operations. This upgrade resulted in an 84% increase of total available network storage.

Municipal Fiber Network Project

- Continue the implementation of a municipal fiber network which will be leveraged to provide high-speed and high-quality Internet access to local businesses, the Culver City school district, and for municipal operations.

Status: On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. Our Office continues to work with City staff, Mox and other stakeholders to move this project forward. Construction of the fiber optic network backbone began on August 22, 2016, and is anticipated to be completed by August 2017. The process for selection and construction of City and customer funded laterals was approved by City Council on November 14, 2016. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

IT Service Desk Software

- Implement an online IT Service Portal for self-service reporting of technical issues including error reporting and password changes. Implement auditing and reporting modules for management. Investigate and implement work flow options for employee setups and changes, and project requests.

Status: The rollout Citywide was launched in February 2017. Combined with a project to allow remote password changes by staff in the field and a branded landing page for the City's Office 365 e-mail system. The online IT service portal will continue to be expanded to provide additional end-user tutorials and enhanced change management tracking for IT operations.

Parking Subcommittee Initiatives

- Provide technical support as required for technology initiatives related to Parking including the deployment of Automatic License plate readers, Automated/Online Residential Parking Permits, and support for upgrading the parking attendant software at City parking structures.

Status: IT has provided support and participated in the project team meetings for the parking management control software, Parking Guidance System, and Residential Parking Permits. It has been determined that fiber laterals connecting to the City's Municipal Fiber Network will be installed at the parking garages to facilitate connectivity. These efforts will continue into FY17-18.

Department Grant Tracking

- Participate in the city-wide use of eCivis to identify, monitor and track grants.

Status: IT staff continue to explore opportunities for technology grants.

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal One: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- (Initiative 1b) In coordination with the PRCS Department, create a Culver City Unified School District / City Youth shared resource page on the City's website to promote community service opportunities for youth and include a directory of neighborhood and homeowner associations, non-profit organizations, and service clubs.
- (Initiative 1d) In coordination with the City Attorney's Office, evaluate the criteria to post an event on the community calendar on the city's website and draft a policy related to calendar postings on the website. Promote the use of the community calendar through development and maintenance of the calendar items.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Deploy an updated CRM mobile tool to facilitate the public being able to interface with the City. The citizen portal would also provide the public with access to additional online services.
- Open Data/Transparency - Deploy additional datasets on the City's website to expand the open data portal. The City's permitting activity and other datasets of interest would be made available to the public.

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

- (Initiative 1a) In coordination with the PRCS Department, develop and post a nonprofit and service club directory on the City's website.
- Deploy enhanced website analytics on the City's website to assist with tracking and report strategic goal indicators related to end-user activity on the website.

Goal Four: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- (Initiative 1a) In participation with the Administrative Services Department, the IT Department will support and participate in the student work program.
- Citywide Technical Training – Provide technical training to city staff in the areas of computer usage, Microsoft productivity applications (Outlook, Word, Excel, PowerPoint), and Geographical Information Systems (GIS) software and tools.

Goal Six: Enhance Culver City's Reputation as a City of Kindness

- Work with the City Manager's Office to identify and implement programs on the City's website where the City can showcase endeavors related to being a city of kindness.

DEPARTMENTAL WORK PLANS

IT Strategic Direction

- Work with all city departments to develop an IT Strategic Plan and roadmap implementing technology to facilitate smart cities initiatives that will leverage the city's municipal fiber network.
- Complete an external network assessment and security.
- Evaluate and recommend a Wi-Fi strategy once the City's municipal fiber network construction is complete and operational.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Permitting Software Enhancements

- Continue to implement technology enhancements related to support the city's permitting activities. Software enhancements will also coincide with streamlined permitting that will be implemented in coordination with Community Development, Fire, and Public Works Departments.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.

Technology Enhancement & Replacements

- Continue project to replace approximately 100 PCs' SATA disks with Solid State Drives. Replace Cisco upcoming end of life equipment as determined by audit and published end of life (EOL) information.
- Upgrade Geographical Information Systems (GIS) website mapping applications (Property Information Search and SIMS (Sewer Infrastructure Management System)). The upgrade will include an enhanced user experience by dynamically interacting with the maps, additional functionality, compatibility with additional web browsers and a responsive design for mobile users.
- Work with the Police Department to redesign the CCPD website.

Municipal Fiber Network – Culver Connect

- Continue the implementation of a municipal fiber network which will be leveraged to provide high-speed and high-quality Internet access to local businesses, the Culver City school district, and for municipal operations.



INFORMATION TECHNOLOGY

10124100 – INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

DIVISION MISSION

Facilitates the accessibility, storage and flow of City data by developing and maintaining computer systems that support City business processes. Extends to citizens the capability of obtaining City information in an efficient and productive forum. Manages the operations and daily support for the computer and non-Public Safety data and telecommunications infrastructure, network, server, and client computing resources of the City.

DIVISION DESCRIPTION

The Systems Development section of Information Technology provides analysis, design specification, implementation support, computer system maintenance, digital asset management and multi-media services. The goal of Systems Development staff is to provide application support that ultimately enhances decision-making process and streamlines the delivery of information.

Technical Services is the infrastructure operations and support arm of the Information Technology Department and is responsible for network services, hardware, and telecommunications.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	2,098,127	2,474,747	2,409,762	-64,985	-2.6%
Maint & Operations	1,135,306	1,289,056	1,272,496	-16,560	-1.3%
Division Total	\$3,233,433	\$3,763,803	\$3,682,258	-\$81,545	-2.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

INFORMATION TECHNOLOGY			101	10124100			
			GENERAL FUND	Information Technology			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,366,630	1,582,874	1,597,565	411100	Regular Salaries	1,555,557	-42,008	-2.6%
15,454	10,362	10,362	411200	Part-Time Salaries	13,653	3,291	31.8%
9,697	11,475	11,475	411310	Overtime-Regular	11,475	0	0.0%
16,880	20,800	20,800	431000	Deferred Compensation	20,049	-751	-3.6%
91,856	108,950	108,950	432000	Social Security	104,619	-4,331	-4.0%
257,025	333,047	333,047	433000	Retirement - Employer	134,037	-199,010	-59.8%
0	0	0	433050	Retirement-Unfunded Liability	201,439	201,439	0.0%
52,291	64,843	64,843	434000	Workers Compensation	22,663	-42,180	-65.0%
110,653	139,756	139,756	435000	Group Insurance	150,540	10,784	7.7%
8,000	9,750	9,750	435400	Retiree Health Savings	9,100	-650	-6.7%
31,687	32,000	32,000	435500	Retiree Insurance	33,700	1,700	5.3%
122,300	122,300	122,300	435600	Retiree Medical Prefunding	128,415	6,115	5.0%
4,057	4,714	4,714	436000	State Disability Insurance	4,480	-234	-5.0%
1,000	1,250	1,250	437000	Mgt Health Ben	1,000	-250	-20.0%
9,488	10,200	10,200	437500	Longevity Pay	12,000	1,800	17.6%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,555	2,535	2,535	438500	Cell Phone Allowance	2,535	0	0.0%
0	700	700	440000	Uniform Allowance	0	-700	-100.0%
(5,980)	0	0	499500	Contra-Salaries	0	0	0.0%
2,098,127	2,460,056	2,474,747	Total	Personnel Services	2,409,762	-64,985	-2.6%
381	220	220	512100	Office Expense	220	0	0.0%
21,601	13,530	13,530	512400	Communications	13,530	0	0.0%
4,859	10,000	10,000	514100	Departmental Special Supplies	10,000	0	0.0%
11,666	25,000	25,000	516100	Training & Education	25,000	0	0.0%
1,832	2,000	2,000	516500	Conferences & Conventions	2,000	0	0.0%
0	600	600	516700	Memberships & Dues	600	0	0.0%
808	0	0	517100	Subscriptions	0	0	0.0%
1,031	0	0	517300	Advertising and Public Relatio	0	0	0.0%
197	457	646	517850	Employee Recognition Events	463	-183	-28.3%
372	0	0	600100	R&M - Building	0	0	0.0%
1,008,495	981,366	1,120,042	600200	R&M - Equipment	1,094,923	-25,119	-2.2%
60,315	38,000	107,249	619800	Other Contractual Services	88,000	-19,249	-17.9%
23,750	9,770	9,770	650300	Liability Reserve Charge	37,760	27,990	286.5%
1,135,306	1,080,943	1,289,056	Total	Maint & Operations	1,272,496	-16,560	-1.3%
3,233,433	3,540,999	3,763,803	Division Total		3,682,258	-81,545	-2.2%



INFORMATION TECHNOLOGY

10124200 – GRAPHIC SERVICES

RESP. MGR.: DAVID VARGAS

DIVISION MISSION

To provide City departments and divisions with efficient, cost effective, print shop and mail handling services.

DIVISION DESCRIPTION

The Graphic Services Division is responsible for providing quality centralized design, printing, duplicating, binding, laminating, and mail handling services. Graphic Services provides electrostatic, multifunctional devices that copy, scan, and fax in twenty-five (25) satellite office locations where City departments can perform their own copying, emailing, faxing, and scanning for storage operations.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	150,271	149,536	151,557	2,021	1.4%
Maint & Operations	159,678	216,861	202,419	-14,442	-6.7%
Capital Outlay	0	65,000	0	-65,000	-100.0%
Division Total	\$309,949	\$431,397	\$353,976	-\$77,421	-17.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

INFORMATION TECHNOLOGY			101	10124200			
			GENERAL FUND	Graphic Services			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
84,066	79,252	79,252	411100	Regular Salaries	81,566	2,314	2.9%
0	959	959	411310	Overtime-Regular	959	0	0.0%
1,048	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
5,944	5,486	5,486	432000	Social Security	5,469	-17	-0.3%
14,923	16,269	16,269	433000	Retirement - Employer	6,320	-9,949	-61.2%
0	0	0	433050	Retirement-Unfunded Liability	10,297	10,297	0.0%
2,012	3,001	3,001	434000	Workers Compensation	1,080	-1,921	-64.0%
18,186	18,702	18,702	435000	Group Insurance	19,390	688	3.7%
655	650	650	435400	Retiree Health Savings	650	0	0.0%
15,735	16,500	16,500	435500	Retiree Insurance	16,740	240	1.5%
7,370	7,370	7,370	435600	Retiree Medical Prefunding	7,739	369	5.0%
331	307	307	436000	State Disability Insurance	307	0	0.0%
150,271	149,536	149,536	Total	Personnel Services	151,557	2,021	1.4%
88,031	101,000	101,000	512300	Postage	101,000	0	0.0%
209	295	295	512400	Communications	295	0	0.0%
25,628	34,925	34,925	514100	Departmental Special Supplies	34,925	0	0.0%
0	1,000	1,000	516100	Training & Education	1,000	0	0.0%
5,526	21,500	36,265	600200	R&M - Equipment	21,500	-14,765	-40.7%
39,371	41,900	42,924	605100	Rental of Equipment	41,900	-1,024	-2.4%
914	452	452	650300	Liability Reserve Charge	1,799	1,347	298.0%
159,678	201,072	216,861	Total	Maint & Operations	202,419	-14,442	-6.7%
0	65,000	65,000	732120	Departmental Special Equipment	0	-65,000	-100.0%
0	65,000	65,000	Total	Capital Outlay	0	-65,000	-100.0%
309,949	415,608	431,397	Division Total		353,976	-77,421	-17.9%



INFORMATION TECHNOLOGY

10124300 – IT PUBLIC SAFETY SUPPORT

RESP. MGR.: HOA DIEP

DIVISION MISSION

To provide technology support for the city's public safety operations. Manages the technical operation, security, and support for public safety data, infrastructure, network, servers and client computing resources and supports the technology needs of the Fire and Police Departments.

DIVISION DESCRIPTION

The IT Public Safety Support division provides software, hardware, and infrastructure support for public safety operations. The goal of the division is to implement and administer technology services that enhance and the operations of the Fire and Police departments. The division is also responsible for ensuring security and regulatory compliance as it relates to public safety policies for data access and usage protocols.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	0	221,428	378,327	156,899	70.9%
Maint & Operations	0	0	3,680	3,680	0.0%
Division Total	\$0	\$221,428	\$382,007	\$160,579	72.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

INFORMATION TECHNOLOGY			101	10124300			
			GENERAL FUND	IT Public Safety			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	152,914	152,914	411100	Regular Salaries	265,322	112,408	73.5%
0	2,600	2,600	431000	Deferred Compensation	2,890	290	11.2%
0	12,142	12,142	432000	Social Security	19,684	7,542	62.1%
0	33,429	33,429	433000	Retirement - Employer	21,313	-12,116	-36.2%
0	0	0	433050	Retirement-Unfunded Liability	34,723	34,723	0.0%
0	0	0	434000	Workers Compensation	2,209	2,209	0.0%
0	18,013	18,013	435000	Group Insurance	28,350	10,337	57.4%
0	975	975	435400	Retiree Health Savings	1,625	650	66.7%
0	405	405	436000	State Disability Insurance	811	406	100.2%
0	250	250	437000	Mgt Health Ben	0	-250	-100.0%
0	700	700	440000	Uniform Allowance	1,400	700	100.0%
0	221,428	221,428	Total	Personnel Services	378,327	156,899	70.9%
0	0	0	650300	Liability Reserve Charge	3,680	3,680	0.0%
0	0	0	Total	Maint & Operations	3,680	3,680	0.0%
0	221,428	221,428	Division Total		382,007	160,579	72.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

INFORMATION TECHNOLOGY			205			20524500		
			MUNICIPAL FIBER NETWORK FUND		Municipal Fiber Network Ops			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
263,251	0	1,501,749	619800	Other Contractual Services	0	-1,501,749	-100.0%	
(263,251)	0	0	699800	Other Contractual Service-Cont	0	0	0.0%	
0	0	1,501,749	Total	Maint & Operations	0	-1,501,749	-100.0%	
0	0	1,501,749	Division Total		0	-1,501,749	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

INFORMATION TECHNOLOGY			307			30724100			
			EQUIPMENT REPLACEMENT FUND			Information Technology			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	16,265	619800	Other Contractual Services		0	-16,265	-100.0%	
0	0	16,265	Total	Maint & Operations		0	-16,265	-100.0%	
0	0	4,462	730100	Improvements other than Bldg		0	-4,462	-100.0%	
212,941	263,500	323,725	732150	IT Equipment - Hardware		348,000	24,275	7.5%	
212,941	263,500	328,186	Total	Capital Outlay		348,000	19,814	6.0%	
212,941	263,500	344,451	Division Total			348,000	3,549	1.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

INFORMATION TECHNOLOGY			412	41224100			
			BUILDING SURCHARGE FUND	Information Technology			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
42,584	107,132	107,132	411100	Regular Salaries	89,027	-18,105	-16.9%
416	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
2,757	7,058	7,058	432000	Social Security	7,168	110	1.6%
7,799	21,153	21,153	433000	Retirement - Employer	7,526	-13,627	-64.4%
0	0	0	433050	Retirement-Unfunded Liability	12,261	12,261	0.0%
0	0	0	434000	Workers Compensation	5,341	5,341	0.0%
0	3,350	3,350	435000	Group Insurance	8,960	5,610	167.5%
260	650	650	435400	Retiree Health Savings	650	0	0.0%
157	401	401	436000	State Disability Insurance	370	-31	-7.7%
0	180	180	437500	Longevity Pay	0	-180	-100.0%
53,973	140,964	140,964	Total	Personnel Services	132,343	-8,621	-6.1%
4,196	12,000	12,000	516100	Training & Education	12,000	0	0.0%
0	0	5,404	517100	Subscriptions	0	-5,404	-100.0%
0	50,669	109,478	600200	R&M - Equipment	50,669	-58,809	-53.7%
31,808	73,037	180,574	619800	Other Contractual Services	73,037	-107,537	-59.6%
0	0	0	650300	Liability Reserve Charge	8,900	8,900	0.0%
36,004	135,706	307,456	Total	Maint & Operations	144,606	-162,850	-53.0%
8,371	7,000	74,752	732150	IT Equipment - Hardware	7,000	-67,752	-90.6%
4,744	0	33,784	732160	IT Equipment - Software	0	-33,784	-100.0%
13,115	7,000	108,536	Total	Capital Outlay	7,000	-101,536	-93.6%
103,092	283,670	556,956	Division Total		283,949	-273,007	-49.0%

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NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

DEPARTMENT MISSION

Support legislative activities through memberships in organizations representing local government and provide financial assistance to community organizations that promote civic, business, educational, cultural and recreational programs for the benefit of the City. Provide funding for non-departmental City activities and contingencies that may arise during the year.

DEPARTMENT DESCRIPTION

Grouped within this budget are items that do not belong to any one department or division. Items that are of City-wide concern included within this budget are advertising, public relations, City memberships, and contributions to organizations that plan and execute civic functions and promote civic pride and/or community goals. Also included within this budget are amounts for additional city-wide training, contract services for Hazardous Material personnel, one-time retirement related costs, and funding for other general City contingencies (appropriated reserves) that may arise during the year.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
16100	Non-Departmental	2,780,096	4,481,948	5,355,188	873,240	19.5%



NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY)		ADOPTED BUDGET 2015-16	ADOPTED BUDGET 2016-17	ADOPTED BUDGET 2017-18
<i>I. PERSONNEL SERVICES</i>				
435600	Retiree Medical Pre-Funding	57,760	57,760	60,648
Total Personnel Services		57,760	57,760	60,648
<i>II. MEMBERSHIPS AND ADMINISTRATION</i>				
514100	Departmental Special Supplies			
	P1 Parking – Miscellaneous Expenses	15,000	15,000	15,000
516100	Training and Education			
	City-wide Training	2,500	2,500	2,500
	Commissions	17,500	17,500	17,500
516600	Special Events and Meetings	30,000	30,000	30,000
516700	City-Wide Memberships & Dues	56,100	56,100	59,052
	COG-Westside COG	\$30,000		
	Independent Cities L.A. Co.	\$1,710		
	League of Calif. Cities, State	\$15,152		
	League of Calif. Cities, L.A. Co.	\$1,350		
	National League of Cities	\$3,250		
	So. Calif. Assn. of Govts.	\$4,090		
	US Conference of Mayors	\$3,500		
517300	Advertising and Public Notices	0	0	2,500
520200	Credit Card Fees	230,000	230,000	230,000
619800	Other Contractual Services	52,000	52,000	213,600
Total Memberships and Administration		403,100	403,100	570,152



NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY <i>(cont'd)</i>	ADOPTED BUDGET 2015-16	ADOPTED BUDGET 2016-17	ADOPTED BUDGET 2017-18
<i>III. 513000 – CITY-WIDE UTILITY COSTS</i>	2,150,000	2,150,000	2,150,000
Total City-Wide Utilities	2,150,000	2,150,000	2,150,000
 <i>IV. 517500 – CONTRIBUTIONS TO OTHER AGENCIES</i>			
<i>A. DIRECT CONTRIBUTIONS TO COMMUNITY ORGANIZATIONS</i>			
High School Graduation Party <i>(Plus "in kind" City services by Street Division and Attorney's Office).</i>	3,500	3,500	3,500
Independence Day, Exchange Club <i>(Plus "in kind" City services of approximately \$30,000 for Police security, parks, building and electrical maintenance, street crews, Fire services and event insurance.)</i>	24,000	24,000	24,000
Sister City Visitations <i>(Plus "in kind" City services of approximately \$3,000 for staff support, material and printing)</i>	16,600	16,600	20,445
Martin Luther King Jr. Day	5,000	5,000	5,000
Total Contributions to Community Organizations	49,100	49,100	52,945
 <i>B. DIRECT CONTRIBUTIONS TO OTHER AGENCIES</i>			
Culver City Schools – Sewer Service Charge	52,000	52,000	52,000
Culver City Schools – Refuse Services	133,000	133,000	133,000
Total Contributions to Other Agencies	185,000	185,000	185,000



NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY <i>(cont'd)</i>	ADOPTED BUDGET 2015-16	ADOPTED BUDGET 2016-17	ADOPTED BUDGET 2017-18
<i>V. 650200 – INSURANCE PREMIUMS – OTHER</i>	626,443	626,443	626,443
<i>VI. 910200 – CONTINGENCIES</i>			
Other Contingencies	850,000	850,000	1,550,000
Appropriated Reserve	150,000	150,000	150,000
Council Allocation	10,000	10,000	10,000
Total Contingencies	1,010,000	1,010,000	1,710,000
TOTAL NON-DEPARTMENTAL (16100)	\$4,481,403	\$4,481,403	\$5,355,188

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			101	10116100			
			GENERAL FUND	Non-Departmental			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
57,760	57,760	57,760	435600	Retiree Medical Prefunding	60,648	2,888	5.0%
57,760	57,760	57,760	Total	Personnel Services	60,648	2,888	5.0%
2,032,977	2,150,000	2,150,000	513000	Utilities	2,150,000	0	0.0%
6,518	15,000	15,500	514100	Departmental Special Supplies	15,000	-500	-3.2%
0	20,000	12,500	516100	Training & Education	20,000	7,500	60.0%
4,217	30,000	43,500	516600	Special Events & Meetings	30,000	-13,500	-31.0%
50,917	56,645	56,645	516700	Memberships & Dues	59,052	2,407	4.2%
10,433	0	0	517300	Advertising and Public Relatio	2,500	2,500	0.0%
220,423	234,100	244,842	517500	Contributions to Agencies	237,945	-6,897	-2.8%
334,973	230,000	230,000	520200	Credit Card Fees	230,000	0	0.0%
61,878	52,000	130,184	619800	Other Contractual Services	213,600	83,416	64.1%
0	0	3,916	619805	Other Contract Svcs-Ice Rink	0	-3,916	-100.0%
0	626,443	626,443	650200	Insurance Premiums - Other	626,443	0	0.0%
2,722,336	3,414,188	3,513,530	Total	Maint & Operations	3,584,540	71,010	2.0%
0	1,010,000	177,112	910200	Appropriated Reserve	1,710,000	1,532,888	865.5%
0	-1,633,400	(1,633,400)	910300	Projected Excess Appropriation	(2,300,000)	-666,600	40.8%
305,000	0	0	952307	Trsf Out To - Fund 307	0	0	0.0%
0	57,691	57,691	952414	Trsf Out To - Fund 414	55,402	-2,289	-4.0%
5,353,524	4,700,000	4,701,152	952420	Trsf Out To - Fund 420	4,770,000	68,848	1.5%
5,080,000	847,000	847,000	952434	Trsf Out To - Fund 434	0	-847,000	-100.0%
10,738,524	4,981,291	4,149,555	Total	Inter-Fund Transfers	4,235,402	85,847	2.1%
13,518,620	8,453,239	7,720,845	Division Total		7,880,590	159,745	2.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			202	20216100				
			REFUSE DISPOSAL FUND	Non-Departmental				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
11,924	0	0	550130	Bad Debt Expense	0	0	0.0%	
11,924	0	0	Total	Maint & Operations	0	0	0.0%	
950,000	0	0	952434	Trsf Out To - Fund 434	0	0	0.0%	
950,000	0	0	Total	Inter-Fund Transfers	0	0	0.0%	
961,924	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			203 MUNICIPAL BUS LINES FUND		20316100 Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
300,000	300,000	300,000	952101	Trsf Out To - Fund 101	300,000	0	0.0%
300,000	300,000	300,000	Total	Inter-Fund Transfers	300,000	0	0.0%
300,000	300,000	300,000	Division Total		300,000	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			307			30716100		
			EQUIPMENT REPLACEMENT FUND		Non-Departmental			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
135,784	25,000	25,000	740100	Furniture & Furnishings	25,000	0	0.0%	
135,784	25,000	25,000	Total	Capital Outlay	25,000	0	0.0%	
135,784	25,000	25,000	Division Total		25,000	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			309			30916100			
			RISK MANAGEMENT FUND			Non-Departmental			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
15,403	0	25,235	512100	Office Expense		0	-25,235	-100.0%	
15,403	0	25,235	Total	Maint & Operations		0	-25,235	-100.0%	
15,403	0	25,235	Division Total			0	-25,235	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			310		31016100		
			CENTRAL STORES FUND		Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
215,859	225,000	225,000	512400	Communications	225,000	0	0.0%
(381)	0	65,000	550110	Uniforms	65,000	0	0.0%
215,479	225,000	290,000	Total	Maint & Operations	290,000	0	0.0%
215,479	225,000	290,000	Division Total		290,000	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			415		41516100		
			PROP A LOCAL RETURN FUND		Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
714,704	741,499	741,499	952203	Trsf Out To - Fund 203	750,402	8,903	1.2%
714,704	741,499	741,499	Total	Inter-Fund Transfers	750,402	8,903	1.2%
714,704	741,499	741,499	Division Total		750,402	8,903	1.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			424		42416100		
			PROP C LOCAL RETURN FUND		Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
350,197	224,000	224,000	952203	Trsf Out To - Fund 203	233,439	9,439	4.2%
205,430	187,020	187,020	952414	Trsf Out To - Fund 414	247,318	60,298	32.2%
555,627	411,020	411,020	Total	Inter-Fund Transfers	480,757	69,737	17.0%
555,627	411,020	411,020	Division Total		480,757	69,737	17.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			434			43416100			
			CC SAFE/CLEAN WATER PROTECTION		Non-Departmental				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change		
28,000	560,000	562,000	619800	Other Contractual Services	0	-562,000	-100.0%		
28,000	560,000	562,000	Total	Maint & Operations	0	-562,000	-100.0%		
28,000	560,000	562,000	Division Total		0	-562,000	-100.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			475			47516100		
			CULVER CITY PARKING AUTHORITY		Non-Departmental			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	100,000	100,000	520200	Credit Card Fees	175,000	75,000	75.0%	
0	100,000	100,000	Total	Maint & Operations	175,000	75,000	75.0%	
1,000,000	1,080,000	1,080,000	952101	Trsf Out To - Fund 101	1,080,000	0	0.0%	
1,000,000	1,080,000	1,080,000	Total	Inter-Fund Transfers	1,080,000	0	0.0%	
1,000,000	1,180,000	1,180,000	Division Total		1,255,000	75,000	6.4%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			481		48116100		
			ECON DEV PROGRAMS & OPERATIONS		Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	3,450,000	3,450,000	952475	Trsf Out To - Fund 475	0	-3,450,000	-100.0%
0	3,450,000	3,450,000	Total	Inter-Fund Transfers	0	-3,450,000	-100.0%
0	3,450,000	3,450,000	Division Total		0	-3,450,000	-100.0%

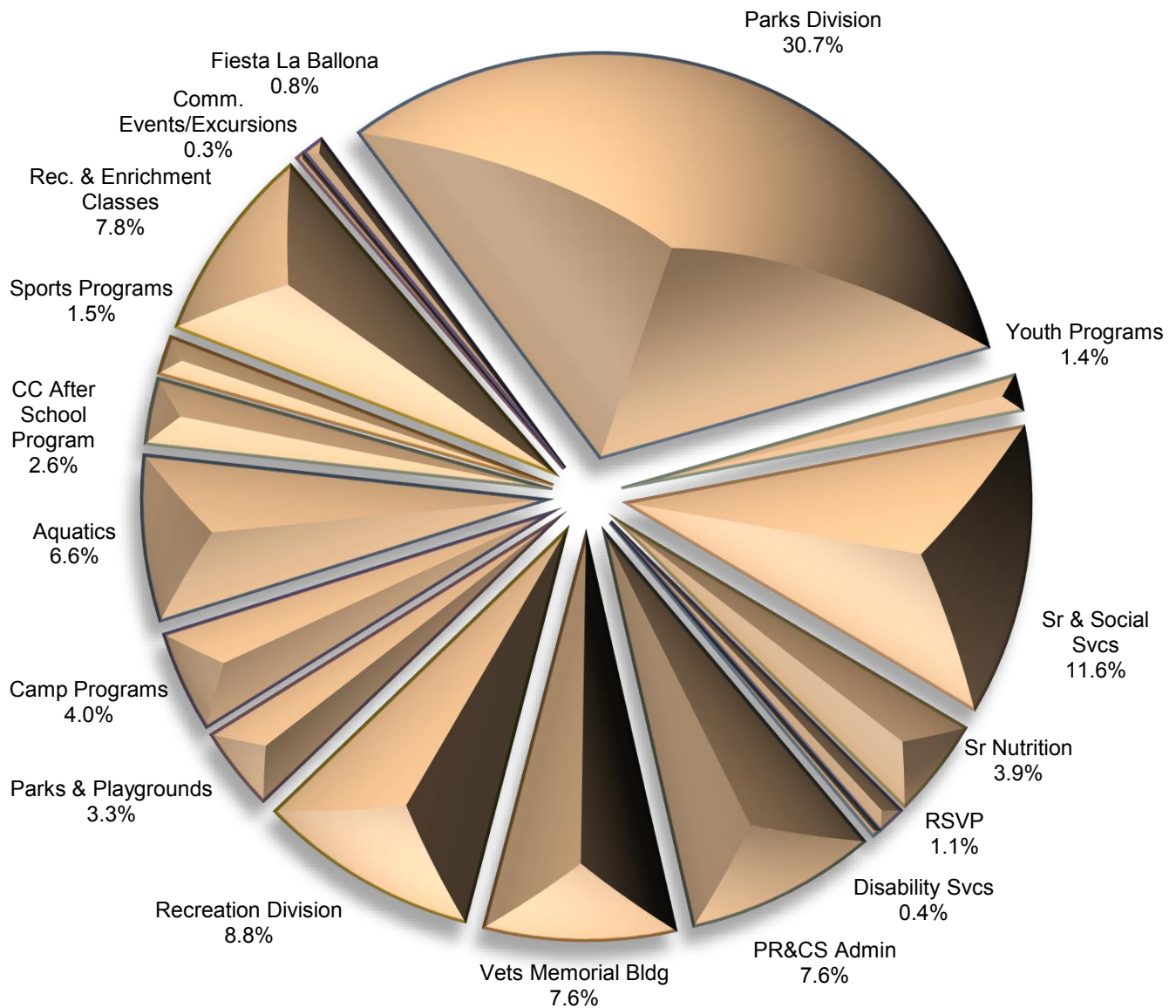
**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			485		48516100		
			COOP UNRESTRICTED CAP FUNDS		Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	0	952101	Trsf Out To - Fund 101	1,300,000	1,300,000	0.0%
0	0	0	Total	Inter-Fund Transfers	1,300,000	1,300,000	0.0%
0	0	0	Division Total		1,300,000	1,300,000	0.0%

ADOPTED 2017-18 BUDGET

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

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PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

DEPARTMENT MISSION

To support our community's well-being and improve quality of life for residents and guests by:

- Improving and protecting our parks and natural resources through best environmental practices
- Working constantly to make our parks safe, clean and healthful
- Facilitating and providing recreation and leisure opportunities
- Promoting health, wellness and human development
- Strengthening our sense of cultural unity through recognizing our cultural diversity
- Strengthening our community's image and sense of place through collaboration with community members and groups

DEPARTMENT DESCRIPTION

The Parks, Recreation and Community Services Department is responsible for providing recreational, wellness and park-related services as well as facilitating the delivery of selected senior and social services to assist in the health and well-being of our community. To achieve these ends, the Department's Administrative Division coordinates the activities of the fourteen general fund categories and the four grant-supported categories shown below.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>					
30100 PR&CS Administrative Division	727,489	674,001	679,141	5,140	0.8%
30110 Veteran's Memorial Complex	666,048	669,993	680,845	10,852	1.6%
30200 Recreation Division	762,231	764,775	786,969	22,194	2.9%
30211 Parks and Playgrounds Programs	240,154	274,131	297,844	23,713	8.7%
30212 Camp Programs	239,624	284,097	361,765	77,668	27.3%
30220 Pool and Aquatics Programs	460,964	605,110	591,303	-13,807	-2.3%
30233 Culver City After School Progr	171,070	184,636	233,820	49,184	26.6%
30240 Sports Programs	62,085	135,774	135,698	-76	-0.1%
30250 Rec and Enrichment Programs	584,188	866,412	703,564	-162,848	-18.8%
30260 Youth Center	111,962	118,433	109,744	-8,689	-7.3%
30270 Youth Mentoring Program	15,129	15,455	16,569	1,114	7.2%
30280 Community Events & Excursions	18,529	29,913	28,523	-1,390	-4.6%
30285 Comm Events-Fiesta La Ballona	72,301	74,400	74,400	0	0.0%
30300 Parks Division	2,248,493	2,810,584	2,756,785	-53,799	-1.9%
30400 Senior and Social Services	949,992	1,117,657	1,037,707	-79,950	-7.2%
30430 RSVP	105,123	106,144	99,121	-7,023	-6.6%
Fund Total	\$7,435,381	\$8,731,514	\$8,593,798	-\$137,716	-1.6%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>414 - GRANTS OPERATING FUND</i>						
30410	Senior Nutrition - CI	219,094	272,833	247,441	-25,392	-9.3%
30415	Senior Nutrition - CII & 3B	53,401	55,610	104,508	48,898	87.9%
30906	Prop A (Parks Div)	17,418	18,235	0	-18,235	-100.0%
30907	CC Nature Park Trail	0	244,366	0	-244,366	-100.0%
30908	Vets Memo Park 5-12 Playgr Eqm	0	187,000	0	-187,000	-100.0%
Fund Total		\$289,912	\$778,044	\$351,949	-\$426,095	-54.8%
<i>427 - CDBG OPERATING FUND</i>						
30440	Disability	28,633	28,746	28,500	-246	-0.9%
Fund Total		\$28,633	\$28,746	\$28,500	-\$246	-0.9%
Department Total		\$7,753,926	\$9,538,304	\$8,974,247	-\$564,057	-5.9%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Filming Permit	62,654	40,000	40,000	0	0.0%
Comm Dev Block Grant (CDBG)	28,633	28,814	28,500	-314	-1.1%
NSIP Senior Nutr Title III C	21,955	20,709	21,805	1,096	5.3%
LAC WDACS Title III-B	703	1,000	1,000	0	0.0%
LAC WDACS Title III C	186,520	181,182	205,942	24,760	13.7%
Prop A: Maint & Srvc.	17,418	449,601	0	-449,601	-100.0%
LA County Arts Com Grant	450	0	0	0	0.0%
Special Events	315	0	0	0	0.0%
Fiesta - Rides	48,724	65,353	60,000	-5,353	-8.2%
Concessions Revenue	3,405	3,500	3,500	0	0.0%
Fiesta - Vendors	42,197	36,250	35,000	-1,250	-3.4%
Fiesta - Sponsors	13,420	12,650	15,000	2,350	18.6%
After School Program	208,484	250,000	330,000	80,000	32.0%
Non-Resident Admin Charges	15,576	12,000	15,000	3,000	25.0%
Day Camp Fees	302,629	260,000	320,000	60,000	23.1%
Youth Camp Fees	104,776	80,000	70,000	-10,000	-12.5%
Recreation Park & Picnic Permi	120,722	120,000	110,000	-10,000	-8.3%
Park Programs Revenue	24,278	20,000	20,000	0	0.0%
Youth Sports Program Revenue	604	109,600	173,015	63,415	57.9%
Adult Sports Program Revenue	96,827	80,000	78,400	-1,600	-2.0%
Classes - Contracted Fees	673,436	571,760	776,905	205,145	35.9%
City Plunge (Pool) Admissions	151,502	145,000	125,000	-20,000	-13.8%
Pool Rental & Passes	283,586	130,755	135,000	4,245	3.2%
Aquatics Programs	82,446	40,000	40,000	0	0.0%
Aquatics Contract Classes	24,672	25,000	25,000	0	0.0%
Membership Fees	33,379	33,200	31,200	-2,000	-6.0%
Senior Center Rental	60,051	60,000	50,000	-10,000	-16.7%
Teen Center Rental	59,015	55,000	50,000	-5,000	-9.1%
Meeting Room Rental	363,172	360,000	330,000	-30,000	-8.3%
Auditorium Rental	188,727	150,000	135,000	-15,000	-10.0%
LA County Library-Kaizuka Gard	17,100	18,809	20,690	1,881	10.0%
Miscellaneous Revenue	51,735	36,500	40,500	4,000	11.0%
Coins-Over/Short	0	123	0	-123	-100.0%
Donations	90,902	96,279	94,150	-2,129	-2.2%
Donations - Home Delivery	7,571	8,608	8,600	-8	-0.1%
General Reserves	4,366,342	6,036,611	5,585,040	-451,571	-7.5%
Department Total	\$7,753,926	\$9,538,304	\$8,974,247	-\$564,057	-5.9%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>30100 PR&CS Administration</u>					
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
PR&CS Director	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	3.00	3.00	3.00	0.00	0.0%
<u>30110 Veterans Memorial Complex</u>					
Special Events Coordinator	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>30200 Recreation</u>					
Recreation Coordinator	3.63	3.63	3.63	0.00	0.0%
Recreation Supervisor	2.00	2.00	2.00	0.00	0.0%
Division Total	5.63	5.63	5.63	0.00	0.0%
<u>30220 Pool & Aquatics Programs</u>					
Aquatics Coordinator	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>30250 Enrichment Programs</u>					
Admin Clerk/RPT *	0.00	0.00	0.98	0.98	100.0%
Division Total	0.00	0.00	0.98	0.98	100.0%
<u>30300 Parks Division</u>					
Administrative Secretary	1.00	0.00	0.00	0.00	0.0%
Associate Analyst	0.00	1.00	1.00	0.00	0.0%
Facilities Maintenance Worker	0.00	0.00	0.00	0.00	0.0%
Facilities Maint Crewleader	1.00	1.00	1.00	0.00	0.0%
Irrigation Maintenance Technician	2.00	2.00	2.00	0.00	0.0%
Maintenance Worker II	1.00	1.00	1.00	0.00	0.0%
Maintenance Worker II/RPT	1.96	1.96	1.96	0.00	0.0%
Maintenance Worker I	3.00	3.00	3.00	0.00	0.0%
Maintenance Worker I/RPT	0.00	0.98	0.98	0.00	0.0%
Park Maintenance Crew Leader	3.00	3.00	3.00	0.00	0.0%
Park Maintenance Supervisor	1.00	1.00	1.00	0.00	0.0%
Parks Manager	1.00	1.00	1.00	0.00	0.0%
Division Total	14.96	15.94	15.94	0.00	0.0%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>30400 Senior & Social Services</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Senior Center Specialist	0.69	0.69	0.69	0.00	0.0%
Senior & Soc. Services Manager	1.00	1.00	1.00	0.00	0.0%
Senior Center Specialist	1.10	1.10	1.10	0.00	0.0%
Division Total	4.79	4.79	4.79	0.00	0.0%
<u>30430 Retired Sr. Volunteer Program (General Fund)</u>					
Senior Center Specialist	0.90	0.90	0.90	0.00	0.0%
Division Total	0.90	0.90	0.90	0.00	0.0%
<u>30410 Senior Nutrition Project</u>					
Senior Center Specialist	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>30440 Disability Services</u>					
Disability Specialist	0.31	0.31	0.31	0.00	0.0%
Division Total	0.31	0.31	0.31	0.00	0.0%
Total Positions	32.59	33.57	34.55	0.98	2.9%

* *Reclass Non-Benefitted Administrative Clerk to RPT*

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>30110 Veterans Memorial Complex</u>					
Administrative Clerk	5,148	5,148	5,148	0	0.0%
Recreation Leader II	3,141	3,141	3,141	0	0.0%
Recreation Specialist	520	520	520	0	0.0%
Division Total	8,809	8,809	8,809	0	0.0%
<u>30211 Parks & Playgrounds Programs</u>					
Recreation Leader II	2,069	2,069	2,069	0	0.0%
Senior Recreation Leader	12,204	12,204	12,204	0	0.0%
Division Total	14,273	14,273	14,273	0	0.0%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>30212 Camp Programs</u>					
Recreation Leader I	886	886	886	0	0.0%
Recreation Leader II	2,518	2,518	2,518	0	0.0%
Recreation Specialist *	468	468	1,348	880	188.0%
Senior Recreation Leader **	5,460	5,460	7,220	1,760	32.2%
Division Total	9,332	9,332	11,972	2,640	28.3%
<u>30220 Pool & Aquatics Programs</u>					
Administrative Clerk	0	1,500	1,500	0	0.0%
Life Guard/Swim Instructor ***	12,500	12,500	14,075	1,575	12.6%
Pool Manager ^	2,285	2,285	2,775	490	21.4%
Recreation Leader II	2,284	784	784	0	0.0%
Life Guard	1,607	1,607	1,607	0	0.0%
Division Total	18,676	18,676	20,741	2,065	11.1%
<u>30233 Culver City After School Program</u>					
Recreation Specialist	1,970	1,970	1,970	0	0.0%
Recreation Leader II	2,140	2,140	2,140	0	0.0%
Senior Recreation Leader ^^	4,744	4,744	5,504	760	16.0%
Division Total	8,854	8,854	9,614	760	8.6%
<u>30250 Enrichment Classes</u>					
Admin Clerk ^^	1,560	1,560	0	-1,560	-100.0%
Recreation Specialist	3,258	3,258	3,258	0	0.0%
Division Total	4,818	4,818	3,258	-1,560	-32.4%
<u>30260 Youth Center</u>					
Recreation Leader II	1,244	1,244	1,244	0	0.0%
Senior Recreation Leader	3,215	3,215	3,215	0	0.0%
Division Total	4,459	4,459	4,459	0	0.0%
<u>30270 Youth Mentoring Program</u>					
Student Worker	1,359	1,359	1,359	0	0.0%
Division Total	1,359	1,359	1,359	0	0.0%
<u>30280 Events/Excursions</u>					
Senior Recreation Leader	840	840	840	0	0.0%
Division Total	840	840	840	0	0.0%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.:

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>30300 Parks Division</u>					
Laborer	1,500	1,500	1,500	0	0.0%
Division Total	1,500	1,500	1,500	0	0.0%
<u>30400 Senior & Social Services</u>					
Administrative Clerk	500	500	500	0	0.0%
Instructor of Prgms People w/Disab	410	410	410	0	0.0%
Recreation Leader II	2,792	2,792	2,792	0	0.0%
Senior Recreation Leader	5,012	5,012	5,012	0	0.0%
Division Total	8,714	8,714	8,714	0	0.0%
<u>30410 Senior Nutrition Project</u>					
Administrative Clerk	0	938	938	0	0.0%
Senior Recreation Leader	1,875	937	937	0	0.0%
Division Total	1,875	1,875	1,875	0	0.0%
<u>30415 Senior Nutrition Project</u>					
Administrative Clerk	0	312	312	0	0.0%
Senior Recreation Leader	625	313	313	0	0.0%
Division Total	625	625	625	0	0.0%
<u>30906 Parks Division (Prop A)</u>					
Student Worker/III	2,040	2,040	2,040	0	0.0%
Division Total	2,040	2,040	2,040	0	0.0%
Total Hours	86,174	86,174	90,079	3,905	4.5%

* Increase Recreation Specialist by 880 hours for Special Camp Programs

** Increase Senior Recreation Leader by 1,760 hours for Special Camp Programs

*** Increase Life Guard/Swim Instructor hours by 1,575

^ Increase Pool Manager hours by 490

^^ Increase Senior Recreation Leader hours by 760

^^^ Reclass Non-Benefitted Administrative Clerk to Administrative Clerk/RPT



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2016-17 WORK PLAN

ADMINISTRATION

- Continue to research, and when feasible, apply for any potential grant funding for program or capital projects.

In October 2016, staff applied for 276,638.80 from the FY 2016-2017 Los Angeles County – Proposition A Maintenance and Servicing Excess Funds Program. The City was awarded \$195,030.35. On February 3, 2017, the City Council accepted the funds and approved budget amendments to appropriate \$187,000 of the funding for Veterans Memorial Park 5 – 12 Playground equipment replacement and \$8,030.35 to partially fund the Fiscal Year 2016-2017 Haynes Custodial Contract for the Culver City Senior Center; in October 2016, staff applied for \$200,000 from the FY 2017-2018 California Department of Parks and Recreation – Habitat Conservation Fund Program for the Culver City Park Interpretive Nature Trail Rehabilitation. It is anticipated the grant awards will be announced in May 2017.

- Maintain an overall average of greater than or equal to 90% customer satisfaction rating on periodic parks and programs evaluations.

March/April 2016 collected survey show an average 97% customer satisfaction rating across the department.

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- Aquatics: Develop a comprehensive Water Safety Presentation Plan, to include 4 age appropriate presentation. The target audience is preschool, elementary school, middle school and high school age children and their families.

Completed: *The Aquatics staff started their Water Safety Presentations in May 2016, coinciding with May being National Water Safety Month. The 15-to-30 minute presentations ran through June and were well received. Pool Managers presented at several local locations such as Julian Dixon Library, CCARP at El Marino Park, Linwood Elementary, Blanco Park, Lindberg Park Culver City Middle School and to Culver City High School students at the Plunge. Staff handed out age-appropriate booklets and worksheets that educated people about the importance of water safety. The hand-out packets also contained the recreation swim pool schedule, a free pass for a family of 4 for recreation swim for participants, and the summer swim lesson dates. Parents were offered lessons in basic infant CPR as well as information on water safety dangers to look for at home.*

- Disability & Social Services: Creation of a Disabled Recreation Program guide for parents and guardians wanting to involve their children and teens in specialized and/or inclusive activities.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2016-17 WORK PLAN (CONTINUED)

Completed: After in-depth research, it was determined that there is an abundance of information available to Culver City families on this topic and creation of a separate program guide would be redundant. Staff is available to consult with patrons and continue to offer many resources in person, by e-mail and by telephone.

- Senior Nutrition: Research and establish a cooperative partnership agreement with a college and/or organization to provide “free of charge” series of presentations to adolescents. The goal is to create and provide adolescents with wellness programs promoting healthful eating and physical activity for the fiscal year 2016-2017.

Completed: Staff has identified Pepperdine University’s Dietician Program as a partner and has scheduled interns to provide nutritional material handouts and be available for questions at the Senior and Teen Centers on March 1, 2017. Staff has also identified Providence Health & Services of Southern California to conduct a presentation for campers at the Teen Center on March 29, 2017. Staff continues to research other colleges and organizations while vetting the liability insurance language section of the agreement so it meets the City and organization requirements.

- Senior Programming: Review current programming and use of space to ensure efficiency and adjust schedule to make room for additional programs. This will include an exploration to determine the feasibility of offering 8:00 a.m. classes and some early weekends.

Completed: Senior Programming Staff was able to add four new 8:00AM classes that have been well attended. Additionally, adjustments were made to the daily programming schedule to allow six new programs, for a total of 10 new classes.

- Veterans Memorial Building: Continue efforts to fundraise, purchase and install new theatrical lighting equipment and new projection equipment.

In progress: Theatrical stage lighting renovation started mid-February and is estimated to be completed by April. Staff is working to obtain donated digital projectors and a film screen for the Auditorium. Being in January of 2017, multiple vendors have been working collaboratively with PRCS staff and Public Works staff to install new emergency lighting and signage and hardware throughout the facility. A new power panel has been installed in the rear of the stage, stage rigging and an emergency lighting system has been repaired and updated, stage curtains have been sent for cleaning and a new fire curtain system is partially completed. This does not include any sound or projection equipment upgrades.

- Volunteering: Research available online and software volunteer databases and recruitment/recordkeeping systems and make recommendation for best available option.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2016-17 WORK PLAN (CONTINUED)

Completed: Staff identified 5 potential online software systems. The information has been shared with the IT Department, which will make a recommendation. Funding will be requested in FY 17-18.

RECREATION DIVISION

- Culver City After School Program (CCARP): Increase the participant's physical fitness in an effort to fight obesity and to promote a healthy active lifestyle by implementing the Lorena's Links Golf program activities.

Completed: CCARP added golf training recreation into the student daily schedule of recreation activities. El Marino CCARP implemented Zumba Wednesday classes. Middle School CCARP implemented a new fitness club which meets weekly.

Students are provided a daily healthy afternoon snack in accordance with the 2016 Dairy Council's healthy snack recommendations. Students are also provided at least 60 minutes every day to participate in recreation activities and play.

- Camp Program: Provide community cultural walking field trips to local parks, events, theaters and museums in the Culver City area.

Completed: Campers were provided with culturally stimulating field trips to local Culver City community events and sites. Summer Camp included walking field trips to local parks and to the Culver City Farmer's Market and local creameries. Spring Camp included walking field trips to Carlson Park and the Historical Culver Hotel Plaza.

- Teen Center: Research possible partnerships within the Culver City community to offer variety of specialty activities for Teen Center members.

Completed: Collaborated with the Culver-Palms YMCA to offer the Model United Nations (MUN) program to Middle School students and the Culver City Chamber of Commerce Women's Group and Tower Insurance offered donations to the Teen Center Computer Lab.

- Parks & Playgrounds: Expand scheduled drop in programs to include activities at Veterans Memorial and Syd Kronenthal Parks at least 3 days a week. Those programs at sites currently running drop-in programs, including Culver West Alexander, Fox Hills and Lindberg Parks, will be enhanced, if feasible.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2016-17 WORK PLAN (CONTINUED)

In progress: Syd Kronenthal Park is likely to have the best result yet of its year-round program. Staff offers the public basketball clinics 3 times a week. At Veterans Park we have a high volume of field rentals and court usage by the public and offer carom billiards and board games for park users to enjoy.

Completed: At Culver West Alexander Park, staff implemented a reading club and a book check-out program. Saturday mornings average 5-10 young people attending with their parents.

Fox Hills Park – User numbers have increased with regard to board games and carom days by utilizing the playground-adjacent tables for play. Staff continues to look into space options to add another day of paddle tennis as well as other sport alternatives.

Lindberg Park – Staff currently offer seasonal sports, games, and arts and crafts. Staff continues to look for other activities to offer to the general public.

- Sports Programs: Explore the development of a viable contracted youth basketball league to meet during the summer “off season” without impacting existing City or CCUSD programs.

Currently contracting with Youth Sports Education (YSE) to offer youth basketball activities. A shortened 4-week session was offered for summer 2016 with basketball on Sundays from 11:00 a.m.-5:00 p.m. at the Culver City Middle School. For summer 2017 the plan is to offer the program for 8-weeks.

- Recreation Classes: Continue to improve program marketing and develop new class offerings based on customer interest obtained through quarterly surveys and expanded use of social media sites (Facebook and Twitter), as well as researching latest trends and popular activities in neighboring recreation centers.

Recreation Facebook page is being utilized regularly for quarterly announcements of session registration dates for both resident and non-resident customers, announcements for special events and Musical Theatre performances, and introducing new Recreation Classes.

Summer 2016: Introduced YSE Youth Basketball Clinic at Culver City Middle School and new Skate Camp at Syd Kronenthal Park thru The Skateside. Also introduced new two video game coding camps thru Code to the Future at Culver West-Alexander Park and Dance Now children’s dance classes. However, enrollment was too low to continue offering these programs.

Fall 2016: Introduced Starters introductory skateboarding class thru The Skateside at Culver City Skate Park and new Afterschool Sports Program thru YSE at Culver City Middle School.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2016-17 WORK PLAN (CONTINUED)

Winter 2017: Introduced Winter Skate Camp thru The Skateside at Culver City Skate Park and youth Golf and Tennis classes thru TGA at Culver West-Alexander Park. Also introduced tennis lessons at Fox Hills Park thru Ted Salter.

Customer surveys are due in April 2017.

- Fiesta La Ballona: Continue to analyze, develop and refine all elements of the event, including vendor opportunities, sponsorships, donations, revenue enhancement and space planning to maximize use of Veterans Park.

Fiesta La Ballona 2016 total revenue was \$122,693, which was an increase of over \$8,000 from 2015 total revenue of \$114,669. Space was maximized throughout the event, including an expanded vendor layout that grouped non-food vendors into clusters of four booths which allowed each vendor to have a corner booth for better visibility. Three more food trucks were added to the ball diamond for a total of nine trucks, plus a "catty wagon" truck near the entertainment tent for Adopt & Shop kitten adoptions. On the Fiesta marketing side, the Committee organized a Fiesta Commemorative t-shirt design contest with the Culver City High School AVPA students. The Committee selected a winner and the City produced 100 t-shirts to sell at Fiesta. A total of 16 shirts were sold.

PARKS DIVISION

- As soon as funding is identified, continue upgrades at all outdated playgrounds for safety issues and ADA compliance, per the Certified Playground Safety Audits, for the following projects (in priority order): (1) Blair Hills 2-12; (2) Tellefson 2-5 and 5-12; (3) Lindberg 2-5 and 5-12; and, (4) El Marino 2 to 5 ages.

Syd Kronenthal age 5- 12 playground project was completed in April 2015. The Sys Kronenthal age 2 – 5 playground was completed in October 2016. The Syd Kronenthal Park swings for ages 5– 12 begin installation in February/March 2017; Blair Hills 2 – 12 is in the design stage; Veterans Park KBoom ages 5 – 12 is in the design stage; Lindberg 2-5 and 5-12, Tellefson 2-5 and 5-12, and El Marino 2-5 remain unfunded.

- Senior Center Courtyard Renovation (PF007). The project is fully funded by the Mrs. Gladys L. Paetzold Bequest and 419 Funds. It is anticipated that the project will be completed during Fiscal Year 2016/2017.

In Progress: *Project was approved by the City Council to go out to bid in March 2017. Construction is projected to start in June or July 2017. Construction is projected to be completed by October 2017.*



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2016-17 WORK PLAN (CONTINUED)

- Studio Estates Landscaping. The project is fully funded by Landscape Maintenance District Number 1. It is anticipated that the project will be completed, and the plants will be in the plant warranty period by the end of Fiscal Year 2016/2017.

***Completed:** \$25,000 was put into the assessment for a one-time landscape and irrigation system upgrade. The Studio Estates Paseo Common Area landscape project was completed in July 2016.*

- Irrigation Audits for the Upgrade of Irrigation Systems (PZ612). There is a proposed request for \$50,000 in 420 funds to hire a consultant to do the necessary irrigation audits, so that the City-wide upgrade of irrigation systems can be completed. Areas to be included in the irrigation audits are medians, parks and City facilities, as funding allows. This project is necessary for the City to become compliant with AB 1881, the Water Model Ordinance.

City staff conducted and completed Irrigation Audits at City Hall, Studio Estates, Expo Line National Medians and Media Park. With only two full-time irrigation employees to maintain the entire City's irrigation system additional water audits were unable to be conducted or completed.

Staff has also recently conducted audits of Veterans and Syd Kronenthal Parks, with the aid of an Irrigation Consultant. Staff is in the process of working with the consultant to finalize the data collected.

- Upgrade of Irrigation Systems (PZ612). Carryover 419 and 420 Funds will be used to begin the upgrade of irrigations systems once the irrigation audits have been done. This project is necessary for the City to become compliant with AB 1881, the Water Model Ordinance.

Parks Division staff continues to work with the IT Department and Calsense to upgrade the current Calsense central control system to a digitized system format. This will enable City staff to remotely control, operate and program the entire City with radios and cell phones to monitor and control waste in emergency or storm events in compliance with the AB-1881 State Model Water Efficiency Landscape Ordinance.

- Culver City / Park to Playa – Ballona Creek Connection Project (Park to Playa Trail Segment 7; PZ551 - Interpretive Nature Trail). This project is fully funded by Baldwin Hills Conservancy Proposition 84 Funds (423 Funds) and 420 Funds. It is anticipated that the project will be completed by March 31, 2017.

Parks Division Staff is partnering with Public Works Engineering Division staff and an Engineering Consultant on the design, construction and construction management of the trail. The project will be projected for December 2017 or January 2018.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

STRATEGIC PLAN INITIATIVES RELEVANT TO THE PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

Goal One – Increase Civic Engagement

Establish a comprehensive community engagement initiative to expand access to information and create opportunities for stakeholders to play an active role in discussing public policy and setting priorities.

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

Initiative:

g. Request Dr. Martin Luther King, Jr. (MLK) Committee create a Day of Service in conjunction with an MLK Day event.

Goal Indicator:

- Numbers of volunteers and number of volunteer hours worked.

Goal Two – Enhance the Restoration and Utilization of Ballona Creek

Conduct an in-depth study and analysis of the Ballona Creek and Trail environs and issues and opportunities relating to recreation and beautification.

Objective 1: Make Ballona Creek more Walkable, Bikeable, and Connected to the City

Objective 2: Make Ballona Creek a Recreational Attraction

Assist the Community Development Department and the Public Works Department with those Objective Initiatives appropriate to the PRCS Department and track Goal Indicators accordingly. The exact nature of the PRCS Department's involvement will be developed over the life of the Plan, based on City Council direction.

Goal Four – Promote Workforce Diversity and Development

Conduct and expand outreach to a broader range of individuals to increase employee diversity. Employ creative recruitment techniques and further promote diversity within the City's organizational culture.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

STRATEGIC PLAN INITIATIVES RELEVANT TO THE PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Objective 1: Advance Workforce Development and Succession Planning

Initiatives:

- a. Engage local high school students in meaningful work assignments that will stimulate an interest in future career opportunities with the City, utilizing social media to market current City programs (i.e. Student Worker Program, Police Explorer Program, Teen Citizen Academy, and Fire Department Mentorship)
- b. Continue participation in President Obama's "My Brother's Keeper" initiative on a County and Federal level beyond his term as President.

Goal Indicators:

- Feedback from program participant and employee surveys.
- Number of student internships/mentorships provided, including those that are connected to the "My Brother's Keeper" initiative.

FISCAL YEAR 2017-18 WORK PLANS

ADMINISTRATION

- Maintain an overall average of greater than or equal to 90% customer satisfaction rating on periodic parks and programs evaluations.
- Work with the City Manager's Office, the Culver City Unified School District/City of Culver City Liaison Committee, the Parks, Recreation and Community Services Commission and the City Council to explore the feasibility of, and potentially implement, the Plunge Expansion Project (aka, "Plunge Plus"), which involves the development of the land to the south of the existing pool into an additional swim facility. This collaborative Project includes investigating and reporting on funding mechanisms, facility design, community and user input and possible impacts due to related changes in programming, staffing and fee structures.

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- If funds are available, establish a contract with a professional acoustician to prepare a report that includes a scope of work to maximize the best sound for multiple uses in the auditorium that includes a list of recommended sound equipment to update the antiquated sound system in Veterans Memorial Building.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- If funds are available, implement one portion of the coordinated kitchen renovation plan to update, modify and bring into compliance one of the four Veterans Memorial Building kitchens.
- Senior Nutrition Staff will finalize partnership agreements with organizations to provide healthy eating presentations and/or distribute literature to promote healthy eating. Expansion of the agreement will include an intergenerational (grandparents and grandchildren) healthy eating program.
- Disability and Social Services will create emergency preparedness informational material targeting local disability and senior populations. This would include information on all emergency preparedness programs for all Culver City, Los Angeles County and neighboring cities.
- Senior Programming will continue to analyze, develop and refine all programs to promote health and wellness of our senior population including using the newly renovated Senior Center patio as a new space for more classes and/or leisure activities.

RECREATION DIVISION

- Culver City After School Program (CCARP): Provide creative fun/hands-on activities to introduce Science, Technology, Engineering, the Arts and Math (STEAM) concepts to the participants.
- Camp Program: Evaluate new 10-week specialty summer camps run by staff at Lindberg Park.
- Teen Center: Work with the Rental Office arm of the PRCS Department to research introducing Teen Center birthday party packages, providing a new source of revenue to complement existing birthday party rentals at the Teen Center.
- Parks & Playgrounds: Work with Parks Division staff to update current signage in our parks. This will include replacement of all hut signs, pooch path signs and signs to enforce prohibited coaching and fitness instruction.
- Sports Programs: Implement contracted youth basketball league to meet on Sundays at the Culver City Middle School during the summer "off season" without impacting existing City or CCUSD programs; continue to explore and develop new contract youth sports offerings wherever feasible based on customer interest obtained through surveys and research in the latest trends and popular activities in neighboring recreation centers.
- Recreation Classes: Continue to explore and develop new contract class offerings wherever feasible, based on customer interest obtained through surveys and research in the latest trends and popular activities in neighboring recreation centers; continue to improve program marketing wherever feasible and expand use of social media; conduct quarterly meetings with ActiveNet system users to keep refreshed on software utilization and interdepartmental communication.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: (VACANT)

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Fiesta La Ballona: Continue to analyze, develop and refine all elements of the event, including vendor opportunities, sponsorships, donations, revenue enhancement and space planning to maximize use of Veterans Memorial Park.

PARKS

- Complete upgrades and ADA compliance of playground equipment at Blair Hills Park and Veterans Memorial Park.
- Continue to ensure compliance with AB 1881 (Water Model Ordinance). ***Cross-referenced with Strategic Plan Goal Two – Enhance the Restoration and Utilization of Ballona Creek.***
- Continue to conduct water audits at every City facility, park and parkway. ***Cross-referenced with Strategic Plan Goal Two – Enhance the Restoration and Utilization of Ballona Creek.***
- Oversee drought water conservation implementation plan including turf removal, implementation of the Parkway Ordinance, and drought tolerant demonstration plantings as funding permits. ***Cross-referenced with Strategic Plan Goal Two – Enhance the Restoration and Utilization of Ballona Creek.***

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PARKS, RECREATION & COMMUNITY SERVICES

10130100 – PR&CS ADMINISTRATION

RESP. MGR.:

DIVISION MISSION

To ensure the City Council and the Parks, Recreation and Community Services Commission goals and mission are fulfilled through long-range, strategic planning and day-to-day administration of the Department's programs.

DIVISION DESCRIPTION

The Parks, Recreation and Community Services Department Administration Division is responsible for the maintenance and operations of the City's parks and facilities, and facilitating leisure and community services.

To achieve these ends, the Administrative Division oversees the activities of its three Divisions; the Parks Division, the Recreation Division, and the Senior and Social Services Division. The Administrative Division also staffs the Parks, Recreation and Community Services Commission, sits as a non-voting member on the Baldwin Hills Conservancy Board and participates in other similar committees and subcommittees as may be appropriate from time to time.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	606,282	610,506	603,690	-6,816	-1.1%
Maint & Operations	121,207	63,495	75,451	11,956	18.8%
Division Total	\$727,489	\$674,001	\$679,141	\$5,140	0.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130100 PR&CS Administrative Division			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
365,176	349,171	349,171	411100	Regular Salaries	357,039	7,868	2.3%
0	3,499	3,499	411310	Overtime-Regular	3,499	0	0.0%
9,432	9,360	9,360	431000	Deferred Compensation	9,360	0	0.0%
23,045	22,700	22,700	432000	Social Security	23,215	515	2.3%
70,421	76,252	76,252	433000	Retirement - Employer	29,624	-46,628	-61.1%
0	0	0	433050	Retirement-Unfunded Liability	48,263	48,263	0.0%
19,438	20,911	20,911	434000	Workers Compensation	9,003	-11,908	-56.9%
35,061	36,032	36,032	435000	Group Insurance	37,310	1,278	3.5%
1,965	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
40,500	49,000	49,000	435500	Retiree Insurance	41,140	-7,860	-16.0%
33,110	33,110	33,110	435600	Retiree Medical Prefunding	34,766	1,656	5.0%
270	261	261	436000	State Disability Insurance	261	0	0.0%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
757	1,200	1,200	437500	Longevity Pay	1,200	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
606,282	610,506	610,506	Total	Personnel Services	603,690	-6,816	-1.1%
1,110	1,000	1,000	512100	Office Expense	1,000	0	0.0%
1,037	1,465	1,465	512400	Communications	1,465	0	0.0%
307	600	600	514100	Departmental Special Supplies	600	0	0.0%
0	250	250	516100	Training & Education	250	0	0.0%
1,909	1,950	1,950	516500	Conferences & Conventions	1,950	0	0.0%
40	475	475	516600	Special Events & Meetings	475	0	0.0%
1,350	925	925	516700	Memberships & Dues	925	0	0.0%
4,475	3,000	3,000	517000	City Commission Expenses	3,000	0	0.0%
309	0	0	517300	Advertising and Public Relatio	0	0	0.0%
369	5,000	5,000	517500	Contributions to Agencies	5,000	0	0.0%
1,234	2,229	2,229	517850	Employee Recognition Events	2,336	107	4.8%
100,238	40,000	40,000	520210	ActiveNet Fees	40,000	0	0.0%
0	3,450	3,450	619800	Other Contractual Services	3,450	0	0.0%
8,829	3,151	3,151	650300	Liability Reserve Charge	15,000	11,849	376.0%
121,207	63,495	63,495	Total	Maint & Operations	75,451	11,956	18.8%
727,489	674,001	674,001	Division Total		679,141	5,140	0.8%



PARKS, RECREATION & COMMUNITY SERVICES

10130110 – VETERAN’S MEMORIAL BUILDING

RESP. MGR.: ARMANDO ABREGO

DIVISION MISSION

To operate the Veteran’s Memorial Complex which consists of the Veterans’ Memorial Building and Auditorium, the Teen Center, the Senior Center, the National Guard Armory and two additional City facilities currently rented to community organizations as a Civic Center meeting place for cultural, recreational and social activities sponsored by recreational, civic and commercial interests and to provide the highest levels of service.

DIVISION DESCRIPTION

The Veterans’ Memorial Complex Division is responsible for coordinating the use of space and ensuring all activity areas are properly equipped, safe, clean, and prepared for occupancy. The Veterans’ Memorial Complex, which consists of the Veterans’ Memorial Building and Auditorium, the Teen Center, the Senior Center the National Guard Armory and two additional City facilities currently rented to community organizations, is the venue for a large number of the leisure and cultural activities of Culver City and its surrounding population. More than 2,000 users schedule more than 20,000 hours of structured activities each year. Additionally, the complex provides another 3,000 hours per year for unstructured "drop in" activities for senior citizens and teenagers. More than three-quarters of a million attendees per year support the wide variety of activities presented in this complex. (Approximately 75% fee supported).

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	394,917	373,586	373,675	89	0.0%
Maint & Operations	244,884	271,664	282,427	10,763	4.0%
Capital Outlay	26,247	24,743	24,743	0	0.0%
Division Total	\$666,048	\$669,993	\$680,845	\$10,852	1.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101	10130110			
			GENERAL FUND	Veteran's Memorial Complex			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
130,932	101,735	101,735	411100	Regular Salaries	101,754	19	0.0%
147,530	132,066	141,066	411200	Part-Time Salaries	153,773	12,707	9.0%
12	1,346	1,346	411310	Overtime-Regular	1,346	0	0.0%
4,192	4,160	4,160	431000	Deferred Compensation	4,160	0	0.0%
14,224	14,140	14,140	432000	Social Security	14,611	471	3.3%
35,298	39,797	39,797	433000	Retirement - Employer	18,267	-21,530	-54.1%
0	0	0	433050	Retirement-Unfunded Liability	26,154	26,154	0.0%
14,382	13,330	13,330	434000	Workers Compensation	5,979	-7,351	-55.1%
18,186	18,702	18,702	435000	Group Insurance	19,390	688	3.7%
655	650	650	435400	Retiree Health Savings	650	0	0.0%
10,339	19,500	19,500	435500	Retiree Insurance	7,530	-11,970	-61.4%
18,010	18,010	18,010	435600	Retiree Medical Prefunding	18,911	901	5.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
394,917	364,586	373,586	Total	Personnel Services	373,675	89	0.0%
2,990	3,000	3,500	512100	Office Expense	4,075	575	16.4%
312	440	440	512400	Communications	440	0	0.0%
886	4,075	3,575	514100	Departmental Special Supplies	4,000	425	11.9%
1,004	10,000	10,000	514600	Small Tools & Equipment	10,000	0	0.0%
0	1,000	1,000	516100	Training & Education	1,000	0	0.0%
0	3,300	3,300	517300	Advertising and Public Relatio	2,300	-1,000	-30.3%
2,846	3,000	3,000	550110	Uniforms	3,000	0	0.0%
0	2,000	2,000	600200	R&M - Equipment	2,000	0	0.0%
230,314	240,000	242,841	619800	Other Contractual Services	245,650	2,809	1.2%
6,532	2,008	2,008	650300	Liability Reserve Charge	9,962	7,954	396.1%
244,884	268,823	271,664	Total	Maint & Operations	282,427	10,763	4.0%
26,247	24,743	24,743	740100	Furniture & Furnishings	24,743	0	0.0%
26,247	24,743	24,743	Total	Capital Outlay	24,743	0	0.0%
666,048	658,152	669,993	Division Total		680,845	10,852	1.6%



PARKS, RECREATION & COMMUNITY SERVICES

10130200 - RECREATION

RESP. MGR.:

DIVISION MISSION

Culver City Recreation Division is a professional, innovative organization that provides fun, safe, quality recreational programs which inspire people and enhance the vitality and well-being of all who participate.

DIVISION DESCRIPTION

The Recreation Division of the Parks, Recreation and Community Services Department is responsible for the overall management of the eleven different program Divisions including Administration, Parks & Playgrounds, Day Camps, Aquatics, After School Programs, Sports, Enrichment Classes, Teen Center, Youth Mentoring and Community Events including the annual Fiesta La Ballona and the Dr. Martin Luther King, Jr. Celebration. This Division oversees program development, implementation, and evaluation based upon the needs of Culver City residents. This Division works in partnership with the Culver City Unified School District and other various community groups to provide a comprehensive approach to leisure services in the Culver City community for residents of all ages and abilities.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	734,058	738,066	747,394	9,328	1.3%
Maint & Operations	28,173	26,709	39,575	12,866	48.2%
Division Total	\$762,231	\$764,775	\$786,969	\$22,194	2.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101	10130200			
			GENERAL FUND	Recreation Division			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
423,488	413,005	413,005	411100	Regular Salaries	424,725	11,720	2.8%
311	0	0	411310	Overtime-Regular	0	0	0.0%
6,473	6,240	6,240	431000	Deferred Compensation	6,240	0	0.0%
32,492	31,582	31,582	432000	Social Security	31,860	278	0.9%
82,722	90,646	90,646	433000	Retirement - Employer	35,912	-54,734	-60.4%
0	0	0	433050	Retirement-Unfunded Liability	58,508	58,508	0.0%
25,574	25,954	25,954	434000	Workers Compensation	10,715	-15,239	-58.7%
72,637	78,417	78,417	435000	Group Insurance	81,220	2,803	3.6%
3,895	3,900	3,900	435400	Retiree Health Savings	3,900	0	0.0%
31,563	33,500	33,500	435500	Retiree Insurance	34,650	1,150	3.4%
48,340	48,340	48,340	435600	Retiree Medical Prefunding	50,757	2,417	5.0%
1,029	982	982	436000	State Disability Insurance	1,007	25	2.5%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
4,535	4,500	4,500	437500	Longevity Pay	6,900	2,400	53.3%
734,058	738,066	738,066	Total	Personnel Services	747,394	9,328	1.3%
377	1,545	1,545	512100	Office Expense	1,600	55	3.6%
3,682	5,200	5,200	512400	Communications	5,200	0	0.0%
1,487	2,000	2,000	514100	Departmental Special Supplies	1,500	-500	-25.0%
2,682	4,150	4,150	516100	Training & Education	4,150	0	0.0%
682	1,000	1,000	516600	Special Events & Meetings	500	-500	-50.0%
875	1,000	1,000	516700	Memberships & Dues	1,000	0	0.0%
0	1,250	1,250	517300	Advertising and Public Relatio	1,250	0	0.0%
0	1,030	1,030	600200	R&M - Equipment	900	-130	-12.6%
4,971	3,821	3,821	600800	Equip Maint Expenses	3,821	0	0.0%
1,802	1,802	1,802	605400	Amortization of Equipment	1,802	0	0.0%
11,615	3,911	3,911	650300	Liability Reserve Charge	17,852	13,941	356.5%
28,173	26,709	26,709	Total	Maint & Operations	39,575	12,866	48.2%
762,231	764,775	764,775	Division Total		786,969	22,194	2.9%



PARKS, RECREATION & COMMUNITY SERVICES

10130211 – PARKS AND PLAYGROUNDS

RESP. MGR.:

DIVISION MISSION

To provide a safe, friendly and clean environment for the recreation and leisure needs of the youth and adults living in or visiting Culver City parks.

DIVISION DESCRIPTION

The Parks & Playgrounds Section is responsible for program development, planning, and implementation of leisure activities at 11 of the 18 city parks and playgrounds. Activities include games, crafts, special events and other activities that support the building of a strong sense of community and provide health & fitness opportunities. The Parks and Playgrounds Section provides drop-in activities during after school hours, non-school days and during weekends.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	231,491	268,929	284,259	15,330	5.7%
Maint & Operations	8,663	5,202	13,585	8,383	161.1%
Division Total	\$240,154	\$274,131	\$297,844	\$23,713	8.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130211 Parks and Playgrounds Programs			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,573	0	0	411100	Regular Salaries	0	0	0.0%
207,544	241,401	241,401	411200	Part-Time Salaries	262,841	21,440	8.9%
3,032	5,295	5,295	432000	Social Security	5,939	644	12.2%
7,265	8,450	8,450	433000	Retirement - Employer	9,201	751	8.9%
12,077	13,783	13,783	434000	Workers Compensation	6,278	-7,505	-54.5%
231,491	268,929	268,929	Total	Personnel Services	284,259	15,330	5.7%
526	150	150	512100	Office Expense	150	0	0.0%
2,059	2,010	2,010	514100	Departmental Special Supplies	2,010	0	0.0%
437	965	965	550110	Uniforms	965	0	0.0%
156	0	0	600200	R&M - Equipment	0	0	0.0%
5,485	2,077	2,077	650300	Liability Reserve Charge	10,460	8,383	403.6%
8,663	5,202	5,202	Total	Maint & Operations	13,585	8,383	161.1%
240,154	274,131	274,131	Division Total		297,844	23,713	8.7%



PARKS, RECREATION & COMMUNITY SERVICES

10130212 – CAMP PROGRAMS

RESP. MGR.:

DIVISION MISSION

To enhance the lives of Culver City children by providing quality, supervised recreational programs for school-aged youth when school is not in session.

DIVISION DESCRIPTION

The Camp Program Section is responsible for planning and implementing affordable, quality day camp programs that provide Culver City residents supervised day care when school is not in session. The Camp Program Section offers programs Monday through Friday and includes organized games, crafts and special activities.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	147,190	178,830	240,664	61,834	34.6%
Maint & Operations	92,434	105,267	121,101	15,834	15.0%
Division Total	\$239,624	\$284,097	\$361,765	\$77,668	27.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130212 Camp Programs			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
874	0	0	411100	Regular Salaries	0	0	0.0%
130,863	159,375	161,133	411200	Part-Time Salaries	213,903	52,770	32.7%
2,445	3,038	3,038	432000	Social Security	13,258	10,220	336.4%
5,997	5,956	5,956	433000	Retirement - Employer	7,972	2,016	33.8%
0	0	0	433050	Retirement-Unfunded Liability	1,386	1,386	0.0%
7,010	8,703	8,703	434000	Workers Compensation	4,145	-4,558	-52.4%
147,190	177,072	178,830	Total	Personnel Services	240,664	61,834	34.6%
280	350	370	512100	Office Expense	2,050	1,680	454.1%
23,610	21,885	23,585	514100	Departmental Special Supplies	32,334	8,749	37.1%
2,520	2,000	2,000	514200	Dances & Special Programs	2,000	0	0.0%
415	400	400	516100	Training & Education	400	0	0.0%
43,300	44,348	45,770	516600	Special Events & Meetings	53,471	7,701	16.8%
0	0	1,000	517500	Contributions to Agencies	0	-1,000	-100.0%
871	930	930	550110	Uniforms	2,466	1,536	165.2%
18,254	23,112	29,901	619800	Other Contractual Services	21,474	-8,427	-28.2%
3,184	1,311	1,311	650300	Liability Reserve Charge	6,906	5,595	426.8%
92,434	94,336	105,267	Total	Maint & Operations	121,101	15,834	15.0%
239,624	271,408	284,097	Division Total		361,765	77,668	27.3%



PARKS, RECREATION & COMMUNITY SERVICES

10130220 – POOL AND AQUATICS PROGRAMS

RESP. MGR.: ARMANDO ABREGO

DIVISION MISSION

To promote health & fitness and strong community values by providing year-round aquatic programs that meet the needs of Culver City residents.

DIVISION DESCRIPTION

The Aquatics Section is responsible for the development, planning, implementation, and supervision of a year round aquatics program that provides for comprehensive aquatic experiences. Staff is responsible for daily care and operation of the aquatic facilities.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	419,427	490,615	517,448	26,833	5.5%
Maint & Operations	41,537	57,074	72,374	15,300	26.8%
Capital Outlay	0	57,421	1,481	-55,940	-97.4%
Division Total	\$460,964	\$605,110	\$591,303	-\$13,807	-2.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130220 Pool and Aquatics Programs			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
72,367	72,770	78,084	411100	Regular Salaries	58,726	-19,358	-24.8%
275,183	331,398	331,398	411200	Part-Time Salaries	374,935	43,537	13.1%
412	530	530	411310	Overtime-Regular	530	0	0.0%
1,046	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
9,970	13,426	13,426	432000	Social Security	15,442	2,016	15.0%
24,101	27,061	27,061	433000	Retirement - Employer	19,333	-7,728	-28.6%
0	0	0	433050	Retirement-Unfunded Liability	11,839	11,839	0.0%
19,469	21,972	21,972	434000	Workers Compensation	10,511	-11,461	-52.2%
8,437	8,665	8,665	435000	Group Insurance	15,560	6,895	79.6%
654	650	650	435400	Retiree Health Savings	1,300	650	100.0%
7,490	7,490	7,490	435600	Retiree Medical Prefunding	7,865	375	5.0%
299	299	299	436000	State Disability Insurance	367	68	22.7%
419,427	485,301	490,615	Total	Personnel Services	517,448	26,833	5.5%
1,653	2,000	2,000	512100	Office Expense	2,000	0	0.0%
418	590	590	512400	Communications	590	0	0.0%
3,523	4,000	3,080	514100	Departmental Special Supplies	8,684	5,604	181.9%
3,303	4,000	4,000	514600	Small Tools & Equipment	4,000	0	0.0%
611	1,000	1,000	516100	Training & Education	1,000	0	0.0%
986	1,000	1,000	516500	Conferences & Conventions	1,000	0	0.0%
330	1,000	1,000	516600	Special Events & Meetings	1,000	0	0.0%
150	300	300	516700	Memberships & Dues	300	0	0.0%
1,260	2,300	2,300	550110	Uniforms	4,287	1,987	86.4%
2,922	0	0	600200	R&M - Equipment	0	0	0.0%
17,538	32,000	38,493	619800	Other Contractual Services	32,000	-6,493	-16.9%
8,843	3,311	3,311	650300	Liability Reserve Charge	17,513	14,202	428.9%
41,537	51,501	57,074	Total	Maint & Operations	72,374	15,300	26.8%
0	57,421	57,421	732120	Departmental Special Equipment	1,481	-55,940	-97.4%
0	57,421	57,421	Total	Capital Outlay	1,481	-55,940	-97.4%
460,964	594,223	605,110	Division Total		591,303	-13,807	-2.3%



PARKS, RECREATION & COMMUNITY SERVICES

10130233 – CULVER CITY AFTER SCHOOL PROGRAMS

RESP. MGR.:

DIVISION MISSION

To offer Culver City residents with a higher quality of life by providing affordable after school child care to children in elementary and middle school.

DIVISION DESCRIPTION

The Culver City After School Program is responsible for providing after school care to children at facilities located near or at local school sites. Programs are offered Monday through Friday from the end of the school day to 6:00 p.m. Program components include academic improvement, health & fitness and cultural activities. This Division is responsible for working in partnership with the local school and developing additional activities in support of the school and its objectives.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	153,727	168,078	209,017	40,939	24.4%
Maint & Operations	17,343	16,558	24,803	8,245	49.8%
Division Total	\$171,070	\$184,636	\$233,820	\$49,184	26.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101	10130233				
			GENERAL FUND	Culver City After School Progr				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
2,671	0	0	411100	Regular Salaries	0	0	0.0%	
136,470	145,231	145,231	411200	Part-Time Salaries	193,102	47,871	33.0%	
2,080	9,155	9,155	432000	Social Security	5,386	-3,769	-41.2%	
5,048	5,085	5,085	433000	Retirement - Employer	6,752	1,667	32.8%	
7,458	8,607	8,607	434000	Workers Compensation	3,777	-4,830	-56.1%	
153,727	168,078	168,078	Total	Personnel Services	209,017	40,939	24.4%	
301	325	325	512100	Office Expense	325	0	0.0%	
209	295	295	512400	Communications	295	0	0.0%	
10,255	10,830	11,858	514100	Departmental Special Supplies	13,512	1,654	13.9%	
945	700	700	514200	Dances & Special Programs	875	175	25.0%	
0	0	0	516600	Special Events & Meetings	565	565	0.0%	
691	950	950	550110	Uniforms	1,188	238	25.1%	
1,554	1,970	1,133	619800	Other Contractual Services	1,750	617	54.5%	
3,387	1,297	1,297	650300	Liability Reserve Charge	6,293	4,996	385.2%	
17,343	16,367	16,558	Total	Maint & Operations	24,803	8,245	49.8%	
171,070	184,445	184,636	Division Total		233,820	49,184	26.6%	



PARKS, RECREATION & COMMUNITY SERVICES

10130240 – SPORTS PROGRAMS

RESP. MGR.:

DIVISION MISSION

To promote health and fitness through a variety of quality adult and youth sports programs and services.

