



CITY OF CULVER CITY

PROPOSED BUDGET FY 2020/2021

CITY OF CULVER CITY

PROPOSED BUDGET

FISCAL YEAR 2020/2021

CITY COUNCIL

Göran Eriksson, Mayor
Harden Alexander Fisch, Vice Mayor
Daniel Wayne Lee, Council Member
Meghan Sahli-Wells, Council Member
Thomas Aujero Small, Council Member

CITY MANAGER

John Nachbar

CHIEF FINANCIAL OFFICER

Onyx Jones

BUDGET TEAM

Mary V. Noller, Finance Manager
Punit Chokshi, Senior Management Analyst
Patricia Garcia, Associate Analyst
Christine Kumar, Senior Account Clerk

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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, 2019

Christopher P. Morill

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, 2019. 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 2019-2020

Presented to the

City of Culver City

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

January 31, 2020



Steve Heide

*Steve Heide
CSMFO President*

Yolanda Rodriguez

*Yolanda Rodriguez, Chair
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 Article VIII Sec. 801 of the City's Charter, I respectfully present the Fiscal Year ("FY") 2020/2021 Proposed Budget for City Council's consideration. The enclosed budget takes into consideration City Council's priorities for public safety, services to the community, and financial impacts of the Coronavirus (COVID-19) pandemic. The development of this year's budget has been a challenging but collaborative process with input from every department and the City's Leadership Team. The FY 2020/2021 Proposed Budget is effectively a one-year spending plan; however, this budget message also includes a Ten-Year Financial Forecast (Attachment A) that will assist Culver City in navigating through these financially uncertain times.

STAYING FISCALLY RESPONSIBLE

Addressing Financial Challenges Ahead

The COVID-19 pandemic and orders from federal, state, and local levels to shelter in place have collectively led to the temporary closure of many local businesses, such as Westfield Mall, shopping and retail centers, businesses in the service industry, numerous hotels and the list goes on. Although the shelter in place order is gradually being lifted and more businesses are reopening, it is not clear how quickly local businesses will return to normal operations or if some will permanently cease operations. Even well-positioned retailers may find they have to permanently close under-performing stores and take drastic cost cutting efforts to bolster their balance sheets. Although there has been a major shift to online sales, this may not offset the reduction in sales for "bricks and mortar" retailers. City staff will continue to monitor the local business environment as things evolve.

On May 11th, 2020, Culver City staff recommended that City Council consider the creation of a Culver City Economic Recovery Task Force (ERTF) to address and mitigate the unique economic impacts resulting from the COVID-19 pandemic. The ERTF would be comprised of members from various City Departments selected by the City Manager as well as community stakeholders, such as the Chamber of Commerce, Business Improvement Districts (BIDs), local businesses and non-profits. These organizations would be invited to participate on an ad hoc basis, to provide insights to specific business operational challenges related to COVID-19 and to provide the City with various recovery strategies.

The goal of the ERTF would be to:

- Focus on rebuilding through an equity lens to address all economic segments of the community;
- Consider best practices of other municipalities and develop a Culver City specific approach that may include modified zoning, permitting, fees, parking and/or other constraints to re-opening or starting a business; and
- Coordinate with the City's Emergency Operations Center leadership to ensure proposed strategies align with all infection precaution protocols and CDC/County directives.

Anticipated Impacts on City's Revenues and Expenditures

Although the City's revenues were strong in the first half of FY 2020/2021 (June-December 2019), uncertainty and possible long-term disruptions to the economy due to COVID-19 have made forecasting challenging. The abrupt and nearly across-the-board decline in consumer spending has set this crisis apart from previous economic downturns.

Principal budget assumptions will be significantly impacted by the length and scope of the COVID-19 pandemic. Hotels, businesses and City programs have been impacted by closures and layoffs. Early forecast scenarios presented to City Council reflected General Fund revenue reductions of up to 15% in FY 2019/2020 and another 7% in FY 2020/2021 for a total revenue loss of \$25.9M. This loss is driven by the following top revenue components:

- **SALES TAX** – FY 2020/2021 Sales Tax revenues are estimated to drop a total of 25% or \$9M from last fiscal year's adjusted budget. This estimate is based on analysis of the City's sales tax base, numerous economic reports, State of California communications, and analysis from the City's sales tax consultant HdL Companies. The estimates reflect sharp declines in the auto and transportation industry, restaurants and hotels, general consumer goods, the service industry and fuel and service stations. It also includes some increase in growth from online sales.
- **TRANSIENT OCCUPANCY TAX (TOT)** – FY 2020/2021 TOT revenues are anticipated to drop a total of 50.7% or \$4.4M over last fiscal year's adjusted budget. This estimate is based on analysis of current hotel monthly TOT filings, various economic reports related to the travel industry, and analysis from the City's consultant HdL Companies.
- **BUSINESS LICENSE REVENUE** – FY 2020/2021 Business License revenues are anticipated to decrease a total of 51% or \$7.1M over last fiscal year's adjusted budget. This revenue source is calculated based on businesses gross receipts from the prior year. As indicated previously, with the number of businesses, hotels, shopping malls, etc. that have been impacted by closures and layoffs, it is anticipated that many local businesses will experience a decline in business revenue from the period of March – December 2020. There have also been statistics provided by various webinars and presentations from sources such as California Society of Municipal Finance Officers, the Government Finance Officers Association and the City's audit firm The Pun Group.

- **OTHER REVENUES** – Utility User Tax (UUT) is estimated to decline by 19% or \$2.5M from last fiscal year’s adjusted budget. This revenue source is an 11% tax levied on utilities such as electricity, water, gas, cable TV and telephone. When large retail businesses, fitness centers, office buildings, and hotels close or reduce their operations their utility usage decreases significantly and thus the UUT collected by the City decreases. Charges for Services is estimated to decline by 11.9% or \$1.5M over last fiscal year’s adjusted budget. City departments such as Community Development and Planning Recreation & Community Services estimate significant decreases to Charges for Services based on a recent decline in new development applications in the City and a decrease in recreation programming. Finally, fines and forfeitures are estimated to decline by 22.7% or \$1.2M over last year’s adjusted budget due to a decrease in vehicle code fines and court fines.

In summary, this COVID-19 pandemic will likely have a prolonged negative impact on retail and other environments that involve large groups, conference centers, entertainment, travel and performance venues. City Staff anticipates that the City’s local economy will start to recover in the summer months, but it will take time to recover fully. The City must also be prepared for what a COVID-19 second wave could do to the market during the winter months of October through December, which would normally be the City’s highest sales tax months. It is also not evident what impacts COVID-19 could have on the City’s future property tax revenues if homeowners and business owners are unable to make their property tax payments.

Culver City’s Response to the Potential Financial Impacts of COVID-19

Culver City staff have already begun implementing the following five core principles, which will help guide the City in addressing and recovering from this pandemic.

1. **ESSENTIAL SERVICES** - Staff will continue to provide essential services such as public safety, public works/street maintenance, and needed recreation programs to the community.
2. **SUPPORT LOCAL BUSINESSES** - The City will also support local businesses and continue to meet with business owners to assist with providing information and critical resources as they become available. The ERTF Task Force will play a key role in this process.
3. **INNOVATION** - Staff will continue to apply innovation and creativity to bring value to the community by offering numerous online/virtual services.
4. **EXPENSE CONTAINMENT MEASURES** - The City has implemented several strategies to reduce expenditures totaling \$25M in the FY 2020/2021 General Fund Budget:
 - a. Freezing of 28.5 vacant positions in Finance, IT, Administrative Services, Community Development, Public Works, Police, and Fire - \$3.6M savings
 - b. Freezing of all salary increases Citywide, which includes merit increases - \$1.8M savings¹

¹ These savings are contingent on successful negotiations with the City’s multiple collective bargaining groups.

- c. Elimination of Other Post Employment Benefit (OPEB) prefunding - \$4.4M savings
- d. Disallowing of all non-essential expenses, renegotiating contract terms, significant reductions to travel/training, contract services and capital purchases, etc. - \$8M savings
- e. Elimination of an allocation to the General Fund for equipment/vehicle replacement and the deferral of the replacement of vehicles and equipment planned for FY 2020/2021- \$1.1M savings
- f. Delaying or cancelling General Fund Capital Projects in FY 2019/2020 allowed \$8.8M in cash to be transferred from the Capital Improvement Fund (F420) into the General Fund.
- g. Expenditure reduction efforts beyond those described above will be pursued throughout the year, primarily focused on savings resulting from personnel attrition gained from a continued hiring freeze

5. REVENUE ENHANCEMENTS

- a. Implement a User Fee Study to bring the City's fees in-line with the current market and other local agencies
- b. Improve current collections of revenues
- c. Audit current revenue streams
- d. Presentation of a revenue tax measure that will generate at least \$12M in new revenues, (the ten-year financial forecast assumes a ballot measure in November 2022)

Because the City's General Fund relies heavily on revenues such as shopping, tourism, hotels, dining/entertainment and the economic success of local businesses, the City is faced with a proposed FY 2020/2021 budget deficit of (\$16M). Despite efforts to drastically reduce General Fund expenditures, no one knows how long the impacts of COVID-19 will continue to plague the City and because of this uncertainty, staff acknowledges the proposed revenue estimates for FY 2020/2021 could vary from actual revenues received.

For this reason, projected revenues for FY 2020/2021 are very conservative. If an even worse case scenario develops and revenues fall below estimates, Finance staff will be working to make further reductions during the Mid-Year budget process around March of 2021, if not earlier. In a scenario where FY 2020/2021 revenues come in higher than anticipated, the General Fund contingency reserves will be preserved for the future and some of the proposed cuts could be added back to the budget with Council approval during the Mid-Year budget process as well. Fortunately, the City has the ability to strategically utilize its reserves for contingencies to allow time to navigate through this pandemic.

CITYWIDE BUDGET HIGHLIGHTS

The proposed FY 2020/2021 Citywide expenditures of \$235.3M is comprised of five operating fund types shown in Table 1. In accordance with Generally Acceptable Accounting Principles (GAAP), the City uses several fund types where revenues are deposited, and expenditures are released. The "General Fund" is where general taxes like property and sales taxes are placed and where expenditures for many broad operations (like Police, Fire, Public Works and Parks) are released. While all funds are subject to economic forces, the General Fund is often the fund

most subject to economic fluctuation. “Special Revenue Funds” are used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. “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. “Capital Projects Funds” are used to account for significant capital acquisition and construction projects separately from other operations. “Internal Service Funds” receive their income from charges to other funds in the City.

Total City Appropriations by Fund Type		
FUND TYPE	FY 2019/2020	FY 2020/2021
General Fund	144,357,249	119,263,119
Special Revenue Funds	31,553,792	20,896,592
Enterprise Fee Funds	92,797,436	71,732,197
Capital Improvement Funds	42,936,335	5,263,459
Internal Service Funds	22,605,662	18,165,460
TOTAL	334,250,474	235,320,827

TABLE 1

Note: The Successor Agency Fund is considered a Fiduciary Fund and is no longer considered an operating fund of the City and is therefore excluded from this table.

The General Fund budget for FY 2020/2021 is proposed to decrease by \$25M from the prior year. As previously discussed, this decrease is related to all the expense containment measures recommended above to help offset the estimated loss of General Fund revenues due to COVID-19.

Budget appropriations for the Special Revenue Funds decreased by \$10.6M from the previous year due to one-time capital project requests that were made in prior years for the Safe/Clean Water Protection Fund, the Community Improvement Fund (former RDA bond funds) and the Culver City Parking Authority.

Budget appropriations for the Enterprise Funds decreased by \$21.1M. There was \$17M budgeted in the prior year for projects in the Sewer Fund and there is a \$2M reduction in the Municipal Fiber Fund. The savings projected in the Municipal Fiber Fund is a result of transferring the day-to-day operations to a new operator.

Budget appropriations for the Capital Improvement Funds decreased by \$37.7M. The Capital Improvement Fund is used to track multi-year capital improvement projects that are carried over annually until completed. In FY 2019/2020 there was \$26.5M carried over and \$16M in new projects budgeted vs. the \$5.2M of new Capital projects budgeted in FY 2020/2021.

Budget appropriations for the Internal Service Funds decreased by \$4.4M. There is \$3.1M savings in the Equipment Replacement Fund from the deferral of the replacement vehicles and equipment and \$1.4M savings in the Equipment Maintenance Fund from the reallocation of employee cost from that fund into the Transportation Fund. It should be noted any budget savings in the Internal Service Funds is passed on to departments citywide including the General Fund.

BUDGET ENHANCEMENT REQUEST

This year Department Heads submitted a total of \$12.6M in Citywide budget enhancement requests for review by the City Manager and approximately \$3.2M of that total was for departments within the General Fund. However, after careful review, the City Manager is only recommending that Council approve \$1.8M of enhancements in the General Fund and \$9.2M in other funds. Note, \$8M of the total \$9.2M in enhancement request from other funds will be funded by the Successor Agency and used to fund various programs in the Housing Authority.

The \$1.8M recommended in the General Fund consists of \$1.2M for one-time requests and \$585K for on-going expenditures. A significant portion of the General Funds total enhancement request is \$1.2M for legal services that will address zoning and environmental issues, LAXFAA matters, housing matters, implementation of various ordinances, telecom issues, the Municipal Fiber Fund and other complex enforcement and finance related issues. While these proposed expenditures are labelled as enhancements in our budget process, this \$1.2 million for legal services is comparable to expenditure amounts in previous years.

It should also be noted that a large portion of the increase requested from the Transportation fund is due to the reallocation of 6 positions from the Equipment Maintenance Fund to the Transportation fund for employees that work directly with Transportation. This reallocation of employee cost from the Equipment Maintenance Fund also reduced approximately \$350K of expenses that would have been allocated to the General Fund. A detailed list of all one-time and on-going enhancement requests are provided as Attachment B to the budget message and a summary of those requested are also listed in Table 2.

Enhancement Request	Department Request			City Manager Recommended		
	One-Time	Ongoing	Total Dept. Request	One-Time	Ongoing	Total CM Recomm
City Attorney	1,071,000	-	1,071,000	1,071,000	-	1,071,000
Non-Departmental	44,262	-	44,262	-	44,262	44,262
Administrative Services	170,000	32,610	202,610	150,000	10,000	160,000
Information Technology		55,597	55,597	-	55,597	55,597
Parks, Recreation & Community Services	-	49,180	49,180	-	-	-
Community Development	717,540	190,208	907,748	-	261,708	261,708
Public Works	155,500	758,598	914,098	10,000	213,400	223,400
General Fund	\$ 2,158,302	\$ 1,086,193	\$ 3,244,495	\$ 1,231,000	\$ 584,967	\$ 1,815,967
Municipal Fiber Network	205,000	-	205,000	150,000	-	150,000
Risk Management	134,000	-	134,000	134,000	-	134,000
Central Stores	-	111,770	111,770	-	111,770	111,770
Parking Authority	15,000	-	15,000	15,000	-	15,000
Housing Authority	8,130,291	-	8,130,291	8,130,291	-	8,130,291
Refuse	220,000	111,527	331,527	110,000	111,527	221,527
Sewer	66,000	287,306	353,306	66,000	250,000	316,000
Building Surcharge	-	10,000	10,000	-	10,000	10,000
Transportation	300,030	610,811	910,841	300,030	610,811	910,841
Equipment Maintenance	-	(813,579)	(813,579)	-	(813,579)	(813,579)
TOTAL ALL FUNDS	\$ 11,228,623	\$ 1,404,028	\$ 12,632,651	\$ 10,136,321	\$ 865,496	\$ 11,001,817

TABLE 2

RETIREMENT COSTS

Like the vast majority of California cities and other public agencies, Culver City provides retirement programs to its employees through the California Public Employees Retirement System (CalPERS). The City has a CalPERS account for its Safety Employees (sworn police and fire employees) and its Miscellaneous Employees (all other non-safety employees). Employees are required to pay a percentage of their pay towards retirement costs (8% for the majority of Miscellaneous and 9% for the majority of Safety), but the employer must pay the remaining required amount, as determined by CalPERS actuaries.

There are two components to the employer contributions. The “normal cost” is the calculated cost of the current year of service for active employees (10.105% for Miscellaneous and 20.601% for Safety in FY 2020/2021). Then there is the Unfunded Accrued Liability (UAL) payment. The City recently negotiated for employees to pick up a portion of the employer contribution (3.5% for Miscellaneous and 5.0% for Safety). For FY 2020/2021, the employee cost sharing is estimated to be 2.432% for Miscellaneous and 5.0% for Safety. This cost sharing is in addition to the Employee contribution already paid for directly by employees.²

CalPERS sustained huge investment losses during the Great Recession that greatly reduced the funded status of the plans. Specifically, for Culver City, there was \$90.2M UAL in FY 2017/2018(measurement date) for the Miscellaneous Plan and \$143.5M UAL in FY 2017/2018 (measurement date) for the Safety Plan. Unfortunately, due to the more recent investment losses that CALPERS has experienced as a result of the decline in global markets, these losses will continue to be absorbed by cities, counties and schools in the years to come.

The City’s pension actuarial consultants, Bartel Associates, LLC, has provided the City with a template that calculates the annual contribution impact to the City if CalPERS investment returns are lower than expected over the next five years. This tool will be extremely helpful in July when the actual investment returns are published by CalPERS. However, during a recent webinar hosted by CalPERS, they discussed the possibility that their investment returns could be as low as -5% and they would be hopeful to end the year at a 0% return.

However, if the early May 2020 stock market returns hold, a 0% or better return will be more likely for the period ending June 30, 2020. Based on this information and the template provided by Bartel, City staff was able to calculate the estimated annual contribution increase if there is either a 0% or -5% investment return. Table 3 shows that a 0% investment return would result in increased contributions of \$34M over a 10-year period and annual payments would increase up to approximately \$4.2M a year. Table 4 shows a -5% investment return would increase the City’s contributions by \$58M over a 10-year period and annual payments would increase up to approximately \$7.3M a year.

² Miscellaneous employees designated as CalPERS ‘Classic’ pay 8% or 7% (if hired after 12/19/2011), and CalPERS ‘PEPRA’ (hired after 1/1/2013) pay 6.25%. Safety employees designated as CalPERS ‘Classic’ pay 9%, and CalPERS ‘PEPRA’ (hired after 1/1/2013) pay 11.75% (beginning 7/1/2020).

ESTIMATED CALPERS INVESTMENT RETURN OF 0%			
Estimated Contribution Impact Each Fiscal Year Due to 19/20 - 23/24 Investment Return			
Contribution Increase or (Decrease)			
Fiscal Year	Miscellaneous	Safety	Total
2022/23	\$ 395,000	\$ 454,000	\$ 849,000
2023/24	790,000	909,000	1,699,000
2024/25	1,185,000	1,363,000	2,548,000
2025/26	1,580,000	1,817,000	3,397,000
2026/27	1,976,000	2,272,000	4,248,000
2027/28	1,976,000	2,272,000	4,248,000
2028/29	1,976,000	2,272,000	4,248,000
2029/30	1,976,000	2,272,000	4,248,000
2030/31	1,976,000	2,272,000	4,248,000
2031/32	1,976,000	2,272,000	4,248,000
2032/33 through 2041/42	1,976,000	2,272,000	4,248,000
2042/43	-	-	-
2043/44	-	-	-
2044/45	-	-	-
2045/46	-	-	-
2046/47	-	-	-

Total Contribution Impact	
First 5 Years	First 10 Years
\$ 12,741,000	\$ 33,981,000


 April 1, 2020

TABLE 3

ESTIMATED CALPERS INVESTMENT RETURN OF -5%			
Estimated Contribution Impact Each Fiscal Year Due to 19/20 - 23/24 Investment Return			
Contribution Increase or (Decrease)			
Fiscal Year	Miscellaneous	Safety	Total
2022/23	\$ 677,000	\$ 779,000	\$ 1,456,000
2023/24	1,355,000	1,558,000	2,913,000
2024/25	2,032,000	2,337,000	4,369,000
2025/26	2,709,000	3,115,000	5,824,000
2026/27	3,387,000	3,894,000	7,281,000
2027/28	3,387,000	3,894,000	7,281,000
2028/29	3,387,000	3,894,000	7,281,000
2029/30	3,387,000	3,894,000	7,281,000
2030/31	3,387,000	3,894,000	7,281,000
2031/32	3,387,000	3,894,000	7,281,000
2032/33 through 2041/42	3,387,000	3,894,000	7,281,000
2042/43	-	-	-
2043/44	-	-	-
2044/45	-	-	-
2045/46	-	-	-
2046/47	-	-	-

Total Contribution Impact	
First 5 Years	First 10 Years
\$ 21,843,000	\$ 58,248,000


 April 1, 2020

TABLE 4

Urban Futures, Inc. (UFI), the City’s current financial advisor (FA), presented the City with a Comprehensive Management Strategy for Addressing Retirement Costs and this plan included seven (7) solutions listed below that would help mitigate increases to the City’s UAL. Unfortunately, the impacts of COVID-19 has delayed implementation of many of these solutions because the City must reserve as much cash as possible during these times and it’s currently not good timing for the pension bond market. This discussion will be revisited with the City’s FA when the timing for implementation is more feasible,

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Full Cost Recovery – Allocation to ALL Funds 2. Invest Reserves / One-time Monies (internal loans) 3. Adjust Benefit Levels & Eligibility for OPEBs | <ol style="list-style-type: none"> 4. Cost Sharing & Contract/MOU Provisions 5. Tax-Exempt Exchange 6. Synthetic Fresh Start 7. Pension / OPEB Bonds³ |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

GENERAL FUND OVERVIEW

Revenues

The following table summarizes the proposed revenue budget for the General Fund for FY 2020/2021, with comparisons to the actual received from FY 2018/2019, Adopted Budget for FY 2019/2020 and Adjusted Budget amounts for FY 2019/2020:

³ The Government Finance Officers Association cautions against the use of Pension Obligation Bonds as they contain significant risk.

	ACTUAL RECEIPTS 2018/2019	ADOPTED BUDGET 2019/2020	ADJUSTED BUDGET 2019/2020	COUNCIL PROPOSED 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% VARIANCE
GENERAL FUND						
PROPERTY TAX	13,488,817	12,103,000	12,920,647	13,338,843	418,196	3.2%
SALES TAX	32,402,882	36,336,000	37,176,000	28,014,000	(9,162,000)	(24.6%)
BUSINESS LICENSE TAX	16,659,844	16,058,000	16,758,000	8,286,100	(8,471,900)	(50.6%)
UTILITY TAXES	13,173,647	13,518,000	13,518,000	10,985,000	(2,533,000)	(18.7%)
OTHER TAX (incl. TOT)	9,964,659	9,958,000	10,075,000	5,266,000	(4,809,000)	(47.7%)
LICENSES AND PERMITS	7,109,022	6,387,000	6,262,119	6,143,670	(118,449)	(1.9%)
INTERGOVERNMENTAL	5,192,948	5,492,046	5,653,934	5,916,785	262,851	4.6%
CHARGES FOR SERVICES	11,383,916	12,538,899	12,439,836	10,955,842	(1,483,994)	(11.9%)
FINES AND FORFEITS	5,469,742	5,304,500	5,368,500	4,152,500	(1,216,000)	(22.7%)
OTHER REVENUES	11,663,407	9,656,486	10,413,627	10,351,725	(61,902)	(0.6%)
TOTAL GENERAL FUND	126,508,884	127,351,931	130,585,663	103,410,465	(27,175,198)	(20.8%)

Table 5

Overall, proposed operating revenues are anticipated to decrease by approximately \$27.2M compared to FY 2019/2020 adjusted budget amounts. Major variance explanations include:

- Sales Tax – As previously discussed revenues are projected to decrease by \$9.2M due to the impact of COVID-19 stay home order and the closure of so many businesses within the City. Based on actual revenues received through April 2020 (\$21M), it is clear the City will not receive the adjusted budget amount of \$36.3M in FY 2019/2020. Therefore, FY 2020/2021 has a more conservative estimate of \$28M. Staff will continue to work with HdL to monitor the sales tax trends in the City on a quarterly basis.
- Business License Tax (includes Cannabis Tax and Comm/Ind Dev Tax) – This revenue source is expected to decrease by \$8.5M because it is calculated based on businesses gross receipts from the prior year and new development within the City. As indicated previously, with the number of businesses, hotels, shopping malls, etc. that have been impacted by closures and layoffs, it is anticipated that many local businesses will experience a decline in business revenue from the period of March – December 2020. Community Development also projects a 50% or \$1.3M decline in the commercial/industrial development tax.
- Other Tax including Transient Occupancy Tax (TOT) – TOT is estimated to decrease by \$4.4M or 50.7%. Based on recent fiscal year to date information, approximately 75% of the City’s hotels have reported \$0 TOT for the month of March. Prior to COVID-19 the City was receiving an average monthly TOT remittance of \$736K, this revenue dropped down to \$436K in February and just \$21K in March. It is also not clear today how long it will take the travel industry to rebound and for the local hotels to reopen their doors. This revenue will continue to be monitored monthly to determine if further budget adjustments will be needed. The other tax reported on this line item is Franchise Tax which has an estimated revenue reduction of \$425K.
- Utility Users’ Tax (UUT) - UUT is estimated to decline by \$2.5M over last fiscal year’s adjusted budget. This revenue source experienced a 10% decline in revenues for utility usage in the month of March 2020 and that number is expected to double for the month

or April. As large retail businesses, fitness centers, office buildings, and hotels start to reopen this revenue will be reviewed monthly and adjusted if necessary.

- Charges for Services and Fines & Forfeitures are estimated to decrease by \$1.5M and \$1.2M respectively. Community Development/Planning, Recreation and ambulance fees have reported decreases in revenues for the month of April 2020 and the reduction is likely to continue until the City becomes fully operational once again. Fines and forfeitures are estimated to decline due to a decrease in citations issued for vehicle code fines and court fines.

Revenue Strategies

The City's financial forecast prior to COVID-19 projected the emergence of an approximate \$7-\$8M structural deficit. A ballot measure that would if passed increase the business license tax was planned for November 2020. It is clear that approach is postponed. Now more than ever, the City is challenged with identifying ways to generate more revenues to offset the impact of COVID-19. It has become essential that the City identify at least \$12M in new revenues and General Fund Revenues must return to the FY 2019/2020 Budget levels within three to five years.

Approximately 70% of the General Fund revenues in the Proposed Budget are comprised of various taxes; however, tax rate increases must be approved by voters. The remainder of the General Fund revenues are primarily items where there is little, if any, flexibility to increase them. Charge for Service revenues are typically restricted from exceeding the cost of providing the service. Charges or transfers to other funds are also limited to reimbursing actual administrative costs. Intergovernmental revenues are based on a formula allocation that the City does not control.

The City's Utility Users' Tax (UUT) rate is already 11.0% and it is also likely to be a decreasing revenue source in the future. The City previously adopted a Real Estate Transfer Tax rate of \$4.50 per \$1,000 of valuation, beyond the base County rate. This rate is the same as the City of Los Angeles. After two years, the City Council will have some discretion to raise Cannabis Tax rates within the limits approved by voters. Currently, there are still too many unknowns about this industry to project anything more than what is currently included in the proposed FY 2020/2021 budget.

Property Tax and the way it is allocated is not something the City can change. Our General Fund share of approximately 10.5 cents of each property tax dollar paid was locked in with the passage of Proposition 13. The City could consider some form of a parcel tax. The drawback of a parcel tax is that only residents/property owners pay it, and visitors that use City infrastructure, facilities or services are exempted.

Sales Tax is by far the City's largest tax revenue source in the City. The City receives 1.0% of the 7.25% State sales tax rate. In 2012, Culver City voters approved Measure Y, an additional 0.5% local sales tax and in March of 2020 Culver City voters extended the tax to sunset in 2033. Culver City residents also approved a quarter-cent sales tax on November 6, 2018.

Transient Occupancy Tax (TOT) is a visitor tax of 14.0% paid by those that stay at our local hotels. Voters approved an increase in the TOT rate from 12.0% to 14.0% in 2012. Currently, the majority of our surrounding cities are at 14.0% as well.

Business Tax rates in Culver City have remained the same for decades. The City recently worked with one of its consultants to research Business License rates of surrounding Westside cities. It was found that there could be opportunity to consider adjustments to the City’s current rate structure, while staying equal to or lower than most surrounding cities. Business Tax is our third largest tax revenue, behind Sales Tax and UUT.

Other possibilities for generating additional General Fund revenues include forming a special financing district, such as a Community Facilities District, that can be used to fund certain public services such as police protection, fire protection and suppression, and others. Depending on how it is structured this could be a mailed property owner ballot or regular election.

Expenditures

The following table summarizes the proposed expenditure budget for the General Fund for FY 2020/2021, with comparisons to the adopted budget and adjusted budget for FY 2019/2020.

	ACTUAL EXPEND 2018/2019	ADOPTED BUDGET 2019/2020	ADJUSTED BUDGET 2019/2020	PROPOSED BUDGET 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE FROM PRIOR YEAR ADJUSTED
GENERAL FUND						
TOTAL GENERAL GOVERNMENT	23,875,402	19,887,271	20,958,333	18,725,731	(2,232,602)	-10.65%
PARKS, REC. & COMMUNITY SVCS	9,364,497	10,465,840	10,923,630	9,428,947	(1,494,683)	-13.68%
POLICE DEPARTMENT	41,944,257	46,655,980	47,590,808	44,958,944	(2,631,864)	-5.53%
FIRE DEPARTMENT	25,075,958	27,104,608	27,531,000	24,969,152	(2,561,848)	-9.31%
COMMUNITY DEVELOPMENT	8,585,827	9,603,467	15,257,548	8,074,207	(7,183,341)	-47.08%
PUBLIC WORKS	12,848,243	14,028,944	15,127,486	12,420,018	(2,707,468)	-17.90%
Transfers	3,231,785	6,968,444	6,968,444	686,120	(6,282,324)	-90.15%
TOTAL GENERAL FUND	124,925,969	134,714,554	144,357,249	119,263,119	(25,094,130)	-17.38%

Table 6

The Proposed FY 2020/2021 General Fund expenditure budget is approximately \$25M less than the Adjusted Budget for FY 2020/2021. Significant cuts had to be made to help offset the \$27M reduction in estimated revenues. Major variance explanations are as follows:

- PERSONNEL RELATED REDUCTIONS - \$9.8M
 - There is a total of 28.5 vacant positions in the General Fund that have been frozen for FY 2020/2021 - \$3.6M
 - Finance – 4 positions
 - IT – 2.5 positions
 - Administrative Services – 1.5 positions
 - Community Development – 2 positions
 - Public Works – 7 positions
 - Police – 5.5 positions

- Fire – 6 firefighter positions for a third paramedic unit. Note: Currently, calls for service have been low during the pandemic, if and when this changes it is recommended the City reimplement the third paramedic unit and fill these six vacancies as needed.
 - The proposed budget also includes budget savings from the freezing of all salary increases - \$1.8
 - Elimination of Other Post Employment Benefit (OPEB) prefunding - \$4.4M savings
- OPERATIONS & MAINTENANCE REDUCTIONS - \$8M
 - Disallowing of all non-essential expenses, renegotiating contract terms, significant reductions to travel/training, contract services, and capital purchases, etc. - \$3M savings
 - There was an additional \$5M in budget savings in Community Development based on contract services that were budgeted in the prior year for the General Plan Update project and contract services directly related to various development projects throughout the City.
 - The General Fund was also able to generate \$1.1M in savings by eliminating an annual allocation of funds to the equipment/vehicle replacement fund. The replacement vehicles and equipment are being deferred and the Transportation Department will assist with reallocation of the City's current vehicles to ensure operations continue as needed within the departments.
- TRANSFERS \$6.9M
 - Last year's budget included transfers of \$5.9M from the General Fund to the Capital Improvement Fund and \$968K to the Municipal Fiber Fund. Neither of these transfers have been budgeted in the proposed budget. Additionally, City Staff was able to cancel \$8.8M in Capital Improvement projects that allowed the cash to be transferred from the Capital Improvement Fund (F420) into the General Fund in FY 2019/2020.

Fund Balance

General Fund - Fund Balance		
Est. Beginning Fund Balance		87,638,767
FY 2020/2021 Revenues	103,410,465	
Less:		
FY 2020/2021 On-Going Expenditures	(117,345,999)	
Structural Budget Surplus/(Shortfall)	<u>(13,935,534)</u>	
Less:		
One-Time Transfers for Capital Projects	(686,120)	
One-Time Enhancement Request	<u>(1,231,000)</u>	
Total One-Time Expenditures	<u>(1,917,120)</u>	
Net Increase / (Decrease) to Fund Balance		<u>(15,852,654)</u>
Est. Ending Fund Balance		<u>71,786,113</u>

Table7

The proposed budget for FY 2020/2021 requires the use of \$16M in reserves to fund the impacts of COVID-19. The projected ending fund balance will be \$71.8M as shown in Table 7. However, it should be noted that a portion of the fund balance is either non-spendable, restricted or assigned as shown in Table 8. The amount restricted in the Pension Trust can be used by the City to pay annual pension cost, if needed. The remaining portion of the Fund Balance (\$45.9M) can be treated as contingency reserves and can be used with City Council approval to balance the budget. The projected ending reserves equal 39% of the FY 2020/2021 operating expenditures. The City's Contingency Reserve requirement is 30% and it was established in Council Policy Statement, Policy #5002 and Resolution #2014-R058. The City would meet the minimum requirement; however, the City must make permanent changes to the budget to eliminate the structural deficit or the reserves will easily fall below the minimum requirements in the following fiscal year.

General Fund - Fund Balance cont.		
<i>Breakdown of Ending Fund Balance</i>		
Non-Spendable	15,246,847	
Restricted Pension Trust Funds	10,602,535	
Assigned - Contracts	102,866	
Contingency Reserves	35,203,800	
Facility Planning Reserves	4,252,026	
Recreation Facilities Reserves	2,375,034	
Unassigned Fund Balance	<u>4,003,005</u>	
Est. Ending Fund Balance	<u>71,786,113</u>	
Less: Nonspendable / Restricted		(25,849,382)
Remaining Fund Balance	45,936,731	39%

Table 8

ENTERPRISE FUNDS

Refuse Fund

In FY 2017/2018, several negative developments beyond the City's control caused a huge shift in the operations of the Refuse Fund. Some of the factors were due to changes in the recycling market such as requiring the City to pay \$46 per ton for waste disposal instead of getting paid \$30 per ton for it. Other elements included expiration of the hauling contract that caused a dramatic increase in rates under the new term, retirement costs and necessary enhancements.

In FY 2020/2021 the Refuse Fund expenditures are estimated to exceed revenues by \$1.4M. This will leave the fund balance at \$2.4M which is \$1.9M below the Fund Balance Reserve requirement of 25% (\$4.3M). FY 2019/2020 was the final year of the 7% rate increase approved on May 30, 2017, and although future rate increases are subject to a protest vote pursuant to Proposition 218, another rate study is being proposed in order to find a solution that will enable the Fund to adequately cover ongoing operating cost, replacement of capital cost and to meet fund balance reserve requirements. Staff will also continue to monitor what impact COVID-19 will have on revenues received from business customers and cuts will be made to the expenditure budget at Mid-Year if necessary.

Transportation Fund

Culver CityBus 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 in these economic times, there will be decreases in the available funding. Federal funding has been erratic as well. It is also uncertain how much aid the fund will receive as a result of COVID-19. Additionally, the FY 2020/2021 Budget has a deficit of \$3.7M due to one-time capital purchases of \$10M. The reserves in the Transportation Fund are also below the target of 25% of operating expenditures by \$5.4M. The Department has recently hired a consultant that specializes in Transportation forecasting to develop an in-depth five to ten-year financial forecast that explores modern practices that will improve the fiscal sustainability and efficiency of the Transportation Fund. As this work progresses, and the impact of COVID-19 becomes a known factor, changes to the budget may be necessary during the Mid-Year budget process.

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.

There is a \$16.9M decrease in the Sewer Fund expenditure budget this fiscal year versus the prior fiscal year. The decrease in expenditures is for significant Capital Improvement Projects for sewer main rehabilitation and pump station upgrades that 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.

The proposed budget for FY 2020/2021 has a projected budget deficit of \$708K; however, as mentioned above as the capital improvement projects are completed it will reduce ongoing operating and maintenance costs. There are also sufficient reserves in the Sewer Fund to absorb this projected budget deficit. Staff will continue to monitor the possible impact of COVID-19 to determine if revenues are impacted by non-payment of sewer fees.

Staff was successful in refinancing the existing Sewer bond in FY 2019/2020. The new bond lowered the annual debt service payments by \$304K and provided additional funding for Capital Improvement Projects such as the Bristol Sewer Pump Station Diversion, Fox Hills Sewer Pump Station Sewer Diversion Pipelines to the new Bankfield Sewer Pump Station and Citywide Sewer Video and Sewer Lining project.

Municipal Fiber Network Fund

Culver Connect is Culver City's municipal fiber open access network. It provides high speed, high quality internet service to the City's business community, potentially the school district and municipal government operations. It is likely that at some point in the future the network will be expanded to include residential service. 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 21.7 route miles of underground fiber infrastructure with a 576-strand count. The initial source of funding for Culver Connect came from the \$14.1M sale of what is now the Arclight Theatres, originally an asset of the City. Culver Connect represents a long-term investment strategy in a critical infrastructure asset that will serve the entire community and reap benefits for many years to come.

In FY 2020/2021 it is anticipated that there will be \$3.6M in revenues and the fund will not only be able to cover the annual expenditures of the fund, but will also be able to make the working capital debt service payment to the General Fund

With the adoption of the proposed FY 2020/2021 Budget in June 2020, staff will also be requesting Council to approve entries needed to properly record the FY 2019/2020 loan entries between the General Fund. As indicated in the November 12, 2017 Council Report, a twenty-year construction loan in the amount of \$11.5M and a twenty-year working capital loan of \$3.4M is due to begin being repaid in June 2018. That same staff report also stated that Council has the power to forgive the annual construction loan payments, and can also defer the annual working capital loan payments if the Municipal Fiber Network Fund is not generating adequate revenue. Staff has stated from project inception that the construction loan may not be repaid. However, the loan was established in anticipation of the possibility.

Staff is thereby requesting City Council approval for the following actions to be recorded in FY 2019/2020:

- Write off the FY 2019/2020 annual construction loan payment \$709,669.21
- Record a deferral of FY 2019/2020 annual working capital loan payment \$292,660.01

INTERNAL SERVICE FUNDS

Self-Insurance Fund

The Self-Insurance Fund (SIF), which includes General Liability, Workers' Compensation, and unemployment, allocates its expenditures to departments based on number of employees and experience history for claims. Since the nature of claims against the City are always subject to volatility, it is important to have a healthy cash balance to safeguard the General Fund from a severe financial impact. To lessen the effect, a reserve requirement policy has been established which requires the City to maintain 60% of the five-year average of total SIF costs, up to a maximum of 100%.

Based on Staff's calculations, the estimated reserve requirement for FY 2020/2021 is \$5.0M and it is projected that the Fund will be \$2.2M below the reserve requirement at the end of FY 2019/2020. The budget for FY 2020/2021 currently shows a surplus of \$1.6M to help the Self Insurance Fund get closer to the reserve requirement.

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.

This year due to the impact of COVID-19 the decision was made to defer most of the equipment/vehicle replacements that were scheduled for FY 2020/2021. There is only \$400K budgeted in appropriations for purchases that were committed in the prior year and there was no revenue transferred in from the General Fund, which saved the General Fund \$1.1M.

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 that have vehicles or other equipment that requires centralized maintenance. In the Proposed FY 2020/2021 Budget there is an enhancement request to reallocate six positions (Building Engineer, Maintenance Worker, and four Fleet Service Assistants) from the Equipment Maintenance Fund into the Transportation Fund. These positions spend 100% of their time servicing the Transportation Department. The reduction in the Equipment Maintenance Fund expenditures also lowered the amount of funds that needed to be allocated to all departments Citywide, including the General Fund.

SPECIAL REVENUE FUNDS

Safe and Clean Water Protection Measure Fund

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 \$2.1M 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. There is approximately \$7M in prior year carryforwards for Council approved capital projects and another \$2.1M is being budgeted in the FY 2020/2021 Proposed Budget.

Proposition A, Proposition 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 proposed FY 2020/2021 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

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 is proposed that the new Bike Share program will initially be supported by this fund.

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 are accounted for in this fund, as well as the revenues and expenditures associated with the City's parking meters.

The FY 2020/2021 enhancement requests of \$15K, will allow staff to upgrade outdated CO2 sensors at Ince, Cardiff and Watseka parking structure. There is currently a budget surplus of \$1.3M projected; however, it is unclear what impact COVID-19 will have on parking revenues in FY 2020/2021. If actual revenues come in below projected revenues, staff will make any necessary budget reductions to ensure the fund breaks even by fiscal year end.

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 (\$650K) called the Administrative Cost Allowance, will reimburse the General Fund for some staff time and other associated administrative costs. This amount has been included in the FY 2020/2021 Proposed Budget.

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, in FY 2020/2021, the Successor Agency has been approved to pay the Housing Authority approximately \$4.9M.

CAPITAL PROJECTS FUNDS

In FY 2019/2020, staff was able to cancel \$8.8M in Capital Improvement projects that allowed the cash to be transferred from the Capital Improvement Fund (F420) into the General Fund. As part of the FY 2020/2021 budget there is a total of \$5.3M budgeted for new projects and this excludes any carryover of funds from the prior fiscal year. A detailed listing of major capital projects budgeted in FY 2020/2021 is found in the CIP section of the proposed budget document

CONCLUSION AND ACKNOWLEDGMENTS

Over the last ten years, the City's revenues have increased steadily, and staff has successfully used those revenues to not only meet the increasing needs of the City, but to also build the General Fund contingency reserves to a healthy balance. It is during this time of uncertainty surrounding the COVID-19 pandemic, that the City will need to act efficiently and strategically to ensure the City remains fiscally sound. If Culver City is going to position itself to be resilient during these times, it is essential that the City secure additional sources of General Fund Revenues while working to keep General Fund Expenditures as low as possible.

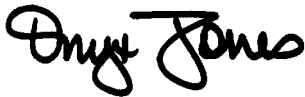
I would like to acknowledge that preparation of this budget could not have been accomplished without the combined efforts of City staff. I would also like to take this opportunity to thank the Culver City constituents and those that serve on the City's Commissions, Committees and Boards. These are the 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.

Respectfully submitted,



John M. Nachbar
City Manager

With Contributions from,



Onyx Jones
Chief Financial Officer

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CITY OF CUVLER CITY
TEN YEAR FORECAST MODEL

FORECAST FISCAL YEARS [in thousands]

BASELINE + SCENARIOS FORECAST	ADJUSTED BUDGET	CURR YEAR ESTIMATE	ASSUMPTIONS: FIVE YEAR RECOVERY, ADDITIONAL REVENUE OF \$12M FY 2024, BUDGET CUTS, CALPERS INVESTMENT									
			RETURN OF 0%									
			0	1	2	3	4	5	6	7	8	9
Category/Type	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
BASELINE + SCENARIOS REVENUES												
BASELINE + SCENARIOS REVENUES												
Property Taxes	\$ 12,921	\$ 13,308	\$ 13,339	\$ 14,063	\$ 14,865	\$ 15,263	\$ 15,661	\$ 16,059	\$ 16,458	\$ 16,859	\$ 17,262	\$ 17,667
Sales Taxes	37,176	27,797	28,014	30,054	31,859	33,374	36,279	39,215	40,029	40,848	41,673	42,515
Business Taxes	16,758	14,452	8,286	9,782	11,667	25,564	27,901	28,786	29,671	30,555	31,440	32,325
Utility Taxes	13,518	11,018	10,985	11,275	11,861	12,532	13,218	13,586	13,550	13,522	13,501	13,488
Other Taxes (incl. TOT)	10,075	7,410	5,266	6,602	7,623	8,378	9,640	10,420	10,640	10,864	11,093	11,328
Licenses and Permits	6,262	6,387	6,144	6,461	6,666	6,843	7,019	7,194	7,380	7,567	7,742	7,918
Intergovernmental	5,654	5,492	5,917	6,110	6,301	6,490	6,678	6,863	7,047	7,229	7,410	7,589
Charges for Services	12,440	10,351	10,956	11,641	12,323	12,750	13,171	13,586	13,999	14,405	14,806	15,202
Fines and Forfeitures	5,369	3,605	4,152	4,464	4,827	5,141	5,507	5,675	5,694	5,713	5,732	5,752
Cost Allocation	4,929	4,929	5,430	5,538	5,644	5,745	5,842	5,939	6,032	6,134	6,233	6,331
Earnings, Prop. Use & Transfers In	5,484	4,887	5,464	4,946	4,971	4,996	5,021	5,046	5,071	5,097	5,122	5,148
<i>(Adjustments for One-Time Revenues)</i>	<i>(540)</i>	<i>(540)</i>	<i>(543)</i>	<i>(545)</i>	<i>(548)</i>	<i>(551)</i>	<i>(554)</i>	<i>(556)</i>	<i>(559)</i>	<i>(562)</i>	<i>(565)</i>	<i>(568)</i>
TOTAL BASELINE + SCENARIOS REVENUES	\$ 130,046	\$ 109,096	\$ 103,410	\$ 110,391	\$ 118,058	\$ 136,526	\$ 145,384	\$ 151,812	\$ 155,013	\$ 158,232	\$ 161,450	\$ 164,696
BASELINE + SCENARIOS EXPENSES												
BASELINE + SCENARIOS EXPENSES												
Salaries, Comp. & Payroll Taxes	\$ 63,799	\$ 57,309	\$ 60,639	\$ 61,682	\$ 63,058	\$ 64,306	\$ 65,578	\$ 66,876	\$ 68,200	\$ 69,551	\$ 70,928	\$ 72,333
Pension Benefits	19,150	19,269	19,741	22,344	24,687	26,577	28,476	30,136	31,213	31,679	32,372	33,083
Retiree Medical Benefit (OPEB)	8,847	4,383	4,562	4,985	9,188	9,398	9,665	9,845	10,005	10,269	10,433	10,583
Health Benefits	6,454	5,438	6,164	7,328	7,701	8,071	8,434	8,805	9,175	9,588	10,000	10,420
Work Comp. & Other Benefits	3,207	3,207	5,612	3,892	3,971	4,042	4,115	4,190	4,265	4,343	4,422	4,502
Contract Services	21,099	16,319	11,777	12,512	13,206	13,866	14,496	15,099	15,679	16,239	16,780	17,304
Supplies, Equipment and Other O&M	13,630	12,539	9,071	9,275	9,478	9,677	9,870	10,065	10,257	10,463	10,667	10,871
Insurance & Reserve Contrib.	3,526	3,526	3,644	3,661	3,678	3,694	3,710	3,725	3,741	3,757	3,774	3,790
Capital & Transfers Out	9,127	57	803	3,120	3,123	3,126	3,129	3,132	3,135	3,138	3,141	3,144
Projected Excess Appropriation	(4,481)	(4,481)	(2,750)	(2,823)	(2,895)	(2,964)	(3,031)	(3,098)	(3,163)	(3,234)	(3,303)	(3,373)
<i>(Adjustments for One-Time Expenses)</i>	<i>(9,594)</i>	<i>(2,594)</i>	<i>(1,917)</i>	<i>(2,037)</i>	<i>(2,150)</i>	<i>(2,257)</i>	<i>(2,360)</i>	<i>(2,458)</i>	<i>(2,552)</i>	<i>(2,644)</i>	<i>(2,732)</i>	<i>(2,817)</i>
TOTAL BASELINE + SCENARIOS EXPENSES	\$ 134,763	\$ 114,971	\$ 117,346	\$ 123,939	\$ 133,046	\$ 137,536	\$ 142,083	\$ 146,319	\$ 149,955	\$ 153,149	\$ 156,481	\$ 159,840
Net Transfers & One-Time Adjustments	(9,054)	(2,054)	(1,917)	-	-	-	-	-	-	-	-	-
ANNUAL OPERATING SURPLUS/(DEFICIT)	\$ (4,717)	\$ (5,875)	\$ (13,936)	\$ (13,548)	\$ (14,988)	\$ (1,009)	\$ 3,301	\$ 5,493	\$ 5,058	\$ 5,083	\$ 4,970	\$ 4,855
GENERAL FUND BALANCE - END OF FY	81,256	87,639	71,786	58,239	43,250	42,241	45,542	51,035	56,093	61,176	66,146	71,001
Non-Spendable Funds in Fund Balance	15,247	15,247	15,247	15,247	15,247	15,247	15,247	15,247	15,247	15,247	15,247	15,247
Restricted Pension Trust Funds in Fund Balance	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603

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**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
FISCAL YEAR 2020-2021**

ATTACHMENT B

DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
CITY ATTORNEY								
General Fund								
10113100	611300	Zoning & Environmental Issues, including IOF matters; LAX/FAA matters, Housing matters, including Rent Control; Cannabis Ordinance Implementation	806,000	-	806,000	806,000	-	806,000
10113100	611600	Telecom Issues; MS4 Permit Issues; 1st A. Issues; Complex Enf. & Finance Issues	265,000	-	265,000	265,000	-	265,000
		General Fund (101) Proposed Changes Subtotal	1,071,000	-	1,071,000	1,071,000	-	1,071,000
Municipal Fiber Network								
20513400	619800	Municipal Fiber Project	205,000	-	205,000	150,000	-	150,000
		Municipal Fiber Network Fund (205) Proposed Changes Subtotal	205,000	-	205,000	150,000	-	150,000
		TOTAL CITY ATTORNEY	1,276,000	-	1,276,000	1,221,000	-	1,221,000
Non-Departmental								
General Fund								
10116100	619800	Tripepi Smith Cityside Communications - Other Contractual Services	44,262	-	44,262		44,262	44,262
		TOTAL NON-DEPARTMENTAL	44,262	-	44,262	-	44,262	44,262
ADMINISTRATIVE SERVICES								
General Fund								
Human Resources								
10122100	516100	For training and other miscellaneous activities associated with new Equity and Human Relations Advisory Committee	-	6,000	6,000	-	6,000	6,000
10122100	411100	Provide benefits to Admin Clerk position	-	22,610	22,610	-	-	-
		General Fund: Human Resources (101) Proposed Changes Subtotal	-	28,610	28,610	-	6,000	6,000
City Clerk								
10122300	610600	Election Services for November 2020. Eight (8) candidates and up to three (3) measures + additional money for signage	170,000	-	170,000	150,000	-	150,000
10122300	517000	To account for minute transcription and other miscellaneous costs associated with new Equity and Human Relations Advisory Committee	-	4,000	4,000	-	4,000	4,000
		General Fund: City Clerk (101) Proposed Changes Subtotal	170,000	4,000	174,000	150,000	4,000	154,000

**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
FISCAL YEAR 2020-2021**

DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
Risk Management Self-Insurance Fund								
30922200	610100	OSIP (Office of Self Insured Plans) Assessment. Projected amount based on actual paid in FY 19/20	134,000	-	134,000	134,000	-	134,000
Self Insurance Fund (309) Proposed Changes Subtotal			134,000	-	134,000	134,000	-	134,000
TOTAL ADMINISTRATIVE SERVICES			304,000	32,610	336,610	284,000	10,000	294,000
INFORMATION TECHNOLOGY								
General Fund								
10124100	411100	Eliminate current vacant frozen AV Technician to Service Desk/AV Technician	-	-	-	-	-	-
10124100	411100	Addition of Service Desk/AV Technician	-	96,690	96,690	-	96,690	96,690
10124100	411100	Eliminate IT Admin Intern to cover ongoing increase of new position - Service Desk/AV Technician	-	(41,093)	(41,093)	-	(41,093)	(41,093)
General Fund (101) Proposed Changes Subtotal			-	55,597	55,597	-	55,597	55,597
Central Stores Fund								
31016100	512410	City-wide Software/Hardware Maintenance Agreements	-	111,770	111,770	-	111,770	111,770
Central Stores (310) Proposed Changes Subtotal			-	111,770	111,770	-	111,770	111,770
TOTAL INFORMATION TECHNOLOGY			-	167,367	167,367	-	167,367	167,367
PARKS, RECREATION AND COMMUNITY SERVICES								
General Fund								
10130250	514100	Add supplies for New Childcare Program During Public Meetings (Per City Council Directive)	-	900	900	-	-	-
10130250	411200	Add two (2) Senior Recreation Leaders to Provide Childcare at Public Meetings per City Council Directive (amount includes benefits).	-	28,280	28,280	-	-	-
10130400	619800	Special Services for Groups (SSG), SILVER contract expansion to add one more day, .5 FT staff, & 1-2 more student interns.	-	20,000	20,000	-	-	-
10130100	520510	Increase in percentage of cost the City pays to offer online registration through ActiveNet (based on fee increase to be recommended by staff).	-	30,000	30,000	-	30,000	30,000
10130200	Revenue	Offset by increase in ActiveNet registration fees collected; estimated total revenue increase of \$153,760.	-	(30,000)	(30,000)	-	(30,000)	(30,000)
10130110	411100	Substitute a Recreation & Community Services Supervisor (RCSS) for a Special Events Coordinator (SEC) resulting in a cost savings of approximately \$36,000 as noted on the 5% & 10% Reductions sheet.	-	-	-	-	-	-
TOTAL PARKS, RECREATION & COMMUNITY SERVICES			-	49,180	49,180	-	-	-

**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
COMMUNITY DEVELOPMENT								
General Fund								
10150120	619800	Media Park Design Plan	100,000	-	100,000	-	-	-
10150120	619800	Reimagine Fox Hills	220,000	-	220,000	-	-	-
10150150	619800	As-needed Inspection Services	183,000	-	183,000	-	-	-
10150150	411100	Contract Permit Technician	63,440	-	63,440	-	-	-
10150250	619800	Contract Code Enforcement Officer	56,600	-	56,600	-	-	-
10150120	619800	KOA Construction Management, Safe Parking, Construction Estimating	20,000	-	20,000	-	-	-
10150120	619800	Landscape Services in Business Districts	18,000	-	18,000	-	18,000	18,000
10150120	619800	Downtown Pest Control	25,000	-	25,000	-	25,000	25,000
10150120	619800	Pressure Washing Services Downtown and Media Park	17,500	-	17,500	-	17,500	17,500
10150120	619800	Temporary Fencing, Amvets and Paskan	3,000	-	3,000	-	-	-
10150120	619800	Oliver McMillan Possessory Tax	11,000	-	11,000	-	11,000	11,000
10150500	619800	Various Other Contractual Services related to Rent Control Program.	-	190,208	190,208	-	190,208	190,208
General Fund (101) Proposed Changes Subtotal			717,540	190,208	907,748	-	261,708	261,708
Parking Authority								
47555310	732120	Capital Outlay - upgrade outdated CO2 sensors at Ince, Cardiff and Watseka parking structures	15,000	-	15,000	15,000	-	15,000
Parking Authority Fund (475) Proposed Changes Subtotal			15,000	-	15,000	15,000	-	15,000
Housing Authority								
47650710	512100	Maintenance of Effort	25,000	-	25,000	25,000	-	25,000
47650710	514100	Department Special Supplies - Property Owner Fair	4,000	-	4,000	4,000	-	4,000
47650710	517000	City Commission Expenses - Increase to include \$25 per mediation and mediation training expense. Expansion of LTMB Scope.	20,000	-	20,000	20,000	-	20,000
47650710	600200	R & M Equipment	5,000	-	5,000	5,000	-	5,000
47650710	612300	Property Management Services - Jackson Property Management	30,000	-	30,000	30,000	-	30,000
47650710	618100	Housing Services	2,100,187	-	2,100,187	2,100,187	-	2,100,187
47650710	619800	Other Contractual Services - St. Joseph Center/Homeless Outreach - Expanded Services to include Evenings and Saturdays	345,422	-	345,422	345,422	-	345,422
47650720	610300	Personnel Services - File Retention Program	50,000	-	50,000	50,000	-	50,000
47650720	618200	RAP Grants	35,000	-	35,000	35,000	-	35,000
47650720	618500	Rent Subsidy Payments - Program Reduced to 16 Households	222,780	-	222,780	222,780	-	222,780
47650725	618100	Housing Services - Homeless Senior Roommate Matching	60,000	-	60,000	60,000	-	60,000
47650725	618500	Rent Subsidy Payments - County of LA Rapid Re-Housing	30,000	-	30,000	30,000	-	30,000
47650725	619800	Other Contractual Services - Upward Bound House	140,595	-	140,595	140,595	-	140,595
47650730	619800	Other Contractual Services - Amerination MAP Loan Monitoring	1,250	-	1,250	1,250	-	1,250

**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
47650760	618100	Housing Services - Prevention Program and Mobile Home Repair and Replacement Prevention Program.	349,500	-	349,500	349,500	-	349,500
47650760	618400	Rehab Grants Fee Incentive - NPP and Senior/Disabled Rehab Program	60,000	-	60,000	60,000	-	60,000
47650780	619800	Other Contractual Services - Housing Studies- Inclusionary , Seasonal Shelter, Motel Reuse, Modular Housing, Linkage Fee & Housing Element	372,787	-	372,787	372,787	-	372,787
47650890	600100	R&M - Building - Jackson & Braddock Rehabilitation Program	250,000	-	250,000	250,000	-	250,000
47650890	612300	Property Management Services - Bedbug & Mold Testing and Remediation -retainer as needed	60,000	-	60,000	60,000	-	60,000
47650890	618100	Housing Services - Mix-ed Use Affordable Housing Program	3,500,000	-	3,500,000	3,500,000	-	3,500,000
47650890	618400	Rehab Grants Fee Incentive - ADU Incentive program	302,500	-	302,500	302,500	-	302,500
47650910	610300	Personnel Services - Housing Locator	50,000	-	50,000	50,000	-	50,000
47650910	619800	Other Contractual Services - KBB, KMA & Bet Tzedek (IRCO)	116,270	-	116,270	116,270	-	116,270
Housing Authority Fund (476) Proposed Changes Subtotal			8,130,291	-	8,130,291	8,130,291	-	8,130,291
TOTAL COMMUNITY DEVELOPMENT			8,862,831	190,208	9,053,039	8,145,291	261,708	8,406,999
PUBLIC WORKS								
General Fund								
10160230	619800	Image Prop Serv: citywide janitorial services, contract increase, per City Council approval	-	95,549	95,549	-	-	-
10160220	619800	West Coast Arborist: citywide tree maintenance services, contract increase, per Council approval	-	23,788	23,788	-	-	-
10160240	619800	Crosstown Data & Electric: on-call contract for maintenance of City's CCTV system	-	50,000	50,000	-	-	-
10160230	619800	Image Prop Services: janitorial services at Senior Center. (Prop A funding used in place.)	-	80,000	80,000	-	-	-
10160460	619800	Clean Streets - street sweeping 1/2 of contract, other 1/2 included under 20260400	-	200,000	200,000	-	200,000	200,000
10160170	411100	Staffing replace 3 PT staff w 1x FT - Senior Engineer (cost neutral/savings without Bike/Ped Coord position request of \$60k)	-	15,506	15,506	-	-	-
10160170	516600	Traffic safety events	-	10,000	10,000	-	-	-
10160170	512200	Printing of MTE community notifications, surveys, posters	-	1,000	1,000	-	-	-
10160230 & 10160240	411100	Staffing reclass vacant Electrical Maint Crewleader to Building & Electrical Supervisor	-	26,055	26,055	-	-	-
10160230	619800	Castlerock: on-call contract for lead/asbestos/mold testing	-	50,000	50,000	-	-	-
10160150	619800	On-call off-hours inspection services from call list	-	50,000	50,000	-	-	-
10160170	612100	Oncall engineering services for MTE	-	10,000	10,000	-	-	-
10160150	619800	Sikand Engineering: consultant for private development plan checks	-	75,000	75,000	-	-	-

**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
FISCAL YEAR 2020-2021**

DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
10160200	732120	Capital Outlay - heavy duty jackets for Main Ops crews	5,500	-	5,500	-	-	-
10160230	732120	Capital Outlay - purchase/install new sensor activated hand dryers at public restrooms to offset consumables	10,000	-	10,000	10,000	-	10,000
10160170	516100	MTE training manuals and educational training	-	1,000	1,000	-	-	-
10160170	516700	MTE increased memberships & dues	-	1,000	1,000	-	-	-
10160230	411100	Staffing reclass vacant Maintenance Worker I to Maintenance Carpenter	-	25,090	25,090	-	-	-
10160170	550110	MTE new uniform safety vests, shoes, helmets	-	1,000	1,000	-	-	-
10160710	516500	New MTE conferences	-	3,340	3,340	-	-	-
10160170	619800	Turbodata annual parking permit system agreement, difference in annual contract	-	13,400	13,400	-	13,400	13,400
10160150	411100	Staffing Engineering Administrative Intern PT	-	26,870	26,870	-	-	-
10160100	619800	Right of Way Management Plan consultant, did not complete in FY19-20, repeat request	40,000	-	40,000	-	-	-
10160100	619800	Continuance of Sustainable Business Certification Program, second year	100,000	-	100,000	-	-	-
General Fund (101) Proposed Changes Subtotal			155,500	758,598	914,098	10,000	213,400	223,400
Refuse Fund								
20260410	732120	Capital Outlay - construction of interior push wall to support cracked support wall at Transfer St	110,000	-	110,000	110,000	-	110,000
20260400	411100	Staffing reclass RPT to FT - Heavy Equip Operator	-	13,079	13,079	-	13,079	13,079
20260400	411100	Staffing reclass RPT to FT - Sanitation Driver (cost neutral/savings)	-	(4,256)	(4,256)	-	(4,256)	(4,256)
20260400	411100	Staffing reclass RPT to FT - 3x Sanitation Drivers	-	32,218	32,218	-	32,218	32,218
20260400	411100	Staffing reclass RPT to FT - 3x Scout Vehicle Operators	-	33,055	33,055	-	33,055	33,055
20260400	411100	Staffing reclass RPT to FT - Sanitation Dispatcher	-	10,626	10,626	-	10,626	10,626
20260410	411100	Staffing reclass RPT to FT - 2x Laborers	-	18,397	18,397	-	18,397	18,397
20260400	411100	Staffing reclass RPT to FT - Clerk Typist	-	8,408	8,408	-	8,408	8,408
20260410	732120	Capital Outlay - Fire Sprinkler installation at Transfer St office as required	110,000	-	110,000	-	-	-
Refuse Fund (202) Proposed Changes Subtotal			220,000	111,527	331,527	110,000	111,527	221,527
Sewer Fund								
20460300	732120	Capital Outlay - new truck for Lift Station Worker	66,000	-	66,000	66,000	-	66,000
20460300	517500	Contributions to Agencies - contribution increase based on LA City rates	-	150,000	150,000	-	150,000	150,000
20460300	411100	Staffing reclass Senior to Principal Civil Engineer	-	17,655	17,655	-	-	-
20460300	411100	Staffing increase adjustment for Engineering Services Manager per Principal Civil Engineer reclass	-	19,651	19,651	-	-	-
20460300	619800	Increase to contract for US3 for SCADA and Flow Data monitoring	-	100,000	100,000	-	100,000	100,000
Sewer Fund (204) Proposed Changes Subtotal			66,000	287,306	353,306	66,000	250,000	316,000

**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
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DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
Building Surcharge Fund								
41260150	619700	Technology Surplus Funds - color copier maintenance and supplies	-	10,000	10,000	-	10,000	10,000
Building Surcharge Fund (412) Proposed Changes Subtotal			-	10,000	10,000	-	10,000	10,000
TOTAL PUBLIC WORKS			441,500	1,167,431	1,608,931	186,000	584,927	770,927
TRANSPORTATION								
Transportation Fund								
20370200	619800	Enhanced Biweekly Bus & Facility Cleaning Contract - COVID-19	-	61,000	61,000	-	61,000	61,000
20370200	411000	Add one (1) Facility Maintenance Supervisor	-	161,835	161,835	-	161,835	161,835
20370100	619800	Marketing & Outreach Comm Plan - CSMP	75,000	-	75,000	75,000	-	75,000
20370100	619800	Bus Only Lane Feasibility Study - CSMP	50,000	-	50,000	50,000	-	50,000
20370100	619800	Technology Roadmap	100,000	-	100,000	100,000	-	100,000
20370200	411000	Acting Operations Supervisor Pay	-	37,440	37,440	-	37,440	37,440
20370200	411000	Add 2.5 Admin Interns for Operations	-	38,750	38,750	-	38,750	38,750
20370100	411000	Add one (1) Admin Intern for Administration	-	15,500	15,500	-	15,500	15,500
20370200	411000	Eliminate five (5) Bus Operator Part-time Positions	-	(300,680)	(300,680)	-	(300,680)	(300,680)
20370200	411000	Eliminate three (3) Bus Operator Full-time Positions	-	(195,834)	(195,834)	-	(195,834)	(195,834)
20370200	411000	Addition of Secretary Position	-	61,313	61,313	-	61,313	61,313
20370200	619800	Multiple operational, training and facility contracts	-	60,500	60,500	-	60,500	60,500
20370200	600100	Facility Engineering for modifications to lobby and training room areas	64,600	-	64,600	64,600	-	64,600
20370200	619800	Transfer of Facility Contracts from Fleet Services to Transportation	-	55,000	55,000	-	55,000	55,000
20370200	411000	Realloc classifications to Transit Operations Budget: reduce six (6) positions: Building Engineer, Maintenance Worker, four (4) Fleet Services Assistants	-	615,987	615,987	-	615,987	615,987
20370100	517300	Expanded Marketing and PR Program	10,430	-	10,430	10,430	-	10,430
Transportation Fund (203) Proposed Changes Subtotal			300,030	610,811	910,841	300,030	610,811	910,841
Equipment Maint. Fund								
30870400	411000	Acting Fleet Supervisor Pay	-	24,960	24,960	-	24,960	24,960
30870400	411000	Eliminate one (1) Sr. Fleet Services Technician Position	-	(116,605)	(116,605)	-	(116,605)	(116,605)
30870400	411000	Eliminate one (1) Fleet Services Assistant Position	-	(93,757)	(93,757)	-	(93,757)	(93,757)
30870400	411000	Reclassify Sr. Fleet Services Tech to Fleet Services Tech	-	(12,190)	(12,190)	-	(12,190)	(12,190)
30870400	411000	Realloc classifications to Transit Operations Budget: reduce six (6) positions: Building Engineer, Maintenance Worker, four (4) Fleet Services Assistants	-	(615,987)	(615,987)	-	(615,987)	(615,987)
Equipment Maintenance Fund (Fund 308) Proposed Changes Subtotal			-	(813,579)	(813,579)	-	(813,579)	(813,579)
TOTAL TRANSPORTATION			300,030	(202,768)	97,262	300,030	(202,768)	97,262

**CITY OF CULVER CITY
PROPOSED ENHANCEMENTS/REDUCTIONS
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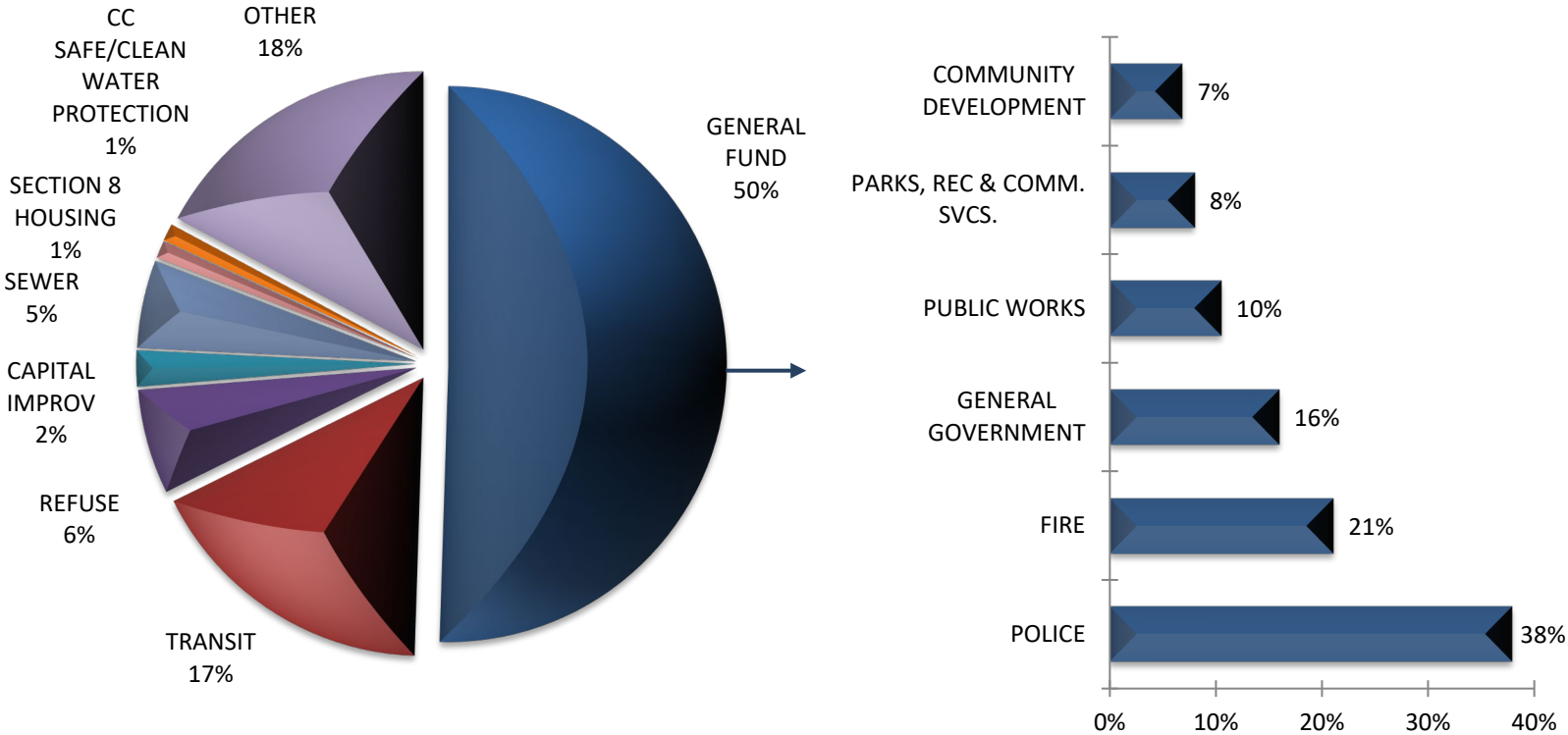
DIVISION	OBJECT	DESCRIPTION OF REQUEST SUBMITTED BY DEPT	DEPT REQUESTS			CITY MGR RECOMM		
			ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL	ONE-TIME PROPOSED INCREASE/ DECREASE	ONGOING PROPOSED INCREASE/ DECREASE	TOTAL
		TOTAL GENERAL FUND (101)	2,158,302	1,086,193	3,244,495	1,231,000	584,967	1,815,967
		TOTAL REFUSE FUND (202)	220,000	111,527	331,527	110,000	111,527	221,527
		TOTAL TRANSPORTATION FUND (203)	300,030	610,811	910,841	300,030	610,811	910,841
		TOTAL SEWER FUND (204)	66,000	287,306	353,306	66,000	250,000	316,000
		TOTAL MUNICIPAL FIBER NETWORK FUND (205)	205,000	-	205,000	150,000	-	150,000
		TOTAL EQUIPMENT REPLACEMENT FUND (307)	-	-	-	-	-	-
		TOTAL EQUIPMENT MAINTENANCE FUND (308)	-	(813,579)	(813,579)	-	(813,579)	(813,579)
		TOTAL RISK MANAGEMENT FUND (309)	134,000	-	134,000	134,000	-	134,000
		TOTAL CENTRAL STORES FUND (310)	-	111,770	111,770	-	111,770	111,770
		TOTAL BUILDING SURCHARGE FUND (412)	-	10,000	10,000	-	10,000	10,000
		TOTAL ART FUND (413)	-	-	-	-	-	-
		TOTAL OPERATING ASSET SEIZURE FUND (416)	-	-	-	-	-	-
		TOTAL SECTION-8 HOUSING FUND (426)	-	-	-	-	-	-
		TOTAL PARKING AUTHORITY FUND (475)	15,000	-	15,000	15,000	-	15,000
		TOTAL HOUSING AUTHORITY FUND (476)	8,130,291	-	8,130,291	8,130,291	-	8,130,291
		TOTAL ALL FUNDS	11,228,623	1,404,028	12,632,651	10,136,321	865,496	11,001,817

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**CITY OF CULVER CITY
PROPOSED BUDGET
FISCAL YEAR 2020/2021
EXPENDITURES AND OTHER FINANCING USES**

**TOTAL CITY*
\$239,314,855**

**GENERAL FUND
\$119,263,619**

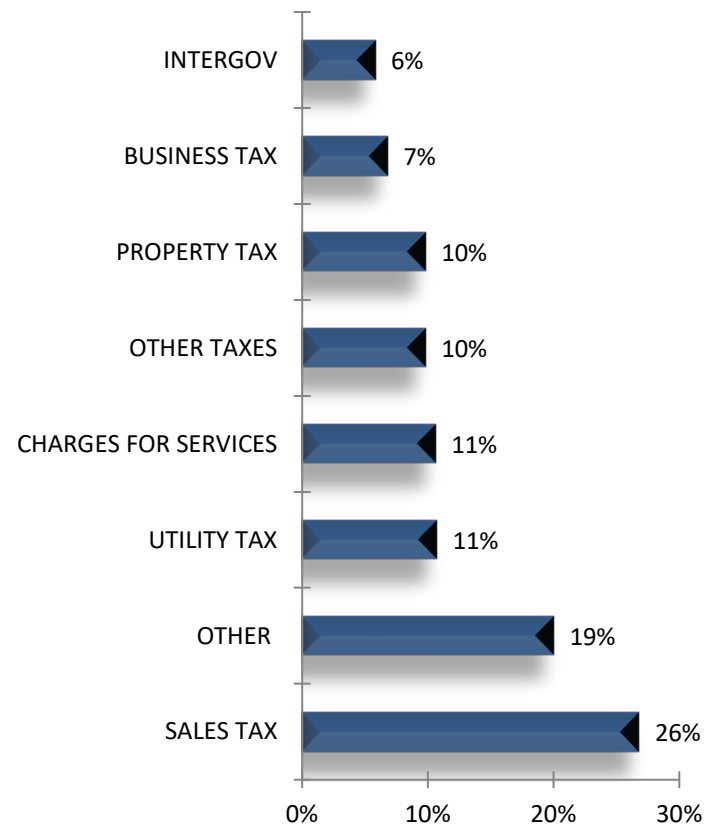
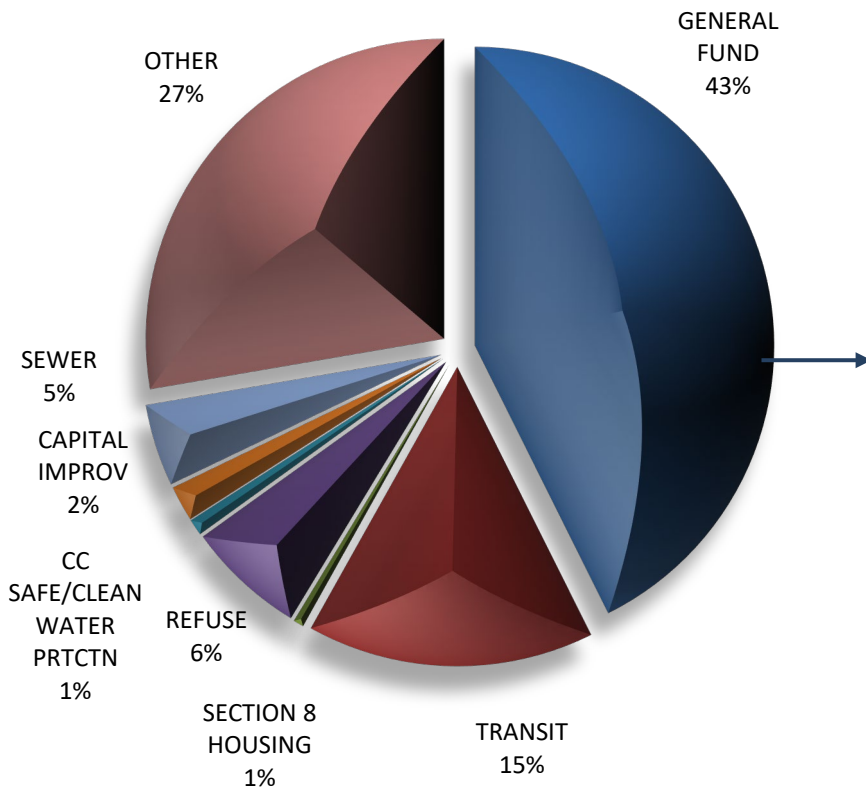


* Includes Transfers-Out (Other Financing Uses) of \$10,636,237, of which \$686,120 is from General Fund. Does not include Internal Service Fund.

CITY OF CULVER CITY PROPOSED BUDGET FISCAL YEAR 2020/2021 REVENUES AND OTHER FINANCING SOURCES

TOTAL CITY*
\$214,584,090

GENERAL FUND
\$103,410,465



* Includes Transfers-In (Other Financing Uses) of \$10,636,237, of which \$3,142,225 is to the General Fund. Does not include Internal Service Fund.

**CITY OF CULVER CITY
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2019/2020**

	APPROPRIABLE FUND BALANCE July 1, 2019	ESTIMATED REVENUE 2019/2020	ESTIMATED TRANSFERS IN	ESTIMATED EXPENDITURES 2019/2020	ESTIMATED TRANSFERS OUT	ESTIMATED APPROPRIABLE June 30, 2020	ESTIMATED CHANGE IN FUND BALANCE
GENERAL FUND							
101 GENERAL FUND	69,615,430	102,884,437	6,211,678	114,913,833	2,111,193	61,686,519	(7,928,911)
TOTAL GENERAL FUND	69,615,430	102,884,437	6,211,678	114,913,833	2,111,193	61,686,519	(7,928,911)
SPECIAL REVENUE FUNDS							
410 AQMD	221,125	38,554	0	45,000	0	214,679	(6,446)
411 PARATRANSIT	(58,301)	192,432	118,495	280,913	0	(28,287)	30,014
412 BUILDING SURCHARGE	1,143,235	354,506	0	539,589	0	958,152	(185,083)
413 ARTS IN PUBLIC PLACES	2,934,705	872,599	0	515,947	0	3,291,357	356,652
414 OPERATING GRANTS	(542,042)	801,038	12,931	583,062	540,000	(851,135)	(309,093)
415 PROP A LOCAL RETURN	988,734	810,711	0	0	807,503	991,942	3,208
416 ASSET SEIZURE	1,130,310	76,133	0	376,078	0	830,365	(299,945)
424 PROP C LOCAL RETURN	1,059,905	568,684	0	0	391,228	1,237,361	177,456
425 SPECIAL ASSESMENT & DIST	423,567	89,256	0	48,694	0	464,129	40,562
426 SECTION 8 HOUSING	1,231,916	1,385,503	0	1,481,226	0	1,136,193	(95,723)
427 CDBG GRANT	0	35,399	0	35,399	0	0	0
434 CC SAFE/CLEAN WATER PRTCN	8,768,062	2,088,161	0	3,503,998	0	7,352,225	(1,415,837)
436 BSCC YOUTH REINVST PRGRM	0	254,338	0	254,338	0	0	0
475 CC PARKING AUTHORITY	11,699,399	4,664,940	0	1,714,351	1,200,000	13,449,988	1,750,589
476 CC HOUSING AUTHORITY	5,352,038	7,010,926	6,485,000	1,116,214	853,394	16,878,356	11,526,318
485 COOP UNRESTRICTED	7,890,446	0	0	33,800	0	7,856,646	(33,800)
TOTAL SPEC REVENUE FUNDS	42,243,099	19,243,180	6,616,426	10,528,609	3,792,125	53,781,971	11,538,872
ENTERPRISE/USER FEE FUNDS							
202 REFUSE FUND*	3,342,290	17,536,507	0	17,093,864	0	3,784,933	442,643
203 BUS FUND**	10,528,428	23,221,047	1,311,463	29,565,137	300,000	5,195,801	(5,332,627)
204 SEWER FUND***	19,794,517	10,495,000	0	22,918,488	0	7,371,029	(12,423,488)
205 MUNICIPAL FIBER NETWORK	(1,466,517)	1,031,145	2,111,193	2,650,000	0	(974,179)	492,338
TOTAL ENTERPRISE	32,198,718	52,283,699	3,422,656	72,227,489	300,000	15,377,584	(16,821,134)
CAPITAL FUNDS							
417 NEW DEV IMPACT FEE	423,567	355,251	0	25,000	0	753,818	330,251
418 SPECIAL GAS TAX	991,769	1,695,354	0	490,495	400,000	1,796,628	804,859
419 PARK FACILITIES	1,353,080	248,044	0	436,755	0	1,164,369	(188,711)
420 CAPITAL IMPV/ACQ (I & A)	6,987,384	432,500	0	2,277,568	2,918,284	2,224,032	(4,763,352)
423 GRANTS CAPITAL (CIP)	(1,447,244)	696,475	0	1,067,804	0	(1,818,573)	(371,329)
428 CDBG GRANT-CAPITAL	0	0	0	0	0	0	0
431 MEASURE R	141,717	423,344	0	0	244,158	320,903	179,186
435 MEASURE M	1,006,488	480,640	0	0	0	1,487,128	480,640
TOTAL CAPITAL FUNDS	9,456,761	4,331,608	0	4,297,622	3,562,442	5,928,305	(3,528,456)
INTERNAL SERVICE FUNDS							
307 EQUIP. REPLACEMENT	8,096,255	2,518,123	0	1,453,828	0	9,160,550	1,064,295
308 EQUIP. MAINT	1,903	8,621,206	0	8,264,633	0	358,476	356,573
309 SELF INSURANCE	2,595,945	7,480,973	0	7,737,423	0	2,339,495	(256,450)
310 CENTRAL STORES	0	1,747,674	0	1,747,674	0	0	0
TOTAL INTERNAL SVCS	10,694,103	20,367,976	0	19,203,558	0	11,858,521	1,164,418
OTHER							
550 CC SUCESSOR AGY RDA	2,916,249	22,872,603	0	12,472,090	6,485,000	6,831,762	3,915,513
TOTAL OTHER	2,916,249	22,872,603	0	12,472,090	6,485,000	6,831,762	3,915,513
TOTAL BUDGET BEFORE ADJSTMNTS	167,124,360	221,983,503	16,250,760	233,643,201	16,250,760	155,464,662	(11,659,698)
LESS INTERNAL SVCS	10,694,103	20,367,976	0	19,203,558	0	11,858,521	1,164,418
TOTAL BUDGET	156,430,257	201,615,527	16,250,760	214,439,643	16,250,760	143,606,141	(12,824,116)

* 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 \$ 1,622,730 , which when excluded increases the ending fund balance.

**CITY OF CULVER CITY
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2020/2021**

	APPROPRIABLE FUND BALANCE July 1, 2020	ESTIMATED REVENUE 2020/2021	ESTIMATED TRANSFERS IN	ESTIMATED EXPENDITURES 2020/2021	ESTIMATED TRANSFERS OUT	ESTIMATED APPROPRIABLE June 30, 2021	ESTIMATED CHANGE IN FUND BALANCE
GENERAL FUND							
101 GENERAL FUND	61,686,519	100,268,240	3,142,225	118,576,999	686,120	45,833,865	(15,852,654)
TOTAL GENERAL FUND	61,686,519	100,268,240	3,142,225	118,576,999	686,120	45,833,865	(15,852,654)
SPECIAL REVENUE FUNDS							
410 AQMD	214,679	50,000	35,000	85,000	0	214,679	0
411 PARATRANSIT	(28,287)	64,867	250,000	242,642	0	43,938	72,225
412 BUILDING SURCHARGE	958,152	211,000	0	378,408	0	790,744	(167,408)
413 ARTS IN PUBLIC PLACES	3,291,357	379,000	0	625,613	0	3,044,744	(246,613)
414 OPERATING GRANTS	(851,135)	962,037	67,120	604,157	425,000	(851,135)	0
415 PROP A LOCAL RETURN	991,942	857,755	0	0	846,755	1,002,942	11,000
416 ASSET SEIZURE	830,365	11,000	0	0	0	841,365	11,000
424 PROP C LOCAL RETURN	1,237,361	454,361	0	0	692,361	999,361	(238,000)
425 SPECIAL ASSESMENT & DIST	464,129	113,640	0	99,715	0	478,054	13,925
426 SECTION 8 HOUSING	1,136,193	1,379,000	0	1,763,541	0	751,652	(384,541)
427 CDBG GRANT	0	28,500	0	28,500	0	0	0
434 CC SAFE/CLEAN WATER PRTCN	7,352,225	2,133,000	0	2,110,000	0	7,375,225	23,000
436 BSCC-YOUTH REINVESTMENT C	0	205,086	0	205,086	0	0	0
475 CC PARKING AUTHORITY	13,449,988	5,099,818	0	2,642,298	1,200,000	14,707,508	1,257,520
476 CC HOUSING AUTHORITY	16,878,356	101,000	4,908,776	8,130,291	817,225	12,940,616	(3,937,740)
485 COOP UNRESTRICTED	7,856,646	0	0	0	0	7,856,646	0
TOTAL SPEC REVENUE FUNDS	53,781,971	12,050,064	5,260,896	16,915,251	3,981,341	50,196,339	(3,585,632)
ENTERPRISE/USER FEE FUNDS							
202 REFUSE FUND*	3,784,933	15,561,713	0	16,941,516	0	2,405,130	(1,379,803)
203 BUS FUND**	5,195,801	36,221,568	1,254,116	40,877,692	300,000	1,493,793	(3,702,008)
204 SEWER FUND***	7,371,029	10,739,000	0	11,087,203	360,000	6,662,826	(708,203)
205 MUNICIPAL FIBER NETWORK	(974,179)	3,616,314	0	2,165,786	0	476,349	1,450,528
TOTAL ENTERPRISE	15,377,584	66,138,595	1,254,116	71,072,197	660,000	11,038,098	(4,339,486)
CAPITAL FUNDS							
417 NEW DEV IMPACT FEE	753,818	6,000	0	633,453		126,365	(627,453)
418 SPECIAL GAS TAX	1,796,628	1,768,999	0	600,000	400,000	2,565,627	768,999
419 PARK FACILITIES	1,164,369	64,000	0	100,000	0	1,128,369	(36,000)
420 CAPITAL IMPV/ACQ (I & A)	2,224,032	967,283	979,000	1,830,283	0	2,340,032	116,000
423 GRANTS CAPITAL (CIP)	(1,818,573)	0	0	0	0	(1,818,573)	0
428 CDBG GRANT-CAPITAL	0	0	0	0	0	0	0
431 MEASURE R	320,903	253,000	0	251,000	0	322,903	2,000
435 MEASURE M	1,487,128	605,007	0	1,448,723	0	643,412	(843,716)
TOTAL CAPITAL FUNDS	5,928,305	3,664,289	979,000	4,863,459	400,000	5,308,135	(620,170)
INTERNAL SERVICE FUNDS							
307 EQUIP. REPLACEMENT	9,160,550	1,053,297	0	400,000	0	9,813,847	653,297
308 EQUIP. MAINT	358,476	8,076,148	0	8,002,564	0	432,060	73,584
309 SELF INSURANCE	2,339,495	9,396,806	0	7,836,126	0	3,900,175	1,560,680
310 CENTRAL STORES	0	1,926,770	0	1,926,770	0	0	0
TOTAL INTERNAL SVCS	11,858,521	20,453,021	0	18,165,460	0	14,146,082	2,287,561
OTHER							
550 CC SUCESSOR AGY RDA	6,831,762	21,826,665	0	17,250,712	4,908,776	6,498,939	(332,823)
TOTAL OTHER	6,831,762	21,826,665	0	17,250,712	4,908,776	6,498,939	(332,823)
TOTAL BUDGET BEFORE ADJSTMNTS	155,464,662	224,400,874	10,636,237	246,844,078	10,636,237	133,021,458	(22,443,204)
LESS INTERNAL SVCS	11,858,521	20,453,021	0	18,165,460	0	14,146,082	2,287,561
TOTAL BUDGET	143,606,141	203,947,853	10,636,237	228,678,618	10,636,237	118,875,376	(24,730,765)

* 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 \$ 1,622,730 , which when excluded increases the ending fund balance.