DIVISION DESCRIPTION

The Sports Program Section is responsible for development, implementation and supervision of both adult and youth sports leagues and/or programs. Adult programs to be offered include Adult Basketball and Softball Leagues, and drop-in sports such as soccer and volleyball. Youth programs include a variety of contracted youth sports classes, day camps and workshops targeted to children ages 4-15 years. Additionally, a Youth Basketball League is offered in collaboration with the Culver Palms YMCA. The Sports Section maximizes the utilization of City sports facilities through an equitable field distribution plan and effective management and coordination with various sports community groups.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	7,121	23,694	7,897	-15,797	-66.7%
Maint & Operations	54,965	112,080	127,801	15,721	14.0%
Division Total	\$62,085	\$135,774	\$135,698	-\$76	-0.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101	10130240				
			GENERAL FUND	Sports Programs				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	14,118	14,118	411200	Part-Time Salaries	0	-14,118	-100.0%	
0	1,081	1,081	432000	Social Security	0	-1,081	-100.0%	
0	495	495	433000	Retirement - Employer	0	-495	-100.0%	
0	0	0	434000	Workers Compensation	367	367	0.0%	
7,121	8,000	8,000	435500	Retiree Insurance	7,530	-470	-5.9%	
7,121	23,694	23,694	Total	Personnel Services	7,897	-15,797	-66.7%	
0	216	216	516700	Memberships & Dues	216	0	0.0%	
54,965	59,784	111,864	619800	Other Contractual Services	126,973	15,109	13.5%	
0	0	0	650300	Liability Reserve Charge	612	612	0.0%	
54,965	60,000	112,080	Total	Maint & Operations	127,801	15,721	14.0%	
62,085	83,694	135,774	Division Total		135,698	-76	-0.1%	



PARKS, RECREATION & COMMUNITY SERVICES

10130250 – RECREATION AND ENRICHMENT PROGRAMS

RESP. MGR.:

DIVISION MISSION

To foster lifelong learning and develop a strong sense of community by providing a wide variety of quality Recreation classes for Culver City residents of all ages.

DIVISION DESCRIPTION

The Recreation Class Section is responsible for development and implementation of a wide variety of quality class opportunities that include the arts, health & wellness, cultural awareness, academic improvement, sense of community and allows participants to express themselves in a creative and caring setting.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	127,726	232,919	140,976	-91,943	-39.5%
Maint & Operations	456,462	633,493	562,588	-70,905	-11.2%
Division Total	\$584,188	\$866,412	\$703,564	-\$162,848	-18.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130250 Rec and Enrichment Programs			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
9,496	0	0	411100	Regular Salaries	40,150	40,150	0.0%
105,574	208,567	208,567	411200	Part-Time Salaries	68,355	-140,212	-67.2%
46	0	0	411310	Overtime-Regular	0	0	0.0%
0	0	0	431000	Deferred Compensation	1,040	1,040	0.0%
2,180	5,039	5,039	432000	Social Security	4,872	-167	-3.3%
5,487	13,051	13,051	433000	Retirement - Employer	6,957	-6,094	-46.7%
0	0	0	433050	Retirement-Unfunded Liability	4,339	4,339	0.0%
4,943	5,473	5,473	434000	Workers Compensation	5,424	-49	-0.9%
0	0	0	435000	Group Insurance	8,960	8,960	0.0%
0	650	650	435400	Retiree Health Savings	650	0	0.0%
0	139	139	436000	State Disability Insurance	229	90	64.7%
127,726	232,919	232,919	Total	Personnel Services	140,976	-91,943	-39.5%
355	2,015	2,015	512100	Office Expense	1,500	-515	-25.6%
0	3,000	3,000	512200	Printing and Binding	500	-2,500	-83.3%
0	3,500	3,500	512300	Postage	500	-3,000	-85.7%
4,407	4,000	5,913	514100	Departmental Special Supplies	6,000	87	1.5%
495	0	0	516500	Conferences & Conventions	0	0	0.0%
145	485	485	516700	Memberships & Dues	330	-155	-32.0%
0	500	500	550110	Uniforms	900	400	80.0%
448,815	565,000	617,255	619800	Other Contractual Services	543,821	-73,434	-11.9%
2,245	825	825	650300	Liability Reserve Charge	9,037	8,212	995.4%
456,462	579,325	633,493	Total	Maint & Operations	562,588	-70,905	-11.2%
584,188	812,244	866,412	Division Total		703,564	-162,848	-18.8%



PARKS, RECREATION & COMMUNITY SERVICES

10130260 – YOUTH CENTER

RESP. MGR.:

DIVISION MISSION

To provide a positive alternative and promote self-development to youth with opportunities to participate in educational, recreational and social activities through interactions with quality programs offered by caring and qualified adults.

DIVISION DESCRIPTION

The Teen Center Section is responsible for program development, planning and implementation at the Culver City Teen Center for youth ages 11-18 years of age. Staff provides creative programs that involve Culver City teens in a wide variety of experiences including lifelong learning and service to the Culver City community. Programs may include activities that promote socialization skills, health & fitness, cultural awareness and build a strong sense of community. The Teen Center Section partners with local businesses, community organizations and the School District to provide services and support of Culver City teens.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	96,131	102,112	91,266	-10,846	-10.6%
Maint & Operations	15,832	16,321	18,478	2,157	13.2%
Division Total	\$111,962	\$118,433	\$109,744	-\$8,689	-7.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130260 Youth Center			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,823	0	0	411100	Regular Salaries	0	0	0.0%
85,494	91,226	91,226	411200	Part-Time Salaries	81,133	-10,093	-11.1%
1,268	2,411	2,411	432000	Social Security	4,920	2,509	104.1%
3,061	3,194	3,194	433000	Retirement - Employer	2,841	-353	-11.1%
4,485	5,281	5,281	434000	Workers Compensation	2,372	-2,909	-55.1%
96,131	102,112	102,112	Total	Personnel Services	91,266	-10,846	-10.6%
359	262	262	512100	Office Expense	262	0	0.0%
5,077	4,518	4,518	514100	Departmental Special Supplies	4,518	0	0.0%
2,299	2,045	2,045	514200	Dances & Special Programs	2,045	0	0.0%
2,852	2,879	2,879	516600	Special Events & Meetings	2,879	0	0.0%
0	0	1,000	517500	Contributions to Agencies	0	-1,000	-100.0%
786	787	787	550110	Uniforms	787	0	0.0%
2,423	4,034	4,034	619800	Other Contractual Services	4,034	0	0.0%
2,037	796	796	650300	Liability Reserve Charge	3,953	3,157	396.6%
15,832	15,321	16,321	Total	Maint & Operations	18,478	2,157	13.2%
111,962	117,433	118,433	Division Total		109,744	-8,689	-7.3%



PARKS, RECREATION & COMMUNITY SERVICES

10130270 – YOUTH MENTORING PROGRAM

RESP. MGR.:

DIVISION MISSION

To enhance the lives of Culver City at-risk-youth through the Youth Mentoring Program in compliance with County Proposition A Bond Act of 1996.

DIVISION DESCRIPTION

The Youth Mentoring Section, adopted on February 23, 1998, fulfills the requirements of the County of Los Angeles 1996 Proposition A Bond Act funding by providing work experience and training for youth. Staff is responsible for job recruitment, youth training and partnerships with local businesses and other governmental agencies in pursuit of employment opportunities for youth. Prop A Bond commitment is fulfilled in the year 2018.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	14,819	15,336	15,969	633	4.1%
Maint & Operations	310	119	600	481	404.2%
Division Total	\$15,129	\$15,455	\$16,569	\$1,114	7.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND		10130270 Youth Mentoring Program		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
13,469	13,858	13,858	411200	Part-Time Salaries	14,872	1,014	7.3%
195	201	201	432000	Social Security	216	15	7.5%
471	486	486	433000	Retirement - Employer	521	35	7.2%
683	791	791	434000	Workers Compensation	360	-431	-54.5%
14,819	15,336	15,336	Total	Personnel Services	15,969	633	4.1%
310	119	119	650300	Liability Reserve Charge	600	481	404.2%
310	119	119	Total	Maint & Operations	600	481	404.2%
15,129	15,455	15,455	Division Total		16,569	1,114	7.2%



PARKS, RECREATION & COMMUNITY SERVICES

10130280 – COMMUNITY EVENTS

RESP. MGR.:

DIVISION MISSION

To provide the Culver City community with a wide variety of community events that fosters a sense of community and provide for memorable life experiences.

DIVISION DESCRIPTION

The Community Events Section is responsible for providing community events that foster a sense of community while addressing the recreational needs of residents of all ages. Events include but are not limited to the annual lighting of the tree on Vets Tower, Breakfast with Santa, Easter Egg Hunts and Lunch with the Bunny, the Fiesta La Ballona and the Dr. Martin Luther King, Jr. Celebration.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	13,178	15,350	17,654	2,304	15.0%
Maint & Operations	5,351	14,563	10,869	-3,694	-25.4%
Division Total	\$18,529	\$29,913	\$28,523	-\$1,390	-4.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130280 Community Events & Excursions			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
639	0	0	411100	Regular Salaries	0	0	0.0%
7,151	13,134	13,134	411200	Part-Time Salaries	15,574	2,440	18.6%
3,851	0	0	411310	Overtime-Regular	0	0	0.0%
38	0	0	431000	Deferred Compensation	0	0	0.0%
392	1,006	1,006	432000	Social Security	1,192	186	18.5%
387	460	460	433000	Retirement - Employer	546	86	18.7%
675	750	750	434000	Workers Compensation	342	-408	-54.4%
29	0	0	435400	Retiree Health Savings	0	0	0.0%
17	0	0	436000	State Disability Insurance	0	0	0.0%
13,178	15,350	15,350	Total	Personnel Services	17,654	2,304	15.0%
5,045	7,800	9,300	514100	Departmental Special Supplies	7,800	-1,500	-16.1%
0	3,650	5,150	619800	Other Contractual Services	2,500	-2,650	-51.5%
306	113	113	650300	Liability Reserve Charge	569	456	403.5%
5,351	11,563	14,563	Total	Maint & Operations	10,869	-3,694	-25.4%
18,529	26,913	29,913	Division Total		28,523	-1,390	-4.6%



PARKS, RECREATION & COMMUNITY SERVICES

10130285 – COMM. EVENTS-FIESTA LA BALLONA

RESP. MGR.:

DIVISION MISSION

To continue the celebration of Culver City and its community organizations by offering events during the entire week with a culminating festival in Veterans Park.

DIVISION DESCRIPTION

“Fiesta La Ballona Days” began in 1951 as a week-long celebration of the region’s early settlers. People went to events – and even to work – dressed up as Native American Indians, rancheros, señoritas, cowboys, and cowgirls. The early fiestas evoked pride among the decedents of the “first families” and offered the entire community a playful opportunity to connect with its history. In 2004 amusement rides were added to attract families to the event. In 2005 the Culver City Lion’s Club opened the first Beer and Wine Garden, a tradition now offered by the Culver City Exchange Club. The Fiesta La Ballona continues to be a celebration of the past, present, and future of Culver City showcasing both its warmth and its sophistication. It continues to offer people a place for food and fun and sharing.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Maint & Operations	72,301	74,400	74,400	0	0.0%
Division Total	\$72,301	\$74,400	\$74,400	\$0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101	10130285			
			GENERAL FUND	Comm Events-Fiesta La Ballona			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
2,269	5,000	5,000	514100	Departmental Special Supplies	4,000	-1,000	-20.0%
0	5,000	5,000	517300	Advertising and Public Relatio	1,000	-4,000	-80.0%
70,032	64,400	64,400	619800	Other Contractual Services	69,400	5,000	7.8%
72,301	74,400	74,400	Total	Maint & Operations	74,400	0	0.0%
72,301	74,400	74,400	Division Total		74,400	0	0.0%



PARKS, RECREATION & COMMUNITY SERVICES

10130300 – PARKS DIVISION

RESP. MGR.: PATRICK REYNOLDS

DIVISION MISSION

To develop, maintain, rejuvenate, and repair at professional standards, all parks, landscaped median strips, parkways and other landscaped City facilities for the safety, health and welfare of the public.

DIVISION DESCRIPTION

The Parks Division of the Parks, Recreation and Community Services Department is responsible for maintaining all park sites, street medians and City-owned landscaped facilities

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,542,867	1,883,811	1,842,924	-40,887	-2.2%
Maint & Operations	705,626	926,773	913,861	-12,912	-1.4%
Division Total	\$2,248,493	\$2,810,584	\$2,756,785	-\$53,799	-1.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101	10130300			
			GENERAL FUND	Parks Division			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
846,658	1,096,245	1,066,245	411100	Regular Salaries	1,038,005	-28,240	-2.6%
19,835	0	0	411200	Part-Time Salaries	0	0	0.0%
5,363	4,284	4,284	411310	Overtime-Regular	4,284	0	0.0%
15,550	22,880	22,880	431000	Deferred Compensation	21,840	-1,040	-4.5%
66,469	81,767	81,767	432000	Social Security	76,372	-5,395	-6.6%
173,702	227,710	227,710	433000	Retirement - Employer	87,153	-140,557	-61.7%
0	0	0	433050	Retirement-Unfunded Liability	141,990	141,990	0.0%
54,285	59,267	59,267	434000	Workers Compensation	27,874	-31,393	-53.0%
197,183	242,971	242,971	435000	Group Insurance	250,840	7,869	3.2%
8,359	11,050	11,050	435400	Retiree Health Savings	10,400	-650	-5.9%
57,742	49,000	49,000	435500	Retiree Insurance	60,900	11,900	24.3%
89,900	89,900	89,900	435600	Retiree Medical Prefunding	94,395	4,495	5.0%
3,124	3,683	3,683	436000	State Disability Insurance	3,421	-262	-7.1%
500	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
20,069	20,700	20,700	437500	Longevity Pay	22,500	1,800	8.7%
1,548	1,625	1,625	438500	Cell Phone Allowance	1,950	325	20.0%
0	1,729	1,729	440000	Uniform Allowance	0	-1,729	-100.0%
(13,769)	0	0	499500	Contra-Salaries	0	0	0.0%
(3,649)	0	0	499550	Contra-Benefits	0	0	0.0%
1,542,867	1,913,811	1,883,811	Total	Personnel Services	1,842,924	-40,887	-2.2%
1,173	1,500	1,500	512100	Office Expense	1,500	0	0.0%
202	100	100	512200	Printing and Binding	100	0	0.0%
1,090	1,540	1,540	512400	Communications	1,540	0	0.0%
88,203	86,260	86,260	513000	Utilities	86,260	0	0.0%
77,922	86,500	86,500	514100	Departmental Special Supplies	86,000	-500	-0.6%
1,821	2,000	2,000	516100	Training & Education	2,000	0	0.0%
2,080	2,000	2,000	516500	Conferences & Conventions	2,000	0	0.0%
743	600	600	516600	Special Events & Meetings	600	0	0.0%
1,218	921	921	516700	Memberships & Dues	921	0	0.0%
0	0	1,050	517500	Contributions to Agencies	0	-1,050	-100.0%
290	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%
6,768	9,000	9,000	550110	Uniforms	9,000	0	0.0%
5,669	3,000	3,000	600200	R&M - Equipment	3,000	0	0.0%
85,683	200,000	200,000	600800	Equip Maint Expenses	200,000	0	0.0%
36,485	36,172	36,172	605400	Amortization of Equipment	39,743	3,571	9.9%
0	100	100	619600	Drug Testing Program	100	0	0.0%
371,623	449,154	487,100	619800	Other Contractual Services	434,654	-52,446	-10.8%
24,655	8,930	8,930	650300	Liability Reserve Charge	46,443	37,513	420.1%
705,626	887,777	926,773	Total	Maint & Operations	913,861	-12,912	-1.4%
2,248,493	2,801,588	2,810,584	Division Total		2,756,785	-53,799	-1.9%



PARKS, RECREATION & COMMUNITY SERVICES

10130400 – SENIOR AND SOCIAL SERVICES

RESP. MGR.: ARMANDO ABREGO

DIVISION MISSION

To provide a wide array of educational workshops, recreational classes, and special events to meet the needs of the senior community, which will enhance their dignity and health, promote opportunities for personal growth and enrichment, and coordinate the use of all available community resources for their well-being. In addition, Social Services offers information and referral assistance to all residents in need to empower them and enhance their quality of life.

DIVISION DESCRIPTION

The Senior & Social Services Division, a multi-service agency housed at the Culver City Senior Center, provides a variety of educational, recreational and social services that meet the needs and interests of seniors, residents with disabilities and members of the general community. The numerous programs and services offered provide access to information and support as well as opportunities for participation in activities that lead to personal growth and enrichment.

The Senior & Social Services Division also administers the Operation & Maintenance Budgets, provides the support staff, and supervises the staff for 30410, 30415, 30430, and 30440.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	904,147	1,055,852	961,941	-93,911	-8.9%
Maint & Operations	45,845	52,470	75,766	23,296	44.4%
Capital Outlay	0	9,335	0	-9,335	-100.0%
Division Total	\$949,992	\$1,117,657	\$1,037,707	-\$79,950	-7.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130400 Senior and Social Services			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
438,168	431,866	431,866	411100	Regular Salaries	429,733	-2,133	-0.5%
106,446	217,950	217,950	411200	Part-Time Salaries	150,085	-67,865	-31.1%
199	551	551	411310	Overtime-Regular	551	0	0.0%
8,499	8,424	8,424	431000	Deferred Compensation	8,424	0	0.0%
31,832	32,795	32,795	432000	Social Security	35,379	2,584	7.9%
87,937	98,370	98,370	433000	Retirement - Employer	40,721	-57,649	-58.6%
0	0	0	433050	Retirement-Unfunded Liability	57,208	57,208	0.0%
32,081	33,333	33,333	434000	Workers Compensation	16,639	-16,694	-50.1%
63,757	66,068	66,068	435000	Group Insurance	58,000	-8,068	-12.2%
3,347	3,315	3,315	435400	Retiree Health Savings	3,315	0	0.0%
129,813	132,000	132,000	435500	Retiree Insurance	129,440	-2,560	-1.9%
25,260	25,260	25,260	435600	Retiree Medical Prefunding	26,523	1,263	5.0%
1,186	1,145	1,145	436000	State Disability Insurance	1,148	3	0.3%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
2,774	3,300	3,300	437500	Longevity Pay	3,300	0	0.0%
983	975	975	438500	Cell Phone Allowance	975	0	0.0%
(28,633)	0	0	499500	Contra-Salaries	0	0	0.0%
904,147	1,055,852	1,055,852	Total	Personnel Services	961,941	-93,911	-8.9%
3,306	3,500	3,500	512100	Office Expense	3,500	0	0.0%
365	515	515	512400	Communications	515	0	0.0%
832	2,500	3,083	514100	Departmental Special Supplies	2,500	-583	-18.9%
210	590	590	516100	Training & Education	590	0	0.0%
3,353	2,200	2,200	516500	Conferences & Conventions	2,200	0	0.0%
226	600	600	516600	Special Events & Meetings	600	0	0.0%
480	660	815	516700	Memberships & Dues	660	-155	-19.0%
0	100	100	518300	Auto Mileage Reimbursement	100	0	0.0%
22,502	35,235	36,045	619800	Other Contractual Services	37,378	1,333	3.7%
14,571	5,022	5,022	650300	Liability Reserve Charge	27,723	22,701	452.0%
45,845	50,922	52,470	Total	Maint & Operations	75,766	23,296	44.4%
0	0	9,335	740100	Furniture & Furnishings	0	-9,335	-100.0%
0	0	9,335	Total	Capital Outlay	0	-9,335	-100.0%
949,992	1,106,774	1,117,657	Division Total		1,037,707	-79,950	-7.2%



PARKS, RECREATION & COMMUNITY SERVICES

10130430 - RSVP

RESP. MGR.: ARMANDO ABREGO

DIVISION MISSION

To help connect community members with diverse volunteer service opportunities while providing a much needed contribution to the community. In particular, to help older adults find a recognized role in the community and a meaningful life in retirement.

DIVISION DESCRIPTION

The Retired and Senior Volunteer Program (RSVP) strives to meet the critical needs of our community through senior volunteerism and to provide those age 55 and above with meaningful service opportunities.

The RSVP office provides volunteer referrals for community members of all ages seeking opportunities that will utilize and /or enhance their experiences, knowledge, and skills. This need continues to increase due to President Obama's call to service and economic conditions, which have caused 1) non-profits to operate with minimal staff 2) unemployed persons to seek opportunities to gain new skill sets and occupy their time.

The RSVP office also provides volunteer recruitment support and assistance for large-scale events sponsored by the City and/or local partner non-profit organizations.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	97,568	98,589	90,558	-8,031	-8.1%
Maint & Operations	7,554	7,555	8,563	1,008	13.3%
Division Total	\$105,123	\$106,144	\$99,121	-\$7,023	-6.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130430 RSVP			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
70,401	62,752	62,752	411100	Regular Salaries	62,764	12	0.0%
933	936	936	431000	Deferred Compensation	936	0	0.0%
4,599	4,746	4,746	432000	Social Security	4,736	-10	-0.2%
12,670	14,106	14,106	433000	Retirement - Employer	5,480	-8,626	-61.2%
0	0	0	433050	Retirement-Unfunded Liability	8,928	8,928	0.0%
2,324	1,860	1,860	434000	Workers Compensation	773	-1,087	-58.4%
0	7,538	7,538	435000	Group Insurance	0	-7,538	-100.0%
583	585	585	435400	Retiree Health Savings	585	0	0.0%
5,800	5,800	5,800	435600	Retiree Medical Prefunding	6,090	290	5.0%
258	266	266	436000	State Disability Insurance	266	0	0.0%
97,568	98,589	98,589	Total	Personnel Services	90,558	-8,031	-8.1%
506	1,000	1,000	512100	Office Expense	1,000	0	0.0%
3,439	3,800	3,800	514100	Departmental Special Supplies	3,800	0	0.0%
2,617	2,300	2,300	516500	Conferences & Conventions	2,300	0	0.0%
150	175	175	516700	Memberships & Dues	175	0	0.0%
(213)	0	0	518000	Volunteer Program	0	0	0.0%
1,055	280	280	650300	Liability Reserve Charge	1,288	1,008	360.0%
7,554	7,555	7,555	Total	Maint & Operations	8,563	1,008	13.3%
105,123	106,144	106,144	Division Total		99,121	-7,023	-6.6%



PARKS, RECREATION & COMMUNITY SERVICES

41430410/41430415 – SENIOR NUTRITION

RESP. MGR.: ARMANDO ABREGO

DIVISION MISSION

To serve well balanced nutritional lunches five days a week to registered Los Angeles County participants sixty (60) years and over in a safe and nurturing environment. In addition, the Home Delivered Meal Program delivers well balanced nutritional lunches five days a week and frozen meals on the weekends to the City of Culver City residents sixty (60) years and over.

DIVISION DESCRIPTION

The Senior Nutrition Program provides an opportunity for registered Los Angeles County participants sixty (60) years and over to enjoy a well-balanced nutritional lunches in a nurturing environment for a suggested donation of \$2.25. The program also home delivers lunches to those unable to join us for the congregate service. With the help of numerous volunteers, we are able to deliver lunches as well as follow up with home delivery clients by phone, through the Telephone Reassurance Program. Staff has secured a partnership with ENHANCE (Effective Nutritional Health Assessments and Networks of Care for the Elderly) to offer a diabetic support group.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	143,663	199,653	218,303	18,650	9.3%
Maint & Operations	128,831	128,790	133,646	4,856	3.8%
Division Total	\$272,494	\$328,443	\$351,949	\$23,506	7.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			414	41430410			
			OPERATING GRANTS FUND	Senior Nutrition - CI			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
59,888	74,606	74,606	411100	Regular Salaries	74,620	14	0.0%
16,731	43,438	43,438	411200	Part-Time Salaries	17,521	-25,917	-59.7%
897	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
4,782	5,995	5,995	432000	Social Security	5,581	-414	-6.9%
12,859	17,954	17,954	433000	Retirement - Employer	6,998	-10,956	-61.0%
0	0	0	433050	Retirement-Unfunded Liability	10,401	10,401	0.0%
2,570	7,348	7,348	434000	Workers Compensation	3,725	-3,623	-49.3%
18,186	18,702	18,702	435000	Group Insurance	19,390	688	3.7%
560	650	650	435400	Retiree Health Savings	650	0	0.0%
226	310	310	436000	State Disability Insurance	310	0	0.0%
907	900	900	437500	Longevity Pay	900	0	0.0%
117,607	170,943	170,943	Total	Personnel Services	141,136	-29,807	-17.4%
0	500	500	512100	Office Expense	500	0	0.0%
200	250	250	514100	Departmental Special Supplies	250	0	0.0%
165	0	0	516700	Memberships & Dues	0	0	0.0%
99,286	99,849	100,033	619800	Other Contractual Services	99,349	-684	-0.7%
1,835	1,107	1,107	650300	Liability Reserve Charge	6,206	5,099	460.6%
101,486	101,706	101,890	Total	Maint & Operations	106,305	4,415	4.3%
219,094	272,649	272,833	Division Total		247,441	-25,392	-9.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			414	41430415			
			OPERATING GRANTS FUND	Senior Nutrition - CII & 3B			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
15,532	18,894	18,894	411100	Regular Salaries	19,863	969	5.1%
3,224	6,298	6,298	411200	Part-Time Salaries	45,235	38,937	618.2%
150	0	0	431000	Deferred Compensation	0	0	0.0%
1,287	809	809	432000	Social Security	4,888	4,079	504.2%
4,250	2,033	2,033	433000	Retirement - Employer	3,576	1,543	75.9%
0	0	0	433050	Retirement-Unfunded Liability	3,605	3,605	0.0%
1,470	0	0	434000	Workers Compensation	0	0	0.0%
94	650	650	435400	Retiree Health Savings	0	-650	-100.0%
49	26	26	436000	State Disability Insurance	0	-26	-100.0%
26,056	28,710	28,710	Total	Personnel Services	77,167	48,457	168.8%
0	0	559	514100	Departmental Special Supplies	500	-59	-10.6%
27,345	26,841	26,341	619800	Other Contractual Services	26,841	500	1.9%
27,345	26,841	26,900	Total	Maint & Operations	27,341	441	1.6%
53,401	55,551	55,610	Division Total		104,508	48,898	87.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			414	41430906				
			OPERATING GRANTS FUND	Prop A (Parks Div)				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
13,769	0	0	411150	Salaries-Project	0	0	0.0%	
0	15,049	15,049	411200	Part-Time Salaries	0	-15,049	-100.0%	
3,649	0	0	430500	Benefits-Project	0	0	0.0%	
0	2,186	2,186	432000	Social Security	0	-2,186	-100.0%	
0	1,000	1,000	433000	Retirement - Employer	0	-1,000	-100.0%	
17,418	18,235	18,235	Total	Personnel Services	0	-18,235	-100.0%	
17,418	18,235	18,235	Division Total		0	-18,235	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			414			41430907			
			OPERATING GRANTS FUND		CC Nature Park Trail				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	244,366	244,366	600100	R&M - Building		0	-244,366	-100.0%	
0	244,366	244,366	Total	Maint & Operations		0	-244,366	-100.0%	
0	244,366	244,366	Division Total			0	-244,366	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			414			41430908			
			OPERATING GRANTS FUND		Vets Memo Park 5-12 Playgr Eqm				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	187,000	600200	R&M - Equipment		0	-187,000	-100.0%	
0	0	187,000	Total	Maint & Operations		0	-187,000	-100.0%	
0	0	187,000	Division Total			0	-187,000	-100.0%	



PARKS, RECREATION & COMMUNITY SERVICES

42730440 – DISABILITY SERVICES

RESP. MGR.: ARMANDO ABREGO

DIVISION MISSION

To provide a wide array of supportive services, educational workshops, recreational and enrichment classes, and special events to meet the needs of the disabled community, which will enhance their dignity, promote opportunities for personal growth and enrichment, and coordinate the use of all available community resources for their well-being.

DIVISION DESCRIPTION

The Disability Services Program offers a wide array of supportive services, educational workshops, recreational and enrichment classes, and special events to meet the needs of the disabled community, which will enhance their dignity, promote opportunities for personal growth and enrichment, and coordinate the use of all available community resources for their well-being. Disability Services offers information and referral assistance to all residents in need to empower them and enhance their quality of life.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	28,633	28,497	28,500	3	0.0%
Maint & Operations	0	249	0	-249	-100.0%
Division Total	\$28,633	\$28,746	\$28,500	-\$246	-0.9%

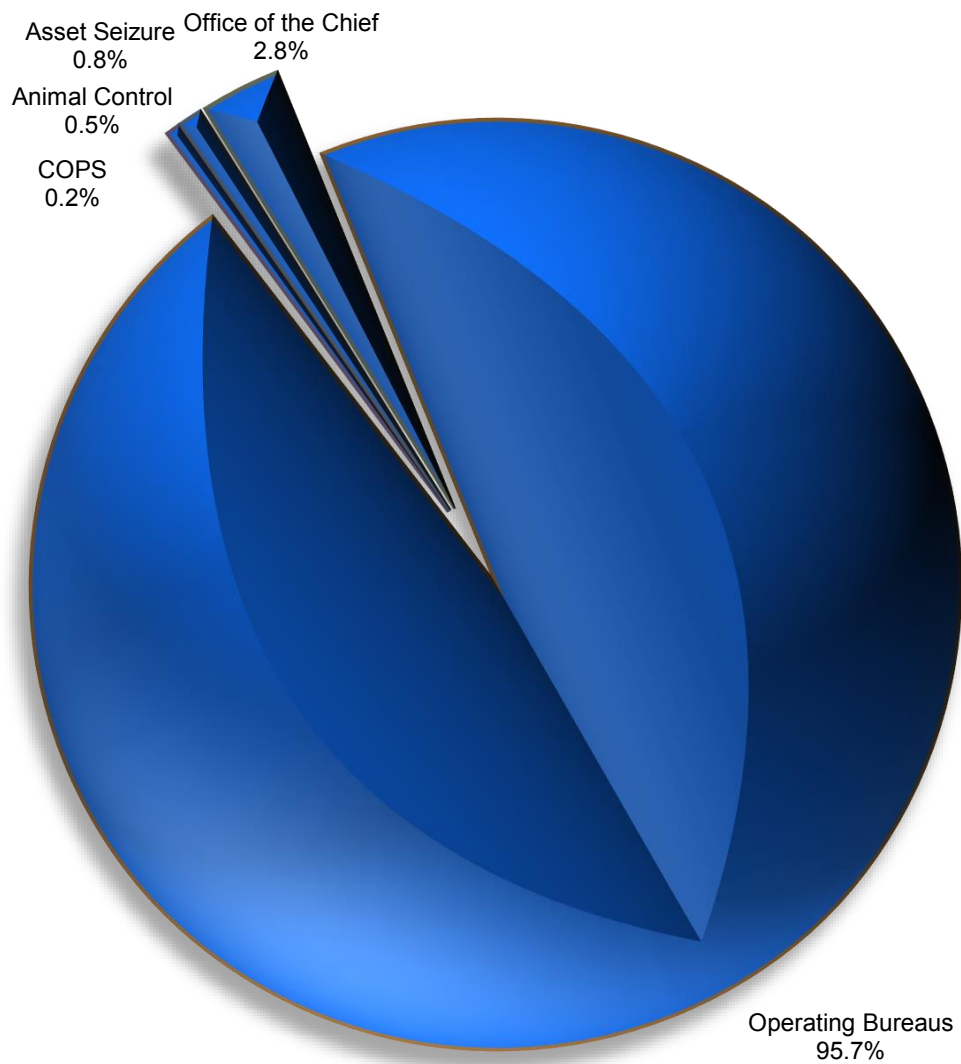
**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PARKS RECREATION & COMM SVS			427			42730440		
			CDBG - OPERATING FUND			Disability		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	26,843	26,843	411100	Regular Salaries	28,500	1,657	6.2%	
28,633	0	0	411150	Salaries-Project	0	0	0.0%	
0	1,654	1,654	434000	Workers Compensation	0	-1,654	-100.0%	
28,633	28,497	28,497	Total	Personnel Services	28,500	3	0.0%	
0	249	249	650300	Liability Reserve Charge	0	-249	-100.0%	
0	249	249	Total	Maint & Operations	0	-249	-100.0%	
28,633	28,746	28,746	Division Total		28,500	-246	-0.9%	

ADOPTED 2017-18 BUDGET

POLICE DEPARTMENT

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POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

DEPARTMENT MISSION

The Culver City Police Department is committed to enhancing our community's quality of life through a continued tradition of proactive police work, timely response, and public outreach.

DEPARTMENT DESCRIPTION

The Police Department is responsible for providing visible patrol, criminal investigations, follow up investigations, traffic accident investigations, and specialized investigations such as identity theft, vice offenses, and similar crimes. The Department attempts to enhance community safety through the deterrence/prevention of crime, the apprehension of offenders, and the education of the public in self-protective measures to minimize victimization.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
101 – GENERAL FUND					
40100 Office of the Chief	1,048,667	1,075,547	1,131,385	55,838	5.2%
40200 Operating Bureaus	30,747,894	34,337,388	39,261,003	4,923,615	14.3%
40300 Police Communications	1,837,810	2,648,451	0	-2,648,451	-100.0%
40400 Animal Control	172,238	197,603	202,025	4,422	2.2%
Fund Total	\$33,806,609	\$38,258,989	\$40,594,413	\$2,335,424	6.1%
414 – GRANTS OPERATING FUND					
40230 COPS/SLESF/Bruite	40,540	100,250	100,500	250	0.2%
40913 Police - Misc DOJ Grants	82,139	0	0	0	0.0%
40919 AB 109-PublicSafetyRealignment	185,319	0	0	0	0.0%
40923 SelectiveTrafficEnforc:OTSFY15	68,595	0	0	0	0.0%
40924 DOJ-Byrne JAG 2015 Program	10,991	0	0	0	0.0%
40925 SelectiveTrafficEnforc:OTSFY16	67,131	0	0	0	0.0%
40926 DOJ-Coverdell Forensic SciFY15	5,719	11,494	0	-11,494	-100.0%
40927 DOJ-Byrne JAG 2016 Program	0	13,579	0	-13,579	-100.0%
40928 SelectiveTrafficEnforc:OTSFY17	0	603	0	-603	-100.0%
Fund Total	\$460,434	\$125,927	\$100,500	-\$25,427	-20.2%
416 – ASSET SEIZURE FUND					
40451 St. Asset Seizure Fds 15%	0	25,000	0	-25,000	-100.0%
40453 Commrcl Vehicle Asset Seizure	0	953	0	-953	-100.0%
40454 Fed. Asset Seizure Justice	113,534	559,252	335,000	-224,252	-40.1%
Fund Total	\$113,534	\$585,205	\$335,000	-\$250,205	-42.8%
Department Total	\$34,380,577	\$38,970,121	\$41,029,913	\$2,059,792	5.3%



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Police Alarm Permits	35,452	35,000	47,000	12,000	34.3%
Police False Alarm Chgs	170,885	100,000	155,000	55,000	55.0%
Dog Licenses	40,924	35,000	35,000	0	0.0%
Court Fines - General	2,035,817	1,850,000	1,850,000	0	0.0%
Vehicle Code Fines	2,113,061	2,550,000	2,550,000	0	0.0%
Admin Citations	685	1,310	2,000	690	52.7%
DOJ-Bulletproof Vest Grant	8,039	0	0	0	0.0%
DOJ-Byrne Discretionary Grant	0	13,579	0	-13,579	-100.0%
DOJ-2015 PaulCoverdell Forensi	10,991	0	0	0	0.0%
Selective Traffic Enforcement	135,862	0	0	0	0.0%
Selective Traffic Enforcement	0	603	0	-603	-100.0%
CaIMMET	116,305	0	0	0	0.0%
AB 109-PublicSafetyRealignment	98,153	0	0	0	0.0%
Coverdell Forensic Science Imp	5,719	11,494	0	-11,494	-100.0%
Asset Seizure - Justice	125,072	31,196	0	-31,196	-100.0%
Asset Seizure - Treasury	17,238	0	0	0	0.0%
Post Program	0	243	0	-243	-100.0%
COPS/SLESF/Brulte Revenue	114,618	100,000	100,000	0	0.0%
Asset Seizure - State	7,237	0	0	0	0.0%
Asset Seizure - State 15%	1,014	25,000	0	-25,000	-100.0%
Sfty Special Event/Filming	1,410	250,000	250,000	0	0.0%
Special Police Services	96,337	90,000	95,000	5,000	5.6%
Live Scan Fees	164,384	140,000	140,000	0	0.0%
DNA Services	2,430	2,750	3,000	250	9.1%
Animal Control Fees	1,225	1,200	500	-700	-58.3%
Interest Income	214	250	500	250	100.0%
Miscellaneous Revenue	21,943	37,389	7,500	-29,889	-79.9%
Explorer Program	157	650	0	-650	-100.0%
Sale of Property	5,938	0	0	0	0.0%
General Reserves	29,049,466	33,694,456	35,794,413	2,099,957	6.2%
Department Total	\$34,380,577	\$38,970,121	\$41,029,913	\$2,059,792	5.3%



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>40100 Office of the Police Chief</u>					
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Chief of Police	1.00	1.00	1.00	0.00	0.0%
Police Lieutenant	1.00	1.00	1.00	0.00	0.0%
Division Total	3.00	3.00	3.00	0.00	0.0%
<u>40200 Operating Bureaus</u>					
Assistant Police Chief	1.00	1.00	1.00	0.00	0.0%
Automated Enforcement Tech	1.00	1.00	1.00	0.00	0.0%
Comm. Services Officer *	8.82	8.82	7.84	-0.98	-11.1%
Custodian	1.00	1.00	1.00	0.00	0.0%
Forensic Specialist	2.00	2.00	2.00	0.00	0.0%
Information Tech Analyst	2.00	0.00	0.00	0.00	0.0%
Jailer	3.00	3.00	3.00	0.00	0.0%
Management Analyst **	2.00	2.00	1.00	-1.00	-50.0%
Parking Enforcement Officer	10.00	10.00	10.00	0.00	0.0%
Parking Supervisor	1.00	1.00	1.00	0.00	0.0%
Police Captain	2.00	2.00	2.00	0.00	0.0%
Police Lieutenant	7.00	7.00	7.00	0.00	0.0%
Police Officers	77.00	81.00	81.00	0.00	0.0%
Police Records Tech *	4.00	4.00	5.00	1.00	25.0%
Police Records/Property Supervisor	1.00	1.00	1.00	0.00	0.0%
Police Sergeant ***	15.00	15.00	16.00	1.00	6.7%
Property Technician	1.00	1.00	1.00	0.00	0.0%
Secretary	2.00	2.00	2.00	0.00	0.0%
Sr. Forensic Specialist	1.00	1.00	1.00	0.00	0.0%
Sr. Jailer	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst **	0.00	0.00	1.00	1.00	100.0%
Division Total	142.82	144.82	145.84	1.02	0.7%
<u>40230 COPS</u>					
Property Technician	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>40300 Police Communications</u>					
Police Sergeant ***	1.00	1.00	0.00	-1.00	-100.0%
Safety Svc Com. Operator ^	12.00	12.00	0.00	-12.00	-100.0%
Division Total	13.00	13.00	0.00	-13.00	0.0%



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>40400 Animal Services</u>					
Animal Services Officer	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
Total Positions	160.82	162.82	150.84	-11.98	-7.4%

- * *Reclass 0.98 Community Services Officer position to full-time Police Records Technician*
- ** *Reclass one (1) Management Analyst position to Sr. Management Analyst*
- *** *Transfer one (1) Police Sergeant position from 10140300 - Police Communications to 10140200 - Operating Bureaus*
- ^ *Eliminate twelve (12) Safety Services Communications Operator positions. Function contracted out to South Bay Regional Public Communications Authority.*

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>40200 Operating Bureaus</u>					
Crossing Guards	6,300	6,300	6,300	0	0.0%
Division Total	6,300	6,300	6,300	0	0.0%
Total Hours	6,300	6,300	6,300	0	0.0%



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>Sworn Officers</u>					
Chief of Police	1.00	1.00	1.00	0.00	0.0%
Assistant Police Chief	1.00	1.00	1.00	0.00	0.0%
Police Captain	2.00	2.00	2.00	0.00	0.0%
Police Lieutenant	8.00	8.00	8.00	0.00	0.0%
Police Sergeant	16.00	16.00	16.00	0.00	0.0%
Police Officer	77.00	81.00	81.00	0.00	0.0%
Total Sworn	105.00	109.00	109.00	0.00	0.0%
<u>Non-Sworn Personnel</u>					
Administrative Secretary/SH5	1.00	1.00	1.00	0.00	0.0%
Animal Services Officer	1.00	1.00	1.00	0.00	0.0%
Automated Enforcement Technician	1.00	1.00	1.00	0.00	0.0%
Comm. Services Officer *	8.82	8.82	7.84	-0.98	-11.1%
Custodian	1.00	1.00	1.00	0.00	0.0%
Forensic Specialist	2.00	2.00	2.00	0.00	0.0%
Information Tech Analyst	2.00	0.00	0.00	0.00	0.0%
Jailer	3.00	3.00	3.00	0.00	0.0%
Management Analyst **	2.00	2.00	1.00	-1.00	-50.0%
Parking Enforcement Officer	10.00	10.00	10.00	0.00	0.0%
Parking Supervisor	1.00	1.00	1.00	0.00	0.0%
Property Tech	2.00	2.00	2.00	0.00	0.0%
Police Records/Property Supervisor	1.00	1.00	1.00	0.00	0.0%
Police Records Tech *	4.00	4.00	5.00	1.00	25.0%
Secretary	2.00	2.00	2.00	0.00	0.0%
Safety Svc Comm. Operator ***	12.00	12.00	0.00	-12.00	-100.0%
Sr. Jailer	1.00	1.00	1.00	0.00	0.0%
Sr. Forensic Specialist	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst **	0.00	0.00	1.00	1.00	100.0%
Total Non-Sworn	55.82	53.82	41.84	-11.98	-22.3%
Total Positions	160.82	162.82	150.84	-11.98	-7.4%

* Reclass 0.98 Community Services Officer position to full-time Police Records Technician

** Reclass one (1) Management Analyst position to Sr. Management Analyst

*** Eliminate twelve (12) Safety Services Communications Operator positions. Function contracted out to South Bay Regional Public Communications Authority.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS

- Continue to implement the Department's Strategic Plan goals.

Status: Ongoing. The Department is continually implementing and maintaining our 2016-2019 Strategic Plan goals.

- Continue to pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, forensics and mental health resources.

Status: Ongoing.

Awarded:

U.S. Dept. of Justice – Office of Justice Programs - Bulletproof Vest Partnership: FY15 Grant awarded in the amount \$17,748.42. FY16 Grant in the amount of \$22,505.08 was awarded on October 7, 2016. Reimbursement requests are ongoing based on vests purchased. Received reimbursements in the amount of \$8,104.34. The Department is required to exhaust FY15 grant funds prior to using FY16 grant funds.

FY16 U.S. Dept. of Justice – Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation: On August 18, 2016, received a grant award in the amount of \$13,579. Grant funds will cover the costs to create a law enforcement strategic plan for police leadership to advance the department's ability to deliver the highest quality service to the community. The grant period is October 1, 2015-September 30, 2017. (The grant period does go back to 2015 even though the grant was awarded in 2016).

FY17 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): On August 5, 2016, received a grant award in the amount of \$70,000. Grant funds will cover the costs to conduct DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations and Traffic Safety Educational Presentations. The grant period is October 1, 2016- September 30, 2017.

FY17 Board of State and Community Corrections (BSCC): Received a grant award in the amount of \$50,000.00. Grant funds will allow our partnerships with local non-profit social service providers to perform additional outreach services for our homeless population and interface with our mental health evaluation team for the best possible solutions for each individual case. BSCC funds will be used to provide more frequent outreach, equipment and supplies to assist officers in their outreach efforts and emergency survival supplies to assist the homeless



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Applied:

FY18 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): Grant Application in the amount of \$117,480.00 was submitted on January 24, 2017. Requested grant funds will continue Traffic Safety Operations; DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations, Traffic Safety Educational Presentations and Safe Routes to School education and enforcement.

- Continue to closely monitor the release of AB 109 offenders.

Status: The Department continues to monitor the AB 109 offenders in our community. Most AB 109 Offenders are transient and don't stay in one location for very long. We coordinate communication efforts with County Probation (lead agency responsible for supervising offenders) so we have current and immediate information available to the officers. We also collaborate with the State Department of Corrections and Rehabilitation, Division of Adult Parole Operations, to obtain the status of parolees being released in our City.

- Continue community outreach efforts to include Neighborhood Watch Program, Citizens Police Academy, Police Explorer Program, Coffee with a Cop and the use of social media programs such as Nixle, Facebook and Twitter.

Status: Ongoing. Continue to expand community outreach with a focus on expanding the Neighborhood Watch program. Attended ten (10) meetings (fiscal year to date) which resulted in attending all active groups. A Fox Hills group was established in September 2016 and staff has met twice with the group. Staff is working to establish Sunkist Park and Rancho Higuera groups, and targeting the Carlson Park area to recruit volunteers. The Department will provide a Citizens Police Academy in Summer 2017. We held a very successful National Night Out on August 2, 2016, participated in the Centennial Parade and Centennial Screenland 5K Run and Held a Coffee with a Cop on October 13, 2016. We continue to provide information to the community via social media; Nixle, Facebook, Twitter and Nextdoor.com. The Department is scheduling a Centennial Open House in Fall 2017.

Our Police Explorer Program is up to eight (8) Explorers. The Explorers attend bi-monthly meetings for about 1.5 hours on the 1st and 3rd Tuesday of every month. During these meetings the Explorers are exposed to a variety of different lessons and hands-on experience. The Explorers participated in the Annual Car Show, 4th of July Fireworks celebration, Centennial Parade and the Holiday Donated Gifts Event. The Explorers participated in the Los Angeles Police Department Explorer Drill Competition. Our Explorers placed 1st in the Honor Guard Competition.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

The Department participates in the Anti-Defamation League's (ADL) quarterly meetings led by Los Angeles County Sheriff Jim McDonnell, to discuss trends related to hate crimes and hate groups. The League provides resources to law enforcement agencies. Also, the ADL has partnered with the Los Angeles Museum of the Holocaust to bring an innovative and nationally acclaimed training program to law enforcement. Supervisors and members of the Management Group attended the Law Enforcement and Society program (LEAS). The LEAS program examines the history of the Holocaust and its implications for law enforcement today. Through LEAS, law enforcement officers learn about the role of their profession during the Holocaust and reflect on their professional and personal responsibilities today.

The Department also maintains a partnership with the Museum of Tolerance.

- Continue a partnership with the School District in emergency preparedness, disaster planning and response to critical incidents.

Status: Ongoing. The Department continues to foster a partnership with the School District and to discuss coordinated safety efforts and to provide safety training. The Department provided Active Shooter training (Response to Critical Incident) to Culver City High School Security and some staff members, along with student volunteers. Issues were discovered and rectified.

- Continue to work with Human Resources on recruiting sworn and non-sworn staff and conduct outreach efforts to attract the best possible candidates.

Status: Ongoing. The Department hired seven (7) sworn and two (2) non-sworn employees. We currently have eight (8) sworn vacancies and 12 non-sworn vacancies. Annually, we attend local community colleges and the Black College Expo to recruit potential sworn and non-sworn candidates.

- Continue to facilitate a workshop with City Council Members to identify parking enforcement issues and strategy.

Status: Ongoing. The Department meets with the City Council's Ad Hoc Parking and Traffic Committee and other City Departments to identify parking enforcement issues and implement strategies.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Continue to revisit the Police Department needs assessment including capital improvement needs.

Status: Ongoing. Two capital improvement projects were completed; upgraded the Department's Data Center (server room) electrical panel and connected the server room air conditioning unit to a back-up generator and replaced the flooring on the basement level and first floor of the Police Building. We have been working with the Public Works Department to rehabilitate and repair the police building restrooms and locker rooms.

- Continue to identify mental health resources available through partnerships (County Mental Health, local non-profits) for response, care and treatment of individuals in need. Pursue grant opportunities for new mental health programs.

Status: Ongoing. Our Mental Health Evaluation Team coordinates and collaborates with several local mental health providers to assist with and to provide additional outreach services for our mental health/homeless contacts and to interface with our mental health evaluation team for the best possible solutions for each individual case; Exodus (first line clinical services for holds and walk-in referrals), Didi Hirsch (follow-up support, rehab, wide range mental health services), St. Joseph's Center (homeless outreach support and provides clinical services), SHARE (Self-Help and Recovery Exchange - self-help groups with a mediator, emotional health), St. Augustine's food bank group, and NAMI (National Alliance on Mental Illness - national organization that helps families of patients for a better understanding of mental illness and outreach). The Department is exploring the option of staffing a second Mental Health Evaluation Team.

The Mental Health Evaluation Team has developed stronger and more collaborative relationships with the local social services providers. Grant research is an on-going task.

- Finalize the research for the body-worn camera project and issue body-worn cameras.

Status: On November 14, 2016, City Council approved a purchase order with Commline Inc. for the body-worn cameras. On December 12, 2016, City Council approved a contract with Commline to purchase, install, integrate and service the body camera equipment in certain police vehicles and throughout the Police Department. Installation and integration started in February 2017. The program will be implemented by the end of the fiscal year. The implementation of the body camera program will increase accountability, departmental transparency, reduce the number of unfounded complaints, build public trust and partnerships, thereby fostering civic engagement.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Continue to provide programs and resources to assist with the goals of My Brother's Keeper. Programs and resources include a School Resource Officer assigned to the schools, Police Explorer Program, and active members of the My Brother's Keeper Committee and the City's Homeless Committee.

Status: Participated in the Young Black Achievers Program (an extracurricular program to help mentor, specifically Black youth) under the umbrella of the My Brother's Keeper Program at the Culver Middle School every Tuesday for nine weeks. The meetings take place during the lunch session for 30 to 40 minutes and cover a variety of issues. Involvement in this program is intended to foster relationships with our Police Department and mentor our youth. On November 20, 2016, staff participated on a community forum panel at the Brasil Brasil Cultural Center to take part in thoughtful dialogue on social justice, equity and diversity.

Our School Resource Officer monitors 16 schools in Culver City. The Department continues to foster relationships and work with each school to provide crime prevention services. As previously mentioned the Explorer Program is in place and flourishing.

Participation with My Brother's Keeper and the City's Homeless Committee is on-going.

- Provide resources to the Culver City Centennial Celebration Committee.

Status: The Department participated in the planning of, and staffed, the Centennial Celebration on September 24, 2016 and the Screenland 5K Run on February 26, 2017. Police Personnel are wearing a Centennial Badge that is molded after the original 1917 Police Department badges.

- Participate in procedural justice training for sworn and non-sworn supervisors, *Procedural Justice for Law Enforcement Agencies*. The U.S. Department of Justice-Community Oriented Policing Services Office is supporting national efforts to implement the recommendations outlined in the **21st Century Policing Report**.

Status: Sworn and Non-Sworn Supervisors participated in an all-day training on August 17, 2016. In May 2016, Police Management and Supervisors attended "Fair and Impartial Policing" training. Two (2) Lieutenants attended "Train the Trainer Fair and Impartial Policing" training so we have in-house expertise to train newly hired officers.

The purpose of Procedural Justice and Fair and Impartial Policing is to advance workforce development and to foster respect, legitimacy, transparency, fairness, and partnerships. Fair and Impartial Policing teaches police officers to recognize their own implicit biases, and then ensure that their personal biases are not negatively affecting and impacting their decision-making.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Provide information through community outreach efforts and implement the City's Coyote Management Plan. The Plan enables the City to manage the amplified presence of coyotes with an emphasis on education, hazing, and trapping.

Status: There has been a drastic reduction in sightings and incidents involving coyotes since this time last year due to the outreach and education efforts. Luckily, the Department has not had to resort to trapping coyotes. In collaboration with Neighborhood Watch groups and the Department of California Fish & Wildlife, the Department implemented the Wild Life Watch Program which focuses on community outreach and education. The Department organized several community meetings, walked neighborhoods, met with residents and passed out written educational materials about coyotes, attractants, and strategies to help with the coyote problem.

- Respond to, and coordinate with the City's Code Enforcement Division, calls for service as it relates to the multi-unit housing smoking ban and water conservation.

Status: Ongoing. The Department worked closely with City Code Enforcement. Code Enforcement staff attended several briefings and provided information to the officers when they receive a smoking complaint. As of now, the smoking complaints will be handled as a civil issue between the landlord and tenant. Excessive water use violator information is given to Code Enforcement.

- Provide information about the City's new electronic parking system through community outreach efforts; Neighborhood Watch meetings and the use of social media. Provide a 30-day grace period before enforcement.

Status: Ongoing. The program has been discussed at City Council meetings, Neighborhood Watch meetings, and information will be disseminated via social media, and other media to inform the public at least 30 days prior to implementation. The Public Works Department is working on a residential permit database that will integrate with the electronic parking system.

- Transition from four patrol districts to five patrol districts and implement a bicycle unit to patrol congested traffic areas.

Status: Ongoing. Due to staff vacancies, it has been difficult to reach our full complement of officers. Despite those challenges, we have been fielding one person patrol units in order to fulfill the department's commitment to implement a five car plan, covering each district.

In December 2016, we deployed a two person unit to cover the fifth district on an overtime basis but that deployment was restricted to weekends and peak hours. As we reach our full complement of officers we will be able to deploy two person units to the district five area on a more routine basis.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

The bicycle unit will be implemented by May 2017. The Department is in the process of procuring the electric bicycles and storage/maintenance needs. Officers have attended bicycle training.

- Evaluate the red-light photo enforcement program. Survey intersections and review the feasibility to relocate and increase red-light photo enforcement camera approaches based on violations and accidents.

Status: On December 12, 2016, City Council approved a contract amendment with Redflex to relocate and add red-light photo enforcement cameras at various intersections throughout the City. The relocations and additions should be completed by the end of the fiscal year.

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal One: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Continue community outreach efforts to include Neighborhood Watch Program, Citizens Police Academy, Police Explorer Program, Coffee with a Cop and the use of social media programs such as Nixle, Facebook and Twitter.
- Continue a partnership with the School District in emergency preparedness, disaster planning and response to critical incidents.
- Implement a Partnership in Policing (PIP) Team. The PIP Team will be comprised of one (1) Sergeant and five (5) Police Officers. The Team will focus their efforts on continuing to improve the quality of life for the residents, business owners and visitors through the utilization of collaboration, public partnerships and personalized police services.

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

- Continue to identify mental health resources available through partnerships (County Mental Health, local non-profits) for response, care and treatment of individuals in need. Pursue grant opportunities for new mental health programs.
- Continue to participate in the City's Service Clubs (Chamber of Commerce, Exchange, Rotary, YMCA).



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Goal Two: Enhance Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City of Culver City

- Continue to enhance and deploy the bicycle patrol unit to patrol congested traffic areas.

Goal Three: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) While Enhancing Traffic Safety

- Continue to facilitate a workshop with City Council Members to identify parking enforcement issues and strategy.
- Continue to apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, Safe Routes to School and Traffic Safety educational presentations.
- Continue to evaluate the red-light photo enforcement program. Survey intersections and review the feasibility to relocate and increase red-light photo enforcement camera approaches based on violations and accidents.
- Continue to access collision data to identify intersections that have a higher rate of traffic collisions, which allows us to focus our enforcement operation accordingly.
- Collaborate with Safe Routes to School and provide pedestrian safety education to the different Walking School Bus groups. Walking School Buses are fun activities to help children get to school safely. Bus Leaders walk a specific route every day, leading groups of children to school.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Goal Four: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- a. In coordination with the Human Resources Department, engage local high school students in meaningful work assignments that will stimulate an interest in future career opportunities with the City, utilizing social media to market current City programs (i.e. Student Worker Program, Police Explorer Program, Teen Citizen Academy, and Fire Department Mentorship)
 - b. Continue participation in My Brother's Keeper" initiative.
- Continue to participate in procedural justice training for sworn and non-sworn supervisor.
 - Continue to participate in Government Alliance on Race and Equity (GARE). GARE is a national network of government working to achieve racial equity and advance opportunities for all community members.

Objective 2: Increase Diversity in the Workplace

- a. Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media, professional organizations, and personal follow up from job fairs and other sources of contact.
- Continue to work with Human Resources on recruiting sworn and non-sworn staff and conduct outreach efforts to attract the best possible candidates.

Goal Five: Identify new Revenue Sources to Maintain Financial Stability

Objective 3: Expansion of Funding Alternatives

- b. Continue to pursue grants to leverage City funding.
- Continue to pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, forensics and mental health resources.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

DEPARTMENTAL WORK PLANS

- Continue to implement the Department's Strategic Plan goals and complete the following:
 - Impact critical crime occurrences by reinstating a patrol night-shift that will function as an Operations Bureau Special Problems Unit.
- Continue to closely monitor the release of AB 109 offenders.
- Continue to revisit the Police Department needs assessment including capital improvement needs.
- Continue with the implementation of the body worn camera program.
- Continue to provide resources to the Culver City Centennial Celebration Committee.
- Continue to provide information through community outreach efforts and implement the City's Coyote Management Plan.
- Continue to respond to, and coordinate with the City's Code Enforcement Division, calls for service as it relates to the multi-unit housing smoking ban and water conservation.
- Continue to provide information about the City's new electronic parking system through community outreach efforts; Neighborhood Watch meetings and the use of social media.
- In coordination with the Fire Department, conduct tabletop exercises with City Council, City Manager and Department Heads to discuss simulated emergency situations (natural disaster, active shooter, terrorist attack) and their roles during an emergency and their responses to particular emergency situations.

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POLICE DEPARTMENT

10140100 – OFFICE OF THE POLICE CHIEF

RESP. MGR.: SCOTT BIXBY

DIVISION MISSION

Manage and supervise the Police Department in the most effective and efficient manner possible.

DIVISION DESCRIPTION

The Division is responsible for coordinating all aspects of the Police Department in order to provide a higher quality of life for the citizens in this community. To manage the Police Department utilizing all available resources to offer the best community safety enforcement and crime prevention services possible to the community. The Professional Standards Unit investigates complaints involving Police Department personnel in accordance with State law and the Department's rules and regulations.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,022,516	1,061,566	1,073,786	12,220	1.2%
Maint & Operations	26,151	13,981	57,599	43,618	312.0%
Division Total	\$1,048,667	\$1,075,547	\$1,131,385	\$55,838	5.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			101	10140100			
			GENERAL FUND	Office of the Chief			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
564,849	565,578	580,076	411100	Regular Salaries	589,399	9,323	1.6%
7,598	7,540	7,540	431000	Deferred Compensation	7,540	0	0.0%
8,379	7,742	7,742	432000	Social Security	7,857	115	1.5%
178,821	190,550	190,550	433000	Retirement - Employer	49,616	-140,934	-74.0%
0	0	0	433050	Retirement-Unfunded Liability	156,947	156,947	0.0%
45,140	41,969	41,969	433500	Retirement - Employee	43,735	1,766	4.2%
51,268	59,168	59,168	434000	Workers Compensation	31,799	-27,369	-46.3%
37,366	42,385	42,385	435000	Group Insurance	43,910	1,525	3.6%
1,965	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
51,782	53,000	53,000	435500	Retiree Insurance	61,400	8,400	15.8%
48,940	48,940	48,940	435600	Retiree Medical Prefunding	51,387	2,447	5.0%
292	266	266	436000	State Disability Insurance	266	0	0.0%
1,100	1,100	1,100	437000	Mgt Health Ben	1,100	0	0.0%
21,325	23,200	23,200	437500	Longevity Pay	23,200	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
2,120	2,120	2,120	440000	Uniform Allowance	2,120	0	0.0%
1,022,516	1,047,068	1,061,566	Total	Personnel Services	1,073,786	12,220	1.2%
2,866	5,066	5,066	517850	Employee Recognition Events	4,617	-449	-8.9%
23,285	8,915	8,915	650300	Liability Reserve Charge	52,982	44,067	494.3%
26,151	13,981	13,981	Total	Maint & Operations	57,599	43,618	312.0%
1,048,667	1,061,049	1,075,547	Division Total		1,131,385	55,838	5.2%



POLICE DEPARTMENT

10140200 – OPERATING BUREAUS

RESP. MGR.: SCOTT BIXBY

DIVISION MISSION

The Operating Bureaus of the Police Department consist of Administration and Investigations, Operations, and Traffic.

ADMINISTRATION AND INVESTIGATIONS Assistant Chief of Police is responsible for facilitating the administrative processes necessary for the Police Department to function in an efficient manner, and the attempt to solve crimes through follow-up investigations. Represents the Chief of Police at various functions, and when the Chief is not available, acts as Chief of Police.

OPERATIONS provide appropriate and timely response to all emergency and non-emergency calls for service to control and prevent crime.

TRAFFIC is responsible for the investigation of traffic collisions, information technology, communications, and community liaison.

DIVISION DESCRIPTION

ADMINISTRATION AND INVESTIGATIONS

The Administration and Investigations Bureau is responsible for providing effective management and organization of the Department. The "Personnel and Training Section" ensures that the Department is staffed with the most qualified individuals by recruiting, screening, testing, processing, and identifying qualified applicants for hiring consideration. It also analyzes training needs, provides for such training, and ensures that employees reach and maintain a high proficiency level. The "Building Maintenance Program" is responsible for custodial services, the identification of needed repairs and enhancements to the police facility, its subsystems and infrastructure, as well as the proper control, purchase, maintenance, and distribution of necessary supplies and equipment. The "Litigation and Documents Section" ensures that all Department records are maintained, filed, distributed and destroyed in accordance with policy and law. The "Budget & Grants Program" is responsible for administering the Department's revenues, expenditures, asset seizures, and prepares the annual budget. It also is designed to aggressively seek out Federal and State grants that would allow the Police Department to provide additional programs or services. The "Investigations Section" is responsible for gathering facts and data on criminal cases in order to effect the best disposition possible. The "Identification Unit" collects and preserves all evidence handled by the department, provides scientific analysis to identify criminals, aids in the prosecution of criminal cases and ensures that people are not improperly charged. The "Juvenile Diversion Program" was established to promote programs that impact juvenile delinquents in a positive way, aid in the rehabilitation of youthful offenders and represent the best interests of juveniles who are abused or in need of care. The "Crime Impact Team" identifies and combats specific crime problems in the city. The Investigations Section is also responsible for coordinating all associated outside Task Force activities.

OPERATIONS

The Operations Bureau is responsible for responding to and conducting the preliminary investigation on all "calls for service." The goal of the Operations Bureau is to control and prevent crime through high visibility patrol and knowledge of continuous crime patterns. The Operations Bureau also administers the "Custody Program" which provides for the efficient and secure booking and housing of prisoners until arraignment, as well as court commitments. The "Canine Program" effectively and efficiently mobilizes canines and their



POLICE DEPARTMENT

10140200 – OPERATING BUREAUS

RESP. MGR.: SCOTT BIXBY

handlers in an effort to control crime, apprehend criminal suspects, and conduct searches. The “Terrorism Liaison Program” coordinates with law enforcement agencies on cross-jurisdictional crime and intelligence matters.

TRAFFIC

The “Enforcement Program” analyzes traffic data to lessen the likelihood of traffic accidents and assigns resources for selective enforcement at locations of greatest risk. Our “Motors Unit” allow us to apply resources through congested areas to problem locations as rapidly as possible. The motorcycle unit also investigates all traffic related accidents, issues traffic citations as appropriate, and as a secondary function, responds to other police emergencies. The “Commercial Enforcement Unit” inspects commercial vehicles, shipping manifests, and verifies that commercial vehicles are compliant with both the city’s municipal code, and applicable State laws. The “Parking Enforcement Unit” applies mobile personnel to all parts of the city to address parking issues, assist residents in the permit parking process, and reduce accidents by keeping the streets clear of abandoned and illegally parked vehicles. The “Meter Collection Program” is responsible for collecting coins from the city’s meters. The “Crossing Guard Program” ensures safe passage for school age children at intersections in route to school. The “LiveScan Fingerprint Program” provides an inkless fingerprinting program, that is connected to State and Federal agencies, for people that are required to be fingerprinted based on their specific job or position. The “Information Technology Program” provides for the processing of Alarm Permits and the tracking of False Alarms. The unit also maintains, supports, and administers the Police Department’s ever-changing technological aspects that facilitate the Department’s overall goals through the application of computer technology. The “Reserve Corps Program” recruits, hires, trains, and assigns Reserve Police Officers to augment various aspects of the police operation. The “Community and Media Relations Liaison Program” ensures that the news media has accurate and factual information, and reduces crime by informing the public of self-protection measures to minimize victimization. It also maintains an awareness of the needs of the community and effectively responds to those needs, as well as the effective coordination of Volunteers. The program is responsible for Neighborhood and Business Watch meetings, as well as conducting our “Citizen’s Police Academy.” The “Automated Enforcement Program” monitors red light violations at specific intersections throughout the City. After careful review by Police Department personnel, these violators are issued citations. The program is aimed at reducing the number of traffic accidents at those equipped intersections as well as all intersections throughout the City. This Bureau also includes the “Communications Program” which receives and dispatches all calls for service for both the Police and Fire Departments as well as handling all switchboard duties for the entire City, issues film permits, and administers the “Animal Services Program.”

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	27,349,361	30,568,089	31,816,628	1,248,539	4.1%
Maint & Operations	3,257,592	3,406,377	7,154,525	3,748,148	110.0%
Capital Outlay	140,941	685,652	289,850	-395,802	-57.7%
Division Total	\$30,747,894	\$34,660,118	\$39,261,003	\$4,600,885	13.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			101	10140200			
			GENERAL FUND	Operating Bureaus			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
14,254,622	14,806,069	15,026,607	411100	Regular Salaries	15,944,093	917,486	6.1%
72,025	85,272	85,272	411200	Part-Time Salaries	91,719	6,447	7.6%
969,459	1,150,000	1,150,000	411310	Overtime-Regular	1,150,000	0	0.0%
0	430,000	430,000	411360	Special Event-OT	370,000	-60,000	-14.0%
59,624	70,980	70,980	431000	Deferred Compensation	70,980	0	0.0%
386,083	334,432	334,432	432000	Social Security	349,684	15,252	4.6%
5,236,441	6,089,105	6,089,105	433000	Retirement - Employer	2,383,643	-3,705,462	-60.9%
0	0	0	433050	Retirement-Unfunded Liability	4,310,938	4,310,938	0.0%
156,355	171,581	171,581	433500	Retirement - Employee	189,982	18,401	10.7%
1,434,252	1,666,013	1,666,013	434000	Workers Compensation	878,338	-787,675	-47.3%
1,650,671	1,890,034	1,890,034	435000	Group Insurance	2,022,530	132,496	7.0%
44,352	53,300	53,300	435400	Retiree Health Savings	55,900	2,600	4.9%
1,372,960	1,460,000	1,460,000	435500	Retiree Insurance	1,678,040	218,040	14.9%
1,452,440	1,452,440	1,452,440	435600	Retiree Medical Prefunding	1,623,531	171,091	11.8%
8,258	8,223	8,223	436000	State Disability Insurance	8,188	-35	-0.4%
42,400	49,250	49,250	437000	Mgt Health Ben	49,250	0	0.0%
442,954	469,800	469,800	437500	Longevity Pay	488,500	18,700	4.0%
4,716	4,680	4,680	438500	Cell Phone Allowance	4,680	0	0.0%
189,574	156,372	156,372	440000	Uniform Allowance	146,632	-9,740	-6.2%
(363,244)	0	0	499500	Contra-Salaries	0	0	0.0%
(64,582)	0	0	499550	Contra-Benefits	0	0	0.0%
27,349,361	30,347,551	30,568,089	Total	Personnel Services	31,816,628	1,248,539	4.1%
25,198	28,000	25,486	512100	Office Expense	28,000	2,514	9.9%
13,204	14,000	14,000	512200	Printing and Binding	14,000	0	0.0%
95	200	200	512300	Postage	350	150	75.0%
77,789	93,250	93,250	512400	Communications	93,250	0	0.0%
87,098	130,000	132,676	514100	Departmental Special Supplies	130,000	-2,676	-2.0%
5,949	18,700	18,700	514500	Canine Program Expense	18,700	0	0.0%
33,114	60,221	60,221	514600	Small Tools & Equipment	75,000	14,779	24.5%
0	25,000	25,000	514800	Public Safety Equipment	0	-25,000	-100.0%
115,072	150,000	150,669	516100	Training & Education	180,000	29,331	19.5%
3,617	4,000	4,000	516500	Conferences & Conventions	6,000	2,000	50.0%
3,236	35,000	35,000	516600	Special Events & Meetings	45,000	10,000	28.6%
4,830	6,000	6,000	516700	Memberships & Dues	6,000	0	0.0%
91,788	218,202	219,424	517100	Subscriptions	197,950	-21,474	-9.8%
0	0	0	517300	Advertising and Public Relatio	3,500	3,500	0.0%
7,753	15,000	15,000	517400	Police Investigation	20,000	5,000	33.3%
3,451	14,000	14,000	517900	Reserve Program	14,000	0	0.0%
0	1,030	1,030	518000	Volunteer Program	1,030	0	0.0%
0	0	0	518400	Explorer Program	30,000	30,000	0.0%
62,947	0	0	520220	Service/Collection Fees	70,000	70,000	0.0%
92,644	0	0	550110	Uniforms	0	0	0.0%
16,989	14,600	14,600	550120	Laundry	16,000	1,400	9.6%
25,095	25,000	25,554	600100	R&M - Building	35,000	9,446	37.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			101 GENERAL FUND		10140200 Operating Bureaus		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
2,253	20,000	20,000	600200	R&M - Equipment	30,000	10,000	50.0%
709,018	695,500	695,500	600800	Equip Maint Expenses	700,500	5,000	0.7%
34,027	37,012	43,982	605100	Rental of Equipment	43,784	-198	-0.5%
162,773	176,840	176,840	605400	Amortization of Equipment	209,317	32,477	18.4%
10,887	21,000	22,468	610300	Personnel Services	25,000	2,532	11.3%
1,017,346	1,387,156	1,341,755	619800	Other Contractual Services	3,698,695	2,356,940	175.7%
651,419	251,022	251,022	650300	Liability Reserve Charge	1,463,449	1,212,427	483.0%
3,257,592	3,440,733	3,406,377	Total	Maint & Operations	7,154,525	3,748,148	110.0%
0	95,265	178,106	732100	Auto-Rolling Stock & Equipment	0	-178,106	-100.0%
30,566	300,000	302,500	732120	Departmental Special Equipment	70,000	-232,500	-76.9%
93,321	167,995	167,294	732150	IT Equipment - Hardware	97,000	-70,294	-42.0%
13,653	33,000	33,701	732160	IT Equipment - Software	22,850	-10,851	-32.2%
3,401	0	4,050	740100	Furniture & Furnishings	100,000	95,950	2368.9%
140,941	596,260	685,652	Total	Capital Outlay	289,850	-395,802	-57.7%
0	-322,730	(322,730)	910300	Projected Excess Appropriation	0	322,730	-100.0%
0	-322,730	(322,730)	Total	Inter-Fund Transfers	0	322,730	-100.0%
30,747,894	34,061,814	34,337,388	Division Total		39,261,003	4,923,615	14.3%



POLICE DEPARTMENT

10140300 – POLICE COMMUNICATIONS

RESP. MGR.: SCOTT BIXBY

DIVISION MISSION

Provide radio communications and telephone services to Police/Fire emergency 9-1-1 operations.

DIVISION DESCRIPTION

Responsible for the distribution of telephone calls received on the city's general telephone lines to the concerned departments. To provide efficient radio communications and dispatch services to all city departments. To receive 9-1-1 calls and dispatch police and fire units to emergency and non-emergency calls for service. To monitor units in the field.

In March of 2017, the Police and Fire Departments transitioned to the South Bay Regional Public Communications Authority for emergency dispatch services. Located in the city of Hawthorne, California, this regional communications center (RCC) also provides emergency dispatch services to the cities of Hawthorne, Gardena, El Segundo, Hermosa Beach, and Manhattan Beach. The RCC also provides the Police and Fire Departments with radio equipment support and the installation of emergency equipment in Police and Fire vehicles.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,795,692	1,639,027	0	-1,639,027	-100.0%
Maint & Operations	42,118	771,666	0	-771,666	-100.0%
Capital Outlay	0	237,758	0	-237,758	-100.0%
Division Total	\$1,837,810	\$2,648,451	\$0	-\$2,648,451	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			101	10140300			
			GENERAL FUND	Police Communications			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
928,614	961,092	884,436	411100	Regular Salaries	0	-884,436	-100.0%
175,441	110,000	110,000	411310	Overtime-Regular	0	-110,000	-100.0%
11,135	12,480	12,480	431000	Deferred Compensation	0	-12,480	-100.0%
74,573	62,007	62,007	432000	Social Security	0	-62,007	-100.0%
205,462	241,344	166,344	433000	Retirement - Employer	0	-166,344	-100.0%
92,733	110,611	110,611	434000	Workers Compensation	0	-110,611	-100.0%
146,382	178,205	128,205	435000	Group Insurance	0	-128,205	-100.0%
6,959	7,800	7,800	435400	Retiree Health Savings	0	-7,800	-100.0%
25,112	26,500	26,500	435500	Retiree Insurance	0	-26,500	-100.0%
93,780	93,780	93,780	435600	Retiree Medical Prefunding	0	-93,780	-100.0%
4,103	3,314	3,314	436000	State Disability Insurance	0	-3,314	-100.0%
450	450	450	437000	Mgt Health Ben	0	-450	-100.0%
21,897	23,600	23,600	437500	Longevity Pay	0	-23,600	-100.0%
9,050	9,500	9,500	440000	Uniform Allowance	0	-9,500	-100.0%
1,795,692	1,840,683	1,639,027	Total	Personnel Services	0	-1,639,027	-100.0%
0	0	755,000	619800	Other Contractual Services	0	-755,000	-100.0%
42,118	16,666	16,666	650300	Liability Reserve Charge	0	-16,666	-100.0%
42,118	16,666	771,666	Total	Maint & Operations	0	-771,666	-100.0%
0	0	237,758	732160	IT Equipment - Software	0	-237,758	-100.0%
0	0	237,758	Total	Capital Outlay	0	-237,758	-100.0%
1,837,810	1,857,349	2,648,451	Division Total		0	-2,648,451	-100.0%



POLICE DEPARTMENT

10140400 – ANIMAL CONTROL SERVICES

RESP. MGR.: SCOTT BIXBY

DIVISION MISSION

The Animal Services Section provides for the safety and protection of animals and the public, through education and enforcement of animal regulations.

DIVISION DESCRIPTION

This section serves as a supplement to the existing contract with the Los Angeles County Department of Animal Services.

This section is dedicated to the protection of animal safety and the enforcement of state and municipal laws related to animal ownership. Duties of this unit include licensing of pets and the assurance that pets have received the appropriate inoculations. This unit also helps to coordinate the housing of found animals through existing contracts with Los Angeles County and the SPCA, as well as taking custody of deceased animals.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	98,802	107,778	105,252	-2,526	-2.3%
Maint & Operations	73,436	89,825	96,773	6,948	7.7%
Division Total	\$172,238	\$197,603	\$202,025	\$4,422	2.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			101	10140400			
			GENERAL FUND	Animal Control			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
59,550	60,636	60,636	411100	Regular Salaries	60,648	12	0.0%
42	4,780	4,780	411310	Overtime-Regular	4,780	0	0.0%
4,386	4,463	4,463	432000	Social Security	4,451	-12	-0.3%
11,992	13,349	13,349	433000	Retirement - Employer	5,186	-8,163	-61.2%
0	0	0	433050	Retirement-Unfunded Liability	8,449	8,449	0.0%
5,781	7,274	7,274	434000	Workers Compensation	3,815	-3,459	-47.6%
8,437	8,665	8,665	435000	Group Insurance	8,960	295	3.4%
655	650	650	435400	Retiree Health Savings	650	0	0.0%
7,010	7,010	7,010	435600	Retiree Medical Prefunding	7,361	351	5.0%
247	251	251	436000	State Disability Insurance	252	1	0.4%
700	700	700	440000	Uniform Allowance	700	0	0.0%
98,802	107,778	107,778	Total	Personnel Services	105,252	-2,526	-2.3%
209	295	295	512400	Communications	295	0	0.0%
0	1,000	1,000	514100	Departmental Special Supplies	1,500	500	50.0%
365	600	600	516100	Training & Education	1,000	400	66.7%
5,482	5,800	5,800	600800	Equip Maint Expenses	7,500	1,700	29.3%
4,413	134	134	605400	Amortization of Equipment	121	-13	-9.7%
60,342	80,900	80,900	619800	Other Contractual Services	80,000	-900	-1.1%
2,626	1,096	1,096	650300	Liability Reserve Charge	6,357	5,261	480.0%
73,436	89,825	89,825	Total	Maint & Operations	96,773	6,948	7.7%
172,238	197,603	197,603	Division Total		202,025	4,422	2.2%



POLICE DEPARTMENT

41440230 – COPS

RESP. MGR.: SCOTT BIXBY

DIVISION DESCRIPTION

To separately record appropriations for law enforcement services funded, in part, by the Citizen's Option for Public Safety (COPS) Program established by the State legislature in the Budget Act of 1996.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	37,663	99,314	96,846	-2,468	-2.5%
Maint & Operations	2,877	936	3,654	2,718	290.4%
Division Total	\$40,540	\$100,250	\$100,500	\$250	0.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414	41440230			
			OPERATING GRANTS FUND	COPS/SLESF/Brulte			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
13,812	56,789	56,789	411100	Regular Salaries	55,273	-1,516	-2.7%
372	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
1,606	3,891	3,891	432000	Social Security	4,057	166	4.3%
1,355	11,365	11,365	433000	Retirement - Employer	4,635	-6,730	-59.2%
0	0	0	433050	Retirement-Unfunded Liability	7,551	7,551	0.0%
6,366	6,211	6,211	434000	Workers Compensation	3,573	-2,638	-42.5%
13,182	18,702	18,702	435000	Group Insurance	19,390	688	3.7%
232	650	650	435400	Retiree Health Savings	650	0	0.0%
40	216	216	436000	State Disability Insurance	227	11	5.1%
700	450	450	440000	Uniform Allowance	450	0	0.0%
37,663	99,314	99,314	Total	Personnel Services	96,846	-2,468	-2.5%
2,877	936	936	650300	Liability Reserve Charge	3,654	2,718	290.4%
2,877	936	936	Total	Maint & Operations	3,654	2,718	290.4%
40,540	100,250	100,250	Division Total		100,500	250	0.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414	41440913				
			OPERATING GRANTS FUND	Police - Misc DOJ Grants				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
35,687	0	0	411150	Salaries-Project	0	0	0.0%	
37,980	0	0	411155	Salaries OT-Project	0	0	0.0%	
24,252	0	0	430500	Benefits-Project	0	0	0.0%	
97,919	0	0	Total	Personnel Services	0	0	0.0%	
8,472	0	0	514600	Small Tools & Equipment	0	0	0.0%	
8,472	0	0	Total	Maint & Operations	0	0	0.0%	
106,391	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414	41440919				
			OPERATING GRANTS FUND	AB 109-PublicSafetyRealignment				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
118,107	0	0	411150	Salaries-Project	0	0	0.0%	
24,940	0	0	411155	Salaries OT-Project	0	0	0.0%	
40,331	0	0	430500	Benefits-Project	0	0	0.0%	
183,377	0	0	Total	Personnel Services	0	0	0.0%	
1,942	0	0	518400	Explorer Program	0	0	0.0%	
1,942	0	0	Total	Maint & Operations	0	0	0.0%	
185,319	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414			41440923			
			OPERATING GRANTS FUND		SelectiveTrafficEnforc:OTSFY15				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change		
68,410	0	0	411155	Salaries OT-Project	0	0	0.0%		
68,410	0	0	Total	Personnel Services	0	0	0.0%		
185	0	0	516100	Training & Education	0	0	0.0%		
185	0	0	Total	Maint & Operations	0	0	0.0%		
68,595	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414		41440924		
			OPERATING GRANTS FUND		DOJ-Byrne JAG 2015 Program		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
10,991	0	0	411155	Salaries OT-Project	0	0	0.0%
10,991	0	0	Total	Personnel Services	0	0	0.0%
10,991	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414	41440925				
			OPERATING GRANTS FUND	SelectiveTrafficEnforc:OTSFY16				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
67,131	0	0	411155	Salaries OT-Project	0	0	0.0%	
67,131	0	0	Total	Personnel Services	0	0	0.0%	
67,131	0	0	Division Total		0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414		41440926		
			OPERATING GRANTS FUND		DOJ-Coverdell Forensic SciFY15		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
3,463	0	0	514600	Small Tools & Equipment	0	0	0.0%
2,256	0	5,994	516100	Training & Education	0	-5,994	-100.0%
0	0	5,500	619800	Other Contractual Services	0	-5,500	-100.0%
5,719	0	11,494	Total	Maint & Operations	0	-11,494	-100.0%
5,719	0	11,494	Division Total		0	-11,494	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414			41440927			
			OPERATING GRANTS FUND		DOJ-Byrne JAG 2016 Program				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	13,579	516100	Training & Education		0	-13,579	-100.0%	
0	0	13,579	Total	Maint & Operations		0	-13,579	-100.0%	
0	0	13,579	Division Total			0	-13,579	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			414	41440928				
			OPERATING GRANTS FUND	SelectiveTrafficEnforc:OTSFY17				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	603	516100	Training & Education	0	-603	-100.0%	
0	0	603	Total	Maint & Operations	0	-603	-100.0%	
0	0	603	Division Total		0	-603	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			416			41640451			
			ASSET SEIZURE FUND			St. Asset Seizure Fds 15%			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	22,005	411155	Salaries OT-Project		0	-22,005	-100.0%	
0	0	22,005	Total	Personnel Services		0	-22,005	-100.0%	
0	0	2,970	514100	Departmental Special Supplies		0	-2,970	-100.0%	
0	0	25	516600	Special Events & Meetings		0	-25	-100.0%	
0	0	2,995	Total	Maint & Operations		0	-2,995	-100.0%	
0	0	25,000	Division Total			0	-25,000	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

POLICE			416			41640453			
			ASSET SEIZURE FUND			Commrc'l Vehicle Asset Seizure			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	953	600200	R&M - Equipment		0	-953	-100.0%	
0	0	953	Total	Maint & Operations		0	-953	-100.0%	
0	0	953	Division Total			0	-953	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

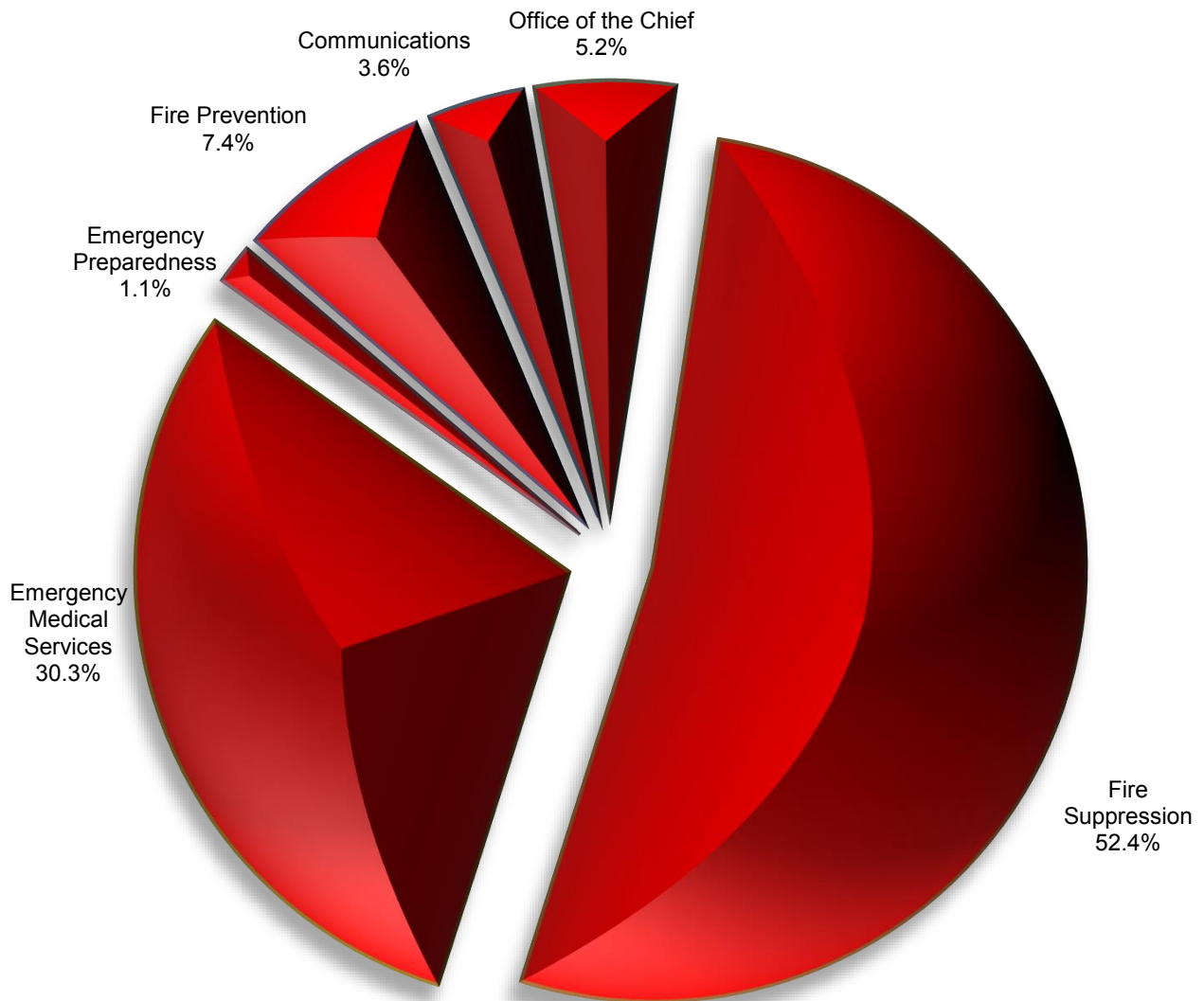
POLICE			416	41640454				
			ASSET SEIZURE FUND	Fed. Asset Seizure Justice				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
13,578	0	0	514600	Small Tools & Equipment	0	0	0.0%	
0	0	300,000	514800	Public Safety Equipment	0	-300,000	-100.0%	
3,386	0	6,000	516500	Conferences & Conventions	0	-6,000	-100.0%	
0	300,000	0	550110	Uniforms	0	0	0.0%	
55,080	0	43,281	619800	Other Contractual Services	0	-43,281	-100.0%	
72,045	300,000	349,281	Total	Maint & Operations	0	-349,281	-100.0%	
28,683	36,000	33,240	732100	Auto-Rolling Stock & Equipment	0	-33,240	-100.0%	
0	158,775	161,535	732120	Departmental Special Equipment	0	-161,535	-100.0%	
6,647	0	15,196	732150	IT Equipment - Hardware	185,000	169,804	1117.4%	
6,160	0	0	740100	Furniture & Furnishings	150,000	150,000	0.0%	
41,489	194,775	209,971	Total	Capital Outlay	335,000	125,029	59.5%	
113,534	494,775	559,252	Division Total		335,000	-224,252	-40.1%	

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ADOPTED 2017-18 BUDGET

FIRE DEPARTMENT

\$24,244,334



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FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

DEPARTMENT MISSION

The mission of the Culver City Fire Department is to protect life, property, and the environment by providing prompt and professional fire protection and life safety services.

DEPARTMENT DESCRIPTION

The Culver City Fire Department provides emergency services, including fire suppression, emergency medical services (EMS), technical rescue and hazardous materials mitigation, to the Culver City community. The Department also provides several other important supportive functions, such as fire prevention, emergency preparedness, and public education services. The Fire Department is comprised of six divisions: The Office of the Fire Chief, Fire Suppression, Emergency Medical Services, Emergency Preparedness, Fire Prevention, and Telecommunications.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
45100	Office of the Chief	1,146,491	1,172,052	1,264,717	92,665	7.9%
45200	Fire Suppression	12,470,881	12,369,099	12,709,612	340,513	2.8%
45300	Emergency Medical Services	5,417,529	6,744,266	7,252,831	508,565	7.5%
45400	Emergency Preparedness	239,254	257,987	358,886	100,899	39.1%
45600	Fire Prevention	1,652,388	1,580,084	1,782,943	202,859	12.8%
45700	Communications	564,037	613,866	867,345	253,479	41.3%
Fund Total		\$21,490,578	\$22,737,355	\$24,236,334	\$1,498,979	6.6%
<i>414 – GRANTS OPERATING FUND</i>						
45902	Emergency Medical Services	6,919	0	0	0	0.0%
45904	Emergency Management Performan	31,195	32,979	8,000	-24,979	-75.7%
45907	LACCDR	3,107	0	0	0	0.0%
45908	Fire Prevention & Safety Grant	0	11,600	0	-11,600	-100.0%
Fund Total		\$41,221	\$44,579	\$8,000	-\$36,579	-82.1%
Department Total		\$21,531,800	\$22,781,934	\$24,244,334	\$1,462,400	6.4%



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Fire Detection / Suppression	227,662	200,000	200,000	0	0.0%
Studio Inspection Fees	55,160	55,000	55,000	0	0.0%
Other License & Permits - Fire	32,861	35,000	35,000	0	0.0%
Fire Permit Surcharge	2,320	0	0	0	0.0%
Fed Emerg Mgmt Agency (FEMA)	0	11,600	0	-11,600	-100.0%
Emergency Managemt Performance	65,967	32,979	8,000	-24,979	-75.7%
State of Calif - GEMT	105,103	40,000	115,000	75,000	187.5%
LA County EMS Agency	6,919	0	0	0	0.0%
Strike Team	335,498	208,468	125,000	-83,468	-40.0%
Fire Inspection - Business	644,154	550,000	550,000	0	0.0%
Fire Inspection - Penalties	18,302	5,000	5,000	0	0.0%
Penalty/Adm. Charges	1,200	100	100	0	0.0%
Ambulance Fees	1,642,506	1,550,000	1,600,000	50,000	3.2%
Hazardous Materials Fees	127,843	125,000	125,000	0	0.0%
Sfty Special Event/Filming	0	250,000	250,000	0	0.0%
Plan Check Fees	382,173	400,000	400,000	0	0.0%
Miscellaneous Revenue	263	135	135	0	0.0%
General Reserves	17,883,870	19,318,652	20,776,099	1,457,447	7.5%
Department Total	\$21,531,800	\$22,781,934	\$24,244,334	\$1,462,400	6.4%

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>45100 Office of the Fire Chief</u>					
Battalion Chief/Asst Fire Chief	1.00	1.00	1.00	0.00	0.0%
Fire Chief	1.00	1.00	1.00	0.00	0.0%
Management Analyst	1.00	1.00	1.00	0.00	0.0%
Secretary	0.50	0.50	0.50	0.00	0.0%
Division Total	3.50	3.50	3.50	0.00	0.0%
<u>45200 Fire Suppression</u>					
Battalion Chief	3.00	3.00	3.00	0.00	0.0%
Comm. Svcs. Officer/RPT	0.98	0.98	0.98	0.00	0.0%
Fire Capt/Training/15	1.00	1.00	1.00	0.00	0.0%
Fire Captain	12.00	12.00	12.00	0.00	0.0%
Fire Engineer	12.00	12.00	12.00	0.00	0.0%
Fire Fighter	6.00	6.00	6.00	0.00	0.0%
Division Total	34.98	34.98	34.98	0.00	0.0%



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>45300 Emergency Medical Services</u>					
Fire Capt./Admin./15	1.00	1.00	1.00	0.00	0.0%
Fire Fighter/Rescue/15	21.00	21.00	21.00	0.00	0.0%
Secretary	1.00	1.00	1.00	0.00	0.0%
Division Total	23.00	23.00	23.00	0.00	0.0%
<u>45400 Emergency Preparedness</u>					
Emergency Preparedness Coordinator	1.00	1.00	1.00	0.00	0.0%
Secretary	0.50	0.50	0.50	0.00	0.0%
Division Total	1.50	1.50	1.50	0.00	0.0%
<u>45600 Fire Prevention</u>					
Battalion Chief/Fire Marshal/15	1.00	1.00	1.00	0.00	0.0%
Community Services Officer/RPT	0.98	0.98	0.98	0.00	0.0%
Fire Fighter/Inspector/15	1.00	1.00	1.00	0.00	0.0%
Fire Fighter/Inspector/20	1.00	1.00	1.00	0.00	0.0%
Fire Prevention Specialist/RPT	0.00	0.00	0.00	0.00	0.0%
Fire Prevention Spclst/Plan Review	1.00	1.00	1.00	0.00	0.0%
Fire Prevention Spclst/HazMat/Pub Ed	1.00	1.00	1.00	0.00	0.0%
Division Total	5.98	5.98	5.98	0.00	0.0%
<u>45700 Telecommunications</u>					
Community Services Officer/RPT	0.98	0.98	0.98	0.00	0.0%
Communications Supervisor *	0.00	0.00	1.00	1.00	100.0%
Communications Tech *	2.00	2.00	1.00	-1.00	-100.0%
Division Total	2.98	2.98	2.98	0.00	0.0%
Total Positions	71.94	71.94	71.94	0.00	0.0%

* Reclass one (1) Communications Technician position to a Communications Supervisor



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>45300 - Emergency Medical Services</u>					
Ambulance Operators *	20,592	20,592	19,117	-1,475	-7.2%
Division Total	20,592	20,592	19,117	-1,475	-7.2%
<u>45400 - Emergency Preparedness</u>					
Administrative Intern	0	0	1,560	1,560	100.0%
Division Total	0	0	1,560	1,560	100.0%
Total Hours	20,592	20,592	20,677	85	0.4%

* Reduce Ambulance Operators hours by 1,475 to offset addition of Administrative Intern

** Add Administrative Intern - Non-Benefitted



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>Sworn Officers</u>					
Battalion Chief	3.00	3.00	3.00	0.00	0.0%
Battalion Chief/Asst Chief	1.00	1.00	1.00	0.00	0.0%
Battalion Chief/Fire Marshal/15	1.00	1.00	1.00	0.00	0.0%
Fire Captain	12.00	12.00	12.00	0.00	0.0%
Fire Captain/Admin/15	1.00	1.00	1.00	0.00	0.0%
Fire Chief	1.00	1.00	1.00	0.00	0.0%
Fire Engineer	12.00	12.00	12.00	0.00	0.0%
Fire Fighter	6.00	6.00	6.00	0.00	0.0%
Fire Fighter/Rescue/15%	21.00	21.00	21.00	0.00	0.0%
Fire Fighter/Inspector/15%	1.00	1.00	1.00	0.00	0.0%
Fire Fighter/Inspector/20%	1.00	1.00	1.00	0.00	0.0%
Fire Cap/Training/15%	1.00	1.00	1.00	0.00	0.0%
Total Sworn	61.00	61.00	61.00	0.00	0.0%
<u>Non-Sworn Personnel</u>					
Community Services Officer/RPT	1.96	2.94	2.94	0.00	0.0%
Communications Supervisor *	0.00	0.00	1.00	1.00	100.0%
Communications Technician *	2.00	2.00	1.00	-1.00	-50.0%
Emergency Preparedness Coordinator	1.00	1.00	1.00	0.00	0.0%
Fire Prevention Specialist/RPT	0.50	0.00	0.00	0.00	0.0%
Fire Prevention Spclst/HazMat/Pub Ed	1.00	1.00	1.00	0.00	0.0%
Fire Prevention Spclst/Plan Review	1.00	1.00	1.00	0.00	0.0%
Management Analyst	1.00	1.00	1.00	0.00	0.0%
Secretary	2.00	2.00	2.00	0.00	0.0%
Total Non-Sworn	10.46	10.94	10.94	0.00	0.0%
Total Positions	71.46	71.94	71.94	0.00	0.0%

* *Reclass one (1) Communications Technician position to a Communications Supervisor*



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2016-17 WORK PLANS

OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2016 Annual Compliance Report.

Completed: Staff submitted the 2016 Annual Compliance Report on June 28, 2016. It was approved by the commission on October 16, 2016.

- Continue to seek grant funding for Fire Department projects.

Ongoing: Staff continues to seek grant opportunities for department projects and participates in the bi-monthly citywide grant coordinators meeting. The Department is currently managing an Assistance to Firefighters Grant competitive award and Urban Areas Security Initiative (UASI) funding received through participation in the Los Angeles Area Fire Chiefs Association (LAAFCA) grant process.

- Complete repairs to the training tower located at 9275 Jefferson Blvd.

Completed on January 4, 2017. Full use of the training facility resumed January 9, 2017.

- Improve security and provide for ongoing maintenance of the radio tower property.

Ongoing: Fences have been repaired. Aircraft warning lights on the tower have been replaced. Brush clearance is continuing and provisions have been made for brush clearance annually. Additional security measures and maintenance plans are being developed.

SUPPRESSION

- Enhance the Department's Technical Rescue program.

Ongoing: New equipment has been purchased and placed into service. Technical Rescue training has been provided to the Department's Subject Matter Experts (SMEs) and to all members. The 2016 annual platoon evaluations focused on technical rescue skills.

- Replace the Department's aging Self Contained Breathing Apparatus (SCBA).

Completed: New Honeywell Titan SCBAs were purchased in August. After testing and training they were placed into service on September 26, 2016.

- Replace aging firefighter protective clothing.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Completed: 20 sets of firefighter protective clothing (turnout gear) have been purchased.

- Observe and participate in the annual emergency exercise conducted by Freeport-McMoRan.

Completed: On November 3, 2016, several Culver City Fire Department staff members participated in the annual Inglewood oilfield Incident Management Team Tabletop Exercise. This 5 hour exercise was conducted to comply with requirements for drills and exercises under Title 14 of the California Code of Regulations, Section 820.01(a)(1)(A) and Standard F.4 of the Baldwin Hills Community Standards District. Culver City Fire Department staff that attended included Emergency Preparedness Coordinator Christine Parra, Assistant Chief Mike Bowden, Fire Marshal Mike Nagy, and Battalion Chief Ken Powell.

EMERGENCY MEDICAL SERVICES

- Enhance the Basic Life Support (BLS) ambulance program to provide for 24/7 staffing.

Completed: 24/7 established on April 3, 2017.

- Implement paperless Electronic Patient Care Reporting (ePCRs).

Completed: We went live on April 1, 2017.

- Work with CCUSD to provide CPR training in select high school classes.

Ongoing: A training event at Culver City High School was completed on February 2, 2017. 34 CCHS students received training. 25 of the attendees were loaned CPR manikins to take home to train family and friends. We are waiting for information from the high school to determine the final number of people trained.

EMERGENCY PREPAREDNESS

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Smart911, Facebook, and Twitter.

Ongoing: Through social media, handouts, and verbally during public events, the community has been directed to visit the Fire Department's emergency preparedness webpage, www.culvercity.org/emergencyprep. By clicking on "Stay Informed," community members can find information on Nixle, govdelivery.com, Facebook and Twitter.

- Create a Mass Care and Shelter Plan for the City and work with the PRCS Department to train staff.

Ongoing: A draft has been completed and input was received from PRCS staff. This project should be completed by June 2017.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Prepare and distribute a Community Disaster Resource/Resilience Guide that will contain important Culver City specific information.

Ongoing: Work continues on this project.

- Work with the City Attorney's Office to prepare and submit the Emergency Operations Plan (EOP) and companion resolutions to Council for adoption.

Completed: The Emergency Operations Plan and companion resolutions were adopted by the City Council on October 24, 2016.

FIRE PREVENTION

- Implement paperless tablet based fire inspections.

Deferred to FY 2017/18: The Fire Department is working with the Information Technology Department to implement improvements to Accela, the City's permit and inspection software. Currently, the technology does not allow remote based inspections.

- Complete the process to adopt the 2016 California Fire Code.

Completed: The code adoption process was completed as of the January 9, 2017 council meeting. The Culver City Municipal Code, section 9.02, has been updated to reflect the changes in the 2016 California Fire Code. A finalized copy is with the State and will be reflected in the American Publishing Website that hosts the City's Municipal Code.

- Notify residents in the Very High Fire Hazard Severity Zone of brush clearance requirements and monitor compliance.

Completed: The brush abatement letters were sent to residents in May 2016. Rubbish bins were placed in two separate locations to dispose of the vegetative waste generated by the brush removal. Personnel from the Fire Prevention Division inspected properties in the Very High Fire Hazard Severity Zones to verify compliance.

TELECOMMUNICATIONS

- Complete the upgrade of the City's radio system.

Completed: March 1, 2017.

- Complete station alerting system upgrade.

Completed: March 1, 2017.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Program fire and police radios to conform to the Tactical Interface Communications Protocol (TICP).

Completed: March 1, 2016.

FISCAL YEAR 2017-18 WORK PLANS

OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2017 Annual Compliance Report.
- Expand the tracking of response time performance to include analysis by individual Fire Management Zones (FMZ). **CC Strategic Goal 3**
- Complete participation in the Advancing Racial Equity Program conducted by the Government Alliance on Race and Equity (GARE). **CC Strategic Goal 4, Objective 2, Initiative d**
- Continue to seek grant funding for Fire Department projects. **CC Strategic Goal 5, Objective 3, Initiative b**

SUPPRESSION

- Enhance the Department's Technical Rescue program by updating existing Standard Operating Procedures (SOPs) and developing new ones for low angle rescue, high angle rescue, and trench rescue.
- Observe and participate in the annual emergency exercise conducted by the operator of the Inglewood Oilfield, Sentinel Peak Resources.
- Enhance the Department's pre-fire plan program by ensuring digital versions are available to all personnel and developing a plan to identify and develop new plans. Note: Possibly a multi-year effort.

EMERGENCY MEDICAL SERVICES

- Purchase an enclosed trailer and stock with medical supplies. This trailer would be used in case of a mass casualty incident.
- Work with CCUSD to expand CPR training in select high school classes with the goal of training over 500 people per year. **CC Strategic Goal 1, Objective 1 and Goal 4**



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Recognize acts of kindness within the community by awarding a department commendation to individuals that have assisted others during an emergency situation. **CC Strategic Goal 6, Objective 4, Initiative b**

EMERGENCY PREPAREDNESS

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Facebook, and Twitter. **CC Strategic Goal 1, Objective 1**
- Prepare and distribute a Community Disaster Resource/Resilience Guide that will contain important Culver City specific information. **CC Strategic Goal 1**
- Enhance the student worker/intern program by implementing a paid intern position. **CC Strategic Goal 4**
- Expand EOC Disaster Hotline capability to accommodate a surge of simultaneous calls by installing 10 dedicated phone lines.
- Review and enhance the CERT callout team program by reviewing the enrollment process, documentation, and activation procedures. **CC Strategic Goal 1, Objective 1**

FIRE PREVENTION

- Implement paperless tablet based fire/safety inspections.
- Automate building fire protection system tracking and servicing due date notifications. Examples of fire protection systems include fire sprinklers, commercial hood systems, fire alarms, spray booths, etc.
- Develop a community outreach program targeting the City's elderly population that will provide smoke/carbon monoxide detectors free of charge. The Fire Prevention Bureau will look to partner with the Senior Center in order to maximize the program's potential. **CC Strategic Goal 1**
- Notify residents in the Very High Fire Hazard Severity Zone of brush clearance requirements and monitor compliance.

TELECOMMUNICATIONS

- Work with the Purchasing Department to dispose of decommissioned radio equipment that was removed from service during this year's radio system upgrade.
- Complete a backup connection to the ICI Systems regional communication network.
- Improve security and provide for ongoing maintenance of the Baldwin Hills radio tower property.



FIRE DEPARTMENT

10145100 – OFFICE OF THE FIRE CHIEF

RESP. MGR.: DAVE WHITE

DIVISION MISSION

To provide efficient and effective administration and support for the Fire Department through coordination of all Division activities; to maximize the effectiveness of all Fire Department activities, programs, and emergency responses.

DIVISION DESCRIPTION

Provide planning, organization, staffing, direction, and coordination to the department's six divisions. Develop and implement policies and procedures that support these efforts.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,073,677	1,120,099	1,189,865	69,766	6.2%
Maint & Operations	72,813	51,953	74,852	22,899	44.1%
Division Total	\$1,146,491	\$1,172,052	\$1,264,717	\$92,665	7.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			101 GENERAL FUND		10145100 Office of the Chief		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
627,736	649,481	649,481	411100	Regular Salaries	684,567	35,086	5.4%
0	2,723	2,723	411310	Overtime-Regular	2,723	0	0.0%
11,383	12,078	12,078	431000	Deferred Compensation	12,078	0	0.0%
16,090	15,501	15,501	432000	Social Security	15,646	145	0.9%
184,479	215,685	215,685	433000	Retirement - Employer	57,837	-157,848	-73.2%
0	0	0	433050	Retirement-Unfunded Liability	176,368	176,368	0.0%
43,592	45,050	45,050	433500	Retirement - Employee	47,194	2,144	4.8%
35,223	53,503	53,503	434000	Workers Compensation	19,302	-34,201	-63.9%
49,554	56,106	56,106	435000	Group Insurance	58,170	2,064	3.7%
2,178	2,275	2,275	435400	Retiree Health Savings	2,275	0	0.0%
39,269	0	0	435500	Retiree Insurance	43,760	43,760	0.0%
44,960	44,960	44,960	435600	Retiree Medical Prefunding	47,208	2,248	5.0%
132	117	117	436000	State Disability Insurance	117	0	0.0%
1,050	1,600	1,600	437000	Mgt Health Ben	1,600	0	0.0%
13,723	16,000	16,000	437500	Longevity Pay	16,000	0	0.0%
2,676	3,120	3,120	438500	Cell Phone Allowance	3,120	0	0.0%
1,630	1,900	1,900	440000	Uniform Allowance	1,900	0	0.0%
1,073,677	1,120,099	1,120,099	Total	Personnel Services	1,189,865	69,766	6.2%
2,225	3,132	3,132	512100	Office Expense	3,132	0	0.0%
0	100	100	512200	Printing and Binding	100	0	0.0%
2,128	3,005	3,005	512400	Communications	3,005	0	0.0%
1,170	1,500	1,500	514000	Mandated Fees	1,500	0	0.0%
2,664	1,000	1,000	514100	Departmental Special Supplies	1,000	0	0.0%
14,014	750	750	516100	Training & Education	750	0	0.0%
2,164	4,300	4,125	516500	Conferences & Conventions	4,300	175	4.2%
0	1,100	1,100	516600	Special Events & Meetings	1,100	0	0.0%
910	1,700	1,875	516700	Memberships & Dues	1,700	-175	-9.3%
0	250	250	517100	Subscriptions	250	0	0.0%
229	2,455	2,455	517850	Employee Recognition Events	2,457	2	0.1%
26	75	75	518300	Auto Mileage Reimbursement	75	0	0.0%
223	300	461	600200	R&M - Equipment	300	-161	-34.9%
16,998	10,000	10,000	600800	Equip Maint Expenses	10,000	0	0.0%
4,064	4,064	4,064	605400	Amortization of Equipment	3,022	-1,042	-25.6%
10,000	10,000	10,000	619800	Other Contractual Services	10,000	0	0.0%
15,998	8,061	8,061	650300	Liability Reserve Charge	32,161	24,100	299.0%
72,813	51,792	51,953	Total	Maint & Operations	74,852	22,899	44.1%
1,146,491	1,171,891	1,172,052	Division Total		1,264,717	92,665	7.9%



FIRE DEPARTMENT

10145200 – FIRE SUPPRESSION

RESP. MGR.: MICHAEL BOWDEN

DIVISION MISSION

To preserve and protect the lives and property of persons and businesses in Culver City from life-threatening emergencies, at an acceptable cost and in a timely manner, in accordance with the highest standards of the Fire Service.

DIVISION DESCRIPTION

The Suppression Division is dedicated to providing the citizens of Culver City with immediate assistance in any type of emergency including fires, floods, explosions, earthquakes, terrorist attacks, hazardous materials spills or releases, or any other type of disaster. The training and safety components of fire suppression provide recruit training as well as a comprehensive program designed to educate, train, and test fire personnel in all aspects of emergency response services. This division also provides fire hydrant maintenance services and conducts fire inspections on most businesses in the city at least once a year.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	11,558,198	11,300,165	11,426,447	126,282	1.1%
Maint & Operations	912,683	1,068,934	1,283,165	214,231	20.0%
Division Total	\$12,470,881	\$12,369,099	\$12,709,612	\$340,513	2.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			101 GENERAL FUND		10145200 Fire Suppression		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
5,442,712	4,752,216	5,016,242	411100	Regular Salaries	5,188,422	172,180	3.4%
1,456,343	1,214,830	1,281,830	411310	Overtime-Regular	1,214,830	-67,000	-5.2%
0	300,000	300,000	411360	Special Event-OT	195,000	-105,000	-35.0%
12,188	11,097	11,097	431000	Deferred Compensation	11,097	0	0.0%
93,995	61,990	61,990	432000	Social Security	66,971	4,981	8.0%
2,210,793	2,139,669	2,139,669	433000	Retirement - Employer	871,638	-1,268,031	-59.3%
0	0	0	433050	Retirement-Unfunded Liability	1,552,606	1,552,606	0.0%
59,574	48,288	48,288	433500	Retirement - Employee	49,700	1,412	2.9%
253,278	376,542	376,542	434000	Workers Compensation	142,819	-233,723	-62.1%
545,695	541,118	541,118	435000	Group Insurance	572,230	31,112	5.7%
25,445	22,750	22,750	435400	Retiree Health Savings	22,750	0	0.0%
782,767	830,000	830,000	435500	Retiree Insurance	823,800	-6,200	-0.7%
441,100	441,100	441,100	435600	Retiree Medical Prefunding	463,155	22,055	5.0%
145	148	148	436000	State Disability Insurance	138	-10	-6.8%
18,907	14,050	14,050	437000	Mgt Health Ben	13,500	-550	-3.9%
160,672	162,000	162,000	437500	Longevity Pay	179,000	17,000	10.5%
5,800	5,330	5,330	438500	Cell Phone Allowance	7,800	2,470	46.3%
896	3,000	3,000	439000	Education Reimbursement	3,000	0	0.0%
47,888	45,011	45,011	440000	Uniform Allowance	47,991	2,980	6.6%
11,558,198	10,969,139	11,300,165	Total	Personnel Services	11,426,447	126,282	1.1%
6,695	6,500	6,500	512100	Office Expense	6,500	0	0.0%
32,091	26,515	26,515	512400	Communications	26,515	0	0.0%
0	2,700	2,700	514000	Mandated Fees	2,700	0	0.0%
32,660	102,257	119,989	514100	Departmental Special Supplies	55,257	-64,732	-53.9%
59,510	60,000	67,148	514600	Small Tools & Equipment	75,000	7,852	11.7%
0	0	44,599	514900	Strike Team Tools & Eqmt	0	-44,599	-100.0%
21,464	23,000	23,000	516100	Training & Education	23,000	0	0.0%
459	750	750	516500	Conferences & Conventions	750	0	0.0%
61	1,500	1,500	516600	Special Events & Meetings	1,500	0	0.0%
220	250	250	516700	Memberships & Dues	250	0	0.0%
50	310	310	517100	Subscriptions	310	0	0.0%
35,171	50,000	48,900	517900	Reserve Program	20,000	-28,900	-59.1%
6,462	7,500	8,752	600100	R&M - Building	7,500	-1,252	-14.3%
12,602	16,000	16,000	600200	R&M - Equipment	67,678	51,678	323.0%
394,143	430,000	430,000	600800	Equip Maint Expenses	436,000	6,000	1.4%
186,979	186,968	186,968	605400	Amortization of Equipment	302,046	115,078	61.5%
9,081	20,200	28,319	619800	Other Contractual Services	20,200	-8,119	-28.7%
115,036	56,734	56,734	650300	Liability Reserve Charge	237,959	181,225	319.4%
912,683	991,184	1,068,934	Total	Maint & Operations	1,283,165	214,231	20.0%
12,470,881	11,960,323	12,369,099	Division Total		12,709,612	340,513	2.8%



FIRE DEPARTMENT

10145300 – EMERGENCY MEDICAL SERVICES

RESP. MGR.: ROGER BRAUM

DIVISION MISSION

To consistently provide pre-hospital emergency medical services in a manner that would be defined as excellent by current medical standards and customer expectations.

DIVISION DESCRIPTION

The EMS division is responsible for providing prompt, quality emergency medical services to the community, training personnel responsible for providing medical care, and ensuring compliance with various local, state and federal regulations pertaining to emergency medical services.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	4,767,789	6,088,142	6,459,031	370,889	6.1%
Maint & Operations	649,740	656,124	793,800	137,676	21.0%
Division Total	\$5,417,529	\$6,744,266	\$7,252,831	\$508,565	7.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			101 GENERAL FUND		10145300 Emergency Medical Services		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
2,203,122	2,497,149	2,497,149	411100	Regular Salaries	2,764,059	266,910	10.7%
111,702	271,444	271,444	411200	Part-Time Salaries	334,338	62,894	23.2%
753,453	1,124,971	1,124,971	411310	Overtime-Regular	1,124,971	0	0.0%
0	120,000	120,000	411360	Special Event-OT	70,000	-50,000	-41.7%
1,048	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
46,391	40,359	40,359	432000	Social Security	52,488	12,129	30.1%
932,334	1,150,005	1,150,005	433000	Retirement - Employer	499,836	-650,169	-56.5%
0	0	0	433050	Retirement-Unfunded Liability	822,447	822,447	0.0%
0	9,920	9,920	433500	Retirement - Employee	0	-9,920	-100.0%
140,682	233,061	233,061	434000	Workers Compensation	85,987	-147,074	-63.1%
245,534	301,319	301,319	435000	Group Insurance	343,380	42,061	14.0%
12,164	14,950	14,950	435400	Retiree Health Savings	14,950	0	0.0%
51,411	51,000	51,000	435500	Retiree Insurance	61,680	10,680	20.9%
218,610	218,610	218,610	435600	Retiree Medical Prefunding	229,541	10,931	5.0%
268	244	244	436000	State Disability Insurance	244	0	0.0%
10,319	8,800	8,800	437000	Mgt Health Ben	8,800	0	0.0%
12,619	15,400	15,400	437500	Longevity Pay	15,400	0	0.0%
1,104	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
27,027	28,310	28,310	440000	Uniform Allowance	28,310	0	0.0%
4,767,789	6,088,142	6,088,142	Total	Personnel Services	6,459,031	370,889	6.1%
1,088	1,169	1,169	512100	Office Expense	1,169	0	0.0%
4,336	4,090	4,090	512400	Communications	4,090	0	0.0%
111,097	125,185	125,141	514100	Departmental Special Supplies	125,185	44	0.0%
6,511	7,750	7,750	514600	Small Tools & Equipment	7,250	-500	-6.5%
13,760	19,500	19,500	516100	Training & Education	19,500	0	0.0%
50	1,250	1,250	516500	Conferences & Conventions	1,250	0	0.0%
89	400	400	516600	Special Events & Meetings	400	0	0.0%
2,960	3,006	3,050	517100	Subscriptions	3,506	456	15.0%
0	0	0	517950	Ambulance Operator Program Exp	30,000	30,000	0.0%
699	4,326	4,326	600200	R&M - Equipment	4,326	0	0.0%
79,148	71,400	71,400	600800	Equip Maint Expenses	71,400	0	0.0%
146,965	146,965	146,965	605400	Amortization of Equipment	146,965	0	0.0%
219,142	235,492	235,967	619800	Other Contractual Services	235,492	-475	-0.2%
63,896	35,116	35,116	650300	Liability Reserve Charge	143,267	108,151	308.0%
649,740	655,649	656,124	Total	Maint & Operations	793,800	137,676	21.0%
5,417,529	6,743,791	6,744,266	Division Total		7,252,831	508,565	7.5%



FIRE DEPARTMENT

10145400 – EMERGENCY PREPAREDNESS

RESP. MGR.: CHRISTINE PARRA

DIVISION MISSION

To enable the City to respond to any and all types of emergencies, effectively and efficiently. Division is responsible for the preparedness, mitigation, response, and recovery of the City, before, during and after an emergency.

DIVISION DESCRIPTION

The Emergency Preparedness Division of the Fire Department is responsible for preparing and coordinating emergency plans for the City with regional, state, and national offices of Emergency Preparedness, and for providing information to the public regarding earthquake safety, dam failures or flood dangers, and hazardous material incidents.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	212,633	229,630	251,570	21,940	9.6%
Maint & Operations	26,621	28,357	107,316	78,959	278.4%
Division Total	\$239,254	\$257,987	\$358,886	\$100,899	39.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			101 GENERAL FUND		10145400 Emergency Preparedness		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
138,591	136,745	136,745	411100	Regular Salaries	139,419	2,674	2.0%
0	0	0	411200	Part-Time Salaries	23,220	23,220	0.0%
0	643	643	411310	Overtime-Regular	643	0	0.0%
4,689	4,680	4,680	431000	Deferred Compensation	4,680	0	0.0%
10,191	10,009	10,009	432000	Social Security	10,139	130	1.3%
26,716	29,078	29,078	433000	Retirement - Employer	12,107	-16,971	-58.4%
0	0	0	433050	Retirement-Unfunded Liability	18,405	18,405	0.0%
3,995	11,271	11,271	434000	Workers Compensation	4,357	-6,914	-61.3%
18,186	18,702	18,702	435000	Group Insurance	19,390	688	3.7%
966	975	975	435400	Retiree Health Savings	975	0	0.0%
14,150	14,150	14,150	435600	Retiree Medical Prefunding	14,858	708	5.0%
115	117	117	436000	State Disability Insurance	117	0	0.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
1,209	1,200	1,200	437500	Longevity Pay	1,200	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
(8,247)	0	0	499500	Contra-Salaries	0	0	0.0%
212,633	229,630	229,630	Total	Personnel Services	251,570	21,940	9.6%
401	378	378	512100	Office Expense	378	0	0.0%
4,262	1,125	1,125	512400	Communications	1,125	0	0.0%
14,730	15,000	16,000	514100	Departmental Special Supplies	15,000	-1,000	-6.3%
0	0	0	514600	Small Tools & Equipment	0	0	0.0%
2,646	5,000	5,275	516100	Training & Education	5,000	-275	-5.2%
214	200	25	516600	Special Events & Meetings	200	175	700.0%
260	300	300	516700	Memberships & Dues	300	0	0.0%
2,234	3,500	3,500	600800	Equip Maint Expenses	3,000	-500	-14.3%
60	56	56	605400	Amortization of Equipment	53	-3	-5.4%
0	0	0	619800	Other Contractual Services	75,000	75,000	0.0%
1,814	1,698	1,698	650300	Liability Reserve Charge	7,260	5,562	327.6%
26,621	27,257	28,357	Total	Maint & Operations	107,316	78,959	278.4%
239,254	256,887	257,987	Division Total		358,886	100,899	39.1%



FIRE DEPARTMENT

10145600 – FIRE PREVENTION

RESP. MGR.: MICHAEL NAGY

DIVISION MISSION

Safeguard life, health, property and public welfare through public education, responsive and timely enactment and enforcement of Fire Codes and City Municipal Codes.

DIVISION DESCRIPTION

The Fire Prevention Division of the Fire Department is responsible for interpreting and enforcing the most current California Fire Code adopted by the City of Culver City; investigating fires to determine the cause and origin; arson investigation; assist in the investigating and handling of hazardous materials incidents and hazardous materials; plan checking of sprinkler systems, fire alarm systems and life/safety review; field fire prevention inspections of high risk occupancies such as schools, high-rise buildings, studios and hotels; public education classes within the school systems, hospitals, convalescent homes and businesses in both fire prevention, health and safety, and fire extinguisher methods. Administer the Hazardous Materials Disclosure Program and provide technical assistance and support to other City departments regarding hazardous materials and hazardous waste issues. Assists Business License Division by having fire companies check for business licenses during annual fire inspections, issues special permits for filming, special effects, public assemblies, open flames, etc.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,540,087	1,477,089	1,634,478	157,389	10.7%
Maint & Operations	83,096	102,995	148,465	45,470	44.1%
Capital Outlay	29,205	0	0	0	0.0%
Division Total	\$1,652,388	\$1,580,084	\$1,782,943	\$202,859	12.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			101 GENERAL FUND		10145600 Fire Prevention		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
926,903	762,922	797,534	411100	Regular Salaries	907,411	109,877	13.8%
9,971	5,947	5,947	411310	Overtime-Regular	5,947	0	0.0%
0	25,000	25,000	411360	Special Event-OT	20,000	-5,000	-20.0%
4,513	5,779	5,779	431000	Deferred Compensation	4,739	-1,040	-18.0%
30,889	24,978	24,978	432000	Social Security	32,683	7,705	30.8%
246,838	261,266	261,266	433000	Retirement - Employer	100,324	-160,942	-61.6%
0	0	0	433050	Retirement-Unfunded Liability	202,744	202,744	0.0%
21,375	19,770	19,770	433500	Retirement - Employee	20,948	1,178	6.0%
40,259	59,268	59,268	434000	Workers Compensation	22,707	-36,561	-61.7%
74,655	82,101	82,101	435000	Group Insurance	90,180	8,079	9.8%
3,852	3,900	3,900	435400	Retiree Health Savings	4,550	650	16.7%
71,404	76,000	76,000	435500	Retiree Insurance	103,020	27,020	35.6%
65,850	65,850	65,850	435600	Retiree Medical Prefunding	69,143	3,293	5.0%
1,215	1,016	1,016	436000	State Disability Insurance	1,411	395	38.9%
1,425	1,350	1,350	437000	Mgt Health Ben	1,350	0	0.0%
27,365	33,750	33,750	437500	Longevity Pay	33,300	-450	-1.3%
8,047	7,800	7,800	438500	Cell Phone Allowance	7,800	0	0.0%
5,525	5,780	5,780	440000	Uniform Allowance	6,221	441	7.6%
1,540,087	1,442,477	1,477,089	Total	Personnel Services	1,634,478	157,389	10.7%
2,752	2,575	2,853	512100	Office Expense	2,575	-278	-9.8%
4,333	5,480	5,480	512400	Communications	5,480	0	0.0%
2,238	1,684	1,264	514100	Departmental Special Supplies	1,684	420	33.2%
1,193	750	750	514600	Small Tools & Equipment	750	0	0.0%
10,283	6,500	7,084	516100	Training & Education	7,500	416	5.9%
325	400	400	516500	Conferences & Conventions	400	0	0.0%
152	300	136	516600	Special Events & Meetings	300	164	120.6%
1,360	750	750	516700	Memberships & Dues	750	0	0.0%
35	800	800	517100	Subscriptions	800	0	0.0%
0	6,000	6,000	517300	Advertising and Public Relatio	6,000	0	0.0%
22,167	24,000	24,000	600800	Equip Maint Expenses	25,000	1,000	4.2%
19,973	14,548	14,548	605400	Amortization of Equipment	19,393	4,845	33.3%
0	30,000	30,000	619800	Other Contractual Services	40,000	10,000	33.3%
18,285	8,930	8,930	650300	Liability Reserve Charge	37,833	28,903	323.7%
83,096	102,717	102,995	Total	Maint & Operations	148,465	45,470	44.1%
29,205	0	0	732100	Auto-Rolling Stock & Equipment	0	0	0.0%
29,205	0	0	Total	Capital Outlay	0	0	0.0%
1,652,388	1,545,194	1,580,084	Division Total		1,782,943	202,859	12.8%



FIRE DEPARTMENT

10145700 – TELECOMMUNICATIONS

RESP. MGR.: MICHAEL BOWDEN

DIVISION MISSION

To ensure the City’s radio and 911 systems function properly and with a high degree of reliability; to provide communications equipment repair services efficiently and promptly; and to plan engineer, and administer communication system upgrade to ensure that all City Departments benefit from continuous improvement.

DIVISION DESCRIPTION

The Telecommunications Division of the Fire Department is responsible for the engineering and repair of all City radio equipment, 911 infrastructure, Emergency Operations Center (EOC), and portable audio equipment.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	370,119	399,980	688,690	288,710	72.2%
Maint & Operations	193,918	213,886	206,095	-7,791	-3.6%
Capital Outlay	0	0	37,320	37,320	100.0%
Division Total	\$564,037	\$613,866	\$932,105	\$318,239	51.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			101 GENERAL FUND		10145700 Communications		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
218,114	215,977	225,229	411100	Regular Salaries	408,857	183,628	81.5%
372	7,538	7,538	411310	Overtime-Regular	7,538	0	0.0%
1,048	1,040	1,040	431000	Deferred Compensation	2,080	1,040	100.0%
15,962	15,657	15,657	432000	Social Security	23,694	8,037	51.3%
42,867	46,504	46,504	433000	Retirement - Employer	112,400	65,896	141.7%
0	0	0	433050	Retirement-Unfunded Liability	27,737	27,737	0.0%
11,770	18,040	18,040	434000	Workers Compensation	6,726	-11,314	-62.7%
31,367	36,032	36,032	435000	Group Insurance	47,740	11,708	32.5%
1,965	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
7,121	8,500	8,500	435500	Retiree Insurance	7,530	-970	-11.4%
33,600	33,600	33,600	435600	Retiree Medical Prefunding	35,280	1,680	5.0%
908	890	890	436000	State Disability Insurance	708	-182	-20.4%
0	0	0	437000	Mgt Health Ben	400	400	0.0%
1,209	1,200	1,200	437500	Longevity Pay	1,200	0	0.0%
1,965	1,950	1,950	438500	Cell Phone Allowance	2,210	260	13.3%
1,850	1,850	1,850	440000	Uniform Allowance	2,640	790	42.7%
370,119	390,728	399,980	Total	Personnel Services	688,690	288,710	72.2%
492	1,275	1,275	512100	Office Expense	1,275	0	0.0%
6,359	7,090	7,090	512400	Communications	7,090	0	0.0%
5,778	21,918	20,995	514100	Departmental Special Supplies	21,918	923	4.4%
1,660	6,778	6,778	514600	Small Tools & Equipment	6,778	0	0.0%
610	5,500	5,500	516100	Training & Education	4,500	-1,000	-18.2%
0	150	150	516600	Special Events & Meetings	150	0	0.0%
44,000	46,000	46,000	516700	Memberships & Dues	46,000	0	0.0%
0	300	300	600100	R&M - Building	300	0	0.0%
85,850	50,500	60,724	600200	R&M - Equipment	50,500	-10,224	-16.8%
254	9,225	9,225	600800	Equip Maint Expenses	7,000	-2,225	-24.1%
2,278	2,278	2,278	605400	Amortization of Equipment	2,278	0	0.0%
41,292	47,100	50,853	619800	Other Contractual Services	47,100	-3,753	-7.4%
5,346	2,718	2,718	650300	Liability Reserve Charge	11,206	8,488	312.3%
193,918	200,832	213,886	Total	Maint & Operations	206,095	-7,791	-3.6%
0	0	0	732100	Auto-Rolling Stock & Equipment	37,320	37,320	0.0%
0	0	0	Total	Capital Outlay	37,320	37,320	0.0%
0	0	0	910300	Projected Excess Appropriation	(64,760)	-64,760	0.0%
0	0	0	Total	Inter-Fund Transfers	(64,760)	-64,760	0.0%
564,037	591,560	613,866	Division Total		867,345	253,479	41.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			414		41445902		
			OPERATING GRANTS FUND		Emergency Medical Services		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
6,919	0	0	732120	Departmental Special Equipment	0	0	0.0%
6,919	0	0	Total	Capital Outlay	0	0	0.0%
6,919	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			414	41445904				
			OPERATING GRANTS FUND	Emergency Management Performan				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
8,247	0	8,245	411150	Salaries-Project	0	-8,245	-100.0%	
8,247	0	8,245	Total	Personnel Services	0	-8,245	-100.0%	
22,948	8,000	24,734	514100	Departmental Special Supplies	8,000	-16,734	-67.7%	
22,948	8,000	24,734	Total	Maint & Operations	8,000	-16,734	-67.7%	
31,195	8,000	32,979	Division Total		8,000	-24,979	-75.7%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			414		41445907		
			OPERATING GRANTS FUND		LACCDR		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
3,107	0	0	514100	Departmental Special Supplies	0	0	0.0%
3,107	0	0	Total	Maint & Operations	0	0	0.0%
3,107	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

FIRE			414		41445908		
			OPERATING GRANTS FUND		Fire Prevention & Safety Grant		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	6,000	514100	Departmental Special Supplies	0	-6,000	-100.0%
0	0	5,600	516500	Conferences & Conventions	0	-5,600	-100.0%
0	0	11,600	Total	Maint & Operations	0	-11,600	-100.0%
0	0	11,600	Division Total		0	-11,600	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

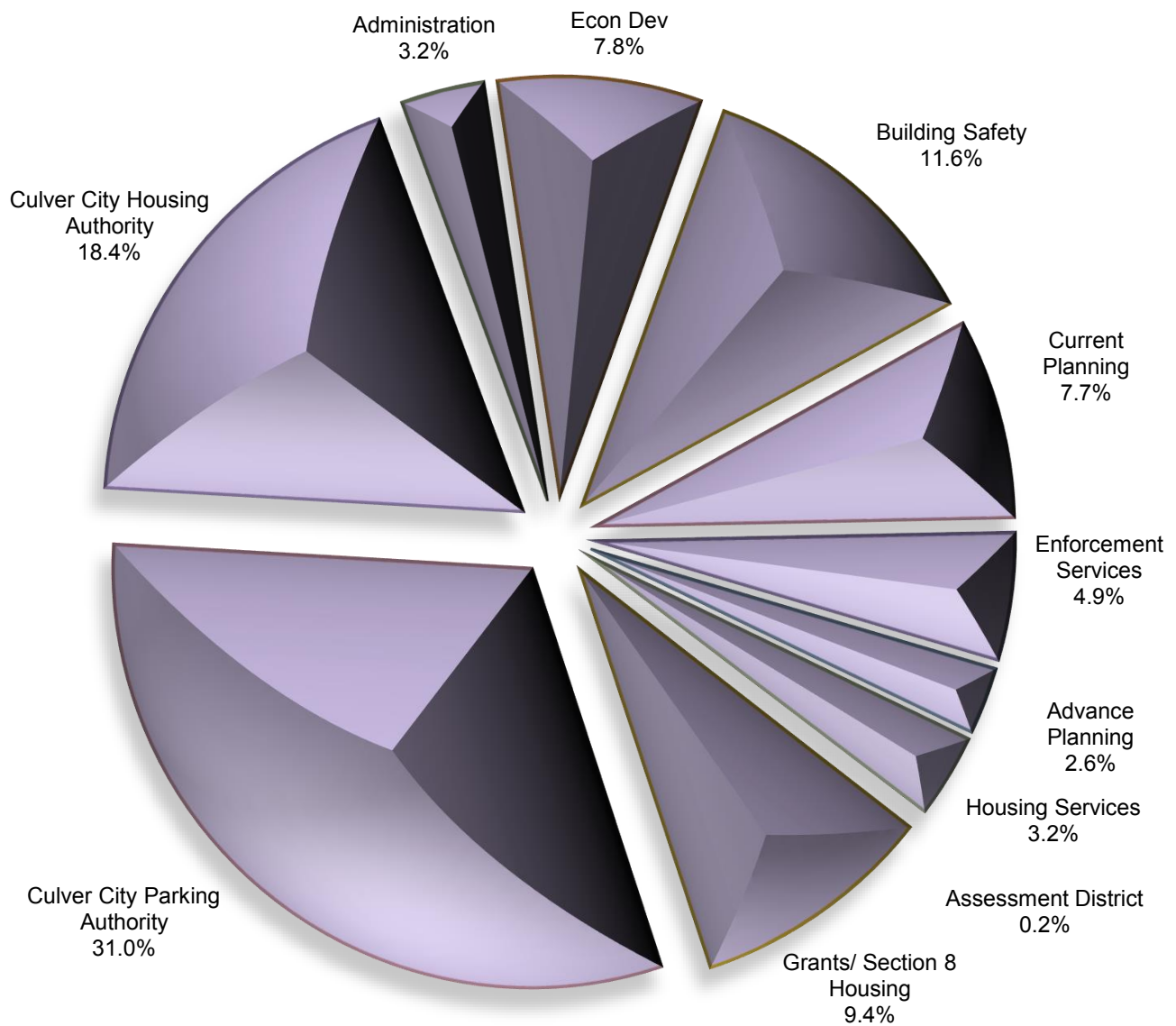
FIRE			432		43245700		
			CAPITAL GRANTS FUND		Homeland Security Grant		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	1,550	1,550	732120	Departmental Special Equipment	0	-1,550	-100.0%
0	1,550	1,550	Total	Capital Outlay	0	-1,550	-100.0%
0	1,550	1,550	Division Total		0	-1,550	-100.0%

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ADOPTED 2017-18 BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

\$19,708,720



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COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

DEPARTMENT MISSION

The mission of the Culver City Community Development Department is to ensure that Culver City's vision for the 21st Century is achieved through the preservation, planning, development, and enhancement of its quality of life and its built environment.

DEPARTMENT DESCRIPTION

The Community Development Department is responsible for coordinating and managing new development and the redevelopment of the City according to adopted plans. To achieve these ends, the department is comprised of the Administration, Building Safety, Planning, Enforcement Services, Economic Development and Housing Divisions.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
50100	Community Development Admin	550,762	1,013,966	638,567	-375,399	-37.0%
50120	Economic Development	1,309,377	1,681,608	1,547,128	-134,480	-8.0%
50150	Building Safety	1,880,311	2,261,438	2,268,645	7,207	0.3%
50200	Current Planning	1,705,598	3,405,686	1,504,056	-1,901,630	-55.8%
50250	Enforcement Services	783,776	932,396	959,353	26,957	2.9%
50400	Advance Planning	0	271,480	507,251	235,771	86.8%
50500	Neighborhood Preservation	883,563	624,175	633,991	9,816	1.6%
Fund Total		\$7,113,386	\$10,190,749	\$8,058,991	-\$2,131,758	-20.9%
<i>412 - BUILDING SURCHARGE FUND</i>						
50150	Building Safety	301	4,000	16,022	12,022	300.6%
Fund Total		\$301	\$4,000	\$16,022	\$12,022	300.6%
<i>425 - ASSESSMENT DISTRICT FUND</i>						
16510	W Wash Landscape Maint Dist #1	7,976	23,020	21,100	-1,920	-8.3%
16520	W Wash Landscape Maint Dist #2	7,530	21,101	20,100	-1,001	-4.7%
Fund Total		\$15,506	\$44,121	\$41,200	-\$2,921	-6.6%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>426 - SECTION 8 HOUSING FUND</i>						
50510	Rental Assistance	1,562,880	2,011,067	1,849,930	-161,137	-8.0%
Fund Total		\$1,562,880	\$2,011,067	\$1,849,930	-\$161,137	-8.0%
<i>475 - CULVER CITY PARKING AUTHORITY FUND</i>						
16100	Non-Departmental	1,000,000	1,180,000	1,255,000	75,000	6.4%
55100	Administration	153,133	282,539	708,060	425,521	150.6%
55310	Cardiff Prkg Structure	224,073	289,192	559,314	270,122	93.4%
55380	Ince Prkg Structure	529,238	564,150	866,196	302,046	53.5%
55560	Virgina Parking Lot	46,829	80,500	232,500	152,000	188.8%
55580	Watseka Prkg Structure	209,782	348,913	495,247	146,334	41.9%
Fund Total		\$2,163,054	\$2,745,294	\$4,116,317	\$1,371,023	49.9%
<i>476 - CULVER CITY HOUSING AUTHORITY FUND</i>						
16100	Non-Departmental	0	449,660	633,991	184,331	40.99%
50710	Administration Supply and Services	98,137	169,393	2,274,144	2,104,751	1242.53%
50720	Rental Assistance Payments	0	335,000	346,736	11,736	3.50%
50725	Homeless Rental Assistance Prog	118,736	141,264	130,000	-11,264	-7.97%
50730	Mortgage Assistant Programs	0	2,750	1,250	-1,500	-54.55%
50890	Home Security	0	0	125,000	125,000	100.00%
50910	Homeless Program	104,301	142,581	123,441	-19,140	-13.42%
Fund Total		\$321,174	\$1,240,648	\$3,634,562	\$2,393,914	193.0%
<i>481 - ECONOMIC DEVELOPMENT PROGRAMS</i>						
16100	Non-Departmental	0	3,450,000	0	-3,450,000	-100.0%
Fund Total		\$0	\$3,450,000	\$0	-\$3,450,000	-100.0%
Department Total		\$11,176,301	\$19,685,880	\$17,717,022	-\$1,968,858	-10.0%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Building Permits	1,805,478	1,946,335	1,751,701	-194,634	-10.0%
Bldg Standards Admin Surcharge	4,056	4,000	3,600	-400	-10.0%
Other License & Permits - Bldg	305,874	220,000	198,000	-22,000	-10.0%
Electric Permits	534,013	500,000	500,000	0	0.0%
Residential Building Records	50,595	40,000	36,000	-4,000	-10.0%
Plumbing and Heating	789,205	650,000	650,000	0	0.0%
Admin Citations	2,884	3,000	2,500	-500	-16.7%
HUD Revenue - Voucher	1,358,938	1,600,000	1,450,000	-150,000	-9.4%
Hud Revenue - Port Ins HAP/Adm	2,446	2,000	2,500	500	25.0%
Admin Fees	0	69,000	69,000	0	0.0%
Admin Fees - Voucher	147,536	150,000	150,000	0	0.0%
Admin Fees - Coordinator	73,591	0	0	0	0.0%
Plan Zone, Subdivision	856,129	550,000	625,000	75,000	13.6%
405 Specific Plan Reimbursemnt	62,877	0	0	0	0.0%
Business Planning Review Fee	14,225	13,000	13,000	0	0.0%
Community Benefit Contribution	99,563	99,563	100,000	437	0.4%
Code Enforcement Fees	2,105	1,000	500	-500	-50.0%
Work for Others	81,390	0	0	0	0.0%
Plan Check Fees	2,652,990	2,854,740	2,650,000	-204,740	-7.2%
Film Parking	178,186	140,000	160,000	20,000	14.3%
Rental Ivy Substation	1,940	0	0	0	0.0%
Farmers Market Income	69,274	130,000	130,000	0	0.0%
Leases - Econ Dev Agrmnts	68,475	70,000	70,000	0	0.0%
Miscellaneous Revenue	9,865	23,100	4,850	-18,250	-79.0%
City Hall Parking P1	0	0	65,000	65,000	100.0%
Cardiff Parking	20,278	28,000	30,000	2,000	7.1%
Virginia Parking Lot	160,032	140,000	160,000	20,000	14.3%
RDA Watseka Parking	152,232	200,000	210,000	10,000	5.0%
RDA Venice Parking Lot - 9415-	9,600	25,000	12,000	-13,000	-52.0%
RDA Sony Parking - 9099 Washin	50,000	150,000	65,000	-85,000	-56.7%
RDA Parking Meters - Other	4,373	4,000	750	-3,250	-81.3%
RDA Robertson BI Parking Lot	20,940	20,000	18,000	-2,000	-10.0%
Ince Parking Structure Revenue	412,407	400,000	420,000	20,000	5.0%
RDA - 3825 Canfield Parking Lt	19,490	35,000	20,000	-15,000	-42.9%
8906 Venice Parking Lot	17,820	5,000	9,000	4,000	80.0%
Transient Parking	1,008,894	700,000	1,592,500	892,500	127.5%
Interest Income	38,842	2,500	10,000	7,500	300.0%
General Reserves	89,755	8,910,642	6,538,121	-2,372,521	-26.6%

Department Total \$11,176,301 \$19,685,880 \$17,717,022 -\$1,968,858 -10.0%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>50100 Community Development Admin</u>					
Associate Analyst	1.00	0.00	0.00	0.00	0.0%
Community and Econ Develop. Director	1.00	1.00	1.00	0.00	0.0%
Senior Management Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	3.00	2.00	2.00	0.00	0.0%
<u>50120 Economic Development</u>					
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Deputy Com Dev Dir/Econ Dev Mgr.	1.00	1.00	1.00	0.00	0.0%
Economic Dev Project Manager	3.00	3.00	3.00	0.00	0.0%
Structural Rehab Specialist	0.50	0.50	0.50	0.00	0.0%
Division Total	5.50	5.50	5.50	0.00	0.0%
<u>50150 Building Safety</u>					
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Bldg & Safety Inspector	4.00	4.00	4.00	0.00	0.0%
Building Official	1.00	1.00	1.00	0.00	0.0%
Clerk Typist/RPT	0.95	0.95	0.95	0.00	0.0%
Permit Technician	2.00	1.00	1.00	0.00	0.0%
Permit Technician II	0.00	1.00	1.00	0.00	0.0%
Plan Check Engineer	1.00	1.00	1.00	0.00	0.0%
Sr. Bldg. & Safety Inspector	1.00	1.00	1.00	0.00	0.0%
Division Total	10.95	10.95	10.95	0.00	0.0%
<u>50200 Current Planning</u>					
Administrative Secretary *	1.00	1.00	0.00	-1.00	0.0%
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Assistant Planner	2.00	1.00	1.00	0.00	0.0%
Associate Planner	2.00	2.00	2.00	0.00	0.0%
Deputy Com Dev Dir/Planning Mgr	1.00	1.00	1.00	0.00	0.0%
Planning Technician I **	0.00	0.00	1.00	1.00	100.0%
Sr. Planner	1.00	1.00	1.00	0.00	0.0%
Division Total	8.00	7.00	7.00	0.00	0.0%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>50250 Enforcement Services</u>					
Code Enforcement Analyst	1.00	1.00	1.00	0.00	0.0%
Code Enforcement Officer ***	1.00	1.00	1.50	0.50	50.0%
Enforcement Services Manger	1.00	1.00	1.00	0.00	0.0%
Park Patrol Officer	2.00	2.00	2.00	0.00	0.0%
Secretary	1.00	1.00	1.00	0.00	0.0%
Division Total	6.00	6.00	6.50	0.50	8.3%
<u>50400 Advance Planning</u>					
Advance Planning Manager	0.00	1.00	1.00	0.00	0.0%
Advance Associate Planner	0.00	1.00	1.00	0.00	0.0%
Planning Technician II	0.00	1.00	1.00	0.00	0.0%
Division Total	0.00	3.00	3.00	0.00	0.0%
<u>50500 Agency Housing and Rehab</u>					
Administrative Clerk ^	0.00	0.00	1.00	1.00	100.0%
Administrative Secretary	0.50	0.00	0.00	0.00	0.0%
Housing Assistant	0.00	0.50	0.50	0.00	0.0%
Housing Programs Administrator	1.00	1.00	1.00	0.00	0.0%
Housing Specialist	1.00	0.00	0.00	0.00	0.0%
Housing Supervisor	0.00	1.00	1.00	0.00	0.0%
Structural Rehab Specialist	0.50	0.50	0.50	0.00	0.0%
Division Total	3.00	3.00	4.00	1.00	33.3%
<u>50510 Grants/Section 8 Housing</u>					
Housing Assistant	0.50	0.50	0.50	0.00	0.0%
Housing Specialist	1.00	1.00	1.00	0.00	0.0%
Administrative Secretary	0.00	0.00	0.00	0.00	0.0%
Division Total	1.50	1.50	1.50	0.00	0.0%
Total Positions	37.95	38.95	40.45	1.50	3.9%

* Eliminate one (1) Administrative Secretary position

** Add one (1) Planning Technician I position

^^ Reclass one (1) Revenue Inspector position to Code Enforcement Officer and transfer 0.5 to 10150250
- Code Enforcement from 10114400 - Treasury

^ Add one (1) Administrative Clerk position



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>50100 Administration</u>					
Administrative Intern	1,000	1,000	1,000	0	0.0%
Division Total	1,000	1,000	1,000	0	0.0%
<u>50120 Economic Development</u>					
Student Worker	1,000	1,000	1,000	0	0.0%
Division Total	1,000	1,000	1,000	0	0.0%
<u>50150 Building Safety</u>					
Student Worker	2,000	2,000	2,000	0	0.0%
Division Total	2,000	2,000	2,000	0	0.0%
<u>50200 Planning</u>					
Administrative Intern	1,743	1,743	1,743	0	0.0%
Division Total	1,743	1,743	1,743	0	0.0%
<u>50400 Advance Planning</u>					
Administrative Intern *	0	1,500	2,000	500	33.3%
Division Total	0	1,500	2,000	500	33.3%
<u>50500 Agency Housing Rehab</u>					
Student Worker	780	780	780	0	0.0%
Division Total	780	780	780	0	0.0%
Total Hours	6,523	8,023	8,523	500	6.2%

* Increase Administrative Intern hours by 500



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS

ADMINISTRATION DIVISION

- Implementation of Matrix Development Process Review
On-going
- Reorganize Planning Division: Advance Planning and Current Planning:
 - General Plan Update – *Advance Planning*
 - Comprehensive review of mobility issues (transit, bike, car sharing, TDM and pedestrian mobility design guidelines in new developments). Zoning and Municipal Code updates to address mobility and livability – *Advance Planning*
 - Special commercial revitalization project area plans – *Current Planning*
 - Preparation of Multifamily Guidelines – *Current Planning*
 - Mobility program consistency among adopted city plans – *Advance Planning*
 - Implementation of SB375 programming to guide land use, housing, transportation, compact development and reduced GHG – *Advance Planning and Current Planning*
- Completion of Job Recruitments – Planning, Enforcement Services, Building, Administration. Revise job specifications and complete recruitments.
Completed
- Develop new Department guidelines, brochures, and publications for Building Safety, Economic Development, Enforcement Services, Housing, and Planning. Implement customer friendly business center kiosk for the divisions.
On-going
- Grant Funding Research – Research and pursue grant funds related to Community Development programs and projects.
On-going

ECONOMIC DEVELOPMENT DIVISION

Downtown Improvements

Continue implementation of former RDA projects in the downtown including:

- Parcel B – Finalize Reciprocal Easement agreement. Coordinate project implementation.
In Process
- Public Parking Parcel B – Finalize required agreements and coordinate project implementation. Prepare final design and construction drawings and commence construction.
In Process



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Town Plaza Expansion – Complete construction drawing to expand downtown open space connection to Parcel B and existing Town Plaza.
In Process
- Town Plaza and Town Plaza Expansion – Draft outdoor vending guidelines.
On-going
- Jazz Bakery – Complete DDA negotiations and proceed with project entitlements.
On-going
- Walker Parking Study – Implement recommendations.
In Process

West Washington and Sepulveda Boulevards

- Baldwin Site – Complete project entitlements, complete construction plans and commence construction.
In Process
- Washington/Centinela Market Hall – Execute DDA, relocate utilities, complete parking structure construction plans, obtain entitlements and implement project.
In Process
- Replant/repair existing medians.
On-going
- Implement AIP Program Phase IV – Commensurate with available bond funds.
On-going
- Banner program for West Washington AIP.
On-going

Washington National Transit Oriented Development (TOD)

- Relocate Venice Boulevard businesses.
In Process
- Finalize project construction documents and initiate construction.
In Process

Transit Oriented Development District – In Process

- Continue implementation of Washington National Streetscape Plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Administration of way finding sign grant, design and installation

Fox Hills – On Going

- Complete outreach to area residents and businesses regarding rebranding.
- Prepare land use study with area stakeholders.
- Create Area “Main Street”
- Install wayfinding signs and area identification signs.
- Reconfigure area parking.
- Prepare promotional and branding program with strategies.
- Recruit new businesses to the area.

Hayden Tract Parking

Implement parking improvement strategies in the Hayden Track:

- Rail Spur Parking – Complete parking lot construction and convey City parcel.
Completed

Successor Agency Administration – Completed

- Amend Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City.
- Transfer ownership of remaining parking facilities to the City.

Business Resource Center – On Going

- Continue to assist new and expanding businesses with business/construction permit assistance and by providing information to facilitate successful business operations. Provide new business locations for business attraction and expansion and offer permit requirement information and assistance.

Interactive Development Map – On Going

- Continue to update map with new information as required as information and promotion tool.
- Identify “Opportunity” sites for development.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

City Profile - Completed

- Prepare 2016-2017 City Profile update as information and promotion tool.

Business Districts – On Going

- Continue facilitating business district promotional programs.

Economic Development Plan and Studies – On Going

- Continue Implementation of Comprehensive Economic Development Plan:
 - Continue Plan implementation.
 - Conducted Economic Development Cluster meetings (car dealerships, hotels, retail and technology).
 - Implement fiber optic business plan.
 - Conduct Economic Development Major Stakeholder outreach.
 - East/Arts District overlay/study
 - Arts District connectivity study
 - Business resource/Economic Development marketing design
 - Culver Village and Arts District landscape maintenance.
 - Ivy Substation deferred maintenance.

Community Development Block Grant – On Going

- Oversee program for City and develop project list for CDBG consideration.

Parking Management On going

- Oversee parking program for City to include space rentals in parking structures, maintenance and operation in existing and future public parking lots, capital program and funding.
- Install new parking control equipment and security cameras in downtown parking structures.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Secure parking management services via an RFP process.
- Prepare an Asset Management Plan for downtown parking structures.
- Assist Downtown Business Association with creation of an employee rideshare program.
- Rehabilitate 3727 Robertson Boulevard parking lot.

Media Park / Food Kiosk /Park Activation – On-going

- Pursue a concession operator and implement coffee concession to activate park.
- Perform landscape and fencing improvements.
- Special events programming.

Housing Division – On Going

- Continue to provide excellent customer service
- Continue to Investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects
- Conduct required HQS Inspection per HUD and CRL rules/regulations
- Continue administration of the RAP Program serving 37 households
- Continue administration of the Section 8 Program serving 210 households
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households
- Apply for the HUD FSS Coordinator Grant
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract
- Continue Homeless Outreach Services through contract service with the Saint Joseph Center (SJC) Homeless Outreach Team to provide monitoring of locations throughout city to find homeless persons/families
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Continue MAP Loan Monitoring.
- Continue to staff the Committee on Homelessness
- Work in collaboration with the Committee on Homelessness to coordinate the 2017 Homeless Count
- Continue to staff the Landlord Tenant Mediation Board
- Coordinate all request for mediation through the LTMB
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid
- Coordinate the community dialogue on affordable housing
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan
- Conduct SEMAP review and submit to HA and HUD for approval
- Coordinate with the Finance Department the annual single audit
- Oversee Harris Property Management contract for Jackson Avenue Apartments
- Participate in the challenge against the DOF regarding AB 471(Housing Entity Administrative Cost Allowance)
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity
- Collaborate with Habitat for Humanity to coordinate the Globe/Habitat Speaker Bureau to bring awareness about Habitat and the Globe project to the community

Additional Tasks: On Going

- Opening the Section 8 Waiting List for new applications
- Los Angeles County Homeless Initiative
- Host a joint meeting of the City Council, Committee on Homeless and Landlord Tenant Mediation Board
- Develop eLOCCSS Security guidelines for HUD
- Apply for the Helen Putnam Award for the Tilden Terrace Project



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

ENFORCEMENT SERVICES DIVISION - *On going*

- Ongoing Enforcement: Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Year 2014 - 569 Requests for service; Year 2015 - 838 Requests for service.
- Smoking Ban in Multi-Unit Housing: Oversee the implementation of the "No Smoking" in multiunit housing regulations.
- Enforcement process: Receive and respond to questions and complaints, conduct inspections, enforcement action.
- Request a temporary contract Code Enforcement Officer to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation.
- Urban Runoff Stormwater Regulations: Assist Public works with enforcement of enhanced Urban Runoff Stormwater Regulations, work with Contractor hired by Public Works.
- Water Conservation: Provide enhanced enforcement of Water Conservation regulations.
- Parkway Landscaping: Provide enforcement assistance for Parkway landscaping standards.
- Sign Code: Work with Planning and Economic Development staff to amend sign code to allow for a change in the type of free standing and changeable copy signs on the exterior of buildings and in outdoor dining areas.
- Pole and Roof Signs Survey: Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs.
- Homeless Encampments: Continue work in collaboration with the Housing Division, Police Department (CCPD), Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property. Responded to 37 encampments in 2015. Funds are required for cleanup costs and supplies. Time intensive process 20-25 hours per encampment.
- Amnesty Program: Continue to oversee the enforcement and case review of the Amnesty program.
- Special Event Process: Work with other Divisions on development of Special Event permitting process.

PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City.
- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- On-going implementation and discretionary case processing associated with the Washington/National Transit Area development projects.
- Provide staff support for the Baldwin Hills area and the activities of related jurisdictions and entities including the State of California, and the Santa Monica and Baldwin Hills Conservancies.
- Assist other City Departments in preparation of Environmental Review documents.
- Process zoning code text amendments related to the City's updated Affordable Housing Program.
- Initiate Consultant study for design recommendation for Large Single Family homes.
- Initiate Research for Comprehensive General Plan Update.
- Initiate staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Implementation of the Accela permitting software.
- Washington National TOD Study.

Zoning and General Plan Amendments & Special Studies

Parking Amendments & Studies	Code Section	Quarter	Completed / Carried over
1. City Wide Automated Parking	17.320.025	4 th Quarter 15/16	
2. Bicycle Parking	17.320.045	2 nd Quarter 16/17	

Signs - Commercial Area Improvements:		Quarter	Completed / Carried over
1. Window Signs	17.330.025.N & 17.330.020.b Table 305	2 nd Quarter	16/17
2. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2 nd Quarter	16/17
3. Temporary Banners	17.330.025.K Table 3-6A	2 nd Quarter	16/17



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

Definitions of Planning and

<u>Zoning Terms & Special Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
1. Nonconforming Provisions	17.700.005	1 st Quarter 16/17	
2. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4 th Quarter 15/16	
3. Multifamily Design Guidelines	Clarksdale	TBD	
4. Multifamily Design Guidelines	DNA	TBD	
5. Mansionization Study	R1 Development Standards		X
6. Mansionization Consultant Study		1 st Quarter 16/17	
7. Affordable Housing Options – City Council		March 2016	
8. Massage Businesses (current moratorium)	17.400	2 nd Quarter 16/17	
9. Medical Marijuana Regulations	17.400	1 st Quarter 16/17	
10. Short term Rentals (Air BnB)	17.400	1 st Quarter 16/17	

Ancillary Structures

		<u>Quarter</u>	<u>Completed / Carried over</u>
1. Portable Sheds	17.400.100.3.C.i	4 th Quarter 15/16	
2. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4 th Quarter 15/16	
3. Administrative Decisions on Fence Height	17.300.025.I	4 th Quarter 15/16	
4. Front Yard Trellis Structures >36"	17.300.020.E Table 3-1	4 th Quarter 15/16	

Outdoor Dining

		<u>Quarter</u>	<u>Completed / Carried over</u>
1. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4 th Quarter 15/16	
2. Outdoor Dining Smoking Areas	17.400.070	4 th Quarter 15/16	

Residential / Commercial /

Industrial Development Standards

		<u>Quarter</u>	<u>Completed / Carried over</u>
1. Minimum Lot Area for R-2, - Codify	17.210.020 Table 2-3	4 th Quarter 15/16	
2. Exception to Building Height	17.300.025	4 th Quarter 15/16	
3. Distance Between Structures on a Lot	17.210.020 Table 2-3	4 th Quarter 15/16	
4. Schools in Industrial Zones	17.230.015	4 th Quarter 15/16	
5. Retail Smoking Establishments	17.220.015	4 th Quarter 15/16	

Planning Division 15/16 – 16/17 Active Development Projects**

** Projects are considered active until final C of O is issued



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

Projects	Status
1. 700 Corporate Pointe Office Building SPR	Plan Check
2. 3837 Bentley 3-unit Condo SPR/TPM	Construction
3. Sony Jimmy Stewart Office Building CR	Construction
4. 11197 Washington Car Wash CUP	Plan Check
5. Wende Museum Comprehensive Plan	Plan Check
6. Extended Stay Hotel SRR/HE	Hold
7. Lenawee Assisted Living/SFD PD and CP	Under Review
8. Washington/Inglewood Mixed Use SPR	Plan Check
9. 12608 Washington BI Outdoor Dining AUP	Under Review
10. 4545 Sepulveda Harbor Freight SPR	Plan Check
11. Costco Expansion SPR	Plan Check/Const.
12. Culver Christian School CUP	PPR
13. Culver Studios CP Amendment	Approved
14. Baldwin Mixed Use SPR	PPR
15. WANA (Lowe) Comprehensive Plan	Council
16. 4025 Grandview Multi Family SPR	Plan Check
17. 4241 Duquesne 3 unit Condo SPR/TTM	Under Review
18. 8777 Washington Blvd (Surfas)TOD CP	PPR
19. 11469 Jefferson Hotel SPR	PPR
20. 10000 Washington Sony Picture Plaza SPR/M	PPR
21. Washington/Centinela Market Hall SPR	PPR
22. Jazz Bakery SPR	Pending
23. Tilden 5 unit Condo SPR/TTM	PPR
24. Bentley 3 unit Condo ASPR/TPM	Under Review
25. 9735 Washington Blvd Office/Retail SPR	Pending
26. 9919 Jefferson Office Building SPR	PPR
27. Venice/Sepulveda Car Wash CUP	Plan Check
28. Globe Housing Comprehensive Plan	Under Review
29. 13112-14 Wash. Blvd Mixed Use ASPR	PPR
30. 11213 Garfield Ave. Accessory D/U AUP	Pending
31. 11469 Jefferson Blvd. Hotel	Pending
32. ECF Property Mixed Use	Pending
33. Robertson Fedex Property Mixed Use	Pending
34. 3434 Wesley Mixed Use	PPR
35. 8888 Washington (Miller) Creative Office	PPR
36. 13114 Washington Blvd Small Mixed Use ASPR	PPR
37. 10826 Venice Bella Vista Outdoor Dining AUP	Under Review
38. 3515 Eastham Automated Parking	Under Review
39. 11441 Jefferson Blvd. OSH ASPR	PPR
40. 4234 Sawtelle Blvd 3-unit Condo	PPR
41. 3961 Tilden Ave 5-unit Condo	PPR
42. 4051-55 Jackson Ave 9 unit Condo	PPR



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

<u>Projects</u>	<u>Status</u>
43. 11281 Washington Place Mixed Use DOBI	PPR
44. 4034 LaSalle 4-unit Condo	PPR
45. 4180 Duquesne 4-unit Condo	PPR
46. 4138 Wade St. Large Family Daycare AUP	Under Review

BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities for all properties within the City. It will monitor active plan checks, due dates and inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.

- Implementation of the Accela permitting software.

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

ADMINISTRATION DIVISION

I. Matrix Study Development Process Review

- Implement Development Services "Permit Center"
- Complete development services Accela report module with IT and commence using it for weekly, monthly and annual permit and project status reports
- Complete Permit Tech reclassifications for interdivision and interdepartment permit tech responsibilities
- Prepare Development Services guidelines brochures with Fire and Public Works Departments
- Complete Advance Planning Division recruitments

II. General Plan Update (See also Advance Planning Division and City Council Strategic Plan)

- Draft RFP for City Council consideration with interdepartmental involvement
- Incorporate City Council Strategic Plan Goals Two and Three in General Plan Update RFP (See City Council Strategic Plan below)
- Complete Advance Planning space improvements for Advance Planning staff.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

III. City Council Strategic Plan

(Goal 2, Objective 1) Make Ballona Creek More Walkable, Bikeable, and Connected to the City

- Commence research and implementation study of the Ballona Creek area and document issues and opportunities relating to recreation and beautification involving Public Works, Parks, Recreation and Community Services and City Attorney
- Hire a consultant to prepare a Preliminary Ballona Creek Bike and Pedestrian Plan in coordination with the City's General Plan Update
- Work with Public Works and City Attorney to explore legal, political/jurisdictional, and financial implications to obtain right of way, access and address use issues.
- Research with Public Works and City Attorney the reclamation of the Ballona Creek right-of-way.
- Adopt the recommendations of the Plan as part of the General Plan Update Circulation Element.

IV. City Council Strategic Plan

(Goal 2, Objective 2) Make Ballona Creek a Recreational Attraction

- Identify and determine the feasibility of potential Ballona Creek recreational improvements with Parks, Recreation and Community Services department and include Ballona Creek recreation improvements in the Culver City Recreational Master Plan (including lighting, landscaping, cost estimate, watershed management and dog path)
- Include a Recreation Element in the General Plan Update and incorporate Ballona Creek improvements identified in the PRCS Recreational Master Plan

V. City Council Strategic Plan

(Goal 3 Objective 1) Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Work with Public Works Department to research criteria related to measuring Level of Service (LOS) and Vehicle Miles Traveled (VMT) related to the California Environmental Quality Act (CEQA) and consider adoption of VMT into traffic study guidelines as part of Circulation Element in General Plan Update



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- Work with Public Works Department to prepare citywide traffic model for to estimate total ADT for citywide traffic.to reduce ADT growth as part of General Plan Update
- Work with Public Works Department and Transportation Departments on enhanced TDM programs as part of General Plan Update and outreach to residents and business on TDM programs to reduce trips through measures including ridesharing and other additional forms of transportation such as on-demand fixed route busses; subsidized private ride sharing; a pool for discounted TAP cards; or a program of parking credits to allow less required parking, if the cost savings are allocated to TAP cards offered to a percentage of commercial building tenants and evaluate the Vision Zero initiative and other programs, policies, or initiatives that prioritize transportation safety and pursue the elimination of death and severe injury crashes on our roadways.

VI. Administration (Other)

- Coordinate and implement Transit Oriented Development (TOD) District Visioning Study
- Complete Department job recruitments – Planning, Enforcement Services, Building, and Administration.
- Continue research and application for grant funding related to Community Development Department programs and projects.

ECONOMIC DEVELOPMENT DIVISION

Downtown Improvements

Continue implementation of former RDA projects in the downtown including:

- Parcel B – Finalize Reciprocal Easement agreement. Coordinate project implementation. Commence construction.
- Public Parking Parcel B – Finalize required agreements and coordinate project implementation. Prepare final design and construction drawings and commence construction.
- Town Plaza Expansion – Complete construction drawing to expand downtown open space connection to Parcel B and existing Town Plaza and commence construction
- Town Plaza and Town Plaza Expansion – Draft outdoor vending guidelines.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- Jazz Bakery – Complete DDA negotiations and proceed with project entitlements.
- Walker Parking Study – Implement recommendations.

West Washington and Sepulveda Boulevards

- Baldwin Site – Complete project entitlements, complete construction plans and commence construction.
- Washington/Centinela Market Hall – Execute DDA, relocate utilities, complete parking structure construction plans, obtain entitlements and implement project.
- Replant/repair existing medians.
- Implement AIP Program Phase IV – Commensurate with available bond funds.
- Banner program for West Washington AIP.

Washington National Transit Oriented Development (TOD)

- Complete Implementation Agreement conformance review, complete all conditions precedent, complete negotiations, execution and implementation of MTA Perpetual Easement Agreement between Lowe, City/SA and MTA, complete land sale, relocate Venice Boulevard businesses, relocate Expo parking upon construction,
- Finalize project construction documents and initiate construction.
- Complete Perpetual Easement and Option Agreement
- Complete Venice Boulevard businesses relocations

Transit Oriented Development District

- Continue implementation of Washington National Streetscape Plan.
- Administration of way finding sign grant, design and installation

Reimagine Fox Hills

- Complete Reimagine Fox Hills outreach to area residents and businesses



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- City Council report on Reimagine Plan progress and implement Reimagine Fox Hills plan recommendations as authorized for “Main Street” dedications, shared parking, land assembly and rebranding.

Hayden Tract

- Rail Spur Parking – Complete parking lot construction and convey City parcel.
- Work with Hayden Tract Spur Property Owners Association (HTPOA) on area improvements
- Identify Pop-Up retail/restaurant opportunities and necessary code amendments

Successor Agency

- Continue final implementation of Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City.
- Administer MOU with DBA for downtown maintenance.
- Administer Downtown Business Improvement District.
- Administer farmers’ market.
- Manage pressure washing services for City Hall.
- Property management services for remaining Successor Agency properties.
- Transfer ownership of remaining parking facilities to the City.

Business Resource Center & City Promotion

- Continue to assist new and expanding businesses with business/construction permit assistance; provide information to facilitate successful business operations; provide new business locations for business attraction and expansion and offer permit requirement information and assistance.
- Interactive Development Map - On-going map update with new information as required
- Identify “Opportunity” sites for development.
- Prepare 2016-2017 City Profile update as information and promotion tool

Business Districts

- Continue facilitating business district formation and promotional programs.
- Continue Culver Village and Arts District landscape maintenance improvements.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Economic Development Plan and Studies

- Continue Implementation of Comprehensive Economic Development Plan:
- Conducted Economic Development Cluster and stakeholder meetings (car dealerships, hotels, retail and technology).
- Implement fiber optic business plan.
- Conduct East/Arts District overlay/study, Arts District connectivity study, marketing

Community Development Block Grant

- Oversee program for City and develop project list for CDBG Committee consideration.

Parking Management

- Oversee parking program including monthly space rentals maintenance and operation in public parking lots, capital program and funding.
- Install new parking control equipment and security cameras in downtown parking structures.
- Implement the Asset Management Plan for downtown parking structures.
- Assist Downtown Business Association with creation of an employee rideshare program.