**CITY OF CULVER CITY
SUMMARY OF REVENUES
FISCAL 2020/2021**

	ACTUAL RECEIPTS <u>2018/2019</u>	ADOPTED BUDGET <u>2019/2020</u>	ADJUSTED RECEIPTS <u>2019/2020</u>	CITY MGR RECOMMEND <u>2020/2021</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% <u>VARIANCE</u>
<u>GENERAL FUND</u>						
PROPERTY TAX	9,854,248	9,603,000	9,670,647	10,128,843	458,196	4.7%
SALES TAX	21,339,873	21,243,000	21,650,000	16,314,000	(5,336,000)	(24.6%)
SALES TAX-MEASURE Y	9,477,458	9,761,000	10,050,000	7,573,000	(2,477,000)	(24.6%)
SALES TAX-MEASURE C	1,122,469	4,881,000	5,025,000	3,787,000	(1,238,000)	(24.6%)
PUBLIC SAFETY SALES TAX	463,082	451,000	451,000	340,000	(111,000)	(24.6%)
BUSINESS LICENSE TAX	13,991,391	14,058,000	14,058,000	6,950,000	(7,108,000)	(50.6%)
CANNABIS TAX	0	1,000,000	50,000	25,000	(25,000)	(50.0%)
FRANCHISE TAX	1,412,810	1,465,000	1,425,000	1,000,000	(425,000)	(29.8%)
REAL PROP TRANS TAX	3,634,569	2,500,000	3,250,000	3,210,000	(40,000)	(1.2%)
UTILITY TAXES	13,173,647	13,518,000	13,518,000	10,985,000	(2,533,000)	(18.7%)
TRANS OCC TAX	8,551,849	8,493,000	8,650,000	4,266,000	(4,384,000)	(50.7%)
COM/IND DEV TAX	2,668,453	1,000,000	2,650,000	1,311,100	(1,338,900)	(50.5%)
LICENSES AND PERMITS	7,109,022	6,387,000	6,262,119	6,143,670	(118,449)	(1.9%)
INTERGOVERNMENTAL	5,192,948	5,492,046	5,653,934	5,916,785	262,851	4.6%
CHARGES FOR SERVICES	11,383,916	12,538,899	12,439,836	10,955,842	(1,483,994)	(11.9%)
FINES AND FORFEITS	5,469,742	5,304,500	5,368,500	4,152,500	(1,216,000)	(22.7%)
USE OF MONEY & PROPERTY	3,294,019	1,057,000	1,613,682	1,388,768	(224,914)	(13.9%)
OTHER REVENUES	915,051	376,750	577,209	390,800	(186,409)	(32.3%)
OTHER	7,454,337	8,222,736	8,222,736	8,572,157	349,421	4.2%
TOTAL GENERAL FUND	126,508,885	127,351,931	130,585,663	103,410,465	(27,175,198)	(20.8%)
<u>SPECIAL REVENUE FUNDS</u>						
AQMD FUND	73,245	35,000	35,000	85,000	50,000	142.9%
PARATRANSIT FUND	302,687	329,765	329,765	314,867	(14,898)	(4.5%)
BUILDING SURCHARGE	424,536	255,500	255,500	211,000	(44,500)	(17.4%)
ARTS IN PUBLIC PLACES	503,874	365,000	390,000	379,000	(11,000)	(2.8%)
GRANTS OPERATING FUND	674,439	1,312,076	1,380,557	1,029,157	(351,400)	(25.5%)
SPECIAL ASSESSMENT & DIST	103,423	111,140	111,140	113,640	2,500	2.2%
PROP A LOCAL RETURN FUND	831,986	813,003	813,003	857,755	44,752	5.5%
PROP C LOCAL RETURN FUND	696,077	264,802	264,802	454,361	189,559	71.6%
ASSET SEIZURES FUND	466,365	7,500	93,634	11,000	(82,634)	(88.3%)
SECTION 8 HOUSING	1,615,272	1,532,729	1,532,729	1,379,000	(153,729)	(10.0%)
CDBG OPERATING GRANT FUND	25,494	28,500	28,500	28,500	0	0.0%
CC SAFE/CLEAN WATER PROTECTION	2,293,633	2,100,000	2,100,000	2,133,000	33,000	1.6%
BSCC-YOUTH REINVESTMENT GRANT	0	0	254,338	205,086	(49,252)	(19.4%)
CC PARKING AUTHORITY	5,849,588	4,995,800	4,995,800	5,099,818	104,018	2.1%
CC HOUSING AUTHORITY	423,952	6,612,000	6,612,000	5,009,776	(1,602,224)	(24.2%)
TOTAL SPECIAL REVENUE FUNDS	14,284,572	18,762,815	19,196,768	17,310,960	(1,885,808)	(9.8%)
<u>ENTERPRISE FUNDS</u>						
REFUSE FUNDS	16,166,988	15,658,850	15,658,850	15,561,713	(97,137)	(0.6%)
MUNICIPAL BUS	25,684,592	29,252,968	29,252,968	37,475,684	8,222,716	28.1%
SEWER FUND	11,544,869	9,963,500	9,963,500	10,739,000	775,500	7.8%
MUNICIPAL FIBER NETWORK	1,820,152	2,492,906	2,492,906	3,616,314	1,123,408	45.1%
TOTAL ENTERPRISE FUNDS	55,216,601	57,368,224	57,368,224	67,392,711	10,024,487	17.5%

**CITY OF CULVER CITY
SUMMARY OF REVENUES
FISCAL 2020/2021**

	ACTUAL RECEIPTS <u>2018/2019</u>	ADOPTED BUDGET <u>2019/2020</u>	ADJUSTED RECEIPTS <u>2019/2020</u>	CITY MGR RECOMMEND <u>2020/2021</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% <u>VARIANCE</u>
<u>CAPITAL IMPROVEMENT FUNDS</u>						
NEW DEV. IMPACT FEE FUND	624,535	0	0	6,000	6,000	0.0%
SPECIAL GAS TAX FUND	1,577,290	1,725,569	1,725,569	1,768,999	43,430	2.5%
PARK FACILITIES FUND	133,163	53,500	53,500	64,000	10,500	19.6%
CAPITAL IMPV/ACQ FUND	3,698,735	11,304,374	11,304,374	1,946,283	(9,358,091)	(82.8%)
GRANTS CAPITAL FUND	1,373,970	6,989,929	33,289,018	0	(33,289,018)	(100.0%)
CDBG CAPITAL GRANT FUND	25,676	652,936	652,936	0	(652,936)	(100.0%)
MEASURE R FUND	507,446	1,943,844	1,943,844	253,000	(1,690,844)	(87.0%)
MEASURE M FUND	582,155	572,322	572,322	605,007	32,685	5.7%
COOP UNRESTRICTED CAP FUND	949,945	0	0	0	0	0.0%
TOTAL CAPITAL IMPROVEMENT FUNDS	9,472,914	23,242,474	49,541,562	4,643,289	(44,898,273)	(90.6%)
<u>INTERNAL SERVICE FUNDS</u>						
EQUIPMENT REPLACEMENT	2,313,114	2,212,555	2,212,555	1,053,297	(1,159,258)	(52.4%)
EQUIPMENT MAINTENANCE	8,453,171	8,900,120	8,900,120	8,076,148	(823,972)	(9.3%)
SELF INSURANCE	7,408,578	7,353,715	7,353,715	9,396,806	2,043,091	27.8%
STORES	1,806,000	1,815,000	1,815,000	1,926,770	111,770	6.2%
TOTAL INTERNAL SERVICE FUNDS	19,980,863	20,281,390	20,281,390	20,453,021	171,631	0.8%
CC SUCESSOR AGENCY FUNDS TOTAL	11,017,334	13,075,979	13,075,979	21,826,665	8,750,686	66.9%
TOTAL OPERATING AND CIP FUNDS	236,481,169	260,082,812	290,049,586	235,037,111	(55,012,475)	(19.0%)
LESS: INTERNAL SERVICE FUNDS	19,980,863	20,281,390	20,281,390	20,453,021	171,631	0.8%
TOTAL BUDGET	216,500,306	239,801,422	269,768,196	214,584,090	(55,184,106)	(20.5%)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DEPARTMENT
 FISCAL YEAR 2020/2021**

	ACTUAL EXPEND <u>2018/2019</u>	ADOPTED BUDGET <u>2019/2020</u>	ADJUSTED BUDGET * <u>2019/2020</u>	CITY MGR RECOMM <u>2020/2021</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>
<u>GENERAL FUND</u>						
GENERAL GOVERNMENT						
CITY COUNCIL	332,308	308,615	318,028	215,656	(102,372)	-32.19%
CITY MANAGER	1,412,348	1,460,821	1,517,633	1,434,590	(83,043)	-5.47%
CITY ATTORNEY	2,455,892	2,608,854	3,256,883	2,768,266	(488,617)	-15.00%
FINANCE	5,282,453	6,339,594	6,514,880	5,405,653	(1,109,227)	-17.03%
NON-DEPARTMENTAL	7,616,872	5,154,693	4,904,613	4,580,907	(323,706)	-6.60%
NON-DEPARTMENTAL <i>(excess approp.)</i>	0	(3,828,000)	(3,828,000)	(2,750,000)	1,078,000	0.00%
ADMINISTRATIVE SERVICES	2,317,502	2,732,360	2,910,430	2,496,522	(413,908)	-14.22%
INFORMATION TECH	4,458,027	5,110,334	5,363,867	4,574,137	(789,730)	-14.72%
TOTAL GENERAL GOVERNMENT	23,875,402	19,887,271	20,958,333	18,725,731	(2,232,602)	-10.65%
PARKS, REC. & COMMUNITY SVCS	9,364,497	10,465,840	10,923,630	9,428,947	(1,494,683)	-13.68%
POLICE DEPARTMENT	41,944,257	46,655,980	47,590,808	44,958,944	(2,631,864)	-5.53%
FIRE DEPARTMENT	25,075,958	27,104,608	27,531,000	24,969,152	(2,561,848)	-9.31%
COMMUNITY DEVELOPMENT	8,585,827	9,603,467	15,257,548	8,074,207	(7,183,341)	-47.08%
PUBLIC WORKS	12,848,243	14,028,944	15,127,486	12,420,018	(2,707,468)	-17.90%
Transfers	3,231,785	6,968,444	6,968,444	686,120	(6,282,324)	-90.15%
TOTAL GENERAL FUND	124,925,969	134,714,554	144,357,249	119,263,119	(25,094,130)	-17.38%
<u>SPECIAL REVENUE FUNDS</u>						
TOTAL AQMD	89,213	35,000	103,225	85,000	(18,225)	100.00%
TOTAL PARATRANSIT	303,925	308,106	318,998	242,642	(76,356)	-23.94%
TOTAL BUILDING SURCHARGE	359,195	388,426	1,138,810	378,408	(760,402)	-66.77%
TOTAL GRANTS	1,069,449	1,310,076	1,511,243	1,029,157	(482,086)	-31.90%
TOTAL ARTS IN PUBLIC PLACES	284,395	834,702	1,928,318	625,613	(1,302,705)	-67.56%
TOTAL ASSESSMENT DISTRICTS	20,150	114,715	130,977	99,715	(31,262)	-23.87%
TOTAL CDBG-OPERATING	25,494	28,500	28,500	28,500	0	0.00%
TOTAL SEC. 8 FUND	1,580,713	1,756,956	1,760,526	1,763,541	3,015	0.17%
TOTAL PROP A FUND	784,926	807,503	807,503	846,755	39,252	4.86%
TOTAL PROP C FUND	610,074	509,802	509,802	692,361	182,559	35.81%
TOTAL ASSET SEIZURE FUND	229,104	370,000	375,000	0	(375,000)	-100.00%
TOTAL CC SAFE/CLEAN WATER PRT	962,256	2,060,000	4,992,381	2,110,000	(2,882,381)	-57.74%
TOTAL BSCC-YTH REINVSTMNT GRN	0	0	199,416	205,086	5,670	2.84%
TOTAL CC PARKING AUTHORITY	3,202,388	4,337,740	8,087,724	3,842,298	(4,245,426)	-52.49%
TOTAL CC HOUSING AUTHORITY	660,365	6,407,969	6,407,969	8,947,516	2,539,547	39.63%
TOTAL ECON DEV PROGS	6,827,100	0	3,253,400	0	(3,253,400)	-100.00%
TOTAL SPECIAL REVENUE FUNDS	17,008,747	19,269,495	31,553,792	20,896,592	(10,657,200)	-33.77%

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DEPARTMENT
 FISCAL YEAR 2020/2021**

	ACTUAL EXPEND <u>2018/2019</u>	ADOPTED BUDGET <u>2019/2020</u>	ADJUSTED BUDGET * <u>2019/2020</u>	CITY MGR RECOMM <u>2020/2021</u>	CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>	% CHANGE FROM PRIOR YEAR <u>ADJUSTED</u>
<u>ENTERPRISE AND USER FEE FUNDS **</u>						
TOTAL REFUSE	15,970,201	17,761,215	18,492,869	16,941,516	(1,551,353)	-8.39%
TOTAL TRANSIT	28,750,986	32,561,675	41,695,390	41,177,692	(517,698)	-1.24%
TOTAL SEWER	9,583,110	11,794,127	28,679,719	11,447,203	(17,232,516)	-60.09%
TOTAL MUNICIPAL FIBER NTRWK	2,713,857	2,492,906	3,929,458	2,165,786	(1,763,672)	-44.88%
TOTAL ENTERPRISE	57,018,154	64,609,923	92,797,436	71,732,197	(21,065,239)	-22.70%
CAPITAL IMPROVEMENT FUNDS	8,468,816	16,366,072	42,936,335	5,263,459	(37,672,876)	-87.74%
INTERNAL SERVICE FUNDS	24,176,481	20,033,850	22,605,662	18,165,460	(4,440,202)	-19.64%
SUCCESSOR AGENCY FUNDS	7,962,181	23,445,025	23,445,025	22,159,488	(1,285,537)	-5.48%
TOTAL BUDGET BEFORE ADJ.	239,560,348	278,438,919	357,695,498	257,480,315	(100,215,183)	-28.02%
LESS INTERNAL SERVICE FUND	24,176,481	20,033,850	22,605,662	18,165,460	(4,440,202)	-19.64%
TOTAL BUDGET	215,383,867	258,405,069	335,089,837	239,314,855	(95,774,982)	-28.58%

* 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 2020/2021**

	ACTUAL EXPEND 2018/2019	ADOPTED BUDGET 2019/2020	ADJUSTED BUDGET 2019/2020	PERSONNEL SERVICES 2020/2021	MAINT. & OPERATIONS 2020/2021	PROPOSED BUDGET		TOTAL 2020/2021	CHANGE FROM PRIOR YR ADJUSTED
						CAPITAL OUTLAY 2020/2021	OTHER 2020/2021		
GENERAL FUND									
GENERAL GOVERNMENT									
10110000 CITY COUNCIL	332,308	308,615	318,028	178,776	36,880	0	0	215,656	(102,372)
10110100 CITY MANAGER	1,412,347	1,460,821	1,517,633	1,388,228	46,362	0	0	1,434,590	(83,043)
10113100 CITY ATTORNEY	2,455,892	2,608,854	3,256,883	1,445,300	1,322,966	0	0	2,768,266	(488,617)
10114100 FINANCE ADMIN	1,318,289	1,831,618	1,913,908	1,018,226	344,962	0	0	1,363,188	(550,720)
10114200 GENERAL ACCOUNTING	853,939	883,330	997,441	876,482	17,413	0	0	893,895	(103,546)
10114300 BUDGET & FINANCIAL OPERATIONS	990,813	1,026,653	1,051,107	1,143,367	22,732	0	0	1,166,099	114,992
10114400 TREASURY	1,279,113	1,682,012	1,611,547	1,003,282	180,939	0	0	1,184,221	(427,326)
10114500 PURCHASING	840,300	915,981	940,877	695,968	102,282	0	0	798,250	(142,627)
10116100 NON-DEPARTMENTAL	7,616,872	5,154,693	4,904,613	0	4,580,907	0	0	4,580,907	(323,706)
10116100 NON-DEPARTMENTAL (<i>excess approp.</i>)	0	(3,828,000)	(3,828,000)	0	0	0	(2,750,000)	(2,750,000)	1,078,000
10122100 HUMAN RESOURCES	1,394,393	1,745,865	1,822,454	1,440,086	106,271	0	0	1,546,357	(276,097)
10122300 CITY CLERK	732,591	759,307	860,788	459,915	267,434	0	0	727,349	(133,439)
10122400 CULTURAL AFFAIRS	190,518	227,188	227,188	221,131	1,685	0	0	222,816	(4,372)
10124100 INFORMATION TECHNOLOGY	3,918,597	4,294,904	4,526,444	2,483,122	1,385,748	0	0	3,868,870	(657,574)
10124200 GRAPHIC SERVICES	351,915	424,323	446,316	164,953	259,689	0	0	424,642	(21,674)
10124300 INFORMATION TECH-PUBLIC SAFETY	187,515	391,107	391,107	277,186	3,439	0	0	280,625	(110,482)
TOTAL GENERAL GOVERNMENT	23,875,401	19,887,271	20,958,333	12,796,022	8,679,709	0	(2,750,000)	18,725,731	(2,232,602)
PARKS, RECREATION AND COMMUNITY SERVICES DEPT.									
10130100 ADMINISTRATION DIVISION	775,524	874,232	859,445	538,250	192,557	0	0	730,807	(128,638)
10130110 VETERANS MEMORIAL BUILDING	827,767	990,689	1,132,306	605,668	180,316	0	0	785,984	(346,322)
10130200 RECREATION DIVISION	793,705	903,893	935,920	840,899	21,333	0	0	862,232	(73,688)
10130211 PARKS & PLAYGROUNDS	284,024	362,085	363,965	361,399	8,582	0	0	369,981	6,016
10130212 CAMP PROGRAMS	337,164	391,496	393,992	273,349	79,938	0	0	353,287	(40,705)
10130220 AQUATICS	789,457	859,465	937,597	751,124	91,731	0	0	842,855	(94,742)
10130233 CULVER CITY AFTER SCHOOL PROG	277,972	366,638	367,300	349,074	20,456	0	0	369,530	2,230
10130240 SPORTS PROGRAMS	325,303	249,780	354,457	8,277	241,960	0	0	250,237	(104,220)
10130250 REC. & ENRICHMENT CLASSES	800,776	829,948	881,999	164,716	659,324	0	0	824,040	(57,959)
10130260 TEEN CENTER	88,393	154,642	158,007	140,768	10,322	0	0	151,090	(6,917)
10130270 YOUTH MENTORING PROGRAM	16,083	19,578	19,578	20,421	284	0	0	20,705	1,127
10130280 COMMUNITY EVENT/EXCURSIONS	49,069	34,795	50,803	7,565	389	0	0	7,954	(42,849)
10130285 COMM. EVT-FIESTA LA BALLONA	69,291	136,720	137,786	25,709	85,828	0	0	111,537	(26,249)
10130300 PARKS DIVISION	2,793,410	2,982,358	3,005,514	2,010,924	590,452	0	0	2,601,376	(404,138)
10130400 SENIOR AND SOCIAL SVCS	1,093,584	1,244,292	1,259,732	1,070,492	33,791	0	0	1,104,283	(155,449)
10130430 VOLUNTEERING	42,974	65,229	65,229	38,567	4,482	0	0	43,049	(22,180)
TOTAL PARKS, REC. & COMM. SVCS.	9,364,497	10,465,840	10,923,630	7,207,202	2,221,745	0	0	9,428,947	(1,494,683)
PUBLIC SAFETY									
POLICE									
10140100 OFC OF THE POLICE CHIEF	1,181,251	980,173	980,173	701,919	24,562	0	0	726,481	(253,692)
10140200 OPERATING BUREAUS	40,763,007	45,675,807	46,610,635	37,545,328	6,640,135	47,000	0	44,232,463	(2,378,172)
TOTAL POLICE	41,944,257	46,655,980	47,590,808	38,247,247	6,664,697	47,000	0	44,958,944	(2,631,864)
FIRE									
10145100 OFC OF THE FIRE CHIEF	1,436,777	1,423,450	1,423,450	1,430,455	78,954	0	0	1,509,409	85,959
10145200 FIRE SUPPRESSION	14,039,489	13,882,905	14,074,895	12,510,625	882,417	0	0	13,393,042	(681,853)
10145300 EMERGENCY MEDICAL	6,959,264	9,026,612	9,112,208	6,869,175	600,795	0	0	7,469,970	(1,642,238)
10145400 EMERGENCY PREP	296,389	322,985	400,339	281,278	28,061	0	0	309,339	(91,000)
10145600 COMMUNITY RISK REDUCTION	1,780,724	1,821,618	1,876,389	1,620,348	76,436	0	0	1,696,784	(179,605)
10145700 TELECOMMUNICATIONS	563,315	627,038	643,718	395,638	194,970	0	0	590,608	(53,110)
TOTAL FIRE	25,075,958	27,104,608	27,531,000	23,107,519	1,861,633	0	0	24,969,152	(2,561,848)
TOTAL PUBLIC SAFETY	67,020,215	73,760,588	75,121,808	61,354,766	8,526,330	47,000	0	69,928,096	(5,193,712)

**CITY OF CULVER CITY
RECAP OF APPROPRIATION BY DIVISION
FISCAL YEAR 2020/2021**

	ACTUAL	ADOPTED	ADJUSTED	PERSONNEL	MAINT. &	PROPOSED BUDGET		TOTAL	CHANGE FROM PRIOR YR ADJUSTED
	EXPEND 2018/2019	BUDGET 2019/2020	BUDGET 2019/2020	SERVICES 2020/2021	OPERATIONS 2020/2021	CAPITAL OUTLAY 2020/2021	OTHER 2020/2021		
COMMUNITY DEVELOPMENT									
10150100 ADMINISTRATION	558,350	708,241	730,519	538,020	88,767	0	0	626,787	(103,732)
10150120 ECONOMIC DEVELOPMENT	1,691,514	1,707,507	2,460,236	1,163,996	702,855	0	0	1,866,851	(593,385)
10150150 BUILDING SAFETY	2,576,421	2,455,217	3,428,076	1,572,899	108,197	0	0	1,681,096	(1,746,980)
10150200 CURRENT PLANNING	1,441,564	2,195,110	2,362,875	1,214,894	68,201	0	0	1,283,095	(1,079,780)
10150250 ENFORCEMENT SERVICES	935,467	1,118,662	1,159,366	870,503	118,589	0	0	989,092	(170,274)
10150400 ADVANCE PLANNING	622,984	565,336	3,825,374	498,453	17,860	0	0	516,313	(3,309,061)
10150500 AGENCY HOUSING & REHAB.	759,528	853,394	1,291,102	906,284	204,689	0	0	1,110,973	(180,129)
TOTAL COMMUNITY DEVELOPMENT	8,585,827	9,603,467	15,257,548	6,765,049	1,309,158	0	0	8,074,207	(7,183,341)
PUBLIC WORKS									
10160100 ADMINISTRATION	1,289,978	982,074	1,411,364	788,368	62,635	0	0	851,003	(560,361)
10160150 ENGINEERING	2,768,532	2,105,353	2,261,059	1,596,709	63,596	0	0	1,660,305	(600,754)
10160170 MOBILITY & TRAFFIC ENGINEERING	0	687,871	747,871	791,928	71,581	0	0	863,509	115,638
10160200 MAINT OPERATIONS	507,210	532,854	532,854	469,593	16,184	0	0	485,777	(47,077)
10160210 STREETS	2,181,184	2,377,096	2,422,429	1,465,339	517,368	7,116	0	1,989,823	(432,606)
10160220 TREES MAINTENANCE	1,275,234	1,398,410	1,399,340	294,439	985,660	3,000	0	1,283,099	(116,241)
10160230 MAINT- BLDGS	2,349,935	2,744,530	2,983,227	1,489,958	1,048,910	10,000	0	2,548,868	(434,359)
10160240 MAINT- ELECTRICAL	1,287,516	1,977,327	2,113,373	1,059,620	394,162	50,000	0	1,503,782	(609,591)
10160250 GRAFFITI ABATEMENT	381,138	429,494	429,494	249,918	56,813	0	0	306,731	(122,763)
10160260 MAINT- PARKING METERS	579,777	654,575	687,115	276,157	334,477	0	0	610,634	(76,481)
10160460 ENVIRONMENTAL MGMT	227,740	139,360	139,360	113,521	202,966	0	0	316,487	177,127
TOTAL PUBLIC WORKS	12,848,243	14,028,944	15,127,486	8,595,550	3,754,352	70,116	0	12,420,018	(2,707,468)
10116100 TRANSFERS-OUT/MUNICIPAL FIBER	400,000	967,706	967,706	0	0	0	0	0	(967,706)
10116100 TRANSFERS-OUT/GRANTS	41,785	124,171	124,171	0	0	0	67,120	67,120	0
10116100 TRANSFERS-OUT/I & A (CAPITAL)	2,790,000	5,876,567	5,876,567	0	0	0	619,000	619,000	(5,257,567)
TOTAL GENERAL FUND	124,925,968	134,714,554	144,357,249	96,718,589	24,491,294	117,116	(2,063,880)	119,263,119	(25,094,130)
SPECIAL REVENUE FUNDS									
GRANTS OPERATING FUND									
41430410 SENIOR NUTRITION - CI	241,514	289,057	289,058	146,721	117,084	0	0	263,805	(25,253)
41430415 SENIOR NUTRITION - CII & 3B	66,511	72,014	72,015	14,723	55,501	0	0	70,224	(1,791)
41430907 CC NATURE PARK TRAIL	140,081	0	0	0	0	0	0	0	0
41440230 COPS/SLESF/BRULTE	122,469	127,242	127,242	127,925	3,453	0	0	131,378	4,136
41440913 POLICE - MISC DOJ GRANTS	15,412	0	0	0	0	0	0	0	0
41440919 AB109-PUBLIC SFTY REALIGNMENT	14,237	0	0	0	0	0	0	0	0
41440929 SELECTIVE TRFC ENFORC:OTSFY18	20,798	0	0	0	0	0	0	0	0
41440930 SELECTIVE TRFC ENFRMNT OTSFY19	56,656	0	400	0	0	0	0	0	0
41445904 EMERGENCY MGMT PERFORMAN	45,633	8,000	10,265	0	8,000	0	0	8,000	(2,265)
41445909 SAFER GRANT	0	540,000	540,000	0	0	0	425,000	425,000	(115,000)
41450541 HOMELESS ASSISTANCE	49,000	247,763	273,513	0	24,750	0	0	24,750	(248,763)
41460902 BIKEWAYS (TDA ARTICLE 3)	27,193	26,000	26,000	0	26,000	0	0	26,000	0
41460903 BUILDING MAINTENANCE	69,855	0	0	0	80,000	0	0	80,000	80,000
41460906 CalRecycle HHW	0	0	50,000	0	0	0	0	0	(50,000)
41460911 CICLAVIA - OPEN STREETS - 2017	0	0	2,750	0	0	0	0	0	(2,750)
41460912 CICLAVIA - OPEN STREETS - 2018	180,000	0	120,000	0	0	0	0	0	(120,000)
41460914 CARECYCLE-GREEN BUSINESS NTWRK	20,091	0	0	0	0	0	0	0	0
TOTAL GRANTS OPERATING FUND	1,069,449	1,310,076	1,511,243	289,369	314,788	0	425,000	1,029,157	(482,086)
AQMD FUND									
41070600 AQMD	33,641	35,000	35,000	0	35,000	0	0	35,000	0
41070620 Rideshare	55,571	0	68,225	0	0	50,000	0	50,000	(18,225)
TOTAL AQMD FUND	89,212	35,000	103,225	0	35,000	50,000	0	85,000	(18,225)
PARATRANSIT FUND									
41170420 PARATRANSIT	303,925	308,106	318,998	174,253	68,389	0	0	242,642	(76,356)
TOTAL PARATRANSIT FUND	303,925	308,106	318,998	174,253	68,389	0	0	242,642	(76,356)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2020/2021**

	ACTUAL EXPEND 2018/2019	ADOPTED BUDGET 2019/2020	ADJUSTED BUDGET 2019/2020	PERSONNEL SERVICES 2020/2021	MAINT. & OPERATIONS 2020/2021	PROPOSED BUDGET		TOTAL 2020/2021	CHANGE FROM PRIOR YR ADJUSTED
						CAPITAL OUTLAY 2020/2021	OTHER 2020/2021		
<u>BUILDING SURCHARGE FUND</u>									
41250150 BUILDING SAFETY	16,341	25,531	25,531	0	4,000	20,000	0	24,000	(1,531)
41224100 INFORMATION TECH	300,522	314,232	1,064,616	175,388	137,188	7,000	0	319,576	(745,040)
41260150 ENGINEERING	42,332	48,663	48,663	24,832	10,000	0	0	34,832	(13,831)
TOTAL BUILDING SURCHARGE FUND	359,195	388,426	1,138,810	200,220	151,188	27,000	0	378,408	(760,402)
<u>ARTS IN PUBLIC PLACES</u>									
41322400 ARTS IN PUBLIC PLACES	284,395	834,702	1,928,318	96,646	508,667	20,300	0	625,613	(1,302,705)
TOTAL ARTS IN PUBLIC PLACES FUND	284,395	834,702	1,928,318	96,646	508,667	20,300	0	625,613	(1,302,705)
<u>SECTION 8 FUND</u>									
42650510 GRANTS/SECT. 8 HOUSING	1,580,713	1,756,956	1,760,526	214,474	1,549,067	0	0	1,763,541	3,015
TOTAL SECTION 8 FUND	1,580,713	1,756,956	1,760,526	214,474	1,549,067	0	0	1,763,541	3,015
<u>PROP A FUND</u>									
41516100 TRANSFERS-OUT/TRANSIT	784,926	807,503	807,503	0	0	0	846,755	846,755	39,252
TOTAL PROP A FUND	784,926	807,503	807,503	0	0	0	846,755	846,755	39,252
<u>PROP C FUND</u>									
42416100 TRANSFERS-OUT/MUNI BUS FUND	343,757	259,802	259,802	0	0	0	442,361	442,361	182,559
42416100 TRANSFERS-OUT/PARATRANSIT	266,317	250,000	250,000	0	0	0	250,000	250,000	0
TOTAL PROP C FUND	610,074	509,802	509,802	0	0	0	692,361	692,361	182,559
<u>ASSET SEIZURE FUND</u>									
41640451 ST. ASSET SEIZURE FDS 15%	3,775	0	0	0	0	0	0	0	0
41640454 JUSTICE DEPT. GRANT	225,329	370,000	375,000	0	0	0	0	0	(375,000)
TOTAL ASSET SEIZURE FUND	229,104	370,000	375,000	0	0	0	0	0	(375,000)
<u>ASSESMENT & SPECIAL DISTRICTS</u>									
42516510 W WASH LANDSCAPE MAINT DIST #1	10,355	21,050	25,606	0	21,050	0	0	21,050	(4,556)
42516520 W WASH LANDSCAPE MAINT DIST #2	9,280	29,950	41,657	0	29,950	0	0	29,950	(11,707)
42516543 LANDSCAPE MAINT DIST #1	0	43,494	43,494	0	33,494	0	0	33,494	(10,000)
42516545 HIGUERA ST LNDSCP/LGHTNG DIST	516	20,221	20,221	0	15,221	0	0	15,221	(5,000)
TOTAL LANDSCAPE MAINT	20,150	114,715	130,977	0	99,715	0	0	99,715	(31,262)
<u>CDBG - OPERATING GRANTS</u>									
42730440 DISABILITY SERVICES	25,494	28,500	28,500	28,500	0	0	0	28,500	0
TOTAL CDBG - OPERATING GRANTS	25,494	28,500	28,500	28,500	0	0	0	28,500	0
<u>SAFE & CLEAN WATER PROTECTION MEASURE</u>									
434 CC SAFE/CLEAN WATER PROTECTION	962,256	2,060,000	4,992,381	0	230,000	1,880,000	0	2,110,000	(2,882,381)
TOTAL SAFE & CLEAN WATERPROTECTION FUND	962,256	2,060,000	4,992,381	0	230,000	1,880,000	0	2,110,000	(2,882,381)
<u>BSCC - YOUTH REINVESTMENT GRANT</u>									
43614100 BSCC - YOUTH REINVESTMENT GRANT	0	0	199,416	0	205,086	0	0	205,086	5,670
TOTAL BSCC - YOUTH REINVESTMENT GRANT	0	0	199,416	0	205,086	0	0	205,086	5,670
<u>CULVER CITY PARKING AUTHORITY</u>									
475 CC PARKING AUTHORITY	3,202,388	4,337,740	8,087,724	0	1,817,100	825,198	1,200,000	3,842,298	(4,245,426)
TOTAL CULVER CITY PARKING AUTHORITY	3,202,388	4,337,740	8,087,724	0	1,817,100	825,198	1,200,000	3,842,298	(4,245,426)
<u>CULVER CITY HOUSING AUTHORITY</u>									
476 CC HOUSING AUTHORITY	660,365	6,407,969	6,407,969	0	8,130,291	0	817,225	8,947,516	2,539,547
TOTAL CULVER CITY HOUSING AUTHORITY	660,365	6,407,969	6,407,969	0	8,130,291	0	817,225	8,947,516	2,539,547
485 COMMUNITY IMPROV FUND	6,827,100	0	3,253,400	0	0	0	0	0	(3,253,400)
TOTAL COMMUNITY IMPROVEMENT FUNDS	6,827,100	0	3,253,400	0	0	0	0	0	(3,253,400)
TOTAL SPECIAL REVENUE FUNDS	17,008,746	19,269,495	31,553,792	1,003,462	13,109,291	2,802,498	3,981,341	20,896,592	(10,657,200)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2020/2021**

	ACTUAL	ADOPTED	ADJUSTED	PERSONNEL	MAINT. &	PROPOSED BUDGET		TOTAL	CHANGE FROM PRIOR YR ADJUSTED
	EXPEND 2018/2019	BUDGET 2019/2020	BUDGET 2019/2020	SERVICES 2020/2021	OPERATIONS 2020/2021	CAPITAL OUTLAY 2020/2021	OTHER 2020/2021		
ENTERPRISE AND USER FEE FUNDS									
<u>REFUSE FUND</u>									
20214500 PURCHASING	101,916	59,778	59,778	60,058	785	0	0	60,843	1,065
20216100 NON-DEPARTMENTAL	58,080	(800,100)	(800,100)	0	0	0	0	0	800,100
20260400 REFUSE COLLECTION-ADMIN	9,754,094	11,213,589	11,490,233	5,325,657	4,851,674	313,525	0	10,490,856	(999,377)
20260410 TRANSFER STATION	6,057,478	6,787,948	6,906,943	914,296	5,265,521	110,000	0	6,289,817	(617,126)
20260470 FOOD RESCUE GRANT	0	0	332,694	0	0	0	0	0	(332,694)
20280000 PROJECTS	(1,368)	500,000	503,320	0	75,000	25,000	0	100,000	(403,320)
TOTAL REFUSE	15,970,201	17,761,215	18,492,869	6,300,011	10,192,980	448,525	0	16,941,516	(1,551,353)
<u>TRANSPORTATION FUND</u>									
20314500 PURCHASING	232,572	235,104	235,104	240,050	2,620	0	0	242,670	7,566
20316100 NON-DEPARTMENTAL	300,000	300,000	300,000	0	0	0	300,000	300,000	0
20370100 TRANSPORTATION ADMIN	2,566,711	2,172,921	5,090,152	1,697,329	792,445	0	0	2,489,774	(2,600,378)
20370200 TRANSPORTATION OPERATIONS	20,149,645	24,492,655	24,725,472	16,276,630	8,351,855	0	0	24,628,485	(96,987)
20370214 PREVENTATIVE MAINTENANCE FY14	3,821,952	4,000,000	4,000,000	0	3,500,000	0	0	3,500,000	(500,000)
20370300 TRANSPORTATION CAPITAL	927,313	1,164,495	6,451,836	0	0	8,773,440	0	8,773,440	2,321,604
20370303 BUS TIRE LEASE FY14	142,593	136,500	172,000	0	0	0	0	0	(172,000)
20370308 BUS SECURITY CAMERAS	201,467	0	78,200	0	0	0	0	0	(78,200)
20370309 BUS STOP FURNISHINGS	(8,341)	0	530,126	0	0	1,243,323	0	1,243,323	713,197
20370311 BUS WASH REPLACEMENT PROJ	406,425	0	38,000	0	0	0	0	0	(38,000)
20370313 BUS STOP SIGNAGE PROJECT	0	0	14,500	0	0	0	0	0	(14,500)
20380000 PROJECTS	10,649	60,000	60,000	0	0	0	0	0	(60,000)
TOTAL TRANSIT	28,750,986	32,561,675	41,695,390	18,214,009	12,646,920	10,016,763	300,000	41,177,692	(517,698)
<u>SEWER FUND</u>									
20460300 WASTEWATER MAINTENANCE	8,520,706	9,178,477	9,219,745	1,725,213	7,749,815	66,000	0	9,541,028	321,283
20460310 HYPERION PLANT DEBT SERVICE	690,178	1,585,650	1,585,650	0	0	0	1,281,175	1,281,175	(304,475)
20480000 PROJECTS	372,226	1,030,000	17,874,324	0	0	625,000	0	625,000	(17,249,324)
TOTAL SEWER	9,583,110	11,794,127	28,679,719	1,725,213	7,749,815	691,000	1,281,175	11,447,203	(17,232,516)
<u>MUNICIPAL FIBER NETWORK FUND</u>									
20513400 CITY ATTORNEY	174,922	150,000	150,000	0	150,000	0	0	150,000	0
20524500 MUNICIPAL FIBER NETWORK OPS	2,323,564	2,342,906	2,244,603	0	1,772,246	0	243,540	2,015,786	(228,817)
20580000 PROJECTS	215,371	0	1,534,855	0	0	0	0	0	(1,534,855)
TOTAL MUNICIPAL FIBER NETWORK	2,713,857	2,492,906	3,929,458	0	1,922,246	0	243,540	2,165,786	(1,763,672)
TOTAL ENTERPRISE	57,018,154	64,609,923	92,797,436	26,239,233	32,511,961	11,156,288	1,824,715	71,732,197	(21,065,239)
CAPITAL IMPROVEMENT FUNDS									
417 NEW DEV. IMPACT FEE	230,494	206,578	247,206	0	100,000	533,453	0	633,453	386,247
418 SPECIAL GAS TAX	1,710,511	1,699,325	2,759,440	0	100,000	500,000	400,000	1,000,000	(1,759,440)
419 PARK FACILITIES	178,460	100,000	950,303	0	100,000	0	0	100,000	(850,303)
420 CAP IMPR. & ACQUISITION	4,229,746	6,486,567	10,151,197	0	540,947	1,289,336	0	1,830,283	(8,320,914)
423 GRANTS CAPITAL	1,519,121	6,989,929	27,345,783	0	0	0	0	0	(27,345,783)
428 CDBG - CAPITAL GRANTS	15,227	44,475	643,208	0	0	0	0	0	(643,208)
431 MEASURE R	585,257	251,203	251,203	0	0	251,000	0	251,000	(203)
435 MEASURE M	0	587,995	587,995	0	0	1,448,723	0	1,448,723	860,728
TOTAL CAPITAL IMPROVEMENT PROJ.	8,468,816	16,366,072	42,936,335	0	840,947	4,022,512	400,000	5,263,459	(37,672,876)

**CITY OF CULVER CITY
 RECAP OF APPROPRIATION BY DIVISION
 FISCAL YEAR 2020/2021**

	ACTUAL	ADOPTED	ADJUSTED	PERSONNEL	MAINT. &	PROPOSED BUDGET		TOTAL	CHANGE FROM PRIOR YR ADJUSTED
	EXPEND 2018/2019	BUDGET 2019/2020	BUDGET 2019/2020	SERVICES 2020/2021	OPERATIONS 2020/2021	CAPITAL OUTLAY 2020/2021	OTHER 2020/2021		
INTERNAL SERVICE FUNDS									
30724100 EQUIP REPLCMNT - IT	443,768	0	145,450	0	0	0	0	0	(145,450)
30770500 EQUIP REPLACEMENT	3,812,795	1,304,250	3,496,405	0	0	400,000	0	400,000	(3,096,405)
30870400 EQUIP MAINTENANCE	9,222,660	9,373,634	9,408,869	4,672,785	3,329,779	0	0	8,002,564	(1,406,305)
30913400 SELF INSURANCE - LIABILITY	2,868,236	1,138,434	1,138,435	259,240	1,127,916	0	0	1,387,156	248,721
30922200 SELF INSURANCE - WORK COMP	928,374	873,763	957,776	366,040	571,711	0	0	937,751	(20,025)
30922210 IOD	924,639	784,754	784,754	880,858	6,346	0	0	887,204	102,450
30922220 PREMIUMS/CLAIMS	4,412,248	4,744,015	4,846,428	0	4,624,015	0	0	4,624,015	(222,413)
30980000 PROJECTS	0	0	9,850	0	0	0	0	0	(9,850)
31014600 CENTRAL STORES	1,339,257	1,525,000	1,527,695	0	1,525,000	0	0	1,525,000	(2,695)
31016100 NON-DEPARTMENTAL	224,504	290,000	290,000	0	401,770	0	0	401,770	111,770
TOTAL INTERNAL SERVICE FUNDS	24,176,481	20,033,850	22,605,662	6,178,923	11,586,537	400,000	0	18,165,460	(4,440,202)
TOTAL SUCCESOR AGENCY FUNDS	7,962,181	23,445,025	23,445,025	0	970,000	0	21,189,488	22,159,488	(1,285,537)
UNADJUSTED TOTAL	239,560,346	278,438,919	357,695,498	130,140,207	83,510,030	18,498,414	25,331,664	257,480,315	(100,215,183)
LESS: INTERNAL SERVICE FUND CHARGES	24,176,481	20,033,850	22,605,662	6,178,923	11,586,537	400,000	0	18,165,460	(4,440,202)
TOTAL BUDGET	215,383,865	258,405,069	335,089,837	123,961,284	71,923,493	18,098,414	25,331,664	239,314,855	(95,774,982)

**CITY OF CULVER CITY
SUMMARY OF BUDGET TRANSFERS
FISCAL 2020/2021**

<u>DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>PARATRANSIT FUND</u>	<u>AQMD 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>SUCCESSOR AGENCY FUND</u>
CONTRIBUTION TO BUS/ AQMD			35,000		846,755	442,361	(1,324,116)					
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)	(619,000)								619,000			
TRANSFER FROM PARKING AUTHORITY	1,200,000									(1,200,000)		
TRANSFER FROM HOUSING AUTHORITY TO GENERAL FUND	817,225										(817,225)	
TRANSFER FROM GRANTS OPERATING FUND TO GENERAL FUND	425,000			(425,000)								
TRANSFER FROM GENERAL FUND TO GRANTS OPERATING FUND	(67,120)			67,120								
TRANSFER FROM PROP C TO PARATRANSIT		250,000				(250,000)						
TRANSFER FROM SUCCESSOR AGENCY											4,908,776	(4,908,776)

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2020/2021**

DIV NO.	DIVISION NAME	2018/2019	2019/2020	2020/2021	CHANGE FROM	COMMENTS
		ADJUSTED	ADJUSTED	PROPOSED	PRIOR YEAR ADJUSTED	
GENERAL FUND						
<u>GENERAL GOVERNMENT</u>						
10110000	CITY COUNCIL	5.00	5.00	5.00	0.00	
10110100	CITY MANAGER	4.00	5.00	5.00	0.00	
10113100	CITY ATTORNEY	5.65	5.65	5.65	0.00	
10114100	FINANCE ADMINISTRATION	3.50	4.50	4.50	0.00	
10114200	ACCOUNTING OPERATIONS	5.00	6.00	6.00	0.00	
10114300	BUDGET & FINANCIAL OPERATIONS	6.00	7.00	7.00	0.00	
10114400	TREASURY	10.98	9.98	9.98	0.00	
10114500	PURCHASING	5.00	5.00	5.00	0.00	
10122100	HUMAN RESOURCES	6.75	8.25	8.25	0.00	
10122300	CITY CLERK	3.88	3.88	3.88	0.00	
10122400	CULTURAL AFFAIRS	1.00	1.00	1.00	0.00	
10124100	INFORMATION TECHNOLOGY	14.00	14.00	15.00	1.00	Add one (1) Service Desk Technician position
10124200	GRAPHIC SERVICES	1.00	1.00	1.00	0.00	
10124300	INFORMATION TECH-PUBLIC SAFETY	2.50	2.50	2.50	0.00	
TOTAL GENERAL GOVT.		74.26	78.76	79.76	1.00	
<u>PARKS, RECREATION AND COMMUNITY SERVICES DEPT.</u>						
10130100	ADMINISTRATION	3.00	2.00	2.00	0.00	
10130110	VETERANS MEMORIAL BUILDING	1.00	1.00	1.00	0.00	
10130200	RECREATION DIVISION	5.63	6.00	6.00	0.00	
10130220	AQUATICS	1.00	1.00	1.00	0.00	
10130250	ENRICHMENT CLASSES	1.00	1.00	1.00	0.00	
10130300	PARKS DIVISION	15.94	16.00	16.00	0.00	
10130400	SENIOR AND SOCIAL SVCS DIVISION	4.79	5.69	5.69	0.00	
10130430	RSVP	0.90	0.00	0.00	0.00	
TOTAL PARKS, RECREATION & COMMUNITY SERVICES		33.26	32.69	32.69	0.00	
<u>POLICE DEPARTMENT</u>						
10140100	OFC. OF THE CHIEF	3.00	2.00	2.00	0.00	
10140200	OPERATING BUREAUS	146.84	156.84	156.84	0.00	
TOTAL POLICE		149.84	158.84	158.84	0.00	

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2020/2021**

<u>DIV NO.</u>	<u>DIVISION NAME</u>	2018/2019	2019/2020	2020/2021	CHANGE FROM	<u>COMMENTS</u>
		<u>ADJUSTED</u>	<u>ADJUSTED</u>	<u>PROPOSED</u>	<u>PRIOR YEAR</u> <u>ADJUSTED</u>	
<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	29.00	29.00	0.00	
10145400	EMERG. PREPAREDNESS	1.50	1.50	1.50	0.00	
10145600	FIRE PREVENTION	5.98	6.96	6.96	0.00	
10145700	TELECOMMUNICATIONS	2.98	2.98	2.98	0.00	
TOTAL FIRE		71.94	78.92	78.92	0.00	
<u>COMMUNITY DEVELOPMENT</u>						
10150100	COMM. DEV. ADMIN.	2.00	2.00	2.00	0.00	
10150120	ECONOMIC DEVLEOPMENT	5.50	5.50	5.50	0.00	
10150150	BUILDING SAFETY	10.95	10.95	10.95	0.00	
10150200	PLANNING	7.00	7.00	7.00	0.00	
10150250	ENFORCEMENT SERVICES	6.50	6.50	6.50	0.00	
10150400	ADVANCE PLANNING	3.00	3.00	3.00	0.00	
10150500	AGNY. HOU. & REHAB.	5.00	6.00	6.00	0.00	
TOTAL COMM. DEV.		39.95	40.95	40.95	0.00	
<u>PUBLIC WORKS</u>						
10160100	PUBLIC WORKS ADM.	3.25	3.25	3.25	0.00	
10160150	ENGINEERING	10.65	8.65	8.65	0.00	
10160170	MOBILITY & TRAFFIC ENGINEERING	0.00	3.00	3.00	0.00	
10160200	MAINT. OPERATIONS	2.00	2.00	2.00	0.00	
10160210	STREETS	12.85	12.85	12.85	0.00	
10160220	TREE MAINTENANCE	2.00	2.00	2.00	0.00	
10160230	BUILDING MAINT.	11.50	11.50	11.50	0.00	
10160240	ELECTRICAL MAINT.	6.50	7.50	7.50	0.00	
10160250	GRAFITI ABATEMENT	3.00	3.00	3.00	0.00	
10160260	PARKING MAINT.	2.00	2.00	2.00	0.00	
10160460	ENVIRONMENTAL PROGRAMS & OPS	0.45	0.45	0.45	0.00	
TOTAL PUBLIC WORKS		54.20	56.20	56.20	0.00	
TOTAL - GENERAL FUND EMPLOYEES		423.45	446.36	447.36	1.00	

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2020/2021**

DIV NO.	DIVISION NAME	2018/2019 ADJUSTED	2019/2020 ADJUSTED	CHANGE FROM		COMMENTS
				2020/2021 PROPOSED	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	
	TOTAL GRANTS	2.00	2.00	2.00	0.00	
PARATRANSIT FUND						
41170420	PARATRANSIT	2.00	2.00	2.00	0.00	
	TOTAL PARATRANSIT FUND	2.00	2.00	2.00	0.00	
BUILDING SURCHARGE FUND						
41224100	INFORMATION TECHNOLOGY	1.00	1.00	1.00	0.00	
	TOTAL BUILDING SURCHARGE FUND	1.00	1.00	1.00	0.00	
ARTS FUND						
41322400	Cultural Affairs	0.88	0.88	0.88	0.00	
	TOTAL ARTS FUND	0.88	0.88	0.88	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	0.63	0.63	0.63	0.00	
20260400	REFUSE COLLECTION	41.87	41.87	43.00	1.13	Reclass RPT positions to Full-Time; Reclass one (1) Heavy Equipment Operator to Sanitation Driver and transfer from 20260410-Transfer Station.
20260410	TRANSFER STATION	7.94	7.94	7.00	-0.94	Reclass RPT positions to Full-time; Reclass one (1) Heavy Equipment Operator to Sanitation Driver and transfer to 20260400-Refuse Collection.
	TOTAL REFUSE	50.44	50.44	50.63	0.19	
20314500	PURCHASING	2.37	2.37	2.37	0.00	
20370100	TRANSIT ADMIN.	8.00	8.00	8.00	0.00	
20370200	TRANSIT OPERATION	146.99	149.49	149.50	0.01	Eliminate five (5) Part-Time Bus Operator positions; Eliminate three (3) Full-Time Bus Operator positions; Add one (1) Facility Maintenance Supervisor position; add one (1) Secretary position; Transfer one (1) Building Engineer position, one (1) Facility Maintenance Worker position and four (4) Fleet Services Assistant positions from 30870400-Equipment Maintenance.
	TOTAL TRANSIT	157.36	159.86	159.87	0.01	

**CITY OF CULVER CITY
COMPARISON OF PERSONNEL POSITION ALLOCATIONS
FISCAL YEAR 2020/2021**

<u>DIV NO.</u>	<u>DIVISION NAME</u>	2018/2019	2019/2020	2020/2021	CHANGE FROM	<u>COMMENTS</u>
		<u>ADJUSTED</u>	<u>ADJUSTED</u>	<u>PROPOSED</u>	<u>PRIOR YEAR</u> <u>ADJUSTED</u>	
20460300	SEWER MAINTENANCE	11.58	11.58	11.58	0.00	
	TOTAL SEWER	11.58	11.58	11.58	0.00	
INTERNAL SERVICE FUNDS						
30870400	EQUIPMENT MAINTENANCE	40.00	40.00	32.00	-8.00	Transfer-out one (1) Building Engineer position, one (1) Facility Maintenance Worker position and four (4) Fleet Services Assistant positions to 20370200-Transit Operations; Eliminate one (1) Sr. Fleet Services Technician position; Eliminate one (1) Fleet Services Assistant position
30922200	RISK MGMT. - WORK COMP	2.25	2.25	2.25	0.00	
30913400	RISK MGMT - LIABILITY	1.35	1.35	1.35	0.00	
	TOTAL INTERNAL SVC.	43.60	43.60	35.60	-8.00	
GRAND TOTAL - CITY		694.12	719.53	712.73	-6.80	

**Revenue Detail
Fiscal 2020-21**

			2018-19	2019-20	2019-20	2020-21		%
			Actual	Adopted	Adjusted	Proposed	Change	Change
				Budget	Budget	Budget		
101 - General Fund Revenues								
Taxes								
10116100	311100	Current - Secured	5,267,829	5,282,353	5,350,000	5,862,843	512,843	9.6%
10116100	311220	Tax Increment-Pass-Throu	4,586,420	4,320,647	4,320,647	4,266,000	-54,647	-1.3%
10114400	312100	UUT-Electricity	6,028,996	6,568,000	6,568,000	5,337,000	-1,231,000	-18.7%
10114400	312110	UUT-Gas	1,062,075	1,000,000	1,000,000	813,000	-187,000	-18.7%
10114400	312120	UUT-Water	1,548,403	1,500,000	1,550,000	1,260,000	-290,000	-18.7%
10114400	312130	UUT-Telecommunications	3,709,096	3,550,000	3,550,000	2,885,000	-665,000	-18.7%
10114400	312140	UUT-Cable TV	825,076	900,000	850,000	690,000	-160,000	-18.8%
10116100	313000	Sales Tax	21,339,873	21,243,000	21,650,000	16,314,000	-5,336,000	-24.6%
10116100	313020	Sales Tax - Measure Y	9,477,458	9,761,000	10,050,000	7,573,000	-2,477,000	-24.6%
10116100	313030	Sales Tax - Measure C	1,122,469	4,881,000	5,025,000	3,787,000	-1,238,000	-24.6%
10116100	314000	PSAF Tax	463,082	451,000	451,000	340,000	-111,000	-24.6%
10114400	315100	Business License Tax	12,986,318	13,158,000	13,158,000	6,500,000	-6,658,000	-50.6%
10114400	315110	Business License Fee	689,253	650,000	650,000	325,000	-325,000	-50.0%
10114400	315120	Business License Penaltie	315,820	250,000	250,000	125,000	-125,000	-50.0%
10114400	315200	Cannabis Business Tax	0	1,000,000	50,000	25,000	-25,000	-50.0%
10114400	316000	Franchise Tax	1,412,810	1,465,000	1,425,000	1,000,000	-425,000	-29.8%
10114400	317000	Real Property Transfer Tax	3,634,569	2,500,000	3,250,000	3,210,000	-40,000	-1.2%
10114400	318000	Transient Occupancy Tax	8,551,849	8,493,000	8,650,000	4,266,000	-4,384,000	-50.7%
10116100	319000	Comm Industrial Develop T	2,668,453	1,000,000	2,650,000	1,311,100	-1,338,900	-50.5%
Taxes		Sub Total	85,689,848	87,973,000	90,447,647	65,889,943	-24,557,704	-27.2%
Licenses & Permits								
10150150	321000	Building Permits	3,483,847	2,750,000	3,000,000	3,000,000	0	0.0%
10150150	321010	Bldg Standards Admin Sur	5,557	5,000	5,000	4,500	-500	-10.0%
10150150	321100	Other License & Permits -	11,173	5,000	5,000	4,500	-500	-10.0%
10150150	321112	CASp Certificate/Traing AB	32,123	10,000	10,000	9,000	-1,000	-10.0%
10150150	322000	Electric Permits	527,137	625,000	750,000	750,000	0	0.0%
10150150	323000	Residential Building Recor	41,025	25,000	25,000	22,500	-2,500	-10.0%
10150150	324000	Plumbing and Heating	916,407	1,100,000	1,100,000	1,000,000	-100,000	-9.1%
10116100	325000	Utilities	67,015	65,000	75,000	50,000	-25,000	-33.3%
10116100	326000	Filming Permit	53,955	45,000	45,000	35,000	-10,000	-22.2%
10130200	326000	Filming Permit	40,377	35,000	35,000	27,170	-7,830	-22.4%
10116100	327000	Taxi Cab Permit	0	10,000	10,000	10,000	0	0.0%
10116100	327100	Massage Establishment P	8,820	10,000	5,000	3,000	-2,000	-40.0%
10116100	328000	Cannabis Permit	770,140	750,000	91,258	50,000	-41,258	-45.2%
10140200	328100	Police Alarm Permits	48,316	45,000	45,000	45,000	0	0.0%
10140200	328520	Dog Licenses	34,786	30,000	30,000	35,000	5,000	16.7%
10145600	329000	Fire Detection / Suppressio	241,213	200,000	220,000	220,000	0	0.0%
10145600	330000	Studio Inspection Fees	55,160	55,000	55,000	55,000	0	0.0%
10145600	330100	Other License & Permits -	28,221	35,000	28,000	28,000	0	0.0%
10160150	331000	Street Permits	493,334	350,000	440,000	400,000	-40,000	-9.1%
10160150	331150	Storefront Encroach Permit	50	0	0	0	0	0.0%
10160150	331200	Outdoor Dining Permit	186,051	180,000	180,000	180,000	0	0.0%
10160210	332000	House Moving Permits	22,017	15,000	15,000	15,000	0	0.0%
10160150	334500	Util Pole-SC Wireless App	0	0	0	75,000	75,000	0.0%
10160150	334510	St Lt Pole-SC Wireless Ap	0	0	50,861	100,000	49,139	96.6%
10114400	335100	Committee on Permits & Li	31,400	30,000	30,000	15,000	-15,000	-50.0%
10116100	335200	Tobacco Retailer's License	10,901	12,000	12,000	10,000	-2,000	-16.7%

**Revenue Detail
Fiscal 2020-21**

			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Licenses & Permits	Sub Total		7,109,022	6,387,000	6,262,119	6,143,670	-118,449	-1.9%
Fines & Forfeitures								
10140200	328150	Police False Alarm Chgs	175,765	150,000	165,000	150,000	-15,000	-9.1%
10145600	328250	False Fire Alrm Ord	800	0	0	0	0	0.0%
10145600	328260	Fire Code-Failure to Compl	200	0	0	0	0	0.0%
10140200	338100	Court Fines - General	1,985,854	1,900,000	1,950,000	1,500,000	-450,000	-23.1%
10140200	338200	Vehicle Code Fines	3,301,248	3,250,000	3,250,000	2,500,000	-750,000	-23.1%
10114400	338300	Admin Citations	1,700	0	0	0	0	0.0%
10140200	338300	Admin Citations	3,005	2,000	1,000	2,000	1,000	100.0%
10150250	338300	Admin Citations	1,170	2,500	2,500	500	-2,000	-80.0%
Fines & Forfeitures	Sub Total		5,469,742	5,304,500	5,368,500	4,152,500	-1,216,000	-22.7%
Intergovernmental								
10160240	339110	LA DOT & Caltrans (State)	4,131	5,600	5,600	5,600	0	0.0%
10116100	339140	CNG Excise Tax Credit	2,818	0	870	0	-870	-100.0%
10140200	342100	Post Program	30,266	0	38,958	0	-38,958	-100.0%
10116100	343000	SB 90 Reimbursement	0	0	75,000	75,000	0	0.0%
10145300	343820	State of Calif - GEMT	68,442	160,000	25,506	26,000	494	1.9%
10116100	345010	State Motor VLF In-Lieu	5,059,185	5,278,446	5,483,000	5,785,185	302,185	5.5%
10116100	345100	Home Owners Exemption	27,108	28,000	5,000	5,000	0	0.0%
10150120	346690	LA Metro - Wayfinding Sig	998	20,000	20,000	20,000	0	0.0%
Intergovernmental	Sub Total		5,192,948	5,492,046	5,653,934	5,916,785	262,851	4.6%
Charges for Services								
10122300	353100	Passport Processing Fee	82,355	75,000	55,000	0	-55,000	-100.0%
10150200	364100	Plan Zone, Subdivision	325,820	350,000	500,000	400,000	-100,000	-20.0%
10150200	364300	Plng Svcs Reimbursement	25,023	232,000	30,000	60,000	30,000	100.0%
10150200	364400	Business Planning Review	12,525	10,000	10,000	10,000	0	0.0%
10150200	364500	Community Benefit Contrib	145,617	300,000	350,000	300,000	-50,000	-14.3%
10130280	365110	Special Events	104	0	0	0	0	0.0%
10130285	365125	Fiesta - Rides	70,008	63,000	76,934	65,000	-11,934	-15.5%
10130260	365130	Concessions Revenue	4,434	3,000	0	0	0	0.0%
10130285	365135	Fiesta - Vendors	53,667	35,000	35,000	40,000	5,000	14.3%
10130285	365136	Fiesta - Sponsors	30,100	27,000	27,000	20,000	-7,000	-25.9%
10130233	365150	After School Program	471,998	470,000	470,000	522,500	52,500	11.2%
10130200	365160	Non-Resident Admin Char	31,096	30,000	30,000	30,000	0	0.0%
10130211	365210	Day Camp Fees	-865	0	-166	0	166	-100.0%
10130212	365210	Day Camp Fees	266,769	325,800	325,800	339,661	13,861	4.3%
10130212	365220	Youth Camp Fees	145,388	90,000	90,000	94,050	4,050	4.5%
10130211	365240	Recreation Park & Picnic P	91,626	110,000	110,000	94,050	-15,950	-14.5%
10130211	365250	Park Programs Revenue	40,603	35,000	35,000	36,575	1,575	4.5%
10130240	365310	Youth Sports Program Rev	382,940	338,780	428,780	344,850	-83,930	-19.6%
10130240	365350	Adult Sports Program Rev	88,947	80,000	80,000	80,000	0	0.0%
10130250	365410	Classes - Contracted Fees	916,637	967,587	994,587	1,011,128	16,541	1.7%
10130220	365510	City Plunge (Pool) Admissi	135,620	145,000	145,000	151,525	6,525	4.5%
10130220	365520	Pool Rental & Passes	173,366	165,000	165,000	172,425	7,425	4.5%
10130220	365530	Aquatics Programs	82,330	113,700	113,700	103,455	-10,245	-9.0%
10130220	365540	Aquatics Contract Classes	27,506	52,877	52,877	52,250	-627	-1.2%
10130260	365600	Membership Fees	18,291	20,000	20,000	18,810	-1,190	-6.0%
10130400	365600	Membership Fees	11,200	0	0	11,200	11,200	0.0%
10130110	365710	Senior Center Rental	93,368	65,000	65,000	67,925	2,925	4.5%

**Revenue Detail
Fiscal 2020-21**

			2018-19	2019-20	2019-20	2020-21	Change	%
			Actual	Adopted	Adjusted	Proposed		Change
				Budget	Budget	Budget		
10130110	365720	Teen Center Rental	51,919	62,000	62,000	34,485	-27,515	-44.4%
10130110	365730	Meeting Room Rental	374,495	330,000	330,000	365,750	35,750	10.8%
10130110	365740	Auditorium Rental	165,009	155,000	155,000	132,738	-22,262	-14.4%
10130400	365753	Community Gardens	453	500	500	500	0	0.0%
10130400	365755	Fitness Room Reimburse	3,792	42,000	21,000	0	-21,000	-100.0%
10130300	365800	LA County Library-Kaizuka	0	20,690	20,690	0	-20,690	-100.0%
10145200	367210	Strike Team	719,743	200,000	200,000	175,000	-25,000	-12.5%
10145200	367300	Fire Inspection - Business	425,161	550,000	428,000	375,000	-53,000	-12.4%
10145200	367310	Fire Inspection - Penalties	14,052	6,000	6,000	5,000	-1,000	-16.7%
10145600	367320	Penalty/Adm. Charges	100	0	0	0	0	0.0%
10145200	367400	Ambulance Fees	2,080,717	1,944,000	1,975,000	1,734,000	-241,000	-12.2%
10145600	367500	Hazardous Materials Fees	137,218	125,000	135,000	118,500	-16,500	-12.2%
10140200	367900	Sfty Special Event/Filming	213,276	225,000	225,000	175,000	-50,000	-22.2%
10145600	367900	Sfty Special Event/Filming	248,455	230,000	230,000	202,000	-28,000	-12.2%
10140200	368100	Special Police Services	92,270	100,000	100,000	75,000	-25,000	-25.0%
10140200	368300	Live Scan Fees	128,819	125,000	125,000	100,000	-25,000	-20.0%
10140200	368500	DNA Services	1,200	1,500	1,500	1,600	100	6.7%
10140200	368600	Animal Control Fees	25	100	0	0	0	0.0%
10160210	369100	Street Division Services	27,193	22,865	22,865	22,865	0	0.0%
10160150	369410	Stormwater Plan Ck Fees	12,176	6,000	6,000	6,000	0	0.0%
10160150	369420	Banner Installation/Remov	9,247	5,000	5,000	5,000	0	0.0%
10160150	369450	Engineering Svs Fees/Cha	1,467	2,000	2,000	2,000	0	0.0%
10160150	369460	Traffic Impact Study Fee	67,000	20,000	20,000	20,000	0	0.0%
10160170	369460	Traffic Impact Study Fee	0	35,000	35,000	0	-35,000	-100.0%
10150250	370110	Code Enforcement Fees	745	500	500	0	-500	-100.0%
10116100	370610	P-Card Incentive Program	15,351	15,000	15,000	12,000	-3,000	-20.0%
10116100	370620	Credit Card Convenience F	483	1,000	1,000	0	-1,000	-100.0%
10113100	370710	City Property Damages Re	0	20,000	0	0	0	0.0%
10116100	370710	City Property Damages Re	61,576	0	20,523	18,000	-2,523	-12.3%
10150120	371000	Work for Others	1,425	0	0	0	0	0.0%
10145600	371300	Plan Check Fees	512,965	460,000	460,000	400,000	-60,000	-13.0%
10150150	371300	Plan Check Fees	1,936,765	3,506,000	3,070,081	2,500,000	-570,081	-18.6%
10160150	371300	Plan Check Fees	314,749	225,000	265,000	200,000	-65,000	-24.5%
10150150	371350	Admin Processing & Revie	39,601	0	292,665	250,000	-42,665	-14.6%
Charges for Services		Sub Total	11,383,916	12,538,899	12,439,836	10,955,842	-1,483,994	-11.9%
Use of Money & Prop								
10116100	382000	Interest Income	987,289	600,000	600,000	800,000	200,000	33.3%
10116100	382010	Net Incr/Decr Fair Val Inve	729,064	0	0	0	0	0.0%
10116100	382100	Interest Income-Notes Rec	23,989	0	13,682	12,000	-1,682	-12.3%
10116100	382125	Interest Income - Wells Far	229,244	0	115,000	103,000	-12,000	-10.4%
10116100	382127	Net Inc/Decr FairVal-WellsF	394,871	0	0	0	0	0.0%
10116100	382205	Interest Income-Fiber Netw	512,254	0	500,000	243,540	-256,460	-51.3%
10150120	383000	Rental Income	0	2,000	0	0	0	0.0%
10150120	383120	Rental Ivy Substation	0	25,000	0	0	0	0.0%
10116100	383150	Rent/Concession - Other	102,750	60,000	60,000	54,000	-6,000	-10.0%
10160410	383150	Rent/Concession - Other	78,000	78,000	78,000	70,000	-8,000	-10.3%
10150120	383160	Farmers Market Income	52,413	115,000	70,000	38,118	-31,882	-45.5%
10150120	383190	Leases - Econ Dev Agrmnt	108,929	102,000	102,000	63,590	-38,410	-37.7%
10114400	383195	Downtown BID-Admin Fee	75,216	75,000	75,000	4,520	-70,480	-94.0%
Use of Money & Prop		Sub Total	3,294,019	1,057,000	1,613,682	1,388,768	-224,914	-13.9%

**Revenue Detail
Fiscal 2020-21**

			2018-19	2019-20	2019-20	2020-21	Change	%
			Actual	Adopted	Adjusted	Proposed		Change
Other Revenue								
10116100	339200	Westfield Sign Revenue	425,000	225,000	225,000	200,000	-25,000	-11.1%
10160460	348205	Utility Sust Business Cert	3,000	0	0	0	0	0.0%
10160100	348360	CCUSD-Sf Rt to Sch	60,000	60,000	60,000	60,000	0	0.0%
10110000	386100	Miscellaneous Revenue	990	0	0	0	0	0.0%
10110100	386100	Miscellaneous Revenue	19,380	0	0	0	0	0.0%
10113100	386100	Miscellaneous Revenue	42,094	0	0	0	0	0.0%
10114100	386100	Miscellaneous Revenue	689	0	0	0	0	0.0%
10114200	386100	Miscellaneous Revenue	1,017	0	0	0	0	0.0%
10114300	386100	Miscellaneous Revenue	780	0	0	0	0	0.0%
10114400	386100	Miscellaneous Revenue	3,655	0	0	0	0	0.0%
10114500	386100	Miscellaneous Revenue	226	0	0	0	0	0.0%
10116100	386100	Miscellaneous Revenue	25,815	0	40,371	36,000	-4,371	-10.8%
10122100	386100	Miscellaneous Revenue	521	0	0	0	0	0.0%
10122300	386100	Miscellaneous Revenue	3,339	0	0	0	0	0.0%
10124100	386100	Miscellaneous Revenue	614	0	0	0	0	0.0%
10124200	386100	Miscellaneous Revenue	308	0	0	0	0	0.0%
10130100	386100	Miscellaneous Revenue	991	0	0	0	0	0.0%
10130110	386100	Miscellaneous Revenue	144	0	0	0	0	0.0%
10130200	386100	Miscellaneous Revenue	634	0	0	0	0	0.0%
10130240	386100	Miscellaneous Revenue	144	0	0	0	0	0.0%
10130300	386100	Miscellaneous Revenue	2,208	0	0	0	0	0.0%
10130400	386100	Miscellaneous Revenue	41,648	7,200	0	34,500	34,500	0.0%
10140100	386100	Miscellaneous Revenue	985	0	0	0	0	0.0%
10140200	386100	Miscellaneous Revenue	39,894	6,000	6,000	3,000	-3,000	-50.0%
10145100	386100	Miscellaneous Revenue	849	0	0	0	0	0.0%
10145200	386100	Miscellaneous Revenue	14,709	0	0	0	0	0.0%
10145300	386100	Miscellaneous Revenue	1,090	0	0	0	0	0.0%
10145600	386100	Miscellaneous Revenue	2,055	0	300	0	-300	-100.0%
10145700	386100	Miscellaneous Revenue	66	0	0	0	0	0.0%
10150100	386100	Miscellaneous Revenue	252	0	0	0	0	0.0%
10150120	386100	Miscellaneous Revenue	16,850	0	0	0	0	0.0%
10150150	386100	Miscellaneous Revenue	392	450	450	0	-450	-100.0%
10150200	386100	Miscellaneous Revenue	2,038	100	500	1,000	500	100.0%
10150250	386100	Miscellaneous Revenue	424	0	0	0	0	0.0%
10150500	386100	Miscellaneous Revenue	522	0	0	0	0	0.0%
10160100	386100	Miscellaneous Revenue	383	0	0	0	0	0.0%
10160150	386100	Miscellaneous Revenue	32,769	25,000	25,000	5,000	-20,000	-80.0%
10160200	386100	Miscellaneous Revenue	784	0	0	0	0	0.0%
10160210	386100	Miscellaneous Revenue	2,394	0	0	0	0	0.0%
10160220	386100	Miscellaneous Revenue	1,518	0	525	0	-525	-100.0%
10160230	386100	Miscellaneous Revenue	1,268	0	0	0	0	0.0%
10160240	386100	Miscellaneous Revenue	2,573	0	0	0	0	0.0%
10160250	386100	Miscellaneous Revenue	306	0	263	0	-263	-100.0%
10116100	386103	Elec Veh/Plug-In Hybrd Pr	3,753	0	4,800	4,300	-500	-10.4%
10114400	386105	Unidentified Revenue	8,803	0	0	0	0	0.0%
10130200	386110	Coins-Over/Short	1,674	0	0	0	0	0.0%
10130400	386200	Donations	35,000	35,000	35,000	35,000	0	0.0%
10140200	386200	Donations	365	0	1,000	0	-1,000	-100.0%
10140200	386215	8777 Washington Bl-Lincol	32,074	18,000	18,000	12,000	-6,000	-33.3%

**Revenue Detail
Fiscal 2020-21**

			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
10116100	386300	Sale of Property	5,584	0	0	0	0	0.0%
10140200	386310	PD M43 Conversion Funds	0	0	160,000	0	-160,000	-100.0%
10116100	386350	Land Sale Proceeds	71,551	0	0	0	0	0.0%
10114500	386400	Discounts Earned	932	0	0	0	0	0.0%
Other Revenue		Sub Total	915,051	376,750	577,209	390,800	-186,409	-32.3%
Other-Transfers								
10116100	391203	Trsf In From - Fund 203	300,000	300,000	300,000	300,000	0	0.0%
10116100	391414	Trsf In From - Fund 414	0	540,000	540,000	425,000	-115,000	-21.3%
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	1,200,000	1,200,000	1,200,000	1,200,000	0	0.0%
10116100	391476	Trsf In From - Fund 476	833,984	853,394	853,394	817,225	-36,169	-4.2%
Other-Transfers		Sub Total	2,733,984	3,293,394	3,293,394	3,142,225	-151,169	-4.6%
Cost Allocation Rec								
10160300	375000	Admin Cost Alloc (Interfun	726,763	872,638	872,638	809,515	-63,123	-7.2%
10160400	375000	Admin Cost Alloc (Interfun	1,751,211	1,969,421	1,969,421	2,028,230	58,809	3.0%
10170100	375000	Admin Cost Alloc (Interfun	1,592,379	1,807,283	1,807,283	1,942,187	134,904	7.5%
10116100	375100	Admin Cost-Successor Ag	650,000	280,000	280,000	650,000	370,000	132.1%
Cost Allocation Rec		Sub Total	4,720,353	4,929,342	4,929,342	5,429,932	500,590	10.2%
General Fund Total			126,508,885	127,351,931	130,585,663	103,410,465	-27,175,198	-20.8%
202 - Refuse Disposal Fund Revenues								
Licenses & Permits								
20260400	333500	Recycling Plan Permit Fee	10,855	13,350	13,350	8,000	-5,350	-40.1%
Licenses & Permits		Sub Total	10,855	13,350	13,350	8,000	-5,350	-40.1%
Intergovernmental								
20260400	339140	CNG Excise Tax Credit	28,580	0	0	1,608	1,608	0.0%
20260400	339160	LCFS Credit	0	0	0	1,843	1,843	0.0%
20260400	343500	Dept/Conservation-Recycli	33,080	19,258	19,258	20,000	742	3.9%
20260470	343515	CalRecycle-Food Rescue	-14	497,000	497,000	0	-497,000	-100.0%
Intergovernmental		Sub Total	61,645	516,258	516,258	23,451	-492,807	-95.5%
Charges for Services								
20260400	352000	Refuse Disposal	4,079,233	4,035,310	4,035,310	4,035,310	0	0.0%
20260400	352100	Can Service	68,871	55,064	55,064	55,064	0	0.0%
20260400	352200	Bin Service	7,019,062	7,479,208	7,479,208	7,479,208	0	0.0%
20260400	352300	Drop Box Service	980,450	746,548	746,548	746,548	0	0.0%
20260400	352400	Bin Rental Charges	330,658	301,369	301,369	301,369	0	0.0%
20260400	352510	Tonnage Charges	887,765	900,723	900,723	900,723	0	0.0%
20260400	352520	Tonnage Charges - Green	30,419	64,144	64,144	64,144	0	0.0%
20260400	352530	Tonnage Charges - Inerts	225,364	144,006	144,006	144,006	0	0.0%
20260400	352560	Tonnage Charges - Other	1,112,341	684,022	684,022	684,022	0	0.0%
20260400	352600	Interest & Penalties	248,154	153,681	153,681	153,681	0	0.0%
20260400	352700	Special Services	597,090	550,167	550,167	550,167	0	0.0%
20260400	352900	Sale of Recycle Items	437,458	0	0	391,020	391,020	0.0%
Charges for Services		Sub Total	16,016,865	15,114,242	15,114,242	15,505,262	391,020	2.6%
Use of Money & Prop								
20216100	382000	Interest Income	32,423	10,000	10,000	20,000	10,000	100.0%
20216100	382010	Net Incr/Decr Fair Val Inve	36,503	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	68,926	10,000	10,000	20,000	10,000	100.0%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Other Revenue								
20260400	386100	Miscellaneous Revenue	8,358	5,000	5,000	5,000	0	0.0%
20260410	386100	Miscellaneous Revenue	339	0	0	0	0	0.0%
Other Revenue		Sub Total	8,697	5,000	5,000	5,000	0	0.0%
Refuse Disposal Fund Total			16,166,988	15,658,850	15,658,850	15,561,713	-97,137	-0.6%
203 - Municipal Bus Lines Fund Revenues								
Intergovernmental								
20370200	313500	Measure R - OP	2,216,259	2,376,766	2,376,766	2,376,881	115	0.0%
20370200	313510	Measure R-Local Return Tr	0	251,203	251,203	263,385	12,182	4.8%
20370300	313540	Measure R - Clean Fuel	0	141,775	141,775	0	-141,775	-100.0%
20370200	313600	Measure M-OP	2,237,563	2,458,354	2,458,354	2,351,684	-106,670	-4.3%
20370200	339160	LCFS Credit	270,470	160,000	160,000	55,000	-105,000	-65.6%
20370200	340910	FTA - 5307 (Sect 9)	0	800,000	800,000	1,000,000	200,000	25.0%
20370214	340910	FTA - 5307 (Sect 9)	3,556,553	2,500,000	2,500,000	4,000,000	1,500,000	60.0%
20370300	340910	FTA - 5307 (Sect 9)	0	0	0	6,708,596	6,708,596	0.0%
20370303	340910	FTA - 5307 (Sect 9)	108,750	96,000	96,000	80,800	-15,200	-15.8%
20370309	340910	FTA - 5307 (Sect 9)	0	0	0	0	0	0.0%
20370311	340910	FTA - 5307 (Sect 9)	320,000	0	0	0	0	0.0%
20370200	342200	STA Grant	1,731,849	1,134,065	1,134,065	1,020,445	-113,620	-10.0%
20370200	342210	SB1 - STA (State Grant Fu	30,620	738,525	738,525	771,498	32,973	4.5%
20370200	342220	SB1-State of Good Repair	-112,307	245,367	245,367	216,523	-28,844	-11.8%
20370200	342300	TDA Grant	4,273,279	6,024,508	6,024,508	6,036,272	11,764	0.2%
20370300	342300	TDA Grant	0	0	0	1,180,000	1,180,000	0.0%
20370200	343590	CalCap&Trade LCTOP Lo	299,582	169,652	169,652	216,443	46,791	27.6%
20370200	346310	Prop A Disc	3,526,392	3,566,575	3,566,575	3,643,789	77,214	2.2%
20370300	346363	Prop 1B - PTIMSEA	32,952	0	0	0	0	0.0%
20370308	346367	Prop 1B Transit Security	0	66,090	66,090	37,550	-28,540	-43.2%
20370300	346368	Metro Prop 1B Bridge Tran	109,452	78,097	78,097	192,818	114,721	146.9%
20370300	346369	Metro Prop 1B Bridge Fun	0	344,025	344,025	688,050	344,025	100.0%
20370200	346510	Prop C Disc - Transit Svc	164,783	252,811	252,811	258,625	5,814	2.3%
20370200	346520	Prop C Disc - BSIP Overcr	172,727	176,666	176,666	180,729	4,063	2.3%
20370200	346530	Prop C Disc - Foothill Mitig	195,526	217,384	217,384	209,069	-8,315	-3.8%
20370200	346560	Prop C Disc - Security	457,664	404,087	404,087	397,990	-6,097	-1.5%
20370200	346580	Prop C Disc - MOSIP	500,000	733,352	733,352	0	-733,352	-100.0%
20370300	346580	Prop C Disc - MOSIP	211,869	352,000	352,000	1,113,749	761,749	216.4%
20370303	346580	Prop C Disc - MOSIP	0	0	0	15,200	15,200	0.0%
20370300	346675	MTA - Bus Signal Priority P	74,795	100,000	100,000	0	-100,000	-100.0%
20370300	346680	MTA - Real Time Bus Arriv	114,347	100,000	100,000	0	-100,000	-100.0%
Intergovernmental		Sub Total	20,493,126	23,487,302	23,487,302	33,015,096	9,527,794	40.6%
Charges for Services								
20370200	355010	Farebox Revenues	1,878,797	1,900,000	1,900,000	1,500,000	-400,000	-21.1%
20370200	355020	TAP Card Sales	429,444	400,000	400,000	400,727	727	0.2%
20370200	355025	Purchase TAP Cards	124	0	0	0	0	0.0%
20370200	355060	EZ Pass Revenue	186,509	120,000	120,000	120,000	0	0.0%
20370200	355070	BruinGO Program	343,713	300,000	300,000	208,000	-92,000	-30.7%
20370200	355080	Access Services	66,627	85,000	85,000	55,000	-30,000	-35.3%
20370200	355090	LIFE - METRO	3,720	3,000	3,000	3,500	500	16.7%
20380000	365600	Membership Fees	12,600	10,000	10,000	0	-10,000	-100.0%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Charges for Services	Sub Total		2,921,533	2,818,000	2,818,000	2,287,227	-530,773	-18.8%
Use of Money & Prop								
20316100	382000	Interest Income	12,692	0	0	43,000	43,000	0.0%
20370200	382000	Interest Income	76,147	35,000	35,000	25,000	-10,000	-28.6%
20316100	382010	Net Incr/Decr Fair Val Inve	117,485	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		271,686	100,361	100,361	133,361	33,000	32.9%
Other Revenue								
20370100	346595	EIR Transit Mitigation Fund	52,377	50,000	50,000	150,000	100,000	200.0%
20370200	346595	EIR Transit Mitigation Fund	433,931	1,500,000	1,500,000	335,884	-1,164,116	-77.6%
20370200	365655	Advertising - Bus	237,920	250,000	250,000	250,000	0	0.0%
20370100	386100	Miscellaneous Revenue	7,086	3,000	3,000	3,000	0	0.0%
20370200	386100	Miscellaneous Revenue	13,783	12,000	12,000	12,000	0	0.0%
20370200	386300	Sale of Property	-119,691	0	0	0	0	0.0%
Other Revenue	Sub Total		625,406	1,815,000	1,815,000	750,884	-1,064,116	-58.6%
Other-Transfers								
20316100	391415	Trsf In From - Fund 415	784,926	807,503	807,503	846,755	39,252	4.9%
20316100	391424	Trsf In From - Fund 424	343,757	224,802	224,802	442,361	217,559	96.8%
20316100	391431	Trsf In From - Fund 431	244,158	0	0	0	0	0.0%
Other-Transfers	Sub Total		1,372,841	1,032,305	1,032,305	1,289,116	256,811	24.9%
Municipal Bus Lines Fund Total			25,684,592	29,252,968	29,252,968	37,475,684	8,222,716	28.1%

204 - Sewer Enterprise Fund Revenues

Intergovernmental								
20460300	339140	CNG Excise Tax Credit	247	0	0	0	0	0.0%
Intergovernmental	Sub Total		247	0	0	0	0	0.0%
Charges for Services								
20460300	357100	Sewer - Operating	9,133,129	9,225,000	9,225,000	10,000,000	775,000	8.4%
20460300	357110	Ind Waste Inspection Fees	121,700	135,000	135,000	135,000	0	0.0%
20460300	357120	Permit Sewer Facility - LA	697,901	200,000	200,000	200,000	0	0.0%
20460300	357125	Permit-Sewer Facility - CC	1,066,766	300,000	300,000	200,000	-100,000	-33.3%
Charges for Services	Sub Total		11,019,497	9,860,000	9,860,000	10,535,000	675,000	6.8%
Use of Money & Prop								
20460300	382000	Interest Income	282,128	100,000	100,000	204,000	104,000	104.0%
20460310	382000	Interest Income	5,370	3,500	3,500	0	-3,500	-100.0%
20416100	382010	Net Incr/Decr Fair Val Inve	236,798	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		524,297	103,500	103,500	204,000	100,500	97.1%
Other Revenue								
20460300	386100	Miscellaneous Revenue	829	0	0	0	0	0.0%
Other Revenue	Sub Total		829	0	0	0	0	0.0%
Sewer Enterprise Fund Total			11,544,869	9,963,500	9,963,500	10,739,000	775,500	7.8%

205 - Municipal Fiber Network Fund Revenues

Charges for Services								
20516100	359200	Municipal Fiber Charges	0	400,200	400,200	0	-400,200	-100.0%
20516100	359210	Fiber IRU Charges	0	1,125,000	1,125,000	2,850,000	1,725,000	153.3%
20516100	359212	Dark Fiber MRC Charges	0	0	0	703,314	703,314	0.0%
20516100	359220	Customer Funded Laterals	35,655	0	0	0	0	0.0%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Charges for Services	Sub Total		35,655	1,525,200	1,525,200	3,553,314	2,028,114	133.0%
Use of Money & Prop								
20516100	382000	Interest Income	-2,222	0	0	3,000	3,000	0.0%
20516100	382010	Net Incr/Decr Fair Val Inve	9,959	0	0	0	0	0.0%
20580000	386675	Loans Forgiven	1,376,761	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		1,384,497	0	0	3,000	3,000	0.0%
Other Revenue								
20516100	386104	Services Transport	0	0	0	60,000	60,000	0.0%
Other Revenue	Sub Total		0	0	0	60,000	60,000	0.0%
Other-Transfers								
20516100	391101	Trsf In From - Fund 101	400,000	967,706	967,706	0	-967,706	-100.0%
Other-Transfers	Sub Total		400,000	967,706	967,706	0	-967,706	-100.0%
Municipal Fiber Network Fund Total			1,820,152	2,492,906	2,492,906	3,616,314	1,123,408	45.1%
307 - Equipment Replacement Fund Revenues								
Charges for Services								
30770500	359100	Vehicle Amortization	2,058,872	2,167,555	2,167,555	980,297	-1,187,258	-54.8%
Charges for Services	Sub Total		2,058,872	2,167,555	2,167,555	980,297	-1,187,258	-54.8%
Use of Money & Prop								
30770500	382000	Interest Income	105,510	45,000	45,000	73,000	28,000	62.2%
30716100	382010	Net Incr/Decr Fair Val Inve	80,358	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		185,868	45,000	45,000	73,000	28,000	62.2%
Other Revenue								
30770500	386300	Sale of Property	68,374	0	0	0	0	0.0%
Other Revenue	Sub Total		68,374	0	0	0	0	0.0%
Equipment Replacement Fund Total			2,313,114	2,212,555	2,212,555	1,053,297	-1,159,258	-52.4%
308 - Equipment Maintenance Fund Revenues								
Intergovernmental								
30870400	339140	CNG Excise Tax Credit	-8	0	0	0	0	0.0%
30870400	339160	LCFS Credit	258	120	120	120	0	0.0%
Intergovernmental	Sub Total		250	120	120	120	0	0.0%
Charges for Services								
30870400	360100	Equip Maint - Labor	5,083,584	6,000,000	6,000,000	5,368,588	-631,412	-10.5%
30870400	360110	Equip Maint - Commerc	335,926	0	0	0	0	0.0%
30870400	360120	Equip Maint - Fuel	1,861,508	1,600,000	1,600,000	1,400,000	-200,000	-12.5%
30870400	360130	Equip Maint - Parts	1,155,986	1,300,000	1,300,000	1,305,440	5,440	0.4%
30870400	360150	Equip Maint - Misc.	4,072	0	0	0	0	0.0%
Charges for Services	Sub Total		8,441,075	8,900,000	8,900,000	8,074,028	-825,972	-9.3%
Use of Money & Prop								
30870400	382000	Interest Income	2,528	0	0	2,000	2,000	0.0%
30816100	382010	Net Incr/Decr Fair Val Inve	6,264	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		8,791	0	0	2,000	2,000	0.0%
Other Revenue								
30870400	386100	Miscellaneous Revenue	3,054	0	0	0	0	0.0%
Other Revenue	Sub Total		3,054	0	0	0	0	0.0%
Equipment Maintenance Fund Total			8,453,171	8,900,120	8,900,120	8,076,148	-823,972	-9.3%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
309 - Risk Management Fund Revenues								
Charges for Services								
30922200	361000	Liability Reserve Fees	3,938,806	2,402,713	2,402,713	1,925,714	-476,999	-19.9%
30922200	362000	Workers Comp Reserve Fe	3,367,713	4,299,259	4,299,259	6,816,349	2,517,090	58.5%
30922200	362500	Property Insurance Fees	0	626,743	626,743	626,743	0	0.0%
Charges for Services Sub Total			7,306,519	7,328,715	7,328,715	9,368,806	2,040,091	27.8%
Use of Money & Prop								
30922200	382000	Interest Income	19,543	25,000	25,000	28,000	3,000	12.0%
30916100	382010	Net Incr/Decr Fair Val Inve	51,999	0	0	0	0	0.0%
Use of Money & Prop Sub Total			71,542	25,000	25,000	28,000	3,000	12.0%
Other Revenue								
30922200	386100	Miscellaneous Revenue	30,517	0	0	0	0	0.0%
Other Revenue Sub Total			30,517	0	0	0	0	0.0%
Risk Management Fund Total			7,408,578	7,353,715	7,353,715	9,396,806	2,043,091	27.8%
310 - Central Stores Fund Revenues								
Charges for Services								
31016100	363100	Telephone Cost Allocation	212,997	250,000	250,000	361,770	111,770	44.7%
31014600	363110	Stores Charges	1,592,748	1,565,000	1,565,000	1,565,000	0	0.0%
Charges for Services Sub Total			1,805,745	1,815,000	1,815,000	1,926,770	111,770	6.2%
Other Revenue								
31014600	386400	Discounts Earned	256	0	0	0	0	0.0%
Other Revenue Sub Total			256	0	0	0	0	0.0%
Central Stores Fund Total			1,806,000	1,815,000	1,815,000	1,926,770	111,770	6.2%
410 - AQMD - AB 2766 Funds Revenues								
Intergovernmental								
41070620	342500	AQMD-AB2766Subvention	0	0	0	50,000	50,000	0.0%
Intergovernmental Sub Total			0	0	0	50,000	50,000	0.0%
Other-Transfers								
41070600	391424	Trsf In From - Fund 424	0	0	0	35,000	35,000	0.0%
Other-Transfers Sub Total			0	0	0	35,000	35,000	0.0%
AQMD - AB 2766 Funds Total			0	0	0	85,000	85,000	0.0%
411 - Para Transit Revenues								
Intergovernmental								
41170420	339160	LCFS Credit	2,277	960	960	900	-60	-6.3%
41170420	346200	Prop A Incentive	61,557	71,805	71,805	58,867	-12,938	-18.0%
41170420	346700	County Paratransit Reimbu	257	1,000	1,000	500	-500	-50.0%
Intergovernmental Sub Total			64,091	73,765	73,765	60,267	-13,498	-18.3%
Charges for Services								
41170420	356100	Dial-a-Ride	3,172	3,000	3,000	2,500	-500	-16.7%
41170420	356110	Extended Areas	0	500	500	100	-400	-80.0%
Charges for Services Sub Total			3,172	3,500	3,500	2,600	-900	-25.7%
Other Revenue								
41170420	386200	Donations	2,749	2,500	2,500	2,000	-500	-20.0%
Other Revenue Sub Total			2,749	2,500	2,500	2,000	-500	-20.0%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Other-Transfers								
41170420	391424	Trsf In From - Fund 424	232,675	250,000	250,000	250,000	0	0.0%
Other-Transfers		Sub Total	232,675	250,000	250,000	250,000	0	0.0%
Para Transit Total			302,687	329,765	329,765	314,867	-14,898	-4.5%
412 - Building Surcharge Fund Revenues								
Licenses & Permits								
41250150	321100	Other License & Permits -	396,210	250,000	250,000	200,000	-50,000	-20.0%
Licenses & Permits		Sub Total	396,210	250,000	250,000	200,000	-50,000	-20.0%
Use of Money & Prop								
41216100	382000	Interest Income	15,893	5,500	5,500	11,000	5,500	100.0%
41216100	382010	Net Incr/Decr Fair Val Inve	12,433	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	28,326	5,500	5,500	11,000	5,500	100.0%
Building Surcharge Fund Total			424,536	255,500	255,500	211,000	-44,500	-17.4%
413 - Cultural Trust Fund Revenues								
Licenses & Permits								
41310400	334200	Art in Public Places Fee	-7,000	0	0	0	0	0.0%
41322400	334200	Art in Public Places Fee	438,439	350,000	375,000	350,000	-25,000	-6.7%
Licenses & Permits		Sub Total	431,439	350,000	375,000	350,000	-25,000	-6.7%
Use of Money & Prop								
41316100	382000	Interest Income	40,925	15,000	15,000	29,000	14,000	93.3%
41316100	382010	Net Incr/Decr Fair Val Inve	31,510	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	72,435	15,000	15,000	29,000	14,000	93.3%
Cultural Trust Fund Total			503,874	365,000	390,000	379,000	-11,000	-2.8%
414 - Operating Grants Fund Revenues								
Intergovernmental								
41450541	340424	Homeless Services Grant	50,000	249,763	249,763	425,000	175,237	70.2%
41450541	340425	Homeless incentive Progra	0	0	24,750	24,750	0	0.0%
41430410	340600	NSIP Nutrition Svc Incentiv	5,128	5,127	0	0	0	0.0%
41430415	340600	NSIP Nutrition Svc Incentiv	1,543	1,542	0	0	0	0.0%
41430415	340700	LAC WDACS Title III-B	1,000	1,000	1,000	1,000	0	0.0%
41430410	340800	LAC WDACS Title III C	160,174	160,183	160,183	160,183	0	0.0%
41430415	340800	LAC WDACS Title III C	45,747	45,759	45,759	45,759	0	0.0%
41440913	341410	DOJ-Bulletproof Vest Gran	14,509	0	0	0	0	0.0%
41440929	341449	Selective Traffic Enforcem	20,798	0	0	0	0	0.0%
41440930	341449	Selective Traffic Enforcem	35,928	0	400	0	-400	-100.0%
41445909	342170	SAFER Grant	0	540,000	540,000	0	-540,000	-100.0%
41460902	342400	TDA 3 - Bikeways (Gas Ta	27,193	26,000	26,000	26,000	0	0.0%
41470620	342500	AQMD-AB2766Subvention	38,297	0	0	0	0	0.0%
41440230	342700	COPS/SLESF/Brulte Reve	148,747	100,000	100,000	145,145	45,145	45.1%
41445904	343206	Emergency Managemt Per	32,418	8,000	8,000	8,000	0	0.0%
41460905	343500	Dept/Conservation-Recycli	10,236	0	0	0	0	0.0%
41460906	343510	CalRecycle HHW	0	0	50,000	0	-50,000	-100.0%
41460914	343512	CalRecycle-GreenBusines	20,000	0	0	0	0	0.0%
41460903	346330	Prop A: Maint & Srvc.	0	0	0	80,000	80,000	0.0%
Intergovernmental		Sub Total	611,717	1,137,374	1,205,855	915,837	-290,018	-24.1%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Use of Money & Prop								
41440230	382000	Interest Income	6,615	3,000	3,000	3,000	0	0.0%
Use of Money & Prop		Sub Total	6,615	3,000	3,000	3,000	0	0.0%
Other Revenue								
41430410	386200	Donations	42,840	47,000	47,000	36,000	-11,000	-23.4%
41430415	386210	Donations - Home Delivery	9,779	7,200	7,200	7,200	0	0.0%
41470620	386300	Sale of Property	1,307	0	0	0	0	0.0%
Other Revenue		Sub Total	53,926	54,200	54,200	43,200	-11,000	-20.3%
Other-Transfers								
41416100	391101	Trsf In From - Fund 101	0	72,357	72,357	67,120	-5,237	-7.2%
41430410	391101	Trsf In From - Fund 101	33,342	16,984	16,984	0	-16,984	-100.0%
41430415	391101	Trsf In From - Fund 101	8,443	28,161	28,161	0	-28,161	-100.0%
41470600	391424	Trsf In From - Fund 424	33,641	35,000	35,000	0	-35,000	-100.0%
Other-Transfers		Sub Total	75,427	152,502	152,502	67,120	-85,382	-56.0%
Operating Grants Fund Total			747,684	1,347,076	1,415,557	1,029,157	-386,400	-27.3%
415 - Prop A Local Return Fund Revenues								
Intergovernmental								
41516100	346100	Prop A Local Return	805,112	807,503	807,503	846,755	39,252	4.9%
Intergovernmental		Sub Total	805,112	807,503	807,503	846,755	39,252	4.9%
Use of Money & Prop								
41516100	382000	Interest Income	15,362	5,500	5,500	11,000	5,500	100.0%
41516100	382010	Net Incr/Decr Fair Val Inve	11,512	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	26,874	5,500	5,500	11,000	5,500	100.0%
Prop A Local Return Fund Total			831,986	813,003	813,003	857,755	44,752	5.5%
416 - Asset Seizure Fund Revenues								
Intergovernmental								
41640454	341500	Asset Seizure - Justice	405,269	0	5,000	0	-5,000	-100.0%
41640452	341600	Asset Seizure - Treasury	14,351	0	0	0	0	0.0%
41640450	342800	Asset Seizure - State	15,000	0	81,134	0	-81,134	-100.0%
Intergovernmental		Sub Total	434,620	0	86,134	0	-86,134	-100.0%
Use of Money & Prop								
41616100	382000	Interest Income	16,477	7,500	7,500	11,000	3,500	46.7%
41616100	382010	Net Incr/Decr Fair Val Inve	10,744	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	27,221	7,500	7,500	11,000	3,500	46.7%
Other Revenue								
41640454	386300	Sale of Property	4,524	0	0	0	0	0.0%
Other Revenue		Sub Total	4,524	0	0	0	0	0.0%
Asset Seizure Fund Total			466,365	7,500	93,634	11,000	-82,634	-88.3%
417 - Community Development Fund Revenues								
Licenses & Permits								
41750100	334110	Comm Dev Impact Fees -	0	-10,328	-10,328	0	10,328	-100.0%
41750100	334120	Comm Dev Impact Fees -	611,282	-668,840	-668,840	0	668,840	-100.0%
Licenses & Permits		Sub Total	611,282	(679,168)	-679,168	0	679,168	-100.0%
Use of Money & Prop								
41716100	382000	Interest Income	0	0	0	6,000	6,000	0.0%