Media Park Activation

- Pursue a concession operator and implement coffee concession to activate park.
- Perform landscape and fencing improvements.
- Special events programming.

HOUSING DIVISION

- Implement new affordable housing programs.
- Continue to provide customer service.
- Continue to investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects.
- Conduct required HQS Inspection per HUD and CRL rules/regulations.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- Continue administration of the RAP Program serving 37 households.
- Continue administration of the Section 8 Program serving 210 households.
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households (\$65,000 HUD grant).
- Apply for the HUD FSS Coordinator Grant.
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract - \$130,000.
- Continue Homeless Outreach Services through contract service with the Saint Joseph Center (SJC) Homeless Outreach Team to provide monitoring of locations throughout city to find homeless persons/families 4 days per week each month and outreach to them by offering referrals to emergency/temporary housing (70 nights of emergency hotel stays – budgeted for \$123,441), access to permanent housing and referrals to supportive services such as mental health services, drug/alcohol treatment, bus tokens to assist with transportation to supportive services and case management follow up. The SJC Homeless Outreach Team includes a mental health professional / social worker to conduct assessments in the field and provide hygiene kits and food and collection of homelessness data.
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units.
- Continue MAP Loan Monitoring.
- Continue to staff the Committee on Homelessness and Landlord Tenant Mediation Board
- Work in collaboration with the Committee on Homelessness on 2016 Homeless Count.
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid.
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan and implement new HUD Guidelines on Bed Bug Abatement.
- Conduct SEMAP review and submit to HA and HUD for approval.
- Coordinate with the Finance Department the annual single audit.
- Oversee property management contract for Jackson Avenue apartments.
- Identify funding options for Housing Division administration through creation of the Affordable Housing Incentives Program.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- Participate in the challenge against the DOF regarding AB 471.
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity.
- Oversee and implement the Strategy to Assist the Homeless During El Nino
- Develop a file retention and destruction program
- Oversee the construction of the Globe Project and the selection of home buyers.
- Host an Owner Outreach Brunch to solicit property owners to participate in the Section 8 and Homeless Programs
- Develop a Rapid Re-Housing Program as part of the Los Angeles County Homeless Initiative
- Develop a Homeless and Section 8 \$5,000 minor rehab grant program
- Develop a Vacancy Loss and Damage Claim Program
- Re-introduce the Neighbor Preservation Program for life safety repairs
- Develop a move-in assistance/rent catch-up program

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement: Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Year 2015 - 838 Requests for service; Year 2016 - 836 Requests for service.
- Short Term Rentals: Assist with establishing regulations for Short Term Rentals. Establish enforcement procedures dependent upon Ordinance adoption.
- Accessory Dwelling Units: Work with Planning and Building Safety on enforcement of new State law changes and Zoning Code Amendments related to Accessory Dwelling Units/Garage conversions.
- Marijuana Regulations: Assist with establishing regulations for Marijuana businesses. Establish enforcement procedures dependent upon Ordinance adoption.
- Massage Establishments: Continue to work with other City Departments for inspection and enforcement of new permit requirements for Massage businesses.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- Smoking Ban in Multi-Unit Housing: Oversee the implementation of the “No Smoking” in multiunit housing regulations.
- Enforcement process: Receive and respond to questions and complaints, conduct inspections, enforcement action.
- Request a temporary contract Code Enforcement Officer to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation.
- Urban Runoff Stormwater Regulations: Assist Public works with enforcement of enhanced regulations and work with Contractor hired by Public Works.
- Water Conservation: Provide enhanced enforcement of Water Conservation regulations.
- Parkway Landscaping: Provide enforcement assistance for Parkway landscaping standards.
- Sign Code: Work with Planning and Economic Development staff to amend sign code to allow for a change in the type of free standing and changeable copy signs on the exterior of buildings and in outdoor dining areas.
- Pole and Roof Signs Survey: Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs.
- Homeless Encampments: Continue work in collaboration with the Housing Division, Police Department (CCPD), Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property. Responded to 37 encampments in 2015. Funds are required for cleanup costs and supplies. Time intensive process 20-25 hours per encampment.
- Amnesty Program: Continue to oversee the enforcement and case review of the Amnesty program.
- Special Event Process: Work with other Divisions on development of Special Event permitting process.

ADVANCE PLANNING DIVISION

- Complete RFP process for General Plan Update and select consulting firm(s)
- Commence General Plan Update and prepare detailed work plan:
 - a) Coordinate with all City departments in General Plan Update preparation
 - b) Organize public engagement process
 - c) Incorporate City Council Strategic Planning Goals Two and Three with Circulation and Recreation Elements in General Plan Update



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

- d) Initiate public outreach and commence data collection and documentation phase
- e) Work with Public Works and Transportation Departments on citywide traffic and mobility issues including transit, bike, car sharing, TDM and pedestrian mobility design guidelines in new developments).
- f) Coordinate Zoning and Municipal Code amendments as necessary to address mobility and livability
- Coordinate TOD Visioning Study, Reimagine Master Planning, Mansionization Study, Hillside Study with General Plan Update
- Coordinate Implementation of SB375 programming to guide land use, housing, transportation, compact development and reduced GHG.in General Plan Update

CURRENT PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.
- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City and participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- Provide On-going implementation and discretionary case processing and provide staff support for the Baldwin Hills area and the activities of related jurisdictions and entities including the State of California, and the Santa Monica and Baldwin Hills Conservancies
- Assist other City Departments in preparation of Environmental Review documents
- Process zoning code text amendments
- Conduct Large Single Family Homes Study
- Conduct on-going annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law
- Implement Accela permit software for Planning Division and commence permit reporting



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

Zoning and General Plan Amendments & Special Studies

<u>Parking Amendments & Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
1. City Wide Automated Parking	17.320.025	4 th Quarter 15/16	3 rd Quarter 16/17
2. Bicycle Parking	17.320.045	2 nd Quarter 16/17	
3. Mansionization	R-1 Development Standards		x

<u>Signs - Commercial Area Improvements:</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
3. Window Signs	17.330.025.N & 17.330.020.b Table 305	2 nd Quarter 16/17	4 th Quarter 16/17
4. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2 nd Quarter 16/17	4 th Quarter 16/17
5. Temporary Banners	17.330.025.K Table 3-6A	2 nd Quarter 16/17	4 th Quarter 16/17

<u>Definitions of Planning and Zoning Terms & Special Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
6. Nonconforming Provisions	17.700.005	1 st Quarter 16/17	4 th Quarter 16/17
7. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4 th Quarter 15/16	4 th Quarter 17/18
8. Multifamily Design Guidelines	Clarksdale	TBD	4 th Quarter 17/18
9. Multifamily Design Guidelines	DNA	TBD	4 th Quarter 17/18
10. Mansionization Study	R1 Development Standards		x
11. Mansionization Consultant Study		1 st Quarter 16/17	1 st Quarter 17/18
12. Affordable Housing Options – City Council		March 2016	2 nd Quarter 17/18
13. Massage Businesses (current moratorium)	17.400	2 nd Quarter 16/17	4 th Quarter 17/18
14. Marijuana Regulations	17.400	1 st Quarter 16/17	2 nd Quarter 17/18
15. Short term Rentals (Air BnB)	17.400	1 st Quarter 16/17	2 nd Quarter 17/18
16. Hillside Development Study and Text Amendment			
17. Update Zoning Map		1 st Quarter 2017	



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

<u>Ancillary Structures</u>		<u>Quarter</u>	<u>Completed / Carried over</u>
18. Portable Sheds	17.400.100.3.C.i	4 th Quarter 15/16	4 th Quarter 16/17
19. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4 th Quarter 15/16	4 th Quarter 16/17
20. Administrative Decisions on Fence Height	17.300.025.l	4 th Quarter 15/16	4 th Quarter 16/17
21. Front Yard Trellis Structures >36"	17.300.020.E Table 3-1	4 th Quarter 15/16	4 th Quarter 16/17

<u>Outdoor Dining</u>		<u>Quarter</u>	<u>Completed / Carried over</u>
22. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4 th Quarter 15/16	1 st Quarter 17/18
23. Outdoor Dining Smoking Areas	17.400.070	4 th Quarter 15/16	1 st Quarter 17/18

<u>Residential / Commercial / Industrial Development Standards</u>		<u>Quarter</u>	<u>Completed / Carried over</u>
24. Minimum Lot Area for R-2, - Codify	17.210.020 Table 2-3	4 th Quarter 15/16	2 nd Quarter 17/18
25. Exception to Building Height	17.300.025	4 th Quarter 15/16	2 nd Quarter 17/18
26. Distance Between Structures on a Lot	17.210.020 Table 2-3	4 th Quarter 15/16	2 nd Quarter 17/18
27. Schools in Industrial Zones	17.230.015	4 th Quarter 15/16	2 nd Quarter 17/18
28. Retail Smoking Establishments	17.220.015	4 th Quarter 15/16	2 nd Quarter 17/18

Planning Division 15/16 – 16/17 Active Development Projects**

** Projects are considered active until final C of O is issued

Special Projects

- Consultant Study for Development Standards and Design Guidelines for R1 Neighborhoods
- Short Term Rentals Research
- Taco Bell Noise Study
- Website Update
- Hillside Development Standards

BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities. Monitor active plan checks, conduct inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2017-18 WORK PLANS (*CONTINUED*)

Special Projects

- Implementation of the Accela permitting software
- Develop Accela Project reporting module
- Complete Damage to Adjacent Property Code Amendment
- Complete RFP Soft Story Citywide Property Survey

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COMMUNITY DEVELOPMENT

10150100 – COMMUNITY DEVELOPMENT ADMIN.

RESP. MGR.: SOL BLUMENFELD

DIVISION MISSION

The mission of the Administration Division of the Culver City Community Development Department is to provide guidance and leadership to the Community Development Department in order to provide efficient and effective planning, building, economic development, cultural affairs and housing functions for the City of Culver City.

DIVISION DESCRIPTION

The Administration Division of the Community Development Department is responsible for coordinating and managing new development and the redevelopment of the City according to adopted plans. To achieve these ends, the division coordinates the activities of the Building & Safety, Planning, Enforcement Services, Economic Development, and Housing Divisions.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	508,824	586,946	492,853	-94,093	-16.0%
Maint & Operations	41,938	427,020	145,714	-281,306	-65.9%
Division Total	\$550,762	\$1,013,966	\$638,567	-\$375,399	-37.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150100			
			GENERAL FUND	Community Development Admin			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
308,316	376,298	376,298	411100	Regular Salaries	293,575	-82,723	-22.0%
13,428	13,816	13,816	411200	Part-Time Salaries	14,861	1,045	7.6%
1,670	0	0	411310	Overtime-Regular	0	0	0.0%
6,608	8,320	8,320	431000	Deferred Compensation	8,320	0	0.0%
17,608	18,877	18,877	432000	Social Security	18,555	-322	-1.7%
57,710	60,582	60,582	433000	Retirement - Employer	24,653	-35,929	-59.3%
0	0	0	433050	Retirement-Unfunded Liability	39,316	39,316	0.0%
19,313	24,740	24,740	434000	Workers Compensation	7,224	-17,516	-70.8%
23,041	23,683	23,683	435000	Group Insurance	24,520	837	3.5%
1,310	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
16,729	16,500	16,500	435500	Retiree Insurance	15,910	-590	-3.6%
35,770	35,770	35,770	435600	Retiree Medical Prefunding	37,559	1,789	5.0%
215	0	0	436000	State Disability Insurance	0	0	0.0%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
508,824	586,946	586,946	Total	Personnel Services	492,853	-94,093	-16.0%
1,290	1,000	7,010	512100	Office Expense	1,000	-6,010	-85.7%
4,536	500	2,100	514100	Departmental Special Supplies	10,500	8,400	400.0%
55	10,000	10,000	516100	Training & Education	10,000	0	0.0%
2,518	2,500	2,500	516500	Conferences & Conventions	2,000	-500	-20.0%
220	400	400	516700	Memberships & Dues	400	0	0.0%
987	1,284	1,284	517850	Employee Recognition Events	1,337	53	4.1%
23,561	0	399,998	619800	Other Contractual Services	108,440	-291,558	-72.9%
8,772	3,728	3,728	650300	Liability Reserve Charge	12,037	8,309	222.9%
41,938	19,412	427,020	Total	Maint & Operations	145,714	-281,306	-65.9%
550,762	606,358	1,013,966	Division Total		638,567	-375,399	-37.0%



COMMUNITY DEVELOPMENT

10150120 – ECONOMIC DEVELOPMENT

RESP. MGR.: TODD TIPTON

DIVISION MISSION

Economic Development works to retain, expand and attract preferred businesses that enhance the economic vitality of the City, and strengthen the City's economic base.

DIVISION DESCRIPTION

The Economic Development Division of the Community Development Department is responsible for administering the day-to-day activities of the City's and Agency's Economic Development and Real Property programs. These programs include marketing, working with property owners to attract, retain and expand businesses, financial incentives, parking structure management and development and marketing of opportunity sites.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,080,714	1,126,924	1,140,846	13,922	1.2%
Maint & Operations	228,664	554,684	406,282	-148,402	-26.8%
Division Total	\$1,309,377	\$1,681,608	\$1,547,128	-\$134,480	-8.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150120			
			GENERAL FUND	Economic Development			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
654,590	629,308	629,308	411100	Regular Salaries	670,917	41,609	6.6%
0	10,234	10,234	411200	Part-Time Salaries	12,109	1,875	18.3%
0	8,446	8,446	411310	Overtime-Regular	8,446	0	0.0%
14,526	14,040	14,040	431000	Deferred Compensation	18,200	4,160	29.6%
42,729	45,047	45,047	432000	Social Security	47,058	2,011	4.5%
118,191	135,134	135,134	433000	Retirement - Employer	55,247	-79,887	-59.1%
0	0	0	433050	Retirement-Unfunded Liability	89,318	89,318	0.0%
30,430	40,635	40,635	434000	Workers Compensation	11,898	-28,737	-70.7%
65,525	69,752	69,752	435000	Group Insurance	72,260	2,508	3.6%
3,454	3,575	3,575	435400	Retiree Health Savings	3,575	0	0.0%
81,530	101,000	101,000	435500	Retiree Insurance	77,910	-23,090	-22.9%
59,090	59,090	59,090	435600	Retiree Medical Prefunding	62,045	2,955	5.0%
513	503	503	436000	State Disability Insurance	503	0	0.0%
2,000	2,000	2,000	437000	Mgt Health Ben	2,000	0	0.0%
6,563	6,600	6,600	437500	Longevity Pay	7,800	1,200	18.2%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
1,080,714	1,126,924	1,126,924	Total	Personnel Services	1,140,846	13,922	1.2%
4,096	5,785	5,785	512400	Communications	5,785	0	0.0%
5,593	45,000	45,000	514100	Departmental Special Supplies	5,000	-40,000	-88.9%
495	3,000	3,000	516500	Conferences & Conventions	3,000	0	0.0%
2,500	2,580	2,580	516700	Memberships & Dues	2,600	20	0.8%
0	0	0	517300	Advertising and Public Relatio	5,000	5,000	0.0%
3,897	20,000	20,000	517500	Contributions to Agencies	20,000	0	0.0%
684	1,302	1,302	600800	Equip Maint Expenses	1,305	3	0.2%
3,560	3,560	3,560	605400	Amortization of Equipment	3,560	0	0.0%
969	8,500	8,500	610200	Marketing Services	4,000	-4,500	-52.9%
52,422	0	40,968	610500	Relocation Services	0	-40,968	-100.0%
0	45,000	45,000	619100	Fiscal Services	45,000	0	0.0%
140,626	318,627	372,866	619800	Other Contractual Services	291,207	-81,659	-21.9%
13,821	6,123	6,123	650300	Liability Reserve Charge	19,825	13,702	223.8%
228,664	459,477	554,684	Total	Maint & Operations	406,282	-148,402	-26.8%
1,309,377	1,586,401	1,681,608	Division Total		1,547,128	-134,480	-8.0%



COMMUNITY DEVELOPMENT

10150150 – BUILDING SAFETY

RESP. MGR.: CRAIG JOHNSON

DIVISION MISSION

The mission of the Building Safety Division of the Community Development Department is to enhance public safety by ensuring that all construction in Culver City is in compliance with State and City Building Codes.

DIVISION DESCRIPTION

The Building Safety Division is responsible for the enforcement of all building codes adopted by the City and the State of California for local jurisdiction enforcement. These Building Codes include such areas as plumbing, mechanical, electrical and other construction related activities. State regulations include requirements of Title 24, California Code of Regulations pertaining to energy conservation and disabled accessibility for new and remodel construction permits. The Building Safety Division reviews plans, issues construction permits and provides inspection services to verify conformance to all City and State of California building codes and regulations. In addition to building permit fees, the Division also calculates and collects fees for the New Commercial Development Tax, Art in Public Places Fee, In-Lieu Parkland Fee, Sewer Fee, State of California Strong Motion Instrumentation and Seismic Hazards Mapping Fee, the Culver City Unified School District Development Impact Fee, and the California Building Standards Commission Building Standards Administration Special Revolving Fund.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,571,681	1,623,324	1,563,005	-60,319	-3.7%
Maint & Operations	308,630	638,114	705,640	67,526	10.6%
Division Total	\$1,880,311	\$2,261,438	\$2,268,645	\$7,207	0.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150150			
			GENERAL FUND	Building Safety			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
950,061	948,617	948,617	411100	Regular Salaries	951,272	2,655	0.3%
19,895	24,152	24,152	411200	Part-Time Salaries	24,217	65	0.3%
6,390	0	0	411310	Overtime-Regular	0	0	0.0%
15,520	15,600	15,600	431000	Deferred Compensation	15,600	0	0.0%
69,566	68,716	68,716	432000	Social Security	67,725	-991	-1.4%
183,016	200,910	200,910	433000	Retirement - Employer	79,014	-121,896	-60.7%
0	0	0	433050	Retirement-Unfunded Liability	127,348	127,348	0.0%
64,924	88,770	88,770	434000	Workers Compensation	17,975	-70,795	-79.8%
129,343	137,117	137,117	435000	Group Insurance	141,990	4,873	3.6%
7,205	6,825	6,825	435400	Retiree Health Savings	7,150	325	4.8%
22,831	29,000	29,000	435500	Retiree Insurance	21,900	-7,100	-24.5%
82,060	82,060	82,060	435600	Retiree Medical Prefunding	86,163	4,103	5.0%
2,852	2,707	2,707	436000	State Disability Insurance	2,751	44	1.6%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
13,088	13,950	13,950	437500	Longevity Pay	15,000	1,050	7.5%
3,930	3,900	3,900	438500	Cell Phone Allowance	3,900	0	0.0%
1,571,681	1,623,324	1,623,324	Total	Personnel Services	1,563,005	-60,319	-3.7%
3,258	2,040	2,040	512100	Office Expense	2,040	0	0.0%
2,230	3,150	3,150	512400	Communications	3,150	0	0.0%
2,439	11,300	11,300	514100	Departmental Special Supplies	11,300	0	0.0%
0	612	612	514600	Small Tools & Equipment	612	0	0.0%
388	10,171	10,171	516100	Training & Education	10,171	0	0.0%
209	0	0	516600	Special Events & Meetings	0	0	0.0%
960	1,352	1,352	516700	Memberships & Dues	1,352	0	0.0%
148	0	0	517000	City Commission Expenses	0	0	0.0%
178	0	0	517300	Advertising and Public Relatio	0	0	0.0%
313	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%
19,012	14,500	14,500	600800	Equip Maint Expenses	14,500	0	0.0%
5,006	6,033	6,033	605400	Amortization of Equipment	6,016	-17	-0.3%
245,000	381,550	575,580	619800	Other Contractual Services	626,550	50,970	8.9%
29,488	13,376	13,376	650300	Liability Reserve Charge	29,949	16,573	123.9%
308,630	444,084	638,114	Total	Maint & Operations	705,640	67,526	10.6%
1,880,311	2,067,408	2,261,438	Division Total		2,268,645	7,207	0.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			412	41250150			
			BUILDING SURCHARGE FUND	Building Safety			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	0	434000	Workers Compensation	4,509	4,509	0.0%
0	0	0	Total	Personnel Services	4,509	4,509	0.0%
301	4,000	4,000	619800	Other Contractual Services	4,000	0	0.0%
0	0	0	650300	Liability Reserve Charge	7,513	7,513	0.0%
301	4,000	4,000	Total	Maint & Operations	11,513	7,513	187.8%
301	4,000	4,000	Division Total		16,022	12,022	300.6%

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COMMUNITY DEVELOPMENT

10150200 – CURRENT PLANNING

RESP. MGR.: SOL BLUMENFELD

DIVISION MISSION

The mission of the Current Planning Division of the Community Development Department is to develop goals, policies, programs and plans that address the City’s current planning needs and to communicate those goals, policies, programs and plans to developers and the general public to ensure an accurate and accessible flow of information. The Current Planning Division works to manage development in the best interest of the City by applying regulations and standards with the goal of enhancing and preserving the physical, social, and economic quality of the City.

DIVISION DESCRIPTION

The Current Planning Division maintains and implements the City’s General Plan and Zoning Ordinance and prepares other specialized planning documents and studies: including Specific Plans, Comprehensive Plans, Design Guidelines, and Overlay Zones. The Division reviews development requests for conformance with the City’s planning policies and standards through the processing of rezonings, subdivisions, site plan reviews, use permits, variances and other entitlements and conducts environmental review under the provisions of the California Environmental Quality Act (CEQA). The Current Planning Division monitors and analyzes regional planning issues to determine their impact to the City. The division provides staff support to the Planning Commission, City Council, and the Redevelopment Agency.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,242,139	1,145,382	1,145,483	101	0.0%
Maint & Operations	463,459	2,260,304	358,573	-1,901,731	-84.1%
Division Total	\$1,705,598	\$3,405,686	\$1,504,056	-\$1,901,630	-55.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150200			
			GENERAL FUND	Current Planning			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
733,392	648,722	621,210	411100	Regular Salaries	651,281	30,071	4.8%
24,795	26,655	26,655	411200	Part-Time Salaries	27,305	650	2.4%
2,386	3,743	3,743	411310	Overtime-Regular	3,743	0	0.0%
14,000	13,520	13,520	431000	Deferred Compensation	12,480	-1,040	-7.7%
50,647	47,260	47,260	432000	Social Security	46,956	-304	-0.6%
137,364	140,920	140,920	433000	Retirement - Employer	53,277	-87,643	-62.2%
0	0	0	433050	Retirement-Unfunded Liability	88,938	88,938	0.0%
36,307	51,994	51,994	434000	Workers Compensation	12,684	-39,310	-75.6%
81,568	80,729	80,729	435000	Group Insurance	83,580	2,851	3.5%
4,820	4,550	4,550	435400	Retiree Health Savings	3,900	-650	-14.3%
81,314	79,000	79,000	435500	Retiree Insurance	84,280	5,280	6.7%
67,180	67,180	67,180	435600	Retiree Medical Prefunding	70,539	3,359	5.0%
1,729	1,561	1,561	436000	State Disability Insurance	1,560	-1	-0.1%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
4,064	4,500	4,500	437500	Longevity Pay	2,400	-2,100	-46.7%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
1,242,139	1,172,894	1,145,382	Total	Personnel Services	1,145,483	101	0.0%
8,549	10,000	10,000	512100	Office Expense	7,000	-3,000	-30.0%
1,296	1,830	1,830	512400	Communications	1,830	0	0.0%
921	13,400	13,400	514100	Departmental Special Supplies	31,400	18,000	134.3%
485	8,000	8,000	516100	Training & Education	8,000	0	0.0%
7,740	3,000	3,000	517000	City Commission Expenses	5,000	2,000	66.7%
3,753	3,000	3,928	517300	Advertising and Public Relatio	6,000	2,072	52.7%
74	2,660	2,660	600800	Equip Maint Expenses	2,660	0	0.0%
0	2,324	2,324	605400	Amortization of Equipment	2,324	0	0.0%
424,151	1,690,000	2,202,328	619800	Other Contractual Services	268,225	-1,934,103	-87.8%
0	5,000	5,000	621500	Plng Svcs-Reimbursable	5,000	0	0.0%
16,490	7,834	7,834	650300	Liability Reserve Charge	21,134	13,300	169.8%
463,459	1,747,048	2,260,304	Total	Maint & Operations	358,573	-1,901,731	-84.1%
1,705,598	2,919,942	3,405,686	Division Total		1,504,056	-1,901,630	-55.8%



COMMUNITY DEVELOPMENT

10150250 – ENFORCEMENT SERVICES

RESP. MGR.: MARIAN ASPNES

DIVISION MISSION

The Enforcement Services Division was created to enhance the quality of life within Culver City by inspection, public contact and education, and enforcement of the City codes dealing with land use, zoning, aesthetics and safety.

DIVISION DESCRIPTION

The Enforcement Services Division of the Community Development Department is responsible for conducting inspections; working with businesses, residents, and other city departments and outside agencies to identify violations of various City codes dealing with land use, zoning, aesthetics and safety; and bringing about compliance with regulations. To achieve these goals, the Enforcement Services staff within the Community Development Department, coordinate their efforts with the Redevelopment Agency, the Planning Division, the Building Safety Division, other City departments and outside agencies.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	724,581	742,041	814,020	71,979	9.7%
Maint & Operations	59,195	190,355	145,333	-45,022	-23.7%
Division Total	\$783,776	\$932,396	\$959,353	\$26,957	2.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150250			
			GENERAL FUND	Enforcement Services			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
417,656	411,600	407,600	411100	Regular Salaries	471,116	63,516	15.6%
0	592	592	411310	Overtime-Regular	592	0	0.0%
8,328	8,320	8,320	431000	Deferred Compensation	7,800	-520	-6.3%
31,458	30,898	30,898	432000	Social Security	34,907	4,009	13.0%
82,646	91,254	91,254	433000	Retirement - Employer	45,822	-45,432	-49.8%
0	0	0	433050	Retirement-Unfunded Liability	59,014	59,014	0.0%
0	0	(500)	433500	Retirement - Employee	0	500	-100.0%
20,824	26,483	26,483	434000	Workers Compensation	7,811	-18,672	-70.5%
81,959	84,770	84,770	435000	Group Insurance	102,200	17,430	20.6%
3,895	3,900	3,900	435400	Retiree Health Savings	4,225	325	8.3%
25,830	34,000	34,000	435500	Retiree Insurance	25,350	-8,650	-25.4%
39,150	39,150	39,150	435600	Retiree Medical Prefunding	41,108	1,958	5.0%
1,360	1,330	1,330	436000	State Disability Insurance	1,450	120	9.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
6,300	6,300	6,300	437500	Longevity Pay	5,400	-900	-14.3%
3,275	3,250	3,250	438500	Cell Phone Allowance	3,250	0	0.0%
1,400	4,194	4,194	440000	Uniform Allowance	3,475	-719	-17.1%
724,581	746,541	742,041	Total	Personnel Services	814,020	71,979	9.7%
1,541	2,500	2,913	512100	Office Expense	3,200	287	9.9%
988	1,395	1,395	512400	Communications	1,395	0	0.0%
0	500	500	514100	Departmental Special Supplies	700	200	40.0%
97	215	115	514600	Small Tools & Equipment	350	235	204.3%
2,150	2,300	2,300	516100	Training & Education	4,500	2,200	95.7%
510	1,610	1,610	516700	Memberships & Dues	1,675	65	4.0%
655	4,000	187	550110	Uniforms	700	513	274.3%
0	150	150	600200	R&M - Equipment	150	0	0.0%
5,972	19,125	19,125	600800	Equip Maint Expenses	19,125	0	0.0%
9,374	9,374	9,374	605400	Amortization of Equipment	9,374	0	0.0%
28,450	121,400	148,696	619800	Other Contractual Services	91,150	-57,546	-38.7%
9,458	3,990	3,990	650300	Liability Reserve Charge	13,014	9,024	226.2%
59,195	166,559	190,355	Total	Maint & Operations	145,333	-45,022	-23.7%
783,776	913,100	932,396	Division Total		959,353	26,957	2.9%



COMMUNITY DEVELOPMENT

10150400 – ADVANCE PLANNING

RESP. MGR.: ASHLEY HEFNER

DIVISION MISSION

The Advance Planning Division is proposed as part of the Community Development Department, which also includes Building & Safety, Current Planning, Enforcement Services, Economic Development and Housing Divisions. The Advance Planning Division will update the General Plan and conduct various advance planning studies to develop long-range planning solutions to address livability and mobility concerns in the City.

The projects to be administered by the Division include:

- General Plan Update
- TOD Visioning
- Fox Hills Visioning and Master Plan
- Mobility and sustainability studies
- Commercial revitalization plans
- Climate Action Plan

DIVISION DESCRIPTION

The Division is comprised of:

- Advance Planning Manager
- Advance Associate Planner
- Planning Technician II
- Administrative Intern

The Division will also uses consultant services as necessary on a project by project basis.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	0	355,520	467,575	112,055	31.5%
Maint & Operations	0	98,048	39,676	-58,372	-59.5%
Division Total	\$0	\$453,568	\$507,251	\$53,683	11.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150400			
			GENERAL FUND	Advance Planning			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	252,290	222,390	411100	Regular Salaries	272,034	49,644	22.3%
0	20,250	20,250	411200	Part-Time Salaries	46,905	26,655	131.6%
0	6,240	6,240	431000	Deferred Compensation	5,779	-461	-7.4%
0	22,260	22,260	432000	Social Security	25,783	3,523	15.8%
0	55,620	55,620	433000	Retirement - Employer	24,638	-30,982	-55.7%
0	0	0	433050	Retirement-Unfunded Liability	37,467	37,467	0.0%
0	0	0	434000	Workers Compensation	5,207	5,207	0.0%
0	25,980	25,980	435000	Group Insurance	46,680	20,700	79.7%
0	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
0	330	330	436000	State Disability Insurance	632	302	91.5%
0	500	500	437000	Mgt Health Ben	500	0	0.0%
0	385,420	355,520	Total	Personnel Services	467,575	112,055	31.5%
0	0	6,000	512100	Office Expense	1,000	-5,000	-83.3%
0	0	29,000	514100	Departmental Special Supplies	4,000	-25,000	-86.2%
0	0	0	516500	Conferences & Conventions	4,000	4,000	0.0%
0	0	0	517300	Advertising and Public Relatio	22,000	22,000	0.0%
0	0	63,048	619800	Other Contractual Services	0	-63,048	-100.0%
0	0	0	650300	Liability Reserve Charge	8,676	8,676	0.0%
0	0	98,048	Total	Maint & Operations	39,676	-58,372	-59.5%
0	-182,088	(182,088)	910300	Projected Excess Appropriation	0	182,088	-100.0%
0	-182,088	(182,088)	Total	Inter-Fund Transfers	0	182,088	-100.0%
0	203,332	271,480	Division Total		507,251	235,771	86.8%



COMMUNITY DEVELOPMENT

10150500 – HOUSING SERVICES

RESP. MGR.: TEVIS BARNES

DIVISION MISSION

The mission of the Agency Housing and Rehab Division of the Community Development Department is to provide superior service to our clients through a partnership investment in the community, enabling us to improve the quality of life in Culver City.

DIVISION DESCRIPTION

This Division, within the Community Development Department, is responsible for facilitating housing opportunities and rehabilitation for low-to-moderate income residents. This program is financed through the Redevelopment Agency, primarily with low-moderate Housing funds. Various financial incentives/mechanisms are provided for the purpose of improving and preserving the affordable housing stock and providing a first-time homeownership program (100% reimbursed by the Redevelopment Agency). The Division additionally provides shared housing services for seniors through a contract with Alternative Living for the Elderly.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	490,641	612,841	617,430	4,589	0.7%
Maint & Operations	392,921	11,334	16,561	5,227	46.1%
Division Total	\$883,563	\$624,175	\$633,991	\$9,816	1.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			101	10150500			
			GENERAL FUND	Neighborhood Preservation			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
295,669	313,909	358,109	411100	Regular Salaries	373,625	15,516	4.3%
9,966	36,272	41,732	411200	Part-Time Salaries	9,460	-32,272	-77.3%
0	4,580	4,580	411310	Overtime-Regular	4,580	0	0.0%
5,383	6,240	6,240	431000	Deferred Compensation	9,360	3,120	50.0%
20,786	24,173	24,173	432000	Social Security	27,041	2,868	11.9%
56,522	66,918	66,918	433000	Retirement - Employer	29,780	-37,138	-55.5%
0	0	0	433050	Retirement-Unfunded Liability	47,977	47,977	0.0%
14,734	19,619	19,619	434000	Workers Compensation	6,662	-12,957	-66.0%
30,068	31,697	31,697	435000	Group Insurance	43,910	12,213	38.5%
2,059	1,950	1,950	435400	Retiree Health Savings	2,600	650	33.3%
24,773	27,000	27,000	435500	Retiree Insurance	28,850	1,850	6.9%
28,280	28,280	28,280	435600	Retiree Medical Prefunding	29,694	1,414	5.0%
725	843	843	436000	State Disability Insurance	491	-352	-41.8%
500	500	500	437000	Mgt Health Ben	1,000	500	100.0%
1,177	1,200	1,200	437500	Longevity Pay	2,400	1,200	100.0%
490,641	563,181	612,841	Total	Personnel Services	617,430	4,589	0.7%
832	1,175	1,175	512400	Communications	1,175	0	0.0%
725	0	0	517000	City Commission Expenses	0	0	0.0%
1,620	4,415	4,415	600800	Equip Maint Expenses	4,200	-215	-4.9%
2,788	2,788	2,788	605400	Amortization of Equipment	86	-2,702	-96.9%
380,265	0	0	618200	Rap Grants	0	0	0.0%
6,692	2,956	2,956	650300	Liability Reserve Charge	11,100	8,144	275.5%
392,921	11,334	11,334	Total	Maint & Operations	16,561	5,227	46.1%
883,563	574,515	624,175	Division Total		633,991	9,816	1.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			425		42516510		
			SPECIAL ASSESSMENT & DISTRICTS		W Wash Landscape Maint Dist #1		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
3,025	7,500	7,500	513000	Utilities	7,500	0	0.0%
4,951	13,600	15,520	619800	Other Contractual Services	13,600	-1,920	-12.4%
7,976	21,100	23,020	Total	Maint & Operations	21,100	-1,920	-8.3%
7,976	21,100	23,020	Division Total		21,100	-1,920	-8.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

NON-DEPARTMENTAL			425		42516520		
			SPECIAL ASSESSMENT & DISTRICTS		W Wash Landscape Maint Dist #2		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
2,580	7,500	7,500	513000	Utilities	7,500	0	0.0%
4,950	12,600	13,601	619800	Other Contractual Services	12,600	-1,001	-7.4%
7,530	20,100	21,101	Total	Maint & Operations	20,100	-1,001	-4.7%
7,530	20,100	21,101	Division Total		20,100	-1,001	-4.7%



COMMUNITY DEVELOPMENT

42650510 – GRANTS/SECTION 8 HOUSING

RESP. MGR.: TEVIS BARNES

DIVISION MISSION

The mission of the Culver City Housing Agency of the Community Development Department is to provide superior service to our clients through a partnership investment in the community, enabling us to improve the quality of life in Culver City.

DIVISION DESCRIPTION

The Culver City Housing Agency of the Community Development Department is responsible for administering the Section 8 Housing Choice Voucher Program (HCVP) to provide rental subsidies for very low-income households. The Housing Agency contracts with HUD to provide funding for approximately 384 families. This is a federally funded government program. The Division closely monitors all applicable Federal regulations to insure compliance. The Division inspects units annually and negotiates property upgrades with owners. The Division also assists Culver City residents in filing housing discrimination complaints and provides fair housing information through its contract with the Housing Rights Center (HRC). The Division additionally provides a Family Self-Sufficiency Program (FSS) through a contract with Beyond Shelter.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	131,093	172,537	178,128	5,591	3.2%
Maint & Operations	1,431,787	1,838,530	1,671,802	-166,728	-9.1%
Division Total	\$1,562,880	\$2,011,067	\$1,849,930	-\$161,137	-8.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			426	42650510			
			SECTION 8 FUND	Rental Assistance			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
90,213	117,389	117,389	411100	Regular Salaries	127,757	10,368	8.8%
1,308	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
6,486	8,311	8,311	432000	Social Security	8,654	343	4.1%
17,507	23,264	23,264	433000	Retirement - Employer	10,143	-13,121	-56.4%
0	0	0	433050	Retirement-Unfunded Liability	16,525	16,525	0.0%
5,051	6,672	6,672	434000	Workers Compensation	2,161	-4,511	-67.6%
8,437	12,995	12,995	435000	Group Insurance	8,960	-4,035	-31.1%
817	975	975	435400	Retiree Health Savings	975	0	0.0%
367	471	471	436000	State Disability Insurance	493	22	4.7%
907	900	900	437500	Longevity Pay	900	0	0.0%
131,093	172,537	172,537	Total	Personnel Services	178,128	5,591	3.2%
1,517	1,803	1,803	512100	Office Expense	1,803	0	0.0%
763	880	880	512400	Communications	880	0	0.0%
0	3,331	3,331	513000	Utilities	3,331	0	0.0%
0	412	412	514100	Departmental Special Supplies	412	0	0.0%
1,264	1,936	1,936	516100	Training & Education	1,936	0	0.0%
0	1,339	1,339	516500	Conferences & Conventions	1,339	0	0.0%
0	103	103	516600	Special Events & Meetings	103	0	0.0%
349	396	396	516700	Memberships & Dues	396	0	0.0%
0	288	288	517300	Advertising and Public Relatio	288	0	0.0%
0	41	41	518300	Auto Mileage Reimbursement	41	0	0.0%
0	510	510	600200	R&M - Equipment	510	0	0.0%
0	15,000	15,000	610100	Audit Services	15,000	0	0.0%
0	108,163	108,163	618100	Housing Services	108,163	0	0.0%
63,235	69,000	71,323	618120	Family Self-Sufficiency Progra	69,000	-2,323	-3.3%
0	1,632,000	1,632,000	618500	Rent Subsidy Payments	1,465,000	-167,000	-10.2%
1,329,479	0	0	618520	Rent Sub HAP Pmts-Voucher/POut	0	0	0.0%
25,854	0	0	618523	Family Self-Sufficiency Pmts	0	0	0.0%
1,680	0	0	618530	Rent Sub HAP Pmts-Port Ins	0	0	0.0%
5,352	0	0	618550	Rent Sub Admin Pmts-Port Outs	0	0	0.0%
2,294	1,005	1,005	650300	Liability Reserve Charge	3,600	2,595	258.2%
1,431,787	1,836,207	1,838,530	Total	Maint & Operations	1,671,802	-166,728	-9.1%
1,562,880	2,008,744	2,011,067	Division Total		1,849,930	-161,137	-8.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476		47616100		
			CULVER CITY HOUSING AUTHORITY		Non-Departmental		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	449,660	449,660	952101	Trsf Out To - Fund 101	633,991	184,331	41.0%
0	449,660	449,660	Total	Inter-Fund Transfers	633,991	184,331	41.0%
0	449,660	449,660	Division Total		633,991	184,331	41.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476	47650710			
			CULVER CITY HOUSING AUTHORITY	Admin Supply and Services			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
5,402	2,500	2,500	512100	Office Expense	25,000	22,500	900.0%
779	386	386	514100	Departmental Special Supplies	386	0	0.0%
3,625	3,500	3,500	517000	City Commission Expenses	4,100	600	17.1%
0	1,800	1,800	517300	Advertising and Public Relatio	0	-1,800	-100.0%
0	0	0	610300	Personnel Services	61,050	61,050	0.0%
0	0	0	618100	Housing Services	2,113,608	2,113,608	0.0%
88,331	161,207	161,207	619800	Other Contractual Services	70,000	-91,207	-56.6%
98,137	169,393	169,393	Total	Maint & Operations	2,274,144	2,104,751	1242.5%
98,137	169,393	169,393	Division Total		2,274,144	2,104,751	1242.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476	47650720			
			CULVER CITY HOUSING AUTHORITY	Rental Assistance Payments			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	0	610300	Personnel Services	30,000	30,000	0.0%
0	0	0	618100	Housing Services	35,000	35,000	0.0%
0	335,000	335,000	618200	Rap Grants	0	-335,000	-100.0%
0	0	0	618500	Rent Subsidy Payments	281,736	281,736	0.0%
0	335,000	335,000	Total	Maint & Operations	346,736	11,736	3.5%
0	335,000	335,000	Division Total		346,736	11,736	3.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476	47650725			
			CULVER CITY HOUSING AUTHORITY	Homeless Rental Assistance Pro			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
118,736	141,264	141,264	619800	Other Contractual Services	130,000	-11,264	-8.0%
118,736	141,264	141,264	Total	Maint & Operations	130,000	-11,264	-8.0%
118,736	141,264	141,264	Division Total		130,000	-11,264	-8.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476		47650730		
			CULVER CITY HOUSING AUTHORITY		Mortgage Assistance Program		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	2,750	2,750	619800	Other Contractual Services	1,250	-1,500	-54.5%
0	2,750	2,750	Total	Maint & Operations	1,250	-1,500	-54.5%
0	2,750	2,750	Division Total		1,250	-1,500	-54.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476			47650890		
			CULVER CITY HOUSING AUTHORITY			Home Security		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	0	600100	R&M - Building	35,000	35,000	0.0%	
0	0	0	612300	Property Management Services	30,000	30,000	0.0%	
0	0	0	618100	Housing Services	60,000	60,000	0.0%	
0	0	0	Total	Maint & Operations	125,000	125,000	0.0%	
0	0	0	Division Total		125,000	125,000	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMMUNITY DEVELOPMENT			476			47650910		
			CULVER CITY HOUSING AUTHORITY			Homeless Program		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
104,301	142,581	142,581	619800	Other Contractual Services	123,441	-19,140	-13.4%	
104,301	142,581	142,581	Total	Maint & Operations	123,441	-19,140	-13.4%	
104,301	142,581	142,581	Division Total		123,441	-19,140	-13.4%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMM IMPROVE PROGRAMS			475 CULVER CITY PARKING AUTHORITY		47555100 Administration		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	10,000	10,000	512100	Office Expense	0	-10,000	-100.0%
12,892	20,000	20,000	513000	Utilities	28,000	8,000	40.0%
2,918	1,000	1,000	514100	Departmental Special Supplies	2,060	1,060	106.0%
268	2,000	5,300	600100	R&M - Building	248,000	242,700	4579.2%
0	23,000	23,000	600200	R&M - Equipment	203,000	180,000	782.6%
38,930	43,000	46,070	610100	Audit Services	35,000	-11,070	-24.0%
3,857	6,000	6,311	612300	Property Management Services	42,000	35,689	565.5%
94,268	100,560	170,858	619800	Other Contractual Services	150,000	-20,858	-12.2%
153,133	205,560	282,539	Total	Maint & Operations	708,060	425,521	150.6%
153,133	205,560	282,539	Division Total		708,060	425,521	150.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMM IMPROVE PROGRAMS			475	47555310			
			CULVER CITY PARKING AUTHORITY	Cardiff Prkg Structure			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
4,348	3,000	3,000	512400	Communications	3,000	0	0.0%
2,182	2,500	2,500	513000	Utilities	3,500	1,000	40.0%
29,690	35,000	40,746	600100	R&M - Building	138,000	97,254	238.7%
11,309	28,000	32,662	600200	R&M - Equipment	5,500	-27,162	-83.2%
169,141	180,000	181,284	612300	Property Management Services	366,814	185,530	102.3%
0	2,000	2,000	619500	Graffiti Removal Services	0	-2,000	-100.0%
7,403	24,000	27,000	619800	Other Contractual Services	5,000	-22,000	-81.5%
224,073	274,500	289,192	Total	Maint & Operations	521,814	232,622	80.4%
0	0	0	730100	Improvements other than Bldg	37,500	37,500	0.0%
0	0	0	Total	Capital Outlay	37,500	37,500	0.0%
224,073	274,500	289,192	Division Total		559,314	270,122	93.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMM IMPROVE PROGRAMS			475	4755380			
			CULVER CITY PARKING AUTHORITY	Ince Prkg Structure			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
6,365	5,500	5,500	512400	Communications	5,500	0	0.0%
829	2,000	2,000	513000	Utilities	3,000	1,000	50.0%
32,092	37,500	41,246	600100	R&M - Building	175,000	133,754	324.3%
29,467	33,400	38,103	600200	R&M - Equipment	10,500	-27,603	-72.4%
451,960	434,100	447,551	612300	Property Management Services	587,196	139,645	31.2%
0	3,750	3,750	619500	Graffiti Removal Services	0	-3,750	-100.0%
8,525	20,000	26,000	619800	Other Contractual Services	10,000	-16,000	-61.5%
529,238	536,250	564,150	Total	Maint & Operations	791,196	227,046	40.2%
0	0	0	730100	Improvements other than Bldg	75,000	75,000	0.0%
0	0	0	Total	Capital Outlay	75,000	75,000	0.0%
529,238	536,250	564,150	Division Total		866,196	302,046	53.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMM IMPROVE PROGRAMS			475 CULVER CITY PARKING AUTHORITY		47555560 Virgina Parking Lot		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,377	2,500	2,500	513000	Utilities	2,500	0	0.0%
0	0	0	600100	R&M - Building	170,000	170,000	0.0%
42,500	60,000	60,000	612300	Property Management Services	50,000	-10,000	-16.7%
0	500	500	619500	Graffiti Removal Services	0	-500	-100.0%
2,952	17,500	17,500	619800	Other Contractual Services	10,000	-7,500	-42.9%
46,829	80,500	80,500	Total	Maint & Operations	232,500	152,000	188.8%
46,829	80,500	80,500	Division Total		232,500	152,000	188.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

COMM IMPROVE PROGRAMS			475	47555580			
			CULVER CITY PARKING AUTHORITY	Watseka Prkg Structure			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
5,613	5,000	5,000	512400	Communications	5,000	0	0.0%
2,147	3,000	3,000	513000	Utilities	2,000	-1,000	-33.3%
9,641	35,000	42,164	600100	R&M - Building	120,000	77,836	184.6%
26,800	33,400	56,266	600200	R&M - Equipment	10,000	-46,266	-82.2%
154,593	186,600	188,371	612300	Property Management Services	320,747	132,376	70.3%
0	1,500	1,500	619500	Graffiti Removal Services	0	-1,500	-100.0%
10,988	49,051	52,612	619800	Other Contractual Services	0	-52,612	-100.0%
209,782	313,551	348,913	Total	Maint & Operations	457,747	108,834	31.2%
0	0	0	730100	Improvements other than Bldg	37,500	37,500	0.0%
0	0	0	Total	Capital Outlay	37,500	37,500	0.0%
209,782	313,551	348,913	Division Total		495,247	146,334	41.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

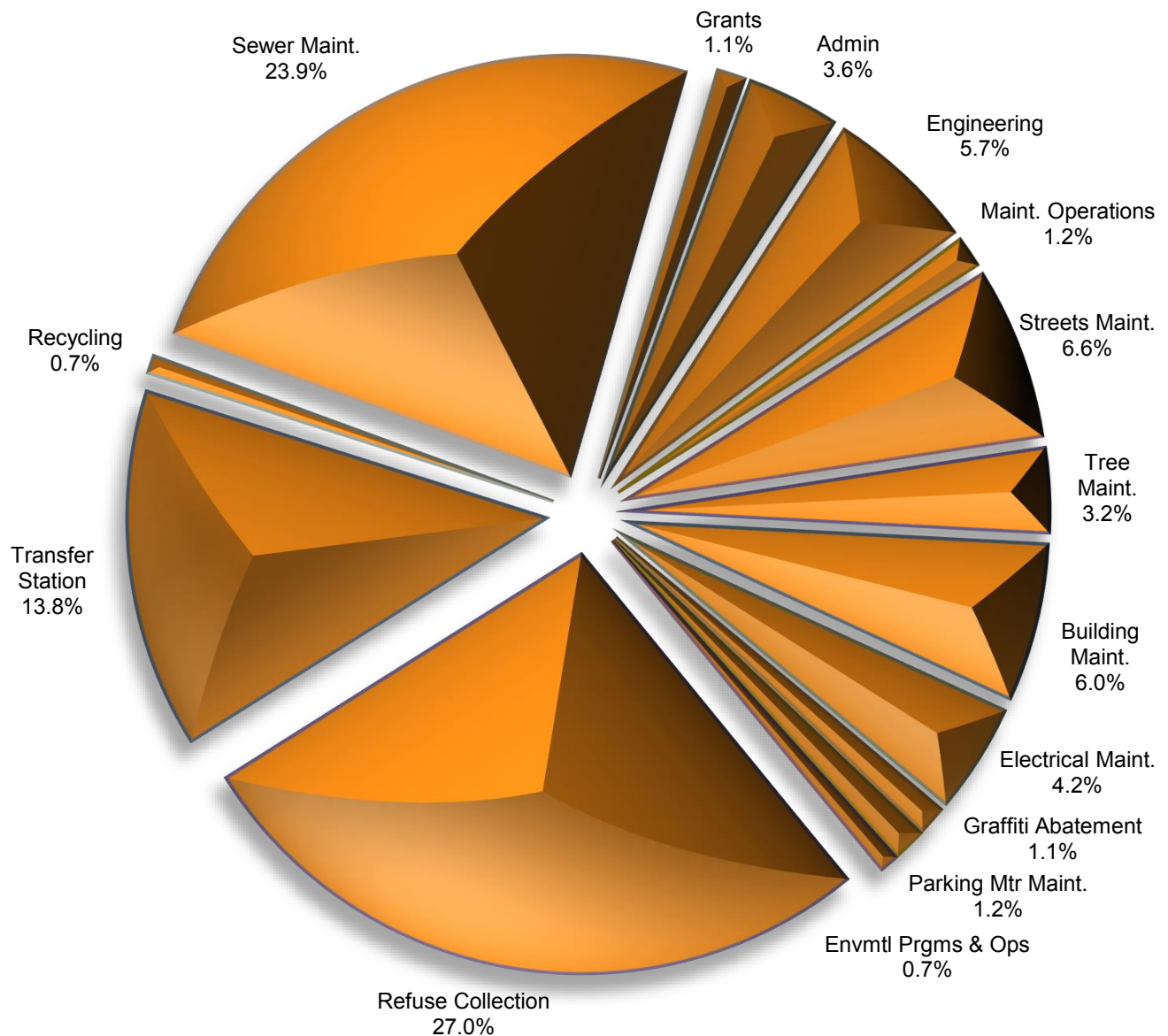
SUCCESSOR AGENCY			550	55090000			
			SUCCESSOR AGENCY - RORF	Administration			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
376,454	420,000	420,000	611600	Legal Services - Miscellaneous	420,000	0	0.0%
27,477	86,500	86,500	619100	Fiscal Services	76,500	-10,000	-11.6%
0	30,196	30,196	619800	Other Contractual Services	15,000	-15,196	-50.3%
761,060	830,000	830,000	670100	Administrative Charges	580,000	-250,000	-30.1%
1,164,990	1,366,696	1,366,696	Total	Maint & Operations	1,091,500	-275,196	-20.1%
5,407,413	42,890,846	42,890,846	810400	Loan Principal Payments	22,195,592	-20,695,254	-48.3%
12,429	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
47,038	0	0	820320	Bond Original Issue Discount	0	0	0.0%
(125,572)	251,144	251,144	820325	Bond Original Issuance Premium	0	-251,144	-100.0%
5,341,308	43,141,990	43,141,990	Total	Debt Services	22,195,592	-20,946,398	-48.6%
0	0	0	952476	Trsf Out To - Fund 476	3,503,964	3,503,964	0.0%
0	0	0	Total	Inter-Fund Transfers	3,503,964	3,503,964	0.0%
6,506,298	44,508,686	44,508,686	Division Total		26,791,056	-17,717,630	-39.8%

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ADOPTED 2017-18 BUDGET

PUBLIC WORKS DEPARTMENT

\$37,261,917



FOOTNOTE: CHART EXCLUDES WASTEWATER DEBT SERVICES AND CAPITAL IMPROVEMENT PROJECTS

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PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

DEPARTMENT MISSION

To provide quality services for efficient and effective design, construction and maintenance of the City's facilities and infrastructure; delivery of refuse and sewage removal services; and management of the City's environmental programs for sustainability, energy efficiency, recycling and waste reduction and water quality in order to enrich the quality of life for the community using professionalism, dedication and teamwork.

DEPARTMENT DESCRIPTION

The Department is responsible for providing engineering services to the public and other City departments and managing capital improvement projects throughout the City; providing maintenance and repair for the City's fixed assets, which include buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of the infrastructure; and coordinating graffiti removal, street sweeping and tree trimming services for the City. The Department manages two separate enterprise operations that are responsible for refuse collection and disposal and sewer collection and disposal. Additionally, the Department also manages the City's environmental programs relating to sustainability, energy efficiency, recycling and waste reduction, and water quality. The Department administers and coordinates the activities of the following divisions: Administration, Engineering, Maintenance Operations, and Environmental Programs & Operations.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
60100	Public Works Admin	725,472	1,061,722	1,325,584	263,862	24.9%
60150	Engineering	2,110,868	2,294,542	2,135,805	-158,737	-6.9%
60200	Maintenance Operations	342,277	412,973	440,852	27,879	6.8%
60210	Streets	2,136,350	2,408,148	2,450,239	42,091	1.7%
60220	Tree Maintenance	963,419	1,174,079	1,202,205	28,126	2.4%
60230	Building Maintenance	2,035,943	2,292,149	2,251,891	-40,258	-1.8%
60240	Electrical Maintenance	1,276,144	1,537,848	1,563,766	25,918	1.7%
60250	Graffiti Abatement	347,492	381,032	398,758	17,726	4.7%
60260	Parking Meters	227,748	403,460	455,080	51,620	12.8%
60460	Environmental Programs/Ops	183,023	122,335	264,508	142,173	116.2%
Fund Total		\$10,348,737	\$12,088,288	\$12,488,688	\$400,400	3.3%
<i>202 – REFUSE FUND</i>						
60400	Refuse Collection - Admin	7,366,078	8,580,561	10,063,164	1,482,603	17.3%
60410	Transfer Station - Admin	3,609,589	4,748,365	5,136,999	388,634	8.2%
60430	Recycling	213,369	249,680	254,391	4,711	1.9%
Fund Total		\$11,189,035	\$13,578,605	\$15,454,554	\$1,875,949	13.8%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

EXPENDITURE SUMMARY		ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>204 – SEWER OPERATING FUND</i>						
60300	Wastewater Maintenance	8,278,948	8,599,674	8,914,675	315,001	3.7%
60310	Hyperion Plant Debt Service	798,201	1,605,200	1,605,200	0	0.0%
Fund Total		\$9,077,149	\$10,204,874	\$10,519,875	\$315,001	3.1%
<i>412 – BUILDING SURCHARGE FUND</i>						
60150	Engineering	45,000	21,250	27,317	6,067	28.6%
Fund Total		\$45,000	\$21,250	\$27,317	\$6,067	28.6%
<i>414 – GRANTS OPERATING FUND</i>						
60902	Bikeways (TDA Article 3)	25,229	26,000	26,000	0	0.0%
60903	Building Maintenance	84,715	105,893	80,000	-25,893	-24.5%
60905	Recycling	2,549	0	0	0	0.0%
60907	M-J Hazard Mitigation Plan	120,035	10,489	0	-10,489	-100.0%
60908	CicLAvia - Open Streets	456,219	0	0	0	0.0%
60909	Prop A-M&S Sr Ctr/A-V	214,016	10,152	0	-10,152	-100.0%
60910	Rubberized SideWalk Panels	0	66,600	0	-66,600	-100.0%
60911	CicLAvia - Open Streets 2016	0	298,000	298,000	0	0.0%
Fund Total		\$902,763	\$517,134	\$404,000	-\$113,134	-21.9%
Department Total		\$31,562,685	\$36,410,152	\$38,894,434	\$2,484,282	6.8%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Street Permits	138,963	135,000	150,000	15,000	11.1%
Storefront Encroach Permit	50	0	0	0	0.0%
Outdoor Dining Permit	173,444	170,000	170,000	0	0.0%
Banner Permit	0	500	500	0	0.0%
House Moving Permits	12,044	12,000	12,000	0	0.0%
Recycling Plan Permit Fee	12,223	9,000	13,379	4,379	48.7%
LA DOT & Caltrans (State)	6,903	4,000	4,000	0	0.0%
CNG Excise Tax Credit	45,103	0	42,400	42,400	100.0%
CMAQ-Open Street Events LACMTA	33,397	0	0	0	0.0%
TDA 3 - Bikeways (Gas Tax SB82	25,229	26,000	26,000	0	0.0%
Office of Emergency Services	58,526	0	0	0	0.0%
Dept/Conservation-Recycling	10,673	0	0	0	0.0%
CalRecycle Rubberized Sidewalk	0	66,600	0	-66,600	-100.0%
Prop A: Maint & Srvc.	284,146	80,000	80,000	0	0.0%
Refuse Disposal	3,563,289	3,532,589	3,779,870	247,281	7.0%
Can Service	47,049	41,898	58,176	16,278	38.9%
Bin Service	5,755,677	5,545,402	6,532,630	987,228	17.8%
Drop Box Service	517,957	546,228	543,674	-2,554	-0.5%
Bin Rental Charges	238,662	210,367	263,228	52,861	25.1%
Tonnage Charges	893,601	893,971	786,726	-107,245	-12.0%
Tonnage Charges - Green Waste	56,925	46,371	56,026	9,655	20.8%
Tonnage Charges - Inerts	113,895	227,552	125,780	-101,772	-44.7%
Tonnage Charges - Other	237,895	444,088	597,452	153,364	34.5%
Interest & Penalties	130,343	104,231	134,231	30,000	28.8%
Special Services	447,614	410,880	514,175	103,295	25.1%
Sale of Recycle Items	546,547	473,798	485,536	11,738	2.5%
Sewer - Operating	8,959,659	9,100,000	9,340,000	240,000	2.6%
Ind Waste Inspection Fees	87,233	125,000	135,000	10,000	8.0%
Permit Sewer Facility - LA	348,283	630,000	150,000	-480,000	-76.2%
Permit-Sewer Facility - CC	504,246	715,000	250,000	-465,000	-65.0%
Street Division Services	25,229	25,000	22,865	-2,135	-8.5%
Stormwater Plan Ck Fees	2,203	5,000	8,000	3,000	60.0%
Banner Installation/Removal	119	1,000	1,000	0	0.0%
Engineering Svs Fees/Charges	2,356	3,000	3,000	0	0.0%
Traffic Impact Study Fee	62,200	24,200	30,000	5,800	24.0%
Work for Others	3,335	0	0	0	0.0%
Plan Check Fees	143,307	150,000	150,000	0	0.0%
Admin Cost Alloc (Interfund)	1,982,330	2,211,917	2,343,060	131,143	5.9%
Interest Income	120,973	25,500	25,500	0	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Rent/Concession - Other	78,000	78,000	9,000	-69,000	-88.5%
Miscellaneous Revenue	54,735	9,892	7,000	-2,892	-29.2%
Donations	14,585	0	0	0	0.0%
Loan Payments	30,059	77,148	76,708	-440	-0.6%
General Reserves	5,793,678	10,249,020	11,967,518	1,718,498	16.8%
Department Total	\$31,562,685	\$36,410,152	\$38,894,434	\$2,484,282	6.8%

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>60100 Public Works Administration</u>					
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Public Works Dir/City Engineer	1.00	1.00	1.00	0.00	0.0%
Management Analyst	0.70	0.70	0.70	0.00	0.0%
Sr. Management Analyst	0.55	0.55	0.55	0.00	0.0%
Division Total	3.25	3.25	3.25	0.00	0.0%
<u>60150 Engineering</u>					
Associate Engineer/10	1.75	1.65	1.65	0.00	0.0%
Engineering Services Manager	1.00	1.00	1.00	0.00	0.0%
Permit Technician	2.00	1.00	1.00	0.00	0.0%
Permit Technician II	0.00	1.00	1.00	0.00	0.0%
Senior Civil Engineer	1.25	1.25	1.25	0.00	0.0%
Sr. Engineering Tech	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	0.75	0.75	0.75	0.00	0.0%
Sr. Public Works Inspector	1.00	1.00	1.00	0.00	0.0%
Traffic Engineer Analyst	1.00	1.00	1.00	0.00	0.0%
Division Total	9.75	9.65	9.65	0.00	0.0%
<u>60200 Maintenance Operations</u>					
Asst Maintenance Ops Manager	0.72	0.72	0.72	0.00	0.0%
Maintenance Ops Manager	1.00	1.00	1.00	0.00	0.0%
Division Total	1.72	1.72	1.72	0.00	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>60210 Streets</u>					
Administrative Secty	0.85	0.85	0.85	0.00	0.0%
Cement Finisher	1.00	1.00	1.00	0.00	0.0%
Heavy Equip. Operator	2.00	2.00	2.00	0.00	0.0%
Maintenance Worker I	2.00	3.00	3.00	0.00	0.0%
Maintenance Worker II	2.00	2.00	2.00	0.00	0.0%
Street Maintenance Crew Leader	2.00	2.00	2.00	0.00	0.0%
Traffic Painter	2.00	2.00	2.00	0.00	0.0%
Traffic Painting Crew Leader	1.00	1.00	1.00	0.00	0.0%
Division Total	12.85	13.85	13.85	0.00	0.0%
<u>602200 Trees Maintenance</u>					
Maintenance Worker I	1.00	1.00	1.00	0.00	0.0%
Urban Forester	1.00	1.00	1.00	0.00	0.0%
Division Total	2.00	2.00	2.00	0.00	0.0%
<u>60230 Building Maintenance</u>					
Administrative Secretary/SH5	0.50	0.50	0.50	0.00	0.0%
Building Engineer	3.00	3.00	3.00	0.00	0.0%
Facility Maintenance Worker	3.00	3.00	3.00	0.00	0.0%
Maintenance Painter	1.00	1.00	1.00	0.00	0.0%
Maintenance Plumber	1.00	1.00	1.00	0.00	0.0%
Pool Maintenance Technician	1.00	1.00	1.00	0.00	0.0%
Division Total	9.50	9.50	9.50	0.00	0.0%
<u>60240 Electrical Maintenance</u>					
Administrative Secretary	0.50	0.50	0.50	0.00	0.0%
Electrical Maint Crewleader	1.00	1.00	1.00	0.00	0.0%
Facility Maintenance Worker	2.00	2.00	2.00	0.00	0.0%
HVAC Repair Worker	1.00	1.00	1.00	0.00	0.0%
Maintenance Electrician	1.00	1.00	1.00	0.00	0.0%
Street Lights Technician	1.00	1.00	1.00	0.00	0.0%
Traffic Signal Tech.	1.00	1.00	1.00	0.00	0.0%
Division Total	7.50	7.50	7.50	0.00	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>60250 Graffiti Abatement</u>					
Maintenance Worker I	2.00	2.00	2.00	0.00	0.0%
Facility Maintenance Crew Leader	1.00	1.00	1.00	0.00	0.0%
Division Total	3.00	3.00	3.00	0.00	0.0%
<u>60260 Parking Meters-Maintenance</u>					
Parking Meter Technician	1.00	2.00	2.00	0.00	0.0%
Division Total	1.00	2.00	2.00	0.00	0.0%
<u>60300 Sewer Maintenance</u>					
Administrative Secretary	0.15	0.15	0.15	0.00	0.0%
Associate Engineer/10	0.25	0.25	0.25	0.00	0.0%
Associate Engineer/Stormwater TMDLs	0.50	0.10	0.10	0.00	0.0%
Associate Engineer/WDR	1.00	1.00	1.00	0.00	0.0%
Environmental Programs & Ops. Mgr	0.35	0.35	0.35	0.00	0.0%
Maintenance Worker I	0.00	1.00	1.00	0.00	0.0%
Management Analyst	0.15	0.15	0.15	0.00	0.0%
Senior Civil Engineer	1.75	1.75	1.75	0.00	0.0%
Sewage Lift Station Electro Mechanic	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	0.73	0.83	0.83	0.00	0.0%
Subdrain Crew Leader	1.00	1.00	1.00	0.00	0.0%
Subdrain Worker	4.00	4.00	4.00	0.00	0.0%
Division Total	10.88	11.58	11.58	0.00	0.0%
<u>60460 Environmental Programs & Operations</u>					
Associate Engineer/Stormwater TMDLs	0.50	0.00	0.00	0.00	0.0%
Environmental Programs & Ops. Mgr	0.05	0.05	0.05	0.00	0.0%
Sr. Management Analyst	0.00	0.40	0.40	0.00	0.0%
Division Total	0.55	0.45	0.45	0.00	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>60400 Refuse Collection</u>					
Administrative Clerk/RPT	0.98	0.00	0.00	0.00	0.0%
Administrative Clerk	0.00	1.00	1.00	0.00	0.0%
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Clerk/Typist/RPT	0.98	0.98	0.98	0.00	0.0%
Environmental Compliance Officer *	0.00	0.00	1.00	1.00	100.0%
Environmental Prgms & Operations Mgr	0.60	0.60	0.60	0.00	0.0%
Management Analyst	0.15	0.15	0.15	0.00	0.0%
Roll-off Driver	2.00	2.00	2.00	0.00	0.0%
Sanitation Crew Supervisor	1.00	1.00	1.00	0.00	0.0%
Sanitation Dispatcher	1.00	1.00	1.00	0.00	0.0%
Sanitation Driver #	11.00	12.00	12.00	0.00	0.0%
Sanitation Driver/RPT	1.98	2.96	2.96	0.00	0.0%
Scout Vehicle Operator	8.00	10.00	10.00	0.00	0.0%
Scout Vehicle Operator/RPT	2.45	2.45	2.45	0.00	0.0%
Sr. Management Analyst	0.00	0.50	0.50	0.00	0.0%
Solid Waste & Recycling Ops Mgr	1.00	1.00	1.00	0.00	0.0%
Stores Specialist **	0.63	0.63	0.00	-0.63	-100.0%
Division Total	32.77	37.27	37.64	0.37	1.0%
<u>60410 Transfer Station</u>					
Heavy Equipment Operator	2.00	2.00	2.00	0.00	0.0%
Heavy Equipment Operator/RPT	0.98	0.98	0.98	0.00	0.0%
Laborer/RPT	1.96	1.96	1.96	0.00	0.0%
Laborer	1.00	1.00	1.00	0.00	0.0%
Sanitation Crew Supervisor	1.00	1.00	1.00	0.00	0.0%
Welder/RPT	0.00	0.00	0.00	0.00	0.0%
Welder	1.00	1.00	1.00	0.00	0.0%
Division Total	7.94	7.94	7.94	0.00	0.0%
<u>60430 Recycling</u>					
Environmental Coordinator	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	0.25	0.25	0.25	0.00	0.0%
Division Total	1.25	1.25	1.25	0.00	0.0%
Total Positions	103.96	110.96	111.33	0.37	0.3%

* Add one (1) Environmental Compliance Officer position

** Transfer 0.63 of Stores Specialist to 20214500 - Purchasing.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>60150 Engineering (101)</u>					
Contract Employees	0	1,920	1,920	0	0.0%
Division Total	0	1,920	1,920	0	0.0%
<u>60150 Engineering (412)</u>					
Administrative Intern	0	1,500	1,500	0	0.0%
Division Total	0	1,500	1,500	0	0.0%
<u>60430 Recycling</u>					
Administrative Intern	900	900	900	0	0.0%
Division Total	900	900	900	0	0.0%
Total Hours	900	4,320	4,320	0	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS

- Facilities Assessment Study: In 2006, the Public Works Department utilized a consultant to conduct a citywide facilities assessment/condition study on City-owned facilities. The study focused on building exterior, interior, roofing, electrical, HVAC, and plumbing. The study also included a 10-year forecasted cost estimate for replacement of major components at each facility; some of which has been addressed through past Capital Improvement Projects. The existing Assessment Report is a critical tool when planning and evaluating capital improvement projects for the City's various facilities. The existing 2006 report is 10 years old and requires updating at a cost of \$90K. Staff will be looking into conducting a new RFP to have a new facilities assessment/condition study/asset management plan prepared as an update to the previous one.

Status: RFP will be scheduled for release in the 2nd Quarter of FY 17/18 with an award of contract in the 4th Quarter of FY 17/18.

- Energy Efficiency: Retrofit the Ince Parking Structure facility lighting to reduce the use of electricity at a cost of \$265K. The project is funded primarily by a loan from SCE through their on-bill financing program that is paid back through cost savings generated by the project. Continually seek grants and evaluate opportunities to further reduce electrical consumption.

Status: Completion of project by the end of the 4th Quarter of FY 16/17.

- Energy Cost: The City pays a premium for the use of electricity during peak demand periods. This project would evaluate the effectiveness of installing battery storage systems at various City facilities and if recommended, purchase or lease the systems for use during peak demand periods to reduce the City's cost of electricity. Continually seek grants and evaluate opportunities to further reduce electrical cost.

Status: The study will be completed by the end of the 3rd Quarter of FY 16/17.

- Solar Study: Now that the City has completed energy efficiency upgrades at its five largest facilities, release a RFP to enter into an agreement with an engineering firm to determine the technical and financial feasibility of implementing rooftop and parking facility photovoltaic energy generation systems at various City facilities.

Status: The study will be completed by the end of the 3rd Quarter of FY 16/17.

- Water Conservation: Implement the drought-tolerant landscaping plans developed for City Hall by releasing a notice inviting bids to secure a landscape contractor to modify the irrigation system and to purchase and plant the various species.

Status: An ad-hoc subcommittee will be formed to coordinate with the City's Centennial Committee to raise funds to include a landscaping tribute to the City's 100th anniversary. This work plan will be carried forward into FY 17/18.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Preparation of a Sustainable City Plan and implementation of a Green Business Certification Program: Public Works will work in conjunction with Community Development and Community Services and Parks and Recreation Departments to assist the City Manager's Office with preparing the plan. Release of a RFP to hire a consultant(s) to prepare a City Sustainability Plan (including preparation of a Climate Action Plan with a Greenhouse Gas Emissions Inventory) and implement a Green Business Certification Program will occur in the 1st Quarter of FY 16/17.

Status: Sustainability Plan will be included as an element within the City's General Plan Update. The Green Business Certification Program will commence in the 3rd Quarter of FY 16/17 for a one-year trial period.

- Storm Water Program Management: Work with Ballona Creek and Marina del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollutant Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations.

Status: Regional Board approved both EWMP/CIMP. The RFP for Washington Boulevard Diversion Project was released 2nd Quarter FY16/17, the RFP for Culver Boulevard Median Regional Infiltration Project is projected to be released in 4th Quarter FY16/17.

- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are being used to reduce pollution as required twice within the five-year term of the NPDES permit. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC).

Status: the start of Cycle 3 was delayed in the 2nd Quarter, but will commence in the 3rd Quarter of FY16/17. Staff completed work with SMBRC's staff regarding the Clean Bay Program and highlighting businesses that were certified in FY15/16.

- Storm Water Funding: Work with the Finance Department, City Attorney and City Manager to explore funding options appropriate to fund storm water mandates. Complete ongoing storm water funding strategy discussions and if determined to be appropriate, initiate proceedings required to secure funding required to complete projects and programs identified in the Enhanced Watershed Management Programs (EWMP) and Coordinated Integrated Monitoring Plans (CIMPs).

Status: The ballot Measure CW, passed in 2nd Quarter FY16/17. It will generate approximately \$2.2 million/year.

- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: Develop SWPPPs for City Yard and Fire Station(s)/Police Station that has a fueling station.

Status: Shortage of staff, postponed to FY17/18.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Sewer System Regulatory Compliance: Implement the findings of the audit of the City's wastewater program conducted by the State December 2014. Continue to submit mandated sewer system operation reports through the State's on-line system. Perform required training of staff regarding the City's Sanitary Sewer Management Plan (SSMP) to assure that critical procedures are followed during maintenance and emergency activities. Develop standard operating procedures for sewer operations and asset management.

Status: SOPs will commence 4th Quarter FY16/17. Training has been completed. Compliance reporting will continue as the year progresses.

- Industrial General NPDES Permit Compliance: Implement 85th percentile storm storage and diversion system at the Culver City Transfer Station to enhance storm water discharges from the site.

Status: Baldwin Hills Conservancy Proposition 1 Grant was received and executed in 2nd Quarter FY16/17 for \$606,000. Advertisement of construction bids is anticipated in 3rd Quarter FY16/17.

- Green Streets Projects: Develop a plan for construction of Green Street projects for inclusion in future Capital Improvement Program budgets. The plan will use the findings from the EWMPs and will identify the magnitude of Green Street projects required to achieve compliance with storm water regulations.

Status: RFP of Green Streets Masterplan has been moved to 4th Quarter FY16/17 due to collaboration between staff and City of LA's analysis of green streets/EWMP data.

- Washington Boulevard Infiltration Project: Implement 85th percentile storm storage and infiltration system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. Collaboration with Costco, ongoing FY 16/17. Management of grant from LA County Regional Park and Open Space, ongoing FY 16/17. Staff to release RFP for design in 1st Quarter FY 16/17.

Status: Costco agreement executed 3rd Quarter FY16/17. Grant management is ongoing. Staff released RFP in 2nd Quarter FY16/17 for design. Award of contract will occur in 3rd Quarter FY16/17. Design of project will commence by 4th Quarter FY16/17.

- Culver Boulevard Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek watershed EWMP. Submitted Proposition 84 grant application and will submit Proposition 1 Grant (4th Quarter FY 15/16). Staff to release RFP for design in 1st Quarter FY 16/17. Collaboration with City of LA, ongoing FY 16/17.

Status: Proposition 84 grant agreement will be executed 3rd/4th Quarter FY16/17 for \$3,300,000. Proposition 1 grant was not approved for funding. RFP for design will be released 4th Quarter FY16/17. Collaboration with City of LA ongoing FY16/17.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Mesmer Pump Station Diversion Project: Decommission of the Mesmer Pump Station as a sanitary sewer station and utilize it as a pump station to divert urban runoff from Centinela Creek to Hyperion Treatment Plant to comply with Ballona Creek Bacteria TMDL.

Status: RFP for design to be released 3rd Quarter FY16/17. Staff is requesting Letters of Commitment from stakeholders (Inglewood, City and County of LA). Staff working with City of LA regarding EIR public outreach, to be completed 3rd Quarter FY16/17.

- Transfer Station Rain Garden: As part of the Transfer Station Diversion System Project, implement Rain Garden in front of the Transfer Station Building along Jefferson Boulevard to capture and infiltrate roof run-off.

Status: Baldwin Hills Conservancy – Proposition 1 grant agreement was executed 2nd Quarter FY16/17 for \$606,000. Design to be completed 4th Quarter FY16/17 by Blue Ocean. Construction bid advertisement release postponed to FY17/18.

- Proposition 50 Grant – Maintenance of Best Management Practices (BMPs): All construction elements of the grant project are complete. Maintenance of BMPs must be completed for continued effectiveness of project features.

Status: Redesign of Baldwin/Farragut rain gardens will be completed 3rd Quarter FY16/17. Maintenance of Ballona Creek gardens and retrofitted catch basins are completed on a monthly basis.

- Standard Operating Procedures: Hire a consultant to assist staff in developing standard operating procedure for refuse collection and welding operations.

Status: Consultant completed phase one SOP. Staff needs to update SOP in 4th quarter FY 16/17. Second phase will begin in FY 17/18.

- Billing Audit: Hire a consultant to conduct a comprehensive audit of the Environmental Programs and Operation Division's Route Account Management System to reconcile customer refuse service level with services billed. Audit completion is anticipated in 4th Quarter FY 16/17.

Status: RFP to hire consultant was issued and received in 2nd Quarter FY 16/17. Consultant to begin 3rd quarter FY 16/17 with completion anticipated 4th quarter FY16/17.

- Marketing Piece: Create a marketing piece that highlights the environmental programs offered by the City. The piece could be used to educate the community about recycling, collection event dates, storm water best practices, and sustainable living.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

Status: Numerous marketing pieces were developed in the 2nd and 3rd quarter of FY 16/17 including, Park Your Tree, Paper Shred Event, Organics Waste Recycling Programs for Businesses and Polystyrene Ordinance. Additional marketing pieces for polystyrene ban, including a video, will be produced in 3rd and 4th quarter of FY 16/17. A performing troupe will be hired to educate elementary school children about storm water during 4th quarter FY 16/17 and for 2nd and 3rd quarters FY 17/18. Recollect/MyWaste app will be linked on the City webpage to allow residents and visitors to learn of city environmental events for the calendar year, answer questions concerning recycling including what can be recycled and where it can be recycled, and to provide information as to all acceptable waste streams and which container to place materials.

- Organic Recycling Program: Continue to promote the City's organic recycling program to the business community.

Status: At the start of 1st quarter FY 16/17, 70 restaurants were subject to the AB 1826 requirements to implement an organics waste recycling program. As of the 3rd quarter FY 16/17, 34 restaurants have an organic waste recycling program. Staff will continue to add businesses monthly to the organics waste recycling program to meet the phase one requirements of AB 1826. All 70 restaurants will have an organics waste recycling program by end of FY 16/17.

- Bike Share Feasibility Study and Comparison Report: Hire a consulting firm to evaluate the feasibility of implementation a Bike Share system in Culver City. Feasibility Study will include community need, readiness, cost estimations, site locations and funding options. The feasibility study will be used to prepare a report and provide options to the City Council for moving forward with the bike share strategy deemed most appropriate.

Status: The bike share consultant began work in September 2016 and will finish a draft of the study by the beginning of the 3rd Quarter of FY 16/17. The BPAC is scheduled make a recommendation to the City Council at the beginning of the 3rd Quarter of FY 16/17.

- Update of Bicycle and Pedestrian Master Plan (BPMP): Hire a consulting firm to conduct an assessment of existing conditions, engage the community to collect feedback and update the BPMP document for adoption by the City Council.

Status: City staff will rescope the BPMP update to fit within previous budget allocation. The BPMP update will take up to 18 months to complete once a consultant is hired.

- Bike Facilities on Washington Boulevard between the Expo Station and Downtown: Working with the retained consultant, the Public Works Department will develop conceptual ideas and conduct public outreach for input and feedback. The final study will outline recommendations to safe bike facilities on Washington Boulevard between the Expo Station and downtown Culver City.

Status: The consultant has identified a preferred alternative that was presented at a public workshop on January 7th, 2017. The BPAC has made a recommendation that will be carried forward to the City Council following completion of additional stakeholder meetings and input.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Implementation of ATP Grant Safety Improvement Project: Grant funds for Safe Routes to School infrastructure improvements were awarded in the amount of \$2.6 million through the Active Transportation Program (ATP). The scope of work includes upgrades to intersections, high visibility crosswalk, a new crosswalk on Washington Boulevard in front of the Mosque and separated bike lane on Elenda Street.

Status: The project is scheduled before the California Transportation Commission at their March 2017 meetings, for allocation of funds to perform project engineering. Design will be completed in the 4th Quarter of FY 16/17. Construction is expected to begin in the 1st Quarter of FY 17/18.

- Seek Grant Funding for Active Transportation Project: Secure funding through the Caltrans Active Transportation Program (ATP) Cycle III for bicycle and pedestrian improvements.

Status: Preliminary engineering and community outreach were not completed in time to file an application for ATP Cycle III. Preliminary engineering is underway, and community outreach will occur after the preliminary engineering analysis has been completed. Staff projects submitting an application for ATP Cycle IV.