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			2018-19	2019-20	2019-20	2020-21	Change	%
			Actual	Adopted	Adjusted	Proposed		Change
				Budget	Budget	Budget		
41750100	382000	Interest Income	8,449	-11,862	-11,862	0	11,862	-100.0%
41716100	382010	Net Incr/Decr Fair Val Inve	4,804	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		13,253	(11,862)	-11,862	6,000	17,862	-150.6%
Community Development Fund Total			624,535	-691,030	-691,030	6,000	697,030	-100.9%
418 - Special Gas Tax Fund Revenues								
Intergovernmental								
41860210	344050	Gas Tax - 2103	133,162	369,394	369,394	333,544	-35,850	-9.7%
41860210	344100	Gas Tax - 2105	218,697	254,797	254,797	220,140	-34,657	-13.6%
41860210	344200	Gas Tax - 2106	135,219	152,427	152,427	134,376	-18,051	-11.8%
41860210	344300	Gas Tax - 2107	275,035	325,870	325,870	275,665	-50,205	-15.4%
41860150	344400	Gas Tax - 2107.5	6,000	-12,000	-12,000	0	12,000	-100.0%
41860210	344400	Gas Tax - 2107.5	0	18,000	18,000	6,000	-12,000	-66.7%
41860210	344410	Gas Tax - Loan Repaymen	44,950	46,280	46,280	45,163	-1,117	-2.4%
41860210	344420	Gas Tax - Road Maint Reh	730,961	593,404	593,404	740,111	146,707	24.7%
Intergovernmental	Sub Total		1,544,024	1,748,172	1,748,172	1,754,999	6,827	0.4%
Use of Money & Prop								
41816100	382000	Interest Income	22,383	-22,603	-22,603	14,000	36,603	-161.9%
41816100	382010	Net Incr/Decr Fair Val Inve	10,882	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		33,266	(22,603)	-22,603	14,000	36,603	-161.9%
Special Gas Tax Fund Total			1,577,290	1,725,569	1,725,569	1,768,999	43,430	2.5%
419 - Park Facilities Fund Revenues								
Charges for Services								
41916100	366000	Park Facilities - Quimby	98,565	-168,791	-168,791	50,000	218,791	-129.6%
Charges for Services	Sub Total		98,565	(168,791)	-168,791	50,000	218,791	-129.6%
Use of Money & Prop								
41916100	382000	Interest Income	18,899	-26,846	-26,846	14,000	40,846	-152.1%
41916100	382010	Net Incr/Decr Fair Val Inve	15,699	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		34,598	(26,846)	-26,846	14,000	40,846	-152.1%
Park Facilities Fund Total			133,163	-195,637	-195,637	64,000	259,637	-132.7%
420 - Capital Improv and Acq Fund Revenues								
Use of Money & Prop								
42016100	382000	Interest Income	150,507	-230,761	-230,761	116,000	346,761	-150.3%
42016100	382010	Net Incr/Decr Fair Val Inve	156,128	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		666,636	129,239	129,239	476,000	346,761	268.3%
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	72,668	1,343,912	1,343,912	554,336	-789,576	-58.8%
42080000	339115	West LA College Mitigation	157,138	2,367,924	2,367,924	0	-2,367,924	-100.0%
42080000	339120	SONY Revenue	0	141,947	141,947	146,947	5,000	3.5%
42080000	339122	Rancho Higuera NTMP	0	250,000	250,000	150,000	-100,000	-40.0%
42080000	339145	Symantec Traffic Mitigation	0	175,000	175,000	0	-175,000	-100.0%
42080000	339155	Cumulus Traffic Mitigation	0	400,000	400,000	0	-400,000	-100.0%
42080000	348200	So Cal Edison Rebate/Ince	12,294	0	0	0	0	0.0%
42080000	348210	Energy Effcy-Loan, Reb & I	0	364,764	364,764	0	-364,764	-100.0%
Other Revenue	Sub Total		242,100	5,275,068	5,275,068	851,283	-4,423,785	-83.9%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Other-Transfers								
42016100	391101	Trsf In From - Fund 101	2,790,000	5,900,067	5,900,067	619,000	-5,281,067	-89.5%
Other-Transfers		Sub Total	2,790,000	5,900,067	5,900,067	619,000	-5,281,067	-89.5%
Capital Improv and Acq Fund Total			3,698,735	11,304,374	11,304,374	1,946,283	-9,358,091	-82.8%
423 - Capital Grants (CIP) Fund Revenues								
Intergovernmental								
42380000	339110	LA DOT & Caltrans (State)	0	528,296	528,296	0	-528,296	-100.0%
42380000	339111	LA DOT & Caltrans (Feder	155,257	2,700,025	2,700,025	0	-2,700,025	-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	0	136,474	136,474	0	-136,474	-100.0%
42380000	341100	Fed Hwy Administration Gr	95,590	9,005,123	9,005,123	0	-9,005,123	-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%
42380000	342620	AQMD - Tree Planting	0	12,193	12,193	0	-12,193	-100.0%
42380000	343110	State Trans Imp Prog (STI	97,499	938,137	938,137	0	-938,137	-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	343510	CalRecycle HHW	71,100	70,000	70,000	0	-70,000	-100.0%
42380000	343832	Stormwater&Clean Beach	0	4,478,796	4,478,796	0	-4,478,796	-100.0%
42380000	343834	Santa MonicaBay Restore	0	3,300,000	3,300,000	0	-3,300,000	-100.0%
42380000	346500	Prop C Discretionary	0	640,698	640,698	0	-640,698	-100.0%
42380000	346570	Prop C Disc-Call/Proj	597,124	73,989	73,989	0	-73,989	-100.0%
42380000	346670	MTA - Flex Funds	326,649	6,620,312	6,620,312	0	-6,620,312	-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	3,376	3,376	0	-3,376	-100.0%
42380000	346800	County Regional Park/Ope	0	767,136	767,136	0	-767,136	-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	1,343,220	32,709,234	32,709,234	0	-32,709,234	-100.0%
Other Revenue								
42380000	348350	Cal State Parks Foundatio	0	200,000	200,000	0	-200,000	-100.0%
42380000	399901	Baldwin Hills Conservation	30,750	379,784	379,784	0	-379,784	-100.0%
Other Revenue		Sub Total	30,750	579,784	579,784	0	-579,784	-100.0%
Capital Grants (CIP) Fund Total			1,373,970	33,289,018	33,289,018	0	-33,289,018	-100.0%
424 - Prop C Local Return Fund Revenues								
Intergovernmental								
42416100	346400	Prop C Local Return	667,818	259,802	259,802	442,361	182,559	70.3%
Intergovernmental		Sub Total	667,818	259,802	259,802	442,361	182,559	70.3%
Use of Money & Prop								
42416100	382000	Interest Income	14,993	5,000	5,000	12,000	7,000	140.0%
42416100	382010	Net Incr/Decr Fair Val Inve	13,267	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	28,260	5,000	5,000	12,000	7,000	140.0%
Prop C Local Return Fund Total			696,077	264,802	264,802	454,361	189,559	71.6%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
425 - Special Assessment & Districts Revenues								
Charges for Services								
42516540	365910	Landscaping Dist #1	0	40,638	40,638	40,638	0	0.0%
42516543	365910	Landscaping Dist #1	43,715	0	0	0	0	0.0%
42516540	365920	Higuera St. Ldscp & Lghtg	18,707	0	0	0	0	0.0%
42516545	365920	Higuera St. Ldscp & Lghtg	0	19,402	19,402	19,402	0	0.0%
42516510	365930	W Wash Landscape Maint	15,742	24,850	24,850	24,850	0	0.0%
42516520	365930	W Wash Landscape Maint	15,144	24,750	24,750	24,750	0	0.0%
Charges for Services	Sub Total		93,308	109,640	109,640	109,640	0	0.0%
Use of Money & Prop								
42516540	382000	Interest Income	5,605	1,500	1,500	4,000	2,500	166.7%
42516100	382010	Net Incr/Decr Fair Val Inve	4,511	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		10,116	1,500	1,500	4,000	2,500	166.7%
Special Assessment & Districts Total			103,423	111,140	111,140	113,640	2,500	2.2%
426 - Section 8 Fund Revenues								
Intergovernmental								
42650510	340220	HUD Revenue - Voucher	1,445,099	1,331,092	1,331,092	1,300,000	-31,092	-2.3%
42650510	340300	Hud Revenue - Port Ins HA	1,037	1,037	1,037	0	-1,037	-100.0%
42650510	340420	Admin Fees - Voucher	128,372	120,000	120,000	0	-120,000	-100.0%
42650510	340423	Admin Fees - Coordinator	30,021	72,000	72,000	72,000	0	0.0%
Intergovernmental	Sub Total		1,604,529	1,524,129	1,524,129	1,372,000	-152,129	-10.0%
Use of Money & Prop								
42616100	382000	Interest Income	9,568	5,000	5,000	7,000	2,000	40.0%
42650510	382000	Interest Income	-95	0	0	0	0	0.0%
Use of Money & Prop	Sub Total		9,473	5,000	5,000	7,000	2,000	40.0%
Other Revenue								
42616100	386100	Miscellaneous Revenue	-3,025	0	0	0	0	0.0%
42650510	386100	Miscellaneous Revenue	2,148	0	0	0	0	0.0%
42650510	386115	Fraud Recovery Admin	2,148	3,600	3,600	0	-3,600	-100.0%
Other Revenue	Sub Total		1,271	3,600	3,600	0	-3,600	-100.0%
Section 8 Fund Total			1,615,272	1,532,729	1,532,729	1,379,000	-153,729	-10.0%
427 - CDBG - Operating Fund Revenues								
Intergovernmental								
42730440	340100	Comm Dev Block Grant (C	25,494	28,500	28,500	28,500	0	0.0%
Intergovernmental	Sub Total		25,494	28,500	28,500	28,500	0	0.0%
CDBG - Operating Fund Total			25,494	28,500	28,500	28,500	0	0.0%
428 - CDBG - Capital Fund Revenues								
Intergovernmental								
42880000	340100	Comm Dev Block Grant (C	25,676	632,704	632,704	0	-632,704	-100.0%
42880000	341700	American Recovery Reinve	0	20,232	20,232	0	-20,232	-100.0%
Intergovernmental	Sub Total		25,676	652,936	652,936	0	-652,936	-100.0%
CDBG - Capital Fund Total			25,676	652,936	652,936	0	-652,936	-100.0%
431 - Measure R Revenues								
Intergovernmental								
43116100	313500	Measure R - OP	0	1,744,159	1,744,159	0	-1,744,159	-100.0%

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			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
43180000	313520	Measure R Local Return	501,007	203,036	203,036	251,000	47,964	23.6%
Intergovernmental		Sub Total	501,007	1,947,195	1,947,195	251,000	-1,696,195	-87.1%
Use of Money & Prop								
43116100	382000	Interest Income	3,952	-3,351	-3,351	2,000	5,351	-159.7%
43116100	382010	Net Incr/Decr Fair Val Inve	2,486	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	6,439	(3,351)	-3,351	2,000	5,351	-159.7%
Measure R Total			507,446	1,943,844	1,943,844	253,000	-1,690,844	-87.0%
434 - CC Safe/Clean Water Protection Revenues								
Taxes								
43416100	313700	CC Safe/Clean Wtr Prctcn	2,089,076	2,050,000	2,050,000	2,050,000	0	0.0%
Taxes		Sub Total	2,089,076	2,050,000	2,050,000	2,050,000	0	0.0%
Use of Money & Prop								
43416100	382000	Interest Income	113,638	50,000	50,000	83,000	33,000	66.0%
43416100	382010	Net Incr/Decr Fair Val Inve	90,920	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	204,557	50,000	50,000	83,000	33,000	66.0%
CC Safe/Clean Water Protection Total			2,293,633	2,100,000	2,100,000	2,133,000	33,000	1.6%
435 - Measure M Revenues								
Intergovernmental								
43580000	346900	Measure M - Local Return	564,684	569,322	569,322	597,007	27,685	4.9%
Intergovernmental		Sub Total	564,684	569,322	569,322	597,007	27,685	4.9%
Use of Money & Prop								
43516100	382000	Interest Income	11,969	3,000	3,000	8,000	5,000	166.7%
43516100	382010	Net Incr/Decr Fair Val Inve	5,502	0	0	0	0	0.0%
Use of Money & Prop		Sub Total	17,471	3,000	3,000	8,000	5,000	166.7%
Measure M Total			582,155	572,322	572,322	605,007	32,685	5.7%
436 - Board of State&Comm Correctns Revenues								
Intergovernmental								
43614100	343580	Youth Reinvestment Progr	0	0	254,338	205,086	-49,252	-19.4%
Intergovernmental		Sub Total	0	0	254,338	205,086	-49,252	-19.4%
Board of State&Comm Correctns Total			0	0	254,338	205,086	-49,252	-19.4%
475 - Culver City Parking Authority Revenues								
Licenses & Permits								
47516100	326000	Filming Permit	253,312	216,300	216,300	150,000	-66,300	-30.7%
Licenses & Permits		Sub Total	253,312	216,300	216,300	150,000	-66,300	-30.7%
Charges for Services								
47555100	317560	City Hall Parking P1	70,920	77,480	77,480	29,400	-48,080	-62.1%
47560260	371505	Parking Meter Credit Cards	1,299,788	1,200,000	1,200,000	900,000	-300,000	-25.0%
47560260	371510	Culver, Main	21,957	13,590	13,590	30,000	16,410	120.8%
47560260	371520	Culver, Cardiff	28,298	45,000	45,000	15,000	-30,000	-66.7%
47560260	371530	Culver, Watseka	43,175	38,810	38,810	10,000	-28,810	-74.2%
47560260	371540	Culver, Lincoln	1,502	2,770	2,770	2,500	-270	-9.7%
47560260	371550	Culver, Overland	13,998	13,810	13,810	8,000	-5,810	-42.1%
47560260	371570	Culver, Venice	0	600	600	0	-600	-100.0%
47560260	371600	Irving, Van Buren	13,986	12,780	12,780	5,000	-7,780	-60.9%
47560260	371610	Linblade, Ince	19,813	45,000	45,000	25,000	-20,000	-44.4%

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			2018-19	2019-20	2019-20	2020-21	Change	%
			Actual	Adopted	Adjusted	Proposed		Change
				Budget	Budget	Budget		
47560260	371620	Eastham, Higueara	5,295	3,710	3,710	2,500	-1,210	-32.6%
47560260	371630	National, Wash	20,748	25,000	25,000	12,000	-13,000	-52.0%
47560260	371640	Sepulveda, Washington, V	47,221	55,730	55,730	30,000	-25,730	-46.2%
47560260	371650	Sepulveda, Washington, Br	46,125	4,510	4,510	30,000	25,490	565.2%
47560260	371660	Stellar Drive	14,687	16,500	16,500	10,000	-6,500	-39.4%
47560260	371670	Warner	4,078	4,380	4,380	1,000	-3,380	-77.2%
47560260	371680	Washington, Elenda, Overl	34,643	26,500	26,500	25,000	-1,500	-5.7%
47560260	371690	Washington, Landmark	45,475	36,230	36,230	35,000	-1,230	-3.4%
47560260	371700	Washington Pl - Fwy	26,813	34,060	34,060	20,000	-14,060	-41.3%
47560260	371710	Wash, Walnut	29,020	52,120	52,120	10,000	-42,120	-80.8%
47560260	371720	Wash, Zanja, Michael	55,956	55,000	55,000	35,000	-20,000	-36.4%
47560260	371730	Wash, Overland, Jean	29,543	38,060	38,060	30,000	-8,060	-21.2%
47560260	371740	Media Park	17,858	20,000	20,000	5,000	-15,000	-75.0%
47560260	371770	Overland / Overland Parkin	10,757	9,170	9,170	10,000	830	9.1%
47560260	371780	Preferential Parking	103,973	105,000	105,000	100,000	-5,000	-4.8%
47555310	371790	Cardiff Parking	27,725	28,100	28,100	20,160	-7,940	-28.3%
47555560	371795	Virginia Parking Lot	171,600	145,000	145,000	171,600	26,600	18.3%
47560260	371820	Key Program Sales	14,149	10,040	10,040	15,000	4,960	49.4%
47560260	371840	Jefferson Bl. (Street Meter	42,597	35,000	35,000	25,000	-10,000	-28.6%
47560260	371850	Fox Hills (96 meters)	13,959	13,410	13,410	10,000	-3,410	-25.4%
47560260	371999	Citywide Various Locations	6,045	6,500	6,500	5,000	-1,500	-23.1%
47555580	372050	RDA Watseka Parking	279,190	245,000	245,000	278,000	33,000	13.5%
47555100	372060	RDA Venice Parking Lot -	5,220	8,930	8,930	5,760	-3,170	-35.5%
47555100	372080	RDA Sony Parking - 9099	2,300	65,000	65,000	65,000	0	0.0%
47555100	372100	RDA Robertson Bl Parking	24,030	19,000	19,000	21,600	2,600	13.7%
47555380	372130	Ince Parking Structure Rev	460,454	375,000	375,000	656,640	281,640	75.1%
47555100	372150	RDA - 3825 Canfield Parki	27,690	24,070	24,070	28,440	4,370	18.2%
47550120	372160	Film Parking	26,792	110,100	110,100	15,000	-95,100	-86.4%
47555100	372170	8906 Venice Parking Lot	480	1,000	1,000	500	-500	-50.0%
47555100	372200	Transient Parking	30,332	24,000	24,000	20,000	-4,000	-16.7%
47555310	372200	Transient Parking	879,529	726,110	726,110	720,000	-6,110	-0.8%
47555380	372200	Transient Parking	755,412	519,350	519,350	804,000	284,650	54.8%
47555560	372200	Transient Parking	23,899	18,080	18,080	3,888	-14,192	-78.5%
47555580	372200	Transient Parking	469,456	415,000	415,000	396,000	-19,000	-4.6%
Charges for Services								
Sub Total			5,266,486	4,724,500	4,724,500	4,641,988	-82,512	-1.7%
Use of Money & Prop								
47555310	382000	Interest Income	150,416	55,000	55,000	108,000	53,000	96.4%
47516100	382010	Net Incr/Decr Fair Val Inve	103,781	0	0	0	0	0.0%
47555380	383000	Rental Income	17,438	0	0	15,000	15,000	0.0%
Use of Money & Prop								
Sub Total			271,636	55,000	55,000	123,000	68,000	123.6%
Other Revenue								
47555100	386100	Miscellaneous Revenue	-233	0	0	0	0	0.0%
47555310	386100	Miscellaneous Revenue	47,029	0	0	1,410	1,410	0.0%
47555380	386100	Miscellaneous Revenue	11,800	0	0	148,200	148,200	0.0%
47555560	386100	Miscellaneous Revenue	224	0	0	32,400	32,400	0.0%
47555580	386100	Miscellaneous Revenue	-666	0	0	2,820	2,820	0.0%
Other Revenue								
Sub Total			58,155	0	0	184,830	184,830	0.0%
Culver City Parking Authority Total			5,849,588	4,995,800	4,995,800	5,099,818	104,018	2.1%

**Revenue Detail
Fiscal 2020-21**

			2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
476 - Culver City Housing Authority Revenues								
Charges for Services								
47650100	365960	Culver Villas Monitoring Fe	0	5,000	5,000	5,000	0	0.0%
Charges for Services			0	5,000	5,000	5,000	0	0.0%
Use of Money & Prop								
47650100	365950	Jackson Rent Proceeds	0	80,000	80,000	96,000	16,000	20.0%
47650730	382100	Interest Income-Notes Rec	0	0	0	0	0	0.0%
47680000	382100	Interest Income-Notes Rec	354,150	0	0	0	0	0.0%
47650700	383150	Rent/Concession - Other	64,802	0	0	0	0	0.0%
Use of Money & Prop			418,952	80,000	80,000	96,000	16,000	20.0%
Other Revenue								
47650730	365970	MAP Proceeds	0	42,000	42,000	0	-42,000	-100.0%
47680000	386100	Miscellaneous Revenue	5,000	0	0	0	0	0.0%
47616100	399100	Other Fin Source-Special It	0	0	0	0	0	0.0%
Other Revenue			5,000	42,000	42,000	0	-42,000	-100.0%
Other-Transfers								
47616100	391550	Trsf In From - Fund 550	0	6,485,000	6,485,000	4,908,776	-1,576,224	-24.3%
Other-Transfers			0	6,485,000	6,485,000	4,908,776	-1,576,224	-24.3%
Culver City Housing Authority Total			423,952	6,612,000	6,612,000	5,009,776	-1,602,224	-24.2%
485 - COOP Unrestricted CAP Funds Revenues								
Use of Money & Prop								
48516100	382000	Interest Income	130,584	-216,875	-216,875	0	216,875	-100.0%
48516100	382010	Net Incr/Decr Fair Val Inve	108,786	0	0	0	0	0.0%
48580000	382100	Interest Income-Notes Rec	101,850	-101,850	-101,850	0	101,850	-100.0%
48580000	383000	Rental Income	0	0	0	0	0	0.0%
48555440	383120	Rental Ivy Substation	1	0	0	0	0	0.0%
Use of Money & Prop			341,221	(318,725)	-318,725	0	318,725	-100.0%
Other Revenue								
48516100	386100	Miscellaneous Revenue	25,143	0	0	0	0	0.0%
48580000	386350	Land Sale Proceeds	583,581	0	0	0	0	0.0%
Other Revenue			608,724	0	0	0	0	0.0%
COOP Unrestricted CAP Funds Total			949,945	-318,725	-318,725	0	318,725	-100.0%
550 - Successor Agency - RORF Revenues								
Taxes								
55090000	311210	Tax Increment	18,075,452	22,611,695	22,611,695	21,671,665	-940,030	-4.2%
Taxes			18,075,452	22,611,695	22,611,695	21,671,665	-940,030	-4.2%
Use of Money & Prop								
55090000	382000	Interest Income	296,102	260,908	260,908	125,000	-135,908	-52.1%
55090860	382000	Interest Income	987,031	0	0	0	0	0.0%
55090161	382010	Net Incr/Decr Fair Val Inve	35,911	-31,661	-31,661	0	31,661	-100.0%
55090000	382100	Interest Income-Notes Rec	35,867	0	0	30,000	30,000	0.0%
Use of Money & Prop			1,354,910	229,247	229,247	155,000	-74,247	-32.4%
Other Revenue								
55090000	386350	Land Sale Proceeds	-8,413,028	0	0	0	0	0.0%

**Revenue Detail
Fiscal 2020-21**

		2018-19 Actual	2019-20 Adopted Budget	2019-20 Adjusted Budget	2020-21 Proposed Budget	Change	% Change
Other Revenue	Sub Total	-8,413,028	0	0	0	0	0.0%
	Successor Agency - RORF Total	11,017,334	22,840,942	22,840,942	21,826,665	-1,014,277	-4.4%
	Total All Funds	236,481,169	294,887,973	298,555,658	235,037,111	-63,518,547	-21.3%



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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
10000	City Council	332,308	318,028	215,656	-102,372	-32.2%
Department Total		\$332,308	\$318,028	\$215,656	-\$102,372	-32.2%



CITY COUNCIL

RESP. MGR.: MAYOR & COUNCILMEMBERS

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10110000 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 2020-21**

ADMINISTRATION			101	10110000			
			GENERAL FUND	City Council			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
32,377	32,710	32,710	411100	Regular Salaries	32,710	0	0.0%
1,272	1,375	1,375	432000	Social Security	1,403	28	2.0%
2,603	2,393	2,393	433000	Retirement - Employer	2,331	-62	-2.6%
3,324	3,956	3,956	433050	Retirement-Unfunded Liability	3,941	-15	-0.4%
896	962	962	434000	Workers Compensation	1,336	374	38.9%
74,811	76,073	76,073	435000	Group Insurance	78,863	2,790	3.7%
49,883	49,390	49,390	435500	Retiree Insurance	50,392	1,002	2.0%
3,877	3,993	3,993	435600	Retiree Medical Prefunding	0	-3,993	-100.0%
7,800	7,800	7,800	438500	Cell Phone Allowance	7,800	0	0.0%
176,843	178,652	178,652	Total	Personnel Services	178,776	124	0.1%
695	2,100	2,100	512100	Office Expense	1,500	-600	-28.6%
1,252	1,250	1,250	512400	Communications	1,250	0	0.0%
1,546	3,000	3,000	514100	Departmental Special Supplies	2,000	-1,000	-33.3%
19,228	20,000	20,000	516500	Conferences & Conventions	3,400	-16,600	-83.0%
4,159	3,000	3,000	516600	Special Events & Meetings	3,300	300	10.0%
127,387	100,000	109,413	619800	Other Contractual Services	25,000	-84,413	-77.2%
1,198	613	613	650300	Liability Reserve Charge	430	-183	-29.9%
155,465	129,963	139,376	Total	Maint & Operations	36,880	-102,496	-73.5%
332,308	308,615	318,028	Division Total		215,656	-102,372	-32.2%

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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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
10100	City Manager's Office	1,412,347	1,517,633	1,434,590	-83,043	-5.5%
Department Total		\$1,412,347	\$1,517,633	\$1,434,590	-\$83,043	-5.5%



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10110100 City Manager</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Assistant City Manager	0.00	1.00	1.00	0.00	0.0%
Assistant to the City Manager	2.00	2.00	2.00	0.00	0.0%
City Manager	1.00	1.00	1.00	0.00	0.0%
Total Positions	4.00	5.00	5.00	0.00	0.0%



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS

- Work with Finance to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment and Internal Control Review. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. The review of Cash Handling, Grant Management Compliance and Internal Controls reports were completed and presented to City Council in September 2019. The review of the 2019 Enterprise Risk Assessment was completed and presented to the Finance Advisory Committee (FAC) in November 2019, and will be presented to City Council prior to June 2020. The Finance Department started implementing the changes recommended by the internal auditors and has provided monthly updates to FAC. As a result of the reports, the City began a project in February 2020 to update Procurement, Accounts Payable, Travel and Expense Reimbursement and Grant Management policies. Staff continues to work on updating policies and procedures as recommended by the internal auditors, and the updated policies and procedures will be put into place in FY20/21. With the auditor's recommendation, the hotline for reporting Fraud, Waste and Abuse of City's resources was setup and made available to residents and employees on the City's website in October 2019.

- Continue efforts to evaluate and improve administrative processes throughout the City, including the implementation of recommendations related to the City's development review process. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. Planning and Building Divisions commenced on-going monthly reports tracking plan review, as well as metrics for next day inspections and number of inspection stops per day. Community Development is currently archiving plan and permit records through record retention program. Community Development, Fire, and Public Works completed Development Services Standard Operating Procedures (SOPs). Permit Center building improvements and Permit Tech II work rotation schedules are expected to be implemented in 2020.

- Collaborate with the Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest. Actively participate in the CCUSD Liaison Committee meetings to develop affordable housing options and a shared webpage. Continue to work with CCUSD staff on mitigating neighborhood impacts from the Robert Frost Auditorium. Work with the WLAC liaison committee to implement workforce and economic development initiatives, as well as provide support from WLAC to engage the community. *2018 Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: In progress. Four non-storefront cannabis businesses are currently permitted and operating. Eight additional non-storefront businesses are continuing to work to finish the permitting process. Three storefront retail cannabis businesses remain in the application process for a permit, currently undergoing the conditional use permit process. Staff developed permit renewal procedures, with the first permit renewal completed in February 2020.

- Work with the Public Works to ensure robust ongoing communications with the community regarding the Clean Power Alliance Community Choice Aggregation program in Culver City, to ensure a smooth transition during the first full year of operations in Culver City. *2018 Strategic Plan Reference: N/A*

Status: Complete. Staff worked with the Public Works Department on the Clean Power Alliance portion of the City website and associated social media communications to the public during the transition.

- Develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, work with Community Development to develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. Short term rental policy development was placed on hold during the prior year while interim and permanent rent control policies were developed and implemented. Staff will bring forward an ordinance for the City Council's consideration in Q1 or Q2 FY2021.

- Work with City Council and community stakeholders to determine the future use for 10858 Culver Boulevard (former Amvets Post II). *2018 Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: In progress. The City Council held a community meeting in September 2019, in order to seek community input on five ideas for the site that had been proposed by City Council Members and community members at a July 2019 City Council meeting. Over 170 people attended the meeting, which was held at the Culver City Senior Center. The City Council did not make a decision about the site's future at the meeting, but it asked Staff to continue gathering public input. The Community Development Department is now leading this project.

- Support the City's work as a member of the Government Alliance on Race and Equity, including efforts to promote racial equity throughout City policies, procedures, and programs. *2018 Strategic Plan Reference: N/A*

Status: In progress. Department staff has participated in Human Resources Department trainings related to the Government Alliance on Race and Equity. Staff is continually looking at opportunities to share the City's efforts with the public through our communication channels.

- Work with Information Technology to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by considering new and innovative business models through an RFP process for network operator. *2018 Strategic Plan Reference: N/A*

Status: In progress. Culver Connect is fully operational. During the fiscal year, laterals have been constructed to connect buildings to the network. The City executed agreements with several businesses to lease dark fiber on Culver Connect, is in progress on agreements with several other customers, and continues to receive interest from potential new customers. The City issued an RFP for new network operator in March 2019, and is currently negotiating an agreement with a new network operator who will also serve as an ISP for Culver City businesses. An updated expenditure and revenue projection will be provided for FY20/21 during the budget planning process.

- (Joint Project with the City Attorney's Office) Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. *2018 Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: In progress. The City's most recent proposed franchise agreement was sent to Torrance Valley in December 2019. The City is awaiting Torrance Valley's response. Once negotiations conclude, the City will begin negotiations with other pipeline operators.

- 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. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. In conjunction with the Public Works Department, staff has been meeting with a space planner and other City departments regarding short- and long-term plans to consolidate space and create flexible meeting and event space.

- Support the City Council's direction regarding efforts to explore creative methods to identify affordable and workforce housing opportunities, and address homelessness. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*

Status: In progress. City Council approved an Interim Rent Control Ordinance in August 2019. Staff implemented the ordinance by completing tenant complaint forms, landlord registration and petition forms, and other necessary documents and processes. Staff communicated with the public through printed documents and social media to increase awareness of the ordinance. Staff held stakeholder meetings in order to gather public input on a permanent ordinance.

Staff is leading a Working Group, which includes members of the Community Development, Public Works and Police Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness. Staff has worked with the City's communications consultant on website content, social media posts, and video interviews with the Mayor and Chair of the City's Committee on Homelessness regarding the City's efforts to address homelessness. Additionally, the City's recruitment is underway for a new Assistant to the City Manager on Homelessness.

- Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: In progress. As of January 2019, the City has seen continued growth in the size of its audience on social media. There are 3,976 followers on the City's Facebook Page; 4,903 followers on the City's Twitter Feed; 12,155 Nextdoor Members; 1,574 followers on the City's Instagram feed; 474 followers on the City's Volunteer Twitter Feed; 957 followers on Fire Department's Facebook Page; 1,130 followers on the Fire Department's Twitter Feed; 2,466 followers on the Fire Department's Instagram Account; 3,312 followers on the Police Department's Facebook Page; 5,258 followers on the Police Department's Twitter Feed; 4,533 followers on the Police Department Instagram Account; 1,004 followers on the PRCS Department's Facebook Page; 639 followers on the Culver CityBus Facebook Page; 242 followers on the Culver CityBus Twitter Feed; and over 31,000 subscribers on the City's GovDelivery platform.

The City's communications consultant and staff have monitored comments from stakeholders through various social media channels and the media. Whenever appropriate, staff and the consultant have noted the comments, informed other City staff, and have responded to inquiries.

The City has hosted several community meetings on various topics including: The Bearcat Emergency Response Vehicle; Reach Codes: Amendments to Culver City's Energy Efficiency Code; Smart & Safe Cities Forum (with the Independent Cities Association); L.A. County Mock Election (with the L.A. County Registrar-Recorder); Study of Neighborhood Air near Petroleum Sources (with the California Air Resources Board); and the General Plan Update-Speakers Series.

The City implemented an extensive communications campaign to encourage participation in the 2020 Census. The campaign include social media, eblasts, printed materials, a webpage, interior bus signage, and a Be Counted Open House event. Materials were provided in multiple languages. Communications were targeted towards reaching "hard-to-count" individuals.

Staff from the City Manager's Office meets frequently with the communications consultant and organizes quarterly meetings with department heads and key staff members who are involved in communications for their department. Staff will continue meeting with the Assistant City Attorney, Assistant City Manager, and Chief Information Officer to review current policies and consider implementing new policies regarding the management of the City's Social Media Accounts.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Work with the City Attorney's Office and various City departments on updates to the Culver City Municipal Code, policies and procedures which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*

Status: In progress. Staff is currently working with various City Departments and the Ad Hoc City Council Subcommittee on Sidewalk Vending to create a new Sidewalk Vending Ordinance for the City.

- Evaluate the viability of relocating the Summer Concert Series to the Culver Steps and the issuance of a Request for Proposals for producer services. *2018 Strategic Plan Reference: N/A*

Status: In progress. Staff has toured The Culver Steps to see what opportunities may exist for live music in the future. For Summer 2020, it's been determined that the Summer Concert Series will take place in the City Hall Courtyard.

- Support the City's work as a participant in AARP's Age Friendly Community program. *2018 Strategic Plan Reference: N/A*

Status: In progress. Staff has helped developed the City's Age Friendly Communities webpage and has assisted with specific social media outreach to update residents on work being done by the Parks, Recreation and Community Services Commission.

- Research the renewal of Measure Y, the City's one-half percent transaction and use tax, which will expire on March 31, 2023, if not reauthorized by voters. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: Complete. On October 28, 2019, the City Council unanimously voted to hold a Special Municipal Election on March 3, 2020 to place Measure CC on the ballot. Measure CC is a ten-year extension of the existing Measure Y one-half percent transaction and use tax until 2033. Staff has worked closely with the City Clerk, City Attorney's Office, and communications consultant to develop informational materials on Measure CC, the continuation of the City's ½ cent sales tax (Measure Y Renewal).



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2020/2021 WORK PLANS

- Work with Finance to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment and Internal Control Review. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- With the new Assistant to the City Manager for Homelessness and working with the Housing Division, support the City Council's direction regarding efforts to explore creative methods to identify affordable and workforce housing opportunities and address homelessness. Work will be done to address numerous priorities, including the following seven goals of the program: Increase bridge housing options and the number of people served; expand homelessness prevention programming; Increase access to affordable and supportive housing across the city; enhance data tracking and homeless outreach activities among city staff and service providers; expand community education efforts around homelessness and raise awareness about available resources and best practices; create local programs to increase workforce training and job opportunities; and enhance local and regional coordination. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Obtain City Council direction on a permanent rent control program. Working with the Housing Division, implement the program by creating the necessary processes, forms, and administrative policies. Communicate about the program to stakeholders including tenants and landlords. Develop and obtain City Council approval for cost recovery fees, if desired by City Council. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by transitioning to a new operator who will also provide ISP services to small businesses. *2018 Strategic Plan Reference: N/A*
- Complete the permitting process for eight non-storefront and three storefront cannabis businesses who are currently in the application process, working with Finance. Re-open the non-storefront permit application process if additional permit slots are available. Work with Finance to develop auditing and annual inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- (Joint Project with the City Attorney's Office) Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. *2018 Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, work with Community Development to develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Collaborate with the Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest. Actively participate in the CCUSD Liaison Committee and WLAC liaison committee meetings, and provide support to WLAC to engage the community. *2018 Strategic Plan Reference: N/A*
- Work with the Transportation Department on strategy and policy development for improving circulation and reducing traffic congestion through expanding numerous modes of transportation. *2018 Strategic Plan Reference: Enhance Mobility and Transportation*
- 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. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*
- Work with the City Attorney's Office and various City departments on updates to the Culver City Municipal Code, policies and procedures which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*
- Support the City's work as a participant in AARP's Age Friendly Community program. *2018 Strategic Plan Reference: N/A*

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATION			101	10110100			
			GENERAL FUND	City Manager's Office			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
671,177	745,672	745,672	411100	Regular Salaries	870,358	124,686	16.7%
32,540	14,040	14,040	431000	Deferred Compensation	14,040	0	0.0%
37,669	41,450	41,450	432000	Social Security	48,197	6,747	16.3%
53,053	66,217	66,217	433000	Retirement - Employer	62,974	-3,243	-4.9%
88,730	108,606	108,606	433050	Retirement-Unfunded Liability	143,177	34,571	31.8%
17,709	20,213	20,213	434000	Workers Compensation	31,350	11,137	55.1%
71,460	73,734	73,734	435000	Group Insurance	86,182	12,448	16.9%
2,600	2,600	2,600	435400	Retiree Health Savings	3,250	650	25.0%
90,004	113,790	113,790	435500	Retiree Insurance	92,209	-21,581	-19.0%
68,587	70,645	70,645	435600	Retiree Medical Prefunding	0	-70,645	-100.0%
260	259	259	436000	State Disability Insurance	251	-8	-3.1%
1,500	1,500	1,500	437000	Mgt Health Ben	1,500	0	0.0%
4,876	5,400	5,400	437500	Longevity Pay	7,800	2,400	44.4%
16,200	16,200	16,200	438000	Auto Allowance	20,700	4,500	27.8%
4,680	4,680	4,680	438500	Cell Phone Allowance	6,240	1,560	33.3%
1,161,044	1,285,006	1,285,006	Total	Personnel Services	1,388,228	103,222	8.0%
1,407	4,000	4,000	512100	Office Expense	3,600	-400	-10.0%
2,484	2,120	2,120	512400	Communications	2,120	0	0.0%
500	500	500	514100	Departmental Special Supplies	450	-50	-10.0%
0	1,000	1,000	516100	Training & Education	0	-1,000	-100.0%
5,366	6,830	6,830	516500	Conferences & Conventions	0	-6,830	-100.0%
1,341	2,850	2,850	516600	Special Events & Meetings	2,565	-285	-10.0%
1,685	2,885	2,885	516700	Memberships & Dues	2,800	-85	-2.9%
779	2,828	2,828	517100	Subscriptions	2,428	-400	-14.1%
13,953	6,000	6,000	517300	Advertising and Public Relatio	5,400	-600	-10.0%
82	120	120	517850	Employee Recognition Events	120	0	0.0%
200,018	133,795	190,607	619800	Other Contractual Services	16,795	-173,812	-91.2%
23,687	12,887	12,887	650300	Liability Reserve Charge	10,084	-2,803	-21.8%
251,303	175,815	232,627	Total	Maint & Operations	46,362	-186,265	-80.1%
1,412,347	1,460,821	1,517,633	Division Total		1,434,590	-83,043	-5.5%

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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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
13100	City Attorney	2,455,892	3,256,883	2,768,266	-488,617	-15.0%
	Fund Total	2,455,892	3,256,883	2,768,266	-488,617	-15.0%
<i>205 - MUNICIPAL FIBER NETWORK</i>						
13400	City Attorney - Risk	174,922	150,000	150,000	0	0.0%
	Fund Total	174,922	150,000	150,000	0	0.0%
<i>309 - SELF INSURANCE FUND</i>						
13400	City Attorney - Risk Mgt	2,868,236	1,138,435	1,387,156	248,721	21.8%
	Fund Total	2,868,236	1,138,435	1,387,156	248,721	21.8%
	Department Total	\$5,499,050	\$4,545,318	\$4,305,422	-\$239,896	-5.3%



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
City Property Damages Recovery	0	0	0	0	0.0%
Liability Reserve Fees	3,938,806	2,402,713	1,925,714	-476,999	-19.9%
Miscellaneous Revenue	42,094	0	0	0	0.0%
General Revenues	1,518,150	2,142,605	2,379,708	237,104	11.1%
Department Total	\$5,499,050	\$4,545,318	\$4,305,422	-\$239,896	-5.3%

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10113100 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%
Administrative Clerk	0.50	0.50	0.50	0.00	0.0%
Deputy City Attorney II	0.90	0.90	0.90	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	5.65	5.65	5.65	0.00	0.0%
<u>30913400 SIF Liability</u>					
City Attorney	0.25	0.25	0.25	0.00	0.0%
Administrative Clerk	0.50	0.50	0.50	0.00	0.0%
Deputy City Attorney II	0.10	0.10	0.10	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	1.35	1.35	1.35	0.00	0.0%
Total Positions	7.00	7.00	7.00	0.00	0.0%



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal: *Ensure Long-term Financial Stability*

Objective: Identify new revenue sources to maintain financial stability

Initiatives:

- **Revise Business Tax Structure**

Status: If directed by the City Council, City Attorney's Office will prepare/review any necessary code amendments and agreements, and will assist with any necessary actions (e.g. prepare resolutions) to place a measure on the ballot, and provide legal assistance as needed.

- **Explore opportunities for Public/Private Partnerships**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Maximize opportunities for partnerships with 2028 Olympics**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Objective: Maximize existing sources of revenue

Initiatives:

- **Increase Sales Tax by ¼ cent**

Status: This was adopted in November 2018. The City Attorney's Office assisted with the necessary actions (e.g. prepare resolutions) in placing the measure on the ballot.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Goal: Revitalize Ballona Creek

Objective: Increase utilization of Ballona Creek

Initiatives:

- **Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Goal: Enhance Housing and Homeless Services

Objective: Increase options for affordable housing

Initiatives:

- **Implement Community Development Housing Plan in partnership with LA County**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Work with private developers to increase affordable housing**

Status: City Attorney's Office will assist with any necessary code amendments, agreements or other documents to facilitate this effort, and provide legal advice as needed.

Objective: Decrease homelessness

Initiatives:

- **Increase transitional housing for homeless families**

Status: City Attorney's Office will assist with any necessary code amendments, agreements or other documents to facilitate this effort, and provide legal advice as needed (see related Departmental Work Plan).



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Goal: Transform Inglewood Oil Field

Objective: Create a vision for future use of the Inglewood Oil Field

Initiatives:

- **Conduct Amortization Study**

Status: City Attorney's Office is managing the Amortization Study project (see related Departmental Work Plan) and facilitating coordination with other Departments as needed.

DEPARTMENTAL WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.

Status (a/o 04/29/2020): **Ongoing.**

- **Litigation and Claims.** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.

Status (a/o 04/29/2020): **Ongoing.** The City Attorney's Office continues to review and approve/deny each claim that is filed with the City and manages all pending litigation.

- **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 27, 2019, during the last quarter of FY 18-19.

Status (a/o 04/29/2020): **Completed and ongoing.** The AB1234/Brown Act/Conflict of Interest Training was held on June 27, 2019. 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 25, 2020.

- **Oil Drilling:** Oil Drilling: (1) Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations) (This project is on hold.); (2) Amortization Study of the IOF (see also related Strategic Plan Initiative); (3) Community Advisory Panel for the County of Los Angeles Baldwin Hills Community Standards District; (4) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; and (5) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations regarding 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 2019/2020 WORK PLANS (CONTINUED)

Status (a/o 04/29/2020): (1) On hold. On June 20, 2018, the City Council placed a hold on the completion of the 2017 IOF Specific Plan and EIR, including preparation of responses to comments received on the Draft EIR and directed staff to investigate options relating to a potential amortization of the IOF; *(2) Ongoing.* Amortization Study is anticipated to be released in Spring 2020 for public review and consideration/direction by the Oil Drilling Subcommittee and subsequently the City Council; *(3) Ongoing.* Regular attendance at CAP meetings for the Baldwin Hills CSD and ongoing review of compliance reports and oil field activity within the CSD; *(4) Ongoing.* Air quality monitoring of Baldwin Hills communities, including Culver City, anticipated to initiate June 2020 and run through December 2020; however, this will likely be delayed due to COVID-19. Regular coordination with CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2021; and *(5) Ongoing.* Staff continues to monitor and, when applicable, comment on and participate in workshops/meetings relating to, federal, state and local agency regulations regarding to oil drilling operations (i.e. fracking, air and water quality, health, etc.).

- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue throughout FY 19-20. (Joint Project with Administrative Services Department.)

Status (a/o 04/29/2020): Partially completed and ongoing. 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. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 20-21.

- **Telecommunications Procedures Update, Including Review of Design and Use Standards:** Assist the Public Works Department with the update of wireless antenna application forms and adoption and implementation of design and use standards for wireless antennas in the public rights-of-way. (Joint project with Public Works Department.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

*Status (a/o 04/29/2020): **Partially completed and ongoing.** Both federal and state law require that local governments approve applications for wireless antennas on an expedited basis. The City Attorney's Office has put in place practices and procedures for Public Works staff to follow for the processing of applications and worked cooperatively with Public Works staff to establish design and development standards to apply in its review/approval of such applications. In addition, the City Attorney's Office continues to assist the Public Works Department with the implementation of the CCMC amendments (adopted by the City Council in FY 18-19) enabling the City to regulate new wireless antennas in the public rights-of-way and establishing an administrative process for review/approval of the related encroachment permits.*

- **Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:** Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department.)

*Status (a/o 04/29/2020): **Partially completed with remainder estimated to be completed in 1st quarter of FY 20-21.** A Working Group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office prepared Administrative Policies and Procedures for a Social Media Policy regarding the City's presence on social media, including a Customer Use Policy, which was approved by the City Manager and implemented in FY 17-18. In addition, the Working Group is in the process of drafting a separate administrative policy regarding employee use of social media, with an anticipated completion date prior to the close of FY 19-20. 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 Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies by the end of 1st quarter of FY 20-21.*

- **Pipeline Franchise Renewals:** Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. (Assist City Manager's Office.)

*Status (a/o 04/29/2020): **Ongoing.** The City Manager's Office continues to negotiate a franchise agreement between the City and Torrance Valley Pipeline. Once negotiations conclude, the City will begin negotiations with other pipeline operators. The City Attorney's Office is assisting with these efforts as needed.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 19-20. (Assist Community Development Department.)

Status (a/o 04/29/2020): 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 FY 13-14 and has continued through FY 19-20. Thus far in FY 19-20, amendments regarding child care facilities in industrial zones, accessory dwelling units, micro units, and the creation of an overlay district for the Culver Crest Neighborhood, have been completed. Amendments regarding single family development standards and establishing "corporate housing" as a permitted land use are still pending. Various other amendments are continuing during 3rd and 4th quarters of FY 19-20 and will continue into FY 20-21. These include, but are not limited to, child care facilities in residential zones, short-term rentals, outdoor dining, R2 development standards, retail smoking establishments, comprehensive sign code update and comprehensive parking standards update

LAX/FAA Overflights: The City Attorney's Office will continue to assist the LAX/FAA Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, working with the City's federal lobbyist on Congressional actions involving overflights and the FAA, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.

Status (a/o 04/29/2020): Ongoing. The City Attorney's Office continues to work with the City's City Council LAX/FAA Subcommittee, as well as outside consultants and the City's federal lobbyist, on the issues related to the Southern California Metroplex NextGen implementation by the FAA, including advancing the City's position with Congress. Additionally, in July 2019 the City intervened in the City of Los Angeles' litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The litigation is ongoing, and the court has not set a briefing schedule. It is expected that oral argument in the litigation could potentially take place by the end of 2020, but at this no dates have been set. Further, the City Attorney's Office continues to work with the LAX/FAA Subcommittee and the City Manager's Office to develop a regional approach to the ongoing noise and environmental impacts resulting from the Metroplex NextGen implementation.

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



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

*Status (a/o 04/29/2020): **Ongoing.** The Municipal Fiber Network (Culver Connect) is fully operational. During FY 19-20, laterals have been constructed to connect buildings to the network. The City continues to work with and negotiate contracts with enterprise businesses within the City who have expressed interest in leasing dark fiber. Additionally, staff continues to identify opportunities to contract with potential Internet Service Providers (ISPs). An updated expenditure and revenue projection will be provided for FY 2020-21 during the budget planning process. City Attorney legal services continue to be required for drafting and reviewing agreements related to lateral development (property easements and building access agreements), and customer license/service agreements authorizing the use of the network.*

- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** 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. (CCMC amendments presented to City Council during 4th quarter of FY 17-18. Working Group will continue with additional amendments that have been identified; Phase Two— updating related policies and procedures, and other procurement templates, as needed; and Phase Three— implementation and training.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney’s Office.)

*Status (a/o 04/29/2020): **Partially completed and in progress.** The Working Group has identified additional amendments to CCMC provisions that it plans to present in 4th quarter of FY 19-20. Additionally, the City’s Internal Control Audit Consultant is reviewing other purchasing policies and procedures. Once Council approves, the project will continue with the template development for Phase Two followed by Phase Three into FY 20-21.*

- **Historic Preservation Program Update:** Update to City’s Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).

*Status (a/o 04/29/2020): **In progress and ongoing.** Last year, the City Council approved release of an RFP for consultant services to help facilitate the program update and that the scope of work including development of a Mills Act Program and addressing criteria for Culver City qualifying as a Certified Local Government. City Council also authorized incorporating a community advisory committee into the process. Due to time-sensitive demands of new and on-going development projects and other advance planning and special projects, staff had to temporarily suspend work on this project for the remainder of 2019. Staff anticipates issuing an RFP in June 2020 and will be returning to Council with an update and recommendations in FY 20-21.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- **LTMB Role, and CCMC and Bylaws Amendments:** Discussion and recommendations from the Landlord-Tenant Mediation Board concerning their role, community outreach regarding mediation services, mediation practices/procedures and related amendments to the CCMC and LTMB Bylaws. (Joint Project with the Community Development Department/Housing Division.)

Status (a/o 04/29/2020): Partially completed and in progress. Amendments to the LTMB Bylaws and an Ordinance amending the CCMC were adopted by the City Council on June 10 and June 24, 2019, respectively. Housing staff and the City Attorney's Office are in the process of taking steps to implement the CCMC and Bylaws amendments, which are anticipated to be complete during 1st quarter of FY 20-21.

- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit). (Assist the Community Development Department/Housing Division)

Status (a/o 04/29/2020): In progress. Staff has commenced work on one or more of these projects and the City Attorney's Office is assisting as needed.

- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Community Development Department/Planning Division.)

Status (a/o 04/29/2020): Carry Over. It is anticipated this project will get underway during 1st quarter of FY 20-21.

- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures. (Joint Project with the Fire Department.)

Status (a/o 04/29/2020): Carry Over. Staff is considering potential amendments to CCMC Chapter 3.09, but additional research needs to be completed in the context of new plans being prepared by staff and consultant (Disaster Finance Cost Recovery Plan and Debris Management Plan). This item will be carried over to FY 20-21.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- **Sidewalk Vending Regulations:** The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 19-20.

Status (a/o 04/29/2020): In progress. Staff has met with the Ad Hoc Subcommittee several times, as well as had extensive discussion with PRCS, CDD and Public Works. There are still several issues to be resolved, including ensuring consistency with the Town Plaza use policy, before this proposed ordinance may be brought to City Council. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 20-21.

- **Micro Kitchens:** Monitor new state law and any pending amendments, as well as the County of Los Angeles Public Health program that will go into effect in FY 19-20, and potentially assist staff with adopting CCMC amendments.

Status (a/o 04/29/2020): Monitoring. The County's program is still on hold as they monitor potential state law amendments. There have been no requests or complaints regarding any micro kitchens operating in the City. City staff and the City Attorney's Office will continue to monitor this matter.

- **Development of Human Relations Committee:** Assist the Equity Subcommittee and the City Manager's Office with the development and implementation of a Human Relations Committee.
- *Status (a/o 04/29/2020): Partially completed and ongoing.* The Equity Subcommittee met with staff numerous times, as well as with an ad hoc subcommittee from each City Commission. The matter was discussed by City Council on October 28, 2019 and staff was given further direction at that time. On January 27, 2020, the City Council adopted a Resolution forming an Equity and Human Relations Advisory Committee, which will go into effect July 2020. The City Attorney's Office will continue to assist the City Manager's Office with the implementation of the newly formed Equity and Human Relations Advisory Committee, as needed.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- **Revisions to the Civil Service Rules:** Assist the Civil Service Commission and the Administrative Services Department (Human Resources Division) with amendments to the Civil Service Rules. Estimated timeline to take recommendations to City Council in 1st quarter of FY 19-20.

*Status (a/o 04/29/2020): **On hold.** Staff began meeting with the Civil Service Commission Subcommittee in January 2019. Several Rules have been reviewed and revisions have been drafted. The project is on hold until after staff receives direction pertaining to the role of the Civil Service Commission.*

- **Website Governance Policy:** Assist the City Manager's Office and Information Technology Department in formulating a draft Website Governance Policy, which will include a policy and protocols for the City's community calendar.

*Status (a/o 04/29/2020): **In progress.** It is anticipated the Website Governance Policy will be finalized during the 3rd or 4th quarter of FY 19-20.*

- **E-Cigarette Regulations:** Potential regulation of e-cigarettes, including, but not limited to, flavor restrictions.

*Status (a/o 04/29/2020): **Completed.** On October 28, 2019, the City Council adopted an Ordinance prohibiting the sale of flavored tobacco products. The City Attorney's Office will continue to assist with the implementation of the "flavor ban", which goes into effect on November 27, 2020 for Tobacco Stores and May 25, 2020 for all other Tobacco Retailers. Further amendments to the CCMC are in progress to prohibit the use of e-cigarettes in outdoor dining areas and City parks and recreational areas. The Ordinance was adopted by the City Council on March 9, 2020.*

- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office continues to work with the City Manager's Office to implement the ordinance, including the application and selection processes.

*Status (a/o 04/29/2020): **Ongoing.** The City Attorney's Office has been assisting City staff with legal issues as they arise during the application and permitting processing. There are four permitted (non-storefront) cannabis businesses currently operating in the City. No storefront permits have been issued, as this process is still ongoing.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2020/2021 WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.
- **Litigation and Claims.** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.
- **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 is tentatively scheduled for June 25, 2020, during the last quarter of FY 19-20.
- **Oil Drilling:** (1) Amortization Study of the IOF (*see also related Strategic Plan Initiative*); (2) Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD); (3) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; (4) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e. fracking, air and water quality, health, etc.); and (5) Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations). (This project is on hold.) (Joint project with Community Development Department.)
- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of FY 20-21. (Joint Project with Administrative Services Department.)
- **Telecommunications Procedures Update, Including Review of Design and Use Standards:** Assist the Public Works Department with implementation of the recently updated wireless antenna application process and related design and use standards for wireless antennas in the public rights-of-way. (Joint project with Public Works Department.)
- **Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:** Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Pipeline Franchise Renewals:** Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. (Assist City Manager's Office.)
- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 20-21. (Assist Community Development Department.)
- **LAX/FAA Overflights:** The City Attorney's Office will continue to assist the LAX/FAA Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, working with the City's federal lobbyist on Congressional actions involving overflights and the FAA, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Additionally, in July 2019, the City intervened in the City of Los Angeles' litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The City Attorney's Office will continue to manage this litigation.
- **Municipal Fiber Network Project:** Assist Information Technology Department with Project as needed.
- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** Conduct a comprehensive update of RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (CCMC amendments were adopted by City Council during FY 17-18 and 19-20, completing Phase 1 of the project. Working Group is continuing with Phase Two— updating related procurement templates, as needed; and Phase Three— implementation and training.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office.)
- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).
- **Implementation of CCMC and Bylaws Amendments Relating to LTMB:** Implementation of amendments to the CCMC and LTMB Bylaws regarding LTMB role and new notice provisions for landlords regarding availability of mediation services. (Joint Project with the Community Development Department/Housing Division.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statues (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit). (Assist the Community Development Department/Housing Division)
- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Community Development Department/Planning Division.)
- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures. (Joint Project with the Fire Department.)
- **Sidewalk Vending Regulations:** The City Attorney’s Office will work with the Council Ad Hoc Subcommittee, City Manager’s Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 20-21.
- **Micro Kitchens:** Monitor potential amendments to state law, as well as the status of the County of Los Angeles Public Health program that is currently on hold, as they continue to monitor state law as well. Potentially assist staff with adopting CCMC amendments should the need arise.
- **Implementation of Equity and Human Relations Advisory Committee:** Assist the Equity Subcommittee and the City Manager’s Office with implementation of the newly formed Equity and Human Relations Advisory Committee, as needed.
- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Division
- **Website Governance Policy:** Assist the City Manager’s Office and Information Technology Department in formulating a draft Website Governance Policy, which will include a policy and protocols for the City’s community calendar.
- **Implementation of Flavor Ban:** Assist with the implementation of the City’s prohibition on flavored tobacco products, which will go into effect on November 27, 2020 for Tobacco Stores and May 25, 2020 for all other Tobacco Retailers.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office continues to work with the City Manager's Office and Finance Department to implement the ordinance, including any legal issues that arise during the application and selection processes.
- **Short-Term Rental Ordinance:** Assist the City Manager's Office with the development of a comprehensive ordinance permitting and regulating short term residential rentals. If approved by the City Council, work with the City Manager's Office and Community Development to develop the application process and forms, and a permit review and monitoring program.
- **Rent Control Program:** Assist the City Manager's Office and the Housing Division with all aspects of the City's Interim Rent Control Program and any future permanent Rent Control Program.
- **Amendments to Polystyrene Ban:** Assist the Public Works Department with CCMC amendments to the existing polystyrene ban.
- **2020 Election:** Assist the City Manager's Office and City Clerk's Office on all legal matters pertaining to proposed ballot measure(s) and the City Council election.
- **City Manager's Working Group on Homelessness:** Participate in this Working Group led by the City Manager's Office, consisting of staff from the Community Development, Public Works and Police Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness.

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

CITY ATTORNEY			101	10113100			
			GENERAL FUND	City Attorney			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,071,491	952,677	952,677	411100	Regular Salaries	949,709	-2,968	-0.3%
20,859	20,275	20,275	431000	Deferred Compensation	20,314	39	0.2%
55,852	53,299	53,299	432000	Social Security	53,394	95	0.2%
81,918	70,398	70,398	433000	Retirement - Employer	70,478	80	0.1%
129,404	152,514	152,514	433050	Retirement-Unfunded Liability	158,437	5,923	3.9%
22,915	26,066	26,066	434000	Workers Compensation	42,704	16,638	63.8%
15,890	77,886	77,886	435000	Group Insurance	78,923	1,037	1.3%
3,807	3,674	3,674	435400	Retiree Health Savings	3,680	6	0.2%
27,127	27,490	27,490	435500	Retiree Insurance	27,333	-157	-0.6%
78,569	80,926	80,926	435600	Retiree Medical Prefunding	0	-80,926	-100.0%
441	406	406	436000	State Disability Insurance	398	-8	-2.0%
2,500	2,200	2,200	437000	Mgt Health Ben	2,200	0	0.0%
12,600	27,525	27,525	437500	Longevity Pay	27,525	0	0.0%
4,500	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
3,120	5,705	5,705	438500	Cell Phone Allowance	5,705	0	0.0%
1,530,993	1,505,541	1,505,541	Total	Personnel Services	1,445,300	-60,241	-4.0%
6,507	4,363	4,363	512100	Office Expense	4,363	0	0.0%
1,244	1,060	1,060	512400	Communications	1,060	0	0.0%
2,427	1,959	1,959	514100	Departmental Special Supplies	1,959	0	0.0%
13,555	12,856	12,856	514400	Legal-Suplmt & Pocket Part	12,856	0	0.0%
5,660	4,500	4,500	516100	Training & Education	4,500	0	0.0%
0	500	500	516600	Special Events & Meetings	500	0	0.0%
3,370	2,225	2,225	516700	Memberships & Dues	2,225	0	0.0%
0	670	670	517100	Subscriptions	670	0	0.0%
(210)	210	210	517850	Employee Recognition Events	210	0	0.0%
256	370	370	600200	R&M - Equipment	370	0	0.0%
63,049	50,000	50,000	611200	Legal Services - Personnel Gri	30,000	-20,000	-40.0%
471,512	820,000	1,468,029	611300	Legal Services - Land Use	856,000	-612,029	-41.7%
327,272	187,982	187,982	611600	Legal Services - Miscellaneous	394,516	206,534	109.9%
30,258	16,618	16,618	650300	Liability Reserve Charge	13,737	-2,881	-17.3%
924,899	1,103,313	1,751,342	Total	Maint & Operations	1,322,966	-428,376	-24.5%
2,455,892	2,608,854	3,256,883	Division Total		2,768,266	-488,617	-15.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

CITY ATTORNEY			205			20513400		
			MUNICIPAL FIBER NETWORK FUND		City Attorney - Risk			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
174,922	150,000	150,000	619800	Other Contractual Services	150,000	0	0.0%	
174,922	150,000	150,000	Total	Maint & Operations	150,000	0	0.0%	
174,922	150,000	150,000	Division Total		150,000	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

CITY ATTORNEY			309 RISK MANAGEMENT FUND		30913400 City Attorney - Risk Mgt		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
60,862	192,618	192,618	411100	Regular Salaries	191,989	-629	-0.3%
1,043	3,646	3,646	431000	Deferred Compensation	3,606	-40	-1.1%
3,470	10,059	10,059	432000	Social Security	9,900	-159	-1.6%
2,725	13,676	13,676	433000	Retirement - Employer	13,072	-604	-4.4%
24,112	29,317	29,317	433050	Retirement-Unfunded Liability	29,383	66	0.2%
4,724	4,822	4,822	434000	Workers Compensation	9,066	4,244	88.0%
254	876	876	435400	Retiree Health Savings	870	-6	-0.7%
4,969	5,118	5,118	435600	Retiree Medical Prefunding	0	-5,118	-100.0%
43	228	228	436000	State Disability Insurance	229	1	0.4%
0	0	0	438000	Auto Allowance	1,125	1,125	0.0%
102,203	260,360	260,360	Total	Personnel Services	259,240	-1,120	-0.4%
76,956	125,000	125,001	619800	Other Contractual Services	125,000	-1	0.0%
6,238	3,074	3,074	650300	Liability Reserve Charge	2,916	-158	-5.1%
2,682,839	750,000	750,000	660100	Liability Insurance Claims	1,000,000	250,000	33.3%
2,766,033	878,074	878,075	Total	Maint & Operations	1,127,916	249,841	28.5%
2,868,236	1,138,434	1,138,435	Division Total		1,387,156	248,721	21.8%

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FINANCE

RESP. MGR.: ONYX JONES

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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
101 – GENERAL FUND						
14100	Finance Administration	1,318,289	1,913,908	1,363,188	-550,720	-28.8%
14200	General Accounting	853,939	997,441	893,895	-103,546	-10.4%
14300	Budget & Accounting Operations	990,813	1,051,107	1,166,099	114,992	10.9%
14400	Treasury	1,279,113	1,611,547	1,184,221	-427,326	-26.5%
14500	Purchasing	840,300	940,877	798,250	-142,627	-15.2%
	Fund Total	5,282,453	6,514,880	5,405,653	-1,109,227	-17.0%
202 - REFUSE DISPOSAL FUND						
14500	Purchasing	101,916	59,778	60,843	1,065	1.8%
	Fund Total	101,916	59,778	60,843	1,065	1.8%
203 - TRANSPORTATION FUND						
14500	Purchasing	232,572	235,104	242,670	7,566	3.2%
	Fund Total	232,572	235,104	242,670	7,566	3.2%
310 - CENTRAL STORES						
14600	Central Stores	1,339,257	1,527,695	1,525,000	-2,695	-0.2%
	Fund Total	1,339,257	1,527,695	1,525,000	-2,695	-0.2%
436 - BSCC - YOUTH REINVESTMENT GRANT						
14100	BSCC - Youth Reinvestment Prog	0	199,416	205,086	5,670	2.8%
	Fund Total	0	199,416	205,086	5,670	2.8%
	Department Total	\$6,956,198	\$8,536,872	\$7,439,252	-\$1,097,620	-12.9%



FINANCE

RESP. MGR.: ONYX JONES

REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Committee on Permits & License	31,400	30,000	15,000	-15,000	-50.0%
Admin Citations	1,700	0	0	0	0.0%
Youth Reinvestment Program	0	254,338	205,086	-49,252	-19.4%
Stores Charges	1,592,748	1,565,000	1,565,000	0	0.0%
Miscellaneous Revenue	6,368	0	0	0	0.0%
Unidentified Revenue	8,803	0	0	0	0.0%
General Revenues	5,315,180	6,687,534	5,654,166	-1,033,368	-15.5%
Department Total	\$6,956,198	\$8,536,872	\$7,439,252	-\$1,097,620	-12.9%

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10114100 Finance Administration</u>					
Asst. Chief Financial Officer	1.00	0.00	0.00	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	2.00	2.00	0.00	0.0%
Sr. Management Analyst	0.00	1.00	1.00	0.00	0.0%
Division Total	3.50	4.50	4.50	0.00	0.0%
<u>10114200 General Accounting</u>					
Accountant	1.00	1.00	1.00	0.00	0.0%
Accountant II	2.00	2.00	2.00	0.00	0.0%
Accounting & Investment Manager	1.00	1.00	1.00	0.00	0.0%
Senior Accountant #	1.00	2.00	2.00	0.00	0.0%
Division Total	5.00	6.00	6.00	0.00	0.0%
<u>10114300 Budget & Financial Operations</u>					
Accounting Technician	1.00	1.00	1.00	0.00	0.0%
Associate Analyst	1.00	1.00	1.00	0.00	0.0%
Finance Manager	1.00	1.00	1.00	0.00	0.0%
Payroll Analyst	1.00	1.00	1.00	0.00	0.0%
Payroll Technician	1.00	1.00	1.00	0.00	0.0%
Senior Account Clerk	1.00	1.00	1.00	0.00	0.0%
Senior Management Analyst	0.00	1.00	1.00	0.00	0.0%
Division Total	6.00	7.00	7.00	0.00	0.0%



FINANCE

RESP. MGR.: ONYX JONES

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10114400 Treasury</u>					
Account Clerk/RPT	0.98	0.98	0.98	0.00	0.0%
Accountant	1.00	0.00	0.00	0.00	0.0%
Accounting Technician	1.00	1.00	1.00	0.00	0.0%
Associate Analyst	0.50	0.50	0.50	0.00	0.0%
Code Enforcement Officer #	0.50	0.50	0.50	0.00	0.0%
Management Analyst #	1.00	1.00	1.00	0.00	0.0%
Revenue & Budget Supervisor #	0.00	1.00	1.00	0.00	0.0%
Revenue Operations Manager	1.00	0.00	0.00	0.00	0.0%
Senior Account Clerk	5.00	5.00	5.00	0.00	0.0%
Division Total	10.98	9.98	9.98	0.00	0.0%
<u>10114500 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%
Financial Systems & Purchasing Manager	1.00	1.00	1.00	0.00	0.0%
Stores Specialist	1.00	1.00	1.00	0.00	0.0%
Warehouse Supervisor #	1.00	1.00	1.00	0.00	0.0%
Division Total	5.00	5.00	5.00	0.00	0.0%
<u>20214500 Purchasing</u>					
Stores Specialist	0.63	0.63	0.63	0.00	0.0%
Division Total	0.63	0.63	0.63	0.00	0.0%
<u>20314500 Purchasing</u>					
Stores Specialist	2.37	2.37	2.37	0.00	0.0%
Division Total	2.37	2.37	2.37	0.00	0.0%
Total Positions	33.48	35.48	35.48	0.00	0.0%

Vacant position frozen, no appropriation included for Fiscal Year 2020/2021.



FINANCE

RESP. MGR.: ONYX JONES

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC PLAN INITIATIVES

Business Tax Review

- Identify new revenue sources to maintain financial stability by conducting comprehensive update to Business Tax Structure in coordination with Finance Advisory Committee.

Status: In-progress.

- Finance completed a report for recommendation of a possible new Business Tax Structure that could assist in maintaining financial stability.
- The report was presented to the Finance Advisory Committee (FAC).
- Polling was conducted of at least 400 Culver City Residents regarding the new proposed Business Tax Structure and the results were presented to Finance Advisory Committee and will be presented to Council no later than April 2020.
- Staff has also assisted the FAC in completing their analysis of proposed Business License Tax.

DEPARTMENTAL INITIATIVES

Continue Internal Audit Function

- Continue to work with consultant to complete review of City Cash Handling, Enterprise Risk Assessment, Grants Management, Fleet Management and Internal Controls. Policies and procedures will be created based on recommendations from consultant and will be finalized and put into place by FY 2019/2020.

Status: In progress.

- The review of Cash Handling, Grant Management Compliance and Internal Controls reports were completed and presented to City Council in September 2019.
- The review of the 2019 Enterprise Risk Assessment was completed and presented to the Finance Advisory Committee (FAC) in November 2019 and will be presented to City Council prior to June 2020.
- The Finance Department started implementing the changes recommended by the consultant and has provided monthly progress updates to the FAC.
- The development of policies and procedures as a result of the reports, began in February 2020.
- The initial focus is to update Purchasing/P Card, Accounts Payable, Travel and Expense Reimbursement and Grant Management policies.



FINANCE

RESP. MGR.: ONYX JONES

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

6. It is anticipated that the updated policies and procedures will be put into place in FY2020/2021.
7. The hotline for reporting Fraud, Waste and Abuse of City's resources was setup and made available to residents and employees on the City's website in October 2019.

Financial System Implementation

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

Status: In-progress.

1. Employees in the City Manager's Office, City Attorney's Office, Finance Department, Information Technology Department, Administrative Services Department, Police Department and City Council have been setup and trained in the City's timekeeping system ExecuTime.
2. Finance staff are currently working with the Transportation Department to setup and train the majority of the Department's employees by the end of FY 2019/2020.
3. Finance staff are also working to setup the remainder of Department/Division employee's within City Hall by the end of the FY 2019/2020. The remainder of City Departments/Divisions outside of City Hall will be setup and trained during FY 2020/2021. Citizen Transparency Module project is pending due to vendor change, to be completed during FY2020/2021.
4. Finance staff attended Tyler annual conference and explored Purchase Card, Budget, Project Accounting, Employee Expense and Personnel Action applications in the current financial system.

Begin Formal Audit Program for Business Tax Return

- Complete and execute agreement for formal business tax return auditing services.

Status: In-progress.

Contracted with HdL, Inc. for processing of Business Tax Applications and Renewals. The contract with HdL, Inc. includes the formal audit of Business Tax Renewals and HdL, Inc. will begin auditing businesses in the early FY 2020/2021.



FINANCE

RESP. MGR.: ONYX JONES

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

RFP for Transient Occupancy Taxes Audit

- Create and award an RFP for transient occupancy tax (TOT) audit of all hotels/motels.

Status: Completed.

HdL, Inc. was hired to conduct City-wide business audit program.

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. (Additional CCMC amendments to be presented to City Council during Fiscal Year 2018/2019. Working Group will continue with phase two— updating/creating related policies, procedures, forms and templates, as needed; and phase three— implementation and training.)

Status: In progress.

- The Contracting/Purchasing Ordinance and Policies Update Working Group Project has identified additional amendments to CCMC provisions that it plans to present in fourth quarter of Fiscal Year 2019/2020. Additionally, the City's Internal Control Audit Consultant, Moss Adams, is in review of other purchasing policies and procedures. Once Council approves, the Working Group will continue with phase two — updating/creating related policies, procedures, forms and templates, as needed; and phase three — implementation and training into FY 2020/2021.

FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES

Citywide User Fee Study

- Complete Citywide User Fee Study and review of Development Impact Fees and bring to City Council for adoption.



FINANCE

RESP. MGR.: ONYX JONES

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

DEPARTMENTAL INITIATIVES

Policy Project Development – Part II of Internal Audit Function

- Staff will continue to update policies and procedures as recommended by the internal auditors, and the updated policies and procedures will be put into place in FY2020/2021. This phase of the polies and procedures include Financial Reporting, Accounts Receivables, Debt Management and Investments. The final optional phase will include updating the employee manual for Human Resources.

Enhanced Fraud, Waste Abuse Program

- The hotline for reporting Fraud, Waste and Abuse of City's resources was setup and made available to residents and employees on the City's website in October 2019. The procedures for reviewing and investigating reports will be updated with the recommendations by Ad-Hoc subcommittee for Internal Controls.

Implement New Purchase Card Process

- Enhancing purchasing card process by transitioning to new card vendor for improved policy integration; efficient data importing to accounting system; and ease of user allocation at department for more expeditious review to limit opportunities for fraud/misuse.

Update 10-Year Fiscal Sustainability Plan

- Update/refine Ten-year Fiscal Sustainability Plan by creating a more dynamic and interactive ten-year forecast that shows various budget scenarios such as: new business development, economic recession, reducing pension liabilities, meeting all city service levels and required infrastructure improvements.

Conduct Transient Occupancy Tax (TOT) Audit Program

- HdL has been selected to conduct TOT audit program. Staff and HdL will develop a program with guidelines and provide training to hotels/motels on preparing TOT remittance forms and submitting the correct amount of TOT.

Update Investment Policy

- Update Investment Policy to meet the requirements of current financial environment. Obtain guidance and assistance from California Municipal Treasures Association (CMTA) on improving current Investment Policy and receive CMTA Investment Policy Certification.

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			101 GENERAL FUND		10114100 Finance Administration		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
542,686	774,091	729,236	411100	Regular Salaries	656,903	-72,333	-9.9%
11,497	21,580	21,580	431000	Deferred Compensation	17,420	-4,160	-19.3%
32,592	53,637	53,637	432000	Social Security	41,780	-11,857	-22.1%
36,758	97,541	97,541	433000	Retirement - Employer	46,474	-51,067	-52.4%
94,476	88,814	88,814	433050	Retirement-Unfunded Liability	104,476	15,662	17.6%
18,334	19,608	19,608	434000	Workers Compensation	38,881	19,273	98.3%
38,716	83,100	83,100	435000	Group Insurance	61,862	-21,238	-25.6%
2,036	3,575	3,575	435400	Retiree Health Savings	2,925	-650	-18.2%
36,132	36,670	36,670	435500	Retiree Insurance	34,230	-2,440	-6.7%
35,986	37,066	37,066	435600	Retiree Medical Prefunding	0	-37,066	-100.0%
193	185	185	436000	State Disability Insurance	190	5	2.7%
2,000	2,500	2,500	437000	Mgt Health Ben	2,000	-500	-20.0%
444	0	0	437500	Longevity Pay	2,100	2,100	0.0%
2,769	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
3,495	6,045	6,045	438500	Cell Phone Allowance	4,485	-1,560	-25.8%
858,114	1,228,912	1,184,057	Total	Personnel Services	1,018,226	-165,831	-14.0%
2,007	3,500	3,500	512100	Office Expense	3,500	0	0.0%
654	880	880	512400	Communications	880	0	0.0%
2,675	2,000	4,051	514100	Departmental Special Supplies	2,000	-2,051	-50.6%
199	3,000	3,000	516100	Training & Education	0	-3,000	-100.0%
2,181	4,000	4,000	516500	Conferences & Conventions	0	-4,000	-100.0%
542	750	750	516600	Special Events & Meetings	0	-750	-100.0%
1,840	1,500	1,500	516700	Memberships & Dues	1,500	0	0.0%
2,390	2,500	2,500	517000	City Commission Expenses	2,500	0	0.0%
1,051	1,065	1,065	517850	Employee Recognition Events	1,065	0	0.0%
107	110	110	518300	Auto Mileage Reimbursement	110	0	0.0%
69,000	121,250	123,330	610100	Audit Services	121,250	-2,080	-1.7%
99,254	88,480	89,813	619100	Fiscal Services	88,480	-1,333	-1.5%
13,118	50,000	66,882	619700	Micrographic Services	50,000	-16,882	-25.2%
240,745	311,170	415,970	619800	Other Contractual Services	61,170	-354,800	-85.3%
24,412	12,501	12,501	650300	Liability Reserve Charge	12,507	6	0.0%
460,175	602,706	729,851	Total	Maint & Operations	344,962	-384,889	-52.7%
1,318,289	1,831,618	1,913,908	Division Total		1,363,188	-550,720	-28.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			101	10114200			
			GENERAL FUND	General Accounting			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
503,681	498,756	571,629	411100	Regular Salaries	522,204	-49,425	-8.6%
676	4,025	4,025	411310	Overtime-Regular	4,025	0	0.0%
8,499	15,600	17,160	431000	Deferred Compensation	8,840	-8,320	-48.5%
39,089	38,919	45,676	432000	Social Security	38,940	-6,736	-14.7%
42,491	37,646	43,184	433000	Retirement - Employer	38,746	-4,438	-10.3%
68,787	81,541	81,541	433050	Retirement-Unfunded Liability	101,923	20,382	25.0%
13,313	17,156	17,156	434000	Workers Compensation	30,320	13,164	76.7%
52,265	67,895	84,284	435000	Group Insurance	67,298	-16,986	-20.2%
3,250	3,250	3,900	435400	Retiree Health Savings	3,250	-650	-16.7%
50,290	50,320	50,320	435500	Retiree Insurance	44,762	-5,558	-11.0%
35,847	36,922	36,922	435600	Retiree Medical Prefunding	0	-36,922	-100.0%
1,744	752	1,096	436000	State Disability Insurance	1,229	133	12.1%
500	1,500	1,500	437000	Mgt Health Ben	1,000	-500	-33.3%
8,973	7,500	7,500	437500	Longevity Pay	12,000	4,500	60.0%
975	1,950	1,950	438500	Cell Phone Allowance	1,945	-5	-0.3%
830,379	863,732	967,843	Total	Personnel Services	876,482	-91,361	-9.4%
1,521	1,800	1,800	512100	Office Expense	1,800	0	0.0%
0	500	0	512200	Printing and Binding	500	500	0.0%
121	100	100	512400	Communications	100	0	0.0%
745	2,000	2,500	514100	Departmental Special Supplies	2,000	-500	-20.0%
85	0	0	516100	Training & Education	0	0	0.0%
0	1,000	1,000	516500	Conferences & Conventions	0	-1,000	-100.0%
415	260	260	516700	Memberships & Dues	260	0	0.0%
2,945	3,000	13,000	619800	Other Contractual Services	3,000	-10,000	-76.9%
17,727	10,938	10,938	650300	Liability Reserve Charge	9,753	-1,185	-10.8%
23,559	19,598	29,598	Total	Maint & Operations	17,413	-12,185	-41.2%
853,939	883,330	997,441	Division Total		893,895	-103,546	-10.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			101 GENERAL FUND		10114300 Budget & Accounting Operations		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
554,645	568,821	593,269	411100	Regular Salaries	707,508	114,239	19.3%
0	4,025	4,025	411310	Overtime-Regular	4,025	0	0.0%
14,290	14,560	14,560	431000	Deferred Compensation	14,560	0	0.0%
40,316	39,650	39,650	432000	Social Security	47,925	8,275	20.9%
46,505	43,753	43,753	433000	Retirement - Employer	45,573	1,820	4.2%
79,378	91,085	91,085	433050	Retirement-Unfunded Liability	116,639	25,554	28.1%
14,552	19,299	19,299	434000	Workers Compensation	30,875	11,576	60.0%
82,852	85,437	85,437	435000	Group Insurance	98,227	12,790	15.0%
3,900	3,900	3,900	435400	Retiree Health Savings	4,550	650	16.7%
41,376	41,580	41,580	435500	Retiree Insurance	43,729	2,149	5.2%
56,689	58,390	58,390	435600	Retiree Medical Prefunding	0	-58,390	-100.0%
1,377	1,349	1,349	436000	State Disability Insurance	1,331	-18	-1.3%
1,000	1,000	1,000	437000	Mgt Health Ben	1,500	500	50.0%
20,478	24,000	24,000	437500	Longevity Pay	24,000	0	0.0%
1,950	1,950	1,950	438500	Cell Phone Allowance	2,925	975	50.0%
959,306	998,799	1,023,247	Total	Personnel Services	1,143,367	120,120	11.7%
8,756	10,500	8,971	512100	Office Expense	10,500	1,529	17.0%
355	300	300	512400	Communications	300	0	0.0%
1,163	1,250	2,250	514100	Departmental Special Supplies	1,250	-1,000	-44.4%
481	1,500	1,500	516100	Training & Education	0	-1,500	-100.0%
20	1,250	1,250	516500	Conferences & Conventions	0	-1,250	-100.0%
110	750	750	516700	Memberships & Dues	750	0	0.0%
19,376	12,304	12,304	650300	Liability Reserve Charge	9,932	-2,372	-19.3%
30,262	27,854	27,325	Total	Maint & Operations	22,732	-4,593	-16.8%
1,245	0	535	740100	Furniture & Furnishings	0	-535	-100.0%
1,245	0	535	Total	Capital Outlay	0	-535	-100.0%
990,813	1,026,653	1,051,107	Division Total		1,166,099	114,992	10.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			101	10114400			
			GENERAL FUND	Treasury			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
580,791	826,709	779,653	411100	Regular Salaries	539,592	-240,061	-30.8%
803	4,840	4,840	411310	Overtime-Regular	4,840	0	0.0%
17,563	22,360	20,800	431000	Deferred Compensation	10,140	-10,660	-51.3%
44,180	63,926	57,169	432000	Social Security	36,388	-20,781	-36.4%
49,434	63,373	57,835	433000	Retirement - Employer	37,021	-20,814	-36.0%
112,391	116,814	116,814	433050	Retirement-Unfunded Liability	116,084	-730	-0.6%
18,972	28,166	28,166	434000	Workers Compensation	40,488	12,322	43.7%
117,376	159,171	142,782	435000	Group Insurance	114,046	-28,736	-20.1%
5,151	7,150	6,500	435400	Retiree Health Savings	5,186	-1,314	-20.2%
94,232	95,250	95,250	435500	Retiree Insurance	94,977	-273	-0.3%
83,742	86,254	86,254	435600	Retiree Medical Prefunding	0	-86,254	-100.0%
1,591	2,610	2,266	436000	State Disability Insurance	2,195	-71	-3.1%
1,000	1,000	1,000	437000	Mgt Health Ben	0	-1,000	-100.0%
8,880	10,800	10,800	437500	Longevity Pay	2,100	-8,700	-80.6%
1,950	1,950	1,950	438500	Cell Phone Allowance	0	-1,950	-100.0%
0	0	0	440000	Uniform Allowance	225	225	0.0%
1,138,054	1,490,373	1,412,079	Total	Personnel Services	1,003,282	-408,797	-29.0%
12,339	11,000	11,000	512100	Office Expense	11,000	0	0.0%
1,478	1,260	1,260	512400	Communications	1,260	0	0.0%
425	2,000	2,955	514100	Departmental Special Supplies	2,000	-955	-32.3%
0	2,500	2,500	516100	Training & Education	0	-2,500	-100.0%
0	3,500	3,500	516500	Conferences & Conventions	0	-3,500	-100.0%
0	600	600	516700	Memberships & Dues	600	0	0.0%
49	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%
512	5,500	5,500	600200	R&M - Equipment	5,500	0	0.0%
479	2,000	2,000	600800	Equip Maint Expenses	2,305	305	15.3%
77	72	72	605400	Amortization of Equipment	0	-72	-100.0%
86,111	95,000	95,000	610100	Audit Services	95,000	0	0.0%
14,328	50,250	57,124	619800	Other Contractual Services	50,250	-6,874	-12.0%
25,261	17,957	17,957	650300	Liability Reserve Charge	13,024	-4,933	-27.5%
141,059	191,639	199,468	Total	Maint & Operations	180,939	-18,529	-9.3%
1,279,113	1,682,012	1,611,547	Division Total		1,184,221	-427,326	-26.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			101 GENERAL FUND		10114500 Purchasing		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
444,203	459,911	468,821	411100	Regular Salaries	410,067	-58,754	-12.5%
7,754	4,570	4,570	411310	Overtime-Regular	4,570	0	0.0%
0	0	12,014	411700	Contract Labor	0	-12,014	-100.0%
8,840	10,400	10,400	431000	Deferred Compensation	8,840	-1,560	-15.0%
35,299	34,853	34,853	432000	Social Security	29,942	-4,911	-14.1%
39,959	37,423	37,423	433000	Retirement - Employer	31,001	-6,422	-17.2%
46,139	79,311	79,311	433050	Retirement-Unfunded Liability	79,675	364	0.5%
7,331	15,324	15,324	434000	Workers Compensation	25,156	9,832	64.2%
68,496	69,048	69,048	435000	Group Insurance	50,297	-18,751	-27.2%
3,250	3,250	3,250	435400	Retiree Health Savings	2,600	-650	-20.0%
11,681	11,860	11,860	435500	Retiree Insurance	34,632	22,772	192.0%
50,348	51,858	51,858	435600	Retiree Medical Prefunding	0	-51,858	-100.0%
1,573	1,559	1,559	436000	State Disability Insurance	1,213	-346	-22.2%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
22,792	23,700	23,700	437500	Longevity Pay	16,500	-7,200	-30.4%
1,625	1,625	1,625	438500	Cell Phone Allowance	975	-650	-40.0%
749,789	805,192	826,116	Total	Personnel Services	695,968	-130,148	-15.8%
174	1,000	1,000	512100	Office Expense	1,000	0	0.0%
2,798	2,380	2,380	512400	Communications	2,380	0	0.0%
4,037	6,000	6,000	514100	Departmental Special Supplies	6,000	0	0.0%
43	800	800	516100	Training & Education	0	-800	-100.0%
892	5,000	5,000	516500	Conferences & Conventions	0	-5,000	-100.0%
215	700	700	516700	Memberships & Dues	700	0	0.0%
2,569	3,000	3,000	550110	Uniforms	3,000	0	0.0%
0	2,500	6,472	600200	R&M - Equipment	2,500	-3,972	-61.4%
2,519	6,000	6,000	600800	Equip Maint Expenses	7,249	1,249	20.8%
2,278	2,278	2,278	605400	Amortization of Equipment	0	-2,278	-100.0%
65,361	65,361	65,361	605500	Rental of Building	65,361	0	0.0%
0	6,000	6,000	619800	Other Contractual Services	6,000	0	0.0%
9,626	9,770	9,770	650300	Liability Reserve Charge	8,092	-1,678	-17.2%
90,511	110,789	114,761	Total	Maint & Operations	102,282	-12,479	-10.9%
840,300	915,981	940,877	Division Total		798,250	-142,627	-15.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			202 REFUSE DISPOSAL FUND		20214500 Purchasing		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
41,710	43,414	43,414	411100	Regular Salaries	43,618	204	0.5%
951	982	982	431000	Deferred Compensation	982	0	0.0%
3,048	3,122	3,122	432000	Social Security	3,100	-22	-0.7%
3,009	2,952	2,952	433000	Retirement - Employer	2,874	-78	-2.6%
5,239	6,213	6,213	433050	Retirement-Unfunded Liability	6,466	253	4.1%
19,330	1,538	1,538	434000	Workers Compensation	2,440	902	58.6%
396	409	409	435400	Retiree Health Savings	409	0	0.0%
164	168	168	436000	State Disability Insurance	169	1	0.6%
73,848	58,798	58,798	Total	Personnel Services	60,058	1,260	2.1%
28,068	980	980	650300	Liability Reserve Charge	785	-195	-19.9%
28,068	980	980	Total	Maint & Operations	785	-195	-19.9%
101,916	59,778	59,778	Division Total		60,843	1,065	1.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			203 MUNICIPAL BUS LINES FUND		20314500 Purchasing		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
143,199	145,504	145,504	411100	Regular Salaries	147,115	1,611	1.1%
6,326	0	0	411310	Overtime-Regular	0	0	0.0%
2,169	3,698	3,698	431000	Deferred Compensation	2,138	-1,560	-42.2%
11,229	10,911	10,911	432000	Social Security	11,427	516	4.7%
12,267	11,388	11,388	433000	Retirement - Employer	11,278	-110	-1.0%
20,112	23,960	23,960	433050	Retirement-Unfunded Liability	25,363	1,403	5.9%
2,998	5,127	5,127	434000	Workers Compensation	8,144	3,017	58.8%
24,984	25,753	25,753	435000	Group Insurance	26,683	930	3.6%
1,554	1,541	1,541	435400	Retiree Health Savings	1,541	0	0.0%
688	654	654	436000	State Disability Insurance	661	7	1.1%
3,174	3,300	3,300	437500	Longevity Pay	5,700	2,400	72.7%
228,698	231,836	231,836	Total	Personnel Services	240,050	8,214	3.5%
3,874	3,268	3,268	650300	Liability Reserve Charge	2,620	-648	-19.8%
3,874	3,268	3,268	Total	Maint & Operations	2,620	-648	-19.8%
232,572	235,104	235,104	Division Total		242,670	7,566	3.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			310		31014600		
			CENTRAL STORES FUND		Central Stores		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,339,257	1,525,000	1,527,695	600900	Central Stores	1,525,000	-2,695	-0.2%
1,339,257	1,525,000	1,527,695	Total	Maint & Operations	1,525,000	-2,695	-0.2%
1,339,257	1,525,000	1,527,695	Division Total		1,525,000	-2,695	-0.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FINANCE			436	43614100			
			BOARD OF STATE&COMM CORRECTNS	BSCC - Youth Reinvestment Prog			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	0	2,400	516100	Training & Education	2,450	50	2.1%
0	0	2,400	516500	Conferences & Conventions	2,450	50	2.1%
0	0	194,616	619800	Other Contractual Services	200,186	5,570	2.9%
0	0	199,416	Total	Maint & Operations	205,086	5,670	2.8%
0	0	199,416	Division Total		205,086	5,670	2.8%

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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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
22100	Human Resources	1,394,393	1,822,454	1,546,357	-276,097	-15.1%
22300	City Clerk	732,591	860,788	727,349	-133,439	-15.5%
22400	Cultural Affairs-Art Fund	190,518	227,188	222,816	-4,372	-1.9%
	Fund Total	2,317,502	2,910,430	2,496,522	-413,908	-14.2%
<i>309 - SELF INSURANCE FUND</i>						
22200	Risk Management	928,374	957,776	937,751	-20,025	-2.1%
22210	Employee Disability (IOD)	924,639	784,754	887,204	102,450	13.1%
22220	Premium/Claims	4,412,248	4,846,428	4,624,015	-222,413	-4.6%
	Fund Total	6,265,262	6,588,958	6,448,970	-139,988	-2.1%
<i>413 – CULTURAL ARTS FUND</i>						
22400	Art Fund	284,395	1,928,318	625,613	-1,302,705	-67.6%
	Fund Total	284,395	1,928,318	625,613	-1,302,705	-67.6%
	Department Total	\$8,867,159	\$11,427,706	\$9,571,105	-\$1,856,601	-16.2%



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
REVENUE SUMMARY					
Art in Public Places Fee	438,439	375,000	350,000	-25,000	-6.7%
Passport Processing Fee	82,355	55,000	0	-55,000	-100.0%
Workers Comp Reserve Fees	3,367,713	4,299,259	6,816,349	2,517,090	58.5%
Property Insurance Fees	0	626,743	626,743	0	0.0%
Interest Income	19,543	25,000	28,000	3,000	12.0%
Miscellaneous Revenue	34,377	0	0	0	0.0%
General Revenues	4,924,732	6,046,704	1,750,013	-4,296,691	-71.1%
Department Total	\$8,867,159	\$11,427,706	\$9,571,105	-\$1,856,601	-16.2%



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10122100 Human Resources</u>					
Human Resources Analyst	2.00	2.00	2.00	0.00	0.0%
Human Resources Associate/Conf	2.00	2.00	2.00	0.00	0.0%
Assistant City Manager	0.75	0.75	0.75	0.00	0.0%
Human Resources Manager/Equity Officer	0.00	1.00	1.00	0.00	0.0%
Human Resources Tech/Conf	2.00	2.50	2.50	0.00	0.0%
Division Total	6.75	8.25	8.25	0.00	0.0%
<u>10122200 Risk Management</u>					
Assistant City Manager	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>10122300 City Clerk</u>					
City Clerk	1.00	1.00	1.00	0.00	0.0%
City Clerk Specialist #	2.00	1.00	1.00	0.00	0.0%
Clerk/RPT #	0.88	0.88	0.88	0.00	0.0%
Management Analyst	0.00	1.00	1.00	0.00	0.0%
Division Total	3.88	3.88	3.88	0.00	0.0%
<u>10122400 Cultural Affairs</u>					
Cultural Affairs Coordinator	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>41322400 Cultural Affairs</u>					
Clerk/RPT	0.88	0.88	0.88	0.00	0.0%
Division Total	0.88	0.88	0.88	0.00	0.0%
Total Positions	14.76	16.26	16.26	0.00	0.0%

Vacant position frozen, no appropriation included for Fiscal Year 2020/2021.

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10122100 Human Resources</u>					
Administrative Clerk	1,560	1,560	1,560	0	0.0%
Student Worker	480	480	480	0	0.0%
Division Total	2,040	2,040	2,040	0	0.0%
Total Hours	2,040	2,040	2,040	0	0.0%



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC GOALS

Goal: Revitalize Ballona Creek

- Existing artworks adjacent to Ballona Creek are being restored and maintained.

CITY CLERK

- Continue to work with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. (Joint Project with City Attorney's Office.)

Status: Partially completed and ongoing. 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. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 20-21.

- Collaborate with LA County to Identify Culver City Vote Centers.

Status: Complete. Assisted LA County to identify 7 Vote Center locations within Culver City, as well as a one-day mobile vote center that will be placed at Farmers' Market to be used in the March 2020 special consolidated municipal election.

- Continue working with the Information Technology Department on implementation of the new Electronic Document Management System (EDMS), developing workflows for City staff and public access to documents

Status: Ongoing. The technology switch to the new Sharepoint system has been implemented, the Record Plans have been determined, Konica Minolta is conducting a Records Management Assessment, which is expected to be complete prior to the closed of FY 2019-20.

- Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department and City Attorney's Office.)



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Partially completed with remainder estimated to be complete by end of FY 19-20. A Working Group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office prepared Administrative Policies and Procedures for a Social Media Policy regarding the City's presence on social media, including a Customer Use Policy, which was approved by the City Manager and implemented in FY 17-18. In addition, the Working Group is in the process of drafting a separate administrative policy regarding employee use of social media, with an anticipated completion date prior to the close of FY 19-20. 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 Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies by the end of FY 19-20.

- Implement an Electronic Public Records Request System

Status: In progress. The City Clerk's Office is expected to have a fully executed contract with a service provider and the process developed by end of FY 2019-20. Staff will be trained, and the system fully implemented by mid-FY 2020-21.

- Finalize SIRE migration to Granicus

Status: Completed.

CULTURAL AFFAIRS

- Continue to implement and refine the Art in Public Places (APPP), Historic Preservation and Performing Arts Grant Programs. Continue implementation of the Artist Laureate Program; Work with consultant, Cultural Affairs Commission and City Council to identify and recommend selection of a new Artist Laureate

1. **Art in Public Places Program**

Status: Ongoing. Cultural Affairs Commission (CAC) considered and approved concepts for permanent artworks at Ivy Station and Haven (11924 Washington Blvd.); new permanent artwork titled, "Bloom Dimension" by Jason Woodside installed at One Culver and temporary digital artwork titled, "Culver Current" by Nate Mohler installed at City Hall in December. Continue coordinating APPP requirements (including permit tracking) with developers for The Culver Studios, The Culver Steps, Culver Public



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Market, and Brick & Machine, as well as commission of gateway artwork for Washington/National TOD. Created an updated brochure outlining Art in Public Places Program (APPP) requirements for new development projects (available at the Planning Division public counter). With input from CAC subcommittee, making revisions to APPP Ordinance to better define and strengthen aesthetic guidelines for new art commissions and add language pertaining to diversity and inclusion.

Obtained bids for major restoration of three significant City-owned artworks; completed restoration of multi-media artwork "Truth or Fiction" behind Kirk Douglas Theatre and updated vinyl wraps for various utility boxes in and around Town Plaza. Executed and recorded covenants for permanent artworks at Echo Horizon and Park Century Schools. Completed digital archive testing (System451) for permanent artworks to include image files, scanned plans and related documentation.

Completed update and printing of second edition of the APPP Downtown Cultural Walking Tours book. Updated the "Arts and Culture" landing page on City's website; working with IT Department to revise formatting of Public Art web pages for easier navigation. Continue with GovDelivery, City web site and social media updates re new projects and with distribution of tours books.

2. Artist Laureate Program

Status: Complete and Ongoing. Consultant was engaged to prepare and promote a public application process and convene an expert review panel. As a result of that process, the Cultural Affairs Commission recommended Alexey Steele as the first Artist Laureate for Culver City, and the City Council made the appointment in January. Alexey Steele is a visual artist known for large-scale figurative works, is a Culver City resident, and is experienced in developing and implementing successful community art programming.

3. Historic Preservation Program (Development Projects)

Status: Ongoing. Continue to work with various City departments and property owners to coordinate and implement City and CEQA requirements as pertain to historic resources for various projects including: The Culver Studios' CPA No. 7 / Innovation Plan (specifically, conditions of approval and mitigation measures including HABS/HAER level documentation for archiving at the Library of Congress), Citizen Public Market, various residential projects, former AmVets building, and restoration of the Culver sign (removed from the marquee of the former Culver Theater, now Kirk Douglas Theatre).



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

4. Performing Arts Grant Program

Status: Ongoing. City Council approved 2020 Performing Arts Grants for 16 music, dance and theatre organizations. Sony Pictures Entertainment increased their contribution and a new contribution was secured from Culver City Arts Foundation. Those amounts were fully regranted for 2020 performances. Staff continued outreach efforts and encouraged performances in new venues and underused areas of the City. Performances commenced in February 2020 and continue through November 2020. Promotion is focused on attracting local audiences and families. Discussions continue with the IT Department regarding enhancement of the online application system

- Work with Creative Economy consultant, CAC subcommittee and community stakeholders to identify and present short- and long-term options to City Council.

Status: Ongoing. Thirty individuals representing creative industries, schools, and city departments met at the Wende Museum in July 2019 to discuss key questions about their contributions to the creative economy and their ongoing business needs. Industries that were represented included architecture, interior design, performing arts, visual arts, communication, education, entertainment, and digital media. The meeting was facilitated by an experienced consultant using a collaborative discussion model. The final report and recommendations from that meeting are being finalized by the CAC subcommittee and will be presented to the Cultural Affairs Commission in March and the City Council shortly thereafter.

- Review the Historic Preservation Program and recommend updates as appropriate.

Status: In progress. In 2019, City Council approved release of an RFP for consultant services to help facilitate the program update. The scope of work included development of a Mills Act Program and addressing criteria for Culver City qualifying as a Certified Local Government. City Council also authorized incorporating a community advisory committee into the process. Due to time-sensitive demands of new and on-going development projects and other advance planning and special projects, staff had to temporarily suspend work on this project for the remainder of 2019. Staff will be issuing the RFP in March 2020 and will be returning to Council with an update and recommendations in FY 20-21.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Continue the Open House Program

Status: Completed. Representatives of local performing arts organizations were individually invited to visit Veterans Memorial Auditorium and discuss the potential use of the stage as an intimate performance space. Staff conducted meetings and tours of the space to assess their requirements and possible interest in future rentals. In addition, staff researched the availability of additional performance venues and promoted those for use as part of the Performing Arts Grant Program. Staff recommends building on this program by hosting an Art Excursion Event during the Americans for the Arts Annual Convention.

- Continue with the Cultural Venue Enhancement Project

Status: Ongoing. Staff met with local theatre experts regarding the need for an intimate "black box" performance space and Culver City Arts Foundation indicated a willingness to partially fund that effort. Staff prepared the first draft of a plan to convert the stage of the Veterans Memorial Auditorium into a usable performance space. Vendor quotes for painting, curtains, rigging, lighting equipment, fixtures, and seating risers were collected.

- Continue to partner with Community Development on the Economic Development Implementation Plan and the General Plan Update

Status: Ongoing. Continuing to work with the Community Development Department to identify and coordinate overlapping areas of the Economic Development Implementation Plan and the Creative Economy Report. Working with Advanced Planning in relation to the Arts, Culture and Creative Economy and Historic Resources elements of the General Plan Update.

- Continue to work with the Cultural Affairs Foundation Board to clarify and revise Memorandum of Understanding

Status: Completed. Amended MOU approved by City Council on June 24, 2019.

HUMAN RESOURCES

- Work with the City Attorney's Office and Civil Service Commission Subcommittee to review and revise certain Civil Service Rules



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: On hold. Staff began meeting with the Civil Service Commission Subcommittee in January 2019. Several Rules have been reviewed and revisions have been drafted. The project is on hold until after staff receives direction pertaining to the role of the Civil Service Commission.

- Complete negotiations with the Police Officers' Association for a new Memorandum of Understanding

Status: Complete. New 3-year Memorandum of Understanding negotiated effective July 1, 2019.

- Continue working with the City Council Subcommittee to create a proposed scope of responsibility and authority for a Human Relations Committee

Status: Complete. City Council adopted a resolution establishing an Equity and Human Relations Committee on January 27, 2020, to be effective on July 1, 2020.

- Continue working with the City Council Subcommittee on Equity to establish an equity policy and finalize the Racial Equity Action Plan (REAP) for City Council consideration and approval.

Status: In progress. Funds were allocated in the FY 19-20 budget for a consultant to assist in finalizing the REAP. Scope of work includes facilitating community engagement in the development and implementation of the REAP and provide training to City employees. City staff released a Request for Proposal (RFP) on December 19, 2019. The RFP closed on February 13, 2020. A selection is expected to be made in late March 2020.

- Continue working with the City Council Subcommittee to finalize and distribute the AARP Age Friendly Cities Initiative survey. Analyze results and meet with community stakeholders.

Status: Complete. A community survey was conducted in March 2019 to learn what community resources, programs and activities are important to individuals age 50+. There were also two in-person "listening sessions" convened. The report was presented to City Council on October 14, 2019. Report findings have been communicated to the General Plan Advisory Committee and the Parks, Recreation and Community Services Commission.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Continue to lead discussions with Culver City Employees Association pertaining to jail services.

Status: Ongoing.

- Continue with the Student Internship Program.

Status: Ongoing. 12-week program to provide students with direct experience working in local government. There was a total of six students from CCUSD who participated in the program during this current FY.

RISK MANAGEMENT

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

Status: Ongoing. Continue to promote the City's wellness programs and activities to employees. Currently on the 11th session of Weight Watchers at Work. Other ongoing wellness activities include offering monthly yoga, cycling and mindfulness sessions. Recently purchased sunscreen stations for employees who work outdoors.

- Continue Departmental Employee Safety Recognition Incentive Programs

Status: Ongoing. Continue to recognize and reward behaviors to prevent workplace injuries and increase safety awareness. The "Safe for Six Program" rewards specific departments (that require Cal/OSHA safety training) for having no work-related injuries during the first and last six months of the year.

- Review and revamp the citywide safety program

Status: Complete and ongoing. Continue to facilitate and monitor mandatory Cal-OSHA training and ensure facilities are inspected on a regular basis. In the process of creating a citywide safety committee.

- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.

Status: Ongoing. Continue to provide reports to departments to use as a tool to inform training, safety and equipment needs, as well as to highlight the cost of injuries.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2020/2021 WORK PLANS

CITY CLERK

- **Legislative and Advisory Body Support**
 - City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of Fiscal Year 20-21. (Joint Project with City Attorney's Office)
 - Provide and/or track mandated trainings for elected and appointed officials and City employees.
 - Develop and distribute at Commission, Board, and Committee (CBC) Manual and Handbook to provide guidance to CBC members and candidates.
 - Oversee the annual CBC candidate recruitment outreach and selection process.
 - Develop and implement a process for a biannual written report-back to City Council on CBC activities.
- **Municipal Elections**
 - Continue to prepare for the first General Municipal Election to be consolidated with Los Angeles County to elect three Council Members and to place any potential measures on the ballot. The election will be called at a City Council Meeting prior to July 13, 2020. Los Angeles County is scheduled to finalize and certify the results for approval and declaration at the December 14, 2020 City Council Meeting.
 - Continue to work with LA County, providing outreach regarding Vote Centers/New Voting System.
 - Continue outreach to citizens and Culver City youth about the importance of voting.
- **Document Management System** (Joint Project with Information Technology Services Department and Konica Minolta)
 - Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2020-21 implementation is the completion of a WORM-compliant records center and automated workflow



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Records Retention and Destruction Schedule**
 - Continue to provide oversight and direction on the process for citywide records destruction. An updated schedule will be completed in FY 2020-21
- **Passport Services**
 - Review passport application services and program to identify opportunities for improvement.
- **Public Records Act – Electronic Request/Processing System**
 - Provide training for Departmental staff on Public Records Requests (PRR) processes.
- **Electronic Filing System for FPPC Forms**
 - Implement an online program for electronic filing of forms required by the Fair Political Practices Commission

CULTURAL AFFAIRS

- Continue to implement the Art in Public Places Program, including commission of new artworks, completion of major restorations and ongoing maintenance. Review and recommend revisions to Culver City Municipal Code Chapter 15.06 pertaining to the Art in Public Places Program.
- Continue outreach (e.g. updating public artworks on City website and promotion of Cultural Affairs programs).
- Continue to implement the Historic Preservation Program in conjunction with new development projects. Review Historic Preservation Program and recommend updates as appropriate.
- Continue to implement and promote the Performing Arts Grant Program, including focus on increasing the number of applications and diversity of the applicants.
- Host a Culver City Art Excursion Event during the Americans for the Arts Annual Convention in June 2021.
- Continue Cultural Venue Enhancement Projects.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Continue the Artist Laureate Program including new public programming and activities.
- Continue to work with CAC to present plans to City Council for short- and long-term Creative Economy engagement.
- Continue to partner with Community Development on the cultural and preservation elements of the General Plan Update.
- Create a sustainable plan to maintain and increase funding and staff for Cultural Affairs Division, including supporting internship programs and other partnerships.
- Continue partnership with Culver City Arts Foundation to raise additional funds for the Performing Arts Grant Program, Artist Laureate Program, Temporary Artworks, Cultural Corridor and Cultural Facility Enhancement.

Human Resources

- **Administrative Policies**
 - Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office
- **Core Human Resources Functions**
 - Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitment, testing and selection, administer protected leave programs, conduct personnel investigations and provide support to departments on employee performance management.
- **Equity Programming and Support**
 - Update the City's Equal Employment Opportunity (EEO) Plan; Provide staff support for the Equity and Human Relations Advisory Committee; and facilitate diversity, equity and inclusion training for elected and appointed officials, and city staff.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- **Labor Negotiations**
 - Conclude negotiations with Firefighters and Fire Management bargaining units for successor MOUs which expired on December 31, 2019. Negotiate for successor Memoranda of Understanding with CCEA and CCMG for MOUs expiring on June 30, 2020 and the Police Management Group whose MOU is to expire December 31, 2020.
- **My Brother's Keeper**
 - In accordance with the adopted Local Action Plan, expand the Student Internship Program for My Brother's Keeper (MBK) members for a paid summer internship. Develop a mentoring program for all students who participate in the Student Internship Program. The goal of this program is to develop leaders, introduce and encourage public sector employment and provide peer mentoring.
- **Succession Planning**
 - Develop internal training, job shadowing and knowledge transfer program to address potential workforce gap.
- **Training Program**
 - Develop a comprehensive citywide training program to address skills gap and provide professional development to prepare for promotional opportunities.

RISK MANAGEMENT

- Continue to offer a comprehensive Employee Wellness Program. Conduct a survey to solicit feedback from employees on current program and potential program ideas.
- Expand Departmental Employee Safety Recognition Incentive Programs.
- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.
- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.
- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Oversee the worker's compensation claims program, ensuring timely reporting of workers' compensation claims to the third-party administrator; Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations.
- Review and evaluate settlement recommendations. Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.
- Implement and monitor the citywide Certificate of Insurance Program.
- Oversee property valuations on all city owned property.
- Continue to manage EDD/unemployment/State Disability Insurance Claims

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			101	10122100			
			GENERAL FUND	Human Resources			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
760,648	879,591	879,591	411100	Regular Salaries	915,017	35,426	4.0%
26,392	41,278	36,778	411200	Part-Time Salaries	39,802	3,024	8.2%
2,045	0	0	411310	Overtime-Regular	0	0	0.0%
0	0	4,500	411700	Contract Labor	0	-4,500	-100.0%
18,194	22,620	22,620	431000	Deferred Compensation	22,714	94	0.4%
51,266	61,108	61,108	432000	Social Security	60,820	-288	-0.5%
64,926	97,231	97,231	433000	Retirement - Employer	68,747	-28,484	-29.3%
101,462	119,609	119,609	433050	Retirement-Unfunded Liability	151,675	32,066	26.8%
15,725	16,819	16,819	434000	Workers Compensation	34,422	17,603	104.7%
90,714	113,537	113,537	435000	Group Insurance	103,661	-9,876	-8.7%
4,626	5,362	5,362	435400	Retiree Health Savings	5,401	39	0.7%
21,695	21,270	21,270	435500	Retiree Insurance	19,795	-1,475	-6.9%
62,129	63,993	63,993	435600	Retiree Medical Prefunding	0	-63,993	-100.0%
1,641	1,651	1,651	436000	State Disability Insurance	1,607	-44	-2.7%
1,500	1,500	1,500	437000	Mgt Health Ben	1,500	0	0.0%
11,748	12,000	12,000	437500	Longevity Pay	12,000	0	0.0%
1,950	2,925	2,925	438500	Cell Phone Allowance	2,925	0	0.0%
1,236,660	1,460,494	1,460,494	Total	Personnel Services	1,440,086	-20,408	-1.4%
7,701	6,000	7,956	512100	Office Expense	3,000	-4,956	-62.3%
1,599	1,360	1,360	512400	Communications	1,360	0	0.0%
2,586	5,710	6,516	514100	Departmental Special Supplies	5,710	-806	-12.4%
10,107	10,000	15,336	516100	Training & Education	6,000	-9,336	-60.9%
7,590	3,000	3,000	516500	Conferences & Conventions	0	-3,000	-100.0%
14,454	30,000	30,000	516600	Special Events & Meetings	0	-30,000	-100.0%
8,685	1,000	1,000	516700	Memberships & Dues	1,000	0	0.0%
5,283	5,096	5,396	517000	City Commission Expenses	5,096	-300	-5.6%
210	300	300	517100	Subscriptions	300	0	0.0%
6,133	8,000	8,000	517300	Advertising and Public Relatio	8,000	0	0.0%
166	518	518	517850	Employee Recognition Events	518	0	0.0%
0	414	414	518300	Auto Mileage Reimbursement	414	0	0.0%
256	300	300	600200	R&M - Equipment	300	0	0.0%
33,764	58,000	63,276	610300	Personnel Services	28,000	-35,276	-55.7%
20,285	25,450	78,368	611200	Legal Services - Personnel Gri	15,450	-62,918	-80.3%
18,509	119,500	129,497	619800	Other Contractual Services	20,050	-109,447	-84.5%
20,406	10,723	10,723	650300	Liability Reserve Charge	11,073	350	3.3%
157,733	285,371	361,960	Total	Maint & Operations	106,271	-255,689	-70.6%
1,394,393	1,745,865	1,822,454	Division Total		1,546,357	-276,097	-15.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			101	10122300			
			GENERAL FUND	City Clerk			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
373,524	382,697	368,572	411100	Regular Salaries	276,774	-91,798	-24.9%
0	0	0	411200	Part-Time Salaries	3	3	0.0%
1,616	4,000	4,000	411310	Overtime-Regular	4,000	0	0.0%
0	0	20,000	411700	Contract Labor	0	-20,000	-100.0%
7,992	8,840	8,840	431000	Deferred Compensation	4,160	-4,680	-52.9%
26,326	25,006	25,006	432000	Social Security	18,346	-6,660	-26.6%
30,271	29,206	29,206	433000	Retirement - Employer	19,613	-9,593	-32.8%
47,773	59,512	59,512	433050	Retirement-Unfunded Liability	61,497	1,985	3.3%
7,047	7,441	7,441	434000	Workers Compensation	13,445	6,004	80.7%
38,958	44,481	44,481	435000	Group Insurance	26,685	-17,796	-40.0%
2,563	2,600	2,600	435400	Retiree Health Savings	1,300	-1,300	-50.0%
26,316	25,470	25,470	435500	Retiree Insurance	29,038	3,568	14.0%
14,116	14,539	14,539	435600	Retiree Medical Prefunding	0	-14,539	-100.0%
939	886	886	436000	State Disability Insurance	4	-882	-99.5%
500	500	500	437000	Mgt Health Ben	1,000	500	100.0%
5,084	5,400	5,400	437500	Longevity Pay	2,100	-3,300	-61.1%
975	975	975	438500	Cell Phone Allowance	1,950	975	100.0%
583,999	611,553	617,428	Total	Personnel Services	459,915	-157,513	-25.5%
2,900	3,000	3,000	512100	Office Expense	3,000	0	0.0%
1,183	1,010	1,010	512400	Communications	1,010	0	0.0%
8,676	8,114	11,158	514100	Departmental Special Supplies	8,114	-3,044	-27.3%
7,556	5,700	5,700	514300	Municipal Code Revisions	5,700	0	0.0%
770	2,760	2,760	516100	Training & Education	2,760	0	0.0%
3,749	6,901	6,901	516500	Conferences & Conventions	0	-6,901	-100.0%
268	2,500	2,500	516600	Special Events & Meetings	2,500	0	0.0%
655	2,500	2,500	516700	Memberships & Dues	2,500	0	0.0%
30,007	34,290	34,290	517000	City Commission Expenses	38,290	4,000	11.7%
7,734	20,000	20,000	517300	Advertising and Public Relatio	20,000	0	0.0%
256	1,000	1,000	600200	R&M - Equipment	1,000	0	0.0%
0	20,000	20,000	610400	Consulting Services	0	-20,000	-100.0%
75,231	0	82,558	610600	Election Services	150,000	67,442	81.7%
500	35,235	45,240	619800	Other Contractual Services	28,235	-17,005	-37.6%
9,106	4,744	4,744	650300	Liability Reserve Charge	4,325	-419	-8.8%
148,591	147,754	243,360	Total	Maint & Operations	267,434	24,074	9.9%
732,591	759,307	860,788	Division Total		727,349	-133,439	-15.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			101 GENERAL FUND		10122400 Cultural Affairs-Art Fund		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
121,482	128,642	128,642	411100	Regular Salaries	123,708	-4,934	-3.8%
(345)	20,800	20,800	411200	Part-Time Salaries	20,800	0	0.0%
4,160	4,160	4,160	431000	Deferred Compensation	4,160	0	0.0%
8,996	10,151	10,151	432000	Social Security	8,412	-1,739	-17.1%
10,192	10,246	10,246	433000	Retirement - Employer	9,102	-1,144	-11.2%
16,788	27,057	27,057	433050	Retirement-Unfunded Liability	27,285	228	0.8%
3,549	2,637	2,637	434000	Workers Compensation	5,238	2,601	98.6%
15,702	16,389	16,389	435000	Group Insurance	17,001	612	3.7%
638	650	650	435400	Retiree Health Savings	650	0	0.0%
(3)	0	0	436000	State Disability Insurance	0	0	0.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
3,300	3,300	3,300	437500	Longevity Pay	3,300	0	0.0%
975	975	975	438500	Cell Phone Allowance	975	0	0.0%
185,933	225,507	225,507	Total	Personnel Services	221,131	-4,376	-1.9%
4,586	1,681	1,681	650300	Liability Reserve Charge	1,685	4	0.2%
4,586	1,681	1,681	Total	Maint & Operations	1,685	4	0.2%
190,518	227,188	227,188	Division Total		222,816	-4,372	-1.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			309	30922200			
			RISK MANAGEMENT FUND	Risk Management			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
345,530	225,784	225,784	411100	Regular Salaries	228,515	2,731	1.2%
8,774	6,760	6,760	431000	Deferred Compensation	6,760	0	0.0%
21,871	15,612	15,612	432000	Social Security	15,739	127	0.8%
167,006	17,361	17,361	433000	Retirement - Employer	16,997	-364	-2.1%
29,971	36,754	36,754	433050	Retirement-Unfunded Liability	38,210	1,456	4.0%
4,686	4,996	4,996	434000	Workers Compensation	8,566	3,570	71.5%
18,188	18,728	18,728	435000	Group Insurance	19,364	636	3.4%
1,951	1,463	1,463	435400	Retiree Health Savings	1,463	0	0.0%
24,789	24,690	24,690	435500	Retiree Insurance	23,394	-1,296	-5.2%
7,304	7,523	7,523	435600	Retiree Medical Prefunding	0	-7,523	-100.0%
(40,266)	0	0	435650	OPEB Liability Charge	0	0	0.0%
416	232	232	436000	State Disability Insurance	232	0	0.0%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
2,020	2,100	2,100	437500	Longevity Pay	4,200	2,100	100.0%
0	0	0	438000	Auto Allowance	1,125	1,125	0.0%
975	975	975	438500	Cell Phone Allowance	975	0	0.0%
593,715	363,478	363,478	Total	Personnel Services	366,040	2,562	0.7%
0	1,500	1,500	512100	Office Expense	1,000	-500	-33.3%
355	300	300	512400	Communications	300	0	0.0%
0	4,400	4,400	513000	Utilities	4,400	0	0.0%
1,667	32,000	62,333	514100	Departmental Special Supplies	10,000	-52,333	-84.0%
5,452	7,000	7,680	514160	Employee Wellness Supplies	7,000	-680	-8.9%
3,324	4,620	4,620	516100	Training & Education	4,000	-620	-13.4%
2,638	3,000	3,000	516500	Conferences & Conventions	3,000	0	0.0%
0	150	150	516600	Special Events & Meetings	0	-150	-100.0%
150	1,325	1,325	516700	Memberships & Dues	250	-1,075	-81.1%
328	3,300	3,300	517100	Subscriptions	500	-2,800	-84.8%
0	500	500	518300	Auto Mileage Reimbursement	500	0	0.0%
0	95,000	95,000	610100	Audit Services	184,000	89,000	93.7%
33,415	35,000	37,678	614100	Medical Services	35,000	-2,678	-7.1%
6,610	10,000	15,569	619600	Drug Testing Program	10,000	-5,569	-35.8%
274,122	309,005	335,472	619800	Other Contractual Services	309,005	-26,467	-7.9%
6,081	3,185	3,185	650300	Liability Reserve Charge	2,756	-429	-13.5%
518	0	0	665100	Depreciation	0	0	0.0%
334,660	510,285	576,011	Total	Maint & Operations	571,711	-4,300	-0.7%
0	0	18,287	732160	IT Equipment - Software	0	-18,287	-100.0%
0	0	18,287	Total	Capital Outlay	0	-18,287	-100.0%
928,374	873,763	957,776	Division Total		937,751	-20,025	-2.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			309	30922210			
			RISK MANAGEMENT FUND	Employee Disability (IOD)			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
638,265	515,300	515,300	411100	Regular Salaries	667,800	152,500	29.6%
4,584	5,650	5,650	411310	Overtime-Regular	5,650	0	0.0%
2,920	4,000	4,000	431000	Deferred Compensation	5,500	1,500	37.5%
16,345	18,100	18,100	432000	Social Security	15,900	-2,200	-12.2%
92,755	103,000	103,000	433000	Retirement - Employer	58,000	-45,000	-43.7%
121	0	0	433500	Retirement - Employee	1,000	1,000	0.0%
11,017	11,137	11,137	434000	Workers Compensation	19,728	8,591	77.1%
94,345	70,000	70,000	435000	Group Insurance	76,000	6,000	8.6%
2,538	2,750	2,750	435400	Retiree Health Savings	1,900	-850	-30.9%
14,021	14,442	14,442	435600	Retiree Medical Prefunding	0	-14,442	-100.0%
606	775	775	436000	State Disability Insurance	580	-195	-25.2%
29,592	30,000	30,000	437500	Longevity Pay	24,000	-6,000	-20.0%
3,233	2,500	2,500	440000	Uniform Allowance	4,800	2,300	92.0%
910,343	777,654	777,654	Total	Personnel Services	880,858	103,204	13.3%
14,296	7,100	7,100	650300	Liability Reserve Charge	6,346	-754	-10.6%
14,296	7,100	7,100	Total	Maint & Operations	6,346	-754	-10.6%
924,639	784,754	784,754	Division Total		887,204	102,450	13.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			309 RISK MANAGEMENT FUND		30922220 Premium/Claims		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
572,120	600,000	600,000	650100	Insurance Premiums - Liability	600,000	0	0.0%
224,015	224,015	224,015	650150	Insurance - ICRMA Assessment	224,015	0	0.0%
537,227	720,000	720,000	650200	Insurance Premiums - Other	600,000	-120,000	-16.7%
309,316	300,000	300,000	650400	Workers Comp Ins Premiums	300,000	0	0.0%
2,731,865	2,800,000	2,885,000	660200	Workers Comp Ins Claims	2,800,000	-85,000	-2.9%
37,705	100,000	117,413	660300	Unemployment Insurance Claims	100,000	-17,413	-14.8%
4,412,248	4,744,015	4,846,428	Total	Maint & Operations	4,624,015	-222,413	-4.6%
4,412,248	4,744,015	4,846,428	Division Total		4,624,015	-222,413	-4.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

ADMINISTRATIVE SERVICES			413	41322400			
			CULTURAL TRUST FUND	Art Fund			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
41,268	39,575	39,575	411100	Regular Salaries	39,577	2	0.0%
16,207	34,456	34,456	411200	Part-Time Salaries	34,456	0	0.0%
1,530	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
3,428	5,581	5,581	432000	Social Security	2,805	-2,776	-49.7%
4,408	4,320	4,320	433000	Retirement - Employer	4,244	-76	-1.8%
494	990	990	434000	Workers Compensation	2,850	1,860	187.9%
9,281	9,364	9,364	435000	Group Insurance	9,682	318	3.4%
663	650	650	435400	Retiree Health Savings	650	0	0.0%
187	175	175	436000	State Disability Insurance	172	-3	-1.7%
338	650	650	438500	Cell Phone Allowance	650	0	0.0%
77,803	97,321	97,321	Total	Personnel Services	96,646	-675	-0.7%
1,058	750	750	512100	Office Expense	750	0	0.0%
13,784	0	14,352	512200	Printing and Binding	13,500	-852	-5.9%
30	0	1,839	514100	Departmental Special Supplies	0	-1,839	-100.0%
4,605	5,000	2,194	516500	Conferences & Conventions	5,000	2,806	127.9%
925	2,000	5,799	516600	Special Events & Meetings	2,000	-3,799	-65.5%
2,460	3,000	3,540	516700	Memberships & Dues	3,000	-540	-15.3%
6,210	6,000	11,265	517000	City Commission Expenses	6,500	-4,765	-42.3%
0	0	300	517100	Subscriptions	0	-300	-100.0%
6,587	0	2,412	517300	Advertising and Public Relatio	0	-2,412	-100.0%
141,571	710,000	1,228,367	619800	Other Contractual Services	477,000	-751,367	-61.2%
638	631	631	650300	Liability Reserve Charge	917	286	45.3%
177,869	727,381	1,271,449	Total	Maint & Operations	508,667	-762,782	-60.0%
28,333	10,000	558,038	730100	Improvements other than Bldg	20,000	-538,038	-96.4%
390	0	1,510	732150	IT Equipment - Hardware	0	-1,510	-100.0%
0	0	0	732160	IT Equipment - Software	300	300	0.0%
28,723	10,000	559,548	Total	Capital Outlay	20,300	-539,248	-96.4%
284,395	834,702	1,928,318	Division Total		625,613	-1,302,705	-67.6%

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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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
24100	Information Technology	3,918,597	4,526,444	3,868,870	-657,574	-14.5%
24200	Graphic Services	351,915	446,316	424,642	-21,674	-4.9%
24300	IT Public Safety	187,515	391,107	280,625	-110,482	-28.2%
	Fund Total	4,458,027	5,363,867	4,574,137	-789,730	-14.7%
<i>205 - MUNICIPAL FIBER NETWORK</i>						
24500	Municipal Fiber Network Ops	2,323,564	2,244,603	2,015,786	-228,817	-10.2%
	Fund Total	2,323,564	2,244,603	2,015,786	-228,817	-10.2%
<i>307 - EQUIPMENT REPLACEMENT FUND</i>						
24100	Information Technology	443,768	145,450	0	-145,450	-100.0%
	Fund Total	443,768	145,450	0	-145,450	-100.0%
<i>412 - BUILDING SURCHARGE FUND</i>						
24100	Information Technology	300,522	1,064,616	319,576	-745,040	-70.0%
	Fund Total	300,522	1,064,616	319,576	-745,040	-70.0%
	Department Total	\$7,525,880	\$8,818,536	\$6,909,499	-\$1,909,037	-21.6%



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Municipal Fiber Charges	0	400,200	0	-400,200	-100.0%
Fiber IRU Charges	0	1,125,000	2,850,000	1,725,000	153.3%
Dark Fiber MRC Charges	0	0	703,314	703,314	100.0%
Customer Funded Laterals	35,655	0	0	0	0.0%
Trsf In From - Fund 101	400,000	967,706	0	-967,706	-100.0%
General Revenues	7,090,225	6,325,630	3,356,185	-2,969,445	-46.9%
Department Total	\$7,525,880	\$8,818,536	\$6,909,499	-\$1,909,037	-21.6%

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10124100 Information Technology</u>					
Chief Information Officer	1.00	1.00	1.00	0.00	0.0%
GIS Analyst	1.00	1.00	1.00	0.00	0.0%
GIS Technician #	1.00	1.00	1.00	0.00	0.0%
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	3.00	3.00	3.00	0.00	0.0%
Service Desk Technician *	1.00	1.00	2.00	1.00	100.0%
Sr. Computer Program Analyst	2.00	2.00	2.00	0.00	0.0%
Systems Support Manager	1.50	1.50	1.50	0.00	0.0%
Webmaster	1.00	1.00	1.00	0.00	0.0%
Division Total	14.00	14.00	15.00	1.00	0.0%
<u>41224100 Information Technology</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>10124200 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>10124300 Information Technology - Public Safety</u>					
Systems Support Manager	0.50	0.50	0.50	0.00	0.0%
Information Tech Analyst #	2.00	2.00	2.00	0.00	0.0%
Division Total	2.50	2.50	2.50	0.00	0.0%
Total Positions	18.50	18.50	19.50	1.00	5.4%

* Addition of one (1) Help Desk Technician. (See footnote on Casual Part-time Hours)

Vacant position frozen, no appropriation included for Fiscal Year 2020/2021.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10124100 Information Technology</u>					
Administrative Intern/Ex	750	750	0	-750	0.0%
Audio-Visual Operator/Analyst	0	1,040	0	-1,040	100.0%
Division Total	750	1,790	0	-1,790	-100.0%
Total Hours	750	1,790	0	-1,790	-100.0%

* Eliminate hours for Administrative Intern and Audio-Visual Operator/Analyst.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2019/2020 WORK PLANS

IT Strategic Direction and Policy

- Implement a Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations.

Status: Ongoing. Extended private WiFi (which requires a password to connect) to Fire Station #2, and Fire Station #3. Extended public WiFi to the Public Services Building. Currently working with a consultant to finalize a strategy to deploy WiFi at the Veterans Memorial Park, additional key locations and upgrade the public WiFi at City Hall.

- Provide project management and technical oversight for an enterprise camera project with the objective of identifying a scalable enterprise camera solution to enhance security. Key locations include city parking garages, exterior perimeter of Fire Stations, city parks and additional city facilities.

Status: Ongoing. Request for Proposal (RFP) was released and a team including department representatives and IT evaluated the RFP responses. Currently working with the City Attorney's Office to draft a policy that will govern footage retention and internal controls. It is expected that the recommendation to purchase the enterprise camera solution and the draft policy will be submitted to City Council for review and approval before the end of the fiscal year.

- Migrate municipal network operations to the new fiber optic infrastructure, identify and contract with alternate Internet Service Providers to enhance broadband service for municipal operations.

Status: On Hold. This effort is on hold until a new fiber network operator is identified and will continue into next fiscal year.

- In coordination with the City Manager's Office and the City Attorney's Office, finalize and implement a Website Governance Policy that supports the City's online communication standards.

Status: In progress. It is anticipated the Website Governance Policy will be finalized during the second or third quarter of Fiscal Year 19-20.

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.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Ongoing. IT Staff has provided one-on-one desktop training with the rollout of Windows 10. The department is in the process of identifying training needs so that training in the areas of Microsoft productivity tools can also be provided. The IT Department continues to promote security awareness training for all employees. This training provides tips/techniques for being alert and knowledgeable regarding cybersecurity threats.

- Provide technical support to Community Development, Public Works and Fire Departments on the Permit Streamlining effort. Deploy software solutions to support the online permitting process and online plan submittals.

Status: In progress. IT staff in coordination with staff from the permitting divisions are in the process of configuring and testing permits that have been identified for the initial phase of online permitting. Also working with Finance to finalize the specifications for the online payment processor. Staff is targeting July to launch the initial phase of online permitting.

- Work with PRCS to continue upgrading citywide irrigation systems to ensure AB-1881 (landscape water conservation ordinance) compliance. Staff will work with the vendor to upgrade the Calsense Central Controllers system throughout the City where feasible.

Status: In progress. IT staff has worked with the vendor to determine network architecture and define hardware requirements. Additional network connections were installed at the Public Services building to support installing additional hardware. IT staff continues to work with staff in PRCS and the software vendor to support this effort.

- In support of the City's General Plan Update, the IT Department will work with the Community Development Department to provide online tools that facilitate public comment, engagement and dialog. The department will also contribute to the General Plan Technology component as deemed appropriate.

Status: Ongoing. A Geographical Information Systems (GIS) application was developed to assist with collaboration, obtaining and tracking land use updates. IT continues to work with staff in Community Development to support the General Plan Update as needed.

Technology Enhancement & Replacements

- Update city hall conference rooms with improved audio-visual functionality and virtual conference solutions.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Ongoing. Deployed a proof-of-concept in the Patio Conference Room utilizing Cisco Webex Meeting software. This will not only allow for audio visual enhancements in the conference rooms but also provides staff with the ability to conduct video-conferencing from any location provided they have a laptop/device (with a camera/microphone) and an Internet connection. This project will continue into FY20-21 as conference rooms throughout the city are updated with this technology.

- Review and update the City's website design and identify additional online services to enhance the city's website.

Status: Ongoing. In preparation for the city's next website redesign, staff has evaluated solutions from vendors who have a primary business base in hosting municipal websites. Staff plans to recommend the hosting vendor and detail enhanced website functionality to the City Council in March.

- Continue the networking project that replaces Cisco end of life equipment as determined by network audit and published end of life (EOL) information. Continue to configure and redesign the network to support enhanced security and improved functionality.

Status: In progress. Replacement and updated network equipment have been configured and installed. Staff continues to refine the network devices to support security and performance enhancements.

- Initiate a project to replace the City's fleet of business hub copiers/fax/scanners. The purchased units are approaching end of life. A Request for Proposals (RFP) will be issued to identify the most appropriate plan for replacement including lease and purchase options.

Status: In progress. City has executed an agreement with Konica to lease copiers for five years. At the end of the lease term, the City will have the option to buy the units for \$1.00 each. After purchase, the units will remain on the annual maintenance plan with Konica. The copiers are currently being installed providing color & black/white printing, color scanning and fax functionality.

Enterprise Electronic Document Management System

- Provide project management and technology oversight for the citywide Document Management System which will establish the storage strategy for all documents in accordance with the City's document retention policy. The project will facilitate online forms, electronic signatures, workflow, electronic storage of documents and will make documents accessible for eased storage, search and retrieval for city staff and the public where deemed appropriate.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Ongoing. Completed the first phase of the project which established a new platform for electronic document storage using Microsoft SharePoint. Currently working with the City's consultant to finalize the Records Management Assessment which will be incorporated into the electronic retention software. This project will continue into fiscal year 20-21.

Municipal Fiber Network – Culver Connect

- Work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by considering new and innovative business models through an RFP process for network operator.

Status: Ongoing. Culver Connect is fully operational. During the fiscal year, laterals have been constructed to connect buildings to the network. City executed agreements with several businesses to lease dark fiber on Culver Connect, is in progress on agreements with several other customers, and continues to receive interest from potential new customers. Issued RFP for new network operator in March 2019. Currently negotiating agreement with new network operator who will also serve as an ISP for Culver City businesses. An updated expenditure and revenue projection will be provided for Fiscal Year 2020-21 during the budget planning process.

Geographical Information Systems (GIS) Technology Enhancements

- Continue to develop online applications that support departments and make GIS data accessible to engage citizens, businesses, academics, and city staff to use data in a variety of ways, create maps, and customize apps they can use to create new information.

Status: Ongoing. In coordination with the Community Development Department, used GIS tools to compile and analyze datasets to assist with the travel demand forecast model. Worked with departments citywide to develop applications, maps and datasets using GIS software.

- Explore additional open platform GIS tools that facilitate public facing consumption of GIS datasets.

Status: Ongoing. Researched deploying a GIS open data portal that will support providing data sets online in various formats. This project will continue into next fiscal year due to a current vacancy (GIS technician).



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2020/2021 WORK PLANS

IT Strategic Direction and Policy

- Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations.
- Continue to provide project management and technical oversight for an enterprise camera project with the objective of identifying a scalable enterprise camera solution to enhance security. Key locations include city parking garages, exterior perimeter of Fire Stations, city parks and additional city facilities.
- Migrate municipal network operations to the new fiber optic infrastructure, identify and contract with alternate Internet Service Providers to enhance broadband service for municipal operations.

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.
- In support of the City's General Plan Update, the IT Department will work with the Community Development Department to provide online tools that facilitates public comment, engagement and dialog. The department will also contribute to the General Plan Technology component as deemed appropriate.
- Provide technical support as needed to the Transportation Department in support of technology improvements related to intelligent transit systems and related mobility enhancements.

Technology Enhancement & Replacements

- Continue to update city hall conference rooms with improved audio-visual functionality and virtual conference solutions.
- Update the City's website design and identify additional online services to enhance the city's website.
- Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Enterprise Electronic Document Management System

- Continue to provide project management and technology oversight for the citywide Document Management System which will establish the storage strategy for all documents in accordance with the City's document retention policy. The project will facilitate online forms, electronic signatures, workflow, electronic storage of documents and will make documents accessible for eased storage, search and retrieval for city staff and the public where deemed appropriate.

Municipal Fiber Network – Culver Connect

- Continue to work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by considering new and innovative business models through an RFP process for network operator.

Geographical Information Systems (GIS) Technology Enhancements

- Continue to develop online applications that support departments and make GIS data accessible to engage citizens, businesses, academics, and city staff to use data in a variety of ways, create maps, and customize apps they can use to create new information. Explore additional open platform GIS tools that facilitate public facing consumption of GIS datasets.

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

INFORMATION TECHNOLOGY			101	10124100			
			GENERAL FUND	Information Technology			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,600,144	1,708,060	1,708,060	411100	Regular Salaries	1,611,296	-96,764	-5.7%
13,091	11,996	11,996	411200	Part-Time Salaries	0	-11,996	-100.0%
14,973	11,475	11,475	411310	Overtime-Regular	11,475	0	0.0%
17,724	0	0	411700	Contract Labor	0	0	0.0%
20,303	28,340	28,340	431000	Deferred Compensation	22,060	-6,280	-22.2%
109,330	113,861	113,861	432000	Social Security	105,824	-8,037	-7.1%
128,520	128,879	128,879	433000	Retirement - Employer	124,290	-4,589	-3.6%
227,317	271,277	271,277	433050	Retirement-Unfunded Liability	291,994	20,717	7.6%
37,280	40,411	40,411	434000	Workers Compensation	67,894	27,483	68.0%
137,816	165,035	165,035	435000	Group Insurance	153,958	-11,077	-6.7%
7,782	8,450	8,450	435400	Retiree Health Savings	8,443	-7	-0.1%
37,818	35,320	35,320	435500	Retiree Insurance	43,331	8,011	22.7%
130,983	134,912	134,912	435600	Retiree Medical Prefunding	0	-134,912	-100.0%
5,546	5,481	5,481	436000	State Disability Insurance	4,952	-529	-9.7%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
24,247	26,700	26,700	437500	Longevity Pay	27,900	1,200	4.5%
4,500	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,798	2,535	2,535	438500	Cell Phone Allowance	3,510	975	38.5%
0	0	0	440000	Uniform Allowance	695	695	0.0%
2,521,172	2,698,232	2,698,232	Total	Personnel Services	2,483,122	-215,110	-8.0%
19,455	22,680	22,680	512400	Communications	22,680	0	0.0%
8,384	10,000	24,825	514100	Departmental Special Supplies	10,000	-14,825	-59.7%
5,873	25,000	25,000	516100	Training & Education	5,000	-20,000	-80.0%
2,320	2,000	2,000	516500	Conferences & Conventions	0	-2,000	-100.0%
215	0	0	516600	Special Events & Meetings	0	0	0.0%
2,289	600	600	516700	Memberships & Dues	600	0	0.0%
508	478	478	517850	Employee Recognition Events	478	0	0.0%
1,158,844	1,386,141	1,472,946	600200	R&M - Equipment	1,226,141	-246,805	-16.8%
150,531	124,009	253,919	619800	Other Contractual Services	99,009	-154,910	-61.0%
48,808	25,764	25,764	650300	Liability Reserve Charge	21,840	-3,924	-15.2%
1,397,227	1,596,672	1,828,212	Total	Maint & Operations	1,385,748	-442,464	-24.2%
198	0	0	732120	Departmental Special Equipment	0	0	0.0%
198	0	0	Total	Capital Outlay	0	0	0.0%
3,918,597	4,294,904	4,526,444	Division Total		3,868,870	-657,574	-14.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

INFORMATION TECHNOLOGY			101	10124200			
			GENERAL FUND	Graphic Services			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
90,066	86,319	86,319	411100	Regular Salaries	90,099	3,780	4.4%
550	959	959	411310	Overtime-Regular	959	0	0.0%
1,560	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
6,308	5,897	5,897	432000	Social Security	6,050	153	2.6%
6,754	6,438	6,438	433000	Retirement - Employer	6,576	138	2.1%
11,042	13,186	13,186	433050	Retirement-Unfunded Liability	14,780	1,594	12.1%
1,856	1,971	1,971	434000	Workers Compensation	3,323	1,352	68.6%
19,840	20,478	20,478	435000	Group Insurance	21,249	771	3.8%
650	650	650	435400	Retiree Health Savings	650	0	0.0%
16,298	16,390	16,390	435500	Retiree Insurance	17,228	838	5.1%
7,894	8,131	8,131	435600	Retiree Medical Prefunding	0	-8,131	-100.0%
398	368	368	436000	State Disability Insurance	379	11	3.0%
283	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
163,498	164,447	164,447	Total	Personnel Services	164,953	506	0.3%
116,488	110,090	110,090	512300	Postage	110,090	0	0.0%
238	200	200	512400	Communications	200	0	0.0%
30,736	34,930	34,930	514100	Departmental Special Supplies	34,930	0	0.0%
10,023	21,500	31,996	600200	R&M - Equipment	21,500	-10,496	-32.8%
28,503	91,900	103,397	605100	Rental of Equipment	91,900	-11,497	-11.1%
2,429	1,256	1,256	650300	Liability Reserve Charge	1,069	-187	-14.9%
188,417	259,876	281,869	Total	Maint & Operations	259,689	-22,180	-7.9%
351,915	424,323	446,316	Division Total		424,642	-21,674	-4.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

INFORMATION TECHNOLOGY			101	10124300			
			GENERAL FUND	IT Public Safety			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
111,812	256,519	256,519	411100	Regular Salaries	174,296	-82,223	-32.1%
907	0	0	411310	Overtime-Regular	0	0	0.0%
2,176	5,200	5,200	431000	Deferred Compensation	3,680	-1,520	-29.2%
7,453	21,108	21,108	432000	Social Security	11,201	-9,907	-46.9%
8,509	19,319	19,319	433000	Retirement - Employer	12,176	-7,143	-37.0%
37,126	41,042	41,042	433050	Retirement-Unfunded Liability	42,064	1,022	2.5%
6,589	6,881	6,881	434000	Workers Compensation	10,692	3,811	55.4%
3,188	32,778	32,778	435000	Group Insurance	21,251	-11,527	-35.2%
552	1,625	1,625	435400	Retiree Health Savings	982	-643	-39.6%
133	848	848	436000	State Disability Insurance	394	-454	-53.5%
450	1,400	1,400	440000	Uniform Allowance	450	-950	-67.9%
178,895	386,720	386,720	Total	Personnel Services	277,186	-109,534	-28.3%
8,620	4,387	4,387	650300	Liability Reserve Charge	3,439	-948	-21.6%
8,620	4,387	4,387	Total	Maint & Operations	3,439	-948	-21.6%
187,515	391,107	391,107	Division Total		280,625	-110,482	-28.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

INFORMATION TECHNOLOGY			205			20524500		
			MUNICIPAL FIBER NETWORK FUND			Municipal Fiber Network Ops		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	150,000	150,000	517600	Customer Services Expense	150,000	0	0.0%	
0	0	100,000	520400	Business Development Expenses	200,000	100,000	100.0%	
2,323,564	2,192,906	1,994,603	619800	Other Contractual Services	1,422,246	-572,357	-28.7%	
2,323,564	2,342,906	2,244,603	Total	Maint & Operations	1,772,246	-472,357	-21.0%	
0	0	0	820400	Loan Interest Payments	243,540	243,540	0.0%	
0	0	0	Total	Debt Services	243,540	243,540	0.0%	
2,323,564	2,342,906	2,244,603	Division Total		2,015,786	-228,817	-10.2%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

INFORMATION TECHNOLOGY			307			30724100			
			EQUIPMENT REPLACEMENT FUND			Information Technology			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	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	4,461	730100	Improvements other than Bldg		0	-4,461	-100.0%	
443,768	0	124,724	732150	IT Equipment - Hardware		0	-124,724	-100.0%	
443,768	0	129,185	Total	Capital Outlay		0	-129,185	-100.0%	
443,768	0	145,450	Division Total			0	-145,450	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

INFORMATION TECHNOLOGY			412	41224100			
			BUILDING SURCHARGE FUND	Information Technology			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
105,274	110,231	110,231	411100	Regular Salaries	110,652	421	0.4%
1,477	0	0	411310	Overtime-Regular	0	0	0.0%
1,565	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
7,708	7,835	7,835	432000	Social Security	7,703	-132	-1.7%
9,102	8,673	8,673	433000	Retirement - Employer	8,489	-184	-2.1%
14,535	17,347	17,347	433050	Retirement-Unfunded Liability	19,988	2,641	15.2%
6,592	2,593	2,593	434000	Workers Compensation	4,595	2,002	77.2%
19,840	20,478	20,478	435000	Group Insurance	21,249	771	3.8%
652	650	650	435400	Retiree Health Savings	650	0	0.0%
494	502	502	436000	State Disability Insurance	502	0	0.0%
167,239	169,869	169,869	Total	Personnel Services	175,388	5,519	3.2%
731	12,000	35,269	516100	Training & Education	12,000	-23,269	-66.0%
720	0	4,684	517100	Subscriptions	0	-4,684	-100.0%
56,734	103,710	241,121	600200	R&M - Equipment	103,710	-137,411	-57.0%
51,575	20,000	502,264	619800	Other Contractual Services	20,000	-482,264	-96.0%
9,287	1,653	1,653	650300	Liability Reserve Charge	1,478	-175	-10.6%
119,047	137,363	784,991	Total	Maint & Operations	137,188	-647,803	-82.5%
14,236	7,000	75,972	732150	IT Equipment - Hardware	7,000	-68,972	-90.8%
0	0	33,784	732160	IT Equipment - Software	0	-33,784	-100.0%
14,236	7,000	109,756	Total	Capital Outlay	7,000	-102,756	-93.6%
300,522	314,232	1,064,616	Division Total		319,576	-745,040	-70.0%



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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
16100	Non-Departmental	4,385,087	4,904,613	2,543,527	-2,361,086	-48.14%
Fund Total		\$4,385,087	\$4,904,613	\$2,543,527	-\$2,361,086	-48.14%

* Amount above does not include Projected Excess Appropriation or Transfers to Other Funds



NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY)		ADOPTED BUDGET 2018/2019	ADOPTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021
<i>I. PERSONNEL SERVICES</i>				
435600	Retiree Medical Pre-Funding	61,861	63,717	0
Total Personnel Services		61,861	63,717	0
<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 Commissions	2,500 17,500	2,500 17,500	2,500 17,500
516600	Special Events and Meetings	5,000	5,000	5,000
516700	City-Wide Memberships & Dues COG-Westside COG Independent Cities L.A. Co. League of Calif. Cities, State League of Calif. Cities, L.A. Co. National League of Cities So. Calif. Assn. of Govts. US Conference of Mayors	59,052	59,052	59,052
520200	Credit Card Fees	230,000	230,000	160,000
619800	Other Contractual Services	84,755	88,600	132,862
Total Memberships and Administration		413,807	417,652	391,914



NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY <i>(cont'd)</i>	ADOPTED BUDGET 2018/2019	ADOPTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021
<i>III. 513000 – CITY-WIDE UTILITY COSTS</i>	2,250,000	2,300,000	2,200,000
Total City-Wide Utilities	2,250,000	2,300,000	2,200,000
<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	0
Sister City Visitations <i>(Plus "in kind" City services of approximately \$3,000 for staff support, material and printing).</i>	21,365	25,550	25,550
Martin Luther King Jr. Day	5,000	5,000	5,000
Total Contributions to Community Organizations	53,865	58,050	34,050
<i>B. DIRECT CONTRIBUTIONS – SPECIAL EVENT GRANTS</i>			
Special Event Grants	92,000	92,000	25,000
Total Contributions to Special Event Grants	92,000	92,000	25,000
<i>C. DIRECT CONTRIBUTIONS TO OTHER AGENCIES</i>			
Culver City Schools – Sewer Service Charge	54,000	56,000	56,000
Culver City Schools – Refuse Services	136,900	137,500	137,500
Total Contributions to Other Agencies	190,900	193,500	193,500



NON-DEPARTMENTAL

10116100 – NON-DEPARTMENTAL

FUNDING SUMMARY <i>(cont'd)</i>	ADOPTED BUDGET 2018/2019	ADOPTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021
V. 650200 – INSURANCE PREMIUMS – OTHER	626,443	626,443	626,443
VI. 910200 – CONTINGENCIES			
Other Contingencies	850,000	850,000	850,000
Appropriated Reserve	250,000	550,000	250,000
Council Allocation	10,000	10,000	10,000
1,710,000	1,110,000	1,410,000	1,110,000
TOTAL NON-DEPARTMENTAL (16100)	\$4,798,876	\$5,161,362	\$4,580,907

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			101 GENERAL FUND	10116100 Non-Departmental			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
61,861	63,717	63,717	435600	Retiree Medical Prefunding	0	-63,717	-100.0%
61,861	63,717	63,717	Total	Personnel Services	0	-63,717	-100.0%
0	0	10,000	512200	Printing and Binding	0	-10,000	-100.0%
2,288,239	2,300,000	2,314,968	513000	Utilities	2,200,000	-114,968	-5.0%
3,881	15,000	15,000	514100	Departmental Special Supplies	15,000	0	0.0%
0	0	115,000	514120	Disaster Supplies	0	-115,000	-100.0%
0	20,000	20,000	516100	Training & Education	20,000	0	0.0%
4,731	5,000	5,000	516600	Special Events & Meetings	5,000	0	0.0%
57,596	59,052	69,052	516700	Memberships & Dues	59,052	-10,000	-14.5%
1,995	0	0	517300	Advertising and Public Relatio	0	0	0.0%
218,654	251,550	254,951	517500	Contributions to Agencies	227,550	-27,401	-10.7%
7,533	92,000	92,000	517560	Special Event Grants	25,000	-67,000	-72.8%
246,138	230,000	230,352	520200	Credit Card Fees	160,000	-70,352	-30.5%
1,376,761	0	0	550130	Bad Debt Expense	0	0	0.0%
92,392	88,600	230,064	619800	Other Contractual Services	132,862	-97,202	-42.3%
3,728	0	188	619805	Other Contract Svcs-Ice Rink	0	-188	-100.0%
0	626,443	626,443	650200	Insurance Premiums - Other	626,443	0	0.0%
4,301,646	3,687,645	3,983,018	Total	Maint & Operations	3,470,907	-512,111	-12.9%
21,580	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
21,580	0	0	Total	Debt Services	0	0	0.0%
0	1,410,000	857,878	910200	Appropriated Reserve	1,110,000	252,122	29.4%
0	-3,828,000	(3,828,000)	910300	Projected Excess Appropriation	(2,750,000)	1,078,000	-28.2%
400,000	967,706	967,706	952205	Trsf Out To - Fund 205	0	-967,706	-100.0%
41,785	117,502	124,171	952414	Trsf Out To - Fund 414	67,120	-57,051	-45.9%
2,790,000	5,876,567	5,876,567	952420	Trsf Out To - Fund 420	619,000	-5,257,567	-89.5%
3,231,785	4,543,775	3,998,322	Total	Inter-Fund Transfers	(953,880)	-4,952,202	-123.9%
7,616,872	8,295,137	8,045,057	Division Total		2,517,027	-5,528,030	-68.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			202			20216100		
			REFUSE DISPOSAL FUND		Non-Departmental			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
58,080	0	0	550130	Bad Debt Expense	0	0	0.0%	
58,080	0	0	Total	Maint & Operations	0	0	0.0%	
0	-800,100	(800,100)	910300	Projected Excess Appropriation	0	800,100	-100.0%	
0	-800,100	(800,100)	Total	Inter-Fund Transfers	0	800,100	-100.0%	
58,080	-800,100	(800,100)	Division Total		0	800,100	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			203			20316100		
			MUNICIPAL BUS LINES FUND		Non-Departmental			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	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 2020-21**

NON-DEPARTMENTAL			309 RISK MANAGEMENT FUND		30916100 Non-Departmental		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
59,087	0	0	512100	Office Expense	0	0	0.0%
59,087	0	0	Total	Maint & Operations	0	0	0.0%
59,087	0	0	Division Total		0	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			310 CENTRAL STORES FUND		31016100 Non-Departmental		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
219,641	225,000	225,000	512400	Communications	336,770	111,770	49.7%
4,864	65,000	65,000	550110	Uniforms	65,000	0	0.0%
224,504	290,000	290,000	Total	Maint & Operations	401,770	111,770	38.5%
224,504	290,000	290,000	Division Total		401,770	111,770	38.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			415 PROP A LOCAL RETURN FUND		41516100 Non-Departmental		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
784,926	807,503	807,503	952203	Trsf Out To - Fund 203	846,755	39,252	4.9%
784,926	807,503	807,503	Total	Inter-Fund Transfers	846,755	39,252	4.9%
784,926	807,503	807,503	Division Total		846,755	39,252	4.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			424		42416100		
			PROP C LOCAL RETURN FUND		Non-Departmental		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
343,757	259,802	259,802	952203	Trsf Out To - Fund 203	442,361	182,559	70.3%
232,675	250,000	250,000	952411	Trsf Out To - Fund 411	250,000	0	0.0%
33,641	0	0	952414	Trsf Out To - Fund 414	0	0	0.0%
610,074	509,802	509,802	Total	Inter-Fund Transfers	692,361	182,559	35.8%
610,074	509,802	509,802	Division Total		692,361	182,559	35.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			475			47516100		
			CULVER CITY PARKING AUTHORITY		Non-Departmental			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
147,452	150,000	176,514	520200	Credit Card Fees	150,000	-26,514	-15.0%	
147,452	150,000	176,514	Total	Maint & Operations	150,000	-26,514	-15.0%	
1,200,000	1,200,000	1,200,000	952101	Trsf Out To - Fund 101	1,200,000	0	0.0%	
1,200,000	1,200,000	1,200,000	Total	Inter-Fund Transfers	1,200,000	0	0.0%	
1,347,452	1,350,000	1,376,514	Division Total		1,350,000	-26,514	-1.9%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			485		48516100		
			COOP UNRESTRICTED CAP FUNDS		Non-Departmental		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	998,986	998,986	910200	Appropriated Reserve	0	-998,986	-100.0%
0	998,986	998,986	Total	Inter-Fund Transfers	0	-998,986	-100.0%
0	998,986	998,986	Division Total		0	-998,986	-100.0%

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PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
30100	PR&CS Administrative Division	775,524	859,445	730,807	-128,638	-15.0%
30110	Veteran's Memorial Complex	827,767	1,132,306	785,984	-346,322	-30.6%
30200	Recreation Division	793,705	935,920	862,232	-73,688	-7.9%
30211	Parks and Playgrounds Programs	284,024	363,965	369,981	6,016	1.7%
30212	Camp Programs	337,164	393,992	353,287	-40,705	-10.3%
30220	Pool and Aquatics Programs	789,457	937,597	842,855	-94,742	-10.1%
30233	Culver City After School Progr	277,972	367,300	369,530	2,230	0.6%
30240	Sports Programs	325,303	354,457	250,237	-104,220	-29.4%
30250	Rec and Enrichment Programs	800,776	881,999	824,040	-57,959	-6.6%
30260	Youth Center	88,393	158,007	151,090	-6,917	-4.4%
30270	Youth Mentoring Program	16,083	19,578	20,705	1,127	5.8%
30280	Community Events & Excursions	49,069	50,803	7,954	-42,849	-84.3%
30285	Comm Events-Fiesta La Ballona	69,291	137,786	111,537	-26,249	-19.1%
30300	Parks Division	2,793,410	3,005,514	2,601,376	-404,138	-13.4%
30400	Senior and Social Services	1,093,584	1,259,732	1,104,283	-155,449	-12.3%
30430	Volunteering	42,974	65,229	43,049	-22,180	-34.0%
Fund Total		9,364,497	10,923,630	9,428,947	-1,494,683	-13.7%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>414 - GRANTS OPERATING FUND</i>						
30410	Senior Nutrition - CI	241,514	289,058	263,805	-25,253	-8.7%
30415	Senior Nutrition - CII & 3B	66,511	72,015	70,224	-1,791	-2.5%
30907	CC Nature Park Trail	140,081	0	0	0	0.0%
Fund Total		448,106	361,073	334,029	-27,044	-7.5%
<i>427 - CDBG OPERATING FUND</i>						
30440	Disability	25,494	28,500	28,500	0	0.0%
Fund Total		25,494	28,500	28,500	0	0.0%
Department Total		\$9,838,096	\$11,313,203	\$9,791,476	-\$1,521,727	-13.5%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Filming Permit	40,377	35,000	27,170	-7,830	-22.4%
Comm Dev Block Grant (CDBG)	25,494	28,500	28,500	0	0.0%
NSIP Nutrition Svc Incentive C	6,670	0	0	0	0.0%
LAC WDACS Title III-B	1,000	1,000	1,000	0	0.0%
LAC WDACS Title III C	205,921	205,942	205,942	0	0.0%
Special Events	104	0	0	0	0.0%
Fiesta - Rides	70,008	76,934	65,000	-11,934	-15.5%
Concessions Revenue	4,434	0	0	0	0.0%
Fiesta - Vendors	53,667	35,000	40,000	5,000	14.3%
Fiesta - Sponsors	30,100	27,000	20,000	-7,000	-25.9%
After School Program	471,998	470,000	522,500	52,500	11.2%
Non-Resident Admin Charges	31,096	30,000	30,000	0	0.0%
Day Camp Fees	265,904	325,634	339,661	14,027	4.3%
Youth Camp Fees	145,388	90,000	94,050	4,050	4.5%
Recreation Park & Picnic Permi	91,626	110,000	94,050	-15,950	-14.5%
Park Programs Revenue	40,603	35,000	36,575	1,575	4.5%
Youth Sports Program Revenue	382,940	428,780	344,850	-83,930	-19.6%
Adult Sports Program Revenue	88,947	80,000	80,000	0	0.0%
Classes - Contracted Fees	916,637	994,587	1,011,128	16,541	1.7%
City Plunge (Pool) Admissions	135,620	145,000	151,525	6,525	4.5%
Pool Rental & Passes	173,366	165,000	172,425	7,425	4.5%
Aquatics Programs	82,330	113,700	103,455	-10,245	-9.0%
Aquatics Contract Classes	27,506	52,877	52,250	-627	-1.2%
Membership Fees	18,291	20,000	18,810	-1,190	-6.0%
Senior Center Rental	93,368	65,000	67,925	2,925	4.5%
Teen Center Rental	51,919	62,000	34,485	-27,515	-44.4%
Meeting Room Rental	374,495	330,000	365,750	35,750	10.8%
Auditorium Rental	165,009	155,000	132,738	-22,262	-14.4%
Community Gardens	453	500	500	0	0.0%
Fitness Room Reimbursement	3,792	21,000	0	-21,000	-100.0%
LA County Library-Kaizuka Gard	0	20,690	0	-20,690	-100.0%
Miscellaneous Revenue	45,768	0	34,500	34,500	0.0%
Donations	77,840	82,000	71,000	-11,000	-13.4%
Donations - Home Delivery	9,779	7,200	7,200	0	0.0%
Trsf In From - Fund 101	41,785	45,145	67,120	21,975	48.7%
General Revenues	5,663,864	7,054,714	5,571,367	-1,483,347	-21.0%
Department Total	\$9,838,096	\$11,313,203	\$9,791,476	-\$1,521,727	-13.5%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10130100 PR&CS Administration</u>					
PR&CS Director	1.00	1.00	1.00	0.00	0.0%
Recreation & Community Svcs Coordinator	1.00	0.00	0.00	0.00	0.0%
Sr. 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>10130110 Veterans Memorial Complex</u>					
Special Events Coordinator	1.00	0.00	0.00	0.00	0.0%
Recreation & Community Svcs Coordinator	0.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>10130200 Recreation</u>					
Recreation & Community Svcs Coordinator	3.63	2.00	2.00	0.00	0.0%
Recreation & Community Svcs Manager	0.00	1.00	1.00	0.00	0.0%
Recreation Supervisor	2.00	0.00	0.00	0.00	0.0%
Recreation & Community Svcs Supervisor	0.00	3.00	3.00	0.00	0.0%
Division Total	5.63	6.00	6.00	0.00	0.0%
<u>10130220 Pool & Aquatics Programs</u>					
Recreation & Community Svcs Coordinator	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>10130250 Enrichment Programs</u>					
Admin Clerk	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>10130300 Parks Division</u>					
Associate Analyst	1.00	1.00	1.00	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	3.00	3.00	0.00	0.0%
Maintenance Worker II/RPT	1.96	0.00	0.00	0.00	0.0%
Maintenance Worker I	3.00	4.00	4.00	0.00	0.0%
Maintenance Worker I/RPT	0.98	0.00	0.00	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	15.94	16.00	16.00	0.00	0.0%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10130400 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%
Recreation & Community Svcs Coordinator	0.69	0.69	0.69	0.00	0.0%
Recreation & Community Svcs Manager	1.00	1.00	1.00	0.00	0.0%
Recreation & Community Svcs Coordinator	1.10	2.00	2.00	0.00	0.0%
Division Total	4.79	5.69	5.69	0.00	0.0%
<u>10130430 Volunteering</u>					
Recreation & Community Svcs Coordinator	0.90	0.00	0.00	0.00	0.0%
Division Total	0.90	0.00	0.00	0.00	0.0%
<u>41430410 Senior Nutrition Project</u>					
Recreation & Community Svcs Coordinator	1.00	1.00	1.00	0.00	0.0%
Division Total	1.00	1.00	1.00	0.00	0.0%
<u>42730440 Disability Services</u>					
Recreation & Community Svcs Coordinator	0.31	0.31	0.31	0.00	0.0%
Division Total	0.31	0.31	0.31	0.00	0.0%
Total Positions	34.57	34.00	34.00	0.00	0.0%



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT

GOALS

A) Ensure Long-term Financial Stability

Objective 1: Identify new revenue sources to maintain financial stability.

Municipal Plunge (#1): Expand the existing swim lesson program at the Plunge from a single-season program to a year-round program, to increase revenue and provide greater opportunities for children to become water safe and develop an appreciation for a lifelong skill that will improve their overall health.

1. The short-term (1 year) objective is to offer the swim lesson program in the fall, winter and spring in addition to the current summer months schedule.

Status: Delayed/Carryover to FY 20-21 – The PRCS Department has had difficulty retaining and recruiting Water Safety Instructors (WSIs) and Lifeguards (LGs) to offer the expanded service. This is an industry-wide trend that Parks and Recreation professionals are collaborating to counteract. Additionally, staff is working with HR to try to streamline recruitment processes for WSIs/LGs. The next HR recruitment process for Lifeguards is scheduled for March 2020.

2. The action steps are to (a) create a year-round schedule for the program offered during times that are appealing to and accessible to families and individuals; (b) develop and implement a marketing plan to promote the program that stress the health and safety benefits of swimming and being water safe; and, (c) utilize Swim Instructors and Lifeguard staff to teach the lessons.

Status: The City's Plunge web-pages will be updated in March 2020 with the Spring & Summer Lap Swimming, Summer Swim Lessons and Spring & Summer Water Exercise Classes. Social Media platforms will be used to inform users & followers of the updated information as well as the benefits related to swimming for all ages.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first two action steps and increased lifeguard and swim instructor hours and material costs for the third action step. It is anticipated that any additional expenditures will be offset by increased revenue.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

Status: The increased expenditures and revenues have been delayed due to the challenges surrounding retention and hiring of qualified staff. The marketing component is being handled by the Recreation & Community Services Coordinator and supported by part-time staff.

4. The timeframe for the action steps is as follows: (a) June and July 2019; (b) August and September 2019; and, (c) October through December 2019, and January through June 2020.

Status: The marketing of the programs currently offered at the Plunge has occurred and will continue to occur, with the next reporting period.

5. The indicator for success will be enrollment in the new courses which will be tracked using registration software. The goal will be that participation numbers reach a minimum of 50% overall enrollment for new class offerings, based on the maximum number of participants per course.

Status: The registration system will continue to be used to see if the programs described will have an increase based on the marketing efforts.

Municipal Plunge (#2): Expand the current schedule of American Red Cross Courses offered at the Plunge to provide additional opportunities for the public to learn First Aid, Cardiopulmonary Resuscitation (CPR), and to become Lifeguards and/or Water Safety Instructors (WSI).

1. The short-term (1 year) objective is to host fall and spring sessions of First Aid, Cardiopulmonary Resuscitation (CPR), Lifeguarding, and Water Safety Instructor (WSI) courses.

Status: A contract with an Independent Contractor is being finalized with a target date for recertification of staff in late March and community classes to begin in May/June.

2. The strategy to accomplish the objective is to offer the courses twice per year using existing City staff, volunteers, contractors, and partnerships.

Status: PRCS is currently using City staff and contractors to accomplish this objective.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

3. The human and financial resources necessary to accomplish the strategy will be the establishment of partnerships and/or contractual services to conduct the Lifeguarding and WSI courses and the scheduling of additional staff hours to teach the CPR classes. It is anticipated that any additional expenditures will be offset by increased revenue.

Status: The City contract will be a 70/30 split. Any cost associated outside of staff hours and City facilities will be directly offset by participant registration.

4. The timeframe for the implementation of the strategy is Fall 2019 and Spring 2020.

Status: Staff is working diligently to offer a class/program in Spring 2020.

5. The indicator for success for the additional First Aid and Cardiopulmonary Resuscitation (CPR) courses will be successful completion of the course as tracked and recorded by the instructors. The indicator for success for the additional Lifeguarding and Water Safety Instructor (WSI) courses will be determined by the number of newly certified potential candidates that the City can select through open recruitment to strength the existing staff.

Status: The indicators remain unchanged.

Objective 2: Maximize existing sources of revenue.

Culver City Afterschool Recreation Program (CCARP) and Teen Center: Maximize participation in the afterschool programs currently offered by CCARP and at the Teen Center.

1. The short-term (1 year) objective is to raise enrollment caps in those afterschool programs as indicted by facility assessments.

Status: The Park facilities where the afterschool program (CCARP) takes place are at their capacity. Therefore staff has had conversations with CCUSD administration as well as a few of the principals who expressed the possibility of expansion onto the school sites. This, however, would require additional staff to increase capacity and separate the program into two locations (in the Park and on the school campus). As the City and CCUSD continue to relook at the Joint Use Agreement, staff will look at options for the future to allow for CCARP programs in the park and on campus if the needs arise. Late last month, staff was invited to put in a request for an additional room at Linwood Howe Elementary School in order to increase capacity at that location, has received approval and accepted 12 more participants from the waiting list.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

2. The action steps are to (a) develop and conduct facility assessments that include measures of the indoor and outdoor space available for participant activities and to set realistic enrollment goals based on available resources; and, (b) raise enrollment caps in those programs as indicated by the facility assessment.

Status: The Culver City Fire Department (CCFD) has provided staff with the capacity limits for the City facilities, which include capacities for chairs only, tables and chairs, and childcare. PRCS has currently maximized capacities at all the current CCARP locations. Staff is seeking additional space on the CCUSD campuses as well as investigating the possibility of offering this service at an offsite City facility, which would require transportation. PRCS is coordinating with Transportation to seek various possibilities for transporting students in the future.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first action step. The resources necessary to accomplish the second action step, assuming that increased opportunities for enrollment are indicated, will be increased staffing in order to maintain staff-to-participant ratios and the purchase of more supplies for activities. It is anticipated that any additional expenditures will be offset by increased revenue.

Status: Capacities for every CCARP location have been increased to maximize enrollment and service to the community. Additional staff were hired to accommodate the expansion and should additional space come available this school year or in the future, additional staff will be needed to meet increased enrollment.

4. The timeframe for the action steps is as follows: (a) June and July 2019; and, (b) August and September 2019.

Status: Capacities were increased in August/September for most facilities and at Linwood Howe in November. Linwood Howe was increased again in February to allow more participants starting on March 1.

5. The indicators for success will be afterschool program enrollment and retention which will be tracked using registration software.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

Status: CCARP has been and continues to be extremely successful and highly sought after. Registration is slated to open in early April for returning families first, then Culver City residents and then to the entire public. If registration continues to be at capacity staff will seek additional space and locations as well as the increased need for staff in order to try to increase enrollment for the 2020-2021 school year.

B) Enhance Mobility and Transportation

Objective 1: Improve transportation infrastructure.

Day Camps and Teen Center: Offer workshops specifically designed for youth and teens that impart an understanding of alternative modes of transportation in the community.

1. The short-term (1 year) objective is to focus on transportation options for youth/teens and their families through two age-appropriate workshops, one for day camp participants and one for Teen Center participants.

Status: As was done last summer, plans are again in place for participants of our 2020 summer teen camp program to take two field trip outings on public transportation. This will include education and purchasing of tap cards as well as transferring between transportation types such as trains and busses.

2. The action steps are to (a) establish partnerships with local public and non-profit organizations that promote mobility, transportation and safety; (b) collaborate with partners to develop age-appropriate transportation workshops; and (c) schedule, publicize and host the workshops.

Status: PRCS Staff plan to meet with staff from other City Departments to collaborate on this endeavor to assist with the communication, education and hands-on learning for the teenagers.

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first and second action steps. The resources necessary to accomplish the third action step are staff hours and City facilities. It is anticipated that the new workshops will not require resources beyond those which are already allocated for day camps and Teen Center activities.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

Status: Staff is working on setting up internal meetings with other Departments and determining the schedule for the activities.

4. The timeframe for the action steps is as follows: (a) and (b) June and July 2019; and, (c) August 2019 through June 2020.

Status: The timeframe for the action has been revised to (a) in February-May 2020 and the hands-on education will take place in June-August 2020.

5. The indicator for success will be the level of participation in the workshop as evaluated and recorded by the workshop facilitators.

Status: The indicator for success will be educating local teens on public transportation and providing them the confidence to utilize it themselves and the comfort to teach their families how to be successful using public transportation.

Culver City Senior Center: Offer programs specifically designed for seniors that promote good driving skills and motor vehicle safety.

1. The short-term (1 year) objective is to host a minimum of two programs that provide information regarding becoming a better and safer motorist.

Status: AARP has hosted four 8-hour Driver Safety Program since July 1, 2019. They have also offered four of a 4-hour refresher course.

2. The action steps are to (a) partner with organizations that have already developed successful safe driving programs, including the American Association of Retired Persons (AARP; the "Smart Driver" Course) and the American Automobile Association (AAA; the "Car Fit" Program); and (b) schedule, publicize and host the workshops.

Status: Eight sessions of AARP's Driver Safety Program has been offered. Their course is designed to help improve the drivers' awareness. Unfortunately, the AAA CarFit program has been delayed until next fiscal year due to lack of AAA volunteers.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first action step. The resources necessary to accomplish the second action step are staff and volunteer hours and City facilities. It is anticipated that the new workshops will not require resources beyond those which are already allocated for Senior Center programs.

Status: City staff has marketed the course in the monthly Senior Center Newsletter and City website.

4. The timeframe for the action steps is as follows: (a) June through December 2019; and, (b) January through June 2020

Status: From June through December 2019, six sessions were held. With the goal of five more between January & June 2020.

5. The indicator for success will be the results of the standard evaluations that are typically done for these programs.

Status: Participants have informed staff of their appreciation for the program.

FISCAL YEAR 2019/2020 WORK PLANS

ADMINISTRATIVE DIVISION

- Continue working with staff on succession planning and Department staffing structure to ensure successful continuity, collaboration, opportunities, and service to the community

Status: PRCS recently promoted three staff to RCS Supervisors and is hoping to promote two additional staff to backfill the vacated RCS Coordinators. Filling the Department vacancies has allowed for a new organizational structure that provides increased supervisory and managerial oversight to different areas within the Department that are expanding and growing in order to better service the residents in Culver City.

- Continue to enhance and expand the branding and marketing of the PRCS Department and the programs and events through Culver City Living distribution, social media engagement and event/program-specific surveys.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: The newly designed Culver City Living has been in publication for about a year and staff is trying to spread the word through social media, the City's website, GovDelivery emails and other free marketing opportunities. Staff has printed a few hundred copies to bring and distribute at special events and has run out of the copies every time. Staff will continue to work on evaluating programs and events as well as look for alternative means of expanding our brand.

- Work with Community Development and the Parks, Recreation and Community Services (PRCS) Commission to assist with aspects that pertain to parks, recreation, open space, etc. for the General Plan Update.

Status: Staff has provided comments to the portions of the General Plan Update when requested by Community Development. Staff notifies all Commissioners and Committee members within the PRCS purview when a Speaker Series presentation has a subject matter of parks, recreation, open space, accessibility, etc.

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- The Volunteer Program will continue rollout, introduction and training for web-based volunteer software with goal of having all existing volunteers (around 500) registered and using the system by the end of the FY (June 2020).

Status: City staff has determined to use "Better Impact" as its new volunteer software. The goal is still to have the software usable by the community by June 2020.

- The Disability and Social Services Program will identify new partnerships and sponsorships to help support and enhance the 16th Annual Abilities Carnival and Resource Fair celebrating Culver City's Disability Awareness Month.

Status: The 16th Annual Abilities Carnival and Resource Fair was highly successful with the largest turnout in years. Long-standing partnerships continued with community organizations including the Exchange Club, Girl Scouts, Culver City Senior Citizens Association. For future events, City staff is checking with other local non-profits and businesses to see if they're able to financially contribute to the event or take responsibility for aspects of the event such as entertainment, photo booth, and face painting to name a few.



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FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Work with the Fire Department to investigate lessening the response time to provide direct resources to “at risk” seniors and other populations including revising the scope of work for the City’s contractor and establishing a partnership with colleges that offer Social Welfare/Work like UCLA Department of Social Welfare to provide field work and office setting experiences to graduate students and in turn receive assistance in helping community members in need.

Status: A contract with Special Services for Groups, SILVER (SSG) was expanded to six hours a day, five days a week. SSG staff and one intern from UCLA’s LCSW program work with community members to provide assistance and referrals as needed. Meetings between PRCS and CCFD have been held to best determine the method, type and amount of support SSG will be offering in the future to further assist the Fire Department, Police Department, Senior Center and community at large.

- VMC staff will research and conduct a thorough analysis to identify new equipment and layout options for the VMC kitchens. TriMark Orange County finished its study and recommended that a structural engineer review each area as a next step.

Status: Funding for the Structural Engineer has not been identified. Staff will be meeting with West Basin Municipal Water District who recently re-launched the “Cash for Kitchens” Program to see if there is an opportunity to secure free, low-cost or discounted equipment.

RECREATION DIVISION

- Develop an informational flyer with park policies and rules to hand out to all park and facility users in an effort to improve patrons’ experiences at Culver City parks.

Status: Signage has been posted and business cards have been and are routinely distributed reminding park visitors that dogs are only permitted on City Council approved Pooch Paths. Staff is working with the PRCS Commission “Ad Hoc Parks and Facilities Sections of the Culver City Municipal Code Review Subcommittee” on reviewing the current Park Prohibitions in the City’s Municipal Code in order to recommend to the City Council if any revisions and updates should be made. Additionally, staff is revisiting several of the Department’s policies and procedures to ensure consistency and compatibility.