STRATEGIC PLAN INITIATIVES

Goal Two: Enhance the Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City

- Cooperate with the Community Development Department in development of the Circulation Element of the General Plan and any associated special plans to include a discussion of ways to enhance the walkability and bikeability and connectivity of Ballona Creek to the community. *Ongoing in FY 17/18 in conjunction with development of the General Plan.*

Objective 2: Make Ballona Creek a Recreational Attraction

Goal Three: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- SB 743 Compliance: Review Traffic Study Guidelines and develop a plan to be in compliance with SB743, transitioning CEQA traffic impact analysis from LOS to VMT. Determine required elements such as traffic model and estimate costs. Work to be coordinated with the City's General Plan update effort. This addresses Council Strategic Goal Three, Objective 1a. *Staff to develop plans by 3rd quarter FY 17/18 and finalize by 4th quarter FY 17/18.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- **Bicycle & Pedestrian Project Development:** Funding to hire a planning and outreach consultant to develop project concepts and conduct community engagement for two corridors identified in the Bicycle & Pedestrian Action Plan. The two corridors may include El Rincon SRTS/Overland Corridor Study (3.4 mi) and/or East Washington Corridor Study (1.1 mi) depending on prioritization and community input. Project concepts could include protected bike lanes, pedestrian safety measures, and/or intersection improvements. This addresses Council Strategic Goal Three, Objectives 1e and h. *Staff to develop concepts by 3rd quarter FY 17/18 and finalize for City Council consideration by 4th quarter FY 17/18.*
- **Bike Share Implementation:** Implement Bike Share System selected by City Council. This addresses Council Strategic Goal Three, Objectives 1e and f. *Begin implementation by 2nd quarter FY 17/18 and finalize by 4th quarter FY 17/18.*
- **Expo-Downtown Connector Environmental & Engineering:** Hire a consultant to conduct environmental analysis (including traffic) and engineering for the Expo to Downtown Bicycle Connector Project to bring this project to shovel-ready status. Staff will concurrently pursue capital grant opportunities. This addresses Council Strategic Goal Three, Objective 1e. *Hire consultant by 1st quarter FY 17/18 and finalize plans by 4th quarter FY 17/18.*
- **Culver City Walk & Rollers:** Hire safe routes to school consultant to continue the Culver City Walk & Rollers program in partnership with CCUSD. CCUSD is expected to contribute \$30,000 for a total program budget of \$70,000. This will be a recurring funding commitment in future years. This implements Council Strategic Goal Three, Objectives 1e and f,. *Issue RFP by 1st quarter FY 17/18 and hire consultant by 2ndⁿ quarter FY 17/18.*
- **Automated Bike Counters:** Funding for the purchase of automated bike counters: one permanent for installation near City Hall, and a couple to be used for data collection as needed. This implements Council Strategic Goal Three, Objectives 1a and b. *Research and procure counters by 2nd quarter FY 17/18 and install and begin using by 3rd quarter FY 17/18.*
- **Incorporate development of a Vision Zero Plan into the City Bicycle and Pedestrian Master Plan Update (to be renamed the Bicycle and Pedestrian Action Plan).** *Ongoing in FY 17/18 with expected completion in FY 18/19. This addresses Objective 1g.*
- **Engage the City Council Bicycle and Pedestrian Advisory Committee and the City Council Traffic and Parking Subcommittee to obtain input throughout the process of updating the City's Bicycle and Pedestrian Master Plan (Action Plan) focusing on identifying barriers and finding solutions.** *Ongoing in FY 18/17. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS

- Capital Improvement Program: Implement the City's Capital Improvement Program. *Ongoing FY 17/18 Status: Major projects to begin construction in FY 17/18 with an estimated cost of \$22 million. Major projects include: Carlson Park Street Lighting Upgrade, City-wide ATCS Implementation, Ballona Elementary School ATP, Traffic Signal Left Turn Phasing (12 intersections), Bankfield Sewer Pump Station, Sewer Pipeline Diversion Project, and Higuera Bridge Replacement Project.*
- Construction of Sewer Diversion Pipelines: Implement the construction of sewer diversion pipelines and new sewer pump station at 5722 Bankfield Avenue in order to decommission Mesmer Avenue as a sewer pump station and close Overland Avenue sewer pump station. Bristol Sewer Pump Station and Fox Hills Pump Station will be diverted to the new proposed sewer pump station in the future when funds are available for its construction. *Status: Project to begin construction in FY 17/18.*
- Organics Recycling Program Commercial: Continue to add businesses to the food waste/organics recycling program to be in compliance with AB 1826. *Staff will continue to add businesses monthly to the food waste/organics recycling program until the City meets the measures established in AB 1826. Completed 4th quarter FY 17/18. To insure participation, waste characterizations/inspections will begin in 2nd quarter FY 17/18 with the addition of new Environmental Compliance Inspector position.*
- Organics Recycling Program Residential: Implement food waste and compostable paper products recycling program for single family residents. *Staff will begin marketing a single family residential food waste/organics recycling program in first quarter FY 17/18. Throughout the 2nd, 3rd and 4th quarters of FY 17/18 food waste, soiled paper and other compostable paper products will be added into the green waste containers for composting.*
- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials. *Staff will research and analyze the newest alternative technologies for processing organic materials during 1st and 2nd quarter of FY 17/18. Staff will enter into contract for alternative processing of organics materials during 3rd quarter FY 17/18.*
- Polystyrene Ban: Develop outreach and education materials for retail/food establishments advising of the polystyrene ban ordinance and inspect establishments to determine compliance. *Staff will develop outreach materials and conduct public meetings with businesses to advise of the requirements of the polystyrene ban ordinance during the 1st quarter of FY 17/18. New Environmental Compliance Inspector position will begin inspections of establishments during 2nd quarter FY 17/18 to determine compliance and continue with education of the ban. Staff will enforce ordinance during 3rd and 4th quarters of FY 17/18.*
- Container Replacement Program: develop a replacement schedule for waste, recycling, organics and public litter containers. *Staff will audit condition of existing waste, recycling and organics containers both commercial and residential during 1st and 2nd quarter of FY 17/18. Staff will develop replacement schedule in 2nd quarter FY 17/18. Staff will issue and receive bids for container purchases during 3rd quarter of FY 17/18. Staff will begin container replacements during 4th quarter FY 17/18.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- **Transfer Station Permit Expansion:** Apply for an expansion of waste, recycling and organics tonnages accepted at the transfer station from 500 tons per day to 1000 tons per day. *Staff will develop and issue a RFP during 2nd quarter 17/18 to hire a consultant to assess transfer station operations and spatial requirements to determine if additional tonnages can be processed within the facility. Consultant will submit application for approval for the amended request.*
- **Special Events Waste Management Plan:** Develop a waste management plan for all special events permitted citywide to insure recycling programs, food waste programs and polystyrene ordinance is in effect. *Staff will develop a waste management plan for all special events permitted citywide during 1st quarter FY 17/18. Staff will implement the special events waste management plan during 3rd quarter FY 17/18.*
- **Storm Water Program Management:** Work with Ballona Creek and Marina Del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollution Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. *Award design contract of the Culver Boulevard Median Regional Infiltration Project by 2nd Quarter FY 17/18. Continue implementation of CIMPs throughout FY 17/18.*
- **Storm Water Outreach and Facility Inspections:** Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). *Staff will enter into contract with performing artist to educate elementary school children about storm water pollution. Presentations will occur during 2nd and 3rd quarters of FY 17/18. Outreach materials will be updated during 2nd quarter FY 17/18. Restaurants and eateries will be inspected for compliance with the Clean Bay Restaurant Program in 3rd quarter FY 17/18 with the assistance of new Environmental Compliance Inspector position.*
- **Storm Water Pollution Prevention Plan (SWPPPs) for City facilities:** Develop SWPPPs for City Yard and Fire Station(s)/Police Station that has a fueling station. *Staff to develop by 2nd Quarter FY17/18 and completed by 4th Quarter FY17/18.*
- **Sewer System Regulatory Compliance:** Implement the findings of the audit of the City's wastewater program conducted by the State December 2014. Continue to submit mandated sewer system operation reports through the State's on-line system. Perform required training of staff regarding the City's Sanitary Sewer Management Plan (SSMP) to assure that critical procedures are followed during maintenance and emergency activities. Develop standard operating procedures for sewer operations and asset management. *Staff will develop Standard Operating Procedures by 4th Quarter FY17-18. Annual training will take place in 2nd Quarter FY17/18. Compliance reporting will take place throughout the fiscal year.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Industrial General NPDES Permit Compliance: Implement 85th percentile storm storage and diversion system at the Culver City Transfer Station to divert the initial flush storm water discharges from the site to the sewer system. *Construction of storage and diversion tanks to be completed by 2nd Quarter FY17/18.*
- Washington Boulevard Infiltration Project: Implement 85th percentile storm storage and diversion system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. *Design of project to be completed by 4th Quarter FY17/18. Management of grant from LA County Regional Park and Open Space, ongoing FY17/18.*
- Culver Boulevard Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek Watershed EWMP. *Design of project to be completed by 4th Quarter FY17/18. Staff will continue to find supplemental funding via grants and private/public partnerships.*
- Mesmer Pump Station Diversion Project: Decommission of the Mesmer Pump Station as a sanitary sewer station and utilize it as a pump station to divert urban runoff from Centinela Creek to Hyperion Treatment Plant to comply with Ballona Creek Bacteria TMDL TSO. *CEQA/EIR to be completed 1st Quarter FY17/18. Staff will submit project for Proposition 1 Grant funding in 3rd Quarter FY17/18. Design will be completed by 4th Quarter FY17/18.*
- Transfer Station Rain Garden: As part of the Transfer Station Diversion System Project, implement Rain Garden in front of the Transfer Station Building along Jefferson Boulevard to capture and infiltrate roof run-off. *Rain Garden design to be completed by 2nd Quarter FY17/18 and construction to be completed by 3rd Quarter FY17/18.*
- Disaster Debris Management Plan: Develop a disaster debris management plan to conduct debris removal operations with the priorities of savings lives, preserving the health and safety of the responders and the public, and protecting property and the environment. *Staff will begin drafting a disaster debris management plan in 1st quarter FY 17/18 with anticipated completion of the plan at the end of 3rd quarter FY 17/18.*
- Green Streets Projects: Develop a plan for construction of Green Streets projects utilizing Measure CW funding and private partnerships. The plan will use the findings from the Ballona Creek EWMP and the City of Los Angeles' priority ranking to identify the magnitude/locations of Green Street projects required to achieve compliance with storm water regulations. *Develop Green Streets Masterplan by 2nd quarter FY 17/18. Conceptual plans and on-site geotechnical investigation for top 10 Green Streets projects to be implemented by 4th quarter FY 17/18.*
- Proposition 50 Grant – Maintenance of Best Management Practices (BMPs): All construction elements of the grant project are complete. Maintenance of BMPs must be completed for continued effectiveness of project features. *Baldwin/Farragut rain garden rehabilitation to be completed by 1st Quarter FY17/18. Maintenance of the Ballona Creek gardens and all retrofitted catch basins with screens will be cleaned on a monthly basis during the wet season and once during the dry season.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Zero Net Energy Master Plan: Implement one or more zero net energy projects at various City facilities as recommended in the Zero Net Energy Master Plan prepared by The Energy Coalition on behalf of the City. The projects entail installation of on-site generation systems that produce enough power to meet the needs of each facility. *Complete design and financing plan by 3rd Quarter FY 17/18.*
- Police Station Interior Lighting: Replace interior fluorescent fixtures with LED fixtures as an energy efficiency measure. The cost will be offset by SCE rebates and a SCE loan that will be paid off through on-bill financing. *Complete installation by 2nd Quarter FY 17/18.*
- Green Business Certification Program: Funding to continue “Sustainable Business Certification Program” with Community Partners for a second year. Estimated cost: \$60,000 *On-going program for FY 17/18.*
- Jackson Ave/Farragut Ave Pedestrian Walkway: Demolish existing walkway improvements and replace with a new concrete pad that may be colored or patterned accompanied by brick accents. Landscape plans will be prepared by the City’s in-house landscape architects. Both sides of the new walkway will include a strip of landscaping located on either side of its width and run along its entire length with a new irrigation system. The existing cobra head streetlights will be removed and be replaced with illuminated bollards. The walkway will be enclosed by a 6’ redwood fence with creeping fig planted at the base to climb upon it. Existing trees will remain if healthy. Estimated cost: \$55K *Complete design by end of 3rd Quarter FY 17/18.*
- SB 743 Compliance: Review Traffic Study Guidelines and develop a plan to be in compliance with SB743, transitioning CEQA traffic impact analysis from LOS to VMT. Determine required elements such as traffic model and estimate costs. Work to be coordinated with the City’s General Plan update effort. This addresses Council Strategic Goal Three, Objective 1a. *Staff to develop plans by 3rd quarter FY 17/18 and finalize by 4th quarter FY 17/18.*
- Bicycle & Pedestrian Project Development: Hire a planning and outreach consultant to develop project concepts and conduct community engagement for two corridors identified in the Bicycle & Pedestrian Action Plan. The two corridors may include El Rincon SRTS/Overland Corridor Study (3.4 mi) and/or East Washington Corridor Study (1.1 mi) depending on prioritization and community input. Project concepts could include protected bike lanes, pedestrian safety measures, and/or intersection improvements. This addresses Council Strategic Goal 3e,h. *Staff to develop concepts by 3rd quarter FY 17/18 and finalize for City Council consideration by 4th quarter FY 17/18.*
- Bike Share Implementation: Implement Bike Share System selected by City Council. Begin implementation during 1st Quarter FY 17/18. This addresses Council Strategic Goal 3e,f,. *Begin implementation by 2nd quarter FY 17/18 and finalize by 4th quarter FY 17/18.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Expo-Downtown Connector Environmental & Engineering: Hire a consultant to conduct environmental analysis (including traffic) and engineering for the Expo to Downtown Bicycle Connector Project to bring this project to shovel-ready status. Staff will concurrently pursue capital grant opportunities. This addresses Council Strategic Goal 3e. *Hire consultant by 1st quarter FY 17/18 and finalize plans by 4th quarter FY 17/18.*
- Culver City Walk & Rollers: Hire safe routes to school consultant to continue the Culver City Walk & Rollers program in partnership with CCUSD. CCUSD is expected to contribute \$30,000 for a total program budget of \$70,000. This will be a recurring funding commitment in future years. This addresses Council Strategic Goal 3,e,f,. *Issue RFP by 1st quarter FY 17/18 and hire consultant by 2nd quarter FY 17/18.*
- Automated Bike Counters: Funding for the purchase of automated bike counters: one permanent for installation near City Hall, and a couple to be used for data collection as needed. This addresses Council Strategic Goal 3a,b. *Research and procure counters by 2nd quarter FY 17/18 and install and begin using by 3rd quarter FY 17/18.*
- Tree City USA Application: Apply for Tree City USA Designation for Culver City. *Staff will research and identify criteria necessary to qualify for application and bring before Sustainability Subcommittee for discussion in 3rd Quarter FY16/17.*
- Speed Reduction Evaluation and Study at School Sites: Conduct analysis to determine if any school sites meet the criteria for possible speed reduction as outlined in State Law and implementing regulations. For any eligible sites, conduct necessary traffic studies to determine if reduction of the speed limit from 25 to 15 in the surrounding 1,000 foot radius is recommended. *Implementation of speed reductions at qualifying locations will be pursued during the 1st Quarter in FY 17/18.*
- Centennial Garden: Working in conjunction with the City's Centennial Committee, release a request for proposals to secure a landscape architect to prepare drought-tolerant landmark design plans to replace City Hall's landscaping that includes a tribute to the City's 100th year anniversary. *Finalize plans and develop construction documents by 1st Quarter 17/18. Post bid and commence construction in 2nd Quarter. Completion by 4th Quarter 17/18.*
- Cooperate with the Community Development Department in development of the Circulation Element of the General Plan and any associated special plans to include a discussion of ways to enhance the walkability and bikeability and connectivity of Ballona Creek to the community. *Ongoing in FY 17/18 in conjunction with development of the General Plan.*
- Incorporate development of a Vision Zero Plan into the City Bicycle and Pedestrian Master Plan Update (to be renamed the Bicycle and Pedestrian Action Plan). *Ongoing in FY 17/18 with expected completion in FY 18/19. This addresses Objective 1g.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Engage the City Council Bicycle and Pedestrian Advisory Committee and the City Council Traffic and Parking Subcommittee to obtain input throughout the process of updating the City's Bicycle and Pedestrian Master Plan (Action Plan) focusing on identifying barriers and finding solutions. *Ongoing in FY 17/18. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*
- Engage City of LA in discussion regarding realignment of City boundaries in areas of conflict with public service and property taxes. Determine recommended areas for realignment. *Submit recommendation to City Council by 2nd quarter FY 17/18.*
- Investigate funding mechanisms for sidewalk repairs and construction throughout the City. Working in conjunction with the City Manager's office and Finance Department, develop recommendations for City Council consideration. *Submit recommendations to City Council by 2nd quarter FY 17/18.*
- Implement automated permit program for Preferential Parking District permits and coordinate database with the CCPD's automatic license plate recognition program for enforcement. *Complete by 3rd quarter FY 17/18.*
- Work with IT to generate a list of possible boundary changes and recommend a priority list to the City Council to work on. *Ongoing in FY 17/18*
- Staff will include a page on the Culver City webpage to highlight the City's environmental efforts. *Ongoing in FY 17/18*
- Work with City Manager's Office, City Council, and the community to evaluate opportunities to implement a Community Choice Aggregation program in Culver City. *Ongoing in FY 17/18*

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PUBLIC WORKS

10160100 – PUBLIC WORKS ADMIN

RESP. MGR.: CHARLES HERBERTSON

DIVISION MISSION

To provide comprehensive, high quality administrative direction and leadership to enhance the productivity of all of the Public Works Department's operating divisions.

DIVISION DESCRIPTION

The Administration Division is responsible for coordinating the efforts of the three operating divisions of Public Works and with other City Departments and outside agencies; providing oversight and guidance to the other divisions of Public Works (Engineering, Maintenance Operations, and Environmental Programs and Operations) by monitoring the attainment of City goals while assuring operations are performed within the adopted Departmental budget and established guidelines and procedures; reviewing and coordinating with major regional and area developments in regards to their impacts on the public right-of-way; securing local, state and federal revenues; preparing the annual Public Works Department budget; and providing staff for various committees and task forces. Additionally, the Administrative Division oversees the City's regional traffic and transportation issues.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	672,114	688,588	723,687	35,099	5.1%
Maint & Operations	53,358	373,134	601,897	228,763	61.3%
Division Total	\$725,472	\$1,061,722	\$1,325,584	\$263,862	24.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101	10160100			
			GENERAL FUND	Public Works Admin			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
460,100	431,354	431,354	411100	Regular Salaries	488,711	57,357	13.3%
162	0	0	411200	Part-Time Salaries	0	0	0.0%
9,610	10,400	10,400	431000	Deferred Compensation	10,400	0	0.0%
25,623	25,383	25,383	432000	Social Security	25,280	-103	-0.4%
77,493	87,725	87,725	433000	Retirement - Employer	33,514	-54,211	-61.8%
0	0	0	433050	Retirement-Unfunded Liability	54,601	54,601	0.0%
38,228	50,292	50,292	434000	Workers Compensation	18,287	-32,005	-63.6%
16,874	17,330	17,330	435000	Group Insurance	17,920	590	3.4%
1,993	2,111	2,111	435400	Retiree Health Savings	2,111	0	0.0%
26,443	16,500	16,500	435500	Retiree Insurance	23,400	6,900	41.8%
39,390	39,390	39,390	435600	Retiree Medical Prefunding	41,360	1,970	5.0%
357	343	343	436000	State Disability Insurance	343	0	0.0%
1,000	500	500	437000	Mgt Health Ben	500	0	0.0%
1,209	1,200	1,200	437500	Longevity Pay	1,200	0	0.0%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
1,572	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
(32,475)	0	0	499500	Contra-Salaries	0	0	0.0%
672,114	688,588	688,588	Total	Personnel Services	723,687	35,099	5.1%
26	0	0	514100	Departmental Special Supplies	0	0	0.0%
2,177	2,175	2,175	516100	Training & Education	2,175	0	0.0%
2,166	3,000	3,000	516500	Conferences & Conventions	3,000	0	0.0%
1,719	2,300	2,800	516600	Special Events & Meetings	2,300	-500	-17.9%
135	550	550	516700	Memberships & Dues	550	0	0.0%
2,939	3,390	3,390	517850	Employee Recognition Events	3,403	13	0.4%
0	0	0	612100	Engineering Services	350,000	350,000	0.0%
26,834	0	353,641	619800	Other Contractual Services	210,000	-143,641	-40.6%
17,362	7,578	7,578	650300	Liability Reserve Charge	30,469	22,891	302.1%
53,358	18,993	373,134	Total	Maint & Operations	601,897	228,763	61.3%
725,472	707,581	1,061,722	Division Total		1,325,584	263,862	24.9%



PUBLIC WORKS

10160150 – ENGINEERING

RESP. MGR.: MATE GASPAR

DIVISION MISSION

To provide efficient and effective civil engineering services to the public and City departments and to manage the implementation of capital improvement projects authorized by the City Council and Redevelopment Agency.

DIVISION DESCRIPTION

The Engineering Division of the Public Works Department is responsible for: the design and construction of Capital Improvement Projects; traffic engineering and planning; preparation and administration of assessment districts; administration of the plan checking and inspection portion of the NPDES/Stormwater Program; reviewing applications for subdivision and other land uses; reviewing and approving plans for streets, storm drains, sewers, and other improvements in the public right-of-way proposed by or required of developers and property owners for compliance with good engineering practices and City, State and Federal requirements, along with permitting and inspection of said improvements; and maintenance of official maps, plans and survey records.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,750,075	2,029,334	1,736,225	-293,109	-14.4%
Maint & Operations	339,205	242,205	399,580	157,375	65.0%
Capital Outlay	21,588	75,000	0	-75,000	-100.0%
Division Total	\$2,110,868	\$2,346,539	\$2,135,805	-\$210,734	-9.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160150 Engineering		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,072,151	1,192,285	1,238,071	411100	Regular Salaries	1,049,509	-188,562	-15.2%
0	41,600	41,600	411200	Part-Time Salaries	0	-41,600	-100.0%
8,183	1,824	1,824	411310	Overtime-Regular	1,824	0	0.0%
21,211	21,589	21,589	431000	Deferred Compensation	21,849	260	1.2%
73,944	84,312	84,312	432000	Social Security	74,521	-9,791	-11.6%
198,792	218,738	218,738	433000	Retirement - Employer	84,158	-134,580	-61.5%
0	0	0	433050	Retirement-Unfunded Liability	137,110	137,110	0.0%
93,005	121,847	121,847	434000	Workers Compensation	53,593	-68,254	-56.0%
100,597	112,137	112,137	435000	Group Insurance	112,340	203	0.2%
6,359	6,500	6,500	435400	Retiree Health Savings	6,500	0	0.0%
75,795	71,000	71,000	435500	Retiree Insurance	82,190	11,190	15.8%
94,630	94,630	94,630	435600	Retiree Medical Prefunding	99,362	4,732	5.0%
1,935	1,876	1,876	436000	State Disability Insurance	1,419	-457	-24.4%
2,500	1,500	1,500	437000	Mgt Health Ben	1,500	0	0.0%
9,178	10,200	10,200	437500	Longevity Pay	8,400	-1,800	-17.6%
3,033	3,510	3,510	438500	Cell Phone Allowance	1,950	-1,560	-44.4%
140	0	0	440000	Uniform Allowance	0	0	0.0%
(11,379)	0	0	499500	Contra-Salaries	0	0	0.0%
1,750,075	1,983,548	2,029,334	Total	Personnel Services	1,736,225	-293,109	-14.4%
4,599	4,000	4,000	512100	Office Expense	4,000	0	0.0%
9,837	6,000	6,000	512200	Printing and Binding	6,000	0	0.0%
4,978	7,030	7,030	512400	Communications	7,030	0	0.0%
105	4,000	4,000	514100	Departmental Special Supplies	4,000	0	0.0%
16	0	0	514600	Small Tools & Equipment	0	0	0.0%
2,915	2,500	3,732	516100	Training & Education	2,000	-1,732	-46.4%
1,814	3,500	3,500	516500	Conferences & Conventions	4,000	500	14.3%
407	500	500	516600	Special Events & Meetings	500	0	0.0%
3,356	2,400	2,400	516700	Memberships & Dues	2,500	100	4.2%
0	100	100	550110	Uniforms	500	400	400.0%
6	0	0	600100	R&M - Building	0	0	0.0%
9,154	13,500	13,500	600800	Equip Maint Expenses	13,500	0	0.0%
6,053	4,901	4,901	605400	Amortization of Equipment	7,881	2,980	60.8%
(3,610)	8,875	31,565	612100	Engineering Services	8,375	-23,190	-73.5%
105,480	0	0	612800	Traffic Engineering Services	0	0	0.0%
151,854	100,000	142,618	619800	Other Contractual Services	250,000	107,382	75.3%
42,242	18,359	18,359	650300	Liability Reserve Charge	89,294	70,935	386.4%
339,205	175,665	242,205	Total	Maint & Operations	399,580	157,375	65.0%
21,588	0	0	732120	Departmental Special Equipment	0	0	0.0%
0	0	75,000	732160	IT Equipment - Software	0	-75,000	-100.0%
21,588	0	75,000	Total	Capital Outlay	0	-75,000	-100.0%
0	-51,997	(51,997)	910300	Projected Excess Appropriation	0	51,997	-100.0%
0	-51,997	(51,997)	Total	Inter-Fund Transfers	0	51,997	-100.0%
2,110,868	2,107,216	2,294,542	Division Total		2,135,805	-158,737	-6.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			412		41260150		
			BUILDING SURCHARGE FUND		Engineering		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	20,250	20,250	411200	Part-Time Salaries	24,575	4,325	21.4%
0	290	290	432000	Social Security	1,881	1,591	548.6%
0	710	710	433000	Retirement - Employer	861	151	21.3%
0	21,250	21,250	Total	Personnel Services	27,317	6,067	28.6%
45,000	0	0	732130	Office Machines & Equipment	0	0	0.0%
45,000	0	0	Total	Capital Outlay	0	0	0.0%
45,000	21,250	21,250	Division Total		27,317	6,067	28.6%

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PUBLIC WORKS

10160200 – MAINTENANCE OPERATIONS

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide comprehensive administrative support and professional guidance for the maintenance, rehabilitation, preservation and repair of all City infrastructure and facilities.

DIVISION DESCRIPTION

The Maintenance Operations Division of the Public Works Department oversees and coordinates the activities of the Street, Tree, Sewer, Traffic Signal, Parking Meter, Building Facilities, Electrical and Graffiti Abatement crews. This division monitors maintenance operations activities and ensures that staff is performing within established guidelines and procedures in a safe, efficient and productive manner.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	311,427	399,317	415,701	16,384	4.1%
Maint & Operations	30,850	13,656	25,151	11,495	84.2%
Division Total	\$342,277	\$412,973	\$440,852	\$27,879	6.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101	10160200			
			GENERAL FUND	Maintenance Operations			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
152,202	213,908	213,908	411100	Regular Salaries	227,993	14,085	6.6%
11	0	0	411310	Overtime-Regular	0	0	0.0%
4,163	8,320	8,320	431000	Deferred Compensation	4,160	-4,160	-50.0%
11,003	16,491	16,491	432000	Social Security	16,337	-154	-0.9%
28,368	44,573	44,573	433000	Retirement - Employer	18,851	-25,722	-57.7%
0	0	0	433050	Retirement-Unfunded Liability	30,712	30,712	0.0%
28,959	23,535	23,535	434000	Workers Compensation	9,027	-14,508	-61.6%
12,803	17,330	17,330	435000	Group Insurance	28,350	11,020	63.6%
834	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
40,216	42,000	42,000	435500	Retiree Insurance	41,950	-50	-0.1%
30,210	30,210	30,210	435600	Retiree Medical Prefunding	31,721	1,511	5.0%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
969	0	0	437500	Longevity Pay	3,000	3,000	0.0%
690	650	650	438500	Cell Phone Allowance	1,300	650	100.0%
311,427	399,317	399,317	Total	Personnel Services	415,701	16,384	4.1%
2,499	3,600	3,600	512100	Office Expense	3,600	0	0.0%
2,085	2,860	2,860	512400	Communications	2,860	0	0.0%
223	400	400	514100	Departmental Special Supplies	400	0	0.0%
25	0	0	516100	Training & Education	0	0	0.0%
2,098	2,000	2,000	516500	Conferences & Conventions	2,000	0	0.0%
543	650	650	516600	Special Events & Meetings	650	0	0.0%
225	600	600	516700	Memberships & Dues	600	0	0.0%
10,000	0	0	619800	Other Contractual Services	0	0	0.0%
13,153	3,546	3,546	650300	Liability Reserve Charge	15,041	11,495	324.2%
30,850	13,656	13,656	Total	Maint & Operations	25,151	11,495	84.2%
342,277	412,973	412,973	Division Total		440,852	27,879	6.8%



PUBLIC WORKS

10160210 – STREET MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide efficient and effective maintenance and repairs of all City streets, alleys, sidewalks, curbs and gutters, traffic signs, bike paths, and parking lots.

DIVISION DESCRIPTION

The Street Maintenance Division of the Public Works Department is responsible for maintaining City infrastructure located within the public right-of-way, including concrete and asphalt repairs of streets, curbs and gutters, sidewalks, alleys and parking lots; installation and maintenance of traffic signs and traffic striping; and removal of debris and abatement of weeds in alleys.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,580,077	1,670,038	1,666,502	-3,536	-0.2%
Maint & Operations	549,163	730,994	776,621	45,627	6.2%
Capital Outlay	7,110	7,116	7,116	0	0.0%
Division Total	\$2,136,350	\$2,408,148	\$2,450,239	\$42,091	1.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160210 Streets		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
834,937	886,560	856,560	411100	Regular Salaries	892,242	35,682	4.2%
15,110	12,617	12,617	411310	Overtime-Regular	12,617	0	0.0%
12,367	12,844	12,844	431000	Deferred Compensation	13,364	520	4.0%
62,052	62,966	62,966	432000	Social Security	63,793	827	1.3%
160,615	188,508	188,508	433000	Retirement - Employer	73,319	-115,189	-61.1%
0	0	0	433050	Retirement-Unfunded Liability	119,451	119,451	0.0%
77,254	102,998	102,998	434000	Workers Compensation	38,343	-64,655	-62.8%
199,587	211,349	211,349	435000	Group Insurance	213,120	1,771	0.8%
8,204	8,677	8,677	435400	Retiree Health Savings	9,002	325	3.7%
116,432	118,000	118,000	435500	Retiree Insurance	131,970	13,970	11.8%
75,280	75,280	75,280	435600	Retiree Medical Prefunding	79,044	3,764	5.0%
3,523	3,569	3,569	436000	State Disability Insurance	3,577	8	0.2%
12,973	12,900	12,900	437500	Longevity Pay	13,800	900	7.0%
1,744	1,300	1,300	438500	Cell Phone Allowance	2,860	1,560	120.0%
0	2,470	2,470	440000	Uniform Allowance	0	-2,470	-100.0%
1,580,077	1,700,038	1,670,038	Total	Personnel Services	1,666,502	-3,536	-0.2%
0	200	400	512100	Office Expense	200	-200	-50.0%
209	295	295	512400	Communications	295	0	0.0%
136,409	120,000	120,000	513000	Utilities	130,000	10,000	8.3%
150,817	172,950	173,272	514100	Departmental Special Supplies	172,950	-322	-0.2%
4,246	4,000	4,000	514600	Small Tools & Equipment	4,000	0	0.0%
5,781	4,800	4,800	516100	Training & Education	4,800	0	0.0%
236	0	0	516700	Memberships & Dues	0	0	0.0%
9,471	8,500	8,500	550110	Uniforms	8,500	0	0.0%
120,418	260,808	260,808	600800	Equip Maint Expenses	260,808	0	0.0%
86,076	77,100	77,100	605400	Amortization of Equipment	58,882	-18,218	-23.6%
413	300	300	614100	Medical Services	300	0	0.0%
0	36,000	66,000	619800	Other Contractual Services	72,000	6,000	9.1%
35,088	15,519	15,519	650300	Liability Reserve Charge	63,886	48,367	311.7%
549,163	700,472	730,994	Total	Maint & Operations	776,621	45,627	6.2%
4,116	4,116	4,116	730100	Improvements other than Bldg	4,116	0	0.0%
2,994	3,000	3,000	732120	Departmental Special Equipment	3,000	0	0.0%
7,110	7,116	7,116	Total	Capital Outlay	7,116	0	0.0%
2,136,350	2,407,626	2,408,148	Division Total		2,450,239	42,091	1.7%



PUBLIC WORKS

10160220 – TREE MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide efficient and effective facility, street, park and median tree maintenance services as well as pest control and weed abatement services for public facilities, right-of-ways, and properties.

DIVISION DESCRIPTION

The Tree Maintenance Division of the Public Works Department is responsible for planting, trimming, removing and otherwise maintaining all trees at City facilities, parkways, parks, and traffic medians; providing pest control and weed abatement services for City facilities and right-of-ways; and providing oversight, scheduling and contract administration of the Citywide tree trimming contractor.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	218,932	273,816	264,759	-9,057	-3.3%
Maint & Operations	741,647	897,263	934,446	37,183	4.1%
Capital Outlay	2,840	3,000	3,000	0	0.0%
Division Total	\$963,419	\$1,174,079	\$1,202,205	\$28,126	2.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160220 Tree Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
106,470	129,046	129,046	411100	Regular Salaries	135,395	6,349	4.9%
2,832	1,346	1,346	411310	Overtime-Regular	1,346	0	0.0%
1,733	2,080	2,080	431000	Deferred Compensation	2,080	0	0.0%
8,348	9,300	9,300	432000	Social Security	9,332	32	0.3%
20,365	27,595	27,595	433000	Retirement - Employer	11,027	-16,568	-60.0%
0	0	0	433050	Retirement-Unfunded Liability	17,965	17,965	0.0%
9,354	13,987	13,987	434000	Workers Compensation	5,526	-8,461	-60.5%
30,261	37,404	37,404	435000	Group Insurance	38,780	1,376	3.7%
1,083	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
28,571	41,000	41,000	435500	Retiree Insurance	31,120	-9,880	-24.1%
7,240	7,240	7,240	435600	Retiree Medical Prefunding	7,602	362	5.0%
466	521	521	436000	State Disability Insurance	536	15	2.9%
1,553	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
0	247	247	440000	Uniform Allowance	0	-247	-100.0%
218,932	273,816	273,816	Total	Personnel Services	264,759	-9,057	-3.3%
1,906	1,175	1,175	512400	Communications	1,175	0	0.0%
18,486	12,000	12,000	513000	Utilities	12,000	0	0.0%
24,321	44,725	44,725	514100	Departmental Special Supplies	44,725	0	0.0%
756	2,500	2,700	514600	Small Tools & Equipment	2,500	-200	-7.4%
379	3,000	3,000	516100	Training & Education	3,000	0	0.0%
0	990	990	516500	Conferences & Conventions	990	0	0.0%
388	200	200	516600	Special Events & Meetings	200	0	0.0%
790	1,200	1,200	516700	Memberships & Dues	1,200	0	0.0%
1,108	700	700	550110	Uniforms	700	0	0.0%
3,158	10,000	10,000	600200	R&M - Equipment	10,000	0	0.0%
7,054	55,000	55,000	600800	Equip Maint Expenses	50,000	-5,000	-9.1%
7,995	7,979	7,979	605400	Amortization of Equipment	7,965	-14	-0.2%
671,058	721,785	755,487	619800	Other Contractual Services	790,785	35,298	4.7%
4,248	2,107	2,107	650300	Liability Reserve Charge	9,206	7,099	336.9%
741,647	863,361	897,263	Total	Maint & Operations	934,446	37,183	4.1%
2,840	3,000	3,000	732120	Departmental Special Equipment	3,000	0	0.0%
2,840	3,000	3,000	Total	Capital Outlay	3,000	0	0.0%
963,419	1,140,177	1,174,079	Division Total		1,202,205	28,126	2.4%



PUBLIC WORKS

10160230 – BUILDING MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide efficient and effective maintenance of all City building facilities.

DIVISION DESCRIPTION

The Building Maintenance Division of the Public Works Department is responsible for maintaining all City buildings in a high state of appearance and condition. The Division performs carpentry, painting, pool/fountain, and plumbing services for City facilities and monitors custodial and other contracted services for City facilities.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,317,164	1,461,474	1,368,194	-93,280	-6.4%
Maint & Operations	718,779	830,675	883,697	53,022	6.4%
Division Total	\$2,035,943	\$2,292,149	\$2,251,891	-\$40,258	-1.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160230 Building Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
760,664	815,259	836,305	411100	Regular Salaries	804,393	-31,912	-3.8%
42,354	27,499	27,499	411310	Overtime-Regular	27,499	0	0.0%
8,592	9,871	9,871	431000	Deferred Compensation	9,871	0	0.0%
57,755	57,483	57,483	432000	Social Security	53,304	-4,179	-7.3%
139,343	171,567	171,567	433000	Retirement - Employer	61,971	-109,596	-63.9%
0	0	0	433050	Retirement-Unfunded Liability	100,963	100,963	0.0%
62,963	88,810	88,810	434000	Workers Compensation	34,889	-53,921	-60.7%
120,605	139,504	139,504	435000	Group Insurance	139,390	-114	-0.1%
6,025	6,819	6,819	435400	Retiree Health Savings	6,169	-650	-9.5%
49,236	51,500	51,500	435500	Retiree Insurance	57,770	6,270	12.2%
58,130	58,130	58,130	435600	Retiree Medical Prefunding	61,037	2,907	5.0%
3,333	3,260	3,260	436000	State Disability Insurance	3,088	-172	-5.3%
7,111	8,100	8,100	437500	Longevity Pay	7,200	-900	-11.1%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
397	1,976	1,976	440000	Uniform Allowance	0	-1,976	-100.0%
1,317,164	1,440,428	1,461,474	Total	Personnel Services	1,368,194	-93,280	-6.4%
3,501	3,105	3,105	512400	Communications	3,105	0	0.0%
93,338	100,000	100,000	513000	Utilities	100,000	0	0.0%
53,797	56,100	57,100	514100	Departmental Special Supplies	56,100	-1,000	-1.8%
633	2,550	2,550	514600	Small Tools & Equipment	2,550	0	0.0%
1,217	2,700	2,890	516100	Training & Education	2,700	-190	-6.6%
0	341	341	516500	Conferences & Conventions	341	0	0.0%
0	320	320	516600	Special Events & Meetings	320	0	0.0%
281	270	270	516700	Memberships & Dues	270	0	0.0%
23,080	0	0	517500	Contributions to Agencies	0	0	0.0%
0	150	150	518300	Auto Mileage Reimbursement	150	0	0.0%
5,049	4,500	4,936	550110	Uniforms	4,500	-436	-8.8%
91,869	110,000	110,562	600100	R&M - Building	110,000	-562	-0.5%
16,749	45,400	45,455	600200	R&M - Equipment	45,400	-55	-0.1%
42,484	55,175	55,175	600800	Equip Maint Expenses	52,500	-2,675	-4.8%
10,698	9,396	9,396	605400	Amortization of Equipment	13,262	3,866	41.1%
0	100	100	614100	Medical Services	100	0	0.0%
347,485	417,269	424,944	619800	Other Contractual Services	434,269	9,325	2.2%
28,597	13,381	13,381	650300	Liability Reserve Charge	58,130	44,749	334.4%
718,779	820,757	830,675	Total	Maint & Operations	883,697	53,022	6.4%
2,035,943	2,261,185	2,292,149	Division Total		2,251,891	-40,258	-1.8%



PUBLIC WORKS

10160240 – ELECTRICAL MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide efficient and effective City-wide electrical maintenance services.

DIVISION DESCRIPTION

The Electrical Maintenance Division of the Public Works Department is responsible for maintaining all electrical components in City facilities and equipment owned by the City. Major areas of maintenance responsibility include: 103 signalized traffic intersections; 3,814 street lights, including poles, luminaries, ballasts, circuitry, controls, and illuminated street name signs; and all electrical systems and appliances within City-owned buildings, facilities, and recreational areas.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,024,522	1,171,131	1,067,751	-103,380	-8.8%
Maint & Operations	251,623	316,717	446,015	129,298	40.8%
Capital Outlay	0	50,000	50,000	0	0.0%
Division Total	\$1,276,144	\$1,537,848	\$1,563,766	\$25,918	1.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160240 Electrical Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
558,725	653,738	659,198	411100	Regular Salaries	615,505	-43,693	-6.6%
72,645	35,404	35,404	411310	Overtime-Regular	35,404	0	0.0%
6,992	7,809	7,809	431000	Deferred Compensation	6,769	-1,040	-13.3%
46,640	48,037	48,037	432000	Social Security	41,347	-6,690	-13.9%
105,717	135,100	135,100	433000	Retirement - Employer	47,197	-87,903	-65.1%
0	0	0	433050	Retirement-Unfunded Liability	76,893	76,893	0.0%
49,175	68,672	68,672	434000	Workers Compensation	28,081	-40,591	-59.1%
74,635	92,063	92,063	435000	Group Insurance	100,610	8,547	9.3%
4,705	5,531	5,531	435400	Retiree Health Savings	4,881	-650	-11.8%
50,622	63,500	63,500	435500	Retiree Insurance	53,640	-9,860	-15.5%
49,310	49,310	49,310	435600	Retiree Medical Prefunding	51,776	2,466	5.0%
2,606	2,575	2,575	436000	State Disability Insurance	2,298	-277	-10.8%
1,814	1,800	1,800	437500	Longevity Pay	2,700	900	50.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
282	1,482	1,482	440000	Uniform Allowance	0	-1,482	-100.0%
1,024,522	1,165,671	1,171,131	Total	Personnel Services	1,067,751	-103,380	-8.8%
2,730	2,430	2,430	512400	Communications	2,430	0	0.0%
4,392	4,900	4,900	514100	Departmental Special Supplies	4,900	0	0.0%
398	1,020	1,020	514600	Small Tools & Equipment	1,020	0	0.0%
1,035	2,464	2,759	516100	Training & Education	5,464	2,705	98.0%
0	600	600	516600	Special Events & Meetings	600	0	0.0%
150	600	600	516700	Memberships & Dues	600	0	0.0%
3,790	3,000	3,307	550110	Uniforms	4,000	693	21.0%
4,361	3,916	3,916	600100	R&M - Building	3,916	0	0.0%
75,023	110,110	110,110	600200	R&M - Equipment	110,110	0	0.0%
49,980	78,000	78,000	600800	Equip Maint Expenses	78,000	0	0.0%
62,721	71,938	71,938	605400	Amortization of Equipment	75,398	3,460	4.8%
59	250	250	614100	Medical Services	250	0	0.0%
24,649	26,540	26,540	619800	Other Contractual Services	112,540	86,000	324.0%
22,335	10,347	10,347	650300	Liability Reserve Charge	46,787	36,440	352.2%
251,623	316,115	316,717	Total	Maint & Operations	446,015	129,298	40.8%
0	50,000	50,000	732120	Departmental Special Equipment	50,000	0	0.0%
0	50,000	50,000	Total	Capital Outlay	50,000	0	0.0%
1,276,144	1,531,786	1,537,848	Division Total		1,563,766	25,918	1.7%



PUBLIC WORKS

10160250 – GRAFFITI ABATEMENT

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To improve the safety and quality of life of Culver City community members by providing superior graffiti abatement programs.

DIVISION DESCRIPTION

The Graffiti Abatement Division is responsible for coordinating and carrying out the removal of graffiti located on private properties (with property owner approval) and on the public right-of-way within the Culver City. This crew also assists in implementing programs to enforce the City's graffiti removal ordinance and coordinates with the Culver City Police Department to report graffiti where appropriate.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	296,159	316,570	312,966	-3,604	-1.1%
Maint & Operations	51,333	64,462	85,792	21,330	33.1%
Division Total	\$347,492	\$381,032	\$398,758	\$17,726	4.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160250 Graffiti Abatement		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
158,430	166,313	166,313	411100	Regular Salaries	172,861	6,548	3.9%
5,363	2,040	2,040	411310	Overtime-Regular	2,040	0	0.0%
2,384	2,080	2,080	431000	Deferred Compensation	3,120	1,040	50.0%
12,609	12,781	12,781	432000	Social Security	13,157	376	2.9%
31,454	36,228	36,228	433000	Retirement - Employer	14,440	-21,788	-60.1%
0	0	0	433050	Retirement-Unfunded Liability	23,526	23,526	0.0%
16,591	21,066	21,066	434000	Workers Compensation	7,340	-13,726	-65.2%
41,892	46,069	46,069	435000	Group Insurance	47,740	1,671	3.6%
1,865	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
6,765	9,000	9,000	435500	Retiree Insurance	7,150	-1,850	-20.6%
16,560	16,560	16,560	435600	Retiree Medical Prefunding	17,388	828	5.0%
685	686	686	436000	State Disability Insurance	704	18	2.6%
907	900	900	437500	Longevity Pay	900	0	0.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
0	247	247	440000	Uniform Allowance	0	-247	-100.0%
296,159	316,570	316,570	Total	Personnel Services	312,966	-3,604	-1.1%
438	1,000	1,000	512100	Office Expense	1,000	0	0.0%
17,827	33,305	33,305	514100	Departmental Special Supplies	33,305	0	0.0%
2,908	2,500	2,500	550110	Uniforms	2,500	0	0.0%
0	1,020	1,020	600100	R&M - Building	1,020	0	0.0%
1,369	5,650	5,650	600200	R&M - Equipment	5,650	0	0.0%
8,993	10,000	10,000	600800	Equip Maint Expenses	25,000	15,000	150.0%
2,813	2,813	2,813	605400	Amortization of Equipment	87	-2,726	-96.9%
9,450	5,000	5,000	619800	Other Contractual Services	5,000	0	0.0%
7,535	3,174	3,174	650300	Liability Reserve Charge	12,230	9,056	285.3%
51,333	64,462	64,462	Total	Maint & Operations	85,792	21,330	33.1%
347,492	381,032	381,032	Division Total		398,758	17,726	4.7%



PUBLIC WORKS

10160260 – PARKING METER MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide efficient and effective parking meter maintenance, inspections, repairs, and installation/removal services.

DIVISION DESCRIPTION

The Parking Meter Division of the Public Works Department is responsible for providing scheduled service on approximately 1,629 parking meters and multi-space pay stations, as well as installing or removing parking meters throughout the City (100% supported from parking meter fees).

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	92,933	203,893	225,811	21,918	10.7%
Maint & Operations	134,816	219,929	229,269	9,340	4.2%
Division Total	\$227,748	\$423,822	\$455,080	\$31,258	7.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160260 Parking Meters		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
44,638	118,085	120,514	411100	Regular Salaries	118,196	-2,318	-1.9%
2,928	0	0	411310	Overtime-Regular	0	0	0.0%
777	2,080	2,080	431000	Deferred Compensation	2,080	0	0.0%
3,858	9,795	9,795	432000	Social Security	10,403	608	6.2%
8,882	26,402	26,402	433000	Retirement - Employer	10,258	-16,144	-61.1%
0	0	0	433050	Retirement-Unfunded Liability	16,712	16,712	0.0%
5,909	5,596	5,596	434000	Workers Compensation	5,243	-353	-6.3%
15,978	27,367	27,367	435000	Group Insurance	34,950	7,583	27.7%
486	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
0	0	0	435500	Retiree Insurance	15,780	15,780	0.0%
6,400	6,400	6,400	435600	Retiree Medical Prefunding	6,720	320	5.0%
206	542	542	436000	State Disability Insurance	519	-23	-4.2%
2,215	3,000	3,000	437500	Longevity Pay	3,000	0	0.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
0	247	247	440000	Uniform Allowance	0	-247	-100.0%
92,933	201,464	203,893	Total	Personnel Services	225,811	21,918	10.7%
180	0	0	512400	Communications	0	0	0.0%
14,250	24,140	49,140	514100	Departmental Special Supplies	24,140	-25,000	-50.9%
1,383	2,232	2,232	514600	Small Tools & Equipment	2,232	0	0.0%
2,918	5,675	5,675	516100	Training & Education	5,675	0	0.0%
405	505	505	516700	Memberships & Dues	505	0	0.0%
448	400	400	550110	Uniforms	400	0	0.0%
1,694	4,488	4,488	600200	R&M - Equipment	4,488	0	0.0%
5,666	5,425	5,425	600800	Equip Maint Expenses	7,000	1,575	29.0%
1,808	1,808	1,808	605400	Amortization of Equipment	1,808	0	0.0%
103,380	174,285	149,413	619800	Other Contractual Services	174,285	24,872	16.6%
2,684	843	843	650300	Liability Reserve Charge	8,736	7,893	936.3%
134,816	219,801	219,929	Total	Maint & Operations	229,269	9,340	4.2%
0	-20,362	(20,362)	910300	Projected Excess Appropriation	0	20,362	-100.0%
0	-20,362	(20,362)	Total	Inter-Fund Transfers	0	20,362	-100.0%
227,748	400,903	403,460	Division Total		455,080	51,620	12.8%



PUBLIC WORKS

10160460 – ENVIRONMENTAL PROGRAMS & OPERATIONS

RESP. MGR.: KIM BRAUN

DIVISION MISSION

To coordinate the environmental activities of the Public Works Department in the areas of solid waste and recycling, storm water program development, and sewer and storm drain system management and operation.

DIVISION DESCRIPTION

The Environmental Programs and Operations Division of the Public Works Department facilitates the coordination of the City's programs relating to sustainability. The Division also coordinates departmental activities in the areas of solid waste management, storm water quality management and sewer system management.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	175,666	117,562	254,716	137,154	116.7%
Maint & Operations	7,357	4,773	9,792	5,019	105.2%
Division Total	\$183,023	\$122,335	\$264,508	\$142,173	116.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			101 GENERAL FUND		10160460 Environmental Programs/Ops		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
83,641	74,138	74,138	411100	Regular Salaries	163,300	89,162	120.3%
3,023	0	0	411310	Overtime-Regular	0	0	0.0%
1,076	725	725	431000	Deferred Compensation	2,912	2,187	301.7%
7,541	3,921	3,921	432000	Social Security	10,196	6,275	160.0%
14,577	12,610	12,610	433000	Retirement - Employer	12,916	306	2.4%
0	0	0	433050	Retirement-Unfunded Liability	21,043	21,043	0.0%
9,848	7,453	7,453	434000	Workers Compensation	3,686	-3,767	-50.5%
36,067	0	0	435000	Group Insurance	19,390	19,390	0.0%
604	356	356	435400	Retiree Health Savings	942	586	164.6%
18,130	18,130	18,130	435600	Retiree Medical Prefunding	19,037	907	5.0%
313	196	196	436000	State Disability Insurance	394	198	101.0%
845	0	0	437500	Longevity Pay	900	900	0.0%
0	33	33	438500	Cell Phone Allowance	0	-33	-100.0%
175,666	117,562	117,562	Total	Personnel Services	254,716	137,154	116.7%
100	500	500	512100	Office Expense	500	0	0.0%
1,368	1,500	1,500	516100	Training & Education	1,500	0	0.0%
1,417	1,650	1,650	516500	Conferences & Conventions	1,650	0	0.0%
4,473	1,123	1,123	650300	Liability Reserve Charge	6,142	5,019	446.9%
7,357	4,773	4,773	Total	Maint & Operations	9,792	5,019	105.2%
183,023	122,335	122,335	Division Total		264,508	142,173	116.2%



PUBLIC WORKS

20260400 – REFUSE COLLECTION

RESP. MGR.: KIM BRAUN

DIVISION MISSION

To provide efficient and effective removal of municipal waste from the residential, commercial, and industrial areas of the City.

DIVISION DESCRIPTION

The refuse collection operation is responsible for the removal of solid waste from the residential, commercial, and industrial areas of the City. Residential collection crews provide a weekly trash and recycling removal service to family dwellings consisting of up to four units in size. Residents are billed annually for the trash services through the LA County tax collection system. Commercial collection crews provide scheduled and non-scheduled trash removal to all businesses and residential units consisting of more than four units in size. The commercial collection crews also service pedestrian cans located throughout the city, and remove large bulky items set out by residents and businesses. Businesses and property managers are billed monthly for the commercial service that occurred during the month.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	3,235,923	4,275,662	4,218,587	-57,075	-1.3%
Maint & Operations	4,001,813	4,297,913	5,368,917	1,071,004	24.9%
Capital Outlay	128,343	152,986	475,660	322,674	210.9%
Division Total	\$7,366,078	\$8,726,561	\$10,063,164	\$1,336,603	15.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			202		20260400		
			REFUSE DISPOSAL FUND		Refuse Collection - Admin		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,859,581	2,260,535	2,260,535	411100	Regular Salaries	2,287,273	26,738	1.2%
7,579	0	0	411200	Part-Time Salaries	0	0	0.0%
217,664	120,768	120,768	411310	Overtime-Regular	120,768	0	0.0%
47,816	25,000	27,185	411700	Contract Labor	25,000	-2,185	-8.0%
29,918	40,690	40,690	431000	Deferred Compensation	40,040	-650	-1.6%
156,579	168,807	168,807	432000	Social Security	165,600	-3,207	-1.9%
54,930	479,295	479,295	433000	Retirement - Employer	195,112	-284,183	-59.3%
0	0	0	433050	Retirement-Unfunded Liability	293,259	293,259	0.0%
196,859	249,218	249,218	434000	Workers Compensation	109,670	-139,548	-56.0%
398,431	494,617	494,617	435000	Group Insurance	514,300	19,683	4.0%
19,870	23,967	23,967	435400	Retiree Health Savings	23,250	-717	-3.0%
183,138	175,000	175,000	435500	Retiree Insurance	206,480	31,480	18.0%
193,050	193,050	193,050	435600	Retiree Medical Prefunding	202,703	9,653	5.0%
(167,311)	0	0	435650	OPEB Liability Charge	0	0	0.0%
8,070	8,494	8,494	436000	State Disability Insurance	7,882	-612	-7.2%
1,000	500	500	437000	Mgt Health Ben	500	0	0.0%
26,379	27,300	27,300	437500	Longevity Pay	26,100	-1,200	-4.4%
855	1,300	1,300	438500	Cell Phone Allowance	650	-650	-50.0%
1,516	4,936	4,936	440000	Uniform Allowance	0	-4,936	-100.0%
3,235,923	4,273,477	4,275,662	Total	Personnel Services	4,218,587	-57,075	-1.3%
1,785	2,000	2,000	512100	Office Expense	2,000	0	0.0%
0	0	0	512200	Printing and Binding	2,000	2,000	0.0%
7,053	9,960	9,960	512400	Communications	9,960	0	0.0%
72	0	0	513000	Utilities	0	0	0.0%
36,025	40,000	40,000	514100	Departmental Special Supplies	51,500	11,500	28.8%
1,982	4,000	4,000	516100	Training & Education	4,000	0	0.0%
1,731	5,000	5,000	516500	Conferences & Conventions	5,000	0	0.0%
450	1,000	1,000	516600	Special Events & Meetings	1,000	0	0.0%
790	800	810	516700	Memberships & Dues	800	-10	-1.2%
18,860	18,860	18,860	517500	Contributions to Agencies	18,860	0	0.0%
22,313	20,000	20,000	550110	Uniforms	20,000	0	0.0%
0	0	0	600100	R&M - Building	20,000	20,000	0.0%
24,910	30,000	32,311	600200	R&M - Equipment	37,000	4,689	14.5%
1,380,181	1,545,300	1,581,103	600800	Equip Maint Expenses	1,400,000	-181,103	-11.5%
679,842	424,495	424,495	605400	Amortization of Equipment	843,020	418,525	98.6%
0	0	0	610100	Audit Services	95,000	95,000	0.0%
0	0	0	610400	Consulting Services	75,000	75,000	0.0%
590	1,000	1,000	614100	Medical Services	1,000	0	0.0%
367,247	432,000	454,772	619800	Other Contractual Services	891,132	436,360	96.0%
0	36,595	36,595	650200	Insurance Premiums - Other	36,595	0	0.0%
89,411	37,550	37,550	650300	Liability Reserve Charge	182,728	145,178	386.6%
1,385,512	1,628,457	1,628,457	670100	Administrative Charges	1,672,322	43,865	2.7%
(16,939)	0	0	690200	R&M-Equipment Contra	0	0	0.0%
4,001,813	4,237,017	4,297,913	Total	Maint & Operations	5,368,917	1,071,004	24.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			202		20260400		
			REFUSE DISPOSAL FUND		Refuse Collection - Admin		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	0	732100	Auto-Rolling Stock & Equipment	45,660	45,660	0.0%
128,343	150,015	152,986	732120	Departmental Special Equipment	425,000	272,014	177.8%
0	0	0	732150	IT Equipment - Hardware	5,000	5,000	0.0%
128,343	150,015	152,986	Total	Capital Outlay	475,660	322,674	210.9%
0	-146,000	(146,000)	910300	Projected Excess Appropriation	0	146,000	-100.0%
0	-146,000	(146,000)	Total	Inter-Fund Transfers	0	146,000	-100.0%
7,366,078	8,514,509	8,580,561	Division Total		10,063,164	1,482,603	17.3%

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PUBLIC WORKS

20260410 – TRANSFER STATION

RESP. MGR.: KIM BRAUN

DIVISION MISSION

To provide cost effective transfer and disposal of non-hazardous solid wastes to material processors for reuse, recycling or disposal sites and to recover the maximum volume of recyclable or reusable material from the waste stream received at the station.

DIVISION DESCRIPTION

The Station is responsible for receiving and processing non-hazardous municipal solid wastes (MSW), transferring it to transfer vehicles, and hauling it to sanitary landfills, or salvage or recycling facilities, or arranging for salvage or recycling firms to remove such materials from the station. The Station is also responsible for inspecting wastes to determine if hazardous or toxic materials are in the waste stream and removing, segregating and storing such materials for up to 90 days until disposal in accordance with Federal and State regulations is arranged. Station personnel also separate and segregate material that can be diverted from landfill disposal and taken to a processing or recycling facility for reuse.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	686,779	911,349	1,009,082	97,733	10.7%
Maint & Operations	2,892,751	3,666,721	3,563,622	-103,099	-2.8%
Capital Outlay	0	0	394,000	394,000	0.0%
Debt Services	30,059	170,295	170,295	0	0.0%
Division Total	\$3,609,589	\$4,748,365	\$5,136,999	\$388,634	8.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			202	20260410			
			REFUSE DISPOSAL FUND	Transfer Station - Admin			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
383,776	475,514	475,514	411100	Regular Salaries	573,241	97,727	20.6%
55,979	36,720	36,720	411310	Overtime-Regular	36,720	0	0.0%
3,097	5,200	5,200	431000	Deferred Compensation	6,240	1,040	20.0%
35,102	37,047	37,047	432000	Social Security	41,800	4,753	12.8%
10,676	101,504	101,504	433000	Retirement - Employer	45,767	-55,737	-54.9%
0	0	0	433050	Retirement-Unfunded Liability	74,564	74,564	0.0%
45,148	57,348	57,348	434000	Workers Compensation	22,866	-34,482	-60.1%
96,068	105,784	105,784	435000	Group Insurance	128,960	23,176	21.9%
4,023	5,200	5,200	435400	Retiree Health Savings	5,838	638	12.3%
19,212	36,000	36,000	435500	Retiree Insurance	20,670	-15,330	-42.6%
41,450	41,450	41,450	435600	Retiree Medical Prefunding	43,523	2,073	5.0%
(16,919)	0	0	435650	OPEB Liability Charge	0	0	0.0%
1,868	1,944	1,944	436000	State Disability Insurance	2,243	299	15.4%
6,047	6,000	6,000	437500	Longevity Pay	6,000	0	0.0%
655	650	650	438500	Cell Phone Allowance	650	0	0.0%
598	988	988	440000	Uniform Allowance	0	-988	-100.0%
686,779	911,349	911,349	Total	Personnel Services	1,009,082	97,733	10.7%
11,036	25,000	25,000	513000	Utilities	15,000	-10,000	-40.0%
9,928	500	500	514100	Departmental Special Supplies	500	0	0.0%
2,280	0	0	516100	Training & Education	0	0	0.0%
0	200	200	516700	Memberships & Dues	200	0	0.0%
7,688	5,000	5,000	550110	Uniforms	5,000	0	0.0%
6,505	10,000	10,950	600100	R&M - Building	10,000	-950	-8.7%
1,374	0	0	600200	R&M - Equipment	0	0	0.0%
158,764	105,000	105,000	600800	Equip Maint Expenses	150,000	45,000	42.9%
78,000	78,000	78,000	605200	Rental of Land	78,000	0	0.0%
55,255	55,255	55,255	605400	Amortization of Equipment	80,843	25,588	46.3%
1,820,768	2,100,000	2,291,508	615100	Refuse Disp Services - Trash	2,100,000	-191,508	-8.4%
552,650	571,000	571,687	619800	Other Contractual Services	571,000	-687	-0.1%
20,505	8,641	8,641	650300	Liability Reserve Charge	38,099	29,458	340.9%
167,997	514,980	514,980	665100	Depreciation	514,980	0	0.0%
2,892,751	3,473,576	3,666,721	Total	Maint & Operations	3,563,622	-103,099	-2.8%
0	0	0	732100	Auto-Rolling Stock & Equipment	394,000	394,000	0.0%
0	0	0	Total	Capital Outlay	394,000	394,000	0.0%
(133,569)	0	0	810100	Bond Principal Payments	0	0	0.0%
133,569	101,900	101,900	810400	Loan Principal Payments	101,900	0	0.0%
30,059	68,395	68,395	820400	Loan Interest Payments	68,395	0	0.0%
30,059	170,295	170,295	Total	Debt Services	170,295	0	0.0%
3,609,589	4,555,220	4,748,365	Division Total		5,136,999	388,634	8.2%



PUBLIC WORKS

20260430 – RECYCLING

RESP. MGR.: KIM BRAUN

DIVISION MISSION

To implement a comprehensive, integrated solid waste management plan for the City of Culver City that reduces landfill disposal of non-hazardous solid wastes, as mandated by the Integrated Solid Waste Management Act of 1989 (AB 939).

DIVISION DESCRIPTION

The Waste Reduction/Recycling Division is responsible for planning, implementing, promoting and monitoring all waste reduction and recycling efforts within the City. Responsibilities include ongoing management of existing programs and design and implementation of new programs consistent with the City's Source Reduction and Recycling Element. Additionally, this Division develops all public education materials; represents the City at various functions and speaking engagements; interprets and applies all Federal, State and local regulations; keeps abreast of legal and other developments within the waste management field; monitors all waste reduction and recycling activities within the City; manages grants relating to recycling and waste reduction; prepares monthly statistical reports of waste reduction and recycling activity; and serves as liaison with contractors and vendors to ensure compliance with the terms and conditions of various contracts and permits. The budget for this Division includes the cost of administrating and implementing these various programs.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	198,609	234,432	231,465	-2,967	-1.3%
Maint & Operations	14,759	15,248	22,926	7,678	50.4%
Division Total	\$213,369	\$249,680	\$254,391	\$4,711	1.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			202		20260430		
			REFUSE DISPOSAL FUND		Recycling		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
142,450	133,934	133,934	411100	Regular Salaries	136,531	2,597	1.9%
3,718	12,377	12,377	411200	Part-Time Salaries	14,677	2,300	18.6%
5,176	5,200	5,200	431000	Deferred Compensation	5,200	0	0.0%
9,741	10,346	10,346	432000	Social Security	10,864	518	5.0%
2,216	28,540	28,540	433000	Retirement - Employer	11,560	-16,980	-59.5%
0	0	0	433050	Retirement-Unfunded Liability	17,996	17,996	0.0%
14,147	17,847	17,847	434000	Workers Compensation	7,158	-10,689	-59.9%
8,437	8,665	8,665	435000	Group Insurance	8,960	295	3.4%
809	813	813	435400	Retiree Health Savings	813	0	0.0%
4,266	5,000	5,000	435500	Retiree Insurance	4,550	-450	-9.0%
10,910	10,910	10,910	435600	Retiree Medical Prefunding	11,456	546	5.0%
(3,760)	0	0	435650	OPEB Liability Charge	0	0	0.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
0	300	300	437500	Longevity Pay	1,200	900	300.0%
198,609	234,432	234,432	Total	Personnel Services	231,465	-2,967	-1.3%
461	500	500	512100	Office Expense	500	0	0.0%
2,461	4,000	5,500	514100	Departmental Special Supplies	4,000	-1,500	-27.3%
841	1,000	1,000	516100	Training & Education	1,000	0	0.0%
0	1,000	1,000	516500	Conferences & Conventions	1,000	0	0.0%
131	1,000	1,000	516600	Special Events & Meetings	1,000	0	0.0%
475	500	525	516700	Memberships & Dues	500	-25	-4.8%
3,965	3,000	3,034	517300	Advertising and Public Relatio	3,000	-34	-1.1%
6,425	2,689	2,689	650300	Liability Reserve Charge	11,926	9,237	343.5%
14,759	13,689	15,248	Total	Maint & Operations	22,926	7,678	50.4%
213,369	248,121	249,680	Division Total		254,391	4,711	1.9%



PUBLIC WORKS

20460300 – SEWER MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To provide efficient and effective maintenance and repair services for the City's sewer and storm drain systems, including the seven (7) sewage lift stations.

DIVISION DESCRIPTION

The Sewer Maintenance Crew is responsible for maintaining the City's system of subsurface sewer lines, sewer gauging devices, and sewage lift station pumps and auxiliary equipment. This crew is 100% supported from the Sewer Enterprise Fund. This crew also provides for the cleaning and maintenance of the City's storm drain system.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	941,417	1,489,556	1,290,480	-199,076	-13.4%
Maint & Operations	7,337,531	7,087,149	7,602,582	515,433	7.3%
Capital Outlay	0	22,969	21,613	-1,356	-5.9%
Division Total	\$8,278,948	\$8,599,674	\$8,914,675	\$315,001	3.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			204		20460300		
			SEWER ENTERPRISE FUND		Wastewater Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
835,548	904,756	904,756	411100	Regular Salaries	802,084	-102,672	-11.3%
9,047	0	0	411200	Part-Time Salaries	0	0	0.0%
20,789	15,912	15,912	411310	Overtime-Regular	15,912	0	0.0%
11,848	17,874	17,874	431000	Deferred Compensation	16,995	-879	-4.9%
59,508	64,947	64,947	432000	Social Security	58,649	-6,298	-9.7%
(183,571)	188,737	188,737	433000	Retirement - Employer	64,838	-123,899	-65.6%
0	0	0	433050	Retirement-Unfunded Liability	105,634	105,634	0.0%
63,739	104,671	104,671	434000	Workers Compensation	55,667	-49,004	-46.8%
83,894	126,504	126,504	435000	Group Insurance	112,340	-14,164	-11.2%
5,894	7,053	7,053	435400	Retiree Health Savings	6,469	-584	-8.3%
10,949	14,000	14,000	435500	Retiree Insurance	10,570	-3,430	-24.5%
24,540	24,540	24,540	435600	Retiree Medical Prefunding	25,767	1,227	5.0%
(17,680)	0	0	435650	OPEB Liability Charge	0	0	0.0%
2,709	2,382	2,382	436000	State Disability Insurance	1,855	-527	-22.1%
0	500	500	437000	Mgt Health Ben	500	0	0.0%
14,202	15,300	15,300	437500	Longevity Pay	13,200	-2,100	-13.7%
0	898	898	438500	Cell Phone Allowance	0	-898	-100.0%
0	1,482	1,482	440000	Uniform Allowance	0	-1,482	-100.0%
941,417	1,489,556	1,489,556	Total	Personnel Services	1,290,480	-199,076	-13.4%
51	1,000	1,834	512100	Office Expense	1,000	-834	-45.5%
309	2,000	2,000	512200	Printing and Binding	2,000	0	0.0%
0	10,000	10,000	512300	Postage	10,000	0	0.0%
7,152	6,910	6,910	512400	Communications	6,910	0	0.0%
31,623	76,000	76,000	513000	Utilities	40,000	-36,000	-47.4%
30,143	40,000	40,000	514100	Departmental Special Supplies	100,000	60,000	150.0%
6,933	10,000	10,000	514600	Small Tools & Equipment	25,000	15,000	150.0%
2,449	10,000	10,000	516100	Training & Education	10,000	0	0.0%
3,973	5,000	5,000	516500	Conferences & Conventions	5,000	0	0.0%
0	3,500	3,500	516600	Special Events & Meetings	3,500	0	0.0%
1,770	2,000	2,000	516700	Memberships & Dues	2,000	0	0.0%
3,748,675	3,750,000	3,758,722	517500	Contributions to Agencies	3,675,000	-83,722	-2.2%
4,940	4,000	4,000	550110	Uniforms	4,000	0	0.0%
46,568	100,000	100,000	600200	R&M - Equipment	100,000	0	0.0%
88,096	145,000	145,000	600800	Equip Maint Expenses	145,000	0	0.0%
360,000	360,000	360,000	605200	Rental of Land	360,000	0	0.0%
111,195	87,812	87,812	605400	Amortization of Equipment	87,755	-57	-0.1%
0	400	400	614100	Medical Services	400	0	0.0%
688,845	631,119	834,330	619800	Other Contractual Services	631,119	-203,211	-24.4%
0	7,680	7,680	650200	Insurance Premiums - Other	7,680	0	0.0%
28,949	15,771	15,771	650300	Liability Reserve Charge	92,750	76,979	488.1%
1,646,069	1,022,730	1,022,730	665100	Depreciation	1,622,730	600,000	58.7%
596,818	583,460	583,460	670100	Administrative Charges	670,738	87,278	15.0%
(67,025)	0	0	699800	Other Contractual Service-Cont	0	0	0.0%
7,337,531	6,874,382	7,087,149	Total	Maint & Operations	7,602,582	515,433	7.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			204 SEWER ENTERPRISE FUND		20460300 Wastewater Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	21,613	22,969	732150	IT Equipment - Hardware	21,613	-1,356	-5.9%
0	21,613	22,969	Total	Capital Outlay	21,613	-1,356	-5.9%
8,278,948	8,385,551	8,599,674	Division Total		8,914,675	315,001	3.7%

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PUBLIC WORKS

20460310 – HYPERION PLANT DEBT SERVICE

DIVISION MISSION

To fund debt service (principal and interest) on 1991 Wastewater Revenue Bonds.

DIVISION DESCRIPTION

In 1991, the City of Culver City sold \$20.5 million in wastewater revenue bonds to fund its pro-rata share of upgrading the Los Angeles Hyperion Wastewater System to meet EPA requirements for full secondary treatment. In 2009 new bonds in the amount of \$20 million replaced and refunded the existing bonds. The debt service on these bonds is funded by user charges on residential and commercial properties.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Maint & Operations	943	0	0	0	0.0%
Debt Services	797,258	1,605,200	1,605,200	0	0.0%
Division Total	\$798,201	\$1,605,200	\$1,605,200	\$0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			204		20460310		
			SEWER ENTERPRISE FUND		Hyperion Plant Debt Service		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
943	0	0	619100	Fiscal Services	0	0	0.0%
943	0	0	Total	Maint & Operations	0	0	0.0%
0	740,000	740,000	810100	Bond Principal Payments	740,000	0	0.0%
795,258	865,200	865,200	820100	Bond Interest Payments	865,200	0	0.0%
2,000	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
797,258	1,605,200	1,605,200	Total	Debt Services	1,605,200	0	0.0%
798,201	1,605,200	1,605,200	Division Total		1,605,200	0	0.0%



PUBLIC WORKS

41460902 – LA BALLONA BIKEWAY MAINTENANCE

RESP. MGR.: ERIC MIRZAIAN

DIVISION MISSION

To improve and maintain the portion of the La Ballona Bikeway System located within Culver City limits.

DIVISION DESCRIPTION

Under SB 821, the City of Culver City applies for and receives annual grant funding allocated for bikeway and pedestrian facilities. These funds are used to improve and maintain the La Ballona Bikeway System within the City and typically cover approximately 90% of the costs of maintaining the bikeway.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Maint & Operations	25,229	26,000	26,000	0	0.0%
Division Total	\$25,229	\$26,000	\$26,000	\$0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414		41460902		
			OPERATING GRANTS FUND		Bikeways (TDA Article 3)		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
25,229	26,000	26,000	619800	Other Contractual Services	26,000	0	0.0%
25,229	26,000	26,000	Total	Maint & Operations	26,000	0	0.0%
25,229	26,000	26,000	Division Total		26,000	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414		41460903		
			OPERATING GRANTS FUND		Building Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
84,715	80,000	105,893	619800	Other Contractual Services	80,000	-25,893	-24.5%
84,715	80,000	105,893	Total	Maint & Operations	80,000	-25,893	-24.5%
84,715	80,000	105,893	Division Total		80,000	-25,893	-24.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414			41460905			
			OPERATING GRANTS FUND			Recycling			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
2,549	0	0	619800	Other Contractual Services		0	0	0.0%	
2,549	0	0	Total	Maint & Operations		0	0	0.0%	
2,549	0	0	Division Total			0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414	41460907			
			OPERATING GRANTS FUND	M-J Hazard Mitigation Plan			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
21,759	0	0	411150	Salaries-Project	0	0	0.0%
21,759	0	0	Total	Personnel Services	0	0	0.0%
5,000	0	0	612100	Engineering Services	0	0	0.0%
93,276	0	10,489	619800	Other Contractual Services	0	-10,489	-100.0%
98,276	0	10,489	Total	Maint & Operations	0	-10,489	-100.0%
120,035	0	10,489	Division Total		0	-10,489	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414		41460908		
			OPERATING GRANTS FUND		CicLAvia - Open Streets		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
29,975	0	0	411310	Overtime-Regular	0	0	0.0%
29,975	0	0	Total	Personnel Services	0	0	0.0%
23,625	0	0	612800	Traffic Engineering Services	0	0	0.0%
402,619	0	0	619800	Other Contractual Services	0	0	0.0%
426,244	0	0	Total	Maint & Operations	0	0	0.0%
456,219	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414			41460909			
			OPERATING GRANTS FUND			Prop A-M&S Sr Ctr/A-V			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
214,016	0	10,152	600100	R&M - Building		0	-10,152	-100.0%	
214,016	0	10,152	Total	Maint & Operations		0	-10,152	-100.0%	
214,016	0	10,152	Division Total			0	-10,152	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

PUBLIC WORKS			414			41460910			
			OPERATING GRANTS FUND			Rubberized SideWalk Panels			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	66,600	730100	Improvements other than Bldg		0	-66,600	-100.0%	
0	0	66,600	Total	Capital Outlay		0	-66,600	-100.0%	
0	0	66,600	Division Total			0	-66,600	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

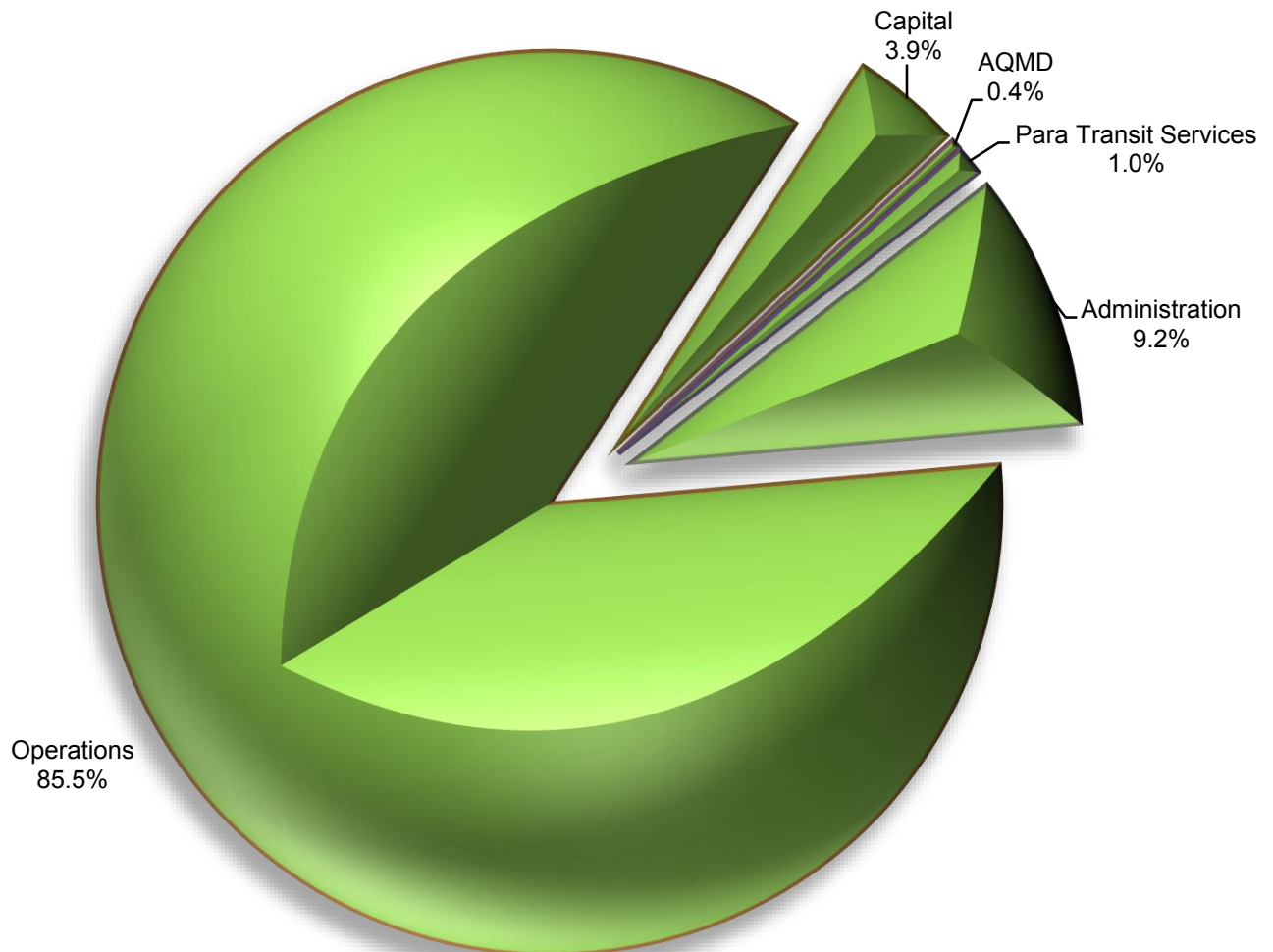
PUBLIC WORKS			414	41460911			
			OPERATING GRANTS FUND	CicLAVia - Open Streets 2016			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	17,135	612800	Traffic Engineering Services	0	-17,135	-100.0%
0	0	280,865	619800	Other Contractual Services	298,000	17,135	6.1%
0	0	298,000	Total	Maint & Operations	298,000	0	0.0%
0	0	298,000	Division Total		298,000	0	0.0%

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ADOPTED 2017-18 BUDGET

TRANSPORTATION DEPARTMENT

\$28,956,094



FOOTNOTE: CHART EXCLUDES EQUIPMENT MAINTENANCE AND FLEET SERVICES DIVISION AND EQUIPMENT REPLACEMENT FUND AS THESE INTERNAL SERVICE COSTS ARE DISTRIBUTED TO ALL DEPARTMENTAL BUDGETS

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TRANSPORTATION

RESP. MGR.: ART IDA

DEPARTMENT MISSION

To provide efficient and effective administrative oversight for all transportation services.

DEPARTMENT DESCRIPTION

Culver City Municipal Bus Lines provides public transit service on seven regular routes throughout Culver City. Major employment, health, commercial, educational, and recreational centers are serviced by Culver CityBus. Administrative responsibilities include planning service; securing adequate local, state and federal revenues; preparing the annual budget; recording service statistics; providing staff for city-wide committees or task forces; participating in public transit industry activities; and providing general oversight to the municipal bus operations, the equipment maintenance division and equipment replacement program.