- Revisit the goals, objectives and criteria for the Youth Mentoring Employment Program to ensure the City is serving the community’s needs.



PARKS, RECREATION & COMMUNITY SERVICES

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FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Goals have been forwarded to the Human Resources Department for consideration as this program involves hiring of teenage staff. HR is reviewing the program and processes for standardization and fair practices and determining if HR should retain control of the program or if it should remain in PRCS to best serve the participants.

- Revise the contracts with Contract Instructors to better define roles, responsibilities, conduct and expectations.

Status: New contracts for the City's Contract Instructors were developed and implemented starting July 1, 2019. These contracts provide better instructions, definitions and a clearer understanding of expectations and responsibilities of the contractors. They have allowed for better communication and improved knowledge of the instructors and a more streamlined approach for staff. The experience is better for participants, which has been demonstrated by continued increased participation in classes and camps.

- Expand the usage of ActiveNet throughout the PRCS Department to allow for improvements and ease of facility and program registration.

Status: Staff is hosting a training for staff in early March to learn about the new facility module that ActiveNet recently released. Staff will then put together a plan to improve facility and program registration.

PARKS DIVISION

- Complete all phases of the Tellefson Park Playground Improvement Project, including (a) overseeing the initial design process; (b) conducting community workshops; (c) implementing design adjustments based on community input; (d) submitting the Project to the Parks, Recreation and Community Services Commission for review and recommendation to the City Council; (e) presenting the plans and specifications to the City Council for approval; (f) advertising for bids; (g) evaluating the bids; (h) presenting the bid results to the City Council; and, (i) managing the construction contract.

Status: The Project was awarded to Cicero Engineering on February 10, 2020. Signing the contract is underway. Equipment procurement will commence when contract is signed by all parties. Projected start of construction is late March to early April. Projected completion of project is 90 days from the equipment received date and construction commencement.



PARKS, RECREATION & COMMUNITY SERVICES

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FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Engage a firm with the appropriate credentials and experience to conduct community workshops for the Lindberg Park Playground Improvement Project with the goal of developing a shared community vision for the Park. Continue to research potential funding sources for the Project. As funding becomes available, solicit conceptual designs based on community input. Investigate opportunities for value engineering, as appropriate.

Status: Staff is researching successful consulting firms experienced in conducting inclusive play community outreach. Staff expects to have a firm under contract by the late May/early June 2020 to begin the outreach process.

- Continue upgrading citywide irrigation systems to ensure AB-1881 compliance. Work with the Information Technology Department and Calsense to upgrade the Calsense Central Controllers system throughout the City where feasible.

Status: Staff is working with the consulting firm Summers Murphy & Partners (SMP) to get a proposal to audit all the parks, green belts, city facilities, and medians. Staff is continuing to work with Information Technology (IT) staff to upgrade existing central controller system's capability and compatibility with the newest Calsense software.

- Update park regulation and ordinance signs once the Park Prohibitions in the Culver City Municipal Code are updated based upon the Parks, Recreation and Community Services Commission's recommendations and City Council approval.

Status: The PRCS Commission "Ad Hoc Parks and Facilities Sections of the Culver City Municipal Code Review Subcommittee" is scheduled to meet in mid-February to begin reviewing recommended changes to the Park Prohibitions portion of the Municipal Code. Upon conclusion, the PRCS Commission will recommend changes to the City Council and if adopted, staff will update the signage at the parks informing the users of the current regulations.

- Seek a contractor to replace parcourse exercise equipment and drinking fountains with "hydration stations" at one park in Fiscal Year 2019-20 with the goal of replacing all the equipment and drinking fountains over the next several years.



PARKS, RECREATION & COMMUNITY SERVICES

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FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Working with consulting firm Linda Endler Design to research new technological advances in Parcourse exercise equipment. Scoping the Phase I equipment replacement at Veterans Park, Lindberg Park and Blanco Park of the project to be completed by June 2020. Additional Drinking Fountains with Hydration Stations are scheduled for bidding and installation at Tellefson Park, Culver West Alexander Park and Syd Kronenthal Park by the end of June 2020.

- Based on the Turf Consultant's findings, bring recommendations from the Parks, Recreation and Community Services Commission to the City Council for policy and budget discussions.

Status: The Turf Consultant Report was presented to the PRCS Commission on November 5, 2019 and discussions were held at subsequent Commission meetings in order to make a recommendation to the City Council. The PRCS Commission is recommending one-time and ongoing budget enhancements to the City Council to assist with improved maintenance of the turf in the parks. Policy recommendations are being discussed with regards to the Park Prohibitions this fiscal year. Future policy discussions will likely occur if and when turf rehabilitation and upgraded maintenance plans are put in place.

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT

GOALS

A) Ensure Long-term Financial Stability

Objective 1: Identify new revenue sources to maintain financial stability.

Municipal Plunge: Expand the existing swim lesson program at the Plunge from a single-season program to a year-round program, to increase revenue and provide greater opportunities for children to become water safe and develop an appreciation for a lifelong skill that will improve their overall health.

1. The short-term (1 year) objective is to offer the swim lesson program in the fall, winter and spring in addition to the current summer months schedule.



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THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

2. The action steps are to (a) create a year-round schedule for the program offered during times that are appealing to and accessible to families and individuals; (b) develop and implement a marketing plan to promote the program that stress the health and safety benefits of swimming and being water safe; and, (c) utilize Swim Instructors and Lifeguard staff to teach the lessons.
3. The human and financial resources necessary to accomplish these action steps will be dedicated administrative-level staff time for the first two action steps and increased lifeguard and swim instructor hours and material costs for the third action step. It is anticipated that any additional expenditures will be offset by increased revenue.
4. The timeframe for the action steps is as follows: (a) June and July 2020; (b) August and September 2020; and, (c) October through December 2020, and January through June 2021.
5. The indicator for success will be enrollment in the new courses which will be tracked using registration software. The goal will be that participation numbers reach a minimum of 50% overall enrollment for new class offerings, based on the maximum number of participants per course.

Marketing: Diversify advertising and marketing of PRCS programs, events and services in order to reach a wider audience, including those who do not subscribe to GovDelivery or follow the Department/City on Social Media. This includes, but is not limited to brochure printing and mailing, door hangers, direct mail, and paid advertising.

1. The short-term (1 year) objective is to determine which methods of marketing and advertising will provide the best Return-on-Investment (ROI) and greatest reach for the PRCS Department. In consecutive years, asking registrants how they heard about classes, programs, events, and activities will help determine continued marketing efforts and/or alternative methods that should be sought.
2. The action steps are to (a) determine what are the best advertising and marketing options to communicate programs, classes, events, and activities to the community beyond what is currently being done; (b) select which options provide the best ROI and greatest reach for the PRCS Department; and, (c) try one or more of these options; (d) (future years) seek feedback on how participants heard about the program, class, event or activity to determine success or whether to seek alternative methods.



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THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT (CONTINUED)

3. The human and financial resources necessary to accomplish these action steps will be staff time for all action steps, utilization of a contracted marketing firm for the first and second action step and participants in the fourth action step.
4. The timeframe for the action steps is as follows: (a) July through December 2020; (b) January through March 2021; (c) April through June 2021; and, (d) July 2021 and beyond.
5. The indicator for success will be increased awareness and enrollment in classes, programs, events, and activities.

FISCAL YEAR 2020/2021 WORK PLANS

- Streamline and improve paperwork, processes, policies, and regulations to maintain Department-wide consistency and continuity while improving internal and external customer service.
- Develop a Department orientation for new employees as well as an ongoing part-time staff training program as strategic tools for continued growth, increased productivity and retention that will assist with improving the level of customer service and quality of programs.
- Expand senior programs, classes and/or events to at least one facility outside of the Senior Center and/or become virtual for individuals at home, in order to bring programs to the community versus the community coming to the Center.
- Identify one new partner to offer a program for individuals with disabilities in order to expand service delivery. Partnering with an organization or business will allow for the program to be self-sustaining.
- Enhance and expand special event offerings to include smaller monthly events held in neighborhood parks by developing sponsorships in order to increase a sense of community and belonging, boost individual mental well-being, create new partnership opportunities and promote the value of play.
- Develop a plan for collecting relevant opinions regarding the types of classes and programs that the community feels are lacking or underserved in our current offerings and begin implementation of the plan with at least two different types of outreach efforts in order to continue meeting the changing needs of the community.



PARKS, RECREATION & COMMUNITY SERVICES

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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Evaluate current part-time staffing levels as well appropriateness of classification to meet the program needs for all City-operated programs and PRCS-managed facilities with the goals of providing safe, high-quality and consistent programs and customer service, while maintaining fiscal responsibility.
- Partner with the contracted irrigation consultants to begin conducting citywide irrigation audits to determine current irrigation system levels of noncompliance with AB-1881, the State Water Mandate. Determine the necessary system upgrades to bring the City's irrigation into compliance with the ordinance. This includes all parks, City facilities, medians, and greenbelts. Based on the audit results, an assessment of the costs to upgrade the citywide irrigation systems will be conducted. Continue to work with the IT Department and Calsense to upgrade the Calsense Central Controllers System to the new wireless systems throughout the City.
- Replace and add new parcourse exercise equipment at Blanco Park, Lindberg Park, Veterans Park, Fox Hills Park and replace drinking fountains with hydration stations at Syd Kronenthal Park, Culver West Alexander Park, Culver City Park Skate Park, and Tellefson Park, with the goal of replacing and adding parcourse equipment and hydration stations at other parks over the next several years.
- Continue working with Community Development and the Parks, Recreation and Community Services (PRCS) Commission to assist with aspects that pertain to parks, recreation, open space, etc. for the General Plan Update.
- Provide childcare for City-approved public meetings including City Council, Commission, Board, and Committee meetings.

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130100 PR&CS Administrative Division			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
314,291	392,143	377,143	411100	Regular Salaries	313,577	-63,566	-16.9%
8,320	9,880	9,880	431000	Deferred Compensation	8,320	-1,560	-15.8%
20,257	26,226	26,226	432000	Social Security	19,935	-6,291	-24.0%
26,747	29,751	29,751	433000	Retirement - Employer	23,386	-6,365	-21.4%
51,942	63,843	63,843	433050	Retirement-Unfunded Liability	52,577	-11,266	-17.6%
12,867	11,415	11,415	434000	Workers Compensation	18,327	6,912	60.6%
28,934	46,231	46,231	435000	Group Insurance	30,931	-15,300	-33.1%
1,300	1,950	1,950	435400	Retiree Health Savings	1,300	-650	-33.3%
57,421	57,220	57,220	435500	Retiree Insurance	58,562	1,342	2.3%
35,461	36,525	36,525	435600	Retiree Medical Prefunding	0	-36,525	-100.0%
0	313	313	436000	State Disability Insurance	0	-313	-100.0%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
3,300	3,300	3,300	437500	Longevity Pay	3,300	0	0.0%
4,500	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,535	2,535	2,535	438500	Cell Phone Allowance	2,535	0	0.0%
568,875	686,832	671,832	Total	Personnel Services	538,250	-133,582	-19.9%
192	600	600	512100	Office Expense	400	-200	-33.3%
1,183	1,010	1,010	512400	Communications	1,010	0	0.0%
1,698	400	400	514100	Departmental Special Supplies	300	-100	-25.0%
145	250	250	516100	Training & Education	0	-250	-100.0%
1,233	3,230	3,230	516500	Conferences & Conventions	0	-3,230	-100.0%
44	390	390	516600	Special Events & Meetings	0	-390	-100.0%
820	800	800	516700	Memberships & Dues	1,130	330	41.3%
3,474	3,530	3,530	517000	City Commission Expenses	3,530	0	0.0%
500	5,000	5,000	517500	Contributions to Agencies	5,000	0	0.0%
1,942	2,336	2,336	517850	Employee Recognition Events	2,336	0	0.0%
167,190	142,956	142,956	520210	ActiveNet Fees	172,956	30,000	21.0%
10,748	19,620	19,833	619800	Other Contractual Services	0	-19,833	-100.0%
17,481	7,278	7,278	650300	Liability Reserve Charge	5,895	-1,383	-19.0%
206,650	187,400	187,613	Total	Maint & Operations	192,557	4,945	2.6%
775,524	874,232	859,445	Division Total		730,807	-128,638	-15.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130110 Veteran's Memorial Complex			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
125,556	111,745	155,041	411100	Regular Salaries	201,395	46,354	29.9%
204,597	265,826	265,826	411200	Part-Time Salaries	265,826	0	0.0%
0	1,346	1,346	411310	Overtime-Regular	1,346	0	0.0%
4,160	4,160	4,160	431000	Deferred Compensation	4,160	0	0.0%
15,384	23,126	23,126	432000	Social Security	14,681	-8,445	-36.5%
20,961	22,379	22,379	433000	Retirement - Employer	20,294	-2,085	-9.3%
15,436	35,228	35,228	433050	Retirement-Unfunded Liability	32,484	-2,744	-7.8%
9,351	9,586	9,586	434000	Workers Compensation	19,370	9,784	102.1%
19,840	20,478	20,478	435000	Group Insurance	30,931	10,453	51.0%
700	650	650	435400	Retiree Health Savings	1,300	650	100.0%
7,547	7,950	7,950	435500	Retiree Insurance	8,831	881	11.1%
19,289	19,868	19,868	435600	Retiree Medical Prefunding	0	-19,868	-100.0%
27	0	0	436000	State Disability Insurance	0	0	0.0%
500	500	500	437000	Mgt Health Ben	1,000	500	100.0%
2,100	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
975	975	975	438500	Cell Phone Allowance	1,950	975	100.0%
446,424	525,917	569,213	Total	Personnel Services	605,668	36,455	6.4%
3,698	4,800	4,800	512100	Office Expense	3,376	-1,424	-29.7%
355	300	300	512400	Communications	300	0	0.0%
2,139	4,000	4,000	514100	Departmental Special Supplies	3,352	-648	-16.2%
7,644	8,529	8,529	514600	Small Tools & Equipment	3,600	-4,929	-57.8%
630	1,000	1,000	516100	Training & Education	228	-772	-77.2%
0	2,000	2,000	517300	Advertising and Public Relatio	0	-2,000	-100.0%
0	3,000	3,000	550110	Uniforms	3,000	0	0.0%
0	2,000	2,000	600200	R&M - Equipment	900	-1,100	-55.0%
354,173	329,979	339,363	619800	Other Contractual Services	159,329	-180,034	-53.1%
12,703	6,111	6,111	650300	Liability Reserve Charge	6,231	120	2.0%
381,343	361,719	371,103	Total	Maint & Operations	180,316	-190,787	-51.4%
0	103,053	191,991	740100	Furniture & Furnishings	0	-191,991	-100.0%
0	103,053	191,991	Total	Capital Outlay	0	-191,991	-100.0%
827,767	990,689	1,132,306	Division Total		785,984	-346,322	-30.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130200 Recreation Division			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
421,583	496,433	528,460	411100	Regular Salaries	534,153	5,693	1.1%
1,206	0	0	411200	Part-Time Salaries	0	0	0.0%
138	0	0	411310	Overtime-Regular	0	0	0.0%
7,920	16,640	16,640	431000	Deferred Compensation	5,720	-10,920	-65.6%
33,925	38,765	38,765	432000	Social Security	39,963	1,198	3.1%
35,600	41,517	41,517	433000	Retirement - Employer	38,721	-2,796	-6.7%
64,899	76,251	76,251	433050	Retirement-Unfunded Liability	87,984	11,733	15.4%
15,531	14,111	14,111	434000	Workers Compensation	24,360	10,249	72.6%
69,436	71,983	71,983	435000	Group Insurance	65,411	-6,572	-9.1%
3,409	3,250	3,250	435400	Retiree Health Savings	3,900	650	20.0%
25,997	29,700	29,700	435500	Retiree Insurance	28,064	-1,636	-5.5%
51,772	53,325	53,325	435600	Retiree Medical Prefunding	0	-53,325	-100.0%
1,327	281	281	436000	State Disability Insurance	998	717	255.2%
1,000	2,000	2,000	437000	Mgt Health Ben	1,500	-500	-25.0%
16,174	15,600	15,600	437500	Longevity Pay	7,200	-8,400	-53.8%
1,369	2,925	2,925	438500	Cell Phone Allowance	2,925	0	0.0%
751,285	862,781	894,808	Total	Personnel Services	840,899	-53,909	-6.0%
257	1,200	1,200	512100	Office Expense	1,200	0	0.0%
4,200	3,580	3,580	512400	Communications	3,580	0	0.0%
1,002	2,249	2,249	514100	Departmental Special Supplies	1,000	-1,249	-55.5%
1,895	6,700	3,500	516100	Training & Education	250	-3,250	-92.9%
325	1,165	1,165	516700	Memberships & Dues	1,765	600	51.5%
0	1,250	1,250	517300	Advertising and Public Relatio	0	-1,250	-100.0%
0	900	900	600200	R&M - Equipment	400	-500	-55.6%
11,387	15,000	15,000	600800	Equip Maint Expenses	5,302	-9,698	-64.7%
2,253	71	71	605400	Amortization of Equipment	0	-71	-100.0%
0	0	3,200	619800	Other Contractual Services	0	-3,200	-100.0%
21,100	8,997	8,997	650300	Liability Reserve Charge	7,836	-1,161	-12.9%
42,420	41,112	41,112	Total	Maint & Operations	21,333	-19,779	-48.1%
793,705	903,893	935,920	Division Total		862,232	-73,688	-7.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130211 Parks and Playgrounds Programs			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
6,392	0	0	411100	Regular Salaries	0	0	0.0%
241,717	316,545	316,545	411200	Part-Time Salaries	316,549	4	0.0%
3,724	17,202	17,202	432000	Social Security	17,204	2	0.0%
8,806	11,083	11,083	433000	Retirement - Employer	11,081	-2	0.0%
9,768	8,550	8,550	434000	Workers Compensation	16,565	8,015	93.7%
20	0	0	435400	Retiree Health Savings	0	0	0.0%
10	0	0	436000	State Disability Insurance	0	0	0.0%
270,437	353,380	353,380	Total	Personnel Services	361,399	8,019	2.3%
0	150	150	512100	Office Expense	154	4	2.7%
318	2,077	3,957	514100	Departmental Special Supplies	2,000	-1,957	-49.5%
0	1,027	1,027	550110	Uniforms	1,100	73	7.1%
13,270	5,451	5,451	650300	Liability Reserve Charge	5,328	-123	-2.3%
13,588	8,705	10,585	Total	Maint & Operations	8,582	-2,003	-18.9%
284,024	362,085	363,965	Division Total		369,981	6,016	1.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130212 Camp Programs			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,952	0	0	411100	Regular Salaries	0	0	0.0%
201,952	233,655	233,655	411200	Part-Time Salaries	233,655	0	0.0%
3,239	16,879	16,879	432000	Social Security	16,879	0	0.0%
7,395	10,588	10,588	433000	Retirement - Employer	10,588	0	0.0%
7,949	7,062	7,062	434000	Workers Compensation	12,227	5,165	73.1%
222,486	268,184	268,184	Total	Personnel Services	273,349	5,165	1.9%
1,294	2,050	2,050	512100	Office Expense	500	-1,550	-75.6%
28,846	32,535	33,447	514100	Departmental Special Supplies	20,075	-13,372	-40.0%
26	200	200	514200	Dances & Special Programs	0	-200	-100.0%
26	1,400	1,400	516100	Training & Education	200	-1,200	-85.7%
45,237	53,471	53,471	516600	Special Events & Meetings	32,730	-20,741	-38.8%
0	2,466	2,466	550110	Uniforms	2,400	-66	-2.7%
28,449	26,688	28,273	619800	Other Contractual Services	20,100	-8,173	-28.9%
10,799	4,502	4,502	650300	Liability Reserve Charge	3,933	-569	-12.6%
114,678	123,312	125,808	Total	Maint & Operations	79,938	-45,870	-36.5%
337,164	391,496	393,992	Division Total		353,287	-40,705	-10.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130220 Pool and Aquatics Programs			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
92,662	78,536	78,536	411100	Regular Salaries	74,334	-4,202	-5.4%
503,777	554,305	554,305	411200	Part-Time Salaries	554,305	0	0.0%
27	530	530	411310	Overtime-Regular	530	0	0.0%
66	0	0	431000	Deferred Compensation	1,560	1,560	0.0%
14,290	38,051	38,051	432000	Social Security	37,941	-110	-0.3%
24,971	26,797	26,797	433000	Retirement - Employer	26,687	-110	-0.4%
14,985	17,983	17,983	433050	Retirement-Unfunded Liability	12,203	-5,780	-32.1%
16,004	15,703	15,703	434000	Workers Compensation	32,897	17,194	109.5%
15,459	16,389	16,389	435000	Group Insurance	9,682	-6,707	-40.9%
678	1,300	1,300	435400	Retiree Health Savings	650	-650	-50.0%
8,022	8,263	8,263	435600	Retiree Medical Prefunding	0	-8,263	-100.0%
354	509	509	436000	State Disability Insurance	335	-174	-34.2%
691,294	758,366	758,366	Total	Personnel Services	751,124	-7,242	-1.0%
2,509	2,000	2,000	512100	Office Expense	1,000	-1,000	-50.0%
477	410	410	512400	Communications	410	0	0.0%
1,263	6,000	6,000	514100	Departmental Special Supplies	6,000	0	0.0%
701	2,750	3,012	514600	Small Tools & Equipment	2,750	-262	-8.7%
682	2,440	2,440	516100	Training & Education	0	-2,440	-100.0%
0	2,000	2,000	516500	Conferences & Conventions	0	-2,000	-100.0%
225	1,000	1,000	516600	Special Events & Meetings	0	-1,000	-100.0%
150	330	330	516700	Memberships & Dues	330	0	0.0%
0	0	0	520210	ActiveNet Fees	6,359	6,359	0.0%
4,991	4,300	4,300	550110	Uniforms	3,300	-1,000	-23.3%
24,482	24,000	24,000	600200	R&M - Equipment	16,000	-8,000	-33.3%
19,198	45,857	72,094	619800	Other Contractual Services	45,000	-27,094	-37.6%
21,743	10,012	10,012	650300	Liability Reserve Charge	10,582	570	5.7%
76,419	101,099	127,598	Total	Maint & Operations	91,731	-35,867	-28.1%
21,744	0	51,633	732120	Departmental Special Equipment	0	-51,633	-100.0%
21,744	0	51,633	Total	Capital Outlay	0	-51,633	-100.0%
789,457	859,465	937,597	Division Total		842,855	-94,742	-10.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130233 Culver City After School Progr			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
915	0	0	411100	Regular Salaries	0	0	0.0%
232,971	303,811	303,811	411200	Part-Time Salaries	303,811	0	0.0%
3,391	19,428	19,428	432000	Social Security	19,428	0	0.0%
8,186	9,937	9,937	433000	Retirement - Employer	9,937	0	0.0%
7,176	7,804	7,804	434000	Workers Compensation	15,898	8,094	103.7%
252,640	340,980	340,980	Total	Personnel Services	349,074	8,094	2.4%
90	325	325	512100	Office Expense	0	-325	-100.0%
238	200	200	512400	Communications	200	0	0.0%
13,942	15,779	15,779	514100	Departmental Special Supplies	12,027	-3,752	-23.8%
895	875	875	514200	Dances & Special Programs	750	-125	-14.3%
0	565	565	516600	Special Events & Meetings	565	0	0.0%
0	1,188	1,188	550110	Uniforms	800	-388	-32.7%
419	1,750	2,412	619800	Other Contractual Services	1,000	-1,412	-58.5%
9,749	4,976	4,976	650300	Liability Reserve Charge	5,114	138	2.8%
25,332	25,658	26,320	Total	Maint & Operations	20,456	-5,864	-22.3%
277,972	366,638	367,300	Division Total		369,530	2,230	0.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130240 Sports Programs			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
7,715	7,670	7,670	435500	Retiree Insurance	8,277	607	7.9%
7,715	7,670	7,670	Total	Personnel Services	8,277	607	7.9%
70	150	150	516700	Memberships & Dues	0	-150	-100.0%
317,518	241,960	346,637	619800	Other Contractual Services	241,960	-104,677	-30.2%
317,588	242,110	346,787	Total	Maint & Operations	241,960	-104,827	-30.2%
325,303	249,780	354,457	Division Total		250,237	-104,220	-29.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130250 Rec and Enrichment Programs			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
48,707	52,478	52,478	411100	Regular Salaries	52,204	-274	-0.5%
102,274	73,901	73,901	411200	Part-Time Salaries	73,901	0	0.0%
278	0	0	411310	Overtime-Regular	0	0	0.0%
450	0	0	431000	Deferred Compensation	1,560	1,560	0.0%
6,811	9,460	9,460	432000	Social Security	3,872	-5,588	-59.1%
9,403	6,678	6,678	433000	Retirement - Employer	6,596	-82	-1.2%
6,704	8,184	8,184	433050	Retirement-Unfunded Liability	9,431	1,247	15.2%
4,032	5,124	5,124	434000	Workers Compensation	6,588	1,464	28.6%
9,094	9,364	9,364	435000	Group Insurance	9,682	318	3.4%
645	650	650	435400	Retiree Health Savings	650	0	0.0%
226	237	237	436000	State Disability Insurance	232	-5	-2.1%
188,624	166,076	166,076	Total	Personnel Services	164,716	-1,360	-0.8%
1,709	1,500	1,500	512100	Office Expense	600	-900	-60.0%
0	500	500	512200	Printing and Binding	0	-500	-100.0%
0	500	500	512300	Postage	0	-500	-100.0%
58	4,000	4,000	514100	Departmental Special Supplies	2,500	-1,500	-37.5%
37	0	0	516100	Training & Education	0	0	0.0%
145	300	300	516700	Memberships & Dues	300	0	0.0%
14,020	900	900	550110	Uniforms	900	0	0.0%
590,705	652,905	704,956	619800	Other Contractual Services	652,905	-52,051	-7.4%
5,478	3,267	3,267	650300	Liability Reserve Charge	2,119	-1,148	-35.1%
612,152	663,872	715,923	Total	Maint & Operations	659,324	-56,599	-7.9%
800,776	829,948	881,999	Division Total		824,040	-57,959	-6.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130260 Youth Center				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
732	0	0	411100	Regular Salaries	0	0	0.0%	
67,286	120,949	120,949	411200	Part-Time Salaries	120,950	1	0.0%	
986	9,252	9,252	432000	Social Security	9,252	0	0.0%	
2,381	4,237	4,237	433000	Retirement - Employer	0	-4,237	-100.0%	
0	0	0	433500	Retirement - Employee	4,237	4,237	0.0%	
3,016	2,639	2,639	434000	Workers Compensation	6,329	3,690	139.8%	
74,400	137,077	137,077	Total	Personnel Services	140,768	3,691	2.7%	
362	262	262	512100	Office Expense	0	-262	-100.0%	
6,138	4,813	6,178	514100	Departmental Special Supplies	2,800	-3,378	-54.7%	
1,504	2,045	2,045	514200	Dances & Special Programs	1,500	-545	-26.7%	
0	624	624	516100	Training & Education	886	262	42.0%	
1,359	2,879	2,879	516600	Special Events & Meetings	0	-2,879	-100.0%	
0	1,699	1,699	550110	Uniforms	800	-899	-52.9%	
532	3,560	5,560	619800	Other Contractual Services	2,300	-3,260	-58.6%	
4,097	1,683	1,683	650300	Liability Reserve Charge	2,036	353	21.0%	
13,992	17,565	20,930	Total	Maint & Operations	10,322	-10,608	-50.7%	
88,393	154,642	158,007	Division Total		151,090	-6,917	-4.4%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130270 Youth Mentoring Program			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
25	0	0	411100	Regular Salaries	0	0	0.0%
14,058	16,900	16,900	411200	Part-Time Salaries	17,576	676	4.0%
204	1,294	1,294	432000	Social Security	1,345	51	3.9%
493	592	592	433000	Retirement - Employer	616	24	4.1%
553	484	484	434000	Workers Compensation	884	400	82.6%
15,333	19,270	19,270	Total	Personnel Services	20,421	1,151	6.0%
751	308	308	650300	Liability Reserve Charge	284	-24	-7.8%
751	308	308	Total	Maint & Operations	284	-24	-7.8%
16,083	19,578	19,578	Division Total		20,705	1,127	5.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130280 Community Events & Excursions			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
579	0	0	411100	Regular Salaries	0	0	0.0%
21,692	6,496	6,496	411200	Part-Time Salaries	6,496	0	0.0%
4,750	0	0	411310	Overtime-Regular	0	0	0.0%
57	0	0	431000	Deferred Compensation	0	0	0.0%
652	499	499	432000	Social Security	499	0	0.0%
803	230	230	433000	Retirement - Employer	230	0	0.0%
579	824	824	434000	Workers Compensation	340	-484	-58.7%
34	0	0	435400	Retiree Health Savings	0	0	0.0%
26	0	0	436000	State Disability Insurance	0	0	0.0%
29,171	8,049	8,049	Total	Personnel Services	7,565	-484	-6.0%
10,922	6,721	7,729	514100	Departmental Special Supplies	280	-7,449	-96.4%
8,190	19,500	34,500	619800	Other Contractual Services	0	-34,500	-100.0%
787	525	525	650300	Liability Reserve Charge	109	-416	-79.2%
19,898	26,746	42,754	Total	Maint & Operations	389	-42,365	-99.1%
49,069	34,795	50,803	Division Total		7,954	-42,849	-84.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130285 Comm Events-Fiesta La Ballona				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	19,490	19,490	411200	Part-Time Salaries	19,490	0	0.0%	
0	4,519	4,519	411310	Overtime-Regular	4,519	0	0.0%	
0	1,490	1,490	432000	Social Security	0	-1,490	-100.0%	
0	680	680	433000	Retirement - Employer	680	0	0.0%	
0	0	0	434000	Workers Compensation	1,020	1,020	0.0%	
0	26,179	26,179	Total	Personnel Services	25,709	-470	-1.8%	
2,813	13,641	13,641	514100	Departmental Special Supplies	7,359	-6,282	-46.1%	
1,000	1,000	1,000	517300	Advertising and Public Relatio	2,041	1,041	104.1%	
65,478	95,900	96,966	619800	Other Contractual Services	76,100	-20,866	-21.5%	
0	0	0	650300	Liability Reserve Charge	328	328	0.0%	
69,291	110,541	111,607	Total	Maint & Operations	85,828	-25,779	-23.1%	
69,291	136,720	137,786	Division Total		111,537	-26,249	-19.1%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130300 Parks Division			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,083,076	1,148,489	1,148,489	411100	Regular Salaries	1,142,564	-5,925	-0.5%
586	4,284	4,284	411310	Overtime-Regular	4,284	0	0.0%
27,569	27,040	27,040	431000	Deferred Compensation	28,600	1,560	5.8%
83,697	85,513	85,513	432000	Social Security	83,642	-1,871	-2.2%
95,444	92,331	92,331	433000	Retirement - Employer	89,911	-2,420	-2.6%
164,277	190,507	190,507	433050	Retirement-Unfunded Liability	203,007	12,500	6.6%
37,411	34,784	34,784	434000	Workers Compensation	58,184	23,400	67.3%
255,976	266,836	266,836	435000	Group Insurance	272,476	5,640	2.1%
10,220	10,400	10,400	435400	Retiree Health Savings	10,400	0	0.0%
56,030	55,880	55,880	435500	Retiree Insurance	46,798	-9,082	-16.3%
96,283	99,171	99,171	435600	Retiree Medical Prefunding	0	-99,171	-100.0%
4,193	4,226	4,226	436000	State Disability Insurance	4,208	-18	-0.4%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
57,980	61,500	61,500	437500	Longevity Pay	63,900	2,400	3.9%
1,950	1,950	1,950	438500	Cell Phone Allowance	1,950	0	0.0%
1,975,690	2,083,911	2,083,911	Total	Personnel Services	2,010,924	-72,987	-3.5%
993	1,500	1,500	512100	Office Expense	1,000	-500	-33.3%
74	200	200	512200	Printing and Binding	0	-200	-100.0%
1,244	1,060	1,060	512400	Communications	1,060	0	0.0%
116,204	105,000	105,000	513000	Utilities	105,000	0	0.0%
74,267	88,504	88,504	514100	Departmental Special Supplies	51,181	-37,323	-42.2%
1,590	2,400	2,400	516100	Training & Education	0	-2,400	-100.0%
2,501	2,000	2,000	516500	Conferences & Conventions	0	-2,000	-100.0%
378	600	600	516600	Special Events & Meetings	600	0	0.0%
1,125	1,150	1,150	516700	Memberships & Dues	1,050	-100	-8.7%
445	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%
10,552	9,000	9,000	550110	Uniforms	9,000	0	0.0%
7,605	10,300	10,300	600200	R&M - Equipment	6,000	-4,300	-41.7%
97,340	100,000	100,000	600800	Equip Maint Expenses	100,297	297	0.3%
46,751	54,957	54,957	605400	Amortization of Equipment	0	-54,957	-100.0%
0	100	100	619600	Drug Testing Program	100	0	0.0%
405,826	499,500	522,656	619800	Other Contractual Services	296,448	-226,208	-43.3%
50,824	22,176	22,176	650300	Liability Reserve Charge	18,716	-3,460	-15.6%
817,719	898,447	921,603	Total	Maint & Operations	590,452	-331,151	-35.9%
2,793,410	2,982,358	3,005,514	Division Total		2,601,376	-404,138	-13.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130400 Senior and Social Services			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
485,567	502,974	503,948	411100	Regular Salaries	514,750	10,802	2.1%
152,847	173,311	173,311	411200	Part-Time Salaries	132,673	-40,638	-23.4%
2,643	551	551	411310	Overtime-Regular	551	0	0.0%
8,892	10,400	10,400	431000	Deferred Compensation	7,280	-3,120	-30.0%
36,995	51,035	51,035	432000	Social Security	50,763	-272	-0.5%
43,779	45,607	45,607	433000	Retirement - Employer	43,800	-1,807	-4.0%
61,407	72,025	72,025	433050	Retirement-Unfunded Liability	85,222	13,197	18.3%
27,923	22,522	22,522	434000	Workers Compensation	40,361	17,839	79.2%
48,460	67,895	67,895	435000	Group Insurance	58,092	-9,803	-14.4%
3,250	3,900	3,900	435400	Retiree Health Savings	3,900	0	0.0%
123,819	123,120	123,120	435500	Retiree Insurance	122,241	-879	-0.7%
27,053	27,865	27,865	435600	Retiree Medical Prefunding	0	-27,865	-100.0%
1,522	1,624	1,624	436000	State Disability Insurance	1,584	-40	-2.5%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
9,804	11,100	11,100	437500	Longevity Pay	7,800	-3,300	-29.7%
975	975	975	438500	Cell Phone Allowance	975	0	0.0%
(25,494)	0	0	499500	Contra-Salaries	0	0	0.0%
1,009,942	1,115,404	1,116,378	Total	Personnel Services	1,070,492	-45,886	-4.1%
1,775	3,600	3,600	512100	Office Expense	3,600	0	0.0%
416	350	350	512400	Communications	350	0	0.0%
3,869	6,246	6,246	514100	Departmental Special Supplies	5,998	-248	-4.0%
380	1,000	1,000	516100	Training & Education	0	-1,000	-100.0%
2,292	2,200	2,200	516500	Conferences & Conventions	0	-2,200	-100.0%
108	1,100	1,100	516600	Special Events & Meetings	0	-1,100	-100.0%
790	660	660	516700	Memberships & Dues	660	0	0.0%
0	207	207	518300	Auto Mileage Reimbursement	200	-7	-3.4%
36,075	93,884	108,350	619800	Other Contractual Services	10,000	-98,350	-90.8%
37,668	11,842	11,842	650300	Liability Reserve Charge	12,983	1,141	9.6%
83,373	121,089	135,555	Total	Maint & Operations	33,791	-101,764	-75.1%
269	7,799	7,799	732120	Departmental Special Equipment	0	-7,799	-100.0%
269	7,799	7,799	Total	Capital Outlay	0	-7,799	-100.0%
1,093,584	1,244,292	1,259,732	Division Total		1,104,283	-155,449	-12.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			101 GENERAL FUND	10130430 Volunteering			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
12,216	0	0	411100	Regular Salaries	0	0	0.0%
0	33,620	33,620	411200	Part-Time Salaries	33,620	0	0.0%
174	0	0	431000	Deferred Compensation	0	0	0.0%
861	2,570	2,570	432000	Social Security	2,570	0	0.0%
227	1,180	1,180	433000	Retirement - Employer	1,180	0	0.0%
9,746	11,611	11,611	433050	Retirement-Unfunded Liability	0	-11,611	-100.0%
895	1,393	1,393	434000	Workers Compensation	1,197	-196	-14.1%
73	0	0	435400	Retiree Health Savings	0	0	0.0%
6,212	6,398	6,398	435600	Retiree Medical Prefunding	0	-6,398	-100.0%
19	0	0	436000	State Disability Insurance	0	0	0.0%
30,423	56,772	56,772	Total	Personnel Services	38,567	-18,205	-32.1%
1,162	1,000	1,000	512100	Office Expense	960	-40	-4.0%
3,842	3,109	3,109	514100	Departmental Special Supplies	2,152	-957	-30.8%
2,958	2,300	2,300	516500	Conferences & Conventions	0	-2,300	-100.0%
35	0	0	516600	Special Events & Meetings	0	0	0.0%
150	175	175	516700	Memberships & Dues	0	-175	-100.0%
0	985	985	517100	Subscriptions	985	0	0.0%
1,307	888	888	650300	Liability Reserve Charge	385	-503	-56.6%
9,454	8,457	8,457	Total	Maint & Operations	4,482	-3,975	-47.0%
3,098	0	0	732160	IT Equipment - Software	0	0	0.0%
3,098	0	0	Total	Capital Outlay	0	0	0.0%
42,974	65,229	65,229	Division Total		43,049	-22,180	-34.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			414	41430410			
			OPERATING GRANTS FUND	Senior Nutrition - CI			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
57,388	72,674	72,674	411100	Regular Salaries	72,228	-446	-0.6%
17,135	39,010	39,010	411200	Part-Time Salaries	39,010	0	0.0%
1,333	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
4,758	8,783	8,783	432000	Social Security	5,830	-2,953	-33.6%
5,712	8,672	8,672	433000	Retirement - Employer	5,829	-2,843	-32.8%
14,253	16,933	16,933	433050	Retirement-Unfunded Liability	11,610	-5,323	-31.4%
19,840	20,478	20,478	435000	Group Insurance	9,682	-10,796	-52.7%
554	1,300	1,300	435400	Retiree Health Savings	650	-650	-50.0%
265	463	463	436000	State Disability Insurance	322	-141	-30.5%
2,020	2,100	2,100	437500	Longevity Pay	0	-2,100	-100.0%
123,257	171,973	171,973	Total	Personnel Services	146,721	-25,252	-14.7%
312	500	500	512100	Office Expense	0	-500	-100.0%
174	0	0	514100	Departmental Special Supplies	0	0	0.0%
117,770	116,584	116,585	619800	Other Contractual Services	117,084	499	0.4%
118,256	117,084	117,085	Total	Maint & Operations	117,084	-1	0.0%
241,514	289,057	289,058	Division Total		263,805	-25,253	-8.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			414	41430415			
			OPERATING GRANTS FUND	Senior Nutrition - CII & 3B			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
17,693	6,888	6,888	411100	Regular Salaries	6,888	0	0.0%
15,305	6,717	6,717	411200	Part-Time Salaries	6,717	0	0.0%
238	0	0	431000	Deferred Compensation	0	0	0.0%
1,271	559	559	432000	Social Security	1,088	529	94.6%
2,089	529	529	433000	Retirement - Employer	0	-529	-100.0%
0	1,140	1,140	433050	Retirement-Unfunded Liability	0	-1,140	-100.0%
104	650	650	435400	Retiree Health Savings	0	-650	-100.0%
63	30	30	436000	State Disability Insurance	30	0	0.0%
36,763	16,513	16,513	Total	Personnel Services	14,723	-1,790	-10.8%
560	0	0	514100	Departmental Special Supplies	0	0	0.0%
29,188	55,501	55,502	619800	Other Contractual Services	55,501	-1	0.0%
29,748	55,501	55,502	Total	Maint & Operations	55,501	-1	0.0%
66,511	72,014	72,015	Division Total		70,224	-1,791	-2.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			414			41430907			
			OPERATING GRANTS FUND			CC Nature Park Trail			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
140,081	0	0	600100	R&M - Building		0	0	0.0%	
140,081	0	0	Total	Maint & Operations		0	0	0.0%	
140,081	0	0	Division Total			0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PARKS RECREATION & COMM SVS			427			42730440		
			CDBG - OPERATING FUND			Disability		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	28,500	28,500	411100	Regular Salaries	28,500	0	0.0%	
25,494	0	0	411150	Salaries-Project	0	0	0.0%	
25,494	28,500	28,500	Total	Personnel Services	28,500	0	0.0%	
25,494	28,500	28,500	Division Total		28,500	0	0.0%	



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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
40100	Office of the Chief	1,181,251	980,173	726,481	-253,692	-25.9%
40200	Operating Bureaus	40,763,007	46,610,635	44,232,463	-2,378,172	-5.1%
	Fund Total	41,944,258	47,590,808	44,958,944	-2,631,864	-5.5%
<i>414 - GRANTS OPERATING FUND</i>						
40230	COPS/SLESF/Brulte	122,469	127,242	131,378	4,136	3.3%
40913	Police - Misc DOJ Grants	15,412	0	0	0	0.0%
40919	AB 109-PublicSafetyRealignment	14,237	0	0	0	0.0%
40929	SelectiveTrafficEnforc:OTSFY18	20,798	0	0	0	0.0%
40930	SelectiveTrafficEnforc:OTSFY19	56,656	400	0	-400	-100.0%
	Fund Total	229,573	127,642	131,378	3,736	2.9%
<i>416 - ASSET SEIZURE FUND</i>						
40450	State Asset Seizure Funds	0	81,134	0	-81,134	-100.0%
40451	St. Asset Seizure Fds 15%	3,775	0	0	0	0.0%
40452	Fed. Asset Seizure Treas.	14,351	0	0	0	0.0%
40454	Fed. Asset Seizure Justice	225,329	375,000	0	-375,000	-100.0%
	Fund Total	243,455	456,134	0	-456,134	-100.0%
	Department Total	\$42,417,286	\$48,174,584	\$45,090,322	-\$3,084,262	-6.4%



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Police Alarm Permits	48,316	45,000	45,000	0	0.0%
Police False Alarm Chgs	175,765	165,000	150,000	-15,000	-9.1%
Dog Licenses	34,786	30,000	35,000	5,000	16.7%
Court Fines - General	1,985,854	1,950,000	1,500,000	-450,000	-23.1%
Vehicle Code Fines	3,301,248	3,250,000	2,500,000	-750,000	-23.1%
Admin Citations	3,005	1,000	2,000	1,000	100.0%
DOJ-Bulletproof Vest Grant	14,509	0	0	0	0.0%
Selective Traffic Enforcement	56,726	400	0	-400	-100.0%
Asset Seizure - Justice	405,269	5,000	0	-5,000	-100.0%
Asset Seizure - Treasury	14,351	0	0	0	0.0%
Post Program	30,266	38,958	0	-38,958	-100.0%
COPS/SLESF/Brulte Revenue	148,747	100,000	145,145	45,145	45.1%
Asset Seizure - State	15,000	81,134	0	-81,134	-100.0%
Sfty Special Event/Filming	213,276	225,000	175,000	-50,000	-22.2%
Special Police Services	92,270	100,000	75,000	-25,000	-25.0%
Live Scan Fees	128,819	125,000	100,000	-25,000	-20.0%
DNA Services	1,200	1,500	1,600	100	6.7%
Interest Income	6,615	3,000	3,000	0	0.0%
Miscellaneous Revenue	40,880	6,000	3,000	-3,000	-50.0%
Donations	365	1,000	0	-1,000	-100.0%
8777 Washington Bl-LincolnProp	32,074	18,000	12,000	-6,000	-33.3%
Sale of Property	4,524	0	0	0	0.0%
PD M43 Conversion Funds	0	160,000	0	-160,000	-100.0%
General Revenues	35,663,422	41,868,592	40,343,577	-1,525,015	-3.6%
Department Total	\$42,417,286	\$48,174,584	\$45,090,322	-\$3,084,262	-6.4%



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10140100 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	0.00	0.00	0.00	0.0%
Division Total	3.00	2.00	2.00	0.00	0.0%
<u>10140200 Operating Bureaus</u>					
Animal Services Officer	1.00	2.00	2.00	0.00	0.0%
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 #	7.84	7.84	7.84	0.00	0.0%
Custodian	1.00	1.00	1.00	0.00	0.0%
Forensic Specialist	2.00	2.00	2.00	0.00	0.0%
Jailer #	3.00	3.00	3.00	0.00	0.0%
Management Analyst	1.00	1.00	1.00	0.00	0.0%
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	3.00	3.00	0.00	0.0%
Police Lieutenant	7.00	7.00	7.00	0.00	0.0%
Police Officer #	81.00	88.00	88.00	0.00	0.0%
Police Records Tech	5.00	5.00	5.00	0.00	0.0%
Police Records/Property Supervisor #	1.00	1.00	1.00	0.00	0.0%
Police Sergeant	16.00	17.00	17.00	0.00	0.0%
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	1.00	1.00	1.00	0.00	0.0%
Division Total	146.84	156.84	156.84	0.00	0.0%
<u>41440230 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%
Total Positions	150.84	159.84	159.84	0.00	0.0%

Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10140200 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 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	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	3.00	3.00	0.00	0.0%
Police Lieutenant	8.00	7.00	7.00	0.00	0.0%
Police Sergeant	16.00	17.00	17.00	0.00	0.0%
Police Officer #	81.00	88.00	88.00	0.00	0.0%
Total Sworn	109.00	117.00	117.00	0.00	0.0%
<u>Non-Sworn Personnel</u>					
Administrative Secretary #	1.00	1.00	1.00	0.00	0.0%
Animal Services Officer	1.00	2.00	2.00	0.00	0.0%
Automated Enforcement Technician	1.00	1.00	1.00	0.00	0.0%
Comm. Services Officer #	7.84	7.84	7.84	0.00	0.0%
Custodian	1.00	1.00	1.00	0.00	0.0%
Forensic Specialist	2.00	2.00	2.00	0.00	0.0%
Jailer #	3.00	3.00	3.00	0.00	0.0%
Management Analyst	1.00	1.00	1.00	0.00	0.0%
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	5.00	5.00	5.00	0.00	0.0%
Secretary	2.00	2.00	2.00	0.00	0.0%
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	1.00	1.00	1.00	0.00	0.0%
Total Non-Sworn	41.84	42.84	42.84	0.00	0.0%
Total Positions	150.84	159.84	159.84	0.00	0.0%

Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Identify new revenue sources	Evaluate the feasibility of a Police Development Impact Fee	Collaboration among Community Development, Finance & Police Department Staff	June 2020	The results of the assessment

Status: Completed. The Department is coordinating with the Community Development Department to include a Police Development Impact Fee assessment in the future citywide Development Impact Fee Study.

Ensure Long-term Financial Stability	Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness	Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs	Existing Staff	Ongoing	Delivery of service improvements and reduced costs
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Status: Ongoing; The Department continually reviews staffing needs and contractual services to improve the delivery of services while reducing costs.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Evaluate Department Maintenance & Operations (M&O) expenditures	Review all expenditures	Existing Staff	Ongoing	Reduced costs

Status: Ongoing. Staff consistently monitors the Department's Maintenance & Operations expenditures. Expenditures are reviewed and evaluated based on need. Staff regularly contacts vendors to obtain current pricing for items purchased on a routine basis for price comparisons.

Ensure Long-term Financial Stability	Explore Grant Opportunities	Pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, and mental health resources	Existing Staff	Ongoing	Grant funds are awarded
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Status: Ongoing; The Department received a \$100,000 grant award from the California Office of Traffic Safety. Grant funds are used to conduct DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations, Distracted Driving Operations and Traffic Safety Educational Presentations. The efforts are ongoing. The grant is to be completed by September 30, 2020.

On September 24, 2019, the Department received a \$13,471.13 grant award from the U.S. Department of Justice–Bulletproof Vest Partnership to cover one-half the costs of the Department's purchased bulletproof vests over the next two fiscal years.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

On January 27, 2020, the Department submitted a FY 2020-21 Selective Traffic Enforcement Program grant application to the California Office of Traffic Safety in the amount of \$237,000.00 requesting funds to continue and expand Traffic Safety Operations.

On January 29, 2020, the Department submitted a FY 2020-21 Traffic Records Improvement Project grant application to the California Office of Traffic Safety in the amount of \$120,000.00 requesting funds to implement a complete electronic crash reporting system that will export crash reports to the Department's Records Management Systems and the California Highway Patrol's Statewide Integrated Traffic Records System and a complete electronic citation solution system that will improve the accuracy and efficiency of traffic citations. The Department needs timely, accurate, and complete traffic records to identify and prioritize traffic safety issues.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	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 presentations	Existing Staff	Ongoing	Achieve the grant objectives and improving traffic safety

Status: *Ongoing; Continue directed traffic enforcement and traffic safety education in furtherance of the Vision Zero project. We continue our efforts to reach the goals set forth in the Vision Zero project. We do this through directed enforcement in areas identified as having higher than normal rates of traffic violations or traffic collisions, and through participation in enforcement activities and educational programs sponsored in part through grants obtained from the California Office of Traffic Safety (OTS). OTS administers traffic safety grants to sponsor programs that reduce traffic deaths, injuries, and economic losses. The program has identified ten priority areas of concentrations for education and enforcement focus: alcohol-impaired driving, distracted driving, drug-impaired driving, infant/child safety, pedestrian and bicycle safety, traffic records, emergency medical services, roadway safety, and motorcycle safety. We participate in the Safe Routes to School (SRTS) program, which focuses on pedestrian and bicyclist safety education. Officers participate in SRTS Walk-n-*



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Roll pedestrian and bicyclists events and in SRTS Safety Nights, which focuses on providing traffic safety education to parents and students at our schools. Educational and safety efforts are conducted at schools throughout the Culver City Unified School District.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Evaluate the automated red-light photo enforcement program. Survey intersections and review the feasibility to relocate and/or increase the number of approaches based on violations and accidents	Existing Staff	Ongoing	Reduction in traffic accidents

Status: *Ongoing; We continue to evaluate our automated red-light photo enforcement program, based on traffic violation and traffic collision data. Throughout the history of our automated red-light photo enforcement program, intersections in the city have been surveyed and evaluated, in an effort, to utilize the program in the most productive manner possible. The system currently consists of 18 approaches, distributed at select intersections across the city.*

Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Access collision data to identify intersections that have a higher rate of traffic collisions	Existing Staff	Ongoing	Reduction in traffic accidents
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POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: *Ongoing; We continue to assess traffic collisions and collision data on a monthly basis to monitor collision rates on all city roadways. Annual collision rates are also examined to obtain larger sample sizes and to identify any long-term trends. Traffic violation enforcement efforts are adjusted to target any areas identified as having higher rates of traffic collisions. Traffic safety complaints from residents and other roadway users are also assessed and used to initiate directed enforcement to address observed traffic safety concerns not readily identifiable solely through traffic collision data.*

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Enhance communication with the Public Works Department for traffic engineering improvements	Collaboration between Public Works & Police Department Staff	Ongoing	Reduction in traffic accidents. Improved circulation and road sharing

Status: *Ongoing; The Traffic Section of the Police Department provides updated traffic collision data to the Traffic Engineering Division of the Public Works Department on a monthly basis. This enables the Traffic Engineering to independently review the data to further implement measures to improve traffic safety through traffic engineering improvements. Personnel from the Traffic Section of the Police Department and the Traffic Engineering Division of the Public Works Department conduct quarterly meetings to discuss and coordinate safety and mobility improvement efforts.*

Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	Expand the Special Enforcement Team to concentrate patrol by the creek	Funding for new staff; one (1) Sergeant and four (4) Police Officers	June 2020	The effectiveness on crime reduction and prevention
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POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Completed. The Special Enforcement Team (SET) will be fully staffed with two teams by March 2020. SET patrols the La Ballona Creek and the Bike Path daily. As a result, officers contacted a host of unhoused individuals and offered resources and available shelter options. Working with Code Enforcement, Public Works, and our Mental Evaluation Team, SET focused their efforts on those less fortunate while simultaneously working on keeping the Creek clean and free of trash and contraband. Since June 2019, SET has assisted with approximately 35 clean-ups around the Creek, as well as other encampments around the City. Going forward, SET will continue to focus on its original goals and strategies, in addition to, improving safety in the Creek for pedestrians and bicyclists. Moreover, SET will make a concerted effort to reduce and prevent crime, all while targeting quality of life matters in the community.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Expand mental health resources and homeless partnerships with other government entities and non-profits	Existing Staff	Ongoing	Additional resources are utilized

Status: Ongoing; The Culver City Police Department's Mental Evaluation Team (MET) continues to collaborate with other government agencies, as well as local non-profits to expand its mental health resources and homeless outreach partnerships. In an effort to enhance its homeless and mental health resources, the Culver City Police Department continues to partner with the following non-profits and government entities: St. Joseph Center, Upward Bound House, Daniel's Place, PATH- People Assisting the Homeless, LA County Department of Mental Health, LA Homeless Services Authority (LAHSA), U.S. Veteran's Affairs Department and Chrysalis.

In addition, the Mental Evaluation Team has recently established partnerships with two non-profits that deal directly with youth experiencing homelessness and mental health issues in our community: 1736 Family Crisis Center and Daniels Place- which respond to the growing needs of youth victims of domestic violence, human trafficking, sexual abuse and homeless families. The Culver City Police Department is committed to the citizens of Culver City and will continue to expand our mental health and homeless resources by working and building partnerships with local non-profits and government entities.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved	Existing Staff	Ongoing	An increase in collaboration and communication among all parties

Status: Ongoing; The Culver City Police Department's Mental Evaluation Team (MET) continues to collaborate with homeless and mental health providers to provide coordinated case management. Daily, the MET works with the stakeholders in our community to help facilitate services to those in need. Once our MET has established contact with those in need, they work hand in hand with the different social service groups in our community to help coordinate long-term solutions.

The MET is committed to having good open communication and dialogue between all social service teams involved. The MET actively coordinates and attends regular meetings with the Culver City Homeless Committee, L.A. County Department of Mental Health, Los Angeles Homeless Services Authority, St. Josephs Center and LAPD's MET. Several times a month the MET, along with Code Enforcement and Public Works, visit local homeless encampments to offer outreach and assist them with cleanup and sanitation efforts.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Expand the Mental Health Evaluation Teams	<ul style="list-style-type: none"> Staff two (2) full-time Culver City Mental Health Evaluation Teams seven days per week. Work with LA County Department of Mental Health to acquire an additional clinician 	<ul style="list-style-type: none"> Funding for new staff; two (2) Officers Acquire one (1) additional County clinician 	June 2020	New team implemented

Status: Completed; Understanding the need for more mental health resources, the Culver City Police Department recently added a second full-time mental health officer. The mental health officer's primary responsibility is to respond to various mental health related calls, as well as being at the forefront of offering and providing mental health and homeless services and case management. Having a second officer specifically trained to deal with mental health issues will allow us the opportunity to offer coverage 7 days a week to help those in need.

Ongoing; The Culver City Police Department is still currently working to acquire an additional mental health clinician and has been in continuous talks with the LA County Department of Mental Health about our need for additional resources. We are hopeful that the addition of our second full-time mental health Officer will strengthen our request with the County for this much needed resource.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Transform Inglewood Oil Field	At the future site, provide public safety	Provide routine patrol	Existing Staff	Ongoing	To be determined

Status: When the Inglewood Oil Field is re-purposed, the Police Department will provide routine patrol.

ADDITIONAL POLICE DEPARTMENT GOAL

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Procure Required Public Safety Equipment	Replace obsolete portable and mobile police radios	Work with the Fire Department to identify and replace portable and mobile radios that are reaching the end of their service life	Additional Funding and Collaboration between Fire and Police	June 2023	Purchase new radios

Status: Portable hand-held radios are a required piece of equipment for all police personnel and some professional staff. In FY 15/16, the Police Department worked with the Fire Department to replace half of our old portable hand-held radios, about 60 radios in total. In FY 19/20, the Fire Department's approved budget included funding to replace the remainder of our old portable hand-held radios. The Fire Department is currently in the process of procuring 68 new radios for the Police Department.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
<p>Create a Chief's Youth Advisory Committee</p>	<p>Foster a coalition between the youth of Culver City and the Police Department</p>	<ul style="list-style-type: none"> Establish committee selection guidelines Select a committee of approximately 12 youth Conduct regular committee meetings 	<p>Existing Staff</p>	<p>June 2020</p>	<p>Chief's Youth Advisory Committee is formed</p>

Status: After careful consideration, the Department decided to create a Chief's Advisory Panel, in lieu of a Chief's Youth Advisory Committee. The Department, collaborating with the City Council's Equity Sub Committee and the City's Equity Manager Mily Huntly, is working to select the Chief's Advisory Panel. The panel will be a cross section of the Culver City community consisting of primarily adults, but also several Culver City High School students. The panel will report to the Chief in an advisory capacity and meet with the Chief on a monthly or as needed basis. At these meetings, the Chief will seek input and feedback from the panel on Police Department policy, procedures, new programs and equipment. The panel will make recommendations to the Chief, which will be used to help shape and create Department policy, procedures, new programs and equipment. Additionally, the panel will be encouraged to bring police related community concerns and issues to the Chief and help organize community meetings. The Chief and advisory panel will bring items to the City Council as needed. The panel is currently being formed and we anticipate it will be up and running in March of this year.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Implement a Youth Diversion and Development Program	Collaborate with the Los Angeles County Department of Health Services and a local community based organization	<ul style="list-style-type: none"> Refer cases, follow progress and meet frequently to address issues Implement strategies to improve the process 	Existing Staff	Ongoing	Minor youth offenders are diverted and not entering the criminal justice system

Status: The Department is at the forefront of the new county wide Youth Diversion and Development program. This program is designed to get minor youth offenders, who are eligible, immediately into a diversion program in an attempt to keep them from entering the criminal justice system. The program is run through the Los Angeles County Department of Health Services and will eventually be the youth diversion program for the entire County. The diversion programs themselves are provided by local community based organizations, in our case the New Earth Organization. The Culver City Police Department is among the first agencies in Los Angeles County to participate in the program, which has been up and running since June of 2019. To date, 35 youth have been diverted into this program.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness	Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs	Existing Staff	Ongoing	Delivery of service improvements and reduced costs
	Evaluate Department Maintenance & Operations (M&O) expenditures	Review all expenditures	Existing Staff	Ongoing	Reduced costs
	Explore Grant Opportunities	Pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, and mental health resources	Existing Staff	Ongoing	Grant funds are awarded



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	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 presentations	Existing Staff	Ongoing	Achieve the grant objectives and improving traffic safety
	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Evaluate the automated red-light photo enforcement program. Survey intersections and review the feasibility to relocate and/or increase the number of approaches based on violations and accidents	Existing Staff	Ongoing	Reduction in traffic accidents
	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Access collision data to identify intersections that have a higher rate of traffic collisions	Existing Staff	Ongoing	Reduction in traffic accidents
	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Enhance communication with the Public Works Department for traffic engineering improvements	Collaboration between Public Works & Police Department Staff	Ongoing	Improved circulation and road sharing



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	The Special Enforcement Team will continue to patrol by the creek	Existing Staff	Ongoing	The effectiveness on crime reduction and prevention
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Expand mental health resources and homeless partnerships with other government entities and non-profits	Existing Staff	Ongoing	Additional resources are utilized
	Identify homeless and mental health resources for officers to provide on patrol	Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved	Existing Staff	Ongoing	An increase in collaboration and communication among all parties



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Expand the Mental Health Evaluation Teams	Work with LA County Department of Mental Health to acquire an additional clinician	Acquire one (1) additional County clinician	June 2021	New team implemented
Transform Inglewood Oil Field	At the future site, provide public safety	Provide routine patrol	Existing Staff	Ongoing	To be determined



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

ADDITIONAL POLICE DEPARTMENT GOALS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Continue to participate in the Youth Diversion and Development Program	Continue to Collaborate with the Los Angeles County Department of Health Services and a local community based organization	<ul style="list-style-type: none"> Continue to refer cases, follow progress and meet frequently to address issues Continue to create and implement strategies to improve the process 	Existing Staff	Ongoing	Minor youth offenders are diverted and not entering the criminal justice system
Update, Enhance and Expand the Department's Information Technology	Improve Information Technology Stability and Sustainability	<ul style="list-style-type: none"> Rewire the Police Station's Network Upgrade the Station's Security System Hardware Equipment Replacement 	Additional Funding for contractual services, Hardware and Software	June 2022	Completed



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Create and Implement a Three-Year Department Strategic Plan	<ul style="list-style-type: none"> Identify Department Goals Identify Effective and Efficient Allocation of Resources Succession Plan by identifying Employee Development Needs 	Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation and Input	Existing Staff	December 2020	Completed and Implemented
Engage in the General Plan Update	<ul style="list-style-type: none"> Participate in the long-range planning document that sets forth the City's goals, policies, and direction for the twenty-five years. 	Engage with the City Consultant and the Community Development Department to provide public safety information and input on the future growth and expansion of the City	Existing Staff	Summer 2022	Completed

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			101 GENERAL FUND		10140100 Office of the Chief		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
620,507	448,114	448,114	411100	Regular Salaries	364,492	-83,622	-18.7%
27	0	0	411310	Overtime-Regular	0	0	0.0%
7,750	4,810	4,810	431000	Deferred Compensation	3,250	-1,560	-32.4%
9,015	6,006	6,006	432000	Social Security	(2)	-6,008	-100.0%
48,162	23,732	23,732	433000	Retirement - Employer	21,124	-2,608	-11.0%
173,826	215,842	215,842	433050	Retirement-Unfunded Liability	139,991	-75,851	-35.1%
49,160	28,540	28,540	433500	Retirement - Employee	28,829	289	1.0%
42,722	63,287	63,287	434000	Workers Compensation	61,255	-2,032	-3.2%
39,702	18,728	18,728	435000	Group Insurance	17,003	-1,725	-9.2%
1,938	1,300	1,300	435400	Retiree Health Savings	650	-650	-50.0%
50,567	50,420	50,420	435500	Retiree Insurance	51,154	734	1.5%
52,415	53,987	53,987	435600	Retiree Medical Prefunding	0	-53,987	-100.0%
351	331	331	436000	State Disability Insurance	3	-328	-99.1%
1,100	550	550	437000	Mgt Health Ben	550	0	0.0%
19,309	16,700	16,700	437500	Longevity Pay	11,000	-5,700	-34.1%
1,560	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
2,120	1,060	1,060	440000	Uniform Allowance	1,060	0	0.0%
1,120,231	934,967	934,967	Total	Personnel Services	701,919	-233,048	-24.9%
632	4,858	4,858	517850	Employee Recognition Events	4,858	0	0.0%
60,387	40,348	40,348	650300	Liability Reserve Charge	19,704	-20,644	-51.2%
61,019	45,206	45,206	Total	Maint & Operations	24,562	-20,644	-45.7%
1,181,251	980,173	980,173	Division Total		726,481	-253,692	-25.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			101	10140200 Operating Bureaus			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
16,141,588	18,881,948	19,161,292	411100	Regular Salaries	18,887,697	-273,595	-1.4%
78,759	98,696	98,696	411200	Part-Time Salaries	98,696	0	0.0%
1,914,098	1,255,000	1,255,000	411310	Overtime-Regular	1,255,000	0	0.0%
310,130	370,000	370,000	411360	Special Event-OT	370,000	0	0.0%
83,505	90,870	90,870	431000	Deferred Compensation	81,510	-9,360	-10.3%
420,207	406,308	406,308	432000	Social Security	381,575	-24,733	-6.1%
2,254,942	2,520,723	2,520,723	433000	Retirement - Employer	2,425,302	-95,421	-3.8%
4,808,897	5,939,635	5,939,635	433050	Retirement-Unfunded Liability	6,256,906	317,271	5.3%
203,420	216,730	216,730	433500	Retirement - Employee	220,073	3,343	1.5%
1,220,332	1,788,469	1,788,469	434000	Workers Compensation	2,843,799	1,055,330	59.0%
1,809,916	2,206,764	2,206,764	435000	Group Insurance	2,153,415	-53,349	-2.4%
55,270	68,250	68,250	435400	Retiree Health Savings	68,250	0	0.0%
1,642,110	1,679,470	1,679,470	435500	Retiree Insurance	1,752,250	72,780	4.3%
1,656,002	1,705,682	1,705,682	435600	Retiree Medical Prefunding	0	-1,705,682	-100.0%
11,288	11,390	11,390	436000	State Disability Insurance	10,617	-773	-6.8%
47,450	54,300	54,300	437000	Mgt Health Ben	52,950	-1,350	-2.5%
474,010	556,400	556,400	437500	Longevity Pay	489,100	-67,300	-12.1%
6,191	8,190	8,190	438500	Cell Phone Allowance	8,190	0	0.0%
171,840	199,160	199,160	440000	Uniform Allowance	189,998	-9,162	-4.6%
(167,829)	0	0	499500	Contra-Salaries	0	0	0.0%
33,142,126	38,057,985	38,337,329	Total	Personnel Services	37,545,328	-792,001	-2.1%
25,779	30,000	30,000	512100	Office Expense	20,000	-10,000	-33.3%
4,488	8,000	10,000	512200	Printing and Binding	8,000	-2,000	-20.0%
183	1,500	1,500	512300	Postage	500	-1,000	-66.7%
93,091	88,320	88,320	512400	Communications	88,320	0	0.0%
84,008	165,847	134,512	514100	Departmental Special Supplies	100,000	-34,512	-25.7%
10,153	15,000	15,000	514500	Canine Program Expense	10,000	-5,000	-33.3%
52,607	65,000	121,379	514600	Small Tools & Equipment	75,000	-46,379	-38.2%
195,966	250,000	252,006	516100	Training & Education	200,000	-52,006	-20.6%
5,711	6,000	6,000	516500	Conferences & Conventions	5,000	-1,000	-16.7%
30,242	45,000	45,000	516600	Special Events & Meetings	15,742	-29,258	-65.0%
2,880	6,000	6,000	516700	Memberships & Dues	3,000	-3,000	-50.0%
152,431	228,241	193,315	517100	Subscriptions	203,606	10,291	5.3%
6,743	2,500	5,500	517300	Advertising and Public Relatio	2,500	-3,000	-54.5%
5,145	20,000	20,000	517400	Police Investigation	15,000	-5,000	-25.0%
10,288	14,000	14,000	517900	Reserve Program	0	-14,000	-100.0%
938	1,030	1,030	518000	Volunteer Program	0	-1,030	-100.0%
50,008	50,000	50,000	518400	Explorer Program	0	-50,000	-100.0%
63,758	70,000	70,000	520220	Service/Collection Fees	70,000	0	0.0%
0	116,500	116,500	550000	Other Charges	0	-116,500	-100.0%
20,789	25,000	25,000	550120	Laundry	20,000	-5,000	-20.0%
42,676	25,000	40,000	600100	R&M - Building	25,000	-15,000	-37.5%
11,424	20,000	15,000	600200	R&M - Equipment	15,000	0	0.0%
822,284	815,500	815,500	600800	Equip Maint Expenses	665,867	-149,633	-18.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			101 GENERAL FUND		10140200 Operating Bureaus		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
15,613	20,000	20,000	605100	Rental of Equipment	20,000	0	0.0%
203,143	216,567	216,567	605400	Amortization of Equipment	0	-216,567	-100.0%
25,565	35,000	35,000	610300	Personnel Services	5,000	-30,000	-85.7%
65,960	48,500	69,960	614100	Medical Services	63,500	-6,460	-9.2%
3,677,090	4,033,083	4,223,929	619800	Other Contractual Services	4,094,322	-129,607	-3.1%
1,724,750	1,140,234	1,140,234	650300	Liability Reserve Charge	914,778	-225,456	-19.8%
7,403,712	7,561,822	7,781,252	Total	Maint & Operations	6,640,135	-1,141,117	-14.7%
0	610,000	610,000	732100	Auto-Rolling Stock & Equipment	0	-610,000	-100.0%
99,884	12,000	12,000	732120	Departmental Special Equipment	0	-12,000	-100.0%
52,077	80,000	80,000	732150	IT Equipment - Hardware	40,000	-40,000	-50.0%
1,489	7,000	7,000	732160	IT Equipment - Software	7,000	0	0.0%
63,718	0	436,054	740100	Furniture & Furnishings	0	-436,054	-100.0%
217,169	709,000	1,145,054	Total	Capital Outlay	47,000	-1,098,054	-95.9%
0	-653,000	(653,000)	910300	Projected Excess Appropriation	0	653,000	-100.0%
0	-653,000	(653,000)	Total	Inter-Fund Transfers	0	653,000	-100.0%
40,763,007	45,675,807	46,610,635	Division Total		44,232,463	-2,378,172	-5.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			414	41440230			
			OPERATING GRANTS FUND	COPS/SLESF/Brulte			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
68,180	69,131	69,131	411100	Regular Salaries	69,348	217	0.3%
47	0	0	411310	Overtime-Regular	0	0	0.0%
1,560	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
5,147	4,803	4,803	432000	Social Security	4,492	-311	-6.5%
5,702	5,339	5,339	433000	Retirement - Employer	5,173	-166	-3.1%
8,507	11,236	11,236	433050	Retirement-Unfunded Liability	11,621	385	3.4%
3,980	6,834	6,834	434000	Workers Compensation	10,733	3,899	57.1%
19,840	20,478	20,478	435000	Group Insurance	21,249	771	3.8%
650	650	650	435400	Retiree Health Savings	650	0	0.0%
325	304	304	436000	State Disability Insurance	299	-5	-1.6%
2,020	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
700	450	450	440000	Uniform Allowance	700	250	55.6%
116,659	122,885	122,885	Total	Personnel Services	127,925	5,040	4.1%
5,810	4,357	4,357	650300	Liability Reserve Charge	3,453	-904	-20.7%
5,810	4,357	4,357	Total	Maint & Operations	3,453	-904	-20.7%
122,469	127,242	127,242	Division Total		131,378	4,136	3.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			414			41440913			
			OPERATING GRANTS FUND		Police - Misc DOJ Grants				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
12,336	0	0	514600	Small Tools & Equipment	0	0	0.0%		
3,076	0	0	517900	Reserve Program	0	0	0.0%		
15,412	0	0	Total	Maint & Operations	0	0	0.0%		
15,412	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			414			41440919			
			OPERATING GRANTS FUND		AB 109-PublicSafetyRealignment				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
14,237	0	0	411155	Salaries OT-Project	0	0	0.0%		
14,237	0	0	Total	Personnel Services	0	0	0.0%		
14,237	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			414			41440929			
			OPERATING GRANTS FUND		SelectiveTrafficEnforc:OTSFY18				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
20,798	0	0	411155	Salaries OT-Project	0	0	0.0%		
20,798	0	0	Total	Personnel Services	0	0	0.0%		
20,798	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			414			41440930			
			OPERATING GRANTS FUND		SelectiveTrafficEnforc:OTSFY19				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
56,656	0	0	411155	Salaries OT-Project	0	0	0.0%		
56,656	0	0	Total	Personnel Services	0	0	0.0%		
0	0	400	619800	Other Contractual Services	0	-400	-100.0%		
0	0	400	Total	Maint & Operations	0	-400	-100.0%		
56,656	0	400	Division Total		0	-400	-100.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			416			41640450			
			ASSET SEIZURE FUND			State Asset Seizure Funds			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	35,000	516100	Training & Education		0	-35,000	-100.0%	
0	0	35,000	Total	Maint & Operations		0	-35,000	-100.0%	
0	0	46,134	732100	Auto-Rolling Stock & Equipment		0	-46,134	-100.0%	
0	0	46,134	Total	Capital Outlay		0	-46,134	-100.0%	
0	0	81,134	Division Total			0	-81,134	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			416			41640451			
			ASSET SEIZURE FUND			St. Asset Seizure Fds 15%			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
3,775	0	0	411155	Salaries OT-Project		0	0	0.0%	
3,775	0	0	Total	Personnel Services		0	0	0.0%	
3,775	0	0	Division Total			0	0	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			416			41640452			
			ASSET SEIZURE FUND			Fed. Asset Seizure Treas.			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
14,351	0	0	411155	Salaries OT-Project	0	0	0.0%		
14,351	0	0	Total	Personnel Services	0	0	0.0%		
14,351	0	0	Division Total		0	0	0.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

POLICE			416			41640454			
			ASSET SEIZURE FUND			Fed. Asset Seizure Justice			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
58,012	0	0	411155	Salaries OT-Project		0	0	0.0%	
58,012	0	0	Total	Personnel Services		0	0	0.0%	
(60)	0	0	514800	Public Safety Equipment		0	0	0.0%	
3,033	0	0	516500	Conferences & Conventions		0	0	0.0%	
2,973	0	0	Total	Maint & Operations		0	0	0.0%	
116,070	40,000	40,000	732100	Auto-Rolling Stock & Equipment		0	-40,000	-100.0%	
0	290,000	295,000	732120	Departmental Special Equipment		0	-295,000	-100.0%	
48,275	40,000	40,000	732150	IT Equipment - Hardware		0	-40,000	-100.0%	
164,345	370,000	375,000	Total	Capital Outlay		0	-375,000	-100.0%	
225,329	370,000	375,000	Division Total			0	-375,000	-100.0%	



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, Community Risk Reduction, and Telecommunications.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
45100	Office of the Chief	1,436,777	1,423,450	1,509,409	85,959	6.0%
45200	Fire Suppression	14,039,489	14,074,895	13,393,042	-681,853	-4.8%
45300	Emergency Medical Services	6,959,264	9,112,208	7,469,970	-1,642,238	-18.0%
45400	Emergency Preparedness	296,389	400,339	309,339	-91,000	-22.7%
45600	Community Risk Reduction	1,780,724	1,876,389	1,696,784	-179,605	-9.6%
45700	Communications	563,315	643,718	590,608	-53,110	-8.3%
	Fund Total	25,075,958	27,531,000	24,969,152	-2,561,848	-9.3%
<i>414 - GRANTS OPERATING FUND</i>						
45904	Emergency Management Performan	45,633	10,265	8,000	-2,265	-22.1%
45909	Fire - SAFER Grant	0	540,000	425,000	-115,000	-21.3%
	Fund Total	45,633	550,265	433,000	-117,265	-21.3%
	Department Total	\$25,121,591	\$28,081,265	\$25,402,152	-\$2,679,113	-9.5%



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

REVENUE SUMMARY	ACTUAL	ADJUSTED	CITY MGR	CHANGE FROM	% CHANGE
	RECEIPTS 2018/2019	BUDGET 2019/2020	RECOMMEND 2020/2021	PRIOR YEAR ADJUSTED	
Fire Detection / Suppression	241,213	220,000	220,000	0	0.0%
Studio Inspection Fees	55,160	55,000	55,000	0	0.0%
Other License & Permits - Fire	28,221	28,000	28,000	0	0.0%
SAFER Grant	0	540,000	425,000	-115,000	-21.3%
Emergency Managemt Performance	32,418	8,000	8,000	0	0.0%
State of Calif - GEMT	68,442	25,506	26,000	494	1.9%
Strike Team	719,743	200,000	175,000	-25,000	-12.5%
Fire Inspection - Business	425,161	428,000	375,000	-53,000	-12.4%
Fire Inspection - Penalties	14,052	6,000	5,000	-1,000	-16.7%
Ambulance Fees	2,080,717	1,975,000	1,734,000	-241,000	-12.2%
Hazardous Materials Fees	137,218	135,000	118,500	-16,500	-12.2%
Sfty Special Event/Filming	248,455	230,000	202,000	-28,000	-12.2%
Plan Check Fees	512,965	460,000	400,000	-60,000	-13.0%
Miscellaneous Revenue	18,770	300	0	-300	-100.0%
General Revenues	20,539,058	23,770,459	21,630,652	-2,139,807	-9.0%
Department Total	\$25,121,591	\$28,081,265	\$25,402,152	-\$2,679,113	2.9%



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10145100 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	0.00	0.00	0.00	0.0%
Secretary	0.50	0.50	0.50	0.00	0.0%
Sr. Management Analyst	0.00	1.00	1.00	0.00	0.0%
Division Total	3.50	3.50	3.50	0.00	0.0%
<u>10145200 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%
<u>10145300 Emergency Medical Services</u>					
Fire Capt./Admin./15	1.00	1.00	1.00	0.00	0.0%
Fire Fighter/Rescue/15 #	21.00	27.00	27.00	0.00	0.0%
Secretary	1.00	1.00	1.00	0.00	0.0%
Division Total	23.00	29.00	29.00	0.00	0.0%
<u>10145400 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>10145600 Community Risk Reduction</u>					
Battalion Chief/Fire Marshal/15	1.00	1.00	1.00	0.00	0.0%
Community Services Officer/RPT	0.98	1.96	1.96	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 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	6.96	6.96	0.00	0.0%
<u>10145700 Telecommunications</u>					
Community Services Officer/RPT	0.98	0.98	0.98	0.00	0.0%
Communications Supervisor	1.00	1.00	1.00	0.00	0.0%
Communications Tech	1.00	1.00	1.00	0.00	0.0%
Division Total	2.98	2.98	2.98	0.00	0.0%
Total Positions	71.94	78.92	78.92	0.00	0.0%

Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10145300 - Emergency Medical Services</u>					
Ambulance Operators	19,117	19,117	19,117	0	0.0%
Division Total	19,117	19,117	19,117	0	0.0%
<u>10145400 - Emergency Preparedness</u>					
Administrative Intern	1,560	1,560	1,560	0	0.0%
Division Total	1,560	1,560	1,560	0	0.0%
<u>10145600 - Community Risk Reduction</u>					
Administrative Intern	0	1,560	1,560	0	0.0%
Division Total	0	1,560	1,560	0	0.0%
Total Hours	20,677	22,237	22,237	0	0.0%



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	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	27.00	27.00	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	67.00	67.00	0.00	0.0%
<u>Non-Sworn Personnel</u>					
Community Services Officer/RPT	2.94	3.92	3.92	0.00	0.0%
Communications Supervisor	1.00	1.00	1.00	0.00	0.0%
Communications Technician	1.00	1.00	1.00	0.00	0.0%
Emergency Preparedness Coordinator	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%
Fire Prevention Spclst/Plan Review	1.00	1.00	1.00	0.00	0.0%
Management Analyst	1.00	0.00	0.00	0.00	0.0%
Secretary	2.00	2.00	2.00	0.00	0.0%
Sr. Management Analyst	0.00	1.00	1.00	0.00	0.0%
Total Non-Sworn	10.94	11.92	11.92	0.00	0.0%
Total Positions	71.94	78.92	78.92	0.00	0.0%

Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2019/2020 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

- Improve the Department's outreach to better assist the homeless community.

Status: Ongoing. Department personnel have received specialized training. Firefighters share resources with people experiencing homelessness (e.g., rain ponchos during inclement weather, shelter location list). A Department representative regularly attends the City's Committee on Homelessness meetings to provide related data and input.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Obtain FEMA SAFER grant to fund six new firefighter/paramedic positions.

Status: Completed. The SAFER grant was accepted by the City Council on October 14, 2019. Due to budgetary constraints, the Department has put a hold on hiring and is not planning to implement a third rescue. Staff is exploring options to potentially retain and repurpose grant funds.

- Work with other Los Angeles Area Fire Departments to establish a Joint Powers Authority to direct regional training efforts.

Status: Completed. The Los Angeles Area Regional Training Group JPA was formed on September 18, 2019.

- Achieve re-accreditation by the Commission of Fire Accreditation International (CFAI).

Status: Completed. On August 8, 2019, the Department achieved accreditation for the fifth time (i.e., every five years since 1998).

SUPPRESSION

- Evaluate and update the recruit training program to adapt to changes in California's firefighter training and certification procedures.

Status: Completed. The Department partnered with El Camino College and successfully certified new firefighters under the new procedures.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Equip all apparatus with emergency responder traffic alert system.

Status: Completed.

- Replace “jaws of life” extrication equipment (spreader, cutter, ram) with modern battery-powered equipment.

Status: Completed.

EMERGENCY MEDICAL SERVICES

- Work with the PRCS Department to investigate lessening the response time to provide direct resources to “at risk” seniors and other populations including revising the scope of work for the City’s contractor and establishing a partnership with colleges that offer Social Welfare/Work like UCLA Department of Social Welfare to provide field work and office setting experiences to graduate students and in turn receive assistance in helping community members in need.

Status: Ongoing. A contract with Special Service for Groups Sustaining Independent Lives with Vital Empowering Resources (SSG SILVER) was expanded to six hours a day, five days a week. SSG staff and one intern from UCLA’s Licensed Clinical Social Worker program work with community members to provide assistance and referrals as needed. PRCS and CCFD have held meetings to determine the method, type and amount of support SSG will provide in the future to further assist the Fire Department, Police Department, Senior Center, and community at large.

- Reduce the amount of time it takes to hire ambulance operators. Goal = 3 months from application to start date.

Status: Ongoing. Initial attempts to streamline the process have been unsuccessful. The Department will continue to work with Human Resources and carry this work plan over to FY 2020-21.

- Provide enhanced training to all EMS personnel on the care and treatment of mental health and substance abuse patients.

Status: Completed.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

EMERGENCY PREPAREDNESS

- Review and update the Emergency Operations Plan (EOP). The update is required every 3 years and the last update occurred in 2016.

Status: In progress. The Department anticipates completion in August 2020. This work plan will be carried over to FY 2020-21.

- Develop a crisis communication plan and establish a cross-departmental team of trained personnel.

Status: Completed.

- Work with the Finance Department to develop a comprehensive disaster cost recovery plan and deliver training to select Finance Department personnel.

Status: In progress. Completion expected before June 20, 2020.

COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION)

- Develop and pilot test an enhanced Brush Inspection Program.

Status: Ongoing. The Department has identified 452 parcels within the Very High Fire Hazard Severity Zone. Parcel by parcel inspection procedures have been pilot tested. This work plan will be carried over to FY 2020-21.

- Adopt the 2019 California Fire Code.

Status: Completed. The 2019 California Fire Code was adopted by the City Council November 18, 2019.

- Conduct a smoke alarm campaign focused on mobile homes and low-income motels.

Status: Completed. Department personnel concluded visits and smoke alarm installations on December 21, 2019.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Publish public education safety videos (e.g., smoke alarms, cooking) on the Department's website in multiple languages (e.g., Spanish, Arabic, English). Utilize the safety videos in social media where appropriate.

Status: Completed.

- Create an intern position to help with the development of pre-fire plan program and other mapping projects.

Status: Completed.

- Implement a program to conduct annual fire hydrant inspections and maintenance.

Status: Completed.

TELECOMMUNICATIONS

- Complete a backup connection to the Interagency Communications Interoperability System (ICI System) regional communication network.

Status: In progress. The Department anticipates completion prior to June 30, 2020.

- Work with the Transportation Department to implement the radio component of the Smart Bus Project.

Status: Completed.

- Replace the Uninterruptable Power Supply (UPS) at the Baldwin Hills Tower site. Ensure that there is a minimum of 24 hours of battery backup for this mission critical communications infrastructure.

Status: In progress. This workplan will be carried over to FY 2020-21.

- Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life.

Status: Ongoing. This is the first year of a three-year project. By June 30, 2020, the Police Department needs will have been addressed.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2020/2021 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

- Improve the Department's outreach to better assist the homeless community.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Obtain the Assistance to Firefighters Grant (AFG) to fund the purchase of new self-contained breathing apparatus (SCBA) and a compressor/fill station.
- Explore options to retain and repurpose SAFER grant funds.
- Complete the Commission on Fire Accreditation International (CFAI) 2020 Annual Compliance Report.

SUPPRESSION

- Replace Thermal Imaging Cameras on all front-line apparatus.
- Provide formal safety officer training to all captains and battalion chiefs.
- Work with the Transportation Department to track apparatus out-of-service time and implement measures to reduce the amount of time apparatus are unavailable due to mechanical issues.

EMERGENCY MEDICAL SERVICES

- Work with Human Resources to reduce the amount of time it takes to hire ambulance operators. Goal = 3 months from application to start date.
- Expand the scope of practice for all Culver City Paramedics by joining emerging cardiac arrest and stroke treatment pilot programs.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

EMERGENCY PREPAREDNESS

- Update the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services. Incorporate the comprehensive Disaster Cost Recovery Plan into the EOP.
- Review and replace expired disaster supplies and stored water located throughout the City.
- Enhance the Community Emergency Response Team (CERT) program, focusing on training, coordination, and recruitment.
- Work with Human Resources to update the Disaster Service Worker Program policies, procedures, and FAQs for City staff.

COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION)

- Continue to enhance the Brush Inspection Program.
- Implement Community Connect. This service is an easy, free, and secure way for community members to provide critical information to the Department's first responders.
- Implement digital (tablet) fire inspections.

TELECOMMUNICATIONS

- Replace the Uninterruptable Power Supply (UPS) at the Baldwin Hills Tower site. Ensure that there is a minimum of 24 hours of battery backup for this mission critical communications infrastructure.
- Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life. This will be the second year of a three-year project.
- Explore the cost, benefits, and technical requirements of moving local government radio users (e.g., Public Works, PRCS, Transportation) from the current public safety radio system to a commercial system. Consider partnership with CCUSD.
- Work with the Interagency Communications Interoperability (ICI) Systems JPA to move the back-up master site (Dynamic System Resiliency) from Santa Monica to Culver City.

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			101	10145100			
			GENERAL FUND	Office of the Chief			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
749,163	817,995	817,995	411100	Regular Salaries	838,040	20,045	2.5%
20,583	2,723	2,723	411310	Overtime-Regular	2,723	0	0.0%
12,292	12,338	12,338	431000	Deferred Compensation	12,338	0	0.0%
18,776	17,968	17,968	432000	Social Security	17,527	-441	-2.5%
57,423	46,881	46,881	433000	Retirement - Employer	48,088	1,207	2.6%
196,736	165,009	165,009	433050	Retirement-Unfunded Liability	250,484	85,475	51.8%
53,593	49,479	49,479	433500	Retirement - Employee	50,579	1,100	2.2%
25,259	32,921	32,921	434000	Workers Compensation	52,158	19,237	58.4%
58,949	61,434	61,434	435000	Group Insurance	63,747	2,313	3.8%
2,281	2,275	2,275	435400	Retiree Health Savings	2,275	0	0.0%
59,767	51,950	51,950	435500	Retiree Insurance	66,659	14,709	28.3%
48,152	49,597	49,597	435600	Retiree Medical Prefunding	0	-49,597	-100.0%
165	141	141	436000	State Disability Insurance	142	1	0.7%
2,150	1,600	1,600	437000	Mgt Health Ben	1,600	0	0.0%
19,156	18,100	18,100	437500	Longevity Pay	18,100	0	0.0%
4,545	4,095	4,095	438500	Cell Phone Allowance	4,095	0	0.0%
2,174	1,900	1,900	440000	Uniform Allowance	1,900	0	0.0%
1,331,163	1,336,406	1,336,406	Total	Personnel Services	1,430,455	94,049	7.0%
2,799	3,132	3,132	512100	Office Expense	3,135	3	0.1%
0	100	100	512200	Printing and Binding	100	0	0.0%
2,665	2,100	2,100	512400	Communications	2,100	0	0.0%
28,500	21,500	21,500	514000	Mandated Fees	21,500	0	0.0%
8,418	1,000	1,000	514100	Departmental Special Supplies	1,000	0	0.0%
360	750	750	516100	Training & Education	750	0	0.0%
875	4,300	4,300	516500	Conferences & Conventions	4,300	0	0.0%
65	1,100	1,100	516600	Special Events & Meetings	1,100	0	0.0%
2,184	3,000	3,000	516700	Memberships & Dues	3,000	0	0.0%
119	250	250	517100	Subscriptions	250	0	0.0%
100	2,695	2,695	517850	Employee Recognition Events	2,695	0	0.0%
0	75	75	518300	Auto Mileage Reimbursement	75	0	0.0%
256	300	300	600200	R&M - Equipment	300	0	0.0%
11,006	12,000	12,000	600800	Equip Maint Expenses	11,871	-129	-1.1%
3,764	3,753	3,753	605400	Amortization of Equipment	0	-3,753	-100.0%
10,000	10,000	10,000	619800	Other Contractual Services	10,000	0	0.0%
34,503	20,989	20,989	650300	Liability Reserve Charge	16,778	-4,211	-20.1%
105,613	87,044	87,044	Total	Maint & Operations	78,954	-8,090	-9.3%
1,436,777	1,423,450	1,423,450	Division Total		1,509,409	85,959	6.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			101 GENERAL FUND		10145200 Fire Suppression		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
5,355,753	5,378,581	5,483,172	411100	Regular Salaries	5,539,013	55,841	1.0%
1,999,799	1,614,830	1,614,830	411310	Overtime-Regular	1,614,830	0	0.0%
295,756	195,000	195,000	411360	Special Event-OT	195,000	0	0.0%
12,305	11,097	11,097	431000	Deferred Compensation	11,097	0	0.0%
106,414	68,226	68,226	432000	Social Security	69,542	1,316	1.9%
847,934	713,321	713,321	433000	Retirement - Employer	784,140	70,819	9.9%
1,676,389	2,118,779	2,118,779	433050	Retirement-Unfunded Liability	2,155,242	36,463	1.7%
66,127	53,505	53,505	433500	Retirement - Employee	54,726	1,221	2.3%
195,976	247,406	247,406	434000	Workers Compensation	382,789	135,383	54.7%
562,793	602,131	602,131	435000	Group Insurance	629,939	27,808	4.6%
23,429	22,750	22,750	435400	Retiree Health Savings	22,750	0	0.0%
747,197	743,580	743,580	435500	Retiree Insurance	778,493	34,913	4.7%
472,418	486,591	486,591	435600	Retiree Medical Prefunding	0	-486,591	-100.0%
177	173	173	436000	State Disability Insurance	183	10	5.8%
15,250	14,050	14,050	437000	Mgt Health Ben	14,050	0	0.0%
164,620	193,000	193,000	437500	Longevity Pay	204,000	11,000	5.7%
6,350	5,330	5,330	438500	Cell Phone Allowance	5,330	0	0.0%
382	0	0	439000	Education Reimbursement	3,000	3,000	0.0%
49,406	49,490	49,490	440000	Uniform Allowance	46,501	-2,989	-6.0%
12,598,473	12,517,840	12,622,431	Total	Personnel Services	12,510,625	-111,806	-0.9%
3,429	6,500	6,500	512100	Office Expense	6,500	0	0.0%
38,498	34,250	34,250	512400	Communications	34,250	0	0.0%
0	2,700	2,700	514000	Mandated Fees	2,700	0	0.0%
86,085	88,000	90,430	514010	QAF Fee - Fire	88,000	-2,430	-2.7%
0	1,000	1,062	514020	GEMT Admin Fee	1,000	-62	-5.8%
70,135	75,257	95,195	514100	Departmental Special Supplies	90,260	-4,935	-5.2%
78,900	90,000	77,670	514600	Small Tools & Equipment	100,000	22,330	28.8%
43,533	0	73,749	514900	Strike Team Tools & Eqmt	0	-73,749	-100.0%
25,931	23,000	23,000	516100	Training & Education	23,000	0	0.0%
240	750	750	516500	Conferences & Conventions	3,250	2,500	333.3%
3,269	1,500	1,500	516600	Special Events & Meetings	1,500	0	0.0%
0	250	250	516700	Memberships & Dues	250	0	0.0%
0	310	310	517100	Subscriptions	310	0	0.0%
276	20,000	20,000	517900	Reserve Program	0	-20,000	-100.0%
5,710	7,500	8,250	600100	R&M - Building	9,500	1,250	15.2%
29,863	24,000	24,000	600200	R&M - Equipment	24,000	0	0.0%
395,783	436,000	436,000	600800	Equip Maint Expenses	354,564	-81,436	-18.7%
376,125	376,115	376,115	605400	Amortization of Equipment	0	-376,115	-100.0%
15,540	20,200	23,000	619800	Other Contractual Services	20,200	-2,800	-12.2%
267,699	157,733	157,733	650300	Liability Reserve Charge	123,133	-34,600	-21.9%
1,441,016	1,365,065	1,452,464	Total	Maint & Operations	882,417	-570,047	-39.2%
14,039,489	13,882,905	14,074,895	Division Total		13,393,042	-681,853	-4.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			101 GENERAL FUND		10145300 Emergency Medical Services		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
2,436,845	3,403,083	3,408,182	411100	Regular Salaries	2,944,859	-463,323	-13.6%
252,239	340,621	340,621	411200	Part-Time Salaries	340,621	0	0.0%
1,198,141	1,124,971	1,124,971	411310	Overtime-Regular	824,971	-300,000	-26.7%
87,341	70,000	70,000	411360	Special Event-OT	70,000	0	0.0%
1,560	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
69,774	62,145	62,145	432000	Social Security	41,693	-20,452	-32.9%
432,076	526,262	526,262	433000	Retirement - Employer	493,510	-32,752	-6.2%
893,007	1,089,892	1,089,892	433050	Retirement-Unfunded Liability	1,387,024	297,132	27.3%
122,516	152,666	152,666	434000	Workers Compensation	280,187	127,521	83.5%
309,542	441,832	441,832	435000	Group Insurance	347,569	-94,263	-21.3%
12,621	18,850	18,850	435400	Retiree Health Savings	14,950	-3,900	-20.7%
53,256	52,990	52,990	435500	Retiree Insurance	57,123	4,133	7.8%
234,132	241,156	241,156	435600	Retiree Medical Prefunding	0	-241,156	-100.0%
307	299	299	436000	State Disability Insurance	298	-1	-0.3%
8,000	11,200	11,200	437000	Mgt Health Ben	8,800	-2,400	-21.4%
14,809	15,700	15,700	437500	Longevity Pay	17,200	1,500	9.6%
1,560	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
27,967	41,720	41,720	440000	Uniform Allowance	37,250	-4,470	-10.7%
6,155,692	7,596,507	7,601,606	Total	Personnel Services	6,869,175	-732,431	-9.6%
516	1,169	1,169	512100	Office Expense	1,169	0	0.0%
4,389	3,660	3,660	512400	Communications	3,660	0	0.0%
125,632	130,885	130,885	514100	Departmental Special Supplies	130,885	0	0.0%
48,170	7,390	7,390	514600	Small Tools & Equipment	27,390	20,000	270.6%
9,024	19,000	19,990	516100	Training & Education	19,000	-990	-5.0%
700	1,250	1,250	516500	Conferences & Conventions	1,250	0	0.0%
0	400	400	516600	Special Events & Meetings	400	0	0.0%
647	3,506	3,506	517100	Subscriptions	3,506	0	0.0%
7,262	30,000	42,970	517950	Ambulance Operator Program Exp	0	-42,970	-100.0%
0	0	33,526	550000	Other Charges	0	-33,526	-100.0%
0	4,326	4,326	600200	R&M - Equipment	4,330	4	0.1%
90,179	80,000	80,000	600800	Equip Maint Expenses	72,086	-7,914	-9.9%
129,411	189,195	137,195	605400	Amortization of Equipment	0	-137,195	-100.0%
220,290	246,992	280,003	619800	Other Contractual Services	246,990	-33,013	-11.8%
167,354	97,332	97,332	650300	Liability Reserve Charge	90,129	-7,203	-7.4%
803,572	815,105	843,602	Total	Maint & Operations	600,795	-242,807	-28.8%
0	520,000	572,000	732100	Auto-Rolling Stock & Equipment	0	-572,000	-100.0%
0	95,000	95,000	732120	Departmental Special Equipment	0	-95,000	-100.0%
0	615,000	667,000	Total	Capital Outlay	0	-667,000	-100.0%
6,959,264	9,026,612	9,112,208	Division Total		7,469,970	-1,642,238	-18.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			101 GENERAL FUND		10145400 Emergency Preparedness		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
155,194	159,989	159,989	411100	Regular Salaries	157,163	-2,826	-1.8%
16,863	24,992	24,992	411200	Part-Time Salaries	24,992	0	0.0%
0	643	643	411310	Overtime-Regular	643	0	0.0%
4,882	4,940	4,940	431000	Deferred Compensation	4,940	0	0.0%
11,663	11,515	11,515	432000	Social Security	10,738	-777	-6.7%
13,302	12,952	12,952	433000	Retirement - Employer	12,646	-306	-2.4%
20,506	25,900	25,900	433050	Retirement-Unfunded Liability	26,472	572	2.2%
6,423	8,392	8,392	434000	Workers Compensation	13,557	5,165	61.5%
19,840	20,478	20,478	435000	Group Insurance	21,249	771	3.8%
951	975	975	435400	Retiree Health Savings	975	0	0.0%
15,155	15,610	15,610	435600	Retiree Medical Prefunding	0	-15,610	-100.0%
139	142	142	436000	State Disability Insurance	143	1	0.7%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
3,300	3,300	3,300	437500	Longevity Pay	5,700	2,400	72.7%
1,560	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
(8,105)	0	0	499500	Contra-Salaries	0	0	0.0%
262,173	291,888	291,888	Total	Personnel Services	281,278	-10,610	-3.6%
472	378	378	512100	Office Expense	380	2	0.5%
989	810	810	512400	Communications	810	0	0.0%
18,319	15,000	15,000	514100	Departmental Special Supplies	15,000	0	0.0%
3,476	6,000	8,354	516100	Training & Education	6,000	-2,354	-28.2%
127	200	200	516600	Special Events & Meetings	200	0	0.0%
300	300	300	516700	Memberships & Dues	300	0	0.0%
1,697	3,000	3,000	600800	Equip Maint Expenses	1,010	-1,990	-66.3%
62	59	59	605400	Amortization of Equipment	0	-59	-100.0%
0	0	75,000	619800	Other Contractual Services	0	-75,000	-100.0%
8,773	5,350	5,350	650300	Liability Reserve Charge	4,361	-989	-18.5%
34,215	31,097	108,451	Total	Maint & Operations	28,061	-80,390	-74.1%
296,389	322,985	400,339	Division Total		309,339	-91,000	-22.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			101 GENERAL FUND		10145600 Community Risk Reduction		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
893,572	895,573	895,573	411100	Regular Salaries	803,413	-92,160	-10.3%
0	26,240	26,240	411200	Part-Time Salaries	50,620	24,380	92.9%
29,804	5,947	5,947	411310	Overtime-Regular	5,947	0	0.0%
36,848	20,000	20,000	411360	Special Event-OT	20,000	0	0.0%
6,176	9,419	9,419	431000	Deferred Compensation	6,819	-2,600	-27.6%
31,074	30,543	30,543	432000	Social Security	26,610	-3,933	-12.9%
88,104	87,879	87,879	433000	Retirement - Employer	83,130	-4,749	-5.4%
209,406	259,893	259,893	433050	Retirement-Unfunded Liability	257,897	-1,996	-0.8%
21,620	23,309	23,309	433500	Retirement - Employee	21,411	-1,898	-8.1%
32,580	37,392	37,392	434000	Workers Compensation	64,434	27,042	72.3%
75,590	87,777	87,777	435000	Group Insurance	109,794	22,017	25.1%
3,613	4,550	4,550	435400	Retiree Health Savings	4,550	0	0.0%
125,184	115,360	115,360	435500	Retiree Insurance	133,857	18,497	16.0%
70,526	72,642	72,642	435600	Retiree Medical Prefunding	0	-72,642	-100.0%
1,323	1,375	1,375	436000	State Disability Insurance	1,214	-161	-11.7%
1,350	1,350	1,350	437000	Mgt Health Ben	1,350	0	0.0%
17,564	18,100	18,100	437500	Longevity Pay	16,000	-2,100	-11.6%
8,120	8,450	8,450	438500	Cell Phone Allowance	6,890	-1,560	-18.5%
4,819	5,980	5,980	440000	Uniform Allowance	6,412	432	7.2%
1,657,272	1,711,779	1,711,779	Total	Personnel Services	1,620,348	-91,431	-5.3%
756	2,575	2,575	512100	Office Expense	2,575	0	0.0%
5,717	3,770	3,770	512400	Communications	3,770	0	0.0%
846	1,684	1,684	514100	Departmental Special Supplies	1,684	0	0.0%
0	750	750	514600	Small Tools & Equipment	750	0	0.0%
3,705	7,500	7,500	516100	Training & Education	7,500	0	0.0%
155	400	400	516500	Conferences & Conventions	400	0	0.0%
74	300	300	516600	Special Events & Meetings	300	0	0.0%
135	750	750	516700	Memberships & Dues	750	0	0.0%
191	800	800	517100	Subscriptions	800	0	0.0%
1,417	6,000	6,000	517300	Advertising and Public Relatio	6,000	0	0.0%
32,642	35,000	35,000	600800	Equip Maint Expenses	31,180	-3,820	-10.9%
28,084	26,471	26,471	605400	Amortization of Equipment	0	-26,471	-100.0%
5,229	0	54,771	619800	Other Contractual Services	0	-54,771	-100.0%
44,503	23,839	23,839	650300	Liability Reserve Charge	20,727	-3,112	-13.1%
123,452	109,839	164,610	Total	Maint & Operations	76,436	-88,174	-53.6%
1,780,724	1,821,618	1,876,389	Division Total		1,696,784	-179,605	-9.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			101 GENERAL FUND		10145700 Communications		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
193,300	234,583	234,583	411100	Regular Salaries	234,298	-285	-0.1%
0	7,538	7,538	411310	Overtime-Regular	7,538	0	0.0%
1,320	4,680	4,680	431000	Deferred Compensation	1,560	-3,120	-66.7%
14,671	17,612	17,612	432000	Social Security	17,102	-510	-2.9%
17,131	19,032	19,032	433000	Retirement - Employer	18,314	-718	-3.8%
32,562	39,624	39,624	433050	Retirement-Unfunded Liability	41,994	2,370	6.0%
15,941	11,152	11,152	434000	Workers Compensation	17,920	6,768	60.7%
33,318	39,206	39,206	435000	Group Insurance	40,613	1,407	3.6%
1,688	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
3,867	3,980	3,980	435500	Retiree Insurance	4,149	169	4.2%
35,986	37,066	37,066	435600	Retiree Medical Prefunding	0	-37,066	-100.0%
935	1,106	1,106	436000	State Disability Insurance	1,090	-16	-1.4%
5,482	5,700	5,700	437500	Longevity Pay	5,700	0	0.0%
1,538	2,210	2,210	438500	Cell Phone Allowance	1,560	-650	-29.4%
2,750	1,600	1,600	440000	Uniform Allowance	1,850	250	15.6%
360,487	427,039	427,039	Total	Personnel Services	395,638	-31,401	-7.4%
102	1,275	1,275	512100	Office Expense	1,275	0	0.0%
8,122	6,620	6,620	512400	Communications	6,620	0	0.0%
24,824	20,418	20,418	514100	Departmental Special Supplies	20,418	0	0.0%
346	6,778	6,778	514600	Small Tools & Equipment	6,778	0	0.0%
2,895	4,500	4,500	516100	Training & Education	4,500	0	0.0%
0	150	150	516600	Special Events & Meetings	150	0	0.0%
50,000	50,000	50,000	516700	Memberships & Dues	50,000	0	0.0%
413	300	300	600100	R&M - Building	300	0	0.0%
65,401	70,500	87,180	600200	R&M - Equipment	70,500	-16,680	-19.1%
4,548	5,000	5,000	600800	Equip Maint Expenses	3,665	-1,335	-26.7%
2,848	2,848	2,848	605400	Amortization of Equipment	0	-2,848	-100.0%
21,553	24,500	24,500	619800	Other Contractual Services	25,000	500	2.0%
21,775	7,110	7,110	650300	Liability Reserve Charge	5,764	-1,346	-18.9%
202,827	199,999	216,679	Total	Maint & Operations	194,970	-21,709	-10.0%
563,315	627,038	643,718	Division Total		590,608	-53,110	-8.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			414	41445904			
			OPERATING GRANTS FUND	Emergency Management Performan			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
8,105	0	0	411150	Salaries-Project	0	0	0.0%
8,105	0	0	Total	Personnel Services	0	0	0.0%
6,399	8,000	1,146	514100	Departmental Special Supplies	8,000	6,854	598.1%
31,129	0	9,119	516100	Training & Education	0	-9,119	-100.0%
37,528	8,000	10,265	Total	Maint & Operations	8,000	-2,265	-22.1%
45,633	8,000	10,265	Division Total		8,000	-2,265	-22.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

FIRE			414		41445909		
			OPERATING GRANTS FUND		Fire - SAFER Grant		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	540,000	540,000	952101	Trsf Out To - Fund 101	425,000	-115,000	-21.3%
0	540,000	540,000	Total	Inter-Fund Transfers	425,000	-115,000	-21.3%
0	540,000	540,000	Division Total		425,000	-115,000	-21.3%



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, Current Planning, Enforcement Services, Economic Development, Advance Planning and Housing Divisions.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
101 – GENERAL FUND						
50100	Community Development Admin	558,350	730,519	626,787	-103,732	-14.2%
50120	Economic Development	1,691,514	2,460,236	1,866,851	-593,385	-24.1%
50150	Building Safety	2,576,421	3,428,076	1,681,096	-1,746,980	-51.0%
50200	Current Planning	1,441,564	2,362,875	1,283,095	-1,079,780	-45.7%
50250	Enforcement Services	935,467	1,159,366	989,092	-170,274	-14.7%
50400	Advance Planning	622,984	3,825,374	516,313	-3,309,061	-86.5%
50500	Neighborhood Preservation	759,528	1,291,102	1,110,973	-180,129	-14.0%
	Fund Total	8,585,827	15,257,548	8,074,207	-7,183,341	-47.1%
412 - BUILDING SURCHARGE FUND						
50150	Building Safety	16,341	25,531	24,000	-1,531	-6.0%
	Fund Total	16,341	25,531	24,000	-1,531	-6.0%
414 - GRANTS OPERATING FUND						
50541	Homeless Services	49,000	273,513	24,750	-248,763	-91.0%
	Fund Total	49,000	273,513	24,750	-248,763	-91.0%
425 - ASSESSMENT DISTRICT FUND						
16510	W Wash Landscape Maint Dist #1	10,355	25,606	21,050	-4,556	-17.8%
16520	W Wash Landscape Maint Dist #2	9,280	41,657	29,950	-11,707	-28.1%
	Fund Total	19,634	67,262	51,000	-16,262	-24.2%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>426 - SECTION 8 HOUSING</i>						
50510	Rental Assistance	1,580,713	1,760,526	1,763,541	3,015	0.2%
	Fund Total	1,580,713	1,760,526	1,763,541	3,015	0.2%
<i>475 - CULVER CITY PARKING AUTHORITY</i>						
55100	Administration	106,075	699,485	96,100	-603,385	-86.3%
55310	Cardiff Prkg Structure	426,712	532,696	357,500	-175,196	-32.9%
55380	Ince Prkg Structure	768,627	846,054	609,500	-236,554	-28.0%
55440	Ivy Substation/Media Park	0	0	20,000	20,000	100.0%
55560	Virgina Parking Lot	75,228	142,500	102,500	-40,000	-28.1%
55580	Watseka Prkg Structure	274,384	459,364	296,500	-162,864	-35.5%
	Fund Total	1,651,026	2,680,099	1,482,100	-1,197,999	-44.7%
<i>476 - CULVER CITY HOUSING AUTHORITY</i>						
50710	Administration Supply and Services	122,077	2,308,920	2,529,609	220,689	9.6%
50720	Rental Assistance Payments	192,540	261,148	307,780	46,632	17.9%
50725	Homeless Rental Assistance Prgm	95,921	269,079	230,595	-38,484	-14.3%
50730	Mortgage Assistant Programs	0	1,250	1,250	0	0.0%
50760	Neighborhood Preservation	34,924	255,000	409,500	154,500	60.6%
50780	Fair Housing	0	496,167	372,787	-123,380	-24.9%
50890	Housing Protections	102,256	2,675,611	4,112,500	1,436,889	53.7%
50910	Homeless Program	112,647	140,794	166,270	25,476	18.1%
	Fund Total	660,365	6,407,969	8,130,291	1,722,322	26.88%
<i>550 - SUCCESSOR AGENCY</i>						
90000	Administration	838,864	19,770,175	18,898,238	-871,937	-4.4%
90860	Debt Service	7,123,317	3,674,850	3,261,250	-413,600	-11.3%
	Fund Total	7,962,181	23,445,025	22,159,488	-1,285,537	-5.5%
	Department Total	\$20,525,087	\$49,917,473	\$41,709,377	-\$8,208,096	-16.4%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Building Permits	3,483,847	3,000,000	3,000,000	0	0.0%
Bldg Standards Admin Surcharge	5,557	5,000	4,500	-500	-10.0%
Other License & Permits - Bldg	407,382	255,000	204,500	-50,500	-19.8%
CASp Certificate/Traing AB1379	32,123	10,000	9,000	-1,000	-10.0%
Electric Permits	527,137	750,000	750,000	0	0.0%
Residential Building Records	41,025	25,000	22,500	-2,500	-10.0%
Plumbing and Heating	916,407	1,100,000	1,000,000	-100,000	-9.1%
Admin Citations	1,170	2,500	500	-2,000	-80.0%
HUD Revenue - Voucher	1,445,099	1,331,092	1,300,000	-31,092	-2.3%
Hud Revenue - Port Ins HAP/Adm	1,037	1,037	0	-1,037	-100.0%
Admin Fees - Voucher	128,372	120,000	0	-120,000	-100.0%
Admin Fees - Coordinator	30,021	72,000	72,000	0	0.0%
Homeless Services Grant	50,000	249,763	425,000	175,237	70.2%
LA Metro - Wayfinding Signs	998	20,000	20,000	0	0.0%
Plan Zone, Subdivision	325,820	500,000	400,000	-100,000	-20.0%
Plng Svcs Reimbursement	25,023	30,000	60,000	30,000	100.0%
Business Planning Review Fee	12,525	10,000	10,000	0	0.0%
Community Benefit Contribution	145,617	350,000	300,000	-50,000	-14.3%
Code Enforcement Fees	745	500	0	-500	-100.0%
Plan Check Fees	1,936,765	3,070,081	2,500,000	-570,081	-18.6%
Admin Processing & Review Fee	39,601	292,665	250,000	-42,665	-14.6%
Film Parking	26,792	110,100	15,000	-95,100	-86.4%
Farmers Market Income	52,413	70,000	38,118	-31,882	-45.5%
Leases - Econ Dev Agrmnts	108,929	102,000	63,590	-38,410	-37.7%
Miscellaneous Revenue	22,626	950	1,000	50	5.3%
Fraud Recovery Admin	2,148	3,600	0	-3,600	-100.0%
City Hall Parking P1	70,920	77,480	29,400	-48,080	-62.1%
Cardiff Parking	27,725	28,100	20,160	-7,940	-28.3%
Virginia Parking Lot	171,600	145,000	171,600	26,600	18.3%
RDA Watseka Parking	279,190	245,000	278,000	33,000	13.5%
RDA Venice Parking Lot - 9415-	5,220	8,930	5,760	-3,170	-35.5%
RDA Sony Parking - 9099 Washin	2,300	65,000	65,000	0	0.0%
RDA Robertson Bl Parking Lot	24,030	19,000	21,600	2,600	13.7%
Ince Parking Structure Revenue	460,454	375,000	656,640	281,640	75.1%
RDA - 3825 Canfield Parking Lt	27,690	24,070	28,440	4,370	18.2%
8906 Venice Parking Lot	480	1,000	500	-500	-50.0%
Culver City Housing Authority	423,952	6,612,000	5,009,776	-1,602,224	-24.2%
Successor Agency	11,017,334	22,840,942	21,826,665	-1,014,277	-4.4%
Transient Parking	2,158,628	1,702,540	1,943,888	241,348	14.2%
Interest Income	150,416	55,000	108,000	53,000	96.4%
Rental Income	17,438	0	15,000	15,000	0.0%
Miscellaneous Revenue	58,155	0	184,830	184,830	0.0%
General Revenues	-4,139,622	6,237,123	898,410	-5,338,713	-85.6%

Department Total	\$20,525,087	\$49,917,473	\$41,709,377	-\$8,208,096	-16.4%
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COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10150100 Community Development Admin</u>					
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	2.00	2.00	2.00	0.00	0.0%
<u>10150120 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>10150150 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	1.00	1.00	1.00	0.00	0.0%
Permit Technician II	1.00	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>10150200 Current Planning</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Assistant Planner	1.00	1.00	1.00	0.00	0.0%
Associate Planner	2.00	2.00	2.00	0.00	0.0%
Current Planning Manager	1.00	1.00	1.00	0.00	0.0%
Planning Technician I	1.00	1.00	1.00	0.00	0.0%
Sr. Planner	1.00	1.00	1.00	0.00	0.0%
Division Total	7.00	7.00	7.00	0.00	0.0%
<u>10150250 Enforcement Services</u>					
Code Enforcement Analyst	1.00	1.00	1.00	0.00	0.0%
Code Enforcement Officer #	1.50	1.50	1.50	0.00	0.0%
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	6.50	6.50	6.50	0.00	0.0%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10150400 Advance Planning</u>					
Advance Planning Manager	1.00	1.00	1.00	0.00	0.0%
Advance Associate Planner	1.00	1.00	1.00	0.00	0.0%
Planning Technician II	1.00	1.00	1.00	0.00	0.0%
Division Total	3.00	3.00	3.00	0.00	0.0%
<u>10150500 Agency Housing and Rehab</u>					
Clerk	1.00	1.00	1.00	0.00	0.0%
Housing Assistant	1.50	1.50	1.50	0.00	0.0%
Housing Programs Administrator	1.00	1.00	1.00	0.00	0.0%
Housing Supervisor	1.00	1.00	1.00	0.00	0.0%
Occupancy Specialist	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	5.00	6.00	6.00	0.00	0.0%
<u>42650510 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%
Division Total	1.50	1.50	1.50	0.00	0.0%
Total Positions	41.45	42.45	42.45	0.00	0.0%

Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10150100 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>10150120 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>10150150 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>10150200 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>10150400 Advance Planning</u>					
Administrative Intern	2,000	2,000	2,000	0	0.0%
Division Total	2,000	2,000	2,000	0	0.0%
<u>10150500 Agency Housing Rehab</u>					
Student Worker	780	780	780	0	0.0%
Division Total	780	780	780	0	0.0%
Total Hours	8,523	8,523	8,523	0	0.0%



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2019/2020 WORK PLANS

ADMINISTRATION DIVISION

I. Development Services Improvements

- Development Services "Permit Center".

Status: Commenced on-going Planning and Building Division monthly reports including plan review tracking, and metrics for next day inspections and number of inspection stops per day. Coordinated archiving of Departmental plan and permit records through record retention program.

- Complete Development Services Standard Operating Procedures (SOP) with Community Development, Fire and Public Works Department.

Status: Completed for use as working document to be updated periodically.

- Implement Permit Tech II work rotation schedules with all Development Services Divisions and Departments.

Status: Public Works and Fire Departments and Current Planning Division are refining schedule. Full implementation pending recruitment of Permit Technician II in Public Works in 2020.

- Permit Center building improvements for customer work space, informational computer query kiosk, 2nd floor development services payments and directional signage improvements working with Public Works, Fire, Information Technology and Finance Departments.

- *Status: Completion 2020 pending further work with Public Works, Fire, Information Technology and Finance Departments and Public Works Department Permit Technician II recruitment.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

II. Mobility and Parking Initiatives – Strategic Plan 2018-2023, Goal 2

- Coordinate new mobility fee as Part of VMT Traffic Model and General Plan Update with Advance Planning Division, Public Works and Transportation Departments.

Status: Completion June 2020.

- Collaborate with Public Works and Transportation Departments on new draft TDM Ordinance.

Status: In process with Transportation Department.

- Prepare parking and mobility related Zoning Code amendments to advance mobility measures.

Status: Completed and some in process. See Current Planning Division work plan "Zoning Code amendments."

- Draft new parking and mobility conditions for project entitlements.

Status: Completed and some in process. See Current Planning Division Work Plan.

- Collaborate with Public Works and Transportation Departments on EXPO Bicycle Downtown Connector.

Status: – On going, Consultant selection in process.

III. Promote New Housing Initiatives – Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services

- Coordinate and implement Council approved affordable housing programs with Housing Division.

Status: Completed and some in process. See Housing Division work plan.

- Collaborate with City Manager and City Attorney Offices, Public Works, Police and Fire Departments and Enforcement Services and Housing Divisions in homeless encampment outreach and clean ups.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: On-going. City Manager's Office is recruiting a homeless coordinator to oversee work. Interdepartmental efforts underway for targeted clean ups.

- Coordinate and Implement approved Homeless Services Programs

Status: Completed and some in process. See Housing Division work plan

IV. Revitalize Ballona Creek - Strategic Plan 2018-2023, Goal 3

- Develop Ballona Creek Revitalization Action Plan with public engagement, use of CivicSpark Fellowship program, and other resources and programs such as Creek events, education, wayfinding, art. Economic Development Division efforts include business outreach and engagement with a Ballona Creek fronting businesses.

Status: See Advance Planning and Economic Development Work Plans

- 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.

Status: In process. To be coordinated with production of Ballona Creek Action Plan

- Adopt the recommendations of the Plan as part of the General Plan Update Mobility Element.

Status: In process. See Advance Planning Division work plan.

- 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, and watershed management).

Status: In process. See Advance Planning Division work plan.

- Include a Recreation Element in the General Plan Update and incorporate Ballona Creek improvements identified in the PRCS Recreational Master Plan.

Status: In process. See Advance Planning Division work plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

V. Transform Inglewood Oil Field - Strategic Plan 2018-2023, Goal 5

- Working in collaboration with City Attorney: 1.) Commence amortization study of Inglewood Oil Fields; 2.) Work with County of Los Angeles Baldwin Hills Community Standards District (CSD) and California Air Resources Board (CARB); 3.) Study Neighborhood Air Near Petroleum Sources (SNAPS); and 4.) Monitor related workshops and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations. Incorporate findings in General Plan Update Land Use Element.).

*Status: On-going 2020-2021 and through GPU adoption process.
(Inglewood Oil Field Specific Plan on hold).*

VI. Administration

- Administer seven Divisions of Community Development Department. Coordinate operations, budgeting, Council, Commission and Committee agenda process and interdivision work on projects and programs.

Status: On-going. See Housing, Building Safety, Economic Development, Current Planning, Advance Planning and Enforcement Services work plans.

- Contract administration to prepare "Reach" Building Code and Soft Story Retro-fit Code Amendments.

Status: Phase I - Reach Code Adoption completed.

Phase II - Public outreach completed.

Phase II - Code Adoption in process.

Status: Citywide Soft Story survey completed.

Public outreach and soft story draft ordinance in process.

- Manage recruitments for. Building Official, Deputy Building Inspector/Permit Center Supervisor/Plan Check Engineer. Continue recruitment for new Building Permit Tech position.

*Status: Recruitments for Building Official and Deputy Building Official are completed.
Recruitment for a new Building Permit Tech will commence in Spring 2020.*

- Complete Record retention implementation for all Department divisions.

Status: Building and Safety commenced. Administration, Current Planning, Economic Development and Housing Divisions – In process.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Contract administration for planning services for 11111 Jefferson, 11469 Jefferson (Jeff Hotel) and Blair Hills Neighborhood Guidelines Study.
Status: On-going.
- Coordination of interdivision plan check and construction inspection for Apple / Culver Steps / Culver Studios/ Entrada / Brick and Machine
Status: On-going.

BUILDING DIVISION

- Implement Accela on-line permitting. Currently testing on-line permits not requiring plan review submittals such as solar and water heating permits.
Status: On going work with Finance and Information Technology Departments.
- Implement customer service computer kiosk for Permit Center.
Status: On going – Working with Information Technology Department to establish customer work station to query project information as part of the Permit Center.
- Prepare draft and adopt “Reach” Building Code Amendment to establish more energy efficient City Building standards.
Status: On going. Adopted Phase I of Reach Code which address energy efficiency. Conducted nine community outreach meetings for Phase II code adoption. Continue researching draft ordinance for Phase II Reach Code to address electrification standards Expected Council hearing update on Phase II code adoption spring 2020.
- Implementation and refinement of Permit Tech II rotation schedule prepared.
Status: On going - Part of a comprehensive plan for the Permit Center implementation being evaluated by all development services Divisions and Departments. Implementation of Permit Tech II rotation schedule pending completion of development services recruitments through spring 2020.
- Soft Story survey completed and presented to City Council. Draft Building Code amendment and public outreach commencing. Potential Code adoption to be incorporated in 2019 California Building Codes in Spring 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Construction coordination for Entrada, Culver Steps, The Culver Studios, Apple, Ivy Station, Brick and Machine Projects.

Status:

Culver Steps – Core and shell nearly completed, concurrent processing of tenant improvement plans with six tenants with permits or in plan review.

Entrada – Permits issued, and construction commenced with foundation and structural subterranean work.

Ivy Station – Parking Structure is nearing completion. Multi-family building rough framing/dry wall nearing completion and exterior finish soon to commence. Concurrent processing of individual tenant improvement plans has begun for project hotel, hotel restaurant, and HBO office building.

Market Hall – Final review of plans and coordination for permit issuance. Excavation and core and shell to begin by Spring 2020.

Nantworks – Parking Structure is complete. Office/Lab building is nearing completion of Core and Shell.

Apple – Core and Shell is nearing completion. Tenant improvement work has commenced.

- *Recruitments of Building Official and Deputy Building Official.*
Status: Completed.

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service during 2018 – 1,011 requests, Year 2019 – 1,373 requests.

Status: Ongoing – 1,373 Requested received – 1,157 Requests Closed.

- Proactive Enforcement Actions – Coordinate with Economic Development Division to address derelict commercial property conditions throughout the City.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Ongoing. Addressing properties with Economic Development Division based upon surveyed conditions.

- Leaf Blower Regulations – Continue permitting process for gardeners who use leaf blowers. Continue enforcement for users not adhering to city standards. Continue educational processes to inform permit holders of changes to take effect in 2022.

Status: Ongoing. 130 Leaf Blower permits issued in 2019. Notification provided to gardeners on upcoming changes both written and verbal.

- Short Term Rentals – Continue to assist with establishing regulations for Short Term Rentals. Establish enforcement procedures related to a new Ordinance. Research and hire a company to track Short Term Rentals on Platforms, such as Airbnb, for enforcement assistance.

Status: On hold while awaiting draft Ordinance from City Manager's office.

- Cannabis Regulations – Continue assisting with permitting process and inspections for Cannabis businesses. Enforcement as needed.

Status: Ongoing. Addressed 2 unlicensed Cannabis businesses and conducted inspections for permitting process.

- Massage Establishments – Continue to work with other City Departments for inspection and enforcement of permit and Code requirements.

Status: Conducted inspections of all existing massage establishments as well as new establishments.

- Homeless Encampments – Continue working in cooperation with the Housing Division, St. Joseph's Center, Police Department, Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property.

Status: Ongoing. Cleaned and assisted with 58 locations; some locations cleaned on multiple occasions.

- Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program.

Status: Ongoing. There are currently 163 properties with Amnesty.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Street Vendors – Assist with establishing time, manner, and placement regulations for Street Vendors. Update Enforcement practices to adhere to new state laws.

Status: Ongoing. Working with City Manager, City Attorney and Finance Department on updating regulations.

ADVANCE PLANNING DIVISION

VII. Ballona Creek Revitalization (BCR)

- Continue work on the BCR project with the CivicSpark Fellows and Ballona Creek Task Force with intent to incorporate in General Plan Update (GPU). *Strategic Plan 2018-2023, Goal 3, Revitalization of Ballona Creek.*

Status: Ongoing. Engaged the community at the Chamber Expo, Hayden Tract business outreach event, and Art Walk & Roll at the Riveropolis installation. With the Public Works Department and Economic Development Division, prepared a Caltrans Sustainable Transportation Planning grant for \$755,000 to fund a Creek Action Plan). Contingent on grant award or other non-General Fund monies, Action Plan RFP will be issued for overall plan and related implementation. Short-term projects such as lighting for, grinding and smoothing the path, landscaping, and murals are also being pursued.

VIII. General Plan Update (GPU)

- Continue working on the GPU project, incorporating City Council 2018-2023 Strategic Plan priorities, including community engagement and citywide visioning, discovery and existing conditions reports, land use and transportation alternatives, draft policy frameworks, technical analysis, plan preparation, and draft environmental impact report. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

	Required Topics							Optional Topics										
	Land use	Mobility	Housing	Open Space	Conservation	Noise	Safety	Parks/Recreation	Public realm/design	Economy	Sustainability/climate	EJ/health/equity	Cultural planning	Infrastructure	Ballona Creek	Tech/smart city	Governance	Implementation
GPU 2018-2023 Strategic Plan Goals																		
Ensure Long-Term Financial Stability	X	X	X			X		X	X	X	X	X		X		X	X	X
Enhance Mobility and Transportation	X	X				X	X	X	X	X	X		X	X	X			X
Revitalize Ballona Creek	X	X		X	X		X	X	X	X	X	X	X	X	X			X
Enhance Housing and Homeless Services	X	X	X				X				X	X					X	X
Transform Inglewood Oil Field	X			X	X		X		X		X	X						X

Status: Ongoing. In September 2019, the GPU project commenced. Engagement activities included a City Council visioning session, stakeholder interviews, eight General Plan Advisory Committee (GPAC) meetings, a community visioning festival, three pop-ups, a joint City Council/Planning Commission study session, and a land use alternatives festival/workshop. Deliverables produced include the project work plan, logo and branding plan, GPU fact sheet, community engagement plan, event and outreach materials, website, and draft existing conditions reports. The main tasks scheduled for 2020/21 include continued community engagement, alternatives analysis and selection of preferred direction, policy frameworks and technical analyses, and the beginning stages of drafting the plan and environmental impact report.

- Continue collecting and analyzing socioeconomic and demographic data to support equitable engagement and establish evidence-based policy frameworks for the GPU. *Strategic Plan 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan’s implementation.*

Status: Ongoing. The consultant developed a “sampling plan” with demographics for sub-populations including seniors, youth, neighborhoods, families, non-English speaking populations, and others along with methods for reaching each sub-population. The sampling plan will inform community engagement for the remainder of the project.

- Continue seeking grant funding and partnership opportunities for the GPU and process. *Strategic Plan 2018-2023 Goal 1, Ensure Long-Term Financial Stability.*

Status: Ongoing. General Fund monies are approved and encumbered for the GPU, making the project ineligible for most grant opportunities. In prior budget cycles, Advance Planning researched funding opportunities, but there are few long-range planning grants available. Staff will continue to explore partnership opportunities.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Continue supporting the Public Works Department in the preparation of a citywide Energy-Focused Greenhouse Gas Inventory that will inform the Climate Change Element. *Strategic Plan 2018-2023, Sustainability.*

Status: Completed. Completed in December 2019.

- Incorporate, or incorporate by reference, prior studies into the GPU (TOD Visioning Study, Reimagine Fox Hills, Large Single Family Home Design Guidelines, Hillside Study, Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and any other pertinent projects and plans) and check for consistency. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*

Status: Ongoing: The consultant received all existing planning, study, regulatory, and relevant documents during the discovery phase. For other non-GPU planning efforts that are in progress, Advance Planning and the consultant team will ensure those processes and deliverables are aligned with and incorporated in the GPU process and products.

- Ensure GPU policies on land use, housing, transportation, compact development, and reduced greenhouse gas emissions comply with SB 375 requirements. *Strategic Plan 2018-2023 Goals 2 and 4, Enhance Mobility and Transportation; Enhance Housing and Homeless Services; and Sustainability.*

Status: Ongoing. The consultant will ensure GPU policies meet SB 375 requirements.

- Commence a citywide speaker series, based on the successful GPU Prelude Speaker Series, to create and inform dialogue around topics affecting the city. *Strategic Plan 2019-2023 Fulfills commitment to civic/community engagement for the GPU.*

Status: Ongoing. Monthly speaker series events were held, with wide-ranging topics including affordable housing, urban design, municipal fiber, new mobility, discriminatory land use practices, healthy communities, mobility revolutions, addressing homelessness, regional economics, and placemaking and the public realm. The speaker series will be continued until otherwise directed from City Council.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

IX. Travel Demand Forecast Model (TDFM)

- Continue work on the TDFM project with the Public Works and Transportation Departments, including model development, revised traffic study guidelines, transportation review fee, project-level vehicle miles traveled (VMT) calculator, VMT impact fees nexus study, and mobility impact fee program. *Strategic Plan 2018-2023 Goals 1 and 2, Enhance Mobility and Transportation and Ensure Long-Term Financial Stability 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation.*

Status: Ongoing. Completion of the model, traffic study guidelines, transportation review fee, project-level VMT calculator, and the VMT impact fees nexus study anticipated are July 1, 2020, to meet the statewide SB 743 implementation date. Economic and Planning Systems was retained in January 2020 for \$27,500 to conduct an economic analysis of the mobility impact fee. Staff anticipates completing the mobility impact fee in Fall 2020. Tasks that will continue through the year include work on the transportation impact report for the GPU and assistance on the evaluation of transportation demand management (TDM) strategies.

Other Projects:

- Continue collaborating on the Community Conversations project with the Economic Development Division and the City Manager's Office. *Strategic Plan 2018-2023 Fulfills commitment to civic/community engagement for all aspects of the GPU implementation.*

Status: Completed. Completed in February 2019.

- Continue collaborating in the City's Governmental Alliance on Race Equity cohort. *Strategic Plan 2018-2023 Goals 2 and 4, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation; Enhance Mobility and Transportation; and Enhance Housing and Homeless Services.*

Status: Ongoing. Advance Planning staff that was participating in the cohort resigned in February 2019, and the division could not remain in the cohort through the rest of the fiscal year due to capacity. Advance Planning can provide staff to take part in the 2020 cohort if requested.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Report the City's environmental data and policy progress to the Carbon Disclosure Project's (CDP) online disclosure reporting platform annually in collaboration with the Finance; Parks, Recreation, and Community Services; Public Works; and Transportation Departments as recommended by staff and approved by Department Directors. This disclosure allows the City to quantify progress to reach environmental goals, showcase results, benchmark against other agencies to identify strengths and opportunities and be eligible to take part in CDP's funding programs. *Strategic Plan 2018-2023 Goals 1, 2, and 5, Enhance Mobility and Transportation; Ensure Long-Term Financial Stability; Transform Inglewood Oil Field; and Sustainability.*

Status: Ongoing. Staff reported for 2019 and will do so again in October for 2020.

- Work with the Public Works and Transportation Departments to prepare an annual Sustainability Report. *Strategic Plan 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation and Sustainability.*

Status: Not started. The last first and last report prepared was in 2018.

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.

Status: On track to complete annual projections of: Assisting 4,800 members of the public at the front counter, conducting 350 property reports, preparing 24 zoning confirmation letters, reviewing 414 applications for licenses and permits, conducting 1009 plan checks, and managing 202 discretionary permits including Site Plan Review approvals, Zone Changes, General Plan Amendments, Comprehensive Plans and Conditional Use Permits.

- Review and assess impacts from proposed adjacent development projects and related environmental documents in adjacent jurisdictions.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Ongoing review of proposed development projects and related environmental documents for project located in Los Angeles and abutting jurisdictions for potential impacts to Culver City, and coordination with Culver City Traffic Engineering for analysis of traffic impacts.

- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.

Status: Ongoing participation in regional/sub regional planning efforts including coordination with Southern California Association of Government activities related to the development and establishment of the 7th cycle Regional Housing Needs Assessment.

- Implementation and discretionary case processing associated with the Washington/National Transit Area development projects. *Strategic Plan Reference: Goal 2 – Enhance Mobility/Transportation.*
 1. 3727 Robertson Bl., 4-story mixed use project
 2. 3710 Robertson Bl., Robertson Landing - TOD Mixed use project
 3. 8740 Washington Bl., The Wesley - TOD Mixed use project

Status: 3727 Robertson Bl. Expected public hearings before end of 2019-2020 FY, both 3710 Robertson Bl. And 8740 Washington Bl. Projects have been withdrawn.

- Assist other City Departments in preparation of environmental review documents.

Status: On-going coordination with Public Works on preparation of environmental review documents related to City Council action related to capital improvement projects.

- Process Zoning Code text amendments related to the City's updated Affordable Housing Program. *Strategic Plan Reference: Goal 4 – Housing and Homelessness.*

Status: On-going, adopted zoning code text amendments including micro-studio units, accessory dwelling units, corporate housing, and inclusionary housing before end of 2019-2020 FY.

- Initiate staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: On-going, Current Planning staff attended California American Planning Association Chapter annual conference, California Association of Environmental Professionals 2019 CEQA Essentials Workshop, UCLA Planning Law Extension Course, Planning Technician obtained American Certified Institute of Certified Planner Candidate designation.

- Provide regular General Plan Update status reports to Planning Commission.

Status: On-going, Coordinated with Advance Planning on briefing updates for Planning Commission regarding GPU progresses.

- Enhance case management reporting of Accela permitting software.

Status: On-going, completed development of Accela reporting to track and manage plan check processing, project status and updates, and evaluation of case management workflow processing time, progress and fees.

- Coordinate joint City Council and Planning Commission meetings to discuss land use and development issues.

Status: On-going, City Council and Planning Commission held joint study session May 8, 2019 regarding Single Family Development Design Study. Going forward, future joint annual study sessions planned starting May 2020.

- Coordinate Current Planning staff meeting with Culver City design professionals.

Status: On-going as part of Comprehensive General Plan Update.

- Coordinate Planning Commission site visits of previously entitled and built projects.

Status: On-going, Annual Planning Commission site visits scheduled May 2020.

- Provide annual report to Planning Commission on development activity.

Status: On-going.

- Complete the Parkland Fee Ordinance update.

Status: To be completed before June 2020 for presentation to City Council as part of revised Fee Schedule.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Collaborate on Permit Center implementation with Building Safety Division, Engineering and Fire Departments.

Status: On-going collaboration on Permit Center implementation including rotation and cross training of Technicians between Building and Safety, Fire, and Public Works, and draft Standard Operating Procedures.

- Develop Jefferson Corridor Mobility Improvements. *Strategic Plan Reference: Goal 2 – Enhance Mobility/Transportation, and Goal 1 – Revitalization of Ballona Creek.*

Status: On-going, completion of draft conditions of approval for pending and future development projects along Jefferson corridor related to mobility improvements, landscaping, lighting, and access to the Ballona Creek bike path.

- Case management for current projects:

Status: Annotated below.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

PROJECT ADDRESS	DESCRIPTION	STATUS
3826 Girard Ave.	4 unit condominium project	Expected Q4
3846 Bentley Avenue	4 unit condominium project	Complete
3906 Tilden Avenue	5 unit condominium project	Expected Q4
4404 Madison Ave.	4 unit condominium project	Withdrawn
4225 La Salle Ave.	2 unit condominium project	Complete
4041 Sawtelle Blvd.	4 unit condominium project	Expected Q4
4030 La Salle Ave.	4 unit condominium project	Expected Q4
12464 Washington Place	3 unit condominium project	Complete
4116 Higuera St.	2 unit Tentative Parcel Map	Complete
4055 Jackson Ave	9 unit condominium project	Expected Q4
4044 Madison Ave	3 unit Tentative Parcel Map	Expected Q4
11620 Washington Blvd.	Assisted Living Addition - Vista del Sol, new 5 story/72 bed assisted living facility expansion	Withdrawn
11141 Washington Blvd.	Assisted Living Facility - New 157 Room	Complete
3900 Sepulveda Blvd.	New Hotel, 156 rooms	Expected Q4
11469 Jefferson Blvd	New Hotel, 150+ rooms	Complete
8740 Washington Blvd.	Mixed-use - The Wesley, 237 dwelling units, 47,640 sq. ft. of commercial floor area.	Withdrawn
12727 Washington Blvd.	Mixed-use – 117 dwelling units, and ground floor retail (82 units Culver City, 35 units Los Angeles)	Expected Q4
3727 Robertson St.	Mixed-use in IG zone, 4-story residential with ground floor commercial	Expected Q4
3710 & 3750 Robertson Bl.	Mixed-use, Robertson Landing, Comprehensive Plan	Withdrawn
6021 Bristol Parkway,	Mixed-use, Bristol Parkway, Comprehensive Plan	Withdrawn
11281 Washington Pl.	Mixed-use Project with ground floor retail and 14 dwellings units; 2 low income units.	Complete/Expired
3939 Landmark St	Private School - New 2-level subterranean parking structure, 8,610 sq. ft. athletic field, and a two-story 2,024 sq. ft. classroom building	Complete
8509 Higuera St.	Private School - Interior tenant improvements to an existing 10,000 sq.ft. building for flexible instructional space and office space and new 20,000 square foot play field	Complete
11259 Washington Blvd	3-story creative office building - 8,958 sq. ft.	Complete
3512, 351, 3520 Schaefer St.	3-story creative office building - 18,500 sq. ft.	Complete
11039 Washington Blvd.	Volvo Auto Repair off site location	Expected Q4
10828 Jefferson Blvd.	Monopine Wireless Telecom. Facility	Withdrawn
Washington/Helms (3240 Helms Ave)	Automated parking structure (after the fact)	Expected Q4
11248-11250 Playa Ct	Tandem parking for office conversion	Complete



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

10744 Washington Blvd.	Car stacker	Expected Q4
4060 Ince Blvd	Tandem parking related to an office conversion	Complete
4333 Sepulveda Blvd	Tandem parking and stall dimension reduction associated with commercial building addition (2,971 sq. ft.) and tenant improvements	Complete
10950 Washington Blvd	Parking stackers and tandem parking	Complete
4013 Sawtelle Blvd	Tandem parking to facilitate a new 4,518 sq. ft. medical office building	Complete
5977 Washington Blvd	48 car Stacker to serve as off-site parking for 5965 Washington Blvd	Pending

Zoning and General Plan Amendments & Special Studies

Amendments & Studies	Code Section	Quarter
1. Mixed Use Land Use Update: Hotel & SRO	17.400.065	Complete 4 th Q 19/20
2. Identify Other Multi-Family Design Guidelines		Complete
3. Short Term Rentals		Pending
4. Affordable Housing Parking Code Study		Carryover FY 20/21
5. Complete Clarksdale & DNA Multi-Family Design Guidelines		Complete 4 th Q 19/20
6. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	Complete 4 th Q 19/20
7. Outdoor Dining Smoking Areas	17.400.070	Complete 4 th Q 19/20
8. Distance between Structures on a Lot	17.210.020 Table 2-3	Complete 4 th Q 19/20
9. Retail Smoking Establishment	17.220.015	Complete 4 th Q 19/20
10. Comprehensive Sign Regulation Update		Pending RFP Issuance
11. Comprehensive Parking Standards Update (unbundled parking, parking maximums, mobility credits)		Carryover FY 20/21
12. Mansionization R-2 Zone Study	17.210.020	Carryover FY 20/21
13. Special and Temporary Event Centers		Completed
14. Roof Mounted Height Projections		Completed
15. Non-Conforming Provisions (Single Family)		Completed
16. Hillside Overlay Zoning (Culver Crest)		Completed
17. 2019 ADU Clean-up		Completed
18. Child Day Care Centers in Industrial Zones		Completed
19. Micro Units in Residential and Mixed-Use Projects		Completed
20. Single Family Design Standards Update		Complete 4 th Q 19/20
21. Fitness Studio Parking Ratio Update		Complete 4 th Q 19/20
22. EV and Compact Parking Standards		Completed
23. Lofts / Mezzanines		Completed
24. Beverage Tasting Rooms		Completed



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

HOUSING DIVISION

X. New Programs:

- Prepare and implement new Council approved Housing programs including collaboration with Current Planning Division on Zoning Code Amendments as necessary. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Seasonal Shelter Survey Phase I Completed; Phase II Feasibility Study pending City Council review of all potential sites; Motel Re-Use Feasibility Study will commence in spring 2020 due to LA County funding delay; Modular Housing/Manufactured Housing Feasibility Study will commence in Spring 2020 due to LA County funding delay; Linkage Fee Study consultant selection spring 2020 - Study to be completed 2020-2021; Mixed Use/Inclusionary Housing Code Amendment Council review 2020; SB2 Grant Application submitted – awaiting grant award notice; Senior/Disabled Mobile Home Replacement Program commenced – two projects in process; Draft Affordable ADU Program components approved by Council Subcommittee on Housing and Homelessness including Program guidelines, informational brochure and database of potential property owners. The Housing Division is working with the Current Planning Division to surface potential program participants. The program will be launched June 2020 and coordinated with work on the Housing Element of the General Plan Update. Rapid Re-Housing Program in process; Micro Units for residential projects approved – See Current Planning Division work plan.

- Homeless encampment clean-ups.

Status: On-going. The Division is working with the Enforcement Services Division, City Manager and City Attorney's office, Public Works, Police and Fire Departments on new homeless outreach, homeless encampment clean-ups and interim homelessness solutions.

- Research State legislation related to prohibition of Section 8 discrimination and investigate the enactment of an ordinance prohibiting the discrimination against Section 8 Program Participants. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: In process. State legislation concerning discrimination against Section 8 voucher holders pending.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Investigate emergency housing “voucher” program through partnership with Airbnb. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Housing Division to provide report to Council Subcommittee on Housing and Homelessness in Spring 2020.

- Examine implementation of senior roommate matching program, short-term homeless rental ADU). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Carried over to the 2020-2021 Housing Division work plan.

- Research with Finance Department and discuss with City Council Housing and Homeless Subcommittee potential waiver of business license and fire inspection fees as additional affordable housing development incentives for Affordable ADU’s and new affordable housing units. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: In process pending further discussion with the Finance Department and report to Council Housing and Homeless Subcommittee.

- Continue Investigation of short and long-term administration funding sources for Housing Division programs and projects. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Report to Housing and Homeless Subcommittee 2020-2021.

- Coordinate annual single audit with the Finance Department.

Status: Due to changes in the Finance Department, the audit was move to October 2019. The regular schedule audit was conducted again in December 2019 and a revised audit is forthcoming.

- Continue file retention program.

Status: The Housing and Administration Divisions are working with the Finance Department to identify a vendor to store Housing Division files and Information Technology Department to select a vendor for program implementation.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Staff the Committee on Homelessness (COH). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: On-going. The body meets monthly (both regular and special meetings). Staff prepares all agendas and minutes and coordinates the three subcommittees created by the COH (Homeless Initiative, Outreach and Engagement and the Homeless Count).

- Work in collaboration with the COH to coordinate the 2020 Homeless Count. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The 2020 Homeless Count was held on February 22, 2020. Housing staff coordinated this event in conjunction CCPD, CCFD, UBH, and SJC. The United Everyone In Campaign provided a presentation on who is homeless and homeless outreach. A total of 67 volunteer enumerators participated. Donations were secure from Tito's Taco, Sorrento Market and the Conservatory.

- Staff the Landlord Tenant Mediation Board (LTMB). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: On-going. The body meets quarterly, and Housing staff prepares agendas and minutes and coordinates the work of the subcommittee created to update the LTMB bylaws regarding the expansion of duties.

- Coordinate all request for mediation through the LTMB. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: To date, 3 mediations were requested, and no mediation sessions conducted.

- Oversee the implementation of the ordinance requiring landlord to include lease addendum regarding the LTMB and mediation services. *Strategic Plan 2018-2023, Goal 4- Enhance Housing and Homeless Services.*

Status: In process. Program guidelines, outreach material and implementation schedule are being prepared with the City Attorney's Office.

- General Plan Update/Housing Element Update.

Status: Housing staff participated in the Housing Element kickoff meeting with Advanced Planning and GPU Development Team. Participated in the HE Update Workshop identifying the program timeline and preliminary scope of work.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Cedar Sinai Community Service Grant.

Status: The Housing Division collaborated on a scope of work with St. Joseph's Center and Cedar Sinai to develop a homeless "first responder" training program for City staff and the business community. The training will focus on understanding homelessness and how to outreach and engage the homeless. SJC was granted \$50,000 to develop and conduct this training program.

- Westside COG Homeless Working Group/Regional Strategic Plan.

Status: The Housing Division hosted the Westside COG Homeless Working Group which is tasked with developing a regional strategic plan to address homelessness. The final plan will be presented to the COG Board in March 2020.

- Adoption of an Emergency Interim Rent Control Ordinance (IRCO) capping rent increases citywide to 3% per annum including tenant protections.

Status: The Housing Division is working with the City Manager and City Attorney Offices to prepare an Emergency Interim Rent Control Ordinance (IRCO) including retaining a financial consultant to prepare a financial assessment of the proposed measure and working on outreach to tenants and property owners. A webpage was developed with the City Attorney's Office which include a FAQs, copies of the IRCO (both English and Spanish), and various forms to petition for rent waivers and rent registration. To date, the Housing Division has responded to hundreds and emails and phone calls regarding IRCO. A total 163 units (25 properties) have been registered. In addition, a financial study is in production to help inform the preparation of a potential permanent rent cap ordinance. Landlord/tenant and property management experts a hearing officer and language translation consultant have also been retained to assist with drafting of a permanent ordinance which is scheduled to be presented to Council May 4, 2020.

XI. Low and Moderate Income Housing Asset Fund

- Implement Globe affordable housing project with Habitat for Humanity. Facilitate the early sales of 8 units and project completion Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.

Status: Units 4044 and 4048 are completed and both households closed escrow in October 2019 and are currently residing in the units. Units 4050 and 4052 have obtained Certificates of Occupancy and are projected to close escrow by early March 2020. The two remaining single-family units are to be completed and escrow closed by July 2020. The last 4 units will be completed and closed escrow by December 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Administration of the RAP Program serving 16 households. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: There are currently 16 elderly and disabled households remaining on the RAP Program. The average monthly housing assistance provided is \$18,656 with an annual projection of \$222,780.

- Administration of the Upward Bound House Homeless Outreach and Case Management Contract - *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services. Status: The contract with Upward Bound House was approved by Council August 12, 2019. Since July 1, 2019 to December 31, 2019 the following individuals and families have been provided services and access to housing:*

*Families Served = 33; Persons Served = 97; Adults Served = 47; Children Served = 50
Families Placed in Permanent Housing = 9; Adults Placed in Permanent Housing = 10;
Children Placed in Permanent Housing = 12*

- Administration of Homeless Outreach Services through contract service with the Saint Joseph Center (SJC). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: On August 12, 2019, Council approved the expansion of homeless outreach to include evenings Tuesdays through Friday until 10pm and Saturdays to 2pm. Saint Joseph Center (SJC) is currently hiring and training staff. From July 1 to December 31, 2019, the SJC E6 Homeless Outreach Teams provided outreach services and responded to an average of 2-3 requests per week by staff, citizens through Culver City Connect and Enforcement Services encampment cleanups. Currently, 6 individuals are temporarily housed with emergency motels vouchers. A case plan is developed for each individual coordinating supportive services and permanent housing options.

- Per CRL regulation administration of 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. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: Annual covenant monitoring commenced in November 2019 and continues.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Administration Mortgage Assistance Program (MAP) Loan Monitoring (\$2,000). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: There are currently 3 active MAP covenants. A total of \$495, 740 is outstanding in MAP loans.

- Oversee Metropolitan Property Management contract for Jackson Avenue Apartments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The contract is monitored on a monthly basis. Currently staff is working with the management company to obtain bids to replace the roof and all kitchen and bathroom cabinets and countertops. These items have reached their lifespan.

- Administration of Rapid Re-Housing Program as part of the Los Angeles County Homeless Initiative. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The Rapid Re-Housing Program (RRH) with SJC was approved by Council on August 12, 2019. The contract has been executed. Three individuals are pending County approval.

- Administration of Homeless and Section 8, Neighbor Preservation Program Rehabilitation grant program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: This program will be fully initiated as part of the Landlord Fair scheduled for April 2020.

- Administration of the Vacancy Loss and Damage Claim Program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: This program will be fully initiated as part of the Landlord Fair scheduled for April 2020.

- Neighborhood Preservation Program for life safety repairs. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: The program will be reviewed with the Housing and Homeless Subcommittee to determine whether it should be carried over to the 2020-2021 work plan.

- Homeless Prevention with move-in assistance/rent catch-up program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: This program will be initiated as part of the Landlord Fair scheduled April 2020.

- Oversee the implementation of the Updated Plan to Prevent and Combat Homelessness. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: In process. See "New Programs" in Housing Division work plan.

- Investigate the Braddock/La Fayette site for new housing production. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The program will be presented to the Housing and Homeless Subcommittee to determine if it should be included in the modular/manufactured housing feasibility study that will commence in Spring 2020.

- Collaborate with Current Planning Division to prepare a mandatory affordability requirement for market rate housing in new mixed-use developments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: A financial feasibility study was completed to assess the level of potential affordability that may be applied to market rate mixed use development. The findings of the study and recommendation were reviewed by the Council Housing and Homeless Subcommittee and will be discussed by City Council in Spring 2020.

XII. Section 8

- Administration of Section 8 Program serving 210 households. including qualification of tenants and match with prospective property owners; annual recertification within the HUD defined timeline of at least once a year; and Housing Quality Standard (HQS) Inspections per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations. (From July 1 through December 31, 2019 at total 143 inspections were conducted) *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: On going.

- Administration of the contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.

Status: The FSS contract is monitored on a monthly basis. There are currently 16 Section 8 households enrolled in the FSS program. Currently 7 program participants have accumulated escrow accounts with a combined total of \$25,096. Establishment of an escrow account is a measurement of success under the FSS program. Outreach is conducted on-going to attract additional participants.

- Apply for the HUD FSS Coordinator Grant.

Status: A grant application in the amount of \$72,000 was submitted to HUD in November 2019. HUD will make funding announcements in May 2020.

- Prepare and Submit for HUD approval the Section 8 Annual Year Plan. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The plan is due April 2020.

- Conduct SEMAP review and submit to the Housing Authority and HUD for approval. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

Status: The SEMAP self -audit was conducted in August 2019 and approved by the Authority on August 12, 2019. HUD transmitted an approval notice on October 8, 2019. The Authority scored 97 which places the Authority at a level of High Performing.

ECONOMIC DEVELOPMENT DIVISION

XIII. City Wide

- Develop joint Economic Development and Enforcement Service Division programs with the Economic Development Subcommittee to address poorly maintained commercial properties which adversely affects the commercial corridors.

Status: Citywide survey of properties with related property ownership list prepared to address deferred maintenance and vacancies. Outreach to property owners spring 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Implement programs identified in the Economic Development Implementation Plan (Plan) considered by the City Council in February 2020.

Status: Review programs identified in the Plan with the Economic Development Subcommittee to inform the Fiscal Year 2020/2021 Economic Development work program.

- Prepare 2019-2020 City Profile.

Status: Completed.

- Promote City businesses and highlight new construction projects via social media platforms.

Status: Work with Tripepi Smith and with Current Planning Division to highlight new construction activity to date on City web site and through social media.

- Complete former RDA Projects (Construction draws, DDA terms and conditions, Final O & M agreement, entitlement conditions, change orders and cost monitoring): Ivy Station, Culver Steps and municipal parking garage, Culver Public Market and municipal parking garage. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status:

Culver Steps – Culver Steps building, municipal parking and public plaza completed. Core Power Yoga, Sephora, Mendocino Farms, Salt & Straw and Philz Coffee are current tenant leases to date. Sixteen draw requests have been completed to date (\$1.5 million dispersed and one change order has been approved).

Culver Public Market - DDA and Parking Agreement executed. Plans approved by Planning Commission and City Council – permit issuance pending final revisions to plans with utilities relocated. Grading permit issued and rough grading has commenced. Colonial alley reconfigured and improved.

Lucky Apartments (former Baldwin Motel site) -Project construction and offsite improvements complete. temporary Certificate of Occupancy expected March 2020.

Icon West, LLC (former 3727 Robertson Blvd parking lot)- DDA executed. Projects design drawing under review, entitlement hearings expected Spring 2020.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Pursue 10858 Culver Boulevard property improvement and/or identify an interim use. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: In mid- 2019 the City Council considered five reuse options for the property. The options were discussed with the community during a meeting in Sept. 2019. The options are being brought back to the City Council in Spring 2020 for further discussion.

XIV. Joint Economic Development and Housing Divisions Project

- Study potential to establish Enhanced Infrastructure Financing District (EIFD). *Goal to Ensure Long-term Financial Stability.*

Status: Staff is recommending dropping this workplan item as formation of EIFDs are proving difficult to implement given requirement for taxing entities participation and agreement to share property tax revenues.

- Study potential to establish Linkage Fee for and Employer Tax Credit to develop affordable housing. *Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: RFP issued in October 2019 and proposals were received from qualified firms November 2019. City Council consideration of proposals in February 2020 with potential firm selection and contract in April 2020. Economic Development staff are researching potential business tax credits successfully used in other cities to create affordable housing.

XV. Downtown

- Pursue 9814 Washington Blvd joint public-private development opportunities and/or property redevelopment including potential temporary uses. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: City Council direction received in mid-2019 to conduct public outreach and to return for further City Council direction for potential projects. Demolition and site remediation costs estimates prepared to remediate lead and asbestos contamination Staff anticipates returning to City Council in March 2020 to identify next steps on partnerships and to discuss potential temporary uses (if any) for the property.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Implement Ivy Substation capital improvement projects per the asset management plan.

Status: Walker Consultants engaged to develop list of required improvements and related costs and to prepare required plans. Design drawings 90% complete. Bid process expected to begin March 2020.

- Complete a Media Park design plan to better activate the park and install recommended infrastructure improvements. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: An RFP was issued in 2019 and 24 proposals were received. Proposals will be presented to the City Council for consultant selection in April 2020.

- Administer Memorandum of Understanding with Downtown Business Association (DBA) for downtown maintenance. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: The MOU for Downtown Maintenance has been assumed by the Public Works Department, as the Community Development Department no longer contributes any funding for maintenance supported by the MOU.

- Administer Downtown Business Improvement District. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: The Downtown Business Improvement District was renewed by the City Council for calendar year 2020. The BID area was increased to include all businesses on the south side of Culver Boulevard from Duquesne Avenue to Madison Avenue. The DBA continues to manage the BID work program and is focused on maintenance, events, lighting improvements to Main Street and painting light poles throughout downtown.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Administer Farmers' Market.

Status: The Farmers' Market manager has stabilized operations, modified the vendor composition to increase the ratio of certified farmers, and cleaned/replaced vendor canopies among other things. Musicians, cooking demonstrations, children's activities and special events have been added and improved. Tables and chairs have been provided for on-site consumption. Equipment has been upgraded, including generators and lights. The Farmers' Market now has a dedicated Facebook page linked to the City's web site. The Farmers' Market social media platform generates significant positive response. The Farmers' Market continues to generate positive net revenue. City Council requested examination of alternative Farmers Market sites and staff is exploring them as part of Media Park planning study City Council review.

XVI. West Washington and Sepulveda Boulevards

- Replant/repair existing landscaped medians in Area Improvement Program (AIP) Phase III.

Status: AIP Phase II median replanting complete. AIP Phase III ongoing with original contractor reviewing bid for replanting/repair. The replanting is planned for May 2020.

- Implement AIP Program Phase IV landscape improvements and explore construction of additional landscape median in AIP Program Phase V.

Status: Ongoing. Plans completed in February 2020. Bid anticipated in Spring 2020. AIP Phase V median construction underway.

- Create and work with West Washington Blvd Business Association to install street graphics/banners in West Washington AIPs. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Banner design in progress. Project to be deferred until FY 20/21 to coincide with the opening of the City's Market Hall project.

- Execute Washington/Centinela Market Hall Disposition and Development Agreement (DDA), relocate utilities, complete parking structure construction plans, implement project and coordinate construction. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: DDA and Parking Agreement executed. Plans approved by Planning Commission and City Council – ground permit for grading issued. Colonial alley reconfigured and improved. Building permit pending approval of Edison utility relocation and approval of developer proposed changes to building concrete finish and submittal of final plan check set from developer.

- Identify and implement landscape improvements *between Centinela and Boise Avenues* per West Washington Assessment District II work plan.

Status: Working with consulting landscape architect on proposal for streetscape improvements to be presented to BID and City Council Spring 2020.

XVII. Washington National Transit Oriented Development (TOD)

- Washington National Streetscape Plan coordination with development projects, mobility improvements and TOD Visioning.

Status: Ivy Station and Apple project off-site plans reviewed for compliance with Streetscape Plan. Special paving crosswalk construction coordination underway with property owners/contractors and public art consultant.

- Fabricate/Install Metro wayfinding signs.

Status: Hunt Designs engaged to explore TOD district naming, sign design and content. Process complete and Flouresco engaged to fabricate and install in April 2020.

- Collaborative TOD District Art Project – Washington National “Gateway Public Art Project”

Status: Cultural Affairs and a Cultural Affairs Commission Subcommittee has selected Dyson & Womack (D&W) to assist with the artist selection process and is now working with Economic Development staff to identify area project opportunities that will inform the artist selection process which will be completed in early 2020.

XVIII. Fox Hills

- Complete Reimagine Fox Hills Master Plan in cooperation with area businesses and residents for development of retail/restaurant focused “Main Street”, shared parking, land assembly and rebranding. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Completed public outreach with Urban Land Institute which informed preparation of the RFP to retain a consultant to prepare the Master Plan - RFP issued in November 2019. Ten proposals evaluated and consultant selection anticipated April 2020.

XIX. Hayden Tract

- Create a property-based improvement district in cooperation with Hayden Tract property owners. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: NBS engaged to provide P-BID Formation services. Services to date include creation of a project specific website, survey and postcard that was sent to owners and businesses in area on the formation process. Community meeting planned for March 2020.

XX. Arts District

- Administer Arts District BID and assist with mixers, website development, Artwalk event, and future positioning of District. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Ongoing. Provide support to BID and Executive Director on work plan development, assessments and agenda notification. Assisted in the implementation of Artwalk event and facilitating communication with TOD District relative to recent Arts District expansion.

- Per Arts District workplan, implement median landscape improvements and repainting of palm tree surrounds.

Status: Marina Landscaped engaged to implement replanting in medians in conjunction with Arts District. Project currently delayed due to Golden State Water project. Tree surround repainting on hold due to lack of funding from Culver City Arts District.

- Conduct Arts District Visioning - *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Delayed due to Arts District Expansion. Consultant selected but work delayed in order to address potential new goals and programming with expanded District. This item will be carried over to 20/21 work plan to include all new stakeholders.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

XXI. Economic Development Plan, Programs and Studies

- Economic Development Implementation Plan (Plan), a multiyear project to implement Plan recommendations.

Status: Review programs identified in the Economic Development Implementation Plan with the Economic Development Subcommittee to inform the Fiscal Year 2020/2021 Economic Development work program.

- Serve as event liaison for community events and administer agreements as required to include Exchange Club Car Show and Taste of the Nation. Assist with other community events including Screenland 5K and Special Events Grant Program.

Status: Economic development staff assisted in the FY 2019-2020 Special Event Grant Program. The Screenland 5K occurred in February 2020. Taste of the Nation and Car Show event preparation in progress.

- Prepare 2019-2020 City Profile, for information and City promotional purposes.

Status: Complete. 2020 – 2021 Profile will be updated in May/June 2020 after new Mayor is selected.

- Continue implementation of fiber optic business plan.

Status: Five projects have been permitted to date. Staff is working with Moxx on 18 active city funded lateral projects, which includes permitting, legal agreement review etc.

- Promote the City and businesses and highlight new construction projects and other programming via social media platforms.

Status: Staff works with Tripepi Smith to update social media platforms on the status of construction projects and promoting the City and businesses.

- Facilitate business district formation, promotion and marketing efforts/programs. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: Staff is currently working with the hospitality sector to form a Tourism Business Improvement District. Initial work efforts include creating a promotional video that explains entertainment, shopping and dining opportunities in the City and creation of a marketing campaign to attract tourists.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Manage the City's parking resources and complete the installation of security cameras, construction of a parking office and the parking facilities asset management plan improvements.

Status: Staff will seek City Council approval in March 2020 to award an agreement for the installation of security cameras in the City's parking garages. Staff will obtain bids to construct the parking office in Ince and make necessary improvements to surface parking lots in April 2020.

- Administer CDBG program.

Status: CDBG funds are used to partially fund Recreation Community Services Coordinator and fund a capital improvement project to remove/replace/reconstruct broken and uplifted sidewalks, and curb ramps. These work plans have been submitted to CDBG Administration for review and approval.

- Produce business/educational workshops in collaboration with the Chamber of Commerce and Los Angeles Economic Development Corporation (LAEDC) to assist with business resiliency and vitality.

Status: Staff partnered with the California Department of Tax and Fee Administration to produce a business tax seminar in August 2019 at Veteran's Auditorium. Approximately 100 persons attended. A second business tax seminar will occur in April 2020.

- Pursue LAEDC Business Friendly City Award and other grants/awards.

Status: Staff will apply for the LAEDC business friendly city award in June 2020.

- Administer Memorandum of Understanding (MOU) with Chamber of Commerce. *Strategic Plan Goal to Ensure Long-term Financial Stability – Explore opportunities for Public/Private Partnerships.*

Status: The MOU is valid through December 31, 2020. The MOU will be reviewed for revisions and modifications during calendar year 2020 with an intent to maximize opportunities and optimize the working partnership between the City and the Chamber of Commerce.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2020/2021 WORK PLANS

ADMINISTRATION DIVISION

I. Development Services Improvements

- Development Services “Permit Center”
- Permit Tech II work rotation schedules with all Development Services Departments.
- Prepare new Permit Center operations refinements including customer work station, directional signage, payments on 2nd floor.
- Complete recruitment for Permit Tech I & II in Building Safety and Public Works.
- Complete online permitting.

II. Mobility and Parking Initiatives **Strategic Plan 2018-2023, Goal 2**

- Mobility fee for new project entitlements to be adopted in 2020-2021 following adoption of TDFM Mobility Model.
- Collaborate with Public Works and Transportation Departments on new draft TDM Ordinance.
- Draft new parking and mobility conditions for project entitlements and parking and mobility related Zoning Code amendments to advance mobility measures.

III. Revitalize Ballona Creek **Strategic Plan 2018-2023, Goal 3**

- Development of a Ballona Creek Revitalization Action Plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Adopt the recommendations of the Action Plan as part of the General Plan Update Mobility Element.
- Identify and determine feasibility of potential Ballona Creek recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.

IV. Promote New Housing Initiatives **Strategic Plan 2018-2023, Goal 4**

- Coordinate and implement Council approved affordable housing programs with Housing Division.
- Collaborate with City Manager and City Attorney Offices, Public Works, Police and Fire Departments and Enforcement Services and Housing Divisions in homeless encampment outreach and clean ups.
- Coordinate and Implement approved Homeless Services Programs.

V. Transform Inglewood Oil Field **Strategic Plan 2018-2023, Goal 5**

- In collaboration with City Attorney: 1.) Commence amortization study of Inglewood Oil Fields; 2.) Work with County of Los Angeles Baldwin Hills Community Standards District (CSD) and California Air Resources Board (CARB); 3.) Study Neighborhood Air Near Petroleum Sources (SNAPS); and 4.) Monitor related workshops and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations. Incorporate findings in General Plan Update Land Use Element. (Inglewood Oil Field Specific Plan on hold).

VI. Administration

- Administer seven Divisions of Community Development Department.
- Prepare draft Phase II "Reach" Building Code and Soft Story Building Code Amendments.
- Complete recruitments for Building Safety Division Building Permit Technician position.
- Complete record retention implementation for all Department divisions.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Coordinate contract administration of planning services for 11111 Jefferson, 11469 Jefferson (Jeff Hotel) and Blair Hills Neighborhood Guidelines Study.
- Coordinate interdivision plan check and construction inspection for Apple / Culver Steps / Culver Studios/ Entrada / Brick and Machine.

BUILDING DIVISION

- Continue to expand Accela permitting capabilities with Supplemental permits, Plan Check Status report, Metric Reports, GIS (mapping of special permit districts and special permit issuance requirements), and other operational improvements such as expanding on-line permitting.
- Enhance Building Safety website information such as applications and code information and bulletins and handouts.
- Implementation of the Permit Center:
 - Comprehensive inter-departmental application process for selected types of permits to simplify and coordinate permitting among various divisions and departments in development services to improve customer services.
 - Physical Layout - customer service computer kiosk to query permit and process information in the Permit Center.
 - Staffing - Implementation and refinement of Permit Tech II rotation schedule.
 - Technology – Installation of required hardware and software as needed for implementation.
- Adoption and Implementation of Phase II “Reach” Building Code Amendment to establish more energy efficient City Building standards.
- Adoption and Implementation of Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.
- Construction coordination for Entrada, Brick and Machine, The Culver Studios, Apple and Ivy Station Projects, Culver Public Market, Synapse Automated Parking Garage (8888 Washington), and Market Hall.
- Staff Recruitments – Recruitments of 1 or 2 Permit Technicians and 1 Building Inspector.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service: *Year 2018 – 1011; Year 2019 – 1373.*
- Leaf Blower Regulations – Continue permitting process for gardeners who use leaf blowers. Continue enforcement for users not adhering to city standards. Continue educational processes to inform permit holders of changes to take effect in 2022.
- Short Term Rentals – Continue to assist with establishing regulations for Short Term Rentals. Establish enforcement procedures related to new Ordinance. Research and hire a company to track Short Term Rentals on Platforms, such as AirBnb, for enforcement assistance.
- Cannabis Regulations – Continue assisting with permitting process and inspections for Cannabis businesses. Enforcement as needed.
- Massage Establishments – Continue to work with other City Departments for inspection and enforcement of permit requirements for massage establishments.
- Homeless Encampments – Continue working in collaboration with the City Manager, City Attorney, Housing Division, St. Joseph’s Center, Police Department, Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property.
- Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program.
- Street Vendors – Assist with establishing time, manner, and placement regulations for Street Vendors. Update Enforcement practices to adhere to new state laws.

ADVANCE PLANNING DIVISION

VII. Ballona Creek Revitalization (BCR)

- Continue work on the BCR project with the CivicSpark Fellows and Ballona Creek Task Force. All results will be folded into the GPU or incorporated by reference and checked for consistency. *Strategic Plan 2018-2023, Goal 3, Revitalization of Ballona Creek.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

VIII. General Plan Update (GPU)

- Continue working on the GPU project, incorporating City Council 2018-2023 Strategic Plan priorities, including community engagement and citywide visioning, discovery and existing conditions reports, land use and transportation alternatives, draft policy frameworks, technical analysis, plan preparation, and draft environmental impact report. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*

	Required Topics							Optional Topics										
	Land use	Mobility	Housing	Open Space	Conservation	Noise	Safety	Parks/Recreation	Public realm/design	Economy	Sustainability/climate	EJ/health/equity	Cultural planning	Infrastructure	Ballona Creek	Tech/smart city	Governance	Implementation
GPU 2018-2023 Strategic Plan Goals																		
Ensure Long-Term Financial Stability	X	X	X			X		X	X	X	X	X		X		X	X	X
Enhance Mobility and Transportation	X	X				X	X	X	X	X	X		X	X	X			X
Revitalize Ballona Creek	X	X		X	X		X	X	X	X	X	X	X	X	X			X
Enhance Housing and Homeless Services	X	X	X				X				X	X					X	X
Transform Inglewood Oil Field	X			X	X		X		X		X	X						X

- Continue collecting and analyzing socioeconomic and demographic data to support equitable engagement and establish evidence-based policy frameworks for the GPU. *Strategic Plan 2018-2023 Fulfills commitment to civic/community engagement for all aspects of the plan’s implementation.*
- Continue seeking grant funding and partnership opportunities for the GPU and process. *Strategic Plan 2018-2023 Goal 1, Ensure Long-Term Financial Stability.*
- Continue the GPU Speaker Series to inform, educate, and discuss issues that are important to everyone who lives, works, plays, and learns in Culver City to and inspire the community to participate in the GPU process. *Strategic Plan 2019-2023 Fulfills commitment to civic/community engagement for the GPU.*
- Continue to incorporate, or incorporate by reference, prior studies into the GPU (TOD Visioning Study, Reimagine Fox Hills, Mansionization Study, Hillside Study, Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and any other pertinent projects and plans) and check



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

for consistency. *Strategic Plan 2018-2023, Goals 1, 2, 3, 4, 5, Ensure Long-Term Financial Stability; Enhance Mobility and Transportation; Revitalize Ballona Creek; Enhance Housing and Homeless Services; Transform Inglewood Oil Field; and Sustainability.*

- Continue to ensure GPU policies on land use, housing, transportation, compact development, and reduced greenhouse gas emissions comply with SB 375 requirements. *Strategic Plan 2018-2023 Goals 2 and 4, Enhance Mobility and Transportation; Enhance Housing and Homeless Services; and Sustainability.*

XIX. Travel Demand Forecast Model (TDFM)

- Continue working on the TDFM project with the Public Works and Transportation Departments, including model development, revised traffic study guidelines, transportation review fee, project-level VMT calculator, VMT impact fees nexus study, and mobility impact fee program. *Strategic Plan 2018-2023 Goals 1 and 2, Enhance Mobility and Transportation and Ensure Long-Term Financial Stability 2018-2023, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation.*

Other Projects:

- Continue collaborating in the City's Governmental Alliance on Race Equity cohort. *Strategic Plan 2018-2023 Goals 2 and 4, Fulfills commitment to civic/community engagement for all aspects of the plan's implementation; Enhance Mobility and Transportation; and Enhance Housing and Homeless Services.*
- Continue reporting the City's environmental data and policy progress to the Carbon Disclosure Project's (CDP) online disclosure reporting platform annually in collaboration with the Finance; Parks, Recreation, and Community Services; Public Works; and Transportation Departments as recommended by staff and approved by Department Directors. This disclosure allows the City to quantify progress to reach environmental goals, showcase results, benchmark against other agencies to identify strengths and opportunities, and be eligible to take part in CDP's funding programs. *Strategic Plan 2018-2023 Goals 1, 2, and 5, Enhance Mobility and Transportation; Ensure Long-Term Financial Stability; Transform Inglewood Oil Field; and Sustainability.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

CURRENT PLANNING DIVISION

Planning Division FY 20/21 Zoning and GP Amendments & Studies

- 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.
- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- Implementation and discretionary case processing associated with the Washington/National Transit Area development projects.
- Participate with other City Departments in preparation of Environmental Review documents, and studies (i.e. bicycle and pedestrian action plan, general plan, sustainability plan, travel demand modeling and transportation demand management ordinance, vehicle miles traveled model, mobility linkage fee).
- Process bi-annual zoning code clean-up text amendments, annual conditions of approval update, and lookback conditions update.
- Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Provide Advanced Planning Updates to Planning Commission.
- Enhance reporting and use of Accela permitting software for application submittal and tracking.
- Coordinate joint City Council and Planning Commission meetings to discuss development issues.
- Coordinate Planning staff meeting with Culver City design professionals.
- Coordinate Planning Commission site visits of previously entitled and built projects.
- Provide annual report to Planning Commission on development activity and lookback conditions.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Recreate updated Current Planning applications, handouts, summary sheets, and informational documents for easy public use and understanding.
- Provide publicly accessible computer and printer at Permit Center for public use to look up zoning information, development requirements, information on current projects, fill out and submit online applications, and print resources.
- Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.
- Build out Development Permit Center on second floor including cubicle rearrangement, furniture, related equipment and supplies, software, and counter configuration.
- Complete revision to Single Room Occupancy Parking, Zoning Code Section 17.400.106.
- Complete Comprehensive Parking Standards Update Parking, Zoning Code Section 17.320.
- Complete Sign Code Update, Zoning Code Section 17.330.

Planning Division FY20/21 Pending Development Projects

Anticipated Projects

PROJECT ADDRESS	DESCRIPTION
11469 Jefferson Blvd	150+ room boutique hotel SPR
11039 Washington Blvd	4 new auto bays for Volvo dealership care repair; CUP
5645 Sepulveda Blvd	4-story medical office; SPR
3975 Landmark St	Stacked/Automated parking, CUP
5914 Blackwelder Street	New office building, ASPR
2921 La Cienega Blvd	Tandem Parking (addition & conversion), AUP
11620 Washington Blvd Vista Del Sol	33,747 sq. ft. expansion SPR, CUP Mod
4044 Madison Ave.	4-Unit Condominium ASPR TPM



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

PROJECT ADDRESS	DESCRIPTION
3868-3900 Sepulveda Blvd.	New 5 story, 156 room hotel SPR
11224 Venice/3801 Sepulveda	Beer and Wine (off-sale) incidental to convenience store, CUP, ZCMA
3826 Girard Ave.	4-Unit Condominium ASPR TPM
11141 Washington Blvd	Senior Housing, TBD, TBD
4233 East	4-Unit Condominium ASPR TPM
3336 & 3340 Helms Ave	8-Unit Condominium; ASPR TTM
4080 Lafayette Pl,	5-unit condo, ASPR, TTM
12727 Washington Blvd	Mixed Use in both CC and LA 82 Units in CC, 35 Units in LA, 17880 sq. ft. of ground floor retail, CP
4095 Sawtelle Blvd,	4-Unit Condo ASPR, TPM
3907 Prospect Ave;	New 3rd unit property with 2 existing units; ASPR
5977 Washington Blvd;	CUP for car stacker
2929 La Cienega Blvd	CUP/Mod to add Vehicle Spray Booth
8570 National Blvd	AUP for Alcoholic Beverages, Outdoor dining, Tandem Parking AUP
3808 College Ave	6-Unit Condominium; ASPR, TTM
11111 Jefferson Blvd.	Mixed Use 50,000 sq. ft. of retail with 200+ residential



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

HOUSING DIVISION

X. Programs

- Prepare Rent Control Ordinance and work to implement with City Manager and City Attorney's Office.
- Work with Advance Planning and Current Planning Division on implementation of SB2 Grant award.
- Emergency Shelter Survey Review (and potential safe parking) Follow Up.
- Motel Re-use Survey and Feasibility Study Follow Up.
- Modular/Manufactured Housing Program Survey and Follow up.
- Implement the Affordable ADU Program.
- Coordinate annual single audit with the Finance Department.
- Continue a file retention program.
- Assist Advance and Current Planning with the Housing Element General Plan Update.
- Work with St Joseph's Center in the implementation of the Cedar Sinai Homeless Awareness and Education Program.
- Continue implementation of the Senior/Disabled Persons Mobile Mobil Home Replacement Program.
- Staff the Committee on Homelessness (COH). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Work in collaboration with the COH to coordinate the 2021 Homeless Count. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Staff the Landlord Tenant Mediation Board (LTMB). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Coordinate all request for mediation through the LTMB. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Oversee the implementation of the ordinance requiring landlord to include lease addendum regarding the LTMB and mediation services. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Collaborate with Current Planning Division to prepare a mandatory affordability requirement for market rate housing in new mixed-use developments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

XI. Low- and Moderate-Income Housing Asset Fund

- Fund four new affordable housing units in Mixed Use Developments. Coordinate with Council Subcommittee on Housing and Homelessness and Current Planning Division on production of affordability covenants to be considered during project entitlement process. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Complete Globe affordable housing project with Habitat for Humanity. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue Upward Bound House Homeless Outreach and Case Management Contract - *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue administration of Homeless Outreach Services through contract service with the Saint Joseph Center (SJC). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue CRL regulation administration of 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. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue administration of Mortgage Assistance Program (MAP) Loan Monitoring (\$2,000). *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue to oversee Jackson Avenue Metropolitan Property Management contract. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Continue to oversee Rapid Re-Housing, Rap Program, Section 8, Homeless Prevention, Neighbor Preservation Program, Vacancy Loss and Damage Claim Program, Rehabilitation grant program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Oversee implementation of the Updated Plan to Prevent and Combat Homelessness. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Investigate and implement the strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Review Braddock/La Fayette site for new housing production with the Housing and Homeless Subcommittee. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Submit findings of Linkage Fee Nexus Study for affordable housing funding to City Council for consideration. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Purchase affordability covenants to create 4 affordable units in market rate mixed use developments. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

XII. Section 8

Administer Section 8 Program including Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law, (CRL) rules/regulations and participate in annual recertification program. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*

- Administration of the contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.
- Apply for the HUD FSS Coordinator Grant and HUD approval the Section 8 Annual Year Plan. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*
- Conduct SEMAP review and submit to HA and HUD for approval. *Strategic Plan 2018-2023, Goal 4, Enhance Housing and Homeless Services.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

ECONOMIC DEVELOPMENT DIVISION

- Complete Reimagine Fox Hills Master Plan.
- Prepare Media Park improvement plan and related implementation measures.
- Complete construction of Culver City Market Hall.
- Continue coordination of TOD Streetscape and Crosswalk improvements with new developments projects.
- Manage Business Resource Center for new and expanded business permitting.
- Manage parking operations and complete improvements to the parking office and installation of security cameras in the City garages.
- Work with Information Technology and City Manager's Office to implement the City's fiber network business plan.
- Implement Ivy Substation capital improvements.
- Meet with entertainment/technology, retail, automotive and hospitality stakeholders and the City's top sales tax producers.
- Organize an architecture/design/engineering and biotechnology stakeholder groups.
- Grow/expand existing BIDs and create new BIDs where possible (including the Hayden Tract).
- Initiate Code Enforcement actions on vacant/disinvested storefronts and properties.
- Pursue LAEDC Business Friendly City Award and other grants/awards.
- Produce business/educational workshops in collaboration with the Chamber of Commerce and Los Angeles Economic Development Corporation (LAEDC).
- Promote and highlight the City, it's businesses, new construction and other programming via social media platforms.
- Implement programs identified in the Economic Development Implementation Plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Prepare 2020-2021 City Profile.
- Develop action plans for 10858 Culver Boulevard and 9814 Washington Boulevard improvements and/or identify interim uses.
- Administer the Community Development Block Grant (CDBG) program.
- Administer Memorandum of Understanding (MOU) with Chamber of Commerce.
- Administer MOU with Downtown Business Association for downtown maintenance.
- Administer Farmers' Market and examine potential site alternatives.
- Administer Arts District BID and assist with mixers, promotion, website development, Artwalk events and implement median landscape and streetscape improvements.
- Serve as liaison for city community events, administer related agreements as required, including production for annual calendar for Culver Steps and Town Plaza Expansion.
- Conduct Arts District Visioning.
- Continue to coordinate on Ballona Creek Revitalization (BCR) project.