EXPENDITURE SUMMARY	EXPEND 2015-16	BUDGET 2016-17	ADOPTED 2017-18	PRIOR YEAR ADJUSTED	% CHANGE
203 – TRANSPORTATION FUND					
70100 Transportation Admin	1,704,560	3,467,969	2,654,963	-813,006	-23.4%
70200 Transportation Operations	17,346,520	20,463,507	24,764,811	4,301,304	21.0%
70214 Preventative Maintenance (P)	3,441,185	3,713,996	0	-3,713,996	-100.0%
70300 Transportation Capital	438,292	8,029,930	751,985	-7,277,945	-90.6%
70303 Bus Tire Lease (P)	120,013	135,076	136,500	1,424	1.1%
70304 10-Bus Purchase 2016	0	11,337,654	0	-11,337,654	-100.0%
70306 CNG Station Compressors (P)	0	1,040,627	0	-1,040,627	-100.0%
70307 1996 Transit COPs	21,850	0	0	0	0.0%
70308 Bus Security Cameras (P)	2,464	291,065	239,960	-51,105	-17.6%
70309 Bus Stop Furnishings (P)	0	695,000	0	-695,000	-100.0%
70310 CNG Tank Replacement	0	454,401	0	-454,401	-100.0%
Fund Total	\$23,074,883	\$49,629,224	\$28,548,219	-\$21,081,005	-42.5%
307 – EQUIPMENT REPLACEMENT FUND					
70500 Equipment Replacement	1,488,382	4,806,459	6,581,724	1,775,265	36.9%
Fund Total	\$1,488,382	\$4,806,459	\$6,581,724	\$1,775,265	36.9%
308 – EQUIPMENT MAINTENANCE FUND					
70400 Equipment Maintenance	7,126,157	8,289,386	8,637,805	348,419	4.2%
Fund Total	\$7,126,157	\$8,289,386	\$8,637,805	\$348,419	4.2%



TRANSPORTATION

RESP. MGR.: ART IDA

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>414 – GRANTS OPERATING FUND</i>					
70420 Para Transit Services	255,062	289,474	300,875	11,401	3.9%
70600 Rideshare	25,100	39,000	59,000	20,000	51.3%
70620 AQMD - AB2766	5,786	280,849	48,000	-232,849	-82.9%
Fund Total	\$285,948	\$609,323	\$407,875	-\$201,448	-33.1%
Department Total	\$31,975,370	\$63,334,391	\$44,175,623	-\$19,158,768	-30.3%

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Measure R - OP	1,992,192	2,102,170	2,101,228	-942	0.0%
Measure R - Clean Fuel	0	0	141,149	141,149	100.0%
Measure M-Local Return	0	0	2,005,383	2,005,383	100.0%
CNG Excise Tax Credit	381,269	376,500	0	-376,500	-100.0%
FTA - 5307 (Sect 9)	2,588,509	4,056,605	4,448,050	391,445	9.6%
FTA 5307 (Sct 9)-COPS	781,850	0	0	0	0.0%
STA Grant	767,062	414,727	195,682	-219,045	-52.8%
TDA Grant	4,893,591	5,165,678	5,179,398	13,720	0.3%
AQMD-AB2766Subvention	134,641	306,043	193,000	-113,043	-36.9%
AQMD - Discretionary	0	36,000	156,000	120,000	333.3%
CalCap&Trade LCTOP LowCarbonTr	0	56,805	26,218	-30,587	-53.8%
Prop A Incentive	0	85,000	67,557	-17,443	-20.5%
Prop A Disc	3,244,101	3,326,445	3,426,617	100,172	3.0%
Prop 1B - PTIMSEA	0	0	1,054,000	1,054,000	100.0%
Prop 1B Transit Security	66,090	66,090	210,277	144,187	218.2%
Metro Prop 1B Bridge Transit S	-1	0	78,097	78,097	100.0%
Metro Prop 1B Bridge Funds	0	402,419	344,025	-58,394	-14.5%
Prop C Disc - Transit Svc Expa	232,123	236,417	240,554	4,137	1.7%
Prop C Disc - BSIP Overcrowdin	162,208	165,209	168,100	2,891	1.7%
Prop C Disc - Foothill Mitigat	147,273	150,655	152,075	1,420	0.9%
Prop C Disc - Security	348,264	313,167	374,019	60,852	19.4%
Prop C Disc - MOSIP	1,120,545	1,039,149	1,081,248	42,099	4.1%
EIR Transit Mitigation Fund	541,303	2,335,183	1,453,125	-882,058	-37.8%
MTA - Bus Signal Priority Proj	35,293	2,920,000	2,870,000	-50,000	-1.7%
MTA - Real Time Bus Arrival	33,783	2,920,000	2,870,000	-50,000	-1.7%
County Paratransit Reimburseme	343	1,000	500	-500	-50.0%
Farebox Revenues	2,732,882	2,881,000	2,400,000	-481,000	-16.7%



TRANSPORTATION

RESP. MGR.: ART IDA

FUNDING SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
TAP Card Sales	274,237	300,000	300,000	0	0.0%
EZ Pass Revenue	265,455	300,000	222,000	-78,000	-26.0%
BruinGO Program	212,276	210,000	200,000	-10,000	-4.8%
Access Services	95,260	100,000	90,000	-10,000	-10.0%
Rider Relief	2,162	2,500	2,200	-300	-12.0%
Dial-a-Ride	3,924	5,000	2,500	-2,500	-50.0%
Extended Areas	424	750	500	-250	-33.3%
Vehicle Amortization	1,655,652	1,379,820	1,968,925	589,105	42.7%
Equip Maint - Labor	4,618,814	5,435,631	5,710,000	274,369	5.0%
Equip Maint - Commerc	312,030	0	0	0	0.0%
Equip Maint - Fuel	1,453,128	1,618,225	1,630,000	11,775	0.7%
Equip Maint - Parts	1,140,100	1,296,739	1,310,000	13,261	1.0%
Advertising - Bus	288,061	220,000	280,000	60,000	27.3%
Cost Recovery	8,771	0	0	0	0.0%
Admin Cost Alloc (Interfund)	1,495,753	1,524,814	1,646,236	121,422	8.0%
Interest Income	124,025	42,100	40,200	-1,900	-4.5%
Rent/Concession - Other	65,361	65,361	65,361	0	0.0%
Miscellaneous Revenue	67,867	12,200	12,200	0	0.0%
Donations	4,135	2,000	2,500	500	25.0%
Sale of Property	47,141	50,000	60,000	10,000	20.0%
Trsf In From - Fund 424	205,430	187,020	247,318	60,298	32.2%
Fund Balance	-567,956	21,225,969	-850,619	-22,076,588	-104.0%
Department Total	\$31,975,370	\$63,334,391	\$44,175,623	-\$19,158,768	-30.3%

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>70100 Transit Administration</u>					
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Management Analyst *	2.00	2.00	4.00	2.00	100.0%
Transportation Planning Manager **	0.00	0.00	1.00	1.00	100.0%
Sr. Management Analyst **	2.00	2.00	1.00	-1.00	-100.0%
Transportation Director	1.00	1.00	1.00	0.00	0.0%
Division Total	6.00	6.00	8.00	2.00	33.3%



TRANSPORTATION

RESP. MGR.: ART IDA

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>70200 Transit Operations</u>					
Administrative Clerk	0.00	2.00	2.00	0.00	0.0%
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Bus Operator	128.00	128.00	128.00	0.00	0.0%
Clerk Typist	2.00	0.00	0.00	0.00	0.0%
Custodian/RPT	1.00	1.00	1.00	0.00	0.0%
Deputy Transportation Director	1.00	1.00	1.00	0.00	0.0%
Fleet Services Assistant ***	1.96	1.96	2.00	0.04	2.0%
Information Systems Analyst	0.50	0.50	0.50	0.00	0.0%
Scout Vehicle Operator/RPT	0.49	0.49	0.49	0.00	0.0%
Transit Operation Manager	1.00	1.00	1.00	0.00	0.0%
Transportation Operations Supervisor	6.00	6.00	6.00	0.00	0.0%
Training & Safety Instructor	1.00	1.00	1.00	0.00	0.0%
Transit Operations Analyst	1.00	1.00	1.00	0.00	0.0%
Stores Specialist ^	2.37	2.37	0.00	-2.37	-100.0%
Division Total	147.32	147.32	144.99	-2.33	-1.6%
<u>70400 Equipment Maintenance</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Building Engineer	1.00	1.00	1.00	0.00	0.0%
Electronic Fleet Services Technician ^^	1.00	1.00	2.00	1.00	0.0%
Facility Maintenance Worker	1.00	1.00	1.00	0.00	0.0%
Fleet Services Assistant	10.00	10.00	10.00	0.00	0.0%
Fleet Services Manager	1.00	1.00	1.00	0.00	0.0%
Fleet Services Supervisor	4.00	4.00	4.00	0.00	0.0%
Fleet Services Technician	3.00	3.00	3.00	0.00	0.0%
Management Analyst	1.00	1.00	1.00	0.00	0.0%
Secretary	1.00	1.00	1.00	0.00	0.0%
Sr. Fleet Services Technician	14.00	14.00	14.00	0.00	0.0%
Welder	1.00	0.00	0.00	0.00	0.0%
Sr. Welder	0.00	1.00	1.00	0.00	0.0%
Division Total	39.00	39.00	40.00	1.00	0.0%



TRANSPORTATION

RESP. MGR.: ART IDA

REGULAR POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>70420 Paratransit Services</u>					
Van Driver	2.00	2.00	2.00	0.00	0.0%
Division Total	2.00	2.00	2.00	0.00	0.0%
Total Positions	194.32	194.32	194.99	0.67	0.3%

- * Add one (1) Management Analyst-Planning and one (1) Management Analyst-Finance & Grants
- ** Reclass one (1) Sr. Management Analyst position to a Transportation Planning Manager
- *** Upgrade two (2) Fleet Services Assistant/RPT positions to full-time
- ^ Transfer 2.37 Stores Specialist to 20314500 - Purchasing.
- ^^ Add one (1) Electronic Fleet Services Technician position

CASUAL PT POSITIONS	ACTUAL 2015-16	ADJUSTED 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>70100 Transportation Administration</u>					
Administrative Intern *	2,800	2,800	4,360	1,560	55.7%
Division Total	2,800	2,800	4,360	1,560	55.7%
<u>70200 Transportation Operations</u>					
Administrative Intern **	0	0	1,560	1,560	100.0%
Division Total	0	0	1,560	1,560	100.0%
<u>70420 Paratransit Services</u>					
Van Driver/Ex	248	248	248	0	0.0%
Division Total	248	248	248	0	0.0%
Total Hours	3,048	3,048	6,168	3,120	102.4%

- * Add Administrative Intern - Social Media
- ** Add Administrative Intern - Transit Operations



TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2016-17 WORK PLANS

1. Explore emerging vehicle technologies for possible introduction into the City fleet including all-electric (EV), plug-in hybrid electric (PHEV), and natural gas solutions.

The Equipment Maintenance & Fleet Services Division is testing and evaluating several electric vehicles for fleet applicability. We recently had three transit bus manufacturers here with their electric bus: New Flyer, BYD and Proterra. We tested each one for a week for drivability, charging requirements and operational efficiencies. We will also continue to purchase all-electric Nissan Leafs and explore inclusion of other plug-in (partial electric) vehicles into the fleet, as is practical.

2. Work with a consultant on software program development to integrate Bus Operator daily work schedules with payroll records. An RFP for this project is anticipated to be issued in February 2017.

As a small transit agency, the Culver CityBus Transit Operations Division has found that consulting firms traditionally performing such services are not as willing develop the software program on a smaller scale. The project is being deferred at this time.

3. Implement the Culver CityBus SmartBus Project consisting of the SmartBus System replacement, Bus Signal Priority, and the Real-Time Bus Arrival Information System, and evaluate operational needs associated with implementation. The project is anticipated to complete by June 2018.

The project has gone through the Request for Proposal (RFP) process to solicit a contractor to design and construct the SmartBus Project. The City Council awarded the contract to Clever Devices LLC On August 22, 2016, and the contract is anticipated to be executed in February 2016. The project started in January 2017 in anticipation of the contract execution.

In June 2016, the City has gone through a public outreach process on the relocation of 35 bus stops (from before the intersection to after the intersection) to maximize the benefits of the Bus Signal Priority System. Staff conducted three community meetings to received inputs and answer questions from the public, and the City Council approved the relocation of bus stops on August 22, 2016. Subsequently, staff from Public Works and Transportation Departments have been working with a contractor to relocate the bus stops and the work is anticipated to start in January/February 2017.

The City also issued an RFP for the on-street/intersection portion of the Bus Signal Priority Project in September 2016. The RFP is going through the final evaluation/negotiation stage and staff anticipates to bring this item to the City Council for contract award in February or March 2017.

4. Review the Comprehensive System Analysis and determine potential service changes, with a mid-year analysis projected.

Staff has reviewed the Comprehensive System Analysis and is working with the project consultant to finalize recommended future service changes. The mid-year ridership analysis looking at impacts of Expo Line to Culver CityBus system ridership was conducted.



TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2016-17 WORK PLANS (*CONTINUED*)

5. Evaluate by mid-year the possibility of fare increases.

A mid-year evaluation of our projected ongoing operational costs and revenue sources has resulted in the decision not to increase bus fares at this time.

6. Implement the Bus Stop Furniture Project. The project is anticipated to complete by June 30, 2017.

The project has gone through the RFP process to solicit a contractor to procure and install the bus stop furniture. The City Council awarded the contract to West Valley Investment, Inc. on September 12, 2016. Staff executed the contract on December 2016 and started the project in January 2017. The project is on-track to complete by June 30, 2017.

7. By October 2016, evaluate the feasibility of implementing demand response transit service.

Staff has researched various first and last mile mobility options and technologies as part of the feasibility evaluation for implementing a demand response transit service. Examples of mobility options/technologies examined include Uber/LYFT, products that offer dynamic routing and automatic computer dispatch for flexible transit service, on-demand flexible transit service using Tesla vehicles, and fixed-route pilot transit service using autonomous buses. Staff will continue to investigate these options to determine whether a pilot program will be feasible in the City.

8. Increase the Department marketing footprint via an expanded Public Relations program, and create opportunities to strengthen strategic public and private stakeholder partnerships. Plans will include educational programs, general market outreach, social media development, incentive programs and recruitment. Event planning and marketing will include the City Of Culver City Centennial Celebration and the Culver CityBus 90th Anniversary. Implementation targets include review and status updates in October, January and April.

Our marketing outreach has included an expanded program with CCUSD, with a total of 10 cobranded field trips and events occurring as of mid-year. A dynamic transit video project was completed which will be released to the public to increase education and awareness of transit programs. Additional marketing and public relations activities include the following: created a program with new CC mobile tap unit for seniors and students; completed bus wrap and TAP card and participated in parade for CC 100 celebration; expanded outreach and rideshare fairs to include job opportunities information; participated in four job fairs; updated web content to include easy access to timely information on splash page; brought Santa on the bus for Holiday PR campaign.



TRANSPORTATION

RESP. MGR.: ART IDA

STRATEGIC PLAN INITIATIVES RELEVANT TO THE TRANSPORTATION DEPARTMENT

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort.
- Create a Culver City Unified School District/City Youth Shared Resource Page on the City's website to promote community service opportunities for youth and include a directory of neighborhood and homeowner associations, non-profit organizations, and service clubs.
- Evaluate the criteria to post an event on the Community Calendar on the City's website. Promote the use of the Community Calendar through development and maintenance of the calendar items.

Goal 3: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Revise the Transportation Demand Management (TDM) Program to incorporate the City's goal of no ADT growth and evaluate potential incentive programs.
- Hire a consultant to create a robust TDM program and grow local business support for it.
- Develop a program to encourage residents to reduce trips by ridesharing and other additional forms of transportation.
- Research and develop additional transportation programs, such as on-demand fixed route busses; subsidized private ride sharing; a pool for discounted TAP cards; or a program of parking credits to allow less required parking, if the cost savings are allocated to TAP cards offered to a percentage of commercial building tenants.
- Identify opportunities for a partnership with the Southern California Association of Governments (SCAG) when pursuing the Mobility Element of the General Plan.
- Engage the City Council's Traffic and Parking Subcommittee in the process.

Goal 4: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- Engage local high school students in meaningful work assignments that will stimulate an interest in future career opportunities with the City, utilizing social media to market current City programs (i.e. Student Worker Program, Police Explorer Program, Teen Citizen Academy, and Fire Department Mentorship)
- Evaluate opportunities with West Los Angeles College and other efforts such as the New American Leaders Project.



TRANSPORTATION

RESP. MGR.: ART IDA

STRATEGIC PLAN INITIATIVES RELEVANT TO THE TRANSPORTATION DEPARTMENT

Objective 2: Increase Diversity in the Workplace

- Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media, professional organizations, and personal follow up from job fairs and other sources of contact.
- Develop and grow the City's image as a role model for equal opportunity, inclusion, and diversity.

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 3: Expansion of Funding Alternatives

- Continue to pursue grants to leverage City funding.
- Continue to support legislative measures to enhance City revenues.
- Coordinate efforts with the Culver City Chamber of Commerce.

Goal 6: Enhance Culver City's Reputation as a City of Kindness

Objective 1: Define what it Means to be a City of Kindness

- Use media and social media to promote the idea of kindness through articles and publishing acts of kindness.
- Consider the Moral Courage Project and existing Culver City Unified School District programs as resources.

Objective 4: Become a City of Kindness

- Recognize acts of kindness through regular articles, social media posts, and an annual event.

FISCAL YEAR 2017-18 DEPARTMENT WORK PLANS

1. Implement the Culver CityBus SmartBus Project consisting of the SmartBus System replacement, Bus Signal Priority, and the Real-Time Bus Arrival Information System, and evaluate operational needs associated with implementation. The project is anticipated to complete by December 2018. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
2. Continue to analyze system-wide ridership and factors that impact public transportation and determine potential future changes for Culver CityBus service to increase transit ridership and reduce vehicular trips. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*



TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2017-18 DEPARTMENT WORK PLANS (CONTINUED)

3. Continue to identify and evaluate public transportation technologies and innovations and assess the feasibility of implementing innovative public transportation service to reduce vehicular trips. Identify opportunities for partnership with other agencies and businesses on innovative public transportation services. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
4. Coordinate and work with Public Works, the City of LA and Caltrans on the I-10/Robertson/National Area Circulation Improvement Project. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
5. Continue to administer City's Congestion Management Program and Transportation Demand Management Ordinance; work with other departments to update City's Transportation Demand Management Ordinance and create a comprehensive program that will incentivize, promote, and increase the use of alternative modes of transportation by residents and businesses. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion; Goal 5 - Identify New Revenue Sources to Maintain Financial Stability*
6. Participate in the City's General Plan and Traffic Study Guidelines update efforts. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
7. Explore the feasibility of implementing an autonomous bus pilot project. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
8. Increase the Department marketing footprint via an expanded Public Relations, Marketing and social media program, and create opportunities to strengthen strategic public and private stakeholder partnerships. *Strategic Plan References: Goal 1 – Increase Civic Engagement; Goal 4 – Promote Workforce Diversity and Development; Goal 6 – Enhance Culver City's Reputation for Kindness*
9. Replace the transit bus washing system which has reached the end of its useful life. Staff anticipates that this project will be completed by December 2018. *Strategic Plan References: N/A*
10. Reduce greenhouse gas emissions by introducing emerging vehicle technologies into the City fleet including all-electric (EV), plug-in hybrid electric (PHEV), and natural gas solutions, and by transitioning the City's diesel vehicles from petroleum diesel fuel to renewable diesel fuel. *Strategic Plan References: N/A*
11. Continue to advance safety and security improvements for all transportation operations including both on-vehicle and facility enhancements. Staff has identified grant funding for several facility security projects to be completed by June 2018. *Strategic Plan References: N/A*



TRANSPORTATION

20370100 – TRANSPORTATION ADMINISTRATION

RESP. MGR.: ART IDA

DIVISION MISSION

To provide efficient and effective administrative oversight for all transportation services.

DIVISION DESCRIPTION

Culver City Municipal Bus Lines provides public transit service on seven regular routes throughout Culver City. Major employment, health, commercial, educational, and recreational centers are serviced by Culver CityBus. Administrative responsibilities include planning service; securing adequate local, state and federal revenues; preparing the annual budget; recording service statistics; providing staff for city-wide committees or task forces; participating in public transit industry activities; and providing general oversight to the municipal bus operations, the equipment maintenance division and equipment replacement program.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	1,024,301	1,111,267	1,440,114	328,847	29.6%
Maint & Operations	674,250	1,779,136	1,214,849	-564,287	-31.7%
Capital Outlay	6,009	577,566	0	-577,566	-100.0%
Division Total	\$1,704,560	\$3,467,969	\$2,654,963	-\$813,006	-23.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203	20370100			
			MUNICIPAL BUS LINES FUND	Transportation Admin			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
654,888	641,002	641,002	411100	Regular Salaries	843,944	202,942	31.7%
24,538	39,144	39,144	411200	Part-Time Salaries	69,639	30,495	77.9%
5,082	2,550	2,550	411310	Overtime-Regular	2,550	0	0.0%
21,727	21,840	21,840	431000	Deferred Compensation	30,160	8,320	38.1%
43,245	42,166	42,166	432000	Social Security	60,005	17,839	42.3%
101,498	137,218	137,218	433000	Retirement - Employer	98,398	-38,820	-28.3%
0	0	0	433050	Retirement-Unfunded Liability	88,145	88,145	0.0%
51,485	67,023	67,023	434000	Workers Compensation	64,194	-2,829	-4.2%
78,707	88,454	88,454	435000	Group Insurance	109,570	21,116	23.9%
3,935	3,900	3,900	435400	Retiree Health Savings	5,200	1,300	33.3%
23,058	30,000	30,000	435500	Retiree Insurance	24,600	-5,400	-18.0%
27,270	27,270	27,270	435600	Retiree Medical Prefunding	28,634	1,364	5.0%
(21,932)	0	0	435650	OPEB Liability Charge	0	0	0.0%
287	265	265	436000	State Disability Insurance	265	0	0.0%
2,500	2,500	2,500	437000	Mgt Health Ben	3,500	1,000	40.0%
907	900	900	437500	Longevity Pay	3,300	2,400	266.7%
4,535	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,570	2,535	2,535	438500	Cell Phone Allowance	3,510	975	38.5%
1,024,301	1,111,267	1,111,267	Total	Personnel Services	1,440,114	328,847	29.6%
994	1,000	1,000	512100	Office Expense	1,000	0	0.0%
106	1,000	1,000	512200	Printing and Binding	1,000	0	0.0%
0	80	80	512300	Postage	80	0	0.0%
467	660	660	512400	Communications	660	0	0.0%
939	3,300	3,300	514100	Departmental Special Supplies	3,300	0	0.0%
3,905	7,500	7,500	516100	Training & Education	5,050	-2,450	-32.7%
19,262	17,000	17,000	516500	Conferences & Conventions	24,300	7,300	42.9%
2,048	2,500	2,500	516600	Special Events & Meetings	2,500	0	0.0%
30,755	32,000	32,000	516700	Memberships & Dues	32,000	0	0.0%
479	300	300	517100	Subscriptions	300	0	0.0%
47,230	45,000	75,000	517300	Advertising and Public Relatio	45,000	-30,000	-40.0%
0	0	0	517800	Employee Service Award Program	5,000	5,000	0.0%
5,059	4,705	4,705	517850	Employee Recognition Events	4,739	34	0.7%
0	500	1,000	600200	R&M - Equipment	500	-500	-50.0%
0	6,500	6,500	610100	Audit Services	6,500	0	0.0%
563,005	1,145,170	1,626,591	619800	Other Contractual Services	1,082,920	-543,671	-33.4%
674,250	1,267,215	1,779,136	Total	Maint & Operations	1,214,849	-564,287	-31.7%
6,009	0	577,566	732120	Departmental Special Equipment	0	-577,566	-100.0%
6,009	0	577,566	Total	Capital Outlay	0	-577,566	-100.0%
1,704,560	2,378,482	3,467,969	Division Total		2,654,963	-813,006	-23.4%



TRANSPORTATION

20370200 – TRANSIT OPERATIONS

RESP. MGR.: SAMANTHA BLACKSHIRE

DIVISION MISSION

To provide safe, courteous, reliable, efficient, and accessible public transportation service to the residents of Culver City and surrounding communities.

DIVISION DESCRIPTION

The Operations Division of the Culver City Transportation Department is responsible for providing regularly scheduled transit service to the City and surrounding communities.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	11,717,610	13,937,729	14,353,328	415,599	3.0%
Maint & Operations	5,769,366	6,525,778	10,411,483	3,885,705	59.5%
Capital Outlay	-140,456	0	0	0	0.0%
Division Total	\$17,346,520	\$20,463,507	\$24,764,811	\$4,301,304	21.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203	20370200			
			MUNICIPAL BUS LINES FUND	Transportation Operations			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
6,232,030	7,786,717	7,786,717	411100	Regular Salaries	7,858,149	71,432	0.9%
121,850	0	0	411200	Part-Time Salaries	23,220	23,220	0.0%
742,845	204,000	204,000	411310	Overtime-Regular	215,840	11,840	5.8%
39,137	0	0	411700	Contract Labor	0	0	0.0%
109,492	149,097	149,097	431000	Deferred Compensation	151,379	2,282	1.5%
536,885	599,511	599,511	432000	Social Security	614,050	14,539	2.4%
1,073,987	1,682,647	1,682,647	433000	Retirement - Employer	664,496	-1,018,151	-60.5%
0	0	0	433050	Retirement-Unfunded Liability	1,076,454	1,076,454	0.0%
812,182	785,157	785,157	434000	Workers Compensation	746,660	-38,497	-4.9%
1,472,235	1,808,779	1,808,779	435000	Group Insurance	2,016,100	207,321	11.5%
74,211	94,486	94,486	435400	Retiree Health Savings	92,300	-2,186	-2.3%
294,909	285,000	285,000	435500	Retiree Insurance	334,740	49,740	17.5%
414,450	414,450	414,450	435600	Retiree Medical Prefunding	435,173	20,723	5.0%
(291,381)	0	0	435650	OPEB Liability Charge	0	0	0.0%
28,577	30,660	30,660	436000	State Disability Insurance	30,985	325	1.1%
1,000	1,500	1,500	437000	Mgt Health Ben	1,500	0	0.0%
53,712	55,500	55,500	437500	Longevity Pay	53,100	-2,400	-4.3%
983	975	975	438500	Cell Phone Allowance	975	0	0.0%
504	38,207	39,250	440000	Uniform Allowance	38,207	-1,043	-2.7%
11,717,610	13,936,686	13,937,729	Total	Personnel Services	14,353,328	415,599	3.0%
1,932	3,780	3,780	512100	Office Expense	3,780	0	0.0%
91,987	90,000	90,000	512200	Printing and Binding	90,000	0	0.0%
59	3,800	3,800	512300	Postage	3,800	0	0.0%
17,188	19,295	19,295	512400	Communications	19,295	0	0.0%
39,069	43,000	43,000	513000	Utilities	43,000	0	0.0%
33,851	48,800	48,800	514100	Departmental Special Supplies	49,600	800	1.6%
18,467	58,000	83,000	516100	Training & Education	61,008	-21,992	-26.5%
5,853	23,000	23,000	516500	Conferences & Conventions	27,146	4,146	18.0%
3,210	20,000	20,000	516600	Special Events & Meetings	8,000	-12,000	-60.0%
0	1,000	1,000	517300	Advertising and Public Relatio	1,000	0	0.0%
54,817	81,600	83,157	550110	Uniforms	81,600	-1,557	-1.9%
14,176	20,000	50,000	600100	R&M - Building	20,000	-30,000	-60.0%
12,914	15,500	15,500	600200	R&M - Equipment	15,500	0	0.0%
0	1,450,000	667	600800	Equip Maint Expenses	3,875,000	3,874,333	580859.5%
758,422	650,000	650,000	600830	Fuel Charges	650,000	0	0.0%
9,555	11,000	11,000	605100	Rental of Equipment	11,000	0	0.0%
7,733	9,000	25,740	614100	Medical Services	9,000	-16,740	-65.0%
108,130	366,500	435,594	619800	Other Contractual Services	390,800	-44,794	-10.3%
0	0	0	650100	Insurance Premiums - Liability	355,718	355,718	0.0%
237,261	108,293	343,630	650200	Insurance Premiums - Other	0	-343,630	-100.0%
211,214	250,000	250,000	660100	Liability Insurance Claims	250,000	0	0.0%
2,647,774	2,800,000	2,800,000	665100	Depreciation	2,800,000	0	0.0%
1,495,753	1,524,814	1,524,814	670100	Administrative Charges	1,646,236	121,422	8.0%
5,769,366	7,597,382	6,525,778	Total	Maint & Operations	10,411,483	3,885,705	59.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203			20370200			
			MUNICIPAL BUS LINES FUND		Transportation Operations				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change		
4,976	0	0	732120	Departmental Special Equipment	0	0	0.0%		
4,976	0	0	Total	Capital Outlay	0	0	0.0%		
17,491,952	21,534,068	20,463,507	Division Total		24,764,811	4,301,304	21.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370214 Preventative Maintenance (P)		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
3,441,185	2,500,000	3,713,996	600800	Equip Maint Expenses	0	-3,713,996	-100.0%
3,441,185	2,500,000	3,713,996	Total	Maint & Operations	0	-3,713,996	-100.0%
3,441,185	2,500,000	3,713,996	Division Total		0	-3,713,996	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203	20370300				
			MUNICIPAL BUS LINES FUND	Transportation Capital				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
80,505	0	196,699	732100	Auto-Rolling Stock & Equipment	0	-196,699	-100.0%	
505,396	919,325	7,575,755	732120	Departmental Special Equipment	690,000	-6,885,755	-90.9%	
0	15,000	15,000	732130	Office Machines & Equipment	27,000	12,000	80.0%	
8,376	0	15,151	732150	IT Equipment - Hardware	7,000	-8,151	-53.8%	
12,000	0	35,560	732160	IT Equipment - Software	0	-35,560	-100.0%	
2,190	0	28,665	740100	Furniture & Furnishings	27,985	-680	-2.4%	
608,467	934,325	7,866,830	Total	Capital Outlay	751,985	-7,114,845	-90.4%	
0	120,000	120,000	810200	Lease/Purchase Principal Payme	0	-120,000	-100.0%	
0	0	43,100	820100	Bond Interest Payments	0	-43,100	-100.0%	
2,250	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%	
2,250	120,000	163,100	Total	Debt Services	0	-163,100	-100.0%	
610,717	1,054,325	8,029,930	Division Total		751,985	-7,277,945	-90.6%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370303 Bus Tire Lease (P)		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
120,013	130,000	135,076	732120	Departmental Special Equipment	136,500	1,424	1.1%
120,013	130,000	135,076	Total	Capital Outlay	136,500	1,424	1.1%
120,013	130,000	135,076	Division Total		136,500	1,424	1.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203			20370304			
			MUNICIPAL BUS LINES FUND		10-Bus Purchase 2016				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change		
0	0	11,337,654	732100	Auto-Rolling Stock & Equipment	0	-11,337,654	-100.0%		
0	0	11,337,654	Total	Capital Outlay	0	-11,337,654	-100.0%		
0	0	11,337,654	Division Total		0	-11,337,654	-100.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203	20370306			
			MUNICIPAL BUS LINES FUND	CNG Station Compressors (P)			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
0	0	1,040,627	732120	Departmental Special Equipment	0	-1,040,627	-100.0%
0	0	1,040,627	Total	Capital Outlay	0	-1,040,627	-100.0%
0	0	1,040,627	Division Total		0	-1,040,627	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203			20370307			
			MUNICIPAL BUS LINES FUND		1996 Transit COPs				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change		
21,850	0	0	820100	Bond Interest Payments	0	0	0.0%		
21,850	0	0	Total	Debt Services	0	0	0.0%		
21,850	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203	20370308				
			MUNICIPAL BUS LINES FUND	Bus Security Cameras (P)				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
13,228	0	291,065	732120	Departmental Special Equipment	239,960	-51,105	-17.6%	
13,228	0	291,065	Total	Capital Outlay	239,960	-51,105	-17.6%	
13,228	0	291,065	Division Total		239,960	-51,105	-17.6%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203	20370309				
			MUNICIPAL BUS LINES FUND	Bus Stop Furnishings (P)				
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	695,000	732120	Departmental Special Equipment	0	-695,000	-100.0%	
0	0	695,000	Total	Capital Outlay	0	-695,000	-100.0%	
0	0	695,000	Division Total		0	-695,000	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			203			20370310			
			MUNICIPAL BUS LINES FUND			CNG Tank Replacement			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description		Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
0	0	454,401	732120	Departmental Special Equipment		0	-454,401	-100.0%	
0	0	454,401	Total	Capital Outlay		0	-454,401	-100.0%	
0	0	454,401	Division Total			0	-454,401	-100.0%	



TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

DIVISION MISSION

Provide an efficient and proactive funding mechanism for the acquisition of capital assets and equipment replacements for the City. The Division will maintain a secure fund balance to ensure the long-term viability of the City's assets.

DIVISION DESCRIPTION

The Equipment Replacement Division of the Transportation Department retains ownership of the City's major capital equipment, such as cars, trucks, construction and landscape equipment, communications equipment, central computers, and other production equipment. Using departments or divisions justify and budget for the initial procurement of capital equipment. When the City receives new equipment, the Division adds it to the Equipment Replacement Fund inventory, establishes an estimated life, calculates a future replacement cost, and sets an amortization schedule. The City obtains funds for the future replacement of this equipment through periodic rental (amortization) charges to the using departments or divisions over the expected lifetime of each unit. The Chief Financial Officer invests the funds and credits interest or dividend earnings to the Fund. The Chief Financial Officer also places the residual (disposal) value of the units into the Fund. This approach assures availability of funds when it becomes necessary to purchase replacements.

The City Council makes decisions to replace capital assets/equipment during the annual budget adoption process. In coordination with the using department or division and the equipment maintenance supervisors, the fund manager prepares specific replacement recommendations. The manager considers age, usage and repair history, current condition, forecasted repair costs and market value before making a recommendation to replace or retain any unit. The user determines need and appropriateness of the equipment used within the activity. In some cases, the user may require a replacement asset that differs in size, capacity, or function. The Fund finances replacement purchases using one of two methods: direct purchase, or lease-purchase. The Chief Financial Officer, working with the fund manager, determines the appropriate method after considering the cost of money and the earnings potential of the Fund's investments.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Capital Outlay	1,488,382	4,806,459	6,581,724	1,775,265	36.9%
Division Total	\$129,942	\$4,806,459	\$6,581,724	\$1,775,265	36.9%



TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

CAPITAL OUTLAY

OBJECT 732100 (AUTOMOTIVE ROLLING STOCK) Purchase of replacements for units indicated

DIV. NO.	UNIT NO.	DESCRIPTION	COUNCIL ADOPTED 2017-18
<i>PRCS – Parks Division</i>			
30300	2083	2003 Ford F150 CNG Pick-Up Truck	45,000
30300	2084	2003 Ford F150 CNG Pick-Up Truck	<u>\$ 45,000</u>
SUB-TOTAL			\$ 90,000
<i>Police – Operating Bureaus</i>			
40200	1565	2008 Dodge Charger Sedan Detective	40,000
40200	1566	2008 Dodge Charger Sedan Detective	40,000
40200	1568	2008 Dodge Charger Sedan Detective	40,000
40200	1570	2008 Dodge Charger Sedan Detective	40,000
40200	1575	2008 Dodge Charger Sedan Detective	40,000
40200	1576	2008 Dodge Charger Sedan Detective	40,000
40200	1965	2009 Chevrolet Tahoe K9	<u>\$ 55,000</u>
SUB-TOTAL			\$ 295,000
<i>Fire – Fire Suppression</i>			
45200	3729	2006 Seagrave Fire Engine	800,000
45200	3730	2006 Seagrave Fire Engine	800,000
45200	3731	2006 Seagrave Fire Engine	<u>\$ 800,000</u>
SUB-TOTAL			\$ 2,400,000
<i>Fire – Fire Prevention</i>			
45600	1572	2006 Ford Crown Victoria Fire Admin Vehicle	<u>\$ 43,500</u>
SUB-TOTAL			\$ 43,500
<i>Public Works – Engineering</i>			
60150	1943	2001 Ford Explorer	<u>\$ 40,000</u>
SUB-TOTAL			\$ 40,000



TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

CAPITAL OUTLAY

OBJECT 732100 (AUTOMOTIVE ROLLING STOCK) Purchase of replacements for units indicated

DIV. NO.	UNIT NO.	DESCRIPTION	COUNCIL ADOPTED 2017-18
<i>Public Works – Street Maintenance</i>			
60210	8528	1993 Ingersoll Rand Portable Air Compressor	30,510
60210	2143	2006 Ford H/D Van E250 Commercial	<u>\$ 35,000</u>
SUB-TOTAL			\$ 65,510
<i>Public Works – Building Maintenance</i>			
60230	2081	2002 Ford F350 with Contractors Body	<u>\$ 47,000</u>
SUB-TOTAL			\$ 47,000
<i>Public Works – Electrical Maintenance</i>			
60240	2089	2006 Ford F350 Utility Truck	<u>\$ 45,323</u>
SUB-TOTAL			\$ 45,323
<i>Public Works – Refuse Collection</i>			
60400	3097	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3130	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3131	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3132	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3133	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3134	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3135	2010 Autocar, Amrep CNG Front Loader	395,500
60400	3136	2010 Autocar, Amrep CNG Front Loader	<u>\$ 395,500</u>
SUB-TOTAL			\$ 3,164,000
<i>Transportation – Equipment Maintenance & Fleet Services</i>			
70400	2088	2007 Ford F250 Pick-Up Truck	<u>\$ 35,000</u>
SUB-TOTAL			\$ 35,000
SUB-TOTAL OBJECT 732100		COUNT 28	\$ 6,225,333



TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

CAPITAL OUTLAY

OBJECT 732120 – DEPARTMENTAL SPECIAL EQUIPMENT

DIV. NO.	UNIT NO.	DESCRIPTION	COUNCIL ADOPTED 2017-18
<i>Transportation – Equipment Maintenance & Fleet Services</i>			
70400		Fuel System	293,800
70400		Radios	43,800
70400		Contingency	\$ 18,791
SUB-TOTAL OBJECT 732120			\$ 356,391
TOTAL EQUIPMENT REPLACEMENT DIVISION			\$ 6,581,724

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			307		30770500		
			EQUIPMENT REPLACEMENT FUND		Equipment Replacement		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
1,810,223	848,000	4,725,470	732100	Auto-Rolling Stock & Equipment	6,225,333	1,499,863	31.7%
0	80,988	80,988	732120	Departmental Special Equipment	356,391	275,403	340.1%
1,810,223	928,988	4,806,459	Total	Capital Outlay	6,581,724	1,775,265	36.9%
1,810,223	928,988	4,806,459	Division Total		6,581,724	1,775,265	36.9%

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TRANSPORTATION

30870400 – EQUIPMENT MAINTENANCE & FLEET SERVICES

RESP. MGR.: PAUL CONDRAN

DIVISION MISSION

To provide the City of Culver City with safe, efficient Equipment/Vehicle Maintenance Repair and Replacement Services through a workforce that places high value on communication, teamwork and quality of work.

EMPLOYEE PURPOSE STATEMENT

The employees of the Equipment Maintenance and Fleet Services Division are comprised of a highly skilled technical workforce coming together as a team dedicated to providing quality and efficient service to the City of Culver City with Pride, Diligence and Commitment to Customer Service.

DIVISION DESCRIPTION

The Equipment Maintenance and Fleet Services Division is a full-service fleet organization providing equipment maintenance, repair, welding and asset replacement services for the City, and operates as an internal service fund. The primary objective of the Division is to provide fleet maintenance services that will maximize equipment availability and reliability with the lowest possible costs to all users. The Division administers the City's Equipment Replacement Fund, drafts new equipment specifications, manages the equipment acquisition and utilization process, and monitors and analyzes accidents and incidents involving City vehicles.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	4,226,376	4,849,972	4,987,802	137,830	2.8%
Maint & Operations	2,899,781	3,439,414	3,650,003	210,589	6.1%
Division Total	\$7,126,157	\$8,289,386	\$8,637,805	\$348,419	4.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			308	30870400			
			EQUIPMENT MAINTENANCE FUND		Equipment Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
2,715,456	2,821,519	2,770,979	411100	Regular Salaries	2,962,122	191,143	6.9%
111,668	55,957	55,957	411310	Overtime-Regular	55,957	0	0.0%
18,642	0	50,540	411700	Contract Labor	0	-50,540	-100.0%
42,289	43,680	43,680	431000	Deferred Compensation	44,720	1,040	2.4%
216,110	202,884	202,884	432000	Social Security	214,306	11,422	5.6%
196,178	592,228	592,228	433000	Retirement - Employer	249,711	-342,517	-57.8%
0	0	0	433050	Retirement-Unfunded Liability	382,440	382,440	0.0%
187,091	209,425	209,425	434000	Workers Compensation	86,017	-123,408	-58.9%
483,716	541,701	541,701	435000	Group Insurance	591,280	49,579	9.2%
24,471	25,350	25,350	435400	Retiree Health Savings	26,000	650	2.6%
147,414	145,000	145,000	435500	Retiree Insurance	152,110	7,110	4.9%
147,240	147,240	147,240	435600	Retiree Medical Prefunding	154,602	7,362	5.0%
(121,514)	0	0	435650	OPEB Liability Charge	0	0	0.0%
11,161	10,341	10,341	436000	State Disability Insurance	10,890	549	5.3%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
43,817	45,600	45,600	437500	Longevity Pay	48,600	3,000	6.6%
1,638	1,625	1,625	438500	Cell Phone Allowance	1,625	0	0.0%
0	6,422	6,422	440000	Uniform Allowance	6,422	0	0.0%
4,226,376	4,849,972	4,849,972	Total	Personnel Services	4,987,802	137,830	2.8%
3,210	2,575	2,575	512100	Office Expense	3,425	850	33.0%
0	150	150	512200	Printing and Binding	150	0	0.0%
94	100	100	512300	Postage	100	0	0.0%
935	1,320	1,320	512400	Communications	1,320	0	0.0%
66,092	79,568	79,568	513000	Utilities	79,568	0	0.0%
1,532	2,530	2,530	514000	Mandated Fees	2,530	0	0.0%
33,068	51,500	52,933	514100	Departmental Special Supplies	103,200	50,267	95.0%
23,658	16,200	17,507	514199	Departmental Special Supplies	16,200	-1,307	-7.5%
81,939	51,800	60,733	514600	Small Tools & Equipment	61,800	1,067	1.8%
16,740	42,300	58,410	516100	Training & Education	52,500	-5,910	-10.1%
85	103	103	516600	Special Events & Meetings	103	0	0.0%
275	750	1,249	516700	Memberships & Dues	750	-499	-40.0%
0	0	21,644	517100	Subscriptions	35,387	13,743	63.5%
1,550	2,000	2,000	517800	Employee Service Award Program	2,000	0	0.0%
0	1,170	1,170	517850	Employee Recognition Events	1,200	30	2.6%
1,109,805	1,618,225	1,633,226	520000	Petroleum Products	1,618,225	-15,001	-0.9%
57	1,515	1,515	550000	Other Charges	1,515	0	0.0%
31,807	24,000	24,000	550110	Uniforms	24,000	0	0.0%
(53,003)	0	0	594600	Small Tools & Equipment-Contra	0	0	0.0%
68,292	65,000	66,150	600100	R&M - Building	65,000	-1,150	-1.7%
1,267,225	1,131,739	1,131,739	600200	R&M - Equipment	1,263,739	132,000	11.7%
33,702	46,000	46,000	600800	Equip Maint Expenses	47,500	1,500	3.3%
20,408	18,156	18,156	605400	Amortization of Equipment	21,669	3,513	19.3%
1,445	800	800	614100	Medical Services	800	0	0.0%
97,658	155,604	184,282	619800	Other Contractual Services	155,604	-28,678	-15.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			308		30870400		
			EQUIPMENT MAINTENANCE FUND		Equipment Maintenance		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
84,974	31,554	31,554	650300	Liability Reserve Charge	143,318	111,764	354.2%
8,235	0	0	665100	Depreciation	0	0	0.0%
2,899,781	3,344,659	3,439,414	Total	Maint & Operations	3,701,603	262,189	7.6%
7,126,157	8,194,631	8,289,386	Division Total		8,689,405	400,019	4.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			414	41470420			
			OPERATING GRANTS FUND		Para Transit Services		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
96,084	94,693	94,693	411100	Regular Salaries	97,849	3,156	3.3%
0	0	0	411200	Part-Time Salaries	4,747	4,747	0.0%
8,450	0	0	411310	Overtime-Regular	0	0	0.0%
1,048	1,040	1,040	431000	Deferred Compensation	1,040	0	0.0%
7,868	7,131	7,131	432000	Social Security	7,692	561	7.9%
18,951	20,805	20,805	433000	Retirement - Employer	8,683	-12,122	-58.3%
0	0	0	433050	Retirement-Unfunded Liability	14,146	14,146	0.0%
9,522	9,824	9,824	434000	Workers Compensation	9,529	-295	-3.0%
26,624	27,367	27,367	435000	Group Insurance	28,350	983	3.6%
1,310	1,300	1,300	435400	Retiree Health Savings	1,950	650	50.0%
439	394	394	436000	State Disability Insurance	423	29	7.4%
879	900	900	437500	Longevity Pay	900	0	0.0%
0	0	753	440000	Uniform Allowance	0	-753	-100.0%
171,174	163,454	164,207	Total	Personnel Services	175,309	11,102	6.8%
4,063	5,500	5,500	512200	Printing and Binding	5,500	0	0.0%
0	500	500	514100	Departmental Special Supplies	500	0	0.0%
0	3,000	3,000	516100	Training & Education	1,000	-2,000	-66.7%
0	1,000	1,000	550110	Uniforms	1,000	0	0.0%
33,847	48,250	48,250	600800	Equip Maint Expenses	50,000	1,750	3.6%
22,366	22,366	22,366	605400	Amortization of Equipment	22,366	0	0.0%
0	200	200	614100	Medical Services	200	0	0.0%
23,611	38,000	44,451	619800	Other Contractual Services	45,000	549	1.2%
83,888	118,816	125,267	Total	Maint & Operations	125,566	299	0.2%
255,062	282,270	289,474	Division Total		300,875	11,401	3.9%



TRANSPORTATION

41470600– AIR QUALITY PROGRAMS

RESP. MGR.: PAM JACKSON

DIVISION MISSION

Working cooperatively with the City, South Coast Air Quality Management District and other air quality agencies to implement Federal, State and Local air quality mandates efficiently and effectively, enhancing the quality of life for all Culver City residents.

DIVISION DESCRIPTION

The Air Quality Programs Division is responsible for maintaining the City's compliance with air quality mandates, monitoring legislation, and improving the City's commuting Average Vehicle Ridership (AVR) through a dynamic, effective Rideshare Program. The Division works in conjunction with the Equipment Maintenance and Fleet Services Division to develop funding strategies for expansion of the City's alternatively fueled vehicle fleet, and to promote enhanced air quality in the region for the betterment of a sustainable community.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	COUNCIL ADOPTED 2017-18	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Personnel Services	5,626	0	0	0	0.0%
Maint & Operations	19,473	39,000	59,000	20,000	51.3%
Division Total	\$25,100	\$39,000	\$59,000	\$20,000	51.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

TRANSPORTATION			414			41470600		
			OPERATING GRANTS FUND		Rideshare			
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change	
5,626	0	0	411100	Regular Salaries	0	0	0.0%	
5,626	0	0	Total	Personnel Services	0	0	0.0%	
19,063	39,000	37,000	517700	Ride Share Program	59,000	22,000	59.5%	
410	0	2,000	517710	Employee Electric Vehicle Prog	0	-2,000	-100.0%	
19,473	39,000	39,000	Total	Maint & Operations	59,000	20,000	51.3%	
25,100	39,000	39,000	Division Total		59,000	20,000	51.3%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2017-18**

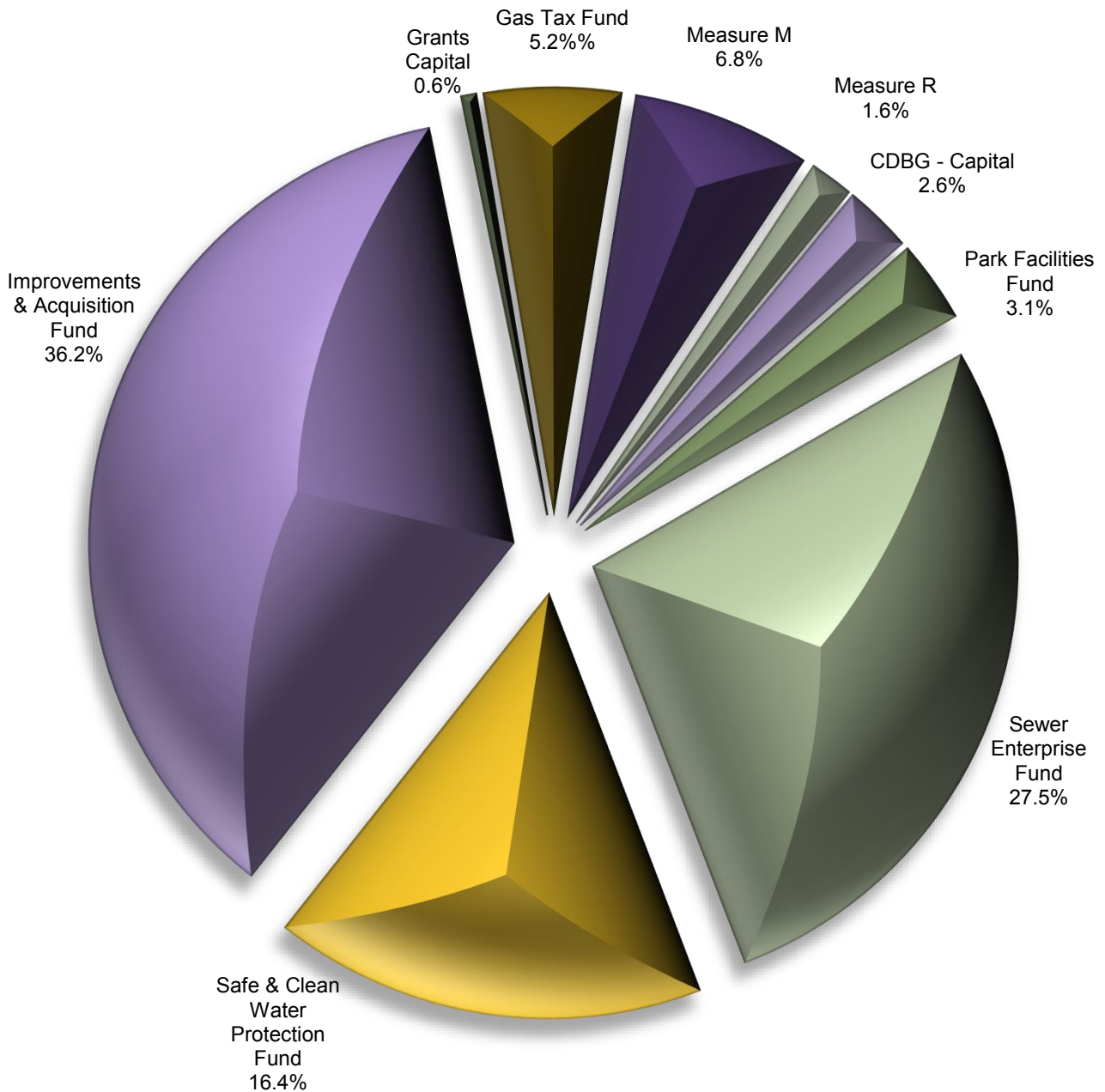
TRANSPORTATION			414		41470620		
			OPERATING GRANTS FUND		AQMD - AB2766		
Expend Actual 2015-16	Adopted Budget 2016-17	Adjusted Budget 2016-17	Expense Object	Expense Object Description	Adopted Budget 2017-18	Change from Prior Yr Adjusted	% Change
5,786	45,000	214,806	732100	Auto-Rolling Stock & Equipment	48,000	-166,806	-77.7%
0	0	66,043	732120	Departmental Special Equipment	0	-66,043	-100.0%
5,786	45,000	280,849	Total	Capital Outlay	48,000	-232,849	-82.9%
5,786	45,000	280,849	Division Total		48,000	-232,849	-82.9%

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ADOPTED 2017-18 BUDGET

CAPITAL IMPROVEMENT BUDGET BY FUNDING SOURCE

\$15,760,877



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CAPITAL IMPROVEMENT PROJECTS

FISCAL YEAR 2017-18 CAPITAL IMPROVEMENT PROJECTS SUMMARY

Capital Improvement Projects are defined as infrastructure or equipment purchases or construction which result in a capitalized asset and have a useful (depreciation) life of two years or more. Projects included in the 2017-18 Adopted Budget total \$15,760,877. This is a significant increase over the past several years recognizing the importance of increasing capital investment and addressing deferred maintenance. This amount represents the actual surplus between revenues and expenditures in the General Fund for Fiscal Year 2015-2016. A transfer of funding of \$4,800,000 from the General Fund is programmed into Capital Projects. This money is supplemented with capital project categories that have dedicated funding (such as sewer projects, grant-funded projects, State Gas Tax funded projects, arts projects, and a transfer of funds from our self-insurance fund for a repair project).

A summary of the capital projects by project type follows:

2017-18 CAPITAL PROJECTS	
CIP USES BY PROJECT TYPE	AMOUNT
Sewer Improvement Projects	\$ 3,900,000
Facilities Improvements	2,383,000
Safe/Clean Water Protection	2,330,000
Street & Alley Improvements	1,807,989
Parking Improvements	1,584,198
Traffic Signal & Lighting Improvements	1,042,193
Parks & Park Facilities Projects	671,000
Technology Improvements	440,000
Other Projects	1,602,497
TOTAL CAPITAL PROJECT SPENDING	\$ 15,760,877

EFFECT OF CAPITAL PROJECTS ON OPERATING COSTS

The appropriations for street projects, sewer projects, street lighting projects, and building-related projects will reduce maintenance costs. The City is current with the replacement schedules in the street and sewer master plans. Facility assessments for both buildings and parks were completed, and assisted in identifying deferred maintenance costs and operating costs. In addition to this year, funds have been appropriated since fiscal year 2010-11 to continue on-going maintenance and replacement work on streets, sidewalks and streetlights, which will bring down current and future associated operating costs.

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**FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
202	PZ883	Sanitation Vehicle Info Systems	130,095	-	130,095	-
202	PZ948	Transfer Station Improvements	622,986	543,232	79,754	-
202 - REFUSE DISPOSAL FUND Total			\$ 753,081	\$ 543,232	\$ 209,849	\$ -
203	PF004	City Facilities Energy Efficiencies	-	-	-	-
203 - MUNICIPAL BUS FUND Total			\$ -	\$ -	\$ -	\$ -
204	PS012	Sewer Emergency Notification Sys. Radio	-	-	-	300,000
204	PW001	Sewer Facility Fees Update	48,433	-	48,433	-
204	PW002	Sanitary Sewer Master Plan Update	95,311	82,250	13,061	-
204	PZ230	Sewer Local & Emergency Repair	472,434	85,313	387,121	100,000
204	PZ497	Stormwater MS4 Permit Compliance Program	-	-	-	-
204	PZ521	Sewage Pump Station Improvements	147,949	36,315	111,634	-
204	PZ863	Residential Paving Program	-	-	-	-
204	PZ874	Bankfield Pump Station Sewer	3,650,001	-	3,650,001	1,000,000
204	PZ906	Priority Sewer Main Rehab	1,665,088	674,523	990,565	-
204	PZ918	Update Sewer User Service Charges	67,193	-	67,193	-
204	PZ946	Update Sewer User Service Charges	4,257,115	205,154	4,051,961	2,500,000
204 - SEWER ENTERPRISE FUND Total			\$ 10,403,524	\$ 1,083,555	\$ 9,319,969	\$ 3,900,000
205	PT003	Municipal Fiber Network	8,153,723	7,960,659	193,064	-
205 - MUNICIPAL FIBER NETWORK FUND Total			\$ 8,153,723	\$ 7,960,659	\$ 193,064	\$ -
307	PZ636	Finance System Replacement	-	-	-	-
307 - EQUIPMENT REPLACEMENT FUND Total			\$ -	\$ -	\$ -	\$ -
309	PZ944	eDiscovery	107,392	22,452	84,940	-
309 - RISK MANAGEMENT FUND Total			\$ 107,392	\$ 22,452	\$ 84,940	\$ -
417	PS005	Annual Street Pavement Rehabilitation Project	269,000	-	269,000	-
417	PZ295	Alley Reconstruction - Citywide	-	-	-	-
417	PZ429	Traffic Signal Replace/Upgrade	-	-	-	-
417	PZ546	Pavement Management Masterplan	16,541	-	16,541	-
417	PZ599	Neighborhood Traffic Management Program	-	-	-	-
417	PZ942	Sawtelle Blvd Resurfacing	4,119	-	4,119	-
417 - COMMUNITY DEVELOPMENT FUND Total			\$ 289,660	\$ -	\$ 289,660	\$ -
418	PF001	Bike Rack Installation	830	-	830	-
418	PF005	Slurry Seal Pavement - CDBG (ECC)	22,249	-	22,249	-
418	PL002	Traffic Signal at Sawtelle & Hayter	100,000	-	100,000	-
418	PL003	Traffic Signal Wash Bl/Cattaraugus	225,000	-	225,000	-
418	PS001	Concrete Street Rehabilitation	100,000	-	100,000	-
418	PS002	City Traffic Sign Retroreflectivity	103,000	-	103,000	-
418	PS003	Traffic Signal Left-Turn Phasing	204,978	32,200	172,778	-
418	PS005	Annual Street Pavement Rehabilitation Project	-	-	-	733,067
418	PZ295	Alley Reconstruction - Citywide	-	-	-	-
418	PZ428	Curb, Gutter, Sidewalk Replacement	483,870	334,112	149,758	-
418	PZ460	Culver Blvd Realignment	-	-	-	-
418	PZ546	Pavement Management Masterplan	-	-	-	-
418	PZ553	Higuera Street Bridge Replacement	103,808	2,158	101,650	-
418	PZ599	Neighborhood Traffic Management Program	272	-	272	-
418	PZ684	Street Light Upgrades	169,815	5,745	164,070	-
418	PZ826	Citywide Traffic Counts	14,975	-	14,975	-
418	PZ851	Sawtelle Blvd Widening at Venice Bl	933	-	933	-
418	PZ863	Residential Paving Program	462,103	114,041	348,062	-
418	PZ934	Ped Signal Washington/Boise	10,850	-	10,850	-
418	PZ941	Safe Routes to School	-	-	-	-
418	PZ942	Sawtelle Blvd Resurfacing	12,500	-	12,500	-
418	PZ963	Sherbourne and McManus Sidewalk	15,000	-	15,000	-
418	PZ964	Higuera Bridge Ramp - Ballona Creek	20,000	-	20,000	-
418	PZ965	Washington Bl & PI Bike Lane	22,366	21,846	520	-
418 - SPECIAL GAS TAX FUND Total			\$ 2,072,549	\$ 510,102	\$ 1,562,447	\$ 733,067

**FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
419	PP006	Tellefson Park Playground	-	-	-	300,000
419	PF017	Tellefson Park Security Fencing	-	-	-	30,000
419	PF007	Senior Center Courtyard Renovation	35,640	18,840	16,800	-
419	PZ551	Interpretive Nature Trail	-	-	-	60,000
419	PZ594	Fencing Replacement at Parks	9,853	1,445	8,408	-
419	PZ612	Upgrade Park Irrigation Systems	24,420	6,548	17,872	-
419	PZ640	Resurface/Restripe Sports Courts	34,180	3,190	30,990	18,000
419	PZ731	Lindberg Park	13,367	-	13,367	-
419	PZ830	Skateboard Park Office	118,412	21,550	96,862	-
419	PZ835	Culver West Park Rehab	30,000	-	30,000	-
419	PZ876	Vet's Memorial Bldg Refurbish	7,461	-	7,461	-
419	PZ898	Playground Equip Repair at Parks	33,596	11,241	22,355	10,000
419	PZ899	Park Facilities Improvements	16,008	-	16,008	25,000
419	PZ958	Fox Hills Park Rehab	5,000	-	5,000	-
419	PZ960	Fox Hills Park Renovation	20,000	-	20,000	-
419	PZ961	Veteran's Memorial Park ADA	25,000	-	25,000	-
419 - PARK FACILITIES FUND Total			\$ 372,937	\$ 62,814	\$ 310,123	\$ 443,000
420	PF018	PD Work Station Reconfiguration	-	-	-	50,000
420	PT006	PD Communications Center Relocation	-	-	-	25,000
420	PF019	City Hall - Centennial Garden	-	-	-	546,000
420	PT007	Citywide Electronic Doc. Mgt. Sys.	-	-	-	365,000
420	PE002	Radio System Replacement	104,126	-	104,126	-
420	PE003	Police Vehicle In-Car Cameras	19,639	5,291	14,348	-
420	PF001	Bike Rack Installation	10,000	-	10,000	-
420	PF002	City Hall Palm Tree Replacement	25,693	-	25,693	-
420	PF003	City Hall EV Charging Stations	11,211	-	11,211	-
420	PF004	City Facilities Energy Efficiencies	47,998	46,858	1,140	-
420	PF008	Fire Station Alerting System Upgrade	280,000	272,626	7,374	-
420	PF009	Server Room Consolidation/Relocation	-	-	-	-
420	PL002	Traffic Signal at Sawtelle & Hayter	238,925	-	238,925	-
420	PL003	Traffic Signal Wash Bl/Cattaraugus	150,000	-	150,000	-
420	PL004	Traffic System (TMSS) Gap Closure	167,890	76,451	91,439	-
420	PL005	Adaptive Traffic Control System	175,294	-	175,294	-
420	PL006	Wash-Culver Pedestrian & Cyc Safety	100,000	-	100,000	-
420	PL008	Traffic Signal Synch & Art. Perf. Meas. Sys.	247,379	-	247,379	-
420	PO001	Urban Forest Mgt & Succession Plan	25,000	-	25,000	-
420	PO002	Park Irrigation System Modifications	210,483	27,081	183,402	-
420	PO003	AB321-Public School Speed Reduction	25,000	-	25,000	18,000
420	PO004	Tree Grate Replacement	30,000	30,000	-	20,000
420	PP001	Hetzler Road Pedestrian Trail	110,000	45,380	64,620	-
420	PP002	SK/CWA Park Power Gearbox Rplcmnt	12,000	10,000	2,000	-
420	PP003	Parks Quillite Panels	105,000	54,900	50,100	-
420	PP004	Media Park Lighting	54,000	39,820	14,180	-
420	PS001	Concrete Street Rehabilitation	100,000	-	100,000	-
420	PS002	City Traffic Sign Retroreflectivity	25,000	-	25,000	138,000
420	PS004	Demonstration Rain Garden Projects	-	-	-	-
420	PS005	Annual Street Pavement Rehabilitation Project	1,545,000	69,569	1,475,431	178,503
420	PS006	ADA Transition Plan	120,000	120,000	-	80,000
420	PS007	Duquesne Slurry Seal & Bike Lane	230,721	230,721	-	-
420	PS008	Ped and Bicycle Programs (Match)	100,000	-	100,000	-
420	PS011	CDBG Sidewalk Barrier Removal & Repair Project	-	-	-	-
420	PT001	Wireless Deployment-City Facilities	61,881	33,363	28,518	-
420	PZ295	Alley Reconstruction - Citywide	50,000	4,566	45,434	60,000
420	PZ388	Technology Replacement Fund	101,992	31,292	70,700	50,000
420	PZ428	Curb, Gutter, Sidewalk Replacement	283,230	85,396	197,834	-
420	PZ429	Traffic Signal Replace/Upgrade	438,897	332,449	106,448	450,000
420	PZ460	Culver Blvd Realignment	530,571	7,121	523,450	-

**FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
420	PZ497	Stormwater MS4 Permit Compliance Program	183,089	167,981	15,108	-
420	PZ546	Pavement Management Masterplan	-	-	-	25,000
420	PZ551	Interpretive Nature Trail	120,360	7,208	113,152	-
420	PZ554	Minor Pavement & Concrete Improve	126,447	28,881	97,566	-
420	PZ599	Neighborhood Traffic Management Program	269,287	74,810	194,477	225,000
420	PZ612	Upgrade Park Irrigation Systems	76,906	21,700	55,206	-
420	PZ636	Finance System Replacement	747,260	310,616	436,644	-
420	PZ638	Median Island Rehabilitation	60,683	7,000	53,683	-
420	PZ684	Street Light Upgrades	2,717,133	344,614	2,372,519	450,000
420	PZ754	Ficus Tree Replacement	44,580	44,580	-	-
420	PZ811	Citywide Speed Zone Study	47,107	19,850	27,257	95,000
420	PZ826	Citywide Traffic Counts	55,000	-	55,000	-
420	PZ830	Skateboard Park Office	24,511	-	24,511	-
420	PZ835	Culver West Park Rehab	-	-	-	-
420	PZ844	UST Upgrades on City Property	44,445	5,798	38,647	30,000
420	PZ845	Asbestos Abatement	18,441	-	18,441	30,000
420	PZ851	Sawtelle Blvd Widening at Venice Bl	-	-	-	-
420	PZ862	EOC Relocation	-	-	-	-
420	PZ863	Residential Paving Program	-	-	-	-
420	PZ876	Vet's Memorial Bldg Refurbish	-	-	-	-
420	PZ878	Emergency Preparedness	-	-	-	-
420	PZ898	Playground Equip Repair at Parks	-	-	-	-
420	PZ899	Park Facilities Improvements	-	-	-	-
420	PZ902	Public Safety CAD/RMS/Mobile Units	-	-	-	400,000
420	PZ920	Fire Training Tower	124,201	84,848	39,353	-
420	PZ922	Booster Pump Replacement Project	17,569	-	17,569	-
420	PZ923	Fox Hills Parking Supply Augment	10,000	-	10,000	-
420	PZ929	Real Time Motorist Info System	214,000	141,692	72,308	-
420	PZ931	Fire Station No. 1 Renovations	50,196	-	50,196	-
420	PZ932	Fire Station No. 2 Renovations	15,430	9,180	6,250	-
420	PZ934	Ped Signal Washington/Boise	3,045	-	3,045	-
420	PZ938	Citywide Bridge Repairs	101,161	55,882	45,279	25,000
420	PZ941	Safe Routes to School	129,776	-	129,776	129,497
420	PZ950	Ped Improve-Intersects w/Bus Stops	11,681	-	11,681	-
420	PZ952	Town Plaza - Vandal Deterrents	6,288	-	6,288	-
420	PZ958	Fox Hills Park Rehab	10,271	-	10,271	-
420	PZ964	Higuera Bridge Ramp - Ballona Creek	206,000	-	206,000	-
420 - CAPITAL IMPROV AND ACQ FUND Total			\$ 11,171,797	\$ 2,847,524	\$ 8,324,273	\$ 3,390,000
420F	PF011	Radio Tower Repairs	40,000	-	40,000	75,000
420F	PF012	Facilities Assessment Study	100,000	-	100,000	-
420F	PF013	Fire Station Renovations	38,000	-	38,000	52,000
420F	PF014	PD Flooring	100,000	74,635	25,365	-
420F	PZ132	Building Repairs	948,133	433,707	514,426	375,000
420F	PZ876	Vet's Memorial Bldg Refurbish	685,124	669,456	15,668	600,000
420F - FACILITIES PLANNING RESERVE Total			\$ 1,911,257	\$ 1,177,798	\$ 733,459	\$ 1,102,000
420M	PL004	Traffic System (TMSS) Gap Closure	584,006	584,006	-	-
420M	PL005	Adaptive Traffic Control System	696,998	651,989	45,009	-
420M	PZ881	Sepulveda Blvd Widening	53,876	-	53,876	-
420M - MITIGATION FUNDS Total			\$ 1,334,880	\$ 1,235,995	\$ 98,885	\$ -
420P	PF007	Senior Center Courtyard Renovation	180,000	-	180,000	-
420P - PAETZOLD DONATAION Total			\$ 180,000	\$ -	\$ 180,000	\$ -
420R	PF016	Veterans Memorial Marquee Sign	-	-	-	225,000
420R	PP007	Plunge Cantilever Canopy Shade Structures	-	-	-	43,000
420R	PF007	Senior Center Courtyard Renovation	35,000	-	35,000	-
420R	PP005	Blair Hills Park Playground Rehab	275,000	-	275,000	-
420R	PZ831	Syd Kronenthal Playground Improv	88,524	29,804	58,720	-
420R	PZ835	Culver West Park Rehab	60,000	-	60,000	-

**FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
420R	PZ899	Park Facilities Improvements	24,066	8,618	15,448	10,000
420R	PZ958	Fox Hills Park Rehab	5,000	-	5,000	-
420R - RECREATION FACILITIES RESERVE Total			\$ 487,590	\$ 38,422	\$ 449,168	\$ 278,000
420S	PS005	Annual Street Pavement Rehabilitation Project	-	-	-	360,000
420S	PZ863	Residential Paving Program	367,200	7,200	360,000	-
420S - SEWER FUND TRANSFER Total			\$ 367,200	\$ 7,200	\$ 360,000	\$ 360,000
421	PZ949	New Parking Meter Installation	-	-	-	-
421 - PARKING IMPROVEMENT FUND Total			\$ -	\$ -	\$ -	\$ -
423	PL008	Traffic Signal Synch & Art. Perf. Meas. Sys.	989,517	-	989,517	-
423	PF001	Bike Rack Installation	1,752	-	1,752	-
423	PL004	Traffic System (TMSS) Gap Closure	2,283,259	1,984,069	299,190	-
423	PL005	Adaptive Traffic Control System	1,147,761	1,144,729	3,032	-
423	PL006	Wash-Culver Pedestrian & Cyc Safety	2,722,000	-	2,722,000	-
423	PL007	Traffic Signal - Left Turn Upgrades	2,083,000	-	2,083,000	-
423	PO001	Urban Forest Mgt & Succession Plan	1,664	-	1,664	-
423	PP001	Hetzler Road Pedestrian Trail	1,277,350	1,261,873	15,477	-
423	PR001	Washington Boulevard - MdRH	767,136	-	767,136	-
423	PS003	Traffic Signal Left-Turn Phasing	958,193	955,885	2,308	-
423	PS005	Annual Street Pavement Rehabilitation Project	183,880	-	183,880	-
423	PS010	Parkway Tree Planting	-	-	-	-
423	PZ460	Culver Blvd Realignment	350,000	-	350,000	-
423	PZ497	Stormwater MS4 Permit Compliance Program	492,540	-	492,540	-
423	PZ551	Interpretive Nature Trail	294,486	-	294,486	80,000
423	PZ553	Higuera Street Bridge Replacement	319,122	37,429	281,693	-
423	PZ830	Skateboard Park Office	-	-	-	-
423	PZ831	Syd Kronenthal Playground Improv	62,051	62,051	-	-
423	PZ835	Culver West Park Rehab	-	-	-	-
423	PZ863	Residential Paving Program	-	-	-	-
423	PZ881	Sepulveda Blvd Widening	113,490	-	113,490	-
423	PZ929	Real Time Motorist Info System	1,567,935	749,493	818,442	-
423	PZ938	Citywide Bridge Repairs	-	-	-	-
423	PZ941	Safe Routes to School	226,013	164,985	61,028	-
423	PZ942	Sawtelle Blvd Resurfacing	12,390	4,639	7,751	-
423	PZ950	Ped Improv-Intersects w/Bus Stops	-	-	-	-
423	PZ964	Higuera Bridge Ramp - Ballona Creek	615,625	-	615,625	-
423	PZ965	Washington Bl & PI Bike Lane	-	-	-	-
423 - CAPITAL GRANTS (CIP) FUND Total			\$ 16,469,164	\$ 6,365,153	\$ 10,104,011	\$ 80,000
424	PZ863	Residential Paving Program	-	-	-	-
424 - PROP C LOCAL RETURN FUND Total			\$ -	\$ -	\$ -	\$ -
428	PF005	Slurry Seal Pavement - CDBG (ECC)	28,491	-	28,491	-
428	PS006	ADA Transition Plan	-	-	-	107,193
428	PS009	ADA Curb Ramps (CDBG)	165,000	-	165,000	-
428	PS011	CDBG Sidewalk Barrier Removal & Repair Project	162,255	162,229	26	-
428	PZ295	Alley Reconstruction - Citywide	-	-	-	260,000
428	PZ428	Curb, Gutter, Sidewalk Replacement	10,901	-	10,901	-
428	PZ934	Ped Signal Washington/Boise	-	-	-	-
428	PZ963	Sherbourne and McManus Sidewalk	1,968	-	1,968	-
428 - CDBG - CAPITAL FUND Total			\$ 368,615	\$ 162,229	\$ 206,386	\$ 367,193
431	PS005	Annual Street Pavement Rehabilitation Project	498,658	-	498,658	233,419
431	PZ863	Residential Paving Program	-	-	-	-
431	PZ950	Ped Improv-Intersects w/Bus Stops	74,000	-	74,000	-
431 - MEASURE R Total			\$ 572,658	\$ -	\$ 572,658	\$ 233,419

**FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
434	PR001	Washington Boulevard - MdRH	4,020,000	-	4,020,000	500,000
434	PR002	Culver Boulevard - BC	500,000	-	500,000	1,500,000
434	PR003	Baldwin Avenue - Rain Garden Rehab	50,000	15,437	34,563	15,000
434	PR004	Green Street Master Plan	175,000	-	175,000	-
434	PR005	Mesmer Dry Weather Diversion Projec	80,000	-	80,000	50,000
434	PZ497	Stormwater MS4 Permit Compliance Program	541,552	148,251	393,301	265,000
434	PZ948	Transfer Station Improvements	950,000	40,392	909,608	-
434 - SAFE/CLEAN WATER PROTECTION FUND Total			\$ 6,316,552	\$ 204,080	\$ 6,112,472	\$ 2,330,000
435	PO006	Bike Share Program	-	-	-	960,000
435 - MEASURE M Total			\$ 1,796,552	\$ 204,080	\$ 1,592,472	\$ 1,290,000
475	PA001	Parking Meters Relocation Project	75,000	-	75,000	-
475	PA002	Cloud-Based Permit Parking Program	75,000	-	75,000	55,900
475	PA003	Ince Parking Structure Lighting	265,000	-	265,000	-
475	PA004	PARCS Equipment Replacement	2,350,000	2,137,509	212,491	-
475	PZ132	Building Repairs	30,000	-	30,000	-
475	PZ923	Fox Hills Parking Supply Augment	120,000	-	120,000	60,000
475	PZ929	Real Time Motorist Info System	250,000	-	250,000	-
475	PZ949	New Parking Meter Installation	1,618,982	91,320	1,527,662	1,468,298
475 - CULVER CITY PARKING AUTHORITY Total			\$ 4,783,982	\$ 2,228,829	\$ 2,555,153	\$ 1,584,198
484	PZ553	Higuera Street Bridge Replacement	800,000	-	800,000	-
484 - 1993 TAXEXEMPT BONDS Total			\$ 800,000	\$ -	\$ 800,000	\$ -
GRAND TOTAL			\$ 66,916,561	\$ 24,450,044	\$ 42,466,517	\$ 15,760,877

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APPENDIX A

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

Policy Number 5001

General Subject: Budget

Date Issued 1/23/95

Specific Subject: Budget Development and
Administration

Date Revised 06/23/14

Effective Date 06/24/14

Resolution No. 2014-R058

PURPOSE:

To establish the policy for the preparation, adoption, and administration of the City's Annual Budget.

STATEMENT OF POLICY:

A. Budget Development.

General

The City Manager shall prepare and submit a proposed budget to the City Council at least 45 days prior to the beginning of the upcoming fiscal year, as required by Section 801 of the City Charter. The budget shall be adopted by July 1, of each year, as required by Section 803 of the City Charter. The budget shall incorporate a results-based budgeting approach that allows the public and the City Council to prioritize City expenditures strategically aligned with core community values. The operating budget shall serve as the annual financial plan of the City for implementing the goals and objectives of the City Council, City Manager and departments. The budget shall provide the necessary resources to accomplish City Council determined service levels.

City Council directs and controls the planned use of reserves through budget appropriation process. Appropriations for operating expenditures shall be balanced in relation to current revenue sources and will not over-rely on one-time revenue sources or reserves. This is not intended to limit the periodic use of financial resources that were accumulated over time for a specific project or purpose.

The budget may be developed with one or more contingency plans to protect against volatile or unexpected events. When significant uncertainty exists concerning revenue volatility or threatening/pending obligations, the City Council and City Manager reserve the right to impose any special fiscal

control measures, including a personnel hiring freeze, and other spending controls, whenever circumstances warrant. The City Council may authorize the use of Contingency Reserves only during emergency situations as set forth by Council Policy 5002. Any approved use of contingency reserves shall require the City Manager to present a plan to City Council to replenish reserves within five years.

Revenues

1. The City will estimate annual General Fund revenues using an objective, analytical process; specific assumptions will be documented and maintained. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, and/or reliable economic forecasters when available.
2. Specific revenue sources will not be dedicated for specific purposes, unless required by law or Generally Accepted Accounting Principles (GAAP). All non-restricted revenues will be deposited in the General Fund and appropriated through the budget process.
3. The City shall prepare a comprehensive report at mid-year which discusses revenue projections in light of actual receipts, and shall provide new projections, as appropriate.

Appropriations

1. The City will estimate annual General Fund expenditures using current position control and payroll data, actual pay and benefit factors for the upcoming year when available, estimated pay and benefit factors when actuals are not available, and estimated inflation rates. Estimates will be based on data provided by the state, other governmental agencies, and/or reliable economic forecasters when available.

B. Organization of the Annual Budget.

The Annual Budget is published in one volume, generally organized into the following sections:

- An introductory section which includes the City Manager's Budget Message and a list of reductions and enhancements.
- A Budget Summary section that includes various charts and summary tables of revenue, expenditure and authorized position information.

- A Revenue Detail section which includes line-item level revenue information for each fund.
- A section with departmental information including mission descriptions, work plans, position detail and line-item level expenditure data by division.
- The Capital Improvements section provides a summary of current and future planned projects, basic descriptions of each project, the funding source and the scope of work to be performed. CIPs are generally major facility or infrastructure improvement projects managed by the Public Works Department, although other departments do manage certain projects.

C. Budget Assumptions.

1. If not otherwise communicated to the City Manager during the course of the current fiscal year, it is assumed the City Council has determined that the current array and level of City services is reasonable and desirable.
2. Each department's existing on-going funding level provides the starting point for implementation for the following budget cycle. The existing base budget should be thoroughly examined throughout the annual budget process to assure alignment with City Council and community priorities.
3. Residential/commercial and outside regional growth impact may not affect all City departments equally.
4. Generally inflation impacts all departments equally.
5. As a results-based system, performance expectations and service objectives of all departments need to be clearly established and understood.
6. The City shall ensure adequate funding is available for operation and maintenance of any proposed capital facilities or other public improvements, or new project construction will be delayed.
7. Elected officials provide policy direction. The City Manager and Executive Management then have the flexibility to administer operations within that overall policy framework.
8. Council will approve and maintain a balanced budget during the fiscal year.

D. Budget Process.

During January of each year, the Finance Department shall prepare updated revenue estimates and fund balance projections for the current year (Mid-Year Review) and prepare a forecast of preliminary revenue projections for at least the next five fiscal years (Financial Forecast). These reports will be presented to City Council by the end of February. At the same City Council meeting, there will be a public comment period to solicit any public input on the budget for the upcoming year. A second public comment period may be held in March. Also in March of each year, the Finance Department shall issue budget instructions and packets to each department for use in preparation of the next year's City budget. Included in these instructions will be budget guidelines and appropriation targets for each department. These guidelines will be developed by the Chief Financial Officer and approved by the City Manager.

During this period, City Commissions, Boards and Committees may submit budget recommendations to their appropriate Department Director liaisons and the City Manager for consideration.

After further refinements of revenue estimates and the completion of Department proposed expenditure appropriation requests, the Finance Department will summarize department requests for review by the City Manager. After the City Manager has reviewed and amended the Department Head requests, the Finance Department shall prepare the City Manager's proposed budget for the next fiscal year and shall submit it to the City Council. The City Council shall hold as many budget study sessions as it deems necessary. All proposed Council changes to the City Manager's proposed budget shall be itemized on a budget checklist of revisions. The City Council shall hold a public hearing and adopt the proposed budget with any checklist revisions on or before July 1 by formal budget resolution. When adopted, the proposed budget along with the finalized checklist, become the final budget.

E. Administration of the Annual Budget.

During the budget year, Department Heads and their designated representatives may authorize only those expenditures that are based on appropriations previously approved by City Council action, and only from accounts under their organizational responsibility. Any unexpended appropriations, except valid encumbrances, expire at fiscal year end unless specifically re-appropriated by the City Manager for expenditure during the new fiscal year. Department Heads are responsible for not authorizing expenditures above budget appropriations in any given expenditure classification within their purview, without additional appropriation or transfer as specified further below. Appropriation control shall be maintained within each division or project level unit, aggregating individual line-item accounts into Classifications of: Salaries and Benefits, Operations and Maintenance, Capital Outlay and Other Financing Uses.

The following broad parameters shall govern the transfer of appropriations during the year:

1. Overall appropriation control is established at the fund level. Appropriation authority may not be transferred from one fund to another.
2. Position control is established by the adopted budget. City Manager approval and then City Council approval is required for any new, substitute or reclassified positions.
3. The purchase of capital equipment shall require specific budget appropriation. Any changes or additions to capital accounts after the budget is adopted shall require City Manager approval and identification of the source of funds for transfer.
4. Significant changes in department or division operations affecting service or service levels different from that approved in the adopted budget shall have the prior approval of the City Manager and, as appropriate, the City Council.

Appropriations may be transferred, amended or reduced subject to the following limitations:.

Departmental Authority

1. Transfers within Divisions or Projects. Appropriation transfers between line items of the same Classification within a division or project budget may be requested by the Department Director and approved by the Chief Financial Officer.
2. Transfers between Departmental Divisions or Projects. If a total departmental budget, within a specific Classification, is not exceeded, upon a request by the Department Director the Chief Financial Officer has the authority to transfer funds within that Classification and Department, to make the most efficient use of funds appropriated by the City Council.

City Manager Authority

1. Transfers between Departments. Funds may be realigned between one Department and another, within the same Classification, with City Manager approval. For example, if a Fire Department function and the employee who accomplishes it are replaced by a slightly different function assigned to the Police Department, the City Manager may authorize the transfer of appropriate funds to support this function.
2. New Appropriations. During the Budget Year, the City Council may

appropriate additional funds for special purposes by a City Council Budget Amendment, which requires a 4/5 vote approval. The City Manager has authority to approve requests for budget increases not to exceed \$30,000 per department per fiscal year. Additionally, under the following circumstances the City Manager may approved budget increases in excess of \$30,000:

- a. To cover contract costs incurred for tax audits that are performed on a contingency fee basis.
 - b. To cover contract costs based on the volume of transactions incurred in connection with red-light enforcement activities, with a corresponding revenue budget increase.
 - c. To cover reimbursable contract costs such as plan review services, building inspection services, recreation enrichment classes and youth sport programs, or other services to be reimbursed by an applicant
3. Appropriated Reserves. No direct expenditures shall be charged to the Appropriated Reserves account. Transfer requests from the Appropriated Reserves account to a departmental operating account shall be approved by the City Manager.
 4. Equipment Replacement Fund. The City Manager may approve appropriation adjustments of up to 5% of the cost of an individual piece of equipment when the actual cost exceeds the budget estimate.
 5. Strike Team Reimbursements. The City Manager may increase the budgeted revenues and appropriations of the Fire Department for the Administrative Surcharge and Apparatus Reimbursement portion of Strike Team Reimbursements to purchase items directly related to strike team deployments.
 6. Central Stores. The City Manager is authorized to increase revenues and appropriations in the Central Stores fund as necessary.
 7. Grants & Donations. The City Manager may accept grants or donations of up to \$30,000 on behalf of the City. The City Council will be formally notified of such actions on a quarterly basis by way of the City Manager newsletter to the City Council.

Additionally, grant appropriations approved by City Council may be carried forward to the following fiscal year(s) as long as the grant terms remain valid, the expenditures are consistent with the previous Council authorization, and the funds would otherwise need to be returned to the granting or donor agency. Also, see Council Policy 5002 for specific grant acceptance and administration procedures.

Grant agreements and restricted donations in excess of \$30,000 must be specifically approved by the City Council. Occasionally, the terms and conditions of a grant are approved by City Council in a year prior to when the program activity will take place and therefore, the funds are not appropriated to carry out the grant at that time. In such cases, the City Manager may appropriate the funds when they are received, provided the expenditures clearly meet the amount, terms, nature and intent of the grant or donation previously approved by City Council.

8. Transfers between Expenditure Categories. Any reprogramming of funds among the three Classifications (Salaries and Benefits, Maintenance and Operations, and Capital Outlay and Other Financing Sources) within a given fund requires the City Manager's approval.
9. Capital Improvement Projects (CIP). Appropriation for capital improvement projects may be transferred from one funding source to another with the approval of the City Manager. Additionally, the following transfers may occur:
 - a. Excess Project Appropriations or savings may be transferred to a "Project Savings Account," within the same fund. Such savings may be re-appropriated to a new or existing project with the approval of City Council. Any appropriation balance remaining in the Project Savings account will lapse at Fiscal Year End.
 - b. Excess Project Appropriations may also be transferred from one CIP project to another, provided that the projects utilize the same funding source and are for substantially the same project purpose. Project appropriation transfers of this nature require the approval of the City Manager.

All proposed budget amendments and transfers will be submitted to the Chief Financial Officer for review and processing prior to City Manager or Council authorization.

In annual budget funds (General Fund and most Special Revenue Funds), all unexpended and unencumbered appropriations will be canceled on June 30 of each fiscal year, unless a re-appropriation is specifically approved by the City Manager. Multi-year funds will carry unexpended appropriations forward, adding any additional appropriations approved by the City Council for the new budget year.

- F. Management Authorization & Responsibilities. . Once the final Budget has been approved by the City Council, specific City Council approval to make expenditures consistent with the Budget will not be required except as provided by other Council Policies and Administrative Procedures. It is the responsibility of the City Manager and management to administer the City's budget within the framework of policy and appropriation as approved by the City Council.
1. The Chief Financial Officer is responsible for checking purchase requests against availability of funds and authorization as per the approved Budget.
 2. Unless otherwise directed, routine filling of vacancies in staff positions authorized within the Budget, will not require further City Council approval. However, new positions, not addressed by the adopted budget, do require City Council approval.
 3. At fiscal year end, the Chief Financial Officer is authorized to record accruals and transfers between funds and accounts in order to close projects or the books of accounts of the City of Culver City in accordance with generally accepted governmental accounting principles as established by the Government Accounting Standards Board, Government Finance Officers Association, and other appropriate accounting pronouncements. Any net shortage within a Fund will be recorded as a decrease in Fund Balance. Any net excess will be recorded as an increase to one or more appropriate Reserve Accounts as recommended by the Chief Financial Officer and approved by the City Manager or as is otherwise dictated by Council Financial Policies (5002). The net change in fund balances will be reported to City Council through various documents including Year-End Financial Reports, the Comprehensive Annual Financial Report (CAFR), Budget Documents and other financial presentations. Funds that exceeded appropriations during the year or ended the year with a deficit fund balance are reported annually in the CAFR notes to the financial statements. (Information regarding the policy parameters and administration of City Reserves is contained in City Council Policy 5002.)