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150100			
			GENERAL FUND	Community Development Admin			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
336,412	336,355	336,355	411100	Regular Salaries	343,655	7,300	2.2%
0	15,995	15,995	411200	Part-Time Salaries	15,603	-392	-2.5%
8,320	8,320	8,320	431000	Deferred Compensation	8,320	0	0.0%
19,691	18,990	18,990	432000	Social Security	19,622	632	3.3%
27,486	25,698	25,698	433000	Retirement - Employer	24,953	-745	-2.9%
44,337	54,170	54,170	433050	Retirement-Unfunded Liability	54,872	702	1.3%
9,698	11,098	11,098	434000	Workers Compensation	16,965	5,867	52.9%
24,984	25,753	25,753	435000	Group Insurance	26,683	930	3.6%
1,300	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
13,220	13,140	13,140	435500	Retiree Insurance	13,812	672	5.1%
38,310	39,459	39,459	435600	Retiree Medical Prefunding	0	-39,459	-100.0%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
4,200	4,200	4,200	437500	Longevity Pay	4,200	0	0.0%
4,500	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
2,535	2,535	2,535	438500	Cell Phone Allowance	2,535	0	0.0%
535,993	562,513	562,513	Total	Personnel Services	538,020	-24,493	-4.4%
2,470	3,000	3,000	512100	Office Expense	3,000	0	0.0%
1,496	3,500	3,500	514100	Departmental Special Supplies	3,500	0	0.0%
0	10,000	10,000	516100	Training & Education	0	-10,000	-100.0%
4,232	5,000	5,000	516500	Conferences & Conventions	0	-5,000	-100.0%
0	1,000	1,000	516700	Memberships & Dues	1,000	0	0.0%
694	1,367	1,367	517850	Employee Recognition Events	1,367	0	0.0%
433	114,786	137,064	619800	Other Contractual Services	74,443	-62,621	-45.7%
13,032	7,075	7,075	650300	Liability Reserve Charge	5,457	-1,618	-22.9%
22,358	145,728	168,006	Total	Maint & Operations	88,767	-79,239	-47.2%
558,350	708,241	730,519	Division Total		626,787	-103,732	-14.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150120			
			GENERAL FUND	Economic Development			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
714,254	706,583	706,583	411100	Regular Salaries	683,341	-23,242	-3.3%
11,490	13,109	13,109	411200	Part-Time Salaries	12,980	-129	-1.0%
23	8,446	8,446	411310	Overtime-Regular	8,446	0	0.0%
18,814	18,590	18,590	431000	Deferred Compensation	18,200	-390	-2.1%
49,954	49,432	49,432	432000	Social Security	47,865	-1,567	-3.2%
61,749	55,880	55,880	433000	Retirement - Employer	51,996	-3,884	-7.0%
100,222	123,010	123,010	433050	Retirement-Unfunded Liability	122,365	-645	-0.5%
21,185	23,334	23,334	434000	Workers Compensation	35,904	12,570	53.9%
80,554	83,098	83,098	435000	Group Insurance	86,182	3,084	3.7%
3,506	3,412	3,412	435400	Retiree Health Savings	3,245	-167	-4.9%
64,120	64,210	64,210	435500	Retiree Insurance	63,195	-1,015	-1.6%
63,286	65,185	65,185	435600	Retiree Medical Prefunding	0	-65,185	-100.0%
568	491	491	436000	State Disability Insurance	392	-99	-20.2%
2,000	2,000	2,000	437000	Mgt Health Ben	2,000	0	0.0%
19,374	19,500	19,500	437500	Longevity Pay	23,400	3,900	20.0%
4,485	4,485	4,485	438500	Cell Phone Allowance	4,485	0	0.0%
1,215,584	1,240,765	1,240,765	Total	Personnel Services	1,163,996	-76,769	-6.2%
4,673	3,980	3,980	512400	Communications	3,980	0	0.0%
17,342	10,000	10,000	513000	Utilities	10,000	0	0.0%
6,136	5,000	5,000	514100	Departmental Special Supplies	4,000	-1,000	-20.0%
1,920	2,000	2,000	516500	Conferences & Conventions	0	-2,000	-100.0%
2,500	10,000	10,000	516700	Memberships & Dues	2,200	-7,800	-78.0%
5,902	0	0	517100	Subscriptions	0	0	0.0%
4,361	5,000	5,000	517300	Advertising and Public Relatio	3,600	-1,400	-28.0%
2,992	20,000	20,000	517500	Contributions to Agencies	20,000	0	0.0%
1,352	0	23,073	600100	R&M - Building	0	-23,073	-100.0%
831	1,000	1,000	600800	Equip Maint Expenses	891	-109	-10.9%
4,450	4,450	4,450	605400	Amortization of Equipment	0	-4,450	-100.0%
0	4,000	4,000	610200	Marketing Services	4,000	0	0.0%
0	0	10,588	610500	Relocation Services	0	-10,588	-100.0%
30,000	30,000	30,000	611600	Legal Services - Miscellaneous	30,000	0	0.0%
0	0	145,000	612300	Property Management Services	0	-145,000	-100.0%
31,993	0	258,006	613000	Feasibility Studies	270,000	11,994	4.6%
19,565	15,000	15,401	619100	Fiscal Services	8,635	-6,766	-43.9%
313,442	226,435	532,096	619800	Other Contractual Services	219,000	-313,096	-58.8%
0	115,000	125,000	619815	Farmer's Market	115,000	-10,000	-8.0%
28,470	14,877	14,877	650300	Liability Reserve Charge	11,549	-3,328	-22.4%
475,930	466,742	1,219,471	Total	Maint & Operations	702,855	-516,616	-42.4%
1,691,514	1,707,507	2,460,236	Division Total		1,866,851	-593,385	-24.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150150			
			GENERAL FUND	Building Safety			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
899,468	991,614	936,614	411100	Regular Salaries	912,481	-24,133	-2.6%
32,776	71,760	71,760	411200	Part-Time Salaries	57,091	-14,669	-20.4%
2,937	0	0	411310	Overtime-Regular	0	0	0.0%
13,153	20,800	20,800	431000	Deferred Compensation	19,240	-1,560	-7.5%
67,935	76,983	76,983	432000	Social Security	67,156	-9,827	-12.8%
65,355	90,155	90,155	433000	Retirement - Employer	71,577	-18,578	-20.6%
139,658	161,683	161,683	433050	Retirement-Unfunded Liability	156,407	-5,276	-3.3%
30,620	32,692	32,692	434000	Workers Compensation	49,874	17,182	52.6%
125,666	167,382	167,382	435000	Group Insurance	176,612	9,230	5.5%
5,649	7,150	7,150	435400	Retiree Health Savings	6,500	-650	-9.1%
24,953	24,750	24,750	435500	Retiree Insurance	27,293	2,543	10.3%
87,886	90,523	90,523	435600	Retiree Medical Prefunding	0	-90,523	-100.0%
3,228	3,202	3,202	436000	State Disability Insurance	2,633	-569	-17.8%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
25,137	30,300	30,300	437500	Longevity Pay	21,135	-9,165	-30.2%
2,550	2,925	2,925	438500	Cell Phone Allowance	3,900	975	33.3%
1,527,970	1,772,919	1,717,919	Total	Personnel Services	1,572,899	-145,020	-8.4%
4,958	2,125	2,125	512100	Office Expense	2,125	0	0.0%
2,544	2,170	2,170	512400	Communications	2,170	0	0.0%
3,438	11,760	11,760	514100	Departmental Special Supplies	11,760	0	0.0%
0	650	650	514600	Small Tools & Equipment	650	0	0.0%
1,500	10,575	10,575	516100	Training & Education	10,575	0	0.0%
45	0	0	516600	Special Events & Meetings	0	0	0.0%
1,066	1,400	1,400	516700	Memberships & Dues	1,400	0	0.0%
619	0	0	517300	Advertising and Public Relatio	0	0	0.0%
44	0	0	518300	Auto Mileage Reimbursement	0	0	0.0%
9,268	14,500	14,500	600800	Equip Maint Expenses	9,842	-4,658	-32.1%
7,502	13,643	13,643	605400	Amortization of Equipment	0	-13,643	-100.0%
976,318	604,632	1,632,491	619800	Other Contractual Services	53,632	-1,578,859	-96.7%
41,149	20,843	20,843	650300	Liability Reserve Charge	16,043	-4,800	-23.0%
1,048,450	682,298	1,710,157	Total	Maint & Operations	108,197	-1,601,960	-93.7%
2,576,421	2,455,217	3,428,076	Division Total		1,681,096	-1,746,980	-51.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150200			
			GENERAL FUND	Current Planning			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
688,508	723,648	723,648	411100	Regular Salaries	710,202	-13,446	-1.9%
17,230	27,991	27,991	411200	Part-Time Salaries	27,991	0	0.0%
2,130	3,743	3,743	411310	Overtime-Regular	3,743	0	0.0%
16,060	16,120	16,120	431000	Deferred Compensation	16,120	0	0.0%
50,613	49,400	49,400	432000	Social Security	49,111	-289	-0.6%
57,111	55,228	55,228	433000	Retirement - Employer	53,782	-1,446	-2.6%
93,293	111,503	111,503	433050	Retirement-Unfunded Liability	119,348	7,845	7.0%
19,315	23,450	23,450	434000	Workers Compensation	36,707	13,257	56.5%
78,588	76,662	76,662	435000	Group Insurance	79,341	2,679	3.5%
5,438	4,550	4,550	435400	Retiree Health Savings	4,550	0	0.0%
97,307	98,140	98,140	435500	Retiree Insurance	100,257	2,117	2.2%
71,950	74,109	74,109	435600	Retiree Medical Prefunding	0	-74,109	-100.0%
1,861	1,777	1,777	436000	State Disability Insurance	1,792	15	0.8%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
6,474	6,600	6,600	437500	Longevity Pay	9,000	2,400	36.4%
1,950	1,950	1,950	438500	Cell Phone Allowance	1,950	0	0.0%
1,208,827	1,275,871	1,275,871	Total	Personnel Services	1,214,894	-60,977	-4.8%
4,564	5,650	5,650	512100	Office Expense	5,650	0	0.0%
1,478	1,260	1,260	512400	Communications	1,260	0	0.0%
0	12,000	12,000	514100	Departmental Special Supplies	12,000	0	0.0%
2,430	8,000	8,000	516100	Training & Education	0	-8,000	-100.0%
15	0	0	516500	Conferences & Conventions	0	0	0.0%
0	3,600	3,600	516700	Memberships & Dues	0	-3,600	-100.0%
5,836	7,000	7,000	517000	City Commission Expenses	7,000	0	0.0%
9,900	6,000	6,000	517300	Advertising and Public Relatio	6,000	0	0.0%
787	200	200	600800	Equip Maint Expenses	1,810	1,610	805.0%
2,905	2,905	2,905	605400	Amortization of Equipment	0	-2,905	-100.0%
178,863	852,673	1,020,438	619800	Other Contractual Services	17,673	-1,002,765	-98.3%
0	5,000	5,000	621500	Plng Svcs-Reimbursable	5,000	0	0.0%
25,958	14,951	14,951	650300	Liability Reserve Charge	11,808	-3,143	-21.0%
232,737	919,239	1,087,004	Total	Maint & Operations	68,201	-1,018,803	-93.7%
1,441,564	2,195,110	2,362,875	Division Total		1,283,095	-1,079,780	-45.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150250			
			GENERAL FUND	Enforcement Services			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
488,887	542,833	555,338	411100	Regular Salaries	475,597	-79,741	-14.4%
31,860	55,200	55,200	411200	Part-Time Salaries	55,200	0	0.0%
0	592	592	411310	Overtime-Regular	592	0	0.0%
8,820	9,620	9,620	431000	Deferred Compensation	7,280	-2,340	-24.3%
38,408	40,093	40,093	432000	Social Security	33,011	-7,082	-17.7%
44,055	42,254	42,254	433000	Retirement - Employer	35,808	-6,446	-15.3%
72,899	86,825	86,825	433050	Retirement-Unfunded Liability	91,062	4,237	4.9%
15,146	18,305	18,305	434000	Workers Compensation	30,378	12,073	66.0%
96,444	99,487	99,487	435000	Group Insurance	93,503	-5,984	-6.0%
3,892	4,225	4,225	435400	Retiree Health Savings	3,589	-636	-15.1%
18,553	19,200	19,200	435500	Retiree Insurance	19,546	346	1.8%
41,930	43,188	43,188	435600	Retiree Medical Prefunding	0	-43,188	-100.0%
1,735	1,848	1,848	436000	State Disability Insurance	1,512	-336	-18.2%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
12,648	14,400	14,400	437500	Longevity Pay	18,600	4,200	29.2%
3,575	3,575	3,575	438500	Cell Phone Allowance	2,925	-650	-18.2%
2,290	3,250	3,250	440000	Uniform Allowance	1,400	-1,850	-56.9%
881,640	985,395	997,900	Total	Personnel Services	870,503	-127,397	-12.8%
829	3,200	3,200	512100	Office Expense	3,200	0	0.0%
1,127	960	960	512400	Communications	960	0	0.0%
118	1,968	1,968	514100	Departmental Special Supplies	7,000	5,032	255.7%
25	975	975	514600	Small Tools & Equipment	975	0	0.0%
323	4,500	4,500	516100	Training & Education	0	-4,500	-100.0%
990	1,675	1,675	516700	Memberships & Dues	1,675	0	0.0%
2,277	2,200	2,200	550110	Uniforms	2,200	0	0.0%
0	150	150	600200	R&M - Equipment	150	0	0.0%
5,336	16,000	16,000	600800	Equip Maint Expenses	15,689	-311	-1.9%
7,979	7,969	7,969	605400	Amortization of Equipment	0	-7,969	-100.0%
14,470	82,000	110,199	619800	Other Contractual Services	76,968	-33,231	-30.2%
20,354	11,670	11,670	650300	Liability Reserve Charge	9,772	-1,898	-16.3%
53,827	133,267	161,466	Total	Maint & Operations	118,589	-42,877	-26.6%
935,467	1,118,662	1,159,366	Division Total		989,092	-170,274	-14.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150400			
			GENERAL FUND	Advance Planning			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
277,556	320,861	320,861	411100	Regular Salaries	309,748	-11,113	-3.5%
219	31,989	31,989	411200	Part-Time Salaries	31,989	0	0.0%
128	0	0	411310	Overtime-Regular	0	0	0.0%
6,770	7,280	7,280	431000	Deferred Compensation	7,280	0	0.0%
20,734	23,613	23,613	432000	Social Security	21,927	-1,686	-7.1%
22,548	26,365	26,365	433000	Retirement - Employer	23,061	-3,304	-12.5%
42,928	51,847	51,847	433050	Retirement-Unfunded Liability	53,095	1,248	2.4%
10,351	11,522	11,522	434000	Workers Compensation	18,218	6,696	58.1%
24,413	28,092	28,092	435000	Group Insurance	29,046	954	3.4%
1,738	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
601	743	743	436000	State Disability Insurance	664	-79	-10.6%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
975	975	975	438500	Cell Phone Allowance	975	0	0.0%
409,459	505,737	505,737	Total	Personnel Services	498,453	-7,284	-1.4%
2,229	1,000	1,000	512100	Office Expense	1,000	0	0.0%
5,783	4,000	4,000	514100	Departmental Special Supplies	4,000	0	0.0%
691	2,000	2,000	516100	Training & Education	0	-2,000	-100.0%
3,876	5,000	5,000	516500	Conferences & Conventions	0	-5,000	-100.0%
0	16,253	16,253	516600	Special Events & Meetings	3,000	-13,253	-81.5%
1,748	3,000	3,000	516700	Memberships & Dues	3,000	0	0.0%
2,356	1,000	1,000	517300	Advertising and Public Relatio	1,000	0	0.0%
182,932	20,000	3,280,038	619800	Other Contractual Services	0	-3,280,038	-100.0%
13,910	7,346	7,346	650300	Liability Reserve Charge	5,860	-1,486	-20.2%
213,525	59,599	3,319,637	Total	Maint & Operations	17,860	-3,301,777	-99.5%
622,984	565,336	3,825,374	Division Total		516,313	-3,309,061	-86.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			101	10150500			
			GENERAL FUND	Neighborhood Preservation			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
445,914	501,013	568,625	411100	Regular Salaries	523,823	-44,802	-7.9%
13,306	12,590	12,590	411200	Part-Time Salaries	60,128	47,538	377.6%
2,834	4,580	4,580	411310	Overtime-Regular	4,580	0	0.0%
10,901	11,830	12,740	431000	Deferred Compensation	10,660	-2,080	-16.3%
33,290	36,523	39,351	432000	Social Security	38,511	-840	-2.1%
39,020	38,731	46,022	433000	Retirement - Employer	36,778	-9,244	-20.1%
54,364	76,738	76,738	433050	Retirement-Unfunded Liability	85,321	8,583	11.2%
11,728	17,347	17,347	434000	Workers Compensation	29,436	12,089	69.7%
51,105	55,595	65,155	435000	Group Insurance	67,296	2,141	3.3%
3,050	3,413	3,792	435400	Retiree Health Savings	3,570	-222	-5.9%
29,108	27,830	27,830	435500	Retiree Insurance	35,695	7,865	28.3%
30,288	31,197	31,197	435600	Retiree Medical Prefunding	0	-31,197	-100.0%
832	1,003	1,137	436000	State Disability Insurance	936	-201	-17.7%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
6,600	6,600	6,600	437500	Longevity Pay	6,600	0	0.0%
1,950	1,950	1,950	438500	Cell Phone Allowance	1,950	0	0.0%
735,289	827,940	916,654	Total	Personnel Services	906,284	-10,370	-1.1%
949	810	810	512400	Communications	810	0	0.0%
8,303	10,000	10,000	600800	Equip Maint Expenses	4,202	-5,798	-58.0%
98	3,584	3,584	605400	Amortization of Equipment	0	-3,584	-100.0%
0	0	89,380	610400	Consulting Services	0	-89,380	-100.0%
(872)	0	0	618200	Rap Grants	0	0	0.0%
0	0	259,614	619800	Other Contractual Services	190,208	-69,406	-26.7%
15,761	11,060	11,060	650300	Liability Reserve Charge	9,469	-1,591	-14.4%
24,238	25,454	374,448	Total	Maint & Operations	204,689	-169,759	-45.3%
759,528	853,394	1,291,102	Division Total		1,110,973	-180,129	-14.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			412			41250150		
			BUILDING SURCHARGE FUND		Building Safety			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
5,958	935	935	434000	Workers Compensation	0	-935	-100.0%	
5,958	935	935	Total	Personnel Services	0	-935	-100.0%	
1,687	0	2,715	514100	Departmental Special Supplies	0	-2,715	-100.0%	
0	4,000	1,285	619800	Other Contractual Services	4,000	2,715	211.2%	
8,696	596	596	650300	Liability Reserve Charge	0	-596	-100.0%	
10,383	4,596	4,596	Total	Maint & Operations	4,000	-596	-13.0%	
0	20,000	20,000	732150	IT Equipment - Hardware	20,000	0	0.0%	
0	20,000	20,000	Total	Capital Outlay	20,000	0	0.0%	
16,341	25,531	25,531	Division Total		24,000	-1,531	-6.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			414			41450541		
			OPERATING GRANTS FUND		Homeless Services			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	24,750	618140	Homeless Incentive Program	24,750	0	0.0%	
49,000	247,763	248,763	619800	Other Contractual Services	0	-248,763	-100.0%	
49,000	247,763	273,513	Total	Maint & Operations	24,750	-248,763	-91.0%	
49,000	247,763	273,513	Division Total		24,750	-248,763	-91.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			425	42516510			
			SPECIAL ASSESSMENT & DISTRICTS	W Wash Landscape Maint Dist #1			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
3,692	4,900	5,051	513000	Utilities	4,900	-151	-3.0%
516	0	0	517300	Advertising and Public Relatio	0	0	0.0%
6,148	16,150	20,554	619800	Other Contractual Services	16,150	-4,404	-21.4%
10,355	21,050	25,606	Total	Maint & Operations	21,050	-4,556	-17.8%
10,355	21,050	25,606	Division Total		21,050	-4,556	-17.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

NON-DEPARTMENTAL			425		42516520		
			SPECIAL ASSESSMENT & DISTRICTS		W Wash Landscape Maint Dist #2		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
3,518	4,800	5,191	513000	Utilities	4,800	-391	-7.5%
516	0	0	517300	Advertising and Public Relatio	0	0	0.0%
5,246	25,150	36,465	619800	Other Contractual Services	25,150	-11,315	-31.0%
9,280	29,950	41,657	Total	Maint & Operations	29,950	-11,707	-28.1%
9,280	29,950	41,657	Division Total		29,950	-11,707	-28.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			426	42650510			
			SECTION 8 FUND	Rental Assistance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
137,209	142,981	142,981	411100	Regular Salaries	147,057	4,076	2.9%
2,203	2,340	2,340	431000	Deferred Compensation	2,340	0	0.0%
9,946	9,626	9,626	432000	Social Security	9,713	87	0.9%
10,686	10,631	10,631	433000	Retirement - Employer	10,356	-275	-2.6%
19,492	22,379	22,379	433050	Retirement-Unfunded Liability	23,287	908	4.1%
4,009	4,876	4,876	434000	Workers Compensation	7,145	2,269	46.5%
9,094	9,364	9,364	435000	Group Insurance	9,682	318	3.4%
918	975	975	435400	Retiree Health Savings	975	0	0.0%
623	606	606	436000	State Disability Insurance	619	13	2.1%
3,174	3,300	3,300	437500	Longevity Pay	3,300	0	0.0%
197,355	207,078	207,078	Total	Personnel Services	214,474	7,396	3.6%
0	1,803	1,803	512100	Office Expense	1,803	0	0.0%
711	610	610	512400	Communications	610	0	0.0%
0	3,331	3,331	513000	Utilities	3,331	0	0.0%
355	412	468	514100	Departmental Special Supplies	412	-56	-11.9%
2,469	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%
0	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%
2,434	120,500	120,520	618100	Housing Services	108,205	-12,315	-10.2%
69,784	46,000	49,494	618120	Family Self-Sufficiency Progra	58,295	8,801	17.8%
0	1,318,500	1,318,500	618500	Rent Subsidy Payments	1,318,500	0	0.0%
1,290,299	0	0	618520	Rent Sub HAP Pmts-Voucher/POut	0	0	0.0%
8,285	0	0	618523	Family Self-Sufficiency Pmts	0	0	0.0%
3,459	0	0	618550	Rent Sub Admin Pmts-Port Outs	0	0	0.0%
175	36,000	36,000	619800	Other Contractual Services	36,000	0	0.0%
5,388	3,109	3,109	650300	Liability Reserve Charge	2,298	-811	-26.1%
1,383,358	1,549,878	1,553,448	Total	Maint & Operations	1,549,067	-4,381	-0.3%
1,580,713	1,756,956	1,760,526	Division Total		1,763,541	3,015	0.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMM IMPROVE PROGRAMS			475 CULVER CITY PARKING AUTHORITY		47555100 Administration		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	0	0	512100	Office Expense	2,000	2,000	0.0%
1,835	1,400	2,100	512400	Communications	1,600	-500	-23.8%
466	25,000	25,000	513000	Utilities	15,000	-10,000	-40.0%
6,818	2,000	2,000	514100	Departmental Special Supplies	1,500	-500	-25.0%
0	3,000	243,000	600100	R&M - Building	6,000	-237,000	-97.5%
0	25,000	25,000	600200	R&M - Equipment	10,000	-15,000	-60.0%
0	35,000	35,000	610100	Audit Services	30,000	-5,000	-14.3%
54,712	125,000	125,000	612300	Property Management Services	0	-125,000	-100.0%
42,244	125,000	242,385	619800	Other Contractual Services	30,000	-212,385	-87.6%
106,075	341,400	699,485	Total	Maint & Operations	96,100	-603,385	-86.3%
106,075	341,400	699,485	Division Total		96,100	-603,385	-86.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMM IMPROVE PROGRAMS			475	47555310			
			CULVER CITY PARKING AUTHORITY	Cardiff Prkg Structure			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
3,130	3,570	3,570	512400	Communications	4,000	430	12.0%
1,934	3,500	3,500	513000	Utilities	3,500	0	0.0%
127,321	80,000	123,126	600100	R&M - Building	20,000	-103,126	-83.8%
0	50,000	50,000	600200	R&M - Equipment	20,000	-30,000	-60.0%
294,327	310,000	310,000	612300	Property Management Services	300,000	-10,000	-3.2%
0	5,000	5,000	619800	Other Contractual Services	5,000	0	0.0%
426,712	452,070	495,196	Total	Maint & Operations	352,500	-142,696	-28.8%
0	0	37,500	730100	Improvements other than Bldg	5,000	-32,500	-86.7%
0	0	37,500	Total	Capital Outlay	5,000	-32,500	-86.7%
426,712	452,070	532,696	Division Total		357,500	-175,196	-32.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMM IMPROVE PROGRAMS			475	47555380			
			CULVER CITY PARKING AUTHORITY	Ince Prkg Structure			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
6,452	7,140	7,140	512400	Communications	6,500	-640	-9.0%
685	3,000	3,000	513000	Utilities	3,000	0	0.0%
139,756	23,000	23,038	600100	R&M - Building	10,000	-13,038	-56.6%
0	50,000	50,000	600200	R&M - Equipment	10,000	-40,000	-80.0%
621,734	625,000	625,000	612300	Property Management Services	550,000	-75,000	-12.0%
0	60,000	62,876	619800	Other Contractual Services	20,000	-42,876	-68.2%
768,627	768,140	771,054	Total	Maint & Operations	599,500	-171,554	-22.2%
0	0	75,000	730100	Improvements other than Bldg	10,000	-65,000	-86.7%
0	0	75,000	Total	Capital Outlay	10,000	-65,000	-86.7%
768,627	768,140	846,054	Division Total		609,500	-236,554	-28.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMM IMPROVE PROGRAMS			475			47555440		
			CULVER CITY PARKING AUTHORITY			Ivy Substation/Media Park		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	0	0	619800	Other Contractual Services		20,000	20,000	0.0%
0	0	0	Total	Maint & Operations		20,000	20,000	0.0%
0	0	0	Division Total			20,000	20,000	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMM IMPROVE PROGRAMS			475 CULVER CITY PARKING AUTHORITY		47555560 Virgina Parking Lot		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,512	2,500	2,500	513000	Utilities	2,500	0	0.0%
158	0	30,000	600100	R&M - Building	10,000	-20,000	-66.7%
0	10,000	10,000	600200	R&M - Equipment	10,000	0	0.0%
73,559	65,000	65,000	612300	Property Management Services	60,000	-5,000	-7.7%
0	35,000	35,000	619800	Other Contractual Services	20,000	-15,000	-42.9%
75,228	112,500	142,500	Total	Maint & Operations	102,500	-40,000	-28.1%
75,228	112,500	142,500	Division Total		102,500	-40,000	-28.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMM IMPROVE PROGRAMS			475	47555580			
			CULVER CITY PARKING AUTHORITY	Watseka Prkg Structure			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
4,973	5,630	5,630	512400	Communications	4,000	-1,630	-29.0%
1,865	2,000	2,000	513000	Utilities	2,500	500	25.0%
72,371	9,000	63,609	600100	R&M - Building	50,000	-13,609	-21.4%
0	150,000	150,625	600200	R&M - Equipment	40,000	-110,625	-73.4%
195,175	200,000	200,000	612300	Property Management Services	150,000	-50,000	-25.0%
0	0	0	619800	Other Contractual Services	40,000	40,000	0.0%
274,384	366,630	421,864	Total	Maint & Operations	286,500	-135,364	-32.1%
0	0	37,500	730100	Improvements other than Bldg	10,000	-27,500	-73.3%
0	0	37,500	Total	Capital Outlay	10,000	-27,500	-73.3%
274,384	366,630	459,364	Division Total		296,500	-162,864	-35.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476	47650710			
			CULVER CITY HOUSING AUTHORITY	Admin Supply and Services			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
11,436	25,282	25,282	512100	Office Expense	25,000	-282	-1.1%
610	224	224	512400	Communications	0	-224	-100.0%
1,245	4,000	4,000	514100	Departmental Special Supplies	4,000	0	0.0%
1,550	20,000	20,000	517000	City Commission Expenses	20,000	0	0.0%
0	0	0	600200	R&M - Equipment	5,000	5,000	0.0%
0	30,000	30,000	612300	Property Management Services	30,000	0	0.0%
891	1,850,281	1,850,281	618100	Housing Services	2,100,187	249,906	13.5%
106,345	331,234	331,234	619800	Other Contractual Services	345,422	14,188	4.3%
122,077	2,261,020	2,261,020	Total	Maint & Operations	2,529,609	268,589	11.9%
0	45,700	45,700	732100	Auto-Rolling Stock & Equipment	0	-45,700	-100.0%
0	2,200	2,200	732150	IT Equipment - Hardware	0	-2,200	-100.0%
0	47,900	47,900	Total	Capital Outlay	0	-47,900	-100.0%
122,077	2,308,920	2,308,920	Division Total		2,529,609	220,689	9.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476	47650720				
			CULVER CITY HOUSING AUTHORITY	Rental Assistance Payments				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	50,000	50,000	610300	Personnel Services	50,000	0	0.0%	
0	35,000	35,000	618100	Housing Services	0	-35,000	-100.0%	
192,540	0	0	618200	Rap Grants	35,000	35,000	0.0%	
0	176,148	176,148	618500	Rent Subsidy Payments	222,780	46,632	26.5%	
192,540	261,148	261,148	Total	Maint & Operations	307,780	46,632	17.9%	
192,540	261,148	261,148	Division Total		307,780	46,632	17.9%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476	47650725			
			CULVER CITY HOUSING AUTHORITY	Homeless Rental Assistance Pro			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	60,000	60,000	618100	Housing Services	60,000	0	0.0%
0	30,000	30,000	618500	Rent Subsidy Payments	30,000	0	0.0%
95,921	179,079	179,079	619800	Other Contractual Services	140,595	-38,484	-21.5%
95,921	269,079	269,079	Total	Maint & Operations	230,595	-38,484	-14.3%
95,921	269,079	269,079	Division Total		230,595	-38,484	-14.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476			47650730		
			CULVER CITY HOUSING AUTHORITY			Mortgage Assistance Program		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	1,250	1,250	619800	Other Contractual Services		1,250	0	0.0%
0	1,250	1,250	Total	Maint & Operations		1,250	0	0.0%
0	1,250	1,250	Division Total			1,250	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476		47650760		
			CULVER CITY HOUSING AUTHORITY		Neighborhood Preservation		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
49	0	0	513000	Utilities	0	0	0.0%
34,875	195,000	195,000	618100	Housing Services	349,500	154,500	79.2%
0	60,000	60,000	618400	Rehab Grants Fee Incentive	60,000	0	0.0%
34,924	255,000	255,000	Total	Maint & Operations	409,500	154,500	60.6%
34,924	255,000	255,000	Division Total		409,500	154,500	60.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476			47650780		
			CULVER CITY HOUSING AUTHORITY			Fair Housing		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	496,167	496,167	619800	Other Contractual Services	372,787	-123,380	-24.9%	
0	496,167	496,167	Total	Maint & Operations	372,787	-123,380	-24.9%	
0	496,167	496,167	Division Total		372,787	-123,380	-24.9%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476			47650890		
			CULVER CITY HOUSING AUTHORITY		Housing Protections			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
928	0	0	517300	Advertising	0	0	0.0%	
0	150,000	150,000	600100	R&M - Building	250,000	100,000	66.7%	
0	60,000	60,000	612300	Property Management Services	60,000	0	0.0%	
92,228	2,190,611	2,190,611	618100	Housing Services	3,500,000	1,309,389	59.8%	
0	175,000	175,000	618400	Rehab Grants Fee Incentive	302,500	127,500	72.9%	
9,100	100,000	100,000	618560	Owner Incentive - Housing	0	-100,000	-100.0%	
102,256	2,675,611	2,675,611	Total	Maint & Operations	4,112,500	1,436,889	53.7%	
102,256	2,675,611	2,675,611	Division Total		4,112,500	1,436,889	53.7%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

COMMUNITY DEVELOPMENT			476 CULVER CITY HOUSING AUTHORITY		47650910 Homeless Program		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	50,000	50,000	610300	Personnel Services	50,000	0	0.0%
112,647	90,794	90,794	619800	Other Contractual Services	116,270	25,476	28.1%
112,647	140,794	140,794	Total	Maint & Operations	166,270	25,476	18.1%
112,647	140,794	140,794	Division Total		166,270	25,476	18.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

SUCCESSOR AGENCY			550	55090000			
			SUCCESSOR AGENCY - RORF	Administration			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
229,604	300,000	300,000	611600	Legal Services - Miscellaneous	300,000	0	0.0%
17,290	26,000	26,000	619100	Fiscal Services	20,000	-6,000	-23.1%
650,000	280,000	280,000	670100	Administrative Charges	650,000	370,000	132.1%
896,894	606,000	606,000	Total	Maint & Operations	970,000	364,000	60.1%
1,377,091	12,679,175	12,679,175	810400	Loan Principal Payments	13,019,462	340,287	2.7%
38,575	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
71,111	0	0	820320	Bond Original Issue Discount	0	0	0.0%
(1,544,806)	0	0	820325	Bond Original Issuance Premium	0	0	0.0%
(58,029)	12,679,175	12,679,175	Total	Debt Services	13,019,462	340,287	2.7%
0	6,485,000	6,485,000	952476	Trsf Out To - Fund 476	4,908,776	-1,576,224	-24.3%
0	6,485,000	6,485,000	Total	Inter-Fund Transfers	4,908,776	-1,576,224	-24.3%
838,864	19,770,175	19,770,175	Division Total		18,898,238	-871,937	-4.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

SUCCESSOR AGENCY			550 SUCCESSOR AGENCY - RORF		55090860 Debt Service		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
7,123,317	3,674,850	3,674,850	820100	Bond Interest Payments	3,261,250	-413,600	-11.3%
7,123,317	3,674,850	3,674,850	Total	Debt Services	3,261,250	-413,600	-11.3%
7,123,317	3,674,850	3,674,850	Division Total		3,261,250	-413,600	-11.3%



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, Mobility & Traffic Engineering, Maintenance Operations, and Environmental Programs & Operations.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>101 – GENERAL FUND</i>						
60100	Public Works Admin	1,289,978	1,411,364	851,003	-560,361	-39.7%
60150	Engineering	2,768,532	2,261,059	1,660,305	-600,754	-26.6%
60170	Mobility & Traffic Engineering	0	747,871	863,509	115,638	15.5%
60200	Maintenance Operations	507,210	532,854	485,777	-47,077	-8.8%
60210	Streets	2,181,184	2,422,429	1,989,823	-432,606	-17.9%
60220	Tree Maintenance	1,275,234	1,399,340	1,283,099	-116,241	-8.3%
60230	Building Maintenance	2,349,935	2,983,227	2,548,868	-434,359	-14.6%
60240	Electrical Maintenance	1,287,516	2,113,373	1,503,782	-609,591	-28.8%
60250	Graffiti Abatement	381,138	429,494	306,731	-122,763	-28.6%
60260	Parking Meters	579,777	687,115	610,634	-76,481	-11.1%
60460	Environmental Programs/Ops	227,740	139,360	316,487	177,127	127.1%
Fund Total		12,848,243	15,127,486	12,420,018	-2,707,468	-17.9%
<i>202 - REFUSE DISPOSAL FUND</i>						
60400	Refuse Collection - Admin	9,754,094	11,490,233	10,490,856	-999,377	-8.7%
60410	Transfer Station - Admin	6,057,478	6,906,943	6,683,817	-223,126	-3.2%
60470	Food Rescue Grant	0	332,694	0	-332,694	-100.0%
Fund Total		15,811,572	18,729,870	17,174,673	-1,555,197	-8.3%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>204 - SEWER OPERATING FUND</i>						
60300	Wastewater Maintenance	8,520,706	9,219,745	9,541,028	321,283	3.5%
60310	Hyperion Plant Debt Service	690,178	1,585,650	1,281,175	-304,475	-19.2%
	Fund Total	9,210,884	10,805,395	10,822,203	16,808	0.2%
<i>412 - BUILDING SURCHARGE FUND</i>						
60150	Engineering	42,332	48,663	34,832	-13,831	-28.4%
	Fund Total	42,332	48,663	34,832	-13,831	-28.4%
<i>414 - GRANTS OPERATING FUND</i>						
60902	Bikeways (TDA Article 3)	27,193	26,000	26,000	0	0.0%
60903	Building Maintenance	69,855	0	80,000	80,000	100.0%
60906	HouseholdHazardous-CalCycleHHW	0	50,000	0	-50,000	-100.0%
60911	CicLAVia - Open Streets 2016	0	2,750	0	-2,750	-100.0%
60912	CicLAVia - Open Streets 2018	180,000	120,000	0	-120,000	-100.0%
60914	CARecycle-GreenBusinessNetwork	20,091	0	0	0	0.0%
	Fund Total	297,138	198,750	106,000	-92,750	-46.7%
	Department Total	\$38,210,170	\$44,910,164	\$40,557,726	-\$4,352,438	-9.7%



PUBLIC WORKS

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REVENUE SUMMARY	ACTUAL RECEIPTS 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
Street Permits	493,334	440,000	400,000	-40,000	-9.1%
Storefront Encroach Permit	50	0	0	0	0.0%
Outdoor Dining Permit	186,051	180,000	180,000	0	0.0%
House Moving Permits	22,017	15,000	15,000	0	0.0%
Recycling Plan Permit Fee	10,855	13,350	8,000	-5,350	-40.1%
Util Pole-SC Wireless App Fee	0	0	75,000	75,000	100.0%
St Lt Pole-SC Wireless App Fee	0	50,861	100,000	49,139	96.6%
LA DOT & Caltrans (State)	4,131	5,600	5,600	0	0.0%
CNG Excise Tax Credit	28,827	0	1,608	1,608	100.0%
LCFS Credit	0	0	1,843	1,843	100.0%
TDA 3 - Bikeways (Gas Tax SB82)	27,193	26,000	26,000	0	0.0%
Dept/Conservation-Recycling	43,316	19,258	20,000	742	3.9%
CalRecycle HHW	0	50,000	0	-50,000	-100.0%
CalRecycle-GreenBusinessNetwor	20,000	0	0	0	0.0%
CalRecycle-Food Rescue Grant	-14	497,000	0	-497,000	-100.0%
Prop A: Maint & Srvc.	0	0	80,000	80,000	100.0%
Utility Sust Business Cert Awd	3,000	0	0	0	0.0%
CCUSD-Sf Rt to Sch	60,000	60,000	60,000	0	0.0%
Refuse Disposal	4,079,233	4,035,310	4,035,310	0	0.0%
Can Service	68,871	55,064	55,064	0	0.0%
Bin Service	7,019,062	7,479,208	7,479,208	0	0.0%
Drop Box Service	980,450	746,548	746,548	0	0.0%
Bin Rental Charges	330,658	301,369	301,369	0	0.0%
Tonnage Charges	887,765	900,723	900,723	0	0.0%
Tonnage Charges - Green Waste	30,419	64,144	64,144	0	0.0%
Tonnage Charges - Inerts	225,364	144,006	144,006	0	0.0%
Tonnage Charges - Other	1,112,341	684,022	684,022	0	0.0%
Interest & Penalties	248,154	153,681	153,681	0	0.0%
Special Services	597,090	550,167	550,167	0	0.0%
Sale of Recycle Items	437,458	0	391,020	391,020	0.0%
Sewer - Operating	9,133,129	9,225,000	10,000,000	775,000	8.4%
Ind Waste Inspection Fees	121,700	135,000	135,000	0	0.0%
Permit Sewer Facility - LA	697,901	200,000	200,000	0	0.0%
Permit-Sewer Facility - CC	1,066,766	300,000	200,000	-100,000	-33.3%
Street Division Services	27,193	22,865	22,865	0	0.0%
Stormwater Plan Ck Fees	12,176	6,000	6,000	0	0.0%
Banner Installation/Removal	9,247	5,000	5,000	0	0.0%
Engineering Svs Fees/Charges	1,467	2,000	2,000	0	0.0%
Traffic Impact Study Fee	67,000	55,000	20,000	-35,000	-63.6%
Plan Check Fees	314,749	265,000	200,000	-65,000	-24.5%
Interest Income	287,499	103,500	204,000	100,500	97.1%
Rent/Concession - Other	78,000	78,000	70,000	-8,000	-10.3%
Miscellaneous Revenue	51,519	30,788	10,000	-20,788	-67.5%
General Revenues	9,426,201	18,010,700	13,004,548	-5,006,152	-27.8%
Department Total	\$38,210,170	\$44,910,164	\$40,557,726	-\$4,352,438	-9.7%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10160100 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>10160150 Engineering</u>					
Associate Engineer/10	1.65	1.65	1.65	0.00	0.0%
Engineering Services Manager	1.00	1.00	1.00	0.00	0.0%
Permit Technician	1.00	1.00	1.00	0.00	0.0%
Permit Technician II #	1.00	1.00	1.00	0.00	0.0%
Public Works Inspector	0.00	1.00	1.00	0.00	0.0%
Mobility and Traffic Engineer	1.00	0.00	0.00	0.00	0.0%
Senior Civil Engineer	1.25	1.25	1.25	0.00	0.0%
Sr. Engineering Tech	1.00	0.00	0.00	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	0.00	0.00	0.00	0.0%
Division Total	10.65	8.65	8.65	0.00	0.0%
<u>10160170 Mobility & Traffic Engineering</u>					
Mobility and Traffic Engineer	0.00	1.00	1.00	0.00	0.0%
Sr. Engineering Tech	0.00	1.00	1.00	0.00	0.0%
Traffic Engineer Analyst	0.00	1.00	1.00	0.00	0.0%
Division Total	0.00	3.00	3.00	0.00	0.0%
<u>10160200 Maintenance Operations</u>					
Asst Maintenance Ops Manager	1.00	1.00	1.00	0.00	0.0%
Maintenance Ops Manager	1.00	1.00	1.00	0.00	0.0%
Division Total	2.00	2.00	2.00	0.00	0.0%
<u>10160210 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	2.00	2.00	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	12.85	12.85	0.00	0.0%



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REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>101602200 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>10160230 Building Maintenance</u>					
Administrative Secretary	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	4.00	4.00	4.00	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%
Maintenance Worker I #	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	11.50	11.50	11.50	0.00	0.0%
<u>10160240 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	1.00	1.00	1.00	0.00	0.0%
HVAC Technician	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 Technician	1.00	2.00	2.00	0.00	0.0%
Division Total	6.50	7.50	7.50	0.00	0.0%
<u>10160250 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>10160260 Parking Meters-Maintenance</u>					
Parking Meter Technician	2.00	2.00	2.00	0.00	0.0%
Division Total	2.00	2.00	2.00	0.00	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>20460300 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	0.10	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	1.00	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	0.83	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	11.58	11.58	11.58	0.00	0.0%
<u>10160460 Environmental Programs & Operations</u>					
Environmental Programs & Ops. Mgr	0.05	0.05	0.05	0.00	0.0%
Sr. Management Analyst	0.40	0.40	0.40	0.00	0.0%
Division Total	0.45	0.45	0.45	0.00	0.0%
<u>20260400 Refuse Collection</u>					
Administrative Clerk	1.00	1.00	1.00	0.00	0.0%
Assistant Environmental Programs/Ops Mgr	1.00	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	0.00	-0.98	-100.0%
Clerk/Typist *	0.00	0.00	1.00	1.00	100.0%
Environmental Compliance Officer	1.00	1.00	1.00	0.00	0.0%
Environmental Coordinator	1.00	1.00	1.00	0.00	0.0%
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	3.00	3.00	3.00	0.00	0.0%
Sanitation Dispatcher **	1.00	1.00	2.00	1.00	100.0%
Sanitation Dispatcher/RPT **	0.98	0.98	0.00	-0.98	-100.0%
Sanitation Driver ***, ~, #	12.00	12.00	16.00	4.00	33.3%
Sanitation Driver/RPT ***	2.96	2.96	0.00	-2.96	-100.0%
Scout Vehicle Operator ^	10.00	10.00	12.50	2.50	25.0%
Scout Vehicle Operator/RPT ^	2.45	2.45	0.00	-2.45	-100.0%
Sr. Management Analyst	0.75	0.75	0.75	0.00	0.0%
Solid Waste & Recycling Crew Supervisor	1.00	1.00	1.00	0.00	0.0%
Solid Waste Supervisor	1.00	1.00	1.00	0.00	0.0%
Division Total	41.87	41.87	43.00	1.13	2.7%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>20260410 Transfer Station</u>					
Heavy Equipment Operator ^, ~, #	2.00	2.00	2.00	0.00	0.0%
Heavy Equipment Operator/RPT ^	0.98	0.98	0.00	-0.98	-100.0%
Laborer/RPT ^^	1.96	1.96	0.00	-1.96	-100.0%
Laborer ^^	1.00	1.00	3.00	2.00	200.0%
Sanitation Crew Supervisor	1.00	1.00	1.00	0.00	0.0%
Welder	1.00	1.00	1.00	0.00	0.0%
Division Total	7.94	7.94	7.00	-0.94	0.0%
Total Positions	115.59	117.59	117.78	0.19	0.2%

- * Reclass one (1) Clerk Typist/RPT position to Full-time
- ** Reclass one (1) Sanitation Dispatcher/RPT position to Full-time
- *** Reclass three (3) Sanitation Driver/RPT positions to Full-time
- ^ Reclass three (3) Scout Vehicle Operator/RPT positions to Full-time
- ^^ Reclass one (1) Heavy Equipment Operator/RPT position to Full-time
- ^^^ Reclass two (2) Laborer/RPT positions to Full-time
- ~ Reclass one (1) Heavy Equipment Operator/RPT position to Sanitation Driver position.
- # Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>10160150 Engineering</u>					
Contract Employees	1,920	1,920	1,920	0	0.0%
Division Total	1,920	1,920	1,920	0	0.0%
<u>41260150 Engineering</u>					
Administrative Intern	1,500	1,500	1,500	0	0.0%
Division Total	1,500	1,500	1,500	0	0.0%
<u>20260400 Refuse Collection</u>					
Administrative Intern	900	900	900	0	0.0%
Division Total	900	900	900	0	0.0%
Total Hours	4,320	4,320	4,320	0	0.0%



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

Goal: Enhance Mobility and Transportation

Action Step: Conduct an assessment of microtransit and bike access along with TOD visioning

- Expo-Downtown Connector Environmental & Engineering: Scope of project has been extended to include bike infrastructure in downtown Culver City. 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.

Status: Staff is presently conducting the consultant selection process and is expected to seek City Council approval of award of contract in March/April 2020. Project design is expected to take about 18 months. Project will include bicycle, pedestrian and transit improvements.

Action Step: Conduct Traffic Demand Forecast Study

- SB 743 Compliance: Development of a Travel Demand Forecast Model (TDFM) is underway. Completion is expected in early FY 19/20. Development of new Traffic Study Guidelines to be in compliance with SB-743 is part of the scope of work for developing the TDFM and will facilitate the transition of CEQA traffic impact analysis from LOS to VMT. *This work is expected to be completed in FY 19/20.*

Status: Development of the Travel Demand Forecasting Model, as well as update of the traffic impact analysis criteria and development fees are underway and will be completed in 2020. The VMT analysis criteria will become in effect as of July 1, 2020 to meet the CEQA requirements.

ADMINISTRATION

- Implementation of recommendations from microgrid study at Vets and Senior Center.

Status: Upon reviewing the conclusions of the study, the City Council directed staff to pursue grants to offset the cost to implement a true microgrid at the sites and to explore power purchase agreements with energy service companies. Consultant services will be used to evaluate the potential for converting the heating of the City's swimming pool from natural gas to electric heating. The microgrid study and recommendations will be updated



PUBLIC WORKS

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FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

to take this into account as well as conversion of natural gas heating units at the Veteran's Center to electric heat pumps.

- Construction of Phase 1 of city hall landscaping project and Centennial Garden.

Status: The architect is preparing construction and bid documents that will be presented to the City Council for consideration during the fourth quarter of FY 19/20. If approved, they will be released to competing landscape contractors to construct the first phase of the project.

- Cardiff parking structure lighting retrofit.

Status: Will be completed by the third quarter of FY 19/20.

- Implementation of energy efficiency mechanical and HVAC modifications to Veterans Memorial Complex.

Status: Will be completed by the fourth quarter of FY 19/20 including conversion of natural gas heating package units to electric heat pump units.

- Development of a Right-of-Way Management Plan.

Status: Scope of Work will be developed by end of 4th quarter of FY 19/20.

- Complete Installation Standards and Permitting Requirements for Wireless Facilities in the public right-of-way.

Status: Completed the second quarter of FY 19/20.

ENGINEERING

- Capital Improvement Program 19/20: Implement the City's Capital Improvement Program

Status: Status: Construction of \$12 million Diversion Sewer Pipeline Project is under construction and is to be completed in December 2020. Bankfield Sewer Pump Station project is under construction and will be completed in May 2020. New Skatepark Office/Restroom project is under construction and is to be completed by June 2020. \$19 million Culver Bl., Realignment and Stormwater Treatment Project commenced construction in February 2020 and is expected to be completed by September 2021.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Complete final design and begin construction of diversion of Bristol and Fox Hills Sewer Pump Station to new Bankfield Sewer Pump Station.

Status: Status: Sewer Bonds were approved in September 2019. Due to current workload, the completion of final design is now anticipated in 20/21. Construction will commence in 21/22.

- Video inspection of 45 miles (50% of total) of sewer mains in the City.

Status: Sewer Bond were approved in September 2019. Due to current workload, this project will commence in 20/21.

MOBILITY AND TRAFFIC ENGINEERING

- Develop implementation plan for recommendations for bicycle infrastructure from the Bicycle and Pedestrian Action Plan.

Status: The Bicycle and Pedestrian Action Plan will be brought for City Council for consideration and approval in April/May 2020 following review by the different City departments and the Bicycle and Pedestrian Advisory Committee. Funding and implementation of the bicycle and pedestrian improvements will be carried out using the annual pavement maintenance program, as conditions of approval for development projects, using state and federal grant funds that are obtained, and as City capital projects.

- Pursue state grant funding to develop a Local Road Safety Plan (LRSP), which seeks to create a plan that identifies, analyzes, and prioritizes roadway safety improvements, to benefit all road-users, including pedestrians, bicyclists (and all active transportation users), and car drivers.

Status: The City was awarded the state grant and has retained a consultant to develop the LRSP. The Plan will be developed in 2020 to help support the City's efforts in applying for HSIP grant funds. The LRSP will also identify safety education, enforcement, and evaluation measures that aim to establish an effective, sustainable and equitable safety program.

- Implement Phase I improvements for the Rancho Higuera Neighborhood Traffic Management Plan. Upon neighborhood approval and City Council authorization implement a one-year trial of temporary countermeasures and conduct subsequent traffic data collection for "before/after" evaluation.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: The Project plans were approved by Council. Staff will go out for bids and retain a contractor in FY19/20 then proceed with the implementation of temporary and permanent devices recommended by the Plan by end of 2020.

ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Continue to add businesses to the food waste/organics recycling program to be in compliance with AB 1826.

Status: Staff continues to include businesses to the food waste/recycling program. Through the first half of FY 19/20 staff visited 35 restaurants and have included 20 restaurants in the organic's collections program.

- Organics Recycling Program Residential: Implement food waste and compostable paper products recycling program for single family residents.

Status: Staff sent out magnets to all single-family residents in November 2019. Environmental Compliance Inspector began single family residential container inspections to determine contamination levels. Staff places an Awesome or Oops sticker on all containers inspected.

- Organics Recycling Program Technology: Research, review and consider use of alternative technologies for processing organic materials.

Status: Staff are now including the use of digesters for all new development waste management plans. Several new developers have agreed to use digester technologies for organics rather than dumpsters.

- Food Recovery Program: Develop plan to evaluate businesses, non-profits, and other local agencies for participation in a food recovery program in compliance with SB 1383 requiring no less than 20 percent of edible food be recovered for human consumption by 2025.

Status: Staff has received the vehicle and all the necessary equipment for the program in the first quarter of FY 19/20. Staff are currently in review of the MOU's with West LA College, CCUSD and Culver City's Parks and Recreation Department. Once MOU's are signed, the program will be implemented to collect all consumable leftover lunch food from CCUSD schools and deliver that food to the Senior Center, Teen Center and West LA College Food Pantry. Estimated Implementation is April 2020.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Polystyrene Ban: Inspect establishments to determine compliance.

Status: Due to vacancy of Environmental Compliance Inspector during first and second quarter of 2019, inspections were not completed. An Environmental Compliance Inspector was hired and has completed 37 inspections. In addition, staff is completing an amendment to the polystyrene ordinance which will be presented to city council for consideration in 4th quarter FY19/20.

- Fats. Oils. Grease. (FOGS) Collection Program: The City will consider franchising the collection of FOGS citywide. Staff will research the possibility of franchising the FOGS Program. If determined that the franchise would be more environmentally sustainable, the City will issue an RFP for collection of the FOGS materials citywide.

Status: Due to vacancy, this task has not been addressed.

- Zero Waste at City Facilities: During the last quarter of FY 18/19, staff implemented the Zero Waste at City Hall Program. Moving forward, several other city facilities will evolve into the Zero Waste Program.

Status: During first quarter of FY 19/20, staff continued to implement the Zero Waste Program at City Hall. In the second quarter FY 19/20, staff met with the Transportation Department to discuss and determine equipment and materials necessary to initiate the program. Staff implemented the program at Transportation facility in February 2020. Staff is meeting with the Public Works Yards staff during third quarter FY 19/20 and will implement the zero-waste program in the fourth quarter FY 19/20.

- Container Replacement Program: Develop a replacement schedule for waste, recycling, organics and public litter containers. This spreadsheet will assist in calculating the number of containers to be distributed annually. The costs associated with replacement container purchases will be included in the rate study.

Status: Staff has replaced all containers on residential/commercial waiting lists. Staff will continuously budget for replacement containers in future fiscal years.

- New Container Installment Program: Several multi-family residences within the City remain without automated container service. During FY 19/20 the City will begin implementing automated container collection service at these locations.

Status: Staff added automated trash containers to Beverlywood Complex in August 2019 and both trash and recycling automated containers at the Raintree Complex in second quarter 19/20. During 3rd quarter FY 19/20, staff will be adding an additional 190 recycling containers to multi-family properties that currently do not have a recycling program.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Household Hazardous Waste Collection Program: Initiate an HHW collection Program. The City awarded a contract to begin a curbside collection program of HHW. This program will be implemented in Summer 2019. The City received a grant for outreach/education for this program. Materials are currently being developed for distribution in July 2019.

Status: Due to delays in negotiating the contract, staff has determined that a new RFP will be issued in 3rd quarter FY 19/20 to determine if another vendor will propose to operate the program.

- 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. This expansion will be considered as part of the rate study to be conducted in FY 19/20.

Status: The Rate study is currently being conducted by SCS Engineers. The expansion is being considered but the environmental analysis may be conducted in outlying years depending on the amount of the rate increases.

- Transfer Station Improvements: Stormwater Diversion and Rain Garden As part of the Transfer Station Stormwater Diversion System, implement an automated control system to automatically discharge captured runoff to sanitary sewer system after 72 hours and tie-in to the City's SCADA.

Status: Staff is working with US3 to implement the automated system. Expected completion is 4th quarter FY 19/20

- Transfer Station Structural Improvements: New push wall is required to protect exterior south building wall from structural damage due to trash operations inside the tipping floor. Prepare Request for Proposal for Design-Build for construction of new push wall inside the Transfer Station building by 1st quarter FY 19-20 with construction slated for 4th quarter FY 19/20.

Status: Design of Permanent Push Wall at the Transfer Station Facility began in January 2020, with anticipated construction during the 2nd quarter FY 20-21.

- Rate Study: The city will conduct a rate study to determine rates for all EPO solid waste programs. A professional service agreement will be awarded in FY 19/20 to conduct a rate study for solid waste programs. A Public Hearing will be conducted in Spring 2020 to present rate adjustments.

Status: The City hired SCS Engineers in second quarter FY 19/20. Final rate study analysis will be completed in April 2020. Prop 218 notices will be sent to all property owners in May 2020 for a Public Hearing scheduled in June 2020.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: SWPPP's at City Facilities will be completed in FY 19/20.

Status: Due to staff vacancy, this task was not completed.

- 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. Ongoing participation. Culver City will be a member of the Central Santa Monica Bay Watershed steering committee to review proposals for stormwater projects and determine level of funding to be provided through County Funded Measure W.

Status: EPO Staff actively participates in both Ballona Creek and Marina del Rey Watershed Groups to implement EWMP's and CIMP's. The Public Works Director currently serves as Vice Chair of the Central Santa Monica Bay Watershed Steering Committee.

- 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 used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). Additional outreach materials will be developed during FY 19/20. Artistic renderings around the Ballona Creek will be created to visualize the effects of storm water run-off. Clean Bay certifications are ongoing and industrial facility inspections will start.

Status: The Clean Bay restaurant certification program was completed in first quarter 19/20. Staff met with CCUSD High School AVP program to provide stormwater information and education. The students designed murals relevant to the stormwater discussion. Staff hired a local artist to install murals at the entrances of the Ballona Creek Bike Path. The murals will be completed 3rd quarter FY 19/20.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

Goal: Enhance Mobility and Transportation

- Initiative – Improve circulation by creating alternative modes of transportation. *Develop Expo to Downtown Connector plan by taking into account bicycle, pedestrian and transit modes. Implement Metro Bike Share.*

Goal: Revitalize Ballona Creek

- Initiative - Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro. *Seek grant opportunities to evaluate the feasibility of extending the Ballona Creek bike path easterly from the Syd Kronenthal Park to Washington Boulevard and with the cooperation of the City of Los Angeles further east to the termination of the open channel near Cochran Avenue. The studies shall be coordinated with the City of Los Angeles, Los Angeles County Public Works and US Army Corps of Engineers, the agencies that share the responsibility for management and maintenance of the Ballona Creek and the bike path.*

ADMINISTRATION

- Microgrid Next Steps: Hire a consultant to modify existing electric load profiles to reflect electrification of the facilities as an additional option to consider, to prepare updated solar/battery cost estimates as a result, to prepare bid documents to hire an energy firm that would own the equipment via a Power Purchase Agreement, to help staff evaluate and select an energy firm, and to negotiate a contract with the selected energy firm. Funding for this to be requested through the FY20/21 budget.
- Employee EV Charging at City Hall: Increase City Hall's eight existing 240-volt (Level 2) charging stations on P2 for employee use by an additional 4 for a new total of 12. Nearly all the existing EV charging stations are now occupied and expanding the program to include 4 additional stations will encourage staff to acquire EVs. The existing transformer will handle up to 4 more stations. Additional funding required through the FY 20/21 budget process.
- Certified Sustainable Business Certification Program: Continue the program for a fourth year under the existing 2-year consultant contract.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

ENGINEERING

- Capital Improvement Program 20/21: Implement the City's Capital Improvement Program
- Complete final design of Bristol and Fox Hills Sewer Pump Station Diversion to new Bankfield Sewer Pump Station.

ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Implement food waste and compostable paper products recycling program for single family residents. Staff will continue to add businesses in accordance with AB 1826 and SB 1383.
- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials. Staff will update municipal code to include new recycling and organics mandates required by State Legislation and by the City.
- Food Recovery Program: Continue developing plan to evaluate businesses, non-profits, and other local agencies for participation in a food recovery program in compliance with SB 1383 requiring no less than 20 percent of edible food be recovered for human consumption by 2025. Evaluate effectiveness of program. Research public/private/non-profit partnership.
- Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to insure compliance with both the original Polystyrene Ordinance and the new amendment.
- Fats. Oils. Grease. (FOGS) Collection Program: The City will continue to research franchising the collection of FOGS citywide. Staff will research the possibility of franchising the FOGS Program. If determined that the franchise would be more environmentally sustainable, the City will issue an RFP for collection of the FOGS materials citywide.
- Zero Waste at City Facilities: Staff will begin implementation of Zero Waste Program at Police Department (Q1 and Q2) and Parks/Veterans Building (Q3 and Q4).
- New Container Installment Program: Several multi-family residences within the City remain without automated container service. Staff will continue adding recycling programs to multi-family complexes with more than 10 units.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Household Hazardous Waste Collection Program: Staff will award a contract and implement HHW curbside Collection program during the 3rd quarter of FY 20/21.
- Transfer Station Structural Improvements. Staff will send out a request for construction bids for Transfer Station structural improvements during the first quarter FY20/21 with anticipated construction during the 2nd quarter FY 20-21.
- Route Optimization Program: Staff has researched various software programs to enhance collections performance. Routing Optimization program to be implemented in FY 20/21.
- Customer Billings Software: Current software used to bill customers for waste management monthly services is outdated and needs replacing. Purchase and implementation of new billing system, if approved by other departments in FY 19/20, will be dependent upon rate structure.
- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities. Staff will be assigned to determine SWPPP's for city facilities.
- Stormwater Quality Master Plan: Staff to continue developing Stormwater Quality Master Plan comprising of regional, green streets, and low impact development projects that collectively will comply with the Ballona Creek EWMP and MS4 Permit. Work will include data collection; coordination with other City departments, Ballona Creek Watershed Group, utility companies, and Culver City Unified School District; project prioritization based on 5-year and 10-year program; seek private-public partnership opportunities; prepare concept reports; coordinate and conduct public outreach; and pursue Grant funding opportunities.
- Storm Water Program Management: Ongoing 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. On-going participation with the Central Santa Monica Bay Watershed Area Steering Committee.
- 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 used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). Staff will continue stormwater outreach throughout the year with community meetings and CCUSD.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 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. Project will be in full construction with anticipated completion September 2021.
- Mesmer Pump Station Diversion Project: Develop Mesmer Pump Station as a dual sanitary sewer station and dry weather diversion pump station. Urban runoff from Centinela Creek will be diverted to Mesmer Pump Station for conveyance to Hyperion Treatment Plant for treatment to comply with Ballona Creek Bacteria TMDL. Design completed by Q2 FY 20/21 with construction to begin Q4 FY 20/21.

MOBILITY & TRAFFIC ENGINEERING

- Apply for regional, state and federal grants to fund infrastructure and non-infrastructure projects that support the City's multi-modal transportation system. Staff applied for the State Sustainable Transportation Planning and Office of Transportation Studies (OTS) grant programs for the development of Complete Streets Design Guidelines and Citywide Safety Education Program. Staff will continue to apply for grants in 2020 including Highway Safety Improvement Program (HSIP) and Active Transportation Program (ATP) grants for infrastructure and non-infrastructure projects.
- Bike Share Program: Implement Bike Share Program that addresses Council strategic goals and objectives. Council approved the establishment of Metro Bike Share in Culver City. Staff conducted locations review and identified twelve station locations to be established in 2020. Currently coordinating with Metro to establish the agreement to implement and operate the Program. Program implementation to occur in 4th quarter of FY19/20 with continuing operations, observations and data collection occurring into FY20/21.
- Establish a multi-modal data collection program. This includes a bi-annual automated and manual traffic counts for road segments and intersections, respectively. This program should also include speed surveys every five to seven years, to adequately set and enforce speed limits. Staff commenced a comprehensive database using intersection and segment counts collected as part of the General Plan update, data collected for development traffic studies, signal timing charts, etc. Staff also coordinated with the Police Department and updated the collisions data in CrossRoads software, which will be updated quarterly. Staff will seek funding to perform the speed surveys and additional multi-modal volume count locations.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Implement ATP grant funded Safe Routes to School project. The scope of work includes a cycle track on Elenda Street along with improved lighting, high visibility crosswalks, two HAWK signals, and curb extensions at multiple locations. Council approved Project plans, staff will proceed to seek bids and retain a contractor by end of April 2020. Construction of the project will take place in FY 19/20 and 20/21.
- Congestion-relief project, Sawtelle Boulevard, I-405 ramps at Matteson Avenue, Sepulveda Boulevard. In addition to community-initiated neighborhood traffic management projects, staff will coordinate with Caltrans and seek improvements that could relieve congestion at these locations in FY 19/20 and 20/21.
- Intelligent Transportation System (ITS) improvements. Coordinate with LAWA on the development of the Decision Support System for the coordinated Intelligent Transportation System (ITS) projects between LAWA, the City of Los Angeles, Caltrans, the City of Inglewood and Culver City., as well as proceed with implementation of remaining Culver City ITS project elements such as the Dynamic Messaging Sign (DMS). Staff participated in the selection process of a consulting team that will develop the DSS to serve Inglewood, Culver City, and LAWA. Staff will also proceed with the remaining ITS devices and improvements in Culver City during the remainder of FY 19/20 and FY 20/21.
- Develop an Annual Signal Upgrade Program. Some of the improvements, such as replacement of faded LED signal lamps, installation of reflective back plates, etc. are systematic improvements and expected to be outlined in the Local Road Safety Plan. Additional improvements will include signal upgrades to meet current ADA compliance requirements, as well as identifying recommended locations for implementing protected left-turn operation. Establishment of this program is important from a safety and operational perspective. Staff will seek City funding to initiate this annual program starting in FY 20/21. This is in addition to seeking grant funds including under provisions of the HSIP grant program as applicable, as well as inclusion in development improvements when applicable. In the first year of establishment, staff may pursue a system-wide review to optimize operations.
- Paid Parking Program. Installation of approximately 2000 additional parking meters within three fiscal years' time frame. Council recently approved the installation of 558 new parking meters and 30 pay stations which is planned to take place by the end of FY 19/20. About 1500 additional parking meters are planned for installation and incorporation into the program in FY 20/21 and 21/22.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Establish a City-based Transportation Demand Management (TDM) Program, as well as a TDM Tool Kit and monitoring program to be deployed by development projects. Staff will coordinate with the Community Development and Transportation Departments on the development of an employer-based TDM program to be used by City employees, as well as a TDM Tool Kit to be utilized by development projects as applicable.
- A Multi-modal Safety Education and Encouragement Program. This is an enhanced safety education program to cover all school grades, as well as working adults, seniors, and transients. The program will also aim to increase walking and cycling, including by City employees through lunch seminars for example. Staff recently applied for an OTS grant to initiate this safety education program. Staff will also seek annual City fund starting in FY 20/21 to ensure sustainability of the program.
- Fox Hills Bike Lanes on Green Valley Circle based on community consultation and associated approval process. Plans have been developed but are subject to revisions based on additional community consultation. Community representatives wish to pursue back-in parking if feasible.
- Update of the City's Neighborhood Traffic Management Program. This program update will soon be carried out to maximize the benefits of neighborhood traffic management within reasonable time frames and associated planning and implementation budget.
- Assessment of Signage, Pavement Markings and other Traffic Control Devices. Work with the Public Works Maintenance Operations Division on enhancements of signage and pavement markings to meet current MUTCD requirements including installation and retroreflectivity requirements.
- School Areas Assessment, and recommendations of on-site and public improvements. Staff initiated quarterly meetings with elected officials, schools and District representations, Manager of the SR2S Program and interested parents. This is in addition to the meetings and safety nights being held at the different school sites, and other SR2S activities. Staff already completed the safety audits of areas of the El Marino and El Rincon Elementary Schools and will continue with the remaining schools by the end of FY 20/21. Recommendations and associated implementation are currently limited to enhancement to signage and pavement markings, limited intersection design modifications using temporary traffic control devices, adjustment to signal operations as feasible, and addition of curb ramps where deficient.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Mobile Phone Applications that serve traffic and parking operations. Such applications are currently available to facilitate payment for parking incident or construction activity notification and congestion prediction, etc. Staff will pursue the deployment of such applications as feasible within Culver City, and possibly as pilot projects to minimize the fiscal impacts for initial deployment and monitoring.
- Development of Interactive Map and GIS Supporting Information. This project will be initiated to facilitate community input on traffic and parking operational conditions, safety conditions, construction activities, etc. This tool will also be utilized to inform the public of complete, ongoing, and planned infrastructure and development projects.

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160100			
			GENERAL FUND	Public Works Admin			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
557,026	472,524	472,524	411100	Regular Salaries	488,488	15,964	3.4%
57,090	0	0	411200	Part-Time Salaries	46,800	46,800	0.0%
852	0	0	411310	Overtime-Regular	0	0	0.0%
13,633	10,920	10,920	431000	Deferred Compensation	10,920	0	0.0%
34,328	28,033	28,033	432000	Social Security	28,010	-23	-0.1%
62,565	35,785	35,785	433000	Retirement - Employer	36,098	313	0.9%
62,646	76,218	76,218	433050	Retirement-Unfunded Liability	77,464	1,246	1.6%
26,548	41,618	41,618	434000	Workers Compensation	48,335	6,717	16.1%
18,188	18,728	18,728	435000	Group Insurance	19,364	636	3.4%
2,536	2,111	2,111	435400	Retiree Health Savings	2,111	0	0.0%
19,441	20,220	20,220	435500	Retiree Insurance	14,804	-5,416	-26.8%
42,187	43,453	43,453	435600	Retiree Medical Prefunding	0	-43,453	-100.0%
420	409	409	436000	State Disability Insurance	414	5	1.2%
1,500	500	500	437000	Mgt Health Ben	500	0	0.0%
5,274	5,400	5,400	437500	Longevity Pay	9,000	3,600	66.7%
4,500	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
1,560	1,560	1,560	438500	Cell Phone Allowance	1,560	0	0.0%
910,293	761,979	761,979	Total	Personnel Services	788,368	26,389	3.5%
959	2,675	2,675	516100	Training & Education	0	-2,675	-100.0%
2,781	3,800	3,800	516500	Conferences & Conventions	0	-3,800	-100.0%
1,471	2,880	2,880	516600	Special Events & Meetings	2,880	0	0.0%
4,115	615	615	516700	Memberships & Dues	615	0	0.0%
3,530	3,592	3,592	517850	Employee Recognition Events	3,592	0	0.0%
0	0	100,000	610400	Consulting Services	0	-100,000	-100.0%
35,000	0	315,000	612100	Engineering Services	0	-315,000	-100.0%
294,828	180,000	194,290	619800	Other Contractual Services	40,000	-154,290	-79.4%
37,001	26,533	26,533	650300	Liability Reserve Charge	15,548	-10,985	-41.4%
379,684	220,095	649,385	Total	Maint & Operations	62,635	-586,750	-90.4%
1,289,978	982,074	1,411,364	Division Total		851,003	-560,361	-39.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101 GENERAL FUND		10160150 Engineering		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,256,879	1,058,468	1,058,468	411100	Regular Salaries	935,570	-122,898	-11.6%
221,688	31,200	71,200	411200	Part-Time Salaries	31,200	-40,000	-56.2%
15,857	1,824	1,824	411310	Overtime-Regular	1,824	0	0.0%
27,601	22,490	22,490	431000	Deferred Compensation	19,952	-2,538	-11.3%
92,498	72,764	72,764	432000	Social Security	61,613	-11,151	-15.3%
113,582	93,006	93,006	433000	Retirement - Employer	68,843	-24,163	-26.0%
142,925	210,780	210,780	433050	Retirement-Unfunded Liability	163,358	-47,422	-22.5%
58,932	99,661	99,661	434000	Workers Compensation	115,335	15,674	15.7%
120,307	112,946	112,946	435000	Group Insurance	88,547	-24,399	-21.6%
6,910	5,849	5,849	435400	Retiree Health Savings	5,046	-803	-13.7%
74,279	74,110	74,110	435500	Retiree Insurance	77,915	3,805	5.1%
101,349	104,389	104,389	435600	Retiree Medical Prefunding	0	-104,389	-100.0%
2,290	2,289	2,289	436000	State Disability Insurance	1,946	-343	-15.0%
2,519	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
27,654	17,100	17,100	437500	Longevity Pay	20,400	3,300	19.3%
4,035	3,510	3,510	438500	Cell Phone Allowance	4,160	650	18.5%
2,269,305	1,911,386	1,951,386	Total	Personnel Services	1,596,709	-354,677	-18.2%
13,109	4,000	4,000	512100	Office Expense	2,500	-1,500	-37.5%
2,776	4,000	4,000	512200	Printing and Binding	3,500	-500	-12.5%
5,679	4,840	4,840	512400	Communications	4,840	0	0.0%
418	3,000	3,000	514100	Departmental Special Supplies	1,500	-1,500	-50.0%
206	2,000	3,232	516100	Training & Education	0	-3,232	-100.0%
4,905	4,000	4,000	516500	Conferences & Conventions	0	-4,000	-100.0%
204	1,000	1,000	516600	Special Events & Meetings	0	-1,000	-100.0%
2,782	2,500	2,500	516700	Memberships & Dues	1,500	-1,000	-40.0%
403	500	500	550110	Uniforms	500	0	0.0%
674	0	0	600200	R&M - Equipment	0	0	0.0%
10,469	10,000	10,000	600800	Equip Maint Expenses	12,156	2,156	21.6%
9,845	14,588	14,588	605400	Amortization of Equipment	0	-14,588	-100.0%
1,341	5,000	8,669	612100	Engineering Services	0	-8,669	-100.0%
348,692	75,000	184,532	619800	Other Contractual Services	0	-184,532	-100.0%
82,193	63,539	63,539	650300	Liability Reserve Charge	37,100	-26,439	-41.6%
483,694	193,967	308,400	Total	Maint & Operations	63,596	-244,804	-79.4%
15,533	0	1,273	732160	IT Equipment - Software	0	-1,273	-100.0%
15,533	0	1,273	Total	Capital Outlay	0	-1,273	-100.0%
2,768,532	2,105,353	2,261,059	Division Total		1,660,305	-600,754	-26.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101 GENERAL FUND		10160170 Mobility & Traffic Engineering		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
0	340,885	340,885	411100	Regular Salaries	375,456	34,571	10.1%
0	159,000	189,000	411200	Part-Time Salaries	159,000	-30,000	-15.9%
0	8,320	8,320	431000	Deferred Compensation	8,320	0	0.0%
0	36,954	36,954	432000	Social Security	24,603	-12,351	-33.4%
0	32,487	32,487	433000	Retirement - Employer	33,001	514	1.6%
0	0	0	433050	Retirement-Unfunded Liability	64,622	64,622	0.0%
0	0	0	434000	Workers Compensation	55,898	55,898	0.0%
0	53,256	53,256	435000	Group Insurance	55,251	1,995	3.7%
0	1,950	1,950	435400	Retiree Health Savings	1,950	0	0.0%
0	384	384	436000	State Disability Insurance	377	-7	-1.8%
0	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
0	10,500	10,500	437500	Longevity Pay	10,500	0	0.0%
0	975	975	438500	Cell Phone Allowance	1,950	975	100.0%
0	645,711	675,711	Total	Personnel Services	791,928	116,217	17.2%
0	1,000	1,000	512100	Office Expense	1,000	0	0.0%
0	2,000	2,000	512200	Printing and Binding	1,800	-200	-10.0%
0	1,000	31,000	514100	Departmental Special Supplies	1,000	-30,000	-96.8%
0	1,000	1,000	516100	Training & Education	1,000	0	0.0%
0	1,660	1,660	516500	Conferences & Conventions	0	-1,660	-100.0%
0	500	500	516700	Memberships & Dues	400	-100	-20.0%
0	35,000	35,000	619800	Other Contractual Services	48,400	13,400	38.3%
0	0	0	650300	Liability Reserve Charge	17,981	17,981	0.0%
0	42,160	72,160	Total	Maint & Operations	71,581	-579	-0.8%
0	687,871	747,871	Division Total		863,509	115,638	15.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160200			
			GENERAL FUND	Maintenance Operations			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
276,692	290,407	290,407	411100	Regular Salaries	276,060	-14,347	-4.9%
4,160	4,160	4,160	431000	Deferred Compensation	4,160	0	0.0%
19,816	18,608	18,608	432000	Social Security	18,962	354	1.9%
22,866	20,919	20,919	433000	Retirement - Employer	20,463	-456	-2.2%
35,943	44,626	44,626	433050	Retirement-Unfunded Liability	46,003	1,377	3.1%
12,457	18,042	18,042	434000	Workers Compensation	26,560	8,518	47.2%
24,984	25,753	25,753	435000	Group Insurance	26,683	930	3.6%
1,300	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
41,531	41,420	41,420	435500	Retiree Insurance	37,152	-4,268	-10.3%
32,355	33,326	33,326	435600	Retiree Medical Prefunding	0	-33,326	-100.0%
1,000	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
9,300	9,300	9,300	437500	Longevity Pay	9,300	0	0.0%
1,950	1,950	1,950	438500	Cell Phone Allowance	1,950	0	0.0%
484,354	510,811	510,811	Total	Personnel Services	469,593	-41,218	-8.1%
1,033	3,600	3,600	512100	Office Expense	2,600	-1,000	-27.8%
3,657	2,990	2,990	512400	Communications	2,990	0	0.0%
184	550	550	514100	Departmental Special Supplies	1,150	600	109.1%
0	2,000	2,000	516500	Conferences & Conventions	0	-2,000	-100.0%
118	800	800	516600	Special Events & Meetings	400	-400	-50.0%
501	600	600	516700	Memberships & Dues	500	-100	-16.7%
17,363	11,503	11,503	650300	Liability Reserve Charge	8,544	-2,959	-25.7%
22,856	22,043	22,043	Total	Maint & Operations	16,184	-5,859	-26.6%
507,210	532,854	532,854	Division Total		485,777	-47,077	-8.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160210			
			GENERAL FUND	Streets			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
757,457	887,821	887,821	411100	Regular Salaries	767,894	-119,927	-13.5%
52,555	12,617	12,617	411310	Overtime-Regular	12,617	0	0.0%
15,774	18,486	18,486	431000	Deferred Compensation	15,366	-3,120	-16.9%
60,942	65,631	65,631	432000	Social Security	52,249	-13,382	-20.4%
63,530	67,781	67,781	433000	Retirement - Employer	57,128	-10,653	-15.7%
130,249	142,292	142,292	433050	Retirement-Unfunded Liability	149,077	6,785	4.8%
47,303	63,789	63,789	434000	Workers Compensation	89,155	25,366	39.8%
172,505	207,152	207,152	435000	Group Insurance	180,856	-26,296	-12.7%
7,295	8,352	8,352	435400	Retiree Health Savings	7,052	-1,300	-15.6%
114,857	119,410	119,410	435500	Retiree Insurance	101,122	-18,288	-15.3%
80,625	83,044	83,044	435600	Retiree Medical Prefunding	0	-83,044	-100.0%
3,830	3,929	3,929	436000	State Disability Insurance	3,323	-606	-15.4%
24,871	23,700	23,700	437500	Longevity Pay	28,200	4,500	19.0%
1,750	1,300	1,300	438500	Cell Phone Allowance	1,300	0	0.0%
1,533,543	1,705,304	1,705,304	Total	Personnel Services	1,465,339	-239,965	-14.1%
0	200	400	512100	Office Expense	200	-200	-50.0%
238	290	290	512400	Communications	290	0	0.0%
154,661	135,000	135,000	513000	Utilities	135,000	0	0.0%
210,944	197,120	239,350	514100	Departmental Special Supplies	197,120	-42,230	-17.6%
2,321	4,000	4,000	514600	Small Tools & Equipment	3,000	-1,000	-25.0%
3,644	4,800	4,800	516100	Training & Education	2,620	-2,180	-45.4%
7,407	8,500	8,769	550110	Uniforms	9,800	1,031	11.8%
93,795	150,000	150,000	600800	Equip Maint Expenses	121,359	-28,641	-19.1%
57,267	72,797	72,797	605400	Amortization of Equipment	0	-72,797	-100.0%
0	300	1,394	614100	Medical Services	300	-1,094	-78.5%
51,330	51,000	52,540	619800	Other Contractual Services	19,000	-33,540	-63.8%
65,929	40,669	40,669	650300	Liability Reserve Charge	28,679	-11,990	-29.5%
647,536	664,676	710,009	Total	Maint & Operations	517,368	-192,641	-27.1%
0	4,116	4,116	730100	Improvements other than Bldg	4,116	0	0.0%
105	3,000	3,000	732120	Departmental Special Equipment	3,000	0	0.0%
105	7,116	7,116	Total	Capital Outlay	7,116	0	0.0%
2,181,184	2,377,096	2,422,429	Division Total		1,989,823	-432,606	-17.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160220			
			GENERAL FUND	Tree Maintenance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
140,044	144,812	144,812	411100	Regular Salaries	143,101	-1,711	-1.2%
8,158	1,346	1,346	411310	Overtime-Regular	1,346	0	0.0%
3,120	3,120	3,120	431000	Deferred Compensation	3,120	0	0.0%
11,264	10,290	10,290	432000	Social Security	10,159	-131	-1.3%
12,049	11,303	11,303	433000	Retirement - Employer	10,975	-328	-2.9%
19,943	23,792	23,792	433050	Retirement-Unfunded Liability	24,673	881	3.7%
7,303	10,061	10,061	434000	Workers Compensation	14,404	4,343	43.2%
39,681	40,956	40,956	435000	Group Insurance	42,498	1,542	3.8%
1,300	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
32,910	32,920	32,920	435500	Retiree Insurance	34,969	2,049	6.2%
7,754	7,987	7,987	435600	Retiree Medical Prefunding	0	-7,987	-100.0%
715	648	648	436000	State Disability Insurance	644	-4	-0.6%
6,348	6,600	6,600	437500	Longevity Pay	6,600	0	0.0%
650	650	650	438500	Cell Phone Allowance	650	0	0.0%
291,239	295,785	295,785	Total	Personnel Services	294,439	-1,346	-0.5%
2,161	1,470	1,470	512400	Communications	1,470	0	0.0%
0	12,000	12,000	513000	Utilities	12,000	0	0.0%
37,459	70,000	57,173	514100	Departmental Special Supplies	62,250	5,077	8.9%
0	8,700	8,900	514600	Small Tools & Equipment	5,700	-3,200	-36.0%
2,396	4,000	4,000	516100	Training & Education	2,000	-2,000	-50.0%
370	3,000	3,000	516500	Conferences & Conventions	0	-3,000	-100.0%
0	1,995	1,995	516600	Special Events & Meetings	500	-1,495	-74.9%
1,080	1,200	1,200	516700	Memberships & Dues	1,200	0	0.0%
850	1,000	1,000	550110	Uniforms	2,100	1,100	110.0%
0	10,000	10,000	600200	R&M - Equipment	8,000	-2,000	-20.0%
17,988	50,000	50,000	600800	Equip Maint Expenses	15,887	-34,113	-68.2%
9,940	9,926	9,926	605400	Amortization of Equipment	0	-9,926	-100.0%
0	0	200	614100	Medical Services	0	-200	-100.0%
901,572	919,920	933,277	619800	Other Contractual Services	869,920	-63,357	-6.8%
10,179	6,414	6,414	650300	Liability Reserve Charge	4,633	-1,781	-27.8%
983,995	1,099,625	1,100,555	Total	Maint & Operations	985,660	-114,895	-10.4%
0	3,000	3,000	732120	Departmental Special Equipment	3,000	0	0.0%
0	3,000	3,000	Total	Capital Outlay	3,000	0	0.0%
1,275,234	1,398,410	1,399,340	Division Total		1,283,099	-116,241	-8.3%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160230			
			GENERAL FUND	Building Maintenance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
777,998	824,209	824,209	411100	Regular Salaries	827,591	3,382	0.4%
108,683	27,499	27,499	411310	Overtime-Regular	27,499	0	0.0%
14,437	14,807	14,807	431000	Deferred Compensation	14,808	1	0.0%
65,319	56,510	56,510	432000	Social Security	53,959	-2,551	-4.5%
62,365	59,654	59,654	433000	Retirement - Employer	59,647	-7	0.0%
109,461	123,180	123,180	433050	Retirement-Unfunded Liability	144,263	21,083	17.1%
44,397	64,591	64,591	434000	Workers Compensation	79,036	14,445	22.4%
161,499	160,921	160,921	435000	Group Insurance	182,747	21,826	13.6%
6,191	6,169	6,169	435400	Retiree Health Savings	6,170	1	0.0%
70,056	70,050	70,050	435500	Retiree Insurance	72,355	2,305	3.3%
62,258	64,126	64,126	435600	Retiree Medical Prefunding	0	-64,126	-100.0%
4,008	3,453	3,453	436000	State Disability Insurance	3,483	30	0.9%
17,052	17,100	17,100	437500	Longevity Pay	17,100	0	0.0%
1,300	1,300	1,300	438500	Cell Phone Allowance	1,300	0	0.0%
1,505,024	1,493,569	1,493,569	Total	Personnel Services	1,489,958	-3,611	-0.2%
4,246	3,560	3,560	512400	Communications	3,560	0	0.0%
117,581	110,000	110,000	513000	Utilities	110,000	0	0.0%
60,111	56,100	61,100	514100	Departmental Special Supplies	53,600	-7,500	-12.3%
1,234	2,550	2,550	514600	Small Tools & Equipment	2,885	335	13.1%
2,314	2,800	2,800	516100	Training & Education	1,800	-1,000	-35.7%
0	615	615	516500	Conferences & Conventions	0	-615	-100.0%
0	320	320	516600	Special Events & Meetings	300	-20	-6.3%
0	370	370	516700	Memberships & Dues	300	-70	-18.9%
23,080	23,080	23,080	517500	Contributions to Agencies	19,484	-3,596	-15.6%
0	475	475	518300	Auto Mileage Reimbursement	525	50	10.5%
4,152	4,500	4,791	550110	Uniforms	5,500	710	14.8%
74,465	126,295	149,695	600100	R&M - Building	126,295	-23,400	-15.6%
46,410	48,000	48,000	600200	R&M - Equipment	48,000	0	0.0%
33,276	50,000	50,000	600800	Equip Maint Expenses	43,586	-6,414	-12.8%
15,646	17,615	17,615	605400	Amortization of Equipment	0	-17,615	-100.0%
118	100	2,098	614100	Medical Services	100	-1,998	-95.2%
400,398	737,551	945,560	619800	Other Contractual Services	607,551	-338,009	-35.7%
61,880	41,180	41,180	650300	Liability Reserve Charge	25,424	-15,756	-38.3%
844,911	1,225,111	1,463,808	Total	Maint & Operations	1,048,910	-414,898	-28.3%
0	25,850	25,850	732120	Departmental Special Equipment	10,000	-15,850	-61.3%
0	25,850	25,850	Total	Capital Outlay	10,000	-15,850	-61.3%
2,349,935	2,744,530	2,983,227	Division Total		2,548,868	-434,359	-14.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160240			
			GENERAL FUND	Electrical Maintenance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
462,604	771,203	741,203	411100	Regular Salaries	546,112	-195,091	-26.3%
11,550	0	30,000	411200	Part-Time Salaries	31,200	1,200	4.0%
85,131	35,404	35,404	411310	Overtime-Regular	35,404	0	0.0%
7,886	14,833	14,833	431000	Deferred Compensation	7,032	-7,801	-52.6%
39,820	59,738	59,738	432000	Social Security	39,046	-20,692	-34.6%
36,423	59,427	59,427	433000	Retirement - Employer	39,923	-19,504	-32.8%
86,363	108,402	108,402	433050	Retirement-Unfunded Liability	117,411	9,009	8.3%
32,066	43,999	43,999	434000	Workers Compensation	78,162	34,163	77.6%
62,563	138,694	138,694	435000	Group Insurance	100,116	-38,578	-27.8%
3,286	6,181	6,181	435400	Retiree Health Savings	4,230	-1,951	-31.6%
49,450	53,590	53,590	435500	Retiree Insurance	50,501	-3,089	-5.8%
52,812	54,396	54,396	435600	Retiree Medical Prefunding	0	-54,396	-100.0%
2,431	3,435	3,435	436000	State Disability Insurance	2,333	-1,102	-32.1%
6,775	7,500	7,500	437500	Longevity Pay	7,500	0	0.0%
675	1,300	1,300	438500	Cell Phone Allowance	650	-650	-50.0%
939,837	1,358,102	1,358,102	Total	Personnel Services	1,059,620	-298,482	-22.0%
2,742	2,570	2,570	512400	Communications	2,570	0	0.0%
3,263	5,400	5,400	514100	Departmental Special Supplies	4,600	-800	-14.8%
14	1,020	1,020	514600	Small Tools & Equipment	640	-380	-37.3%
7,884	5,600	5,600	516100	Training & Education	2,000	-3,600	-64.3%
417	600	600	516600	Special Events & Meetings	400	-200	-33.3%
99	600	600	516700	Memberships & Dues	400	-200	-33.3%
3,846	4,300	14,300	550110	Uniforms	5,000	-9,300	-65.0%
3,914	4,500	4,500	600100	R&M - Building	2,100	-2,400	-53.3%
66,680	101,670	167,072	600200	R&M - Equipment	81,800	-85,272	-51.0%
37,703	70,000	70,000	600800	Equip Maint Expenses	61,259	-8,741	-12.5%
0	0	1,776	605100	Rental of Equipment	0	-1,776	-100.0%
99,849	99,844	99,844	605400	Amortization of Equipment	0	-99,844	-100.0%
0	250	432	614100	Medical Services	250	-182	-42.1%
56,569	238,000	296,686	619800	Other Contractual Services	208,000	-88,686	-29.9%
44,692	28,051	28,051	650300	Liability Reserve Charge	25,143	-2,908	-10.4%
327,672	562,405	698,451	Total	Maint & Operations	394,162	-304,289	-43.6%
20,006	56,820	56,820	732120	Departmental Special Equipment	50,000	-6,820	-12.0%
20,006	56,820	56,820	Total	Capital Outlay	50,000	-6,820	-12.0%
1,287,516	1,977,327	2,113,373	Division Total		1,503,782	-609,591	-28.8%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160250			
			GENERAL FUND	Graffiti Abatement			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
174,847	183,957	183,957	411100	Regular Salaries	133,830	-50,127	-27.2%
6,286	2,040	2,040	411310	Overtime-Regular	2,040	0	0.0%
4,680	4,680	4,680	431000	Deferred Compensation	3,120	-1,560	-33.3%
14,176	14,374	14,374	432000	Social Security	10,211	-4,163	-29.0%
15,260	14,854	14,854	433000	Retirement - Employer	10,233	-4,621	-31.1%
26,365	31,048	31,048	433050	Retirement-Unfunded Liability	30,972	-76	-0.2%
7,891	10,952	10,952	434000	Workers Compensation	16,066	5,114	46.7%
48,774	50,320	50,320	435000	Group Insurance	30,933	-19,387	-38.5%
1,950	1,950	1,950	435400	Retiree Health Savings	1,300	-650	-33.3%
7,331	7,300	7,300	435500	Retiree Insurance	7,864	564	7.7%
17,736	18,268	18,268	435600	Retiree Medical Prefunding	0	-18,268	-100.0%
852	854	854	436000	State Disability Insurance	599	-255	-29.9%
3,503	5,400	5,400	437500	Longevity Pay	2,100	-3,300	-61.1%
650	650	650	438500	Cell Phone Allowance	650	0	0.0%
330,300	346,647	346,647	Total	Personnel Services	249,918	-96,729	-27.9%
0	1,000	1,000	512100	Office Expense	670	-330	-33.0%
1,689	330	330	512400	Communications	330	0	0.0%
25,031	34,000	34,000	514100	Departmental Special Supplies	34,000	0	0.0%
2,619	2,730	2,730	550110	Uniforms	2,430	-300	-11.0%
563	1,020	1,020	600100	R&M - Building	840	-180	-17.6%
334	6,190	6,190	600200	R&M - Equipment	3,300	-2,890	-46.7%
9,620	25,000	25,000	600800	Equip Maint Expenses	7,075	-17,925	-71.7%
101	94	94	605400	Amortization of Equipment	0	-94	-100.0%
0	5,500	5,500	619800	Other Contractual Services	3,000	-2,500	-45.5%
10,880	6,983	6,983	650300	Liability Reserve Charge	5,168	-1,815	-26.0%
50,837	82,847	82,847	Total	Maint & Operations	56,813	-26,034	-31.4%
381,138	429,494	429,494	Division Total		306,731	-122,763	-28.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160260			
			GENERAL FUND	Parking Meters			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
140,749	146,242	146,242	411100	Regular Salaries	150,392	4,150	2.8%
3,942	0	0	411310	Overtime-Regular	0	0	0.0%
3,120	3,120	3,120	431000	Deferred Compensation	3,120	0	0.0%
10,917	10,104	10,104	432000	Social Security	10,495	391	3.9%
11,877	11,297	11,297	433000	Retirement - Employer	11,406	109	1.0%
19,492	23,232	23,232	433050	Retirement-Unfunded Liability	25,645	2,413	10.4%
2,651	2,772	2,772	434000	Workers Compensation	4,858	2,086	75.3%
35,730	36,867	36,867	435000	Group Insurance	38,250	1,383	3.8%
1,300	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
18,653	18,630	18,630	435500	Retiree Insurance	19,719	1,089	5.8%
6,854	7,060	7,060	435600	Retiree Medical Prefunding	0	-7,060	-100.0%
694	644	644	436000	State Disability Insurance	672	28	4.3%
6,348	6,600	6,600	437500	Longevity Pay	9,000	2,400	36.4%
0	0	0	438500	Cell Phone Allowance	1,300	1,300	0.0%
262,327	267,868	267,868	Total	Personnel Services	276,157	8,289	3.1%
35,627	48,695	74,695	514100	Departmental Special Supplies	48,695	-26,000	-34.8%
109	2,232	2,232	514600	Small Tools & Equipment	1,300	-932	-41.8%
1,913	1,675	1,675	516100	Training & Education	500	-1,175	-70.1%
221	505	505	516700	Memberships & Dues	400	-105	-20.8%
559	800	800	550110	Uniforms	1,900	1,100	137.5%
2,006	4,488	4,629	600200	R&M - Equipment	3,000	-1,629	-35.2%
16,354	15,000	15,000	600800	Equip Maint Expenses	10,439	-4,561	-30.4%
2,259	2,259	2,259	605400	Amortization of Equipment	0	-2,259	-100.0%
254,979	309,285	315,684	619800	Other Contractual Services	266,680	-49,004	-15.5%
3,425	1,768	1,768	650300	Liability Reserve Charge	1,563	-205	-11.6%
317,451	386,707	419,247	Total	Maint & Operations	334,477	-84,770	-20.2%
579,777	654,575	687,115	Division Total		610,634	-76,481	-11.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			101	10160460			
			GENERAL FUND	Environmental Programs/Ops			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
130,125	65,961	65,961	411100	Regular Salaries	67,206	1,245	1.9%
2,938	1,872	1,872	431000	Deferred Compensation	1,872	0	0.0%
9,011	4,080	4,080	432000	Social Security	3,906	-174	-4.3%
10,520	4,412	4,412	433000	Retirement - Employer	3,975	-437	-9.9%
6,873	27,725	27,725	433050	Retirement-Unfunded Liability	28,292	567	2.0%
9,740	6,850	6,850	434000	Workers Compensation	7,978	1,128	16.5%
19,840	0	0	435000	Group Insurance	0	0	0.0%
729	292	292	435400	Retiree Health Savings	292	0	0.0%
19,418	20,001	20,001	435600	Retiree Medical Prefunding	0	-20,001	-100.0%
264	0	0	436000	State Disability Insurance	0	0	0.0%
500	0	0	437000	Mgt Health Ben	0	0	0.0%
2,020	0	0	437500	Longevity Pay	0	0	0.0%
211,977	131,193	131,193	Total	Personnel Services	113,521	-17,672	-13.5%
0	650	650	512100	Office Expense	400	-250	-38.5%
302	1,500	1,500	516100	Training & Education	0	-1,500	-100.0%
0	1,650	1,650	516500	Conferences & Conventions	0	-1,650	-100.0%
1,892	0	0	517300	Advertising and Public Relatio	0	0	0.0%
0	0	0	619800	Other Contractual Services	200,000	200,000	0.0%
13,569	4,367	4,367	650300	Liability Reserve Charge	2,566	-1,801	-41.2%
15,763	8,167	8,167	Total	Maint & Operations	202,966	194,799	2385.2%
227,740	139,360	139,360	Division Total		316,487	177,127	127.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			202	20260400			
				Refuse Collection - Admin			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
2,253,913	2,789,317	2,789,317	411100	Regular Salaries	2,961,983	172,666	6.2%
62,835	28,765	28,765	411200	Part-Time Salaries	13,978	-14,787	-51.4%
218,511	120,768	120,768	411310	Overtime-Regular	120,768	0	0.0%
73,896	0	70,066	411700	Contract Labor	0	-70,066	-100.0%
55,734	69,186	69,186	431000	Deferred Compensation	64,469	-4,717	-6.8%
196,083	213,466	213,466	432000	Social Security	205,988	-7,478	-3.5%
579,872	215,090	215,090	433000	Retirement - Employer	214,515	-575	-0.3%
358,580	450,135	450,135	433050	Retirement-Unfunded Liability	495,060	44,925	10.0%
132,235	214,742	214,742	434000	Workers Compensation	327,744	113,002	52.6%
492,341	639,620	639,620	435000	Group Insurance	581,089	-58,531	-9.2%
22,128	26,986	26,986	435400	Retiree Health Savings	26,646	-340	-1.3%
217,979	206,380	206,380	435500	Retiree Insurance	235,898	29,518	14.3%
218,442	224,995	224,995	435600	Retiree Medical Prefunding	0	-224,995	-100.0%
(278,884)	0	0	435650	OPEB Liability Charge	0	0	0.0%
9,868	10,448	10,448	436000	State Disability Insurance	10,008	-440	-4.2%
2,000	1,000	1,000	437000	Mgt Health Ben	1,500	500	50.0%
59,795	68,400	68,400	437500	Longevity Pay	62,586	-5,814	-8.5%
2,231	1,950	1,950	438500	Cell Phone Allowance	2,925	975	50.0%
0	0	0	440000	Uniform Allowance	500	500	0.0%
4,677,559	5,281,248	5,351,314	Total	Personnel Services	5,325,657	-25,657	-0.5%
4,213	2,000	2,000	512100	Office Expense	3,000	1,000	50.0%
592	2,000	2,000	512200	Printing and Binding	1,000	-1,000	-50.0%
8,045	7,170	7,170	512400	Communications	7,170	0	0.0%
37,639	50,000	58,029	514100	Departmental Special Supplies	40,000	-18,029	-31.1%
14,675	102,700	102,700	516100	Training & Education	102,000	-700	-0.7%
7,006	3,500	3,500	516500	Conferences & Conventions	2,750	-750	-21.4%
705	1,000	1,000	516600	Special Events & Meetings	500	-500	-50.0%
1,358	1,050	1,050	516700	Memberships & Dues	500	-550	-52.4%
6,769	50,000	56,400	517300	Advertising and Public Relatio	30,000	-26,400	-46.8%
19,040	63,580	63,580	517500	Contributions to Agencies	63,580	0	0.0%
26,759	17,000	17,220	550110	Uniforms	25,000	7,780	45.2%
12,251	20,000	21,662	600100	R&M - Building	10,000	-11,662	-53.8%
1,547	37,000	20,000	600200	R&M - Equipment	20,000	0	0.0%
1,445,771	1,405,000	1,405,000	600800	Equip Maint Expenses	1,306,287	-98,713	-7.0%
843,020	838,192	838,192	605400	Amortization of Equipment	820,324	-17,868	-2.1%
6,752	200,000	200,000	610400	Consulting Services	50,000	-150,000	-75.0%
482	1,000	1,123	614100	Medical Services	1,000	-123	-11.0%
467,858	479,700	480,457	619800	Other Contractual Services	257,120	-223,337	-46.5%
0	36,595	36,595	650200	Insurance Premiums - Other	36,595	0	0.0%
184,219	136,908	136,908	650300	Liability Reserve Charge	105,427	-31,481	-23.0%
1,751,211	1,969,421	1,969,421	670100	Administrative Charges	1,969,421	0	0.0%
(15,795)	0	0	690800	Equip Maint Exp/Improve-Contra	0	0	0.0%
4,824,117	5,423,816	5,424,007	Total	Maint & Operations	4,851,674	-572,333	-10.6%
0	165,000	329,312	732100	Auto-Rolling Stock & Equipment	0	-329,312	-100.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			202 REFUSE DISPOSAL FUND		20260400 Refuse Collection - Admin		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
252,419	330,000	372,075	732120	Departmental Special Equipment	300,000	-72,075	-19.4%
0	13,525	13,525	732150	IT Equipment - Hardware	13,525	0	0.0%
252,419	508,525	714,913	Total	Capital Outlay	313,525	-401,388	-56.1%
9,754,094	11,213,589	11,490,233	Division Total		10,490,856	-999,377	-8.7%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			202	20260410			
			REFUSE DISPOSAL FUND	Transfer Station - Admin			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
535,528	616,618	616,618	411100	Regular Salaries	512,818	-103,800	-16.8%
79,740	36,720	36,720	411310	Overtime-Regular	36,720	0	0.0%
8,584	10,894	10,894	431000	Deferred Compensation	6,251	-4,643	-42.6%
47,844	46,081	46,081	432000	Social Security	33,026	-13,055	-28.3%
45,444	47,016	47,016	433000	Retirement - Employer	35,084	-11,932	-25.4%
70,871	97,530	97,530	433050	Retirement-Unfunded Liability	88,211	-9,319	-9.6%
30,189	38,022	38,022	434000	Workers Compensation	70,202	32,180	84.6%
121,069	142,782	142,782	435000	Group Insurance	100,114	-42,668	-29.9%
5,139	5,840	5,840	435400	Retiree Health Savings	4,555	-1,285	-22.0%
12,528	13,390	13,390	435500	Retiree Insurance	4,470	-8,920	-66.6%
44,393	45,725	45,725	435600	Retiree Medical Prefunding	0	-45,725	-100.0%
(28,202)	0	0	435650	OPEB Liability Charge	0	0	0.0%
2,937	2,716	2,716	436000	State Disability Insurance	2,045	-671	-24.7%
14,738	17,100	17,100	437500	Longevity Pay	19,500	2,400	14.0%
1,238	1,300	1,300	438500	Cell Phone Allowance	1,300	0	0.0%
992,038	1,121,734	1,121,734	Total	Personnel Services	914,296	-207,438	-18.5%
18,840	17,500	17,500	513000	Utilities	17,500	0	0.0%
7,119	4,600	7,455	514100	Departmental Special Supplies	7,000	-455	-6.1%
25	0	0	516100	Training & Education	0	0	0.0%
360	1,000	1,000	516500	Conferences & Conventions	500	-500	-50.0%
593	0	0	516600	Special Events & Meetings	0	0	0.0%
0	200	200	516700	Memberships & Dues	200	0	0.0%
3,212	5,000	22,000	550110	Uniforms	7,500	-14,500	-65.9%
11,239	10,000	70,985	600100	R&M - Building	50,000	-20,985	-29.6%
34,681	35,000	41,123	600200	R&M - Equipment	35,000	-6,123	-14.9%
166,536	150,000	150,000	600800	Equip Maint Expenses	135,161	-14,839	-9.9%
210,291	288,000	295,709	605200	Rental of Land	320,185	24,476	8.3%
80,843	80,843	80,843	605400	Amortization of Equipment	54,913	-25,930	-32.1%
4,118,206	4,304,850	4,313,365	615100	Refuse Disp Services - Trash	4,000,000	-313,365	-7.3%
133,055	230,000	245,808	619800	Other Contractual Services	100,000	-145,808	-59.3%
42,057	24,241	24,241	650300	Liability Reserve Charge	22,582	-1,659	-6.8%
238,385	514,980	514,980	665100	Depreciation	514,980	0	0.0%
5,065,441	5,666,214	5,785,209	Total	Maint & Operations	5,265,521	-519,688	-9.0%
0	0	0	732120	Departmental Special Equipment	110,000	110,000	0.0%
0	0	0	Total	Capital Outlay	110,000	110,000	0.0%
6,057,478	6,787,948	6,906,943	Division Total		6,289,817	-617,126	-8.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			202	20260470				
			REFUSE DISPOSAL FUND	Food Rescue Grant				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	3,287	512100	Office Expense	0	-3,287	-100.0%	
0	0	133,000	514100	Departmental Special Supplies	0	-133,000	-100.0%	
0	0	33,550	514600	Small Tools & Equipment	0	-33,550	-100.0%	
0	0	4,000	516100	Training & Education	0	-4,000	-100.0%	
0	0	52,000	517300	Advertising and Public Relatio	0	-52,000	-100.0%	
0	0	30,000	600800	Equip Maint Expenses	0	-30,000	-100.0%	
0	0	24,857	619800	Other Contractual Services	0	-24,857	-100.0%	
0	0	280,694	Total	Maint & Operations	0	-280,694	-100.0%	
0	0	52,000	732150	IT Equipment - Hardware	0	-52,000	-100.0%	
0	0	52,000	Total	Capital Outlay	0	-52,000	-100.0%	
0	0	332,694	Division Total		0	-332,694	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			204	20460300 Wastewater Maintenance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
685,393	1,000,340	1,000,340	411100	Regular Salaries	1,024,918	24,578	2.5%
2,900	0	0	411200	Part-Time Salaries	0	0	0.0%
24,738	15,912	15,912	411310	Overtime-Regular	15,912	0	0.0%
12,762	20,592	20,592	431000	Deferred Compensation	20,010	-582	-2.8%
51,349	69,222	69,222	432000	Social Security	66,080	-3,142	-4.5%
181,300	75,990	75,990	433000	Retirement - Employer	72,311	-3,679	-4.8%
140,165	141,449	141,449	433050	Retirement-Unfunded Liability	152,951	11,502	8.1%
71,589	110,037	110,037	434000	Workers Compensation	175,072	65,035	59.1%
89,163	138,693	138,693	435000	Group Insurance	126,797	-11,896	-8.6%
4,903	7,120	7,120	435400	Retiree Health Savings	6,623	-497	-7.0%
18,489	12,000	12,000	435500	Retiree Insurance	31,844	19,844	165.4%
26,282	27,070	27,070	435600	Retiree Medical Prefunding	0	-27,070	-100.0%
(29,477)	0	0	435650	OPEB Liability Charge	0	0	0.0%
2,168	2,683	2,683	436000	State Disability Insurance	2,420	-263	-9.8%
500	500	500	437000	Mgt Health Ben	500	0	0.0%
25,561	32,700	32,700	437500	Longevity Pay	28,800	-3,900	-11.9%
975	975	975	438500	Cell Phone Allowance	975	0	0.0%
1,308,759	1,655,283	1,655,283	Total	Personnel Services	1,725,213	69,930	4.2%
1,031	1,000	1,834	512100	Office Expense	1,000	-834	-45.5%
0	2,000	2,000	512200	Printing and Binding	2,000	0	0.0%
8,825	10,000	10,000	512300	Postage	10,000	0	0.0%
7,391	6,170	6,170	512400	Communications	6,170	0	0.0%
57,793	55,000	55,000	513000	Utilities	55,000	0	0.0%
75,460	100,000	100,339	514100	Departmental Special Supplies	100,000	-339	-0.3%
0	35,000	35,000	514600	Small Tools & Equipment	35,000	0	0.0%
3,234	10,000	10,000	516100	Training & Education	10,000	0	0.0%
4,013	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%
2,875	2,000	2,000	516700	Memberships & Dues	2,000	0	0.0%
3,418,488	3,450,000	3,455,396	517500	Contributions to Agencies	3,600,000	144,604	4.2%
3,520	4,000	4,000	550110	Uniforms	4,000	0	0.0%
25,074	100,000	100,000	600200	R&M - Equipment	100,000	0	0.0%
51,394	75,000	75,000	600800	Equip Maint Expenses	70,312	-4,688	-6.3%
360,000	360,000	360,000	605200	Rental of Land	360,000	0	0.0%
87,706	87,665	87,665	605400	Amortization of Equipment	87,629	-36	0.0%
0	400	400	614100	Medical Services	400	0	0.0%
773,714	638,444	673,143	619800	Other Contractual Services	738,440	65,297	9.7%
0	7,680	7,680	650200	Insurance Premiums - Other	7,680	0	0.0%
101,572	74,967	74,967	650300	Liability Reserve Charge	56,316	-18,651	-24.9%
1,639,223	1,622,730	1,622,730	665100	Depreciation	1,622,730	0	0.0%
726,763	872,638	872,638	670100	Administrative Charges	872,638	0	0.0%
(136,129)	0	0	699800	Other Contractual Service-Cont	0	0	0.0%
7,211,946	7,523,194	7,564,462	Total	Maint & Operations	7,749,815	185,353	2.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			204			20460300			
			SEWER ENTERPRISE FUND			Wastewater Maintenance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	0	732120	Departmental Special Equipment		66,000	66,000	0.0%	
0	0	0	Total	Capital Outlay		66,000	66,000	0.0%	
8,520,706	9,178,477	9,219,745	Division Total			9,541,028	321,283	3.5%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			204 SEWER ENTERPRISE FUND		20460310 Hyperion Plant Debt Service		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,500	0	0	619100	Fiscal Services	0	0	0.0%
1,500	0	0	Total	Maint & Operations	0	0	0.0%
0	885,000	885,000	810100	Bond Principal Payments	425,000	-460,000	-52.0%
686,278	700,650	700,650	820100	Bond Interest Payments	856,175	155,525	22.2%
2,400	0	0	820300	Fiscal Agent Bond Fees	0	0	0.0%
688,678	1,585,650	1,585,650	Total	Debt Services	1,281,175	-304,475	-19.2%
690,178	1,585,650	1,585,650	Division Total		1,281,175	-304,475	-19.2%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			412		41260150		
			BUILDING SURCHARGE FUND		Engineering		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
20,053	23,992	23,992	411200	Part-Time Salaries	23,992	0	0.0%
1,514	1,836	1,836	432000	Social Security	0	-1,836	-100.0%
921	840	840	433000	Retirement - Employer	840	0	0.0%
8,106	13,432	13,432	434000	Workers Compensation	0	-13,432	-100.0%
30,593	40,100	40,100	Total	Personnel Services	24,832	-15,268	-38.1%
0	0	0	600200	R&M - Equipment	10,000	10,000	0.0%
11,739	8,563	8,563	650300	Liability Reserve Charge	0	-8,563	-100.0%
11,739	8,563	8,563	Total	Maint & Operations	10,000	1,437	16.8%
42,332	48,663	48,663	Division Total		34,832	-13,831	-28.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			414		41460902		
			OPERATING GRANTS FUND		Bikeways (TDA Article 3)		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
27,193	26,000	26,000	619800	Other Contractual Services	26,000	0	0.0%
27,193	26,000	26,000	Total	Maint & Operations	26,000	0	0.0%
27,193	26,000	26,000	Division Total		26,000	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			414	41460903				
			OPERATING GRANTS FUND	Building Maintenance				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	0	600100	R&M - Building	80,000	80,000	0.0%	
69,855	0	0	619800	Other Contractual Services	0	0	0.0%	
69,855	0	0	Total	Maint & Operations	80,000	80,000	0.0%	
69,855	0	0	Division Total		80,000	80,000	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			414			41460906			
			OPERATING GRANTS FUND			HouseholdHazardous-CalCycleHHW			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	50,000	619800	Other Contractual Services		0	-50,000	-100.0%	
0	0	50,000	Total	Maint & Operations		0	-50,000	-100.0%	
0	0	50,000	Division Total			0	-50,000	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			414			41460911			
			OPERATING GRANTS FUND			CicLAvia - Open Streets 2016			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	2,750	619800	Other Contractual Services		0	-2,750	-100.0%	
0	0	2,750	Total	Maint & Operations		0	-2,750	-100.0%	
0	0	2,750	Division Total			0	-2,750	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			414			41460912			
			OPERATING GRANTS FUND			CicLAvia - Open Streets 2018			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
180,000	0	120,000	619800	Other Contractual Services		0	-120,000	-100.0%	
180,000	0	120,000	Total	Maint & Operations		0	-120,000	-100.0%	
180,000	0	120,000	Division Total			0	-120,000	-100.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

PUBLIC WORKS			414			41460914			
			OPERATING GRANTS FUND		CARecycle-GreenBusinessNetwork				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
20,091	0	0	619800	Other Contractual Services	0	0	0.0%		
20,091	0	0	Total	Maint & Operations	0	0	0.0%		
20,091	0	0	Division Total		0	0	0.0%		

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TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

DEPARTMENT MISSION

We plan, operate and maintain the movement of people to, through and from Culver City. Through our service, with our people and in our culture.

DEPARTMENT DESCRIPTION

Our department strives to be influencers of change and shift the paradigm for responsible, forward-thinking transportation solutions. To do this, we focus on our vision of rethinking mobility, connecting community and enhancing the quality of life.

Administrative responsibilities include planning service; securing adequate local, state and federal revenues for all our mobility services; preparing the annual budget; recording service statistics; providing staff for city-wide committees or task forces; participating in public transit and mobility industry activities; and providing general oversight for mobility services that include CityBus, CityRide, CityShare, and CityFleet.

CityBus (Culver City Municipal Bus Lines) provides public transit service on seven regular routes throughout Culver City, servicing major employment, health, commercial, educational, and recreational centers.

CityRide is our new brand to deliver alternative ride services that include our Senior Services (previously known as Dial-A-Ride), Culver City's RideShare program, implementation of Micro-Transit within the City boundaries, and the future implementation of a Citywide Transit Demand Management program.

CityShare is our new brand that covers our alternative shared services that include our Scooter Share and Bike Share programs.

CityFleet is our new brand that covers the maintenance and replacement of all city vehicles and equipment to support the operation of those vehicles.

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>203 - TRANSPORTATION FUND</i>						
70100	Transportation Admin	2,566,711	5,090,152	2,489,774	-2,600,378	-51.1%
70200	Transportation Operations	20,149,645	24,725,472	24,628,485	-96,987	-0.4%
70214	Preventative Maintenance (P)	3,821,952	4,000,000	3,500,000	-500,000	-12.5%
70300	Transportation Capital	927,313	6,451,836	8,773,440	2,321,604	36.0%
70303	Bus Tire Lease (P)	142,593	172,000	0	-172,000	-100.0%
70308	Bus Security Cameras (P)	201,467	78,200	0	-78,200	-100.0%
70309	Bus Stop Furnishings (P)	-8,341	530,126	1,243,323	713,197	134.5%
70311	Bus Wash Replacement Project	406,425	38,000	0	-38,000	-100.0%
70313	Bus Stop Signage Project	0	14,500	0	-14,500	-100.0%
Fund Total		28,207,764	41,100,286	40,635,022	-465,264	-1.1%



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

EXPENDITURE SUMMARY		ACTUAL EXPEND 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>307 - EQUIPMENT REPLACEMENT FUND</i>						
70500	Equipment Replacement	3,812,795	3,496,405	400,000	-3,096,405	-88.6%
	Fund Total	3,812,795	3,496,405	400,000	-3,096,405	-88.6%
<i>308 - EQUIPMENT MAINTENANCE FUND</i>						
70400	Equipment Maintenance	9,222,660	9,408,869	8,002,564	-1,406,305	-14.9%
	Fund Total	9,222,660	9,408,869	8,002,564	-1,406,305	-14.9%
<i>410 - AQMD FUND</i>						
70600	Rideshare	33,641	35,000	35,000	0	100.0%
70620	AQMD-AB2766	55,571	68,225	50,000	-18,225	100.0%
	Fund Total	89,212	103,225	85,000	-18,225	100.0%
<i>411 - PARATRANSIT FUND</i>						
70420	Para Transit Services	303,925	320,829	242,642	-78,187	-24.4%
	Fund Total	303,925	320,829	242,642	-78,187	-24.4%
	Department Total	\$41,636,357	\$54,429,614	\$49,365,228	-\$5,064,386	-9.3%



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

REVENUE SUMMARY	ACTUAL	ADJUSTED	CITY MGR	CHANGE FROM	%
	RECEIPTS	BUDGET	RECOMMEND	PRIOR YEAR	
	2018/2019	2019/2020	2020/2021	ADJUSTED	CHANGE
Measure R - OP	2,216,259	2,376,766	2,376,881	115	0.0%
Measure R-Local Return Transit	0	251,203	263,385	12,182	4.8%
Measure R - Clean Fuel	0	141,775	0	-141,775	-100.0%
Measure M-OP	2,237,563	2,458,354	2,351,684	-106,670	-4.3%
LCFS Credit	273,005	161,080	56,020	-105,060	-65.2%
FTA - 5307 (Sect 9)	3,985,303	3,396,000	11,789,396	8,393,396	247.2%
STA Grant	1,731,849	1,134,065	1,020,445	-113,620	-10.0%
SB1 - STA (State Grant Funds)	30,620	738,525	771,498	32,973	4.5%
SB1-State of Good Repair Funds	-112,307	245,367	216,523	-28,844	-11.8%
TDA Grant	4,273,279	6,024,508	7,216,272	1,191,764	19.8%
AQMD-AB2766Subvention	38,297	0	50,000	50,000	100.0%
CalCap&Trade LCTOP LowCarbonTr	299,582	169,652	216,443	46,791	27.6%
Prop A Incentive	61,557	71,805	58,867	-12,938	-18.0%
Prop A Disc	3,526,392	3,566,575	3,643,789	77,214	2.2%
Prop 1B - PTIMSEA	32,952	0	0	0	0.0%
Prop 1B Transit Security	0	66,090	37,550	-28,540	-43.2%
Metro Prop 1B Bridge Transit S	109,452	78,097	192,818	114,721	146.9%
Prop C Disc - Transit Svc Expa	164,783	252,811	258,625	5,814	2.3%
Prop C Disc - BSIP Overcrowdin	172,727	176,666	180,729	4,063	2.3%
Prop C Disc - Foothill Mitigat	195,526	217,384	209,069	-8,315	-3.8%
Prop C Disc - Security	457,664	404,087	397,990	-6,097	-1.5%
Prop C Disc - MOSIP	711,869	1,085,352	1,128,949	43,597	4.0%
EIR Transit Mitigation Fund	486,308	1,550,000	485,884	-1,064,116	-68.7%
MTA - Bus Signal Priority Proj	74,795	100,000	0	-100,000	-100.0%
MTA - Real Time Bus Arrival	114,347	100,000	0	-100,000	-100.0%
County Paratransit Reimburseme	257	1,000	500	-500	-50.0%
Farebox Revenues	1,878,797	1,900,000	1,500,000	-400,000	-21.1%
TAP Card Sales	429,444	400,000	400,727	727	0.2%
Purchase TAP Cards	124	0	0	0	0.0%
EZ Pass Revenue	186,509	120,000	120,000	0	0.0%
BruinGO Program	343,713	300,000	208,000	-92,000	-30.7%
Access Services	66,627	85,000	55,000	-30,000	-35.3%
LIFE - METRO	3,720	3,000	3,500	500	16.7%
Dial-a-Ride	3,172	3,000	2,500	-500	-16.7%
Extended Areas	0	500	100	-400	-80.0%
Vehicle Amortization	2,058,872	2,167,555	980,297	-1,187,258	-54.8%
Equip Maint - Labor	5,083,584	6,000,000	5,368,588	-631,412	-10.5%
Equip Maint - Commerc	335,926	0	0	0	0.0%
Equip Maint - Fuel	1,861,508	1,600,000	1,400,000	-200,000	-12.5%
Equip Maint - Parts	1,155,986	1,300,000	1,305,440	5,440	0.4%
Equip Maint - Misc.	4,072	0	0	0	0.0%
Advertising - Bus	237,920	250,000	250,000	0	0.0%
Interest Income	184,185	80,000	100,000	20,000	25.0%



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

REVENUE SUMMARY (Continued)	ACTUAL	ADJUSTED	CITY MGR	CHANGE FROM	% CHANGE
	RECEIPTS 2018/2019	BUDGET 2019/2020	RECOMMEND 2020/2021	PRIOR YEAR ADJUSTED	
Rent/Concession - Other	65,361	65,361	65,361	0	0.0%
Miscellaneous Revenue	23,923	15,000	15,000	0	0.0%
Donations	2,749	2,500	2,000	-500	-20.0%
Sale of Property	-50,010	0	0	0	0.0%
Trsf In From - Fund 424	266,316	474,802	727,631	252,829	53.2%
Fund Balance	6,411,782	14,895,734	3,937,767	-10,957,967	-73.6%
Department Total	\$41,636,357	\$54,429,614	\$49,365,228	-\$5,064,386	-9.3%



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>20370100 Transit Administration</u>					
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Management Analyst	4.00	4.00	4.00	0.00	0.0%
Transportation Planning Manager	1.00	1.00	1.00	0.00	0.0%
Sr. Management Analyst	1.00	1.00	1.00	0.00	0.0%
Transportation Director	1.00	1.00	1.00	0.00	0.0%
Division Total	8.00	8.00	8.00	0.00	0.0%
<u>20370200 Transit Operations</u>					
Administrative Clerk	2.00	2.00	2.00	0.00	0.0%
Administrative Secretary	1.00	1.00	1.00	0.00	0.0%
Building Engineer *	0.00	0.00	1.00	1.00	100.0%
Bus Operator **	128.00	128.00	120.00	-8.00	-6.3%
Custodian	2.00	1.00	1.00	0.00	0.0%
Deputy Transportation Director	1.00	1.00	1.00	0.00	0.0%
Facility Maintenance Supervisor ***	0.00	0.00	1.00	1.00	100.0%
Facility Maintenance Worker *	0.00	3.00	4.00	1.00	33.3%
Fleet Services Assistant	3.00	3.00	7.00	4.00	133.3%
Human Resources Technician	0.00	0.50	0.50	0.00	0.0%
Information Systems Analyst	0.50	0.50	0.50	0.00	0.0%
Scout Vehicle Operator/RPT	0.49	0.49	0.50	0.01	2.0%
Secretary	0.00	0.00	1.00	1.00	100.0%
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%
Division Total	146.99	149.49	149.50	0.01	0.0%
<u>30870400 Equipment Maintenance</u>					
Administrative Clerk #	1.00	1.00	1.00	0.00	0.0%
Building Engineer	1.00	1.00	0.00	-1.00	-100.0%
Electronic Fleet Services Technician	2.00	2.00	2.00	0.00	0.0%
Facility Maintenance Worker	1.00	1.00	0.00	-1.00	-100.0%
Fleet Services Assistant *, ^	10.00	10.00	5.00	-5.00	-50.0%
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	4.00	1.00	33.3%
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	12.00	-2.00	-14.3%
Sr. Welder	1.00	1.00	1.00	0.00	0.0%
Division Total	40.00	40.00	32.00	-8.00	0.0%



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

REGULAR POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>41170420 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	196.99	199.49	191.50	-7.99	-4.0%

- * Transfer one (1) Building Engineer position, one (1) Facility Maintenance Worker position and four (4) Fleet Services Assistant positions from 30870400 - Equipment Maintenance to 20370200 - Transit Operations.
- ** Eliminate three (3) Full-time Bus Operator positions and five (5) Part-time Bus Operator positions.
- *** Add one (1) Facility Maintenance Supervisor position
- ^ Eliminate one (1) Fleet Services Assistance position
- ^^ Eliminate one (1) Sr. Fleet Services Technician position
- ^^^ Downgrade one (1) Sr. Fleet Services Technician position to Fleet Services Technician position
- # Vacant position(s) frozen, no appropriation included for Fiscal Year 2020/2021.

CASUAL PART-TIME POSITIONS	ACTUAL 2018/2019	ADJUSTED 2019/2020	CITY MGR RECOMMEND 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<u>20370100 Transportation Administration</u>					
Administrative Intern	4,360	4,360	4,860	500	11.5%
Division Total	4,360	4,360	4,860	500	11.5%
<u>20370200 Transportation Operations</u>					
Administrative Intern	1,560	1,560	2,560	1,000	0.0%
Division Total	1,560	1,560	2,560	1,000	0.0%
<u>41170420 Paratransit Services</u>					
Van Driver/Ex	248	248	248	0	0.0%
Division Total	248	248	248	0	0.0%
Total Hours	6,168	6,168	7,668	1,500	24.3%



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2019/2020 WORK PLANS

CITY STRATEGIC PLAN INITIATIVES

FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation

Mobility Services:

- Analyze and improve existing transit service and plan for and implement or pilot new and innovative mobility services and technologies such as on-demand Microtransit to improve mobility options and reduce vehicle miles traveled.

Status: Staff has been exploring multiple ways to deliver the Micro transit Pilot Project and is working to finalize a recommendation with LA Metro to establish a partnership that will include Culver City's Micro transit Pilot Project as part of the LA Metro's regional Micro transit pilot program. A recommendation will be brought to council in May 2020 with the project pilot to commence in 2nd Quarter FY21.

A Short-Range Transit Plan (SRTP) has been completed that outlines the strategic goals for FY20 and FY21. The first goal outlines the need to develop a Comprehensive Mobility Service Plan (CMSP). Staff has drafted a Request for Proposal (RFP) for the CMSP Project and will issue before the end of FY20. The CMSP will take a comprehensive approach to rethink mobility services and management and offer the public with options that will reduce Single-Occupancy Vehicle (SOV) trips and emissions. The CMSP will include a fixed-route service analysis, other mobility services and program analysis, bus lane feasibility study, and recommendations on developing Culver City's Transportation Demand Management Program.

- Expand the Transportation Department marketing footprint via Public Relations programs, special fare options and transit pass classifications such as college U-Pass and CCUSD collaboration. Create opportunities to strengthen strategic public and private stakeholder partnerships, focusing on the current and incoming business community to incentivize ridership. Plans include educational programs, general market outreach, social media development, incentive programs, and dynamic workforce recruitment.

Status: Marketing footprint has been expanded to include a brand that is prepped for the next steps in the mobility discussion. Staff is working with Metro to expand U-Pass program to UCLA, WLAC and Loyola Marymount. Conversations are ongoing with CCUSD to develop a program which includes field trips, educational programs and free bus rides for students. Major marketing campaigns to introduce the use of the new smart-phone application Next CCBus are planned and directed towards the student population – known to be the users of these type of applications.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

The department continues its relationships and programs with CCUSD seeking ways to encourage safe transport to schools. Dialogue has started with stakeholders to explore free fare for students to school and funding of transportation to after-school programs.

On the business front, the department is working with Leadership Culver City and Culver City Chamber of Commerce to develop a partnership in creating a Small Business Saturday in FY20. This partnership is designed to encourage shopping using alternative mobility options versus a single occupancy vehicle and to promote the use of our new Next CCBus smart-phone App. Other general market outreach is ongoing with Chamber, DBA and new employers to the City.

Social Media and Facebook content is expanding. Team is in the process of exploring dynamic workforce recruitment by partnering with Workforce Development and US Military to collaborate on continuous workforce recruitment.

Mobility Management:

- Update and expand the Transportation Department's Mobility Action Plan; continue to administer the City's Congestion Management Program; and work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to manage mobility and incentivize, promote, and create the use of alternative modes of transportation by residents and businesses.

Status: Staff is preparing to issue a Request For Proposal (RFP) to update the City' TDM Ordinance as part of the Comprehensive Mobility Service Plan (CMSP) Project. The CMSP Project will take a comprehensive approach to rethink mobility services and management and offer the public with options that will reduce Single-Occupancy Vehicle (SOV) trips and emissions. The CMSP Project will include a fixed-route service analysis, other mobility service and program analysis, bus lane feasibility study, and Transportation Demand Management Program.

- Propose and implement the future scooter share program in coordination with City Manager's Office and other departments.

Status: Staff has been preparing for the implementation of the future scooter share program and is planning to take the proposed program with a multi-year agreement to the City Council for consideration and adoption in March 2020. The agreement is addressing the issues discovered in the pilot phase and some more permanent operating procedures.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- 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 be complete by December 2019. Participate in the City's General Plan and Traffic Study Guidelines update efforts.

Status: The new Culver City SmartBus Project has gone live on March 3, 2020 with the new SmartBus System replacement, Real-Time Bus Arrival Information, and the Bus Signal Prioritization. The SmartBus System includes a new CAD/AVL system that polls the location of the bus every five seconds and includes an array of system improvements for the operator to improve their on-time performance: SmartYard location, paperless bus inspections, paperless route paddles, simplified operator sign-on, automated head sign update, automatic detour notifications, improved radio communications and most importantly automatic alerting of on-time performance. The real-time system is also live providing five (5) different ways to access real-time information: via the Next CCBus app, via the web (nextccbus.com), via text alerts, via an interactive voice response system, and 74 LED solar-powered LED signs throughout Culver City. These LED signs also include security lighting to enhance the safety of our passengers. The real-time data is also being made public and available to other transit applications including Google maps. The traffic signal prioritization is installed on every bus corridor within Culver City to assist in the movement of buses through traffic when a bus is more than 5 minutes late.

Employee and community focus groups have been held to test the real-time data, promote the project and make sure the local partners and community members are aware of the project and can use the new tools. Events are planned, beginning March 3, 2020, to promote the Smartbus Program as a mobility tool. Programs are planned to promote the Next CCBus smart-phone App and other mobility tools to encourage and incentivize ridership. Website will be expanded to include information about the project and a PR campaign including training of staff, radio ads, car cards and take ones will promote use.

Staff will continue to work on the SmartBus project throughout the coming year to improve business processes with the new system capability. The more reliable data will also be used in the upcoming service analysis of our fixed route system to improve system performance.

Staff has been participating in the City's General Plan and Traffic Study Guidelines update efforts.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

- Utilize the Regional Growth Action Plan (RGAP) and Next Gen Bus Study data specific to Culver CityBus and the Westside community, to inform our marketing outreach and transit planning decision-making.

Status: Staff has been working with Metro to obtain available traffic and ridership data to help inform transit planning decision-making. This data will be folded into the upcoming comprehensive fixed route service analysis, where we will attempt to unify the goals of LA Metros Next Gen Plan. Through the Regional Marketing Exchange Group, staff is working to develop an outreach plan to address the issues highlighted in the RGAP study including, but not limited to, members in the community who are in life transition (moving, new jobs, entering college, etc.). Staff is leading the efforts to develop and implement a regional plan.

Improving Transportation Infrastructure:

- Develop and finalize plans to reorganize and improve the Transportation Facility to allow the existing space to meet the long-term fleet and operational needs of the City

Status: The Transportation Department completed a Fleet Electrification Feasibility Report for the entire City fleet, including transit buses in August of 2019 to explore multiple fuel options for future vehicle purchases and to address the Transportation Facility's needs to continue to support (both fuel and service) future fleets of vehicle. A recommendation for a Phase 2 of this project to draft plans for a complete reorganization of the current bus yard space, including the possible reconstruction of the parking structure and realignment of the ingress and egress locations. The study will also include the installation of the electrical infrastructure required to fuel and maintain an electric vehicle fleet.

- Conduct a comprehensive utilization assessment of the City fleet to evaluate potential future conversion to alternative fuels and introduction of fleet telematics

Status: A comprehensive utilization assessment, and replacement fund reconciliation is underway. Anticipated completion date is April 2020.

- Work with other departments to plan for transportation infrastructure to accommodate alternative modes of transportation and future technological advances; explore the feasibility of implementing dedicated transit lanes.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Status: Staff is working to issue an RFP (as part of the CMSP RFP) to conduct the transit lane feasibility study for all major corridors in Culver City. Current progress is being made in collaboration with Public Works on the Expo to Downtown Bicycle Connector to include consideration of transit lanes in the design. Bus only lanes, along with a possible transit circulator will be explored in FY21.

Fleet Services staff continues to work closely with Public Works staff on electric vehicle charging initiatives within the transportation facility and the rest of the City properties.

FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.

- Explore, identify, and secure additional transportation funding sources via public-private partnerships, competitive grants, and TDM fees.

Status: Staff is in the progress of drafting a Ten (10) year revenue forecast, which is the first step of a Ten (10) year financial plan scheduled for FY21. Staff continued to apply for competitive federal grants to accomplish City's goal toward fleet electrification.

In the last year, Staff obtained approximately \$1.7 million in federal transit grants for facility expansion and fleet electrification through LA County's Bus Operations Subcommittee's call for projects. Staff is also preparing to apply for additional funding in the FTA LoNo grant for future bus procurement and the next round of LA Metros County's Bus Operations Subcommittees call for projects and from other grant programs for fleet electrification.

DEPARTMENTAL INITIATIVES

- Advance workforce development and succession planning by identifying and providing training opportunities for technical staff that will foster and promote proficiency in the maintenance of new and developing vehicle technologies

Status: Staff will continue to sponsor Southern California Regional Transit Training Consortium and other Technical Training opportunities on site to promote proficiency in the maintenance of new and developing technologies. Culver City has hosted courses in Compressed Natural Gas and is scheduling courses on electronics and fleet electrification.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2019/2020 WORK PLANS (CONTINUED)

Staff is collaborating with WLAC Student Resource Center, LA County America's Job Center – Culver City Office, and the NAACP to establish recruitment opportunities to underserved individuals. Marketing and HR staff have participated in regional job fairs, following up as appropriate to provide additional resources and information. As a result of personal follow up, we will soon be participating in job fairs targeted to veterans in life transition.

Department staff has created a new vision and mission statement to encourage employee engagement. The new vision and mission statement, partnered with new Safety-First Committees, Employee Recognition and multiple employee task forces allow for leadership opportunities and identify team members who can be considered in succession planning and training efforts.

- Procure and implement a data management system to aggregate data from multiple sources, enabling enhanced performance monitoring and reporting functions, with specific support for the complex National Transportation Database (NTD) submission.

Status: Staff has had discussions with at least one vendor to obtain cost estimates and additional information on these data management systems. Project planning will be included in the FY21 budget development for the Transportation Department.

FISCAL YEAR 2020/2021 WORK PLANS

FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation

Mobility Services:

- Conduct the Comprehensive Mobility Service Plan (CMSP) to rethink mobility services and management and offer the public with options that will reduce single-occupancy vehicle trips and emissions.
- Plan for and implement/pilot new and innovative mobility services and technologies such as on-demand Microtransit to improve mobility options and reduce vehicle miles traveled.
- Pursue the development and implementation of a performance management program to facilitate high success levels and measure the effectiveness of operations and employees. The program includes the integration of performance based plans utilizing key performance indicators, establishing state of good repair targets and establishing safety targets. Create an annual City Mobility performance report that summarizes performance compared to agreed upon targets.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- In pursuit to further clean air goals of the City and the state mandate for transit electrification, staff will pursue vehicle electrification options for all mature markets and pursue expansion pilot project opportunities for those still in development. Within transit, battery electric buses will be pursued in FY21, replacing existing CNG-powered buses. Within other city departments and general use, department will continue to evaluate City's motor pool program to improve fleet efficiency and further reduce greenhouse gas emissions.

Mobility Management:

- Work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to manage mobility and incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.
- Administer, manage and grow the City's Micromobility Programs (Scooter share and the future bikeshare). Incorporate the concept of first and last mile connections with fixed route system, including the development of "Mobility Hubs" centered around bus stops and other key locations within the City.

Improving Transportation Infrastructure:

- Continue to work with City departments, regional stakeholders and partners to gain an understanding of the costs associated with installation of electric vehicle supply equipment (EVSE) at various locations where fleet vehicles are parked for city and public use. Using the results of this study, create a plan to develop the City's electrical infrastructure to support the deployment of additional electric vehicles at City facilities and throughout the community for public charging.
- Collaborate with Public Works Department on the Expo-Downtown Bicycle Connector Project to consider the design to improve our CityBus service and consider elements such as bus stops, new bus circulator service with autonomous vehicles, and future bus-only lanes. The CMSP Project will assist in the evaluation of the service options and will also include a comprehensive transit lane feasibility study for all major transit corridors (such as Sepulveda Boulevard, Washington Boulevard, Jefferson Boulevard, Culver Boulevard, and Overland Avenue) in the City.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Implement Bus Stop Improvements Phase 2 Project to expand on the use of LED solar powered real-time bus stop signs with security lighting throughout Culver CityBus service area and continue to replace older furnishings and improve sidewalk and roadway within the Culver City limits.
- Expand and Enhance Transit Technology projects to improve the reliability and service delivery of fixed route and other mobility services. Staff will create a technology roadmap that incorporates plans to design and implement Mobility-as-a-Service (MaaS) application, Radio Voice over Internet Protocol (VoIP) for better radio voice quality, public Wi-Fi on buses, automated payroll for departmental employees, and route scheduling, daily dispatch, workforce management and timekeeping to improve operational efficiency.

FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.

- Develop a ten (10) year financial plan for the Transportation department that includes all revenue sources, operating and capital needs, and identifies funding gaps. Pursue and secure additional transportation funding sources to fill those gaps via public-private partnerships, competitive grants, and TDM fees. Incorporate Transit Capital Improvement Plan into the City-wide capital program.
- Complete analysis of Culver City Vehicle and Supporting Equipment Replacement Fund, identify funding shortages and perform a city vehicle utilization study by the end of FY21.
- Procure and implement a data management system to aggregate data from multiple sources, enabling enhanced performance monitoring and reporting functions, with specific support for the complex National Transportation Database (NTD) submission.
- Implement the City's newly developed Internal Controls processes and procedures to ensure cash handling, grants management, reporting, fleet utilization and asset management are in compliance with government accounting standards and City policies.
- Incorporate sound project management principles in the planning, operating and capital programs within the transportation department, including quarterly reporting of performance.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

DEPARTMENTAL INITIATIVES

- Expand on communication efforts by pursuing a well-constructed strategy for driving community and employee engagement. Community engagement programs will foster two-way communication that improves understanding of services provided and embraces feedback for performance improvement. Employee engagement programs will provide transparency and pursue involvement in recommendations and decisions.
- Continue to develop and implement a Safety Management System (SMS) within the Culver City Transportation Department. The SMS is a proactive risk management approach that includes a safety policy, safety risk management, safety assurance, and safety promotion.

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**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203	20370100			
			MUNICIPAL BUS LINES FUND	Transportation Admin			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
894,639	967,247	967,247	411100	Regular Salaries	1,036,854	69,607	7.2%
21,199	69,976	169,976	411200	Part-Time Salaries	85,476	-84,500	-49.7%
4,266	2,550	2,550	411310	Overtime-Regular	2,550	0	0.0%
29,160	30,680	30,680	431000	Deferred Compensation	26,520	-4,160	-13.6%
61,818	63,952	63,952	432000	Social Security	61,385	-2,567	-4.0%
1,073,256	75,952	75,952	433000	Retirement - Employer	70,995	-4,957	-6.5%
127,940	155,124	155,124	433050	Retirement-Unfunded Liability	154,089	-1,035	-0.7%
66,086	51,683	51,683	434000	Workers Compensation	89,378	37,695	72.9%
106,095	115,279	115,279	435000	Group Insurance	114,042	-1,237	-1.1%
4,963	5,200	5,200	435400	Retiree Health Savings	5,200	0	0.0%
21,840	22,100	22,100	435500	Retiree Insurance	27,580	5,480	24.8%
29,207	30,083	30,083	435600	Retiree Medical Prefunding	0	-30,083	-100.0%
(36,557)	0	0	435650	OPEB Liability Charge	0	0	0.0%
340	315	315	436000	State Disability Insurance	625	310	98.4%
3,500	3,500	3,500	437000	Mgt Health Ben	3,000	-500	-14.3%
11,874	12,000	12,000	437500	Longevity Pay	8,700	-3,300	-27.5%
4,500	4,500	4,500	438000	Auto Allowance	4,500	0	0.0%
7,054	7,410	7,410	438500	Cell Phone Allowance	6,435	-975	-13.2%
2,431,178	1,617,551	1,717,551	Total	Personnel Services	1,697,329	-20,222	-1.2%
13	1,700	1,700	512100	Office Expense	500	-1,200	-70.6%
0	300	300	512200	Printing and Binding	300	0	0.0%
2	80	80	512300	Postage	80	0	0.0%
533	450	450	512400	Communications	450	0	0.0%
2,389	2,500	2,500	514100	Departmental Special Supplies	2,500	0	0.0%
2,412	8,000	13,000	516100	Training & Education	7,445	-5,555	-42.7%
17,718	32,200	32,200	516500	Conferences & Conventions	35,800	3,600	11.2%
4,969	3,300	3,300	516600	Special Events & Meetings	3,300	0	0.0%
36,546	38,000	38,000	516700	Memberships & Dues	38,000	0	0.0%
500	1,000	1,000	517100	Subscriptions	500	-500	-50.0%
55,904	40,000	68,430	517300	Advertising and Public Relatio	50,730	-17,700	-25.9%
928	5,000	5,000	517800	Employee Service Award Program	5,000	0	0.0%
5,963	4,876	4,876	517850	Employee Recognition Events	4,876	0	0.0%
5,000	500	500	600200	R&M - Equipment	500	0	0.0%
1,500	11,964	16,964	610100	Audit Services	11,964	-5,000	-29.5%
533,410	405,500	3,184,301	619800	Other Contractual Services	630,500	-2,553,801	-80.2%
(532,255)	0	0	699800	Other Contractual Service-Cont	0	0	0.0%
135,532	555,370	3,372,601	Total	Maint & Operations	792,445	-2,580,156	-76.5%
2,566,711	2,172,921	5,090,152	Division Total		2,489,774	-2,600,378	-51.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203	20370200 Transportation Operations			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
6,564,145	9,041,122	9,041,122	411100	Regular Salaries	9,231,797	190,675	2.1%
141,327	23,800	23,800	411200	Part-Time Salaries	38,750	14,950	62.8%
1,342,319	215,840	215,840	411310	Overtime-Regular	215,840	0	0.0%
160,547	218,400	218,400	431000	Deferred Compensation	176,706	-41,694	-19.1%
610,042	710,528	710,528	432000	Social Security	686,407	-24,121	-3.4%
582,923	714,528	714,528	433000	Retirement - Employer	735,176	20,648	2.9%
1,215,173	1,451,686	1,451,686	433050	Retirement-Unfunded Liability	1,550,634	98,948	6.8%
582,094	470,409	470,409	434000	Workers Compensation	740,435	270,026	57.4%
1,586,297	2,210,396	2,210,396	435000	Group Insurance	2,202,517	-7,879	-0.4%
70,391	92,950	92,950	435400	Retiree Health Savings	95,186	2,236	2.4%
302,919	311,990	311,990	435500	Retiree Insurance	311,020	-970	-0.3%
443,876	457,192	457,192	435600	Retiree Medical Prefunding	0	-457,192	-100.0%
(485,681)	0	0	435650	OPEB Liability Charge	0	0	0.0%
36,101	39,349	39,349	436000	State Disability Insurance	38,987	-362	-0.9%
1,000	1,500	1,500	437000	Mgt Health Ben	2,000	500	33.3%
146,916	168,000	168,000	437500	Longevity Pay	202,500	34,500	20.5%
5,850	5,850	5,850	438500	Cell Phone Allowance	9,425	3,575	61.1%
1,018	39,250	39,364	440000	Uniform Allowance	39,250	-114	-0.3%
(29,817)	0	0	499500	Contra-Salaries	0	0	0.0%
(8,550)	0	0	499550	Contra-Benefits	0	0	0.0%
13,268,890	16,172,790	16,172,904	Total	Personnel Services	16,276,630	103,726	0.6%
1,182	1,000	1,000	512100	Office Expense	2,000	1,000	100.0%
67,444	90,000	82,000	512200	Printing and Binding	65,000	-17,000	-20.7%
657	1,000	1,000	512300	Postage	650	-350	-35.0%
28,655	21,570	29,570	512400	Communications	21,570	-8,000	-27.1%
39,976	43,000	43,000	513000	Utilities	43,000	0	0.0%
41,908	50,200	57,342	514100	Departmental Special Supplies	50,200	-7,142	-12.5%
32,996	40,122	69,022	516100	Training & Education	59,568	-9,454	-13.7%
4,590	27,258	27,258	516500	Conferences & Conventions	24,348	-2,910	-10.7%
9,830	8,000	8,000	516600	Special Events & Meetings	8,000	0	0.0%
0	11,000	11,233	517300	Advertising and Public Relatio	5,000	-6,233	-55.5%
53,976	84,200	114,298	550110	Uniforms	50,000	-64,298	-56.3%
9,214	20,000	20,000	600100	R&M - Building	84,600	64,600	323.0%
3,703	15,500	16,109	600200	R&M - Equipment	5,000	-11,109	-69.0%
3,385	525,000	525,000	600800	Equip Maint Expenses	500,000	-25,000	-4.8%
1,173,040	1,200,000	1,200,000	600830	Fuel Charges	1,000,000	-200,000	-16.7%
0	1,000	1,000	605100	Rental of Equipment	1,000	0	0.0%
8,367	9,000	15,779	614100	Medical Services	18,000	2,221	14.1%
225,490	453,000	572,103	619800	Other Contractual Services	560,000	-12,103	-2.1%
296,432	355,718	355,718	650100	Insurance Premiums - Liability	355,718	0	0.0%
211,932	506,014	545,853	650200	Insurance Premiums - Other	506,014	-39,839	-7.3%
832	0	0	650300	Liability Reserve Charge	0	0	0.0%
(279,120)	250,000	250,000	660100	Liability Insurance Claims	250,000	0	0.0%
3,369,812	2,800,000	2,800,000	665100	Depreciation	2,800,000	0	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370200 Transportation Operations		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
1,576,455	1,807,283	1,807,283	670100	Administrative Charges	1,942,187	134,904	7.5%
6,880,755	8,319,865	8,552,568	Total	Maint & Operations	8,351,855	-200,713	-2.3%
20,149,645	24,492,655	24,725,472	Division Total		24,628,485	-96,987	-0.4%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203 MUNICIPAL BUS LINES FUND		20370214 Preventative Maintenance (P)		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
3,821,952	4,000,000	4,000,000	600800	Equip Maint Expenses	3,500,000	-500,000	-12.5%
3,821,952	4,000,000	4,000,000	Total	Maint & Operations	3,500,000	-500,000	-12.5%
3,821,952	4,000,000	4,000,000	Division Total		3,500,000	-500,000	-12.5%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203	20370300			
			MUNICIPAL BUS LINES FUND	Transportation Capital			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
193,105	122,000	312,000	732100	Auto-Rolling Stock & Equipment	5,691,237	5,379,237	1724.1%
720,285	1,017,495	6,063,836	732120	Departmental Special Equipment	2,290,503	-3,773,333	-62.2%
2,180	0	15,000	732130	Office Machines & Equipment	0	-15,000	-100.0%
11,743	0	23,000	732150	IT Equipment - Hardware	175,000	152,000	660.9%
0	0	0	732160	IT Equipment - Software	616,700	616,700	0.0%
0	25,000	38,000	740100	Furniture & Furnishings	0	-38,000	-100.0%
927,313	1,164,495	6,451,836	Total	Capital Outlay	8,773,440	2,321,604	36.0%
927,313	1,164,495	6,451,836	Division Total		8,773,440	2,321,604	36.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203			20370303			
			MUNICIPAL BUS LINES FUND		Bus Tire Lease (P)				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
142,593	136,500	172,000	732120	Departmental Special Equipment	0	-172,000	-100.0%		
142,593	136,500	172,000	Total	Capital Outlay	0	-172,000	-100.0%		
142,593	136,500	172,000	Division Total		0	-172,000	-100.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203			20370308			
			MUNICIPAL BUS LINES FUND			Bus Security Cameras (P)			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
201,467	0	78,200	732120	Departmental Special Equipment	0	-78,200	-100.0%		
201,467	0	78,200	Total	Capital Outlay	0	-78,200	-100.0%		
201,467	0	78,200	Division Total		0	-78,200	-100.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203	20370309				
			MUNICIPAL BUS LINES FUND	Bus Stop Furnishings (P)				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
(8,341)	0	530,126	732120	Departmental Special Equipment	1,243,323	713,197	134.5%	
(8,341)	0	530,126	Total	Capital Outlay	1,243,323	713,197	134.5%	
(8,341)	0	530,126	Division Total		1,243,323	713,197	134.5%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203			20370311			
			MUNICIPAL BUS LINES FUND			Bus Wash Replacement Project			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change		
406,425	0	38,000	732120	Departmental Special Equipment	0	-38,000	-100.0%		
406,425	0	38,000	Total	Capital Outlay	0	-38,000	-100.0%		
406,425	0	38,000	Division Total		0	-38,000	-100.0%		

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			203			20370313			
			MUNICIPAL BUS LINES FUND		Bus Stop Signage Project				
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description		City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
0	0	14,500	732120	Departmental Special Equipment		0	-14,500	-100.0%	
0	0	14,500	Total	Capital Outlay		0	-14,500	-100.0%	
0	0	14,500	Division Total			0	-14,500	-100.0%	



TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ALLISON COHEN

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 2018/2019	ADJUSTED BUDGET 2019/2020	CITY MGR RECOMM 2020/2021	CHANGE FROM PRIOR YEAR ADJUSTED	% CHANGE
<i>307 - EQUIPMENT REPLACEMENT FUND</i>						
70500	Equipment Replacement	3,812,795	3,496,405	400,000	-3,096,405	-88.6%
	Fund Total	3,812,795	3,496,405	400,000	-3,096,405	-88.6%



TRANSPORTATION

30770500 – EQUIPMENT REPLACEMENT

RESP. MGR.: ALLISON COHEN

OPERATING & MAINTENANCE

OBJECT 619800 – OTHER CONTRACTUAL SERVICES

DIV. NO.	UNIT NO.	DESCRIPTION	CITY MGR RECOMM 2020/2021
<i>Public Works – Environmental Programs/Operations - Refuse</i>			
60400		Consultant Fees (Battery Electric Refuse Truck Pilot Program)	\$ 150,000
		SUB-TOTAL	\$ 150,000
		SUB-TOTAL OBJECT 619800	\$ 150,000

CAPITAL OUTLAY

OBJECT 732120 – DEPARTMENTAL SPECIAL EQUIPMENT

DIV. NO.	UNIT NO.	DESCRIPTION	CITY MGR RECOMM 2020/2021
<i>Public Works – Environmental Programs/Operations - Refuse</i>			
60400	3144	Repair of Vehicle	150,000
60400		Refuse Truck Body	\$ 100,000
		SUB-TOTAL	\$ 250,000
		SUB-TOTAL OBJECT 732120	\$ 250,000
		TOTAL EQUIPMENT REPLACEMENT DIVISION	\$ 400,000

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			307		30770500		
			EQUIPMENT REPLACEMENT FUND		Equipment Replacement		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
3,734,056	1,179,250	3,143,726	732100	Auto-Rolling Stock & Equipment	400,000	-2,743,726	-87.3%
78,739	125,000	352,679	732120	Departmental Special Equipment	0	-352,679	-100.0%
3,812,795	1,304,250	3,496,405	Total	Capital Outlay	400,000	-3,096,405	-88.6%
3,812,795	1,304,250	3,496,405	Division Total		400,000	-3,096,405	-88.6%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			308	30870400 Equipment Maintenance			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
2,819,882	3,288,466	3,255,916	411100	Regular Salaries	2,599,188	-656,728	-20.2%
110,726	55,957	55,957	411310	Overtime-Regular	55,957	0	0.0%
27,536	0	39,014	411700	Contract Labor	0	-39,014	-100.0%
56,585	64,480	64,480	431000	Deferred Compensation	52,000	-12,480	-19.4%
230,908	238,188	238,188	432000	Social Security	182,243	-55,945	-23.5%
624,873	252,009	252,009	433000	Retirement - Employer	193,036	-58,973	-23.4%
437,902	519,770	519,770	433050	Retirement-Unfunded Liability	557,092	37,322	7.2%
110,166	144,363	144,363	434000	Workers Compensation	221,932	77,569	53.7%
563,493	630,812	630,812	435000	Group Insurance	496,316	-134,496	-21.3%
24,411	26,000	26,000	435400	Retiree Health Savings	19,500	-6,500	-25.0%
179,915	178,420	178,420	435500	Retiree Insurance	182,319	3,899	2.2%
157,694	162,425	162,425	435600	Retiree Medical Prefunding	0	-162,425	-100.0%
(202,542)	0	0	435650	OPEB Liability Charge	0	0	0.0%
13,539	13,620	13,620	436000	State Disability Insurance	10,352	-3,268	-24.0%
500	1,000	1,000	437000	Mgt Health Ben	1,000	0	0.0%
105,928	112,500	112,500	437500	Longevity Pay	94,500	-18,000	-16.0%
4,244	4,225	4,225	438500	Cell Phone Allowance	4,550	325	7.7%
2,800	2,100	2,100	440000	Uniform Allowance	2,800	700	33.3%
5,268,558	5,694,335	5,700,799	Total	Personnel Services	4,672,785	-1,028,014	-18.0%
2,984	3,495	3,495	512100	Office Expense	3,000	-495	-14.2%
0	150	150	512200	Printing and Binding	150	0	0.0%
28	100	100	512300	Postage	100	0	0.0%
1,066	910	910	512400	Communications	910	0	0.0%
63,476	79,568	79,568	513000	Utilities	79,568	0	0.0%
1,658	2,500	2,500	514000	Mandated Fees	1,775	-725	-29.0%
58,166	72,032	72,871	514100	Departmental Special Supplies	66,100	-6,771	-9.3%
4,871	16,524	16,524	514199	Departmental Special Supplies	5,000	-11,524	-69.7%
32,025	53,550	53,550	514600	Small Tools & Equipment	44,500	-9,050	-16.9%
28,670	58,100	60,523	516100	Training & Education	42,564	-17,959	-29.7%
400	0	0	516500	Conferences & Conventions	0	0	0.0%
0	103	103	516600	Special Events & Meetings	100	-3	-2.9%
550	750	750	516700	Memberships & Dues	750	0	0.0%
25,534	53,700	53,700	517100	Subscriptions	45,387	-8,313	-15.5%
1,300	2,325	2,325	517800	Employee Service Award Program	1,500	-825	-35.5%
1,200	1,200	1,200	517850	Employee Recognition Events	1,200	0	0.0%
1,423,897	1,600,000	1,600,000	520000	Petroleum Products	1,400,000	-200,000	-12.5%
0	1,515	1,515	550000	Other Charges	1,200	-315	-20.8%
37,374	24,000	24,000	550110	Uniforms	38,000	14,000	58.3%
65,869	66,300	66,300	600100	R&M - Building	62,000	-4,300	-6.5%
1,904,972	1,289,013	1,305,440	600200	R&M - Equipment	1,305,440	0	0.0%
40,994	45,000	45,000	600800	Equip Maint Expenses	45,068	68	0.2%
16,033	16,011	16,011	605400	Amortization of Equipment	12,577	-3,434	-21.4%
1,380	1,000	4,656	614100	Medical Services	1,500	-3,156	-67.8%
87,514	203,295	208,722	619800	Other Contractual Services	100,000	-108,722	-52.1%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			308 EQUIPMENT MAINTENANCE FUND		30870400 Equipment Maintenance		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
150,502	88,158	88,158	650300	Liability Reserve Charge	71,390	-16,768	-19.0%
22,246	0	0	665100	Depreciation	0	0	0.0%
(18,605)	0	0	690200	R&M-Equipment Contra	0	0	0.0%
3,954,102	3,679,299	3,708,070	Total	Maint & Operations	3,329,779	-378,291	-10.2%
9,222,660	9,373,634	9,408,869	Division Total		8,002,564	-1,406,305	-14.9%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			410		41070600		
			AQMD - AB 2766 FUNDS		AQMD-Rideshare		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
33,641	35,000	35,000	517700	Ride Share Program	35,000	35,000	0.0%
33,641	35,000	35,000	Total	Maint & Operations	35,000	35,000	0.0%
33,641	35,000	35,000	Division Total		35,000	35,000	0.0%

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			410			41070620		
			AQMD - AB 2766 FUNDS			AQMD - AB2766		
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change	
55,571	0	68,225	732120	Departmental Special Equipment	50,000	50,000	0.0%	
55,571	0	68,225	Total	Capital Outlay	50,000	50,000	0.0%	
55,571	0	68,225	Division Total		50,000	50,000	0.0%	

**Expenditures and Appropriations
By Object of Expense
Fiscal 2020-21**

TRANSPORTATION			411	41170420			
			PARA TRANSIT	Para Transit Services			
Expend Actual 2018-19	Adopted Budget 2019-20	Adjusted Budget 2019-20	Expense Object	Expense Object Description	City Mgr Recom 2020-21	Change from Prior Yr Adjusted	% Change
93,543	107,415	107,415	411100	Regular Salaries	104,065	-3,350	-3.1%
29,817	0	0	411150	Salaries-Project	0	0	0.0%
7,842	0	0	411310	Overtime-Regular	0	0	0.0%
8,550	0	0	430500	Benefits-Project	0	0	0.0%
1,560	1,560	1,560	431000	Deferred Compensation	1,560	0	0.0%
7,561	7,650	7,650	432000	Social Security	7,518	-132	-1.7%
8,000	8,306	8,306	433000	Retirement - Employer	8,101	-205	-2.5%
15,380	17,472	17,472	433050	Retirement-Unfunded Liability	18,207	735	4.2%
6,053	6,000	6,000	434000	Workers Compensation	0	-6,000	-100.0%
28,934	29,842	29,842	435000	Group Insurance	30,931	1,089	3.6%
1,300	1,300	1,300	435400	Retiree Health Savings	1,300	0	0.0%
478	477	477	436000	State Disability Insurance	471	-6	-1.3%
2,020	2,100	2,100	437500	Longevity Pay	2,100	0	0.0%
211,038	182,122	182,122	Total	Personnel Services	174,253	-7,869	-4.3%
0	5,500	5,500	512200	Printing and Binding	1,000	-4,500	-81.8%
0	500	500	514100	Departmental Special Supplies	500	0	0.0%
0	1,000	1,000	516100	Training & Education	1,000	0	0.0%
208	1,000	1,000	550110	Uniforms	1,000	0	0.0%
43,160	50,000	50,000	600800	Equip Maint Expenses	39,835	-10,165	-20.3%
18,633	22,784	22,784	605400	Amortization of Equipment	4,854	-17,930	-78.7%
0	200	200	614100	Medical Services	200	0	0.0%
14,963	45,000	55,892	619800	Other Contractual Services	20,000	-35,892	-64.2%
15,924	0	0	670100	Administrative Charges	0	0	0.0%
92,888	125,984	136,876	Total	Maint & Operations	68,389	-68,487	-50.0%
303,925	308,106	318,998	Division Total		242,642	-76,356	-23.9%

**CITY OF CULVER CITY
FISCAL YEAR 2020/2021
PROPOSED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ	PROJECT TITLE	FY 2019/2020 REVISED BUDGET	FY 2019/2020 ESTIMATED SPEND	FY 2020/2021 ESTIMATED CARRYOVER	FY 2020/2021 PROPOSED BUDGET
202	PZ948	Transfer Station Improvements	503,320	36,820	466,500	100,000
		202 - REFUSE DISPOSAL FUND TOTAL	\$ 503,320	\$ 36,820	\$ 466,500	\$ 100,000
203	PT009	Enterprise Camera System	60,000	-	60,000	-
		203 - MUNICIPAL BUS FUND TOTAL	\$ 60,000	\$ -	\$ 60,000	\$ -
204	PS012	Sewer Emergency Notification System	263,105	-	263,105	-
204	PW003	Fox Hills/Bristol Sewage Pump Station Divrsn Pipelines	-	-	-	400,000
204	PZ230	Sewer Local & Emergency Repair	546,331	196,331	350,000	100,000
204	PZ521	Sewage Pump Station Improvements	500,000	483	499,517	125,000
204	PZ874	Bankfield Pump Station Sewer	3,832,336	3,298,713	533,623	-
204	PZ906	Priority Sewer Main Rehab	12,428	12,428	-	-
204	PZ946	Mesmer/Overland Sewer Pump Station Pipeline Diversion	12,924,227	12,252,168	672,059	-
		204 - SEWER ENTERPRISE FUND TOTAL	\$ 18,078,427	\$ 15,760,123	\$ 2,318,304	\$ 625,000
205	PT003	Municipal Fiber Network	140,130	140,130	-	-
		205 - MUNICIPAL FIBER NETWORK FUND TOTAL	\$ 140,130	\$ 140,130	\$ -	\$ -
309	PZ944	eDiscovery	9,850	9,850	-	-
		309 - RISK MANAGEMENT FUND TOTAL	\$ 9,850	\$ 9,850	\$ -	\$ -
417	PS005	Annual Street Pavement Rehabilitation Project	206,578	-	206,578	433,453
417	PZ546	Pavement Management Masterplan	14,491	-	14,491	-
417	PZ554	Minor Pavement & Concrete Improve	20,055	-	20,055	-
417	PZ599	Neighborhood Traffic Management Program	-	-	-	200,000
		417 - COMMUNITY DEVELOPMENT FUND TOTAL	\$ 241,124	\$ -	\$ 241,124	\$ 633,453
418	PL003	Traffic Signal Washington Bl/Cattaraugus	164,408	54,732	109,676	-
418	PL004	Traffic System (TMSS) Gap Closure	161,532	-	161,532	-
418	PS001	Concrete Street Rehabilitation	100,000	100,000	-	-
418	PS002	Signage and Marking Retroreflectivity Citywide	103,000	-	103,000	100,000
418	PS003	Traffic Signal Left-Turn Phasing	141,870	-	141,870	-
418	PS005	Annual Street Pavement Rehabilitation Project	1,227,501	24,288	1,203,213	500,000
418	PZ428	Curb, Gutter, Sidewalk Replacement	118,035	-	118,035	-
418	PZ553	Higuera Street Bridge Replacement	103,807	-	103,807	-
418	PZ684	Street Light Upgrades	169,814	5,740	164,074	-
418	PZ826	Citywide Traffic Counts	54,512	9,537	44,975	-
418	PZ964	Higuera Bridge Ramp - Ballona Creek	20,000	-	20,000	-
		418 - SPECIAL GAS TAX FUND TOTAL	\$ 2,364,479	\$ 194,297	\$ 2,170,182	\$ 600,000
419	PF007	Senior Center Courtyard Renovation	1,189	-	1,189	-
419	PF017	Tellefson Park Security Fencing	30,000	-	30,000	-
419	PP006	Tellefson Park Playground	400,000	248,950	151,050	-
419	PZ551	Interpretive Nature Trail	4,700	-	4,700	-
419	PZ594	Fencing Replacement at Parks	11,663	-	11,663	-
419	PZ612	Upgrade Park Irrigation Systems	13,636	176	13,460	-
419	PZ640	Resurface/Restripe Sports Courts	116,027	7,545	108,482	-
419	PZ731	Lindberg Park	13,367	-	13,367	-
419	PZ830	Skateboard Park Office	171,542	171,542	-	-
419	PZ876	Vet's Memorial Bldg Refurbish	67,461	-	67,461	-
419	PZ898	Playground Equip Repair at Parks	25,000	7,098	17,902	-
419	PZ899	Park Facilities Improvements	34,508	-	34,508	75,000
419	PZ922	Booster Pump Replacement Project	-	-	-	25,000
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	\$ 934,093	\$ 435,311	\$ 498,782	\$ 100,000
420	PE002	Radio System Replacement	363,765	-	363,765	-
420	PF013	Fire Station Renovations	134,736	19,618	115,118	-
420	PF019	City Hall - Centennial Garden	137,992	137,992	-	-
420	PF020	Police Building Locker Rooms/Restrooms Rehabilitation	94,127	47,667	46,460	-
420	PF025	Implementation of the Bicycle and Pedestrian Action Plan	100,000	-	100,000	100,000
420	PF029	Ivy Substation Building Improvements	100,000	-	100,000	-
420	PL003	Traffic Signal Washington Bl/Cattaraugus	150,000	150,000	-	-
420	PL006	La Ballona Safe Routes to School Project	516	516	-	-
420	PL012	Automation of Lighting Timers (Downtown, Field Lights)	-	-	-	30,000
420	PP002	Parks Power Gearbox Replacement	125,000	10,000	115,000	-

**CITY OF CULVER CITY
FISCAL YEAR 2020/2021
PROPOSED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ	PROJECT TITLE	FY 2019/2020 REVISED BUDGET	FY 2019/2020 ESTIMATED SPEND	FY 2020/2021 ESTIMATED CARRYOVER	FY 2020/2021 PROPOSED BUDGET
420	PS002	Signage and Marking Retroreflectivity Citywide	232,000	-	232,000	-
420	PS006	ADA Transition Plan	20,000	-	20,000	-
420	PS016	Congestion Relief Project	-	-	-	50,000
420	PT001	Wireless Deployment Strategy	1,914	1,914	-	-
420	PT006	PD Comm. Ctr. Relocation	5,400	5,400	-	-
420	PT007	Citywide Electronic Doc. Mgt. Sys.	34,707	26,707	8,000	-
420	PT008	City Hall Conference Room Audio Visual Installation	20,808	20,808	-	-
420	PT010	Technology Innovation and Enhancements	-	-	-	70,000
420	PZ388	Technology Replacement Fund	56,092	1,889	54,203	-
420	PZ428	Curb, Gutter, Sidewalk Replacement	47,866	-	47,866	100,000
420	PZ429	Traffic Signal Replace/Upgrade	766,285	527,010	239,275	100,000
420	PZ460	Culver Blvd Realignment	205,041	1,020,436	(815,396)	-
420	PZ497	Stormwater MS4 Permit Compliance Program	52,766	26,076	26,690	-
420	PZ546	Pavement Management Masterplan	500	500	-	-
420	PZ553	Higuera Street Bridge Replacement	262,426	1,638	260,788	-
420	PZ554	Minor Pavement & Concrete Improve	16,105	7,128	8,977	-
420	PZ599	Neighborhood Traffic Management Program	127,777	118,124	9,652	169,000
420	PZ612	Upgrade Park Irrigation Systems	32,788	22,025	10,763	-
420	PZ636	Finance System Replacement	165,525	150,524	15,000	-
420	PZ638	Median Island Rehabilitation	60,683	-	60,683	-
420	PZ684	Street Light Upgrades	27,746	27,746	-	-
420	PZ811	Citywide Speed Zone Study	161,082	2,475	158,607	-
420	PZ826	Citywide Traffic Counts	43,452	3,452	40,000	-
420	PZ844	UST Upgrades on City Property	72,723	1,797	70,926	-
420	PZ845	Asbestos Abatement	20,000	-	20,000	-
420	PZ902	Public Safety CAD/RMS/Mobile Units	306,098	306,099	-	-
420	PZ922	Booster Pump Replacement Project	950	-	950	-
420	PZ929	Real Time Motorist Info System	214,000	141,692	72,308	-
420	PZ938	Citywide Bridge Repairs	71,431	-	71,431	-
420	PZ941	Safe Routes to School	319,273	-	319,273	-
420	PZ964	Higuera Bridge Ramp - Ballona Creek	206,000	-	206,000	-
		420 - CAPITAL IMPROV AND ACQ FUND TOTAL	\$ 4,757,574	\$ 2,779,233	\$ 1,978,339	\$ 619,000
420F	PF012	Facilities Assessment Study	4,875	4,875	-	-
420F	PF013	Fire Station Renovations	38,630	-	38,630	-
420F	PF023	Energy Efficiency Projects	50,000	-	50,000	-
420F	PZ132	Building Repairs	1,912,374	391,250	1,521,124	-
		420F - Facilities Planning Reserve Total	\$ 2,005,879	\$ 396,125	\$ 1,609,754	\$ -
420M	PL005	Adaptive Traffic Control System	565,470	430,826	134,644	-
420M	PL008	Network-wide Signal System Synch	223,092	-	223,092	-
420M	PL009	Left Turn Lane Imp at Ovrln/Jfrsn and Jfrsn/Playa/Splvd	10,802	10,802	-	-
420M	PL010	Matteson/Sawtelle Traffic Improvement	146,947	-	146,947	-
420M	PO008	RANCHO HIGUERA NTMP	250,000	-	250,000	150,000
420M	PS016	Congestion Relief Project	-	-	-	146,947
420M	PZ429	Traffic Signal Replace/Upgrade	-	-	-	554,336
420M	PZ460	Culver Blvd Realignment	1,260,000	-	1,260,000	-
		420M - Mitigation Funds Total	\$ 2,456,311	\$ 441,628	\$ 2,014,683	\$ 851,283
420R	PF028	Parks Building Renovations	50,000	-	50,000	-
420R	PP005	Blair Hills Park Playground Rehab	516	516	-	-
420R	PP008	Lindberg Park Improvement Project	5,000	-	5,000	-
420R	PP009	Sports Field Renovations	26,000	26,000	-	-
420R	PZ830	Skateboard Park Office	72,504	39,483	33,021	-
420R	PZ899	Park Facilities Improvements	80,819	33,810	47,009	-
		420R - Recreation Facilities Reserve Total	\$ 234,839	\$ 99,809	\$ 135,030	\$ -
420S	PS005	Annual Street Pavement Rehabilitation Project	241,442	241,442	-	360,000
		420S - Sewer Fund Transfer Total	\$ 241,442	\$ 241,442	\$ -	\$ 360,000
423	PL005	Adaptive Traffic Control System	109,255	-	109,255	-
423	PL006	La Ballona Safe Routes to School Project	2,335,164	16,860	2,318,304	-
423	PL007	Traffic Signal - Left Turn Upgrades	1,975,461	12,511	1,962,950	-
423	PL008	Network-wide Signal System Synch	633,506	65,134	568,372	-
423	PO001	Urban Forest Mgt & Succession Plan	1,664	-	1,664	-

**CITY OF CULVER CITY
FISCAL YEAR 2020/2021
PROPOSED CAPITAL IMPROVEMENT BUDGET**

FUND	PROJ	PROJECT TITLE	FY 2019/2020 REVISED BUDGET	FY 2019/2020 ESTIMATED SPEND	FY 2020/2021 ESTIMATED CARRYOVER	FY 2020/2021 PROPOSED BUDGET
423	PP001	Hetzler Road Pedestrian Trail	6,936	-	6,936	-
423	PR001	Washington Boulevard Stormwater Diversion	597,136	124,742	472,394	-
423	PR002	Culver Boulevard Stormwater Treatment	7,778,796	450,000	7,328,796	-
423	PS005	Annual Street Pavement Rehabilitation Project	70,100	-	70,100	-
423	PZ460	Culver Blvd Realignment	4,584,152	11,113	4,573,039	-
423	PZ497	Stormwater MS4 Permit Compliance Program	492,539	-	492,539	-
423	PZ551	Interpretive Nature Trail	52,821	-	52,821	-
423	PZ553	Higuera Street Bridge Replacement	7,001,519	-	7,001,519	-
423	PZ929	Real Time Motorist Info System	1,211,942	141,692	1,070,250	-
423	PZ938	Citywide Bridge Repairs	238,991	-	238,991	-
423	PZ941	Safe Routes to School	36,538	-	36,538	-
423	PZ964	Higuera Bridge Ramp - Ballona Creek	615,625	-	615,625	-
		423 - CAPITAL GRANTS (CIP) FUND TOTAL	\$ 27,742,145	\$ 822,052	\$ 26,920,093	\$ -
428	PS006	ADA Transition Plan	268,693	-	268,693	-
428	PS009	ADA Curb Ramps (CDBG)	165,000	-	165,000	-
428	PS011	CDBG Sidewalk Barrier Removal & Repair Project	47,720	-	47,720	-
428	PZ295	Alley Reconstruction - Citywide	90,000	-	90,000	-
428	PZ428	Curb, Gutter, Sidewalk Replacement	10,901	-	10,901	-
		428 - CDBG - CAPITAL FUND TOTAL	\$ 582,314	\$ -	\$ 582,314	\$ -
431	PS005	Annual Street Pavement Rehabilitation Project	251,203	-	251,203	251,000
431	PZ950	Ped Improv-Intersects w/Bus Stops	74,000	-	74,000	-
		431 - MEASURE R TOTAL	\$ 325,203	\$ -	\$ 325,203	\$ 251,000
434	PR001	Washington Boulevard Stormwater Diversion	5,689,516	256,422	5,433,094	600,000
434	PR002	Culver Boulevard Stormwater Treatment	3,417,546	2,548,664	868,882	1,000,000
434	PR004	Stormwater Quality Master Plan	375,000	225,000	150,000	150,000
434	PR005	Mesmer Dry Weather Diversion Projec	123,182	34,022	89,160	80,000
434	PZ497	Stormwater MS4 Permit Compliance Program	447,808	355,255	92,553	280,000
434	PZ948	Transfer Station Improvements	27,653	27,653	-	-
		434 - URBAN RUNOFF MITIGATION TOTAL	\$ 10,080,705	\$ 3,447,016	\$ 6,633,689	\$ 2,110,000
435	PF024	Expo To Downtown Multi-modal Corridor	587,995	-	587,995	600,000
435	PO011	Metro Bike Share Program	-	-	-	612,473
435	PZ923	Fox Hills Parking Bike Lanes	180,000	-	180,000	236,250
		435 - MEASURE M TOTAL	\$ 767,995	\$ -	\$ 767,995	\$ 1,448,723
475	PA001	Parking Meters Relocation Project	407,500	-	407,500	-
475	PA003	Ince Parking Structure Lighting	17,080	-	17,080	-
475	PA004	PARCS Equipment Replacement	351,016	351,016	-	-
475	PO007	CITYWIDE SIGN UPDATES	50,000	-	50,000	50,000
475	PT009	Enterprise Camera System	280,000	-	280,000	-
475	PZ599	Neighborhood Traffic Management Program	164,000	63,861	100,139	-
475	PZ929	Real Time Motorist Info System	204,319	34,779	169,540	-
475	PZ949	New Parking Meter Installation	1,988,295	35,835	1,952,460	1,518,398
		475 - CULVER CITY PARKING AUTHORITY TOTAL	\$ 3,462,210	\$ 485,491	\$ 2,976,719	\$ 1,568,398
		GRAND TOTAL	\$ 74,988,040	\$ 25,289,327	\$ 49,698,711	\$ 9,266,857

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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

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

Policy Number **5003**

General Subject: Finance

Date Issued 6/24/14

Specific Subject: Recreational Facilities
Reserve

Dates Revised

Effective Date 6/24/14

Resolution No. 2014-R057

PURPOSE:

To set aside a portion of fees to mitigate additional facility or equipment wear and tear created by fee based programs that are not self-supporting.

STATEMENT OF POLICY:

The instructional recreational programs for children and adults provided by the Parks, Recreation & Community Services Department will be conducted for a fee to offset associated cost with managing such programs. Registration fees will be based on an amount sufficient to acquire independent contractors, class materials and the administrative overhead and a facility use fee. Occasionally, it may be necessary to conduct programs in which revenues are not sufficient to be self-supporting. The Parks, Recreation & Community Services Director or designee is authorized to enter into agreements for securing independent contractors for approved instructional recreation activities.

Certain fee based activities create additional wear and tear on equipment and facilities. In these cases, it is appropriate to set aside a portion of the annual fees to replace or mitigate the accelerated aging of the equipment or facility being used. A sum of money equivalent to 10% of the gross annual revenues derived from park and facility rental fees, program fees, class fees, etc. shall be set aside into a Recreational Facilities Reserve for equipment replacement or facility refurbishment. Following is a comprehensive list of revenue codes from the PRCS Department that will be the basis of this calculation:

<u>Object</u>	<u>Title</u>
365160	After School Program
365710	Senior Center Rental
365720	Teen Center Rental
365730	Meeting Room Rental
365740	Auditorium Rental
365210	Day Camp Fees

365220	Youth Camp Fees
365240	Recreation Park & Picnic Permits
365250	Park Programs Revenue
365310	Youth Sports Program Revenue
365350	Adult Sports Program Revenue
365410	Classes – Contracted Fees
365510	City Plunge (Pool) Admissions
365520	Pool Rentals & Passes
365530	Aquatics Programs
365540	Aquatics Contract Classes

APPENDIX D

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.

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

GLOSSARY OF TERMS

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.

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.

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.

GLOSSARY OF TERMS

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 Maintenance Fund – For all activities of the City's central equipment maintenance operations.

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 XIII B of the State constitution was amended by Proposition 4 (Gann Initiative) in 1979. Article XIII B 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.

Governmental Funds – Funds that track the basic activities of government. The primary governmental fund is the general fund.

GLOSSARY OF TERMS

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.

Micrographics Service Fund – For the costs of microfilm services.

Mission – A description of the basic purpose and responsibility of the division or department.

GLOSSARY OF TERMS

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 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

GLOSSARY OF TERMS

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.

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.

GLOSSARY OF TERMS

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 E

ACRONYMS

AB	Assembly Bill	CEQA	California Environmental Quality Act
ADT	Average Daily Traffic	CERT	Community Emergency Response Team
AIP	Area Improvement Plan	CHS	Comprehensive Housing Strategy
AQMD	Air Quality Management District	CIP	Capital Improvement Project or Program
ARRA	American Recovery and Reinvestment Act	CMP	Congestion Management Program
ATP	Active Transportation Program	CNG	Compressed Natural Gas
ATS	Automated Traffic System	COG	Council of Governments
ATSAC	Automated Traffic Surveillance and Control	COLA	Cost of Living Adjustment
AVL	Automatic Vehicle Locator	COPS	Citizens' Option for Public Safety
AVR	Average Vehicle Ridership	CPI	Consumer Price Index
BID	Business Improvement District	DAT	Disaster Awareness Training
BPAP	Bicycle and Pedestrian Action Plan	EEO	Equal Employment Opportunity
CAFR	Comprehensive Annual Financial Report	EIR	Environmental Impact Report
CalPERS	California Public Employee's Retirement System	EOC	Emergency Operations Center
CCARES	Culver City Amateur Radio Emergency Service	ERAF	Educational Revenues Augmentation Fund
CCEA	Culver City Employees' Association	ERF	Equipment Replacement Fund
CCMC	Culver City Municipal Code	FAA	Federal Aviation Administration
CCMG	Culver City Management Group	FAC	Finance Advisory Committee
CCPMG	Culver City Police Management Group	FAP	Fare Allocation Plan
CCPOA	Culver City Police Officers Association	FEHA	Fair Employment and Housing Act
CCRA	Culver City Redevelopment Agency	FEMA	Federal Emergency Management Agency
CCUSD	Culver City Unified School District	FMR	Fair Market Rent
CDBG	Community Development Block Grant	FSS	Family Self Sufficiency
		FTA	Federal Transportation Administration
		FTE	Full-time Equivalent

ACRONYMS

GAAP	Generally Accepted Accounting Principals	MTA	Metropolitan Transportation Authority
GARE	Government Alliance on Race and Equity	NPDES	National Pollutant Discharge Elimination System
GASB	Governmental Accounting Standards Board	NPP	Neighborhood Preservation Program
GIASP	General Industrial Activities Storm Water NPDES Permit	NTMP	Neighborhood Traffic Management Plan
GDP	Gross Domestic Product	OB	Operating Budget
GFOA	Government Finance Officers Association	OES	Office of Emergency Services
GIS	Geographical Information Systems	OPEB	Other Post Employment Benefits
HCVP	Housing Choice Voucher Program	OSHA	Occupational Safety and Health Administration
HIPPA	Health Insurance Portability and Accountability Act	PERS	Public Employee Retirement System
HUD	Department of Housing and Urban Development	PHA	Public Housing Agency
I & A	Improvements and Acquisitions	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
ICRMA	Independent Cities Risk Management Authority	PSAF	Public Safety Sales Tax
IOD	Injured On Duty	PTA	Public Transportation Account
IT	Information Technology	RAP	Rental Assistance Program
JPA	Joint Powers Authority	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	SB	Senate Bill
MSW	Municipal Solid Wastes		

ACRONYMS

SCAG	Southern California Association of Governments
SEMP	Section 8 Management Assessment Program
SERF	Supplemental Equipment Replacement Fund
SIF	Self-Insurance Fund
SOP	Standard Operating Procedures
SRTS	Safe Routes to School
SSMP	Sewer System Management Plan
STA	State Transportation Assistance
STPL	Surface Transportation Program Local
TCRF	Traffic Congestion Relief Fund
TCRP	Technical Cooperative Research Project
TDA	Transit Development Act
TMDL	Total Maximum Daily Load
TI	Tax Increment <i>or</i> Tenant Improvement
TOD	Transit Oriented Development
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
WLAC	West Los Angeles Community College

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APPENDIX F

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 including 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 advertising	Christmas decorations	Personnel recruiting
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.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

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.

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

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

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.

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.

**OBJECT ACCOUNT NUMBERS
DESCRIPTION**

NO.

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.

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.