APPENDIX B

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

Policy Number **5002**

General Subject: Finance

Date Issued 1/23/1995

Specific Subject: Financial Policies

Dates Revised 7/16/2007
6/22/2009

Effective Date 06/24/2014

Resolution No. 2014-R058

PURPOSE:

To establish a comprehensive set of financial policies for the City that will serve as a guideline for operational and strategic decision making related to financial matters.

STATEMENT OF POLICY:

The following financial policies are intended to establish a comprehensive set of guidelines for use by the City Council and City staff on decision-making that has a fiscal impact. The goal is to maintain the City's financial stability in order to be able to continually adapt to local and regional economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition. This policy should be implemented in conjunction with associated subsidiary policies, i.e. Budget Development and Administration (5001), Purchasing Policy, Investment Policy, etc.

These financial policies will be reviewed annually to ensure that they remain current. The policy will be included as part of the City's annual Adopted Budget. The City's comprehensive financial policies shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

Financial policies included are:

- Long-term Financial Planning
- Auditing, Financial Reporting and Disclosure
- Revenue Collection
- Cash Management
- Capital Improvement Projects
- Financial Reserves
- Grant Administration
- Debt Management

LONG-TERM FINANCIAL PLANNING

1. The City shall create a General Fund Financial Forecast that looks forward at least five fiscal years into the future. The City shall consider immediate proactive measures when deficits between anticipated revenues and expenditures exist, even in outer years. The Forecast shall be updated as part of the Mid-Year Budget Report and as part of the annual Proposed budget.
2. The City Council, City Manager and Executive Management will consider the effects of proposals for new or enhanced services, employee negotiations, tax/fee changes, or similar items, on the General Fund Financial Forecast. The City should be able to fund any such enhancements or changes in both the short-term and long-term.
3. The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities, which will be included in the General Fund Financial Forecast.
4. The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g. Property Tax and Utility Taxes) and economically sensitive revenue sources (e.g. Sales Tax and Transient Occupancy Tax).
5. The City will proactively seek to protect and expand its tax base by encouraging a healthy underlying economy.
6. The City will work to enhance and protect the property values of all Culver City residents and property owners.
7. The City shall encourage the economic development of the community as a whole in order to provide stable and increasing revenue streams. It should be the City's goal to not only attract new businesses but also to retain successful businesses in the City. Objectives of the revenue strategy should also include: avoiding an over reliance on revenue from any one particular industry; recruitment and retention efforts to ensure a balance of revenue sources; ensuring compatible uses; encouraging business synergies; and promoting the growth of amenities and ancillary services to support business districts and established industries.
8. The City shall develop and maintain methods for the evaluation of future development and related fiscal impacts on the City budget.
9. Every reasonable effort will be made to establish revenue measures which will cause the transients and recreation visitors to Culver City to carry a fair portion of the expenses incurred by the City as a result of their use of public facilities.
10. The City will establish appropriate cost-recovery targets for its fee structure and will annually adjust its Master Fee Schedule to ensure that the fees

continue to meet cost recovery targets. The Finance Department may study, internally or using an outside consultant, the costs of providing such services and recommend fees to each department.

11. Special services, which can be identified with the recipients, will be self-supported from service fees to the maximum extent possible. Service fees shall be established in the Master Fee Schedule in compliance with applicable State law, and shall be periodically reviewed for compliance with applicable State law.
12. The City will oppose efforts of the State and County governments to divert revenues from the City or to increase unfunded service mandate of City taxpayers.
13. The City will seek additional intergovernmental funding and grants, with a priority on funding one-time capital projects. Grant-funded projects that require multi-year support will be reviewed by City Council.
14. The City will not rely on one-time revenue sources to fund operations. One-time revenues sources, whenever possible, will be used to fund one-time projects, augment reserve balances or fund unfunded liabilities.

AUDITING, FINANCIAL REPORTING AND DISCLOSURE POLICIES

Accounting standards boards and regulatory agencies set the minimum standards and disclosure requirements for annual financial reports and continuing disclosure requirements associated with municipal securities. The City places a high value on transparency and full disclosure in all matters concerning the City's financial position and results of operations. To this end, the City endeavors to make superior disclosure in the City's Comprehensive Annual Financial Report and Continuing Disclosure filings by going above and beyond the minimum reporting requirements including certificate of achievement programs and voluntary event disclosure filings.

The City prepares its financial statements in conformance with Generally Accepted Accounting Principles (GAAP). Responsibility for the accuracy and completeness of the financial statements rests with the City. However, the City retains the services of an external accounting firm to audit the financial statements on an annual basis. The primary point of contact for the auditor is the Chief Financial Officer, but the auditors will have direct access to the City Manager, City Attorney, Financial Planning and Budget Subcommittee or City Council on any matters they deem appropriate.

The financial statement audit and compliance audits will be conducted in accordance with the United States Generally Accepted Auditing Standards (GAAS), standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States, and standards set by regulatory agencies if applicable.

After soliciting and receiving written proposals from qualified independent accounting firms, the Chief Financial Officer shall submit a recommendation to the Financial Planning and Budget Subcommittee and City Council. Under the premise that multi-year audit agreements are more cost efficient, allow for greater continuity and reduce audit disruption, the City may engage auditors in multi-year contracts but the term of each contract shall not exceed five years. Generally, the City will request proposals for audit services every five years. It is the City's policy to require mandatory audit firm rotation after ten years of consecutive service.

After audit results have been communicated to the City, the Finance Department is then responsible for responding to all findings within six months to the City Manager and Financial Planning and Budget Subcommittee and appropriate regulatory agencies, if applicable.

REVENUE COLLECTION POLICY

1. The City will pursue revenue collection and auditing to ensure that monies due the City are accurately received in a timely manner.
2. The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible and cost-effective.
3. The City should centralize accounts receivable/collection activities wherever possible so that all receivables are handled consistently.
4. Accounts receivable management and diligent oversight of collections from all revenue sources are imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts will be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they should be written-off from the financial statements.
 - a. The Chief Financial Officer, with the approval of the City Manager, is authorized to write off uncollectible individual accounts less than or equal to \$1,000.00. In such cases, the Chief Financial Officer must prepare a memorandum for City Manager review and approval documenting the accounts to be written off, the age of the debt, reasons for writing off each account and evidence of collection attempts taken on the account.
 - b. Past due accounts of \$1,000.00 or greater may be written off with approval by the City Council. To write off accounts exceeding \$1,000, the Chief Financial Officer must prepare an Agenda Report for City council review and approval documenting the accounts to be written off, the age of the debt, reasons for writing off each account and evidence of collection attempts taken on the account.

CASH MANAGEMENT POLICY

1. Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et seq. and the City's adopted Investment Policy and will ensure that proper controls and safeguards are maintained. Pursuant to State law, the City, at least annually, revises, and the City Council affirms, a detailed Investment Policy.
2. Reports on the City's investment portfolio and cash position will be developed and presented to the City Council on at least a quarterly basis, in conformity with the California Government Code.
3. City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

CAPITAL IMPROVEMENT PROJECTS POLICY

1. A five-year Capital Improvement Plan shall be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which result in a capitalized asset and have a useful (depreciable) life of two years or more.
2. The capital improvement plan will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and to avoid significant unfunded liabilities.
3. The City should develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.
4. The City shall actively pursue outside funding sources for all Capital Improvement Projects. Outside funding sources, such as grants, shall be used to finance only those Capital Improvement Projects that are consistent with the five-year Capital Improvement Project and local governmental priorities, and whose operating and maintenance costs have been included in future operating budget forecasts.
5. Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.
6. Financing of capital improvement projects shall be considered pursuant to the Debt Management Policy section.

FINANCIAL RESERVES POLICY

Prudent financial management dictates that some portion of the funds available to the City be reserved for future use.

As a general budget principle concerning the use of reserves, the City Council decides whether to appropriate funds from Reserve accounts. Even though a project or other expenditure qualifies as a proper use of Reserves, the Council may decide that it is more beneficial to use current year operating revenues or bond proceeds instead, thereby retaining the Reserve funds for future use. Reserve funds will not be spent for any function other than the specific purpose of the Reserve account from which they are drawn without specific direction in the annual budget; or by a separate City Council action. Information regarding Annual Budget Adoption and Administration is contained in City Council Policy 5001.

GOVERNMENTAL FUNDS AND FUND BALANCE DEFINED

Governmental Funds including the General Fund, Special Revenue Funds, Capital Projects Funds, Debt Service Funds and Permanent Funds have a short-term or current flow of financial resources, measurement focus and basis of accounting and therefore, exclude long-term assets and long-term liabilities. The term Fund Balance, used to describe the resources that accumulate in these funds, is the difference between the fund assets and fund liabilities of these funds. Fund Balance is similar to the measure of net working capital that is used in private sector accounting. By definition, both Fund Balance and Net Working Capital exclude long-term assets and long-term liabilities.

PROPRIETARY FUNDS AND NET WORKING CAPITAL DEFINED

Proprietary Funds including Enterprise Funds and Internal Service Funds have a long-term or economic resources measurement focus and basis of accounting and therefore, include long-term assets and liabilities. This basis of accounting is very similar to that used in private sector. However, instead of Retained Earnings, the term Net Position is used to describe the difference between fund assets and fund liabilities. Since Net Position includes both long-term assets and liabilities, the most comparable measure of proprietary fund financial resources to governmental Fund Balance is Net Working Capital, which is the difference between current assets and current liabilities. Net Working Capital, like Fund Balance, excludes long-term assets and long-term liabilities.

GOVERNMENTAL FUND RESERVES (FUND BALANCE)

For Governmental Funds, the Governmental Accounting Standards Board ("GASB") Statement No. 54 defines five specific classifications of fund balance. The five classifications are intended to identify whether the specific components of fund balance are available for appropriation and are therefore "Spendable." The classifications also are intended to identify the extent to which fund balance is constrained by special restrictions, if any. Applicable only to governmental funds,

the five classifications of fund balance are as follows:

<u>CLASSIFICATIONS</u>	<u>NATURE OF RESTRICTION</u>
Non-spendable	Cannot be readily converted to cash
Restricted	Externally imposed restrictions
Committed	City Council imposed commitment
Assigned	City Manager/CFO assigned purpose/intent
Unassigned	Residual balance not otherwise restricted

A. Non-spendable fund balance: That portion of fund balance that includes amounts that are either (a) not in a spendable form, or (b) legally or contractually required to be maintained intact. Examples of Non-spendable fund balance include:

1. Reserve for Inventories: The value of inventories purchased by the City but not yet issued to the operating Departments is reflected in this account.
2. Reserve for Long Term Receivables and Advances: This Reserve is used to identify and segregate that portion of the City's financial assets which are not due to be received for an extended period, so are not available for appropriation during the budget year.
3. Reserve for Prepaid Assets: This reserve represents resources that have been paid to another entity in advance of the accounting period in which the resource is deducted from fund balance. A common example is an insurance premium, which is typically payable in advance of the coverage period. Although prepaid assets have yet to be deducted from fund balance, they are no longer available for appropriation.

B. Restricted fund balance: The portion of fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. The City operates approximately twenty special revenue funds that account for items such as gas tax revenues distributed by the State, local return portions of County-wide sales tax overrides dedicated to transportation, grants from federal or State agencies with specific spending restrictions, Section 8 and CDBG funds from the federal government with very specific spending limitations, and a number of others. Since these funds are established because of the specific

spending limitations on them, any year-end balances are still restricted for these purposes. Some specific examples of restricted fund balance are:

1. Reserve for Debt Service: Funds are placed in this Reserve at the time debt is issued. The provisions governing the Reserve, if established, are in the Bond Indenture and the Reserve itself is typically controlled by the Trustee.
 2. Park In Lieu: Per CCMC 15.06.305 and California Government Code Section 664777 (The 1975 "Quimby Act"), a dedication of land or payment of fees for park or recreational purposes in conjunction with residential development is required. The fees collected can only be used for specific park or recreation purposes as outlined in CCMC 15.06.305 through 15.06.330.
- C. Committed fund balance: That portion of a fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by the government's highest level of decision making authority, and remain binding unless removed in the same manner. The City considers a resolution to constitute a formal action for the purposes of establishing committed fund balance. The action to constrain resources must occur within the fiscal reporting period; however the amount can be determined subsequently. City Council imposed Commitments are as follows:
1. Contingency Reserve: The Contingency Reserve shall have a target balance of thirty percent (30%) of General Fund "Operating Budget" as originally adopted. Operating Budget for this purpose shall include current expenditure appropriations and shall exclude Capital Improvement Projects and Transfers Out. Appropriation and/or access to these funds are reserved for emergency situations only. The parameters by which the Contingency Reserve could be accessed would include the following circumstances:
 - a. A catastrophic loss of critical infrastructure requiring an expenditure of greater than or equal to five percent (5%) of the General Fund, Operating Budget, as defined above.
 - b. A State or Federally declared state of emergency where the City response or related City loss is greater than or equal to five percent (5%) of the General Fund, Operating Budget.
 - c. Any settlement arising from a claim or judgment where the loss exceeds the City's insured policy coverage by an amount greater than or equal to five percent (5%) of the General Fund, Operating Budget.
 - d. Deviation from budgeted revenue projections in the top three

General Fund revenue categories, namely, Sales Taxes, Utility Users' Taxes and Business Taxes in a cumulative amount greater than or equal to five percent (5%) of the General Fund, Operating Budget.

- e. Any action by another government that eliminates or shifts revenues from the City amounting to greater than or equal to five percent (5%) of the General Fund, Operating Budget.
- f. Inability of the City to meet its debt service obligations in any given year.
- g. Any combination of factors 1) a.-f. amounting to greater than or equal to five percent (5%) of the General Fund, Operating Budget in any one fiscal year.

Use of the Contingency Reserve must be approved by the City Council. Should the Contingency Reserve commitment be used, the City Manager shall present a plan to City Council to replenish the reserve within five years.

- 2. Facilities Planning Reserve: The Facilities Planning Reserve has been established to offset the cost of replacement or major refurbishment to critical City facilities such as, but not limited to, the City Hall building and Police Department buildings, Fire Stations, and other Facility Improvement Projects. Use of this Reserve must be approved by City Council. This Reserve shall be funded by allocations of General Fund surplus revenues, as defined later in this policy, or by specific City Council allocations. The eligible uses of this reserve include the cash funding of public facility improvements or the servicing of related debt.
 - 3. Recreational Facilities: City Council Policy 5003 requires ten percent (10%) of gross annual revenues derived from specified recreational classes and rentals to be set aside for the refurbishment of certain recreational facilities, fee-based activity programs and equipment used in connection with fee-based recreation classes.
- D. Assigned fund balance: That portion of a fund balance that includes amounts that are constrained by the City's intent to be used for specific purposes but that are not restricted or committed. This policy hereby delegates the authority to the City Manager or Chief Financial Officer to modify or create new assignments of fund balance. Constraints imposed on the use of assigned amounts may be changed by the City Manager or Chief Financial Officer. Appropriations of balances are subject to Council Policy 5001 concerning budget adoption and administration. Examples of assigned fund balance may include but are not limited to:
- 1. Reserves for Encumbrances: Purchase Orders and contracts executed

by the City express an intent to purchase goods or services. Generally such documents include a cancellation clause, where the City would then only be responsible to pay for goods received or services provided. The City recognizes the obligation to pay for these goods and services as a reservation of fund balance, but because the City can ultimately free itself of this obligation if necessary, it does not meet the requirements of the more restrictive fund balance categorizations.

2. Change in Fair Market Value of Investments: As dictated by GASB 31, the City is required to record investments at their fair value (market value). This accounting practice is necessary to insure that the City's investment assets are shown at their true value as of the balance sheet. However, in a fluctuating interest rate environment, this practice records market value gains or losses which may never be actually realized. The City Manager or Chief Financial Officer may elect to reserve a portion of fund balance associated with an unrealized market value gain. However, it is impractical to assign a portion of fund balance associated with an unrealized market value loss.

When the City Manager or Chief Financial Officer authorizes a change in General Fund, Assigned Fund Balance, City Council shall be notified quarterly.

- E. Unassigned fund balance: The residual portion of available fund balance that is not otherwise restricted, committed or assigned.

GENERAL FUND SURPLUS

At the end of each fiscal year, the difference between General Fund revenues and expenditures results in either a surplus (adding to fund balance) or deficit (subtracting from fund balance). In the case of a surplus, the policy for allocation shall follow these priorities:

1. Full funding of the Contingency Reserve.
2. If the Contingency Reserve is fully funded, 40% of the remaining surplus amount shall be placed in the Facilities Planning Reserve, and the remainder shall revert to Unassigned fund balance.

The City Manager may recommend a different allocation for approval by the City Council.

PROPRIETARY FUND RESERVES (NET WORKING CAPITAL)

In the case of Proprietary Funds (Enterprise and Internal Service Funds), Generally Accepted Accounting Principles (“GAAP”) does not permit the reporting of reserves on the face of City financial statements. However, this does not preclude the City from setting policies to accumulate financial resources for prudent financial management of its proprietary fund operations. Since proprietary funds may include both long-term capital assets and long-term liabilities, the most comparable measure of liquid financial resources that is similar to fund balance in proprietary funds is net working capital which is the difference between current assets and current liabilities. For all further references to reserves in Proprietary Funds, Net Working Capital is the intended meaning.

A. Refuse Disposal Fund

1. Stabilization and Contingency Reserve: This Reserve is used to provide sufficient funds to support seasonal variations in cash flows and in more extreme conditions, to maintain operations for a reasonable period of time so the City may reorganize in an orderly manner or effectuate a rate increase to offset sustained cost increases. The intent of the Reserve is to provide funds to offset cost increases that are projected to be short-lived, thereby partially eliminating the volatility in annual rate adjustments. It is not intended to offset ongoing, long-term pricing structure changes. The target level of this reserve is twenty-five percent (25%) of the annual operating budget. This reserve level is intended to provide a reorganization period of 3 months with zero income or 12 months at a twenty-five percent (25%) loss rate. The City Council must approve the use of these funds, based on City Manager recommendation. Funds collected in excess of the Stabilization reserve target would be available to offset future rate adjustments, while extended reserve shortfalls would be recovered from future rate increases. Should catastrophic losses to the fleet or transfer station occur, the Stabilization and Contingency Reserve may be called upon to avoid disruption to refuse disposal.

B. Municipal Bus Lines Fund

1. Stabilization and Contingency Reserve: This Reserve is used to provide sufficient funds to support seasonal variations in cash flows and in more extreme conditions, to maintain operations for a reasonable period of time so the City may reorganize in an orderly manner or effectuate a fare increase to offset sustained cost increases. The intent of the Reserve is to provide funds to offset cost increases that are projected to be short-lived, thereby partially eliminating the volatility in fare adjustments. It is not intended to offset ongoing, long-term cost of operations changes. The target level of this reserve is twenty-five percent (25%) of the annual operating budget. This reserve level is intended to provide a reorganization period of 3 months with zero income or 12 months at a twenty-five percent (25%) loss rate. The City Council must approve the use of these funds,

based on City Manager recommendation. Funds collected in excess of the Stabilization reserve target would be available to offset future fare adjustments, while extended reserve shortfalls would be recovered from future fare increases. Should catastrophic losses to the fleet or transportation building occur, the Stabilization and Contingency Reserve may be called upon to avoid disruption to public transportation.

C. Sewer Enterprise Fund

1. Stabilization and Contingency Reserve: This Reserve is used to provide sufficient funds to support seasonal variations in cash flows and in more extreme conditions, to maintain operations for a reasonable period of time so the City may reorganize in an orderly manner or effectuate a rate increase to offset sustained cost increases. The intent of the Reserve is to provide funds to offset cost increases that are projected to be short-lived, thereby partially eliminating the volatility in annual rate adjustments. It is not intended to offset ongoing, long-term pricing structure changes. The target level of this reserve is fifty percent (50%) of the annual operating budget. This reserve level is intended to provide a reorganization period of 6 months with zero income or 24 months at a twenty-five percent (25%) loss rate. The City Council must approve use of these funds, based on City Manager recommendation. Funds collected in excess of the Stabilization reserve target would be available to offset future rate adjustments, while extended reserve shortfalls would be recovered from future rate increases. Should catastrophic losses to the infrastructure system occur, the Stabilization and Contingency Reserve may be called upon to avoid disruption to sewer service.
2. Infrastructure Replacement Funding Policy: This funding policy is intended to be a temporary repository for cash flows associated with the funding of infrastructure replacement projects provided by the Sewer Master Plan. The contribution rate is intended to level-amortize the cost of infrastructure replacement projects over a long period of time. The annual funding rate of the Sewer Master Plan is targeted at an amount that, when combined with prior or future year contributions, is sufficient to provide for the eventual replacement of assets as scheduled in the plan. This contribution policy should be updated periodically based on the most current Wastewater Master Plan. There are no minimum or maximum balances contemplated by this funding policy. However, the contributions level should be reviewed periodically or as major updates to the Wastewater Master Plan occur. Annual funding is contingent on many factors and may ultimately involve a combined strategy of cash funding and debt issuance with the intent to normalize the burden on Sewer customer rates.

D. Internal Service Funds

Background.

Internal Service Funds are used to centrally manage and account for specific program activity in a centralized cost center. Their revenue generally comes from internal charges to departmental operating budgets rather than direct appropriations. They have several functions.

- They work well in normalizing departmental budgeting for programs that have life-cycles greater than one year; thereby facilitating level budgeting for expenditures that will, by their nature, be erratic from year to year. This also facilitates easier identification of long term trends.
- They act as a strategic savings plan for long-term assets and liabilities.
- From an analytical standpoint, they enable appropriate distribution of city-wide costs to individual departments, thereby more readily establishing true costs of various operations.

Since departmental charges to the internal service fund duplicate the ultimate expenditure from the internal service fund, they are eliminated when consolidating entity-wide totals.

The measurement criteria, cash flow patterns, funding horizon and acceptable funding levels are unique to each program being funded. Policy regarding target balance and/or contribution policy, gain/loss amortization assumption, source data, and governance for each of the City's Internal Service Funds is set forth as follows:

1. For all Internal Service Funds: The Chief Financial Officer may transfer part or all of any unencumbered fund balance between the Internal Service Funds provided that the withdrawal of funds from the transferred fund would not cause insufficient reserve levels or insufficient resources to carry out its intended purpose. This action is appropriate when the decline in cash balance in any fund is precipitated by an off-trend non-recurring event. The Chief Financial Officer will make such recommendations as part of the annual budget adoption or through separate Council action.
2. Equipment Maintenance Fund and Equipment Replacement Fund: The Equipment Maintenance and Replacement Funds receive operating money from the Departments to provide equipment maintenance and to fund the regular replacement of major pieces of equipment (mostly vehicles) at their economic obsolescence.

- a. Equipment Maintenance Fund: The Equipment Maintenance Fund acts solely as a cost allocation center (vs. a pre-funding center) and is funded on a pay- as-you-go basis by departmental maintenance charges by vehicle type and usage requirement. Because of this limited function, the target year-end balance is zero.

Contribution rates (departmental charges) are set to include the direct costs associated with maintaining the City vehicle fleet, including fleet maintenance employee salary and benefits, operating expenses, administrative overhead and maintenance related capital outlay. Maintenance facility improvements and replacement costs are to be provided outside of this cost unit.

Because of the limited purpose of this fund, a gain/loss assumption is not needed.

Source data is ongoing city fleet inventory and maintenance cost information. Governance is achieved through annual management adjustment of contribution rates on the basis of maintenance cost by vehicle and distribution of costs based on fleet use by department/division.

- b. Equipment Replacement Fund: Operating Departments are charged annual amounts sufficient to accumulate funds for the replacement of vehicles, communications equipment, technology equipment and other equipment replacement determined appropriate by the Chief Financial Officer. The City Manager recommends annual rate adjustments as part of the budget preparation process. These adjustments are based on pricing, future replacement schedules and other variables.

The age and needs of the equipment inventory vary from year to year. Therefore the year-end fund balance will fluctuate in direct correlation to accumulated depreciation. In general, it will increase in the years preceding the scheduled replacement of relatively large percentage of the equipment, on a dollar value basis. However, rising equipment costs, dissimilar future needs, replacing equipment faster than their expected life or maintaining equipment longer than their expected life all contribute to variation from the projected schedule.

In light of the above, the target funding level is not established in terms of a flat dollar figure or even a percentage of the overall value of the equipment inventory. It is established at fifty percent (50%) of the current accumulated depreciation value of the equipment inventory, calculated on a replacement value basis. This will be reconciled annually as part of the year-end close out process by the Finance Department. If departmental replacement charges for equipment prove to be excessive or insufficient with regard to this target funding level, new rates established during the next budget cycle will be adjusted with a view toward bringing the balance back to the target level over a three-year period.

3. Self-Insurance Fund

Background

The Self-insurance fund pays for insurance premiums, benefit and settlement payments, and administrative and operating expenses. It is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect the five-year historical experience and shall be set to equal the annual expenses of the fund.

Policy & Practice.

Self-insurance reserves (Liability and Workers' compensation) will be maintained at a level which, together with purchased insurance policies, adequately indemnify the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on an annual basis in order to recommend appropriate funding levels, which will be approved by Council. The City shall maintain minimum reserves equal to 60% of the five-year average of total Self-Insurance Fund costs, with a maximum of 100%.

To lessen the impact of short-term annual rate change fluctuation, City management may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually sharp and non-recurring factors. Excess reserves in other areas may be transferred to the internal service fund in these instances but such transfers should not exceed the funding necessary to reach the one hundred percent (100%) reserve level defined above.

4. Compensated Absences

Fund Background.

The primary purpose of flex leave, vacation leave and sick leave is to provide compensated time off as appropriate and approved. However, under certain circumstances, typically at separation from service, some employees have the option of receiving cash-out payments for some accumulated leave balances. The Compensated Absences Fund is utilized primarily as a budget smoothing technique for any such leave bank liquidations. The primary purpose of the Compensated Absences Fund is to maintain a balance sufficient to facilitate this smoothing.

Policy and Practice.

The contribution rate will be set to cover estimated annual cash flows based on a three-year trailing average.

The minimum cash reserve should not fall below that three-year average. The maximum cash reserve should not exceed fifty percent (50%) of the long term liability. The target cash reserve shall be the median difference between the minimum and maximum figures.

Each department will make contributions to the Compensated Absences Fund through its operating budget as a specified percentage of salary. The Chief Financial Officer will review and recommend adjustments to the percentage of salary required during the annual budget development process. This percentage will be set so as to maintain the reserve within the parameters established above.

5. Post Retirement Funding Policies:

a. Pension Funding:

- (i) California Public Employees Retirement System (CalPERS): The City's principal Defined Benefit Pension program is provided through contract with CalPERS. The City's contributions to the plan include a fixed employer paid member contribution and an actuarially determined employer contribution that fluctuates each year based on an annual actuarial plan valuation. This variable rate employer contribution includes the normal cost of providing the contracted benefits plus or minus an amortization of plan changes and net actuarial gains and losses since the last valuation period.

It is the City's policy to make contributions to the plan equaling at least one hundred percent (100%) of the actuarially required contribution (annual pension cost). Because the City pays the entire actuarially required contribution each year, by definition, its net pension obligation at the end of each year is \$0. Any unfunded actuarial liability (UAL) is amortized and paid in accordance with the actuary's funding recommendations. The City will strive to maintain its UAL within a range that is considered acceptable to actuarial standards. The City Council shall consider increasing the annual CalPERS contribution should the UAL status fall below acceptable actuarial standards.

b. Other Post Employment Benefits (OPEB Funding):

Background.

The City's OPEB funding obligations consists of two retiree medical plans.

New Plan. Effective July 1, 2011, the City and its employee associations agreed to major changes to the Post Employment Healthcare Plan. New employees participate in a program that requires certain defined employee and employer contributions while the employee is in active service. However, once the contributions have been made to the employee's

account, the City has transferred a substantial portion of the funding risk to the employee.

Old Plan. Eligible employees who retired prior to the “New Plan” and active employees were eligible to continue to receive post-retirement medical benefits (a defined benefit plan). The cost was divided among the City, current employees and certain retirees. In the past, this program was largely funded on a pay-as-you-go basis, so there was a significant unfunded liability. Recognizing this problem, the City began contributing to this obligation in 2010. In 2012, these assets were placed in a pre-funding trust. The City’s intention is to amortize the remaining unfunded liability within 25 years.

Policy & Practice.

New Plan. Consistent with agreements between the City and employee associations, the new defined contribution plan will be one hundred percent (100%) funded, on an ongoing basis, as part of the annual budget process. Funds to cover this expenditure will be contained within the salary section of each department’s annual operating budget.

Old Plan. The City’s policy is to pre fund the explicit (cash subsidy) portion of the Actuarial Accrued Liability (AAL) of the remnants of the old plan over a 25-year amortization period, or less. This amount will be based on the Annual Required Contribution (ARC) determined by a biennial actuarial review; subject to review and analysis by the City. The City will strive to maintain a funded status that will be within a range that is considered acceptable to actuarial standards. The City Council shall consider increasing the annual OPEB contribution should the funded status fall below acceptable actuarial standards. The City Council shall also consider increasing the annual OPEB contribution when possible to reduce the amortization period.

GRANT ADMINISTRATION POLICY

A. Grant Application and Responsibility

Individual departments are encouraged to investigate sources of funding relevant to their respective departmental activities.

The individual department applying for a grant or receiving a restricted donation shall generally be considered the Program Administrator of the grant. The Budget and Accounting Divisions in the Finance Department may assist in the financial administration and reporting of the grant but the Program Administrator is ultimately responsible for meeting all terms and conditions of the grant, insuring that only allowable costs are charged to the grant program and is responsible for adhering to City budgeting and fiscal procedures. Individual Departments and Program Administrators are not authorized to execute grant contracts. Grant contracts should be reviewed by the City Attorney's office and executed by the City Manager and/or City Council.

B. Grant Acceptance & Appropriation by City Council

Even though the funding source for an activity may be provided by a grantor/donor, only City Council can appropriate funds for official City activities except as authorized by Council Policy 5001 (Budget Adoption and Administration). Therefore, prior to the acceptance of a grant, the City Manager and City Council shall:

1. Approve the terms and conditions of the proposed grant including the specific City obligations that may be created by the grant contract in terms of required City matching expenditures or staff activities, even if the expenditures were previously appropriated through the budget adoption process.
2. Approve budget appropriations for the grant expenditures and City matching expenditures unless previously appropriated through the budget adoption process.
3. Approve and execute the Grant Contract(s).

Note: The City Council review and approval of items 1 and 3 are not required if the grant is under \$30,000, pursuant to Council Policy 5001.

Any budget amendments requested by the Program Administrator or operating department shall be reviewed by the Budget Division of the Finance Department and submitted as a staff report to the Council for their review and approval. The Budget Division of the Finance Department along with the Program Administrator shall determine the proper amount of the appropriation request during the current and future fiscal year(s).

C. Timely Reimbursement

The Program Administrator is responsible and should pursue and/or request grant reimbursements or draw-downs on a timely basis. If requested, the Accounting Division of the Finance Department will assist with grant reimbursements or draw-downs. All checks shall be made payable to the City of Culver City and remitted to the Program Administrator.

Grant checks should be deposited immediately with the Revenue Division of the Finance Department along with supporting documentation received by the Program Administrator. Copies should also be forwarded to the Accounting Division of the Finance Department.

The Program Administrator will keep the Budget and Accounting Divisions of the Finance Department apprised of the annual estimated grant revenues and expenditures and a tentative schedule of cash-flows for the grant program.

D. Financial and Grant Reporting

Grant reporting requirements vary widely by grant and sometimes include monthly, quarterly, and or annual reporting. Subsequent to the approval of a grant application, and during the project period, any required reports shall be the responsibility of the Program Administrator, or if requested by the Program Administrator, in conjunction with the Accounting Division of the Finance Department. Program Administrators submitting their own reports shall forward a copy of each report to the Accounting Division of the Finance Department.

E. Grants Containing Direct Federal Assistance of Federal "Pass-Through" Funds

Program Administrators acknowledge that Federal Funds or Federal Funds that "pass-through" state and local programs are required to be reported on the City's Schedule of Federal Financial Assistance and included in the City's annual Single Audit (compliance audit of all Federal Funds). Program Administrators will identify and keep the Accounting Division apprised of those grant programs that contain direct Federal Funding or Federal pass-through funds, identifying the Catalog of Federal Domestic Assistance (CFDA) number when at all possible.

F. Record Keeping & Retention Requirements

For the purpose of Grantor inquiries and grant specific compliance audits, Program Administrators are responsible for maintaining adequate records to evidence that program activities and expenditures met the terms and conditions of the grant and that all grant reporting requirements were met timely. Record retention requirements vary by grant but it is recommended that grant records

should be maintained for a minimum of the life-of-the-grant plus three years, unless otherwise specified by the grant contract.

G. Documents to be forwarded to Accounting:

Information received from a granting or donor agency that is pertinent to the terms, conditions, approval, extension, denial, revocation, and administration of a grant shall be forwarded to the OMB of the Finance Department including but not limited to:

- Grant Award Notification
- Expenditure Authorization Date (if applicable)
- Grant Contracts
- Grant
 - Extension
 - Letters Grant
 - Termination
 - Letter
- Program and or Financial Reports
- Notices of Questioned Costs or instances of non-compliance
- Any Document setting or modifying terms and conditions of the grant

DEBT MANAGEMENT POLICIES

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserves levels and employing prudent practices in governance, management, budget administration and financial reporting.

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City to manage its debt program in-line with those resources. Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt issued by the City and the ongoing management of the debt portfolio.

This debt management policy is intended to improve the quality of decisions, provide justification for the structure of debt issuance, identify policy goals and demonstrate a commitment to long-term financial planning, including a multi-year capital plan. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.

A. CONDITIONS AND PURPOSES OF DEBT ISSUANCE

1. Acceptable Conditions for the Use of Debt

The City believes that prudent amounts of debt can be an equitable and cost-effective means of financing major infrastructure and capital project needs of the City. Debt will be considered to finance such projects if:

- a) It meets the City's goal of distributing the payments for the asset over its useful life so that benefits more closely match costs for both current and future residents.
- b) It is the most cost-effective funding means available to the City, taking into account cash flow needs and other funding alternatives.
- c) It is fiscally prudent and meets the guidelines of this Policy. Any consideration of debt financing shall consider financial alternatives, including pay-as-you-go funding, proceeds derived from development or redevelopment of existing land and capital assets owned by the City, and use of existing or future cash reserves, or combinations thereof.

2. Acceptable Uses of Debt

The City will consider financing for the acquisition, substantial refurbishment, replacement or expansion of physical assets, including land improvements. The primary purpose of debt is to finance one of the following:

- a) Acquisition and or improvement of land, right-of-way or long-term easements.

- b) Acquisition of a capital asset with a useful life of 3 or more years.
- c) Construction or reconstruction of a facility.
- d) Refunding, refinancing, or restructuring debt, subject to refunding objectives and parameters discussed in Section E.
- e) Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issuer's discount, underwriter's discount and other costs of issuance.
- f) Interim or cash flow financing, such as anticipation notes.

3. Prohibited Uses of Debt

Prohibited uses of debt include the following:

- a) Financing of operating costs except for anticipation notes with a term of less than one year.
- b) Debt issuance used to address budgetary deficits.
- c) Debt issued for periods exceeding the useful life of the asset or projects to be financed.

B. USE OF ALTERNATIVE DEBT INSTRUMENTS

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, risks, and costs. All potential funding sources are reviewed by management within the context of the Debt Policy and the overall portfolio to ensure that any financial product or structure is consistent with the City's objectives. Regardless of what financing structure(s) is utilized, due-diligence review must be performed for each transaction, including the quantification of potential risks and benefits, and analysis of the impact on City creditworthiness and debt affordability and capacity.

1. Variable Rate Debt

Variable rate debt affords the City the potential to achieve a lower cost debt depending on market conditions. However, the City will seek to limit the use of variable-rate debt due to the potential risks of such instruments.

a) Purpose

The City shall consider the use of variable rate debt for the purposes of:

- i. Reducing the costs of debt issues.
- ii. Increasing flexibility for accelerating principal repayment and amortization.
- iii. Enhancing the management of assets and liabilities (matching short-term "priced debt" with the City's short-term investments).
- iv. Diversifying interest rate exposure.

b) Considerations and Limitations on Variable-Rate Debt

The City may consider the use of all alternative structures and modes of variable rate debt to the extent permissible under State law and will make determinations among different types of modes of variable-rate debt based on cost, benefit, and risk factors. The Chief Financial Officer shall consider the following factors in considering whether to utilize variable rate debt:

- i. Any variable rate debt should not exceed 20% of total City General Fund supported debt.
- ii. Any variable rate debt should be fully hedged by expected future Facility Financing Plan reserves or unrestricted General Fund reserve levels.
- iii. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
- iv. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
- v. Costs, implementation and administration are quantified and considered.
- vi. Cost and availability of liquidity facilities (lines of credit necessary for variable rate debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.
- vii. Ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.
- viii. The findings of a thorough risk management assessment.

c) Risk Management

Any issuance of variable rate debt shall require a rigorous risk assessment, including, but not limited to factors discussed in this section. Variable rate debt subjects the City to additional financial risks (relative to fixed rate bonds), including interest rate risk, tax risk, and certain risks related to providing liquidity for certain types of variable rate debt.

The City will properly manage the risks as follows:

- i. **Interest Rate Risk and Tax Risk** – The risk that market interest rates increase on variable-rate debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. **Mitigation** – Limit total variable rate exposure per the defined limits and match the variable rate liabilities with short term assets.
- ii. **Liquidity/Remarketing Risk** – The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid

amortization of the repurchased bonds. **Mitigation** – Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (5-10 years) amortization of any draws on the facility. Secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels as a result of the facility provider's ratings, a replacement provider shall be sought.

- iii. **Liquidity/Rollover Risk** – The risk that arises due to the shorter term of most liquidity provider agreements (1-5 years) relative to the longer-term amortization schedule of the City's variable-rate bonds. In particular, (1) the City may incur higher renewal fees when renewal agreements are negotiated and (2) the liquidity bank market constricts such that it is difficult to secure third party liquidity at any interest rate. **Mitigation** – Negotiate longer terms on provider contracts to minimize the number of rollovers.

2. Derivatives

The use of certain derivative products to hedge variable rate debt, such as interest rate swaps, may be considered to the extent the City has such debt outstanding or under consideration. The City will exercise extreme caution in the use of derivative instruments for hedging purposes, and will consider their utilization only when sufficient understanding of the products and sufficient expertise for their appropriate use has been developed. A comprehensive derivative policy will be adopted by the City prior to any utilization of such instruments.

C. REFUNDING GUIDELINES

The Chief Financial Officer shall monitor at least annually all outstanding City debt obligations for potential refinancing opportunities. The City will consider refinancing of outstanding debt to achieve annual savings. Absent a compelling economic reason or financial benefit to the City, any refinancing should not result in any increase to the weighted average life of the refinanced debt.

The City will generally seek to achieve debt service savings which, on a net present value basis, are at least 3% of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing shall additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future.

Any potential refinancing executed more than 90 days in advance of the outstanding debt optional call date shall require a higher savings threshold. Consideration of this method of refinancing shall place greater emphasis on determining whether an alternative refinancing opportunity with higher savings is

reasonably expected in the future.

D. MARKET COMMUNICATION, ADMINISTRATION, AND REPORTING

- 1. Rating Agency Relations and Annual or Ongoing Surveillance** – The Chief Financial Officer shall be responsible for maintaining the City's relationships with Standard & Poor's Ratings Services, Fitch Ratings and Moody's Investor's Service. The City is committed to maintaining its existing rating levels. In addition to general communication, the Chief Financial Officer shall:
 - a) Ensure the rating agencies are provided updated financial information of the City as it becomes publically available.
 - b) Communicate with credit analysts at each agency at least once each year, or as may be requested by the agencies.
 - c) Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.

- 2. Council and Financial Planning and Budget Subcommittee Communication** – The Chief Financial Officer should report feedback from rating agencies, when and if available, regarding the City's financial strengths and weaknesses and recommendations for addressing any weaknesses as they pertain to maintaining the City's existing credit ratings.

- 3. Continuing Disclosure Compliance** – The City shall remain in compliance with Security and Exchange Commission Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders within 270 days of the close of the fiscal year, or as required in any such agreement for any debt issue. The City shall maintain a log or file evidencing that all continuing disclosure filings have been made promptly.

- 4. Debt Issue Record-Keeping** – A copy of all debt-related records shall be retained at the City's offices. At minimum, these records shall include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

- 5. Arbitrage Rebate** – The use of bond proceeds and their investments must be monitored to ensure compliance with all Internal Revenue Code Arbitrage Rebate Requirements. The Chief Financial Officer shall ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.

E. CREDIT RATINGS

The City will consider published ratings agency guidelines regarding best financial practices and guidelines for structuring its capital funding and debt strategies to maintain the highest possible credit ratings consistent with its current operating and capital needs.

F. LEGAL DEBT LIMIT

Culver City Charter section 1603 indicates that the City shall not incur bonded indebtedness which shall in the aggregate exceed the sum of fifteen percent (15%) of the total assessed valuation, for purposes of City taxation, of all the real and personal property within the City. While this limit defines the absolute maximum legal debt limit for the City, it is not an effective indicator of the City's affordable debt capacity.

G. AFFORDABILITY

Prior to the issuance of debt to finance a project, the City will carefully consider the overall long-term affordability of the proposed debt issuance. The City shall not assume more debt without conducting an objective analysis of the City's ability to assume and support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the tax payers. The evaluation process shall include a review of generally accepted measures of affordability and will strive to achieve and or maintain debt levels consistent with its current operating and capital needs. The Chief Financial Officer shall review benchmarking results of other California cities of comparable size with the City's Financial Planning and Budget Subcommittee prior to any significant project financing.

- 1. General Fund-Supported Debt** – General Fund Supported Debt generally includes Certificates of Participation (COPs) and Lease Revenue Bonds (LRBs) which are lease obligations that are secured by an installment sale or by a lease-back arrangement between the City and another public entity. The general operating revenues of the City are pledged to pay the lease payments, which are, in turn, used to pay debt service on the bonds or Certificates of Participation.

These obligations do not constitute indebtedness under the state constitutional debt limitation and, therefore, are not subject to voter approval.

Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payment schedule. The lessee (City) is obligated to place in its Annual Budget the rental payments that are due and payable during each fiscal year the lessee has use of the leased

property.

The City should strive to maintain its net General Fund-backed debt service at or less than 8% of available annually budgeted revenue. This ratio is defined as the City's annual debt service requirements on Certificates of Participation and Lease Revenue Bonds compared to total General Fund Revenues net of interfund transfers. This ratio, which pertains to only general fund backed debt, is often referred to as "lease burden."

- 2. Revenue Bonds** – Long-term obligations payable solely from specific pledged sources, in general, are not subject to a debt limitation. Examples of such long-term obligations include those which achieve the financing or refinancing of projects provided by the issuance of debt instruments that are payable from restricted revenues or user fees (Enterprise Revenues) and revenues generated from a project.

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain a coverage ratio of 125% using historical and/or projected net revenues to cover annual debt service for bonds. The City may require a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratios.

- 3. Special Districts Financing** – The City's Special Districts primarily consist of 1913/1915 Act Assessment Districts (Assessment Districts). The City will consider requests for Special District formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.
- 4. Conduit Debt** – Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

H. STRUCTURE OF DEBT

1. **Term of Debt** – Debt will be structured with the goal of distributing the payments for the asset over its useful life so that benefits more closely match costs for both current and future residents. Borrowings by the City should be of a duration that does not exceed the useful life of the improvement that it finances. The standard term of long-term borrowing is typically 15-30 years.
2. **Rapidity of Debt Payment** – Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City’s projected cash flow to the anticipated debt service payments. “Backloading” of debt service will be considered only when one or more of the following occur:
 - a) Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
 - b) The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
 - c) Such structuring is beneficial to the City’s aggregate overall debt payment schedule or achieves measurable interest savings.
 - d) Such structuring will allow debt service to more closely match project revenues during the early years of the project’s operation.
3. **Level Payment** – To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of 2% without a dedicated and supporting revenue funding stream.
4. **Serial Bonds, Term Bonds, and Capital Appreciation Bonds** – For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.
5. **Reserve Funds** – The City shall strive to maintain fund balance in the Facilities Planning Reserve at a level equal to or greater than the maximum annual debt service of existing obligations.

APPENDIX C

GLOSSARY OF TERMS

Accounting System – The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting – The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility receivables are accrued at fiscal year end.

Activity – A specific and distinguishable unit of work of service performed.

Actuarial – A process or methodology that makes future assumptions to determine present contribution requirements to achieve future funding levels that addresses current risk and time.

Adoption – Formal action by the City Council, which sets the spending path for the fiscal year.

Allocation – The amount approved by legislative action for planned purchases of goods or services.

Amortization – 1) The paying off of debt with a fixed repayment schedule in regular installments over a period of time; 2) The spreading out of capital expenses for intangible assets over a specific period of time (usually over the asset's useful life) for accounting and tax purposes.

Appropriation – A legal authorization granted by the City Council, which permits officials to incur obligations against and to make expenditures of governmental resources for specific purposes.

Art in Public Places Fund – To account for the "Arts in Public Places" program.

Assessed Property Value – The dollar value set upon real estate or other property by the County Assessor.

Assets – Property owned by a government, which has monetary value.

Asset Seizures Fund – Funds received from federal and local seized and forfeited properties.

Audit – A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

Balance Sheet – A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

Balanced Budget – A budget in which estimated revenues equal estimated expenses.

Bond – A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date[s]) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

GLOSSARY OF TERMS

Bond Rating – An evaluation of a bond issuer’s credit quality and perceived ability to pay the principal and interest on time and in full. Two agencies regularly review city bonds and generate bond ratings: Moody’s Investors Service and Standard and Poor’s Rating Group.

Budget – An annual financial plan that identifies revenues, specific types and levels of services to be provided, and establishes the amount of money which can be spent.

Budget Adoption – Formal action by the City Council, which sets the spending path for the year.

Budget Amendment – A formal action approved by the City Council to adjust the fiscal year adopted budget. The City Council has the sole responsibility for adopting the City’s budget, and may amend or supplement the budget at any time after adoption. A budget amendment requires a 4/5’s vote by the City Council.

Budget Calendar – The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Message – Included in the opening section of the budget, the Budget Message provides the City Council and the Public with a general summary of the most important aspects of the budget, comparative data from previous years, goals and objectives, and the views and recommendations of the City Controller and the Chief Administrative Officer.

Budget Monitoring – The evaluation of a governmental unit or fund in accordance with an approved budget for the purpose of keeping expenditures within the limits of available appropriations and available revenues.

Budget Policies – General and specific guidelines adopted by the City Council that govern the financial plan’s preparation and administration.

Budgetary Control – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

CalPERS – State of California Public Employee’s Retirement System.

CNG – Compressed Natural Gas, which can reduce emitted toxic soot, is an alternative fuel for vehicles.

Capital Assets – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Grants Fund – To account for capital grant funds resulting from the City’s federal, state and local operating grants, and the qualified expenditure of these restricted funds.

Capital Improvement Program (CIP) – Annual appropriations in the City’s budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are supported by a five-year expenditure plan which details funding sources and expenditure amounts. They are often multi-year projects which require funding beyond the one year period of the annual budget.

Capital Outlay – Expenditures for the acquisition and/or construction of capital assets.

GLOSSARY OF TERMS

Cash Basis of Accounting – A basis of accounting under which transactions are recognized only when cash is received or disbursed.

Central Stores – For the timely purchase of needed materials, supplies and auto parts in advance of actual need.

City Garage Fund – For all activities of the City's central garage operations.

Community Development Block Grant (CDBG) – A U.S. Department of Housing and Urban Development grant to support economic development projects and social services for designated low-income areas.

Comprehensive Annual Financial Report (CAFR) – The official annual report of the City's financial condition at the conclusion of the fiscal year. The report is prepared to conform to Generally Accepted Accounting Principles (GAAP) for governmental units and presentation of the financial data in conformity with the Adopted Budget.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Contingency – A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfalls and/or unknown expenditures, such as those for pending employee association salary settlements. Also referred to as appropriated reserves.

Cost Accounting – Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

Debt – An obligation from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, and notes.

Debt Financing – Issuance of bonds and other debt instruments to finance municipal improvements and services.

Debt Instrument – Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, Certificates of Participation (COPs), and assessment district bonds (LIDs). (See Bonds.)

Debt Service – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COPs).

Debt Service Requirement – The amount of money required to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Deficit – (1) The excess of an entity's liabilities over its assets (see *Fund Balance*), or (2) the excess of expenditures or expenses over revenues during a single accounting period.

Department – An operational and budgetary unit designated by the City Council to define and organize City operations, or a group of related operations within a function area.

Depreciation – (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

GLOSSARY OF TERMS

Division – An organizational unit consisting of program(s) or activity(ies) within a department which furthers the objectives of the City Council by providing services or a product.

Encumbrance – Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated. (See also *Purchase Orders*)

Encumbrance Accounting – Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized as an extension of the formal budgetary integration in the governmental funds. Encumbrances provide authority to complete these transactions as expenditures and represent commitments related to unperformed contracts for goods or services.

Enterprise Fund - A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These funds are entirely or predominately self-supporting.

Equipment Replacement Fund – To hold annual replacement payments from designated user departments and to use those funds to purchase equipment for general City purposes.

Expenditure – The actual payment for goods and services.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

Expense Category – Three expense object categories: Salaries and Wages; Supplies and Expenses; and Capital Outlay.

Fee – The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Fiduciary Funds - Funds that contain assets held for others which cannot be used to support the government's own programs.

Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The Culver City fiscal year begins July 1 and ends June 30 of each year.

Fixed Assets – Non-consumable assets of long-term nature such as land, buildings, machinery, furniture, and other equipment.

Franchise Fee – A fee levied on a public service corporation in return for granting a privilege or permitting the use of public property. These fees are usually passed on the corporations' customers as a cost of doing business. Services subject to franchise fees include but are not limited to electricity, telephone, and natural gas.

Fringe Benefits – These include employee retirement, social security, health, dental, life insurance, workers compensation, uniforms and deferred compensation plans.

Full-Time Equivalent (FTE) – The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year, except as noted. Part-time services provided by casual/seasonal employees such as those for summer recreation programs are not included.

GLOSSARY OF TERMS

Fund – Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

Fund Balance – The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) of a particular fund.

Gann Appropriations Limit – Article XIIIB of the State constitution was amended by Proposition 4 (Gann Initiative) in 1979. Article XIIIB limits growth in the spending of tax proceeds to tax proceeds appropriated in the “base Year” of 1978-79 times the product of the allowable annual percentage change in cost-of-living factor and the allowable annual percentage change in a population change factor. The cost-of-living factor is the larger of the annual percentage change in the State per capita personal income or the annual percentage change in the local non-residential assessed valuation due to new construction. The population change factor is the larger of the annual percentage change of the jurisdiction’s population or the annual percentage population change of the county in which the jurisdiction is located.

Gas Tax Fund - To account for the City's share of state gasoline tax collection in accordance

with the provisions of the State of California Streets and Highway Code.

General Fund – The primary operating funds of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose. Usually, the General Fund is the largest fund in the municipality.

General Obligation Bonds – Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approval bonds) or other general revenue.

General Revenue – The revenues of a government other than those derived from and retained in a Proprietary, Special Revenue, or Trust and Agency Fund.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local government is the GASB.

Governmental Accounting Standards Board (GASB) – The authoritative accounting and financial reporting standard-setting body for government entities.

GLOSSARY OF TERMS

Governmental Funds – Funds that track the basic activities of government. The primary governmental fund is the general fund.

Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.

Graphic Services Fund – for City mail/postage services, in-house printing services and copying services.

Indirect Costs – Costs associated with, but not directly attributable to the providing of a product or service. These are usually costs incurred by other departments in the support of operating departments.

Infrastructure – Facilities on which the continuance and growth of a community depend on such as roads, water lines, sewers, public buildings, parks and so forth.

Innovation Fund – Fund set aside for "grants" or "loans" to City departments/divisions to cover one-time costs of innovative programs to improve productivity and/or community services.

Interfund Transfers – When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

Internal Service Fund – Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, on a cost-reimbursement basis.

Landscape Maintenance Fund – To account for monies from homeowners for landscaping services of private property within the City.

Lease Purchase Agreement – Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.

Levy – (verb) To impose taxes, specials assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

Liability – Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. Note: The term does not include encumbrances.

Line Item – A specific item or group of similar items defined by detail in a unique account in the financial records. Revenue and expenditure justifications are reviewed, anticipated and appropriated at this level.

Long-Term Debt – Debt with a maturity of more than one year after the date of issue.

Major Fund – Per GASB Statement No. 34, the general fund and any other governmental or enterprise fund whose revenues, expenditures/expenses, assets, or liabilities are at least 10 percent of the corresponding element total for all governmental or enterprise funds (excluding extraordinary items) and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same element. Each major fund is reported in a separate column on the fund financial statements in the Comprehensive Annual Financial Report (CAFR).

Non-major funds are aggregated and reported in a single column on the appropriate financial statements.

GLOSSARY OF TERMS

Micrographics Service Fund – For the costs of microfilm services.

Mission – A description of the basic purpose and responsibility of the division or department.

Modified Accrual Basis of Accounting – The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined, and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Municipal Code – A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Non-major Funds - (*See definition for Major Funds*)

Objective – Desired output oriented accomplishments which can be measured and achieved within a given time frame. Achievement of the objective/advances the organization has toward a corresponding goal.

Object of Expense – The individual expenditure accounts used to record each type

of expenditure City operations may incur. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are:

- **Personnel Services** – Salaries and fringe benefits paid to City employees. This category includes items such as health/dental insurance, retirement and deferred compensation.
- **Maintenance and Operations** – Supplies and other materials/services used in the normal operations of City departments. Maintenance and operations costs include items such as books, chemicals and construction materials, consultant contracts and internal service fund charges, advertising, travel and utilities.
- **Capital Outlay** – A budget category which budgets all equipment having a unit cost of more than \$500 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment and other relatively minor fixed assets.

New Development Impact Fund – To record fees collected on new non-residential development in excess of 5,000 square feet.

Operating Budget – Plans for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled.

Operating Grants Fund – To account for operating grant funds resulting from the City's

GLOSSARY OF TERMS

federal, state and local operating grants, and the qualified expenditure of these restricted funds.

Ordinance – A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Park Facilities Fund – To account for monies from subdivision/residential development impact fees for the improvement and expansion of public parks and facilities throughout the City.

Parking Capital Improvement Fund – For the accumulation of parking meter collections and other parking lot revenues for major parking improvement by action of the City Council.

Performance Indicator – A measure used to identify departmental or divisional achievements in numerical or statistical terms.

Proprietary Fund – To account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis. There are two types of proprietary funds: Enterprise Funds and Internal Service Funds. (See individual definitions in this glossary.)

Purchase Order – A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Reconciliation – A detailed explanation of changes in financial activities from one period

to another or from one accounting basis to another.

Refuse Disposal Fund – To account for the operation of the City's refuse disposal, transfer station operation, recycling efforts and street sweeping services.

Reserve – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through City Council policy action.

Resolution – A special or temporary order of a legislative body requiring less formality than an ordinance.

Revenue – Sources of income which the City receives during a fiscal year. Examples of revenue includes taxes, intergovernmental grants, charges for services, resources forwarded from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

Resolution – A special order of the City Council which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The adopted City budget is approved by resolution and requires a majority vote of the Council members present at budget adoption time. During the fiscal year other budget modifications made by the City Council require a majority plus one vote.

Self Insurance – A term often used to describe the retention by an entity of a risk or loss arising out of the ownership of property or the activity of the agency.

GLOSSARY OF TERMS

Sewer Fund – To account for revenues collected through sewer charge fees and sewer facilities charges.

Special Assessment – A compulsory levy imposed on certain properties to defray part, or all, of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Funds – A Special Revenue Fund is separately administered because restrictions have been placed on how revenues may be spent by the City Council, the State of California or the Federal government. Two examples are the State of California Gas Tax Fund and Federal government Community Development Block Grant funds.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include charges for services rendered only to those paying such charges as for sewer or refuse service.

Transportation Fund – To account for the operation, as well as the capital assets, of the City's transportation system.

Unencumbered Balance – The amount of an appropriation that is neither amended nor encumbered. It is essentially the amount of money still available for future purchases.

Urban Runoff – Storm water and dry weather runoff/discharge that flows to the ocean.

User Charges/Fees – The payments of a fee for direct receipt of a public service by the party benefiting from the service.

Vehicle License Fee – Vehicle License Fee (VLF) is an annual fee on the ownership of registered vehicles in California in place of

taxing vehicles as personal property since 1935. The VLF is paid to the Department of Motor Vehicles (DMV) at the time of annual vehicle registration. The fee is charged in addition to other fees, such as the vehicle registration fee, air quality fees, and commercial vehicle weight fees.

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APPENDIX D

ACRONYMS

AB	Assembly Bill	CIP	Capital Improvement Project or Program
AIP	Area Improvement Plan	CMP	Congestion Management Program
AQMD	Air Quality Management District	CNG	Compressed Natural Gas
ARRA	American Recovery and Reinvestment Act	COG	Council of Governments
ATS	Automated Traffic System	COLA	Cost of Living Adjustment
ATSAC	Automated Traffic Surveillance and Control	COPS	Citizens' Option for Public Safety
AVR	Average Vehicle Ridership	CPI	Consumer Price Index
AVL	Automatic Vehicle Locator	DAT	Disaster Awareness Training
AVR	Average Vehicle Ridership	EEO	Equal Employment Opportunity
BID	Business Improvement District	EIR	Environmental Impact Report
CAFR	Comprehensive Annual Financial Report	EOC	Emergency Operations Center
CalPERS	California Public Employee's Retirement System	ERAF	Educational Revenues Augmentation Fund
CCARES	Culver City Amateur Radio Emergency Service	ERF	Equipment Replacement Fund
CCEA	Culver City Employees' Association	FAP	Fare Allocation Plan
CCMG	Culver City Management Group	FEHA	Fair Employment and Housing Act
CCPMG	Culver City Police Management Group	FEMA	Federal Emergency Management Agency
CCPOA	Culver City Police Officers Association	FMR	Fair Market Rent
CCRA	Culver City Redevelopment Agency	FTA	Federal Transportation Administration
CCUSD	Culver City Unified School District	FTE	Full-time Equivalent
CDBG	Community Development Block Grant	GAAP	Generally Accepted Accounting Principals
CEQA	California Environmental Quality Act	GASB	Governmental Accounting Standards Board
CERT	Community Emergency Response Team	GIASP	General Industrial Activities Storm Water NPDES Permit
CHS	Comprehensive Housing Strategy	GDP	Gross Domestic Product
		GFOA	Government Finance Officers Association

ACRONYMS

GIS	Geographical Information Systems	OSHA	Occupational Safety and Health Administration
HCVP	Housing Choice Voucher Program	PERS	Public Employee Retirement System
HIPPA	Health Insurance Portability and Accountability Act	PHA	Public Housing Agency
HUD	Department of Housing and Urban Development	PROP A And PROP C	Proposition A and Proposition C programs are two one-half cent sales tax measures approved by Los Angeles County voters to finance a countywide transit development program
I & A	Improvements and Acquisitions	PSAF	Public Safety Sales Tax
ICRMA	Independent Cities Risk Management Authority	PTA	Public Transportation Account
IOD	Injured On Duty	RAP	Rental Assistance Program
IT	Information Technology	RDA	Redevelopment Agency
LED	Light Emitting Diodes	RFP	Request for Proposal
LLEBG	Local Law Enforcement Block Grant Program	RFQ	Request for Quotation
LWCG	Land, Water and Conservation Grant	RHNA	Regional Housing Needs Assessment
MAP	Mortgage Assistance Program	RPT	Regular Part-time
MOE	Maintenance of Effort	RSVP	Retired Senior Volunteer Program
MOU	Memorandum of Understanding	SEMP	Section 8 Management Assessment Program
MSW	Municipal Solid Wastes	SERF	Supplemental Equipment Replacement Fund
MTA	Metropolitan Transportation Authority	SIF	Self-Insurance Fund
NPDES	National Pollutant Discharge Elimination System	SOP	Standard Operating Procedures
NPP	Neighborhood Preservation Program	SSMP	Sewer System Management Plan
NTMP	Neighborhood Traffic Management Plan	STA	State Transportation Assistance
OB	Operating Budget	STPL	Surface Transportation Program Local
OES	Office of Emergency Services	TCRF	Traffic Congestion Relief Fund
OPEB	Other Post Employment Benefits	TCRP	Technical Cooperative Research Project

ACRONYMS

TDA	Transit Development Act
TMDL	Total Maximum Daily Load
TI	Tax Increment <i>or</i> Tenant Improvement
TOT	Transient Occupancy Tax
TSR	Traffic Signal Repair
UASI	Urban Area Security Initiative
UFS	Universal Fare System
UUT	Utility User Tax
VMC	Veterans' Memorial Complex
WCCOG	Westside Cities Council of Governments
WDR	Waste Discharge Requirements

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APPENDIX E

OBJECT ACCOUNT NUMBERS DESCRIPTION

NO.

PERSONNEL SERVICES

Includes expenditures for salaries, wages and related employee benefits for all persons employed by the City.

411100 REGULAR SALARIES

Compensation paid to personnel employed in the Classified Service of the City. This category also includes those employees hired on a provisional basis and Excepted employees who work in excess of 1,000 hours per fiscal year.

411200 PART-TIME SALARIES

Compensation paid to persons employed for extra work, seasonal work, special part-time work, and any other temporary work not exceeding 1,000 hours in a fiscal year.

411310 OVERTIME SALARIES

Extra compensation for regular employees' extended duties/time for which compensation has been specifically authorized by the Chief Administrative Officer.

411700 CONTRACT LABOR

Contract part-time employees from employment agencies, i.e. Office Team, Apple One Employment, etc.

431000 DEFERRED COMPENSATION

Payment to a Deferred Compensation investment plan for eligible employees.

432000 SOCIAL SECURITY

Employer's expenses paid to the State of California Social Security Program for California Public Agencies. (Includes Medicare).

433000 RETIREMENT - EMPLOYER

Employer's expenses for the Public Employee's Retirement System.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

433500 RETIREMENT - EMPLOYEE

Payments to PERS for a portion or all of an employee's contribution for State Retirement Plan.

434000 WORKERS' COMPENSATION INSURANCE

Departmental/Divisional expenses for Workers' Compensation Insurance. The City uses a self-insurance program for this purpose.

435000 GROUP INSURANCE

Employer's expenses for group health, life, dental and vision care.

435400 RETIREE HEALTH SAVINGS

Employer's expenses for retiree's health savings account

435500 RETIREE INSURANCE

Employer's expenses for retiree's medical insurance

435600 RETIREE MEDICAL PREFUNDING

Employer's expenses towards the funding of future retirement liabilities

435700 RETIREE MEDICAL PREFUNDING FEE %

Employer's expenses towards fees associated with retiree medical prefunding

436000 STATE DISABILITY INSURANCE

Employer's portion of State Disability Insurance for CCEA group.

437000 MANAGEMENT HEALTH BENEFIT

Expenses for Management Wellness Benefits health services.

437500 LONGEVITY PAY

Payments to eligible full-time employees for continues service to the City.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

438000 AUTO ALLOWANCE – PAYROLL

Stipend paid to eligible employees to cover costs of routine business related travel in personal vehicles.

438500 CELL PHONE ALLOWANCE

Stipend paid to eligible employees to cover costs of business related phone calls.

439000 EDUCATION REIMBURSEMENT

Reimbursement payments to employees for approved training and educational expenditures (i.e. tuition, fees, book, etc.)

440000 UNIFORM ALLOWANCE - PAYROLL

Stipend paid to eligible employees for uniform allowances, uniform maintenance/rental and repair costs.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

MAINTENANCE AND OPERATIONS

Includes expenditures for articles and commodities which are consumed or materially altered when used, and for services other than employee services which may be required by the City.

512100 OFFICE EXPENSE

Expenditures relating to general office supplies (e.g. pencils, pens, erasers, etc.), blueprints, standard forms, maps, etc.

512200 PRINTING AND BINDING

Includes expenses for printing and other duplication costs.

512300 POSTAGE

Includes expenses for postage handling and mailroom distribution services, whether on a direct expenditure basis or as a charge-back from Graphic Services.

512400 COMMUNICATIONS

Expenses for lease or purchase, installation, operations, service charges and rate charges for voice telephone systems, and other communications.

513000 UTILITIES

Includes electricity, gas, water, refuse, and sewer use charges.

514000 MANDATED FEES

Includes expenses for mandatory fees as required by a State or regulatory entity, such as for the purpose of accreditation, etc.

514100 DEPARTMENTAL SPECIAL SUPPLIES/EXPENSES

Includes expenses for all items of specialized nature to the particular department, which are not included in other accounts. For example:

Ammunition	Awards and badges
Engineering drafting supplies	Photo and lab supplies
Court costs	Radio and recording supplies
Games, decorations, balls	

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

514200 DANCES AND SPECIAL PROGRAMS

Includes expenses for all items of specialized nature for community-related dances and special events programs (e.g. Teen Center, etc.)

514300 MUNICIPAL CODE REVISIONS

Includes expenses for codification services and printing.

514400 LEGAL SUPPLEMENTS AND POCKET PARTS

Includes expenses for law book replacements/revisions of single volumes and supplements to update.

514500 CANINE PROGRAM EXPENSE

Expenses related to K-9 program in Police Department, such as dog food, veterinary care, etc.

514600 SMALL TOOLS AND FIELD EQUIPMENT

Includes expenses for small tools, minor equipment, gloves, etc.

516100 TRAINING AND EDUCATION

Authorized expenses for employees attending approved education and training programs per Council policy. Includes travel and other associated, approved expenses. Also includes City expenses in establishing and conducting in-house training programs or payment of expense for group training programs.

516500 CONFERENCE AND CONVENTIONS

Includes expenses and/or reimbursements for registration, travel, meals, lodging and other costs while attending a conference, convention or special event as a representative of the City, subject to provisions of the Council Policy Statement relating thereto. Does not include training courses, sessions, institutes, etc. (See 516100)

516600 SPECIAL EVENTS OR MEETINGS

Includes expenses for scheduled monthly/quarterly organizational meeting or other special meetings, i.e. appearances before legislative committees, trips to other cities, etc. Usually does not require the individual to stay overnight.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

516700 MEMBERSHIPS AND DUES

Includes expenses for memberships and dues to organizations. Includes memberships in organizations in which the City participates, i.e. League of California Cities.

517000 CITY COMMISSION EXPENSES

Expenses related to conducting Commission meetings, including commissioner stipends, meeting transcription services, and reimbursements of approved out-of-pocket expenses incurred in connection with services performed by members of Commissions.

517100 SUBSCRIPTIONS

Includes expenses for special legal publications and general subscriptions.

517300 ADVERTISING AND PUBLIC RELATIONS

Expenses associated with promotional, legal advertising, public notices, and personnel recruiting advertising in newspapers, magazines and other media. Includes amounts paid for newsletters, brochures, flyers and other outreach supplies and expenses of community programs as authorized by the City Council such as trophies, plaques, awards and similar promotional items. For example:

Legal notices	Christmas decorations	Personnel recruiting advertising
Bus advertising	Fiesta La Ballona	Public notices

517400 POLICE INVESTIGATION

Expenses associated with Police investigations and criminal extraditions.

517500 CONTRIBUTIONS TO AGENCIES

Includes contributions to other governmental agencies and/or non-profit organizations engaged in activities supplemental to those of the City. Payments made to or on behalf of agencies, such as schools, Chamber of Commerce, Visitors' and Convention Bureau, may be charged to this account. (See Non-departmental Budget 1016100.)

517700 RIDE SHARE PROGRAM

Expenses related to the Ride Share Program, including employee inventive payouts and transit reimbursement payments.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

517800 EMPLOYEE SERVICE AWARD PROGRAM

Includes all costs associated with the employee incentive awards program, including monetary payments and associated material costs such as paper certificates, etc.

517850 EMPLOYEE RECOGNITION EVENTS

Includes expenditures for gifts, events, and activities in recognition of work-related milestones (e.g. retirement), achievements (e.g. superior work performance) or celebrations.

517900 RESERVE PROGRAM

Expenses related to Reserve Programs in the Police Department and Fire Department, such as uniforms, etc.

518000 VOLUNTEER PROGRAM

Expense of reimbursing volunteers for out-of-pocket expenses.

518300 MILEAGE REIMBURSEMENT

Reimbursement to employees for mileage expenses incurred with the use of personal vehicles for City business purposes.

520000 PETROLEUM PRODUCTS

Includes gasoline, diesel, kerosene, solvents, oils, grease and other petroleum products ordered by the Garage.

520200 CREDIT CARD FEES

Expenses associated with payment transactions fees and charged by credit/debt card processors.

550110 UNIFORMS

Expenses associated with City-provided uniforms and safety equipment, including uniform purchase, rentals, repairs and replacement.

550120 LAUNDRY

Includes charges for laundering of bedding, linen and rags.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

600100 REPAIRS & MAINTENANCE (R&M) - BUILDINGS

Includes expenses incurred in non-capital maintenance of buildings; i.e. custodian supplies, light bulbs, door locks, minor plumbing repairs, air conditioning, heating, security systems, elevator maintenance etc. Also includes maintenance/repair contracts.

600200 REPAIRS & MAINTENANCE (R&M) - EQUIPMENT

Includes the cost of service and maintenance agreements, parts and repairs of all equipment other than vehicles and radio and communications equipment.

600500 REPAIRS & MAINTENANCE (R&M) -IT EQUIPMENT

Expense for repair of IT equipment including PC, servers, network, and printers.

600800 EQUIPMENT MAINTENANCE EXPENSES

- a) Includes cost of service and maintenance agreements, parts and repairs of all vehicles maintained by the City Garage.
- b) Includes charges to City Departments by the Garage fund for vehicle fuel maintenance and repairs.

600900 CENTRAL STORES

Expenses for purchase of items through the Stores Fund for stock and later distribution to users as needed.

605100 RENTAL OF DEPARTMENTAL SPECIAL EQUIPMENT

Expenses for rental and leases. Includes costs of postage meters, copy-lease agreements, equipment rentals, i.e. autos, trucks, trailers, compressors, etc.

605400 AMORTIZATION OF EQUIPMENT

Includes amortization costs of all participating vehicles, computer equipment, and radio equipment.

605500 RENTAL OF BUILDING

Expenditures for operational leases of buildings either temporarily or for long-range use.

610100 AUDIT SERVICES

Expenses associated with services performed by persons or an organization concerned with examining, verifying, and reporting on the accounting records of the City.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

610200 MARKETING SERVICES

Payments for services providing marketing, advertising and promotional services supporting City operations.

610300 PERSONNEL SERVICES

Includes expenses relating to development and conduct of employment examinations, salary and classification studies, employee background examinations and Employee Assistance Programs.

610400 CONSULTING SERVICES

Expenses associated with contracts for consulting, management or professional support services that are technical in nature, not previously classified in any of the above (i.e. Audit Services, Marketing Services, or Personnel Services).

610600 ELECTION SERVICES

Includes all items of expenses incurred for General or Special Municipal Elections.

611200 LEGAL SERVICES – PERSONNEL GRIEVANCES

Includes expenses for legal services to the City provided by personnel not employed by the City related to personnel grievances. Services may include fees for special counsel, court reporting services, hearing examiners, investigative services, legal consultation, etc.

611300 LEGAL SERVICES – LAND USE

Includes expenses for legal services to the City provided by personnel not employed by the City related to land use. Services may include fees for special counsel, court reporting services, hearing examiners, investigative services, legal consultation, etc.

611600 LEGAL SERVICES – MISCELLANEOUS

Includes expenses for legal service needs not classified elsewhere

612100 ENGINEERING SERVICES

Expenses for professional or technical services for activities relating to engineering.

612300 PROPERTY MANAGEMENT SERVICES

Expenses incurred for the care, maintenance, record keeping, physical inventory and control of property (building and structures) belonging to or in the custody of the City.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

612800 TRAFFIC ENGINEERING SERVICES

Expenses for professional or technical services for activities relating to traffic engineering.

614100 MEDICAL SERVICES

Includes costs of general medical supplies

615100 REFUSE DISPOSAL SERVICES - TRASH

Expenses related to landfill waste disposal fees

618500 RENTS/SUBSIDY PAYMENTS (RELOCATED FROM RENTS AND LEASES)

Disbursement of Section 8 Funds for subsidized rents.

619100 FISCAL SERVICES

Includes payments for financial services rendered to the City. Includes consultative costs for special reviews, cost allocation plans, user fee studies, bank analysis, etc.

619500 GRAFFITI REMOVAL

Expenses of or relating to graffiti removal.

619600 DRUG TESTING PROGRAM

Expenses for personnel drug testing services.

619700 MICROGRAPHIC SERVICES

Expenses for microfilming.

619800 OTHER CONTRACTUAL SERVICES

Includes contractual agreements for City maintenance, repair or service needs not elsewhere classified (usually of a non-professional type), such as refuse dumping, street sweeping, custodial services, food services, taxi service, tree trimming, etc.

650100 INSURANCE PREMIUMS - LIABILITY

Expenses of public liability insurance premiums.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

650200 INSURANCE PREMIUMS - OTHERS

For expenses of insurance premiums or uninsured expenditures not considered as general public liability; i.e. fire damages, earthquake, flood, travel, bonding, etc.

650300 LIABILITY RESERVE CHARGES

Charges assessed against departments/divisions for the liability reserve of the self-insurance program.

650400 WORKERS' COMPENSATION INSURANCE PREMIUMS

Expenses of Workers' Compensation Insurance premiums.

660100 LIABILITY INSURANCE CLAIMS

Expenses in paying direct liability payments, and/or advances to the City's liability insurance administrator, special legal costs and awards of damages.

660200 WORKERS' COMPENSATION INSURANCE CLAIMS

Expenses in paying directly to employees or vendors claims/charges related to employee injuries, treatments, litigation, rehabilitation costs and/or advances to City's Workers' Compensation administrators.

660300 UNEMPLOYMENT INSURANCE CLAIMS

Expenses of payments or charges made by the State or Federal governments relating to unemployment services or reimbursements.

665100 DEPRECIATION

Expense of straight-line depreciation of actual cost of equipment.

670100 ADMINISTRATIVE CHARGES

Includes administrative charges by the City's General fund to the Enterprise funds and other expenses not elsewhere classified.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

CAPITAL OUTLAY

Includes the expenditures for acquisition of land, buildings, improvements other than buildings and equipment whose life cycle and cost are generally subject to individually being approved in the budget. The items generally will be recorded as Fixed Assets or in an equipment or insurance inventory record.

730100 IMPROVEMENTS OTHER THAN BUILDINGS

Includes expenditures for the acquisition of/or the construction, alteration or other improvements to facilities other than buildings. Examples would include such things as sprinkler systems, statues, monuments or fountains, playground facilities, etc., and would also include architectural fees and engineering costs related.

732100 AUTOMOTIVE - ROLLING STOCK AND EQUIPMENT

Includes expenditures for autos, trucks, street-sweepers, compactor bodies on refuse trucks, truck mounted water or oil tanks, etc. Also includes costs for transportation, vehicle preparation and inspections. Major rebuild, repair or overhaul might also be charged to this account. (See 8103 for Lease Purchase of Automotive Rolling Stock.) Breakdown as follows:

732120 DEPARTMENTAL SPECIAL EQUIPMENT

Includes expenditures for special equipment peculiar to a department or activity not elsewhere classified. Examples are:

Lathes, drill presses	Parking meters
Central computer and components	Fire hose, valves, nozzles
Playground and pool equipment	Electrical and light equipment
Telephones	Mobil and portable radios
Testing equipment	Reprographic equipment

732150 INFORMATION TECHNOLOGY EQUIPMENT - HARDWARE

Purchase of IT equipment including PCs, servers, networks, and printers.

740100 FURNITURE AND FURNISHINGS

Includes expenses for all furniture and furnishings normally used in offices, auditoriums, and buildings. For example:

Rugs, drapes, shades	Pictures, planters, shelving	Lamps, heaters, fans
Chairs, desks, tables	File cabinets, bookcases	

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

DEBT SERVICE

Includes the expenses of retiring the principal and paying interest costs on authorized bonds or other debts of the City, or authorized in grant funded programs from the Federal or State governments.

810100 BOND PRINCIPAL PAYMENTS

Account used to account for the payments for bond principal payments.

810400 LOAN PRINCIPAL PAYMENTS

Account used to account for the payments for loan principal payments.

820100 BOND INTEREST PAYMENTS

Account used to account for the payments for bond interest payments.

820400 LOAN INTEREST PAYMENTS

Account used to account for the payments for loan interest payments.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

INTER-FUND TRANSFERS

Includes object accounts used to transfer money between the City's various funds.

910200 APPROPRIATED RESERVE GENERAL FUND

Appropriations in the budget which is used as a contingency from which supplemental appropriations can be transferred to departmental budgets to meet unanticipated circumstances. Transfers are approved by the CAO, City Accountant, or the City Council, depending on authority provided within the Resolution adopting the Annual Budget.

No expenditures are made from these account, only transfers.

952101 TRANSFERS OUT TO – FUND 101

Account in the budget used to capture funds transferred out to Fund 101 – General Fund.

952203 TRANSFERS OUT TO – FUND 203

Account in the budget used to capture funds transferred out to Fund 203 – Municipal Bus Fund.

952307 TRANSFERS OUT TO – FUND 307

Account in the budget used to capture funds transferred out to Fund 307 – Equipment Replacement Fund.

952414 TRANSFERS OUT TO – FUND 414

Account in the budget used to capture funds transferred out to Fund 414 – Operating Grants Fund.

952420 TRANSFERS OUT TO – FUND 420

Account in the budget used to capture funds transferred out to Fund 420 – General Fund.

APPENDIX F

CITY OF CULVER CITY LEGAL DEBT MARGIN INFORMATION Last Ten Fiscal Years

Fiscal Year	Total Assessed Valuation	Debt Limit Percentage	Debt Limit	Amount of Debt Applicable to the Limit	Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2007	6,001,605,000	15%	900,240,750	-	900,240,750	0.00%
2008	6,568,960,000	15%	985,344,000	-	985,344,000	0.00%
2009	7,095,779,000	15%	1,064,366,850	-	1,064,366,850	0.00%
2010	7,527,054,000	15%	1,129,058,100	-	1,129,058,100	0.00%
2011	7,417,771,754	15%	1,112,665,763	-	1,112,665,763	0.00%
2012	7,652,983,856	15%	1,147,947,578	-	1,147,947,578	0.00%
2013	7,752,446,647	15%	1,162,866,997	-	1,162,866,997	0.00%
2014	8,323,791,063	15%	1,248,568,659	-	1,248,568,659	0.00%
2015	8,732,804,582	15%	1,309,920,687	-	1,309,920,687	0.00%
2016	9,169,218,845	15%	1,375,382,827	-	1,375,382,827	0.00%

Note: In accordance with California Government Code, total general obligation bonds outstanding cannot exceed 15 percent of total assessed valuation. For the 10 years ending June 30, 2016, the City was not obligated in any manner for general obligation bonds.

CITY OF CULVER CITY
COMPUTATION OF LEGAL DEBT MARGIN
JUNE 30, 2016
(in thousands)

Total gross assessed value	<u>\$ 9,169,219</u>
Debt limit - 15% of total assessed value	<u>\$ 1,375,383</u>
Amount of debt applicable to debt limit	-
Total bonded debt	-
Less assets in Debt Service Funds available for Payment of Principal	<u>-</u>
Total amount of debt applicable to debt limit	<u>-</u>
Legal debt margin	<u>\$ 1,375,383</u>

Source: City of Culver City - Accounting Division

City of Culver City
Wastewater Facilities Refunding Revenue Bonds
2009 Series A
Annual Debt Service Schedule

Set forth below is the expected annual schedule of principal and interest payments (assuming no optional redemption prior to maturity) due with respect to the Bonds.

Bond Year Ending September 1st	Principal	Interest	Total Annual Debt Service
2015	\$ 760,000	\$ 830,650	\$ 1,590,650
2016	790,000	804,475	1,594,475
2017	815,000	773,431	1,588,431
2018	850,000	739,212	1,589,212
2019	885,000	700,650	1,585,650
2020 - 2024	5,115,000	2,780,639	7,895,639
2025 - 2029	6,590,000	1,265,718	7,855,718
2030	1,530,000	38,250	1,568,250
TOTAL	\$ 17,335,000	\$ 7,933,025	\$ 25,268,025

NOTE: The Bonds do not constitute a general indebtedness or a pledge of the full faith and credit of the City within the meaning of any constitutional or statutory provision or limitation of indebtedness. The 2009 Series A Wastewater Bonds are supported by the wastewater revenues. Accordingly, they are exempted from the City's legal debt limit.

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APPENDIX G

RESOLUTION NO. 2017-R 069

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, APPROVING THE
5 MUNICIPAL BUDGET FOR THE FISCAL YEAR 2017-2018
6 AFTER PUBLIC HEARING HELD PURSUANT TO THE
7 PROVISIONS OF THE CITY CHARTER.

8 WHEREAS, the various departments and offices of the City of Culver City
9 have submitted their proposed budget for the fiscal year 2017-2018;

10 WHEREAS, conferences have been held with all departments and offices
11 relative to their requests and the City Manager has made his recommendations in
12 connection therewith to the City Council; and

13 WHEREAS, these budgets have been consolidated into a preliminary
14 2017-2018 municipal budget ("Preliminary Budget"); and

15 WHEREAS, the City Council has considered the recommendations of the
16 City Manager, and has proposed adjustments in the 2017-2018 Preliminary Budget as
17 shown in Exhibits "A," "B," "C," "D," "E," "F," and "G" attached hereto and incorporated
18 herein; and

19 WHEREAS, pursuant to the City Charter, a public hearing on the budget
20 was duly held at the regular meeting of the City Council on Monday, June 26, 2017; and

21 WHEREAS, at the conclusion of the hearing the City Council further
22 considered the Preliminary Budget as amended.

23 NOW, THEREFORE, the City Council of the City of Culver City, California,
24 DOES HEREBY RESOLVE as follows:

25 1. The proposed 2017-2018 budget, entitled "City of Culver City
26 Proposed 2017-2018 Budget" on file in the Office of the City Clerk, as amended by
27 Exhibits "A," "B," "C," "D," "E," "F," and "G" attached thereto and incorporated herein, is
28 hereby adopted as the General Municipal Budget for the fiscal year 2017-2018.

1 2. The City Clerk is directed to maintain three copies of the General
2 Municipal Budget on file at all times for inspection by the public.

3 3. The 2017-2018 capital improvement budget (CIB) is modified to
4 accommodate the release of appropriations from certain projects to CIB fund balances.
5 Such amounts will be determined upon the closing of the City's books for 2016-2017.

6 4. The actual account balances as of June 30, 2017, for the Capital
7 Improvement Projects shall be re-budgeted in the fiscal year 2017-2018 budget.
8 Estimates of resulting "carry-over" amounts are attached hereto as Exhibit "E". In
9 addition, Grants or reimbursements for the costs of the re-budgeted capital projects will
10 also be re-budgeted in fiscal year 2017-2018 and attached hereto as Exhibit "E".

11 5. The actual account balances as of June 30, 2017 for Bond funded
12 projects shall be re-budgeted in the fiscal year 2017-2018 budget with the approval of
13 the City Manager or his/her designee.

14 6. Work programs in the published adopted budget and work program
15 and workload status performance indicators have been revised to reflect necessary
16 updates and direction from the City Council on May 30 and June 5, 2017.

17 7. The adopted budget shall be administered in accordance with the
18 guidelines contained in the City of Culver City's Budget Development and
19 Administration Policy.

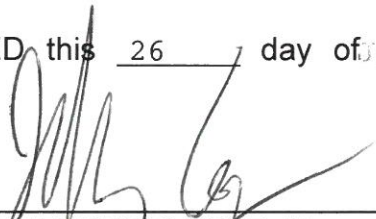
20 8. City staff members are authorized hereunder to proceed with the
21 acquisition of equipment detailed on Exhibit "F" without further City Council approval,
22 provided the total purchase price for each item, including sales tax, delivery charges,
23 and any modifications charges do not exceed the budgeted appropriation for that item.

24 9. The City Manager or his/her designee is authorized hereunder to
25 proceed with purchases of goods and services under Blanket Purchase Orders for
26 vendors identified in Exhibit G provided the total cost for goods and services procured
27 under each Blanket Purchase Order does not exceed the "not-to-exceed" amount
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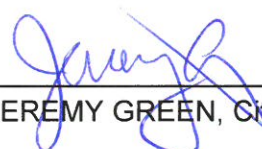
1 identified in Exhibit G. The Purchasing Officer is authorized hereunder to increase each
2 Blanket Purchase Order identified in Exhibit G in an amount not to exceed the
3 Purchasing Officer's purchasing authority of \$30,000 per Blanket Purchase Order.

4 10. The Chief Financial Officer is authorized to execute a loan or loans,
5 as needed, from the General Fund to the Measure M Fund not-to-exceed an aggregate
6 amount of \$960,000 for the purpose of funding authorized appropriations (the "Loan").
7 The Loan shall accrue simple interest at 3% per fiscal year. All Measure M funds
8 received shall be used solely to pay off the Loan until the Loan is paid in full, after which
9 time Measure M funds received may be used for other authorized expenditures.

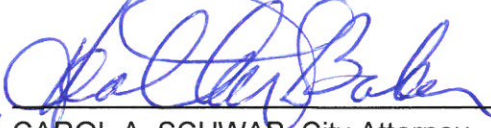
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11 APPROVED and ADOPTED this 26 day of June,
12 2017.

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14 
15 _____
16 JEFFREY COOPER, Mayor
17 City of Culver City, California

18 ATTEST:

19 
20 _____
21 JEREMY GREEN, City Clerk

22 APPROVED AS TO FORM:

23 
24 _____
25 CAROL A. SCHWAB, City Attorney
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A17-00385

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RESOLUTION NO. 2017-PA 001

A RESOLUTION OF THE BOARD OF THE CULVER CITY
PARAKING AUTHORITY, APPROVING THE PARKING
AUTHORITY BUDGET FOR THE FISCAL YEAR 2017-2018.

WHEREAS, on May 8, 2017, staff presented the proposed Annual Parking
Authority budget for Fiscal Year 2017-2018 to the Parking Authority Board; and

WHEREAS, a public hearing on the Parking Authority budget was duly held
at the regular meeting of the Parking Authority on Monday, June 26, 2017; and

WHEREAS, the budget includes funding for Parking Authority
administration, programs, and projects; and

WHEREAS, the proposed budget appropriates funds for expenditures
totaling approximately \$6,108,015 in Fiscal Year 2017-2018 for Parking Authority
operations.

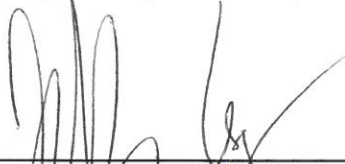
NOW, THEREFORE, the Parking Authority Board DOES HEREBY
RESOLVE as follows:

1. The proposed 2017-2018 budget, included in the "City of Culver City
Proposed Fiscal Year 2017-2018 Budget" on file with the Parking Authority Secretary, as
amended by Exhibit "A", attached thereto and incorporated herein, is hereby adopted as
the Culver City Parking Authority Budget for Fiscal Year 2017-2018.

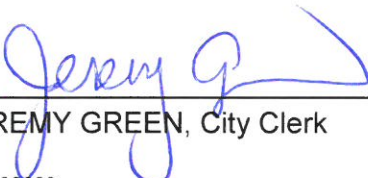
2. Work programs in the published adopted budget may be revised, if
necessary, to reflect updates and direction from the Parking Authority Board on June 26,
2017.

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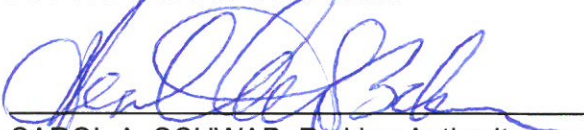

1 3. The adopted budget shall be administered in accordance with the
2 guidelines contained in the City of Culver City's Budget Development and Administration
3 Policy.

4
5 
6 _____
7 JEFFREY COOPER, Mayor
8 City of Culver City, California

9 ATTEST:

10 
11 _____
12 JEREMY GREEN, City Clerk
13 A17-00383

APPROVED AS TO FORM:

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15 _____
16 CAROL A. SCHWAB, Parking Authority
17 Counsel
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RESOLUTION NO. 2017-HA 001

A RESOLUTION OF THE BOARD OF THE CULVER CITY HOUSING AUTHORITY, APPROVING THE HOUSING AUTHORITY BUDGET FOR THE FISCAL YEAR 2017-2018.

WHEREAS, on May 8, 2017, staff presented the proposed Annual Housing Authority budget for Fiscal Year 2017-2018 to the Housing Authority Board; and

WHEREAS, a public hearing on the Housing Authority budget was duly held at the regular meeting of the Housing Authority on Monday, June 26, 2017; and

WHEREAS, the budget includes funding for Housing Authority administration, programs, and projects; and

WHEREAS, the proposed budget appropriates funds for expenditures totaling approximately \$3,634,562 million in Fiscal Year 2017-2018.

NOW, THEREFORE, the Housing Authority Board DOES HEREBY RESOLVE as follows:

1. The proposed 2017-2018 budget, included in the "City of Culver City Proposed Fiscal Year 2017-2018 Budget" on file with the Housing Authority Secretary, as amended by Exhibit "A", attached thereto and incorporated herein, is hereby adopted as the Culver City Housing Authority Budget for Fiscal Year 2017-2018.


2. The planning and administrative expenses provided in the budget to be made from former Low and Moderate Income Housing Funds are necessary for the production, improvement, and/or preservation of low and moderate income housing.

3. Work programs in the published adopted budget may be revised, if necessary, to reflect updates and direction from the Housing Authority Board on June 26, 2017.

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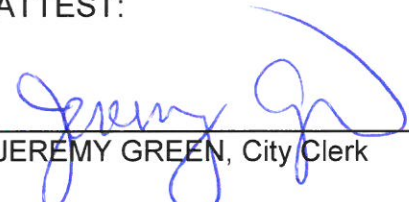
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1 4. The adopted budget shall be administered in accordance with the
2 guidelines contained in the City of Culver City's Budget Development and Administration
3 Policy.



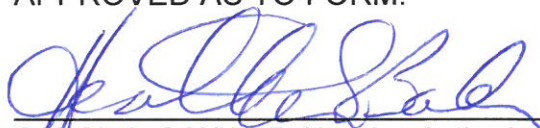
JEFFREY COOPER, Mayor
City of Culver City, California

8
9 ATTEST:




JEREMY GREEN, City Clerk

8
9 APPROVED AS TO FORM:



CAROL A. SCHWAB, Housing Authority
Counsel



12 A17-00382

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1 4. Budget appropriations may be transferred to or from one object, item
2 or purpose to another within a project or program with the approval of the Executive
3 Director, Assistant Executive Director or his/her designee.

4 5. Budget appropriations may also be transferred from one project or
5 program to another with the approval of the Executive Director or his/her designee.

6 6. The Executive Director or his/her designee is authorized to increase
7 an appropriation for a project or program when there is an associated revenue that is
8 equal to or greater than the appropriation, such as grant financed projects or programs
9 or appropriations which will be reimbursed by an applicant or other agency.

10 7. The Executive Director or his/her designee is authorized to increase
11 appropriations in excess of \$30,000 to cover contract costs (such as reimbursable
12 planning services), which will be reimbursed by an applicant.

13 8. The Executive Director or his/her designee is authorized to increase
14 appropriations in excess of \$30,000 to cover contract costs incurred in connection with
15 tax audits that are incurred on a contingency fee basis.

16 9. All other appropriation adjustment requests not exceeding \$30,000
17 per adjustment may also be made with the approval of the Executive Director or his/her
18 designee. Except as otherwise provided, appropriation transfer requests in excess of
19 \$30,000 may not be made without prior approval of the Successor Agency Board.

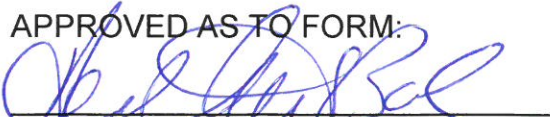
20
21 APPROVED and ADOPTED this 26 day of June, 2017.

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23 
24 _____
25 JEFFREY COOPER, Mayor
26 City of Culver City, California

24 ATTEST:

25 
26 _____
27 JEREMY GREEN, City Clerk

24 APPROVED AS TO FORM:

25 
26 _____
27 CAROL A. SCHWAB, Successor Agency
28 Counsel

A17-00384

CITY OF CULVER CITY
ADJUSTMENTS TO PROPOSED BUDGET
FISCAL YEAR 2017-18

As of 6/26/17

GENERAL FUND REVENUES (FUND 101)

		Fiscal 2017-18		
Proposed General Fund Revenues for FY 2017-18		\$ 120,129,491		
<u>Description</u>	<u>Proposed Budget Estimate Amount</u>	<u>Revised Budget Estimate Amount</u>	<u>Add/(Reduced) Amount</u>	
1. Reduce Land Sale Proceeds. (10116100.386350)	10,800,000	5,400,000	(5,400,000)	
2. Transfer-In from Fund 485. (10116100.391485)	0	1,300,000	1,300,000	
Subtotal of changes	10,800,000	6,700,000	(4,100,000)	
Revised General Fund Revenues for FY 2017-18		\$ 116,029,491		

GENERAL FUND EXPENDITURES (FUND 101)

		Fiscal 2017-18		
Proposed General Fund Expenditures for FY 2017-18		\$ 117,595,091		
<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>	
1. Increase appropriation for Mansionization Study. (10150100.619800)	180,255	192,695	12,440	
2. Updates to Employee Recognition (517850) amounts based on position changes: 10110100 (-\$30); 10114100 (\$52); 10122100 (\$150); 10124100 (\$6) 10130100 (\$107); 10140100 (-\$449); 10145100 (\$2); 10150100 (\$53); 10160100 (\$13).	16,567	16,471	(96)	
3. Increase Technical Services Manager classification by 10% per desk audit recommendation. (Amount already included in proposed appropriations.)	0	0	0	
4. Increase Systems Support Manager classification by 10% to keep in line with Technical Services Manager classification. (10124100/10124300)	149,605	162,745	13,140	
5. Adjust Cultural Affairs Coordinator Salary to be commensurate with the Sr. Management Analyst classification. (10122400)	141,114	147,764	6,650	
6. Reduce Legal Services Enhancement Request. (10113100.611300)	692,000	517,000	(175,000)	
7. Increase to Sister City Committee Contribution. (10116100.517500)	16,600	20,445	3,845	
8. Increase for Downtown Business Association (DBA) Maintenance Agreement (10116100.619800)	20,000	56,600	36,600	
9. Requested full-time position in Housing should be reflected as Clerk not Administrative Clerk. No change to funding necessary.	0	0	0	
10. Increase in City's match amount for Metro Wayfinding Grant. (10150120.619800)	0	18,100	18,100	
Subtotal of changes	1,216,141	1,131,820	(84,321)	
Revised General Fund Expenditures for FY 2017-18		\$ 117,510,770		

CITY OF CULVER CITY
ADJUSTMENTS TO PROPOSED BUDGET
FISCAL YEAR 2017-18

As of 6/26/17

TRANSPORTATION FUND EXPENSES (FUND 203)

Fiscal 2017-18

Proposed Transportation Fund Expenses for FY 2017-18		\$ 28,866,651		
	<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>
1.	Update to Employee Recognition (517850) amount based on position changes: 20370100 (\$34)	4,705	4,739	34
2.	Correct Overtime Proposed Appropriation. (20370200.411310)	20,400	204,000	183,600
Subtotal of changes		\$ 25,105	\$ 208,739	\$ 183,634
Revised Transportation Fund Expenses for FY 2017-18		\$ 29,050,285		

EQUIPMENT MAINTENANCE FUND EXPENDITURES (FUND 308)

Fiscal 2017-18

Proposed Equipment Maintenance Fund Expenditures for FY 2017-18		\$ 8,637,775		
	<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>
1.	Update to Employee Recognition (517850) amount based on position change: 30870400 (\$30)	1,170	1,200	30
Subtotal of changes		1,170	1,200	30
Revised Equipment Maintenance Fund Expenditures for FY 2017-18		\$ 8,637,805		

SELF INSURANCE FUND EXPENDITURES (FUND 309)

Fiscal 2017-18

Proposed Self Insurance Fund Expenditures for FY 2017-18		\$ 7,071,653		
	<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>
1.	Increase insurance premiums for Terrorism and Active Shooter coverage. (30922220.650200)	700,000	720,000	20,000
Subtotal of changes		700,000	720,000	20,000
Revised Self Insurance Fund Expenditures for FY 2017-18		\$ 7,091,653		

CITY OF CULVER CITY
ADJUSTMENTS TO PROPOSED BUDGET
FISCAL YEAR 2017-18

As of 6/26/17

ASSET SEIZURE FUND EXPENDITURES (FUND 416)

Fiscal 2017-18

Proposed Asset Seizure Fund Expenditures for FY 2017-18 **\$ 635,000**

	<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>
1.	Remove \$300,000 appropriation amount from Uniforms account. (41640454.550110)	300,000	0	(300,000)
	Subtotal of changes	300,000	0	(300,000)
	Revised Asset Seizure Fund Expenditures for FY 2017-18	\$ 335,000		

CDBG CAPITAL FUND EXPENDITURES (FUND 428)

Fiscal 2017-18

Proposed CDBG Capital Fund Expenditures for FY 2017-18 **\$ 367,193**

	<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>
1.	Reallocation of funding (\$107,193) from PZ684-Street Light Upgrade to PS006-ADA Transition Plan. No change in overall budget appropriation request.	0	0	0
	Subtotal of changes	0	0	0
	Revised CDBG Capital Fund Expenditures for FY 2017-18	\$ 367,193		

COOP UNRESTRICTED CAP FUND EXPENDITURES (FUND 485)

Fiscal 2017-18

Proposed COOP Unrestricted CAP Fund Expenditures for FY 2017-18 **\$ -**

	<u>Description</u>	<u>Proposed Budget Amount</u>	<u>Revised Budget Amount</u>	<u>Add/(Reduced) Amount</u>
1.	Transfer-Out Funds to General Fund (48516100.952101)	0	1,300,000	1,300,000
	Subtotal of changes	0	1,300,000	1,300,000
	Revised COOP Unrestricted CAP Fund Expenditures for FY 2017-18	\$ 1,300,000		

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT A
CITY OF CULVER CITY
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2017-18

	APPROPRIABLE FUND BALANCE July 1, 2017	ESTIMATED REVENUE 2017-18	ESTIMATED TRANSFERS IN	ESTIMATED EXPENDITURES 2017-18	ESTIMATED TRANSFERS OUT	ESTIMATED APPROPRIABLE June 30, 2018	ESTIMATED CHANGE IN FUND BALANCE
GENERAL FUND							
101 GENERAL FUND	56,947,400	112,315,500	3,713,991	112,685,368	4,825,402	55,466,121	(1,481,279)
TOTAL GENERAL FUND	56,947,400	112,315,500	3,713,991	112,685,368	4,825,402	55,466,121	(1,481,279)
SPECIAL REVENUE FUNDS							
412 BUILDING SURCHARGE	793,614	154,500	0	327,288	0	620,826	(172,788)
413 ARTS IN PUBLIC PLACES	1,925,625	201,750	0	185,000	0	1,942,375	16,750
414 OPERATING GRANTS	(197,831)	969,604	302,720	1,272,324	0	(197,831)	0
427 CDBG GRANT	0	28,500	0	28,500	0	0	0
415 PROP A LOCAL RETURN	945,872	753,402	0	0	750,402	948,872	3,000
416 ASSET SEIZURE	883,156	3,500	0	335,000	0	551,656	(331,500)
424 PROP C LOCAL RETURN	1,293,047	625,939	0	0	480,757	1,438,229	145,182
426 SECTION 8 HOUSING	1,400,213	1,674,800	0	1,849,930	0	1,225,083	(175,130)
434 CC SAFE/CLEAN WATER PRTCN	6,582,210	2,063,500	0	2,330,000	0	6,315,710	(266,500)
475 CC PARKING AUTHORITY	6,523,502	4,484,750	0	5,028,015	1,080,000	4,900,237	(1,623,265)
476 CC HOUSING AUTHORITY	709,110	0	3,503,964	3,000,571	633,991	578,512	(130,598)
481 ECON DEV PROGS	0	0	0	0	0	0	0
485 COOP AGRMNT-UNRESTRICTED	6,321,350	0	0	0	1,300,000	5,021,350	(1,300,000)
TOTAL SPEC REVENUE FUNDS	27,179,868	10,960,245	3,806,684	14,356,628	4,245,150	23,345,019	(3,834,849)
ENTERPRISE/USER FEE FUNDS							
202 REFUSE FUND*	2,713,462	13,943,283	0	15,505,599	0	1,151,146	(1,562,316)
203 BUS FUND**	2,394,599	32,373,006	1,217,260	28,750,285	300,000	6,934,580	4,539,981
204 SEWER FUND***	18,520,216	9,900,500	0	14,419,875	0	14,000,841	(4,519,375)
205 MUNICIPAL FIBER NETWORK	402,381	5,000	0	220,000	0	187,381	(215,000)
425 SPECIAL ASSESMENT & DIST	141,269	78,533	0	105,315	0	114,487	(26,782)
TOTAL ENTERPRISE	24,171,927	56,300,322	1,217,260	59,001,074	300,000	22,388,435	(1,783,492)
CAPITAL FUNDS							
417 NEW DEV IMPACT FEE	244,663	250	0	0	0	244,913	250
418 SPECIAL GAS TAX	1,629,746	1,135,567	0	733,067	400,000	1,632,246	2,500
419 PARK FACILITIES	1,334,775	3,500	0	443,000	0	895,275	(439,500)
420 CAPITAL IMPV/ACQ (I & A)	132,945	370,000	4,770,000	5,130,000	0	142,945	10,000
421 PARKING IMPROVEMENT	0	0	0	0	0	0	0
423 GRANTS CAPITAL (CIP)	(349,315)	80,000	0	80,000	0	(349,315)	0
428 CDBG GRANT-CAPITAL	0	367,193	0	367,193	0	0	0
431 MEASURE R	605,512	234,419	0	0	233,419	606,512	1,000
432 CAPITAL GRANT FUND	26,537	0	0	0	0	26,537	0
435 MEASURE M	0	503,876	0	960,000	0	(456,124)	(456,124)
484 COOP AGRMNT-1993 BONDS	21,282	0	0	0	0	21,282	0
486 COOP AGRMNT-2004 BONDS	31,275	0	0	0	0	31,275	0
487 COOP AGRMNT-2002 BONDS	180,033	0	0	0	0	180,033	0
TOTAL CAPITAL FUNDS	3,857,453	2,694,805	4,770,000	7,713,260	633,419	2,975,579	(881,874)
INTERNAL SERVICE FUNDS							
307 EQUIP. REPLACEMENT	7,674,915	2,041,073	0	6,954,721	0	2,761,267	(4,913,648)
308 EQUIP. MAINT	2,233,517	8,650,000	0	8,637,805	0	2,245,712	12,195
309 SELF INSURANCE	5,553,862	6,956,954	0	7,091,656	0	5,419,160	(134,702)
310 CENTRAL STORES	0	1,750,000	0	1,815,000	0	(65,000)	(65,000)
TOTAL INTERNAL SVCS	15,462,294	19,398,027	0	24,499,182	0	10,361,139	(5,101,155)
OTHER							
550 CC SUCESSOR AGY RDA	10,888,700	25,898,556	0	23,287,092	3,503,964	9,996,200	(892,500)
TOTAL OTHER	10,888,700	25,898,556	0	23,287,092	3,503,964	9,996,200	(892,500)
TOTAL BUDGET BEFORE ADJSTMNTS	138,507,642	227,567,455	13,507,935	241,542,604	13,507,935	124,532,493	(13,975,149)
LESS INTERNAL SVCS	15,462,294	19,398,027	0	24,499,182	0	10,361,139	(5,101,155)
TOTAL BUDGET	123,045,348	208,169,428	13,507,935	217,043,422	13,507,935	114,171,354	(8,873,994)

* Refuse Expenditures include a budgeted depreciation amount of \$ 514,980 , which when excluded increases the ending fund balance.

** Transit Expenditures include a budgeted depreciation amount of \$ 2,800,000 , which when excluded increases the ending fund balance.

*** Sewer Expenditures include a budgeted depreciation amount of \$ 1,022,730 , which when excluded increases the ending fund balance.

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT B
CITY OF CULVER CITY
SUMMARY OF REVENUES
FISCAL 2017-18

	PROPOSED 2017-18	ADDITIONS/ REDUCTIONS FROM BUDGET MEETINGS	WITH CHANGE/ CORRECTIONS 2017-18	COMMENTS
<u>GENERAL FUND</u>				
PROPERTY TAX	7,200,823	0	7,200,823	
SALES TAX	21,200,000	0	21,200,000	
SALES TAX-MEASURE Y	9,447,000	0	9,447,000	
PUBLIC SAFETY SALES TAX	396,000	0	396,000	
BUSINESS LICENSE TAX	12,800,000	0	12,800,000	
FRANCHISE TAX	1,424,000	0	1,424,000	
REAL PROP TRANS TAX	2,000,000	0	2,000,000	
UTILITY TAXES	14,311,000	0	14,311,000	
TRANS OCC TAX	8,151,000	0	8,151,000	
COM/IND DEV TAX	900,000	0	900,000	
LICENSES AND PERMITS	3,925,301	0	3,925,301	
INTERGOVERNMENTAL	4,831,210	0	4,831,210	
CHARGES FOR SERVICES	10,199,175	0	10,199,175	
FINES AND FORFEITS	4,559,500	0	4,559,500	
USE OF MONEY & PROPERTY	678,560	0	678,560	
OTHER REVENUES	11,122,635	(5,400,000)	5,722,635	Reduce Land Sale Proceed Amount Transfer-In from Fund 485 - COOP
OTHER	6,983,287	1,300,000	8,283,287	Unrestricted CAP Fund
TOTAL GENERAL FUND	120,129,491	(4,100,000)	116,029,491	
<u>SPECIAL REVENUE FUNDS</u>				
BUILDING SURCHARGE	154,500	0	154,500	
GRANTS OPERATING FUND	1,272,324	0	1,272,324	
CDBG OPERATING GRANT FUND	28,500	0	28,500	
PROP A LOCAL RETURN FUND	753,402	0	753,402	
PROP C LOCAL RETURN FUND	625,939	0	625,939	
ASSET SEIZURES FUND	3,500	0	3,500	
SECTION 8 HOUSING	1,674,800	0	1,674,800	
CC SAFE/CLEAN WATER PROTECTION	2,063,500	0	2,063,500	
CC PARKING AUTHORITY	4,484,750	0	4,484,750	
CC HOUSING AUTHORITY	3,503,964	0	3,503,964	
TOTAL SPECIAL REVENUE FUNDS	14,565,179	0	14,565,179	

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT B
CITY OF CULVER CITY
SUMMARY OF REVENUES
FISCAL 2017-18

	PROPOSED 2017-18	ADDITIONS/ REDUCTIONS FROM BUDGET MEETINGS	WITH CHANGE/ CORRECTIONS 2017-18	COMMENTS
<u>ENTERPRISE FUNDS</u>				
REFUSE FUNDS	13,943,283	0	13,943,283	
MUNICIPAL BUS	33,590,266	0	33,590,266	
SEWER FUND	9,900,500	0	9,900,500	
MUNICIPAL FIBER NETWORK	5,000	0	5,000	
SPECIAL ASSESSMENT & DIST	78,533	0	78,533	
TOTAL ENTERPRISE FUNDS	57,517,582	0	57,517,582	
<u>CAPITAL IMPROVEMENT FUNDS</u>				
ARTS IN PUBLIC PLACES	201,750	0	201,750	
NEW DEV. IMPACT FEE FUND	250	0	250	
SPECIAL GAS TAX FUND	1,135,567	0	1,135,567	
PARK FACILITIES FUND	3,500	0	3,500	
CAPITAL IMPV/ACQ FUND	5,140,000	0	5,140,000	
PARKING IMPROVEMENT FUND	0	0	0	
GRANTS CAPITAL FUND	80,000	0	80,000	
CDBG CAPITAL GRANT FUND	367,193	0	367,193	
MEASURE R FUND	234,419	0	234,419	
MEASURE M FUND	503,876	0	503,876	
TOTAL CAPITAL IMPROVEMENT FUNDS	7,666,555	0	7,666,555	
<u>INTERNAL SERVICE FUNDS</u>				
EQUIPMENT REPLACEMENT	2,041,073	0	2,041,073	
EQUIPMENT MAINTENANCE	8,650,000	0	8,650,000	
SELF INSURANCE	6,956,954	0	6,956,954	
STORES	1,750,000	0	1,750,000	
TOTAL INTERNAL SERVICE FUNDS	19,398,027	0	19,398,027	
CC SUCESSOR AGENCY FUNDS TOTAL	25,898,556	0	25,898,556	
TOTAL OPERATING AND CIP FUNDS	245,175,390	(4,100,000)	241,075,390	
LESS: INTERNAL SERVICE FUNDS	19,398,027	0	19,398,027	
TOTAL BUDGET	225,777,363	(4,100,000)	221,677,363	

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT C
CITY OF CULVER CITY
RECAP OF APPROPRIATION BY DEPARTMENT
FISCAL YEAR 2017-18

	PROPOSED BUDGET 2017-18	ADDITIONS/ REDUCTIONS FROM BUDGET MEETINGS	WITH CHANGES/ CORRECTIONS 2017-18	COMMENTS
<u>GENERAL FUND</u>				
GENERAL GOVERNMENT				
CITY COUNCIL	227,168	0	227,168	
CITY MANAGER	1,217,006	(30)	1,216,976	Update for Employee Recognition
CITY ATTORNEY	2,649,585	(175,000)	2,474,585	Reduce Legal Services Enhancement Request: \$175,000
FINANCE	5,134,512	52	5,134,564	Update for Employee Recognition: \$52 Increase to Downtown Business Association Maintenance Agreement: \$36,600; Increase to Sister City Committee Contribution: \$3,845
NON-DEPARTMENTAL	5,314,743	40,445	5,355,188	
NON-DEPARTMENTAL <i>(excess approp.)</i>	(2,300,000)	0	(2,300,000)	
ADMINISTRATIVE SERVICES	2,179,622	6,800	2,186,422	Update for Employee Recognition: \$150; Increase to Cultural Affairs Coordinator to bring up to Sr. Management Analyst pay level: \$6,650
INFORMATION TECH	4,405,095	13,146	4,418,241	Update for Employee Recognition: \$6; Increase of 10% to Systems Support Manager classification: \$13,140
TOTAL GENERAL GOVERNMENT	18,827,731	(114,587)	18,713,144	
PARKS, REC. & COMMUNITY SVCS	8,593,691	107	8,593,798	Update for Employee Recognition: \$107
POLICE DEPARTMENT	40,594,862	(449)	40,594,413	Update for Employee Recognition: -\$449
FIRE DEPARTMENT	24,236,332	2	24,236,334	Update for Employee Recognition: \$2 Increase appropriation for Mansionization Study: \$12,440; Increase Employee Recognition: \$53; Increase City's match for Metro Wayfinding Grant: \$18,100.
COMMUNITY DEVELOPMENT	8,028,398	30,593	8,058,991	
PUBLIC WORKS	12,488,675	13	12,488,688	Update for Employee Recognition: \$13
Transfers	4,825,402	0	4,825,402	
TOTAL GENERAL FUND	117,595,091	(84,321)	117,510,770	
<u>SPECIAL REVENUE FUNDS</u>				
TOTAL BUILDING SURCHARGE	327,288		327,288	
TOTAL GRANTS	1,272,324		1,272,324	
TOTAL CDBG-OPERATING	28,500		28,500	
TOTAL SEC. 8 FUND	1,849,930		1,849,930	
TOTAL PROP A FUND	750,402		750,402	
TOTAL PROP C FUND	480,757		480,757	
TOTAL ASSET SEIZURE FUND	635,000	(300,000)	335,000	Remove incorrect appropriation amount from Uniforms line item:- \$300,000
TOTAL CAPITAL GRANTS FUND	0		0	
TOTAL CC SAFE/CLEAN WATER PRT	2,330,000		2,330,000	
TOTAL CC PARKING AUTHORITY	6,108,015		6,108,015	
TOTAL CC HOUSING AUTHORITY	3,634,562		3,634,562	
TOTAL COOP UNRESTRICTED CAP	0	1,300,000	1,300,000	Transfer-Out to General Fund
TOTAL ECON DEV PROGS	0		0	
TOTAL SPECIAL REVENUE FUNDS	17,416,778	1,000,000	18,416,778	

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT C
CITY OF CULVER CITY
RECAP OF APPROPRIATION BY DEPARTMENT
FISCAL YEAR 2017-18

	PROPOSED BUDGET 2017-18	ADDITIONS/ REDUCTIONS FROM BUDGET MEETINGS	WITH CHANGES/ CORRECTIONS 2017-18	COMMENTS
<u>ENTERPRISE AND USER FEE FUNDS **</u>				
TOTAL REFUSE	15,505,599		15,505,599	
TOTAL TRANSIT	28,866,651	183,634	29,050,285	Update for Employee Recognition: \$34; Correct Overtime Proposed Appropriation: \$183,600
TOTAL SEWER	14,419,875		14,419,875	
TOTAL MUNICIPAL FIBER NETWORK	220,000		220,000	
TOTAL LANDSCAPE	105,315		105,315	
TOTAL ENTERPRISE	59,117,440	183,634	59,301,074	
CAPITAL IMPROVEMENT FUNDS	8,531,679	0	8,531,679	
INTERNAL SERVICE FUNDS	24,479,152	20,030	24,499,182	Increase insurance premiums for Terrorism and Active
SUCCESSOR AGENCY FUNDS	26,791,056	0	26,791,056	
TOTAL BUDGET BEFORE ADJ.	253,931,196	1,119,343	255,050,539	
LESS INTERNAL SERVICE FUND	24,479,152	20,030	24,499,182	
TOTAL BUDGET	229,452,044	1,139,373	230,591,417	

* The adjusted Budget equals the adopted budget plus any unspent carryovers and/or encumbrances and any budget changes made throughout the year.

** Includes appropriations for capital improvement projects only funded by Enterprise funds.

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT D
CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2017-18

<u>DIV NO.</u>	<u>DIVISION NAME</u>	2017-18 <u>PROPOSED</u>	ADDITIONS/ REDUCTIONS FROM BUDGET <u>MEETINGS</u>	PROPOSED WITH CHANGES/ CORRECTIONS <u>2017-18</u>	<u>COMMENTS</u>
GENERAL FUND					
<u>GENERAL GOVERNMENT</u>					
10110000	CITY COUNCIL	5.00		5.00	
10110100	CITY MANAGER	4.00		4.00	
10113100	CITY ATTORNEY	5.65		5.65	
10114100	FINANCE ADMINISTRATION	4.50		4.50	
10114200	GENERAL ACCOUNTING	5.00		5.00	
10114300	BUDGET & FINANCIAL OPERATIONS	6.00		6.00	
10114400	TREASURY	10.98		10.98	
10114500	PURCHASING	4.00		4.00	
10122100	HUMAN RESOURCES	6.75		6.75	
10122300	CITY CLERK	3.00		3.00	
10122400	CULTURAL AFFAIRS	1.00		1.00	
10124100	INFORMATION TECHNOLOGY	14.00		14.00	
10124200	GRAPHIC SERVICES	1.00		1.00	
10124300	INFORMATION TECH-PUBLIC SAFETY	2.50		2.50	
	TOTAL GENERAL GOVT.	73.38	0.00	73.38	
<u>PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT</u>					
10130100	ADMINISTRATION	3.00		3.00	
10130110	VETERANS MEMORIAL BUILDING	1.00		1.00	
10130200	RECREATION DIVISION	5.63		5.63	
10130220	AQUATICS	1.00		1.00	
10130250	ENRICHMENT CLASSES	0.98		0.98	
10130300	PARKS DIVISION	15.94		15.94	
10130400	SENIOR AND SOCIAL SVCS DIVISION	4.79		4.79	
10130430	RSVP	1.00		1.00	
	TOTAL PARKS, RECREATION & COMMUNITY SERVICES	33.34	0.00	33.34	
<u>POLICE DEPARTMENT</u>					
10140100	OFC. OF THE CHIEF	3.00		3.00	
10140200	OPERATING BUREAUS	145.84		145.84	
10140300	POLICE COMMUNICATIONS	0.00		0.00	
10140400	ANIMAL CONTROL	1.00		1.00	
	TOTAL POLICE	149.84	0.00	149.84	

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT D
CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2017-18

<u>DIV NO.</u>	<u>DIVISION NAME</u>	ADDITIONS/ REDUCTIONS		PROPOSED WITH	COMMENTS
		2017-18 PROPOSED	FROM BUDGET MEETINGS	CHANGES/ CORRECTIONS 2017-18	
<u>FIRE DEPARTMENT</u>					
10145100	OFC. OF THE CHIEF	3.50		3.50	
10145200	SUPPRESSION/EMG	34.98		34.98	
10145300	EMERG. MED. SVC.	23.00		23.00	
10145400	EMERG. PREPAREDNESS	1.50		1.50	
10145600	FIRE PREVENTION	5.98		5.98	
10145700	TELECOMMUNICATIONS	2.98		2.98	
	TOTAL FIRE	71.94	0.00	71.94	
<u>COMMUNITY DEVELOPMENT</u>					
10150100	COMM. DEV. ADMIN.	2.00		2.00	
10150120	ECONOMIC DEVLEOPMENT	5.50		5.50	
10150150	BUILDING SAFETY	10.95		10.95	
10150200	PLANNING	7.00		7.00	
10150250	ENFORCEMENT SERVICES	6.50		6.50	
10150400	ADVANCE PLANNING	3.00		3.00	
10150500	AGNY. HOU. & REHAB.	4.00		4.00	
	TOTAL COMM. DEV.	38.95	0.00	38.95	
<u>PUBLIC WORKS</u>					
10160100	PUBLIC WORKS ADM.	3.25		3.25	
10160150	ENGINEERING	9.65		9.65	
10160200	MAINT. OPERATIONS	1.72		1.72	
10160210	STREETS	13.85		13.85	
10160220	TREE MAINTENANCE	2.00		2.00	
10160230	BUILDING MAINT.	9.50		9.50	
10160240	ELECTRICAL MAINT.	7.50		7.50	
10160250	GRAFITI ABATEMENT	3.00		3.00	
10160260	PARKING MAINT.	2.00		2.00	
10160460	ENVIRONMENTAL PROGRAMS & OPS	0.45		0.45	
	TOTAL PUBLIC WORKS	52.92	0.00	52.92	
TOTAL - GENERAL FUND EMPLOYEES		420.37	0.00	420.37	

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT D
CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2017-18

<u>DIV NO.</u>	<u>DIVISION NAME</u>	2017-18 <u>PROPOSED</u>	ADDITIONS/ REDUCTIONS FROM BUDGET <u>MEETINGS</u>	PROPOSED WITH CHANGES/ CORRECTIONS 2017-18	<u>COMMENTS</u>
GRANTS OPERATING FUND					
41430410	SR. NUTRITION PROGRAM	1.00		1.00	
41440230	C.O.P.S.	1.00		1.00	
41470420	PARATRANSIT	2.00		2.00	
	TOTAL GRANTS	4.00	0.00	4.00	
BUILDING SURCHARGE FUND					
41224100	INFORMATION TECHNOLOGY	1.00		1.00	
	TOTAL BUILDING SURCHARGE FUND	1.00	0.00	1.00	
CDBG-OPERATING GRANTS					
42730440	DISABILITY SERVICES	0.31		0.31	
	TOTAL CDBG OPERATING	0.31	0.00	0.31	
SECTION 8 FUND					
42650700	SECTION 8 HOUSING	1.50		1.50	
	TOTAL SECTION 8 FUND	1.50	0.00	1.50	
ENTERPRISE AND USER FEE FUNDS					
20214500	PURCHASING	0.63		0.63	
20260400	REFUSE COLLECTION	37.64		37.64	
20260410	TRANSFER STATION	7.94		7.94	
20260430	RECYCLING	1.25		1.25	
	TOTAL REFUSE	47.46	0.00	47.46	
20314500	PURCHASING	2.37		2.37	
20370100	TRANSIT ADMIN.	8.00		8.00	
20370200	TRANSIT OPERATION	144.99		144.99	
	TOTAL TRANSIT	155.36	0.00	155.36	
20460300	SEWER MAINTENANCE	11.58		11.58	
	TOTAL SEWER	11.58	0.00	11.58	
INTERNAL SERVICE FUNDS					
30870400	EQUIPMENT MAINTENANCE	40.00		40.00	
30922200	RISK MGMT. - WORK COMP	2.25		2.25	
30913400	RISK MGMT - LIABILITY	1.35		1.35	
	TOTAL INTERNAL SVC.	43.60	0.00	43.60	
GRAND TOTAL - CITY		685.18	0.00	685.18	

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT E
FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
202	PZ883	Sanitation Vehicle Info Systems	130,095	-	130,095	-
202	PZ948	Transfer Station Improvements	622,986	543,232	79,754	-
202 - REFUSE DISPOSAL FUND Total			\$ 753,081	\$ 543,232	\$ 209,849	\$ -
203	PF004	City Facilities Energy Efficiencies	-	-	-	-
203 - MUNICIPAL BUS FUND Total			\$ -	\$ -	\$ -	\$ -
204	PS012	Sewer Emergency Notification Sys. Radio	-	-	-	300,000
204	PW001	Sewer Facility Fees Update	48,433	-	48,433	-
204	PW002	Sanitary Sewer Master Plan Update	95,311	82,250	13,061	-
204	PZ230	Sewer Local & Emergency Repair	472,434	85,313	387,121	100,000
204	PZ497	Stormwater MS4 Permit Compliance Program	-	-	-	-
204	PZ521	Sewage Pump Station Improvements	147,949	36,315	111,634	-
204	PZ863	Residential Paving Program	-	-	-	-
204	PZ874	Bankfield Pump Station Sewer	3,650,001	-	3,650,001	1,000,000
204	PZ906	Priority Sewer Main Rehab	1,665,088	674,523	990,565	-
204	PZ918	Update Sewer User Service Charges	67,193	-	67,193	-
204	PZ946	Update Sewer User Service Charges	4,257,115	205,154	4,051,961	2,500,000
204 - SEWER ENTERPRISE FUND Total			\$ 10,403,524	\$ 1,083,555	\$ 9,319,969	\$ 3,900,000
205	PT003	Municipal Fiber Network	8,153,723	7,960,659	193,064	-
205 - MUNICIPAL FIBER NETWORK FUND Total			\$ 8,153,723	\$ 7,960,659	\$ 193,064	\$ -
307	PZ636	Finance System Replacement	-	-	-	-
307 - EQUIPMENT REPLACEMENT FUND Total			\$ -	\$ -	\$ -	\$ -
309	PZ944	eDiscovery	107,392	22,452	84,940	-
309 - RISK MANAGEMENT FUND Total			\$ 107,392	\$ 22,452	\$ 84,940	\$ -
417	PS005	Annual Street Pavement Rehabilitation Project	269,000	-	269,000	-
417	PZ295	Alley Reconstruction - Citywide	-	-	-	-
417	PZ429	Traffic Signal Replace/Upgrade	-	-	-	-
417	PZ546	Pavement Management Masterplan	16,541	-	16,541	-
417	PZ599	Neighborhood Traffic Management Program	-	-	-	-
417	PZ942	Sawtelle Blvd Resurfacing	4,119	-	4,119	-
417 - COMMUNITY DEVELOPMENT FUND Total			\$ 289,660	\$ -	\$ 289,660	\$ -
418	PF001	Bike Rack Installation	830	-	830	-
418	PF005	Slurry Seal Pavement - CDBG (ECC)	22,249	-	22,249	-
418	PL002	Traffic Signal at Sawtelle & Hayter	100,000	-	100,000	-
418	PL003	Traffic Signal Wash Bl/Cattaraugus	225,000	-	225,000	-
418	PS001	Concrete Street Rehabilitation	100,000	-	100,000	-
418	PS002	City Traffic Sign Retroreflectivity	103,000	-	103,000	-
418	PS003	Traffic Signal Left-Turn Phasing	204,978	32,200	172,778	-
418	PS005	Annual Street Pavement Rehabilitation Project	-	-	-	733,067
418	PZ295	Alley Reconstruction - Citywide	-	-	-	-
418	PZ428	Curb, Gutter, Sidewalk Replacement	483,870	334,112	149,758	-
418	PZ460	Culver Blvd Realignment	-	-	-	-
418	PZ546	Pavement Management Masterplan	-	-	-	-
418	PZ553	Higuera Street Bridge Replacement	103,808	2,158	101,650	-
418	PZ599	Neighborhood Traffic Management Program	272	-	272	-
418	PZ684	Street Light Upgrades	169,815	5,745	164,070	-
418	PZ826	Citywide Traffic Counts	14,975	-	14,975	-
418	PZ851	Sawtelle Blvd Widening at Venice Bl	933	-	933	-
418	PZ863	Residential Paving Program	462,103	114,041	348,062	-
418	PZ934	Ped Signal Washington/Boise	10,850	-	10,850	-
418	PZ941	Safe Routes to School	-	-	-	-
418	PZ942	Sawtelle Blvd Resurfacing	12,500	-	12,500	-
418	PZ963	Sherbourne and McManus Sidewalk	15,000	-	15,000	-
418	PZ964	Higuera Bridge Ramp - Ballona Creek	20,000	-	20,000	-
418	PZ965	Washington Bl & PI Bike Lane	22,366	21,846	520	-
418 - SPECIAL GAS TAX FUND Total			\$ 2,072,549	\$ 510,102	\$ 1,562,447	\$ 733,067

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT E
FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
419	PP006	Tellefson Park Playground	-	-	-	300,000
419	PF017	Tellefson Park Security Fencing	-	-	-	30,000
419	PF007	Senior Center Courtyard Renovation	35,640	18,840	16,800	-
419	PZ551	Interpretive Nature Trail	-	-	-	60,000
419	PZ594	Fencing Replacement at Parks	9,853	1,445	8,408	-
419	PZ612	Upgrade Park Irrigation Systems	24,420	6,548	17,872	-
419	PZ640	Resurface/Restripe Sports Courts	34,180	3,190	30,990	18,000
419	PZ731	Lindberg Park	13,367	-	13,367	-
419	PZ830	Skateboard Park Office	118,412	21,550	96,862	-
419	PZ835	Culver West Park Rehab	30,000	-	30,000	-
419	PZ876	Vet's Memorial Bldg Refurbish	7,461	-	7,461	-
419	PZ898	Playground Equip Repair at Parks	33,596	11,241	22,355	10,000
419	PZ899	Park Facilities Improvements	16,008	-	16,008	25,000
419	PZ958	Fox Hills Park Rehab	5,000	-	5,000	-
419	PZ960	Fox Hills Park Renovation	20,000	-	20,000	-
419	PZ961	Veteran's Memorial Park ADA	25,000	-	25,000	-
419 - PARK FACILITIES FUND Total			\$ 372,937	\$ 62,814	\$ 310,123	\$ 443,000
420	PF018	PD Work Station Reconfiguration	-	-	-	50,000
420	PT006	PD Communications Center Relocation	-	-	-	25,000
420	PF019	City Hall - Centennial Garden	-	-	-	546,000
420	PT007	Citywide Electronic Doc. Mgt. Sys.	-	-	-	365,000
420	PE002	Radio System Replacement	104,126	-	104,126	-
420	PE003	Police Vehicle In-Car Cameras	19,639	5,291	14,348	-
420	PF001	Bike Rack Installation	10,000	-	10,000	-
420	PF002	City Hall Palm Tree Replacement	25,693	-	25,693	-
420	PF003	City Hall EV Charging Stations	11,211	-	11,211	-
420	PF004	City Facilities Energy Efficiencies	47,998	46,858	1,140	-
420	PF008	Fire Station Alerting System Upgrade	280,000	272,626	7,374	-
420	PF009	Server Room Consolidation/Relocation	-	-	-	-
420	PL002	Traffic Signal at Sawtelle & Hayter	238,925	-	238,925	-
420	PL003	Traffic Signal Wash Bl/Cattaraugus	150,000	-	150,000	-
420	PL004	Traffic System (TMSS) Gap Closure	167,890	76,451	91,439	-
420	PL005	Adaptive Traffic Control System	175,294	-	175,294	-
420	PL006	Wash-Culver Pedestrian & Cyc Safety	100,000	-	100,000	-
420	PL008	Traffic Signal Synch & Art. Perf. Meas. Sys.	247,379	-	247,379	-
420	PO001	Urban Forest Mgt & Succession Plan	25,000	-	25,000	-
420	PO002	Park Irrigation System Modifications	210,483	27,081	183,402	-
420	PO003	AB321-Public School Speed Reduction	25,000	-	25,000	18,000
420	PO004	Tree Grate Replacement	30,000	30,000	-	20,000
420	PP001	Hetzler Road Pedestrian Trail	110,000	45,380	64,620	-
420	PP002	SK/CWA Park Power Gearbox Rplcmnt	12,000	10,000	2,000	-
420	PP003	Parks Quillite Panels	105,000	54,900	50,100	-
420	PP004	Media Park Lighting	54,000	39,820	14,180	-
420	PS001	Concrete Street Rehabilitation	100,000	-	100,000	-
420	PS002	City Traffic Sign Retroreflectivity	25,000	-	25,000	138,000
420	PS004	Demonstration Rain Garden Projects	-	-	-	-
420	PS005	Annual Street Pavement Rehabilitation Project	1,545,000	69,569	1,475,431	178,503
420	PS006	ADA Transition Plan	120,000	120,000	-	80,000
420	PS007	Duquesne Slurry Seal & Bike Lane	230,721	230,721	-	-
420	PS008	Ped and Bicycle Programs (Match)	100,000	-	100,000	-
420	PS011	CDBG Sidewalk Barrier Removal & Repair Project	-	-	-	-
420	PT001	Wireless Deployment-City Facilities	61,881	33,363	28,518	-
420	PZ295	Alley Reconstruction - Citywide	50,000	4,566	45,434	60,000
420	PZ388	Technology Replacement Fund	101,992	31,292	70,700	50,000
420	PZ428	Curb, Gutter, Sidewalk Replacement	283,230	85,396	197,834	-
420	PZ429	Traffic Signal Replace/Upgrade	438,897	332,449	106,448	450,000

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT E
FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
420	PZ460	Culver Blvd Realignment	530,571	7,121	523,450	-
420	PZ497	Stormwater MS4 Permit Compliance Program	183,089	167,981	15,108	-
420	PZ546	Pavement Management Masterplan	-	-	-	25,000
420	PZ551	Interpretive Nature Trail	120,360	7,208	113,152	-
420	PZ554	Minor Pavement & Concrete Improve	126,447	28,881	97,566	-
420	PZ599	Neighborhood Traffic Management Program	269,287	74,810	194,477	225,000
420	PZ612	Upgrade Park Irrigation Systems	76,906	21,700	55,206	-
420	PZ636	Finance System Replacement	747,260	310,616	436,644	-
420	PZ638	Median Island Rehabilitation	60,683	7,000	53,683	-
420	PZ684	Street Light Upgrades	2,717,133	344,614	2,372,519	450,000
420	PZ754	Ficus Tree Replacement	44,580	44,580	-	-
420	PZ811	Citywide Speed Zone Study	47,107	19,850	27,257	95,000
420	PZ826	Citywide Traffic Counts	55,000	-	55,000	-
420	PZ830	Skateboard Park Office	24,511	-	24,511	-
420	PZ835	Culver West Park Rehab	-	-	-	-
420	PZ844	UST Upgrades on City Property	44,445	5,798	38,647	30,000
420	PZ845	Asbestos Abatement	18,441	-	18,441	30,000
420	PZ851	Sawtelle Blvd Widening at Venice Bl	-	-	-	-
420	PZ862	EOC Relocation	-	-	-	-
420	PZ863	Residential Paving Program	-	-	-	-
420	PZ876	Vet's Memorial Bldg Refurbish	-	-	-	-
420	PZ878	Emergency Preparedness	-	-	-	-
420	PZ898	Playground Equip Repair at Parks	-	-	-	-
420	PZ899	Park Facilities Improvements	-	-	-	-
420	PZ902	Public Safety CAD/RMS/Mobile Units	-	-	-	400,000
420	PZ920	Fire Training Tower	124,201	84,848	39,353	-
420	PZ922	Booster Pump Replacement Project	17,569	-	17,569	-
420	PZ923	Fox Hills Parking Supply Augment	10,000	-	10,000	-
420	PZ929	Real Time Motorist Info System	214,000	141,692	72,308	-
420	PZ931	Fire Station No. 1 Renovations	50,196	-	50,196	-
420	PZ932	Fire Station No. 2 Renovations	15,430	9,180	6,250	-
420	PZ934	Ped Signal Washington/Boise	3,045	-	3,045	-
420	PZ938	Citywide Bridge Repairs	101,161	55,882	45,279	25,000
420	PZ941	Safe Routes to School	129,776	-	129,776	129,497
420	PZ950	Ped Improve-Intersects w/Bus Stops	11,681	-	11,681	-
420	PZ952	Town Plaza - Vandal Deterrents	6,288	-	6,288	-
420	PZ958	Fox Hills Park Rehab	10,271	-	10,271	-
420	PZ964	Higuera Bridge Ramp - Ballona Creek	206,000	-	206,000	-
420 - CAPITAL IMPROV AND ACQ FUND Total			\$ 11,171,797	\$ 2,847,524	\$ 8,324,273	\$ 3,390,000
420F	PF011	Radio Tower Repairs	40,000	-	40,000	75,000
420F	PF012	Facilities Assessment Study	100,000	-	100,000	-
420F	PF013	Fire Station Renovations	38,000	-	38,000	52,000
420F	PF014	PD Flooring	100,000	74,635	25,365	-
420F	PZ132	Building Repairs	948,133	433,707	514,426	375,000
420F	PZ876	Vet's Memorial Bldg Refurbish	685,124	669,456	15,668	600,000
420F - FACILITIES PLANNING RESERVE Total			\$ 1,911,257	\$ 1,177,798	\$ 733,459	\$ 1,102,000
420M	PL004	Traffic System (TMSS) Gap Closure	584,006	584,006	-	-
420M	PL005	Adaptive Traffic Control System	696,998	651,989	45,009	-
420M	PZ881	Sepulveda Blvd Widening	53,876	-	53,876	-
420M - MITIGATION FUNDS Total			\$ 1,334,880	\$ 1,235,995	\$ 98,885	\$ -
420P	PF007	Senior Center Courtyard Renovation	180,000	-	180,000	-
420P - PAETZOLD DONATAION Total			\$ 180,000	\$ -	\$ 180,000	\$ -
420R	PF016	Veterans Memorial Marquee Sign	-	-	-	225,000
420R	PP007	Plunge Cantilever Canopy Shade Structures	-	-	-	43,000
420R	PF007	Senior Center Courtyard Renovation	35,000	-	35,000	-
420R	PP005	Blair Hills Park Playground Rehab	275,000	-	275,000	-

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT E
FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
420R	PZ831	Syd Kronenthal Playground Improv	88,524	29,804	58,720	-
420R	PZ835	Culver West Park Rehab	60,000	-	60,000	-
420R	PZ899	Park Facilities Improvements	24,066	8,618	15,448	10,000
420R	PZ958	Fox Hills Park Rehab	5,000	-	5,000	-
420R - RECREATION FACILITIES RESERVE Total			\$ 487,590	\$ 38,422	\$ 449,168	\$ 278,000
420S	PS005	Annual Street Pavement Rehabilitation Project	-	-	-	360,000
420S	PZ863	Residential Paving Program	367,200	7,200	360,000	-
420S - SEWER FUND TRANSFER Total			\$ 367,200	\$ 7,200	\$ 360,000	\$ 360,000
421	PZ949	New Parking Meter Installation	-	-	-	-
421 - PARKING IMPROVEMENT FUND Total			\$ -	\$ -	\$ -	\$ -
423	PL008	Traffic Signal Synch & Art. Perf. Meas. Sys.	989,517	-	989,517	-
423	PF001	Bike Rack Installation	1,752	-	1,752	-
423	PL004	Traffic System (TMSS) Gap Closure	2,283,259	1,984,069	299,190	-
423	PL005	Adaptive Traffic Control System	1,147,761	1,144,729	3,032	-
423	PL006	Wash-Culver Pedestrian & Cyc Safety	2,722,000	-	2,722,000	-
423	PL007	Traffic Signal - Left Turn Upgrades	2,083,000	-	2,083,000	-
423	PO001	Urban Forest Mgt & Succession Plan	1,664	-	1,664	-
423	PP001	Hetzler Road Pedestrian Trail	1,277,350	1,261,873	15,477	-
423	PR001	Washington Boulevard - MdRH	767,136	-	767,136	-
423	PS003	Traffic Signal Left-Turn Phasing	958,193	955,885	2,308	-
423	PS005	Annual Street Pavement Rehabilitation Project	183,880	-	183,880	-
423	PS010	Parkway Tree Planting	-	-	-	-
423	PZ460	Culver Blvd Realignment	350,000	-	350,000	-
423	PZ497	Stormwater MS4 Permit Compliance Program	492,540	-	492,540	-
423	PZ551	Interpretive Nature Trail	294,486	-	294,486	80,000
423	PZ553	Higuera Street Bridge Replacement	319,122	37,429	281,693	-
423	PZ830	Skateboard Park Office	-	-	-	-
423	PZ831	Syd Kronenthal Playground Improv	62,051	62,051	-	-
423	PZ835	Culver West Park Rehab	-	-	-	-
423	PZ863	Residential Paving Program	-	-	-	-
423	PZ881	Sepulveda Blvd Widening	113,490	-	113,490	-
423	PZ929	Real Time Motorist Info System	1,567,935	749,493	818,442	-
423	PZ938	Citywide Bridge Repairs	-	-	-	-
423	PZ941	Safe Routes to School	226,013	164,985	61,028	-
423	PZ942	Sawtelle Blvd Resurfacing	12,390	4,639	7,751	-
423	PZ950	Ped Improv-Intersects w/Bus Stops	-	-	-	-
423	PZ964	Higuera Bridge Ramp - Ballona Creek	615,625	-	615,625	-
423	PZ965	Washington BI & PI Bike Lane	-	-	-	-
423 - CAPITAL GRANTS (CIP) FUND Total			\$ 16,469,164	\$ 6,365,153	\$ 10,104,011	\$ 80,000
424	PZ863	Residential Paving Program	-	-	-	-
424 - PROP C LOCAL RETURN FUND Total			\$ -	\$ -	\$ -	\$ -
428	PF005	Slurry Seal Pavement - CDBG (ECC)	28,491	-	28,491	-
428	PS006	ADA Transition Plan	-	-	-	107,193
428	PS009	ADA Curb Ramps (CDBG)	165,000	-	165,000	-
428	PS011	CDBG Sidewalk Barrier Removal & Repair Project	162,255	162,229	26	-
428	PZ295	Alley Reconstruction - Citywide	-	-	-	260,000
428	PZ428	Curb, Gutter, Sidewalk Replacement	10,901	-	10,901	-
428	PZ934	Ped Signal Washington/Boise	-	-	-	-
428	PZ963	Sherbourne and McManus Sidewalk	1,968	-	1,968	-
428 - CDBG - CAPITAL FUND Total			\$ 368,615	\$ 162,229	\$ 206,386	\$ 367,193
431	PS005	Annual Street Pavement Rehabilitation Project	498,658	-	498,658	233,419
431	PZ863	Residential Paving Program	-	-	-	-
431	PZ950	Ped Improv-Intersects w/Bus Stops	74,000	-	74,000	-
431 - MEASURE R Total			\$ 572,658	\$ -	\$ 572,658	\$ 233,419

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT E
FISCAL YEAR 2017-2018
ADOPTED CAPITAL IMPROVEMENT BUDGET

FUND	PROJ NO	PROJECT TITLE	FY 2016-17 REVISED	FY 2016-17 EST. SPEND	FY 2017-18 EST. CFWD	FY 2017-18 ADOPTED
434	PR001	Washington Boulevard - MdRH	4,020,000	-	4,020,000	500,000
434	PR002	Culver Boulevard - BC	500,000	-	500,000	1,500,000
434	PR003	Baldwin Avenue - Rain Garden Rehab	50,000	15,437	34,563	15,000
434	PR004	Green Street Master Plan	175,000	-	175,000	-
434	PR005	Mesmer Dry Weather Diversion Projec	80,000	-	80,000	50,000
434	PZ497	Stormwater MS4 Permit Compliance Program	541,552	148,251	393,301	265,000
434	PZ948	Transfer Station Improvements	950,000	40,392	909,608	-
434 - SAFE/CLEAN WATER PROTECTION FUND Total			\$ 6,316,552	\$ 204,080	\$ 6,112,472	\$ 2,330,000
435	PO006	Bike Share Program	-	-	-	960,000
435 - MEASURE M Total			\$ 1,796,552	\$ 204,080	\$ 1,592,472	\$ 1,290,000
475	PA001	Parking Meters Relocation Project	75,000	-	75,000	-
475	PA002	Cloud-Based Permit Parking Program	75,000	-	75,000	55,900
475	PA003	Ince Parking Structure Lighting	265,000	-	265,000	-
475	PA004	PARCS Equipment Replacement	2,350,000	2,137,509	212,491	-
475	PZ132	Building Repairs	30,000	-	30,000	-
475	PZ923	Fox Hills Parking Supply Augment	120,000	-	120,000	60,000
475	PZ929	Real Time Motorist Info System	250,000	-	250,000	-
475	PZ949	New Parking Meter Installation	1,618,982	91,320	1,527,662	1,468,298
475 - CULVER CITY PARKING AUTHORITY Total			\$ 4,783,982	\$ 2,228,829	\$ 2,555,153	\$ 1,584,198
484	PZ553	Higuera Street Bridge Replacement	800,000	-	800,000	-
484 - 1993 TAXEXEMPT BONDS Total			\$ 800,000	\$ -	\$ 800,000	\$ -
GRAND TOTAL			\$ 66,916,561	\$ 24,450,044	\$ 42,466,517	\$ 15,760,877

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT F

SERVICE AREA: TRANSPORTATION SERVICES



2017-18
PROPOSED BUDGET

TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

DIVISION MISSION

Provide an efficient and proactive funding mechanism for the acquisition of capital assets and equipment replacements for the City. The Division will maintain a secure fund balance to ensure the long-term viability of the City’s assets.

DIVISION DESCRIPTION

The Equipment Replacement Division of the Transportation Department retains ownership of the City’s major capital equipment, such as cars, trucks, construction and landscape equipment, communications equipment, central computers, and other production equipment. Using departments or divisions justify and budget for the initial procurement of capital equipment. When the City receives new equipment, the Division adds it to the Equipment Replacement Fund inventory, establishes an estimated life, calculates a future replacement cost, and sets an amortization schedule. The City obtains funds for the future replacement of this equipment through periodic rental (amortization) charges to the using departments or divisions over the expected lifetime of each unit. The Chief Financial Officer invests the funds and credits interest or dividend earnings to the Fund. The Chief Financial Officer also places the residual (disposal) value of the units into the Fund. This approach assures availability of funds when it becomes necessary to purchase replacements.

The City Council makes decisions to replace capital assets/equipment during the annual budget adoption process. In coordination with the using department or division and the equipment maintenance supervisors, the fund manager prepares specific replacement recommendations. The manager considers age, usage and repair history, current condition, forecasted repair costs and market value before making a recommendation to replace or retain any unit. The user determines need and appropriateness of the equipment used within the activity. In some cases, the user may require a replacement asset that differs in size, capacity, or function. The Fund finances replacement purchases using one of two methods: direct purchase, or lease-purchase. The Chief Financial Officer, working with the fund manager, determines the appropriate method after considering the cost of money and the earnings potential of the Fund’s investments.

EXPENDITURE SUMMARY	ACTUAL EXPEND 2015-16	ADJUSTED BUDGET 2016-17	CITY MGR RECOMM 2017-18	CHNG FROM PRIOR YEAR ADJUSTED	% OF CHANGE
<i>307 - EQUIPMENT REPLACEMENT FUND</i>					
70500 Equipment Replacement	1,488,382	4,806,459	6,581,724	1,775,265	36.93%
Fund Total	1,488,382	4,806,459	6,581,724	1,775,265	36.93%

EXHIBIT F

SERVICE AREA: TRANSPORTATION SERVICES

2017-18
PROPOSED BUDGET

TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

CAPITAL OUTLAY

OBJECT 732100 (AUTOMOTIVE ROLLING STOCK) Purchase of replacements for units indicated

DIV. NO.	UNIT NO.	DESCRIPTION	CITY MGR RECOMM 2017-18
<i>PRCS – Parks Division</i>			
30300	2083	2003 Ford F150 CNG Pick-Up Truck	45,000
30300	2084	2003 Ford F150 CNG Pick-Up Truck	<u>\$ 45,000</u>
SUB-TOTAL			\$ 90,000
<i>Police – Operating Bureaus</i>			
40200	1565	2008 Dodge Charger Sedan Detective	40,000
40200	1566	2008 Dodge Charger Sedan Detective	40,000
40200	1568	2008 Dodge Charger Sedan Detective	40,000
40200	1570	2008 Dodge Charger Sedan Detective	40,000
40200	1575	2008 Dodge Charger Sedan Detective	40,000
40200	1576	2008 Dodge Charger Sedan Detective	40,000
40200	1965	2009 Chevrolet Tahoe K9	<u>\$ 55,000</u>
SUB-TOTAL			\$ 295,000
<i>Fire – Fire Suppression</i>			
45200	3729	2006 Seagrave Fire Engine	800,000
45200	3730	2006 Seagrave Fire Engine	800,000
45200	3731	2006 Seagrave Fire Engine	<u>\$ 800,000</u>
SUB-TOTAL			\$ 2,400,000
<i>Fire – Fire Prevention</i>			
45600	1572	2006 Ford Crown Victoria Fire Admin Vehicle	<u>\$ 43,500</u>
SUB-TOTAL			\$ 43,500
<i>Public Works – Engineering</i>			
60150	1943	2001 Ford Explorer	<u>\$ 40,000</u>
SUB-TOTAL			\$ 40,000

EXHIBIT F

SERVICE AREA: TRANSPORTATION SERVICES

2017-18
PROPOSED BUDGET

TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

CAPITAL OUTLAY

OBJECT 732100 (AUTOMOTIVE ROLLING STOCK) Purchase of replacements for units indicated

DIV. NO.	UNIT NO.	DESCRIPTION	CITY MGR RECOMM 2017-18
<i>Public Works – Street Maintenance</i>			
60210	8528	1993 Ingersoll Rand Portable Air Compressor	30,510
60210	2143	2006 Ford H/D Van E250 Commercial	\$ 35,000
SUB-TOTAL			\$ 65,510
<i>Public Works – Building Maintenance</i>			
60230	2081	2002 Ford F350 with Contractors Body	\$ 47,000
SUB-TOTAL			\$ 47,000
<i>Public Works – Electrical Maintenance</i>			
60240	2089	2006 Ford F350 Utility Truck	\$ 45,323
SUB-TOTAL			\$ 45,323
<i>Public Works – Refuse Collection</i>			
60400	3097	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3130	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3131	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3132	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3133	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3134	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3135	2010 Autocar, Amrep CNG Front Loader Refuse	395,500
60400	3136	2010 Autocar, Amrep CNG Front Loader Refuse	\$ 395,500
SUB-TOTAL			\$ 3,164,000
<i>Transportation – Equipment Maintenance & Fleet Services</i>			
70400	2088	2007 Ford F250 Pick-Up Truck	\$ 35,000
SUB-TOTAL			\$ 35,000
SUB-TOTAL OBJECT 732100		COUNT 28	\$ 6,225,333

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT F

SERVICE AREA: TRANSPORTATION SERVICES



2017-18
PROPOSED BUDGET

TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ART IDA

CAPITAL OUTLAY

OBJECT 732120 – DEPARTMENTAL SPECIAL EQUIPMENT

DIV. NO.	UNIT NO.	DESCRIPTION	CITY MGR RECOMM 2017-18
<i>Transportation – Equipment Maintenance & Fleet Services</i>			
70400		Fuel System	293,800
70400		Radios	43,800
70400		Contingency	\$ 18,791
SUB-TOTAL OBJECT 732120			\$ 356,391
TOTAL EQUIPMENT REPLACEMENT DIVISION			\$ 6,581,724

ATTACHMENT FOR BUDGET RESOLUTION
EXHIBIT G

**CITY OF CULVER CITY
SUMMARY OF BLANKET PURCHASE ORDERS
FISCAL YEAR 2017-18**

VENDOR NAME	BLANKET ORDER NOT TO EXCEED 2017-18	SUMMARY OF GOODS TO BE PROVIDED UNDER BLANKET ORDER
ADAMSON POLICE PRODUCTS	50,000	POLICE EQUIPMENT
ADVANCED BATTERY	60,000	AUTO/HEAVY DUTY TRUCK/AAA/AA/D BATTERIES
AIRGAS SAFETY INC	30,000	SAFETY EQUIPMENT AND HARDWARE
AMREP INC	30,000	SANITATION TRUCK PARTS
ARAMARK	85,000	UNIFORM SERVICES
BODYWORKS EQUIPMENT INC	30,000	SANITATION TRUCK PARTS
COMPLETES PLUS	35,000	AUTO PARTS
CULVER CITY INDUSTRIAL HARDWARE	37,000	SAFETY EQUIPMENT/BULBS/HARDWARE
CUMMINS CAL PACIFIC LLC	130,000	BUS/TRUCK ENGINE PARTS
DAPPER TIRE CO	80,000	AUTO/TRUCK TIRES
DOOLEY ENTERPRISES INC	60,000	POLICE AMMUNITION
EDDINGS BROS AUTO PARTS INC	30,000	AUTO PARTS
FRANKLIN TRUCK PARTS	35,000	TRUCK PARTS
GRAINGER INDUSTRIAL SUPPLY	35,000	SAFETY EQUIPMENT/BULBS/HARDWARE
HOME DEPOT INC	40,000	BUILDING/PLUMBING/MAINTENANCE SUPPLIES
L & J AUTOBODY/FLEET COLLISION	40,000	FLEET REPAIR/MAINTENANCE SERVICES
LIFE ASSIST INC	90,000	FIRST AID SUPPLIES FOR EMS
LOS ANGELES FREIGHTLINER	50,000	AUTO PARTS
OFFICEMAX/OFFICEDEPOT	100,000	GENERAL OFFICE SUPPLIES
ROADLINE PRODUCTS INC USA	35,000	SERVICES FOR PAINT TRUCKS
RUSH TRUCK CENTERS	50,000	TRUCK PARTS
SEA-CLEAR POOLS INC	35,000	POOL SUPPLIES
SERVICON SYSTEMS INC	50,000	JANITORIAL SUPPLIES
THE AFTERMARKET PARTS COMPANY LLC	150,000	BUS PARTS
TIRE CENTERS LLC	40,000	AUTO/TRUCK TIRES
VALLEY POWER SYSTEMS INC	30,000	BUS ENGINE PARTS
WALTER WHOLESALE	30,000	ELECTRICAL PARTS
WARREN SUPPLY CO	30,000	TRUCK PARTS
ZUMAR INDUSTRIES INC	40,000	SAFETY EQUIPMENT/BULBS/HARDWARE
<u>FUEL RELATED PURCHASES:</u>		
ASSOCIATED PETROLEUM PRODUCTS	APPROVED BUDGET	PURCHASE OF DIESEL AND UNLEADED FUEL PRODUCTS. THE COMBINED TOTAL EXPENDED WITH THESE VENDORS WILL NOT EXCEED THE APPROVED BUDGET FOR FUEL.
MERRIMAC ENERGY GROUP		
SOUTHERN COUNTIES FUELS & LUBES		
PINNACLE PETROLEUM		
IPC USA, INC.		
<u>UTILITY PAYMENTS:</u>		
AT&T	APPROVED BUDGET	PAYMENTS FOR TELEPHONE, GAS, WATER, AND ELECTRIC UTILITY COSTS. COMBINED TOTAL EXPENDED WITH THESE VENDORS WILL NOT EXCEED THE APPROVED BUDGET FOR UTILITIES.
THE GAS COMPANY		
GOLDEN STATE WATER		
SOUTHERN CALIFORNIA EDISON		

APPENDIX H

RESOLUTION NO. 2017-R 068

1
2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 CULVER CITY, CALIFORNIA, APPROVING AND
4 ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR
5 FISCAL YEAR 2017-2018.

6 WHEREAS, the voters of California on November 6, 1979, added Article XIII B
7 to the State Constitution placing various limitations on the appropriations of the State and
8 local governments;

9 WHEREAS, Article XIII B, as amended by Proposition III, provides that the
10 appropriations limit for the fiscal year 1990-1991, and years thereafter, is calculated by
11 adjusting the base year appropriations of fiscal year 1986-1987 for the changes in the cost of
12 living and City population;

13 WHEREAS, the City of Culver City has complied with all of the provisions of
14 Article XIII B as amended in determining the appropriations limit for fiscal year 2017-2018;

15 WHEREAS, the information necessary for establishing appropriations limit for
16 fiscal year 2017-2018 is attached in Exhibit "A", which is incorporated herein by this
17 reference as though set forth in full.

18
19
20 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CULVER CITY,
21 CALIFORNIA, RESOLVES AS FOLLOWS:

22 ///

23 ///

24 ///

25 ///

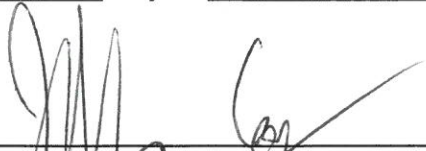
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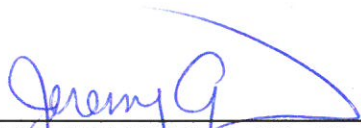
1 The appropriations limit for fiscal year 2017-2018 is hereby established as
2 \$103,769,842 in accordance with Article XIII B of the State Constitution as more fully
3 described in Exhibit "A", attached hereto and incorporated herein.
4

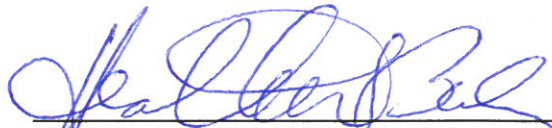
5 APPROVED and ADOPTED this 26 day of June, 2017.

6 
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8 _____
9 JEFFREY COOPER, Mayor
City of Culver City, California

10 ATTEST:

APPROVED AS TO FORM:

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12
13 _____
14 JEREMY GREEN, City Clerk
A17-00381

15 
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17 _____
18 CAROL A. SCHWAB, City Attorney
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CITY OF CULVER CITY

EXHIBIT A

ANALYSIS OF EFFECT OF APPROPRIATIONS LIMIT ON ESTIMATED REVENUE

FISCAL YEAR 2017-2018

Proposed Estimated Revenues for FY 2017-2018		<u>\$ 245,175,390</u>
Less Estimated Revenues for		
Enterprise Funds	\$ 57,439,049	
Internal Service Funds	<u>19,398,027</u>	<u>(76,837,076)</u>
Total Governmental Type Funds		168,338,314
Less Estimated Revenues not derived from the Proceeds of Taxes (see Schedule I)		<u>(86,344,883)</u>
Total Estimated Revenues derived from the Proceeds of Taxes (see Schedule I)		\$ 81,993,431
Less Voter Approved Indebtedness		0
Less Qualified Capital Outlay		(8,531,679)
Less Federal Mandates:		
PARS	81,568	
FLSA-Fire	<u>503,286</u>	<u>(584,854)</u>
Estimated Revenues subject to Appropriations Limit		\$ 72,876,898
Appropriations Limit FY 2017-2018 (Exhibit B)		<u>103,769,842</u>
Amount Under Limit		<u>\$ 30,892,944</u>

CITY OF CULVER CITY

EXHIBIT B

2017-2018 APPROPRIATIONS LIMIT

1.	FY 2016-2017 Appropriations Limit	\$ 99,638,591	
2.	2017-2018 Change in Per Capita Personal Income:		3.69%
3.	2017-2018 Change in Population:		0.44%
4.	Ratio of Change: (1.0369 x 1.0044)*	<u>1.0415</u>	
5.	FY 2017-2018 Appropriations Limit	<u>\$ 103,769,842</u>	

* Multiply FY 2016-2017 appropriations limit by the product of the percentage change in the California per capital personal income figure ($[3.69 + 100]/100 = 1.0369$) times the percentage change in the Culver City population ($[0.44 + 100]/100 = 1.0044$) as provided by the Department of Finance.

CITY OF CULVER CITY

SCHEDULE I

ANALYSIS OF ESTIMATED REVENUES

FISCAL YEAR 2017-2018

<u>REVENUE</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>
<u>GOVERNMENTAL TYPE FUNDS</u>		
<u>GENERAL FUND</u>		
PROPERTY TAXES	\$ 7,200,823	0
OTHER TAXES:		
Sales Tax	30,647,000	0
Public Safety Sales Tax	396,000	0
Transient Occupancy Tax	8,151,000	0
Franchise Tax	0	\$ 1,424,000
Business License Tax	12,800,000	0
Real Property Transfer Tax	2,000,000	0
Utility User Tax	14,311,000	0
Com/Ind Development Tax	900,000	0
TOTAL OTHER TAXES	\$ 69,205,000	\$ 1,424,000
LICENSES AND PERMITS	0	3,925,301
FINES, FORFEITURES AND PENALTIES	0	4,559,500
USE OF MONEY AND PROPERTY	0	228,560
CHARGES FOR CURRENT SERVICE	0	10,199,175
INTER FUND/DEPARTMENTAL	0	6,983,287
INTERGOVERNMENTAL	4,831,210	0
OTHER REVENUE	0	11,122,635
TOTAL GENERAL FUND BEFORE INTEREST	\$ 81,237,033	\$ 38,442,458
PERCENT	67.9%	32.1%
INTEREST	305,455	144,545
TOTAL GENERAL FUND	\$ 81,542,488	\$ 38,587,003

CITY OF CULVER CITY

SCHEDULE I

ANALYSIS OF ESTIMATED REVENUES

FISCAL YEAR 2017-2018

	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>
GRANTS OPERATING FUND	<u>0</u>	<u>\$ 1,272,324</u>
BUILDING SURCHARGE FUND	<u>0</u>	<u>154,500</u>
SECTION 8 FUND	<u>0</u>	<u>1,674,800</u>
PROP A LOCAL RETURN	<u>0</u>	<u>753,402</u>
PROP C LOCAL RETURN	<u>0</u>	<u>625,939</u>
SPECIAL GAS FUND	<u>0</u>	<u>1,135,567</u>
PARK FACILITIES	<u>0</u>	<u>3,500</u>
CAPITAL IMPROVEMENT AND ACQUISITION	<u>0</u>	<u>5,140,000</u>
CDBG BLOCK GRANT FUNDS	<u>0</u>	<u>28,500</u>
ART IN PUBLIC PLACES	<u>0</u>	<u>201,750</u>
LANDSCAPE MAINTENANCE DISTRICT	<u>0</u>	<u>78,533</u>
PARKING AUTHORITY	<u>0</u>	<u>4,484,750</u>
CC SAFE/CLEAN WATER PROTECTION	<u>0</u>	<u>2,063,500</u>
HOUSING AUTHORITY	<u>0</u>	<u>3,503,964</u>
SUCCESSOR AGENCY	<u>0</u>	<u>25,898,556</u>
MEASURE R FUNDS	<u>0</u>	<u>234,419</u>
MEASURE M FUNDS	<u>0</u>	<u>503,876</u>
GRAND TOTAL	<u><u>\$ 81,542,488</u></u>	<u><u>\$ 86,344,883</u></u>

Ten Year History of GANN Limit			
Fiscal Year	Estimated Rev Subject to Appropriations Limit	Appropriations Limit	Amount UNDER Limit
2008-09	\$ 48,872,232	\$ 79,229,281	\$ 30,357,049
2009-10	\$ 44,448,816	\$ 80,103,161	\$ 35,654,345
2010-11	\$ 40,715,097	\$ 78,872,647	\$ 38,157,550
2011-12	\$ 44,811,329	\$ 81,159,589	\$ 36,348,260
2012-13	\$ 69,085,716	\$ 84,791,997	\$ 15,706,280
2013-14	\$ 62,379,840	\$ 89,561,187	\$ 27,181,347
2014-15	\$ 57,716,563	\$ 90,141,522	\$ 32,424,958
2015-16	\$ 69,260,506	\$ 93,996,702	\$ 24,736,196
2016-17	\$ 72,436,718	\$ 99,638,591	\$ 27,201,873
2017-18	\$ 72,876,898	\$ 103,769,842	\$ 30,892,944

The City of Culver City has historically fallen well below the Appropriations Limit each fiscal year. It is estimated that this trend will continue into the foreseeable future.

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**APPENDIX I
FY 2017-18 BUDGETS
BENEFIT RATE TABLE**

BENEFIT	2017-18 BUDGET		
<u>Retirement Rate (City Contribution)</u>	<i>FY 2016-17</i>		<i>FY 2017-18</i>
Miscellaneous Employees -	0.21763	0.08453	
Safety Employees -	0.46877	0.18091	
Part-time employee (PARS) -	0.03500	0.03500	
<u>Deferred Retirement Rate (City Contribution to Employee Portion)</u>	<u>City Pay</u>	<u>Employee Pay</u>	<u>Total</u>
Management (non-Safety) -	--	0.08	0.08
General Services -	--	0.08	0.08
Fire -	--	0.09	0.09
Police -	--	0.09	0.09
Fire Management -	--	0.09	0.09
Police Management -	--	0.09	0.09
<u>Social Security and Medicare (City Contribution)</u>	Social Security - 6.2% of first \$127,200 of salary and overtime		
Social Security -			
Medicare -	Medicare - 1.45% of total salary and overtime		
<u>Deferred Compensation (Only)</u>			
General Management -	\$160.00/pay period = \$4,160.00/year		
Fire Management -	\$142.25/pay period = \$3,698.50/year		
Police Management -	\$125.00/pay period = \$3,250.00/year		
CCEA -	\$40.00/pay period = \$1,040.00/year		
<u>Group Insurance (includes Health, Dental, Vision Care, and Life)</u>	Cafeteria Allowance: Emp Only: \$732/month Emp +1: \$1,271/month Emp +2/more: \$1,584/month		
<u>State Disability Insurance (City Contribution – 50%)</u>			
General Service -	0.009 (City Contrib. = 0.0045)		
Taxable Limit -	\$110,902 (Max Amount = \$998.12)		
<u>Survivor's Pay Benefit</u>	0.98 per pay period (Safety management only)		

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APPENDIX J

Comparison of Major Revenues Among Westside Cities

City	Population¹	Sales Tax Revenue^{2, 3}	Sales Tax % of Total General Fund	Property Tax Revenue²	Property Tax % of Total General Fund	Total General Fund Revenue²
Culver City	40,103	21,127,062	19.4%	6,825,466	8.6%	109,009,312
Beverly Hills	34,646	34,927,352	15.3%	53,679,850	23.5%	228,666,268
Santa Monica	93,834	54,802,840	15.1%	50,452,377	13.9%	362,580,575
West Hollywood	35,882	16,094,074	16.9%	15,931,816	16.8%	95,081,388

¹ 2017 California Department of Finance City/County Population Estimates

² Fiscal Year 2015-16 Actual Receipts

³ Culver City total does not include Measure Y transaction taxes

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